*AMENDED 6/18/2021
City of St. Helena
Regular City Council Meeting
Tuesday, June 22, 2021 @ 6:00 PM
Published: Thursday, June 17, 2021 6:34 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

In the event a quorum of the City Council loses electrical power or suffers an internet connection outage that is not corrected within 10 minutes, the meeting will automatically be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled evening meeting of the City Council. Any other items on the agenda that the Council has not taken action on will be placed on a future agenda. Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions. Spanish translation for this meeting will be offered. To access Spanish translation, you will need to join the meeting using the Zoom app from a computer, iPad or Iphone. You will see an icon on the screen that will allow you to choose Spanish translation. To learn how to use Zoom, please see the instructions below.

Please click the link below to join the meeting:
https://us02web.zoom.us/j/81293488842
Or One tap mobile :
US: +16699006833,,81293488842# or +12532158782,,81293488842#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099
Meeting ID: 812 9348 8842
International numbers available: https://us02web.zoom.us/u/ktNkXAmZZ

~~~~~~

Ciudad de Santa Helena Reunión Especial del Ayuntamiento 22 de junio de 2021 @ 6:00 PM **De acuerdo con las órdenes ejecutivas N-29-20, y la orientación del Departamento de Salud Pública de California sobre reuniones, se permite la participación pública virtual. Seguiremos la Orden de la siguiente manera: Los miembros del público no pueden asistir físicamente a las reuniones. La reunión del Ayuntamiento de la Ciudad se transmitirá en vivo por el Canal 28 de Comcast y en el sitio web de la Ciudad, salvo dificultades técnicas. Aquellos miembros del público que deseen participar deben hacerlo de forma virtual a través de las reuniones electrónicas de Zoom de las siguientes maneras; iniciando sesión en el enlace Zoom ubicado en la agenda de la reunión (descargue la aplicación en su computadora o dispositivo móvil) e ingrese la ID de la reunión o llamando al número ubicado en la agenda e ingrese la ID de la reunión. Se aceptarán comentarios públicos para la reunión del Ayuntamiento por correo electrónico a** publiccomment@cityofsthelena.org**. Todos los comentarios públicos se harán públicos y se adjuntarán a la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al díasiguiente.**

En el evento que el Ayuntamiento pierda la energía eléctrica o sufra un corte de conexión de internet que no pueda ser corregido en 10 minutos, la reunión se terminará automáticamente. Todos los artículos notificados como audiencias públicas continuarán a la próxima reunión regular programada del Concejo Municipal. Cualquier otro tema en la agenda sobre el que el Consejo no haya tomado acción se incluirá en una futura agenda.

Consulte el final de la agenda para obtener instrucciones detalladas de PARTICIPACIÓNPÚBLICA. Se ofrecerá traducción al español para esta reunión. Para acceder a la traducción al español, deberá unirse a la reunión utilizando la aplicación Zoom desde una computadora, iPad o Iphone. Verá un icono en la pantalla que le permitirá elegir la traducción al español. Para aprender a utilizar Zoom, consulte las instrucciones a continuación.

TENGA EN CUENTA: Cualquier persona que desee hablar sobre un tema en la agenda o hacer un comentario en la sección de "comentario público" de la agenda puede hacerlo, pero por favor observe el límite de tiempo de cuarto minutos.

Habrá traducción en español durante la junta
Haga clic en el enlace a continuación para participar en la reunión:
https://us02web.zoom.us/j/81293488842
por iPhone one-tap:
US: +16699006833,,81293488842# or +12532158782,,81293488842#
O por Teléfono: Marque(para mejor calidad, marque número basado en su ubicaciónactual):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799
ID de la Reunión: ID 812 9348 8842
International numbers available:https://us02web.zoom.us/u/ktNkXAmZZ

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
   Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, Eric Hall and Lester Hardy
4. ADOPTION OF THE AGENDA
~~~~~~

5. PUBLIC FORUM:

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

5.1. Public Comment.Mark Smithers 15 - 18
Public Comment.Elaine de Man

6. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:

Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

7. PRESENTATIONS AND PUBLIC RECOGNITIONS

7.1. Proclamation Celebrating the Fiftieth Anniversary of the Lugo Park Subdivision (~~Proclamation forthcoming~~ Provided 6/19/21) 19 - 20
Lugo Park 50th Year Anniversary Proclamation

7.2. Annual Housing Services Report by Andrea Clark, City of Napa Affordable Housing Representative 21 - 28
St. Helena - Housing Services Presentation 2020-21

8. STAFF BRIEFING

8.1. None

9. CONSENT ITEMS

Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

9.1. Consideration and proposed approval of Regular Meeting Minutes of June 8, 2021 29 - 36
06-08-2021 Regular City Council - Minutes

9.2. Consideration and proposed approval of a Resolution approving a one-year agreement with MarinIT to provide Information Technology services for an amount not-to-exceed $170,082.38 for FY 2021-22 37 - 65

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council approve the attached Resolution.
Staff Report - Pdf

9.3. Consideration and proposed approval of a resolution establishing designation of City's agents by title to obtain Federal and/or State 67 - 72

financial assistance through the California Office of Emergency Services (Cal OES) under the California Disaster Assistance Act.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends City Council approve the resolution establishing designation of City's agents by title to obtain Federal and/or State financial assistance through the California Office of Emergency Services.
Staff Report - Pdf

9.4. Consideration and approval of a Resolution Establishing Appropriation Limits for Fiscal Year 2021-22 and the Selection of Current Year Adjustment Factors — 73 - 83

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends the City Council of the City of St. Helena adopt a Resolution establishing an appropriation limit for Fiscal Year 2021-22.
Staff Report - Pdf

9.5. Consideration and proposed adoption of a resolution adopting a list of project for Fiscal Year 2021-22 funded by SB1: The Road Repair and Accountability Act of 2017 — 85 - 89

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Adopt a resolution adopting a list of projects for fiscal year 2021-22 funded by SB1: The Road Repair and Accountability Act of 2017.
Staff Report - Pdf

9.6. Consideration and proposed approval of a resolution approving Amendment #3 to STH Contract: FY2019-013 with Dash Data, Inc for document imaging and quality control services for an additional $12,662.11 for a total not to exceed amount of $162,662.11 — 91 - 97

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Staff recommends City Council approve the attached Resolution.
Staff Report - Pdf

9.7. Consideration and proposed approval of a resolution: (1) approving temporary closure of Oak Avenue, Adams Street, Tainter Street, and the Oak Avenue City Parking Lot, for the October 16, 2021, Hometown Harvest Festival festivities, (2) authorizing possession of open alcoholic beverages on those public streets, and (3) approving the waiving of the encroachment fee. — 99 - 103

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Parks & Recreation Director
Recommendation:
Staff recommends the City Council of the City of St. Helena adopt the attached Resolution.

Hometown Harvest festival road closure and alcohol sales staff report - Pdf

9.8. Consideration and proposed approval of a Resolution approving: (1) Marketing and Promotional Services Agreement in the amount not-to-exceed $220,500 between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2021-22 and (2) Business Recovery Marketing Agreement in an amount not-to-exceed $100,000 between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2021-22. 105 - 133

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council adopt the attached resolution approving the two agreements.

Staff Report - Pdf

9.9. Authorizing a resolution approving a Professional Services Agreement to provide CDBG Business Lending, Over-the-Counter Grant Application Assistance, and Related Consulting Services with Community Development Services (CDS) in an amount not-to-exceed of $57,500. 135 - 194

CEQA Determination: Exempt
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends approval of the attached Resolution.

Staff Report - Pdf

9.10. Consideration and Proposed Approval of a Resolution Authorizing Amendment No. 4 to the City Manager's Employment Agreement; and, in accordance with the requirement of California Code Section 54953(c)(3), providing an oral report summarizing the recommended final action for the City Manager contract amendment beginning July 1, 2021 that provides for: (1) a one-year contract extension to June 30, 2025, (2) entitlement to floating or personal convenience holidays as authorized by the Council for Departments Heads as set forth in the Unrepresented Compensation Program effective Calendar Year 2021 and beyond, and (3) amending deferred compensation benefit as follows: City will match employee contribution per pay period of up to 4% of base salary provided the employee makes a simultaneous per pay period contribution of at least 5% of base salary. (~~Staff report forthcoming~~ Provided 6/19/21) 195 - 201

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:

Vice Mayor Dohring and Council Member Hall recommend City Council approve Amendment No. 4 to the Employment Agreement between the City of St. Helena and City Manager Mark Prestwich.

Staff Report - Pdf

10. PUBLIC HEARINGS

10.1. None

11. OLD BUSINESS

11.1. Consideration and Proposed Approval of a Resolution Adopting the FY 2021-22 Budget (~~Staff report forthcoming~~ Provided 6/19/21) 203 - 563

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends approval of a resolution adopting the City of St. Helena FY 2021-22 Budget.

Staff Report - Pdf

11.2. Discussion and direction of the R18-81 Downtown Improvement Project (~~Staff report forthcoming~~ Provided 6/19/21) 565 - 569

CEQA Determination: Class 2 Categorical Exemption under Section 15302 of CEQA; Class 3 Categorical Exemption under Section 15303 of CEQA; and 15061 (b)(3), common sense exemption of CEQA
Prepared By: John Wanger, Interim City Engineer
Recommendation:
Provide direction to staff on funding, project schedule.

Staff Report - Pdf

12. NEW BUSINESS

12.1. Consideration and proposed approval of a resolution appointing applicants to the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission, and Library Board of Trustees and consider leaving the recruitment open for the unfilled terms of office until filled. 571 - 624

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Staff recommends adopting a resolution appointing applicants to the following committees:

Active Transportation Sustainability Committee
Library Board of Trustees
Planning Commission
Parks & Recreation Committee

Staff Report - Pdf

12.2. *NEW ITEM 6/18/21 625 - 637

Consideration of an Appeal of the Water Advisory Board's Denial of a Water Allocation Exception Application from Tom Belt

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Discuss and provide direction for the appeal of the Water Advisory Board's denial of a water allocation exception application from Tom Belt.
Staff Report - Pdf

12.3. Discussion and consideration of conducting hybrid, virtual and/or in-person City Council and Boards, Commissions, and Committee meetings. 639 - 642

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Discuss and provide direction.
Staff Report - Pdf
Public Comment.Joy Roades-Brown

13. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

13.1.

July City Council Meetings: **7/13 CANCELLED** **7/27 (Staff reports due 7/9)**
STAFF BRIEFING:
July - Update on Waste Water Treatment Plant Upgrade Project (report every other month)
PH or OLD / NEW BUSINESS:
Rosebud Lane agreement
7/27 Discussion and Direction Regarding Draft City of St. Helena Water Security Framework
7/27 Review Urgency ordinance amending chapter 13.04 and adopted penalty structure

14. ADJOURNMENT

The next Regular City Council meeting is scheduled for July 27, 2021, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 17, 2021. Reposted 6/18/21

Cindy Tzafopoulos

Cindy Tzafopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office

(707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at https://sthelena.civicweb.net and will be available for public review at the respective meeting.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: https://sthelena.civicweb.net/Portal/

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**

1. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: https://zoom.us/join and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

1. **Listen Only by Telephone:**

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in by 4:00 PM Prior to the Meeting to:** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.
When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand'** button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**
This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

~~~~~~

En cumplimiento de la Ley de Estadounidenses con Discapacidades, si necesita asistencia especial para participar en esta reunión, llame a la Oficina del Secretaría de la Ciudad (707) 967-2792. La notificación 72 horas antes de la reunión, como lo requiere la Sección 202 de la Ley de Estadounidenses con Discapacidades, permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad a esta reunión.

LA CIUDAD DE ST. HELENA ALIENTA LA PARTICIPACIÓN PÚBLICA EN LÍNEA EN REUNIONES VIRTUALES DEL CONSEJO DE LA CIUDAD

St. Helena, CA– La Ciudad de St. Helena está comprometida con la participación pública en el gobierno de la Ciudad de manera que sea consistente con la guía proporcionada por el Oficial de Salud Pública del Condado de Napa y la Orden Ejecutiva N-25-20 del Gobernador Newsom. Estas pautas se relacionan con el distanciamiento social y están destinadas a proteger a todos al limitar la propagación de COVID-19 en nuestra comunidad. En cumplimiento de estas pautas, el Ayuntamiento de St. Helena organizará una Reunión del Consejo Virtual sobre Zoom; Una herramienta de teleconferencia gratuita que permite a los usuarios mirar y / o llamar a la reunión desde sus computadoras o teléfonos. Esta reunión estará abierta al público y permite comentarios públicos en vivo. La reunión también se grabará, se transmitirá en vivo y se publicará en el sitio web de la Ciudad después de la clausura de la reunión si se presentan dificultades técnicas: https://sthelena.civicweb.net/Portal/

El enlace web de ZOOM, la identificación de la reunión y el número de teléfono se enumerarán en la parte superior de la Agenda de la reunión del Ayuntamiento. Se le pedirá que ingrese la ID de la reunión, pero no habrá contraseña ni ID de participante.
~~~~~~

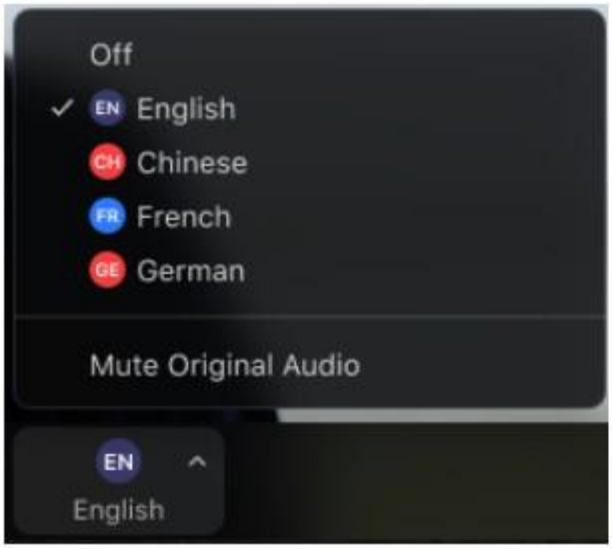
Cómo escuchar la interpretación de un idioma

Windows | macOS

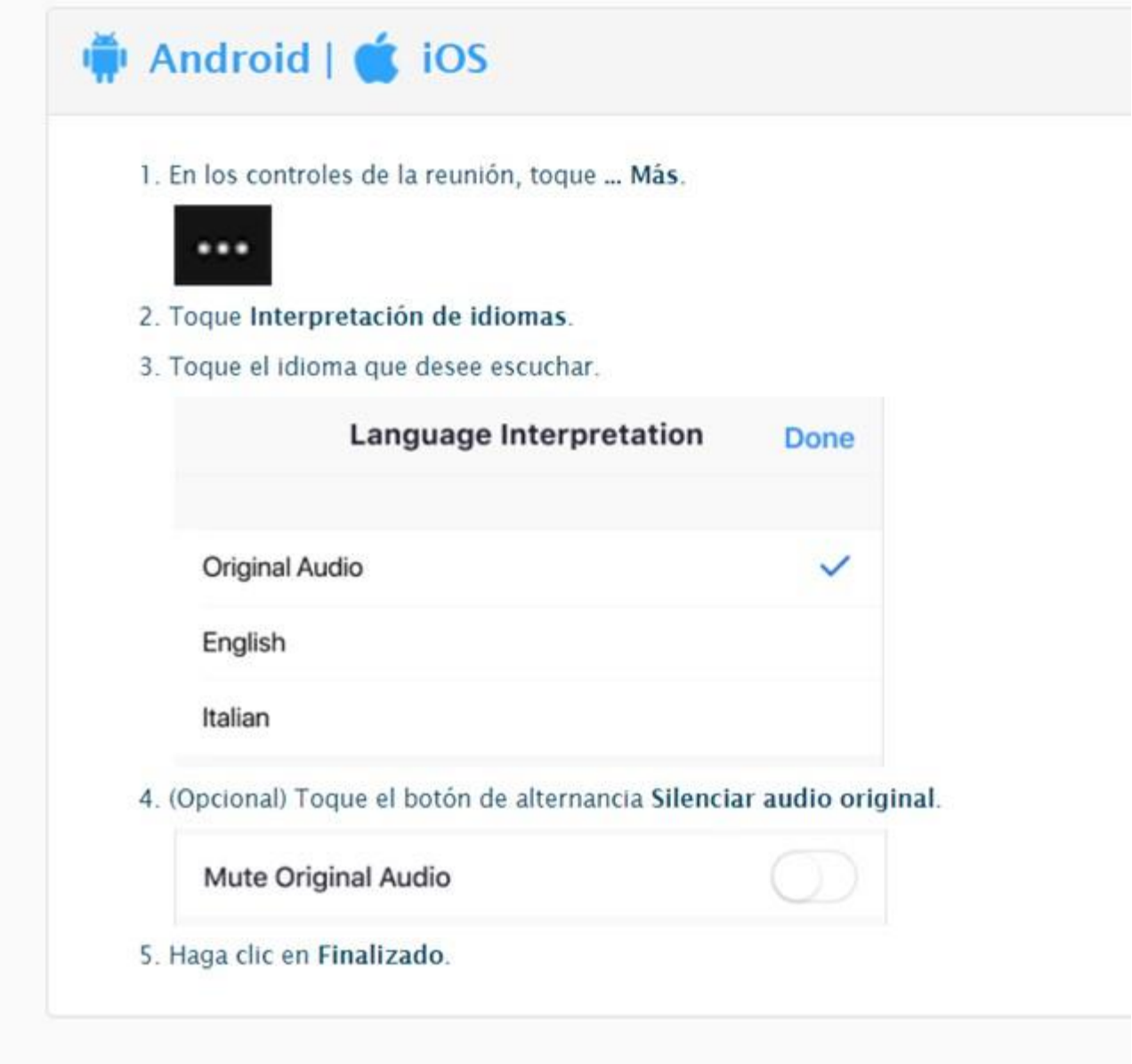
1. En los controles de la reunión o el seminario web, haga clic en **Interpr**



2. Haga clic en el idioma que desee escuchar.



3. (Opcional) Para escuchar solo el idioma interpretado, haga clic en **Siler**



Cómo ver o escuchar las reuniones del Consejo:

1. Veala a través del canal 28 de Comcast
2. Vea el video de transmisión en vivo en el sitio web de la ciudad
3. Mire y escuche en Zoom.us haciendo clic en el enlace en la Agenda del Consejo
4. Escuche llamando al número de Zoom listado en la Agenda del Consejo

Vea la reunión del Consejo uniéndose a la reunión Zoom:

1. **Por computadora, tableta o teléfono:**

a. Antes de unirse a la reunión virtual del Ayuntamiento, le recomendamos que descargue la aplicación Zoom. Para registrarse en su propia cuenta gratuita, visite zoom.us/signup e ingrese su dirección de correo electrónico. Recibirá un correo electrónico de Zoom (no-reply@zoom.us) . En este correo electrónico, haga clic en Activar cuenta.
b. Si ha iniciado sesión en su cuenta, ingrese la ID de la reunión que figura en la Agenda del Ayuntamiento. Si no ha creado una cuenta, vaya a: https://zoom.us/join e ingrese la ID de la reunión

c. Seleccione si desea conectar audio y / o video y toque Unirse a la reunión. re. Para obtener instrucciones específicas para su dispositivo, vaya a: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

2. **Escuche solo por teléfono:**

a. **Marque** el número que figura en la Agenda del Consejo.
b. Cuando se le solicite, ingrese la **ID de la reunión** provista en la parte superior de la Agenda de la reunión del Concejo Municipal **y presione #. No se requiere una identificación de participación.**
c. Para desconectarse de la reunión, cuelgue el teléfono

Formas de proporcionar comentarios públicos:
Mientras asiste a la reunión virtual del Ayuntamiento, el público tendrá la oportunidad de proporcionar comentarios públicos en vivo durante el Foro Público y después de cada tema de la agenda. Cuando sea el momento apropiado para comentarios públicos, el Alcalde abrirá verbalmente los comentarios públicos. En este momento, cada individuo tiene permitido 4 minutos parahablar.

1. Envíe un comentario público por adelantado a publiccomment@cityofsthelena.org
La forma más fácil de proporcionar comentarios públicos es enviar su comentario público por correo electrónico. Los comentarios públicos pueden enviarse por correo electrónico a publiccomment@cityofsthelena.org.Incluya en la línea de asunto "COMENTARIO AL CONSEJO y el PUNTO DEL PROGRAMA". Cualquier comentario público debe presentarse a más tardar 2 horas antes de la reunión programada y se incluirá como un archivo adjunto a la agenda. Todos los comentarios públicos se harán públicos y se adjuntarán al articulo de la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

- 2. Proporcione comentarios a través de la reunión Zoom desde una computadora, tableta o teléfono inteligente

Esta opción permite que el público asista virtualmente a la reunión como un "asistente" silenciado sin capacidades de video o pantalla compartida. Podrá ver y escuchar a los participantes en la reunión, pero no podrán escucharlo hasta que el anfitrión de permisio.

Si desea proporcionar comentarios públicos durante un elemento específico de la agenda o durante un foro público, puede usar la función "levantar la mano" ubicada en el panel de control en la parte inferior de la pantalla. El icono es una pequeña mano azul. En Windows también puede usar el atajo de teclado Alt + Y para subir o bajar la mano. En Mac también puedes usar el atajo de teclado Alt + Y para subir o bajar lamano**.**

Se le notificará al anfitrión que ha levantado la mano y se lo colocará en fila con todas las solicitudes entrantes

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Para ser retirado de la fila, simplemente haga clic de nuevo el botón “levantar la mano”.

3. **Llame a la reunión de ZOOM desde un teléfono fijo o móvil solamente**

Esta opción le permite al miembro del público la oportunidad de participar verbalmente en comentarios públicos.

Si desea hablar durante el tiempo de comentarios públicos, marque * 9 en su teléfono.

Se le notificará al anfitrión que le gustaría hablar y se colocará en fila con todas las solicitudes entrantes.

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Puede presionar * 9 nuevamente si desea ser eliminado de la fila.

Mark Smithers and Tom Belt

To our Mayor, City Council, and City Manager,
St Helena, California

Water restriction equitability

The water restrictions recently implemented by our city are wholly inequitable. You've pitted residents against businesses resulting in negativity and anger between residents and between residents and businesses. It doesn't need to be this way, but changes will need to be made.

You've mandated residents to collectively reduce water consumption by 43% while asking business to reduce consumption by only 10% (from their 2017-2019 averages). You support this equity gap due to your concern for businesses investments with complete disregard for the investment homeowners have in their properties, which is often a large part of their life savings. This implies local business investment is "more important" than home investment. This is quite puzzling given residents collectively provide more revenue to the City than businesses through property taxes and sales tax as well as supporting our community through volunteering to support clubs, community programs, local sports, and youth programs. Residents are the life blood of our town.

Recently City public notices admonished residents for not saving enough water (in May 2021) while noting that businesses met their goal. Your suggestion that businesses made sacrifices to conserve and meet their goal is false praise. We'd really like to hear what changes and conservation efforts businesses (especially the large water users receiving 1,000,000 gallons or more a month) made in May compared to the base you gave them. You need to come clean on the situation you handed them that allows them to do virtually nothing and still meet their 10% reduction goal.

Most commercial water customers are not operating today (2021) anywhere near the levels they were in the base years (2017, 2018, 2019) you selected for them. Some examples to illustrate this fact: due to COVID, restaurants don't have the customer counts today compared to 2017-19, hotel occupancy rates are much lower, and retail foot traffic is down significantly. Also, due to last year's fires, there have been sharp declines in on-premise wine sales and tasting room traffic; winery water customers have less bulk wine, are bottling less wine, and likely will crush less in 2021 compared with the base years. About the only local businesses currently operating at the base level are grocery stores and hardware stores. As a result of this dynamic, the City really asked the bulk of commercial water users to do virtually nothing to conserve water.

How to correct this situation, and therefore get real water savings from our commercial water users? We request that you change (correct) the requested reductions by commercial users. Your restrictions as they currently are will not result in new/ongoing water savings (are faulty) because they rely on faulty assumptions: that commercial activities in 2021 will be at the same level as in the base years (2017, 2018, 2019). City Council needs to revisit this sooner rather than later if you truly want commercial water users to make real conservation efforts. You can't wait to talk about this at the end of July.

We ask, what have you specifically asked commercial customers to do? Have you at a minimum asked them to do the following (and confirmed they have):

Convert all urinals to waterless systems

Confirm all toilets are using 1.5 or less gallons per flush

Signage asking customers and employees to conserve water

Signage at hotels and spas requesting short showers

Signage requesting hotel guests to not require fresh linens each day

Require all spas and health clubs to forbid members from coming in just to shower

Limiting fleet vehicle and truck washings to once a month

Eliminate hosing down outside areas, concrete pads, etc.; they can be swept

Reduce all outside landscape watering by 43%

Reduce vineyard irrigation by 43% (even if well water, groundwater effects all citizens)

No tilling of vineyards (dust requires us to wash our cars, houses, solar panels, outside furniture)

Forbid washing the outside of winery tanks and commercial buildings

Forbid the hosing down of grape bins and gondolas not owned by the winery

As for residents, this situation is most likely the opposite. With people working from home, cooking and eating more at home, planting gardens, and students home schooled, residents would obviously be using more water than in the past. The City should be celebrating the significant conservation of its residents given the difficult and changed conditions. Everyone we know has made big changes to their water uses and is living within their allotments. We believe that commercial users also must make big changes. It is only fair.

Of special note is Healdsburg's recent decision in support of equitable water restriction requiring both businesses and residents to reduce water use 40%. The city needs to make changes to the commercial water use restrictions quickly such that real conservation can occur and help all of us get through this difficult time. The residents have more than sacrificed. We ask for equitable water restrictions and for all water customers to help protect our water resources for our entire community. Now it is time for the city to ask our businesses to do the same.

Residents for water restriction equitability:

Mark Smithers 707 290 4508

Tom Belt 707 815 1405

Cindy Tzafopoulos

From: Elaine de Man <elainede@sbcglobal.net>
Sent: Tuesday, June 22, 2021 12:45 PM
To: Public Comment
Subject: [External] St. Helena Water Allotments

To Mark Prestwich, Mayor Geoff Ellsworth, and other members of the City Council:

The notice we all recently received from the city, congratulating commercial users for meeting their water reduction goal while admonishing residential users for not meeting theirs, was both disingenuous and dishonest by omission.

After all, why would you want to remind residential users that they are being required to reduce water usage by 43%, while commercial water users are only being required to reduce their usage by 10%? Why would you want to remind the residents of the inequity, and perhaps illegality, of your mandate? Why are commercial water customers being granted special privileges during this time of emergency?

Many (but clearly not all) residential customers are taking draconian measures to reduce our water consumption: pulling back on irrigation, using buckets to collect excess water in showers and sinks to hand water plants, and more. We're taking steps to protect *our* major investment, our homes and landscaping. And *those* investments also contribute to our community through property taxes, perhaps the most steady source of income the City of St. Helena has.

As a whole, residential users are doing their part. And some are doing far more than others. If we're not meeting *your* goal, it's because the goal is unfair and possibly illegal. And to impose a fine on residents who exceed their allotment puts the burden on people of lower income, while those with more funds available will simply pay the fines while ignoring the severe water shortage we are supposedly experiencing together.

I am asking that you revisit your decision to put the needs of commercial users so far ahead of residential users and make the water reduction goals more equitable instead of admonishing the people who are actually trying to reduce water consumption. We should all be required to conserve the same amount. We all have investments at stake. We all contribute to the community.

I am also asking that in the future, you not wait until the last minute to impose water use restrictions. Good grief, *we* all knew this was coming. *You* knew this was coming. And yet no measures were taken to conserve water while we still had water to conserve. This "let's wait and see" attitude has no place in a world where we have clearly reached the tipping point in terms of water. And to think we can simply "source" more water, as Council Member Hall has suggested, shows a shocking ignorance of how and where water in California and Napa County is sourced and distributed. And to continue to suggest and approve additional commercial developments and more resorts is flagrantly irresponsible.

If you want us to believe we are all in this together, please show us more honesty, more transparency, and more equity. Put the needs of the residents at least on par with commercial enterprises. Stop considering new developments that will put more pressure on a dwindling water supply. Get yourselves educated on the *big* water picture before suggesting there are other water sources we can tap in to. And look realistically to the future, taking into account all the climate models that are now available, and make decisions accordingly.

Thank you,

Elaine de Man
St. Helena, CA

CITY OF ST. HELENA
PROCLAMATION CELEBRATING
THE FIFTIETH ANNIVERSARY OF
THE LUGO PARK SUBDIVISION

WHEREAS, in the 1960s, with Napa Valley's growing farmworker population struggling to find suitable, reasonably priced housing, a courageous and determined group of citizens led by Ernest and Hope Lugo dreamed of home ownership in St. Helena;

WHEREAS, after learning from friends in Tulare County about the value and practicality of pooling resources through self-help housing, the Lugos approached the Napa County Council for Economic Opportunity — now known as Community Action of Napa Valley — with the idea of embarking on a similar grassroots community project for working families in Napa County;

WHEREAS, the Lugos also learned about a self-help housing loan program overseen by the Department of Agriculture and partnered with Rural California Housing Corporation for technical assistance to create self-help home ownership in St. Helena;

WHEREAS, meetings to organize the project began in 1966, and in March 1969 organizers collaborated with Volunteers in Service to America (VISTA) and Napa County Better Housing Inc. to form a California nonprofit corporation;

WHEREAS, the non-profit corporation ultimately was able to acquire six acres of land at Kennedy Court and La Quinta Way at the end of El Bonita Avenue. The organizers then began raising funds from local businesses, friends and donor organizations and acquiring professional services from engineers, attorneys, affordable housing experts and developers, lending specialists and title officers;

WHEREAS, initially over 80 families expressed interest in this unique and special self-help initiative, but because it took well over three years and much effort to advance the project and locate sufficient buildable land, many families had to move on. Each remaining participating family had to meet income requirements, qualify for low-interest loans, be employed in agricultural occupations, continue to attend many meetings and trainings and pledge to provide one thousand hours of labor;

WHEREAS, the original core families continued to be active and committed to the project, and they recruited new families to join together as Lugo Park’s original 18 families: Aguirre, Aguayo, Ceja, Cendejas, Cruz, De Haro, Espinosa, Gastelum, Gallegos, Gonzalez, Gutierrez, Huijon, Hurtado, Lugo, Olguin, Ortiz, Reyes and Segura;

WHEREAS, these close-knit founding families agreed amongst themselves that all eighteen homes of the 18-home subdivision would be completed at the same time to ensure that all of the families would move into their newly-built homes together and that no family would be left

behind;

WHEREAS, the founding families, with the support of many allies too numerous to name, took great risk and overcame many obstacles – including some community resistance and skepticism – to ultimately achieve their dream. With a sense of great achievement, joy and pride, they completed construction and moved into their new homes 50 years ago this year;

WHEREAS, the friendships forged through shared sacrifice and the roots established through mutual self-help have continued to this day, with many of the original 18 families still living at Lugo Park, a neighborhood unfamiliar to many even though it encapsulates many of the city's current issues: an increasing Latino population, limited affordable housing for workers, and the need for grassroots community action.

NOW, THEREFORE, BE IT RESOLVED, that I, Geoff Ellsworth, Mayor of the City of St. Helena, along with my fellow council members, do hereby recognize the 50th anniversary of the Lugo Park Subdivision and honor both the original families and the current families who have made Lugo Park a special and vibrant St. Helena neighborhood and wonderful example of what can be accomplished through mutual respect and assistance, tenacity, sacrifice and hard work.

Dated: June 22, 2021

_____
Geoff Ellsworth, Mayor
City of St. Helena

HOUSING AUTHORITY REPORT ON HOUSING SERVICES ACTIVITIES 2020 – 2021

CITY OF ST. HELENA

- The City of St. Helena annually contracts with the Housing Authority to provide a variety of housing services.
- Housing Authority's work program is designed to provide:
  - Countywide Activities: rental assistance and homeless services and projects.
  - Standard Housing Services: regulatory agreement monitoring, review development projects, affordable housing regulatory agreements.
  - Additional Housing Services: Administer HOME grant and other services mutually agreed upon.

CITY OF ST. HELENA

- **Countywide Activities:**
- Section 8 Housing Services
  - Housing Authority administers $15 million Section 8 Housing Choice Voucher program
  - 1156 rental assistance vouchers county wide
    - 8 St. Helena households receiving rental assistance.
    - One St. Helena household receives assistance under the NEDS program vouchers
    - One St. Helena household receives assistance under the Family Unification Program (FUPS)
    - Use voucher to rent market rate units

CITY OF ST. HELENA

- Homelessness Services & Projects:
  - 44 Emergency Rental Assistance Vouchers awarded
  - Continuum of Care
    - HACN attends monthly Committee meetings.
    - Annually applies for HUD Continuum of Care grants, $775,531 awarded in FY 2020-21.
    - Funds are used to assist homeless population with case management and rental assistance.
    - Currently preparing a new application for FY 2021-22.

CITY OF ST. HELENA

- **Standard Housing Services:**
  - Regulatory Agreement Monitoring & Servicing:
    - Annual for-sale affordable housing monitoring:
      - Verify owner occupancy & insurance coverage, & the payment of property taxes.
      - Respond to refinance requests.
    - Annual rental project monitoring :
      - Compliance review of City's Affordable Housing Agreements.
      - Tenant income certifications & affordable unit count.
      - Compliance with Local Housing Preference Policy.

CITY OF ST. HELENA

- **Standard Housing Services:**
  - Loan Servicing:
    - Conducted annual owner occupancy monitoring of all BMR homeowner units and rehabilitation loans.
    - Verified homeowner insurance coverage and property taxes and/or HCD title fees are paid current.
    - Responded to refinance and subordination requests.

CITY OF ST. HELENA

- **Additional Housing Services**
  - HOME Grant Homeowner Repair Program:
    - Received and processed loan applications and determined program eligibility
    - Inspected properties, determined scope of work, project management, and loan underwriting
    - Completed two owner-occupied rehabilitation loan projects.

CITY OF ST. HELENA

- **Additional Housing Services – Cont'd**
  - 2019 HOME grant for $500,000 was awarded to continue the homeowner repair program.
    - Awaiting the State to issue grant contract
  - Submitted 2020 CDBG application on behalf of the City for homeowner repair grant funds.
  - Maintained grant financial records for the HOME grant. Submitted required quarterly & annual grant reporting to HCD.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, June 8, 2021 @ 6:00 PM

A complete video recording of this meeting, except for closed session, can be found at https://sthelena.civicweb.net/Portal/ or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall

Absent: None

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ADOPTION OF THE AGENDA

Vice Mayor Paul Dohring moved to adopt the agenda. The motion was seconded by Council Member Eric Hall and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:

Reports were made by staff and the City Council.

6. PUBLIC FORUM:

Paige Pohlers Meek and Tom Belt addressed the City Council.

7. PRESENTATIONS AND PUBLIC RECOGNITIONS

7.1 Proclamation recognizing out going St. Helena Library Board Member Susan

Swan

The proclamation was presented to Susan Swan.

8. STAFF BRIEFING

8.1 None

9. CONSENT ITEMS

Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

9.1 Consideration and proposed approval of Regular Meeting Minutes of May 25, 2021

9.2 Consideration and Proposed Approval of a Resolution Authorizing the Amendment #2 to Professional Services Agreement STH Contract: FY 2021-024 with Raftelis Financial Consultants, Inc. for Development of Water Emergency Policies, Including Penalties, During Declared Water Shortage Emergencies for an Additional $10,000 for a total amount not-to-exceed $35,000 and Authorize the City Manager to Execute the Amendment

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends approval of the attached resolution.

9.3 Consideration and Proposed Approval of: (1) a Resolution authorizing an Amendment and Novation Agreement Between Municipal Resource Consultants and MuniServices, LLC and Authorizing the City Manger to Execute this agreement; and (2) a Resolution Authorizing the Examination of Sales or Transactions and Use Tax Records and Rescinding Resolution No. 2017-4.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends the City Council adopt the two attached resolutions.

9.4 Consideration and proposed adoption of a Resolution authorizing the City Manager to execute Amendment No. 2 to STH Contract: FY 2021-046 in the amount of $50,000 with Interwest for a total contract amount not to exceed $90,000 for contract planning services.

CEQA Determination: Not a CEQA project
Prepared By: Maya DeRosa, Planning & Building Director

Recommendation:
Staff recommends City Council adopt the attached resolution.

9.5 Consideration and proposed approval of a resolution authorizing an three year agreement with the California Department of Forestry and Fire Protection/Cal Fire for Fire/Emergency Dispatch Services in an amount not-to-exceed $233,956.

CEQA Determination: Not a CEQA project
Prepared By: John Sorensen, Fire Chief
Recommendation:
Approve the Agreement with the California Department of Forestry and Fire Protection/Cal Fire for the term of July 1, 2021 through June 30, 2024 for a three-year amount not-to-exceed $233,956.

9.6 ***Item 9.6 was removed from consent.**

Consideration and Proposed Approval of a Resolution Adopting the Five-Year Capital Improvement Program for Fiscal Years 2021-22 to 2025-26.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council approve the attached Resolution adopting the Five-Year Capital Improvement Program for Fiscal Years 2021-22 to 2025-26.

Tom Belt addressed the City Council.

Vice Mayor Paul Dohring moved to approve 9.6. The motion was seconded by Council Member Lester Hardy and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9.7 Consideration and proposed adoption of a Resolution approving the St. Helena Chamber of Commerce to host the musical entertainment event, Concerts in the Park, at Lyman Park on July 8, 15, 22, 29, 2021, between the hours of 6:00 pm and 8:00 pm.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Staff recommends City Council adopt the Resolution approving the St. Helena

Chamber of Commerce to host the musical entertainment event, Concerts in the Park, at Lyman Park on July 8, 15, 22, 29, 2021, between the hours of 6:00 pm and 8:00 pm. This event request includes a wine vendors as well.

9.8 *NEW ITEM 6-4-21
Consideration of a Resolution authorizing: (1) the City Manager to execute Amendment No. 1 to Professional Services Agreement with Noll & Tam Architects in the amount of $117,622 to STH contract No: FY 2021-071 for Phase I of the Napa Valley College tenant improvements at the City of St. Helena for a total contract amount not-to-exceed $158,997; and (2) authorizing use of General Fund net position in an amount not-to-exceed $117,622

CEQA Determination: Not a CEQA project
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Adopt Resolution authorizing: (1) the City Manager to execute Amendment No. 1 to Professional Services Agreement with Noll & Tam Architects in the amount of $117,622 to STH contract No: FY 2021-071 for Phase I of the Napa Valley College tenant improvements at the City of St. Helena for a total contract amount not-to-exceed $158,997; and (2) authorizing use of General Fund net position in an amount not-to-exceed $117,622.

9.9 Consideration and Proposed Approval of a Resolution approving an Employment Agreement with Mark Rincon-Ibarra and Ratifying the City Manager's Appointment to serve as the Public Works Director/City Engineer; and in accordance with California Code Section 54953(c)(3) the recommended final action for Public Works Director/City Engineer beginning June 30, 2021 provides for an annual base salary of $184,505 with the following benefits, use of City vehicle, Deferred Compensation City match of up to $200 per month, health benefits consistent with the benefits offered to other employees of the City, and will receive retirement benefits at a New Member (PEPRA) formula of 2% at 62, final compensation based on highest average during a 36 consecutive months period.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
It is recommended the City Council adopt the attached resolution approving the Employment Agreement with Mark Rincón-Ibarra ratifying the City Manager's Public Works Director/City Engineer appointment.

Council Member Anna Chouteau moved to approve Consent items 9.1 through 9.5 and 9.7 through 9.9. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall

NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10. PUBLIC HEARINGS

10.1 None

11. OLD BUSINESS

11.1 Fiscal Year 2021-22 Draft General Fund Budget Update

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Discussion and direction regarding FY 2021-22 draft General Fund budget priorities for presentation and adoption at the June 22, 2021 City Council meeting.

Finance Director April Mitts reported on this item.

No public comment was received.

The City Council provided direction to move forward with the draft FY 2021-22 General Fund budget as presented. The budget presented was balanced and will be brought back to City Council for adoption on June 23, 2021. As FY 2021-22 revenues materialize the add-back options will be brought back to City Council during the FY 2021-22 Q1 finance report for consideration.

11.2 Presentation of the FY 2021-22 Long Range Financial Forecast and California Municipal Financial Health Diagnostic

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Receive and file.

Finance Director April Mitts reported on this item.

No public comment was received.

The report was receive and file.

12. NEW BUSINESS

12.1 Discussion and Direction Regarding Financing and Revenue Options to

Address City of St. Helena Infrastructure Deficiencies

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Provide direction to the City Manager.

City Manager Mark Prestwich reported on this item.

Carlotta Sainato and Nancy Dervin addressed the City Council.

It was the consensus of the City Council to provide direction to the City Manager to bring back a contract proposal with an opinion research firm to evaluate revenue options.

12.2 Mayor and City Council Members Review of Outside and Internal Ad Hoc Assignments

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Discuss and provide direction to the City Manager.

City Manager Mark Prestwich reported on this item.

Council Member Lester Hardy moved to continue the meeting beyond 9:00 PM. The motion was seconded by Council Member Eric Hall and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall
NOES: Vice Mayor Paul Dohring
ABSENT: None
ABSTAIN: None
RECUSE: None

No public comment was received.

Council Member Lester Hardy moved to accept Vice Mayor Dohring's offer to withdraw from the Water Ad Hoc Committee and allow Council Member Hardy to serve as his replacement. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall
NOES: None

ABSENT: None
ABSTAIN: None
RECUSE: None

12.3 June 7, 2022 Gubernatorial Primary Election and November 8, 2022 Gubernatorial General Election Calendar Discussion

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Receive and file.

City Clerk Cindy Tzafopoulos reported on this item.

No public comment was received.

The report was receive and file.

13. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

13.1

June City Council Meetings: **6/22 (Staff reports due 6/4)**
Presentation
6/22 Andrea Clark – Annual Housing Services Report
STAFF BRIEFING:
CONSENT:
6/22 Clean up for muni services
6/22 Consideration of resolution approving temporary closure of Oak Avenue, Adams Street, and Tainter Street for the October 16, 2021, Hometown Harvest Festival festivities and authorizing possession of open alcoholic beverages on those public streets
PH or OLD / NEW BUSINESS:
OB 6/22 Budget adoption
6/22 OB Update Presentation on the Vine Trail alignment through St. Helena – John Wanger
6/22 Rosebud Lane agreement
6/22 Council meeting in person or hybrid discussion
6/22 Streetscape discussion

14. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:09 p.m.

The June 8, 2021 regular City Council meeting minutes were adopted at the June 22, 2021 regular City Council meeting.

Regular City Council
June 8, 2021

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a Resolution approving a one-year agreement with MarinIT to provide Information Technology services for an amount not-to-exceed $170,082.38 for FY 2021-22**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

An informal solicitation of proposals was conducted in 2012 and MarinIT was selected from this process. The City has contracted with MarinIT for the past nine years to provide 24/7 network support as well as workstation/desktop maintenance. In FY 2017-18 the City added additional support services for the new VoIP phone system that the City implemented in December of 2017 which increased the Informational Technology (IT) Support Agreement from $60,000 to $80,000 annually. In FY 2019-20, the City migrated to the Office 365 Subscription which added additional costs to the overall MarinIT contract, as this is a pass-through cost to the City. Attachment 1 provides an overview of the MarinIT costs since FY 2014-15.

DISCUSSION

The City is satisfied with the services provided and recommends continuing to contract with Marin IT in FY 2021-22 for its citywide IT services. The services the City current receives from MarinIT includes: (1) general IT support services, (2) facilitation of annual licensing, warranty and software renewals; and (3) management and implementation of various annual IT needs, including special projects such as the purchase and installation of the City's phone system. Table 1 provides details for the FY 2021-22 recommendations.

Table 1: FY 2021-22 MarinIT Recommendations

	Cost
MANAGED SERVICES - ANNUAL	
Monthly Recurring IT Service/Support	91,536
Office 365	18,750
Contingency	9,150
Subtotal	***119,436***
MANAGED SERVICES - MONTHLY	
Cloud Data Backup & SPAM Filtering	8,496
Anti-Virus/Malware	3,960
Subtotal	***12,456***
SOFTWARE ANNUAL	
Software Trend Micro and Microsoft Windows Server 2019	5,474
Subtotal	***5,474***
MAINTENANCE RENEWALS	
Cisco Wireless Controller	975
Cisco Firewalls	3,200
Compellent Storage (SAN)	5,000
Vmware Maintenance/Warranty Renewal	1,400
Subtotal	***10,575***
SPECIAL PROJECTS	
Fire Department - Replace Existing Switch	3,129
New VM Host Servers	8,571
Subtotal	***11,700***
PROJECT SERVICES/LABOR	
Labor - Fire Department Switch	275
Labor - Re-cable Parks and Recreation Building	4,750
Labor - VM Host Upgrades	4,000
Subtotal	***9,025***
Estimated Tax	***1,416***
TOTAL	**170,082**

Excluding special projects, the recommended agreement is an 18% increase over the FY 2020-21 which is attributed primarily to a 12% increase in annual managed services and the addition of new four new server licenses. The costs associated with equipment replacement will be charged to the designated Equipment Replacement Fund and all other costs are distributed between the General Fund, Water Fund, and Wastewater Fund.

Due to the continued volatility of the the economic impacts of COVID-19, and the need to not drastically increase the FY 2021-22 budget, three items were not included in the recommended annual agreement. These items are summarized in Table 2.

Table 2: Items not Included

Item	Description	Amount
KnowBe4 Diamond Security Awareness	E-mail based security awareness training tool.	2,050
Proactive Service/Monitoring	New service. MarinIT offered the services for free during the current fiscal year as COSH agreed to be a test site. While it has been working well, the cost increase is prohibitive at this time.	26,000
Security Awareness Campaign	A quarterly campaign intended to keep security at the top of users minds. This trains users and tracks progress over time to gain measurable results.	4,000
TOTAL		***32,050***

While the items in Table 2 have not been included, staff is recommending they are included in the FY 2021-22 budget add-back list.

The recommended agreement does not include services related to the move from the current City Hall and Police facilities to the Napa Valley College campus as it is premature to determine these costs at this time.

FISCAL IMPACT

Total fiscal impact is $170,082.38 and has been included in the Proposed Fiscal Year 2021-22 annual budget.

RECOMMENDED ACTION

Staff recommends City Council approve the attached Resolution.

ATTACHMENTS

Attachment 1 - Marin IT Summary by year
Attachment 2 - PSA Marin IT FY2021-22
Attachment 3 - Resolution - MarinIT Agreement

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
MANAGED SERVICES - ANNUAL								
IT Support Agreement	60,000	60,000	60,000	80,000	80,000	82,500	83,220	91,536
Annual Office 365 Subscription						13,500	15,000	18,750
Contingency					16,020	8,250	8,300	9,150
KnowBe4 Diamond Security Awareness								
Subtotal	***60,000***	***60,000***	***60,000***	***80,000***	***96,020***	***104,250***	***106,520***	***119,436***
MANAGED SERVICES - MONTHLY								
Hosted Backup Services/SPAM Filter	14,375	8,049	8,500	8,500	8,500	8,500	6,000	8,496
Proactive Service/Monitoring - anti-virus/Malware								3,960
Subtotal	***14,375***	***8,049***	***8,500***	***8,500***	***8,500***	***8,500***	***6,000***	***12,456***
SOFTWARE ANNUAL								
Software Trend Micro and Four new Server Lics								5,474
Subtotal	***-***	***-***	***-***	***-***	***-***	***-***	***-***	***5,474***
MAINTENANCE RENEWALS								
Cisco Wireless Controller							625	975
Cisco Firewalls							2,700	3,200
Compellent Storage (SAN)					6,672	6,485	4,350	5,000
2 Cisco UC Servers							900	-
Vmware Maintenance/Warranty Renewal								1,400
Subtotal	***-***	***-***	***-***	***-***	***6,672***	***6,485***	***8,575***	***10,575***
SPECIAL PROJECTS								
Fire Department - Replace existing switch with 1 year support								3,129
New VM Host Servers								8,571
Additional IT Labor	6,600							

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Server Upgrade		95,620						
PD Radio & Phone Upgrades		630						
Misc Supplies		35						
Library Broadband Upgrade				41,445				
New Switches City Hall, PW, Recreation						7,900		
PD Core Upgrades						17,400		
Cabling for PD and Firehouse						2,500		
VOiP Installation				165,923				
Firewall Replacement					27,459			
New PC's Police Department							2,580	
Taxes							177	1,417
SPECIAL PROJECTS	**6,600**	**96,285**	**-**	**207,368**	**27,459**	**27,800**	**2,757**	**13,116**

PROJECT SERVICES/LABOR								
Fire Dept Switch						-		275
Rec and Park Building Recable								4,750
VM Host Upgrades								4,000
Subtotal						**-**	**-**	**9,025**

TOTAL ANNUAL COMPENSATION	**80,975**	**164,333**	**68,500**	**295,868**	**138,651**	**147,035**	**123,852**	**170,082**

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 22, 2021 by and between the City of St. Helena, located in the County of Napa, State of California (City), and MarinIT (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Information Technology support services with additional support with cloud backup services, software licenses and warranty renewals, and provide system upgrades and replacement.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, "Scope of Services"** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, "Scope of Services"** (the "Services"), unless such additional Services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in **Exhibit A, "Scope of Services"** attached hereto and made a part hereof. Total compensation shall not exceed $170,082.38 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall

include the expenses incurred during the preceding month, the cumulative Agreement amount, and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

A. Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured

retentions of $25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or

any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or Services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or Services under this Agreement.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

G. Further, Consultant will defend and indemnify City, and hold it harmless, from any claim, demand or liability that is related to, or results from an assertion that as a result of providing services to City, a Consultant employee or a person performing work pursuant to this Agreement is entitled to benefits from, or is covered by, the Social Security retirement system or the California Public Employee Retirement Systems. Notwithstanding the foregoing, however, Consultant's obligation for any payments to such a claimant shall be limited to those payments which the City may be required to pay. This indemnity obligation shall survive the termination or expiration of this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by

contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of Services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by

Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for Services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or

alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 20 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, emailed, sent by facsimile, or first class mail, addressed as follows:

To City: City Manager
1572 Railroad Avenue
St. Helena, California 94574

To Consultant: MarinIT
366 Bel Marin Keys Blvd.
Novato, CA 94939
415-842-3275

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, email, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 21 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 22 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 23 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 24 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 25 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the Services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the Services required under this Agreement, prior to any such performance.

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or Services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 28 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 29 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:	City:
By: _____	By: _____
Name: _____	Name: Mark T. Prestwich
Title:_____	Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

Marin IT

Prepared for City of St. Helena

IT Budget & Service Agreement - FY 2021-2022

Quote#2021-001666 v1

PREPARED FOR	PREPARED BY
Kathy Robinson krobinson@cityofsthelena.org (707) 968-2741	Tim Bush tbush@marinit.com (415) 842-3251

Marin IT

www.marinit.com -

Tuesday, April 06, 2021

City of St. Helena
Kathy Robinson
1572 Railroad Avenue
St. Helena, CA 94574
krobinson@cityofsthelena.org

Dear Kathy,

Marin IT, Inc. is pleased to provide you with our proposal to perform Routine IT services, network support, and workstation/desktop maintenance for City of St. Helena. This agreement covers the 2021-2022 Fiscal Year beginning on July 1st, 2021 and ends on June 30, 2022.

IT support Scope of Work - Marin IT, Inc. Responsibilities

As part of this agreement it is our understanding that we will be responsible for any support required for the City of St. Helena to continue daily operations including but not limited to:

- Desktop virus software updates / maintenance - including patrol vehicle MDT's
- Maintenance of desktop OS patches
- Local user account maintenance
- Hardware maintenance – Not including equipment, or replacement parts
- Mail client support
- VPN client support
- Firewall maintenance
- Router & Switch configuration / maintenance
- Assistance with installation of new equipment / applications
- Monitor local backup systems – Suggest corrective measures if system not functioning correctly
- Local windows domain maintenance including local name resolution, server troubleshooting, and assistance of local security policies
- Availability to assist with design and integration of new applications into local network – Example scheduling software, credit card processing
- Desktop / Misc. troubleshooting
- VoIP System Support and Maintenance
- Front line support for CAD/RMS systems

Marin IT technicians are expected to work with the City of St. Helena in supporting the network. We will provide an online service ticket and tracking system. In the event that issues arise which are outside of the scope of this proposal Marin IT will discuss any fee impact with the designated City of St. Helena representative prior to proceeding with the work.

Marin IT

www.marinit.com -

Client Responsibilities:

- All client and server software licenses associated with this agreement will be obtained & managed by the end user
- City of St. Helena will be responsible for communicating needs & changes thru the designated representative / channels only.
- Client is responsible for providing reasonable/timely access to all buildings, offices, devices, laptops, MDC, smart phones, tablets, etc.

Change / System Upgrade Process:

- Discuss the need for the change in scope
- Identify the additional tasks, which need to be performed in order to complete the change in scope.
- Estimate the cost associated with the additional scope, and determine the impact on network operation.
- This agreement includes supporting IP connectivity to all City of St. Helena locations to support facilities operations.

Pricing/Rate Schedule/Invoicing:

This proposal is meant to provide support for City of St. Helena but does not include special projects. Any additional projects will be chargeable at the discounted rate described below or at standard Marin IT billing rates. This agreement does not include hardware. Any equipment which will be needed to perform any maintenance tasks is not included and can be provided by Marin IT, Inc., for additional cost.

Our total charge, including monthly fees, subscriptions, and misc budgetary placeholders is detailed in the "Managed Services" section. Hours for support services in excess of the regularly scheduled hours will be invoiced Marin IT's standard rate of $145. This rate, along, with all other quoted rates are for work during normal business hours (Monday through Friday between 8:00 AM and 6:00 PM). Rates for overtime, nights, weekends or holidays will be billed at 1 ½ times the regular rate. Rates for special projects (not covered under the scope of this agreement) will be at Marin IT's standard rates for the specific type of project, which range from $145 to $250 per hour.

Tim Bush
Director of Accounts
Marin IT

Marin IT

www.marinit.com -

Managed Services Annual

DESCRIPTION	PRICE	QTY	EXT. PRICE
Monthly recurring IT Service/Support This rate includes 16 hours (2 days) of regular on-site service each week during the term of the agreement @ the discounted rate of $110 per hour (832 annually). ***The term of this agreement is for 1 year beginning on July 1, 2020. The recurring amount of $7628.00 will be billed monthly. Total of all 12 invoices is $91,536.00.***	$7,628.00	12	$91,536.00
Office 365 • Covers up to 125 fully licensed accounts. COSH will only be billed for what they use/need	$18,750.00	1	$18,750.00
Contingency For Emergencies/un-budgeted projects/misc. hardware or software - 10% of annual service - to be billed against on as needed basis and only with prior approval from authorized COSH representative	$9,150.00	1	$9,150.00
		Subtotal:	**$119,436.00**

Managed Services Monthly

DESCRIPTION		PRICE	QTY	EXT. PRICE
Intronis & SPAM Filter	**Cloud Data Backup & SPAM Filtering** Marin IT currently provides hosted data backup services in addition to Email SPAM/Virus filtering. Monthly recurring charges can vary slightly based on the amount of data sent to the cloud, and the total number of email accounts we protect. The estimated annual costs for these separately billed services shall not exceed $8500.00. Invoices for services will be sent monthly.	$708.00	12	$8,496.00
Automate	**Proactive Service/Monitoring for City Servers - includes Webroot Security - anti-virus/malware** • 12 Servers @ $27 each per month ($330 total monthly)	$330.00	12	$3,960.00
			Subtotal:	**$12,456.00**

Marin IT

www.marinit.com -

Maintenance Renewals

DESCRIPTION	PRICE	QTY	EXT. PRICE
Cisco Wireless Controller - Smartnet Warranty - 1 year	$975.00	1	$975.00
Cisco Firewalls - Smartnet Warranty - 1 year 1 for City Hall, 1 for Police - 24x7x4 support and advanced replacement	$1,600.00	2	$3,200.00
Compellent Storage (SAN) annual maint. and support	$5,000.00	1	$5,000.00
Vmware Maintenance/Warranty Renewal	$1,400.00	1	$1,400.00
		Subtotal:	**$10,575.00**

Marin IT

www.marinit.com -

Hardware Upgrades

DESCRIPTION	PRICE	QTY	EXT. PRICE
For Fire Dept.			
Cisco Catalyst C9200-48P • The current switch went end of life 2 years ago and has 4 dead ports on it. It also has issues with power over Ethernet, causing phones to randomly reboot/lose connectivity. It needs to be replaced • Layer 3 Switch - full PoE + - 10/100/1000 	$2,698.88	1	$2,698.88
For Fire Dept. Switch Cisco Smart Net Total Care - Service - 8 x 5 Next Business Day - Exchange - 1 Year	$429.88	1	$429.88
New VM Host Servers - City Hall			
Current Servers went End Of Life In August 2020 - pulled out of last year's budget Dell Power Edge R-440 • Processor : Intel Xeon Silver 4214 2.2G, 12C/24T, 9.6GT/s, 16.5M Cache, Turbo, HT (85W) DDR4-2400 • Additional Processor : Intel® Xeon® Silver 4214 2.2G, 12C/24T, 9.6GT/s, 16.5M Cache, Turbo, HT (85W) DDR4-2400 • Memory Capacity : (2) 64GB RDIMM, 3200MT/s, Dual Rank • RAID Configuration : C3, RAID 1 for 2 HDDs or SSDs (Matching Type/Speed/Capacity) • RAID/Internal Storage Controllers : PERC H330 RAID Controller, LP • Hard Drives : (2) 480GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive,3.5in HYB CARR, 1 DWPD, 876 TBW • IDSDM and VFlash Card Reader : ISDM and Combo Card Reader • Internal SD Module : 2x 64GB microSDHC/SDXC Card • Power Supply : Dual, Hot Plug, Redundant Power Supply (1+1), 550W • Rack Rails : ReadyRails™ Static Rails for 2/4-post Racks • Dell Services: Extended Service : Basic Next Business Day, 37 Month(s)	$4,285.28	2	$8,570.56

Subtotal: **$11,699.32**

Marin IT

www.marinit.com -

Project Services

DESCRIPTION		PRICE	QTY	EXT. PRICE
Labor - PS - FF	**Project Labor - Fire Department Switch** Pull config from existing switch, use as guide to build new switch - update OS and firmware, prep for install	$275.00	1	$275.00
Labor - PS - FF	**Rec and Park Building Recable** The Park and Rec cabling is outdated, 1st generation CAT5. It has been a source of many problems mostly due to the non-standard installation where single cables were split to form 2 data jacks. This causes data loss & slows everything down. It also impacts power transmission to the phones & causes them to randomly reboot at times. It all needs to be replaced. Pricing above provides up to 10 new data runs for the building.	$4,750.00	1	$4,750.00
Labor - PS - FF	**Project Labor - VM Host Upgrades** • Prep new hosts, load VM Essentials, create disk partitions, etc. • Load Server builds into storage • Deliver and install in rack, connect to network • Build iSCSi connections to SAN • Migrate and upgrade existing servers • Turn down old hosts and test	$4,000.00	1	$4,000.00
			Subtotal:	**$9,025.00**

Marin IT

www.marinit.com -

IT Budget & Service Agreement - FY 2021-2022

Prepared by:	Prepared for:	Quote Information:
Marin IT	**City of St. Helena**	**2021-001666**
Tim Bush (415) 842-3251 tbush@marinit.com	1572 Railroad Avenue St. Helena, CA 94574 Kathy Robinson (707) 968-2741 krobinson@cityofsthelena.org	Version: 1 Delivery Date: 04/06/2021 Expiration Date: 05/06/2021

Quote Summary

DESCRIPTION	AMOUNT
Managed Services Annual	$119,436.00
Managed Services Monthly	$12,456.00
Maintenance Renewals	$10,575.00
Hardware Upgrades	$11,699.32
Software	$5,474.24
Project Services	$9,025.00
Subtotal:	**$168,665.56**
Estimated Tax:	**$1,416.82**
Total:	**$170,082.38**

Warranties and Limitations of Liability

Warranties. Product warranties, if any, are provided by the manufacturer or publisher of the products. MARIN IT, INC. MAKES NO WARRANTIES, EITHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WHATSOEVER. ALL SERVICES AND DELIVERABLES ARE PROVIDED ON AN "AS IS" BASIS. Limitation of Liability. CUSTOMER AGREES THAT THE LIABILITY OF MARIN IT FOR DIRECT DAMAGES RELATED TO ANY PRODUCT OR SERVICE ARISING UNDER THESE TERMS AND CONDITIONS, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED THE NET AMOUNT PAID TO MARIN IT BY CUSTOMER FOR THAT PRODUCT OR SERVICE WHICH IS THE SUBJECT OF THE CLAIM. MARIN IT SHALL IN NO EVENT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, EVEN IF MARIN IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NEITHER PARTY
MAKES ANY REPRESENTATION OR WARRANTY AS TO ANY THIRD PARTY INFORMATION OR PRODUCTS PROVIDED TO EACH OTHER, ALL OF WHICH ARE PROVIDED, SOLD OR LICENSED "AS IS," AND THE PARTIES AGREE TO LOOK SOLELY TO THE WARRANTIES AND REMEDIES, IF ANY, PROVIDED BY THE THIRD PARTY.

Termination of Agreement
Discretionary. After the first 6 months of the initial term, either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.
Cause. Either party may terminate this Agreement for cause upon fifteen (30) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (30) day time period.

Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

Marin IT

www.marinit.com -

Return of Documents. Upon termination, any and all documents or materials provided to Marin IT and any and all of Marin IT documentation and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to the designated City of St. Helena representative as soon as possible, but not later than thirty (30) days after termination.

Non-Solicitation
During the term of this agreement, and for a period of one (1) year thereafter, neither party will directly or indirectly solicit away employees or consultants of the other party.

Marin IT		City of St. Helena	
Signature:		Signature:	
Name:	Tim Bush	Name:	
Title:	Director of Accounts	Date:	
Date:	04/06/2021		

CITY OF ST. HELENA

RESOLUTION NO. 2021-

APPROVING A ONE-YEAR AGREEMENT WITH MARIN IT TO PROVIDE INFORMATION TECHNOLOGY SERVICES FOR AN AMOUNT NOT-TO-EXCEED $170,082.38 for FY 2021-22.

RECITALS

A. In 2012, an informal solicitation of proposals was conducted for outsourced Information Technology services; and

B. Marin IT was selected from this process; and

C. The City has contracted with MarinIT for the past nine years to provide 24/7 network support as well as workstation/desktop maintenance; and

D. In FY 2017-18 the City added additional support services with MarinIT for the new VoIP phone system which was implemented in December 2017; and

E. The City desires to continue receiving professional information technology services on a limited and "as needed" basis in connection with information technology support and phone services; and

F. MarinIT has represented that they have the necessary expertise, experience, and qualification to perform the required duties.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council approves the Agreement with MarinIT for a total not to exceed amount of $170,082.38; and

2. The City Council authorizes the City Manager to execute the agreement on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Chouteau: _____

Councilmember Hall: _____

Councilmember Hardy: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution establishing designation of City's agents by title to obtain Federal and/or State financial assistance through the California Office of Emergency Services (Cal OES) under the California Disaster Assistance Act.**

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Under federal Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and state law under the California Disaster Assistance Act, City Staff must bring a resolution before the City Council periodically to maintain a current list of authorized signers on file at California Governor's Office of Emergency Services (Cal OES) for the purpose of obtaining certain federal and state financial assistance. Such a resolution authorizes designated City Staff to provide for all matters pertaining to such state and federal disaster assistance the assurances and agreements required.

DISCUSSION

The City may incur unforeseen expenses during a declared disaster. During an emergency, a disaster can be declared to be a statewide disaster by the California Governor. This declaration will make State financial assistance available under the California Disaster Assistance Act. A disaster can also be declared to be a Presidential declaration by the United States President. This declaration will make Federal financial assistance available under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

In order to apply for financial assistance, the City Council must authorize certain staff by title to execute the required documentation necessary for financial assistance. This is done by adopting a City Council Resolution and a California Governor's Office of Emergency Services Designation of Subrecipient's Agent Resolution (Cal OES Form 130) designating the authorized staff. The Cal OES Form 130 is valid for three years from the execution date.

The City approved a resolution establishing designation of City's agents by title on April 27, 2021 with the following titles: City Manager, Finance Director, and Finance Manager. However, due to the recent reorganization of the Finance and Human Resources departments effective June 7, 2021, which updated the Finance Director title to Administrative Services Director and the Finance Manager to Assistant Administrative Services Director, it is necessary to adopt a new City Council Resolution and a California Governor's Office of Emergency Services Designation of Subrecipient's Agent Resolution (Cal OES Form 130) designating the authorized staff with the updated titles.

Staff recommends that the City Council authorize the following titles as designated agents to apply for federal and state disaster financial assistance and make necessary assurances to obtain such assistance: City Manager, Administrative Services Director, and Assistant Administrative Services Director effective June 22, 2021 and designate the Mayor and Vice Mayor as governing body representatives.

FISCAL IMPACT

The City is not eligible for State and Federal disaster assistance unless a Designation of Applicant's Agent Resolution has been adopted by the City Council.

RECOMMENDED ACTION

Staff recommends City Council approve the resolution establishing designation of City's agents by title to obtain Federal and/or State financial assistance through the California Office of Emergency Services.

ATTACHMENTS

Resolution Designating of City's Agents by Title
Cal OES 130 Effective 06.22.21

CITY OF ST. HELENA

RESOLUTION NO. _____

Resolution of the City Council of the City of St. Helena designating the City Manager, Administrative Services Director, and Assistant Administrative Services Director, on behalf of the City, to be authorized agents for Non-State Agencies as required by the California Office of Emergency Services

RECITALS

A. The Governor's Office of Emergency Services (Cal OES) administers the State and Federal reimbursement process and grants programs for emergency and disaster relief; and

B. Under federal Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and state law under the California Disaster Assistance Act, City Staff must bring a resolution before the City Council periodically to maintain a current list of authorized signers on file at Cal OES for the purpose of obtaining certain federal and state financial assistance; and

C. Cal OES Form 130 requires the City of St. Helena to designate agents to engage with FEMA and Cal OES regarding assistance and grants applied for by the City; and

D. City of St. Helena desires to ensure that Form 130 makes the City eligible to apply for disaster relief for future disaster incidents for three years.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Authorizes the City Manager, Administrative Services Director or Assistant Administrative Services Director to sign and execute applications and agreements for Federal and State disaster relief and emergency assistance.

2. Designates the City Manager, Administrative Services Director and Assistant Administrative Services Director of the City of St. Helena as the agents for Form "Cal OES 130: Designation of the Applicant's Agent Resolution for Non-State Agencies".

3. Designates Mayor Ellsworth and Vice Mayor Dohring as the governing body representatives for Form “Cal OES 130: Designation of the Applicant’s Agent Resolution for Non-State Agencies”.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Council Member Chouteau:

Council Member Hall:

Council Member Hardy:

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: 055-64140-00

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of St. Helena (Name of Applicant)

THAT City Manager (Title of Authorized Agent), OR

Administrative Services Director (Title of Authorized Agent), OR

Assistant Administrative Services Director (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of St. Helena (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of St. Helena (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☑ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 22nd day of June, 20 21

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Cindy Tzafopoulos (Name), duly appointed and City Clerk (Title) of City of St. Helena (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the City Council (Governing Body) of the City of St. Helena (Name of Applicant)

on the 22nd day of June, 2021.

_____ City Clerk
(Signature) (Title)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and approval of a Resolution Establishing Appropriation Limits for Fiscal Year 2021-22 and the Selection of Current Year Adjustment Factors**

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

State law requires the City to set an appropriation limit after adoption of the annual budget. This limit is commonly known as the "Gann Limit." The limit is based on appropriations (formal authorization by the City Council to spend funds) only from proceeds of taxes, as defined by the law and statewide reporting guidelines. The appropriation limit amount is increased each year by a formula that uses a combination of percent changes in the Statewide Per Capita Income (PCI), city or county population, and the City non-residential assessed valuation. The factors are allowed to be used in combination to provide the greatest increase or least decrease in the annual appropriation limit.

In November 1979, the people of California added Article XIII-B to the State Constitution, which placed limitations on the appropriations of State and local governments. In June 1990, the people approved Proposition 111, which, among other things, amended the Article XIII-B. The amendment created a new base year of FY 1986-87, allowed annual increases based on the city or county population growth and assessed valuation growth of non-residential property, provides for exclusion of capital expenditures over $100,000, and requires an annual independent auditor review of the calculations. Statewide reporting guidelines were developed to define and implement the changes and establish the annual audit requirements.

The City's appropriation limit and the appropriations subject to the limit are calculated based on the statewide reporting guidelines and are reviewed by the independent auditor for compliance with the State law and guidelines. The appropriations limit has increased significantly since 1987 by applying the higher of county or city population growth rates and the percentage of non-residential assessed valuation growth. The State Department of Finance provides the PCI and population growth rates. The County Assessor provides the non-residential assessed valuation information.

DISCUSSION

The appropriations limit for FY 2021-22 is $57,564,537. This increased from the prior year by an increase in the Statewide Per Capita Personal Income of 5.73% in combination with the 0.39% decrease in City population growth rate for a cumulative compound change factor of 1.0532 (1.0573 x 0.9961).

The FY 2021-22 appropriations of $57,564,537 is the portion funded from proceeds of taxes that are subject to the limit. This amount is $43,887,427 or 76.24% under the appropriation limit.

The FY 2021-22 GANN Limit Calculation Sheets and supporting documents are included as Attachment A and Attachment B.

FISCAL IMPACT

None, since the Appropriation Limit is higher than the Appropriations subject to Limit for Fiscal Year 2021-22.

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena adopt a Resolution establishing an appropriation limit for Fiscal Year 2021-22.

ATTACHMENTS

Resolution - FY22 GANN Limit
GANN Limit Supporting Documentation and Calculation

CITY OF ST. HELENA

RESOLUTION NO. 2021-___

APPROVING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2021-22 AND THE SELECTION OF CURRENT YEAR ADJUSTMENT FACTORS

RECITALS

A. The people of California on November 6, 1979 added Article XIII-B to the State Constitution placing various limitations on the appropriations of the State and local governments; and

B. The State Legislature adopted Chapters 1205 and 1342 of the 1980 Statutes which implemented Article XIII-B; and

C. The people of California on June 5, 1990 amended Article XIII-B effective July 1, 1990; and

D. The provisions of the amendments have been interpreted by a coalition of statewide organizations, and the organizations have issued through the League of California Cities revised guidelines to recalculate the appropriations limit; and

E. The Government Code provides the process in which to calculate the appropriation limit and requires cities to adopt a resolution setting the annual appropriation limit; and

F. The City of St. Helena has complied with the provisions of Article XIII-B in determining the appropriations limit for Fiscal Year 2021-22.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The annual adjustment factors used to calculate the FY 2021-22 appropriations limit shall be the change in statewide per capita personal income percentage of 5.73% and the change in City population growth rate of -0.39%; and
2. The FY 2021-22 appropriation limit shall be $57,564,537; and
3. The City reserves the right to change this factor selection at some future time when the necessary information becomes available on a regularly accepted and/or legislated basis.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Chouteau: _____
Councilmember Hall: _____
Councilmember Hardy: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

Attachment A

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

Gavin Newsom ▪ Governor
State Capitol ▪ Room 1145 ▪ Sacramento CA ▪ 95814-4998 ▪ www.dof.ca.gov

May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021**.

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

May 2021

Attachment B

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $-\frac{0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: 1.0573 x 0.9954 = 1.0524

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change 2020-2021	--- Population Minus Exclusions --- 1-1-20	 1-1-21	Total Population 1-1-2021
Napa				
American Canyon	-0.47	20,901	20,802	20,802
Calistoga	-0.22	5,352	5,340	5,340
Napa	0.48	79,016	79,397	79,397
St Helena	-0.39	6,094	6,070	6,070
Yountville	-0.05	1,960	1,959	2,642
Unincorporated	-5.69	23,655	22,310	23,386
County Total	-0.80	136,978	135,878	137,637

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

CITY OF ST. HELENA
APPROPRIATIONS LIMITATION SUMMARY
Fiscal Year 2021-22

PROCEEDS OF TAXES	$	13,677,110
EXCLUSIONS	$	-
APPROPRIATIONS SUBJECT TO LIMITATION	$	13,677,110
CURRENT YEAR LIMIT	$	57,564,537
OVER (UNDER) LIMIT	$	(43,887,427)
AVAILABLE CAPACITY AS A % OF LIMIT		76.24%

In November, 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State Constitution placing limits on the amount of revenue which can be spent by all entities of government Prop 4 became effective for the 1980/81 fiscal year, but the formula for calculating the limits was based on the 1978/79 "base year" revenues.

In order to deal with an increasing number of complaints about the restrictions of Prop 4, and to increase the accountability of local government in adopting their limits, the voters approved Prop 111 in June 1990. Among other things, Prop 111 provides new adjustment formulas which should make the Appropriations Limit more responsive to local growth issues. It also requires an annual review of Limit calculations.

The Appropriations Limitations imposed by Propositions 4 and 111 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual population and inflation. Not all revenues are restricted by the Limit, only those which are referred to as "Proceeds of Taxes."

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2021-22

APPROPRIATIONS SUBJECT TO LIMIT

Fiscal year 2021-2022 estimated revenues		$	15,722,164
Less:			
Nonproceeds of tax		$	(2,045,054)
Plus:			
User fees in excess of costs		$	-
Total appropriations subject to limit:		$	13,677,110

APPROPRIATION LIMIT

Fiscal year 2020-2021 appropriation limit:		$	54,658,013
A. Cost of living adjustment [1]	1.0573		
B. Population adjustment [2]	0.9961		
Change Factor (A x B)	1.0532		
Increase in appropriation limit		$	2,906,523
FISCAL YEAR 2021-2022 APPROPRIATION LIMIT		$	57,564,537
REMAINING APPROPRIATION CAPACITY		$	43,887,427
AVAILABLE CAPACITY AS A PERCENT OF LIMIT			76.24%

[1] Based on percentage change in California per capita income.
[2] Based on annual population change for St. Helena.

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2021-22

REVENUE SOURCE	PROCEEDS OF TAX	NON-PROCEEDS OF TAX	TOTAL
Property tax	4,588,252		4,588,252
Retail sales/use tax	4,857,400		4,857,400
Transient occupancy tax	3,140,940		3,140,940
Business license tax	156,228		156,228
Real property transfer tax	88,000		88,000
Motor vehicle in-lieu	785,395		785,395
Public Safety Sales Tax		71,800	71,800
Franchise Taxes		259,405	259,405
Charges for Services		758,215	758,215
Other Revenues		946,529	946,529
SUBTOTAL	$ 13,616,215	$ 2,035,949	$ 15,652,164
PERCENT OF TOTAL	86.99%	13.01%	100.00%
INTEREST INCOME	$ 60,895	$ 9,105	$ 70,000
TOTAL - GENERAL FUND	$ 13,677,110	$ 2,045,054	$ 15,722,164

(excludes interfund transfers & Sales Tax Set-Aside)

CITY OF ST. HELENA
Appropriation Limitation Adjustments Since 2002

BUDGET YEAR	PRICE FACTOR	POPULATION FACTOR	CHANGE FACTOR	PRIOR YEAR APPROP LIMIT	CURRENT APPROP LIMIT
2002/2003	0.9873	0.9985	0.9858	32,739,266	32,274,992
2003/2004	1.0231	1.0027	1.0259	32,274,992	33,109,700
2004/2005	1.0328	1.0099	1.0430	33,109,700	34,534,236
2005/2006	1.0526	1.0150	1.0684	34,534,236	36,895,998
2006/2007	1.0396	0.9119	0.9480	36,895,998	34,978,144
2007/2008	1.0460	1.0150	1.0617	34,978,144	36,586,269
2008/2009	1.0429	-1.0029	1.0400	36,586,269	38,049,720
2009/2010	1.0062	1.0114	1.0177	38,049,720	38,722,084
2010/2011	0.9746	1.0069	0.9813	38,722,084	37,998,939
2011/2012	0.9749	1.0069	0.9816	37,998,939	37,300,777
2012/2013	1.0377	1.0068	1.0448	37,300,777	38,970,224
2013/2014	1.0512	1.0029	1.0542	38,970,224	41,084,299
2014/2015	0.9977	1.0124	1.0101	41,084,299	41,498,079
2015/2016	1.0382	1.0209	1.0599	41,498,079	43,983,746
2016/2017	1.0537	1.0123	1.0667	43,983,746	46,915,725
2017/2018	1.0369	1.0025	1.0395	46,915,725	48,768,533
2018/2019	1.0367	1.0059	1.0428	48,768,533	50,856,632
2019/2020	1.0385	1.0023	1.0409	50,856,632	52,936,086
2020/2021	1.0373	0.9954	1.0325	52,936,086	54,658,013
2020/2022	1.0573	0.9961	1.0532	54,658,013	57,564,537

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed adoption of a resolution adopting a list of project for Fiscal Year 2021-22 funded by SB1: The Road Repair and Accountability Act of 2017**

CEQA Determination: **Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On April 28, 2017, the Governor signed Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017. SB 1 increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years. A percentage of the new Road Maintenance and Rehabilitation Account (RMRA) account funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

Prior to receiving an apportionment of RMRA funds in FY 2021-22, the City is required to submit to the California Transportation Commission a list of projects proposed to be funded by July 1, 2021. The list of projects proposed to be funded with these funds shall include:

- A description of the project;
- The location of each proposed project;
- A proposed schedule for the project's completion; and
- The estimated useful life of the improvement.

DISCUSSION

The City must adopt by resolution a list of projects proposed to receive fiscal year funding from the RMRA. This is the fourth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1. The City is recommending keeping the project list the same as the previous year, which exclusively includes the Downtown Sidewalk and Pedestrian Project.

The recommended action to adopt the project list will ensure the City continues to receive SB 1 revenues. It is anticipated that the City will receive approximately $116,664 during FY 2021-22. The SB 1 funds do carryover from year to year and any unused funds can be spent on other City funded projects in accordance with local needs and priorities so long as the projects are consistent with SB 1 and adopted by City Council.

Staff recommends that City Council approve the SB 1 street project list for FY 2021-22 in order to meet the July 1, 2021 deadline.

FISCAL IMPACT

SB 1 requires the City to provide an annual general fund Maintenance of Effort (MOE) in the amount of $314,571. However, the MOE specific expenditures do not need to be reflected in the approved project list. The proposed FY 2021-22 Capital Improvements Plan Budget and proposed FY 2021-22 Operations Budget will include a total of $379,189 in General Funds for City Streets to meet the MOE requirement of both SB 1 and Measure T funding. There is no additional fiscal impact with the adoption of the resolution approving the RMRA Project List for FY 2021-22.

RECOMMENDED ACTION

Adopt a resolution adopting a list of projects for fiscal year 2021-22 funded by SB1: The Road Repair and Accountability Act of 2017.

ATTACHMENTS

Resolution - SB 1 Project List
SB1 FY 21.22 Project List

CITY OF ST. HELENA

RESOLUTION NO. 2021-___

ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021/22 FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.

RECITALS

A. Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

B. SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

C. The City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

D. The City, will receive an estimated $116,664 in RMRA funding in Fiscal Year 2021- 22 from SB 1; and

E. This is the fifth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

F. The City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

G. The City used a Pavement Management System to assist in developing the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

H. The funding from SB 1 will help the City maintain and rehabilitate streets, roads, bridges, add active transportation infrastructure throughout the City this year and similar projects into the future; and

I. The 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an at-risk condition and this revenue will help the City increase the overall quality of our road system and over the next decade will bring our streets and roads into a good to excellent condition; and

J. The SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide; and

K. The project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The foregoing recitals are true and correct; and
2. The following list of previously proposed projects in Exhibit "A" will be funded in-part or solely with fiscal year 2021/22 Road Maintenance and Rehabilitation Account revenues.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Chouteau: _____
Councilmember Hall: _____
Councilmember Hardy: _____

APPROVED: ATTEST:

_____ _____
Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Project Details

Title	Description	Location	Component	Priority Status	Est. Schedule		Useful		Assem	Senate
					Start	Complete	Min	Max		
Downtown Sidewalk and Pedestrian Project	This project will include: Preliminary Design | Design downtown sidewalk and pedestrian improvements: sidewalk, curb ramps, bulb outs, landscape, furnishing, utilities. OBAG II Grant (2 year design with construction beginning in FY 21/22.	Main Street (Highway 29) from Mitchell Drive to Pine Street	Construction	Carried Over 20/21	04/2019	06/2023	15	30	4	3

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution approving Amendment #3 to STH Contract: FY2019-013 with Dash Data, Inc for document imaging and quality control services for an additional $12,662.11 for a total not to exceed amount of $162,662.11**

CEQA Determination: **Not a CEQA project**

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Prior to the purchase of Laserfiche in 2014, which is electronic document imaging software, the City did not have a citywide central repository for records. In late 2017, the City Council adopted three-year goals and established 12-month strategic objectives to guide the organization's work. One of the objectives directed the City Clerk to complete a Request for Proposals (RFP) and recommend/approve consultant to complete document scanning in order to deploy a public portal within the City website to access City records via Laserfiche. The scanning project has enhanced the delivery of information to the community and City staff immensely, 24 hours a day, 365 days a year.

Prior to the start of the project, varying record types were not in a searchable Optical Character Recognition (OCR) environment. A large majority of these records were housed in file cabinets and/or boxes on shelves.

On July 24, 2018, the City Council adopted Resolution 2018-105 awarding contract to Dash Data for document imaging services for a not-to-exceed amount of $70,000 to start phase one of the project. On January 8, 2019, the City Council adopted resolution 2019-4 approving Amendment #1 for an additional amount of $60,000. On August 13, 2019,

the City Council adopted resolution 2019-95 approving Amendment #2 for an additional amount of $20,000 for a total not-to-exceed amount of $150,000.

Dash Data began the document imaging project in August 2018. The Dash Data team started by boxing Building and Planning records and transporting the content to their facility. In addition to scanning for Building and Planning Department, the Public Works Department was in need of thousands of utility infrastructure plans to assist Carollo Engineers with the Integrated Utility Master Plan Project (Dash Data repaired and scanned utility infrastructure plans/documents that dated back as far as 1905).

Staff has been working with Dash Data creating naming conventions, quality control of the scans, and has populated Laserfiche with a tremendous amount of data.

To date between City Clerk, Building, Planning, and Public Works the following has taken place:

1. Roughly 53,403 large format/plan set documents have been scanned, which is approximately 641,000 square feet of large format documents;
2. Nearly 418 boxes of records removed from City Hall;
3. Approximately 800,000 pages, which is in excess of 2 million images (many double sided scans), scanned;
4. The records removed from City Hall equates to a total of about 3 tons of paper;
5. Transferred about 4 terabytes of data to Laserfiche; and
6. 27 historical record books of varying size which contained around 10,000 pages/images have been scanned.

DISCUSSION

The scanning project for Planning, Building, and Public Works is nearly complete. Scanning of the City Clerk's office records have been completed.

Table 1 provides examples and project status of file types being imaged.

Table 1: Examples and Project Status

Example	Status
Building Permits and Plans	Complete
Planning Permits, Plans, and Project Files	Complete
Public Works Certifications, Plans, and Reports	Complete
Specialized Studies	Complete
Plan Rolls, Folded Maps, and Mylar Maps	Nearly Complete
Minutes, Resolutions, and Ordinances	Complete
Contracts, Agreements, and Deeds	Complete

Following the completion, and near completion, of the projects in Table 1, Dash Data retrieved additional Building plan sets to digitize, which caused an overage of the authorized project cost by $12,662.11. The overage in costs was caused by the following Building plan sets being digitized:

1. 3,403 large format plans (41,000 square feet);
2. 18 boxes of content;
3. About 7 miles of standard size content;
4. 66,000 images; and
5. 1 ton of paper

Due to Dash Data's performance and quality of work performed to-date, staff recommends the City Council approve Amendment #3 to STH Contract: FY2019-013 for an additional $12,662.11 for a total not-to-exceed amount of $162,662.11.

FISCAL IMPACT

The estimated fiscal impact of this contract amendment is $12,662.11 for a not-to-exceed amount of $162,662.11. Funds for Amendment #3 are available in the current fiscal year budget, FY 2020-21.

RECOMMENDED ACTION

Staff recommends City Council approve the attached Resolution.

ATTACHMENTS

Resolution for Dash Data Amendment No. 3
St. Helena Dash Data Amendment #3

CITY OF ST. HELENA

RESOLUTION NO. 2021-

Approving amendment #3 to STH Contract: FY2019-013 with Dash Data, Inc. for document imaging and quality control services for an additional $12,662.11 for a not to exceed the amount of $162,662.11

RECITALS

A. The St. Helena City Council desires to meet a goal of enhancing the delivery of City records to the community and City staff;
B. The document imaging and quality control project will preserve permanent records and provide searchable contact at all times of the day;
C. To date between Building, Planning, and Public Works the following has taken place:
    1. Roughly 53,403 large format/plan set documents have been scanned, which is approximately 641,000 square feet of large format documents;
    2. Nearly 418 boxes of records removed from City Hall;
    3. Approximately 800,000 pages, which is in excess of 2 million images (many double sided scans), scanned;
    4. The records removed from City Hall equates to a total of about 3 tons of paper;
    5. Transferred about 4 terabytes of data to Laserfiche; and
    6. 27 historical record books of varying size which contained around 10,000 pages/images have been scanned.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council approves the contract amendment with Dash Data, Inc. for their document imaging and quality control services for an additional $12,662.11 for a total not to exceed amount of $162,662.11; and
2. The City Council authorizes the City Manager to execute the contract amendment.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021 by the following vote:

Mayor Ellsworth: ____
Vice Mayor Dohring: ____
Council Member Chouteau: ____
Council Member Hall: ____
Council Member Hardy: ____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

AMENDMENT #3
TO PROFESSIONAL SERVICES AGREEMENT WITH DASH DATA, INC; STH CONTRACT NO: FY 2019-0013 FOR DOCUMENT IMAGING AND QUALITY CONTROL SERVICES FOR AN ADDITIONAL $12,662.11 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED $162,662.11.

This Third Amendment to Professional Services Agreement STH Contract: FY 2019-0013 dated July 24, 2018, ("Agreement") is made as of this 22nd day of June, 2021 by and between the City of St. Helena, a municipal corporation ("City"), and Dash Data, Inc ("Consultant").

RECITALS

A. On July 24, 2018, the City and Consultant entered into the Agreement for Consultant to provide professional services in connection with the project described as document imaging and quality control services for a not-to-exceed amount of $70,000; and

B. On January 8, 2019, Amendment No. 1 to the Agreement was approved for an additional$60,000 for a total not-to-exceed amount of $130,000; and

C. On August 13, 2019, Amendment No. 2 to the Agreement was approved to provide additional document imaging and quality control service in the amount of $20,000 for a total not-to-exceed amount of $150,000; and

D. The City and consultant desire to amend the Agreement to provide additional document imaging and quality control service in the amount of $12,662.11 for a total not-to-exceed amount of $162,662.11.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 4.A. Compensation and Method of Payment, is amended to read as follows:

"Total compensation shall not exceed $162,662.11…"

All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

CONSULTANT

By: Brett Dashe Digitally signed by Brett Dashe Date: 2021.06.16 13:52:28 -07'00'

Print Name: Brett Dashe

Title: Founder and CEO

CITY OF ST. HELENA
a Municipal Corporation

By:_____

Print Name: Mark T. Prestwich

Title: City Manager

APPROVED AS TO FORM:

_____
Ethan Walsh, City Attorney

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution: (1) approving temporary closure of Oak Avenue, Adams Street, Tainter Street, and the Oak Avenue City Parking Lot, for the October 16, 2021, Hometown Harvest Festival festivities, (2) authorizing possession of open alcoholic beverages on those public streets, and (3) approving the waiving of the encroachment fee.**

CEQA Determination: **Not a CEQA project**

Prepared By: Andre Pichly, Parks & Recreation Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Hometown Harvest Festival is an annual event put on by the St. Helena Parks & Recreation Department. The event is held on third Saturday of October each year on Oak Avenue and open to the community.

DISCUSSION

This year's annual Hometown Harvest Festival celebration will be held October 16, 2021, including the folllowing festivities:

Fun Run: (5K Run)
Time: 7:00am – 9:00am
Location: Adams St. (between Oak Ave. and Kearney St.)
Organized by the St Helena Montessori School

Pet PAWrade

Time: 9:00am – 12:00pm
Location: Oak Ave. (between Pine St. and Adams St) & Adams St. (between Oak Ave. and Kearney St.)
Judges: Located on the corner of Oak Ave. and Adams St.
Organized by the St. Helena Parks & Recreation Department

Harvest Festival
Time: 11:00am – 4:00pm
Location: Oak Ave. (between Adams St and Spring St., and City Parking Lot), and Tainter Street (between Oak Ave. and Kearney St.).
Includes craft vendors, non-profits food booths, wine tasting, kid zone, cornhole tournament, and music.
Organized by the St. Helena Parks & Recreation Department

Historically, local non-profits have sold alcoholic beverages at this event. Some of those non-profits have included:

- St. Helena Kiwanis Foundation
- St. Helena Rotary Club
- St. Helena Oddfellows

The Parks & Recreation Department will work with a interested local non-profit to provide this service.

In consideration for the benefits of this event to the community of St. Helena, staff recommends the City Council (1) approve temporary closures of Oak Avenue, Adams Street, and Tainter Street for the Hometown Harvest Festival, (2) authorize possession of open alcoholic beverages on those public streets during the event, and (3) waive the Encroachment Permit fee for the event. Permit requirements and the general conditions applicable to the permit still apply although the fee is being waived.

FISCAL IMPACT
While the fiscal impact is minimal, it does include costs for staff time for closures, additional hours for Park Maintenance staff, and the waiving of the encroachment permit fee - all estimated to be less than $1,000.

RECOMMENDED ACTION
Staff recommends the City Council of the City of St. Helena adopt the attached Resolution.

ATTACHMENTS
2021- RESO Hometown Harvest Festival

CITY OF ST. HELENA

RESOLUTION NO. 2021 - __

RESOLUTION (1) APPROVING TEMPORARY CLOSURE OF OAK AVENUE, ADAMS STREET AND TAINTER STREET FOR THE OCTOBER 16, 2021, HOMETOWN HARVEST FESTIVAL FESTIVITIES; (2) AUTHORIZING POSSESSION OF OPEN ALCOHOLIC BEVERAGES ON THOSE PUBLIC STREETS; AND (3) WAIVING ENCROACHMENT FEES FOR THE HOMETOWN HARVEST FESTIVAL FESTIVITIES

RECITALS

A. The St. Helena Recreation Department has requested temporary closure of Oak Avenue between Spring St. and Pine St. Adams Street between Oak Ave. and Kearney St., and Tainter Street between Oak Ave. and Kearney St., for the October 16, 2021, Hometown Harvest Festival;

B. Closure of City streets in the area will provide space for Harvest Festival activities and are situated adjacent to where event will take place;

C. St. Helena Kiwanis Foundation, St. Helena Oddfellows and St. Helena Rotary Club have requested authorization to sell beer and wine at the event. St. Helena Municipal Code Section 9.04.010 authorizes the Council, by permit, to allow possession of open alcoholic beverages on public streets or any private or public off-street parking lot;

D. In consideration for the benefits of this event to the community of St. Helena, the City Council desires to waive the Encroachment Permit fee for the event but does not waive the permit requirements and the General Conditions applicable to said permit;

E. Section 21101(e) of the California Vehicle Code provides the local authorities may, by resolutions, temporarily close a portion of any street for celebrations, parades, local special events, and other purposes when, in the opinion of local authorities having jurisdiction or a public officer of employee that the local authority designated by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing;

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council finds that the benefits derived from the temporary closing of portions of City streets for the Hometown Harvest Festival outweigh the anticipated inconvenience to the neighborhood and citizens generally, and authorize closure of:
    - Oak Avenue between Spring Street and Pine Street on October 16, 2021, from 6:00 a.m. to 12:00 p.m.
    - Oak Avenue between Spring Street and Adams Street on October 16, 2021, from 6:00 a.m. to 5:00 p.m.
    - Adams Street between Oak Avenue and Kearney Street on October 16, 2021, from 6:00 a.m. to 5:00 p.m.
    - Tainter Street between Oak Avenue and Kearney Street on October 16, 2021, from 6:00 a.m. to 5:00 p.m.

2. The possession of open container of beer and wine is permitted on public streets and parking lots encompassed by this event.

3. Temporarily closing a portion of the subject streets is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.

4. City Council desires to waive the Encroachment Permit fee for the event.

5. The City insurance policy covers this event at no additional cost to the City.

6. The City Manager is directed to provide reasonable levels of City staff support to accomplish closure of streets and related activities.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: ___
Vice Mayor Dohring: ___
Councilmember Chouteau: ___
Councilmember Hall: ___
Councilmember Hardy: ___

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a Resolution approving: (1) Marketing and Promotional Services Agreement in the amount not-to-exceed $220,500 between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2021-22 and (2) Business Recovery Marketing Agreement in an amount not-to-exceed $100,000 between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2021-22.**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Historically the City of St. Helena (City) works with the St. Helena Chamber of Commerce (Chamber) and the local business community to invest funding to market and promote St. Helena as a desirable tourist destination of choice. The current Marketing and Promotional Services Agreement expires on June 30, 2021.

Additionally, in FY 2020-21, the City and the Chamber entered into an agreement to provide Business Recovery Marketing as a result of the economic impacts COVID has had on the St. Helena community.

DISCUSSION

On May 13, 2021, the City held the first of two budget workshops planned for the development of the FY 2021-22 Budget. With the evolving COVID-19 environment, coupled with the current water emergency, it remains critical this year's spending plan

reinforces the Council's budget priorities and supports the delivery of key projects via the City's goals and workplan.

- Goal 1 - Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health
- Goal 2 - Stabilize, Maintain, and Improve Access to Housing
- Goal 3 - Enhance Organization Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Goal 4 - Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character*
- Goal 5 - Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth
- Goal 6 - Support Initiatives that Respond to and Plan for Climate Change

*Draft goal title

At the meeting on May 13, 2021, City staff presented to the City Council the General Fund draft FY 2021-22 budget which included a list preliminary cost drivers. The cost drivers provide an account for the increase in draft expenses from the FY 2020-21 adopted budget to the FY 2021-22 draft budget.

As a response to the ongoing effort to increase revenues following COVID-19, one recommended cost increase for FY 2021-22 is $100,000 for targeted business recovery marketing. This amount is above and beyond the Marketing and Promotional Services Agreement between the City and the Chamber of Commerce. The additional investment for targeted business recovery meets City Council Goal 4 and aligns with the Community Budget Survey.

At the May 25, 2021 City Council meeting, the St. Helena Chamber of Commerce provided its FY 2020-21 annual report as well as the funding request for FY 2021-22. Pursuant to Section 5 of the current Agreement, the Chamber is required to provide an annual written report of all expenditures funded under the agreement, including:

- Statistics of visitor activity including the number of visitors to the St. Helena Welcome Center
- Utilization and traffic counts on the Chamber website
- Hours of operations and staffing levels at the St. Helena Welcome Center
- Reports on advertising, press coverage, and press releases with date of publication or release
- Status of projects/programs and Special Event Production.

Since FY 2015-16, the City's contracted amount with the Chamber for these services has been $210,000 annually. At the May 25, 2021 City Council meeting staff recommended, and City Council provided direction, to increase the annual Marketing and Promotional Services Agreement by 5% for an annual amount of $220,500 for FY 2021-22.

FISCAL IMPACT

The total fiscal impact of approving both agreements is for a not-to-exceed amount of $320,500. The funding has been included in the proposed FY 2021-22 budget.

RECOMMENDED ACTION

Staff recommends City Council adopt the attached resolution approving the two agreements.

ATTACHMENTS

Attachment 1 - FY 2021-22 Chamber of Commerce Resolution
Attachment 2 - Chamber Marketing and Promotional Services Agreement FY 2022
Attachment 3 - St. Helena Chamber of Commerce Business Recovery Marketing FY 2021-22

CITY OF ST. HELENA

RESOLUTION NO. 2021-

APPROVING: (1) MARKETING AND PROMOTIONAL SERVICES AGREEMENT BETWEEN THE CITY OF ST. HELENA AND THE ST. HELENA CHAMBER OF COMMERCE FOR FY 2021-22 FOR AN AMOUNT NOT-TO-EXCEED $220,500 AND (2) BUSINESS RECOVERY MARKETING AGREEMENT BETWEEN THE CITY OF ST. HELENA AND THE ST. HELENA CHAMBER OF COMMERCE FOR FY 2021-22 FOR AN AMOUNT NOT-TO-EXCEED $100,000

RECITALS

A. The City of St. Helena desired to continue working with the St. Helena Chamber of Commerce by investing funding to market and promote St. Helena as a desirable tourist destination choice; and

B. California Government Code Section 37110 provides the City with authorization to spend money from the General Fund to, among other things, promote the City; and

C. The St. Helena Chamber of Commerce represents it is a recognized by the Internal Revenue Service as a Section 501[c][6] nonprofit organization; and

D. The St. Helena Chamber of Commerce represents it is directed by an elected Board of Directors from the local business community with a professional staff and is organized and equipped to carry on promotional and marketing activities on behalf of the City.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Approval of these Agreements are not a CEQA project; and
2. The City Council approves the Marketing and Promotional Services Agreement between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2022-22 in an amount not-to-exceed $220,500; and
3. The City Council approves the Business Recovery Marketing Agreement between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2022-22 in an amount not-to-exceed $100,000; and
4. The City Council authorizes the City Manager to execute the Agreements on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Chouteau: _____
Councilmember Hall: _____
Councilmember Hardy: _____

APPROVED: ATTEST:

_____ _____
Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

MARKETING AND PROMOTIONAL SERVICES AGREEMENT BETWEEN THE CITY OF ST. HELENA AND THE ST. HELENA CHAMBER OF COMMERCE

THIS MARKETING AND PROMOTIONAL SERVICES AGREEMENT ("Agreement") is made and entered into on June 22, 2021 ("Effective Date") by and between the City of St. Helena, a municipal corporation located in the County of Napa, State of California ("City"), and the St. Helena Chamber of Commerce, a California Non-Profit Corporation ("Chamber"). The City and Chamber are sometimes hereinafter referred to collectively as the "Parties."

RECITALS

A. City seeks to work with the Chamber of and the local business community to invest funding to market and promote St. Helena as a desirable tourist destination choice.

B. California Government Code Section 37110 provides the City with authorization to utilize City General Funds to, among other things, promote the City.

C. Chamber represents it is recognized by the Internal Revenue Service as a Section 501[c][6] nonprofit organization.

D. Chamber represents it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on promotional and marketing activities on behalf of the City in accordance with this Agreement.

E. City and Chamber have previously entered into similar promotional and marketing services agreements.

F. City seeks to have the Chamber continue to sponsor and support a variety of community building activities, including cooperating with the City and local volunteers to produce a holiday experience for the benefit of City residents and the local business community, and the Chamber desires to conduct such community building activities.

The City 2021-22 annual operating budget includes an allocation of an additional TWENTY-FIVE THOUSAND DOLLARS ($25,000) for the holidays. This $25,000 is not included in the Chamber contract and allocated funds from the City.

Therefore, for the consideration hereinafter specified, the Parties agree as follows:

Section 1. Scope of Services. Chamber shall provide the services outlined in Exhibit A attached hereto, including dedicating Chamber efforts and allocating THIRTY THOUSAND DOLLARS - $30,000 of the contracted TWO HUNDRED TWENTY THOUSAND FIVE HUNDRED DOLLARS ($220,500) contract amount to the Special Events Production activities set forth on Exhibit A. The Parties acknowledge and agree that to foster the success of holidays in St. Helena

("Event"), the Chamber shall dedicate a substantial portion of Chamber Special Events Production activities to the Event. Subject to Section 22 of this Agreement, the Parties may agree to Scope of Services modifications mutually acceptable to the Parties and confirmed in writing signed by the Parties.

Section 2. Term of Agreement. The term of this Agreement shall commence on July 1, 2021, and shall terminate on June 30, 2022, unless sooner terminated in accordance with its terms.

Section 3. Compensation. For the Scope of Services provided in Exhibit A, the City will pay the Chamber the annual sum of TWO HUNDRED TWENTY THOUSAND FIVE DOLLARS ($220,500). Said payments shall be made in quarterly installments of FORTY-SEVEN THOUSAND SIX HUNDRED TWENTY-FIVE DOLLARS ($47,625) toward Tourism Marketing and Promotional Efforts. Quarterly invoice will be paid, within a reasonable timeframe, once invoice is received from the Chamber of Commerce. Should the Chamber need these dollars sooner, the Chamber shall provide a written request to be approved by the City Manager to advance funds. In addition, the City shall advance THIRTY THOUSAND DOLLARS ($30,000) for Special Events Production for the activities and in the amounts set forth on Exhibit A.

Notwithstanding the foregoing, the Parties acknowledge and agree that: (a) the cost of production for the holidays is likely to exceed the City's TWENTY-FIVE THOUSAND DOLLARS ($25,000) contribution and the TWENTY THOUSAND DOLLARS ($20,000) Chamber allocation on Exhibit A (such amounts combined, the "City/Chamber Funds"); (b) the Chamber and local volunteers intend to raise additional funds for the Event through contributions to a Chamber foundation ("Contributions"); (c) in the event that the amount of the City/Chamber Funds plus Contributions on hand are insufficient to pay any Event deposits as of the date they are due, the City Manager is authorized to make a full or partial advance disbursement of up to FORTY-FIVE THOUSAND DOLLARS ($45,000) for each quarterly installment, as necessary; (d) the Chamber and Chamber foundation assume the responsibility to account for Contributions including, without limitation, allocation of any portion of Contributions to cover advance disbursements to the Chamber made pursuant to the foregoing clause; (e) the City Manager may disburse City/Chamber Funds and any advance disbursement amounts directly to the vendor or to the Chamber in order to pay Event deposit expenses; and (f) in no event shall the City be obligated to disburse more than TWO HUNDRED TWENTY THOUSAND FIVE HUNDRED DOLLARS ($220,500) to or on behalf of the Chamber during the term of this Agreement.

Section 4. Accounting. On or prior to the Effective Date, the Chamber shall present the Chamber's operating budget for the 2021-2022 fiscal year and a copy of the prior fiscal year budget and actual expenditures incurred at the Welcome Center. The Chamber shall account for all City funding provided under this Agreement and shall keep complete and accurate books and records for all expenditures associated with the City funding provided under this Agreement. Upon not less than 10 calendar days' notice from the City, the Chamber shall make available to the City and submit to inspection, review, and audit by the City and/or other governmental agencies with jurisdiction, all the Chambers' books, records, and financial statements.

Section 5. Performance Evaluation and Tracking. For the purpose of evaluating the effectiveness of the Tourism, Marketing and Promotional Efforts and the Special Events Production provided by the Chamber under this Agreement, the Chamber shall provide to the City a mid-year review on a date selected by the City, and a final written report at the end of the fiscal year. The mid-year review and final report shall include a report of all expenditures funded under this Agreement, and shall include the following information as of the date of reporting:

- Statistics of visitor activity including the number of visitors to the St. Helena Welcome Center
- Utilization and traffic count on the Chamber website.
- Hours of operation and staffing levels at the St. Helena Welcome Center. The St. Helena Welcome Center is open at minimum, five days per week and the hours are set at the discretion of the Chamber.
- Reports on advertising, press coverage, and press releases with dates of publication or release.
- Status of projects/programs and Special Events Production outlined in Exhibit A, "Scope of Services," including, without limitation, dates, estimated attendees and expenditures.

The City Manager and the Chamber's President/CEO shall meet periodically to discuss and review marketing trends, business climate, etc., within St. Helena and the Napa Valley region and Special Events Productions.

Section 6. Independent Contractors. The Parties understand and agree that in the performance of its work and services under this Agreement, Chamber is and at all times shall remain a wholly independent contractor and not an officer, employee or agent of City. Chamber shall obtain no rights or benefits that accrue to City employees. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City

Section 7. Indemnification by Chamber. The Chamber shall, upon the City's written demand and with legal counsel acceptable to the City, defend, indemnify, and hold harmless the City, its agents, officers, City Council members, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the Chamber, arising out of or in connection with the Chamber's performance of services under this Agreement.

Section 8. Indemnification by City. The City shall, upon the Chamber's written demand and with legal counsel acceptable to the Chamber, defend, indemnify, and hold harmless the Chamber, its agents, officers, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the City, arising out of or in connection with the City's performance under this Agreement.

Section 9. Insurance Requirements. Chamber shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Chamber, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Chamber shall maintain limits no less than:
   1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of $25,000 or greater must be declared to and approved by the City.

D. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
   1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Chamber or Chamber's subconsultants; or automobile owned, leased, hired or borrowed by the Chamber.
   2. For any claims related to Chamber's conduct while performing the work of this project, the Chamber's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Chamber's insurance and shall not contribute with it.
   3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
   4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

E. Waiver of Subrogation. The workers compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

F. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

G. Verification of Coverage. Chamber shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Section 10. Nondiscrimination. The Chamber shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, ancestry, color, sex, sexual orientation, gender, gender identity, gender expression, age, national origin, religion, material status, medical condition, or physical or mental disability.

Section 11. Governing Law. City and Chamber agree that the law governing this Agreement shall be that of the State of California.

Section 12. Compliance with Laws. Chamber shall comply with all applicable laws, ordinances, codes, and regulations of the Federal, State, and Local Agencies (including, without limitation, the City).

Section 13. Disclosure/Provision of Information. Brochures, maps, or other promotional materials produced by Chamber using the funds arising out of this Agreement may include the City logo on the material. Any information developed by Chamber pursuant to this Agreement shall be provided to the City upon request and Chamber expressly grants City full legal authority and license to use and distribute any such materials.

Section 14. Waiver. The Parties agree that a waiver, breach, or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The City's acceptance of Chamber's performance of any work or services shall not be deemed to be a waiver of City's rights or Chamber's obligations under this Agreement.

Section 15. Assignment/Delegation. Neither party hereto shall assign, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other Party, and no assignment shall be of any force or affect whatsoever, and shall be void, unless and until the other Party shall have so consented.

Section 16. Conflict of Interest/Anti-Fraud and Anti-Corruption Policies. The Chamber covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Agreement. The Chamber further covenants that in the performance of the Scope of Services under this Agreement, Chamber will not knowingly employ any person having any such conflict of interest with the City.

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent, and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor's(s) / subconsultant's(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

Section 17. Attorney's Fees. In the event either Party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the rights or remedies of either party, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs as part of such action or proceeding or any post¬ judgment legal proceedings.

Section 18. No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create, and the Parties do not intend to create, any rights or remedies to any person or entity not a Party to this Agreement. In the event that Chamber enters into any agreements with third

parties in connection with the work and services provided under this Agreement, City shall be deemed an intended third-party beneficiary of such agreements.

Section 19. Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing, and shall be personally served or mailed, return-receipt requested, addressed to the respective Parties as follows:

CEO/President
St. Helena Chamber of Commerce
1320A Main Street
St. Helena, CA 94574

City Manager
City of St. Helena
1572 Railroad Avenue
St. Helena, CA 94574

Section 20. Prior Agreements. This Agreement, including all Exhibits attached hereto, represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered under this Agreement.

Section 21. Representations. Chamber represents it is recognized by the Internal Revenue Service as a section 501[c][6] nonprofit organization, that it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on the Scope of Services to be provided to the City in accordance with the terms of this Agreement.

Section 22. Entire Agreement/ Interpretation. Both Parties acknowledge that by entering into this Agreement, the City is not assuming any obligation to operate, supervise, or fund Chamber or any other obligations to Chamber other than those expressly provided in this Agreement. This Agreement constitutes the entire agreement among the Parties and may not be modified or changed, except by written instrument executed by both Parties. No provision of this Agreement is to be interpreted for or against either Party because that Party or that Party's legal representative drafted such provision.

Section 23. Termination. This Agreement may be terminated prior to June 30, 2022, as follows: By either Party, if the other Party fails to perform any of its obligations hereunder, within the time and in the manner provided, or otherwise violates any of the terms of this Agreement. The Party terminating the Agreement shall give written notice of such termination, stating the reasons for such termination in such event. Termination shall be effective 30 days following such written notice. Upon the termination of this Agreement by either Party, (1) any accrued but unpaid compensation due the Chamber shall be paid to the Chamber within thirty (30) days after receipt of the Chamber's invoice following such termination; and (2) Chamber shall repay to City within thirty (30) days after receipt of the Chamber's invoice following such termination the pro-rata portion of any quarterly payment remaining post-termination. Compensation to the Chamber or Chamber's reimbursement to City due upon termination shall be prorated. For example, if the Agreement were terminated on February 28, 2022, then FIFTEEN THOUSAND

DOLLARS ($15,000) of the FORTY-FIVE THOUSAND DOLLARS ($45,000) of quarterly funds advanced on January 31 for Tourism Marketing and Promotion Efforts would be returned to the City for the services not performed during March 2022 of the installment period plus funds disbursed for Special Events Production that had not occurred prior to the termination date.

Section 24. Special Provisions. This Agreement is subject to the following special provisions:

The Parties are required to provide certificates of coverage for agreed upon special events ("Event") and shall name each other as additional insureds for the Event, as set forth below.

Hold harmless**:** to the fullest extent permitted by law, Chamber shall hold harmless, defend at its own expense, and indemnify City its officers, employees, agents, contractors, consultants, and volunteers, from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of, relating to, or resulting from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from City's sole negligence, active negligence, or willful misconduct.

Hold harmless: to the fullest extent permitted by law, City shall hold harmless, defend at its own expense, and indemnify Chamber its officers, employees, agents, and volunteers, from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of, relating to, or resulting from, all acts or omissions of City or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from Contractor's sole negligence, active negligence, or willful misconduct.

Both Parties shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise out of relate to, or result from the performance of the work hereunder by the respective party, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the parties maintain broader coverage and/or higher limits than the minimums shown above, the parties require and shall be entitled to the broader coverage and/or the higher limits. Any

available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available.

Other Insurance Provisions
The insurance policies are to contain, or be endorsed to contain, the following. provisions:

Additional Insured Status
The parties, their officers, officials, employees, contractors, consultants, and volunteers are to be covered as additional insureds on the other party's CGL policy with respect to liability arising out of, relating to, or resulting from work or operations performed by or on behalf of the respective party, including liability arising out of, relating to, or resulting from materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

Primary Coverage
For any claims related to this contract, the insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 0104 13 as respects to the parties, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the parties, its officers, officials, employees, or volunteers shall be excess and shall not contribute with it.

Notice of Cancellation
Each insurance policy required above shall state that coverage shall not be canceled, except with notice.

Acceptability of Insurers
Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the parties.

Claims Made Policies
If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims- made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage
The parties shall furnish the other with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy

listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The parties reserve the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors
Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances
The parties reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Chamber:
By: _____
Name: Amy Carabba-Salazar
Title: CEO/President

City:
By: _____
Name: Mark T. Prestwich
Title: City Manager

Exhibit A Scope of Services
St. Helena Chamber of Commerce Marketing and Promotional Services Agreement

Tourism, Marketing, and Promotional Efforts

The St. Helena Chamber of Commerce ("Chamber") shall use its best efforts to proactively market the City of St. Helena, downtown merchants, and Chamber members to promote tourism and local businesses by implementing an effective marketing and promotional strategy designed to maintain and generate increased TOT and sales tax revenue to the City's General Fund thereby directly contributing to the quality of life for local residents through the funding of core town services. Chamber's marketing and promotional efforts shall include, without limitation, the following activities:

- Direct and implement a Public Relations strategy which can include retaining a public relations professional to assist in the marketing and exposure of the City of St. Helena as a high-end destination.

- Direct and implement a Marketing Strategy with an overall "Visit St. Helena" message designed to directly and indirectly benefit all businesses in and around St. Helena.

- Maintain a robust, timely and current web-site and provide a link to the City web-site. The site should be mobile friendly and easy to navigate.

- Operate and staff a Welcome Center at minimum five days per week at the discretion of the Chamber CEO.

- Produce and update as necessary various City promotional information such as but not limited to a map of St. Helena and other such information.

Special Events Production

Special Events Productions are to be held in St. Helena and generally available to the community, but may include nominal costs for special activities and food and beverages. The Chamber will use its best efforts to provide support and assistance to the following community activities and in the following amounts, including but not limited to:

Summer Concert Series (Summer 2022)	$6,500
Holidays in St. Helena	$20,000
Celebrate St. Helena	$2,500
Misc. Events (Earth Day, Neighborhood Table, and Sidewalk Sale)	$1,000
TOTAL	**$30,000**

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on _____, 2021 by and between the City of St. Helena, located in the County of Napa, State of California (City), and St. Helena Chamber of Commerce (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Business Recovery Marketing.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, "Scope of Services"** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, "Scope of Services"** (the "Services"), unless such additional Services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $100,000 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount, and the

amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

A. Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with

the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of $25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or Services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or Services under this Agreement.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of Services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product

shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for Services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this

Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 20 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, sent by facsimile, email, or first class mail, addressed as follows:

To City: City Manager
1572 Railroad Avenue
St. Helena, California 94574

To Consultant: Amy Carabba-Salazar
President & CEO
St. Helena Chamber of Commerce
1320A Main Street
St. Helena, CA 94574

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, email, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 21 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 22 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 23 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 24 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 25 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the Services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the Services required under this Agreement, prior to any such performance.

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or Services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 28 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall

lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 29 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

By: _____
Name: _____
Title:_____

City:

By: _____
Name: Mark T. Prestwich
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

Phase 2 Exhibit A

Business Recovery Destination Marketing Plan



Timeframe: July 1, 2021 - June 30, 2022

Video Asset Refresh

- New Short-Form Video Assets For Use In Streaming
- Paid & Organic Social
- Nine(9) Videos Total | To Be Used Quarterly:
  - 3 at :30 seconds
  - 3 at :15 seconds
  - 3 at :10 seconds

Continuous Digital Ad Campaign

- Refreshed Search & Social Creative
- Native Content
- Focus On Overnight Extended Stays in St. Helena
- Strategic Paid Influencer Marketing & Photography Assets
- StHelena.com Website Enhancements

Project Management by The Abbi Agency

Total Budget Allocated from the City of St. Helena **$100,000** To Be Disbursed Quarterly ($25k)



ST. HELENA CHAMBER OF COMMERCE

THE ABBI AGENCY™

Prepared for the City of St. Helena ©2021

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **CONSENT ITEMS**

Subject: **Authorizing a resolution approving a Professional Services Agreement to provide CDBG Business Lending, Over-the-Counter Grant Application Assistance, and Related Consulting Services with Community Development Services (CDS) in an amount not-to-exceed of $57,500.**

CEQA Determination: **Exempt**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Each year the California Department of Housing and Community Development (Department) announces the availability of funds available through the federal Small Cities Community Development Block Grant Program (CDBG).

The City submitted an Economic Development application for Business Assistance under the 2019-2020 Notice of Funding Availability (NOFA). The Business Assistance program was proposed to provide forgivable loans to businesses impacted by the pandemic to retain or create jobs for low-to moderate-income individuals. The Department contacted the City regarding the pending application and informed them that a market analysis would be required for the application to be approved. The Department highly recommended the City hire a consultant to complete the market analysis for both the application and program to be successful. As a result, the Department recommended that the City withdraw the pending application and reapply under a future NOFA to give ample time to complete the market study.

DISCUSSION

Based on the recommendation from the Department, the City withdrew its application, and a Request for Proposal (RFP) to provide economic development business loan development, project underwriting, over-the-counter application preparation, loan servicing, and related services for the City of St. Helena was issued on May 28, 2021 with responses due to the City on or before June 11, 2021 (Attachment 1).

One proposal was received on or before June 11, 2021. The proposal received was from Community Development Services (CDS). A copy of the proposal is included in Attachment 2, Exhibit A. Administrative Services Director April Mitts and Assistant Administrative Services Director Mandy Kellogg reviewed the proposal for completeness and responsiveness to the RFP.

After review of the proposal and an interview with CDS, staff recommends entering into a Professional Services Agreement with CDS to complete the work. Consulting fees will be paid for with the grant funding.

FISCAL IMPACT

The fiscal impact to the City of St. Helena shall not exceed $57,500; it is anticipated the City will be awarded the grant and consulting fees will be paid for with the grant funds and not out of the City's General Fund.

RECOMMENDED ACTION

Staff recommends approval of the attached Resolution.

ATTACHMENTS

Attachment 1 - RFP - CDBG Economic Development Services
Attachment 2 - PSA Community Development Services 061621 Business Lending
Attachment 3 - Resolution - CDS Agreement

CITY OF ST. HELENA

FINANCE

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

REQUEST FOR PROPOSALS TO PROVIDE ECONOMIC DEVELOPMENT BUSINESS LOAN DEVELOPMENT, PROJECT UNDERWRITING, OVER-THE-COUNTER APPLICATION PREPARATION, LOAN SERVICING, AND RELATED SERVICES FOR THE CITY OF ST. HELENA

DATE ISSUED: Friday, May 28, 2021

DATE DUE: Friday, June 11, 2021, 4PM

CONTACT: Mandy Kellogg, Finance Manager

mkellogg@cityofsthelena.org

(707) 312-1260

ALL RESPONSES MUST BE MAILED OR HAND-DELIVERED TO:

CITY OF ST. HELENA

OFFICE OF THE CITY CLERK

ATTENTION: CINDY TZAFOPOULOS

1572 RAILROAD AVENUE

ST. HELENA, CA 94574

TABLE OF CONTENTS

I. INTRODUCTION 3
II. GENERAL INFORMATION 3
III. QUALIFICATIONS 3
IV. SCOPE OF WORK 3
V. SCHEDULE 4
VI. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT 5
PART 1 | COVER LETTER/EXECUTIVE SUMMARY 5
PART 2 | RELEVANT EXPERIENCE 6
PART 3 | CONSULTANT IDENTIFICATION AND TEAM 6
PART 4 | RELATED PROJECT EXAMPLES AND REFERENCES 6
PART 5 | SCOPE OF WORK 6
PART 6 | BUDGET AND SCHEDULE OF CHARGES 6
PART 7 | WORK SCHEDULE 6
VII. EVALUATION CRITERIA 7
VIII. PROPOSAL TERMS AND CONDITIONS 7
1. EXAMINATION OF PROPOSAL MATERIALS 7
2. ADDENDA INTERPRETATIONS 7
3. DESIGNATED CONTACT 7
4. PUBLIC RECORDS 8
5. PROPOSAL COSTS 8
6. RESERVATION OF RIGHTS 8
7. PRODUCT OWNERSHIP 8
8. PROFESSIONAL SERVICES AGREEMENT 8
9. CAUSES FOR DISQUALIFICATION 8

EXHIBITS

A. SAMPLE CITY OF ST. HELENA PROFESSIONAL SERVICES CONTRACT

I. INTRODUCTION

The City of St. Helena, California is located in the center of the world-famous wine growing Napa Valley, 65 miles north of San Francisco.

The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876 and reincorporated on May 14, 1889.

The City, from its inception, has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, St Helena has become an important business and banking center for the wine industry. The City also receives many visitors as a result of the wine industry and the area's scenic qualities. The City's goal is to maintain a small-town atmosphere and to provide quality services to its citizens.

The official population of the City of St. Helena as of 2017 is 6,033 (*CA Department of Finance).* St. Helena is a full-service city and encompasses an area of four square miles. The City's General Fund Budget is approximately $14.3 million.

II. GENERAL INFORMATION

The City of St. Helena wishes to be proactive in the creation of economic development opportunities for the community. Each year, the City is eligible to apply for Over-the-Counter (OTC) funding from the State of California Department of Housing and Community Development (HCD), Community Development Block Grant Program (CDBG), for economic development activities in the community. In addition, the City may periodically provide economic development assistance with CDBG Business Assistance Loan Program funding, Microenterprise Financial Assistance funding, Program Income funds or from other CDBG funding.

Applications for CDBG business loan funds require that the City conducts underwriting and other analyses of participating private businesses to help ensure that funds are supporting viable business that can meet CDBG job creation or retention requirements. Such underwriting and analyses require specialized knowledge. Upon funding, specific Public Benefit requirements must be met, documented, and monitored. The City desires to enter into an agreement with a qualified individual or firm to provide such services on an as-needed basis for a term of up to five years.

III. QUALIFICATIONS

- In-depth knowledge of the CDBG Economic Development program and administration requirements.
- A clear understanding of the business needs for the community of St. Helena.
- Extensive experience of commercial underwriting standards and HUD underwriting standards.

IV. SCOPE OF WORK

Consultant services are needed for CDBG OTC business underwriting and grant application preparation assistance and for other CDBG-funded business loan underwriting and loan activities. If loan applications are funded, additional consultant services are needed for loan closing and post-closing requirements. The successful consultant will

coordinate with the City to ensure that applications are complete, all program requirements are fulfilled, and all deadlines are met.

TASKS:

1. Networking, consultation, analysis, financial underwriting and other tasks necessary to develop CDBG-eligible Business Assistance and/or OTC loans pursuant to State HCD requirements and City guidance.
2. For funded OTC projects, assistance with completion of Special Conditions documentation, loan closing documents, documentation of Public Benefit, and assurance of compliance with other HCD OTC and other CDBG funding requirements; and development and implementation of post-funding loan servicing procedures.
3. Completion of annual and as-needed CDBG loan verifications, analyses, and reporting for funded loans, excluding loan payment processing and Form 1099-Interest preparation tasks that are completed by City staff.
4. Other economic development activities as may be appropriate and mutually agreed upon between City and consultant.

V. SCHEDULE

Responses to the RFP must be submitted to the City of St. Helena as outlined in this section.

Responses are due no later than
FRIDAY, JUNE 11, 2021 AT 4:00 PM
Responses received after this date and time will not be considered.

PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS AND DESIRED TIMELINES FOR DELIVERABLES

MILESTONE	DATE	TIME
Release RFP	May 28, 2021	9:00AM
Question submittal deadline	June 4, 2021	4:00PM
Questions posted on City website (cityofsthelena.org/rfps)	June 7, 2021	5:00PM
Proposal due date	June 11, 2021	4:00PM
Review and scoring of submittals	June 14, 2021	9:00AM
Interviews w/finalists	June 16, 2021	TBD
Award of Agreement	June 22, 2021	6:00 PM

The schedule may be modified and/or extended if necessary.

VI. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

If interested in this RFP, please notify Cindy Tzafopoulos by email at ctzafopoulos@cityofsthelena.org so you may be added to the notification list for addendums. Failure to notify could result in missing important and required information and could result in disqualification.

Format

All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFP. The City of St. Helena reserves the right to include or exclude any part of the submittals in the final agreement with the selected consultant.

Two (2) bound copies of the submittal, one (1) unbound, reproducible copy, and one CD (or other digital medium) containing a PDF copy must be submitted. Each submittal shall contain no more than 20 double-sided 8½" x 11" pages (not counting dividers, exhibits, and any relevant appendices). Font shall be no less than 10pt. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11" x 17."

To be considered for selection, submittals must arrive at the location shown below by the date and time specified in Section V. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

Submittals shall be placed in a clearly marked envelope, titled CDBG Economic Development Services and hand-delivered or mailed to:

City of St. Helena
Office of the City Clerk
Attention: Cindy Tzafopoulos
1572 Railroad Avenue
St. Helena, CA 94574

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

Content

The content of your proposal should include the following in summary form:

Part 1: Cover Letter/Executive Summary
Part 2: Relevant Experience
Part 3: Consultant Identification and Team
Part 4: Related Project Examples and References
Part 5: Scope of Work
Part 6: Budget and Schedule of Charges
Part 7: Work Schedule

PART 1 | COVER LETTER/EXECUTIVE SUMMARY

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

1. The names of the key members of the consultant team.

2. The mailing address, telephone number, and the name of the main point of contact for the consultant team.
3. A summary of the consultant's firm and the significant advantages to selecting the consultant.
4. An acknowledgement of receiving any addendum(s) to the RFP document sent out by the City.

PART 2 | RELEVANT EXPERIENCE
Describe relevant experience with the CDBG Over the Counter (OTC) and CDBG Business Assistance Loan programs, including funding history for each type of loan and experience with eligibility criteria, monitoring and reporting requirements, loan servicing, and grant administration requirements. Knowledge of commercial underwriting standards, CDBG project analysis, HUD underwriting standards, and CDBG federal overlay requirement should be specifically addressed. (Note: Must have a minimum of three years of experience in CDBG loan underwriting.)

PART 3 | CONSULTANT IDENTIFICATION AND TEAM
Provide the name of the consultant, the consultant's principal place of business, and the name and telephone number of the contact person. Clearly identify team members, their roles, and qualifications. Any professional services required but not proposed by the qualified consultant firm shall be listed and reasons should be provided for not including them as part of the proposal.

PART 4 | RELATED PROJECT EXAMPLES AND REFERENCES
Provide recent (within last 10 years) visual examples of relevant projects completed by the consultant that exhibit the team's ability to successfully complete a range of services as listed above. Along with each example, please include descriptive information such as location of the project, date, scope and scale, contract amount, name of the team member(s) involved in the project and their roles, name of the client, and e-mail address and telephone number of the client contact.

PART 5 | SCOPE OF WORK
Provide an explanation of tasks and milestones associated with OTC projects, including how you propose to complete each task; and tasks and milestones associated with CDBG Business Assistance loan projects.

PART 6 | BUDGET AND SCHEDULE OF CHARGES
Provide proposed invoicing for the cost of preparing a CDBG OTC application including costs for each milestone; and provide proposed costs for providing Business Assistance Loan services including costs for each related milestone. Milestone costs for each activity are required so that comparisons may be made between submitted proposals in order to comply with HCD cost analysis requirements. The City acknowledges that the costs for specific projects may vary due to differing complexity and funds availability and expects that specific projects shall be negotiated on a case-by-case basis.

PART 7 | WORK SCHEDULE
Provide proposed timeline for completion of work including phased milestones, based upon the City's Notice to Proceed.

VII. EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria and rating schedule:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.

Evaluation Criteria	Rating Points
Responsiveness and approach to the scope of work requested	25
Capabilities and resources of the firm	20
Specific qualifications and experience of key individuals in State CDBG Financial Assistance Programs	30
Budget and schedule of Charges	25
Totals	**100**

The experience of each proposal is evaluated as it relates to the Scope of Work and funding source purpose and requirements. The City is particularly interested in receiving proposals from female, minority and locally-owned small businesses.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of St. Helena and a recommendation for award of contract will be presented to the St. Helena City Council.

VIII. PROPOSAL TERMS AND CONDITIONS

1. EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

2. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the City website. The City of St. Helena is not bound by any oral representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of St. Helena.

3. DESIGNATED CONTACT

For the purposes of this RFP, the Finance Manager is designated as the contact person. Any questions concerning the scope of work and the selection process shall be directed to Mandy Kellogg, at mkellogg@cityofsthelena.org. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by June 4, 2021 by 4:00PM.

Responses to questions will be posted on the City's website, cityofsthelena.org/rfps, and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

4. PUBLIC RECORDS

This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature.

5. PROPOSAL COSTS

All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

6. RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

7. PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City.

8. PROFESSIONAL SERVICES AGREEMENT

All Proposers must identify in their proposal any terms and conditions of the sample Professional Service Agreement (Exhibit A) that they wish to negotiate. Insurance is required as outlined in Section 7 of the sample agreement.

9. CAUSES FOR DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

(Exhibit A)

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on _____, 2021 by and between the City of St. Helena, located in the County of Napa, State of California (City), and _____ (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as _____.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, "Scope of Services"** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, "Scope of Services"** (the "Services"), unless such additional Services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $_____ unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

Consultant Name Date

and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

A. Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of $25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs)

(collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or Services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or Services under this Agreement.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any

elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of Services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project

completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for Services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and

harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years

after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 20 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, sent by facsimile, email, or first class mail, addressed as follows:

To City: City Manager
1572 Railroad Avenue
St. Helena, California 94574

To Consultant: _____

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, email, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 21 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 22 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 23 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 24 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 25 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the Services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the Services required under this Agreement, prior to any such performance.

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed

after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or Services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 28 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 29 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

By: _____
Name: _____
Title:_____

City:

By: _____
Name: Mark T. Prestwich
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on _____, 2021 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Community Development Services (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as CDBG Business Lending, Over the Counter, and Related Consulting Services to the City of St. Helena.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, "Scope of Services"** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, "Scope of Services"** (the "Services"), unless such additional Services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in **Exhibit A, "Scope of Services"**. attached hereto and made a part hereof. Total compensation shall not exceed $57,500 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall

include the expenses incurred during the preceding month, the cumulative Agreement amount, and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

A. Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of $25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all

costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or Services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or Services under this Agreement.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

G. Further, Consultant will defend and indemnify City, and hold it harmless, from any claim, demand or liability that is related to, or results from an assertion that as a result of providing services to City, a Consultant employee or a person performing work pursuant to this Agreement is entitled to benefits from, or is covered by, the Social Security retirement system or the California Public Employee Retirement Systems. Notwithstanding the foregoing, however, Consultant's obligation for any payments to such a claimant shall be limited to those payments which the City may be required to pay. This indemnity obligation shall survive the termination or expiration of this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of Services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will

report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of

deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for Services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence,

internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 20 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, emailed, sent by facsimile, or first class mail, addressed as follows:

To City: City Manager
1572 Railroad Avenue
St. Helena, California 94574

To Consultant: Community Development Services
Attn: Jeff Lucas, Principal
3895 Main Street
Kelseyville, CA 95451
707-279-1540

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, email, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 21 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 22 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 23 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 24 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 25 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the Services required under this Agreement. Consultant

shall notify City of any changes in Consultant's staff assigned to perform the Services required under this Agreement, prior to any such performance.

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or Services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 28 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 29 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or

deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

By: _____
Name: _____
Title:_____

City:

By: _____
Name: Mark T. Prestwich
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

Exhibit A

Community Development Services
An Economic Development Consulting Firm
3895 Main Street • Kelseyville, CA 95451

TO: Mandy Kellogg, Finance Manager, City of St. Helena

FROM: Jeff Lucas, Principal
Community Development Services (CDS)

DATE: June 8, 2021

SUBJECT: Proposal to Provide CDBG Business Lending, Over the Counter, and Related Consulting Services to the City of St. Helena

Firm Description

Community Development Services (CDS), established in 1990 by Jeff Lucas, is an experienced economic development, underwriting/business lending, business services, housing program, and community outreach consulting firm. CDS is composed of employees Jeff Lucas, Andy Lucas, and Deborah Swartz and consultants, Ben Felt, Dan Obermeyer, and Melanie Fae Garrett. CDS is an Affiliate Member of the NorCal SBDC Finance Network. We work on behalf of both public and private sector clients.

CDS specializes in project-specific grant acquisition, loan program implementation, direct services to businesses, and community outreach and education. We have obtained over $125 million from Community Development Block Grant (CDBG), Economic Development Administration (EDA), United States Department of Agriculture (USDA), Small Business Administration (SBA), private sector, banking institutions, and private sources, on behalf of our clients.

CDS provides in-depth technical assistance to small and mid-sized businesses in the areas of cash flow management, financial forecasts, business retention and expansion management, market analysis, media marketing, customer service, and product/services development. Our team also provides project coordination and liaison services between public and private entities, project feasibility analysis, presentations to communities, webinars, staff training, and program administration services. What we like best is accessing financing for our clients. Our business is stable, and we are in the process of growing to accommodate the expanding program implementation needs of our clients. CDS offices are located at:

Community Development Services
3895 Main Street
Kelseyville CA 95451
(707) 279-1540
(707) 489-4943

Community Development Services
100 Sunrise Blvd. Suite A 3
Colusa, CA 95932
(530) 632-4725

Relevant Experience

Grants and Loan Programs

The CDS team has successfully completed the application, processing and packaging of over 1,000 business loans on behalf of a variety of business types, with loan sizes ranging from $35,000 to $4.6 million. During the past thirty years, CDS has engaged in feasibility analysis work on behalf of commercial real estate projects, manufacturing, retail, services, agriculture and tourism-based projects throughout Northern California. We are experienced with SBA 504 and 7a, PPP and EIDL programs, CDBG and USDA lending and B & I guarantee programs, conventional lending, equity investment structures, housing programs, and micro lending practices.

CDS has successfully prepared over 85 revolving loan fund program and grant applications for CDBG, USDA, and EDA funding on behalf of government and economic development entities. CDS currently manages multiple CDBG and USDA business loan and technical assistance programs. We provide design, acquisition, management, and oversight of business loan and business services programs. Our services include grant application preparation, loan underwriting, packaging, presentation, closing, and ongoing loan servicing. An important part of our loan servicing is assuring household income and job creation requirements are met and documented.

Specific experience with CDBG Over The Counter (OTC) projects include: the Granzella's rebuilding project, City of Williams, in the total amount of $3,773,921, with $962,500 in OTC low interest business loan funds and $254,745 in OTC grant funds for infrastructure improvements; the Agwood Mill & Lumber Company job retention/debt restructure project, County of Mendocino, in the total amount of $4,571,891, with $2,000,000 in OTC low interest loan funds; and the Premier Mushroom debt restructure/job retention & job creation project County of Colusa, in the total amount of $30,866,216, with $4,600,000 in low interest OTC business loan funds. CDS recently completed another OTC for build out of the Hill Top Hotel in Placer County in the total amount of $18,350,000, with $1,500,000 of it being 2% fixed rate financing for furniture, fixtures and equipment.

We have received approval from HCD on behalf of another large OTC project for the City of Willows in the amount of $2,910,000. The total project cost is $12,088,029. The purpose of the CDBG funding is to help Rumiano Cheese modernize their cheese packaging plant in Willows, thus retaining over 100 full time jobs in the area.

We have also successfully acquired and manage over $7,000,000 in USDA Intermediary Relending Program (IRP) funds, as well as locally financed business retention programs. We have experience

with companion lending including work with SBA 7(a) and 504 programs, the USDA Business and Industry Loan Guarantee program, and Community Development Financial Institution (CDFI) commercial lending. We are also very experienced with the USDA community facilities loan program, microenterprise, and community assistance programs.

Infrastructure

CDS has experience with successfully acquiring funding from multiple sources including the US Department of Commerce, State of California Housing and Community Development, Community Development Block Grant (CDBG} Economic Development and General Allocation funding, and US Department of Agriculture funding programs. Projects ranging in size from $230,000 to $4 million include water diversion/flood control, road, sewer, water line, and wastewater disposal/geothermal energy reuse projects.

Housing and Community Facilities

CDS is also experienced with obtaining grant funding for housing and public facilities through the US Department of Agriculture Rural Development programs and the State of California Housing and Community Development Community Development Block Grant (CDBG) and HOME programs. We have experience in the general administration of CDBG housing and public facility grants, program income waivers, as well as the activity delivery services necessary for successful programs and projects. These services have been provided both as stand-alone and as a partner with the city's or county's in-house staff.

Summation of Relevant Experience

We have a good deal of experience in acquiring and managing grant funds on behalf of our government and nonprofit clients. Our experience with administering CDBG grant and program income funds extends back to 1990. We have seen many changes in the management of the CDBG program by the State Housing and Community Development Department. Our goal is to provide the best service we can for our clients with the administration of this complex program.

Key Personnel Qualifications

Jeff Lucas will be the managing underwriter and lead contact with the city. Deborah Swartz will provide loan closing services and grant management assistance as needed. Andy Lucas and Melanie Garrett will provide preliminary underwriting and screening. Dan Obermeyer will provide NEPA processing. Ben Felt will provide underwriting consultations as needed based on complexity and volume.

RESUMES

JEFF LUCAS, Principal Owner
Professional Summary

- Founding Principal, Community Development Services (CDS) -- a consulting firm specializing in economic development, business diagnostics, business financing, employee development, community outreach, grant acquisition, grant management, and program management. (1998 to present)

- Executive Director, North Central Counties Consortium, Inc., Lake County Office -- implementing changes in fundamental program design and client services, creating a cohesive performance-driven team, redirecting the budget, reestablishing public body and private sector relationships, community outreach, and redefining the local One Stop brand. (2007 to 2008)

- Director, Lake County Job Training Office, Lake County Office of Education – program development and oversight of all JTPA funded adult and youth program and budget activities, staff management (15 employees), and public relations activities. (1983-1991)

- First Executive Director, Lake County Economic Development Corporation – preparation and approval of Bylaws, Articles of Incorporation, preparation of annual County Comprehensive Economic Development Strategy, Strategic Employment and Training Plan, and implementation of Integrated Business Services/Vocational Training/Employee Preparation Programs. (1985-1989)

- Founding Director of the fourth Small Business Development Center (SBDC) in California – provided program design, budget, staff recruitment, budget, and oversight functions. (1986-1991)

Skills

Professional skills include business and organization assessment, community outreach and education, business financing, team development, budgeting, business lending practices, grant preparation, grant management, project and program management, and public and private sector liaison, disaster recovery planning and implementation work and work with foundations and nonprofits.

Education

BA in Government	California State University, Sacramento	1976
Economic Development/Finance	National Association of Development Organizations	1993
Revolving Loan Fund Management	Calif. Association of Local Economic Development	1999

BEN FELT,
Financial Consultant
Professional Summary

- Lead Underwriter and Business Consultant, Community Development Services (2008 to present).

- Real Estate Broker and Principal (2003-2006), Brokers of Bakersfield Realty, Inc. Specializing in the marketing of Agricultural properties, and performing Farm and Ranch Appraisals. Evaluated and facilitated larger scale land acquisitions in the Central Valley area of California as "transitional uses" requiring conversion of agricultural and ranch parcels into residential master-plan development opportunities.

- Founder and Chief Executive Officer, Agri-Business financial Consultant (1985-2003) Successfully reorganized or restructured over 27 farming operations having a combined asset value of over $315 million; successfully restructured through debt and equity over $100 million of indebtedness, formulated and negotiated leveraged buyouts totaling $7.1 million, under both IRS Code Sections 1031 and 2032A; successfully negotiated mergers, acquisitions, and strategic alliances for agricultural clients; and developed an integrated budgeting and forecasting spreadsheet program for customized cash flow management of agricultural enterprises.

- General Manager (May 1983-March 1985), Joe Lucio Dairy, Pala, CA. Structured and negotiated a $5.3 million buyout of the dairy enterprise upon the owner's retirement.

- Branch Manager (5 employees) (1979-1983), Federal Intermediate Credit Bank, production Credit Association, San Diego, CA. Increased loan portfolio from $1.4 million to over $72 million within four years, maintained loan credit quality rating of 98% acceptable, and managed the most profitable branch within the Federal Intermediate Credit Bank's five state district.

- General Manager (1976-1979), L& S Cattle Feeders, Riverside, CA.

- Agricultural Loan officer (1975 – 1976), Agricultural Field Representative (1973-1975), Credit Department, Valley National Bank, Phoenix, AZ

Skills

Mr. Felt provides financial analysis and business management advice to private sector clients. Services include, loan underwriting, budgeting, cash flow projections, business planning & feasibility studies, risk management analysis, debt restructures, business reorganizations, and financial negotiations.

Ben provides in-depth practical experience in the diagnosis of operations, loan packaging, debt restructuring, and other related activities on behalf of CDS clients. Mr. Felt's experience includes

interim accounting and financial management advice to multi-million-dollar farming operations, reporting and analysis of financial results, budgeting, and forecasting.

Education

Bachelor of Science/Animal Science	California State Polytechnic University, Pomona	1968
Business Management Certificate	American Institute of Banking, University of California, Riverside Extension, Riverside	1976
Advanced Credit Course Certification	Valley National Bank, Phoenix, AZ	1974

DEBORAH SWARTZ,
Fiscal & Program Manager
Professional Summary

- Loan portfolio management for multiple agencies, individual loan file documentation, loan closing preparations, including preparation of Laserpro loan closing documents, title and escrow management, loan servicing, program reporting on behalf of Community Development Block Grants, USDA Intermediary Relending Program, Rural Microenterprise Assistance Program, and Rural Business Development Grants, and customer service. Community Development Services (2010 to present).

- First American Title Company, all escrow duties associated with escrow officer (2009 to 2012).

- Fidelity National Title Company, escrow assistant, duties included customer service, filing, and bookkeeping, loan closing processing, scheduling, loan signing and related tasks (2005 to 2009).

- North American Title Company, escrow officer duties (2000 to 2004)

Skills

Deborah is experienced with loan program management, program reporting, and administration of multiple funding sources, business income and expense forecasts, and personnel management fundamentals. Extensive experience with computer programs such as; Microsoft Word, Excel, MortCare (loan servicing software), and LaserPro (loan closing documentation software). Real estate transactions, escrow and loan closing preparations, loan portfolio management, budgeting, and office software (Excel, Word, LaserPro, and RBJ).

Education

Diploma	San Hedrin High School, Willits
Notary	California Notary Public Commission
Real Estate Agent	California Licensed Real Estate
USDA/RCAC	502 Certified Loan packager

DAN OBERMEYER,

Planning & Development Specialist

Professional Summary

- Planning & Development Specialist, Community Development Services (CDS) -- a consulting firm specializing in economic development, community planning, financing, and grant acquisition and management. (2002 to 2004 and 2009 to present)

- Agency Director, Glenn County Planning & Public Works Agency, Willows – Management of large county agency with services in planning, building inspection, code enforcement, public works/engineering, roads and bridges, parks, buildings and grounds, airports, solid waste and transit. Initiated update of General Plan, established Unified Development Code, and developed impact fees. (2004 to 2009)

- Director, Lake County Community Development Department, Lakeport – Management of Community Planning and Building Department, completed area plans, initiated update to General Plan, and revised zoning regulations. (2000 to 2002)

- Principal, Obermeyer & Associations, Clearlake – Provided development assistance, labor relations, and project specific land use services. (1996 to 2000)

- City Administrator, City of Clearlake – Management of city services including finance, personnel, police, public works, parks, planning, code enforcement and building inspection. Established first redevelopment project area and completed first tax increment bond issue. Led successful effort to establish a ½% sales tax initiative by ballot which passed by 87%. (1989 to 1996)

- Planning Director, Clearlake – Completed General Plan & Zoning Ord. (1987 to 1989)

- Principal, Obermeyer Associates – rural communities planning services. (1984 to 1987)
- Facility Affiliate, University of Montana, Regional, Rural & Town Planning – Established and taught graduate course in community design. (1984 to 1987)

- Chief Planner, Missoula Planning Organization, Missoula MT – Completed first general plan for county, update to city plan, established subdivision regulations, completed zoning ordinance for County and updates to City ordinance. (1974 to 1987)

- Planning Director, Carbon County, MT –Established first planning program for rural county with 7 small cities. (1973 to 1974)

- Associate/Assistant Planner, City/County Planning Department, Helena MT – Urban Renewal and Model Cities programs and completed area plan for valley. (1971-1973)

Skills

Extensive professional skills in community design and planning, development review, regulation development, management, grant writing, CEQA/NEPA clearances, GIS, technical report writing, community facilitation and presentations, and design standards. Dan is also experienced with CDBG/Home housing and community facility program administration.

Education

Masters of Public Administration	University of Montana, Missoula, MT	1984
Master of Architecture	Montana State University, Bozeman, MT	1971

ANDY LUCAS,

Small Business Management Consultant

Professional Summary

- Andy Lucas is an experienced small business personnel and customer relations consultant with twelve years' experience in the retail and food and beverage service sectors. Andy has managerial experience in small restaurant and furniture sales businesses. His skills include team work development, use of computer software to manage cash flow, product presentation, and personnel training, scheduling and management. Andy is very competent with grant writing, business needs assessment, financing, and workshop presentation. Andy has become our in-house USDA programs specialist. He is also our lead staff for work with the SBA Paycheck Protection Program, SBA Economic Injury Disaster Loan program, CA Relief Grant Program and other business recovery programs related to the Covid-19 pandemic. He is our primary liaison with the Lake County Economic Development Corporation and Colusa County Partnership, nonprofit business services and lending entities.

Skills

Professional skills include business and organization assessment, community outreach and education, business financing, team development, budgeting, business lending practices, grant preparation and procurement, grant management, project and program management, public and private sector liaison, disaster recovery planning, disaster recovery capital access, and project implementation work and work with foundations and nonprofits.

Education

Community Development Block Grant Training	State of California, annually
Certified Economic Developer Program	California State University, Fresno 2012
Government Studies and Kinesiology	California State University, Sacramento
2007	

MelanieFae Garrett,

Business & Project Management Consultant

Specialties:

Organizational Development; Communications; Program and Process Improvement Strategies and Implementation; Staff Training and Development

Skills & Expertise

Microsoft Office	Document Security Management	QuickBooks
Adobe Acrobat Professional	Event Planning	Stakeholder Report Publications
Advanced Research Methods	Grant Management	Situational Awareness
Budget Management	Liaising	Strategic Planning
Compliance Reporting	Marketing & Sales Process	Training Curriculum Development
CRM	Engineering	Volunteer Management
Data Analysis	Operational Risk Assessment	Workflow Analysis & Efficiencies

The Ravens Mouth, LLC, Clearlake, CA; Sept. 2013 to current – Principal Consultant

The Ravens Mouth provides advocacy and advising in strategic relationship development for grassroots projects and entrepreneurial startups. TRM also provides 1) technical writing for funding attraction and retention, 2) development of internal and external communications strategies and policies, 3) event marketing and sales campaigns content development

Selected Clients and project information available in letters of recommendation:

- *Seigler Springs Community Redevelopment Association; June 2016 – current*
- *Community Development Services - Lake County Economic Development Corporation; May 2016 – current*

American Red Cross, San Francisco, CA; Feb 2016 – Aug 1 2017; Lake County Disaster Recovery Manager

- Served as lead functional expert in support of the Fire Recovery Program in Lake County, CA;
- Liaised and worked in partnership with regional and local government partners and community agencies of Northern California Coastal Region;
- Ensured scope of work activity operated in compliance of all finance policies and reporting procedures;
- Created hub for referrals to other resources and services in partnership with SSCRA

$692k overall project budget; $400k financial assistance budget distributed to over 300 case managed clients

- Developed and managed project plans, budgets and strategies to achieve

organizational goals.

- Created and executed strategy for planning, public speaking, project management and process improvement, requiring familiarity with federal, state, and local employment laws.
- Developed scalable processes for continuous program and service improvements through facilitation, problem-solving, marketing, leadership, and partnership management practices.

Private Winery and Vineyard Estate, Napa, CA; 2012- 2014 – General Management & Operations

Turned business into profitable retirement and investment opportunity increasing total project value to $5.84m

This business property was in a delinquency status with default on three loans totaling ~$2.7m and 36-month aging receivables.

Cultivated multiple qualified investors to collaborate in expanding and re-launching winery operations and label, managed the day-to-day operations; developed new revenue streams

- Performed a number of services relating to the operation and management of Client's winery and vineyard property, including auditing winery's compliance with federal and state licensing and permitting requirements, research and investigation into the condition and status of land use entitlements, and correcting and updating the records and permits as needed.
- Provided additional collaborative services mapping a 10-year pro forma for winery and vineyard expansion presentations for investment review to satisfy all requirements relating to a conveyance of the winery and vineyard property to a potential investor
- Collaborated closely with county and state agencies to compile due diligence materials including analyzing and addressing issues relating to the transfer of various licenses, permits and other entitlements expected to be transferred with the winery
- Managed sale of a large wine inventory (~3000 cases) to foreign purchaser. Outlined contracted procedures and implemented process by which winery sold extensive amount of wine inventory by assuring all applicable requirements were satisfied.
- Developed short-term revenue strategies; negotiated grape and bulk wine transactions

The Doctors Company - Napa, CA; Underwriting Department; 2007 – 2012; Underwriting Tech, Member Advocate; SME-MSU (Member Services, aka., Customer Service)

Most gratifying accomplishment in a high volume, competitively demanding industry working with diverse cultures and personalities was maintaining quality customer service standards in the midst of a quickly expanding customer base.

Over 61,000 favorable contacts with medical facilities, medical providers, company management

Accomplished in part through consistent monitoring of the CRM digital processing and reporting system, consistently updating best practices criteria, and timely training and distribution of best practices guidelines to Member Services Units across regional and national offices.

Acquisitioned staff assimilated and performed seamlessly with seasoned staff to maintain consistent workflow processing efficiencies corporately.

- Evaluated new business for viability, performed analyses of practice profiles, coverages, claims histories
- Subject Matter Expert (SME) for Member Services Unit resolving matters related to Loss Runs/Claims Experience Reports; Identified Enterprise Risk Management issues in system generated documents with successful resolutions
- Provided Member Services Unit best practices workflow processing efficiency criteria for transitioning staff of acquisitioned regional offices; Cross-trained MSU in prioritizing/processing in-coming/out-going communications from multiple sources for customer service product delivery efficiency
- Created self-assessment tracking system documenting over 61,000 favorable personal contacts with medical facilities, medical providers, company management, and agents

Education

Montreal College, Montreal, NC-- Bachelor of Business Administration (BBA)

Professional Development:

- 80 hours towards A.A.S. Accounting, Gaston College, Dallas, NC
- “Teaching and Supporting Agri-Tourism” University of California Sustainable Agriculture Research and Education Program, Yolo County, CA
- "Transforming Business into a Consumer Destination", farmers inspired, Los Angeles, CA
- Wine Business Management Certificate-FL; Sonoma State University, Sonoma, CA
- Government Operations Fundamentals (FEMA IS-100; IS-200; IS-700 NIMS)
- Facilitative Leadership for Mobilizing the Community
- Psychological First Aid, "Helping Others in Times of Stress;" American Red Cross
- Diversity and Disability Integration: "Everyone is Welcome" and "What is a Family"
- Behavioral Management; Diagnostic Assessment; University of North Carolina, Charlotte
- Learning Processes Development for Learning Disabled; University of California, Santa Barbara
- J.F. Smith Group, Focus on Fundraising Workshop, Asheville, NC
- Blackbaud's Raiser’s Edge Database Management, Charleston, SC
- Management Development, Instructional Techniques, North Georgia Tech, Clarkesville, GA
- Youth Leaders Development in Creativity and Motivation, Lawrenceville, GA

Volunteer Projects:

- Commissioner; Napa County Gang and Youth Violence Commission; Nov. 2011 – Nov. 2015; Chair 2014-15; Executive Committee 2011- July 2015
- Napa County P-16, 2015: Improving the retention and success of minority students
- Napa Valley Vine Trail Coalition; Napa County, CA; April 2010 – July 2014 Capital Campaign Committee; Administrative and Marketing Support; Membership database developer
- Napa County Community Emergency Response Team #62 (2009)
- North American Farm Direct Marketing Association (NAFDMA)

Community Revitalization Advisement Projects:

- Cobb Area Council, Cobb CA (grassroots formation)
- Seigler Springs Community Redevelopment Association: Disaster Case Management; Cobb Resilient Fire Wise Public Forum Events; Bright Village Multi-Family Housing Project
- Lake County Economic Development Corporation (Lake County Broadband Solutions)

CDS Fee Schedule

We prefer to assess the scope, complexity, urgency, duration, and budget of each project we engage in, and then develop a fee structure commensurate with our client's capacity and needs. CDS typically charges an hourly fee of $145.00 which includes travel, reproduction, and other administrative costs. Arrangements can be made based on client needs, the length and complexity of the project or projects, and the long-term relationship with the client.

Client List

City of Auburn
City of Brawley
City of Clearlake
City of Colusa
City of Dixon
City of Fort Bragg (1995 – Present)
City of Grass Valley (2009 – Present)
City of Gridley (2005, w/Chabin 2009)
City of Lakeport (1995 – Present)
City of Oroville
City of Point Arena
City of Riverbank
City of San Joaquin
City of Scotts Valley
City of South Lake Tahoe
City of Ukiah
City of Williams
City of Willits
County of Colusa (2008 – 2016)
County of Glenn (1999 – 2018)
County of Lake (1994 – Present)
County of Mendocino (1995 – Present)
County of Yolo
County of Mono
Humboldt State University/Foundation/SBDC
3CORE (2003-Present)
Colusa County Partnership (2003 – Present)
Lake County EDC (1998 – Present)
Lake County One Stop
Mendocino EDFC (1996 – 2020)
North Central Counties Consortium
NoRTEC
Sierra Economic Development Corp.
Premier Mushrooms
Agwood Mill & Lumber Company

References

Michael J. Azevedo
Assistant Director of Public Works
1215 Market Street
Colusa, CA 95932
530-458-0466

John Ashbaugh, CEO
Premier Mushrooms
2880 Niagra Avenue
Colusa, CA 95932
530-458-2700

Chuck Wolfe
Claggett Wolfe & Associates
3108 Sunshine Meadows Drive
Auburn, CA 95602
530-878-8016

Roxann Kuhnert, Manager
Department of Housing &
Community Development
Program-Capital Development
2020 W. El Camino, Suite #670
Sacramento, CA 95833
916-263-6468

Patty Gerald, Acting State Director
USDA Rural Development
430 G Street, # 4169
Davis, CA 95616-4169
530-792-5800

Steve Dunnicliff, Deputy CEO
County of Mendocino
860 North Bush Street
Ukiah, CA 95482
707-463-4441

Susan Parker,
Assistant County Administrative Officer
County of Lake
255 North Forbes St
Lakeport, CA 95453
707-263-2581

Scott Rogalski
Associate Director of Partnerships
SBDC Humboldt State University
1 Harpst Street, House 71
Arcata, CA 9551
916-479-9722

Ed Hulbert, CEO
Colusa Industrial Properties
50 Sunrise Blvd.
Colusa, CA 95932
530-458-2118

Kevin Ingram, City Manager
City of Lakeport
225 Park Street
Lakeport, CA 95453
707-263-5615

Marc Nemanic, Chief Administrative Officer
3CORE
1430 East Avenue, Suite 4A
Chico, CA 95926
530-893-8732

Jennifer Owen, Controller
North Coast Brewing Company
455 N. Main Street
Fort Bragg, CA 95437
707-964-2739

Kevin Ralph, Senior Vice President
Farm Credit West
1478 Stone Point Drive, Suite 450
Roseville, CA 95661

Jody Stickles, AVP, Commercial Loan Officer
Savings Bank of Mendocino County
490 South Main Street
Fort Bragg, CA 95437
707-964-4723

Scope of Work

1. Business Financial Assistance Program Start Up

a. CDS will review the City's CDBG Business Assistance Program narrative in cooperation with the City and State Housing and Community Development staff to develop procedures and the timeline for program implementation.

b. CDS will prepare and utilize, subject to City approval, CDBG-compliant program application forms, loan closing documents, agreements, and any other documents as may be necessary to implement the Program. CDS has developed a standard loan application form packet which has been reviewed and approved periodically by HCD staff. We will provide these documents as well as the laser pro loan closing documents we use to City staff for review and approval. We will also review the document organization system we have developed with City staff and improve upon the system based on City staff input.

c. CDS will assist City staff with HCD required administrative report forms for monthly grant drawdown's, bi annual & annual reporting, and grant closing activities as needed by City staff. We are very familiar with the reporting requirements and timelines associated with the CDBG ED program. These reporting functions, and the corresponding documentation, will be completed in cooperation with, and on approval of, City staff on an as needed basis. CDS will also prepare, at the City's request, any additional reporting documentation for use at the local level.

d. In addition to the tasks described above, CDS will work with City staff to expand CDBG knowledge and capacity with regard to utilization of CDBG funds in accordance with City program goals and objectives. CDS will update staff on a regular basis regarding the ongoing implementation of CDBG ED programs.

2. Business Loan Program Project Application Outreach

a. CDS routinely works with both the private and public sectors in order to facilitate and implement cost effective services on behalf of local small businesses and prospective borrowers. CDS works with City staff, local banks, the Chamber of Commerce and other business organizations to find and work up potential loans.

The most efficient marketing program is based on networking and word of mouth with loan application and program reference material being available at the local level through websites and at convenient locations. CDS will provide information for the City, Chamber, and local banks regarding the program and how to contact us. Referrals will be made from these sources and local businesses.

b. CDS will prepare information sheets regarding the program for reference by our referral network and for the general public.

c. CDS will cultivate the program network as described in section 2.a. in order to market the program throughout the city. CDS will meet regularly with local bank staff to market the loan program and search out referrals and companion loans. The face-to-face meetings, when appropriate, will be followed up with telephone contacts to bank commercial loan department contacts. CDS staff will participate in providing loan program webinars. CDS will also work closely with staff to advise potential borrowers of the availability of business loan funds, provide information as needed, and pursue potential deals as appropriate.

d. CDS will review and assist applicants with the loan application process and, as early on in the process as practicable, advise the applicant of the credit worthiness of the application and the potential fit with the CDBG business loan program. If the loan makes sense, we will package the deal and carry it forward.

e. Whenever possible CDS will refer applicants to local appropriate service providers when more work is necessary to prepare the applicant for future consideration. This is an important element of what we do.

f. The very best way to market this program is to successfully complete loans that work for the City and the business. It is the business community and the banks that will market the program for us if we do our jobs properly.

3. Business Loan Processing

a. CDS has two offices. The Colusa County office is located at 100 Sunrise Blvd. Suite A, in the Colusa County Industrial Park. The other CDS office is located at 3895 Main Street, Kelseyville CA 95451. Most of our loan processing work will be done in the Kelseyville office. On-site meetings will occur in St. Helena at the business location. CDS will not package a loan without first meeting the business owner at their place of business.

a. CDS will work with State CDBG staff to confirm CDBG eligibility based on job creation/retention potential and other criteria, maintain documentation, and perform tracking of job creation and public benefit. CDS has processed over 750 CDBG business loans over the past 30 years which have required ongoing communication and problem solving with bank and CDBG program staff.

b. CDS analyzes every loan application utilizing the fundamental five Cs of credit analysis to determine creditworthiness and the CDBG Six Underwriting Criteria. The criteria are addressed in each loan proposal we prepare. This assessment includes running a credit check on each applicant with over 20% ownership of the business. Also, HCD now uses an employment forecast spreadsheet developed by CDS as part of the project review process. We will continue to use this spreadsheet as part of our loan proposals.

c. CDS will use standard underwriting criteria in conjunction with CDBG ED overlay requirements during the underwriting process to mitigate lending risk as much as possible.

d. CDS interviews the applicant, visits the business site, gathers the necessary documentation, analyzes the information, prepares the loan proposal, presents the loan proposal, documents the loan decision, prepares the additional necessary supporting documentation, prepares the loan check sheet and signature documents.

e. CDS then prepares loan closing documents, prepares escrow instructions, and will work with City staff to properly disburse the loan funds.

f. CDS will work with staff to arrange the loan committee meetings, present the proposal to the committee, and if approved, complete the approval process, prepare the loan closing documents and title instructions, work with staff on the drawdown of funds, assist, and report on job creation/retention fulfillment, low/mod income placements.

4. Loan Closing & Documentation

a. CDS uses LaserPro® loan closing documentation software, the commercial loan industry standard. All loan conditions are reviewed by the loan committee and HCD staff for appropriateness. Hard copy originals of all loan closing documents will be provided for review by City staff.

b. CDS follows appropriate program underwriting criteria and analysis for each loan using the appropriate CDBG Economic Development Business Loan Review Checklist to ensure compliance with CDBG Federal overlay requirements, National Objectives, Public Benefit and underwriting requirements. CDS participates in the development CDBG underwriting criteria and utilizes the HCD CDBG ED loan checklist on a routine basis.

c. CDS will utilize LaserPro® documents and CDBG public benefit documentation in accordance with the loan conditions of each approved loan. These include promissory note, business loan agreement, deed of trust, UCC filings and other loan and loan closing documents required, utilizing industry standard documents that are CDBG-compliant.

d. CDS will provide specific escrow instructions based on the conditions set by the loan committee and HCD staff after the preliminary title search is completed and the loan has been approved.

e. CDS will communicate with the title company throughout the process. We often utilize Fidelity Title Company as they are experienced with CDBG lending practices.

f. When we are able to arrange a companion loan, we will coordinate the issues of security, disbursement, and use of funds with the participating lender. CDS is an experienced lender, we prefer companion loans with local banks because we can share risk and spread our resources further.

5. Monitor Loan Performance

a. If needed, CDS will assist the City with loan modifications as needed and present the modifications to the CDBG Loan Committee for review and approval. If approved, the modification is then memorialized and the loan documents revised to reflect the modification.

b. If requested to do so, CDS will routinely perform required post loan closing tasks including monitoring the on-going viability of the borrowers, including recommendations for action if necessary; monitoring and documentation of job creation/retention as required; and periodic site visits to verify availability and condition of collateral, examine business records and procedures, and offer assistance, obtain annual business financials, tax returns, and make sure all insurance coverage documentation is in place.

6. General Administration Activities

a. CDS will update loan related documents as needed in accordance with HCD CDBG ED program guidelines and requirements. Mr. Lucas talks with CDBG management staff on a weekly basis, and is up to date on CDBG program requirements.

b. CDS will provide, in cooperation with the staff, ongoing liaison and advocacy on the City's behalf with the CDBG ED program field representatives and the program manager regarding all CDBG issues. CDS will perform this function at the direction of City staff. We will also act as an interpreter and advocate on behalf of the loan applicants and recipients.

c. CDS will assist the City with implementing the program by providing routine updates on program changes and interpretations, as well as by being responsive to specific questions posed by staff by email or telephone. We acknowledge that the CDBG ED program is often changing; therefore, we make a practice of regular communication with HCD staff. Whenever we are unclear, we contact staff for discussion and determination. On another level, as business lenders, we have a good deal of experience with assisting small and medium sized businesses. We often provide technical assistance to prospective borrowers, thus improving their debt service capacity.

d. CDS prepares all loan files in accordance with established business loan practices and in compliance with HCD CDBG program requirements. We will prepare all the necessary loan and CDBG compliance documentation, keeping copies of the files for day-to-day reference and reporting. The original loan agreements and all support documentation will be kept in a fire proof safe with the City for reference and legal purposes.

e. After termination of the contract, CDS will provide to the City all documents we have prepared on behalf of the program in an orderly fashion to ensure the proper transition of files, including status of follow-up items, grant close out, and other related documentation.

f. CDS has experienced many grant monitoring site visits and grant close outs. We will work with staff to make the necessary preparations and assist City staff to insure the close out occurs properly. CDS will prepare in advance of the actual monitoring by providing accurate and complete documentation in accordance with HCD standards. We will identify and correct any gaps and assist in scheduling the monitoring. CDS staff will be present during the monitoring. CDS will draft any follow up or response information needed as a result of the monitoring.

7. CDBG OTC On Call Duties

CDS will perform such other on-call duties, as may be necessary, but which cannot be specified in advanced so as to reasonably assure the successful implementation of the program and compliance with applicable regulations and policies promulgated by the State Department of Housing and Community Development. These activities may include writing and/or processing

Over-the-Counter grant applications approved by HCD for economic development projects, attending HCD program workshops to ensure knowledge of the most current guidelines, research, report writing, grant application writing, market surveys and other duties as requested.

If the City determines that a business is appropriate for CDBG OTC financing, CDS will conduct the underwriting process in much the same way as presented in section 3 above. However, the interaction with HCD staff and the business applicant is much more detailed and time consuming when preparing an OTC. Historically, OTC projects require a grant application process separate from any existing open grants held by the jurisdiction. Therefore, the OTC application process can take up to nine months to complete. The cost for preparing an OTC can be as much as $43,500, (300 hrs. x $145/hr.) dependent on the complexity of the deal and the readiness and capacity of the business to provide us with the documentation we need. Because of this, CDS would perform a preliminary determination of eligibility and appropriateness for consideration by the city and HCD before pursing an OTC application.

Budget and Schedule of Charges

Our proposal is based on the assumption that HCD will approve the City CDBG funding application in the amount of $500,000 of which 7.5% ($37,500) is administration and 10% ($50,000) is Activity Delivery. We are proposing our standard hourly rate for services to be provided at $145 an hour. This rate includes all reproduction, supplies, and related costs. We do not bill for travel time. Our cost for services is $7,500 for administrative work and $50,000 for activity delivery.

Work Schedule

CDS is prepared to begin program implementation upon the approval to proceed from the City of St. Helena. We anticipate disbursing the available loan funds within twelve months of the beginning of program implementation.

Insurance

CDS will provide documentation of the required insurances if the City selects CDS to perform the services described above.

Consultant Agreement

CDS will agree to the contract provided with the RFP.

Specific experience with CDBG Over The Counter (OTC) projects includes:
Granzella's Restaurant, Williams



Rumiano Cheese, Willows



Premier Mushroom, Colusa



Agwood Mill & Lumber Company, Ukiah



CITY OF ST. HELENA

RESOLUTION NO. 2021-

APPROVING A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE CDBG BUSINESS LENDING, OVER-THE-COUNTER GRANT APPLICATION ASSISTANCE, AND RELATED CONSULTING SERVICES WITH COMMUNITY DEVELOPMENT SERVICES IN AN AMOUNT NOT-TO-EXCEED $57,500.

RECITALS

A. Each year the California Department of Housing and Community Development (Department) announces the availability of funds available through the federal Small Cities Community Development Block Grant Program (CDBG); and

B. The City submitted an Economic Development application for Business Assistance under the 2019-2020 Notice of Funding Availability (NOFA); and

C. The Business Assistance program was proposed to provide forgivable loans to businesses impacted by the pandemic to retain or create jobs for low-to moderate-income individuals; and

D. The Department contacted the City regarding the pending application and informed them that a market analysis would be required for the application to be approved. The Department highly recommended the City hire a consultant to complete the market analysis for both the application and program to be successful. As a result, the Department recommended that the City withdraw the pending application and reapply under a future NOFA to give ample time to complete the market study; and

E. Based on the recommendation from the Department, the City withdrew its application, and a Request for Proposal (RFP) to provide economic development business loan development, project underwriting, over-the-counter application preparation, loan servicing, and related services for the City of St. Helena was issued on May 28, 2021, with responses due to the City on or before June 11, 2021; and

F. One proposal was received on or before June 11, 2021. The proposal received was from Community Development Services (CDS); and

G. After review of the proposal and an interview with CDS, staff recommends entering into a Professional Services Agreement with CDS to complete the work.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council approves the Agreement with Community Development Services for a total not-to-exceed amount of $57,500; and

2. The City Council authorizes the City Manager to execute the agreement on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Chouteau: _____

Councilmember Hall: _____

Councilmember Hardy: _____

APPROVED: ATTEST:

_____ _____

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021 - AMENDED
6/18/2021

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and Proposed Approval of a Resolution Authorizing Amendment No. 4 to the City Manager's Employment Agreement; and, in accordance with the requirement of California Code Section 54953(c)(3), providing an oral report summarizing the recommended final action for the City Manager contract amendment beginning July 1, 2021 that provides for: (1) a one-year contract extension to June 30, 2025, (2) entitlement to floating or personal convenience holidays as authorized by the Council for Departments Heads as set forth in the Unrepresented Compensation Program effective Calendar Year 2021 and beyond, and (3) amending deferred compensation benefit as follows: City will match employee contribution per pay period of up to 4% of base salary provided the employee makes a simultaneous per pay period contribution of at least 5% of base salary.**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Vice Mayor Paul Dohring and Council Member Eric Hall

---

BACKGROUND

On June 27, 2017, the City Council approved an employment agreement with Mark T. Prestwich to serve as City Manager. Since that time, City Council has authorized three amendments to the City Manager employment agreement as follows:

1. Amendment No. 1, June 26, 2018 - extending the term of the contract one year to June 30, 2023, increasing the base salary by 3.5% for a cost-of-living adjustment,

and providing an administrative revision to reflect a monthly auto allowance of $500.
2. Amendment No. 2, May 14, 2019 - extending the term of the contract one year to June 30, 2024.
3. Amendment No. 3, July 14, 2020 - providing for a temporary one-year reduction in salary and certain benefits to accomplish cost-saving measures as a result of COVID-19's impact on the City's revenues.

Pursuant to the City Manager's employment agreement, the City Council recently conducted their annual performance review of the City Manager. Following the performance review, two members of the City Council (Vice Mayor Dohring and Council Member Hall) were designated to work with the City Manager and provide recommended adjustments to the City Manager's employment agreement agreeable to the City Manager.

DISCUSSION

Vice Mayor Dohring and Council Member Hall have met with and conferred with the City Manager and recommend the City Manager's Employment Agreement be amended as follows in recognition of his performance:

1. One-year extension of the contract through June 30, 2025; and
2. Removing Section 4 BENEFITS C. **Leave** in its entirety which will entitle the City Manager to floating or personal convenience holidays as authorized by the Council for Department Heads as set forth in the Unrepresented Compensation Program effective Calendar Year (CY) 2021 and beyond with two days being awarded for CY 2021 on July 1, 2021. For purposes of entitlement to floating or personal convenience holidays, years of service begins on the initial date of hire with the City of St. Helena; and
3. Amending deferred compensation benefit for the City Manager as follows: City will match employee contribution per pay period of up to 4% of base salary provided the employee makes a simultaneous per pay period contribution of at least 5% of base salary.

FISCAL IMPACT

Amendment of the City Manager agreement will have the following maximum fiscal impact:

1. Floating/Personal Convenience Holidays - This amendment entitles the City Manager to up to five days of paid floating/personal convenience holidays, dependent on years of service. The hours must be used by the end of the calendar year and do not accrue. At the current rate of pay and, if all time is used, this equates to $3,779.20 in additional paid leave each year; however, this will not cause an increase in operational budget expenses.
2. Deferred Compensation Benefit - The current City Manager agreement provides up to a $200 per month match for deferred compensation contributions for an annual contribution of $2,400. Amendment No. 4, if fully utilized, at the current

rate of pay, will provide a total contribution of $7,860.74 annually, which is an increase of $5,460.74 annually from the current benefit.

While the increase in deferred compensation match was not included in the development of the FY 2021-22 budget, the amount is minimal and it is estimated can be absorbed without having to recommend a budget increase.

RECOMMENDED ACTION

Vice Mayor Dohring and Council Member Hall recommend City Council approve Amendment No. 4 to the Employment Agreement between the City of St. Helena and City Manager Mark Prestwich.

ATTACHMENTS

Attachment 1 - Amendment No 4 to City Manager Employment Agreement
Attachment 2 - Resolution MPrestwich Contract Amendment

Amendment No. 4 to STH Contract: 2018-048

EMPLOYMENT AGREEMENT FOR CITY MANAGER

Between

CITY OF ST. HELENA AND MARK T. PRESTWICH

This Amendment No. 4 is made this day of June 22, 2021, and effective July 1, 2021, between the City of St. Helena, a municipal corporation (City), and MARK T. PRESTWICH (City Manager or Employee), collectively "the Parties." The Parties agree to amend the June 27, 2017 Employment Agreement, as amended by Amendment No. 1 on June 26, 2018, Amendment No. 2 on May 14, 2019, and Amendment No. 3 on July 14, 2020, between the City and the City Manager as set forth below.

1. Section 1 TERM shall be amended to read in its entirety as follows:

   "The terms of the Fourth Amendment shall become effective on July 1, 2021 and shall remain in full force and effect until June 30, 2025, unless terminated earlier by the City or the Employee as provided in Section 7 of this Agreement."

2. Section 4 BENEFITS A. **General Benefits** shall be amended as follows:
   - Section 4 (Retirement Benefits),
   - Section 5 (Insurance Benefits),
   - Section 6 (Holidays), ~~as modified by Section C.3. below~~
   - Section 7.2 (Vacation Accrual), as modified by Section C.1 Below
   - Section 7.3 (Vacation Usage),
   - Section 8 (Executive Leave), as modified by Section C.2 below,
   - Section 9 (Other Leaves of Absence),
   - Section 11.3 (Health Club Membership),
   - Section 11.4 (Sick Leave Payout), and
   - Section 11.5 (St. Helena Charity Based Events).

3. Section 4 BENEFITS C. **Leave** shall be removed in its entirety as follows:

   ~~3. **No Floating or Personal Convenience Holidays:** Notwithstanding any provisions of the Unrepresented Compensation Program, Employee shall not be entitled to any floating or personal convenience holidays.~~

4. Section 4. BENEFITS C. **Leave** 4 **Sick Leave**. Shall be renumbered as follows:

   "Section 4. BENEFITS C. **Leave** 3 **Sick Leave"**

5. Section 4 BENEFITS D. **Deferred Compensation** shall be amended to read in its entirety as follows:

   "City will match employee contribution per pay period up to 4% of base salary, provided the employee makes a simultaneous per pay period contribution of at least 5% of base salary."

6. Except as specified above, all other provisions of the June 27, 2017, Agreement between the Parties, as amended by Amendment No. 1 on June 26, 2018, Amendment No. 2 on May 14, 2019, and Amendment No. 3 on July 14, 2020, shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

By: _____

Geoff Ellsworth, Mayor

By: _____

Mark T. Prestwich, City Manager

CITY OF ST. HELENA

RESOLUTION NO. 2021-

APPROVING AMENDMENT NO. 4 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT; AND, IN ACCORDANCE WITH THE REQUIREMENT OF CALIFORNIA CODE SECTION 54953(c)(3), PROVIDING AN ORAL REPORT SUMMARIZING THE RECOMMENDED FINAL ACTION FOR THE CITY MANAGER CONTRACT AMENDMENT BEGINNING JULY 1, 2021 THAT PROVIDES FOR: (1) A ONE-YEAR CONTRACT EXTENSION TO JUNE 30, 2025, (2) ENTITLEMENT TO FLOATING OR PERSONAL CONVENIENCE HOLIDAYS AS AUTHORIZED BY THE COUNCIL FOR DEPARTMENT HEADS AS SET FORTH IN THE UNREPRESENTED COMPENSATION PROGRAM EFFECTIVE CALENDAR YEAR 2021 AND BEYOND, AND (3) AMENDING DEFERRED COMPENSATION BENEFIT AS FOLLOWS: CITY WILL MATCH EMPLOYEE CONTRIBUTION PER PAY PERIOD OF UP TO 4% OF BASE SALARY PROVIDED THE EMPLOYEE MAKES A SIMULTANEOUS PER PAY PERIOD CONTRIBUTION OF AT LEAST 5% OF BASE SALARY.

RECITALS

A. An employment agreement with Mark Prestwich to serve as the City Manager was approved by the City Council on June 27, 2017; and

B. Amendment No. 1 to the employment agreement was made on June 26, 2018, extending the term of the contract one year to June 30, 2023, increasing base salary by 3.5% for a cost-of-living adjustment, and revising the language for auto allowance to reflect a monthly amount of $500; and

C. Amendment No. 2 of the employment agreement was made on May 14, 2019, extending the term of the contract one year to June 30, 2024; and

D. Amendment No. 3 of the employment agreement was made on July 14, 2020, providing for a temporary one-year reduction in salary and certain benefits to accomplish cost-saving measures as a result of COVID-19's impact on City revenues; and

E. The Council and City Manager desire to make the following amendments to the City Manager agreement effective July 1, 2021: extending the term of the contract one year to June 30, 2025; removing Section 4 BENEFITS C. **Leave** in its entirety which will entitle the City Manager to floating or personal convenience holidays as authorized by the Council for Department Heads as set forth in the Unrepresented Compensation Program effective Calendar Year (CY) 2021 and beyond and with two days being awarded for CY 2021 on July 1, 2021; and amending deferred compensation benefit for the City Manager as follows: City will match employee contribution per pay period of up

to 4% of base salary provided the employee makes a simultaneous per pay period contribution of at least 5% base salary; and

F. For purposes of entitlement to floating or personal convenience holidays, years of service begins on the initial date of hire with the City of St. Helena.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Approve and adopt Amendment 4 to the Employment Agreement between Mark T. Prestwich and the City of St. Helena for City Manager services attached as Attachment "A".

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on June 22, 2020, by the following roll call vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Chouteau: _____
Councilmember Hall: _____
Councilmember Hardy: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021 - AMENDED
6/18/2021

Agenda Section: **OLD BUSINESS**

Subject: **Consideration and Proposed Approval of a Resolution Adopting the FY 2021-22 Budget**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City Council is required to adopt estimates of revenues and expenditures on a fiscal year basis and, per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget submitted to the City Council on or before May 15th of each year.

On May 13, 2021, the City held the first of two budget workshops planned for the development of the FY 2021-22 Budget. With the evolving COVID-19 environment, coupled with the current water emergency, it remains critical this year's spending plan reinforces the Council's budget priorities and supports the delivery of key projects via the City's goals and workplan.

- Goal 1 - Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health
- Goal 2 - Stabilize, Maintain, and Improve Access to Housing
- Goal 3 - Enhance Organization Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Goal 4 - Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character*
- Goal 5 - Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth

- Goal 6 - Support Initiatives that Respond to and Plan for Climate Change

**Draft goal title*

The initial Budget Workshop focused on the General Fund and provided a summary of the current fiscal year and an early draft of the FY 2021-22 General Fund budget which projected an initial budget shortfall of approximately $720,000 (see Tables 1 and 2 below); however, at that time it was premature to solve for this imbalance as the hotel data (TOT revenues) for April and May would improve the City's ability to estimate the TOT revenue as the draft FY 2021-22 TOT estimate was $1.2 million lower than the FY 2018-19 actuals. Additionally, at that time, TOT had been averaging approximately 1/3 of the FY 2018-19 revenues year-to-date, but was expected to rebound robustly in the coming months.

Table 1: FY 2021-22 Draft Revenue and Expenses - As Presented 5/13/21

Revenues	14,621,906
Expenses	(16,017,886)
Funding Gap	*(1,395,980)*
Labor Reductions - maintain frozen positions (Table 2)	776,127
REVISED REVENUE/EXPENSES	
Revenues	14,621,906
Expenses (revised with Labor Reductions)	(15,341,759)
Remaining Gap to Solve	***(719,853)***

Table 2: FY 2021-22 Frozen Positions

Position	Salary Savings
Planner	175,069
Police Officer	159,276
Recreation Supervisor	132,574
Senior Librarian	132,404
Senior Civil Engineer	112,138
Maintenance Worker	64,666
Total	***776,127***

On May 25, 2021, the City Council was presented the FY 2021-22 non-profit applications for consideration. The City received 26 applications requesting funding. Per the non-profit Policy, the applications were reviewed for completeness and all applications were presented for funding recommendations.

The City Council working group, consisting of Mayor Ellsworth and Vice Mayor Dohring, met to review applications with the City Manager and Assistant Administrative Services Director to make recommendations for FY 2021-22 non-profit funding. The City received

a significantly larger response to the program than it had in previous years and cumulative funding requests exceeded the program budget by $231,828.

City Council approved funding to be included in the FY 2020-21 Operations Budget for the non-profit applicants as follows:

- Community Enrichment Grants - Arts Council Napa Valley $3,250, Boys and Girls Club $5,000, Friends of the Cameo $8,000, Lunchtime Productions $2,000, Napa Valley State Parks $2,500, Nimbus Arts $3,630, St. Helena Community Band $4,000, St. Helena Historical Society $5,000, and Upstage Napa Valley $3,050.

- Programmatic Grants - Boys and Girls Club $28,000, Mentis $20,000, Ole Health $5,000, Our Town St. Helena $25,000, Rianda House Senior Center $25,000, Saint Helena Family Center $10,000, St. Helena Cooperative Nursery School $10,000, St. Helena Farmers Market $5,100, St. Helena Preschool For All $10,000, St. Helena Catholic Church $10,000, and UpValley Family Centers $25,000.

The total aggregate amount of funding for FY 2021-22 is $209,530.

On May 27, 2021, Budget Workshop #2 was held and provided a review of the FY 2021-22 Water Fund and Wastewater Fund preliminary budget data and Review of FY 2021-26 Five-Year Capital Improvement Program (CIP). At the May 27, 2021 Budget Workshop City Council requested a more comprehensive analysis of the revenue forecast for both the Water and Wastewater Funds taking further consideration of the estimated revenue losses due to conservation strategies as well as revenue received as a result of penalties assessed for water use in excess of drought allocations.

On June 8, 2021, the City Council adopted the FY 2021-26 Five-Year Capital Improvement Program (CIP), received the City's 10-year Long Range Financial Forecast, and received the updated Fiscal Health Diagnostic Report. In addition, staff presented to City Council an update of the General Fund projected revenues and expenses. From the time of the initial report on May 13, 2021, and as the State continues to reopen from COVID impacts, staff re-examined the forecasted revenue based on additional revenue information staff updated the draft FY 2021-22 revenue as there is more confidence in revenue projections based on Transient Occupancy Tax (TOT) actual revenue for April and May. While May TOT is not due to the City until June 30, 2021, staff had reached out to hotels and confirmed the May performance is outpacing initial City estimates and future bookings are strong. When compared with FY 2018-19, staff estimates revenues for May and June 2021 will be at 95% of pre-pandemic numbers. Based on the updated information, staff had revised and presented to Council the FY 2021-22 revenue assumptions as outlined in Table 3.

Table 3: FY 2021-22 Updated Draft Revenue Assumptions

Revenue	Assumption	5/13/21	6/8/21

		Estimate	Estimate
Property Tax	4% increase, not including ERAF	5,476,132	5,476,132
Sales Tax	Avenu Most Conservative	4,929,200	4,929,200
TOT	95% of FY 2018-19 Actuals	2,078,120	3,131,904
Other	Includes estimated $575,000 in Federal COVID relief - 2nd stimulus payment	2,138,454	2,138,454
	Total Preliminary Revenue Increases	***14,621,906***	***15,675,690***

The updated TOT revenue projections increased the draft FY 2021-22 revenues by $1,053,784 from the May 13, 2021 forecast. The estimated expenses assume the City will maintain the six frozen positions outlined in Table 2 above.

Based on City Council feedback, updated expenses, and updated revenue projections several expense increases were included in the June 8, 2021, updated draft budget as shown in Table 4.

Table 4: FY 2021-22 Additional General Fund Expenses

Additional Expenses	Amount
Tenant Improvements - Napa Valley College	250,000
Grant Assistance	25,000
CARES Funding Increase	10,000
Miscellaneous - decrease due to adjustments	(16,026)
TOTAL INCREASE FROM MAY 13, 2021	***273,975***

Table 5 provides an updated summary of the largest cost drivers in the development of the FY 2021-22 budget and includes if the expense is discretionary, if the expense aligns with the feedback from the community budget survey, and identifies the Council Goal associated with the cost. It is important to note these are new/increased expenses from the FY 2020-21 adopted budget and do not represent all expenses associated with accomplishing City Council Goals.

Table 5: FY 2021-22 Preliminary Cost Drivers

Cost Driver	Discretionary	Council Goal	Budget Survey	Amount*
Measure T MOE		Goal 1	X	379,189
Tenant Improvements - NVC	X	Goal 3		250,000
Normal Cost of Step Increases		Goal 3		224,646

Cost Driver	Discretionary	Council Goal	Budget Survey	Amount*
Napa Valley College Lease	X	Goal 3		216,000
PERS Unfunded Liability - 15-year	X	Goal 4	X	173,357
Assistant Public Works Director	X	Goal 1	X	125,272
Health Insurance Increase		Goal 3		101,281
Business Recovery Marketing	X	Goal 4	X	100,000
Hire Cadet to Full-time Officer	X	Goal 3	X	87,227
Incremental Increases for Fire Dept.	X	Goal 3	X	83,215
Attorney - General Fund Litigation		Goal 4		75,000
Interpretation Services	X	Goal 3	X	60,000
Measure T Class I Trails		Goal 1	X	54,000
Downtown Street Lighting	X	Goal 4		45,000
Diversity and Inclusion	X	Goal 3	X	45,000
Non-Profit Grant Program	X	Goal 3		32,542
Restoration of 50% Training Budgets	X	Goal 3		29,433
Grant Assistance	X	Goal 1, 2, 4	X	25,000
Additional CARES Funding	X	Goal 2	X	10,000
Total Increase from FY 21 Budget				***2,115,162***

*Increase in expenses from FY 2020-21

The Draft General Fund Budget presented on June 8, 2021, was balanced and had a estimated net position at June 30, 2022 of 40%, which exceeds the City Council policy of 30% reserves. It was also noted that while the estimated fund balance is healthy, it is important to note the net position assumes the following:

1. Receipt of reimbursements for LNU and Glass Fire expenses incurred in FY 21 - staff continues the process of submitting claims to FEMA, CalOES, and the City's insurance carrier for reimbursement and timing of reimbursements are typically within one year; however that is not guaranteed.
2. One time revenues received as part of the Federal COVID stimulus package - this assumes $575,000 will be received in the current Fiscal Year (FY 2020-21) and the remaining $575,000 will be received in FY 2021-22.

Table 6: FY 2021-22 Estimated Net Position

Estimated Unassigned Fund Balance @ 6/30/21		6,160,269	Net Position %
Estimated Revenue @ 6/30/22	15,675,690		
Estimated Expenses @ 6/30/22	(15,630,449)		
Revenues Less Expenses	45,241		
Use of Reserves	-0-		
Estimated Unassigned Net Position @ 6/30/22		6,205,510	40%

It is important to continue to stress the budget forecasting is still volatile and the City, as well as the world, is still trying to navigate what the post-COVID environment will hold for both the short- and long-term financial situation.

The updated estimated net position is 10% higher then the City Council adopted policy of a 30% reserve level. The Council does have the discretion to utilize reserves and, if brought to 30% this would allow an additional $1.2 million in expenses. Following the presentation of the Draft FY 2021-22 budget, staff recommended the following for City Council discussion and consideration:

1. Any additional use of net position is for one time investments and not for ongoing operational expenses;
2. Net position is not reduced below 35%;
3. Utilization of an add back list which recognizes discretionary unfunded expenses which will be brought back to City Council as FY 2020-21 actuals are solidified and as FY 2021-22 revenues are realized.

Table 7 captures options for development of an add back list.

Table 7: FY 2021-22 Add Back List

Item	Council Goal	Budget Survey	Amount
Annual Civic Investment	Goal 1	X	500,000
Annual Storm Drain Investment	Goal 1		500,000
Defensible Space Matching Grant (if awarded) can be split over 2 Fiscal Years	Goal 1	X	318,750
Additional Street Paving - up to $200,000	Goal 1	X	200,000
Continue Funding Sick Leave Conversion Liability	Goal 4	X	152,000
Additional Funding for Non-Profits - up to an additional $50,000*	Goal 3		50,000
Laserfiche - continue building online access to City records	Goal 3		35,000
Full Restoration of Training Budgets	Goal 3		29,000

Following discussion, Council provided feedback to bring the budget back for Council adoption on June 22, 2021 in its current form, and further discussion of the Add-back list will be scheduled for discussion at the September 14, 2021 Council Meeting. This will allow for a better picture of close of FY 2020-21 net position, allow staff to see continued revenue trends, and staff will have confirmation of the FY 2021-22 property tax revenues as they are typically received in August.

DISCUSSION

The FY 2021-22 Proposed Budget is provided as Attachment 1. The proposed budget takes into consideration the City Council budget priorities and strategies as listed in the Background section of this report. The budget document provides detailed projected revenues and provides detailed projected expenditures for each department and fund.

General Fund

The following modifications have been made since the June 8, 2021 presentation of the Draft General Fund 2021-22 Budget.
An additional $45,000 has been added for the following:

- $35,000 - Opinion research for concept ballot measure, based on direction received from the City Council on June 8, 2021 under New Business Item 12.1. The additional expense is discretionary, supports City Council Goal 4, and is reinforced by the community survey.
- $10,000 - Napa Valley College tenant improvements, added to accommodate additional drawings needed for the State Architectural Board. The additional expense is discretionary and support City Council Goal 3.

The General Fund budget being presented is a balanced budget. Table 8 provides the updated net position for the General Fund.

Table 8: FY 2021-22 Estimated Net Position

Estimated Unassigned Fund Balance @ 6/30/21		6,160,269	Net Position %
Estimated Revenue @ 6/30/22	15,675,690		
Estimated Expenses @ 6/30/22	(15,675,449)		
Revenues Less Expenses	191		
Use of Reserves	-0-		
Estimated Unassigned Net Position @ 6/30/22		6,160,460	39%

Water Fund

The following modifications have been made since the June 8, 2021 presentation of the Draft General Fund 2021-22 Budget.

REVENUES

Based on Council direction at the May 27, 2021 Budget Workshop, staff has worked with Raftelis and completed a comprehensive analysis of the revenue forecast for both the Water and Wastewater Funds taking further consideration of the estimated revenue loss due to conservation strategies as well as revenue received as a result of penalties assessed for water use in excess of drought allocations.

Table 9 is a summary of the estimated revenue loss based on conservation percentages and the corresponding estimated revenues from penalties. The projected revenue loss is based on the FY 2020-21 adopted budget for the Water Fund and takes into consideration the scheduled base/use rate increases which will go into effect in November 2021.

Table 9: FY 2021-22 Estimated Water Revenue Loss due to Water Restrictions

	Estimated Use Revenue Loss	Estimated Penalties
100% Conservation	(897,504)	-0-
80% Conservation	(718,003)	1,085,700
50% Conservation	(448,752)	2,714,251
25% Conservation	(224,376)	5,428,502

After consulting with Raftelis, who has been assisting the City with drought projections, taking into consideration the May 2021 actual water conservation, and factoring the current summer months and the busier harvest season, staff has modified the revenue projections for the Water Fund at the 80% conservation level. This assumes 80% of all customers are conserving water in accordance with their allocation as defined by the St. Helena Municipal Code. Base on the 80th percentile, the revenue projections for the water fund have decreased by $718,003. Similar to the development of the FY 2020-21 budget Staff recognizes the volatility of the water fund during the water emergency as revenues are dependent on conservation measures. Staff will closely monitor use and revenues and will provide updates on a regular basis.

Additionally, Council asked staff to analyze potential revenue received as a result of penalties assessed for overages in water allocations. While the volumetric penalty rates are unrestricted revenues, it is the intent any penalties assessed will be used to aid in water conservation efforts as indicated in the staff report to Council on April 13, 2021. Utilizing the same scenario above, assuming 20% of the City's water customers do not meet the target reductions, and assuming penalties are assessed for a 6-month time-frame, the estimated penalties collected is $1.09 million. A 6-month timeframe for penalties was utilized to show a conservative estimate of penalties as the intent of penalties is to encourage water conservation.

Keeping this in mind, penalties can not be predicted as they are issued in response to behavior (e.g. exceeding monthly allocations). Because of this, and based on feedback from BBK and Raftelis, it is not recommended to assume revenues from penalties for budgeting purposes.

As stated in the previous paragraph, revenue projections are volatile and staff will closely monitor and provide updates on a regular basis.

EXPENSES

Following the meeting on May 27, 2021, the City was informed it will be able to purchase between 140-180 additional acre-feet of water from the City of Napa. While the exact amount has not been solidified, and additional $609,000 has been added as an expense, based on the assumption the City will be able to purchase the full 180 acre-feet.

Table 10 provides a summary of the estimated revenues, expenses, and estimated balance for the Water Fund.

Table 10: FY 2021-22 Estimated Fund Balance - Water Fund

Estimated Ending Fund Balance @ 6/30/21		4,425,236	Fund Balance %
Estimated Revenue @ 6/30/22	6,205,776		
Estimated Expenses @ 6/30/22	(7,082,534)		
Use of Fund Balance	(876,758)		
Estimated Unassigned Net Position @ 6/30/22		3,548,478	50%

Not recognizing penalties as income, results in use of fund balance in the amount of $876,758 in FY 2021-22. The estimated June 30, 2022 fund balance is 50%. The City Council's targeted fund balance policy for the water fund is 10-14 months (83% to 106%) of annual operating expenses. The amount prescribed in Council policy includes cash balances in the Water CIP fund. Utilizing the balance of the Water CIP fund and the Water operating fund the estimated fund balance is 56%. This is below the targeted fund balance and, as stated above, does not take into consideration any revenues received from penalties collected due to overages in water allocations.

Wastewater Fund

REVENUES

As with the Water Fund, staff conducted further analysis of the potential financial impacts to the Wastewater Fund revenues as a result of the water emergency. Water conservation efforts for residential customers from July through December will not impact Wastewater revenues because the winter average use for residential customers has already been established while non-residential customers' wastewater use is based on actual water consumption. The Wastewater revenue estimates provided on May 27, 2021 were flat compared to the FY 2020-21 adopted budget. After further analysis, there was no significant change from the preliminary revenue forecast. This is primarily due to the following:

- Scheduled rate increase to base/use fees in November 2021
- Residential customers wastewater use is based on winter average, which will stay consistent until April 2022

- Non-Residential customer wastewater revenues are estimated to decline; however, this is offset by the scheduled rate increase in November 2021.

For reasons above, staff has not made any modifications to the Wastewater revenue assumptions.

EXPENSES
No modifications were made to Wastewater expenses.

Table 11 provides a summary of the estimated revenues, expenses, and estimated balance for the Wastewater Fund. Staff would like to point out a typographical error in the May 27, 2021 report, which was corrected during the presentation to Council on May 27, 2021. The staff report listed the estimated expenses at $1,999,297 which was a typographical error. The actual estimated expenses were $2,999,297 which was reflected in the presentation. The typographical error did not affect fund balance. The updated estimated expenses is slightly lower than what was presented on May 27, 2021 due to minor modifications based on additional information received.

Table 11: FY 2021-22 Estimated Fund Balance - Wastewater Fund

Estimated Ending Fund Balance @ 6/30/21		4,119,341	Fund Balance %
Estimated Revenue @ 6/30/22	3,376,370		
Estimated Expenses @ 6/30/22	(2,967,130)		
Transfers Out to Capital	(409,240)		
Use of Fund Balance	-0-		
Estimated Unassigned Net Position @ 6/30/22		4,119,341	122%

Items not Included in the Proposed FY 2021-22 Budget
During the budget process, discussion took place regarding the allocation for attorney litigation expenses and if the allocation was sufficient. Table 12 provides a summary of the FY 2021-22 proposed budget for attorney services by fund.

Table 12: FY 2021-22 Attorney Budget By Fund

	101	**561**	**571**	**751**
Professional Services	200,000	59,500	11,500	25,000
Litigation	150,000	100,000	15,000	
Contract Billable Services	36,000			
TOTAL BY FUND	***386,000***	***159,500***	***26,500***	***25,000***

On June 18, 2021, the City Attorney notified staff it was estimated an additional $50,000 would be needed for the General Fund and an additional $75,000 for the Water Fund. Due to the timing of the final development of the proposed budget and staff report, the

additional funds have not been included. Staff recommends a budget adjustment be brought to Council at a future meeting following the adoption of the budget

FISCAL IMPACT
Fiscal impacts are described throughout the report and in Attachment 1.

RECOMMENDED ACTION
Staff recommends approval of a resolution adopting the City of St. Helena FY 2021-22 Budget.

ATTACHMENTS
Attachment 1 - Proposed FY2021-22 Budget
Attachment 2 - FY 2021-22 Budget Resolution



CITY OF ST. HELENA

PROPOSED OPERATING BUDGET

FISCAL YEAR 2021/2022

Geoff Ellsworth *Mayor*
Paul Dohring *Vice Mayor*
Anna Chouteau *Council Member*
Eric Hall *Council Member*
Lester Hardy *Council Member*

www.cityofsthelena.org | 1572 Railroad Avenue | St. Helena, CA 94574

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2021-22

Table of Contents

Introductory Section 1

GFOA Budget Presentation Award 2

City Council, City Staff, and Boards/Commissions/Committees 3

Readers Guide to the Budget 4

Brief Overview 4

Form of Government 6

Budget Organization 6

Budget Implementation, Transfers, and Control 8

Budgetary Basis of Accounting 9

Financial Reports – Top 4 9

Glossary of Common Budget and Financial Terms 11

Acronyms 15

Funds 18

Fund Budget Summary 25

Schedule of Transfers 27

Description of Revenues Sources 29

Allocation of City Positions 36

City of St. Helena Citywide Organizational Chart 37

General Fund 38

General Fund Revenues/Expenditure Graphs 39

Detailed General Fund Revenues 41

General Fund Department Summary and Net Position 43

Administrative Departments 44

City Council 45

Administration 51

City Manager 52

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2021-22

City Clerk 57
Administrative Services 62
Finance 63
Human Resources 71
Information Technology 76
City Attorney 79
Planning & Building 82
Non-Departmental 89

Community Services 104
Library 105
Parks & Recreation 112

Public Safety 122
Fire 123
Police 130

Public Works 139
Public Works Admin 143
Government Buildings 149
Storm Drains 153
Streets 156
Trees 161
Parks 165
City Garage 170
Garage Cost Allocation 173

Water Enterprise Fund 174
Water Detailed Revenues 176

Water Operations Department Summary and Fund Balance 177
Water Distribution 178
Stonebridge Wells 183
Water Treatment 185

Wastewater Enterprise Fund 190
Wastewater Detailed Revenues 192
Wastewater Operations Department Summary and Fund Balance 193
Wastewater Collection 194
Wastewater Treatment 198

Capital Improvement Program 203
Civic Capital Improvement 208
Streets Capital Improvement 217
Water Capital Improvement 235
Wastewater Capital Improvement 253

Other Funds 259
HOME Grant 260
Environmental Protection Agency Grant (EPAG) 261
Department of Homeland Security (DHSG) 262
Gang Violence Suppression Grant 263
Public Safety Impact Fees 264
Public Library Foundation 265
California Library Services Act 266
Park Bond Act 267
Skate Park Lighting 268
COPS 269
State Gas Tax 2105 270

State Gas Tax 2106 271
State Gas Tax 2107 272
State Gas Tax 2107.5 273
State Gas Tax 2103 274
RMRA 275
Measure A 276
Emergency Flood Relief 277
Training Development Fund 278
Measure T 279
Measure T Class I Trails 280
BSCC Grant 281
Asset Forfeiture 282
Teen Center 283
Tree City 284
Bocce Ball Fund 285
Harvest Festival 286
Fourth of July 287
Recreation Programs 288
Tourism Improvement District 289
SB-1186 State Fees 290
N.O.A.A. 291
Stabo Trust 292
Murray Trust 293
Friends and Foundation 294
Ryan Trust 295
Martin Trust 296
Tweed Trust 297
Civic CIP 298
1996 GO Bonds 299

South St. Helena Drainage 300
City Garage 301
Equipment Replacement 302
Fire Department Capital Equipment Replacement 303
Flood Control Capital Reserve 304
Civic Impact Fees 305
Park Impact Fees 306
Traffic Mitigation Impact Fees 307
Streets CIP 308
Storm Drain Impact Fees 309
Housing Impact Fees 310
Parking In-Lieu Fees 311
Affordable Housing Fees 312
Measure E 313
Water CIP 314
Water Impact Fees 315
Wastewater CIP 316
Wastewater Impact Fees 317

Appendix A – City Adopted Financial Policies 318

Appendix B – Council Approved Three-Year Goals & 2020 Work Plan 334

Appendix C – City of St. Helena Vision and Mission Statement 341

Appendix D – FY 2021-22 Budget Adoption Resolution pending

Appendix E – FY 2021-22 Budget Calendar 342

Introductory Section



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of St. Helena
California

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morrill

Executive Director

City of St. Helena, *California*

CITY COUNCIL

Geoff Ellsworth

Mayor

Paul Dohring

Vice Mayor

Anna Chouteau

Council Member

Eric Hall

Council Member

Lester Hardy

Council Member

Mark T. Prestwich – City Manager/Treasurer

Ethan Walsh – City Attorney

Cindy Tzafopoulos – City Clerk

ADMINISTRATIVE TEAM

April Mitts – Administrative Services Director

John Sorensen – Fire Chief

Chris Kreiden – Library Director

Maya DeRosa – Planning & Building Director

Christopher Hartley – Police Chief

Mark Rincón – Public Works Director/City Engineer

André Pichly – Recreation Director

BOARDS/COMMISSIONS/COMMITTEES

Board of Library Trustees

Parks and Recreation Commission

Planning Commission

Active Transportation & Sustainability Committee

READERS GUIDE TO THE BUDGET

The purpose of the City of St. Helena's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the fiscal year. It also represents the official organization plan by which City policies, priorities, and programs are implemented. It provides a means to communicate to the residents, businesses, and employees how the City's financial resources are used to provide services to the community. The budget includes both the operating costs to manage the City and the Capital Improvement Projects (CIP) that the City plans to undertake during the next five fiscal years.

A BRIEF OVERVIEW

Location

The City of St. Helena is located in the center of heart of the Napa Valley, 65 miles north of San Francisco. St. Helena is bisected by the Sulphur and York Creeks that are year-round tributaries of the Napa River, which lies along the eastern border of the City. St. Helena is also bounded to the wet and east by the Howell and Mayacamas Mountains, respectively. St. Helena serves as the regional economic and social anchor for the nearby unincorporated communities of Angwin and Deer Park as well as a commercial development near the intersection of Zinfandel Lane and State Highway 29.

History

The community of St. Helena began developing into a commercial center for nearby farmers and ranchers in the 1830s as a result of a land grant from Mexico to General Mariano Vallejo. By the 1860s, the Napa Valley Railroad Company, precursor to future branches of the Central Pacific Railroad and Southern Pacific Railroad Companies, was extended north from Napa to include stops in Yountville, Oakville, Rutherford, and St. Helena. The arrival of the railroad coincided with the expansion of St. Helena's commercial base as nearby vineyards began to flourish leading to the creation of a business district along Main Street.

St. Helena's emergence as a commercial center in the Napa Valley led to its incorporation as a City on March 24, 1876 and reincorporated on May 14, 1889. St. Helena's incorporation was the first in Napa County and helped facilitate continued commercial and residential growth in the City over the next several decades.

Growth and development in St. Helena became stagnant beginning in the 1920s following the enactment of Prohibition. In 1930, the United States Census estimated St. Helena' population at 1,582. St. Helena's population grew modestly over the next few decades reaching 3,193 by 1970. It was between 1970 and 1980 when St. Helena experienced its most significant period of growth as its population increased by over half to 4,898 by 1980. According to United States Census Bureau reports, the population is estimated to be 6,105.

The City from its inception has served as a rural agricultural center and, over the years, has become an important business center for the wine industry. As a result of the thriving wine industry, and the area's scenic qualities, the City receives many visitors each year. The City strives

embrace and maintain its historic, small-town character, beautiful national environment, and high quality of life.

Demographics

According to the U.S. Census Bureau, the City of St. Helena has an estimated population of 6,105 people and covers approximately 5 square miles. St. Helena is 65.1% White alone, 30.9% Hispanic or Latino, 1.6% Black or African American, 1.3% Asian, and 1.1% Two or More Races. The median home price in St. Helena is $928,800 with 58.8% of housing being owner occupied. The net taxable property value for the FY 2019-2020 assessment period was $6.64 billion, representing an 6% increase over the previous year.

Local Economy

The City's local economy is primarily driven by the wine industry. As the economy continues to recover from the COVID-19 pandemic, Napa County currently has a 6.3% unemployment rate in in April 2021, which is a 48% decline since June 2020. Comparatively, California has an unemployment rate of 8.3%, and 6.1% for the nation for the same period.

St. Helena's largest sales tax drivers are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT) which typically accounts for 79% of all General Fund revenues. The top ten principal property tax payers are: Beringer, Sutter Home Winery, Inc., Spring Mountain Hotel LLC, C. Mondavi and Sons Inc., Palmer City-Core, Realty Income Properties, Schoendorf Joseph P. and Nancy J., Castellucci Antonio and Rita, Safeway, and Stotesbery, Duckhorn Wine Company.

Sales tax receipts are divided into 6 categories and noted below.

General Retail	Food Products	Construction
Clothing	Restaurants	Bldg. Materials
Furniture	Food Markets	
Appliances	Liquor Stores	Business to Business
Drug Store	Wineries	Office Equipment
Florist	Tasting Rooms	Business Services
Misc. Retail		Chemical Products
	Transportation	Heavy/Light Industry
Miscellaneous	Auto Parts	Leasing
Health	Auto Sales	
Government	Service Stations	

Historically Food Products has been the driver for sales tax followed by General Retail, Construction, Transportation, Business to Business, and Miscellaneous. The top 25 sales tax generators as of June 30, 2020 (in alphabetical order) are:

Abreu Vineyards
Central Valley Builders Supply
Charles Krug Winery
Farmstead
Goose and Gander
Gott's Roadside
Harlan Estate Winery
Harold Smith and Son
Harvest Table
Los Alcobas A Luxury Collection
Market
Martin Design
Merryvale Vineyards
Napa Valley Agriculture Supply
Napa Valley Petroleum
One True Vine
Safeway Stores
Steve's Hardware
Sunshine Foods
The Charter Oak Restaurant
The Culinary Institute of America
Tra Vigne
Tre Posti Catering
Treasury Wine Estates Americas
Zumwalt Ford

FORM OF GOVERNMENT

The City is a General Law city and operates under the Council-Manager form of government. Decision-making authority under this system is equally distributed among a five-member City Council that includes a directly elected mayor. Elections are conducted by general vote; the Mayor serves a two-year term while the four Council Members serve staggered four-year terms. Key duties of the City Council include making policies, adopting an annual budget, enacting ordinances, appointing committee members, and hiring the City Manager.

The St. Helena City Council meetings are conducted on the second and fourth Tuesdays of each month beginning at 6:00 p.m. and are typically held in the Vintage Hall Board Room at the St. Helena High School, located at 465 Main Street. However, due to COVID-19 all meetings have been held virtually since March 2020 via Zoom. Whether in person or via Zoom, meetings are open to the public and are also broadcast on local public access television. Council agendas and minutes are posted at City Hall, 1480 Main Street, and are made available on the City's website, www.cityofsthelena.org.

BUDGET ORGANIZATION

As indicated in the Table of Contents, the City of St. Helena's budget document consists of several sections. A corresponding title page divides each section.

Introductory Section

City Council, Administrative Team, and Boards/Commissions/Committees provides a summary of the City Council members executive staff, and lists the various Boards, Commissions, and Committees in St. Helena.

The City Manager's Budget Message to the City Council highlights key priorities and issues for the upcoming budget year as well as provides an overview of significant budgetary items and trends for the City as a whole.

Budget Adoption Resolution provides a copy of the budget resolution adopting the FY 2019-20 Operations Budget.

The Reader's Guide to the Budget provides the reader with a brief overview and introduction to the City of St. Helena as well as an explanation on how to understand, read, and use this Budget document.

Fund Balance Summary provides an easy-to-read overview of the City's expenditures/expenses and revenues for each of the City's funds.

Schedule of Transfers provides a summary of all transfers authorized in the adopted budget by fund.

Description of Revenue Sources provides five-year historical trends for the General Fund and Enterprise Funds.

Allocation of City Positions provides a summary of staffing positions by department.

Organization Chart provides a summary of the organization of the City as a whole.

General Fund provides an overview of General Fund revenues and expenditures, five-year historical data for each General Fund funding source, General Fund expenditure summary by department, and a summary of the net position for the General Fund.

Administrative Departments provides details on the City Council, City Administration (City Manager and City Clerk), Administrative Services (Finance, Human Resources, and Information Technology), Attorney, Planning, and Non-Departmental budgets.

Community Services provides details on the Library and Parks & Recreation budgets.

Public Safety provides details on the Fire and Police budgets.

Public Works provides details on the Public Works Administration, Government Buildings, Storm Drains, Streets, Trees, Parks, and City Garage budgets.

Water Fund provides details on the Water Distribution and Water Treatment budgets.

Wastewater Fund provides details on the Wastewater Collection and Wastewater Treatment budgets.

Capital Improvement Plan (CIP) provides a summary of the City Council adopted 5-year CIP. The CIP functions as a budgeting and planning tool which supports actual appropriates that are made through the budget adoption process. The City's FY 2020-21 CIP consists of 46 projects in four divisions totaling approximately $37.85 million. A majority of the fiscal impact to the CIP have been transferred in the prior year and any additional funds have been identified in the operating budget.

Other Funds provides a summary of the debt service funds, permanent funds, and special revenue funds.

Appendix provides supplementary information including City Financial Policies, City Council Goals and Work Plan, City's Vision and Mission Statements, a summary of Budget increases from the prior fiscal year and their relation to City Council Goals, and the City's "add back" is for City Council prioritization if additional General Fund resources become available.

BUDGET IMPLEMENTATION, TRANSFERS, AND CONTROL

Upon adoption of the budget by the City Council, the responsibility of implementing each department's budget lies with each Department Head, with oversight by the Director of Finance and ultimate responsibility resting with the City Manager. Department Heads are expected to operate their departments within the appropriations established in the budget.

This budget is arranged by department, fund, and function. The level of budgetary control is established at the fund level. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefor may modify this policy at any time. The total appropriations in any fund may not be increase except by the City Council.

All changes in appropriations will be authorized on a "Budget Adjustment Form" and all increases in appropriations will be authorized by Council. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the St. Helena Municipal Code.

The budget is reviewed and presented to City Council on a quarterly basis with a more extensive mid-year budget review. During the quarterly budget review by City Council, consideration is given to necessary adjustments for new programs, projects, and other adjustments to ensure that expenditures and revenues are in line with the budgeted projections.

A carefully designed system of internal accounting and budgetary controls is used to ensure that revenues and expenditures/expenses are tracked and used as intended. These controls are designed to provide reasonable, but not necessarily absolute, assurance with respect to the reliability of financial and budgetary records for use in the preparation of financial statements, as well as accountability for all City assets. At the end of each fiscal year-end, all operating budget appropriations lapse. City Council adopted finance policies can be accessed at: https://www.cityofsthelena.org/bc-citycouncil/page/council-adopted-policies.

BUDGETARY BASIS OF ACCOUNTING

The City of St. Helena's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP), using the modified accrual basis of accounting. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current fiscal period, while expenditures are recognized in the accounting period in which the liability is incurred. Budgets for proprietary funds are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred. Each of the City's funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenue, and expenditures/expenses. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The General Fund accounts for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to rendering the general services provided by the City. Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for a particular purpose. The Capital Improvement Project Funds are used to account for the acquisition or construction and improvement of major capital projects. Internal Service Funds (Garage Fund) are used to account for the financing of services provided by one department to other departments of the government, on a cost reimbursement basis. Enterprise Funds (Water and Wastewater) are used to account for revenues and expenses related specifically to those enterprises. The budget is prepared on a line item basis by department and fund.

FINANCIAL REPORTS – Top 4

Comprehensive Annual Financial Report (Financial Statements): The Comprehensive Annual Financial Report is a detailed report that covers the financial statements for the City prepared by an independent auditor in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). The financial statement utilizes the same basis of accounting, modified accrual for the General Funds and full accrual for proprietary funds, as the annual budgeting document. The Comprehensive Annual Financial Report consists of three sections: Introductory, Financial, and Statistical. The Introductory section orients and guides the reader through the report.

The Financial section presents the City's basic financial statements as well as notes to the statements and the independent auditor's report. The Statistical section provides additional financial and statistical data, including data about financial trends that may better inform the reader about the City's activities. The City received the prestigious "Certificate of Achievement for Excellence in Financial Reporting" award presented by GFOA for the FY 2018-19 Comprehensive Annual Financial Report.

Long Range Financial Forecast (LRFF): The LRFF is prepared annually and provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.

Popular Annual Financial Report (PAFR): The PAFR extracts information from the CAFR to produce a high-quality report specifically designed to be readily accessible and easily understandable to the general public and other parties without a background in public finance. The City received the "Award for Outstanding Achievement in Popular Annual Financial Reporting" presented by GFOA for the FY 2018-19 Comprehensive Annual Financial Report.

Three-Year Goals and Work Plan: The City's three-year goals and work plan is a detailed planning document developed as a blueprint for the City's future. The plan defines the City Council's goals and defines a specific work plan to achieve each goal. The goals and work plan are updated and published periodically.

All financial reports can be found on the City's website at: https://www.cityofsthelena.org/finance/page/financial-reports.

GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services received.
ACCRUAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered to spent during a specified period.
AMORITIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATIONS	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes.[1]
ASSET	Resources owned or held by a government which have monetary value.
ASSESSED VALUATION	Official government value placed upon real estate or other property as a basis for levying taxes.
BOND	A written promise to pay a specific amount of money at a specific date in the future together with a periodic interest as a special rate. Two types are used: General Obligation and Revenue.
BOND INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.
BUDGET AMENDMENT	A procedure authorized by some City Councils that allows Department Heads to make adjustments to expenditures within their own department and allow the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. **Note:** City Council approval is always required for additional appropriations from a fund balance or new revenues sources.

[1] "Appropriations subject to limitation," for purposes of each agency's Gann limit, means "any authorization to expend during a fiscal years the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency." Cal. Const. Art. XIIIB, section 8(b).

BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL EXPENDITURE	The amounts spent for assets that will be used for more than one year. See CAPITAL IMPROVEMENT PROGRAM AND CAPITALIZATION THRESHOLD.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE	The payment of principal and interest on borrowed funds such as bonds.
DEBT SERVICE FUND	A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. Borrowing long-term for operational or short-term capital needs is not advised.[2]
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not then available for other transactions.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.
EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
FIDUCIARY FUNDS	Trust and Agency funds.

[2] Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine; and the lease purchase agreement.

FISCAL POLICY	A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of St. Helena begins with July 1, and ends with June 30 of the designated fiscal year (i.e., FY 2019-20 ends on June 30, 2020).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery, and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities or balances, and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the replacement of bonds. These bonds are secured by the General Fund of the City.
GOVERNMENTAL FUNDS	General, Special Revenue, Debt Service, and Capital Projects funds.
GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
LEASE PURCHASE	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.

ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.
REVENUES	Total amount of income received, earned, or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one fund to another ideally for work on services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

ACRONYMS

AV	Audio Visual
AWWA	American Water Works Association
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIP	Capital Improvement Project
CLA	California Library Association
CLETS	California Law Enforcement Telecommunications System
CLSA	California Library Services Act
COPS	Citizen's Options for Public Safety
CSL	California State Library
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Abuse Resistance Education
DBP	Disinfection By-Products
DMV	Department of Motor Vehicles
DPW	Department of Public Works
EAP	Employee Assistance Program
EIR	Environmental Impact Review

EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Education Review Augmentation Fund
FEMA	Federal Emergency Management Agency
FF	Firefighter
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GO	General Obligation
HDPE	High-Density Polyethylene Pipe
HSP	High Service Pump
HVAC	Heating & Air Conditioning
ICMA	International City/County Management Association
IT	Information Technology
LAFCO	Local Agency Formation Commission
LSWTP	Louis Stralla Water Treatment Plant
MDC	Mobile Data Center
MGD	Million Gallons per Day
MSD	Metropolitan Sewer District
MTC	Metropolitan Transportation Commission

NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency
NFPA	National Fire Protection Association
NLS	Northnet Library System
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
OES	Office of Emergency Services
PERS	Public Employees Retirement System
PLF	Public Library Foundation
POF	Police Officers Foundation
REMIF	Redwood Empire Municipal Insurance Fund
RIMS	Records Integrated Management System
RLS	Robert Louis Stevenson Middle School
RWQCB	Regional Water Quality Control Board
SBW	Stonebridge Well
SCADA	Supervising Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SNAP	Solano & Napa Partners
SWRCB	State Water Resource Control Board
TID	Tourism Improvement District
TOT	Transient Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant

Funds

101 ***GENERAL FUND*****:** The primary reporting vehicle for current government revenues and operations, this fund accounts for all financial resources not required by law or City Council actions to be accounted for in another fund.

209 ***HOME GRANT:*** This fund is used for expenditures and grant reimbursements through the HOME Investments Partnership Program from the State of California Department of Housing and Community Development for owner-occupied residential rehabilitation program to assist low-income homeowners who's primary residences are in need of repairs. This program is referred to as the, "HOME Grant." The City of St. Helena has an agreement with the Housing Authority of the City of Napa for the administration of this grant.

211 ENVIRONMENTAL PROTECTION AGENCY GRANT (EPAG): This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

212 DEPARTMENT OF HOMELAND SECURITY (DHSG): This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

213 ***GANG VIOLENCE SUPRESSION GRANT:*** This fund is used for expenditures and grant reimbursements for gang violence suppression.

216 ***PUBLIC SAFETY IMPACT FEES*****:** Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

218 ***PUBLIC LIBRARY FOUNDATION*****:** This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

219 ***CLSA LIBRARY RESTORATION:*** This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

222 ***PARK DEVELOPMENT:*** A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

223 ***SKATE PARK LIGHTING*****:** This fund is used to account for donations and is used to fund the expenses incurred in maintaining the Skate Park lights.

224 PUBLIC SAFETY (COPS)**:** A special revenue fund used to account for transactions related to supporting front line police officers.

225 *STATE GAS TAX 2105*: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

226 *STATE GAS TAX 2106*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

227 *STATE GAS TAX 2107*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

228 *STATE GAS TAX 2107.5*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

229 *STATE GAS TAX 2103*: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the “fuel tax swap of 2010.” Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

230 *RMRA:* Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

235 *MEASURE A:* This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

237 ***EMERGENCY FLOOD RELIEF:*** This fund is for allocations for disaster assistance relating to flood damage.

238 ***TRAINING DEVELOPMENT*****:** This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

240 ***MEASURE T*****:** At the General Election held on November 6, 2012, the voters of Napa County approved a ½-cent sales tax increase known as Measure T, which was implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including, but not limited to: sidewalks, curbs and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

241 ***MEASURE T CLASS I TRAILS*****:** This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countywide Bicycle Plan.

277 ***PROP 56 GRANT*****:** This fund is used to account for expenditures and reimbursements related to the Tobacco Grant Program, which provides funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products to minors.

278 ***BSCC GRANT*****:** This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

279 ***ASSET FORFEITURE*****:** A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

280 ***COMMUNITY ACTIVITY FUND*****:** This fund is used to account for donations received to be used towards youth community activities within the community**.** Activities include the Teen Center. Beginning in FY 2019, this fund is no longer active and activity is accounted for in the General Fund Recreation budget.

283 ***TREE CITY USA*****:** This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

286 ***BOCCE BALL LEAGUE:*** This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

287 *HARVEST FESTIVAL*: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

288 *FOURTH OF JULY*: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

289 *RECREATION PROGRAMS*: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director. Beginning in FY 2021, this fund is no longer active and activity is accounted for in the General Fund Recreation budget.

290 *TOURISM IMPROVEMENT DISTRICT (TID)*: The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

291 *SB-1186 STATE FEES:* Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewal fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

295 *N.O.A.A.:* This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

329 *STABO TRUST:* This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

375 *MADELINE MURRAY TRUST FUND:* The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

380 *FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY*: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

381 *RYAN LIBRARY TRUST*: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

382 *MARTIN ESTATE TRUST*: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

384 *TWEED TRUST – ENHANCEMENT DISTRIBUTION:* A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This fund is the expendable annual 4% distribution from the Tweed Enhancement Account of the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building. All funding requests are approved by the Library Board of Trustees and the City Council.

420 *FIRE STATION BONDS*: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

443 *SOUTH S.H. DRAINAGE ASSESSMENT*: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

561 *WATER ENTERPRISE*: This fund is used to account for the costs of providing water services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

571 *SEWER ENTERPRISE*: This fund is used to account for the costs of providing sewer services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

582 *CITY GARAGE*: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

592 *EQUIPMENT REPLACEMENT*: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

593 *FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT*: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

700 *FLOOD CONTROL CAPITAL RESERVE:* his fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

713 *CIVIC IMPACT*: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

733 *CIVIC CIP:* This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

734 *PARK IMPACT*: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

740 *TRAFFIC MITIGATION IMPACT*: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

741 *STREETS CIP:* This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

742 *STORM DRAIN IMPROVEMENT*: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

744 *HOUSING IMPACT FEES*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City. Beginning in FY 2019, this fund is no longer active and activity is accounted for in Fund 751 Affordable Housing.

745 *PARKING IN-LIEU*: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

751 *AFFORDABLE HOUSING*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

752: *MEASURE E*: Measure E went into effect on January 1, 2019, increasing the Transient Occupancy Tax from 12 to 13 percent to fund workforce housing. The additional 1% is placed in this fund and all revenues are restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve, and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

763 *WATER CIP:* This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

764 *WATER IMPACT*: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

773 *WASTEWATER CIP:* This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

774 *WASTEWATER IMPACT*: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2021/2022

	ESTIMATED 6/30/2021 FUND BALANCE*	ADOPTED 2022 REVENUES	ADOPTED 2022 EXPENDITURES	PROJECTED 6/30/2022 ENDING BALANCE*
FUND 101, GENERAL FUND	6,160,269	15,675,690		
Non-Departmental			2,492,831	
City Council			420,452	
City Manager/Clerk			678,469	
Finance/Human Resources/IT			817,071	
City Attorney			386,000	
Planning/Building			1,347,471	
Library			1,001,422	
Recreation			701,597	
Fire			1,653,453	
Police			3,295,102	
Public Works			2,881,581	
TOTAL GENERAL FUND	**$ 6,160,269**	**$ 15,675,690**	**$ 15,675,449**	**$ 6,160,510**
OTHER FUNDS				
Fund 209, HOME Grant	408,197	150	-	408,347
Fund 211, Environmental Protection Agency Grant	-	-	-	-
Fund 212, Department of Homeland Security	1,077	800	800	1,077
Fund 213, Gang Violence Suppression Grant	23,967	285	-	24,252
Fund 216, Public Safety Impact Fees	593,120	24,500	1,032	616,588
Fund 218, Public Library Foundation	1,311	5	1,288	28
Fund 219, CLSA Library Restoration	2,107	15	1,350	772
Fund 222, Park Bond Act	222	-	-	222
Fund 223, Skate Park Lighting	-	-	-	-
Fund 224, Public Safety (COPS)	244,626	151,650	133,400	262,876
Fund 225, State Gas Tax 2105	-	34,529	-	34,529
Fund 226, State Gas Tax 2106	-	20,566	-	20,566
Fund 227, State Gas Tax 2107	3,344	45,223	6,500	42,067
Fund 228, State Gas Tax 2107.5	812	2,100	-	2,912
Fund 229, State Gas Tax 2103	4,739	47,249	-	51,988
Fund 230, Road Maint & Rehab Account	5,260	117,064	-	122,324
Fund 235, Measure A	79,300	-	56,223	23,077
Fund 237, Emergency Flood Relief	174,369	2,000	-	176,369
Fund 238, Training Development	22,870	3,750	8,000	18,620
Fund 240, Measure T	1,299,882	1,303,353	738,589	1,864,646
Fund 241, Measure T Class 1 Trails	200,704	88,000	-	288,704
Fund 277, Prop 56 Grant	-	202,943	202,943	-
Fund 278, BSCC Grant	2,610	50	-	2,660
Fund 279, Asset Forfeiture	51,761	6,500	6,500	51,761
Fund 280, Teen Center	-	-	-	-
Fund 283, Tree City USA	132,403	-	-	132,403

	ESTIMATED 6/30/2021 FUND BALANCE*	ADOPTED 2022 REVENUES	ADOPTED 2022 EXPENDITURES	PROJECTED 6/30/2022 ENDING BALANCE*
Fund 286, Bocce Ball	54,470	40,500	64,179	30,791
Fund 287, Harvest Festival	12,769	3,900	15,100	1,569
Fund 288, Fourth of July	(1,981)	20,000	5,000	13,019
Fund 289, Recreation Programs	74,610	-	-	74,610
Fund 290, Tourism Improvement District	5,455	483,917	483,467	5,905
Fund 291, SB-1186 State Fees	17,399	4,350	5,000	16,749
Fund 295, N.O.A.A.	2,707	30	-	2,737
Fund 329, Stabo Trust	37,287	400	-	37,687
Fund 375, Murray Ex Trust	14,290	1,825	2,280	13,835
Fund 380, Friends and Foundation	24,884	135,000	135,696	24,189
Fund 381, Ryan Library Trust	13,951	250	-	14,201
Fund 382, Martin Library Trust	25,103	300	700	24,703
Fund 384, Tweed Trust Enhancement Dist	732,044	55,000	50,000	737,044
Fund 420, Fire Station GO Bonds	12,361	-	-	12,361
Fund 443, South St. Helena Drainage	30,083	350	-	30,433
Fund 561, Water Enterprise**	4,425,236	6,205,776	7,082,534	3,548,478
Fund 571, Sewer Enterprise**	4,119,341	3,376,370	3,376,370	4,119,341
Fund 582, Garage	(62,003)	306,500	280,297	(35,800)
Fund 592, Equipment Replacement	275,965	50,000	20,724	305,241
Fund 593, Fire Capital Equipment Replacement	580,481	-	40,000	540,481
TOTAL OTHER FUNDS	**$ 13,238,936**	**$ 12,735,050**	**$ 12,717,972**	**$ 13,256,014**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	154,359	51,600	30,000	175,959
Fund 713, Civic Improvement Impact Fees	734,916	27,000	129,917	631,999
Fund 733, Civic Capital Improvement	769,241	1,588,251	1,693,095	664,397
Fund 734, Park Impact Fees	977,746	53,000	514,659	516,087
Fund 740, Traffic Mitigation Impact Fees	2,747,058	70,000	874,642	1,942,416
Fund 741, Streets Capital Improvement	1,397,467	6,101,406	12,058,194	(4,559,321)
Fund 742, Storm Drain Impact Fees	798,491	17,500	701,032	114,959
Fund 744, Housing Impact Fees	-	-	-	-
Fund 745, Parking In-Lieu	584,323	6,800	30,000	561,123
Fund 751, Affordable Housing	1,462,304	65,295	25,000	1,502,599
Fund 752, Measure E	-	196,016	-	196,016
Fund 763, Water Capital Improvement	390,855	6,246,956	9,496,305	(2,858,494)
Fund 764, Water Impact Fees	329,547	19,000	211,176	137,371
Fund 773, Wastewater Capital Improvement	1,556,460	12,500,452	14,600,341	(543,429)
Fund 774, Wastewater Impact Fees	659,209	51,500	710,709	0
TOTAL CAPITAL FUNDS	**$ 12,561,976**	**$ 26,994,776**	**$ 41,075,069**	**$ (1,518,316)**
TOTAL ALL FUNDS	***$ 31,961,182***	***$ 55,405,516***	***$ 69,468,490***	***$ 17,898,208***

Estimated Balances are Unassigned Fund Balance.

****Beginning Balances for Fund 561 and Fund 571 are the Unrestricted Net Position.***

SCHEDULE OF TRANSFERS
Fiscal Year 2021/2022

#	FROM:	TO:	DESCRIPTION	AMOUNT
FROM: GENERAL FUND				
1	101	241	Streets CIP - Measure T Class 1 Trails	85,000
2	101	288	4th of July	20,000
3	101	592	Equipment Replacement Fund	50,000
4	101	700	Capital Reserve Requirement Flood Project	50,000
5	101	741	Streets CIP - Measure T MOE	379,189
			TOTAL TRANSFERS FROM GENERAL FUND	**584,189**
FROM: MEASURE T				
6	240	741	Streets CIP	738,589
			TOTAL TRANSFERS FROM MEASURE T FUND	**738,589**
FROM: TID				
7	290	101	TID Assessment Admin Fee	4,486
			TOTAL TRANSFERS FROM TID FUND	**4,486**
FROM: WATER OPERATIONS FUND				
8	561	701	Rehabilitation for Upper York Creek Dam	50,000
			TOTAL TRANSFERS FROM WATER FUND	**50,000**
FROM: WASTEWATER OPERATIONS FUND				
9	571	773	Waste Water CIP	409,240
			TOTAL TRANSFERS FROM WASTEWATER OPERATIONS FUND	**409,240**
FROM: PARK IMPACT FEE FUND				
10	734	733	Transfer to Civic CIP	514,659
			TOTAL TRANSFERS FROM PARK IMPACT FEE FUND	**514,659**
FROM: TRAFFIC MITIGATION IMPACT FEE FUND				
11	740	774	Transfer to Wastewater Impact Fee - Impact Fee	873,610
			TOTAL TRANSFERS FROM TRAFFIC MITIGATION IMPACT FEE FUND	**873,610**
FROM: WATER IMPACT FEE FUND				
12	764	763	Transfer to Water CIP	210,144
			TOTAL TRANSFERS FROM WATER IMPACT FEE FUND	**210,144**
FROM: WASTEWATER IMPACT FEE FUND				
13	774	773	Transfer to Wastewater CIP	1,544,287
			TOTAL TRANSFERS FROM WASTEWATER IMPACT FEE FUND	**1,544,287**

TOTAL TRANSFERS **4,929,204**

(1) Impact fee loan to assist with funding for the WWTP Upgrade project

SCHEDULE OF TRANSFERS
Fiscal Year 2021/2022

SUMMARY TRANSFERS OUT:			
General Fund	101	=	584,189
Measure T Fund	240	=	738,589
TID Fund	290	=	4,486
Water Fund	561	=	50,000
Waste Water Fund	571	=	409,240
Park Impact Fee Fund	734	=	514,659
Traffic Mitigation Impact Fee	740	=	873,610
Water Impact Fee Fund	764	=	210,144
Wastewater Impact Fee Fund	774	=	1,544,287
		TOTALS:	**4,929,204**

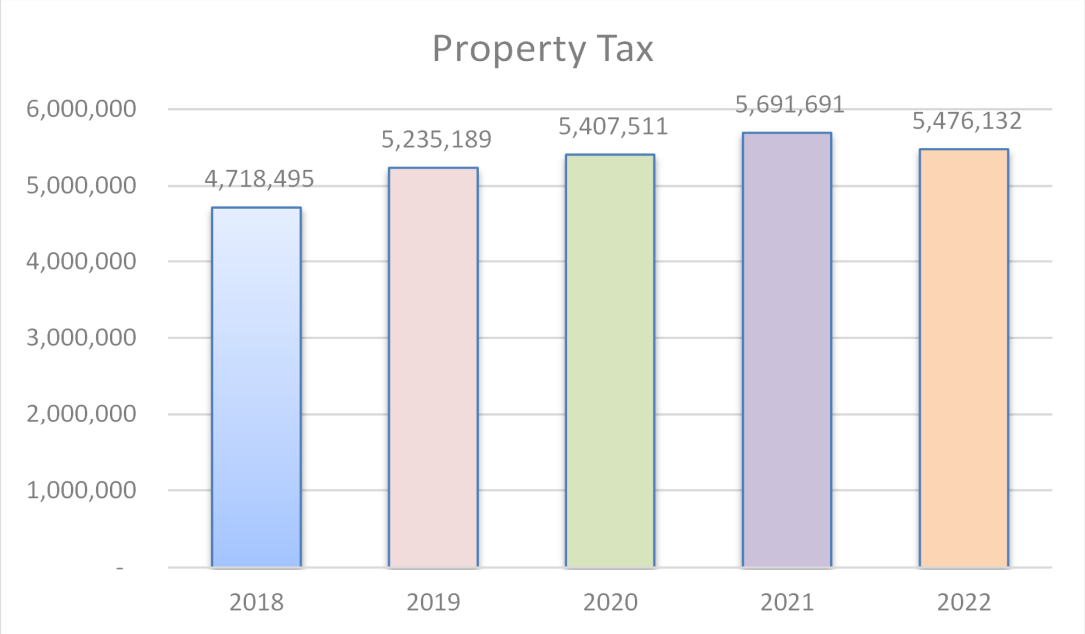
SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	4,486
Fourth of July	288	=	20,000
Capital Equipment	592	=	50,000
Subtotal Operations			74,486
CAPITAL			
Measure T Class 1 Trails	241	=	85,000
Capital Reserve - Flood Control	700	=	50,000
Capital Reserve - Upper York Creek	701	=	50,000
Civic CIP	733	=	514,659
Streets CIP	741	=	1,117,778
Water CIP	763	=	210,144
Wastewater CIP	773	=	1,953,527
Wastewater Impact Fee	774	=	873,610
Subtotal Capital			4,854,718
		TOTALS:	**4,929,204**

CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES

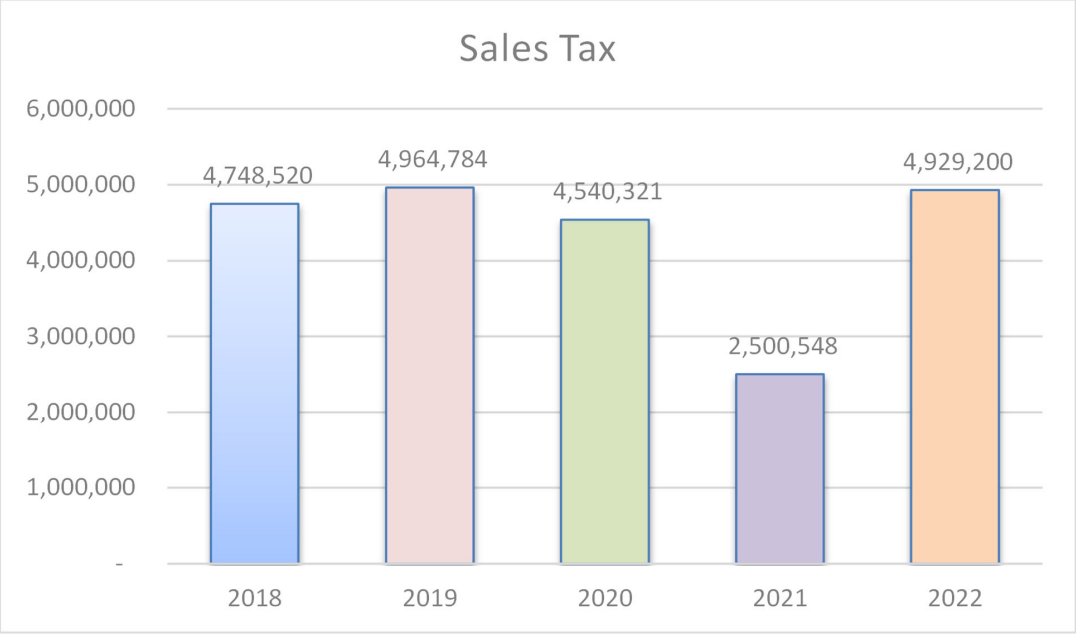
FISCAL YEAR 2021-22

GENERAL FUND

Property Taxes ($5,476,132) - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2021-22 a growth factor of 3.5% has been applied. The growth factor has been applied to the FY 2020-21 Adjusted budget excluding non-budgeted ERAF of $5,290,896 instead of the Estimated amount of $5,691,691. The FY 2020-21 Estimated amount includes non-budgeted ERAF received for $400,795. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax, Real Property Transfer Tax, and In Lieu VLF. Previous budgets had a separate revenue category for In Lieu VLF; starting in FY 2017-2018 this item was added to the budget document to resemble the audited financial statements more closely.

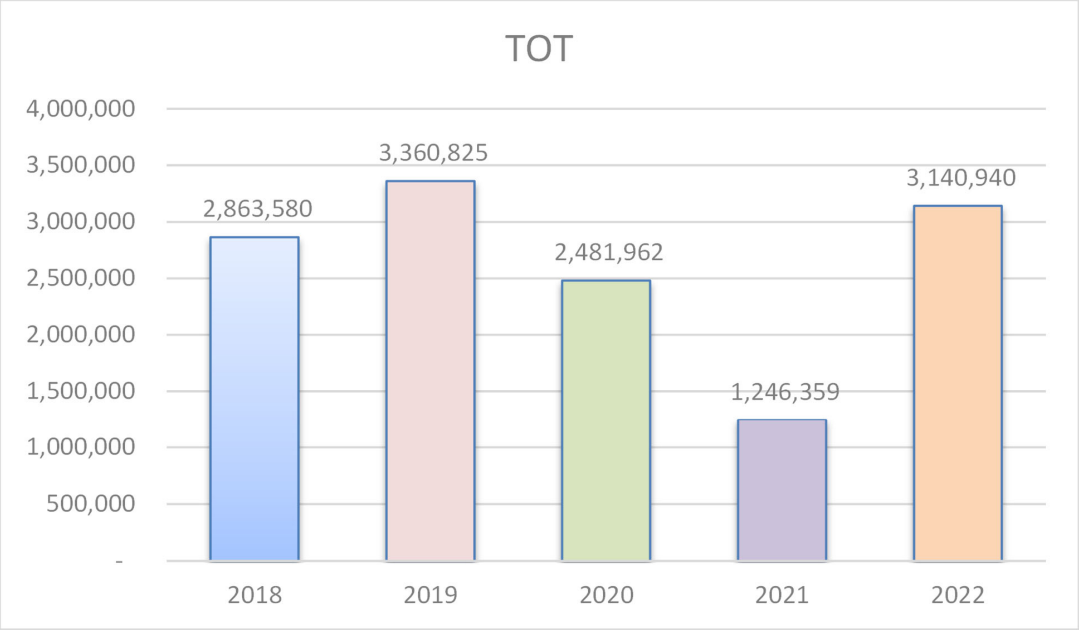


Sales Tax and Sales Tax in Lieu ($4,929,200) - The City receives 1.5% of retail sales made within the City limits. Sales tax in St. Helena is derived from a diversity of commercial operations such as wineries, tasting rooms, retail shops, restaurants, building supply, and car dealers. Estimates for sales tax are based on the May 2021 most conservative model presented by Avenue Insights & Analytics, the City's sales tax consultant. FY 2021-22 Estimated amount is a 97% increase over FY 2020-21 Estimated amount, which performed stronger than anticipated during the COVID-19 pandemic that resulted in numerous business closures caused by public health orders.

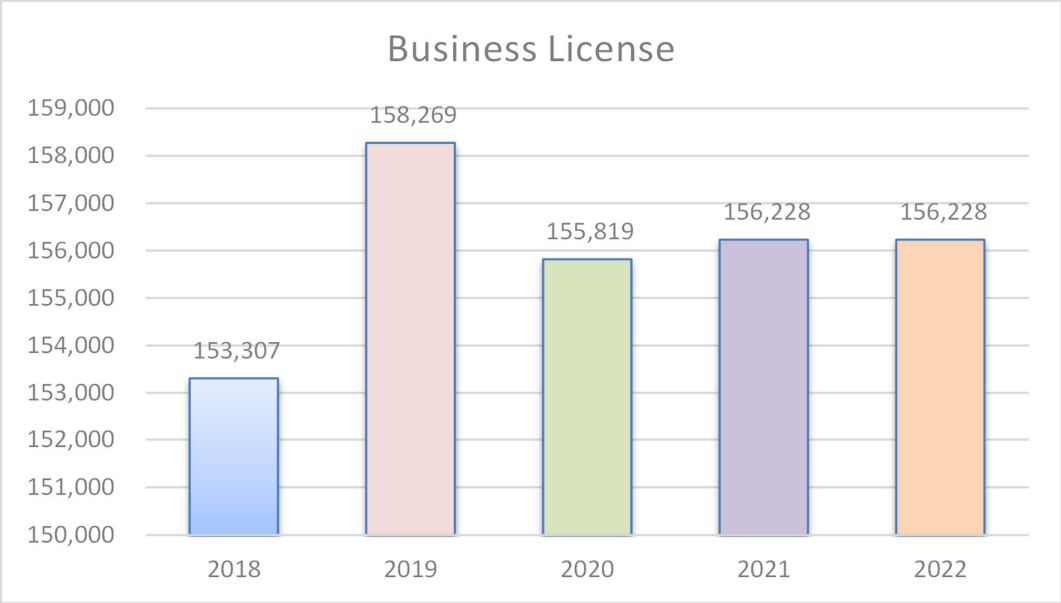


Transient Occupancy Tax ($3,140,940) – The City has a tax rate of 12% on all overnight stays when occupying a room, rooms, or other living space in a hotel, inn, tourist home or house, motel, or other lodging if the stay is for a period of 31 days or less. The tax is paid by the guests staying at these accommodations. Due to impacts from the COVID-19 Pandemic health orders that caused rapidly diminishing occupancy beginning in March 2020, Transient Occupancy Tax remains the most volatile of the City's primary General Fund revenue sources.

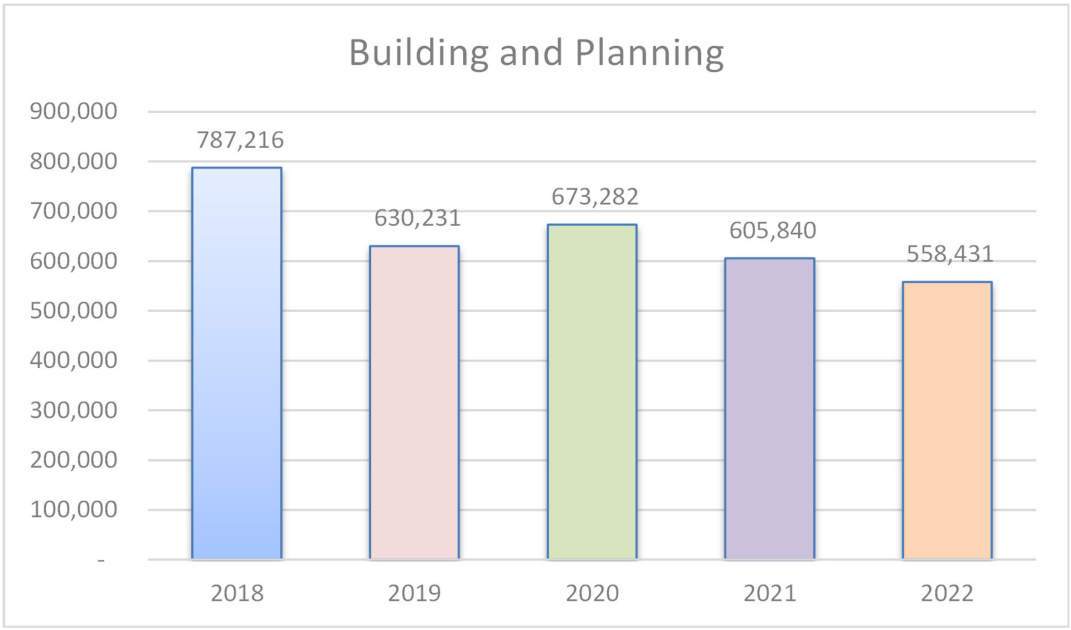
Preliminary TOT revenues presented to City Council on May 13, 2021 initially projected FY 2021-22 revenues at $1.2 million less than FY 2019-20 actuals. However, based on April 2021 and May 2021 TOT collected along with indication from local hotels, the FY 2021-22 TOT revenue were revised and are projected to increase by 152% over the FY 2020-21 adopted budget, which is $660,000 less than the FY 2018-19 actual revenue. There are four primary reason for the improved TOT revenue forecast: (1) the second shelter-at-home order being lifted at the end of January 2021 and increase in overnight visitors; (2) actual April 2021 and May 2021 TOT receipts; (3) indication from local hotels of future bookings; and (4) Las Alcobas hotel, which is now Alila Napa Valley, was closed from the beginning of the pandemic (March 2020) and recently re-opened in mid-March 2021. Therefore, FY 2021-22 TOT revenue was projected based on 95% of 2019-20 actual revenue collections.



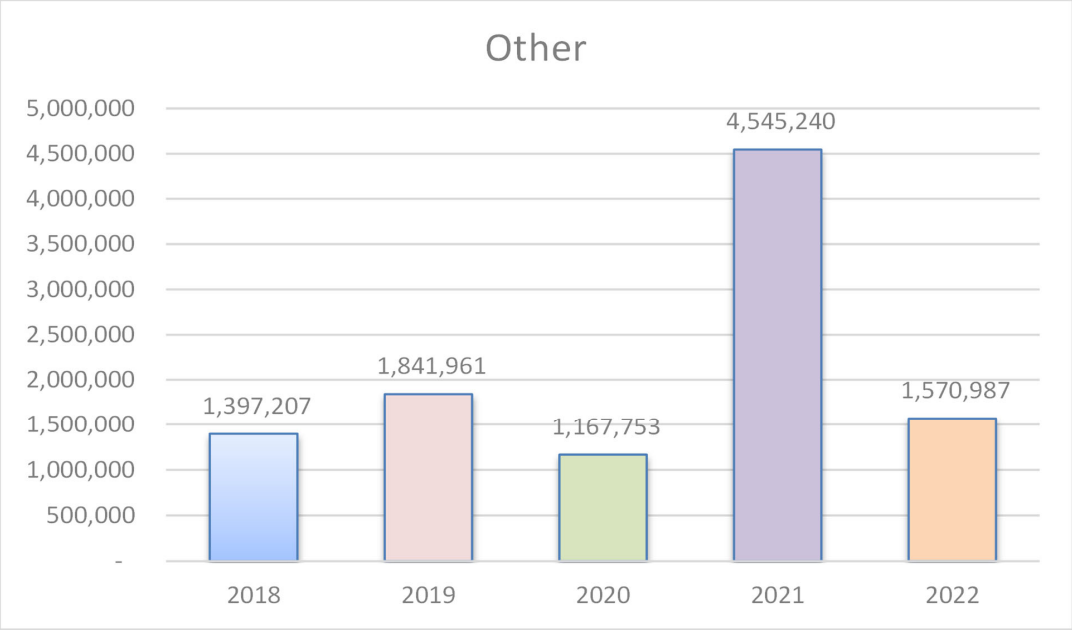
Business License Tax ($156,228) - This revenue is generated by a license tax paid by all businesses operating within the City. With revenues remaining steady during the current fiscal year, no increase is projected for FY 2021-22.



Building & Planning Revenue ($558,431) - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees.

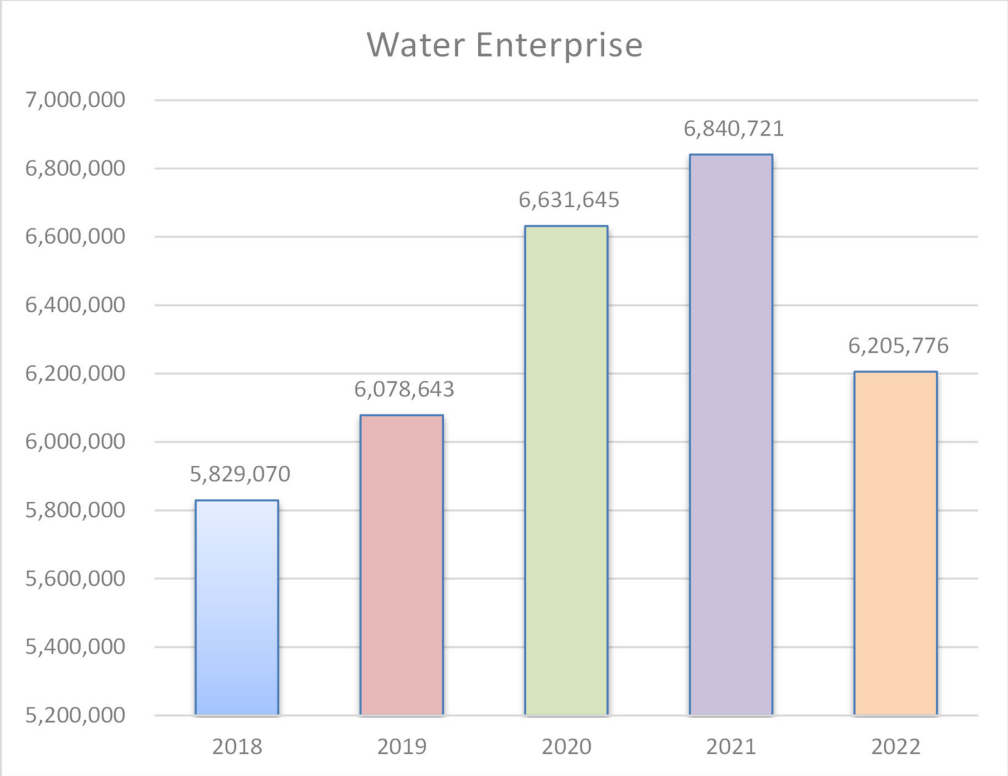


Other ($1,570,987) - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues. The large increase in the FY 2020-21 Estimated amount is due to Emergency Relief related to reimbursements for expenses incurred by the LNU Lightning Complex Fire and Glass Fire.



ENTERPRISE FUNDS

Water Enterprise Service Charges ($6,250,776) - Revenues charged to users of the municipal water system. The City entered into a Phase II Water Emergency in November 2020, which implemented a penalty structure that is assessed to users that exceed their monthly water allocation. As a result of the penalty structure, it is anticipated that water revenues will decline by approximately 9.3% in FY 2021-22 as water conservation is encouraged. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



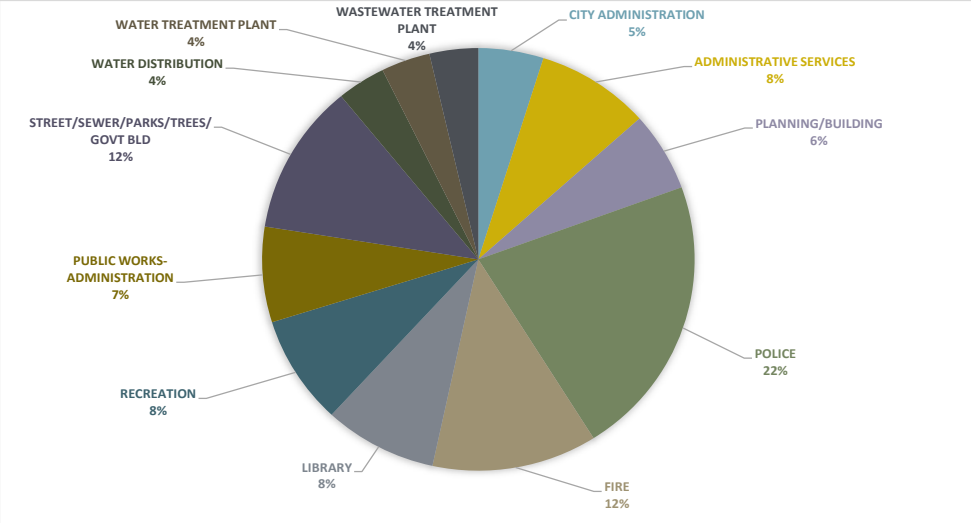
Wastewater (Sewer) Enterprise Service Charges ($3,376,370) - Revenues charged to users of the municipal sewer system. The City entered into a Phase II Water Emergency in November 2020, which implemented a penalty structure that is assessed to users that exceed their monthly water allocation. However, it is anticipated that there will be a minimal impact to Wastewater revenues during FY 2021-22 due a rate increase that is scheduled for November 2021 and that the greater portion of the sewer use revenue is based a winter average calculation that will not be adjusted until April 2022. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS
Fiscal Year 2021-22

STAFF OVERVIEW

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 44.5% of the total operational budget; amounting to $12,421,828 (including Unfunded Liability for PERS). The following graph identifies full-time equivalent (FTE) positions by department.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

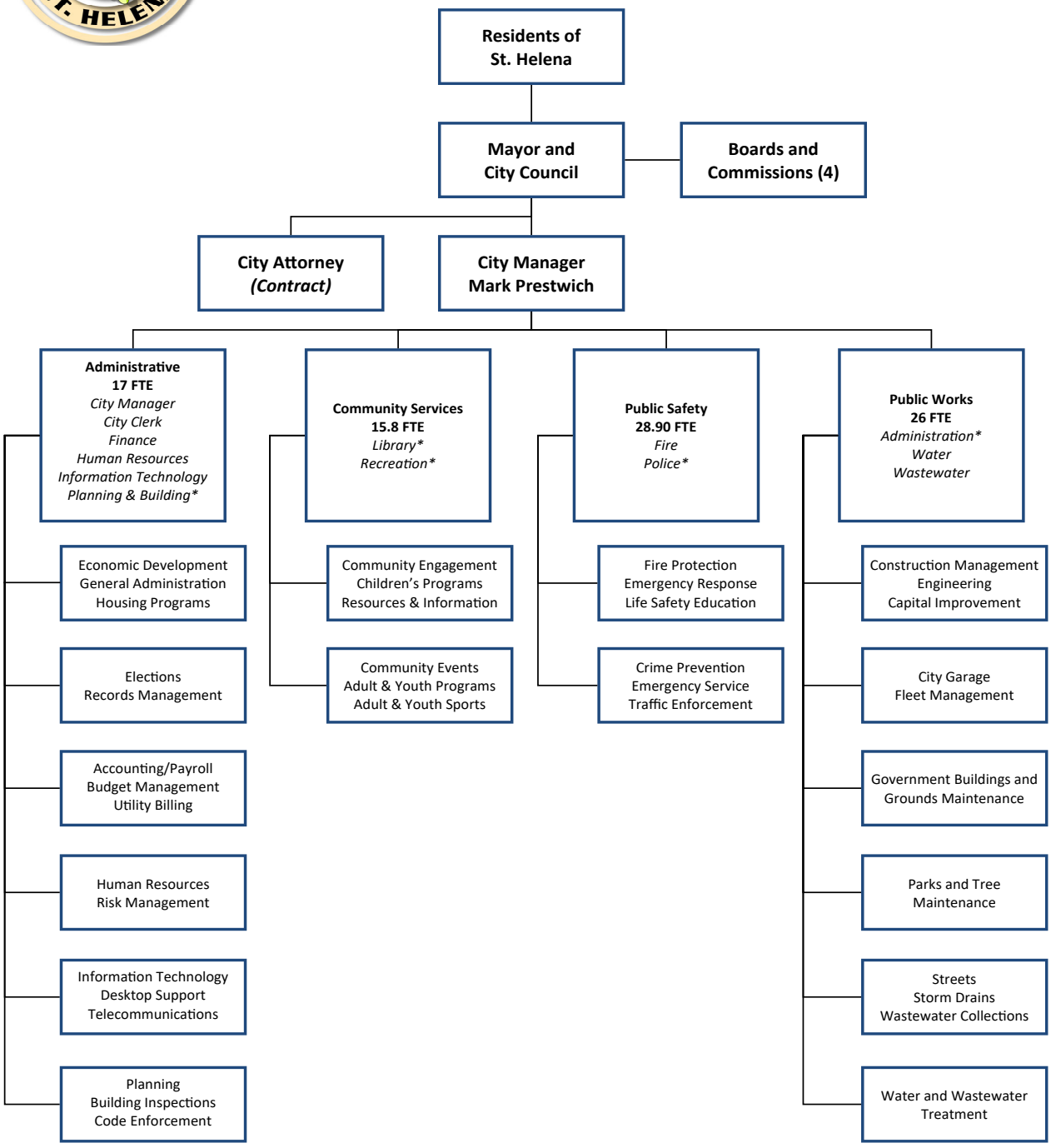
DEPARTMENTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 20/21	*CURRENT +/-*
CITY ADMINISTRATION	5.00	6.00	6.00	6.00	4.00	(2.00)
ADMINISTRATIVE SERVICES	5.00	5.00	5.00	5.00	7.00	2.00
PLANNING/BUILDING	5.00	6.00	6.00	5.00	5.00	0.00
POLICE	17.75	17.75	18.75	16.75	17.75	1.00
FIRE	6.35	8.63	10.20	10.15	10.15	0.00
LIBRARY	7.95	7.95	7.95	6.95	6.95	0.00
RECREATION	7.85	7.85	7.85	7.35	6.85	(0.50)
PUBLIC WORKS-ADMINISTRATION	6.00	7.00	7.00	6.00	6.00	0.00
STREET/SEWER/PARKS/TREES/GOVT BLD	7.00	8.00	8.50	9.00	9.50	0.50
WATER DISTRIBUTION	4.00	3.00	3.00	3.00	3.00	0.00
WATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
STREET MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
TREE CITY USA	0.00	0.00	0.00	0.00	0.00	0.00
PARKS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
CITY GARAGE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FTE'S	**77.90**	**83.18**	**86.25**	**81.20**	**82.20**	1.00

Authorized positions for fiscal year 2022 are 82.20 FTE's. Part-time positions make up 14.57 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.

The proposed budget shows the addition of a Parks and Trees Superintendent that was approved by City Council during fiscal year 2020. A net decrease of 2.0 FTE in City Administration, which is offset by a net increase of 2.0 FTE in Administrative Services was a result of merging the Finance, Human Resources, and Information Technology Department under the newly created Administrative Services Department. An increase of 1.0 FTE in the Police Department is the result of unfreezing one of two Police Officer positions that were during the FY22 budget year. A net decrease of 0.5 FTE in Recreation is the result of reinstating 0.5 FTE Maintenance Worker that was previously frozen during the FY21 budget year and freezing 1.0 FTE Recreation Supervisor during the FY22 budget year. A net increase of 0.5 FTE in Parks is the result of reinstating 0.5 FTE Maintenance Worker that was previously frozen during the FY22 budget year.

City of St. Helena

Fiscal Year 2021/22 Organizational Chart



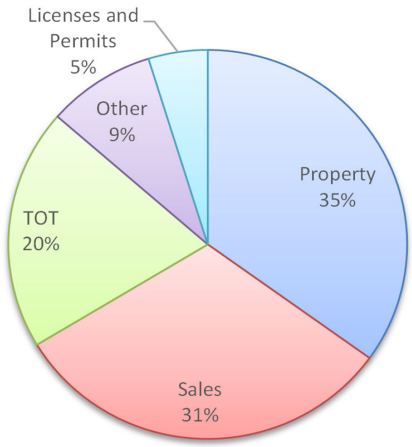
**Not all FTE will be filled, as some positions have been frozen during the start of FY 2021-22.*

General Fund

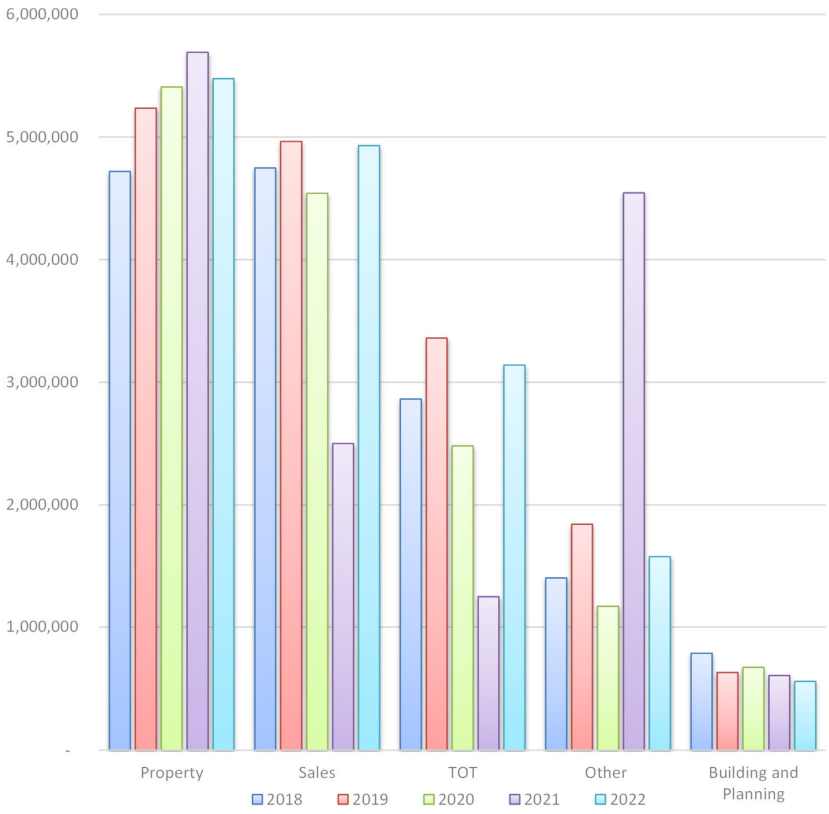
The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

CITY OF ST. HELENA
GENERAL FUND REVENUES - $15,675,690

FISCAL YEAR 2021-22



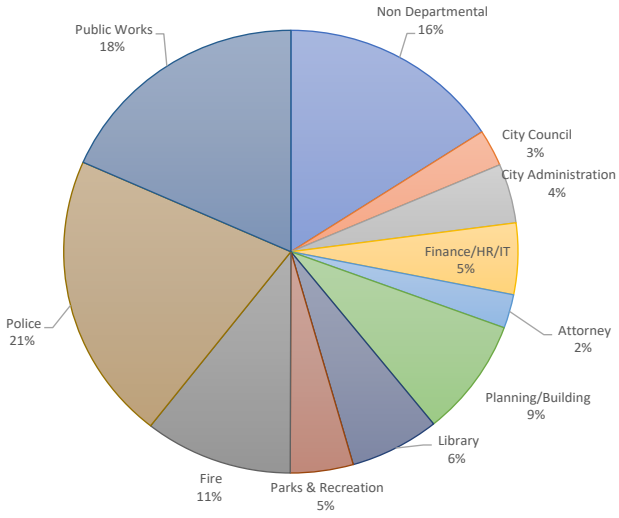
GENERAL FUND REVENUE COMPARISON



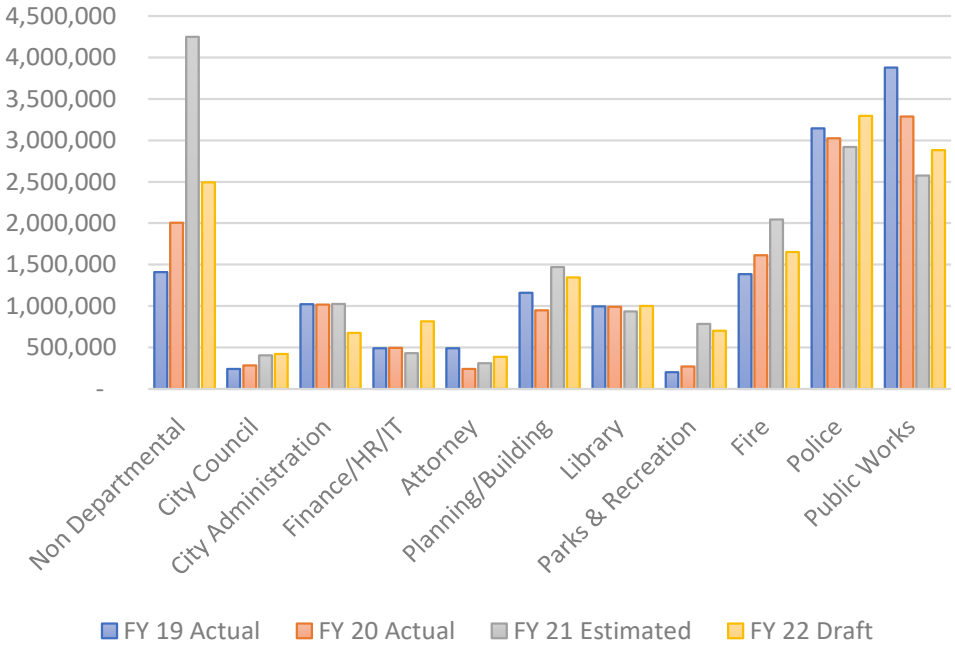
CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES -$15,675,449

BY DEPARTMENT

FISCAL YEAR 2021-22



GENERAL FUND YEAR OVER YEAR EXPENDITURES



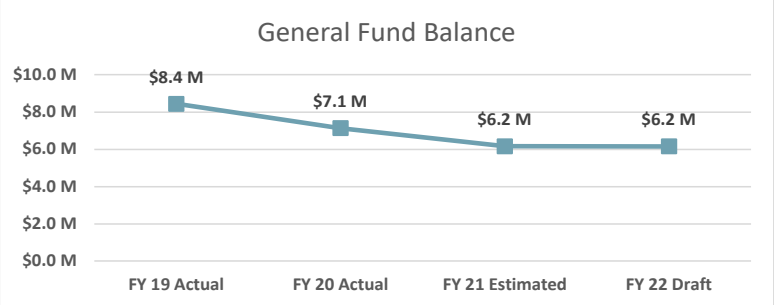
GENERAL FUND REVENUES

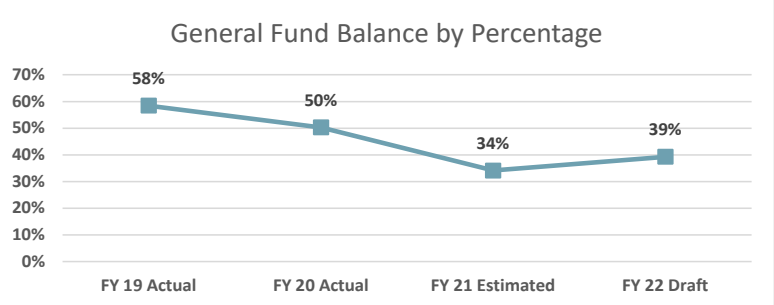
Account	Description	Actual 2018	Actual 2019	Actual 2020	Adopted 2021	Adjusted 2021	Estimated 2021	Draft 2022
Property Taxes								
101-30-10-00-00	Property Tax-Secured	3,616,167	3,940,490	4,109,646	4,131,967	4,254,296	4,254,296	4,424,468
101-30-11-00-00	ERAF Shift to State	200,292	342,386	309,857	-	400,795	400,795	-
101-30-20-00-00	Property Tax-Unsecured	121,534	125,292	127,427	110,275	155,958	155,958	162,196
101-30-30-00-00	Prior Year Property Tax	1,160	1,035	964	600	1,527	1,527	1,588
101-30-90-00-00	Real Property Transfer Tax	82,829	83,805	67,964	110,000	110,000	110,000	88,000
101-32-05-00-00	In Lieu VLF	681,160	726,626	776,392	752,058	752,058	752,058	782,140
101-32-20-00-00	Homeowner Property Tax	15,352	15,555	15,260	17,057	17,057	17,057	17,739
Property Taxes		**4,718,495**	**5,235,189**	**5,407,511**	**5,121,957**	**5,691,691**	**5,691,691**	**5,476,132**
Sales Tax								
101-30-40-00-00	Retail Sales/Use Tax	2,950,480	3,159,579	2,822,979	1,559,500	1,559,500	1,559,500	3,058,400
101-30-42-00-00	Public Safety Sales Tax	71,117	61,687	66,742	60,848	60,848	60,848	71,800
101-30-43-00-00	Sales Tax In Lieu		-	-	-	-	-	-
101-30-44-00-00	Measure D	1,726,923	1,743,519	1,650,599	880,200	880,200	880,200	1,799,000
Sales Tax		**4,748,520**	**4,964,784**	**4,540,321**	**2,500,548**	**2,500,548**	**2,500,548**	**4,929,200**
Transient Occupancy Taxes								
101-30-41-00-00	Sales Tax Increment Res 91-18		-	-	-	-	-	-
101-30-50-00-00	Transient Occupancy Tax	2,841,607	3,296,741	2,470,808	1,237,500	1,237,500	1,237,500	3,131,904
101-30-51-00-00	Transient Tax Penalty	21,973	64,084	11,154	8,859	8,859	8,859	9,036
Transient Occupancy Taxes		**2,863,580**	**3,360,825**	**2,481,962**	**1,246,359**	**1,246,359**	**1,246,359**	**3,140,940**
Other Taxes								
101-30-60-00-00	Franchise Tax	215,346	209,872	215,623	212,930	212,930	212,930	212,930
Other Taxes		**215,346**	**209,872**	**215,623**	**212,930**	**212,930**	**212,930**	**212,930**
Charges for Service								
101-30-61-00-00	Comcast PEG Access Fees	23,133	22,698	22,528	22,500	22,500	22,500	22,500
101-30-75-00-00	Fire Inspection Fees	605	1,100	-	-	-	-	-
101-31-21-00-00	Building Inspection Fees	-	-	-	-	-	-	-
101-31-22-00-00	Building Admin Fees	-	-	-	-	-	-	-
101-31-23-00-00	Other Fire Revenues	8	2,850	-	-	-	-	-
101-33-10-00-00	Planning Fees	(5,703)	-	-	-	-	-	-
101-33-30-00-00	Sales Of Maps/Publications	163	210	59	150	150	150	150
101-33-50-00-00	Police Services	24,457	33,439	19,168	30,000	30,000	30,000	30,000
101-33-51-00-00	Animal Control Services		-	-	-	-	-	-
101-33-60-00-00	Administrative Fees	7,515	-	-	-	-	-	-
101-33-70-00-00	Planning Fees	16,508	(53,936)	-	-	-	-	-
101-33-80-00-00	Engineering Fees	7,710	1,800	675	1,800	1,800	1,800	-
101-33-90-00-00	Street/Sidewalk/Curb Repair	-	-	-	-	-	-	-
Charges for Service		**74,395**	**8,161**	**42,430**	**54,450**	**54,450**	**54,450**	**52,650**
Fines and Forfeits								
101-31-40-00-00	Vehicle Code Fines	29,160	28,136	22,446	27,583	27,583	27,583	27,583
101-31-50-00-00	Other Police Fines	40,613	36,260	24,821	28,279	28,279	28,279	28,279
101-31-55-00-00	A/R Late Penalty	4,427	3,959	215	500	500	500	500
101-33-63-00-00	Civil Penalties	106,778	149,264	92,700	45,000	45,000	45,000	45,000
101-34-20-00-00	Library Fines & Fees	6,032	4,087	86	-	-	-	-
Fines and Forfeits		**187,010**	**221,705**	**140,267**	**101,362**	**101,362**	**101,362**	**101,362**
Licenses and Permits								
101-30-70-00-00	Application & Permit Fees	10,915	5,475	4,250	5,500	5,500	5,500	5,500
101-30-80-00-00	Business License	152,551	156,715	155,021	154,896	154,896	154,896	154,896
101-30-81-00-00	Business License Penalty	756	1,555	798	1,332	1,332	1,332	1,332
101-31-20-00-00	Building Permits	492,301	482,404	552,044	291,696	391,696	479,690	450,281
101-33-15-00-00	Short Term Rental Permit	31,500	15,750	31,500	17,500	17,500	17,500	27,500
101-33-74-00-00	Planning App & Permit Fees	235,830	180,329	85,429	100,000	100,000	103,000	75,000
101-33-84-00-00	Public Works App & Permit Fees	38,500	39,300	41,175	37,132	37,132	49,125	37,132
101-33-86-00-00	Well Permit Fee	1,300	2,600	2,600	1,300	1,300	-	1,300
Licenses and Permits		**963,653**	**884,127**	**872,817**	**609,356**	**709,356**	**811,043**	**752,941**
Development Fees								
101-33-81-00-00	Public Works Land & Dev Fees	20,325	25,600	19,360	20,325	20,325	20,325	20,325
Development Fees		**20,325**	**25,600**	**19,360**	**20,325**	**20,325**	**20,325**	**20,325**

		Actual	Actual	Actual	Adopted	Adjusted	Estimated	Draft
Account	**Description**	**2018**	**2019**	**2020**	**2021**	**2021**	**2021**	**2022**
Intergovernmental								
101-32-10-00-00	Motor Vehicle In-Lieu	(3,176)	2,937	-	3,130	3,130	3,130	3,255
101-32-40-00-00	Highway Maintenance		-	-	-	-	-	-
101-32-70-00-00	County Fire Contract	48,855	48,855	48,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	301,210	269,490	120,930	-	2,511,921	2,511,921	-
101-34-61-49-00	Contrib from Gov - Police	-	9,221	8,484	-	-	-	-
101-34-71-00-00	Reimb State Mandated Costs	7,965	4,538	1,647	2,040	2,040	2,040	2,040
101-34-73-00-00	Other State Revenue	7	18	1,355	-	-	-	-
101-34-75-00-00	Restitution	9,775	181,227	200	-	-	-	-
101-36-80-00-00	Library Abatement	4,842	3,877	3,302	3,709	3,709	3,709	3,746
101-38-00-80-00	Restitution Revenue	-	-	-	-	-	-	-
101-38-70-00-00	Allocation from Other Agency	-	1,948	-	-	-	-	-
Intergovernmental		**369,478**	**522,112**	**184,773**	**57,734**	**2,569,655**	**2,569,655**	**57,896**
Interest and Rents								
101-31-70-00-00	Investment Earnings	(41,299)	262,296	215,290	70,000	70,000	70,000	70,000
101-34-76-00-00	Cash Overage/Shortage	(0)	22	61	-	-	-	-
101-31-75-00-00	Interest Income	4,834	(93)	-	-	-	-	-
101-36-10-00-00	Rental Income	214,450	153,805	89,101	70,350	70,350	70,350	73,868
101-36-12-00-00	Rec Programs Facility Rental	-	865	-	-	-	-	-
101-36-11-00-00	Tennis Court Rentals	1,425	1,225	750	1,425	1,425	1,425	1,425
Interest and Rents		**179,410**	**418,120**	**305,202**	**141,775**	**141,775**	**141,775**	**145,293**
Miscellaneous								
101-33-20-00-00	Legal Cost Recovery	10,683	32,726	-	10,000	10,000	10,000	10,000
101-33-21-00-00	Storm Drain Cost Recovery		-	-	-	-	-	-
101-33-40-00-00	Other Filing/Certification Fee	163	-	200	165	165	165	165
101-33-85-00-00	Public Wks Violation/Repair Fe		20	-	-	-	-	-
101-34-21-00-00	TRB Library Revenue	20,000	5,475	-	-	-	-	-
101-34-22-00-00	Library Copies	3,277	2,946	1,585	3,030	3,030	3,030	3,030
101-34-23-00-00	Library Lost Material	313	617	500	500	500	500	500
101-34-24-00-00	Library Room Rental	110	305	150	354	354	354	354
101-34-31-00-00	Donations	-	-	300	-	-	-	-
101-34-51-00-00	Sale of Capital Assets	18,137	1,155	3,795	-	-	-	-
101-34-60-00-00	Contributions from non-govt	87,500	-	-	-	-	-	-
101-34-61-00-00	Contributions from Government		-	-	75,000	235,000	235,000	575,000
101-34-61-46-00	Contributions from Gov - Library	5,883	-	2,000	-	-	-	-
101-34-68-00-00	TID Admin Fee	-	-	-	-	-	-	-
101-34-70-00-00	Other Revenue	25,166	123,934	41,033	55,000	55,000	55,000	55,000
101-34-70-22-47	Other Revenue - Jingle	-	-	4,389	14,000	14,000	-	-
101-34-70-47-00	Recreation Registration	-	-	-	120,000	70,000	93,104	120,000
101-34-70-47-01	Recreation Contributions	-	-	-	20,000	20,000	20,000	20,000
101-34-74-00-00	Insurance Refund	-	-	1,244	-	-	-	-
101-39-98-00-00	Operating Transfers In	3,574	15,319	5,367	822,387	822,387	822,387	1,972
Miscellaneous		**174,805**	**182,495**	**60,562**	**1,120,436**	**1,230,436**	**1,239,540**	**786,021**
TOTALS		**14,515,018**	**16,032,990**	**14,270,828**	**11,187,232**	**14,478,887**	**14,589,678**	**15,675,690**

GENERAL FUND DEPARTMENT SUMMARY					
Fund	**Description**	**FY 19 Actual**	**FY 20 Actual**	**FY 21 Estimated**	**FY 22 Draft**
4000	Non Departmental	1,411,506	2,008,124	4,251,370	2,492,831
4100	City Council	240,557	285,976	405,095	420,452
4200	City Administration	1,023,880	1,018,991	1,025,400	678,469
4300	Finance/HR/IT	490,523	497,387	432,356	817,071
4400	Attorney	492,411	241,597	311,000	386,000
4500	Planning/Building	1,160,983	948,466	1,470,994	1,347,471
4600	Library	998,494	994,165	937,301	1,001,422
4728	Parks & Recreation	201,520	272,787	785,816	701,597
4800	Fire	1,385,808	1,611,368	2,043,458	1,653,453
4900	Police	3,144,218	3,024,444	2,921,902	3,295,102
5000	Public Works	3,880,975	3,287,852	2,574,527	2,881,581
Grand Total		**14,430,875**	**14,191,158**	**17,159,219**	**15,675,449**

GENERAL FUND ESTIMATED FUND BALANCE	
Estimated Fund Balance 6/30/21	6,160,269
Revenues	15,675,690
Expenses	(15,675,449)
Use of Reserves	241
Estimated Fund Balance 6/30/21	6,160,510
Percentage Fund Balance	**39%**





Administrative Departments

City Council (4100)

Budget 2021-22

Purpose

The City Council is the governing body of the City of St. Helena and has the power to make and enforce all laws related to municipal affairs, subject only to the limitation of the City Code and the State Constitution. The Council is responsible for the formulation of policy, enactment for legislation, control of revenues, and the appropriation of funds.

City Council:

Geoff Ellsworth—Mayor

Paul Dohring—Vice Mayor

Anna Chouteau—Council Member

Lester Hardy—Council Member

Eric Hall—Council Member

Vision Statement

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

3-Year Goals

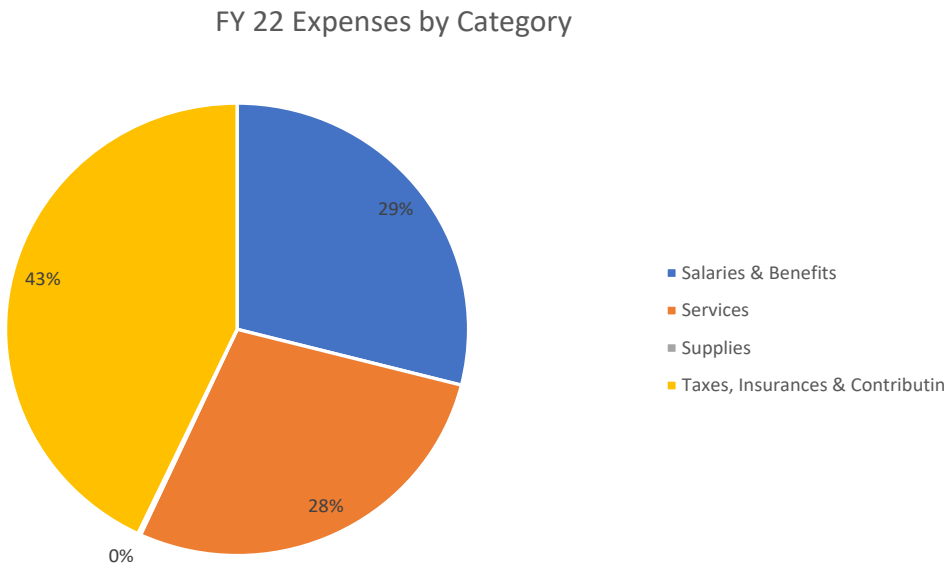
- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety
- Stabilize, Maintain and Improve Access to Housing
- Enhance Organizational Performance, Communications, and Commit to Full Public Participation and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth
- Support Initiatives that respond to and plan for Climate Change

City Council

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 240,557	$ 285,976	$ 405,095	$ 420,452
561	Water Enterprise	$ 14,372	$ 18,057	$ 19,619	$ 21,198
571	Sewer Enterprise	$ 14,371	$ 18,057	$ 18,859	$ 21,198
751	Affordable Housing	$ 10,000	$ 25,000	$ -	$ -
752	Fund	$ -	$ -	$ 20,000	$ 25,000
Grand Total		**$ 279,300**	**$ 347,089**	**$ 463,573**	**$ 487,847**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
41	***Council***				
20	Salaries & Benefits	$ 95,805	$ 120,380	$ 128,862	$ 141,317
21	Services	$ 27,911	$ 49,017	$ 124,339	$ 136,000
22	Supplies	$ 8,059	$ 176	$ 2,500	$ 1,000
24	Taxes, Insurances & Contributin	$ 147,525	$ 177,516	$ 207,872	$ 209,530
Grand Total		**$ 279,300**	**$ 347,089**	**$ 463,573**	**$ 487,847**



General Ledger

Budget Council 4100

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
41	**Council**				
101-41-00-20-20	Temp/Part Time	$ 11,550	$ 12,600	$ 12,600	$ 12,600
101-41-00-20-40	FICA/Medicare	$ 1,061	$ 1,133	$ 964	$ 1,253
101-41-00-20-45	Employer PERS	$ 88	$ -	$ -	$ -
101-41-00-20-47	PERS Unfunded Liability	$ 341	$ -	$ -	$ -
101-41-00-20-50	Employee PERS	$ 56	$ -	$ -	$ -
101-41-00-20-55	Health Insurance	$ 51,329	$ 67,961	$ 76,434	$ 80,903
101-41-00-20-61	Workers Comp	$ -	$ -	$ -	$ -
101-41-00-20-65	SDI	$ -	$ -	$ -	$ -
101-41-00-20-75	Deferred Comp	$ 2,637	$ 2,573	$ 386	$ 4,166
20	**Salaries & Benefits**	**$ 67,062**	**$ 84,267**	**$ 90,384**	**$ 98,922**
101-41-00-21-10	Communications	$ 2,716	$ 2,436	$ 2,900	$ 2,900
101-41-00-21-15	Postage	$ 77	$ 1	$ 100	$ 100
101-41-00-21-40	Professional Fees	$ 3,015	$ 29,811	$ 102,439	$ 109,000
101-41-00-21-45	Other Contract Services	$ 3,313	$ 1,602	$ -	$ 5,100
101-41-00-21-53	Memberships & Publications	$ 5,293	$ 5,084	$ 6,800	$ 6,800
101-41-00-21-55	Training & Conference	$ 13,496	$ 10,084	$ 12,100	$ 12,100
21	**Services**	**$ 27,911**	**$ 49,017**	**$ 124,339**	**$ 136,000**
101-41-00-22-12	Computer Equipment	$ 5,770	$ -	$ 1,000	$ -
101-41-00-22-13	Office Supplies	$ 2,001	$ 91	$ 1,000	$ 500
101-41-00-22-15	Special Department Supplies	$ 289	$ 85	$ 500	$ 500
22	**Supplies**	**$ 8,059**	**$ 176**	**$ 2,500**	**$ 1,000**
101-41-00-24-05	Contributions	$ 137,525	$ 152,516	$ 187,872	$ 184,530
24	**Taxes, Insurances & Contribution**	**$ 137,525**	**$ 152,516**	**$ 187,872**	**$ 184,530**
00	**Administration**	**$ 240,557**	**$ 285,976**	**$ 405,095**	**$ 420,452**
561	**Water Enterprise**				
41	**Council**				
561-41-00-20-20	Temp/Part Time	$ 2,475	$ 2,700	$ 2,700	$ 2,700
561-41-00-20-40	FICA/Medicare	$ 227	$ 243	$ 207	$ 269
561-41-00-20-45	Employer PERS	$ 19	$ -	$ -	$ -
561-41-00-20-47	PERS Unfunded Liability	$ 73	$ -	$ -	$ -
561-41-00-20-50	Employee PERS	$ 12	$ -	$ -	$ -
561-41-00-20-55	Health Insurance	$ 11,001	$ 14,563	$ 16,629	$ 17,336
561-41-00-20-75	Deferred Comp	$ 565	$ 551	$ 83	$ 893
20	**Salaries & Benefits**	**$ 14,372**	**$ 18,057**	**$ 19,619**	**$ 21,198**
00	**Administration**	**$ 14,372**	**$ 18,057**	**$ 19,619**	**$ 21,198**
571	**Sewer Enterprise**				

41	**Council**				
571-41-00-20-20	Temp/Part Time	$ 2,475	$ 2,700	$ 2,700	$ 2,700
571-41-00-20-40	FICA/Medicare	$ 227	$ 243	$ 207	$ 269
571-41-00-20-45	Employer PERS	$ 19	$ -	$ -	$ -
571-41-00-20-47	PERS Unfunded Liability	$ 73	$ -	$ -	$ -
571-41-00-20-50	Employee PERS	$ 12	$ -	$ -	$ -
571-41-00-20-55	Health Insurance	$ 11,000	$ 14,563	$ 15,869	$ 17,336
571-41-00-20-75	Deferred Comp	$ 565	$ 551	$ 83	$ 893
20	**Salaries & Benefits**	**$ 14,371**	**$ 18,057**	**$ 18,859**	**$ 21,198**
00	**Administration**	**$ 14,371**	**$ 18,057**	**$ 18,859**	**$ 21,198**
751	**Affordable Housing**				
41	**Council**				
751-41-00-24-05	Contributions	$ 10,000	$ 25,000	$ -	$ 25,000
24	**Taxes, Insurances & Contribution**	**$ 10,000**	**$ 25,000**	**$ -**	**$ 25,000**
00	**Administration**	**$ 10,000**	**$ 25,000**	**$ -**	**$ 25,000**
752	**Fund**				
41	**Council**				
752-41-00-24-05	Contributions	$ -	$ -	$ 20,000	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ 20,000**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ 20,000**	**$ -**
Grand Total		**$ 279,300**	**$ 347,089**	**$ 463,573**	**$ 487,847**

CITY COUNCIL - 4100
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Professional Fees	*2140*	*101*		
Public Engagement - Goal Setting		5,000		5,000
Public Engagement - Good Governance		5,000		5,000
Planning Commission - Governance		2,500		2,500
Diversity & Inclusion Awareness Training		10,000		10,000
Translation Services		60,000		60,000
Youth Initiative		20,000		20,000
Miscellaneous Services		6,500		6,500
TOTAL - Professional Fees	***2140***	***$ 109,000***	***$***	***109,000***
Other Contract Services	*2145*	*101*		
Climate Action Committee JPA		$ 5,100	$	5,100
TOTAL - Other Contract Services	***2140***	***$ 5,100***	***$***	***5,100***
Memberships & Publications	*2153*	*101*		
League of California Cities		5,500		5,500
NCLOG		300		300
Miscellaneous		1,000		1,000
TOTAL - Memberships & Publications	***2153***	***$ 6,800***	***$***	***6,800***
Training and Conferences	*2155*	*101*		
NCLOG Meetings		2,100		2,100
League of California Cities		7,500		7,500
Boards, Commissions, Committes Appreciation		2,500		2,500
TOTAL - Training and Conferences	***2155***	***$ 12,100***	***$***	***12,100***
Contributions	*2405*	*101*	*752*	
Community Enrichment Grants				
Arts Council Napa Valley		3,250		3,250
Boys & Girls Clubs of St. Helena & Calistoga		5,000		5,000
Friends of the Cameo		8,000		8,000
Lunchtime Productions		2,000		2,000
Napa Valley State Parks		2,500		2,500
Nimbus Arts		3,630		3,630
St. Helena Community Band		4,000		4,000
St. Helena Historical Society		5,000		5,000
Upstage Napa Valley		3,050		3,050

CITY COUNCIL - 4100 EXPENSE DETAIL				
Programmatic Grants				
Boys & Girls Clubs of St. Helena & Calistoga		28,000		28,000
Mentis		20,000		20,000
OLE Health		5,000		5,000
Our Town St. Helena			25,000	25,000
Rianda House Senior Activity Center		25,000		25,000
Saint Helena Family Center		10,000		10,000
St. Helena Cooperative Nursery School		10,000		10,000
St. Helena Farmers Market		5,100		5,100
St. Helena Preschool For All		10,000		10,000
St. Helena Catholic Church		10,000		10,000
Up Valley Family Centers		25,000		25,000
TOTAL - Contributions	***2405***	***$ 184,530***	***$ 25,000***	***$ 209,530***

Administration (4200)

Budget 2021-22

Purpose

The City Manager is responsible for providing general administrative management of the City; acting as a liaison between the City Council and Staff; carrying out, on behalf of the City Council, its policies, rules, regulations and laws; overseeing the delivery of public service; reviewing and approving staff reports for Council meetings.

The City Clerk is responsible for the preparation of Council Agendas, Brown Act compliance, records management, Fair Political Practices Commission (FPPC) reporting requirements, and assistance to the City Council.

Staffing

Administration consists of the following departments: City Manager and City Clerk, which currently has 4 FTE staff members consisting of:

City Manager (1)
City Clerk (1)
Assistant to the City Manager (1)
Administrative Records Technician (1)

Department Codes:

4200—City Manager

4210—City Clerk



City Manager (4200)

Budget 2021-22

Purpose

The City Manager serves as the administrative head of the City of St. Helena overseeing the general administrative management of the City. The City Manager is responsible for implementing policies, rules, regulations and laws adopted by the City Council and for the overall management of the City's approximately 100 employees. City Management staff, including the Administrative Services Director, Police Chief, Public Works Director, Planning & Building Director, Library Director, Recreation Director, and the Assistant to the City Manager report to the City Manager, who in turn reports directly to the elected Mayor and City Council.

Staffing

- City Manager (1)
- Assistant to the City Manager (1)

Accomplishments

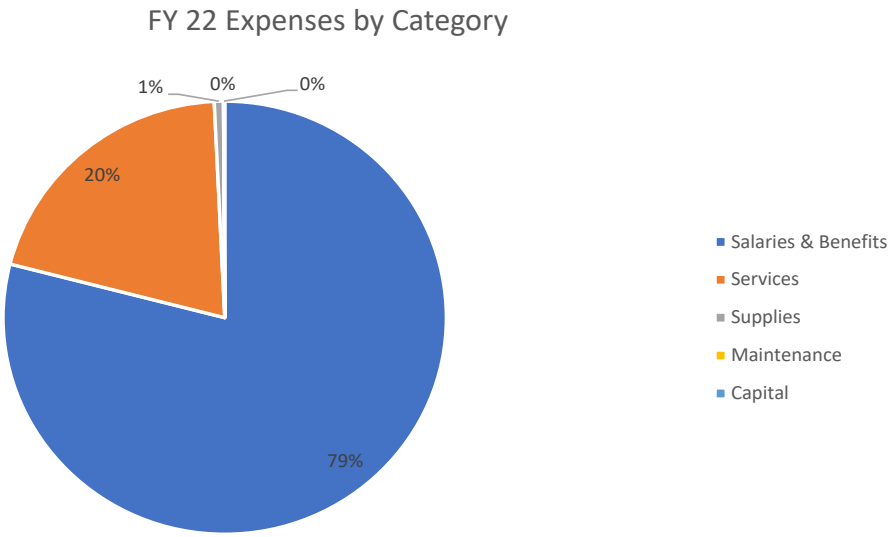
- Continued to manage the local Emergency Operations Center (EOC) in response to COVID-19 and activated and managed two additional local EOCs in response to the LNU Complex and Glass Fire emergencies.
- Continue to provide support for the City of St. Helena in a virtual environment due to COVID-19 with the expansion of live Spanish interpretation for public meetings.
- Developed a Community Budget Survey to gain insights on community priorities as they relate to the City's budget and as part of the COVID-19 recovery process.
- Presented for adoption a balanced FY 2021-22 budget with COVID-19 financial implications.
- Identified and advanced internal and community social justice, diversity and inclusion initiatives. This included the development and creation of a diversity, equity and inclusion (DEI) strategy for the City that focuses on both internal and external actions to create a more just community.
- Culmination of Financing Civic Infrastructure Task Force – Receipt of Final Report.

City Manager

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 224,477	$ 322,308	$ 311,335	$ 380,855
561	Water Enterprise	$ 69,336	$ 88,107	$ 126,365	$ 133,010
571	Sewer Enterprise	$ 42,690	$ 66,081	$ 81,541	$ 85,653
Grand Total		**$ 336,503**	**$ 476,495**	**$ 519,241**	**$ 599,519**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
42	***Administration***				
20	Salaries & Benefits	$ 292,687	$ 440,536	$ 450,641	$ 473,569
21	Services	$ 28,840	$ 34,142	$ 64,100	$ 121,450
22	Supplies	$ 13,122	$ 1,206	$ 4,000	$ 4,000
23	Maintenance	$ 408	$ 612	$ -	$ -
26	Capital	$ 1,446	$ -	$ 500	$ 500
Grand Total		**$ 336,503**	**$ 476,495**	**$ 519,241**	**$ 599,519**



General Ledger

Budget City Manager 4200

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
42	**Administration**				
101-42-00-20-10	Salary-Regular	$ 127,742	$ 199,843	$ 165,919	$ 174,340
101-42-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-42-00-20-30	Overtime	$ -	$ -	$ -	$ -
101-42-00-20-40	FICA/Medicare	$ 7,341	$ 12,835	$ 11,174	$ 11,641
101-42-00-20-45	Employer PERS	$ 8,474	$ 13,305	$ 12,161	$ 12,531
101-42-00-20-47	PERS Unfunded Liability	$ 13,617	$ 23,617	$ 25,450	$ 24,844
101-42-00-20-55	Health Insurance	$ 15,807	$ 24,490	$ 17,410	$ 18,402
101-42-00-20-61	Workers Comp	$ 2,811	$ 2,390	$ 4,692	$ 4,267
101-42-00-20-65	SDI	$ 794	$ 1,502	$ 1,340	$ 1,650
101-42-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-42-00-20-75	Deferred Comp	$ 1,661	$ 2,951	$ 149	$ 2,789
101-42-00-20-85	Auto Allowance	$ 3,900	$ 5,415	$ 4,440	$ 4,440
101-42-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 182,146**	**$ 286,348**	**$ 242,735**	**$ 254,905**
101-42-00-21-05	Advertising	$ -	$ -	$ -	$ -
101-42-00-21-10	Communications	$ 6,446	$ 9,835	$ 12,400	$ 12,400
101-42-00-21-15	Postage	$ 244	$ 279	$ 300	$ 300
101-42-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-42-00-21-45	Other Contract Services	$ 17,660	$ 16,098	$ 46,000	$ 95,000
101-42-00-21-53	Memberships & Publications	$ 1,755	$ 1,800	$ 2,900	$ 4,100
101-42-00-21-55	Training & Conference	$ 2,736	$ 6,131	$ 2,500	$ 9,650
101-42-00-21-56	Admin Recruitment	$ -	$ -	$ -	$ -
101-42-00-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 28,840**	**$ 34,142**	**$ 64,100**	**$ 121,450**
101-42-00-22-12	Computer Equipment	$ 3,139	$ -	$ -	$ -
101-42-00-22-13	Office Supplies	$ 823	$ 503	$ 1,000	$ 1,000
101-42-00-22-14	Election Expense	$ -	$ -	$ -	$ -
101-42-00-22-15	Special Department Supplies	$ 7,674	$ 703	$ 3,000	$ 3,000
22	**Supplies**	**$ 11,636**	**$ 1,206**	**$ 4,000**	**$ 4,000**
101-42-00-23-35	Software Maintenance	$ 408	$ 612	$ -	$ -
23	**Maintenance**	**$ 408**	**$ 612**	**$ -**	**$ -**
101-42-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ -**	**$ -**
101-42-00-26-40	Furniture & Fixtures	$ 1,446	$ -	$ 500	$ 500
101-42-00-26-60	Capital Imp Buildings	$ -	$ -	$ -	$ -
26	**Capital**	**$ 1,446**	**$ -**	**$ 500**	**$ 500**
00	**Administration**	**$ 224,477**	**$ 322,308**	**$ 311,335**	**$ 380,855**

561	**Water Enterprise**				
42	**Administration**				
561-42-00-20-10	Salary-Regular	$ 41,474	$ 61,490	$ 85,986	$ 90,657
561-42-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
561-42-00-20-30	Overtime	$ -	$ -	$ -	$ -
561-42-00-20-40	FICA/Medicare	$ 2,429	$ 3,949	$ 5,667	$ 5,897
561-42-00-20-45	Employer PERS	$ 2,734	$ 4,094	$ 6,383	$ 6,599
561-42-00-20-47	PERS Unfunded Liability	$ 13,617	$ 7,267	$ 13,359	$ 13,084
561-42-00-20-55	Health Insurance	$ 5,331	$ 7,535	$ 9,479	$ 10,019
561-42-00-20-61	Workers Comp	$ 865	$ 735	$ 2,346	$ 2,134
561-42-00-20-65	SDI	$ 267	$ 462	$ 668	$ 823
561-42-00-20-75	Deferred Comp	$ 573	$ 908	$ 77	$ 1,397
561-42-00-20-85	Auto Allowance	$ 1,220	$ 1,666	$ 2,400	$ 2,400
561-42-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
561-42-00-20-97	Housing Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 68,508**	**$ 88,107**	**$ 126,365**	**$ 133,010**
561-42-00-22-12	Computer Equipment	$ 827	$ -	$ -	$ -
561-42-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 827**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 69,336**	**$ 88,107**	**$ 126,365**	**$ 133,010**
571	**Sewer Enterprise**				
42	**Administration**				
571-42-00-20-10	Salary-Regular	$ 29,479	$ 46,118	$ 55,436	$ 58,325
571-42-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
571-42-00-20-30	Overtime	$ -	$ -	$ -	$ -
571-42-00-20-40	FICA/Medicare	$ 1,694	$ 2,962	$ 3,633	$ 3,767
571-42-00-20-45	Employer PERS	$ 1,956	$ 3,070	$ 4,129	$ 4,260
571-42-00-20-47	PERS Unfunded Liability	$ 3,142	$ 5,450	$ 8,640	$ 8,447
571-42-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
571-42-00-20-55	Health Insurance	$ 3,646	$ 5,652	$ 6,173	$ 6,524
571-42-00-20-61	Workers Comp	$ 649	$ 552	$ 1,493	$ 1,358
571-42-00-20-65	SDI	$ 183	$ 347	$ 427	$ 523
571-42-00-20-75	Deferred Comp	$ 383	$ 681	$ 50	$ 890
571-42-00-20-85	Auto Allowance	$ 900	$ 1,250	$ 1,560	$ 1,560
571-42-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
571-42-00-20-97	Housing Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 42,032**	**$ 66,081**	**$ 81,541**	**$ 85,653**
571-42-00-22-12	Computer Equipment	$ 658	$ -	$ -	$ -
571-42-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 658**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 42,690**	**$ 66,081**	**$ 81,541**	**$ 85,653**
Grand Total		**$ 336,503**	**$ 476,495**	**$ 519,241**	**$ 599,519**

ADMINISTRATION CITY MANAGER - 4200
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Ballot Measure Polling		35,000	-	-	35,000
Diversity and Inclusion		45,000	-	-	45,000
Miscellaneous Contracts		15,000	-	-	15,000
TOTAL - Other Contract Services	***2145***	***$ 95,000***	***$ -***	***$ -***	***$ 95,000***
Memberships & Publications	*2153*	*101*	*561*	571	
CCMF		400	-	-	400
ICMA		2,000	-	-	2,000
MMANC		200	-	-	200
Misc. for Assistant To CM		1,500	-	-	1,500
TOTAL - Memberships & Publications	***2153***	***$ 4,100***	***$ -***	***$ -***	***$ 4,100***
Training and Conferences	*2155*	*101*	*561*	571	
ICMA		3,500	-	-	3,500
City Manager Training		4,000	-	-	4,000
League of California Cities		1,800	-	-	1,800
Misc. Training		350	-	-	350
TOTAL - Training and Conferences	***2155***	***$ 9,650***	***$ -***	***$ -***	***$ 9,650***

City Clerk (4210)

Budget 2021-22

Purpose

The City Clerk serves as a resource to the community, to provide the highest level of customer service to the City Council, City staff and the general public. The City Clerk ensures that the legislative process is transparent and accessible and, is the custodian of records and Official Seal for the City, accurate record documentation and information. The City Clerk is also responsible for administering the election process, managing the Fair Political Practice Commission's campaign finance disclosure filings and Statements of Economic Interests, coordinating public records requests, and acting as the primary liaison to the City-Appointed Commissions and Committees.

City Clerk Department by the numbers:

For Fiscal Year 2020/21:

193
Number of PRA's

25
Regular City Council Meetings

26
Special City Council Meetings

21
Closed City Council Meetings

10
Oath of Office's

138
Resolutions

8
Ordinances

123
Press Releases

Staffing

- City Clerk (1)
- Administrative Records Assistant (1)

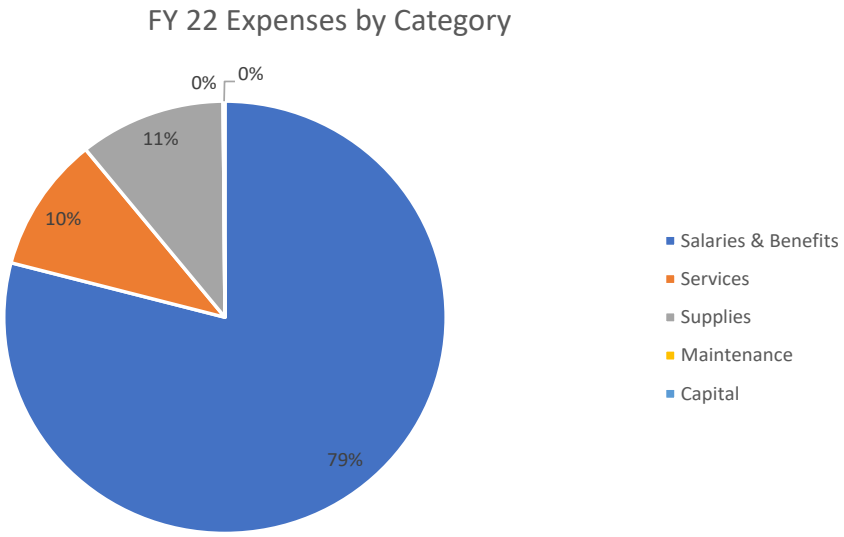


City Clerk

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 422,193	$ 311,354	$ 321,031	$ 297,614
561	Water Enterprise	$ 56,717	$ 49,647	$ 46,495	$ 49,887
571	Sewer Enterprise	$ 37,901	$ 39,519	$ 35,090	$ 37,755
Grand Total		**$ 516,812**	**$ 400,519**	**$ 402,616**	**$ 385,256**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
42	***Administration***				
20	Salaries & Benefits	$ 309,825	$ 299,284	$ 287,678	$ 304,590
21	Services	$ 126,411	$ 95,993	$ 48,138	$ 38,866
22	Supplies	$ 78,572	$ 4,329	$ 66,300	$ 41,300
23	Maintenance	$ 408	$ 408	$ -	$ -
26	Capital	$ 1,597	$ 505	$ 500	$ 500
Grand Total		**$ 516,812**	**$ 400,519**	**$ 402,616**	**$ 385,256**



General Ledger

Budget City Clerk 4210

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
42	**Administration**				
101-42-10-20-10	Salary-Regular	$ 150,551	$ 148,719	$ 142,708	$ 151,244
101-42-10-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-42-10-20-30	Overtime	$ -	$ -	$ -	$ -
101-42-10-20-40	FICA/Medicare	$ 11,710	$ 11,556	$ 10,917	$ 11,749
101-42-10-20-45	Employer PERS	$ 9,579	$ 9,997	$ 10,626	$ 11,038
101-42-10-20-47	PERS Unfunded Liability	$ 14,299	$ 16,855	$ 22,238	$ 21,884
101-42-10-20-55	Health Insurance	$ 30,521	$ 28,990	$ 20,330	$ 21,506
101-42-10-20-61	Workers Comp	$ 6,486	$ 7,354	$ 6,398	$ 5,819
101-42-10-20-65	SDI	$ 1,495	$ 1,448	$ 1,451	$ 1,783
101-42-10-20-75	Deferred Comp	$ 2,659	$ 2,461	$ 131	$ 2,467
101-42-10-20-85	Auto Allowance	$ 1,985	$ 1,920	$ 1,920	$ 1,920
20	**Salaries & Benefits**	**$ 229,285**	**$ 229,299**	**$ 216,719**	**$ 229,410**
101-42-10-21-05	Advertising	$ 6,437	$ 8,518	$ 5,800	$ 5,800
101-42-10-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-42-10-21-45	Other Contract Services	$ 102,018	$ 61,120	$ 29,372	$ 14,644
101-42-10-21-53	Memberships & Publications	$ 1,731	$ 2,075	$ 2,340	$ 2,340
101-42-10-21-55	Training & Conference	$ 7,485	$ 6,362	$ -	$ 3,620
101-42-10-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 117,671**	**$ 78,075**	**$ 37,512**	**$ 26,404**
101-42-10-22-12	Computer Equipment	$ 4,210	$ 631	$ -	$ -
101-42-10-22-13	Office Supplies	$ 793	$ 706	$ 1,000	$ 1,000
101-42-10-22-14	Election Expense	$ 68,111	$ 1,730	$ 65,000	$ 40,000
101-42-10-22-15	Special Department Supplies	$ 119	$ -	$ 300	$ 300
22	**Supplies**	**$ 73,233**	**$ 3,067**	**$ 66,300**	**$ 41,300**
101-42-10-23-35	Software Maintenance	$ 408	$ 408	$ -	$ -
23	**Maintenance**	**$ 408**	**$ 408**	**$ -**	**$ -**
101-42-10-26-40	Furniture & Fixtures	$ 1,597	$ 505	$ 500	$ 500
26	**Capital**	**$ 1,597**	**$ 505**	**$ 500**	**$ 500**
10	**Administration**	**$ 422,193**	**$ 311,354**	**$ 321,031**	**$ 297,614**
561	**Water Enterprise**				
42	**Administration**				
561-42-10-20-10	Salary-Regular	$ 25,087	$ 26,420	$ 25,352	$ 26,980
561-42-10-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
561-42-10-20-30	Overtime	$ -	$ -	$ -	$ -
561-42-10-20-40	FICA/Medicare	$ 1,947	$ 2,048	$ 1,939	$ 2,091
561-42-10-20-45	Employer PERS	$ 1,564	$ 1,718	$ 1,834	$ 1,912
561-42-10-20-47	PERS Unfunded Liability	$ 14,299	$ 2,897	$ 3,838	$ 3,791

561-42-10-20-55	Health Insurance	$ 4,614	$ 4,621	$ 6,419	$ 6,777
561-42-10-20-61	Workers Comp	$ 1,297	$ 1,471	$ 1,280	$ 1,164
561-42-10-20-65	SDI	$ 250	$ 260	$ 256	$ 320
561-42-10-20-75	Deferred Comp	$ 381	$ 381	$ 23	$ 382
561-42-10-20-85	Auto Allowance	$ 240	$ 240	$ 240	$ 240
20	**Salaries & Benefits**	**$ 49,678**	**$ 40,056**	**$ 41,181**	**$ 43,656**
561-42-10-21-45	Other Contract Services	$ 3,516	$ 8,443	$ 5,314	$ 5,361
561-42-10-21-55	Trainng & Conference	$ 854	$ 517	$ -	$ 870
21	**Services**	**$ 4,370**	**$ 8,959**	**$ 5,314**	**$ 6,231**
561-42-10-22-12	Computer Equipment	$ 2,669	$ 631	$ -	$ -
22	**Supplies**	**$ 2,669**	**$ 631**	**$ -**	**$ -**
561-42-10-23-35	Software Maintenance	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
10	**Administration**	**$ 56,717**	**$ 49,647**	**$ 46,495**	**$ 49,887**
571	**Sewer Enterprise**				
42	**Administration**				
571-42-10-20-10	Salary-Regular	$ 20,358	$ 19,460	$ 18,673	$ 19,803
571-42-10-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
571-42-10-20-30	Overtime	$ -	$ -	$ -	$ -
571-42-10-20-40	FICA/Medicare	$ 1,584	$ 1,512	$ 1,429	$ 1,538
571-42-10-20-45	Employer PERS	$ 1,287	$ 1,302	$ 1,384	$ 1,439
571-42-10-20-47	PERS Unfunded Liability	$ 1,862	$ 2,195	$ 2,897	$ 2,853
571-42-10-20-55	Health Insurance	$ 4,086	$ 3,734	$ 4,095	$ 4,326
571-42-10-20-61	Workers Comp	$ 865	$ 980	$ 853	$ 776
571-42-10-20-65	SDI	$ 202	$ 190	$ 190	$ 234
571-42-10-20-75	Deferred Comp	$ 362	$ 316	$ 17	$ 317
571-42-10-20-85	Auto Allowance	$ 255	$ 240	$ 240	$ 240
20	**Salaries & Benefits**	**$ 30,862**	**$ 29,928**	**$ 29,778**	**$ 31,524**
571-42-10-21-45	Other Contract Services	$ 3,516	$ 8,443	$ 5,312	$ 5,361
571-42-10-21-55	Training & Conference	$ 854	$ 517	$ -	$ 870
21	**Services**	**$ 4,370**	**$ 8,959**	**$ 5,312**	**$ 6,231**
571-42-10-22-12	Computer Equipment	$ 2,669	$ 631	$ -	$ -
22	**Supplies**	**$ 2,669**	**$ 631**	**$ -**	**$ -**
571-42-10-23-35	Software Maintenance	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
10	**Administration**	**$ 37,901**	**$ 39,519**	**$ 35,090**	**$ 37,755**
Grand Total		**$ 516,812**	**$ 400,519**	**$ 402,616**	**$ 385,256**

ADMINISTRATION CITY CLERK 4210
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Southtech - Form 700 Annual Renewal		525	-	-	525
Southtech - Campaign Documents		850	-	-	850
iCompass City Council/Planning Annual Renewal Web Streaming		5,368	683	683	6,734
iCompass Board Manager		515	515	515	1,545
iCompass City Council/Planning Annual Renewal Agenda Management		3,180	398	397	3,975
iCompass PRA Module Annual Renewal		504	63	63	630
ECS - Public Facing Laserfiche Link Annual Renewal		1,700	1,700	1,700	5,100
ECS - Quickfields Annual Renewal		267	267	266	800
ECS (laserfiche) Annual Renewal		1,735	1,735	1,735	5,205
TOTAL - Other Contract Services	***2145***	***$ 14,644***	***$ 5,361***	***$ 5,359***	***$ 25,364***
Memberships & Publications	*2153*	*101*	*561*	571	
IIMC		400	-	-	400
CCAC		200	-	-	200
MMANC		100	-	-	100
ARMA		200	-	-	200
County of Napa Official Records Index and Document Images (split with PW Admin and Planning)		1,440	-	-	1,440
TOTAL - Memberships & Publications	***2153***	***$ 2,340***	***$ -***	***$ -***	**$ 2,340**
Computer Equipment	*2212*	*101*	*561*	571	
Computer Programs		-	-	-	-
Miscellaneous		-	-	-	-
TOTAL - Computer Equipment	***2212***	***$ -***	***$ -***	***$ -***	***$ -***

Administrative Services (4300)

Budget 2021-22

Finance Purpose

The Finance Department is responsible for providing financial management of all City Funds, grants management, and administrating internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; grant contract review, verification of grant reimbursements, and audit closeout; monitoring legislation affecting finances of the City; monitoring the City's risk management needs; administration of the Business License Ordinance; and maintaining & collection of the City's Transient Occupancy Tax (TOT).

Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations, miscellaneous receivables, and purchasing services.

Human Resources Purpose

The Human Resources is responsible for the recruitment of new employees, benefits, training, retirement, as well as managing Risk Management services for the City.

The City of St. Helena employs over 100 full-time and part-time employees. Our mission is to serve our community and attract and retain a strong workforce committed to serving the public. We provide a wide variety of positions from Police Officers to Librarians, Plant Operators and Administrative Assistants to Engineers. The City offers many challenging and fulling positions in one of the most beautiful communities in the world.

Staffing

Administrative Services Department consists of the following departments: Finance, Human Resources & Information Technology, which currently has 7 FTE staff members consisting of:

Administrative Services Director (1)
Assistant Administrative Services Director (1)
Human Resources Manager (1)
Human Resources Technician (1)
Senior Accounting Technician (1)
Accounting Technician II (1)
Accounting Technician I (1)

Department Codes:

4300—Finance

4310—Human Resources
4320—Information Technology



Administrative Services (4300)

Budget 2021-22

Finance Department Goals

- Manage the financial resources of the City, consistent with financial policies and budget principles established by the City Council.
- Provide timely budget and financial report to City departments to assist meeting departmental goals.
- Ensure sound budget and expenditure control oversight and reporting of the City's funds to protect the fiduciary interest of the community.
- Administer City expenditures in conformance with municipal code requirements for contracts and payables.

Finance Accomplishments

- In FY 2020/21, the City received a Distinguished Budget Presentation Award from the Government Finance Officer Association.
- In FY 2020/21, the Finance Department received the Certificate of Achievement for Excellence in Financial Reporting program for Fiscal Year ending June 30, 2018.
- In FY 2020/21, the Finance Department received an Award for Outstanding Achievement in Popular Annual Financial Reporting for the newly created Popular Annual Financial Report.
- Transition to Springbrook Software onto the current version on the Cloud.

Finance Department by the numbers:

56
Number of Funds the Finance Department Manages

For Fiscal Year 2020/21:

2,750
Accounts Payable Checks Processed

2,596
Payroll Transactions Processed

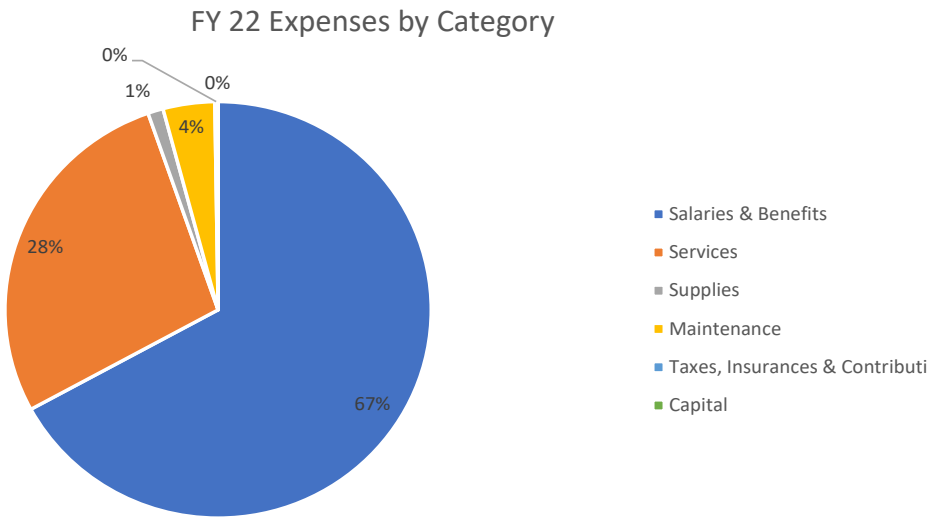
1,188
Active Business Licenses

Finance

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 490,523	$ 497,387	$ 432,356	$ 447,888
216	Public Safety Impact	$ 688	$ 133	$ 7,550	$ -
235	Measure A	$ 64,662	$ 21,922	$ 81,236	$ 56,223
561	Water Enterprise	$ 293,360	$ 344,752	$ 334,914	$ 450,400
571	Sewer Enterprise	$ 216,511	$ 254,899	$ 274,680	$ 301,869
713	Civic Impact	$ 688	$ 133	$ 7,550	$ 1,032
740	Traffic Mitigation Impact	$ 687	$ 133	$ 7,550	$ 1,032
742	Storm Drain Improvement	$ 687	$ 133	$ 7,550	$ -
764	Water Impact	$ 688	$ 133	$ 7,550	$ 1,032
774	Sewer Impact	$ 688	$ 133	$ 7,550	$ 1,032
Grand Total		**$ 1,069,182**	**$ 1,119,760**	**$ 1,168,485**	**$ 1,260,508**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 DRAFT
43	***Finance***				
20	Salaries & Benefits	$ 688,018	$ 768,491	$ 730,910	$ 845,501
21	Services	$ 329,994	$ 295,946	$ 371,175	$ 347,796
22	Supplies	$ 16,033	$ 19,256	$ 14,700	$ 14,700
23	Maintenance	$ 33,497	$ 33,247	$ 48,600	$ 49,411
24	Taxes, Insurances & Contributi	$ 1,640	$ 1,722	$ 2,500	$ 2,500
26	Capital	$ -	$ 1,097	$ 600	$ 600
Grand Total		**$ 1,069,182**	**$ 1,119,760**	**$ 1,168,485**	**$ 1,260,508**



General Ledger

Budget Finance 4300

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
43	**Finance**				
101-43-00-20-10	Salary-Regular	$ 210,692	$ 225,804	$ 199,536	$ 219,732
101-43-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-43-00-20-30	Overtime	$ 207	$ 333	$ 1,000	$ 1,000
101-43-00-20-40	FICA/Medicare	$ 15,636	$ 16,502	$ 14,921	$ 16,075
101-43-00-20-45	Employer PERS	$ 12,969	$ 14,591	$ 16,254	$ 17,640
101-43-00-20-47	PERS Unfunded Liability	$ 23,926	$ 27,756	$ 34,016	$ 34,974
101-43-00-20-55	Health Insurance	$ 31,291	$ 31,641	$ 29,593	$ 33,577
101-43-00-20-61	Workers Comp	$ 8,388	$ 9,511	$ 7,848	$ 7,138
101-43-00-20-65	SDI	$ 1,931	$ 1,994	$ 1,826	$ 2,236
101-43-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-43-00-20-75	Deferred Comp	$ 3,486	$ 3,438	$ 165	$ 3,153
101-43-00-20-85	Auto Allowance	$ 2,760	$ 2,840	$ 2,520	$ 2,520
101-43-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-43-00-20-96	Education Reimbursement	$ 728	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 312,015**	**$ 334,410**	**$ 307,679**	**$ 338,044**
101-43-00-21-10	Communications	$ 1,492	$ 3,302	$ 2,100	$ 2,100
101-43-00-21-15	Postage	$ 5,941	$ 3,566	$ 3,000	$ 3,000
101-43-00-21-30	Professional Contracts	$ 108,780	$ 39,541	$ 58,363	$ 11,000
101-43-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-43-00-21-42	Banking Fees	$ 16,926	$ 22,782	$ 10,000	$ 10,000
101-43-00-21-45	Other Contract Services	$ 23,299	$ 68,171	$ 27,477	$ 59,101
101-43-00-21-48	Government Fees	$ 150	$ 150	$ 200	$ 200
101-43-00-21-53	Memberships & Publications	$ 491	$ 843	$ 1,271	$ 1,271
101-43-00-21-55	Training & Conference	$ 2,273	$ 2,348	$ -	$ 2,225
101-43-00-21-60	Other Travel	$ -	$ -	$ -	$ -
101-43-00-21-62	Bank Fee Reimubursements	$ -	$ -	$ -	$ -
21	**Services**	**$ 159,352**	**$ 140,704**	**$ 102,410**	**$ 88,897**
101-43-00-22-12	Computer Equipment	$ 1,430	$ 1,495	$ -	$ -
101-43-00-22-13	Office Supplies	$ 1,460	$ 980	$ 1,000	$ 1,000
101-43-00-22-15	Special Department Supplies	$ 3,899	$ 8,125	$ 4,000	$ 4,000
22	**Supplies**	**$ 6,788**	**$ 10,600**	**$ 5,000**	**$ 5,000**
101-43-00-23-11	Maint Office Equip	$ 719	$ -	$ 1,500	$ 1,500
101-43-00-23-35	Software Maintenance	$ 11,646	$ 11,307	$ 15,567	$ 14,247
23	**Maintenance**	**$ 12,365**	**$ 11,307**	**$ 17,067**	**$ 15,747**
101-43-00-26-40	Furniture & Fixtures	$ -	$ 366	$ 200	$ 200
26	**Capital**	**$ -**	**$ 366**	**$ 200**	**$ 200**
00	**Administration**	**$ 490,523**	**$ 497,387**	**$ 432,356**	**$ 447,888**
216	**Public Safety Impact**				

43	**Finance**				
216-43-00-21-45	Other Contract Services	$ 688	$ 133	$ 7,550	$ -
21	**Services**	**$ 688**	**$ 133**	**$ 7,550**	**$ -**
00	**Administration**	**$ 688**	**$ 133**	**$ 7,550**	**$ -**
235	**Measure A**				
43	**Finance**				
235-43-00-21-45	Other Contract Services	$ 64,662	$ 21,922	$ 81,236	$ 56,223
21	**Services**	**$ 64,662**	**$ 21,922**	**$ 81,236**	**$ 56,223**
00	**Administration**	**$ 64,662**	**$ 21,922**	**$ 81,236**	**$ 56,223**
561	**Water Enterprise**				
43	**Finance**				
561-43-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
561-43-00-20-10	Salary-Regular	$ 150,849	$ 176,371	$ 155,422	$ 171,527
561-43-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ 25,000
561-43-00-20-30	Overtime	$ 206	$ 325	$ 1,000	$ 1,000
561-43-00-20-40	FICA/Medicare	$ 11,376	$ 13,207	$ 11,775	$ 12,885
561-43-00-20-45	Employer PERS	$ 9,291	$ 11,268	$ 12,032	$ 13,067
561-43-00-20-47	PERS Unfunded Liability	$ 15,967	$ 19,701	$ 25,180	$ 25,907
561-43-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
561-43-00-20-55	Health Insurance	$ 26,312	$ 27,151	$ 26,268	$ 41,487
561-43-00-20-61	Workers Comp	$ 7,913	$ 8,971	$ 7,806	$ 7,099
561-43-00-20-65	SDI	$ 1,438	$ 1,652	$ 1,479	$ 1,864
561-43-00-20-71	Unemployment	$ -	$ -	$ -	$ -
561-43-00-20-75	Deferred Comp	$ 2,147	$ 2,623	$ 140	$ 2,219
561-43-00-20-85	Auto Allowance	$ 1,320	$ 1,800	$ 1,320	$ 1,320
561-43-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 226,820**	**$ 263,068**	**$ 242,422**	**$ 303,376**
561-43-00-21-10	Communications	$ 1,806	$ 1,537	$ 1,500	$ 2,100
561-43-00-21-15	Postage	$ 8,897	$ 9,601	$ 10,300	$ 10,300
561-43-00-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
561-43-00-21-30	Professional Contracts	$ 700	$ 13,517	$ 15,540	$ 10,000
561-43-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
561-43-00-21-42	Banking Fees	$ 23,367	$ 22,543	$ 24,300	$ 24,300
561-43-00-21-44	Online Transaction Fee	$ 3,471	$ 1,558	$ 3,000	$ 3,000
561-43-00-21-45	Other Contract Services	$ 10,787	$ 15,139	$ 15,864	$ 71,800
561-43-00-21-53	Memberships & Publications	$ 462	$ 682	$ 1,172	$ 1,172
561-43-00-21-55	Training & Conference	$ 1,589	$ 1,349	$ -	$ 2,470
561-43-00-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 51,078**	**$ 65,926**	**$ 71,675**	**$ 125,142**
561-43-00-22-07	Copies	$ -	$ -	$ -	$ -
561-43-00-22-12	Computer Equipment	$ 941	$ 1,444	$ -	$ -
561-43-00-22-13	Office Supplies	$ 1,057	$ 517	$ 850	$ 850
561-43-00-22-15	Special Department Supplies	$ 2,899	$ 2,452	$ 4,000	$ 4,000
22	**Supplies**	**$ 4,897**	**$ 4,413**	**$ 4,850**	**$ 4,850**
561-43-00-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -

561-43-00-23-35	Software Maintenance	$ 10,566	$ 10,970	$ 15,767	$ 16,832
23	**Maintenance**	**$ 10,566**	**$ 10,970**	**$ 15,767**	**$ 16,832**
561-43-00-24-25	Taxes & Other Charges	$ -	$ 10	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ 10**	**$ -**	**$ -**
561-43-00-26-40	Furniture & Fixtures	$ -	$ 366	$ 200	$ 200
26	**Capital**	**$ -**	**$ 366**	**$ 200**	**$ 200**
00	**Administration**	**$ 293,360**	**$ 344,752**	**$ 334,914**	**$ 450,400**
571	**Sewer Enterprise**				
43	**Finance**				
571-43-00-20-10	Salary-Regular	$ 99,115	$ 114,435	$ 116,557	$ 128,013
571-43-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
571-43-00-20-30	Overtime	$ 181	$ 319	$ 1,000	$ 1,000
571-43-00-20-40	FICA/Medicare	$ 7,478	$ 8,576	$ 8,840	$ 9,607
571-43-00-20-45	Employer PERS	$ 5,970	$ 7,161	$ 8,937	$ 9,667
571-43-00-20-47	PERS Unfunded Liability	$ 10,243	$ 12,559	$ 18,702	$ 19,166
571-43-00-20-55	Health Insurance	$ 17,877	$ 18,332	$ 18,926	$ 27,502
571-43-00-20-61	Workers Comp	$ 5,318	$ 6,030	$ 5,673	$ 5,159
571-43-00-20-65	SDI	$ 949	$ 1,079	$ 1,112	$ 1,393
571-43-00-20-71	Unemployment	$ -	$ -	$ -	$ -
571-43-00-20-75	Deferred Comp	$ 1,332	$ 1,563	$ 102	$ 1,613
571-43-00-20-85	Auto Allowance	$ 720	$ 960	$ 960	$ 960
571-43-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 149,183**	**$ 171,013**	**$ 180,809**	**$ 204,081**
571-43-00-21-10	Communications	$ 1,806	$ 1,479	$ 1,800	$ 1,800
571-43-00-21-15	Postage	$ 8,602	$ 9,601	$ 9,700	$ 9,700
571-43-00-21-30	Professional Contracts	$ 700	$ 13,877	$ 14,430	$ 10,000
571-43-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
571-43-00-21-42	Banking Fees	$ 23,367	$ 22,543	$ 24,300	$ 24,300
571-43-00-21-44	Online Transaction Fee	$ 3,471	$ 1,558	$ 3,000	$ 3,000
571-43-00-21-45	Other Contract Services	$ 11,356	$ 15,620	$ 16,314	$ 21,799
571-43-00-21-53	Memberships & Publications	$ 397	$ 629	$ 1,012	$ 1,012
571-43-00-21-55	Training & Conference	$ 1,079	$ 1,287	$ -	$ 1,795
571-43-00-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 50,777**	**$ 66,595**	**$ 70,555**	**$ 73,406**
571-43-00-22-07	Copies	$ -	$ -	$ -	$ -
571-43-00-22-12	Computer Equipment	$ 647	$ 1,431	$ -	$ -
571-43-00-22-13	Office Supplies	$ 1,057	$ 517	$ 850	$ 850
571-43-00-22-15	Special Department Supplies	$ 2,644	$ 2,296	$ 4,000	$ 4,000
22	**Supplies**	**$ 4,348**	**$ 4,244**	**$ 4,850**	**$ 4,850**
571-43-00-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -
571-43-00-23-35	Software Maintenance	$ 10,566	$ 10,970	$ 15,766	$ 16,832
23	**Maintenance**	**$ 10,566**	**$ 10,970**	**$ 15,766**	**$ 16,832**
571-43-00-24-25	Taxes & Other Charges	$ 1,637	$ 1,713	$ 2,500	$ 2,500
24	**Taxes, Insurances & Contribution**	**$ 1,637**	**$ 1,713**	**$ 2,500**	**$ 2,500**

571-43-00-26-40	Furniture & Fixtures	$ -	$ 366	$ 200	$ 200
26	**Capital**	**$ -**	**$ 366**	**$ 200**	**$ 200**
00	**Administration**	**$ 216,511**	**$ 254,899**	**$ 274,680**	**$ 301,869**
713	**Civic Impact**				
43	**Finance**				
713-43-00-21-45	Other Contract Services	$ 688	$ 133	$ 7,550	$ 1,032
21	**Services**	**$ 688**	**$ 133**	**$ 7,550**	**$ 1,032**
00	**Administration**	**$ 688**	**$ 133**	**$ 7,550**	**$ 1,032**
740	**Traffic Mitigation Impact**				
43	**Finance**				
740-43-00-21-45	Other Contract Services	$ 687	$ 133	$ 7,550	$ 1,032
21	**Services**	**$ 687**	**$ 133**	**$ 7,550**	**$ 1,032**
00	**Administration**	**$ 687**	**$ 133**	**$ 7,550**	**$ 1,032**
742	**Storm Drain Improvement**				
43	**Finance**				
742-43-00-21-45	Other Contract Services	$ 687	$ 133	$ 7,550	$ -
21	**Services**	**$ 687**	**$ 133**	**$ 7,550**	**$ -**
00	**Administration**	**$ 687**	**$ 133**	**$ 7,550**	**$ -**
764	**Water Impact**				
43	**Finance**				
764-43-00-21-45	Other Contract Services	$ 688	$ 133	$ 7,550	$ 1,032
21	**Services**	**$ 688**	**$ 133**	**$ 7,550**	**$ 1,032**
00	**Administration**	**$ 688**	**$ 133**	**$ 7,550**	**$ 1,032**
774	**Sewer Impact**				
43	**Finance**				
774-43-00-21-45	Other Contract Services	$ 688	$ 133	$ 7,550	$ 1,032
21	**Services**	**$ 688**	**$ 133**	**$ 7,550**	**$ 1,032**
00	**Administration**	**$ 688**	**$ 133**	**$ 7,550**	**$ 1,032**
Grand Total		**$ 1,069,182**	**$ 1,119,760**	**$ 1,168,485**	**$ 1,260,508**

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Professional Contracts	*2130*	*101*	*561*	*571*	
Professional Support (CPA)		10,000	10,000	10,000	30,000
CalPERS Social Security Program		1,000	-	-	1,000
TOTAL - Professional Contracts	***2130***	***$ 11,000***	***$ 10,000***	***$ 10,000***	***$ 31,000***
Other Contract Services	*2145*	*101*	*561*	*571*	
Annual Audit Services		11,950	11,950	11,950	35,850
Water Emergency Assistance			50,000		50,000
Breeze Software		800	800	800	2,400
AdastraGov and GovInvest Annual Support		3,867	3,867	3,866	11,600
Open Gov		2,334	2,333	2,333	7,000
PERS Reports		5,000	1,700	1,700	8,400
California Municipal Statistic (Financial Statement Stats)		150	150	150	450
AK&Co (Reimbursement Claims)		1,000	1,000	1,000	3,000
Muniservices (Sales Tax Audit and Reports)		9,000	-	-	9,000
Grant Assistance		25,000	-	-	25,000
TOTAL - Other Contract Services	***2145***	***$ 59,101***	***$ 71,800***	***$ 21,799***	***$ 152,700***
Memberships & Publications	*2153*	*101*	*561*	*571*	
GFOA (5)		245	287	167	$ 698
GFOA Award		154	153	153	$ 460
CSMFO (2)		116	73	60	$ 249
MMANC (2)		70	44	36	$ 149
ICMA (2)		186	116	96	$ 398
Misc. Memberships & Publications		500	500	500	$ 1,500
TOTAL - Memberships & Publications	***2153***	***$ 1,271***	***$ 1,172***	***$ 1,012***	**$ 3,454**
Training and Conferences	*2155*	*101*	*561*	*571*	
CSMFO		$ 705	$ 500	$ 360	$ 1,565
GFOA		$ 970	$ 795	$ 695	$ 2,460
ICMA		$ 465	$ 290	$ 240	$ 995
Misc. Training and Conferences		$ 85	$ 885	$ 500	$ 1,470
TOTAL - Training and Conferences	***2153***	***$ 2,225***	***$ 2,470***	***$ 1,795***	**$ 6,490**
Special Department Supplies	*2215*	*101*	*561*	*571*	
Forms		2,800	2,800	2,800	8,400
Print Budget		1,200	1,200	1,200	3,600
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***	***$ 4,000***	***$ 12,000***

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Software Maintenance	*2335*	*101*	*561*	*571*	
Springbrook - Accounts Receivable		866	866	866	2,598
Springbrook - Finance Suite		3,948	3,948	3,948	11,844
Springbrook - Utility Billing			4,797	4,797	9,594
Springbrook - Fixed Assets		1,017	1,017	1,017	3,051
Springbrook - Human Resources Mgmt.		1,665	1,665	1,665	4,995
Springbrook - Licenses and Permits		3,052	-	-	3,052
Springbrook - Payroll		1,665	1,665	1,665	4,995
Springbrook - Project Management		1,017	1,017	1,017	3,051
Springbrook - Purchase Orders		1,017	1,017	1,017	3,051
Springbrook - CivicPay Online		-	840	840	1,680
TOTAL - Software Maintenance	***2335***	***$ 14,247***	***$ 16,832***	***$ 16,832***	***$ 47,911***
Furniture & Fixtures	*2640*	*101*	*561*	*571*	
Finance Misc.		200	200	200	600
TOTAL - Furniture & Fixtures	***2640***	***$ 200***	***$ 200***	***$ 200***	***$ 600***

Administrative Services (4300)

Budget 2021-22

Human Resources Department Goals

- Establishment of division SOPs
- Identify efficient and flexible solutions in delivering City services in a virtual environment.
- Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs.
- Continue to provide training and support to all departments.
- Update language in Municipal Code to reference the update to Administrative Services Department.

Human Resources Accomplishments

- Transitions SHINE Quarterly Newsletter to a Bimonthly newsletter and moved to all digital format following the COVID-19 pandemic.
- Administered City's health benefits programs.
- Administered City's recruitment.
- Administered City's risk and safety programs.
- Completion of updating the Employee Handbook.



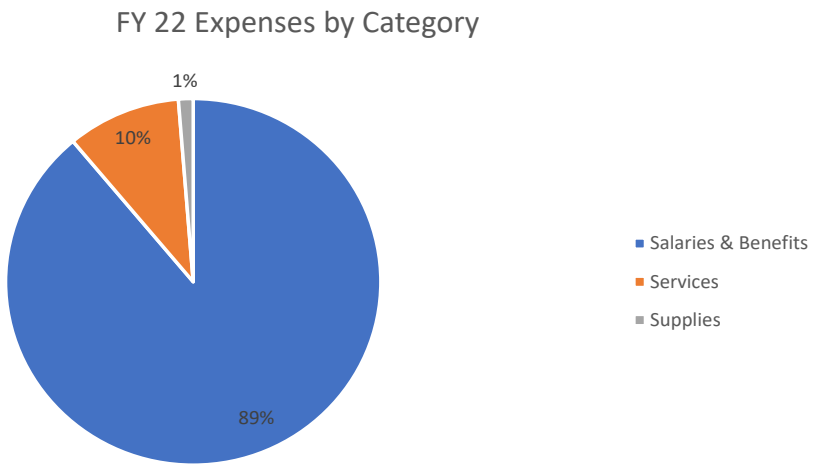
Human Resources

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ -	$ -	$ -	$ 224,233
561	Water Enterprise	$ -	$ -	$ -	$ 72,904
571	Sewer Enterprise	$ -	$ -	$ -	$ 57,153
Grand Total		**$ -**	**$ -**	**$ -**	**$ 354,290**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
43	***Finance***				
20	Salaries & Benefits	$ -	$ -	$ -	$ 315,020
21	Services	$ -	$ -	$ -	$ 34,770
22	Supplies	$ -	$ -	$ -	$ 4,500
Grand Total		**$ -**	**$ -**	**$ -**	**$ 354,290**

Previously under 4220



General Ledger

Budget Human Resources 4310

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
43	**Finance**				
101-43-10-20-10	Salary Regular	$ -	$ -	$ -	$ 124,012.90
101-43-10-20-40	FICA/Medicare	$ -	$ -	$ -	$ 10,453.95
101-43-10-20-45	Employer PERS	$ -	$ -	$ -	$ 8,964.85
101-43-10-20-47	PERS Unfunded Liability	$ -	$ -	$ -	$ 17,774.55
101-43-10-20-55	Health Insurance	$ -	$ -	$ -	$ 33,346.72
101-43-10-20-61	Workers Comp	$ -	$ -	$ -	$ 5,043.01
101-43-10-20-65	SDI	$ -	$ -	$ -	$ 1,549.79
101-43-10-20-75	Deferred Comp	$ -	$ -	$ -	$ 2,057.53
101-43-10-20-85	Auto Allowance	$ -	$ -	$ -	$ 1,560.00
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ 204,763.30**
101-43-10-21-05	Advertising	$ -	$ -	$ -	$ 3,000.00
101-43-10-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-43-10-21-45	Other Contract Services	$ -	$ -	$ -	$ -
101-43-10-21-53	Memberships & Publications	$ -	$ -	$ -	$ 1,720.00
101-43-10-21-55	Training & Conference	$ -	$ -	$ -	$ 7,750.00
101-43-10-21-56	Admin Recruitment	$ -	$ -	$ -	$ 4,500.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 16,970.00**
101-43-10-22-13	Office Supplies	$ -	$ -	$ -	$ 1,000.00
101-43-10-22-15	Special Department Supplies	$ -	$ -	$ -	$ 1,500.00
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ 2,500.00**
10	**Administration**	**$ -**	**$ -**	**$ -**	**$ 224,233.30**
561	**Water Enterprise**				
43	**Finance**				
561-43-10-20-10	Salary Regular	$ -	$ -	$ -	$ 38,157.82
561-43-10-20-40	FICA/Medicare	$ -	$ -	$ -	$ 3,216.60
561-43-10-20-45	Employer PERS	$ -	$ -	$ -	$ 2,758.42
561-43-10-20-47	PERS Unfunded Liability	$ -	$ -	$ -	$ 5,469.09
561-43-10-20-55	Health Insurance	$ -	$ -	$ -	$ 10,260.53
561-43-10-20-61	Workers Comp	$ -	$ -	$ -	$ 1,551.70
561-43-10-20-65	SDI	$ -	$ -	$ -	$ 476.86
561-43-10-20-75	Deferred Comp	$ -	$ -	$ -	$ 633.09
561-43-10-20-85	Auto Allowance	$ -	$ -	$ -	$ 480.00
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ 63,004.11**
561-43-10-21-05	Advertising	$ -	$ -	$ -	$ 1,000.00
561-43-10-21-30	Professional Contracts	$ -	$ -	$ -	$ -
561-43-10-21-55	Training & Conference	$ -	$ -	$ -	$ 6,400.00
561-43-10-21-56	Admin Recruitment	$ -	$ -	$ -	$ 1,500.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 8,900.00**

561-43-10-22-13	Office Supplies	$	-	$	-	$	-	$ 250.00
561-43-10-22-15	Special Department Supplies	$	-	$	-	$	-	$ 750.00
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 1,000.00**
10	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 72,904.11**
571	**Sewer Enterprise**							
43	**Finance**							
571-43-10-20-10	Salary Regular	$	-	$	-	$	-	$ 28,618.36
571-43-10-20-40	FICA/Medicare	$	-	$	-	$	-	$ 2,412.45
571-43-10-20-45	Employer PERS	$	-	$	-	$	-	$ 2,068.81
571-43-10-20-47	PERS Unfunded Liability	$	-	$	-	$	-	$ 4,101.82
571-43-10-20-55	Health Insurance	$	-	$	-	$	-	$ 7,695.40
571-43-10-20-61	Workers Comp	$	-	$	-	$	-	$ 1,163.77
571-43-10-20-65	SDI	$	-	$	-	$	-	$ 357.64
571-43-10-20-75	Deferred Comp	$	-	$	-	$	-	$ 474.82
571-43-10-20-85	Auto Allowance	$	-	$	-	$	-	$ 360.00
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 47,253.07**
571-43-10-21-05	Advertising	$	-	$	-	$	-	$ 1,000.00
571-43-10-21-30	Professional Contracts	$	-	$	-	$	-	$ -
571-43-10-21-55	Training & Conference	$	-	$	-	$	-	$ 6,400.00
571-43-10-21-56	Admin Recruitment	$	-	$	-	$	-	$ 1,500.00
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 8,900.00**
571-43-10-22-13	Office Supplies	$	-	$	-	$	-	$ 250.00
571-43-10-22-15	Special Department Supplies	$	-	$	-	$	-	$ 750.00
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 1,000.00**
10	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 57,153.07**
Grand Total		**$**	**-**	**$**	**-**	**$**	**-**	**$ 354,290.48**

HUMAN RESOURCES 4310
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Advertising	*2105*	*101*	*561*	571	
Recruitment Advertising		3,000	1,000	1,000	5,000
TOTAL - Advertising	***2105***	***$ 3,000***	***$ 1,000***	***$ 1,000***	***$ 5,000***
Memberships & Publications	*2153*	*101*	*561*	571	
CalPELRA (HR)		700	-	-	700
MMANC		150	-	-	150
CalChamber		870	-	-	870
TOTAL - Memberships & Publications	***2153***	***$ 1,720***	***$ -***	***$ -***	***$ 1,720***
Training and Conferences	*2155*	*101*	*561*	571	
Labor, Continuing Education		200	100	100	400
Liebert Cassidy (HR)		300	300	300	900
CalGovHR Conference		350	-	-	350
Citywide Employee Safety Trainings		4,000	4,000	4,000	12,000
Misc. Training		2,900	2,000	2,000	6,900
TOTAL - Training and Conferences	***2155***	***$ 7,750***	***$ 6,400***	***$ 6,400***	***$ 20,550***
Admin Recruitment	*2156*	*101*	*561*	571	
Background Checks and Physicals		4,500	1,500	1,500	7,500
TOTAL - Admin Recruitment	***2156***	***$ 4,500***	***$ 1,500***	***$ 1,500***	***$ 7,500***

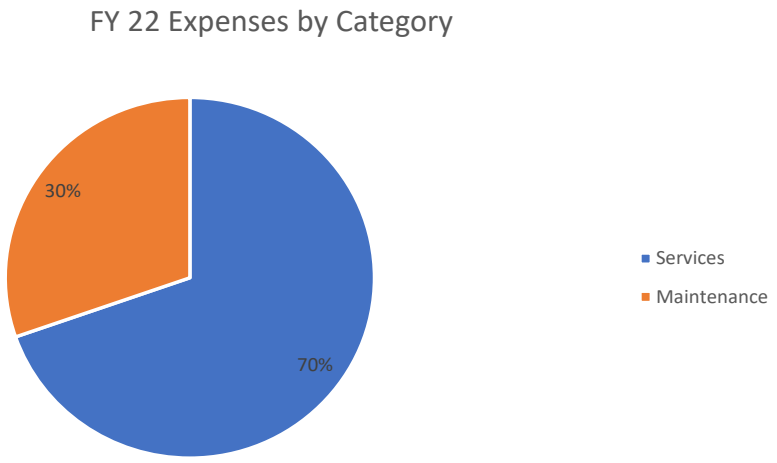
Information Technology

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ -	$ -	$ -	$ 144,949
561	Water Enterprise	$ -	$ -	$ -	$ 30,002
571	Sewer Enterprise	$ -	$ -	$ -	$ 20,930
Grand Total		**$ -**	**$ -**	**$ -**	**$ 195,881**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
43	***Administrative Services***				
21	Services	$ -	$ -	$ -	$ 136,476
23	Maintenance	$ -	$ -	$ -	$ 59,405
Grand Total		**$ -**	**$ -**	**$ -**	**$ 195,881**

Previously under 4220



General Ledger Budget
Information Technology 4320

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
43	**Finance**				
101-43-20-21-30	Professional Contracts	$ -	$ -	$ -	$ 99,733.00
101-43-20-21-45	Other Contract Services	$ -	$ -	$ -	$ -
101-43-20-21-46	Website Support	$ -	$ -	$ -	$ 3,500.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 103,233.00**
101-43-20-23-35	Software Maintenance	$ -	$ -	$ -	$ 41,716.00
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ 41,716.00**
20	**Sewer Collections**	**$ -**	**$ -**	**$ -**	**$ 144,949.00**
561	**Water Enterprise**				
43	**Finance**				
561-43-20-21-30	Professional Contracts	$ -	$ -	$ -	$ 19,946.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 19,946.00**
561-43-20-23-35	Software Maintenance	$ -	$ -	$ -	$ 10,056.00
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ 10,056.00**
20	**Sewer Collections**	**$ -**	**$ -**	**$ -**	**$ 30,002.00**
571	**Sewer Enterprise**				
43	**Finance**				
571-43-20-21-30	Professional Contracts	$ -	$ -	$ -	$ 13,297.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 13,297.00**
571-43-20-23-35	Software Maintenance	$ -	$ -	$ -	$ 7,633.00
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ 7,633.00**
20	**Sewer Collections**	**$ -**	**$ -**	**$ -**	**$ 20,930.00**
Grand Total		**$ -**	**$ -**	**$ -**	**$ 195,881.00**

INFORMATION TECHNOLOGY 4320
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Professional Contracts	*2130*	*101*	*561*	571	
Annual Support Contract - Marin IT		75,515	15,103	10,068	100,686
Annual Phone Lease		24,218	4,843	3,229	32,290
TOTAL - Professional Contracts	***2130***	***$ 99,733***	***$ 19,946***	***$ 13,297***	***$ 132,976***
Website Support	*2146*	*101*	*561*	571	
Domain and Website Hosting		3,500	-	-	3,500
TOTAL - Website Support	***2146***	***$ 3,500***	***$ -***	***$ -***	***$ 3,500***
Software Maintenance	*2335*	*101*	*561*	571	
Microsoft Office 365 Annual Subscription		14,062	2,813	1,875	18,750
Cloud Data Backup & SPAM Filtering		6,372	1,274	850	8,496
Monitoring for City Servers		2,970	594	369	3,933
Extended Warranties: Cisco Wireless Controller - $975 Cisco Firewalls - $3,200 Vmware Maintenance - $1,400 Compellent SAN - $5,000		7,931	1,586	1,058	10,575
NeoGov Performance Evaluation Software		3,170	1,583	1,583	6,336
CalOpps Recruitment Software		2,080	780	780	3,640
Software - Firewall Subscriptions		4,106	821	548	5,475
Misc. IT Software		500	500	500	1,500
L-Fiche Server Licensing		525	105	70	700
TOTAL - Software Maintenance	***2335***	***$ 41,716***	***$ 10,056***	***$ 7,633***	**$ 59,405**

City Attorney (4400)

Budget 2021-22

Purpose

The City of St. Helena contracts with the law firm of Best Best & Krieger LLP for its City Attorney services. Ethan Walsh is the City Attorney. The City Attorney, who is appointed by the City Council, is responsible for providing legal advice to the City Council and Staff in carrying out the duties of City government. The City Attorney's duties include framing and reviewing City ordinances, resolutions and agreements, advising on all areas of law affecting the City's operations, and representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City. The City Attorney's client is the City of St. Helena, as represented by the City Council and City Manager, and not members of the public.



Attorney

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 492,411	$ 241,597	$ 311,000	$ 386,000
561	Water Enterprise	$ 183,318	$ 185,456	$ 155,000	$ 159,500
571	Sewer Enterprise	$ 126,895	$ 14,608	$ 25,000	$ 26,500
751	Affordable Housing	$ 20,472	$ 29,664	$ 25,000	$ 25,000
Grand Total		**$ 823,096**	**$ 471,326**	**$ 516,000**	**$ 597,000**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
44	***Attorney***				
21	Services	$ 823,096	$ 458,539	$ 516,000	$ 597,000
24	Taxes, Insurances & Contribution	$ -	$ 12,787	$ -	$ -
Grand Total		**$ 823,096**	**$ 471,326**	**$ 516,000**	**$ 597,000**

General Ledger

Budget Attorney 4400

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 DRAFT
101	**General Fund**				
101-44-00-21-30	Professional Contracts	$ 432,732	$ 222,121	$ 200,000	$ 200,000
101-44-00-21-32	Litigation Cost	$ 52,156	$ 1,393	$ 75,000	$ 150,000
101-44-00-21-33	Contract Billable Services	$ 7,522	$ 18,084	$ 36,000	$ 36,000
101-44-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 492,411**	**$ 241,597**	**$ 311,000**	**$ 386,000**
00	**Administration**	**$ 492,411**	**$ 241,597**	**$ 311,000**	**$ 386,000**
44	**Attorney**	**$ 492,411**	**$ 241,597**	**$ 311,000**	**$ 386,000**
561	**Water Enterprise**				
561-44-00-21-30	Professional Contracts	$ 172,895	$ 29,573	$ 55,000	$ 59,500
561-44-00-21-32	Litigation Cost	$ 10,423	$ 155,883	$ 100,000	$ 100,000
561-44-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
561-44-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 183,318**	**$ 185,456**	**$ 155,000**	**$ 159,500**
00	**Administration**	**$ 183,318**	**$ 185,456**	**$ 155,000**	**$ 159,500**
44	**Attorney**	**$ 183,318**	**$ 185,456**	**$ 155,000**	**$ 159,500**
571	**Sewer Enterprise**				
571-44-00-21-30	Professional Contracts	$ 126,895	$ 4,617	$ 10,000	$ 11,500
571-44-00-21-32	Litigation Cost	$ -	$ 9,991	$ 15,000	$ 15,000
571-44-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 126,895**	**$ 14,608**	**$ 25,000**	**$ 26,500**
00	**Administration**	**$ 126,895**	**$ 14,608**	**$ 25,000**	**$ 26,500**
44	**Attorney**	**$ 126,895**	**$ 14,608**	**$ 25,000**	**$ 26,500**
751	**Affordable Housing**				
751-44-00-21-30	Professional Contracts	$ 20,472	$ 16,877	$ 25,000	$ 25,000
21	**Services**	**$ 20,472**	**$ 16,877**	**$ 25,000**	**$ 25,000**
751-44-00-24-10	Turley Flats Contribution	$ -	$ 8,430	$ -	$ -
751-44-00-24-12	963 Pope Street OTSH	$ -	$ 4,358	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ 12,787**	**$ -**	**$ -**
00	**Administration**	**$ 20,472**	**$ 29,664**	**$ 25,000**	**$ 25,000**
44	**Attorney**	**$ 20,472**	**$ 29,664**	**$ 25,000**	**$ 25,000**
Grand Total		**$ 823,096**	**$ 471,326**	**$ 516,000**	**$ 597,000**

Planning & Building Department (4500)

Budget 2021-22

Purpose

The core services provided by the Planning and Building Department are: implementation, enforcement, and updates related to the City's General Plan, the City Zoning and City Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, provides building permit plan check and field inspection, and Code Enforcement. (Including Short Term Rental enforcement).

Staffing

The Planning & Building Department currently has 6* full-time staff members and contracts with outside firms for services related to the Housing Authority, current and long-range planning, Short Term Rental enforcement, and Building Permit plan checks as needed.

- Planning & Building Director (1)
- Building Official (1)
- Senior Planner (2)*
- Permit Technician (2)

*One FTE position has been frozen for FY 2021-22.

Planning & Building Department (4500)

Budget 2021-22

Department Goals

- Work with the Zoning Code consultant and initiate work plan
- Receive SB 2 Grant funding from HCD
- Climate action implementation
- Housing White Paper Initiatives
- Citywide Design Guidelines
- Update ADU Ordinance
- Renew Housing Authority Contract

Accomplishments

- Selected Zoning Code Consultant and completed first phase of public engagement
- Completed ADU Ordinance updates with State Legislation (pending)
- Released Farmstead Mitigated Negative Declaration for public review
- Initiated online submittals of Planning applications and Building permits
- Compiled General Plan Climate Action Implementation Actions for prioritization
- Completed Comprehensive Housing Legislation Briefing
- Developed Urgency Ordinance to allow Director to issue Emergency Temporary Use Permits for outdoor business expansions during COVID-19

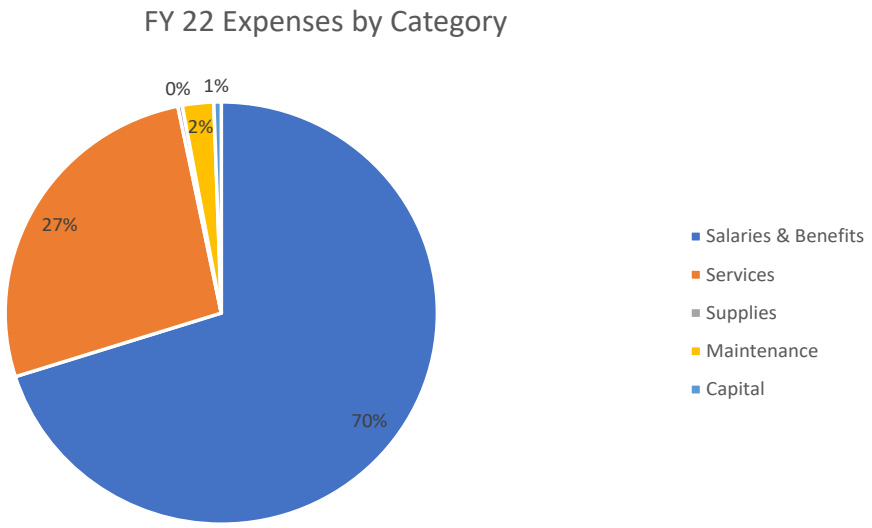


Planning & Building

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 1,160,983	$ 911,670	$ 1,347,790	$ 1,224,268
209	HOME Grant	$ 34,251	$ -	$ -	$ -
291	SB-1186 State Fees	$ 1,007	$ 2,724	$ 5,000	$ 5,000
713	Civic Impact	$ 9,468	$ 292	$ 364	$ -
745	Parking In-Lieu	$ -	$ -	$ 60,000	$ 30,000
751	Affordable Housing	$ -	$ -	$ 114,012	$ -
Grand Total		**$ 1,205,709**	**$ 914,687**	**$ 1,527,166**	**$ 1,259,268**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
45	***Planning/Building***				
20	Salaries & Benefits	$ 825,897	$ 751,763	$ 835,571	$ 883,050
21	Services	$ 329,008	$ 119,956	$ 653,297	$ 335,540
22	Supplies	$ 18,825	$ 6,261	$ 3,200	$ 4,300
23	Maintenance	$ 26,014	$ 27,678	$ 29,148	$ 29,428
26	Capital	$ 5,964	$ 9,029	$ 5,950	$ 6,950
Grand Total		**$ 1,205,709**	**$ 914,687**	**$ 1,527,166**	**$ 1,259,268**



General Ledger

Budget Planning 4500

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
45	**Planning/Building**				
101-45-00-20-10	Salary-Regular	$ 533,541	$ 465,853	$ 533,938	$ 561,492
101-45-00-20-20	Temp/Part Time	$ 22,697	$ 17,781	$ 6,000	$ 6,000
101-45-00-20-30	Overtime	$ 443	$ 472	$ 1,000	$ 1,000
101-45-00-20-40	FICA/Medicare	$ 41,251	$ 37,222	$ 40,480	$ 41,987
101-45-00-20-45	Employer PERS	$ 31,199	$ 28,336	$ 37,076	$ 38,060
101-45-00-20-47	PERS Unfunded Liability	$ 52,952	$ 72,494	$ 77,591	$ 75,461
101-45-00-20-50	Employee PERS	$ -	$ (709)	$ -	$ -
101-45-00-20-55	Health Insurance	$ 97,417	$ 85,045	$ 101,376	$ 113,751
101-45-00-20-61	Workers Comp	$ 23,782	$ 26,963	$ 25,593	$ 23,275
101-45-00-20-65	SDI	$ 4,969	$ 4,472	$ 4,863	$ 5,983
101-45-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-45-00-20-75	Deferred Comp	$ 8,641	$ 7,311	$ 454	$ 8,841
101-45-00-20-85	Auto Allowance	$ 7,100	$ 6,023	$ 7,200	$ 7,200
101-45-00-20-96	Education Reimbursement	$ 1,906	$ 500	$ -	$ -
20	**Salaries & Benefits**	**$ 825,897**	**$ 751,763**	**$ 835,571**	**$ 883,050**
101-45-00-21-05	Advertising	$ 5,665	$ 7,479	$ 5,000	$ 5,000
101-45-00-21-10	Communications	$ 3,259	$ 3,753	$ 3,200	$ 3,200
101-45-00-21-15	Postage	$ 1,574	$ 1,011	$ 1,200	$ 1,200
101-45-00-21-30	Professional Contracts	$ 180,732	$ 39,606	$ 137,969	$ 12,000
101-45-00-21-33	Contract Billable Services	$ -	$ -	$ -	$ 1,600
101-45-00-21-39	Other Contract Services - CE	$ -	$ 1,023	$ 18,000	$ 18,000
101-45-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-45-00-21-45	Other Contract Services	$ 38,398	$ 3,886	$ 254,012	$ 205,000
101-45-00-21-47	Other Contract Services - Bldg	$ 33,781	$ 47,531	$ 25,000	$ 25,000
101-45-00-21-48	Government Fees	$ -	$ -	$ -	$ -
101-45-00-21-52	Facility Rental	$ -	$ -	$ -	$ -
101-45-00-21-53	Memberships & Publications	$ 3,716	$ 6,450	$ 8,140	$ 8,140
101-45-00-21-55	Training & Conference	$ 17,157	$ 6,201	$ 21,400	$ 21,400
21	**Services**	**$ 284,282**	**$ 116,940**	**$ 473,921**	**$ 300,540**
101-45-00-22-12	Computer Equipment	$ 11,055	$ 4,111	$ -	$ -
101-45-00-22-13	Office Supplies	$ 2,419	$ 1,097	$ 1,500	$ 1,500
101-45-00-22-15	Special Department Supplies	$ 5,351	$ 1,053	$ 1,700	$ 2,800
22	**Supplies**	**$ 18,825**	**$ 6,261**	**$ 3,200**	**$ 4,300**
101-45-00-23-11	Maint Office Equip	$ -	$ 298	$ 1,600	$ 500
101-45-00-23-35	Software Maintenance	$ 20,259	$ 21,533	$ 21,630	$ 21,630
101-45-00-23-50	Vehicle Alloc Expense	$ 5,755	$ 5,847	$ 5,918	$ 7,298
23	**Maintenance**	**$ 26,014**	**$ 27,678**	**$ 29,148**	**$ 29,428**
101-45-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ -**	**$ -**

101-45-00-26-30	Capital Equipment	$	5,964	$	5,924	$	5,950	$ 5,950
101-45-00-26-40	Furniture & Fixtures	$	-	$	3,105	$	-	$ 1,000
26	**Capital**	**$**	**5,964**	**$**	**9,029**	**$**	**5,950**	**$ 6,950**
00	**Administration**	**$**	**1,160,983**	**$**	**911,670**	**$**	**1,347,790**	**$ 1,224,268**
209	**HOME Grant**							
45	**Planning/Building**							
209-45-00-21-22	Administrative Fees	$	34,251	$	-	$	-	$ -
21	**Services**	**$**	**34,251**	**$**	**-**	**$**	**-**	**$ -**
00	**Administration**	**$**	**34,251**	**$**	**-**	**$**	**-**	**$ -**
291	**SB-1186 State Fees**							
45	**Planning/Building**							
291-45-00-21-55	CASp Certification & Training	$	1,007	$	2,724	$	5,000	$ 5,000
21	**Services**	**$**	**1,007**	**$**	**2,724**	**$**	**5,000**	**$ 5,000**
00	**Administration**	**$**	**1,007**	**$**	**2,724**	**$**	**5,000**	**$ 5,000**
713	**Civic Impact**							
45	**Planning/Building**							
713-45-00-21-30	Professional Contracts	$	9,468	$	292	$	364	$ -
21	**Services**	**$**	**9,468**	**$**	**292**	**$**	**364**	**$ -**
00	**Administration**	**$**	**9,468**	**$**	**292**	**$**	**364**	**$ -**
745	**Parking In-Lieu**							
45	**Planning/Building**							
745-45-00-21-40	Professional Fees	$	-	$	-	$	-	$ -
745-45-00-21-45	Other Contract Services	$	-	$	-	$	60,000	$ 30,000
21	**Services**	**$**	**-**	**$**	**-**	**$**	**60,000**	**$ 30,000**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**60,000**	**$ 30,000**
751	**Affordable Housing**							
45	**Planning/Building**							
751-45-00-21-45	Other Contract Services	$	-	$	-	$	114,012	$ -
21	**Services**	**$**	**-**	**$**	**-**	**$**	**114,012**	**$ -**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**114,012**	**$ -**
Grand Total		**$**	**1,205,709**	**$**	**914,687**	**$**	**1,527,166**	**$ 1,259,268**

BUILDING AND PLANNING - 4500
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Temporary Part-Time	*2020*	*101*	
Planning Commissioner Stipends		6,000	6,000
TOTAL - Temporary Part-Time	***2020***	***$ 6,000***	***$ 6,000***
Advertising	*2105*	*101*	
Public Hearing Notices		5,000	5,000
TOTAL - Advertising	***2105***	***$ 5,000***	***$ 5,000***
Professional Contracts	*2130*	*101*	
Investigator STR Enforcement		12,000	12,000
TOTAL - Professional Contracts	***2130***	***$ 12,000***	***$ 12,000***
Other Contract Services- Code Enforcement	*2139*	*101*	
Building Plan Check and Building Inspections*		18,000	18,000
TOTAL - Other Contract Services	***2139***	***$ 18,000***	***$ 18,000***
Other Contract Services - Planning	*2145*	*101*	
Planning Services*		50,000	50,000
Design Guidelines		90,000	90,000
Housing Element Update (Consultant Fee)		65,000	65,000
TOTAL - Other Contract Services	***2145***	***$ 205,000***	***$ 205,000***
Other Contract Services- Building	*2147*	*101*	
Building Plan Check and Building Inspections*		25,000	25,000
TOTAL - Other Contract Services	***2147***	***$ 25,000***	***$ 25,000***
Memberships & Publications	*2153*	*101*	
APA and AICP Dues		1,200	1,200
Updated Codes		2,000	2,000
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		3,000	3,000
Supplementary Code/Guide Books		500	500
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,440	1,440
TOTAL - Memberships & Publications	***2153***	***$ 8,140***	***$ 8,140***

BUILDING AND PLANNING - 4500
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Training and Conferences	*2155*	*101*	
Planning Commissioners and Staff		10,000	10,000
APA California Conference (Senior Planner and Planning Director)		6,100	6,100
Miscellaneous Staff Training		3,000	3,000
Plan Check/Inspection Training and Materials		2,300	2,300
TOTAL - Training and Conferences	***2155***	***$ 21,400***	***$ 21,400***
Software Maintenance	*2335*	*101*	
CRW		21,630	21,630
TOTAL - Software Maintenance	***2335***	***$ 21,630***	***$ 21,630***
SB-1186 State Fees - 291			
Training and Conferences	*2155*	*291*	
CASP Certification and Training		5,000	5,000
TOTAL - Training and Conferences	***2155***	***$ 5,000***	***$ 5,000***

Non-Departmental (4000)

Budget 2021-22

Purpose

The Purpose of the Non-Departmental categorization is to accommodate those costs not easily associated with a particular cost center and to more easily monitor certain expendable costs for savings and control purposes. Liability insurance, contributions, debt service, and general office supplies are types of expenses accounted for here.



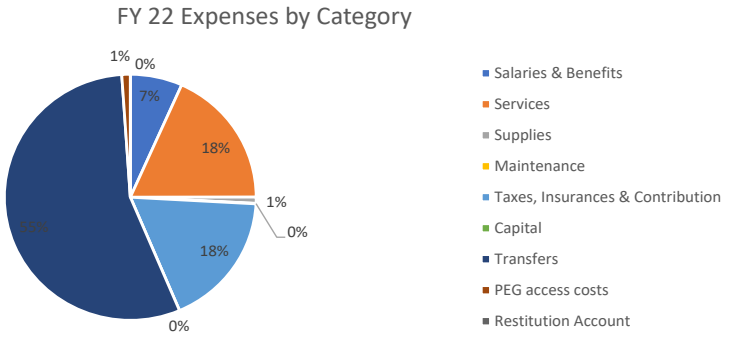
Photograph by Bob McClenahan

Non Department

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 1,269,122	$ 1,865,740	$ 4,116,060	$ 2,429,653
211	EPA Grant	$ 32,543	$ -	$ -	$ -
223	Skate Park Lighting Fund	$ -	$ 1,200	$ -	$ -
224	Public Safety (COPS)	$ 151,868	$ -	$ -	$ -
225	State Gas Tax 2105	$ 134,333	$ 31,461	$ -	$ -
226	State Gas Tax 2106	$ 91,174	$ 19,523	$ -	$ -
227	State Gas Tax 2107	$ 143,096	$ 75,515	$ -	$ -
228	State Gas Tax 21075	$ -	$ 5,540	$ -	$ -
229	State Gas Tax 2103	$ 16,000	$ -	$ -	$ -
230	RMRA	$ 128,409	$ 108,000	$ -	$ -
240	Measure T	$ 257,942	$ 1,108,951	$ -	$ 738,589
280	Teen Center Recreation Dept	$ 5,426	$ -	$ -	$ -
290	Tourism Improvement District	$ 509,642	$ 388,940	$ 197,169	$ 483,107
561	Water Enterprise	$ 342,264	$ 214,619	$ 367,406	$ 278,668
571	Sewer Enterprise	$ 78,431	$ 322,203	$ 284,737	$ 255,167
581	Insurance Benefit Fund	$ (16,072)	$ 146,456	$ -	$ -
592	Equipment Replacement Fund	$ -	$ -	$ 100,000	$ 20,724
593	Fire Equipment Replacement	$ 52,904	$ -	$ -	$ -
700	Flood Control Capital	$ 37,803	$ 33,908	$ -	$ -
713	Civic Impact	$ 95,576	$ 25,731	$ 1,885	$ 1,885
733	Capital Project Planning	$ 42,596	$ -	$ 530,000	$ -
734	Park Impact	$ 52,598	$ 405,545	$ -	$ 514,659
740	Traffic Mitigation Impact	$ -	$ -	$ -	$ 873,610
741	Street Capital Improvement	$ -	$ 326,279	$ -	$ -
744	Housing Impact	$ 54	$ -	$ -	$ -
751	Affordable Housing	$ 40,438	$ 316,884	$ -	$ 25,000
764	Water Impact	$ -	$ -	$ -	$ 210,144
774	Sewer Impact	$ -	$ -	$ -	$ 670,677
890	General Fixed Assets	$ 20,380	$ 11	$ -	$ -
Grand Total		**$ 3,486,527**	**$ 5,396,505**	**$ 5,597,257**	**$ 6,501,883**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
40	***Non Departmental***				
20	Salaries & Benefits	$ 158,322	$ 582,349	$ 293,166	$ 434,849
21	Services	$ 637,760	$ 684,102	$ 819,460	$ 1,189,812
22	Supplies	$ 39,406	$ 218,840	$ 2,169,044	$ 52,574
23	Maintenance	$ -	$ 260	$ 3,979	$ 3,979
24	Taxes, Insurances & Contribution	$ 796,284	$ 1,085,655	$ 1,214,666	$ 1,154,315
26	Capital	$ 32,279	$ -	$ 167,600	$ -
29	Transfers	$ 1,784,743	$ 2,795,428	$ 859,342	$ 3,596,354
61	PEG access costs	$ 37,734	$ 26,872	$ 70,000	$ 70,000
80	Restitution Account	$ -	$ 3,000	$ -	$ -
Grand Total		**$ 3,486,527**	**$ 5,396,505**	**$ 5,597,257**	**$ 6,501,883**



General Ledger

Budget Non Department 4000

Account Number	Description	FY 19 Actual	FY 20 Acutal	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
40	**Non Departmental**				
101-40-00-20-08	Post-Employment Disbursement	$ -	$ -	$ 112,703	$ 152,000
101-40-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-40-00-20-40	FICA/Medicare	$ 0	$ -	$ -	$ -
101-40-00-20-47	PERS Unfunded Liability	$ -	$ 162,640	$ 121,213	$ 173,357
101-40-00-20-55	Health Insurance	$ -	$ -	$ -	$ -
101-40-00-20-61	Workers Comp	$ -	$ -	$ -	$ -
101-40-00-20-65	SDI	$ -	$ -	$ -	$ -
101-40-00-20-89	Charity Event Reimbursement	$ 3,525	$ 2,149	$ 9,250	$ 9,250
20	**Salaries & Benefits**	**$ 3,525**	**$ 164,789**	**$ 243,166**	**$ 334,607**
101-40-00-21-10	Communications	$ 1,016	$ 3,186	$ 6,000	$ 6,000
101-40-00-21-15	Postage	$ 932	$ 872	$ 1,000	$ 1,000
101-40-00-21-27	Equipment Lease Exp	$ 9,441	$ 9,047	$ 11,500	$ 11,500
101-40-00-21-30	Professional Contracts	$ 53,684	$ 197,528	$ 29,372	$ 15,000
101-40-00-21-31	Litigation Settlement	$ -	$ -	$ -	$ -
101-40-00-21-34	Muni Code Update	$ 4,714	$ 2,636	$ 4,500	$ 4,500
101-40-00-21-40	Professional Fees	$ 13,550	$ 8,077	$ 14,000	$ 14,000
101-40-00-21-43	Penalties And Fines	$ 98	$ 3,416	$ 4,000	$ 4,000
101-40-00-21-45	Other Contract Services	$ 13,853	$ 32,687	$ 508,746	$ 383,746
101-40-00-21-46	Website Design	$ -	$ -	$ -	$ -
101-40-00-21-52	Facility Rental	$ 11,400	$ 701	$ 15,000	$ 241,000
101-40-00-21-53	Memberships & Publications	$ 2,460	$ 2,519	$ 2,600	$ 2,900
101-40-00-21-55	Training & Conference	$ -	$ 60	$ -	$ -
101-40-00-21-60	Other Travel	$ -	$ 60	$ -	$ -
21	**Services**	**$ 111,147**	**$ 260,788**	**$ 596,718**	**$ 683,646**
101-40-00-22-07	Copies	$ 6,124	$ 6,142	$ 6,500	$ 6,500
101-40-00-22-09	Safety Committee Supplies	$ -	$ -	$ -	$ -
101-40-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
101-40-00-22-13	Office Supplies	$ 2,536	$ 1,457	$ 2,900	$ 2,900
101-40-00-22-15	Special Department Supplies	$ 13,217	$ 88,123	$ 13,750	$ 750
101-40-00-22-16	COVID-19	$ -	$ 81,777	$ 100,000	$ -
101-40-00-22-17	Glass Fire	$ -	$ -	$ 2,024,194	$ -
101-40-00-22-18	Employee Appreciation	$ -	$ -	$ 5,000	$ 5,000
22	**Supplies**	**$ 21,877**	**$ 177,499**	**$ 2,152,344**	**$ 15,150**
101-40-00-23-11	Maint Office Equip	$ -	$ 260	$ 1,500	$ 1,500
101-40-00-23-35	Software Maintenance	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ 260**	**$ 1,500**	**$ 1,500**
101-40-00-24-05	Contributions	$ 185,047	$ 126,249	$ 336,208	$ 191,917
101-40-00-24-07	Chamber of Commerce	$ 210,000	$ 210,000	$ 210,000	$ 220,500
101-40-00-24-08	Leak Adjustment Contribution	$ -	$ -	$ 9,000	$ 9,000
101-40-00-24-24	Uncollectable Debt	$ (1,426)	$ 1,823	$ -	$ -
101-40-00-24-25	Taxes & Other Charges	$ 25	$ 4,937	$ 6,000	$ 6,000

101-40-00-24-45	REMIF/Block Party Insurance	$ 166,714	$ 215,394	$ 291,724	$ 313,144
24	**Taxes, Insurances & Contribution**	**$ 560,360**	**$ 558,403**	**$ 852,932**	**$ 740,561**
101-40-00-26-30	Capital Equipment	$ 10,760	$ -	$ 51,600	$ -
26	**Capital**	**$ 10,760**	**$ -**	**$ 51,600**	**$ -**
101-40-00-29-99	Transfer to other Funds	$ 523,720	$ 674,129	$ 147,800	$ 584,189
29	**Transfers**	**$ 523,720**	**$ 674,129**	**$ 147,800**	**$ 584,189**
101-40-00-61-00	PEG access costs	$ 37,734	$ 26,872	$ 70,000	$ 70,000
61	**PEG access costs**	**$ 37,734**	**$ 26,872**	**$ 70,000**	**$ 70,000**
101-40-00-80-00	Restitution Account	$ -	$ 3,000	$ -	$ -
80	**Restitution Account**	**$ -**	**$ 3,000**	**$ -**	**$ -**
00	**Administration**	**$ 1,269,122**	**$ 1,865,740**	**$ 4,116,060**	**$ 2,429,653**
101-40-45-25-05	Retire Principal	$ 135,400	$ 138,466	$ 127,400	$ 58,222
101-40-45-25-15	Interest Expense	$ 6,984	$ 3,918	$ 7,910	$ 4,956
25	**Debt**	**$ 142,384**	**$ 142,384**	**$ 135,310**	**$ 63,178**
45	**Debt**	**$ 142,384**	**$ 142,384**	**$ 135,310**	**$ 63,178**
211	**EPA Grant**				
40	**Non Departmental**				
211-40-00-29-99	Transfer to Other Funds	$ 32,543	$ -	$ -	$ -
29	**Transfers**	**$ 32,543**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 32,543**	**$ -**	**$ -**	**$ -**
223	**Skate Park Lighting Fund**				
40	**Non Departmental**				
223-40-00-29-99	Transfer to other Funds	$ -	$ 1,200	$ -	$ -
29	**Transfers**	**$ -**	**$ 1,200**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ 1,200**	**$ -**	**$ -**
224	**Public Safety (COPS)**				
40	**Non Departmental**				
224-40-00-29-99	Transfer to other Funds	$ 151,868	$ -	$ -	$ -
29	**Transfers**	**$ 151,868**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 151,868**	**$ -**	**$ -**	**$ -**
225	**State Gas Tax 2105**				
40	**Non Departmental**				
225-40-00-29-99	Transfer to other Funds	$ 134,333	$ 31,461	$ -	$ -
29	**Transfers**	**$ 134,333**	**$ 31,461**	**$ -**	**$ -**
00	**Administration**	**$ 134,333**	**$ 31,461**	**$ -**	**$ -**
226	**State Gas Tax 2106**				

40	**Non Departmental**				
226-40-00-29-99	Transfer to other Funds	$ 91,174	$ 19,523	$ -	$ -
29	**Transfers**	**$ 91,174**	**$ 19,523**	**$ -**	**$ -**
00	**Administration**	**$ 91,174**	**$ 19,523**	**$ -**	**$ -**
227	**State Gas Tax 2107**				
40	**Non Departmental**				
227-40-00-29-99	Transfer to other Funds	$ 143,096	$ 75,515	$ -	$ -
29	**Transfers**	**$ 143,096**	**$ 75,515**	**$ -**	**$ -**
00	**Administration**	**$ 143,096**	**$ 75,515**	**$ -**	**$ -**
228	**State Gas Tax 21075**				
40	**Non Departmental**				
228-40-00-29-99	Transfer to other Funds	$ -	$ 5,540	$ -	$ -
29	**Transfers**	**$ -**	**$ 5,540**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ 5,540**	**$ -**	**$ -**
229	**State Gas Tax 2103**				
40	**Non Departmental**				
229-40-00-29-99	Transfer to other Funds	$ 16,000	$ -	$ -	$ -
29	**Transfers**	**$ 16,000**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 16,000**	**$ -**	**$ -**	**$ -**
230	**RMRA**				
40	**Non Departmental**				
230-40-00-29-99	Transfer to Other Funds	$ 128,409	$ 108,000	$ -	$ -
29	**Transfers**	**$ 128,409**	**$ 108,000**	**$ -**	**$ -**
00	**Administration**	**$ 128,409**	**$ 108,000**	**$ -**	**$ -**
235	**Measure A**				
40	**Non Departmental**				
235-40-45-25-05	Retire Principal	$ 4,999,281	$ 41,099	$ -	$ -
235-40-45-25-15	Interest Expense	$ 120,969	$ 986	$ -	$ -
25	**Debt**	**$ 5,120,250**	**$ 42,085**	**$ -**	**$ -**
45	**Debt**	**$ 5,120,250**	**$ 42,085**	**$ -**	**$ -**
240	**Measure T**				
40	**Non Departmental**				
240-40-00-29-99	Transfer to Other Funds	$ 257,942	$ 1,108,951	$ -	$ 738,589
29	**Transfers**	**$ 257,942**	**$ 1,108,951**	**$ -**	**$ 738,589**
00	**Administration**	**$ 257,942**	**$ 1,108,951**	**$ -**	**$ 738,589**
280	**Teen Center Recreation Dept**				
40	**Non Departmental**				
280-40-00-29-99	Transfer to other Funds	$ 5,426	$ -	$ -	$ -

29	**Transfers**	**$ 5,426**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 5,426**	**$ -**	**$ -**	**$ -**
290	**Tourism Improvement District**				
40	**Non Departmental**				
290-40-00-21-41	County Share of TID	$ 376,806	$ 286,842	$ 145,905	$ 357,757
290-40-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
290-40-00-21-49	Local Share of TID	$ 127,469	$ 96,731	$ 49,292	$ 120,864
290-40-00-21-53	Memberships & Publications	$ -	$ -	$ -	$ -
21	**Services**	**$ 504,275**	**$ 383,573**	**$ 195,197**	**$ 478,621**
290-40-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ -**
290-40-00-29-99	Transfer to other Funds	$ 5,367	$ 5,367	$ 1,972	$ 4,486
29	**Transfers**	**$ 5,367**	**$ 5,367**	**$ 1,972**	**$ 4,486**
00	**Administration**	**$ 509,642**	**$ 388,940**	**$ 197,169**	**$ 483,107**
420	**1996 GO Bonds**				
40	**Non Departmental**				
420-40-45-25-05	Retire Principal	$ -	$ -	$ -	$ -
420-40-45-25-15	Interest Expense	$ -	$ (288)	$ -	$ -
25	**Debt**	**$ -**	**$ (288)**	**$ -**	**$ -**
45	**Debt**	**$ -**	**$ (288)**	**$ -**	**$ -**
561	**Water Enterprise**				
40	**Non Departmental**				
561-40-00-20-08	Post Employement Disbursement	$ -	$ -	$ 25,000	$ -
561-40-00-20-45	Pension Expense	$ 213,070	$ 24,899	$ -	$ -
561-40-00-20-47	PERS Unfunded Liability	$ -	$ 55,948	$ -	$ 60,322
20	**Salaries & Benefits**	**$ 213,070**	**$ 80,847**	**$ 25,000**	**$ 60,322**
561-40-00-21-10	Communications	$ 747	$ 878	$ 2,000	$ 2,000
561-40-00-21-15	Postage	$ 56	$ 225	$ 100	$ 100
561-40-00-21-27	Equipment Lease Exp	$ 6,503	$ 5,822	$ 8,400	$ 8,400
561-40-00-21-30	Professional Contracts	$ (26)	$ 79	$ -	$ -
561-40-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
561-40-00-21-45	Other Contract Services	$ 353	$ -	$ 2,280	$ 2,280
561-40-00-21-46	Website Design	$ -	$ -	$ -	$ -
561-40-00-21-47	Stream Surveys- Contracted Ser	$ -	$ -	$ -	$ -
561-40-00-21-55	Training & Conference	$ -	$ -	$ -	$ -
21	**Services**	**$ 7,634**	**$ 7,005**	**$ 12,780**	**$ 12,780**
561-40-00-22-07	Copies	$ 3,774	$ 1,428	$ 3,500	$ 3,500
561-40-00-22-09	Safety Committee Supplies	$ -	$ -	$ -	$ -
561-40-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
561-40-00-22-13	Office Supplies	$ 2,323	$ 1,109	$ 5,700	$ 5,700
561-40-00-22-15	Special Department Supplies	$ 2,666	$ 23,993	$ 750	$ 750
561-40-00-22-18	Remote Meter Readers	$ -	$ -	$ -	$ -

22	**Supplies**	**$ 8,763**	**$ 26,530**	**$ 9,950**	**$ 9,950**
561-40-00-23-35	Software Maintenance	$ -	$ -	$ 1,239	$ 1,239
23	**Maintenance**	**$ -**	**$ -**	**$ 1,239**	**$ 1,239**
561-40-00-24-24	Uncollectable Debt	$ 11,778	$ (9,209)	$ -	$ -
561-40-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
561-40-00-24-45	REMIF/Block Party Insurance	$ 90,260	$ 109,447	$ 180,867	$ 194,377
24	**Taxes, Insurances & Contribution**	**$ 102,038**	**$ 100,238**	**$ 180,867**	**$ 194,377**
561-40-00-26-30	Capital Equipment	$ 10,760	$ -	$ 58,000	$ -
561-40-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
26	**Capital**	**$ 10,760**	**$ -**	**$ 58,000**	**$ -**
561-40-00-29-20	Fixed Asset Adjustments	$ -	$ -	$ -	$ -
561-40-00-29-99	Transfer to other Funds	$ -	$ -	$ 79,570	$ -
29	**Transfers**	**$ -**	**$ -**	**$ 79,570**	**$ -**
00	**Administration**	**$ 342,264**	**$ 214,619**	**$ 367,406**	**$ 278,668**
561-40-10-29-40	Depreciation Expense	$ 723,636	$ 611,423	$ -	$ -
29	**Transfers**	**$ 723,636**	**$ 611,423**	**$ -**	**$ -**
10	**SB2 Planning Grant**	**$ 723,636**	**$ 611,423**	**$ -**	**$ -**
561-40-45-21-30	Professional Contracts	$ -	$ -	$ -	$ -
561-40-45-21-40	Professional Fees	$ 6,815	$ 6,982	$ 10,000	$ 10,000
561-40-45-21-41	Cost of Issuance	$ 102,239	$ -	$ -	$ -
21	**Services**	**$ 109,053**	**$ 6,982**	**$ 10,000**	**$ 10,000**
561-40-45-25-05	Retire Principal	$ -	$ -	$ 640,700	$ 662,461
561-40-45-25-15	Interest Expense	$ 428,164	$ 328,853	$ 298,000	$ 281,821
25	**Debt**	**$ 428,164**	**$ 328,853**	**$ 938,700**	**$ 944,282**
45	**Debt**	**$ 537,218**	**$ 335,836**	**$ 948,700**	**$ 954,282**
571	**Sewer Enterprise**				
40	**Non Departmental**				
571-40-00-20-08	Post-Employment Disbursement	$ -	$ -	$ 25,000	$ -
571-40-00-20-45	Pension Expense	$ (42,202)	$ 148,620	$ -	$ -
571-40-00-20-47	PERS Unfunded Liability	$ -	$ 41,636	$ -	$ 39,920
20	**Salaries & Benefits**	**$ (42,202)**	**$ 190,256**	**$ 25,000**	**$ 39,920**
571-40-00-21-10	Communication	$ 747	$ 878	$ 2,000	$ 2,000
571-40-00-21-15	Postage	$ 56	$ 225	$ 200	$ 200
571-40-00-21-27	Equipment Lease Exp	$ 6,503	$ 5,822	$ 8,400	$ 8,400
571-40-00-21-30	Professional Contracts	$ -	$ 79	$ -	$ -
571-40-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
571-40-00-21-45	Other Contract Services	$ 353	$ -	$ 2,280	$ 2,280
571-40-00-21-46	Website Support	$ -	$ -	$ -	$ -
571-40-00-21-55	Training & Conference	$ -	$ -	$ -	$ -
21	**Services**	**$ 7,659**	**$ 7,005**	**$ 12,880**	**$ 12,880**

571-40-00-22-07	Copies	$ 3,774	$ 1,428	$ 3,500	$ 3,500
571-40-00-22-09	Safety Committee Supplies	$ -	$ -	$ -	$ -
571-40-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
571-40-00-22-13	Office Supplies	$ 2,323	$ 1,109	$ 2,500	$ 2,500
571-40-00-22-15	Special Department Supplies	$ 2,669	$ 12,274	$ 750	$ 750
22	**Supplies**	**$ 8,766**	**$ 14,811**	**$ 6,750**	**$ 6,750**
571-40-00-23-35	Software Maintenance	$ -	$ -	$ 1,240	$ 1,240
23	**Maintenance**	**$ -**	**$ -**	**$ 1,240**	**$ 1,240**
571-40-00-24-24	Uncollectable Debt	$ (116)	$ 683	$ -	$ -
571-40-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
571-40-00-24-45	REMIF/Block Party Insurance	$ 93,564	$ 109,447	$ 180,867	$ 194,377
24	**Taxes, Insurances & Contribution**	**$ 93,448**	**$ 110,130**	**$ 180,867**	**$ 194,377**
571-40-00-26-30	Capital Equipment	$ 10,760	$ -	$ 58,000	$ -
571-40-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
26	**Capital**	**$ 10,760**	**$ -**	**$ 58,000**	**$ -**
00	**Administration**	**$ 78,431**	**$ 322,203**	**$ 284,737**	**$ 255,167**
571-40-10-29-40	Depreciation Expense	$ 507,606	$ 454,781	$ -	$ -
29	**Transfers**	**$ 507,606**	**$ 454,781**	**$ -**	**$ -**
10	**SB2 Planning Grant**	**$ 507,606**	**$ 454,781**	**$ -**	**$ -**
571-40-45-21-30	Professional Contracts	$ -	$ -	$ -	$ -
571-40-45-21-40	Professional Fees	$ 5,057	$ 7,193	$ 5,000	$ 5,000
21	**Services**	**$ 5,057**	**$ 7,193**	**$ 5,000**	**$ 5,000**
571-40-45-25-05	Retire Principal	$ -	$ -	$ 159,000	$ 166,739
571-40-45-25-15	Interest Expense	$ 102,922	$ 97,527	$ 95,500	$ 90,088
25	**Debt**	**$ 102,922**	**$ 97,527**	**$ 254,500**	**$ 256,827**
45	**Debt**	**$ 107,979**	**$ 104,719**	**$ 259,500**	**$ 261,827**
581	**Insurance Benefit Fund**				
40	**Non Departmental**				
581-40-00-20-55	Health Insurance	$ (16,072)	$ 146,456	$ -	$ -
20	**Salaries & Benefits**	**$ (16,072)**	**$ 146,456**	**$ -**	**$ -**
581-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ (16,072)**	**$ 146,456**	**$ -**	**$ -**
582	**Internal Service Garage Fund**				
40	**Non Departmental**				
582-40-00-29-20	Fixed Asset Adjustments	$ -	$ -	$ -	$ -
582-40-00-29-99	Transfer to Other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**

00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
582-40-10-29-40	Depreciation Expense	$ 139,030	$ 139,030	$ -	$ -
29	**Transfers**	**$ 139,030**	**$ 139,030**	**$ -**	**$ -**
10	**Administration**	**$ 139,030**	**$ 139,030**	**$ -**	**$ -**
592	**Equipment Replacement Fund**				
40	**Non Departmental**				
592-40-00-22-12	Computer Equipment	$ -	$ -	$ -	$ 20,724
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ 20,724**
592-40-00-23-00	Capital Projects Budget	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
592-40-00-29-99	Transfer to other Funds	$ -	$ -	$ 100,000	$ -
29	**Transfers**	**$ -**	**$ -**	**$ 100,000**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ 100,000**	**$ 20,724**
593	**Fire Equipment Replacement**				
40	**Non Departmental**				
593-40-00-29-99	Transfer to other Funds	$ 52,904	$ -	$ -	$ -
29	**Transfers**	**$ 52,904**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 52,904**	**$ -**	**$ -**	**$ -**
700	**Flood Control Capital**				
40	**Non Departmental**				
700-40-00-29-99	Transfer to other Funds	$ 37,803	$ 33,908	$ -	$ -
29	**Transfers**	**$ 37,803**	**$ 33,908**	**$ -**	**$ -**
00	**Administration**	**$ 37,803**	**$ 33,908**	**$ -**	**$ -**
713	**Civic Impact**				
40	**Non Departmental**				
713-40-00-21-30	Professional Contracts	$ 7,045	$ 25,731	$ 1,885	$ 1,885
21	**Services**	**$ 7,045**	**$ 25,731**	**$ 1,885**	**$ 1,885**
713-40-00-29-99	Transfer to other Funds	$ 88,532	$ -	$ -	$ -
29	**Transfers**	**$ 88,532**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 95,576**	**$ 25,731**	**$ 1,885**	**$ 1,885**
733	**Capital Project Planning**				
40	**Non Departmental**				
733-40-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
733-40-00-28-80	Transfers to Capital	$ -	$ -	$ -	$ -
28	**Transfers to Capital**	**$ -**	**$ -**	**$ -**	**$ -**

733-40-00-29-99	Transfer to other Funds	$ 42,596	$ -	$ 530,000	$ -
29	**Transfers**	**$ 42,596**	**$ -**	**$ 530,000**	**$ -**
00	**Administration**	**$ 42,596**	**$ -**	**$ 530,000**	**$ -**
734	**Park Impact**				
40	**Non Departmental**				
734-40-00-29-99	Transfer to other Funds	$ 52,598	$ 405,545	$ -	$ 514,659
29	**Transfers**	**$ 52,598**	**$ 405,545**	**$ -**	**$ 514,659**
00	**Administration**	**$ 52,598**	**$ 405,545**	**$ -**	**$ 514,659**
740	**Traffic Mitigation Impact**				
40	**Non Departmental**				
740-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ 873,610
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ 873,610**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ 873,610**
741	**Street Capital Improvement**				
40	**Non Departmental**				
741-40-00-29-99	Transfer to other Funds	$ -	$ 326,279	$ -	$ -
29	**Transfers**	**$ -**	**$ 326,279**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ 326,279**	**$ -**	**$ -**
744	**Housing Impact**				
40	**Non Departmental**				
744-40-00-29-99	Transfer to other Funds	$ 54	$ -	$ -	$ -
29	**Transfers**	**$ 54**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 54**	**$ -**	**$ -**	**$ -**
751	**Affordable Housing**				
40	**Non Departmental**				
751-40-00-24-05	Contributions	$ -	$ -	$ -	$ 25,000
751-40-00-24-10	Turley Flats Contribution	$ 438	$ -	$ -	$ -
751-40-00-24-11	Brenkle Court	$ 40,000	$ 316,884	$ -	$ -
751-40-00-24-12	963 Pope Street OTSH	$ -	$ -	$ -	$ -
751-40-00-24-13	963 Pope Street OTSH	$ -	$ -	$ -	$ -
751-40-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ 40,438**	**$ 316,884**	**$ -**	**$ 25,000**
751-40-00-26-50	Capital impr Land	$ -	$ -	$ -	$ -
751-40-00-26-55	Capital Land	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
751-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 40,438**	**$ 316,884**	**$ -**	**$ 25,000**

764	**Water Impact**				
40	**Non Departmental**				
764-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ 210,144
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ 210,144**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ 210,144**
774	**Sewer Impact**				
40	**Non Departmental**				
774-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ 670,677
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ 670,677**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ 670,677**
890	**General Fixed Assets**				
40	**Non Departmental**				
890-40-00-29-20	Fixed Asset Adjustments	$ 20,380	$ 11	$ -	$ -
29	**Transfers**	**$ 20,380**	**$ 11**	**$ -**	**$ -**
00	**Administration**	**$ 20,380**	**$ 11**	**$ -**	**$ -**
890-40-10-29-40	Depreciation Expense	$ 1,197,333	$ 1,221,174	$ -	$ -
29	**Transfers**	**$ 1,197,333**	**$ 1,221,174**	**$ -**	**$ -**
10	**Administration**	**$ 1,197,333**	**$ 1,221,174**	**$ -**	**$ -**
Grand Total		**$ 11,961,962**	**$ 8,447,648**	**$ 6,940,767**	**$ 7,781,170**

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
PERS Unfunded Liability	*2047*	*101*	*561*	571	
Additional Payment		173,357	60,322	39,920	273,599
TOTAL - PERS Unfunded Liability	***2047***	***$ 173,357***	***$ 60,322***	***$ 39,920***	***$ 273,599***
Equipment Lease	*2127*	*101*	*561*	571	
Copiers		11,500	8,400	8,400	28,300
TOTAL - Equipment Lease	***2127***	***$ 11,500***	***$ 8,400***	***$ 8,400***	***$ 28,300***
Professional Contracts	*2130*	*101*	*561*	571	
Climate Action Plan Update		15,000			15,000
TOTAL - Professional Contracts	***2130***	***$ 15,000***	***$ -***	***$ -***	***$ 15,000***
Professional Fees	*2140*	*101*	*561*	571	
Fingerprinting - reimbursed		14,000	-	-	14,000
TOTAL - Professional Fees	***2140***	***$ 14,000***	***$ -***	***$ -***	***$ 14,000***
Other Contract Services	*2145*	*101*	*561*	571	
Napa County ITS (GIS)		1,700	1,700	1,700	5,100
Animal Control		7,000			7,000
NVTA - JPA Membership		9,966			9,966
Fair Housing Napa Valley		13,000			13,000
Fair Housing Napa Valley - Annual Presentation		1,500			1,500
Maintenance Wide Format Multi-Function Unit		580	580	580	1,740
Business Recovery Marketing		100,000	-	-	100,000
NVC Tenant Improvements		250,000	-	-	-
TOTAL - Other Contract Services	***2145***	***$ 383,746***	***$ 2,280***	***$ 2,280***	***$ 138,306***
Facility Rentals	*2152*	*101*	*561*	571	
Vintage Hall		15,000	-	-	15,000
Napa Valley College		216,000	-	-	216,000
TOTAL - Facility Rentals	***2153***	***$ 231,000***	***$ -***	***$ -***	***$ 231,000***
Memberships & Publications	*2153*	*101*	*561*	571	
BMI		600	-	-	600
ABAG		2,300	-	-	2,300
TOTAL - Memberships & Publications	***2153***	***$ 2,900***	***$ -***	***$ -***	***$ 2,900***
Copies	*2207*	*101*	*561*	571	
Administration (includes large format)		6,500	3,500	3,500	13,500
TOTAL - Copies	***2207***	***$ 6,500***	***$ 3,500***	***$ 3,500***	***$ 13,500***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Special Department Supplies	*2215*	*101*	*561*	571	
Misc. Supplies		750	750	750	2,250
TOTAL - Special Department Supplies	***2215***	***$ 750***	***$ 750***	***$ 750***	***$ 2,250***
Contributions	*2405*	*101*	*561*	571	
Housing Authority (Housing Services)		45,000	-	-	45,000
NVTA (Fare Box Match)		35,000	-	-	35,000
LAFCO		15,917	-	-	15,917
Leadership Napa Valley		1,000	-	-	1,000
CARES & Leak Adjustment Programs		75,000			75,000
Leak Adjustment Programs		15,000	-	-	15,000
Upper Valley Waste Management		5,000	-	-	5,000
TOTAL - Contributions	***2405***	***$ 191,917***	***$ -***	***$ -***	***$ 191,917***
REMIF/Block Party Insurance	*2445*	*101 44%*	*561 28%*	571 28%	
General Liability Insurance		105,588	67,192	67,192	239,972
Property		72,907	46,395	46,395	165,698
Auto		4,769	3,035	3,035	10,839
Pollution		2,905	1,849	1,849	6,603
Safety		4,385	2,791	2,791	9,966
Cyber		1,096	698	698	2,492
Contract Fire Services Surcharge		1,370	-	-	1,370
Difference In Condition (Earthquake and Flood)		35,257	21,808	21,808	77,886
Difference In Condition (OSIP)		5,433	2,829	2,829	10,103
High Flood Zone Deductible		2,427	917	917	3,274
DOT Random Drug and Alcohol Testing		329	209	209	747
Boiler, Fire, Fraud		10,415	6,628	6,628	23,670
Workers Comp Deductible		2,028	1,291	1,291	4,609
Liability Deductibles		16,444	10,465	10,465	37,374
Employee Assistance Plan (EAP)		3,708	-	-	3,626
WC Assessment		22,440	14,280	14,280	50,257
Liability Assessment		10,518	6,693	6,693	23,905
Self-Insurance Assessment		10,518	6,693	6,694	17,621
Flood Insurance (Wright)		605	605	605	1,814
TOTAL - REMIF/Block Party Insurance	***2445***	***$ 313,144***	***$ 194,377***	***$ 194,377***	***$ 691,827***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Transfer to Other Funds	*2999*	*101*	*561*	571	
Streets Fund 741 - Measure T MOE		379,189	-	-	379,189
Streets Fund 741 - Measure T Class 1 Trails 6.67%		85,000			85,000
Fourth of July - Fund 288		20,000	-	-	20,000
Transfer to Equipment Replacement		50,000	-	-	50,000
Transfer to Flood Control Reserve		50,000	-	-	50,000
TOTAL - Transfers to Other Funds	***2999***	***$ 584,189***	***$ -***	***$ -***	***$ 584,189***
PEG Access Costs	*6100*	*101*	*561*	571	
PEG Pass Through from Comcast		40,000	-	-	$ 40,000
City Council/Planning Commission Regular Meetings		30,000	-	-	$ 30,000
TOTAL - PEG Access Costs		***$ 70,000***	***$ -***	***$ -***	***$ 70,000***
101 - General Fund Debt Service (4045)					
Retire Principal (4045)	2505	101			
Street Sweeper		58,222			58,222
TOTAL - Retire Principal	***2505***	***$ 58,222***	***$ -***	***$ -***	***$ 58,222***
Interest Expense (4045)	2515	101			
Street Sweeper		4,956			4,956
TOTAL - Interest Expense	***2515***	***$ 4,956***	***$ -***	***$ -***	***$ 4,956***
561 - Water Debt Service (4045)					
Professional Fees (4045)	2140		561		
		-	10,000	-	10,000
TOTAL - Professional Fees	***2140***	***$ -***	***$ 10,000***	***$ -***	***$ 10,000***
Retire Principal (4045)	2505		561		
Chase - Water 2006A Refunding		-	404,200	-	404,200
Water/Wastewater Bond 2012B		-	258,261	-	258,261
TOTAL - Retire Principal	***2505***	***$ -***	***$ 662,461***	***$ -***	***$ 662,461***
Interest Expense (4045)	2515		561		
Chase - Water 2006A Refunding		-	127,060	-	127,060
Water/Wastewater Bond 2012B		-	154,761	-	154,761
TOTAL - Interest Expense	***2515***	***$ -***	***$ 281,821***	***$ -***	***$ 281,821***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
571 - Waste Water Debt Service (4045)						
Professional Fees (4045)	2140			571		
		-	-	5,000		5,000
TOTAL - Professional Fees	***2140***	**$ -**	**$ -**	**$ 5,000**	***$***	***5,000***
Retire Principal (4045)	2505			571		
Wastewater Revenue Bond 2005B		-	-	95,000		95,000
Water/Wastewater Bond 2012B		-	-	71,739		71,739
TOTAL - Retire Principal	***2505***	**$ -**	**$ -**	**$ 166,739**	***$***	***166,739***
Interest Expense (4045)	2515			571		
Wastewater Revenue Bond 2005B		-	-	47,099		47,099
Water/Wastewater Bond 2012B		-	-	42,989		42,989
TOTAL - Interest Expense	***2515***	**$ -**	**$ -**	**$ 90,088**	***$***	***90,088***

Community Services

Library (4600)

Budget 2021-22

Purpose

Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn, and challenge themselves at every single stage of life and personal development.
We strive to provide resources, space, and opportunities for civic engagement, as well as gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

Staffing

The Library Department currently has 6* full-time staff and several part-time members. Consisting of:

- Library Director (1)
- Librarian (1)
- Senior Librarian (2) *
- Senior Library Associate (2)
- Library Associate II (1)
- Part-time Library Assistant (8)
- Volunteers (20 +/-)

*One FTE position has been frozen for FY 2021-22.



Library (4600)

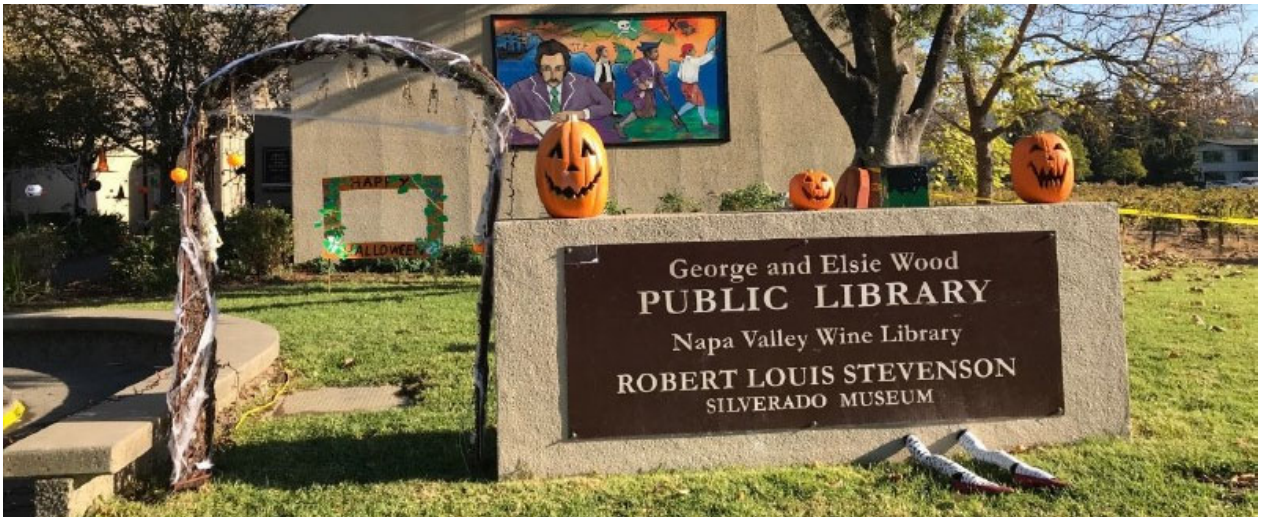
Budget 2021-22

Department Goals

- Be a resource for community members in their daily lives as they grow, learn, and challenge themselves at every stage of life and personal development.
- Strive to provide resources, space, and opportunities for civic engagement as well as gateways to education, learning experiences, and enrichment.
- Maintain and continue to deliver the best in library service by managing our resources wisely, preparing for the future, and being responsive to the challenging needs of the community we serve.

Accomplishments

- Expanded the reach of the Library's outside WiFi.
- Became a virtual library during COVID closure with increased e-resources and virtual programing (including storytimes, reading challenges, lectures, and cooking demonstrations).
- Implemented curbside service and then transitioned to being open safely again to the Public, first on an appointment-only basis.
- Implemented a craft kit program which provided 26 different kits (a total of 1275 kits).

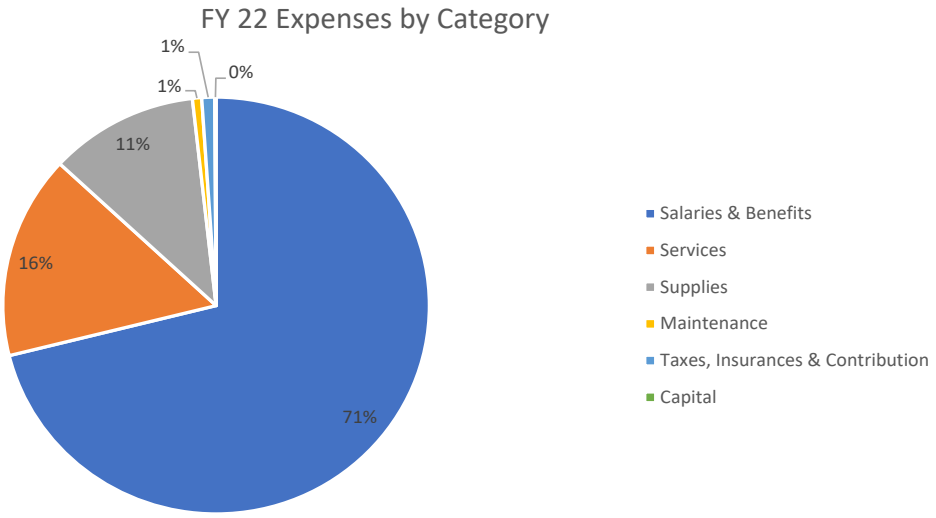


Library

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 998,494	$ 994,165	$ 937,301	$ 1,001,422
218	Public Library Foundation	$ -	$ -	$ 1,288	$ 1,288
219	CLSA State Library Grant	$ 6,773	$ -	$ 1,350	$ 1,350
380	Friends and Foundation	$ 133,779	$ 128,740	$ 128,598	$ 135,696
382	Martin Estate Trust	$ 452	$ -	$ 700	$ 700
384	Tweed Trust	$ 20,110	$ 31,756	$ 50,000	$ 50,000
Grand Total		**$ 1,159,608**	**$ 1,154,661**	**$ 1,119,237**	**$ 1,190,456**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
46	***Library***				
20	Salaries & Benefits	$ 806,339	$ 876,117	$ 786,849	$ 846,818
21	Services	$ 162,753	$ 153,524	$ 180,550	$ 187,850
22	Supplies	$ 144,389	$ 110,591	$ 130,850	$ 134,600
23	Maintenance	$ 13,625	$ 2,932	$ 8,200	$ 8,300
24	Taxes, Insurances & Contribution	$ 11,519	$ 11,496	$ 11,500	$ 11,600
26	Capital	$ 20,982	$ -	$ 1,288	$ 1,288
Grand Total		**$ 1,159,608**	**$ 1,154,661**	**$ 1,119,237**	**$ 1,190,456**



General Ledger

Budget Library 4600

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
46	**Library**				
101-46-00-20-10	Salary-Regular	$ 448,674	$ 498,916	$ 397,871	$ 421,844
101-46-00-20-20	Temp/Part Time	$ 27,958	$ 25,782	$ 33,895	$ 46,854
101-46-00-20-30	Overtime	$ -	$ 735	$ -	$ -
101-46-00-20-37	Holiday Pay	$ 747	$ 761	$ 1,724	$ 2,387
101-46-00-20-40	FICA/Medicare	$ 36,069	$ 40,072	$ 32,762	$ 35,341
101-46-00-20-45	Employer PERS	$ 33,067	$ 40,347	$ 34,389	$ 35,853
101-46-00-20-47	PERS Unfunded Liability	$ 55,783	$ 64,674	$ 71,967	$ 71,086
101-46-00-20-55	Health Insurance	$ 122,367	$ 123,378	$ 115,183	$ 123,891
101-46-00-20-61	Workers Comp	$ 5,173	$ 5,866	$ 33,911	$ 31,780
101-46-00-20-65	SDI	$ 4,436	$ 4,812	$ 3,766	$ 4,716
101-46-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-46-00-20-75	Deferred Comp	$ 5,164	$ 5,168	$ 3,883	$ 8,471
101-46-00-20-85	Auto Allowance	$ 2,400	$ 2,400	$ 2,400	$ 2,400
101-46-00-20-96	Education Reimbursement	$ -	$ 418	$ -	$ -
20	**Salaries & Benefits**	**$ 741,839**	**$ 813,328**	**$ 731,751**	**$ 784,622**
101-46-00-21-10	Communications	$ 9,737	$ 9,201	$ 14,500	$ 15,000
101-46-00-21-15	Postage	$ 489	$ -	$ 500	$ 500
101-46-00-21-22	Utilities	$ 43,891	$ 48,111	$ 50,000	$ 51,000
101-46-00-21-27	Equipment Lease Exp	$ 9,010	$ 9,670	$ 10,000	$ 10,000
101-46-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-46-00-21-43	Penalties And Fines	$ -	$ -	$ -	$ -
101-46-00-21-45	Other Contract Services	$ 98,167	$ 80,710	$ 104,550	$ 109,100
101-46-00-21-55	Training & Conference	$ 4,692	$ 5,831	$ 1,000	$ 2,250
21	**Services**	**$ 165,985**	**$ 153,524**	**$ 180,550**	**$ 187,850**
101-46-00-22-07	Copies	$ 2,269	$ 1,792	$ 3,000	$ 3,000
101-46-00-22-12	Computer Equipment	$ 44,556	$ 7,747	$ 500	$ 4,250
101-46-00-22-13	Office Supplies	$ 1,879	$ 1,379	$ 1,500	$ 1,500
101-46-00-22-15	Special Department Supplies	$ (669)	$ 1,386	$ 1,000	$ 1,000
101-46-00-22-16	Library Materials	$ 3,282	$ 581	$ -	$ -
22	**Supplies**	**$ 51,316**	**$ 12,884**	**$ 6,000**	**$ 9,750**
101-46-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-46-00-23-35	Software Maintenance	$ 6,852	$ 2,932	$ 7,500	$ 7,600
23	**Maintenance**	**$ 6,852**	**$ 2,932**	**$ 7,500**	**$ 7,600**
101-46-00-24-25	Taxes & Other Charges	$ 11,519	$ 11,496	$ 11,500	$ 11,600
24	**Taxes, Insurances & Contribution**	**$ 11,519**	**$ 11,496**	**$ 11,500**	**$ 11,600**
101-46-00-26-40	Furniture & Fixtures	$ 20,982	$ -	$ -	$ -
26	**Capital**	**$ 20,982**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 998,494**	**$ 994,165**	**$ 937,301**	**$ 1,001,422**
218	**Public Library Foundation**				
46	**Library**				
218-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ 1,288
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ 1,288**

00	**Administration**	**$ -**	**$ -**	**$ -**	**$ 1,288**
219	**CLSA State Library Grant**				
46	**Library**				
219-46-00-22-12	Computer Equipment	$ -	$ -	$ 1,350	$ 1,350
22	**Supplies**	**$ -**	**$ -**	**$ 1,350**	**$ 1,350**
219-46-00-23-35	Software Maintenance	$ 6,773	$ -	$ -	$ -
23	**Maintenance**	**$ 6,773**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 6,773**	**$ -**	**$ 1,350**	**$ 1,350**
380	**Friends and Foundation**				
46	**Library**				
380-46-00-20-10	Salary-Regular	$ -	$ -	$ -	$ -
380-46-00-20-20	Temp/Part Time	$ 56,712	$ 56,275	$ 48,743	$ 55,022
380-46-00-20-30	Overtime	$ -	$ -	$ -	$ -
380-46-00-20-37	Holiday Pay	$ 2,448	$ 2,052	$ 2,440	$ 2,755
380-46-00-20-40	FICA/Medicare	$ 5,340	$ 4,462	$ 3,915	$ 4,420
20	**Salaries & Benefits**	**$ 64,500**	**$ 62,789**	**$ 55,098**	**$ 62,196**
380-46-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
380-46-00-22-16	Library Materials	$ 57,365	$ 54,604	$ 58,000	$ 58,000
380-46-00-22-40	Programming	$ 11,793	$ 11,293	$ 15,000	$ 15,000
380-46-00-22-41	Youth Programs	$ -	$ -	$ -	$ -
380-46-00-22-42	Spanish Language Programs	$ -	$ -	$ -	$ -
380-46-00-22-43	Adult Programs	$ -	$ -	$ -	$ -
380-46-00-22-44	Elsie, the Library Cat	$ 121	$ 54	$ 500	$ 500
22	**Supplies**	**$ 69,279**	**$ 65,951**	**$ 73,500**	**$ 73,500**
380-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 133,779**	**$ 128,740**	**$ 128,598**	**$ 135,696**
382	**Martin Estate Trust**				
46	**Library**				
382-46-00-22-16	Library Materials	$ 452	$ -	$ -	$ -
22	**Supplies**	**$ 452**	**$ -**	**$ -**	**$ -**
382-46-00-23-35	Software Maintenance	$ -	$ -	$ 700	$ 700
23	**Maintenance**	**$ -**	**$ -**	**$ 700**	**$ 700**
00	**Administration**	**$ 452**	**$ -**	**$ 700**	**$ 700**
384	**Tweed Trust**				
46	**Library**				
384-46-00-21-45	Other Contract Services	$ (3,232)	$ -	$ -	$ -
21	**Services**	**$ (3,232)**	**$ -**	**$ -**	**$ -**
384-46-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
384-46-00-22-15	Special Department Supplies	$ 3,527	$ 1,482	$ 5,000	$ 5,000
384-46-00-22-16	Library Materials	$ 19,815	$ 30,275	$ 45,000	$ 45,000
22	**Supplies**	**$ 23,342**	**$ 31,756**	**$ 50,000**	**$ 50,000**
00	**Administration**	**$ 20,110**	**$ 31,756**	**$ 50,000**	**$ 50,000**
Grand Total		**$ 1,159,608**	**$ 1,154,661**	**$ 1,117,949**	**$ 1,190,456**

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Communications	*2110*	*101*	*380*	
Telephones		*1,500*	-	1,500
Broadband Fees		*10,500*	-	10,500
Internet Equipment Service Agreement		*3,000*	-	3,000
TOTAL - Communications	***2110***	***$ 15,000***	***$ -***	***$ 15,000***
Equipment Lease	*2127*	*101*	*380*	
Copiers		*10,000*	-	10,000
TOTAL - Equipment Lease	***2127***	***$ 10,000***	***$ -***	***$ 10,000***
Other Contract Services	*2145*	*101*	*380*	
SPLASH (Automation/Databases)		*76,000*	-	76,000
NorthNet Consortium		*18,000*	-	18,000
OCLC On-Line cataloging		*2,700*	-	2,700
Library Security System		*2,700*	-	2,700
STACKS Website		*5,500*	-	5,500
Self-Charge Licensing		*2,800*	-	2,800
LibraryAware (NextReads/Emails)		*1,400*	-	1,400
TOTAL - Other Contract Services	***2145***	***$ 109,100***	***$ -***	***$ 109,100***
Training & Conference	*2155*	*101*	*380*	
Conferences		*1,250*	-	1,250
Memberships		*1,000*	-	1,000
TOTAL - Training & Conference	***2155***	***$ 2,250***	***$ -***	***$ 2,250***
Copies	*2207*	*101*	*380*	
Copies made with leased copiers		*3,000*	-	3,000
TOTAL - Copies	***2207***	***$ 3,000***	***$ -***	***$ 3,000***
Computer Equipment	*2212*	*101*	*219*	
MarinIT Spam				
GoPrint Software		*750*	-	750
Userful/Public Computer Software		*3,500*	-	3,500
Computer Equipment		-	*1,350*	1,350
TOTAL - Computer Equipment	***2212***	***$ 4,250***	***$ 1,350***	***$ 5,600***

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Special Department Supplies	*2215*	*101*	*384*	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	*5,000*	5,000
Library Cards		*1,000*	-	1,000
TOTAL - Special Department Supplies	***2215***	***$ 1,000***	***$ 5,000***	***$ 6,000***
Library Materials	*2216*	*380*	*384*	
Print, Audiovisual, Digital Content		*58,000*	*21,000*	79,000
Streaming Services (Kanopy, HOOPLA)		-	*24,000*	24,000
TOTAL - Library Materials	***2216***	***$ 58,000***	***$ 45,000***	***$ 103,000***
Software Maintenance	*2335*	*101*	*382*	
Brainfuse/Online Homework Help		*5,500*	-	5,500
Mango Languages		*1,600*	-	1,600
AtoZ Database		*500*	-	500
St. Helena Star Digital		-	*700*	700
TOTAL - Software Maintenance	***2335***	***$ 7,600***	***$ 700***	***$ 8,300***

Parks & Recreation (4728)

Budget 2021-22

Purpose

The Parks & Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Its mission statement is, “Harvesting Community Experiences that Celebrate St. Helena” and its visions statement is, “To be the destination for leisure and community experiences that preserves St. Helena’s small town lifestyle.” Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, and summer camps & childcare. The Parks & Recreation Director serves as staff liaison to the Parks & Recreation Commission.

Parks & Recreation Department by the numbers:

For Fiscal Year 2019/20:

15

Different Camps for Youth

20

Special Interest Classes

8

Classes per Session in After School Enrichment

100+

Teams in the Bocce League

4,500+

Individual Tickets sold for Jingle All the Way

Staffing

The Parks & Recreation Department currently has 3 full-time staff, one part-time, and additional seasonal staff. Consisting of:

- Parks & Recreation Director (1)
- Recreation Supervisor (2) *
- Seasonal (30 +/-)
- Volunteers (65 +/-)

* One FTE position has been frozen for FY 2021-22.



Parks & Recreation (4728)

Budget 2021-21

Accomplishments

- Hosted a Halloween Community Carving Contest & Pumpkin Stroll for a COVID-19 friendly celebration.
- Hosted the inaugural Halloween Costumed Bike Mask'erade for a COVID-19 friendly costumed bike parade to celebrate Halloween and show off community creativity.
- Held a virtual Pet PAWrade. Participates were able to show-off their costumes and the audience viewed the live-stream from the comfort of their homes.
- Held a Home Lighting Display Contest as part of our Home for the Holidays experience in St. Helena.
- Maintained our Martial Arts Program throughout the pandemic by offering classes virtually and then switching to modified classes held outside in Crane Park with limited participation, required mask wearing and social distancing by all participants.
- Celebrated Love Week, which had fun experiences all week long. We also provided a love kit filled with loved-themed activities for all ages.
- Hosted the Barrels of Fun St. Helena Easter Egg Barrel Hunt.
- St. Helena Summer Camps returned in June!
- Aqua Aerobics began May 1st at the St. Helena High School Pool.







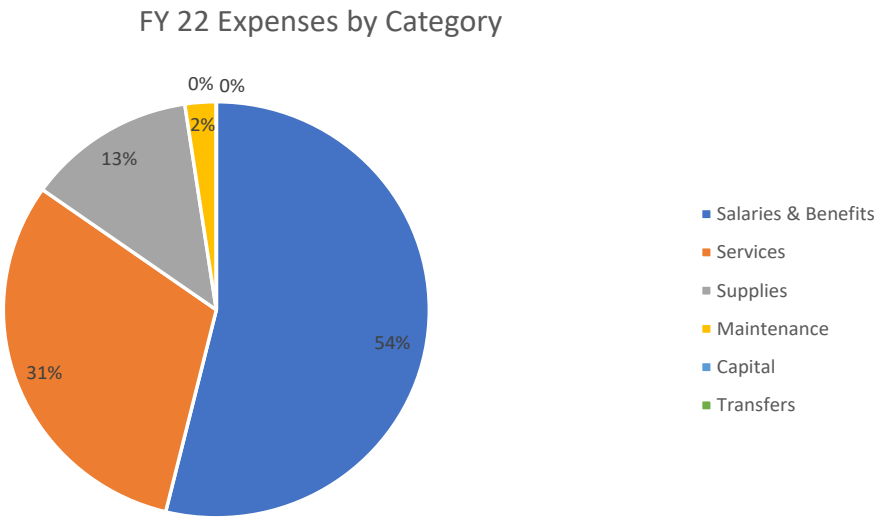


Parks & Recreation

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 201,520	$ 272,787	$ 785,816	$ 701,597
280	Teen Center Recreation Dept	$ 26,300	$ -	$ -	$ -
286	Bocce Ball	$ 41,341	$ 42,545	$ 21,122	$ 64,179
287	Harvest Festival	$ 11,246	$ 9,075	$ 15,100	$ 15,100
288	Fourth of July	$ 43,319	$ 47,733	$ 5,000	$ 5,000
289	Recreation Program	$ 442,701	$ 473,692	$ 56,000	$ -
713	Civic Impact	$ -	$ -	$ -	$ 125,000
Grand Total		**$ 766,427**	**$ 845,832**	**$ 883,038**	**$ 910,876**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
47	***Parks & Recreation***				
20	Salaries & Benefits	$ 498,780	$ 570,894	$ 542,211	$ 490,258
21	Services	$ 157,696	$ 145,861	$ 153,390	$ 282,123
22	Supplies	$ 71,280	$ 109,586	$ 112,600	$ 116,900
23	Maintenance	$ 11,922	$ 19,491	$ 18,837	$ 21,595
26	Capital	$ 450	$ -	$ -	$ -
29	Transfers	$ 26,300	$ -	$ 56,000	$ -
Grand Total		**$ 766,427**	**$ 845,832**	**$ 883,038**	**$ 910,876**



General Ledger

Budget Parks & Recreation 4728/4740

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
47	**Parks & Recreation**				
101-47-28-20-10	Salary-Regular	$ 122,397	$ 136,927	$ 131,389	$ 138,304
101-47-28-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-47-28-20-30	Overtime	$ -	$ -	$ -	$ -
101-47-28-20-40	FICA/Medicare	$ 9,360	$ 9,861	$ 9,589	$ 9,689
101-47-28-20-45	Employer PERS	$ 8,120	$ 9,696	$ 10,240	$ 10,580
101-47-28-20-47	PERS Unfunded Liability	$ 13,092	$ 16,348	$ 21,431	$ 20,977
101-47-28-20-55	Health Insurance	$ 25,689	$ 25,041	$ 12,743	$ 1,908
101-47-28-20-61	Workers Comp	$ 3,892	$ 4,412	$ 3,839	$ 3,491
101-47-28-20-65	SDI	$ 1,109	$ 1,142	$ 1,106	$ 1,327
101-47-28-20-71	Unemployment	$ -	$ -	$ -	$ -
101-47-28-20-75	Deferred Comp	$ 94	$ 95	$ 197	$ 206
101-47-28-20-85	Auto Allowance	$ 2,160	$ 2,160	$ 2,160	$ 2,160
101-47-28-20-96	Education Reimbursement	$ 400	$ 265	$ -	$ -
20	**Salaries & Benefits**	**$ 186,313**	**$ 205,947**	**$ 192,694**	**$ 188,644**
101-47-28-21-05	Advertising	$ 16	$ -	$ 300	$ 300
101-47-28-21-10	Communications	$ 3,579	$ 3,633	$ 5,900	$ 5,900
101-47-28-21-15	Postage	$ 23	$ 23	$ 100	$ 100
101-47-28-21-30	Professional Contracts	$ 2,863	$ 8,335	$ 3,925	$ 4,500
101-47-28-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-47-28-21-42	Banking Fees	$ 582	$ 312	$ 660	$ 660
101-47-28-21-44	Online Transaction Fee	$ 39	$ 34	$ 50	$ 50
101-47-28-21-45	Other Contract Services	$ -	$ -	$ -	$ -
101-47-28-21-53	Memberships & Publications	$ 1,035	$ 1,315	$ 930	$ 655
101-47-28-21-55	Training & Conference	$ 3,092	$ 3,891	$ 135	$ 3,568
101-47-28-21-60	Other Travel	$ 93	$ 33	$ 100	$ 100
21	**Services**	**$ 11,321**	**$ 17,576**	**$ 12,100**	**$ 15,833**
101-47-28-22-12	Computer Equipment	$ 1,803	$ 53	$ -	$ -
101-47-28-22-13	Office Supplies	$ 301	$ 206	$ 500	$ 500
101-47-28-22-15	Special Department Supplies	$ 1,332	$ 935	$ 1,100	$ 1,100
101-47-28-22-44	Swimming Program	$ -	$ -	$ -	$ -
101-47-28-22-46	Home for the Holidays	$ -	$ 1,492	$ 500	$ 1,500
101-47-28-22-47	Jingle All the Way	$ -	$ 38,828	$ 25,000	$ 25,000
22	**Supplies**	**$ 3,436**	**$ 41,513**	**$ 27,100**	**$ 28,100**
101-47-28-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-47-28-23-20	Tennis Court Maintenance	$ -	$ 7,140	$ 4,000	$ 4,000
101-47-28-23-35	Software Maintenance	$ -	$ 612	$ -	$ -
23	**Maintenance**	**$ -**	**$ 7,751**	**$ 4,000**	**$ 4,000**
101-47-28-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ -**	**$ -**

101-47-28-26-40	Furniture & Fixtures	$	450	$	-	$	-	$ -
26	**Capital**	**$**	**450**	**$**	**-**	**$**	**-**	**$ -**
101-47-28-29-99	Transfer to other Funds	$	-	$	-	$	-	$ -
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$ -**
28	**Recreation**	**$**	**201,520**	**$**	**272,787**	**$**	**235,894**	**$ 236,577**
101-47-40-20-10	Salary-Regular	$	-	$	-	$	170,601	$ 98,878
101-47-40-20-20	Temp/Part Time	$	-	$	-	$	57,746	$ 62,275
101-47-40-20-30	Overtime	$	-	$	-	$	2,100	$ 1,600
101-47-40-20-37	Holiday Pay	$	-	$	-	$	667	$ 745
101-47-40-20-40	FICA/Medicare	$	-	$	-	$	17,616	$ 12,458
101-47-40-20-45	Employer PERS	$	-	$	-	$	11,562	$ 6,598
101-47-40-20-47	PERS Unfunded Liability	$	-	$	-	$	24,197	$ 13,081
101-47-40-20-55	Health Insurance	$	-	$	-	$	32,106	$ 32,262
101-47-40-20-61	Workers Comp	$	-	$	-	$	16,912	$ 15,381
101-47-40-20-65	SDI	$	-	$	-	$	1,710	$ 1,187
101-47-40-20-71	Unemployment	$	-	$	-	$	-	$ -
101-47-40-20-75	Deferred Comp	$	-	$	-	$	448	$ 241
101-47-40-20-85	Auto Allowance	$	-	$	-	$	120	$ 120
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**335,785**	**$ 244,825**
101-47-40-21-05	Advertising	$	-	$	-	$	500	$ 500
101-47-40-21-10	Communications	$	-	$	-	$	1,800	$ 1,800
101-47-40-21-15	Postage	$	-	$	-	$	100	$ 100
101-47-40-21-22	Utilities	$	-	$	-	$	1,350	$ 1,350
101-47-40-21-40	Professional Fees	$	-	$	-	$	600	$ 600
101-47-40-21-42	Banking Fees	$	-	$	-	$	3,400	$ 3,400
101-47-40-21-44	Online Transaction Fee	$	-	$	-	$	1,000	$ 1,000
101-47-40-21-45	Other Contract Services	$	-	$	-	$	105,000	$ 105,000
101-47-40-21-52	Facility Rental	$	-	$	-	$	24,000	$ 24,000
101-47-40-21-55	Training & Conference	$	-	$	-	$	1,200	$ 1,200
101-47-40-21-60	Other Travel	$	-	$	-	$	750	$ 750
21	**Services**	**$**	**-**	**$**	**-**	**$**	**139,700**	**$ 139,700**
101-47-40-22-11	Fingerprinting	$	-	$	-	$	300	$ 300
101-47-40-22-12	Computer Equipment	$	-	$	-	$	-	$ -
101-47-40-22-13	Office Supplies	$	-	$	-	$	500	$ 500
101-47-40-22-15	Special Department Supplies	$	-	$	-	$	15,700	$ 19,500
101-47-40-22-41	Supplies - Summer	$	-	$	-	$	1,500	$ 1,500
101-47-40-22-42	Supplies for sports programs	$	-	$	-	$	12,600	$ 12,600
101-47-40-22-43	Fieldtrips	$	-	$	-	$	500	$ -
101-47-40-22-45	Afterschool Enrichment Program	$	-	$	-	$	30,000	$ 30,000
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**61,100**	**$ 64,400**
101-47-40-23-35	Software Maintenance	$	-	$	-	$	1,500	$ 1,500
101-47-40-23-50	Vehicle Alloc Expense	$	-	$	-	$	11,837	$ 14,595
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**13,337**	**$ 16,095**
40	**Vehicle Alloc Expense**	**$**	**-**	**$**	**-**	**$**	**549,922**	**$ 465,020**

280	**Teen Center Recreation Dept**				
47	**Parks & Recreation**				
280-47-28-29-99	Transfer to Other Funds	$ 26,300	$ -	$ -	$ -
29	**Transfers**	**$ 26,300**	**$ -**	**$ -**	**$ -**
28	**Recreation**	**$ 26,300**	**$ -**	**$ -**	**$ -**
286	**Bocce Ball**				
47	**Parks & Recreation**				
286-47-28-20-10	Salary-Regular	$ 6,800	$ 7,607	$ 7,299	$ 37,103
286-47-28-20-20	Temp/Part Time	$ 16,800	$ 11,983	$ -	$ -
286-47-28-20-37	Holiday Pay	$ -	$ -	$ -	$ -
286-47-28-20-40	FICA/Medicare	$ 1,805	$ 1,464	$ 533	$ 2,789
286-47-28-20-45	Employer PERS	$ 451	$ 539	$ 569	$ 2,527
286-47-28-20-47	PERS Unfunded Liability	$ 727	$ 3,603	$ 1,191	$ 5,009
286-47-28-20-55	Health Insurance	$ 1,427	$ 1,391	$ 1,602	$ 6,255
286-47-28-20-61	Workers Comp	$ 1,980	$ 2,245	$ 2,346	$ 2,134
286-47-28-20-65	SDI	$ 62	$ 63	$ 61	$ 427
286-47-28-20-71	Unemployment	$ 2,990	$ 7,465	$ -	$ -
286-47-28-20-75	Deferred Comp	$ 5	$ 5	$ 11	$ 426
286-47-28-20-85	Auto Allowance	$ 120	$ 120	$ 120	$ 120
20	**Salaries & Benefits**	**$ 33,167**	**$ 36,486**	**$ 13,732**	**$ 56,789**
286-47-28-21-05	Advertising	$ -	$ -	$ 150	$ 150
286-47-28-21-10	Communications	$ -	$ -	$ -	$ -
286-47-28-21-15	Postage	$ -	$ -	$ -	$ -
286-47-28-21-42	Banking Fees	$ 1,061	$ 64	$ 1,000	$ 1,000
286-47-28-21-44	Online Transaction Fee	$ 296	$ 38	$ 140	$ 140
286-47-28-21-45	Other Contract Services	$ -	$ -	$ 200	$ 200
21	**Services**	**$ 1,357**	**$ 102**	**$ 1,490**	**$ 1,490**
286-47-28-22-13	Office Supplies	$ 6	$ -	$ 400	$ 400
286-47-28-22-15	Special Department Supplies	$ 6,400	$ 5,910	$ 4,000	$ 4,000
22	**Supplies**	**$ 6,406**	**$ 5,910**	**$ 4,400**	**$ 4,400**
286-47-28-23-30	Maint Building/Grounds	$ 411	$ 46	$ 1,500	$ 1,500
286-47-28-23-35	Software Maintenance	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ 411**	**$ 46**	**$ 1,500**	**$ 1,500**
286-47-28-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
28	**Recreation**	**$ 41,341**	**$ 42,545**	**$ 21,122**	**$ 64,179**
287	**Harvest Festival**				
47	**Parks & Recreation**				
287-47-28-21-42	Banking Fees	$ 112	$ 95	$ 100	$ 100
287-47-28-21-44	Online Transaction Fee	$ -	$ -	$ -	$ -
21	**Services**	**$ 112**	**$ 95**	**$ 100**	**$ 100**

287-47-28-22-15	Special Department Supplies	$ 11,135	$ 8,980	$ 15,000	$ 15,000
22	**Supplies**	**$ 11,135**	**$ 8,980**	**$ 15,000**	**$ 15,000**
28	**Recreation**	**$ 11,246**	**$ 9,075**	**$ 15,100**	**$ 15,100**
288	**Fourth of July**				
47	**Parks & Recreation**				
288-47-28-21-42	Banking Fees	$ 29	$ 56	$ -	$ -
288-47-28-21-45	Other Contract Services	$ 41,528	$ 39,972	$ -	$ -
21	**Services**	**$ 41,558**	**$ 40,028**	**$ -**	**$ -**
288-47-28-22-15	Special Department Supplies	$ 1,762	$ 7,705	$ 5,000	$ 5,000
22	**Supplies**	**$ 1,762**	**$ 7,705**	**$ 5,000**	**$ 5,000**
28	**Recreation**	**$ 43,319**	**$ 47,733**	**$ 5,000**	**$ 5,000**
289	**Recreation Program**				
47	**Parks & Recreation**				
289-47-28-20-10	Salary-Regular	$ 148,682	$ 176,773	$ -	$ -
289-47-28-20-20	Temp/Part Time	$ 32,816	$ 38,707	$ -	$ -
289-47-28-20-30	Overtime	$ 1,590	$ 4,921	$ -	$ -
289-47-28-20-37	Holiday Pay	$ 48	$ 223	$ -	$ -
289-47-28-20-40	FICA/Medicare	$ 14,081	$ 16,370	$ -	$ -
289-47-28-20-45	Employer PERS	$ 8,740	$ 10,638	$ -	$ -
289-47-28-20-47	PERS Unfunded Liability	$ 13,769	$ 17,963	$ -	$ -
289-47-28-20-55	Health Insurance	$ 39,760	$ 40,448	$ -	$ -
289-47-28-20-61	Workers Comp	$ 17,488	$ 19,827	$ -	$ -
289-47-28-20-65	SDI	$ 1,501	$ 1,739	$ -	$ -
289-47-28-20-71	Unemployment	$ -	$ 24	$ -	$ -
289-47-28-20-75	Deferred Comp	$ 707	$ 707	$ -	$ -
289-47-28-20-85	Auto Allowance	$ 120	$ 120	$ -	$ -
20	**Salaries & Benefits**	**$ 279,300**	**$ 328,461**	**$ -**	**$ -**
289-47-28-21-05	Advertising	$ 88	$ 3	$ -	$ -
289-47-28-21-10	Communications	$ 1,666	$ 1,799	$ -	$ -
289-47-28-21-15	Postage	$ -	$ -	$ -	$ -
289-47-28-21-22	Utilities	$ 521	$ 466	$ -	$ -
289-47-28-21-25	Equipment Rental	$ -	$ -	$ -	$ -
289-47-28-21-40	Professional Fees	$ 175	$ -	$ -	$ -
289-47-28-21-42	Banking Fees	$ 5,001	$ 3,106	$ -	$ -
289-47-28-21-44	Online Transaction Fee	$ 2,646	$ 1,020	$ -	$ -
289-47-28-21-45	Other Contract Services	$ 83,175	$ 76,955	$ -	$ -
289-47-28-21-52	Facility Rental	$ 8,612	$ 4,077	$ -	$ -
289-47-28-21-55	Training & Conference	$ 935	$ 263	$ -	$ -
289-47-28-21-60	Other Travel	$ 530	$ 370	$ -	$ -
21	**Services**	**$ 103,349**	**$ 88,059**	**$ -**	**$ -**
289-47-28-22-11	Fingerprinting	$ 25	$ -	$ -	$ -
289-47-28-22-12	Computer Equipment	$ -	$ -	$ -	$ -
289-47-28-22-13	Office Supplies	$ -	$ 320	$ -	$ -
289-47-28-22-15	Special Department Supplies	$ 19,106	$ 18,330	$ -	$ -

289-47-28-22-41	Supplies - Summer	$	2,640	$	341	$	-	$ -
289-47-28-22-42	Supplies for sports programs	$	11,972	$	13,593	$	-	$ -
289-47-28-22-43	Fieldtrips	$	319	$	641	$	-	$ -
289-47-28-22-44	Swimming Program	$	-	$	-	$	-	$ -
289-47-28-22-45	Afterschool Enrichment Program	$	14,480	$	12,255	$	-	$ -
22	**Supplies**	**$**	**48,542**	**$**	**45,479**	**$**	**-**	**$ -**
289-47-28-23-35	Software Maintenance	$	-	$	-	$	-	$ -
289-47-28-23-50	Vehicle Alloc Expense	$	11,511	$	11,693	$	-	$ -
23	**Maintenance**	**$**	**11,511**	**$**	**11,693**	**$**	**-**	**$ -**
289-47-28-24-25	Taxes & Other Charges	$	-	$	-	$	-	$ -
24	**Taxes, Insurances & Contribution**	**$**	**-**	**$**	**-**	**$**	**-**	**$ -**
289-47-28-29-99	Transfer to other Funds	$	-	$	-	$	56,000	$ -
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**56,000**	**$ -**
28	**Recreation**	**$**	**442,701**	**$**	**473,692**	**$**	**56,000**	**$ -**
713	**Civic Impact**							
47	**Parks & Recreation**							
713-47-28-21-45	Other Contract Services	$	-	$	-	$	-	$ 125,000
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 125,000**
28	**Recreation**	**$**	**-**	**$**	**-**	**$**	**-**	**$ 125,000**
Grand Total		**$**	**766,427**	**$**	**845,832**	**$**	**883,038**	**$ 910,876**

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Contracts	*2130*	*101*	
Marketing		4,500	4,500
TOTAL - Professional Contracts	***2130***	***$ 4,500***	***$ 4,500***
Memberships & Publications	*2153*	*101*	
CPRS (3 employees)		565	565
USTA		90	90
TOTAL - Memberships & Publications	***2153***	***$ 655***	***$ 655***
Special Department Supplies	*2215*	*101*	
Newsletter, Miscellaneous Supplies		1,100	1,100
TOTAL - Special Department Supplies	***2215***	***$ 1,100***	***$ 1,100***
BOCCE BALL - 286			
Special Department Supplies	*2215*	*286*	
Bocce Balls, Equipment		4,000	4,000
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***
HARVEST FESTIVAL - 287			
Special Department Supplies	*2215*	*287*	
Bathrooms		1,000	1,000
Security		1,000	1,000
Trash		1,000	1,000
Banners		1,500	1,500
Supplies		500	500
Advertising		2,000	2,000
Bands		2,000	2,000
Miscellaneous		5,000	5,000
T-Shirt		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 15,000***	***$ 15,000***
4TH OF JULY - 288			
Special Department Supplies	*2215*	*288*	
Security		1,500	1,500
Banners		1,500	1,500
Advertising		1,000	1,000
Bathrooms		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 5,000***	***$ 5,000***
CIVIC IMPACT - 713			
Other Contract Services	*2145*	*713*	
Parks & Recreation Master Plan		125,000	125,000
TOTAL - Special Department Supplies	***2145***	***$ 125,000***	***$ 125,000***

RECREATION PROGRAM - 4740
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Fees	*2140*	*101*	
CPR		600	600
TOTAL - Professional Fees	***2140***	***$ 600***	***$ 600***
Other Contract Services	*2145*	*101*	
Instructors		36,000	36,000
Camps		69,000	69,000
TOTAL - Other Contract Services	***2145***	***$ 105,000***	***$ 105,000***
Facility Rental	*2152*	*101*	
School District - Gym, Fields, etc.		24,000	24,000
TOTAL - Facility Rental	***2152***	***$ 24,000***	***$ 24,000***
Training and Conferences	*2155*	*101*	
CPRS - Summer Staff		1,200	1,200
TOTAL - Training and Conferences	***2155***	***$ 1,200***	***$ 1,200***
Other Travel	*2160*	*101*	
Fuel		750	750
TOTAL - Other Travel	***2160***	***$ 750***	***$ 750***
Special Department Supplies	*2215*	*101*	
Jersey's		9,000	9,000
Equipment		9,000	9,000
Miscellaneous Supplies, Food, Events		1,500	1,500
TOTAL - Special Department Supplies	***2215***	***$ 19,500***	***$ 19,500***
Software Maintenance	*2335*	*101*	
Recreation Registration		1,500	1,500
TOTAL - Software Maintenance	***2335***	***$ 1,500***	***$ 1,500***

Public Safety

Fire (4800)

Budget 2021-22

Purpose

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost effective services, including: fire protection (prevention and suppression); public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. The Department provides for the safety of the members of the Fire Department and serves the interest of the residents of the City of St. Helena and the surrounding area.

Fire Department by the numbers:

For Fiscal Year 2020/21:

—-

Calls responded to CY19

Breakdown:

Fire - —

Rupture/explosion - —

EMS/Rescue - —

Hazardous conditions - —

Public Assist - —

Cancelled en route - —

False alarm - —



Staffing

The Fire Department currently has 4.15 FTE staff members and 29 part-time staff consisting of:

- Fire Chief (0.75)
- Administrative Assistant/Fire Inspector (1)
- Full-Time Firefighters (2)
- Part-Time Firefighters (19) - *This includes Firefighters paid on an hourly, per-call basis and seasonal Firefighters.*



Fire (4800)

Budget 2021-22

Department Goals

- Paint the Fire Station Exterior
- Put in service new Type 3 4WD wildland engine
- Consolidate 3 emergency response software subscriptions into one all-inclusive program
- Hire 4 permanent part-time firefighters to supplement the departure of 10 part-time firefighters in fiscal year 19/20
- Maintain highest levels of fire and life safety service to our community

Accomplishments

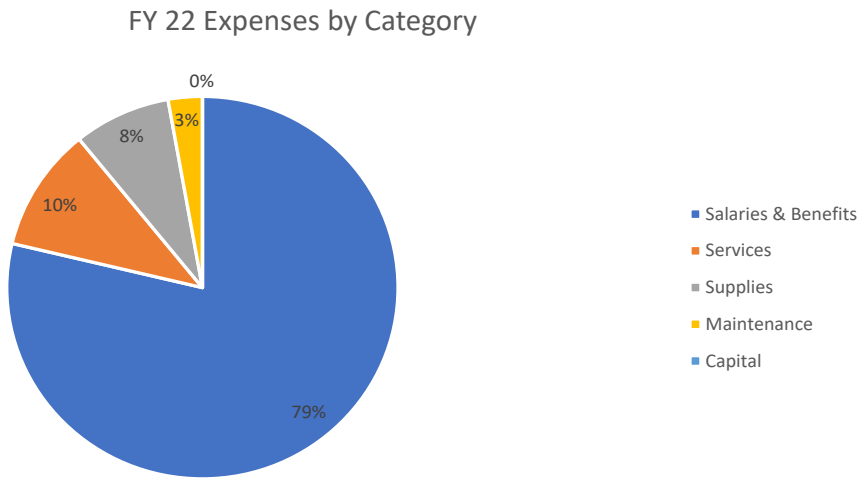
- Moved to a 3-person daily shift structure operating 10 hours a day, 6 days a week.
- Ordered new urban interface Type 3 Engine by Pierce. Expected delivery is early June 2020.
- Captain Nick Solakian became a Strike Team Leader Trainee.
- Chief Sorensen served as a Division/Group Supervisor Trainee during the Kincade fire.
- Jim Capponi retired after 40 years of service and Alec Vidler became the City's Fire Inspector.
- Put in service new Type 6 urban interface engine.
- Improved landscaping around firehouse.
- Adopted a COVID-19 exposure prevention protocol to protect Fire Department personnel.
- Created PSPS/Wildfire prevention and education pamphlet delivered to all City households to help improve community response during emergencies.

Fire

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 1,385,808	$ 1,611,368	$ 2,043,458	$ 1,653,453
420	1996 GO Bonds	$ 135,736	$ -	$ -	$ -
593	Fire Equipment Replacement	$ -	$ 463	$ 40,000	$ 40,000
Grand Total		**$ 1,521,545**	**$ 1,611,831**	**$ 2,083,458**	**$ 1,693,453**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
48	***Fire***				
20	Salaries & Benefits	$ 995,334	$ 1,241,448	$ 1,754,056	$ 1,332,838
21	Services	$ 312,027	$ 178,699	$ 150,700	$ 176,913
22	Supplies	$ 164,174	$ 141,726	$ 130,900	$ 135,900
23	Maintenance	$ 49,782	$ 47,214	$ 47,802	$ 47,802
26	Capital	$ 227	$ 2,745	$ -	$ -
Grand Total		**$ 1,521,545**	**$ 1,611,831**	**$ 2,083,458**	**$ 1,693,453**



General Ledger

Budget Fire 4800

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
48	**Fire**				
101-48-00-20-10	Salary-Regular	$ 213,496	$ 245,655	$ 337,929	$ 362,524
101-48-00-20-20	Temp/Part Time	$ 381,098	$ 498,269	$ 452,669	$ 500,969
101-48-00-20-24	Strike Team Salary	$ 5,041	$ 80,914	$ 481,000	$ -
101-48-00-20-25	Standby	$ 3,045	$ 40,036	$ 40,000	$ 40,000
101-48-00-20-30	Overtime	$ 149,309	$ 83,462	$ 161,090	$ 132,000
101-48-00-20-37	Holiday Pay	$ 16,117	$ 12,624	$ 26,849	$ 27,464
101-48-00-20-40	FICA/Medicare	$ 57,853	$ 73,206	$ 72,513	$ 80,920
101-48-00-20-45	Employer PERS	$ 21,318	$ 43,641	$ 56,644	$ 59,492
101-48-00-20-47	PERS Unfunded Liability	$ 47,125	$ 55,167	$ 10,077	$ 15,338
101-48-00-20-50	Employee PERS	$ 6,494	$ 5,564	$ 2,645	$ 2,785
101-48-00-20-55	Health Insurance	$ 55,446	$ 56,695	$ 58,421	$ 60,040
101-48-00-20-61	Workers Comp	$ 35,586	$ 40,347	$ 48,324	$ 43,948
101-48-00-20-65	SDI	$ 2,542	$ 2,755	$ 3,349	$ 4,234
101-48-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-48-00-20-75	Deferred Comp	$ 862	$ 863	$ 296	$ 876
101-48-00-20-85	Auto Allowance	$ -	$ -	$ -	$ -
101-48-00-20-95	Uniform Allowance	$ -	$ 2,250	$ 2,250	$ 2,250
20	**Salaries & Benefits**	**$ 995,334**	**$ 1,241,448**	**$ 1,754,056**	**$ 1,332,838**
101-48-00-21-05	Advertising	$ -	$ -	$ -	$ -
101-48-00-21-10	Communications	$ 70,015	$ 17,375	$ 14,500	$ 14,500
101-48-00-21-15	Postage	$ 200	$ 889	$ 500	$ 500
101-48-00-21-22	Utilities	$ 28,748	$ 32,267	$ 40,000	$ 40,000
101-48-00-21-25	Equipment Rental	$ -	$ -	$ -	$ -
101-48-00-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
101-48-00-21-30	Professional Contracts	$ 14,913	$ 17,089	$ 15,000	$ 15,000
101-48-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-48-00-21-45	Other Contract Services	$ 474	$ 13,333	$ 9,500	$ 9,500
101-48-00-21-52	Facility Rental	$ 18,000	$ 18,600	$ 22,000	$ 4,000
101-48-00-21-53	Memberships & Publications	$ 357	$ 6,204	$ 2,500	$ 2,500
101-48-00-21-54	CAL Fire Dispatch Contract	$ 17,350	$ 60,331	$ 30,000	$ 74,213
101-48-00-21-55	Training & Conference	$ 22,603	$ 4,776	$ 11,700	$ 11,700
101-48-00-21-70	Fire Prevention Education	$ 3,631	$ 7,835	$ 5,000	$ 5,000
101-48-00-21-75	Fire Inspection Prof Fees	$ -	$ -	$ -	$ -
21	**Services**	**$ 176,291**	**$ 178,699**	**$ 150,700**	**$ 176,913**
101-48-00-22-07	Copies	$ -	$ -	$ -	$ -
101-48-00-22-10	Issuance Costs	$ -	$ -	$ -	$ -
101-48-00-22-12	Computer Equipment	$ 3,639	$ 47	$ -	$ -
101-48-00-22-13	Office Supplies	$ 2,641	$ 2,072	$ 2,000	$ 2,000
101-48-00-22-15	Special Department Supplies	$ 69,001	$ 71,005	$ 31,400	$ 31,400
101-48-00-22-17	Field Supplies	$ 2,560	$ 6,991	$ 5,500	$ 5,500
101-48-00-22-25	Fuel/Oil	$ 10,052	$ 10,234	$ 12,000	$ 12,000
101-48-00-22-26	Outside Vehicle Maint	$ 69,046	$ 47,957	$ 35,000	$ 40,000

101-48-00-22-28	Vehicle Parts	$ 7,235	$ 2,957	$ 5,000	$ 5,000
22	**Supplies**	**$ 164,174**	**$ 141,263**	**$ 90,900**	**$ 95,900**
101-48-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-48-00-23-12	Maintenance Supplies	$ -	$ -	$ -	$ -
101-48-00-23-15	Maint Machine/Equipment	$ 9,669	$ 9,934	$ 17,500	$ 17,500
101-48-00-23-30	Maint Buildings/Grounds	$ 22,118	$ 25,826	$ 17,000	$ 17,000
101-48-00-23-35	Software Maintenance	$ 17,996	$ 11,454	$ 13,302	$ 13,302
23	**Maintenance**	**$ 49,782**	**$ 47,214**	**$ 47,802**	**$ 47,802**
101-48-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ -**	**$ -**
101-48-00-26-30	Capital Equipment	$ -	$ -	$ -	$ -
101-48-00-26-40	Furniture & Fixtures	$ 227	$ 2,745	$ -	$ -
26	**Capital**	**$ 227**	**$ 2,745**	**$ -**	**$ -**
00	**Administration**	**$ 1,385,808**	**$ 1,611,368**	**$ 2,043,458**	**$ 1,653,453**
420	**1996 GO Bonds**				
48	**Fire**				
420-48-00-21-45	Other Contract Services	$ 135,736	$ -	$ -	$ -
21	**Services**	**$ 135,736**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 135,736**	**$ -**	**$ -**	**$ -**
593	**Fire Equipment Replacement**				
48	**Fire**				
593-48-00-22-15	Special Department Supplies	$ -	$ 463	$ 40,000	$ 40,000
22	**Supplies**	**$ -**	**$ 463**	**$ 40,000**	**$ 40,000**
593-48-00-26-30	Capital Equipment	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ 463**	**$ 40,000**	**$ 40,000**
Grand Total		**$ 1,521,545**	**$ 1,611,831**	**$ 2,083,458**	**$ 1,693,453**

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Communications	*2110*	*101*	
Cell, Satellite Phones, Comcast, EOC Lines		14,500	14,500
TOTAL - Communications	***2110***	***$ 14,500***	***$ 14,500***
Professional Contracts	*2130*	*101*	
Physicals		*11,200*	11,200
Medical Cache Annual Fee		*500*	500
Training Ground Annual Fee		*500*	500
EMS Region Fee		*500*	500
Operations Consultant		*2,000*	2,000
Fire Safety House Annual Fee		*300*	300
TOTAL - Professional Contracts	***2130***	***$ 15,000***	***$ 15,000***
Other Contract Services	*2145*	*101*	
Adapt Management		9,500	9,500
TOTAL - Other Contract Services	***2145***	***$ 9,500***	**$ 9,500**
Memberships & Publications	*2153*	*101*	
Ca. State Firefighters Association		2,500	2,500
TOTAL - Memberships & Publications	***2153***	***$ 2,500***	**$ 2,500**
Training and Conferences	*2155*	*101*	
Misc. Education & Training		11,700	11,700
TOTAL - Training and Conferences	***2155***	***$ 11,700***	***$ 11,700***
Fire Prevention Education	*2170*	*101*	
Weed Abatement (Outreach)		500	500
Open House (Supplies & Outreach)		4,000	4,000
Kiddie Tours (Supplies)		500	500
TOTAL - Fire Prevention Education	***2170***	***$ 5,000***	***$ 5,000***
Special Department Supplies	*2215*	*101*	
Annual Supplies		5,900	5,900
SCBA		16,000	16,000
Replacement Nozzles		8,500	8,500
Class "A" Foam		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 31,400***	**$ 31,400**
Field Supplies	*2217*	*101*	
Disposable Medical Supplies		5,500	5,500
TOTAL - Field Supplies	***2217***	***$ 5,500***	**$ 5,500**

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Machinery & Equipment Maintenance	*2315*	*101*	
SCBA Testing & Maintenance		5,250	5,250
Truck Maintenance		3,250	3,250
Replacement Tires		3,250	3,250
Ladder Testing		1,250	1,250
Extrication Tool Annual Maintenance		2,250	2,250
Refrigerator/Stove Service		2,250	2,250
TOTAL - Machine & Equipment Maintenance	***2315***	***$ 17,500***	**$ 17,500**
Software Maintenance	*2335*	*101*	
Fire Inspection Software		4,200	4,200
Zoll Data Systems		2,230	2,230
Active 911		300	300
Miscellaneous		4,772	4,772
Incident Management Software Maint.		1,800	1,800
TOTAL - Software Maintenance	***2335***	***$ 13,302***	**$ 13,302**

EQUIPMENT REPLACEMENT FUND FIRE - 593			
Special Department Supplies	*2215*	*593*	
Personal Protective Equipment (PPE)		20,000	20,000
Tools		15,000	15,000
Radio Repair/Replacement		5,000	5,000
TOTAL - Special Department Supplies	***2215***	***$ 40,000***	**$ 40,000**

Police (4900)

Budget 2021-22

Purpose

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group, or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

Police Department by the numbers:

For Fiscal Year 2020/21:

5,094

Calls for Service

956

Reports Taken

183

Arrests Made

185

Case conviction rates are unavailable due to the COVID-19 pandemic. During the pandemic, the Courts were closed, for most of the year. Cases are now moving forward. With a large backlog, many minor cases are expected to be dismissed in the interest of justice.

Staffing

The Police Department currently has 18.75* full-time staff and 1 part-time staff consisting of:

- Police Chief (1)
- Lieutenant (1)
- Sergeants (2)
- Officers (9)*
- Dispatchers (5)
- Community Services Officer (.75)
- Volunteers (7)

*One FTE position has been frozen for FY 2021-22.



Police (4900)

Budget 2021-22

Department Goals

- Relocate the Police Department from current location to Napa Valley College.
- Solidify radio transmission necessities for new location.
- Complete shooting range repairs for continued all State mandated firearms training.
- Continue annual Police Policy Review and Social Justice, Equity, and Inclusion discussions to ensure the Police Department aligns with City Core Values.
- Implement emergency evacuation plan and procedures (Zonehaven).

Accomplishments

- Investigation into a teen suicide resulted in the arrest and conviction of a local narcotics dealer.
- Navigated through the Glass Fire event which included evacuations and repopulation of the City.
- Police Chief completed in depth Glass Fire After Action Report.
- Provided enforcement and education of both Federal and State mandated orders and guidelines during the COVID19 worldwide pandemic.
- Hired one of two Police Officer vacancies.
- Worked through Public Safety Power Shutoff events.
- All officers completed De-escalation and LGBTQ training.
- Conducted Policy review with City Council which resulted in a use of force policy change.
- Engaged in Community dialogue through a Town Hall meeting regarding Social Justice and Social Equality.

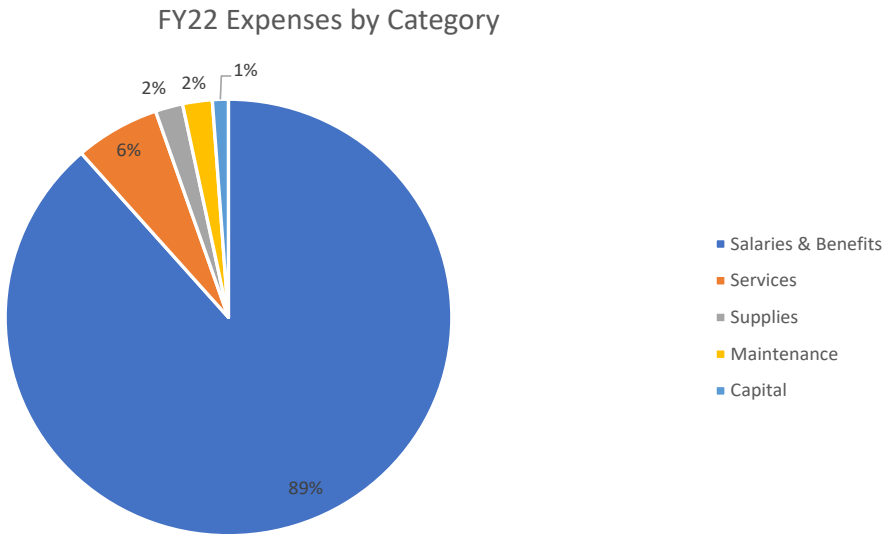


Police

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 3,144,218	$ 3,024,444	$ 2,921,902	$ 3,295,102
224	Public Safety (COPS)	$ 121,891	$ 87,122	$ 133,400	$ 133,400
238	Training Development Fund	$ 5,851	$ 5,637	$ 8,000	$ 8,000
277	Prop 56 Grant	$ 23,294	$ 31,477	$ -	$ -
278	BSCC Grant	$ 11,216	$ -	$ -	$ -
279	Asset Forfeit	$ 474	$ 2,609	$ 6,500	$ 6,500
375	Murray Ex Trust	$ -	$ 34,566	$ 2,280	$ 2,280
Grand Total		**$ 3,306,944**	**$ 3,185,854**	**$ 3,072,082**	**$ 3,445,282**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
49	***Police***				
20	Salaries & Benefits	$ 2,963,376	$ 2,899,324	$ 2,705,416	$ 3,050,826
21	Services	$ 192,728	$ 149,915	$ 205,700	$ 212,150
22	Supplies	$ 29,402	$ 77,606	$ 66,080	$ 68,580
23	Maintenance	$ 57,553	$ 59,010	$ 60,185	$ 73,976
26	Capital	$ 63,885	$ -	$ 34,701	$ 39,750
Grand Total		**$ 3,306,944**	**$ 3,185,854**	**$ 3,072,082**	**$ 3,445,282**



General Ledger

Budget Police 4900

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
49	**Police**				
101-49-00-20-10	Salary-Regular	$ 1,564,550	$ 1,473,544	$ 1,373,509	$ 1,566,157
101-49-00-20-20	Temp/Part Time	$ 7,149	$ -	$ -	$ -
101-49-00-20-30	Overtime	$ 231,859	$ 236,815	$ 139,800	$ 198,800
101-49-00-20-37	Holiday Pay	$ 52,204	$ 55,630	$ 47,715	$ 55,257
101-49-00-20-40	FICA/Medicare	$ 138,212	$ 132,582	$ 116,801	$ 136,420
101-49-00-20-45	Employer PERS	$ 245,287	$ 230,206	$ 226,647	$ 256,024
101-49-00-20-47	PERS Unfunded Liability	$ 214,522	$ 266,414	$ 304,593	$ 304,593
101-49-00-20-55	Health Insurance	$ 362,725	$ 348,307	$ 369,799	$ 403,093
101-49-00-20-61	Workers Comp	$ 85,001	$ 90,418	$ 95,538	$ 88,494
101-49-00-20-65	SDI	$ 17,576	$ 16,807	$ 15,132	$ 20,990
101-49-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-49-00-20-75	Deferred Comp	$ 5,284	$ 3,328	$ 1,107	$ 5,848
101-49-00-20-85	Auto Allowance	$ 2,400	$ 1,543	$ 2,400	$ 2,400
101-49-00-20-95	Uniform Allowance	$ 13,313	$ 11,750	$ 12,375	$ 12,750
101-49-00-20-96	Education Reimbursement	$ -	$ 503	$ -	$ -
20	**Salaries & Benefits**	**$ 2,940,082**	**$ 2,867,847**	**$ 2,705,416**	**$ 3,050,826**
101-49-00-21-05	Advertising	$ -	$ -	$ -	$ -
101-49-00-21-10	Communications	$ 15,295	$ 16,820	$ 23,000	$ 23,000
101-49-00-21-15	Postage	$ 1,481	$ 1,391	$ 1,500	$ 1,500
101-49-00-21-27	Equipment Lease Exp	$ 3,110	$ 2,878	$ 3,500	$ 3,500
101-49-00-21-30	Professional Contracts	$ 26,148	$ 25,000	$ 30,000	$ 30,000
101-49-00-21-40	Professional Fees	$ 9,561	$ 4,187	$ 10,000	$ 10,000
101-49-00-21-45	Other Contract Services	$ 50,823	$ 32,794	$ 37,600	$ 40,600
101-49-00-21-53	Memberships & Publications	$ 520	$ 1,227	$ 2,200	$ 3,400
101-49-00-21-55	Training & Conference	$ 3,918	$ 2,076	$ 1,500	$ 3,750
101-49-00-21-60	Other Travel	$ 157	$ -	$ -	$ -
21	**Services**	**$ 111,013**	**$ 86,373**	**$ 109,300**	**$ 115,750**
101-49-00-22-07	Copies	$ 2,173	$ 2,179	$ 2,300	$ 2,300
101-49-00-22-08	Police Dept Youth Activity	$ 521	$ 1,731	$ 2,000	$ 2,000
101-49-00-22-12	Computer Equipment	$ 25	$ -	$ 2,000	$ 2,000
101-49-00-22-13	Office Supplies	$ 2,103	$ 2,604	$ 3,000	$ 3,000
101-49-00-22-15	Special Department Supplies	$ 6,408	$ 4,681	$ 3,000	$ 5,500
101-49-00-22-17	Field Supplies	$ -	$ 19	$ -	$ -
22	**Supplies**	**$ 11,230**	**$ 11,214**	**$ 12,300**	**$ 14,800**
101-49-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-49-00-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -
101-49-00-23-30	Maint Buildings/Grounds	$ -	$ -	$ -	$ -
101-49-00-23-35	Software Maintenance	$ -	$ 543	$ 1,000	$ 1,000
101-49-00-23-50	Vehicle Alloc Expense	$ 57,553	$ 58,467	$ 59,185	$ 72,976
23	**Maintenance**	**$ 57,553**	**$ 59,010**	**$ 60,185**	**$ 73,976**

101-49-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ -**	**$ -**
101-49-00-26-30	Capital Equipment	$ 24,340	$ -	$ 34,451	$ 39,500
101-49-00-26-40	Furniture & Fixtures	$ -	$ -	$ 250	$ 250
26	**Capital**	**$ 24,340**	**$ -**	**$ 34,701**	**$ 39,750**
00	**Administration**	**$ 3,144,218**	**$ 3,024,444**	**$ 2,921,902**	**$ 3,295,102**
224	**Public Safety (COPS)**				
49	**Police**				
224-49-00-21-10	Communications	$ -	$ -	$ -	$ -
224-49-00-21-30	Professional Contracts	$ 66,246	$ 54,150	$ 73,400	$ 73,400
224-49-00-21-45	Other Contract Services	$ 1,000	$ -	$ 5,000	$ 5,000
224-49-00-21-55	Training & Conference	$ 8,619	$ 3,755	$ 10,000	$ 10,000
21	**Services**	**$ 75,865**	**$ 57,906**	**$ 88,400**	**$ 88,400**
224-49-00-22-12	Computer Equipment	$ 2,927	$ 5,232	$ 5,000	$ 5,000
224-49-00-22-15	Special Department Supplies	$ 5,821	$ 5,267	$ 10,000	$ 10,000
224-49-00-22-17	Field Supplies	$ 8,949	$ 18,718	$ 30,000	$ 30,000
22	**Supplies**	**$ 17,698**	**$ 29,217**	**$ 45,000**	**$ 45,000**
224-49-00-26-30	Capital Equipment	$ 28,329	$ -	$ -	$ -
224-49-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
26	**Capital**	**$ 28,329**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 121,891**	**$ 87,122**	**$ 133,400**	**$ 133,400**
238	**Training Development Fund**				
49	**Police**				
238-49-00-21-55	Training & Conference	$ 5,851	$ 5,637	$ 8,000	$ 8,000
21	**Services**	**$ 5,851**	**$ 5,637**	**$ 8,000**	**$ 8,000**
238-49-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 5,851**	**$ 5,637**	**$ 8,000**	**$ 8,000**
277	**Prop 56 Grant**				
49	**Police**				
277-49-00-20-10	Salary-Regular	$ 18,333	$ 21,924	$ -	$ -
277-49-00-20-30	Overtime	$ 891	$ -	$ -	$ -
277-49-00-20-40	FICA/Medicare	$ 1,471	$ 1,677	$ -	$ -
277-49-00-20-45	Employer PERS	$ -	$ 2,858	$ -	$ -
277-49-00-20-55	Health Insurance	$ 2,207	$ 3,191	$ -	$ -
277-49-00-20-61	Workers Comp	$ -	$ 1,340	$ -	$ -
277-49-00-20-65	SDI	$ 192	$ 219	$ -	$ -
277-49-00-20-75	Deferred Comp	$ 13	$ 18	$ -	$ -
277-49-00-20-95	Police Dept Uniform	$ 188	$ 250	$ -	$ -
20	**Salaries & Benefits**	**$ 23,294**	**$ 31,477**	**$ -**	**$ -**
00	**Administration**	**$ 23,294**	**$ 31,477**	**$ -**	**$ -**

278	**BSCC Grant**				
49	**Police**				
278-49-00-26-30	Capital Equipment	$ 11,216	$ -	$ -	$ -
26	**Capital**	**$ 11,216**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 11,216**	**$ -**	**$ -**	**$ -**
279	**Asset Forfeit**				
49	**Police**				
279-49-00-22-15	Special Department Supplies	$ 474	$ 2,609	$ 6,500	$ 6,500
22	**Supplies**	**$ 474**	**$ 2,609**	**$ 6,500**	**$ 6,500**
00	**Administration**	**$ 474**	**$ 2,609**	**$ 6,500**	**$ 6,500**
375	**Murray Ex Trust**				
49	**Police**				
375-49-00-22-15	Special Department Supplies	$ -	$ 34,566	$ 2,280	$ 2,280
22	**Supplies**	**$ -**	**$ 34,566**	**$ 2,280**	**$ 2,280**
00	**Administration**	**$ -**	**$ 34,566**	**$ 2,280**	**$ 2,280**
Grand Total		**$ 3,306,944**	**$ 3,185,854**	**$ 3,072,082**	**$ 3,445,282**

POLICE - 4900
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Contract Services	*2130*	*101*	
Up Valley Family Center		*30,000*	30,000
TOTAL - Professional Contract Services	***2130***	***$ 30,000***	***$ 30,000***
Professional Fees	*2140*	*101*	
Pre-Employment Psychological, Medical, and Other Related Services		*5,000*	5,000
Third Party Investigations		*5,000*	5,000
TOTAL - Professional Fees	***2140***	***$ 10,000***	***$ 10,000***
Other Contract Services	*2145*	*101*	
Nixle		*2,500*	2,500
WCAL		*2,500*	2,500
SANE/SART		*2,500*	2,500
St. Helena Car Wash		*1,200*	1,200
AVTEC		*5,000*	5,000
RIMS		*19,200*	19,200
Body Camera Program		*7,400*	7,400
Fast Track		*300*	300
TOTAL - Other Contract Services	***2145***	***$ 40,600***	***$ 40,600***
Memberships & Publications	*2153*	*101*	
Cal Chiefs		1,200	1,200
IACP		300	300
CPOA		500	500
CAPE		100	100
NAFBI		300	300
Swat/Firearm		200	200
Subscriptions		200	200
CAL PELRA		600	600
TOTAL - Memberships & Publications	***2153***	***$ 3,400***	**$ 3,400**
Training & Conference	*2155*	*101*	
Cal Chiefs		*2,250*	2,250
CAL PELRA		*1,500*	1,500
TOTAL - Training & Conference	***2155***	***$ 3,750***	***$ 3,750***
Special Department Supplies	*2215*	*101*	
Senior Volunteer Program Supplies		*3,000*	3,000
Miscellaneous		*2,500*	2,500
TOTAL - Special Department Supplies	***2215***	***$ 5,500***	***$ 5,500***

POLICE - 4900 EXPENSE DETAIL			
Description	**Object Code**	**Funding Source**	**Total Budgeted**
Software Maintenance	*2335*	*101*	
Anti-Virus		*1,000*	1,000
TOTAL - Software Maintenance	***2335***	***$ 1,000***	***$ 1,000***
Capital Equipment	*2630*	*101*	
CBRIS Reporting Mandate		*25,000*	25,000
Radio Mandate		*14,500*	14,500
TOTAL - Capital Equipment	***2630***	***$ 39,500***	***$ 39,500***
PUBLIC SAFETY (COPS) - 224			
Professional Contract Services	*2130*	*224*	
NSIB Contract		*45,000*	45,000
County Communication Services		*1,000*	1,000
Live Scan Contract		*8,000*	8,000
Entersect/NetMotion/Copware/ Language Line		*4,300*	4,300
Data Ticket Contract		*1,200*	1,200
CJ's K9 Training Contract		*6,000*	6,000
Animal Medical Service		*3,000*	3,000
Booking Fees		*1,500*	1,500
CLETS Access		*3,100*	3,100
Critical Reach		*300*	300
TOTAL - Professional Contract Services	***2130***	***$ 73,400***	***$ 73,400***
Other Contract Services	*2145*	*224*	
RIMS Dispatch Updates		*2,500*	2,500
Interview Software Maintenance Contract		*2,500*	2,500
TOTAL - Other Contract Services	***2145***	***$ 5,000***	***$ 5,000***
Training and Conferences	*2155*	*224*	
POST Training		2,500	2,500
Domain Specific Conferences		5,000	5,000
Miscellaneous Conferences		2,500	2,500
TOTAL - Training and Conferences	***2155***	***$ 10,000***	***$ 10,000***
Computer Equipment	*2212*	*224*	
Cameras		*5,000*	5,000
TOTAL - Other Contract Services	***2212***	***$ 5,000***	***$ 5,000***

POLICE - 4900
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Special Department Supplies	*2215*	*224*	
Reporting Writing License/Software Upgrades		3,000	3,000
Radar Units		5,000	5,000
Defibulator Maintenance		2,000	2,000
TOTAL - Special Department Supplies	***2215***	***$ 10,000***	**$ 10,000**
Field Supplies	*2217*	*224*	
Notebooks, Recording Devices		1,500	1,500
Narcotic Kits, PAZ Devices, Flashlights, & Chargers		2,500	2,500
Ticket Books		3,000	3,000
Flares, Gloves, First Aid, Batteries, Etc.		5,000	5,000
Ammunition		5,000	5,000
Firearm/Rifle Replacement		5,000	5,000
Portable Radio Repair & Replacement		1,000	1,000
Simunitions		3,000	3,000
Bullet Proof Vest Replacement		4,000	4,000
TOTAL - Field Supplies	***2217***	***$ 30,000***	**$ 30,000**
TRAINING DEVELOPMENT FUND - 238			
POST Reimbursable Training	*2155*	*238*	
Training		8,000	8,000
TOTAL - Post Reimburseable Training	***2155***	***$ 8,000***	***$ 8,000***
ASSET FORFEITURE FUND - 279			
Special Department Supplies	*2215*	*279*	
Tasers and Cartridges		5,000	5,000
Drug Education Prevention Supplies		1,500	1,500
TOTAL - Special Department Supplies	***2215***	***$ 6,500***	**$ 6,500**

PUBLIC WORKS

Public Works (5000)

Budget 2021-22

Staffing

The Public Works Department currently has 27* full-time staff members. Consisting of:

- Public Works Director (1)
- Assistant Public Works Director (1)
- Operations Manager (1)
- Assistant Operations Manager (1)
- Management Analyst (1)
- Engineer (1)
- Assistant Engineer (1)
- Administrative Assistant (1)
- Superintendent (3)
- Maintenance Worker (9)*
- Wastewater Chief Plant Operator (1)
- Wastewater Plant Operator (2)
- Water Chief Plant Operator (1)
- Water Plant Operator (2)

*One FTE position has been frozen for FY 2021-22.

Accomplishments (CIP)

- C19-02 Rehabilitate Crane Park Tennis courts completed
- C20-03 Skatepark Improvements completed
- C20-08 Public Works Corporation Yard Fuel Tank completed
- C-82 Downtown Restrooms completed
- R19-05 Grayson Avenue and South Crane Avenue rehabilitation design in progress
- R20-02 Mills Lane Storm Drain design in progress
- S-52 WWTP Phase 1 Upgrades plans and specs approved
- W-26 Upper York Creek Dam Removal & Ecosystem Restoration project completed



Public Works (5000)

Budget 2021-22

Accomplishments

- Completed the removal of the legacy Upper York Creek Dam Removal & Ecosystem Restoration Project (CIP W-26).
- Installation of new generators occurred at the City Library, Madrone Knoll Pump Station, Stonebridge Wells site, and the flood project. Automatic transfer switch and docking station installed at Rutherford Pump Station.
- Installation of new Exeloo public restroom at Oak Avenue parking lot near Money Way (CIP C-82).
- Emergency Meadowood Tank Replacement Project, replace three existing water tanks and upgrade water delivery system.
- Development of a Risk and Resilience Assessment (RRA) and an Emergency Response Plan for the City's water distribution system.
- Began Phase I of the City's Active Transportation/Safe Routes to School Plan. Phase II of the project will occur during FY2021/22.
- Crane Park Skatepark improvements included the installation of new LED lights and landscape improvements.
- Provided fire response and recovery from the LNU and Glass Fires.





Public Works (5000)

Budget 2021-22

Purpose

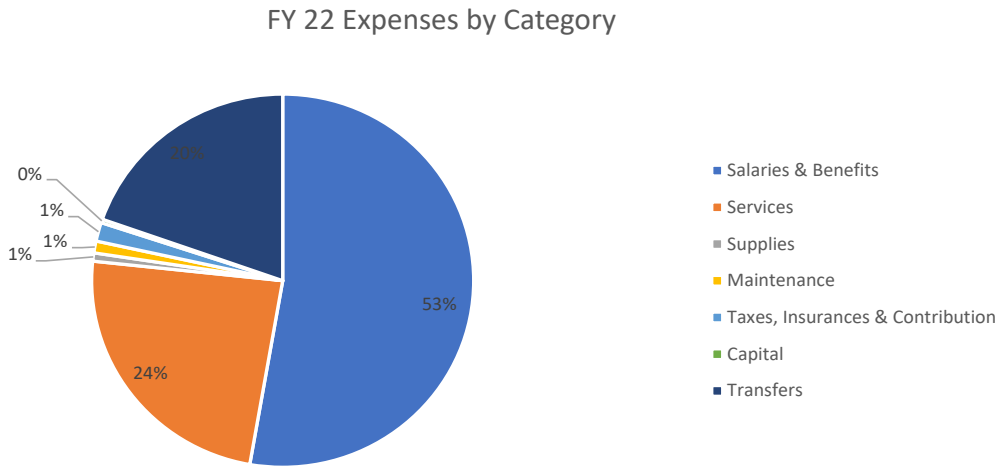
- (5000) Administration - Department of Public Works (DPW) Administration manages the operating divisions of Public Works and provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.
- (5006) Government Buildings - The Government Buildings/Grounds Division of the Department of Public Works is funded by the General Fund and its budget accounts for the total costs of managing and providing maintenance (plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). The Division is also responsible for managing supply orders and deliveries, inspection and maintenance of oil recycling area, handicapped lifts, e-waste collection and recycling, and fire extinguisher service. This division's budget includes, utilities, janitorial costs, air conditioning/heating repairs, and maintenance services.
- (5013) Storm Drains - The purpose of the Storm Water Division is to operate, maintain and improve drainage and flood control facilities.
- (5015) Streets - The Streets Maintenance/Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk, and curb repairs; maintenance of traffic structures; street lighting; vegetation removal; and cleanup of spills and discharges.
- (5026) Trees - Tree City USA is a division of the Public Works Department under direct supervision of the Parks Supervisor. This Division is responsible for the maintenance of all trees contained in City owned parks, along Main Street and the 15 Heritage Trees in public rights-of-way. Division activities include the planting of new trees, oversight of major pruning projects, minor pruning, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues.
- (5027) Parks - The Parks Division of the Public Works Department maintains ten parks, four pathways, street trees, benches, and parking lots. In addition, this Division maintains the landscaping around five government buildings, is responsible for herbicide applications around all City facilities and roadsides (approximately forty acres), and assists the general public with water conservation measures during drought periods. This Division provides maintenance labor for Tree City U.S.A.
- (5037) City Garage - The City Garage Division of the Public Works Department is an internal service fund designed to account for the total costs of maintaining a fleet of 40+ vehicles and other equipment owned by the City. Costs are allocated to the various user departments based on time and materials within those departments. The Division strives to provide timely, efficient, and cost-effective maintenance and repairs on City owned vehicles. The City Garage also records and maintains all fleet maintenance records, specifies repair parts and replacement vehicles, and handles all aspects of fleet management for the City excluding Fire Department vehicles.

Public Works Administration

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 1,259,028	$ 486,002	$ 511,313	$ 664,684
211	EPA Grant	$ -	$ -	$ -	$ -
561	Water Enterprise	$ 800,516	$ 974,428	$ 1,106,363	$ 815,906
571	Sewer Enterprise	$ 749,319	$ 933,788	$ 906,207	$ 854,153
713	Civic Impact	$ 4,951	$ 1,862	$ 2,138	$ 2,000
733	Capital Project Planning	$ 616	$ -	$ -	$ -
Grand Total		**$ 2,814,431**	**$ 2,396,079**	**$ 2,526,022**	**$ 2,336,743**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 992,126	$ 877,444	$ 886,721	$ 1,232,849
21	Services	$ 323,921	$ 207,227	$ 505,550	$ 558,965
22	Supplies	$ 13,989	$ 9,874	$ 8,750	$ 16,550
23	Maintenance	$ 17,266	$ 19,558	$ 19,801	$ 23,939
24	Taxes, Insurances & Contribution	$ 38,828	$ 44,757	$ 38,000	$ 38,000
26	Capital	$ 3,935	$ 13,186	$ 7,200	$ 7,200
29	Transfers	$ 1,424,365	$ 1,224,033	$ 1,060,000	$ 459,240
Grand Total		**$ 2,814,431**	**$ 2,396,079**	**$ 2,526,022**	**$ 2,336,743**



General Ledger

Budget Public Works Admininistration 5000

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
50	**Public Works**				
101-50-00-20-10	Salary-Regular	$ 200,886.81	$ 202,767.78	$ 194,257.00	$ 324,428.33
101-50-00-20-20	Temp/Part Time	$ 5,772.39	$ -	$ -	$ -
101-50-00-20-30	Overtime	$ -	$ -	$ 750.00	$ 750.00
101-50-00-20-37	Holiday Pay	$ -	$ -	$ -	$ -
101-50-00-20-40	FICA/Medicare	$ 14,660.61	$ 14,629.45	$ 14,126.00	$ 22,332.56
101-50-00-20-45	Employer PERS	$ 12,522.11	$ 13,224.24	$ 14,080.00	$ 22,940.57
101-50-00-20-47	PERS Unfunded Liability	$ 22,682.00	$ 26,139.88	$ 29,466.00	$ 45,484.13
101-50-00-20-55	Health Insurance	$ 37,144.02	$ 27,478.12	$ 27,224.00	$ 47,359.00
101-50-00-20-61	Workers Comp	$ 9,080.28	$ 10,295.12	$ 10,834.00	$ 12,180.81
101-50-00-20-65	SDI	$ 1,834.15	$ 1,823.16	$ 1,772.00	$ 3,207.34
101-50-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-00-20-75	Deferred Comp	$ 3,181.87	$ 2,708.71	$ 170.00	$ 4,466.48
101-50-00-20-85	Auto Allowance	$ 1,200.00	$ 680.00	$ 1,680.00	$ 3,120.00
101-50-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-50-00-20-96	Education Reimbursement	$ -	$ 500.00	$ -	$ -
20	**Salaries & Benefits**	**$ 308,964.24**	**$ 300,246.46**	**$ 294,359.00**	**$ 486,269.22**
101-50-00-21-05	Advertising	$ 936.57	$ -	$ 500.00	$ 500.00
101-50-00-21-10	Communications	$ 3,256.92	$ 3,476.04	$ 2,800.00	$ 2,800.00
101-50-00-21-15	Postage	$ 489.90	$ 549.33	$ 600.00	$ 600.00
101-50-00-21-27	Equipment Lease Exp	$ 2,343.03	$ 2,410.12	$ 1,800.00	$ 1,800.00
101-50-00-21-30	Professional Contracts	$ 85,602.71	$ 52,413.27	$ 178,228.46	$ 130,000.00
101-50-00-21-40	Professional Fees	$ 538.00	$ 661.00	$ -	$ -
101-50-00-21-45	Other Contract Services	$ 24,009.96	$ 6,206.22	$ 6,351.78	$ 6,200.00
101-50-00-21-48	Government Fees	$ -	$ -	$ -	$ -
101-50-00-21-53	Memberships & Publications	$ 1,884.25	$ 2,076.83	$ 2,329.00	$ 2,415.00
101-50-00-21-55	Training & Conference	$ 3,038.19	$ 1,074.61	$ 208.00	$ 3,225.00
21	**Services**	**$ 122,099.53**	**$ 68,867.42**	**$ 192,817.24**	**$ 147,540.00**
101-50-00-22-07	Copies	$ 1,029.36	$ 1,811.63	$ 1,700.00	$ 1,700.00
101-50-00-22-12	Computer Equipment	$ 5,899.83	$ 634.61	$ -	$ -
101-50-00-22-13	Office Supplies	$ 1,304.51	$ 781.05	$ 1,000.00	$ 1,000.00
101-50-00-22-15	Special Department Supplies	$ 654.82	$ 954.92	$ 600.00	$ 3,200.00
101-50-00-22-20	Small Tools	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 8,888.52**	**$ 4,182.21**	**$ 3,300.00**	**$ 5,900.00**
101-50-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-50-00-23-12	Maintenance Supplies	$ -	$ -	$ -	$ -
101-50-00-23-35	Software Maintenance	$ -	$ 740.55	$ 682.00	$ 682.00
101-50-00-23-50	Vehicle Alloc Expense	$ 17,265.79	$ 17,540.21	$ 17,755.00	$ 21,893.00
23	**Maintenance**	**$ 17,265.79**	**$ 18,280.76**	**$ 18,437.00**	**$ 22,575.00**
101-50-00-24-25	Taxes & Other Charges	$ 434.00	$ 170.00	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ 434.00**	**$ 170.00**	**$ -**	**$ -**

101-50-00-26-30	Capital Equipment	$ 1,301.04	$ 1,959.72	$ 2,400.00	$ 2,400.00
101-50-00-26-40	Furniture & Fixtures	$ 74.98	$ 7,295.04	$ -	$ -
26	**Capital**	**$ 1,376.02**	**$ 9,254.76**	**$ 2,400.00**	**$ 2,400.00**
101-50-00-29-99	Transfer to other Funds	$ 800,000.00	$ 85,000.00	$ -	$ -
29	**Transfers**	**$ 800,000.00**	**$ 85,000.00**	**$ -**	**$ -**
00	**Administration**	**$ 1,259,028.10**	**$ 486,001.61**	**$ 511,313.24**	**$ 664,684.22**
561	**Water Enterprise**				
50	**Public Works**				
561-50-00-20-10	Salary-Regular	$ 249,966.83	$ 202,327.31	$ 204,567.00	$ 261,877.23
561-50-00-20-20	Temp/Part Time	$ 3,463.42	$ -	$ -	$ -
561-50-00-20-30	Overtime	$ -	$ -	$ 450.00	$ 450.00
561-50-00-20-37	Holiday Pay	$ -	$ -	$ -	$ -
561-50-00-20-40	FICA/Medicare	$ 18,723.46	$ 14,875.01	$ 14,915.00	$ 18,732.08
561-50-00-20-45	Employer PERS	$ 15,875.52	$ 13,646.92	$ 15,495.00	$ 18,810.75
561-50-00-20-47	PERS Unfunded Liability	$ 27,796.00	$ 32,889.01	$ 32,428.00	$ 37,295.96
561-50-00-20-55	Health Insurance	$ 49,248.36	$ 32,676.74	$ 32,289.00	$ 38,714.77
561-50-00-20-61	Workers Comp	$ 11,674.64	$ 13,236.60	$ 9,085.00	$ 9,038.63
561-50-00-20-65	SDI	$ 2,386.13	$ 1,877.57	$ 1,873.00	$ 2,750.78
561-50-00-20-71	Unemployment	$ -	$ -	$ -	$ -
561-50-00-20-75	Deferred Comp	$ 4,192.61	$ 2,883.01	$ 184.00	$ 3,873.80
561-50-00-20-85	Auto Allowance	$ 1,680.00	$ 1,160.00	$ 2,400.00	$ 2,880.00
561-50-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 385,006.97**	**$ 315,572.17**	**$ 313,686.00**	**$ 394,424.00**
561-50-00-21-05	Advertising	$ -	$ -	$ 1,500.00	$ 1,500.00
561-50-00-21-10	Communications	$ 3,140.87	$ 3,380.08	$ 5,425.00	$ 5,425.00
561-50-00-21-15	Postage	$ 478.20	$ 549.31	$ 600.00	$ 600.00
561-50-00-21-27	Equipment Lease Exp	$ 2,342.97	$ 2,410.04	$ 1,700.00	$ 1,700.00
561-50-00-21-30	Professional Contracts	$ 51,286.53	$ 25,561.12	$ 155,245.27	$ 265,000.00
561-50-00-21-40	Professional Fees	$ 649.00	$ 649.00	$ -	$ -
561-50-00-21-43	Penalties and Fines	$ 25,445.00	$ 6,440.00	$ 26,575.00	$ 30,000.00
561-50-00-21-45	Other Contract Services	$ 18,615.90	$ 32,052.18	$ 5,402.42	$ 5,000.00
561-50-00-21-50	Water Use Efficiency Program	$ 7,466.82	$ 823.31	$ 10,000.00	$ 10,000.00
561-50-00-21-53	Memberships & Publications	$ 1,311.16	$ 1,297.65	$ 2,289.00	$ 1,875.00
561-50-00-21-55	Training & Conference	$ 1,285.08	$ 760.37	$ 208.00	$ 4,050.00
21	**Services**	**$ 112,021.53**	**$ 73,923.06**	**$ 208,944.69**	**$ 325,150.00**
561-50-00-22-07	Copies	$ 1,028.62	$ 1,796.57	$ 1,700.00	$ 1,700.00
561-50-00-22-12	Computer Equipment	$ 1,320.01	$ 634.61	$ -	$ -
561-50-00-22-13	Office Supplies	$ 28.21	$ 234.86	$ 350.00	$ 350.00
561-50-00-22-15	Special Department Supplies	$ 268.69	$ 194.33	$ 600.00	$ 3,200.00
561-50-00-22-20	Small Tools	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 2,645.53**	**$ 2,860.37**	**$ 2,650.00**	**$ 5,250.00**
561-50-00-23-35	Software Maintenance	$ -	$ 740.55	$ 682.00	$ 682.00
23	**Maintenance**	**$ -**	**$ 740.55**	**$ 682.00**	**$ 682.00**

561-50-00-24-25	Taxes & Other Charges	$ 38,394.00	$ 44,587.00	$ 38,000.00	$ 38,000.00
24	**Taxes, Insurances & Contribution**	**$ 38,394.00**	**$ 44,587.00**	**$ 38,000.00**	**$ 38,000.00**
561-50-00-26-30	Capital Equipment	$ 1,301.04	$ 1,959.72	$ 2,400.00	$ 2,400.00
561-50-00-26-40	Furniture & Fixtures	$ (21.50)	$ 5.78	$ -	$ -
26	**Capital**	**$ 1,279.54**	**$ 1,965.50**	**$ 2,400.00**	**$ 2,400.00**
561-50-00-29-99	Transfer to Other Funds	$ 261,168.56	$ 534,779.00	$ 540,000.00	$ 50,000.00
29	**Transfers**	**$ 261,168.56**	**$ 534,779.00**	**$ 540,000.00**	**$ 50,000.00**
00	**Administration**	**$ 800,516.13**	**$ 974,427.65**	**$ 1,106,362.69**	**$ 815,906.00**
571	**Sewer Enterprise**				
50	**Public Works**				
571-50-00-20-10	Salary-Regular	$ 194,054.27	$ 170,948.00	$ 181,773.00	$ 234,543.41
571-50-00-20-20	Temp/Part Time	$ 2,308.96	$ -	$ -	$ -
571-50-00-20-30	Overtime	$ -	$ -	$ 300.00	$ 300.00
571-50-00-20-37	Holiday Pay	$ -	$ -	$ -	$ -
571-50-00-20-40	FICA/Medicare	$ 14,383.65	$ 12,445.98	$ 13,160.00	$ 16,588.26
571-50-00-20-45	Employer PERS	$ 12,513.81	$ 11,827.64	$ 13,961.00	$ 17,009.46
571-50-00-20-47	PERS Unfunded Liability	$ 21,904.00	$ 25,971.77	$ 29,217.00	$ 33,724.54
571-50-00-20-55	Health Insurance	$ 38,445.04	$ 26,164.41	$ 28,739.00	$ 33,986.54
571-50-00-20-61	Workers Comp	$ 8,215.48	$ 9,314.64	$ 7,806.00	$ 7,874.86
571-50-00-20-65	SDI	$ 1,818.89	$ 1,559.93	$ 1,645.00	$ 2,422.77
571-50-00-20-71	Unemployment	$ -	$ -	$ -	$ -
571-50-00-20-75	Deferred Comp	$ 3,311.16	$ 2,453.34	$ 155.00	$ 3,306.23
571-50-00-20-85	Auto Allowance	$ 1,200.00	$ 940.00	$ 1,920.00	$ 2,400.00
571-50-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 298,155.26**	**$ 261,625.71**	**$ 278,676.00**	**$ 352,156.07**
571-50-00-21-05	Advertising	$ -	$ -	$ -	$ -
571-50-00-21-10	Communications	$ 3,140.81	$ 3,380.03	$ 3,000.00	$ 3,000.00
571-50-00-21-15	Postage	$ 471.04	$ 549.31	$ 600.00	$ 600.00
571-50-00-21-27	Equipment Lease Exp	$ 2,342.91	$ 2,409.98	$ 1,700.00	$ 1,700.00
571-50-00-21-30	Professional Contracts	$ 60,912.28	$ 49,431.36	$ 89,944.29	$ 70,000.00
571-50-00-21-40	Professional Fees	$ 574.00	$ 574.00	$ -	$ -
571-50-00-21-45	Other Contract Services	$ 14,267.92	$ 4,200.12	$ 4,157.86	$ 3,800.00
571-50-00-21-53	Memberships & Publications	$ 1,490.18	$ 1,297.65	$ 2,039.00	$ 2,125.00
571-50-00-21-55	Training & Conference	$ 1,033.64	$ 733.02	$ 208.00	$ 3,050.00
21	**Services**	**$ 84,232.78**	**$ 62,575.47**	**$ 101,649.15**	**$ 84,275.00**
571-50-00-22-07	Copies	$ 1,028.57	$ 1,796.52	$ 1,700.00	$ 1,700.00
571-50-00-22-12	Computer Equipment	$ 1,241.26	$ 634.60	$ -	$ -
571-50-00-22-13	Office Supplies	$ 22.27	$ 205.65	$ 500.00	$ 500.00
571-50-00-22-15	Special Department Supplies	$ 163.28	$ 194.31	$ 600.00	$ 3,200.00
571-50-00-22-20	Small Tools	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 2,455.38**	**$ 2,831.08**	**$ 2,800.00**	**$ 5,400.00**
571-50-00-23-35	Software Maintenance	$ -	$ 536.66	$ 682.00	$ 682.00
23	**Maintenance**	**$ -**	**$ 536.66**	**$ 682.00**	**$ 682.00**

571-50-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ -**	**$ -**
571-50-00-26-30	Capital Equipment	$ 1,301.03	$ 1,959.72	$ 2,400.00	$ 2,400.00
571-50-00-26-40	Furniture & Fixtures	$ (21.49)	$ 5.79	$ -	$ -
571-50-00-26-70	Capital Imp Equipment	$ -	$ -	$ -	$ -
26	**Capital**	**$ 1,279.54**	**$ 1,965.51**	**$ 2,400.00**	**$ 2,400.00**
571-50-00-29-99	Transfer to Other Funds	$ 358,346.00	$ 604,254.00	$ 520,000.00	$ 409,240.00
29	**Transfers**	**$ 363,196.52**	**$ 604,254.00**	**$ 520,000.00**	**$ 409,240.00**
00	**Administration**	**$ 749,319.48**	**$ 933,788.43**	**$ 906,207.15**	**$ 854,153.07**
713	**Civic Impact**				
50	**Public Works**				
713-50-00-21-45	Other Contract Services	$ 4,951.40	$ 1,861.53	$ 2,138.47	$ 2,000.00
21	**Services**	**$ 4,951.40**	**$ 1,861.53**	**$ 2,138.47**	**$ 2,000.00**
00	**Administration**	**$ 4,951.40**	**$ 1,861.53**	**$ 2,138.47**	**$ 2,000.00**
733	**Capital Project Planning**				
50	**Public Works**				
733-50-00-21-30	Professional Contracts	$ 616.16	$ -	$ -	$ -
733-50-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 616.16**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 616.16**	**$ -**	**$ -**	**$ -**
Grand Total		**$ 2,814,431.27**	**$ 2,396,079.22**	**$ 2,526,021.55**	**$ 2,336,743.29**

PUBLIC WORKS ADMIN - 5000
EXPENSE SUMMARY

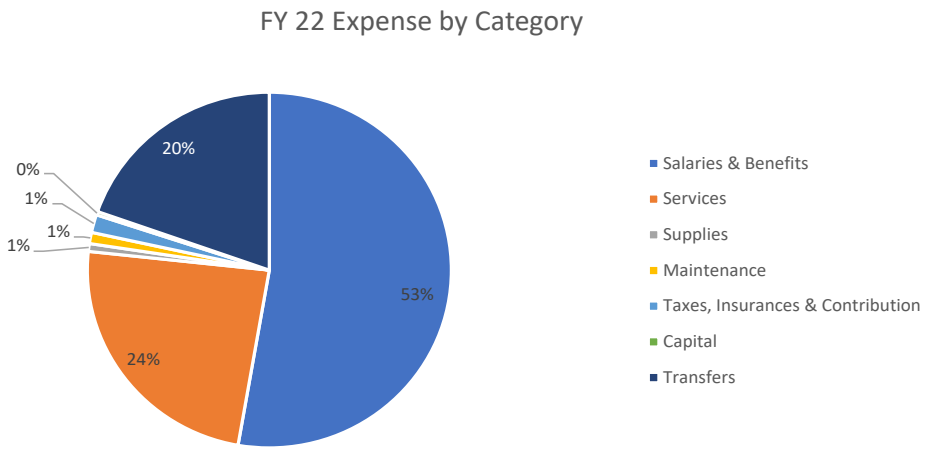
Description	Object Code	Funding Source				Total Budgeted
Equipment Lease	*2127*	*101*	*561*	571		
Copiers		1,800	1,700	1,700		$ 5,200
TOTAL - Equipment Lease	***2127***	***$ 1,800***	***$ 1,700***	***$ 1,700***		**$ 5,200**
Professional Contracts	*2130*	*101*	*561*	*571*		
Plan Check/Design Review/Map Check		100,000	25,000	25,000	-	150,000
Traffic Engineering Support		10,000	-	-	-	10,000
Wastewater Permit Reporting		-	-	25,000	-	25,000
Computerized Asset Management (Annual Fee)		20,000	20,000	20,000	-	60,000
Emergency Response Plan (ERP)		-	100,000	-	-	100,000
Upper York Creek Dam Monitoring & Maintenance		-	120,000	-	-	120,000
TOTAL - Professional Contracts	***2130***	***$ 130,000***	***$ 265,000***	***$ 70,000***	***$ -***	***$ 465,000***
Other Contract Services	*2145*	*101*	*561*	*571*	*713*	
Corporation Yard Trailer Rental		*6,200*	*5,000*	*3,800*	*2,000*	17,000
TOTAL - Other Contract Services	***2145***	***$ 6,200***	***$ 5,000***	***$ 3,800***	***$ 2,000***	***$ 17,000***
Water Use Efficiency Program	*2150*	*101*	*561*	*571*		
Implement water saving programs		-	*10,000*	-	-	10,000
TOTAL - Water Use Efficiency Program	***2150***	***$ -***	***$ 10,000***	***$ -***	***$ -***	***$ 10,000***
Memberships & Publications	*2153*	*101*	*561*	*571*		
MMANC (5)		125	125	125	-	375
APWA Membership (4)		275	275	275	-	825
BACWA Membership (agency)		-	1,200	1,200	-	2,400
License Renewals		75	275	25	-	375
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,940	-	-	-	1,940
Miscellaneous		-	-	500	-	500
TOTAL - Memberships & Publications	***2153***	***$ 2,415***	***$ 1,875***	***$ 2,125***	***$ -***	***$ 6,415***
Training and Conferences	*2155*	*101*	*561*	*571*		
Miscellaneous Training		3,225	4,050	3,050	-	10,325
TOTAL - Training and Conferences	***2155***	***$ 3,225***	***$ 4,050***	***$ 3,050***	***$ -***	***$ 10,325***
Taxes & Other Charges	*2425*	*101*	*561*	*571*		
Bell Canyon, St. Helena Lower Dam Fees		-	*38,000*	-	-	38,000
TOTAL - Taxes and Other Charges	***2425***	***$ -***	***$ 38,000***	***$ -***	***$ -***	***$ 38,000***
Capital Equipment	*2630*	*101*	*561*	*571*		
Vehicle Lease - Public Works Vehicle #1 Lease began FY 19		*2,400*	*2,400*	*2,400*	-	7,200
TOTAL - Capital Equipment	***2630***	***$ 2,400***	***$ 2,400***	***$ 2,400***	***$ -***	***$ 7,200***
Transfer to Other Funds	*2999*	*101*	*561*	571		
Upper York Creek Maintenance		-	50,000	-	-	50,000
Sewer Fund 773 - CIP		-	-	409,240	-	409,240
TOTAL - Transfers to Other Funds	***2999***	***$ -***	***$ 50,000***	***$ 409,240***	***$ -***	***$ 459,240***

Government Buildings

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 1,259,028	$ 486,002	$ 511,313	$ 664,684
211	EPA Grant	$ -	$ -	$ -	$ -
561	Water Enterprise	$ 800,516	$ 974,428	$ 1,106,363	$ 815,906
571	Sewer Enterprise	$ 749,319	$ 933,788	$ 906,207	$ 854,153
713	Civic Impact	$ 4,951	$ 1,862	$ 2,138	$ 2,000
733	Capital Project Planning	$ 616	$ -	$ -	$ -
Grand Total		**$ 2,814,431**	**$ 2,396,079**	**$ 2,526,022**	**$ 2,336,743**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 992,126	$ 877,444	$ 886,721	$ 1,232,849
21	Services	$ 323,921	$ 207,227	$ 505,550	$ 558,965
22	Supplies	$ 13,989	$ 9,874	$ 8,750	$ 16,550
23	Maintenance	$ 17,266	$ 19,558	$ 19,801	$ 23,939
24	Taxes, Insurances & Contribution	$ 38,828	$ 44,757	$ 38,000	$ 38,000
26	Capital	$ 3,935	$ 13,186	$ 7,200	$ 7,200
29	Transfers	$ 1,424,365	$ 1,224,033	$ 1,060,000	$ 459,240
Grand Total		**$ 2,814,431**	**$ 2,396,079**	**$ 2,526,022**	**$ 2,336,743**



General Ledger

Budget Govt Buildings 5006

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
50	**Public Works**				
101-50-06-20-10	Salary-Regular	$ 21,760	$ 23,038	$ 68,276	$ 72,113
101-50-06-20-25	Standby	$ -	$ -	$ -	$ -
101-50-06-20-30	Overtime	$ -	$ -	$ -	$ -
101-50-06-20-40	FICA/Medicare	$ 1,701	$ 1,799	$ 5,223	$ 5,585
101-50-06-20-45	Employer PERS	$ 1,830	$ 2,124	$ 5,712	$ 5,676
101-50-06-20-47	PERS Unfunded Liability	$ 2,910	$ 3,624	$ 11,955	$ 11,253
101-50-06-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-06-20-55	Health Insurance	$ 5,709	$ 5,824	$ 14,427	$ 15,918
101-50-06-20-61	Workers Comp	$ 865	$ 980	$ 2,986	$ 2,715
101-50-06-20-65	SDI	$ 222	$ 235	$ 683	$ 865
101-50-06-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-06-20-75	Deferred Comp	$ 501	$ 501	$ 63	$ 961
101-50-06-20-85	Auto Allowance	$ 480	$ 480	$ 960	$ 960
20	**Salaries & Benefits**	**$ 35,978**	**$ 38,606**	**$ 110,285**	**$ 116,046**
101-50-06-21-10	Communications	$ 26,547	$ 28,847	$ 25,550	$ 25,550
101-50-06-21-22	Utilities	$ 126,792	$ 126,374	$ 105,570	$ 105,570
101-50-06-21-45	Other Contract Services	$ 176,884	$ 200,045	$ 227,405	$ 214,430
21	**Services**	**$ 330,223**	**$ 355,267**	**$ 358,525**	**$ 345,550**
101-50-06-22-07	Copies	$ -	$ -	$ -	$ -
101-50-06-22-12	Computer Equipment	$ -	$ 1,075	$ -	$ -
101-50-06-22-13	Office Supplies	$ -	$ -	$ -	$ -
101-50-06-22-15	Special Department Supplies	$ 24,551	$ 35,458	$ 20,623	$ 20,000
101-50-06-22-20	Small Tools	$ 899	$ 721	$ 400	$ 400
101-50-06-22-25	Fuel/Oil	$ -	$ 1,250	$ -	$ -
22	**Supplies**	**$ 25,450**	**$ 38,503**	**$ 21,023**	**$ 20,400**
101-50-06-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-50-06-23-12	Maintenance Supplies	$ 40	$ 88	$ -	$ -
101-50-06-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -
101-50-06-23-30	Maint Buildings/Grounds	$ 8,498	$ 5,558	$ 20,000	$ 25,000
101-50-06-23-50	Vehicle Alloc Expense	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ 8,538**	**$ 5,645**	**$ 20,000**	**$ 25,000**
101-50-06-24-25	Taxes & Other Charges	$ 766	$ 730	$ 1,000	$ 1,000
24	**Taxes, Insurances & Contribution**	**$ 766**	**$ 730**	**$ 1,000**	**$ 1,000**
101-50-06-26-30	Capital Equipment	$ -	$ -	$ -	$ -
101-50-06-26-40	Furniture & Fixtures	$ -	$ 56	$ -	$ -
26	**Capital**	**$ -**	**$ 56**	**$ -**	**$ -**
101-50-06-29-99	Transfer to Other Funds Bldgs	$ 203,000	$ 483,000	$ -	$ -
29	**Transfers**	**$ 203,000**	**$ 483,000**	**$ -**	**$ -**

06	**Public Buildings**	**$**	**603,955**	**$**	**921,807**	**$**	**510,833**	**$**	**507,996**
561	**Water Enterprise**								
50	**Public Works**								
561-50-06-21-45	Other Contract Services	$	-	$	102	$	5,000	$	5,000
21	**Services**	**$**	**-**	**$**	**102**	**$**	**5,000**	**$**	**5,000**
561-50-06-23-30	Maint Buildings/Grounds	$	-	$	-	$	4,000	$	4,000
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**4,000**	**$**	**4,000**
06	**Public Buildings**	**$**	**-**	**$**	**102**	**$**	**9,000**	**$**	**9,000**
571	**Sewer Enterprise**								
50	**Public Works**								
571-50-06-21-45	Other Contract Services	$	-	$	-	$	5,000	$	5,000
21	**Services**	**$**	**-**	**$**	**-**	**$**	**5,000**	**$**	**5,000**
571-50-06-23-30	Maint Buildings/Grounds	$	-	$	-	$	4,000	$	4,000
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**4,000**	**$**	**4,000**
06	**Public Buildings**	**$**	**-**	**$**	**-**	**$**	**9,000**	**$**	**9,000**
Grand Total		**$**	**603,955**	**$**	**921,910**	**$**	**528,833**	**$**	**525,996**

GOVERNMENT BUILDINGS - 5006
EXPENSE SUMMARY

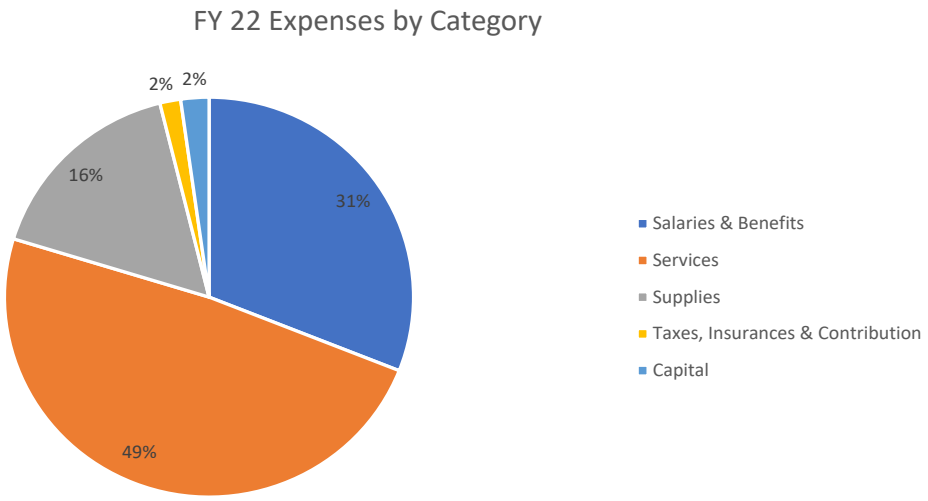
Description	Object Code	Funding Source	Funding Source	Funding Source	Total Budgeted
Other Contract Services	*2145*	*101*	*561*	*571*	
Custodial		75,000			75,000
Carpet Cleaning		5,300			5,300
Pest Control		1,400			1,400
Elevator Service - Carnegie		3,000			3,000
Elevator Service - Library		2,000			2,000
Napa Fire Equipment					
Service		6,500			6,500
Replace Fire Extinguishers					
Alarm Services		6,000			6,000
Library HVAC Pump Maintenance		5,000			5,000
HVAC Maintenance		30,000	5,000	5,000	40,000
Miscellaneous Maintenance		20,230			20,230
Miscellaneous Repairs to Buildings		60,000			60,000
TOTAL - Other Contract Services	***2145***	***$ 214,430***	***$ 5,000***	***$ 5,000***	***$ 224,430***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Paper Goods		3,000			3,000
Paint & Hardware		2,500			2,500
First Aid Supplies		1,500			1,500
Lighting Retrofit to LED Fixtures		6,000			6,000
Other Miscellaneous Supplies		7,000			7,000
TOTAL - Special Department Supplies	***2215***	***$ 20,000***	***$ -***	***$ -***	***$ 20,000***
Maintenance Buildings and Grounds	*2330*	*101*	*561*	*571*	
Miscellaneous Repairs to Buildings		5,000	4,000	4,000	13,000
Scout Hall Roof Repair		20,000	-	-	20,000
TOTAL - Maintenance Buildings and Grounds	***2999***	***$ 25,000***	***$ 4,000***	***$ 4,000***	***$ 33,000***

Storm Drains

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 189,163	$ 200,799	$ 254,162	$ 250,132
700	Flood Control Capital	$ -	$ -	$ 30,000	$ 30,000
Grand Total		**$ 189,163**	**$ 200,799**	**$ 284,162**	**$ 280,132**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 107,075	$ 124,099	$ 84,387	$ 86,817
21	Services	$ 71,280	$ 65,271	$ 142,875	$ 136,500
22	Supplies	$ 10,808	$ 11,429	$ 48,500	$ 46,000
24	Taxes, Insurances & Contribution	$ -	$ -	$ 4,600	$ 4,600
26	Capital	$ -	$ -	$ 3,800	$ 6,215
Grand Total		**$ 189,163**	**$ 200,799**	**$ 284,162**	**$ 280,132**



General Ledger

Budget Storm Drains 5013

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
50	**Public Works**				
101-50-13-20-10	Salary-Regular	$ 55,701	$ 64,877	$ 44,451	$ 43,282
101-50-13-20-25	Standby	$ 1,365	$ 1,465	$ 3,857	$ 3,857
101-50-13-20-30	Overtime	$ 13,715	$ 18,304	$ 8,500	$ 8,500
101-50-13-20-40	FICA/Medicare	$ 5,448	$ 6,500	$ 4,346	$ 4,284
101-50-13-20-45	Employer PERS	$ 3,695	$ 4,469	$ 3,656	$ 2,998
101-50-13-20-47	PERS Unfunded Liability	$ 6,310	$ 7,503	$ 7,651	$ 5,944
101-50-13-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-13-20-55	Health Insurance	$ 15,634	$ 15,507	$ 8,762	$ 14,564
101-50-13-20-61	Workers Comp	$ 4,026	$ 4,167	$ 2,559	$ 2,328
101-50-13-20-65	SDI	$ 703	$ 837	$ 568	$ 668
101-50-13-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-13-20-75	Deferred Comp	$ 478	$ 468	$ 37	$ 393
101-50-13-20-95		$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 107,075**	**$ 124,099**	**$ 84,387**	**$ 86,817**
101-50-13-21-25	Equipment Rental	$ 22,629	$ 22,349	$ 14,500	$ 17,000
101-50-13-21-38	Conservation Maintenance	$ 2,890	$ 5,144	$ 642	$ -
101-50-13-21-45	Other Contract Services	$ 40,068	$ 32,085	$ 85,733	$ 77,500
101-50-13-21-48	Government Fees	$ 5,692	$ 5,692	$ 12,000	$ 12,000
21	**Services**	**$ 71,280**	**$ 65,271**	**$ 112,875**	**$ 106,500**
101-50-13-22-15	Special Department Supplies	$ 10,808	$ 11,429	$ 48,500	$ 46,000
22	**Supplies**	**$ 10,808**	**$ 11,429**	**$ 48,500**	**$ 46,000**
101-50-13-24-25	Taxes & Other Charges	$ -	$ -	$ 4,600	$ 4,600
24	**Taxes, Insurances & Contribution**	**$ -**	**$ -**	**$ 4,600**	**$ 4,600**
101-50-13-26-30	Capital Equipment	$ -	$ -	$ 3,800	$ 6,215
26	**Capital**	**$ -**	**$ -**	**$ 3,800**	**$ 6,215**
13	**Stormwater**	**$ 189,163**	**$ 200,799**	**$ 254,162**	**$ 250,132**
700	**Flood Control Capital**				
50	**Public Works**				
700-50-13-21-38	Conservation Maintenance	$ -	$ -	$ 30,000	$ 30,000
21	**Services**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**
13	**Stormwater**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**
Grand Total		**$ 189,163**	**$ 200,799**	**$ 284,162**	**$ 280,132**

STORM DRAINS - 5013
EXPENSE SUMMARY

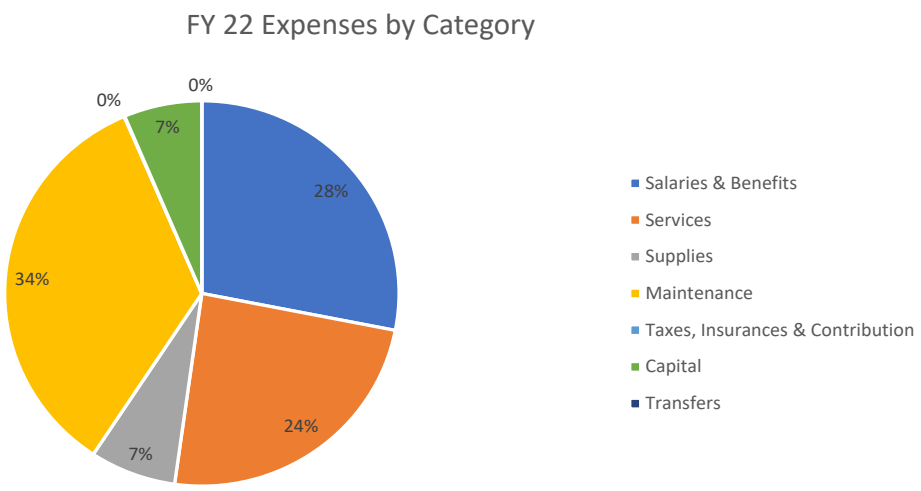
Description	Object Code	Funding	Total Budgeted
Equipment Rental	*2125*	*101*	
Clearing Valleyview Bridget Culverts		2,000	2,000
Sediment Removal		10,000	10,000
Duck Pond - Mitchell/North		5,000	5,000
TOTAL - Equipment Rental	***2125***	***$ 17,000***	***$ 17,000***
Other Contract Services	*2145*	*101*	
Mitchell Avenue - Duck Pond		7,500	7,500
Stormwater JPA		40,000	40,000
Stormwater Inspection		15,000	15,000
Stormwater Phase II Trash Assessment		15,000	15,000
TOTAL - Other Contract Services	***2145***	***$ 77,500***	***$ 77,500***
Government Fees	*2148*	*101*	
SWRCB MS4 Permit		7,000	7,000
CDFW Permit/Annual Maintenance Fee		5,000	5,000
TOTAL - Government Fees	***2148***	***$ 12,000***	***$ 12,000***
Special Department Supplies	*2215*	*101*	
Flow Monitor/Data Collection		11,000	11,000
Misc. Stormwater Supplies (sweeper, brooms, trench debris, grubbing, hauling, D.I. inlets, rims and covers)		5,000	5,000
Repair/Maintenance Supplies		30,000	30,000
TOTAL - Special Department Supplies	***2215***	***$ 46,000***	***$ 46,000***

Streets

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 1,290,807	$ 1,025,116	$ 427,741	$ 478,569
241	Measure T - Class I Trails	$ -	$ -	$ -	$ -
561	Water Enterprise	$ -	$ -	$ 33,400	$ 33,400
571	Sewer Enterprise	$ -	$ -	$ 33,400	$ 33,400
741	Street Capital Improvement	$ -	$ -	$ -	$ -
Grand Total		**$ 1,290,807**	**$ 1,025,116**	**$ 494,541**	**$ 545,369**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 181,151	$ 208,711	$ 142,022	$ 153,070
21	Services	$ 112,378	$ 152,233	$ 131,700	$ 131,700
22	Supplies	$ 51,519	$ 61,251	$ 32,350	$ 38,550
23	Maintenance	$ 109,957	$ 92,684	$ 172,769	$ 186,879
24	Taxes, Insurances & Contribution	$ 311	$ 76	$ 300	$ 300
26	Capital	$ 2,102	$ 45,973	$ 15,400	$ 34,870
29	Transfers	$ 833,389	$ 464,189	$ -	$ -
Grand Total		**$ 1,290,807**	**$ 1,025,116**	**$ 494,541**	**$ 545,369**



General Ledger

Budget Streets 5015

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
50	**Public Works**				
101-50-15-20-10	Salary-Regular	$ 106,014	$ 123,108	$ 79,161	$ 80,496
101-50-15-20-25	Standby	$ 2,280	$ 2,415	$ 3,857	$ 3,857
101-50-15-20-30	Overtime	$ 7,579	$ 11,223	$ 8,500	$ 8,500
101-50-15-20-40	FICA/Medicare	$ 8,901	$ 10,487	$ 7,001	$ 7,154
101-50-15-20-45	Employer PERS	$ 6,620	$ 7,932	$ 5,993	$ 5,675
101-50-15-20-47	PERS Unfunded Liability	$ 10,562	$ 12,578	$ 12,541	$ 11,253
101-50-15-20-55	Health Insurance	$ 29,891	$ 30,318	$ 16,735	$ 27,705
101-50-15-20-61	Workers Comp	$ 7,567	$ 8,579	$ 7,251	$ 6,595
101-50-15-20-65	SDI	$ 1,157	$ 1,361	$ 915	$ 1,114
101-50-15-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-15-20-75	Deferred Comp	$ 580	$ 708	$ 68	$ 721
20	**Salaries & Benefits**	**$ 181,151**	**$ 208,711**	**$ 142,022**	**$ 153,070**
101-50-15-21-05	Advertising	$ -	$ -	$ -	$ -
101-50-15-21-10	Communications	$ 2,313	$ 1,993	$ 2,500	$ 2,500
101-50-15-21-15	Postage	$ 42	$ -	$ -	$ -
101-50-15-21-22	Utilities	$ 77,839	$ 73,854	$ 81,000	$ 81,000
101-50-15-21-25	Equipment Rental	$ -	$ -	$ 2,700	$ 2,700
101-50-15-21-45	Other Contract Services	$ 32,184	$ 76,266	$ 43,000	$ 43,000
101-50-15-21-53	Memberships & Publications	$ -	$ -	$ 1,000	$ 1,000
101-50-15-21-55	Training & Conference	$ -	$ -	$ 1,500	$ 1,500
101-50-15-21-60	Other Travel	$ -	$ 120	$ -	$ -
21	**Services**	**$ 112,378**	**$ 152,233**	**$ 131,700**	**$ 131,700**
101-50-15-22-07	Copies	$ -	$ -	$ -	$ -
101-50-15-22-12	Computer Equipment	$ 768	$ 496	$ -	$ -
101-50-15-22-13	Office Supplies	$ 23	$ 671	$ 250	$ 250
101-50-15-22-15	Special Department Supplies	$ 50,032	$ 58,142	$ 29,100	$ 35,300
101-50-15-22-20	Small Tools	$ 696	$ 1,942	$ 3,000	$ 3,000
101-50-15-22-26	Vehicle Maint	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 51,519**	**$ 61,251**	**$ 32,350**	**$ 38,550**
101-50-15-23-11	Maintenance Office Equipment	$ -	$ -	$ -	$ -
101-50-15-23-12	Maintenance Supplies	$ 19,829	$ 22,045	$ 29,000	$ 33,000
101-50-15-23-15	Maint Machine/Equipment	$ 36,654	$ 16,560	$ 23,703	$ 21,400
101-50-15-23-30	Maint Buildings/Grounds	$ 1,677	$ 1,459	$ -	$ -
101-50-15-23-50	Vehicle Alloc Expense	$ 51,797	$ 52,621	$ 53,266	$ 65,679
23	**Maintenance**	**$ 109,957**	**$ 92,684**	**$ 105,969**	**$ 120,079**
101-50-15-24-05	Contributions	$ -	$ -	$ -	$ -
101-50-15-24-25	Taxes & Other Charges	$ 311	$ 76	$ 300	$ 300
24	**Taxes, Insurances & Contribution**	**$ 311**	**$ 76**	**$ 300**	**$ 300**
101-50-15-26-30	Capital Equipment	$ 2,102	$ 45,973	$ 15,400	$ 34,870

26	**Capital**	**$ 2,102**	**$ 45,973**	**$ 15,400**	**$ 34,870**
101-50-15-29-99	Transfer to other Funds	$ 833,389	$ 464,189	$ -	$ -
29	**Transfers**	**$ 833,389**	**$ 464,189**	**$ -**	**$ -**
15	**Street Maintenance**	**$ 1,290,807**	**$ 1,025,116**	**$ 427,741**	**$ 478,569**
561	**Water Enterprise**				
50	**Public Works**				
561-50-15-23-12	Maintenance Supplies	$ -	$ -	$ 25,000	$ 25,000
561-50-15-23-15	Maint Machine Equip	$ -	$ -	$ 8,400	$ 8,400
23	**Maintenance**	**$ -**	**$ -**	**$ 33,400**	**$ 33,400**
15	**Street Maintenance**	**$ -**	**$ -**	**$ 33,400**	**$ 33,400**
571	**Sewer Enterprise**				
50	**Public Works**				
571-50-15-23-12	Maintenance Supplies	$ -	$ -	$ 25,000	$ 25,000
571-50-15-23-15	Maint Machine Equip	$ -	$ -	$ 8,400	$ 8,400
23	**Maintenance**	**$ -**	**$ -**	**$ 33,400**	**$ 33,400**
15	**Street Maintenance**	**$ -**	**$ -**	**$ 33,400**	**$ 33,400**
Grand Total		**$ 1,290,807**	**$ 1,025,116**	**$ 494,541**	**$ 545,369**

STREETS - 5015
EXPENSE SUMMARY

Description	Object Code	Funding Source			Total Budgeted
Equipment Rental	*2125*	*101*	*561*	*571*	
Miscellaneous Rentals		2,700			2,700
TOTAL - Equipment Rental	***2125***	***$ 2,700***	***$ -***	***$ -***	***$ 2,700***
Other Contract Services	*2145*	*101*	*561*	*571*	
Incidents and Accidents		43,000			43,000
TOTAL - Other Contract Services	***2145***	***$ 43,000***	***$ -***	***$ -***	***$ 43,000***
Memberships & Publications	*2153*	*101*	*561*	*571*	
Books & Membership Fees to PAPA		255			255
Misc. Memberships		745			745
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ -***	***$ -***	***$ 1,000***
Training & Conference	*2155*	*101*	*561*	*571*	
CEU		1,500			1,500
TOTAL - Training & Conference	***2155***	***$ 1,500***	***$ -***	***$ -***	***$ 1,500***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Signs		8,000			8,000
Uniforms/Boots		16,000			16,000
Cones		2,500			2,500
Miscellaneous Supplies		2,000			2,000
Guideposts		600			600
Retrofit Radar Signs		4,000			4,000
Barricades		1,200			1,200
Raingear		1,000			1,000
TOTAL - Special Department Supplies	***2215***	***$ 35,300***	***$ -***	***$ -***	***$ 35,300***
Maintenance Supplies	*2312*	*101*	*561*	*571*	
Asphalt		16,000	25,000	25,000	66,000
Sand and Sand Bags		4,000			4,000
Paint		4,000			4,000
Other Maintenance Supplies		1,000			1,000
Shale		4,000			4,000
Cold Mix		4,000			4,000
TOTAL - Maintenance Supplies	***2312***	***$ 33,000***	***$ 25,000***	***$ 25,000***	***$ 83,000***
Maintenance Machinery & Equipment	*2315*	*101*	*561*	*571*	
Gutter Brooms, Curtains, Saw Blades, etc.		6,000			6,000
Large Equip. Repair and Maintenance		15,400	8,400	8,400	32,200
TOTAL - Machine Maintenance & Equipment	***2315***	***$ 21,400***	***$ 8,400***	***$ 8,400***	***$ 38,200***

STREETS - 5015
EXPENSE SUMMARY

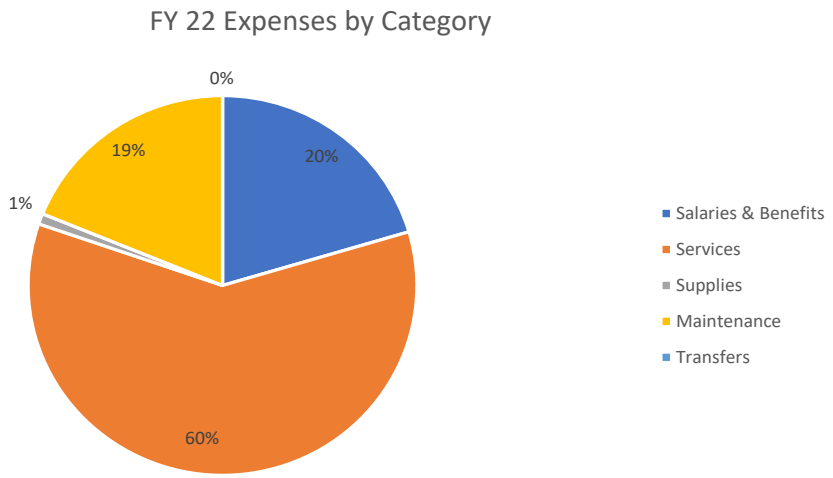
Description	Object Code	Funding Source			Total Budgeted
Capital Equipment	*2630*	*101*	*561*	*571*	
Lease - Vehicle 208, costs split with WW Collection - $150,000 for 5 years @ 5%		34,870			34,870
TOTAL - Capital Equipment	***2630***	***$ 34,870***			***$ 34,870***

Trees

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ -	$ 39	$ 92,244	$ 99,796
283	Tree City USA	$ 44,244	$ 97,813	$ 114,330	$ -
Grand Total		**$ 44,244**	**$ 97,852**	**$ 206,574**	**$ 99,796**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 17,989	$ 19,299	$ 19,544	$ 20,396
21	Services	$ 13,013	$ 65,753	$ 53,656	$ 59,700
22	Supplies	$ 441	$ 386	$ 800	$ 900
23	Maintenance	$ 12,802	$ 12,413	$ 21,574	$ 18,800
29	Transfers	$ -	$ -	$ 111,000	$ -
Grand Total		**$ 44,244**	**$ 97,852**	**$ 206,574**	**$ 99,796**



General Ledger

Budget Tree City 5026

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
50	**Public Works**				
101-50-26-20-10	Salary-Regular	$ -	$ -	$ 11,212	$ 11,772
101-50-26-20-40	FICA/Medicare	$ -	$ -	$ 858	$ 919
101-50-26-20-45	Employer PERS	$ -	$ -	$ 1,125	$ 1,163
101-50-26-20-47	PERS Unfunded Liability	$ -	$ -	$ 2,354	$ 2,306
101-50-26-20-55	Health Insurance	$ -	$ -	$ 3,205	$ 3,216
101-50-26-20-61	Workers Comp	$ -	$ -	$ 427	$ 388
101-50-26-20-65	SDI	$ -	$ -	$ 112	$ 141
101-50-26-20-75	Deferred Comp	$ -	$ -	$ 11	$ 251
101-50-26-20-85	Auto Allowance	$ -	$ -	$ 240	$ 240
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ 19,544**	**$ 20,396**
101-50-26-21-35	Main Street Trees	$ -	$ -	$ -	$ -
101-50-26-21-36	Tree City USA	$ -	$ -	$ 6,500	$ 7,700
101-50-26-21-37	Heritage Trees	$ -	$ -	$ 3,200	$ 8,200
101-50-26-21-45	Other Contract Services	$ -	$ -	$ 37,000	$ 37,000
101-50-26-21-53	Memberships & Publications	$ -	$ -	$ 600	$ 1,000
101-50-26-21-55	Training & Conference	$ -	$ -	$ 4,800	$ 4,800
101-50-26-21-57	Certifications	$ -	$ -	$ 1,000	$ 1,000
21	**Services**	**$ -**	**$ -**	**$ 53,100**	**$ 59,700**
101-50-26-22-15	Special Department Supplies	$ -	$ 39	$ 400	$ 400
101-50-26-22-20	Small Tools	$ -	$ -	$ 400	$ 500
22	**Supplies**	**$ -**	**$ 39**	**$ 800**	**$ 900**
101-50-26-23-30	Maint Buildings/Grounds	$ -	$ -	$ 18,800	$ 18,800
23	**Maintenance**	**$ -**	**$ -**	**$ 18,800**	**$ 18,800**
26	**Tree City USA**	**$ -**	**$ 39**	**$ 92,244**	**$ 99,796**
283	**Tree City USA**				
50	**Public Works**				
283-50-26-20-10	Salary-Regular	$ 10,880	$ 11,519	$ -	$ -
283-50-26-20-40	FICA/Medicare	$ 851	$ 900	$ -	$ -
283-50-26-20-45	Employer PERS	$ 915	$ 1,062	$ -	$ -
283-50-26-20-47	PERS Unfunded Liability	$ 1,455	$ 1,812	$ -	$ -
283-50-26-20-50	Employee PERS	$ -	$ -	$ -	$ -
283-50-26-20-55	Health Insurance	$ 2,854	$ 2,908	$ -	$ -
283-50-26-20-61	Workers Comp	$ 432	$ 490	$ -	$ -
283-50-26-20-65	SDI	$ 111	$ 118	$ -	$ -
283-50-26-20-75	Deferred Comp	$ 250	$ 251	$ -	$ -
283-50-26-20-85	Auto Allowance	$ 240	$ 240	$ -	$ -
20	**Salaries & Benefits**	**$ 17,989**	**$ 19,299**	**$ -**	**$ -**

283-50-26-21-25	Equipment Rental	$	-	$	590	$	-	$ -
283-50-26-21-35	Main Street Trees	$	2,020	$	2,085	$	-	$ -
283-50-26-21-36	Tree City USA	$	3,916	$	1,348	$	-	$ -
283-50-26-21-37	Heritage Trees	$	-	$	-	$	-	$ -
283-50-26-21-45	Other Contract Services	$	6,367	$	61,375	$	556	$ -
283-50-26-21-53	Memberships & Publications	$	440	$	275	$	-	$ -
283-50-26-21-55	Training & Conference	$	270	$	80	$	-	$ -
283-50-26-21-57	Certifications	$	-	$	-	$	-	$ -
21	**Services**	**$**	**13,013**	**$**	**65,753**	**$**	**556**	**$ -**
283-50-26-22-07	Copies	$	-	$	-	$	-	$ -
283-50-26-22-13	Office Supplies	$	-	$	-	$	-	$ -
283-50-26-22-15	Special Department Supplies	$	347	$	278	$	-	$ -
283-50-26-22-20	Small Tools	$	94	$	69	$	-	$ -
22	**Supplies**	**$**	**441**	**$**	**347**	**$**	**-**	**$ -**
283-50-26-23-15	Maint Machine/Equipment	$	-	$	-	$	-	$ -
283-50-26-23-30	Maint Buildings/Grounds	$	12,802	$	12,413	$	2,774	$ -
23	**Maintenance**	**$**	**12,802**	**$**	**12,413**	**$**	**2,774**	**$ -**
283-50-26-26-50	Capital Imp Land	$	-	$	-	$	-	$ -
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$ -**
283-50-26-29-99	Transfer to other Funds	$	-	$	-	$	111,000	$ -
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**111,000**	**$ -**
26	**Tree City USA**	**$**	**44,244**	**$**	**97,813**	**$**	**114,330**	**$ -**
Grand Total		**$**	**44,244**	**$**	**97,852**	**$**	**206,574**	**$ 99,796**

TREES - 5026
EXPENSE SUMMARY

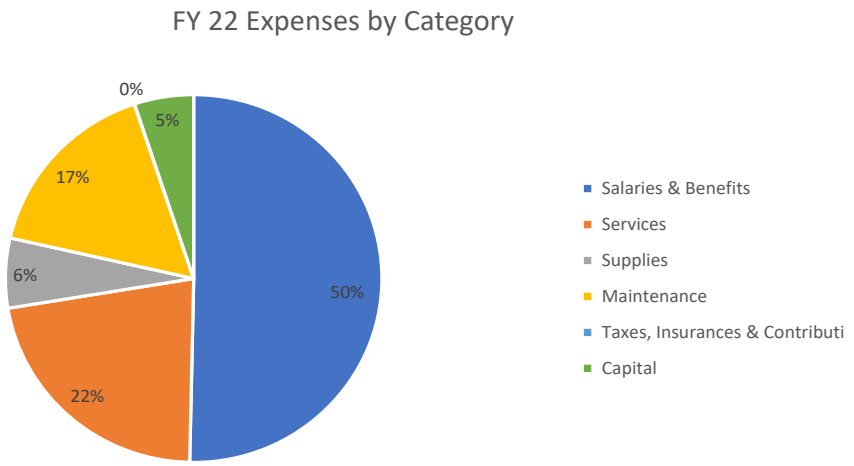
Description	Object Code	Funding Source	Total Budgeted
Tree City USA	*2136*	*101*	
Trees and Materials for Off Main		1,800	1,800
Emergency Tree Work		5,900	5,900
TOTAL - Tree City USA	***2136***	***$ 7,700***	***$ 7,700***
Heritage Trees	*2137*	*101*	
Emergency Tree Work on Heritage Trees		8,200	8,200
TOTAL - Heritage Trees	***2137***	***$ 8,200***	***$ 8,200***
Other Contract Services	*2145*	*101*	
Big Oak		12,000	12,000
Crane Park (Phase I)		25,000	25,000
TOTAL - Other Contract Services	***2145***	***$ 37,000***	***$ 37,000***
Memberships & Publications	*2153*	*101*	
ISA		700	700
WC ISA		300	300
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ 1,000***
Training & Conferences	*2155*	*101*	
Arborist CEUs		1,500	1,500
Arborist Prep Course		2,250	2,250
Arborist Certificate Test		1,050	1,050
TOTAL - Training & Conferences	***2155***	***$ 4,800***	***$ 4,800***
Certifications	*2157*	*101*	
Miscellaneous Certifications		1,000	1,000
TOTAL - Certifications	***2157***	***$ 1,000***	***$ 1,000***
Special Department Supplies	*2215*	*101*	
Soils, Fertilizers, Pesticides		400	400
TOTAL - Special Department Supplies	***2215***	***$ 400***	***$ 400***
Maintenance Buildings/Grounds	*2330*	*101*	
Tunnel of Trees		18,000	18,000
Lyman Park		800	800
TOTAL - Maintenance Buildings/Grounds	***2330***	***$ 18,800***	***$ 18,800***

Parks

Expenses by Fund

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	General Fund	$ 538,022	$ 654,089	$ 778,233	$ 880,404
733	Capital Project Planning	$ -	$ -	$ -	$ -
734	Park Impact	$ -	$ -	$ -	$ -
Grand Total		**$ 538,022**	**$ 654,089**	**$ 778,233**	**$ 880,404**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 300,728	$ 360,973	$ 430,441	$ 443,166
21	Services	$ 136,609	$ 165,848	$ 223,300	$ 194,300
22	Supplies	$ 31,238	$ 52,753	$ 49,700	$ 54,000
23	Maintenance	$ 69,081	$ 74,427	$ 44,592	$ 143,988
24	Taxes, Insurances & Contribu	$ 367	$ 88	$ 200	$ 200
26	Capital	$ -	$ -	$ 30,000	$ 44,750
Grand Total		**$ 538,022**	**$ 654,089**	**$ 778,233**	**$ 880,404**



General Ledger

Budget Parks 5027

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
101	**General Fund**				
50	**Public Works**				
101-50-27-20-10	Salary-Regular	$ 179,820	$ 218,349	$ 257,587	$ 263,695
101-50-27-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-50-27-20-25	Standby	$ 1,860	$ 1,900	$ 3,857	$ 3,857
101-50-27-20-30	Overtime	$ 6,795	$ 8,439	$ 3,158	$ 3,158
101-50-27-20-40	FICA/Medicare	$ 14,502	$ 17,615	$ 20,242	$ 20,870
101-50-27-20-45	Employer PERS	$ 14,285	$ 18,117	$ 20,153	$ 23,179
101-50-27-20-47	PERS Unfunded Liability	$ 22,987	$ 29,827	$ 42,175	$ 45,957
101-50-27-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-27-20-55	Health Insurance	$ 45,604	$ 49,824	$ 61,181	$ 59,452
101-50-27-20-61	Workers Comp	$ 11,405	$ 12,746	$ 19,195	$ 17,457
101-50-27-20-65	SDI	$ 1,896	$ 2,303	$ 2,646	$ 3,249
101-50-27-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-27-20-75	Deferred Comp	$ 1,575	$ 1,853	$ 247	$ 2,293
101-50-27-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 300,728**	**$ 360,973**	**$ 430,441**	**$ 443,166**
101-50-27-21-05	Advertising	$ -	$ -	$ -	$ -
101-50-27-21-10	Communications	$ 1,344	$ 2,031	$ 3,500	$ 3,500
101-50-27-21-15	Postage	$ -	$ -	$ -	$ -
101-50-27-21-22	Utilities	$ 132,250	$ 140,674	$ 130,500	$ 130,500
101-50-27-21-25	Equipment Rental	$ 533	$ 1,041	$ 1,000	$ 2,000
101-50-27-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
101-50-27-21-30	Professional Contracts	$ -	$ -	$ 75,000	$ 45,000
101-50-27-21-45	Other Contract Services	$ 305	$ 20,440	$ 5,000	$ 5,000
101-50-27-21-53	Memberships & Publications	$ 370	$ 200	$ 1,000	$ 1,000
101-50-27-21-55	Training & Conference	$ 1,781	$ 1,462	$ 7,000	$ 7,000
101-50-27-21-60	Other Travel	$ 26	$ -	$ 300	$ 300
21	**Services**	**$ 136,609**	**$ 165,848**	**$ 223,300**	**$ 194,300**
101-50-27-22-07	Copies	$ -	$ -	$ -	$ -
101-50-27-22-12	Computer Equipment	$ 546	$ 272	$ -	$ -
101-50-27-22-13	Office Supplies	$ -	$ 676	$ 750	$ 750
101-50-27-22-15	Special Department Supplies	$ 29,883	$ 50,630	$ 47,750	$ 52,050
101-50-27-22-20	Small Tools	$ 801	$ 1,175	$ 1,200	$ 1,200
101-50-27-22-25	Fuel/Oil	$ 8	$ -	$ -	$ -
22	**Supplies**	**$ 31,238**	**$ 52,753**	**$ 49,700**	**$ 54,000**
101-50-27-23-12	Maintenance Supplies	$ 49	$ 98	$ -	$ -
101-50-27-23-15	Maint Machine/Equipment	$ 9,011	$ 9,321	$ 15,000	$ 15,000
101-50-27-23-30	Maint Buildings/Grounds	$ 31,245	$ 35,774	$ -	$ 92,500
101-50-27-23-50	Vehicle Alloc Expense	$ 28,776	$ 29,234	$ 29,592	$ 36,488
23	**Maintenance**	**$ 69,081**	**$ 74,427**	**$ 44,592**	**$ 143,988**
101-50-27-24-25	Taxes & Other Charges	$ 367	$ 88	$ 200	$ 200

24	**Taxes, Insurances & Contributi**	**$**	**367**	**$**	**88**	**$**	**200**	**$**	**200**
101-50-27-26-50	Capital Imp Land	$	-	$	-	$	-	$	-
101-50-27-26-70	Capital Imp Equipment	$	-	$	-	$	30,000	$	44,750
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**30,000**	**$**	**44,750**
27	**Parks Maintenance**	**$**	**538,022**	**$**	**654,089**	**$**	**778,233**	**$**	**880,404**
Grand Total		**$**	**538,022**	**$**	**654,089**	**$**	**778,233**	**$**	**880,404**

PARKS - 5027
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Equipment Rentals	*2125*	*101*	
Misc. Rentals for Equipment (not owned by the City)		2,000	2,000
TOTAL - Equipment Rentals	***2125***	***$ 2,000***	***$ 2,000***
Other Contract Services	*2145*	*101*	
Unplanned Repairs to Park Facilities		5,000	5,000
TOTAL - Other Contract Services	***2145***	***$ 5,000***	***$ 5,000***
Memberships & Publications	*2153*	*101*	
PAPA Membership		560	560
DPR Certificates		240	240
NRPA		200	200
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ 1,000***
Training & Conferences	*2155*	*101*	
CPSI Course & Exam (hotel/travel)		3,955	3,955
PAPA CEUs		1,000	1,000
DPR Test Prep and Exam		1,365	1,365
Misc. Training and Seminars		680	680
TOTAL - Training & Conferences	***2155***	***$ 7,000***	***$ 7,000***
Special Department Supplies	*2215*	*101*	
Standard Supplies (toilet paper, towels, cleaners, etc.)		13,000	13,000
Misc. Supplies (fertilizer, irrigation parts, etc.)		12,100	12,100
Uniforms and Boots		22,650	22,650
Crane Park Dumpster		4,300	4,300
TOTAL - Special Department Supplies	***2215***	***$ 52,050***	***$ 52,050***
Maintenance Machine & Equipment	*2315*	*101*	
Repairs to Major Equipment		15,000	15,000
TOTAL - Maintenance Machine & Equip.	***2315***	***$ 15,000***	***$ 15,000***

PARKS - 5027
EXPENSE SUMMARY

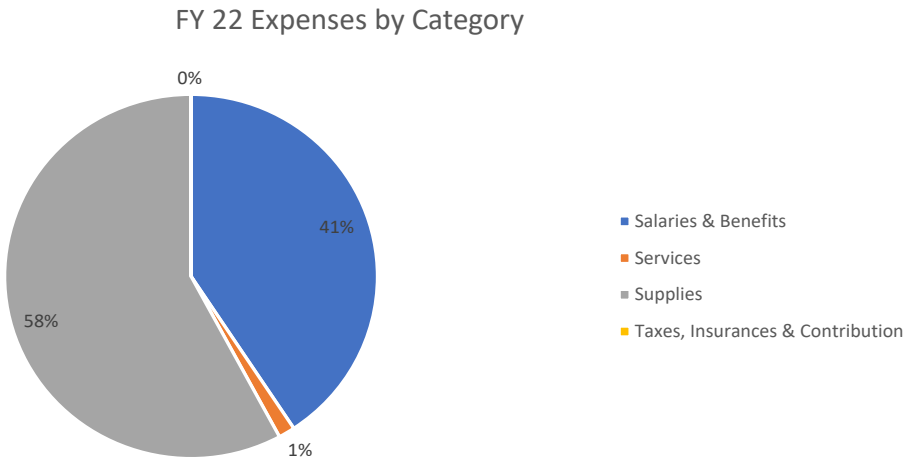
Description	Object Code	Funding Source	Total Budgeted
Buildings and Grounds Maintenance	*2330*	*101*	
Accidents/Incidents		2,500	2,500
Repair Arbor at Lewis Station		6,000	6,000
Mulch		25,000	25,000
Fibar for Playgrounds		10,000	10,000
Park Sign Replacement		3,500	3,500
Skate Park Maintenance		3,000	3,000
Wood Replacement for Tables/Benches		18,000	18,000
Fence Repairs and Replacement		18,500	18,500
Misc. Irrigation Repairs		6,000	6,000
TOTAL - Buildings and Grounds Maintenance	***2330***	***$ 92,500***	***$ 92,500***

City Garage

Expenses by Fund

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
582	Internal Service Garage Fund	$ 233,677	$ 264,894	$ 274,360	$ 280,297
Grand Total		**$ 233,677**	**$ 264,894**	**$ 274,360**	**$ 280,297**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 94,236	$ 110,381	$ 104,160	$ 114,097
21	Services	$ 22	$ 160	$ 4,000	$ 4,000
22	Supplies	$ 139,419	$ 154,353	$ 166,100	$ 162,100
24	Taxes, Insurances & Contribution	$ -	$ -	$ 100	$ 100
Grand Total		**$ 233,677**	**$ 264,894**	**$ 274,360**	**$ 280,297**



General Ledger

Budget Garage 5037

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
582	**Internal Service Garage Fund**				
582-40-10-29-40	Depreciation Expense	$ 139,030	$ 139,030	$ -	$ -
29	**Transfers**	**$ 139,030**	**$ 139,030**	**$ -**	**$ -**
10	**Administration**	**$ 139,030**	**$ 139,030**	**$ -**	**$ -**
50	**Public Works**				
582-50-37-20-10	Salary-Regular	$ 55,701	$ 64,877	$ 66,376	$ 64,922
582-50-37-20-25	Standby	$ 1,365	$ 1,465	$ 3,857	$ 3,857
582-50-37-20-30	Overtime	$ 4,235	$ 7,865	$ 2,000	$ 2,000
582-50-37-20-40	FICA/Medicare	$ 4,722	$ 5,701	$ 5,526	$ 5,456
582-50-37-20-45	Employer PERS	$ 3,695	$ 4,469	$ 5,454	$ 4,497
582-50-37-20-47	PERS Unfunded Liability	$ 6,310	$ 7,229	$ 11,414	$ 8,916
582-50-37-20-50	Employee PERS	$ -	$ -	$ -	$ -
582-50-37-20-55	Health Insurance	$ 13,448	$ 13,408	$ 7,475	$ 21,846
582-50-37-20-61	Workers Comp	$ 3,675	$ 4,167	$ 1,280	$ 1,164
582-50-37-20-65	SDI	$ 611	$ 736	$ 722	$ 849
582-50-37-20-71	Unemployment	$ -	$ -	$ -	$ -
582-50-37-20-75	Deferred Comp	$ 473	$ 464	$ 56	$ 590
20	**Salaries & Benefits**	**$ 94,236**	**$ 110,381**	**$ 104,160**	**$ 114,097**
582-50-37-21-45	Other Contract Services	$ 22	$ 160	$ 4,000	$ 4,000
21	**Services**	**$ 22**	**$ 160**	**$ 4,000**	**$ 4,000**
582-50-37-22-13	Office Supplies	$ -	$ -	$ 100	$ 100
582-50-37-22-15	Special Department Supplies	$ 1,715	$ 1,044	$ 2,500	$ 2,500
582-50-37-22-20	Small Tools	$ 1,329	$ 2,453	$ 1,500	$ 1,500
582-50-37-22-25	Fuel/Oil	$ 85,354	$ 97,011	$ 89,000	$ 90,000
582-50-37-22-26	Outside Vehicle Maint	$ 46,205	$ 42,587	$ 66,000	$ 61,000
582-50-37-22-28	Vehicle Parts	$ 4,814	$ 11,258	$ 7,000	$ 7,000
22	**Supplies**	**$ 139,419**	**$ 154,353**	**$ 166,100**	**$ 162,100**
582-50-37-24-25	Taxes and Other Charges	$ -	$ -	$ 100	$ 100
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ 100**	**$ 100**
37	**City Garage**	**$ 233,677**	**$ 264,894**	**$ 274,360**	**$ 280,297**
Grand Total		**$ 372,706**	**$ 403,924**	**$ 274,360**	**$ 280,297**

CITY GARAGE - 5037
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*582*	
Enterprise Fleet Management		4,000	4,000
TOTAL - Other Contract Services	***2145***	***$ 4,000***	***$ 4,000***
Special Department Supplies	*2215*	*582*	
Restock garage supplies and essentials for ongoing fleet service. Set up of new vehicle and equipment added into fleet		2,500	2,500
TOTAL - Special Department Supplies	***2215***	***$ 2,500***	***$ 2,500***
Small Tools	*2220*	*582*	
Welding Gas/Supplies		300	300
Auto Part Specialty Tools		800	800
Misc. Specialty Tools		300	300
Misc. Auto Parts		100	100
TOTAL - Small Tools	***2220***	***$ 1,500***	***$ 1,500***
Vehicle Maintenance - Outside	*2226*	*582*	
Misc. Auto Repairs		52,600	52,600
Alignment, Wheel Balancing, Installs		4,400	4,400
General Equipment Repair		1,000	1,000
Smog/Emission Checks		3,000	3,000
TOTAL - Vehicle Maintenance - Outside	***2226***	***$ 61,000***	***$ 61,000***
Vehicles Parts & Supplies	*2228*	*582*	
Tires		2,000	2,000
Misc. Auto Parts		1,500	1,500
Batteries		1,000	1,000
Chemicals		500	500
Police Department Tires		2,000	2,000
Outfit Vehicles		-	-
TOTAL - Vehicles Parts & Supplies	***2228***	***$ 7,000***	***$ 7,000***
Taxes and Other Charges	*2425*	*582*	
DMV Renewal Fees		100	100
TOTAL - Taxes and Other Charges	***2425***	***$ 100***	***$ 100***

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

Fiscal Year 2021/2022

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-47-40-23-50	Recreation	2	4.76%	14,595
101-45-00-23-50	Building Inspector	1	2.38%	7,298
101-49-00-23-50	Police	10	23.81%	72,976
101-50-00-23-50	P/W Admin	3	7.14%	21,893
101-50-15-23-50	P/W-Streets O&M	9	21.43%	65,679
101-50-27-23-50	Parks	5	11.90%	36,488
561-50-31-23-50	P/W-Water Distribution	5	11.90%	36,488
561-50-34-23-50	P/W-Water Plant	3	7.14%	21,893
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	7,298
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	21,893
TOTALS**		42	100.00%	$ 306,500
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

WATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the City is that the costs of providing goods or services are recovered primarily through user charges. The Water Fund includes:

Water Enterprise Utility Fund (561) – accounts for activities relating to the operation of the City's water system including water distribution and treatment.

Water Capital Projects (763) – used to account for costs associated with large capital projects of the Water Fund.

Water Impact Fees (764) – accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.

Water (5031, 5032, 5034)

Budget 2021-22

Purpose

- Water Distribution (5031) - The Water Distribution Division is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This Division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system. The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross-Connection control ordinance. Funding for this Division comes from water user fees, and connection fees, or impact fees.
- Stonebridge Wells (5032) - The Stonebridge Wells Division in the Public Works Department is within the Water Enterprise Fund. This Division provides for the operation and maintenance of the two Stonebridge Wells. Groundwater from the two wells normally provides up to 20% of the City's annual water supply. The treatment facilities provide for filtration and chlorination. This Division is staffed by water treatment personnel and costs include utilities, phone line, processing chemicals, and certain capital equipment. Funding is provided by user charges. The FY 2019-20 budget moved all costs associated with the Stonebridge Wells into Water Distribution.
- Water Treatment (5034) - The Water Treatment Division in the Public Works Department is contained within the Water Enterprise Fund. This Division provides water from Bell Canyon Reservoir, the Stonebridge Wells, and outside sources as necessary. It is staffed by three State licensed water treatment operators, two of which are also licensed in wastewater treatment and provide standby operation of the Wastewater Treatment Plant. This Division is responsible for monthly, quarterly, and annual monitoring of all water quality aspects of the system. The treatment plant annually produces more than 500 million gallons of potable water in conformance with State water quality standards. Funding for this division comes primarily from impact and user fees.

Accomplishments

- W-26 – Completed the removal of the legacy Upper York Creek Dam Removal & Ecosystem Restoration Project.
- Water Treatment Plant Programmable Logic Controllers (PLCs) and Supervisory Control and Data Acquisition (SCADA) upgrades project.
- Emergency Meadowood Tank Replacement Project, replace three existing water tanks and upgrade water delivery system.
- Temporary Permag Building project.

Water Fund Estimated Revenues FY 2021-22

Account Number	Description	2018	2019	2020	2021	2021	2022
Water Enterprise		**Actual**	**Actual**	**Actual**	**Budget**	**Estimated**	**Proposed**
561-31-70-00-00	Investment Earnings	80,723	126,364	125,900	50,000	50,000	50,000
561-33-80-00-00	Engineering Fees	1,000	-	-	1,000	1,000	1,000
561-33-82-00-00	Fire Service Agreement Fees	-	-	-	-	-	-
561-33-83-00-00	Raw Water Permit Fees	950	1,400	1,164	1,000	1,000	1,000
561-33-85-00-00	Water Conservation Fines	-	-	-	-	-	-
561-33-87-00-00	Backflow Testing & Insp Fees	-	-	-	150	150	150
561-34-51-00-00	Sale Of Capital Asset	-	408	-	-	892	-
561-34-70-00-00	Other Revenue	10,097	13,234	4,392	8,500	8,500	8,500
561-34-71-00-00	Water Emergency Penalties	-	-	-	-	-	-
561-34-77-00-00	Insurance Receipts	-	-	-	-	-	-
561-38-10-00-00	Water Revenue	(1,474)	(196)	493	1,500	1,500	1,500
561-38-10-00-01	Residential-Inside CL	2,519,077	2,606,023	2,921,299	3,023,455	3,023,455	2,596,792
561-38-10-00-42	Stonebridge Well	-	-	-	-	-	-
561-38-10-00-50	Residential-Outside CL	468,081	509,975	574,043	568,035	568,035	486,328
561-38-10-00-60	Commercial Car Wash	-	-	-	-	-	-
561-38-10-01-00	Multi-Dwelling-Inside CL	572,450	605,274	662,325	719,590	719,590	705,595
561-38-10-01-50	Multi Dwelling-Outside CL	9,674	12,649	21,075	20,478	20,478	19,945
561-38-10-02-00	Mobile Home Park-Inside CL	-	-	-	-	-	-
561-38-10-02-50	Mobile Home Park-Outside CL	-	-	-	-	-	-
561-38-10-03-00	Laundromat	-	-	-	-	-	-
561-38-10-10-00	General Commercial-Inside CL	1,961,983	1,973,269	2,004,185	2,145,372	2,145,372	2,070,001
561-38-10-11-00	Restaurants	-	-	-	-	-	-
561-38-10-12-00	Service Station	-	-	-	-	-	-
561-38-10-13-00	Banks	-	-	-	-	-	-
561-38-10-14-00	Motels	-	-	-	-	-	-
561-38-10-16-00	Retail Store	-	-	-	-	-	-
561-38-10-17-00	Landscape Meter	90,356	122,621	249,387	209,320	209,320	180,139
561-38-10-20-00	Industrial-Inside CL	-	-	-	-	-	-
561-38-10-25-00	Industrial-Outside CL	-	-	-	-	-	-
561-38-10-30-00	Schools & Libraries	-	-	-	-	-	-
561-38-10-40-00	Churches	-	-	-	-	-	-
561-38-10-53-00	Surcharge-Meadowood	-	-	-	-	-	-
561-38-10-53-20	Pumping Charge	-	(103)	-	-	-	-
561-38-10-90-00	City Buildings	-	-	-	-	-	-
561-38-10-99-10	Fire Service-Inside CL	18,776	21,546	22,923	25,262	25,262	15,362
561-38-10-99-20	Fire Service-Outside CL	21,574	28,274	12,014	12,967	12,967	7,864
561-38-10-99-50	Finance Charges	59,240	37,256	38,163	25,000	25,000	25,000
561-38-25-00-00	Sale of Remote Meters	420	-	-	-	-	-
561-38-30-00-00	Hydrant Rental	-	-	-	-	-	-
561-38-40-00-00	Property Rentals	8,400	8,400	8,400	8,400	-	8,400
561-38-60-00-00	Water Meter Install Fee	7,750	10,545	4,875	5,500	5,500	5,500
561-37-70-00-00	CARE Subsidy	(7)	1,706	(18,994)	22,700	22,700	22,700
561-39-98-00-00	Operating Transfers In	-	-	-	-	-	-
TOTALS		**5,829,070**	**6,078,643**	**6,631,645**	**6,848,229**	**6,840,721**	**6,205,776**

General Ledger

Budget Expenses Water

WATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Dept	**Description**	**FY 19 Actual**	**FY 20 Actual**	**FY 21 Estimated**	**FY 22 Draft**
4000	Non Departmental	1,603,118	1,161,878	1,316,106	1,232,950
4100	Council	14,372	18,057	19,619	21,198
4200	Administration	238,200	226,889	287,827	182,898
4300	Finance	293,360	344,752	334,914	553,306
4400	Attorney	183,318	185,456	155,000	159,500
5000	Public Works Admin	800,516	974,428	1,106,363	815,906
5006	Government Buildings	-	102	9,000	9,000
5015	Streets	-	-	33,400	33,400
Grand Total		**3,132,885**	**2,911,562**	**3,262,229**	**3,008,157**

WATER FUND - DISTRIBUTION, STONEBRIDGE WELLS*, AND TREATMENT					
Dept	**Description**	**FY 19 Actual**	**FY 20 Actual**	**FY 21 Estimated**	**FY 22 Draft**
5031	Distribution	609,836	641,991	854,099	862,757
5032	Stonebridge Wells	60,149	9,362	-	-
5034	Water Treatment	2,196,498	2,084,317	2,795,206	3,211,620
Grand Total		**2,866,484**	**2,735,671**	**3,649,305**	**4,074,377**

**Stonebridge Wells combined with Water distribution in FY 2020-21*

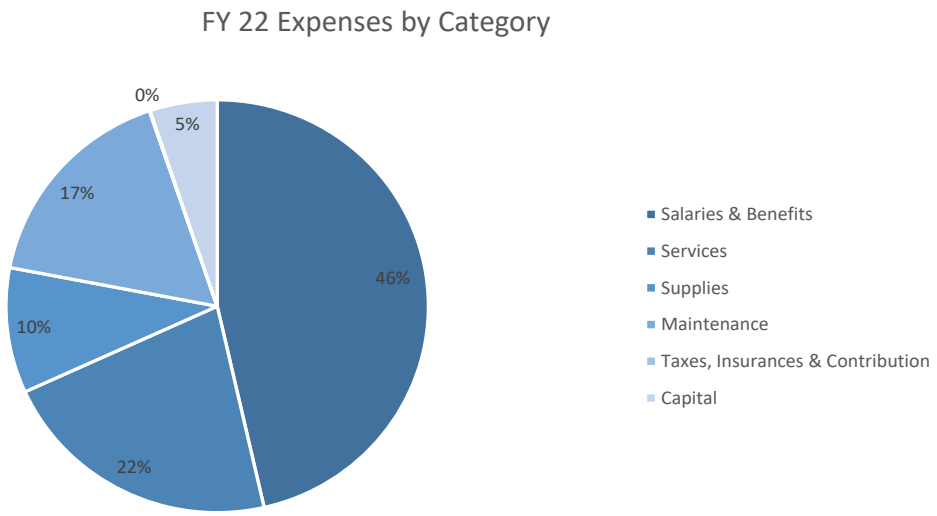
WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 06/30/2021	**4,425,236**
Estimated Revenue @ 06/30/2022	6,205,776
Estimated Expenses @ 06/30/2021	7,082,534
Transfers Out to Capital	-
Revenue less Expenses	(876,758)
Use of Water Cash	876,758
Estimated Net Position	**3,548,478**
Percent of Expenses	**50%**

Water Distribution

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
561	Water Enterprise	$ 641,991	$ 577,008	$ 854,099	$ 862,757
Grand Total		**$ 641,991**	**$ 577,008**	**$ 854,099**	**$ 862,757**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 406,367	$ 298,134	$ 363,367	$ 400,569
21	Services	$ 61,188	$ 155,597	$ 222,800	$ 187,800
22	Supplies	$ 35,345	$ 45,472	$ 60,100	$ 84,650
23	Maintenance	$ 85,735	$ 68,014	$ 137,942	$ 144,838
24	Taxes, Insurances & Contribution	$ 192	$ -	$ 500	$ 500
26	Capital	$ 53,164	$ 9,791	$ 69,390	$ 44,400
Grand Total		**$ 641,991**	**$ 577,008**	**$ 854,099**	**$ 862,757**



General Ledger

Budget Water Distribution 5031

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
561	**Water Enterprise**				
50	**Public Works**				
561-50-31-20-10	Salary-Regular	$ 256,064	$ 152,642	$ 208,260	$ 223,393
561-50-31-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
561-50-31-20-25	Standby	$ 3,220	$ 2,460	$ 5,857	$ 3,857
561-50-31-20-30	Overtime	$ 11,433	$ 10,525	$ 14,650	$ 11,650
561-50-31-20-40	FICA/Medicare	$ 19,441	$ 16,480	$ 17,118	$ 18,414
561-50-31-20-45	Employer PERS	$ 13,699	$ 12,168	$ 14,020	$ 16,072
561-50-31-20-47	PERS Unfunded Liability	$ 21,478	$ 28,935	$ 29,341	$ 31,866
561-50-31-20-55	Health Insurance	$ 58,656	$ 54,596	$ 58,901	$ 78,848
561-50-31-20-61	Workers Comp	$ 15,481	$ 17,159	$ 12,796	$ 11,638
561-50-31-20-65	SDI	$ 2,540	$ 2,152	$ 2,238	$ 2,867
561-50-31-20-71	Unemployment	$ 3,450	$ -	$ -	$ -
561-50-31-20-75	Deferred Comp	$ 905	$ 1,017	$ 186	$ 1,966
20	**Salaries & Benefits**	**$ 406,367**	**$ 298,134**	**$ 363,367**	**$ 400,569**
561-50-31-21-10	Communications	$ 4,395	$ 4,803	$ 4,600	$ 4,600
561-50-31-21-15	Postage	$ -	$ -	$ -	$ -
561-50-31-21-22	Utilities	$ 37,346	$ 108,032	$ 130,500	$ 130,500
561-50-31-21-25	Equipment Rental	$ 1,180	$ 33,526	$ 63,000	$ 23,000
561-50-31-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
561-50-31-21-30	Professional Contracts	$ -	$ -	$ -	$ -
561-50-31-21-45	Other Contract Services	$ 12,910	$ 7,809	$ 16,200	$ 16,200
561-50-31-21-53	Memberships & Publications	$ 314	$ 100	$ 500	$ 500
561-50-31-21-55	Training & Conference	$ 4,909	$ 490	$ 6,500	$ 10,000
561-50-31-21-57	Certifications	$ -	$ 395	$ 1,000	$ 2,500
561-50-31-21-60	Other Travel	$ 133	$ 442	$ 500	$ 500
21	**Services**	**$ 61,188**	**$ 155,597**	**$ 222,800**	**$ 187,800**
561-50-31-22-07	Copies	$ -	$ -	$ -	$ -
561-50-31-22-12	Computer Equipment	$ 1,444	$ 423	$ -	$ -
561-50-31-22-13	Office Supplies	$ 496	$ 1,530	$ 500	$ 500
561-50-31-22-15	Special Department Supplies	$ 13,989	$ 14,874	$ 16,200	$ 27,000
561-50-31-22-19	Meters/Hydrants	$ 14,510	$ 21,623	$ 15,000	$ 23,000
561-50-31-22-20	Small Tools	$ 4,906	$ 5,353	$ 2,500	$ 5,000
561-50-31-22-25	Fuel/Oil	$ -	$ -	$ -	$ -
561-50-31-22-35	Process Chemicals	$ -	$ 1,670	$ 24,150	$ 24,150
561-50-31-22-37	Lab Supplies	$ -	$ -	$ 1,750	$ 5,000
22	**Supplies**	**$ 35,345**	**$ 45,472**	**$ 60,100**	**$ 84,650**
561-50-31-23-12	Maintenance Supplies	$ 47,692	$ 32,000	$ 40,350	$ 40,350
561-50-31-23-15	Maint Machine/Equipment	$ 7,780	$ 6,162	$ 68,000	$ 68,000
561-50-31-23-30	Maint Buildings/Grounds	$ 1,487	$ 619	$ -	$ -
561-50-31-23-35	Software	$ -	$ -	$ -	$ -
561-50-31-23-50	Vehicle Alloc Expense	$ 28,776	$ 29,234	$ 29,592	$ 36,488
23	**Maintenance**	**$ 85,735**	**$ 68,014**	**$ 137,942**	**$ 144,838**

561-50-31-24-25	Taxes & Other Charges	$	192	$	-	$	500	$	500
24	**Taxes, Insurances & Contributi**	**$**	**192**	**$**	**-**	**$**	**500**	**$**	**500**
561-50-31-26-30	Capital Equipment	$	53,164	$	9,791	$	69,390	$	44,400
26	**Capital**	**$**	**53,164**	**$**	**9,791**	**$**	**69,390**	**$**	**44,400**
31	**Water Distribution**	**$**	**641,991**	**$**	**577,008**	**$**	**854,099**	**$**	**862,757**
Grand Total		**$**	**641,991**	**$**	**577,008**	**$**	**854,099**	**$**	**862,757**

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*561*	
MVP Repair Services		*6,800*	6,800
Meters to be Repaired and Tested		*2,000*	2,000
National Meter Automation Service		*800*	800
Corepro inspect Tank# Cathodic Protection		*700*	700
Miscellaneous		*400*	400
Annual Water Tests		*3,500*	3,500
PLC Water Pressure Trending		*2,000*	2,000
TOTAL - Other Contract Services	***2145***	***$ 16,200***	***$ 16,200***
Membership and Publications	*2153*	*561*	
Miscellaneous Memberships & Publications		500	500
TOTAL - Membership & Publications	***2153***	***$ 500***	***$ 500***
Training and Conferences	*2155*	*561*	
Pump Class and Misc. Training		1,500	1,500
BackFlow Class and Misc. Training		2,700	2,700
Supervisor Seminar and Misc. Training		1,300	1,300
Misc. Training		2,500	2,500
Basic Electricity Class		2,000	2,000
TOTAL - Training and Conferences	***2155***	***$ 10,000***	***$ 10,000***
Certifications	*2157*	*561*	
Miscellaneous Certifications		2,500	2,500
TOTAL - Certifications	***2157***	***$ 2,500***	***$ 2,500***
Special Department Supplies	*2215*	*561*	
Uniforms		6,000	6,000
Rain Gear		1,000	1,000
Boots		1,375	1,375
Safety Gear		625	625
Temporary Construction Signs		3,000	3,000
Data Loggers/Ground Water Monitoring		4,200	4,200
TOTAL - Special Department Supplies	***2215***	***$ 16,200***	***$ 16,200***
Water Meter/Hydrants	*2219*	*561*	
Fire Hydrants and Water Meters (as needed)		23,000	23,000
TOTAL - Equipment Rental	***2219***	***$ 23,000***	***$ 23,000***

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Small Tools	*2220*	*561*	
Large Shop Vac		700	700
Cutting Blades for Weed Wacker		200	200
Misc. Operation Tools		500	500
Roto Hammer		600	600
Fall Protection Harnesses		500	500
Outfit Service Truck 104		2,500	2,500
TOTAL - Small Tools	***2220***	***$ 5,000***	***$ 5,000***
Maintenance Supplies	*2312*	*561*	
Service Repair Parts		16,000	16,000
Road Surface Materials		5,000	5,000
Machined Parts		2,000	2,000
Misc. Supplies		4,850	4,850
Cones/Signs/Barricades		2,000	2,000
Land Fill Fees		1,000	1,000
Oxygen and Acetylane Gas		1,500	1,500
Bacteria Lab Tests		1,500	1,500
Emergency Repair Supplies		3,000	3,000
De-Chlorination Tabs		1,500	1,500
Water Diffuser Supplies		2,000	2,000
TOTAL - Maintenance Supplies	***2312***	***$ 40,350***	***$ 40,350***
Machinery & Equipment Maintenance	*2315*	*561*	
Maintenance		16,000	16,000
Video Bore Blast Well #2		50,000	50,000
ERS Annual Filter Inspection		2,000	2,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 68,000***	***$ 68,000***
Capital Equipment	*2630*	*561*	
Purchase Service Truck #104 - lease over 5 years. $140,000 @5% interest		32,400	32,400
Lease Vehicle #105 - Lease began FY 19		12,000	12,000
TOTAL - Capital Equipment	***2630***	***$ 44,400***	***$ 44,400***

Stonebridge Wells

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
561	Water Enterprise	$ 60,149	$ 9,362	$ -	$ -
Grand Total		**$ 60,149**	**$ 9,362**	**$ -**	**$ -**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
21	Services	$ 54,124	$ -	$ -	$ -
22	Supplies	$ 5,665	$ 5,969	$ -	$ -
23	Maintenance	$ 360	$ 3,394	$ -	$ -
26	Capital	$ -	$ -	$ -	$ -
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 60,149**	**$ 9,362**	**$ -**	**$ -**

***FY 2020-21 Budget Stonebridge Well expenses were combined with Water Distribution.**

General Ledger

Budget Stonebridge 5032

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
561	**Water Enterprise**				
50	**Public Works**				
561-50-32-21-10	Communications	$ -	$ -	$ -	$ -
561-50-32-21-22	Utilities	$ 52,984.35	$ -	$ -	$ -
561-50-32-21-45	Other Contract Services	$ 1,140.00	$ -	$ -	$ -
21	**Services**	**$ 54,124.35**	**$ -**	**$ -**	**$ -**
561-50-32-22-07	Copies	$ -	$ -	$ -	$ -
561-50-32-22-13	Office Supplies	$ -	$ -	$ -	$ -
561-50-32-22-15	Special Department Supplies	$ 9.71	$ -	$ -	$ -
561-50-32-22-35	Process Chemicals	$ 5,067.73	$ 5,237.23	$ -	$ -
561-50-32-22-37	Lab Supplies	$ 587.52	$ 731.34	$ -	$ -
22	**Supplies**	**$ 5,664.96**	**$ 5,968.57**	**$ -**	**$ -**
561-50-32-23-12	Maintenance & Supplies	$ -	$ -	$ -	$ -
561-50-32-23-15	Maint Machine/Equipment	$ 359.80	$ 3,393.87	$ -	$ -
561-50-32-23-30	Maint Buildings/Grounds	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ 359.80**	**$ 3,393.87**	**$ -**	**$ -**
561-50-32-26-70	Capital Imp Equipment	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
32	**Stone Bridge Wells**	**$ 60,149.11**	**$ 9,362.44**	**$ -**	**$ -**
Grand Total		**$ 60,149.11**	**$ 9,362.44**	**$ -**	**$ -**

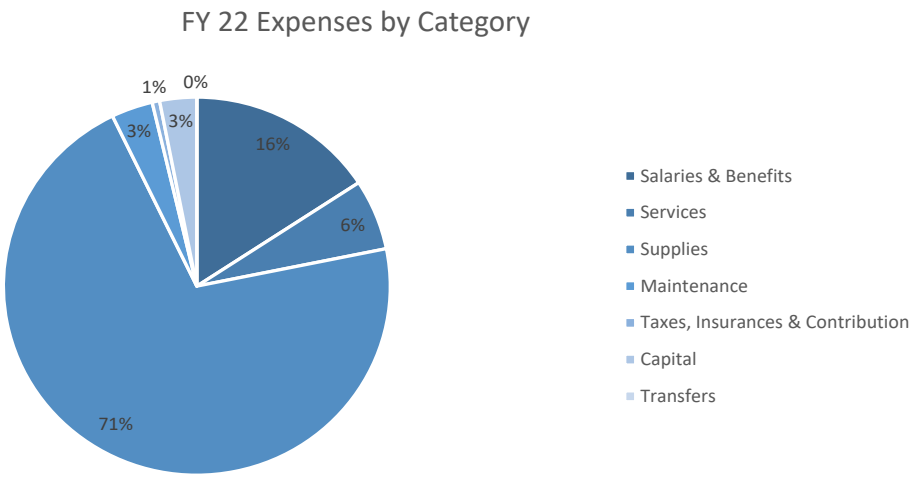
***FY 2020-21 Budget Combine with Water Distribution**

Water Treatment

Expenses by Fund

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
561	Water Enterprise	$ 2,196,498	$ 2,084,317	$ 2,795,206	$ 3,211,620
Grand Total		**$ 2,196,498**	**$ 2,084,317**	**$ 2,795,206**	**$ 3,211,620**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 454,070	$ 408,829	$ 511,803	$ 506,693
21	Services	$ 98,300	$ 107,733	$ 174,494	$ 194,050
22	Supplies	$ 1,587,200	$ 1,683,864	$ 1,680,054	$ 2,280,084
23	Maintenance	$ 33,952	$ 45,145	$ 84,755	$ 111,693
24	Taxes, Insurances & Contribution	$ 16,582	$ 15,747	$ 20,000	$ 20,000
26	Capital	$ 6,394	$ 11,582	$ 324,100	$ 99,100
29	Transfers	$ -	$ (188,582)	$ -	$ -
Grand Total		**$ 2,196,498**	**$ 2,084,317**	**$ 2,795,206**	**$ 3,211,620**



General Ledger

Budget Water Treatment 5034

Account Number	Description	FY 19 Actuals	FY 20 Actuals	FY 21 Estimated	FY 22 Proposed
561	**Water Enterprise**				
50	**Public Works**				
561-50-34-20-10	Salary-Regular	$ 267,486	$ 238,012	$ 264,486	$ 276,230
561-50-34-20-20	Temp/Part Time	$ -	$ -	$ 25,000	$ -
561-50-34-20-25	Standby	$ 14,320	$ 11,235	$ 8,330	$ 8,330
561-50-34-20-30	Overtime	$ 19,301	$ 17,300	$ 31,445	$ 16,445
561-50-34-20-40	FICA/Medicare	$ 23,136	$ 20,480	$ 24,041	$ 23,178
561-50-34-20-45	Employer PERS	$ 20,241	$ 14,718	$ 24,026	$ 20,179
561-50-34-20-47	PERS Unfunded Liability	$ 34,225	$ 40,880	$ 50,281	$ 40,008
561-50-34-20-50	Employee PERS	$ -	$ (5)	$ -	$ -
561-50-34-20-55	Health Insurance	$ 56,826	$ 46,293	$ 66,771	$ 103,749
561-50-34-20-61	Workers Comp	$ 14,053	$ 15,933	$ 14,076	$ 12,801
561-50-34-20-65	SDI	$ 2,993	$ 2,675	$ 3,143	$ 3,612
561-50-34-20-71	Unemployment	$ -	$ -	$ -	$ -
561-50-34-20-75	Deferred Comp	$ 1,490	$ 1,309	$ 204	$ 2,162
561-50-34-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 454,070**	**$ 408,829**	**$ 511,803**	**$ 506,693**
561-50-34-21-05	Advertising	$ -	$ -	$ -	$ -
561-50-34-21-10	Communications	$ 6,350	$ 7,148	$ 6,950	$ 6,950
561-50-34-21-15	Postage	$ 4	$ -	$ -	$ -
561-50-34-21-22	Utilities	$ 67,151	$ 71,818	$ 85,000	$ 85,000
561-50-34-21-25	Equipment Rental	$ -	$ -	$ 2,000	$ 2,000
561-50-34-21-30	Professional Contracts	$ -	$ -	$ -	$ -
561-50-34-21-40	Professional Fees	$ -	$ -	$ -	$ -
561-50-34-21-43	Penalties and Fines	$ -	$ -	$ -	$ -
561-50-34-21-45	Other Contract Services	$ 21,742	$ 27,838	$ 76,644	$ 91,100
561-50-34-21-53	Memberships & Publications	$ 1,297	$ 433	$ 1,500	$ 1,500
561-50-34-21-55	Training & Conference	$ 1,757	$ 496	$ 900	$ 6,000
561-50-34-21-57	Certifications	$ -	$ -	$ 1,500	$ 1,500
561-50-34-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 98,300**	**$ 107,733**	**$ 174,494**	**$ 194,050**
561-50-34-22-07	Copies	$ -	$ -	$ -	$ -
561-50-34-22-12	Computer Equipment	$ 70	$ 2,000	$ -	$ -
561-50-34-22-13	Office Supplies	$ 11	$ 404	$ 500	$ 500
561-50-34-22-15	Special Department Supplies	$ 1,486	$ 3,765	$ 2,500	$ 4,450
561-50-34-22-20	Small Tools	$ -	$ 846	$ 100	$ 100
561-50-34-22-25	Fuel/Oil	$ 1,646	$ 2,710	$ 5,000	$ 5,000
561-50-34-22-32	Purchase Water	$ 1,467,343	$ 1,554,100	$ 1,548,384	$ 2,158,384
561-50-34-22-35	Process Chemicals	$ 109,012	$ 108,227	$ 106,270	$ 94,350
561-50-34-22-37	Lab Supplies	$ 7,631	$ 11,813	$ 17,300	$ 17,300
22	**Supplies**	**$ 1,587,200**	**$ 1,683,864**	**$ 1,680,054**	**$ 2,280,084**
561-50-34-23-11	Maint Office Equip	$ -	$ -	$ -	$ 7,800

561-50-34-23-12	Maintenance Supplies	$ 1,694	$ 108	$ 2,000	$ 2,000
561-50-34-23-15	Maint Machine/Equipment	$ 8,108	$ 27,108	$ 50,000	$ 65,000
561-50-34-23-30	Maint Buildings/Grounds	$ 6,884	$ 388	$ 15,000	$ 15,000
561-50-34-23-50	Vehicle Alloc Expense	$ 17,266	$ 17,540	$ 17,755	$ 21,893
23	**Maintenance**	**$ 33,952**	**$ 45,145**	**$ 84,755**	**$ 111,693**
561-50-34-24-25	Taxes & Other Charges	$ 16,582	$ 15,747	$ 20,000	$ 20,000
24	**Taxes, Insurances & Contributi**	**$ 16,582**	**$ 15,747**	**$ 20,000**	**$ 20,000**
561-50-34-26-30	Capital Equipment	$ 6,394	$ 11,582	$ 6,600	$ 6,600
561-50-34-26-70	Capital Imp Equipment	$ -	$ -	$ 317,500	$ 92,500
26	**Capital**	**$ 6,394**	**$ 11,582**	**$ 324,100**	**$ 99,100**
561-50-34-29-20	Fixed Asset Adjustments	$ -	$ (188,582)	$ -	$ -
29	**Transfers**	**$ -**	**$ (188,582)**	**$ -**	**$ -**
34	**Water Treatment**	**$ 2,196,498**	**$ 2,084,317**	**$ 2,795,206**	**$ 3,211,620**
Grand Total		**$ 2,196,498**	**$ 2,084,317**	**$ 2,795,206**	**$ 3,211,620**

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*561*	
Various Tools (Hand tools, Hilti)		2,000	2,000
TOTAL - Equipment Rental	***2125***	***$ 2,000***	***$ 2,000***
Other Contract Services	*2145*	*561*	
Water Testing		*25,000*	25,000
Contract Crews for Spillway and Dam Maintenance		*20,000*	20,000
Upper Valley Disposal Sludge Removal		*12,000*	12,000
Clean Harbors, Dispose of Waste		*20,000*	20,000
ERS Filter Surveillance		*10,000*	10,000
PLC Water Pressure Trending		*2,100*	2,100
Generator Maintenance		*2,000*	2,000
TOTAL - Other Contract Services	***2145***	***$ 91,100***	***$ 91,100***
Memberships & Publications	*2153*	*561*	
Operator Certification		1,500	1,500
TOTAL - Memberships & Publications	***2153***	***$ 1,500***	***$ 1,500***
Training and Conferences	*2155*	*561*	
Miscellaneous Training		900	900
TOTAL - Training and Conferences	***2155***	***$ 900***	***$ 900***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*561*	
Uniforms and Rain Gear		1,900	1,900
Safety Equipment, Boots, Other		1,650	1,650
Data Loggers/Ground Water Monitoring		900	900
TOTAL - Special Department Supplies	***2215***	***$ 4,450***	***$ 4,450***

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Process Chemicals	*2235*	*561*	
Alum		11,200	11,200
Copper Sulfate		11,200	11,200
NaOH		7,250	7,250
NaOCl		7,250	7,250
Non-Ionic Polymer		1,650	1,650
Ascorbic Acid		950	950
NaMNO4		7,900	7,900
PO4		4,290	4,290
Activated Carbon		38,900	38,900
Sodium Sulfite		960	960
Stonebridge Wells		2,800	2,800
TOTAL - Process Chemicals	***2235***	***$ 94,350***	***$ 94,350***
Machinery & Equipment Maintenance	*2315*	*561*	
Annual Maintenance & Machine Service		65,000	65,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 65,000***	***$ 65,000***
Taxes and Other Charges	*2425*	*561*	
CDPH System Fees		19,000	19,000
BAAQMD Generator Permit Fee		1,000	1,000
TOTAL - Taxes and Other Charges	***2524***	***$ 20,000***	***$ 20,000***
Capital Equipment	*2630*	*561*	
Vehicle Lease - entered into in FY 19		6,600	6,600
TOTAL - Capital Equipment	***2630***	***$ 6,600***	***$ 6,600***
Capital Improvement Equipment	*2670*	*561*	
Flocculator Gear Drive		62,500	62,500
Tank 1 Inspections/Clear Well		30,000	30,000
TOTAL - Capital Improvement Equipment	***2670***	***$ 92,500***	***$ 92,500***

WASTEWATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the City is that the costs of providing goods & services are recovered primarily through user charges. The fund includes:

Water Enterprise Utility Fund (561) – accounts for activities relating to the operation of the City's water system including water distribution and treatment.

Water Capital Projects (763) – used to account for costs associated with large capital projects of the water fund.

Water Impact Fees (764) – accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.

Wastewater (5020,5029)

Budget 2021-22

Purpose

- Wastewater Collection (5020) - The Wastewater Collection (Sewer) Division of the Public Works Department operates and maintains the wastewater collection system and related equipment throughout the City. Staffing and equipment for this Division has historically been shared with Streets and Storm Drains. An ongoing maintenance program includes sewer main and lateral lining to reduce root maintenance and infiltration/inflow to the system. The user fees from Sewer Enterprise Fund provide the Division's funding. Capital improvements are described and funded separately.
- Wastewater Treatment (5029) - The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the Wastewater Treatment Plant treats an average of approximately 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel. The budget unit is primarily funded by wastewater user fees.

Accomplishments

- Submitted presentation to City Council of the Integrated Utility Master Plan Findings and Recommendations
- Plans and specifications were approved for the Wastewater Treatment and Reclamation Plant Phase I Upgrades, CIP Project No. S-52. City will advertise for bids next.
- Main Street Sewer Lateral program, this is part of the R18-81 Downtown Sidewalk Improvements Project.
- A CIP project was approved and created for a Recycled Pipeline and Pump Station project, CIP S21-01.

Wastewater Fund Estimated Revenues FY 2020-21

Account Number	Description	2018	2019	2020	2021	2021	2022
Sewer Enterprise		**Actual**	**Actual**	**Actual**	**Budget**	**Estimated**	**Proposed**
571-31-70-00-00	Investment Earnings	20,363	36,101	54,152	20,000	20,000	20,000
571-33-81-00-00	Sewer Inpsection/Review Fees	-	-	23,558	-	-	-
571-34-51-00-00	Sale of Capital Assets	-	4,775	-	-	15,613	-
571-34-70-00-00	Other Revenue	9,691	14,016	12,605	9,600	12,446	9,600
571-34-77-00-00	Claims Loss Recovery	-	1,150,000	-	-	-	-
571-34-80-00-00	Annexation Fees	10,788	4,000	3,300	2,600	7,635	2,600
571-35-00-00-00	Residential	1,271,383	1,434,219	1,465,699	1,472,369	1,472,369	1,472,369
571-35-00-01-00	Multiple Dwelling	358,965	250,850	255,373	216,912	246,373	216,912
571-35-00-03-00	Laundromat	11,186	12,590	12,939	14,531	14,531	14,531
571-35-00-10-00	General Commercial	910,394	1,097,698	1,162,135	1,251,227	1,251,227	1,251,227
571-35-00-11-00	Restaurants	163,571	114,377	102,175	130,036	130,036	130,036
571-35-00-12-00	Service Station	(1,671)	2,287	2,820	3,213	4,715	3,213
571-35-00-14-00	Motels-No Food Service	162,738	124,032	104,821	135,765	135,765	135,765
571-35-00-15-00	Supermarkets	19,153	14,256	14,862	17,935	17,935	17,935
571-35-00-17-00	Mortuaries	-	-	-	-	-	-
571-35-00-18-00	Mixed Retial-Plus Food Service	21,052	21,893	16,256	19,463	19,463	19,463
571-35-00-20-00	Industrial	37,741	26,731	19,733	20,523	20,523	20,523
571-35-00-30-00	Libraries & Schools	50,679	34,139	40,082	37,773	37,773	37,773
571-35-00-40-00	Churches	-	-	-	-	-	-
571-35-00-60-60	Car Wash	2,700	2,162	2,058	2,123	2,123	2,123
571-35-00-90-00	City Buildings	-	-	-	-		-
571-38-10-99-50	Finance Charges	13,922	18,455	13,444	18,500	-	18,500
571-38-65-00-00	Sewer Connection Fee	4,700	2,600	1,300	1,300	1,300	1,300
571-38-70-00-00	CARE Subsidy	(20)	1,310	(13,308)	2,500	(16,306)	2,500
571-39-98-00-00	Operating Transfers In	-	-	-	-	-	-
		3,067,334	**4,366,490**	**3,294,003**	**3,376,370**	**3,393,520**	**3,376,370**

General Ledger

Budget Expenses WW

WASTEWATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Dept	**Description**	**FY 19 Actual**	**FY 20 Actual**	**FY 21 Estimated**	**FY 22 Draft**
4000	Non Departmental	694,016	881,703	544,237	516,994
4100	Council	14,371	18,057	18,859	21,198
4200	Administration	160,652	169,560	204,733	123,409
4300	Finance	216,511	254,899	274,680	379,952
4400	Attorney	126,895	14,608	25,000	26,500
5000	Public Works Admin	749,319	933,788	906,207	854,153
5006	Government Buildings	-	-	9,000	9,000
5015	Streets	-	-	33,400	33,400
Grand Total		**1,961,765**	**2,272,616**	**2,016,116**	**1,964,605**

WASTEWATER FUND - COLLECTION AND TREATMENT					
Dept	**Description**	**FY 19 Actual**	**FY 20 Actual**	**FY 21 Estimated**	**FY 22 Draft**
5020	Collection	172,367	196,869	325,309	339,316
5029	Treatment	808,612	931,843	1,061,930	1,072,449
Grand Total		**980,979**	**1,128,712**	**1,387,239**	**1,411,765**

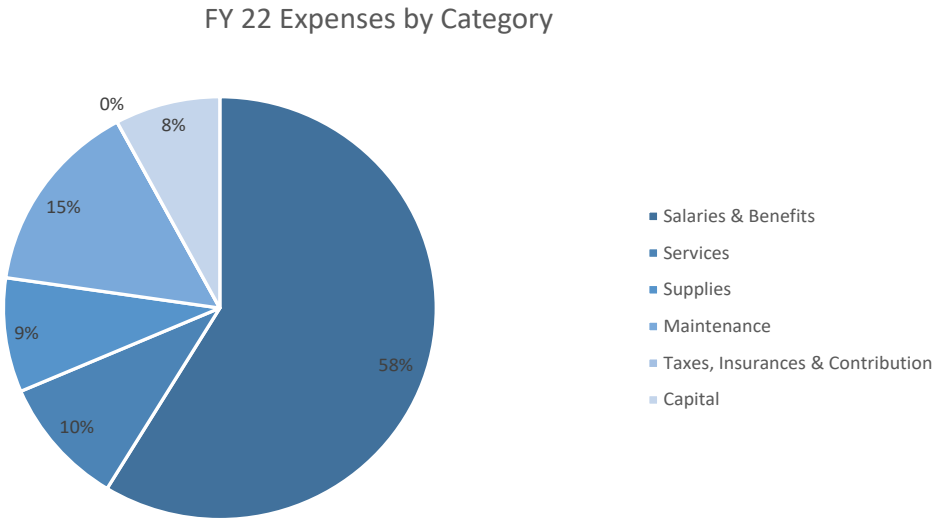
WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 06/30/2021	**4,119,341**
Estimated Revenue @ 06/30/2022	3,376,370
Estimated Expenses @ 06/30/2022	2,967,130
Transfers Out to Capital	409,240
Revenue less Expenses	-
Use of Wastewater Cash	-
Estimated Net Position	**4,119,341**
Percent of Expenses	**122%**

Wastewater Collections

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
571	Sewer Enterprise	$ 172,367	$ 196,869	$ 325,309	$ 339,316
Grand Total		**$ 172,367**	**$ 196,869**	**$ 325,309**	**$ 339,316**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 136,027	$ 158,153	$ 182,408	$ 199,268
21	Services	$ 9,331	$ 6,990	$ 35,133	$ 33,400
22	Supplies	$ 12,877	$ 3,806	$ 29,650	$ 29,650
23	Maintenance	$ 11,991	$ 24,071	$ 51,418	$ 50,298
24	Taxes, Insurances & Contribution	$ 38	$ 17	$ -	$ -
26	Capital	$ 2,102	$ 3,833	$ 26,700	$ 26,700
Grand Total		**$ 172,367**	**$ 196,869**	**$ 325,309**	**$ 339,316**



General Ledger

Budget Wastewater Collection 5020

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
571	**Sewer Enterprise**				
50	**Public Works**				
571-50-20-20-10	Salary-Regular	$ 79,785	$ 92,645	$ 104,130	$ 111,665
571-50-20-20-25	Standby	$ 1,890	$ 2,060	$ 3,857	$ 3,857
571-50-20-20-30	Overtime	$ 6,075	$ 11,411	$ 7,200	$ 3,000
571-50-20-20-40	FICA/Medicare	$ 6,760	$ 8,153	$ 8,490	$ 9,136
571-50-20-20-45	Employer PERS	$ 5,324	$ 6,431	$ 7,010	$ 8,034
571-50-20-20-47	PERS Unfunded Liability	$ 9,108	$ 10,241	$ 14,670	$ 15,929
571-50-20-20-55	Health Insurance	$ 19,659	$ 19,614	$ 29,450	$ 39,424
571-50-20-20-61	Workers Comp	$ 5,876	$ 5,883	$ 6,398	$ 5,819
571-50-20-20-65	SDI	$ 874	$ 1,052	$ 1,110	$ 1,422
571-50-20-20-75	Deferred Comp	$ 676	$ 662	$ 93	$ 983
571-50-20-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 136,027**	**$ 158,153**	**$ 182,408**	**$ 199,268**
571-50-20-21-10	Communications	$ 147	$ -	$ 400	$ 400
571-50-20-21-22	Utilities	$ 3,059	$ 2,447	$ 5,000	$ 5,000
571-50-20-21-25	Equipment Rental	$ 2,107	$ -	$ 17,500	$ 17,500
571-50-20-21-45	Other Contract Services	$ -	$ 2,267	$ 2,733	$ -
571-50-20-21-53	Memberships & Publications	$ 2,502	$ 1,997	$ 3,500	$ 3,500
571-50-20-21-55	Training & Conference	$ 1,511	$ 190	$ 4,500	$ 4,500
571-50-20-21-57	Certifications	$ -	$ 89	$ 1,500	$ 2,500
571-50-20-21-60	Other Travel	$ 6	$ -	$ -	$ -
21	**Services**	**$ 9,331**	**$ 6,990**	**$ 35,133**	**$ 33,400**
571-50-20-22-07	Copies	$ -	$ -	$ -	$ -
571-50-20-22-13	Office Supplies	$ -	$ 14	$ 100	$ 100
571-50-20-22-15	Special Department Supplies	$ 12,877	$ 3,531	$ 26,750	$ 26,750
571-50-20-22-20	Small Tools	$ -	$ 260	$ 2,800	$ 2,800
22	**Supplies**	**$ 12,877**	**$ 3,806**	**$ 29,650**	**$ 29,650**
571-50-20-23-12	Maintenance Supplies	$ 1,194	$ 5,751	$ 25,000	$ 25,000
571-50-20-23-15	Maint Machine/Equipment	$ 4,906	$ 12,394	$ 20,500	$ 18,000
571-50-20-23-30	Maint Buildings/Grounds	$ 135	$ 79	$ -	$ -
571-50-20-23-50	Vehicle Alloc Expense	$ 5,755	$ 5,847	$ 5,918	$ 7,298
23	**Maintenance**	**$ 11,991**	**$ 24,071**	**$ 51,418**	**$ 50,298**
571-50-20-24-25	Taxes & Other Charges	$ 38	$ 17	$ -	$ -
24	**Taxes, Insurances & Contribution**	**$ 38**	**$ 17**	**$ -**	**$ -**
571-50-20-26-30	Capital Equipment	$ 2,102	$ 3,833	$ 26,700	$ 26,700
571-50-20-26-50	Capital Imp Land	$ -	$ -	$ -	$ -
26	**Capital**	**$ 2,102**	**$ 3,833**	**$ 26,700**	**$ 26,700**
20	**Sewer Collections**	**$ 172,367**	**$ 196,869**	**$ 325,309**	**$ 339,316**
Grand Total		**$ 172,367**	**$ 196,869**	**$ 325,309**	**$ 339,316**

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Memberships & Publications	*2153*	*571*	
Books		300	300
CWEA Exam and 1 year membership		2,500	2,500
CWEA Membership, E-8, E-11, E-6		700	700
TOTAL - Memberships & Publications	***2153***	***$ 3,500***	***$ 3,500***
Training & Conference	*2155*	*571*	
Vactor Operator Training		2,000	2,000
Certification CEU's		2,500	2,500
TOTAL - Training & Conference	***2155***	***$ 4,500***	***$ 4,500***
Certifications	*2157*	*571*	
Miscellaneous Certifications		2,500	2,500
TOTAL - Certifications	***2157***	***$ 2,500***	***$ 2,500***
Special Department Supplies	*2215*	*571*	
Misc. Supplies		1,700	1,700
Nozzles & Hooks		1,000	1,000
Uniforms		11,500	11,500
Trench Restore		500	500
Drill Bits		500	500
Signs		300	300
Boots		1,250	1,250
Vehicle Supplies (lights, strobes, radios)		2,500	2,500
Sewer Repair Supplies		7,500	7,500
TOTAL - Special Department Supplies	***2215***	***$ 26,750***	***$ 26,750***
Maintenance Supplies	*2312*	*571*	
Pipe, Gravel, Fittings, etc.		25,000	25,000
TOTAL - Maintenance Supplies	***2312***	***$ 25,000***	***$ 25,000***

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

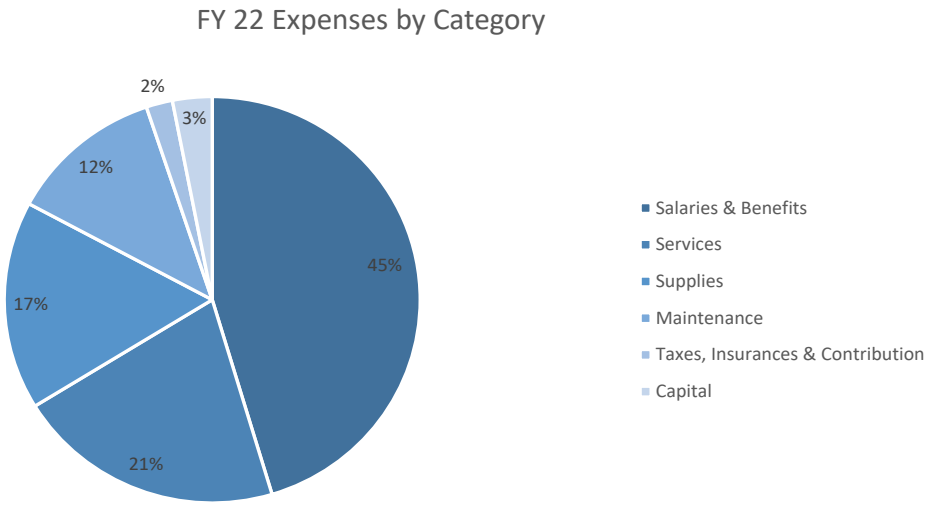
Description	Object Code	Funding Source	Total Budgeted
Machinery & Equipment Maintenance	*2315*	*571*	
Maintenance as Needed		14,200	14,200
Video Camera		2,000	2,000
Gas Detector Sensors		800	800
Large Rodder - Towable Rod, Bits, and Maintenance		1,000	1,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 18,000***	***$ 18,000***
Capital Equipment	*2630*	*571*	
Annual Lease Vehicle 202 Replaced FY 19		7,500	7,500
Lease - Vehicle 208, costs split with Streets - $150,000 for 5 years @ 5%		19,200	19,200
TOTAL - Capital Equipment	***2630***	***$ 26,700***	***$ 26,700***

Wastewater Treatment

Expenses by Fund and Category

Fund	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
571	Sewer Enterprise	$ 808,612	$ 931,843	$ 1,061,930	$ 1,072,449
774	Sewer Impact	$ -	$ 2,250	$ -	$ -
Grand Total		**$ 808,612**	**$ 934,093**	**$ 1,061,930**	**$ 1,072,449**

Object Code	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
50	***Public Works***				
20	Salaries & Benefits	$ 339,062	$ 431,436	$ 458,993	$ 486,361
21	Services	$ 166,816	$ 208,955	$ 222,697	$ 223,995
22	Supplies	$ 172,204	$ 152,074	$ 221,985	$ 178,000
23	Maintenance	$ 46,198	$ 100,942	$ 103,255	$ 129,093
24	Taxes, Insurances & Contribution	$ 18,954	$ 13,032	$ 22,000	$ 22,000
26	Capital	$ 65,378	$ 27,653	$ 33,000	$ 33,000
Grand Total		**$ 808,612**	**$ 934,093**	**$ 1,061,930**	**$ 1,072,449**



General Ledger

Budget Wastewater Treatment 5029

Account Number	Description	FY 19 Actual	FY 20 Actual	FY 21 Estimated	FY 22 Proposed
571	**Sewer Enterprise**				
50	**Public Works**				
571-50-29-20-10	Salary-Regular	$ 153,595	$ 238,356	$ 254,134	$ 269,903
571-50-29-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
571-50-29-20-25	Standby	$ 2,600	$ 8,900	$ 14,530	$ 8,330
571-50-29-20-30	Overtime	$ 12,732	$ 15,418	$ 16,500	$ 13,500
571-50-29-20-40	FICA/Medicare	$ 13,399	$ 18,498	$ 21,111	$ 22,469
571-50-29-20-45	Employer PERS	$ 9,764	$ 12,698	$ 17,450	$ 18,926
571-50-29-20-47	PERS Unfunded Liability	$ 28,366	$ 34,545	$ 36,519	$ 37,524
571-50-29-20-50	Employee PERS	$ -	$ -	$ -	$ -
571-50-29-20-55	Health Insurance	$ 52,260	$ 66,820	$ 81,709	$ 97,244
571-50-29-20-61	Workers Comp	$ 63,452	$ 32,643	$ 14,076	$ 12,801
571-50-29-20-65	SDI	$ 1,750	$ 2,418	$ 2,760	$ 3,501
571-50-29-20-71	Unemployment	$ -	$ -	$ -	$ -
571-50-29-20-75	Deferred Comp	$ 1,144	$ 1,140	$ 204	$ 2,162
571-50-29-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
571-50-29-20-96	Education Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 339,062**	**$ 431,436**	**$ 458,993**	**$ 486,361**
571-50-29-21-10	Communications	$ 1,710	$ 1,977	$ 4,000	$ 4,000
571-50-29-21-15	Postage	$ 19	$ -	$ 50	$ 50
571-50-29-21-22	Utilities	$ 102,627	$ 107,113	$ 95,645	$ 95,645
571-50-29-21-25	Equipment Rental	$ 1,633	$ 1,466	$ 1,000	$ 1,000
571-50-29-21-43	Fines & Penalties	$ 21,000	$ 57,000	$ 12,000	$ 12,000
571-50-29-21-45	Other Contract Services	$ 38,384	$ 38,466	$ 106,502	$ 105,800
571-50-29-21-53	Memberships & Publications	$ 584	$ 478	$ 1,500	$ 1,500
571-50-29-21-55	Training & Conference	$ 859	$ 1,996	$ 500	$ 2,500
571-50-29-21-57	Certifications	$ -	$ 459	$ 1,500	$ 1,500
571-50-29-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 166,816**	**$ 208,955**	**$ 222,697**	**$ 223,995**
571-50-29-22-07	Copies	$ -	$ -	$ -	$ -
571-50-29-22-12	Computer Equipment	$ -	$ 3,172	$ -	$ -
571-50-29-22-13	Office Supplies	$ 255	$ 1,085	$ 500	$ 500
571-50-29-22-15	Special Department Supplies	$ 9,425	$ 20,440	$ 14,500	$ 10,000
571-50-29-22-20	Small Tools	$ 2,206	$ 4,434	$ 2,500	$ 2,500
571-50-29-22-25	Fuel/Oil	$ 3,213	$ 4,057	$ 5,000	$ 5,000
571-50-29-22-35	Process Chemicals	$ 155,086	$ 111,206	$ 185,485	$ 150,000
571-50-29-22-37	Lab Supplies	$ 2,018	$ 7,680	$ 14,000	$ 10,000
22	**Supplies**	**$ 172,204**	**$ 152,074**	**$ 221,985**	**$ 178,000**
571-50-29-23-12	Maintenance Supplies	$ 15	$ 2,021	$ 69,000	$ 75,000
571-50-29-23-15	Maint Machine/Equipment	$ 27,221	$ 81,263	$ 11,500	$ 27,200
571-50-29-23-30	Maint Buildings/Grounds	$ 1,696	$ 118	$ 5,000	$ 5,000
571-50-29-23-50	Vehicle Alloc Expense	$ 17,266	$ 17,540	$ 17,755	$ 21,893

23	**Maintenance**	**$ 46,198**	**$ 100,942**	**$ 103,255**	**$ 129,093**
571-50-29-24-25	Taxes & Other Charges	$ 18,954	$ 13,032	$ 22,000	$ 22,000
24	**Taxes, Insurances & Contribution**	**$ 18,954**	**$ 13,032**	**$ 22,000**	**$ 22,000**
571-50-29-26-30	Capital Equipment	$ 65,378	$ 25,403	$ 33,000	$ 33,000
571-50-29-26-50	Capital Imp Land	$ -	$ -	$ -	$ -
26	**Capital**	**$ 65,378**	**$ 25,403**	**$ 33,000**	**$ 33,000**
29	**Sewer Maintenance Operations**	**$ 808,612**	**$ 931,843**	**$ 1,061,930**	**$ 1,072,449**
Grand Total		**$ 808,612**	**$ 931,843**	**$ 1,061,930**	**$ 1,072,449**

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*571*	
Crane, Boom Truck		*1,000*	1,000
TOTAL - Equipment Rental	***2125***	***$ 1,000***	***$ 1,000***
Other Contract Services	*2145*	*571*	
Influent/Effluent Lab Analysis		*71,500*	71,500
Generator Bi-annual Service		*3,800*	3,800
Mosquito Abatement (weed/mosquito)		*500*	500
Road/Levee Maintenance and Repairs		*25,000*	25,000
Weed Abatement		*5,000*	5,000
TOTAL - Other Contract Services	***2145***	***$ 105,800***	***$ 105,800***
Memberships & Publications	*2153*	*571*	
SWRCB Exams		1,500	1,500
TOTAL - Memberships & Publications	***2153***	***$ 1,500***	***$ 1,500***
Training and Conferences	*2155*	*571*	
Miscellaneous Training		2,500	2,500
TOTAL - Training and Conferences	***2155***	***$ 2,500***	***$ 2,500***
Certifications	*2157*	*571*	
Wastewater Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*571*	
Miscellaneous Department Supplies & Safety Equipment - gas monitor, load testing cert., potable water, drinking water		8,000	8,000
Uniform Service		2,000	2,000
TOTAL - Special Department Supplies	***2215***	***$ 10,000***	***$ 10,000***
Small Tools	*2220*	*571*	
Miscellaneous Tools - wrenches, pliers, consumables such as drill bits, saw blades, and grinding wheels		2,500	2,500
TOTAL - Small Tools	***2220***	***$ 2,500***	***$ 2,500***

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Process Chemicals	*2235*	*571*	
Various Chemicals to Treat Waste		150,000	150,000
TOTAL - Process Chemicals	***2235***	***$ 150,000***	***$ 150,000***
Lab Supplies	*2237*	*571*	
General Equipment and Supplies		7,000	7,000
Sample/Monitoring Ground Water		3,000	3,000
TOTAL - Lab Supplies	***2237***	***$ 10,000***	***$ 10,000***
Maintenance Supplies	*2312*	*571*	
Other General Maintenance & Repairs		75,000	75,000
TOTAL - Maintenance Supplies	***2312***	***$ 75,000***	***$ 75,000***
Machinery & Equipment Maintenance	*2315*	*571*	
Influent Pump No. 2 Scheduled Maintenance		20,000	20,000
Copier		7,200	7,200
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 27,200***	***$ 27,200***
Capital Equipment	*2630*	*571*	
Replace Truck (lease - annual costs)		8,000	8,000
Air Operator Discharge Valve		25,000	25,000
TOTAL - Capital Equipment	***2630***	***$ 33,000***	***$ 33,000***

Capital Improvement Program

SUMMARY

The FY 2022-2026 City of St. Helena Capital Improvement Program (CIP) is the City's commitment to building a more resilient and vibrant future for the residents, workers, and visitors of St. Helena. On May 19, 2021, the Planning Commission found that the proposed CIP is consistent with the City's General Plan. Following this finding, the FY 2022-2026 CIP was adopted by City Council on June 8, 2021. The CIP is updated annually and is a fiscally constrained expenditure plan that lays out estimated infrastructure investments over the next five years. Projects in the CIP are divided into four Service Areas: General Government (Civic), Streets, Water, and Wastewater. Each Service Area chapter describes the associated Budgeted Projects and Deferred Projects. General Fund and Enterprise Funds are both represented to give as full a picture of St. Helena's capital needs as possible. The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through the budget adoption.

GENERAL OVERVIEW OF CIP

The CIP budget includes annual appropriations for capital improvement projects such as street or park improvements, building construction, and various kids of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.

ANALYSIS

The City's FY 2022-2026 CIP consists of 46 projects in four divisions totaling approximately $59 million over a five-year period. A majority of the fiscal impact to the CIP have been carried over from prior years and any additional funds, or unfunded needs, have been identified in the proposed operating budget for FY 2021-22. All funds and expenditures beyond FY 2021-22 have no direct fiscal impact because the CIP is not a financial commitment by City Council, but rather a planning and forecasting tool.

In FY 2021-22 there are 17 significant (over $200,000) CIP projects which are non-reoccurring capital expenditures. They are: (1) Crane Park Lighting Improvements C-19-03; (2) Emergency Back-Up Power C20-06; (3) PSPS Emergency Back-Up Power C20-06 (4) Jacob Meily Drainage Site Survey and Installation of New Turf and Upgrade Irrigation C22-01; (5) Replace Playground Equipment and Fence at Crane Park (6) Downtown Sidewalk Improvements (multi-year) R18-81; (7) Silverado Trail Guardrail Replacement R19-07 (5) Pavement Restoration (multi-year) R19-79 (8) Mills Lane Storm Drain Project R20-02; (9) Pratt & Elmhurst Crosswalk Improvements on Main R21-02; (10) Tank 2 Rehabilitation W-101; (11) Bell Canyon Intake Tower Replacement W-109; (12) Rutherford Pump Upgrade W110; (13) Bell Canyon Reservoir Improvements W-35; (14) Dwyer Road Booster W-80; (15) Bell House Valve Replacement W-85; (16) Kearney and Andrea Water Main Replacement W21-01; and (17) WWTP Phase 1 Upgrades (multi-year) S-52.

Budget Page 203

5-YEAR CAPITAL IMPROVEMENTS PROGRAM

City of St. Helena, CA

FY 2021-22 to FY 2025-26

Table of Contents

City of St. Helena FY 2020-21 to FY 2024-25

Table Of Contents	1
Global Summary: Total Category Expenditures / Total Funding Sources	3

1 - Civic 4

Project #	Project	Page #
C18-83	ADA Plan Facilities	5
C19-03	Crane Park Lighting Improvements	6
C20-02	Repaint Fire Station # 1	7
C20-04	Baldwin Park Fence & Pathway Repair	8
C20-06	Emergency Back-Up Power	9
C21-01	PSPS Emergency Back-Up Power	10
C22-01	Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation	11
C22-02	Replace Playground Equipment and Fence at Crane Park	12

2 - Streets 13

Project #	Project	Page #
R22-01	Spring Street Bike Lane Striping	14
R18-81	Downtown Sidewalk Improvements	15
R19-01	Stormwater Master Plan	16
R19-03	Sulphur Creek Erosion Repair	17
R19-04	Sulphur Creek Sediment Removal	18
R19-05	Grayson and South Crane Rehab	19
R19-07	Silverado Trail Guardrail Replacement	20
R19-79	Pavement Restoration FY 19 Design/FY 22 Construction	21
R20-01	Mitchell Drive to Sulphur Creek Storm Drain	22
R20-02	Mills Lane Storm Drain Project	23
R21-01	Silverado Trail Overlay	24
R21-02	Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29	25
R21-04	Pope Street Crosswalk Improvements at College Avenue	26
R22-79	Pavement Restoration FY22 Design/FY 23 Construction	27
R23-79	Pavement Restoration FY23 Design/FY 24 Construction	28
R24-79	Pavement Restoration FY24 Design/FY 25 Construction	29
R25-79	Pavement Restoration FY 25 Design/FY 26 Construction	30

3 - Water 31

Project #	Project	Page #
W-101	Tank 2 Rehabilitation	32
W-106	Pump Station Upgrades	33
W-108	Lower Reservoir Rehab	34
W-109	Bell Canyon Intake Tower Replacement	35
W-110	Rutherford Pump Upgrade	36

Table of Contents

City of St. Helena FY 2020-21 to FY 2024-25

W-35	Bell Canyon Reservoir Improvements	37
W-80	Dwyer Road Booster (Pump Station)	38
W-85	Bell House Valve Replacement	39
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	40
W-91	Bell Canyon Creek Flow Measurement	41
W18-111	WTP Condition Assessment	42
W18-113	SCADA Improvements - Rutherford & Holmes	43
W18-115	Remove Restrictions - Rutherford Pump Station	44
W18-118	Replace Mains <6" in Diameter	45
W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment	46
W20-01	Bell Canyon Spillway Repairs	47
W21-01	Kearney and Andrea Water Main Replacement	48

4 - Wastewater 49

Project #	Project	Page #
S-52	WWTP Phase 1 Upgrades	50
S18-70	Replace 1% of Sewer Mains Annually	51
S18-71	Crinella Pump Station Upgrades	52
S18-73	Wet Weather Flow Monitoring	53
S21-01	WWTP Recycled Pipeline and Pump Station	54

Global Summary Report
City of St. Helena FY 2020-21 to FY 2024-25

	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT CATEGORY EXPENDITURES								
1 Civic	212,893		1,693,095	267,000	192,500	24,000	24,000	2,413,488
2 Streets	2,030,338		12,058,194	4,060,800	1,802,300	1,241,415	1,347,825	22,540,872
3 Water	1,400,976		9,496,305	3,832,435	661,501			15,391,217
4 Wastewater	1,744,863		14,600,341	150,000	150,000	150,000	1,182,000	17,977,204
TOTALS	5,389,070		37,847,935	8,310,235	2,806,301	1,415,415	2,553,825	58,322,781
PROJECT FUNDING SOURCES								
Other*			1,239,750					1,239,750
101 General Fund	145,151		19,349	87,929	100,000			352,429
101 General Fund - ADA Transition Plan	51,088		117,000	117,000	117,000	24,000	24,000	450,088
101 General Fund - Measure T/RMRA MOE	469,988		300,000				190,200	960,188
101 General Fund - Measure T/RMRA MOE (Prior Year)	75,000			271,914				346,914
223 Skate Park Lighting Fund			1,200					1,200
230 Gas Tax	154,972		248,328					403,300
230 Gas Tax - RMRA/SB1	108,000		440,000		108,000			656,000
240 Measure T	832,277		738,589	3,126,000	1,594,300	1,241,415	1,157,625	8,690,206
420 Go Bonds				12,071				12,071
700 Flood Control Funds	63,937		81,276					145,213
733 Civic State of CA OES PSPS Grant			300,000					300,000
733 Prop 68 Grant			170,000					170,000
733 Civic CIP	106,953		104,844					211,797
733 Civic CIP HMGP Funds			485,392					485,392
734 Park Impact Fees	54,852		514,659	50,000	75,500			695,011
740 Traffic Impact Fees Fund Loan			873,610					873,610
741 Streets Capital Improvement - Measure T Loan			2,334,114	59,886				2,394,000
741 Streets Capital Improvement - NVTA			94,000					94,000
741 Streets Capital Improvement			31,000					31,000
741 Streets Capital Improvement - Grant OBAG II	31,811		603,000	603,000				1,237,811
741 Streets Capital Improvement - Grant TDA III			50,000					50,000
741 Streets Capital Improvement - HSIP	38		556,062					556,100
742 Storm Drain Impact Fees	149,164		700,000					849,164
763 Water Capital Improvement	1,400,975		3,456,849	144,997				5,002,821
763 Water Capital Improvement - Grant/Interagency Fund			1,645,048					1,645,048
763 Water Capital Improvement HMGP Funds				2,319,950				2,319,950
763 Water Capital Improvement - Debt			4,184,264	1,367,488	661,501			6,213,253
764 Water Impact Fees			305,144					305,144
773 Wastewater Capital Improvement	1,744,863		3,509,729	150,000	150,000	150,000	200,000	5,904,592
773 Wastewater Capital Improvement - Debt			9,362,925					9,362,925
774 Wastewater Impact Fees			759,077					759,077
999 Unidentified			4,622,726				982,000	5,604,726
TOTALS	5,389,069		37,847,935	8,310,235	2,806,301	1,415,415	2,553,825	58,322,780

Category Summary Report
FY 2020-22 to 2024-26
1 - Civic

		Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE									
C18-83	ADA Plan Facilities	51,088		117,000	117,000	117,000	24,000	24,000	450,088
C19-03	Crane Park Lighting Improvements	47,102		354,509					401,611
C20-02	Repaint Fire Station # 1				100,000				100,000
C20-04	Baldwin Park Fence & Pathway Repair	7,750		81,350					89,100
C20-06	Emergency Back-Up Power	106,953		540,236					647,189
C21-01	PSPS Emergency Back-Up Power			350,000					350,000
C22-01	Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation				50,000	75,500			125,500
C22-02	Replace Playground Equipment and Fence at Crane Park			250,000					250,000
		212,893		1,693,095	267,000	192,500	24,000	24,000	2,413,488
PROJECT FUNDING SOURCES									
101	General Fund				87,929				87,929
101	General Fund - ADA Transition Plan	51,088		117,000	117,000	117,000	24,000	24,000	450,088
223	Skate Park Lighting Fund			1,200					1,200
420	Go Bonds				12,071				12,071
733	Civic State of CA OES PSPS Grant			300,000					300,000
733	Prop 68 Grant			170,000					170,000
733	Civic CIP	106,953		104,844					211,797
733	Civic CIP HMGP Funds			485,392					485,392
734	Park Impact Fees	54,852		514,659	50,000	75,500			695,011
		212,893		1,693,095	267,000	192,500	24,000	24,000	2,413,488

ADA Plan Facilities

Project No: C18-83

Category: Civic

Project Location: Various Locations in St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will implement facility improvements identified in the ADA Transition Plan adopted by City Council in 2017 via Resolution 2017-88. Below provides a summary of the annual commitment.

Years 1-7 - $103,000 per year

Years 8-10 - $23,000 per year

Years 11-15 - $8,000 per year

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			10,000	10,000	10,000	5,000	5,000	40,000
3150 - Construction Management	50,920		14,000	14,000	14,000	1,000	1,000	94,920
3160 - Construction Contract	168		93,000	93,000	93,000	18,000	18,000	315,168
EXPENDITURE TOTALS	51,088		117,000	117,000	117,000	24,000	24,000	450,088
FUNDING SOURCES								
101-General Fund - ADA Transition Plan	51,088		117,000	117,000	117,000	24,000	24,000	450,088
FUNDING TOTALS	51,088		117,000	117,000	117,000	24,000	24,000	450,088

Crane Park Lighting Improvements

Project No: C19-03

Category: Civic

Project Location: 360 Crane Avenue

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Retrofit existing park light fixtures to LED and upgrade electrical equipment.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	33,795							33,795
3160 - Construction Contract	13,307		348,209					361,516
3170 - Contingency			6,300					6,300
EXPENDITURE TOTALS	47,102		354,509					401,611
FUNDING SOURCES								
223-Skate Park Lighting Fund			1,200					1,200
734-Park Impact Fees	47,102		353,309					400,411
FUNDING TOTALS	47,102		354,509					401,611

Repaint Fire Station # 1

Project No: C20-02

Category: Civic

Project Location: 1480 Main Street

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Repaint Fire Station # 1.

Original Date: FY 21, deferred until FY 22

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design				20,000				20,000
3160 - Construction Contract				80,000				80,000
EXPENDITURE TOTALS				100,000				100,000
FUNDING SOURCES								
101-General Fund				87,929				87,929
420-Go Bonds				12,071				12,071
FUNDING TOTALS				100,000				100,000

Baldwin Park Fence & Pathway Repair

Project No: C20-04

Category: Civic

Project Location: 1591 Spring Street

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Remove and replace fence bordering, pathway repair, and minor modifications to entrance.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3160 - Construction Contract	7,750		81,350					89,100
EXPENDITURE TOTALS	7,750		81,350					89,100
FUNDING SOURCES								
734-Park Impact Fees	7,750		81,350					89,100
FUNDING TOTALS	7,750		81,350					89,100

Emergency Back-Up Power

Project No: C20-06

Category: Civic

Project Location: Library, Madrone Knoll Pump Station, Stonebridge Wells, and Flood Control Levee Site

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Provide emergency back-up power to four existing City facilities with the use of one portable generator at the Madrone Knoll Pump Station and three fixed-position generators at the following locations: Library, Stonebridge Wells, and the Flood Control Levee Site.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	8,070		56,649					64,719
3160 - Construction Contract	98,883		483,587					582,470
EXPENDITURE TOTALS	106,953		540,236					647,189
FUNDING SOURCES								
733-Civic CIP	106,953		54,844					161,797
733-Civic CIP HMGP Funds			485,392					485,392
FUNDING TOTALS	106,953		540,236					647,189

PSPS Emergency Back-Up Power

Project No: C21-01

Category: Civic

Project Location: LSWTP and Mobile Generator

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: To replace the 35 year old generator at the Louis Stralla Water Treatment Plant (LSWTP) and to purchase one 175 KW portable generator that can be used at all critical City facilities which do not have back-up power.

EXPENDITURE ACCOUNTS: Fund: 733 **Dept:** 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3160 - Construction Contract			350,000					350,000
EXPENDITURE TOTALS			350,000					350,000
FUNDING SOURCES								
733-Civic CIP			50,000					50,000
733-Civic State of CA OES PSPS Grant			300,000					300,000
FUNDING TOTALS			350,000					350,000

Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation

Project No: C22-01

Category: Civic

Project Location: Jacob Meily Park St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: FY 23 conduct a site survey to address drainage and FY 24 install new turf and upgrade irrigation

Moved out 1 year due to Water Emergency

EXPENDITURE ACCOUNTS: **Fund**: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design				50,000				50,000
3160 - Construction Contract					75,500			75,500
EXPENDITURE TOTALS				50,000	75,500			125,500
FUNDING SOURCES								
734-Park Impact Fees				50,000	75,500			125,500
FUNDING TOTALS				50,000	75,500			125,500

Replace Playground Equipment and Fence at Crane Park

Project No: C22-02

Category: Civic

Project Location: Crane Park

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replacement playground equipment and fence at Crane Park

EXPENDITURE ACCOUNTS: **Fund:** 733 **Dept:** 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3160 - Construction Contract			250,000					250,000
EXPENDITURE TOTALS			250,000					250,000
FUNDING SOURCES								
733-Prop 68 Grant			170,000					170,000
734-Park Impact Fees			80,000					80,000
FUNDING TOTALS			250,000					250,000

Category Summary Report
FY 2020-22 to 2024-26
2 - Streets

		Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE									
R22-01	Spring Street Bike Lane Striping			31,000					31,000
R18-81	Downtown Sidewalk Improvements	508,072		2,937,114	2,934,800				6,379,986
R19-01	Stormwater Master Plan	80,651		19,349					100,000
R19-03	Sulphur Creek Erosion Repair	63,937		81,276					145,213
R19-04	Sulphur Creek Sediment Removal					100,000			100,000
R19-05	Grayson and South Crane Rehab	126,795		138,344					265,139
R19-07	Silverado Trail Guardrail Replacement	38		556,062					556,100
R19-79	Pavement Restoration FY 19 Design/FY 22 Construction	1,006,454		1,193,000					2,199,454
R20-01	Mitchell Drive to Sulphur Creek Storm Drain	59,800						190,200	250,000
R20-02	Mills Lane Storm Drain Project	149,164		6,612,476					6,761,640
R21-01	Silverado Trail Overlay					520,000			520,000
R21-02	Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29	14,455		207,245					221,700
R21-04	Pope Street Crosswalk Improvements at College Avenue	20,972		162,328					183,300
R22-79	Pavement Restoration FY22 Design/FY 23 Construction			120,000	1,000,000				1,120,000
R23-79	Pavement Restoration FY23 Design/FY 24 Construction				126,000	1,050,000			1,176,000
R24-79	Pavement Restoration FY24 Design/FY 25 Construction					132,300	1,102,500		1,234,800
R25-79	Pavement Restoration FY 25 Design/FY 26 Construction						138,915	1,157,625	1,296,540
		2,030,338		12,058,194	4,060,800	1,802,300	1,241,415	1,347,825	22,540,872
PROJECT FUNDING SOURCES									
	Other*			1,239,750					1,239,750
101	General Fund	145,151		19,349		100,000			264,500
101	General Fund - Measure T/RMRA MOE	469,988		300,000				190,200	960,188
101	General Fund - Measure T/RMRA MOE (Prior Year)	75,000			271,914				346,914
230	Gas Tax	154,972		248,328					403,300
230	Gas Tax - RMRA/SB1	108,000		440,000		108,000			656,000
240	Measure T	832,277		738,589	3,126,000	1,594,300	1,241,415	1,157,625	8,690,206
700	Flood Control Funds	63,937		81,276					145,213
741	Streets Capital Improvement - Measure T Loan			2,334,114	59,886				2,394,000
741	Streets Capital Improvement - NVTA			94,000					94,000
741	Streets Capital Improvement			31,000					31,000
741	Streets Capital Improvement - Grant OBAG II	31,811		603,000	603,000				1,237,811
741	Streets Capital Improvement - Grant TDA III			50,000					50,000
741	Streets Capital Improvement - HSIP	38		556,062					556,100
742	Storm Drain Impact Fees	149,164		700,000					849,164
999	Unidentified			4,622,726					4,622,726
		2,030,338		12,058,194	4,060,800	1,802,300	1,241,415	1,347,825	22,540,872

Spring Street Bike Lane Striping

Project No: R22-01

Category: Streets

Project Location: Spring Street from Valley View to Sylvaner (WB)

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Install thermoplastic striping, thermoplastic pavement markings, and bike lane signs for the new bike lanes on Spring Street from Valley View Street to Sylvaner Avenue - westbound

EXPENDITURE ACCOUNTS: **Fund:** 733 **Dept:** 5010

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3160 - Construction Contract			31,000					31,000
EXPENDITURE TOTALS			31,000					31,000
FUNDING SOURCES								
741-Streets Capital Improvement			31,000					31,000
FUNDING TOTALS			31,000					31,000

Downtown Sidewalk Improvements

Project No: R18-81

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	505,386							505,386
3140 - Legal Services			2,314					2,314
3150 - Construction Management	2,500		382,500	382,500				767,500
3160 - Construction Contract	186		2,320,250	2,320,250				4,640,686
3170 - Contingency			232,050	232,050				464,100
EXPENDITURE TOTALS	508,072		2,937,114	2,934,800				6,379,986
FUNDING SOURCES								
101-General Fund	64,500							64,500
101-General Fund - Measure T/RMRA MOE (Prior Year)	75,000			271,914				346,914
230-Gas Tax	134,000							134,000
230-Gas Tax - RMRA/SB1	108,000							108,000
240-Measure T	126,572			2,000,000				2,126,572
741-Streets Capital Improvement - Grant OBAG II			603,000	603,000				1,206,000
741-Streets Capital Improvement - Measure T Loan			2,334,114	59,886				2,394,000
FUNDING TOTALS	508,072		2,937,114	2,934,800				6,379,986

Stormwater Master Plan

Project No: R19-01

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Stormwater Master Plan will not only update the 2000 document, but will be integrated with the Water Master Plan and the Wastewater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	80,651		19,349					100,000
EXPENDITURE TOTALS	80,651		19,349					100,000
FUNDING SOURCES								
101-General Fund	80,651		19,349					100,000
FUNDING TOTALS	80,651		19,349					100,000

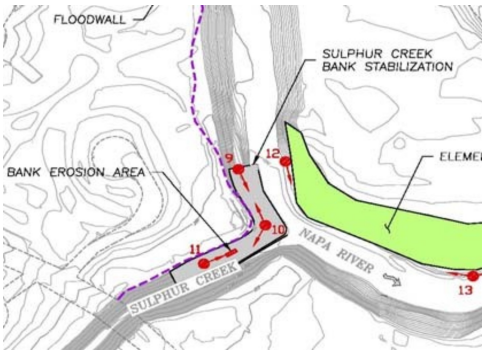
Sulphur Creek Erosion Repair

Project No: R19-03

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will implement bank repairs that were caused during the 16/17 storm year and identified in the 2017 Flood Control Project post-construction monitoring and reporting year. The repairs will be made utilizing funds from the Flood Control Project adaptive management program. The area is located at the base of a mature valley oak, approximately 100 feet upstream of the confluence with the Napa River.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	38,662							38,662
3150 - Construction Management	551							551
3160 - Construction Contract	24,724		81,276					106,000
EXPENDITURE TOTALS	63,937		81,276					145,213
FUNDING SOURCES								
700-Flood Control Funds	63,937		81,276					145,213
FUNDING TOTALS	63,937		81,276					145,213

Sulphur Creek Sediment Removal

Project No: R19-04

Category: Streets

Project Location: Sulphur Creek beneath bridge structure at Valley View

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will remove sediment build-up in Sulphur Creek beneath the bridge structure at Valley View and the City owned creek section in front of the City Public Works Corporation Yard on Charter Oak. The City plans to coordinate permitting and work efforts with private landowners along Sulphur Creek between the Valley View bridge and the City Corporation Yard.

Project Deferred to FY 22

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design					100,000			100,000
EXPENDITURE TOTALS					100,000			100,000
FUNDING SOURCES								
101-General Fund					100,000			100,000
FUNDING TOTALS					100,000			100,000

Grayson and South Crane Rehab

Project No: R19-05

Category: Streets

Project Location: Grayson and South Crane

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	126,795		63,344					190,139
3160 - Construction Contract			75,000					75,000
EXPENDITURE TOTALS	126,795		138,344					265,139
FUNDING SOURCES								
240-Measure T	126,795		138,344					265,139
FUNDING TOTALS	126,795		138,344					265,139

Silverado Trail Guardrail Replacement

Project No: R19-07

Category: Streets

Project Location: Silverado Trail and Pope Street

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replace guardrail and pavement markings/striping on Silverado Trail within City Limits.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	38		54,962					55,000
3120 - Environmental/Planning			5,000					5,000
3150 - Construction Management			58,500					58,500
3160 - Construction Contract			417,600					417,600
3170 - Contingency			20,000					20,000
EXPENDITURE TOTALS	38		556,062					556,100
FUNDING SOURCES								
741-Streets Capital Improvement - HSIP	38		556,062					556,100
FUNDING TOTALS	38		556,062					556,100

Pavement Restoration FY 19 Design/FY 22 Construction

Project No: R19-79

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Construction for Year 2 paving deferred to FY 22.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	120,939		5,000					125,939
3150 - Construction Management	48,126		155,000					203,126
3160 - Construction Contract	837,389		939,000					1,776,389
3170 - Contingency			94,000					94,000
EXPENDITURE TOTALS	1,006,454		1,193,000					2,199,454
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE	410,188		300,000					710,188
230-Gas Tax			150,000					150,000
230-Gas Tax - RMRA/SB1			300,000					300,000
240-Measure T	564,455		443,000					1,007,455
741-Streets Capital Improvement - Grant OBAG II	31,811							31,811
FUNDING TOTALS	1,006,454		1,193,000					2,199,454

Mitchell Drive to Sulphur Creek Storm Drain

Project No: R20-01

Category: Streets

Project Location: Mitchell Drive to Sulphur Creek

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replace storm drain pipe on Mitchell Drive and slip-line portion of pipe from Mitchell Drive to Sulphur Creek.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design							25,000	25,000
3160 - Construction Contract	59,800						165,200	225,000
EXPENDITURE TOTALS	59,800						190,200	250,000
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE	59,800						190,200	250,000
FUNDING TOTALS	59,800						190,200	250,000

Mills Lane Storm Drain Project

Project No: R20-02

Category: Streets

Project Location: Mills Lane from State Highway 29 east to the Napa River

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Mills Lane Storm Drain improvement project was originally identified by the City and a portion designed in 1974. It was also considered in the City's 2000 Master Plan of Drainage, identified in the City's Storm Drain Impact Fees, as well as the 2005 Highway 29 Specific Plan and the specific plan's program environmental impact report (EIR) prepared in 2003 (SCH #2001082017). The storm drain will be constructed along Mills Lane, which is a City street for most of its length, from its intersection with State Highway 29 east to the Napa River.

EXPENDITURE ACCOUNTS: Fund: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	149,164		60,776					209,940
3120 - Environmental/Planning			128,100					128,100
3130 - Land & Easements			23,000					23,000
3140 - Legal Services			878,400					878,400
3150 - Construction Management			720,300					720,300
3160 - Construction Contract			4,001,600					4,001,600
3170 - Contingency			800,300					800,300
EXPENDITURE TOTALS	149,164		6,612,476					6,761,640
FUNDING SOURCES								
-Other*			1,239,750					1,239,750
230-Gas Tax			30,000					30,000
230-Gas Tax - RMRA/SB1			20,000					20,000
742-Storm Drain Impact Fees	149,164		700,000					849,164
999-Unidentified			4,622,726					4,622,726
FUNDING TOTALS	149,164		6,612,476					6,761,640

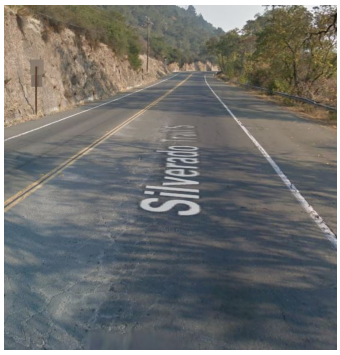
Silverado Trail Overlay

Project No: R21-01

Category: Streets

Project Location: Silverado Trail - City Limits

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Pavement overlay of Silverado Trail within City Limits

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design					20,000			20,000
3160 - Construction Contract					500,000			500,000
EXPENDITURE TOTALS					520,000			520,000
FUNDING SOURCES								
230-Gas Tax - RMRA/SB1					108,000			108,000
240-Measure T					412,000			412,000
FUNDING TOTALS					520,000			520,000

Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29

Project No: R21-02

Category: Streets

Project Location: Main Street/Highway 29

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will upgrade curb ramps as well as improvement crosswalk markings and signage at Pratt and Elmhurst intersections.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	14,455		10,545					25,000
3150 - Construction Management			25,000					25,000
3160 - Construction Contract			156,100					156,100
3170 - Contingency			15,600					15,600
EXPENDITURE TOTALS	14,455		207,245					221,700
FUNDING SOURCES								
240-Measure T	14,455		157,245					171,700
741-Streets Capital Improvement - Grant TDA III			50,000					50,000
FUNDING TOTALS	14,455		207,245					221,700

Pope Street Crosswalk Improvements at College Avenue

Project No: R21-04

Category: Streets

Project Location: Pope Street at College Avenue

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Installation of a rectangular rapid flashing beacon system (or equivalent) located on Pope Street at College Avenue, four ADA compliant curb ramps, and continental crosswalk markings on Pope Street and College Avenue.

Installation of the rapid flashing beacon (or equivalent) will provide greater visibility of pedestrians within the crosswalks as vehicles approach. Upgrading curb ramps will improve pedestrian mobility by upgrading curb ramps when crossing Pope Street or College Avenue.

EXPENDITURE ACCOUNTS: Fund: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	20,972		9,028					30,000
3150 - Construction Management			20,000					20,000
3160 - Construction Contract			133,300					133,300
EXPENDITURE TOTALS	20,972		162,328					183,300
FUNDING SOURCES								
230-Gas Tax	20,972		68,328					89,300
741-Streets Capital Improvement - NVTA			94,000					94,000
FUNDING TOTALS	20,972		162,328					183,300

Pavement Restoration FY22 Design/FY 23 Construction

Project No: R22-79

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 22

Construction FY 23

EXPENDITURE ACCOUNTS: **Fund**: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			120,000					120,000
3150 - Construction Management				120,000				120,000
3160 - Construction Contract				800,000				800,000
3170 - Contingency				80,000				80,000
EXPENDITURE TOTALS			120,000	1,000,000				1,120,000
FUNDING SOURCES								
230-Gas Tax - RMRA/SB1			120,000					120,000
240-Measure T				1,000,000				1,000,000
FUNDING TOTALS			120,000	1,000,000				1,120,000

Pavement Restoration FY23 Design/FY 24 Construction

Project No: R23-79

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 23

Construction FY 24

EXPENDITURE ACCOUNTS: **Fund**: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design				126,000				126,000
3150 - Construction Management					126,000			126,000
3160 - Construction Contract					840,000			840,000
3170 - Contingency					84,000			84,000
EXPENDITURE TOTALS				126,000	1,050,000			1,176,000
FUNDING SOURCES								
240-Measure T				126,000	1,050,000			1,176,000
FUNDING TOTALS				126,000	1,050,000			1,176,000

Pavement Restoration FY24 Design/FY 25 Construction

Project No: R24-79

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 24

Construction FY 25

EXPENDITURE ACCOUNTS: Fund: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design					132,300			132,300
3150 - Construction Management						132,300		132,300
3160 - Construction Contract						882,000		882,000
3170 - Contingency						88,200		88,200
EXPENDITURE TOTALS					132,300	1,102,500		1,234,800
FUNDING SOURCES								
240-Measure T					132,300	1,102,500		1,234,800
FUNDING TOTALS					132,300	1,102,500		1,234,800

Pavement Restoration FY 25 Design/FY 26 Construction

Project No: R25-79

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 25

Construction FY 26

EXPENDITURE ACCOUNTS: Fund: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design						138,915		138,915
3150 - Construction Management							138,915	138,915
3160 - Construction Contract							926,100	926,100
3170 - Contingency							92,610	92,610
EXPENDITURE TOTALS						138,915	1,157,625	1,296,540
FUNDING SOURCES								
240-Measure T						138,915	1,157,625	1,296,540
FUNDING TOTALS						138,915	1,157,625	1,296,540

Category Summary Report
FY 2020-22 to 2024-26
3 - Water

		Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE									
W-101	Tank 2 Rehabilitation	38,186		713,458					751,644
W-106	Pump Station Upgrades	124,688		83,559					208,247
W-108	Lower Reservoir Rehab	213,917		23,778					237,695
W-109	Bell Canyon Intake Tower Replacement	280,264		3,293,227					3,573,491
W-110	Rutherford Pump Upgrade	60,860		491,037					551,897
W-35	Bell Canyon Reservoir Improvements			900,000					900,000
W-80	Dwyer Road Booster (Pump Station)			2,487,571					2,487,571
W-85	Bell House Valve Replacement			575,275					575,275
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	138,073			3,044,935				3,183,008
W-91	Bell Canyon Creek Flow Measurement	467,910		25,477					493,387
W18-111	WTP Condition Assessment			157,500					157,500
W18-113	SCADA Improvements - Rutherford & Holmes				157,500				157,500
W18-115	Remove Restrictions - Rutherford Pump Station			157,500					157,500
W18-118	Replace Mains <6" in Diameter				630,000	661,501			1,291,501
W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment	30,795		34,205					65,000
W20-01	Bell Canyon Spillway Repairs			105,000					105,000
W21-01	Kearney and Andrea Water Main Replacement	46,283		448,718					495,001
		1,400,976		9,496,305	3,832,435	661,501			15,391,217
PROJECT FUNDING SOURCES									
763	Water Capital Improvement	1,400,975		3,456,849	144,997				5,002,821
763	Water Capital Improvement - Grant/Interagency Fund			1,645,048					1,645,048
763	Water Capital Improvement HMGP Funds				2,319,950				2,319,950
763	Water Capital Improvement - Debt			4,184,264	1,367,488	661,501			6,213,253
764	Water Impact Fees			210,144					210,144
		1,400,975		9,496,305	3,832,435	661,501			15,391,216

Tank 2 Rehabilitation

Project No: W-101

Category: Water

Project Location: APN 022-420-019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate Tank 2 at Lower Reservoir.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	22,904		12,300					35,204
3150 - Construction Management			55,704					55,704
3160 - Construction Contract	15,282		582,454					597,736
3170 - Contingency			63,000					63,000
EXPENDITURE TOTALS	38,186		713,458					751,644
FUNDING SOURCES								
763-Water Capital Improvement	38,186		713,458					751,644
FUNDING TOTALS	38,186		713,458					751,644

Pump Station Upgrades

Project No: W-106

Category: Water

Project Location: Crystal Springs Booster

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Upgrade existing pump stations with back-up power in the event of a power outage as required by the State Department of Health

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	37,478		15,373					52,851
3150 - Construction Management			21,000					21,000
3160 - Construction Contract	87,210		41,936					129,146
3170 - Contingency			5,250					5,250
EXPENDITURE TOTALS	124,688		83,559					208,247
FUNDING SOURCES								
763-Water Capital Improvement	124,687		83,559					208,246
FUNDING TOTALS	124,687		83,559					208,246

Lower Reservoir Rehab

Project No: W-108

Category: Water

Project Location: APN 009-131-013

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehab Lower York Creek Dam as required by the Division of Dam Safety. Repair 12" diameter gate in the outlet tower, repair 24" diameter spillway gate, geotechnical investigation and stability analysis, seismic stability analysis of intake tower and survey and rehab 12 " diameter low level outlet pipe.

EXPENDITURE ACCOUNTS:

Fund: 763 Dept: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	213,917		23,778					237,695
EXPENDITURE TOTALS	213,917		23,778					237,695
FUNDING SOURCES								
763-Water Capital Improvement	213,917		23,778					237,695
FUNDING TOTALS	213,917		23,778					237,695

Bell Canyon Intake Tower Replacement

Project No: W-109

Category: Water

Project Location: APN 021-420-019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Immediate repairs slated are required to be in compliance. Non compliance constitutes a violation of the City's Division of Dam Safety permitted use of Bell Canyon is grounds for enforcement action, for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application by the State of California Department of Water Resources Division of Dam Safety.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	280,264		143,376					423,640
3140 - Legal Services			3,000					3,000
3150 - Construction Management			183,488					183,488
3160 - Construction Contract			2,782,500					2,782,500
3170 - Contingency			180,863					180,863
EXPENDITURE TOTALS	280,264		3,293,227					3,573,491
FUNDING SOURCES								
763-Water Capital Improvement	280,264							280,264
763-Water Capital Improvement - Debt			3,293,227					3,293,227
FUNDING TOTALS	280,264		3,293,227					3,573,491

Rutherford Pump Upgrade

Project No: W-110

Category: Water

Project Location: 1851 St Helena Hwy.

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Upgrade electrical equipment and install permanent structure.

FY 21 Design and FY 22 Construction

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	48,805		31,195					80,000
3150 - Construction Management			52,500					52,500
3160 - Construction Contract	12,055		354,842					366,897
3170 - Contingency			52,500					52,500
EXPENDITURE TOTALS	60,860		491,037					551,897
FUNDING SOURCES								
763-Water Capital Improvement	60,860							60,860
763-Water Capital Improvement - Debt			491,037					491,037
FUNDING TOTALS	60,860		491,037					551,897

Bell Canyon Reservoir Improvements

Project No: W-35

Category: Water

Project Location: 410 Crystal Springs Rd. (APN 021-420-019)

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Dredging of Bell Canyon Reservoir will return the storage capacity to design limits.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			50,000					50,000
3150 - Construction Management			50,000					50,000
3160 - Construction Contract			750,000					750,000
3170 - Contingency			50,000					50,000
EXPENDITURE TOTALS			900,000					900,000
FUNDING SOURCES								
763-Water Capital Improvement			765,000					765,000
764-Water Impact Fees			135,000					135,000
FUNDING TOTALS			900,000					900,000

Dwyer Road Booster (Pump Station)

Project No: W-80

Category: Water

Project Location: Between St. Helena, Napa, and Calistoga: Dwyer Roa

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This is a shared facility between St. Helena, Napa, and Calistoga for moving water up valley. The project will improve system reliability and increase pressure in the southern end of the system.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			187,571					187,571
3150 - Construction Management			300,000					300,000
3160 - Construction Contract			2,000,000					2,000,000
EXPENDITURE TOTALS			2,487,571					2,487,571
FUNDING SOURCES								
763-Water Capital Improvement			842,523					842,523
763-Water Capital Improvement - Grant/Interagency Fund			1,645,048					1,645,048
FUNDING TOTALS			2,487,571					2,487,571

Bell House Valve Replacement

Project No: W-85

Category: Water

Project Location: APN 021-420-019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Required by the Division of Safety of Dams (DSOD), replacement is necessary for emergency operation. In the event of an emergency and by order of DSOD that we release water from the reservoir, there is significant risk that the City would not be able to close the valve and stop the water, resulting in draining all of Bell Canyon.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			74,315					74,315
3120 - Environmental/Planning			52,500					52,500
3160 - Construction Contract			395,960					395,960
3170 - Contingency			52,500					52,500
EXPENDITURE TOTALS			575,275					575,275
FUNDING SOURCES								
763-Water Capital Improvement			500,131					500,131
764-Water Impact Fees			75,144					75,144
FUNDING TOTALS			575,275					575,275

Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)

Project No: W-86

Category: Water

Project Location: APN 009-131-029 & 019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Upgrade and integrate Holmes and Elmhurst water delivery systems.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	138,073							138,073
3150 - Construction Management				157,500				157,500
3160 - Construction Contract				2,703,685				2,703,685
3170 - Contingency				183,750				183,750
EXPENDITURE TOTALS	138,073			3,044,935				3,183,008
FUNDING SOURCES								
763-Water Capital Improvement	138,073			144,997				283,070
763-Water Capital Improvement - Debt				579,988				579,988
763-Water Capital Improvement HMGP Funds				2,319,950				2,319,950
FUNDING TOTALS	138,073			3,044,935				3,183,008

Bell Canyon Creek Flow Measurement

Project No: W-91

Category: Water

Project Location: APN 021-420-019 & 012

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Required for measurement of flow into the reservoir to instantaneously release same amount downstream of reservoir. Project to design, permit and construct structure in the creek, includes mitigation. Necessary to achieve compliance with current regulations.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	196,942							196,942
3140 - Legal Services	78,400							78,400
3160 - Construction Contract	169,921		25,477					195,398
9999 - Service	22,647							22,647
EXPENDITURE TOTALS	467,910		25,477					493,387
FUNDING SOURCES								
763-Water Capital Improvement	467,910		25,477					493,387
FUNDING TOTALS	467,910		25,477					493,387

WTP Condition Assessment

Project No: W18-111

Category: Water

Project Location: APN 021-420-019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This is an assessment to develop short and long term needs of the Louis Stralla Water Treatment Plant.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			157,500					157,500
EXPENDITURE TOTALS			157,500					157,500
FUNDING SOURCES								
763-Water Capital Improvement			157,500					157,500
FUNDING TOTALS			157,500					157,500

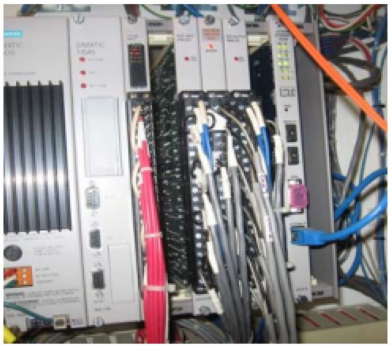
SCADA Improvements - Rutherford & Holmes

Project No: W18-113

Category: Water

Project Location: Citywide

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will apply power and instrumentation upgrades to integrate the City's water pump stations into Supervisory, Control and Data Acquisition System (SCADA). SCADA is utilized to monitor and control a plant and/or equipment.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3160 - Construction Contract				157,500				157,500
EXPENDITURE TOTALS				157,500				157,500
FUNDING SOURCES								
763-Water Capital Improvement - Debt				157,500				157,500
FUNDING TOTALS				157,500				157,500

Remove Restrictions - Rutherford Pump Station

Project No: W18-115

Category: Water

Project Location: 1851 St Helena Hwy.

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: There is a restriction in the 12" water main between the Dwyer Pump Station and Rutherford Pump Station that reduces the amount of water being pumped to the City. This project will locate and remove the restriction(s) in order to maximize water delivery.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			52,500					52,500
3150 - Construction Management			26,250					26,250
3160 - Construction Contract			78,750					78,750
EXPENDITURE TOTALS			157,500					157,500
FUNDING SOURCES								
763-Water Capital Improvement			157,500					157,500
FUNDING TOTALS			157,500					157,500

Replace Mains <6" in Diameter

Project No: W18-118

Category: Water

Project Location: Various locations in St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City water mains. It is anticipated that there will be one project per year based on the completed Integrated Master Utility Plan.

FY 22 Project - W21-01

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design				42,000	44,100			86,100
3150 - Construction Management				42,000	44,100			86,100
3160 - Construction Contract				488,250	512,663			1,000,913
3170 - Contingency				57,750	60,638			118,388
EXPENDITURE TOTALS				630,000	661,501			1,291,501
FUNDING SOURCES								
763-Water Capital Improvement - Debt				630,000	661,501			1,291,501
FUNDING TOTALS				630,000	661,501			1,291,501

Bell Canyon Phreatic Surface Monitoring & Assessment

Project No: W18-120

Category: Water

Project Location: APN 021-420-019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Bell Canyon Phreatic Surface Monitoring and Assessment is a new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	30,795		34,205					65,000
EXPENDITURE TOTALS	30,795		34,205					65,000
FUNDING SOURCES								
763-Water Capital Improvement	30,795		34,205					65,000
FUNDING TOTALS	30,795		34,205					65,000

Bell Canyon Spillway Repairs

Project No: **W20-01**

Category: **Water**

Project Location:

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Make repairs to the spillway based on the initial spillway assessment in 2018.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			105,000					105,000
EXPENDITURE TOTALS			105,000					105,000
FUNDING SOURCES								
763-Water Capital Improvement			105,000					105,000
FUNDING TOTALS			105,000					105,000

Kearney and Andrea Water Main Replacement

Project No: W21-01

Category: Water

Project Location: Kearney and Andrea

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The 4" water main on Kearney between Hillview Place and Adams Street needs to be replaced as well as the main on Andrea from Kearney to Oak Avenue.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	46,283		28,718					75,001
3150 - Construction Management			52,500					52,500
3160 - Construction Contract			315,000					315,000
3170 - Contingency			52,500					52,500
EXPENDITURE TOTALS	46,283		448,718					495,001
FUNDING SOURCES								
763-Water Capital Improvement	46,283		48,718					95,001
763-Water Capital Improvement - Debt			400,000					400,000
FUNDING TOTALS	46,283		448,718					495,001

Category Summary Report
FY 2020-22 to 2024-26
4 - Wastewater

		Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE									
S-52	WWTP Phase 1 Upgrades	1,645,833		14,320,341					15,966,174
S18-70	Replace 1% of Sewer Mains Annually			150,000	150,000	150,000	150,000	150,000	750,000
S18-71	Crinella Pump Station Upgrades	99,030						982,000	1,081,030
S18-73	Wet Weather Flow Monitoring							50,000	50,000
S21-01	WWTP Recycled Pipeline and Pump Station			130,000					130,000
		1,744,863		14,600,341	150,000	150,000	150,000	1,182,000	17,977,204
PROJECT FUNDING SOURCES									
740	Traffic Impact Fees Fund Loan			873,610					873,610
764	Water Impact Fees			95,000					95,000
773	Wastewater Capital Improvement	1,744,863		3,509,729	150,000	150,000	150,000	200,000	5,904,592
773	Wastewater Capital Improvement - Debt			9,362,925					9,362,925
774	Wastewater Impact Fees			759,077					759,077
999	Unidentified							982,000	982,000
		1,744,863		14,600,341	150,000	150,000	150,000	1,182,000	17,977,204

WWTP Phase 1 Upgrades

Project No: S-52

Category: Wastewater

Project Location: 1 Chaix Ln

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Per the State Cease and Desist Order, upgrade the plant to meet compliance requirements by 2021. In addition, to compliance requirements, levee repairs and sludge removal will be incorporated into construction of this project.

Merged into S-52: S-53, S-62, S-66, S18-79.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	1,530,887							1,530,887
3120 - Environmental/Planning	108,795		23,021					131,816
3140 - Legal Services	1,151		68,900					70,051
3150 - Construction Management	5,000		535,085					540,085
3160 - Construction Contract			12,509,247					12,509,247
3170 - Contingency			1,184,088					1,184,088
EXPENDITURE TOTALS	1,645,833		14,320,341					15,966,174
FUNDING SOURCES								
740-Traffic Impact Fees Fund Loan			873,610					873,610
773-Wastewater Capital Improvement	1,645,833		3,359,729					5,005,562
773-Wastewater Capital Improvement - Debt			9,362,925					9,362,925
774-Wastewater Impact Fees			724,077					724,077
FUNDING TOTALS	1,645,833		14,320,341					15,966,174

Replace 1% of Sewer Mains Annually

Project No: S18-70

Category: Wastewater

Project Location: Various

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City sewer mains. It is anticipated there will be one project per year.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			15,000	15,000	15,000	15,000	15,000	75,000
3150 - Construction Management			20,000	20,000	20,000	20,000	20,000	100,000
3160 - Construction Contract			100,000	100,000	100,000	100,000	100,000	500,000
3170 - Contingency			15,000	15,000	15,000	15,000	15,000	75,000
EXPENDITURE TOTALS			150,000	150,000	150,000	150,000	150,000	750,000
FUNDING SOURCES								
773-Wastewater Capital Improvement			150,000	150,000	150,000	150,000	150,000	750,000
FUNDING TOTALS			150,000	150,000	150,000	150,000	150,000	750,000

Crinella Pump Station Upgrades

Project No: S18-71

Category: Wastewater

Project Location: Crinella Neighborhood

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Crinella Pump Station is located within the Crinella residential neighborhood. It pumps raw wastewater out of Crinella to a gravity sewer main on Railroad Avenue which then goes to the City's wastewater treatment plant. This project will update the structure and pumping systems. It will also include construction of a filter system to control odors.

Construction deferred until FY 22

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	99,030						105,000	204,030
3140 - Legal Services							2,000	2,000
3150 - Construction Management							105,000	105,000
3160 - Construction Contract							700,000	700,000
3170 - Contingency							70,000	70,000
EXPENDITURE TOTALS	99,030						982,000	1,081,030
FUNDING SOURCES								
773-Wastewater Capital Improvement	99,030							99,030
999-Unidentified							982,000	982,000
FUNDING TOTALS	99,030						982,000	1,081,030

Wet Weather Flow Monitoring

Project No: S18-73

Category: Wastewater

Project Location: 1 Chaix Ln

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will provide the City with a sanitary sewer flow monitoring and inflow/infiltration study that identifies areas of storm water and groundwater inflows into the City's sewer system.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design							50,000	50,000
EXPENDITURE TOTALS							50,000	50,000
FUNDING SOURCES								
773-Wastewater Capital Improvement							50,000	50,000
FUNDING TOTALS							50,000	50,000

WWTP Recycled Pipeline and Pump Station

Project No: S21-01

Category: Wastewater

Project Location: 1 Chaix Ln St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Provide pump station to distribute recycled water to the WWTP spray fields and provide recycled water to City customers via mainline connection

EXPENDITURE ACCOUNTS: **Fund:** 773 **Dept:** 5059

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design			130,000					130,000
EXPENDITURE TOTALS			130,000					130,000
FUNDING SOURCES								
764-Water Impact Fees			95,000					95,000
774-Wastewater Impact Fees			35,000					35,000
FUNDING TOTALS			130,000					130,000

Other Funds

Debt Service Funds: Debt service funds are used to accumulate resources for the repayment of general long term obligations. The 1996 GO Bond Fund is used to account for a special voter approved tax to repay the fire station bonds. The St. Helena Drainage Fund is used to accumulate funds to pay for the public benefit portion of certain storm drainage improvements.

Permanent Funds: Permanent funds are used to report resources that are restricted to the extent that earnings, and non-principal, may be used to support City programs. Both Martin and Ryan Funds are trust funds wherein the income from the funds can be used to support the City's library book collection.

Special Revenue Funds: Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditure for particular purposes.

CITY OF ST. HELENA

Fund 209 - HOME Grant

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ (5,863)**	**$ 407,801**	**$ 407,999**	**$ 407,999**	**$ 408,197**	
CDBG - Revenues						
Investment Earnings	(130)	198	198	198	150	**0.00%**
Grant	448,045	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total Revenues	**$ 447,915**	**$ 198**	**$ 198**	**$ 198**	**$ 150**	**0.00%**
CDBG - Expenditures						
Totals by category						
Services	34,251	-	-	-	-	0.00%
Total Expenditures	**$ 34,251**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Surplus/(Deficit)	$ 413,664	$ 198	$ 198	$ 198	$ 150	
Expenditures						
Planning						
21 **Services**	34,251	-	-	-	-	0.00%
	34,251	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 34,251**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 408,347***	

209 HOME GRANT: This fund is used for expenditures and grant reimbursements through the HOME Investments Partnership Program from the State of California Department of Housing and Community Development for owner-occupied residential rehabiliation program to assist low-income homeowners whos primary residences are in need of repairs. This program is referred to as the, "Home Grant." The City of St. Helena has an agreement with the Housing Authorigy of the City of Napa for the administration of this grant.

**** The Estimated Fund Balance includes and unavailable Long Term Receivable of $399,954 in Loans Due from Home Owners.***

CITY OF ST. HELENA

Fund 211 - Environmental Protection Agency Grant (EPAG)

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 12,500**	**$ -**	**$ -**	**$ -**	**$ -**	
EPAG - Revenues							
Investment Earnings		43	-	-	-	-	
Grant		20,000	-	100,000	937,953	-	0.00%
Transfers In		-	-	-	-	-	0.00%
Total EPAG Revenues		**$ 20,043**	**$ -**	**$ 100,000**	**$ 937,953**	**$ -**	**0.00%**
EPAG - Expenditures							
Totals by category							
Transfers		32,543	-	-	937,953	-	0.00%
Total EPAG Expenditures		**$ 32,543**	**$ -**	**$ -**	**$ 937,953**	**$ -**	**0.00%**
EPAG Surplus/(Deficit)		$ (12,500)	$ -	$ 100,000	$ -	$ -	
EPAG Expenditures							
Non Department							
29	**Transfers**	32,543	-	-	937,953	-	0.00%
		32,543	**-**	**-**	**937,953**	**-**	**0.00%**
Total Expenditures		**$ 32,543**	**$ -**	**$ -**	**$ 937,953**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022						***$ -***	

211 ENVIRONMENTAL PROTECTION AGENCY GRANT: This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

CITY OF ST. HELENA

Fund 212 - Department of Homeland Security (DHSG)

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ -**	**$ -**	**$ 327**	**$ 327**	**$ 1,077**	
DHSG - Revenues							
Grant		-	327	750	750	800	6.67%
Transfers In		-	-	-	-	-	0.00%
Total DHSG Revenues		**$ -**	**$ 327**	**$ 750**	**$ 750**	**$ 800**	**0.00%**
DHSG - Expenditures							
Totals by category							
Supplies		-	-	-	-	800	0.00%
Total DHSG Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ 800**	**0.00%**
DHSG Surplus/(Deficit)		$ -	$ 327	$ 750	$ 750	$ -	
DHSG Expenditures							
Police Department							
22	**Supplies**	-	-	-	-	800	0.00%
		-	**-**	**-**	**-**	**800**	**0.00%**
Total Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ 800**	**0.00%**
Estimated Fund Balance at June 30, 2022						***$ 1,077***	

212 DEPARTMENT OF HOMELAND SECURITY GRANT: This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

CITY OF ST. HELENA

Fund 213 - Gang Violence Suppression Grant

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 14,688**	**$ 23,415**	**$ 23,687**	**$ 23,687**	**$ 23,967**	
DHSG - Revenues						
Investment Earnings	243	273	-	280	285	100.00%
Grant	8,484	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total Gang Violence Suppression Revenues	**$ 8,727**	**$ 273**	**$ -**	**$ 280**	**$ 285**	**0.00%**
DHSG - Expenditures						
Totals by category						
Supplies	-	-	-	-	-	0.00%
Total Gang Violence Suppression Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Gang Violence Suppression Surplus/(Deficit)	$ 8,727	$ 273	$ -	$ 280	$ 285	
Gang Violence Suppression Expenditures						
Police Department						
29 **Transfers**	-	-	-	-	-	0.00%
	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 24,252***	

213 GANG VIOLENCE SUPPRESSION GRANT: This fund is used for expenditures and grant reimbursements for gang violence suppression.

CITY OF ST. HELENA

Fund 216 - Public Safety Impact Fees Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 413,657**	**$ 485,551**	**$ 582,770**	**$ 582,770**	**$ 593,120**	
Public Safety Impact Fees - Revenues						
Investment Earnings	4,201	5,319	4,200	4,200	4,500	7.14%
Public Safety Impact	56,109	92,033	35,000	13,700	20,000	-42.86%
Other Revenue	-	-	-	-	-	0.00%
Transfers In	12,271	-	-	-	-	0.00%
Total Public Safety Impact Fees Revenues	**$ 72,582**	**$ 97,352**	**$ 39,200**	**$ 17,900**	**$ 24,500**	**-37.50%**
Public Safety Impact Fees - Expenditures						
Totals by category						
Services	688	133	7,550	7,550	-	-100.00%
Transfers	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	**$ 688**	**$ 133**	**$ 7,550**	**$ 7,550**	**$ -**	**-100.00%**
Public Safety Impact Fees Surplus/(Deficit)	$ 71,894	$ 97,219	$ 31,650	$ 10,350	$ 24,500	
Public Safety Impact Fees Expenditures by Department						
Non Department						
29 **Transfers**	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**0.00%**
Finance						
21 **Services**	688	133	7,550	7,550	1,032	-86.33%
	688	**133**	**7,550**	**7,550**	**1,032**	**-86.33%**
Public Works						
21 **Services**	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 688**	**$ 133**	**$ 7,550**	**$ 7,550**	**$ 1,032**	**-86.33%**
Estimated Fund Balance at June 30, 2022					***$ 617,620***	

216 PUBLIC SAFETY IMPACT FEES: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

**Fund Balances do not reflect a Notes Receivable for $61,333*

CITY OF ST. HELENA

Fund 218 - Public Library Foundation Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,268**	**$ 1,281**	**$ 1,296**	**$ 1,296**	**$ 1,311**	
Public Library Foundation - Revenues						
Investment Earnings	13	15	5	15	5	0.00%
Donations	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	0.00%
Total Public Library Foundation Revenues	**$ 13**	**$ 15**	**$ 5**	**$ 15**	**$ 5**	**100.00%**
Public Library Foundation - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	0.00%
Capital			-	-	1,288	0.00%
Total Public Library Foundation Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,288**	**0.00%**
Public Library Foundation Surplus/(Deficit)	13	15	5	15	(1,283)	
Public Library Foundation Expenditures by Department						
Library						
21 **Services**	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-	-	0.00%
26 **Capital**	-	-	1,288	-	1,288	0.00%
	-	**-**	**1,288**	**-**	**1,288**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 1,288**	**$ -**	**$ 1,288**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 28***	

218 PUBLIC LIBRARY FOUNDATION: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 219 - California Library Services Act Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 8,807**	**$ 2,063**	**$ 2,087**	**$ 2,087**	**$ 2,107**	
California Library Services Act - Revenues							
Investment Earnings		29	24	15	20	15	0.00%
Allocation from Other Agency		-	-	-	-	-	0.00%
Total California Library Services Act Revenues		**$ 29**	**$ 24**	**$ 15**	**$ 20**	**$ 15**	**0.00%**
California Library Services Act - Expenditures							
Totals by category							
Services		-	-	-	-	-	0.00%
Supplies		-	-	1,350	-	1,350	0.00%
Maintenance		6,773	-	-	-	-	0.00%
Capital		-	-	-	-	-	0.00%
Total California Library Services Act Expenditures		**$ 6,773**	**$ -**	**$ 1,350**	**$ -**	**$ 1,350**	**0.00%**
California Library Services Act Surplus/(Deficit)		(6,744)	24	(1,335)	20	(1,335)	
California Library Services Act Expenditures by Department							
Non Department							
29	**Transfers**	-	-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	
Library							
21	**Services**	-	-	-	-	-	0.00%
22	**Supplies**	-	-	1,350	-	1,350	0.00%
23	**Maintenance**	6,773	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	0.00%
		6,773	**-**	**1,350**	**-**	**1,350**	**0.00%**
Total Expenditures		**$ 6,773**	**$ -**	**$ 1,350**	**$ -**	**$ 1,350**	**0.00%**
Estimated Fund Balance at June 30, 2022						***$ 772***	

219 CLSA LIBRARY RESTORATION: This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 222 - Park Bond Act Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	$ 222	$ 222	$ 222	$ 222	$ 222	
Park Bond Act - Revenues						
Investment Earnings	-	-	-	-	-	0.00%
Contributions form Non-Government	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	0.00%
Total Park Bond Act Revenues	$ -	$ -	$ -	$ -	$ -	**0.00%**
Park Bond Act - Expenditures						
Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Park Bond Act Expenditures	$ -	$ -	$ -	$ -	$ -	**0.00%**
Park Bond Act Surplus/(Deficit)	-	-	-	-	-	
Park Bond Act Expenditures by Department						
Non Department						
29 **Transfers**	-	-	-	-	-	0.00%
	-	-	-	-	-	
Total Expenditures	$ -	$ -	$ -	$ -	$ -	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 222***	

222 PARK DEVELOPMENT: A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

CITY OF ST. HELENA

Fund 223 - Skate Park Lighting Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,181**	**1,193**	**$ 1**	**$ 1**	**$ 1**	
Skate Park Lighting - Revenues						
Investment Earnings	13	7	12	-	-	-100.00%
Donations	-	-	-	-	-	0.00%
Operating Transfers In	-	-	-	-	-	0.00%
Total Skate Park LIghting Revenues	**$ 13**	**$ 7**	**$ 12**	**$ -**	**$ -**	**-100.00%**
Skate Park Lighting - Expenditures						
Totals by category						
Transfers	-	1,200	-	-	-	0.00%
Total Skate Park Lighting Expenditures	**$ -**	**$ 1,200**	**$ -**	**$ -**	**$ -**	**0.00%**
Skate Park Lighting Surplus/(Deficit)	13	(1,193)	12	-	-	
Skate Park Lighting Expenditures by Department						
Non Department						
29 **Transfers**	-	1,200	-	-	-	0.00%
	-	**1,200**	-	-	-	
Total Expenditures	**$ -**	**$ 1,200**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 1***	

223 SKATE PARK LIGHTING: This fund is used to account for donations and is used to fund the expenses incurred in mainting the Skate Park lights.

CITY OF ST. HELENA

Fund 224 - COPS Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		$ 275,575	$ 149,341	$ 219,700	$ 219,700	$ 244,626	
COPS - Revenues							
Investment Earnings		1,809	1,533	1,600	1,600	1,650	3.13%
Other		863	-	-	-	-	0.00%
Allocation from Other Agency		144,853	155,948	140,000	156,727	150,000	7.14%
Total COPS Revenues		$ 147,525	$ 157,481	$ 141,600	$ 158,327	$ 151,650	-3.70%
COPS - Expenditures							
Totals by category							
Services		75,865	57,906	88,400	88,400	88,400	0.00%
Supplies		17,698	29,217	45,000	45,000	45,000	0.00%
Capital		28,329	-	-	-	-	0.00%
Transfers		151,868	-	-	-	-	0.00%
Total COPS Expenditures		$ 273,759	$ 87,122	$ 133,400	$ 133,400	$ 133,400	0.00%
COPS Surplus/(Deficit)		(126,234)	70,359	8,200	24,927	18,250	
COPS Expenditures by Department							
Non Department							
29	**Transfers**	151,868	-	-	-	-	0.00%
		151,868	**-**	**-**	**-**	**-**	**0.00%**
Police							
20	**Salaries & Benefits**	-	-	-	-	-	
21	**Services**	75,865	57,906	88,400	88,400	88,400	0.00%
22	**Supplies**	17,698	29,217	45,000	45,000	45,000	0.00%
26	**Capital**	28,329	-	-	-	-	0.00%
		121,891	**87,122**	**133,400**	**133,400**	**133,400**	**0.00%**
Total Expenditures		$ 273,759	$ 87,122	$ 133,400	$ 133,400	$ 133,400	0.00%
Estimated Fund Balance at June 30, 2022						***$ 262,876***	

224 PUBLIC SAFETY (COPS): A special revenue fund used to account for transactions related to supporting front line police officers.

CITY OF ST. HELENA

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 99,508**	**$ (0)**	**$ (0)**	**$ (0)**	**$ 151**	
State Gas Tax 2105 - Revenues						
Investment Earnings	1,257	176	150	150	150	0.00%
Gas Tax 2105	33,567	31,285	20,162	23,208	34,379	70.51%
Total State Gas Tax 2105 Revenues	**$ 34,825**	**$ 31,461**	**$ 20,312**	**$ 23,358**	**$ 34,529**	**9.75%**
State Gas Tax 2105 - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Transfers	134,333	31,461	-	23,207	-	0.00%
Total State Gas Tax 2105 Expenditures	**$ 134,333**	**$ 31,461**	**$ -**	**$ 23,207**	**$ -**	**0.00%**
State Gas Tax 2105 Surplus/(Deficit)	(99,508)	0	20,312	151	34,529	
State Gas Tax 2105 Expenditures by Department						
Non Department						
29 **Transfers**	134,333	31,461	-	23,207	-	0.00%
	134,333	**31,461**	**-**	**23,207**	**-**	**0.00%**
Public Works Gas Tax						
21 **Services**	-	-	-	-	-	0.00%
	-	-	-	-	-	**0.00%**
Total Expenditures	**$ 134,333**	**$ 31,461**	**$ -**	**$ 23,207**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 34,680***	

225 STATE GAS TAX 2105: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

CITY OF ST. HELENA

Fund 226 - State Gas Tax 2106 Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 69,362**	**$ 0**	**$ (0)**	**$ (0)**	**$ 0**	
State Gas Tax 2106 - Revenues						
Investment Earnings	863	109	100	100	100	0.00%
Gas Tax 2106	20,949	19,413	12,662	15,938	20,466	61.63%
Total State Gas Tax 2106 Revenues	**$ 21,812**	**$ 19,522**	**$ 12,762**	**$ 16,038**	**$ 20,566**	**61.15%**
State Gas Tax 2106 - Expenditures						
Totals by category						
Transfers	91,174	19,523	-	16,038	-	0.00%
Total State Gas Tax 2106 Expenditures	**$ 91,174**	**$ 19,523**	**$ -**	**$ 16,038**	**$ -**	**0.00%**
State Gas Tax 2106 Surplus/(Deficit)	(69,362)	(0)	12,762	0	20,566	
State Gas Tax 2106 Expenditures by Department						
Non Department						
29 **Transfers**	91,174	19,523	-	16,038	-	0.00%
	91,174	**19,523**	**-**	**16,038**	**-**	**0.00%**
Total Expenditures	**$ 91,174**	**$ 19,523**	**$ -**	**$ 16,038**	**$ -**	**0.00%**

Estimated Fund Balance at June 30, 2022 ***$ 20,566***

226 STATE GAS TAX 2106: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

CITY OF ST. HELENA

Fund 227 - State Gas Tax 2107 Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 133,996**	**$ 36,897**	**$ (4,502)**	**$ (4,502)**	**$ 3,344**	
State Gas Tax 2107 - Revenues							
Investment Earnings		8,503	5,475	9,000	1,500	1,500	-83.33%
Gas Tax 2107		42,214	39,503	25,250	39,503	43,723	73.16%
Total State Gas Tax 2107 Revenues		**$ 50,718**	**$ 44,979**	**$ 34,250**	**$ 41,003**	**$ 45,223**	**32.04%**
State Gas Tax 2107 - Expenditures							
Totals by category							
Services		4,722	10,863	3,000	6,457	6,500	116.67%
Transfers		143,096	75,515	-	26,700	-	0.00%
Total State Gas Tax 2107 Expenditures		**$ 147,817**	**$ 86,378**	**$ 3,000**	**$ 33,157**	**$ 6,500**	**116.67%**
State Gas Tax 2107 Surplus/(Deficit)		(97,099)	(41,399)	31,250	7,846	38,723	
State Gas Tax 2107 Expenditures by Department							
Non Department							
29	**Transfers**	143,096	75,515	-	26,700	-	0.00%
		143,096	**75,515**	**-**	**26,700**	**-**	**0.00%**
Public Works Gas Tax							
21	**Services**	4,722	10,863	3,000	6,457	6,500	116.67%
		4,722	**10,863**	**3,000**	**6,457**	**6,500**	**116.67%**
Total Expenditures		**$ 147,817**	**$ 86,378**	**$ 3,000**	**$ 33,157**	**$ 6,500**	**116.67%**
Estimated Fund Balance at June 30, 2022						***$ 42,067***	

227 STATE GAS TAX 2107: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

CITY OF ST. HELENA

Fund 228 - State Gas Tax 2107.5 Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 7,807**	**$ 9,913**	**$ 6,512**	**$ 6,512**	**$ 812**	
State Gas Tax 2107.5 - Revenues						
Investment Earnings	106	139	100	100	100	0.00%
Gas Tax 2107.5	2,000	2,000	1,200	2,000	2,000	66.67%
Total State Gas Tax 2107.5 Revenues	**$ 2,106**	**$ 2,139**	**$ 1,300**	**$ 2,100**	**$ 2,100**	**61.54%**
State Gas Tax 2107.5 - Expenditures						
Totals by category						
Transfers	-	5,540	-	7,800	-	0.00%
Total State Gas Tax 2107.5 Expenditures	**$ -**	**$ 5,540**	**$ -**	**$ 7,800**	**$ -**	**0.00%**
State Gas Tax 2107.5 Surplus/(Deficit)	2,106	(3,401)	1,300	(5,700)	2,100	
State Gas Tax 2107.5 Expenditures by Department						
Non Department						
29 **Transfers**	-	5,540	-	7,800	-	0.00%
	-	**5,540**	**-**	**7,800**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ 5,540**	**$ -**	**$ 7,800**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 2,912***	

228 STATE GAS TAX 2107.5: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

CITY OF ST. HELENA

Fund 229 - State Gas Tax 2103 Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 12,648**	**$ 17,355**	**$ 60,099**	**$ 60,099**	**$ 4,739**	
State Gas Tax 2103 - Revenues						
Investment Earnings	268	454	250	600	450	80.00%
Gas Tax 2103	20,439	42,289	30,552	34,940	46,799	53.18%
Total State Gas Tax 2103 Revenues	**$ 20,707**	**$ 42,744**	**$ 30,802**	**$ 35,540**	**$ 47,249**	**53.40%**
State Gas Tax 2103 - Expenditures						
Totals by category						
Transfers	16,000	-	-	90,900	-	0.00%
Total State Gas Tax 2103 Expenditures	**$ 16,000**	**$ -**	**$ -**	**$ 90,900**	**$ -**	**0.00%**
State Gas Tax 2103 Surplus/(Deficit)	$ 4,707	$ 42,744	$ 30,802	$ (55,360)	$ 47,249	
State Gas Tax 2103 Expenditures by Department						
Non Department						
29 **Transfers**	16,000	-	-	90,900	-	0.00%
	16,000	**-**	**-**	**90,900**	**-**	**0.00%**
Total Expenditures	**$ 16,000**	**$ -**	**$ -**	**$ 90,900**	**$ -**	**0.00%**

Estimated Fund Balance at June 30, 2022 ***$ 51,988***

229 STATE GAS TAX 2103: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the "fuel tax swap of 2010." Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

CITY OF ST. HELENA

Fund 230 - RMRA Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 22,609**	**$ 7,236**	**$ 15,625**	**$ 15,625**	**$ 5,260**	
RMRA - Revenues						
Investment Earnings	843	661	400	400	400	0.00%
State Loan Repayment	-	-	4,137	4,137	-	100.00%
Contributions from Government	112,193	115,728	67,793	104,098	116,664	72.09%
Total RMRA Revenues	**$ 113,036**	**$ 116,389**	**$ 72,330**	**$ 108,635**	**$ 117,064**	**100.00%**
RMRA - Expenditures						
Totals by category						
Transfers	128,409	108,000	-	119,000	-	0.00%
Total RMRA Expenditures	**$ 128,409**	**$ 108,000**	**$ -**	**$ 119,000**	**$ -**	**0.00%**
RMRA Surplus/(Deficit)	$ (15,373)	$ 8,389	$ 72,330	$ (10,365)	$ 117,064	
RMRA Expenditures by Department						
Non Department						
29 **Transfers**	128,409	108,000	-	119,000	-	0.00%
	128,409	**108,000**	**-**	**119,000**	**-**	**0.00%**
Total Expenditures	**$ 128,409**	**$ 108,000**	**$ -**	**$ 119,000**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 122,324***	

230 RMRA: Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

CITY OF ST. HELENA

Fund 235 - Measure A Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,261,867**	**$ 120,268**	**$ 104,313**	**$ 104,313**	**$ 79,300**	
Measure A - Revenues							
Investment Earnings		4,292	1,450	-	-	-	0.00%
Loan Proceeds		-	-	-	-	-	0.00%
Revenue from County		4,039,021	51,919	-	-	-	0.00%
Other Revenue		-	-	-	-	-	0.00%
Transfers In		-	-	-	-	-	0.00%
Total Measure A Revenues		**$ 4,043,313**	**$ 53,369**	**$ -**	**$ -**	**$ -**	**0.00%**
Measure A - Expenditures							
Totals by category							
Services		64,662	27,239	81,236	25,013	56,223	-30.79%
Debt		5,120,250	42,085	-	-	-	0.00%
Transfers		-	-	-	-	-	0.00%
Total Measure A Expenditures		**$ 5,184,912**	**$ 69,324**	**$ 81,236**	**$ 25,013**	**$ 56,223**	**-30.79%**
Measure A Surplus/(Deficit)		(1,141,599)	(15,955)	(81,236)	(25,013)	(56,223)	
Measure A Expenditures by Department							
Non Department							
25	**Debt**	5,120,250	42,085	-	-	-	0.00%
29	**Transfers**	-	-	-	-	-	0.00%
		5,120,250	**42,085**	**-**	**-**	**-**	0.00%
Finance							
21	**Services**	64,662	27,239	81,236	25,013	56,223	-30.79%
		-	**27,239**	**81,236**	**25,013**	**56,223**	**-30.79%**
Total Expenditures		**$ 5,120,250**	**$ 69,324**	**$ 81,236**	**$ 25,013**	**$ 56,223**	**-30.79%**
Estimated Fund Balance at June 30, 2022						***$ 23,077***	

235 MEASURE A: This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

CITY OF ST. HELENA

Fund 237 - Emergency Flood Relief Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 168,578**	**$ 170,394**	**$ 172,379**	**$ 172,379**	**$ 174,369**	
Emergency Flood Relief - Revenues						
Investment Earnings	1,816	1,985	1,800	1,990	2,000	11.11%
Contributions from Government	-	-	-	-	-	0.00%
Insurance Refund			-	-	-	0.00%
Total Emergency Flood Relief Revenues	**$ 1,816**	**$ 1,985**	**$ 1,800**	**$ 1,990**	**$ 2,000**	**11.11%**
Emergency Flood Relief - Expenditures						
Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Emergency Flood Relief Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Emergency Flood Relief Surplus/(Deficit)	1,816	1,985	1,800	1,990	2,000	
Emergency Flood Relief Expenditures by Department						
Non Department						
29 **Transfers**	-	-	-	-	-	0.00%
	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 176,369***	

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

CITY OF ST. HELENA

Fund 238 - Training Development Fund Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 18,147**	**$ 16,299**	**$ 24,555**	**$ 24,555**	**$ 22,870**	
Training Development Fund - Revenues						
Post Reimbursement	3,828	13,664	2,000	3,065	3,500	75.00%
Investment Earnings	174	229	170	250	250	47.06%
Other Revenue	-	-	-	-	-	0.00%
Total Training Development Fund Revenues	**$ 4,002**	**$ 13,893**	**$ 2,170**	**$ 3,315**	**$ 3,750**	**72.81%**
Training Development Fund - Expenditures						
Totals by category						
Services	5,850	5,637	8,000	5,000	8,000	0.00%
Total Training Development Fund Expenditures	**$ 5,850**	**$ 5,637**	**$ 8,000**	**$ 5,000**	**$ 8,000**	**0.00%**
Training Development Fund Surplus/(Deficit)	(1,848)	8,256	(5,830)	(1,685)	(4,250)	
Training Development Fund Expenditures by Department						
Police						
21 **Services**	5,850	5,637	8,000	5,000	8,000	0.00%
22 **Supplies**	-	-	-	-	-	0.00%
	5,850	**5,637**	**8,000**	**5,000**	**8,000**	**0.00%**
Total Expenditures	**$ 5,850**	**$ 5,637**	**$ 8,000**	**$ 5,000**	**$ 8,000**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 18,620***	

238 TRAINING DEVELOPMENT: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

CITY OF ST. HELENA

Fund 240 - Measure T

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ -**	**$ 705,846**	**$ 1,042,070**	**$ 1,042,070**	**$ 1,299,882**	
Measure T - Revenues						
Investment Earnings	3,034	12,623	5,000	11,000	11,000	100.00%
Transfers In	-	326,279	-	-	-	
Contributions from Governments	960,754	1,106,272	450,000	1,230,812	1,292,353	187.19%
Total Measure T Revenues	**$ 963,788**	**$ 1,445,175**	**$ 455,000**	**$ 1,241,812**	**$ 1,303,353**	**100.00%**
Measure T - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Transfer to other funds	257,942	1,108,951	984,000	984,000	738,589	100.00%
Total Measure T Expenditures	**$ 257,942**	**$ 1,108,951**	**$ 984,000**	**$ 984,000**	**$ 738,589**	**100.00%**
Measure T Surplus/(Deficit)	705,846	336,224	(529,000)	257,812	564,764	
Measure T Expenditures by Department						
Public Works						
21 **Services**	-	-	-	-	-	0.00%
29 Transfers	257,942	1,108,951	984,000	984,000	738,589	-33.40%
			984,000	**984,000**	**738,589**	**100.00%**
Total Expenditures	**$ 257,942**	**$ 1,108,951**	**$ 984,000**	**$ 984,000**	**$ 738,589**	**100.00%**

Estimated Fund Balance at June 30, 2022 ***$ 1,864,646***

240 Measure T: At the General Elecetion held on November 6, 2012, the voters of Napa County approved a 1/2-cent sales tax increase known as Measure T, which is to be implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, curb and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

CITY OF ST. HELENA

Fund 241 - Measure T Class I Trails

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ -**	**$ 81,119**	**$ 167,604**	**$ 167,604**	**$ 200,704**	
Measure T Class I Trails - Revenues						
Investment Earnings	719	1,485	720	2,100	3,000	100.00%
Operating Transfer In	80,400	85,000	31,000	31,000	85,000	0.00%
Total Measure T Class I Trails Revenues	**$ 81,119**	**$ 86,485**	**$ 31,720**	**$ 33,100**	**$ 88,000**	**100.00%**
Measure T Class I Trails - Expenditures						
Totals by category						
Services	-	-	-	-	-	100.00%
Total Measure T Class I Trails Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
Measure T Class I Trails Surplus/(Deficit)	81,119	86,485	31,720	33,100	88,000	
Measure T Class I Trails Expenditures by Department						
Public Works						
21 **Services**	-	-	-	-	-	0.00%
		-	-	-	-	**100.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
Estimated Fund Balance at June 30, 2022					***$ 288,704***	

241 Measure T Class I Trails: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countwide Bicycle Plan.

CITY OF ST. HELENA

Fund 278 - BSCC GRANT (BSCCG)

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 13,641**	**$ 2,531**	**$ 2,560**	**$ 2,560**	**$ 2,610**	
BSCC Grant - Revenues							
Investment Earnings		106	29	50	50	50	100.00%
Grant		-	-	-	-	-	0.00%
Total BSCC Grant Revenues		**$ 106**	**$ 29**	**$ 50**	**$ 50**	**$ 50**	**100.00%**
BSCC Grant - Expenditures							
Totals by category							
Services		-	-	-	-	-	100.00%
Capital		11,216	-	-	-	-	0.00%
Total BSCC Grant Expenditures		**$ 11,216**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
BSCC Grant Surplus/(Deficit)		(11,110)	29	50	50	50	
BSCC Grant Expenditures by Department							
Police							
21	**Services**	-	-	-	-	-	0.00%
26	**Capital**	11,216	-	-	-	-	0.00%
		11,216	**-**	**-**	**-**	**-**	**100.00%**
Total Expenditures		**$ 11,216**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
Estimated Fund Balance at June 30, 2022						***$ 2,660***	

278 BSCC GRANT: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

CITY OF ST. HELENA

Fund 279 - Asset Forfeiture Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 53,351**	**$ 53,448**	**$ 57,711**	**$ 57,711**	**$ 51,761**	
Asset Forfeiture - Revenues							
Investment Earnings		571	649	550	550	500	-9.09%
Asset Forfeiture		-	6,224	8,000	-	6,000	-25.00%
Total Asset Forfeiture Revenues		**$ 571**	**$ 6,872**	**$ 8,550**	**$ 550**	**$ 6,500**	**-23.98%**
Asset Forfeiture - Expenditures							
Totals by category							
Services		474	-	-	-	-	0.00%
Supplies		-	2,609	6,500	6,500	6,500	0.00%
Total Asset Forfeiture Expenditures		**$ 474**	**$ 2,609**	**$ 6,500**	**$ 6,500**	**$ 6,500**	**0.00%**
Asset Forfeiture Surplus/(Deficit)		97	4,263	2,050	(5,950)	-	
Asset Forfeiture Expenditures by Department							
Police							
21	**Services**	474	-	-	-	-	0.00%
22	**Supplies**	-	2,609	6,500	6,500	6,500	0.00%
		474	**2,609**	**6,500**	**6,500**	**6,500**	**0.00%**
Total Expenditures		**$ 474**	**$ 2,609**	**$ 6,500**	**$ 6,500**	**$ 6,500**	**0.00%**
Estimated Fund Balance at June 30, 2022						***$ 51,761***	

279 ASSET FORFEITURE: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

CITY OF ST. HELENA

Fund 280 - Teen Center Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 31,726**	**$ -**	**$ -**	**$ -**	**$ -**	
Teen Center - Revenues						
Donations	-	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total Teen Center Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Teen Center - Expenditures						
Totals by category						
Salaries & Benefits	-	-	-	-	-	0.00%
Services	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Transfers	31,726	-	-	-	-	0.00%
Total Teen Center Expenditures	**$ 31,726**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Teen Center Surplus/(Deficit)	(31,726)	-	-	-	-	
Teen Center Expenditures by Department						
Non Department						
00 **Transfers**	5,426	-	-	-	-	0.00%
	5,426	**-**	**-**	**-**	**-**	**0.00%**
Recreation						
20 **Salaries & Benefits**	-	-	-	-	-	0.00%
21 **Services**	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-	-	0.00%
23 **Maintenance**	-	-	-	-	-	0.00%
24 **Taxes, Insurances & Contributions**	-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	0.00%
29 **Transfers**	26,300	-	-	-	-	0.00%
	26,300	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 26,300**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ -***	

280 COMMUNITY ACTIVITY FUND: This fund is used to account for donations received to be used towards youth community activities within the community. Activities include the Teen Center.

FY2018-19 - No longer utilizing Fund 280, all expenses are included in the General Fund.

CITY OF ST. HELENA

Fund 283 - Tree City Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 166,067**	**$ 218,923**	**$ 243,403**	**$ 243,403**	**$ 132,403**	
Tree City - Revenues						
Transfers In	97,100	122,293	-	-	-	0.00%
Total Tree City Revenues	**$ 97,100**	**$ 122,293**	**$ -**	**$ -**	**$ -**	**#DIV/0!**
Tree City - Expenditures						
Totals by category						
Salaries & Benefits	17,989	19,299	-	-	-	0.00%
Services	13,013	65,753	556	-	-	-100.00%
Supplies	441	347	-	-	-	0.00%
Maintenance	12,802	12,413	2,774	-	-	-100.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	111,000	111,000	-	0.00%
Total Tree City Expenditures	**$ 44,244**	**$ 97,813**	**$ 114,330**	**$ 111,000**	**$ -**	**-100.00%**
Tree City Surplus/(Deficit)	52,856	24,480	(114,330)	(111,000)	-	
Tree City Expenditures by Department						
Public Works Tree City						
20 **Salaries & Benefits**	17,989	19,299	-	-	-	0.00%
21 **Services**	13,013	65,753	556	-	-	-100.00%
22 **Supplies**	441	347	-	-	-	0.00%
23 **Maintenance**	12,802	12,413	2,774	-	-	-100.00%
26 **Capital**	-	-	-	-	-	0.00%
29 **Transfers**	-	-	111,000	111,000	-	0.00%
	44,244	**97,813**	**114,330**	**111,000**	**-**	**-100.00%**
Total Expenditures	**$ 44,244**	**$ 97,813**	**$ 114,330**	**$ 111,000**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2022					***$ 132,403***	

283 TREE CITY USA: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

FY2020-21: No longer utilizing Fund 283, all expenses are included in the General Fund.

CITY OF ST. HELENA

Fund 286 - Bocce Ball Fund Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 92,988**	**$ 93,597**	**$ 54,182**	**$ 54,182**	**$ 54,470**	
Bocce Ball Fund - Revenues						
Recreation Registration	41,950	2,400	40,500	16,000	40,500	0.00%
Contributions from Non-Government	-	120	-	120	-	0.00%
Other	-	610	-	-	-	0.00%
Total Bocce Ball Fund Revenues	**$ 41,950**	**$ 3,130**	**$ 40,500**	**$ 16,120**	**$ 40,500**	**0.00%**
Bocce Ball Fund - Expenditures						
Totals by category						
Salaries & Benefits	33,167	36,486	13,732	13,732	56,789	313.55%
Services	1,357	102	1,490	500	1,490	0.00%
Supplies	6,406	5,910	4,400	100	4,400	0.00%
Maintenance	411	46	1,500	1,500	1,500	0.00%
Transfers	-	-	-	-	-	0.00%
Total Bocce Ball Fund Expenditures	**$ 41,341**	**$ 42,545**	**$ 21,122**	**$ 15,832**	**$ 64,179**	**50.85%**
Bocce Ball Fund Surplus/(Deficit)	609	(39,415)	19,378	288	(23,679)	
Bocce Ball Fund Expenditures by Department						
Recreation						
20 **Salaries & Benefits**	33,167	36,486	13,732	13,732	56,789	313.55%
21 **Services**	1,357	102	1,490	500	1,490	0.00%
22 **Supplies**	6,406	5,910	4,400	100	4,400	0.00%
23 **Maintenance**	411	46	1,500	1,500	1,500	0.00%
29 **Transfers**	-	-	-	-	-	
	41,341	**42,545**	**21,122**	**15,832**	**64,179**	**203.85%**
Total Expenditures	**$ 41,341**	**$ 42,545**	**$ 21,122**	**$ 15,832**	**$ 64,179**	**203.85%**
Estimated Fund Balance at June 30, 2022					***$ 30,791***	

286 BOCCE BALL LEAGUE: This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

CITY OF ST. HELENA

Fund 287 - Harvest Festival

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 5,104**	**$ 5,134**	**$ 1,874**	**$ 1,874**	**$ 12,769**	
Harvest Festival - Revenues						
Registrations	-	-	-	-	-	0.00%
Operating Tfr In	-	-	11,200	11,200	-	
Donations	11,276	1,900	-	-	-	0.00%
Contributions from Non-Govt	-	-	-	-	-	100.00%
Vendor/NonProfit Fees	-	3,915	3,900	-	3,900	0.00%
Total Harvest Festival Revenues	**$ 11,276**	**$ 5,815**	**$ 15,100**	**$ 11,200**	**$ 3,900**	**1.19%**
Harvest Festival - Expenditures						
Totals by category						
Services	112	95	100	-	100	0.00%
Supplies	11,135	8,980	15,000	305	15,000	0.00%
Total Harvest Festival Expenditures	**$ 11,246**	**$ 9,075**	**$ 15,100**	**$ 305**	**$ 15,100**	**0.00%**
Harvest Festival Surplus/(Deficit)	30	(3,260)	-	10,895	(11,200)	
Harvest Festival Expenditures by Department						
Recreation						
21 **Services**	112	95	100	-	100	0.00%
22 **Supplies**	11,135	8,980	15,000	305	15,000	0.00%
	11,246	**9,075**	**15,100**	**305**	**15,100**	**0.00%**
Total Expenditures	**$ 11,246**	**$ 9,075**	**$ 15,100**	**$ 305**	**$ 15,100**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 1,569***	

287 HARVEST FESTIVAL: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

CITY OF ST. HELENA

Fund 288 - Fourth of July

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ (22,033)**	**$ (6,829)**	**$ (6,790)**	**$ (6,790)**	**$ (1,981)**	
Fourth of July - Revenues						
Donations	18,024	5,863	-	-	-	0.00%
Transfers In	40,500	26,500	5,600	5,600	20,000	100.00%
Total Fourth of July Revenues	**$ 58,524**	**$ 32,363**	**$ 5,600**	**$ 5,600**	**$ 20,000**	**257.14%**
Fourth of July - Expenditures						
Totals by category						
Services	40,000	40,028	-	-	-	0.00%
Supplies	3,320	(7,705)	5,000	792	5,000	0.00%
Total Fourth of July Expenditures	**$ 43,320**	**$ 32,323**	**$ 5,000**	**$ 792**	**$ 5,000**	**0.00%**
Fourth of July Surplus/(Deficit)	15,204	39	600	4,808	15,000	
Fourth of July Expenditures by Department						
Recreation						
21 **Services**	40,000	40,028	-	-	-	0.00%
22 **Supplies**	3,320	(7,705)	5,000	792	5,000	0.00%
	43,320	**32,323**	**5,000**	**792**	**5,000**	**0.00%**
Total Expenditures	**$ 43,320**	**$ 32,323**	**$ 5,000**	**$ 792**	**$ 5,000**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 13,019***	

288 FOURTH OF JULY: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

CITY OF ST. HELENA

Fund 289 - Recreation Programs Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 327,117**	**$ 241,228**	**$ 74,610**	**$ 74,610**	**$ 74,610**	
Recreation Programs - Revenues						
Recreation Registration	155,571	93,735	164,000	-	-	-100.00%
Donations	5,601	-	3,500	-	-	-100.00%
Contributions from Non Government	14,340	22,837	39,500	-	-	100.00%
Other Revenue - Jingle	-	9,202	-	-	-	0.00%
Transfers In	181,300	181,300	320,537	-	-	-100.00%
Total Recreation Programs Revenues	**$ 356,812**	**$ 307,073**	**$ 527,537**	**$ -**	**$ -**	**-100.00%**
Recreation Programs - Expenditures						
Totals by category						
Salary	279,300	328,461	-	-	-	0.00%
Benefits	103,374	88,059	-	-	-	0.00%
Contracts	48,517	45,479	-	-	-	0.00%
Dept Supplies/Services	11,511	11,693	-	-	-	0.00%
Training/Conference	-	-	-	-	-	0.00%
Transfer to other funds					-	
Total Recreation Programs Expenditures	**$ 442,701**	**$ 473,692**	**$ -**	**$ -**	**$ -**	**0.00%**
Recreation Programs Surplus/(Deficit)	(85,889)	(166,619)	527,537	-	-	

Recreation Programs Expenditures by Department

Recreation							
20	**Salaries & Benefits**	279,300	328,461	-	-		0.00%
21	**Services**	103,374	88,059	-	-		0.00%
22	**Supplies**	48,517	45,479	-	-		0.00%
23	**Maintenance**	11,511	11,693	-	-		0.00%
24	**Taxes, Insurance & Contributions**	-	-	-	-	-	0.00%
29	**Transfer to other Funds**			56,000	56,000	-	-100.00%
		442,701	**473,692**	**56,000**	**56,000**	**-**	**-100.00%**
Total Expenditures		**$ 442,701**	**$ 473,692**	**$ 56,000**	**$ 56,000**	**$ -**	**-100.00%**

Estimated Fund Balance at June 30, 2022 ***$ 74,610***

289 RECREATION PROGRAMS: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director.

FY2020-21 - No longer utilizing Fund 280, all expenses are included in the General Fund.

*includes unemployment

CITY OF ST. HELENA

Fund 290 - Tourism Improvement District Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 6,414**	**$ 6,101**	**$ 5,725**	**$ 5,725**	**$ 5,455**	
Tourism Improvement District - Revenues						
Investment Earnings	417	537	450	450	450	0.00%
TID City Admin	5,101	3,895	1,972	1,972	4,846	145.74%
TID Assessment - District	376,586	287,130	145,905	145,905	357,757	145.20%
TID Assessment - Local	127,225	97,003	49,292	49,292	120,864	145.20%
Total Tourism Improvement District Revenues	**$ 509,329**	**$ 388,565**	**$ 197,619**	**$ 197,619**	**$ 483,917**	**144.87%**
Tourism Improvement District - Expenditures						
Totals by category						
Services	504,275	383,573	195,197	195,917	478,621	145.20%
Supplies	-	-	-	-	-	0.00%
Transfers	5,367	5,367	1,972	1,972	4,846	145.74%
Total Tourism Improvement District Expenditures	**$ 509,642**	**$ 388,940**	**$ 197,169**	**$ 197,889**	**$ 483,467**	**24.30%**
Tourism Improvement District Surplus/(Deficit)	(313)	(375)	450	(270)	450	
Tourism Improvement District Expenditures by Department						
Non Department						
21 **Services**	504,275	383,573	195,197	195,917	478,621	145.20%
22 **Supplies**	-	-	-	-	-	0.00%
29 **Transfers**	5,367	5,367	1,972	1,972	4,846	145.74%
	509,642	**388,940**	**197,169**	**197,889**	**483,467**	**145.20%**
Total Expenditures	**$ 509,642**	**$ 388,940**	**$ 197,169**	**$ 197,889**	**$ 483,467**	**145.20%**
Estimated Fund Balance at June 30, 2022					***$ 5,905***	

290 TOURISM IMPROVEMENT DISTRICT (TID): The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

CITY OF ST. HELENA

Fund 291 - SB-1186 State Fees

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 8,625**	**$ 12,732**	**$ 13,049**	**$ 13,049**	**$ 17,399**	
SB1186 State Fees - Revenues						
Investment Earnings	117	161	100	100	100	0.00%
Other Revenue	267	160	250	250	250	0.00%
Other State Revenue	4,729	2,720	4,700	4,000	4,000	-14.89%
Total SB1186 State Fees Revenues	**$ 5,113**	**$ 3,041**	**$ 5,050**	**$ 4,350**	**$ 4,350**	**-13.86%**
SB1186 State Fees - Expenditures						
Totals by category						
Services	1,006	2,724	5,000	-	5,000	0.00%
Transfer to Other Funds	-	-	-	-	-	0.00%
Total SB1186 State Fees Expenditures	**$ 1,006**	**$ 2,724**	**$ 5,000**	**$ -**	**$ 5,000**	**0.00%**
SB1186 State Fees Surplus/(Deficit)	4,107	317	50	4,350	(650)	
SB1186 State Fees Expenditures by Department						
Non Department						
29 **Transfers**	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**0.00%**
Planning						
21 **Services**	1,006	2,724	5,000	-	5,000	0.00%
	1,006	**2,724**	**5,000**	**-**	**5,000**	**0.00%**
Total Expenditures	**$ 1,006**	**$ 2,724**	**$ 5,000**	**$ -**	**$ 5,000**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 16,749***	

291 SB-1186 STATE FEES: Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewel fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. Effective January 1, 2019, the fee was increased to $4.

CITY OF ST. HELENA

Fund 295 - N.O.A.A.

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Proposed Change
Beginning Fund Balance (July 1)	**$ 2,620**	**$ 2,648**	**$ 2,679**	**$ 2,679**	**$ 2,707**	
N.O.A.A. - Revenues						
Investment Earnings	28	31	28	28	30	7.14%
Government Contribution	-	-	-	-	-	0.00%
Total N.O.A.A. Revenues	**$ 28**	**$ 31**	**$ 28**	**$ 28**	**$ 30**	**0.00%**
N.O.A.A. - Expenditures						
Totals by category						
Contracts	-	-	-	-	-	0.00%
Total N.O.A.A. Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
N.O.A.A. Surplus/(Deficit)	28	31	28	28	30	
N.O.A.A. Expenditures by Department						
Non Department						
21 **Services**	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2020					***$ 2,737***	

295 N.O.A.A.: This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

CITY OF ST. HELENA

Fund 329 - Stabo Trust

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 36,093**	**$ 36,482**	**$ 36,907**	**$ 36,907**	**$ 37,287**	
Stabo Trust - Revenues						
Investment Earnings	389	425	380	380	400	5.26%
Total Stabo Trust Revenues	**$ 389**	**$ 425**	**$ 380**	**$ 380**	**$ 400**	**5.26%**
Stabo Trust - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Total Stabo Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Stabo Trust Surplus/(Deficit)	389	425	380	380	400	
Stabo Trust Expenditures by Department						
Non Department						
21 **Services**	-	-	-	-	-	0.00%
	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 37,687***	

329 STABO TRUST: This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

CITY OF ST. HELENA

Fund 375 - Murray Trust

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 44,513**	**$ 46,754**	**$ 14,745**	**$ 14,745**	**$ 14,290**	
Murray Trust - Revenues						
Investment Earnings	491	369	490	75	75	-84.69%
Other Revenue	1,750	2,188	1,750	1,750	1,750	**-20.00%**
Total Murray Trust Revenues	**$ 2,241**	**$ 2,557**	**$ 2,240**	**$ 1,825**	**$ 1,825**	**0.00%**
Murray Trust - Expenditures						
Totals by category						
Services	-	34,566	2,280	2,280	2,280	0.00%
Total Murray Trust Expenditures	**$ -**	**$ 34,566**	**$ 2,280**	**$ 2,280**	**$ 2,280**	**0.00%**
Murray Trust Surplus/(Deficit)	2,241	(32,009)	(40)	(455)	(455)	
Murray Trust Expenditures by Department						
Police						
22 **Supplies**	-	34,566	2,280	2,280	2,280	0.00%
	-	**34,566**	**2,280**	**2,280**	**2,280**	**0.00%**
Total Expenditures	**$ -**	**$ 34,566**	**$ 2,280**	**$ 2,280**	**$ 2,280**	**0.00%**

Estimated Fund Balance at June 30, 2022 ***$ 13,835***

375 MADELINE MURRAY TRUST FUND: The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

CITY OF ST. HELENA

Fund 380 - Friends and Foundation

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 7,844**	**$ 7,620**	**$ 13,130**	**$ 19,532**	**$ 24,884**	
Friends and Foundation - Revenues						
Investment Earnings	-	-	-	-	-	0.00%
Donations	-	-	-	-	-	0.00%
Other Revenue	134,250	134,250	135,000	133,950	135,000	0.00%
Total Friends and Foundation Revenues	**$ 134,250**	**$ 134,250**	**$ 135,000**	**$ 133,950**	**$ 135,000**	**0.56%**
Friends and Foundation - Expenditures						
Totals by category						
Salaries & Benefits	65,195	62,789	55,098	55,098	62,196	12.88%
Services	-	-	-	-	-	0.00%
Supplies	69,279	65,951	73,500	73,500	73,500	0.00%
Taxes, Insurance & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Total Friends and Foundation Expenditures	**$ 134,474**	**$ 128,740**	**$ 128,598**	**$ 128,598**	**$ 135,696**	**5.52%**
Friends and Foundation Surplus/(Deficit)	(224)	5,510	6,402	5,352	(696)	
Friends and Foundation Expenditures by Department						
Library						
20 **Salaries & Benefits**	65,195	62,789	55,098	55,098	62,196	12.88%
21 **Services**	-	-	-	-	-	0.00%
22 **Supplies**	69,279	65,951	73,500	73,500	73,500	0.00%
24 **Taxes, Insurance & Contributions**	-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	0.00%
	134,474	**128,740**	**128,598**	**128,598**	**135,696**	**5.52%**
Total Expenditures	**$ 134,474**	**$ 128,740**	**$ 128,598**	**$ 128,598**	**$ 135,696**	**5.52%**
Estimated Fund Balance at June 30, 2022					***$ 24,884***	

380 FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

CITY OF ST. HELENA

Fund 381 - Ryan Trust Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 11,929**	**$ 12,866**	**$ 13,746**	**$ 13,746**	**$ 13,951**	
Ryan Trust - Revenues						
Investment Earnings	937	880	460	205	250	-45.65%
Total Ryan Trust Revenues	**$ 937**	**$ 880**	**$ 460**	**$ 205**	**$ 250**	**-45.65%**
Ryan Trust - Expenditures						
Totals by category						
Supplies	-	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	0.00%
Total Ryan Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Ryan Trust Surplus/(Deficit)	937	880	460	205	250	
Ryan Trust Expenditures by Department						
Library						
22 **Supplies**	-	-	-	-	-	0.00%
23 **Maintenance**	-	-	-	-	-	0.00%
	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 14,201***	

381 RYAN LIBRARY TRUST: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 382 - Martin Trust Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 23,787**	**$ 24,510**	**$ 25,503**	**$ 25,503**	**$ 25,103**	
Martin Trust - Revenues						
Investment Earnings	1,175	993	500	250	300	-40.00%
Total Martin Trust Revenues	**$ 1,175**	**$ 993**	**$ 500**	**$ 250**	**$ 300**	**-40.00%**
Martin Trust - Expenditures						
Totals by category						
Services	452	-	700	650	700	0.00%
Supplies	-	-	-	-	-	0.00%
Total Martin Trust Expenditures	**$ 452**	**$ -**	**$ 700**	**$ 650**	**$ 700**	**0.00%**
Martin Trust Surplus/(Deficit)	723	993	(200)	(400)	(400)	
Martin Trust Expenditures by Department						
Library						
21 **Services**	452	-	700	650	700	0.00%
22 **Supplies**	-	-	-	-	-	0.00%
	452	**-**	**700**	**650**	**700**	**0.00%**
Total Expenditures	**$ 452**	**$ -**	**$ 700**	**$ 650**	**$ 700**	**0.00%**

Estimated Fund Balance at June 30, 2022 ***$ 24,703***

382 MARTIN ESTATE TRUST: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 384 - Tweed Trust Enhancement Distribution Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 660,228**	**$ 695,114**	**$ 719,288**	**$ 719,288**	**$ 732,044**	
Tweed Trust - Revenues						
Investment Earnings	7,414	8,346	7,400	7,400	7,500	1.35%
Donations	72	72	-	-	-	0.00%
Rental Income	47,512	47,512	47,000	55,356	47,500	1.06%
Transfers In	-	-	-	-	-	0.00%
Total Tweed Trust Revenues	**$ 54,997**	**$ 55,930**	**$ 54,400**	**$ 62,756**	**$ 55,000**	**1.10%**
Tweed Trust - Expenditures						
Totals by category						
Supplies	20,111	31,756	50,000	50,000	50,000	0.00%
Total Tweed Trust Expenditures	**$ 20,111**	**$ 31,756**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**0.00%**
Tweed Trust Surplus/(Deficit)	34,886	24,174	4,400	12,756	5,000	
Tweed Trust Expenditures by Department						
Library						
20 **Salaries & Benefits**	-	-	-	-	-	0.00%
21 **Services**	-	-	-	-	-	0.00%
22 **Supplies**	20,111	31,756	50,000	50,000	50,000	0.00%
23 **Maintenance**	-	-	-	-		0.00%
24 **Taxes, Insurances & Contributions**	-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	0.00%
29 **Transfers**	-	-	-	-	-	0.00%
	20,111	**31,756**	**50,000**	**50,000**	**50,000**	**0.00%**
Total Expenditures	**$ 20,111**	**$ 31,756**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**0.00%**

Estimated Fund Balance at June 30, 2022 ***$ 737,044***

384 TWEED TRUST – Established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. All funding requests are approved by the Library Board of Trustees and the City Council.

ENHANCEMENT DISTRIBUTION: This fund allows for an expendable annual 4% distribution from the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building.

CONSTRUCTION: Up to twenty percent (20%) of principal is reserved for building construction.

ENHANCEMENT: This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

CITY OF ST. HELENA

Fund 733 - Civic Capital Improvement Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Adopted	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 721,600**	**$ 732,045**	**$ 1,239,132**	**$ 1,239,132**	**$ 769,241**	
Civic Capital Fees - Revenues							
Contributions from Government		2,500	440,948	-	7,265	955,392	0.00%
Operating Transfers In		255,598	974,745	530,000	530,000	632,859	19.41%
Total Civic Capital Improvement Revenues		**$ 258,098**	**$ 1,415,693**	**$ 530,000**	**$ 537,265**	**$ 1,588,251**	**12.19%**
Civic Capital - Expenditures							
Totals by category							
Services		205,056	908,606	263,664	477,156	1,693,095	542.14%
Transfers		42,596	-	530,000	530,000	-	0.00%
Total Civic Capital Improvement Expenditures		**$ 247,653**	**$ 908,606**	**$ 793,664**	**$ 1,007,156**	**$ 1,693,095**	**0.00%**
Civic Capital Improvement Surplus/(Deficit)		10,445	507,087	(263,664)	(469,891)	(104,844)	
Civic Capital Improvement Expenditures by Department							
Non Department							
21	**Services**	-	-	-		-	
29	**Transfers**	42,596	-	530,000	530,000	-	0.00%
		42,596	**-**	**530,000**	**530,000**	**-**	**0.00%**
Public Works							
21	**Services**	**205,056**	**908,606**	**263,664**	**477,156**	**1,693,095**	**100.00%**
		205,056	**908,606**	**263,664**	**477,156**	**1,693,095**	**100.00%**
Total Expenditures		**$ 247,653**	**$ 908,606**	**$ 793,664**	**$ 1,007,156**	**$ 1,693,095**	**113.33%**
Estimated Fund Balance at June 30, 2022						***$ 664,397***	

733 CIVIC CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 420 - 1996 GO Bonds Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 147,808**	**$ 12,073**	**$ 12,361**	**$ 12,361**	**$ 12,361**	
1996 GO Bonds - Revenues						
Property Tax	1	-	-	-	-	0.00%
Investment Earnings	-	-	-	-	-	0.00%
Homeowner Property Tax	-	-	-	-	-	0.00%
Total 1996 GO Bonds Revenues	**$ 1**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
1996 GO Bonds - Expenditures						
Totals by category						
Services	135,736	-	-	-	-	0.00%
Debt	-	(288)	-	-	-	0.00%
Total 1996 GO Bonds Expenditures	**$ 135,736**	**$ (288)**	**$ -**	**$ -**	**$ -**	**0.00%**
1996 GO Bonds Surplus/(Deficit)	(135,735)	288	-	-	-	
1996 GO Bonds Expenditures by Department						
Non Department						
21 **Services**	135,736	-	-	-	-	0.00%
25 **Debt**	-	(288)	-	-	-	0.00%
	135,736	**(288)**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 135,736**	**$ (288)**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 12,361***	

420 FIRE STATION BONDS: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

CITY OF ST. HELENA

Fund 443 - South St. Helena Drainage Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 29,126**	**$ 29,440**	**$ 29,783**	**$ 29,783**	**$ 30,083**	
South St. Helena Drainage - Revenues						
Investment Earnings	314	343	300	300	350	0.00%
Storm Drain Reimbursement	-	-	-	-	-	0.00%
Total South St. Helena Drainage Revenues	**$ 314**	**$ 343**	**$ 300**	**$ 300**	**$ 350**	**0.00%**
South St. Helena Drainage - Expenditures						
Totals by category						
	-	-	-	-	-	0.00%
Total South St. Helena Drainage Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
South St. Helena Drainage Surplus/(Deficit)	314	343	300	300	350	
South St. Helena Drainage Expenditures by Department						
	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 30,433***	

443 SOUTH S.H. DRAINAGE ASSESSMENT: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

CITY OF ST. HELENA

Fund 582 - City Garage Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ (281,591)**	**$ (26,432)**	**$ (45,676)**	**$ (45,676)**	**$ (62,003)**	
City Garage - Revenues						
Investment Earnings	(253)	87	-	-	-	100.00%
Charges for Services	241,721	245,563	248,567	248,567	306,500	23.31%
Operating Transfers In	247,368	-	-	-	-	0.00%
Total City Garage Revenues	**$ 488,836**	**$ 245,650**	**$ 248,567**	**$ 248,567**	**$ 306,500**	**23.31%**
City Garage - Expenditures						
Totals by category						
Salaries & Benefits	94,236	110,381	100,404	110,381	114,097	13.64%
Services	-	160	2,700	160	4,000	48.15%
Supplies	139,441	154,353	149,300	154,353	162,100	8.57%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	-	-	100	-	100	0.00%
Capital Equipment	-	-	-	-	-	0.00%
Transfer	-	-	-	-	-	0
Total City Garage Expenditures	**$ 233,677**	**$ 264,894**	**$ 252,504**	**$ 264,894**	**$ 280,297**	**11.01%**
City Garage Surplus/(Deficit)	255,159	(19,244)	(3,937)	(16,327)	26,203	
City Garage Expenditures by Department						
Public Works Garage						
20 **Salaries & Benefits**	94,236	110,381	104,160	99,164	114,097	9.54%
21 **Services**	-	160	4,000	1,200	4,000	0.00%
22 **Supplies**	139,441	154,353	166,100	167,800	162,100	-2.41%
23 **Maintenance**	-	-	-	-	-	0.00%
24 **Taxes, Insurance & Contributions**	-	-	100	100	100	0.00%
26 **Capital**	-	-	-	-	-	0.00%
29 **Transfers**	-	-				
	233,677	**264,894**	**274,360**	**268,264**	**280,297**	**5.81%**
Total Expenditures	**$ 233,677**	**$ 264,894**	**$ 274,360**	**$ 268,264**	**$ 280,297**	**2.16%**
Estimated Fund Balance at June 30, 2022					***$ (35,800)***	

582 CITY GARAGE: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

CITY OF ST. HELENA

Fund 592 - Equipment Replacement Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 99,355**	**$ 175,965**	**$ 225,965**	**$ 225,965**	**$ 275,965**	
Equipment Replacement - Revenues						
Investment Earnings	-	-	-	-	-	0.00%
Sale of Capital Assets	26,610	-	-	-	-	0.00%
Operating Transfers In	50,000	50,000	50,000	50,000	50,000	0.00%
Total Equipment Replacement Revenues	**$ 76,610**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**0.00%**
Equipment Replacement- Expenditures						
Totals by category						
Supplies	-	-	-	-	20,724	100.00%
Transfer to Other Funds	-	-	100,000	100,000	-	-100.00%
Total Equipment Replacement Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ 20,724**	**0.00%**
Equipment Replacement Surplus/(Deficit)	76,610	50,000	50,000	50,000	29,276	
Equipment Replacement Expenditures by Department						
Non Department						
22 **Supplies**	-	-	-	-	20,724	100.00%
29 **Transfers to Other Funds**	-	-	100,000	100,000	-	-100.00%
	-	**-**	**100,000**	**100,000**	**20,724**	**-79.28%**
Total Expenditures	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**	**$ 20,724**	**-79.28%**
Estimated Fund Balance at June 30, 2022					***$ 305,241***	

592 EQUIPMENT REPLACEMENT: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

CITY OF ST. HELENA

Fund 593 - Fire Department Capital Equipment Replacement Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 190,148**	**$ 212,590**	**$ 225,211**	**$ 225,211**	**$ 580,481**	
Equipment Replacement - Revenues						
Emergency Relief	75,346	12,621	-	235,271	-	0.00%
Sale of Capital Assets	-	-	-	160,000	-	0.00%
Total Equipment Replacement Revenues	**$ 75,346**	**$ 12,621**	**$ -**	**$ 395,271**	**$ -**	**0.00%**
Equipment Replacement- Expenditures						
Totals by category						
Supplies			40,000	40,000		
Capital	-	-	-	-	-	0.00%
Transfer to other funds	52,904	-	-	-	-	0
Total Equipment Replacement Expenditures	**$ 52,904**	**$ -**	**$ 40,000**	**$ 40,000**	**$ -**	**0.00%**
Equipment Replacement Surplus/(Deficit)	22,442	12,621	(40,000)	355,271	-	
Equipment Replacement Expenditures by Department						
Fire						
22 **Supplies**	-	463	40,000	40,000	40,000	
26 **Capital**	-	-	-	-	-	0.00%
29 **Transfer to Other Funds**	52,904	-				
	52,904	**463**	**40,000**	**40,000**	**40,000**	**0.00%**
Total Expenditures	**$ 52,904**	**$ 463**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 580,481***	

593 EQUIPMENT REPLACEMENT: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

CITY OF ST. HELENA

Fund 700 - Flood Control Capital Reserve Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 101,183**	**$ 115,009**	**$ 132,759**	**$ 132,759**	**$ 154,359**	
Flood Control Capital Reserve - Revenues						
Investment Earnings	1,629	1,657	1,600	1,600	1,600	0.00%
Transfers From Other Funds	50,000	50,000	50,000	50,000	50,000	0.00%
Total Flood Control Capital Reserve Revenues	**$ 51,629**	**$ 51,657**	**$ 51,600**	**$ 51,600**	**$ 51,600**	**0.00%**
Civic Impact Fees - Expenditures						
Totals by category						
Transfers	37,803	33,908	-	-	-	0.00%
Contracts			30,000	30,000	30,000	0.00%
Total Flood Control Capital Reserve Expenditures	**$ 37,803**	**$ 33,908**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**0.00%**
Flood Control Capital Reserve Surplus/(Deficit)	13,826	17,750	21,600	21,600	21,600	
Flood Control Capital Reserve Expenditures by Department						
Non Department						
29 **Transfers**	37,803	33,908	-	-	-	0.00%
	37,803	**33,908**	**-**	**-**	**-**	**0.00%**
Public Works						
21 Contracts	**-**	**-**	**30,000**	**30,000**	**30,000**	**0.00%**
			30,000	**30,000**	**30,000**	**0.00%**
Total Expenditures	**$ 37,803**	**$ 33,908**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**0.00%**

Estimated Fund Balance at June 30, 2022 ***$ 175,959***

700 Flood Control Capital Reserve: This fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

CITY OF ST. HELENA

Fund 713 - Civic Impact Fees Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Adopted	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		$ 626,442	$ 599,889	$ 716,815	$ 716,815	$ 734,916	
Civic Impact Fees - Revenues							
Investment Earnings		6,341	7,395	6,300	6,300	7,000	11.11%
Civic Impact Fees		77,790	137,549	46,500	20,000	20,000	-56.99%
Total Civic Impact Fees Revenues		**$ 84,131**	**$ 144,944**	**$ 52,800**	**$ 26,300**	**$ 27,000**	**-81.37%**
Civic Impact Fees - Expenditures							
Totals by category							
Services		22,152	28,018	11,937	8,199	129,917	988.34%
Transfers		88,532	-	-	-	-	0.00%
Total Civic Impact Fees Expenditures		**$ 110,684**	**$ 28,018**	**$ 11,937**	**$ 8,199**	**$ 129,917**	**0.00%**
Civic Impact Fees Surplus/(Deficit)		(26,553)	116,926	40,863	18,101	(102,917)	
Civic Impact Fees Expenditures by Department							
Non Department							
21	**Services**	-	25,731	1,885		1,885	
29	**Transfers**	88,532	-	-	-	-	0.00%
		88,532	**25,731**	**1,885**	**-**	**1,885**	**0.00%**
Finance							
21	**Services**	**-**	**133**	**7,550**	**6,518**	**1,032**	**-86.34%**
		-	**133**	**7,550**	**6,518**	**1,032**	**-86.34%**
Planning							
21	**Services**	**-**	**292**	**364**	**-**	**-**	**-100.00%**
		-	**292**	**364**	**-**	**-**	**-100.00%**
Parks & Recreation							
21	**Services**	**-**	**-**	**-**	**-**	**125,000**	**100.00%**
		-	**-**	**-**	**-**	**125,000**	**100.00%**
Public Works							
21	**Services**	**22,152**	**1,862**	**2,138**	**1,681**	**2,000**	**100.00%**
		22,152	**1,862**	**2,138**	**1,681**	**2,000**	**100.00%**
Total Expenditures		**$ 110,684**	**$ 28,018**	**$ 11,937**	**$ 8,199**	**$ 129,917**	**988.34%**

Estimated Fund Balance at June 30, 2022 ***$ 631,999***

****Current revenue projections are based on projected FY22 development activity and may flucuate.***

713 CIVIC IMPACT: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

CITY OF ST. HELENA

Fund 734 - Park Impact Fees Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 745,701**	**$ 960,234**	**$ 979,598**	**$ 979,598**	**$ 977,746**	
Park Impact Fees - Revenues						
Investment Earnings	9,270	13,163	8,000	8,000	13,000	62.50%
Park Impact Fees	257,861	411,746	155,000	45,000	40,000	-74.19%
Total Park Impact Fees Revenues	**$ 267,131**	**$ 424,909**	**$ 163,000**	**$ 53,000**	**$ 53,000**	**-67.48%**
Park Impact Fees - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Transfer to other funds	52,598	405,545	-	54,852	514,659	0
Total Park Impact Fees Expenditures	**$ 52,598**	**$ 405,545**	**$ -**	**$ 54,852**	**$ 514,659**	**0.00%**
Park Impact Fees Surplus/(Deficit)	214,533	19,364	163,000	(1,852)	(461,659)	
Park Impact Fees Expenditures by Department						
Public Works						
21 **Services**	-	-	-	-	-	0.00%
99 **Transfers Out**	52,598	405,545		54,852	514,659	
	-	**405,545**	-	**54,852**	**514,659**	**0.00%**
Total Expenditures	**$ -**	**$ 405,545**	**$ -**	**$ 54,852**	**$ 514,659**	**0.00%**
Estimated Fund Balance at June 30, 2022					***$ 516,087***	

734 PARK IMPACT: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

CITY OF ST. HELENA

Fund 740 - Traffic Mitigation Impact Fees Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,203,354**	**$ 2,453,301**	**$ 2,698,576**	**$ 2,698,576**	**$ 2,747,058**	
Traffic Mitigation Impact Fees - Revenues						
Investment Earnings	25,361	29,496	25,000	25,000	30,000	20.00%
Transfers In	17,218	-				
Traffic Mitigation Impact Fees	225,273	215,912	135,000	30,000	40,000	-70.37%
Total Traffic Mitigation Impact Fees Revenues	**$ 250,634**	**$ 245,408**	**$ 160,000**	**$ 55,000**	**$ 70,000**	**-56.25%**
Traffic Mitigation Impact Fees - Expenditures						
Totals by category						
Services	687	133	7,550	6,518	1,032	-86.33%
Transfers	-	-	-	-	873,610	0.00%
Total Traffic Mitigation Impact Fees Expenditures	**$ 687**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 874,642**	**11484.66%**
Traffic Mitigation Impact Fees Surplus/(Deficit)	249,947	245,275	152,450	48,482	(804,642)	
Traffic Mitigation Impact Fees Expenditures by Department						
Non Department						
29 **Transfers**	-	-	-	-	873,610	0.00%
	-	**-**	**-**	**-**	**873,610**	**0.00%**
Finance						
21 **Services**	**687**	**133**	**7,550**	**6,518**	**1,032**	**-86.33%**
	687	**133**	**7,550**	**6,518**	**1,032**	**-86.33%**
Total Expenditures	**$ 687**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 874,642**	**11484.66%**

Estimated Fund Balance at June 30, 2022 ***$ 1,942,416***

740 TRAFFIC MITIGATION IMPACT: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

CITY OF ST. HELENA

Fund 741 - Streets Capital Improvement Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Adopted	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 548,294**	**$ 839,673**	**$ 728,065**	**$ 728,065**	**$ 1,397,467**	
Streets Capital - Revenues						
Contributions from Government	96,026	82,598	-	4,558	2,334,114	0.00%
Other Revenue	-	-	-	-	1,239,750	
Operating Transfers In	1,575,445	1,762,086	1,745,000	1,142,000	2,527,542	44.84%
Total Streets Capital Improvement Revenues	**$ 1,671,471**	**$ 1,844,684**	**$ 1,745,000**	**$ 1,146,558**	**$ 6,101,406**	**230.76%**
Streets Capital - Expenditures						
Totals by category						
Services	1,380,092	1,630,012	398,990	477,156	12,058,194	2922.18%
Transfers	-	326,279	-	-	-	0.00%
Total Streets Capital Improvement Expenditures	**$ 1,380,092**	**$ 1,956,291**	**$ 398,990**	**$ 477,156**	**$ 12,058,194**	**0.00%**
Streets Capital Improvement Surplus/(Deficit)	291,379	(111,607)	1,346,010	669,402	(5,956,788)	
Streets Capital Improvement Expenditures by Department						
Non Department						
21 **Services**	-	-	-		-	
29 **Transfers**	-	326,279	-	-	-	0.00%
	-	**326,279**	**-**	**-**	**-**	**0.00%**
Public Works						
21 **Services**	**1,380,092**	**1,630,012**	**398,990**	**477,156**	**12,058,194**	**100.00%**
	1,380,092	**1,630,012**	**398,990**	**477,156**	**12,058,194**	**100.00%**
Total Expenditures	**$ 1,380,092**	**$ 1,956,291**	**$ 398,990**	**$ 477,156**	**$ 12,058,194**	**2922.18%**

Estimated Fund Balance at June 30, 2022 ***$ (4,559,321)***

**** FY22 Streets CIP currently has $4.6 million in unidentified funding.***

741 STREETS CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 742 - Storm Drain Impact Fees Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 629,313**	**$ 696,347**	**$ 790,009**	**$ 790,009**	**$ 798,491**	
Storm Drain Impact Fees - Revenues							
Investment Earnings		7,161	8,430	6,500	6,500	7,500	15.38%
Storm Drain Impact Fees		55,456	85,365	33,000	8,500	10,000	-69.70%
Operating Transfers In		5,104	-	-	-	-	0.00%
Total Storm Drain Impact Fees Revenues		**$ 67,721**	**$ 93,795**	**$ 39,500**	**$ 15,000**	**$ 17,500**	**-55.70%**
Storm Drain Impact Fees - Expenditures							
Totals by category							
Services		687	133	7,550	6,518	1,032	-86.33%
Transfers		-	-	-	-	700,000	0.00%
Total Storm Drain Impact Fees Expenditures		**$ 687**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 701,032**	**9185.61%**
Storm Drain Impact Fees Surplus/(Deficit)		67,034	93,662	31,950	8,482	(683,532)	
Storm Drain Impact Fees Expenditures by Department							
Non Department							
29	**Transfers**	-	-	-	-	700,000	0.00%
		-	**-**	**-**	**-**	**700,000**	**0.00%**
Finance							
21	**Services**	**687**	**133**	**7,550**	**6,518**	**1,032**	**-86.33%**
		687	**133**	**7,550**	**6,518**	**1,032**	**-86.33%**
Total Expenditures		**$ 687**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 701,032**	**9185.61%**
Estimated Fund Balance at June 30, 2021						***$ 114,959***	

742 STORM DRAIN IMPROVEMENT: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

CITY OF ST. HELENA

Fund 744 - Housing Impact Fees Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	$ 54	$ -	$ -	$ -	$ -	
Housing Impact Fees - Revenues						
Investment Earnings	-	-	-	-	-	0.00%
Housing Impact Fees	-	-	-	-	-	0.00%
Total Housing Impact Fees Revenues	$ -	$ -	$ -	$ -	$ -	**0.00%**
Housing Impact Fees - Expenditures						
Totals by category						
Transfers	54	-	-	-	-	0.00%
Total Housing Impact Fees Expenditures	$ 54	$ -	$ -	$ -	$ -	**0.00%**
Housing Impact Fees Surplus/(Deficit)	(54)	-	-	-	-	
Housing Impact Fees Expenditures by Department						
Non Department						
29 **Transfers**	54	-	-	-	-	0.00%
	54	-	-	-	-	**0.00%**
Total Expenditures	$ 54	$ -	$ -	$ -	$ -	**0.00%**
Estimated Fund Balance at June 30, 2022					$ -	

744 HOUSING IMPACT FEES: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

FY2019/20 - This fund combined with Fund 751 - Housing Impact

CITY OF ST. HELENA

Fund 745 - Parking In-Lieu Fees Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 564,884**	**$ 570,971**	**$ 577,623**	**$ 577,623**	**$ 584,323**	
Parking In-Lieu Fees - Revenues							
Investment Earnings		6,087	6,652	9,500	6,700	6,800	-28.42%
Parking In-Lieu Fees		-	-	-	-	-	0.00%
Total Parking In-Lieu Fees Revenues		**$ 6,087**	**$ 6,652**	**$ 9,500**	**$ 6,700**	**$ 6,800**	**-28.42%**
Parking In-Lieu Fees - Expenditures							
Totals by category							
Services		-	-	-	-	30,000	0.00%
Total Parking In-Lieu Fees Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,000**	**0.00%**
Parking In-Lieu Fees Surplus/(Deficit)		6,087	6,652	9,500	6,700	(23,200)	
Parking In-Lieu Fees Expenditures by Department							
City Attorney							
21	**Services**	-	-	-	-	-	0.00%
Planning						-	
21	**Services**			60,000	-	30,000	
		-	-	-	-	**30,000**	**0.00%**
Total Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,000**	**0.00%**
Estimated Fund Balance at June 30, 2022						***$ 561,123***	

745 PARKING IN-LIEU: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

CITY OF ST. HELENA

Fund 751 - Affordable Housing Fees Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,559,019**	**$ 1,682,867**	**$ 1,606,420**	**$ 1,606,420**	**$ 1,462,304**	
Affordable Housing Fees - Revenues							
Investment Earnings		7,332	5,651	9,200	5,500	5,000	-45.65%
Affordable Housing Fees		176,224	317,631	120,000	55,000	60,000	-50.00%
Other Revenue		430	2,292	500	295	295	0.00%
Operating Transfers In		54	-	-	-	-	0.00%
Total Affordable Housing Fees Revenues		**$ 184,040**	**$ 325,574**	**$ 129,700**	**$ 60,795**	**$ 65,295**	**-49.66%**
Affordable Housing Fees - Expenditures							
Totals by category							
Services		19,754	37,349	25,000	7,677	25,000	0.00%
Supplies		-	-	-	-	-	0.00%
Taxes, Insurance & Contributions		40,438	364,671	114,012	197,234	-	-100.00%
Capital		-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	0.00%
Total Affordable Housing Fees Expenditures		**$ 60,192**	**$ 402,020**	**$ 139,012**	**$ 204,911**	**$ 25,000**	**-82.02%**
Affordable Housing Fees Surplus/(Deficit)		123,848	(76,447)	(9,312)	(144,116)	40,295	
Affordable Housing Fees Expenditures by Department							
Non Department							
21	**Services**	-	16,877	-		-	0.00%
22	**Supplies**	-	-	-	-	-	0.00%
24	**Taxes, Insurance & Contributions**	40,438	354,671	114,012	197,234	-	-100.00%
26	**Capital**	-	-	-	-	-	0.00%
29	**Transfers**	-	-	-	-	-	0.00%
		40,438	**371,548**	**114,012**	**197,234**	**-**	**0.00%**
City Council							
24	**Taxes, Insurance & Contributions**	-	10,000	-	-	-	100.00%
		-	10,000	-	-	-	100.00%
City Attorney							
21	**Services**	19,754	20,472	25,000	7,677	25,000	0.00%
22	**Supplies**	-	-	-	12,787	-	0.00%
		19,754	**20,472**	**25,000**	**20,464**	**25,000**	0.00%
Total Expenditures		**$ 60,192**	**$ 402,020**	**$ 139,012**	**$ 217,698**	**$ 25,000**	**-82.02%**

Estimated Fund Balance at June 30, 2022 ***$ 1,502,599***

****Current revenue projections are based on projected FY22 development activity and may flucuate.***

751 AFFORDABLE HOUSING: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

**** The Estimated Fund Balance includes and unavailable Long Term Receivables of $1,545,362 in Loans and Interest.***

CITY OF ST. HELENA

Fund 752 - Measure E Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ -**	**$ 122,987**	**$ 329,062**	**$ 329,062**	**$ 396,685**	
Measure E - Revenues						
Investment Earnings	205	1,654	2,000	2,000	2,000	0.00%
Transient Tax Penalty	138	193	-	624	-	0.00%
1% Assessment	122,645	204,228	103,125	85,000	194,016	88.14%
Total Measure E Revenues	**$ 122,987**	**$ 206,075**	**$ 105,125**	**$ 87,624**	**$ 196,016**	**86.46%**
Measure E - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	-	-	20,000	20,000	-	-100.00%
Transfers	-	-	-	-	-	0.00%
Total Measure E Expenditures	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**	**$ -**	**0.00%**
Measure E Surplus/(Deficit)	122,987	206,075	85,125	67,624	196,016	
Measure E Expenditures by Department						
Non Department						
21 **Services**	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-	-	0.00%
24 **Taxes, Insurance & Contributions**	-	-	20,000	20,000	-	-100.00%
29 **Transfers**	-	-	-	-	-	0.00%
	-	**-**	**20,000**	**20,000**	**-**	**0.00%**
Finance						
21 **Services**	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%
Total Expenditures	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2022					***$ 592,702***	

752 MEASURE E: All revenues from the increase would be restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

**** The Estimated Fund Balance includes and unavailable Long Term Receivable of $160,000 for an Affordable Housing Loan.***

CITY OF ST. HELENA

Fund 763 - Water Capital Improvement Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Adopted	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		$ 3,161,777	$ 3,499,555	$ 2,235,411	$ 2,235,411	$ 390,855	
Water Capital - Revenues							
Contributions from Government		-	-	-	1,657,953	6,036,812	0.00%
Operating Transfers In		1,093,712	534,779	635,000	635,000	210,144	-66.91%
Total Water Capital Improvement Revenues		**$ 1,093,712**	**$ 534,779**	**$ 635,000**	**$ 2,292,953**	**$ 6,246,956**	**1068.14%**
Water Capital - Expenditures							
Totals by category							
Services		755,934	1,798,923	1,166,222	4,137,509	9,496,305	714.28%
Transfers		-	-	-	-	-	0.00%
Total Water Capital Improvement Expenditures		**$ 755,934**	**$ 1,798,923**	**$ 1,166,222**	**$ 4,137,509**	**$ 9,496,305**	**0.00%**
Water Capital Improvement Surplus/(Deficit)		337,778	(1,264,144)	(531,222)	(1,844,556)	(3,249,349)	
Water Capital Improvement Expenditures by Department							
Non Department							
21	**Services**	-	-	-	-	-	
29	**Transfers**	-	-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	**0.00%**
Public Works							
21	**Services**	**755,934**	**1,798,923**	**1,166,222**	**4,137,509**	**9,496,305**	**100.00%**
		755,934	**1,798,923**	**1,166,222**	**4,137,509**	**9,496,305**	**100.00%**
Total Expenditures		**$ 755,934**	**$ 1,798,923**	**$ 1,166,222**	**$ 4,137,509**	**$ 9,496,305**	**714.28%**

Estimated Fund Balance at June 30, 2022 ***$ (2,858,494)***

**** FY22 Water CIP currently has $2.8 million in unidentified funding.***

763 WATER CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 764 - Water Impact Fees Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 113,459**	**$ 177,492**	**$ 318,715**	**$ 318,715**	**$ 329,547**	
Water Impact Fees - Revenues						
Investment Earnings	1,945	3,128	4,000	4,000	4,000	0.00%
Other Revenue	-	17,796	14,319	-	-	0.00%
Water Impact Fees	62,775	120,433	62,500	13,350	15,000	-76.00%
Transfers In	49,413	-	-	-	-	0.00%
Total Water Impact Fees Revenues	**$ 64,720**	**$ 141,357**	**$ 80,819**	**$ 17,350**	**$ 19,000**	**-76.49%**
Water Impact Fees - Expenditures						
Totals by category						
Transfers	-	-	-	-	210,144	0.00%
Services	688	133	7,550	6,518	1,032	0.00%
Total Water Impact Fees Expenditures	**$ 688**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 211,176**	**0.00%**
Water Impact Fees Surplus/(Deficit)	64,033	141,224	73,269	10,832	(192,176)	
Water Impact Fees Expenditures by Department						
Non Department						
29 **Transfers**	-	-	-	-	210,144	0.00%
	-	**-**	**-**	**-**	**210,144**	**0.00%**
Finance						
21 **Services**	688	133	7,550	6,518	1,032	0.00%
	688	**133**	**7,550**	**6,518**	**1,032**	**0.00%**
Total Expenditures	**$ 688**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 211,176**	**0.00%**

Estimated Fund Balance at June 30, 2021 ***$ 137,371***

****Current revenue projections are based on projected FY22 development activity and may flucuate.***

764 WATER IMPACT: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

CITY OF ST. HELENA

Fund 763 - Wastewater Capital Improvement Budget Worksheet

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Adopted	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,341,645**	**$ 1,388,631**	**$ 1,643,324**	**$ 1,643,324**	**$ 1,556,460**	
Wastewater Capital - Revenues						
Contributions from Government	-	-	-	-	9,362,925	0.00%
Operating Transfers In	358,346	604,254	520,000	520,000	3,137,527	503.37%
Total Wastewater Capital Improvement Revenues	**$ 358,346**	**$ 604,254**	**$ 520,000**	**$ 520,000**	**$ 12,500,452**	**1968.74%**
Wastewater Capital - Expenditures						
Totals by category						
Services	311,361	349,560	380,003	606,864	14,600,341	3742.16%
Transfers	-	-	-	-	-	0.00%
Total Wastewater Capital Improvement Expenditures	**$ 311,361**	**$ 349,560**	**$ 380,003**	**$ 606,864**	**$ 14,600,341**	**0.00%**
Wastewater Capital Improvement Surplus/(Deficit)	46,986	254,694	139,997	(86,864)	(2,099,889)	
Wastewater Capital Improvement Expenditures by Department						
Non Department						
21 **Services**	-	-	-	-	-	
29 **Transfers**	-	-	-	-	-	0.00%
	-	-	-	-	-	**0.00%**
Public Works						
21 **Services**	**311,361**	**349,560**	**380,003**	**606,864**	**14,600,341**	**100.00%**
	311,361	**349,560**	**380,003**	**606,864**	**14,600,341**	**100.00%**
Total Expenditures	**$ 311,361**	**$ 349,560**	**$ 380,003**	**$ 606,864**	**$ 14,600,341**	**3742.16%**

Estimated Fund Balance at June 30, 2022 ***$ (543,429)***

**** FY22 Wastewater CIP currently has $0.5 million in unidentified funding.***

763 WASTEWATER CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 774 - Wastewater Impact Fees Budget Worksheet

		FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Estimated Year End	FY 21/22 Proposed	FY 21/22 Budget % Change
Beginning Fund Balance (July 1)		**$ 589,499**	**$ 612,734**	**$ 653,227**	**$ 653,227**	**$ 659,209**	
Wastewater Impact Fees - Revenues							
Investment Earnings		6,434	7,275	9,500	7,500	7,500	-21.05%
Other Revenue		-	2,918	1,693	-	-	0.00%
Wastewater Impact Fees		17,488	30,433	15,000	5,000	44,000	193.33%
Total Wastewater Impact Fees Revenues		**$ 23,923**	**$ 40,626**	**$ 26,193**	**$ 12,500**	**$ 51,500**	**96.62%**
Wastewater Impact Fees - Expenditures							
Totals by category							
Services		688	133	7,550	6,518	1,032	-86.34%
Capital Equipment		-	-	-	-	-	0.00%
Transfer to other funds		-	-	-	-	-	0.00%
Total Wastewater Impact Fees Expenditures		**$ 688**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 710,709**	**9313.77%**
Wastewater Impact Fees Surplus/(Deficit)		23,235	40,493	18,643	5,982	(659,209)	
Wastewater Impact Fees Expenditures by Department							
Non Department							
29	**Transfers**	-	-	-	-	709,677	0.00%
		-	**-**	**-**	**-**	**709,677**	**0.00%**
Finance							
21	**Services**	688	133	7,550	6,518	1,032	-86.34%
Public Works							
22	**Supplies**	-	-	-	-	-	0.00%
23	**Maintenance**	-	-	-	-	-	0.00%
26	**Capital**	-	2,250	-	-	-	0.00%
		688	**133**	**7,550**	**6,518**	**1,032**	**-86.34%**
Total Expenditures		**$ 688**	**$ 133**	**$ 7,550**	**$ 6,518**	**$ 710,709**	**9313.77%**

Estimated Fund Balance at June 30, 2022 ***$ 0***

****Current revenue projections are based on projected FY22 development activity and may flucuate.***

774 WASTEWATER IMPACT: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

APPENDIX A
FINANCIAL POLICIES

SUMMARY OF POLICIES

The City Council of the City of St. Helena has adopted several financial policies, these policies are included in the summary table below. All financial policies can be accessed through the City's website at: https://www.cityofsthelena.org/finance/page/policies. The City's Financial Policy P-FI-0016 is include in Appendix A. All financial policies are reviewed and updated as necessary.

POLICY NUMBER	POLICY TITLE
P-FI-0001	Sale of City Surplus Property or Partial Interests in City Real Property
P-FI-0002	Investment Policy
P-FI-0003	Non-Profit Funding Policy
P-FI-0004	Capital Asset and Depreciation Policy
P-FI-0005	Water Leak Adjustment Policy
P-FI-0006	Unclaimed Check Policy
P-FI-0007	Grant Application and Management Policy
P-FI-0008	Business Subsidy Policy
P-FI-0009	Low Income Water and Wastewater Program Policy
P-FI-0010	Purchasing Policy
P-FI-0011	Annual Budget Adoption Resolution
P-FI-0012	City Procurement Card Policy
P-FI-0013	Fraud Prevention and Detection Policy
P-FI-0014	Accounts Payable Payment Processing Policy
P-FI-0015	Fuel Card Policy
P-FI-0016	Financial Policy
P-FI-0017	Cash Controls Policy
P-FI-0019	Disconnection of Water Service for Nonpayment
P-FI-0020	Donation Policy
P-FI-0021	Sale of Surplus Equipment, Supplies, and Property

Title: **Financial Policy**		Policy #	P-FI-0016
		Revision #	Revision #2
		Implementation Date	2019-09-10
		Last Update Date	2019-09-10
Approval by City Council	September 10, 2019	Date Approved	2018-11-27

I. Purpose, Overview and Scope of this Policy

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of St. Helena. Included herein are statements and principles designed to guide the City in maintaining its financial stability and delivering high-quality services to the public.

Formally adopted financial policies assist elected officials and City staff in the development of fiscal management practices, save time, and provide structure for financial decisions, promote public confidence, enhance transparency, and provide continuity over time. These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient public services.

This document provides a structured, central repository for a variety of fiscal policies which are organized into the following categories:

A. General Financial Principles
B. Annual Operating Budget Policy
C. Capital Improvement Program
D. Revenues
E. Expenditures
F. Cash Management
G. Debt Management
H. Fund Definitions
I. Fund Balance Classifications
J. Fund Balance Levels
K. Financial Reporting
L. Review and Update

II. Authority

Updates to this policy require City Council approval.

III. Policy

A. General Financial Principals

It is the overall policy of the City of St. Helena to build upon a sound conceptual framework to:

1. Manage its financial resources in a responsible and prudent manner.
2. Provide financial information in a relevant, thorough and timely manner, and in a format that effectively communicates financial status to the Council, citizens, and City employees.
3. Establish and maintain prudent fund balance levels.
4. Maintain financial reporting in compliance with current governmental accounting standards.
5. Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.
6. Promote constructive and proactive financial decision making that includes, and is responsive to, citizens input and guidance.
7. Integrate long-term operating and capital resources planning into the annual budget process.
8. Allow for uncertainties and maintain a posture of financial flexibility.
9. Develop programs in a manner that support the City's long-term ability to cover costs and provide the level and quality of service expected by its citizens.
10. Manage debt responsibly.
11. Establish and implement investment policies in accordance with City code and State law.

B. Annual Operating Budget Policy

1. Adoption of Annual Operating Budget
    a. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit the same to the Council on or before May 15th of each year, and to offer their recommendations as to such increases, decreases, cancellations, transfers, or changes in any of the items included in the proposed budget as in their judgment should be made before the adoption of the budget.
    b. An annual operating budget will be adopted by the City Council no later than June 30th of each fiscal year. The budget will include appropriations that provide expenditure authority to public officials responsible for operating their respective departments to fulfill obligations to provide public services as delegated by the City Council.

c. Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by City Council or special provisions have been adopted by the City Council.
d. The budget presented must be balanced, which is when total projected expenditures do not exceed total estimated revenues. If projected expenditures exceed total estimated revenues, , City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
e. The City should maintain a multi-year financial forecast (Long Range Financial Forecast) that is updated as part of the annual budget development process.
f. One-time revenue sources are not to be relied upon to fund on-going operations.

2. Controlling and Adjusting the Annual Budget
   a. The City structures and controls its budget by use of the following funds:
      - General Fund - is the primary operating fund of the City. It accounts for the receipt of property tax, general sales tax, transient occupancy tax, and other general revenues available to finance City operations. The General Fund accounts for all revenues and expenditures that do not fit the criteria to be accounted for in other funds with external restrictions imposed by their respective financing sources.
      - Special Funds - account for resources externally restricted for use by their respective funding sources, such as grant programs financed by the State and Federal governments.
      - Enterprise Funds - account for water and wastewater systems, and may be used for fee-based programs if the intention is to recoup almost all City costs through fees or other charges.
      - Internal Service Funds - account for centralized service costs (such as vehicle services made available to all operating departments). Charges from the internal service funds appear as an expenditure in the user department, and as revenue in the central service department.
   b. The City's budget is controlled at the fund level by the City Council.
      - The City Council, as representatives of the public, is the sole authority for creating or increasing expenditure appropriations within a fund. The City Council is also the exclusive authority for approving changes in revenue estimates with funds.
   c. Department Directors will be held directly responsible and accountable for their budgets as originally adopted by the City Council or as

thereafter revised in accordance with this policy. The level of expenditure control for departments is at the departmental level.

d. Departments that operate programs among different funds are limited to the appropriation levels within any one fund. This policy also describes the level of authority needed to amend the adopted budget.

3. Transfers and revisions to the adopted budget:
    a. The City Council approves:
        - All increases in appropriations within a fund.
        - All transfers of appropriations between funds.
        - All decreases in appropriations, with the exception that the City Manager may direct Department Directors to suspend expenditures pending Council consideration of decreases in appropriations needed to respond to fiscal emergency.
    b. The City Manager approves:
        - The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action.
    c. Department Directors may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
    d. Finance Department:
        - The Finance Department is responsible for providing forms and instructions for requesting appropriation adjustments, and for analyzing and recommending adjustments to the City Manager. The Finance Department will record approved budgets and adjustments into the City's financial system.
        - The Finance Department will ensure that the City's Comprehensive Annual Financial Report (CAFR) includes a comparison of actual expenditures against the final budget, as amended and adjusted under the authorities of this policy.
4. Operating expenditure appropriations not spent during the fiscal year lapse at year-end, except for:
    a. Encumbrances or commitments, as in the form of finalized purchase orders made during the fiscal year that have not been completed at year-end.
    b. Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.

5. Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The CAFR presents City's finances on a Generally Accepted Accounting Principles (GAAP) basis and the City's budget is prepared in conformance with these standards.
6. The City's budget must comply with the annual determination of the City's appropriations limit (GANN Limit) calculated in accordance with Article XIIB of the Constitution of the State of California and the City shall adopt an annual resolution to this effect.

C. Capital Improvement Program

1. The City will develop and maintain a five-year Capital Improvement Program (CIP) to be updated annually in conjunction with the operating budget. The CIP should reflect the current and changing needs of the community as well as enhance the community's quality of life.
2. All projects within the CIP are to be tracked systematically and reports should clearly display budget-to-actual performance by project, fund category, and project status.
3. Capital improvements that specifically benefit a select group of users and/or are fee-for-service based are to be financed through user fees, service charges, special assessments and taxes, or development impact fees.
4. Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Wastewater) are to be financed through the service fees generated within that operation and fund. Such fees should be supported by periodic updates to the related utility master plan.
5. Transfers of resources to the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.
6. The City should strive to maximize the use of capital grants and State assistance in funding capital improvements before utilizing general revenue sources.

D. Revenues

1. The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.
2. The City will seek out, apply for, and effectively administer Federal, State, and other grants that address the City's current operating and capital priorities in accordance with P-FI-0007 – Grant Application and Management Policy.
3. The City will pursue revenue collection and auditing to assure that funds due to the City are accurately received in a timely manner.
4. The City will seek reimbursement for State mandated costs whenever possible.
5. The City will adopt user fees with appropriate levels of cost recovery.

6. User fee studies should be performed and updated every five years to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
7. Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council for adoption to ensure fees reflect all direct and reasonable indirect costs of providing such services.
8. Enterprise operations will be self-supporting.

E. Expenditures

1. Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.
2. The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.
3. The City implements a formal purchasing system, principles, and guidelines to ensure that expenditure levels are monitored throughout the course of any fiscal year.

F. Cash Management

1. Annually the City's Investment Policy P-FI-0002 is reviewed and presented to City Council for adoption.
2. Investments for the City are reported at fair value (generally based on quoted market prices). The State Treasurer's Investment Pool and California Asset Management Program (CAMP) operate in accordance with appropriate state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

G. Debt Management

1. The types of debt appropriate for the City include the following: general obligation bonds, bond or grant anticipation notes, lease revenue bonds, certificates of participation and lease-purchase transactions, other revenue bonds and certificates of participation, land-secured financings, such as special

tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes, and tax increment financing to the extent permitted under state law. The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this policy.

2. The City should plan the use of debt in a manner that sustains financial payments at manageable levels.
3. The City will strive to integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of public purposes. Normal wear and tear, upkeep and maintenance of its infrastructure and facilities should be paid from available operating revenues so as to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.
4. The purposes for which long term debt may be appropriate include the following: (i) the project to be financed is necessary to provide basic services, (ii) the project to be financed will provide benefit to constituents over multiple years, (iii) total debt does not constitute an unreasonable burden to the City or its taxpayers and ratepayers, (iv) the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring. The City will not issue long-term debt to fund current operations and will seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt. Debt Financing can be used if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.
5. It is a policy goal of the Issuer to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs. The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.
6. Internal control procedures shall include monitoring all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to the City Council, to ensure that proceeds of debt will be directed to the intended use.
7. The City will diligently comply with and monitor compliance with all bond covenants.

8. The City will cause to be prepared and will timely post to the Electronic Municipal Market Access database (EMMA) all required annual continuing disclosures and, if needed, any material event notices.
9. The City will monitor all debt obligations for ongoing tax compliance and arbitrage reporting.
10. The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.
11. The City will maintain a minimum net revenue coverage ratio for the Water and Wastewater funds (all annual revenues remaining after operating and maintenance expenses, net of pass-through grants, to annual debt service requirements net of excess appropriations required for variable rate debt) as required by each funding source.

H. Fund Definitions

1. Governmental Fund Type Definitions
   Governmental fund types include the General Fund, special revenue funds, capital projects funds, debt service funds, and permanent funds. The Governmental Accounting Standards Board (GASB) has clarified the definitions of these funds as follows:
   a. General Fund – The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.
   b. Special Revenue Funds – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specific purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.
   c. Capital Projects Funds – Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital

projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

d. Debt Service Funds – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for further years' payments. Debt service funds should be used to report resources if legally mandated.
e. Permanent Funds – Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

2. Proprietary Fund Type Definitions
   Proprietary fund types include enterprise funds and internal service funds. GASB has clarified the definitions of these funds as follows:
   a. Enterprise Funds – GAAP provide that enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Furthermore, a given activity must be accounted for in an enterprise fund if it meets any of the following criteria (in the context of its principal revenue sources):
      a. There is outstanding debt that is backed solely by fees and charges;
      b. Laws or regulations require that fees and charges be set to recover costs, including capital costs (depreciation or debt service); or
      c. There is a pricing policy that fees and charges be set to recover costs, including capital costs (depreciation or debt service).
   b. Internal Service Funds – Internal service funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

3. Fiduciary Fund Type Definitions
   Generally Accepted Accounting Principles (GAAP) require fiduciary funds to report assets held in trustee or agency capacity for others cannot be used to support the government's own programs. Fiduciary funds, as reported in GAAP financial statements, never should include resources that can be used to

support the government's own programs. Within the fiduciary funds category, funds that involve a trust agreement that affects the degree of management involvement and the length of time that the resources are held are distinguished from funds that involve only the receipt, temporary investment and remittance of fiduciary resources. Fiduciary fund types include pension, investment trust funds, private-purpose trust funds, and agency funds.

c. Pension Funds – Used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, or other postemployment benefit plans, or other employee benefit plans.
d. Investment Trust Funds – Used to report the external portion of investment pools reported by the sponsoring government.
e. Private-purpose Trust Funds – Used to report all other trust arrangements under which principal and income benefit individuals, private organizations, or other governments.
f. Agency Funds – Used to report resources held by the reporting government in a purely custodial capacity.

I. Fund Balance Classifications

1. Governmental Fund Balances

a. Fund balance is defined as the difference between assets and liabilities and in Governmental funds is reported as fund balance. GASB No. 54 classified fund balances into the following categories:

- Nonspendable: The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale.
- Restricted: The restricted portion of fund balance is restricted to specific purposes. Examples are Gas Tax revenues and grant proceeds.
- Committed: The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed account.
- Assigned: The assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to

remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category.

- Unassigned: The unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

The City of St. Helena will use GASB's definitions of fund balance for the annual CAFR and for all other financial reporting. For all financial planning purposes, the term Net Position or Fund Balance will be used and will include any portion of the fund balance that is available for appropriation.

Preferred order of use of governmental fund balances:

The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

a. Non-spendable (if funds become spendable)
b. Restricted
c. Committed
d. Assigned
e. Unassigned

2. Proprietary and Fiduciary Fund Balances (Net Position)
    a. Fund balance is defined as the difference between assets and liabilities and in Proprietary and Fiduciary fund is reported as net position. GASB No. 63 classified reporting of net position into the following categories:
        - Net Investment in Capital Assets: The net investment in capital assets component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
        - Restricted for Capital Projects: The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with restricted assets reported.
        - Unrestricted: The unrestricted component of net position is the net amount of the assets, deferred outflows of resources,

liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

J. Fund Balance Levels

The City of St. Helena has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

1. General Fund
   The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenues in order to maintain a balanced budget. The Council's directed target is to maintain an unassigned fund balance of thirty percent (30%) of annual operating expenditures for the fiscal year.
2. Buildings, Facilities, & Infrastructure Reserve
   Building, facilities, and infrastructure replacement reserve should be established and maintained to provide for the timely replacement of City owned fixed assets. The balance is hereby defined as assigned by the City Council to allow the City to maintain an infrastructure reserve with a target balance equivalent to the projected annual cost of the first year Capital Improvement Plan fund expenditures.
3. Equipment, Technology, & Vehicle Replacement Reserve
   The balance is hereby defined as assigned by the City Council to allow the City to set aside an appropriate amount of money to property fund equipment, technology, and vehicle replacement. The City shall set aside funding annually in this reserve based on the vehicle, technology, and equipment replacement schedule.
4. Other Benefit Reserves
   The City's policy permits employees to accumulate earned but unused vacation and sick leave benefits which are eligible for payment upon separation from service. Retiring employees have the option of applying 100% of their unused sick leave accrued towards the payment of continuation insurance premiums, to the extent allowed by law. The City should set aside funding annually in this reserve to match the current liabilities.
5. Unassigned Operating Reserve

These balances are hereby defined as unassigned by the City Council to allow the City to weather unpredicted cyclical and rapid downturns in the economy. These funds would be available for use in such conditions to mitigate negative economic fiscal impacts or State takeaways and can be activated within any one budget cycle through Council action. An economic downturn would entail a projected and/or sudden drop in core revenues (major tax and service revenue loss) of equal to or greater than 10% (including the impact of inflation) and/or a change in economic parameters (such as interest rates, debt service rates, pension and health rates) that cause a material change in expenditures of 10% or more, or the occurrence of a local natural disaster or unexpected financial claim requiring the immediate use of cash balances.

6. Water and Wastewater Operating Fund Balances
   The City should maintain balances in the Water and Wastewater Funds at a level sufficient to accommodate operating and capital needs. City Council's directed target for the Water Fund is 10-14 months (83%-106%) of annual operating expenditures in cash and the Wastewater Fund 6-8 months (50%-67%) of annual operating expenditures in cash. These amounts include cash balances in the Water and Wastewater Capital Improvement Project Funds. Multi-year fee studies for these funds should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required service levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

K. Financial Reporting

Budget decisions are of primary concern for the City Council, City Management, the public, and various stakeholders. When considering the budget, staff presents updated projections for revenues and expenditures/expenses and the reports indicate whether prior estimates are tracking with the approved budget. Additionally, the external annual financial reporting for local governments involves producing the Comprehensive Annual Financial Report (CAFR) which is audited and produced by an independent, third party CPA/auditor. Throughout the year, the following reports are to be presented to City Council.

1. The City's accounting and financial reports are to be maintained in conformance with GAAP.
2. Long Range Financial Forecast
   a. A Long Range Financial Forecast (LRFF) for the City's General Fund will be presented to City Council as part of the development of the annual budget.
   b. The LRFF provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The

primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.

c. The LRFF will consist of a baseline forecast, a recession forecast, and any other forecasts deemed necessary.

d. The LRFF is a ten-year forecast.

e. The LRFF will be updated as necessary throughout the fiscal year.

3. Internal Financial Reporting

a. Internal financial reports help City Council, the public, and management to monitor budgetary compliance on a timely basis.

b. Internal financial reports often provide more detail on individual departments than does general purpose external financial reporting (Section 4 below) and does not require an independent auditor review and audit.

c. Internal financial reporting for all funds are to be issued on a periodic and timely basis – no less than quarterly and no more than 30 days after the close of the period. The report will provide detailed information for the General, Water, and Wastewater Funds and summary information for all funds will be included as attachments to the report. The report will include a summary of all checks over $50,000 issued during that quarter.

d. An end of the fiscal year unaudited report will be issued no more than 60 days after the close of Q4 with end of year estimates for revenues and expenditures/expenses for all funds.

e. Periodic reports will compare the adopted budget (Original Budget), adjusted budget (Final Budget), and the year to date actuals (Actual Amounts).

4. External Financial Reporting - Comprehensive Annual Financial Report (CAFR)

a. An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion to be included in the City's Comprehensive Annual Financial Report (CAFR). Additionally, the CAFR and Independent Auditor's Report on Internal Control over Financial Reporting and Compliance will be presented to the City Council.

b. The CAFR is a set of financial statements for a state, municipality, or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB).

c. In addition to the General, Water, and Wastewater Funds, the City also accounts for activities in approximately 70 special revenue funds that

account for monies received from external parties with restrictions on their respective uses. The audit process ensures that the purposes of the various funds were carried out and the relative authorities to spend were honored.

d. The external auditor prepares financial reports for each fund based on the requirements of the funding source and once all funds are audited, they are accounted for in the financial statements, combining schedules, and notes to the financial statements.
e. Unless extraneous circumstances occur, the City will rotate audit service providers every five years. If an auditor is being retained for longer than five years, the reason must be included in a staff report to City Council at the time of the contract execution or renewal.
f. The CAFR will be completed no later than December 31st following the close of the fiscal year.
g. The City is encouraged to submit the Annual CAFR to State and/or national government finance professional organizations (Governmental Finance Officers' Association's Certification of Achievement for Excellence in Financial Reporting, California Society of Municipal Finance Officers CAFR Award) for independent review and evaluation.

L. Review and Update

This financial policy will be reviewed periodically and updated, if necessary, to reflect any changing requirements.

	WHO	WHAT	NOTES	PROJECT STATUS		FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete		Q1	Q2	Q3	Q4	
GOAL 1	**Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety**									
A	Police Chief	Complete Glass Fire After Action Report to improve emergency preparedness for future events.	In Progress	65%		X				240
B	City Engineer	Adoption of Integrated Utility Master Plan Findings/Recommendations.	Preliminary Council presentation held July 30, 2020.	95%		X				80
C	City Engineer	Complete analysis of St. Helena Vine Trail route options and facilitate Council decision making on preferred route.	Discussed with ATSC in October 2020; Next discussion planned with City Council.	90%		X				40
D	City Engineer + GHD	Complete Phase I - Citywide Active Transportation Plan/Safe Routes to School Plan (Madrona/Spring St. Pedestrian Improvements).		15%		X				100
E	City Engineer	Construct Spring Street Bike Lanes.	Design is complete and scheduled for construction early summer 2021.	95%		X				20
F	City Engineer + Acting PW Director	Create a Comprehensive Water Security Framework to manage initiatives	Draft completed and under review by departments	10%			X			160
G	City Engineer + City Attorney	Complete conservation easement for Flood Control Project.	Currently under review by Public Works and legal. Anticipate a resolution will go to the Council in mid-summer.	50%			X			80
H	City Attorney (Lead) + City Engineer	Prepare Draft Water Will Serve Policy for City Council Review.		20%			X			160
I	Chief of Police	Develop emergency evacuation plan and procedures.	Working with Napa County / County funded Program	10%			X			160
J	City Engineer + Operations Manager	Complete Public Works Standards Update.	Standards are developed; staff needs to conduct an internal review.	75%					X	180
K	City Engineer + GHD	Complete Phase II - Citywide Safe Routes to School (SR2S) analysis.	Contract amendment for GHD approved and work is just starting.	0%					X	120

	WHO	WHAT	NOTES	PROJECT STATUS		FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete		Q1	Q2	Q3	Q4	
GOAL 2	**Stabilize, Maintain and Improve Access to Housing**									
A	Planning Director (Lead) + City Manager + CM Hall + CM Hardy	Consider and synthesize stakeholder housing recommendations and recommend short and long-term housing initiatives to the City Council, including advancing the use of one or more of city-owned parcels (including Adams Street) for affordable housing.	Council working group to consider revenue options when analyzing housing options for Adams Street parcel.	0%			X			80
B	Planning Director (Lead) + Lise Wise Consulting	Complete Zoning Code update.	Schedule may be adjusted depending on scope of comments and revisions requested by the Zoning Code Subcommittee.	40%			X			450
C	Planning Director (Lead) + Finance Director	Update Housing Impact Fees for workforce housing and consider updates to inclusionary housing ordinance.	Recommendations for updates to IHO ordinance will be folded into the zoning code update.	0%			X			90
D	Planning Director (Lead) + Mintier Harnish	Advance work on General Plan Housing Element Update		0%					X	500

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 3	**Enhance Organizational Performance, Communications, and Commit to Full Public Participation and Regional Collaboration**								
A	City Manager + Assistant to the City Manager	Consider recommendations to governing language presented by Parks & Recreation Commission and ATSC.	Both ATSC and the PRC have created subcommittees to evaluate governing language.	20%	X				160
B	City Manager + Assistant to the City Manager	Identify and advance internal and community social justice, diversity and inclusion initiatives.	Staff is currently reviewing an action framework.	10%	X				160
C	City Manager	Provide quarterly updates on workplan status/completed tasks; enhance City website for community communication purposes.	Updates will be provided at the completion of each quarter.	0%		X			160
D	Police Chief + City Attorney	Review and consider updates to Police Policies to ensure alignment with core City values.		0%		X			160
E	HR/IT Director + City Manager	Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs.	Next steps include reviewing draft succession plan with City Manager	75%		X			24
F	Planning Director (Lead) + Vice Mayor Dohring	Prepare/present citywide design guidelines to the Planning Commission for adoption.	The new draft zoning code includes some design illustrations and multi-family objective standards have been drafted as part of the new code.	60%			X		350
G	Chief of Police	Implement State and Federal DOJ mandated reporting system, radio encryption system, and software/training.	Napa County agencies implementing at same time. Currently waiting on all agencies to catch up.	75%				X	TBD

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 4	**Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character* (**Draft goal title**)**								
A	Finance Director	Complete Impact Fee Study and Cost Allocation Plan (including inclusionary fees and housing fees) for City Council adoption.		90%	X				60
B	City Manager (Lead) + Finance Director + Mayor Ellsworth + Vice Mayor Dohring	Prepare financing and revenue options for City Council review and consideration to address City Infrastructure deficiencies.		50%	X				60
C	Planning Director (Lead) + Parks & Recreation Commission + City Engineer	Advance progress on development of walking trails	The Trails Committee meets monthly and is making progress towards developing a draft trails/ pedestrian plan for City Council consideration.	15%		X			150
D	Business Liaison + City Manager + CM Chouteau + CM Hall	Prepare and implement COVID Business Recovery Plan & Continuity Strategy for Phase 1 Downtown Streetscape Project.		0%		X			60
E	Planning Director (Lead) + CM Chouteau + CM Hall	Develop marketing collateral for prospective tenants and prioritize targeted business types.		5%		X			TBD
F	Parks & Recreation Director (Lead) + Parks & Recreation Commission	Prioritize General Plan "Parks & Recreation" Chapter action items with appropriate staff and Parks & Recreation Commission feedback into short (1-2 years) and long-term (3-5 year) actionable tasks; advance short-term tasks.	Ad Hoc Subcommitee is currently reviewing	50%			X		30
G	Planning Director (Lead) + City Engineer	Develop Parklet's Policy for City Council review and consideration.	Time has been focused on other public space activation opportunities as directed by City Council in March 2021	0%			X		60
H	TBD	Initiate pedestrian activation of Money Way beginning with garbage/recycling consolidation.	Next steps include a site visit and agreement with the County to get reimbursed for items as part of the scope of the grant.	0%				X	120

	WHO	WHAT	NOTES	PROJECT STATUS		FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete		Q1	Q2	Q3	Q4	
GOAL 5	**Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth**									
A	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Redwood Forest Expansion: In coordination with Paul Asmuth, determine opportunities to include youth during the planting of the redwood trees. Connect with Biology teacher Lisa Luhn to tie in an educational component.		0%		X				20
B	Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau	The Council will designate two to three Youth Representatives to speak once everty two months at City Council meetings. These individuals would a) provide an update on youth related issues in the community and b) act as a liaison to youth when feedback is requested on City Council matters.		0%		X				60
C	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Distribute Youth Survey to High School and Middle School to receive direct feedback from the youth.	The survey has been created; ad hoc committee is reviewing.	10%		X				20
D	Finance Manager	Prepare and submit $500,000 CDBG grant in partnership with Aldea Children & Family Services to support delivery of youth and family mental health services.		75%		X				12
E	Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau	Create a Diversity, Equity and Inclusion Committee with a seat for a youth member to identify recommendations to ensure a more socially diverse and inclusive community.		0%				X		200
F	Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau	Consider refining the Nonprofit Grant Criteria to specifically state that a grant will be awarded to a nonprofit that supports thriving families and enhances the safety, wellbeing and healthy development of youth and related issues.		0%				X		10

	WHO	WHAT	NOTES	PROJECT STATUS		FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete		Q1	Q2	Q3	Q4	
GOAL 6	**SUPPORT INITIATVES THAT RESPOND TO AND PLAN FOR CLIMATE CHANGE**									
A	Planning Director (Lead) + ATSC + Planning Commission	Prioritize General Plan "Climate Action" Chapter action items with appropriate staff and Planning Commission/ATSC Committee feedback into short (1-2 years) and long-term (3-5 year) actionable tasks.	ATSC has reviewed these items. Next step is to bring forward at a future City Council meeting	20%		X				60
B	Assistant to the City Manager + PW Operations Manager	Development of an Integrated Pest Management Policy.	Staff is currently drafting a policy and anticpates bringing this to ATSC at a future meeting in Spring 2021.	10%		X				60
C	Assistant to the City Manager + City Engineer + City Attorney	Coordinate expansion of Redwood Forest at Waste Water Treatment Plant.	Staff is working with the City Attorney to develop a short term agreement for work to begin and is concurrently researching a longer term agreement.	10%		X				120
D	City Engineer + Water Consultant	Advance the City's public trust commitments to water and climate change.	Council adopted protocols for Stonebridge Wells on 4/27/2021.	10%		X				TBD
E	Assistant to the City Manager + Planning and Building Director	Consider joining countywide Joint Powers Agreement (JPA) to support, coordinate, and advance regional climate action initiatives.	Approved 4/13/2021.	100%		X				60
F	NVTA/Planning Director	Develop and adopt VMT thresholds in accordance with State law.	Staff continues to work closely with NVTA staff on this topic.	10%				X		70
G	Assistant to the City Manager + City Manager + PW Operations Manager	Consider alternatives to Gas Leaf Blowers		0%					X	TBD

	WHO	WHAT	NOTES	PROJECT STATUS		FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete		Q1	Q2	Q3	Q4	
OTHER										
A	Assistant to the City Manager (Lead) + Recreation Supervisor + City Manager	Coordinate tenant improvements and relocation of City Hall and Police operations to Napa Valley College Upper Valley Campus.		10%		X				400

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

APPENDIX E
FY2021-22 BUDGET CALENDAR

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2021-22				
Date	**Day**	**Duration**	**Item**	**Completed**
January 4, 2021	Monday		Non-Profit grant application posted and available to applicants	✓
January 12, 2021	Tuesday	CC meeting	Staff present Budget Calendar at City Council Meeting Non-Profit Working Group Designated	✓
January 15, 2021	Friday	1 Day	Finance Department issues instructions, budget worksheets, and budget narratives to departments	✓
January 18 - 22, 2021		5 working days	Springbrook Budget Training	✓
March 5, 2021	Friday	1 Day	Department Heads submit budget worksheets to Finance	✓
March 8 - 12, 2021		5 working days	Finance compiles Revenue/Expense worksheets for review	✓
March 15, 2021	Monday	1 day	Non-Profit grant applications due	✓
March 16 - 19, 2021		4 working days	Finance reviews Non-Profit grant applications for eligibility	✓
March 22, 2021	Monday	1 Day	Non-Profit grant applications given to City Council working group for review	✓
March 15 - 19, 2021		10 working days	City Manager, Finance Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	✓
March 29 - April 2, 2021		5 working days	Finance compiles budget worksheets based on Dept. Head Meetings	✓
March/April 2021	Tuesday	PC Meeting	5-year CIP Project list presented to Planning Commission	✓
April 5 - 8, 2021		5 working days	Follow-up discussions as needed to finalize Department budget requests	✓
April 13, 2021	Tuesday	CC meeting	Non-Profit summaries presented to City Council for consideration and award	✓
April 19 - April 30, 2021		10 working days	Finance prepare draft summary budget to City Manager and draft transmittal letter	✓
April 27, 2021	Tuesday	CC meeting	Fiscal Health Diagnostic and Long-Range Financial Forecast presented to City Council	✓
May 13, 2021	Thursday	1/2 day	Budget Study Session - 9-noon	✓
May 25, 2021	Tuesday	CC meeting	5-year CIP Presented to City Council for adoption	✓
May 27, 2021	Thursday	1/2 day	Budget Study Session - 9-noon	✓
June 8, 2021	Tuesday	CC meeting	Council revist General Fund Budget	✓
June 22, 2021	Tuesday	CC meeting	Council adopts Budget Resolution	✓
July 1, 2021			Finance prepares final Operation & Maintenance Budget for distribution	

CITY OF ST. HELENA

RESOLUTION NO. 2021-__

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEAR 2021-22

RECITALS

A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and

B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council on or before May 15th of each year; and

C. On May 13, 2021, the City held the first of two budget workshops planned for the development of the FY 2021-22 Budget. With the evolving COVID-19 environment, coupled with the current water emergency, it remains critical this year's spending plan reinforces the Council's budget priorities and supports the delivery of key projects via the City's goals and workplan; and

D. The initial budget workshop focused on the General Fund and provided a summary of the current fiscal year and an early draft of the FY 2021-22 General Fund budget; and

E. On May 25, 2021, City Council considered and made recommendations for aware of non-profit grant application funding for FY 2021-22 Operating Budget in the amount of $209,530; and

F. On May 27, 2021, Budget Workshop #2 was held and provided a review of the FY 2021-22 Water Fund and Wastewater Fund preliminary budget data and Review of FY 2021-26 Five-Year Capital Improvement Program (CIP).; and

G. On June 8, 2021, the City Council adopted the FY 2021-26 Five-Year Capital Improvement Program (CIP), received the City's 10-year Long Range Financial Forecast, and received the updated Fiscal Health Assessment Report. In addition, staff presented to City Council an update of the General Fund projected revenues and expenses; and

H. On June 22, 2021, staff, with Council Direction, determined the appropriations needed for Fiscal Year 2021-22 and prepared a Proposed Budget for City Council Review; and

I. The City of St. Helena shall submit its budget document to the Government Finance Officers Association “Distinguished Budget Presentation Award”; and

J. It is City practice, at the end of each fiscal year, to appropriate all available fund balances to a reserve in each fund in accordance with Generally Accepted Accounting Principles (GAAP); and

K. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Revenue estimates and appropriations by fund and department are shown in “Exhibit A”, a copy of which is attached and hereby made part of this Resolution, is hereby adopted.
2. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
3. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
4. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
5. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
6. All changes in appropriations will be authorized on a “Budget Adjustment Form.” All increases in appropriations will be authorized by Council.
7. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

BE IT FURTHER RESOLVED as follows:

1. All available fund balances as of June 30, 2022, as determined upon completion of the annual audit, are appropriated in a reserve in each fund in accordance with GAAP;
2. The City Manager, Administrative Services Director, and Assistant Administrative Services Director are authorized to make changes to the budget document that enhance the presentation of the document in such a way to meet the criteria set forth by the Government Finance Officers Association “Distinguished Budget Presentation Award” but shall not make any material changes to budget appropriations approved by the City Council; and
3. Deficits in available fund balances are adjusted by an appropriation from the existing reserves.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Chouteau: _____

Councilmember Hall: _____

Councilmember Hardy: _____

APPROVED: ATTEST:

_____ _____

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021 - AMENDED
6/18/2021

Agenda Section: **OLD BUSINESS**

Subject: **Discussion and direction of the R18-81 Downtown Improvement Project**

CEQA Determination: **Class 2 Categorical Exemption under Section 15302 of CEQA; Class 3 Categorical Exemption under Section 15303 of CEQA; and 15061 (b)(3), common sense exemption of CEQA**

Prepared By: John Wanger, Interim City Engineer

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Downtown Improvement project (CIP Project #R18-81) will improve sidewalks and streetscape elements in the Downtown area between Pine Street and Mitchell Drive. The project involves removal and reconstruction of all sidewalks, pedestrian curb ramps, trees, and streetscape elements along Main Street in the Downtown.

Project funding includes a combination of funds from the General Fund, Gas Tax, Measure T, and One Bay Area Grant Phase II (OBAG-2) monies. The project plans are 90% complete and the City has recently received environmental clearance through Caltrans (Caltrans had to clear the environmental document for the project due to federal funds associated with the OBAG-2 monies used in the project.) However, additional right-of-way work is necessary to obtain final clearances through Caltrans. Based on the original deadlines associated with the OBAG-2 funding, a time extension will be necessary to complete all final work and obtain approvals.

Additionally, estimated construction costs have significantly increased. If a time extension is granted, this will allow staff to identify additional funding sources for the project.

DISCUSSION

The R18-81 Project has multiple funding sources. One of the sources is OBAG-2 funding (approximately $1.2M of the overall project funds). OBAG-2 funding includes federal dollars which requires, as part of the process to move forward to construction, obtaining a variety of clearances through Caltrans.

Remaining Work

One of the remaining tasks needed before the project can be cleared for construction is obtaining a Right-of-Way Clearance through Caltrans. During the design of the improvements, it was discovered that there are a number of locations where sections of the existing sidewalk are outside of the existing right-of-way. Additionally, there appears to be differences between older property deed descriptions and Caltrans right-of-way records from a 2010 relinquishment map. Prior to the preparation of the plans associated with this project, staff did not realize that portions of the existing sidewalk were outside of the right-of-way (it was thought the right-of-way extended from face of building to face of building - similar to what was shown on the 2010 relinquishment maps from Caltrans; however, mapping showed this may not be the case.) In an effort to resolve this issue, title reports are needed for properties within the project area to determine if additional easements or rights-of-way were implemented between when the original property deeds were recorded and the Caltrans relinquishment took place.

Staff anticipates once the right-of-way issues are resolved, there will be sections of the sidewalk that are outside of the existing right-of-way. In order to ensure that transitions to doorways and alcoves are properly constructed, Temporary Construction Easements (TCE's) will need to be acquired from various properties. Caltrans has a very specific process that must be adhered to when acquiring easements or right-of-way for federally funded projects. The consultant for the project (BKF) included a task in the overall scope of work to prepare up to 20 legal descriptions and plats; however, due to the right-of-way issues discovered, preparation of these documents cannot begin until the issues are resolved. Once the right-of-way issues are resolved and BKF prepares the documents, the City will need to retain the services of a right-of-way agent that has been Caltrans certified to complete the appraisal and acquisition process. As this process will extend beyond the deadline when authorization paperwork must be filed, staff is recommending a one-year extension be requested from NVTA/MTC/Caltrans for this project. This extension will allow the necessary TCE's to be acquired.

Requested Action - authorize staff to request a one-year extension on the project from NVTA/MTC/Caltrans.

Sewer Laterals

During the design stage of the project, City staff completed CCTV condition assessment inspections of the sewer laterals in the project construction area. The intent of this work was to identify the condition of the sewer laterals, and if replacement was warranted, the property owners would be notified and requested to replace the sewer lateral prior to commencement of the Downtown Project. As the sewer laterals are the property owner's

responsibility from the building to connection at the sewer main, the work on the laterals is the responsibility of the property owners.

Once the condition assessment was completed, staff held meetings with the Downtown property owners letting them know of the overall project schedule and encouraging property owners to replace the sewer lateral prior to commencement of construction so removal and replacement of the new sidewalk improvements could be avoided in the near future if laterals needed to be replaced once construction had been completed. The City offered a zero interest loan to property owners paid back over five years for the replacement of the sewer lateral. Additionally, staff volunteered to process an encroachment permit through Caltrans (a blanket encroachment permit that would cover replacement of the sewer laterals that were identified as being in poor condition). In the last month, staff received the encroachment permit from Caltrans.

To date, none of the sewer laterals have been replaced. Property owners have mentioned issues relating to a desire to mount a coordinated effort (e.g. use of one or two contractors to complete all of the work all at once.) If a one-year extension is granted for the project, staff will work with property owners to resolve the sewer lateral replacements and bring forth a staff report extending the sewer lateral loan program.

FISCAL IMPACT

At the May 27, 2021 FY 2021-22 Budget Workshop, the proposed five-year CIP was presented to City Council and adopted on June 8, 2021. As part of the report, staff presented CIP Project R18-81 *Downtown Sidewalk Improvements* (Attachment 1) and informed the Council that the costs for this project have risen significantly over prior estimates. The primary increases in cost include increased material costs for construction (in particular, concrete costs have risen significantly over the past few years), as well as an underestimation of the Construction Management and Inspection costs. Table 1 provides a summary of all cost incurred through May 11, 2021 and the estimated costs, with additional details provided on Attachment 1.

Table 1: Summary of Costs to-date and Estimated Costs

	Costs through 5/11/21	Estimated Costs	Total Estimated Project Costs
Design	505,386		505,386
Legal Services		2,314	2,314
Construction Management	2,500	765,000	767,500
Construction Contract	186	4,640,500	4,640,686
Contingency		464,100	464,100
TOTALS	***508,072***	***5,871,917***	***6,379,986***

Based on the most recent cost estimate, allocated funding from the General Fund, Gas Tax, Measure T and OBAG-2 monies total approximately $4.04 million. This leaves a shortfall of identified funding of approximately $2.4 million. If a one-year time extension

is granted, it will provide staff with time to identify potential additional funding for this project (possibly OBAG-3 monies), to help bridge the funding gap.

RECOMMENDED ACTION
Provide direction to staff on funding, project schedule.

ATTACHMENTS
Attachment 1 - R18-81 Downtown Sidewalk FY 22

Downtown Sidewalk Improvements

Project No: R18-81

Category: Streets

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	PROJECT TOTAL
3110 - Design	505,386							505,386
3140 - Legal Services			2,314					2,314
3150 - Construction Management	2,500		382,500	382,500				767,500
3160 - Construction Contract	186		2,320,250	2,320,250				4,640,686
3170 - Contingency			232,050	232,050				464,100
EXPENDITURE TOTALS	508,072		2,937,114	2,934,800				6,379,986
FUNDING SOURCES								
101-General Fund	64,500							64,500
101-General Fund - Measure T/RMRA MOE (Prior Year)	75,000			271,914				346,914
230-Gas Tax	134,000							134,000
230-Gas Tax - RMRA/SB1	108,000							108,000
240-Measure T	126,572			2,000,000				2,126,572
741-Streets Capital Improvement - Grant OBAG II			603,000	603,000				1,206,000
741-Streets Capital Improvement - Measure T Loan			2,334,114	59,886				2,394,000
FUNDING TOTALS	508,072		2,937,114	2,934,800				6,379,986

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **NEW BUSINESS**

Subject: **Consideration and proposed approval of a resolution appointing applicants to the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission, and Library Board of Trustees and consider leaving the recruitment open for the unfilled terms of office until filled.**

CEQA Determination: **Not a CEQA project**

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In mid-May, the City Clerk advertised a recruitment seeking applicants from the community to fill expiring and/or vacant Board, Committee and Commission terms of office. The Board, Committee and Commissions that have expiring terms include the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission and Library Board of Trustees.

DISCUSSION

The recruitment seeking applicants from the community to fill expiring and/or vacant Board, Committee and Commission terms of office concluded on June 11, 2021. The City received a total of seventeen applications.

Per City Council Rules of Procedure appointments shall be made by interview, ballot process and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council. The City Council convened an applicant interview meeting on June 22, 2021 at 4:30 pm.

The following lists the names of the individuals with expiring terms and applicants.

Active Transportation & Sustainability Committee

Active Transportation & Sustainability Committee members John Zimmerman and Jeff Farmer's term of office expire June 30, 2021. Two alternate terms expiring June 30, 2022 remains available and the recruitment will be left open until filled.

Three applications were received from John Zimmerman, Jeff Farmer and Terra Sampson.

Library Board of Trustees

Library Board of Trustee members Lin Weber, Terry Wood, and David Slaby's term of office will expire June 30, 2021. One vacant term is available expiring June 30, June 30, 2022

Four applications were received from Lin Weber, Terry Wood, David Slaby, and Janet Myers for four available terms.

Planning Commission

Planning Commissioner John Ponte and Marika Rothfeld's term of office will expire June 30, 2021.

Eight applications were received from John Ponte, Marika Rothfeld, Aaron Barak, Christopher Warner, Katherine MacDonnell, Lee Philipson, Peter White, and Richard Garber for two available terms.

Parks and Recreation Commission

Parks and Recreation Commission members Matthew Demchuck and Rebekah Stoltz Weeman's term of office will expire June 30, 2021. One vacant term is available expiring June 30, 2022 and the recruitment will be left open until filled.

Two applications were received from Matthew Demchuck and Rebekah Stoltz Weeman for three available terms.

Should Council decide not to appoint someone from the current applicants, staff would re-advertise for the position to fill the vacancy.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Staff recommends adopting a resolution appointing applicants to the following committees:

Active Transportation Sustainability Committee
Library Board of Trustees

Planning Commission

Parks & Recreation Committee

ATTACHMENTS
Appointments Resolution
Parks and Recreation Commission Application - Matthew Demchuck - 06 Jun 2021
Parks and Recreation Commission Application - Rebekah Stoltz Weeman
Planning Commission Application - Aaron Barak
Planning Commission Application - Christopher Warner
Planning Commission Application - John Ponte
Planning Commission Application - Katherine MacDonnell
Planning Commission Application - Lee Philipson
Planning Commission Application - Marika Rothfeld
Planning Commission Application - Peter White
Planning Commission Application - Richard Garber
Active Transportation and Sustainability Committee Application - Jeff Farmer
Active Transportation and Sustainability Committee Application - John Zimmerman
Active Transportation and Sustainability Committee Application - Terra Sampson
Library Board of Trustees Application - David Slaby
Library Board of Trustees Application - Janet Myers
Library Board of Trustees Application - Lin Weber
Library Board of Trustees Application - Terry Wood
Appointments Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2021-

Appointing applicants to the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission and Library Board of Trustee

RECITALS

A. There are expiring terms on the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission and Library Board of Trustee;

B. Applications have been received from community members for the openings. Per City Council Rules of Procedure appointments shall be made by interview, ballot process and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council;

C. The recruitment concluded on June 11, 2021. An applicant interview meeting is scheduled to be held On June 22, 2021 at 4:30 p.m.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

Active Transportation & Sustainability Committee

1. _____, _____, is appointed to the St. Helena Active Transportation & Sustainability Committee filling a two year term expiring on June 30, 2023. _____ is appointed to an alternate term expiring June 30, 2022, and leaving the recruitment open until the vacant alternate position is filled; and

Library Board of Trustees

2. _____, _____ and _____ are appointed to the St. Helena Library Board of Trustees filling a two year term expiring on June 30, 2023; and

Planning Commission

3. _____, _____ are appointed to the Planning Commission filling a four year term expiring on June 30, 2025; and

Parks and Recreation Commission

4. _____ and _____ are appointed to the Parks and Recreation Commission filling a two year term expiring on June 30, 2023 and leaving the recruitment open until the vacant position is filled.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Council Member Chouteau: _____
Council Member Hall: _____
Council Member Hardy: _____

APPROVED: ATTEST:

_____ _____
Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofsthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:
Parks and Recreation Commission

Name: Matthew Demchuk

Home Address:
1000 Brown Street, #14, Saint Helena, California 94574

Mailing Address: Same

Occupation: Attorney

Business Address: Same

Telephone: Home _____ Cell 707.975.7076 Business _____

E-mail: matthew@demchuk.com

- Please indicate if above numbers can be made available to the public upon request: **Yes** or **No**

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? 31 Years

Current occupation (within last 12 months) Attorney

Business interests in last 12 months: Sole Practioner

Previous Committee/Commission Experience:
Have served on the Parks and Recreation Commission for the past 6 years and have been the Chairperson for the past 3 years.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

See Resume

Professional and/or community service activities:

Past President of the Saint Helena Kiwanis.

Local government related experience: Parks and Recreation Commission.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I still feel that there are somethings that I would like to see become a reality within the parks department and would like the opportunity to continue to strive to accomplish those things.

Names, addresses, and phone numbers of three individuals familiar with your background:

Brian Nash (

Jack Oliver (

Kim Phinney

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

06/08/2021
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

Matthew E. Demchuk
1000 Brown Street, #14 * Saint Helena, CA 94574 * 707.975.7076 * matthew@demchuk.com

General Counsel

Accomplished general counsel with years of experience devising and implementing practical solutions to complex problems. Skilled in dispute resolution and client management. Articulate communicator and clear, concise writer with polished presentation and interpersonal skills.

Areas of Expertise

Real Estate * Commercial Transactions * Corporate Compliance

Professional Credentials

Admitted to California Bar, 1995
Doctor of Jurisprudence, Golden Gate University, School of Law

Legal Expertise

- Contracts/Agreements
- Employment Practices
- Corporate Compliance
- Insurance/Risk Management
- Property Acquisition/Sales/Transfer
- Property Leases/Deeds
- Healthcare Regulatory/Billing Compliance

Professional Experience

Law Offices of Matthew Demchuk
Sole Practitioner **2012-Present**

Specializing in the area of Healthcare Facility Mergers and Acquisitions. Representation of sellers in the sale of Skilled Nursing Facilities, Assisted Living Facilities and Adult Care Homes, which includes the negotiation of Purchase Agreements, Interim Management Agreements, Interim Subleases and Operations Transfer Agreements; representation continues through interim period.

Additional Engagements include:

- Business Formation
- Contract Negotiation
- Trust Representation

Pronet Solutions, Inc., Phoenix, AZ **2007-2012**
General Counsel

In-house counsel for privately held company with operations as information technology support for community banks in the Western United States and Chicago. Legal expertise includes:

-Contracts Managed contracts process, including negotiations and dispute resolution for managed services agreements; commercial property leases; vendor agreements; confidentiality agreements.

- ✓ Successfully negotiated the revision of the Master Managed Services Agreement to incorporate additional terms associated with Hosted Services.
- ✓ Processed high volumes of agreements conducting a meticulous review of each agreement. Prudently selected points to argue, with high rate of success in negotiations.
- ✓ Participated in the negotiation of the Stock Purchase Agreement that eventually sold the stock to a large publicly traded entity.

-Human Resources Handled resolution of wrongful termination, discrimination, sexual harassment, wage claims and FMLA matters; provided counsel on progressive disciplinary matters, terminations and development of personnel policies and procedures.

- ✓ Successfully defended DOL wage audit that eventually resulted in the elimination of a six figure fine to the corporation.

-Risk Management Served as primary liaison between corporation and insurance carriers; evaluated, monitored and settled claims; ensured compliance with policy reporting requirements.

- ✓ Established timely notifications and accurate record keeping of all incidents and claims.
- ✓ Interpreted insurance coverage/policies for all concerned parties.
- ✓ Conducted annual analysis of coverage limits and reported to Board.
- ✓ Served as Chairman on Audit Committee.

-Corporate Records Maintained corporate records, as well as subsidiaries; maintained corporate compliance in formation state, as well as all other states in which corporation conducted business.

- ✓ Formed subsidiary for Managed Security Services.
- ✓ Maintained accurate corporate records for FDIC regulators.

-401(k)	Served as Plan Administrator; successfully transitioned to new plan trustee; successfully terminated plan upon sale of stock.

Healthcare Financial Solutions, Oakland, CA **2004-2007**
Contractor

Interim positions included

Palm Drive Hospital	Interim CEO of skilled nursing facility during and after acquisition by Hospital (18 Months).
California Armenian Home	CEO of multi-level (SNF, RCFE and Ind.), non-profit, senior living property (18 Months).

Marlinda Convalescent Hospital, St. Helena, CA **1995-2004**
Nursing Home Administrator

Managed seventy bed nursing facility. Developed and implemented risk management program which resulted in zero claims. Represented facility in all administrative proceedings including the negotiation of all facility contracts.

Great Pacific Trading Company, Grants Pass, OR **1994-1995**
Commodity Futures and Options Broker

Series 3 licensed broker. Developed Trading Hotline and in-training for compliance officer.

Affiliations

Member, California Bar Association #181238
Residential Care for the Elderly Administrator Certification #6056335740

Education

Doctor of Jurisprudence, Golden Gate University, School of Law, San Francisco, CA 1993
Bachelor of Arts, English, California State University, Fullerton 1990

Community Service

Chairman of the City of Saint Helena Parks and Recreation Commission
Member of the City of Saint Helena Re-Imagine Steering Committee

CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofsthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:
Parks and Recreation Commission

Name: Rebekah Stoltz Weeman

Home Address:
1376 Magnolia Ave. St. Helena, CA. 94574

Mailing Address: 7810 Silverado Trl Napa, CA. 94558

Occupation: business owner / champagne importer / developer / writer / marketing / communications

Business Address: 1376 Magnolia Ave. St. Helena, CA. 94574

Telephone: Home N/A Cell 707-758-2296 Business N/A

E-mail: rebstoltz@gmail.com / rebekah@pier71wines.com

- Please indicate if above numbers can be made available to the public upon request: **Yes** or **No**

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? 15 years

Current occupation (within last 12 months) Champagne importer / freelance food & wine & travel writer / marketing & communications

Business interests in last 12 months: partnerships with auberge Resorts globally, freelance writing projects, champagne importer

Previous Committee/Commission Experience:
Napa Valley Community Foundation (3 years), Treasurer of Tug McGraw Foundation BOD (9 years), P&R Commission (3 years), Subcommittee for Open Trails & Walking Spaces (1 yr)

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BA in Cultural Anthropology - Mills College
MA in International Business - Bosphorus University - Turkey
Business Development for Wine, Women & Shoes and Napa Valley Wine Train

Professional and/or community service activities:

Collabria Care - 5 years - program development
Tug McGraw Fondation - 9 years on BOD
Napa Valley Community Fondation - 3 years committee for Fund for Saint Helena + Intural Affairs

Local government related experience:

P&R Commissan - 3 years

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I love our community & our parks & want to help make them better for residents & locals. Currently in the middle of a few projects & want more time on the commission to complete!

Names, addresses, and phone numbers of three individuals familiar with your background:

Kenneth Weeman III & JR -
Heather Stoltz
Tapan Ganguli -

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

R. Weeman
Signature of Applicant

6/9/21
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

City of St. Helena

CA-21-012

COMMISSION/COMMITTEE APPLICATION

Received Date: June 8, 2021
Application Type: Planning Commission

NAME:	Aaron Barak
ADDRESS:	1580 HILLVIEW PL, Saint Helena, CA, 94574
PHONE:	14088876956
EMAIL ADDRESS:	abarak@msn.com
LENGTH OF RESIDENCY:	2 years
EMPLOYER:	Solano County
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	Would like to contribute to the city and its residents
EDUCATIONAL BACKGROUND:	Certified Engineer
OTHER RELEVANT EXPERIENCE:	Ive worked as an appointed official in local government of the last 7 years, previous to this I worked as an IT executive for Silicon Valley Bank.
REFERENCE 1:	Name: Philippa Ward
REFERENCE 2:	Name: Patty San Moore
REFERENCE 3:	Name: Elaine Lund

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Not since the pandemic

What is your understanding of the role and responsibility of this Commission?

They advise on city planning matters and duties as assigned

What would be your goal(s) as a Commissioner?

To ensure that all facets of future decisions are explored and that recommendations are balanced, fair, and data driven rather than emotionally driven.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

Is there anything else you would like us to consider when reviewing your application?

Relatively new with my family to town so can potentially bring a fresh perspective to long standing problems.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Aaron Barak | June 8, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-013

COMMISSION/COMMITTEE APPLICATION

Received Date: June 8, 2021
Application Type: Planning Commission

NAME:	Christopher Warner
ADDRESS:	1434 Grayson Ave, Saint Helena, CA, 94574
PHONE:	14153099572
EMAIL ADDRESS:	chrisjwarner52@gmail.com
LENGTH OF RESIDENCY:	4 years
EMPLOYER:	PG&E (retiring Sept 15, 2021)
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	Volunteer, provide expertise to support the community
EDUCATIONAL BACKGROUND:	J.D, Ohio State College of Law, 1977 Energy and Natural Resources Law Program, University of Denver College of Law, 1976- 1977 B.A. with Honors, Denison University, 1974
OTHER RELEVANT EXPERIENCE:	Chief Counsel and Attorney, PG&E, 1988- 2021 (energy and environmental law) Commissioner, Bay Conservation and Development Commission, 1996- 2001 Board of Directors, Sleepy Hollow Fire Protection District, 2015- 2017 Member, California Bar, 1988 to present
COMMUNITY INVOLVEMENT:	Member, Napa Valley Parks Association Coach, Marin Little League, San Domenico Middle School Basketball, Marin Soccer
REFERENCE 1:	Upon request
REFERENCE 2:	Upon request
REFERENCE 3:	Upon request

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

Balanced, environmentally-sustainable, economically efficient planning decisions consistent with St Helena ordinances, general plan, CEQA and other applicable state and local planning requirements

What would be your goal(s) as a Commissioner?

Balanced, environmentally sustainable decisions in compliance with best in class planning standards, protecting the environment and reasonable development to support the citizens of St. Helena

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

Is there anything else you would like us to consider when reviewing your application?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

Happy to respond to questions about my background, training and civic spirit

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Christopher James Warner | June 8, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-007

COMMISSION/COMMITTEE APPLICATION

Received Date: May 31, 2021
Application Type: Planning Commission

NAME:	John Ponte
ADDRESS:	2690 Pinot Way, St. Helena, California, 94574
PHONE:	707.967.8234
EMAIL ADDRESS:	john.ponte@att.net
LENGTH OF RESIDENCY:	24 years
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	I have a desire to serve our community. The best way for me to serve is applying what I learned in two decades in government. A second term on the Planning Commission would allow for the application of the knowledge and experience that the first term has provided.
EDUCATIONAL BACKGROUND:	Bachelor of Arts in Chemistry, California State University, Stanislaus Bachelor of Arts in Psychology, California State University, Stanislaus Master of Public Administration, California State University, Stanislaus
OTHER RELEVANT EXPERIENCE:	Twenty years of local/countywide/regional experience in transportation planning, programming and operations, with fourteen years in the Napa communities - and four years on the Planning Commission.
COMMUNITY INVOLVEMENT:	Kiwanis (1998- , President 2001-02, Chair Kiwanis Foundation 2003-04 and 2016-) St. Helena Star Editorial Board (2007-2017) Native Sons of the Golden West (1999-)
REFERENCE 1:	Name: Grace Kistner
REFERENCE 2:	Name: Bill Savidge
REFERENCE 3:	Name: Christopher Hill

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

Yes

What is your understanding of the role and responsibility of this Commission?

The Planning Commission mainly reviews land use applications concerning development projects within the city limits. In such matters the Commission acts on a quasi-judicial basis following the city's zoning code and, at times, various state and federal requirements. The Commission is not a policy body, but at times and under the guidance of the City Council, may be asked to contribute to policy items or be included as one of the steps towards a policy decision by the Council.

What would be your goal(s) as a Commissioner?

I am particularly interested in completing, with my fellow commissioners, a few projects that are significant and outstanding - the new zoning code and the update of the housing element being two of the most important ones.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Yes. Current member of the Commission completing a first four year term.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

John Ponte | May 31, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

John Ponte

2690 Pinot Way
St. Helena, California 94574
(707) 967-8234
john.ponte@att.net

EDUCATION

Masters of Public Administration - California State University, Stanislaus
Bachelor of Arts in Chemistry - California State University, Stanislaus
Bachelor of Arts in Psychology - California State University, Stanislaus

WORK EXPERIENCE

1/93 to 12/07: Deputy Executive Director, Napa County Transportation and Planning Agency
Responsible for staff supervision in the transit, finance and planning divisions, responsible for the creation of the congestion management program/countywide transportation plan, interface with state and regional transportation entities, responsible for countywide programming in regional, state and federal transportation planning and programming documents including Trancas/29 interchange, Jamieson Canyon widening, 29/12 intersection auxiliary lane, and 29 channelization, moderator for the countywide technical advisory committee, joint oversight with partner Solano Transportation Authority of areawide traffic projection model, clearinghouse/ problem solver for transportation issues of member agencies, supervise agency budget of up to ten million dollars. Retired December 30, 2007.

2/90 to 1/93: Principal Planner (Transportation), Solano Transportation Authority
Responsible for all day-to-day operations of the agency under the guidance of a part-time director. Staff for six committees including four citizens' advisory committees. Sole author of the first Congestion Management Program for Solano County, created the countywide Abandoned Vehicle Abatement Authority, administered the countywide paratransit service, coordinated countywide proposals for state and federal transportation funding programs and documents, author of grant proposals for transportation studies and projects.

10/88 to 2/90: Associate Planner, San Joaquin Council of Governments
Served as staff to the countywide Bicycle Advisory Committee, assisted in the creation of the Regional Transportation Improvement Program, the Regional Transportation Plan, and various other state and regional transportation plans and programs, assisted with the modification, maintenance and operation of the countywide transportation computer model, staff for the countywide Transportation Development Act public unmet transit needs review process.

5/88 to 10/88: Planning Assistant, City of Oakdale
General city planning duties under the direction of the Department head.

10/77 to 9/86: Research Associate, Shell Agricultural Chemical Company
Synthesized organic compounds for screening as potential herbicides, insecticides and fungicides.

COMMUNITY SERVICE

Kiwanis (1998- , President 2001-02, Chair Kiwanis Foundation 2003-04 and 2016-)
St. Helena Star Editorial Board (2007-2017)
Native Sons of the Golden West (1999-)

City of St. Helena

CA-21-015

COMMISSION/COMMITTEE APPLICATION

Received Date: June 11, 2021
Application Type: Planning Commission

NAME:	Katherine MacDonnell
ADDRESS:	, St. Helena, CA, 94574
PHONE:	5592872238
EMAIL ADDRESS:	katie@roundpond.com
LENGTH OF RESIDENCY:	1 year
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	I would like to improve our community. I have lived in Rutherford since 2008. My husband and I, along with our 3 children, grew close to the St. Helena community and became enchanted with the idea of becoming “townies.” Last summer, our family moved to St. Helena. As a new resident, I am still learning the magnitude of the very real problems we face as a community. In addition to the concrete problems - water shortage issue, city water infrastructure problems, fire danger, traffic problems, street/bike lane/sidewalk maintenance and safety issues, the fact that a highway is our Main Street, the lack of “town square” or cultural center, lack of affordable housing, empty stores, and our economic reliance on tourism, which has been detrimentally impacted by the pandemic - I have seen a massive ideological divide between those who want to embrace growth, and those who want the town to preserve a small town identity. I would like to get involved in city planning because I am interested in resolving our concrete problems and I am not partisan to either ideology. As a result, I believe that I can neutrally evaluate pros and cons of project applications and whether they conform to the City General Plan and Zoning Ordinances, as well as the City Council approved goals.
EDUCATIONAL BACKGROUND:	University of Arizona, BA in History and Communication (1999) University of San Francisco, School of Law, JD and Public Interest Law Certificate (2003)
OTHER RELEVANT EXPERIENCE:	I am an inactive lawyer. During law school, I earned a Public Interest Law Certificate by studying poverty law, land-use and environmental law. As a lawyer, my practice focused on real estate, land-use and construction law. I have 7 years of experience resolving conflicts through mediation and litigation.
COMMUNITY INVOLVEMENT:	I have been a full-time mom for the past 11 years. During that time, I have volunteered at my children’s school, teaching needlepoint and knitting in multiple classrooms.
REFERENCE 1:	Name: Anna Chouteau

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

REFERENCE 2: Name: Matthew Heil

REFERENCE 3: Name: Denise Henquet

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

The Commission is responsible for reviewing, revising and implementing the City General Plan and Zoning Ordinances. The Commission reviews and makes decisions on project applications and makes recommendations to City Council on Amendments to the General Plan and Zoning Ordinances.

What would be your goal(s) as a Commissioner?

I would like to contribute to the community and improve our town.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Katherine MacDonnell June 11, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-008

COMMISSION/COMMITTEE APPLICATION

Received Date: June 7, 2021
Application Type: Planning Commission

NAME:	Lee Philipson
ADDRESS:	1540 Kearney Street , Saint Helena , California , 94574
PHONE:	7072252548
ALTERNATIVE PHONE:	7079630394
EMAIL ADDRESS:	lee.philipson328@gmail.com
LENGTH OF RESIDENCY:	36 years
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	Desire to contribute to improving this community.
EDUCATIONAL BACKGROUND:	Pacific High School 1968; UCLA, 1972, B.A. History; Juris Doctor, California Western School of Law, 1975; California State Bar license, 1976, Attorney in San Bernardino District Attorneys Office, Orange County Public Defenders Office, Private Civil Practice in Napa and Orange Counties; Napa County District Attorneys Office 1984-1986, 1991-2013, Assistant District Attorney in charge of day to day operations (retired 2013); Sonoma County District Attorneys Office, 2014-2016, Chief Deputy District Attorney; Farella, Braun and Martel, Civil Practice (land use) 2017-2019.
REFERENCE 1:	Name:Lester Hardy
REFERENCE 2:	Name:Katherine Philippakis
REFERENCE 3:	Name:Allison Haley

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Napa County Planning, Solano County Planning

What is your understanding of the role and responsibility of this Commission?

Review land use applications.

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

What would be your goal(s) as a Commissioner?

Contribute to sensible use of our lands within the city to help balance the need for controlled growth with financial viability of our city.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Lee Bruce Philipson

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-011

COMMISSION/COMMITTEE APPLICATION

Received Date: June 8, 2021
Application Type: Planning Commission

NAME:	Marika Rothfeld
ADDRESS:	921 Charter Oak Avenue, St. Helena, CA, 94574
PHONE:	7073631929
EMAIL ADDRESS:	marika.rothfeld@gmail.com
LENGTH OF RESIDENCY:	20+
EMPLOYER:	The Duckhorn Portfolio, Inc.
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	Please see Letter of Interest attached.
EDUCATIONAL BACKGROUND:	Please see Resume attached.
OTHER RELEVANT EXPERIENCE:	Please see Resume attached.
COMMUNITY INVOLVEMENT:	Please see Resume attached.
REFERENCE 1:	Name: Stephanie Iacobacci
REFERENCE 2:	Name: Matt Cia
REFERENCE 3:	Name: Alicia Regusci Hardin

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Yes. I currently serve as a Planning Commissioner.

What is your understanding of the role and responsibility of this Commission?

As a member of the current Planning Commission, I am aware of the responsibilities that the Commission is tasked with. We conduct biweekly public meetings and make decisions on various project applications based on Staff Reports. Our primary function is to review and evaluate all new construction in the City (with some exceptions) and to make recommendations to the City Council on the General Plan and Zoning Ordinance and subdivision maps.

What would be your goal(s) as a Commissioner?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

My goal in continuing my work on the Commission is to become more familiar with the evaluation/approval processes and to ensure that the projects we approve for development are in line with our town's long-term vision.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Yes, I have served on the Sustainability Committee (2011-2014) and I currently serve on the Planning Commission (January 2021- present).

Is there anything else you would like us to consider when reviewing your application?

Please review my Letter of Interest and Resume (both attached).

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Marika Rothfeld | June 8, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

MARIKA ROTHFELD
921 Charter Oak Ave St. Helena, CA 94574
707 363 1929 marika.rothfeld@gmail.com

June 8, 2021

Cindy Tzafopoulos
City Clerk
1572 Railroad Avenue
St. Helena, CA 94574

Dear Ms. Tzafopoulos:

I am writing to express my continued interest in serving on the St. Helena Planning Commission. Over the past six months, I have greatly enjoyed my time as a Commissioner. I have begun to learn more about the procedural elements of the review and approval processes, and have become more familiar with evaluating potential projects and assessing the merits of a project based on the Code, the Staff Report, and public comments. I am particularly excited for the coming months as the Commission is tasked with updating the Zoning Code and Housing Element. During my short time on the Commission, I have been consistently impressed and inspired by the breadth and depth of my fellow Commissioners' and the City Staff's knowledge about local issues and policy. If I am appointed to serve a longer term, I hope to continue to learn and further develop my understanding of both the long-term issues St. Helena faces, and the projects that frequently come before the Commission.

As a St. Helena native I have a deep connection to and appreciation for the city and the community. I believe I bring a unique perspective to the Commission as a result of my experience as an attorney at a firm specializing in land use and real property law, coupled with my strong desire to make a long-lasting impact through St. Helena's Zoning Code and Housing Element. As a current member of the Planning Commission, I feel both personally and professionally rewarded knowing that I will have a hand in re-writing local laws and further shaping our community.

Not only do I have a legal background, I have also been civically minded throughout my life, beginning with my tenure on the St. Helena Sustainability Committee from 2011 through 2014, where I assisted in drafting the ordinance banning single-use plastic bags in the city of St. Helena. I have also worked at Bay Area Legal Aid in Napa and at the ACLU and have always enjoyed using advocacy skills to effect change and to learn more about public policy and local issues. I see the work I do as a member of the Planning Commission as a perfect amalgamation of my desire to advocate for St. Helena's best interests and my goal to help intelligently grow and develop our city while respecting its core values.

My strong ties to St. Helena and my longstanding desire to use my skills and interests to impact change in my community make me an excellent candidate for the Planning Commission.

Thank you in advance for your consideration.

Sincerely,
Marika Rothfeld

MARIKA ROTHFELD

921 Charter Oak Ave, St. Helena, CA 94574
707 363 1929 marika.rothfeld@gmail.com

WORK EXPERIENCE – ADMITTED TO THE CALIFORNIA BAR

DUCKHORN PORTFOLIO St. Helena, CA
Director, Corporate Counsel October 2020 – Present

- Part of a three-person in-house counsel legal team for the 11th largest wine supplier in the United States.
- Focus areas include intellectual property, alcohol and beverage compliance matters, employment and human resources, corporate bookkeeping matters, and business-related projects.
- Duties include research, writing, and transactional drafting of service agreements and custom crush agreements.

MILLER STARR REGALIA Walnut Creek, CA
Litigation Associate January 2019 – October 2020

- Represented a diverse array of real estate and commercial clients, including developers, landowners, large multinational corporations, and municipalities in state and federal court.
- Litigated matters including disputes related to commercial leasing, purchase and sale agreements, business formation, quiet title actions, lien rights, eminent domain, and easements.
- Drafted complaints, correspondence to clients and opposing counsel, internal research memoranda, settlement agreements, and settlement conference statements; conducted legal research for dispositive motions.

BAY AREA LEGAL AID (BAYLEGAL) Napa, CA
Law Clerk May 2018 – January 2019

- Drafted estate planning documents, power of attorney forms, and healthcare directives.

AMERICAN CIVIL LIBERTIES UNION OF SOUTHERN CALIFORNIA Los Angeles, CA
Law Clerk Summer 2016

- Drafted memoranda and advocacy letters on topics including labor and employment law, reproductive rights, prison and police practices, geo-tracking laws, Title IX, 8th amendment and 14th amendment violations, and housing discrimination.

COOMBS & DUNLAP, LLP Napa, CA
Summer Associate Summer 2015

- Drafted grape purchase agreements, custom crush agreements, vineyard leases, and winemaking-related agreements.
- Obtained wineries' ABC and TTB licensing and permitting and tracked clients' trademarks.
- Drafted memoranda on topics including easement disputes, CEQA compliance, and landlord/tenant disputes.

SAINT HELENA SUSTAINABILITY COMMITTEE St. Helena, CA
Committee Member July 2011 – May 2014

- Member of advisory board to City Council on projects requiring EIRs and CEQA compliance; drafted and revised city ordinances.

PLUMPJACK WINERY AND CADE ESTATE WINERY Napa Valley, CA
Wine Educator November 2011 – May 2014

EDUCATION

THE UNIVERSITY OF MICHIGAN LAW SCHOOL Ann Arbor, MI
Juris Doctor Class of 2017

- Research Assistant to Allyn Kantor, Professor of Alternative Dispute Resolution and Environmental Justice
- *Michigan Journal of Environmental and Administrative Law*, Associate Editor

THE UNIVERSITY OF CALIFORNIA, LOS ANGELES Los Angeles, CA
Bachelor of Arts, Cum Laude, Major in World Arts and Cultures, Minor in Geography/Environmental Studies Class of 2011

- *Phi Beta Kappa* and Dean's Honors List
- UCLA Center for American Politics and Public Policy Program in Washington, D.C. (Spring 2011)
- New America Foundation, Public Policy Institute in Washington, D.C. (Research Intern, Spring 2011)

THE COURT OF MASTER SOMMELIERS Sonoma, CA
Sommelier – Successfully passed Introductory Sommelier Exam 2014

ADDITIONAL INFORMATION

- Commissioner, St. Helena Planning Commission
- Co-Author of *Shaping 21st Century Journalism: Leveraging a "Teaching Hospital Model" in Journalism Education* (2011).
- The French Laundry Culinary Garden, *Harvest Intern*, Summer 2015.

City of St. Helena

CA-21-009

COMMISSION/COMMITTEE APPLICATION

Received Date: June 7, 2021
Application Type: Planning Commission

NAME:	Peter White
ADDRESS:	824 Chiles Ave, Saint Helena, CA, 94574
PHONE:	7074809958
EMAIL ADDRESS:	peter@pgwhite.com
LENGTH OF RESIDENCY:	Saint Helena
EMPLOYER:	Self
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	Civic duty to participate in local government.
EDUCATIONAL BACKGROUND:	B.S. in Business Administration with concentration in Real Estate and Land Use Affairs from CSUS.
OTHER RELEVANT EXPERIENCE:	Licensed General Contractor, Licensed Real Estate Broker, certified QSD/QSP.
COMMUNITY INVOLVEMENT:	Former City of St. Helena Planning Commissioner 2009-2010, City Council 2010-2018, Chair of NVTA 2016-2018. Board Member of St. Helena Montessori School 1988-present. Finance Committee of St. Helena Catholic Church.
REFERENCE 1:	Name: Pat Stotesbery
REFERENCE 2:	Name: Matthew Heil
REFERENCE 3:	Name: Cameron Crebs

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Yes

What is your understanding of the role and responsibility of this Commission?

As a Planning Commissioner, act in a quasi-legislative and quasi-judicial capacity holding hearings, making decisions and/or recommendations regarding issues of the General Plan amendments, Zoning Code amendments, Use Permit applications, Variances, and Design Review applications.

What would be your goal(s) as a Commissioner?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

To be a fair and educated voice on the Commission.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Yes, Planning Commission 2009-2010

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Peter G White | June 7, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-014

COMMISSION/COMMITTEE APPLICATION

Received Date: June 10, 2021
Application Type: Planning Commission

NAME:	Richard Garber
ADDRESS:	1635 Stockton ST, Saint Helena, CA, 94574
PHONE:	4045134205
EMAIL ADDRESS:	ragarber@me.com
LENGTH OF RESIDENCY:	Saint Helena
EMPLOYER:	Ashton a Thomas Private Wealth, Managing Wealth Advisor
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	I want to give back to the community of Saint Helena and participate in helping shape a sustainable future
EDUCATIONAL BACKGROUND:	BBA Econ, Valdosta State University, 1985 Certified Private Wealth Advisor, Investment & Wealth Institute, 2011
OTHER RELEVANT EXPERIENCE:	My experience helping clients achieve short and long term goals makes me well suited to understanding the needs of our community and helping it achieve it goals.
COMMUNITY INVOLVEMENT:	Co-chair, Cinema Napa Valley
REFERENCE 1:	Name:Dan Hale
REFERENCE 2:	Name:Barry Shotts
REFERENCE 3:	Name Josh Dempsey

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

To review and discuss permit, zoning and various application with the commission and make recommendations for approval or rejection

What would be your goal(s) as a Commissioner?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

To help ensure a sustainable future for Saint Helena by balancing the needs of residents, businesses and tourism.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

Is there anything else you would like us to consider when reviewing your application?

No

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Richard A Garber | June 10, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-006

COMMISSION/COMMITTEE APPLICATION

Received Date: May 27, 2021

Application Type: Active Transportation and Sustainability Committee

NAME:	Jeff Farmer
ADDRESS:	1533 Tainter, St. Helena, CA, 94574
PHONE:	7072278371
EMAIL ADDRESS:	jfarmer@seedgrain.com
LENGTH OF RESIDENCY:	20 years
EMPLOYER:	Self Employed Math Tutor
EMPLOYMENT STATUS:	Part-time
REASON FOR APPLYING:	I've been on it for a while and wish to continue
EDUCATIONAL BACKGROUND:	Case Western Reserve University, 1968-1972, BA Physics, 1972
OTHER RELEVANT EXPERIENCE:	See resume attached
COMMUNITY INVOLVEMENT:	See resume
REFERENCE 1:	Name: Dan Hale
REFERENCE 2:	Name: Erin Dempsey
REFERENCE 3:	Name: John Ponte

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Yes

What is your understanding of the role and responsibility of this Commission?

To advise the City Council on improvements for mobility, safety, and access to all public resources

What would be your goal(s) as a Commissioner?

Short term: to see the Vine Trail path through the city decided. Long Term: analyze any project involving conservation and transportation issues that affect mobility, safety, and access to public resources.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

Yes, currently on ATSC

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Jeffrey K Farmer

May 27, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

A Bit About Myself....

Jeff Farmer
1533 Tainter St.
St. Helena, CA 94574

707-227-8371 (text/voice)
jfarmer@seedgrain.com

Objective

To provide tutoring in mathematics to students starting at the high elementary school level. I am motivated by my twenty-five years in the computer industry where logical thinking and practical mathematics are applied constantly to solve real problems.

Qualifications

I have tutored mathematics from the 4thh grade through junior college level since 1998. This includes both volunteer and private tutoring for students in St. Helena public schools, St. Helena Catholic School, Calistoga High, Pacific Union College, Napa High, Vintage High, Justin-Siena, New Technology High, Pope Valley Elementary, PUC Elementary, Pathways Charter School, St. Helena Montessori, Blue Oak (Napa), and Head-Royce (Oakland).

Please Note:	**Although I have extensive experience tutoring, I am <u>not</u> a certificated teacher.**

Tutoring Employment Detail

- Now:
  - Mathematics Tutor, Students selected from Napa County schools: middle, high school, and college. Topics ranged from long division, fractions, percents, decimals through advanced algebra, geometry, trigonometry, limit theory, and calculus (since 2002)
- Recent:
  - Algebra/Geometry Instructor, **St. Helena Montessori**; 2015 - 2018
  - Consultant to **Pathways Charter School**: Tutoring and teaching pre-Algebra through Geometry. Class sizes range from 3-10 students; 2007 - 2014.
  - Teacher at **Surfermath**, an afterschool math tutoring program in Napa; One-on-three tutoring students primarily from Napa High Schools (algebra, geometry, advanced algebra, 2006 – 2008)

- Fall, 2000: Substitute Teacher
  Mountain View School District, Mountain View, CA
  - Taught several mathematics classes at the middle school as a substitute teacher

- Nov, 1999 – Feb, 2001: Mathematics and Physics Tutor
  School of Choice, Cupertino, CA

  - Taught high school physics to a senior in the 1999-2000 school year. Taught long division and fractions to a 5th grader in the 2000-2001 school year.

- Fall, 1999 - Spring, 2000: Mathematics Tutor
  Graham Middle School (Mtn View)
  Crittenden Middle School (Mtn View)

  - Started an after school math program to help 6th - 8th grade students identified by math teachers at Graham and at Crittenden.

Employment Outside Education

1974 – 1977:	Hines VA Hospital, Hines, Illinois
1978 – 1978:	Information Processing Techniques, Palo Alto, California
1978 - 1980:	Stanford University Medical Center, Stanford, California
1980 – 1987:	Data General Corporation, Palo Alto, California
1987 – 2000:	Sun Microsystems, Palo Alto, California

Education/Certifications/Community

- B.A. Physics, Case Institute of Technology, 1972
- Undergraduate courses in Biology and Chemistry, University of Wisconsin, 1973
- Nuclear Medicine Certified, School of Nuclear Medicine, Hines, Illinois, 1975
- ARRT & ASCP certified in Nuclear Medicine, 1976

- St. Helena Kiwanis Club (2002 -), President (2010 - 2011), Treasurer (2013 -)

- Red Cross Disaster Action Team for Napa County (2001 - 2009)
- Red Cross Board, Napa County Chapter (2005 - 2012), Board Chair (2006 - 2010)

- Trumpet Player, St. Helena Community Band (2012 -), Treasurer (2014 -)
- Active Transportation & Sustaining Committee (2017 -)

Rev. 3/21

CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofsthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying: _____

Name: John Zimmerman

Home Address:
1620 Spring Street, St Helena

Mailing Address: same as above

Occupation: Retired Junior College President

Business Address: _____

Telephone: Home 916 806 3260 Cell _____ Business _____

E-mail: jzimmerman@mticollege.edu

- Please indicate if above numbers can be made available to the public upon request: ☑ **Yes** ☐ **No**

Resident of St. Helena? ☑ **Yes** ☐ **No** Yes, how long have you lived in St. Helena? 7 months

Current occupation (within last 12 months) Retired

Business interests in last 12 months: none

Previous Committee/Commission Experience:
none with St Helena related interests

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BS California State University Sacramento

Professional and/or community service activities:

Salvation Army, Accrediting Commission for California Community and Junior Colleges

Local government related experience: _____

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I am new to St Helena and hope to make a possitive contribution to the community. My approach is to apply a practical approach to challenges and work collaboratively with those involed.

Names, addresses, and phone numbers of three individuals familiar with your background:

David Delehant, _____

Stan Huser, _____

David Allen,

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

John Zimmerman
Signature of Applicant

3-16-21
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

COMMITTEE/BOARD OR COMMISSION POLICY

The City Council establishes the following policy clarifying the role of advisory committees, commissions, and boards with respect to their responsibilities.

- The purpose of creating an advisory committee/commission is to seek a broader perspective on certain issues, and to provide a forum for public participation.
- The committee/commission members should understand that they are to function in an advisory capacity to the City Council and management, and that the City Council reserves the right to use its own judgment in any matters which are brought before them for a decision.
- Your committee/commission is governed by ordinance or resolution in such a manner to insure efficient and democratic operation of its meetings and responsibility.

All committee/commission members should understand that their appointment is for a limited purpose and time, and that once the assigned time is completed they are excused from this appointment unless re-appointed in compliance with the applicable City ordinance or resolution.

PLANNING COMMISSION

The Planning Commission is a five member advisory board to the City Council on matters pertaining to planning. The Planning Commission reviews Subdivision Maps, Parcel Maps, Use Permits, Variances, and Design Review for consistency with the General Plan and Zoning Ordinance regulations.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Four years
- **Residency Requirement** - Must Reside in City Limits
- **Meets** - First and Third Tuesdays of each month at 6:00 p.m.

ACTIVE TRANSPORTATION AND SUSTAINABILITY COMMITTEE

The Active Transportation and Sustainability Committee is a five member advisory commission with two alternate members, and advises the City Council on matters pertaining to active transportation and matters pertaining to sustainability and the environment.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** – Must Reside in City Limits
- **Meets** – First Wednesday of each month at 5:00 p.m. at City Hall

BOARD OF LIBRARY TRUSTEES

The Board of Library Trustees have the power to establish and enforce rules, regulations, and bylaws necessary for the administration and protection of the public library, subject to the approval and confirmation of the City Council.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - Need not be Residents of the City
- **Meets** - Second Wednesday of each month at 5:00 p.m. at the St. Helena Library

PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission is a five member advisory commission to the City Council on matters pertaining to parks and recreation.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - At least four Commissioners shall reside within the City Limits. One member may reside outside the City Limits but within the School District Boundary.
- **Meets** – Third Wednesday of each month at 4:30 p.m. at City Hall

MOSQUITO ABATEMENT DISTRICT BOARD

The Board's mission is to promote eliminating mosquito sources, yellowjacket control, tick outreach and rodent control.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - Need not be Residents of the City.
- **Meets** – Second Wednesday of each month at 7:00 p.m. at District Office

NAPA COUNTY ACTIVE TRANSPORTATION ADVISORY COMMITTEE

The Committee promotes and encourages safe bicycling and walking to further Napa County's goal of becoming a bicycle- and pedestrian-friendly county.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - Need not be Residents of the City.

Meets – Third Wednesday of each month at 1:30 p.m. at the NCTPA Board Room, 625 Burnell Street

5/24/21
C2

CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofsthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:
Active Transportation and Sustainability Committee

Name: Terra Sampson

Home Address:

Mailing Address:

Occupation: Program Specialist, Strategic Energy Management (SEM)

Business Address: NA, remote

Telephone: Home _____ Cell _____ Business _____

E-mail:

- Please indicate if above numbers can be made available to the public upon request: **Yes** or **No**

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? 18 yrs

Current occupation (within last 12 months) SEM Program Specialist for energy consulting company in CA ; Energy Services Project Manager for a municipal utility in CO

Business interests in last 12 months: None

Previous Committee/Commission Experience:
Agenda item preparation and meeting attendance for City of Fort Collins Council and Finance Committee; Involved in Fort Collins' policy update for Climate/Energy/Waste

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.
B.S. Environmental Studies, University of Oregon, 2011
M.S. Conservation Leadership, Colorado State University, 2014
10+ years of involvement in sustainability issues

Professional and/or community service activities:
Project Management Professional (PMP) certification

Local government related experience: 3+ years working for City of Fort Collins Utilities on energy and water efficiency programs

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute
As a fourth generation to St. Helena and an environmental professional, I am very interested in supporting active transportation and sustainability in my home town. My professional experience and educational background would provide valuable expertise.

Names, addresses, and phone numbers of three individuals familiar with your background:
Brian Tholl, Ci
Tracy Smith, 1
Annette Smith

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

5/18/2021
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

TS

TERRA M. SAMPSON

ENERGY & WATER EFFICIENCY | PROJECT MANAGEMENT | COMMUNICATIONS

OBJECTIVE

Certified Project Management Professional® with a track record of leadership, organization, and interdisciplinary teamwork. Proven experience in sustainability, energy and water efficiency, and communications.

SIGNIFICANT ACCOMPLISHMENTS

- Increased Conservation Leadership Master's Program enrollment by 150%
- Conducted a social science study of lab researchers to identify benefits and barriers to temperature setpoints for ultra-low temperature freezers in collaboration with university Facilities Management
- Presented energy efficiency concepts to assembly of 600 elementary school students
- Implemented a citizen science project in middle school classes and evaluated its effectiveness in changing student knowledge, attitude, and engagement

PROFESSIONAL EXPERIENCE

PROGRAM SPECIALIST • CLEARESULT • MAR. 2021 – PRESENT

Support Strategic Energy Management programs that help industrial and commercial facilities improve their energy efficiency and apply principles of continuous improvement to energy management

ENERGY SERVICES PROJECT MANAGER • CITY OF FORT COLLINS UTILITIES • MAY 2019 – DEC. 2020

Managed the Bloomberg Mayors Challenge project to combine energy efficiency, attractive financing options, a focus on low-to-moderate income renters, and indoor environmental quality and health/well-being monitoring, which included:

- Organizing cross-departmental project team, including Utilities, Finance, Economic Health, and Colorado State University (CSU) College of Engineering
- Developing comprehensive portfolio for residential home energy performance
- Managing relationship with Bloomberg Philanthropies and other stakeholders
- Completing all grant reporting requirements and developing marketing content
- Participating in negotiations and achieving Council approval for utilizing third-party capital to finance an on-bill loan option for property owners

ENERGY SERVICES SPECIALIST • CITY OF FORT COLLINS UTILITIES • APR. 2018 – MAY 2019

Supported energy efficiency and renewable energy programs, including data analysis, reporting, stakeholder engagement, and communications

CONSERVATION LEADERSHIP PROGRAM COORDINATOR • COLORADO STATE UNIVERSITY • JAN. 2015 – APR. 2018

Managed day-to-day administration for the graduate program, including field trips, program evaluation, partnership building, marketing, and outreach

WATER CONSERVATION INTERN • CITY OF FORT COLLINS UTILITIES • MAY 2014 – JAN. 2015

Supported water conservation projects, including Sprinkler Audits and the Continuous Consumption pilot project to identify water leaks using data

terramariesmith@gmail.com | 707-738-3689 | bit.ly/SampsonPortfolio | bit.ly/LinkedinTerra

TS

TERRA M. SAMPSON

ENERGY & WATER EFFICIENCY | PROJECT MANAGEMENT | COMMUNICATIONS

EXPERIENCE CONT.

- Research Assistant, Colorado State University Department of Human Dimensions of Natural Resources, Mar. 2014 – May 2014
- Environmental Campaign Training Program Organizer and Trainer, Sierra Student Coalition, Mar. 2012 – Jul. 2012
- Teaching Assistant, Wildlands Studies, Jan. 2012 – Feb. 2012
- Energy Service Corps Campus Organizer, Colorado Public Interest Research Group, Aug. 2011 – Oct. 2011
- Take Back the Tap Campaign Coordinator, Climate Justice League of University of Oregon, Jan. 2010 – Jun. 2011
- Environmental Educator, Willamette Resources and Educational Network, Jan. 2010 – Jun. 2010

REFERENCES

Available upon request

EDUCATION

M.S., CONSERVATION LEADERSHIP · MAY 2014 · 4.0/4.0
Colorado State University, CO, USA & El Colegio de la Frontera Sur, Chiapas, Mexico

B.S., ENVIRONMENTAL STUDIES · MAR. 2011 · 3.95/4.0
University of Oregon, Eugene, OR

SKILLS, TRAININGS & AWARDS

- Bilingual, with advanced competency in written and spoken Spanish
- Project Management Success Principles workshop participant (2019)
- Fostering Sustainable Behavior workshop participant (2016 & 2018)
- Certified Interpretive Guide trained by the National Association for Interpretation (2015)
- Open Standards for the Practice of Conservation trained by The Nature Conservancy (2013)
- Software skills: Microsoft Office 365, Power BI & Excel Power Query, Google Drive, WordPress and html code, Adobe Creative Cloud, SPSS, ArcGIS Story Maps, MailChimp, SurveyMonkey, SurveyGizmo, DocuSign, and Zoom
- Social media management: Facebook, LinkedIn, Instagram, Twitter, YouTube, and Hootsuite
- Nominated for Colorado State University Administrative Professional Star Award (2017)
- Nominated for Warner College of Natural Resources Outstanding Administrative Staff Award (2016)

terramariesmith@gmail.com | 707-738-3689 | bit.ly/SampsonPortfolio | bit.ly/LinkedinTerra

City of St. Helena

CA-21-004

COMMISSION/COMMITTEE APPLICATION

Received Date: May 19, 2021
Application Type: Library Board of Trustees

NAME:	David Slaby
ADDRESS:	1240 Peppertree Cir, Saint Helena, CA, 94574
PHONE:	4152642521
EMAIL ADDRESS:	slaughterhousedavid@yahoo.com
LENGTH OF RESIDENCY:	7 years
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	To continue supporting our public library, which I believe is the most important asset of our City.
EDUCATIONAL BACKGROUND:	BSBA in Urban Development/Real Estate American University and JD Boston University School of Law
COMMUNITY INVOLVEMENT:	two terms on Library Board of Trustees
REFERENCE 1:	Name: Janie Beach
REFERENCE 2:	Name: Mark Epstein
REFERENCE 3:	Name: Michael Hirby

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

yes

What is your understanding of the role and responsibility of this Commission?

to provide information/recommendations to the library staff and the city council on matter of concern to the library

What would be your goal(s) as a Commissioner?

to continue to provide input/guidance to enhance the library's service, in its many respects, to the St Helena community

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

yes, Library Board of Trustees

Is there anything else you would like us to consider when reviewing your application?

resume previously submitted with prior applications

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

David Walter Slaby | May 19, 2020

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-016

COMMISSION/COMMITTEE APPLICATION

Received Date: June 14, 2021
Application Type: Library Board of Trustees

NAME:	Janet Myers
ADDRESS:	1825 Granger Way, Saint Helena, CA, 945474
PHONE:	707 339 1177
EMAIL ADDRESS:	janet4myers@gmail.com
LENGTH OF RESIDENCY:	20 Years in area
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	I finished my second term on the Library Foundation Board (Friends and Foundation) so am familiar with the Library operation. I would like to continue to support the Library as a member of the Library Board of Trustees.
EDUCATIONAL BACKGROUND:	BA, English Literature, University of Wisconsin Madison Graduate work in Cybernetic Systems, San Jose State University
OTHER RELEVANT EXPERIENCE:	Management and marketing skills (technology companies). Loves to read!!
COMMUNITY INVOLVEMENT:	Board of Community Resources for Children-Napa County (2 terms) Board of Friends and Foundation -St Helena Library (2 terms) currently community member of Finance Committee
REFERENCE 1:	Name: Terry Wood
REFERENCE 2:	Name: Maria Stel
REFERENCE 3:	Name: Lin Weber

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Yes

What is your understanding of the role and responsibility of this Commission?

Assisting library staff and liaison between library and the community.

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

What would be your goal(s) as a Commissioner?

Help staff broaden the role and visibility in the community.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Janet Myers | June 14, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-005

COMMISSION/COMMITTEE APPLICATION

Received Date: May 23, 2021
Application Type: Library Board of Trustees

NAME:	Lin Weber
ADDRESS:	1611 Doris Ct, St Helena, CA, 94574
PHONE:	707-963-7657
ALTERNATIVE PHONE:	707-480-7008
EMAIL ADDRESS:	linweber920@gmail.com
LENGTH OF RESIDENCY:	50 years
EMPLOYER:	self: Lin Weber, LMFT
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	I believe I can continue to make a substantial contribution to this important branch of the city through my active participation (I'm currently the Board chair), my writing and public speaking skills and in other important ways.
EDUCATIONAL BACKGROUND:	MA in Counseling Psychology, 1983
OTHER RELEVANT EXPERIENCE:	I have served in leadership roles at Grace Episcopal Church, St Helena Catholic Church, the Diocese of Santa Rosa (Bishop's Review Board), Queen of the Valley Hospital (Ethics board), Napa Valley Museum Board of Trustees. Several of the books I have authored are in the SHPL.
COMMUNITY INVOLVEMENT:	See above.
REFERENCE 1:	Name:Chris Krieden, Director, St Helena Public Library Address: Phone Number(s): Email: chris@shpl.org
REFERENCE 2:	Name: Terry Wood, Vice Chair, SHPL
REFERENCE 3:	Name: Anna Chouteau, SHCC Address: Phone Number(s): Email: achouteau@cityofsthelena.org

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Yes

What is your understanding of the role and responsibility of this Commission?

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

As a branch of St Helena's city government, the library is an essential and primary local asset, free and open to all. The board oversees the library's operations and serves as an interface between the library and the people it serves. We interact with the city council and at times present reports on the library's activities in public hearings and in print.

What would be your goal(s) as a Commissioner?

currently, to assist the library in reintegrating with the community as the city emerges from Covid-related restrictions.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Yes, Library Board for 5 years.

Is there anything else you would like us to consider when reviewing your application?

I'm committed to helping this unique public resource continue to make its contribution to the people of St Helena and am honored to be serving on the board.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Lin Weber (Linda J Weber) May 23, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

City of St. Helena

CA-21-010

COMMISSION/COMMITTEE APPLICATION

Received Date: June 8, 2021
Application Type: Library Board of Trustees

NAME:	Terry Wood
ADDRESS:	1798 Main St., St. Helena, CA, 94574
PHONE:	7079630111
EMAIL ADDRESS:	terrywod1798@gmail.com
LENGTH OF RESIDENCY:	St. Helena
EMPLOYMENT STATUS:	Retired
REASON FOR APPLYING:	to promote the SHPL
EDUCATIONAL BACKGROUND:	(High School, College, Professional, Vocational, or other Schools Attended. Please include Major or Field of Study, Dates attended, Degree and date of Degree) post grad in literature UC Berkeley 1969-74: BS UCSF 1966
REFERENCE 1:	Name:Lin Weber
REFERENCE 2:	Name:Janet Myers
REFERENCE 3:	Name: Emily Armstead

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

yes

What is your understanding of the role and responsibility of this Commission?

to interpret, explain and promote the lib

What would be your goal(s) as a Commissioner?

to implement these goals

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Bd of Trustees since 2014/ currently vice chair

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Terry Wood

August 6, 2021

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

CITY OF ST. HELENA

RESOLUTION NO. 2021-

Appointing applicants to the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission and Library Board of Trustee

RECITALS

A. There are expiring terms on the Active Transportation & Sustainability Committee, Planning Commission, Parks and Recreation Commission and Library Board of Trustee;

B. Applications have been received from community members for the openings. Per City Council Rules of Procedure appointments shall be made by interview, ballot process and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council;

C. The recruitment concluded on June 11, 2021. An applicant interview meeting is scheduled to be held On June 22, 2021 at 4:30 p.m.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

Active Transportation & Sustainability Committee

1. _____, _____, is appointed to the St. Helena Active Transportation & Sustainability Committee filling a two year term expiring on June 30, 2023. _____ is appointed to an alternate term expiring June 30, 2022, and leaving the recruitment open until the vacant alternate position is filled; and

Library Board of Trustees

2. _____, _____ and _____ are appointed to the St. Helena Library Board of Trustees filling a two year term expiring on June 30, 2023; and

Planning Commission

3. _____, _____ are appointed to the Planning Commission filling a four year term expiring on June 30, 2025; and

Parks and Recreation Commission

4. _____ and _____ are appointed to the Parks and Recreation Commission filling a two year term expiring on June 30, 2023 and leaving the recruitment open until the vacant position is filled.

Approved at a Regular Meeting of the St. Helena City Council on June 22, 2021, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Council Member Chouteau: _____
Council Member Hall: _____
Council Member Hardy: _____

APPROVED: ATTEST:

_____ _____
Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **NEW BUSINESS**

Subject: **Consideration of an Appeal of the Water Advisory Board's Denial of a Water Allocation Exception Application from Tom Belt**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By:

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On October 27, 2020, the City Council established Phase II Water Regulations and, in accordance with the St. Helena Municipal Code (SHMC), established the Water Advisory Board consisting of one City Council member, one Planning Commissioner, one winery customer, and two public members, one of whom shall solely be a residential customer.

The Water Advisory Board shall have access to all records in the possession of the water enterprise necessary in its judgement to perform its duties, including customer records. The Board shall maintain confidentiality of individual customer records unless the Board determines by resolution that release of such information is necessary in the pursuit of its duties.

The Water Advisory Board shall meet at least monthly and may grant permits for uses of water, for exceptions to water conservation measures, or for water connections otherwise prohibited. The Water Advisory Board shall prescribe necessary procedures for application for and use of exception permits pursuant to SHMC Section 13.04.280.

On April 30, 2021, the Water Advisory Board approved SOP-FI-0021 Application and Use of Exception Permits Water Emergency and the applicable Exception Form.

On June 18, 2021, the Water Advisory Board considered the water allocation exception request made by Mr. Belt. It was a unanimous vote by the Water Advisory Board to deny the exception request.

DISCUSSION

On March 8, 2021, the City received an application for an exception by Tom Belt (Attachment 1). The applicant is requesting the following exception:

1. An additional 130 gallons per day
2. Requesting variance to save as many mature trees and shrubs as possible during the drought.
3. Current landscaping consists of several dogwood, redwood, and maple trees along with about 50 intersectional sybrid, tree, and herbaceous pheonies, 40 mature azaleas, roses, rhododendrons and camelias.
4. For the last several years during the spring and summer months the customer has irrigated their landscaping utilizing non-potable water from the City's non-potable water source; however, due to the drought and required levels the City is unable to provide this as a water source.

The current allotment for this property based on a 30-day month from April through October is as follows:

	Gallons	HCF
2 Person Household	3,900	
Summer Landscape	2,500	
Additional Landscape based on lot size (per SHMC)	860	
Total Current Allocation	***7,260***	***9.71***
Additional Allotment Request	3,900	
TOTAL ALLOTMENT IF GRANTED	***11,160***	***14.92***

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Discuss and provide direction for the appeal of the Water Advisory Board's denial of a water allocation exception application from Tom Belt.

ATTACHMENTS

Attachment 1 - Belt, T. Water Exception Application
Attachment 2 - Supplemental Information from Belt, T.

Water Exception Permit Form

DATE SUBMITTED: _____

RECEIVED BY: _____

PROPERTY & BILLING INFORMATION			
Date Applying: March 8, 2021	Customer or Company Name: Tom Belt		
Account Number: 5177	Phone Number: 707-963-5662	Email Address: tmbelt@comcast.net	
Mailing Address: 1520 Hillview Place	City: St. Helena	State: CA	Zip Code: 94574

TYPE OF EXCEPTION REQUEST – CHECK ALL THAT APPLY	
☐	Allocation based on previous water use - it can be demonstrated that water conservation measures beyond those required in Chapter 13.12 were in place prior to the preceding nonshortage year. An additional quantity of water may be allocated to recognize the higher efficiency in place prior to the water emergency condition.
☐	Allocation based on previous winter water use - it can be demonstrated that efficient and essential water uses are not represented in average winter water use.
☐	Irrigation – Non-residential customers with irrigation and domestic use provided by the same water meter may receive an additional landscape allocation of up to 70 gallons (Phase II) per day per 1,000 square feet of landscaped area during April through October by documenting the landscaped square footage served by city water.
☑	Single-family residential - parcels exceeding seven thousand (7,000) square feet in area, the quantity of up to twenty (20) gallons per day for each one thousand (1,000) square feet that the property area exceeds seven thousand (7,000) square feet for the purpose of maintaining mature landscape or orchard plants.
☐	For medical conditions of a resident, a quantity as required to maintain health standards.

Additional Amount Requested (if known):	130/day	Check One: ☐ HCF -or- ☑ Gallons

Additional supporting information/considerations (please attach any additional supporting documentation):

Requesting a variance to save as many mature trees and shrubs as possible during the drought. Current landscaping consists of several dogwood, redwood, and maple trees along with about 50 intersectional sybrid, tree, and herbaceous pheonies, 40 mature azaleas, roses, rhododendrons and camelias.

See attached for additional information and letter from Mr. Belt (Attached).

*A. Mitts - confirmed lot size is 8,276 square feet.

Updated 04/05/2021

PLEASE READ AND SIGN THE FOLLOWING STATEMENTS AS ACKNOWLEDGED AND REQUIRED BY THIS AGREEMENT		
If this condition is granted, I agree to: • Submit a request in writing to the Director of Public Works; • Adhere to all specific requirements contained within the exception; and • Any other specified conditions as determined by the City of St. Helena or Water Advisory Board		
Name: Tom Belt (see attached signature)	Signature	Date 03/08/21

PLEASE SUBMIT APPLICATIONS TO:	QUESTIONS?
City of St. Helena: Public Works 1572 Railroad Avenue St. Helena, CA 95404	Email: mbeltran@cityofsthelena.org Website: www.cityofsthelena.org/Phaseii Phone: 707-967-2746

STAFF USE ONLY				
Water use exception is hereby: ☐ Approved ☐ Denied				
Details of exception granted, including additional allocation:				
If denied, reason for denial:				
Approved by (check one):	☐	Public Works Director	☐	Water Advisory Board

Updated 04/30/2021

March 8, 2021

Dear Mr. Church,

Acting City of St. Helena Public Works Director,

Pursuant to Ms. April Mitts direction, I am writing this to request approval from the city to extend an additional 130 gallons of water/day to 1520 Hillview Place during this year's water emergency in St. Helena.

My wife and I purchased our home in 1977. During the last 44 years, as water has become more limited and expensive, we have reduced our lawn size three times. Originally, my landscaping consisted of over 3500 square feet of lawn on an 8400 square foot lot. Today, my total lawn size is less than 800 square feet.

But I am not requesting this variance to save my lawns. I am requesting it to save as many of my mature trees and shrubs as possible during this drought. My current landscaping consists of several dogwood, redwood, and maple trees along with about 50 intersectional hybrid, tree, and herbaceous peonies, 40 mature azaleas, roses, rhododendrons and camelias. Many of these plants are over 35 years old and their replacement value would exceed tens of thousands of dollars not including the labor to remove and replace the plants. At 73 years of age, I just do not have the energy or ability to replace this landscaping. (Please see the three recent copies of photographs of my front and backyard Landscaping.)

The other reason why I am asking for the variance is because for the last seven years, during spring and summer months, I have irrigated my entire landscaping with non-potable water hauled from the RLS non-potable water station. This can be confirmed by all the quarterly non-potable water permits I have purchased from the city. By doing this, I estimate I have saved close to 300,000 gallons of potable water for other St. Helena water customers. I would be hauling this water again this year, but the city has discontinued the use of non-potable water from the RLS station.

The variance I am requesting adds up to about 23,000 gallons of additional water this year. In deciding whether to grant my request for variance, I hope the city will take into consideration that we have always been conservative of the water we have used in St. Helena.

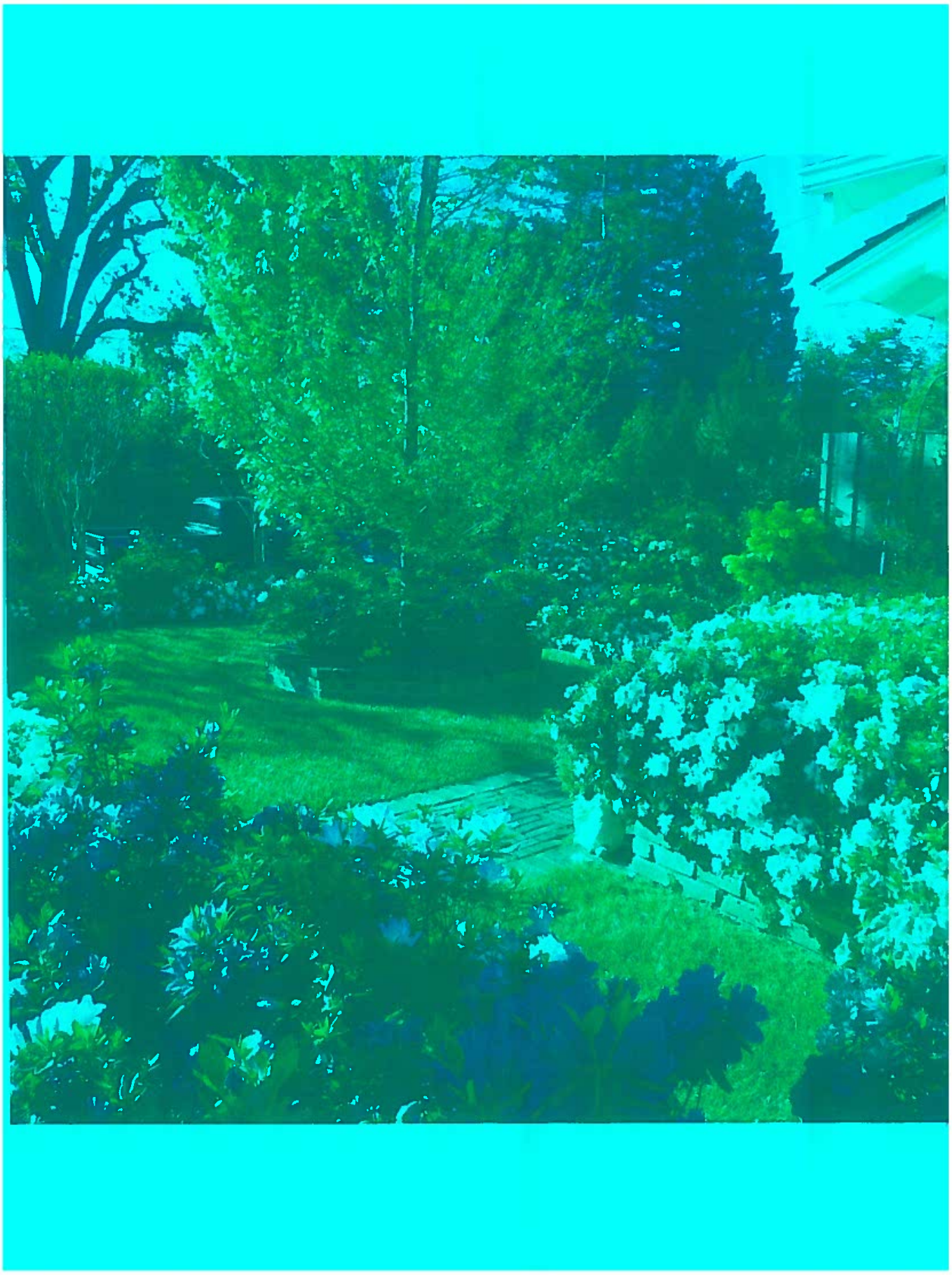
Respectfully submitted,

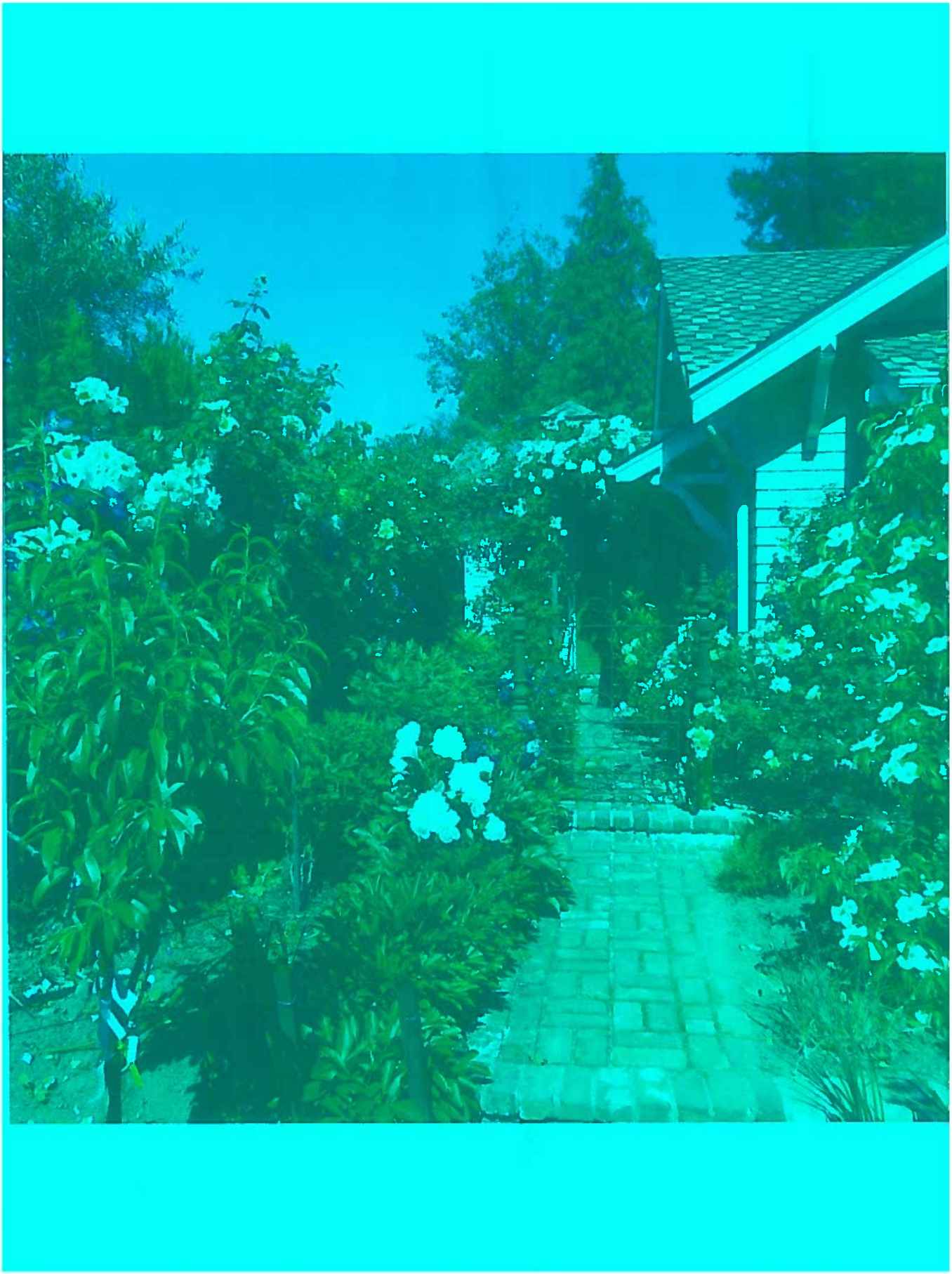
Tom Belt

Tom and Margot Belt

(707) 963-5662

Attachments







From: TOM BELT
To: April Mitts
Subject: RE: [External] May 21st Water Committee Meeting
Date: Wednesday, May 19, 2021 4:39:36 PM
Attachments: image001.png

Hello April,
Per your reply on Monday, I was thinking you may get back to me about your meeting with the public works director to internally approve exceptions for water allotments.
I have read the city's ordinance and I'm aware of the prescribed exemption categories. I'm also aware my justification doesn't easily fit into the exemption authorization categories. Nevertheless, will there be any room for discretion on the part of the water advisory committee to veer from the justifications under the code?
I have maintained my landscaping myself for 44 years. Unlike the vast majority of home owners in St. Helena, I have never had a Gardner. The peonies, azaleas, roses and trees are close to being family to me. My 50+ foot redwood trees were 4 feet tall when I planted them 40 years ago.
This month I misread my water meter by placing the decimal point after the first three digits when I should have placed it behind the fourth digit. Stupid me as I thought I would be okay with 7000 gallons/month. That just won't suffice as our temperatures grow into the high 90's and 100's this summer. The extra 130 gallons/day will allow me to water my shrubs two times a week. I've let the small lawn I have in my back yard die and I'm fine with letting the 300 square foot front lawn go as well.
I look forward to hearing back from you before Friday.
Thank you,
Tom

> On 05/17/2021 5:11 PM April Mitts <amitts@cityofsthelena.org> wrote:
>
> Hi Tom,
>
> Yes, the next meeting is this Friday at 10:00 a.m. and via zoom. I am meeting with the Public Works department tomorrow to discuss the exceptions and see what can be approved internally via the Public Works Director and what will need to go to the committee. I will keep you posted. Thanks for reaching out.
>
> April Mitts
>
> Finance Director
>
> 1572 Railroad Avenue
>
> St. Helena, CA 94574
>
> 707.968.2751
>
> amitts@cityofsthelena.org



Wash your Hands | Wear a Mask | Watch your Distance

Lávese sus manos | Use mascarilla | Mantenga su distancia

From: TOM BELT <tmbelt@comcast.net>
Sent: Monday, May 17, 2021 3:36 PM
To: April Mitts <AMitts@cityofsthelena.org>
Subject: [External] May 21st Water Committee Meeting

Hi April,

Can you please tell me if the water advisory board will be approving exception permits on May 21st and will the meeting be on Zoom?

Thank you,

Tom



Wash your Hands | Wear a Mask | Watch your Distance

Lávese sus manos | Use mascarilla | Mantenga su distancia

From: TOM BELT <tmbelt@comcast.net>
Sent: Friday, April 9, 2021 3:31 PM
To: April Mitts <AMitts@cityofsthelena.org>
Subject: [External] Date for April Water Meter Reading

Hi April,

Can you tell me when the city will be reading April's water use? It seems in the past the meters are read in the middle of the month but according to Phase 2 water restrictions, residents are allotted an extra 2500 gallons/month after the April meter reading date.

Thank you and enjoy your weekend,

Tom

To: St. Helena Water Advisory Committee June 17,2021

During the May 21st water advisory committee's review of my water Advisory Exception Permit Application, I was mistakenly prevented to verbally address the water advisory committee's questions relating to my application. I can tell you it was a frustrating listening to the discussion and not being able to join in on the conversation.

One of the issues discussed by the committee related to the amount of potable water we have used during the past spring and summer months? When this issue came up, the committee was mistakenly informed my wife and I use about 17 units/month during April - October months. This error was made because the finance director mistakenly provided the average potable water consumption from an incorrect address (1606 Hillview Place) rather than where I live (1520 Hillview Place).

Based upon the inquiries from the committee, it would seem the decision to deny our application was partially based on the amount of potable water we have used during past summer years. The committee was informed we have been using 17 units a month when in fact we have been using less than 4 units a month during the spring and summer months in between 2015 and 2020. The only exception to this occurred in 2016 when our daughter, her husband and grandson moved in with us for a year. *

The reason why we use so little potable water is because I go to the extra effort to use raw water, purchased from the city, for all my summer landscaping.

To retrieve raw water, an individual must have a truck, a water tank, and the correct fittings to collect the water from a valve located at the RLS School. Once the water is collected, the water must be transported from the water station to the site where the water will be dispersed. The most efficient way to disperse the water is with a jet pump which increases water pressure while the homeowner walks around with a hose dispersing the water to one's landscaping. On average I would collect between 300 and 350 gallons of water in each tank load. Then, I distributed two tank loads per day every other three days. It takes about three hours a day to disperse two tank loads of water.

The extra effort to use raw water instead of potable water for irrigation far exceeds the effort to turn one's sprinkler or drip system on. I strongly believe the efforts I have made to conserve St. Helena's potable water during the several past years more than qualifies me for an extra 2-person/day allotment under St. Helena's water ordinance (13.04.280(1).

I have two additional comments to make. While listening to the May 21st water advisory meeting there were two comments made by committee members that I would like to address. To begin with, one of the committee members questioned the value of using potable water versus raw water for irrigation. I recall the statement was: "What difference does it make if a resident uses potable water or raw water." "Water is water".

The second comment related to: The water customer has very lush landscaping. What is he thinking when we live in a desert?

My wife and I have lived in the same St. Helena home for 44 years. My landscaping did not evolve over the last five years or even ten years. I have reduced my lawn size three times over the time I have lived in my home and currently both my lawns are brown and dead. St. Helena's average rainfall, up until the last couple of years, has averaged 33 inches a year. So, I respectfully object to the comment that I have been maintaining lush landscaping in a desert.

My biggest regret living in St. Helena is that I did not drill a water well on my property when I had the chance in 2012.

Thank you for your consideration to approve my application,

Tom and Margot Belt

1520 Hillview Place, St. Helena

*Note my calculations do not include any October months because I have not purchased raw water permits during the fourth quarters in any years. My calculations were taken from the actual water bills I have received since 2015 and I would be happy to disclose those records upon request.

Report to the City Council
Regular City Council - 22 Jun 2021

Agenda Section: **NEW BUSINESS**

Subject: **Discussion and consideration of conducting hybrid, virtual and/or in-person City Council and Boards, Commissions, and Committee meetings.**

CEQA Determination: **Not a CEQA project**

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California due to the threat of COVID-19. On March 12, 2020, Governor Newsom ordered that all residents heed any orders and guidance of the state and local public health officials, including social distancing measures to control the spread of COVID-19. Additionally, that order waived portions of the Brown Act and authorized a local legislative body to hold public meetings via teleconference and to impose or recommend measures to promote social distancing and the City Council, Boards, Commissions have since been meeting virtually only.

DISCUSSION

June 15, 2021 marked an important date for California as Governor Newsom had lifted the COVID-19 Stay-at-Home Order and the county tier system has been retired. Because of this, staff is actively working on a reopening plan to allow for safe and efficient transition back to in-person services which will include the manner in which City Council and Boards, Commissions, and Committee meetings are held. Staff is presenting the following items for City Council discussion and direction for the transition back to in-person meetings.

Options for Council discussion and direction:

1. Continue fully virtual meetings.
2. Continue fully virtual meetings and agendize this discussion for a later date.
3. Move to in-person meetings only.
4. Move to a hybrid meeting.
5. Provide alternative direction.

In addition to the options above, there are several other considerations to be aware of:

In-Person Meetings

St. Helena Unified School District (District) staff have implemented guidelines in the boardroom that allow for in-person meetings to take place with a limited number of individuals present to comply with COVID guidelines. The District requires the use of face coverings at all times and the current capacity is limited to 61 persons. Additional recommendations include temperature checks, using hand sanitizer, and use of two air purifies in the boardroom. As the reopening plan by the State continues to develop, it is anticipated these guidelines will be adjusted accordingly.

In addition to District guidelines, City staff will review current City guidelines and update as appropriate.

Technology for Hybrid Model

The District only holds in-person meetings, and does not offer hybrid meetings which incorporates both in-person and virtual participation. Hybrid meetings, as opposed to fully in-person or fully virtual, present unique challenges with technology to allow for both virtual and in-person participation. If Council provides direction for a hybrid model, it will be necessary for City staff to coordinate with a representative from Napa TV to make changes to enable hybrid meetings. The changes will allow the City to continue to maintain the ability to live stream and record meetings from the boardroom. The setup will involve purchasing of equipment (estimated at $1,000), labor to run cabling, installation of switch, and testing. It is estimated this process will take approximately 30 days.

Staff is seeking City Council discussion and direction.

FISCAL IMPACT

If moving to a hybrid model, Napa TV provided a verbal estimate of about $1,000 for equipment and labor.

RECOMMENDED ACTION

Discuss and provide direction.

Cindy Tzafopoulos

From: joyrb@aol.com
Sent: Tuesday, June 22, 2021 3:43 PM
To: Cindy Tzafopoulos
Subject: [External] Selecting a Planning Commission

To the St. Helena Mayor, Council and City Manager…

It has been an exceptionally long time since we have had the freedom, privilege and or opportunity to address City government live. The emotion and layers of concern that are undeniable via face-to-face communication are missing with letters like this one. Zoom calls are inadequate substitute for in person interactions. It is even plausible to imagine that few people or even nobody cares about certain issues or has no input based on scant response. But the effort and savvy required to communicate electronically is not universally accessible and this would be a faulty assessment. St. Helena citizens care about the direction the city is going and would very much like to find a path going forward that works better. I am referring to full time residents who enroll children in school, shop the local stores, drive the lanes and city streets, use the library and support their community in thoughts, words and deeds.

The number of applications to fill Planning Commission vacancies highlights the fact that many are willing to commit themselves to the hard work necessary to participate in local government. Often these positions go begging for lack of interest. Clearly this is not the current climate. A surfeit of interest has been revealed. There is a LOT to be done in St. Helena and important decisions will need to be made. Evidently people want in on the opportunities to make change. In making your selections I hope you discern WHY these applicants have decided to be on the Planning Commission. Which decisions matter to them and why now. We have experienced in the past those with an agenda and their own personal reasons for participating and not the community well being. When they have met their goals or projects approved or needs met… they are done.

I reviewed the list of “recent” projects that have come before the Planning Commission on the City website. It appears there are 9 pages of projects…some are resubmissions- a few withdrawals. Approximately 25 per page. In the entire list shown there are four denials. One CIA appeal, one short term rental and one house on Stockton denied twice. JUST FOUR (three actually). Unless there is a separate list of denials elsewhere (is there?) this approval to denial ratio is statistically unbelievable and totally illogical. Can we accept that of the hundreds of applications and due diligence done JUST FOUR were deemed unacceptable? The list must include the 5 Pacaso homes bought and then dismantled/ remodeled for the sole purpose of turning them into timeshares. HOW did that happen 5 times? Is the Commission asking the

wrong questions of the wrong people? Are people claiming to be owners and buying for family use lying? And the horrific house designs that look like dark tombs or fortresses.. Is that an esthetic decision that a majority of the Commission supports for St. Helena? And the decision to amend the FAR to the point that there is a gigantic monster overbuilt next to Aunt Lucy's bungalow…is that a good plan?

The SF Chronicle in this Sunday's edition reports on the recent trend (demand it says) for luxury wine tastings and experiences in "wine country". Some offer helicopter rides that land you next to a vineyard. Biplane rides in open cockpit aircraft (loud they say) with boxed lunches. 100 point tastings and etched crystal glasses. One in St. Helena has a business model and a $950 per person price tag that takes you to marquee name vineyards (they say) for tastings. It claims to have more demand than it can handle despite the huge price. Does anyone notice or care that these are not allowed? Vineyards are not wineries. The question WHAT IS A WINERY was answered in 1989. Somebody ought to read that. Vineyards (and especially those that you don't own) are not destinations. They are agricultural entities and subject to restrictions and codes applicable to grape production. Tours and tastings happen at wineries. WHO is going to do the code enforcement when these codes are ignored or violated? Is the city going to pretend that helicopters, biplanes and traipsing through To Kalon or Dr. Crane is okedokee? Before this trend goes any further it needs a thorough evaluation and codes need to be determined if they don't already exist under these circumstances.
Enforcement has to be more than just a joke.

PLEASE approve applicants based on integrity, understanding of St. Helena's issues, goals and needs. Service with an agenda is counter-productive to good city planning. Let us not regret these decisions.

Joy Roades-Brown 707 963 3131
Reply Reply All Forward