



City of St. Helena

*"We will conduct city affairs on behalf of our citizens
using an open and creative process."*

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June 26, 2012

Mayor Britton and St. Helena City Council
1480 Main St.
St. Helena, CA 94574

Re: Fiscal Year 2012-13 Operating Budget

Mayor Britton and City Council Members:

In the midst of continued challenging economic times, please find for your review the Fiscal Year 2012-13 Operating Budgets for the General Fund, Water and Waste Water Funds. Staff has provided the Council with tough, but we believe necessary, steps in this budget to allow the City to fund critical infrastructure improvements, particularly related to maintaining City roadways.

Operating Budget: General Fund, Water, and Wastewater

General Fund

The general fund budget provides \$1,213,373 million for capital projects, including \$200,000 for a new fire pumper truck.

General fund revenues for Fiscal Year 2012-13 (FY12/13) are estimated at \$8,675,381 million, 7.3% higher than the current year. This includes a one-time \$200,000 contribution from the Volunteer Fire Association. Excluding this one-time contribution, revenues are projected to increase by \$386,661 a 4.8% increase.

With general fund revenues stabilizing, the operating budget strives to reduce operating budget expenditures and provide potential funding for deferred capital expenditures on deteriorating streets and infrastructure. Through significant cost-cutting, total general fund operating expenses and operating transfers are projected to be \$7.4 million, leaving over \$1,000,000 for roadway improvements from the general fund.

To achieve this cost reduction, this budget proposes the elimination of ten positions—with an overall reduction of 7.75 full time equivalents. The following are highlights of significant changes to the operational budget:

- The planning/building department has been reorganized. Associate planner, building technician/office manager and administrative assistant duties will be redistributed to the Interim Planning Director, Building Official and finance staff. The reorganization will save \$254,000 compared to the current year.

- Two government building maintenance positions are to be handled through contracted services with an estimated savings of \$161,621.
- Park maintenance is proposed to be reduced by two positions with contracted services for some services, providing an estimated \$91,740 cost reduction.

Staff worked diligently to follow the direction provided by Council, and public input, for overall reduction in operating costs, while maintaining or improving current service levels. While employee negotiations are on-going, we have not budgeted for increased City outlay for health insurance premiums, nor have we shown any salary increases, except step increases. Negotiations for labor agreements are not complete and may create changes to the budget. Budget changes in government building maintenance and park maintenance positions are subject to meet and confer with the Employee Association.

Dramatic changes in City operations are necessary. We only receive about \$100,000 each year from gas tax funds to maintain and improve our streets. The City can no longer continue ignore deteriorating roads as the cost to fix them increases dramatically over time.

Property tax, sales tax and transient occupancy tax account for about 76% of all General Fund revenues. Property tax revenue has held steady in St. Helena for the last few years and is budgeted to increase 2% next year based on Napa County projections, generating just over \$2.7 million.

Sales tax revenue is estimated up 8% over the current year at \$2 million. This number is inflated by one-time funds for misallocated sales taxes in previous quarters. Sales tax growth is projected to increase by a more modest 2% next year, which could create an appearance of declining sales tax revenue in FY 2013-14.

Transient Occupancy Tax (TOT), including short-term rental TOT, is estimated to increase 5% next year to \$1.5 million.

Water and Wastewater Funds

The Water and Wastewater Enterprise Funds should generate revenue sufficient to pay the cost of the services provided. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The first rate increase was effective with the July 2011 billing cycle. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. reduced allocations in personnel costs to the enterprises are anticipated due to a shift in duties and less time allocated to the enterprises from administration. The distribution changes created increased costs to the general fund. Reviews of duties are examined each year, this year; changes were more significant due to a reorganization of duties for City staff.

The Water Fund Budget includes a Water Conservation Specialist in the Public Works Administration. The Council may modify this to a part-time or consulting position if it so chooses.

By adding a plant operator to wastewater, both water and wastewater plants will have three operational positions. With the addition of the position, administration is proposing staff schedule changes in order to provide operational coverage seven days a week without scheduled overtime.

The City will continue to pursue grants and other resources to provide the capital needed to upgrade and improve the systems, thereby reducing the burden on ratepayers.

OUTLOOK AND OPPORTUNITIES

The impact of the economic recession on St. Helena has been significant. In the last three years, we have reduced staffing citywide by almost 8 positions, or 13%, in addition to the reorganizations in this budget. Sales tax revenue and TOT have shrunk to levels from almost a decade ago and development activity has slowed. The City will continue to seek new revenues where possible, but our focus today must clearly be on ways to provide services the community wants and deserves for less money.

Several projects are in various stages of approval that would increase the number of hotel rooms in St. Helena. As the volume of overnight visitors' increases, sales tax revenue should improve as well. While this is positive over the longer term, for next year and in the short term the City's must streamline its operations. We view this as a positive challenge and an opportunity to highlight our ability to reinvent ourselves as an organization and meet the needs of the St. Helena community.

CONCLUSION

Employees represent the largest category of expense for the City and are a great asset. As a group, employees are enormously dedicated to St. Helena and have never hesitated to respond to requests for help to get a project completed, address a citizen complaint, or find creative and cost effective ways to serve the public. A reduction in staffing and finding alternative ways to provide services is not an easy decision. This budget is a critical step in finding a needed balance between operations and restoring deteriorating infrastructure.

It takes an enormous amount of staff time to produce the annual budget and this year staff had the added pressures of constant changes during the production. Each department is to be commended for the extra effort that went into analyzing revenues, projecting expenses and coming up with creative ways to reduce costs without impacting needed services and programs. Special thanks to Dawn Marshall who canceled her vacation in order to meet the deadline required in getting this document out to Council.

Gary Broad
City Manager

Karen Scalabrini
Finance Director

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2012-13

Table of Contents

Budget Message	i
City Staff	1
Budget Summary by Fund	2
Organizational Chart	4
City Profile	5
Reader's Guide	9
Glossary of Common Budget Terms	13
Acronyms	17
Schedule of Transfers	20
Allocation of City Positions	21
Authorized Positions	22
Description of Revenue Sources	25
Revenue Sources Graphs	27
Budget Summary by Funds and Projected Fund Balances	29
Summary of Revenues, Appropriations and Fund Balances	31
General Fund	32
General Fund Revenues/Appropriations Graphs	32
General Fund Overview	33
General Fund Revenues/Appropriations Future Projections	35
General Fund Revenues/Appropriations	38
Department Budgets	42
Non-Departmental	42
City Council	47
City Manager/Clerk	51
Finance	55
City Attorney	61
Planning/Building	64
Fire	70
Police	75
Library	80
Recreation	85

**CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2012-13**

Table of Contents

Public Works Departments	90
Public Works Administration.....	91
Government Buildings/Grounds	99
Storm Drains Maintenance/Operations	103
Streets-Maintenance/Operations	106
Streets Maintenance-Gas Tax.....	110
Tree City U.S.A.....	111
Parks Maintenance/Operations.....	114
City Garage.....	117
 Water Enterprise.....	 120
Water Enterprise Overview	121
Water Enterprise Fund	122
Water Distribution.....	125
Stonebridge Wells	129
Water Treatment Plant	132
 Wastewater Enterprise	 138
Wastewater Enterprise Overview.....	139
Wastewater Enterprise Fund	140
Wastewater Maintenance/Operations.....	143
Wastewater Treatment Plant	146
 Special Revenue and Trust Funds	 151
Public Safety Impact Fees	151
Public Library Foundation.....	152
CLSA Library Resources	153
Public Safety (COPS).....	154
State Gas Tax 2105	155
State Gas Tax 2106	156
State Gas Tax 2107	157
State Gas Tax 2107.5	158
State Gas Tax 2103	159
Measure A	160
Police Training Development.....	162
Asset Forfeiture.....	163
Community Activities	164

**CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2012-13**

Table of Contents

City Garage.....	165
Garage Cost Allocation	166
Tree City USA.....	167
Bocce Ball	168
Recreation Programs	169
Tourism Improvement District.....	170
Ryan Library Trust	171
Martin Library Trust.....	172
Tweed Trust	173
1996 Fire Station Bonds.....	174
GANN	175
Comparison of Financial Status-neighboring cities	179
Debt Obligations	180

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INTRODUCTORY SECTION



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CITY OF ST. HELENA

CITY COUNCIL

Del Britton
Mayor

Sharon Crull
Vice-Mayor

Catarina Sanchez
Councilmember



Peter White
Councilmember

Ann Nevero
Councilmember

Gary Broad – City Manager
Thomas Brown – City Attorney
Delia Guijosa – City Clerk

ADMINISTRATIVE TEAM

Greg Desmond – Interim Planning Director
Jennifer Baker – Library Director
Jackie Rubin – Police Chief
John Ferons – Public Works Director/City Engineer
Karen Scalabrini – Director of Finance/City Treasurer
John K. Sorensen – Fire Chief

BOARDS/COMMISSIONS/COMMITTEES

Library Board of Directors
Parks and Recreation Commission
Planning Commission
Tree Committee
Bocce Committee

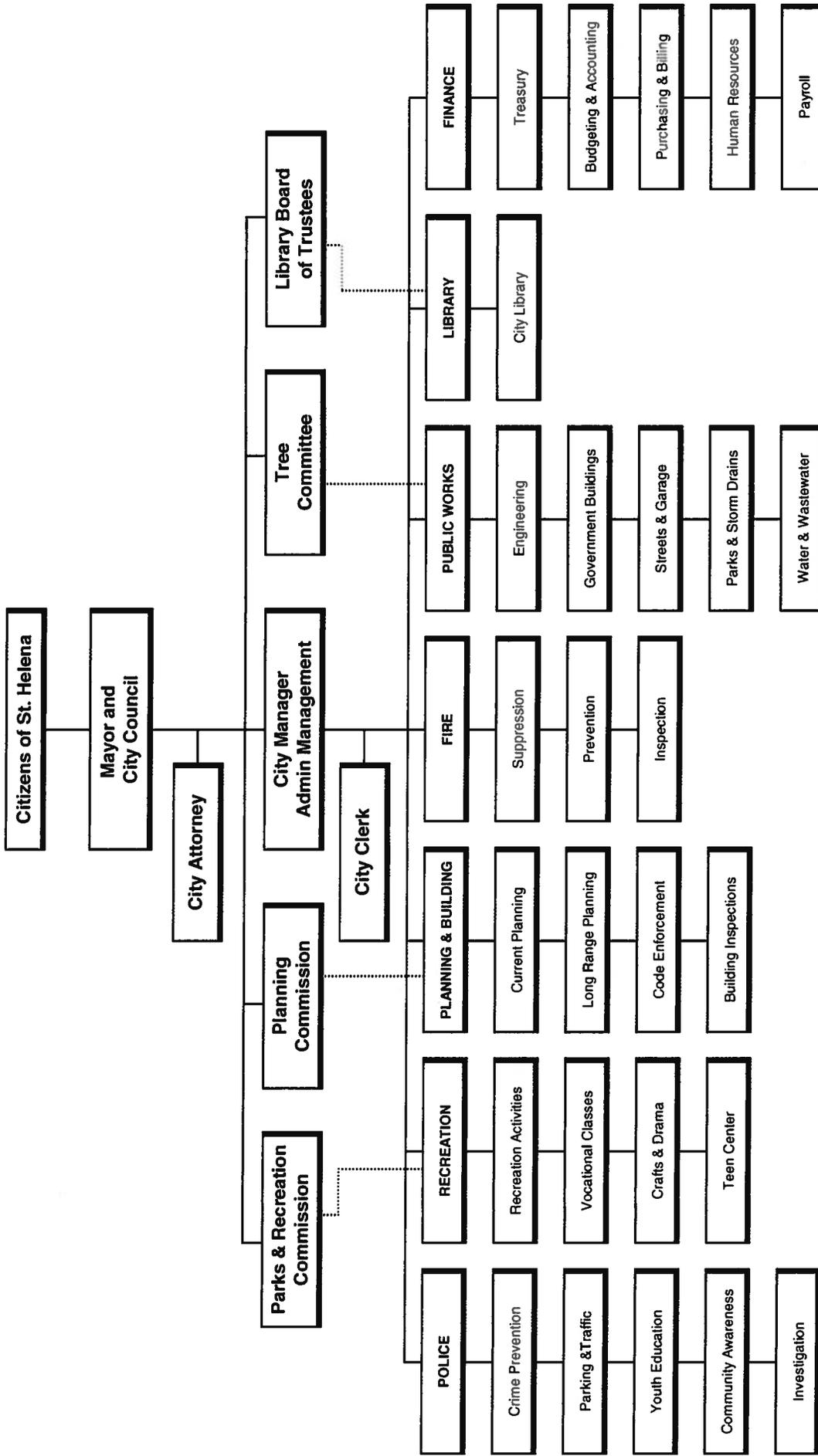
CITY OF ST. HELENA
Budget Summary by Fund
 Fiscal Year 2012/2013

	REVENUES	EXPENDITURES
FUND 101, GENERAL FUND	\$8,675,381	
City Council		\$227,625
City Manager/Clerk		345,904
Finance		265,235
City Attorney		292,000
Planning/Building		504,088
Library		850,139
Recreation		78,357
Fire		547,146
Police		2,427,046
Public Works Admin		164,279
Government Buildings		217,998
Storm Drains		87,132
Streets		210,484
Parks		532,785
Debt Service		236,276
Non-Departmental		353,473
Operating Transfers		176,042
Subtotal		<u>\$7,516,008</u>
Capital Transfers		1,159,373
TOTAL GENERAL FUND	\$8,675,381	\$8,675,381
Fund 216, Public Safety Impact Fees	24,000	300,000
Fund 218, Public Library Foundation	8,000	6,500
Fund 219, CLSA Library Restoration	4,600	226,500
Fund 224, Public Safety (COPS)	100,000	100,000
Fund 225, State Gas Tax 2105	31,245	31,245
Fund 226, State Gas Tax 2106	20,300	20,300
Fund 227, State Gas Tax 2107	44,500	44,500
Fund 228, State Gas Tax 2107.5	2,030	2,030
Fund 229, State Gas Tax 2103	71,200	71,200
Fund 235, Measure A	526,805	526,805
Fund 238, Training Development	4,000	4,000
Fund 279, Asset Forfeiture	14,000	8,000
Fund 280, Community Activities	123,376	123,376

EXHIBIT A

	REVENUES	EXPENDITURES
Fund 283, Tree City USA	52,666	52,666
Fund 286, Bocce Ball	38,000	19,218
Fund 289, Recreation Programs	129,068	129,068
Fund 290, Tourism Improvement District	256,315	256,315
Fund 381, Ryan Library Trust	1,150	0
Fund 382, Martin Library Trust	550	12,000
Fund 384, Tweed Trust	122,290	88,886
Fund 420, Fire Station GO Bonds	183,658	183,658
Fund 561, Water Enterprise	5,270,163	4,595,779
Fund 571, Sewer Enterprise	2,109,656	1,620,043
Fund 582, Garage	105,977	105,977
TOTAL BUDGET	\$17,918,930	\$17,203,447
Less Interfund Transfers	(1,807,253)	(1,807,253)
TOTAL NET REVENUES AND EXPENDITURES	\$16,111,677	\$15,396,194

City of St. Helena



CITY OF ST. HELENA O V E R V I E W

FISCAL YEAR 2012-2013

Economic Profile

The City of St. Helena 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. On March 24, 1876, the City of St. Helena was incorporated and re-incorporated on May 14, 1889.

The City from its inception has served as a rural agricultural center. In recent years, with the growth and development of the wine industry, the City has become an important business and banking center for the wine industry. The St. Helena Public Library includes a respected wine library. The City also receives many visitors as a result of the wine industry and the area's scenic qualities.

Population and Local Revenues from State

The City's population has remained relatively stable over the past ten years, due primarily to the agricultural land preservation policies and other resource and infrastructure constraints. The State Department of Finance releases population data. The City's population figures for 2013 are estimated to be 5,849; up .7% from the previous years estimate of 5,809. The State Controller distributes local subventions such as gas tax, and other revenues on a per capita basis that may be affected by this change. **The State Controller has not released the apportionment to local governments as of the publication of this document so the impact is unknown at this time.**

Municipal Government

The City has a Council-Manager form of government. The Council is composed of a directly elected mayor and four councilmembers. In the November 2008 election, Sharon Crull and Catarina Sanchez were elected to serve a four-year term as Councilmembers. In November 2010 Del Britton was reelected to a two-year term as Mayor and Ann Nevero and Peter White were elected to four-year terms. A City Manager appointed by the City Council is responsible for the administration of City affairs. The City Manager is assisted by an administrative team that includes the City Attorney (who is a contract attorney), an appointed City Clerk and department heads for the Finance, Fire, Library, Planning, Police, and Public Works Departments.

Budget Policies and Procedures

City Code section 2.4.06(9) requires that the City Manager submit a budget document to the City Council by May 15th of each year. The budget process begins with the individual department heads submitting their budget requests to the Finance Department for review. After the Director of Finance has reviewed the requests, the department heads meet individually with the City Manager and Director of Finance to review their budgets on a line-by-line basis and any changes needed are agreed upon and made to the proposed budget.

The Director of Finance prepares the upcoming year's revenue projections and reviews these projections with the City Manager. Unlike appropriations, projected revenues are not subject to direct City control. Property Tax revenues vary with real estate sales and building activity in the community.

Building activity also affects building permits and plan check fees. Sales Tax and Transient Occupancy Tax (TOT) are subject to the economic cycles of businesses in the community mixed between tourism and local sales. The Director of Finance uses a combination of current trends, historical performance and anticipated changes to current projections to arrive at the revenue levels contained in the budget. After estimating revenues, the Director of Finance compiles a draft report for review by the City Manager and the Proposed Budget is prepared for Council review.

After submittal of the Proposed Budget, the Council holds budget study sessions before adopting the budget at a regularly scheduled Council meeting in June. Upon adoption of the budget, monthly budget status reports are prepared and distributed to Department Heads. On a quarterly basis the Director of Finance/City Treasurer submits a budget status report to the City Council.

Any adjustments to the Adopted Budget must be made in conformance with the City's Budget Resolution, which allows Department Heads to transfer appropriations within their department providing that neither the number of authorized personnel is increased, nor any transfer that would decrease appropriations for capital outlay results.

The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund. Total appropriations within a fund may only be increased with Council approval. All budget changes are recorded on a Budget Revision Form and forwarded to the Finance Department for review and processing. After proper approval, the changes are made to the Working Budget.

Budgetary and Accounting Basis

The Operating Budget is developed by fund on a Generally Accepted Accounting Principles (GAAP) basis, except that depreciation and amortization are not budgeted. Principal payment on debt in the enterprise funds is budgeted as an expense.

General, Special Revenues, and Debt Services funds are budgeted on a modified accrual basis; Water and Wastewater Enterprise Funds are budgeted on an accrual basis.

Continuing Grants and Trusts expenditures are offset by self-supporting revenues in the budget. If budgeted grants are not awarded to the city then no expenditures are made. Some Grants are not included in the budget since funding information is not available until mid year.

Reserve Policies and Use of Operating Reserves

General Fund

The City's budget goals are to maintain a balanced budget in the General Fund and the Enterprise Funds, with revenues equal to or greater than expenditures. *The exception is only for capital projects in which reserves are being used.* While the City has no formal

policy for the fund balance of the General Fund, an amount of approximately 25% of budgeted expenditures or \$1.8 million has been maintained and is felt to be an adequate reserve for unforeseen problems.

Wastewater Enterprise Fund

The City formally established the following target reserve levels that are to be used as a guide in establishing reserves. Council can adjust these reserves from time to time as needed to fund critical projects. The goal is to work toward funding these reserve requirements over the next few years.

- An operating reserve equal to 15% of annual operating and maintenance expenditures or approximately two months of working capital.
- A rate stabilization reserve guards against such negative effects as economic shortfall or increased expenditures demands, which can lead to operating deficits. A cap on this rate stabilization reserve is set at \$300,000 or slightly half of the City's current annual revenue requirement.
- A capital replacement reserve funded annually at an amount that approximates the average future rate of capital replacements. This equates to 100% of annual depreciation and averages \$100,000 per year. Note that this year there are no transfers to capital replacement.

The uncommitted fund balance is the money available to the wastewater utility for general purposes.

Water Enterprise Fund

The City informally established the following target reserve levels that are to be used as a guide in establishing reserves. Council can adjust these reserves from time to time as needed to fund critical projects. The goal is to work toward funding these reserve requirements over the next few years.

- An operating reserve equal to 15% of annual operating and maintenance expenditures or approximately two months of working capital.
- A rate stabilization reserve guards against such negative effects as economic shortfall or increased expenditures demands, which can lead to operating deficits. A cap on this reserve is set at \$500,000.
- A capital replacement reserve funded annually at an amount that approximates the average future rate of capital replacements. This equates to 100% of annual depreciation and averages \$400,000 per year.

The uncommitted fund balance is the money available to the water utility for general purposes.

Capital Budget Program

The City is working on updating a Capital Improvement Program for projects planned through the year 2016. This program will continue to be updated each year with the highest priority projects planned for implementation. At this time the Comprehensive Flood Control project is completed. The City is currently working to issue revenue bonds for the removal of upper reservoir, Recycled Water, and various water and wastewater infrastructure improvements. Street improvements remain high on the list of priorities. Major reductions to the general operations budget are proposed in order to focus on street improvements. These project budgets are covered in detail in the Capital Budget. Details are not included in this document.

Long-Term Debt Policies

The use of long-term debt will be considered when the cost of debt is lower than the City's investment returns and when operating revenues are available to pay the debt. We will maximize the investment return on City cash balances, within the higher concerns of safety and liquidity. When the cost of debt exceeds the City's investment return, we will find ways to decrease or eliminate the debt. It is the goal of the City to seek to realize the maximum use of all tax dollars to the public's benefit. At the back of this document is a list of City debt.

CITY OF ST. HELENA

READERS GUIDE TO THE BUDGET

FISCAL YEAR 2012-2013

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.

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.

224 PUBLIC SAFETY (COPS): A special revenue fund used to account for transactions related to increased or new police programs funded through state subventions. Budget is set in September of each year after public hearings are held on the proposed program and expenditures.

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 25.

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 allocated funds from a new motor vehicle fuel excise tax that replace 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. 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.

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.

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.

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 such as the new Teen Center and the Halloween Party.

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.

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 Manager.

290 TOURISM IMPROVEMENT DISTRICT: 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.

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: An expendable trust established in 2000 as a bequest from the Madeline Murray Trust. The trust is to be used for new equipment purchases for the Police and Fire departments.

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.

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.

384 TWEED TRUST: A revocable trust established in 2000 as a bequest from Dorothy L. Tweed. Expenditures are for the benefit of the Library for its general purposes. Originally Council had elected to combine this trust with the Dr. Wood Trust however; Funds from the Dr. Wood Trust were distributed to the St. Helena Public Library Foundation by court order in fiscal year 2009/2010. Dorothy L Tweed Trust funds were separated and remain in fund 384.

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.

CITY OF ST. HELENA
READERS GUIDE TO THE BUDGET

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 rendered.
ACCRUAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PROIOR 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 or spent during a specified period.
AMORTIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATION	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.
BONDED INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.

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. XIII B, section 8(b).

BUDGET AMENDMENT	A procedure authorized by some City Councils that allows 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 revenue sources.
BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
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; DEBT SERVICE FUND	The payment of principal and interest on borrowed funds such as bonds. 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.

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.

FIDUCIARY FUNDS	Trust and Agency funds.
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 2011-12 ends on June 30, 2012).
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 repayment 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 or 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.

CITY OF ST. HELENA READERS GUIDE TO THE BUDGET

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 Projects
CLA	California Library Association
CLETS	California Law Enforcement Technology System
CLSA	California Library Services Act
COPS	Citizens Option For Public Safety (State Program)
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Awareness 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 Revenue 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
GIS	Geographic Information System
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 Terminal
MGD	Million Gallons per Day
MSD	Municipal Sewer District

MTC	Metropolitan Transportation Commission
NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency
NFPA	National Fire Protection Association
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
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 Luis 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	Transit Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant

CITY OF ST HELENA
SCHEDULE OF TRANSFERS
Fiscal Year 2012/2013

TO:			FROM:				
#	FUND #	AMOUNT	101 GEN'L	561 WATER	571 SEWER	OTHER FUND #	AMOUNT
1	283	52,666	52,666				
	TRANSFER FUNDS FOR TREE CITY USA EXPENSES						
2	280	123,376	123,376				
	TRANSFER FUNDS FOR TEEN CENTER OPERATION						
3	101	2,563				290	2,563
	TRANSFER FUNDS FOR TID ASSESSMENT						
						225	31,245
						226	20,300
						227	44,500
						228	2,030
4	741	169,275				229	71,200
	TRANSFER FUNDS FOR STREET IMPROVEMENTS						
						216	300,000
						224	0
5	733	1,459,373	1,159,373			286	0
	TRANSFER FUNDS FOR CAPITAL GENERAL CAPITAL PROJECTS						
TOTALS		\$1,807,253	\$1,335,415	\$0	\$0		\$471,838

SUMMARY TRANSFERS IN:			
OPERATIONAL			
COMMUNITY ACTIVITIES	280 =		123,376
TREE CITY USA	283 =		52,666
Subtotal Operational		\$	176,042
CAPITAL			
GENERAL FUND CAPITAL IMF	733 =		1,459,373
STREET IMPROVEMENTS	741 =		169,275
GENERAL FUND	101 =		2,563
Subtotal Capital		\$	1,631,211
TOTALS			\$1,807,253

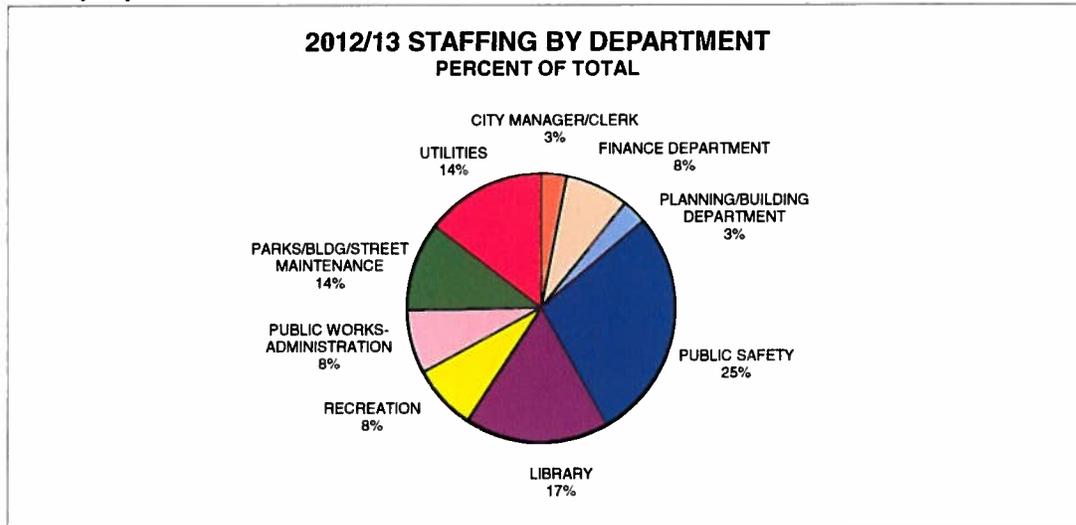
SUMMARY TRANSFERS OUT:			
OPERATIONAL			
GENERAL FUND	101 =		176,042
CAPITAL			
GENERAL FUND	101 =		1,159,373
PUBLIC SAFETY IMPACT	216 =		300,000
GAS TAX 2105	225 =		31,245
GAS TAX 2106	226 =		20,300
GAS TAX 2107	227 =		44,500
GAS TAX 2107.5	228 =		2,030
GAS TAX 2103	229 =		71,200
TOURISM IMPROVEMENT	290 =		2,563
Subtotal Capital		\$	1,631,211
TOTALS			\$1,807,253

**CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS**

Fiscal Years 2008/09 - 2012/13

STAFF OVERVIEW

A significant part, 47 percent of the City's Operating Budget (salary and benefits), is funding for employees who in turn provide services to our citizenry. Salaries and benefits are 42% of total City budget (including Capital expenditures) amounting to \$7,215,589. The following graph identifies full-time equivalent (FTE) positions by department.



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENTS	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	CURRENT +/-
CITY MANAGER/CLERK	3.00	4.00	2.50	2.50	2.00	-0.50
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	6.00	5.00	5.00	5.00	2.00	-3.00
POLICE	20.18	17.50	16.50	16.50	16.50	0.00
FIRE	2.00	2.00	1.80	1.80	1.80	0.00
LIBRARY	11.02	10.49	10.49	10.54	11.32	0.78
RECREATION	5.59	5.59	5.09	5.09	5.09	0.00
PUBLIC WORKS-ADMINISTRATION	6.00	6.00	5.50	5.50	4.00	-1.50
BUILDINGS MAINTENANCE	2.00	2.00	2.00	2.00	0.00	-2.00
STREET MAINTENANCE	4.00	4.00	4.00	4.00	4.00	0.00
TREE CITY U.S.A.	0.10	0.10	0.10	0.10	0.10	0.00
PARKS MAINTENANCE	4.90	4.90	4.90	4.90	2.90	-2.00
CITY GARAGE	1.00	1.00	0.00	0.00	0.00	0.00
WATER DISTRIBUTION	4.00	4.00	4.00	4.00	3.47	-0.53
WATER TREATMENT PLANT	4.00	3.00	3.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.50	2.50	2.50	3.00	3.00	0.00
TOTAL FTE'S	82.29	77.08	72.38	72.93	64.18	-8.75

Reductions in Building Maintenance and Parks are subject to meet and confer with the St. Helena Employee Association. Authorized positions for fiscal year 2013 are 64.18 FTE's. Part-time positions make up 8.86 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.

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2008/2009 - 2012/2013

		<u>FY 08/09</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<i>CURRENT +/-</i>
<u>CITY MANAGER/CLERK</u>							
4200	City Manager	1.00	1.00	1.00	1.00	1.00	
	City Clerk	1.00	1.00	1.00	1.00	1.00	
	Administrative Assistant	1.00	1.00	0.50	0.50	0.00	
	Flood Project Manager	0.00	1.00	0.00	0.00	0.00	
	Office Assistant	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	3.00	4.00	2.50	2.50	2.00	-0.50
<u>FINANCE DEPARTMENT</u>							
4300	Director of Finance/Treasurer	1.00	1.00	1.00	1.00	1.00	
	Accounting Tech. II/HR Manager	1.00	1.00	1.00	1.00	1.00	
	Accounting Technician I	1.00	1.00	1.00	1.00	1.00	
	Accounting Assistant II	1.00	0.00	0.00	0.00	2.00	
	Accounting Assistant I	1.00	2.00	2.00	2.00	0.00	
	SUBTOTAL	5.00	5.00	5.00	5.00	5.00	0.00
<u>PLANNING/BUILDING DEPARTMENT *</u>							
4500	Director of Planning	1.00	1.00	1.00	1.00	0.00	
	Senior Planner (Interim Planning Director)	1.00	1.00	1.00	1.00	1.00	
	Associate Planner	1.00	1.00	1.00	1.00	0.00	
	Administrative Assistant	1.00	1.00	1.00	1.00	0.00	
	Chief Building Official	1.00	0.00	0.00	0.00	1.00	
	Bldg. Permit Tech. III/Office Manager	1.00	1.00	1.00	1.00	0.00	
	SUBTOTAL	6.00	5.00	5.00	5.00	2.00	-3.00
<u>POLICE DEPARTMENT</u>							
4900	Police Chief	1.00	1.00	1.00	1.00	1.00	
	Sergeants	4.00	3.00	3.00	3.00	4.00	
	Corporal	0.00	1.00	1.00	1.00	1.00	
	Investigator	1.00	0.00	0.00	0.00	0.00	
	Police Officers	8.00	7.00	6.00	6.00	5.00	
	Dispatchers	4.00	4.00	4.00	4.00	4.00	
	Community Services Officers	1.50	1.50	1.50	1.50	1.50	
	Crossing Guards	0.68	0.00	0.00	0.00	0.00	
	SUBTOTAL	20.18	17.50	16.50	16.50	16.50	0.00
<u>FIRE</u>							
4800	Fire Chief	1.00	1.00	1.00	1.00	1.00	
	Administrative Assistant	1.00	1.00	0.80	0.80	0.80	
	SUBTOTAL	2.00	2.00	1.80	1.80	1.80	0.00
<u>LIBRARY</u>							
4600	Library Director	1.00	1.00	1.00	1.00	1.00	
	Senior Librarian	2.75	2.75	2.75	2.00	2.00	
	Librarian II	1.00	1.00	1.00	1.00	1.00	
	Supervising Library Assistant	0.00	0.00	0.00	0.80	0.80	
	Library Assistant II	2.00	2.00	2.00	1.00	0.00	
	Library Assistant I	0.00	0.00	0.00	1.00	1.00	
	Office Assistant	1.00	0.75	0.75	0.75	0.75	
	Library Clerk (P/T)	0.93	0.93	0.93	0.93	2.12	
	Library Associate (P/T)	0.98	0.70	0.70	0.70	1.66	
	Library Shelves/Assistant (PT)	1.36	1.36	1.36	1.36	0.99	
	SUBTOTAL	11.02	10.49	10.49	10.54	11.32	0.78

PART-TIME POSITIONS

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2008/2009 - 2012/2013

		<u>FY 08/09</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<i>CURRENT +/-</i>
<u>RECREATION</u>							
4728	Recreation Director	1.00	1.00	0.00	0.00	0.00	
	Recreation Manager	0.00	0.00	1.00	1.00	1.00	
	Recreation Supervisor	1.00	1.00	0.00	0.00	0.00	
	Bocce Ball League	0.25	0.25	0.25	0.25	0.32	
	Pool	0.67	0.67	0.67	0.67	0.52	
	Teen Center Supervisor	0.00	0.00	0.50	0.50	0.50	
	Teen Center/SPLASH Camp	0.93	0.93	0.93	0.93	1.24	
	Daycamp/Pool/Basketball	1.74	1.74	1.74	1.74	1.51	
	SUBTOTAL	5.59	5.59	5.09	5.09	5.09	0.00
<u>PUBLIC WORKS-ADMINISTRATION</u>							
5000	P/W Director/Engineer	1.00	1.00	1.00	1.00	1.00	
	Assistant PW Dir/Assistant Engineer	1.00	1.00	1.00	1.00	1.00	
	Associate Engineer	1.00	1.00	0.50	0.50	0.00	
	Assistant Engineer	0.00	0.00	0.00	0.50	0.00	
	Flood Project Manager	0.00	0.00	1.00	0.00	0.00	
	Management Analyst	0.00	0.00	1.00	1.00	1.00	
	Water Conservation Specialist	1.00	1.00	0.00	0.50	0.00	
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	
	Office Assistant	1.00	1.00	0.00	0.00	0.00	
	SUBTOTAL	6.00	6.00	5.50	5.50	4.00	-1.50
<u>BUILDINGS MAINTENANCE**</u>							
5006	P/W Supervisor - Buildings	1.00	1.00	1.00	1.00	0.00	
	Maintenance Worker I	1.00	1.00	1.00	1.00	0.00	
	Maintenance Worker II	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	2.00	2.00	2.00	2.00	0.00	-2.00
<u>STREET MAINTENANCE</u>							
5016	P/W Supervisor - Streets	1.00	1.00	1.00	1.00	1.00	
	Lead Worker	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker III/Equip Operator	1.00	1.00	1.00	0.00	0.00	
	Maintenance Worker II	0.00	0.00	0.00	0.00	1.00	
	Maintenance Worker I	1.00	1.00	1.00	2.00	1.00	
	SUBTOTAL	4.00	4.00	4.00	4.00	4.00	0.00
<u>TREE CITY U.S.A.</u>							
5026	P/W Supervisor - Parks	0.10	0.10	0.10	0.10	0.10	
	SUBTOTAL	0.10	0.10	0.10	0.10	0.10	0.00
<u>PARKS MAINTENANCE**</u>							
4727	Supervisor - Parks	0.90	0.90	0.90	0.90	0.90	
	Lead Worker	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker II	1.00	2.00	3.00	3.00	1.00	
	Maintenance Worker I	2.00	1.00	0.00	0.00	0.00	
	SUBTOTAL	4.90	4.90	4.90	4.90	2.90	-2.00
<u>WATER DISTRIBUTION</u>							
5031	Chief Water Distribution Operator	1.00	1.00	1.00	1.00	0.47	
	Lead Worker	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	
	SUBTOTAL	4.00	4.00	4.00	4.00	3.47	-0.53

PART-TIME POSITIONS

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2008/2009 - 2012/2013

		<u>FY 08/09</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<i>CURRENT +/-</i>
<u>WATER TREATMENT PLANT</u>							
5034	Chief Plant Operator	1.00	1.00	1.00	1.00	1.00	
	Operator III	1.00	1.00	1.00	1.00	1.00	
	Operator II	1.00	1.00	0.50	0.50	1.00	
	Operator I	0.00	0.00	0.00	0.50	0.00	
	Operator In Training	1.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	4.00	3.00	2.50	3.00	3.00	0.00
<u>WASTEWATER TREATMENT PLANT</u>							
5029	Chief Plant Operator	1.00	1.00	1.00	1.00	1.00	
	Operator III	1.00	1.00	1.00	1.00	1.00	
	Operator II	0.00	0.00	0.50	0.50	0.00	
	Operator I	1.00	0.00	0.00	0.50	1.00	
	Journeyman Industrial Maintenance	0.50	0.50	0.50	0.00	0.00	
	SUBTOTAL	3.50	2.50	3.00	3.00	3.00	0.00
<u>CITY GARAGE</u>							
5037	Mechanic	1.00	1.00	1.00	0.00	0.00	0.00
TOTAL PART TIME***		9.04	8.08	8.08	7.58	8.86	
TOTAL FULL TIME		73.25	69.00	65.30	65.35	55.32	
GRAND TOTAL		82.29	77.08	73.38	72.93	64.18	-8.75
POPULATION		5,993	5,989	5,924	6,041	6,041	

* Positions eliminated.

** Reductions in Building Maintenance and Parks are subject to meet and confer with the St. Helena Employee Association.

*** Does not include 1 Mayor, 4 Councilmembers, 5 Planning Commissioners, temporary construction inspectors, recreation program instructors, or tree maintenance workers who are hired on an as needed basis.

Additional Note: Various positions funded by various accounts.

PART-TIME POSITIONS

CITY OF ST. HELENA
DESCRIPTION OF REVENUE SOURCES

GENERAL FUND

Property Taxes (\$2,892,127) - 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 2012/13 a growth factor of 2% has been applied per the County Assessor. 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. In addition to 2% growth, the City is projecting \$121,000 in one time revenues for misallocated property taxes.

Sales Tax and Sales Tax in Lieu (\$2,226,416) - The City receives 1% of retail sales made within the City limits. The diversity of commercial operations such as retail shops, restaurants, building supply, and car dealers insure a constant level of income from this source. Sales Tax for the City is estimated to grow by about 2% per our sales tax consultant, due to a slow recovering economy.

Transient Tax (\$1,540,889) - The City has a tax rate of 12% on all revenues paid to Hotels and Bed and Breakfast Inns. The tax is paid by the guests staying at these accommodations. This revenue is estimated to increase at a rate of 5% or \$71,000 for the next fiscal year based on estimated year end revenues. In fiscal year 2011-2012 the City adopted a short-term rental ordinance allowing twenty residential units to participate in short-term rentals.

Business License Tax (\$148,700) - This revenue is generated by a license tax paid by all businesses operating within the City. Considering prior year actuals, and the current state of the economy it is projected that revenues will grow approximately 1%.

Motor Vehicle License Fees and in Lieu(\$506,067) – Established in 1935 as a uniform statewide tax, vehicle license fee tax is a tax on ownership of a registered vehicle in place of taxing vehicle as personal property. Effective July 1, 2011 Vehicle License Fee revenue allocated to cities shifted all city vehicle license fee revenues to fund law enforcement grants. Monthly allocations have been reduced to zero (a loss of about \$21,310 in fiscal year 2011-2012). In 2004 the state “swaped” a portion vehicle license fee revenues. The city now receives revenues based on property tax growth instead of the original allocation based on population. The in lieu revenues remaining are paid with Property Taxes. This change occurred when the VLF swap was implemented by the State and remain at risk.

SPECIAL REVENUE FUNDS

Gas Taxes Allocation (\$169,275) - State collected revenues from per gallon tax on gasoline sales and distributed based on population to be used for street and road purposes. The City normally receives these revenues from the State on a monthly basis. In the past few years the State has been deferring these payments for up to 6 months.

Measure A (\$0)

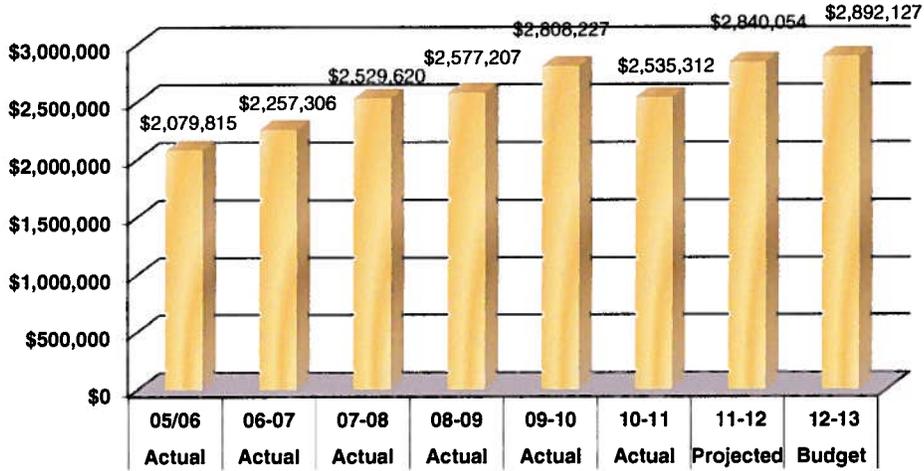
All funds from Measure A have been allocated and spent.

ENTERPRISE FUNDS

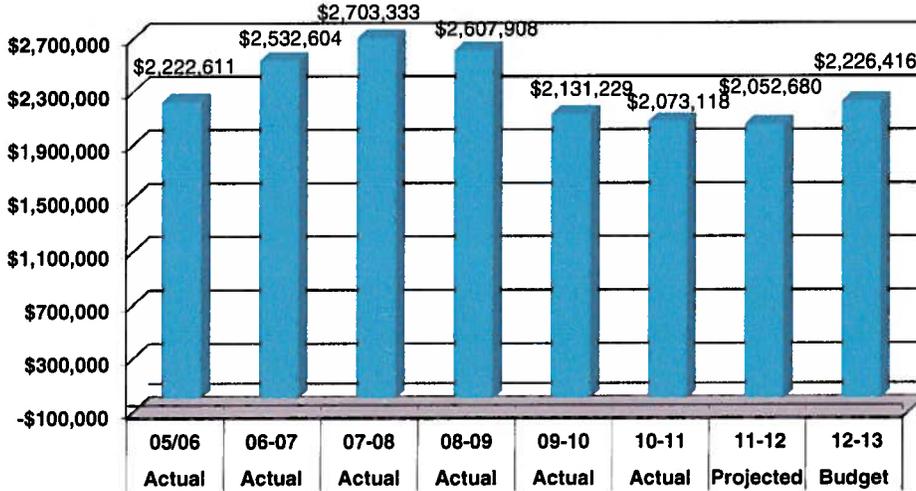
Water Enterprise Service Charges (\$5,236,163) - Revenues charged to users of the municipal water system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2012 billing cycle. The last increase occurred in July 2011. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. Rates increased by 58% in accordance with the financial plan.

Sewer Enterprise Service Charges (\$2,108,656) - Revenues charged to users of the municipal sewer system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2012 billing cycle. The last increase occurred in July 2011. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. Rates increased by 26% in accordance with the financial plan.

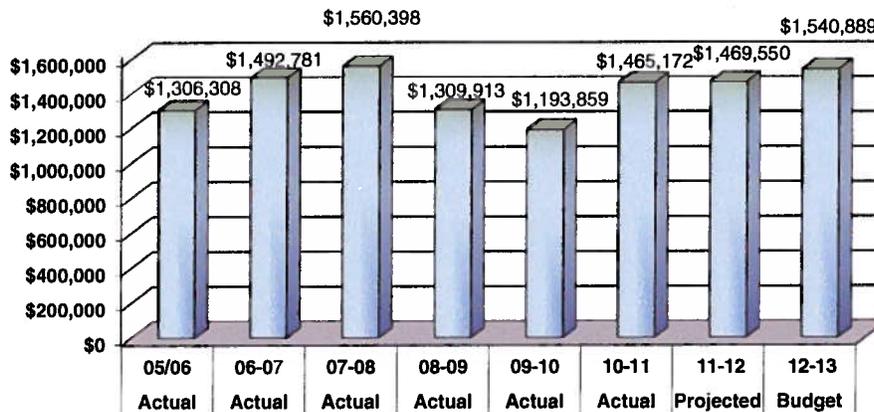
**CITY OF ST. HELENA
GENERAL FUND PROPERTY TAX REVENUE**



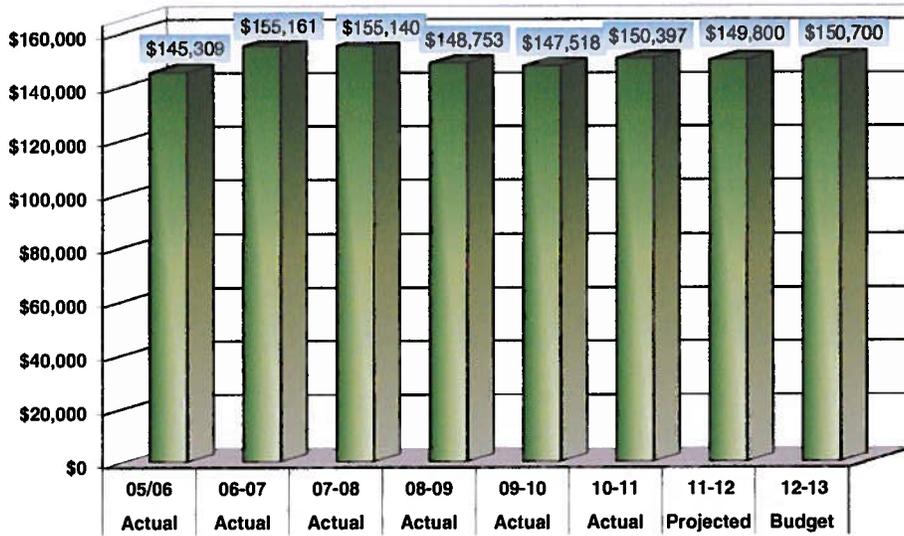
**CITY OF ST. HELENA
GENERAL FUND SALES & SALES IN LIEU TAX REVENUE**



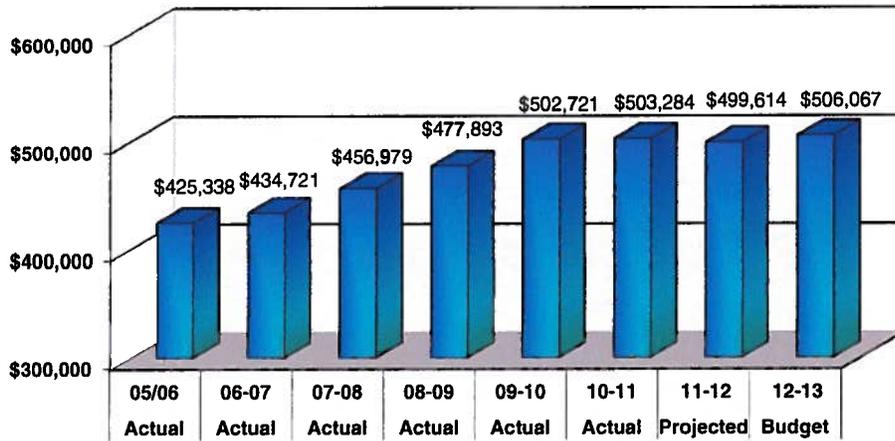
**CITY OF ST. HELENA
GENERAL FUND TRANSIENT OCCUPANCY TAX REVENUE**



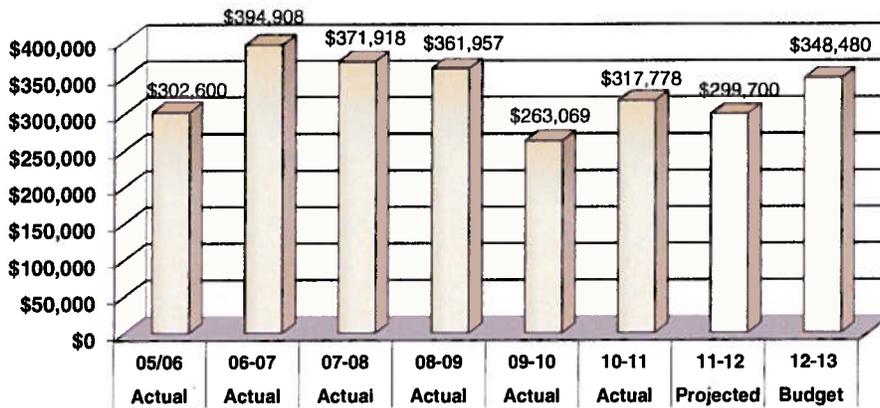
**CITY OF ST. HELENA
GENERAL FUND BUSINESS LICENSE REVENUE**



**CITY OF ST. HELENA
GENERAL FUND MOTOR VEHICLE IN-LIEU REVENUE**



**CITY OF ST. HELENA
GENERAL FUND BUILDING PERMIT & PLAN CHECK REVENUES**



**CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2012/2013**

	ESTIMATED 6/30/2012 UNRESERVED FUND BALANCE	BUDGET 2013 REVENUES	BUDGET 2013 EXPENDITURES	PROJECTED 6/30/2013 UNRESERVED ENDING BALANCE
FUND 101, GENERAL FUND	\$2,366,258	\$8,675,381		
Non-Departmental			\$1,688,888	
City Council			227,625	
City Manager/Clerk			345,904	
Finance			265,235	
City Attorney			292,000	
Planning			504,088	
Library			850,139	
Recreation			78,357	
Fire			547,146	
Police			2,427,046	
Public Works Administration			164,279	
Government Buildings			217,998	
Storm Drains			87,132	
Streets			210,484	
Parks			532,785	
Debt Service			236,276	
TOTAL GENERAL FUND	\$2,366,258	\$8,675,381	\$8,675,381	\$2,366,258
Fund 216, Public Safety Impact Fees	392,350	24,000	300,000	116,350
Fund 218, Public Library Foundation	2,117	8,000	6,500	3,617
Fund 219, CLSA Library Restoration	597,309	4,600	226,500	375,409
Fund 224, Public Safety (COPS)	26,134	100,000	100,000	26,134
Fund 225, State Gas Tax 2105	51,780	31,245	31,245	51,780
Fund 226, State Gas Tax 2106	47,106	20,300	20,300	47,106
Fund 227, State Gas Tax 2107	41,292	44,500	44,500	41,292
Fund 228, State Gas Tax 2107.5	6,219	2,030	2,030	6,219
Fund 229, State Gas Tax 2103	106,220	71,200	71,200	106,220
Fund 235, Measure A	773,719	526,805	526,805	773,719
Fund 238, Training Development	1,570	4,000	4,000	1,570
Fund 279, Asset Forfeiture	18,942	14,000	8,000	24,942
Fund 280, Community Activities	35,743	123,376	123,376	35,743
Fund 283, Tree City USA	15,080	52,666	52,666	15,080
Fund 286, Bocce Ball	26,207	38,000	19,218	44,989
Fund 289, Recreation Programs	29,258	129,068	129,068	29,258
Fund 290, Tourism Improvement District	(2,490)	256,315	256,315	(2,490)
Fund 329, Stabo Trust	34,967	0	0	34,967
Fund 375, Murray Ex Trust	32,804	0	0	32,804
Fund 381, Ryan Library Trust	95,717	1,150	0	96,867
Fund 382, Martin Library Trust	32,889	550	12,000	21,439

**CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2012/2013**

	ESTIMATED 6/30/2012 UNRESERVED FUND BALANCE	BUDGET 2013 REVENUES	BUDGET 2013 EXPENDITURES	PROJECTED 6/30/2013 UNRESERVED ENDING BALANCE
Fund 384, Tweed Trust	617,553	122,290	88,886	650,957
Fund 420, Fire Station GO Bonds	80,487	183,658	183,658	80,487
Fund 443, South SH Drainage Assessment District	28,216	0	0	28,216
Fund 561, Water Enterprise	838,401	5,270,163	4,595,779	1,512,786
Fund 571, Sewer Enterprise	532,691	2,109,656	1,620,043	1,022,304
Fund 582, Garage	0	105,977	105,977	0
TOTAL	6,828,539	17,918,930	17,203,447	7,544,022
Capital Funds				
Fund 713, Civic Improvement Impact Fees	114,994	30,000	0	144,994
Fund 733, General Fund Capital Projects	0	500,000	0	500,000
Fund 740, Traffic Mitigation Impact Fees	1,372,558	20,000	0	1,392,558
Fund 741, Street Improvement	0	0	0	0
Fund 742, Storm Drain Impact Fees	410,556	3,700	0	414,256
Fund 744, Housing Impact Fees	25,551	0	0	25,551
Fund 745, Parking In-Lieu	543,516	4,700	0	548,216
Fund 751, Affordable Housing	307,393	9,400	44,500	272,293
Fund 763, Water Capital Projects	0	0	0	0
Fund 764, Water Impact Fees	642,028	100,000	0	742,028
Fund 773, Wastewater Capital Projects	0	0	0	0
Fund 774, Sewer Impact Fees	988,013	40,000	0	1,028,013
TOTAL CAPITAL FUNDS	4,404,609	707,800	44,500	5,067,909
TOTAL ALL FUNDS	\$11,233,148	\$18,626,730	\$17,247,947	\$12,611,931
Less Interfund Transfers		(1,807,253)	(1,807,253)	
TOTAL NET REVENUES & EXPENDITURES		\$16,819,477	\$15,440,694	

CITY OF ST. HELENA
COMBINED STATEMENT OF BUDGETED REVENUES, APPROPRIATIONS,
AND CHANGES IN FUND BALANCE - OPERATIONAL FUNDS
Fiscal Year 2012/2013

	GENERAL FUND	%	WATER FUNDS	%	SEWER FUNDS	%	OTHER FUNDS	%	TOTALS MEMO ONLY	%
REVENUES:										
Property Taxes	\$2,892,127	33%	\$0	0%	\$0	0%	\$183,658	10%	\$3,075,785	17%
Sales and Sales in Lieu Tax	2,226,416	26%	0	0%	0	0%	0	0%	\$2,226,416	12%
Transient Tax	1,540,889	18%	0	0%	0	0%	0	0%	\$1,540,889	9%
Other Taxes	355,006	4%	0	0%	0	0%	256,315	0%	\$611,321	3%
Charges for Services	322,795	4%	5,236,163	99%	2,108,656	100%	273,240	15%	\$7,940,854	44%
Interest	36,000	0%	34,000	1%	1,000	0%	18,855	1%	\$89,855	1%
Intergovernmental	506,067	6%	0	0%	0	0%	792,405	43%	\$1,298,472	7%
Library Revenues	20,700	0%	0	0%	0	0%	0	0%	\$20,700	0%
Rental Income	185,153	2%	0	0%	0	0%	0	0%	\$185,153	1%
Miscellaneous	587,665	7%	0	0%	0	0%	142,215	8%	\$729,880	4%
Impact Fees	0	0%	0	0%	0	0%	21,000	1%	\$21,000	0%
Reserve Set-Aside	0	0%	0	0%	0	0%	0	0%	\$0	0%
Total Revenues	8,672,818		5,270,163		2,109,656		1,687,688		\$17,740,325	
Transfers In	2,563	0%	0	0%	0	0%	176,042	9%	178,605	1%
Total Revenues & Transfers	\$8,675,381	100%	\$5,270,163	100%	\$2,109,656	100%	\$1,863,730	86%	\$17,918,930	100%
APPROPRIATIONS:										
Salaries and Wages	\$2,935,566	34%	\$705,938	15%	\$513,994	32%	\$178,065	8%	\$4,333,563	25%
Employee Benefits	1,926,558	22%	453,588	10%	335,889	21%	49,195	2%	\$2,765,230	16%
Outside Services	960,709	11%	166,140	4%	98,866	6%	475,852	21%	\$1,701,567	10%
Supplies	204,552	2%	207,458	5%	97,330	6%	284,246	12%	\$793,586	5%
Utilities and Communications	365,160	4%	207,313	5%	84,071	5%	1,726	0%	\$658,270	4%
Maintenance	176,957	2%	89,586	2%	85,006	5%	78,000	3%	\$429,549	2%
Insurance	200,430	2%	130,830	3%	111,228	7%	0	0%	\$442,488	3%
Debt Service	236,276	3%	1,110,081	24%	278,891	17%	709,963	31%	\$2,335,211	14%
Capital Outlay	8,763	0%	46,822	1%	700	0%	23,000	1%	\$79,285	0%
Purchase of Water	0	0%	1,446,000	31%	0	0%	0	0%	\$1,446,000	8%
Overhead	0	0%	0	0%	0	0%	0	0%	\$0	0%
Miscellaneous	324,995	4%	32,022	0.7%	14,068	1%	40,360	2%	\$411,445	2%
Total Appropriations	7,339,966		4,595,778		1,620,043		1,840,407		15,396,194	
Transfers Out*	1,335,415	15%	0	0%	0	0%	471,838	20%	1,807,253	11%
Total Appropriations & Transfers	\$8,675,381	100%	\$4,595,778	100%	\$1,620,043	100%	\$2,312,245	100%	\$17,203,447	100%
Excess of Revenues- Over(Under) Appropriations	0		674,385		489,613		(448,515)		715,483	
Estimated Fund Balances, Beginning of Year	2,366,258		838,401		532,691		3,091,189 **		6,828,539	
Projected Fund Balances, End of Year	<u>\$2,366,258</u>		<u>\$1,512,786</u>		<u>\$1,022,304</u>		<u>\$2,642,674</u>		<u>\$7,544,022</u>	
As a Percentage of Expenditures	27%									

*Transfers out includes transfers to Capital Projects.

** Contains reserves restricted for specific purposes.

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GENERAL FUND

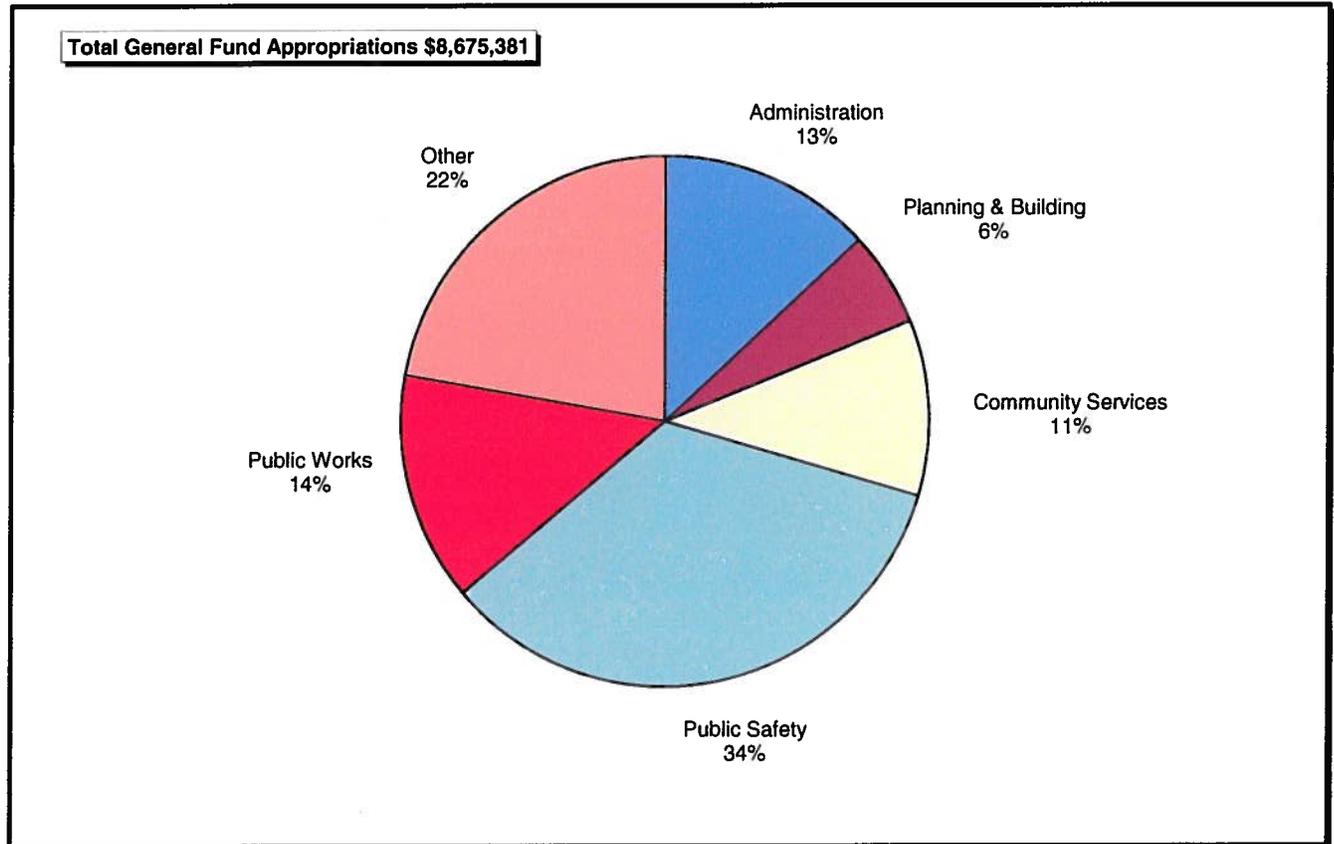
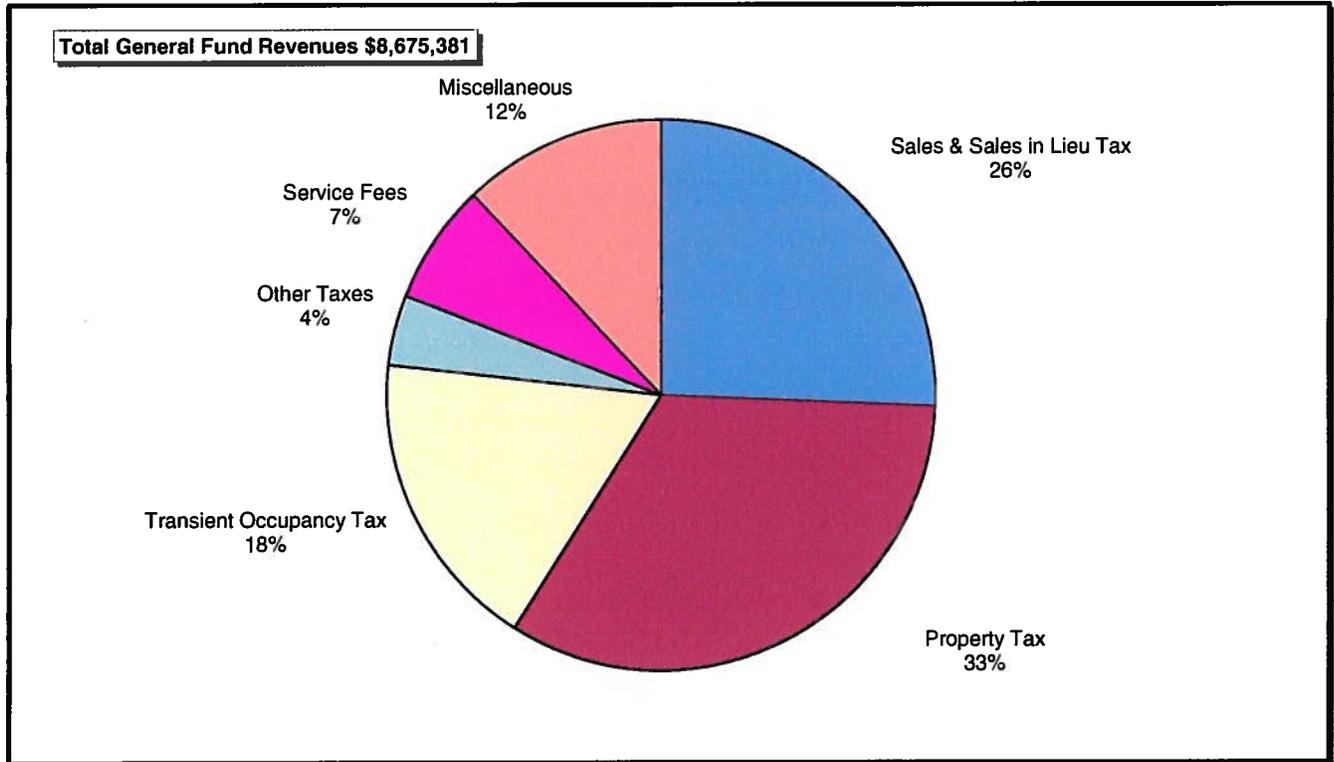
The general fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.



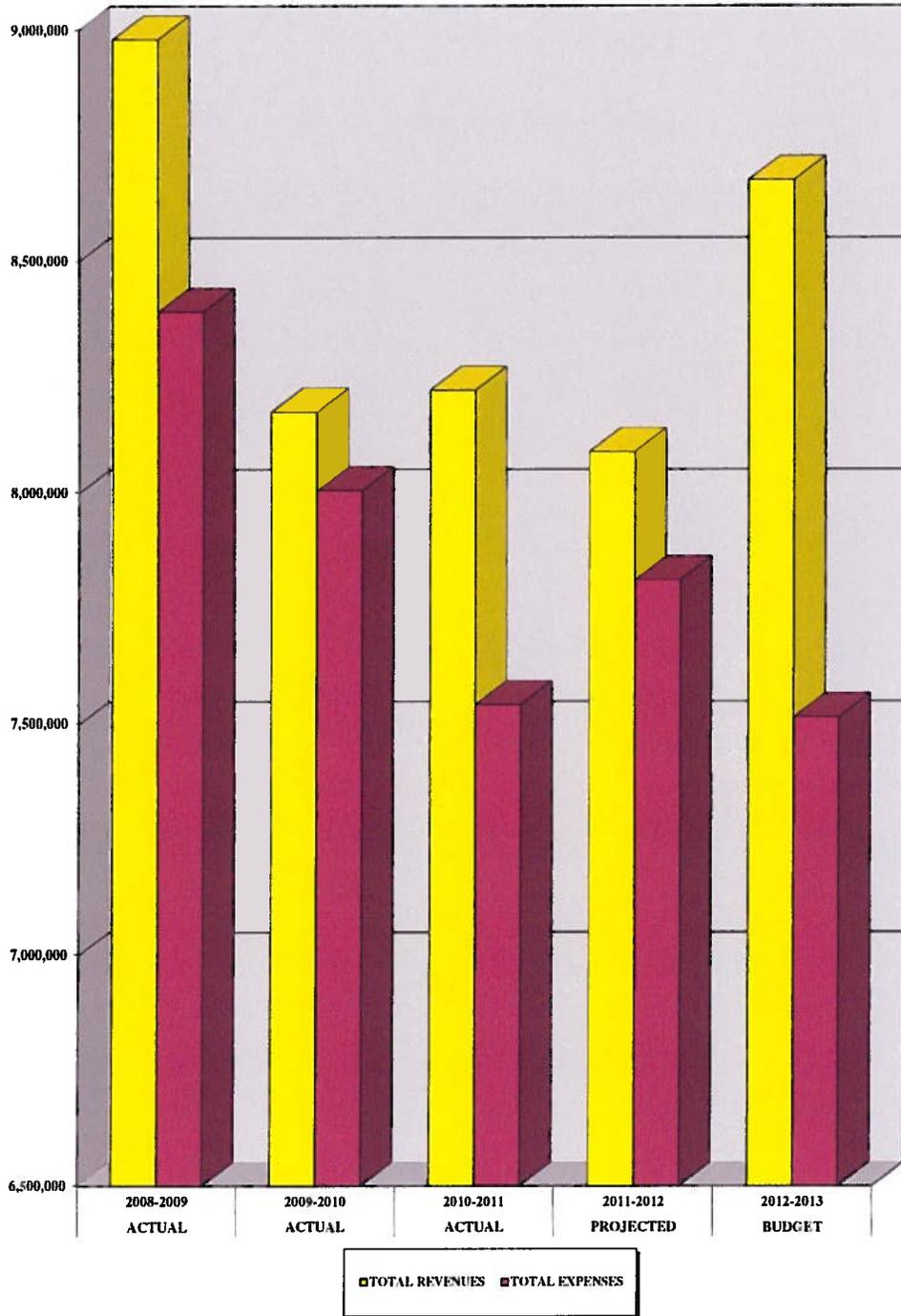
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TOTAL FY 2013 GENERAL FUND REVENUES AND EXPENDITURES



GENERAL FUND REVENUE & EXPENDITURE COMPARISON



GENERAL FUND

	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	PROJECTED 2011-2012	BUDGET 2012-2013	DIFFERENCE FROM 2011-2012	% DIFFERENCE
REVENUES							
Property Taxes	\$ 2,577,207	\$ 2,722,241	\$ 2,535,312	\$ 2,719,054	\$ 2,771,127	\$ 52,073	2%
ERAF	-	362,981	370,714	121,000	121,000	\$ -	0%
Sales and Sales in Lieu Taxes	2,563,401	2,091,737	2,031,004	2,052,680	2,226,416	\$ 173,736	8%
Transient Occupancy Taxes	1,307,366	1,192,770	1,451,488	1,466,550	1,540,889	\$ 74,339	5%
Other Taxes	398,333	358,713	373,904	352,356	355,006	\$ 2,650	1%
Charges for Services	503,263	400,672	473,419	490,365	598,845	\$ 108,480	22%
Interest	67,110	67,012	36,034	30,000	36,000	\$ 6,000	20%
Intergovernmental Revenues	575,209	163,919	45,847	491,287	506,067	\$ 14,780	3%
Library Revenues	20,238	20,292	18,889	21,700	20,700	\$ (1,000)	-5%
Rental Income	164,424	171,152	184,075	185,153	185,153	\$ -	0%
Miscellaneous Revenues	802,598	624,365	625,365	121,575	311,615	\$ 190,040	156%
Transfers From Other Funds	-	-	75,955	37,000	2,563	\$ 34,437	93%
TOTAL REVENUES	\$ 8,979,151	\$ 8,175,854	\$ 8,222,005	\$ 8,088,720	\$ 8,675,381	\$586,661	7.3%
EXPENSES BY DEPARTMENT							
Non Departmental	564,690	595,907	363,178	406,070	353,473	\$ (52,597)	-13%
Debt	337,843	337,843	248,489	142,383	236,276	93,893	66%
City Council	204,843	202,667	254,100	216,996	227,625	10,629	5%
City Manager	203,112	176,475	198,738	201,403	345,904	144,501	72%
Finance	199,494	223,751	221,980	264,811	265,235	424	0%
Legal	168,998	145,256	183,641	224,381	292,000	67,619	30%
Planning / Building	822,646	775,902	786,326	758,004	504,088	(253,916)	-33%
Library	924,136	843,565	843,214	854,974	850,139	(4,835)	-1%
Recreation	312,038	186,596	65,467	75,486	78,357	2,871	4%
Fire	641,708	625,240	460,523	650,415	547,146	(103,269)	-16%
Police	2,399,781	2,473,345	2,436,401	2,494,780	2,427,046	(67,734)	-3%
Public Works	221,461	123,554	110,590	171,232	164,279	(6,953)	-4%
Government Buildings	352,069	340,902	342,327	346,124	217,998	(128,126)	-37%
Storm Drains	-	-	-	87,773	87,132	(641)	-1%
Streets	300,712	284,378	278,504	209,504	210,484	980	0%
Parks Maint	528,235	564,034	575,283	605,340	532,785	(72,556)	-12%
Operating Transfers	209,745	106,498	174,576	102,610	176,042	73,432	72%
TOTAL OPERATING EXPENSES	\$ 8,391,510	\$ 8,005,913	\$ 7,543,337	\$ 7,812,286	\$ 7,516,008	\$ (296,278)	-3.8%
RESULTING GAIN (LOSS) BEFORE CAPITAL EXPENSES/TRANSFERS	\$ 587,641	\$ 169,941	\$ 678,668	\$ 276,434	\$ 1,159,373	882,939	
Capital Expense Transfers	981,786	1,654,473	345,987	-	1,159,373	1,159,373	
TOTAL EXPENSES	9,373,296	9,660,386	7,889,324	7,812,286	8,675,381	\$ 863,095	11%
RESULTING GAIN (LOSS)	\$ (394,145)	\$ (1,484,532)	\$ 332,681	\$ 276,434	\$ -		
Planned use of Reserves					\$0		
RESULTING GAIN (LOSS)					\$ -		

CITY OF ST. HELENA
GENERAL FUND SCHEDULE OF ACTUAL AND FUTURE REVENUES
Fiscal Years 2011/12 - 2015/16

REVENUES:	PROJECTED 2011/2012	BUDGET 2012/2013	FORECAST 2013/2014	FORECAST 2014/2015	FORECAST 2015/2016	ADJUST % PER YR
Property Taxes*	\$2,840,054	\$2,892,127	\$2,949,970	\$3,008,969	\$3,069,148	2%
Sales and Sales in Lieu Taxes	2,052,680	2,226,416	\$2,270,944	\$2,316,363	\$2,362,690	2%
Transient Taxes	1,466,550	1,540,889	1,571,707	1,603,141	1,635,204	2%
Other Taxes	352,356	355,006	358,556	362,142	365,763	1%
TOTAL TAXES	\$6,711,640	\$7,014,438	\$7,151,177	\$7,290,615	\$7,432,806	
Construction Permits/Plan Chk	354,600	424,980	424,980	424,980	424,980	0%
Charges for Services	135,765	173,865	177,342	180,889	184,507	2%
TOTAL CHG FOR SERVICES	\$490,365	\$598,845	\$602,322	\$605,869	\$609,487	
Interest	30,000	36,000	36,000	36,000	36,000	0%
Intergovernmental	491,287	506,067	511,128	516,239	521,401	1%
Library Revenues	21,700	20,700	20,907	21,116	21,327	1%
Rental Income	185,153	185,153	188,856	192,633	196,486	2%
Miscellaneous Revenues	121,575	311,615	317,847	324,204	330,688	2%
Transfers From Other Funds	37,000	2,563	2,563	2,563	2,563	0%
TOTAL OTHER REVENUE	\$886,715	\$1,062,098	\$1,077,301	\$1,092,755	\$1,108,466	
TOTAL REVENUES	\$8,088,720	\$8,675,381	\$8,830,800	\$8,989,239	\$9,150,758	

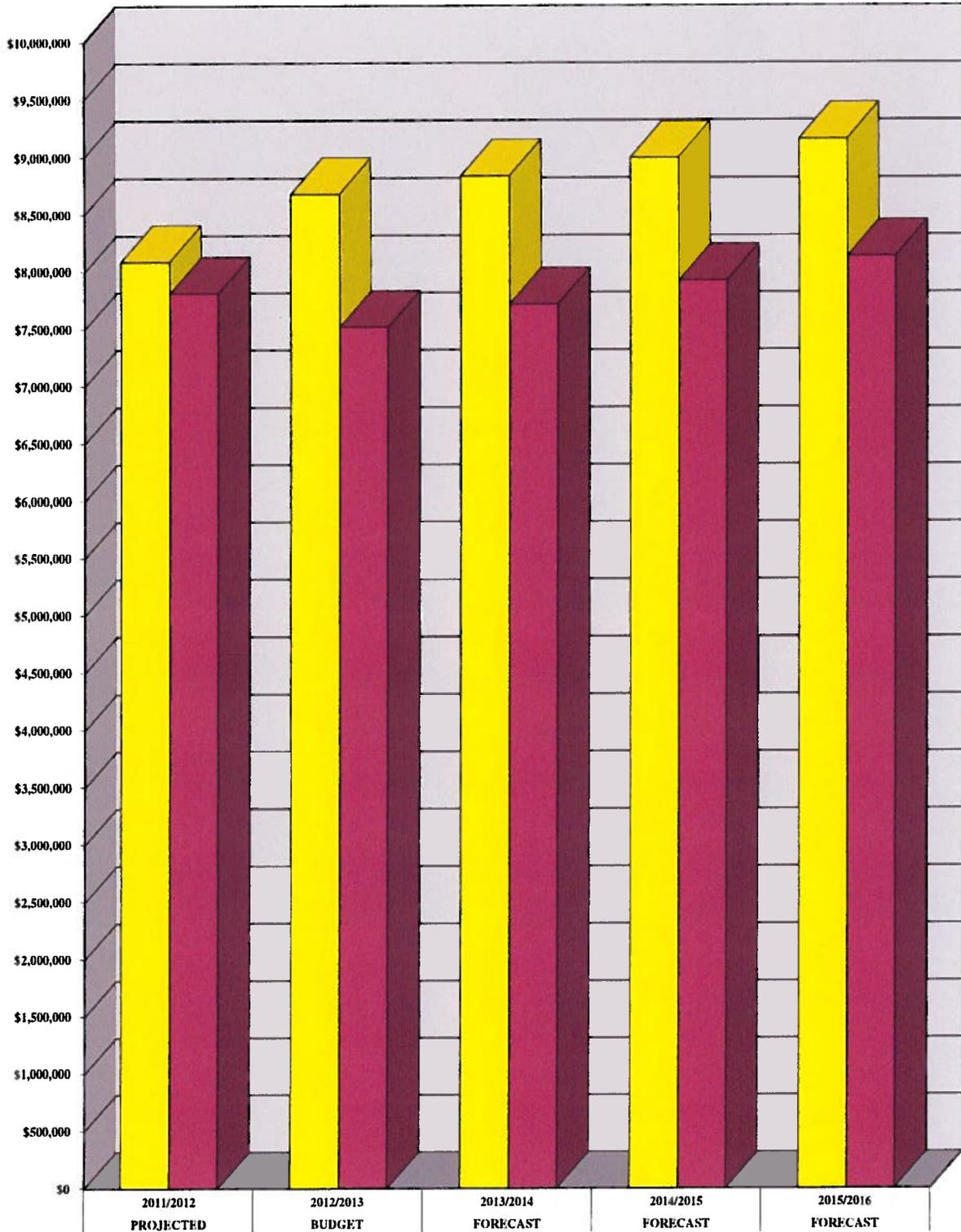
* Property Taxes include Excess Education Revenue Augmentation Funds (ERAF)

Revenue forecasts are based on the assumption the economy will be slow to recover from the recent downturn over the next few years. While Sales taxes and transient occupancy taxes are predicted to grow at one to two percent; the economy is still very volatile and it is not impossible for the City to realize negative growth if the economy takes another downturn.

CITY OF ST. HELENA
GENERAL FUND SCHEDULE OF ACTUAL AND FUTURE EXPENDITURES
Fiscal Years 2011/12 - 2015/16

EXPENDITURES:	PROJECTED 2011/2012	BUDGET 2012/2013	FORECAST 2013/2014	FORECAST 2014/2015	FORECAST 2015/2016	ADJUST % PER YR
Non-Departmental	\$ 508,680	\$ 529,514	\$ 540,104	\$ 550,906	\$ 561,924	Assumes 3% increase annually for Salary & Benefit costs and 2% annually for supplies & services
Debt Service	142,383	236,276	241,002	245,822	250,738	
City Council	216,996	227,625	232,751	237,997	243,366	
City Manager/Clerk	201,403	345,904	356,026	366,447	377,175	
Finance	264,811	265,235	272,722	280,425	288,349	
City Attorney	224,381	292,000	297,840	303,797	309,873	
Planning & Permit/Inspection	758,004	504,088	517,744	531,781	546,209	
Libray	854,974	850,139	875,124	900,848	927,333	
Recreation	75,486	78,357	80,546	82,797	85,112	
Fire	650,415	547,146	559,249	571,629	584,292	
Police	2,494,780	2,427,046	2,498,848	2,572,783	2,648,916	
Public Works Admin	171,232	164,279	169,064	173,989	179,060	
Government Buildings	346,124	217,998	222,358	226,805	231,341	
Storm Drains	87,773	87,132	89,696	92,336	95,054	
Streets	209,504	210,484	215,423	220,482	225,665	
Parks	605,340	532,785	546,553	560,690	575,206	
TOTAL EXPENSES	\$ 7,812,286	\$ 7,516,008	\$ 7,715,049	\$ 7,919,533	\$ 8,129,612	
Excess of Revenues Over/Under Expenditures	\$276,434	\$1,159,373	\$1,115,751	\$1,069,706	\$1,021,146	

GENERAL FUND REVENUE & EXPENDITURE FORECAST



City of St. Helena
General Fund Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Est. Year End	FY12/13 Budget	FY12/13 Budget % Change
UNRESERVED Fund Balance					\$ 1,913,415	\$2,366,258	
General Fund - Revenues							
Property Tax	2,577,207	3,085,222	2,535,312	2,795,217	2,823,869	2,875,780	2.88%
Sales Tax (and in lieu)	2,607,908	2,131,229	2,073,118	2,178,778	2,052,680	2,226,416	2.19%
Transient Occupancy Tax	1,309,913	1,193,859	1,465,172	1,259,833	1,469,550	1,540,889	22.31%
Franchise Tax	159,774	184,308	161,652	168,306	168,306	168,306	0.00%
Business License Tax	148,753	147,517	150,397	147,800	151,050	150,700	1.96%
Real Property Transfer Tax	27,164	3,779	29,373	30,000	30,000	38,000	26.67%
Other	20,379	26,755	24,368	32,320	35,700	38,500	19.12%
	6,851,100	6,752,670	6,810,105	6,612,254	6,731,155	7,038,591	6.45%
Building Permits	189,041	114,813	143,445	140,000	144,000	187,200	33.71%
Vehicle Code Fines/Other Police Fines	94,341	66,114	62,782	66,660	66,660	70,700	6.06%
A/R late penalties	2,441	11,650	(10,386)	11,767	8,000	6,000	-49.01%
Investment Earnings	67,110	67,012	39,107	30,000	30,000	36,000	20.00%
	352,934	259,589	234,948	248,427	248,660	299,900	20.72%
Motor Vehicle License Fee (and in lieu)	477,893	502,721	503,284	499,787	511,871	506,067	1.26%
County Fire Contract	64,101	66,529	67,515	67,861	68,865	68,865	1.48%
Emergency Relief (strike team reimbursement)	556,439	106,221	0	14,544	0	0	-100.00%
Other	22,823	20,843	26,198	23,585	23,585	23,747	0.69%
	1,121,257	696,315	596,996	605,777	604,321	598,679	-1.17%
Planning Fees	57,411	47,565	51,078	60,600	90,600	139,280	129.83%
Legal Fees	660	5,430	8,525	5,000	18,000	18,000	260.00%
Police Services	10,541	8,701	11,248	8,755	11,000	10,000	14.22%
Plan Check Fees	152,537	102,418	149,965	120,000	120,000	120,000	0.00%
Engineering Fees	9,418	14,808	25,799	20,200	117,000	35,000	73.27%
Other	2,800	24,994	532	1,015	550	515	-49.26%
	233,367	203,916	247,148	215,570	357,150	322,795	49.74%
Library Fines	16,110	15,568	15,057	17,000	17,000	16,000	-5.88%
Contributions from Government	0	34,801	31,606	0	32,400	0	
Insurance Refund (REMIF)	86,099	13,223	6,358	0	26,649	0	
Other	143,488	23,896	15,925	23,200	33,940	207,000	792.24%
	245,698	87,488	68,945	40,200	109,989	223,000	454.73%
Rental Income	164,424	171,152	184,075	172,853	185,153	185,153	7.12%
Library Abatement	4,128	4,724	3,832	4,700	4,700	4,700	0.00%
	168,552	175,876	187,907	177,553	189,853	189,853	6.93%
Allocation from Other Agency	6,245	0	0	0	0	0	
Transfers In	0	0	75,955	37,000	37,000	2,563	-93.07%
	6,245	0	75,955	37,000	37,000	2,563	-93.07%
Total General Fund Revenues	\$ 8,979,151	\$ 8,175,853	\$ 8,222,005	\$ 7,936,781	\$ 8,278,128	\$ 8,675,381	9.31%

City of St. Helena
General Fund Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Est. Year End	FY12/13 Budget	FY12/13 Budget %
General Fund- Expenditures							
Totals by category							
Salary	3,260,619	3,164,511	3,129,488	3,197,953	3,061,248	2,932,785	-8.29%
Benefits	1,986,091	2,038,493	1,932,540	2,166,354	2,095,598	1,929,340	-10.94%
Contracts	1,084,344	743,744	836,799	821,500	836,240	917,409	11.67%
Dept supplies/services	333,879	273,355	301,918	488,101	354,327	278,022	-43.04%
Training/Conference	45,550	33,915	38,257	40,220	47,750	32,328	-19.62%
Vehicle/Equip maintenance	224,786	227,821	107,955	180,458	137,857	180,215	2
Utilities	285,136	264,204	276,236	237,798	306,647	305,615	28.52%
Communications	53,783	72,951	57,747	54,495	46,458	47,880	-12.14%
Election Expense	11,422	71	7,533	100	100	12,000	11900.00%
Contributions & County Partnerships	165,475	142,774	201,447	234,474	282,531	232,189	-0.97%
Debt Payments	337,843	337,843	248,489	313,414	313,414	236,276	-24.61%
Property/Liability insurance	273,018	211,139	173,985	187,849	187,849	194,907	3.76%
Facility Rental	10,000	10,400	10,000	10,000	10,000	10,000	0.00%
Strike Team	0	111,782	0	9,579	9,656	0	-100.00%
Fire Inspection Prof Fees	10,285	21,780	33,185	23,000	23,000	25,000	8.70%
Capital Equipment	9,389	244,632	13,181	10,000	10,000	6,000	-40.00%
Transfer to other funds	319,890	106,498	174,576	128,773	102,610	176,042	36.71%
Total General Fund Expenditures	\$ 8,391,509	\$ 8,005,914	\$ 7,543,337	\$ 8,104,068	\$ 7,825,285	\$ 7,516,008	-7.26%
Transfer to Capital Projects	981,786	1,654,473	345,987	0	0	1,159,373	
Grand Total General Fund Expenditures	\$ 9,373,295	\$ 9,660,387	\$ 7,889,324	\$ 8,104,068	\$ 7,825,285	\$ 8,675,381	7.05%
General Fund Surplus/(Deficit)	\$ (394,145)	\$ (1,484,534)	\$ 332,681	\$ (167,287)	\$ 452,843	\$ (0)	-100.00%
General Fund Expenditures by Department							
Non-Dept							
Salary	6,457	2,800	3,256	3,000	231	0	-100.00%
Benefits	115,490	34,496	56,273	33,987	175	0	-100.00%
Contracts	60,300	50,253	40,576	29,838	18,858	18,700	-37.33%
Dept supplies/services	59,825	30,667	29,396	78,360	49,136	35,351	-54.89%
Training/Conference	3,801	0	2,989	0	0	0	
Prop/Liability Insurance	273,018	211,139	173,985	187,849	187,849	194,907	3.76%
Debt Payments	337,843	337,843	248,489	142,383	142,383	236,276	65.94%
Facility Rental	10,000	10,400	10,000	10,000	10,000	10,000	0.00%
Vehicle/Equip maintenance	0	0	0	0	0	2,826	
(Contributions) Countywide agencies	32,421	16,135	46,703	98,764	146,821	85,689	-13.24%
Capital Equipment	3,378	240,017	0	6,000	6,000	6,000	0.00%
Transfer to other Funds	1,191,531	1,760,971	520,563	128,773	102,610	376,042	192.02%
	2,094,063	2,694,721	1,132,230	718,954	664,063	965,791	34.33%
Council							
Salary	10,770	6,480	6,480	8,100	6,480	8,100	0.00%
Benefits	45,924	44,405	56,796	50,840	48,984	49,275	-3.08%
Contracts	0	8,745	23,409	12,500	14,880	17,000	36.00%
Dept supplies/services	8,298	15,055	7,982	8,450	6,942	4,750	-43.79%
Training/Conference	6,797	1,343	4,690	4,000	4,000	2,000	-50.00%
Contributions	133,054	126,638	154,744	135,710	135,710	146,500	7.95%
	204,842	202,667	254,100	219,600	216,996	227,625	3.65%
City Manager/City Clerk							
Salary	92,508	94,656	107,184	112,482	91,220	198,021	76.05%
Benefits	51,963	61,015	49,913	62,955	69,463	122,383	94.40%
Contracts	5,866	162	5,000	0	125	0	
Dept supplies/services	38,712	13,476	23,512	21,959	35,995	12,500	-43.08%
Training/Conference	2,640	7,096	5,596	4,500	4,500	1,000	-77.78%
Election Expense	11,422	71	7,533	100	100	12,000	11900.00%
	203,112	176,475	198,738	201,996	201,403	345,904	71.24%
Finance							
Salary	99,283	107,765	110,599	130,359	131,556	140,327	7.65%
Benefits	56,062	66,009	68,962	81,254	80,097	77,936	-4.08%
Contracts	37,729	30,933	28,181	23,525	37,333	27,450	16.68%
Dept supplies/services	5,043	17,209	13,822	28,973	15,125	19,188	-33.77%
Training/Conference	1,376	1,835	415	700	700	334	-52.29%
	199,494	223,751	221,980	264,811	264,811	265,235	0.16%

City of St. Helena

General Fund Budget Worksheet

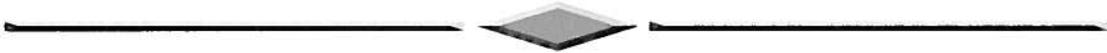
	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Est. Year End	FY12/13 Budget	FY12/13 Budget %
City Attorney							
Contracts	167,425	143,356	179,292	197,000	222,000	292,000	48.22%
Dept supplies/services	1,103	1,796	4,349	5,788	2,371	0	-100.00%
Training/Conference	470	104	0	0	10	0	
	168,998	145,256	183,641	202,788	224,381	292,000	43.99%
Planning/Building							
Salary	359,963	346,504	319,858	411,049	306,844	234,114	-43.04%
Benefits	186,198	187,724	184,636	238,066	175,189	123,348	-48.19%
Contracts	246,078	211,697	255,487	245,000	245,000	120,000	-51.02%
Dept supplies/services	23,641	22,318	19,309	25,600	23,568	15,600	-39.06%
Training/Conference	1,729	2,133	3,842	3,800	3,800	2,000	-47.37%
Vehicle/Equip maintenance	5,037	5,526	3,195	3,118	3,603	9,026	189.48%
	822,646	775,902	786,326	926,633	758,004	504,088	-45.60%
Library							
Salary	522,488	503,880	505,525	516,977	494,253	530,345	2.59%
Benefits	233,242	245,638	258,301	273,332	264,382	267,863	-2.00%
Contracts	105,231	47,151	31,998	49,482	46,000	0	-100.00%
Dept supplies/services	19,955	8,207	8,742	7,050	6,928	7,930	12.48%
Training/Conference	0	0	0	0	40	0	
Utilities	43,220	38,689	38,648	40,000	43,371	44,000	10.00%
	924,136	843,565	843,214	886,841	854,974	850,139	-4.14%
Recreation							
Salary	131,794	120,105	38,589	39,375	39,376	39,375	0.00%
Benefits	64,051	60,744	23,866	24,899	24,382	22,772	-8.54%
Contracts	340	1,463	0	0	0	0	
Dept supplies/services	5,596	4,154	3,013	12,910	11,528	16,010	24.01%
Training/Conference	112	130	0	200	200	200	0.00%
Transfer to other Funds	110,145	0	0	0	0	0	
	312,038	186,596	65,467	77,384	75,486	78,357	1.26%
Fire							
Salary	69,922	78,794	61,628	64,474	64,472	65,164	1.07%
Benefits	46,125	54,753	45,415	52,939	46,462	50,832	-3.98%
Contracts	356,236	161,900	172,253	182,200	173,153	225,200	23.60%
Dept supplies/services	46,610	70,195	44,656	78,625	75,975	67,700	-13.90%
Training/Conference	20,383	16,699	14,644	17,000	17,000	15,000	-11.76%
Vehicle/Equip maintenance	48,569	40,007	27,904	54,750	28,080	55,750	1.83%
Utilities	22,641	23,998	21,057	22,500	21,935	22,500	0.00%
Communications	19,728	45,332	29,916	20,000	19,651	20,000	0.00%
Strike Team	0	111,782	0	9,579	9,656	0	-100.00%
Fire Inspection Prof Fees	10,285	21,780	33,185	23,000	23,000	25,000	8.70%
Capital Equipment	1,209	0	9,866	0	0	0	
Debt Payments	0	0	0	171,031	171,031	0	-100.00%
	641,708	625,240	460,523	696,098	650,415	547,146	-21.40%
Police							
Salary	1,358,082	1,346,562	1,440,859	1,314,741	1,334,294	1,330,867	1.23%
Benefits	864,513	973,317	853,312	983,030	1,019,172	985,192	0.22%
Contracts	47,131	35,832	47,796	32,455	31,713	19,750	-39.15%
Dept supplies/services	33,470	18,314	59,395	27,500	31,759	25,250	-8.18%
Training/Conference	4,730	2,043	4,445	6,500	15,000	10,000	53.85%
Vehicle/Equip maintenance	57,684	67,713	2,032	40,396	34,638	32,087	-20.57%
Utilities	11,393	12,412	10,887	11,000	9,936	9,900	-10.00%
Communications	20,845	13,969	14,359	18,000	14,268	14,000	-22.22%
Capital Equipment	1,933	3,183	3,316	4,000	4,000	0	-100.00%
	2,399,781	2,473,345	2,436,401	2,437,622	2,494,780	2,427,046	-0.43%
Public Works - Admin							
Salary	134,204	56,671	54,801	80,221	96,828	93,906	17.06%
Benefits	57,748	34,384	36,002	50,678	53,242	56,020	10.54%
Contracts	3,715	4,970	3,674	3,500	2,000	1,250	-64.29%
Dept supplies/services	8,975	8,125	8,587	10,025	12,298	4,325	-56.86%
Training/Conference	1,548	1,547	866	1,000	500	300	-70.00%
Vehicle/Equip maintenance	12,402	16,425	6,661	8,193	6,364	8,478	3.48%
Capital Equipment	2,869	1,433	0	0	0	0	
	221,461	123,554	110,590	153,617	171,232	164,279	6.94%

City of St. Helena
General Fund Budget Worksheet

	FY08/09	FY09/10	FY10/11	FY11/12	FY 11/12	FY12/13	FY12/13
	Actual	Actual	Actual	Budget	Est. Year End	Budget	Budget %
Public Works Govt Buildings							
Salary	117,494	119,895	106,980	117,953	106,438	0	-100.00%
Benefits	63,133	66,919	73,772	77,679	82,578	0	-100.00%
Contracts	50,743	47,072	46,620	45,100	45,000	100,686	123.25%
Dept supplies/services	27,682	20,941	24,182	34,647	19,045	28,396	-18.04%
Vehicle/Equip maintenance	16,103	15,322	9,257	12,745	8,595	7,378	-42.11%
Utilities	63,704	57,104	68,043	75,000	71,929	67,658	-9.79%
Communications	13,210	13,650	13,472	16,495	12,539	13,880	-15.85%
	352,069	340,902	342,327	379,619	346,124	217,998	-42.57%
Public Works Storm Drains							
Salary	0	0	0	54,329	46,032	53,369	-1.77%
Benefits	0	0	0	27,758	24,866	28,763	3.62%
Dept supplies/services	0	0	0	15,813	16,874	5,000	-68.38%
	0	0	0	97,900	87,772	87,132	-11.00%
Public Works Streets							
Salary	96,117	96,275	86,936	42,329	46,032	44,869	6.00%
Benefits	51,125	56,758	55,579	34,291	32,156	28,020	-18.29%
Contracts	2,874	95	2,122	0	178	0	
Dept supplies/services	33,309	20,810	33,381	110,317	28,016	20,641	-81.29%
Training/Conference	0	0	40	530	500	514	-3.02%
Vehicle/Equip maintenance	41,007	39,130	26,714	25,365	27,646	40,883	61.18%
Utilities	76,280	71,310	73,731	2,848	74,976	75,557	2552.98%
	300,712	284,378	278,504	215,680	209,504	210,484	-2.41%
Public Works Parks							
Salary	261,537	284,124	286,793	302,565	297,192	194,328	-35.77%
Benefits	130,516	152,331	169,713	174,645	174,450	116,936	-33.04%
Contracts	675	115	390	900	0	95,373	10497.00%
Dept supplies/services	21,660	22,090	21,594	22,084	18,767	15,381	-30.35%
Training/Conference	1,965	985	730	1,990	1,500	980	-50.75%
Vehicle/Equip maintenance	43,984	43,698	32,193	35,891	28,931	23,787	-33.72%
Utilities	67,898	60,691	63,870	86,450	84,500	86,000	-0.52%
	528,235	564,034	575,283	624,525	605,340	532,785	-14.69%
Total	\$ 9,373,295	\$ 9,660,387	\$ 7,889,324	\$ 8,104,068	\$ 7,825,285	\$ 7,716,008	-4.79%



**DEPARTMENTAL
BUDGETS**



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CITY OF ST. HELENA
DEPARTMENT SUMMARY

NON-DEPARTMENTAL
4000

DEPARTMENT PURPOSE

The purpose of the Non-departmental Department is to accumulate 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, and general office supplies are types of expenses accounted for here.

DETAIL FOR EXPENSE ACCOUNTS

Non-Departmental 4000

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2145, 561-2145, 571-2145	<u>Other Contract Services:</u>	\$46,100
	◆ Computer Contract	\$38,285
	◆ County GIS	3,800
	◆ Phone System Maintenance	3,400
	◆ Internet	615
101-2146	<u>Web Site Design:</u>	\$5,000
101-2215, 561-2215, 571-2215	<u>Special Department Supplies:</u>	\$9,400
	◆ Software and computer hardware maintenance	\$4,000
	◆ Employee Appreciation Dinner/Open House	4,500
	◆ Miscellaneous	900
101-2405	<u>Contributions:</u>	\$85,689
	◆ Fare Box Match	\$32,300
	◆ Animal Shelter	26,389
	◆ LAFCO	15,000
	◆ Napa County Transportation & Planning Agency	12,000
101-2445, 561-2445, 571-2445	<u>Liability Insurance:</u>	\$392,067
	◆ Auto/General Liability Insurance	\$275,582
	◆ Prop/Earthquake/Flood	88,215
	◆ Boiler, Fire, Fraud	18,270
	◆ Workers Comp Deductible	10,000
101-2630	<u>Machinery and Equipment:</u>	\$6,000
	◆ New Workstations	\$4,000
	◆ Network upgrades & licensing	2,000

NON DEPARTMENTAL

Non Departmental Totals By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT						
101	4000	General Fund	\$ 2,094,063	\$ 2,694,720	\$ 1,132,230	\$ 651,063	\$ 965,791
215	4000	MTC Allocations	0	0	61,107	0	0
216	4000	Public Safety Impact Fee	58,500	18,000	0	132,800	300,000
219	4000	CSLA Library Fund	0	65,400	0	0	0
221	4000	Park & Recreation Facilities	0	0	606	0	0
222	4000	Park Bond Act	0	0	47,672	906,206	0
223	4000	Skate Park Lighting	0	0	4,139	47,064	0
224	4000	COPS	0	0	0	29,143	0
225	4000	Gas Tax 2105	91,067	48,356	33,500	0	31,245
226	4000	Gas Tax 2106	59,052	23,500	24,100	0	20,300
227	4000	Gas Tax 2107	100,994	49,400	46,500	49,000	44,500
228	4000	Gas Tax 2107.5	4,030	2,000	2,000	0	2,030
229	4000	Gas Tax 2103	0	0	0	22,006	71,200
235	4000	Measure A	0	143,922	327,756	903,094	526,805
237	4000	Emergency Flood Relief	172,106	0	0	0	0
280	4000	Community Activity	0	0	414	0	0
286	4000	Bocce Ball	0	17,624	0	34,286	0
290	4000	Tourism Improvement District	0	0	200,471	291,772	256,315
295	4000	NOAA	0	0	13,107	58,736	0
383	4000	Dr. Wood Trust	303,765	3,373,162	0	0	0
420	4000	1996 GO Bonds	179,755	178,880	182,630	273,754	183,658
561	4000	Water Enterprise	694,134	636,287	513,106	921,204	1,251,501
571	4000	Wastewater Enterprise	426,476	162,858	204,500	337,028	413,811
Total			\$ 4,183,943	\$ 7,414,109	\$ 2,793,839	\$ 4,657,156	\$ 4,067,156

Non Departmental Totals By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 6,457	\$ 2,800	\$ 3,256	\$ 231	\$ -
Benefits			115,490	122,462	56,273	175	0
Contracts			11,678	10,208	216,162	309,647	268,752
Dept supplies/services			132,798	117,815	133,275	93,391	75,181
Training/Conference			3,801	(25)	3,018	0	0
Equip/Software Maintenance			0	0	3,900	3,000	4,326
Web Design			0	0	0	3,000	5,000
Communications			835	1,884	124	2,607	2,610
Equipment Lease			14,241	19,193	22,944	21,438	22,440
Contributions & County Partnerships			32,421	2,523,490	59,810	205,557	85,689
Debt Payments			1,138,070	1,138,207	1,219,657	2,292,588	2,335,211
Property/Liability insurance			359,320	316,539	322,656	372,407	392,067
Facility Rental			10,000	10,400	10,000	10,000	10,000
Contingency			0	150,077	0	0	0
Capital Equipment			22,807	7,243	2,161	20,000	18,000
Transfer to other funds			2,336,026	2,993,815	740,601	1,323,114	847,880
Total			\$ 4,183,943	\$ 7,414,109	\$ 2,793,839	\$ 4,657,156	\$ 4,067,156

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4000	2020	General Fund	Salaries-Temp/Part Time	6,457	2,800	3,256	231	0
101	4000	2040	General Fund	FICA-City	472	214	249	25	0
101	4000	2055	General Fund	Health Insurance	81,056	102,108	55,830	0	0
101	4000	2061	General Fund	Workers Comp	33,962	20,140	166	150	0
101	4000	2065	General Fund	SDI	0	0	27	0	0
101	4000	2110	General Fund	Communication	835	1,884	51	885	870
101	4000	2115	General Fund	Postage	487	766	328	1,500	600
101	4000	2127	General Fund	Equipment Lease	5,954	7,228	7,372	8,000	8,780
101	4000	2134	General Fund	Municipal Code Update	1,637	1,039	3,024	1,500	5,500

NON DEPARTMENTAL

Non Departmental Totals By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4000	2140	General Fund	Professional Fees	435	553	413	500	500
101	4000	2143	General Fund	Penalties and Fines	12,650	0	0	0	0
101	4000	2145	General Fund	Other Contract Services	60,300	50,253	40,576	18,858	18,700
101	4000	2146	General Fund	Web Site Design	0	0	0	3,000	5,000
101	4000	2152	General Fund	Facility Rental	10,000	10,400	10,000	10,000	10,000
101	4000	2153	General Fund	Dues & Subscriptions	499	174	818	200	200
101	4000	2155	General Fund	Training/Conference	3,801	(25)	2,989	0	0
101	4000	2160	General Fund	Other Travel	19	0	0	0	0
101	4000	2207	General Fund	Copies	0	225	817	1,380	1,380
101	4000	2209	General Fund	Safety Supplies	303	6	0	50	0
101	4000	2212	General Fund	Computer Equipment	17,403	5,725	1,329	6,000	4,000
101	4000	2213	General Fund	Office Supplies	2,683	1,773	1,411	1,600	1,500
101	4000	2215	General Fund	Special Dept Supplies	16,921	9,395	8,684	7,000	4,000
101	4000	2311	General Fund	Maint-Office Equip	0	0	0	3,000	1,500
101	4000	2335	General Fund	Software Maintenance	0	0	3,900	0	0
101	4000	2350	General Fund	Vehicle Charge	0	0	0	0	2,826
101	4000	2405	General Fund	Contributions	32,421	16,135	46,703	146,821	85,689
101	4000	2425	General Fund	Taxes & Other Charges	0	3,896	1,249	1,521	1,521
101	4000	2445	General Fund	Liability Insurance	273,018	211,139	173,985	187,849	194,907
101	4000	2630	General Fund	Capital-Mach/Equip	3,378	0	0	6,000	6,000
101	4045	2505	General Fund	Retire Principal	212,914	223,691	168,150	115,502	197,477
101	4045	2515	General Fund	Interest Expense	124,928	114,152	80,339	26,881	38,799
101	4000	2910	General Fund	Contingencies	0	150,077	0	0	0
101	4000	2999	General Fund	Transfers to Other Funds	1,191,531	1,760,971	520,563	102,610	376,042
101 Total					2,094,063	2,694,720	1,132,230	651,063	965,791
215	4000	2999	MTC Allocations	Transfers to Other Funds	0	0	61,107	0	0
215 Total					0	0	61,107	0	0
216	4000	2999	Public Safety Impact Fee	Transfers to Other Funds	58,500	18,000	0	132,800	300,000
216 Total					58,500	18,000	0	132,800	300,000
219	4000	2999	CLSA Library Fund	Transfers to Other Funds	0	65,400	0	0	0
219 Total					0	65,400	0	0	0
221	4000	2999	Park & Recreation Facilities	Transfers to Other Funds	0	0	606	0	0
221 Total					0	0	606	0	0
222	4000	2999	Park Bond Act	Transfers to Other Funds	0	0	47,672	906,206	0
222 Total					0	0	47,672	906,206	0
223	4000	2999	Skate Park Lighting	Transfers to Other Funds	0	0	4,139	47,064	0
223 Total					0	0	4,139	47,064	0
224	4000	2999	CO'S	Transfers to Other Funds	0	0	0	29,143	0
224 Total					0	0	0	29,143	0
225	4000	2999	Gas Tax 2105	Transfers to Other Funds	91,067	48,356	33,500	0	31,245
225 Total					91,067	48,356	33,500	0	31,245
226	4000	2999	Gas Tax 2106	Transfers to Other Funds	59,052	23,500	24,100	0	20,300
226 Total					59,052	23,500	24,100	0	20,300
227	4000	2999	Gas Tax 2107	Transfers to Other Funds	100,994	49,400	46,500	49,000	44,500
227 Total					100,994	49,400	46,500	49,000	44,500
228	4000	2999	Gas Tax 2107.5	Transfers to Other Funds	4,030	2,000	2,000	0	2,030
228 Total					4,030	2,000	2,000	0	2,030
229	4000	2999	Gas Tax 2103	Transfers to Other Funds	0	0	0	22,006	71,200
229 Total					0	0	0	22,006	71,200
234	4000	2999	Hazardous Mitigation	Transfers to Other Funds	0	0	0	0	0
234 Total					0	0	0	0	0
235	4045	2505	General Fund	Retire Principal	0	115,009	238,371	622,033	352,006
235	4045	2515	General Fund	Interest Expense	0	28,913	89,385	281,060	174,799
235 Total					0	143,922	327,756	903,094	526,805
237	4000	2999	Emergency Flood Relief	Transfers to Other Funds	172,106	0	0	0	0
237 Total					172,106	0	0	0	0
280	4000	2999	Community Activity	Transfers to Other Funds	0	0	414	0	0
280 Total					0	0	414	0	0
286	4000	2999	Bocce Ball	Transfers to Other Funds	0	17,624	0	34,286	0
286 Total					0	17,624	0	34,286	0
290	4000	2141	Tourism Improvement Distr	County Share of TID	0	0	177,858	170,186	189,673
290	4000	2145	Tourism Improvement Distr	Other Contract Services	0	0	14,279	1,714	0
290	4000	2149	Tourism Improvement Distr	Local Share of TID	0	0	0	112,730	64,079

NON DEPARTMENTAL

Non Departmental Totals By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
290	4000	2153	Tourism Improvement Distr Dues & Subscriptions	0	0	750	0	0
290	4000	2215	Tourism Improvement Distr Special Dept Supplies	0	0	7,584	7,142	0
290	4000	2999	Tourism Improvement Distr Transfers to Other Funds	0	0	0	0	2,563
290 Total				0	0	200,471	291,772	256,315
295	4000	2147	NOAA Stream Surveys Contracts	0	0	13,107	58,736	0
295 Total				0	0	13,107	58,736	0
383	4000	2405	Dr. Wood Trust Contributions	0	2,507,355	0	0	0
383	4000	2999	Dr. Wood Trust Transfers to Other Funds	303,765	865,807	0	0	0
383 Total				303,765	3,373,162	0	0	0
420	4045	2130	1996 GO Bonds Professional Contracts	500	500	500	429	500
420	4045	2505	1996 GO Bonds Retire Principal	115,000	120,000	130,000	231,429	145,000
420	4045	2515	1996 GO Bonds Interest Expense	64,255	58,380	52,130	41,897	38,158
420 Total				179,755	178,880	182,630	273,754	183,658
561	4000	2110	Water Enterprise Communication	0	0	37	861	870
561	4000	2115	Water Enterprise Postage	37	112	49	100	100
561	4000	2127	Water Enterprise Equipment Lease	4,144	5,983	7,786	6,719	6,830
561	4000	2140	Water Enterprise Professional Fees	0	118	14,900	8,001	0
561	4000	2145	Water Enterprise Other Contract Services	16,760	20,029	21,451	18,073	13,700
561	4000	2155	Water Enterprise Training/Conference	0	0	14	0	0
561	4000	2207	Water Enterprise Copies	0	225	817	2,040	2,040
561	4000	2209	Water Enterprise Safety Supplies	303	6	0	0	0
561	4000	2212	Water Enterprise Computer Equipment	1,013	759	416	4,000	4,000
561	4000	2213	Water Enterprise Office Supplies	1,121	1,326	1,596	1,800	1,600
561	4000	2215	Water Enterprise Special Dept Supplies	583	1,266	2,239	2,700	2,700
561	4000	2218	Water Enterprise Remote Meter Readers	0	4,460	1,650	1,500	1,500
561	4000	2425	Water Enterprise Taxes & Other Charges	0	50	23	0	0
561	4000	2445	Water Enterprise Liability Insurance	43,251	52,700	74,336	92,279	98,580
561	4045	2140	Water Enterprise Professional Fees	4,946	6,351	7,119	5,300	9,500
561	4045	2505	Water Enterprise Retire Principal	0	0	0	245,000	255,000
561	4045	2515	Water Enterprise Interest Expense	407,602	400,145	380,674	532,831	855,081
561	4000	2999	Water Enterprise Transfers to Other Funds	214,374	142,757	0	0	0
561 Total				694,134	636,287	513,106	921,204	1,251,501
571	4000	2110	Wastewater Enterprise Communication	0	0	37	861	870
571	4000	2115	Wastewater Enterprise Postage	37	112	49	100	100
571	4000	2127	Wastewater Enterprise Equipment Lease	4,144	5,983	7,786	6,719	6,830
571	4000	2140	Wastewater Enterprise Professional Fees	0	118	14,900	8,001	0
571	4000	2145	Wastewater Enterprise Other Contract Services	16,451	19,829	21,206	18,073	13,700
571	4000	2155	Wastewater Enterprise Training/Conference	0	0	14	0	0
571	4000	2207	Wastewater Enterprise Copies	0	225	817	2,040	2,040
571	4000	2209	Wastewater Enterprise Safety Supplies	303	6	0	0	0
571	4000	2212	Wastewater Enterprise Computer Equipment	1,013	759	416	4,000	4,000
571	4000	2213	Wastewater Enterprise Office Supplies	1,121	1,326	1,596	1,800	1,600
571	4000	2215	Wastewater Enterprise Special Dept Supplies	583	1,266	2,239	2,700	2,700
571	4000	2425	Wastewater Enterprise Taxes & Other Charges	0	50	23	0	0
571	4000	2445	Wastewater Enterprise Liability Insurance	43,051	52,700	74,336	92,279	98,580
571	4045	2140	Wastewater Enterprise Professional Fees	5,797	2,567	473	4,500	4,500
571	4045	2505	Wastewater Enterprise Retire Principal	133,770	0	0	65,000	65,000
571	4045	2515	Wastewater Enterprise Interest Expense	79,600	77,917	80,608	130,955	213,891
571	4000	2999	Wastewater Enterprise Transfers to Other Funds	140,607	0	0	0	0
571 Total				426,476	162,858	204,500	337,028	413,811
DEPT TOTAL				\$ 4,183,943	\$ 7,414,109	\$ 2,793,839	\$ 4,657,156	\$ 4,067,156

Operations	4,183,943	7,414,109	2,793,839	4,657,156	4,067,156
Capital*	0	0	0	0	0
	4,183,943	7,414,109	2,793,839	4,657,156	4,067,156

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

CITY COUNCIL
4100

DEPARTMENT 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 limitations of the City Code and the State Constitution. The council is responsible for the formulation of policy, enactment of legislation, control of revenues and the appropriation of funds.

PRIOR YEAR GOALS ACHIEVED

- ◆ Adopted the 2011-2012 operating and capital budget by June 30, 2011.
- ◆ Developed and approved rates and infrastructure strategies which made the Water and Wastewater Enterprises sustainable.
- ◆ Amended water emergency phases of the water policy and established economic sustainability practices of the draft General Plan.
- ◆ Maintained current level of infrastructure for streets.
- ◆ Made positive steps and progress towards improvement on all levels of government – customer service, accessibility, transparency and improved climate for economic development.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Create and promote new revenues.
- ◆ Adopt a short-term rental ordinance.
- ◆ Reform pensions.
- ◆ Develop a community/visitor center in the heart of downtown.
- ◆ Seek funding for recycled water program.
- ◆ Adopt a well ordinance.
- ◆ Develop a policy for building in the floodplain.
- ◆ Rezone more land into agriculture and open space.
- ◆ Replace current growth management system.
- ◆ Restore Signorelli Barn.
- ◆ Complete assessment of public facilities.
- ◆ Look into grants for streets and sidewalk programs.

DETAIL FOR EXPENSE ACCOUNTS

City Council
4100

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2155	<u>Training and Conferences:</u>	\$2,000
101-2405	<u>Contributions:</u>	\$146,500
	◆ Chamber of Commerce	\$99,000
	◆ Farm worker Housing	10,000
	◆ Work Connection	6,000
	◆ Rianda House	10,000
	◆ Community Pool	6,000
	◆ Family Resource Center	6,000
	◆ Boys & Girls Club	6,000
	◆ Arts Council	2,500
	◆ Multi-Cultural Committee	500
	◆ Climate Protection Task Force	500

CITY COUNCIL

City Council Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT						
101	4100	General Fund	\$ 204,843	\$ 202,667	\$ 254,100	\$ 216,996	\$ 227,625
235	4100	Measure A	3,719	2,316	0	1,672	0
561	4100	Water Enterprise	10,313	28,605	30,687	34,088	44,625
571	4100	Wastewater Enterprise	5,893	16,347	17,536	19,443	25,500
Total			\$ 224,767	\$ 249,935	\$ 302,323	\$ 272,199	\$ 297,750

City Council Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 18,000
Benefits			58,500	81,437	97,099	94,595	109,500
Contracts			0	0	17,000	0	8,000
Dept supplies/services			7,430	17,165	12,731	19,083	12,550
Training/Conference			10,365	3,659	4,690	5,672	2,000
Contributions			133,054	126,638	154,744	135,710	146,500
Communications			317	1,199	1,660	1,199	1,200
Capital Equipment			701	5,437	0	1,540	0
Total			\$ 224,767	\$ 249,935	\$ 302,323	\$ 272,199	\$ 297,750

Account Detail			FUND	ACCOUNT	ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
FUND	DEPT	ACCT	NAME	NAME	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
101	4100	2020	General Fund	Salaries-Temp/Part Time	10,770	6,480	6,480	6,480	8,100
101	4100	2040	General Fund	IFCA-City	1,054	692	710	723	620
101	4100	2045	General Fund	Employer PERS	1,924	863	910	910	1,194
101	4100	2050	General Fund	Employee PERS	148	382	353	353	607
101	4100	2055	General Fund	Health Insurance	37,462	38,253	50,233	42,528	43,932
101	4100	2061	General Fund	Workers Comp	1,196	1,375	1,394	1,321	0
101	4100	2065	General Fund	SDI	0	0	108	0	0
101	4100	2075	General Fund	Life Ins/Def Comp	4,139	2,840	3,087	3,149	2,923
101	4100	2110	General Fund	Communication	317	1,199	1,660	1,199	1,200
101	4100	2115	General Fund	Postage	73	99	23	300	100
101	4100	2127	General Fund	Equipment Lease Expense	51	227	0	0	0
101	4100	2140	General Fund	Professional Fees	0	0	17,000	0	8,000
101	4100	2145	General Fund	Other Contract Services	0	8,745	6,409	14,880	9,000
101	4100	2153	General Fund	Dues & Subscriptions	4,753	6,413	5,776	3,000	3,000
101	4100	2155	General Fund	Training/Conference	6,797	1,343	4,690	4,000	2,000
101	4100	2160	General Fund	Other Travel	1,325	0	0	0	0
101	4100	2212	General Fund	Computer Equipment	701	5,437	0	1,540	0
101	4100	2213	General Fund	Office Supplies	696	616	142	300	300
101	4100	2215	General Fund	Special Dept Supplies	383	1,064	381	603	150
101	4100	2405	General Fund	Contributions	133,054	126,638	154,744	135,710	146,500
101	4100	2425	General Fund	Taxes & Other Charges	(1)	0	0	0	0
101 Total					204,843	202,667	254,100	216,996	227,625
235	4100	2125	Measure A	Equipment Rental	100	0	0	0	0
235	4100	2155	Measure A	Training/Conference	3,569	2,316	0	1,672	0
235	4100	2215	Measure A	Special Dept Supplies	50	0	0	0	0
235 Total					3,719	2,316	0	1,672	0

CITY COUNCIL

City Council Expenses By Fund					ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
					FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
561	4100	2020	Water Enterprise	Salaries-Temp/Part Time	2,310	5,040	5,040	5,040	6,300
561	4100	2040	Water Enterprise	FICA-City	213	538	552	562	482
561	4100	2045	Water Enterprise	Employer PERS	339	668	708	708	928
561	4100	2050	Water Enterprise	Employee PERS	115	300	274	274	472
561	4100	2055	Water Enterprise	Health Insurance	7,272	19,926	21,802	25,056	34,169
561	4100	2075	Water Enterprise	Life Ins/Def Comp	64	2,133	2,311	2,448	2,273
561 Total					10,313	28,605	30,687	34,088	44,625
571	4100	2020	Wastewater Enterprise	Salaries-Temp/Part Time	1,320	2,880	2,880	2,880	3,600
571	4100	2040	Wastewater Enterprise	FICA-City	122	308	316	321	275
571	4100	2045	Wastewater Enterprise	Employer PERS	193	382	404	404	531
571	4100	2050	Wastewater Enterprise	Employee PERS	66	171	157	157	270
571	4100	2055	Wastewater Enterprise	Health Insurance	4,156	11,387	12,458	14,282	19,525
571	4100	2075	Wastewater Enterprise	Life Ins/Def Comp	36	1,219	1,321	1,399	1,299
571 Total					5,893	16,347	17,536	19,443	25,500
DEPT TOTAL					\$ 224,767	\$ 249,935	\$ 302,323	\$ 272,199	\$ 297,750

Operations	224,767	249,935	302,323	272,199	297,750
Capital*	0	0	0	0	0
	224,767	249,935	302,323	272,199	297,750

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

CITY MANAGER/CLERK

4200

DEPARTMENT PURPOSE

The City Manager is responsible for providing general administrative management of the City; providing 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, reporting requirements, and assistance to the City Council and City Manager.

GOALS ACHIEVED DURING FISCAL YEAR

- ◆ Coordinated goal setting with City Council and Department Heads.

CURRENT YEAR GOALS AND OBJECTIVES

- ◆ Expand public outreach through enhanced communication – website, email and newsletters.
- ◆ Enhance City’s financial condition.
- ◆ Improve customer service – pro-active involvement and enhance image.

DETAIL FOR EXPENSE ACCOUNTS

City Manager/City Clerk
4200

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2155	<u>Training and Conferences:</u> ◆ Annual Election and New Law Conference	\$1,000 \$1,000

CITY MANAGER/CLERK

City Manager/ Clerk Expenses By Fund			ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
			FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FUND DEPT							
101	4002	General Fund	\$ 203,112	\$ 176,475	\$ 198,738	\$ 201,403	\$ 345,904
235	4002	Measure A	51,007	41,744	43,671	0	0
561	4002	Water Enterprise	164,474	187,044	160,133	110,427	7,411
571	4002	Wastewater Enterprise	105,669	124,353	92,831	54,001	7,411
Total			\$ 524,262	\$ 529,616	\$ 495,372	\$ 365,831	\$ 360,726

City Manager/ Clerk Expenses By Category		ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
		FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Salary		\$ 262,469	\$ 272,184	\$ 303,627	\$ 199,772	\$ 207,107
Benefits		136,409	155,097	135,377	125,339	128,119
Contracts		54,838	81,692	14,728	165	0
Dept supplies/services		43,697	12,027	27,265	32,828	11,300
Training/Conference		2,869	7,096	5,596	4,500	1,000
Communications		1,662	1,449	1,247	1,500	1,200
Election Expense		11,422	71	7,533	100	12,000
Facility Rental		0	0	0	0	0
Capital Equipment		10,896	0	0	1,627	0
Total		\$ 524,262	\$ 529,616	\$ 495,372	\$ 365,831	\$ 360,726

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4200	2010	General Fund	Salaries-Regular	92,492	94,656	107,184	91,220	198,021
101	4200	2030	General Fund	Overtime	17	0	0	0	0
101	4200	2040	General Fund	FICA-City	6,465	7,521	6,547	6,642	13,061
101	4200	2045	General Fund	Employer PERS	13,532	13,905	10,765	12,756	29,184
101	4200	2050	General Fund	Employee PERS	5,573	7,039	5,268	6,278	14,634
101	4200	2055	General Fund	Health Insurance	14,239	16,921	15,536	10,036	34,322
101	4200	2061	General Fund	Workers Comp	6,940	7,977	8,089	7,662	5,215
101	4200	2065	General Fund	Disability	248	1,136	545	929	1,646
101	4200	2071	General Fund	Unemployment	0	0	0	8,100	0
101	4200	2075	General Fund	Life Ins/Def Comp	1,772	3,500	726	1,980	4,161
101	4200	2085	General Fund	Auto Allowance	3,193	3,015	2,437	1,080	2,160
101	4200	2097	General Fund	Housing Allowance	0	0	0	14,000	18,000
101	4200	2105	General Fund	Advertising	7,839	4,656	15,489	11,013	9,000
101	4200	2110	General Fund	Communication	897	1,449	1,247	1,500	1,200
101	4200	2115	General Fund	Postage	412	210	131	200	200
101	4200	2127	General Fund	Equipment Lease Expense	2,362	1,204	0	0	0
101	4200	2130	General Fund	Professional Contracts	0	162	0	165	0
101	4200	2145	General Fund	Other Contract Services	5,866	0	5,000	125	0
101	4200	2153	General Fund	Dues & Subscriptions	215	2,112	1,775	2,000	1,000
101	4200	2155	General Fund	Training/Conference	2,640	7,096	5,596	4,500	1,000
101	4200	2156	General Fund	Admin Recruitment	25,558	268	4,023	18,128	0
101	4200	2207	General Fund	Copies	0	136	0	0	0
101	4200	2212	General Fund	Computer Equipment	0	0	0	1,627	0
101	4200	2213	General Fund	Office Supplies	1,193	1,901	762	1,000	1,000
101	4200	2214	General Fund	Election Expense	11,422	71	7,533	100	12,000
101	4200	2215	General Fund	Special Dept Supplies	132	55	84	362	100
101	4200	2425	General Fund	Taxes & Other Charges	105	1,484	0	0	0
101 Total					203,112	176,475	198,738	201,403	345,904
235	4200	2010	Measure A	Salaries-Regular	26,147	27,932	29,448	0	0
235	4200	2040	Measure A	FICA-City	1,796	2,137	1,806	0	0
235	4200	2045	Measure A	Employer PERS	3,834	3,974	2,940	0	0

CITY MANAGER/CLERK

City Manager/ Clerk Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
235	4200	2050	Measure A	Employee PERS	1,592	2,032	1,447	0	0
235	4200	2055	Measure A	Health Insurance	4,103	4,594	4,116	0	0
235	4200	2065	Measure A	Disability	212	253	770	0	0
235	4200	2075	Measure A	Life Ins/Def Comp	505	282	2,474	0	0
235	4200	2085	Measure A	Auto Allowance	913	540	668	0	0
235	4200	2110	Measure A	Communication	765	0	0	0	0
235	4200	2115	Measure A	Postage	16	0	0	0	0
235	4200	2151	Measure A	Relocation Expense	10,896	0	0	0	0
235	4200	2155	Measure A	Training/Conference	229	0	0	0	0
235 Total					51,007	41,744	43,671	0	0
561	4200	2010	Water Enterprise	Salaries-Regular	91,517	95,197	106,269	70,949	4,543
561	4200	2040	Water Enterprise	FICA-City	6,481	7,499	6,497	5,165	348
561	4200	2045	Water Enterprise	Employer PERS	13,419	13,837	10,659	9,922	670
561	4200	2050	Water Enterprise	Employee PERS	5,570	7,001	5,247	4,883	334
561	4200	2055	Water Enterprise	Health Insurance	14,360	15,961	15,008	7,802	1,064
561	4200	2061	Water Enterprise	Workers Comp	0	0	3,203	8,604	158
561	4200	2065	Water Enterprise	Disability	744	1,078	982	723	50
561	4200	2075	Water Enterprise	Life Ins/Def Comp	1,770	2,940	2,488	1,539	125
561	4200	2085	Water Enterprise	Auto Allowance	3,194	2,765	2,415	840	120
561	4200	2130	Water Enterprise	Professional Contracts	27,419	40,765	7,364	0	0
561 Total					164,474	187,044	160,133	110,427	7,411
571	4200	2010	Wastewater Enterprise	Salaries-Regular	52,296	54,398	60,725	37,603	4,543
571	4200	2040	Wastewater Enterprise	FICA-City	3,637	4,286	3,712	2,737	348
571	4200	2045	Wastewater Enterprise	Employer PERS	7,668	7,906	6,091	5,259	670
571	4200	2050	Wastewater Enterprise	Employee PERS	3,183	4,001	2,998	2,588	334
571	4200	2055	Wastewater Enterprise	Health Insurance	8,205	9,120	8,577	4,135	1,064
571	4200	2061	Wastewater Enterprise	Workers Comp	0	0	0	0	158
571	4200	2065	Wastewater Enterprise	Disability	426	616	561	383	50
571	4200	2075	Wastewater Enterprise	Life Ins/Def Comp	1,010	1,680	1,422	816	125
571	4200	2085	Wastewater Enterprise	Auto Allowance	1,825	1,580	1,380	480	120
571	4200	2130	Wastewater Enterprise	Professional Contracts	27,419	40,765	7,364	0	0
571 Total					105,669	124,353	92,831	54,001	7,411
DEPT TOTAL					\$ 524,262	\$ 529,616	\$ 495,372	\$ 365,831	\$ 360,726

Operations	524,262	529,616	495,372	365,831	360,726
Capital*	0	0	0	0	0
	524,262	529,616	495,372	365,831	360,726

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

FINANCE/CITY TREASURER

4300

DEPARTMENT PURPOSE

The Finance Department is responsible for providing financial management of all City Funds 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; monitoring legislation affecting finances of the City; monitoring the City's risk management needs, and administration of the Business License Ordinance. Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations and miscellaneous receivables; payroll and benefit administration; directs computer systems operations; and purchasing services.

PRIOR YEAR GOALS ACHIEVED

- ◆ Completed web based bill pay for utility customers.
- ◆ Updated utility rate study and rates to enable fiscal sustainability.
- ◆ Renegotiated Napa Water Contract to provide stable rates over the next ten years.
- ◆ Coordinated web based recreation scheduling and rental reservations.
- ◆ Completed development agreement for Vineland Station.
- ◆ Completed first phase of transient occupancy study.
- ◆ Updated the Capital Improvement Program with Public Works.
- ◆ Updated Granicus to provide mobile recording of meetings.
- ◆ Moved to monthly billing for utility customers.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue to increase the level of efficiency and effectiveness of the Department by establishing better internal controls, processes and training. Initiate cross training program for departmental staff to achieve greater efficiency from a small operation
- ◆ Continue training for all departments on new software for increased financial reporting.

- ◆ Develop and adopt a formal written capitalization and depreciation policy for infrastructure capital assets.
- ◆ Complete cost recovery study.
- ◆ Complete second phase of transient occupancy audits.
- ◆ Update employee handbook.
- ◆ Update City website.
- ◆ Complete impact fee study.
- ◆ Update franchise agreement with Comcast.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Secure funding for water and wastewater capital projects.

DETAIL FOR EXPENSE ACCOUNTS

Finance/City Treasurer 4300

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2140	<u>Professional Fees:</u> ◆ Cost Recovery Study	\$10,000 \$10,000
101-2145, 561-2145, 571-2145	<u>Other Contract Services:</u> ◆ Annual audit fee and Single Audit	\$29,050 \$29,050
101-2155, 561-2155, 571-2155	<u>Training and Conferences:</u> ◆ League of California Cities Conference ◆ Miscellaneous Meetings	\$1,000 \$700 300
101-2215, 561-2215, 571-2215	<u>Special Department Supplies:</u> ◆ Forms	\$7,550 \$7,550
571-2425	<u>Taxes & Other Charges:</u> ◆ Property taxes	\$1,150 \$1,150

FINANCE/CITY TREASURER

Finance Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT							
101	4300	General Fund	\$ 199,494	\$ 223,751	\$ 221,980	\$ 264,811	\$ 265,235
235	4300	Measure A	18,601	21,961	25,832	0	0
561	4300	Water Enterprise	199,514	209,177	235,600	250,064	238,831
571	4300	Wastewater Enterprise	127,543	133,612	158,011	169,522	154,137
Total			\$ 545,152	\$ 588,501	\$ 641,423	\$ 684,397	\$ 658,202

Finance Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 293,030	\$ 317,399	\$ 323,919	\$ 341,844	\$ 338,400
Benefits			156,200	175,069	184,963	196,400	201,930
Contracts			1,412	3,750	3,500	2,500	3,500
Dept supplies/services			81,017	64,449	110,370	116,511	89,430
Training/Conference			1,376	2,112	487	1,300	967
Software/Equip Maintenance			754	18,415	17,534	22,609	21,700
Communications			996	1,327	650	451	1,476
Capital Equipment			10,366	5,982	0	2,782	800
Total			\$ 545,152	\$ 588,501	\$ 641,423	\$ 684,397	\$ 658,202

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4300	2010	General Fund	Salaries-Regular	97,638	107,715	109,786	131,356	139,827
101	4300	2020	General Fund	Salaries-Temp/Part Time	641	0	0	0	0
101	4300	2030	General Fund	Overtime	1,004	50	813	200	500
101	4300	2040	General Fund	FICA-City	7,562	7,988	8,365	9,311	10,727
101	4300	2045	General Fund	Employer PERS	16,167	15,393	15,936	19,144	20,608
101	4300	2050	General Fund	Employee PERS	4,822	7,736	7,750	9,360	9,892
101	4300	2055	General Fund	Health Insurance	15,806	20,633	22,609	28,192	27,002
101	4300	2061	General Fund	Workers Comp	8,542	9,819	9,957	9,432	4,488
101	4300	2065	General Fund	Disability	(292)	1,231	1,360	1,204	1,414
101	4300	2075	General Fund	Life Ins/Def Comp	1,868	1,888	1,752	2,014	2,365
101	4300	2085	General Fund	Auto Allowance	980	1,320	1,234	1,440	1,440
101	4300	2096	General Fund	Education	608	0	0	0	0
101	4300	2105	General Fund	Advertising	152	0	0	0	0
101	4300	2110	General Fund	Communication	680	1,055	540	231	1,008
101	4300	2115	General Fund	Postage	605	3,427	2,904	2,900	2,000
101	4300	2127	General Fund	Equipment Lease	0	797	0	0	0
101	4300	2130	General Fund	Professional Contracts	1,412	3,750	3,500	2,500	3,500
101	4300	2140	General Fund	Professional Fees	9,482	2,143	5,926	10,458	10,000
101	4300	2142	General Fund	Banking Fees	6,379	6,490	4,556	6,000	6,000
101	4300	2145	General Fund	Other Contract Services	20,456	18,550	14,199	18,375	13,950
101	4300	2148	General Fund	Government Fees	100	100	100	100	100
101	4300	2153	General Fund	Dues & Subscriptions	667	1,087	826	435	430
101	4300	2155	General Fund	Training/Conference	1,376	1,835	415	700	334
101	4300	2160	General Fund	Other Travel	0	0	50	50	50
101	4300	2162	General Fund	Bank Fee Reimbursements	0	0	0	60	0
101	4300	2207	General Fund	Copies	0	300	504	130	500
101	4300	2212	General Fund	Computer Equipment	298	27	0	1,460	200
101	4300	2213	General Fund	Office Supplies	1,386	549	356	500	400
101	4300	2215	General Fund	Special Dept Supplies	32	3,662	2,347	1,750	1,500
101	4300	2311	General Fund	Maint-Office Equipment	754	102	540	750	0
101	4300	2335	General Fund	Maint-Software	0	6,104	5,597	6,559	7,000

FINANCE/CITY TREASURER

Finance Expenses By Fund					ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
					FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
101	4300	2425	General Fund	Taxes & Other Charges	0	0	59	0	0
101	4300	2640	General Fund	Furniture/Fixtures	369	0	0	200	0
101 Total					199,494	223,751	221,980	264,811	265,235
235	4300	2010	Measure A	Salaries-Regular	12,982	14,078	14,497	0	0
235	4300	2030	Measure A	Overtime	39	0	0	0	0
235	4300	2040	Measure A	FICA-City	1,002	1,077	1,143	0	0
235	4300	2045	Measure A	Employer PERS	2,114	1,973	2,111	0	0
235	4300	2050	Measure A	Employee PERS	576	912	1,080	0	0
235	4300	2055	Measure A	Health Insurance	1,684	2,664	2,999	0	0
235	4300	2065	Measure A	Disability	26	130	131	0	0
235	4300	2075	Measure A	Life Ins/Def Comp	58	176	183	0	0
235	4300	2085	Measure A	Auto Allowance	0	120	206	0	0
235	4300	2142	Measure A	Banking Fees	0	750	3,460	0	0
235	4300	2160	Measure A	Other Travel	90	0	0	0	0
235	4300	2213	Measure A	Office Supplies	30	81	22	0	0
235 Total					18,601	21,961	25,832	0	0
561	4300	2010	Water Enterprise	Salaries-Regular	111,552	122,660	124,058	131,300	125,994
561	4300	2020	Water Enterprise	Salaries-Temp/Part Time	641	0	0	0	0
561	4300	2030	Water Enterprise	Overtime	958	111	305	150	0
561	4300	2040	Water Enterprise	FICA-City	8,604	9,335	9,568	9,795	9,635
561	4300	2045	Water Enterprise	Employer PERS	18,368	17,137	17,748	18,724	18,569
561	4300	2050	Water Enterprise	Employee PERS	5,267	8,371	8,595	9,109	8,644
561	4300	2055	Water Enterprise	Health Insurance	23,636	25,180	28,460	31,554	33,420
561	4300	2061	Water Enterprise	Workers Comp	0	0	0	0	6,163
561	4300	2065	Water Enterprise	Disability	1,582	1,366	1,420	1,353	1,332
561	4300	2071	Water Enterprise	Unemployment	904	517	0	0	0
561	4300	2075	Water Enterprise	Life Ins/Def Comp	1,586	1,555	1,597	1,555	1,739
561	4300	2085	Water Enterprise	Auto Allowance	825	600	600	600	600
561	4300	2105	Water Enterprise	Advertising	77	0	0	0	0
561	4300	2110	Water Enterprise	Communication	241	136	55	110	234
561	4300	2115	Water Enterprise	Postage	6,206	4,848	6,867	9,000	9,000
561	4300	2127	Water Enterprise	Equipment Lease	4,853	2,552	0	0	0
561	4300	2140	Water Enterprise	Professional Fees	7,294	1,616	12,105	3,233	0
561	4300	2142	Water Enterprise	Banking Fees	0	833	2,177	2,500	2,800
561	4300	2144	Water Enterprise	Online Transaction Fee	0	0	0	137	900
561	4300	2145	Water Enterprise	Other Contract Services	338	2,700	10,306	15,313	7,550
561	4300	2153	Water Enterprise	Dues & Subscriptions	200	142	0	0	0
561	4300	2155	Water Enterprise	Training/Conference	0	138	36	300	300
561	4300	2207	Water Enterprise	Copies	0	300	1,468	120	3,000
561	4300	2212	Water Enterprise	Computer Equipment	0	27	0	561	200
561	4300	2213	Water Enterprise	Office Supplies	1,384	431	377	1,000	400
561	4300	2215	Water Enterprise	Special Dept Supplies	5,000	2,518	3,851	6,000	550
561	4300	2335	Water Enterprise	Maint-Software	0	6,104	6,005	7,650	7,700
561	4300	2640	Water Enterprise	Furniture/Fixtures	0	0	0	0	100
561 Total					199,514	209,177	235,600	250,064	238,831
571	4300	2010	Wastewater Enterprise	Salaries-Regular	66,306	72,745	74,291	78,780	72,079
571	4300	2020	Wastewater Enterprise	Salaries-Temp/Part Time	641	0	0	0	0
571	4300	2030	Wastewater Enterprise	Overtime	629	40	169	58	0
571	4300	2040	Wastewater Enterprise	FICA-City	5,115	5,533	5,729	5,877	5,512
571	4300	2045	Wastewater Enterprise	Employer PERS	10,873	10,191	10,614	11,234	10,623
571	4300	2050	Wastewater Enterprise	Employee PERS	3,086	4,965	5,129	5,465	4,897
571	4300	2055	Wastewater Enterprise	Health Insurance	11,577	14,642	16,511	18,932	17,149
571	4300	2061	Wastewater Enterprise	Workers Comp	0	0	0	0	3,572
571	4300	2065	Wastewater Enterprise	Disability	894	810	850	812	760
571	4300	2071	Wastewater Enterprise	Unemployment	904	517	0	0	0
571	4300	2075	Wastewater Enterprise	Life Ins/Def Comp	963	929	965	933	1,017
571	4300	2085	Wastewater Enterprise	Auto Allowance	495	360	360	360	360
571	4300	2105	Wastewater Enterprise	Advertising	77	0	0	0	0

FINANCE/CITY TREASURER

Finance Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
571	4300	2110	Wastewater Enterprise	Communication	75	136	55	110	234
571	4300	2115	Wastewater Enterprise	Postage	5,706	4,848	6,367	9,000	9,000
571	4300	2127	Wastewater Enterprise	Equipment Lease	4,846	2,552	0	0	0
571	4300	2140	Wastewater Enterprise	Professional Fees	7,294	1,616	12,105	3,233	0
571	4300	2142	Wastewater Enterprise	Banking Fees	0	833	2,177	2,500	2,800
571	4300	2144	Wastewater Enterprise	Online Transaction Fee	0	0	0	137	900
571	4300	2145	Wastewater Enterprise	Other Contract Services	0	2,700	10,306	15,313	7,550
571	4300	2153	Wastewater Enterprise	Dues & Subscriptions	200	142	0	0	0
571	4300	2155	Wastewater Enterprise	Training/Conference	0	138	36	300	333
571	4300	2207	Wastewater Enterprise	Copies	0	300	1,588	120	3,000
571	4300	2212	Wastewater Enterprise	Computer Equipment	0	27	0	561	200
571	4300	2213	Wastewater Enterprise	Office Supplies	1,287	431	377	1,000	400
571	4300	2215	Wastewater Enterprise	Special Dept Supplies	5,000	1,905	3,851	6,000	5,500
571	4300	2335	Wastewater Enterprise	Main-Software	0	6,104	5,392	7,650	7,000
571	4300	2425	Wastewater Enterprise	Taxes & Other Charges	1,577	1,147	1,137	1,147	1,150
571	4300	2640	Wastewater Enterprise	Furniture/Fixtures	0	0	0	0	100
571 Total					127,543	133,612	158,011	169,522	154,137
DEPT TOTAL					\$ 545,152	\$ 588,501	\$ 641,423	\$ 684,397	\$ 658,202

Operations	545,152	588,501	641,423	684,397	658,202
Capital*	62,551	24,420	1,923	0	0
	607,703	612,921	643,346	684,397	658,202

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DEPARTMENT SUMMARY**

**CITY ATTORNEY
4400**

DEPARTMENT PURPOSE

The City Attorney is responsible for providing legal advice to the City Council and staff in carrying out their duties in the operations of the City government. The Attorney, or special counsel supervised by the Attorney, defends the City in all legal actions and brings about suits on behalf of the City. The City Attorney is not a public defender of citizens. As an independent contractor, fees paid include all support services and are not directly comparable to salaries.

DETAIL FOR EXPENSE ACCOUNTS

City Attorney
4400

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2130, 561-2130, 571-2130	<u>Professional Contract:</u>	\$237,000
	◆ City Attorney general services	\$237,000
101-2132	<u>Litigation Costs:</u>	\$50,000
	◆ Litigation costs	\$50,000
101-2133	<u>Billable Services:</u>	\$10,000

CITY ATTORNEY

City Attorney Expenses By Fund

FUND DEPT	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101 4400 General Fund	\$ 168,998	\$ 145,256	\$ 183,641	\$ 224,381	\$ 292,000
235 4400 Measure A	1,936,533	61,119	13,767	109,543	0
561 4400 Water Enterprise	157,491	83,596	2,944	27,000	35,000
571 4400 Wastewater Enterprise	0	0	0	27,000	20,000
Total	\$ 2,263,022	\$ 289,971	\$ 200,352	\$ 387,924	\$ 347,000

City Attorney Expenses By Category

	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Contracts	\$ 158,056	\$ 137,740	\$ 186,904	\$ 325,543	\$ 237,000
Dept supplies/services	227,141	79,845	4,349	2,371	0
Training/Conference	470	104	0	10	0
Litigation	14,935	20,942	0	50,000	100,000
Billable Services	1,862,419	51,341	9,100	10,000	10,000
Total	\$ 2,263,022	\$ 289,971	\$ 200,352	\$ 387,924	\$ 347,000

FUND DEPT ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101 4400 2105	General Fund	Advertising	0	785	0	0	0
101 4400 2127	General Fund	Equipment Lease Expense	17	0	0	0	0
101 4400 2130	General Fund	Professional Contracts	144,263	119,993	170,192	162,000	182,000
101 4400 2132	General Fund	Litigation	4,165	14,949	0	50,000	100,000
101 4400 2133	General Fund	Billable Services	5,554	8,305	9,100	10,000	10,000
101 4400 2145	General Fund	Other Contract Services	13,443	110	0	0	0
101 4400 2153	General Fund	Memberships & Publications	75	552	4,245	2,271	0
101 4400 2155	General Fund	Training/Conference	470	104	0	10	0
101 4400 2213	General Fund	Office Supplies	1,011	445	103	100	0
101 4400 2215	General Fund	Special Dept Supplies	0	14	0	0	0
101 Total			168,998	145,256	183,641	224,381	292,000
235 4400 2130	Measure A	Professional Contracts	3,183	9,065	13,767	109,543	0
235 4400 2132	Measure A	Litigation	10,770	5,993	0	0	0
235 4400 2133	Measure A	Billable Services	1,856,865	43,036	0	0	0
235 4400 2140	Measure A	Professional Fees	58,156	3,025	0	0	0
235 4400 2145	Measure A	Other Contract Services	7,500	0	0	0	0
235 4400 2160	Measure A	Other Travel	8	0	0	0	0
235 4400 2215	Measure A	Special Dept Supplies	51	0	0	0	0
235 Total			1,936,533	61,119	13,767	109,543	0
561 4400 2130	Water Enterprise	Professional Contracts	10,610	8,683	2,944	27,000	35,000
561 4400 2140	Water Enterprise	Professional Fees	92,901	28,970	0	0	0
561 4400 2145	Water Enterprise	Other Contract Services	53,980	45,943	0	0	0
561 Total			157,491	83,596	2,944	27,000	35,000
571 4400 2130	Wastewater Enterprise	Professional Contracts	0	0	0	27,000	20,000
571 Total			0	0	0	27,000	20,000
DEPT TOTAL			\$ 2,263,022	\$ 289,971	\$ 200,352	\$ 387,924	\$ 347,000

Operations	2,263,022	289,971	200,352	387,924	347,000
Capital*	1,431	0	59,534	4,211	0
	2,264,453	289,971	259,886	392,135	347,000

*FY 2013 includes estimated fund balance from 1-Y 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

PLANNING & BUILDING

4500

DEPARTMENT PURPOSE

The Planning Department is responsible for the implementation and updating of the City's General Plan, Zoning Ordinance, and Subdivision Ordinance to maintain and improve the quality of the community and environment. The department also provides daily assistance to the public by explaining the regulations and providing assistance in the filing of applications. Privately initiated planning applications are processed as they are received and presented to the Planning Commission and/or City Council. Other projects are assigned to the Department by the City Council and Planning Commission. The Department provides intensive staff support with the preparation of agendas, notices, staff reports and minutes. The Planning and Building Department is the lead department for code enforcement activities.

The Building Department is responsible for assuring that all new construction within the community is consistent with Local, State, and Federal law and actions taken by the City Council and Planning Commission. The Building Permit portion of the Department provides a building permit service that includes plan checking, product and code compliance, and field inspection and code interpretation. In addition, the department conducts code enforcement.

PRIOR YEAR GOALS ACHIEVED

PLANNING:

- ◆ Finalized the Magnolia Oaks project which is now under construction. The project includes 27 market rate units and 18 regulated affordable units.
- ◆ Reviewed and processed through the Planning Commission and City Council over 80 planning applications including an EIR for the Hunter subdivision; Development Agreement for the Vineland Station property; entitlements for the La Condesa Restaurant, Wydown Hotel, the French Blue restaurant and the first new commercial building in the industrial district in a decade.
- ◆ Reviewed and amended the municipal code to establish regulations to allow sidewalk dining tables on Main Street and to allow bicycle rentals in the Service Commercial and Central Business Districts.
- ◆ Furthered bicycle transportation planning by partnering with NCTPA to prepare a Bike Plan for the City of St. Helena as well as a Countywide Bike Plan. Also continued to support the Napa Valley/St. Helena Vine Trail.
- ◆ Partnered with the St Helena Downtown Renaissance organization to develop the downtown streetscape master plan. Worked with the St Helena Downtown

Renaissance organization and Public Works to implement Phase I of the downtown streetscape master plan.

- ◆ Worked with Public Works to secure grant funding, design and implement Phase I of Wappo Park improvements.

BUILDING:

- ◆ Issued over 305 building permits, conducted over 845 inspections.
- ◆ Total fees collected: \$616,683 Building Permit and Plan Check Fees \$300,705; Development Impact Fee \$251,364; Housing Impact Fees \$35,614; Water Efficiency In-Lieu Fees \$29,000.
- ◆ Worked with Finance Department to update building permit fees.
- ◆ Abated a significant health and life safety situation at the 1103 and 1105 Pope Street parcels.
- ◆ Continued contract with DSI, Inc. for building inspection, fire inspections and plan check.

CURRENT YEAR GOALS & OBJECTIVES

PLANNING:

- ◆ Adopt General Plan Update document and certify the General Plan Update EIR.
- ◆ Initiate Municipal Code revisions for consistency with the Adopted General Plan.
- ◆ Adopt and implement a short term rental program by late spring.
- ◆ Adopt and implement an amended well ordinance by late spring.
- ◆ Develop and launch a web based GIS mapping application for use by staff and the public.
- ◆ Continue partnership with the St Helena Downtown Renaissance organization to implement additional streetscape improvements.
- ◆ Continue partnership with the Montessori School to develop and implement Phase II of Wappo Park development.
- ◆ Continue working with NCTPA to complete St Helena's first Bicycle Plan.
- ◆ Continue to work with private applicants on residential and commercial projects.

BUILDING:

- ◆ Continue to cross-train Building and Planning employees.
- ◆ Work with land owners to ensure safe and healthy environments for tenants.
- ◆ Coordinate with Public Works to implement the Signorelli Barn stabilization project.

- ◆ Continue Public Safety Committee training of city employees.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Complete and Adopt General Plan Update for 2010 – 2030.

DETAIL FOR EXPENSE ACCOUNTS

Planning/Building 4500

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2020	<u>Temporary Part Time:</u> ◆ Planning Commissioner Stipends	\$6,000 \$6,000
101-2105	<u>Advertising:</u> ◆ Public Hearing Notices	\$8,000 \$8,000
101-2145	<u>Other Contract Services:</u> ◆ DSI Plan Check	\$120,000 \$120,000
101-2153	<u>Memberships and Publications:</u> ◆ Metro Scan Service, Code/Handbook Updates, Membership Dues, NFPA Standards	\$2,000 \$2,000
101-2155	<u>Training and Conferences:</u> ◆ Planning Commissioners and staff	\$2,000 \$2,000
101-2335	<u>Software Maintenance:</u> ◆ Trak-It Building Software Maintenance	\$5,700 \$5,700

PLANNING & BUILDING

Planning & Building Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT						
101	4500	General Fund	\$ 822,646	\$ 775,902	\$ 786,329	\$ 758,004	\$ 441,752
101	4542	General Fund	\$ -	\$ -	\$ -	\$ -	\$ 62,335
Total			\$ 822,646	\$ 775,902	\$ 786,329	\$ 758,004	\$ 504,088

Planning & Building Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 359,963	\$ 346,504	\$ 319,858	\$ 306,844	\$ 234,114
Benefits			186,198	187,724	184,636	175,189	123,348
Contracts			246,078	211,697	234,587	245,000	120,000
Dept supplies/services			23,641	22,318	40,212	24,068	21,800
Training/Conference			1,729	2,133	3,842	3,800	2,000
Vehicle/Equip maintenance			5,037	5,526	3,195	3,103	2,826
Total			\$ 822,646	\$ 775,902	\$ 786,329	\$ 758,004	\$ 504,088

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4500	2010	General Fund	Salaries-Regular	350,981	339,037	313,149	295,429	189,364
101	4542	2010	General Fund	Salaries-Regular	0	0	0	0	38,750
101	4500	2020	General Fund	Salaries-Temp/Part Time	6,000	6,000	5,600	4,800	6,000
101	4500	2030	General Fund	Overtime	2,982	1,467	1,109	6,615	0
101	4500	2040	General Fund	FICA-City	26,639	26,059	24,231	22,921	14,945
101	4542	2040	General Fund	FICA-City	0	0	0	0	2,268
101	4500	2045	General Fund	Employer PERS	59,129	48,170	45,209	42,400	28,793
101	4542	2045	General Fund	Employer PERS	0	0	0	0	5,711
101	4500	2050	General Fund	Employee PERS	18,873	23,970	22,039	20,697	13,986
101	4542	2050	General Fund	Employee PERS	0	0	0	0	2,872
101	4500	2055	General Fund	Health Insurance	62,410	65,958	72,367	71,196	27,877
101	4542	2055	General Fund	Health Insurance	0	0	0	0	5,057
101	4500	2061	General Fund	Workers Comp	9,828	11,297	11,456	11,588	7,902
101	4542	2061	General Fund	Workers Comp	0	0	0	0	790
101	4500	2065	General Fund	Disability	2,705	3,779	3,599	3,139	1,862
101	4542	2065	General Fund	Disability	0	0	0	0	249
101	4500	2071	General Fund	Unemployment	0	1,588	64	0	0
101	4500	2075	General Fund	Life Ins/Def Comp	3,214	3,303	2,673	848	1,998
101	4542	2075	General Fund	Life Ins/Def Comp	0	0	0	0	637
101	4500	2085	General Fund	Auto Allowance	3,400	3,600	3,000	2,400	2,400
101	4542	2097	General Fund	Housing Allowance	0	0	0	0	6,000
101	4500	2105	General Fund	Advertising	8,925	7,718	6,655	8,000	8,000
101	4500	2110	General Fund	Communication	1,006	464	591	415	500
101	4500	2115	General Fund	Postage	1,511	2,075	1,576	2,000	2,000
101	4500	2127	General Fund	Equipment Lease Expense	4,025	1,915	0	0	0
101	4500	2130	General Fund	Professional Contracts	162	0	20,900	0	0
101	4500	2140	General Fund	Professional Fees	242,078	99,265	112,599	120,000	0
101	4500	2145	General Fund	Other Contract Services	4,000	112,433	121,988	125,000	120,000
101	4500	2148	General Fund	Government Fees	1,927	0	0	0	0
101	4500	2152	General Fund	Facility Rental	188	0	50	0	0
101	4500	2153	General Fund	Dues & Subscriptions	2,215	1,951	2,949	3,000	2,000
101	4500	2155	General Fund	Training/Conference	1,729	2,133	3,842	3,800	2,000
101	4500	2207	General Fund	Copies	0	954	420	353	0
101	4500	2212	General Fund	Computer Equipment	68	30	802	1,600	1,000

PLANNING & BUILDING

Planning & Building Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4500	2213	General Fund	Office Supplies	2,427	1,082	1,320	1,100	1,100
101	4500	2215	General Fund	Special Dept Supplies	1,169	1,137	639	700	1,000
101	4500	2225	General Fund	Fuel/Oil	0	47	0	0	0
101	4500	2311	General Fund	Maint-Office Equipment	0	172	0	500	500
101	4500	2335	General Fund	Maint-Software	0	4,000	5,112	5,700	5,700
101	4500	2350	General Fund	Vehicle Charge	5,037	5,526	3,195	3,103	2,826
101	4500	2425	General Fund	Taxes & Other Charges	57	0	0	0	0
101	4500	2640	General Fund	Furniture and Fixtures	0	0	0	700	0
101 Total					822,646	775,902	786,329	758,004	504,088
DEPT TOTAL					\$ 822,646	\$ 775,902	\$ 786,329	\$ 758,004	\$ 504,088

Operations	822,646	775,902	786,329	758,004	504,088
Capital*	949,398	1,329,372	232,141	2	0
	1,772,044	2,105,274	1,018,471	758,006	504,088

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

FIRE
4800

DEPARTMENT PURPOSE

The Fire Department is responsible for protecting life and property from the hazards of fire, hazardous materials incidents, and assisting in emergency medical incidents. The department also provides the City of St. Helena with an effective fire suppression force and prevention organization. All members of the Department are volunteers and are paid a nominal fee on a per-response basis. The Fire Chief receives a nominal salary. The department utilizes clerical assistance at 32 hours per week.

PRIOR YEAR GOALS ACHIEVED

- ◆ Purchased a Lucas Automated Chest Compression machine.
- ◆ Raised \$80,000 as first installment towards purchase of new Type-1 fire engine.
- ◆ Continued the fire safety day for the community.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Raise \$180,000 for equipment, training and a replacement engine.
- ◆ Make final payment on Association housing on Tainter Street.

MAJOR HIGHLIGHT FOR FY 2012

- ◆ Purchase new Type-1 Pumper to replace ageing engine.

DETAIL FOR EXPENSE ACCOUNTS

Fire 4800

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$20,000
	◆ Replacement Pagers and Radios	\$9,200
	◆ County Communication Services	3,600
	◆ Cellular Phone Service	3,600
	◆ Annual Business Phone Service	3,600
101-2130	<u>Professional Contract:</u>	\$15,000
	◆ Employee Physicals	\$10,000
	◆ New FF Physicals	2,000
	◆ Web Site	700
	◆ GIS Mapping/Run Book updates	500
	◆ Medical Cache Annual Fee	500
	◆ Training Ground Annual Fee	500
	◆ EMS Region Fee	500
	◆ Fire Safety House Annual Fee	300
101-2145	<u>Other Contract Services: Volunteer firefighter's pay</u>	\$210,000
	◆ Base pay	\$208,000
	◆ Station Daytime Coverage Pay	2,000
101-2155	<u>Training and Conferences:</u>	\$15,000
	◆ Annual Training	\$10,000
	◆ Tuition and expenses - training two fire fighters Truck Academy (two weeks)	5,000
101-2170	<u>Fire Prevention Education:</u>	\$4,500
101-2213	<u>Office Supplies:</u>	\$2,000
	◆ Supplies	\$2,000
101-2215	<u>Special Department Supplies:</u>	\$45,000
	◆ Annual Supplies	\$21,500
	◆ Replacement Hose	12,000
	◆ SCBA's and replacement parts – 2	10,500
	◆ Class 'A' Foam	1,000
101-2217	<u>Field Supplies:</u>	\$3,500
	◆ Disposable Medical Supplies	\$3,500

101-2311	<u>Office Equipment Maintenance:</u>		\$1,000
	◆ Annual Copier Maintenance	\$600	
	◆ Printer Maintenance	400	
101-2315	<u>Machinery and Equipment Maintenance:</u>		\$25,000
	◆ Copier Lease & Maintenance (36 month)	\$6,000	
	◆ SCBA Annual Maintenance	3,500	
	◆ Truck All Wheel Steer Maintenance	3,500	
	◆ Replacement Tires – Truck/E317	3,200	
	◆ Ladder Testing Service	3,000	
	◆ SCBA Bottle Hydro Testing	1,500	
	◆ Extrication Tool Annual Maintenance	1,500	
	◆ SCBA Flow Test	1,450	
	◆ SCBA Fit Test Calibration	500	
	◆ Refrigerator/Stove Service	500	
	◆ Treadmill Maintenance	350	
101-2330	<u>Buildings and Grounds Maintenance:</u>		\$3,000
	◆ Annual Generator Service	\$2,200	
	◆ Window Cleaning (Spring/Fall)	800	

FIRE DEPARTMENT

Fire Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT							
101	4800	General Fund	Total	\$ 641,708	\$ 625,240	\$ 460,523	\$ 650,415	\$ 547,146
			Total	\$ 641,708	\$ 625,240	\$ 460,523	\$ 650,415	\$ 547,146

Fire Expenses By Category				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary				\$ 69,922	\$ 78,794	\$ 61,628	\$ 64,472	\$ 65,164
Benefits				46,125	54,753	45,415	46,462	50,832
Contracts				356,236	161,900	172,253	173,153	225,200
Dept supplies/services				46,610	70,195	44,656	66,454	68,450
Training/Conference				20,383	16,699	14,644	17,000	15,000
Vehicle/Equip maintenance				48,569	40,007	27,904	37,601	55,000
Utilities				22,641	23,998	21,057	21,935	22,500
Communications				19,728	45,332	29,916	19,651	20,000
Debt Payments				0	0	0	171,031	0
Strike Team				0	111,782	0	9,656	0
Fire Inspection Prof Fees				10,285	21,780	33,185	23,000	25,000
Capital Equipment				1,209	0	9,866	0	0
			Total	\$ 641,708	\$ 625,240	\$ 460,523	\$ 650,415	\$ 547,146

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4800	2010	General Fund	Salaries-Regular	53,122	55,994	39,284	41,672	42,364
101	4800	2020	General Fund	Salaries-Temp/Part Time	16,800	22,800	22,344	22,800	22,800
101	4800	2040	General Fund	FICA-City	5,531	6,158	4,760	4,978	4,985
101	4800	2045	General Fund	Employer PERS	18,413	15,722	8,650	9,049	13,104
101	4800	2050	General Fund	Employee PERS	2,372	6,872	4,114	4,345	5,090
101	4800	2055	General Fund	Health Insurance	11,356	17,110	20,199	20,743	20,743
101	4800	2061	General Fund	Workers Comp	5,605	6,443	6,533	6,202	5,689
101	4800	2065	General Fund	Disability	407	623	513	495	466
101	4800	2075	General Fund	Life Ins/Def Comp	2,441	1,826	646	650	755
101	4800	2105	General Fund	Advertising	0	599	0	0	0
101	4800	2110	General Fund	Communications	19,728	45,332	29,916	19,651	20,000
101	4800	2115	General Fund	Postage	886	461	246	500	500
101	4800	2122	General Fund	Utilities	22,641	23,998	21,057	21,935	22,500
101	4800	2127	General Fund	Equipment Lease Expens	2,781	3,133	2,973	2,946	4,000
101	4800	2130	General Fund	Professional Contracts	18,377	16,269	34,373	12,000	15,000
101	4800	2140	General Fund	Professional Fees	160	77	64	0	200
101	4800	2145	General Fund	Other Contract Services	337,699	145,555	137,816	161,153	210,000
101	4800	2153	General Fund	Dues & Subscriptions	2,794	3,346	3,693	2,500	4,000
101	4800	2155	General Fund	Training/Conference	20,383	16,699	14,644	17,000	15,000
101	4800	2170	General Fund	Fire Prev Education	6,551	6,656	2,784	3,374	4,500
101	4800	2175	General Fund	Fire Inspection Services	10,285	21,780	33,185	23,000	25,000
101	4800	2180	General Fund	Strike Teams	0	111,782	0	9,656	0
101	4800	2207	General Fund	Copies	0	246	365	308	200
101	4800	2212	General Fund	Computer Equipment	1,160	16,305	1,239	5,000	4,000

FIRE DEPARTMENT

Fire Expenses By Fund					ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
					FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
101	4800	2213	General Fund	Office Supplies	1,512	1,652	219	1,223	2,000
101	4800	2215	General Fund	Special Dept Supplies	26,771	34,785	28,267	48,413	45,000
101	4800	2217	General Fund	Field Supplies	4,127	3,000	4,211	1,500	3,500
101	4800	2225	General Fund	Fuel/Oil	10,151	12,373	6,584	9,521	10,000
101	4800	2226	General Fund	Vehicle Maint-Outside	7,164	3,579	4,914	5,000	8,500
101	4800	2228	General Fund	Vehicle Parts & Supplies	6,704	7,282	7,463	5,000	7,500
101	4800	2311	General Fund	Maint-Office Equip	344	0	0	0	1,000
101	4800	2312	General Fund	Maintenance Supplies	41	0	0	0	0
101	4800	2315	General Fund	Maint-Mach/Equip	22,325	15,107	6,187	15,000	25,000
101	4800	2330	General Fund	Maint-Bldgs/Grnds	1,840	1,665	2,755	3,080	3,000
101	4800	2335	General Fund	Software Maintenance	0	0	658	690	750
101	4800	2425	General Fund	Taxes & Other Charges	29	10	2	0	0
101	4800	2630	General Fund	Capital-Mach/Equip	1,209	0	9,866	0	0
101	4845	2505	General Fund	Retire Principal	0	0	0	147,510	0
101	4845	2515	General Fund	Interest Expense	0	0	0	23,521	0
101 Total					641,708	625,240	460,523	650,415	547,146
DEPT TOTAL					\$ 641,708	\$ 625,240	\$ 460,523	\$ 650,415	\$ 547,146

Operations	641,708	625,240	460,523	650,415	547,146
Capital*	383,653	0	0	0	0
	1,025,361	625,240	460,523	650,415	547,146

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DEPARTMENT SUMMARY**

**POLICE DEPARTMENT
4900**

DEPARTMENT 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.

PRIOR YEAR GOALS ACHIEVED

- ◆ Extended service life of entire police fleet by increase mileage use to 115,000 service miles.
- ◆ Implemented parking and traffic enforcement warning citations.
- ◆ Purchased updated report writing room/photo computer to increase efficiency.
- ◆ Memorialized the Police Departments Towing Policy.
- ◆ Improved Police Department's moral and service.
- ◆ P.O.F. conducted annual Tip-a-Cop event.
- ◆ P.O.F. conducted their annual Adopt-A-Family program.
- ◆ Implemented the Police Canine Program.
- ◆ Recruited new Police Chief.
- ◆ Updated antenna system for communication unit.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Complete installation of R.I.M.S. system and MDC in patrol vehicles.
- ◆ Implement K9 usage at St. Helena High School and school presentations.
- ◆ Obtain grants or funding for additional patrol position to negate overtime costs and fill the motor unit position.
- ◆ Continue community outreach by attending events, meetings and daily contact with

the business community, schools and private organizations by the Chief and all policing staff.

- ◆ Complete Records Unit purging.
- ◆ Continue efforts to increase Neighborhood Watch programs.
- ◆ Complete an audit of the evidence/property room.
- ◆ Create a Police Department Mission/Vision statement (using a collaborative effort and acceptance from all police department employees).

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Implementation of the new Volunteers in Police Services Program (V.I.P.S.).

DETAIL FOR EXPENSE ACCOUNTS

Police 4900

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$14,000
	◆ Phones, fax, modems	\$13,400
	◆ CLETS	600
101-2140	<u>Professional Fees:</u>	\$4,750
	◆ Pre-employment psychological, medicals and other related services	\$4,750
101-2145	<u>Other Contract Services:</u>	\$15,000
	◆ NSIB Contract	\$13,295
	◆ County Communication Services	1,000
	◆ Other Contract Services	505
	◆ Parking Citation Holds	200
279-2145	<u>Asset Contract Services:</u>	\$8,000
	◆ NSIB Contract	\$8,000
101-2155	<u>Training/Conferences:</u>	\$ 10,000
	◆ Domain Specific Conferences (Canine, Sex Assault)	\$6,000
	◆ Chief's Annual Conference	2,000
	◆ Tuition Reimbursement	1,000
	◆ Miscellaneous Updates	1,000
238-2155	<u>Post Reimbursable Training:</u>	\$4,000
101-2217	<u>Field Supplies:</u>	\$5,000
	◆ Flares, first aid, ammunition, film, and other police related consumables	\$5,000
101-2425	<u>Taxes & Other Charges:</u>	\$1,000
	◆ SB2557 Booking Fees	\$1,000

POLICE DEPARTMENT

Police Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT							
101	4900	General Fund	\$ 2,399,781	\$ 2,473,345	\$ 2,436,401	\$ 2,494,780	\$ 2,427,046
224	4900	Public Safe (COPS)	102,961	58,992	69,735	82,013	100,000
238	4900	Training Dev Fund	4,466	4,770	10,712	0	4,000
279	4900	Asset Forfeiture	7,553	16,295	16,295	0	8,000
375	4900	Murray Trust Fund	45	679	0	0	0
Total			\$ 2,514,806	\$ 2,554,081	\$ 2,533,142	\$ 2,576,793	\$ 2,539,046

Police Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 1,358,082	\$ 1,346,562	\$ 1,440,859	\$ 1,334,294	\$ 1,340,867
Benefits			864,513	973,317	853,312	1,019,172	985,192
Contracts			93,994	91,210	89,091	87,828	70,750
Dept supplies/services			29,008	32,007	33,277	52,208	51,750
Training/Conference			9,196	6,814	15,157	20,449	20,000
Vehicle/Equip maintenance			57,684	67,713	35,953	34,638	31,587
Utilities			11,393	12,412	10,887	9,936	9,900
Communications			20,845	13,969	14,359	14,268	14,000
Capital Equipment			70,090	10,078	40,247	4,000	15,000
Total			\$ 2,514,806	\$ 2,554,081	\$ 2,533,142	\$ 2,576,793	\$ 2,539,046

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4900	2010	General Fund	Salaries-Regular	1,217,952	1,213,591	1,251,194	1,149,475	1,200,628
101	4900	2030	General Fund	Overtime	117,527	85,716	148,070	141,194	82,000
101	4900	2037	General Fund	Holiday Pay	22,603	47,255	41,596	43,625	48,239
101	4900	2040	General Fund	FICA-City	100,702	103,341	107,354	102,531	101,811
101	4900	2045	General Fund	Employer PERS	395,923	400,180	326,469	455,039	427,700
101	4900	2050	General Fund	Employee PERS	95,514	111,639	94,506	108,447	106,771
101	4900	2055	General Fund	Health Insurance	195,249	218,276	226,681	246,890	243,598
101	4900	2061	General Fund	Workers Comp	52,935	108,612	48,775	49,425	52,478
101	4900	2065	General Fund	Disability	9,506	14,902	16,294	13,202	13,896
101	4900	2071	General Fund	Unemployment	0	0	6,750	2,700	0
101	4900	2075	General Fund	Life Ins/Def Comp	934	943	859	2,188	2,188
101	4900	2095	General Fund	Uniform Allowance	13,750	13,750	11,625	12,750	12,750
101	4900	2096	General Fund	Education Reimbursement	0	1,675	0	0	0
101	4900	2097	General Fund	Housing Allowance	0	0	14,000	26,000	24,000
101	4900	2105	General Fund	Advertising	771	0	835	1,000	0
101	4900	2110	General Fund	Communication	20,845	13,969	14,359	14,268	14,000
101	4900	2115	General Fund	Postage	1,519	1,384	1,188	1,494	1,500
101	4900	2122	General Fund	Utilities	11,393	12,412	10,887	9,936	9,900
101	4900	2127	General Fund	Equipment Lease	3,316	3,084	2,586	3,030	3,000
101	4900	2130	General Fund	Professional Contracts	7,572	0	2,276	5,500	1,000
101	4900	2140	General Fund	Professional Fees	8,801	2,294	4,408	4,758	4,750
101	4900	2145	General Fund	Other Contract Services	38,330	33,538	41,112	26,955	15,000
101	4900	2153	General Fund	Dues & Subscriptions	969	1,003	1,609	1,000	400
101	4900	2155	General Fund	Training/Conference	4,730	2,043	4,445	15,000	10,000
101	4900	2207	General Fund	Copies	0	307	456	350	350
101	4900	2212	General Fund	Computer Equipment	620	1,884	0	5,000	5,000
101	4900	2213	General Fund	Office Supplies	6,216	6,210	5,030	4,750	5,000
101	4900	2215	General Fund	Special Dept Supplies	7,767	187	4,868	3,000	3,000
101	4900	2217	General Fund	Field Supplies	4,673	4,218	6,866	5,000	5,000
101	4900	2311	General Fund	Maint-Office Equip	0	6,070	722	500	500
101	4900	2315	General Fund	Maint-Mach/Equip	7,062	1,391	87	0	0
101	4900	2330	General Fund	Maint-Bldgs/Cmds	0	0	613	0	0
101	4900	2335	General Fund	Software Maintenance	0	0	610	635	500
101	4900	2350	General Fund	Vehicle Charge	50,622	60,252	35,144	34,138	31,087
101	4900	2425	General Fund	Taxes & Other Charges	46	37	813	1,000	1,000

POLICE DEPARTMENT

Police Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4900	2630	General Fund	Capital-Mach/Equip	1,933	3,183	0	2,000	0
101	4900	2640	General Fund	Furniture & Fixtures	0	0	3,316	2,000	0
101 Total					2,399,781	2,473,345	2,436,401	2,494,780	2,427,046
224	4900	2030	Public Safe (COPS)	Overime	0	0	0	0	10,000
224	4900	2130	Public Safe (COPS)	Professional Contracts	25,000	32,345	25,000	39,540	30,000
224	4900	2145	Public Safe (COPS)	Other Contract Services	6,738	6,738	0	11,074	12,000
224	4900	2155	Public Safe (COPS)	Training/Conference	0	0	0	5,449	6,000
224	4900	2212	Public Safe (COPS)	Computer Equipment	0	0	1,453	13,218	15,000
224	4900	2215	Public Safe (COPS)	Special Dept Supplies	3,066	13,014	6,350	12,065	12,000
224	4900	2217	Public Safe (COPS)	Field Supplies	0	0	0	667	0
224	4900	2630	Public Safe (COPS)	Capital-Mach/Equip	68,157	6,895	36,932	0	15,000
224 Total					102,961	58,992	69,735	82,013	100,000
238	4900	2155	Training Dev Fund	Training/Conference	4,466	4,770	10,712	0	4,000
238 Total					4,466	4,770	10,712	0	4,000
279	4900	2145	Asset Forfeiture	Other Contract Services	7,553	16,295	16,295	0	8,000
279 Total					7,553	16,295	16,295	0	8,000
375	4900	2215	Murray Trust Fund	Special Dept Supplies	45	679	0	0	0
375 Total					45	679	0	0	0
DEPT TOTAL					\$ 2,514,806	\$ 2,554,081	\$ 2,533,142	\$ 2,576,793	\$ 2,539,046

Operations	2,514,806	2,554,081	2,533,142	2,576,793	2,539,046
Capital*	30,383	29,515	0	0	0
	2,545,188	2,583,597	2,533,142	2,576,793	2,539,046

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DEPARTMENT SUMMARY**

**LIBRARY
4600**

DEPARTMENT PURPOSE

The Library collects, organizes and makes available a wide range of materials to meet the informational, educational, recreational and other needs of our community. The Library Mission Statement as adopted by the library board in January 1991 reads:

"The purpose of the public library of St. Helena is to provide the best possible library service appropriate to the needs of our community, to be innovative in planning for future needs and advances in technology, to find ways of attracting citizens who do not yet use our facilities, and to meet the needs of minorities and the underserved."

PRIOR YEAR GOALS ACHIEVED

- ◆ Implement Spanish Language programming—irregular programming offered throughout the year, regularly weekly programs for children established January 2012 and monthly family and adult programs launched December 2011.
- ◆ Update Spanish Language collections and increase visibility in the Spanish speaking community—funds from Friends of the Library expended, new funds from Foundation approved to be expended in February 2012.
- ◆ Create five year strategic plan—first two stages of Visioning process complete. Formal 5-year plan on hold pending funds.
- ◆ Coordinate first large scale community event with Foundation and Friends.—Harry Potter Cover-to-Cover Read-a-thon was a huge success and won the 2011 first place award from the California Library Association for community programming.
- ◆ Introduce at least two innovative children's programs.—We launched our first annual sleepovers in the library—a stuffed animal sleepover for preschoolers and a "lock-in" event for grade-schoolers. In 2011 we introduced a series of literary and craft related tea parties. All were well received and will be repeated.
- ◆ Renovate HVAC system.—In progress. The contract with the engineers to update the specifications completed January 2012.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Diversify adult program series by adding programs of variable interest and at different times of day and week.
- ◆ Implement use of new Integrated Library System software.
- ◆ Provide new opportunities for staff training, enrichment, and education.
- ◆ Increase offerings and awareness of digital content.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Identify and pursue new revenue streams.

DETAIL FOR EXPENSE ACCOUNTS

Library 4600

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$2,500
	◆ Phone & Fax Line	\$2,500
101-2122	<u>Utilities:</u>	\$44,000
	◆ Electric & Gas	\$38,214
	◆ Garbage Service	5,216
	◆ Water	570
219-2145	<u>Other Contract Services:</u>	\$112,000
	◆ SNAP Automation Contract Fee and Update	\$55,000
	◆ NBC Search Services/Delivery/Membership*	29,195
	◆ Computer system admin contract	16,035
	◆ Brainfuse, HelpNow! Online Homework Help	4,500
	◆ OCLC on-line cataloging*	3,670
	◆ Computer system internet contract	3,600
101-2215, 219-2215	<u>Special Department Supplies:</u>	\$9,930
	◆ AV Processing Supplies	\$2,550
	◆ Public programs	1,980
	◆ Public printers and copiers	1,627
	◆ Cataloging/Processing Supplies	1,550
	◆ Computer reference supplies and programs	1,173
	◆ Circulation Supplies	1,050
219-2311	<u>Office Equipment Maintenance:</u>	\$6,000
	◆ Photocopier (Xerox)	\$2,600
	◆ Photocopier (Savin)	2,000
	◆ Building Security System	1,400
219-2630	<u>Machinery and Equipment:</u>	\$5,000
	◆ Other Tech	\$5,000

LIBRARY DEPARTMENT

Library Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT						
101	4600	General Fund	\$ 924,136	\$ 843,565	\$ 843,214	\$ 854,974	\$ 850,139
218	4600	PLF State Grant	1,396	2,640	720	0	6,500
219	4600	CLSA State Grant	147,645	196,657	192,037	142,941	226,500
381	4600	Ryan Library Trust	2,000	1,999	910	0	0
382	4600	Martin Trust	1,000	918	1,512	0	12,000
384	4600	Tweed Trust	49,076	71,058	83,682	28,812	88,886
Total			\$ 1,125,253	\$ 1,116,838	\$ 1,122,073	\$ 1,026,727	\$ 1,184,025

Library Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 533,445	\$ 510,394	\$ 511,349	\$ 500,359	\$ 555,315
Benefits			234,087	246,136	258,747	264,849	266,779
Contracts			143,406	142,538	111,219	67,248	123,000
Dept supplies/services			36,250	44,238	48,151	40,764	59,430
Library Materials			123,786	130,458	130,117	104,623	124,000
Training/Conference			2,880	2,673	4,671	4,609	3,500
Utilities			43,220	38,689	38,648	43,371	44,000
Capital Equipment			8,179	1,713	19,173	903	8,000
Total			\$ 1,125,253	\$ 1,116,838	\$ 1,122,073	\$ 1,026,727	\$ 1,184,025

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4600	2010	General Fund	Salaries-Regular	434,396	425,824	436,551	422,511	403,086
101	4600	2020	General Fund	Salaries-Temp/Part Time	85,297	74,683	66,306	67,527	127,259
101	4600	2037	General Fund	Holiday Pay	2,795	3,374	2,667	4,215	2,781
101	4600	2040	General Fund	HICA-City	40,004	38,654	38,590	39,205	40,785
101	4600	2045	General Fund	Employer PERS	73,812	59,624	60,158	62,831	59,407
101	4600	2050	General Fund	Employee PERS	19,870	29,336	29,074	30,439	27,923
101	4600	2055	General Fund	Health Insurance	75,039	88,893	100,530	103,613	87,634
101	4600	2061	General Fund	Workers Comp	14,514	16,683	16,917	16,025	36,190
101	4600	2065	General Fund	Disability	3,189	4,751	5,230	4,742	4,311
101	4600	2071	General Fund	Unemployment	734	0	0	0	0
101	4600	2075	General Fund	Life Ins/Def Comp	6,080	5,796	5,402	5,127	6,432
101	4600	2085	General Fund	Auto Allowance	0	1,900	2,400	2,400	2,400
101	4600	2105	General Fund	Advertising	112	0	0	500	500
101	4600	2110	General Fund	Communications	2,279	2,162	2,203	1,778	2,500
101	4600	2115	General Fund	Postage	241	450	1,103	700	1,000
101	4600	2122	General Fund	Utilities	43,220	38,689	38,648	43,371	44,000
101	4600	2127	General Fund	Equipment Lease	3,742	775	0	0	0
101	4600	2130	General fund	Professional Contracts	20	0	0	0	0
101	4600	2145	General Fund	Other Contract Services	105,231	47,151	31,998	46,000	0
101	4600	2155	General Fund	Training/Conference	115	1	40	40	0
101	4600	2207	General Fund	Copies	0	314	0	0	0
101	4600	2212	General Fund	Computer Equipment	84	0	0	0	0
101	4600	2213	General Fund	Office Supplies	867	0	847	0	0
101	4600	2215	General Fund	Special Dept Supplies	8,454	4,068	4,549	3,950	3,930
101	4600	2216	General Fund	Library Material	3,950	0	0	0	0
101	4600	2311	General Fund	Maint-Office Equip	0	438	0	0	0
101	4600	2425	General Fund	Taxes & Other Charges	91	0	0	0	0
101 Total					924,136	843,565	843,214	854,974	850,139
218	4600	2105	PLF State Grant	Advertising	0	600	720	0	0
218	4600	2145	PLF State Grant	Other Contract Services	(500)	1,740	0	0	0
218	4600	2215	PLF State Grant	Special Dept Supplies	0	0	0	0	6,500
218	4600	2216	PLF State Grant	Library Material	1,896	300	0	0	0
218 Total					1,396	2,640	720	0	6,500
219	4600	2105	CLSA State Grant	Advertising	0	2,100	717	73	500
219	4600	2110	CLSA State Grant	Communications	0	563	125	133	0
219	4600	2115	CLSA State Grant	Postage	0	231	0	0	0

LIBRARY DEPARTMENT

Library Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
219	4600	2127	CLSA State Grant	Equipment Lease	172	3,226	3,871	2,740	3,000
219	4600	2145	CLSA State Grant	Other Contract Services	38,176	93,279	75,035	21,248	112,000
219	4600	2152	CLSA State Grant	Facility Rental	0	75	0	0	0
219	4600	2155	CLSA State Grant	Training/Conference	1,261	2,597	322	527	0
219	4600	2207	CLSA State Grant	Copies	0	1,401	2,786	1,776	2,000
219	4600	2212	CLSA State Grant	Computer Equipment	452	0	3,795	1,971	3,500
219	4600	2213	CLSA State Grant	Office Supplies	4,279	4,677	3,651	4,182	6,000
219	4600	2215	CLSA State Grant	Special Dept Supplies	2,097	2,409	7,666	1,987	6,000
219	4600	2216	CLSA State Grant	Library Material	88,605	77,852	85,273	102,672	78,000
219	4600	2311	CLSA State Grant	Maint-Office Equip	7,252	6,137	6,011	4,425	6,000
219	4600	2330	CLSA State Grant	Maint-Buildings/Grounds	0	398	0	0	0
219	4600	2335	CLSA State Grant	Maint-Software	0	0	0	303	1,500
219	4600	2425	CLSA State Grant	Taxes & Other Charges	0	0	30	0	0
219	4600	2630	CLSA State Grant	Capital-Mach/Equip	721	465	773	0	5,000
219	4600	2640	CLSA State Grant	Furniture/Fixtures	4,632	1,248	1,981	903	3,000
219 Total					147,645	196,657	192,037	142,941	226,500
381	4600	2216	Ryan Library Trust	Library Material	2,000	1,999	910	0	0
381 Total					2,000	1,999	910	0	0
382	4600	2145	Martin Trust	Other Contract Services	0	0	0	0	11,000
382	4600	2153	Martin Trust	Dues & Subscriptions	0	0	130	0	0
382	4600	2155	Martin Trust	Training/Conference	0	0	535	0	0
382	4600	2216	Martin Trust	Library Material	1,000	918	847	0	1,000
382 Total					1,000	918	1,512	0	12,000
384	4600	2020	Tweed Trust	Salaries-Temp/Part Time	10,957	6,514	5,824	6,106	22,189
384	4600	2040	Tweed Trust	HCA-City	845	498	446	467	1,697
384	4600	2145	Tweed Trust	Other Contract Services	500	368	4,186	0	0
384	4600	2152	Tweed Trust	Facility Rental	0	800	0	0	0
384	4600	2153	Tweed Trust	Dues & Subscriptions	0	0	315	283	500
384	4600	2155	Tweed Trust	Training/Conference	1,505	75	3,773	4,042	3,500
384	4600	2215	Tweed Trust	Special Dept Supplies	388	776	139	0	0
384	4600	2216	Tweed Trust	Library Material	26,336	49,388	43,088	1,951	45,000
384	4600	2425	Tweed Trust	Taxes & Other Charges	5,721	12,640	9,493	15,963	16,000
384	4600	2640	Tweed Trust	Furniture/Fixtures	2,826	0	16,418	0	0
384 Total					49,076	71,058	83,682	28,812	88,886
DEPT TOTAL					\$ 1,125,253	\$ 1,116,838	\$ 1,122,073	\$ 1,026,727	\$ 1,184,025

Operations	1,125,253	1,116,838	1,122,073	1,026,727	1,184,025
Capital*	148,161	619,672	85,099	10,969	405,350
	1,273,414	1,736,510	1,207,173	1,037,696	1,589,375

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

RECREATION
4728

DEPARTMENT PURPOSE

The Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, operation of the Community Pool, Teen Center, and summer childcare. The Recreation Manager serves as staff member to the Parks and Recreation Commission.

PRIOR YEAR GOALS ACHIEVED

- ◆ Continued to provide high quality recreation programs for all ages. New programs included Lego's classes, Martial Arts, and Fencing.
- ◆ In addition to providing highly enrolled programs at the Carnegie Building, recreation facilities were rented out to a variety of independent contract classes, which are a great source of revenue for the city.
- ◆ Administration of the Tennis Courts at Crane Park. Contracted with 3 tennis pros to have all tennis players register and pay dues to the Recreation Department.
- ◆ Coordinated and managed the Upper Valley Sports League, which included Youth Basketball, Youth Soccer and Adult Softball. This program serves the communities of Yountville, St. Helena, and Calistoga.
- ◆ Administration of the new bocce advisory committee.
- ◆ Continued to manage and support the new recreation software (Active Net) for the city and the community.
- ◆ The Recreation Department took over the swim lesson summer program. The Recreation Department provided swim lessons to over 100 children.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Replace center field light at Carpy Field.
- ◆ Establish fee structure for facility rentals with the St. Helena School District.
- ◆ Continue to build upon relationships with Pacific Union College in regards to facility rentals and providing internships for Physical Education majors.
- ◆ Train additional staff members on Active Net Software in order to increase revenue from facility rentals and recreation program registration.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Manage the structural repairs of the Bocce Courts in Crane Park.

DETAIL FOR EXPENSE ACCOUNTS

Recreation 4728

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
289-2145	<u>Other Contract Services:</u> ◆ Program instructors	\$35,000 \$35,000
289-2152	<u>Facility Rental:</u> ◆ RLS New Gym ◆ Community Pool ◆ Presbyterian Church ◆ RLS Old Gym ◆ St. Helena Primary School Multi Use ◆ Carpy Field Rental	\$17,000
289-2160	<u>Other Travel:</u> ◆ Travel costs for recreation activities	\$3,000 \$3,000
280-2215	<u>Special Departmental Supplies:</u> ◆ Miscellaneous Supplies	\$5,000 \$5,000
289-2215	<u>Special Departmental Supplies:</u> ◆ Recreation supplies	\$9,000 \$9,000
289-2241	<u>Pool Supplies:</u> ◆ Recreation supplies	\$1,000 \$1,000
289-2242	<u>Sports Programs Supplies:</u> ◆ Recreation supplies	\$4,000 \$4,000
289-2243	<u>Fieldtrips:</u> ◆ Travel and Admissions	\$2,500 \$2,500

RECREATION DEPARTMENT

Recreation Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT						
101	4728	General Fund	\$ 312,038	\$ 186,596	\$ 65,467	\$ 75,486	\$ 78,357
280	4728	Community Activity	63,556	124,430	98,842	99,131	123,376
286	4728	Bocce Ball	28,577	28,390	16,732	14,778	19,218
289	4728	Recreation Program	174,238	111,995	117,761	118,091	129,068
		Total	\$ 578,410	\$ 451,410	\$ 298,802	\$ 307,486	\$ 350,019

Recreation Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 235,448	\$ 229,755	\$ 158,622	\$ 162,177	\$ 177,452
Benefits			84,483	88,031	52,595	53,288	66,022
Contracts			46,335	61,714	39,688	32,951	36,200
Dept supplies/services			50,205	61,615	39,598	35,570	49,370
Training/Conference			112	412	330	243	550
Communications			2,244	2,556	3,446	3,258	3,425
Facility Rental			49,439	7,326	4,523	20,000	17,000
Transfer to other funds			110,145	0	0	0	0
		Total	\$ 578,410	\$ 451,410	\$ 298,802	\$ 307,486	\$ 350,019

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4728	2010	General Fund	Salaries-Regular	131,397	119,200	38,589	39,376	39,375
101	4728	2030	General Fund	Overtime	397	905	0	0	0
101	4728	2040	General Fund	FICA-City	10,295	9,368	2,998	3,058	3,012
101	4728	2045	General Fund	Employer PERS	20,611	17,162	5,417	5,527	5,803
101	4728	2050	General Fund	Employee PERS	8,256	8,688	2,645	2,700	2,829
101	4728	2055	General Fund	Health Insurance	15,741	15,850	6,752	7,264	7,265
101	4728	2061	General Fund	Workers Comp	3,195	3,673	3,724	3,540	1,580
101	4728	2065	General Fund	Disability	791	1,347	505	468	433
101	4728	2075	General Fund	Life Ins/Def Comp	2,861	2,457	625	625	650
101	4728	2085	General Fund	Auto Allowance	2,300	2,200	1,200	1,200	1,200
101	4728	2105	General Fund	Advertising	1,507	0	548	0	250
101	4728	2110	General Fund	Communication	552	771	2,114	2,340	2,300
101	4728	2115	General Fund	Postage	1,136	426	109	20	200
101	4728	2127	General Fund	Equipment Lease Expense	519	368	0	0	0
101	4728	2142	General Fund	Banking Fees	0	0	0	200	200
101	4728	2144	General Fund	Online Transaction Fee	0	0	0	0	100
101	4728	2145	General Fund	Other Contract Services	340	1,463	0	0	0
101	4728	2153	General Fund	Dues & Subscriptions	205	160	50	60	160
101	4728	2155	General Fund	Training/Conference	112	130	0	200	200
101	4728	2160	General Fund	Other Travel	87	0	0	100	100
101	4728	2207	General Fund	Copies	0	6	0	8	100
101	4728	2212	General Fund	Computer Equipment	162	0	0	200	200
101	4728	2213	General Fund	Office Supplies	125	211	6	100	300
101	4728	2215	General Fund	Special Dept Supplies	1,054	2,143	0	1,000	1,000
101	4728	2244	General Fund	Swimming Program	0	0	0	5,000	5,000
101	4728	2311	General Fund	Maint-Office Equip	0	0	0	0	100
101	4728	2320	General Fund	Maint-Tennis Courts	0	0	0	0	4,000
101	4728	2335	General Fund	Software Maintenance	0	0	186	0	0
101	4728	2425	General Fund	Taxes & Other Charges	249	69	0	0	0

RECREATION DEPARTMENT

Recreation Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	4728	2640	General Fund	Furniture & Fixtures	0	0	0	2,500	2,000
101	4728	2999	General Fund	Trans to Other Funds	110,145	0	0	0	0
101 Total					312,038	186,596	65,467	75,486	78,357
280	4728	2010	Community Activi	Salaries-Regular	29,487	31,898	38,589	39,376	39,375
280	4728	2020	Community Activi	Salaries-Temp/Part Time	11,131	13,509	29,280	30,916	46,316
280	4728	2030	Community Activi	Overtime	1,136	905	0	0	200
280	4728	2040	Community Activi	FICA-City	3,049	3,570	5,238	5,424	6,571
280	4728	2045	Community Activi	Employer PERS	5,134	4,430	5,416	5,527	5,803
280	4728	2050	Community Activi	Employee PERS	1,003	2,133	2,645	2,700	2,829
280	4728	2055	Community Activi	Health Insurance	3,919	5,875	6,752	7,265	7,265
280	4728	2061	Community Activi	Workers Comp	14	16	17	14	5,500
280	4728	2065	Community Activi	Disability	288	365	451	468	433
280	4728	2071	Community Activi	Unemployment	0	0	273	0	0
280	4728	2075	Community Activi	Life Ins/Def Comp	162	375	625	624	650
280	4728	2085	Community Activi	Auto Allowance	0	200	1,200	1,200	1,200
280	4728	2105	Community Activi	Advertising	874	1,360	75	0	250
280	4728	2110	Community Activi	Communication	238	215	211	181	225
280	4728	2115	Community Activi	Postage	0	197	0	1	100
280	4728	2140	Community Activi	Professional Fees	0	0	32	0	0
280	4728	2145	Community Activi	Other Contract Services	787	24,357	0	0	1,000
280	4728	2153	Community Activi	Dues & Subscriptions	0	0	160	274	160
280	4728	2155	Community Activi	Training/Conference	0	142	280	43	150
280	4728	2160	Community Activi	Other Travel	0	0	0	0	100
280	4728	2213	Community Activi	Office Supplies	121	198	351	0	250
280	4728	2215	Community Activi	Special Dept Supplies	6,214	29,913	7,246	5,118	5,000
280	4728	2330	Community Activi	Maint-Buildings/Grounds	0	1,181	0	0	0
280	4728	2425	Community Activi	Taxes & Other Charges	0	(3)	0	0	0
280	4728	2660	Community Activi	Capital Imp-Buildings	0	3,593	0	0	0
280 Total					63,556	124,430	98,842	99,131	123,376
286	4728	2020	Bocce Ball	Salaries-Temp/Part Time	16,877	18,347	11,965	8,679	12,000
286	4728	2040	Bocce Ball	FICA-City	1,291	1,404	915	664	918
286	4728	2071	Bocce Ball	Unemployment	0	2,676	0	0	0
286	4728	2105	Bocce Ball	Advertising	152	0	0	0	100
286	4728	2110	Bocce Ball	Communication	326	418	133	0	0
286	4728	2115	Bocce Ball	Postage	0	0	0	0	100
286	4728	2145	Bocce Ball	Other Contract Services	0	473	0	0	200
286	4728	2213	Bocce Ball	Office Supplies	71	79	0	0	400
286	4728	2215	Bocce Ball	Special Dept Supplies	8,215	4,993	2,498	5,435	4,000
286	4728	2330	Bocce Ball	Maint-Buildings/Grounds	1,644	0	0	0	0
286	4728	2335	Bocce Ball	Software Maintenance	0	0	1,221	0	1,500
286 Total					28,577	28,390	16,732	14,778	19,218
289	4728	2020	Recreation Program	Salaries-Temp/Part Time	44,252	44,121	40,199	43,708	38,786
289	4728	2030	Recreation Program	Overtime	771	869	0	121	1,400
289	4728	2040	Recreation Program	FICA-City	3,589	3,442	3,075	3,353	3,074
289	4728	2061	Recreation Program	Workers Comp	1,761	2,024	2,053	1,666	9,008
289	4728	2071	Recreation Program	Unemployment	221	778	69	0	0
289	4728	2105	Recreation Program	Advertising	0	0	102	0	1,000
289	4728	2110	Recreation Program	Communication	1,127	1,152	988	737	900
289	4728	2115	Recreation Program	Postage	0	432	0	0	200
289	4728	2122	Recreation Program	Utilities	285	203	557	418	400
289	4728	2125	Recreation Program	Equipment Rental	(840)	0	0	0	0
289	4728	2140	Recreation Program	Professional Fees	0	64	0	0	0
289	4728	2142	Recreation Program	Banking Fees	0	0	0	1,152	1,500
289	4728	2144	Recreation Program	Online Transaction Fee	0	0	0	662	700
289	4728	2145	Recreation Program	Other Contract Services	45,208	35,422	39,688	32,951	35,000
289	4728	2152	Recreation Program	Facility Rental	49,439	7,326	4,523	20,000	17,000

RECREATION DEPARTMENT

Recreation Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
289	4728	2155	Recreation Program Training/Conference	0	140	50	0	200
289	4728	2160	Recreation Program Other Travel	7,102	2,822	3,082	0	3,000
289	4728	2211	Recreation Program Fingerprinting	32	0	64	0	300
289	4728	2213	Recreation Program Office Supplies	74	0	0	65	100
289	4728	2215	Recreation Program Special Dept Supplies	21,214	13,200	13,995	7,257	9,000
289	4728	2241	Recreation Program Pool Supplies	0	0	0	510	1,000
289	4728	2242	Recreation Program Sports Program Supplies	0	0	0	4,110	4,000
289	4728	2243	Recreation Program Fieldtrips	0	0	0	1,380	2,500
289	4728	2244	Recreation Program Swimming Program	0	0	0	0	0
289	4728	2335	Recreation Program Software Maintenance	0	0	9,316	0	0
289	4728	2425	Recreation Program Taxes & Other Charges	3	0	0	0	0
289 Total				174,238	111,995	117,761	118,091	129,068
DEPT TOTAL				\$ 578,410	\$ 451,410	\$ 298,802	\$ 307,486	\$ 350,019

Operations	578,410	451,410	298,802	307,486	350,019
Capital*	3,793	1,944	387	0	0
	582,202	453,355	299,189	307,486	350,019

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

PUBLIC WORKS

DEPARTMENT PURPOSE

The Department of Public Works (DPW) includes the following operating Divisions:

- Water Treatment
- Water Distribution
- Wastewater Collection (Sewers)
- Wastewater Treatment
- Streets
- Storm Drains
- Parks
- City Garage
- Government Buildings & Grounds
- Flood Control
- Administration

In addition, the Public Works Department provides the services of the City Engineer, Floodplain Administrator, Property Officer, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office. The City Engineer is legally responsible for monitoring, compliance and reporting associated with the City's National Pollutant Discharge Elimination System (NPDES) permit, the State Department of Health Services water purveyor permit, transportation and commercial trucking permits, surface mining reclamation, the safety of the City's two dams and reservoirs and their operations, and is the City's primary point of contact with the ecological, environmental, and other water quality and water rights regulatory agencies.

The City Engineer plans bids, manages and monitors all Capital Improvement Projects (CIP) for each of the Department of Public Works' functional divisions. For private (non-City) projects, the City Engineer or City Surveyor is responsible for the review of tentative and final parcel and subdivision maps, improvement agreements, inspection of privately-constructed public improvements, review of use permits, review and approval of all encroachment permits, staff for the Tree Committee, monitoring of mitigation measures, safety issues of all City facilities, staffing of Napa County Transportation Planning Agency and Water Resources Planning Committee.

PRIOR YEAR GOALS ACHIEVED

- ◆ Prior year goals are outlined in the individual Divisions.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Current year goals and objectives are outlined in the individual Divisions.

CITY OF ST. HELENA
DEPARTMENT SUMMARY

PUBLIC WORKS ADMINISTRATION

5000

DEPARTMENT PURPOSE

Department of Public Works (DPW) Administration manages the following operating Divisions:

- Water Treatment
- Water Distribution
- Wastewater Collection (Sewers)
- Wastewater Treatment
- Government Buildings and Grounds
- Parks
- Streets
- City Garage
- Storm Drains

In addition, DPW Administration provides the services of the City Engineer, Floodplain Administrator, Property Officer, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office. The City Engineer is legally responsible for monitoring, compliance and reporting associated with the City's National Pollutant Discharge Elimination System (NPDES) permits, the State Department of Health Services water purveyor permit, transportation and commercial trucking permits, surface mining reclamation, the safety of the City's two dams and reservoirs and their operations, and is the City's primary point of contact with the ecological, environmental, and other water quality and water rights regulatory agencies.

The City Engineer plans bids, manages and monitors all Capital Improvement Projects (CIP) for each of the Department of Public Works' functional divisions and the City. For private (non-City) projects, the City Engineer or City Surveyor are responsible for the review of tentative and final parcel and subdivision maps, improvement agreements, inspection of privately-constructed public improvements, review of use permits, review and approval of all encroachment permits, staff for the Tree Committee, monitoring of mitigation measures, safety issues for all City facilities and rights of way, and participation in Napa County Transportation Planning Agency and Water Resources Technical Advisory Committee. DPW Administration personnel attend and participate in each Planning Commission and City Council meeting.

In FY 2012-2013, DPW Administration will continue to direct or play a key role in numerous special projects – the Flood Project, the Corps of Engineers 206 Restoration Project on the Napa River, the York Upper Dam Removal Project, the Wastewater Collection and Treatment System Improvement Project (including Recycled Water), Dwyer Road Pump

Station Improvement Project, South Main Signalization (including Mills Lane and Dowdell), SR-29 Utility Undergrounding, the Fulton Flood Project and Napa River Flood Protection Project, Oak Avenue Infrastructure Rehabilitation, Main Street Sewer Rehabilitation, Pratt Avenue Water Transmission Main Replacement and several smaller water main, sewer main, and stormwater quality improvement projects .

DPW Administration positions for FY 2012-2013 include the Director of Public Works/City Engineer, Assistant Director of Public Works/Assistant City Engineer, Associate Engineer, Management Analyst and Administrative Assistant.

PRIOR YEAR GOALS ACHIEVED

- ◆ Continued to manage Water Treatment and Distribution Improvements including Upper York Dam Removal Project elements.
- ◆ Continued to manage further Wastewater Collection and Treatment System Improvements (including Recycled Water).
- ◆ Continued to manage operational efforts to affirm and improve St. Helena's surface water rights with a goal towards permit extension or license.
- ◆ Continued to manage efforts to perpetuate St. Helena's permits with RWQCB for wastewater treatment and release scheduled for renewal.
- ◆ Completed Flood Project Construction.
- ◆ Contributed to Corps of Engineers 206 Restoration Project on the Napa River.
- ◆ Completed Preliminary Design and CEQA analysis of Fulton Lane Flood Protection Improvements.
- ◆ Initiated feasibility study and design phase of Dwyer Road Booster Station.
- ◆ Complete installation of sanitary sewer backflow prevention valve to protect against sewer overflow at the east end of Charter Oak Avenue.
- ◆ Submitted two substantial grant applications to assist in the York Creek Dam Removal. The first grant application was submitted to the California Department of Fish and Game's Fisheries Restoration Grant Program (FRGP) 2011, and the second grant application was submitted to State of California Natural Resources Agency Proposition 84 California River Parkways Grant. The amount being requested from both agencies totaled \$2,302,479 (\$346,352 for design assistance, and \$1,956,127 for construction, respectively).
- ◆ In order to for grant applications to be considered for funding under the California Department of Public Health Division of Drinking Water and Environmental Management Programs, potential projects must first be submitted as a Pre-

application. Public Works Administration with the assistance of the Water Department submitted three pre-application projects in August 2010. In July of 2011, those three projects were approved for inclusion on the 2011 Final Project Priority List.

- ◆ Completed the City's lighting retrofit, Energy Efficiency Community Block Grant (EECBG) which entailed lighting and motion sensor retrofits of three government buildings: City Hall (including Police Department), Corporation Yard and Library.
- ◆ Completed the construction of Wappo Park Trails and Picnic Ares Pathways.
- ◆ Completed five-year Capital Improvement Program Update.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Manage Water Treatment and Distribution Improvements including Upper York Dam Removal Project elements.
- ◆ Manage further Wastewater Collection and Treatment System Improvements (including Recycled Water).
- ◆ Manage operational efforts to affirm and improve St. Helena's surface water rights with a goal towards permit extension or license.
- ◆ Complete construction of Tank 1A.
- ◆ Complete construction of Pratt Avenue Bridge Program, a critical facility with no redundancy, needing a directional bore or micro tunnel pipeline under the Napa River.
- ◆ Completion of water system's share of upgrade to the existing SCADA system, an upgrade necessary to provide backup protection for the existing SCADA server computer and to facilitate historical data archiving of SCADA.
- ◆ Continue to apply for grant opportunities which will supplement and or supplant budgets for critical capital project needs for all divisions of Public Works.
- ◆ Finalize feasibility study for Dwyer Road Booster Pump Station Shared facility between St. Helena, Napa, and Calistoga for moving water up valley which assist in making the final determination that construction of Dwyer Road Booster Pump will allow the City to down-size the scope of the Rutherford Permanent Booster Station facility.
- ◆ Begin removal of York Creek Dam.
- ◆ Continuation of the Flood Project maintenance.

- ◆ Begin the essential installation of the purple pipe network for future distribution of reclaimed wastewater throughout the City.
- ◆ Begin construction of Bell Creek Inflow Weir Design, as required to achieve compliance with current regulations.
- ◆ Update Emergency Operations Manual (last update was adopted in 1996).

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Begin construction of Dwyer Road Booster Pump Station Shared facility between St. Helena, Napa, and Calistoga for moving water up valley. The construction of this facility will allow the City to down-size the scope of the Rutherford Permanent Booster Station facility.

DETAIL FOR EXPENSE ACCOUNTS

Public Works Administration

5000

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110, 561-2110, 571-2110	<u>Communications:</u>	\$6,500
101-2130, 561-2130, 571-2130	<u>Professional Contracts:</u>	\$2,250
	◆ City Surveyor	\$2,250
101-2145, 561-2145, 571-2145	<u>Other Contract Services:</u>	\$2,500
561-2150	<u>Water Use Efficiency Program:</u>	\$6,000
	◆ Washing Machine Rebates	\$4,000
	◆ Indoor Plumbing Rebates	2,000
101-2153, 561-2153, 571-2153	<u>Memberships and Publication:</u>	\$1,825
101-2155, 561-2155, 571-2155	<u>Training and Conferences:</u>	\$1,100
101-2213, 561-2213, 571-2213	<u>Office Supplies:</u>	\$800
561-2215, 571-2215	<u>Special Departmental Supplies:</u>	\$600
	◆ Software Licenses, supplies	\$600

PUBLIC WORKS ADMINISTRATION

Public Works Administration Expenses By Fund			ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
			FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FUND DEPT							
101	5000	General Fund	\$ 221,461	\$ 123,554	\$ 110,590	\$ 171,232	\$ 164,279
235	5000	Measure A	28,619	177,080	160,896	46,195	0
561	5000	Water Enterprise	134,434	175,910	129,398	257,915	372,418
571	5000	Wastewater Enterprise	103,867	91,281	128,404	157,760	219,813
Total			\$ 488,380	\$ 567,825	\$ 529,288	\$ 633,102	\$ 756,510

Public Works Administration Expenses By Category			ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
			FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Salary			\$ 281,429	\$ 312,701	\$ 320,146	\$ 337,639	\$ 425,749
Benefits			124,017	122,923	139,977	160,586	260,952
Contracts			9,854	8,249	14,773	8,000	7,250
Dept supplies/services			36,840	92,704	36,679	117,813	51,781
Training/Conference			2,005	1,963	866	800	1,100
Vehicle/Equip maintenance			11,975	16,425	6,661	6,364	8,478
Capital Equipment			22,259	12,859	10,186	1,900	1,200
Total			\$ 488,380	\$ 567,825	\$ 529,288	\$ 633,102	\$ 756,510

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	5000	2010	General Fund	Salaries-Regular	103,140	56,478	54,431	83,249	93,906
101	5000	2020	General Fund	Salaries-Temp/Part Time	30,179	0	370	13,579	0
101	5000	2030	General Fund	Overtime	885	0	0	0	0
101	5000	2037	General Fund	Holiday Pay	0	194	0	0	0
101	5000	2040	General Fund	FICA-City	8,452	3,428	4,063	7,102	7,112
101	5000	2045	General Fund	Employer PERS	15,051	8,527	8,161	13,899	13,840
101	5000	2050	General Fund	Employee PERS	5,712	4,155	4,025	6,051	6,775
101	5000	2055	General Fund	Health Insurance	19,184	9,136	10,460	17,249	22,817
101	5000	2061	General Fund	Workers Comp	7,352	8,451	8,570	8,119	3,477
101	5000	2065	General Fund	Disability	301	621	466	746	892
101	5000	2071	General Fund	Unemployment	346	0	233	0	0
101	5000	2075	General Fund	Life Ins/Def Comp	550	66	25	76	1,107
101	5000	2085	General Fund	Auto Allowance	800	0	0	0	0
101	5000	2105	General Fund	Advertising	225	1,104	405	0	0
101	5000	2110	General Fund	Communication	1,914	1,963	2,268	3,771	500
101	5000	2115	General Fund	Postage	203	871	1,307	687	600
101	5000	2127	General Fund	Equipment Lease Expense	139	85	1,436	1,586	1,200
101	5000	2130	General Fund	Professional Contracts	0	324	0	0	250
101	5000	2140	General Fund	Professional Fees	32	500	3,604	0	500
101	5000	2145	General Fund	Other Contract Services	3,683	4,146	70	2,000	500
101	5000	2153	General Fund	Dues & Subscriptions	1,223	232	238	1,245	625
101	5000	2155	General Fund	Training/Conference	1,548	1,547	866	500	300
101	5000	2207	General Fund	Copies	0	226	495	600	500
101	5000	2212	General Fund	Computer Equipment	495	361	609	344	500
101	5000	2213	General Fund	Office Supplies	1,538	557	653	611	400
101	5000	2215	General Fund	Special Dept Supplies	535	815	51	300	0
101	5000	2311	General Fund	Maint-Office Equip	1,647	200	154	0	0
101	5000	2312	General Fund	Maintenance Supplies	426	0	0	0	0
101	5000	2335	General Fund	Software Maintenance	0	0	612	650	0
101	5000	2350	General Fund	Vehicle Charge	10,328	16,225	6,507	6,364	8,478
101	5000	2425	General Fund	Taxes & Other Charges	2,701	1,911	513	2,504	0
101	5000	2630	General Fund	Capital-Mach/Equip	2,869	1,433	0	0	0
101 Total					221,461	123,554	110,590	171,232	164,279

PUBLIC WORKS ADMINISTRATION

Public Works Administration Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
235	5000	2010	Measure A	Salaries-Regular	16,632	95,152	89,977	32,875	0
235	5000	2020	Measure A	Salaries-Temp/Part Time	5,254	41,958	33,562	190	0
235	5000	2030	Measure A	Overtime	0	361	111	0	0
235	5000	2040	Measure A	FICA-City	1,687	11,286	9,444	2,530	0
235	5000	2045	Measure A	Employer PERS	3,442	15,418	12,683	4,614	0
235	5000	2050	Measure A	Employee PERS	72	4,341	6,209	2,250	0
235	5000	2055	Measure A	Health Insurance	941	7,407	7,538	3,262	0
235	5000	2061	Measure A	Workers Comp	3	3	3	2	0
235	5000	2065	Measure A	Disability	181	1,045	1,242	393	0
235	5000	2075	Measure A	Life Ins/Def Comp	9	108	128	45	0
235	5000	2105	Measure A	Advertising	399	0	0	0	0
235	5000	2115	Measure A	Postage	0	0	0	33	0
235 Total					28,619	177,080	160,896	46,195	0
561	5000	2010	Water Enterprise	Salaries-Regular	67,842	43,645	63,948	86,099	205,233
561	5000	2020	Water Enterprise	Salaries-Temp/Part Time	238	15,614	0	23,712	0
561	5000	2030	Water Enterprise	Overtime	960	21	0	0	0
561	5000	2037	Water Enterprise	Holiday Pay	0	0	0	1,383	0
561	5000	2040	Water Enterprise	FICA-City	6,609	4,540	4,958	8,664	15,677
561	5000	2045	Water Enterprise	Employer PERS	10,676	6,157	9,485	16,332	30,247
561	5000	2050	Water Enterprise	Employee PERS	3,449	3,098	4,602	6,195	14,573
561	5000	2055	Water Enterprise	Health Insurance	13,904	9,689	10,950	15,653	52,304
561	5000	2061	Water Enterprise	Workers Comp	0	0	0	0	7,902
561	5000	2065	Water Enterprise	Disability	621	483	735	916	2,155
561	5000	2075	Water Enterprise	Life Ins/Def Comp	269	297	1,270	1,295	3,780
561	5000	2085	Water Enterprise	Auto Allowance	0	200	600	600	1,200
561	5000	2105	Water Enterprise	Advertising	0	53	0	218	500
561	5000	2110	Water Enterprise	Communication	389	0	3,000	0	3,000
561	5000	2115	Water Enterprise	Postage	164	1,469	1,115	500	200
561	5000	2127	Water Enterprise	Equipment Lease Expense	70	85	1,394	1,603	600
561	5000	2130	Water Enterprise	Professional Contracts	0	0	1,324	1,000	1,000
561	5000	2140	Water Enterprise	Professional Fees	2,755	(35)	2,838	1,000	1,000
561	5000	2143	Water Enterprise	Finance Charge	10,000	0	0	0	0
561	5000	2145	Water Enterprise	Other Contract Services	700	2,287	2,625	1,500	1,500
561	5000	2150	Water Enterprise	Water Use Eff	5,765	49,111	9,872	69,320	6,000
561	5000	2153	Water Enterprise	Dues & Subscriptions	2,393	586	200	400	600
561	5000	2155	Water Enterprise	Training/Conference	316	254	0	200	400
561	5000	2207	Water Enterprise	Copies	0	1,127	487	500	500
561	5000	2212	Water Enterprise	Computer Equipment	0	361	587	420	600
561	5000	2213	Water Enterprise	Office Supplies	495	1,955	352	300	200
561	5000	2215	Water Enterprise	Special Dept Supplies	353	310	40	300	300
561	5000	2220	Water Enterprise	Small Tools	0	0	0	100	97
561	5000	2335	Water Enterprise	Software Maintenance	0	269	0	0	0
561	5000	2425	Water Enterprise	Taxes & Other Charges	3,914	22,907	0	19,305	22,250
561	5000	2630	Water Enterprise	Capital-Mach/Equip	489	0	0	0	0
561	5000	2640	Water Enterprise	Furniture and Fixtures	0	0	0	400	600
561	5000	2920	Water Enterprise	Fixed Asset Adjustments	2,065	11,427	9,017	0	0
561 Total					134,434	175,910	129,398	257,915	372,418
571	5000	2010	Wastewater Enterprise	Salaries-Regular	47,336	43,645	63,947	77,591	126,610
571	5000	2020	Wastewater Enterprise	Salaries-Temp/Part Time	8,771	15,614	13,801	16,249	0
571	5000	2030	Wastewater Enterprise	Overtime	194	21	0	0	0
571	5000	2037	Wastewater Enterprise	Holiday Pay	0	0	0	2,712	0
571	5000	2040	Wastewater Enterprise	FICA-City	4,582	4,540	5,497	7,427	9,662
571	5000	2045	Wastewater Enterprise	Employer PERS	7,448	6,158	10,472	14,084	18,660
571	5000	2050	Wastewater Enterprise	Employee PERS	2,422	3,098	4,603	5,655	9,193
571	5000	2055	Wastewater Enterprise	Health Insurance	9,339	9,689	10,951	14,660	29,577
571	5000	2061	Wastewater Enterprise	Workers Comp	0	0	0	0	4,425
571	5000	2065	Wastewater Enterprise	Disability	427	483	734	879	1,291
571	5000	2075	Wastewater Enterprise	Life Ins/Def Comp	190	297	1,270	1,287	3,086

PUBLIC WORKS ADMINISTRATION

Public Works Administration Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
571	5000	2085	Wastewater Enterprise	Auto Allowance	0	200	600	600	1,200
571	5000	2105	Wastewater Enterprise	Advertising	0	53	0	0	0
571	5000	2110	Wastewater Enterprise	Communication	389	0	3,000	4,000	3,000
571	5000	2115	Wastewater Enterprise	Postage	164	519	515	619	200
571	5000	2127	Wastewater Enterprise	Equipment Lease Expense	69	85	1,394	1,399	1,400
571	5000	2130	Wastewater Enterprise	Professional Contracts	0	0	0	1,000	1,000
571	5000	2140	Wastewater Enterprise	Professional Fees	2,685	0	2,947	1,000	1,000
571	5000	2145	Wastewater Enterprise	Other Contract Services	0	1,027	1,367	500	500
571	5000	2153	Wastewater Enterprise	Dues & Subscriptions	0	82	50	50	600
571	5000	2155	Wastewater Enterprise	Training/Conference	141	162	0	100	400
571	5000	2207	Wastewater Enterprise	Copies	0	226	367	524	500
571	5000	2212	Wastewater Enterprise	Computer Equipment	0	361	587	600	600
571	5000	2213	Wastewater Enterprise	Office Supplies	439	549	468	200	200
571	5000	2215	Wastewater Enterprise	Special Dept Supplies	170	230	40	500	300
571	5000	2425	Wastewater Enterprise	Taxes & Other Charges	2,267	4,242	4,624	4,624	5,809
571	5000	2640	Wastewater Enterprise	Furniture and Fixtures	0	0	0	1,000	600
571	5000	2670	Wastewater Enterprise	Capital Impv-Equipment	1,000	0	0	500	0
571	5000	2920	Wastewater Enterprise	Fixed Asset Adjustments	15,836	0	1,169	0	0
571 Total					103,867	91,281	128,404	157,760	219,813
DEPT TOTAL					\$ 488,380	\$ 567,825	\$ 529,288	\$ 633,102	\$ 756,510

Operations	488,380	567,825	529,288	633,102	756,510
Capital*	5,843	225,026	262,683	240,182	0
	494,224	792,851	791,971	873,284	756,510

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DIVISION SUMMARY

GOVERNMENT BUILDINGS/GROUNDS

5006

DIVISION PURPOSE

The Government Buildings/Grounds Division of the Department of Public Works is responsible for providing maintenance (consisting of plumbing, electrical, carpentry, lock smith work, etc.) and provides custodial services to City buildings (approximately 65,000 square feet). It is also responsible for 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 phones, utilities, janitorial costs, and air conditioning/heating repairs and maintenance. One Supervisor, one Maintenance Worker and one part-time supplemental contractual custodian currently provide division staffing.

PRIOR YEAR GOALS ACHIEVED

- ◆ Painted shelves at Library.
- ◆ Installed new electrical outlets at City Hall.
- ◆ Maintained/inspected elevator at Carnegie Building to meet state law.
- ◆ Maintained and inspected wheelchair lifts to meet state law.
- ◆ Maintained fire extinguishers to meet state law.
- ◆ Facilitated records delivery and retention/removal.
- ◆ Provided daily custodial service.
- ◆ Maintained oil recycling site for Napa County.
- ◆ E-waste, household batteries and light bulb removal and recycling.
- ◆ Maintained HVAC systems citywide.
- ◆ Provided multiple levels of maintenance: minor plumbing, roof leak repair and gutter maintenance, minor electrical, carpet maintenance, painting and drywall, etc.
- ◆ Set up for multiple meetings.
- ◆ Inventory, ordering and delivery of supplies.
- ◆ Acquired and trained cross departmental city employee in buildings maintenance.

- ◆ Assisted with installation of new package HVAC above police department and performed foam roofing repairs to seal around unit.
- ◆ Replaced damaged/vandalized glass on automatic doors at Library.
- ◆ Made several repairs to meet code at Fire Department building.
- ◆ Negotiated contract with elevator maintenance company.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue to maintain City facilities at current levels.
- ◆ Acquire quarterly maintenance on Fire Department apparatus bay roll up doors.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Replace gas line to Police Department emergency generator.

DETAIL FOR EXPENSE ACCOUNTS

Government Buildings 5006

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$13,880
	◆ Telephones	\$13,380
	◆ Other communications	500
101-2122	<u>Utilities:</u>	\$67,658
	◆ PG & E	\$33,658
	◆ Water	22,000
	◆ Upper Valley Disposal	12,000
101-2125	<u>Equipment Rental:</u>	\$1,858
	◆ Corp Yard wastewater tank rental	\$1,858
101-2145	<u>Other Contract Services:</u>	\$100,686
	◆ HVAC maintenance	\$18,000
	◆ Outside Custodial	75,100
	◆ Carpet Cleaning	3,000
	◆ Fire Extinguisher Service	3,000
	◆ Lock and Key Service	1,586
101-2215	<u>Special Departmental Supplies:</u>	\$25,711
	◆ Uniforms, Towel and Rag Service	\$10,000
	◆ Other misc. supplies	8,101
	◆ Paper goods	2,500
	◆ Paint and Hardware	2,000
	◆ First Aid Supplies	1,500
	◆ Lighting Ballasts and Bulbs	1,000
	◆ Safety Boots	610
101-2220	<u>Small Tools:</u>	\$180
101-2225	<u>Fuel/Oil:</u>	\$1,858
101-2315	<u>Machinery and Equipment Maintenance:</u>	\$1,804
101-2330	<u>Buildings and Grounds Maintenance:</u>	\$3,716

GOVERNMENT BUILDINGS

Government Buildings Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT								
101 5006	General Fund			\$ 352,069	\$ 340,902	\$ 342,327	\$ 346,124	\$ 217,998
Total				\$ 352,069	\$ 340,902	\$ 342,327	\$ 346,124	\$ 217,998

Government Buildings Expenses By Category				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary				\$ 117,494	\$ 119,895	\$ 106,980	\$ 106,438	\$ -
Benefits				63,133	66,919	73,772	82,578	0
Contracts				50,743	47,072	46,620	45,000	100,686
Dept supplies/services				27,682	20,941	24,182	19,045	30,254
Vehicle/Equip maintenance				16,103	15,322	9,257	8,595	5,520
Utilities				63,704	57,104	68,043	71,929	67,658
Communications				13,210	13,650	13,472	12,539	13,880
Total				\$ 352,069	\$ 340,902	\$ 342,327	\$ 346,124	\$ 217,998

FUND DEPT ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101 5006 2010	General Fund	Salaries-Regular	113,345	114,170	106,980	106,438	0
101 5006 2025	General Fund	Standby	0	5,700	0	0	0
101 5006 2030	General Fund	Overtime	4,149	25	0	0	0
101 5006 2040	General Fund	FICA-City	9,056	9,209	8,221	8,183	0
101 5006 2045	General Fund	Employer PERS	19,039	15,817	15,704	15,819	0
101 5006 2050	General Fund	Employee PERS	3,655	7,671	7,576	7,641	0
101 5006 2055	General Fund	Health Insurance	26,738	29,288	32,425	39,087	0
101 5006 2061	General Fund	Workers Comp	2,636	3,030	7,979	9,940	0
101 5006 2065	General Fund	Disability	1,025	1,324	1,288	1,284	0
101 5006 2075	General Fund	Life Ins/Def Comp	984	579	579	624	0
101 5006 2110	General Fund	Communications	13,210	13,650	13,472	12,539	13,880
101 5006 2122	General Fund	Utilities	63,704	57,104	68,043	71,929	67,658
101 5006 2125	General Fund	Equipment Rental	4,645	120	120	1,000	1,858
101 5006 2145	General Fund	Other Contract Services	50,743	47,072	46,620	45,000	100,686
101 5006 2155	General Fund	Training/Conference	0	0	19	0	37
101 5006 2212	General Fund	Computer Equipment	0	0	1,984	500	0
101 5006 2213	General Fund	Office Supplies	16	0	15	100	308
101 5006 2215	General Fund	Special Dept Supplies	22,766	20,233	20,702	16,000	25,711
101 5006 2220	General Fund	Small Tools	0	78	109	200	180
101 5006 2225	General Fund	Fuel/Oil	0	0	909	1,000	1,858
101 5006 2315	General Fund	Maint-Mach/Equip	0	0	0	0	1,804
101 5006 2330	General Fund	Maint-Bldgs/Grnds	5,400	2,283	2,468	2,000	3,716
101 5006 2350	General Fund	Vehicle Charge	10,703	13,039	6,789	6,595	0
101 5006 2425	General Fund	Taxes & Other Charges	254	354	325	245	302
101 5006 2640	General Fund	Furniture/Fixtures	0	155	0	0	0
101 Total			352,069	340,902	342,327	346,124	217,998
SUB TOTAL			\$ 352,069	\$ 340,902	\$ 342,327	\$ 346,124	\$ 217,998

Operations	352,069	340,902	342,327	346,124	217,998
Capital*	43,939	0	31,550	0	0
	396,008	340,902	373,877	346,124	217,998

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DEPARTMENT SUMMARY**

STORM DRAINS MAINTENANCE

5013

DEPARTMENT PURPOSE

This new storm water division was created for accounting purposes in the General Fund. The purpose of a storm water division is to operate, maintain and improve major flood control channel.

PRIOR YEAR GOALS ACHIEVED

- ◆ Accepted Flood control project maintenance and inspections.

CURRENT YEAR GOALS AND OBJECTIVES

- ◆ Continue to expand the City's Storm Water Quality and Pollution Prevention Program targeted at Fats, Oil, and Grease (FOG) and storm water quality.
- ◆ Continue inspection of storm drain conditions for prevention of sanitary sewer overflows (SSOs) and backups.

MAJOR HIGHLIGHTS FOR FY 2013

- ◆ Complete installation of sanitary sewer backflow prevention valve to protect against sewer overflow at the east end of Charter Oak Avenue.

DETAIL FOR EXPENSE ACCOUNTS

Storm Drains Maintenance 5013

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2215	<u>Special Department Supplies:</u> ♦ Generator	\$5,000 \$5,000

STORM DRAINS*

Storm Drains Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013					
FUND	DEPT			\$	0	\$	0	\$	0	\$	94,564	\$	87,132
101	5013	General Fund		\$	0	\$	0	\$	0	\$	94,564	\$	87,132
			Total	\$	0	\$	0	\$	0	\$	94,564	\$	87,132

Storm Drains Expenses By Category				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013					
Salary				\$	0	\$	0	\$	0	\$	52,823	\$	53,369
Benefits				0	0	0	24,866	28,763					
Dept supplies/services				0	0	0	16,875	5,000					
			Total	\$	0	\$	0	\$	0	\$	94,564	\$	87,132

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013				
101	5013	2010	General Fund	Salaries-Regular	0	0	0	43,120	44,869				
101	5013	2025	General Fund	Standby	0	0	0	840	0				
101	5013	2030	General Fund	Overtime	0	0	0	8,863	8,500				
101	5013	2040	General Fund	FICA-City	0	0	0	3,549	4,083				
101	5013	2045	General Fund	Employer PERS	0	0	0	6,055	6,613				
101	5013	2050	General Fund	Employee PERS	0	0	0	2,930	3,049				
101	5013	2055	General Fund	Health Insurance	0	0	0	11,377	11,379				
101	5013	2061	General Fund	Workers Comp	0	0	0	0	2,529				
101	5013	2065	General Fund	Disability	0	0	0	557	587				
101	5013	2075	General Fund	Life Ins/Def Comp	0	0	0	398	524				
101	5013	2125	General Fund	Equipment Rental	0	0	0	3,120	0				
101	5013	2215	General Fund	Special Dept Supplies	0	0	0	8,903	5,000				
101	5013	2425	General Fund	Taxes & Other Charges	0	0	0	4,852	0				
101 Total					0	0	0	94,564	87,132				
SUB TOTAL				\$	0	\$	0	\$	0	\$	94,564	\$	87,132

* new division created in FY2012

	Operations	0	0	0	94,564	87,132
	Capital*	0	0	0	0	0
		0	0	0	94,564	87,132

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

STREETS MAINTENANCE/OPERATIONS

5015

DEPARTMENT PURPOSE

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 and repair of the City's storm drain system; maintenance of traffic and drainage structures; street lighting; vegetation removal; and clean up of spills and discharges. The Director of Public Works oversees this division, which is supervised by the Streets Supervisor and staffed with three maintenance workers (historically shared with the Wastewater Collection Division).

PRIOR YEAR GOALS ACHIEVED

- ◆ Provided street sweeping and street maintenance.
- ◆ Repaired and replaced priority trip and fall hazards in public right-of-ways.
- ◆ Improved accessibility throughout the city with a focus on sidewalk access ramps.
- ◆ Trimmed all trees within city limits to fire code required 14' minimum height limit.
- ◆ Installed lighted crosswalk Charter Oak & Main Street.
- ◆ Developed supervisory skills for supervisors and lead workers.

CURRENT YEAR GOALS AND OBJECTIVES

- ◆ Continue to inspect, repair and replace priority trip and fall hazards in public rights-of-way.
- ◆ Repair asphalt damaged by tree roots Hunt Street.
- ◆ Continue professional development for all levels of staff.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Facilitate significant paving projects as funding allows.

DETAIL FOR EXPENSE ACCOUNTS

Streets Maintenance/Operations 5015

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$1,199
101-2122	<u>Utilities:</u>	\$75,557
101-2125	<u>Equipment Rental:</u>	\$2,910
	◆ Miscellaneous rentals as needed	\$2,910
101-2155	<u>Training and Conferences:</u>	\$514
	◆ Safety training	\$514
101-2213	<u>Computer Equipment:</u>	\$485
101-2215	<u>Special Department Supplies:</u>	\$9,500
	◆ Signs	\$5,000
	◆ Uniforms	3,500
	◆ Cones	200
	◆ Supplies	200
	◆ Guideposts	200
	◆ Barricades	200
	◆ Raingear	200
101-2220	<u>Small Tools:</u>	\$582
101-2312	<u>Maintenance Supplies:</u>	\$15,021
	◆ Asphalt	\$6,021
	◆ Paint	6,000
	◆ Other maintenance supplies	1,000
	◆ Shale	1,000
	◆ Cold mix	1,000
101-2315	<u>Maintenance Machinery and Equipment:</u>	\$6,080
	◆ Gutter brooms, curtains, saw blades, etc.	\$6,080
101-2350	<u>Vehicle Alloc Expense:</u>	\$19,782
101-2445	<u>Taxes and Other Charges:</u>	\$2,667
101-2630	<u>Capital Equipment:</u>	\$2,763

STREETS MAINTENANCE/OPERATIONS

Streets Maintenance Expenses By Fund				ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
				FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FUND	DEPT							
101	5015	General Fund		\$ 300,712	\$ 284,378	\$ 278,504	\$ 207,432	\$ 210,484
Total				\$ 300,712	\$ 284,378	\$ 278,504	\$ 207,432	\$ 210,484

Streets Maintenance Expenses By Category				ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
				FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Salary				\$ 96,117	\$ 96,275	\$ 86,936	\$ 43,960	\$ 44,869
Benefits				51,125	56,758	55,579	32,156	28,020
Contracts				2,874	95	2,122	178	0
Dept supplies/services				33,309	20,810	33,381	28,016	35,662
Training/Conference				0	0	40	500	514
Vehicle/Equip maintenance				41,007	39,130	26,714	27,646	25,862
Utilities				76,280	71,310	73,731	74,976	75,557
Total				\$ 300,712	\$ 284,378	\$ 278,504	\$ 207,432	\$ 210,484

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101	5015	2010	General Fund	Salaries-Regular	85,842	90,441	82,177	43,120	44,869
101	5015	2025	General Fund	Standby	0	1,623	1,295	840	0
101	5015	2030	General Fund	Overtime	10,274	4,211	3,465	0	0
101	5015	2040	General Fund	FICA-City	7,020	7,403	6,688	3,549	3,433
101	5015	2045	General Fund	Employer PERS	14,910	12,644	11,340	6,055	6,613
101	5015	2050	General Fund	Employee PERS	2,849	6,058	5,465	2,930	3,049
101	5015	2055	General Fund	Health Insurance	18,655	21,428	22,723	11,383	11,379
101	5015	2061	General Fund	Workers Comp	6,597	7,583	7,689	7,284	2,529
101	5015	2065	General Fund	Disability	101	1,065	1,111	557	494
101	5015	2075	General Fund	Life Ins/Def Comp	994	577	563	398	524
101	5015	2105	General Fund	Advertising	0	0	292	0	0
101	5015	2110	General Fund	Communication	1,169	1,308	1,833	1,621	1,199
101	5015	2115	General Fund	Postage	16	0	113	22	0
101	5015	2122	General Fund	Utilities	76,280	71,310	73,731	74,976	75,557
101	5015	2125	General Fund	Equipment Rentals	3,685	0	0	3,000	2,910
101	5015	2127	General Fund	Equipment Lease Expense	6	1	0	0	0
101	5015	2130	General Fund	Professional Contracts	161	95	1,339	178	0
101	5015	2145	General Fund	Other Contract Services	2,713	0	783	0	0
101	5015	2153	General Fund	Dues & Subscriptions	61	0	0	279	0
101	5015	2155	General Fund	Training/Conference	0	0	40	500	514
101	5015	2160	General Fund	Other Travel	29	0	26	50	50
101	5015	2212	General Fund	Computer Equipment	0	0	474	0	485
101	5015	2213	General Fund	Office Supplies	99	390	180	340	485
101	5015	2215	General Fund	Special Dept Supplies	9,174	8,137	9,269	9,514	9,500
101	5015	2220	General Fund	Small Tools	741	598	230	500	582
101	5015	2312	General Fund	Maint Supplies	18,295	10,343	17,610	12,100	15,021
101	5015	2315	General Fund	Maint-Mach/Equip	8,199	1,654	7,146	8,637	6,080
101	5015	2330	General Fund	Maint-Bldgs/Grnds	1,958	0	0	0	0
101	5015	2350	General Fund	Vehicle Charge	30,850	37,476	19,568	19,009	19,782
101	5015	2425	General Fund	Taxes & Other Charges	33	33	590	590	2,667
101	5015	2630	General Fund	Capital Equipment	0	0	2,765	0	2,763
101 Total					300,712	284,378	278,504	207,432	210,484
DEPT TOTAL					\$ 300,712	\$ 284,378	\$ 278,504	\$ 207,432	\$ 210,484

STREETS MAINTENANCE/OPERATIONS

Streets Maintenance Expenses By Fund	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Operations	300,712	284,378	278,504	207,432	210,484
Capital*	1,679,983	348,791	159,988	131,028	0
	1,980,696	633,169	438,492	338,460	210,484

*FY 2013 includes estimated fund balance from FY 2012

STREET MAINTENANCE-GAS TAXES

Streets Gas Tax Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT							
225	5016	State Gas Tx-2105	\$ 6,567	\$ 0	\$ 0	\$ 0	\$ 0
227	5016	State Gas Tx-2107	3,273	3,970	1,226	0	0
Total			\$ 9,840	\$ 3,970	\$ 1,226	\$ 0	\$ 0

Streets Gas Tax Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Contracts			\$ 9,840	\$ 3,970	\$ 1,226	\$ 0	\$ 0
Total			\$ 9,840	\$ 3,970	\$ 1,226	\$ 0	\$ 0

FUND DEPT ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
225 5016 2145	State Gas Tx-2105	Other Contract Services	6,567	0	0	0	0
225 Total			6,567	0	0	0	0
227 5016 2145	State Gas Tx-2107	Other Contract Services	3,273	3,970	1,226	0	0
227 Total			3,273	3,970	1,226	0	0
DEPT TOTAL			\$ 9,840	\$ 3,970	\$ 1,226	\$ 0	\$ 0

Operations	9,840	3,970	1,226	0	0
Capital*	0	0	0	0	0
	9,840	3,970	1,226	0	0

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DIVISION SUMMARY**

**TREE CITY U.S.A.
5026**

DIVISION PURPOSE

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, sidewalk repairs, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues. This department is also responsible for the review of landscape plans and site inspections.

PRIOR YEAR GOALS ACHIEVED

- ◆ Pruned Lyman, City Hall, Fire Hall, Big Oak, Crinnella, and Phase 5 pruning at Crane Park.
- ◆ Planted and maintained 17 trees on Main Street Downtown in co-junction with Downtown Beautification Association.
- ◆ Planted five trees for Arbor Day with The Young School.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Work with Downtown Beautification Association.
- ◆ Continue working with Tunnel of Trees Co-operative.
- ◆ Continue to work on update to the St. Helena City Tree Ordinance.
- ◆ Continue to support the Tree Committee and foster good working relations with the St. Helena Beautification Foundation.
- ◆ Prune Main Street trees.
- ◆ Train second city arborist for certification.
- ◆ Continue city tree maintenance program.

MAJOR HIGHLIGHTS FOR FY 2013

- ◆ Replanting of Tunnel of Trees.

DETAIL FOR EXPENSE ACCOUNTS

Tree City U.S.A. 5026

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
283-2135	<u>Main Street Trees:</u>	\$2,541
	◆ Lumber, decomposed granite, bullheads, trees	\$2,541
283-2136	<u>Tree City USA:</u>	\$1,940
	◆ Trees	\$1,000
	◆ Root boxes, stakes and ties	940
283-2137	<u>Heritage Trees:</u>	\$3,153
	◆ Pruning and miscellaneous work	\$3,153
283-2145	<u>Other Contract Services:</u>	\$12,400
	◆ Crane park Playground Trees	\$6,000
	◆ Crane Park	3,500
	◆ Crinella Park	1,700
	◆ Big Oak Park	1,200
283-2155	<u>Training and Conferences:</u>	\$1,100
283-2220	<u>Small Tools:</u>	\$97
283-2155	<u>Maintenance Machine/Equipment:</u>	\$388
283-2330	<u>Maintenance Buildings/Grounds</u>	\$18,800
	◆ Tunnel of Trees	\$18,800

TREE CITY USA

Tree City Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT	Tree City USA	\$ 45,616	\$ 20,767	\$ 45,671	\$ 32,920	\$ 52,666
Total			\$ 45,616	\$ 20,767	\$ 45,671	\$ 32,920	\$ 52,666

Tree City Expenses By Category		ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary		\$ 8,162	\$ 8,498	\$ 7,871	\$ 8,028	\$ 7,799
Benefits		3,450	3,630	3,747	3,962	4,248
Contracts		24,785	1,000	11,011	19,327	12,400
Tree Expenses		7,393	7,327	2,863	1,018	7,634
Dept supplies/services		1,736	102	1,154	842	19,485
Training/Conference		90	210	225	(257)	1,100
Transfer to other funds		0	0	18,800	0	0
Total		\$ 45,616	\$ 20,767	\$ 45,671	\$ 32,920	\$ 52,666

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
283	5026	2010	Tree City USA	Salaries-Regular	8,162	8,498	7,871	8,028	7,799
283	5026	2040	Tree City USA	FICA-City	601	619	606	619	597
283	5026	2045	Tree City USA	Employer PERS	1,361	1,127	1,105	1,127	1,149
283	5026	2050	Tree City USA	Employee PERS	268	529	540	551	531
283	5026	2055	Tree City USA	Health Insurance	1,110	1,197	1,337	1,503	1,504
283	5026	2061	Tree City USA	Workers Comp	3	3	3	2	316
283	5026	2065	Tree City USA	Disability	74	89	91	95	86
283	5026	2075	Tree City USA	Life Ins/Def Comp	33	65	65	65	66
283	5026	2135	Tree City USA	Tree Maintenance	2,022	84	713	417	2,541
283	5026	2136	Tree City USA	Tree City Depts	46	7,243	1,900	602	1,940
283	5026	2137	Tree City USA	Heritage Tree Maint	5,325	0	250	0	3,153
283	5026	2145	Tree City USA	Other Contract Services	24,785	1,000	11,011	19,327	12,400
283	5026	2153	Tree City USA	Memberships & Subscriptions	0	0	575	(266)	200
283	5026	2155	Tree City USA	Training/Conference	90	210	225	(257)	1,100
283	5026	2213	Tree City USA	Office Supplies	0	0	0	107	0
283	5026	2215	Tree City USA	Special Dept Supplies	1,313	34	40	48	0
283	5026	2220	Tree City USA	Small Tools	353	67	537	447	97
283	5026	2315	Tree City USA	Maint-Mach/Equip	70	0	2	285	388
283	5026	2330	Tree City USA	Maint-Bldgs/Grnds	0	0	0	220	18,800
283	5026	2999	Tree City USA	Transfer to Other Funds	0	0	18,800	0	0
283 Total					45,616	20,767	45,671	32,920	52,666
DEPT TOTAL					\$ 45,616	\$ 20,767	\$ 45,671	\$ 32,920	\$ 52,666

Operations	45,616	20,767	45,671	32,920	52,666
Capital*	10,144	13,144	13,144	0	0
	55,760	33,911	58,815	32,920	52,666

*FY 2013 includes estimated fund balance from FY 2012

CITY OF ST. HELENA
DIVISION SUMMARY

PARKS MAINTENANCE/OPERATIONS

5027

DIVISION PURPOSE

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.

PRIOR YEAR GOALS ACHIEVED

- ◆ Worked with various community groups of City of St. Helena including Bocce League, Chamber of Commerce, Rianda House, Community Garden, Multi-Cultural Committee and St. Helena Tennis Association.
- ◆ Completed the Baldwin Park bridge installation.
- ◆ Assisted with construction and completion of the Wappo Park Trail and Picnic Pathways development project.
- ◆ Managed the repair and retrofit of the Meily Park play structure.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Provide assistance with Crane Park picnic area renovations.
- ◆ Relocate horse shoe pits at Crane Park.
- ◆ Continue assistance with St. Helena community groups.
- ◆ Maintenance of new trees downtown.

MAJOR HIGHLIGHTS FOR FY 2013

- ◆ Continue to maintain Tunnel of Trees replant project.

DETAIL FOR EXPENSE ACCOUNTS

Parks Maintenance/Operations 5027

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$388
101-2122	<u>Utilities:</u>	\$86,000
101-2125	<u>Equipment Rental:</u>	\$437
101-2145	<u>Other Contract Services:</u>	\$95,373
101-2153	<u>Memberships and Subscriptions:</u>	\$390
101-2155	<u>Training and Conferences:</u>	\$980
101-2160	<u>Other Travel:</u>	\$485
101-2213	<u>Office Supplies:</u>	\$250
101-2215	<u>Special Department Supplies:</u>	\$11,400
	◆ Standard Supplies	\$2,000
	◆ Paint, lumber, etc.	4,600
	◆ Herbicides	2,700
	◆ Uniforms and boots	2,100
101-2220	<u>Small Tools:</u>	\$1,940
101-2315	<u>Machinery and Equipment Maintenance:</u>	\$4,500
101-2330	<u>Buildings and Grounds Maintenance:</u>	\$12,222
	◆ Plants, park restrooms, irrigation, lights, cleaner and other maintenance materials	\$12,222
101-2350	<u>Vehicle Alloc Expense:</u>	\$7,065

PARKS MAINTENANCE/OPERATIONS

Parks Maintenance Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT								
101 5027	General Fund			\$ 528,235	\$ 564,034	\$ 575,283	\$ 605,340	\$ 532,785
Total				\$ 528,235	\$ 564,034	\$ 575,283	\$ 605,340	\$ 532,785

Parks Maintenance Expenses By Category				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary				\$ 261,537	\$ 284,124	\$ 286,793	\$ 297,192	\$ 194,328
Benefits				130,516	152,331	169,713	174,450	116,936
Contracts				675	115	390	500	95,373
Dept supplies/services				21,660	22,090	21,594	18,267	15,381
Training/Conference				1,965	985	730	1,500	980
Vehicle/Equip maintenance				43,984	43,698	32,193	28,931	23,787
Utilities				67,898	60,691	63,870	84,500	86,000
Total				\$ 528,235	\$ 564,034	\$ 575,283	\$ 605,340	\$ 532,785

FUND DEPT ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
101 5027 2010	General Fund	Salaries-Regular	257,464	280,459	283,567	293,297	188,270
101 5027 2025	General Fund	Standby	0	3,150	2,850	3,000	2,900
101 5027 2030	General Fund	Overtime	4,073	514	376	895	3,158
101 5027 2040	General Fund	FICA-City	20,119	21,908	22,119	22,914	14,866
101 5027 2045	General Fund	Employer PERS	44,752	38,862	40,455	41,167	27,747
101 5027 2050	General Fund	Employee PERS	8,338	18,778	19,595	19,982	12,816
101 5027 2055	General Fund	Health Insurance	47,361	60,684	70,308	78,018	41,980
101 5027 2061	General Fund	Workers Comp	5,608	6,446	11,193	6,192	15,487
101 5027 2065	General Fund	Disability	1,943	3,150	3,460	3,594	2,138
101 5027 2075	General Fund	Life Ins/Def Comp	2,395	2,503	2,583	2,583	1,901
101 5027 2110	General Fund	Communication	435	407	440	350	388
101 5027 2122	General Fund	Utilities	67,898	60,691	63,870	84,500	86,000
101 5027 2125	General Fund	Equipment Rental	0	0	0	0	437
101 5027 2127	General Fund	Equipment Lease Expense	33	7	0	0	0
101 5027 2145	General Fund	Other Contract Services	675	115	390	500	95,373
101 5027 2153	General Fund	Dues & Subscriptions	1,604	665	350	500	390
101 5027 2155	General Fund	Training/Conference	1,965	985	730	1,500	980
101 5027 2160	General Fund	Other Travel	21	0	84	100	485
101 5027 2213	General Fund	Office Supplies	314	275	153	300	250
101 5027 2215	General Fund	Special Dept Supplies	16,753	19,589	18,408	15,000	11,400
101 5027 2220	General Fund	Small Tools	2,439	1,108	2,142	2,000	1,940
101 5027 2225	General Fund	Fuel/Oil	44	22	0	0	58
101 5027 2315	General Fund	Maint-Mach/Equip	1,906	3,548	3,865	526	4,500
101 5027 2330	General Fund	Maint-Bldgs/Grnds	16,264	11,191	11,954	12,500	12,222
101 5027 2350	General Fund	Vehicle Charge	25,813	28,959	16,374	15,905	7,065
101 5027 2425	General Fund	Taxes & Other Charges	17	17	17	17	33
101 Total			528,235	564,034	575,283	605,340	532,785
DEPT TOTAL			\$ 528,235	\$ 564,034	\$ 575,283	\$ 605,340	\$ 532,785

Operations	528,235	564,034	575,283	605,340	532,785
Capital*	75,963	315,070	54,465	70,337	0
	604,198	879,104	629,748	675,677	532,785

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DIVISION SUMMARY**

**CITY GARAGE
5037**

DIVISION PURPOSE

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.

PRIOR YEAR GOALS ACHIEVED

- ◆ Revised and maintained fleet vehicle maintenance.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue high level of service on vehicles and equipment to minimize down time.
- ◆ Continue technical training on diagnostic equipment.
- ◆ Research the possibility of adding zero emissions and /or alternate fuel vehicles to the fleet.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Continue to operate the garage in a cost efficient manner and recommend replacement of older vehicles as required.

DETAIL FOR EXPENSE ACCOUNTS

City Garage
5037

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
582-2110	<u>Communications:</u>	\$200
582-2125	<u>Equipment Rental:</u>	\$485
	◆ Safety Kleen parts washer	\$485
582-2213	<u>Office Supplies:</u>	\$97
	◆ Printer cartridges, etc.	\$97
582-2215	<u>Special Departmental Supplies:</u>	\$3,797
	◆ Wire, connectors, fasteners, aerosols, uniforms and shop towel laundry service	\$3,797
582-2220	<u>Small Tools:</u>	\$1,595
582-2225	<u>Fuel and Oil:</u>	\$46,991
582-2226	<u>Vehicle Maintenance-Outside:</u>	\$28,562
	◆ Smog checks, alignments, body work	\$28,562
582-2228	<u>Vehicles Parts and Supplies:</u>	\$24,250
	◆ Replacement parts	\$24,250

CITY GARAGE

City Garage Expenses By Fund

FUND DEPT	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
582 5037 City Garage	\$ 191,275	\$ 222,659	\$ 124,318	\$ 120,803	\$ 105,977
Total	\$ 191,275	\$ 222,659	\$ 124,318	\$ 120,803	\$ 105,977

City Garage Expenses By Category

	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary	\$ 63,052	\$ 100,867	\$ 0	\$ 0	\$ 0
Benefits	39,165	41,537	22,712	0	0
Dept supplies/services	5,011	5,579	10,002	4,033	6,174
Vehicle/Equip maintenance	84,046	74,677	91,547	116,770	99,803
Total	\$ 191,275	\$ 222,659	\$ 124,262	\$ 120,803	\$ 105,977

FUND DEPT ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
582 5037 2010	City Garage	Salaries-Regular	63,052	100,867	0	0	0
582 5037 2030	City Garage	Overtime	0	0	0	0	0
582 5037 2040	City Garage	FICA-City	4,823	7,716	0	0	0
582 5037 2045	City Garage	Employer PERS	11,006	8,545	0	0	0
582 5037 2050	City Garage	Employee PERS	2,130	4,042	0	0	0
582 5037 2055	City Garage	Health Insurance	18,424	17,622	9,587	0	0
582 5037 2061	City Garage	Workers Comp	2,133	2,452	1,344	0	0
582 5037 2065	City Garage	Disability	600	1,110	81	0	0
582 5037 2071	City Garage	Unemployment	0	0	11,700	0	0
582 5037 2075	City Garage	Life Ins/Def Comp	50	50	0	0	0
582 5037 2110	City Garage	Communication	321	543	296	347	200
582 5037 2115	City Garage	Postage	0	0	57	0	0
582 5037 2125	City Garage	Equipment Rentals	0	159	0	272	485
582 5037 2127	City Garage	Equipment Lease Expense	49	0	0	0	0
582 5037 2143	City Garage	Penalties & Fines	0	0	4,500	0	0
582 5037 2145	City Garage	Other Contract Services	0	0	0	0	0
582 5037 2213	City Garage	Office Supplies	103	16	0	0	97
582 5037 2215	City Garage	Special Dept Supplies	3,302	3,869	3,519	2,754	3,797
582 5037 2220	City Garage	Small Tools	1,236	992	1,688	661	1,595
582 5037 2225	City Garage	Fuel/Oil	55,672	52,939	61,539	68,071	46,991
582 5037 2226	City Garage	Vehicle Maint-Outside	10,373	6,848	17,937	35,616	28,562
582 5037 2228	City Garage	Vehicle Parts & Supplies	17,573	14,767	11,613	12,670	24,250
582 5037 2312	City Garage	Maint Supplies	0	0	458	190	0
582 5037 2315	City Garage	Maint-Mach/Equip	429	122	0	223	0
582 5037 2630	City Garage	Capital-Mach/Equip	0	0	0	0	0
582 Total			191,275	222,659	124,318	120,803	105,977
	DEPT TOTAL		\$ 191,275	\$ 222,659	\$ 124,318	\$ 120,803	\$ 105,977

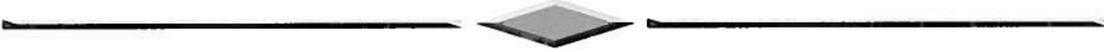
Operations	191,275	222,659	124,318	120,803	105,977
Capital*	0	0	0	0	0
	191,275	222,659	124,318	120,803	105,977

*FY 2013 includes estimated fund balance from FY 2012



WATER ENTERPRISE FUND

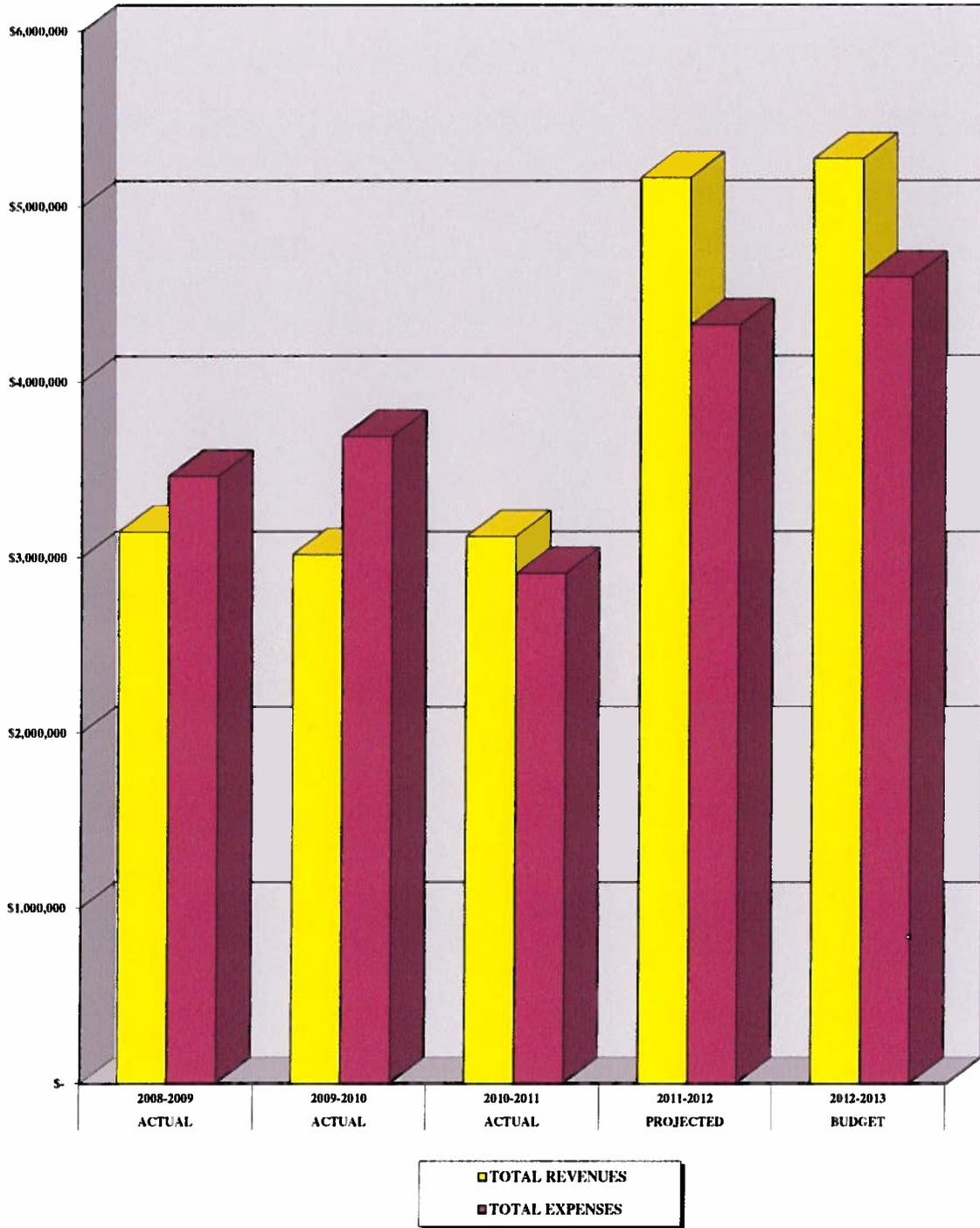
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private enterprises, where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The fund includes:

- 1) **Water Enterprise Utility Fund (561)** - accounts for activities relating to the operation of the City's water system including water distribution and treatment.*
 - 2) **Water Capital Projects (763)** - used to account for costs associated with large capital projects of the water fund.*
 - 3) **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.*
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WATER FUND REVENUE & EXPENDITURE COMPARISON



WATER OPERATIONS

	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	PROJECTED 2011-2012	BUDGET 2012-2013	DIFFERENCE FROM 2011-2012	% DIFFERENCE
REVENUES							
Charges for Services	\$ 2,988,129	\$ 2,755,903	\$ 3,040,226	\$ 5,127,264	\$ 5,236,163	\$ 108,899	2%
Rentals	8,400	8,400	7,700	8,400	-	(8,400)	-100%
Misc.	5,574	13,193	7,850	8,100	-	(8,100)	-100%
Investments	144,464	86,995	49,268	18,000	34,000	16,000	89%
Transfers from Other Funds	-	151,330	13,010	-	-	-	0%
TOTAL REVENUES	\$ 3,146,567	\$ 3,015,821	\$ 3,118,054	\$ 5,161,764	\$ 5,270,163	\$ 108,399	2%
EXPENSES BY DEPARTMENT							
Non Departmental	\$ 72,158	\$ 93,385	\$ 125,314	\$ 138,073	\$ 141,420	\$ 3,347	2%
Debt	407,602	400,145	387,792	783,131	1,110,081	326,950	42%
City Council	10,313	28,605	30,687	34,088	44,625	10,537	31%
City Manager	164,474	187,044	160,133	110,427	7,411	(103,016)	-93%
Finance	199,514	209,177	235,600	250,064	238,831	(11,233)	-4%
Legal	157,491	83,596	2,944	27,000	35,000	8,000	30%
Public Works	134,434	175,910	129,398	257,915	292,623	34,708	13%
Flood Control	7,079	4,399	4,571	-	-	-	-
Water Distribution	587,786	477,381	508,997	480,158	512,881	32,723	7%
Stonebridge Wells	81,720	143,920	32,821	81,653	96,241	14,588	18%
Water Treatment*	1,426,147	1,743,001	1,290,962	2,160,854	2,116,666	(44,188)	-2%
TOTAL OPERATING EXPENSES	\$ 3,248,719	\$ 3,546,564	\$ 2,909,218	\$ 4,323,363	\$ 4,595,779	\$ 272,416	6%
Transfer to Capital Projects	\$ 214,374	\$ 142,757	\$ -	\$ -	\$ -	-	0%
TOTAL EXPENSES	3,463,093	3,689,321	2,909,218	4,323,363	4,595,779	\$ 272,416	6%
RESULTING GAIN (LOSS)	\$ (316,526)	\$ (673,500)	\$ 208,836	\$ 838,401	\$ 674,384		

City of St. Helena
Water Operating Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Est. Year End	FY12/13 Budget	FY12/13 Budget % Change
UNRESERVED Operating Balance					\$ -	\$ 838,401	
Water Operating - Revenues							
Charges for Services*	\$ 2,996,529	\$ 2,764,303	\$ 3,047,926	\$ 5,122,456	\$ 5,122,456	\$ 5,212,313	1.75%
Sale of Capital Asset	1,617	6,461	7,850	0	8,400	0	
Interest	144,464	86,995	49,268	18,000	18,000	34,000	88.89%
Transfers In	0	151,330	13,010	0	12,908	0	
Other	3,957	6,732	0	14,544	0	23,850	63.99%
Total Water Operating Revenues	\$ 3,146,567	\$ 3,015,821	\$ 3,118,055	\$ 5,155,000	\$ 5,161,764	\$ 5,270,163	2.23%
Water Operating- Expenditures							
Totals by category							
Salary	854,649	773,133	791,288	835,624	789,997	705,938	-15.52%
Benefits	382,585	414,843	416,047	503,259	432,889	453,588	-9.87%
Contracts	337,538	317,078	100,468	85,059	106,826	155,740	83.10%
Dept supplies/services	116,771	119,618	100,794	200,849	211,081	147,989	-26.32%
Training/Conference	2,730	4,815	2,761	9,900	9,700	8,719	-11.93%
Vehicle/Equip maintenance	80,459	91,878	64,712	104,766	122,646	113,866	8.69%
Utilities	160,394	138,401	130,857	163,659	143,399	193,605	18.30%
Debt Payments	407,602	400,145	387,792	802,131	783,131	1,119,581	39.58%
Property/Liability insurance	43,251	52,750	74,336	92,279	92,279	98,580	6.83%
Chemicals	117,814	108,408	43,622	165,049	165,000	105,350	-36.17%
Purchased Water	742,372	1,118,076	787,525	1,405,000	1,405,000	1,446,000	2.92%
Capital Equipment	2,554	7,419	9,017	67,620	61,415	46,822	-30.76%
Transfer to other funds	214,374	142,757	0	0	0	0	
Total Water Operation Expenditures	\$ 3,463,093	\$ 3,689,321	\$ 2,909,218	\$ 4,435,196	\$ 4,323,363	\$ 4,595,778	3.62%
Water Operation Surplus/(Deficit)	\$ (316,526)	\$ (673,499)	\$ 208,837	\$ 719,803	\$ 838,401	\$ 674,385	

*Assumes 3% rate increase effective January 2013

City of St. Helena

Water Operating Budget Worksheet

	FY08/09	FY09/10	FY10/11	FY11/12	FY 11/12	FY12/13	FY12/13
	Actual	Actual	Actual	Budget	Est. Year End	Budget	Budget %
Water Operation Expenditures by Department							
Non-Dept							
Contracts	20,941	26,241	36,351	0	26,074	13,700	
Dept supplies/services	7,966	14,393	14,612	26,367	19,720	19,640	-25.51%
Training/Conference	0	0	14	0	0	0	
Prop/Liability Insurance	43,251	52,750	74,336	92,279	92,279	98,580	6.83%
Debt Payments*	407,602	400,145	387,792	802,131	783,131	1,119,581	39.58%
Transfer to other Funds	214,374	142,757	0	0	0	0	
	694,134	636,287	513,106	920,777	921,204	1,251,501	35.92%
Council							
Salary	2,310	5,040	5,040	6,300	5,040	6,300	0.00%
Benefits	8,003	23,565	25,647	38,473	29,048	38,325	-0.38%
	10,313	28,605	30,687	44,773	34,088	44,625	-0.33%
City Manager/City Clerk							
Salary	91,517	95,197	106,269	75,669	70,949	4,543	-94.00%
Benefits	45,538	51,082	46,500	48,931	39,478	2,868	-94.14%
Contracts	27,419	40,765	7,364	0	0	0	
	164,474	187,044	160,133	124,600	110,427	7,411	-94.05%
Finance							
Salary	113,150	122,771	124,363	128,833	131,450	125,994	-2.20%
Benefits	60,772	64,061	67,989	73,491	72,690	80,103	9.00%
Contracts	19,008	12,685	22,411	15,325	18,546	7,550	-50.73%
Dept supplies/services	6,584	9,522	20,801	31,918	27,078	24,884	-22.04%
Training/Conference	0	138	36	500	300	300	-40.00%
	199,514	209,177	235,600	250,067	250,064	238,831	-4.49%
City Attorney							
Contracts	157,491	83,596	2,944	27,000	27,000	35,000	29.63%
	157,491	83,596	2,944	27,000	27,000	35,000	29.63%
Public Works - Admin							
Salary	69,039	59,280	63,948	126,294	111,194	131,949	4.48%
Benefits	35,527	24,465	32,600	69,323	49,655	84,326	21.64%
Contracts	22,235	53,556	6,786	3,500	3,500	40,500	1057.14%
Dept supplies/services	4,763	26,929	17,046	33,364	92,966	34,847	4.44%
Training/Conference	316	254	0	200	200	400	100.00%
Capital Equipment	2,554	11,427	9,017	750	400	600	-20.00%
	134,434	175,910	129,398	233,430	257,915	292,622	25.36%
Public Works - Flood Control							
Salary	4,646	3,045	3,142	0	0	0	
Benefits	2,433	1,354	1,429	0	0	0	
	7,079	4,399	4,571	0	0	0	

City of St. Helena

Water Operating Budget Worksheet

	FY08/09	FY09/10	FY10/11	FY11/12	FY 11/12	FY12/13	FY12/13
	Actual	Actual	Actual	Budget	Est. Year End	Budget	Budget %
Public Works Water Distribution							
Salary	339,578	247,216	279,213	274,956	240,568	226,634	-17.57%
Benefits	123,858	134,254	139,472	153,997	121,782	119,051	-22.69%
Contracts	44,024	21,962	2,900	6,000	3,575	35,820	497.00%
Dept supplies/services	21,702	34,241	12,769	47,392	10,487	13,638	-71.22%
Training/Conference	1,413	928	703	2,700	2,700	2,619	-3.00%
Utilities	31,398	15,328	39,695	30,000	56,119	57,000	90.00%
Vehicle/Equip maintenance	25,813	28,117	34,245	16,479	32,405	48,345	193.37%
Capital Equipment	0	(4,664)	0	18,376	12,522	9,773	-46.82%
	587,786	477,381	508,997	549,900	480,158	512,881	-6.73%
Public Works Stonebridge Wells							
Contracts	3,125	44,078	774	3,131	3,131	1,400	-55.29%
Dept supplies/services	14,654	33,142	3,892	25,055	25,404	16,608	-33.71%
Vehicle/Equip maintenance	0	0	3,047	9,216	10,200	13,628	47.87%
Utilities	63,941	66,701	25,107	64,559	32,000	64,605	0.07%
Capital Equipment	0	0	0	10,918	10,918	0	-100.00%
	81,720	143,920	32,821	112,879	81,653	96,241	-14.74%
Public Works Water Treatment							
Salary	234,409	240,584	209,314	223,572	230,796	210,518	-5.84%
Benefits	106,454	116,063	102,410	119,045	120,236	128,914	8.29%
Contracts	43,294	34,195	20,937	30,103	25,000	21,770	-27.68%
Dept supplies/services	61,102	1,390	31,672	36,753	35,426	38,372	4.41%
Training/Conference	1,001	3,494	2,008	6,500	6,500	5,400	-16.92%
Vehicle/Equip maintenance	54,646	63,761	27,420	79,071	80,041	51,893	-34.37%
Utilities	65,056	56,372	66,054	69,100	55,280	72,000	4.20%
Purchased Water	742,372	1,118,076	787,525	1,405,000	1,405,000	1,446,000	2.92%
Chemicals	117,814	108,408	43,622	165,049	165,000	105,350	-36.17%
Capital Equipment	0	656	0	37,576	37,575	36,449	-3.00%
	1,426,147	1,743,001	1,290,962	2,171,771	2,180,854	2,116,686	-2.54%
Total	\$ 3,463,093	\$ 3,689,321	\$ 2,909,218	\$ 4,435,196	\$ 4,323,363	\$ 4,595,778	3.62%

**CITY OF ST. HELENA
DEPARTMENT SUMMARY**

WATER DISTRIBUTION
5031

DEPARTMENT PURPOSE

The Water Distribution Division of the Water Enterprise 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. Pursuant to California Health and Safety Code, Title 22, Division 4, Chapter 13, Section 63770, "...only certified distribution operators are permitted to make decisions regarding specified operations," and, pursuant to Section 64413.7, "...each water supplier shall designate at least one chief operator for the water distribution system and one shift operator for each operating shift – each being required to be certified." 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, connection fees and impact fees.

PRIOR YEAR GOALS ACHIEVED

- ◆ Tested seven compound meters.
- ◆ Replaced Madrone Knoll pump station roof.
- ◆ Purchased and installed new Peerless booster pump for zone 2.
- ◆ Improved/replaced 22 water services.
- ◆ Repaired 14 system water leaks.
- ◆ Replaced a damaged fire hydrant at 1269 Main Street.
- ◆ Maintained backflow program at 100% compliance.
- ◆ Sealed water meter registers.
- ◆ Domestic and irrigation installations at Wappo Park.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Re-roof Meadowood Tank #2 (Capital Project).

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Replace water main on White Lane and Charter Oak Avenue.

DETAIL FOR EXPENSE ACCOUNTS

Water Distribution
5031

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
561-2110	<u>Communications:</u>	\$760
561-2122	<u>Utilities:</u>	\$57,000
561-2125	<u>Equipment Rental:</u>	\$317
	◆ Welding tanks rental fee	\$317
561-2145	<u>Other Contract services:</u>	\$5,820
	◆ Meter Testing	\$5,820
561-2153	<u>Memberships and Subscriptions:</u>	\$631
561-2155	<u>Training and Conferences:</u>	\$2,619
561-2215	<u>Special Department Supplies:</u>	\$3,880
	◆ Uniforms, safety boots and rain gear, & other safety Items	\$3,880
561-2219	<u>Water Meters/Hydrants:</u>	\$5,175
	◆ Four Clow 960 fire hydrants.	
	◆ Water meters as needed	\$5,175
561-2312	<u>Water Maintenance Supplies:</u>	\$32,980
561-2230	<u>Vehicle Allocation Expense:</u>	\$14,130
561-2630	<u>Capital Equipment:</u>	\$9,773
	◆ Pressure controls for Rutherford Pump Station	\$9,773

WATER DISTRIBUTION

Water Distribution Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT							
561	5031	Water Enterprise		\$ 587,787	\$ 477,381	\$ 508,997	\$ 480,158	\$ 512,881
		Total		\$ 587,787	\$ 477,381	\$ 508,997	\$ 480,158	\$ 512,881

Water Distribution Expenses By Category				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary				\$ 339,578	\$ 247,216	\$ 279,213	\$ 240,568	\$ 226,634
Benefits				123,858	134,254	139,472	121,782	119,651
Contracts				10,467	5,522	2,900	3,635	35,820
Dept supplies/services				81,249	65,554	68,160	82,546	103,018
Training/Conference				1,413	928	703	2,700	2,619
Vehicle/Equip maintenance				31,221	28,571	18,549	16,405	15,365
Capital Equipment				0	(4,664)	0	12,522	9,773
		Total		\$ 587,787	\$ 477,381	\$ 508,997	\$ 480,158	\$ 512,881

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
561	5031	2010	Water Enterprise	Salaries-Regular	335,697	237,110	273,588	236,608	172,734
561	5031	2020	Water Enterprise	Salaries-Temp/Part Time	0	0	0	0	48,000
561	5031	2025	Water Enterprise	Standby	0	3,570	3,844	960	2,900
561	5031	2030	Water Enterprise	Overtime	3,881	6,536	1,782	3,000	3,000
561	5031	2040	Water Enterprise	FICA-City	19,672	21,034	20,379	18,436	17,338
561	5031	2045	Water Enterprise	Employee PERS	43,278	36,244	35,865	33,209	25,458
561	5031	2050	Water Enterprise	Employee PERS	8,928	17,199	17,469	16,188	11,720
561	5031	2055	Water Enterprise	Health Insurance	42,823	48,805	54,567	43,901	52,035
561	5031	2061	Water Enterprise	Workers Comp	4,586	5,271	5,345	5,063	8,439
561	5031	2065	Water Enterprise	Disability	1,830	3,024	3,172	2,673	1,965
561	5031	2075	Water Enterprise	Life Ins/Def Comp	2,534	2,675	2,674	2,312	2,098
561	5031	2096	Water Enterprise	Education Reimbursement	207	0	0	0	600
561	5031	2110	Water Enterprise	Communication	1,526	858	1,826	1,745	760
561	5031	2115	Water Enterprise	Postage	6	10	56	200	500
561	5031	2122	Water Enterprise	Utilities	31,398	15,328	39,695	56,119	57,000
561	5031	2125	Water Enterprise	Equipment Rental	347	0	159	0	317
561	5031	2127	Water Enterprise	Equipment Lease Expense	12	0	0	0	0
561	5031	2130	Water Enterprise	Professional Contracts	0	101	0	60	0
561	5031	2145	Water Enterprise	Other Contract Services	10,467	5,421	2,900	3,575	35,820
561	5031	2153	Water Enterprise	Dues & Subscriptions	193	201	656	600	631
561	5031	2155	Water Enterprise	Training/Conference	1,413	928	703	2,700	2,619
561	5031	2160	Water Enterprise	Other Travel	76	43	85	100	97
561	5031	2213	Water Enterprise	Office Supplies	72	230	481	80	78
561	5031	2215	Water Enterprise	Special Dept Supplies	8,133	3,120	3,099	3,100	3,880
561	5031	2219	Water Enterprise	Meters/Hydrants	6,007	5,917	5,068	3,000	5,175
561	5031	2220	Water Enterprise	Small Tools	950	977	1,337	1,600	1,600
561	5031	2312	Water Enterprise	Maint Supplies	32,531	38,869	15,696	16,000	32,980
561	5031	2315	Water Enterprise	Maint-Mach/Equip	170	454	1,437	500	485
561	5031	2330	Water Enterprise	Maint-Bldgs/Grnds	5,237	0	738	0	750
561	5031	2350	Water Enterprise	Vehicle Charge	25,813	28,117	16,374	15,905	14,130
561	5031	2425	Water Enterprise	Taxes & Other Charges	0	0	2	2	0
561	5031	2630	Water Enterprise	Capital-Mach/Equip	0	0	3,257	12,522	9,773
561	5031	2999	Water Enterprise	Contra Fixed Assets	0	(4,664)	(3,257)	0	0
561 Total					587,787	477,381	508,997	480,158	512,881
DEPT TOTAL					\$ 587,787	\$ 477,381	\$ 508,997	\$ 480,158	\$ 512,881

WATER DISTRIBUTION

Water Distribution Expenses By Fund

	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Operations	587,787	477,381	508,997	480,158	512,881
Capital*	1,098	0	(6,804)	131,782	0
	588,885	477,381	502,193	611,940	512,881

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DIVISION SUMMARY**

**STONEBRIDGE WELLS
5032**

DEPARTMENT PURPOSE

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.

PRIOR YEAR GOALS ACHIEVED

- ◆ Video SBW#1.
- ◆ Installed fixed Cl₂ gas chlorine monitor and alarm at NaOCl pump room.
- ◆ Inspected filters 1-4 and received a second opinion on the condition of the media which will be good for another 2 years of service.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Bring supply and irrigation flow readings to LSWTP SCADA.
- ◆ Pump controls modifications to allow temporary operation of second well with portable power.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Rehabilitate SBW1 by chemical and mechanical processes.

DETAIL FOR EXPENSE ACCOUNTS

Stonebridge Wells 5032

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
561-2110	<u>Communications:</u>	\$444
561-2122	<u>Utilities:</u>	\$64,605
561-2145	<u>Other Contract Services:</u>	\$1,400
	♦ Annual Water Tests	\$1,400
561-2215	<u>Special Department Supplies:</u>	\$750
	♦ Supplies	\$650
	♦ Misc.	100
561- 2235	<u>Process Chemicals:</u>	\$14,714
	♦ Stonebridge Wells	\$14,714
561-2237	<u>Lab Supplies:</u>	\$700
	♦ Reagents for CL 17	\$700
561-2315	<u>Machinery and Equipment Maintenance:</u>	\$13,128
561-2330	<u>Buildings and Grounds Maintenance:</u>	\$500

STONEBRIDGE WELLS

Stonebridge Wells Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT									
561 5032	Water Enterprise			\$ 81,720	\$ 143,920	\$ 32,821	\$ 81,653	\$ 96,241	
	Total			\$ 81,720	\$ 143,920	\$ 32,821	\$ 81,653	\$ 96,241	

Stonebridge Wells Expenses By Category					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Contracts					\$ 2,612	\$ 43,709	\$ 774	\$ 3,131	\$ 1,400
Dept supplies/services					15,167	33,511	6,940	35,604	30,236
Utilities					63,941	66,701	25,107	32,000	64,605
Capital Equipment					0	0	0	10,918	0
	Total			\$ 81,720	\$ 143,920	\$ 32,821	\$ 81,653	\$ 96,241	

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
561	5032	2110	Water Enterprise	Communication	513	369	350	363	444
561	5032	2122	Water Enterprise	Utilities	63,941	66,701	25,107	32,000	64,605
561	5032	2145	Water Enterprise	Other Contract Services	2,612	43,709	774	3,131	1,400
561	5032	2213	Water Enterprise	Office Supplies	3	0	0	30	0
561	5032	2215	Water Enterprise	Special Dept Supplies	261	300	224	750	750
561	5032	2235	Water Enterprise	Process Chemicals	10,923	12,139	2,835	23,411	14,714
561	5032	2237	Water Enterprise	Lab Supplies	299	468	483	850	700
561	5032	2312	Water Enterprise	Maintenance Supplies	0	3	17	0	0
561	5032	2315	Water Enterprise	Maint-Mach/Equip	2,835	20,231	3,030	9,700	13,128
561	5032	2330	Water Enterprise	Maint-Bldgs/Grnds	333	0	0	500	500
561	5032	2670	Water Enterprise	Capital Impr-Equipment	0	0	0	10,918	0
561 Total					81,720	143,920	32,821	81,653	96,241
DEPT TOTAL					\$ 81,720	\$ 143,920	\$ 32,821	\$ 81,653	\$ 96,241

Operations	81,720	143,920	32,821	81,653	96,241
Capital*	0	0	0	0	0
	81,720	143,920	32,821	81,653	96,241

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
DEPARTMENT SUMMARY**

**WATER TREATMENT
5034**

DEPARTMENT PURPOSE

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 who 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 but has also received grant funding for major improvements.

PRIOR YEAR GOALS ACHIEVED

- ◆ Installed a fixed CL2 gas monitor and alarm system in our NaOCl pump room.
- ◆ Electrical panel modified to allow emergency generator connection for the Bell Canyon Dam House.
- ◆ Completed BMP for dewatering effluent discharge from water storage for the RWQCB.
- ◆ Battery back up systems installed for filter turbidimeters and clearwell monitors for ph and chlorine. Will reduce callouts from short power outages.
- ◆ Improved Bell Canyon Reservoir bypass management.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Improve circulation in Tank #2.
- ◆ Engineer and install new Tank #1.
- ◆ Interior Roof recoating Tank #2.
- ◆ Install new mid valve intake gate at Bell Canyon Reservoir
- ◆ Replace corroded sludge collection piping.
- ◆ Carbon Filtration to reduce DBPs.

- ◆ Modify Pump building roof to allow access for HSP#3 and backwash pump removal and installation.
- ◆ Purchase and install a new return pump.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Install chlorine residual analyzer with high and low level alarms at Rutherford Pump Station.
- ◆ Achieve water balance with our Bell Canyon Reservoir fish bypass management.
- ◆ Install chlorine residual analyzer and chlorine feed system at Tank #2.

DETAIL FOR EXPENSE ACCOUNTS

Water Treatment 5034

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
561-2110	<u>Communications:</u>	\$8,400
561-2115	<u>Postage:</u>	\$1,500
561-2122	<u>Utilities:</u>	\$72,000
561-2125	<u>Equipment Rental:</u>	\$1,200
561-2145	<u>Other Contract Services:</u>	\$21,770
	◆ Water testing	\$12,000
	◆ CCC crews for spillway and dam maintenance	4,000
	◆ Upper Valley Disposal sludge removal	2,000
	◆ Clean harbors, dispose of waste	1,420
	◆ Corrpro Inspect Tank #2, & Tank #1 protection	1,200
	◆ Air conditioning/heating maintenance	1,150
561-2153	<u>Memberships and Subscriptions:</u>	\$475
	◆ Operator certification	\$400
	◆ Wine Country Water Works	75
561-2155	<u>Training and Conferences:</u>	\$5,400
	◆ Annual fall AWWA conference	\$2,300
	◆ Annual spring AWWA conference	2,300
	◆ Misc. training	800
561-2160	<u>Other Travel:</u>	\$200
561-2213	<u>Office Supplies:</u>	\$900
561-2215	<u>Special Department Supplies:</u>	\$6,137
	◆ Uniforms	\$2,500
	◆ Annual CCR	2,437
	◆ Misc. supplies	1,200
561-2220	<u>Small Tools:</u>	\$500
561-2225	<u>Fuel/Oil:</u>	\$960
561-2233	<u>Purchase Water:</u>	\$1,446,000

561-2235	<u>Process Chemicals:</u>		\$105,350
	◆ NaMNO ₄	\$34,000	
	◆ Alum	23,600	
	◆ Copper Sulfate	16,500	
	◆ NaOH	10,350	
	◆ PO ₄	10,300	
	◆ NaOCl	9,100	
	◆ Polymer	1,500	
561-2237	<u>Lab Supplies:</u>		\$7,100
561-2311	<u>Office Equipment Maintenance:</u>		\$1,000
561-2315	<u>Machinery and Equipment Maintenance:</u>		\$41,915
	◆ Annual Maintenance and Machine Service	\$35,135	
	◆ Yearly Filter Inspection	6,780	
561-2330	<u>Buildings and Grounds Maintenance:</u>		\$1,500
	◆ Install new roof & vent @ 412 Crystal Spgs. Rd.	\$1,000	
	◆ Annual Maintenance Bldg & Grounds	500	
561-2350	<u>Vehicle Alloc Expense:</u>		\$8,478
561-2425	<u>Taxes and Other Charges:</u>		\$10,000
561-2630	<u>Capital Equipment:</u>		\$2,014
561-2670	<u>Capital Improvement Equipment:</u>		\$34,435
	◆ HSP Return Pump	\$34,435	

WATER TREATMENT PLANT

Water Treatment Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT						
561	5034	Water Enterprise	\$ 1,426,147	\$ 1,743,001	\$ 1,290,962	\$ 2,160,854	\$ 2,116,666
		Total	\$ 1,426,147	\$ 1,743,001	\$ 1,290,962	\$ 2,160,854	\$ 2,116,666

Water Treatment Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 234,409	\$ 240,584	\$ 209,314	\$ 230,796	\$ 210,518
Benefits			106,454	116,063	102,410	120,236	128,914
Contracts			31,672	25,407	20,937	25,000	21,770
Dept supplies/services			72,724	10,179	31,672	35,426	37,372
Training/Conference			1,001	3,494	2,008	6,500	5,400
Vehicle/Equip maintenance			54,646	63,760	27,420	80,041	52,893
Utilities			65,056	56,372	66,054	55,280	72,000
Purchased Water			742,372	1,118,076	787,525	1,405,000	1,446,000
Chemicals			117,814	108,408	43,622	165,000	105,350
Capital Equipment			0	656	0	37,575	36,449
		Total	\$ 1,426,147	\$ 1,743,001	\$ 1,290,962	\$ 2,160,854	\$ 2,116,666

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
561	5034	2010	Water Enterprise	Salaries-Regular	206,185	210,490	179,375	197,496	210,518
561	5034	2020	Water Enterprise	Salaries-Temp/Part Tim	0	596	0	0	0
561	5034	2025	Water Enterprise	Standby	0	7,395	7,331	6,300	0
561	5034	2030	Water Enterprise	Overtime	28,224	22,103	22,608	27,000	0
561	5034	2040	Water Enterprise	FICA-City	17,798	18,483	16,091	17,103	16,105
561	5034	2045	Water Enterprise	Employer PERS	34,837	29,662	25,153	32,000	31,026
561	5034	2050	Water Enterprise	Employee PERS	6,749	14,136	12,303	12,724	14,251
561	5034	2055	Water Enterprise	Health Insurance	38,930	43,747	39,058	48,079	53,004
561	5034	2061	Water Enterprise	Workers Comp	5,389	6,195	6,282	5,951	10,114
561	5034	2065	Water Enterprise	Disability	1,647	2,658	2,362	2,459	2,316
561	5034	2075	Water Enterprise	Life Ins/Def Comp	1,104	1,184	1,161	1,920	2,098
561	5034	2110	Water Enterprise	Communication	7,607	7,364	7,516	7,000	8,400
561	5034	2115	Water Enterprise	Postage	1,100	596	614	900	1,500
561	5034	2122	Water Enterprise	Utilities	65,056	56,372	66,054	55,280	72,000
561	5034	2125	Water Enterprise	Equipment Rental	1,350	0	405	1,500	1,200
561	5034	2130	Water Enterprise	Professional Contract	0	0	0	0	0
561	5034	2140	Water Enterprise	Professional Fees	14,500	0	0	0	0
561	5034	2145	Water Enterprise	Other Contract Services	17,172	25,407	20,937	25,000	21,770
561	5034	2153	Water Enterprise	Dues & Subscriptions	650	209	540	575	475
561	5034	2155	Water Enterprise	Training/Conference	1,001	3,494	2,008	6,500	5,400
561	5034	2160	Water Enterprise	Other Travel	915	620	178	100	200
561	5034	2213	Water Enterprise	Office Supplies	905	496	2,530	1,500	900
561	5034	2215	Water Enterprise	Special Dept Supplies	4,690	3,943	2,912	6,608	6,137
561	5034	2220	Water Enterprise	Small Tools	475	0	136	500	500
561	5034	2225	Water Enterprise	Fuel/Oil	256	581	397	650	960
561	5034	2232	Water Enterprise	Purchase Water	742,372	1,118,076	787,525	1,405,000	1,446,000
561	5034	2235	Water Enterprise	Process Chemicals	117,814	108,408	43,622	165,000	105,350
561	5034	2237	Water Enterprise	Lab Supplies	5,605	4,628	6,834	6,600	7,100
561	5034	2311	Water Enterprise	Maint-Office Equip	0	0	154	1,000	1,000
561	5034	2312	Water Enterprise	Maint-Supplies	515	21	0	0	0
561	5034	2315	Water Enterprise	Maint-Mach/Equip	42,025	51,514	19,598	54,230	41,915
561	5034	2330	Water Enterprise	Maint-Bldgs/Grnds	1,403	549	879	18,216	1,500

WATER TREATMENT PLANT

Water Treatment Expenses By Fund					ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
561	5034	2350	Water Enterprise	Vehicle Charge	10,703	11,676	6,789	6,595	8,478
561	5034	2425	Water Enterprise	Taxes & Other Charges	-9,171	(8,256)	9,611	9,493	10,000
561	5034	2630	Water Enterprise	Capital-Mach/Equip	0	656	0	2,075	2,014
561	5034	2670	Water Enterprise	Cap Improve-Equip	0	0	32,167	35,500	34,435
561	5034	2920	Water Enterprise	Fixed Asset Adjustment	0	0	0	0	0
561	5034	2999	Water Enterprise	Contra Fixed Assets	0	0	(32,167)	0	0
561 Total					1,426,147	1,743,001	1,290,962	2,160,854	2,116,666
DEPT TOTAL					\$ 1,426,147	\$ 1,743,001	\$ 1,290,962	\$ 2,160,854	\$ 2,116,666

Operations	1,426,147	1,743,001	1,290,962	2,160,854	2,116,666
Capital*	1,098	0	0	0	0
	1,427,245	1,743,001	1,290,962	2,160,854	2,116,666

*FY 2013 includes estimated fund balance from FY 2012



WASTEWATER ENTERPRISE FUND

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private enterprises, where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The fund includes:

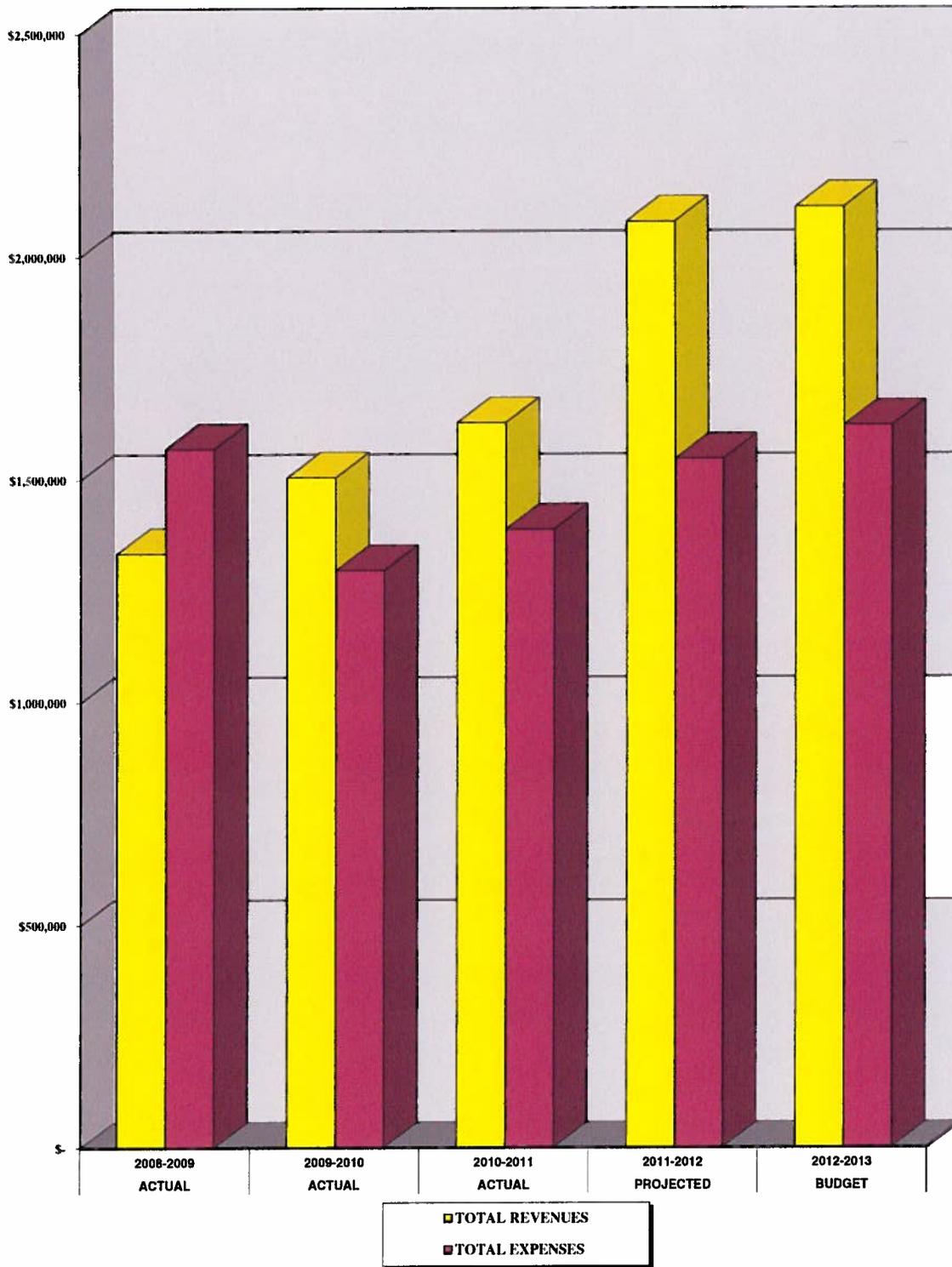
- 1) **Wastewater Enterprise Utility Fund (571)** - accounts for sewage collection and treatment activities associated with the City's wastewater system.*
- 2) **Wastewater Capital Projects (773)** - used to account for costs associated with large capital projects of the sewer fund.*
- 3) **Wastewater Impact Fees (774)** - accounts for connection charges paid by new users of the sewer system. Fees collected are to be used for the costs of constructing and improving the Wastewater Treatment Plant and Sewer Collection System only.*



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WASTEWATER FUND REVENUE & EXPENDITURE COMPARISON



WASTEWATER OPERATIONS

	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	PROJECTED 2011-2012	BUDGET 2012-2013	DIFFERENCE FROM 2011-2012	% DIFFERENCE
<u>REVENUES</u>							
Charges for Services	\$ 1,312,591	\$ 1,464,595	\$ 1,616,414	\$ 2,077,000	\$ 2,108,156	\$ 31,156	2%
Misc.	3,410	-	1,099	700	500	(200)	0%
Investments	18,207	39,479	9,180	-	1,000	1,000	#DIV/0!
Transfers from Other Funds	-	-	-	-	-	-	0%
TOTAL REVENUES	\$ 1,334,208	\$ 1,504,075	\$ 1,626,693	\$ 2,077,700	\$ 2,109,656	\$ 31,956	2%
<u>EXPENSES BY DEPARTMENT</u>							
Non Departmental	\$ 72,499	\$ 84,941	\$ 123,419	\$ 136,573	\$ 134,920	\$ (1,653)	-1%
Debt	213,370	77,917	81,081	200,455	278,891	78,436	39%
City Council	5,893	16,347	17,536	19,443	25,500	6,057	31%
City Manager	105,669	124,353	92,831	54,001	7,411	(46,590)	-86%
Finance	127,543	133,612	158,011	169,522	154,137	(15,385)	-9%
Legal	-	-	-	27,000	20,000	(7,000)	100%
Public Works	103,867	91,281	128,404	157,760	219,813	62,053	39%
Wastewater Collection	192,944	200,597	194,710	196,071	204,314	8,243	4%
Wastewater Treatment	606,507	566,508	591,606	584,184	575,058	(9,126)	-2%
TOTAL OPERATING EXPENSES	\$ 1,428,292	\$ 1,295,555	\$ 1,387,597	\$ 1,545,009	\$ 1,620,043	\$ 75,034	5%
Transfer to Capital Projects	\$ 140,607	\$ -	\$ -	\$ -	\$ -	-	0%
TOTAL EXPENSES	1,568,899	1,295,555	1,387,597	1,545,009	1,620,043	\$ 75,034	5%
RESULTING GAIN (LOSS)	\$ (234,691)	\$ 208,520	\$ 239,096	\$ 532,691	\$ 489,613		

City of St. Helena
Sewer Operating Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Est. Year End	FY12/13 Budget	FY12/13 Budget % Change
UNRESERVED Operating Balance					\$ -	\$ 532,691	
Sewer Operating - Revenues							
Charges for Services*	\$ 1,312,591	\$ 1,464,595	\$ 1,616,414	\$ 2,077,000	\$ 2,077,000	\$ 2,108,156	1.50%
Annexation Fees	3,365	0	0	0	0	0	
Interest	18,207	39,479	9,180	0	0	1,000	
Other	45	0	1,099	0	700	500	
Total Sewer Operating Revenues	\$ 1,334,208	\$ 1,504,075	\$ 1,626,693	\$ 2,077,000	\$ 2,077,700	\$ 2,109,656	1.57%
Sewer Operating- Expenditures							
Totals by category							
Salary	\$ 537,114	\$ 521,731	\$ 570,625	\$ 527,724	\$ 553,173	\$ 513,994	-2.60%
Benefits	218,811	246,077	271,692	315,459	285,372	335,889	6.48%
Contracts	152,286	152,981	116,513	93,192	104,047	90,666	-2.71%
Dept supplies/services	63,668	54,601	94,909	116,786	116,671	106,430	-8.87%
Training/Conference	3,704	2,295	3,893	3,900	3,400	3,643	-6.59%
Vehicle/Equip maintenance	76,176	76,399	60,258	82,016	77,689	78,006	-4.89%
Utilities	79,010	80,312	80,906	79,250	78,423	76,873	-3.00%
Debt Payments	213,370	77,917	81,081	200,455	200,455	283,391	41.37%
Property/Liability insurance	43,051	52,700	74,336	92,279	92,279	98,580	6.83%
Capital Equipment	12,426	(1,440)	33,385	1,700	33,500	600	-64.71%
Chemicals	28,675	31,983	0	32,960	0	31,971	-3.00%
Transfer to other funds	140,607	0	0	0	0	0	
Total Sewer Operation Expenditures	\$ 1,568,899	\$ 1,295,555	\$ 1,387,597	\$ 1,545,721	\$ 1,545,009	\$ 1,620,043	4.81%
Sewer Operation Surplus/(Deficit)	\$ (234,692)	\$ 208,519	\$ 239,096	\$ 531,279	\$ 532,691	\$ 489,613	

*Assumes 3% rate increase effective January 2013

City of St. Helena

Sewer Operating Budget Worksheet

	FY08/09	FY09/10	FY10/11	FY11/12	FY 11/12	FY12/13	FY12/13
	Actual	Actual	Actual	Budget	Est. Year End	Budget	Budget %
Sewer Operation Expenditures by Department							
Non-Dept							
Contracts	20,631	26,042	36,106	0	8,001	13,700	
Dept supplies/services	8,817	6,199	12,963	24,867	36,293	18,140	-27.05%
Training/Conference	0	0	14	0	0	0	
Prop/Liability Insurance	43,051	52,700	74,336	92,279	92,279	98,580	6.83%
Debt Payments**	213,370	77,917	81,081	200,455	200,455	283,391	41.37%
Transfer to other Funds	140,607	0	0	0	0	0	
	426,476	162,858	204,500	317,601	337,028	413,811	30.29%
Council							
Salary	1,320	2,880	2,880	3,600	2,880	3,600	0.00%
Benefits	4,573	13,467	14,656	21,984	16,563	21,900	-0.38%
	5,893	16,347	17,536	25,584	19,443	25,500	-0.33%
City Manager/City Clerk							
Salary	52,296	54,398	60,725	39,904	37,603	4,543	-88.62%
Benefits	25,954	29,190	24,742	23,095	16,398	2,868	-87.58%
Contracts	27,419	40,765	7,364	0	0	0	
	105,669	124,353	92,831	62,999	54,001	7,411	-88.24%
Finance							
Salary	67,576	72,785	74,459	77,458	78,838	72,079	-6.94%
Benefits	33,906	37,947	40,159	43,513	43,613	43,890	0.87%
Contracts	18,197	12,827	22,411	15,325	18,546	7,550	-50.73%
Dept supplies/services	7,864	9,915	20,945	32,018	28,225	30,284	-5.42%
Training/Conference	0	138	36	500	300	333	-33.40%
	127,543	133,612	158,011	168,814	169,522	154,137	-8.69%
City Attorney							
Contracts	0	0	0	27,000	27,000	20,000	-25.93%
	0	0	0	27,000	27,000	20,000	-25.93%
Public Works - Admin							
Salary	56,300	59,279	77,748	91,260	96,552	126,610	38.74%
Benefits	24,407	24,465	34,128	47,290	44,592	77,094	63.02%
Contracts	3,306	1,766	4,313	2,500	2,500	2,500	0.00%
Dept supplies/services	2,876	5,608	11,046	13,100	12,516	12,609	-3.75%
Training/Conference	141	162	0	400	100	400	0.00%
Capital Equipment	16,835	0	1,169	1,700	1,500	600	-64.71%
	103,867	91,281	128,404	156,250	157,760	219,813	40.68%
Public Works Wastewater Collection							
Salary	107,958	118,699	111,162	106,606	115,080	115,073	7.94%
Benefits	54,775	59,593	58,711	65,689	62,168	70,302	7.02%
Contracts	581	190	0	0	0	0	
Dept supplies/services	14,893	8,834	18,320	12,910	12,832	12,523	-3.00%
Training/Conference	1,759	201	0	500	500	485	-3.00%
Vehicle/Equip maintenance	9,572	9,285	4,130	4,708	4,491	3,990	-15.25%
Utilities	3,406	3,794	2,387	2,000	1,000	1,940	-3.00%
	192,944	200,597	194,710	192,412	196,071	204,314	6.19%

City of St. Helena

Sewer Operating Budget Worksheet

	FY08/09	FY09/10	FY10/11	FY11/12	FY 11/12	FY12/13	FY12/13
	Actual	Actual	Actual	Budget	Est. Year End	Budget	Budget %
Public Works Wastewater Treatment							
Salary	251,665	213,688	243,650	208,897	222,220	192,089	-8.05%
Benefits	75,196	81,415	99,297	113,888	102,038	119,834	5.22%
Contracts	82,152	71,392	46,318	48,367	48,000	46,916	-3.00%
Dept supplies/services	29,218	24,045	31,636	33,891	26,805	32,874	-3.00%
Utilities	75,604	76,518	78,519	77,250	77,423	74,933	-3.00%
Chemicals	28,675	31,983	0	32,960	0	31,971	-3.00%
Training/Conference	1,803	1,793	3,842	2,500	2,500	2,425	-3.00%
Vehicle/Equip maintenance	66,604	67,114	56,128	77,308	73,198	74,016	-4.26%
Capital Equipment	(4,409)	(1,440)	32,216	0	32,000	0	
	606,507	566,508	591,606	595,061	584,184	575,058	-3.36%
Total	\$1,568,899	\$1,295,555	\$1,387,597	\$1,545,721	\$ 1,545,009	\$ 1,620,043	4.81%

CITY OF ST. HELENA
DIVISION SUMMARY

WASTEWATER COLLECTION MAINTENANCE/OPERATIONS
5020

DIVISION PURPOSE

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.

PRIOR YEAR GOALS ACHIEVED

- ◆ Cleaned and maintained five miles of main line sewers and several hundred feet of sewer laterals.
- ◆ Incorporated extensive Hydro cleaning and video inventory of mainline sewers.
- ◆ Implemented the start of a video library of entire sewer system.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue identification and repair of both wet-weather and dry weather sources of inflow and infiltration.
- ◆ Coordinate sewer lateral, manhole, lining and spot repair projects.
- ◆ Contribute to improvements in industrial source outreach, education and inspection program.
- ◆ Continue reduction of inflow and infiltration to collection system.
- ◆ Finish remaining Hydro cleaning and video inventory of sewer system.

MAJOR HIGHLIGHT FOR FY 2013

- ◆ Continue extensive Hydro cleaning and video taping of remaining seven plus miles of mainline sewers.

DETAIL FOR EXPENSE ACCOUNTS

Wastewater Collection Maintenance/Operations 5020

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
571-2110	<u>Communications:</u>	\$97
571-2110	<u>Utilities:</u>	\$1,940
571-2215	<u>Special Departmental Supplies:</u>	\$12,426
	♦ Pipe, fittings, sealing, repair supplies	\$8,000
	♦ Sewer cleaning supplies	4,426
571-2315	<u>Machinery and Equipment Maintenance:</u>	\$1,164
571-2350	<u>Vehicle Alloc Expense:</u>	\$2,826

WASTE WATER COLLECTION MAINTENANCE/OPERATIONS

Wastewater Collections Expenses By Fund				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND	DEPT			\$	\$	\$	\$	\$
571	5020	Wastewater Enterprise		192,944	200,597	194,710	191,352	204,314
		Total		192,944	200,597	194,710	191,352	204,314

Wastewater Collections Expenses By Category				ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary				\$ 107,958	\$ 118,699	\$ 111,162	\$ 110,361	\$ 115,073
Benefits				54,775	59,593	58,711	62,168	70,302
Dept supplies/services				15,474	9,024	18,320	12,832	12,523
Training/Conference				1,759	201	0	500	485
Vehicle/Equip maintenance				9,572	9,285	4,130	4,491	3,990
Utilities				3,406	3,794	2,387	1,000	1,940
		Total		\$ 192,944	\$ 200,597	\$ 194,710	\$ 191,352	\$ 204,314

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
571	5020	2010	Wastewater Enterprise	Salaries-Regular	105,579	112,581	105,303	108,111	112,173
571	5020	2025	Wastewater Enterprise	Standby	0	1,041	1,654	2,250	2,900
571	5020	2030	Wastewater Enterprise	Overtime	2,379	5,077	4,206	0	0
571	5020	2040	Wastewater Enterprise	HCA-City	8,611	9,130	8,554	8,881	8,803
571	5020	2045	Wastewater Enterprise	Employer PERS	18,353	15,602	14,550	15,154	16,532
571	5020	2050	Wastewater Enterprise	Employee PERS	3,505	7,474	7,048	7,333	7,622
571	5020	2055	Wastewater Enterprise	Health Insurance	22,841	25,330	26,538	28,442	28,447
571	5020	2061	Wastewater Enterprise	Workers Comp	0	0	0	0	6,321
571	5020	2065	Wastewater Enterprise	Disability	1,071	1,313	1,282	1,360	1,266
571	5020	2075	Wastewater Enterprise	Life Ins/Def Comp	394	744	740	998	1,311
571	5020	2110	Wastewater Enterprise	Communication	581	190	187	200	97
571	5020	2122	Wastewater Enterprise	Utilities	3,406	3,794	2,387	1,000	1,940
571	5020	2125	Wastewater Enterprise	Equipment Rental	0	0	10,104	0	0
571	5020	2153	Wastewater Enterprise	Dues & Subscriptions	0	0	0	132	0
571	5020	2155	Wastewater Enterprise	Training/Conference	1,759	201	0	500	485
571	5020	2213	Wastewater Enterprise	Office Supplies	58	0	0	0	0
571	5020	2215	Wastewater Enterprise	Special Dept Supplies	14,835	8,834	8,028	12,500	12,426
571	5020	2312	Wastewater Enterprise	Maint Supplies	82	619	0	0	0
571	5020	2315	Wastewater Enterprise	Maint-Mach/Equip	3,824	2,515	536	1,000	1,164
571	5020	2350	Wastewater Enterprise	Vehicle Charge	5,666	6,150	3,594	3,491	2,826
571 Total					192,944	200,597	194,710	191,352	204,314
DEPT TOTAL					\$ 192,944	\$ 200,597	\$ 194,710	\$ 191,352	\$ 204,314

Operations	192,944	200,597	194,710	191,352	204,314
Capital*	0	0	0	0	0
	192,944	200,597	194,710	191,352	204,314

*FY 2013 includes estimated fund balance from FY 2012

**CITY OF ST. HELENA
D I V I S I O N S U M M A R Y**

**WASTEWATER TREATMENT PLANT
5029**

DEPARTMENT PURPOSE

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 plant treats an average of approximately 0.5 million gallons per day (MGD). Peak winter flows reach nearly 3 MGD. The facility is normally 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.

PRIOR YEAR GOALS ACHIEVED

- ◆ Installed Crinella Pump station Automatic Transfer Switch for emergency power.
- ◆ Had Crinella Pump Station concrete driveway and pad poured for new generator.
- ◆ Replaced old pressure transducer with river discharge ultrasonic flow monitoring equipment.
- ◆ Irrigation main line thru Pond 5 levy and slipped lined with HDPE pipe.
- ◆ Upgraded brush aerators with new conversion kits for three aerators.
- ◆ Converted Reclamation Permit 87-090 to General Water Reuse permit.
- ◆ River discharge dechlorination system upgraded for reliability.
- ◆ Effluent building electric hoist jib crane installed.
- ◆ Three brush aerators were added to Pond 2 with VFD's set to operate as paddle wheels.
- ◆ Four aspirating aerators added to Pond 4 for pH and organics reduction.

CURRENT YEAR GOALS & OBJECTIVES

- * Ozone pilot project.
- * SCADA and alarm upgrades for river discharge compliance.
- * Brush aerators continued upgrade conversion kits install for 3 more aerators.
- * Influent three dimensional grinder complete major rebuild.
- * Chlorine contact 35 year old pump 60 hp not repairable – upgrade with 100 hp pump.
- * Irrigation field sprinklers permanently installed with automatic zone control.
- * Install Pond 2 walkway.
- * Ponds 2 and 3 levee bank wave erosion repairs with addition of 1,200 square yards of light rock slope protection (rip rap).

- * Effluent building Ozone equipment room.

MAJOR HIGHLIGHT FOR FY 2013

- * Pond 1A sludge removal improvements and levy repair.

DETAIL FOR EXPENSE ACCOUNTS

Wastewater Treatment Plant
5029

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
571-2110	<u>Communications:</u>	\$2,997
571-2122	<u>Utilities:</u>	\$74,993
571-2125	<u>Equipment Rental:</u>	\$5,879
571-2145	<u>Other Contract Services:</u>	\$46,916
	♦ Cal-Test lab analysis	\$18,241
	♦ Permit Compliance Testing (River Discharge)	17,675
	♦ Napa Mosquito Abatement (weed/mosquito)	11,000
571-2155	<u>Training and Conferences:</u>	\$2,425
571-2213	<u>Office Supplies:</u>	\$599
571-2215	<u>Special Departmental Supplies:</u>	\$5,895
571-2220	<u>Small Tools:</u>	\$6,994
	♦ Misc. tools	\$6,994
571-2225	<u>Fuel/Oil:</u>	\$2,298
571-2235	<u>Process Chemicals:</u>	\$31,971
571-2237	<u>Lab Supplies:</u>	\$1,998
	♦ General equipment and supplies	\$1,998
571-2315	<u>Machinery and Equipment Maintenance:</u>	\$57,286
	♦ Influent Grinder Scheduled Maintenance	\$21,236
	♦ Forklift	11,125
	♦ Equipment repairs	10,850
	♦ Brush Aerators replace gear boxes	7,075
	♦ Influent Pump No. 3 Scheduled Maintenance	7,000
571-2330	<u>Buildings and Grounds Maintenance:</u>	\$8,252
571-2350	<u>Vehicle Alloc Expense:</u>	\$8,478
571-2425	<u>Taxes & Other Charges:</u>	\$5,689

WASTEWATER TREATMENT PLANT

Wastewater Treatment Expenses By Fund			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
FUND DEPT							
571 5029	Wastewater Enterprise		\$ 606,507	\$ 566,508	\$ 591,606	\$ 584,184	\$ 575,058
	Total		\$ 606,507	\$ 566,508	\$ 591,606	\$ 584,184	\$ 575,058

Wastewater Treatment Expenses By Category			ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
Salary			\$ 253,028	\$ 215,166	\$ 243,650	\$ 222,220	\$ 192,089
Benefits			73,832	79,937	99,297	102,038	119,834
Contracts			69,316	67,647	46,318	48,101	46,916
Dept supplies/services			37,645	27,790	31,636	26,704	32,874
Training/Conference			1,803	1,793	3,842	2,500	2,425
Vehicle/Equip maintenance			66,604	67,114	56,128	73,198	74,016
Utilities			75,604	76,518	78,519	77,423	74,933
Chemicals			28,675	31,983	32,216	32,000	31,971
Capital Equipment			0	(1,440)	0	0	0
	Total		\$ 606,507	\$ 566,508	\$ 591,606	\$ 584,184	\$ 575,058

FUND	DEPT	ACCT	FUND NAME	ACCOUNT NAME	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	EST YR END FY 2012	BUDGET FY 2013
571	5029	2010	Wastewater Enterprise	Salaries-Regular	203,520	139,141	178,416	179,651	192,089
571	5029	2020	Wastewater Enterprise	Salaries-Partime	33,217	33,605	28,093	0	0
571	5029	2025	Wastewater Enterprise	Standby	0	4,950	5,288	6,100	0
571	5029	2030	Wastewater Enterprise	Overtime	14,928	35,992	30,562	36,469	0
571	5029	2037	Wastewater Enterprise	Holiday Pay	1,364	1,478	1,291	0	0
571	5029	2040	Wastewater Enterprise	FICA-City	15,326	17,217	18,291	16,512	14,695
571	5029	2045	Wastewater Enterprise	Employer PERS	25,098	20,976	24,361	27,881	28,310
571	5029	2050	Wastewater Enterprise	Employee PERS	5,439	9,800	11,745	11,646	12,959
571	5029	2055	Wastewater Enterprise	Health Insurance	21,457	23,674	36,197	37,861	50,309
571	5029	2061	Wastewater Enterprise	Workers Comp	5,032	5,784	5,865	4,762	9,482
571	5029	2065	Wastewater Enterprise	Disability	1,093	2,090	2,415	2,375	2,113
571	5029	2071	Wastewater Enterprise	Unemployment	0	0	0	540	0
571	5029	2075	Wastewater Enterprise	Life Ins/Def Comp	386	395	423	461	1,967
571	5029	2110	Wastewater Enterprise	Communication	2,461	2,846	2,638	2,426	2,997
571	5029	2115	Wastewater Enterprise	Postage	163	89	68	151	125
571	5029	2122	Wastewater Enterprise	Utilities	75,604	76,518	78,519	77,423	74,933
571	5029	2125	Wastewater Enterprise	Equipment Rentals	5,253	720	4,742	2,000	5,879
571	5029	2127	Wastewater Enterprise	Equipment Lease Expense	151	0	0	0	0
571	5029	2130	Wastewater Enterprise	Professional Contracts	0	70	109	101	0
571	5029	2140	Wastewater Enterprise	Professional Fees	36,115	38,804	0	0	0
571	5029	2145	Wastewater Enterprise	Other Contract Services	33,201	28,774	46,209	48,000	46,916
571	5029	2153	Wastewater Enterprise	Dues & Subscriptions	400	90	585	60	400
571	5029	2155	Wastewater Enterprise	Training/Conference	1,803	1,793	3,842	2,500	2,425
571	5029	2213	Wastewater Enterprise	Office Supplies	733	300	898	252	599
571	5029	2215	Wastewater Enterprise	Special Dept Supplies	6,447	8,142	4,248	4,308	5,895
571	5029	2220	Wastewater Enterprise	Small Tools	8,158	5,142	9,355	5,117	6,994
571	5029	2225	Wastewater Enterprise	Fuel/Oil	1,151	96	1,717	2,000	2,298
571	5029	2235	Wastewater Enterprise	Process Chemicals	28,675	31,983	32,216	32,000	31,971
571	5029	2237	Wastewater Enterprise	Lab Supplies	2,437	3,388	1,690	2,000	1,998
571	5029	2315	Wastewater Enterprise	Maint-Mach/Equip	29,558	47,513	42,457	55,000	57,286
571	5029	2330	Wastewater Enterprise	Maint-Bldgs/Grnds	21,306	2,006	3,688	8,500	8,252
571	5029	2350	Wastewater Enterprise	Vehicle Charges	15,740	17,595	9,984	9,698	8,478
571	5029	2425	Wastewater Enterprise	Taxes & Other Charges	10,292	6,978	5,694	8,390	5,689

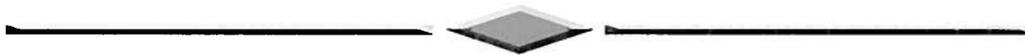
WASTEWATER TREATMENT PLANT

Wastewater Treatment Expenses By Fund					ACTUAL	ACTUAL	ACTUAL	EST YR END	BUDGET
					FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
571	5029	2630	Wastewater Enterprise	Capital-Mach/Equip	0	1,500	22,131	0	0
571	5029	2650	Wastewater Enterprise	Cap Improve-Land	0	11,430	0	0	0
571	5029	2999	Wastewater Enterprise	Contra Fixed Asset	0	(14,370)	(22,131)	0	0
571 Total					606,507	566,508	591,606	584,184	575,058
DEPT TOTAL					\$ 606,507	\$ 566,508	\$ 591,606	\$ 584,184	\$ 575,058

Operations	606,507	566,508	591,606	584,184	575,058
Capital*	0	0	1,674	196,274	0
	606,507	566,508	593,279	780,458	575,058

*FY 2013 includes estimated fund balance from FY 2012

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OTHER FUNDS



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City of St. Helena

Public Safety Impact Fees Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 496,555 \$ 392,350

Public Safety Impact Fees - Revenues

Investment Earnings	11,521	6,495	4,419	0	2,980	3,000	
	11,521	6,495	4,419	0	2,980	3,000	
Public Safety Impact	39,847	21,474	43,398	25,000	25,615	21,000	-16.00%
	39,847	21,474	43,398	25,000	25,615	21,000	-16.00%
Transfers In	1,649	0	5,110	0	0	0	
	1,649	0	5,110	0	0	0	
Total Public Safety Impact Fees Revenues	\$ 52,817	\$ 27,969	\$ 52,927	\$ 25,000	\$ 28,595	\$ 24,000	\$ (0)

Public Safety Impact Fees- Expenditures

Totals by category							
Transfer to other funds	58,500	18,000	0	132,800	132,800	300,000	125.90%
Total Public Safety impact Fees Expenditures	\$ 58,500	\$ 18,000	\$ -	\$ 132,800	\$ 132,800	\$ 300,000	125.90%
Public Safety Impact Fees Surplus/(Deficit)	\$ (5,683)	\$ 9,969	\$ 52,927	\$ (107,800)	\$ (104,205)	\$ (276,000)	

Public Safety Impact Fees Expenditures by Department

Non-Dept							
Transfer to other Funds	58,500	18,000	0	132,800	132,800	300,000	125.90%
	58,500	18,000	0	132,800	132,800	300,000	125.90%
Total	\$ 58,500	\$ 18,000	\$ -	\$ 132,800	\$ 132,800	\$ 300,000	125.90%

City of St. Helena

Public Library Foundation Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 2,101 \$ 2,117

Public Library Foundation - Revenues

Investment Earnings	34	20	11	0	16	0	
	34	20	11	0	16	0	
Donations	100	3,781	1,580	0	0	8,000	
	100	3,781	1,580	0	0	8,000	
Total Public Library Foundation Revenues	\$ 134	\$ 3,802	\$ 1,591	\$ -	\$ 16	\$ 8,000	

Public Library Foundation- Expenditures

Totals by category							
Contracts	(500)	1,740	0	0	0	0	
Dept supplies/services	1,896	900	720	0	0	6,500	
Total Public Library Foundation Expenditures	\$ 1,396	\$ 2,640	\$ 720	\$ -	\$ -	\$ 6,500	
Public Library Foundation Surplus/(Deficit)	\$ (1,262)	\$ 1,162	\$ 871	\$ -	\$ 16	\$ 1,500	

Public Library Foundation Expenditures by Department

Library							
Contracts	(500)	1,740	0	0	0	0	
Dept supplies/services	1,896	900	720	0	0	6,500	
	1,396	2,640	720	0	0	6,500	

Total **\$ 1,396 \$ 2,640 \$ 720 \$ - \$ - \$ 6,500**

City of St. Helena
California Library Services Act Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 601,658 \$ 597,309

California Library Services Act - Revenues

Investment Earnings	20,361	11,059	6,356	0	4,513	4,600	
	20,361	11,059	6,356	0	4,513	4,600	
Allocation from Other Agency	176,929	124,210	119,659	0	134,079	0	
	176,929	124,210	119,659	0	134,079	0	
Total California Library Services Act Revenues	\$ 197,289	\$ 135,269	\$ 126,015	\$ -	\$ 138,592	\$ 4,600	

California Library Services Act- Expenditures

Totals by category							
Dept supplies/services	141,031	192,347	188,960	191,008	141,510	218,500	14.39%
Training/Conference	1,261	2,597	322	0	527	0	
Capital Equipment	5,353	1,713	2,755	2,500	903	8,000	220.00%
Transfer to other funds	0	65,400	0	0	0	0	
Total California Library Services Act Expenditure	\$ 147,645	\$ 262,057	\$ 192,037	\$ 193,508	\$ 142,941	\$ 226,500	17.05%
California Library Services Act Surplus/(Deficit)	\$ 49,644	\$ (126,788)	\$ (66,022)	\$ (193,508)	\$ (4,349)	\$ (221,900)	

California Library Services Act Expenditures by Department

Non-Dept

Transfer to other Funds	0	65,400	0	0	0	0	
	0	65,400	0	0	0	0	

Library

Dept supplies/services	141,031	192,347	188,960	191,008	141,510	218,500	14.39%
Training/Conference	1,261	2,597	322	0	527	0	
Capital Equipment	5,353	1,713	2,755	2,500	903	8,000	220.00%
	147,645	196,657	192,037	193,508	142,941	226,500	17.05%

Total **\$ 147,645 \$ 262,057 \$ 192,037 \$ 193,508 \$ 142,941 \$ 226,500 17.05%**

City of St. Helena
COPS Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 135,037	\$ 26,134	
COPS - Revenues							
Investment Earnings	869	750	1,208	600	699	0	-100.00%
	869	750	1,208	600	699	0	-100.00%
Other	0	0	50	0	0	0	
	0	0	50	0	0	0	
Allocation from Other Agency	100,583	105,180	112,695	100,000	1,554	100,000	0.00%
	100,583	105,180	112,695	100,000	1,554	100,000	0.00%
Total COPS Revenues	\$ 101,452	\$ 105,930	\$ 113,953	\$ 100,600	\$ 2,253	\$ 100,000	-0.60%

COPS- Expenditures

Totals by category							
Salary	0	0	0	0	0	10,000	
Contracts	31,738	39,083	25,000	58,945	50,615	42,000	-28.75%
Dept supplies/services	3,066	13,014	7,803	67,000	25,949	27,000	-59.70%
Training/Conference	0	0	0	0	5,449	6,000	
Capital Equipment	68,157	6,895	36,932	0	0	15,000	
Transfer to other funds	0	0	0	17,000	29,143	0	-100.00%
Total COPS Expenditures	\$ 102,961	\$ 58,992	\$ 69,735	\$ 142,945	\$ 111,156	\$ 100,000	-30.04%
COPS Surplus/(Deficit)	\$ (1,509)	\$ 46,938	\$ 44,218	\$ (42,345)	\$ (108,903)	\$ -	

COPS Expenditures by Department

Non-Departmental

Transfer to other Funds	0	0	0	17,000	29,143	0	-100.00%
	0	0	0	17,000	29,143	0	-100.00%

Police

Salary	0	0	0	0	0	10,000	
Contracts	31,738	39,083	25,000	58,945	50,615	42,000	-28.75%
Dept supplies/services	3,066	13,014	7,803	67,000	25,949	27,000	-59.70%
Training/Conference	0	0	0	0	5,449	6,000	
Capital Equipment	68,157	6,895	36,932	0	0	15,000	
	102,961	58,992	69,735	125,945	82,013	100,000	-20.60%

Total

	\$ 102,961	\$ 58,992	\$ 69,735	\$ 142,945	\$ 111,156	\$ 100,000	-30.04%
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City of St.Helena

State Gas Tax 2105 Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 22,684	\$ 51,780	
State Gas Tax 2105 - Revenues							
Investment Earnings	2,381	713	53	0	245	245	
	<u>2,381</u>	<u>713</u>	<u>53</u>	<u>0</u>	<u>245</u>	<u>245</u>	
Gas Tax 2105	32,422	32,939	30,993	33,000	28,851	31,000	-6.06%
	<u>32,422</u>	<u>32,939</u>	<u>30,993</u>	<u>33,000</u>	<u>28,851</u>	<u>31,000</u>	<u>-6.06%</u>
Total State Gas Tax 2105 Revenues	\$ 34,803	\$ 33,653	\$ 31,046	\$ 33,000	\$ 29,096	\$ 31,245	-5.32%
State Gas Tax 2105- Expenditures							
Totals by category							
Contracts	6,567	0	0	0	0	0	
Transfer to other funds	91,067	48,356	33,500	58,000	0	0	-100.00%
Total State Gas Tax 2105 Expenditures	\$ 97,634	\$ 48,356	\$ 33,500	\$ 58,000	\$ -	\$ -	-100.00%
State Gas Tax 2105 Surplus/(Deficit)	\$ (62,831)	\$ (14,703)	\$ (2,454)	\$ (25,000)	\$ 29,096	\$ 31,245	
State Gas Tax 2105 Expenditures by Department							
Non-Dept							
Transfer to other Funds	91,067	48,356	33,500	58,000	0	0	-100.00%
	<u>91,067</u>	<u>48,356</u>	<u>33,500</u>	<u>58,000</u>	<u>0</u>	<u>0</u>	<u>-100.00%</u>
Public Works Gas Tax							
Contracts	6,567	0	0	0	0	0	
	<u>6,567</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Total	\$ 97,634	\$ 48,356	\$ 33,500	\$ 58,000	\$ -	\$ -	-100.00%

City of St. Helena

State Gas Tax 2106 Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 26,880	\$ 47,106	
State Gas Tax 2106 - Revenues							
Investment Earnings	1,633	569	213	600	267	300	-50.00%
	<u>1,633</u>	<u>569</u>	<u>213</u>	<u>600</u>	<u>267</u>	<u>300</u>	<u>-50.00%</u>
Gas Tax 2106	22,034	22,027	20,229	22,000	19,959	20,000	-9.09%
	<u>22,034</u>	<u>22,027</u>	<u>20,229</u>	<u>22,000</u>	<u>19,959</u>	<u>20,000</u>	<u>-9.09%</u>
Total State Gas Tax 2106 Revenues	\$ 23,667	\$ 22,595	\$ 20,443	\$ 22,600	\$ 20,226	\$ 20,300	-10.18%
State Gas Tax 2106- Expenditures							
Totals by category							
Transfer to other funds	59,052	23,500	24,100	47,600	0	0	-100.00%
Total State Gas Tax 2106 Expenditures	\$ 59,052	\$ 23,500	\$ 24,100	\$ 47,600	\$ -	\$ -	-100.00%
State Gas Tax 2106 Surplus/(Deficit)	\$ (35,385)	\$ (905)	\$ (3,657)	\$ (25,000)	\$ 20,226	\$ 20,300	
State Gas Tax 2106 Expenditures by Department							
Non-Dept							
Transfer to other Funds	59,052	23,500	24,100	47,600	0	0	-100.00%
	<u>59,052</u>	<u>23,500</u>	<u>24,100</u>	<u>47,600</u>	<u>0</u>	<u>0</u>	<u>-100.00%</u>
Total	\$ 59,052	\$ 23,500	\$ 24,100	\$ 47,600	\$ -	\$ -	-100.00%

City of St. Helena
State Gas Tax 2107 Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 45,790	\$ 41,292	
State Gas Tax 2107 - Revenues							
Investment Earnings	2,749	1,015	2,984	0	2,833	2,800	
	2,749	1,015	2,984	0	2,833	2,800	
Gas Tax 2107	43,152	43,901	41,393	45,000	41,669	41,700	-7.33%
	43,152	43,901	41,393	45,000	41,669	41,700	-7.33%
Total State Gas Tax 2107 Revenues	\$ 45,901	\$ 44,916	\$ 44,377	\$ 45,000	\$ 44,502	\$ 44,500	-1.11%

State Gas Tax 2107- Expenditures

Totals by category							
Contracts	3,273	3,970	1,226	3,700	0	0	-100.00%
Transfer to other funds	100,994	49,400	46,500	81,300	49,000	0	-100.00%
Total State Gas Tax 2107 Expenditures	\$ 104,267	\$ 53,370	\$ 47,726	\$ 85,000	\$ 49,000	\$ -	-100.00%
State Gas Tax 2107 Surplus/(Deficit)	\$ (58,366)	\$ (8,454)	\$ (3,349)	\$ (40,000)	\$ (4,498)	\$ 44,500	

State Gas Tax 2107 Expenditures by Department

Non-Dept

Transfer to other Funds	100,994	49,400	46,500	81,300	49,000	0	-100.00%
	100,994	49,400	46,500	81,300	49,000	0	-100.00%

Public Works Gas Tax

Contracts	3,273	3,970	1,226	3,700	0	0	-100.00%
	3,273	3,970	1,226	3,700	0	0	-100.00%

Total	\$ 104,267	\$ 53,370	\$ 47,726	\$ 85,000	\$ 49,000	\$ -	-100.00%
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City of St. Helena

State Gas Tax 2107.5 Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 4,185	\$ 6,219	
State Gas Tax 2107.5 - Revenues							
Investment Earnings	121	51	13	0	34	30	
	121	51	13	0	34	30	
Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
Total State Gas Tax 2107.5 Revenues	\$ 2,121	\$ 2,051	\$ 2,013	\$ 2,000	\$ 2,034	\$ 2,030	1.50%
State Gas Tax 2107.5- Expenditures							
Totals by category							
Transfer to other funds	4,030	2,000	2,000	0	0	0	
Total State Gas Tax 2107.5 Expenditures	\$ 4,030	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	
State Gas Tax 2107.5 Surplus/(Deficit)	\$ (1,909)	\$ 51	\$ 13	\$ 2,000	\$ 2,034	\$ 2,030	
State Gas Tax 2107.5 Expenditures by Department							
Non-Dept							
Transfer to other Funds	4,030	2,000	2,000	0	0	0	
	4,030	2,000	2,000	0	0	0	
Total	\$ 4,030	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	

City of St. Helena
State Gas Tax 2103 Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 57,354	\$ 106,220	
State Gas Tax 2103 - Revenues							
Investment Earnings	0	0	159	0	490	300	
	0	0	159	0	490	300	
Gas Tax 2103	0	0	57,195	16,000	70,382	70,900	343.13%
	0	0	57,195	16,000	70,382	70,900	343.13%
Total State Gas Tax 2103 Revenues	\$ -	\$ -	\$ 57,354	\$ 16,000	\$ 70,872	\$ 71,200	345.00%
State Gas Tax 2103- Expenditures							
Totals by category							
Transfer to other funds	0	0	0	38,006	22,006	0	-100.00%
Total State Gas Tax 2103 Expenditures	\$ -	\$ -	\$ -	\$ 38,006	\$ 22,006	\$ -	-100.00%
State Gas Tax 2103 Surplus/(Deficit)	\$ -	\$ -	\$ 57,354	\$ (22,006)	\$ 48,866	\$ 71,200	
State Gas Tax 2103 Expenditures by Department							
Non-Dept							
Transfer to other Funds	0	0	0	38,006	22,006	0	-100.00%
	0	0	0	38,006	22,006	0	-100.00%
Total	\$ -	\$ -	\$ -	\$ 38,006	\$ 22,006	\$ -	-100.00%

City of St. Helena
Measure A Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 626,169 \$ 773,719

Measure A - Revenues

Investment Earnings	32,647	(61,098)	(35,178)	0	(17,124)	0	
	32,647	(61,098)	(35,178)	0	(17,124)	0	
Loan Proceeds	2,782,366	3,485,405	2,832,229	0	1,743,070	0	
Revenue from County	0	2,074,266	0	0	0	526,805	
	2,782,366	5,559,671	2,832,229	0	1,743,070	526,805	
Other Revenue	0	0	2,134,333	0	0	0	
	0	0	2,134,333	0	0	0	
Transfers In	75,000	0	70,000	0	0	0	
	75,000	0	70,000	0	0	0	
Total Measure A Revenues	\$ 2,890,013	\$ 5,498,573	\$ 5,001,384	\$ -	\$ 1,725,946	\$ 526,805	

Measure A- Expenditures

Totals by category							
Salary	61,054	179,481	167,685	0	33,065	0	
Benefits	24,748	60,473	59,323	0	13,097	0	
Contracts	3,272,974	1,022,213	986,511	402,818	456,155	0	-100.00%
Dept supplies/services	20,567	9,952	10,833	0	10,023	0	
Training/Conference	3,798	2,429	211	0	1,707	0	
Vehicle/Equip maintenance	0	30	107	0	0	0	
Debt Payments	0	143,922	327,756	0	903,094	526,805	
Capital	2,534,488	4,080,073	2,822,789	23,142	161,256	0	-100.00%
Total Measure A Expenditures	\$ 5,917,630	\$ 5,498,573	\$ 4,375,215	\$ 425,960	\$ 1,578,396	\$ 526,805	23.67%
Measure A Surplus/(Deficit)	\$ (3,027,617)	\$ 0	\$ 626,169	\$ (425,960)	\$ 147,550	\$ -	

Measure A Expenditures by Department

Non-Dept

Debt Payments	0	143,922	327,756	0	903,094	526,805
	0	143,922	327,756	0	903,094	526,805

Council

Dept supplies/services	150	0	0	0	0	0
Training/Conference	3,569	2,316	0	0	1,672	0
	3,719	2,316	0	0	1,672	0

City of St. Helena

Measure A Budget Worksheet

	FY08/09	FY09/10	FY10/11	FY11/12	FY 11/12	FY12/13	FY12/13
	Actual	Actual	Actual	Budget	Estimated Year End	Budget	Budget %
City Manager/City Clerk							
Salary	26,147	27,932	29,448	0	0	0	
Benefits	12,954	13,812	14,222	0	0	0	
Dept supplies/services	11,676	0	0	0	0	0	
Training/Conference	229	0	0	0	0	0	
	51,007	41,744	43,671	0	0	0	
Finance							
Salary	13,021	14,078	14,497	0	0	0	
Benefits	5,460	7,052	7,853	0	0	0	
Dept supplies/services	120	831	3,482	0	0	0	
	18,601	21,961	25,832	0	0	0	
City Attorney							
Contracts	1,936,474	61,119	13,767	0	109,543	0	
Dept supplies/services	59	0	0	0	0	0	
	1,936,533	61,119	13,767	0	109,543	0	
Public Works - Admin							
Salary	21,886	137,471	123,739	0	33,065	0	
Benefits	6,334	39,609	37,247	0	13,097	0	
Dept supplies/services	399	0	0	0	33	0	
	28,619	177,080	160,986	0	46,195	0	
Public Works - Flood Control							
Contracts	1,336,500	961,094	972,743	402,818	346,612	0	-100.00%
Dept supplies/services	8,164	9,120	7,351	0	9,990	0	
Training/Conference	0	113	211	0	35	0	
Vehicle/Equip maintenance	0	30	107	0	0	0	
Capital	2,534,488	4,080,073	2,822,789	23,142	161,256	0	-100.00%
	3,879,151	5,050,430	3,803,202	425,960	517,894	0	-100.00%
Total	\$ 5,917,630	\$ 5,498,573	\$ 4,375,215	\$ 425,960	\$ 1,578,396	\$ 526,805	23.67%

City of St. Helena

Training Development Fund Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ (5,031) \$ 1,570

Training Development Fund - Revenues

Post Reimbursement	9,233	3,457	12,715	4,000	6,627	4,000	0.00%
Investment Earnings	0	(87)	(85)	0	(26)	0	
	9,233	3,370	12,629	4,000	6,601	4,000	0.00%
Total Training Development Fund Revenues	\$ 9,233	\$ 3,370	\$ 12,629	\$ 4,000	\$ 6,601	\$ 4,000	0.00%

Training Development Fund- Expenditures

Totals by category							
Training/Conference	4,466	4,770	10,712	4,000	0	4,000	0.00%
Total Training Development Fund Expenditures	\$ 4,466	\$ 4,770	\$ 10,712	\$ 4,000	\$ -	\$ 4,000	0.00%
Training Development Fund Surplus/(Deficit)	\$ 4,767	\$ (1,400)	\$ 1,918	\$ -	\$ 6,601	\$ -	

Training Development Fund Expenditures by Department

Police							
Training/Conference	4,466	4,770	10,712	4,000	0	4,000	0.00%
	4,466	4,770	10,712	4,000	0	4,000	0.00%
Total	\$ 4,466	\$ 4,770	\$ 10,712	\$ 4,000	\$ -	\$ 4,000	0.00%

City of St. Helena
Asset Forfeiture Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 4,381	\$ 18,942	
Asset Forfeiture - Revenues							
Investment Earnings	113	117	42	0	77	0	
	113	117	42	0	77	0	
Asset Forfeiture	7,594	22,887	11,998	16,295	14,484	14,000	-14.08%
	7,594	22,887	11,998	16,295	14,484	14,000	-14.08%
Total Asset Forfeiture Revenues	\$ 7,707	\$ 23,005	\$ 12,040	\$ 16,295	\$ 14,561	\$ 14,000	-14.08%
Asset Forfeiture- Expenditures							
Totals by category							
Contracts	7,553	16,295	16,295	16,295	0	8,000	-50.91%
Total Asset Forfeiture Expenditures	\$ 7,553	\$ 16,295	\$ 16,295	\$ 16,295	\$ -	\$ 8,000	-50.91%
Asset Forfeiture Surplus/(Deficit)	\$ 154	\$ 6,710	\$ (4,255)	\$ -	\$ 14,561	\$ 6,000	
Asset Forfeiture Expenditures by Department							
Police							
Contracts	7,553	16,295	16,295	16,295	0	8,000	-50.91%
	7,553	16,295	16,295	16,295	0	8,000	-50.91%
Total	\$ 7,553	\$ 16,295	\$ 16,295	\$ 16,295	\$ -	\$ 8,000	-50.91%

City of St. Helena
Teen Center Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 35,744 \$ 35,743

Teen Center - Revenues

Donations	3,028	3,401	2,698	0	849	0	
	3,028	3,401	2,698	0	849	0	
Transfers In	60,528	99,396	96,558	120,903	98,282	118,152	-2.28%
	60,528	99,396	96,558	120,903	98,282	118,152	-2.28%
Total Teen Center Revenues	\$ 63,556	\$ 102,797	\$ 99,256	\$ 120,903	\$ 99,131	\$ 118,152	-2.28%

Teen Center- Expenditures

Totals by category							
Salary	41,754	46,313	67,869	85,891	70,292	85,891	0.00%
Benefits	13,569	16,963	22,617	24,801	23,223	30,177	21.68%
Contracts	787	24,357	0	1,000	0	1,000	0.00%
Dept supplies/services	7,446	36,654	8,075	8,950	5,573	6,085	-32.01%
Training/Conference	0	142	280	200	43	150	-25.00%
Transfer to other funds	0	0	414	0	0	0	
Total Teen Center Expenditures	\$ 63,556	\$ 124,430	\$ 99,256	\$ 120,842	\$ 99,131	\$ 123,303	2.04%
Teen Center Surplus/(Deficit)	\$ -	\$ (21,633)	\$ -	\$ 61	\$ (1)	\$ (5,151)	

Teen Center Expenditures by Department

Non-Dept

Transfer to other Funds	0	0	414	0	0	0	
	0	0	414	0	0	0	

Recreation

Salary	41,754	46,313	67,869	85,891	70,292	85,891	0.00%
Benefits	13,569	16,963	22,617	24,801	23,223	30,177	21.68%
Contracts	787	24,357	0	1,000	0	1,000	0.00%
Dept supplies/services	7,446	36,654	8,075	8,950	5,573	6,085	-32.01%
Training/Conference	0	142	280	200	43	150	-25.00%
	63,556	124,430	98,842	120,842	99,131	123,303	2.04%

Total

\$ 63,556	\$ 124,430	\$ 98,842	\$ 120,842	\$ 99,131	\$ 123,303	2.04%
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City of St. Helena
City Garage Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ - \$ (0)

City Garage - Revenues

Charges for Services	191,275	225,014	124,318	121,364	120,803	118,694	-2.20%
	<u>191,275</u>	<u>225,014</u>	<u>124,318</u>	<u>121,364</u>	<u>120,803</u>	<u>118,694</u>	<u>-2.20%</u>
Total City Garage Revenues	\$ 191,275	\$ 225,014	\$ 124,318	\$ 121,364	\$ 120,803	\$ 118,694	-2.20%

City Garage- Expenditures

Totals by category							
Salary	63,052	100,867	0	0	0	0	
Benefits	39,165	41,537	22,712	0	0	0	
Contracts	0	0	0	0	0	0	
Dept supplies/services	5,011	5,579	10,059	6,364	4,223	6,174	-2.99%
Training/Conference	0	0	0	0	0	0	
Vehicle/Equip maintenance	84,046	74,677	91,547	116,000	116,580	112,520	-3.00%
Capital Equipment	0	0	0	0	0	0	
Total City Garage Expenditures	\$ 191,275	\$ 222,659	\$ 124,318	\$ 122,364	\$ 120,803	\$ 118,694	-3.00%
City Garage Surplus/(Deficit)	\$ -	\$ 2,355	\$ -	\$ (1,000)	\$ (0)	\$ -	

City Garage Expenditures by Department

Public Works Garage

Salary	63,052	100,867	0	0	0	0	
Benefits	39,165	41,537	22,712	0	0	0	
Contracts	0	0	0	0	0	0	
Dept supplies/services	5,011	5,579	10,059	6,364	4,223	6,174	-2.99%
Vehicle/Equip maintenance	84,046	74,677	91,547	116,000	116,580	112,520	-3.00%
Capital Equipment	0	0	0	0	0	0	
	<u>191,275</u>	<u>222,659</u>	<u>124,318</u>	<u>122,364</u>	<u>120,803</u>	<u>118,694</u>	<u>-3.00%</u>

Total **\$ 191,275 \$ 222,659 \$ 124,318 \$ 122,364 \$ 120,803 \$ 118,694 -3.00%**

CITY OF ST. HELENA
GARAGE COST ALLOCATION
Fiscal Year 2012/2013

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 45 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-40-00-23-50	Administration	1	2.22%	2,826
101-45-00-23-50	Building Inspector	1	2.22%	2,826
101-49-00-23-50	Police	11	24.44%	31,087
101-50-00-23-50	P/W Director	3	6.67%	8,478
101-50-15-23-50	P/W-Streets O&M	7	15.56%	19,782
101-50-27-23-50	Parks	5	11.11%	7,065
561-50-31-23-50	P/W-Water Distribution	5	11.11%	14,130
561-50-34-23-50	P/W-Water Plant	3	6.67%	8,478
571-50-20-23-50	P/W-Wastewater O&M	1	2.22%	2,826
571-50-29-23-50	P/W-Wastewater Plant	3	6.67%	8,478
582-50-37-23-50	P/W-City Garage*	3	6.67%	0
TOTALS		45	93.33%	\$105,977

*Cost of City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

City of St. Helena
Tree City Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 43,672 \$ 15,080

Tree City - Revenues

Transfers In	45,616	46,520	15,018	4,328	4,328	52,497	1112.96%
	45,616	46,520	15,018	4,328	4,328	52,497	1112.96%
Total Tree City Revenues	\$ 45,616	\$ 46,520	\$ 15,018	\$ 4,328	\$ 4,328	\$ 52,497	1112.96%

Tree City- Expenditures

Totals by category							
Salary	8,162	8,498	7,871	7,799	8,028	7,799	0.00%
Benefits	3,450	3,630	3,747	4,108	3,962	4,326	5.31%
Contracts	24,785	1,000	11,011	14,550	19,327	12,400	-14.78%
Tree Expenses	7,393	7,327	2,863	7,870	1,018	7,634	-3.00%
Dept supplies/services	1,736	102	1,154	875	842	19,485	2126.86%
Training/Conference	90	210	225	750	(257)	1,100	46.67%
Transfer to other funds	0	0	18,800	0	0	0	
Total Tree City Expenditures	\$ 45,616	\$ 20,767	\$ 45,671	\$ 35,952	\$ 32,920	\$ 52,744	46.71%
Tree City Surplus/(Deficit)	\$ -	\$ 25,753	\$ (30,653)	\$ (31,624)	\$ (28,592)	\$ (247)	

Tree City Expenditures by Department

Public Works Tree City

Salary	8,162	8,498	7,871	7,799	8,028	7,799	0.00%
Benefits	3,450	3,630	3,747	4,108	3,962	4,326	5.31%
Contracts	24,785	1,000	11,011	14,550	19,327	12,400	-14.78%
Tree Expenses	7,393	7,327	2,863	7,870	1,018	7,634	-3.00%
Dept supplies/services	1,736	102	1,154	875	842	19,485	2126.86%
Training/Conference	90	210	225	750	(257)	1,100	46.67%
Transfer to other Funds	0	0	18,800	0	0	0	
	45,616	20,767	45,671	35,952	32,920	52,744	46.71%

Total **\$ 45,616 \$ 20,767 \$ 45,671 \$ 35,952 \$ 32,920 \$ 52,744 46.71%**

City of St. Helena

Bocce Ball Fund Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 37,270	\$ 26,207	
Bocce Ball Fund - Revenues							
Recreation Registration	26,095	44,235	34,050	32,000	38,000	38,000	18.75%
Contributions from Non-Government	11,749	0	0	0	0	0	
Other	0	80	15	0	0	0	
	39,844	44,315	34,065	32,000	38,000	38,000	18.75%
Total Bocce Ball Fund Revenues	\$ 39,844	\$ 44,315	\$ 34,065	\$ 32,000	\$ 38,000	\$ 38,000	18.75%
Bocce Ball Fund- Expenditures							
Totals by category							
Salary	16,877	18,347	11,965	12,000	8,679	12,000	0.00%
Benefits	1,291	4,080	915	918	664	918	0.00%
Contracts	0	473	0	200	0	200	0.00%
Dept supplies/services	10,082	5,073	3,852	4,500	5,435	6,100	35.56%
Communications	326	418	0	0	0	0	
Transfer to other funds	0	17,624	0	20,000	34,286	0	-100.00%
Total Bocce Ball Fund Expenditures	\$ 28,577	\$ 46,014	\$ 16,732	\$ 37,618	\$ 49,063	\$ 19,218	-48.91%
Bocce Ball Fund Surplus/(Deficit)	\$ 11,267	\$ (1,699)	\$ 17,333	\$ (5,618)	\$ (11,063)	\$ 18,782	
Bocce Ball Fund Expenditures by Department							
Non-Dept							
Transfer to other Funds	0	17,624	0	20,000	34,286	0	-100.00%
	0	17,624	0	20,000	34,286	0	-100.00%
Recreation							
Salary	16,877	18,347	11,965	12,000	8,679	12,000	0.00%
Benefits	1,291	4,080	915	918	664	918	0.00%
Contracts	0	473	0	200	0	200	0.00%
Dept supplies/services	10,082	5,073	3,852	4,500	5,435	6,100	35.56%
Communications	326	418	0	0	0	0	
	28,577	28,390	16,732	17,618	14,778	19,218	9.08%
Total	\$ 28,577	\$ 46,014	\$ 16,732	\$ 37,618	\$ 49,063	\$ 19,218	-48.91%

City of St. Helena
Recreation Programs Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 10,095 \$ 34,097

Recreation Programs - Revenues

Recreation Registration	96,189	90,854	132,442	119,210	120,000	120,000	0.66%
Donations	13,781	9,834	3,843	0	13,862	7,150	
Contributions from Government	0	6,425	0	0	0	0	
	109,970	106,913	136,285	119,210	133,862	127,150	6.66%
Transfers In	45,600	11,902	0	0	0	0	
	45,600	11,902	0	0	0	0	
Total Recreation Programs Revenues	\$ 155,570	\$ 116,816	\$ 136,285	\$ 119,210	\$ 133,862	\$ 127,150	6.66%

Recreation Programs- Expenditures

Totals by category							
Salary	45,023	44,990	40,199	40,186	43,830	40,186	0.00%
Benefits	5,571	6,244	5,197	5,098	5,019	12,082	136.98%
Contracts	45,208	35,486	39,688	32,000	32,951	35,000	9.38%
Dept supplies/services	27,870	16,657	27,116	23,170	15,554	28,700	23.87%
Training/Conference	0	140	50	250	0	200	-20.00%
Communications	1,127	1,152	988	500	737	900	80.00%
Facility Rental	49,439	7,326	4,523	17,000	11,769	17,000	0.00%
Total Recreation Programs Expenditures	\$ 174,238	\$ 111,995	\$ 117,761	\$ 118,204	\$ 109,860	\$ 134,068	13.42%
Recreation Programs Surplus/(Deficit)	\$ (18,668)	\$ 6,821	\$ 18,524	\$ 1,006	\$ 24,002	\$ (6,918)	

Recreation Programs Expenditures by Department

Recreation

Salary	45,023	44,990	40,199	40,186	43,830	40,186	0.00%
Benefits	5,571	6,244	5,197	5,098	5,019	12,082	136.98%
Contracts	45,208	35,486	39,688	32,000	32,951	35,000	9.38%
Facility Rental	49,439	7,326	4,523	17,000	11,769	17,000	0.00%
Dept supplies/services	27,870	16,657	27,116	23,170	15,554	28,700	23.87%
Training/Conference	0	140	50	250	0	200	-20.00%
Communications	1,127	1,152	988	500	737	900	80.00%
	174,238	111,995	117,761	118,204	109,860	134,068	13.42%

Total **\$ 174,238 \$ 111,995 \$ 117,761 \$ 118,204 \$ 109,860 \$ 134,068 13.42%**

City of St. Helena

Tourism Improvement District Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 40,024 \$ (2,490)

Tourism Improvement District - Revenues

Investment Earnings	0	0	345	0	354	0	
	0	0	345	0	354	0	
TID City Admin	0	0	2,398	2,054	2,488	2,563	24.78%
	0	0	2,398	2,054	2,488	2,563	24.78%
TID Assessment - District	0	0	177,725	116,256	183,817	189,673	63.15%
TID Assessment - Local	0	0	60,027	38,752	62,599	64,079	65.36%
	0	0	237,752	155,008	246,416	253,752	63.70%
Total Tourism Improvement District Revenues	\$ -	\$ -	\$ 240,495	\$ 157,062	\$ 249,258	\$ 256,315	63.19%

Tourism Improvement District- Expenditures

Totals by category							
Contracts	0	0	200,471	50,000	284,631	253,752	407.50%
Dept supplies/services	0	0	0	0	7,142	0	
Total Tourism Improvement District Expenditures	\$ -	\$ -	\$ 200,471	\$ 50,000	\$ 291,772	\$ 253,752	407.50%
Tourism Improvement District Surplus/(Deficit)	\$ -	\$ -	\$ 40,024	\$ 107,062	\$ (42,514)	\$ 2,563	

Tourism Improvement District Expenditures by Department

Non-Departmental

Contracts	0	0	200,471	50,000	284,631	253,752	407.50%
Dept supplies/services	0	0	0	0	7,142	0	
	0	0	200,471	50,000	291,772	253,752	407.50%

Total **\$ - \$ - \$ 200,471 \$ 50,000 \$ 291,772 \$ 253,752 407.50%**

City of St. Helena
Ryan Trust Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 94,565	\$ 95,717	
Ryan Trust - Revenues							
Investment Earnings	3,729	2,537	1,531	1,500	1,152	1,150	-23.33%
	3,729	2,537	1,631	1,500	1,152	1,150	-23.33%
Contributions from Non-Government	40	0	0	0	0	0	
	40	0	0	0	0	0	
Total Ryan Trust Revenues	\$ 3,769	\$ 2,537	\$ 1,531	\$ 1,500	\$ 1,152	\$ 1,150	-23.33%
Ryan Trust- Expenditures							
Totals by category							
Contracts	2,000	1,999	910	1,500	0	0	-100.00%
Total Ryan Trust Expenditures	\$ 2,000	\$ 1,999	\$ 910	\$ 1,500	\$ -	\$ -	-100.00%
Ryan Trust Surplus/(Deficit)	\$ 1,769	\$ 538	\$ 621	\$ -	\$ 1,152	\$ 1,150	
Ryan Trust Expenditures by Department							
Library							
Dept supplies/services	2,000	1,999	910	1,500	0	0	-100.00%
	2,000	1,999	910	1,500	0	0	-100.00%
Total	\$ 2,000	\$ 1,999	\$ 910	\$ 1,500	\$ -	\$ -	-100.00%

City of St. Helena

Martin Trust Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 32,264	\$ 32,889	
Martin Trust - Revenues							
Investment Earnings	3,979	1,824	990	1,000	625	550	-45.00%
	<u>3,979</u>	<u>1,824</u>	<u>990</u>	<u>1,000</u>	<u>625</u>	<u>550</u>	<u>-45.00%</u>
Total Martin Trust Revenues	\$ 3,979	\$ 1,824	\$ 990	\$ 1,000	\$ 625	\$ 550	-45.00%
Martin Trust- Expenditures							
Totals by category							
Contracts	0	0	0	0	0	11,000	
Dept supplies/services	1,000	918	977	1,000	0	1,000	0.00%
Training/Conference	0	0	535	0	0	0	
Total Martin Trust Expenditures	\$ 1,000	\$ 918	\$ 1,512	\$ 1,000	\$ -	\$ 12,000	1100.00%
Martin Trust Surplus/(Deficit)	\$ 2,979	\$ 906	\$ (522)	\$ -	\$ 625	\$ (11,450)	
Martin Trust Expenditures by Department							
Library							
Contracts	0	0	0	0	0	11,000	
Dept supplies/services	1,000	918	977	1,000	0	1,000	0.00%
Training/Conference	0	0	535	0	0	0	
	<u>1,000</u>	<u>918</u>	<u>1,512</u>	<u>1,000</u>	<u>0</u>	<u>12,000</u>	<u>1100.00%</u>
Total	\$ 1,000	\$ 918	\$ 1,512	\$ 1,000	\$ -	\$ 12,000	1100.00%

City of St.Helena

Tweed Trust Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
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Beginning Fund Balance (July 1) \$ 460,401 \$ 617,553

Tweed Trust - Revenues

Investment Earnings	105,125	39,740	3,416	0	3,925	2,100	
	105,125	39,740	3,416	0	3,925	2,100	
Donations	0	4,800	185,000	0	108,000	65,000	
	0	4,800	185,000	0	108,000	65,000	
Rental Income	37,292	37,392	37,292	37,292	74,039	43,190	15.82%
	37,292	37,392	37,292	37,292	74,039	43,190	15.82%
Transfers In	6,474	0	0	0	0	0	
	6,474	0	0	0	0	0	
Total Tweed Trust Revenues	\$ 148,891	\$ 81,932	\$ 225,708	\$ 37,292	\$ 185,964	\$ 110,290	195.75%

Tweed Trust- Expenditures

Totals by category							
Salary	10,957	6,514	5,824	13,482	6,106	26,293	95.03%
Benefits	845	498	446	1,031	467	2,011	94.99%
Contracts	500	368	4,186	0	0	0	
Dept supplies/services	32,444	63,604	53,035	65,500	18,197	61,500	-6.11%
Training/Conference	1,505	75	3,773	3,500	4,042	3,500	0.00%
Capital Equipment	2,826	0	16,418	0	0	0	
Total Tweed Trust Expenditures	\$ 49,076	\$ 71,058	\$ 83,682	\$ 83,513	\$ 28,812	\$ 93,304	11.72%
Tweed Trust Surplus/(Deficit)	\$ 99,815	\$ 10,873	\$ 142,026	\$ (46,221)	\$ 157,152	\$ 16,986	

Tweed Trust Expenditures by Department

Non-Dept

Contributions	0	2,507,355	0	0	0	0	
Transfer to other Funds	303,765	865,807	0	0	0	0	
	303,765	3,373,162	0	0	0	0	

Library

Salary	10,957	6,514	5,824	13,482	6,106	26,293	95.03%
Benefits	845	498	446	1,031	467	2,011	94.99%
Contracts	500	368	4,186	0	0	0	
Dept supplies/services	32,444	63,604	53,035	65,500	18,197	61,500	-6.11%
Training/Conference	1,505	75	3,773	3,500	4,042	3,500	0.00%
Capital Equipment	2,826	0	16,418	0	0	0	
	49,076	71,058	83,682	83,513	28,812	93,304	11.72%

Total	\$ 352,841	\$ 3,444,220	\$ 83,682	\$ 83,513	\$ 28,812	\$ 93,304	11.72%
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City of St. Helena
1996 GO Bonds Budget Worksheet

	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Budget	FY 11/12 Estimated Year End	FY12/13 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)					\$ 116,805	\$ 80,487	
1996 GO Bonds - Revenues							
Property Tax	157,793	162,230	159,341	184,380	235,938	183,658	-0.39%
	157,793	162,230	159,341	184,380	235,938	183,658	-0.39%
Investment Earnings	1,115	439	110	0	0	0	
	1,115	439	110	0	0	0	
Homeowner Property Tax	0	554	555	0	1,498	0	
	0	554	555	0	1,498	0	
Total 1996 GO Bonds Revenues	\$ 158,907	\$ 163,223	\$ 160,006	\$ 184,380	\$ 237,437	\$ 183,658	-0.39%
1996 GO Bonds- Expenditures							
Totals by category							
Debt Payments	179,755	178,880	182,630	184,380	273,754	183,658	-0.39%
Total 1996 GO Bonds Expenditures	\$ 179,755	\$ 178,880	\$ 182,630	\$ 184,380	\$ 273,754	\$ 183,658	-0.39%
1996 GO Bonds Surplus/(Deficit)	\$ (20,848)	\$ (15,657)	\$ (22,624)	\$ -	\$ (36,318)	\$ -	
1996 GO Bonds Expenditures by Department							
Non-Departmental							
Debt Payments	179,755	178,880	182,630	184,380	273,754	183,658	-0.39%
	179,755	178,880	182,630	184,380	273,754	183,658	-0.39%
Total	\$ 179,755	\$ 178,880	\$ 182,630	\$ 184,380	\$ 273,754	\$ 183,658	-0.39%

**CITY OF ST. HELENA
 APPROPRIATIONS LIMITATION SUMMARY
 Fiscal Year 2012/13**

PROCEEDS OF TAXES	\$7,335,432
EXCLUSIONS	0
APPROPRIATIONS SUBJECT TO LIMITATION	\$7,335,432
CURRENT YEAR LIMIT	\$38,970,224
OVER (UNDER) LIMIT	(\$31,634,792)
AVAILABLE CAPACITY AS A % OF LIMIT	81.18%

In November, 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIII B 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 appropriations during the 1978/79 fiscal year, and is increased each year using the growth of 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 2012/13

APPROPRIATIONS SUBJECT TO LIMIT

Fiscal year 2012/13 estimated revenues		\$8,672,818
Less:		
Nonproceeds of tax		(\$1,337,386)
Plus:		
User fees in excess of costs		0
		\$7,335,432
Total appropriations subject to limit:		\$7,335,432

APPROPRIATION LIMIT

Fiscal year 2011/12 appropriation limit:		\$37,300,777
A. Cost of living adjustment *	1.0377	
B. Population adjustment **	1.0068	
Change Factor (A x B)	1.0448	
Increase in appropriation limit		\$1,669,447
FISCAL YEAR 2012/13 APPROPRIATION LIMIT		\$38,970,224
REMAINING APPROPRIATION CAPACITY		\$31,634,792
Available capacity as a percent of limit		81.18%

* Based on percentage change in California per capita income.

** Based on annual population change for St. Helena.

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2012/13

REVENUE SOURCE	PROCEEDS OF TAX	NON-PROCEEDS OF TAX	TOTAL
Property tax	2,892,127		2,892,127
Retail sales/use tax	2,182,200		2,182,200
Transient occupancy tax	1,537,889		1,537,889
Business license tax	148,700		148,700
Real property transfer tax	38,000		38,000
Motor vehicle in-lieu	506,067		506,067
Public Safety Sales Tax		44,216	44,216
Licenses & permits		526,495	526,495
Franchise fees		168,306	168,306
Fines & forfeitures		116,700	116,700
Other revenue-other agencies		76,265	76,265
Charges for current services		189,853	189,853
Other revenue		210,000	210,000
SUBTOTAL	\$7,304,983	\$1,331,835	\$8,636,818
PERCENT OF TOTAL	84.58%	15.42%	100.00%
INTEREST INCOME	\$30,449	\$5,551	\$36,000
TOTAL-GENERAL FUND	\$7,335,432	\$1,337,386	\$8,672,818

(excludes interfund transfers & Sales Tax Set-Aside)

CITY OF ST. HELENA
Appropriation Limitation Adjustments for the Last Ten Years

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

CITY OF ST. HELENA
COMPARISON OF FINANCIAL STATUS
 GENERAL FUND
 For Fiscal Year Ended June 30, 2011

CITY	ST. HELENA	AM CANYON	CALISTOGA**	YOUNTVILLE
Population as of January 1, 2011	5,849	19,693	5,188	2,997
REVENUES:				
Property Tax	\$3,065,921	\$10,510,243	\$0	\$1,010,453
Sales Tax	2,073,118	2,705,763	670,909	840,539
Transient Occupancy Tax	1,465,172	-	3,042,315	4,039,087
Other Taxes	191,025	1,330,655	292,758	125,071
Special Assessments	-	457,476	-	-
Licenses & Permits	293,842	328,873	65,849	45,572
Fines & Forfeitures	52,396	130,525	42,577	7,429
Intergovernmental	3,799,934	2,146,995	352,660	1,763,552
Interest & Rents	232,061	427,442	11,088	276,315
Charges for Services	672,257	1,613,309	656,908	457,142
Miscellaneous	317,735	316,620	65,905	158,102
TOTAL REVENUES	\$12,163,461	\$19,967,901	\$5,200,969	\$8,723,262
REVENUE PER CAPITA				
(Excludes Transfers In)	\$2,080	\$1,014	\$1,002	\$2,911
*EXPENDITURES:				
General Government	\$2,503,895	\$5,003,777	\$1,417,360	\$2,601,367
Public Safety	2,969,839	8,646,468	3,021,896	1,225,892
Planning & Building	-	1,570,446	616,410	-
Economic Development	-	344,526	-	-
Public Works	355,901	2,246,260	901,194	923,046
Library	1,102,902	-	-	-
Parks & Recreation	874,084	1,680,870	350,003	1,041,904
Community Promotion	-	-	-	324,260
Community Services	-	-	373,314	-
Debt Service:				
Principal	534,878	463,301	122,549	382,451
Interest	223,996	510,893	2,451	552,331
Capital Outlay	5,043,204	194,059	1,104,295	2,393,774
TOTAL EXPENDITURES	\$13,608,699	\$20,660,600	\$7,909,472	\$9,445,025
EXPENDITURES PER CAPITA				
(Excludes Transfers Out)	\$2,327	\$1,049	\$1,525	\$3,151
Excess (deficiency) of Revenues				
Over Expenditures	(1,445,238)	(692,699)	(2,708,503)	(721,763)
Other Financing Sources (uses):				
Loans Issued	-	-	-	200,000.00
Proceeds of Long Term Debt	2,832,229.00	-	720,154	-
Operating Transfers In	973,935.00	3,609,061	774,646	1,334,216
Operating Transfers Out	(1,051,074)	(2,551,232)	(897,107)	(1,334,216)
Total Other Financing Sources (uses)	2,755,090	1,057,829	597,693	200,000
Net Changes in Fund Balances	1,309,852	365,130	(2,110,810)	(521,763)
Fund Balances, July 1	\$8,914,281	\$22,652,595	\$1,389,223	\$5,744,209
Fund Balances, June 30	\$10,224,133	\$23,017,725	-\$721,587	\$5,222,446

All data collected from the various cities Comprehensive Annual Financial Reports (CAFR).

* Expenditures are grouped as presented in the CAFR. Groupings of expenditures are different in each CAFR.

**Calistoga CAFR has not been released as of 4/12/12, so the represented information is for the year ended June 30, 2010.

CITY OF ST. HELENA
FINANCIAL DATA ON DEBT OBLIGATIONS

The City has entered into various forms of indebtedness for purposes of constructing capital infrastructure projects. The City pays annual debt service on the outstanding balances which are included in the budget document under the funds responsible for the debt. Following is a description of the major debt commitments of the City as April 30, 2012.

GENERAL FUND

1996 general obligation bonds - Voters approved, on November 7, 2002, the issuance of \$2,175,000 in general obligation bonds for the purpose of constructing a new fire station. The bonds are secured by general levy ad valorem taxes. The bonds bear interest at rates from 5.0 to 6.75 percent, and interest is payable each July 1 and January 1. Future debt service on the bonds is:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	145,000	38,158	183,158
2014	150,000	30,450	180,450
2015	160,000	22,313	182,313
2016	170,000	13,650	183,650
2017	175,000	4,594	179,594
Thereafter	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>\$ 800,00</u>	<u>\$109,165</u>	<u>\$909,165</u>

Capital Lease Obligations:

On May 1, 1998, the City entered into a capital lease agreement with Municipal Leasing Associates to obtain additional financing for the construction of its new fire and rescue station. The lease bears interest initially at 3.58 percent, is payable in semiannual installments of \$46,946, and matures June 4, 2018. The lease interest rate is subject to adjustment for the final ten-year term.

CITY OF ST. HELENA
FINANCIAL DATA ON DEBT OBLIGATIONS

Future debt service on the lease:

<u>Fiscal</u> <u>Year</u>	<u>Fire Station</u> <u>Minimum</u> <u>Annual Rent</u>
2013	93,891
2014	93,891
2015	93,891
2016	93,891
2017	93,891
Thereafter	\$ <u>93,891</u>
Total minimum lease payments	563,342
Less amount representing interest	<u>(68,925)</u>
Present value of net minimum lease payments	\$ <u>494,417</u>

**CITY OF ST. HELENA
FINANCIAL DATA ON DEBT OBLIGATIONS**

Capital Lease Obligations Con't:

On November 9, 2000, the City purchased 5.6 acres of land for \$3 million. The city financed the acquisition of the land by providing a \$1 million down payment and by entering into a \$2 million lease arrangement with Municipal Financing Corporation. The lease bears interest initially at 5.55 percent, is payable in semiannual installments of \$83,406, from May 9, 2001 until May 8, 2011. On May 9, 2011 the semi-annual payments were reduced to \$71,192 due to an interest reduction for the remaining ten-year term until November 9, 2020.

<u>Fiscal Year</u>	<u>Adam Street Property Minimum Annual Rent</u>
2013	142,384
2014	142,384
2015	142,384
2016	142,384
2017	142,384
Thereafter	<u>\$ 498,342</u>
Total minimum lease payments	1,210,262
Less amount representing interest	<u>(115,459)</u>
Present value of net minimum lease payments	<u>\$ 1,094,803</u>

CITY OF ST. HELENA
FINANCIAL DATA ON DEBT OBLIGATIONS

WATER FUND

2006 CSCDA Water Revenue Bonds -The City on March 21, 2006 issued water revenue bonds in the amount of \$8,885,000. The bonds mature April 1, 2032 with interest rates of 3.0 and 5.0 percent. Proceeds were used to refund the 1996 water revenue bonds with interest rates of 4.15 to 5.5 percent. The advance refund was \$3,253,838. Net loan proceeds of \$3,253,838 were deposited in an irrevocable escrow account with the bank trustee for the 1996 water revenue refunding bonds. As a result, the 1996 water revenue refunding bonds are considered to be defeased and the liability for those bonds has been removed from the accounts of the City's water enterprise fund. The project fund received \$5.4 million for needed capital improvements to the water infrastructure from the issue.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	255,000	337,081	592,081
2014	265,000	327,816	592,816
2015	275,000	317,856	592,856
2016	285,000	307,178	592,178
2017	295,000	295,941	590,941
Thereafter	<u>6,110,000</u>	<u>2,105,669</u>	<u>8,215,669</u>
Totals	<u>\$7,730,000</u>	<u>\$4,037,372</u>	<u>\$11,767,372</u>

CITY OF ST. HELENA
FINANCIAL DATA ON DEBT OBLIGATIONS

WASTEWATER FUND

2005 CSCDA Wastewater Revenue Bonds -The City on July 12, 2005 issued wastewater revenue bonds in the amount of \$2,220,000 maturing April 1, 2031 for the purpose of upgrading the wastewater treatment plant. Interest rates are 2.5 to 4.37 percent.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	65,000	73,891	138,891
2014	70,000	71,662	141,662
2015	70,000	69,265	139,265
2016	75,000	66,690	141,690
2017	75,000	63,953	138,953
Thereafter	<u>1,405,000</u>	<u>412,129</u>	<u>1,817,129</u>
Totals	<u>\$1,825,000</u>	<u>\$833,545</u>	<u>\$2,658,545</u>