

## City of St. Helena

### Operations Budget FY 2016/17

Alan Galbraith *Mayor* | Peter White *Vice Mayor*

Sharon Crull *Council Member* | Paul Dohring *Council Member* | Greg Pitts *Council Member*

[www.cityofsthelena.org](http://www.cityofsthelena.org) | 1480 Main Street | St. Helena, CA 94574 | 707-967-2792

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## City of St. Helena

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June 14, 2016

Mayor Galbraith, City Council Members and Residents of St. Helena,

I am submitting the proposed Fiscal Year (FY) 2016-17 Operations and Maintenance Budget for the City of St. Helena. Following the Council's policy direction and goals, services levels were maintained, good governance remains a focus, and staff continues to seek opportunities to streamline and modernize operations to achieve efficiencies and increase productivity.

The past few years have been filled with financial and operational challenges for the City and despite a very modest increase in General Fund revenues, the cost of delivering programs and service to our community continues to outpace revenues. This is a "status quo" budget, in which no additional discretionary services, staff or programming were added to the budget. To balance the General Fund budget, two positions were unfunded due to inadequate revenues. In addition, the Waste Water and Water Funds are both experiencing financial shortfalls which will be further addressed during the rate review currently underway. Nominal General Fund monies have been budgeted for asset recapitalization, resulting in further deterioration of the City's infrastructure including our parks, streets, sidewalks, buildings, vehicles and information technology.

The past year, the City focused on operational stabilization and on continuing to develop strategies for securing the City's financial future. In addition to maintaining service levels, the City is continually faced with implementation of and compliance with local, state, and federal mandates, most of which are unfunded. Staff has been working tirelessly to identify areas which need attention, taking proactive or corrective measures to ensure ongoing compliance. Staff has continued to focus on records management, improved transparency and community engagement to assist the public in accessing public records and feeling connected to the decision making and governance of the City.

In February 2016, the City Council conducted a goal setting session. During this session the Council agreed that revenue enhancement continues to be the main goal of the City for FY 2016-17 but at the same time the City needs to also maintain the quality of life in St. Helena. The Council's discussion related to goals and objectives focused on taking care of St. Helena including fixing the City's infrastructure, providing high level public safety and public administration, maintaining and supporting a diverse community, delivering efficient services, keeping current projects moving forward, and maintaining a family friendly environment.

Three goals were identified by the City Council and adopted on March 8, 2016:

1. Maintain our quality of life by sustaining and enhancing revenues
2. Maintain a functional and safe city by supporting and maintaining City staff
3. Manage workloads and dedicate adequate resources for proper project management

In addition, the City also conducted its second community budget survey which garnered over 300 responses and provided staff with another tool for understanding community priorities. The community's top priorities included maintaining the City's long-term financial stability, maintaining 9-1-1 emergency medical, police and fire response times, and repairing roads and streets.

The FY 2016-17 Budget Workshop was conducted on May 4, 2016. Each Department Head presented their department budget, accomplishments for FY 2015-16, goals for FY 2016-17 and highlighted critical unfunded needs. Despite staffing shortages, financial challenges and unexpected setbacks, staff was able to accomplish a great deal this past fiscal year. A few important highlights include adopting a balanced FY 2015-16 budget, initiating several revenue enhancing options, continuing work on the General Plan Update, conducting an Emergency Operations Drill, transitioning the paid-by-call Fire Department to a City operated part-time department, supporting several affordable housing initiatives, resolving the Pond 1A matter, completing a comprehensive assessment of the Flood Control Projects and hiring a forensic accountant to conduct further review, adopting a document retention schedule, starting the Human Resources Department upgrade and modernization, developing and implementing numerous finance policies and practices, updating the Short-Term Rental ordinance, issuing RFPs for the City Hall/Police Station and Adams Street properties, continuing to provide excellent Library and Recreation programs, and installing Napa Valley's first green bike lane.

## **FY 2016-17 Budget Overview**

### **Revenues**

Overall, as the economy slowly improves, General Fund revenues are showing modest increases but operating costs continue to outpace these revenue increases. The City's three main General Fund revenue sources are property, sales and transient occupancy taxes (TOT). These three funding sources account for 80% of General Fund revenues. Property taxes are projected to increase 3% and sales taxes are projected to increase by 3.8%; however due to a one-time true up payment received in FY 2015-16 for the final triple-flip payment, overall sales taxes are projected to decrease by 1% when compared to FY 2015-16. TOT revenues are projected to increase by 1% for FY 2016-17. The opening of the City's first new hotel was projected for Spring 2016; however, delays have occurred and it is estimated the hotel will open during FY

2016-17. Due to the uncertainty of the opening date, only a modest increase in TOT has been included in this budget.

Although there is a net increase in the three main revenue sources, total General Fund revenue projections are estimated to be flat due to the following; (1) number of short-term rental permits being renewed in FY 2016-17, (2) fire department strike team revenues not being included in revenue projections, (3) end of the triple-flip, and (4) one-time revenues received during FY 2015-16. The Proposed FY 2016-17 General Fund revenue totals \$10,591,030. This is a 6% increase from the adopted FY 2015-16 budget projections of \$10,007,800, but is flat when compared to FY 2015-16 adjusted revenue projections.

The Water and Waste Water funds are both financially stressed. The Water Fund has experienced a significant reduction in revenue due to conservation efforts, yet the cost of operating and maintaining the system is increasing. The net position for the Waste Water Fund is projected to be negative by the end of FY 2016-17 due to emergency repairs and the Pond 1A penalty. Significant capital improvements are required for both the water and waste water systems, along with the need for enhanced maintenance and operations. These systems must generate adequate revenue to fund all these necessary short and long term expenses. Additionally, in 2012, the City entered into an installment purchase agreement with the California Statewide Communities Development Authority to finance water and wastewater system improvements. This agreement includes provisions requiring that the City set rates, fees, and charges for each fiscal year to yield system net revenues during each fiscal year equal to at least 120% of the annual debt service. For FY 2014-15 the City's net revenues in the Water Fund were not sufficient to meet this requirement and it is anticipated the same will be true for FY 2015-16. To comply with Debt Covenants and to meet capital improvement, enhanced maintenance, and operation needs, the City is currently conducting a rate study. The results of the rate study will be presented to the community and City Council this Fall along with recommended rate increases.

### **Operational Initiatives for FY 2016-17**

Operational initiatives for FY 2016-17 include:

- 1) Continuing to assess the organization and seek opportunities to achieve efficiencies and increase productivity, including review of each vacant position to ensure the level and assigned duties are appropriate and necessary;
- 2) Continuing to build a strong organization with a foundation in good governance;
- 3) Seeking opportunities for sharing services with neighboring communities;
- 4) Enhancing records management and transparency to offer our community more access to public records and involvement in the City's governance;
- 5) Assessing all fees and rates and presenting options to Council for consideration;
- 6) Begin identifying City infrastructure assets and potential funding strategies; and

- 7) Continue delivering high quality programs and services that meet the interests and needs of our diverse and active community.

FY 2016-17 is a pivotal year for the City of St. Helena. Without significant and sustained increases in revenue for the General Fund, Water Fund and Waste Water Funds, the City will be faced with even more serious financial challenges in the coming years. Many of the City's facilities are beyond their useful life and much of the infrastructure is deteriorating and even failing. Addressing these obligations, including establishing capital replacement accounts, must be included in the City's overall operational and financial strategies. If additional General Fund revenues are not secured, service reductions will be required in FY 2017-18. For the Water and Waste Water funds, service reductions are not an option. Both systems are heavily regulated by oversight agencies that prescribe detailed operational, maintenance and environmental requirements mandating the City's financial commitments. If these enterprise funds are inadequately funded through the established rates, General Fund monies must be used to finance these operations and capital improvements. Continued focus on developing strategies to achieve the Council's goal of securing the City's financial future is imperative.

The City staff remains deeply committed to delivering quality programs and services to our community and we are all proud to serve our residents, businesses and visitors. I want to thank Finance Director April Mitts for leading the organization through this budget process. Also, my appreciation to Kathy Robinson, Human Resource/IT Director, Mandy Kellogg, Administrative Services Manager, and Tracey Perkosky, Finance & Grant Manager for their excellent work on preparing the data necessary for the budget to come together, updating the Long Range Financial Forecast, and for verification of budget accuracy. Budget preparation is a true team effort and I appreciate the department heads due diligence in preparing their status quo budgets, identifying ambitious goals and passionately delivering services to our community.

Sincerely,



Jennifer Phillips  
City Manager



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### ECONOMIC OUTLOOK

There are many factors which can affect the City of St. Helena's budget. The report presented is a review of the national, state, county, and local economy as it may impact the City of St. Helena's budget. In considering revenue forecasting for the FY 2016/17 budget, information from a variety of sources has been utilized and is presented in the following pages.

#### PROFILE OF THE CITY AND ITS OPERATIONS

The City of St. Helena was incorporated on March 24, 1876. The City is located in the center of Napa Valley in Northern California and considered to be one of the premier wine producing regions of the United States. The City is home to approximately 6,000 individuals; however, on any given day, that population can increase by as much as 20 percent due to the number of lodging establishments located in the City and the frequency with which the City is visited by individuals from around the world.

#### U.S. AND CALIFORNIA ECONOMY

A report prepared by The California Economic Forecast for the California Department of Transportation states, "The U.S. and California economies are convincingly in an expansionary phase, and are nearing peak growth rates for the current business cycle. Job creation has been consistently strong for an extended period, and unemployment rates are approaching pre-recession levels, signaling that a full-employment scenario will occur in the near future" (Source: California County-Level Economic Forecast 2015-2040, page v). In addition, statewide rising home values are contributing to the wealth effects on households which encourages spending on goods and services. According to this same report, San Francisco is considered by some to be the strongest housing market in the country, primarily driven by job growth and high incomes. The Gross Domestic Product (GDP) is forecast to grow between 3% and 3.5% during the 2016 calendar year (Source: California County-Level Economic Forecast 2015-2040). GDP is considered one of the primary indicators used to gauge the health of the economy. In the forecast scenario above, it is expected the economy will grow by 3% to 3.5% during 2016.

In September 2015 it was noted that the national economy had matched the growth rate for 2014, and was expected to accelerate in 2016. The creation of jobs is expected to remain positive and significant over the next few years, but as the expansion matures, growth will begin to decelerate. In 2015 the nation created approximately 2.9 million jobs and it is estimated this will slow to 2.2 million in 2016 as the unemployment rate falls below 5% and wages rise (Source: California County-Level Economic Forecast 2015-2040). On Friday, June 3, 2016 the Bureau of Labor and Statistics released its latest Employment Situation Summary stating that in May 2016, the unemployment rate declined by 0.3% point to 4.7% (Source:

Bureau of Labor Statistics). The recent report on the unemployment rate is consistent with the forecast by the California County-Level Economic Forecast 2015-2040.

An economic report produced by the Center for Business and Policy Research at University of the Pacific projects that the California economy will maintain steady growth (Source: University of the Pacific: *California and Metro Forecast*: January 2016 and May 2016). This report further states that California is experiencing substantially faster job growth than the rest of the United States and that the state's economy is to maintain a steady 3% growth for the next several years. After 2016, job growth is forecast to remain positive, but slowly decelerate towards 1% as the employment rate stabilizes around 5%. This report is consistent with information cited in the California County-Level Economic Forecast 2015-2040 as cited above.

The most important revenues affecting the City's budget are Transient Occupancy Tax (TOT), Sales Tax, and Property Tax. According to the California and Metro Forecast: January 2016 and May 2016 growing tourism and a slow shift in consumer spending from retail to restaurants has led the Leisure and Hospitality sector to exceed 4% job growth in each of the past 4 years, and is projected to add an additional 20,000 jobs in 2016 (Source: University of the Pacific: *California and Metro Forecast*: January 2016 and May 2016).

## **COUNTY ECONOMY**

Napa County is home to the Napa Valley, a popular tourist destination known for wine grapes and premium wine production. Napa County covers 748.36 square miles and hosts 6 cities and towns: City of Napa, City of American Canyon, City of St. Helena, City of Calistoga, and the Town of Yountville. The total population of the County of Napa is 142,028 (Source: CA Department of Finance, US Census Bureau).

A 2014 report by Economic Forensics & Analytics confirms the regional economy is showing signs of continued growth in all six North Bay counties of which Napa County is included. All counties are trending up, showing that the region is in full recovery five years after the Great Recession of 2008-2009. Additionally this report notes that jobs related to tourism and hospitality (hotel, restaurants, recreation in general) increased in all counties. Napa County had a 1.2% increase in jobs and incomes grew about 2.6%; driven almost completely by tourism, wine, and related industries (Source: North Bay Business Journal, Eyler, R. February 24, 2014).

April 2016 unemployment information for Napa County shows Napa County has a 3.9% unemployment rate as compared to 5.2% for California. There are 2,900 unemployed people in the labor force which is the 8<sup>th</sup> lowest county in California. Napa County has a labor force of 75,000 and is the 31<sup>st</sup> largest in the state. From April 2011 to April 2016 the unemployment rate has steadily declined following both national and California trends (Source: California Center for Jobs & The Economy).

In 2014 a total of 2,800 jobs were created in Napa County, representing a growth rate of 3.9%. Non-farm employment increased by 4.1% and farm employment increased by 1.8%. During

2014 the largest employment increases were in leisure and hospitality, manufacturing, education and healthcare, and construction (Source: California County-Level Economic Forecast 2015-2040).

The largest industry in Napa County is manufacturing with the fastest growth in accommodation and food services. The Napa County manufacturing sector provides an estimated 13,197 jobs while accommodation and food services provides an estimated 12,233 jobs. (Source: California Center for Jobs & The Economy).

Wine grapes account for 99% of all agricultural output in Napa County and the viticulture industry attracts a large number of tourists to the county each year, generating a substantial amount of economic activity.

Median household income (in 2014 dollars) from 2010-2014 is \$70,925 with a per capita income of \$35,092 (Source: US Census Bureau). The housing market in Napa County is experiencing the highest median home price gains in the North Bay with prices growing by 40% during this same period (Source: North Bay Business Journal, Eyster, R. February 24, 2014).

Visit California's 2015 annual economic impact report states that Napa County visitors spent \$1.27 billion in the county in 2015, an increase of 8.9% from 2014. This is the highest percentage gain among all nine Bay Area counties. The report further states Napa County tourism brings the area a total of \$115 million in tax revenue (Source: Napa Valley Register, *Tourists spend \$1.27 billion in Napa County*, May 2, 2016).

## **LOCAL ECONOMY**

The City of St. Helena is located in the Napa Valley Region, 65 miles north of the City of San Francisco. The area is renowned for its abundance of vineyards and wineries of national reputation. The City of St. Helena has several fine lodging establishments, fine restaurants, and an attractive and enjoyable small community environment nestled among the hills of Napa Valley, in the heart of Wine Country.

The City of St. Helena covers 4.99 square miles and has an estimated population of approximately 6,000. Median household income (in 2014 dollars) from 2010-2014 is \$78,421 with a per capita income of \$47,794. (Source: US Census Bureau).

The City's major revenues are Transient Occupancy Tax (21%), Property Tax (31%), and Sales Tax (27%), which provides approximately 79% of the City's general fund revenues. It is estimated total general fund revenues for FY 2016/17 will be \$10,591,030 which is a net increase of 4% over FY 2015/16.

While overall St. Helena sales tax is projected to increase by 2%, it is estimated a net sales tax decrease of 1% will be realized for FY 2016/17. This is due to a one-time ERAF (Educational Revenue Augmentation Fund) transfer the City received in FY 2015/16 as an end to the Triple Flip, a decade old funding mechanism affecting state and local finances in California. The

projected sales tax increase of 2% for FY 2016/17 combined with the one-time ERAF transfer realized in FY 2015/16 results in a net sales tax decrease for FY 2016/17 of 1% (Source: Muniservices City of St. Helena Sales Tax Digest Summary, Collections through March 2016).

The top 3 sales tax economic segments for St. Helena are restaurants (25%), food processing equipment (19%), and building materials/retail (12%). The category titled Food Processing Equipment is comprised primarily of wineries and vineyards. The top 25 sales/use tax contributors generate 62.5% of St. Helena's total sales and use tax revenue (Source: Muniservices City of St. Helena Sales Tax Digest Summary, Collections through March 2016).

TOT for St. Helena has steadily increased over the past few years. It is estimated FY 2015/16 TOT revenues will be \$1,947,243 and FY 2016/17 projected revenue will be \$2,264,285. This accounts for a 1% increase in TOT from FY 2015/16 plus a partial year increase in TOT accounting for the opening of Los Alcobas hotel.

Property tax revenue assumptions for the FY 2016/17 budget include a property tax increase of 3%. This reflects a combination of the percentage increase based on the prior year cost of living increase (not to exceed 2%) and a continued upward adjustment of properties that are being re-assessed due to sale of the property or property/building improvements. While the City of St. Helena does not have a large amount of new homes being built which would increase property tax revenues, sales on existing housing inventory and construction on existing housing inventory can be attributed to the increase in property tax projections. Property tax revenue projections are based on information received from the County of Napa's Assessor Division.

## **LONG-TERM FINANCIAL PLANNING**

The City continues efforts to maintain a balanced budget for operational activities. One of the biggest uncertainties for California local governments for the past several years has been the economy, the impact on the state budget, and how that may affect local government resources. All indications are that the state is experiencing a slow but steady economic recovery. The City developed the 2016-17 budget assuming there would be no state takeaways or new unfunded mandates, but staff will continue to review updated economic forecasts and monitor the state budget. Throughout the year staff will continue to update the City Council on its finances as to ensure Council has current and accurate information to make sound financial decisions.

Sincerely,



April Mitts  
Finance Director



Report to the City Council  
Council Meeting of June 14, 2016

**Agenda Section:** New Business

**Subject:** Consideration and Proposed Approval of a Resolution Adopting Fiscal Year 2016/17 City of St. Helena Annual Budget

**CEQA Status:** Not a CEQA project

**Prepared By:** April Mitts, Finance Director

**Approved By:** Jennifer Phillips, City Manager

**BACKGROUND**

On February 11, 2016, in a special public meeting, the City Council met to discuss and develop the Annual Strategic Goals and Objectives. The purpose of this meeting was for City staff provide the Council and community information regarding the current levels of services, department roles and responsibilities, staffing capacity, City organizational structure, City Manager's goals, and financial and organizational challenges. The overall goal of the meeting was for Council to set objectives directing and guiding staff in decision making, and prioritization of work for the upcoming year. Each Council member was able to share his or her personal views and approach to City business, biggest challenges and ideal outcomes for the meeting. Approximately 40-50 community members attended the planning session, and the majority stayed for the entire day. Public comment was made available at both the beginning and middle of the meeting. This special meeting was videotaped and is available at:

[http://sthelena-ca.granicus.com/MediaPlayer.php?view\\_id=2&clip\\_id=610](http://sthelena-ca.granicus.com/MediaPlayer.php?view_id=2&clip_id=610)

Three goals were identified by the City Council:

1. Maintain our quality of life by sustaining and enhancing revenues
2. Maintain a functional and safe city by supporting and maintaining City staff
3. Manage workloads and dedicate adequate resources for proper project management

On March 8, 2016, City Council adopted the strategic objectives via Resolution No. 2016-35.

On May 4, 2016, a special public budget workshop was held at the City of St. Helena Fire Station. This special meeting was videotaped and is available at:

[http://sthelena-ca.granicus.com/MediaPlayer.php?view\\_id=2&clip\\_id=624](http://sthelena-ca.granicus.com/MediaPlayer.php?view_id=2&clip_id=624)

During this day-long special budget workshop City Council gave consideration to recommend non-profit grant application requests for funding. City staff presented the draft proposed FY 2016-17 budget. Each department presented its proposed budgets for Council consideration. This draft budget was presented with an estimated \$52,413 General Fund shortfall and an estimated \$1,337,807 Water Fund shortfall.

**DISCUSSION**

During the May 4, 2016 special public budget workshop City Council provided the following direction to staff to balance the budget as required by State law:

1. Fund each non-profit 50% of its original request for a total of \$35,050; and
2. Decrease City Attorney General Fund budget to offset the amount for non-profit funding; and
3. Decrease City Attorney General Fund budget to offset the estimated \$52,413 General Fund shortfall;
4. Establish a \$50,000 Capital Reserve Fund, from General Fund reserves, for the Comprehensive Flood Control Project as required by the State Revolving Fund Agreement; and
5. Use Water Fund reserves of \$1,337,807 to offset the Water Fund shortfall.

From this direction, staff has finalized the Proposed Fiscal Year 2016/17 Budget which is balanced and being presented to Council for consideration and adoption.

There were only slight modifications to the FY 2016/17 proposed budget presented at the May 4, 2016 budget workshop. These changes are outlined below:

	May 4, 2016 Proposed Budget	June 14, 2016 Proposed Budget	Variance	Reason for Variance
City Council	\$185,628	\$220,678	\$35,050	Non-Profit funding as directed by City Council
Finance	\$804,828	\$807,329	\$2,501	Estimated increase in online transaction fees
City Attorney	\$730,000	\$642,037	(\$87,963)	Reduction as directed by City Council to offset the General Fund shortfall and fund non-profits at 50%
Library	\$1,043,472	\$1,044,907	\$1,435	Correction to Friends & Foundation grant expenses
Non-Departmental	\$4,657,647	\$4,707,647	\$50,000	Establishment of Flood Protection Project Fund from General Fund reserves as directed by City Council

Final Budget Summary (General Fund, Water Fund, and Wastewater Fund):

## GENERAL FUND:

<b>Estimated GF Reserves (total) @ 6/30/16</b>		<b>\$2,363,170</b>
Total Revenues	\$10,591,030	
Transfers In	\$0	
<b>Total GF Revenues and Transfers In</b>		<b>\$10,591,030</b>
Total Expenditures	(\$10,641,030)	
<b>Total GF Expenditures and Transfers Out</b>		<b>(\$10,641,030)</b>
<b>Deficit to General Fund Reserve</b>	<b>(\$50,000)</b>	
<b>Estimated Reserves @ 6/30/17</b>		<b>\$2,313,170</b>
<b>Estimated Reserve percentage</b>		<b>22%</b>

## WATER FUND:

<b>Estimated Water Unrestricted Net Position @ 6/30/16</b>		<b>\$4,923,632</b>
Total Revenues	\$3,783,308	
Total Expenses	(\$5,122,115)	
<b>Revenues less Expenses</b>		<b>(\$1,338,807)</b>
<b>Use of Water Cash</b>	<b>(\$1,338,807)</b>	
<b>Estimated Water Net Position @ 6/30/17</b>		<b>\$3,584,825</b>
<b>Estimated Percentage of Expenses</b>		<b>70%</b>

## WATER FUND – WITH NET PENSION LIABILITY:

<b>Estimated Water Unrestricted Net Position @ 6/30/16</b>		<b>\$3,680,198</b>
Total Revenues	\$3,783,308	
Total Expenses	(\$5,122,115)	
<b>Revenues less Expenses</b>		<b>(\$1,338,807)</b>
<b>Use of Water Cash</b>	<b>(\$1,338,807)</b>	
<b>Estimated Water Net Position @ 6/30/17</b>		<b>\$2,341,391</b>
<b>Estimated Percentage of Expenses</b>		<b>46%</b>

## WASTEWATER FUND:

<b>Estimated WW Unrestricted Net Position @ 6/30/16</b>		<b>(\$79,804)</b>
<b>Total Revenues</b>	<b>\$2,110,647</b>	
<b>Total Expenses</b>	<b>(\$2,057,934)</b>	
<b>Revenues less Expenses</b>		<b>\$52,713</b>
<b>Use of WW Cash</b>	<b>\$0</b>	
<b>Estimated WW Unrestricted Net Position @ 6/30/17</b>		<b>(\$27,091)</b>
<b>Estimated Percentage of Expenses</b>		<b>(1%)</b>

## WASTEWATER FUND – WITH NET PENSION LIABILITY:

<b>Estimated WW Unrestricted Net Position @ 6/30/16</b>		<b>(\$908,760)</b>
<b>Total Revenues</b>	<b>\$2,110,647</b>	
<b>Total Expenses</b>	<b>(\$2,057,934)</b>	
<b>Revenues less Expenses</b>		<b>\$52,713</b>
<b>Use of WW Cash</b>	<b>\$0</b>	
<b>Estimated WW Unrestricted Net Position @ 6/30/17</b>		<b>(\$856,047)</b>
<b>Estimated Percentage of Expenses</b>		<b>(42%)</b>

**RECOMMENDED ACTION**

Staff recommends adoption of Resolution No. 2016-\_\_\_\_ approving Fiscal Year 2016-17 budget.

**ATTACHMENTS**

Attachment A – Resolution No. 2016-\_\_\_\_\_

**CITY OF ST. HELENA**

**RESOLUTION NO. 2016-80**

**ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEAR 2016-17**

**RECITALS**

- A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and
- B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council on or before May 15<sup>th</sup> of each year; and
- C. On May 4, 2016 the City Manager presented to the City Council a proposed budget; and
- D. On June 14, 2016, staff, with Council direction, determined the appropriations needed for Fiscal Year 2016-17 and prepared a draft budget for Council Review; and
- E. The City provides a policy for subsequent modification of such appropriations.

**RESOLUTION**

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

- 1. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution, is hereby adopted.
- 2. Use of Water Fund reserves of \$1,338,807 to offset the Water Fund shortfall for FY 2016/17.
- 3. The City Council authorizes the establishment and maintenance of a Capital Reserve Fund as required by State Revolving Fund Agreement No.: 07-817-550-0.
  - a. This fund shall be known as the Flood Protection Project Fund (FPPF);
  - b. Any fund balance shall be assigned for expansion, major repair, or replacement of the flood control facilities;
  - c. The fund shall be maintained for the term of the Agreement; and
  - d. The City Council authorizes a transfer of \$50,000 from the General Fund to the Flood Protection Project Fund for FY 2016/17.
- 4. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
- 5. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

6. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
  
7. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
  
8. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.
  
9. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

Approved at a Regular Meeting of the St. Helena City Council on June 14, 2016 by the following vote:

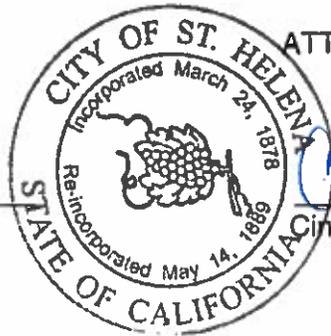
<b>Mayor Galbraith:</b>	<u>YES</u>
<b>Vice Mayor White:</b>	<u>YES</u>
<b>Councilmember Crull:</b>	<u>YES</u>
<b>Councilmember Dohring:</b>	<u>YES</u>
<b>Councilmember Pitts:</b>	<u>YES</u>

APPROVED:

  
 Alan Galbraith, Mayor

ATTEST:

  
 Cindy Black, City Clerk



CITY OF ST. HELENA  
 OPERATING BUDGET  
 FISCAL YEAR 2016-17  
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# INTRODUCTORY SECTION

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# City of St. Helena, *California*

## CITY COUNCIL

**Alan Galbraith**

Mayor

**Peter White**

Vice Mayor

**Sharon Crull**

Council Member



**Greg Pitts**

Council Member

**Paul Dohring**

Council Member

Jennifer Phillips – City Manager/Treasurer

Thomas Brown – City Attorney

Cindy Black – City Clerk

### **ADMINISTRATIVE TEAM**

Noah Housh – Community Improvement Director

April Mitts – Finance Director

John Sorensen – Fire Chief

Kathy Robinson – Human Resources & Information Technology Director

Chris Kreiden – Library Director

William Imboden – Police Chief

Steve Palmer – Public Works Director

Haidi Arias – Recreation Director

### **BOARDS/COMMISSIONS/COMMITTEES**

Board of Library Trustees

Parks and Recreation Commission

Planning Commission

Tree Committee

Multicultural Committee

Sustainability Committee

**CITY OF ST. HELENA**  
**FUND BUDGET SUMMARY**  
*Fiscal Year 2016/2017*

ESTIMATED 6/30/2016 FUND BALANCE	BUDGET 2017 REVENUES	BUDGET 2017 EXPENDITURES	PROJECTED 6/30/2017 ENDING BALANCE
--	----------------------------	--------------------------------	--

<b>FUND 101, GENERAL FUND</b>	2,363,170	10,591,030		
Non-Departmental			1,284,754	
City Council			172,180	
City Manager/Clerk/Human Resources			661,648	
Finance			352,380	
City Attorney			582,037	
Planning/Building			976,373	
Library			842,179	
Recreation			175,265	
Fire			769,827	
Police			3,083,531	
Public Works Administration			382,874	
Government Buildings			295,948	
Storm Drains			215,946	
Streets			249,098	
Parks			596,990	
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,363,170</b>	<b>\$ 10,591,030</b>	<b>\$ 10,641,030</b>	<b>\$ 2,313,170</b>

**OTHER FUNDS**

Fund 210, Community Development Block Grant	550	-	-	550
Fund 216, Public Safety Impact Fees	286,456	30,750	-	317,206
Fund 218, Public Library Foundation	3,193	-	-	3,193
Fund 219, CLSA Library Restoration	10,059	-	-	10,059
Fund 220, Napa Valley Now	(4,704)	-	-	(4,704)
Fund 222, Park Bond Act	222	-	-	222
Fund 223, Skate Park Lighting	1,161	5	-	1,166
Fund 224, Public Safety (COPS)	31,450	100,350	131,800	-
Fund 225, State Gas Tax 2105	54,518	37,980	-	92,498
Fund 226, State Gas Tax 2106	29,151	23,400	-	52,551
Fund 227, State Gas Tax 2107	45,651	56,702	7,600	94,753
Fund 228, State Gas Tax 2107.5	3,710	2,030	-	5,740
Fund 229, State Gas Tax 2103	33,819	14,405	-	48,224
Fund 235, Measure A	-	1,358,000	1,358,000	-
Fund 237, Emergency Flood Relief	130,998	480	-	131,478
Fund 238, Training Development	29,246	9,050	6,000	32,296
Fund 279, Asset Forfeiture	55,895	50	1,000	54,945
Fund 280, Community Activities	74,767	118,988	118,988	74,767
Fund 283, Tree City USA	52,363	96,899	96,899	52,363
Fund 286, Bocce Ball	78,095	43,800	40,028	81,867
Fund 287, Harvest Festival	8,843	12,295	12,650	8,488
Fund 288, Fourth of July	41,837	48,500	45,300	45,037
Fund 289, Recreation Programs	30,870	234,291	234,291	30,870
Fund 290, Tourism Improvement District	100	353,013	352,913	200
Fund 291, SB-1186 State Fees	2,393	825	-	3,218
Fund 295, N.O.A.A.	2,577	11	-	2,588

	ESTIMATED 6/30/2016 FUND BALANCE	BUDGET 2017 REVENUES	BUDGET 2017 EXPENDITURES	PROJECTED 6/30/2017 ENDING BALANCE
Fund 329, Stabo Trust	35,494	150	-	35,644
Fund 375, Murray Ex Trust	39,669	1,660	-	41,329
Fund 380, Friends and Foundation	(3,509)	135,000	135,000	(3,509)
Fund 381, Ryan Library Trust	11,851	750	7,000	5,601
Fund 382, Martin Library Trust	24,263	950	1,400	23,813
Fund 384, Tweed Trust Enhancement Dist	671,452	49,000	59,328	661,124
Fund 420, Fire Station GO Bonds	323,230	-	180,094	143,136
Fund 443, South St. Helena Drainage	28,649	120	-	28,769
Fund 561, Water Enterprise	4,923,632	3,783,308	5,122,115	3,584,825
Fund 571, Sewer Enterprise	(79,805)	2,110,647	2,057,933	(27,091)
Fund 582, Garage	(46,342)	207,065	207,015	(46,292)
Fund 592, Equipment Replacement	45,784	50	-	45,834
<b>TOTAL OTHER FUNDS</b>	<b>\$ 6,977,589</b>	<b>\$ 8,830,524</b>	<b>\$ 10,175,355</b>	<b>\$ 5,632,758</b>

**CAPITAL FUNDS\***

Fund 700, Flood Control Protection	-	50,000	-	50,000
Fund 713, Civic Improvement Impact Fees	558,313	76,200	-	634,513
Fund 733, Civic Fund Capital Projects	454,166	-	382,000	72,166
Fund 734, Park Impact Fees	393,569	151,000	-	544,569
Fund 740, Traffic Mitigation Impact Fees	2,089,503	320,000	-	2,409,503
Fund 741, Street Improvement	618,079	-	490,630	127,449
Fund 742, Storm Drain Impact Fees	574,332	77,200	-	651,532
Fund 744, Housing Impact Fees	25,902	110	-	26,012
Fund 745, Parking In-Lieu	554,523	3,600	-	558,123
Fund 751, Affordable Housing	1,333,283	253,500	31,000	1,555,783
Fund 763, Water Capital Projects	1,189,880	951,403	1,414,785	726,498
Fund 764, Water Impact Fees	685,291	101,800	57,465	729,626
Fund 773, Wastewater Capital Projects	1,207,398	10,500	616,308	601,590
Fund 774, Wastewater Impact Fees	698,783	20,500	10,500	708,783
<b>TOTAL CAPITAL FUNDS</b>	<b>\$ 10,383,022</b>	<b>\$ 2,015,813</b>	<b>\$ 3,002,688</b>	<b>\$ 9,396,147</b>

\*Capital Funds 2017 revenue estimates include grant funds that should be received in FY17

**CITY OF ST HELENA**  
**SCHEDULE OF TRANSFERS**  
**Fiscal Year 2016/2017**

<b>FROM:</b>			<b>TO:</b>	
#	FUND #	AMOUNT	FUND #	AMOUNT
<b>TRANSFER FUNDS FOR TEEN CENTER OPERATION</b>				
1	101	\$ 118,988	280	\$ 118,988
<i>*Teen Center does not have a revenue source and is 100% General Funded</i>				
<b>TRANSFER FUNDS FOR TREE CITY USA EXPENSES</b>				
2	101	\$ 99,447	283	\$ 99,447
<i>*Tree City does not have a revenue source and is 100% General Funded</i>				
<b>TRANSFER FUNDS FOR RECREATION</b>				
3	101	\$ 125,791	289	\$ 125,791
<i>*Recreation Program is supplemented by the General Fund</i>				
<b>TRANSFER FUNDS FOR FLOOD CONTROL CAPITAL RESERVE</b>				
4	101	\$ 50,000	700	\$ 50,000
<i>*Flood Control Capital Reserve funds are used for expansion, major repair, or replacement of flood control facilities</i>				
<b>TRANSFER FUNDS FOR TID ASSESSMENT</b>				
5	290	\$ 3,530	101	\$ 3,530
<i>*A designated portion of the 2% TID Assessment is transferred to the General Fund for administrative costs</i>				
<b>TRANSFER FUNDS FOR CAPITAL PROJECTS</b>				
7	764	\$ 57,465	763	\$ 57,465
<i>*Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study</i>				
<b>TRANSFER FUNDS FOR CAPITAL PROJECTS</b>				
8	774	\$ 10,500	773	\$ 10,500
<i>*Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study</i>				
<b>TOTALS</b>		<b>\$ 465,721</b>		<b>\$ 465,721</b>

<b>SUMMARY TRANSFERS OUT:</b>		
<b>OPERATIONAL</b>		
General Fund	101 =	394,226
Tourist Improvement	290 =	3,530
Subtotal Operational	<u>\$</u>	<u>397,756</u>
<b>CAPITAL</b>		
Water Impact	764 =	57,465
Sewer Impact	774 =	10,500
Subtotal Capital	<u>\$</u>	<u>67,965</u>
<b>TOTALS</b>	<b>\$</b>	<b>465,721</b>

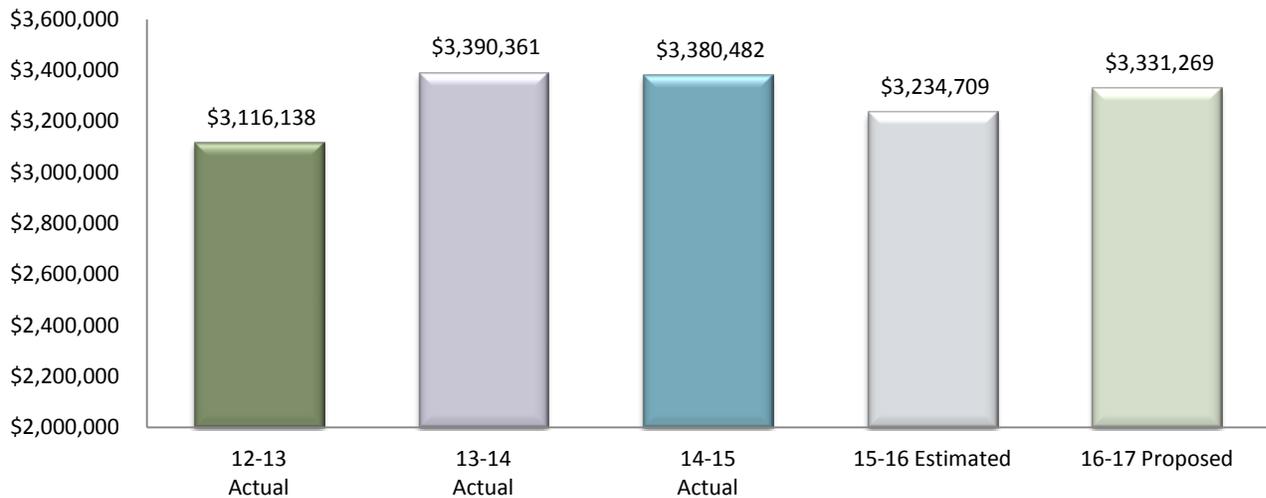
<b>SUMMARY TRANSFERS IN:</b>		
<b>OPERATIONAL</b>		
General Fund	101 =	3,530
Teen Center	280 =	118,988
Tree City	283 =	99,447
Recreation	289 =	125,791
Subtotal Operational	<u>\$</u>	<u>347,756</u>
<b>CAPITAL</b>		
Flood Control Capital Reserve	700 =	50,000
Water Capital	763 =	57,465
Sewer Capital	773 =	10,500
Subtotal Capital	<u>\$</u>	<u>117,965</u>
<b>TOTALS</b>	<b>\$</b>	<b>465,721</b>

**CITY OF ST. HELENA  
DESCRIPTIONS OF REVENUE SOURCES**

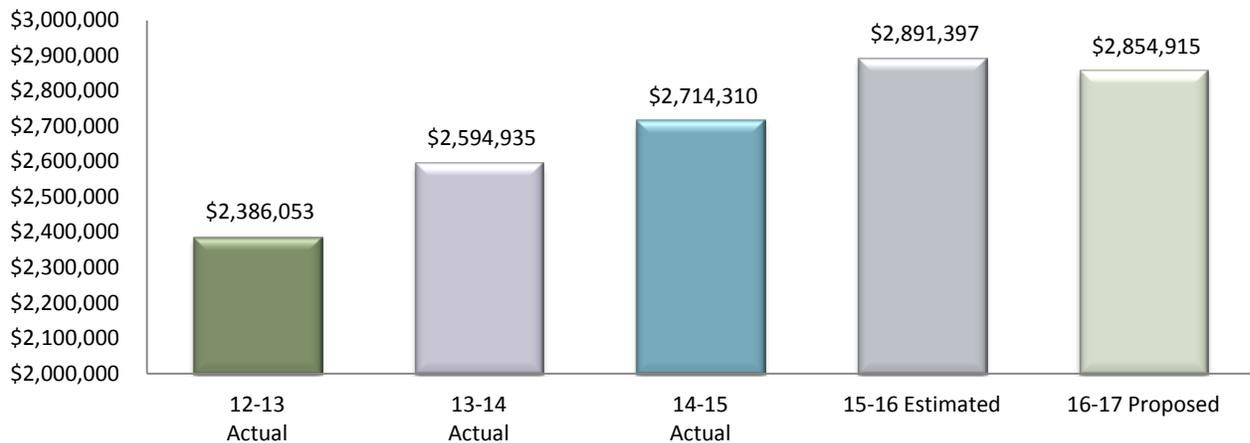
**FISCAL YEAR 2016-2017**

**GENERAL FUND**

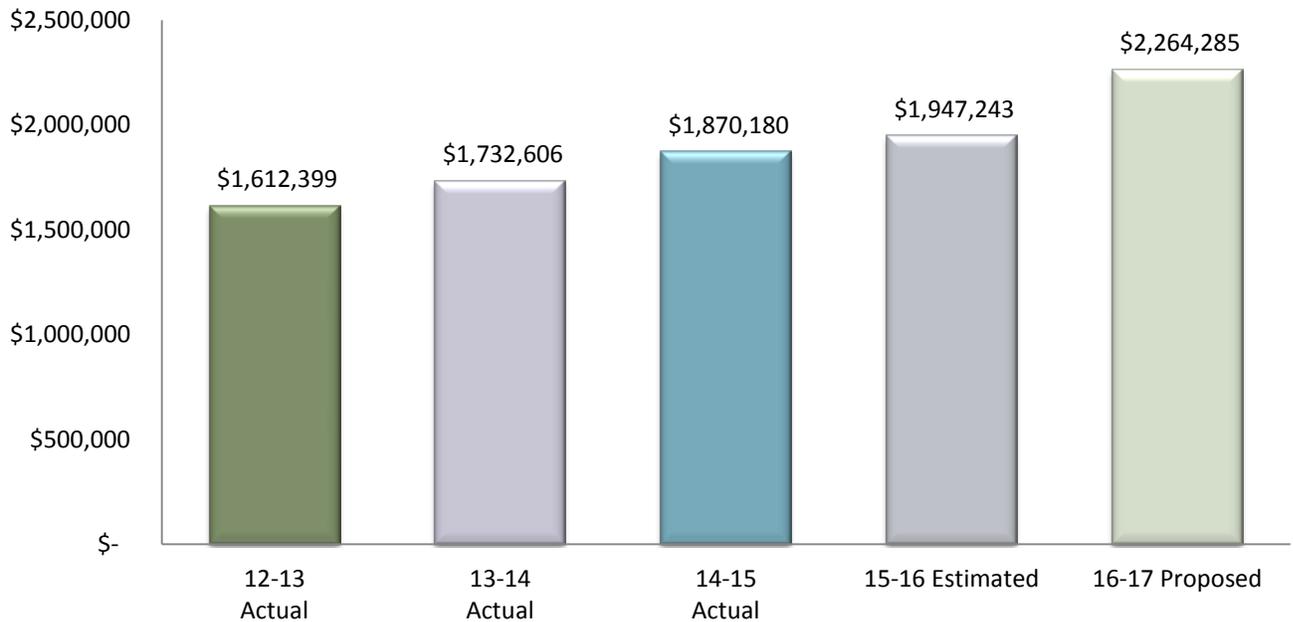
Property Taxes (\$3,331,269) - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2016-2017 a growth factor of 3% has been applied per the County Assessor. Napa County is using the Teeter 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. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax and Real Property Transfer Tax.



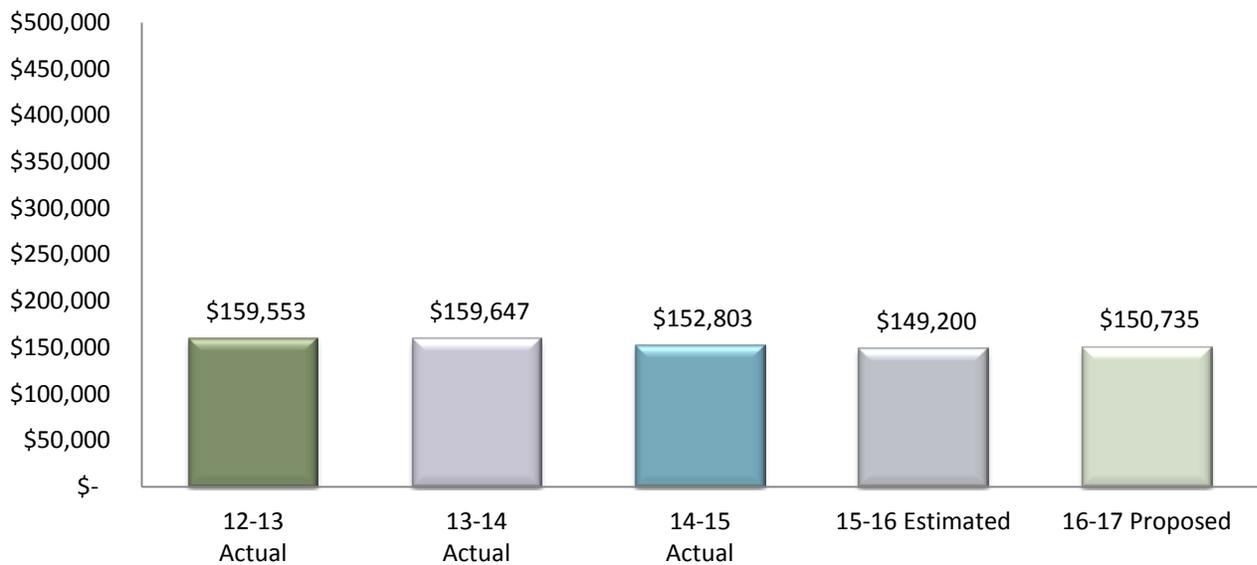
Sales Tax and Sales Tax in Lieu (\$2,854,915) - The City receives 1% of retail sales made within the City limits. The diversity of commercial operations such as retail shops, restaurants, building supply, and car dealers insure a constant level of income from this source. Sales Tax for the City is estimated to grow by about 3.8% per our sales tax consultant. However, there is a slight decrease in the estimated revenue projections due to a final payment for the triple-flip in FY 2015-16.



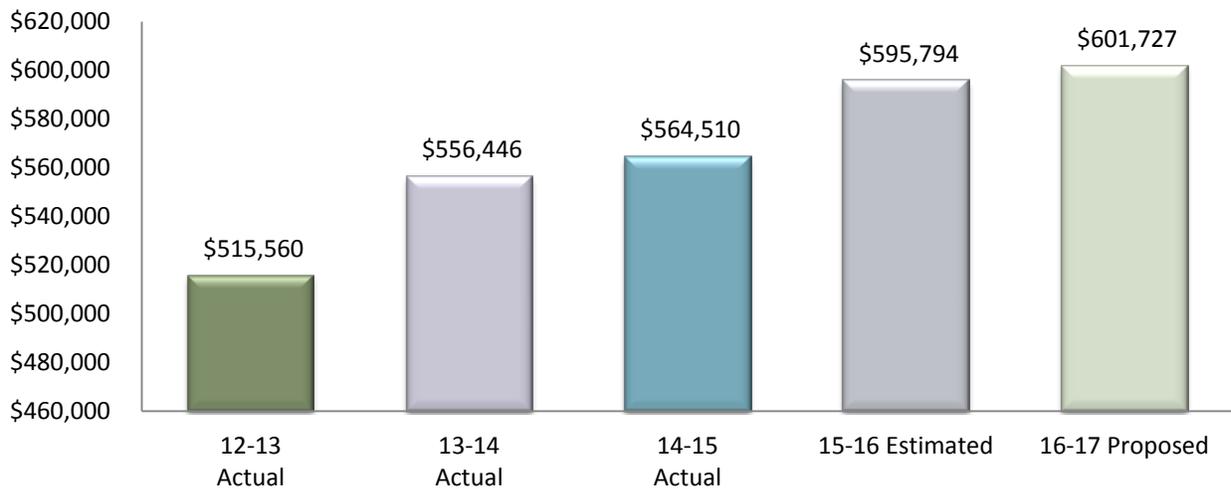
Transient Tax (\$2,264,285) - The City has a tax rate of 12% on all revenues paid to Hotels and Bed and Breakfast Inns. The tax is paid by the guests staying at these accommodations. This revenue is estimated to increase at a rate of 14% for the next fiscal year based on estimated year end revenues and the opening of a new hotel. In fiscal year 2011-2012 the City adopted a short-term rental ordinance allowing twenty-five residential units to participate in short-term rentals.



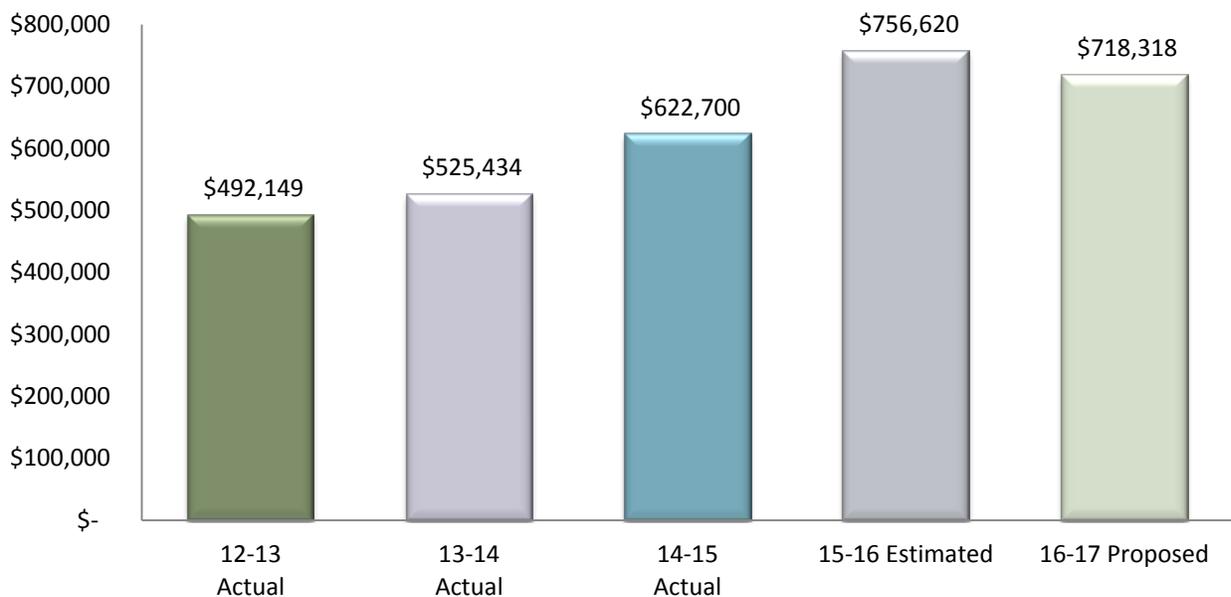
Business License Tax (\$150,735) - This revenue is generated by a license tax paid by all businesses operating within the City. Considering prior year actual and the current state of the economy, it is projected that revenues will remain constant.



Motor Vehicle License Fees and in Lieu (\$601,727) – 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. In 2004 the state “swapped” a portion of the 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. This revenue is reported under “Intergovernmental Revenues” in the General Fund.

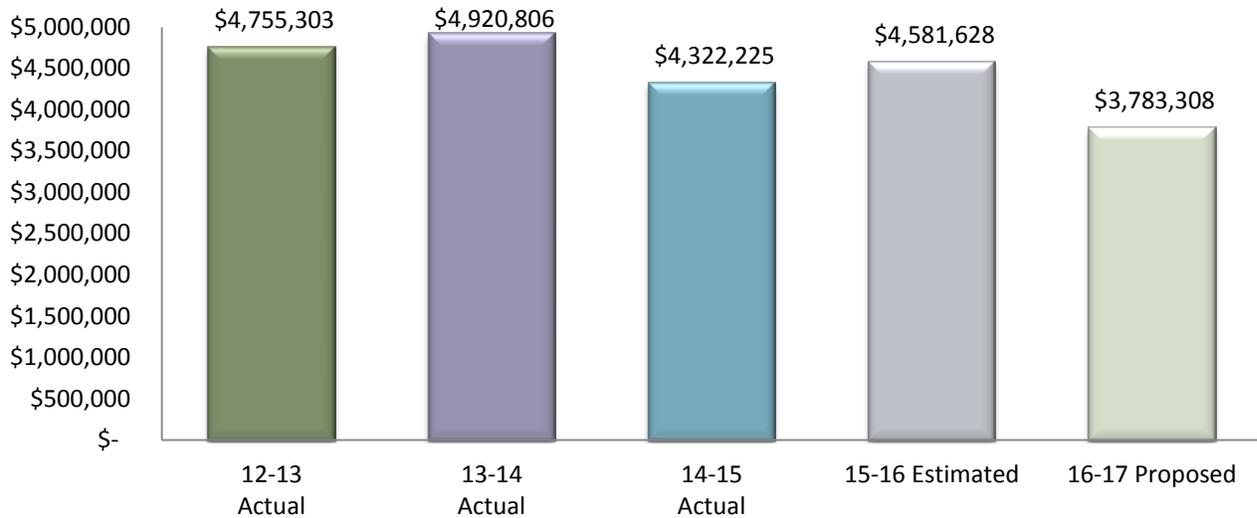


Building & Planning Revenue (\$718,318) - This category includes revenues for Building Permits, Building Inspection and Administrative fees, Planning Application and Permit Fees, and Short Term Rental Permit Fees.

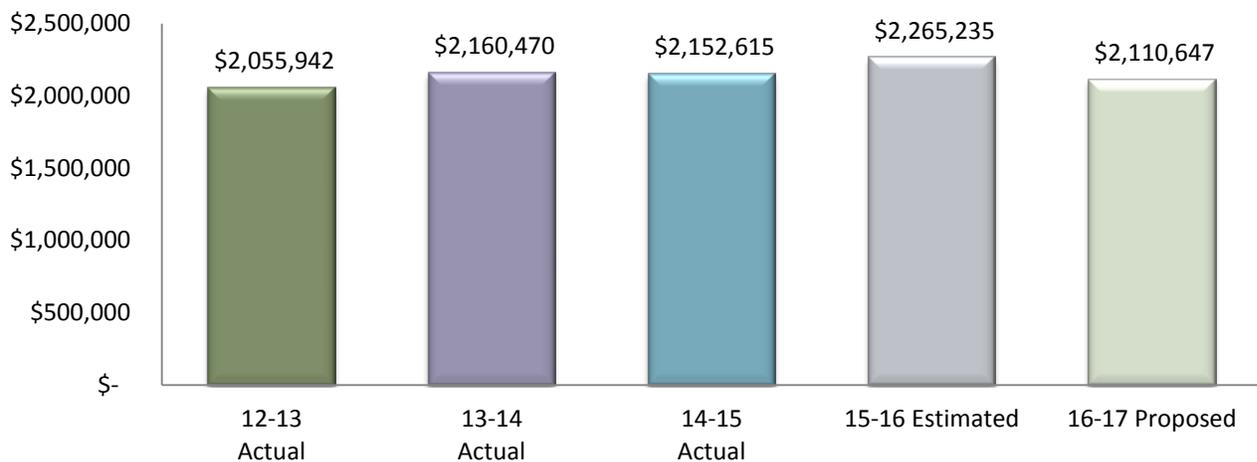


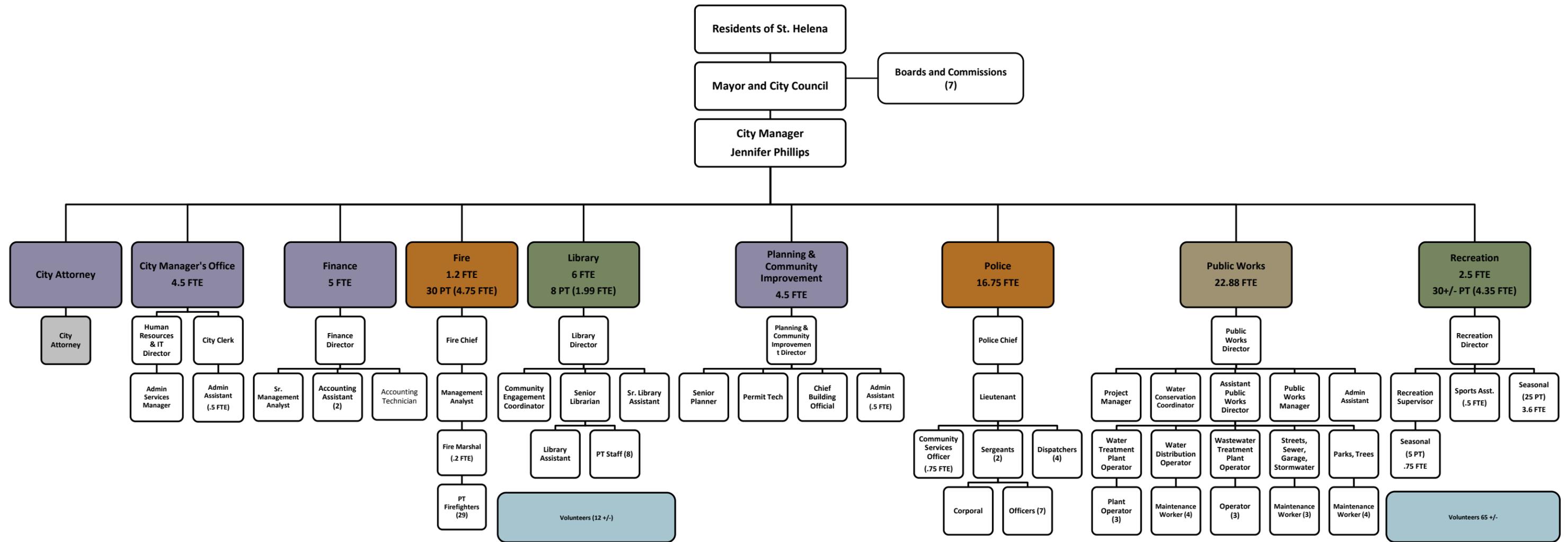
**ENTERPRISE FUNDS**

Water Enterprise Service Charges (\$3,783,308) - 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 2016 billing cycle. The last increase occurred in January 2016. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. Rates increased by about 3% in accordance with the financial plan. There is a decrease in estimated water revenues due to water conservation efforts. A new rate fee study is currently underway and will be presented to City Council during FY 2016-17.



Wastewater (Sewer) Enterprise Service Charges (\$2,110,647) - 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 2016 billing cycle. The last increase occurred in January 2016. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. Rates increased by about 3% in accordance with the financial plan. A new rate fee study is currently underway and will be presented to City Council during FY 2016-17.

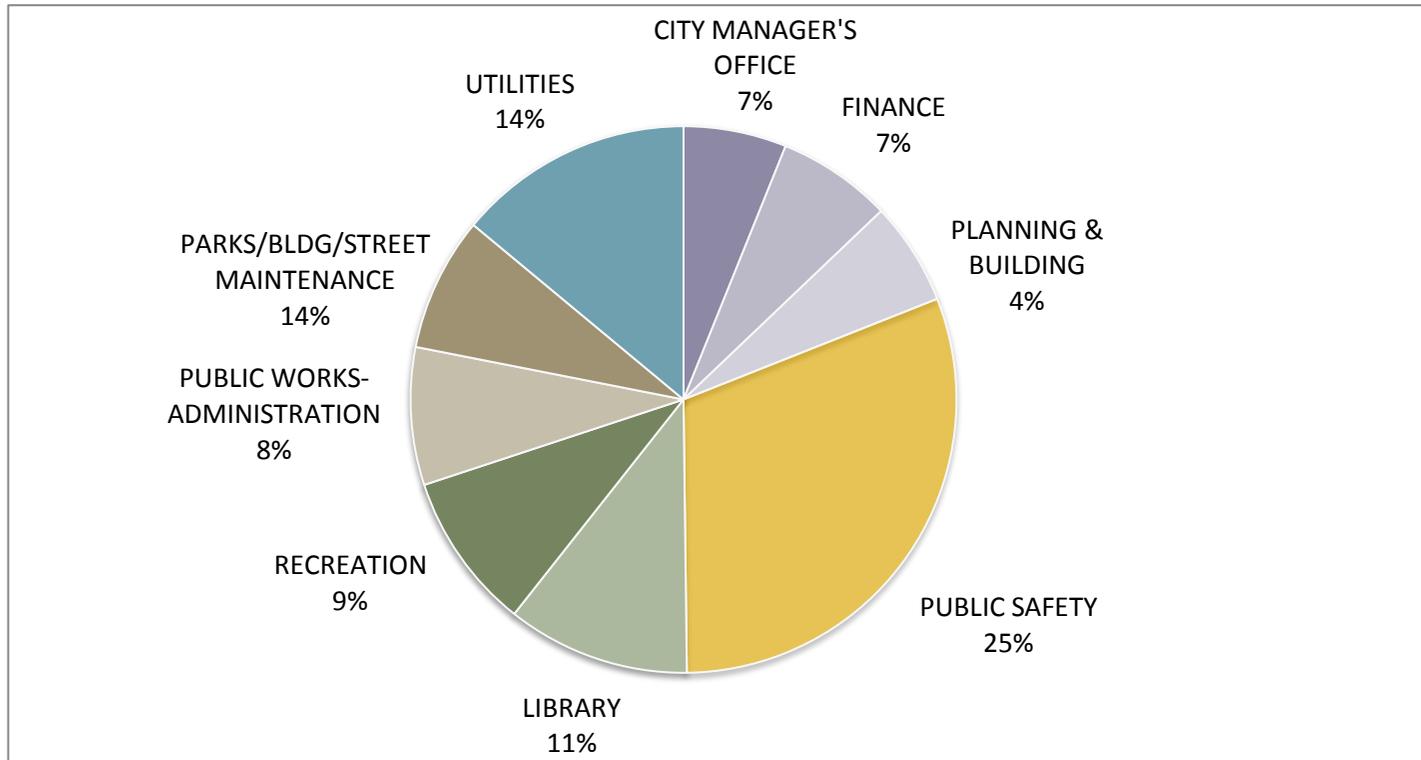




**CITY OF ST. HELENA**  
**ALLOCATION OF CITY POSITIONS**  
**Fiscal Year 2016/17**

**STAFF OVERVIEW**

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 47% of the total operational budget; amounting to \$9,854,001. The following graph identifies full-time equivalent (FTE) positions by department.



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

DEPARTMENTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	CURRENT +/-
CITY MANAGER/CLERK	2.00	2.00	2.00	4.60	4.50	(0.10)
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	2.00	1.00	3.00	3.00	4.50	1.50
POLICE	16.50	16.50	16.50	16.50	16.75	0.25
FIRE	1.80	2.00	1.20	1.20	5.95	4.75
LIBRARY	11.32	11.32	11.32	10.20	7.99	(2.21)
RECREATION	5.09	5.09	5.60	5.60	6.85	1.25
PUBLIC WORKS-ADMINISTRATION	4.00	4.00	4.00	5.07	6.00	0.93
BUILDINGS MAINTENANCE	0.00	0.00	0.00	0.25	0.25	0.00
STREET MAINTENANCE	4.00	4.00	4.00	3.20	2.10	(1.10)
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	4.65	3.65	(1.00)
CITY GARAGE	0.00	0.00	0.00	0.80	0.60	(0.20)
WATER DISTRIBUTION	3.47	3.47	4.00	4.00	4.15	0.15
WATER TREATMENT PLANT	2.00	2.00	3.00	3.00	3.15	0.15
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
<b>TOTAL FTE'S</b>	<b>65.18</b>	<b>64.38</b>	<b>67.62</b>	<b>70.17</b>	<b>74.54</b>	<b>4.37</b>

Authorized positions for fiscal year 2017 are 75.54 FTE's. Part-time positions make up 11.09 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.

The proposed budget shows the addition of a Administrative Assistant by .50 to the City Manager's Office and by .50 to the Planning Department. During FY15/16 City Council approved the addition of a Chief Building Official to the Planning Department. The budget reflects the transition of the Volunteer Firefighters to Part-time Firefighters, which occurred on January 1, 2016. The Library FTE reflects a reduction in two Full-time Staff positions and a reduction in working hours for Part-time staff. During FY 15/16 City Council approved the addition of a Public Works Utility Manager - This position has been reclassified as an Assistant Public Works Director. One vacancy in Parks Maintenance and one vacancy in Streets Maintenance will remain unfilled and unbudgeted.

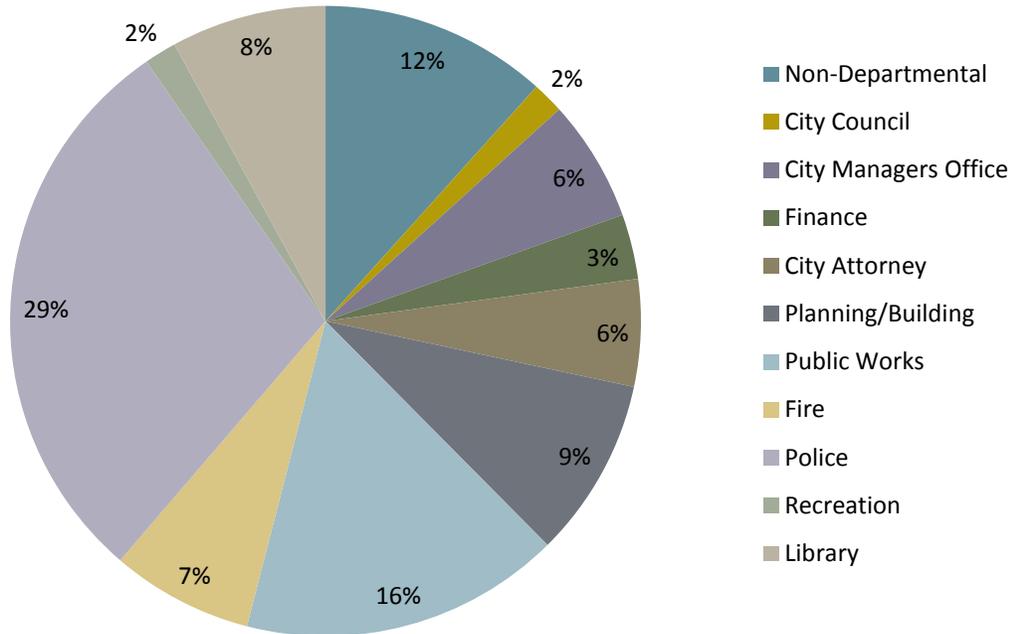
## GENERAL FUND

*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.*

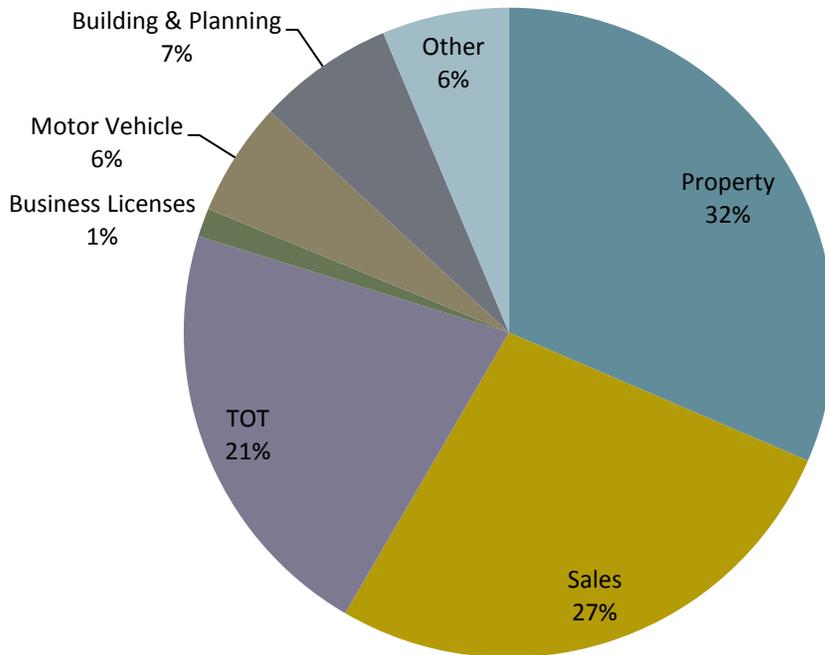
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**CITY OF ST. HELENA  
GENERAL FUND REVENUES AND EXPENDITURES  
FISCAL YEAR 2016/2017**

**General Fund Operating Expenses  
\$10,641,030**



**General Fund Revenues \$10,591,030**



**CITY OF ST. HELENA  
GENERAL FUND REVENUES, EXPENDITURES, FUND BALANCE**

**FISCAL YEAR 2016-2017**

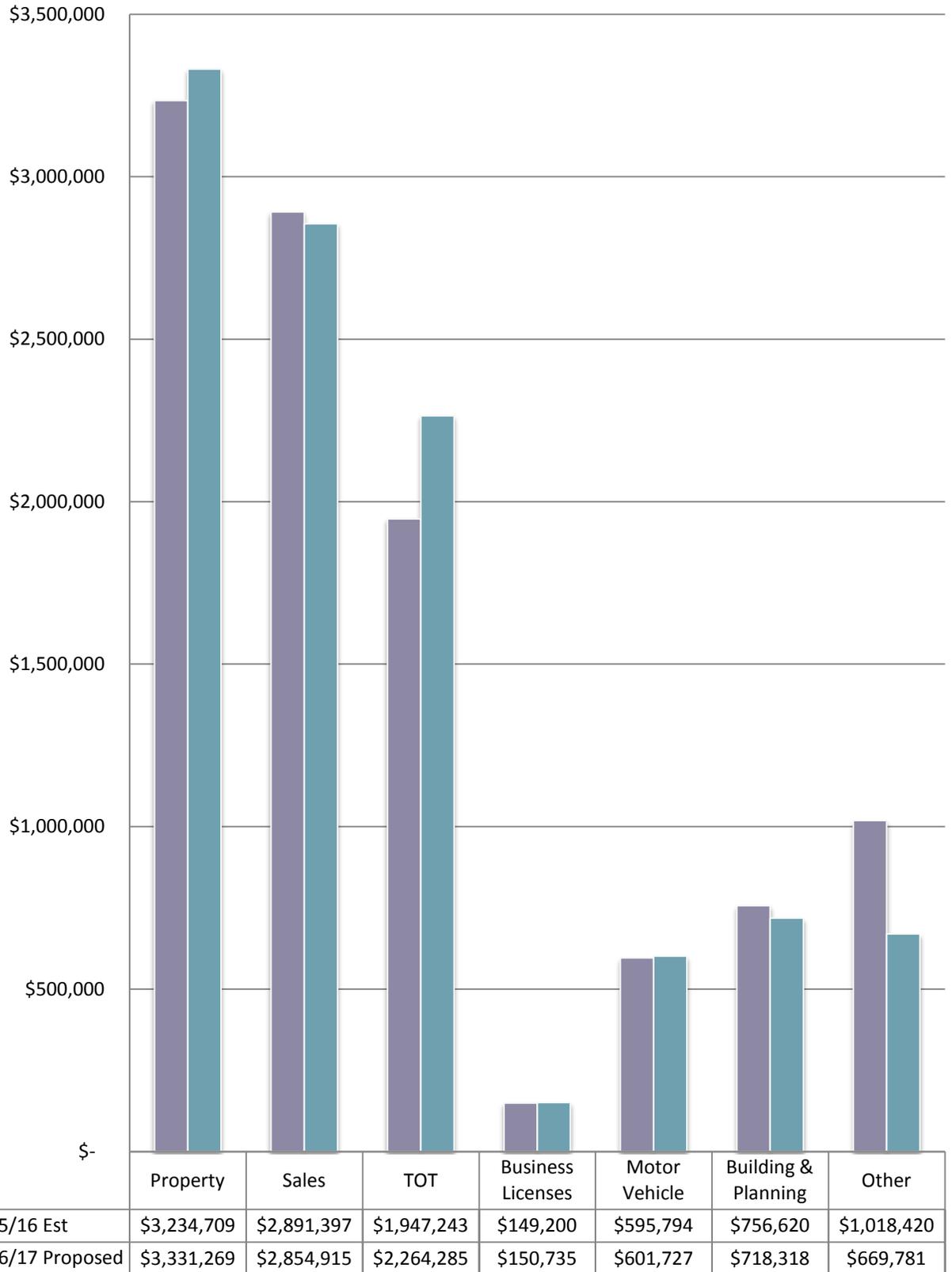
<b>General Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Total Fund Balance</b>
			<b>2,363,170</b>
<b>REVENUES</b>			
Property Taxes	3,331,269		
Sales Taxes	2,854,915		
Transient Occupancy Tax	2,264,285		
Business License	150,735		
Motor Vehicles	601,727		
Planning & Building Fees	718,318		
Other	669,781		
<b>TOTAL REVENUES</b>	<b>10,591,030</b>		
<b>EXPENDITURE BY DEPARTMENT</b>			
Non-Departmental		1,284,754	
City Council		172,180	
City Manager		661,648	
Finance		352,380	
City Attorney		582,037	
Planning/Building		976,373	
Public Works		1,740,856	
Fire		769,827	
Police		3,083,531	
Library		842,179	
Recreation		175,265	
<b>TOTAL EXPENDITURES</b>		<b>10,641,030</b>	
General Fund Balance		<b>2,313,170</b>	
Estimated Reserve %		<b>22%</b>	

**DETAILED GENERAL FUND REVENUES**

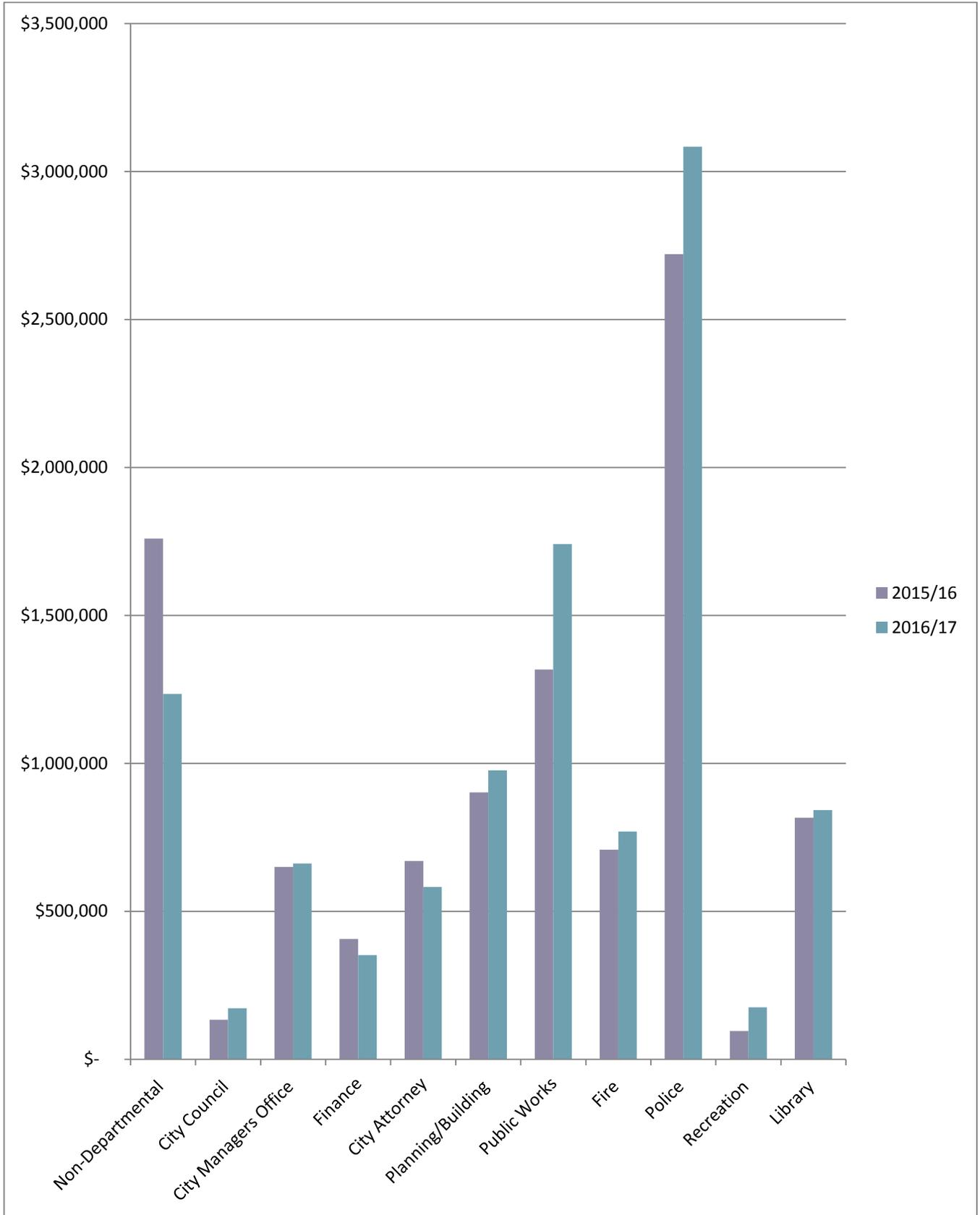
<b>Account Number</b>	<b>Description</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>General Fund</b>						
101-30-10-00-00	Property Tax-Secured	\$2,661,767.10	\$2,927,418.79	\$2,977,499.22	\$3,011,875.00	\$3,102,231.25
101-30-11-00-00	ERAF Shift to State	\$259,336.00	\$236,484.00	\$187,782.00	\$0.00	\$0.00
101-30-20-00-00	Property Tax-Unsecured	\$116,427.60	\$121,625.49	\$122,910.70	\$121,678.00	\$125,328.34
101-30-30-00-00	Prior Year Property Tax	\$928.09	\$1,052.01	\$0.00	\$1,632.00	\$1,200.00
101-30-32-00-00	Proceeds Long-term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-30-40-00-00	Retail Sales/Use Tax	\$1,746,799.46	\$1,926,764.33	\$1,962,589.16	\$2,358,016.00	\$2,765,974.00
101-30-41-00-00	Sales Tax Increment Res 91-18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-30-42-00-00	Public Safety Sales Tax	\$49,317.33	\$47,612.02	\$57,198.27	\$46,160.00	\$55,700.00
101-30-43-00-00	Sales Tax In Lieu	\$589,936.00	\$620,559.00	\$694,523.00	\$487,221.00	\$0.00
101-30-50-00-00	Transient Occupancy Tax	\$1,611,913.23	\$1,731,252.92	\$1,863,965.69	\$1,940,381.13	\$2,259,784.81
101-30-51-00-00	Transient Tax Penalty	\$486.05	\$1,353.50	\$6,214.46	\$6,862.00	\$4,500.00
101-30-60-00-00	Franchise Tax	\$170,501.92	\$179,689.58	\$184,214.77	\$182,500.00	\$186,150.00
101-30-61-00-00	Comcast PEG Access Fees	\$17,660.44	\$25,706.14	\$16,185.92	\$21,500.00	\$22,400.00
101-30-70-00-00	Application & Permit Fees	\$11,777.00	\$3,525.00	\$9,825.00	\$1,000.00	\$1,000.00
101-30-75-00-00	Fire Inspection Fees	\$6,985.00	\$5,280.00	\$5,830.00	\$900.00	\$15,000.00
101-30-80-00-00	Business License	\$156,735.80	\$148,415.20	\$152,615.13	\$148,700.00	\$150,185.00
101-30-81-00-00	Business License Penalty	\$2,816.70	\$1,231.34	\$188.50	\$500.00	\$550.00
101-30-90-00-00	Real Property Transfer Tax	\$77,679.47	\$103,780.60	\$92,289.84	\$99,524.00	\$102,509.72
101-31-20-00-00	Building Permits	\$278,085.74	\$312,155.86	\$416,474.77	\$420,000.00	\$424,200.00
101-31-21-00-00	Building Inspection Fees	\$0.00	\$0.00	\$2,830.50	\$3,500.00	\$3,500.00
101-31-22-00-00	Building Admin Fee	\$0.00	\$0.00	\$4,839.82	\$6,500.00	\$3,500.00
101-31-23-00-00	Other Fire Fees	\$0.00	\$0.00	\$80.00	\$25,775.00	\$0.00
101-31-40-00-00	Vehicle Code Fine	\$42,234.96	\$53,117.83	\$43,215.36	\$16,000.00	\$20,000.00
101-31-50-00-00	Other Police Fines	\$25,912.50	\$47,893.00	\$52,130.00	\$49,200.00	\$35,000.00
101-31-55-00-00	A/R Late Penalty	\$4,152.28	-\$3,896.07	\$640.86	\$1,480.00	\$500.00
101-31-70-00-00	Investment Earnings	\$14,416.70	\$13,965.97	\$11,251.25	\$11,500.00	\$15,550.00
101-31-75-00-00	Interest Income	\$3,827.92	\$0.00	\$0.00	\$1,585.00	\$0.00
101-32-05-00-00	In Lieu VLF Recvd	\$507,664.00	\$556,446.00	\$562,034.00	\$593,294.00	\$599,226.94
101-32-10-00-00	Motor Vehicle In-Lieu	\$7,796.30	\$0.00	\$2,475.71	\$2,500.00	\$2,500.00
101-32-20-00-00	Homeowner Property Tax	\$15,810.00	\$16,184.00	\$15,626.00	\$15,678.00	\$15,550.00
101-32-40-00-00	Highway Maintenance	\$7,400.00	\$7,400.00	\$3,700.00	\$7,400.00	\$7,400.00
101-32-70-00-00	County Fire Contract	\$68,865.18	\$28,855.00	\$28,855.00	\$28,855.00	\$48,855.00
101-32-80-00-00	Emergency Relief	\$97,034.04	\$104,954.93	\$148,524.17	\$191,586.46	\$0.00
101-33-05-00-00	Ca Bldg Std Admin Fee	\$0.00	\$0.00	\$0.00	\$102.93	\$0.00
101-33-10-00-00	Planning Fees	\$849.16	-\$1,304.23	\$0.00	\$102.00	\$100.00
101-33-15-00-00	Short Term Rental Permit Fees	\$0.00	\$0.00	\$4,300.00	\$21,500.00	\$4,300.00
101-33-20-00-00	Legal Cost Recovery	\$72,000.83	\$59,450.42	\$27,443.60	\$36,315.89	\$25,000.00
101-33-21-00-00	Storm Drain Cost Recovery	\$0.00	\$0.00	\$877.05	\$0.00	\$0.00
101-33-30-00-00	Sales Of Maps/Publications	\$271.65	\$684.29	\$563.25	\$550.00	\$250.00
101-33-40-00-00	Other Filing/Certification Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-33-50-00-00	Police Services	\$25,934.94	\$35,194.00	\$27,675.00	\$33,620.00	\$30,000.00
101-33-51-00-00	Animal Control Services	\$0.00	\$0.00	-\$836.50	\$0.00	\$0.00
101-33-60-00-00	Administrative Fees	\$0.00	\$0.00	\$5,587.69	\$5,000.00	\$0.00
101-33-63-00-00	Civil Penalties	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00
101-33-70-00-00	Planning Fees	\$34,590.76	\$9,282.00	\$25,445.00	\$35,000.00	\$10,000.00
101-33-71-00-00	Planning Land & Dev Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-33-74-00-00	Planning App & Permit Fees	\$178,623.00	\$205,300.00	\$168,809.48	\$270,018.00	\$272,718.18
101-33-75-00-00	Planning Violation/Repair Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-33-80-00-00	Engineering Fees	\$18,814.14	\$1,904.50	\$925.00	\$2,000.00	\$1,000.00
101-33-81-00-00	Public Works Land & Dev Fees	\$8,800.00	\$7,200.00	\$17,600.00	\$9,000.00	\$6,500.00
101-33-84-00-00	Public Works App & Permit Fees	\$39,600.00	\$38,765.00	\$47,075.00	\$35,000.00	\$35,000.00
101-33-85-00-00	Public Wks Violation/Repair Fe	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
101-33-86-00-00	Well Permit Fee	\$2,600.00	\$1,300.00	\$1,300.00	\$1,300.00	\$650.00
101-33-90-00-00	Street/Sidewalk/Curb Repair	\$2,000.00	\$0.00	\$5,592.00	\$5,000.00	\$0.00
101-34-20-00-00	Library Fines & Fees	\$13,617.90	\$13,149.78	\$16,170.13	\$14,450.00	\$14,750.00
101-34-21-00-00	TBR Library Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-34-25-00-00	Parks & Rec Development Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-34-31-00-00	Donations	\$262,254.63	\$18,186.08	\$0.00	\$6,000.00	\$2,000.00
101-34-51-00-00	Sale of Capital Assets	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00
101-34-60-00-00	Contributions From Non-Govt	\$0.00	\$0.00	\$6,235.00	\$0.00	\$0.00
101-34-61-00-00	Contributions from Government	\$2,570.85	\$89,943.15	\$0.00	\$0.00	\$0.00
101-34-61-49-00	Contrib from Gov - Police	\$12,740.00	\$7,635.60	\$9,332.40	\$7,635.00	\$8,400.00
101-34-68-00-00	TID Administration Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-34-70-00-00	Other Revenue	\$9,311.80	\$7,370.29	\$29,456.42	\$34,500.00	\$20,000.00
101-34-71-00-00	Reimb State Mandated Costs	\$1,027.00	\$1,665.00	\$68,268.00	\$21,037.00	\$2,000.00
101-34-73-00-00	Other State Revenue	\$0.00	\$5,515.26	\$5,000.00	\$5,000.00	\$5,000.00
101-34-74-00-00	Insurance Refund	\$23,725.00	\$24,269.00	\$1,079.40	\$24,000.00	\$0.00

<b>Account Number</b>	<b>Description</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
101-34-75-00-00	Restitution	\$2,971.54	\$6,349.17	\$7,408.00	\$5,365.84	\$2,500.00
101-34-75-80-00	Restitution Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-34-76-00-00	Cash Overage/Shortage	\$3.23	-\$985.77	\$1,039.79	\$0.00	\$0.00
101-34-77-00-00	Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-36-10-00-00	Rental Income	\$189,597.28	\$196,537.13	\$187,824.13	\$165,500.00	\$170,150.00
101-36-11-00-00	Tennis Court Rentals	\$11,098.50	\$13,989.50	\$12,455.00	\$5,500.00	\$5,500.00
101-36-12-00-00	Rec Programs Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-36-80-00-00	Library Abatement	\$3,785.78	\$2,270.33	\$3,576.15	\$3,600.00	\$3,600.00
101-38-00-80-00	Restitution Revenue	\$0.00	\$0.00	\$16,817.70	\$0.00	\$0.00
101-38-70-00-00	Allocation from Other Agency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-39-98-00-00	Operating Transfers In	\$0.00	\$10,369.27	\$51,240.00	\$2,984.00	\$3,316.58
		<b>\$9,471,804.80</b>	<b>\$10,032,866.21</b>	<b>\$10,374,767.79</b>	<b>\$10,593,383.25</b>	<b>\$10,591,029.82</b>

## General Fund Revenues Comparison



**CITY OF ST. HELENA  
GENERAL FUND YEAR OVER YEAR EXPENDITURES  
FISCAL YEAR 2016/2017**





# CITY COUNCIL (4100)

## **PURPOSE**

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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.

## **2015-16 ACHIEVEMENTS**

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- Adopted the 2015-2016 operating and capital budgets
- Adopted drought regulations and water conservation programs
- Continued process to complete General Plan
- Formed Ad Hoc Revenue Source Task Force
- Considered various revenue enhancing options
- Approved Labor Memorandum of Understanding
- Approved sale of McCorkle property to Our Town St. Helena (OTSH) for 8 self-help units
- Pursued illegal Short-Term Rentals
- Approved Napa Valley's first green bike lane
- Approved action to join Marin Clean Energy
- Resolved Pond 1A regulatory matter
- Directed hiring of forensic account to review Flood Control Projects
- Held annual City Council Goal Setting Session

## **2016-17 GOALS AND OBJECTIVES**

---

- Maintain our quality of life by sustaining and enhancing revenues
- Maintain a functional and safe city by supporting and maintaining City staff
- Manage workloads and dedicate adequate resources for proper project management
- Adopt balanced FY 2016-17 Budget
- Adopt General Plan Update

## **CITY COUNCIL**

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Alan Galbraith – Mayor  
Peter White – Vice Mayor  
Sharon Crull – Council Member  
Paul Dohring – Council Member  
Greg Pitts – Council Member

CITY COUNCIL - 4100  
BUDGET SUMMARY

			FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
			Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>City Council Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4100	General Fund	106,586	159,903	135,877	133,877	133,877	172,180
561	4100	Water Enterprise	38,908	43,168	52,114	52,114	52,114	24,331
571	4100	Wastewater Enterprise	22,234	24,668	29,780	29,780	29,780	24,167
<b>Total Expenses</b>			<b>\$ 167,729</b>	<b>\$ 227,738</b>	<b>\$ 217,771</b>	<b>\$ 215,771</b>	<b>\$ 215,771</b>	<b>\$ 220,678</b>

			FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
			Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>City Council Expense Summary</b>								
Salary			18,000	18,000	18,000	18,000	18,000	18,000
Benefits			94,064	109,442	130,898	130,898	130,898	141,808
Communications			1,337	1,978	1,900	1,900	1,900	1,900
Computer Equipment			3,011	6,771	2,500	2,500	2,500	2,500
Contracts			8,119	44,284	17,000	15,000	15,000	9,000
Contributions			35,333	36,833	36,833	36,833	36,833	35,050
Dept supplies/services			7,865	6,420	7,250	7,250	7,250	7,250
Training/Conference			-	4,011	3,390	3,390	3,390	5,170
<b>Total Expenses</b>			<b>\$ 167,729</b>	<b>\$ 227,738</b>	<b>\$ 217,771</b>	<b>\$ 215,771</b>	<b>\$ 215,771</b>	<b>\$ 220,678</b>

**CITY COUNCIL - 4100  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>101</b>	<b>General Fund</b>						
101-41-00-20-20	Temp/Part Time	8,100	8,100	8,100	8,100	8,100	12,600
101-41-00-20-40	FICA/Medicare	847	878	826	826	826	1,285
101-41-00-20-45	Employer PERS	1,055	1,114	1,386	1,386	1,386	1,725
101-41-00-20-50	Employee PERS	385	420	593	593	593	844
101-41-00-20-55	Health Insurance	36,379	45,497	53,176	53,176	53,176	90,288
101-41-00-20-61	Workers Comp	961	-	-	-	-	-
101-41-00-20-75	Deferred Comp	3,193	3,598	2,923	2,923	2,923	4,567
<i>20</i>	<i>Salaries &amp; Benefits</i>	<i>50,921</i>	<i>59,607</i>	<i>67,004</i>	<i>67,004</i>	<i>67,004</i>	<i>111,310</i>
101-41-00-21-10	Communications	1,337	1,978	1,900	1,900	1,900	1,900
101-41-00-21-15	Postage	3	9	50	50	50	50
101-41-00-21-40	Professional Fees	-	8,158	8,000	6,000	6,000	8,000
101-41-00-21-45	Other Contract Services	8,119	36,126	9,000	9,000	9,000	1,000
101-41-00-21-52	Facility Rental	4,368	-	-	-	-	-
101-41-00-21-53	Memberships & Publications	2,928	5,236	6,200	6,200	6,200	6,200
101-41-00-21-55	Training & Conference	-	4,011	3,390	3,390	3,390	5,170
<i>21</i>	<i>Services</i>	<i>16,754</i>	<i>55,518</i>	<i>28,540</i>	<i>26,540</i>	<i>26,540</i>	<i>22,320</i>
101-41-00-22-12	Computer Equipment	3,011	6,771	2,500	2,500	2,500	2,500
101-41-00-22-13	Office Supplies	434	188	500	500	500	500
101-41-00-22-15	Special Department Supplies	133	986	500	500	500	500
<i>22</i>	<i>Supplies</i>	<i>3,578</i>	<i>7,945</i>	<i>3,500</i>	<i>3,500</i>	<i>3,500</i>	<i>3,500</i>
101-41-00-24-05	Contributions	35,333	36,833	36,833	36,833	36,833	35,050
<i>24</i>	<i>Taxes, Insurances &amp; Contributions</i>	<i>35,333</i>	<i>36,833</i>	<i>36,833</i>	<i>36,833</i>	<i>36,833</i>	<i>35,050</i>
Grand Total		<b>106,586</b>	<b>159,903</b>	<b>135,877</b>	<b>133,877</b>	<b>133,877</b>	<b>172,180</b>
<b>101</b>	<b>General Fund</b>	<b>106,586</b>	<b>159,903</b>	<b>135,877</b>	<b>133,877</b>	<b>133,877</b>	<b>172,180</b>
<b>561</b>	<b>Water Enterprise</b>						
561-41-00-20-20	Temp/Part Time	6,300	6,300	6,300	6,300	6,300	2,700
561-41-00-20-40	FICA/Medicare	658	683	643	643	643	275
561-41-00-20-45	Employer PERS	893	866	1,078	1,078	1,078	849
561-41-00-20-50	Employee PERS	299	326	461	461	461	181
561-41-00-20-55	Health Insurance	28,274	32,195	41,359	41,359	41,359	19,347
561-41-00-20-75	Deferred Comp	2,483	2,798	2,273	2,273	2,273	979
<i>20</i>	<i>Salaries &amp; Benefits</i>	<i>38,908</i>	<i>43,168</i>	<i>52,114</i>	<i>52,114</i>	<i>52,114</i>	<i>24,331</i>
Grand Total		<b>38,908</b>	<b>43,168</b>	<b>52,114</b>	<b>52,114</b>	<b>52,114</b>	<b>24,331</b>
<b>561</b>	<b>Water Enterprise</b>	<b>38,908</b>	<b>43,168</b>	<b>52,114</b>	<b>52,114</b>	<b>52,114</b>	<b>24,331</b>
<b>571</b>	<b>Sewer Enterprise</b>						
571-41-00-20-20	Temp/Part Time	3,600	3,600	3,600	3,600	3,600	2,700
571-41-00-20-40	FICA/Medicare	377	390	367	367	367	275
571-41-00-20-45	Employer PERS	511	495	616	616	616	684
571-41-00-20-50	Employee PERS	172	187	264	264	264	181
571-41-00-20-55	Health Insurance	16,157	18,397	23,634	23,634	23,634	19,347
571-41-00-20-75	Deferred Comp	1,419	1,599	1,299	1,299	1,299	979
<i>20</i>	<i>Salaries &amp; Benefits</i>	<i>22,234</i>	<i>24,668</i>	<i>29,780</i>	<i>29,780</i>	<i>29,780</i>	<i>24,167</i>
Grand Total		<b>22,234</b>	<b>24,668</b>	<b>29,780</b>	<b>29,780</b>	<b>29,780</b>	<b>24,167</b>
<b>571</b>	<b>Sewer Enterprise</b>	<b>22,234</b>	<b>24,668</b>	<b>29,780</b>	<b>29,780</b>	<b>29,780</b>	<b>24,167</b>

CITY COUNCIL - 4100  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
Grand Total		\$ 167,729	\$ 227,738	\$ 217,771	\$ 215,771	\$ 215,771	\$ 220,678

CITY COUNCIL - 4100  
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<b>Professional Fees</b>			
	2140	101	
Strategic Planning		6,000	6,000
Miscellaneous Services		2,000	2,000
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
<b>Other Contract Services</b>			
	2145	101	
Fair Political Practices		1,000	1,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>Memberships &amp; Publications</b>			
	2153	101	
IIMC		200	200
League of California Cities		4,800	4,800
NCLOG		200	200
Miscellaneous		1,000	1,000
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 6,200</b>	<b>\$ 6,200</b>
<b>Training and Conferences</b>			
	2155	101	
NLOG Meetings		1,500	1,500
League of California Cities		1,170	1,170
Miscellaneous Council Training/Meetings		2,500	2,500
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 5,170</b>	<b>\$ 5,170</b>
<b>Contributions</b>			
	2405	101	
Federated Women of Upper Napa Valley		\$ 1,500	\$ 1,500
Rianda House Senior Activity Center		\$ 5,000	\$ 5,000
UpValley Family Centers		\$ 5,000	\$ 5,000
Nimbus Arts		\$ 5,000	\$ 5,000
Boys and Girls Club of St. Helena and Calistoga		\$ 3,000	\$ 3,000
St. Helena Preschool for All		\$ 5,000	\$ 5,000
St. Helena Little League		\$ 5,000	\$ 5,000
Friends of the Cameo		\$ 2,500	\$ 2,500
St. Helena Historical Society		\$ 3,050	\$ 3,050
<b>TOTAL - Contributions</b>	<b>2405</b>	<b>\$ 35,050</b>	<b>\$ 35,050</b>

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# CITY MANAGER'S OFFICE (4200)

## **PURPOSE**

The City Manager is responsible for providing general administrative management of the City; acting as a liaison between the City Council and Staff; carrying out, on behalf of the City Council, its policies, rules, regulations and laws; overseeing the delivery of public service; reviewing and approving staff reports for Council meetings.

The City Clerk is responsible for the preparation of Council Agendas, Brown Act compliance, records management, Fair Political Practices Commission (FPPC) reporting requirements, and assistance to the City Council.

The Human Resource/Information Technology Director is responsible for the recruitment of new employees, benefits, training, retirement, information technology, risk management and phone systems.

## **STAFFING**

The City Manager's Office currently has 4.5 full-time staff members consisting of:

City Manager (1)  
City Clerk (1)  
HR/IT Director (1)  
Administrative Services Mgr (1)  
Administrative Assistant (.5)

## **2015-16 ACHIEVEMENTS**

### CITY MANAGER

- Completed Fire Department Transition
- Supported Affordable Housing Initiatives
- Evaluated City Charter/Real Property Transfer Tax/Sales Tax Initiative
- Developed Unrepresented Resolution
- Led negotiations with RWQCB related to Pond 1A resulting in a successful outcome
- Completed assessment of Comprehensive Flood Control Project
- Commitment to open and transparent government

### CITY CLERK

- Adopted document retention schedule and scheduled 3 document review days
- Installation of Laserfiche
- Provided training on Brown Act, Ethics, and Land Use 101
- Processed an average of 20 Public Records Requests per month and prepared 29 City Council Agendas

### HUMAN RESOURCES/INFORMATION TECHNOLOGY

- Completed draft policy manual and started draft employee handbook
- Began Human Resources makeover
- Soft launch of the Intranet

## **2016-17 GOALS AND OBJECTIVES**

### CITY MANAGER

- Develop strategies supporting implementation of Council Goals
- Continue providing strong and ethical leadership to all City departments
- Ensure efficient and effective delivery of all programs and services
- Provide exceptional customer service citywide
- Adopt balanced FY 2016-17 Budget
- Complete forensic audit of Comprehensive Flood Control Projects
- Continue improving emergency preparedness
- Actively engage in economic development initiatives
- Provide City Council with viable options for the Adams Street Property and for building a new City Hall, Police Station, and Corporation Yard
- Enhance communication and transparency
- Engage in regional issues
- Retain employees; develop succession planning; provide trainings

### CITY CLERK

- Conduct 2016 Municipal Election
- Construct Laserfiche infrastructure
- Implement and foster a transparent process for public service

### HUMAN RESOURCES

- Implement Employee Self-Serve portal and intranet
- Complete full launch of Intranet
- Complete Human Resources makeover

**CITY MANAGER'S OFFICE - 4200  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>City Manager/Clerk/HR Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4200	General Fund	406,832	335,982	481,482	650,048	650,048	661,648
561	4200	Water Enterprise	11,991	57,399	110,843	134,931	134,931	151,093
571	4200	Wastewater Enterprise	9,852	78,876	102,100	125,698	125,698	151,293
733	4200	Capital Projects	-	24,313	-	-	-	-
751	4200	Affordable Housing	26	-	-	-	-	-
<b>Total Expenses</b>			<b>\$ 428,701</b>	<b>\$ 496,571</b>	<b>\$ 694,425</b>	<b>\$ 910,677</b>	<b>\$ 910,677</b>	<b>\$ 964,033</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>City Manager/Clerk/HR Expense Summary</b>								
Salary			260,486	296,099	429,205	470,041	470,041	529,281
Benefits			115,680	113,997	187,962	254,224	254,224	297,772
Capital Equipment			-	-	-	-	-	-
Communications			2,111	3,126	2,500	2,850	2,850	3,278
Computer Equipment			1,262	-	-	5,301	5,301	1,030
Contracts			38,046	32,515	51,450	151,775	151,775	49,216
Dept supplies/services			7,388	12,356	10,645	13,345	13,345	29,688
Election Expense			141	10,970	-	1,000	1,000	27,000
Equipment/Software Maintenance			-	-	4,248	4,248	4,248	4,248
Training/Conference			3,587	3,035	8,415	7,893	7,893	22,520
<b>Total Expenses</b>			<b>\$ 428,701</b>	<b>\$ 496,571</b>	<b>\$ 694,425</b>	<b>\$ 910,677</b>	<b>\$ 910,677</b>	<b>\$ 964,033</b>

**CITY MANAGER'S OFFICE - 4200  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>101</b>	<b>General Fund</b>						
101-42-00-20-10	Salary-Regular	244,750	178,581	261,865	292,247	292,247	347,966
101-42-00-20-20	Temp/Part-time salary	-	14,388	19,968	9,174	9,174	-
101-42-00-20-30	Overtime	1,752	1,829	-	-	-	-
101-42-00-20-40	FICA/Medicare	16,882	14,999	19,074	20,964	20,964	24,176
101-42-00-20-45	Employer PERS	29,562	14,620	27,570	50,100	50,100	60,514
101-42-00-20-50	Employee PERS	13,522	2,956	-	-	-	-
101-42-00-20-55	Health Insurance	32,510	31,890	51,672	66,223	66,223	78,446
101-42-00-20-61	Workers Comp	8,029	5,738	12,373	13,089	13,089	11,712
101-42-00-20-65	SDI	2,070	1,706	1,877	2,207	2,207	2,578
101-42-00-20-71	Unemployment	0	0	-	-	-	8,300
101-42-00-20-75	Deferred Comp	3,536	2,849	5,217	5,772	5,772	6,874
101-42-00-20-85	Auto Allowance	1,710	4,423	7,440	7,980	7,980	8,400
101-42-00-20-89	Charity Event Reimbursement	-	0.00	-	-	-	1,500
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>354,324</b>	<b>273,979</b>	<b>407,056</b>	<b>467,756</b>	<b>467,756</b>	<b>550,466</b>
101-42-00-21-05	Advertising	4,913	5,734	5,000	5,000	5,000	5,750
101-42-00-21-10	Communications	2,111	3,126	2,500	2,850	2,850	3,278
101-42-00-21-15	Postage	76	457	50	300	300	345
101-42-00-21-27	Equipment Lease Exp	-	-	500	500	500	575
101-42-00-21-30	Professional Contracts	-	4,539	-	40,500	40,500	3,000
101-42-00-21-45	Other Contract Services	38,046	27,976	51,450	111,275	111,275	29,550
101-42-00-21-53	Memberships & Publications	683	595	3,095	4,095	4,095	4,945
101-42-00-21-55	Training & Conference	2,708	3,007	8,415	7,893	7,893	21,920
101-42-00-21-56	Admin Recruitment	-	1,449	-	200	200	10,000
101-42-00-21-60	Other Travel	853	28	-	-	-	-
<b>21</b>	<b>Services</b>	<b>49,390</b>	<b>46,911</b>	<b>71,010</b>	<b>172,613</b>	<b>172,613</b>	<b>79,363</b>
101-42-00-22-12	Computer Equipment	1,262	-	-	4,013	4,013	830
101-42-00-22-13	Office Supplies	913	3,550	2,000	2,500	2,500	2,400
101-42-00-22-14	Election Expense	141	10,970	-	1,000	1,000	27,000
101-42-00-22-15	Special Department Supplies	803	572	-	750	750	173
<b>22</b>	<b>Supplies</b>	<b>3,118</b>	<b>15,092</b>	<b>2,000</b>	<b>8,263</b>	<b>8,263</b>	<b>30,403</b>
101-42-00-23-11	Maint Office Equip	-	-	-	-	-	-
101-42-00-23-35	Software Maintenance	-	-	1,416	1,416	1,416	1,416
<b>23</b>	<b>Maintenance</b>	<b>-</b>	<b>-</b>	<b>1,416</b>	<b>1,416</b>	<b>1,416</b>	<b>1,416</b>
<b>Grand Total</b>		<b>406,832</b>	<b>335,982</b>	<b>481,482</b>	<b>650,048</b>	<b>650,048</b>	<b>661,648</b>
<b>101</b>	<b>General Fund</b>	<b>406,832</b>	<b>335,982</b>	<b>481,482</b>	<b>650,048</b>	<b>650,048</b>	<b>661,648</b>
<b>561</b>	<b>Water Enterprise</b>						
561-42-00-20-10	Salary-Regular	6,992	42,202	73,859	86,457	86,457	90,658
561-42-00-20-20	Temp/Part-time salary	-	-	2,496	522	522	-
561-42-00-20-30	Overtime	-	159	-	-	-	-
561-42-00-20-40	FICA/Medicare	97	3,290	4,986	5,882	5,882	6,083
561-42-00-20-45	Employer PERS	548	3,421	9,067	15,795	15,795	16,393
561-42-00-20-50	Employee PERS	658	361	-	-	-	-
561-42-00-20-55	Health Insurance	312	5,048	12,535	17,008	17,008	17,345
561-42-00-20-61	Workers Comp	904	509	2,555	2,703	2,703	2,645
561-42-00-20-65	SDI	2,214	403	505	616	616	631
561-42-00-20-75	Deferred Comp	72	689	1,384	1,568	1,568	1,764
561-42-00-20-85	Auto Allowance	99	1,318	2,040	2,320	2,320	2,400

CITY MANAGER'S OFFICE - 4200  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
561-42-00-20-89	Charity Event Reimbursement	-	-	-	-	-	375
561-42-00-20-97	Housing Allowance	95	-	-	-	-	-
20	<i>Salaries &amp; Benefits</i>	11,991	57,399	109,427	132,871	132,871	138,294
561-42-00-21-30	Professional Contracts	-	-	-	-	-	500
561-42-00-21-45	Other Contract Services	-	-	-	-	-	7,833
561-42-00-21-55	Training & Conference	-	-	-	-	-	300
561-42-00-21-56	Admin Recruitment	-	-	-	-	-	2,750
21	<i>Services</i>	-	-	-	-	-	11,383
561-42-00-22-12	Computer Equipment	-	-	-	644	644	-
22	<i>Supplies</i>	-	-	-	644	644	-
561-42-00-23-35	Software Maintenance	-	-	1,416	1,416	1,416	1,416
23	<i>Maintenance</i>	-	-	1,416	1,416	1,416	1,416
Grand Total		11,991	57,399	110,843	134,931	134,931	151,093
<b>561</b>	<b>Water Enterprise</b>	11,991	57,399	110,843	134,931	134,931	151,093
<b>571</b>	<b>Sewer Enterprise</b>						
571-42-00-20-10	Salary-Regular	6,992	58,942	68,521	81,119	81,119	90,658
571-42-00-20-20	Temp/Part-time salary	-	-	2,496	522	522	-
571-42-00-20-30	Overtime	-	159	-	-	-	-
571-42-00-20-40	FICA/Medicare	97	4,587	4,562	5,458	5,458	6,083
571-42-00-20-45	Employer PERS	548	4,753	8,009	14,237	14,237	16,393
571-42-00-20-50	Employee PERS	658	361	-	-	-	-
571-42-00-20-55	Health Insurance	313	6,519	11,217	15,690	15,690	17,345
571-42-00-20-61	Workers Comp	904	182	2,723	2,881	2,881	2,645
571-42-00-20-65	SDI	74	564	457	568	568	631
571-42-00-20-75	Deferred Comp	72	924	779	963	963	1,764
571-42-00-20-85	Auto Allowance	99	1,887	1,920	2,200	2,200	2,400
571-42-00-20-89	Charity Event Reimbursement	-	-	-	-	-	375
571-42-00-20-97	Housing Allowance	95	-	-	-	-	-
20	<i>Salaries &amp; Benefits</i>	9,852	78,876	100,684	123,638	123,638	138,294
571-42-00-21-30	Professional Contracts	-	-	-	-	-	500
571-42-00-21-45	Other Contract Services	-	-	-	-	-	7,833
571-42-00-21-55	Training & Conference	-	-	-	-	-	300
571-42-00-21-56	Admin Recruitment	-	-	-	-	-	2,750
21	<i>Services</i>	-	-	-	-	-	11,383
571-4200-22-12	Computer Equipment	-	-	-	644	644	200
22	<i>Supplies</i>	-	-	-	644	644	200
571-42-00-23-35	Software Maintenance	-	-	1,416	1,416	1,416	1,416
23	<i>Maintenance</i>	-	-	1,416	1,416	1,416	1,416
Grand Total		9,852	78,876	102,100	125,698	125,698	151,293
<b>571</b>	<b>Sewer Enterprise</b>	9,852	78,876	102,100	125,698	125,698	151,293
<b>733</b>	<b>Capital Project Planning</b>						
<b>42</b>	<b>City Manager</b>						
733-42-00-23-00	Capital Projects Budget	-	24,313	-	-	-	-

CITY MANAGER'S OFFICE - 4200  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>23</b>	<b>Maintenance</b>	-	24,313	-	-	-	-
<b>00</b>	<b>Administration</b>	-	24,313	-	-	-	-
<b>751</b>	<b>Affordable Housing</b>						
751-42-00-21-55	Training & Conference	26	-	-	-	-	-
21	Services	26	-	-	-	-	-
Grand Total		26	-	-	-	-	-
<b>751</b>	<b>Affordable Housing</b>	26	-	-	-	-	-
Grand Total		\$ 428,701	\$ 496,571	\$ 694,425	\$ 910,677	\$ 910,677	\$ 964,033

**CITY MANAGER'S OFFICE - 4200**  
**EXPENSE DETAIL**

Description	Object Code	Funding Source and			Total Budgeted
		Amount Per Funding Source			
<i>Professional Fees</i>	<i>2130</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Misc. Services		3,000	-	-	3,000
<b>TOTAL - Professional Fees</b>	<b>2130</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Southtech - Form 700 (City Clerk)		450	-	-	450
City Council/Planning Commission Web Streaming (City Clerk)		9,100	-	-	9,100
Miscellaneous Contracts (City Manager)		20,000	-	-	20,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 29,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,550</b>
<i>Memberships &amp; Publications</i>	<i>2153</i>	<i>101</i>	<i>561</i>	<i>571</i>	
IIMC (City Clerk)		155	-	-	155
CCAC (City Clerk)		90	-	-	90
CCMF (City Manager)		400	-	-	400
ICMA (City Manager)		1,400	-	-	1,400
Mail Chimp (City Clerk)		500	-	-	500
CalPELRA (HR)		700	-	-	700
NCCIPMA-HR Lifetime Membership		350	-	-	350
MMANC (City Manager)		150	-	-	150
County of Napa Official Records Index and Document Images (split with PW Admin and Planning)		1,200	-	-	1,200
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 4,945</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,945</b>
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>	<i>561</i>	<i>571</i>	
ICMA (City Manager)		2,500	-	-	2,500
City Manager Training		8,000	-	-	8,000
League of California Cities (City Manager)		1,770	-	-	1,770
Technical Training for Clerks (City Clerk)		3,000	-	-	3,000
League of California Cities New Law and Elections (City Clerk)		1,650	-	-	1,650
Pryor Training Unlimited (HR)		400	-	-	400
MMANC, Springbrook Conference, HR Trainings		3,000	-	-	3,000
CalPELRA (HR) - REMIF to Reimburse		1,300	-	-	1,300
Liebert Cassidy (HR)		300	300	300	900
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 21,920</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 22,520</b>

CITY MANAGER'S OFFICE - 4200  
EXPENSE DETAIL

Description	Object Code	Funding Source and			Total Budgeted
		Amount Per Funding Source			
<i>Admin Recruitment</i>	<i>2156</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Background Checks		2,000	500	500	3,000
Physicals		1,000	250	250	1,500
Advertising		2,000	500	500	3,000
Supplies		2,000	500	500	3,000
Equipment		3,000	1,000	1,000	5,000
<b>TOTAL - Admin Recruitment</b>	<b>2156</b>	<b>\$ 10,000</b>	<b>\$ 2,750</b>	<b>\$ 2,750</b>	<b>\$ 15,500</b>
<i>Software Maintenance</i>	<i>2335</i>	<i>101</i>	<i>561</i>	<i>571</i>	
ECS (laserfiche)		1,416	1,416	1,416	4,248
<b>TOTAL - Software Maintenance</b>	<b>2335</b>	<b>\$ 1,416</b>	<b>\$ 1,416</b>	<b>\$ 1,416</b>	<b>\$ 4,248</b>

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# FINANCE (4300)

## **PURPOSE**

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The Finance Department is responsible for providing financial management of all City Funds, grants management and administrating internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; grant contract review, verification of grant reimbursements and audit closeout; monitoring legislation affecting finances of the City; monitoring the City's risk management needs, and administration of the Business License Ordinance.

Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations, miscellaneous receivables, and purchasing services.

## **STAFFING**

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The Finance Department currently has 5 full-time staff members. Consisting of:  
Finance Director (1)  
Grants/Finance Manager (1)  
Accounting Technician (1)  
Accounting Assistants (2)

## **2015-16 ACHIEVEMENTS**

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- Retained new Audit Firm
- Adopted FY 2015-16 balanced budget
- Implemented new monitoring and reporting
- Implemented new control measures
- Conducted forensic review of Comprehensive Flood Control Project
- Developed Grants Management Policy
- Prepared quarterly finance updates
- Prepared quarterly grant updates
- Completed FY 2014-15 Comprehensive Audited Financial Report (CAFR)
- Updated purchasing policy
- Conducted internal auditing reviews
- Established procedures and policies for non-profit funding requests
- Began development of policy and procedures for department

## **2016-17 GOALS AND OBJECTIVES**

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- 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
- Complete forensic audit
- Continue to review and update Finance policies and procedures
- Increase new grant funding
- Complete launch of online Purchase Order system
- Prepare a balanced budget and monitor revenue and expenses

**FINANCE - 4300  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Finance Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4300	General Fund	252,737	281,187	340,917	406,487	406,487	352,380
235	4300	Measure A	4,533	-	-	-	-	-
561	4300	Water Enterprise	258,827	303,258	267,679	274,318	274,318	250,547
571	4300	Wastewater Enterprise	164,457	193,978	228,373	233,213	233,213	204,402
216	4300	Public Safety Impact	-	-	-	8,153	8,153	-
713	4300	Civic Impact	-	-	-	8,153	8,153	-
733	4300	Capital Project Planning	-	44,429	-	2,250	2,250	-
740	4300	Traffic Mitigation Impact	-	-	-	8,153	8,153	-
742	4300	Storm Drain Improvement	-	-	-	8,153	8,153	-
764	4300	Water Impact	-	-	-	8,153	8,153	-
774	4300	Sewer Impact	-	-	-	8,153	8,153	-
<b>Total Expenses</b>			<b>\$ 680,554</b>	<b>\$ 822,852</b>	<b>\$ 836,969</b>	<b>\$ 965,186</b>	<b>\$ 965,186</b>	<b>\$ 807,328</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Finance Expense Summary</b>								
Salary			316,518	342,118	357,360	352,864	352,864	396,781
Benefits			195,823	208,770	198,418	213,812	213,812	221,800
Capital Equipment			-	-	-	1,474	1,474	-
Communications			565	2,147	885	1,935	1,935	1,935
Computer Equipment			2,120	-	300	5,418	5,418	1,350
Contracts			37,294	85,318	163,291	273,638	273,638	60,452
Dept supplies/services			104,854	84,660	83,270	83,897	83,897	90,697
Software/Equipment Maintenance			22,313	51,849	25,343	25,343	25,343	24,133
Training/Conference			968	2,588	8,102	6,804	6,804	9,680
<b>Total Expenses</b>			<b>\$ 680,554</b>	<b>\$ 822,852</b>	<b>\$ 836,969</b>	<b>\$ 965,186</b>	<b>\$ 965,186</b>	<b>\$ 807,328</b>

FINANCE - 4300  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-43-00-20-10	Salary-Regular	116,380	119,360	166,042	162,821	162,821	182,224
101-43-00-20-20	Temp/Part Time	-	1,100	-	1,808	1,808	-
101-43-00-20-30	Overtime	3,036	726	500	500	500	500
101-43-00-20-40	FICA/Medicare	9,118	9,409	13,027	13,049	13,049	14,171
101-43-00-20-45	Employer PERS	15,417	14,424	18,080	24,524	24,524	31,870
101-43-00-20-50	Employee PERS	5,252	2,312	-	-	-	-
101-43-00-20-55	Health Insurance	35,160	27,191	44,268	44,268	44,268	37,474
101-43-00-20-61	Workers Comp	5,872	6,558	6,724	7,114	7,114	7,568
101-43-00-20-65	SDI	1,157	1,152	1,454	1,457	1,457	1,563
101-43-00-20-71	Unemployment	-	-	-	-	-	-
101-43-00-20-75	Deferred Comp	1,022	2,391	3,924	3,924	3,924	4,361
101-43-00-20-85	Auto Allowance	350	2,037	3,920	3,920	3,920	3,919
101-43-00-20-89	Charity Event Reimbursement	-	-	-	-	-	1,223
101-43-00-20-96	Education Reimbursement	-	-	-	-	-	1,000
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>192,765</b>	<b>186,660</b>	<b>257,939</b>	<b>263,384</b>	<b>263,384</b>	<b>285,873</b>
101-43-00-21-05	Advertising	75	650	-	-	-	-
101-43-00-21-10	Communications	245	2,147	500	1,000	1,000	1,000
101-43-00-21-15	Postage	9,664	4,243	4,500	4,500	4,500	4,500
101-43-00-21-30	Professional Contracts	110	3,931	2,500	4,627	4,627	3,500
101-43-00-21-40	Professional Fees	-	66	-	-	-	-
101-43-00-21-42	Banking Fees	11,255	7,839	13,000	13,000	13,000	13,000
101-43-00-21-45	Other Contract Services	1,408	47,460	45,723	100,673	100,673	24,024
101-43-00-21-48	Government Fees	26,915	100	100	100	100	100
101-43-00-21-53	Memberships & Publications	145	1,289	340	340	340	1,097
101-43-00-21-55	Training & Conference	334	2,262	2,634	2,184	2,184	4,415
101-43-00-21-60	Other Travel	-	38	200	200	200	200
<b>21</b>	<b>Services</b>	<b>50,150</b>	<b>70,026</b>	<b>69,497</b>	<b>126,624</b>	<b>126,624</b>	<b>51,836</b>
101-43-00-22-12	Computer Equipment	960	-	-	1,656	1,656	450
101-43-00-22-13	Office Supplies	634	1,136	800	1,200	1,200	1,200
101-43-00-22-15	Special Department Supplies	921	2,632	3,500	2,968	2,968	3,500
<b>22</b>	<b>Supplies</b>	<b>2,516</b>	<b>3,768</b>	<b>4,300</b>	<b>5,824</b>	<b>5,824</b>	<b>5,150</b>
101-43-00-23-11	Maint Office Equip	-	-	-	-	-	500
101-43-00-23-35	Software Maintenance	7,307	20,085	9,181	9,181	9,181	7,971
<b>23</b>	<b>Maintenance</b>	<b>7,307</b>	<b>20,085</b>	<b>9,181</b>	<b>9,181</b>	<b>9,181</b>	<b>8,471</b>
101-43-00-26-40	Furniture & Fixtures	-	648	-	1,474	1,474	1,050
<b>26</b>	<b>Capital</b>	<b>-</b>	<b>648</b>	<b>-</b>	<b>1,474</b>	<b>1,474</b>	<b>1,050</b>
<b>Grand Total</b>		<b>252,737</b>	<b>281,187</b>	<b>340,917</b>	<b>406,487</b>	<b>406,487</b>	<b>352,380</b>
<b>101</b>	<b>General Fund</b>	<b>252,737</b>	<b>281,187</b>	<b>340,917</b>	<b>406,487</b>	<b>406,487</b>	<b>352,380</b>
<b>216</b>	<b>Public Safety Impact</b>						
<b>43</b>	<b>Finance</b>						
216-43-00-21-45	Other Contract Services	-	-	-	8,153	8,153	-
<b>21</b>	<b>Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>
<b>00</b>	<b>Administration</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>
<b>235</b>	<b>Measure A</b>						

FINANCE - 4300  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
235-43-00-21-42	Banking Fees	4,533	-	-	-	-	-
235-43-00-21-55	Training & Conference	-	-	-	-	-	-
21	<i>Services</i>	4,533	-	-	-	-	-
Grand Total		<b>4,533</b>	-	-	-	-	-
<b>235</b>	<b>Measure A</b>	<b>4,533</b>	-	-	-	-	-
<b>561</b>	<b>Water Enterprise</b>						
561-43-00-20-10	Salary-Regular	130,596	139,635	108,941	105,971	105,971	122,289
561-43-00-20-20	Temp/Part Time	-	-	-	1,808	1,808	-
561-43-00-20-30	Overtime	100	1,122	-	-	-	-
561-43-00-20-40	FICA/Medicare	9,987	10,926	8,484	8,546	8,546	9,484
561-43-00-20-45	Employer PERS	19,459	18,284	8,459	12,899	12,899	19,266
561-43-00-20-50	Employee PERS	6,961	3,758	-	-	-	-
561-43-00-20-55	Health Insurance	35,325	45,199	32,261	32,261	32,261	25,834
561-43-00-20-61	Workers Comp	6,163	7,108	5,816	6,153	6,153	6,548
561-43-00-20-65	SDI	1,383	1,348	931	938	938	1,067
561-43-00-20-75	Deferred Comp	1,739	2,915	2,088	2,088	2,088	2,534
561-43-00-20-85	Auto Allowance	600	2,323	1,760	1,760	1,760	1,759
561-43-00-20-89	Charity Event Reimbursement	-	-	-	-	-	548
20	<i>Salaries &amp; Benefits</i>	212,312	232,619	168,740	172,424	172,424	189,329
561-43-00-21-10	Communications	185	-	200	450	450	450
561-43-00-21-15	Postage	9,000	11,563	12,000	12,000	12,000	12,000
561-43-00-21-30	Professional Contracts	-	2,760	2,500	2,927	2,927	3,500
561-43-00-21-40	Professional Fees	-	14,429	-	-	-	-
561-43-00-21-42	Banking Fees	12,000	1,930	12,500	12,500	12,500	12,500
561-43-00-21-44	Online Transaction Fee	1,080	19,184	1,400	1,400	1,400	2,400
561-43-00-21-45	Other Contract Services	12,550	222	55,034	55,658	55,658	12,964
561-43-00-21-53	Memberships & Publications	-	260	340	340	340	663
561-43-00-21-55	Training & Conference	300	14	2,634	2,210	2,210	2,985
21	<i>Services</i>	35,115	50,362	86,608	87,485	87,485	47,462
561-43-00-22-12	Computer Equipment	200	-	150	1,881	1,881	450
561-43-00-22-13	Office Supplies	400	1,200	600	1,000	1,000	1,000
561-43-00-22-15	Special Department Supplies	3,000	2,339	3,500	3,446	3,446	3,500
22	<i>Supplies</i>	3,600	3,539	4,250	6,327	6,327	4,950
561-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-	500
561-43-00-23-35	Software Maintenance	7,700	15,882	8,081	8,081	8,081	8,081
23	<i>Maintenance</i>	7,700	15,882	8,081	8,081	8,081	8,581
561-43-00-24-25	Taxes & Other Charges	-	693	-	-	-	-
24	<i>Taxes, Insurances &amp; Contributi</i>	-	693	-	-	-	-
561-43-00-26-40	Furniture & Fixtures	100	162	-	-	-	225
26	<i>Capital</i>	100	162	-	-	-	225
Grand Total		<b>258,827</b>	<b>303,258</b>	<b>267,679</b>	<b>274,318</b>	<b>274,318</b>	250,547
<b>561</b>	<b>Water Enterprise</b>	<b>258,827</b>	<b>303,258</b>	<b>267,679</b>	<b>274,318</b>	<b>274,318</b>	250,547
<b>571</b>	<b>Sewer Enterprise</b>						
571-43-00-20-10	Salary-Regular	65,086	79,390	81,877	78,148	78,148	91,768

FINANCE - 4300  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
571-43-00-20-20	Temp/Part Time	-	-	-	1,808	1,808	-
571-43-00-20-30	Overtime	1,320	785	-	-	-	-
571-43-00-20-40	FICA/Medicare	5,074	6,221	6,378	6,416	6,416	7,164
571-43-00-20-45	Employer PERS	8,762	10,141	6,768	10,169	10,169	14,982
571-43-00-20-50	Employee PERS	2,962	1,967	-	-	-	-
571-43-00-20-55	Health Insurance	19,250	25,383	26,018	26,018	26,018	19,855
571-43-00-20-61	Workers Comp	3,403	4,119	4,236	4,482	4,482	4,772
571-43-00-20-65	SDI	643	766	707	712	712	806
571-43-00-20-75	Deferred Comp	553	1,597	1,595	1,595	1,595	2,033
571-43-00-20-85	Auto Allowance	210	1,239	1,520	1,520	1,520	1,519
561-43-00-20-89	Charity Event Reimbursement	-	-	-	-	-	480
20	<i>Salaries &amp; Benefits</i>	107,264	131,609	129,099	130,867	130,867	143,380
571-43-00-21-05	Advertising	75	-	-	-	-	-
571-43-00-21-10	Communications	135	-	185	485	485	485
571-43-00-21-15	Postage	9,468	11,563	11,000	11,000	11,000	11,000
571-43-00-21-30	Professional Contracts	110	2,760	2,500	2,927	2,927	3,500
571-43-00-21-42	Banking Fees	11,254	10,969	12,500	12,500	12,500	12,500
571-43-00-21-44	Online Transaction Fee	1,408	1,930	1,400	1,400	1,400	2,400
571-43-00-21-45	Other Contract Services	23,116	13,689	55,034	55,658	55,658	12,964
571-43-00-21-53	Memberships & Publications	145	222	340	340	340	637
571-43-00-21-55	Training & Conference	334	260	2,634	2,210	2,210	2,280
571-43-00-21-60	Other Travel	-	14	-	-	-	-
21	<i>Services</i>	46,045	41,408	85,593	86,520	86,520	45,766
571-43-00-22-12	Computer Equipment	960	-	150	1,881	1,881	450
571-43-00-22-13	Office Supplies	640	1,201	600	1,000	1,000	1,000
571-43-00-22-15	Special Department Supplies	897	2,315	3,500	3,363	3,363	3,500
22	<i>Supplies</i>	2,497	3,516	4,250	6,244	6,244	4,950
571-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-	500
571-43-00-23-35	Software Maintenance	7,307	15,882	8,081	8,081	8,081	8,081
23	<i>Maintenance</i>	7,307	15,882	8,081	8,081	8,081	8,581
571-43-00-24-25	Taxes & Other Charges	1,344	1,402	1,350	1,500	1,500	1,500
24	<i>Taxes, Insurances &amp; Contributi</i>	1,344	1,402	1,350	1,500	1,500	1,500
571-43-00-26-40	Furniture & Fixtures	-	162	-	-	-	225
26	<i>Capital</i>	-	162	-	-	-	225
Grand Total		164,457	193,978	228,373	233,213	233,213	204,402
571	<b>Sewer Enterprise</b>	164,457	193,978	228,373	233,213	233,213	204,402
713	<b>Civic Impact</b>						
43	<b>Finance</b>						
713-43-00-21-45	Other Contract Services	-	-	-	8,153	8,153	-
21	<i>Services</i>	-	-	-	8,153	8,153	-
00	<b>Administration</b>	-	-	-	8,153	8,153	-
733	<b>Capital Project Planning</b>						
43	<b>Finance</b>						
733-43-00-21-45	Other Contract Services	-	44,429	-	-	-	-

FINANCE - 4300  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
21	Services	-	44,429	-	-	-	
733-43-00-23-00	Capital Projects Budget	-	-	-	2,250	2,250	-
23	Maintenance	-	-	-	2,250	2,250	-
<b>00</b>	<b>Administration</b>	-	<b>44,429</b>	-	<b>2,250</b>	<b>2,250</b>	-
<b>740</b>	<b>Traffic Mitigation Impact</b>						
<b>43</b>	<b>Finance</b>						
740-43-00-21-45	Other Contract Services	-	-	-	8,153	8,153	-
21	Services	-	-	-	8,153	8,153	-
<b>00</b>	<b>Administration</b>	-	-	-	<b>8,153</b>	<b>8,153</b>	-
<b>742</b>	<b>Storm Drain Improvement</b>						
<b>43</b>	<b>Finance</b>						
742-43-00-21-45	Other Contract Services	-	-	-	8,153	8,153	-
21	Services	-	-	-	8,153	8,153	-
<b>00</b>	<b>Administration</b>	-	-	-	<b>8,153</b>	<b>8,153</b>	-
<b>764</b>	<b>Water Impact</b>						
<b>43</b>	<b>Finance</b>						
764-43-00-21-45	Other Contract Services	-	-	-	8,153	8,153	-
21	Services	-	-	-	8,153	8,153	-
<b>00</b>	<b>Administration</b>	-	-	-	<b>8,153</b>	<b>8,153</b>	-
<b>774</b>	<b>Sewer Impact</b>						
<b>43</b>	<b>Finance</b>						
774-43-00-21-45	Other Contract Services	-	-	-	8,153	8,153	-
21	Services	-	-	-	8,153	8,153	-
<b>00</b>	<b>Administration</b>	-	-	-	<b>8,153</b>	<b>8,153</b>	-
Grand Total		<b>680,554</b>	<b>822,852</b>	<b>836,969</b>	<b>965,186</b>	<b>965,186</b>	<b>807,328</b>

FINANCE - 4300  
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Professional Contracts</i>					
	2130	101	561	571	
Professional Support		3,500	3,500	3,500	10,500
<b>TOTAL - Professional Contracts</b>	<b>2130</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 10,500</b>
<i>Other Contract Services</i>					
	2145	101	561	571	
Annual Audit Services		9,400	9,400	9,400	28,200
PERS Reports		4,590	1,530	1,530	7,650
End of Fiscal Year Temp Help		1,000	1,000	1,000	3,000
California Municipal Statistic (CAFR Stats)		134	134	134	400
AK&Co (Reimbursement Claims)		900	900	900	2,700
Muniservices (Sales Tax Audit and Reports)		8,000	-	-	8,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 24,024</b>	<b>\$ 12,964</b>	<b>\$ 12,964</b>	<b>\$ 49,952</b>
<i>Memberships &amp; Publications</i>					
	2153	101	561	571	
GFOA (Fin Dir & 2 Managers)		\$ 245	\$ 110	\$ 95	\$ 449
GFOA Award		\$ 73	\$ 73	\$ 73	\$ 219
CSMFO (Fin Dir & 2 Managers)		\$ 179	\$ 80	\$ 69	\$ 329
Misc. Memberships & Publications		\$ 600	\$ 400	\$ 400	\$ 1,400
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 1,097</b>	<b>\$ 663</b>	<b>\$ 637</b>	<b>\$ 2,396</b>
<i>Training and Conferences</i>					
	2155	101	561	571	
Finance Director - Trainings					
GFOA (Misc Trainings - \$600)					
League of Ca Cities (\$1,300)		1,800	625	375	2,800
CSFMO (\$1,300)					
Misc. Trainings (\$600)					
Managers (2 managers) - Trainings					
GFOA (Misc Trainings - \$800)					
MMANC or ICMA (\$1,300)		2,060	960	960	3,980
League of Ca Cities (\$1,300)					
Misc. Trainings (\$580)					
Accounting Assistants - Trainings					
ACCELA (\$1,400)					
League of Ca Cities (\$500)		555	1,400	945	2,900
GFOA (\$500)					
Misc. Trainings (\$500)					
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 4,415</b>	<b>\$ 2,985</b>	<b>\$ 2,280</b>	<b>\$ 9,680</b>

FINANCE - 4300  
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Special Department Supplies</i>	2215	101	561	571	
Forms		2,500	2,500	2,500	7,500
Print Budget		1,000	1,000	1,000	3,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 10,500</b>
<i>Maintenance Office Equipment</i>	2311	101	561	571	
Pitney Bowes Maintenance		500	500	500	1,500
<b>TOTAL - Maintenance Office Equipment</b>	<b>2311</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 1,500</b>
<i>Software Maintenance</i>	2335	101	561	571	
Springbrook - Finance Suite		828	828	828	2,485
Springbrook - Purchase Orders		368	368	368	1,104
Springbrook - Payroll		828	828	828	2,485
Springbrook - Human Resources		828	828	828	2,485
Springbrook - Project/Grant Accounting		506	506	506	1,519
Springbrook - Fixed Assets		506	506	506	1,519
Springbrook - Accounts Receivable		1,104	-	-	1,104
Springbrook - Central Cash/POS Maint		506	506	506	1,519
Springbrook - Utility Billing Suite		-	1,243	1,243	2,485
Springbrook - Custom: Billing Statements		-	524	524	1,047
Springbrook - Custom: Meter Interface		-	595	595	1,190
Springbrook - Web Based UB Payments and Inquiry		-	345	345	690
Springbrook - Licenses and Permits		1,519	-	-	1,519
Springbrook - Application Server Maint.		978	978	978	2,934
Springbrook - ESS		-	-	-	
Springbrook - Utility Billing Custom		-	26	26	52
<b>TOTAL - Software Maintenance</b>	<b>2335</b>	<b>\$ 7,971</b>	<b>\$ 8,081</b>	<b>\$ 8,081</b>	<b>\$ 24,137</b>
<i>Furniture &amp; Fixtures</i>	2640	101	561	571	
Finance Desk Set		1,050	225	225	1,500
<b>TOTAL - Furniture &amp; Fixtures</b>	<b>2640</b>	<b>\$ 1,050</b>	<b>\$ 225</b>	<b>\$ 225</b>	<b>\$ 1,500</b>



# CITY ATTORNEY (4400)

## **PURPOSE**

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The City of St. Helena contracts with the law firm of Burke, Williams & Sorensen LLP for its City Attorney services. Thomas B. Brown, a partner with Burke, is the City Attorney. The City Attorney, who is appointed by the City Council, is responsible for providing legal advice to the City Council and Staff in carrying out the duties of City government. The City Attorney's duties include framing and reviewing City ordinances, resolutions and agreements, advising on all areas of law affecting the City's operations, and representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City. The City Attorney's client is the City of St. Helena, as represented by the City Council and City Manager, and not members of the public.

## **2015-16 ACHIEVEMENTS**

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- Provided written and oral legal advice in response to ongoing inquiries from City Council and Staff, attended City Council and Executive Staff meetings, and others as needed
- Drafted or assisted in the development of numerous ordinances
- Managed litigation, including the Davies Winery, Kaye I and II, Upper Valley/Pond 1A, Saldano and Short-Term Rental code enforcement matters
- Assisted in the complex agreements for the Turley Flats and McCorkle affordable housing projects
- Drafted memoranda and advised with respect to a variety of municipal law issues, including elections, Brown Act, Public Records Act, conflicts of interest, medical marijuana, affordable housing
- Provided ongoing support in labor and employment matters
- Worked with Staff on processing various development projects
- Assisted in updating the Housing Element
- Assisted in negotiations and drafting of water use agreements
- Assisting in the General Plan update process, including environmental review
- Assisted in the City's consideration of a Charter and Transfer Tax Ordinance
- Assisted in the implementation of the Calderon settlement and the approval of affordable housing opportunities
- Assisted in drafting City ordinances including updating the City's public works procurement procedures
- Assisted in drafting numerous City service contracts and providing legal advice and counsel during contract negotiations

## **2016-17 GOALS AND OBJECTIVES**

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- Continue all ongoing services and efforts from 2015-2016
- Continue to assist in the City's consideration of a Charter and Transfer Tax Ordinance
- Continue to assist in the implementation of the Calderon settlement and the approval of affordable housing opportunities.
- Continue to successfully defend and/or implement new lawsuits
- Continue to assist in the successful updates to the General Plan

**CITY ATTORNEY - 4400  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>City Attorney Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4400	General Fund	517,111	692,574	670,000	670,000	670,000	582,037
235	4400	Measure A	14,952	-	-	-	-	-
561	4400	Water Enterprise	4,282	6,115	15,000	15,000	15,000	15,000
571	4400	Wastewater Enterprise	10,434	138,173	15,000	193,700	193,700	15,000
751	4400	Affordable Housing	4,424	10,388	2,000	27,000	27,000	30,000
				18,425				
<b>Total Expenses</b>			<b>\$ 551,202</b>	<b>\$ 865,675</b>	<b>\$ 702,000</b>	<b>\$ 905,700</b>	<b>\$ 905,700</b>	<b>\$ 642,037</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>City Attorney Expense Summary</b>								
Billable Services			74,301	21,040	35,000	35,000	35,000	-
Contracts			336,252	689,228	367,000	700,700	700,700	395,000
Dept Supplies/Services			-	73	-	-	-	-
Litigation			140,649	155,334	300,000	170,000	170,000	247,037
Training/Conference			-	-	-	-	-	-
<b>Total Expenses</b>			<b>\$ 551,202</b>	<b>\$ 865,675</b>	<b>\$ 702,000</b>	<b>\$ 905,700</b>	<b>\$ 905,700</b>	<b>\$ 642,037</b>

CITY ATTORNEY - 4400  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-44-00-21-30	Professional Contracts	310,204	516,127	335,000	465,000	465,000	335,000
101-44-00-21-32	Litigation Cost	132,607	155,334	300,000	170,000	170,000	247,037
101-44-00-21-33	Contract Billable Services	74,301	21,040	35,000	35,000	35,000	-
21	Services	517,111	692,502	670,000	670,000	670,000	582,037
101-44-00-22-13	Office Supplies	-	73	-	-	-	-
22	Supplies	-	73	-	-	-	-
Grand Total		<b>517,111</b>	<b>692,574</b>	<b>670,000</b>	<b>670,000</b>	<b>670,000</b>	<b>582,037</b>
<b>101</b>	<b>General Fund</b>	<b>517,111</b>	<b>692,574</b>	<b>670,000</b>	<b>670,000</b>	<b>670,000</b>	<b>582,037</b>
<b>235</b>	<b>Measure A</b>						
235-44-00-21-30	Professional Contracts	6,909	-	-	-	-	-
235-44-00-21-32	Litigation Cost	8,043	-	-	-	-	-
21	Services	14,952	-	-	-	-	-
Grand Total		<b>14,952</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>235</b>	<b>Measure A</b>	<b>14,952</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>561</b>	<b>Water Enterprise</b>						
561-44-00-21-30	Professional Contracts	4,282	6,115	15,000	15,000	15,000	15,000
21	Services	4,282	6,115	15,000	15,000	15,000	15,000
Grand Total		<b>4,282</b>	<b>6,115</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>561</b>	<b>Water Enterprise</b>	<b>4,282</b>	<b>6,115</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>571</b>	<b>Sewer Enterprise</b>						
571-44-00-21-30	Professional Contracts	10,434	138,173	15,000	193,700	193,700	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	Services	10,434	138,173	15,000	193,700	193,700	15,000
Grand Total		<b>10,434</b>	<b>138,173</b>	<b>15,000</b>	<b>193,700</b>	<b>193,700</b>	<b>15,000</b>
<b>571</b>	<b>Sewer Enterprise</b>	<b>10,434</b>	<b>138,173</b>	<b>15,000</b>	<b>193,700</b>	<b>193,700</b>	<b>15,000</b>
<b>751</b>	<b>Affordable Housing</b>						
751-44-00-21-30	Professional Contracts	4,424	10,388	2,000	27,000	27,000	30,000
21	Services	4,424	10,388	2,000	27,000	27,000	30,000
Grand Total		<b>4,424</b>	<b>10,388</b>	<b>2,000</b>	<b>27,000</b>	<b>27,000</b>	<b>30,000</b>
<b>751</b>	<b>Affordable Housing</b>	<b>4,424</b>	<b>10,388</b>	<b>2,000</b>	<b>27,000</b>	<b>27,000</b>	<b>30,000</b>
<b>763</b>	<b>Water Capital Project</b>						
763-44-00-21-30	Professional Contracts	-	18,425	-	-	-	-
21	Services	-	18,425	-	-	-	-
Grand Total		<b>-</b>	<b>18,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>751</b>	<b>Water Capital Project</b>	<b>-</b>	<b>18,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Grand Total		<b>\$ 551,202</b>	<b>\$ 865,675</b>	<b>\$ 702,000</b>	<b>\$ 905,700</b>	<b>\$ 905,700</b>	<b>\$ 642,037</b>

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# PLANNING & COMMUNITY IMPROVEMENT (4500)

## PURPOSE

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The core services provided by the Planning and Community Improvement department are: implementation, enforcement and updates related to the City's General Plan, City Zoning and Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department oversees project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides plan checking, product and code compliance, and field inspection and code interpretation.

## STAFFING

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Planning & Community Improvement currently has four and a half (4.5) full-time staff members and contracts with an outside firm for services related to plan checks.

Consisting of:

Planning Director (1)  
Building Official (1)  
Senior Planner (1)  
Permit Technician (1)  
Administrative Assistant (.5)

## 2015-16 ACHIEVEMENTS

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- Finalized draft General Plan and General Plan EIR
- Hired a Full-time Building Official and Part-time Administrative staff
- Reviewed, issued, and inspected 539 building permits
- Accepted and processed 66 discretionary (Planning) applications
- Implemented Pre-Application Neighborhood Meeting process
- Finalized and processed multiple Zoning Code updates to address changes in State law and Council direction
- Increased revenues - \$108,000 from FY 14/15
- Short-Term Rental Ordinance Review/Update
- Continued implementation of Housing Element Commitments
- Support Affordable Housing Efforts
- Initiated Discussion of Adams Street/City Hall Development

## 2016-17 GOALS AND OBJECTIVES

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- Comprehensive zoning code update to implement General Plan
- 2017 Building Code adoption
- Complete Municipal Code revisions to improve code enforcement procedures
- Continue to seek Affordable Housing opportunities
- Implement "Rapid Permit" Building Permit Process
- Continue to improve customer experience with Department
- Continue to provide support for City Council and Planning Commission directed initiatives and large scale planning applications

**PLANNING AND COMMUNITY IMPROVEMENT - 4500  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY16/17</b>
<b>Planning and Community Improvement Expenses By Fund</b>			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>FUND</b>	<b>DEPT</b>							
101	4500	General Fund	518,045	689,669	771,928	901,789	901,789	976,373
101	4542	General Fund	57,191	-	-	-	-	-
<b>Total Expenses</b>			<b>\$ 575,237</b>	<b>\$ 689,669</b>	<b>\$ 771,928</b>	<b>\$ 901,789</b>	<b>\$ 901,789</b>	<b>\$ 976,373</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY16/17</b>
<b>Planning and Community Improvement Expense Summary</b>			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
Salary			175,772	141,954	291,540	385,722	385,722	480,507
Benefits			91,881	57,323	125,432	175,724	175,724	222,472
Capital Equipment			-	-	-	-	-	-
Communications			444	1,836	716	2,116	2,116	2,116
Computer Equipment			64	1,773	500	500	500	2,500
Contracts			249,352	443,165	303,000	282,743	282,743	200,000
Dept supplies/services			17,858	9,777	18,112	21,362	21,362	32,600
Equipment/Software Maintenance			36,718	9,000	18,500	19,226	19,226	20,500
Programs			-	-	-	-	-	-
Training/Conference			(16)	2,713	8,650	8,650	8,650	10,750
Vehicle Maintenance			3,164	3,637	5,478	5,746	5,746	4,929
<b>Total Expenses</b>			<b>\$ 575,237</b>	<b>\$ 689,669</b>	<b>\$ 771,928</b>	<b>\$ 901,789</b>	<b>\$ 901,789</b>	<b>\$ 976,373</b>

**PLANNING AND COMMUNITY IMPROVEMENT- 4500  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>101</b>	<b>General Fund</b>						
101-45-00-20-10	Salary-Regular	129,319	128,609	285,540	379,722	379,722	464,507
101-45-00-20-20	Temp/Part Time	6,000	9,190	6,000	6,000	6,000	16,000
101-45-00-20-30	Overtime	823	4,155	-	-	-	-
101-45-00-20-40	FICA/Medicare	10,415	10,907	21,993	29,213	29,213	34,309
101-45-00-20-45	Employer PERS	16,777	10,804	30,446	46,360	46,360	71,033
101-45-00-20-50	Employee PERS	7,425	1,183	-	-	-	-
101-45-00-20-55	Health Insurance	22,726	20,671	52,478	75,624	75,624	78,701
101-45-00-20-61	Workers Comp	11,614	9,447	10,086	10,670	10,670	17,083
101-45-00-20-65	SDI	1,235	1,274	2,375	3,217	3,217	3,392
101-45-00-20-71	Unemployment	1,784	-	-	-	-	-
101-45-00-20-75	Deferred Comp	95	872	3,254	4,241	4,241	8,503
101-45-00-20-85	Auto Allowance	2,250	1,667	4,800	6,400	6,400	7,200
101-45-00-20-89	Charity Event Reimbursement	-	-	-	-	-	2,250
101-45-00-20-96	Education Reimbursement	-	500	-	-	-	-
101-45-42-20-10	Salary-Regular	39,630	-	-	-	-	-
101-45-42-20-40	FICA/Medicare	2,341	-	-	-	-	-
101-45-42-20-45	Employer PERS	5,968	-	-	-	-	-
101-45-42-20-50	Employee PERS	2,633	-	-	-	-	-
101-45-42-20-55	Health Insurance	5,403	-	-	-	-	-
101-45-42-20-61	Workers Comp	371	-	-	-	-	-
101-45-42-20-65	SDI	260	-	-	-	-	-
101-45-42-20-75	Deferred Comp	584	-	-	-	-	-
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>267,653</b>	<b>199,277</b>	<b>416,972</b>	<b>561,447</b>	<b>561,447</b>	<b>702,978</b>
101-45-00-21-05	Advertising	7,672	4,241	6,000	6,000	6,000	6,000
101-45-00-21-10	Communications	444	1,836	716	2,116	2,116	2,116
101-45-00-21-15	Postage	779	633	1,000	1,000	1,000	1,000
101-45-00-21-30	Professional Contracts	43,883	26,965	-	-	-	10,000
101-45-00-21-33	Contract Billable Services	-	15,977	-	-	-	-
101-45-00-21-45	Other Contract Services - Plan.	205,469	400,223	75,000	118,895	118,895	150,000
101-45-00-21-47	Other Contract Services - Bldg	-	-	228,000	126,368	126,368	40,000
101-45-00-21-53	Memberships & Publications	2,732	1,682	4,686	4,686	4,686	7,600
101-45-00-21-55	Training & Conference	(16)	2,713	8,650	8,650	8,650	10,750
<b>21</b>	<b>Services</b>	<b>260,962</b>	<b>454,270</b>	<b>324,052</b>	<b>267,715</b>	<b>267,715</b>	<b>227,466</b>
101-45-00-22-07	Copies	-	38	-	-	-	-
101-45-00-22-12	Computer Equipment	64	1,773	500	500	500	2,500
101-45-00-22-13	Office Supplies	657	1,640	1,000	3,000	3,000	3,000
101-45-00-22-15	Special Department Supplies	6,018	1,219	5,426	6,676	6,676	5,000
<b>22</b>	<b>Supplies</b>	<b>6,739</b>	<b>4,670</b>	<b>6,926</b>	<b>10,176</b>	<b>10,176</b>	<b>10,500</b>
101-45-00-23-11	Maint Office Equip	-	-	500	500	500	500
101-45-00-23-35	Software Maintenance	36,718	9,000	18,000	18,726	18,726	20,000
101-45-00-23-50	Vehicle Alloc Expense	3,164	3,637	5,478	5,746	5,746	4,929
<b>23</b>	<b>Maintenance</b>	<b>39,882</b>	<b>12,637</b>	<b>23,978</b>	<b>24,972</b>	<b>24,972</b>	<b>25,429</b>
101-45-00-26-40	Furniture & Fixtures	-	324	-	-	-	10,000
<b>26</b>	<b>Capital</b>	<b>-</b>	<b>324</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>Grand Total</b>		<b>575,237</b>	<b>671,178</b>	<b>771,928</b>	<b>864,309</b>	<b>864,309</b>	<b>976,373</b>
<b>101</b>	<b>General Fund</b>	<b>575,237</b>	<b>671,178</b>	<b>771,928</b>	<b>864,309</b>	<b>864,309</b>	<b>976,373</b>

**PLANNING AND COMMUNITY IMPROVEMENT- 4500  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
210							
210-45-80-21-30	Professional Contracts	-	18,492	-	37,480	37,480	
	Services	-	18,492	-	37,480	37,480	-
	<b>Administration</b>	-	<b>18,492</b>	-	<b>37,480</b>	<b>37,480</b>	-
Grand Total		\$ 575,237	\$ 689,669	\$ 771,928	\$ 901,789	\$ 901,789	\$ 976,373

**BUILDING AND PLANNING - 4500  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Temporary Part Time</i>			
	2020	101	
Planning Commissioner Stipends		6,000	6,000
Interns		10,000	10,000
<b>TOTAL - Temporary Part Time</b>	<b>2020</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>
<i>Advertising</i>			
	2105	101	
Public Hearing Notices		6,000	6,000
<b>TOTAL - Advertising</b>	<b>2105</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<i>Professional Contracts</i>			
	2130	101	
Misc. Contract Services		10,000	10,000
<b>TOTAL - Professional Contracts</b>	<b>2130</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<i>Other Contract Services - Planning</i>			
	2145	101	
Planning Services (MRG, Haag) *		150,000	150,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<i>Other Contract Services- Building</i>			
	2147	101	
Building Plan Check and Building Inspections (Interwest) *		40,000	40,000
<b>TOTAL - Other Contract Services</b>	<b>2147</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<i>Memberships &amp; Publications</i>			
	2153	101	
APA and AICP Dues		900	900
Updated Codes		2,000	2,000
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		3,000	2,086
Supplementary Code/Guide Books		500	500
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,200	1,200
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 7,600</b>	<b>\$ 7,600</b>
<i>Training and Conferences</i>			
	2155	101	
Planning Commissioners and Staff		2,750	2,000
APA California Conference (Senior Planner and Planning Director)		2,600	1,900
Miscellaneous Staff Training		3,150	1,000
Plan Check/Inspection Training and Materials		2,250	2,250
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 10,750</b>	<b>\$ 10,750</b>

BUILDING AND PLANNING - 4500  
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Software Maintenance</i>	2335	101	
CRW		20,000	18,000
<b><i>TOTAL - Software Maintenance</i></b>	<b>2335</b>	<b>\$ 20,000</b>	<b>\$ 18,000</b>

\* Expenditures based on projects. If projects do not occur, is delayed, or downsized consultant service fees may be reduced. Consultant services have all or partial cost recovery.



## NON-DEPARTMENTAL (4000)

### **PURPOSE**

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The purpose of the Non-Departmental categorization 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, debt service and general office supplies are types of expenses accounted for here.

**NON-DEPARTMENTAL - 4000  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Non-Departmental Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4000	General Fund	3,738,438	2,662,612	1,745,739	1,759,151	1,759,451	1,284,754
216	4000	Public Safety Impact Fee	-	-	-	-	-	-
223	4000	Skate Park Lighting	-	-	-	-	-	-
224	4000	COPS	-	-	-	-	-	-
225	4000	Gas Tax 2105	28,660	28,660	-	-	-	-
226	4000	Gas Tax 2106	20,550	20,550	-	-	-	-
227	4000	Gas Tax 2107	42,450	42,450	-	-	-	-
228	4000	Gas Tax 2107.5	2,030	2,030	-	-	-	-
229	4000	Gas Tax 2103	56,520	65,430	-	-	-	-
235	4000	Measure A	2,428,505	526,000	-	-	-	1,358,000
286	4000	Bocce Ball	-	-	-	-	-	-
290	4000	Tourism Improvement District	284,761	277,543	304,324	304,324	304,324	352,913
289	4000	Recreation Program	-	-	-	-	-	-
395	4000	NOAA	-	-	-	-	-	-
381	4000	Ryan Library Trust	-	-	-	-	-	-
384	4000	Tweed Trust	-	166,240	-	-	-	-
420	4000	1996 GO Bonds	180,965	182,843	184,688	184,688	184,688	180,094
561	4000	Water Enterprise	618,718	1,265,826	1,226,239	1,320,407	1,320,407	1,142,488
571	4000	Wastewater Enterprise	240,516	1,668,913	413,931	766,568	766,568	388,398
740	4000	Traffic Mitigation Impact	-	-	2,766	2,766	2,766	-
751	4000	Affordable Housing	32,440	9,627	13,862	13,862	13,862	1,000
<b>Total Expenses</b>			<b>\$ 7,674,553</b>	<b>\$ 6,951,471</b>	<b>\$ 3,891,549</b>	<b>\$ 4,351,766</b>	<b>\$ 4,352,066</b>	<b>\$ 4,707,647</b>

		<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Non-Departmental Expense Summary</b>							
Salary		-	-	-	-	-	-
Benefits		19,714	795	-	-	-	-
Capital Equipment		6,455	10,990	55,402	55,402	55,402	-
Capital Improvement Land		236	-	-	-	-	-
Chamber of Commerce		196,941	171,270	210,000	210,000	210,000	210,000
Communications		6,942	7,413	6,400	4,800	4,800	4,600
Computer Equipment		7,998	6,534	16,927	11,562	11,862	16,927
Contracts		101,337	205,182	155,465	141,097	141,097	111,300
Contributions & County Partnerships		126,278	97,482	130,176	135,375	135,375	129,600
Debt Payments		1,356,650	1,183,337	2,209,385	2,213,451	2,213,451	3,102,813
Dept supplies/services		308,179	315,309	335,723	342,023	342,023	381,168
Equipment Lease		16,810	16,756	21,438	21,438	21,438	20,792
Equipment/Software Maintenance		11,704	19,177	9,500	12,150	12,150	10,500
Facility Rental		10,000	10,850	10,000	11,000	11,000	11,000
Litigation Settlements		-	428,171	-	-	-	-
Property/Liability Insurance		252,826	280,281	382,257	365,048	365,048	300,739
Restitution Account		-	-	10,000	25,149	25,149	10,000
Training/Conference		705	346	500	-	-	-
Transfers to other funds*		5,248,616	4,160,663	327,131	791,759	794,525	395,208
Vehicle Maintenance		3,164	3,637	5,478	5,746	5,746	-
Web Support		-	-	3,000	3,000	3,000	3,000
<b>Total Expenses</b>		<b>\$ 7,674,553</b>	<b>\$ 6,951,471</b>	<b>\$ 3,891,549</b>	<b>\$ 4,351,766</b>	<b>\$ 4,352,066</b>	<b>\$ 4,707,647</b>

\* FY 16/17 Transfers are listed in detail on pg. 8 (Teen Center Operations, Tree City USA, Street Improvements and TID Assessment)

NON-DEPARTMENTAL - 4000  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-40-00-20-40	FICA/Medicare	-	795	-	-	-	-
101-40-00-20-55	Health Insurance	19,599	-	-	-	-	-
101-40-00-20-61	Workers Comp	115	-	-	-	-	-
20	<i>Salaries &amp; Benefits</i>	19,714	795	-	-	-	-
101-40-00-21-10	Communications	2,832	3,321	3,000	2,000	2,000	1,800
101-40-00-21-15	Postage	683	421	400	900	900	400
101-40-00-21-27	Equipment Lease Exp	5,542	5,503	7,146	7,146	7,146	6,500
101-40-00-21-30	Professional Contracts	70,379	77,759	20,884	21,000	21,000	21,666
101-40-00-21-31	Litigation Settlement	-	428,171	-	-	-	-
101-40-00-21-34	Muni Code Update	2,558	2,619	5,500	5,500	5,500	5,500
101-40-00-21-40	Professional Fees	311	311	315	2,315	2,315	3,000
101-40-00-21-43	Penalties And Fines	-	2,739	-	-	-	-
101-40-00-21-45	Other Contract Services	8,366	3,389	8,668	8,668	8,668	22,602
101-40-00-21-46	Web Site Support	-	-	3,000	3,000	3,000	3,000
101-40-00-21-52	Facility Rental	10,000	10,850	10,000	11,000	11,000	11,000
101-40-00-21-53	Memberships & Publications	2,245	4,183	2,180	2,180	2,180	2,235
101-40-00-21-55	Training & Conference	590	346	500	-	-	-
21	<i>Services</i>	103,505	539,614	61,593	63,709	63,709	77,703
101-40-00-22-07	Copies	2,421	2,988	1,500	3,100	3,100	3,100
101-40-00-22-09	Safety Committee Supplies	-	-	100	100	100	100
101-40-00-22-12	Computer Equipment	3,178	5,675	5,643	3,078	3,378	5,643
101-40-00-22-13	Office Supplies	1,476	2,380	1,800	3,100	3,100	3,100
101-40-00-22-15	Special Department Supplies	4,526	1,280	1,000	500	500	750
22	<i>Supplies</i>	11,600	12,324	10,043	9,878	10,178	12,693
101-40-00-23-11	Maint Office Equip	-	-	1,500	1,500	1,500	1,500
101-40-00-23-35	Software Maintenance	6,594	8,097	2,668	3,552	3,552	3,000
101-40-00-23-50	Vehicle Alloc Expense	3,164	3,637	5,478	5,746	5,746	-
23	<i>Maintenance</i>	9,759	11,734	9,646	10,798	10,798	4,500
101-40-00-24-05	Contributions	81,037	75,023	90,176	100,176	100,176	91,600
101-40-00-24-06	County Services	-	-	10,000	5,199	5,199	-
101-40-00-24-07	Chamber of Commerce	196,941	171,270	210,000	210,000	210,000	210,000
101-40-00-24-25	Taxes & Other Charges	1,940	3,465	3,500	3,500	3,500	3,500
101-40-00-24-45	REMIF/Block Party Insurance	160,585	163,600	183,479	173,440	173,440	133,805
24	<i>Taxes, Insurances &amp; Contributi</i>	440,502	413,357	497,155	492,315	492,315	438,905
101-40-45-25-05	Retire Principal	200,179	206,271	589,571	589,571	589,571	292,576
101-40-45-25-15	Interest Expense	36,096	30,809	173,509	173,509	173,509	18,699
25	<i>Debt</i>	236,275	237,080	763,080	763,080	763,080	311,275
101-40-00-26-30	Capital Equipment	6,455	10,990	40,134	40,134	40,134	-
101-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	<i>Capital</i>	6,455	10,990	40,134	40,134	40,134	-
101-40-00-28-99	Transfers to Capital	1,046,000	347,766	-	-	-	-
28	<i>Transfers to Capital</i>	1,046,000	347,766	-	-	-	-
101-40-00-29-99	Transfer to other Funds	1,840,337	1,066,493	324,088	324,088	324,088	391,678
29	<i>Transfers</i>	1,840,337	1,066,493	324,088	324,088	324,088	391,678

NON-DEPARTMENTAL - 4000  
BUDGET

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
101-40-00-61-00	PEG access costs	24,291	22,459	30,000	30,000	30,000	38,000
61	PEG access costs	24,291	22,459	30,000	30,000	30,000	38,000
101-40-00-80-00	Restitution Account	-	-	10,000	25,149	25,149	10,000
	Restitution Account	-	-	10,000	25,149	25,149	10,000
Grand Total		<b>3,738,438</b>	<b>2,662,612</b>	<b>1,745,739</b>	<b>1,759,151</b>	<b>1,759,451</b>	<b>1,284,754</b>
<b>101</b>	<b>General Fund</b>	<b>3,738,438</b>	<b>2,662,612</b>	<b>1,745,739</b>	<b>1,759,151</b>	<b>1,759,451</b>	<b>1,284,754</b>
<b>225</b>	<b>State Gas Tax 2105</b>						
225-40-00-29-99	Transfer to other Funds	28,660	28,660	-	-	-	-
29	Transfers	28,660	28,660	-	-	-	-
Grand Total		<b>28,660</b>	<b>28,660</b>	-	-	-	-
<b>225</b>	<b>State Gas Tax 2105</b>	<b>28,660</b>	<b>28,660</b>	-	-	-	-
<b>226</b>	<b>State Gas Tax 2106</b>						
226-40-00-29-99	Transfer to other Funds	20,550	20,550	-	-	-	-
29	Transfers	20,550	20,550	-	-	-	-
Grand Total		<b>20,550</b>	<b>20,550</b>	-	-	-	-
<b>226</b>	<b>State Gas Tax 2106</b>	<b>20,550</b>	<b>20,550</b>	-	-	-	-
<b>227</b>	<b>State Gas Tax 2107</b>						
227-40-00-29-99	Transfer to other Funds	42,450	42,450	-	-	-	-
29	Transfers	42,450	42,450	-	-	-	-
Grand Total		<b>42,450</b>	<b>42,450</b>	-	-	-	-
<b>227</b>	<b>State Gas Tax 2107</b>	<b>42,450</b>	<b>42,450</b>	-	-	-	-
<b>228</b>	<b>State Gas Tax 21075</b>						
228-40-00-29-99	Transfer to other Funds	2,030	2,030	-	-	-	-
29	Transfers	2,030	2,030	-	-	-	-
Grand Total		<b>2,030</b>	<b>2,030</b>	-	-	-	-
<b>228</b>	<b>State Gas Tax 21075</b>	<b>2,030</b>	<b>2,030</b>	-	-	-	-
<b>229</b>	<b>State Gas Tax 2103</b>						
229-40-00-29-99	Transfer to other Funds	56,520	65,430	-	-	-	-
29	Transfers	56,520	65,430	-	-	-	-
Grand Total		<b>56,520</b>	<b>65,430</b>	-	-	-	-
<b>229</b>	<b>State Gas Tax 2103</b>	<b>56,520</b>	<b>65,430</b>	-	-	-	-
<b>235</b>	<b>Measure A</b>						
235-40-00-29-99	Refunds	1,901,700	-	-	-	-	-
	Refunds	1,901,700	-	-	-	-	-
235-40-45-25-05	Retire Principal	360,454	369,105	-	-	-	1,218,230
235-40-45-25-15	Interest Expense	166,350	156,895	-	-	-	139,770
25	Debt	526,805	526,000	-	-	-	1,358,000
Grand Total		<b>2,428,505</b>	<b>526,000</b>	-	-	-	<b>1,358,000</b>

NON-DEPARTMENTAL - 4000  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>235</b>	<b>Measure A</b>	<b>2,428,505</b>	<b>526,000</b>	-	-	-	1,358,000
<b>290</b>	<b>Tourism Improvement District</b>						
290-40-00-21-41	County Share of TID	205,101	212,680	225,200	225,200	225,200	261,155
290-40-00-21-45	Other Contract Services	-	-	-	-	-	-
290-40-00-21-49	Local Share of TID	69,291	64,864	76,081	76,081	76,081	88,228
290-40-00-21-53	Memberships & Publications	-	-	-	-	-	-
21	Services	274,391	277,543	301,281	301,281	301,281	349,383
290-40-00-29-99	Transfer to other Funds	10,369	-	3,043	3,043	3,043	3,530
29	Transfers	10,369	-	3,043	3,043	3,043	3,530
Grand Total		<b>284,761</b>	<b>277,543</b>	<b>304,324</b>	<b>304,324</b>	<b>304,324</b>	<b>352,913</b>
<b>290</b>	<b>Tourism Improvement District</b>	<b>284,761</b>	<b>277,543</b>	<b>304,324</b>	<b>304,324</b>	<b>304,324</b>	<b>352,913</b>
<b>384</b>	<b>Tweed Trust</b>						
384-40-00-24-08	Agreements	-	100,000	-	-	-	-
384-40-00-29-99	Transfer to other Funds	-	66,240	-	-	-	-
29	Transfers	-	166,240	-	-	-	-
Grand Total		-	<b>166,240</b>	-	-	-	-
<b>384</b>	<b>Tweed Trust</b>	-	<b>166,240</b>	-	-	-	-
<b>420</b>	<b>1996 GO Bonds</b>						
420-40-45-21-30	Professional Contracts	515	-	500	500	500	500
420-40-45-21-40	Other Contract Services	-	530	-	-	-	-
21	Services	515	530	500	500	500	500
420-40-45-25-05	Retire Principal	150,000	160,000	175,000	175,000	175,000	175,000
420-40-45-25-15	Interest Expense	30,450	22,313	9,188	9,188	9,188	4,594
25	Debt	180,450	182,313	184,188	184,188	184,188	179,594
Grand Total		<b>180,965</b>	<b>182,843</b>	<b>184,688</b>	<b>184,688</b>	<b>184,688</b>	<b>180,094</b>
<b>420</b>	<b>1996 GO Bonds</b>	<b>180,965</b>	<b>182,843</b>	<b>184,688</b>	<b>184,688</b>	<b>184,688</b>	<b>180,094</b>
<b>561</b>	<b>Water Enterprise</b>						
561-40-00-21-10	Communications	2,055	2,046	1,700	1,400	1,400	1,400
561-40-00-21-15	Postage	136	177	200	200	200	100
561-40-00-21-27	Equipment Lease Exp	5,634	5,626	7,146	7,146	7,146	7,146
561-40-00-21-30	Professional Contracts	-	-	80,883	64,282	64,282	21,667
561-40-00-21-40	Professional Fees	-	9,967	-	-	-	-
561-40-00-21-45	Other Contract Services	517	3,608	1,666	1,666	1,666	2,599
561-40-00-21-55	Training & Conference	57	-	-	-	-	-
561-40-45-21-40	Professional Fees	10,117	-	10,000	10,000	10,000	10,000
21	Services	18,517	21,424	101,595	84,694	84,694	42,912
561-40-00-22-07	Copies	2,421	3,286	1,500	3,000	3,000	3,000
561-40-00-22-12	Computer Equipment	2,410	134	5,642	4,242	4,242	5,642
561-40-00-22-13	Office Supplies	1,259	1,417	1,600	1,500	1,500	1,300
561-40-00-22-15	Special Department Supplies	392	-	1,000	1,300	1,300	1,100
561-40-00-22-18	Remote Meter Readers	840	-	1,000	1,000	1,000	1,000
22	Supplies	7,321	4,837	10,742	11,042	11,042	12,042

NON-DEPARTMENTAL - 4000  
BUDGET

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
561-40-00-23-35	Software Maintenance	2,555	5,540	2,666	3,549	3,549	3,000
23	Maintenance	2,555	5,540	2,666	3,549	3,549	3,000
561-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	46,345	58,097	99,389	93,415	93,415	83,467
24	Taxes, Insurances & Contributi	46,345	58,097	99,389	93,415	93,415	83,467
561-40-45-25-05	Retire Principal	100	-	503,400	503,400	503,400	514,131
561-40-45-25-15	Interest Expense	343,880	196,547	500,813	504,678	504,678	486,936
25	Debt	343,980	196,547	1,004,213	1,008,078	1,008,078	1,001,067
561-40-00-26-30	Capital Equipment	-	-	7,634	7,634	7,634	-
561-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	Capital	-	-	7,634	7,634	7,634	-
561-40-00-29-99	Transfer to other Funds	200,000	979,380	-	111,995	111,995	-
29	Transfers	200,000	979,380	-	111,995	111,995	-
Grand Total		<b>618,718</b>	<b>1,265,826</b>	<b>1,226,239</b>	<b>1,320,407</b>	<b>1,320,407</b>	<b>1,142,488</b>
<b>561</b>	<b>Water Enterprise</b>	<b>618,718</b>	<b>1,265,826</b>	<b>1,226,239</b>	<b>1,320,407</b>	<b>1,320,407</b>	<b>1,142,488</b>
<b>571</b>	<b>Sewer Enterprise</b>						
571-40-00-21-10	Communication	2,055	2,046	1,700	1,400	1,400	1,400
571-40-00-21-15	Postage	136	177	200	200	200	200
571-40-00-21-27	Equipment Lease Exp	5,634	5,626	7,146	7,146	7,146	7,146
571-40-00-21-30	Professional Contracts	-	-	20,883	21,000	21,000	21,667
571-40-00-21-45	Other Contract Services	517	3,389	1,666	1,666	1,666	2,599
571-40-00-21-55	Training & Conference	57	-	-	-	-	-
571-40-45-21-40	Professional Fees	8,391	6,009	5,000	5,000	5,000	5,000
21	Services	16,790	17,247	36,595	36,412	36,412	38,012
571-40-00-22-07	Copies	2,421	2,689	1,500	3,000	3,000	3,000
571-40-00-22-12	Computer Equipment	2,410	725	5,642	4,242	4,242	5,642
571-40-00-22-13	Office Supplies	1,259	1,067	1,600	1,500	1,500	1,300
571-40-00-22-15	Special Department Supplies	47	-	1,000	1,300	1,300	1,100
22	Supplies	6,136	4,480	9,742	10,042	10,042	11,042
571-40-00-23-35	Software Maintenance	2,555	5,540	2,666	3,549	3,549	3,000
23	Maintenance	2,555	5,540	2,666	3,549	3,549	3,000
571-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
571-40-00-24-45	REMIF/Block Party Insurance	45,895	58,583	99,389	98,193	98,193	83,467
24	Taxes, Insurances & Contributi	45,895	58,583	99,389	98,193	98,193	83,467
571-40-45-25-05	Retire Principal	(100)	-	136,600	136,600	136,600	135,870
571-40-45-25-15	Interest Expense	69,240	41,398	121,305	121,505	121,505	117,007
25	Debt	69,140	41,398	257,905	258,105	258,105	252,877
571-40-00-26-30	Capital Equipment	-	-	7,634	7,634	7,634	-
571-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	Capital	-	-	7,634	7,634	7,634	-
571-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-

NON-DEPARTMENTAL - 4000  
BUDGET

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
571-40-00-29-99	Transfer to other Funds	100,000	1,541,664	-	352,633	352,633	-
29	<i>Transfers</i>	100,000	1,541,664	-	352,633	352,633	-
Grand Total		<b>240,516</b>	<b>1,668,913</b>	<b>413,931</b>	<b>766,568</b>	<b>766,568</b>	<b>388,398</b>
<b>571</b>	<b>Sewer Enterprise</b>	<b>240,516</b>	<b>1,668,913</b>	<b>413,931</b>	<b>766,568</b>	<b>766,568</b>	<b>388,398</b>
<b>592</b>	<b>Equipment Replacement Fund</b>						
592-40-00-22-12	Computer Equipment	-	32,748	59,955	59,955	59,955	-
22	<i>Supplies</i>	-	32,748	59,955	59,955	59,955	-
	<b>Equipment Replacement Fund</b>	-	<b>32,748</b>	<b>59,955</b>	<b>59,955</b>	<b>59,955</b>	-
<b>740</b>	<b>Traffic Mitigation Impact</b>						
740-40-00-29-99	Transfer to other Funds	-	-	2,766	2,766	2,766	-
29	<i>Transfers</i>	-	-	2,766	2,766	2,766	-
Grand Total		-	-	2,766	<b>2,766</b>	<b>2,766</b>	-
<b>740</b>	<b>Traffic Mitigation Impact</b>	-	-	2,766	<b>2,766</b>	<b>2,766</b>	-
<b>751</b>	<b>Affordable Housing</b>						
751-40-00-21-22	Utilities	2,470	2,314	2,300	2,300	2,300	500
751-40-00-21-45	Other Contract Services	2,223	750	5,000	5,000	5,000	-
21	<i>Services</i>	4,693	3,064	7,300	7,300	7,300	500
751-40-00-22-15	Special Department Supplies	4	-	-	-	-	-
22	<i>Supplies</i>	4	-	-	-	-	-
751-40-00-24-05	Contributions	20,950	-	-	-	-	-
751-40-00-24-25	Taxes & Other Charges	6,558	6,562	6,562	6,562	6,562	500
24	<i>Taxes, Insurances &amp; Contributi</i>	27,508	6,562	6,562	6,562	6,562	500
751-40-00-26-50	Capital Improvement Land	236	-	-	-	-	-
26	<i>Capital</i>	236	-	-	-	-	-
Grand Total		<b>32,440</b>	<b>9,627</b>	<b>13,862</b>	<b>13,862</b>	<b>13,862</b>	<b>1,000</b>
<b>751</b>	<b>Affordable Housing</b>	<b>32,440</b>	<b>9,627</b>	<b>13,862</b>	<b>13,862</b>	<b>13,862</b>	<b>1,000</b>
Grand Total		<b>\$ 7,674,553</b>	<b>\$ 6,951,471</b>	<b>\$ 3,891,549</b>	<b>\$ 4,351,766</b>	<b>\$ 4,352,066</b>	<b>\$ 4,707,647</b>

NON-DEPARTMENTAL - 4000  
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<b>Professional Contracts</b>					
	2130	101	561	571	
Annual Support Contract - Marin IT		21,666	21,667	21,667	65,000
<b>TOTAL - Professional Contracts</b>	<b>2130</b>	<b>\$ 21,666</b>	<b>\$ 21,667</b>	<b>\$ 21,667</b>	<b>\$ 65,000</b>
<b>Professional Fees</b>					
	2140	101	561	571	
Fingerprinting - reimbursed		3,000	-	-	3,000
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>Other Contract Services</b>					
	2145	101	561	571	
Napa County ITS (GIS)		1,668	1,666	1,666	5,000
Open Gov		934	933	933	2,800
Animal Control		7,000			7,000
Fair Housing Napa Valley		13,000			13,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 22,602</b>	<b>\$ 2,599</b>	<b>\$ 2,599</b>	<b>\$ 27,800</b>
<b>Website Support</b>					
	2146	101	561	571	
Domain and Website Hosting		3,000	-	-	3,000
<b>TOTAL - Website Support</b>	<b>2146</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>Memberships &amp; Publications</b>					
	2153	101	561	571	
BMI		335	-	-	335
ABAG		1,900	-	-	1,845
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 2,235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,180</b>
<b>Computer Equipment</b>					
	2212	101	561	571	
Computer Replacements		3,109	3,108	3,108	9,325
Voicemail Server Upgrade		2,534	2,534	2,534	7,602
<b>TOTAL - Computer Equipment</b>	<b>2212</b>	<b>\$ 5,643</b>	<b>\$ 5,642</b>	<b>\$ 5,642</b>	<b>\$ 16,927</b>
<b>Software Maintenance</b>					
	2335	101	561	571	
Anti-Virus		2,800	2,800	2,800	8,400
Misc. IT Software		200	200	200	600
<b>TOTAL - Software Maintenance</b>	<b>2335</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 9,000</b>
<b>Contributions</b>					
	2405	101	561	571	
Housing Authority (Housing Services)		41,019	-	-	41,019
NCTVA (Fare Box Match)		30,000	-	-	30,000
LAFCO		16,083	-	-	16,083
Leadership Napa Valley		1,000	-	-	1,000
Upper Valley Waste Management		5,000	-	-	5,000
<b>TOTAL - Contributions</b>	<b>2405</b>	<b>\$ 93,102</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,102</b>

NON-DEPARTMENTAL - 4000  
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
		101	561	571	
<i>REMIF/Block Party Insurance</i>	2445	44%	28%	28%	
General Liability Insurance		40,195	25,579	25,579	91,353
Property		12,760	8,120	8,120	29,000
Auto		8,117	5,164	5,164	18,445
Pollution		2,332	1,484	1,484	5,300
Safety		3,520	2,240	2,240	8,000
Cyber		880	560	560	2,000
Contract Fire Services Surcharge		1,100	-	-	1,100
Difference In Condition (Earthquake and Flood)		25,036	15,932	15,932	56,900
DOT Random Drug and Alcohol Testing		264	168	168	600
Boiler, Fire, Fraud		8,768	4,751	4,751	18,270
Workers Comp Deductible		16,412	10,444	10,444	37,300
Liability Deductibles		12,804	8,148	8,148	29,100
Employee Assistance Plan (EAP)		1,617	877	877	3,371
<b>TOTAL - REMIF/Block Party Insurance</b>	<b>2445</b>	<b>\$ 133,805</b>	<b>\$ 83,467</b>	<b>\$ 83,467</b>	<b>\$ 300,739</b>
<i>Capital Equipment</i>	2630	101	561	571	
		-	-	-	-
<b>TOTAL - Capital Equipment</b>	<b>2630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Transfer to Other Funds</i>	2999	101	561	571	
Tree City		96,899	-	-	96,899
Recreation		125,791	-	-	125,791
Teen Center		118,988	-	-	118,988
Flood Protection Project Fund		50,000	-	-	50,000
<b>TOTAL - Transfers to Other Funds</b>	<b>2999</b>	<b>\$ 391,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 391,678</b>
<i>PEG Access Costs</i>	6100	101	561	571	
PEG Pass Through from Comcast		23,000	-	-	\$ 23,000
City Council/Planning Commission		5,000	-	-	\$ 5,000
Regular Meetings		10,000	-	-	\$ 10,000
Special Meetings		10,000	-	-	\$ 10,000
<b>TOTAL - PEG Access Costs</b>		<b>\$ 38,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,000</b>

NON-DEPARTMENTAL - 4000  
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<b>101 - General Fund Debt Service (4045)</b>					
<i>Retire Principal (4045)</i>	2505		101		
Adams Street		129,334	-	-	129,334
Fire Station		88,242	-	-	88,242
State Revolving Fund (Repayment)		75,000	-	-	75,000
<b>TOTAL - Retire Principal</b>	<b>2505</b>	<b>\$ 292,576</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 292,576</b>
<i>Interest Expense (4045)</i>	2515		101		
Adams Street		13,049	-	-	13,049
Fire Station		5,649	-	-	5,649
State Revolving Fund		-	-	-	-
<b>TOTAL - Interest Expense</b>	<b>2515</b>	<b>\$ 18,699</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 18,699</b>
<b>420 - GO Bonds (4045)</b>					
<i>Professional Fees (4045)</i>	2140		420		
1996 Go Bonds		500	-	-	500
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 500</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 500</b>
<i>Retire Principal (4045)</i>	2505		420		
1996 Go Bonds		175,000	-	-	175,000
<b>TOTAL - Retire Principal</b>	<b>2505</b>	<b>\$ 175,000</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 175,000</b>
<i>Interest Expense (4045)</i>	2515		420		
1996 Go Bonds		4,594	-	-	4,594
<b>TOTAL - Interest Expense</b>	<b>2515</b>	<b>\$ 4,594</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 4,594</b>
<b>561 - Water Debt Service (4045)</b>					
<i>Professional Fees (4045)</i>	2140		561		
		10,000	-	-	10,000
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 10,000</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<i>Retire Principal (4045)</i>	2505		561		
Water Revenue Bond 2006A		295,000	-	-	295,000
Water/Wastewater Bond 2012B		219,131	-	-	219,131
<b>TOTAL - Retire Principal</b>	<b>2505</b>	<b>\$ 514,131</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 514,131</b>
<i>Interest Expense (4045)</i>	2515		561		
Water Revenue Bond 2006A		295,941	-	-	295,941
Water/Wastewater Bond 2012B		190,996	-	-	190,996
<b>TOTAL - Interest Expense</b>	<b>2515</b>	<b>\$ 486,936</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 486,936</b>

NON-DEPARTMENTAL - 4000  
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<b>571 - Waste Water Debt Service (4045)</b>					
<i>Professional Fees (4045)</i>	2140		571		
		5,000	-	-	5,000
<b>TOTAL - Professional Fees</b>	<b>2140</b>	\$ 5,000	-	\$ -	<b>\$ 5,000</b>
<b>571 - Waste Water Debt Service (4045)</b>					
<i>Retire Principal (4045)</i>	2505		571		
Wastewater Revenue Bond 2005B		75,000	-	-	75,000
Water/Wastewater Bond 2012B		60,870	-	-	60,870
<b>TOTAL - Retire Principal</b>	<b>2505</b>	\$ 135,870	-	\$ -	<b>\$ 135,870</b>
<b>571 - Waste Water Debt Service (4045)</b>					
<i>Interest Expense (4045)</i>	2515		571		
Wastewater Revenue Bond 2005B		63,953	-	-	63,953
Water/Wastewater Bond 2012B		53,054	-	-	53,054
<b>TOTAL - Interest Expense</b>	<b>2515</b>	\$ 117,007	-	\$ -	<b>\$ 117,007</b>
<b>235 - Measure A Debt Service (4045)</b>					
<i>Retire Principal (4045)</i>	2505		235		
State Revolving Fund*		1,218,230	-	-	1,218,230
<b>TOTAL - Retire Principal</b>	<b>2505</b>	\$ 1,218,230	-	\$ -	<b>\$ 1,218,230</b>
<b>235 - Measure A Debt Service (4045)</b>					
<i>Interest Expense (4045)</i>	2515		235		
State Revolving Fund		139,770	-	-	139,770
<b>TOTAL - Interest Expense</b>	<b>2515</b>	\$ 139,770	-	\$ -	<b>\$ 139,770</b>

\* Dependent on actual drawdown amount from Napa County. Minimum required State Revolving Loan Payment is \$526,805

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# LIBRARY (4600)

## PURPOSE

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Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn and challenge themselves at every stage of life and personal development.

We strive to provide resources, space and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

## STAFFING

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The Library Department currently has six full-time staff and eight part-time members. Consisting of:

Library Director (1)  
Senior Librarian (1)  
Library Assistants (3)  
Volunteer Coordinator (1)  
Part-time staff (8)  
Volunteers (16)

## 2015-16 ACHIEVEMENTS

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- In fiscal year 2015-16, the St. Helena Public Library had over 113,000 visits and lent over 240,000 items
- There was an increase of almost 40 percent in the use of electronic resources, particularly downloadable content
- The Library held over 700 programs (around 600 aimed at St. Helena's youth) with over 7500 attendees
- Reorganization of the Technical Services Division is ongoing. Because of the retirement of one Technical Services staff member and the promotion of another, two positions were consolidated into one. This has resulted in the total reevaluation of this department. The selection, acquiring, and processing of library materials is being and has been rethought and reevaluated. Cross training among staff and among departments is still occurring.
- Digitization of the St. Helena Star microfilm was completed and made available on the Library's website
- A Library Disaster Plan for emergency preparedness has been started
- With the adoption of a Volunteer Policies and Procedures manual by the City, reimplementation of the Library's Volunteer Program occurred

## 2016-17 GOALS AND OBJECTIVES

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- Continue to provide excellent service.
- Persist in providing quality programming that entertains, engages, and educates the residents of St. Helena, no matter what their age.
- Expand/improve the Youth Volunteer Program.
- Continue reorganization of the Technical Services division to achieve greater efficiencies and timeliness, including continued cross-training among other departments.
- Work with other City departments and outside organizations to pool resources in the provision of services to specific population segments.
- Update the Library's website for better functionality and ease of use.

LIBRARY - 4600  
BUDGET SUMMARY

			FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
			Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>Library Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4600	General Fund	918,757	1,040,972	849,517	815,909	815,909	842,179
218	4600	PLF State Grant	55,768	438	10,353	10,353	10,353	-
219	4600	CLSA State Grant	203,418	114,956	15,000	15,000	15,000	-
220	4600	Napa Valley Now	-	10,968	6,000	6,000	6,000	-
380	4600	Friends and Foundation	-	88,896	111,031	143,642	143,642	135,000
381	4600	Ryan Library Trust	-	-	7,000	7,000	7,000	7,000
382	4600	Martin Trust	-	1,325	-	9,422	9,422	1,400
384	4600	Tweed Trust	108,353	15,286	75,774	101,394	101,394	59,328
<b>Total Expenses</b>			<b>\$ 1,286,297</b>	<b>\$ 1,272,840</b>	<b>\$ 1,074,675</b>	<b>\$ 1,108,720</b>	<b>\$ 1,108,720</b>	<b>\$ 1,044,907</b>

			FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
			Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>Library Expense Summary</b>								
Salary			584,372	647,572	481,853	469,674	469,674	491,136
Benefits			288,505	319,830	303,632	302,747	302,747	291,927
Capital Equipment			-	-	-	-	-	-
Communications			13,338	6,860	19,918	14,618	14,618	6,000
Computer Equipment			6,423	-	7,000	7,000	7,000	6,450
Contracts			132,738	73,945	86,004	123,371	123,371	82,327
Dept supplies/services			47,090	31,940	29,412	34,896	34,896	41,115
Equipment/Software Maintenance			11,371	16,160	5,750	5,750	5,750	7,000
Library Materials			153,485	133,021	107,000	108,758	108,758	77,852
Training/Conference			11,734	3,018	480	2,980	2,980	2,100
Utilities			37,240	40,494	33,626	38,926	38,926	39,000
<b>Total Expenses</b>			<b>\$ 1,286,297</b>	<b>\$ 1,272,840</b>	<b>\$ 1,074,675</b>	<b>\$ 1,108,720</b>	<b>\$ 1,108,720</b>	<b>\$ 1,044,907</b>

LIBRARY - 4600  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-46-00-20-10	Salary-Regular	424,023	495,030	426,069	389,394	389,394	408,630
101-46-00-20-20	Temp/Part Time	141,031	110,601	-	-	-	-
101-46-00-20-30	Overtime	-	475	-	-	-	-
101-46-00-20-37	Holiday Pay	5,152	4,128	-	-	-	-
101-46-00-20-40	FICA/Medicare	43,559	46,417	32,916	29,640	29,640	31,673
101-46-00-20-45	Employer PERS	67,717	76,355	77,964	77,559	77,559	72,421
101-46-00-20-50	Employee PERS	22,000	4,493	-	-	-	-
101-46-00-20-55	Health Insurance	113,211	129,618	121,615	120,307	120,307	129,037
101-46-00-20-61	Workers Comp	28,678	43,313	40,346	42,681	42,681	30,173
101-46-00-20-65	SDI	4,229	4,648	3,835	3,558	3,558	3,636
101-46-00-20-71	Unemployment	1,031	4,967	15,700	15,700	15,700	6,600
101-46-00-20-75	Deferred Comp	4,596	4,528	4,589	4,261	4,261	8,424
101-46-00-20-85	Auto Allowance	2,400	2,633	2,400	2,400	2,400	2,400
101-46-00-20-89	Charity Event Reimbursement	-	-	-	-	-	750
101-46-00-20-96	Education Reimbursement	-	-	-	500	500	500
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>857,628</b>	<b>927,208</b>	<b>725,434</b>	<b>686,001</b>	<b>686,001</b>	<b>694,246</b>
101-46-00-21-05	Advertising	-	375	-	-	-	-
101-46-00-21-10	Communications	802	3,125	19,918	14,618	14,618	6,000
101-46-00-21-15	Postage	507	226	500	500	500	500
101-46-00-21-22	Utilities	37,240	40,494	33,626	38,926	38,926	39,000
101-46-00-21-27	Equipment Lease Exp	-	-	8,015	8,015	8,015	8,015
101-46-00-21-45	Other Contract Services	21,943	56,941	43,274	44,099	44,099	69,868
101-46-00-21-55	Training & Conference	(10)	75	-	2,500	2,500	2,100
<b>21</b>	<b>Services</b>	<b>60,482</b>	<b>101,236</b>	<b>105,333</b>	<b>108,658</b>	<b>108,658</b>	<b>125,483</b>
101-46-00-22-07	Copies	-	-	2,000	3,000	3,000	3,500
101-46-00-22-12	Computer Equipment	-	-	-	-	-	6,450
101-46-00-22-13	Office Supplies	-	1,887	-	1,500	1,500	1,000
101-46-00-22-15	Special Department Supplies	488	605	500	500	500	1,000
101-46-00-22-16	Library Materials	-	-	-	-	-	-
<b>22</b>	<b>Supplies</b>	<b>488</b>	<b>2,492</b>	<b>2,500</b>	<b>5,000</b>	<b>5,000</b>	<b>11,950</b>
101-46-00-23-11	Maint Office Equip	-	5,492	2,250	2,250	2,250	-
101-46-00-23-35	Software Maintenance	134	3,010	3,500	3,500	3,500	-
<b>23</b>	<b>Maintenance</b>	<b>134</b>	<b>8,502</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>	<b>-</b>
101-46-00-24-25	Taxes & Other Charges	25	-	10,500	10,500	10,500	10,500
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>25</b>	<b>-</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
101-46-00-26-40	Furniture & Fixtures	-	1,534	-	-	-	-
<b>26</b>	<b>Capital</b>	<b>-</b>	<b>1,534</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>918,757</b>	<b>1,040,972</b>	<b>849,517</b>	<b>815,909</b>	<b>815,909</b>	<b>842,179</b>
<b>101</b>	<b>General Fund</b>	<b>918,757</b>	<b>1,040,972</b>	<b>849,517</b>	<b>815,909</b>	<b>815,909</b>	<b>842,179</b>
<b>218</b>	<b>Public Library Foundation</b>						
218-46-00-21-05	Advertising	7,000	-	-	-	-	-
218-46-00-21-45	Other Contract Services	33,906	-	10,353	10,353	10,353	-
218-46-00-21-55	Training & Conference	7,844	388	-	-	-	-
<b>21</b>	<b>Services</b>	<b>48,750</b>	<b>388</b>	<b>10,353</b>	<b>10,353</b>	<b>10,353</b>	<b>-</b>

LIBRARY - 4600  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
218-46-00-22-15	Special Department Supplies	7,018	50	-	-	-	-
22	Supplies	7,018	50	-	-	-	-
Grand Total		<b>55,768</b>	<b>438</b>	<b>10,353</b>	<b>10,353</b>	<b>10,353</b>	-
<b>218</b>	<b>Public Library Foundation</b>	<b>55,768</b>	<b>438</b>	<b>10,353</b>	<b>10,353</b>	<b>10,353</b>	-
<b>219</b>	<b>CLSA State Library Grant</b>						
219-46-00-21-05	Advertising	350	-	-	-	-	-
219-46-00-21-10	Communications	12,536	3,735	-	-	-	-
219-46-00-21-15	Postage	727	-	-	-	-	-
219-46-00-21-27	Equipment Lease Exp	4,049	3,974	-	-	-	-
219-46-00-21-30	Professional Contracts	90	-	-	-	-	-
219-46-00-21-45	Other Contract Services	76,800	1,948	15,000	15,000	15,000	-
219-46-00-21-53	Memberships & Publications	-	99	-	-	-	-
219-46-00-21-55	Training & Conference	419	359	-	-	-	-
21	Services	94,971	10,114	15,000	15,000	15,000	-
219-46-00-22-07	Copies	2,522	3,049	-	-	-	-
219-46-00-22-12	Computer Equipment	6,423	-	-	-	-	-
219-46-00-22-13	Office Supplies	6,426	3,872	-	-	-	-
219-46-00-22-15	Special Department Supplies	5,928	3,511	-	-	-	-
219-46-00-22-16	Library Materials	75,164	85,886	-	-	-	-
22	Supplies	96,464	96,319	-	-	-	-
219-46-00-23-11	Maint Office Equip	11,236	5,259	-	-	-	-
219-46-00-23-30	Maint Buildings/Grounds	-	-	-	-	-	-
219-46-00-23-35	Software Maintenance	-	2,400	-	-	-	-
23	Maintenance	11,236	7,659	-	-	-	-
219-46-00-26-30	Capital Equipment	-	-	-	-	-	-
219-46-00-26-40	Furniture & Fixtures	748	864	-	-	-	-
26	Capital	748	864	-	-	-	-
Grand Total		<b>203,418</b>	<b>114,956</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	-
<b>219</b>	<b>CLSA State Library Grant</b>	<b>203,418</b>	<b>114,956</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	-
<b>220</b>	<b>Napa Valley Now</b>						
220-46-00-21-05	Advertising	-	-	1,000	1,000	1,000	-
220-46-00-21-45	Other Contract Services	-	10,500	5,000	5,000	5,000	-
21	Services	-	10,500	6,000	6,000	6,000	-
220-46-00-22-15	Special Department Supplies	-	468	-	-	-	-
22	Supplies	-	468	-	-	-	-
Grand Total		-	<b>10,968</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	-
<b>220</b>	<b>Napa Valley Now</b>	-	<b>10,968</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	-
<b>380</b>	<b>Friends and Foundation</b>						
380-46-00-20-20	Temp/Part Time	-	35,316	53,963	77,456	77,456	76,241
380-46-00-20-37	Holiday Pay	-	1,438	1,821	2,824	2,824	6,265
380-46-00-20-40	FICA/Medicare	-	2,812	4,267	6,140	6,140	6,312
20	Salaries & Benefits	-	39,565	60,051	86,420	86,420	88,817

LIBRARY - 4600  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
380-46-00-21-45	Other Contract Services	-	-	-	1,500	1,500	-
380-46-00-21-55	Training & Conference	-	2,196	480	480	480	-
21	Services	-	2,196	480	1,980	1,980	-
380-46-00-22-15	Special Department Supplies	-	-	-	2,984	2,984	-
380-46-00-22-16	Library Materials	-	47,134	50,500	40,658	40,658	34,583
380-46-00-22-41	Youth Programs	-	-	-	4,000	4,000	4,000
380-46-00-22-42	Spanish Language Programs	-	-	-	4,500	4,500	4,000
380-46-00-22-43	Adult Programs	-	-	-	2,500	2,500	3,000
380-46-00-22-44	Elsie, the Library Cat	-	-	-	600	600	600
22	Supplies	-	47,134	50,500	55,242	55,242	46,183
Grand Total			<b>88,896</b>	<b>111,031</b>	<b>143,642</b>	<b>143,642</b>	<b>135,000</b>
<b>380</b>	<b>Friends and Foundation</b>	-	<b>88,896</b>	<b>111,031</b>	<b>143,642</b>	<b>143,642</b>	<b>135,000</b>
<b>381</b>	<b>Ryan Library Trust</b>						
381-46-00-22-12	Computer Equipment	-	-	7,000	7,000	7,000	-
22	Supplies	-	-	7,000	7,000	7,000	-
381-46-00-23-35	Software Maintenance	-	-	-	-	-	7,000
23	Maintenance	-	-	-	-	-	7,000
<b>381</b>	<b>Ryan Library Trust</b>	-	-	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>382</b>	<b>Martin Estate Trust</b>						
382-46-00-21-45	Other Contract Services	-	1,325	-	9,422	9,422	-
21	Services	-	1,325	-	9,422	9,422	-
382-46-00-22-16	Library Materials	-	-	-	-	-	1,400
22	Supplies	-	-	-	-	-	1,400
Grand Total		-	<b>1,325</b>	-	<b>9,422</b>	<b>9,422</b>	<b>1,400</b>
<b>382</b>	<b>Martin Estate Trust</b>	-	<b>1,325</b>	-	<b>9,422</b>	<b>9,422</b>	<b>1,400</b>
<b>384</b>	<b>Tweed Trust</b>						
384-46-00-20-20	Temp/Part Time	13,596	584	-	-	-	-
384-46-00-20-37	Holiday Pay	570	-	-	-	-	-
384-46-00-20-40	FICA/Medicare	1,084	45	-	-	-	-
20	Salaries & Benefits	15,249	629	-	-	-	-
384-46-00-21-15	Postage	40	-	-	-	-	-
384-46-00-21-45	Other Contract Services	-	3,232	12,377	37,997	37,997	12,459
384-46-00-21-53	Memberships & Publications	893	1,085	-	-	-	-
384-46-00-21-55	Training & Conference	3,481	-	-	-	-	-
21	Services	4,414	4,317	12,377	37,997	37,997	12,459
384-46-00-22-15	Special Department Supplies	108	13	6,897	6,897	6,897	5,000
384-46-00-22-16	Library Materials	78,321	-	56,500	56,500	56,500	41,869
22	Supplies	78,429	13	63,397	63,397	63,397	46,869
384-46-00-24-25	Taxes & Other Charges	10,261	10,327	-	-	-	-
24	Taxes, Insurances & Contributi	10,261	10,327	-	-	-	-

LIBRARY - 4600  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
Grand Total		108,353	15,286	75,774	101,394	101,394	59,328
384	Tweed Trust	108,353	15,286	75,774	101,394	101,394	59,328
<b>Grand Total</b>		\$ 1,286,297	\$ 1,272,840	\$ 1,074,675	\$ 1,108,720	\$ 1,108,720	\$ 1,044,907

LIBRARY - 4600  
EXPENSE DETAIL

Description	Object Code	Funding Source				Total Budgeted
<i>Equipment Lease</i>	2127	101	380	381	384	
Copiers		8,015	-	-	-	8,015
<b>TOTAL - Equipment Lease</b>	<b>2127</b>	<b>\$ 8,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,015</b>
<i>Copies</i>	2207	101	380	381	384	
Copies made with leased copiers		3,500	-	-	-	3,500
<b>TOTAL - Copies</b>	<b>2207</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500</b>
<i>Other Contract Services</i>	2145	101	380	381	384	
SNAP (Automation/Databases)		44,359	-	-	12,459	56,818
NorthNet Consortium		13,537	-	-	-	13,537
OCLC On-Line cataloging		3,250	-	-	-	3,250
Library Security System		3,500	-	-	-	3,500
3M Self-Check Maintenance		4,122	-	-	-	4,122
LibraryAware (NextReads/Emails)		1,100	-	-	-	1,100
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 69,868</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,459</b>	<b>\$ 82,327</b>
<i>Training &amp; Conference</i>	2155	101	380	381	384	
Training/Mileage		500	-	-	-	500
CLA Membership		600	-	-	-	600
Conferences		1,000	-	-	-	1,000
<b>TOTAL - Training &amp; Conference</b>	<b>2155</b>	<b>\$ 2,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100</b>
<i>Computer Equipment</i>	2212	101	380	381	384	
Userful (Public Computers)		5,000	-	-	-	5,000
GoPrint (Public Computers)		1,000	-	-	-	1,000
Marin IT/Spam Filter		450	-	-	-	450
<b>TOTAL - Computer Equipment</b>	<b>2212</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,450</b>
<i>Special Department Supplies</i>	2215	101	380	381	384	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	-	-	5,000	5,000
Library Cards		1,000	-	-	-	1,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 6,000</b>
<i>Library Materials</i>	2216	382	380	381	384	
Print, Audiovisual, Downloadable		-	34,583	-	41,869	76,452
St. Helena Star Microfilm		1,400	-	-	-	1,400
<b>TOTAL - Library Materials</b>	<b>2216</b>	<b>\$ 1,400</b>	<b>\$ 34,583</b>	<b>\$ -</b>	<b>\$ 41,869</b>	<b>\$ 77,852</b>

LIBRARY - 4600  
EXPENSE DETAIL

Description	Object Code	Funding Source				Total Budgeted
<i>Software Maintenance</i>	2335	101	380	381	384	
Brainfus/Online Homework Help		-	-	5,500	-	5,500
Mango Languages		-	-	1,500	-	1,500
<b>TOTAL - Software Maintenance</b>	<b>2335</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ 7,000</b>



# RECREATION (4728)

## PURPOSE

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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, Teen Center, and summer camps & childcare. The Recreation Director serves as staff member to the Parks and Recreation Commission.

## 2015-16 ACHIEVEMENTS

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- Hosted special events including:
  - 4<sup>th</sup> of July Fireworks
  - Movies in the Park
  - Food Trucks at Crane Park
  - Harvest Festival
- Merged youth sports programs with other Napa Valley cities
- Created an Instructor Handbook
- Partnered with the St. Helena School District to enhance the After-School Enrichment program
- Adult Sports Leagues
  - Bocce – 11 teams with 1,400 participants
  - Adult Softball – 8 teams with 200 participants
  - Tennis – 14 teams with 100 participants
- Youth Sports Leagues
  - Soccer, Basketball, Volleyball, T-Ball with 450 participants
- 2015 Summer Camps with 570 participants
- Recreation classes with 400 participants
- After-School Enrichment Classes with 296 participants
- Teen Center with 2,994 participants

## STAFFING

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The Recreation Department currently has 2 full-time staff, one part-time and additional seasonal staff. Consisting of:

Recreation Director (1)  
Recreation Supervisor (1)  
Sports Assistant (.5)  
Seasonal 30 +/-  
Volunteers 65 +/-

## 2016-17 GOALS AND OBJECTIVES

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- Work cooperatively with St. Helena Unified School District to establish a joint use agreement to utilize School District Facilities (gyms, fields, classrooms) for community recreation programs
- Continue to seek financial support from community to enhance scholarship program and improve the ability to provide recreation programs for all
- Continue to provide high quality recreation programming for all ages

**RECREATION - 4728  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Recreation Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4728	General Fund	79,605	87,522	93,905	95,712	95,712	175,265
280	4728	Teen Center*	99,217	163,573	169,263	172,931	172,931	118,988
286	4728	Bocce Ball	12,414	27,026	36,495	36,645	36,645	40,028
287	4728	Harvest Festival	-	-	-	30,600	30,600	12,650
288	4728	4th of July	-	-	-	43,000	43,000	45,300
289	4728	Recreation Program**	150,890	138,847	185,292	201,454	201,454	234,291
<b>Total Expenses</b>			<b>\$ 342,127</b>	<b>\$ 418,872</b>	<b>\$ 484,955</b>	<b>\$ 580,341</b>	<b>\$ 580,341</b>	<b>\$ 626,521</b>

*\*Teen Center is 100% General Funded. Broken into a separate fund for expense tracking purposes*

*\*\*Recreation Program is supplemented by the General Fund - transfer listed in Non-Departmental #101-4000-2999. Amount transferred is total cost of Recreation program less projected revenues for 289*

		<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Recreation Expense Summary</b>							
Salary		171,931	213,240	250,379	251,663	251,663	285,116
Benefits		72,011	108,000	111,822	118,178	118,178	128,028
Communications		6,514	5,078	5,400	5,650	5,650	5,650
Computer Equipment		1,523	-	1,000	1,000	1,000	1,200
Contracts		42,245	29,837	42,950	94,950	94,950	102,600
Dept supplies/services		95,465	58,081	63,120	99,169	99,169	95,478
Training/Conference		405	469	5,834	5,281	5,281	4,000
Utilities		493	352	450	450	450	450
Tennis Court Maintenance		1,983	3,813	4,000	4,000	4,000	4,000
<b>Total Expenses</b>		<b>\$ 342,127</b>	<b>\$ 418,872</b>	<b>\$ 484,955</b>	<b>\$ 580,341</b>	<b>\$ 580,341</b>	<b>\$ 626,521</b>

RECREATION - 4728  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-47-28-20-10	Salary-Regular	39,376	50,493	50,895	50,895	50,895	104,499
101-47-28-20-20	Temp/Part Time	1,431	-	-	-	-	-
101-47-28-20-30	Overtime	36	-	-	-	-	-
101-47-28-20-40	FICA/Medicare	3,170	3,909	3,939	3,939	3,939	8,159
101-47-28-20-45	Employer PERS	6,095	8,151	10,090	11,440	11,440	15,347
101-47-28-20-50	Employee PERS	2,700	127	-	-	-	-
101-47-28-20-55	Health Insurance	11,568	12,668	12,788	12,788	12,788	25,212
101-47-28-20-61	Workers Comp	3,311	1,823	1,681	1,778	1,778	3,400
101-47-28-20-65	SDI	400	486	458	458	458	940
101-47-28-20-75	Deferred Comp	649	659	650	650	650	2,367
101-47-28-20-85	Auto Allowance	1,200	1,217	1,200	1,200	1,200	2,160
101-47-28-20-89	Charity Event Reimbursement	-	-	-	-	-	750
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>69,937</b>	<b>79,533</b>	<b>81,701</b>	<b>83,148</b>	<b>83,148</b>	<b>162,835</b>
101-47-28-21-05	Advertising	300	150	300	300	300	300
101-47-28-21-10	Communications	3,548	2,034	2,500	2,500	2,500	2,500
101-47-28-21-15	Postage	57	30	100	100	100	100
101-47-28-21-30	Professional Contracts	55	165	200	200	200	200
101-47-28-21-42	Banking Fees	287	390	300	660	660	660
101-47-28-21-44	Online Transaction Fee	1	97	50	50	50	50
101-47-28-21-53	Memberships & Publications	225	369	220	220	220	220
101-47-28-21-55	Training & Conference	315	240	1,634	1,634	1,634	1,300
101-47-28-21-60	Other Travel	-	-	100	100	100	100
<b>21</b>	<b>Services</b>	<b>4,787</b>	<b>3,476</b>	<b>5,404</b>	<b>5,764</b>	<b>5,764</b>	<b>5,430</b>
101-47-28-22-12	Computer Equipment	1,523	-	1,000	1,000	1,000	1,200
101-47-28-22-13	Office Supplies	246	239	300	300	300	300
101-47-28-22-15	Special Department Supplies	120	462	1,000	1,000	1,000	1,000
<b>22</b>	<b>Supplies</b>	<b>1,889</b>	<b>701</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>2,500</b>
101-47-28-23-20	Tennis Court Maintenance	1,983	3,813	4,000	4,000	4,000	4,000
101-47-28-23-35	Software Maintenance	-	-	-	-	-	-
<b>23</b>	<b>Maintenance</b>	<b>1,983</b>	<b>3,813</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
101-47-28-26-40	Furniture & Fixtures	1,011	-	500	500	500	500
<b>26</b>	<b>Capital</b>	<b>1,011</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Grand Total</b>		<b>79,605</b>	<b>87,522</b>	<b>93,905</b>	<b>95,712</b>	<b>95,712</b>	<b>175,265</b>
<b>101</b>	<b>General Fund</b>	<b>79,605</b>	<b>87,522</b>	<b>93,905</b>	<b>95,712</b>	<b>95,712</b>	<b>175,265</b>
<b>280</b>	<b>Teen Center Recreation Dept</b>						
280-47-28-20-10	Salary-Regular	39,376	85,447	81,758	82,454	82,454	45,546
280-47-28-20-20	Temp/Part Time	21,267	12,770	21,675	21,675	21,675	22,325
280-47-28-20-30	Overtime	-	224	200	325	325	200
280-47-28-20-40	FICA/Medicare	4,685	7,577	7,997	8,050	8,050	5,244
280-47-28-20-45	Employer PERS	6,187	9,722	11,328	13,991	13,991	12,399
280-47-28-20-50	Employee PERS	2,700	294	-	-	-	-
280-47-28-20-55	Health Insurance	11,533	23,377	22,584	22,584	22,584	18,208
280-47-28-20-61	Workers Comp	2,597	9,043	8,977	9,497	9,497	2,456
280-47-28-20-65	SDI	400	828	736	742	742	410
280-47-28-20-71	Unemployment	1,930	4,160	-	-	-	-
280-47-28-20-75	Deferred Comp	650	681	978	978	978	630
280-47-28-20-85	Auto Allowance	1,200	1,215	1,080	1,080	1,080	120

RECREATION - 4728  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
20	Salaries & Benefits	92,526	155,339	157,313	161,376	161,376	107,538
280-47-28-21-05	Advertising	75	-	250	250	250	250
280-47-28-21-10	Communications	1,925	1,932	2,000	2,250	2,250	2,250
280-47-28-21-15	Postage	1	1	100	100	100	100
280-47-28-21-40	Professional Fees	-	250	250	250	250	250
280-47-28-21-45	Other Contract Services	-	480	2,000	2,000	2,000	1,000
280-47-28-21-53	Memberships & Publications	-	-	200	200	200	200
280-47-28-21-55	Training & Conference	90	49	600	475	475	600
280-47-28-21-60	Other Travel	-	-	300	300	300	300
21	Services	2,091	2,712	5,700	5,825	5,825	4,950
280-47-28-22-13	Office Supplies	287	344	250	450	450	500
280-47-28-22-15	Special Department Supplies	4,313	5,177	6,000	5,280	5,280	6,000
22	Supplies	4,600	5,521	6,250	5,730	5,730	6,500
Grand Total		99,217	163,573	169,263	172,931	172,931	118,988
<b>280</b>	<b>Teen Center Recreation Dept</b>	<b>99,217</b>	<b>163,573</b>	<b>169,263</b>	<b>172,931</b>	<b>172,931</b>	<b>118,988</b>
<b>286</b>	<b>Bocce Ball</b>						
286-47-28-20-10	Salary-Regular	-	68	5,089	5,089	5,089	5,806
286-47-28-20-20	Temp/Part Time	7,691	5,859	18,985	18,985	18,985	21,660
286-47-28-20-40	FICA/Medicare	584	453	1,846	1,846	1,846	2,110
286-47-28-20-45	Employer PERS	-	13	1,009	1,159	1,159	1,169
286-47-28-20-55	Health Insurance	-	18	1,279	1,279	1,279	1,401
286-47-28-20-61	Workers Comp	-	711	706	747	747	189
286-47-28-20-65	SDI	-	1	46	46	46	52
286-47-28-20-71	Unemployment	-	235	-	-	-	-
286-47-28-20-75	Deferred Comp	-	1	65	65	65	132
286-47-28-20-85	Auto Allowance	-	2	120	120	120	120
20	Salaries & Benefits	8,276	7,361	29,145	29,336	29,336	32,638
286-47-28-21-05	Advertising	35	-	150	150	150	150
286-47-28-21-42	Banking Fees	792	821	1,000	1,000	1,000	1,000
286-47-28-21-44	Online Transaction Fee	27	140	100	100	100	140
286-47-28-21-45	Other Contract Services	829	75	200	200	200	200
21	Services	1,683	1,035	1,450	1,450	1,450	1,490
286-47-28-22-13	Office Supplies	-	(120)	400	400	400	400
286-47-28-22-15	Special Department Supplies	2,455	3,750	4,000	3,959	3,959	4,000
22	Supplies	2,455	3,630	4,400	4,359	4,359	4,400
286-47-28-23-30	Maint Building/Grounds	-	-	1,500	1,500	1,500	1,500
23	Maintenance	-	-	1,500	1,500	1,500	1,500
286-47-28-29-99	Transfer to other Funds	-	15,000	-	-	-	-
29	Transfers	-	15,000	-	-	-	-
Grand Total		12,414	27,026	36,495	36,645	36,645	40,028
<b>286</b>	<b>Bocce Ball</b>	<b>12,414</b>	<b>27,026</b>	<b>36,495</b>	<b>36,645</b>	<b>36,645</b>	<b>40,028</b>
<b>287</b>	<b>Harvest Festival</b>						
287-47-28-21-42	Banking Fees	-	-	-	100	100	100

RECREATION - 4728  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
21	Services	-	-	-	100	100	100
287-47-28-22-15	Special Department Supplies	-	-	-	30,500	30,500	12,550
22	Supplies	-	-	-	30,500	30,500	12,550
<b>287</b>	<b>Harvest Festival</b>	-	-	-	<b>30,600</b>	<b>30,600</b>	<b>12,650</b>
<b>288</b>	<b>Fourth of July</b>						
<b>47</b>	<b>Parks &amp; Recreation</b>						
288-47-28-21-45	Other Contract Services	-	-	-	40,000	40,000	40,000
21	Services	-	-	-	40,000	40,000	40,000
288-47-28-22-15	Special Department Supplies	-	1,905	-	3,000	3,000	5,300
22	Supplies	-	1,905	-	3,000	3,000	5,300
<b>288</b>	<b>Fourth of July</b>	-	<b>1,905</b>	-	<b>43,000</b>	<b>43,000</b>	<b>45,300</b>
<b>289</b>	<b>Recreation Program</b>						
289-47-28-20-10	Salary-Regular	-	16,899	23,969	24,433	24,433	26,494
289-47-28-20-20	Temp/Part Time	62,509	41,144	46,408	46,408	46,408	57,186
289-47-28-20-30	Overtime	244	336	1,400	1,400	1,400	1,400
289-47-28-20-30	Holiday Pay	-	13	-	-	-	-
289-47-28-20-40	FICA/Medicare	4,801	4,420	5,509	5,544	5,544	6,527
289-47-28-20-45	Employer PERS	-	1,056	1,498	2,506	2,506	5,239
289-47-28-20-50	Employee PERS	-	112	-	-	-	-
289-47-28-20-55	Health Insurance	-	5,767	7,383	7,383	7,383	11,205
289-47-28-20-61	Workers Comp	5,650	8,593	7,397	7,825	7,825	1,511
289-47-28-20-65	SDI	-	158	216	220	220	238
289-47-28-20-71	Unemployment	-	494	-	-	-	-
289-47-28-20-75	Deferred Comp	-	16	262	262	262	332
20	Salaries & Benefits	73,203	79,008	94,042	95,982	95,982	110,133
289-47-28-21-05	Advertising	253	150	500	500	500	1,000
289-47-28-21-10	Communications	1,042	1,112	900	900	900	900
289-47-28-21-22	Utilities	493	352	450	450	450	450
289-47-28-21-40	Professional Fees	-	-	300	300	300	300
289-47-28-21-42	Banking Fees	2,218	2,654	1,500	3,400	3,400	3,400
289-47-28-21-44	Online Transaction Fee	1,393	792	1,000	1,000	1,000	1,000
289-47-28-21-45	Other Contract Services	41,361	28,867	40,000	52,000	52,000	60,650
289-47-28-21-52	Facility Rental	14,240	7,244	24,000	24,000	24,000	24,000
289-47-28-21-55	Training & Conference	-	180	200	200	200	200
289-47-28-21-60	Other Travel	-	-	3,000	2,572	2,572	1,500
21	Services	61,000	41,351	71,850	85,322	85,322	93,400
289-47-28-22-11	Fingerprinting	-	-	300	300	300	300
289-47-28-22-13	Office Supplies	231	51	100	100	100	100
289-47-28-22-15	Special Department Supplies	9,736	10,341	10,000	11,000	11,000	12,000
289-47-28-22-41	Supplies- Summer	32	706	2,000	1,000	1,000	1,000
289-47-28-22-42	Supplies - Sports Programs	4,583	5,137	4,000	4,000	4,000	5,000
289-47-28-22-43	Fieldtrips	2,105	2,249	2,500	3,250	3,250	2,000
22	Supplies	16,687	18,483	18,900	19,650	19,650	20,400
289-47-28-23-35	Software Maintenance	-	-	500	500	500	500

RECREATION - 4728  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
289-47-28-23-50	Vehicle Allocation Expense	-	-	-	-	-	9,858
23	Maintenance	-	-	500	500	500	10,358
Grand Total		150,890	138,847	185,292	201,454	201,454	234,291
<b>289</b>	<b>Recreation Program</b>	<b>150,890</b>	<b>138,847</b>	<b>185,292</b>	<b>201,454</b>	<b>201,454</b>	<b>234,291</b>
Grand Total		\$ 342,127	\$ 418,872	\$ 484,955	\$ 580,341	\$ 580,341	\$ 626,521

**RECREATION - 4728  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Memberships &amp; Publications</i>			
	2153	101	
CPRS (Recreation Director)		170	170
USTA		50	50
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 220</b>	<b>\$ 220</b>
<i>Training and Conferences</i>			
	2155	101	
CPRS		1,300	1,300
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>
<i>Computer Equipment</i>			
	2212	101	
Laptop/Printer for Offsite Registration		1,200	1,200
<b>TOTAL - Computer Equipment</b>	<b>2212</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
<i>Special Department Supplies</i>			
	2215	101	
Newsletter, Miscellaneous Supplies		1,000	1,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<i>Furniture &amp; Fixtures</i>			
	2640	101	
Chairs and Tables - Carnegie Hall		500	500
<b>TOTAL - Furniture &amp; Fixtures</b>	<b>2640</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>TEEN CENTER RECREATION - 280</b>			
<i>Professional Fees</i>			
	2140	280	
CPR Training		250	250
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 250</b>	<b>\$ 250</b>
<i>Other Contract Services</i>			
	2145	280	
Instructors		1,000	1,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<i>Memberships &amp; Publications</i>			
	2153	280	
CPRS (Recreation Supervisor)		200	200
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 200</b>	<b>\$ 200</b>
<i>Training and Conferences</i>			
	2155	280	
CPRS		600	600
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 600</b>	<b>\$ 600</b>
<i>Special Department Supplies</i>			
	2215	280	
Teen Center Supplies, Food, Events		6,000	6,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>

**RECREATION - 4728  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<b>BOCCE BALL - 286</b>			
<i>Special Department Supplies</i>	2215	286	
Bocce Balls, Equipment		4,000	4,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>HARVEST FESTIVAL - 287</b>			
<i>Special Department Supplies</i>	2215	287	
Bathrooms		800	800
Security		500	500
Trash		500	500
Banners		1,100	1,100
Supplies		300	300
Advertising		2,000	2,000
Bands		2,000	2,000
Rock Climbing Wall		4,900	4,900
T-Shirt		450	450
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 12,550</b>	<b>\$ 12,550</b>
<b>4TH OF JULY - 288</b>			
<i>Other Contract Services</i>	2145	288	
Fireworks		40,000	40,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<i>Special Department Supplies</i>	2215	288	
Security		2,000	2,000
Banners		1,000	1,000
Advertising		1,300	1,300
Bathrooms		800	800
Miscellaneous Supplies		200	200
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>
<b>RECREATION PROGRAM - 289</b>			
<i>Professional Fees</i>	2140	289	
CPR		300	300
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 300</b>	<b>\$ 300</b>
<i>Other Contract Services</i>	2145	289	
Afterschool Enrichment		12,000	12,000
Karate		12,000	12,000
Dance		16,650	16,650
Camps		20,000	20,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 60,650</b>	<b>\$ 60,650</b>

RECREATION - 4728  
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<b>Facility Rental</b>			
School District - Gym, Fields, etc.	2152	289	
		24,000	24,000
<b>TOTAL - Facility Rental</b>	<b>2152</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>
<b>Training and Conferences</b>			
CPRS - Summer Staff	2155	289	
		200	200
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>Other Travel</b>			
Fuel	2160	289	
		1,500	1,500
<b>TOTAL - Other Travel</b>	<b>2160</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Special Department Supplies</b>			
Jerseys, Equipment	2215	289	
		12,000	12,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Fieldtrips</b>			
Entrance Fees	2243	289	
		2,000	2,000
<b>TOTAL - Fieldtrips</b>	<b>2243</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Software Maintenance</b>			
ActiveNet	2335	289	
		500	500
<b>TOTAL - Software Maintenance</b>	<b>2335</b>	<b>\$ 500</b>	<b>\$ 500</b>

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# FIRE (4800)

## PURPOSE

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost effective services, including: fire protection both prevention and suppression; public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. This service should, at all times, provide for the safety of the members of the Fire Department and serve the interest of the residents of the City of St. Helena and the surrounding area.

## STAFFING

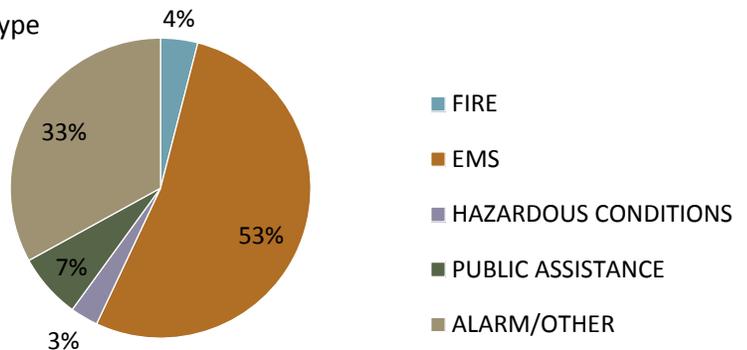
The Fire Department currently has 1 full-time staff member and 31 part-time staff consisting of:

Fire Chief (.2)  
 Fire Marshal (.2)  
 Management Analyst (1)  
 Part-time Firefighters (29) - paid on an hourly, per-call basis

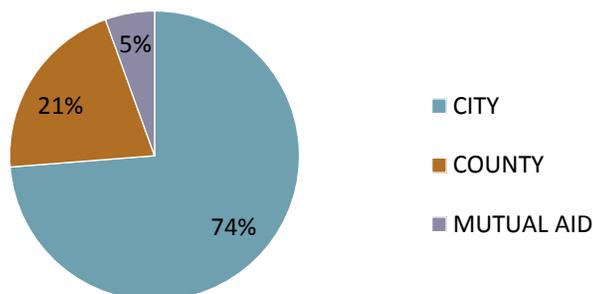
## 2015-16 ACHIEVEMENTS

- Responded to 10 Strike Team Incidents, including the Rocky and Valley Fires, for a total of 3,638 firefighting hours
- Hosted and participated in City-Wide Emergency Operations Center drill
- Transitioned paid-per-call firefighters to part-time City employees
- Received an IOS Fire Suppression Rating Schedule Public Protection Classification of 3
- Raising funding and purchased 26 Self Contained Breathing Apparatus'(SCBA) for a total of \$186,000
- Responded to 763 calls in the 2015 calendar year

Response by Type



Response by Area



## 2016-17 GOALS AND OBJECTIVES

- Modernize and transition annual fire inspection program to paperless system
- Modernize and customize incident management software to better track and report incidents, training, and statistics
- Improve infrastructure of training facilities located at the Waste Water Treatment Plant – 100% of funds will be raised from the Lobster Feed and Mailer Fundraiser

**FIRE - 4800  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Fire Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4800	General Fund	595,771	682,471	581,893	708,036	708,036	769,827
<b>Total Expenses</b>			<b>\$ 595,771</b>	<b>\$ 682,471</b>	<b>\$ 581,893</b>	<b>\$ 708,036</b>	<b>\$ 708,036</b>	<b>\$ 769,827</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Fire Expense Summary</b>								
Salary			75,463	84,917	81,166	270,973	270,973	372,526
Benefits			39,200	88,644	74,467	88,221	88,221	136,491
Capital Equipment			-	-	-	-	-	-
Communications			29,020	24,279	11,000	15,367	15,367	20,000
Computer Equipment			779	2,485	-	848	848	4,000
Contracts			212,065	235,451	256,200	138,875	138,875	35,300
Dept supplies/services			99,015	70,829	63,810	107,947	107,947	61,310
Fire Inspection Professional Fees			-	501	-	-	-	-
Software Maintenance			1,481	630	750	750	750	6,750
Strike Team			64,220	95,848	-	-	-	-
Training/Conference			11,793	656	14,000	6,000	6,000	8,000
Utilities			22,200	22,806	21,500	24,000	24,000	24,000
Vehicle/Equipment Maintenance			40,535	55,426	59,000	55,055	55,055	101,450
<b>Total Expenses</b>			<b>\$ 595,771</b>	<b>\$ 682,471</b>	<b>\$ 581,893</b>	<b>\$ 708,036</b>	<b>\$ 708,036</b>	<b>\$ 769,827</b>

**FIRE - 4800  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>101</b>	<b>General Fund</b>						
101-48-00-20-10	Salary-Regular	44,230	51,373	50,166	71,933	71,933	111,036
101-48-00-20-20	Temp/Part Time	31,000	33,430	31,000	198,815	198,815	261,490
101-48-00-20-30	Overtime	233	113	-	225	225	-
101-48-00-20-40	FICA/Medicare	6,130	6,870	6,347	11,903	11,903	28,865
101-48-00-20-45	Employer PERS	18,983	67,266	27,117	31,984	31,984	16,741
101-48-00-20-50	Employee PERS	4,038	2,687	2,202	2,202	2,202	3,131
101-48-00-20-55	Health Insurance	1,770	3,721	17,971	17,971	17,971	17,393
101-48-00-20-61	Workers Comp	7,179	7,114	6,724	7,114	7,114	60,451
101-48-00-20-65	SDI	450	491	451	592	592	999
101-48-00-20-71	Unemployment	-	-	11,700	11,700	11,700	-
101-48-00-20-75	Deferred Comp	650	494	1,955	3,155	3,155	5,010
101-48-00-20-85	Auto Allowance	-	-	-	1,600	1,600	2,400
101-48-00-20-89	Charity Event Reimbursement	-	-	-	-	-	1,500
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>114,663</b>	<b>173,561</b>	<b>155,633</b>	<b>359,194</b>	<b>359,194</b>	<b>509,017</b>
101-48-00-21-05	Advertising	-	804	-	-	-	-
101-48-00-21-10	Communications	29,020	24,279	11,000	15,367	15,367	20,000
101-48-00-21-15	Postage	486	783	500	500	500	500
101-48-00-21-22	Utilities	22,200	22,806	21,500	24,000	24,000	24,000
101-48-00-21-25	Equipment Rental	-	-	-	-	-	-
101-48-00-21-27	Equipment Lease Exp	2,707	3,424	4,000	3,700	3,700	3,700
101-48-00-21-30	Professional Contracts	9,744	10,301	11,000	11,000	11,000	10,300
101-48-00-21-40	Professional Fees	-	50	200	-	-	-
101-48-00-21-45	Other Contract Services	202,322	206,296	220,000	102,875	102,875	-
101-48-00-21-53	Memberships & Publications	454	4,219	2,500	1,950	1,950	2,500
101-48-00-21-54	CAL Fire Dispatch Contract	-	18,803	25,000	25,000	25,000	25,000
101-48-00-21-55	Training & Conference	11,793	656	14,000	6,000	6,000	8,000
101-48-00-21-70	Fire Prevention Education	2,170	2,331	4,000	4,697	4,697	5,000
101-48-00-21-75	Fire Inspection Prof Fees	-	501	-	-	-	-
101-48-00-21-80	Strike Team Charges	64,220	95,848	-	-	-	-
101-48-45-21-40	Professional Fees	-	-	-	-	-	-
<b>21</b>	<b>Services</b>	<b>345,115</b>	<b>391,100</b>	<b>313,700</b>	<b>195,089</b>	<b>195,089</b>	<b>99,000</b>
101-48-00-22-07	Copies	97	262	200	1,050	1,050	1,000
101-48-00-22-12	Computer Equipment	779	2,485	-	848	848	4,000
101-48-00-22-13	Office Supplies	1,394	1,587	1,000	1,052	1,052	1,000
101-48-00-22-15	Special Department Supplies	70,280	52,527	48,110	39,949	39,949	40,110
101-48-00-22-17	Field Supplies	2,832	4,893	3,500	3,500	3,500	7,500
101-48-00-22-25	Fuel/Oil	10,188	6,968	10,000	10,000	10,000	10,000
101-48-00-22-26	Outside Vehicle Maint	12,614	1,839	17,500	20,691	20,691	40,000
101-48-00-22-28	Vehicle Parts	13,954	11,131	8,500	8,500	8,500	9,500
<b>22</b>	<b>Supplies</b>	<b>112,137</b>	<b>81,692</b>	<b>88,810</b>	<b>85,590</b>	<b>85,590</b>	<b>113,110</b>
101-48-00-23-11	Maint Office Equip	126	-	1,000	-	-	-
101-48-00-23-12	Maintenance Supplies	-	194	-	-	-	-
101-48-00-23-15	Maint Machine/Equipment	1,988	12,887	19,000	9,809	9,809	26,950
101-48-00-23-30	Maint Buildings/Grounds	1,664	22,406	3,000	6,055	6,055	15,000
101-48-00-23-35	Software Maintenance	1,481	630	750	750	750	6,750
<b>23</b>	<b>Maintenance</b>	<b>5,260</b>	<b>36,118</b>	<b>23,750</b>	<b>16,614</b>	<b>16,614</b>	<b>48,700</b>
101-48-00-24-25	Taxes & Other Charges	18,596	-	-	51,549	51,549	-
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>18,596</b>	<b>-</b>	<b>-</b>	<b>51,549</b>	<b>51,549</b>	<b>-</b>

FIRE - 4800  
BUDGET

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>101</b>	<b>General Fund</b>						
Grand Total		595,771	682,471	581,893	708,036	708,036	769,827
<b>101</b>	<b>General Fund</b>	595,771	682,471	581,893	708,036	708,036	769,827
<b>733</b>	<b>Capital Project</b>						
48	Fire						
733-48-00-26-30	Capital Equipment	-	-	-	-	-	
	<b>Capital</b>	-	-	-	-	-	
Grand Total		\$ 595,771	\$ 682,471	\$ 581,893	\$ 708,036	\$ 708,036	\$ 769,827

FIRE - 4800  
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Equipment Lease</i>			
	2127	101	
Copier		3,700	3,700
<b>TOTAL - Equipment Lease</b>	<b>2127</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>
<i>Professional Contracts</i>			
	2130	101	
Physicals		8,000	8,000
GIS Mapping/Run Book Updates		500	500
Medical Cache Annual Fee		500	500
Training Ground Annual Fee		500	500
EMS Region Fee		500	500
Fire Safety House Annual Fee		300	300
<b>TOTAL - Professional Contracts</b>	<b>2130</b>	<b>\$ 10,300</b>	<b>\$ 10,300</b>
<i>Memberships &amp; Publications</i>			
	2153	101	
Ca. State Firefighters Association		2,500	2,500
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<i>Training and Conferences</i>			
	2155	101	
Target Solutions (Online Training)		4,000	4,000
Skills Training		1,000	1,000
Outside Education		3,000	3,000
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
<i>Fire Prevention Education</i>			
	2170	101	
Weed Abatement (Outreach)		500	500
Open House (Supplies & Outreach)		4,000	4,000
Kiddie Tours (Supplies)		500	500
<b>TOTAL - Fire Prevention Education</b>	<b>2170</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<i>Special Department Supplies</i>			
	2215	101	
Annual Supplies		17,610	17,610
Replacement Hose		13,000	13,000
SCBAs & Replacement Parts		8,500	8,500
Class "A" Foam		1,000	1,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 40,110</b>	<b>\$ 40,110</b>
<i>Field Supplies</i>			
	2217	101	
Disposable Medical Supplies		5,500	5,500
AED (Automated External Defibrillator)		2,000	2,000
<b>TOTAL - Field Supplies</b>	<b>2217</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>

FIRE - 4800  
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Machinery &amp; Equipment Maintenance</i>			
	2315	101	
SCBA Testing & Maintenance		6,950	6,950
Truck Maintenance		5,000	5,000
Replacement Tires		5,000	5,000
Ladder Testing		3,000	3,000
Extrication Tool Annual Maintenance		4,000	4,000
Refrigerator/Stove Service		3,000	3,000
<b>TOTAL - Machine &amp; Equipment Maintenance</b>	<b>2315</b>	<b>\$ 26,950</b>	<b>\$ 26,950</b>
<i>Software Maintenance</i>			
	2335	101	
Fire Inspection Software		6,000	6,000
Incident Management Software		750	750
<b>TOTAL - Field Supplies</b>	<b>2335</b>	<b>\$ 6,750</b>	<b>\$ 6,750</b>



# POLICE (4900)

## **PURPOSE**

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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.

## **STAFFING**

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The Police Department currently has 16 full-time staff and 1 part-time staff consisting of:

Police Chief (1)  
Lieutenant (1)  
Sergeants (2)  
Corporal (1)  
Officers (7)  
Dispatchers (4)  
Community Services Officer (.75)

## **2015-16 ACHIEVEMENTS**

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- Participated in the Special Olympics Torch Run and Tip-A-Cop programs
- Installed a bullet trap in the shooting range
- Began rotating old patrol fleet out
- Created a report writing manual
- Converted the old Fire SUV to Police use
- Purchased a modern Live Scan machine
- Filled two Officer Vacancies
- Began the creation of a recorded interview room and non-recorded public meeting room

## **2016-17 GOALS AND OBJECTIVES**

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- Conduct a Department Inspection
- Create a Volunteer Program
- Finish interview room and equipment
- Complete an evidence audit
- Install cameras at various locations throughout the city
- Continue to evaluate citizen priorities
- Create mentoring program

**POLICE - 4900  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Police Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	4900	General Fund	2,737,259	3,034,128	2,710,178	2,720,885	2,720,885	3,083,531
224	4900	Public Safety (COPS)	89,162	106,600	125,800	299,549	252,067	131,800
238	4900	Training Development Fund	4,959	5,990	2,000	6,000	6,000	6,000
279	4900	Asset Forfeiture	38,692	2,000	1,000	1,000	1,000	1,000
<b>Total Expenses</b>			<b>\$ 2,870,072</b>	<b>\$ 3,148,718</b>	<b>\$ 2,838,978</b>	<b>\$ 3,027,434</b>	<b>\$ 2,979,952</b>	<b>\$ 3,222,331</b>

			<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 14/15</b>	<b>FY 15/16</b>
			<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Police Expense Summary</b>								
Salary			1,420,488	1,642,515	1,492,760	1,492,760	1,492,760	1,693,915
Benefits			1,171,925	1,251,748	1,103,618	1,107,369	1,107,369	1,268,127
Capital Equipment			16,108	3,728	-	138,767	117,506	-
Communications			27,080	21,175	17,000	19,000	19,000	19,000
Computer Equipment			14,047	6,788	5,000	5,381	2,160	5,000
Contracts			115,677	131,620	106,800	109,000	109,000	121,200
Dept Supplies/Services			35,209	29,193	52,500	87,401	64,401	50,200
Equipment/Software Maintenance			1,389	4,665	-	-	-	600
Training/Conference			22,772	23,434	11,000	15,000	15,000	15,000
Utilities			10,570	-	-	-	-	-
Vehicle Maintenance			34,807	33,853	50,300	52,756	52,756	49,289
<b>Total Expenses</b>			<b>\$ 2,870,072</b>	<b>\$ 3,148,718</b>	<b>\$ 2,838,978</b>	<b>\$ 3,027,434</b>	<b>\$ 2,979,952</b>	<b>\$ 3,222,331</b>

**POLICE - 4900  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>101</b>	<b>General Fund</b>						
101-49-00-20-10	Salary-Regular	1,102,097	1,393,940	1,244,160	1,244,160	1,244,160	1,423,652
101-49-00-20-20	Temp/Part Time	35,784	7,683	-	-	-	20,000
101-49-00-20-21	Temp/Part Time	30,065	-	-	-	-	-
101-49-00-20-30	Overtime	208,721	195,588	198,800	198,800	198,800	198,800
101-49-00-20-37	Holiday Pay	43,822	45,304	49,800	49,800	49,800	51,462
101-49-00-20-40	FICA/Medicare	108,431	120,654	114,288	114,288	114,288	127,916
101-49-00-20-45	Employer PERS	458,640	506,170	500,655	500,655	500,655	625,251
101-49-00-20-50	Employee PERS	99,795	87,065	42,557	42,557	42,557	
101-49-00-20-55	Health Insurance	295,028	374,975	327,937	327,937	327,937	366,687
101-49-00-20-61	Workers Comp	152,294	101,390	64,800	68,551	68,551	79,701
101-49-00-20-65	SDI	13,062	14,147	12,862	12,862	12,862	14,139
101-49-00-20-71	Unemployment	-	-	23,400	23,400	23,400	32,100
101-49-00-20-75	Deferred Comp	3,275	5,736	2,119	2,119	2,119	3,433
101-49-00-20-85	Auto Allowance	-	2,400	-	-	-	2,400
101-49-00-20-89	Charity Event Reimbursement	-	-	-	-	-	750
101-49-00-20-95	Police Dept Unifo	14,625	12,750	12,000	12,000	12,000	12,751
101-49-00-20-96	Education Reimbursement	1,500	1,750	3,000	3,000	3,000	3,000
101-49-00-20-97	Housing Allowance	25,275	24,711	-	-	-	-
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>2,592,413</b>	<b>2,894,263</b>	<b>2,596,378</b>	<b>2,600,129</b>	<b>2,600,129</b>	<b>2,962,042</b>
101-49-00-21-10	Communications	22,857	21,175	17,000	19,000	19,000	19,000
101-49-00-21-15	Postage	1,073	1,298	1,100	1,400	1,400	1,100
101-49-00-21-22	Utilities	10,570	-	-	-	-	-
101-49-00-21-27	Equipment Lease Exp	2,680	2,419	2,800	2,800	2,800	2,800
101-49-00-21-30	Professional Contracts	21,855	45,159	25,000	25,000	25,000	25,000
101-49-00-21-40	Professional Fees	2,837	5,744	5,000	10,540	10,540	10,000
101-49-00-21-45	Other Contract Services	5,009	8,178	5,000	1,660	1,660	8,700
101-49-00-21-53	Memberships & Publications	890	106	1,000	1,000	1,000	1,000
101-49-00-21-55	Training & Conference	8,081	4,601	-	-	-	-
101-49-00-21-60	Other Travel	-	-	-	-	-	-
<b>21</b>	<b>Services</b>	<b>75,850</b>	<b>88,680</b>	<b>56,900</b>	<b>61,400</b>	<b>61,400</b>	<b>67,600</b>
101-49-00-22-07	Copies	1,405	1,172	1,000	1,500	1,500	1,000
101-49-00-22-08	Police Dept Youth Activity	-	-	800	800	800	500
101-49-00-22-12	Computer Equipment	6,444	6,328	-	381	381	-
101-49-00-22-13	Office Supplies	3,500	1,722	3,000	2,119	2,119	2,500
101-49-00-22-15	Special Department Supplies	2,563	1,988	1,800	1,800	1,800	
101-49-00-22-17	Field Supplies	2,841	1,485	-	-	-	
<b>22</b>	<b>Supplies</b>	<b>16,753</b>	<b>12,696</b>	<b>6,600</b>	<b>6,600</b>	<b>6,600</b>	<b>4,000</b>
101-49-00-23-11	Maint Office Equip	-	28	-	-	-	-
101-49-00-23-35	Software Maintenance	1,389	4,637	-	-	-	600
101-49-00-23-50	Vehicle Alloc Expense	34,807	33,853	50,300	52,756	52,756	49,289
<b>23</b>	<b>Maintenance</b>	<b>36,196</b>	<b>38,518</b>	<b>50,300</b>	<b>52,756</b>	<b>52,756</b>	<b>49,889</b>
101-49-00-26-30	Capital Equipment	16,046	(29)	-	-	-	-
<b>26</b>	<b>Capital</b>	<b>16,046</b>	<b>(29)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>2,737,259</b>	<b>3,034,128</b>	<b>2,710,178</b>	<b>2,720,885</b>	<b>2,720,885</b>	<b>3,083,531</b>
<b>101</b>	<b>General Fund</b>	<b>2,737,259</b>	<b>3,034,128</b>	<b>2,710,178</b>	<b>2,720,885</b>	<b>2,720,885</b>	<b>3,083,531</b>
<b>224</b>	<b>Public Safety (COPS)</b>						

**POLICE - 4900  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
224-49-00-21-10	Communications	4,223	-	-	-	-	-
224-49-00-21-30	Professional Contracts	35,711	55,648	65,000	65,000	65,000	71,000
224-49-00-21-45	Other Contract Services	11,573	14,891	5,000	5,000	5,000	5,000
224-49-00-21-55	Training & Conference	9,733	12,907	9,000	9,000	9,000	9,000
<b>21</b>	<i>Services</i>	<b>61,240</b>	<b>83,445</b>	<b>79,000</b>	<b>79,000</b>	<b>79,000</b>	<b>85,000</b>
224-49-00-22-12	Computer Equipment	7,603	460	5,000	5,000	1,779	5,000
224-49-00-22-15	Special Department Supplies	12,371	16,237	16,800	51,782	41,782	16,800
224-49-00-22-17	Field Supplies	7,887	2,702	25,000	25,000	12,000	25,000
<b>22</b>	<i>Supplies</i>	<b>27,861</b>	<b>19,398</b>	<b>46,800</b>	<b>81,782</b>	<b>55,561</b>	<b>46,800</b>
224-49-00-26-30	Capital Equipment	61	3,757	-	138,767	117,506	-
224-49-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
<b>26</b>	<i>Capital</i>	<b>61</b>	<b>3,757</b>	<b>-</b>	<b>138,767</b>	<b>117,506</b>	<b>-</b>
<b>Grand Total</b>		<b>89,162</b>	<b>106,600</b>	<b>125,800</b>	<b>299,549</b>	<b>252,067</b>	<b>131,800</b>
<b>224</b>	<b>Public Safety (COPS)</b>	<b>89,162</b>	<b>106,600</b>	<b>125,800</b>	<b>299,549</b>	<b>252,067</b>	<b>131,800</b>
<b>238</b>	<b>Training Development Fund</b>						
238-49-00-21-55	Training & Conference	4,959	5,926	2,000	6,000	6,000	6,000
<b>21</b>	<i>Services</i>	<b>4,959</b>	<b>5,926</b>	<b>2,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
238-49-00-22-15	Special Department Supplies	-	64	-	-	-	-
<b>22</b>	<i>Supplies</i>	<b>-</b>	<b>64</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>4,959</b>	<b>5,990</b>	<b>2,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>238</b>	<b>Training Development Fund</b>	<b>4,959</b>	<b>5,990</b>	<b>2,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>279</b>	<b>Asset Forfeit</b>						
279-49-00-21-10	Communications	-	-	-	-	-	-
279-49-00-21-45	Other Contract Services	38,692	2,000	1,000	1,000	1,000	1,000
<b>21</b>	<i>Services</i>	<b>38,692</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Grand Total</b>		<b>38,692</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>279</b>	<b>Asset Forfeit</b>	<b>38,692</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Grand Total</b>		<b>\$ 2,870,072</b>	<b>\$ 3,148,718</b>	<b>\$ 2,838,978</b>	<b>\$ 3,027,434</b>	<b>\$ 2,979,952</b>	<b>\$ 3,222,331</b>

**POLICE - 4900  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Professional Contract Services</i>			
	2130	101	
Boys & Girls Club Contract		25,000	25,000
<b>TOTAL - Professional Contract Services</b>	<b>2130</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<i>Professional Fees</i>			
	2140	101	
Pre-Employment Psychological, Medical, and Other Related Services		5,000	5,000
Third Party Investigations		5,000	5,000
<b>TOTAL - Professional Fees</b>	<b>2140</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<i>Other Contract Services</i>			
	2145	101	
Nixle		2,500	2,500
WCAL		2,500	2,500
SANE/SART		2,500	2,500
St. Helena Car Wash		1,200	1,200
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>
<i>Memberships &amp; Publications</i>			
	2153	101	
Cal Chiefs		600	600
CAPE		50	50
NAFBI		150	150
Swat/Firearm		100	100
Subscriptions		100	100
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<i>Software Maintenance</i>			
	2335	101	
Anti-Virus		600	600
<b>TOTAL - Software Maintenance</b>	<b>2335</b>	<b>\$ 600</b>	<b>\$ 600</b>

**PUBLIC SAFETY (COPS) - 224**

<i>Professional Contract Services</i>			
	2130	224	
NSIB Contract		37,600	37,600
DARE Contract		5,000	5,000
County Communication Services		1,000	1,000
Live Scan Contract		8,000	8,000
Entersect/NetMotion/Copware/ Language Line		4,300	4,300
Data Ticket Contract		1,200	1,200
Moore K9 Training Contract		6,000	6,000
Animal Medical Service		3,000	3,000
Booking Fees		1,500	1,500
CLETS Access		3,100	3,100

**POLICE - 4900  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
Critical Reach		300	300
<b>TOTAL - Professional Contract Services</b>	<b>2130</b>	<b>\$ 71,000</b>	<b>\$ 71,000</b>
<i>Other Contract Services</i>			
	2145	224	
RIMS Dispatch Updates		2,500	2,500
Interview Software Maintenance Contract		2,500	2,500
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<i>Training and Conferences</i>			
	2155	224	
POST Training		2,500	2,500
Domain Specific Conferences		4,000	4,000
Miscellaneous Conferences		2,500	2,500
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
<i>Computer Equipment</i>			
	2212	224	
Cameras		5,000	5,000
<b>TOTAL - Other Contract Services</b>	<b>2212</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<i>Special Department Supplies</i>			
	2215	224	
Officer and Vehicle Video/Audio Equipment		2,000	2,000
Reporting Writing License/Software Upgrades		3,000	3,000
Radar Units		5,000	5,000
Defibulator Maintenance		1,800	1,800
Tasers & Cartridges		5,000	5,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 16,800</b>	<b>\$ 16,800</b>
<i>Field Supplies</i>			
	2217	224	
Notebooks, Recording Devices		1,500	1,500
Narcotic Kits, PAZ Devices, Flashlights, & Chargers		2,500	2,500
Ticket Books		3,000	3,000
Flares, Gloves, First Aid, Batteries, Etc.		5,000	5,000
Ammunition		5,000	5,000
Firearm/Rifle Replacement		5,000	5,000
Portable Radio Repair & Replacement		1,000	1,000
Bullet Proof Vest Replacement		2,000	2,000
<b>TOTAL - Field Supplies</b>	<b>2217</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

POLICE - 4900  
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
238 & 279			
<i>POST Reimbursable Training</i>	2155	238	
Training		6,000	6,000
<b><i>TOTAL - Post Reimburseable Training</i></b>	<b>2155</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<i>Other Contract Services</i>	2145	279	
Asset Forfeiture Allocation		1,000	1,000
<b><i>TOTAL - Other Contract Services</i></b>	<b>2145</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

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# PUBLIC WORKS

## 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

## STAFFING

The Public Works Department currently has 24 full-time staff members. Consisting of:

- Public Works Director (1)
- Assistant Public Works Director (1)
- Administrative Assistant (1)
- Public Works Maintenance Manager (1)
- Water Conservation Coordinator (1)
- Project Manager (1)
- Water Treatment Plant (3)
- Water Distribution (4)
- Wastewater Treatment Plant (3)
- Streets/Sewer/Garage/Stormwater (4)
- Parks, Trees, Gov't Buildings (4)

## SUMMARY

In addition to providing oversight and management of the operating divisions, the Public Works Department provides the services of the City Engineer, Floodplain Administrator, Property Officer, City Surveyor, Stormwater Program Manager, and Water Use Efficiency Officer. 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 plans and agreements, inspection of privately-constructed public improvements, review of use permits, review and approval of all encroachment permits, staff for the Tree Committee and Active Transportation Committee, safety issues of all City facilities, staff support for the Napa Valley Transportation Agency and Water Resources Planning Committee.



# PUBLIC WORKS

## **PURPOSE**

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Administration (5000) - Department of Public Works (DPW) Administration manages the operating divisions of Public Works and provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.

Government Buildings (5006) - The Government Buildings/ Grounds Division of the Department of Public Works is funded by the General Fund and its budget accounts for the total costs of managing and providing maintenance (plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). The Division is also responsible for managing supply orders and deliveries, inspection and maintenance of oil recycling area, handicapped lifts, e-waste collection and recycling, and fire extinguisher service. This division's budget includes, utilities, janitorial costs, air conditioning/ heating repairs and maintenance services.

Storm Drains (5013) - The purpose of the storm water division is to operate, maintain and improve drainage and flood control facilities.

Streets (5015) - The Streets Maintenance/ Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk and curb repairs; maintenance of traffic structures; street lighting; vegetation removal; and clean up of spills and discharges.

Trees (5026) - Tree City USA is a division of the Public Works Department under direct supervision of the Parks Supervisor. This Division is responsible for the maintenance of all trees contained in City owned parks, along Main Street and the 15 Heritage Trees in public rights-of-way. Division activities include the planting of new trees, oversight of major pruning projects, minor pruning, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues.

Parks (5027) - 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.

City Garage (5037) - The City Garage Division of the Public Works Department is an internal service fund designed to account for the total costs of maintaining a fleet of 40+ vehicles and other equipment owned by the City. Costs are allocated to the various user departments based on time and materials within those departments. The Division strives to provide timely, efficient, and cost effective maintenance and repairs on City owned vehicles. The City Garage also records and maintains all fleet maintenance records, specifies repair parts and replacement vehicles, and handles all aspects of fleet management for the City excluding Fire Department vehicles.



# PUBLIC WORKS

## 2015-16 ACHIEVEMENTS

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- Installed Green Bike Lanes on North Crane Avenue – the first Green Bike Lanes in Napa County
- Completed construction on Mitchell Drive Sidewalk Project
- Established On-Call Contracts
- Established Master Professional Services Agreements
- Earned Transportation Development Act Article 3 (TDA-3) grant of \$50,000 to upgrade Americans with Disabilities Act (ADA) curb ramps on Railroad Avenue
- Started 2015/16 Pavement Rehabilitation Project
- Started construction on Pope Street Bike Lane Project
- Entered into Joint Powers Agreement (JPA) to fund and administer Stormwater Discharge Permit compliance
- Initiated sign inventory and upgrade program
- Hired Project Manager
- Earned Tree City USA recognition
- Reviewed 50 Design Review Applications
- Reviewed 50 Building Permit Applications
- Reviewed 99 Encroachment Permit Applications
- Cleaned 187 storm drains
- Swept 2,332 lane miles
- Completed 68,640 feet of sewer line preventative maintenance
- Repaired 325 potholes
- Repainted 13,900 feet of red curb
- Completed St. Helena Library HVAC project
- Implemented online service request system for internal customers
- Trained second City arborist for certification
- Pruned Heritage Trees

## 2016-17 GOALS AND OBJECTIVES

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- Update utility basemaps
- Initiate asset management system
- Implement required trash capture compliance program
- Complete Americans with Disabilities Act (ADA) Transition Plan update
- Pavement rehabilitation of Charter Oak and Allison Avenue
- Complete Pope Street Bike Lane Project
- Complete Americans with Disabilities Act (ADA) Curb Ramp Replacement on Railroad Avenue
- Complete Downtown Restroom Project
- Continue floodwall and levee maintenance
- Update Emergency Operations Manual
- Initiate Building Assessment
- Retain current high quality staff
- Continue and improve training

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**PUBLIC WORKS ADMIN - 5000  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Public Works Admin Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	5000	General Fund	141,073	217,123	260,242	380,782	380,782	382,874
561	5000	Water Enterprise	277,638	248,457	415,674	457,926	457,926	583,899
571	5000	Wastewater Enterprise	184,620	152,571	273,040	292,245	292,245	367,016
763	5000	Water Capital Projects	-	-	-	2,700	2,700	-
<b>Total Expenses</b>			<b>\$ 603,331</b>	<b>\$ 618,175</b>	<b>\$ 948,956</b>	<b>\$ 1,133,653</b>	<b>\$ 1,133,653</b>	<b>\$ 1,333,789</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Public Works Admin Expense Summary</b>								
Salary			290,676	328,081	458,758	503,921	503,921	574,915
Benefits			168,655	142,892	202,137	231,237	231,237	329,144
Capital Equipment			-	(43,305)	1	1	1	-
Communications			2,693	8,004	2,400	4,380	4,380	4,980
Computer Equipment			244	1,893	1,700	1,700	1,700	1,500
Contracts			10,782	86,453	191,000	270,439	270,439	293,000
Dept supplies/services			103,704	80,668	58,721	86,683	86,683	86,915
Programs			15,360	1,555	15,000	15,000	15,000	15,000
Software Maintenance			394	269	200	498	498	498
Training/Conference			1,331	1,325	3,600	3,600	3,600	13,050
Vehicle/Equipment Maintenance			9,493	10,340	15,439	16,193	16,193	14,787
<b>Total Expenses</b>			<b>\$ 603,331</b>	<b>\$ 618,175</b>	<b>\$ 948,956</b>	<b>\$ 1,133,653</b>	<b>\$ 1,133,653</b>	<b>\$ 1,333,789</b>

**PUBLIC WORKS ADMIN - 5000  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>101</b>	<b>General Fund</b>						
101-50-00-20-10	Salary-Regular	49,479	65,161	106,529	129,173	129,173	175,164
101-50-00-20-20	Temp/Part Time	12,260	42,822	6,912	6,912	6,912	-
101-50-00-20-30	Overtime	611	-	-	-	-	-
101-50-00-20-40	FICA/Medicare	4,734	8,352	7,697	9,474	9,474	12,333
101-50-00-20-45	Employer PERS	6,016	4,009	7,382	13,163	13,163	25,896
101-50-00-20-50	Employee PERS	2,398	247	-	-	-	-
101-50-00-20-55	Health Insurance	13,452	10,671	16,409	23,910	23,910	40,827
101-50-00-20-61	Workers Comp	7,543	4,010	3,698	3,912	3,912	6,833
101-50-00-20-65	SDI	434	614	772	976	976	1,361
101-50-00-20-75	Deferred Comp	79	926	1,107	1,713	1,713	3,586
101-50-00-20-85	Auto Allowance	-	673	1,440	2,080	2,080	3,120
101-50-00-20-89	Charity Event Reimbursment	-	-	-	-	-	900
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>97,007</b>	<b>137,485</b>	<b>151,946</b>	<b>191,313</b>	<b>191,313</b>	<b>270,020</b>
101-50-00-21-05	Advertising	1,280	1,683	1,600	302	302	-
101-50-00-21-10	Communications	2,581	5,655	500	2,280	2,280	2,580
101-50-00-21-15	Postage	681	549	600	600	600	600
101-50-00-21-27	Equipment Lease Exp	1,606	1,907	1,603	1,603	1,603	2,100
101-50-00-21-30	Professional Contracts	1,122	18,919	75,000	159,773	159,773	80,000
101-50-00-21-40	Professional Fees	(456)	544	-	-	-	-
101-50-00-21-45	Other Contract Services	1,071	31,281	5,334	-	-	-
101-50-00-21-53	Memberships & Publications	857	800	1,600	1,600	1,600	1,385
101-50-00-21-55	Training & Conference	532	772	1,020	1,020	1,020	3,804
<b>21</b>	<b>Services</b>	<b>9,273</b>	<b>62,109</b>	<b>87,257</b>	<b>167,178</b>	<b>167,178</b>	<b>90,469</b>
101-50-00-22-07	Copies	1,230	1,152	700	700	700	500
101-50-00-22-12	Computer Equipment	88	559	500	500	500	500
101-50-00-22-13	Office Supplies	499	891	900	900	900	900
101-50-00-22-15	Special Department Supplies	753	1,911	-	400	400	400
<b>22</b>	<b>Supplies</b>	<b>2,570</b>	<b>4,513</b>	<b>2,100</b>	<b>2,500</b>	<b>2,500</b>	<b>2,300</b>
101-50-00-23-35	Software Maintenance	-	90	-	98	98	98
101-50-00-23-50	Vehicle Alloc Expense	9,493	10,340	15,439	16,193	16,193	14,787
<b>23</b>	<b>Maintenance</b>	<b>9,493</b>	<b>10,429</b>	<b>15,439</b>	<b>16,291</b>	<b>16,291</b>	<b>14,885</b>
101-50-00-24-25	Taxes & Other Charges	22,730	2,587	3,500	3,500	3,500	3,500
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>22,730</b>	<b>2,587</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
101-50-00-26-40	Furniture & Fixtures	-	-	-	-	-	1,700
<b>26</b>	<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,700</b>
<b>Grand Total</b>		<b>141,073</b>	<b>217,123</b>	<b>260,242</b>	<b>380,782</b>	<b>380,782</b>	<b>382,874</b>
<b>561</b>	<b>Water Enterprise</b>						
561-50-00-20-10	Salary-Regular	115,843	115,029	203,685	215,045	215,045	223,027
561-50-00-20-40	FICA/Medicare	8,981	8,953	14,980	15,117	15,117	16,464
561-50-00-20-45	Employer PERS	18,652	13,518	20,105	21,273	21,273	33,759
561-50-00-20-50	Employee PERS	7,984	2,785	-	-	-	-
561-50-00-20-55	Health Insurance	22,515	22,893	45,510	47,567	47,567	58,877
561-50-00-20-61	Workers Comp	6,170	6,350	11,767	12,449	12,449	9,111
561-50-00-20-65	SDI	1,145	1,104	1,668	1,704	1,704	1,871
561-50-00-20-75	Deferred Comp	2,541	2,197	2,697	3,318	3,318	5,458

**PUBLIC WORKS ADMIN - 5000  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
561-50-00-20-85	Auto Allowance	1,200	1,922	4,680	4,910	4,910	5,040
561-50-00-20-89	Charity Event Reimbursement	-	-	-	-	-	1,425
20	<i>Salaries &amp; Benefits</i>	<i>185,030</i>	<i>174,750</i>	<i>305,092</i>	<i>321,384</i>	<i>321,384</i>	<i>355,031</i>
561-50-00-21-05	Advertising	300	-	500	500	500	500
561-50-00-21-10	Communications	56	2,104	1,000	1,200	1,200	1,200
561-50-00-21-15	Postage	584	454	600	600	600	600
561-50-00-21-27	Equipment Lease Exp	1,606	1,935	2,000	2,000	2,000	2,100
561-50-00-21-30	Professional Contracts	7,512	17,208	50,000	50,000	50,000	144,000
561-50-00-21-40	Professional Fees	791	791	-	-	-	-
561-50-00-21-43	Penalties and Fines	42,540	31,990	-	25,760	25,760	25,760
561-50-00-21-45	Other Contract Services	-	2,198	5,333	5,333	5,333	-
561-50-00-21-50	Water Use Efficiency Program	15,360	1,555	15,000	15,000	15,000	15,000
561-50-00-21-53	Memberships & Publications	121	1,391	1,559	1,559	1,559	1,385
561-50-00-21-55	Training & Conference	460	309	1,290	1,290	1,290	4,623
21	<i>Services</i>	<i>69,329</i>	<i>59,935</i>	<i>77,282</i>	<i>103,242</i>	<i>103,242</i>	<i>195,168</i>
561-50-00-22-07	Copies	666	1,053	900	900	900	400
561-50-00-22-12	Computer Equipment	78	775	600	600	600	500
561-50-00-22-13	Office Supplies	430	303	200	450	450	450
561-50-00-22-15	Special Department Supplies	213	411	800	550	550	450
22	<i>Supplies</i>	<i>1,387</i>	<i>2,542</i>	<i>2,500</i>	<i>2,500</i>	<i>2,500</i>	<i>1,800</i>
561-50-00-23-35	Software Maintenance	197	90	200	200	200	200
23	<i>Maintenance</i>	<i>197</i>	<i>90</i>	<i>200</i>	<i>200</i>	<i>200</i>	<i>200</i>
561-50-00-24-25	Taxes & Other Charges	21,682	21,121	30,000	30,000	30,000	30,000
24	<i>Taxes, Insurances &amp; Contributi</i>	<i>21,682</i>	<i>21,121</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>
561-50-00-26-40	Furniture & Fixtures	13	389	600	600	600	1,700
26	<i>Capital</i>	<i>13</i>	<i>389</i>	<i>600</i>	<i>600</i>	<i>600</i>	<i>1,700</i>
561-50-00-99-99	Contra Account fixed assets	-	(10,370)	-	-	-	-
99	<i>Contra Account fixed assets</i>	<i>-</i>	<i>(10,370)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>561</b>	<b>Water Enterprise</b>	<b>277,638</b>	<b>248,457</b>	<b>415,674</b>	<b>457,926</b>	<b>457,926</b>	<b>583,899</b>
<b>571</b>	<b>Wastewater Enterprise</b>						
571-50-00-20-10	Salary-Regular	112,483	105,069	141,632	152,791	152,791	176,725
571-50-00-20-40	FICA/Medicare	8,728	8,180	10,160	11,071	11,071	12,826
571-50-00-20-45	Employer PERS	18,164	12,798	16,227	15,643	15,643	26,580
571-50-00-20-50	Employee PERS	7,835	2,539	-	-	-	-
571-50-00-20-55	Health Insurance	20,707	20,235	25,451	31,171	31,171	45,935
571-50-00-20-61	Workers Comp	4,536	5,103	4,707	4,980	4,980	6,833
571-50-00-20-65	SDI	1,112	1,012	1,110	1,235	1,235	1,454
571-50-00-20-75	Deferred Comp	2,529	2,055	1,690	2,161	2,161	4,140
571-50-00-20-85	Auto Allowance	1,200	1,747	2,880	3,410	3,410	3,840
571-50-00-20-89	Charity Event Reimbursement	-	-	-	-	-	675
20	<i>Salaries &amp; Benefits</i>	<i>177,294</i>	<i>158,738</i>	<i>203,857</i>	<i>222,462</i>	<i>222,462</i>	<i>279,008</i>
571-50-00-21-05	Advertising	150	-	-	-	-	-
571-50-00-21-10	Communications	56	246	900	900	900	1,200
571-50-00-21-15	Postage	584	333	600	600	600	600

**PUBLIC WORKS ADMIN - 5000  
BUDGET**

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Budget	Adopted	Adjusted	Estimated Year End	Adopted
571-50-00-21-27	Equipment Lease Exp	1,606	1,935	1,400	2,000	2,000	2,100
571-50-00-21-30	Professional Contracts	-	12,571	50,000	55,333	55,333	69,000
571-50-00-21-40	Professional Fees	743	743	-	-	-	-
571-50-00-21-45	Other Contract Services	-	2,198	5,333	-	-	-
571-50-00-21-53	Memberships & Publications	121	1,391	1,559	1,559	1,559	1,385
571-50-00-21-55	Training & Conference	339	244	1,290	1,290	1,290	4,623
<b>21</b>	<b>Services</b>	<b>3,599</b>	<b>19,660</b>	<b>61,082</b>	<b>61,682</b>	<b>61,682</b>	<b>78,908</b>
571-50-00-22-07	Copies	666	1,106	700	500	500	500
571-50-00-22-12	Computer Equipment	78	559	600	600	600	500
571-50-00-22-13	Office Supplies	430	303	400	400	400	400
571-50-00-22-15	Special Department Supplies	-	263	800	800	800	800
571-50-00-23-35	Software Maintenance	197	90	-	200	200	200
<b>22</b>	<b>Supplies</b>	<b>1,371</b>	<b>2,322</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,400</b>
571-50-00-24-25	Taxes & Other Charges	2,342	4,786	5,000	5,000	5,000	5,000
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>2,342</b>	<b>4,786</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
571-50-00-26-40	Furniture & Fixtures	13	-	600	600	600	1,700
<b>26</b>	<b>Capital</b>	<b>13</b>	<b>-</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>1,700</b>
571-50-00-29-20	Fixed Asset Adjustments	-	-	1	1	1	-
<b>29</b>	<b>Transfers</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>
571-50-00-99-99	Contra Account fixed assets	-	(32,935)	-	-	-	-
<b>99</b>	<b>Contra Account fixed assets</b>	<b>-</b>	<b>(32,935)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>571</b>	<b>Sewer Enterprise</b>	<b>184,620</b>	<b>152,571</b>	<b>273,040</b>	<b>292,245</b>	<b>292,245</b>	<b>367,016</b>
<b>763</b>	<b>Water Capital Project</b>						
<b>50</b>	<b>Public Works</b>						
763-50-00-22-15	Special Department Supplies	-	-	-	2,700	2,700	-
<b>22</b>	<b>Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,700</b>	<b>2,700</b>	<b>-</b>
<b>00</b>	<b>Administration</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,700</b>	<b>2,700</b>	<b>-</b>
<b>773</b>	<b>Sewer Capital</b>						
<b>50</b>	<b>Public Works</b>						
773-50-00-22-15	Special Department Supplies	-	24	-	-	-	-
	<i>Supplies</i>	-	24	-	-	-	-
<b>00</b>	<b>Administration</b>	<b>-</b>	<b>24</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>99</b>	<b>Totals</b>	<b>\$ 603,331</b>	<b>\$ 618,175</b>	<b>\$ 948,956</b>	<b>\$ 1,133,653</b>	<b>\$ 1,133,653</b>	<b>\$ 1,333,789</b>

PUBLIC WORKS ADMIN - 5000  
EXPENSE SUMMARY

Description	Object Code	Funding Source			Total Budgeted
<b>Professional Contracts</b>					
	2130	\$ 101	\$ 561	\$ 571	
Plan Check/Design Review/Map Check		\$ 24,000	\$ 24,000	\$ 24,000	\$ 72,000
Traffic Engineering Support		\$ 6,000	\$ -	\$ -	\$ 6,000
Wastewater Permit Reporting		\$ -	\$ -	\$ 25,000	\$ 25,000
Computerized Asset Management		\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Engineering Analysis of DBP Formation		\$ -	\$ 100,000	\$ -	\$ 100,000
<b>TOTAL - Professional Contracts</b>	<b>2130</b>	<b>\$ 50,000</b>	<b>\$ 144,000</b>	<b>\$ 69,000</b>	<b>\$ 263,000</b>
<b>Water Use Efficiency Program</b>					
	2150	\$ 101	\$ 561	\$ 571	
Implement water saving programs		\$ -	\$ 15,000	\$ -	\$ 15,000
<b>TOTAL - Water Use Efficiency Program</b>	<b>2150</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>
<b>Memberships &amp; Publications</b>					
	2153	\$ 101	\$ 561	\$ 571	
Municipal Management Association of Northern California (5)		\$ 125	\$ 125	\$ 125	\$ 375
APWA Membership (4)		\$ 60	\$ 60	\$ 60	\$ 180
BACWA Membership (agency)		\$ -	\$ 1,200	\$ 1,200	\$ 2,400
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		\$ 1,200	\$ -	\$ -	
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 1,385</b>	<b>\$ 1,385</b>	<b>\$ 1,385</b>	<b>\$ 4,155</b>
<b>Training and Conferences</b>					
	2155	\$ 101	\$ 561	\$ 571	
APWA (Public Works Institute) (4)		\$ 600	\$ 600	\$ 600	\$ 1,800
APWA (Wastewater/Water) (3)		\$ -	\$ 825	\$ 825	\$ 1,650
CASQA Training		\$ 368	\$ 366	\$ 366	\$ 1,100
MMANC Annual Conference (3)		\$ 1,200	\$ 1,200	\$ 1,200	\$ 3,600
League of Ca. Cities Public Works (3)		\$ 1,425	\$ 1,425	\$ 1,425	\$ 4,275
SWRCB		\$ 43	\$ 41	\$ 41	\$ 125
CEUs		\$ 168	\$ 166	\$ 166	\$ 500
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 3,804</b>	<b>\$ 4,623</b>	<b>\$ 4,623</b>	<b>\$ 13,050</b>
<b>Special Department Supplies</b>					
	2215	\$ 101	\$ 561	\$ 571	
Software licenses, supplies		\$ -	\$ 800	\$ 800	\$ 1,600
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 1,600</b>

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**GOVERNMENT BUILDINGS - 5006  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Government Buildings Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	5006	General Fund	209,300	243,231	227,418	266,052	266,052	295,948
<b>Total Expenses</b>			<b>\$ 209,300</b>	<b>\$ 243,231</b>	<b>\$ 227,418</b>	<b>\$ 266,052</b>	<b>\$ 266,052</b>	<b>\$ 295,948</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Government Buildings Expense Summary</b>								
Salary			-	321	22,876	23,305	23,305	22,646
Benefits			2,119	154	11,900	12,600	12,600	11,768
Communications			13,802	17,974	13,000	15,500	15,500	18,989
Contracts			104,497	118,920	93,000	114,006	114,006	139,145
Dept supplies/services			9,331	10,546	13,000	13,000	13,000	13,400
Equipment/Software Maintenance			2,230	5,893	4,000	4,000	4,000	5,000
Utilities			77,322	89,423	69,642	83,642	83,642	85,000
Vehicle Maintenance			-	-	-	-	-	-
<b>Total Expenses</b>			<b>\$ 209,300</b>	<b>\$ 243,231</b>	<b>\$ 227,418</b>	<b>\$ 266,052</b>	<b>\$ 266,052</b>	<b>\$ 295,948</b>

**GOVERNMENT BUILDINGS - 5006  
BUDGET**

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-50-06-20-10	Salary-Regular	-	321	22,876	23,305	23,305	22,646
101-50-06-20-25	Standby	-	-	-	-	-	-
101-50-06-20-30	Overtime	-	-	-	-	-	-
101-50-06-20-40	FICA/Medicare	-	24	1,761	1,761	1,761	1,744
101-50-06-20-45	Employer PERS	-	64	4,535	5,235	5,235	4,478
101-50-06-20-55	Health Insurance	-	61	4,393	4,393	4,393	4,233
101-50-06-20-61	Workers Comp	2,119	-	841	841	841	945
101-50-06-20-65	SDI	-	3	206	206	206	204
101-50-06-20-75	Deferred Comp	-	2	164	164	164	165
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>2,119</b>	<b>476</b>	<b>34,776</b>	<b>35,905</b>	<b>35,905</b>	<b>34,414</b>
101-50-06-21-10	Communications	13,802	17,974	13,000	15,500	15,500	18,989
101-50-06-21-22	Utilities	77,322	89,423	69,642	83,642	83,642	85,000
101-50-06-21-25	Equipment Rental	120	120	-	-	-	-
101-50-06-21-30	Professional Contracts	555	2,904	-	-	-	-
101-50-06-21-45	Other Contract Services	103,942	116,016	93,000	114,006	114,006	139,145
<b>21</b>	<b>Services</b>	<b>195,741</b>	<b>226,437</b>	<b>175,642</b>	<b>213,148</b>	<b>213,148</b>	<b>243,134</b>
101-50-06-22-15	Special Department Supplies	8,513	9,055	12,000	11,600	11,600	12,000
101-50-06-22-20	Small Tools	-	699	-	400	400	400
<b>22</b>	<b>Supplies</b>	<b>8,513</b>	<b>9,754</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,400</b>
101-50-06-23-12	Maintenance Supplies	-	112	-	-	-	-
101-50-06-23-30	Maint Buildings/Grounds	2,230	5,781	4,000	4,000	4,000	5,000
<b>23</b>	<b>Maintenance</b>	<b>2,230</b>	<b>5,893</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>5,000</b>
101-50-06-24-25	Taxes & Other Charges	698	672	1,000	1,000	1,000	1,000
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>698</b>	<b>672</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Grand Total		<b>209,300</b>	<b>243,231</b>	<b>227,418</b>	<b>266,052</b>	<b>266,052</b>	<b>295,948</b>
<b>101</b>	<b>General Fund</b>	<b>209,300</b>	<b>243,231</b>	<b>227,418</b>	<b>266,052</b>	<b>266,052</b>	<b>295,948</b>
Grand Total		<b>\$ 209,300</b>	<b>\$ 243,231</b>	<b>\$ 227,418</b>	<b>\$ 266,052</b>	<b>\$ 266,052</b>	<b>\$ 295,948</b>

GOVERNMENT BUILDINGS - 5006  
EXPENSE SUMMARY

Description	Object Code	Funding	Total Budgeted
<i>Other Contract Services</i>			
	2145	101	
Custodial		\$ 64,668	\$ 64,668
Carpet Cleaning		\$ 7,702	\$ 7,702
Pest Control		\$ 1,122	\$ 1,122
Elevator Service - Carnegie		\$ 2,921	\$ 2,921
Elevator Service - Library		\$ 1,727	\$ 1,727
Napa Fire Equipment			
Service		\$ 6,165	\$ 6,165
Replace Fire Extinguishers			
Alarm Services		\$ 2,180	\$ 2,180
Library HVAC Pump Maintenance		\$ 4,660	\$ 4,660
HVAC Maintenance		\$ 24,000	\$ 24,000
Repairs, misc.		\$ 24,000	\$ 24,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 139,145</b>	<b>\$ 139,145</b>
<i>Special Department Supplies</i>			
	2215	101	
Paper Goods		\$ 2,500	\$ 2,500
Paint & Hardware		\$ 2,000	\$ 2,000
First Aid Supplies		\$ 1,500	\$ 1,500
Lighting Ballasts and Bulbs		\$ 1,000	\$ 1,000
Other Miscellaneous Supplies		\$ 5,000	\$ 5,000
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>

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**STORM DRAINS - 5013  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Storm Drains Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	5013	General Fund	104,650	124,041	146,778	138,684	138,684	215,946
<b>Total Expenses</b>			<b>\$ 104,650</b>	<b>\$ 124,041</b>	<b>\$ 146,778</b>	<b>\$ 138,684</b>	<b>\$ 138,684</b>	<b>\$ 215,946</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Storm Drains Expense Summary</b>								
Salary			53,299	59,719	58,959	51,907	51,907	51,210
Benefits			26,945	27,409	27,277	26,235	26,235	24,850
Contracts			1,408	6,600	5,000	5,000	5,000	66,712
Dept supplies/services			22,998	30,314	55,542	55,542	55,542	73,174
<b>Total Expenses</b>			<b>\$ 104,650</b>	<b>\$ 124,041</b>	<b>\$ 146,778</b>	<b>\$ 138,684</b>	<b>\$ 138,684</b>	<b>\$ 215,946</b>

## STORM DRAINS - 5013 BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>101</b>	<b>General Fund</b>						
101-50-13-20-10	Salary-Regular	44,545	48,420	50,459	43,407	43,407	42,710
101-50-13-20-25	Standby	480	700	-	-	-	-
101-50-13-20-30	Overtime	8,274	10,599	8,500	8,500	8,500	8,500
101-50-13-20-40	FICA/Medicare	4,097	4,464	4,547	4,002	4,002	3,945
101-50-13-20-45	Employer PERS	6,589	7,076	8,478	9,424	9,424	8,701
101-50-13-20-50	Employee PERS	2,175	645	-	-	-	-
101-50-13-20-55	Health Insurance	11,933	11,221	10,507	9,060	9,060	9,081
101-50-13-20-61	Workers Comp	1,189	2,916	2,690	2,845	2,845	2,267
101-50-13-20-65	SDI	532	554	531	467	467	461
101-50-13-20-75	Deferred Comp	432	531	524	437	437	395
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>80,244</b>	<b>87,128</b>	<b>86,236</b>	<b>78,142</b>	<b>78,142</b>	<b>76,060</b>
101-50-13-21-25	Equipment Rental	-	3,815	12,500	12,500	12,500	15,850
101-50-13-21-38	Conservation Maintenance	-	-	-	-	-	38,200
101-50-13-21-45	Other Contract Services	1,408	6,600	5,000	5,000	5,000	66,712
101-50-13-21-48	Government Fees	12,615	16,688	29,597	29,597	29,597	6,395
<b>21</b>	<b>Services</b>	<b>14,023</b>	<b>27,103</b>	<b>47,097</b>	<b>47,097</b>	<b>47,097</b>	<b>127,157</b>
101-50-13-22-15	Special Department Supplies	10,383	9,810	6,650	6,650	6,650	8,150
<b>22</b>	<b>Supplies</b>	<b>10,383</b>	<b>9,810</b>	<b>6,650</b>	<b>6,650</b>	<b>6,650</b>	<b>8,150</b>
101-50-13-24-25	Taxes & Other Charges	-	-	6,795	6,795	6,795	4,579
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>-</b>	<b>-</b>	<b>6,795</b>	<b>6,795</b>	<b>6,795</b>	<b>4,579</b>
<b>Grand Total</b>		<b>104,650</b>	<b>124,041</b>	<b>146,778</b>	<b>138,684</b>	<b>138,684</b>	<b>215,946</b>
<b>101</b>	<b>General Fund</b>	<b>104,650</b>	<b>124,041</b>	<b>146,778</b>	<b>138,684</b>	<b>138,684</b>	<b>215,946</b>
<b>Grand Total</b>		<b>\$ 104,650</b>	<b>\$ 124,041</b>	<b>\$ 146,778</b>	<b>\$ 138,684</b>	<b>\$ 138,684</b>	<b>\$ 215,946</b>

**STORM DRAINS - 5013  
EXPENSE SUMMARY**

Description	Object Code	Funding Source				Total Budgeted
<i>Equipment Rental</i>	<i>2125</i>	<i>101</i>	<i>561</i>	<i>571</i>		
Clearing Valleyview Bridget Colverts		\$ 2,000	\$ -	\$ -		\$ 2,000
Duck Pond - Mitchell/North		\$ 1,350	\$ -	\$ -		\$ 1,350
Flood Control Site Back Up Generator		\$ 12,500	\$ -	\$ -		\$ 12,500
<b>TOTAL - Equipment Rental</b>	<b>2125</b>	<b>\$ 15,850</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 15,850</b>
<i>Conservation Maintenance</i>	<i>2138</i>	<i>101</i>	<i>561</i>	<i>571</i>		
Contract Services		\$ 4,500				\$ 4,500
Equipment Rental		\$ 1,800	\$ -	\$ -		\$ 1,800
Conservation Easement Monitoring		\$ 31,900	\$ -	\$ -		\$ 31,900
<b>TOTAL - Conservation Maintenance</b>	<b>2138</b>	<b>\$ 38,200</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 38,200</b>
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	<i>561</i>	<i>571</i>		
Stormwater JPA		\$ 36,712				\$ 36,712
Stormwater Inspection		\$ 15,000	\$ -	\$ -		\$ 15,000
Stormwater Phase II Trash Assessment		\$ 15,000	\$ -	\$ -		\$ 15,000
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 66,712</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 66,712</b>
<i>Government Fees</i>	<i>2148</i>	<i>101</i>	<i>561</i>	<i>571</i>		
SWRCB MS4 Permit		\$ 6,395	\$ -	\$ -		\$ 6,395
<b>TOTAL - Government Fees</b>	<b>2148</b>	<b>\$ 6,395</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 6,395</b>
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	<i>561</i>	<i>571</i>		
Sandbag Supplies		\$ 2,500	\$ -	\$ -		\$ 2,500
Misc. Stormwater Supplies (sweeper, brooms, trench debris, grubbing, hauling, D.I. inlets, rims and covers)		\$ 4,650	\$ -	\$ -		\$ 4,650
Maintenance Supplies		\$ 1,000	\$ -	\$ -		
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 8,150</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 8,150</b>

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**STREETS - 5015  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Government Buildings Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	5015	General Fund	214,892	240,482	242,866	236,361	236,361	249,098
<b>Total Expenses</b>			<b>\$ 214,892</b>	<b>\$ 240,482</b>	<b>\$ 242,866</b>	<b>\$ 236,361</b>	<b>\$ 236,361</b>	<b>\$ 249,098</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Government Buildings Expense Summary</b>								
Salary			46,005	50,006	50,459	43,257	43,257	51,210
Benefits			30,044	39,299	26,550	25,521	25,521	24,123
Capital Equipment			-	1,857	15,000	15,111	15,111	-
Communications			1,628	1,612	1,199	1,449	1,449	1,500
Computer Equipment			-	485	485	485	485	500
Contracts			7,270	388	-	-	-	-
Dept supplies/services			17,594	24,573	15,477	16,866	16,866	15,090
Equipment/Software Maintenance			23,001	28,048	31,076	29,326	29,326	31,000
Training/Conference			-	576	564	564	564	435
Utilities			67,199	70,164	66,696	66,696	66,696	80,880
Vehicle Maintenance			22,150	23,473	35,360	37,086	37,086	44,360
<b>Total Expenses</b>			<b>\$ 214,892</b>	<b>\$ 240,482</b>	<b>\$ 242,866</b>	<b>\$ 236,361</b>	<b>\$ 236,361</b>	<b>\$ 249,098</b>

STREETS - 5015  
BUDGET

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>101</b>	<b>General Fund</b>						
101-50-15-20-10	Salary-Regular	44,545	48,420	50,459	43,257	43,257	42,710
101-50-15-20-25	Standby	480	700	-	-	-	-
101-50-15-20-30	Overtime	981	886	-	-	-	8,500
101-50-15-20-40	FICA/Medicare	3,542	4,097	3,897	3,340	3,340	3,295
101-50-15-20-45	Employer PERS	6,216	7,076	8,478	9,450	9,450	8,701
101-50-15-20-50	Employee PERS	1,891	549	-	-	-	-
101-50-15-20-55	Health Insurance	11,017	23,639	10,507	9,060	9,060	9,081
101-50-15-20-61	Workers Comp	6,491	2,916	2,690	2,845	2,845	2,267
101-50-15-20-65	SDI	460	495	454	389	389	384
101-50-15-20-75	Deferred Comp	426	527	524	437	437	395
20	<i>Salaries &amp; Benefits</i>	76,049	89,305	77,009	68,778	68,778	75,333
101-50-15-21-05	Advertising	75	-	-	-	-	-
101-50-15-21-10	Communications	1,628	1,612	1,199	1,449	1,449	1,500
101-50-15-21-15	Postage	55	245	-	-	-	-
101-50-15-21-22	Utilities	67,199	70,164	66,696	66,696	66,696	80,880
101-50-15-21-25	Equipment Rental	-	404	2,910	2,660	2,660	2,700
101-50-15-21-30	Professional Contracts	642	388	-	-	-	-
101-50-15-21-45	Other Contract Services	6,628	-	-	-	-	-
101-50-15-21-53	Memberships & Publications	150	225	225	225	225	65
101-50-15-21-55	Training & Conference	-	561	514	514	514	385
101-50-15-21-60	Other Travel	-	15	50	50	50	50
21	<i>Services</i>	76,377	73,614	71,594	71,594	71,594	85,580
101-50-15-22-12	Computer Equipment	-	485	485	485	485	500
101-50-15-22-13	Office Supplies	456	53	485	485	485	500
101-50-15-22-15	Special Department Supplies	16,239	23,064	11,225	12,225	12,225	11,225
101-50-15-22-20	Small Tools	583	547	582	1,182	1,182	500
22	<i>Supplies</i>	17,278	24,148	12,777	14,377	14,377	12,725
101-50-15-23-12	Maintenance Supplies	14,088	6,940	15,021	13,421	13,421	25,000
101-50-15-23-15	Maint Machine/Equipment	6,222	16,594	6,080	4,930	4,930	6,000
101-50-15-23-30	Maint Buildings/Grounds	2,691	4,513	9,975	10,975	10,975	-
101-50-15-23-50	Vehicle Alloc Expense	22,150	23,473	35,360	37,086	37,086	44,360
23	<i>Maintenance</i>	45,151	51,521	66,436	66,412	66,412	75,360
101-50-15-24-25	Taxes & Other Charges	36	36	50	89	89	100
24	<i>Taxes, Insurances &amp; Contributi</i>	36	36	50	89	89	100
101-50-15-26-30	Capital Equipment	-	1,857	15,000	15,111	15,111	-
26	<i>Capital</i>	-	1,857	15,000	15,111	15,111	-
Grand Total		214,892	240,482	242,866	236,361	236,361	249,098
<b>101</b>	<b>General Fund</b>	214,892	240,482	242,866	236,361	236,361	249,098
Grand Total		\$ 214,892	\$ 240,482	\$ 242,866	\$ 236,361	\$ 236,361	\$ 249,098

STREETS - 5015  
EXPENSE SUMMARY

Description	Object Code	Funding	Total Budgeted
<i>Equipment Rental</i>			
	2125	101	
Miscellaneous Rentals, as needed (loaders, asphalt grinders, crack sealer)		\$ 2,700	\$ 2,700
<b>TOTAL - Equipment Rental</b>	<b>2125</b>	<b>\$ 2,700</b>	<b>\$ 2,700</b>
<i>Memberships &amp; Publications</i>			
	2153	101	
Books & Membership Fees to PAPA		\$ 65	\$ 65
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 65</b>	<b>\$ 65</b>
<i>Training &amp; Conference</i>			
	2155	101	
Pesticide Prep. Course/CEU		\$ 225	\$ 225
Educational Units		\$ 160	\$ 160
<b>TOTAL - Training &amp; Conference</b>	<b>2155</b>	<b>\$ 385</b>	<b>\$ 385</b>
<i>Special Department Supplies</i>			
	2215	101	
Signs		\$ 5,000	\$ 5,000
Uniforms		\$ 4,725	\$ 4,725
Cones		\$ 300	\$ 300
Miscellaneous Supplies		\$ 300	\$ 300
Guideposts		\$ 300	\$ 300
Barricades		\$ 300	\$ 300
Raingear		\$ 300	\$ 300
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 11,225</b>	<b>\$ 11,225</b>
<i>Maintenance Supplies</i>			
	2312	101	
Asphalt		\$ 16,000	\$ 16,000
Paint		\$ 4,000	\$ 4,000
Other Maintenance Supplies		\$ 1,000	\$ 1,000
Shale		\$ 2,000	\$ 2,000
Cold Mix		\$ 2,000	\$ 2,000
<b>TOTAL - Maintenance Supplies</b>	<b>2312</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<i>Maintenance Machinery &amp; Equipment</i>			
	2315	101	
Gutter Brooms, Curtains, Saw Blades, etc.		\$ 6,000	\$ 6,000
<b>TOTAL - Machine Maintenance &amp; Equipment</b>	<b>2315</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>

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**TREE CITY - 5026  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Tree City Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
283	5026	Tree City USA	34,917	29,256	72,533	87,989	87,989	96,899
<b>Total Expenses</b>			<b>\$ 34,917</b>	<b>\$ 29,256</b>	<b>\$ 72,533</b>	<b>\$ 87,989</b>	<b>\$ 87,989</b>	<b>\$ 96,899</b>

*\*Tree City is 100% funded by the General Fund and is broken into a separate fund for expense tracking purposes*

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Tree City Expense Summary</b>								
Salary			8,297	9,072	9,258	9,429	9,429	9,166
Benefits			4,257	4,731	5,772	6,077	6,077	4,738
Tree Expenses			1,864	339	18,183	18,183	18,183	21,500
Contracts			8,040	2,584	18,000	32,980	32,980	40,500
Dept supplies/services			2,228	882	1,200	1,870	1,870	975
Equipment Maintenance			10,150	11,213	18,800	18,800	18,800	18,800
Training/Conference			80	435	1,320	650	650	1,220
<b>Total Expenses</b>			<b>\$ 34,917</b>	<b>\$ 29,256</b>	<b>\$ 72,533</b>	<b>\$ 87,989</b>	<b>\$ 87,989</b>	<b>\$ 96,899</b>

TREES - 5026  
BUDGET

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>283</b>	<b>Tree City USA</b>						
283-50-26-20-10	Salary-Regular	8,297	9,072	9,258	9,429	9,429	9,166
283-50-26-20-40	FICA/Medicare	632	691	713	726	726	706
283-50-26-20-45	Employer PERS	1,304	1,547	1,835	2,105	2,105	1,813
283-50-26-20-50	Employee PERS	379	115	-	-	-	-
283-50-26-20-55	Health Insurance	1,644	1,862	1,757	1,757	1,757	1,693
283-50-26-20-61	Workers Comp	152	365	336	356	356	378
283-50-26-20-65	SDI	81	86	1,065	1,067	1,067	83
283-50-26-20-75	Deferred Comp	65	66	66	66	66	66
<i>20</i>	<i>Salaries &amp; Benefits</i>	<i>12,555</i>	<i>13,803</i>	<i>15,030</i>	<i>15,506</i>	<i>15,506</i>	<i>13,904</i>
283-50-26-21-35	Main Street Trees	1,307	339	13,800	13,800	13,800	17,000
283-50-26-21-36	Tree City USA	558	-	1,230	1,230	1,230	1,300
283-50-26-21-37	Heritage Trees	-	-	3,153	3,153	3,153	3,200
283-50-26-21-45	Other Contract Services	8,040	2,584	18,000	32,980	32,980	40,500
283-50-26-21-53	Memberships & Publications	295	340	400	570	570	175
283-50-26-21-55	Training & Conference	80	435	1,320	650	650	1,220
<i>21</i>	<i>Services</i>	<i>10,279</i>	<i>3,698</i>	<i>37,903</i>	<i>52,383</i>	<i>52,383</i>	<i>63,395</i>
283-50-26-22-15	Special Department Supplies	319	-	400	900	900	400
283-50-26-22-20	Small Tools	1,614	542	400	400	400	400
<i>22</i>	<i>Supplies</i>	<i>1,933</i>	<i>542</i>	<i>800</i>	<i>1,300</i>	<i>1,300</i>	<i>800</i>
283-50-26-23-15	Maint Machine/Equipment	-	258	-	-	-	-
283-50-26-23-30	Maint Buildings/Grounds	10,150	10,956	18,800	18,800	18,800	18,800
<i>23</i>	<i>Maintenance</i>	<i>10,150</i>	<i>11,213</i>	<i>18,800</i>	<i>18,800</i>	<i>18,800</i>	<i>18,800</i>
Grand Total		<b>34,917</b>	<b>29,256</b>	<b>72,533</b>	<b>87,989</b>	<b>87,989</b>	96,899
<b>283</b>	<b>Tree City USA</b>	<b>34,917</b>	<b>29,256</b>	<b>72,533</b>	<b>87,989</b>	<b>87,989</b>	96,899
Grand Total		\$ <b>34,917</b>	\$ <b>29,256</b>	\$ <b>72,533</b>	\$ <b>87,989</b>	\$ <b>87,989</b>	\$ 96,899

TREES - 5026  
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
<b>Main Street Trees</b>			
	2135	283	
Trees Drain Rock		\$ 2,600	\$ 2,600
Tree Removal on Main Street		\$ 7,200	\$ 7,200
Tree Grate Installations		\$ 7,200	\$ 7,200
<b>TOTAL - Main Street Trees</b>	<b>2135</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
<b>Tree City USA</b>			
	2136	283	
Trees and Materials for Off Main		\$ 350	\$ 350
Emergency Tree Work		\$ 1,000	\$ 1,000
<b>TOTAL - Tree City USA</b>	<b>2136</b>	<b>\$ 1,350</b>	<b>\$ 1,350</b>
<b>Heritage Trees</b>			
	2137	283	
Emergency Tree Work on Heritage Trees		\$ 3,200	\$ 3,200
<b>TOTAL - Heritage Trees</b>	<b>2137</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>
<b>Other Contract Services</b>			
	2145	283	
Main Street Pruning - 5 year		\$ 9,700	\$ 9,700
Lyman Park - 5 year		\$ 9,800	\$ 9,800
1572 & 1574 Railroad Ave - 7 year		\$ 7,200	\$ 7,200
Stonebridge Park Pruning - 7 year		\$ 7,000	\$ 7,000
Hunts Grove - 7 year		\$ 6,800	\$ 6,800
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>
<b>Memberships &amp; Publications</b>			
	2153	283	
ISA		\$ 130	\$ 130
WC ISA		\$ 45	\$ 45
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 175</b>	<b>\$ 175</b>
<b>Training &amp; Conferences</b>			
	2155	283	
Arborist CEUs		\$ 120	\$ 120
Arborist Prep Course		\$ 850	\$ 850
Arborist Certificate Test		\$ 250	\$ 250
<b>TOTAL - Training &amp; Conferences</b>	<b>2155</b>	<b>\$ 1,220</b>	<b>\$ 1,220</b>
<b>Special Department Supplies</b>			
	2215	283	
Soils, Fertilizers, Pesticides		\$ 400	\$ 400
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>Maintenance Buildings/Grounds</b>			
	2330	283	
Tunnel of Trees		\$ 18,000	\$ 18,000
Lyman Park		\$ 800	\$ 800
<b>TOTAL - Maintenance Buildings/Grounds</b>	<b>2330</b>	<b>\$ 18,800</b>	<b>\$ 18,800</b>

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**PARKS - 5027  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Parks Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
101	5027	General Fund	685,663	688,992	728,387	675,607	675,607	596,990
<b>Total Expenses</b>			<b>\$ 685,663</b>	<b>\$ 688,992</b>	<b>\$ 728,387</b>	<b>\$ 675,607</b>	<b>\$ 675,607</b>	<b>\$ 596,990</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Parks Expense Summary</b>								
Salary			318,198	321,785	306,544	272,736	272,736	245,077
Benefits			197,964	198,815	195,658	175,446	175,446	169,223
Capital Equipment			6,312	2,272	43,500	43,500	43,500	-
Communications			475	798	700	700	700	700
Computer Equipment			162	-	-	-	-	-
Contracts			-	2,337	800	800	800	800
Dept supplies/services			18,009	27,915	16,205	21,205	21,205	21,175
Equipment Maintenance			13,437	12,372	24,965	19,815	19,815	20,500
Training/Conference			1,093	4,626	3,000	3,150	3,150	2,870
Utilities			114,191	101,210	111,556	111,556	111,556	112,000
Vehicle Maintenance			15,821	16,861	25,459	26,699	26,699	24,645
<b>Total Expenses</b>			<b>\$ 685,663</b>	<b>\$ 688,992</b>	<b>\$ 728,387</b>	<b>\$ 675,607</b>	<b>\$ 675,607</b>	<b>\$ 596,990</b>

**PARKS - 5027  
BUDGET**

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
101	General Fund	Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
101-50-27-20-10	Salary-Regular	314,031	315,109	300,486	266,678	266,678	239,019
101-50-27-20-25	Standby	3,375	3,375	2,900	2,900	2,900	2,900
101-50-27-20-30	Overtime	792	3,301	3,158	3,158	3,158	3,158
101-50-27-20-40	FICA/Medicare	24,423	24,713	23,664	21,053	21,053	18,916
101-50-27-20-45	Employer PERS	48,851	49,693	53,549	51,575	51,575	51,380
101-50-27-20-50	Employee PERS	14,224	3,837	-	-	-	-
101-50-27-20-55	Health Insurance	89,536	96,859	97,004	81,132	81,132	80,526
101-50-27-20-61	Workers Comp	15,183	17,862	15,634	16,539	16,539	13,790
101-50-27-20-65	SDI	3,164	3,063	2,759	2,455	2,455	2,206
101-50-27-20-75	Deferred Comp	2,583	2,790	3,048	2,693	2,693	2,405
20	<i>Salaries &amp; Benefits</i>	516,162	520,600	502,202	448,182	448,182	414,300
101-50-27-21-05	Advertising	-	150	-	-	-	-
101-50-27-21-10	Communications	475	798	700	700	700	700
101-50-27-21-22	Utilities	114,191	101,210	111,556	111,556	111,556	112,000
101-50-27-21-25	Equipment Rental	248	-	400	400	400	400
101-50-27-21-30	Professional Contracts	-	725	-	-	-	-
101-50-27-21-45	Other Contract Services	-	1,612	800	800	800	800
101-50-27-21-53	Memberships & Publications	275	230	555	555	555	525
101-50-27-21-55	Training & Conference	1,093	4,626	2,600	2,750	2,750	2,470
101-50-27-21-60	Other Travel	-	-	400	400	400	400
21	<i>Services</i>	116,283	109,351	117,011	117,161	117,161	117,295
101-50-27-22-13	Office Supplies	244	360	250	250	250	250
101-50-27-22-15	Special Department Supplies	16,634	26,718	13,000	18,000	18,000	18,000
101-50-27-22-20	Small Tools	591	439	2,000	2,000	2,000	2,000
101-50-27-22-25	Fuel/Oil	-	-	60	60	60	-
101-50-27-22-12	Computer Equipment	162	-	-	-	-	-
22	<i>Supplies</i>	17,630	27,517	15,310	20,310	20,310	20,250
101-50-27-23-12	Maintenance Supplies	-	931	-	-	-	-
101-50-27-23-15	Maint Machine/Equipment	2,410	5,145	4,500	4,500	4,500	4,500
101-50-27-23-30	Maint Buildings/Grounds	11,027	6,296	20,465	15,315	15,315	16,000
101-50-27-23-50	Vehicle Alloc Expense	15,821	16,861	25,399	26,639	26,639	24,645
23	<i>Maintenance</i>	29,258	29,233	50,364	46,454	46,454	45,145
101-50-27-24-25	Taxes & Other Charges	18	18	-	-	-	-
24	<i>Taxes, Insurances &amp; Contributi</i>	18	18	-	-	-	-
101-50-27-26-70	Capital Imp Equipment	6,312	2,272	43,500	43,500	43,500	-
26	<i>Capital</i>	6,312	2,272	43,500	43,500	43,500	-
Grand Total		685,663	688,992	728,387	675,607	675,607	596,990
101	<b>General Fund</b>	685,663	688,992	728,387	675,607	675,607	596,990
Grand Total		\$ 685,663	\$ 688,992	\$ 728,387	\$ 675,607	\$ 675,607	\$ 596,990

PARKS - 5027  
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
<b>Equipment Rentals</b>			
	2125	101	
Misc. Rentals for Equipment (not owned by the City)		\$ 400	\$ 400
<b>TOTAL - Equipment Rentals</b>	<b>2125</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>Other Contract Services</b>			
	2145	101	
Unplanned Repairs to Park Facilities		\$ 800	\$ 800
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 800</b>	<b>\$ 800</b>
<b>Memberships &amp; Publications</b>			
	2153	101	
PAPA Membership		\$ 195	\$ 195
DPR Certificates		\$ 180	\$ 180
NRPA		\$ 150	\$ 150
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 525</b>	<b>\$ 525</b>
<b>Training &amp; Conferences</b>			
	2155	101	
CPSI Course & Exam (hotel/travel)		\$ 1,455	\$ 1,455
PAPA CEUs		\$ 240	\$ 240
DPR Test Prep and Exam		\$ 275	\$ 275
Misc. Training and Seminars		\$ 500	\$ 500
<b>TOTAL - Training &amp; Conferences</b>	<b>2155</b>	<b>\$ 2,470</b>	<b>\$ 2,470</b>
<b>Special Department Supplies</b>			
	2215	101	
Standard Supplies (toilet paper, towels, cleaners, etc)		\$ 6,160	\$ 6,160
Misc. Supplies (fertilizer, irrigation parts, etc.)		\$ 5,760	\$ 5,760
Uniforms and Boots		\$ 6,080	\$ 6,080
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>
<b>Maintenance Machine &amp; Equipment</b>			
	2315	101	
Repairs to Major Equipment		\$ 4,500	\$ 4,500
<b>TOTAL - Maintenance Machine &amp; Equip.</b>	<b>2315</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b>Buildings and Grounds Maintenance</b>			
	2330	101	
Repair Crane Park Restrooms		\$ 4,640	\$ 4,640
Lyman Park Sewer Lateral Repair		\$ 6,000	\$ 6,000
Misc Repairs		\$ 5,360	\$ 5,360
<b>TOTAL - Buildings and Grounds Maintenance</b>	<b>2330</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>

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**CITY GARAGE - 5037  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>City Garage Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
582	5037	City Garage	126,658	114,106	212,560	204,174	204,174	207,015
<b>Total Expenses</b>			<b>\$ 126,658</b>	<b>\$ 114,106</b>	<b>\$ 212,560</b>	<b>\$ 204,174</b>	<b>\$ 204,174</b>	<b>\$ 207,015</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>City Garage Expense Summary</b>								
Salary			-	714	50,459	43,257	43,257	42,710
Benefits			951	329	26,550	25,521	25,521	24,123
Communications			-	-	200	200	200	-
Dept supplies/services			3,815	2,539	5,974	5,819	5,819	5,695
Equipment Maintenance			-	1,287	-	-	-	-
Vehicle Maintenance			121,891	109,228	129,377	129,377	129,377	134,487
<b>Total Expenses</b>			<b>\$ 126,658</b>	<b>\$ 114,106</b>	<b>\$ 212,560</b>	<b>\$ 204,174</b>	<b>\$ 204,174</b>	<b>\$ 207,015</b>

**CITY GARAGE - 5037  
BUDGET**

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>582</b>	<b>Internal Service Garage Fund</b>						
582-50-37-20-10	Salary-Regular	-	689	50,459	43,257	43,257	42,710
582-50-37-20-25	Standby	-	10	-	-	-	-
582-50-37-20-30	Overtime	-	25	-	-	-	-
582-50-37-20-40	FICA/Medicare	-	56	3,897	3,340	3,340	3,295
582-50-37-20-45	Employer PERS	-	116	8,478	9,450	9,450	8,701
582-50-37-20-50	Employee PERS	-	-	-	-	-	-
582-50-37-20-55	Health Insurance	-	143	10,507	9,060	9,060	9,081
582-50-37-20-61	Workers Comp	951	-	2,690	2,845	2,845	2,267
582-50-37-20-65	SDI	-	7	454	389	389	384
582-50-37-20-71	Unemployment	-	-	-	-	-	-
582-50-37-20-75	Deferred Comp	-	7	524	437	437	395
<i>20</i>	<i>Salaries &amp; Benefits</i>	<i>951</i>	<i>1,052</i>	<i>77,009</i>	<i>68,778</i>	<i>68,778</i>	<i>66,833</i>
582-50-37-21-10	Communications	-	-	200	200	200	-
582-50-37-21-15	Postage	35	-	-	-	-	200
582-50-37-21-25	Equipment Rental	-	-	485	485	485	-
<i>21</i>	<i>Services</i>	<i>35</i>	<i>-</i>	<i>685</i>	<i>685</i>	<i>685</i>	<i>200</i>
582-50-37-22-13	Office Supplies	-	-	97	97	97	100
582-50-37-22-15	Special Department Supplies	3,264	1,437	3,797	3,642	3,642	3,700
582-50-37-22-20	Small Tools	1,216	1,101	1,595	1,595	1,595	1,595
582-50-37-22-25	Fuel/Oil	67,130	61,376	75,000	75,000	75,000	80,000
582-50-37-22-26	Outside Vehicle Maint	30,596	36,805	33,417	37,417	37,417	33,525
582-50-37-22-28	Vehicle Parts	24,166	11,047	20,960	16,960	16,960	20,962
<i>22</i>	<i>Supplies</i>	<i>126,372</i>	<i>111,767</i>	<i>134,866</i>	<i>134,711</i>	<i>134,711</i>	<i>139,882</i>
582-50-37-23-15	Maint Machine/Equipment	-	1,287	-	-	-	-
<i>23</i>	<i>Maintenance</i>	<i>-</i>	<i>1,287</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
582-50-37-24-25	Taxes and Other Charges	(700)	-	-	-	-	100
<i>24</i>	<i>Taxes, Insurances &amp; Contributi</i>	<i>(700)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>100</i>
Grand Total		<b>126,658</b>	<b>114,106</b>	<b>212,560</b>	<b>204,174</b>	<b>204,174</b>	<b>207,015</b>
<b>582</b>	<b>Internal Service Garage Fund</b>	<b>126,658</b>	<b>114,106</b>	<b>212,560</b>	<b>204,174</b>	<b>204,174</b>	<b>207,015</b>
Grand Total		<b>\$ 126,658</b>	<b>\$ 114,106</b>	<b>\$ 212,560</b>	<b>\$ 204,174</b>	<b>\$ 204,174</b>	<b>\$ 207,015</b>

CITY GARAGE - 5037  
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
<b>Special Department Supplies</b>			
	2215	582	
Restock garage supplies and essentials for ongoing fleet service. Set up of new vehicle and equipment added into fleet		\$ 3,700	\$ 3,700
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>
<b>Small Tools</b>			
	2220	582	
Welding Gas/Supplies		\$ 300	\$ 300
Auto Part Speciality Tools		\$ 887	\$ 887
Misc. Speciality Tools		\$ 300	\$ 300
Misc. Auto Parts		\$ 108	\$ 108
<b>TOTAL - Small Tools</b>	<b>2220</b>	<b>\$ 1,595</b>	<b>\$ 1,595</b>
<b>Vehicle Maintenance - Outside</b>			
	2226	582	
Body Work		\$ 700	\$ 700
Misc. Auto Repairs		\$ 25,200	\$ 25,200
Alignment, Wheel Balancing, Installs		\$ 4,400	\$ 4,400
General Equipment Repair		\$ 500	\$ 500
Auto Glass		\$ 525	\$ 525
Smog/Emmission Checks		\$ 2,200	\$ 2,200
<b>TOTAL - Vehicle Maintenance - Outside</b>	<b>2226</b>	<b>\$ 33,525</b>	<b>\$ 33,525</b>
<b>Vehicles Parts &amp; Supplies</b>			
	2228	582	
Tires		\$ 2,053	\$ 2,053
Misc. Auto Parts		\$ 8,292	\$ 8,292
Batteries		\$ 1,254	\$ 1,254
Chemicals		\$ 151	\$ 151
Police Department Tires		\$ 1,500	\$ 1,500
Unit #101 Tires		\$ 1,000	\$ 1,000
Unit #104 Tires		\$ 2,662	\$ 2,662
Unit #206 Speedometer		\$ 450	\$ 450
Unit #219 Backhoe Seals		\$ 1,000	\$ 1,000
Unit #210 Sweeper Hoses		\$ 2,200	\$ 2,200
Unit #223 Hydrograbert Service		\$ 400	\$ 400
<b>TOTAL - Vehicles Parts &amp; Supplies</b>	<b>2228</b>	<b>\$ 20,962</b>	<b>\$ 20,962</b>
<b>Taxes and Other Charges</b>			
	2425	582	
DMV Renewal Fees		\$ 100	\$ 100
<b>TOTAL - Taxes and Other Charges</b>	<b>2425</b>	<b>\$ 100</b>	<b>\$ 100</b>

**CITY OF ST. HELENA**  
**GARAGE COST ALLOCATION**  
**Fiscal Year 2016/2017**

Description :

*A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.*

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
289-4728-23-50	Recreation	2	4.76%	9,858
101-45-00-23-50	Building Inspector	1	2.38%	4,929
101-49-00-23-50	Police	10	23.81%	49,289
101-50-00-23-50	P/W Admin	3	7.14%	14,787
101-50-15-23-50	P/W-Streets O&M	9	21.43%	44,360
101-50-27-23-50	Parks	5	11.90%	24,645
561-50-31-23-50	P/W-Water Distribution	5	11.90%	24,645
561-50-34-23-50	P/W-Water Plant	3	7.14%	14,787
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	4,929
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	14,787
<b>TOTALS</b>		<b>42</b>	<b>100.00%</b>	<b>\$ 207,015</b>
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

\*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

# WATER ENTERPRISE FUND

*Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private 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:*

*Water Enterprise Utility Fund (561) - accounts for activities relating to the operation of the City's water system including water distribution and treatment.*

*Water Capital Projects (763) - used to account for costs associated with large capital projects of the water fund.*

*Water Impact Fees (764) - accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.*

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# WATER

## **PURPOSE**

Water Distribution (5031) - The Water Distribution Division is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system.

The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross Connection control ordinance. Funding for this Division comes from water user fees, connection fees and impact fees.

Stonebridge Wells (5032) - The Stonebridge Wells Division in the Public Works Department is within the Water Enterprise Fund. This Division provides for the operation and maintenance of the two Stonebridge Wells. Groundwater from the two wells normally provides up to 20% of the City's annual water supply. The treatment facilities provide for filtration and chlorination. This division is staffed by water treatment personnel and costs include utilities, phone line, processing chemicals, and certain capital equipment. Funding is provided by user charges.

Water Treatment (5034) - The Water Treatment Division in the Public Works Department is contained within the Water Enterprise Fund. This division provides water from Bell Canyon Reservoir, the Stonebridge Wells and outside sources as necessary. It is staffed by three State licensed water treatment operators, two of which are also licensed in wastewater treatment and provide standby operation of the wastewater treatment plant. This division is responsible for monthly, quarterly and annual monitoring of all water quality aspects of the system. The treatment plant annually produces more than 500 million gallons of potable water in conformance with State water quality standards. Funding for this division comes primarily from impact and user fees.



# WATER

## **2015-16 ACHIEVEMENTS**

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- Established Water Conservation Position and Program
- Monthly Water Wise Updates to City Council
- Enacted Emergency Drought Regulations
- Replaced 12 customer water services
- Replaced 5 fire hydrants, and repaired 1 fire hydrant
- Replaced 1 main valve, and repaired 2 main valves
- Completed Annual flushing of water system main lines
  - 346 hydrants, 572 valves operated, 54 blow-offs
- Started Final Design for Upper York Creek Ecosystem Restoration Project
- Repaired outlet valve at Lower Reservoir
- Repaired leaking transmission line on Pratt Avenue bridge
- Completed Bell Canyon Reservoir Mid-Valve Replacement
- Completed Stonebridge Well Filter Rehabilitation project

## **2016-17 GOALS AND OBJECTIVES**

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- Close funding gap, complete design and permitting for Upper York Creek Ecosystem Restoration Project
- Complete Utility Rate Review
- Replace Meadowood Tanks and Upgrade Pump Station
- Complete repairs at Lower York Creek Reservoir
- Complete Holmes Tank pump station upgrade and pipe replacement

**WATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>561</b>	<b>Water Enterprise</b>						
<b>NON-DEPARTMENTAL</b>							
561-40-00-21-10	Communications	2,055	2,046	1,700	1,400	1,400	1,400
561-40-00-21-15	Postage	136	177	200	200	200	100
561-40-00-21-27	Equipment Lease Exp	5,634	5,626	7,146	7,146	7,146	7,146
561-40-00-21-30	Professional Contracts	-	-	80,883	64,282	64,282	21,667
561-40-00-21-40	Professional Fees	-	9,967	-	-	-	-
561-40-00-21-45	Other Contract Services	517	3,608	1,666	1,666	1,666	2,599
561-40-00-21-47	Stream Surveys- Contracted Ser	-	-	-	-	-	-
561-40-00-21-55	Training & Conference	57	-	-	-	-	-
561-40-45-21-30	Professional Contracts	-	-	-	-	-	-
561-40-45-21-40	Professional Fees	10,117	-	10,000	10,000	10,000	10,000
21	<i>Services</i>	<b>18,517</b>	<b>21,424</b>	<b>101,595</b>	<b>84,694</b>	<b>84,694</b>	<b>42,912</b>
561-40-00-22-07	Copies	2,421	3,286	1,500	3,000	3,000	3,000
561-40-00-22-12	Computer Equipment	2,410	134	5,642	4,242	4,242	5,642
561-40-00-22-13	Office Supplies	1,259	1,417	1,600	1,500	1,500	1,300
561-40-00-22-15	Special Department Supplies	392	-	1,000	1,300	1,300	1,100
561-40-00-22-18	Remote Meter Readers	840	-	1,000	1,000	1,000	1,000
22	<i>Supplies</i>	<b>7,321</b>	<b>4,837</b>	<b>10,742</b>	<b>11,042</b>	<b>11,042</b>	<b>12,042</b>
561-40-00-23-35	Software Maintenance	2,555	5,540	2,666	3,549	3,549	3,000
23	<i>Maintenance</i>	<b>2,555</b>	<b>5,540</b>	<b>2,666</b>	<b>3,549</b>	<b>3,549</b>	<b>3,000</b>
561-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	46,345	58,097	99,389	93,415	93,415	83,467
24	<i>Taxes, Insurances &amp; Contributi</i>	<b>46,345</b>	<b>58,097</b>	<b>99,389</b>	<b>93,415</b>	<b>93,415</b>	<b>83,467</b>
561-40-45-25-05	Retire Principal	100	-	503,400	503,400	503,400	514,131
561-40-45-25-15	Interest Expense	343,880	196,547	500,813	504,678	504,678	486,936
25	<i>Debt</i>	<b>343,980</b>	<b>196,547</b>	<b>1,004,213</b>	<b>1,008,078</b>	<b>1,008,078</b>	<b>1,001,067</b>
561-40-00-26-30	Capital Equipment	-	-	7,634	7,634	7,634	-
561-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	<i>Capital</i>	<b>-</b>	<b>-</b>	<b>7,634</b>	<b>7,634</b>	<b>7,634</b>	<b>-</b>
561-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
561-40-00-29-99	Transfer to other Funds	200,000	979,380	-	111,995	111,995	-
29	<i>Transfers</i>	<b>200,000</b>	<b>979,380</b>	<b>-</b>	<b>111,995</b>	<b>111,995</b>	<b>-</b>
<b>NON-DEPARTMENTAL GRAND TOTAL</b>		<b>618,718</b>	<b>1,265,826</b>	<b>1,226,239</b>	<b>1,320,407</b>	<b>1,320,407</b>	<b>1,142,488</b>
<b>CITY COUNCIL</b>							
561-41-00-20-20	Temp/Part Time	6,300	6,300	6,300	6,300	6,300	2,700
561-41-00-20-40	FICA/Medicare	658	683	643	643	643	275
561-41-00-20-45	Employer PERS	893	866	1,078	1,078	1,078	849
561-41-00-20-50	Employee PERS	299	326	461	461	461	181
561-41-00-20-55	Health Insurance	28,274	32,195	41,359	41,359	41,359	19,347
561-41-00-20-75	Deferred Comp	2,483	2,798	2,273	2,273	2,273	979
20	<i>Salaries &amp; Benefits</i>	<b>38,908</b>	<b>43,168</b>	<b>52,114</b>	<b>52,114</b>	<b>52,114</b>	<b>24,331</b>
<b>CITY COUNCIL GRAND TOTAL</b>		<b>38,908</b>	<b>43,168</b>	<b>52,114</b>	<b>52,114</b>	<b>52,114</b>	<b>24,331</b>
<b>CITY MANAGER</b>							
561-42-00-20-10	Salary-Regular	6,992	42,202	73,859	86,457	86,457	90,658
561-42-00-20-20	Temp/Part-time salary	-	-	2,496	522	522	-

**WATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjusted	Estimated Year End	Adopted
<b>561</b>	<b>Water Enterprise</b>						
561-42-00-20-30	Overtime	-	159	-	-	-	-
561-42-00-20-40	FICA/Medicare	97	3,290	4,986	5,882	5,882	6,083
561-42-00-20-45	Employer PERS	548	3,421	9,067	15,795	15,795	16,393
561-42-00-20-50	Employee PERS	658	361	-	-	-	-
561-42-00-20-55	Health Insurance	312	5,048	12,535	17,008	17,008	17,345
561-42-00-20-61	Workers Comp	904	509	2,555	2,703	2,703	2,645
561-42-00-20-65	SDI	2,214	403	505	616	616	631
561-42-00-20-75	Deferred Comp	72	689	1,384	1,568	1,568	1,764
561-42-00-20-85	Auto Allowance	99	1,318	2,040	2,320	2,320	2,400
561-42-00-20-89	Charity Event Reimbursement	-	-	-	-	-	375
561-42-00-20-97	Housing Allowance	95	-	-	-	-	-
20	<i>Salaries &amp; Benefits</i>	<b>11,991</b>	<b>57,399</b>	<b>109,427</b>	<b>132,871</b>	<b>132,871</b>	<b>138,294</b>
561-42-00-21-30	Professional Contracts	-	-	-	-	-	500
561-42-00-21-45	Other Contract Services	-	-	-	-	-	7,833
561-42-00-21-55	Training & Conference	-	-	-	-	-	300
561-42-00-21-56	Admin Recruitment	-	-	-	-	-	2,750
21	<i>Services</i>	-	-	-	-	-	<b>11,383</b>
561-42-00-22-12	Computer Equipment	-	-	-	644	644	-
22	<i>Supplies</i>	-	-	-	<b>644</b>	<b>644</b>	-
561-42-00-23-35	Software Maintenance	-	-	1,416	1,416	1,416	1,416
23	<i>Maintenance</i>	-	-	<b>1,416</b>	<b>1,416</b>	<b>1,416</b>	<b>1,416</b>
<b>CITY MANAGER GRAND TOTAL</b>		<b>11,991</b>	<b>57,399</b>	<b>110,843</b>	<b>134,931</b>	<b>134,931</b>	<b>151,093</b>
<b>FINANCE</b>							
561-43-00-20-10	Salary-Regular	130,596	139,635	108,941	105,971	105,971	122,289
561-43-00-20-20	Temp/Part Time	-	-	-	1,808	1,808	-
561-43-00-20-30	Overtime	100	1,122	-	-	-	-
561-43-00-20-40	FICA/Medicare	9,987	10,926	8,484	8,546	8,546	9,484
561-43-00-20-45	Employer PERS	19,459	18,284	8,459	12,899	12,899	19,266
561-43-00-20-50	Employee PERS	6,961	3,758	-	-	-	-
561-43-00-20-55	Health Insurance	35,325	45,199	32,261	32,261	32,261	25,834
561-43-00-20-61	Workers Comp	6,163	7,108	5,816	6,153	6,153	6,548
561-43-00-20-65	SDI	1,383	1,348	931	938	938	1,067
561-43-00-20-71	Unemployment	-	-	-	-	-	-
561-43-00-20-75	Deferred Comp	1,739	2,915	2,088	2,088	2,088	2,534
561-43-00-20-85	Auto Allowance	600	2,323	1,760	1,760	1,760	1,759
561-43-00-20-89	Charity Event Reimbursement	-	-	-	-	-	548
20	<i>Salaries &amp; Benefits</i>	<b>212,312</b>	<b>232,619</b>	<b>168,740</b>	<b>172,424</b>	<b>172,424</b>	<b>189,329</b>
561-43-00-21-10	Communications	185	-	200	450	450	450
561-43-00-21-15	Postage	9,000	11,563	12,000	12,000	12,000	12,000
561-43-00-21-25	Equipment Rental	-	-	-	-	-	-
561-43-00-21-27	Equipment Lease Exp	-	-	-	-	-	-
561-43-00-21-30	Professional Contracts	-	2,760	2,500	2,927	2,927	3,500
561-43-00-21-40	Professional Fees	-	14,429	-	-	-	-
561-43-00-21-42	Banking Fees	12,000	1,930	12,500	12,500	12,500	12,500
561-43-00-21-44	Online Transaction Fee	1,080	19,184	1,400	1,400	1,400	2,400
561-43-00-21-45	Other Contract Services	12,550	222	55,034	55,658	55,658	12,964
561-43-00-21-53	Memberships & Publications	-	260	340	340	340	663
561-43-00-21-55	Training & Conference	300	14	2,634	2,210	2,210	2,985
561-43-00-21-60	Other Travel	-	-	-	-	-	-

**WATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

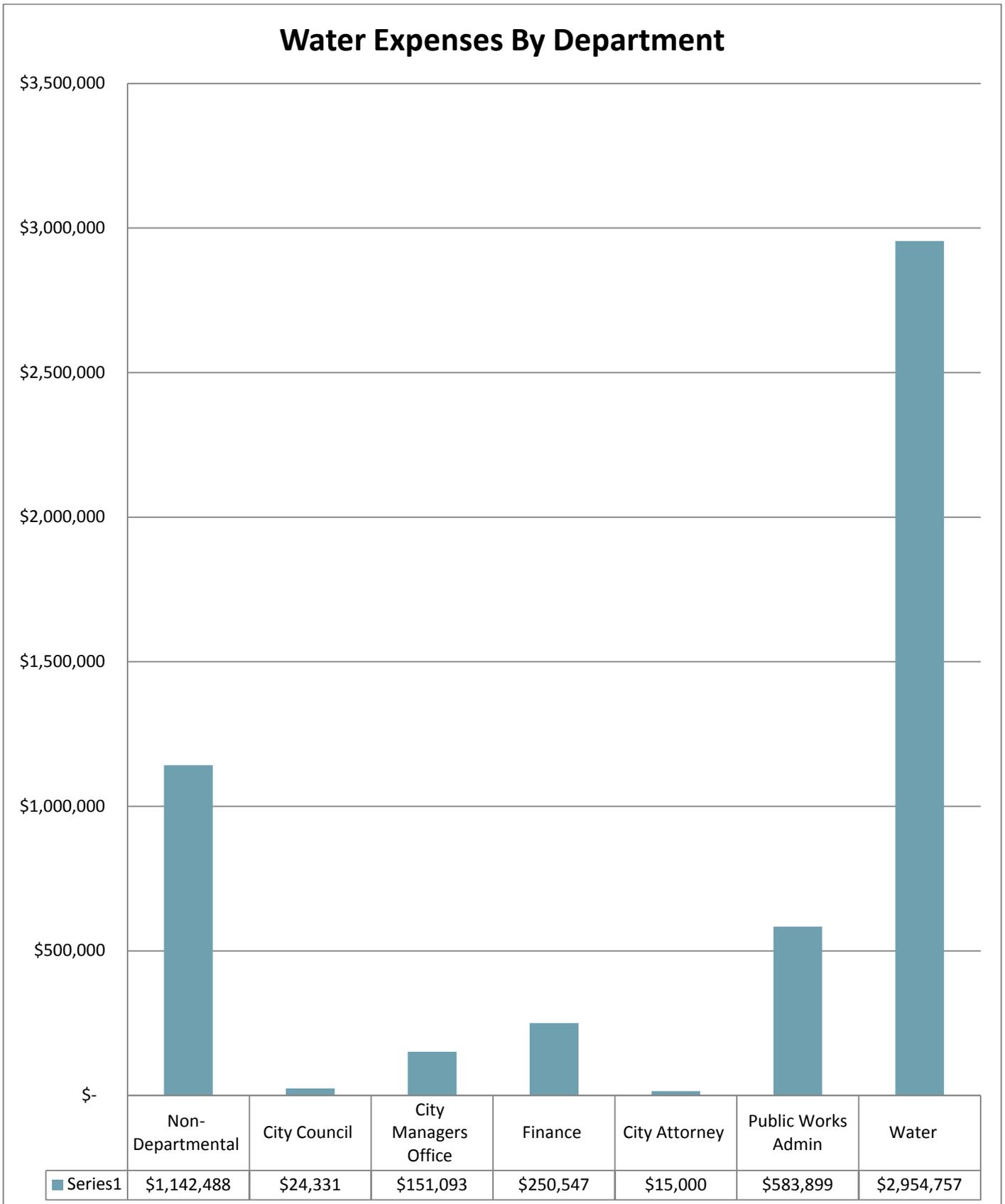
<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>561</b>	<b>Water Enterprise</b>						
21	Services	35,115	50,362	86,608	87,485	87,485	47,462
561-43-00-22-12	Computer Equipment	200	-	150	1,881	1,881	450
561-43-00-22-13	Office Supplies	400	1,200	600	1,000	1,000	1,000
561-43-00-22-15	Special Department Supplies	3,000	2,339	3,500	3,446	3,446	3,500
22	Supplies	3,600	3,539	4,250	6,327	6,327	4,950
561-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-	500
561-43-00-23-35	Software Maintenance	7,700	15,882	8,081	8,081	8,081	8,081
23	Maintenance	7,700	15,882	8,081	8,081	8,081	8,581
561-43-00-24-25	Taxes & Other Charges	-	693	-	-	-	-
24	Taxes, Insurances & Contributi	-	693	-	-	-	-
561-43-00-26-40	Furniture & Fixtures	100	162	-	-	-	225
26	Capital	100	162	-	-	-	225
<b>FINANCE GRAND TOTAL</b>		<b>258,827</b>	<b>303,258</b>	<b>267,679</b>	<b>274,318</b>	<b>274,318</b>	<b>250,547</b>
<b>CITY ATTORNEY</b>							
561-44-00-21-30	Professional Contracts	4,282	6,115	15,000	15,000	15,000	15,000
21	Services	4,282	6,115	15,000	15,000	15,000	15,000
<b>CITY ATTORNEY GRAND TOTAL</b>		<b>4,282</b>	<b>6,115</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>PUBLIC WORKS ADMIN</b>							
561-50-00-20-10	Salary-Regular	115,843	115,029	203,685	215,045	215,045	223,027
561-50-00-20-40	FICA/Medicare	8,981	8,953	14,980	15,117	15,117	16,464
561-50-00-20-45	Employer PERS	18,652	13,518	20,105	21,273	21,273	33,759
561-50-00-20-50	Employee PERS	7,984	2,785	-	-	-	-
561-50-00-20-55	Health Insurance	22,515	22,893	45,510	47,567	47,567	58,877
561-50-00-20-61	Workers Comp	6,170	6,350	11,767	12,449	12,449	9,111
561-50-00-20-65	SDI	1,145	1,104	1,668	1,704	1,704	1,871
561-50-00-20-71	Unemployment	-	-	-	-	-	-
561-50-00-20-75	Deferred Comp	2,541	2,197	2,697	3,318	3,318	5,458
561-50-00-20-85	Auto Allowance	1,200	1,922	4,680	4,910	4,910	5,040
561-50-00-20-89	Charity Event Reimbursement	-	-	-	-	-	1,425
20	Salaries & Benefits	185,030	174,750	305,092	321,384	321,384	355,031
561-50-00-21-05	Advertising	300	-	500	500	500	500
561-50-00-21-10	Communications	56	2,104	1,000	1,200	1,200	1,200
561-50-00-21-15	Postage	584	454	600	600	600	600
561-50-00-21-27	Equipment Lease Exp	1,606	1,935	2,000	2,000	2,000	2,100
561-50-00-21-30	Professional Contracts	7,512	17,208	50,000	50,000	50,000	144,000
561-50-00-21-40	Professional Fees	791	791	-	-	-	-
561-50-00-21-43	Penalties and Fines	42,540	31,990	-	25,760	25,760	25,760
561-50-00-21-45	Other Contract Services	-	2,198	5,333	5,333	5,333	-
561-50-00-21-50	Water Use Efficiency Program	15,360	1,555	15,000	15,000	15,000	15,000
561-50-00-21-53	Memberships & Publications	121	1,391	1,559	1,559	1,559	1,385
561-50-00-21-55	Training & Conference	460	309	1,290	1,290	1,290	4,623
21	Services	69,329	59,935	77,282	103,242	103,242	195,168
561-50-00-22-07	Copies	666	1,053	900	900	900	400
561-50-00-22-12	Computer Equipment	78	775	600	600	600	500
561-50-00-22-13	Office Supplies	430	303	200	450	450	450

**WATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>561</b>	<b>Water Enterprise</b>						
561-50-00-22-15	Special Department Supplies	213	411	800	550	550	450
561-50-00-22-20	Small Tools	-	-	-	-	-	-
22	<i>Supplies</i>	1,387	2,542	2,500	2,500	2,500	1,800
561-50-00-23-35	Software Maintenance	197	90	200	200	200	200
23	<i>Maintenance</i>	197	90	200	200	200	200
561-50-00-24-25	Taxes & Other Charges	21,682	21,121	30,000	30,000	30,000	30,000
24	<i>Taxes, Insurances &amp; Contributi</i>	21,682	21,121	30,000	30,000	30,000	30,000
561-50-00-26-40	Furniture & Fixtures	13	389	600	600	600	1,700
26	<i>Capital</i>	13	389	600	600	600	1,700
561-50-00-99-99	Contra Account fixed assets	-	(10,370)	-	-	-	-
99	<i>Contra Account fixed assets</i>	-	(10,370)	-	-	-	-
<b>PUBLIC WORKS ADMIN GRAND TOTAL</b>		<b>277,638</b>	<b>248,457</b>	<b>415,674</b>	<b>457,926</b>	<b>457,926</b>	<b>583,899</b>
<b>GRAND TOTAL WATER OPERATIONS PROPOSED BUDGETS</b>		<b>1,210,366</b>	<b>1,924,223</b>	<b>2,087,549</b>	<b>2,254,695</b>	<b>2,254,695</b>	<b>2,167,358</b>

**CITY OF ST. HELENA  
WATER EXPENSES BY DEPARTMENT**

*FISCAL YEAR 2016-2017*



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**WATER DISTRIBUTION - 5031  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Water Distribution Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
561	5031	Water Enterprise	483,510	564,071	677,491	689,792	689,792	685,931
<b>Total Expenses</b>			<b>\$ 483,510</b>	<b>\$ 564,071</b>	<b>\$ 677,491</b>	<b>\$ 689,792</b>	<b>\$ 689,792</b>	<b>\$ 685,931</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Water Distribution Expense Summary</b>								
Salary			233,748	240,419	308,632	311,763	311,763	305,111
Benefits			123,438	173,252	182,843	185,873	185,873	185,527
Capital Equipment			-	-	26,000	26,000	26,000	21,000
Communications			957	1,593	760	1,260	1,260	1,650
Computer Equipment			1,023	-	-	-	-	2,000
Contracts			8,159	17,872	24,400	23,550	23,550	14,000
Dept supplies/services			37,938	52,160	51,507	52,057	52,057	61,098
Equipment Maintenance			115	4,906	1,650	1,650	1,650	1,650
Training/Conference			2,298	2,843	6,300	6,300	6,300	7,480
Utilities			60,013	54,166	50,000	54,700	54,700	61,770
Vehicle Maintenance			15,821	16,861	25,399	26,639	26,639	24,645
<b>Total Expenses</b>			<b>\$ 483,510</b>	<b>\$ 564,071</b>	<b>\$ 677,491</b>	<b>\$ 689,792</b>	<b>\$ 689,792</b>	<b>\$ 685,931</b>

**WATER DISTRIBUTION - 5031  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>561</b>	<b>Water Enterprise</b>						
561-50-31-20-10	Salary-Regular	221,329	230,506	302,732	305,863	305,863	299,211
561-50-31-20-20	Temp/Part Time	4,400	-	-	-	-	-
561-50-31-20-25	Standby	2,820	2,800	2,900	2,900	2,900	2,900
561-50-31-20-30	Overtime	5,199	7,113	3,000	3,000	3,000	3,000
561-50-31-20-40	FICA/Medicare	15,742	22,567	23,803	24,041	24,041	23,534
561-50-31-20-45	Employer PERS	29,744	41,927	51,760	54,091	54,091	52,318
561-50-31-20-50	Employee PERS	8,727	3,324	-	-	-	-
561-50-31-20-55	Health Insurance	57,511	85,638	87,628	87,266	87,266	88,293
561-50-31-20-61	Workers Comp	7,653	14,226	14,121	14,939	14,939	15,868
561-50-31-20-65	SDI	1,994	2,799	2,778	2,806	2,806	2,746
561-50-31-20-75	Deferred Comp	2,067	2,770	2,753	2,731	2,731	2,767
561-50-31-20-96	Education Reimbursement	-	-	-	-	-	-
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>357,186</b>	<b>413,671</b>	<b>491,475</b>	<b>497,636</b>	<b>497,636</b>	<b>490,638</b>
561-50-31-21-10	Communications	957	1,593	760	1,260	1,260	1,650
561-50-31-21-15	Postage	20	31	500	200	200	200
561-50-31-21-22	Utilities	60,013	54,166	50,000	54,700	54,700	61,770
561-50-31-21-25	Equipment Rental	-	160	317	317	317	-
561-50-31-21-30	Professional Contracts	620	232	-	-	-	-
561-50-31-21-45	Other Contract Services	7,539	17,640	24,400	23,550	23,550	14,000
561-50-31-21-53	Memberships & Publications	560	275	630	630	630	600
561-50-31-21-55	Training & Conference	2,163	2,719	6,200	6,050	6,050	6,980
561-50-31-21-60	Other Travel	136	123	100	250	250	500
<b>21</b>	<b>Services</b>	<b>72,008</b>	<b>76,939</b>	<b>82,907</b>	<b>86,957</b>	<b>86,957</b>	<b>85,700</b>
561-50-31-22-12	Computer Equipment	1,023	-	-	-	-	2,000
561-50-31-22-13	Office Supplies	188	353	140	290	290	140
561-50-31-22-15	Special Department Supplies	2,649	10,387	6,000	8,900	8,900	9,000
561-50-31-22-19	Meters/Hydrants	6,209	8,353	10,432	10,432	10,432	13,958
561-50-31-22-20	Small Tools	58	2,366	1,488	2,188	2,188	3,200
<b>22</b>	<b>Supplies</b>	<b>10,127</b>	<b>21,459</b>	<b>18,060</b>	<b>21,810</b>	<b>21,810</b>	<b>28,298</b>
561-50-31-23-12	Maintenance Supplies	28,253	30,236	32,000	29,100	29,100	34,000
561-50-31-23-15	Maint Machine/Equipment	84	4,560	900	900	900	900
561-50-31-23-30	Maint Buildings/Grounds	30	346	750	750	750	750
561-50-31-23-50	Vehicle Alloc Expense	15,821	16,861	25,399	26,639	26,639	24,645
<b>23</b>	<b>Maintenance</b>	<b>44,189</b>	<b>52,003</b>	<b>59,049</b>	<b>57,389</b>	<b>57,389</b>	<b>60,295</b>
561-50-31-26-30	Capital Equipment	-	-	26,000	26,000	26,000	21,000
<b>26</b>	<b>Capital</b>	<b>-</b>	<b>-</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>21,000</b>
<b>Grand Total</b>		<b>483,510</b>	<b>564,071</b>	<b>677,491</b>	<b>689,792</b>	<b>689,792</b>	<b>685,931</b>
<b>561</b>	<b>Water Enterprise</b>	<b>483,510</b>	<b>564,071</b>	<b>677,491</b>	<b>689,792</b>	<b>689,792</b>	<b>685,931</b>
<b>Grand Total</b>		<b>\$ 483,510</b>	<b>\$ 564,071</b>	<b>\$ 677,491</b>	<b>\$ 689,792</b>	<b>\$ 689,792</b>	<b>\$ 685,931</b>

**WATER DISTRIBUTION - 5031  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<b><i>Other Contract Services</i></b>			
	<b>2145</b>	<b>561</b>	
MVP Repair Services		8,500	8,500
Other Meters to be Repaired and Tested		500	500
National Meter Automation Service		1,000	1,000
Backflow Services		3,510	3,510
Miscellaneous		490	490
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>
<b><i>Training and Conferences</i></b>			
	<b>2155</b>	<b>561</b>	
Pump Class and Misc. Training		1,500	1,500
Backblow Class and Misc. Training		1,500	1,500
Supervisor Seminar and Misc. Training		500	500
Misc. Training		500	500
Backflow Renewal		1,000	1,000
Basic Electricity Class		1,980	1,980
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 6,980</b>	<b>\$ 6,980</b>
<b><i>Computer Equipment</i></b>			
	<b>2212</b>	<b>561</b>	
Replacement of One Computer		1,500	1,500
Back Up Battery		500	500
<b>TOTAL - Computer Equipment</b>	<b>2212</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b><i>Special Department Supplies</i></b>			
	<b>2215</b>	<b>561</b>	
Uniforms		5,375	5,375
Rain Gear		1,000	1,000
Boots		1,125	1,125
Safety Gear		500	500
Gloves and Goggles		300	300
Misc. Supplies		700	700
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
<b><i>Water Meter/Hydrants</i></b>			
	<b>2219</b>	<b>561</b>	
Fire Hydrants and Water Meters (as needed)		13,958	13,958
<b>TOTAL - Equipment Rental</b>	<b>2219</b>	<b>\$ 13,958</b>	<b>\$ 13,958</b>

**WATER DISTRIBUTION - 5031  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Small Tools</i>			
	2220	561	
Chemical Pump - Rutherford Station		1,600	1,600
Large Shop Vac		450	450
Cutting Blades for Weed Wacker		100	100
Misc. Operation Tools		400	400
Roto Hammer		450	450
Fall Protection Harnesses		200	200
<b>TOTAL - Small Tools</b>	<b>2220</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>
<i>Maintenance Supplies</i>			
	2312	561	
Service Repair Parts		16,000	16,000
Road Surface Materials		3,000	3,000
Machined Parts		600	600
Misc. Supplies		8,900	8,900
Cones/Signs/Barricades		500	500
Land Fill Fees		300	300
Oxygen and Acetylene Gas		200	200
Bacteria Lab Tests		1,000	1,000
Emergency Repair Supplies		2,600	2,600
De-Chlorination Tabs		600	600
Water Diffuser Supplies		300	300
<b>TOTAL - Maintenance Supplies</b>	<b>2312</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>
<i>Maintenance Machine &amp; Equipment</i>			
	2315	561	
Replacement Battery Hydraulic Unit		120	120
Hydraulic Hose Replacement		80	80
Replace Battery for Electric Hoist Unit		120	120
Misc.		580	580
<b>TOTAL - Maintenance Machine &amp; Equipment</b>	<b>2315</b>	<b>\$ 900</b>	<b>\$ 900</b>
<i>Maintenance Buildings &amp; Grounds</i>			
	2330	561	
Painting		480	480
Miscellaneous Maint.		270	270
<b>TOTAL - Maintenance Buildings &amp; Grounds</b>	<b>2330</b>	<b>\$ 750</b>	<b>\$ 750</b>
<i>Capital Equipment</i>			
	2630	561	
VFD Emergency Replacement		21,000	21,000
<b>TOTAL - Capital Equipment</b>	<b>2630</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>

**STONEBRIDGE WELLS - 5032  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Stonebridge Wells Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
561	5032	Water Enterprise	78,987	65,394	106,036	115,011	115,011	85,400
<b>Total Expenses</b>			<b>\$ 78,987</b>	<b>\$ 65,394</b>	<b>\$ 106,036</b>	<b>\$ 115,011</b>	<b>\$ 115,011</b>	<b>\$ 85,400</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Stonebridge Wells Expense Summary</b>								
Capital Equipment			10,416	-	10,775	10,775	10,775	-
Communications			1,486	1,839	1,600	1,800	1,800	1,800
Contracts			2,355	3,662	3,520	3,520	3,520	1,300
Dept supplies/services			10,386	11,453	18,076	25,638	25,638	12,800
Equipment Maintenance			2,940	295	18,750	19,963	19,963	15,500
Utilities			51,403	48,145	53,315	53,315	53,315	54,000
<b>Total Expenses</b>			<b>\$ 78,987</b>	<b>\$ 65,394</b>	<b>\$ 106,036</b>	<b>\$ 115,011</b>	<b>\$ 115,011</b>	<b>\$ 85,400</b>

STONEBRIDGE WELLS - 5032  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
<b>561</b>	<b>Water Enterprise</b>						
561-50-32-21-10	Communications	1,486	1,839	1,600	1,800	1,800	1,800
561-50-32-21-22	Utilities	51,403	48,145	53,315	53,315	53,315	54,000
561-50-32-21-45	Other Contract Services	2,355	3,662	3,520	3,520	3,520	1,300
21	<i>Services</i>	<i>55,244</i>	<i>53,647</i>	<i>58,435</i>	<i>58,635</i>	<i>58,635</i>	<i>57,100</i>
561-50-32-22-15	Special Department Supplies	329	292	500	500	500	500
561-50-32-22-35	Process Chemicals	9,528	10,431	16,530	24,092	24,092	11,400
561-50-32-22-37	Lab Supplies	530	729	1,046	1,046	1,046	900
22	<i>Supplies</i>	<i>10,386</i>	<i>11,453</i>	<i>18,076</i>	<i>25,638</i>	<i>25,638</i>	<i>12,800</i>
561-50-32-23-15	Maint Machine/Equipment	2,441	62	13,750	14,963	14,963	15,000
561-50-32-23-30	Maint Buildings/Grounds	499	232	5,000	5,000	5,000	500
23	<i>Maintenance</i>	<i>2,940</i>	<i>295</i>	<i>18,750</i>	<i>19,963</i>	<i>19,963</i>	<i>15,500</i>
561-50-32-26-70	Capital Imp Equipment	10,416	-	10,775	10,775	10,775	-
26	<i>Capital</i>	<i>10,416</i>	<i>-</i>	<i>10,775</i>	<i>10,775</i>	<i>10,775</i>	<i>-</i>
Grand Total		<b>78,987</b>	<b>65,394</b>	<b>106,036</b>	<b>115,011</b>	<b>115,011</b>	<b>85,400</b>
<b>561</b>	<b>Water Enterprise</b>	<b>78,987</b>	<b>65,394</b>	<b>106,036</b>	<b>115,011</b>	<b>115,011</b>	<b>85,400</b>
Grand Total		\$ <b>78,987</b>	\$ <b>65,394</b>	\$ <b>106,036</b>	\$ <b>115,011</b>	\$ <b>115,011</b>	\$ <b>85,400</b>

**STONEBRIDGE WELLS - 5032  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>			
	2145	561	
Annual Water Tests		1,300	1,300
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>
<i>Process Chemicals</i>			
	2235	561	
Stonebridge Wells		11,400	11,400
<b>TOTAL - Process Chemicals</b>	<b>2235</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>
<i>Lab Supplies</i>			
	2237	561	
Reagents for CL 17		900	900
<b>TOTAL - Lab Supplies</b>	<b>2237</b>	<b>\$ 900</b>	<b>\$ 900</b>
<i>Machinery &amp; Equipment Maintenance</i>			
	2315	561	
Maintenance		13,250	13,250
ERS Annual Filter Inspection		1,750	1,750
<b>TOTAL - Machinery &amp; Equipment Maintenance</b>	<b>2315</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>

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**WATER TREATMENT - 5034  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Water Treatment Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
561	5034	Water Fund	1,864,109	1,891,299	1,984,716	2,021,451	2,021,451	2,183,426
<b>Total Expenses</b>			<b>\$ 1,864,109</b>	<b>\$ 1,891,299</b>	<b>\$ 1,984,716</b>	<b>\$ 2,021,451</b>	<b>\$ 2,021,451</b>	<b>\$ 2,183,426</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Water Treatment Expense Summary</b>								
Salary			208,304	245,814	245,414	247,683	247,683	262,543
Benefits			151,571	132,388	134,727	141,864	141,864	152,077
Capital Equipment			1,356	14,505	10,500	14,776	14,776	115,000
Chemicals			37,350	46,053	52,700	52,700	52,700	68,300
Communications			6,361	5,957	8,400	8,400	8,400	6,000
Computer Equipment			421	53	1,950	1,950	1,950	2,000
Contracts			26,023	19,966	26,400	26,400	26,400	35,500
Dept supplies/services			23,186	41,584	36,529	47,728	47,728	44,400
Equipment Maintenance			11,806	39,948	66,825	88,325	88,325	68,800
Purchased Water			1,327,251	1,272,770	1,311,272	1,311,272	1,311,272	1,349,019
Training/Conference			1,446	3,009	5,600	5,600	5,600	5,600
Utilities			58,968	58,290	68,000	57,600	57,600	58,000
Vehicle Maintenance			10,066	10,963	16,399	17,153	17,153	16,187
<b>Total Expenses</b>			<b>\$ 1,864,109</b>	<b>\$ 1,891,299</b>	<b>\$ 1,984,716</b>	<b>\$ 2,021,451</b>	<b>\$ 2,021,451</b>	<b>\$ 2,183,426</b>

**WATER TREATMENT - 5034  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>561</b>	<b>Water Enterprise</b>						
561-50-34-20-10	Salary-Regular	179,189	209,464	232,651	234,920	234,920	249,780
561-50-34-20-25	Standby	6,645	6,850	6,263	6,263	6,263	6,263
561-50-34-20-30	Overtime	22,470	29,500	6,500	6,500	6,500	6,500
561-50-34-20-40	FICA/Medicare	16,010	18,913	18,921	19,093	19,093	20,231
561-50-34-20-45	Employer PERS	26,310	31,780	37,763	44,469	44,469	45,304
561-50-34-20-50	Employee PERS	7,775	2,458	-	-	-	-
561-50-34-20-55	Health Insurance	55,283	64,170	62,977	62,615	62,615	70,736
561-50-34-20-61	Workers Comp	42,905	11,112	10,759	11,382	11,382	11,335
561-50-34-20-65	SDI	2,070	2,312	2,209	2,229	2,229	2,363
561-50-34-20-75	Deferred Comp	1,217	1,644	2,098	2,076	2,076	2,108
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>359,875</b>	<b>378,202</b>	<b>380,141</b>	<b>389,546</b>	<b>389,546</b>	<b>414,620</b>
561-50-34-21-05	Advertising	-	75	-	-	-	-
561-50-34-21-10	Communications	6,361	5,957	8,400	8,400	8,400	6,000
561-50-34-21-15	Postage	872	1,305	1,420	1,820	1,820	1,900
561-50-34-21-22	Utilities	58,968	58,290	68,000	57,600	57,600	58,000
561-50-34-21-25	Equipment Rental	-	-	1,200	1,200	1,200	2,000
561-50-34-21-30	Professional Contracts	688	442	-	-	-	-
561-50-34-21-45	Other Contract Services	25,336	19,524	26,400	26,400	26,400	35,500
561-50-34-21-53	Memberships & Publications	330	1,241	1,330	1,330	1,330	900
561-50-34-21-55	Training & Conference	1,446	3,009	5,400	5,400	5,400	5,400
561-50-34-21-60	Other Travel	-	-	200	200	200	200
<b>21</b>	<b>Services</b>	<b>94,000</b>	<b>89,843</b>	<b>112,350</b>	<b>102,350</b>	<b>102,350</b>	<b>109,900</b>
561-50-34-22-07	Copies	-	23	2,500	2,500	2,500	2,500
561-50-34-22-12	Computer Equipment	421	53	1,950	1,950	1,950	2,000
561-50-34-22-13	Office Supplies	920	784	550	550	550	550
561-50-34-22-15	Special Department Supplies	5,494	16,616	6,029	6,029	6,029	6,800
561-50-34-22-20	Small Tools	220	22	500	500	500	250
561-50-34-22-25	Fuel/Oil	574	714	960	960	960	1,400
561-50-34-22-32	Purchase Water	1,327,251	1,272,770	1,311,272	1,311,272	1,311,272	1,349,019
561-50-34-22-35	Process Chemicals	37,350	46,053	52,700	52,700	52,700	68,300
561-50-34-22-37	Lab Supplies	4,265	9,499	9,000	9,799	9,799	9,800
<b>22</b>	<b>Supplies</b>	<b>1,376,495</b>	<b>1,346,533</b>	<b>1,385,461</b>	<b>1,386,260</b>	<b>1,386,260</b>	<b>1,440,619</b>
561-50-34-23-11	Maint Office Equip	-	-	250	250	250	250
561-50-34-23-15	Maint Machine/Equipment	9,885	30,253	53,400	74,900	74,900	55,650
561-50-34-23-30	Maint Buildings/Grounds	1,921	9,695	13,175	13,175	13,175	12,900
561-50-34-23-50	Vehicle Alloc Expense	9,493	10,249	15,439	16,193	16,193	14,787
<b>23</b>	<b>Maintenance</b>	<b>21,299</b>	<b>50,197</b>	<b>82,264</b>	<b>104,518</b>	<b>104,518</b>	<b>83,587</b>
561-50-34-24-25	Taxes & Other Charges	11,084	12,019	14,000	24,000	24,000	19,700
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>11,084</b>	<b>12,019</b>	<b>14,000</b>	<b>24,000</b>	<b>24,000</b>	<b>19,700</b>
561-50-34-26-30	Capital Equipment	1,356	8,605	-	-	-	35,000
561-50-34-26-70	Capital Imp Equipment	-	5,900	10,500	14,776	14,776	80,000
<b>26</b>	<b>Capital</b>	<b>1,356</b>	<b>14,505</b>	<b>10,500</b>	<b>14,776</b>	<b>14,776</b>	<b>115,000</b>
<b>Grand Total</b>		<b>1,864,109</b>	<b>1,891,299</b>	<b>1,984,716</b>	<b>2,021,451</b>	<b>2,021,451</b>	<b>2,183,426</b>
<b>561</b>	<b>Water Enterprise</b>	<b>1,864,109</b>	<b>1,891,299</b>	<b>1,984,716</b>	<b>2,021,451</b>	<b>2,021,451</b>	<b>2,183,426</b>
<b>Grand Total</b>		<b>\$ 1,864,109</b>	<b>\$ 1,891,299</b>	<b>\$ 1,984,716</b>	<b>\$ 2,021,451</b>	<b>\$ 2,021,451</b>	<b>\$ 2,183,426</b>

**WATER TREATMENT - 5034  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<b>Equipment Rental</b>			
	2125	561	
Various Tools (Air Compressor, Jackhammer)		2,000	2,000
<b>TOTAL - Equipment Rental</b>	<b>2125</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Other Contract Services</b>			
	2145	561	
Water Testing		15,500	15,500
CCCF Crews for Spillway and Dam Maintenance		2,000	2,000
Upper Valley Disposal Sludge Removal		6,500	6,500
Clean Harbors, Dispose of Waste		2,000	2,000
Corrpro Inspct Tank #2 Cathodic Protection		700	700
ERS Filter Surveillance		7,000	7,000
HVAC Maintenance		1,800	1,800
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 35,500</b>	<b>\$ 35,500</b>
<b>Memberships &amp; Publications</b>			
	2153	561	
Operator Certification		700	700
Wine Country Water Works		200	200
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 900</b>	<b>\$ 900</b>
<b>Training and Conferences</b>			
	2155	561	
AWWA Conference (Spring & Fall)		4,600	4,600
Miscellaneous Training		800	800
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>
<b>Computer Equipment</b>			
	2212	561	
Computer Replacement		2,000	2,000
<b>TOTAL - Computer Equipment</b>	<b>2212</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Special Department Supplies</b>			
	2215	561	
Uniforms		1,900	1,900
Safety Equipment, Boots, Other		3,400	3,400
Misc. Machinery and Equipment		1,500	1,500
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 6,800</b>	<b>\$ 6,800</b>
<b>Process Chemicals</b>			
	2235	561	
Alum		15,000	15,000
Copper Sulfate		15,000	15,000
NaOH		9,000	9,000
NaOCl		9,000	9,000

**WATER TREATMENT - 5034  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
Non-Ionic Polymer		1,200	1,200
Ascorbic Acid		300	300
NaMNO4		12,000	12,000
PO4		6,500	6,500
Sodium Sulfite		300	300
<b>TOTAL - Process Chemicals</b>	<b>2235</b>	<b>\$ 68,300</b>	<b>\$ 68,300</b>
<hr/>			
<i>Machinery &amp; Equipment Maintenance</i>	<i>2315</i>	<i>561</i>	
Annual Maintenance & Machine Service		55,650	55,650
<b>TOTAL - Machinery &amp; Equipment Maintenance</b>	<b>2315</b>	<b>\$ 55,650</b>	<b>\$ 55,650</b>
<hr/>			
<i>Taxes and Other Charges</i>	<i>2425</i>	<i>561</i>	
CDPH System Fees		19,000	19,000
BAAQMD Generator Permit Fee		700	700
<b>TOTAL - Taxes and Other Charges</b>	<b>2524</b>	<b>\$ 19,700</b>	<b>\$ 19,700</b>
<hr/>			
<i>Capital Equipment</i>	<i>2630</i>	<i>561</i>	
Truck for WTP		35,000	35,000
<b>TOTAL - Capital Equipment</b>	<b>2630</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<hr/>			
<i>Capital Improvement Equipment</i>	<i>2670</i>	<i>561</i>	
10" Flow Regulating Glove Valve @ BPS		40,000	40,000
Repair 10" Clearwell Fill Pipe Clamp Bolts/Recoat Piping in Clearwell		40,000	40,000
<b>TOTAL - Capital Improvement Equipment</b>	<b>2670</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>

# WASTE 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:*

*Wastewater Enterprise Utility Fund (571) - accounts for sewage collection and treatment activities associated with the City's water system.*

*Wastewater Capital Projects (773) - used to account for costs associated with large capital projects of the sewer fund.*

*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

## **PURPOSE**

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Wastewater Collection (5020) - The Wastewater Collection (Sewer) Division of the Public Works Department operates and maintains the wastewater collection system and related equipment throughout the City. Staffing and equipment for this division has historically been shared with Streets and Storm Drains. An ongoing maintenance program includes sewer main and lateral lining to reduce root maintenance and infiltration/inflow to the system. The user fees from Sewer Enterprise Fund provide the Division's funding. Capital improvements are described and funded separately.

Wastewater Treatment (5029) - The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the plant treats an average of approximately 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel. The budget unit is primarily funded by wastewater user fees.

## **2015-16 ACHIEVEMENTS**

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- Renewed Discharge Permit for Wastewater Treatment and Reclamation Plant
- Completed Charter Oak Sewer Repair Project
- Replaced Discharge Valve to Napa River

## **2016-17 GOALS AND OBJECTIVES**

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- Complete and obtain Water Board approval of Wastewater Treatment and Reclamation Plant Upgrade Feasibility Study
- Complete draft workplan for Wastewater treatment and reclamation plant upgrade
- Complete Utility Rate review

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**WASTEWATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

<b>Account Number</b>	<b>Description</b>	<b>FY13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjsuted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>571</b>	<b>Sewer Enterprise</b>						
<b>NON-DEPARTMENTAL</b>							
571-40-00-21-10	Communication	2,055	2,046	1,700	1,400	1,400	1,400
571-40-00-21-15	Postage	136	177	200	200	200	200
571-40-00-21-27	Equipment Lease Exp	5,634	5,626	7,146	7,146	7,146	7,146
571-40-00-21-30	Professional Contracts	-	-	20,883	21,000	21,000	21,667
571-40-00-21-40	Professional Fees	-	-	-	-	-	-
571-40-00-21-45	Other Contract Services	517	3,389	1,666	1,666	1,666	2,599
571-40-00-21-55	Training & Conference	57	-	-	-	-	-
571-40-45-21-30	Professional Contracts	-	-	-	-	-	-
571-40-45-21-40	Professional Fees	8,391	6,009	5,000	5,000	5,000	5,000
21	<i>Services</i>	<i>16,790</i>	<i>17,247</i>	<i>36,595</i>	<i>36,412</i>	<i>36,412</i>	<i>38,012</i>
571-40-00-22-07	Copies	2,421	2,689	1,500	3,000	3,000	3,000
571-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
571-40-00-22-12	Computer Equipment	2,410	725	5,642	4,242	4,242	5,642
571-40-00-22-13	Office Supplies	1,259	1,067	1,600	1,500	1,500	1,300
571-40-00-22-15	Special Department Supplies	47	-	1,000	1,300	1,300	1,100
22	<i>Supplies</i>	<i>6,136</i>	<i>4,480</i>	<i>9,742</i>	<i>10,042</i>	<i>10,042</i>	<i>11,042</i>
571-40-00-23-35	Software Maintenance	2,555	5,540	2,666	3,549	3,549	3,000
23	<i>Maintenance</i>	<i>2,555</i>	<i>5,540</i>	<i>2,666</i>	<i>3,549</i>	<i>3,549</i>	<i>3,000</i>
571-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
571-40-00-24-45	REMIF/Block Party Insurance	45,895	58,583	99,389	98,193	98,193	83,467
24	<i>Taxes, Insurances &amp; Contributi</i>	<i>45,895</i>	<i>58,583</i>	<i>99,389</i>	<i>98,193</i>	<i>98,193</i>	<i>83,467</i>
571-40-45-25-05	Retire Principal	(100)	-	136,600	136,600	136,600	135,870
571-40-45-25-15	Interest Expense	69,240	41,398	121,305	121,505	121,505	117,007
25	<i>Debt</i>	<i>69,140</i>	<i>41,398</i>	<i>257,905</i>	<i>258,105</i>	<i>258,105</i>	<i>252,877</i>
571-40-00-26-30	Capital Equipment	-	-	7,634	7,634	7,634	-
571-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	<i>Capital</i>	<i>-</i>	<i>-</i>	<i>7,634</i>	<i>7,634</i>	<i>7,634</i>	<i>-</i>
571-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
571-40-00-29-99	Transfer to other Funds	100,000	1,541,664	-	352,633	352,633	-
29	<i>Transfers</i>	<i>100,000</i>	<i>1,541,664</i>	<i>-</i>	<i>352,633</i>	<i>352,633</i>	<i>-</i>
<b>NON-DEPARTMENTAL TOTAL</b>		<b>240,516</b>	<b>1,668,913</b>	<b>413,931</b>	<b>766,568</b>	<b>766,568</b>	<b>388,398</b>
<b>CITY COUNCIL</b>							
571-41-00-20-20	Temp/Part Time	3,600	3,600	3,600	3,600	3,600	2,700
571-41-00-20-40	FICA/Medicare	377	390	367	367	367	275
571-41-00-20-45	Employer PERS	511	495	616	616	616	684
571-41-00-20-50	Employee PERS	172	187	264	264	264	181
571-41-00-20-55	Health Insurance	16,157	18,397	23,634	23,634	23,634	19,347
571-41-00-20-75	Deferred Comp	1,419	1,599	1,299	1,299	1,299	979
20	<i>Salaries &amp; Benefits</i>	<i>22,234</i>	<i>24,668</i>	<i>29,780</i>	<i>29,780</i>	<i>29,780</i>	<i>24,167</i>
<b>CITY COUNCIL TOTAL</b>		<b>22,234</b>	<b>24,668</b>	<b>29,780</b>	<b>29,780</b>	<b>29,780</b>	<b>24,167</b>
<b>CITY MANAGER</b>							
571-42-00-20-10	Salary-Regular	6,992	58,942	68,521	81,119	81,119	90,658
571-42-00-20-20	Temp/Part-time salary	-	-	2,496	522	522	-
571-42-00-20-30	Overtime	-	159	-	-	-	-

**WASTEWATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

Account Number	Description	FY13/14	FY 14/15	FY 15/16	FY 15/16	FY 15/16	FY 16/17
		Actual	Actual	Adopted	Adjsuted	Estimated Year End	Adopted
<b>571</b>	<b>Sewer Enterprise</b>						
571-42-00-20-40	FICA/Medicare	97	4,587	4,562	5,458	5,458	6,083
571-42-00-20-45	Employer PERS	548	4,753	8,009	14,237	14,237	16,393
571-42-00-20-50	Employee PERS	658	361	-	-	-	-
571-42-00-20-55	Health Insurance	313	6,519	11,217	15,690	15,690	17,345
571-42-00-20-61	Workers Comp	904	182	2,723	2,881	2,881	2,645
571-42-00-20-65	SDI	74	564	457	568	568	631
571-42-00-20-75	Deferred Comp	72	924	779	963	963	1,764
571-42-00-20-85	Auto Allowance	99	1,887	1,920	2,200	2,200	2,400
571-42-00-20-89	Charity Event Reimbursement	0	-	-	-	-	375
571-42-00-20-97	Housing Allowance	95	-	-	-	-	-
20	<i>Salaries &amp; Benefits</i>	<b>9,852</b>	<b>78,876</b>	<b>100,684</b>	<b>123,638</b>	<b>123,638</b>	<b>138,294</b>
571-42-00-21-30	Professional Contracts	-	-	-	-	-	500
571-42-00-21-45	Other Contract Services	-	-	-	-	-	7,833
571-42-00-21-55	Training & Conference	-	-	-	-	-	300
571-42-00-21-56	Admin Recruitment	-	-	-	-	-	2,750
21	<i>Services</i>	-	-	-	-	-	<b>11,383</b>
571-4200-22-12	Computer Equipment	-	-	-	644	644	200
22	<i>Supplies</i>	-	-	-	<b>644</b>	<b>644</b>	<b>200</b>
571-42-00-23-35	Software Maintenance	-	-	1,416	1,416	1,416	1,416
23	<i>Maintenance</i>	-	-	<b>1,416</b>	<b>1,416</b>	<b>1,416</b>	<b>1,416</b>
<b>CITY MANAGER TOTAL</b>		<b>9,852</b>	<b>6,456</b>	<b>102,100</b>	<b>125,698</b>	<b>125,698</b>	<b>151,293</b>
<b>FINANCE</b>							
571-43-00-20-10	Salary-Regular	65,086	79,390	81,877	78,148	78,148	91,768
571-43-00-20-20	Temp/Part Time	0	0	0	1,808	1,808	0
571-43-00-20-30	Overtime	1,320	785	0	0	0	0
571-43-00-20-40	FICA/Medicare	5,074	6,221	6,378	6,416	6,416	7,164
571-43-00-20-45	Employer PERS	8,762	10,141	6,768	10,169	10,169	14,982
571-43-00-20-50	Employee PERS	2,962	1,967	0	0	0	0
571-43-00-20-55	Health Insurance	19,250	25,383	26,018	26,018	26,018	19,855
571-43-00-20-61	Workers Comp	3,403	4,119	4,236	4,482	4,482	4,772
571-43-00-20-65	SDI	643	766	707	712	712	806
571-43-00-20-75	Deferred Comp	553	1,597	1,595	1,595	1,595	2,033
571-43-00-20-85	Auto Allowance	210	1,239	1,520	1,520	1,520	1,519
561-43-00-20-89	Charity Event Reimbursement	-	-	-	-	-	480
20	<i>Salaries &amp; Benefits</i>	<b>107,264</b>	<b>131,609</b>	<b>129,099</b>	<b>130,867</b>	<b>130,867</b>	<b>143,380</b>
571-43-00-21-05	Advertising	75	-	-	-	-	-
571-43-00-21-10	Communications	135	-	185	485	485	485
571-43-00-21-15	Postage	9,468	11,563	11,000	11,000	11,000	11,000
571-43-00-21-25	Equipment Rental	-	-	-	-	-	-
571-43-00-21-27	Equipment Lease Exp	-	-	-	-	-	-
571-43-00-21-30	Professional Contracts	110	2,760	2,500	2,927	2,927	3,500
571-43-00-21-40	Professional Fees	-	-	-	-	-	-
571-43-00-21-42	Banking Fees	11,254	10,969	12,500	12,500	12,500	12,500
571-43-00-21-44	Online Transaction Fee	1,408	1,930	1,400	1,400	1,400	2,400
571-43-00-21-45	Other Contract Services	23,116	13,689	55,034	55,658	55,658	12,964
571-43-00-21-53	Memberships & Publications	145	222	340	340	340	637
571-43-00-21-55	Training & Conference	334	260	2,634	2,210	2,210	2,280
571-43-00-21-60	Other Travel	-	14	-	-	-	-

**WASTEWATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

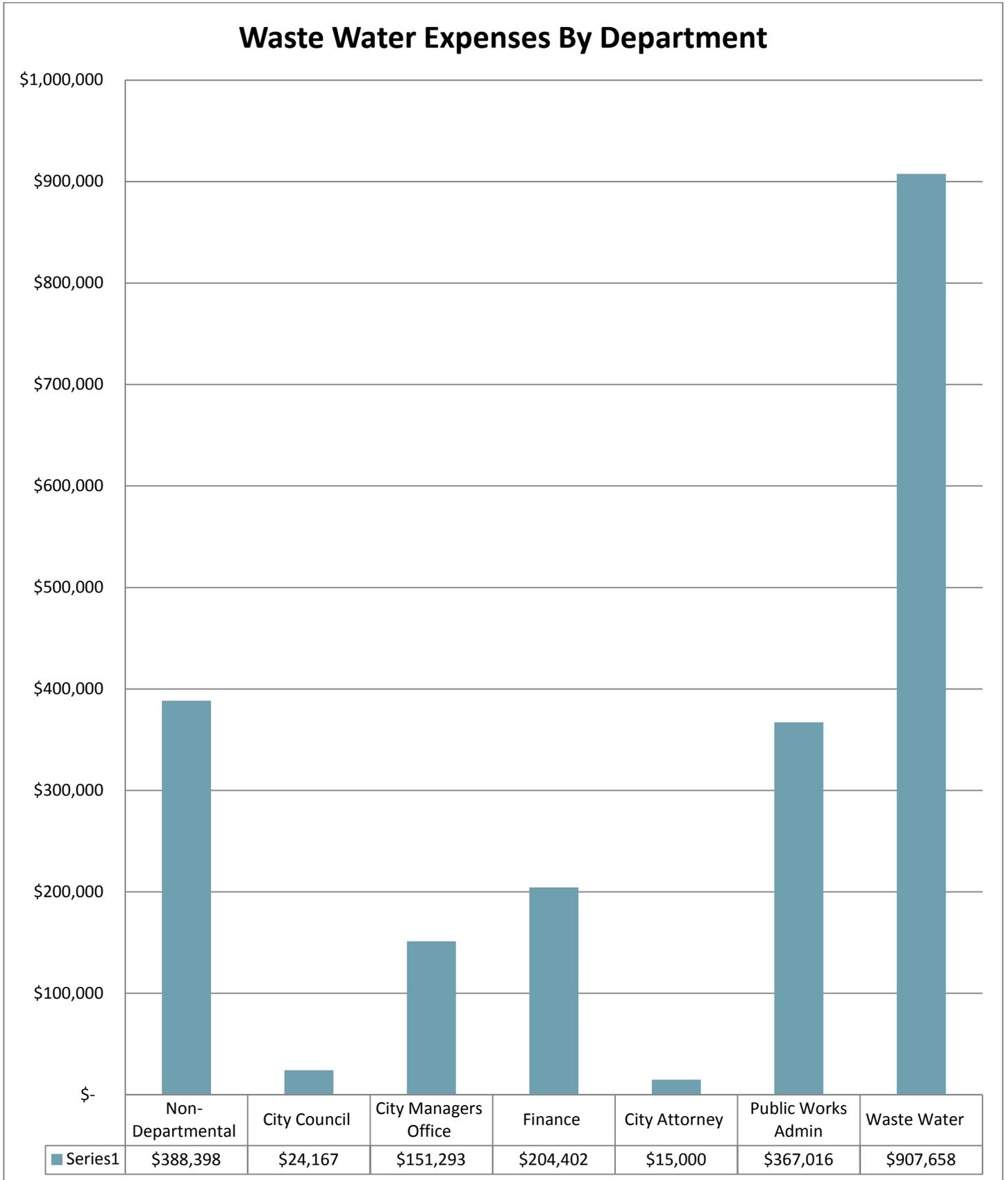
<b>Account Number</b>	<b>Description</b>	<b>FY13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjsuted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>571</b>	<b>Sewer Enterprise</b>						
21	Services	46,045	41,408	85,593	86,520	86,520	45,766
571-43-00-22-12	Computer Equipment	960	-	150	1,881	1,881	450
571-43-00-22-13	Office Supplies	640	1,201	600	1,000	1,000	1,000
571-43-00-22-15	Special Department Supplies	897	2,315	3,500	3,363	3,363	3,500
22	Supplies	2,497	3,516	4,250	6,244	6,244	4,950
571-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-	500
571-43-00-23-35	Software Maintenance	7,307	15,882	8,081	8,081	8,081	8,081
23	Maintenance	7,307	15,882	8,081	8,081	8,081	8,581
571-43-00-24-25	Taxes & Other Charges	1,344	1,402	1,350	1,500	1,500	1,500
24	Taxes, Insurances & Contributi	1,344	1,402	1,350	1,500	1,500	1,500
571-43-00-26-40	Furniture & Fixtures	-	162	-	-	-	225
26	Capital	-	-	-	-	- 0	225
<b>FINANCE TOTAL</b>		<b>164,457</b>	<b>193,816</b>	<b>228,373</b>	<b>233,213</b>	<b>233,213</b>	<b>204,402</b>
<b>CITY ATTORNEY</b>							
571-44-00-21-30	Professional Contracts	10,434	138,173	15,000	193,700	193,700	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	Services	10,434	15,000	15,000	193,700	193,700	15,000
<b>CITY ATTORNEY TOTAL</b>		<b>10,434</b>	<b>15,000</b>	<b>15,000</b>	<b>193,700</b>	<b>193,700</b>	<b>15,000</b>
<b>PUBLIC WORKS ADMIN</b>							
571-50-00-20-10	Salary-Regular	112,483	105,069	141,632	152,791	152,791	176,725
571-50-00-20-40	FICA/Medicare	8,728	8,180	10,160	11,071	11,071	12,826
571-50-00-20-45	Employer PERS	18,164	12,798	16,227	15,643	15,643	26,580
571-50-00-20-50	Employee PERS	7,835	2,539	-	-	-	-
571-50-00-20-55	Health Insurance	20,707	20,235	25,451	31,171	31,171	45,935
571-50-00-20-61	Workers Comp	4,536	5,103	4,707	4,980	4,980	6,833
571-50-00-20-65	SDI	1,112	1,012	1,110	1,235	1,235	1,454
571-50-00-20-75	Deferred Comp	2,529	2,055	1,690	2,161	2,161	4,140
571-50-00-20-85	Auto Allowance	1,200	1,747	2,880	3,410	3,410	3,840
561-50-00-20-89	Charity Event Reimbursment	-	-	-	-	-	675
20	Salaries & Benefits	177,294	158,738	203,857	222,462	222,462 0	279,008
571-50-00-21-05	Advertising	150	-	-	-	-	-
571-50-00-21-10	Communications	56	246	900	900	900	1,200
571-50-00-21-15	Postage	584	333	600	600	600	600
571-50-00-21-27	Equipment Lease Exp	1,606	1,935	1,400	2,000	2,000	2,100
571-50-00-21-30	Professional Contracts	-	12,571	50,000	55,333	55,333	69,000
571-50-00-21-40	Professional Fees	743	743	-	-	-	-
571-50-00-21-45	Other Contract Services	-	2,198	5,333	-	-	-
571-50-00-21-53	Memberships & Publications	121	1,391	1,559	1,559	1,559	1,385
571-50-00-21-55	Training & Conference	339	244	1,290	1,290	1,290	4,623
21	Services	3,599	19,660	61,082	61,682	61,682	78,908
571-50-00-22-07	Copies	666	1,106	700	500	500	500
571-50-00-22-12	Computer Equipment	78	559	600	600	600	500
571-50-00-22-13	Office Supplies	430	303	400	400	400	400
571-50-00-22-15	Special Department Supplies	-	263	800	800	800	800
571-50-00-22-20	Small Tools	-	-	-	-	-	-

**WASTEWATER OPERATIONS**  
**BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS**

<b>Account Number</b>	<b>Description</b>	<b>FY13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjsuted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>571</b>	<b>Sewer Enterprise</b>						
571-50-00-23-35	Software Maintenance	197	90	-	200	200	200
22	Supplies	1,371	2,322	2,500	2,500	2,500	2,400
571-50-00-24-25	Taxes & Other Charges	2,342	4,786	5,000	5,000	5,000	5,000
24	Taxes, Insurances & Contributi	2,342	4,786	5,000	5,000	5,000	5,000
571-50-00-26-40	Furniture & Fixtures	13	-	600	600	600	1,700
26	Capital	13	-	600	600	600	1,700
571-50-00-29-20	Fixed Asset Adjustments	-	-	1	1	1	
29	Transfers	-	-	1	1	1	-
571-50-00-99-99	Contra Account fixed assets	0	(32,935)	-	-	-	-
99	Contra Account fixed assets	0	(32,935)	-	-	-	-
<b>PUBLIC WORKS ADMIN TOTAL</b>		<b>184,620</b>	<b>152,571</b>	<b>273,040</b>	<b>292,245</b>	<b>292,245</b>	<b>367,016</b>
<b>GRAND TOTAL WASTE WATER OPERATIONS PROPOSED BUDGETS</b>		<b>632,112</b>	<b>2,061,424</b>	<b>1,062,224</b>	<b>1,641,204</b>	<b>1,641,204</b>	<b>1,150,275</b>

**CITY OF ST. HELENA  
WASTEWATER EXPENSES BY DEPARTMENT**

*FISCAL YEAR 2016-2017*



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**WASTEWATER COLLECTION - 5020  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Wastewater Collection Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
571	5020	Wastewater Enterprise	191,456	211,237	180,329	273,001	273,001	133,625
<b>Total Expenses</b>			<b>\$ 191,456</b>	<b>\$ 211,237</b>	<b>\$ 180,329</b>	<b>\$ 273,001</b>	<b>\$ 273,001</b>	<b>\$ 133,625</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Wastewater Collection Expense Summary</b>								
Salary			115,015	127,042	78,588	67,785	67,785	66,965
Benefits			61,853	64,443	39,851	38,309	38,309	36,211
Capital Equipment			-	-	37,000	141,600	141,600	-
Communications			181	244	97	397	397	400
Dept supplies/services			8,907	9,693	12,726	11,926	11,926	13,350
Equipment Maintenance			-	2,222	4,164	3,664	3,664	7,800
Training/Conference			-	1,163	485	635	635	970
Utilities			2,336	2,795	1,940	2,940	2,940	3,000
Vehicle Maintenance			3,164	3,637	5,478	5,746	5,746	4,929
<b>Total Expenses</b>			<b>\$ 191,456</b>	<b>\$ 211,237</b>	<b>\$ 180,329</b>	<b>\$ 273,001</b>	<b>\$ 273,001</b>	<b>\$ 133,625</b>

**WASTEWATER COLLECTION - 5020  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>571</b>	<b>Sewer Enterprise</b>						
571-50-20-20-10	Salary-Regular	111,363	120,361	75,688	64,885	64,885	64,065
571-50-20-20-25	Standby	1,200	1,740	2,900	2,900	2,900	2,900
571-50-20-20-30	Overtime	2,452	4,941	-	-	-	-
571-50-20-20-40	FICA/Medicare	8,855	9,811	5,845	5,010	5,010	4,942
571-50-20-20-45	Employer PERS	16,471	17,574	12,717	14,176	14,176	13,051
571-50-20-20-50	Employee PERS	4,728	1,409	-	-	-	-
571-50-20-20-55	Health Insurance	26,612	25,838	15,760	13,589	13,589	13,622
571-50-20-20-61	Workers Comp	2,972	7,290	4,035	4,268	4,268	3,400
571-50-20-20-65	SDI	1,150	1,212	707	610	610	603
571-50-20-20-75	Deferred Comp	1,065	1,308	787	656	656	593
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>176,868</b>	<b>191,484</b>	<b>118,439</b>	<b>106,093</b>	<b>106,093</b>	<b>103,176</b>
571-50-20-21-10	Communications	181	244	97	397	397	400
571-50-20-21-22	Utilities	2,336	2,795	1,940	2,940	2,940	3,000
571-50-20-21-53	Memberships & Publications	217	235	300	-	-	800
571-50-20-21-55	Training & Conference	-	1,163	485	150	150	470
571-50-20-21-60	Other Travel	-	-	-	485	485	500
<b>21</b>	<b>Services</b>	<b>2,734</b>	<b>4,436</b>	<b>2,822</b>	<b>3,972</b>	<b>3,972</b>	<b>5,170</b>
571-50-20-22-15	Special Department Supplies	8,639	8,918	12,426	11,926	11,926	12,550
571-50-20-22-20	Small Tools	51	-	-	-	-	-
<b>22</b>	<b>Supplies</b>	<b>8,690</b>	<b>8,918</b>	<b>12,426</b>	<b>11,926</b>	<b>11,926</b>	<b>12,550</b>
571-50-20-23-12	Maintenance Supplies	-	540	-	-	-	-
571-50-20-23-15	Maint Machine/Equipment	-	2,215	4,164	3,664	3,664	7,800
571-50-20-23-30	Maint Buildings/Grounds	-	8	-	-	-	-
571-50-20-23-50	Vehicle Alloc Expense	3,164	3,637	5,478	5,746	5,746	4,929
<b>23</b>	<b>Maintenance</b>	<b>3,164</b>	<b>6,399</b>	<b>9,642</b>	<b>9,410</b>	<b>9,410</b>	<b>12,729</b>
571-50-20-26-30	Capital Equipment	-	-	37,000	37,000	37,000	-
571-50-20-26-50	Capital Imp Land	-	-	-	104,600	104,600	-
<b>26</b>	<b>Capital</b>	<b>-</b>	<b>-</b>	<b>37,000</b>	<b>141,600</b>	<b>141,600</b>	<b>-</b>
<b>Grand Total</b>		<b>191,456</b>	<b>211,237</b>	<b>180,329</b>	<b>273,001</b>	<b>273,001</b>	<b>133,625</b>
<b>571</b>	<b>Sewer Enterprise</b>	<b>191,456</b>	<b>211,237</b>	<b>180,329</b>	<b>273,001</b>	<b>273,001</b>	<b>133,625</b>
<b>Grand Total</b>		<b>\$ 191,456</b>	<b>\$ 211,237</b>	<b>\$ 180,329</b>	<b>\$ 273,001</b>	<b>\$ 273,001</b>	<b>\$ 133,625</b>

**WASTEWATER COLLECTION - 5020  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<b>Memberships &amp; Publications</b>			
	2153	571	
Books		\$ 300	\$ 300
CWEA Membership, E-8, E-11, E-6		\$ 500	\$ 500
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 800</b>	<b>\$ 800</b>
<b>Training &amp; Conference</b>			
	2155	571	
SWEA Northern Safety Day		\$ 390	\$ 390
Certification Prep Session		\$ 80	\$ 80
<b>TOTAL - Training &amp; Conference</b>	<b>2155</b>	<b>\$ 470</b>	<b>\$ 470</b>
<b>Special Department Supplies</b>			
	2215	571	
Liquid level sensor - Corp Yard		\$ 679	\$ 679
Misc. Supplies		\$ 674	\$ 674
Nozzles & Hooks		\$ 630	\$ 630
Gloves		\$ 243	\$ 243
Trench Restore		\$ 179	\$ 179
Jackhammer		\$ 243	\$ 243
Root Killer		\$ 279	\$ 279
Drill Bits		\$ 48	\$ 48
Signs		\$ 313	\$ 313
Boots		\$ 148	\$ 148
Vehicle Supplies (lights, strobes, radios)		\$ 1,979	\$ 1,979
Sewer Repair Supplies		\$ 7,135	\$ 7,135
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 12,550</b>	<b>\$ 12,550</b>
<b>Machinery &amp; Equipment Maintenance</b>			
	2315	571	
Maintenance as Needed		\$ 500	\$ 500
Video Camera		\$ 2,000	\$ 2,000
Gas Detector Sensors		\$ 300	\$ 300
Vactor Truck		\$ 4,000	\$ 4,000
Large Rodder - Towable Rod, Bits, and Maintenance		\$ 1,000	\$ 1,000
<b>TOTAL - Machinery &amp; Equipment Maintenance</b>	<b>2315</b>	<b>\$ 7,800</b>	<b>\$ 7,800</b>

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**WASTEWATER TREATMENT - 5029  
BUDGET SUMMARY**

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Wastewater Treatment Expenses By Fund</b>								
<b>FUND</b>	<b>DEPT</b>							
571	5029	Wastewater	664,878	619,188	700,556	1,058,139	1,058,139	774,033
<b>Total Expenses</b>			<b>\$ 664,878</b>	<b>\$ 619,188</b>	<b>\$ 700,556</b>	<b>\$ 1,058,139</b>	<b>\$ 1,058,139</b>	<b>\$ 774,033</b>

			<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Estimated Year End</b>	<b>Adopted</b>
<b>Wastewater Treatment Expense Summary</b>								
Salary			240,268	196,829	240,298	244,541	244,541	254,843
Benefits			93,266	114,659	123,115	130,394	130,394	128,653
Capital Equipment			58,911	817	10,658	20,305	20,305	100,000
Communications			2,399	3,111	3,000	3,000	3,000	3,000
Computer Equipment			1,653	-	2,000	2,000	2,000	2,200
Contracts			35,768	96,106	51,000	49,209	49,209	25,000
Dept supplies/services			46,827	23,574	33,425	39,768	39,768	34,850
Equipment Maintenance			42,084	76,835	70,000	123,601	123,601	90,000
Training/Conference			1,418	2,171	3,660	3,660	3,660	3,700
Penalties and Fines			15,439	-	-	290,177	290,177	-
Chemicals			29,571	6,356	50,779	37,865	37,865	25,000
Utilities			83,419	80,171	89,702	89,702	89,702	90,000
Vehicle Maintenance			13,855	18,558	22,919	23,916	23,916	16,787
<b>Total Expenses</b>			<b>\$ 664,878</b>	<b>\$ 619,188</b>	<b>\$ 700,556</b>	<b>\$ 1,058,139</b>	<b>\$ 1,058,139</b>	<b>\$ 774,033</b>

**WASTEWATER TREATMENT - 5029  
BUDGET**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Adopted</b>	<b>FY 15/16 Adjusted</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Adopted</b>
<b>571</b>	<b>Sewer Enterprise</b>						
571-50-29-20-10	Salary-Regular	169,471	176,189	227,535	231,778	231,778	242,080
571-50-29-20-20	Temp/Part Time	50,323	-	-	-	-	-
571-50-29-20-25	Standby	5,850	6,175	6,263	6,263	6,263	6,263
571-50-29-20-30	Overtime	14,624	14,465	6,500	6,500	6,500	6,500
571-50-29-20-40	FICA/Medicare	16,571	18,398	18,520	18,845	18,845	19,633
571-50-29-20-45	Employer PERS	22,747	32,013	37,320	43,653	43,653	44,185
571-50-29-20-50	Employee PERS	6,432	2,533	-	-	-	-
571-50-29-20-55	Health Insurance	24,835	46,345	53,059	53,059	53,059	48,474
571-50-29-20-61	Workers Comp	20,319	10,936	10,086	10,670	10,670	12,090
571-50-29-20-65	SDI	1,665	2,254	2,163	2,201	2,201	2,294
571-50-29-20-75	Deferred Comp	697	1,313	1,967	1,967	1,967	1,977
571-50-29-20-96	Education Reimbursement	-	868	-	-	-	-
<b>20</b>	<b>Salaries &amp; Benefits</b>	<b>333,535</b>	<b>311,489</b>	<b>363,413</b>	<b>374,936</b>	<b>374,936</b>	<b>383,496</b>
571-50-29-21-10	Communications	2,399	3,111	3,000	3,000	3,000	3,000
571-50-29-21-15	Postage	156	4	125	125	125	175
571-50-29-21-22	Utilities	83,419	80,171	89,702	89,702	89,702	90,000
571-50-29-21-25	Equipment Rental	900	2,764	9,900	3,900	3,900	3,000
571-50-29-21-27	Equipment Lease Exp	-	-	-	-	-	-
571-50-29-21-30	Professional Contracts	1,465	27,015	-	5,424	5,424	-
571-50-29-21-43	Fines & Penalties	15,439	-	-	290,177	290,177	-
571-50-29-21-45	Other Contract Services	34,303	69,091	51,000	43,785	43,785	25,000
571-50-29-21-53	Memberships & Publications	940	1,112	100	100	100	75
571-50-29-21-55	Training & Conference	1,418	2,171	3,650	3,650	3,650	3,700
571-50-29-21-60	Other Travel	-	-	10	10	10	-
<b>21</b>	<b>Services</b>	<b>140,438</b>	<b>185,440</b>	<b>157,487</b>	<b>439,873</b>	<b>439,873</b>	<b>124,950</b>
571-50-29-22-12	Computer Equipment	1,653	-	2,000	2,000	2,000	2,200
571-50-29-22-13	Office Supplies	31	567	300	300	300	300
571-50-29-22-15	Special Department Supplies	25,111	5,101	5,000	6,500	6,500	5,300
571-50-29-22-20	Small Tools	4,209	2,410	7,000	7,120	7,120	5,000
571-50-29-22-25	Fuel/Oil	1,198	5,003	2,500	2,500	2,500	2,000
571-50-29-22-35	Process Chemicals	29,571	6,356	50,779	37,865	37,865	25,000
571-50-29-22-37	Lab Supplies	368	2,645	3,000	4,000	4,000	5,000
<b>22</b>	<b>Supplies</b>	<b>62,141</b>	<b>22,083</b>	<b>70,579</b>	<b>60,285</b>	<b>60,285</b>	<b>44,800</b>
571-50-29-23-12	Maintenance Supplies	233	413	-	-	-	-
571-50-29-23-15	Maint Machine/Equipment	36,288	45,548	55,000	91,101	91,101	60,000
571-50-29-23-30	Maint Buildings/Grounds	5,797	31,287	15,000	32,500	32,500	30,000
571-50-29-23-50	Vehicle Alloc Expense	12,657	13,555	20,419	21,416	21,416	14,787
<b>23</b>	<b>Maintenance</b>	<b>54,974</b>	<b>90,803</b>	<b>90,419</b>	<b>145,017</b>	<b>145,017</b>	<b>104,787</b>
571-50-29-24-25	Taxes & Other Charges	14,879	8,557	8,000	17,723	17,723	16,000
<b>24</b>	<b>Taxes, Insurances &amp; Contributi</b>	<b>14,879</b>	<b>8,557</b>	<b>8,000</b>	<b>17,723</b>	<b>17,723</b>	<b>16,000</b>
571-50-29-26-30	Capital Equipment	58,911	817	10,658	20,305	20,305	100,000
571-50-29-26-50	Capital Imp Land	-	-	-	-	-	-
<b>26</b>	<b>Capital</b>	<b>58,911</b>	<b>817</b>	<b>10,658</b>	<b>20,305</b>	<b>20,305</b>	<b>100,000</b>
<b>Grand Total</b>		<b>664,878</b>	<b>619,188</b>	<b>700,556</b>	<b>1,058,139</b>	<b>1,058,139</b>	<b>774,033</b>
<b>571</b>	<b>Sewer Enterprise</b>	<b>664,878</b>	<b>619,188</b>	<b>700,556</b>	<b>1,058,139</b>	<b>1,058,139</b>	<b>774,033</b>

WASTEWATER TREATMENT - 5029  
BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Adopted
Grand Total		\$ 664,878	\$ 619,188	\$ 700,556	\$ 1,058,139	\$ 1,058,139	\$ 774,033

**WASTEWATER TREATMENT- 5029**  
**EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<b>Equipment Rental</b>			
Crane, Boom Truck	2125	571	
		3,000	3,000
<b>TOTAL - Equipment Rental</b>	<b>2125</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>Other Contract Services</b>			
Influent/Effluent Lab Analysis	2145	571	
Generator Binannual Service		21,500	21,500
Mosquito Abatement (weed/mosquito)		3,000	3,000
		500	500
<b>TOTAL - Other Contract Services</b>	<b>2145</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Memberships &amp; Publications</b>			
Wine Country Waterworks (3 operators)	2153	571	
		75	75
<b>TOTAL - Memberships &amp; Publications</b>	<b>2153</b>	<b>\$ 75</b>	<b>\$ 75</b>
<b>Training and Conferences</b>			
Wastewater Certification (3 operators)	2155	571	
Continuing Education & Supervisory Classes (CRWA Conference)		1,500	1,500
		2,200	2,200
<b>TOTAL - Training and Conferences</b>	<b>2155</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>
<b>Computer</b>			
Computer/Printer Replacement	2212	571	
		2,200	2,200
<b>TOTAL - Computer</b>	<b>2212</b>	<b>\$ 2,200</b>	<b>\$ 2,200</b>
<b>Special Department Supplies</b>			
Miscellaneous Department Supplies & Safety Equipment - gas monitor, load testing cert., potable water, drinking water	2215	571	
		3,600	3,600
Uniform Service		1,700	1,700
<b>TOTAL - Special Department Supplies</b>	<b>2215</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>
<b>Small Tools</b>			
Miscellaneous Tools - wrenches, pliers, consumables such as drill bits, saw blades, and grinding wheels	2220	571	
		5,000	5,000
<b>TOTAL - Small Tools</b>	<b>2220</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Process Chemicals</b>			
Various Chemicals to Treat Waste	2235	571	
		25,000	25,000
<b>TOTAL - Process Chemicals</b>	<b>2235</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

**WASTEWATER TREATMENT- 5029  
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Lab Supplies</i>	2237	571	
General Equipment and Supplies		5,000	5,000
<b>TOTAL - Lab Supplies</b>	<b>2237</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<i>Machinery &amp; Equipment Maintenance</i>	2315	571	
Influent Pump No. 3 Scheduled Maintenance		8,000	8,000
Brush Aerators Conversion Kit and Other Repairs		12,000	12,000
Motor Control Center Wiring Safety Upgrade		10,000	10,000
Well Pump Replacement		7,500	7,500
Other General Maintenance & Repairs		22,500	22,500
<b>TOTAL - Machinery &amp; Equipment Maintenance</b>	<b>2315</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
<i>Capital Equipment</i>	2630	571	
Replace Aging Equipment			
Gringer		50,000	50,000
Gear Box		25,000	25,000
Pump		25,000	25,000
<b>TOTAL - Capital Equipment</b>	<b>2630</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

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## OTHER FUNDS

**DEBT SERVICE FUNDS:** Debt service funds are used to accumulate resources for the repayment of general long term obligations. The 1996 GO Bond Fund is used to account for a special voter approved tax to repay the fire station bonds. The St. Helena Drainage Fund is used to accumulate funds to pay for the public benefit portion of certain storm drainage improvements.

**PERMANENT FUNDS:** Permanent funds are used to report resources that are restricted to the extent that earnings, and not principal, may be used to support City programs. Both Martin and Ryan Funds are trust funds wherein the income from the funds can be used to support the City's library book collection.

**SPECIAL REVENUE FUNDS:** Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditure for particular purposes.

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**CITY OF ST. HELENA**

Fund 210 - Community Development Block Grant (CDBG)

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ -	\$ -	\$ (18,492)	\$ (18,492)	\$ 550	
<b>CDBG - Revenues</b>							
Grant	-	-	-	42,580	42,580	-	-100.00%
Transfers In	-	-	-	-	-	-	0.00%
<b>Total CDBG Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,580</b>	<b>\$ 42,580</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>CDBG - Expenditures</b>							
<b>Totals by category</b>							
Salaries	-	-	-	2,220	2,220	-	-100.00%
Contracts	-	-	18,492	35,260	21,318	-	-100.00%
<b>Total CDBG Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,492</b>	<b>\$ 37,480</b>	<b>\$ 23,538</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>CDBG Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (18,492)</b>	<b>\$ 5,100</b>	<b>\$ 19,042</b>	<b>\$ -</b>	
<b>CDBG Expenditures</b>							
<b>Non Department</b>							
Salaries	-	-	-	2,220	2,220	-	-100.00%
Contracts	-	-	18,492	35,260	21,318	-	-100.00%
	-	-	<b>18,492</b>	<b>37,480</b>	<b>23,538</b>	-	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,492</b>	<b>\$ 37,480</b>	<b>\$ 23,538</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 550</b>	

**210 COMMUNITY DEVELOPMENT BLOCK GRANT:** This fund is used for expenditures and grant reimbursements for Community Development Block Grant (CDBG) funded programs or projects.

**CITY OF ST. HELENA**

Fund 216 - Public Safety Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 101,030	\$ 214,039	\$ 263,659	\$ 263,659	\$ 286,456	
<b>Public Safety Impact Fees - Revenues</b>							
Investment Earnings	255	597	1,016	500	950	750	50.00%
Public Safety Impact	26,295	112,412	48,604	30,000	30,000	30,000	0.00%
Transfers In	-	-	-	-	-	-	0.00%
<b>Total Public Safety Impact Fees Revenues</b>	<b>\$ 26,550</b>	<b>\$ 113,009</b>	<b>\$ 49,620</b>	<b>\$ 30,500</b>	<b>\$ 30,950</b>	<b>\$ 30,750</b>	<b>0.82%</b>
<b>Public Safety Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	-	8,153	8,153	-	-100.00%
Transfer to Other Funds	346,521	-	-	-	-	-	0.00%
<b>Total Public Safety Impact Fees Expenditures</b>	<b>\$ 346,521</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,153</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Public Safety Impact Fees Surplus/(Deficit)</b>	<b>\$ (319,971)</b>	<b>\$ 113,009</b>	<b>\$ 49,620</b>	<b>\$ 22,347</b>	<b>\$ 22,797</b>	<b>\$ 30,750</b>	
<b>Public Safety Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	346,521	-	-	-	-	-	0.00%
	<b>346,521</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Finance</b>							
Other Contract Services	-	-	-	8,153	8,153	-	-100.00%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ 346,521</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 317,206

**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.

**CITY OF ST. HELENA**

Fund 218 - Public Library Foundation Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 6,971	\$ 12,928	\$ 12,898	\$ 13,516	\$ 13,516	\$ 3,193	
<b>Public Library Foundation - Revenues</b>							
Investment Earnings	26	108	56	-	30	-	0.00%
Donations	11,331	4,000	-	-	-	-	0.00%
Contributions from Government	18,000	51,630	1,000	-	-	-	0.00%
<b>Total Public Library Foundation Revenues</b>	<b>\$ 29,357</b>	<b>\$ 55,738</b>	<b>\$ 1,056</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Public Library Foundation - Expenditures</b>							
<b>Totals by category</b>							
Contracts	13,710	33,906	-	10,353	10,353	-	-100.00%
Dept Supplies/Services	9,690	21,862	438	-	-	-	0.00%
<b>Total Public Library Foundation Expenditures</b>	<b>\$ 23,400</b>	<b>\$ 55,768</b>	<b>\$ 438</b>	<b>\$ 10,353</b>	<b>\$ 10,353</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Public Library Foundation Surplus/(Deficit)</b>	<b>5,957</b>	<b>(30)</b>	<b>618</b>	<b>(10,353)</b>	<b>(10,323)</b>	<b>-</b>	
<b>Public Library Foundation Expenditures by Department</b>							
Library							
Contracts	13,710	33,906	-	10,353	10,353	-	0.00%
Dept Supplies/Services	9,690	21,862	438	-	-	-	0.00%
	<b>23,400</b>	<b>55,768</b>	<b>438</b>	<b>10,353</b>	<b>10,353</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ 23,400</b>	<b>\$ 55,768</b>	<b>\$ 438</b>	<b>\$ 10,353</b>	<b>\$ 10,353</b>	<b>\$ -</b>	<b>-100.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 3,193

**218 PUBLIC LIBRARY FOUNDATION:** This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

**CITY OF ST. HELENA**

Fund 219 - California Library Services Act Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 341,847	\$ 139,277	\$ 24,578	\$ 24,578	\$ 10,059	
<b>California Library Services Act - Revenues</b>							
Investment Earnings	1,324	848	257	-	345	-	0.00%
Allocation from Other Agency	-	-	-	-	-	-	0.00%
<b>Total California Library Services Act Revenues</b>	<b>\$ 1,324</b>	<b>\$ 848</b>	<b>\$ 257</b>	<b>\$ -</b>	<b>\$ 345</b>	<b>\$ -</b>	<b>0.00%</b>
<b>California Library Services Act - Expenditures</b>							
<b>Totals by category</b>							
Contracts	67,972	76,890	1,948	15,000	15,000	-	-100.00%
Dept Supplies/Services	126,001	126,109	112,649	-	(136)	-	0.00%
Training/Conference	1,834	419	359	-	-	-	0.00%
Capital Equipment	2,426	-	-	-	-	-	0.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total California Library Services Act Expenditures</b>	<b>\$ 198,233</b>	<b>\$ 203,418</b>	<b>\$ 114,956</b>	<b>\$ 15,000</b>	<b>\$ 14,864</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>California Library Services Act Surplus/(Deficit)</b>	<b>(196,909)</b>	<b>(202,570)</b>	<b>(114,698)</b>	<b>(15,000)</b>	<b>(14,519)</b>	<b>-</b>	
<b>California Library Services Act Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Library</b>							
Contracts	67,972	76,890	1,948	15,000	15,000	-	-100.00%
Dept Supplies/Services	126,001	126,109	112,649	-	(136)	-	0.00%
Training/Conference	1,834	419	359	-	-	-	0.00%
Capital Equipment	2,426	-	-	-	-	-	0.00%
	<b>198,233</b>	<b>203,418</b>	<b>114,956</b>	<b>15,000</b>	<b>14,864</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ 198,233</b>	<b>\$ 203,418</b>	<b>\$ 114,956</b>	<b>\$ 15,000</b>	<b>\$ 14,864</b>	<b>\$ -</b>	<b>-100.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 10,059

**219 CLSA LIBRARY RESTORATION:** This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

**CITY OF ST. HELENA**

Fund 220 - Napa Valley Now Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)			\$ -	\$ (4,689)	\$ (4,689)	\$ (4,704)	
<b>Napa Valley Now - Revenues</b>							
Investment Earnings			(14)	-	(15)	-	0.00%
Subscriptions			5,825	11,000	-	-	-100.00%
Donations			468	-	-	-	0.00%
<b>Total Napa Valley Now Revenues</b>			<b>\$ 6,280</b>	<b>\$ 11,000</b>	<b>\$ (15)</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Napa Valley Now - Expenditures</b>							
<b>Totals by category</b>							
Contracts			10,500	5,000	-	-	-100.00%
Dept Supplies/Services			468	1,000	-	-	-100.00%
Training/Conference			-	-	-	-	0.00%
Capital Equipment			-	-	-	-	0.00%
<b>Total Napa Valley Now Expenditures</b>			<b>\$ 10,968</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Napa Valley Now Surplus/(Deficit)</b>				<b>5,000</b>	<b>(15)</b>	<b>-</b>	
<b>Napa Valley Now Expenditures by Department</b>							
Library							
Contracts			10,500	5,000	-	-	-100.00%
Dept Supplies/Services			468	1,000	-	-	-100.00%
Training/Conference			-	-	-	-	0.00%
Capital Equipment			-	-	-	-	0.00%
			<b>10,968</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>			<b>\$ 10,968</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>

**Estimated Fund Balance at June 30, 2017** **\$ (4,704)**

**220 NAPA VALLEY NOW:** This fund was established to account for proceeds and expenditures associated with the administration of the website www.napavalleynow.com which is managed by the St. Helena Public Library in partnership with several other private and public organizations in Napa County.

**CITY OF ST. HELENA**

Fund 222 - Park Bond Act Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 222	\$ 222	\$ 222	\$ 222	\$ 222	\$ 222	
<b>Park Bond Act - Revenues</b>							
Investment Earnings	1	-	-	-	-	-	0.00%
Contributions form Non-Government	-	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
<b>Total Park Bond Act Revenues</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Park Bond Act - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Park Bond Act Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Park Bond Act Surplus/(Deficit)</b>							
<b>Park Bond Act Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 222</b>	

**222 PARK DEVELOPMENT:** A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

**CITY OF ST. HELENA**

Fund 223 - Skate Park Lighting Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 1,147	\$ 1,152	\$ 1,157	\$ 1,157	\$ 1,161	
<b>Skate Park Lighting - Revenues</b>							
Investment Earnings	3	4	5	5	5	5	0.00%
Donations	-	-	-	-	-	-	0.00%
Operating Transfers In	-	-	-	-	-	-	0.00%
<b>Total Skate Park Lighting Revenues</b>	<b>\$ 3</b>	<b>\$ 4</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>0.00%</b>
<b>Skate Park Lighting - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Skate Park Lighting Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Skate Park Lighting Surplus/(Deficit)</b>			5	5	5	5	
<b>Skate Park Lighting Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Estimated Fund Balance at June 30, 2017</b>					\$ 1,166		

**223 SKATE PARK LIGHTING:** This fund is used to account for donations and is used to fund the expenses incurred in mainting the Skate Park lights.

**CITY OF ST. HELENA**

Fund 224 - COPS Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 157,726	\$ 171,686	\$ 191,067	\$ 191,067	\$ 31,450	
<b>COPS - Revenues</b>							
Investment Earnings	348	544	712	350	450	350	0.00%
Other	224	-	-	-	-	-	0.00%
Allocation from Other Agency	129,378	102,580	125,269	100,000	92,000	100,000	0.00%
<b>Total COPS Revenues</b>	<b>\$ 129,950</b>	<b>\$ 103,124</b>	<b>\$ 125,981</b>	<b>\$ 100,350</b>	<b>\$ 92,450</b>	<b>\$ 100,350</b>	<b>0.00%</b>
<b>COPS - Expenditures</b>							
<b>Totals by category</b>							
Salary	-	-	-	-	-	-	
Contracts	48,577	47,285	70,539	70,000	70,000	76,000	8.57%
Dept Supplies/Services	14,064	32,084	19,398	81,782	55,561	46,800	-42.77%
Training/Conference	2,688	9,733	12,907	9,000	9,000	9,000	0.00%
Capital Equipment	-	61	3,757	138,767	117,506	-	-100.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total COPS Expenditures</b>	<b>\$ 65,329</b>	<b>\$ 89,163</b>	<b>\$ 106,600</b>	<b>\$ 299,549</b>	<b>\$ 252,067</b>	<b>\$ 131,800</b>	<b>-56.00%</b>
<b>COPS Surplus/(Deficit)</b>	<b>64,621</b>	<b>13,961</b>	<b>19,380</b>	<b>(199,199)</b>	<b>(159,617)</b>	<b>(31,450)</b>	
<b>COPS Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Police</b>							
Salary	-	-	-	-	-	-	
Contracts	48,577	47,285	70,539	70,000	70,000	76,000	8.57%
Dept Supplies/Services	14,064	32,084	19,398	81,782	55,561	46,800	-42.77%
Training/Conference	2,688	9,733	12,907	9,000	9,000	9,000	0.00%
Capital Equipment	-	61	3,757	138,767	117,506	-	-100.00%
	<b>65,329</b>	<b>89,163</b>	<b>106,600</b>	<b>299,549</b>	<b>252,067</b>	<b>131,800</b>	<b>-56.00%</b>
<b>Total Expenditures</b>	<b>\$ 65,329</b>	<b>\$ 89,163</b>	<b>\$ 106,600</b>	<b>\$ 299,549</b>	<b>\$ 252,067</b>	<b>\$ 131,800</b>	<b>-56.00%</b>

Estimated Fund Balance at June 30, 2016 \$ (0)

**224 PUBLIC SAFETY (COPS):** A special revenue fund used to account for transactions related to supporting front line police officers.

**CITY OF ST. HELENA**

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 857	\$ 9,771	\$ 19,949	\$ 19,949	\$ 54,518	
<b>State Gas Tax 2105 - Revenues</b>							
Investment Earnings	(42)	(53)	9	100	55	100	0.00%
Gas Tax 2105	26,138	37,627	38,829	34,514	34,514	37,880	9.75%
<b>Total State Gas Tax 2105 Revenues</b>	<b>\$ 26,096</b>	<b>\$ 37,574</b>	<b>\$ 38,838</b>	<b>\$ 34,614</b>	<b>\$ 34,569</b>	<b>\$ 37,980</b>	<b>9.72%</b>
<b>State Gas Tax 2105 - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	-	-	-	-	
Transfer to Other Funds	75,656	28,660	28,660	-	-	-	0.00%
<b>Total State Gas Tax 2105 Expenditures</b>	<b>\$ 75,656</b>	<b>\$ 28,660</b>	<b>\$ 28,660</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>State Gas Tax 2105 Surplus/(Deficit)</b>	<b>(49,560)</b>	<b>8,914</b>	<b>10,178</b>	<b>34,614</b>	<b>34,569</b>	<b>37,980</b>	
<b>State Gas Tax 2105 Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	75,656	28,660	28,660	-	-	-	0.00%
	<b>75,656</b>	<b>28,660</b>	<b>28,660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Public Works Gas Tax</b>							
Contracts	-	-	-	-	-	-	
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenditures</b>	<b>\$ 75,656</b>	<b>\$ 28,660</b>	<b>\$ 28,660</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

**Estimated Fund Balance at June 30, 2017** **\$ 92,498**

**225 STATE GAS TAX 2105:** This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

**CITY OF ST. HELENA**

Fund 226 - State Gas Tax 2106 Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 46,681	\$ 6,029	\$ 3,639	\$ 6,447	\$ 6,447	\$ 29,151	
<b>State Gas Tax 2106 - Revenues</b>							
Investment Earnings	(16)	(19)	(18)	110	110	110	0.00%
Gas Tax 2106	19,634	18,179	23,376	22,594	22,594	23,290	3.08%
<b>Total State Gas Tax 2106 Revenues</b>	<b>\$ 19,618</b>	<b>\$ 18,159</b>	<b>\$ 23,358</b>	<b>\$ 22,704</b>	<b>\$ 22,704</b>	<b>\$ 23,400</b>	<b>3.07%</b>
<b>State Gas Tax 2106 - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	60,270	20,550	20,550	-	-	-	0.00%
<b>Total State Gas Tax 2106 Expenditures</b>	<b>\$ 60,270</b>	<b>\$ 20,550</b>	<b>\$ 20,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>State Gas Tax 2106 Surplus/(Deficit)</b>	<b>(40,652)</b>	<b>(2,391)</b>	<b>2,808</b>	<b>22,704</b>	<b>22,704</b>	<b>23,400</b>	
<b>State Gas Tax 2106 Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	60,270	20,550	20,550	-	-	-	0.00%
	<b>60,270</b>	<b>20,550</b>	<b>20,550</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 60,270</b>	<b>\$ 20,550</b>	<b>\$ 20,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

*Estimated Fund Balance at June 30, 2017*

\$ 52,551

**226 STATE GAS TAX 2106:** This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

**CITY OF ST. HELENA**

Fund 227 - State Gas Tax 2107 Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 2,532	\$ 2,042	\$ (1,536)	\$ (1,536)	\$ 45,651	
<b>State Gas Tax 2107 - Revenues</b>							
Investment Earnings	4,620	4,682	3,863	2,500	2,500	4,100	64.00%
Gas Tax 2107	42,830	39,318	43,816	47,187	47,187	52,602	11.48%
<b>Total State Gas Tax 2107 Revenues</b>	<b>\$ 47,450</b>	<b>\$ 44,000</b>	<b>\$ 47,679</b>	<b>\$ 49,687</b>	<b>\$ 49,687</b>	<b>\$ 56,702</b>	<b>14.12%</b>
<b>State Gas Tax 2107 - Expenditures</b>							
<b>Totals by category</b>							
Contracts	3,247	2,040	8,807	7,600	2,500	7,600	0.00%
Transfer to Other Funds	75,588	42,450	42,450	-	-	-	0.00%
<b>Total State Gas Tax 2107 Expenditures</b>	<b>\$ 78,835</b>	<b>\$ 44,490</b>	<b>\$ 51,257</b>	<b>\$ 7,600</b>	<b>\$ 2,500</b>	<b>\$ 7,600</b>	<b>0.00%</b>
<b>State Gas Tax 2107 Surplus/(Deficit)</b>	<b>(31,385)</b>	<b>(490)</b>	<b>(3,578)</b>	<b>42,087</b>	<b>47,187</b>	<b>49,102</b>	
<b>State Gas Tax 2107 Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	75,588	42,450	42,450	-	-	-	0.00%
	<b>75,588</b>	<b>42,450</b>	<b>42,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Public Works Gas Tax</b>							
Contracts	3,247	2,040	8,807	7,600	2,500	7,600	100.00%
	<b>3,247</b>	<b>2,040</b>	<b>8,807</b>	<b>7,600</b>	<b>2,500</b>	<b>7,600</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>\$ 78,835</b>	<b>\$ 44,490</b>	<b>\$ 51,257</b>	<b>\$ 7,600</b>	<b>\$ 2,500</b>	<b>\$ 7,600</b>	<b>0.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 94,753

**227 STATE GAS TAX 2107:** This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

**CITY OF ST. HELENA**

Fund 228 - State Gas Tax 2107.5 Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 6,214	\$ 1,743	\$ (288)	\$ 1,685	\$ 1,685	\$ 3,710	
<b>State Gas Tax 2107.5 - Revenues</b>							
Investment Earnings	(1)	(1)	4	25	25	30	20.00%
Gas Tax 2107.5	2,000	-	4,000	2,000	2,000	2,000	0.00%
<b>Total State Gas Tax 2107.5 Revenues</b>	<b>\$ 1,999</b>	<b>\$ (1)</b>	<b>\$ 4,004</b>	<b>\$ 2,025</b>	<b>\$ 2,025</b>	<b>\$ 2,030</b>	<b>0.25%</b>
<b>State Gas Tax 2107.5 - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	6,471	2,030	2,030	-	-	-	0.00%
<b>Total State Gas Tax 2107.5 Expenditures</b>	<b>\$ 6,471</b>	<b>\$ 2,030</b>	<b>\$ 2,030</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>State Gas Tax 2107.5 Surplus/(Deficit)</b>	<b>(4,472)</b>	<b>(2,031)</b>	<b>1,974</b>	<b>2,025</b>	<b>2,025</b>	<b>2,030</b>	
<b>State Gas Tax 2107.5 Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	6,471	2,030	2,030	-	-	-	0.00%
	<b>6,471</b>	<b>2,030</b>	<b>2,030</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 6,471</b>	<b>\$ 2,030</b>	<b>\$ 2,030</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 5,740

**228 STATE GAS TAX 2107.5:** This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

**CITY OF ST. HELENA**

Fund 229 - State Gas Tax 2103 Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 117,080	\$ (8,910)	\$ 9,877	\$ 6,356	\$ 6,356	\$ 33,819	
<b>State Gas Tax 2103 - Revenues</b>							
Investment Earnings	(105)	(97)	(94)	100	100	100	0.00%
Gas Tax 2103	47,460	75,404	62,003	27,363	27,363	14,305	-47.72%
<b>Total State Gas Tax 2103 Revenues</b>	<b>\$ 47,355</b>	<b>\$ 75,307</b>	<b>\$ 61,909</b>	<b>\$ 27,463</b>	<b>\$ 27,463</b>	<b>\$ 14,405</b>	<b>-47.55%</b>
<b>State Gas Tax 2103 - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	173,345	56,520	65,430	-	-	-	0.00%
<b>Total State Gas Tax 2103 Expenditures</b>	<b>\$ 173,345</b>	<b>\$ 56,520</b>	<b>\$ 65,430</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>State Gas Tax 2103 Surplus/(Deficit)</b>	<b>\$ (125,990)</b>	<b>\$ 18,787</b>	<b>\$ (3,521)</b>	<b>\$ 27,463</b>	<b>\$ 27,463</b>	<b>\$ 14,405</b>	
<b>State Gas Tax 2103 Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	173,345	56,520	65,430	-	-	-	0.00%
	<b>173,345</b>	<b>56,520</b>	<b>65,430</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 173,345</b>	<b>\$ 56,520</b>	<b>\$ 65,430</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 48,224

**229 STATE GAS TAX 2103:** Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the "fuel tax swap of 2010." Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

**CITY OF ST. HELENA**

Fund 235 - Measure A Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 2,141,875	\$ 967,675	\$ 0	\$ 0	\$ 0	\$ 0	
<b>Measure A - Revenues</b>							
Investment Earnings	4,187	(2,043)	-	-	-	-	0.00%
Loan Proceeds	-	-	-	-	-	-	0.00%
Revenue from County	-	-	-	-	-	1,358,000	100.00%
Other Revenue	-	77,500	-	-	-	-	0.00%
Transfers In	-	1,662,041	526,000	-	-	-	0.00%
<b>Total Measure A Revenues</b>	<b>\$ 4,187</b>	<b>\$ 1,737,497</b>	<b>\$ 526,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,358,000</b>	<b>100.00%</b>

<b>Measure A - Expenditures</b>							
<b>Totals by category</b>							
Salary	-	-	-	-	-	-	0.00%
Benefits	-	1	-	-	-	-	0.00%
Contracts	291,637	272,134	-	-	-	-	0.00%
Dept Supplies/Services	344,164	4,533	-	-	-	-	0.00%
Training/Conference	729	-	-	-	-	-	0.00%
Vehicle/Equip maintenance	-	-	-	-	-	-	0.00%
Debt Payments	526,805	526,805	526,000	-	-	1,358,000	100.00%
Capital	15,051	-	-	-	-	-	0.00%
Transfer to Other Funds	-	1,901,700	-	-	-	-	0.00%
<b>Total Measure A Expenditures</b>	<b>\$ 1,178,386</b>	<b>\$ 2,705,173</b>	<b>\$ 526,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,358,000</b>	<b>100.00%</b>
<b>Measure A Surplus/(Deficit)</b>	<b>(1,174,199)</b>	<b>(967,675)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Measure A Expenditures by Department**

<b>Non Department</b>							
Debt Payments	526,805	526,805	526,000	-	-	1,358,000	100.00%
Transfer to Other Funds	-	1,901,700	-	-	-	-	0.00%
	<b>526,805</b>	<b>2,428,505</b>	<b>526,000</b>	<b>-</b>	<b>-</b>	<b>1,358,000</b>	<b>100.00%</b>
<b>Council</b>							
Training/Meetings	729	-	-	-	-	-	0.00%
	<b>729</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>City Manager's Office</b>							
Salary	-	-	-	-	-	-	0.00%
Benefits	-	-	-	-	-	-	0.00%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Finance</b>							
Salary	-	-	-	-	-	-	0.00%
Benefits	-	-	-	-	-	-	0.00%
Dept Supplies/Services	(1,073)	4,533	-	-	-	-	0.00%
	<b>(1,073)</b>	<b>4,533</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>City Attorney</b>							
Contracts	87,616	14,952	-	-	-	-	0.00%
Dept Supplies/Services	325,000	-	-	-	-	-	0.00%
	<b>412,616</b>	<b>14,952</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

**CITY OF ST. HELENA**

Fund 235 - Measure A Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget %
<b>Public Works - Admin</b>							
Salary	-	-	-	-	-	-	0.00%
Benefits	-	1	-	-	-	-	0.00%
Dept Supplies/Services	3,812	-	-	-	-	-	0.00%
	<b>3,812</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Public Works - Flood Control</b>							
Contracts	204,021	257,183	-	-	-	-	0.00%
Dept Supplies/Services	16,425	-	-	-	-	-	0.00%
Training/Conference	-	-	-	-	-	-	0.00%
Vehicle/Equip maintenance	-	-	-	-	-	-	0.00%
Capital	15,051	-	-	-	-	-	0.00%
	<b>235,497</b>	<b>257,183</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 1,178,386</b>	<b>\$ 2,705,173</b>	<b>\$ 526,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,358,000</b>	<b>100.00%</b>

*Estimated Fund Balance at June 30, 2017*

\$ 0

**235 MEASURE A:** This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

**CITY OF ST. HELENA**

Fund 237 - Emergency Flood Relief Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 129,285	\$ 129,610	\$ 130,046	\$ 130,523	\$ 130,523	\$ 130,998	
<b>Emergency Flood Relief - Revenues</b>							
Investment Earnings	325	436	476	475	475	480	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Insurance Refund	-	-	-	-	-	-	0.00%
<b>Total Emergency Flood Relief Revenues</b>	<b>\$ 325</b>	<b>\$ 436</b>	<b>\$ 476</b>	<b>\$ 475</b>	<b>\$ 475</b>	<b>\$ 480</b>	<b>0.00%</b>
<b>Emergency Flood Relief - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Emergency Flood Relief Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Emergency Flood Relief Surplus/(Deficit)</b>	<b>325</b>	<b>436</b>	<b>476</b>	<b>475</b>	<b>475</b>	<b>480</b>	
<b>Emergency Flood Relief Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 131,478</b>	

**237 EMERGENCY FLOOD RELIEF:** This fund is for allocations for disaster assistance relating to flood damage.

**CITY OF ST. HELENA**

Fund 238 - Training Development Fund Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 13,319	\$ 15,564	\$ 28,201	\$ 28,201	\$ 29,246	
<b>Training Development Fund - Revenues</b>							
Post Reimbursement	16,683	7,161	18,464	7,000	7,000	9,000	28.57%
Investment Earnings	3	43	98	45	45	50	0.00%
<b>Total Training Development Fund Revenues</b>	<b>\$ 16,686</b>	<b>\$ 7,204</b>	<b>\$ 18,563</b>	<b>\$ 7,045</b>	<b>\$ 7,045</b>	<b>\$ 9,050</b>	<b>28.46%</b>
<b>Training Development Fund - Expenditures</b>							
<b>Totals by category</b>							
Dept Supplies/Services	-	-	-	-	-	-	0.00%
Training/Conference	3,698	4,959	5,926	6,000	6,000	6,000	0.00%
<b>Total Training Development Fund Expenditures</b>	<b>\$ 3,698</b>	<b>\$ 4,959</b>	<b>\$ 5,926</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>0.00%</b>
<b>Training Development Fund Surplus/(Deficit)</b>	<b>12,988</b>	<b>2,246</b>	<b>12,636</b>	<b>1,045</b>	<b>1,045</b>	<b>3,050</b>	
<b>Training Development Fund Expenditures by Department</b>							
<b>Police</b>							
Dept Supplies/Services	-	-	64	-	-	-	0.00%
Training/Conference	3,698	4,959	5,926	6,000	6,000	6,000	0.00%
	<b>3,698</b>	<b>4,959</b>	<b>5,926</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 3,698</b>	<b>\$ 4,959</b>	<b>\$ 5,926</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>0.00%</b>
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 32,296</b>	

**238 TRAINING DEVELOPMENT:** This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

**CITY OF ST. HELENA**

Fund 279 - Asset Forfeiture Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 30,092	\$ 36,014	\$ 49,335	\$ 49,335	\$ 55,895	
<b>Asset Forfeiture - Revenues</b>							
Investment Earnings	(9)	20	180	25	25	50	0.00%
Asset Forfeiture	38,101	44,594	13,141	5,000	7,535	-	0.00%
<b>Total Asset Forfeiture Revenues</b>	<b>\$ 38,092</b>	<b>\$ 44,614</b>	<b>\$ 13,321</b>	<b>\$ 5,025</b>	<b>\$ 7,560</b>	<b>\$ 50</b>	<b>0.00%</b>
<b>Asset Forfeiture - Expenditures</b>							
<b>Totals by category</b>							
Communications	-	-	-	-	-	-	0.00%
Contracts	8,000	38,692	-	1,000	1,000	1,000	0.00%
<b>Total Asset Forfeiture Expenditures</b>	<b>\$ 8,000</b>	<b>\$ 38,692</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>0.00%</b>
<b>Asset Forfeiture Surplus/(Deficit)</b>	<b>30,092</b>	<b>5,922</b>	<b>13,321</b>	<b>4,025</b>	<b>6,560</b>	<b>(950)</b>	
<b>Asset Forfeiture Expenditures by Department</b>							
<b>Police</b>							
Communications	-	-	-	-	-	-	0.00%
Contracts	8,000	38,692	-	1,000	1,000	1,000	0.00%
	<b>8,000</b>	<b>38,692</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 8,000</b>	<b>\$ 38,692</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>0.00%</b>
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 54,945</b>	

**279 ASSET FORFEITURE:** A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

**CITY OF ST. HELENA**

Fund 280 - Teen Center Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 48,610	\$ 75,342	\$ 78,435	\$ 78,435	\$ 74,767	
<b>Teen Center - Revenues</b>							
Donations	272	10	1,202	600	-	-	0.00%
Transfers In	123,376	125,939	165,464	169,263	169,263	118,988	-29.70%
<b>Total Teen Center Revenues</b>	<b>\$ 123,648</b>	<b>\$ 125,949</b>	<b>\$ 166,666</b>	<b>\$ 169,863</b>	<b>\$ 169,263</b>	<b>\$ 118,988</b>	<b>-29.95%</b>
<b>Teen Center - Expenditures</b>							
<b>Totals by category</b>							
Salary	73,471	60,643	98,442	104,454	104,454	68,071	-34.83%
Benefits	29,627	31,883	56,898	56,922	56,922	39,467	-30.66%
Contracts	200	-	730	2,250	2,250	1,250	-44.44%
Dept Supplies/Services	6,923	6,601	7,454	8,530	8,530	9,300	9.03%
Training/Conference	110	90	49	775	775	900	16.13%
Transfer to other funds	-	-	-	-	-	-	
<b>Total Teen Center Expenditures</b>	<b>\$ 110,331</b>	<b>\$ 99,217</b>	<b>\$ 163,573</b>	<b>\$ 172,931</b>	<b>\$ 172,931</b>	<b>\$ 118,988</b>	<b>-31.19%</b>
<b>Teen Center Surplus/(Deficit)</b>	<b>13,317</b>	<b>26,732</b>	<b>3,093</b>	<b>(3,068)</b>	<b>(3,668)</b>	<b>-</b>	
<b>Teen Center Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to other Funds	-	-	-	-	-	-	
<b>Recreation</b>							
Salary	73,471	60,643	98,442	104,454	104,454	68,071	-34.83%
Benefits	29,627	31,883	56,898	56,922	56,922	39,467	-30.66%
Contracts	200	-	730	2,250	2,250	1,250	-44.44%
Dept Supplies/Services	6,923	6,601	7,454	8,530	8,530	9,300	9.03%
Training/Conference	110	90	49	775	775	900	16.13%
	<b>110,331</b>	<b>99,217</b>	<b>163,573</b>	<b>172,931</b>	<b>172,931</b>	<b>118,988</b>	<b>-31.19%</b>
<b>Total Expenditures</b>	<b>\$ 110,331</b>	<b>\$ 99,217</b>	<b>\$ 163,573</b>	<b>\$ 172,931</b>	<b>\$ 172,931</b>	<b>\$ 118,988</b>	<b>-31.19%</b>

*Estimated Fund Balance at June 30, 2017* **\$ 74,767**

**280 COMMUNITY ACTIVITY FUND:** This fund is used to account for donations received to be used towards youth community activities within the community. Activities include the Teen Center.

**CITY OF ST. HELENA**

Fund 283 - Tree City Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 15,314	\$ 32,754	\$ 67,819	\$ 67,819	\$ 52,363	
<b>Tree City - Revenues</b>							
Transfers In	52,666	52,357	64,321	72,533	72,533	96,899	33.59%
<b>Total Tree City Revenues</b>	<b>\$ 52,666</b>	<b>\$ 52,357</b>	<b>\$ 64,321</b>	<b>\$ 72,533</b>	<b>\$ 72,533</b>	<b>\$ 96,899</b>	<b>33.59%</b>
<b>Tree City - Expenditures</b>							
<b>Totals by category</b>							
Salary	8,028	8,297	9,072	9,429	9,429	9,166	-2.79%
Benefits	4,372	4,257	4,731	6,077	6,077	4,738	-22.03%
Contracts	23,654	8,040	2,584	32,980	32,980	40,500	22.80%
Tree Expenses	1,410	1,864	339	18,183	18,183	21,500	18.24%
Dept Supplies/Services	324	2,228	882	1,870	1,870	975	-47.86%
Training/Conference	1,813	80	435	650	650	1,220	87.69%
Equipment Maintenance	3,025	10,150	11,213	18,800	18,800	18,800	0.00%
Transfer to other funds	-	-	-	-	-	-	
<b>Total Tree City Expenditures</b>	<b>\$ 42,626</b>	<b>\$ 34,917</b>	<b>\$ 29,256</b>	<b>\$ 87,989</b>	<b>\$ 87,989</b>	<b>\$ 96,899</b>	<b>10.13%</b>
Tree City Surplus/(Deficit)	10,040	17,440	35,065	(15,456)	(15,456)	-	
<b>Tree City Expenditures by Department</b>							
<b>Public Works Tree City</b>							
Salary	8,028	8,297	9,072	9,429	9,429	9,166	-2.79%
Benefits	4,372	4,257	4,731	6,077	6,077	4,738	-22.03%
Contracts	23,654	8,040	2,584	32,980	32,980	40,500	22.80%
Tree Expenses	1,410	1,864	339	18,183	18,183	21,500	18.24%
Dept Supplies/Services	324	2,228	882	1,870	1,870	975	-47.86%
Training/Conference	1,813	80	435	650	650	1,220	87.69%
Equipment Maintenance	3,025	10,150	11,213	18,800	18,800	18,800	0.00%
Transfer to other Funds	-	-	-	-	-	-	0.00%
	<b>42,626</b>	<b>34,917</b>	<b>29,256</b>	<b>87,989</b>	<b>87,989</b>	<b>96,899</b>	<b>10.13%</b>
<b>Total Expenditures</b>	<b>\$ 42,626</b>	<b>\$ 34,917</b>	<b>\$ 29,256</b>	<b>\$ 87,989</b>	<b>\$ 87,989</b>	<b>\$ 96,899</b>	<b>10.13%</b>

Estimated Fund Balance at June 30, 2017 \$ 52,363

**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.

**CITY OF ST. HELENA**

Fund 286 - Bocce Ball Fund Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 41,530	\$ 19,889	\$ 49,966	\$ 66,740	\$ 66,740	\$ 78,095	
<b>Bocce Ball Fund - Revenues</b>							
Recreation Registration	14,425	42,490	43,800	48,000	48,000	43,800	-8.75%
Contributions from Non-Government	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
<b>Total Bocce Ball Fund Revenues</b>	<b>\$ 14,425</b>	<b>\$ 42,490</b>	<b>\$ 43,800</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>	<b>\$ 43,800</b>	<b>-8.75%</b>
<b>Bocce Ball Fund - Expenditures</b>							
<b>Totals by category</b>							
Salary	8,118	7,691	5,927	24,074	24,074	27,466	14.09%
Benefits	621	584	1,434	5,262	5,262	5,172	-1.71%
Contracts	-	829	75	200	200	200	0.00%
Dept Supplies/Services	2,327	3,309	4,590	7,109	7,109	7,190	1.14%
Communications	-	-	-	-	-	-	
Transfer to Other Funds	25,000	-	15,000	-	-	-	0.00%
<b>Total Bocce Ball Fund Expenditures</b>	<b>\$ 36,066</b>	<b>\$ 12,413</b>	<b>\$ 27,026</b>	<b>\$ 36,645</b>	<b>\$ 36,645</b>	<b>\$ 40,028</b>	<b>9.23%</b>
<b>Bocce Ball Fund Surplus/(Deficit)</b>	<b>(21,641)</b>	<b>30,077</b>	<b>16,774</b>	<b>11,355</b>	<b>11,355</b>	<b>3,772</b>	
<b>Bocce Ball Fund Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	25,000	-	15,000	-	-	-	0.00%
	<b>25,000</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Recreation</b>							
Salary	8,118	7,691	5,927	24,074	24,074	27,466	14.09%
Benefits	621	584	1,434	5,262	5,262	5,172	-1.71%
Contracts	-	829	75	200	200	200	0.00%
Dept Supplies/Services	2,327	3,309	4,590	7,109	7,109	7,190	1.14%
Communications	-	-	-	-	-	-	
	<b>11,066</b>	<b>12,413</b>	<b>12,026</b>	<b>36,645</b>	<b>36,645</b>	<b>40,028</b>	<b>9.23%</b>
<b>Total Expenditures</b>	<b>\$ 36,066</b>	<b>\$ 12,413</b>	<b>\$ 27,026</b>	<b>\$ 36,645</b>	<b>\$ 36,645</b>	<b>\$ 40,028</b>	<b>9.23%</b>

Estimated Fund Balance at June 30, 2017

\$ 81,867

**286 BOCCE BALL LEAGUE:** This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

**CITY OF ST. HELENA**

Fund 287 - Harvest Festival

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ -	\$ -	\$ -	\$ -	\$ 8,843	
<b>Harvest Festival - Revenues</b>							
Registrations	-	-	-	32,958	34,883	8,095	0.00%
Donations	-	-	-	4,210	4,560	4,200	0.00%
Contributions from Non Profits	-	-	-	-	-	-	0.00%
<b>Total Harvest Festival Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,168</b>	<b>\$ 39,443</b>	<b>\$ 12,295</b>	<b>0.00%</b>
<b>Harvest Festival - Expenditures</b>							
<b>Totals by category</b>							
Dept Supplies/Services	-	-	-	30,600	30,600	12,650	0.00%
<b>Total Harvest Festival Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,600</b>	<b>\$ 30,600</b>	<b>\$ 12,650</b>	<b>0.00%</b>
<b>Harvest Festival Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,568</b>	<b>8,843</b>	<b>(355)</b>	
<b>Harvest Festival Expenditures by Department</b>							
<b>Recreation</b>							
Dept Supplies/Services	-	-	-	30,600	30,600	12,650	0.00%
	-	-	-	<b>30,600</b>	<b>30,600</b>	<b>12,650</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,600</b>	<b>\$ 30,600</b>	<b>\$ 12,650</b>	
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 8,488</b>	

**287 HARVEST FESTIVAL:** This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

**CITY OF ST. HELENA**

Fund 288 - Fourth of July

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ -	\$ -	\$ 36,360	\$ 36,360	\$ 41,837	
<b>Fourth of July - Revenues</b>							
Donations	-	-	38,265	43,000	48,500	48,500	12.79%
Transfers In	-	-	-	-	-	-	0.00%
<b>Total Fourth of July Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,265</b>	<b>\$ 43,000</b>	<b>\$ 48,500</b>	<b>\$ 48,500</b>	<b>12.79%</b>
<b>Fourth of July - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	-	40,000	40,000	40,000	0.00%
Dept Supplies/Services	-	-	1,905	3,000	3,023	5,300	76.67%
<b>Total Fourth of July Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,905</b>	<b>\$ 43,000</b>	<b>\$ 43,023</b>	<b>\$ 45,300</b>	<b>5.35%</b>
<b>Fourth of July Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>36,360</b>	<b>-</b>	<b>5,477</b>	<b>3,200</b>	
<b>Fourth of July Expenditures by Department</b>							
<b>Recreation</b>							
Contracts	-	-	-	40,000	40,000	40,000	0.00%
Dept Supplies/Services	-	-	1,905	3,000	3,023	5,300	
	-	-	<b>1,905</b>	<b>43,000</b>	<b>43,023</b>	<b>45,300</b>	<b>5.35%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,905</b>	<b>\$ 43,000</b>	<b>\$ 43,023</b>	<b>\$ 45,300</b>	<b>5.35%</b>
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 45,037</b>	

**288 FOURTH OF JULY:** This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

**CITY OF ST. HELENA**

**Fund 289 - Recreation Programs Budget Worksheet**

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 10,213	\$ (24,140)	\$ 18,632	\$ 18,632	\$ 30,870	
<b>Recreation Programs - Revenues</b>							
Recreation Registration	124,802	111,688	108,731	100,000	110,000	105,000	5.00%
Donations	2,979	4,850	8,743	3,000	3,400	3,500	16.67%
Contributions from Non Government	-	-	-	18,000	18,000	-	0.00%
Transfers In	-	-	109,253	82,292	82,292	125,791	52.86%
<b>Total Recreation Programs Revenues</b>	<b>\$ 127,781</b>	<b>\$ 116,538</b>	<b>\$ 226,726</b>	<b>\$ 203,292</b>	<b>\$ 213,692</b>	<b>\$ 234,291</b>	<b>15.25%</b>

**Recreation Programs - Expenditures**

<b>Totals by category</b>							
Salary	47,379	62,753	69,932	72,241	72,241	85,080	17.77%
Benefits	17,134	10,451	26,572	23,741	23,741	25,053	5.53%
Contracts	34,013	41,361	40,000	52,300	52,300	60,950	16.54%
Dept Supplies/Services	17,119	21,044	22,350	25,500	25,500	36,608	43.56%
Training/Conference	255	-	200	2,772	2,772	1,700	-38.67%
Communications	907	1,042	900	900	900	900	0.00%
Facility Rental	8,750	14,240	24,000	24,000	24,000	24,000	0.00%
<b>Total Recreation Programs Expenditures</b>	<b>\$ 125,557</b>	<b>\$ 150,891</b>	<b>\$ 183,954</b>	<b>\$ 201,454</b>	<b>\$ 201,454</b>	<b>\$ 234,291</b>	<b>16.30%</b>
Recreation Programs Surplus/(Deficit)	2,224	(34,353)	42,772	1,838	12,238	-	

**Recreation Programs Expenditures by Department**

**Recreation**

Salary	47,379	62,753	69,932	72,241	72,241	85,080	17.77%
Benefits*	17,134	10,451	26,572	23,741	23,741	25,053	5.53%
Contracts	34,013	41,361	40,000	52,300	52,300	60,950	16.54%
Facility Rental	8,750	14,240	24,000	24,000	24,000	24,000	0.00%
Dept Supplies/Services	17,119	21,044	22,350	25,500	25,500	36,608	43.56%
Training/Conference	255	-	200	2,772	2,772	1,700	-38.67%
Communications	907	1,042	900	900	900	900	0.00%
	<b>125,557</b>	<b>150,891</b>	<b>183,954</b>	<b>201,454</b>	<b>201,454</b>	<b>234,291</b>	<b>16.30%</b>

<b>Total Expenditures</b>	<b>\$ 125,557</b>	<b>\$ 150,891</b>	<b>\$ 183,954</b>	<b>\$ 201,454</b>	<b>\$ 201,454</b>	<b>\$ 234,291</b>	<b>16.30%</b>
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*Estimated Fund Balance at June 30, 2017*

\$ 30,870

**289 RECREATION PROGRAMS:** Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director.

\*includes unemployment

**CITY OF ST. HELENA**

Fund 290 - Tourism Improvement District Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 11,856	\$ 1,055	\$ 10,124	\$ 10,124	\$ 100	
<b>Tourism Improvement District - Revenues</b>							
Investment Earnings	66	108	92	-	100	100	0.00%
TID City Admin	2,680	2,739	3,128	3,043	3,043	3,530	16.00%
TID Assessment - District	194,885	202,650	212,889	225,200	225,200	261,155	15.97%
TID Assessment - Local	65,871	68,463	71,866	76,081	76,081	88,228	15.97%
<b>Total Tourism Improvement District Revenues</b>	<b>\$ 263,502</b>	<b>\$ 273,959</b>	<b>\$ 287,976</b>	<b>\$ 304,324</b>	<b>\$ 304,424</b>	<b>\$ 353,013</b>	<b>16.00%</b>
<b>Tourism Improvement District - Expenditures</b>							
<b>Totals by category</b>							
Contracts	259,206	274,391	278,906	301,281	301,281	349,383	15.97%
Dept Supplies/Services	-	-	-	-	-	-	0.00%
Transfer to Other Funds	-	10,369	-	3,043	13,167	3,530	16.00%
<b>Total Tourism Improvement District Expenditures</b>	<b>\$ 259,206</b>	<b>\$ 284,761</b>	<b>\$ 278,906</b>	<b>\$ 304,324</b>	<b>\$ 314,448</b>	<b>\$ 352,913</b>	<b>15.97%</b>
Tourism Improvement District Surplus/(Deficit)	4,296	(10,801)	9,070	-	(10,024)	100	
<b>Tourism Improvement District Expenditures by Department</b>							
<b>Non Department</b>							
Contracts	259,206	274,391	277,543	301,281	301,281	349,383	15.97%
Dept Supplies/Services	-	-	-	-	-	-	0.00%
Transfer to Other Funds	-	10,369	-	3,043	13,167	3,530	16.00%
	<b>259,206</b>	<b>274,391</b>	<b>277,543</b>	<b>301,281</b>	<b>301,281</b>	<b>352,913</b>	<b>17.14%</b>
<b>Total Expenditures</b>	<b>\$ 259,206</b>	<b>\$ 274,391</b>	<b>\$ 277,543</b>	<b>\$ 301,281</b>	<b>\$ 301,281</b>	<b>\$ 352,913</b>	<b>17.14%</b>

Estimated Fund Balance at June 30, 2017

\$ 200

**290 TOURISM IMPROVEMENT DISTRICT (TID):** The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

**CITY OF ST. HELENA**

Fund 291 - SB-1186 State Fees

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 723	\$ 1,549	\$ 1,568	\$ 1,568	\$ 2,393	
<b>SB1186 State Fees - Revenues</b>							
Investment Earnings	1	5	10	5	5	5	0.00%
Other Revenue	31	35	0	35	35	35	0.00%
Other State Revenue	691	786	7	785	785	785	0.00%
<b>Total SB1186 State Fees Revenues</b>	<b>\$ 723</b>	<b>\$ 826</b>	<b>\$ 18</b>	<b>\$ 825</b>	<b>\$ 825</b>	<b>\$ 825</b>	<b>0.00%</b>

**SB1186 State Fees - Expenditures**

<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0
<b>Total SB1186 State Fees Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>					
<b>SB1186 State Fees Surplus/(Deficit)</b>	<b>723</b>	<b>826</b>	<b>18</b>	<b>825</b>	<b>825</b>	<b>825</b>	

**SB1186 State Fees Expenditures by Department**

**Non Department**

Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%

<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>					
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**Estimated Fund Balance at June 30, 2017**

**\$ 3,218**

**291 SB-1186 STATE FEES:** Effective January 1, 2013 an additional state fee of \$1 was added to the business license application and renewal fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

**CITY OF ST. HELENA**

Fund 295 - N.O.A.A.

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 2,547	\$ 2,557	\$ 2,567	\$ 2,567	\$ 2,577	
<b>N.O.A.A. - Revenues</b>							
Investment Earnings	7	10	11	10	10	11	0.00%
Government Contribution	-	-	-	-	-	-	0.00%
<b>Total N.O.A.A. Revenues</b>	<b>\$ 7</b>	<b>\$ 10</b>	<b>\$ 11</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 11</b>	<b>0.00%</b>
<b>N.O.A.A. - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	-	-	-	-	0.00%
<b>Total N.O.A.A. Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>N.O.A.A. Surplus/(Deficit)</b>	<b>7</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>11</b>	
<b>N.O.A.A. Expenditures by Department</b>							
<b>Non Department</b>							
Contracts	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

*Estimated Fund Balance at June 30, 2017*

\$ 2,588

**295 N.O.A.A.:** This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

**CITY OF ST. HELENA**

Fund 329 - Stabo Trust

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 35,068	\$ 35,205	\$ 35,354	\$ 35,354	\$ 35,494	
<b>Stabo Trust - Revenues</b>							
Investment Earnings	102	137	149	140	140	150	0.00%
<b>Total Stabo Trust Revenues</b>	<b>\$ 102</b>	<b>\$ 137</b>	<b>\$ 149</b>	<b>\$ 140</b>	<b>\$ 140</b>	<b>\$ 150</b>	<b>0.00%</b>
<b>Stabo Trust - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	-	-	-	-	0.00%
<b>Total Stabo Trust Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Stabo Trust Surplus/(Deficit)</b>	<b>102</b>	<b>137</b>	<b>149</b>	<b>140</b>	<b>140</b>	<b>150</b>	
<b>Stabo Trust Expenditures by Department</b>							
<b>Non Department</b>							
Contracts	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

*Estimated Fund Balance at June 30, 2017* **\$ 35,644**

**329 STABO TRUST:** This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

**CITY OF ST. HELENA**

Fund 375 - Murray Trust

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 34,731	\$ 36,439	\$ 37,694	\$ 37,694	\$ 39,669	
<b>Murray Trust - Revenues</b>							
Investment Earnings	98	138	158	150	150	160	0.00%
Other Revenue	2,208	1,570	1,097	1,500	1,825	1,500	0.00%
<b>Total Murray Trust Revenues</b>	<b>\$ 2,306</b>	<b>\$ 1,708</b>	<b>\$ 1,255</b>	<b>\$ 1,650</b>	<b>\$ 1,975</b>	<b>\$ 1,660</b>	<b>0.00%</b>
<b>Murray Trust - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	-	-	-	-	0.00%
<b>Total Murray Trust Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Murray Trust Surplus/(Deficit)</b>	<b>2,306</b>	<b>1,708</b>	<b>1,255</b>	<b>1,650</b>	<b>1,975</b>	<b>1,660</b>	
<b>Murray Trust Expenditures by Department</b>							
	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

Estimated Fund Balance at June 30, 2017

\$ 41,329

**375 MADELINE MURRAY TRUST FUND:** The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

**CITY OF ST. HELENA**

Fund 380 - Friends and Foundation

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ -	\$ -	\$ 10,649	\$ 10,649	\$ (3,509)	
<b>Friends and Foundation - Revenues</b>							
Investment Earnings	-	-	(2)	-	-	-	0.00%
Donations	-	-	99,546	127,984	127,984	135,000	5.48%
Other Revenue	-	-	-	-	-	-	0.00%
<b>Total Friends and Foundation Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,544</b>	<b>\$ 127,984</b>	<b>\$ 127,984</b>	<b>\$ 135,000</b>	<b>5.48%</b>
<b>Friends and Foundation - Expenditures</b>							
<b>Totals by category</b>							
Salaries	-	-	36,753	80,280	80,280	82,505	2.77%
Benefits	-	-	2,812	6,140	6,140	6,312	2.80%
Dept Supplies/Services	-	-	47,134	55,242	55,242	46,183	-16.40%
Training & Conference	-	-	2,196	480	480	-	-100.00%
<b>Total Friends and Foundation Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,896</b>	<b>\$ 142,142</b>	<b>\$ 142,142</b>	<b>\$ 135,000</b>	<b>-5.02%</b>
Friends and Foundation Surplus/(Deficit)	-	-	10,649	(14,158)	(14,158)	-	
<b>Friends and Foundation Expenditures by Department</b>							
<b>Library</b>							
Salaries	-	-	36,753	80,280	80,280	82,505	2.77%
Benefits	-	-	2,812	6,140	6,140	6,312	2.80%
Contracts	-	-	-	1,500	1,500	-	-100.00%
Dept Supplies/Services	-	-	47,134	55,242	55,242	46,183	-16.40%
Training & Conference	-	-	2,196	480	480	-	-100.00%
	-	-	<b>88,896</b>	<b>143,642</b>	<b>143,642</b>	<b>135,000</b>	<b>-6.02%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,896</b>	<b>\$ 143,642</b>	<b>\$ 143,642</b>	<b>\$ 135,000</b>	<b>-6.02%</b>

Estimated Fund Balance at June 30, 2017

\$ (3,509)

**380 FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY:** This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

**CITY OF ST. HELENA**

Fund 381 - Ryan Trust Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 17,333	\$ 17,727	\$ 18,466	\$ 18,466	\$ 11,851	
<b>Ryan Trust - Revenues</b>							
Investment Earnings	(334)	394	739	425	425	750	76.47%
<b>Total Ryan Trust Revenues</b>	<b>\$ (334)</b>	<b>\$ 394</b>	<b>\$ 739</b>	<b>\$ 425</b>	<b>\$ 425</b>	<b>\$ 750</b>	<b>76.47%</b>
<b>Ryan Trust - Expenditures</b>							
<b>Totals by category</b>							
Dept Supplies/Services	-	-	-	7,000	7,040	7,000	0.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Ryan Trust Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,040</b>	<b>\$ 7,000</b>	<b>0.00%</b>
<b>Ryan Trust Surplus/(Deficit)</b>	<b>(334)</b>	<b>394</b>	<b>739</b>	<b>(6,575)</b>	<b>(6,615)</b>	<b>(6,250)</b>	
<b>Ryan Trust Expenditures by Department</b>							
<b>Library</b>							
Dept Supplies/Services	-	-	-	7,000	7,040	7,000	0.00%
Transfer to Other Funds	-	-	-	-	-	-	
	-	-	-	<b>7,000</b>	<b>7,040</b>	<b>7,000</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,040</b>	<b>\$ 7,000</b>	<b>0.00%</b>

**Estimated Fund Balance at June 30, 2017** **\$ 5,601**

**381 RYAN LIBRARY TRUST:** A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

**CITY OF ST. HELENA**

Fund 382 - Martin Trust Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 33,329	\$ 33,724	\$ 33,370	\$ 33,370	\$ 24,263	
<b>Martin Trust - Revenues</b>							
Investment Earnings	(248)	396	971	315	315	950	0.00%
<b>Total Martin Trust Revenues</b>	<b>\$ (248)</b>	<b>\$ 396</b>	<b>\$ 971</b>	<b>\$ 315</b>	<b>\$ 315</b>	<b>\$ 950</b>	<b>0.00%</b>
<b>Martin Trust - Expenditures</b>							
<b>Totals by category</b>							
Contracts	-	-	1,325	9,422	9,422	-	-100.00%
Dept Supplies/Services	-	-	-	-	-	1,400	0.00%
Training/Conference	-	-	-	-	-	-	0.00%
<b>Total Martin Trust Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,325</b>	<b>\$ 9,422</b>	<b>\$ 9,422</b>	<b>\$ 1,400</b>	<b>0.00%</b>
<b>Martin Trust Surplus/(Deficit)</b>	<b>(248)</b>	<b>396</b>	<b>(354)</b>	<b>(9,107)</b>	<b>(9,107)</b>	<b>(450)</b>	
<b>Martin Trust Expenditures by Department</b>							
<b>Library</b>							
Contracts	-	-	1,325	9,422	9,422	-	
Dept Supplies/Services	-	-	-	-	-	1,400	0.00%
Training/Conference	-	-	-	-	-	-	
	-	-	1,325	9,422	9,422	1,400	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,325</b>	<b>\$ 9,422</b>	<b>\$ 9,422</b>	<b>\$ 1,400</b>	<b>0.00%</b>
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 23,813</b>	

**382 MARTIN ESTATE TRUST:** This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

**CITY OF ST. HELENA**

Fund 384 - Tweed Trust Enhancement Distribution Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ 144,392	\$ 272,555	\$ 244,874	\$ 722,335	\$ 722,335	\$ 671,452	
<b>Tweed Trust - Revenues</b>							
Investment Earnings	956	1,419	3,092	1,200	3,000	3,500	191.67%
Donations	164,583	-	534,889	-	-	-	0.00%
Rental Income	45,549	79,255	21,005	45,500	47,512	45,500	0.00%
Transfers In	-	-	-	-	-	-	0.00%
<b>Total Tweed Trust Revenues</b>	<b>\$ 211,088</b>	<b>\$ 80,674</b>	<b>\$ 558,986</b>	<b>\$ 46,700</b>	<b>\$ 50,512</b>	<b>\$ 49,000</b>	<b>4.93%</b>

**Tweed Trust - Expenditures**

<b>Totals by category</b>							
Salary	14,769	14,166	584	-	-	-	0.00%
Benefits	1,130	1,084	45	-	-	-	0.00%
Agreements	-	-	-	-	-	-	0.00%
Contracts	6,575	-	3,232	37,997	37,997	12,459	-67.21%
Dept Supplies/Services	56,488	89,623	11,425	63,397	63,397	46,869	-26.07%
Training/Conference	3,497	3,481	-	-	-	-	0.00%
Capital Equipment	466	-	-	-	-	-	0.00%
Transfer to Other Funds	-	-	66,240	-	-	-	-
<b>Total Tweed Trust Expenditures</b>	<b>\$ 82,925</b>	<b>\$ 108,354</b>	<b>\$ 81,526</b>	<b>\$ 101,394</b>	<b>\$ 101,394</b>	<b>\$ 59,328</b>	<b>-41.49%</b>
<b>Tweed Trust Surplus/(Deficit)</b>	<b>128,163</b>	<b>(27,680)</b>	<b>477,460</b>	<b>(54,694)</b>	<b>(50,882)</b>	<b>(10,328)</b>	

**Tweed Trust Expenditures by Department**

**Non Department**

Agreements	-	-	100,000	-	-	-	0.00%
Transfer to Other Funds	-	-	66,240	-	-	-	0.00%
	-	-	<b>166,240</b>	-	-	-	<b>0.00%</b>

**Library**

Salary	14,769	14,166	584	-	-	-	0.00%
Benefits	1,130	1,084	45	-	-	-	0.00%
Agreements	-	-	-	-	-	-	0.00%
Contracts	6,575	-	3,232	37,997	37,997	12,459	-67.21%
Dept Supplies/Services	56,488	89,623	11,425	63,397	63,397	46,869	-26.07%
Training/Conference	3,497	3,481	-	-	-	-	0.00%
Capital Equipment	466	-	-	-	-	-	0.00%
	<b>82,925</b>	<b>108,354</b>	<b>15,286</b>	<b>101,394</b>	<b>101,394</b>	<b>59,328</b>	<b>-41.49%</b>

<b>Total Expenditures</b>	<b>\$ 82,925</b>	<b>\$ 108,354</b>	<b>\$ 181,526</b>	<b>\$ 101,394</b>	<b>\$ 101,394</b>	<b>\$ 59,328</b>	<b>-41.49%</b>
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**Estimated Fund Balance at June 30, 2017**

**\$ 661,124**

**384 TWEED TRUST – ENHANCEMENT DISTRIBUTION:** A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This fund is the expendable annual 4% distribution from the Tweed Enhancement Account of the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building. All funding requests are approved by the Library Board of Trustees and the City Council.

**385 TWEED TRUST – CONSTRUCTION:** A trust established as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. Up to twenty percent (20%) of principal is reserved for new building construction. All funding requests **are approved by the Library Board of Trustees and the City Council.**

**386 TWEED TRUST – ENHANCEMENT:** A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

**CITY OF ST. HELENA**

Fund 420 - 1996 GO Bonds Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 266,953	\$ 370,918	\$ 402,138	\$ 402,138	\$ 323,230	
<b>1996 GO Bonds - Revenues</b>							
Property Tax	270,670	284,076	213,324	40,000	105,900	-	-100.00%
Investment Earnings	-	-	-	-	-	-	0.00%
Homeowner Property Tax	873	854	739	-	145	-	0.00%
<b>Total 1996 GO Bonds Revenues</b>	<b>\$ 271,543</b>	<b>\$ 284,929</b>	<b>\$ 214,063</b>	<b>\$ 40,000</b>	<b>\$ 106,045</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>1996 GO Bonds - Expenditures</b>							
<b>Totals by category</b>							
Debt Payments	183,658	180,965	182,843	184,688	184,953	180,094	-2.49%
<b>Total 1996 GO Bonds Expenditures</b>	<b>\$ 183,658</b>	<b>\$ 180,965</b>	<b>\$ 182,843</b>	<b>\$ 184,688</b>	<b>\$ 184,953</b>	<b>\$ 180,094</b>	<b>-2.49%</b>
<b>1996 GO Bonds Surplus/(Deficit)</b>	<b>87,885</b>	<b>103,964</b>	<b>31,220</b>	<b>(144,688)</b>	<b>(78,908)</b>	<b>(180,094)</b>	
<b>1996 GO Bonds Expenditures by Department</b>							
<b>Non Department</b>							
Debt Payments	183,658	180,965	182,843	184,688	184,953	180,094	-2.49%
	<b>183,658</b>	<b>180,965</b>	<b>182,843</b>	<b>184,688</b>	<b>184,953</b>	<b>180,094</b>	<b>-2.49%</b>
<b>Total Expenditures</b>	<b>\$ 183,658</b>	<b>\$ 180,965</b>	<b>\$ 182,843</b>	<b>\$ 184,688</b>	<b>\$ 184,953</b>	<b>\$ 180,094</b>	<b>-2.49%</b>
<b>Estimated Fund Balance at June 30, 2017</b>						<b>\$ 143,136</b>	

**420 FIRE STATION BONDS:** Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at \$65,000 to \$175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

**CITY OF ST. HELENA**

Fund 443 - South St. Helena Drainage Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 28,298	\$ 28,408	\$ 28,529	\$ 28,529	\$ 28,649	
<b>South St. Helena Drainage - Revenues</b>							
Investment Earnings	82	110	120	120	120	120	0.00%
Storm Drain Reimbursement	-	-	-	-	-	-	0.00%
<b>Total South St. Helena Drainage Revenues</b>	<b>\$ 82</b>	<b>\$ 110</b>	<b>\$ 120</b>	<b>\$ 120</b>	<b>\$ 120</b>	<b>\$ 120</b>	<b>0.00%</b>
<b>South St. Helena Drainage - Expenditures</b>							
<b>Totals by category</b>	-	-	-	-	-	-	0.00%
<b>Total South St. Helena Drainage Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>South St. Helena Drainage Surplus/(Deficit)</b>	<b>82</b>	<b>110</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	
<b>South St. Helena Drainage Expenditures by Department</b>							
	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

**Estimated Fund Balance at June 30, 2017** **\$ 28,769**

**443 SOUTH S.H. DRAINAGE ASSESSMENT:** Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

**CITY OF ST. HELENA**

Fund 582 - City Garage Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ (2,101)	\$ 739	\$ 22,230	\$ 22,230	\$ (46,342)	
<b>City Garage - Revenues</b>							
Investment Earnings	2,790	(123)	(56)	(50)	(50)	50	0.00%
Charges for Services	108,673	129,621	135,652	135,551	135,652	207,015	52.72%
Operating Transfers In	-	-	-	-	-	-	-
<b>Total City Garage Revenues</b>	<b>\$ 111,463</b>	<b>\$ 129,498</b>	<b>\$ 135,597</b>	<b>\$ 135,501</b>	<b>\$ 135,602</b>	<b>\$ 207,065</b>	<b>52.81%</b>
<b>City Garage - Expenditures</b>							
<b>Totals by category</b>							
Salary	-	-	724	43,257	43,257	42,710	0.00%
Benefits	3,600	951	329	25,521	25,521	24,123	0.00%
Contracts	-	-	-	-	-	-	0.00%
Dept Supplies/Services	4,146	3,815	2,539	6,019	6,019	5,695	-5.38%
Training/Conference	-	-	-	-	-	-	0.00%
Vehicle/Equip Maintenance	106,599	121,892	110,515	129,377	129,377	134,487	3.95%
Capital Equipment	-	-	-	-	-	-	0.00%
<b>Total City Garage Expenditures</b>	<b>\$ 114,345</b>	<b>\$ 126,658</b>	<b>\$ 114,106</b>	<b>\$ 204,174</b>	<b>\$ 204,174</b>	<b>\$ 207,015</b>	<b>1.39%</b>
City Garage Surplus/(Deficit)	(2,882)	2,840	21,490	(68,673)	(68,572)	50	
<b>City Garage Expenditures by Department</b>							
<b>Public Works Garage</b>							
Salary	-	-	724	43,257	43,257	42,710	0.00%
Benefits	3,600	951	329	25,521	25,521	24,123	0.00%
Contracts	-	-	-	-	-	-	0.00%
Dept Supplies/Services	4,146	3,815	2,539	6,019	6,019	5,695	-5.38%
Vehicle/Equip Maintenance	106,599	121,892	110,515	129,377	129,377	134,487	3.95%
Capital Equipment	-	-	-	-	-	-	0.00%
	<b>114,345</b>	<b>126,658</b>	<b>114,106</b>	<b>204,174</b>	<b>204,174</b>	<b>207,015</b>	<b>1.39%</b>
<b>Total Expenditures</b>	<b>\$ 114,345</b>	<b>\$ 126,658</b>	<b>\$ 114,106</b>	<b>\$ 204,174</b>	<b>\$ 204,174</b>	<b>\$ 207,015</b>	<b>1.39%</b>

Estimated Fund Balance at June 30, 2017 \$ (46,292)

**582 CITY GARAGE:** This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

**CITY OF ST. HELENA**

Fund 592 - Equipment Replacement Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ -	\$ -	\$ 105,590	\$ 105,590	\$ 45,784	
<b>Equipment Replacement - Revenues</b>							
Investment Earnings	-	-	238	150	150	50	0.00%
Operating Transfers In	-	-	138,100	-	-	-	0.00%
<b>Total Equipment Replacement Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 138,338</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 50</b>	<b>-66.67%</b>
<b>Equipment Replacement- Expenditures</b>							
<b>Totals by category</b>							
Computer Equipment	-	-	32,748	59,955	59,955	-	0.00%
<b>Total Equipment Replacement Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,748</b>	<b>\$ 59,955</b>	<b>\$ 59,955</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Equipment Replacement Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>105,590</b>	<b>(59,805)</b>	<b>(59,805)</b>	<b>50</b>	
<b>Equipment Replacement Expenditures by Department</b>							
<b>Non Department</b>							
Computer Equipment	-	-	32,748	59,955	59,955	-	0.00%
	-	-	<b>32,748</b>	<b>59,955</b>	<b>59,955</b>	-	<b>0.00%</b>
<b>City Manager's Office</b>							
Computer Equipment	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,748</b>	<b>\$ 59,955</b>	<b>\$ 59,955</b>	<b>\$ -</b>	<b>0.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 45,834

**592 EQUIPMENT REPLACEMENT:** This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

**CITY OF ST. HELENA**

Fund 700 - Flood Control Capital Reserve Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Flood Control Capital Reserve - Revenues</b>							
Investment Earnings	-	-	-	-	-	-	100.00%
Transfers From Other Funds	-	-	-	-	-	50,000	100.00%
<b>Total Flood Control Capital Reserve Revenues</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>100.00%</b>				
<b>Civic Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Flood Control Capital Reserve Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Flood Control Capital Reserve Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	
<b>Flood Control Capital Reserve Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

**Estimated Fund Balance at June 30, 2017** **\$ 50,000**

**700 Flood Control Capital Reserve:** This fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

**CITY OF ST. HELENA**

Fund 713 - Civic Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 176,186	\$ 358,902	\$ 500,266	\$ 500,266	\$ 558,313	
<b>Civic Impact Fees - Revenues</b>							
Investment Earnings	445	992	1,723	1,200	1,200	1,200	0.00%
Civic Impact Fees	51,782	181,724	139,640	75,000	65,000	75,000	0.00%
<b>Total Civic Impact Fees Revenues</b>	<b>\$ 52,227</b>	<b>\$ 182,716</b>	<b>\$ 141,364</b>	<b>\$ 76,200</b>	<b>\$ 66,200</b>	<b>\$ 76,200</b>	<b>0.00%</b>
<b>Civic Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	98,570	-	-	-	-	-	0.00%
Contracts	-	-	-	8,153	8,153	-	-100.00%
<b>Total Civic Impact Fees Expenditures</b>	<b>\$ 98,570</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,153</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Civic Impact Fees Surplus/(Deficit)</b>	<b>(46,343)</b>	<b>182,716</b>	<b>141,364</b>	<b>68,047</b>	<b>58,047</b>	<b>76,200</b>	
<b>Civic Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	98,570	-	-	-	-	-	0.00%
	<b>98,570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Finance</b>							
Contracts	-	-	-	8,153	8,153	-	-100.00%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ 98,570</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,153</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>-100.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 634,513

**713 CIVIC IMPACT:** This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

**CITY OF ST. HELENA**

Fund 734 - Park Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ -	\$ 109,318	\$ 282,569	\$ 282,569	\$ 393,569	
<b>Park Impact Fees - Revenues</b>							
Investment Earnings	-	88	939	1,000	1,000	1,000	0.00%
Park Impact Fees	-	109,230	172,311	150,000	110,000	150,000	0.00%
<b>Total Park Impact Fees Revenues</b>	<b>\$ -</b>	<b>\$ 109,318</b>	<b>\$ 173,251</b>	<b>\$ 151,000</b>	<b>\$ 111,000</b>	<b>\$ 151,000</b>	<b>0.00%</b>
<b>Park Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Park Impact Fees Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Park Impact Fees Surplus/(Deficit)</b>	<b>-</b>	<b>109,318</b>	<b>173,251</b>	<b>151,000</b>	<b>111,000</b>	<b>151,000</b>	
<b>Park Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

Estimated Fund Balance at June 30, 2017

\$ 544,569

**734 PARK IMPACT:** This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

**CITY OF ST. HELENA**

Fund 740 - Traffic Mitigation Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 1,334,317	\$ 1,606,060	\$ 1,955,922	\$ 1,955,922	\$ 2,089,503	
<b>Traffic Mitigation Impact Fees - Revenues</b>							
Investment Earnings	3,755	5,597	7,345	4,500	4,500	5,000	11.11%
Traffic Mitigation Impact Fees	86,341	266,146	342,518	200,000	140,000	315,000	57.50%
<b>Total Traffic Mitigation Impact Fees Revenues</b>	<b>\$ 90,096</b>	<b>\$ 271,743</b>	<b>\$ 349,863</b>	<b>\$ 204,500</b>	<b>\$ 144,500</b>	<b>\$ 320,000</b>	<b>56.48%</b>
<b>Traffic Mitigation Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	283,227	-	-	2,766	2,766	-	-100.00%
Contracts	-	-	-	8,153	8,153	-	-100.00%
<b>Total Traffic Mitigation Impact Fees Expenditures</b>	<b>\$ 283,227</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,919</b>	<b>\$ 10,919</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Traffic Mitigation Impact Fees Surplus/(Deficit)</b>	<b>(193,131)</b>	<b>271,743</b>	<b>349,863</b>	<b>193,581</b>	<b>133,581</b>	<b>320,000</b>	
<b>Traffic Mitigation Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	283,227	-	-	2,766	2,766	-	-100.00%
	<b>283,227</b>	<b>-</b>	<b>-</b>	<b>2,766</b>	<b>2,766</b>	<b>-</b>	<b>-100.00%</b>
<b>Finance</b>							
Contracts	-	-	-	8,153	8,153	-	-100.00%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ 283,227</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,919</b>	<b>\$ 10,919</b>	<b>\$ -</b>	<b>-100.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 2,409,503

**740 TRAFFIC MITIGATION IMPACT:** This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

**CITY OF ST. HELENA**

Fund 742 - Storm Drain Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 411,877	\$ 477,079	\$ 560,485	\$ 560,485	\$ 574,332	
<b>Storm Drain Impact Fees - Revenues</b>							
Investment Earnings	1,196	1,684	2,171	2,000	2,000	2,200	10.00%
Storm Drain Impact Fees	190	63,517	81,235	55,000	20,000	75,000	36.36%
<b>Total Storm Drain Impact Fees Revenues</b>	<b>\$ 1,386</b>	<b>\$ 65,202</b>	<b>\$ 83,406</b>	<b>\$ 57,000</b>	<b>\$ 22,000</b>	<b>\$ 77,200</b>	<b>35.44%</b>
<b>Storm Drain Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Contracts	-	-	-	8,153	8,153	-	-100.00%
<b>Total Storm Drain Impact Fees Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,153</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>Storm Drain Impact Fees Surplus/(Deficit)</b>	<b>1,386</b>	<b>65,202</b>	<b>83,406</b>	<b>48,847</b>	<b>13,847</b>	<b>77,200</b>	
<b>Storm Drain Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Finance</b>							
Contracts	-	-	-	8,153	8,153	-	-100.00%
	-	-	-	8,153	8,153	-	-100.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,153</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>-100.00%</b>

Estimated Fund Balance at June 30, 2017

\$ 651,532

**742 STORM DRAIN IMPROVEMENT:** This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

**CITY OF ST. HELENA**

Fund 744 - Housing Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 25,593	\$ 25,693	\$ 25,802	\$ 25,802	\$ 25,902	
<b>Housing Impact Fees - Revenues</b>							
Investment Earnings	74	100	109	100	100	110	0.00%
Housing Impact Fees	-	-	-	-	-	-	0.00%
<b>Total Housing Impact Fees Revenues</b>	<b>\$ 74</b>	<b>\$ 100</b>	<b>\$ 109</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 110</b>	<b>0.00%</b>
<b>Housing Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Housing Impact Fees Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				
<b>Housing Impact Fees Surplus/(Deficit)</b>	<b>74</b>	<b>100</b>	<b>109</b>	<b>100</b>	<b>100</b>	<b>110</b>	
<b>Housing Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>				

**Estimated Fund Balance at June 30, 2017** **\$ 26,012**

**744 HOUSING IMPACT FEES:** This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

**CITY OF ST. HELENA**

Fund 745 - Parking In-Lieu Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 544,874	\$ 547,999	\$ 551,123	\$ 551,123	\$ 554,523	
<b>Parking In-Lieu Fees - Revenues</b>							
Investment Earnings	1,583	2,125	2,324	2,200	2,200	2,400	0.00%
Parking In-Lieu Fees	1,600	1,000	800	1,200	1,200	1,200	0.00%
<b>Total Parking In-Lieu Fees Revenues</b>	<b>\$ 3,183</b>	<b>\$ 3,125</b>	<b>\$ 3,124</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ 3,600</b>	<b>0.00%</b>
<b>Parking In-Lieu Fees - Expenditures</b>							
<b>Totals by category</b>							
Contracts	1,170	-	-	-	-	-	0.00%
<b>Total Parking In-Lieu Fees Expenditures</b>	<b>\$ 1,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Parking In-Lieu Fees Surplus/(Deficit)</b>	<b>2,013</b>	<b>3,125</b>	<b>3,124</b>	<b>3,400</b>	<b>3,400</b>	<b>3,600</b>	
<b>Parking In-Lieu Fees Expenditures by Department</b>							
<b>City Attorney</b>							
Contracts	1,170	-	-	-	-	-	0.00%
	<b>1,170</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 1,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

**Estimated Fund Balance at June 30, 2017** **\$ 558,123**

**745 PARKING IN-LIEU:** This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

**CITY OF ST. HELENA**

**Fund 751 - Affordable Housing Fees Budget Worksheet**

	<b>FY 12/13 Actual</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Budget</b>	<b>FY 16/17 Budget % Change</b>
<b>Beginning Fund Balance (July 1)</b>		\$ (182,226)	\$ 684,344	\$ 930,254	\$ 930,254	\$ 1,333,283	
<b>Affordable Housing Fees - Revenues</b>							
Investment Earnings	1,098	(96)	3,461	3,000	3,000	3,500	0.00%
Affordable Housing Fees	128,403	884,027	257,649	175,000	440,000	250,000	0.00%
Other Revenue	-	14,429	-	-	17	-	0.00%
Rental Income	1,700	5,100	4,814	-	75	-	0.00%
<b>Total Affordable Housing Fees Revenues</b>	<b>\$ 131,201</b>	<b>\$ 903,460</b>	<b>\$ 265,925</b>	<b>\$ 178,000</b>	<b>\$ 443,091</b>	<b>\$ 253,500</b>	<b>0.00%</b>
<b>Affordable Housing Fees - Expenditures</b>							
<b>Totals by category</b>							
Contracts	3,414	6,647	11,138	32,000	32,000	31,000	0.00%
Contributions	37,900	20,950	-	-	-	-	0.00%
Capital	705,212	236	-	-	-	-	0.00%
Dept Supplies/Services	-	6,561	6,562	6,562	6,562	-	0.00%
Utilities	252	2,470	2,314	2,300	1,500	-	0.00%
Training & Conference	-	26	-	-	-	-	0.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
<b>Total Affordable Housing Fees Expenditures</b>	<b>\$ 746,778</b>	<b>\$ 36,890</b>	<b>\$ 20,014</b>	<b>\$ 40,862</b>	<b>\$ 40,062</b>	<b>\$ 31,000</b>	<b>0.00%</b>
<b>Affordable Housing Fees Surplus/(Deficit)</b>	<b>(615,577)</b>	<b>866,570</b>	<b>245,910</b>	<b>137,138</b>	<b>403,029</b>	<b>222,500</b>	
<b>Affordable Housing Fees Expenditures by Department</b>							
<b>Non Department</b>							
Contracts	265	2,223	750	5,000	5,000	1,000	0.00%
Contributions	37,900	20,950	-	-	-	-	0.00%
Capital	705,212	236	-	-	-	-	0.00%
Dept Supplies/Services	-	6,561	6,562	6,562	6,562	-	0.00%
Utilities	252	2,470	2,314	2,300	1,500	-	0.00%
Transfer to Other Funds	1,170	-	-	-	-	-	0.00%
	<b>744,799</b>	<b>32,440</b>	<b>9,627</b>	<b>13,862</b>	<b>13,062</b>	<b>1,000</b>	<b>0.00%</b>
<b>City Manager's Office</b>							
Training & Conference	-	26	-	-	-	-	0.00%
	-	26	-	-	-	-	0.00%
<b>City Attorney</b>							
Contracts	3,149	4,424	10,388	27,000	27,000	30,000	0.00%
	<b>3,149</b>	<b>4,424</b>	<b>10,388</b>	<b>27,000</b>	<b>27,000</b>	<b>30,000</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 747,948</b>	<b>\$ 36,890</b>	<b>\$ 20,014</b>	<b>\$ 40,862</b>	<b>\$ 40,062</b>	<b>\$ 31,000</b>	<b>0.00%</b>

**Estimated Fund Balance at June 30, 2017** **\$ 1,555,783**

**751 AFFORDABLE HOUSING:** This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

**CITY OF ST. HELENA**

Fund 764 - Water Impact Fees Budget Worksheet

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimated Year End	FY 16/17 Budget	FY 16/17 Budget % Change
Beginning Fund Balance (July 1)		\$ 410,272	\$ 697,981	\$ 898,694	\$ 898,694	\$ 685,291	
<b>Water Impact Fees - Revenues</b>							
Investment Earnings	17	569	1,787	1,500	1,500	1,800	20.00%
Other Revenue	21,381	-	45,937	-	-	-	0.00%
Water Impact Fees	169,417	287,140	152,989	110,000	110,000	100,000	-10.00%
<b>Total Water Impact Fees Revenues</b>	<b>\$ 190,815</b>	<b>\$ 287,709</b>	<b>\$ 200,713</b>	<b>\$ 111,500</b>	<b>\$ 111,500</b>	<b>\$ 101,800</b>	<b>-8.70%</b>
<b>Water Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	92,045	-	-	316,750	316,750	57,465	-81.86%
Contracts	-	-	-	8,153	8,153	-	-100.00%
<b>Total Water Impact Fees Expenditures</b>	<b>\$ 92,045</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 324,903</b>	<b>\$ 324,903</b>	<b>\$ 57,465</b>	<b>-82.31%</b>
<b>Water Impact Fees Surplus/(Deficit)</b>	<b>98,770</b>	<b>287,709</b>	<b>200,713</b>	<b>(213,403)</b>	<b>(213,403)</b>	<b>44,335</b>	
<b>Water Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	92,045	-	-	316,750	316,750	57,465	-81.86%
	<b>92,045</b>	<b>-</b>	<b>-</b>	<b>316,750</b>	<b>316,750</b>	<b>57,465</b>	<b>-81.86%</b>
<b>Finance</b>							
Contracts	-	-	-	8,153	8,153	-	-100.00%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$ 92,045</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 316,750</b>	<b>\$ 316,750</b>	<b>\$ 57,465</b>	<b>0.00%</b>

**Estimated Fund Balance at June 30, 2017** **\$ 729,626**

**764 WATER IMPACT:** This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

**CITY OF ST. HELENA**

**Fund 774 - Wastewater Impact Fees Budget Worksheet**

	<b>FY 12/13 Actual</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Estimated Year End</b>	<b>FY 16/17 Budget</b>	<b>FY 16/17 Budget % Change</b>
<b>Beginning Fund Balance (July 1)</b>		\$ 754,035	\$ 674,924	\$ 727,736	\$ 727,736	\$ 698,783	
<b>Wastewater Impact Fees - Revenues</b>							
Investment Earnings	1,872	2,818	2,587	2,000	2,000	2,500	25.00%
Other Revenue	14,281	-	30,625	-	-	-	0.00%
Wastewater Impact Fees	98,047	(81,929)	19,600	15,000	15,000	18,000	20.00%
<b>Total Wastewater Impact Fees Revenues</b>	\$ 114,200	\$ (79,111)	\$ 52,812	\$ 17,000	\$ 17,000	\$ 20,500	0.00%
<b>Wastewater Impact Fees - Expenditures</b>							
<b>Totals by category</b>							
Transfer to Other Funds	409,793	-	-	37,800	37,800	10,500	-72.22%
Contracts	-	-	-	8,153	8,153	-	-100.00%
<b>Total Wastewater Impact Fees Expenditures</b>	\$ 409,793	\$ -	\$ -	\$ 45,953	\$ 45,953	\$ 10,500	-77.15%
<b>Wastewater Impact Fees Surplus/(Deficit)</b>	(295,593)	(79,111)	52,812	(28,953)	(28,953)	10,000	
<b>Wastewater Impact Fees Expenditures by Department</b>							
<b>Non Department</b>							
Transfer to Other Funds	409,793	-	-	37,800	37,800	10,500	-72.22%
	<b>409,793</b>	<b>-</b>	<b>-</b>	<b>37,800</b>	<b>37,800</b>	<b>10,500</b>	<b>-72.22%</b>
<b>Finance</b>							
Contracts	-	-	-	8,153	8,153	-	-100.00%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,153</b>	<b>8,153</b>	<b>-</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	\$ 409,793	\$ -	\$ -	\$ 37,800	\$ 37,800	\$ 10,500	-72.22%

**Estimated Fund Balance at June 30, 2017** **\$ 708,783**

**774 WASTEWATER IMPACT:** This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

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**Readers Guide to the Budget**

**GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS**

<b>ACCOUNT</b>	Financial reporting unit for budget, management, or accounting purposes.
<b>ACCOUNTS PAYABLE</b>	The amounts owed to others for goods and services received.
<b>ACCOUNTS RECEIVABLE</b>	Amounts due from others for goods furnished and services rendered.
<b>ACCRUAL BASIS</b>	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
<b>ACTUAL PRIOR YEAR</b>	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
<b>ALLOCATION</b>	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
<b>ALLOTMENT</b>	That portion of an appropriation which may be encumbered or spent during a specified period.
<b>AMORTIZATION</b>	Payment of a debt by regular intervals over a specific period of time.
<b>APPROPRIATION</b>	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes. <sup>1</sup>
<b>ASSET</b>	Resources owned or held by a government which have monetary value.
<b>ASSESSED VALUATION</b>	Official government value placed upon real estate or other property as a basis for levying taxes.
<b>BOND</b>	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.
<b>BONDED INDEBTEDNESS</b>	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.

<sup>1</sup> "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).

<b>BUDGET AMENDMENT</b>	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. <b>Note:</b> City Council approval is always required for additional appropriations from a fund balance or new revenue sources.
<b>BUDGET DEFICIT</b>	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
<b>CAPITAL IMPROVEMENT PROGRAM</b>	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.
<b>CAPITALIZATION THRESHOLD</b>	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.
<b>DEBT SERVICE; DEBT SERVICE FUND</b>	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. <sup>2</sup>
<b>ENCUMBRANCE</b>	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.
<b>EQUITY FUNDING</b>	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
<b>EXPENDITURE</b>	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.

<sup>2</sup> 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.

<b>EXPENSE</b>	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
<b>FIDUCIARY FUNDS</b>	Trust and Agency funds.
<b>FISCAL POLICY</b>	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.
<b>FISCAL YEAR</b>	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).
<b>FIXED ASSETS</b>	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.
<b>FORCE ACCOUNT</b>	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
<b>FULL-TIME EQUIVALENT (FTE)</b>	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.
<b>FUNCTION</b>	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
<b>FUND</b>	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.
<b>FUND BALANCE</b>	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.
<b>GENERAL FUND</b>	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.
<b>GENERAL OBLIGATION BONDS</b>	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.

<b>GOVERNMENTAL FUNDS</b>	General, Special Revenue, Debt Service, and Capital Projects funds.
<b>GRANTS</b>	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
<b>LEASE PURCHASE</b>	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
<b>LONG TERM DEBT</b>	Debt with a maturity of more than one year after the date of the issue.
<b>OPERATING DEFICIT</b>	The excess of operating expenditures over operating revenues.
<b>OPERATING SURPLUS</b>	The excess of operating revenues over operating expenditures.
<b>ORDINANCE</b>	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.
<b>RESERVES</b>	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
<b>RESOLUTION</b>	A special or temporary order of the City Council requiring less formality than an ordinance.
<b>REVENUES</b>	Total amount of income received, earned or otherwise available for appropriation.
<b>SURPLUS</b>	An excess of revenues over expenditures.
<b>TAXES</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
<b>TRANSFERS</b>	Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.
<b>USER FEES</b>	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**

<b>AV</b>	Audio Visual
<b>AWWA</b>	American Water Works Association
<b>BMP</b>	Best Management Practices
<b>CAFR</b>	Comprehensive Annual Finance Report
<b>CCAC</b>	City Clerk Association of California
<b>CCC</b>	California Conservation Crews
<b>CCR</b>	Consumer Confidence Report
<b>CDBG</b>	Community Development Block Grant
<b>CEQA</b>	California Environmental Quality Act
<b>CIP</b>	Capital Improvement Project
<b>CLA</b>	California Library Association
<b>CLETS</b>	California Law Enforcement Telecommunications System
<b>CLSA</b>	California Library Services Act
<b>COPS</b>	Citizen's Options for Public Safety
<b>CSL</b>	California State Library
<b>CSO</b>	Community Services Officer
<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>DARE</b>	Drug Abuse Resistance Education
<b>DBP</b>	Disinfection By-Products
<b>DMV</b>	Department of Motor Vehicles
<b>DPW</b>	Department of Public Works
<b>EAP</b>	Employee Assistance Program
<b>EIR</b>	Environmental Impact Review

<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EPA</b>	Environmental Protection Agency
<b>ERAF</b>	Education Review Augmentation Fund
<b>FEMA</b>	Federal Emergency Management Agency
<b>FF</b>	Firefighter
<b>FTE</b>	Full Time Equivalent
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GAAS</b>	Generally Accepted Auditing Standards
<b>GASB</b>	Governmental Accounting Standards Board
<b>GIS</b>	Geographic Information Systems
<b>GO</b>	General Obligation
<b>HDPE</b>	High-Density Polyethylene Pipe
<b>HSP</b>	High Service Pump
<b>HVAC</b>	Heating & Air Conditioning
<b>ICMA</b>	International City/County Management Association
<b>IT</b>	Information Technology
<b>LAFCO</b>	Local Agency Formation Commission
<b>LSWTP</b>	Louis Stralla Water Treatment Plant
<b>MDC</b>	Mobile Data Center
<b>MGD</b>	Million Gallons per Day
<b>MSD</b>	Metropolitan Sewer District
<b>MTC</b>	Metropolitan Transportation Commission
<b>NBC</b>	North Bay Cooperative Library System
<b>NCTPA</b>	Napa County Transportation Planning Agency

<b>NFPA</b>	National Fire Protection Association
<b>NLS</b>	Northnet Library System
<b>NSIB</b>	Napa Special Investigation Bureau
<b>OCLC</b>	Online Computer Library Center, Inc.
<b>OES</b>	Office of Emergency Services
<b>PERS</b>	Public Employees Retirement System
<b>PLF</b>	Public Library Foundation
<b>POF</b>	Police Officers Foundation
<b>REMIF</b>	Redwood Empire Municipal Insurance Fund
<b>RIMS</b>	Records Integrated Management System
<b>RLS</b>	Robert Louis Stevenson Middle School
<b>RWQCB</b>	Regional Water Quality Control Board
<b>SBW</b>	Stonebridge Well
<b>SCADA</b>	Supervising Control and Data Acquisition
<b>SCBA</b>	Self-Contained Breathing Apparatus
<b>SNAP</b>	Solano & Napa Partners
<b>SWRCB</b>	State Water Resource Control Board
<b>TID</b>	Tourism Improvement District
<b>TOT</b>	Transient Occupancy Tax
<b>VFD</b>	Variable Frequency Drive
<b>WTP</b>	Water Treatment Plant
<b>WWTP</b>	Waste Water Treatment Plant