



*The City of St. Helena will conduct city affairs
on behalf of our citizens using an open and creative process.*

April 30, 2013

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

Re: Fiscal Year 2013-14 Draft Operating Budget

Mayor Nevero and City Council Members:

Please find for your review the Fiscal Year 2013-14 Draft Operating Budgets for the General Fund, Water and Waste Water Funds.

The City Council made difficult decisions in its Fiscal Year 2012-13 in order to reduce operating costs to provide funding for critical infrastructure improvements, particularly roadway maintenance. Despite continued tight economic times, last year's belt tightening is instrumental in shaping a FY 2013-14 draft budget providing a solid excess of revenue over operating expenses. For a second straight year, the Council will have in the general fund money in \$860,000 to \$1,000,000 range to spend as it deems best for the community.

Operating Budget: General Fund, Water, and Wastewater

General Fund

General fund revenues for Fiscal Year 2013-2014 (FY13/14) are estimated at \$8,777,965 million, 3% lower than the year-end estimates for the current budget year. Reductions are attributed to:

Description	Decreased Revenue Projection	Reason
Fire Truck Donation	(\$200,000)	One-time donation for fire truck purchase in 2012-2013.
Excess ERAF (Educational Augmentation Revenue Fund)	(\$121,000)	Anticipated decline in Excess ERAF based on State Proposition 98 calculations.
County Fire Contract	(\$68,000)	County discontinuing payment to City for fire protection services in unincorporated areas and \$28,500 dispatch charge.

Overall, while general fund revenues are stabilizing, the operating budget continues to focus on expenditure reduction and “doing more with less.” Through significant re-organization in fiscal year 2012-2013, total general fund operating expenses and operating transfers are projected to be \$7.7 million. This would have left the Council with over one million dollars for discretionary expenditures such as roadway improvements, however, staff would recommend this year \$150,000 instead be earmarked for one-time litigation costs.

Property tax, sales tax and transient occupancy tax account for about 78% of all General Fund revenues. Property tax revenue has held steady the last few years, however, Napa County projects a 2% next year to over \$2.8 million.

Our sales tax consultant, MuniServices, estimates a 3% increase in sales tax over the current year at almost \$2.4 million. Transient Occupancy Tax (TOT), including short-term rental TOT, is estimated to increase 3% next year to \$1.6 million.

Water and Wastewater Funds

The Water and Wastewater Enterprise Funds should generate sufficient revenue to pay for the services they provide. The Council approved a long-range financial plan and multi-year rate effective July 2011. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. In this year’s budget, we reviewed and reduced administrative personnel costs allocations to these enterprises funds, which correspondingly increased General Fund costs.

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

OUTLOOK AND OPPORTUNITIES

The impact of the economic recession on St. Helena has been significant. In the last three years, we have reduced staffing citywide by almost 14 positions, or 18%. Sales tax revenue and TOT shrunk to levels from almost a decade ago and development activity has slowed. The City is seeking additional revenue sources, but our focus today must be on ways to provide services the community needs for less cost.

Two hotel projects were approved in 2011 that would increase the number of local hotel rooms, increasing both TOT revenue and sales tax revenue. While this is positive longer term, in the short term we must continue our streamlined operation.

CONCLUSION

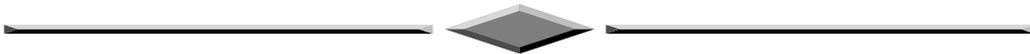
Our employees represent the largest expense category for the City and a great asset to the City. As a group, employees are enormously dedicated to St. Helena and do not hesitate to provide customer assistance, address a citizen complaint, or find creative and cost effective ways to serve the public. Staff reductions and finding alternative ways to provide services is not easy. We are proud of the positive attitude our staff displayed and their can-do approach to providing the public with the best possible service.

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

Gary Broad
City Manager

Karen Scalabrini
Finance Director

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CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2013-14

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OPERATING BUDGET
FISCAL YEAR 2013-14**

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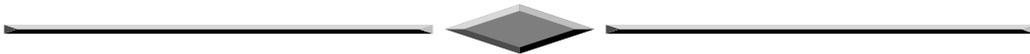
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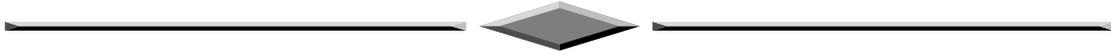
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OPERATING BUDGET
FISCAL YEAR 2013-14

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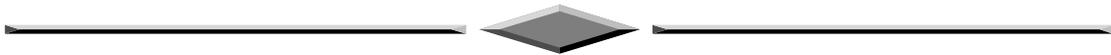
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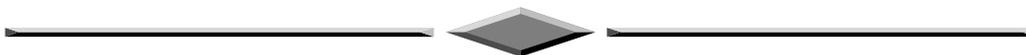




INTRODUCTORY SECTION



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CITY OF ST. HELENA

CITY COUNCIL

Ann Nevero
Mayor

Sharon Crull
Vice Mayor

Peter White
Councilmember



Gregory Pitts
Councilmember

Mario Sculatti
Councilmember

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

ADMINISTRATIVE TEAM

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

BOARDS/COMMISSIONS/COMMITTEES

Library Board of Directors
Parks and Recreation Commission
Planning Commission
Tree Committee
Bocce Committee
Multicultural Committee
Climate Protection Task Force

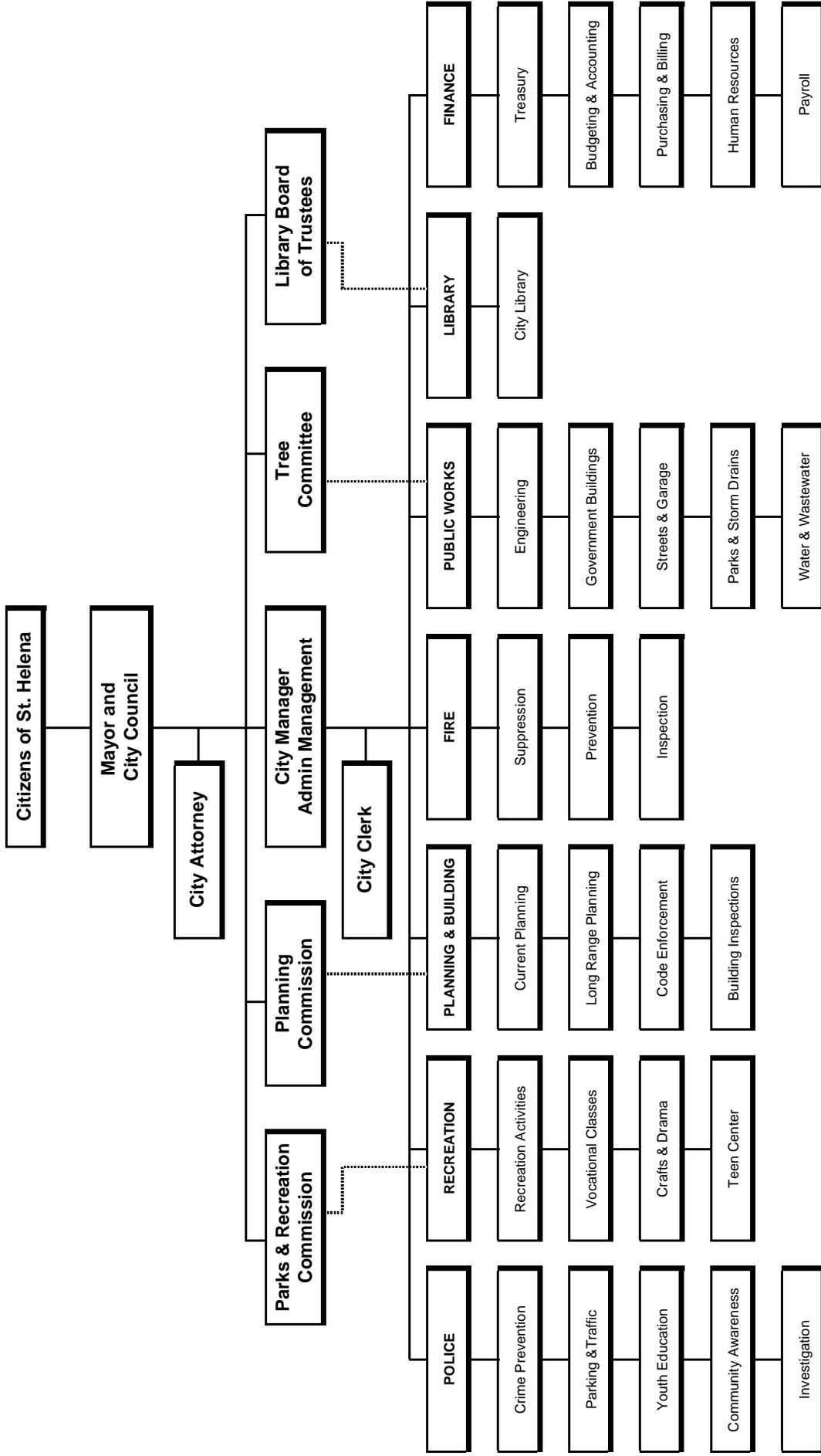
CITY OF ST. HELENA
Budget Summary by Fund
 Fiscal Year 2013/2014

	REVENUES	EXPENDITURES
FUND 101, GENERAL FUND	\$8,777,965	
City Council		\$155,286
City Manager/Clerk		287,841
Finance		257,738
City Attorney		345,000
Planning/Building		404,272
Library		856,756
Recreation		78,956
Fire		556,050
Police		2,592,445
Public Works Admin		212,452
Government Buildings		187,884
Storm Drains		101,014
Streets		214,772
Parks		643,134
Debt Service		236,275
Non-Departmental		458,861
Operating Transfers		178,296
Subtotal		<u>\$7,767,033</u>
Capital Transfers		860,932
TOTAL GENERAL FUND	\$8,777,965	\$8,627,965
Fund 216, Public Safety Impact Fees	22,000	0
Fund 218, Public Library Foundation	20	12,000
Fund 219, CLSA Library Restoration	1,500	214,500
Fund 224, Public Safety (COPS)	100,300	100,000
Fund 225, State Gas Tax 2105	28,660	0
Fund 226, State Gas Tax 2106	20,550	0
Fund 227, State Gas Tax 2107	46,150	3,700
Fund 228, State Gas Tax 2107.5	2,030	0
Fund 229, State Gas Tax 2103	65,430	0
Fund 235, Measure A	526,805	526,805
Fund 238, Training Development	4,000	4,000
Fund 279, Asset Forfeiture	0	0
Fund 280, Community Activities	125,939	125,939
Fund 283, Tree City USA	52,357	52,357
Fund 286, Bocce Ball	40,250	24,568

EXHIBIT A

	REVENUES	EXPENDITURES
Fund 289, Recreation Programs	103,500	132,835
Fund 290, Tourism Improvement District	273,668	273,518
Fund 375, Murray Trust	1,105	0
Fund 381, Ryan Library Trust	600	0
Fund 382, Martin Library Trust	550	12,000
Fund 383, Dr. Wood Trust	0	0
Fund 384, Tweed Trust	118,486	101,197
Fund 420, Fire Station GO Bonds	184,658	184,950
Fund 561, Water Enterprise	4,771,503	4,174,570
Fund 562, 1977 Water Bond	200	0
Fund 571, Sewer Enterprise	2,090,083	1,671,217
Fund 582, Garage	129,736	129,736
TOTAL BUDGET	\$17,488,045	\$16,371,857
Less Interfund Transfers	(1,809,679)	(1,809,679)
TOTAL NET REVENUES AND EXPENDITURES	\$15,678,366	\$14,562,178

City of St. Helena



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

FISCAL YEAR 2013-2014

Economic Profile

The City of St. Helena is located in the center of the world famous wine growing Napa Valley, 65 miles North of San Francisco. The area was settled in 1834 as part of General Vallejo's land grant. On March 24, 1876, the City of St. Helena was incorporated and re-incorporated on May 14, 1889.

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

Population and Local Revenues from State

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

Municipal Government

The City has a Council-Manager form of government. The Council is composed of a directly elected mayor and four councilmembers. In the November 2012 election, Sharon Crull and Greg Pitts were elected to serve a four-year term as Councilmembers. In November 2012 Del Britton was re-elected to a two-year term as Mayor. Ann Nevero was appointed Mayor after Mayor Britton's passing in January 2013. In 2010 Peter White and Ann Nevero were elected to four-year terms. In February 2013 Mario Sculatti was appointed to fill Councilmember Nevero's vacant seat. A City Manager appointed by the City Council is responsible for the administration of City affairs. The City Manager is assisted by an administrative team that includes the City Attorney (who is a contract attorney), an appointed City Clerk and department heads for the Finance, Fire, Library, Planning, Police, and Public Works Departments.

Budget Policies and Procedures

City Code section 2.4.06(9) requires that the City Manager submit a budget document to the City Council by May 15th of each year. The budget process begins with the individual department heads submitting their budget requests to the Finance Department for review. After the Director of Finance has reviewed the requests, the department heads meet

individually with the City Manager and Director of Finance to review their budgets on a line-by-line basis and any changes needed are agreed upon and made to the proposed budget.

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

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

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

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

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

Budgetary and Accounting Basis

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

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

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

Reserve Policies and Use of Operating Reserves

General Fund

The City's budget goals are to maintain a balanced budget in the General Fund and the Enterprise Funds, with revenues equal to or greater than expenditures. *The exception is only for capital projects in which reserves are being used.* While the City has no formal policy for the fund balance of the General Fund, an amount of approximately 25% of budgeted expenditures or \$1.8 million has been maintained and is felt to be an adequate reserve for unforeseen problems.

Wastewater Enterprise Fund

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

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

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

Water Enterprise Fund

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

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

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

Capital Budget Program

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

Long-Term Debt Policies

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

CITY OF ST. HELENA

READERS GUIDE TO THE BUDGET

FISCAL YEAR 2013-2014

101 GENERAL FUND: The primary reporting vehicle for current government revenues and operations, this fund accounts for all financial resources not required by law or City Council actions to be accounted for in another fund.

216 PUBLIC SAFETY IMPACT FEES: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

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

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

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

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

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

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

227 STATE GAS TAX 2107: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 25.

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

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

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

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

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

280 COMMUNITY ACTIVITY FUND: This fund is used to account for donations received to be used towards youth community activities such as the new Teen Center and the Halloween Party.

283 TREE CITY USA: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

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

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

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

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

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

381 RYAN LIBRARY TRUST: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library.

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

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

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

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

561 WATER ENTERPRISE: This fund is used to account for the costs of providing water services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

571 SEWER ENTERPRISE: This fund is used to account for the costs of providing sewer services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

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

CITY OF ST. HELENA
READERS GUIDE TO THE BUDGET

GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS

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

¹ “Appropriations subject to limitation,” for purposes of each agency’s Gann limit, means “any authorization to expend during a fiscal years the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency.” Cal. Const. Art. XIII B, section 8(b).

BUDGET AMENDMENT	A procedure authorized by some City Councils that allows the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. Note: City Council approval is always required for additional appropriations from a fund balance or new revenue sources.
BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE; DEBT SERVICE FUND	The payment of principal and interest on borrowed funds such as bonds. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. Borrowing long-term for operational or short-term capital needs is not advised. ²
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not then available for other transactions.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.
EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

² Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine; and the lease purchase agreement.

FIDUCIARY FUNDS	Trust and Agency funds.
FISCAL POLICY	A government's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of St. Helena begins with July 1, and ends with June 30 of the designated fiscal year (i.e., FY 2011-12 ends on June 30, 2012).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the repayment of bonds. These bonds are secured by the General Fund of the City.
GOVERNMENTAL FUNDS	General, Special Revenue, Debt Service, and Capital Projects funds.

GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
LEASE PURCHASE	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.
ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.
REVENUES	Total amount of income received, earned or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

CITY OF ST. HELENA READERS GUIDE TO THE BUDGET

ACRONYMS

AV	Audio Visual
AWWA	American Water Works Association
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIP	Capital Improvement Projects
CLA	California Library Association
CLETS	California Law Enforcement Technology System
CLSA	California Library Services Act
COPS	Citizens Option For Public Safety (State Program)
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Awareness Resistance Education
DBP	Disinfection By-Products
DMV	Department of Motor Vehicles
DPW	Department of Public Works
EAP	Employee Assistance Program

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

NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency
NFPA	National Fire Protection Association
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
PERS	Public Employees Retirement System
PLF	Public Library Foundation
POF	Police Officers Foundation
REMIF	Redwood Empire Municipal Insurance Fund
RIMS	Records Integrated Management System
RLS	Robert Luis Stevenson Middle School
RWQCB	Regional Water Quality Control Board
SBW	Stonebridge Well
SCADA	Supervising Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SNAP	Solano & Napa Partners
SWRCB	State Water Resource Control Board
TID	Tourism Improvement District
TOT	Transit Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant

CITY OF ST HELENA
SCHEDULE OF TRANSFERS
Fiscal Year 2013/2014

TO:			FROM:				
#	FUND #	AMOUNT	101 GEN'L	561 WATER	571 SEWER	OTHER FUND #	AMOUNT
1	283	52,357	52,357				
			TRANSFER FUNDS FOR TREE CITY USA EXPENSES				
2	280	125,939	125,939				
			TRANSFER FUNDS FOR TEEN CENTER OPERATION				
						225	0
						226	0
						227	0
						228	0
						229	0
4	741	860,932	860,932				
			TRANSFER FUNDS FOR STREET IMPROVEMENTS				
	763	200,000				561	200,000
	764	100,000				571	100,000
			TRANSFER FUNDS FOR CAPITAL GENERAL CAPITAL PROJECTS				
TOTALS		\$1,341,963	\$1,039,228	\$0	\$0		\$302,735

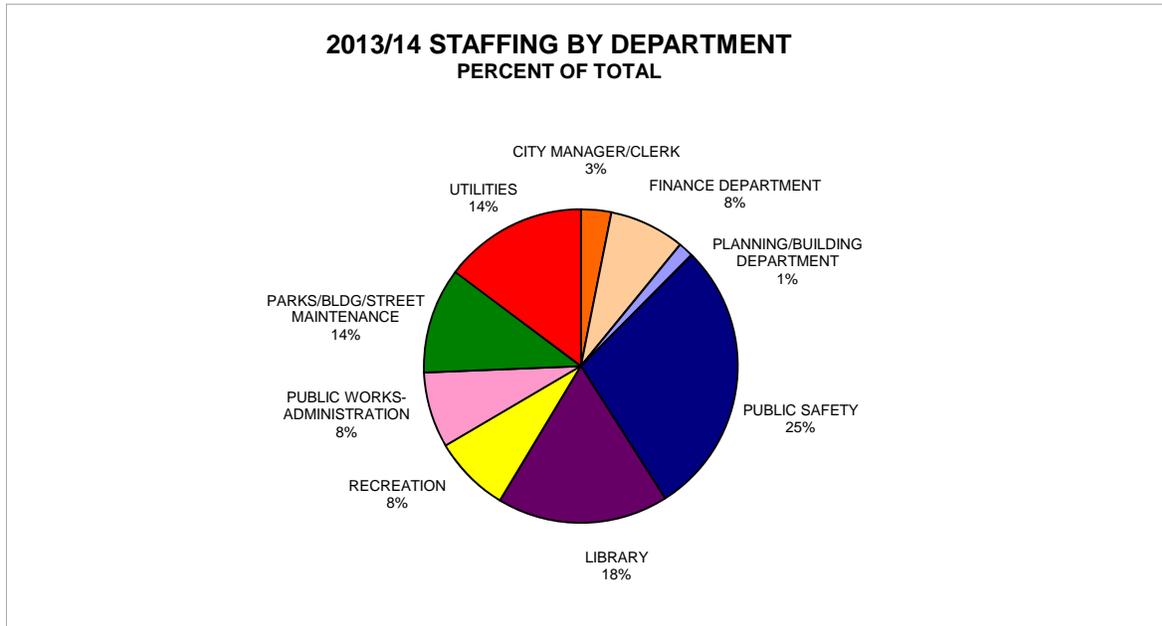
SUMMARY TRANSFERS IN:			
OPERATIONAL			
COMMUNITY ACTIVITIES	280 =		125,939
TREE CITY USA	283 =		52,357
TOURISM IMPROVEMENT (TIC)	290 =		0
Subtotal Operational		\$	178,296
CAPITAL			
WASTEWATER CAPITAL	773 =		100,000
WATER CAPITAL	763 =		200,000
STREET IMPROVEMENTS	741 =		860,932
Subtotal Capital		\$	1,160,932
TOTALS			\$1,339,228

SUMMARY TRANSFERS OUT:			
OPERATIONAL			
GENERAL FUND	101 =		178,296
CAPITAL			
GENERAL FUND	101 =		860,932
WATER FUND	561 =		200,000
WASTEWATER FUND	571 =		100,000
GAS TAX 2106	226 =		0
GAS TAX 2107	227 =		0
GAS TAX 2107.5	228 =		0
GAS TAX 2103	229 =		0
Subtotal Capital		\$	1,160,932
TOTALS			\$1,339,228

CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS
 Fiscal Years 2009/10 - 2013/14

STAFF OVERVIEW

A significant part of the City's Operating Budget is salary and benefits. Funding for employees who in turn provide services to our citizenry make up 42% of total City budget operational budget amounting to \$7,199,608. The following graph identifies full-time equivalent (FTE) positions by department.



STAFFING COMPARISON BY DEPARTMENT
 IN FULL-TIME EQUIVALENTS

DEPARTMENTS	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	CURRENT +/-
CITY MANAGER/CLERK	4.00	2.50	2.50	2.00	2.00	0.00
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	5.00	5.00	5.00	2.00	1.00	-1.00
POLICE	17.50	16.50	16.50	16.50	16.50	0.00
FIRE	2.00	1.80	1.80	1.80	2.00	0.20
LIBRARY	10.49	10.49	10.54	11.32	11.32	0.00
RECREATION	5.59	5.09	5.09	5.09	5.09	0.00
PUBLIC WORKS-ADMINISTRATION	6.00	5.50	5.50	4.00	4.00	0.00
BUILDINGS MAINTENANCE	2.00	2.00	2.00	0.00	0.00	0.00
STREET MAINTENANCE	4.00	4.00	4.00	4.00	4.00	0.00
TREE CITY U.S.A.	0.10	0.10	0.10	0.10	0.10	0.00
PARKS MAINTENANCE	4.90	4.90	4.90	4.90	4.90	0.00
CITY GARAGE	1.00	0.00	0.00	0.00	0.00	0.00
WATER DISTRIBUTION	4.00	4.00	4.00	3.47	3.47	0.00
WATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	2.50	2.50	3.00	3.00	3.00	0.00
TOTAL FTE'S	77.08	72.38	72.93	66.18	65.38	-0.80

Association. Authorized positions for fiscal year 2014 are 64.18 FTE's. Part-time positions make up 8.86 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council members, 5 Planning Commissioners, recreation program instructors or tree maintenance workers who are hired on an as needed basis.

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2009/2010 - 2013/2014

		<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<i>CURRENT +/-</i>
<u>CITY MANAGER/CLERK</u>							
4200	City Manager	1.00	1.00	1.00	1.00	1.00	
	City Clerk	1.00	1.00	1.00	1.00	1.00	
	Administrative Assistant	1.00	0.50	0.50	0.00	0.00	
	Flood Project Manager	1.00	0.00	0.00	0.00	0.00	
	Office Assistant	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	4.00	2.50	2.50	2.00	2.00	0.00
<u>FINANCE DEPARTMENT</u>							
4300	Director of Finance/Treasurer	1.00	1.00	1.00	1.00	1.00	
	Accounting Tech. II/HR Manager	1.00	1.00	1.00	1.00	1.00	
	Accounting Technician I	1.00	1.00	1.00	1.00	1.00	
	Accounting Assistant II	0.00	0.00	0.00	2.00	2.00	
	Accounting Assistant I	2.00	2.00	2.00	0.00	0.00	
	SUBTOTAL	5.00	5.00	5.00	5.00	5.00	0.00
<u>PLANNING/BUILDING DEPARTMENT *</u>							
4500	Director of Planning	1.00	1.00	1.00	0.00	0.00	
	Senior Planner (Interim Planning Director)	1.00	1.00	1.00	1.00	1.00	
	Associate Planner	1.00	1.00	1.00	0.00	0.00	
	Administrative Assistant	1.00	1.00	1.00	0.00	0.00	
	Chief Building Official	0.00	0.00	0.00	1.00	0.00	
	Bldg. Permit Tech. III/Office Manager	1.00	1.00	1.00	0.00	0.00	
	SUBTOTAL	5.00	5.00	5.00	2.00	1.00	-1.00
<u>POLICE DEPARTMENT</u>							
4900	Police Chief	1.00	1.00	1.00	1.00	1.00	
	Sergeants	3.00	3.00	3.00	4.00	4.00	
	Corporal	1.00	1.00	1.00	1.00	1.00	
	Investigator	0.00	0.00	0.00	0.00	0.00	
	Police Officers	7.00	6.00	6.00	5.00	5.00	
	Dispatchers	4.00	4.00	4.00	4.00	4.00	
	Community Services Officers	1.50	1.50	1.50	1.50	1.50	
	Crossing Guards	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	17.50	16.50	16.50	16.50	16.50	0.00
<u>FIRE</u>							
4800	Fire Chief	1.00	1.00	1.00	1.00	1.00	
	Administrative Assistant	1.00	0.80	0.80	0.80	1.00	
	SUBTOTAL	2.00	1.80	1.80	1.80	2.00	0.20
<u>LIBRARY</u>							
4600	Library Director	1.00	1.00	1.00	1.00	1.00	
	Senior Librarian	2.75	2.75	2.00	2.00	2.00	
	Librarian II	1.00	1.00	1.00	1.00	1.00	
	Supervising Library Assistant	0.00	0.00	0.80	0.80	0.80	
	Library Assistant II	2.00	2.00	1.00	0.00	0.00	
	Library Assistant I	0.00	0.00	1.00	1.00	1.00	
	Office Assistant	0.75	0.75	0.75	0.75	0.75	
	Library Clerk (P/T)	0.93	0.93	0.93	2.12	2.12	
	Library Associate (P/T)	0.70	0.70	0.70	1.66	1.66	
	Library Shelves/Assistant (PT)	1.36	1.36	1.36	0.99	0.99	
	SUBTOTAL	10.49	10.49	10.54	11.32	11.32	0.00

PART-TIME POSITIONS

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2009/2010 - 2013/2014

		<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<i>CURRENT +/-</i>
<u>RECREATION</u>							
4728	Recreation Director	1.00	0.00	0.00	0.00	0.00	
	Recreation Manager	0.00	1.00	1.00	1.00	1.00	
	Recreation Supervisor	1.00	0.00	0.00	0.00	0.00	
	Bocce Ball League	0.25	0.25	0.25	0.32	0.32	
	Pool	0.67	0.67	0.67	0.52	0.52	
	Teen Center Supervisor	0.00	0.50	0.50	0.50	0.50	
	Teen Center/SPLASH Camp	0.93	0.93	0.93	1.24	1.24	
	Daycamp/Pool/Basketball	1.74	1.74	1.74	1.51	1.51	
	SUBTOTAL	5.59	5.09	5.09	5.09	5.09	0.00
<u>PUBLIC WORKS-ADMINISTRATION</u>							
5000	P/W Director/Engineer	1.00	1.00	1.00	1.00	1.00	
	Assistant PW Dir/Assistant Engineer	1.00	1.00	1.00	1.00	1.00	
	Associate Engineer	1.00	0.50	0.50	0.00	0.00	
	Assistant Engineer	0.00	0.00	0.50	0.00	0.00	
	Flood Project Manager	0.00	1.00	0.00	0.00	0.00	
	Management Analyst	0.00	1.00	1.00	1.00	1.00	
	Water Conservation Specialist	1.00	0.00	0.50	0.00	0.00	
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	
	Office Assistant	1.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	6.00	5.50	5.50	4.00	4.00	0.00
<u>BUILDINGS MAINTENANCE**</u>							
5006	P/W Supervisor - Buildings	1.00	1.00	1.00	0.00	0.00	
	Maintenance Worker I	1.00	1.00	1.00	0.00	0.00	
	Maintenance Worker II	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	2.00	2.00	2.00	0.00	0.00	0.00
<u>STREET MAINTENANCE</u>							
5016	P/W Supervisor - Streets	1.00	1.00	1.00	1.00	1.00	
	Lead Worker	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker III/Equip Operator	1.00	1.00	0.00	0.00	0.00	
	Maintenance Worker II	0.00	0.00	0.00	1.00	1.00	
	Maintenance Worker I	1.00	1.00	2.00	1.00	1.00	
	SUBTOTAL	4.00	4.00	4.00	4.00	4.00	0.00
<u>TREE CITY U.S.A.</u>							
5026	P/W Supervisor - Parks	0.10	0.10	0.10	0.10	0.10	
	SUBTOTAL	0.10	0.10	0.10	0.10	0.10	0.00
<u>PARKS MAINTENANCE**</u>							
4727	Supervisor - Parks	0.90	0.90	0.90	0.90	0.90	
	Lead Worker	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker II	2.00	3.00	3.00	3.00	3.00	
	Maintenance Worker I	1.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	4.90	4.90	4.90	4.90	4.90	0.00
<u>WATER DISTRIBUTION</u>							
5031	Chief Water Distribution Operator	1.00	1.00	1.00	0.47	0.47	
	Lead Worker	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	
	Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	
	SUBTOTAL	4.00	4.00	4.00	3.47	3.47	0.00

PART-TIME POSITIONS

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2009/2010 - 2013/2014

		<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<i>CURRENT +/-</i>
<u>WATER TREATMENT PLANT</u>							
5034	Chief Plant Operator	1.00	1.00	1.00	1.00	1.00	
	Operator III	1.00	1.00	1.00	1.00	1.00	
	Operator II	1.00	0.50	0.50	1.00	1.00	
	Operator I	0.00	0.00	0.50	0.00	0.00	
	Operator In Training	0.00	0.00	0.00	0.00	0.00	
	SUBTOTAL	3.00	2.50	3.00	3.00	3.00	0.00
<u>WASTEWATER TREATMENT PLANT</u>							
5029	Chief Plant Operator	1.00	1.00	1.00	1.00	1.00	
	Operator III	1.00	1.00	1.00	1.00	1.00	
	Operator II	0.00	0.50	0.50	0.00	0.00	
	Operator I	0.00	0.00	0.50	1.00	1.00	
	Journeyman Industrial Maintenance	0.50	0.50	0.00	0.00	0.00	
	SUBTOTAL	2.50	3.00	3.00	3.00	3.00	0.00
<u>CITY GARAGE</u>							
5037	Mechanic	1.00	1.00	0.00	0.00	0.00	0.00
TOTAL PART TIME***		8.08	8.08	7.58	8.86	8.86	
TOTAL FULL TIME		69.00	65.30	65.35	57.32	56.52	
GRAND TOTAL		77.08	73.38	72.93	66.18	65.38	-0.80
POPULATION		5,993	5,989	5,924	6,041	6,041	

* Positions eliminated.

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

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

Additional Note: Various positions funded by various accounts.

PART-TIME POSITIONS

CITY OF ST. HELENA
DESCRIPTION OF REVENUE SOURCES

GENERAL FUND

Property Taxes (\$2,827,892) - 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 2013-2014 a growth factor of 2% has been applied per the County Assessor. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. In addition to 2% growth, the City is projecting the loss of excess ERAF(Education Augmentation Revenue Funds) \$121,000 in one-time revenues for property taxes.

Sales Tax and Sales Tax in Lieu (\$2,396,789) - 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% per our sales tax consultant, due to a slow recovering economy.

Transient Tax (\$1,645,114) - 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 3% or \$47,799 for the next fiscal year based on estimated year end revenues. In fiscal year 2011-2012 the City adopted a short-term rental ordinance allowing twenty residential units to participate in short-term rentals.

Business License Tax (\$150,700) - This revenue is generated by a license tax paid by all businesses operating within the City. Considering prior year actuals, and the current state of the economy it is projected that revenues will grow approximately 1%.

Motor Vehicle License Fees and in Lieu(\$517,817) – Established in 1935 as a uniform statewide tax, vehicle license fee tax is a tax on ownership of a registered vehicle in place of taxing vehicle as personal property. Effective July 1, 2011 Vehicle License Fee revenue allocated to cities shifted all city vehicle license fee revenues to fund law enforcement grants. Monthly allocations have been reduced to zero (a loss of about \$21,310 in fiscal year 2011-2012). In 2004 the state “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.

SPECIAL REVENUE FUNDS

Gas Taxes Allocation (\$159,590) - State collected revenues from per gallon tax on gasoline sales and distributed based on population to be used for street and road purposes. The City normally receives these revenues from the State on a monthly basis. In the past few years the State has been deferring these payments for up to 6 months. These funds are shown in the "Other funds" section of the Budget and are available for certain Street Capital projects.

Measure A (\$0)

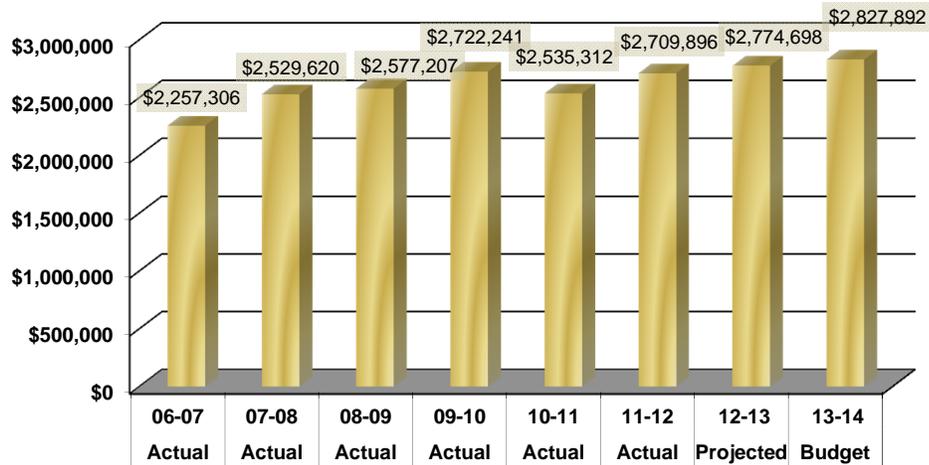
All funds from Measure A have been allocated and spent on the St. Helena Comprehensive flood project.

ENTERPRISE FUNDS

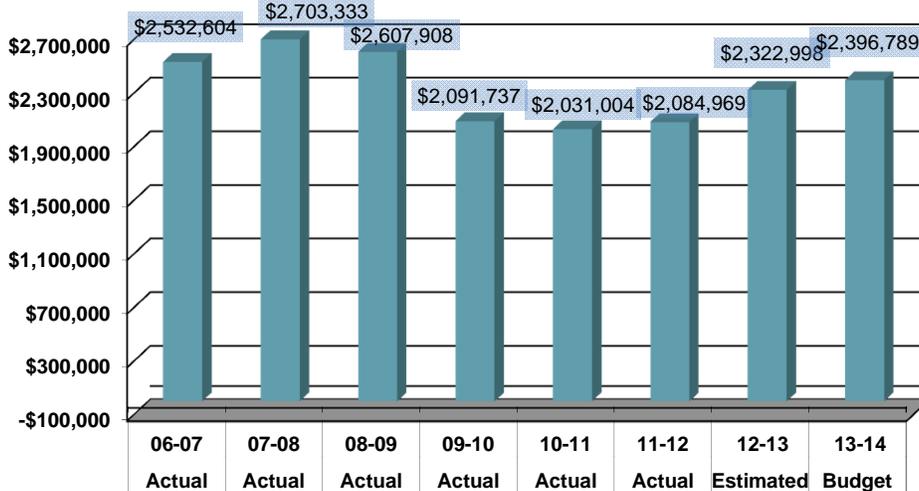
Water Enterprise Service Charges (\$4,737,053) - Revenues charged to users of the municipal water system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2013 billing cycle. The last increase occurred in January 2012. 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.

Sewer Enterprise Service Charges (\$2,089,083) - 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 2013 billing cycle. The last increase occurred in January 2012. 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.

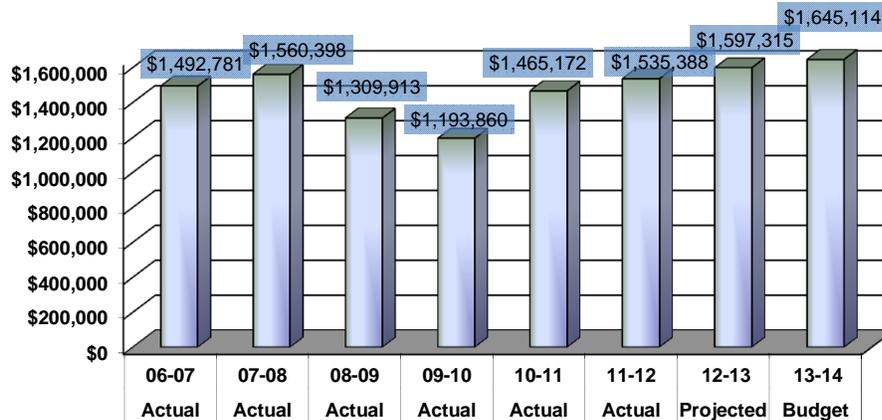
**CITY OF ST. HELENA
GENERAL FUND PROPERTY TAX REVENUE**



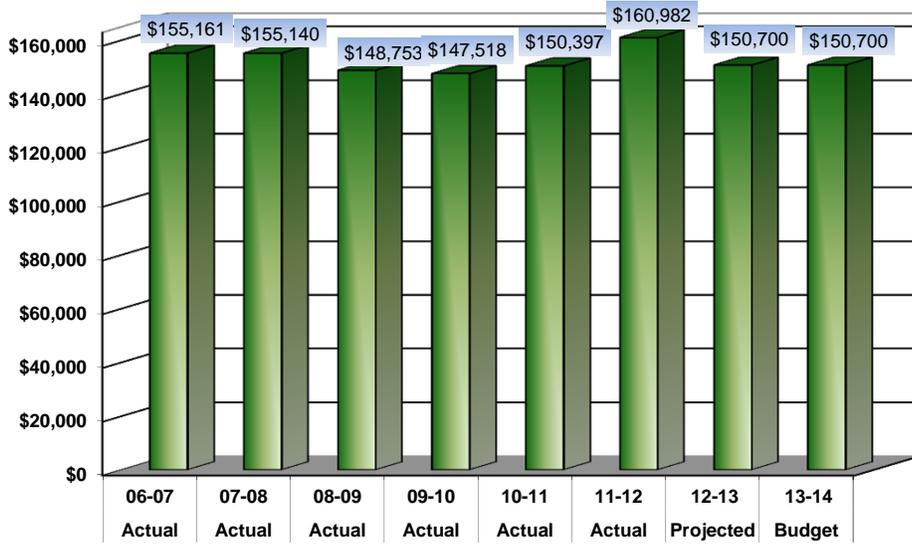
**CITY OF ST. HELENA
GENERAL FUND SALES & SALES IN LIEU TAX REVENUE**



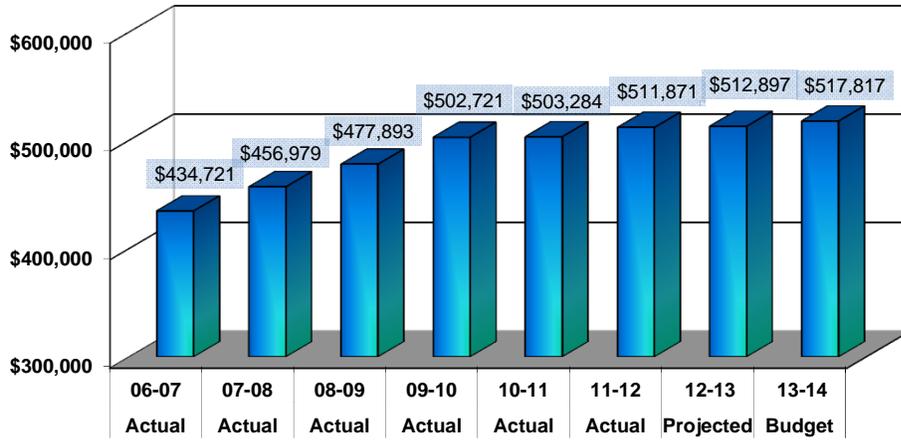
**CITY OF ST. HELENA
GENERAL FUND TRANSIENT OCCUPANCY TAX REVENUE**



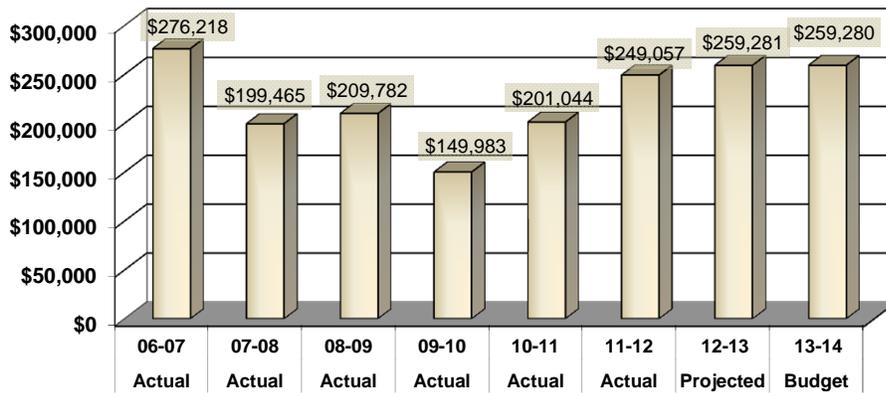
**CITY OF ST. HELENA
GENERAL FUND BUSINESS LICENSE REVENUE**



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



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

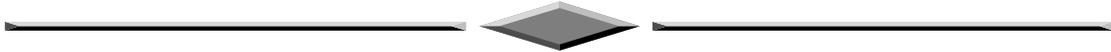


CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2013/2014

	ESTIMATED 6/30/2013 UNRESERVED FUND BALANCE	BUDGET 2014 REVENUES	BUDGET 2014 EXPENDITURES	PROJECTED 6/30/2014 UNRESERVED ENDING BALANCE
FUND 101, GENERAL FUND	\$3,376,711	\$8,777,965		
Non-Departmental			\$458,861	
City Council			155,286	
City Manager/Clerk			287,841	
Finance			257,738	
City Attorney			345,000	
Planning			404,272	
Library			856,756	
Recreation			78,956	
Fire			556,050	
Police			2,592,445	
Public Works Administration			212,452	
Government Buildings			187,884	
Storm Drains			101,014	
Streets			214,772	
Parks			643,134	
Debt Service			236,275	
Operating Transfers			178,296	
Capital Transfers			860,932	
Additional Legal Litigation			150,000	
TOTAL GENERAL FUND	\$3,376,711	\$8,777,965	\$8,777,965	\$3,376,711
Fund 216, Public Safety Impact Fees	123,980	22,000	0	145,980
Fund 218, Public Library Foundation	11,991	10	12,000	1
Fund 219, CLSA Library Restoration	325,744	0	214,500	111,244
Fund 224, Public Safety (COPS)	64,485	100,300	100,000	64,785
Fund 225, State Gas Tax 2105	251	28,660	0	28,911
Fund 226, State Gas Tax 2106	4,218	20,550	0	24,768
Fund 227, State Gas Tax 2107	(2,749)	46,150	3,700	39,701
Fund 228, State Gas Tax 2107.5	418	0	0	418
Fund 229, State Gas Tax 2103	16,875	65,430	0	82,305
Fund 235, Measure A	1,789,240	526,805	526,805	1,789,240
Fund 238, Training Development	416	4,000	4,000	416
Fund 279, Asset Forfeiture	(6,781)	6,781	0	0
Fund 280, Community Activities	34,044	125,939	125,939	34,044
Fund 283, Tree City USA	28,081	52,357	52,357	28,081
Fund 286, Bocce Ball	62,563	40,250	24,568	78,245
Fund 289, Recreation Programs	(13,091)	103,500	132,836	(42,427)
Fund 290, Tourism Improvement District	150	273,668	273,518	300
Fund 329, Stabo Trust	34,967	0	0	34,967

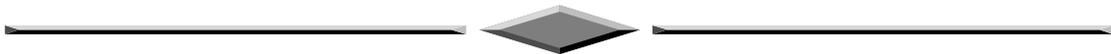
**CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2013/2014**

	ESTIMATED 6/30/2013 UNRESERVED FUND BALANCE	BUDGET 2014 REVENUES	BUDGET 2014 EXPENDITURES	PROJECTED 6/30/2014 UNRESERVED ENDING BALANCE
Fund 375, Murray Ex Trust	32,426	0	0	32,426
Fund 381, Ryan Library Trust	18,267	600	0	18,867
Fund 382, Martin Library Trust	23,076	0	0	23,076
Fund 384, Tweed Trust	268,936	118,486	101,197	286,225
Fund 420, Fire Station GO Bonds	181,568	184,658	180,950	185,276
Fund 443, South SH Drainage Assessment District	28,216	0	0	28,216
Fund 561, Water Enterprise	1,512,786	4,771,503	4,174,570	2,109,719
Fund 571, Sewer Enterprise	1,022,304	2,090,083	1,571,217	1,541,170
Fund 582, Garage	0	129,736	129,736	0
TOTAL	8,939,091	17,489,431	16,405,858	10,022,665
TOTAL NET REVENUES & EXPENDITURES		<u>\$17,489,431</u>	<u>\$16,405,858</u>	

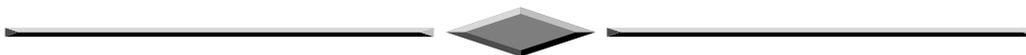


GENERAL FUND

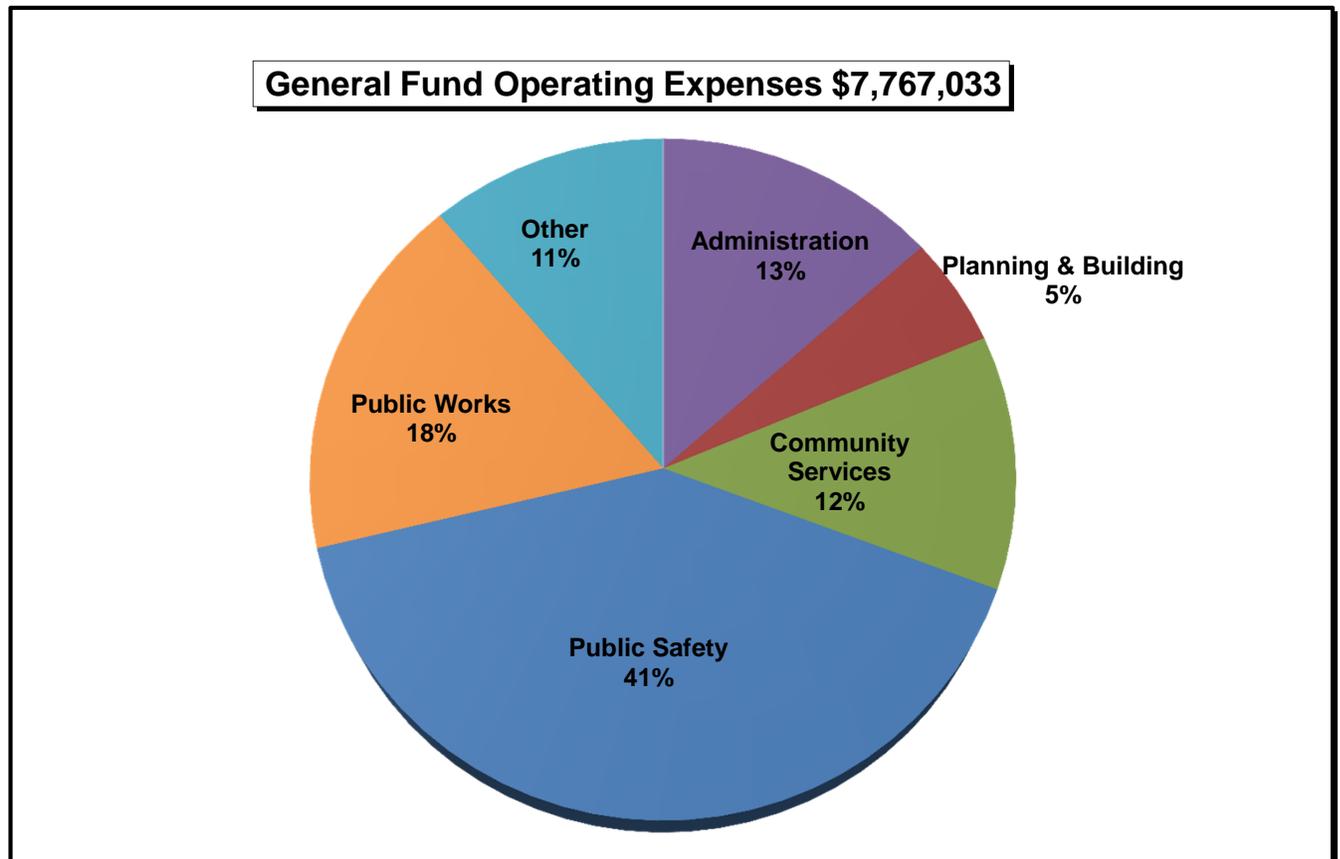
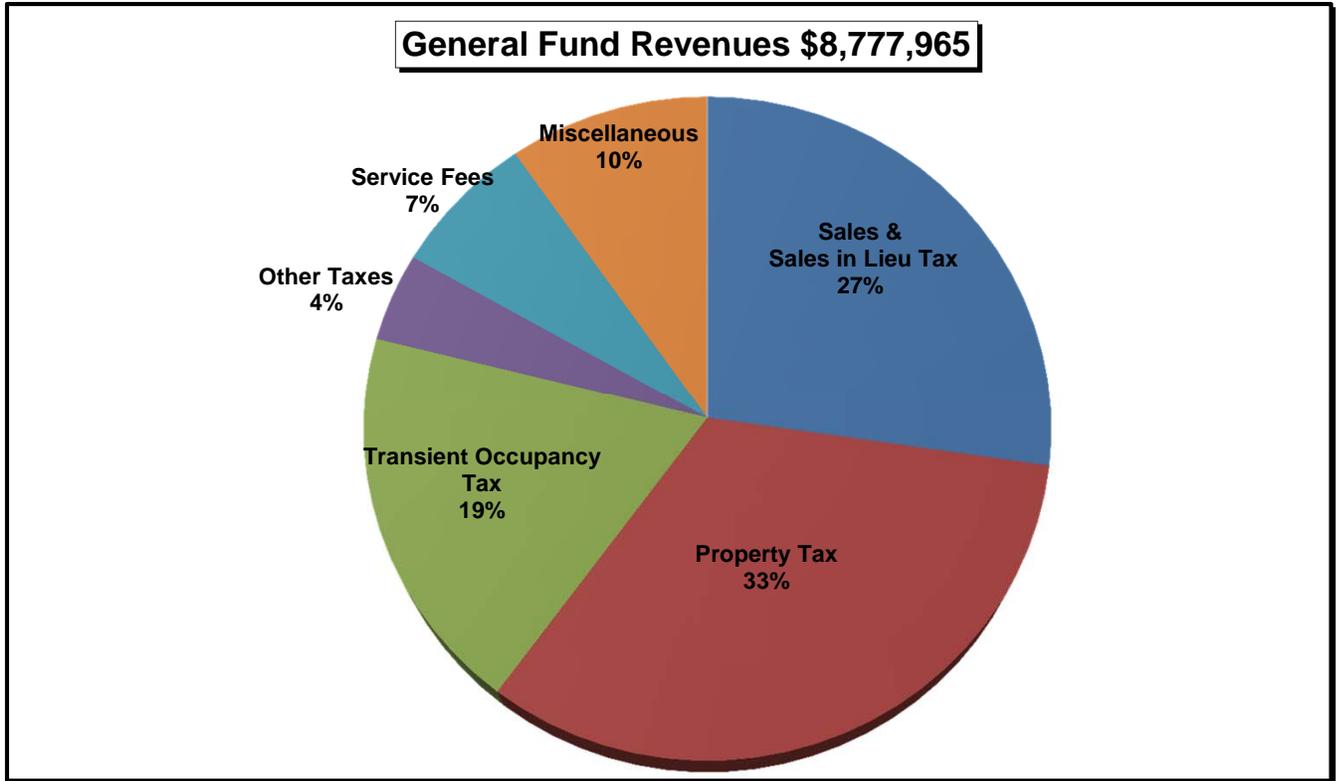
The general fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.



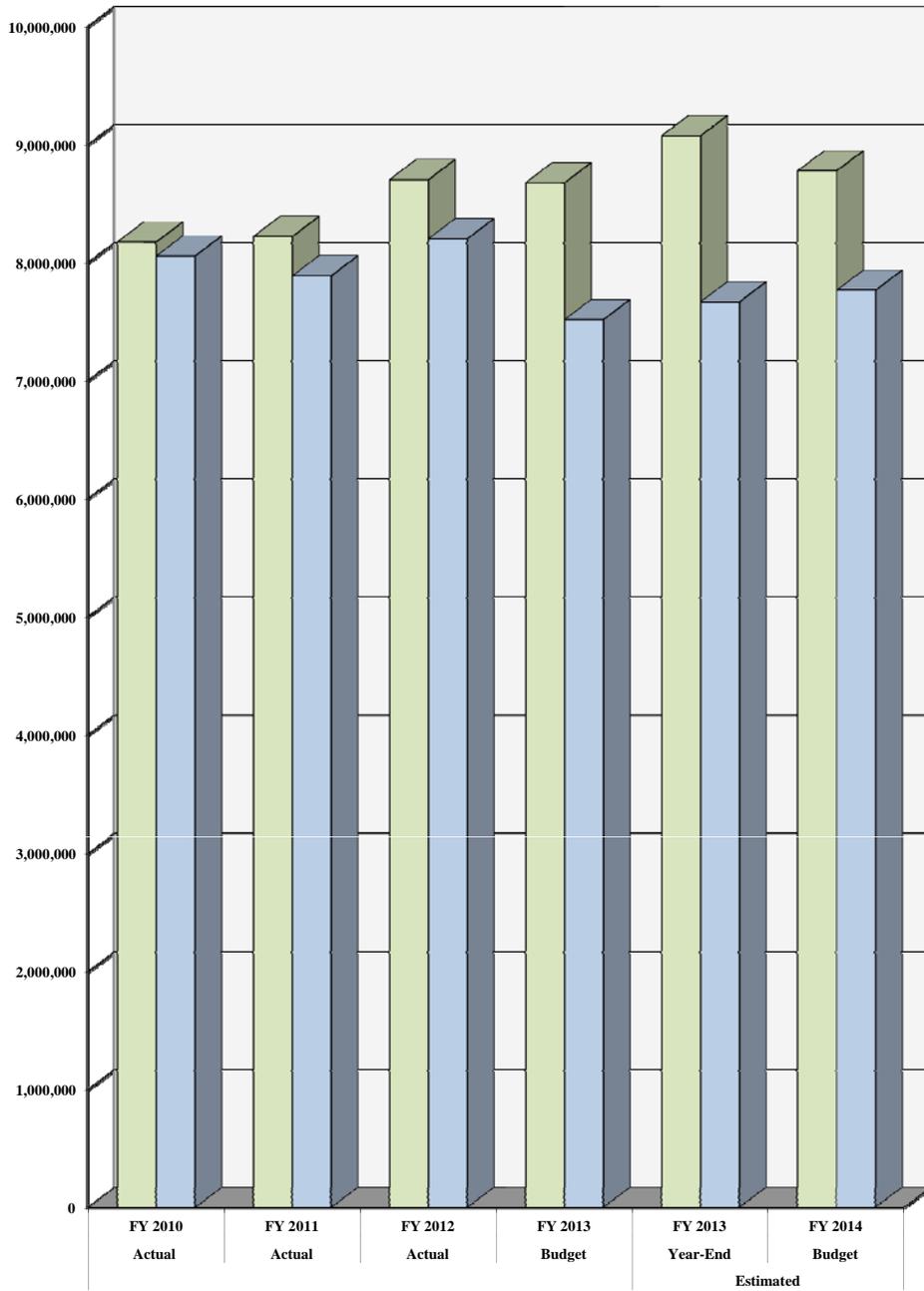
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TOTAL FY 2014 GENERAL FUND REVENUES AND EXPENDITURES



GENERAL FUND REVENUE & EXPENDITURE COMPARISON



□ TOTAL REVENUES

□ TOTAL OPERATING EXPENSES

GENERAL FUND

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-End FY 2013	Budget FY 2014	Difference From Estimated FY 2013	% Difference
Unreserved Fund Balance, July 1	3,397,948	1,913,415	2,732,800	3,233,439	3,233,439	3,376,711		
Percent of Unreserved Fund Balance	42%	24%	33%	43%	42%	43%		
General Fund Revenues:								
Taxes:								
Property Taxes	2,722,241	\$ 2,535,312	\$ 2,709,896	\$ 2,754,780	\$ 2,774,698	\$ 2,827,892	\$ 53,194	2%
ERAF	362,981	370,714	232,762	121,000	121,000	-	\$ (121,000)	0%
Sales and Sales in Lieu Taxes	2,091,737	2,031,004	2,084,969	2,182,200	2,322,998	2,396,789	\$ 73,791	3%
Transient Occupancy Taxes	1,193,860	1,465,172	1,535,388	1,540,889	1,597,315	1,645,114	\$ 47,799	3%
Franchise Taxes	153,392	161,652	178,383	168,306	180,700	180,700	\$ -	0%
Business License	147,518	150,397	160,982	150,700	150,700	150,700	\$ -	0%
Real Property Transfer Tax	14,665	29,373	77,882	38,000	53,800	53,800	\$ -	0%
Public Safety Sales Tax	39,492	42,114	45,592	44,216	44,216	47,753	\$ 3,537	8%
Charges for Services:								
Application & Permit Fees	9,127	13,698	34,074	16,500	13,298	13,298	\$ -	0%
Fire Inspection Fees	6,710	10,670	11,330	22,000	11,000	11,000	\$ -	0%
Police Fines	66,114	62,782	68,305	70,700	64,200	70,200	\$ 6,000	9%
Building Permits	144,813	143,445	214,427	187,200	187,200	187,200	\$ -	0%
Well Permits	0	-	650	-	1,300	1,300	\$ -	0%
Short-term Rental Fees	0	-	-	21,500	-	-	\$ -	0%
Police Service fees	8,701	11,248	12,261	10,000	24,000	24,000	\$ -	0%
Planning Service Fees	149,983	201,044	249,057	237,780	259,281	259,280	\$ (1)	0%
Public Works Fees	35,008	25,799	54,652	37,000	52,675	52,675	\$ -	0%
Legal Cost Recovery	5,430	8,525	17,884	18,000	65,000	65,000	\$ -	0%
Other Charges	4,784	532	311	515	500	500	\$ -	0%
Other Revenues:								
Interest/Late Fees	59,589	37,485	27,445	42,000	19,000	19,000	\$ -	0%
Intergovernmental Revenues	696,314	596,996	618,682	598,679	629,456	541,564	\$ (87,892)	-14%
Library Revenues	15,598	15,057	14,900	16,000	12,500	12,500	\$ -	0%
Rental Income	171,152	184,075	206,402	185,153	199,000	199,000	\$ -	0%
Donations	177	965	5,000	200,000	262,255	5,000	\$ (257,255)	-98%
Miscellaneous Revenues	76,467	47,991	105,280	11,700	25,467	13,700	\$ (11,767)	-46%
Transfers From Other Funds	0	75,955	37,000	2,563	2,563	0	\$ 2,563	100%
Total General Fund Revenues	\$ 8,175,853	\$ 8,222,005	\$ 8,703,514	\$ 8,677,381	\$ 9,074,122	\$ 8,777,965	(\$296,157)	-3.3%
General Fund Operating Expenses:								
Non Departmental	677,749	462,544	439,255	462,473	459,939	458,861	\$ (1,077)	0%
Debt	337,843	325,756	309,099	236,276	236,276	236,275	\$ (1)	0%
City Council	120,824	136,976	110,693	118,625	122,921	155,286	32,365	26%
City Manager	176,475	198,738	208,146	345,904	336,295	287,841	(48,454)	-14%
Finance	223,751	221,980	280,784	265,235	242,453	257,738	15,285	6%
Legal	145,256	183,641	364,820	292,000	456,915	345,000	(111,915)	-24%
Planning / Building	775,902	786,329	756,624	504,088	424,414	404,272	(20,142)	-5%
Library	843,565	843,214	869,210	850,139	839,128	856,756	17,628	2%
Recreation	186,596	65,467	69,379	78,357	78,472	78,956	484	1%
Fire	625,240	460,523	516,024	547,146	626,637	556,050	(70,587)	-11%
Police	2,473,345	2,436,401	2,505,342	2,427,046	2,479,296	2,592,445	113,149	5%
Public Works - Admin	123,554	110,590	189,454	164,279	168,257	212,452	44,196	26%
Government Buildings	340,902	342,327	353,318	217,998	153,435	187,884	34,449	22%
Storm Drains	0	0	88,664	87,132	86,144	101,014	14,870	17%
Streets	284,378	278,504	208,882	210,484	199,716	214,772	15,056	8%
Parks Maint	564,034	575,150	633,142	532,785	582,137	643,134	60,997	10%
Operating Transfers	157,818	461,182	300,039	178,041	176,042	178,296	2,254	1%
Total General Fund Operating Expenses	\$ 8,057,233	\$ 7,889,323	\$ 8,202,875	\$ 7,518,008	\$ 7,668,476	\$ 7,767,033	\$ 98,557	1.3%
Resulting gain (loss) Before Capital Expenses/Transfers	\$ 118,620	\$ 332,682	\$ 500,639	\$ 1,159,373	\$ 1,405,646	\$ 1,010,932	(394,714)	-28%
Less Capital Transfers	\$ 1,603,153	414,115	-	1,159,373	1,159,373	860,932	(298,441)	-26%
Less Additional Legal Litigation	0	-	-	-	-	150,000	150,000	100%
Total General Fund Expenses	9,660,386	8,303,438	8,202,875	8,677,381	8,827,849	8,777,965	(\$49,884)	-1%
Resulting gain (loss)	\$ (1,484,533)	\$ (81,433)	\$ 500,639	\$ 0	\$ 246,273	\$ -		

GENERAL FUND DETAIL

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-End FY 2013	Budget FY 2014	Difference From Estimated FY 2013	% Difference
Detail General Expenses by Department:								
Non Departmental								
101 4000 2020 Salaries-Temp/Part Time	2,800	3,256	231	0	0	0	\$ -	0%
101 4000 2040 FICA-City	214	249	18	0	0	0	\$ -	0%
101 4000 2055 Health Insurance	102,108	55,830	0	0	0	0	\$ -	0%
101 4000 2061 Workers Comp	20,140	166	183	0	0	0	\$ -	0%
101 4000 2065 SDI	0	27	0	0	0	0	\$ -	0%
101 4000 2110 Communication	1,884	51	1,018	870	1,917	2,000	\$ 83	4%
101 4000 2115 Postage	766	328	1,086	600	400	400	\$ -	0%
101 4000 2127 Equipment Lease	7,228	7,372	6,671	8,780	7,115	7,115	\$ -	0%
101 4000 2130 Professional Contracts	0	0	0	0	45,780	45,780	\$ -	0%
101 4000 2134 Municipal Code Update	1,039	3,024	3,315	5,500	3,000	5,500	\$ 2,500	83%
101 4000 2140 Professional Fees	553	413	727	500	315	315	\$ -	0%
101 4000 2145 Other Contract Services	50,253	22,818	24,454	18,700	30,000	6,000	\$ (24,000)	-80%
101 4000 2146 Web Site Design	0	0	0	5,000	5,000	3,000	\$ (2,000)	-40%
101 4000 2152 Facility Rental	10,400	10,000	10,000	10,000	10,000	10,000	\$ -	0%
101 4000 2153 Dues & Subscriptions	174	818	494	200	200	200	\$ -	0%
101 4000 2155 Training/Conference	(25)	2,989	0	0	4,500	500	\$ (4,000)	-89%
101 4000 2207 Copies	225	817	1,707	1,380	1,500	1,500	\$ -	0%
101 4000 2209 Safety Supplies	6	0	0	0	0	100	\$ 100	100%
101 4000 2212 Computer Equipment	5,725	1,329	4,568	4,000	4,000	4,000	\$ -	0%
101 4000 2213 Office Supplies	1,773	1,411	1,394	1,500	1,500	1,500	\$ -	0%
101 4000 2215 Special Dept Supplies	9,395	8,684	12,368	4,000	4,000	4,000	\$ -	0%
101 4000 2311 Maint-Office Equip	0	0	0	1,500	1,500	1,500	\$ -	0%
101 4000 2335 Software Maintenance	0	3,900	200	0	3,900	3,900	\$ -	0%
101 4000 2350 Vehicle Charge	0	0	0	2,826	2,826	3,164	\$ 338	12%
101 4000 2405 Contributions	16,135	46,703	88,356	85,689	85,689	85,689	\$ -	0%
101 4000 2406 County Services	7,256	0	10,000	10,000	10,000	10,000	\$ -	0%
101 4000 2407 Chamber of Commerce	74,587	117,124	89,018	99,000	99,000	99,000	\$ -	0%
101 4000 2425 Taxes & Other Charges	3,896	1,249	44,932	1,521	1,821	1,521	\$ (300)	-16%
101 4000 2445 Liability Insurance	211,139	173,985	138,515	194,907	126,976	144,177	\$ 17,201	14%
101 4000 2630 Capital-Mach/Equip	0	0	0	6,000	6,000	15,000	\$ 9,000	150%
101 4000 2910 Contingencies	150,077	0	0	0	0	0	\$ -	0%
101 4000 6100 PEG Access Costs	0	0	0	0	3,000	3,000	\$ -	0%
Sub Total Non Departmental	677,749	462,544	439,255	462,473	459,939	458,861	\$ (1,077)	0%
101 4045 2505 Retire Principal	223,691	245,289	263,012	197,477	197,477	200,179	\$ 2,702	1%
101 4045 2515 Interest Expense	114,152	80,467	46,086	38,799	38,799	36,096	\$ (2,703)	-7%
Sub Total Debt	337,843	325,756	309,099	236,276	236,276	236,275	\$ (1)	0%
101 4000 2899 Transfers to Capital Projects	1,603,153	414,115	0	1,159,373	0	860,932	\$ 860,932	0%
101 4000 2999 Transfers to Other Funds	157,818	461,182	300,039	178,041	176,042	178,296	\$ 2,254	1%
Sub Total Transfers	1,760,971	875,297	300,039	1,337,414	176,042	1,039,228	\$ 863,186	490%
Total Non Departmental	2,776,563	1,663,597	1,048,392	2,036,163	872,257	1,734,364	\$ 862,108	99%
City Council								
101 4100 2020 Salaries-Temp/Part Time	6,480	6,480	6,480	8,100	7,290	12,600	\$ 5,310	73%
101 4100 2040 FICA-City	692	710	723	620	558	964	\$ 406	73%
101 4100 2045 Employer PERS	863	910	983	1,194	1,074	1,877	\$ 803	75%
101 4100 2050 Employee PERS	382	353	353	607	546	944	\$ 398	73%
101 4100 2055 Health Insurance	38,253	50,233	54,797	43,932	46,856	70,704	\$ 23,848	51%
101 4100 2061 Workers Comp	1,375	1,394	1,536	0	0	0	\$ -	0%
101 4100 2065 SDI	0	108	0	0	0	0	\$ -	0%
101 4100 2075 Life Ins/Def Comp	2,840	3,087	3,248	2,923	3,828	4,547	\$ 719	19%
101 4100 2110 Communication	1,199	1,660	1,255	1,200	1,299	1,300	\$ 1	0%
101 4100 2115 Postage	99	23	678	100	50	50	\$ -	0%
101 4100 2127 Equipment Lease Expense	227	0	0	0	0	0	\$ -	0%
101 4100 2140 Professional Fees	0	17,000	0	8,000	8,000	8,000	\$ -	0%
101 4100 2145 Other Contract Services	8,745	6,409	7,427	9,000	8,120	9,000	\$ 880	11%
101 4100 2153 Dues & Subscriptions	6,413	5,776	5,874	3,000	2,000	2,000	\$ -	0%
101 4100 2155 Training/Conference	1,343	4,690	4,143	2,000	3,000	3,000	\$ -	0%
101 4100 2207 Copies	0	0	514	0	0	0	\$ -	0%
101 4100 2212 Computer Equipment	5,437	0	3,890	0	0	0	\$ -	0%
101 4100 2213 Office Supplies	616	142	94	300	500	500	\$ -	0%
101 4100 2215 Special Dept Supplies	1,064	381	698	150	2,300	2,300	\$ -	0%
101 4100 2405 Contributions	44,795	37,620	18,000	37,500	37,500	37,500	\$ -	0%
Total City Council	120,824	136,976	110,693	118,625	122,921	155,286	\$ 32,365	26%

GENERAL FUND DETAIL

		Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%	
		FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference	
						FY 2013		FY 2013		
City Manager/ Clerk										
101	4200 2010	94,656	107,184	89,891	198,021	198,022	174,771	\$ (23,251)	-12%	
101	4200 2040	7,521	6,547	6,642	13,061	13,232	11,700	\$ (1,532)	-12%	
101	4200 2045	13,905	10,765	14,649	29,184	31,256	26,041	\$ (5,215)	-17%	
101	4200 2050	7,039	5,268	6,278	14,634	14,634	12,911	\$ (1,723)	-12%	
101	4200 2055	16,921	15,536	17,343	34,322	36,400	32,499	\$ (3,901)	-11%	
101	4200 2061	7,977	8,089	8,914	5,215	5,290	5,215	\$ (75)	-1%	
101	4200 2065	1,136	545	929	1,646	1,554	1,496	\$ (58)	-4%	
101	4200 2071	0	0	11,700	0	0	0	\$ -	0%	
101	4200 2075	3,500	726	1,959	4,161	4,121	3,778	\$ (343)	-8%	
101	4200 2085	3,015	2,437	1,080	2,160	2,160	2,160	\$ -	0%	
101	4200 2097	0	0	13,350	18,000	19,200	5,200	\$ (14,000)	-73%	
101	4200 2105	4,656	15,489	5,393	9,000	3,222	5,000	\$ 1,778	55%	
101	4200 2110	1,449	1,247	1,618	1,200	1,920	1,920	\$ (0)	0%	
101	4200 2115	210	131	99	200	50	50	\$ -	0%	
101	4200 2127	1,204	0	0	0	0	0	\$ -	0%	
101	4200 2130	162	0	165	0	0	0	\$ -	0%	
101	4200 2145	0	5,000	125	0	0	0	\$ -	0%	
101	4200 2153	2,112	1,775	517	1,000	500	500	\$ -	0%	
101	4200 2155	7,096	5,596	3,038	1,000	3,500	3,500	\$ -	0%	
101	4200 2156	268	4,023	18,472	0	0	0	\$ -	0%	
101	4200 2061	0	0	1,275	0	0	0	\$ -	0%	
101	4200 2207	136	0	15	0	0	0	\$ -	0%	
101	4200 2212	0	0	2,491	0	0	0	\$ -	0%	
101	4200 2213	1,901	762	954	1,000	1,000	1,000	\$ -	0%	
101	4200 2214	71	7,533	0	12,000	135	0	\$ (135)	-100%	
101	4200 2215	55	84	362	100	100	100	\$ -	0%	
101	4200 2335	0	0	70	0	0	0	\$ -	0%	
101	4200 2425	1,484	0	0	0	0	0	\$ -	0%	
101	4200 2640	0	0	817	0	0	0	\$ -	0%	
Total City Manager/Clerk		176,475	198,738	208,146	345,904	336,295	287,841	\$ (48,454)	-14%	
Finance										
101	4300 2010	107,715	109,786	131,925	139,827	124,069	142,050	\$ 17,981	14%	
101	4300 2030	50	813	276	500	300	500	\$ 200	67%	
101	4300 2040	7,988	8,365	9,370	10,727	7,916	10,897	\$ 2,981	38%	
101	4300 2045	15,393	15,936	20,655	20,608	18,680	21,165	\$ 2,485	13%	
101	4300 2050	7,736	7,750	9,400	9,892	8,689	8,573	\$ (116)	-1%	
101	4300 2055	20,633	22,609	29,791	27,002	25,694	28,391	\$ 2,697	10%	
101	4300 2061	9,819	9,957	10,972	4,488	4,553	4,488	\$ (64)	-1%	
101	4300 2065	1,231	1,360	1,211	1,414	1,154	1,438	\$ 285	25%	
101	4300 2075	1,888	1,752	2,014	2,365	2,070	2,365	\$ 295	14%	
101	4300 2085	1,320	1,234	1,440	1,440	1,440	1,440	\$ -	0%	
101	4300 2110	1,055	540	306	1,008	500	500	\$ -	0%	
101	4300 2115	3,427	2,904	2,749	2,000	2,000	2,000	\$ -	0%	
101	4300 2127	797	0	0	0	0	0	\$ -	0%	
101	4300 2130	3,750	3,500	3,500	3,500	3,500	3,500	\$ -	0%	
101	4300 2140	2,143	5,926	17,695	10,000	10,000	7,500	\$ (2,500)	-25%	
101	4300 2142	6,490	4,556	9,093	6,000	4,000	4,000	\$ -	0%	
101	4300 2145	18,550	14,199	17,707	13,950	17,649	8,950	\$ (8,699)	-49%	
101	4300 2148	100	100	100	100	100	100	\$ -	0%	
101	4300 2153	1,087	826	508	430	490	430	\$ (60)	-12%	
101	4300 2155	1,835	415	829	334	400	400	\$ -	0%	
101	4300 2160	0	50	2	50	50	50	\$ -	0%	
101	4300 2162	0	0	57	0	0	0	\$ -	0%	
101	4300 2207	300	504	128	500	0	0	\$ -	0%	
101	4300 2212	27	0	1,560	200	200	0	\$ (200)	-100%	
101	4300 2213	549	356	386	400	400	400	\$ -	0%	
101	4300 2215	3,662	2,347	1,234	1,500	1,500	1,500	\$ -	0%	
101	4300 2311	102	540	541	0	0	0	\$ -	0%	
101	4300 2335	6,104	5,597	6,604	7,000	7,000	7,000	\$ -	0%	
101	4300 2425	0	59	732	0	100	100	\$ -	0%	
Total Finance		223,751	221,980	280,784	265,235	242,453	257,738	\$ 15,285	6%	
City Attorney										
101	4400 2105	785	0	0	0	0	0	\$ -	0%	
101	4400 2130	119,993	170,192	334,904	182,000	200,915	180,000	\$ (20,915)	-10%	
101	4400 2132	14,949	0	1,092	100,000	191,000	100,000	\$ (91,000)	-48%	
101	4400 2133	8,305	9,100	26,314	10,000	65,000	65,000	\$ -	0%	
101	4400 2145	110	0	0	0	0	0	\$ -	0%	
101	4400 2153	552	4,245	2,457	0	0	0	\$ -	0%	
101	4400 2155	104	0	39	0	0	0	\$ -	0%	
101	4400 2213	445	103	0	0	0	0	\$ -	0%	
101	4400 2215	14	0	13	0	0	0	\$ -	0%	
Total City Attorney		145,256	183,641	364,820	292,000	456,915	345,000	\$ (111,915)	-24%	

GENERAL FUND DETAIL

		Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%	
		FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference	
						FY 2013		FY 2013		
Planning & Building										
101	4500 2010 Salaries-Regular	339,037	313,149	318,596	189,364	141,857	110,772	\$ (31,085)	-22%	
101	4542 2010 Salaries-Regular	0	0	0	38,750	37,136	38,750	\$ 1,614	4%	
101	4500 2020 Salaries-Temp/Part Time	6,000	5,600	4,800	6,000	4,800	6,000	\$ 1,200	25%	
101	4500 2030 Overtime	1,467	1,109	1,370	0	459	0	\$ (459)	-100%	
101	4500 2040 FICA-City	26,059	24,231	24,776	14,945	11,226	8,933	\$ (2,293)	-20%	
101	4542 2040 FICA-City	0	0	0	2,268	2,152	2,268	\$ 117	5%	
101	4500 2045 Employer PERS	48,170	45,209	51,986	28,793	21,283	16,505	\$ (4,778)	-22%	
101	4542 2045 Employer PERS	0	0	0	5,711	5,909	5,774	\$ (135)	-2%	
101	4500 2050 Employee PERS	23,970	22,039	32,805	13,986	9,918	8,177	\$ (1,741)	-18%	
101	4542 2050 Employee PERS	0	0	0	2,872	2,753	2,872	\$ 120	4%	
101	4500 2055 Health Insurance	65,958	72,367	76,844	27,877	26,287	21,361	\$ (4,926)	-19%	
101	4542 2055 Health Insurance	0	0	0	5,057	4,999	5,205	\$ 206	4%	
101	4500 2061 Workers Comp	11,297	11,456	13,360	7,902	8,016	7,902	\$ (114)	-1%	
101	4542 2061 Workers Comp	0	0	0	790	801	790	\$ (11)	-1%	
101	4500 2065 Disability	3,779	3,599	3,357	1,862	1,304	997	\$ (307)	-24%	
101	4542 2065 Disability	0	0	0	249	157	249	\$ 92	59%	
101	4500 2071 Unemployment	1,588	64	127	0	18,984	4,500	\$ (14,484)	-76%	
101	4500 2075 Life Ins/Def Comp	3,303	2,673	864	1,998	169	1,299	\$ 1,130	667%	
101	4542 2075 Life Ins/Def Comp	0	0	0	637	610	637	\$ 27	4%	
101	4500 2085 Auto Allowance	3,600	3,000	2,400	2,400	2,400	2,400	\$ -	0%	
101	4542 2097 Housing Allowance	0	0	0	6,000	6,800	0	\$ (6,800)	-100%	
101	4500 2105 Advertising	7,718	6,655	7,416	8,000	5,000	6,000	\$ 1,000	20%	
101	4500 2110 Communication	464	591	1,245	500	1,067	716	\$ (351)	-33%	
101	4500 2115 Postage	2,075	1,576	1,871	2,000	1,000	1,000	\$ -	0%	
101	4500 2127 Equipment Lease Expense	1,915	0	0	0	0	0	\$ -	0%	
101	4500 2130 Professional Contracts	0	20,900	3,114	0	36,000	36,000	\$ -	0%	
101	4500 2140 Professional Fees	99,265	112,599	86,165	0	0	0	\$ -	0%	
101	4500 2145 Other Contract Services	112,433	121,988	110,229	120,000	55,000	95,000	\$ 40,000	73%	
101	4500 2152 Facility Rental	0	50	0	0	0	0	\$ -	0%	
101	4500 2153 Dues & Subscriptions	1,951	2,949	1,912	2,000	2,000	2,000	\$ -	0%	
101	4500 2155 Training/Conference	2,133	3,842	277	2,000	2,000	2,000	\$ -	0%	
101	4500 2207 Copies	954	420	353	0	0	0	\$ -	0%	
101	4500 2212 Computer Equipment	802	0	522	1,000	1,000	500	\$ (500)	-50%	
101	4500 2213 Office Supplies	1,082	1,320	866	1,100	1,000	1,000	\$ -	0%	
101	4500 2215 Special Dept Supplies	1,137	639	307	1,000	1,000	1,000	\$ -	0%	
101	4500 2225 Fuel/Oil	47	0	0	0	0	0	\$ -	0%	
101	4500 2311 Maint-Office Equipment	172	0	0	500	500	500	\$ -	0%	
101	4500 2335 Maint-Software	4,000	5,112	6,837	5,700	8,000	10,000	\$ 2,000	25%	
101	4500 2350 Vehicle Charge	5,526	3,195	3,408	2,826	2,826	3,164	\$ 338	12%	
101	4500 2640 Furniture and Fixtures	0	0	817	0	0	0	\$ -	0%	
Total Planning & Building		775,902	786,329	756,624	504,088	424,414	404,272	\$ (20,142)	-5%	
Library										
101	4600 2010 Salaries-Regular	425,824	436,551	427,511	403,086	403,086	417,867	\$ 14,781	4%	
101	4600 2030 Overtime	0	0	26	0	26	0	\$ (26)	-100%	
101	4600 2020 Salaries-Temp/Part Time	74,683	66,306	83,414	127,259	125,000	127,259	\$ 2,259	2%	
101	4600 2037 Holiday Pay	3,374	2,667	2,477	2,781	2,781	2,781	\$ (0)	0%	
101	4600 2040 FICA-City	38,654	38,590	39,242	40,785	40,785	41,915	\$ 1,130	3%	
101	4600 2045 Employer PERS	59,624	60,158	65,876	59,407	56,407	62,262	\$ 5,855	10%	
101	4600 2050 Employee PERS	29,336	29,074	29,522	27,923	27,923	22,848	\$ (5,075)	-18%	
101	4600 2055 Health Insurance	88,893	100,530	102,402	87,634	87,634	92,328	\$ 4,694	5%	
101	4600 2061 Workers Comp	16,683	16,917	18,642	36,190	36,190	36,190	\$ -	0%	
101	4600 2065 Disability	4,751	5,230	4,641	4,311	4,311	4,474	\$ 163	4%	
101	4600 2071 Unemployment	0	0	624	0	625	0	\$ (625)	-100%	
101	4600 2075 Life Ins/Def Comp	5,796	5,402	5,030	6,432	5,030	6,432	\$ 1,402	28%	
101	4600 2085 Auto Allowance	1,900	2,400	2,400	2,400	2,400	2,400	\$ -	0%	
101	4600 2105 Advertising	0	0	443	500	500	0	\$ (500)	-100%	
101	4600 2110 Communications	2,162	2,203	2,150	2,500	2,500	0	\$ (2,500)	-100%	
101	4600 2115 Postage	450	1,103	962	1,000	1,000	0	\$ (1,000)	-100%	
101	4600 2122 Utilities	38,689	38,648	37,545	44,000	39,000	40,000	\$ 1,000	3%	
101	4600 2127 Equipment Lease	775	0	0	0	0	0	\$ -	0%	
101	4600 2145 Other Contract Services	47,151	31,998	38,250	0	0	0	\$ -	0%	
101	4600 2155 Training/Conference	1	40	120	0	0	0	\$ -	0%	
101	4600 2207 Copies	314	0	0	0	0	0	\$ -	0%	
101	4600 2213 Office Supplies	0	847	0	0	0	0	\$ -	0%	
101	4600 2215 Special Dept Supplies	4,068	4,549	7,933	3,930	3,930	0	\$ (3,930)	-100%	
101	4600 2311 Maint-Office Equip	438	0	0	0	0	0	\$ -	0%	
Total Library		843,565	843,214	869,210	850,139	839,128	856,756	\$ 17,628	2%	

GENERAL FUND DETAIL

		Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%		
		FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	%		
						FY 2013		FY 2013	Difference		
Recreation											
101	4728 2010	Salaries-Regular	119,200	38,589	39,376	39,375	39,376	39,375	\$	(1)	0%
101	4728 2030	Overtime	905	0	0	0	0	0	\$	-	0%
101	4728 2040	FICA-City	9,368	2,998	3,058	3,012	3,058	3,012	\$	(46)	-1%
101	4728 2045	Employer PERS	17,162	5,417	5,976	5,803	5,888	5,867	\$	(21)	0%
101	4728 2050	Employee PERS	8,688	2,645	2,700	2,829	2,700	2,829	\$	129	5%
101	4728 2055	Health Insurance	15,850	6,752	7,407	7,265	7,265	7,540	\$	275	4%
101	4728 2061	Workers Comp	3,673	3,724	4,104	1,580	1,580	1,580	\$	0	0%
101	4728 2065	Disability	1,347	505	440	433	430	433	\$	3	1%
101	4728 2075	Life Ins/Def Comp	2,457	625	635	650	650	650	\$	-	0%
101	4728 2085	Auto Allowance	2,200	1,200	1,200	1,200	1,200	1,200	\$	-	0%
101	4728 2105	Advertising	0	548	0	250	250	250	\$	-	0%
101	4728 2110	Communication	771	2,114	2,356	2,300	2,350	2,350	\$	-	0%
101	4728 2115	Postage	426	109	23	200	200	0	\$	(200)	-100%
101	4728 2127	Equipment Lease Expense	368	0	0	0	0	0	\$	-	0%
101	4728 2130	Professional Contracts	0	0	140	0	0	0	\$	-	0%
101	4728 2140	Professional Fees	0	0	0	0	55	100	\$	45	82%
101	4728 2142	Banking Fees	0	0	220	200	200	200	\$	-	0%
101	4728 2144	Online Transaction Fee	0	0	0	100	100	100	\$	-	0%
101	4728 2145	Other Contract Services	1,463	0	300	0	0	0	\$	-	0%
101	4728 2153	Dues & Subscriptions	160	50	55	160	170	170	\$	-	0%
101	4728 2155	Training/Conference	130	0	0	200	200	500	\$	300	150%
101	4728 2160	Other Travel	0	0	0	100	100	100	\$	-	0%
101	4728 2207	Copies	6	0	8	100	100	100	\$	-	0%
101	4728 2212	Computer Equipment	0	0	1,228	200	200	200	\$	-	0%
101	4728 2213	Office Supplies	211	6	117	300	300	300	\$	-	0%
101	4728 2215	Special Dept Supplies	2,143	0	36	1,000	1,000	1,000	\$	-	0%
101	4728 2244	Swimming Program	0	0	0	5,000	5,000	5,000	\$	-	0%
101	4728 2311	Maint-Office Equip	0	0	0	100	100	100	\$	-	0%
101	4728 2320	Maint-Tennis Courts	0	0	0	4,000	4,000	4,000	\$	-	0%
101	4728 2335	Software Maintenance	0	186	0	0	0	0	\$	-	0%
101	4728 2425	Taxes & Other Charges	69	0	0	0	0	0	\$	-	0%
101	4728 2640	Furniture & Fixtures	0	0	0	2,000	2,000	2,000	\$	-	0%
		Total Recreation	186,596	65,467	69,379	78,357	78,472	78,956	\$	484	1%
Fire											
101	4800 2010	Salaries-Regular	55,994	39,284	41,673	42,364	42,364	53,923	\$	11,559	27%
101	4800 2020	Salaries-Temp/Part Time	22,800	22,344	22,800	22,800	22,800	23,028	\$	228	1%
101	4800 2030	Overtime	0	0	0	0	80	0	\$	(80)	-100%
101	4800 2040	FICA-City	6,158	4,760	4,978	4,985	4,985	5,887	\$	902	18%
101	4800 2045	Employer PERS	15,722	8,650	9,525	13,104	28,000	14,966	\$	(13,034)	-47%
101	4800 2050	Employee PERS	6,872	4,114	4,345	5,090	5,090	4,875	\$	(215)	-4%
101	4800 2055	Health Insurance	17,110	20,199	21,160	20,743	20,743	1,831	\$	(18,912)	-91%
101	4800 2061	Workers Comp	6,443	6,533	7,199	5,689	5,689	5,689	\$	-	0%
101	4800 2065	Disability	623	513	465	466	466	593	\$	127	27%
101	4800 2075	Life Ins/Def Comp	1,826	646	650	755	755	755	\$	-	0%
101	4800 2105	Advertising	599	0	0	0	0	0	\$	-	0%
101	4800 2110	Communications	45,332	29,916	22,954	20,000	20,000	19,000	\$	(1,000)	-5%
101	4800 2115	Postage	461	246	499	500	500	500	\$	-	0%
101	4800 2122	Utilities	23,998	21,057	22,504	22,500	22,500	21,500	\$	(1,000)	-4%
101	4800 2127	Equipment Lease Expense	3,133	2,973	2,700	4,000	4,000	4,000	\$	-	0%
101	4800 2130	Professional Contracts	16,269	34,373	10,041	15,000	15,000	14,000	\$	(1,000)	-7%
101	4800 2140	Professional Fees	77	64	354	200	200	200	\$	-	0%
101	4800 2145	Other Contract Services	145,555	137,816	167,149	210,000	210,000	210,000	\$	-	0%
101	4800 2153	Dues & Subscriptions	3,346	3,693	2,418	4,000	4,000	4,000	\$	-	0%
101	4800 2154	CAL Fire Dispatch Contract	0	0	0	0	0	28,854	\$	28,854	100%
101	4800 2155	Training/Conference	16,699	14,644	6,531	15,000	15,000	14,000	\$	(1,000)	-7%
101	4800 2170	Fire Prev Education	6,656	2,784	4,060	4,500	4,500	4,000	\$	(500)	-11%
101	4800 2175	Fire Inspection Services	21,780	33,185	22,128	25,000	25,000	10,000	\$	(15,000)	-60%
101	4800 2180	Strike Teams	111,782	0	9,656	0	60,075	0	\$	(60,075)	-100%
101	4800 2207	Copies	246	365	414	200	200	200	\$	-	0%
101	4800 2212	Computer Equipment	16,305	1,239	2,457	4,000	6,840	4,000	\$	(2,840)	-42%
101	4800 2213	Office Supplies	1,652	219	1,780	2,000	2,000	2,000	\$	-	0%
101	4800 2215	Special Dept Supplies	34,785	28,267	98,273	45,000	45,000	45,000	\$	-	0%
101	4800 2217	Field Supplies	3,000	4,211	2,509	3,500	3,500	3,500	\$	-	0%
101	4800 2225	Fuel/Oil	12,373	6,584	10,018	10,000	10,000	10,000	\$	-	0%
101	4800 2226	Vehicle Maint-Outside	3,579	4,914	699	8,500	10,100	11,500	\$	1,400	14%
101	4800 2228	Vehicle Parts & Supplies	7,282	7,463	7,953	7,500	7,500	8,500	\$	1,000	13%
101	4800 2311	Maint-Office Equip	0	0	0	1,000	1,000	1,000	\$	-	0%
101	4800 2315	Maint-Mach/Equip	15,107	6,187	4,948	25,000	25,000	25,000	\$	-	0%
101	4800 2330	Maint-Bldgs/Grnds	1,665	2,755	2,495	3,000	3,000	3,000	\$	-	0%
101	4800 2335	Software Maintenance	0	658	690	750	750	750	\$	-	0%
101	4800 2425	Taxes & Other Charges	10	2	0	0	0	0	\$	-	0%
101	4800 2630	Capital-Mach/Equip	0	9,866	0	0	0	0	\$	-	0%
		Total Fire	625,240	460,523	516,024	547,146	626,637	556,050	\$	(70,587)	-11%

GENERAL FUND DETAIL

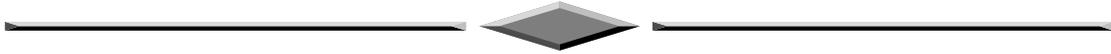
		Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%	
		FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference	
						FY 2013		FY 2013		
Police										
101	4900 2010 Salaries-Regular	1,213,591	1,251,194	1,200,783	1,200,628	1,060,000	1,220,809	\$ 160,809	15%	
101	4900 2020 Salaries-Temp/Part Time	0	0	0	0	47,000	30,000	\$ (17,000)	-36%	
101	4900 2030 Overtime	85,716	148,070	147,916	82,000	175,000	150,000	\$ (25,000)	-14%	
101	4900 2037 Holiday Pay	47,255	41,596	43,191	48,239	48,239	49,132	\$ 893	2%	
101	4900 2040 FICA-City	103,341	107,354	103,963	101,811	101,811	110,920	\$ 9,109	9%	
101	4900 2045 Employer PERS	400,180	326,469	409,824	427,700	427,700	439,743	\$ 12,043	3%	
101	4900 2050 Employee PERS	111,639	94,506	98,288	106,771	106,771	108,567	\$ 1,796	2%	
101	4900 2055 Health Insurance	218,276	226,681	251,088	243,598	243,598	279,433	\$ 35,835	15%	
101	4900 2061 Workers Comp	108,612	48,775	54,884	52,478	88,500	52,478	\$ (36,022)	-41%	
101	4900 2065 Disability	14,902	16,294	14,392	13,896	13,896	14,118	\$ 222	2%	
101	4900 2071 Unemployment	0	6,750	4,485	0	7,450	0	\$ (7,450)	-100%	
101	4900 2075 Life Ins/Def Comp	943	859	1,922	2,188	2,188	2,188	\$ -	0%	
101	4900 2095 Uniform Allowance	13,750	11,625	12,500	12,750	12,750	12,750	\$ -	0%	
101	4900 2096 Education Reimbursement	1,675	0	1,168	0	1,500	1,500	\$ -	0%	
101	4900 2097 Housing Allowance	0	14,000	16,000	24,000	24,000	24,000	\$ -	0%	
101	4900 2105 Advertising	0	835	0	0	0	0	\$ -	0%	
101	4900 2110 Communication	13,969	14,359	16,583	14,000	15,475	14,000	\$ (1,475)	-10%	
101	4900 2115 Postage	1,384	1,188	1,336	1,500	1,500	800	\$ (700)	-47%	
101	4900 2122 Utilities	12,412	10,887	9,817	9,900	9,900	9,600	\$ (300)	-3%	
101	4900 2127 Equipment Lease	3,084	2,586	3,030	3,000	3,000	2,700	\$ (300)	-10%	
101	4900 2130 Professional Contracts	0	2,276	3,636	1,000	1,280	1,000	\$ (280)	-22%	
101	4900 2140 Professional Fees	2,294	4,408	5,962	4,750	8,550	5,000	\$ (3,550)	-42%	
101	4900 2145 Other Contract Services	33,538	41,112	33,762	15,000	15,000	5,000	\$ (10,000)	-67%	
101	4900 2153 Dues & Subscriptions	1,003	1,609	1,656	400	400	400	\$ -	0%	
101	4900 2155 Training/Conference	2,043	4,445	17,434	10,000	10,000	5,000	\$ (5,000)	-50%	
101	4900 2160 Other Travel	0	0	145	0	0	0	\$ -	0%	
101	4900 2207 Copies	307	456	406	350	470	500	\$ 30	6%	
101	4900 2212 Computer Equipment	1,884	0	2,027	5,000	6,075	5,000	\$ (1,075)	-18%	
101	4900 2213 Office Supplies	6,210	5,030	5,157	5,000	5,000	3,000	\$ (2,000)	-40%	
101	4900 2215 Special Dept Supplies	187	4,868	3,670	3,000	4,155	0	\$ (4,155)	-100%	
101	4900 2217 Field Supplies	4,218	6,866	2,002	5,000	5,000	10,000	\$ 5,000	100%	
101	4900 2311 Maint-Office Equip	6,070	722	0	500	500	0	\$ (500)	-100%	
101	4900 2315 Maint-Mach/Equip	1,391	87	0	0	0	0	\$ -	0%	
101	4900 2330 Maint-Bldgs/Grnds	0	613	0	0	0	0	\$ -	0%	
101	4900 2335 Software Maintenance	0	610	735	500	500	0	\$ (500)	-100%	
101	4900 2350 Vehicle Charge	60,252	35,144	37,481	31,087	31,087	34,807	\$ 3,720	12%	
101	4900 2425 Taxes & Other Charges	37	813	41	1,000	1,000	0	\$ (1,000)	-100%	
101	4900 2630 Capital-Mach/Equip	3,183	0	0	0	0	0	\$ -	0%	
101	4900 2640 Furniture & Fixtures	0	3,316	59	0	0	0	\$ -	0%	
Total Police		2,473,345	2,436,401	2,505,342	2,427,046	2,479,296	2,592,445	\$ 113,149	5%	
Public Works- Administration										
101	5000 2010 Salaries-Regular	56,478	54,431	88,050	93,906	93,906	124,287	\$ 30,381	32%	
101	5000 2020 Salaries-Temp/Part Time	0	370	18,783	0	478	0	\$ (478)	-100%	
101	5000 2037 Holiday Pay	194	0	0	0	0	0	\$ -	0%	
101	5000 2040 FICA-City	3,428	4,063	8,020	7,112	7,112	9,460	\$ 2,348	33%	
101	5000 2045 Employer PERS	8,527	8,161	16,061	13,840	13,840	18,519	\$ 4,679	34%	
101	5000 2050 Employee PERS	4,155	4,025	6,379	6,775	6,775	8,382	\$ 1,607	24%	
101	5000 2055 Health Insurance	9,136	10,460	20,170	22,817	22,817	27,614	\$ 4,797	21%	
101	5000 2061 Workers Comp	8,451	8,570	9,445	3,477	3,477	3,477	\$ -	0%	
101	5000 2065 Disability	621	466	837	892	892	1,235	\$ 343	38%	
101	5000 2071 Unemployment	0	233	0	0	0	0	\$ -	0%	
101	5000 2075 Life Ins/Def Comp	66	25	84	1,107	76	2,678	\$ 2,602	3423%	
101	5000 2085 Auto Allowance	0	0	0	0	0	480	\$ 480	100%	
101	5000 2105 Advertising	1,104	405	0	0	354	550	\$ 196	55%	
101	5000 2110 Communication	1,963	2,268	3,267	500	1,782	500	\$ (1,282)	-72%	
101	5000 2115 Postage	871	1,307	597	600	600	600	\$ -	0%	
101	5000 2127 Equipment Lease Expense	85	1,436	1,723	1,200	1,603	1,603	\$ -	0%	
101	5000 2130 Professional Contracts	324	0	0	250	0	250	\$ 250	100%	
101	5000 2140 Professional Fees	500	3,604	539	500	0	500	\$ 500	100%	
101	5000 2145 Other Contract Services	4,146	70	134	500	0	500	\$ 500	100%	
101	5000 2153 Dues & Subscriptions	232	238	1,245	625	625	625	\$ -	0%	
101	5000 2155 Training/Conference	1,547	866	417	300	271	300	\$ 29	11%	
101	5000 2207 Copies	226	495	639	500	864	500	\$ (364)	-42%	
101	5000 2212 Computer Equipment	361	609	1,474	500	500	500	\$ -	0%	
101	5000 2213 Office Supplies	557	653	561	400	400	400	\$ -	0%	
101	5000 2215 Special Dept Supplies	815	51	503	0	680	0	\$ (680)	-100%	
101	5000 2311 Maint-Office Equip	200	154	0	0	0	0	\$ -	0%	
101	5000 2335 Software Maintenance	0	612	1,090	0	0	0	\$ -	0%	
101	5000 2350 Vehicle Charge	16,225	6,507	6,933	8,478	8,478	9,493	\$ 1,015	12%	
101	5000 2425 Taxes & Other Charges	1,911	513	2,504	0	2,728	0	\$ (2,728)	-100%	
101	5000 2630 Capital-Mach/Equip	1,433	0	0	0	0	0	\$ -	0%	
Total Public Works- Administration		123,554	110,590	189,454	164,279	168,257	212,452	\$ 44,196	26%	

GENERAL FUND DETAIL

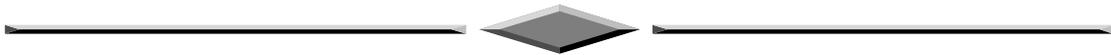
		Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%	
		FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference	
						FY 2013		FY 2013		
Public Works- Government Buildings										
101	5006 2010	Salaries-Regular	114,170	106,980	105,944	0	0	0	\$ -	0%
101	5006 2025	Standby	5,700	0	675	0	0	0	\$ -	0%
101	5006 2030	Overtime	25	0	231	0	0	0	\$ -	0%
101	5006 2040	FICA-City	9,209	8,221	8,223	0	0	0	\$ -	0%
101	5006 2045	Employer PERS	15,817	15,704	14,785	0	0	0	\$ -	0%
101	5006 2050	Employee PERS	7,671	7,576	6,756	0	0	0	\$ -	0%
101	5006 2055	Health Insurance	29,288	32,425	38,137	0	0	0	\$ -	0%
101	5006 2061	Workers Comp	3,030	7,979	6,901	0	0	0	\$ -	0%
101	5006 2065	Disability	1,324	1,288	1,182	0	0	0	\$ -	0%
101	5006 2075	Life Ins/Def Comp	579	579	736	0	0	0	\$ -	0%
101	5006 2110	Communications	13,650	13,472	12,279	13,880	13,880	13,880	\$ -	0%
101	5006 2122	Utilities	57,104	68,043	71,967	67,658	67,658	67,658	\$ -	0%
101	5006 2125	Equipment Rental	120	120	120	1,858	0	1,858	\$ 1,858	100%
101	5006 2145	Other Contract Services	47,072	46,620	59,725	100,686	59,614	80,000	\$ 20,386	34%
101	5006 2155	Training/Conference	0	19	0	37	0	0	\$ -	0%
101	5006 2212	Computer Equipment	0	1,984	500	0	0	0	\$ -	0%
101	5006 2213	Office Supplies	0	15	0	308	308	308	\$ -	0%
101	5006 2215	Special Dept Supplies	20,233	20,702	16,441	25,711	10,509	20,000	\$ 9,491	90%
101	5006 2220	Small Tools	78	109	0	180	0	180	\$ 180	100%
101	5006 2225	Fuel/Oil	0	909	0	1,858	0	1,000	\$ 1,000	100%
101	5006 2315	Maint-Mach/Equip	0	0	0	1,804	0	0	\$ -	0%
101	5006 2330	Maint-Bldgs/Grnds	2,283	2,468	1,006	3,716	987	2,500	\$ 1,513	153%
101	5006 2350	Vehicle Charge	13,039	6,789	7,241	0	0	0	\$ -	0%
101	5006 2425	Taxes & Other Charges	354	325	470	302	479	500	\$ 21	4%
101	5006 2640	Furniture/Fixtures	155	0	0	0	0	0	\$ -	0%
Total Public Works- Government Buildings			340,902	342,327	353,318	217,998	153,435	187,884	\$ 34,449	22%
Public Works- Storm Drains										
101	5013 2010	Salaries-Regular	0	0	43,526	44,869	40,489	46,416	\$ 5,927	15%
101	5013 2025	Standby	0	0	705	0	697	0	\$ (697)	-100%
101	5013 2030	Overtime	0	0	2,596	8,500	7,493	8,500	\$ 1,007	13%
101	5013 2040	FICA-City	0	0	3,610	4,083	3,728	4,201	\$ 473	13%
101	5013 2045	Employer PERS	0	0	6,600	6,613	5,967	6,916	\$ 949	16%
101	5013 2050	Employee PERS	0	0	2,998	3,049	3,090	2,257	\$ (834)	-27%
101	5013 2055	Health Insurance	0	0	11,569	11,379	12,026	12,106	\$ 80	1%
101	5013 2061	Workers Comp	0	0	0	2,529	2,015	2,529	\$ 513	25%
101	5013 2065	Disability	0	0	519	587	487	604	\$ 117	24%
101	5013 2075	Life Ins/Def Comp	0	0	400	524	366	524	\$ 159	43%
101	5013 2125	Equipment Rental	0	0	1,560	0	0	0	\$ -	0%
101	5013 2145	Other Contract Services	0	0	306	0	0	0	\$ -	0%
101	5013 2148	Government Fees	0	0	2,197	0	3,575	5,750	\$ 2,175	61%
101	5013 2215	Special Dept Supplies	0	0	5,866	5,000	0	5,000	\$ 5,000	100%
101	5013 2425	Taxes & Other Charges	0	0	6,211	0	6,211	6,211	\$ -	0%
Total Public Works- Storm Drains			0	0	88,664	87,132	86,144	101,014	\$ 14,870	17%
Public Works- Streets Maintenance										
101	5015 2010	Salaries-Regular	90,441	82,177	43,525	44,869	44,869	46,416	\$ 1,547	3%
101	5015 2025	Standby	1,623	1,295	705	0	450	0	\$ (450)	-100%
101	5015 2030	Overtime	4,211	3,465	1,954	0	281	0	\$ (281)	-100%
101	5015 2040	FICA-City	7,403	6,688	3,560	3,433	3,433	3,551	\$ 118	3%
101	5015 2045	Employer PERS	12,644	11,340	6,848	6,613	6,613	6,916	\$ 303	5%
101	5015 2050	Employee PERS	6,058	5,465	2,959	3,049	3,049	2,257	\$ (792)	-26%
101	5015 2055	Health Insurance	21,428	22,723	12,647	11,379	11,379	12,106	\$ 727	6%
101	5015 2061	Workers Comp	7,583	7,689	8,473	2,529	2,529	2,529	\$ -	0%
101	5015 2065	Disability	1,065	1,111	512	494	494	511	\$ 17	3%
101	5015 2075	Life Ins/Def Comp	577	563	404	524	524	524	\$ -	0%
101	5015 2105	Advertising	0	292	0	0	0	0	\$ -	0%
101	5015 2110	Communication	1,308	1,833	1,698	1,199	947	1,199	\$ 252	27%
101	5015 2115	Postage	0	113	22	0	0	0	\$ -	0%
101	5015 2122	Utilities	71,310	73,731	74,190	75,557	32,138	75,557	\$ 43,419	135%
101	5015 2125	Equipment Rentals	0	0	1,197	2,910	2,910	2,910	\$ -	0%
101	5015 2130	Professional Contracts	95	1,339	378	0	0	0	\$ -	0%
101	5015 2145	Other Contract Services	0	783	200	0	0	0	\$ -	0%
101	5015 2153	Dues & Subscriptions	0	0	279	0	0	0	\$ -	0%
101	5015 2155	Training/Conference	0	40	117	514	2,000	514	\$ (1,486)	-74%
101	5015 2160	Other Travel	0	26	0	50	0	50	\$ 50	100%
101	5015 2212	Computer Equipment	0	474	29	485	34	485	\$ 451	1343%
101	5015 2213	Office Supplies	390	180	254	485	57	485	\$ 428	744%
101	5015 2215	Special Dept Supplies	8,137	9,269	8,537	9,500	8,280	9,500	\$ 1,220	15%
101	5015 2220	Small Tools	598	230	162	582	78	582	\$ 504	642%
101	5015 2312	Maint Supplies	10,343	17,610	14,009	15,021	48,360	15,021	\$ (33,339)	-69%
101	5015 2315	Maint-Mach/Equip	1,654	7,146	5,320	6,080	6,080	6,080	\$ -	0%
101	5015 2350	Vehicle Charge	37,476	19,568	20,870	19,782	19,782	22,150	\$ 2,368	12%
101	5015 2425	Taxes & Other Charges	33	590	33	2,667	2,667	2,667	\$ -	0%
101	5015 2630	Capital Equipment	0	2,765	0	2,763	2,763	2,763	\$ -	0%
Total Public Works- Streets Maintenance			284,378	278,504	208,882	210,484	199,716	214,772	\$ 15,056	8%

GENERAL FUND DETAIL

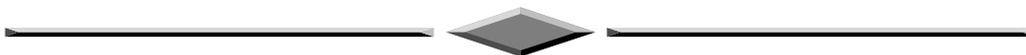
			Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%
			FY 2010	FY 2011	FY 2012	FY 2013	Year-End FY 2013	FY 2014	From Estimated FY 2013	Difference
Public Works- Parks Maintenance/Operations										
101	5027	2010 Salaries-Regular	280,459	283,567	294,401	188,270	268,845	305,482	\$ 36,637	14%
101	5027	2025 Standby	3,150	2,850	2,700	2,900	4,067	2,900	\$ (1,167)	-29%
101	5027	2030 Overtime	514	376	671	3,158	601	3,158	\$ 2,557	426%
101	5027	2040 FICA-City	21,908	22,119	22,958	14,866	20,946	23,833	\$ 2,886	14%
101	5027	2045 Employer PERS	38,862	40,455	44,678	27,747	39,623	45,517	\$ 5,894	15%
101	5027	2050 Employee PERS	18,778	19,595	20,059	12,816	18,323	14,882	\$ (3,441)	-19%
101	5027	2055 Health Insurance	60,684	70,308	79,863	41,980	72,408	82,305	\$ 9,897	14%
101	5027	2061 Workers Comp	6,446	11,193	7,203	15,487	12,342	15,487	\$ 3,145	25%
101	5027	2065 Disability	3,150	3,460	3,301	2,138	2,738	3,427	\$ 689	25%
101	5027	2075 Life Ins/Def Comp	2,503	2,583	2,583	1,901	2,334	2,012	\$ (322)	-14%
101	5027	2110 Communication	407	440	409	388	318	400	\$ 82	26%
101	5027	2115 Postage	0	0	13		0	0	\$ -	0%
101	5027	2122 Utilities	60,691	63,870	91,401	86,000	94,503	95,000	\$ 497	1%
101	5027	2125 Equipment Rental	0	0	0	437	107	400	\$ 293	275%
101	5027	2145 Other Contract Services	115	390	800	95,373	3,931	800	\$ (3,131)	-80%
101	5027	2153 Dues & Subscriptions	665	350	140	390	325	300	\$ (25)	-8%
101	5027	2155 Training/Conference	985	730	4,167	980	801	1,000	\$ 199	25%
101	5027	2160 Other Travel	0	84	0	485	0	400	\$ 400	100%
101	5027	2213 Office Supplies	275	153	206	250	221	250	\$ 29	13%
101	5027	2215 Special Dept Supplies	19,589	18,408	16,484	11,400	20,000	11,000	\$ (9,000)	-45%
101	5027	2220 Small Tools	1,108	2,142	1,449	1,940	324	2,000	\$ 1,676	518%
101	5027	2225 Fuel/Oil	22	0	0	58	0	60	\$ 60	100%
101	5027	2315 Maint-Mach/Equip	3,548	3,732	3,419	4,500	75	4,500	\$ 4,425	5892%
101	5027	2330 Maint-Bldgs/Grnds	11,191	11,954	14,431	12,222	12,222	12,200	\$ (22)	0%
101	5027	2350 Vehicle Charge	28,959	16,374	17,463	7,065	7,065	15,821	\$ 8,756	124%
101	5027	2425 Taxes & Other Charges	17	17	17	33	18	0	\$ (18)	-100%
101	5027	2999 Trans to Other Funds	0	0	4,328	0	0	0	\$ -	0%
Total Public Works- Parks Maintenance			564,034	575,150	633,142	532,785	582,137	643,134	\$ 60,997	10%



DEPARTMENTAL BUDGETS



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CITY OF ST. HELENA
DEPARTMENT SUMMARY

NON-DEPARTMENTAL
4000

DEPARTMENT PURPOSE

The purpose of the Non-departmental Department is to accumulate those costs not easily associated with a particular cost center and to more easily monitor certain expendable costs for savings and control purposes. Liability insurance, contributions, and general office supplies are types of expenses accounted for here.

PRIOR YEAR GOALS ACHIEVED

- ◆ Replaced outdated computers throughout City offices with up to date hardware and software.
- ◆ Updated licensing agreements for City software.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Update website with an emphasis on providing online services for citizens.

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Continue to update city website.

DETAIL FOR EXPENSE ACCOUNTS

Non-Departmental 4000

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2130	<u>Professional Contract:</u> Marin IT- Computer services	\$45,780
101-2146	<u>Computer Web Page Development and Training:</u>	\$3,000
101-2215, 561-2215, 571-2215	<u>Special Department Supplies:</u>	\$9,400
	◆ Software and computer hardware maintenance	\$8,500
	◆ Miscellaneous	900
101-2405	<u>Contributions:</u>	\$85,689
	◆ Housing Authority	\$10,000
	◆ Fare Box Match	19,200
	◆ LAFCO	14,059
	◆ Animal Shelter	29,080
	◆ Leadership Napa Valley	750
	◆ Napa County Transportation & Planning Authority	12,600
101-2445, 561-2445, 571-2445	<u>Liability Insurance:</u>	\$341,337
	◆ Auto/General Liability Insurance	\$224,852
	◆ Prop/Earthquake/Flood	88,215
	◆ Boiler, Fire, Fraud	18,270
	◆ Workers Comp Deductible	10,000
101-2630	<u>Machinery and Equipment:</u>	\$15,000
	◆ New Workstations	\$6,000
	◆ Network upgrades & licensing	9,000

NON DEPARTMENTAL

Non Departmental Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT								
101 4000	General Fund		\$ 2,776,563	\$ 1,663,597	\$ 1,058,392	\$ 2,036,163	\$ 872,257	\$ 1,734,364
215 4000	MTC Allocations		0	61,107	0	0	0	0
216 4000	Public Safety Impact Fee		18,000	0	132,800	346,521	0	0
219 4000	CSLA Library Fund		65,400	0	0	0	0	0
221 4000	Park & Recreation Facilities		0	606	0	0	0	0
222 4000	Park Bond Act		0	47,672	0	0	528,841	0
223 4000	Skate Park Lighting		0	4,139	27,454	0	47,064	0
224 4000	COPS		0	0	17,000	0	29,143	0
225 4000	Gas Tax 2105		48,356	33,500	0	78,266	78,266	0
226 4000	Gas Tax 2106		23,500	24,100	0	62,613	62,613	0
227 4000	Gas Tax 2107		49,400	46,500	49,000	78,266	78,266	0
228 4000	Gas Tax 2107.5		2,000	2,000	0	7,827	7,827	0
229 4000	Gas Tax 2103		0	0	22,006	164,358	164,358	0
235 4000	Measure A		143,922	327,756	526,805	0	526,804	526,805
280 4000	Community Activity		0	414	0	0	0	0
286 4000	Bocce Ball		17,624	0	22,000	25,000	0	0
290 4000	Tourism Improvement District		0	200,471	287,846	256,315	265,552	273,518
295 4000	NOAA		0	13,107	55,098	0	0	0
381 4000	Ryan Library Trust		0	0	78,400	0	0	0
383 4000	Dr. Wood Trust		3,373,162	0	0	0	0	0
384 4000	Tweed Trust		0	0	272,386	0	0	0
420 4000	1996 GO Bonds		178,880	182,630	180,904	0	183,658	180,950
561 4000	Water Enterprise		636,287	679,941	510,432	1,251,501	1,131,027	1,335,863
571 4000	Wastewater Enterprise		162,858	387,301	178,164	330,420	573,523	482,396
Total Expenses			\$ 7,495,952	\$ 3,674,841	\$ 3,418,686	\$ 4,637,250	\$ 4,549,199	\$ 4,533,895

Non Departmental Expense Summary			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary			\$ 2,800	\$ 3,256	\$ 231	\$ -	\$ -	\$ -
Benefits			122,462	56,273	201	0	0	0
Contracts			10,208	218,211	297,552	263,752	326,492	332,378
Dept supplies/services			117,815	115,517	141,271	75,181	65,821	43,721
Training/Conference			(25)	3,018	0	0	4,500	500
Equip/Software Maintenance			0	3,900	600	4,326	8,626	8,964
Web Design			0	0	0	5,000	5,000	3,000
Communications			1,884	124	2,755	2,610	3,657	3,740
Equipment Lease			19,193	22,944	20,502	22,440	21,345	21,345
Contributions & County Partnerships			2,530,746	59,810	153,454	85,689	88,689	88,689
Chamber of Commerce			74,587	117,124	89,018	99,000	99,000	99,000
Debt Payments			1,138,207	1,272,646	1,443,461	1,346,357	2,201,461	2,202,258
Property/Liability insurance			316,539	322,656	267,897	392,067	311,534	341,337
Facility Rental			10,400	10,000	10,000	10,000	10,000	10,000
Contingency			150,077	0	0	0	0	0
Capital Equipment			7,243	2,161	5,180	18,000	18,000	27,000
Transfer to other funds			2,993,815	1,467,200	976,564	2,302,828	1,375,075	481,031
Total Expenses			\$ 7,495,952	\$ 3,674,841	\$ 3,408,686	\$ 4,627,250	\$ 4,539,199	\$ 3,662,963

Account Detail			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Fund Dept Acct	Fund	Account Description						
101 4000 2020	General Fund	Salaries-Temp/Part Time	2,800	3,256	231	0	0	0
101 4000 2040	General Fund	FICA-City	214	249	18	0	0	0
101 4000 2055	General Fund	Health Insurance	102,108	55,830	0	0	0	0
101 4000 2061	General Fund	Workers Comp	20,140	166	183	0	0	0
101 4000 2065	General Fund	SDI	0	27	0	0	0	0
101 4000 2110	General Fund	Communication	1,884	51	1,018	870	1,917	2,000
101 4000 2115	General Fund	Postage	766	328	1,086	600	400	400
101 4000 2127	General Fund	Equipment Lease	7,228	7,372	6,671	8,780	7,115	7,115

NON DEPARTMENTAL

Non Departmental Expenses By Fund					Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
101	4000	2130	General Fund	Professional Contracts	0	0	0	0	45,780	45,780
101	4000	2134	General Fund	Municipal Code Update	1,039	3,024	3,315	5,500	3,000	5,500
101	4000	2140	General Fund	Professional Fees	553	413	727	500	315	315
101	4000	2145	General Fund	Other Contract Services	50,253	22,818	24,454	18,700	30,000	6,000
101	4000	2146	General Fund	Web Site Design	0	0	0	5,000	5,000	3,000
101	4000	2152	General Fund	Facility Rental	10,400	10,000	10,000	10,000	10,000	10,000
101	4000	2153	General Fund	Dues & Subscriptions	174	818	494	200	200	200
101	4000	2155	General Fund	Training/Conference	(25)	2,989	0	0	4,500	500
101	4000	2207	General Fund	Copies	225	817	1,707	1,380	1,500	1,500
101	4000	2209	General Fund	Safety Supplies	6	0	0	0	0	100
101	4000	2212	General Fund	Computer Equipment	5,725	1,329	4,568	4,000	4,000	4,000
101	4000	2213	General Fund	Office Supplies	1,773	1,411	1,394	1,500	1,500	1,500
101	4000	2215	General Fund	Special Dept Supplies	9,395	8,684	12,368	4,000	4,000	4,000
101	4000	2311	General Fund	Maint-Office Equip	0	0	0	1,500	1,500	1,500
101	4000	2335	General Fund	Software Maintenance	0	3,900	200	0	3,900	3,900
101	4000	2350	General Fund	Vehicle Charge	0	0	0	2,826	2,826	3,164
101	4000	2405	General Fund	Contributions	23,391	46,703	98,356	85,689	85,689	85,689
101	4000	2406	General Fund	County Services	0	0	10,000	10,000	10,000	10,000
101	4000	2407	General Fund	Chamber of Commerce	74,587	117,124	89,018	99,000	99,000	99,000
101	4000	2425	General Fund	Taxes & Other Charges	3,896	1,249	44,932	1,521	1,821	1,521
101	4000	2445	General Fund	Liability Insurance	211,139	173,985	138,515	194,907	126,976	144,177
101	4000	2630	General Fund	Capital-Mach/Equip	0	0	0	6,000	6,000	15,000
101	4045	2505	General Fund	Retire Principal	223,691	245,289	263,012	197,477	197,477	200,179
101	4045	2515	General Fund	Interest Expense	114,152	80,467	46,086	38,799	38,799	36,096
101	4000	2910	General Fund	Contingencies	150,077	0	0	0	0	0
101	4000	2899	General Fund	Transfers to Capital Projects	0	0	0	0	0	860,932
101	4000	2999	General Fund	Transfers to Other Funds	1,760,971	875,297	300,039	1,337,414	176,042	178,296
101	4000	6100	General Fund	PEG Access Costs	0	0	0	0	3,000	3,000
101 Total					2,776,563	1,663,597	1,058,392	2,036,163	872,257	1,734,364
215	4000	2999	MTC Allocations	Transfers to Other Funds	0	61,107	0	0	0	0
215 Total					0	61,107	0	0	0	0
216	4000	2999	Public Safety Impact Fee	Transfers to Other Funds	18,000	0	132,800	346,521	0	0
216 Total					18,000	0	132,800	346,521	0	0
219	4000	2999	CLSA Library Fund	Transfers to Other Funds	65,400	0	0	0	0	0
219 Total					65,400	0	0	0	0	0
221	4000	2999	Park & Recreation Faciliti	Transfers to Other Funds	0	606	0	0	0	0
221 Total					0	606	0	0	0	0
222	4000	2999	Park Bond Act	Transfers to Other Funds	0	47,672	0	0	528,841	0
222 Total					0	47,672	0	0	528,841	0
223	4000	2999	Skate Park Lighting	Transfers to Other Funds	0	4,139	27,454	0	47,064	0
223 Total					0	4,139	27,454	0	47,064	0
224	4000	2999	COPS	Transfers to Other Funds	0	0	17,000	0	29,143	0
224 Total					0	0	17,000	0	29,143	0
225	4000	2999	Gas Tax 2105	Transfers to Other Funds	48,356	33,500	0	78,266	78,266	0
225 Total					48,356	33,500	0	78,266	78,266	0
226	4000	2999	Gas Tax 2106	Transfers to Other Funds	23,500	24,100	0	62,613	62,613	0
226 Total					23,500	24,100	0	62,613	62,613	0
227	4000	2999	Gas Tax 2107	Transfers to Other Funds	49,400	46,500	49,000	78,266	78,266	0
227 Total					49,400	46,500	49,000	78,266	78,266	0
228	4000	2999	Gas Tax 2107.5	Transfers to Other Funds	2,000	2,000	0	7,827	7,827	0
228 Total					2,000	2,000	0	7,827	7,827	0
229	4000	2999	Gas Tax 2103	Transfers to Other Funds	0	0	22,006	164,358	164,358	0
229 Total					0	0	22,006	164,358	164,358	0
235	4045	2505	General Fund	Retire Principal	115,009	238,371	362,853	0	352,006	369,105
235	4045	2515	General Fund	Interest Expense	28,913	89,385	163,952	0	174,798	157,699
235 Total					143,922	327,756	526,805	0	526,804	526,805
280	4000	2999	Community Activity	Transfers to Other Funds	0	414	0	0	0	0
280 Total					0	414	0	0	0	0
286	4000	2999	Bocce Ball	Transfers to Other Funds	17,624	0	22,000	25,000	0	0
286 Total					17,624	0	22,000	25,000	0	0

NON DEPARTMENTAL

Non Departmental Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
290	4000	2141	Tourism Improvement Dis County Share of TID	0	177,858	187,212	189,673	196,509	202,404
290	4000	2145	Tourism Improvement Dis Other Contract Services	0	14,279	1,000	0	0	0
290	4000	2149	Tourism Improvement Dis Local Share of TID	0	0	95,468	64,079	66,388	68,379
290	4000	2153	Tourism Improvement Dis Dues & Subscriptions	0	750	0	0	0	0
290	4000	2215	Tourism Improvement Dis Special Dept Supplies	0	7,584	4,166	0	0	0
290	4000	2999	Tourism Improvement Dis Transfers to Other Funds	0	0	0	2,563	2,655	2,735
290 Total				0	200,471	287,846	256,315	265,552	273,518
295	4000	2147	NOAA Stream Surveys Contracts	0	13,107	55,098	0	0	0
295 Total				0	13,107	55,098	0	0	0
381	4000	2999	Ryan Library Trust Transfers to Other Funds	0	0	78,400	0	0	0
381 Total				0	0	78,400	0	0	0
383	4000	2405	Dr. Wood Trust Contributions	2,507,355	0	0	0	0	0
383	4000	2999	Dr. Wood Trust Transfers to Other Funds	865,807	0	0	0	0	0
383 Total				3,373,162	0	0	0	0	0
384	4000	2999	Tweed Trust Transfers to Other Funds	0	0	272,386	0	0	0
384 Total				0	0	272,386	0	0	0
420	4045	2130	1996 GO Bonds Professional Contracts	500	500	500	0	500	500
420	4045	2505	1996 GO Bonds Retire Principal	120,000	130,000	135,000	0	145,000	150,000
420	4045	2515	1996 GO Bonds Interest Expense	58,380	52,130	45,404	0	38,158	30,450
420 Total				178,880	182,630	180,904	0	183,658	180,950
561	4000	2110	Water Enterprise Communication	0	37	869	870	870	870
561	4000	2115	Water Enterprise Postage	112	49	174	100	200	200
561	4000	2127	Water Enterprise Equipment Lease	5,983	7,786	6,915	6,830	7,115	7,115
561	4000	2140	Water Enterprise Professional Fees	118	14,900	4,049	0	0	0
561	4000	2145	Water Enterprise Other Contract Services	20,029	21,451	19,064	13,700	5,000	5,000
561	4000	2155	Water Enterprise Training/Conference	0	14	0	0	0	0
561	4000	2207	Water Enterprise Copies	225	817	1,772	2,040	1,500	1,500
561	4000	2209	Water Enterprise Safety Supplies	6	0	0	0	0	0
561	4000	2212	Water Enterprise Computer Equipment	759	416	306	4,000	4,000	4,000
561	4000	2213	Water Enterprise Office Supplies	1,326	1,596	1,203	1,600	1,800	1,600
561	4000	2215	Water Enterprise Special Dept Supplies	1,266	2,239	724	2,700	2,700	2,700
561	4000	2218	Water Enterprise Remote Meter Readers	4,460	1,650	629	1,500	1,000	1,000
561	4000	2335	Water Enterprise Software Maintenance	0	0	200	0	200	200
561	4000	2425	Water Enterprise Taxes & Other Charges	50	23	0	0	0	0
561	4000	2445	Water Enterprise Liability Insurance	52,700	74,336	64,691	98,580	92,279	98,580
561	4045	2140	Water Enterprise Professional Fees	6,351	7,119	5,274	9,500	12,000	10,000
561	4045	2505	Water Enterprise Retire Principal	0	0	0	255,000	454,565	464,565
561	4045	2515	Water Enterprise Interest Expense	400,145	356,396	349,084	855,081	547,798	538,533
561	4000	2999	Water Enterprise Transfers to Other Funds	142,757	191,113	55,479	0	0	200,000
561 Total				636,287	679,941	510,432	1,251,501	1,131,027	1,335,863
571	4000	2110	Wastewater Enterprise Communication	0	37	869	870	870	870
571	4000	2115	Wastewater Enterprise Postage	112	49	174	100	200	200
571	4000	2127	Wastewater Enterprise Equipment Lease	5,983	7,786	6,915	6,830	7,115	7,115
571	4000	2140	Wastewater Enterprise Professional Fees	118	14,900	4,049	0	0	0
571	4000	2145	Wastewater Enterprise Other Contract Services	19,829	21,206	19,047	13,700	5,000	5,000
571	4000	2155	Wastewater Enterprise Training/Conference	0	14	0	0	0	0
571	4000	2207	Wastewater Enterprise Copies	225	817	1,642	2,040	1,500	1,500
571	4000	2209	Wastewater Enterprise Safety Supplies	6	0	0	0	0	0
571	4000	2212	Wastewater Enterprise Computer Equipment	759	416	306	4,000	4,000	4,000
571	4000	2213	Wastewater Enterprise Office Supplies	1,326	1,596	1,203	1,600	1,800	1,600
571	4000	2215	Wastewater Enterprise Special Dept Supplies	1,266	2,239	724	2,700	2,700	2,700
571	4000	2335	Wastewater Enterprise Software Maintenance	0	0	200	0	200	200
571	4000	2425	Wastewater Enterprise Taxes & Other Charges	50	23	0	0	0	0
571	4000	2445	Wastewater Enterprise Liability Insurance	52,700	74,336	64,691	98,580	92,279	98,580
571	4045	2140	Wastewater Enterprise Professional Fees	2,567	2,522	274	0	5,000	5,000
571	4045	2505	Wastewater Enterprise Retire Principal	0	0	0	0	120,435	125,435
571	4045	2515	Wastewater Enterprise Interest Expense	77,917	80,608	78,071	0	132,424	130,196
571	4000	2999	Wastewater Enterprise Transfers to Other Funds	0	180,752	0	200,000	200,000	100,000
571 Total				162,858	387,301	178,164	330,420	573,523	482,396
DEPT TOTAL				\$ 7,495,952	\$ 3,674,841	\$ 3,418,686	\$ 4,637,250	\$ 4,549,199	\$ 4,533,895

CITY OF ST. HELENA
DEPARTMENT SUMMARY

CITY COUNCIL
4100

DEPARTMENT PURPOSE

The City Council is the Governing body of the City of St. Helena and has the power to make and enforce all laws related to municipal affairs, subject only to the limitations of the City Code and the State Constitution. The council is responsible for the formulation of policy, enactment of legislation, control of revenues and the appropriation of funds.

PRIOR YEAR GOALS ACHIEVED

- ◆ Adopted the 2012-2013 operating and capital budget by June 30, 2012.
- ◆ Adopted a short-term rental ordinance.
- ◆ Continued work on the General Plan Update.
- ◆ Updated City fees and charges for services.
- ◆ Adopted a well ordinance.
- ◆ Amended leaf blower ordinance.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Create and promote new revenues.
- ◆ Protect St. Helena's small town rural character and protect quality of life in St. Helena.
- ◆ Complete General Plan Update Process.
- ◆ Work closely with the Chamber of Commerce to improve economic viability.
- ◆ Identify additional goals for the fiscal year.

DETAIL FOR EXPENSE ACCOUNTS

City Council
4100

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2155	<u>Training and Conferences:</u>	\$3,000
101-2405	<u>Contributions:</u>	\$37,500
	◆ Work Connection	6,000
	◆ Rianda House	10,000
	◆ Community Pool	6,000
	◆ Family Resource Center	6,000
	◆ Boys & Girls Club	6,000
	◆ Arts Council	2,500
	◆ Multi-Cultural Committee	500
	◆ Climate Protection Task Force	500

CITY COUNCIL

City Council Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND	DEPT							
101	4100	General Fund	\$ 120,824	\$ 136,976	\$ 110,693	\$ 118,625	\$ 119,093	\$ 155,286
235	4100	Measure A	2,316	0	975	0	0	0
561	4100	Water Enterprise	28,605	30,687	34,136	44,625	0	26,181
571	4100	Wastewater Enterprise	16,347	17,536	19,507	25,500	0	13,092
Total Expense			\$ 168,092	\$ 185,199	\$ 165,311	\$ 188,750	\$ 119,093	\$ 194,559

City Council Expense Summary			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary			\$ 14,400	\$ 14,400	\$ 14,400	\$ 18,000	\$ 7,290	\$ 18,000
Benefits			81,437	97,099	107,363	109,500	49,034	112,909
Contracts			0	17,000	0	8,000	8,000	8,000
Dept supplies/services			17,165	12,731	15,285	12,550	12,970	13,850
Training/Conference			3,659	4,690	5,118	2,000	3,000	3,000
Contributions			44,795	37,620	18,000	37,500	37,500	37,500
Communications			1,199	1,660	1,255	1,200	1,299	1,300
Capital Equipment			5,437	0	3,890	0	0	0
Total Expense			\$ 168,092	\$ 185,199	\$ 165,311	\$ 188,750	\$ 119,093	\$ 194,559

Account Detail		Account		Actual	Actual	Actual	Budget	Estimated	Budget	
Fund	Dept	Acct	Fund	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014	
101	4100	2020	General Fund	Salaries-Temp/Part Time	6,480	6,480	6,480	8,100	7,290	12,600
101	4100	2040	General Fund	FICA-City	692	710	723	620	558	964
101	4100	2045	General Fund	Employer PERS	863	910	983	1,194	1,074	1,877
101	4100	2050	General Fund	Employee PERS	382	353	353	607	546	944
101	4100	2055	General Fund	Health Insurance	38,253	50,233	54,797	43,932	46,856	70,704
101	4100	2061	General Fund	Workers Comp	1,375	1,394	1,536	0	0	0
101	4100	2065	General Fund	SDI	0	108	0	0	0	0
101	4100	2075	General Fund	Life Ins/Def Comp	2,840	3,087	3,248	2,923		4,547
101	4100	2110	General Fund	Communication	1,199	1,660	1,255	1,200	1,299	1,300
101	4100	2115	General Fund	Postage	99	23	678	100	50	50
101	4100	2127	General Fund	Equipment Lease Expens	227	0	0	0	0	0
101	4100	2140	General Fund	Professional Fees	0	17,000	0	8,000	8,000	8,000
101	4100	2145	General Fund	Other Contract Services	8,745	6,409	7,427	9,000	8,120	9,000
101	4100	2153	General Fund	Dues & Subscriptions	6,413	5,776	5,874	3,000	2,000	2,000
101	4100	2155	General Fund	Training/Conference	1,343	4,690	4,143	2,000	3,000	3,000
101	4100	2207	General Fund	Copies	0	0	514	0	0	0
101	4100	2212	General Fund	Computer Equipment	5,437	0	3,890	0	0	0
101	4100	2213	General Fund	Office Supplies	616	142	94	300	500	500
101	4100	2215	General Fund	Special Dept Supplies	1,064	381	698	150	2,300	2,300
101	4100	2405	General Fund	Contributions	44,795	37,620	18,000	37,500	37,500	37,500
101 Total					120,824	136,976	110,693	118,625	119,093	155,286
235	4100	2125	Measure A	Equipment Rental	0	0	0	0	0	0
235	4100	2155	Measure A	Training/Conference	2,316	0	975	0	0	0
235	4100	2215	Measure A	Special Dept Supplies	0	0	0	0	0	0
235 Total					2,316	0	975	0	0	0

CITY COUNCIL

City Council Expenses By Fund					Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
561	4100	2020	Water Enterprise	Salaries-Temp/Part Time	5,040	5,040	5,040	6,300	0	3,600
561	4100	2040	Water Enterprise	FICA-City	538	552	562	482	0	275
561	4100	2045	Water Enterprise	Employer PERS	668	708	765	928	0	536
561	4100	2050	Water Enterprise	Employee PERS	300	274	274	472	0	270
561	4100	2055	Water Enterprise	Health Insurance	19,926	21,802	25,046	34,169	0	20,201
561	4100	2075	Water Enterprise	Life Ins/Def Comp	2,133	2,311	2,448	2,273	0	1,299
561 Total					28,605	30,687	34,136	44,625	0	26,181
571	4100	2020	Wastewater Enterprise	Salaries-Temp/Part Time	2,880	2,880	2,880	3,600	0	1,800
571	4100	2040	Wastewater Enterprise	FICA-City	308	316	321	275	0	138
571	4100	2045	Wastewater Enterprise	Employer PERS	382	404	437	531	0	268
571	4100	2050	Wastewater Enterprise	Employee PERS	171	157	157	270	0	135
571	4100	2055	Wastewater Enterprise	Health Insurance	11,387	12,458	14,312	19,525	0	10,101
571	4100	2075	Wastewater Enterprise	Life Ins/Def Comp	1,219	1,321	1,399	1,299	0	650
571 Total					16,347	17,536	19,507	25,500	0	13,092
DEPT TOTAL					\$ 168,092	\$ 185,199	\$ 165,311	\$ 188,750	\$ 119,093	\$ 194,559

CITY OF ST. HELENA
DEPARTMENT SUMMARY

CITY MANAGER/CLERK
4200

DEPARTMENT PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Provided excellent community service with reduced staffing levels.
- ◆ Prioritized customer service throughout City organization.
- ◆ Expanded public outreach through eNews.
- ◆ Updated City website.
- ◆ Provided operational budget with almost \$1 million for roadway maintenance.

CURRENT YEAR GOALS AND OBJECTIVES

- ◆ Continue to enhance customer service.
- ◆ Explore opportunities to monetize City resources.
- ◆ Continue to make organizational changes to improve efficiency and reduce expenses.
- ◆ Oversee completion of General Plan Update through Planning Department, Interim Planning Director and City Council.
- ◆ Pursue relocation of City Hall and Police Department staff to allow for sale/lease of City Hall facility.
- ◆ Assist consultant team and staff with permit renewal for Water and Wastewater Plant.

DETAIL FOR EXPENSE ACCOUNTS

City Manager/City Clerk
4200

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2155	<u>Training and Conferences:</u>	\$3,500
	◆ City Clerk Annual Conference	\$1,000
	◆ City Manager League Conferences	1,000
	◆ Annual Election and New Law Conference	1,000
	◆ City Clerk Training	500

CITY MANAGER/CLERK

City Manager/ Clerk Expenses By Fund			Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
							FY 2013	
FUND	DEPT							
101	4002	General Fund	\$ 176,475	\$ 198,738	\$ 208,146	\$ 345,904	\$ 336,295	\$ 287,841
235	4002	Measure A	41,744	43,671	0	0	0	0
561	4002	Water Enterprise	187,044	160,133	111,260	7,411	7,572	30,968
571	4002	Wastewater Enterprise	124,353	92,831	59,764	7,411	7,572	19,217
Total Expenses			\$ 529,616	\$ 495,372	\$ 379,170	\$ 360,726	\$ 351,440	\$ 338,026

City Manager/ Clerk Expense Summary			Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
							FY 2013	
Salary			\$ 272,184	\$ 303,627	\$ 199,757	\$ 207,107	\$ 207,107	\$ 207,107
Benefits			155,097	135,377	144,001	128,119	133,905	118,849
Contracts			81,692	14,728	165	0	0	0
Dept supplies/services			12,027	27,265	27,282	11,300	4,872	6,650
Training/Conference			7,096	5,596	3,038	1,000	3,500	3,500
Communications			1,449	1,247	1,618	1,200	1,920	1,920
Election Expense			71	7,533	0	12,000	135	0
Facility Rental			0	0	0	0	0	0
Capital Equipment			0	0	3,308	0	0	0
Total Expenses			\$ 529,616	\$ 495,372	\$ 379,170	\$ 360,726	\$ 351,440	\$ 338,026

Account Detail				Actual	Actual	Actual	Budget	Estimated	Budget	
Fund	Dept	Acct	Fund	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014	
			Account Description					FY 2013		
101	4200	2010	General Fund	Salaries-Regular	94,656	107,184	89,891	198,021	198,022	174,771
101	4200	2030	General Fund	Overtime	0	0	0	0	0	0
101	4200	2040	General Fund	FICA-City	7,521	6,547	6,642	13,061	13,232	11,700
101	4200	2045	General Fund	Employer PERS	13,905	10,765	14,649	29,184	31,256	26,041
101	4200	2050	General Fund	Employee PERS	7,039	5,268	6,278	14,634	14,634	12,911
101	4200	2055	General Fund	Health Insurance	16,921	15,536	17,343	34,322	36,400	32,499
101	4200	2061	General Fund	Workers Comp	7,977	8,089	8,914	5,215	5,290	5,215
101	4200	2065	General Fund	Disability	1,136	545	929	1,646	1,554	1,496
101	4200	2071	General Fund	Unemployment	0	0	11,700	0	0	0
101	4200	2075	General Fund	Life Ins/Def Comp	3,500	726	1,959	4,161	4,121	3,778
101	4200	2085	General Fund	Auto Allowance	3,015	2,437	1,080	2,160	2,160	2,160
101	4200	2097	General Fund	Housing Allowance	0	0	13,350	18,000	19,200	5,200
101	4200	2105	General Fund	Advertising	4,656	15,489	5,393	9,000	3,222	5,000
101	4200	2110	General Fund	Communication	1,449	1,247	1,618	1,200	1,920	1,920
101	4200	2115	General Fund	Postage	210	131	99	200	50	50
101	4200	2127	General Fund	Equipment Lease Expens	1,204	0	0	0	0	0
101	4200	2130	General Fund	Professional Contracts	162	0	165	0	0	0
101	4200	2145	General Fund	Other Contract Services	0	5,000	125	0	0	0
101	4200	2153	General Fund	Dues & Subscriptions	2,112	1,775	517	1,000	500	500
101	4200	2155	General Fund	Training/Conference	7,096	5,596	3,038	1,000	3,500	3,500
101	4200	2156	General Fund	Admin Recruitment	268	4,023	18,472	0	0	0
101	4200	2061	General Fund	Other Travel	0	0	1,275	0	0	0
101	4200	2207	General Fund	Copies	136	0	15	0	0	0
101	4200	2212	General Fund	Computer Equipment	0	0	2,491	0	0	0
101	4200	2213	General Fund	Office Supplies	1,901	762	954	1,000	1,000	1,000
101	4200	2214	General Fund	Election Expense	71	7,533	0	12,000	135	0
101	4200	2215	General Fund	Special Dept Supplies	55	84	362	100	100	100
101	4200	2335	General Fund	Software Maintenance	0	0	70	0	0	0
101	4200	2425	General Fund	Taxes & Other Charges	1,484	0	0	0	0	0
101	4200	2640	General Fund	Furniture & Fixtures	0	0	817	0	0	0
101 Total					176,475	198,738	208,146	345,904	336,295	287,841

CITY MANAGER/CLERK

City Manager/ Clerk Expenses By Fund					Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
235	4200	2010	Measure A	Salaries-Regular	27,932	29,448	0	0	0	0
235	4200	2040	Measure A	FICA-City	2,137	1,806	0	0	0	0
235	4200	2045	Measure A	Employer PERS	3,974	2,940	0	0	0	0
235	4200	2050	Measure A	Employee PERS	2,032	1,447	0	0	0	0
235	4200	2055	Measure A	Health Insurance	4,594	4,116	0	0	0	0
235	4200	2065	Measure A	Disability	253	770	0	0	0	0
235	4200	2075	Measure A	Life Ins/Def Comp	282	2,474	0	0	0	0
235	4200	2085	Measure A	Auto Allowance	540	668	0	0	0	0
235 Total					41,744	43,671	0	0	0	0
561	4200	2010	Water Enterprise	Salaries-Regular	95,197	106,269	69,915	4,543	4,543	20,043
561	4200	2040	Water Enterprise	FICA-City	7,499	6,497	5,165	348	356	1,255
561	4200	2045	Water Enterprise	Employer PERS	13,837	10,659	9,977	670	772	2,986
561	4200	2050	Water Enterprise	Employee PERS	7,001	5,247	4,883	334	334	1,483
561	4200	2055	Water Enterprise	Health Insurance	15,961	15,008	10,467	1,064	1,115	3,193
561	4200	2061	Water Enterprise	Workers Comp	0	3,203	6,717	158	160	158
561	4200	2065	Water Enterprise	Disability	1,078	982	723	50	47	150
561	4200	2075	Water Enterprise	Life Ins/Def Comp	2,940	2,488	1,523	125	125	380
561	4200	2085	Water Enterprise	Auto Allowance	2,765	2,415	840	120	120	120
561	4200	2097	Water Enterprise	Housing Allowance	0	0	1,050	0	0	1,200
561	4200	2130	Water Enterprise	Professional Contracts	40,765	7,364	0	0	0	0
561 Total					187,044	160,133	111,260	7,411	7,572	30,968
571	4200	2010	Wastewater Enterprise	Salaries-Regular	54,398	60,725	39,951	4,543	4,543	12,293
571	4200	2040	Wastewater Enterprise	FICA-City	4,286	3,712	2,952	348	356	801
571	4200	2045	Wastewater Enterprise	Employer PERS	7,906	6,091	5,725	670	772	1,832
571	4200	2050	Wastewater Enterprise	Employee PERS	4,001	2,998	2,790	334	334	909
571	4200	2055	Wastewater Enterprise	Health Insurance	9,120	8,577	5,982	1,064	1,115	2,152
571	4200	2061	Wastewater Enterprise	Workers Comp	0	0	0	158	160	158
571	4200	2065	Wastewater Enterprise	Disability	616	561	413	50	47	100
571	4200	2075	Wastewater Enterprise	Life Ins/Def Comp	1,680	1,422	871	125	125	252
571	4200	2085	Wastewater Enterprise	Auto Allowance	1,580	1,380	480	120	120	120
571	4200	2097	Wastewater Enterprise	Housing Allowance	0	0	600	0	0	600
571	4200	2130	Wastewater Enterprise	Professional Contracts	40,765	7,364	0	0	0	0
571 Total					124,353	92,831	59,764	7,411	7,572	19,217
DEPT TOTAL					\$ 529,616	\$ 495,372	\$ 379,170	\$ 360,726	\$ 351,440	\$ 338,026

CITY OF ST. HELENA
DEPARTMENT SUMMARY

FINANCE/CITY TREASURER
4300

DEPARTMENT PURPOSE

The Finance Department is responsible for providing financial management of all City Funds and administrating internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; monitoring legislation affecting finances of the City; monitoring the City's risk management needs, and administration of the Business License Ordinance. Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations and miscellaneous receivables; payroll and benefit administration; directs computer systems operations; and purchasing services.

PRIOR YEAR GOALS ACHIEVED

- ◆ Secured funding for the Flood Project through FEMA.
- ◆ Implemented on-line services for citizens.
- ◆ Implemented new accounts receivable process for recreation activities.
- ◆ Completed Impact Fee study.
- ◆ Completed funding for water and wastewater capital projects.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue to increase the level of efficiency and effectiveness of the Department by establishing better internal controls, processes and training. Initiate cross training program for departmental staff to achieve greater efficiency from a small operation.
- ◆ Develop and adopt a formal written capitalization and depreciation policy for infrastructure capital assets.
- ◆ Complete transient occupancy audits.
- ◆ Integrate planning and building software

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Upgrade financial software

DETAIL FOR EXPENSE ACCOUNTS

Finance/City Treasurer 4300

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2140	<u>Professional Fees:</u>	\$7,500
	◆ Cost Recovery Study	\$7,500
101-2145, 561-2145, 571-2145	<u>Other Contract Services:</u>	\$29,050
	◆ Annual audit fee and Single Audit	\$29,050
101-2155, 561-2155, 571-2155	<u>Training and Conferences:</u>	\$1,000
	◆ CSMFO Conference	\$800
	◆ Miscellaneous Meetings	200
101-2215, 561-2215, 571-2215	<u>Special Department Supplies:</u>	\$7,500
	◆ Forms	\$7,500
571-2425	<u>Taxes & Other Charges:</u>	\$1,255
	Property taxes	\$1,255

FINANCE/CITY TREASURER

Finance Expenses By Fund			ACTUAL FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND	DEPT								
101	4300	General Fund	\$ 199,494	\$ 223,751	\$ 221,980	\$ 280,784	\$ 265,235	\$ 242,453	\$ 257,738
235	4300	Measure A	18,601	21,961	25,832	3,467	0	0	0
561	4300	Water Enterprise	199,514	209,177	235,600	253,473	238,831	227,206	258,827
571	4300	Wastewater Enterprise	127,543	133,612	158,011	171,555	148,637	138,715	154,297
Total Expenses			\$ 545,152	\$ 588,501	\$ 641,423	\$ 709,279	\$ 652,702	\$ 608,374	\$ 670,863

Finance Expense Summary			ACTUAL FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary			\$ 293,030	\$ 317,399	\$ 323,919	\$ 345,017	\$ 338,400	\$ 288,004	\$ 347,829
Benefits			156,200	175,069	184,963	203,524	201,930	176,367	205,019
Contracts			1,412	3,750	3,500	3,500	3,500	3,500	3,500
Dept supplies/services			81,017	64,449	110,370	129,200	81,130	116,100	90,345
Training/Conference			1,376	1,973	451	1,229	634	700	700
Software/Equip Maintenance			754	18,415	17,534	23,451	21,700	21,700	21,700
Communications			996	1,327	650	606	1,476	870	870
Capital Equipment			10,366	5,982	0	2,349	3,600	800	600
Total Expenses			\$ 545,152	\$ 588,363	\$ 641,387	\$ 708,877	\$ 652,369	\$ 608,041	\$ 670,563

Account Detail	Fund	Account Description	ACTUAL FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
101 4300 2010	General Fund	Salaries-Regular	97,638	107,715	109,786	131,925	139,827	124,069	142,050
101 4300 2030	General Fund	Overtime	1,004	50	813	276	500	300	500
101 4300 2040	General Fund	FICA-City	7,562	7,988	8,365	9,370	10,727	7,916	10,897
101 4300 2045	General Fund	Employer PERS	16,167	15,393	15,936	20,655	20,608	18,680	21,165
101 4300 2050	General Fund	Employee PERS	4,822	7,736	7,750	9,400	9,892	8,689	8,573
101 4300 2055	General Fund	Health Insurance	15,806	20,633	22,609	29,791	27,002	25,694	28,391
101 4300 2061	General Fund	Workers Comp	8,542	9,819	9,957	10,972	4,488	4,553	4,488
101 4300 2065	General Fund	Disability	(292)	1,231	1,360	1,211	1,414	1,154	1,438
101 4300 2075	General Fund	Life Ins/Def Comp	1,868	1,888	1,752	2,014	2,365	2,070	2,365
101 4300 2085	General Fund	Auto Allowance	980	1,320	1,234	1,440	1,440	1,440	1,440
101 4300 2110	General Fund	Communication	680	1,055	540	306	1,008	500	500
101 4300 2115	General Fund	Postage	605	3,427	2,904	2,749	2,000	2,000	2,000
101 4300 2127	General Fund	Equipment Lease	0	797	0	0	0	0	0
101 4300 2130	General Fund	Professional Contracts	1,412	3,750	3,500	3,500	3,500	3,500	3,500
101 4300 2140	General Fund	Professional Fees	9,482	2,143	5,926	17,695	10,000	10,000	7,500
101 4300 2142	General Fund	Banking Fees	6,379	6,490	4,556	9,093	6,000	4,000	4,000
101 4300 2145	General Fund	Other Contract Services	20,456	18,550	14,199	17,707	13,950	17,649	8,950
101 4300 2148	General Fund	Government Fees	100	100	100	100	100	100	100
101 4300 2153	General Fund	Dues & Subscriptions	667	1,087	826	508	430	490	430
101 4300 2155	General Fund	Training/Conference	1,376	1,835	415	829	334	400	400
101 4300 2160	General Fund	Other Travel	0	0	50	2	50	50	50
101 4300 2162	General Fund	Bank Fee Reimbursements	0	0	0	57	0	0	0
101 4300 2207	General Fund	Copies	0	300	504	128	500	0	0
101 4300 2212	General Fund	Computer Equipment	298	27	0	1,560	200	200	0
101 4300 2213	General Fund	Office Supplies	1,386	549	356	386	400	400	400
101 4300 2215	General Fund	Special Dept Supplies	32	3,662	2,347	1,234	1,500	1,500	1,500
101 4300 2311	General Fund	Maint-Office Equipment	754	102	540	541	0	0	0
101 4300 2335	General Fund	Maint-Software	0	6,104	5,597	6,604	7,000	7,000	7,000

FINANCE/CITY TREASURER

Finance Expenses By Fund					Actual	Actual	Actual	Actual	Budget	Estimated	Budget
					FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
101	4300	2425	General Fund	Taxes & Other Charges	0	0	59	732	0	100	100
101	4300	2640	General Fund	Furniture/Fixtures	369	0	0	0	0	0	0
101 Total					199,494	223,751	221,980	280,784	265,235	242,453	257,738
235	4300	2010	Measure A	Salaries-Regular	12,982	14,078	14,497	0	0	0	0
235	4300	2040	Measure A	FICA-City	1,002	1,077	1,143	0	0	0	0
235	4300	2045	Measure A	Employer PERS	2,114	1,973	2,111	0	0	0	0
235	4300	2050	Measure A	Employee PERS	576	912	1,080	0	0	0	0
235	4300	2055	Measure A	Health Insurance	1,684	2,664	2,999	0	0	0	0
235	4300	2065	Measure A	Disability	26	130	131	0	0	0	0
235	4300	2075	Measure A	Life Ins/Def Comp	58	176	183	0	0	0	0
235	4300	2085	Measure A	Auto Allowance	0	120	206	0	0	0	0
235	4300	2142	Measure A	Banking Fees	0	750	3,460	3,460	0	0	0
235	4300	2213	Measure A	Office Supplies	30	81	22	7	0	0	0
235 Total					18,601	21,961	25,832	3,467	0	0	0
561	4300	2010	Water Enterprise	Salaries-Regular	111,552	122,660	124,058	132,205	125,994	106,472	130,596
561	4300	2030	Water Enterprise	Overtime	958	111	305	606	0	100	100
561	4300	2040	Water Enterprise	FICA-City	8,604	9,335	9,568	9,899	9,635	6,818	9,987
561	4300	2045	Water Enterprise	Employer PERS	18,368	17,137	17,748	20,320	18,569	15,590	19,459
561	4300	2050	Water Enterprise	Employee PERS	5,267	8,371	8,595	9,172	8,644	7,229	6,961
561	4300	2055	Water Enterprise	Health Insurance	23,636	25,180	28,460	31,554	33,420	30,723	35,325
561	4300	2061	Water Enterprise	Workers Comp	0	0	0	0	6,163	6,252	6,163
561	4300	2065	Water Enterprise	Disability	1,582	1,366	1,420	1,366	1,332	1,041	1,383
561	4300	2071	Water Enterprise	Unemployment	904	517	0	0	0	0	0
561	4300	2075	Water Enterprise	Life Ins/Def Comp	1,586	1,555	1,597	1,555	1,739	1,118	1,739
561	4300	2085	Water Enterprise	Auto Allowance	825	600	600	600	600	600	600
561	4300	2105	Water Enterprise	Advertising	77	0	0	0	0	0	0
561	4300	2110	Water Enterprise	Communication	241	136	55	150	234	185	185
561	4300	2115	Water Enterprise	Postage	6,206	4,848	6,867	8,637	9,000	9,000	9,000
561	4300	2127	Water Enterprise	Equipment Lease	4,853	2,552	0	0	0	0	0
561	4300	2130	Water Enterprise	Professional Contracts	0	0	0	0	0	0	0
561	4300	2140	Water Enterprise	Professional Fees	7,294	1,616	12,105	3,505	0	0	0
561	4300	2142	Water Enterprise	Banking Fees	0	833	2,177	4,243	2,800	12,000	12,000
561	4300	2144	Water Enterprise	Online Transaction Fee	0	0	0	651	900	1,080	1,080
561	4300	2145	Water Enterprise	Other Contract Services	338	2,700	10,306	17,722	7,550	17,299	12,550
561	4300	2153	Water Enterprise	Dues & Subscriptions	200	142	0	78	0	0	0
561	4300	2155	Water Enterprise	Training/Conference	0	138	36	400	300	300	300
561	4300	2160	Water Enterprise	Other Travel	0	0	0	2	0	0	0
561	4300	2207	Water Enterprise	Copies	0	300	1,468	128	3,000	0	0
561	4300	2212	Water Enterprise	Computer Equipment	0	27	0	661	200	200	200
561	4300	2213	Water Enterprise	Office Supplies	1,384	431	377	386	400	400	400
561	4300	2215	Water Enterprise	Special Dept Supplies	5,000	2,518	3,851	2,962	550	3,000	3,000
561	4300	2315	Water Enterprise	Maint-Mach/Equip	0	0	0	0	0	0	0
561	4300	2335	Water Enterprise	Maint-Software	0	6,104	6,005	6,672	7,700	7,700	7,700
561	4300	2640	Water Enterprise	Furniture/Fixtures	0	0	0	0	100	100	100
561 Total					199,514	209,177	235,600	253,473	238,831	227,206	258,827
571	4300	2010	Wastewater Enterprise	Salaries-Regular	66,306	72,745	74,291	79,781	72,079	56,964	74,484
571	4300	2030	Wastewater Enterprise	Overtime	629	40	169	224	0	100	100
571	4300	2040	Wastewater Enterprise	FICA-City	5,115	5,533	5,729	5,963	5,512	4,359	5,696
571	4300	2045	Wastewater Enterprise	Employer PERS	10,873	10,191	10,614	12,216	10,623	8,250	11,098
571	4300	2050	Wastewater Enterprise	Employee PERS	3,086	4,965	5,129	5,529	4,897	3,825	3,938
571	4300	2055	Wastewater Enterprise	Health Insurance	11,577	14,642	16,511	18,385	17,149	15,195	18,176
571	4300	2061	Wastewater Enterprise	Workers Comp	0	0	0	0	3,572	3,623	3,572
571	4300	2065	Wastewater Enterprise	Disability	894	810	850	823	760	551	787
571	4300	2071	Wastewater Enterprise	Unemployment	904	517	0	0	0	0	0
571	4300	2075	Wastewater Enterprise	Life Ins/Def Comp	963	929	965	929	1,017	637	1,017
571	4300	2085	Wastewater Enterprise	Auto Allowance	495	360	360	360	360	360	360
571	4300	2110	Wastewater Enterprise	Communication	75	136	55	150	234	185	185
571	4300	2115	Wastewater Enterprise	Postage	5,706	4,848	6,367	8,637	9,000	9,000	9,000
571	4300	2127	Wastewater Enterprise	Equipment Lease	4,846	2,552	0	0	0	0	0
571	4300	2140	Wastewater Enterprise	Professional Fees	7,294	1,616	12,105	3,505	0	0	0
571	4300	2142	Wastewater Enterprise	Banking Fees	0	833	2,177	4,243	2,800	5,000	5,000
571	4300	2144	Wastewater Enterprise	Online Transaction Fee	0	0	0	651	900	1,080	1,080
571	4300	2145	Wastewater Enterprise	Other Contract Services	0	2,700	10,306	17,722	7,550	17,299	7,550
571	4300	2153	Wastewater Enterprise	Dues & Subscriptions	200	142	0	78	0	0	0
571	4300	2155	Wastewater Enterprise	Training/Conference	0	138	36	400	333	333	300
571	4300	2160	Wastewater Enterprise	Other Travel	0	0	0	0	0	0	0
571	4300	2207	Wastewater Enterprise	Copies	0	300	1,588	2	0	0	0
571	4300	2212	Wastewater Enterprise	Computer Equipment	0	27	0	128	3,000	200	200
571	4300	2213	Wastewater Enterprise	Office Supplies	1,287	431	377	661	200	400	400
571	4300	2215	Wastewater Enterprise	Special Dept Supplies	5,000	1,905	3,851	386	400	3,000	3,000
571	4300	2335	Wastewater Enterprise	Maint-Software	0	6,104	5,392	6,672	7,000	7,000	7,000
571	4300	2425	Wastewater Enterprise	Taxes & Other Charges	1,577	1,147	1,137	1,147	1,150	1,254	1,255
571	4300	2640	Wastewater Enterprise	Furniture/Fixtures	0	0	0	0	100	100	100
571 Total					127,543	133,612	158,011	171,555	148,637	138,715	154,297
DEPT TOTAL					\$ 545,152	\$ 588,501	\$ 641,423	\$ 709,279	\$ 652,702	\$ 608,374	\$ 670,863

CITY ATTORNEY

City Attorney Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND	DEPT							
101	4400	General Fund	\$ 145,256	\$ 183,641	\$ 364,820	\$ 292,000	\$ 456,915	\$ 345,000
235	4400	Measure A	61,119	13,767	401,003	0	325,000	0
561	4400	Water Enterprise	83,596	2,944	5,712	35,000	15,000	15,000
571	4400	Wastewater Enterprise	0	0	10,045	20,000	15,000	15,000
Total Expenses			\$ 289,971	\$ 200,352	\$ 781,580	\$ 347,000	\$ 811,915	\$ 375,000

City Attorney Expense Summary			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Contracts			\$ 137,740	\$ 186,904	\$ 746,047	\$ 237,000	\$ 230,915	\$ 210,000
Dept supplies/services			79,845	4,349	2,470	0	325,000	0
Training/Conference			104	0	39	0	0	0
Litigation			20,942	0	6,709	100,000	191,000	100,000
Billable Services			51,341	9,100	26,314	10,000	65,000	65,000
Total Expenses			\$ 289,971	\$ 200,352	\$ 781,580	\$ 347,000	\$ 811,915	\$ 375,000

Account Detail		Account	Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Description	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014
101 4400 2105	General Fund	Advertising	785	0	0	0	0	0
101 4400 2130	General Fund	Professional Contracts	119,993	170,192	334,904	182,000	200,915	180,000
101 4400 2132	General Fund	Litigation	14,949	0	1,092	100,000	191,000	100,000
101 4400 2133	General Fund	Billable Services	8,305	9,100	26,314	10,000	65,000	65,000
101 4400 2145	General Fund	Other Contract Services	110	0	0	0	0	0
101 4400 2153	General Fund	Memberships & Publicati	552	4,245	2,457	0	0	0
101 4400 2155	General Fund	Training/Conference	104	0	39	0	0	0
101 4400 2213	General Fund	Office Supplies	445	103	0	0	0	0
101 4400 2215	General Fund	Special Dept Supplies	14	0	13	0	0	0
101 Total			145,256	183,641	364,820	292,000	456,915	345,000
235 4400 2130	Measure A	Professional Contracts	9,065	13,767	395,386	0	0	0
235 4400 2132	Measure A	Litigation	5,993	0	5,617	0	0	0
235 4400 2133	Measure A	Billable Services	43,036	0	0	0	0	0
235 4400 2140	Measure A	Professional Fees	3,025	0	0	0	0	0
235 4400 2215	Measure A	Special Dept Supplies	0	0	0	0	325,000	0
235 Total			61,119	13,767	401,003	0	325,000	0
561 4400 2130	Water Enterprise	Professional Contracts	8,683	2,944	5,712	35,000	15,000	15,000
561 4400 2140	Water Enterprise	Professional Fees	28,970	0	0	0	0	0
561 4400 2145	Water Enterprise	Other Contract Services	45,943	0	0	0	0	0
561 Total			83,596	2,944	5,712	35,000	15,000	15,000
571 4400 2130	Wastewater Enterprise	Professional Contracts	0	0	10,045	20,000	15,000	15,000
571 Total			0	0	10,045	20,000	15,000	15,000
DEPT TOTAL			\$ 289,971	\$ 200,352	\$ 781,580	\$ 347,000	\$ 811,915	\$ 375,000

CITY OF ST. HELENA
DEPARTMENT SUMMARY

PLANNING & BUILDING
4500

DEPARTMENT PURPOSE

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

The Building Department is responsible for assuring that all new construction within the community is consistent with local, state, and federal law and actions taken by the City Council and Planning Commission. The department provides plan checking, product and code compliance, and field inspection and code interpretation. In addition, the department conducts code enforcement.

PRIOR YEAR GOALS ACHIEVED

PLANNING:

- ◆ Continued public hearings and final Council review of the General Plan Update.
- ◆ Reviewed and processed over 90 planning applications including the J Davies Winery production facility, the El Bonita Hotel expansion, Grandview Hotel project amendment to allow a restaurant, use permit allowing outdoor dining for La Condesa restaurant, Doumani development agreement, Use permit amendments for Spottswoode, Anomaly and Fulton wineries, a mixed use office/residential project on Vidovich Lane and Williamson Act applications.
- ◆ Amended Chapter 13 of the Municipal Code to establish a water management plan. The plan provides a process of allocating the city's limited water resources to any new development. The water management plan will also reduce the significance of water impacts outlined in the General Plan Update EIR. (Ordinance 2012-10)
- ◆ Participated in the Napa County SubRHNA process as a member of the Technical Body. This process established the City of St Helena's allocation for the 2014-2022 housing element cycle as follows; very low (8 units), low (5 units), moderate (5 units), above moderate 13 units). Total units (31). (Resolution 2012-93)
- ◆ Adoption of the Short-Term Rental Ordinance permitting rentals of less than 30 days in residential and agriculture zoning districts. (Ordinance 2012-02)

- ◆ Successfully secured a \$100,000 CDBG planning grant to conduct analysis of sites throughout the community suitable for affordable housing. (Resolution 2012-11)
- ◆ Processed a fee waiver request from Calistoga Affordable Housing to waive up to \$180,000 in impact fees to support and encourage development of an 8 unit, 100% affordable housing project at 1105 Pope Street. (Resolution 2012-87)
- ◆ Amended various sections of Chapter 1.12 of the Municipal Code pertaining to the abatement of nuisances and cost recovery. (Ordinance 2012-05)
- ◆ Amended Chapter 8.32 of the Municipal Code to require property owners to make payments to tenant households relocated as a result of code enforcement activities. (Ordinance 2012-06)
- ◆ Collaborated with the Woodbridge Village Apartment complex owner and the California Housing Finance Agency to facilitate refinancing and rehabilitation for the project; a 50-unit regulated affordable senior housing project. This process has enabled the project to remain as regulated affordable for the next 30 years. (Implementing Action HE3.C of the Housing Element)
- ◆ Reduced some planning fees in response to business and resident feedback and re-evaluation of staff processing time. (Resolution 2012-104)
- ◆ Continued processing of the proposed Hunter Subdivision Project EIR.
- ◆ Partnered with the St Helena Renaissance organization to assist in the development of a downtown streetscape master plan.
- ◆ Total Planning Services Fees collected: \$237,780.

BUILDING:

- ◆ Issued over 426 building permits and conducted over 550 on-site building inspections.
- ◆ Total Building Permit Fees collected: \$187,200.
- ◆ Plan checked and conducted inspections for Phase 1 of the Magnolia Oaks project.
- ◆ Plan checked and conducted inspections for the 1 megawatt Krug photovoltaic project.
- ◆ Plan checked the new \$7million hospitality center for Krug.
- ◆ Plan checked, inspected and finalized permits for:
 - French Blue
 - Goose & Gander
 - La Condesa
 - Sogni di Dolci
 - Napa Soul

- Health Spa Napa Valley
- Magnolia Oaks
- Bello Family Vineyards

CURRENT YEAR GOALS & OBJECTIVES

PLANNING:

- ◆ Certify General Plan Update EIR and Adopt General Plan Update.
- ◆ Commence Zoning Ordinance updates for consistency with approved General Plan Update.
- ◆ Initiate Housing Element Update.
- ◆ Continue partnership with the St. Helena Renaissance organization to implement additional streetscape improvements.
- ◆ Complete RFP process, selection consultants and implement CDBG grant proposal

BUILDING:

- ◆ Continue to provide strong plan check and building inspection customer service.
- ◆ Continue expedited in-house plan check services for the public.

DETAIL FOR EXPENSE ACCOUNTS

Planning/Building 4500

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2020	<u>Temporary Part Time:</u> ◆ Planning Commissioner Stipends	\$6,000 \$6,000
101-2105	<u>Advertising:</u> ◆ Public Hearing Notices	\$6,000 \$6,000
101-2145	<u>Other Contract Services:</u> ◆ Plan Check	\$95,000 \$95,000
101-2153	<u>Memberships and Publications:</u> ◆ Metro Scan Service, Code/Handbook Updates, Membership Dues, NFPA Standards	\$2,000 \$2,000
101-2155	<u>Training and Conferences:</u> ◆ Planning Commissioners and staff	\$2,000 \$2,000
101-2335	<u>Software Maintenance:</u> ◆ Trak-It Building Software Maintenance	\$10,000 \$10,000

PLANNING & BUILDING

Planning & Building Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND	DEPT							
101	4500	General Fund	\$ 775,902	\$ 786,329	\$ 756,624	\$ 441,752	\$ 363,097	\$ 347,726
101	4542	General Fund	0	0	0	62,335	61,317	56,546
Total Expenses			\$ 775,902	\$ 786,329	\$ 756,624	\$ 504,088	\$ 424,414	\$ 404,272

Planning & Building Expense Summary		Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary		\$ 346,504	\$ 319,858	\$ 324,766	\$ 234,114	\$ 184,252	\$ 155,522
Benefits		187,724	184,636	206,519	123,348	123,769	89,870
Contracts		211,697	234,587	196,394	120,000	55,000	95,000
Dept supplies/services		22,318	40,212	25,261	21,800	56,567	58,716
Training/Conference		2,133	3,842	277	2,000	2,000	2,000
Vehicle/Equip maintenance		5,526	3,195	3,408	2,826	2,826	3,164
Total Expenses		\$ 775,902	\$ 786,329	\$ 756,624	\$ 504,088	\$ 424,414	\$ 404,272

Account Detail			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014		
Fund	Dept	Acct	Fund	Description						
101	4500	2010	General Fund	Salaries-Regular	339,037	313,149	318,596	189,364	141,857	110,772
101	4542	2010	General Fund	Salaries-Regular	0	0	0	38,750	37,136	38,750
101	4500	2020	General Fund	Salaries-Temp/Part Time	6,000	5,600	4,800	6,000	4,800	6,000
101	4500	2030	General Fund	Overtime	1,467	1,109	1,370	0	459	0
101	4500	2040	General Fund	FICA-City	26,059	24,231	24,776	14,945	11,226	8,933
101	4542	2040	General Fund	FICA-City	0	0	0	2,268	2,152	2,268
101	4500	2045	General Fund	Employer PERS	48,170	45,209	51,986	28,793	21,283	16,505
101	4542	2045	General Fund	Employer PERS	0	0	0	5,711	5,909	5,774
101	4500	2050	General Fund	Employee PERS	23,970	22,039	32,805	13,986	9,918	8,177
101	4542	2050	General Fund	Employee PERS	0	0	0	2,872	2,753	2,872
101	4500	2055	General Fund	Health Insurance	65,958	72,367	76,844	27,877	26,287	21,361
101	4542	2055	General Fund	Health Insurance	0	0	0	5,057	4,999	5,205
101	4500	2061	General Fund	Workers Comp	11,297	11,456	13,360	7,902	8,016	7,902
101	4542	2061	General Fund	Workers Comp	0	0	0	790	801	790
101	4500	2065	General Fund	Disability	3,779	3,599	3,357	1,862	1,304	997
101	4542	2065	General Fund	Disability	0	0	0	249	157	249
101	4500	2071	General Fund	Unemployment	1,588	64	127	0	18,984	4,500
101	4500	2075	General Fund	Life Ins/Def Comp	3,303	2,673	864	1,998	169	1,299
101	4542	2075	General Fund	Life Ins/Def Comp	0	0	0	637	610	637
101	4500	2085	General Fund	Auto Allowance	3,600	3,000	2,400	2,400	2,400	2,400
101	4542	2097	General Fund	Housing Allowance	0	0	0	6,000	6,800	0
101	4500	2105	General Fund	Advertising	7,718	6,655	7,416	8,000	5,000	6,000
101	4500	2110	General Fund	Communication	464	591	1,245	500	1,067	716
101	4500	2115	General Fund	Postage	2,075	1,576	1,871	2,000	1,000	1,000
101	4500	2127	General Fund	Equipment Lease Expens	1,915	0	0	0	0	0
101	4500	2130	General Fund	Professional Contracts	0	20,900	3,114	0	36,000	36,000
101	4500	2140	General Fund	Professional Fees	99,265	112,599	86,165	0	0	0
101	4500	2145	General Fund	Other Contract Services	112,433	121,988	110,229	120,000	55,000	95,000
101	4500	2152	General Fund	Facility Rental	0	50	0	0	0	0
101	4500	2153	General Fund	Dues & Subscriptions	1,951	2,949	1,912	2,000	2,000	2,000
101	4500	2155	General Fund	Training/Conference	2,133	3,842	277	2,000	2,000	2,000
101	4500	2207	General Fund	Copies	954	420	353	0	0	0
101	4500	2212	General Fund	Computer Equipment	802	0	522	1,000	1,000	500
101	4500	2213	General Fund	Office Supplies	1,082	1,320	866	1,100	1,000	1,000
101	4500	2215	General Fund	Special Dept Supplies	1,137	639	307	1,000	1,000	1,000
101	4500	2225	General Fund	Fuel/Oil	47	0	0	0	0	0
101	4500	2311	General Fund	Maint-Office Equipment	172	0	0	500	500	500

PLANNING & BUILDING

Planning & Building Expenses By Fund					Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
101	4500	2335	General Fund	Maint-Software	4,000	5,112	6,837	5,700	8,000	10,000
101	4500	2350	General Fund	Vehicle Charge	5,526	3,195	3,408	2,826	2,826	3,164
101	4500	2640	General Fund	Furniture and Fixtures	0	0	817	0	0	0
101 Total					775,902	786,329	756,624	504,088	424,414	404,272
DEPT TOTAL					\$ 775,902	\$ 786,329	\$ 756,624	\$ 504,088	\$ 424,414	\$ 404,272

CITY OF ST. HELENA
DEPARTMENT SUMMARY

FIRE
4800

DEPARTMENT PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Ordered new Type-1 pumper to replace ageing engine.
- ◆ Raised \$125,000 at 2013 Fire Department Lobster feed for new training facility at wastewater treatment plant.
- ◆ Raised over \$300,000 to pay for more than half of the new Type-1 pumper.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Place new Type-1 pumper engine in service by fall 2013.
- ◆ Increase clerical staff to 40 hours a week in order to provide better customer service.
- ◆ Start construction on new training facility at wastewater treatment plant.

DETAIL FOR EXPENSE ACCOUNTS

Fire
4800

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$19,000
	◆ Replacement Pagers and Radios	\$8,200
	◆ County Communication Services	3,600
	◆ Cellular Phone Service	3,600
	◆ Annual Business Phone Service	3,600
101-2130	<u>Professional Contract:</u>	\$14,000
	◆ Employee Physicals	\$9,000
	◆ New FF Physicals	2,000
	◆ Web Site	700
	◆ GIS Mapping/Run Book updates	500
	◆ Medical Cache Annual Fee	500
	◆ Training Ground Annual Fee	500
	◆ EMS Region Fee	500
	◆ Fire Safety House Annual Fee	300
101-2145	<u>Other Contract Services:</u> Volunteer firefighter's pay	\$210,000
	◆ Base pay	\$208,000
	◆ Station Daytime Coverage Pay	2,000
101-2155	<u>Training and Conferences:</u>	\$14,000
	◆ Annual Training	\$14,000
101-2170	<u>Fire Prevention Education:</u>	\$4,000
101-2213	<u>Office Supplies:</u>	\$2,000
	◆ Supplies	\$2,000
101-2215	<u>Special Department Supplies:</u>	\$45,000

	◆ Annual Supplies	\$20,500	
	◆ Replacement Hose	13,000	
	◆ SCBA's and replacement parts – 2	10,500	
	◆ Class 'A' Foam	1,000	
101-2217	<u>Field Supplies:</u>		\$3,500
	◆ Disposable Medical Supplies	\$3,500	
101-2311	<u>Office Equipment Maintenance:</u>		\$1,000
	◆ Annual Copier Maintenance	\$600	
	◆ Printer Maintenance	400	
101-2315	<u>Machinery and Equipment Maintenance:</u>		\$25,000
	◆ Copier Lease & Maintenance (36 month)	\$6,000	
	◆ SCBA Annual Maintenance	3,500	
	◆ Truck All Wheel Steer Maintenance	3,500	
	◆ Replacement Tires – Truck/E317	3,200	
	◆ Ladder Testing Service	3,000	
	◆ SCBA Bottle Hydro Testing	1,500	
	◆ Extrication Tool Annual Maintenance	1,500	
	◆ SCBA Flow Test	1,450	
	◆ SCBA Fit Test Calibration	500	
	◆ Refrigerator/Stove Service	500	
	◆ Treadmill Maintenance	350	
101-2330	<u>Buildings and Grounds Maintenance:</u>		\$3,000
	◆ Annual Generator Service	\$1,200	
	◆ Window Cleaning (Spring/Fall)	800	
	◆ Other	1,000	

FIRE DEPARTMENT

Fire Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
FUND	DEPT								
101	4800	General Fund		\$ 625,240	\$ 460,523	\$ 516,024	\$ 547,146	\$ 626,637	\$ 556,050
		Total Expenses		\$ 625,240	\$ 460,523	\$ 516,024	\$ 547,146	\$ 626,637	\$ 556,050

Fire Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
Salary				\$ 78,794	\$ 61,628	\$ 64,473	\$ 65,164	\$ 65,164	\$ 76,951
Benefits				54,753	45,415	48,322	50,832	65,728	34,595
Contracts				161,900	172,253	177,543	225,200	225,200	253,054
Dept supplies/services				70,195	44,656	115,800	68,450	71,290	67,950
Training/Conference				16,699	14,644	6,531	15,000	15,000	14,000
Vehicle/Equip maintenance				40,007	27,904	26,113	55,000	56,600	59,000
Utilities				23,998	21,057	22,504	22,500	22,500	21,500
Communications				45,332	29,916	22,954	20,000	20,000	19,000
Debt Payments				0	0	0	0	0	0
Strike Team				111,782	0	9,656	0	60,075	0
Fire Inspection Prof Fees				21,780	33,185	22,128	25,000	25,000	10,000
Capital Equipment				0	9,866	0	0	0	0
		Total Expenses		\$ 625,240	\$ 460,523	\$ 516,024	\$ 547,146	\$ 626,557	\$ 556,050

Account Detail				Actual	Actual	Actual	Budget	Estimated	Budget	
Fund	Dept	Acct	Fund	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014	
Account Description								FY 2013		
101	4800	2010	General Fund	Salaries-Regular	55,994	39,284	41,673	42,364	42,364	53,923
101	4800	2020	General Fund	Salaries-Temp/Part Time	22,800	22,344	22,800	22,800	22,800	23,028
101	4800	2030	General Fund	Overtime	0	0	0	0	80	0
101	4800	2040	General Fund	FICA-City	6,158	4,760	4,978	4,985	4,985	5,887
101	4800	2045	General Fund	Employer PERS	15,722	8,650	9,525	13,104	28,000	14,966
101	4800	2050	General Fund	Employee PERS	6,872	4,114	4,345	5,090	5,090	4,875
101	4800	2055	General Fund	Health Insurance	17,110	20,199	21,160	20,743	20,743	1,831
101	4800	2061	General Fund	Workers Comp	6,443	6,533	7,199	5,689	5,689	5,689
101	4800	2065	General Fund	Disability	623	513	465	466	466	593
101	4800	2075	General Fund	Life Ins/Def Comp	1,826	646	650	755	755	755
101	4800	2105	General Fund	Advertising	599	0	0	0	0	0
101	4800	2110	General Fund	Communications	45,332	29,916	22,954	20,000	20,000	19,000
101	4800	2115	General Fund	Postage	461	246	499	500	500	500
101	4800	2122	General Fund	Utilities	23,998	21,057	22,504	22,500	22,500	21,500
101	4800	2127	General Fund	Equipment Lease Expense	3,133	2,973	2,700	4,000	4,000	4,000
101	4800	2130	General Fund	Professional Contracts	16,269	34,373	10,041	15,000	15,000	14,000
101	4800	2140	General Fund	Professional Fees	77	64	354	200	200	200
101	4800	2145	General Fund	Other Contract Services	145,555	137,816	167,149	210,000	210,000	210,000
101	4800	2153	General Fund	Dues & Subscriptions	3,346	3,693	2,418	4,000	4,000	4,000
101	4800	2154	General Fund	CAL Fire Dispatch Contract	0	0	0	0	0	28,854
101	4800	2155	General Fund	Training/Conference	16,699	14,644	6,531	15,000	15,000	14,000
101	4800	2170	General Fund	Fire Prev Education	6,656	2,784	4,060	4,500	4,500	4,000
101	4800	2175	General Fund	Fire Inspection Services	21,780	33,185	22,128	25,000	25,000	10,000
101	4800	2180	General Fund	Strike Teams	111,782	0	9,656	0	60,075	0
101	4800	2207	General Fund	Copies	246	365	414	200	200	200
101	4800	2212	General Fund	Computer Equipment	16,305	1,239	2,457	4,000	6,840	4,000
101	4800	2213	General Fund	Office Supplies	1,652	219	1,780	2,000	2,000	2,000
101	4800	2215	General Fund	Special Dept Supplies	34,785	28,267	98,273	45,000	45,000	45,000
101	4800	2217	General Fund	Field Supplies	3,000	4,211	2,509	3,500	3,500	3,500
101	4800	2225	General Fund	Fuel/Oil	12,373	6,584	10,018	10,000	10,000	10,000
101	4800	2226	General Fund	Vehicle Maint-Outside	3,579	4,914	699	8,500	10,100	11,500
101	4800	2228	General Fund	Vehicle Parts & Supplies	7,282	7,463	7,953	7,500	7,500	8,500
101	4800	2311	General Fund	Maint-Office Equip	0	0	0	1,000	1,000	1,000
101	4800	2312	General Fund	Maintenance Supplies	0	0	0	0	0	0

FIRE DEPARTMENT

Fire Expenses By Fund					Actual	Actual	Actual	Budget	Estimated	Budget
					FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
									FY 2013	
101	4800	2315	General Fund	Maint-Mach/Equip	15,107	6,187	4,948	25,000	25,000	25,000
101	4800	2330	General Fund	Maint-Bldgs/Grnds	1,665	2,755	2,495	3,000	3,000	3,000
101	4800	2335	General Fund	Software Maintenance	0	658	690	750	750	750
101	4800	2425	General Fund	Taxes & Other Charges	10	2	0	0	0	0
101	4800	2630	General Fund	Capital-Mach/Equip	0	9,866	0	0	0	0
101 Total					625,240	460,523	516,024	547,146	626,637	556,050
DEPT TOTAL					\$ 625,240	\$ 460,523	\$ 516,024	\$ 547,146	\$ 626,637	\$ 556,050

CITY OF ST. HELENA
DEPARTMENT SUMMARY

POLICE DEPARTMENT
4900

DEPARTMENT PURPOSE

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

PRIOR YEAR GOALS ACHIEVED

- ◆ Created contract positions for two dispatchers and one officer. Dispatch positions filled and contract officer currently in training.
- ◆ Implemented municipal citation booklets and a process for collection of municipal citations.
- ◆ Completed R.I.M.S. installation and training.
- ◆ Increased parking and police fees.
- ◆ Created Ordinance to Ban trucks from the Pope Street Bridge.
- ◆ Created Ordinance to Ban outdoor cultivation of marijuana.
- ◆ Initiated a Police Chaplaincy Program to benefit the citizens of St. Helena.
- ◆ Participated in the Special Olympics Torch Run and Tip-A-Cop programs.
- ◆ Increased community outreach and law enforcement participation.
- ◆ Introduced the K9 for drug awareness into the High School and Middle School.
- ◆ Upgraded faulty report writing and computer system.
- ◆ Purged and completed Filing Requirements for Personnel Records per P.O.S.T.
- ◆ Increased revenue from Gang Affiliated Grant participation.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Complete installation of MDCs in patrol vehicles.

- ◆ Complete Records Unit purging.
- ◆ Continue efforts to increase Neighborhood Watch programs.
- ◆ Complete an audit of the evidence/property room.

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Move Police Department to new location.

DETAIL FOR EXPENSE ACCOUNTS

Police 4900

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$14,000
	◆ Phones, fax, modems	\$13,400
	◆ CLETS	600
101-2140	<u>Professional Fees:</u>	\$4,750
	◆ Pre-employment psychological, medicals and other related services	\$4,750
101-2145	<u>Other Contract Services:</u>	\$5,000
	◆ NSIB Contract	\$5,000
101-2155	<u>Training/Conferences:</u>	\$5,000
	◆ Chief's Annual Conference	2,000
	◆ Tuition Reimbursement	2,000
	◆ Miscellaneous Updates	1,000
101-2217	<u>Field Supplies:</u>	\$10,000
	◆ Flares, first aid, ammunition, film, and other police related consumables	\$10,000

POLICE DEPARTMENT

Police Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT								
101 4900	General Fund		\$ 2,473,345	\$ 2,436,401	\$ 2,505,342	\$ 2,427,046	\$ 2,479,296	\$ 2,592,445
224 4900	Public Safe (COPS)		58,992	69,735	104,628	100,000	100,000	100,000
238 4900	Training Dev Fund		4,770	10,712	1,640	0	4,000	0
279 4900	Asset Forfeiture		16,295	16,295	12,875	8,000	8,000	0
375 4900	Murray Trust Fund		679	0	0	0	0	0
Total Expenses			\$ 2,554,081	\$ 2,533,142	\$ 2,624,484	\$ 2,535,046	\$ 2,591,296	\$ 2,692,445

Police Expense Summary			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary			\$ 1,346,562	\$ 1,440,859	\$ 1,391,890		\$ 1,340,239	\$ 1,449,941
Benefits			973,317	853,312	968,514	985,192	1,030,164	1,045,697
Contracts			91,210	89,091	117,614	70,750	74,830	56,000
Dept supplies/services			32,007	33,277	42,013	51,750	54,100	62,400
Training/Conference			6,814	15,157	23,853	16,000	20,000	15,000
Vehicle/Equip maintenance			67,713	35,953	37,481	31,587	31,587	34,807
Utilities			12,412	10,887	9,817	9,900	9,900	9,600
Communications			13,969	14,359	16,583	14,000	15,475	14,000
Capital Equipment			10,078	40,247	16,719	15,000	15,000	5,000
Total Expenses			\$ 2,554,081	\$ 2,533,142	\$ 2,624,484	\$ 1,194,179	\$ 2,591,296	\$ 2,692,445

Account Detail			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Fund Dept Acct	Fund	Account Description						
101 4900 2010	General Fund	Salaries-Regular	1,213,591	1,251,194	1,200,783	1,200,628	1,060,000	1,220,809
101 4900 2020	General Fund	Salaries-Temp/Part Time	0	0	0	0	47,000	30,000
101 4900 2030	General Fund	Overtime	85,716	148,070	147,916	82,000	175,000	150,000
101 4900 2037	General Fund	Holiday Pay	47,255	41,596	43,191	48,239	48,239	49,132
101 4900 2040	General Fund	FICA-City	103,341	107,354	103,963	101,811	101,811	110,920
101 4900 2045	General Fund	Employer PERS	400,180	326,469	409,824	427,700	427,700	439,743
101 4900 2050	General Fund	Employee PERS	111,639	94,506	98,288	106,771	106,771	108,567
101 4900 2055	General Fund	Health Insurance	218,276	226,681	251,088	243,598	243,598	279,433
101 4900 2061	General Fund	Workers Comp	108,612	48,775	54,884	52,478	88,500	52,478
101 4900 2065	General Fund	Disability	14,902	16,294	14,392	13,896	13,896	14,118
101 4900 2071	General Fund	Unemployment	0	6,750	4,485	0	7,450	0
101 4900 2075	General Fund	Life Ins/Def Comp	943	859	1,922	2,188	2,188	2,188
101 4900 2095	General Fund	Uniform Allowance	13,750	11,625	12,500	12,750	12,750	12,750
101 4900 2096	General Fund	Education Reimbursement	1,675	0	1,168	0	1,500	1,500
101 4900 2097	General Fund	Housing Allowance	0	14,000	16,000	24,000	24,000	24,000
101 4900 2105	General Fund	Advertising	0	835	0	0	0	0
101 4900 2110	General Fund	Communication	13,969	14,359	16,583	14,000	15,475	14,000
101 4900 2115	General Fund	Postage	1,384	1,188	1,336	1,500	1,500	800
101 4900 2122	General Fund	Utilities	12,412	10,887	9,817	9,900	9,900	9,600
101 4900 2127	General Fund	Equipment Lease	3,084	2,586	3,030	3,000	3,000	2,700
101 4900 2130	General Fund	Professional Contracts	0	2,276	3,636	1,000	1,280	1,000
101 4900 2140	General Fund	Professional Fees	2,294	4,408	5,962	4,750	8,550	5,000
101 4900 2145	General Fund	Other Contract Services	33,538	41,112	33,762	15,000	15,000	5,000
101 4900 2153	General Fund	Dues & Subscriptions	1,003	1,609	1,656	400	400	400
101 4900 2155	General Fund	Training/Conference	2,043	4,445	17,434	10,000	10,000	5,000
101 4900 2160	General Fund	Other Travel	0	0	145	0	0	0
101 4900 2207	General Fund	Copies	307	456	406	350	470	500
101 4900 2212	General Fund	Computer Equipment	1,884	0	2,027	5,000	6,075	5,000
101 4900 2213	General Fund	Office Supplies	6,210	5,030	5,157	5,000	5,000	3,000
101 4900 2215	General Fund	Special Dept Supplies	187	4,868	3,670	3,000	4,155	0
101 4900 2217	General Fund	Field Supplies	4,218	6,866	2,002	5,000	5,000	10,000
101 4900 2311	General Fund	Maint-Office Equip	6,070	722	0	500	500	0
101 4900 2315	General Fund	Maint-Mach/Equip	1,391	87	0	0	0	0
101 4900 2330	General Fund	Maint-Bldgs/Grnds	0	613	0	0	0	0
101 4900 2335	General Fund	Software Maintenance	0	610	735	500	500	0
101 4900 2350	General Fund	Vehicle Charge	60,252	35,144	37,481	31,087	31,087	34,807
101 4900 2425	General Fund	Taxes & Other Charges	37	813	41	1,000	1,000	0
101 4900 2630	General Fund	Capital-Mach/Equip	3,183	0	0	0	0	0
101 4900 2640	General Fund	Furniture & Fixtures	0	3,316	59	0	0	0
101 Total			2,473,345	2,436,401	2,505,342	2,427,046	2,479,296	2,592,445

POLICE DEPARTMENT

Police Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
224	4900	Public Safe (COPS)	Overtime	0	0	0	10,000	10,000	0
224	4900	Public Safe (COPS)	Professional Contracts	32,345	25,000	52,761	30,000	30,000	30,000
224	4900	Public Safe (COPS)	Other Contract Services	6,738	0	8,618	12,000	12,000	15,000
224	4900	Public Safe (COPS)	Training/Conference	0	0	4,779	6,000	6,000	10,000
224	4900	Public Safe (COPS)	Computer Equipment	0	1,453	7,710	15,000	15,000	15,000
224	4900	Public Safe (COPS)	Special Dept Supplies	13,014	6,350	13,709	12,000	12,000	15,000
224	4900	Public Safe (COPS)	Field Supplies	0	0	389	0	0	10,000
224	4900	Public Safe (COPS)	Capital-Mach/Equip	6,895	36,932	16,661	15,000	15,000	5,000
224 Total				58,992	69,735	104,628	100,000	100,000	100,000
238	4900	2155 Training Dev Fund	Training/Conference	4,770	10,712	1,640	0	4,000	0
238 Total				4,770	10,712	1,640	0	4,000	0
279	4900	2145 Asset Forfeiture	Other Contract Services	16,295	16,295	12,875	8,000	8,000	0
279 Total				16,295	16,295	12,875	8,000	8,000	0
375	4900	2215 Murray Trust Fund	Special Dept Supplies	679	0	0	0	0	0
375 Total				679	0	0	0	0	0
DEPT TOTAL				\$ 2,554,081	\$ 2,533,142	\$ 2,624,484	\$ 2,535,046	\$ 2,591,296	\$ 2,692,445

CITY OF ST. HELENA
DEPARTMENT SUMMARY

LIBRARY
4600

DEPARTMENT PURPOSE

The Library collects, organizes and makes available a wide range of materials to meet the informational, educational, recreational and other needs of our community. The library currently houses some 96,000 books, videos, DVD's, books on CD and tape, CDs, newspapers, magazines, microfilm and other media. The Library provides enrichment opportunities and cultural experiences for all ages through an active programming series. The Library Mission Statement as adopted by the library board in January 1991 reads:

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Diversify adult program series by adding programs of variable interest and at different times of day and week.—ongoing.
- ◆ Implement use of new Integrated Library System software. —implemented Feb, 2012.
- ◆ Provide new opportunities for staff training, enrichment, and education. —Three staff members participating in Staff Innovation Fund grant program.
- ◆ Increase offerings and awareness of digital content —number of ebooks and downloadable audio books increased by several thousand titles.
- ◆ Identify and pursue new revenue streams.—ongoing.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Explore new library cooperative opportunities with Napa County and Sonoma County libraries.
- ◆ Increase library's web presence, particularly using Social Media to address needs of teens and Spanish speakers.
- ◆ Establish Digital Device Demonstration collection with associated training for staff and public.

- ◆ Work with Friends group and Foundation to coordinate a community campaign to honor the community service of Dr. Robert Darter.

MAJOR HIGHLIGHT FOR FY 2014

- * Implement Bilingual Cross-Organizational Aggregate Events Calendar.

DETAIL FOR EXPENSE ACCOUNTS

Library 4600

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
219-2110	<u>Communications:</u>	\$2,500
	◆ Phone & Fax Line	\$2,500
101-2122	<u>Utilities:</u>	\$40,000
	◆ Electric & Gas	\$34,214
	◆ Garbage Service	5,216
	◆ Water	570
219-2145, 218-2145	<u>Other Contract Services:</u>	\$105,000
	◆ SNAP Automation Contract Fee and Update	\$55,470
	◆ NLS Search Services/Delivery/Membership*	29,195
	◆ Brainfuse, HelpNow! Online Homework Help	4,500
	◆ OCLC on-line cataloging*	3,670
	◆ Database licensing	12,165
218-2215, 219-2215	<u>Special Department Supplies:</u>	\$13,000
	◆ AV Processing Supplies	\$2,550
	◆ Public programs	7,000
	◆ Public printers and copiers	450
	◆ Cataloging/Processing Supplies	3,000
219-2216, 384-2216	<u>Library Materials 11% increase to accommodate:</u>	\$138,000
	◆ Rising costs of materials,	
	◆ The addition of e-formats,	
	◆ Expanded commitment to Spanish language services.	
219-2311, 219-2127	<u>Office Equipment Maintenance & Leasing:</u>	\$9,250
	◆ Photocopier (Xerox)	\$2,600
	◆ Photocopier (Savin)	3,250
	◆ Building Security System	1,400
	◆ Online promotion of services	2,000
219-2630	<u>Machinery and Equipment:</u>	\$3,000
	◆ Other Tech	\$3,000

219-2155, 384-2155

Training & Conferences:

		\$4,500
◆ Staff In service Day	\$2,000	
◆ Registration & Travel costs for CLA conference	2,000	
◆ Online &/or onground training	500	

218-2215, \$7000 to be funded by Friends of the Library for the purpose of providing adult programs series.

384-**** (all except 2425) \$91,697 to be funded by the St. Helena Public Library Foundation for the purpose of enhancing library services.

LIBRARY DEPARTMENT

Library Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT								
101 4600	General Fund		\$ 843,565	\$ 843,214	\$ 869,210	\$ 850,139	\$ 839,128	\$ 856,756
218 4600	PLF State Grant		2,640	720	3,163	6,500	6,500	12,000
219 4600	CLSA State Grant		196,657	192,037	145,511	226,500	213,013	214,500
381 4600	Ryan Library Trust		1,999	910	0	0	0	0
382 4600	Martin Trust		918	1,512	0	12,000	11,000	0
384 4600	Tweed Trust		71,058	83,682	65,117	88,886	82,414	101,197
Total Expenses			\$ 1,116,838	\$ 1,122,073	\$ 1,083,000	\$ 1,184,025	\$ 1,152,055	\$ 1,184,453

Library Expense Summary			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary			\$ 510,394	\$ 511,349	\$ 525,994	\$ 555,315	\$ 553,082	\$ 570,907
Benefits			246,136	258,747	269,341	266,779	262,505	270,547
Contracts			142,538	111,219	86,725	123,000	111,008	105,000
Dept supplies/services			44,238	48,151	45,883	59,430	52,781	49,500
Library Materials			130,458	130,117	111,008	124,000	123,000	138,000
Training/Conference			2,673	4,671	3,191	3,500	4,213	4,500
Utilities			38,689	38,648	37,545	44,000	39,000	40,000
Capital Equipment			1,713	19,173	3,313	8,000	6,466	6,000
Total Expenses			\$ 1,116,838	\$ 1,122,073	\$ 1,083,000	\$ 1,184,025	\$ 1,152,055	\$ 1,184,453

Account Detail	Fund	Account Description	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
101 4600 2010	General Fund	Salaries-Regular	425,824	436,551	427,511	403,086	403,086	417,867
101 4600 2030	General Fund	Overtime	0	0	26	0	26	0
101 4600 2020	General Fund	Salaries-Temp/Part Time	74,683	66,306	83,414	127,259	125,000	127,259
101 4600 2037	General Fund	Holiday Pay	3,374	2,667	2,477	2,781	2,781	2,781
101 4600 2040	General Fund	FICA-City	38,654	38,590	39,242	40,785	40,785	41,915
101 4600 2045	General Fund	Employer PERS	59,624	60,158	65,876	59,407	56,407	62,262
101 4600 2050	General Fund	Employee PERS	29,336	29,074	29,522	27,923	27,923	22,848
101 4600 2055	General Fund	Health Insurance	88,893	100,530	102,402	87,634	87,634	92,328
101 4600 2061	General Fund	Workers Comp	16,683	16,917	18,642	36,190	36,190	36,190
101 4600 2065	General Fund	Disability	4,751	5,230	4,641	4,311	4,311	4,474
101 4600 2071	General Fund	Unemployment	0	0	624	0	625	0
101 4600 2075	General Fund	Life Ins/Def Comp	5,796	5,402	5,030	6,432	5,030	6,432
101 4600 2085	General Fund	Auto Allowance	1,900	2,400	2,400	2,400	2,400	2,400
101 4600 2105	General Fund	Advertising	0	0	443	500	500	0
101 4600 2110	General Fund	Communications	2,162	2,203	2,150	2,500	2,500	0
101 4600 2115	General Fund	Postage	450	1,103	962	1,000	1,000	0
101 4600 2122	General Fund	Utilities	38,689	38,648	37,545	44,000	39,000	40,000
101 4600 2127	General Fund	Equipment Lease	775	0	0	0	0	0
101 4600 2145	General Fund	Other Contract Services	47,151	31,998	38,250	0	0	0
101 4600 2155	General Fund	Training/Conference	1	40	120	0	0	0
101 4600 2207	General Fund	Copies	314	0	0	0	0	0
101 4600 2213	General Fund	Office Supplies	0	847	0	0	0	0
101 4600 2215	General Fund	Special Dept Supplies	4,068	4,549	7,933	3,930	3,930	0
101 4600 2311	General Fund	Maint-Office Equip	438	0	0	0	0	0
101 Total			843,565	843,214	869,210	850,139	839,128	856,756
218 4600 2105	PLF State Grar	Advertising	600	720	0	0	0	0
218 4600 2145	PLF State Grar	Other Contract Services	1,740	0	0	0	0	5,000
218 4600 2215	PLF State Grar	Special Dept Supplies	0	0	3,163	6,500	6,500	7,000
218 4600 2216	PLF State Grar	Library Material	300	0	0	0	0	0
218 Total			2,640	720	3,163	6,500	6,500	12,000

LIBRARY DEPARTMENT

Library Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
219	4600	2105	CLSA State Gr Advertising	2,100	717	994	500	750	3,000
219	4600	2110	CLSA State Gr Communications	563	125	52	0	800	2,500
219	4600	2115	CLSA State Gr Postage	231	0	227	0	250	250
219	4600	2127	CLSA State Gr Equipment Lease	3,226	3,871	3,965	3,000	3,000	3,250
219	4600	2145	CLSA State Gr Other Contract Services	93,279	75,035	48,474	112,000	100,000	100,000
219	4600	2152	CLSA State Gr Facility Rental	75	0	0	0	0	0
219	4600	2155	CLSA State Gr Training/Conference	2,597	322	713	0	713	1,000
219	4600	2207	CLSA State Gr Copies	1,401	2,786	2,491	2,000	2,000	2,000
219	4600	2212	CLSA State Gr Computer Equipment	0	3,795	1,150	3,500	3,500	3,500
219	4600	2213	CLSA State Gr Office Supplies	4,677	3,651	4,392	6,000	6,000	6,000
219	4600	2215	CLSA State Gr Special Dept Supplies	2,409	7,666	3,771	6,000	6,000	6,000
219	4600	2216	CLSA State Gr Library Material	77,852	85,273	71,487	78,000	78,000	75,000
219	4600	2311	CLSA State Gr Maint-Office Equip	6,137	6,011	4,303	6,000	6,000	6,000
219	4600	2330	CLSA State Gr Maint-Buildings/Grounds	398	0	0	0	0	0
219	4600	2335	CLSA State Gr Maint-Software	0	0	177	1,500	0	0
219	4600	2425	CLSA State Gr Taxes & Other Charges	0	30	0	0	0	0
219	4600	2630	CLSA State Gr Capital-Mach/Equip	465	773	0	5,000	3,000	3,000
219	4600	2640	CLSA State Gr Furniture/Fixtures	1,248	1,981	3,313	3,000	3,000	3,000
219 Total				196,657	192,037	145,511	226,500	213,013	214,500
381	4600	2216	Ryan Library Tr Library Material	1,999	910	0	0	0	0
381 Total				1,999	910	0	0	0	0
382	4600	2145	Martin Trust Other Contract Services	0	0	0	11,000	11,000	0
382	4600	2153	Martin Trust Dues & Subscriptions	0	130	0	0	0	0
382	4600	2155	Martin Trust Training/Conference	0	535	0	0	0	0
382	4600	2216	Martin Trust Library Material	918	847	0	1,000	0	0
382 Total				918	1,512	0	12,000	11,000	0
384	4600	2020	Tweed Trust Salaries-Temp/Part Time	6,514	5,824	12,489	22,189	22,189	23,000
384	4600	2030	Tweed Trust Overtime	0	0	77	0	0	0
384	4600	2040	Tweed Trust FICA-City	498	446	961	1,697	1,200	1,697
384	4600	2145	Tweed Trust Other Contract Services	368	4,186	0	0	8	0
384	4600	2152	Tweed Trust Facility Rental	800	0	0	0	0	0
384	4600	2153	Tweed Trust Dues & Subscriptions	0	315	340	500	500	500
384	4600	2155	Tweed Trust Training/Conference	75	3,773	2,358	3,500	3,500	3,500
384	4600	2215	Tweed Trust Special Dept Supplies	776	139	59	0	51	0
384	4600	2216	Tweed Trust Library Material	49,388	43,088	39,521	45,000	45,000	63,000
384	4600	2425	Tweed Trust Taxes & Other Charges	12,640	9,493	9,312	16,000	9,500	9,500
384	4600	2640	Tweed Trust Furniture/Fixtures	0	16,418	0	0	466	0
383 Total				71,058	83,682	65,117	88,886	82,414	101,197
DEPT TOTAL				\$ 1,116,838	\$ 1,122,073	\$ 1,083,000	\$ 1,184,025	\$ 1,152,055	\$ 1,184,453

CITY OF ST. HELENA
DEPARTMENT SUMMARY

RECREATION
4728

DEPARTMENT PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Completed updating six bocce courts.
- ◆ Provided high quality programs at the Carnegie Building.
- ◆ Created Upper Valley Sports League with neighboring cities of Yountville and Calistoga for Volleyball and soccer.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Provide additional swim programs.
- ◆ Create more programs for teens.
- ◆ Establish fee structure for facility rentals with the St. Helena School District.

DETAIL FOR EXPENSE ACCOUNTS

Recreation 4728

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
289-2145	<u>Other Contract Services:</u>	\$40,000
	◆ Program instructors	\$40,000
289-2152	<u>Facility Rental:</u>	\$17,000
	◆ RLS New Gym	
	◆ Community Pool	
	◆ Presbyterian Church	
	◆ RLS Old Gym	
	◆ St. Helena Primary School Multi Use	
	◆ Carpy Field Rental	
289-2160	<u>Other Travel:</u>	\$3,000
	◆ Travel costs for recreation activities	
280-2215	<u>Special Departmental Supplies:</u>	\$5,000
	◆ Miscellaneous Supplies	\$5,000
289-2215	<u>Special Departmental Supplies:</u>	\$9,000
	◆ Recreation supplies	\$9,000
289-2241	<u>Pool Supplies:</u>	\$1,000
	◆ Recreation supplies	\$1,000
289-2242	<u>Sports Programs Supplies:</u>	\$4,000
	◆ Recreation supplies	\$4,000
289-2243	<u>Fieldtrips:</u>	\$2,500
	◆ Travel and Admissions	\$2,500

RECREATION DEPARTMENT

Recreation Expenses By Fund		ACTUAL FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT								
101 4728	General Fund	\$ 312,038	\$ 186,596	\$ 65,467	\$ 69,379	\$ 78,357	\$ 78,472	\$ 78,956
280 4728	Community Activity	63,556	124,430	98,842	105,618	123,376	124,625	125,939
286 4728	Bocce Ball	28,577	28,390	16,732	13,414	19,218	19,218	24,568
289 4728	Recreation Program	174,238	111,995	117,761	122,643	129,068	133,648	132,835
Total Expenses		\$ 578,410	\$ 451,410	\$ 298,802	\$ 311,054	\$ 350,019	\$ 355,963	\$ 362,299

Recreation Expense Summary	ACTUAL FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary	\$ 235,448	\$ 229,755	\$ 158,622	\$ 157,552	\$ 177,452	\$ 177,454	\$ 181,303
Benefits	84,483	88,031	52,595	55,260	66,022	70,973	66,766
Contracts	46,335	61,714	39,688	43,616	36,200	36,200	41,200
Dept supplies/services	50,205	61,615	39,598	29,369	49,370	48,985	49,980
Training/Conference	112	412	330	25	550	550	900
Communications	2,244	2,556	3,446	5,072	3,425	4,800	5,150
Facility Rental	49,439	7,326	4,523	20,160	17,000	17,000	17,000
Transfer to other funds	110,145	0	0	0	0	0	0
Total Expenses	\$ 578,410	\$ 451,410	\$ 298,802	\$ 311,054	\$ 350,019	\$ 355,963	\$ 362,299

Account Detail	Fund	Account Description	ACTUAL FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
101 4728 2010	General Fund	Salaries-Regular	131,397	119,200	38,589	39,376	39,375	39,376	39,375
101 4728 2030	General Fund	Overtime	397	905	0	0	0	0	0
101 4728 2040	General Fund	FICA-City	10,295	9,368	2,998	3,058	3,012	3,058	3,012
101 4728 2045	General Fund	Employer PERS	20,611	17,162	5,417	5,976	5,803	5,888	5,867
101 4728 2050	General Fund	Employee PERS	8,256	8,688	2,645	2,700	2,829	2,700	2,829
101 4728 2055	General Fund	Health Insurance	15,741	15,850	6,752	7,407	7,265	7,265	7,540
101 4728 2061	General Fund	Workers Comp	3,195	3,673	3,724	4,104	1,580	1,580	1,580
101 4728 2065	General Fund	Disability	791	1,347	505	440	433	430	433
101 4728 2075	General Fund	Life Ins/Def Comp	2,861	2,457	625	635	650	650	650
101 4728 2085	General Fund	Auto Allowance	2,300	2,200	1,200	1,200	1,200	1,200	1,200
101 4728 2105	General Fund	Advertising	1,507	0	548	0	250	250	250
101 4728 2110	General Fund	Communication	552	771	2,114	2,356	2,300	2,350	2,350
101 4728 2115	General Fund	Postage	1,136	426	109	23	200	200	0
101 4728 2127	General Fund	Equipment Lease Expense	519	368	0	0	0	0	0
101 4728 2130	General Fund	Professional Contracts	0	0	0	140	0	0	0
101 4728 2140	General Fund	Professional Fees	0	0	0	0	0	55	100
101 4728 2142	General Fund	Banking Fees	0	0	0	220	200	200	200
101 4728 2144	General Fund	Online Transaction Fee	0	0	0	0	100	100	100
101 4728 2145	General Fund	Other Contract Services	340	1,463	0	300	0	0	0
101 4728 2153	General Fund	Dues & Subscriptions	205	160	50	55	160	170	170
101 4728 2155	General Fund	Training/Conference	112	130	0	0	200	200	500
101 4728 2160	General Fund	Other Travel	87	0	0	0	100	100	100
101 4728 2207	General Fund	Copies	0	6	0	8	100	100	100
101 4728 2212	General Fund	Computer Equipment	162	0	0	1,228	200	200	200
101 4728 2213	General Fund	Office Supplies	125	211	6	117	300	300	300
101 4728 2215	General Fund	Special Dept Supplies	1,054	2,143	0	36	1,000	1,000	1,000
101 4728 2244	General Fund	Swimming Program	0	0	0	0	5,000	5,000	5,000
101 4728 2311	General Fund	Maint-Office Equip	0	0	0	0	100	100	100
101 4728 2320	General Fund	Maint-Tennis Courts	0	0	0	0	4,000	4,000	4,000
101 4728 2335	General Fund	Software Maintenance	0	0	186	0	0	0	0
101 4728 2425	General Fund	Taxes & Other Charges	249	69	0	0	0	0	0

RECREATION DEPARTMENT

Recreation Expenses By Fund					Actual	Actual	Actual	Actual	Budget	Estimated	Budget
					FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	Year-end FY 2013	FY 2014
101	4728	2640	General Fund	Furniture & Fixtures	0	0	0	0	2,000	2,000	2,000
101	4728	2999	General Fund	Trans to Other Funds	110,145	0	0	0	0	0	0
101 Total					312,038	186,596	65,467	69,379	78,357	78,472	78,956
280	4728	2010	Community Activity	Salaries-Regular	29,487	31,898	38,589	39,376	39,375	39,376	39,375
280	4728	2020	Community Activity	Salaries-Temp/Part Time	11,131	13,509	29,280	33,221	46,316	46,316	46,779
280	4728	2030	Community Activity	Overtime	1,136	905	0	0	200	200	200
280	4728	2040	Community Activity	FICA-City	3,049	3,570	5,238	5,594	6,571	6,571	6,606
280	4728	2045	Community Activity	Employer PERS	5,134	4,430	5,416	5,976	5,803	5,888	5,867
280	4728	2050	Community Activity	Employee PERS	1,003	2,133	2,645	2,700	2,829	2,700	2,829
280	4728	2055	Community Activity	Health Insurance	3,919	5,875	6,752	7,408	7,265	7,265	7,540
280	4728	2061	Community Activity	Workers Comp	14	16	17	19	5,500	5,499	5,500
280	4728	2065	Community Activity	Disability	288	365	451	459	433	400	433
280	4728	2071	Community Activity	Unemployment	0	0	273	0	0	0	0
280	4728	2075	Community Activity	Life Ins/Def Comp	162	375	625	635	650	650	650
280	4728	2085	Community Activity	Auto Allowance	0	200	1,200	1,200	1,200	1,200	1,200
280	4728	2105	Community Activity	Advertising	874	1,360	75	150	250	250	250
280	4728	2110	Community Activity	Communication	238	215	211	1,849	225	1,550	1,900
280	4728	2115	Community Activity	Postage	0	197	0	1	100	100	100
280	4728	2140	Community Activity	Professional Fees	0	0	32	0	0	0	0
280	4728	2145	Community Activity	Other Contract Services	787	24,357	0	407	1,000	1,000	1,000
280	4728	2153	Community Activity	Dues & Subscriptions	0	0	160	160	160	160	160
280	4728	2155	Community Activity	Training/Conference	0	142	280	25	150	150	200
280	4728	2160	Community Activity	Other Travel	0	0	0	0	100	100	100
280	4728	2213	Community Activity	Office Supplies	121	198	351	247	250	250	250
280	4728	2215	Community Activity	Special Dept Supplies	6,214	29,913	7,246	6,191	5,000	5,000	5,000
280	4728	2330	Community Activity	Maint-Buildings/Grounds	0	1,181	0	0	0	0	0
280	4728	2425	Community Activity	Taxes & Other Charges	0	(3)	0	0	0	0	0
280	4728	2660	Community Activity	Capital Imp-Buildings	0	3,593	0	0	0	0	0
280 Total					63,556	124,430	98,842	105,618	123,376	124,625	125,939
286	4728	2020	Bocce Ball	Salaries-Temp/Part Time	16,877	18,347	11,965	7,935	12,000	12,000	16,000
286	4728	2040	Bocce Ball	FICA-City	1,291	1,404	915	607	918	918	918
286	4728	2071	Bocce Ball	Unemployment	0	2,676	0	0	0	0	0
286	4728	2105	Bocce Ball	Advertising	152	0	0	0	100	100	150
286	4728	2110	Bocce Ball	Communication	326	418	133	0	0	0	0
286	4728	2115	Bocce Ball	Postage	0	0	0	0	100	100	0
286	4728	2142	Bocce Ball	Banking Fees	0	0	0	902	0	0	1,000
286	4728	2144	Bocce Ball	Online Transaction Fee	0	0	0	344	0	0	400
286	4728	2145	Bocce Ball	Other Contract Services	0	473	0	0	200	200	200
286	4728	2213	Bocce Ball	Office Supplies	71	79	0	313	400	400	400
286	4728	2215	Bocce Ball	Special Dept Supplies	8,215	4,993	2,498	3,313	4,000	4,000	4,000
286	4728	2330	Bocce Ball	Maint-Buildings/Grounds	1,644	0	0	0	0	0	0
286	4728	2335	Bocce Ball	Software Maintenance	0	0	1,221	0	1,500	1,500	1,500
286 Total					28,577	28,390	16,732	13,414	19,218	19,218	24,568
289	4728	2020	Recreation Program	Salaries-Temp/Part Time	44,252	44,121	40,199	37,573	38,786	38,786	39,174
289	4728	2030	Recreation Program	Overtime	771	869	0	71	1,400	1,400	400
289	4728	2040	Recreation Program	FICA-City	3,589	3,442	3,075	2,880	3,074	3,074	3,104
289	4728	2061	Recreation Program	Workers Comp	1,761	2,024	2,053	2,262	9,008	9,008	9,008
289	4728	2071	Recreation Program	Unemployment	221	778	69	0	0	5,030	0
289	4728	2105	Recreation Program	Advertising	0	0	102	75	1,000	500	500
289	4728	2110	Recreation Program	Communication	1,127	1,152	988	867	900	900	900
289	4728	2115	Recreation Program	Postage	0	432	0	0	200	200	0
289	4728	2122	Recreation Program	Utilities	285	203	557	413	400	450	450
289	4728	2140	Recreation Program	Professional Fees	0	64	0	0	0	0	0
289	4728	2142	Recreation Program	Banking Fees	0	0	0	1,799	1,500	1,500	1,500
289	4728	2144	Recreation Program	Online Transaction Fee	0	0	0	980	700	700	700
289	4728	2145	Recreation Program	Other Contract Services	45,208	35,422	39,688	42,909	35,000	35,000	40,000
289	4728	2152	Recreation Program	Facility Rental	49,439	7,326	4,523	20,160	17,000	17,000	17,000
289	4728	2155	Recreation Program	Training/Conference	0	140	50	0	200	200	200
289	4728	2160	Recreation Program	Other Travel	7,102	2,822	3,082	0	3,000	3,000	3,000
289	4728	2211	Recreation Program	Fingerprinting	32	0	64	0	300	300	300
289	4728	2213	Recreation Program	Office Supplies	74	0	0	88	100	100	100
289	4728	2215	Recreation Program	Special Dept Supplies	21,214	13,200	13,995	9,017	9,000	9,000	9,000
289	4728	2241	Recreation Program	Pool Supplies	0	0	0	297	1,000	1,000	1,000
289	4728	2242	Recreation Program	Sports Program Supplies	0	0	0	2,398	4,000	4,000	4,000
289	4728	2243	Recreation Program	Fieldtrips	0	0	0	855	2,500	2,500	2,500
289	4728	2335	Recreation Program	Software Maintenance	0	0	9,316	0	0	0	0
289 Total					174,238	111,995	117,761	122,643	129,068	133,648	132,835
DEPT TOTAL					\$ 578,410	\$ 451,410	\$ 298,802	\$ 311,054	\$ 350,019	\$ 355,963	\$ 362,299

CITY OF ST. HELENA
DEPARTMENT SUMMARY

PUBLIC WORKS

DEPARTMENT PURPOSE

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

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

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

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

PRIOR YEAR GOALS ACHIEVED

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

CURRENT YEAR GOALS & OBJECTIVES

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

CITY OF ST. HELENA
DEPARTMENT SUMMARY

PUBLIC WORKS ADMINISTRATION
5000

DEPARTMENT PURPOSE

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

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

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

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

In FY 2013-2014, DPW Administration will continue to direct or play a key role in numerous special projects – the Flood Project, the Corps of Engineers 206 Restoration Project on the Napa River, the York Upper Dam Removal Project, the Wastewater Collection and Treatment System Improvement Project (including Recycled Water), Dwyer Road Pump

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

DPW Administration positions for FY 2013-2014 include the Director of Public Works/City Engineer, Assistant Director of Public Works/Assistant City Engineer, Senior Management Analyst and Administrative Assistant.

PRIOR YEAR GOALS ACHIEVED

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

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

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

CURRENT YEAR GOALS & OBJECTIVES

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

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

MAJOR HIGHLIGHT FOR FY 2014

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

DETAIL FOR EXPENSE ACCOUNTS

Public Works Administration 5000

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110, 561-2110, 571-2110	<u>Communications:</u>	\$6,500
101-2130, 561-2130, 571-2130	<u>Professional Contracts:</u>	\$39,250
	♦ City Surveyor	\$39,250
101-2145, 561-2145, 571-2145	<u>Other Contract Services:</u>	\$2,500
561-2150	<u>Water Use Efficiency Program:</u>	\$6,000
	♦ Washing Machine Rebates	\$4,000
	♦ Indoor Plumbing Rebates	2,000
101-2153, 561-2153, 571-2153	<u>Memberships and Publication:</u>	\$1,825
101-2155, 561-2155, 571-2155	<u>Training and Conferences:</u>	\$1,100
101-2213, 561-2213, 571-2213	<u>Office Supplies:</u>	\$800
561-2215, 571-2215	<u>Special Departmental Supplies:</u>	\$600
	♦ Software Licenses, supplies	\$600

PUBLIC WORKS- ADMINISTRATION

Public Works- Administration Expenses By Fund			Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
							FY 2013	
FUND	DEPT							
101	5000	General Fund	\$ 123,554	\$ 110,590	\$ 189,454	\$ 164,279	\$ 168,257	\$ 212,452
235	5000	Measure A	177,080	160,896	44,809	0	33	0
561	5000	Water Enterprise	175,910	129,398	346,934	292,623	277,107	288,332
571	5000	Wastewater Enterprise	91,281	128,404	155,214	219,813	219,607	172,172
Total Expenses			\$ 567,825	\$ 529,288	\$ 736,412	\$ 676,714	\$ 665,004	\$ 672,956

Public Works- Administration Expense Summary			Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
							FY 2013	
Salary			\$ 312,701	\$ 320,146	\$ 341,976	\$ 352,465	\$ 343,408	\$ 352,999
Benefits			122,923	139,977	171,089	217,440	203,059	209,380
Contracts			8,249	14,773	2,179	44,250	41,438	44,250
Dept supplies/services			92,704	36,679	86,630	51,781	66,750	54,534
Training/Conference			1,963	866	485	1,100	671	1,100
Vehicle/Equip maintenance			16,425	6,661	6,933	8,478	8,478	9,493
Capital Equipment			12,859	10,186	127,119	1,200	1,200	1,200
Total Expenses			\$ 567,825	\$ 529,288	\$ 736,412	\$ 676,714	\$ 665,004	\$ 672,956

Account Detail				Account	Actual	Actual	Actual	Budget	Estimated	Budget
Fund	Dept	Acct	Fund	Description	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
									FY 2013	
101	5000	2010	General Fund	Salaries-Regular	56,478	54,431	88,050	93,906	93,906	124,287
101	5000	2020	General Fund	Salaries-Temp/Part Time	0	370	18,783	0	478	0
101	5000	2030	General Fund	Overtime	0	0	0	0	0	0
101	5000	2037	General Fund	Holiday Pay	194	0	0	0	0	0
101	5000	2040	General Fund	FICA-City	3,428	4,063	8,020	7,112	7,112	9,460
101	5000	2045	General Fund	Employer PERS	8,527	8,161	16,061	13,840	13,840	18,519
101	5000	2050	General Fund	Employee PERS	4,155	4,025	6,379	6,775	6,775	8,382
101	5000	2055	General Fund	Health Insurance	9,136	10,460	20,170	22,817	22,817	27,614
101	5000	2061	General Fund	Workers Comp	8,451	8,570	9,445	3,477	3,477	3,477
101	5000	2065	General Fund	Disability	621	466	837	892	892	1,235
101	5000	2071	General Fund	Unemployment	0	233	0	0	0	0
101	5000	2075	General Fund	Life Ins/Def Comp	66	25	84	1,107	76	2,678
101	5000	2085	General Fund	Auto Allowance	0	0	0	0	0	480
101	5000	2105	General Fund	Advertising	1,104	405	0	0	354	550
101	5000	2110	General Fund	Communication	1,963	2,268	3,267	500	1,782	500
101	5000	2115	General Fund	Postage	871	1,307	597	600	600	600
101	5000	2127	General Fund	Equipment Lease Expense	85	1,436	1,723	1,200	1,603	1,603
101	5000	2130	General Fund	Professional Contracts	324	0	0	250	0	250
101	5000	2140	General Fund	Professional Fees	500	3,604	539	500	0	500
101	5000	2145	General Fund	Other Contract Services	4,146	70	134	500	0	500
101	5000	2153	General Fund	Dues & Subscriptions	232	238	1,245	625	625	625
101	5000	2155	General Fund	Training/Conference	1,547	866	417	300	271	300
101	5000	2207	General Fund	Copies	226	495	639	500	864	500
101	5000	2212	General Fund	Computer Equipment	361	609	1,474	500	500	500
101	5000	2213	General Fund	Office Supplies	557	653	561	400	400	400
101	5000	2215	General Fund	Special Dept Supplies	815	51	503	0	680	0
101	5000	2311	General Fund	Maint-Office Equip	200	154	0	0	0	0
101	5000	2312	General Fund	Maintenance Supplies	0	0	0	0	0	0
101	5000	2335	General Fund	Software Maintenance	0	612	1,090	0	0	0
101	5000	2350	General Fund	Vehicle Charge	16,225	6,507	6,933	8,478	8,478	9,493
101	5000	2425	General Fund	Taxes & Other Charges	1,911	513	2,504	0	2,728	0
101	5000	2630	General Fund	Capital-Mach/Equip	1,433	0	0	0	0	0
101	Total				123,554	110,590	189,454	164,279	168,257	212,452
235	5000	2010	Measure A	Salaries-Regular	95,152	89,977	31,955	0	0	0
235	5000	2020	Measure A	Salaries-Temp/Part Time	41,958	33,562	111	0	0	0
235	5000	2030	Measure A	Overtime	361	111	0	0	0	0
235	5000	2040	Measure A	FICA-City	11,286	9,444	2,453	0	0	0
235	5000	2045	Measure A	Employer PERS	15,418	12,683	4,485	0	0	0
235	5000	2050	Measure A	Employee PERS	4,341	6,209	2,186	0	0	0
235	5000	2055	Measure A	Health Insurance	7,407	7,538	3,214	0	0	0

PUBLIC WORKS- ADMINISTRATION

Public Works- Administration Expenses By Fund					Actual	Actual	Actual	Budget	Estimated	Budget
					FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
									FY 2013	
235	5000	2061	Measure A	Workers Comp	3	3	3	0	0	0
235	5000	2065	Measure A	Disability	1,045	1,242	357	0	0	0
235	5000	2075	Measure A	Life Ins/Def Comp	108	128	45	0	0	0
235	5000	2105	Measure A	Advertising	0	0	0	0	0	0
235	5000	2115	Measure A	Postage	0	0	0	0	33	0
235 Total					177,080	160,896	44,809	0	33	0
561	5000	2010	Water Enterprise	Salaries-Regular	43,645	63,948	80,133	131,949	120,481	130,772
561	5000	2020	Water Enterprise	Salaries-Temp/Part Time	15,614	0	24,654	0	1,339	0
561	5000	2030	Water Enterprise	Overtime	21	0	0	0	0	0
561	5000	2037	Water Enterprise	Holiday Pay	0	0	1,831	0	0	0
561	5000	2040	Water Enterprise	FICA-City	4,540	4,958	8,223	10,070	9,432	9,956
561	5000	2045	Water Enterprise	Employer PERS	6,157	9,485	17,938	19,447	18,688	19,485
561	5000	2050	Water Enterprise	Employee PERS	3,098	4,602	5,782	9,555	8,630	9,152
561	5000	2055	Water Enterprise	Health Insurance	9,689	10,950	15,121	31,652	23,068	27,614
561	5000	2061	Water Enterprise	Workers Comp	0	0	0	7,902	6,297	7,902
561	5000	2065	Water Enterprise	Disability	483	735	856	1,349	1,115	1,306
561	5000	2071	Water Enterprise	Unemployment	0	0	0	0	349	0
561	5000	2075	Water Enterprise	Life Ins/Def Comp	297	1,270	1,288	3,152	2,290	3,038
561	5000	2085	Water Enterprise	Auto Allowance	200	600	600	1,200	1,108	960
561	5000	2105	Water Enterprise	Advertising	53	0	218	500	0	500
561	5000	2110	Water Enterprise	Communication	0	3,000	630	3,000	3,000	3,000
561	5000	2115	Water Enterprise	Postage	1,469	1,115	563	200	819	200
561	5000	2127	Water Enterprise	Equipment Lease Expense	85	1,394	1,723	600	2,276	2,000
561	5000	2130	Water Enterprise	Professional Contracts	0	1,324	0	38,000	38,000	38,000
561	5000	2140	Water Enterprise	Professional Fees	(35)	2,838	776	1,000	1,000	1,000
561	5000	2143	Water Enterprise	Finance Charge	0	0	0	0	0	0
561	5000	2145	Water Enterprise	Other Contract Services	2,287	2,625	0	1,500	1,500	1,500
561	5000	2150	Water Enterprise	Water Use Eff	49,111	9,872	37,595	6,000	10,393	6,000
561	5000	2153	Water Enterprise	Dues & Subscriptions	586	200	325	600	310	600
561	5000	2155	Water Enterprise	Training/Conference	254	0	45	400	0	400
561	5000	2207	Water Enterprise	Copies	1,127	487	640	500	864	900
561	5000	2212	Water Enterprise	Computer Equipment	361	587	1,543	600	600	600
561	5000	2213	Water Enterprise	Office Supplies	1,955	352	133	200	200	200
561	5000	2215	Water Enterprise	Special Dept Supplies	310	40	0	300	2,500	300
561	5000	2220	Water Enterprise	Small Tools	0	0	0	97	0	97
561	5000	2335	Water Enterprise	Software Maintenance	269	0	0	0	0	0
561	5000	2425	Water Enterprise	Taxes & Other Charges	22,907	0	21,962	22,250	22,250	22,250
561	5000	2630	Water Enterprise	Capital-Mach/Equip	0	0	0	0	0	0
561	5000	2640	Water Enterprise	Furniture and Fixtures	0	0	0	600	600	600
561	5000	2920	Water Enterprise	Fixed Asset Adjustments	11,427	9,017	124,357	0	0	0
561 Total					175,910	129,398	346,934	292,623	277,107	288,332
571	5000	2010	Wastewater Enterprise	Salaries-Regular	43,645	63,947	80,133	126,610	126,610	97,940
571	5000	2020	Wastewater Enterprise	Salaries-Temp/Part Time	15,614	13,801	14,496	0	595	0
571	5000	2030	Wastewater Enterprise	Overtime	21	0	0	0	0	0
571	5000	2037	Wastewater Enterprise	Holiday Pay	0	0	1,831	0	0	0
571	5000	2040	Wastewater Enterprise	FICA-City	4,540	5,497	7,445	9,662	9,662	7,469
571	5000	2045	Wastewater Enterprise	Employer PERS	6,158	10,472	16,450	18,660	18,660	14,593
571	5000	2050	Wastewater Enterprise	Employee PERS	3,098	4,603	5,782	9,193	9,193	6,835
571	5000	2055	Wastewater Enterprise	Health Insurance	9,689	10,951	15,120	29,577	29,577	20,494
571	5000	2061	Wastewater Enterprise	Workers Comp	0	0	0	4,425	4,425	4,425
571	5000	2065	Wastewater Enterprise	Disability	483	734	856	1,291	1,291	997
571	5000	2075	Wastewater Enterprise	Life Ins/Def Comp	297	1,270	1,288	3,086	3,086	2,350
571	5000	2085	Wastewater Enterprise	Auto Allowance	200	600	600	1,200	1,200	960
571	5000	2105	Wastewater Enterprise	Advertising	53	0	0	0	0	0
571	5000	2110	Wastewater Enterprise	Communication	0	3,000	0	3,000	3,000	3,000
571	5000	2115	Wastewater Enterprise	Postage	519	515	563	200	529	200
571	5000	2127	Wastewater Enterprise	Equipment Lease Expense	85	1,394	1,723	1,400	1,469	1,400
571	5000	2130	Wastewater Enterprise	Professional Contracts	0	0	0	1,000	0	1,000
571	5000	2140	Wastewater Enterprise	Professional Fees	0	2,947	730	1,000	0	1,000
571	5000	2145	Wastewater Enterprise	Other Contract Services	1,027	1,367	0	500	938	500
571	5000	2153	Wastewater Enterprise	Dues & Subscriptions	82	50	175	600	600	600
571	5000	2155	Wastewater Enterprise	Training/Conference	162	0	24	400	400	400
571	5000	2207	Wastewater Enterprise	Copies	226	367	640	500	864	500
571	5000	2212	Wastewater Enterprise	Computer Equipment	361	587	1,430	600	600	600
571	5000	2213	Wastewater Enterprise	Office Supplies	549	468	140	200	200	200

PUBLIC WORKS- ADMINISTRATION

Public Works- Administration Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
571	5000	2215	Wastewater Enterprise Special Dept Supplies	230	40	369	300	300	300
571	5000	2425	Wastewater Enterprise Taxes & Other Charges	4,242	4,624	2,657	5,809	5,809	5,809
571	5000	2640	Wastewater Enterprise Furniture and Fixtures	0	0	0	600	600	600
571	5000	2670	Wastewater Enterprise Capital Impv-Equipment	0	0	0	0	0	0
571	5000	2920	Wastewater Enterprise Fixed Asset Adjustments	0	1,169	2,763	0	0	0
571 Total				91,281	128,404	155,214	219,813	219,607	172,172
DEPT TOTAL				\$ 567,825	\$ 529,288	\$ 736,412	\$ 676,714	\$ 665,004	\$ 672,956

CITY OF ST. HELENA
DIVISION SUMMARY
GOVERNMENT BUILDINGS/GROUNDS
5006

DIVISION PURPOSE

The Government Buildings/Grounds Division of the Department of Public Works is for accounting purposes to the General Fund to account for the total costs of managing and providing maintenance (consisting of plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). It 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 phones, utilities, janitorial costs, and outsourcing contracts for janitorial, air conditioning/heating repairs and maintenance services.

PRIOR YEAR GOALS ACHIEVED

- ◆ Managed contracts for multiple levels of maintenance: minor plumbing, roof leak repair and gutter maintenance, minor electrical and carpet maintenance.
- ◆ Maintained service levels to City facilities.
- ◆ Managed citywide janitorial services contract.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue to maintain City facilities at current levels.
- ◆ Continue to manage citywide janitorial contact.

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Continue to outsource janitorial services to net a \$150,000 savings to the General Fund.

DETAIL FOR EXPENSE ACCOUNTS

Government Buildings 5006

OBJECT	DESCRIPTION	AMOUNT
101-2110	<u>Communications:</u> <ul style="list-style-type: none"> ◆ Telephones \$13,380 ◆ Other communications 500 	\$13,880
101-2122	<u>Utilities:</u> <ul style="list-style-type: none"> ◆ PG & E \$33,658 ◆ Water 22,000 ◆ Upper Valley Disposal 12,000 	\$67,658
101-2125	<u>Equipment Rental:</u> <ul style="list-style-type: none"> ◆ Corp Yard wastewater tank rental \$1,858 	\$1,858
101-2145	<u>Other Contract Services:</u> <ul style="list-style-type: none"> ◆ HVAC maintenance \$18,000 ◆ Outside Custodial 55,000 ◆ Carpet Cleaning 3,000 ◆ Fire Extinguisher Service 3,000 ◆ Lock and Key Service 1,000 	\$80,000
101-2215	<u>Special Departmental Supplies:</u> <ul style="list-style-type: none"> ◆ Uniforms, Towel and Rag Service \$10,000 ◆ Other misc. supplies 2,390 ◆ Paper goods 2,500 ◆ Paint and Hardware 2,000 ◆ First Aid Supplies 1,500 ◆ Lighting Ballasts and Bulbs 1,000 ◆ Safety Boots 610 	\$20,000
101-2220	<u>Small Tools:</u>	\$180
101-2225	<u>Fuel/Oil:</u>	\$1,000
101-2330	<u>Buildings and Grounds Maintenance:</u>	\$2,500

PUBLIC WORKS- GOVERNMENT BUILDINGS

Government Buildings Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	BUDGET
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
FUND DEPT									
101 5006		General Fund		\$ 340,902	\$ 342,327	\$ 353,318	\$ 217,998	\$ 153,435	\$ 187,884
		Total Expenses		\$ 340,902	\$ 342,327	\$ 353,318	\$ 217,998	\$ 153,435	\$ 187,884

Government Buildings Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	FY 2014
Salary				\$ 119,895	\$ 106,980	\$ 106,850	\$ -	\$ -	\$ -
Benefits				66,919	73,772	76,720	0	0	0
Contracts				47,072	46,620	59,725	100,686	59,614	80,000
Dept supplies/services				20,941	24,182	17,531	30,254	11,296	23,846
Vehicle/Equip maintenance				15,322	9,257	8,247	5,520	987	2,500
Utilities				57,104	68,043	71,967	67,658	67,658	67,658
Communications				13,650	13,472	12,279	13,880	13,880	13,880
		Total Expenses		\$ 340,902	\$ 342,327	\$ 353,318	\$ 217,998	\$ 153,435	\$ 187,884

Account Detail					Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Account Description	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014		
101 5006 2010	General Fund	Salaries-Regular	114,170	106,980	105,944	0	0	0		
101 5006 2025	General Fund	Standby	5,700	0	675	0	0	0		
101 5006 2030	General Fund	Overtime	25	0	231	0	0	0		
101 5006 2040	General Fund	FICA-City	9,209	8,221	8,223	0	0	0		
101 5006 2045	General Fund	Employer PERS	15,817	15,704	14,785	0	0	0		
101 5006 2050	General Fund	Employee PERS	7,671	7,576	6,756	0	0	0		
101 5006 2055	General Fund	Health Insurance	29,288	32,425	38,137	0	0	0		
101 5006 2061	General Fund	Workers Comp	3,030	7,979	6,901	0	0	0		
101 5006 2065	General Fund	Disability	1,324	1,288	1,182	0	0	0		
101 5006 2075	General Fund	Life Ins/Def Comp	579	579	736	0	0	0		
101 5006 2110	General Fund	Communications	13,650	13,472	12,279	13,880	13,880	13,880		
101 5006 2122	General Fund	Utilities	57,104	68,043	71,967	67,658	67,658	67,658		
101 5006 2125	General Fund	Equipment Rental	120	120	120	1,858	0	1,858		
101 5006 2145	General Fund	Other Contract Services	47,072	46,620	59,725	100,686	59,614	80,000		
101 5006 2155	General Fund	Training/Conference	0	19	0	37	0	0		
101 5006 2212	General Fund	Computer Equipment	0	1,984	500	0	0	0		
101 5006 2213	General Fund	Office Supplies	0	15	0	308	308	308		
101 5006 2215	General Fund	Special Dept Supplies	20,233	20,702	16,441	25,711	10,509	20,000		
101 5006 2220	General Fund	Small Tools	78	109	0	180	0	180		
101 5006 2225	General Fund	Fuel/Oil	0	909	0	1,858	0	1,000		
101 5006 2315	General Fund	Maint-Mach/Equip	0	0	0	1,804	0	0		
101 5006 2330	General Fund	Maint-Bldgs/Grnds	2,283	2,468	1,006	3,716	987	2,500		
101 5006 2350	General Fund	Vehicle Charge	13,039	6,789	7,241	0	0	0		
101 5006 2425	General Fund	Taxes & Other Charges	354	325	470	302	479	500		
101 5006 2640	General Fund	Furniture/Fixtures	155	0	0	0	0	0		
101 Total			340,902	342,327	353,318	217,998	153,435	187,884		
		DEPT TOTAL	\$ 340,902	\$ 342,327	\$ 353,318	\$ 217,998	\$ 153,435	\$ 187,884		

CITY OF ST. HELENA
DEPARTMENT SUMMARY

STORM DRAINS MAINTENANCE
5013

DEPARTMENT PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Accepted Flood control project maintenance and inspections.

CURRENT YEAR GOALS AND OBJECTIVES

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

MAJOR HIGHLIGHTS FOR FY 2014

- ◆ Complete installation of sanitary sewer backflow prevention valve to protect against sewer overflow at the east end of Charter Oak Avenue.
- ◆ Complete installation of force main up Charter Oak Ave to tie into the sewer system.

DETAIL FOR EXPENSE ACCOUNTS

Storm Drains Maintenance 5013

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

PUBLIC WORKS- STORM DRAINS*

				Actual	Actual	Actual	Budget	Estimated	Budget
Storm Drains Expenses By Fund				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
FUND	DEPT								
101	5013	General Fund		\$ 0	\$ 0	\$ 0	\$ 87,132	\$ 86,144	\$ 101,014
Total Expenses				\$ 0	\$ 0	\$ 0	\$ 87,132	\$ 86,144	\$ 101,014

				Actual	Actual	Actual	Budget	Estimated	Budget
Storm Drains Expense Summary				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
Salary				\$ 0	\$ 0	\$ 0	\$ 53,369	\$ 48,679	\$ 54,916
Benefits				0	0	25,696	28,763	27,679	29,137
Dept supplies/services				0	0	12,077	5,000	6,211	11,211
Total Expenses				\$ 0	\$ 0	\$ 37,773	\$ 87,132	\$ 82,569	\$ 95,264

Account Detail					Actual	Actual	Actual	Budget	Estimated	Budget
Fund	Dept	Acct	Fund	Account Description	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
101	5013	2010	General Fund	Salaries-Regular	0	0	43,526	44,869	40,489	46,416
101	5013	2025	General Fund	Standby	0	0	705	0	697	0
101	5013	2030	General Fund	Overtime	0	0	2,596	8,500	7,493	8,500
101	5013	2040	General Fund	FICA-City	0	0	3,610	4,083	3,728	4,201
101	5013	2045	General Fund	Employer PERS	0	0	6,600	6,613	5,967	6,916
101	5013	2050	General Fund	Employee PERS	0	0	2,998	3,049	3,090	2,257
101	5013	2055	General Fund	Health Insurance	0	0	11,569	11,379	12,026	12,106
101	5013	2061	General Fund	Workers Comp	0	0	0	2,529	2,015	2,529
101	5013	2065	General Fund	Disability	0	0	519	587	487	604
101	5013	2075	General Fund	Life Ins/Def Comp	0	0	400	524	366	524
101	5013	2125	General Fund	Equipment Rental	0	0	1,560	0	0	0
101	5013	2145	General Fund	Other Contract Services	0	0	306	0	0	0
101	5013	2148	General Fund	Government Fees	0	0	2,197	0	3,575	5,750
101	5013	2215	General Fund	Special Dept Supplies	0	0	5,866	5,000	0	5,000
101	5013	2425	General Fund	Taxes & Other Charges	0	0	6,211	0	6,211	6,211
101 Total					0	0	88,664	87,132	86,144	101,014
DEPT TOTAL					\$ 0	\$ 0	\$ 88,664	\$ 87,132	\$ 86,144	\$ 101,014

* new division created in FY2012

CITY OF ST. HELENA
DEPARTMENT SUMMARY

STREETS MAINTENANCE/OPERATIONS
5015

DEPARTMENT PURPOSE

The Streets Maintenance/Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk and curb repairs; maintenance and repair of the City's storm drain system; maintenance of traffic and drainage structures; street lighting; vegetation removal; and clean up of spills and discharges. The Director of Public Works oversees this division, which is supervised by the Streets Supervisor and staffed with three maintenance workers (historically shared with the Wastewater Collection Division).

PRIOR YEAR GOALS ACHIEVED

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

CURRENT YEAR GOALS AND OBJECTIVES

- ◆ Continue to inspect, repair and replace priority trip and fall hazards in public rights-of-way.
- ◆ Continue professional development for all levels of staff.

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Facilitate significant paving projects as funding allows.
- ◆ Assumed the responsibilities for the Oil Recycle container located on Fulton Ln. Bi-weekly checks to avoid Hazardous spills.
- ◆ Repair Hunt St. asphalt after removing large roots that uplifted the concrete under the asphalt in front of 1017 Hunt St.

DETAIL FOR EXPENSE ACCOUNTS

Streets Maintenance/Operations 5015

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$1,199
101-2122	<u>Utilities:</u>	\$75,557
101-2125	<u>Equipment Rental:</u>	\$2,910
	◆ Miscellaneous rentals as needed	\$2,910
101-2155	<u>Training and Conferences:</u>	\$514
	◆ Safety training	\$514
101-2213	<u>Computer Equipment:</u>	\$485
101-2215	<u>Special Department Supplies:</u>	\$9,500
	◆ Signs	\$5,000
	◆ Uniforms	3,500
	◆ Cones	200
	◆ Supplies	200
	◆ Guideposts	200
	◆ Barricades	200
	◆ Raingear	200
101-2220	<u>Small Tools:</u>	\$582
101-2312	<u>Maintenance Supplies:</u>	\$15,021
	◆ Asphalt	\$6,021
	◆ Paint	6,000
	◆ Other maintenance supplies	1,000
	◆ Shale	1,000
	◆ Cold mix	1,000
101-2315	<u>Maintenance Machinery and Equipment:</u>	\$6,080
	◆ Gutter brooms, curtains, saw blades, etc.	\$6,080
101-2350	<u>Vehicle Allocation Expense:</u>	\$22,150
101-2425	<u>Taxes and Other Charges:</u>	\$2,667
101-2630	<u>Capital Equipment:</u>	\$2,763

PUBLIC WORKS-STREETS MAINTENANCE/OPERATIONS

Streets Maintenance Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
FUND DEPT									
101	5015	General Fund		\$ 284,378	\$ 278,504	\$ 208,882	\$ 210,484	\$ 199,716	\$ 214,772
Total Expenses				\$ 284,378	\$ 278,504	\$ 208,882	\$ 210,484	\$ 199,716	\$ 214,772

Streets Maintenance Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
Salary				\$ 96,275	\$ 86,936	\$ 46,184	\$ 44,869	\$ 45,601	\$ 46,416
Benefits				56,758	55,579	35,403	28,020	28,020	28,393
Contracts				95	2,122	578	0	0	0
Dept supplies/services				20,810	33,381	26,220	35,662	66,096	35,662
Training/Conference				0	40	117	514	2,000	514
Vehicle/Equip maintenance				39,130	26,714	26,191	25,862	25,862	28,230
Utilities				71,310	73,731	74,190	75,557	32,138	75,557
Total Expenses				\$ 284,378	\$ 278,504	\$ 208,882	\$ 210,484	\$ 199,716	\$ 214,772

Account Detail					Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Account Description		FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014	
101	5015	2010	General Fund	Salaries-Regular	90,441	82,177	43,525	44,869	44,869	46,416
101	5015	2025	General Fund	Standby	1,623	1,295	705	0	450	0
101	5015	2030	General Fund	Overtime	4,211	3,465	1,954	0	281	0
101	5015	2040	General Fund	FICA-City	7,403	6,688	3,560	3,433	3,433	3,551
101	5015	2045	General Fund	Employer PERS	12,644	11,340	6,848	6,613	6,613	6,916
101	5015	2050	General Fund	Employee PERS	6,058	5,465	2,959	3,049	3,049	2,257
101	5015	2055	General Fund	Health Insurance	21,428	22,723	12,647	11,379	11,379	12,106
101	5015	2061	General Fund	Workers Comp	7,583	7,689	8,473	2,529	2,529	2,529
101	5015	2065	General Fund	Disability	1,065	1,111	512	494	494	511
101	5015	2075	General Fund	Life Ins/Def Comp	577	563	404	524	524	524
101	5015	2105	General Fund	Advertising	0	292	0	0	0	0
101	5015	2110	General Fund	Communication	1,308	1,833	1,698	1,199	947	1,199
101	5015	2115	General Fund	Postage	0	113	22	0	0	0
101	5015	2122	General Fund	Utilities	71,310	73,731	74,190	75,557	32,138	75,557
101	5015	2125	General Fund	Equipment Rentals	0	0	1,197	2,910	2,910	2,910
101	5015	2127	General Fund	Equipment Lease Expens	1	0	0	0	0	0
101	5015	2130	General Fund	Professional Contracts	95	1,339	378	0	0	0
101	5015	2145	General Fund	Other Contract Services	0	783	200	0	0	0
101	5015	2153	General Fund	Dues & Subscriptions	0	0	279	0	0	0
101	5015	2155	General Fund	Training/Conference	0	40	117	514	2,000	514
101	5015	2160	General Fund	Other Travel	0	26	0	50	0	50
101	5015	2212	General Fund	Computer Equipment	0	474	29	485	34	485
101	5015	2213	General Fund	Office Supplies	390	180	254	485	57	485
101	5015	2215	General Fund	Special Dept Supplies	8,137	9,269	8,537	9,500	8,280	9,500
101	5015	2220	General Fund	Small Tools	598	230	162	582	78	582
101	5015	2312	General Fund	Maint Supplies	10,343	17,610	14,009	15,021	48,360	15,021
101	5015	2315	General Fund	Maint-Mach/Equip	1,654	7,146	5,320	6,080	6,080	6,080
101	5015	2330	General Fund	Maint-Bldgs/Grnds	0	0	0	0	0	0
101	5015	2350	General Fund	Vehicle Charge	37,476	19,568	20,870	19,782	19,782	22,150
101	5015	2425	General Fund	Taxes & Other Charges	33	590	33	2,667	2,667	2,667
101	5015	2630	General Fund	Capital Equipment	0	2,765	0	2,763	2,763	2,763
101 Total				284,378	278,504	208,882	210,484	199,716	214,772	
DEPT TOTAL				\$ 284,378	\$ 278,504	\$ 208,882	\$ 210,484	\$ 199,716	\$ 214,772	

PUBLIC WORKS- STREET MAINTENANCE-GAS TAXES

Streets Gas Tax Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT									
225 5016		State Gas Tx-2105		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
227 5016		State Gas Tx-2107		3,970	1,226	4,700	0	3,700	3,700
Total Expenses				\$ 3,970	\$ 1,226	\$ 4,700	\$ 0	\$ 3,700	\$ 3,700

Streets Gas Tax Expense Summary				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Contracts				\$ 3,970	\$ 1,226	\$ 4,700	\$ -	\$ 3,700	\$ 3,700
Total Expenses				\$ 3,970	\$ 1,226	\$ 4,700	\$ -	\$ 3,700	\$ 3,700

Account Detail					Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Fund	Dept	Acct	Fund	Account Description						
225	5016	2145	State Gas Tx-2105	Other Contract Services	0	0	0	0	0	0
225 Total					0	0	0	0	0	0
227	5016	2145	State Gas Tx-2107	Other Contract Services	3,970	1,226	4,700	0	3,700	3,700
227 Total					3,970	1,226	4,700	0	3,700	3,700
DEPT TOTAL					\$ 3,970	\$ 1,226	\$ 4,700	\$ -	\$ 3,700	\$ 3,700

CITY OF ST. HELENA
DIVISION SUMMARY

TREE CITY U.S.A.
5026

DIVISION PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Pruned Crane Park Playground Trees, Big Oak Park, Crinella Park, and removal of the Fire Hall Cedar.
- ◆ Water and maintained 17 trees on Main Street Downtown in co-junction with Downtown Beautification Association.
- ◆ Planted five trees for Arbor Day at Meily Park with The Young School.
- ◆ Planted a Maple with St. Helena Elementary fifth grade class.
- ◆ Planting of the Tunnel of Trees.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Work with Downtown Beautification Association.
- ◆ Continue to work on update to the St. Helena City Tree Ordinance.
- ◆ Continue to support the Tree Committee and foster good working relations with the St. Helena Beautification Foundation.
- ◆ Train second city arborist for certification.
- ◆ Continue city tree maintenance program.
- ◆ Continue to work with local schools.

MAJOR HIGHLIGHTS FOR FY 2014

- ◆ Water and maintain the Tunnel of Trees.
- ◆ Crane Park phase 5 pruning

DETAIL FOR EXPENSE ACCOUNTS

Tree City U.S.A. 5026

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
283-2135	<u>Main Street Trees:</u>	\$2,600
	◆ Lumber, decomposed granite, bullheads, trees	\$2,600
283-2136	<u>Tree City USA:</u>	\$1,230
	◆ Trees	\$1,000
	◆ Root boxes, stakes and ties	230
283-2137	<u>Heritage Trees:</u>	\$3,153
	◆ Pruning and miscellaneous work	\$3,153
283-2145	<u>Other Contract Services:</u>	\$12,400
	◆ Crane Park Phase 5 pruning	\$12,400
283-2155	<u>Training and Conferences:</u>	\$1,100
283-2220	<u>Small Tools:</u>	\$400
283-2315	<u>Maintenance Machine/Equipment:</u>	\$400
283-2330	<u>Maintenance Buildings/Grounds</u>	\$18,800
	◆ Tunnel of Trees	\$18,800

PUBLIC WORKS- TREE CITY USA

Tree City Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end FY 2013	FY 2014
FUND	DEPT	Tree City USA		\$ 20,767	\$ 45,671	\$ 42,725	\$ 52,666	\$ 49,026	\$ 52,357
Total Expenses				\$ 20,767	\$ 45,671	\$ 42,725	\$ 52,666	\$ 49,026	\$ 52,357

Tree City Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end FY 2013	FY 2014
Salary				\$ 8,498	\$ 7,871	\$ 8,028	\$ 7,799	\$ 7,256	\$ 7,875
Benefits				3,630	3,747	4,049	4,248	3,900	4,199
Contracts				1,000	11,011	29,156	12,400	15,718	12,400
Tree Expenses				7,327	2,863	645	7,634	1,905	6,983
Dept supplies/services				102	1,154	999	19,485	19,147	19,800
Training/Conference				210	225	(150)	1,100	1,100	1,100
Transfer to other funds				0	18,800	0	0	0	0
Total Expenses				\$ 20,767	\$ 45,671	\$ 42,725	\$ 52,666	\$ 49,026	\$ 52,357

Account Detail				Account Description	Actual	Actual	Actual	Budget	Estimated	Budget
Fund	Dept	Acct	Fund		FY 2010	FY 2011	FY 2012	FY 2013	Year-end FY 2013	FY 2014
283	5026	2010	Tree City USA	Salaries-Regular	8,498	7,871	8,028	7,799	7,256	7,875
283	5026	2040	Tree City USA	FICA-City	619	606	619	597	556	602
283	5026	2045	Tree City USA	Employer PERS	1,127	1,105	1,218	1,149	1,069	1,173
283	5026	2050	Tree City USA	Employee PERS	529	540	551	531	498	386
283	5026	2055	Tree City USA	Health Insurance	1,197	1,337	1,503	1,504	1,393	1,569
283	5026	2061	Tree City USA	Workers Comp	3	3	3	316	252	316
283	5026	2065	Tree City USA	Disability	89	91	89	86	72	87
283	5026	2075	Tree City USA	Life Ins/Def Comp	65	65	65	66	59	66
283	5026	2135	Tree City USA	Tree Maintenance	84	713	294	2,541	0	2,600
283	5026	2136	Tree City USA	Tree City Depts	7,243	1,900	351	1,940	1,905	1,230
283	5026	2137	Tree City USA	Heritage Tree Maint	0	250	0	3,153	0	3,153
283	5026	2145	Tree City USA	Other Contract Services	1,000	11,011	29,156	12,400	15,718	12,400
283	5026	2153	Tree City USA	Memberships & Subscriptions	0	575	160	200	279	200
283	5026	2155	Tree City USA	Training/Conference	210	225	(150)	1,100	1,100	1,100
283	5026	2213	Tree City USA	Office Supplies	0	0	63	0	0	0
283	5026	2215	Tree City USA	Special Dept Supplies	34	40	76	0	20	0
283	5026	2220	Tree City USA	Small Tools	67	537	405	97	48	400
283	5026	2315	Tree City USA	Maint-Mach/Equip	0	2	166	388	0	400
283	5026	2330	Tree City USA	Maint-Bldgs/Grnds	0	0	128	18,800	18,800	18,800
283	5026	2999	Tree City USA	Transfer to Other Funds	0	18,800	0	0	0	0
283 Total					20,767	45,671	42,725	52,666	49,026	52,357
DEPT TOTAL					\$ 20,767	\$ 45,671	\$ 42,725	\$ 52,666	\$ 49,026	\$ 52,357

CITY OF ST. HELENA
DIVISION SUMMARY

PARKS MAINTENANCE/OPERATIONS
5027

DIVISION PURPOSE

The Parks Division of the Public Works Department maintains ten parks, four pathways, street trees, benches and parking lots. In addition, this division maintains the landscaping around five government buildings, is responsible for herbicide applications around all City facilities and roadsides (approximately forty acres), and assists the general public with water conservation measures during drought periods. This division provides maintenance labor for Tree City U.S.A.

PRIOR YEAR GOALS ACHIEVED

- ◆ Worked with various community groups of City of St. Helena including Bocce League, Chamber of Commerce, Rianda House, Community Garden, Multi-Cultural Committee and St. Helena Tennis Association.
- ◆ Completed Lyman Gazebo repairs, replace dry rot, flooring, painting and upgrade to the electrical system.
- ◆ Assisted Napa County Resource Conservation District and St. Helena Elementary School Stewardship Program.
- ◆ Assisted Recreation Department with Bocce Court renovation project.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Upgrade irrigation system in turf area at Crane Park.
- ◆ Removal of single table pads in group picnic area.
- ◆ Assist Recreation Department with Tennis picnic area
- ◆ Relocate horse shoe pits at Crane Park.
- ◆ Continue assistance with St. Helena community groups.
- ◆ Maintenance of new trees downtown.

MAJOR HIGHLIGHTS FOR FY 2014

- ◆ Continue to maintain Tunnel of Trees replant project.

DETAIL FOR EXPENSE ACCOUNTS

Parks Maintenance/Operations 5027

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
101-2110	<u>Communications:</u>	\$400
101-2122	<u>Utilities:</u>	\$95,000
101-2125	<u>Equipment Rental:</u>	\$400
101-2145	<u>Other Contract Services:</u>	\$800
101-2153	<u>Memberships and Subscriptions:</u>	\$300
101-2155	<u>Training and Conferences:</u>	\$1,000
101-2160	<u>Other Travel:</u>	\$400
101-2213	<u>Office Supplies:</u>	\$250
101-2215	<u>Special Department Supplies:</u>	\$11,000
	◆ Standard Supplies	\$2,000
	◆ Paint, lumber, etc.	4,600
	◆ Herbicides	2,300
	◆ Uniforms and boots	2,100
101-2220	<u>Small Tools:</u>	\$2,000
101-2315	<u>Machinery and Equipment Maintenance:</u>	\$4,500
101-2330	<u>Buildings and Grounds Maintenance:</u>	\$12,200
	◆ Plants, park restrooms, irrigation, lights, cleaner and other maintenance materials	\$12,200
101-2350	<u>Vehicle Allocation Expense:</u>	\$15,821

PUBLIC WORKS- PARKS MAINTENANCE/OPERATIONS

Parks Maintenance Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
				FY 2013					
FUND DEPT									
101 5027	General Fund			\$ 564,034	\$ 575,150	\$ 633,142	\$ 532,785	\$ 582,137	\$ 643,134
Total Expenses				\$ 564,034	\$ 575,150	\$ 633,142	\$ 532,785	\$ 582,137	\$ 643,134

Parks Maintenance Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
				FY 2013					
Salary				\$ 284,124	\$ 286,793	\$ 297,772	\$ 194,328	\$ 273,513	\$ 311,540
Benefits				152,331	169,713	180,645	116,936	168,715	187,463
Contracts				115	390	800	95,373	3,931	800
Dept supplies/services				22,090	21,594	18,717	15,381	21,313	14,810
Training/Conference				985	730	4,167	980	801	1,000
Vehicle/Equip maintenance				43,698	32,060	35,313	23,787	19,362	32,521
Utilities				60,691	63,870	91,401	86,000	94,503	95,000
Total Expenses				\$ 564,034	\$ 575,150	\$ 633,142	\$ 532,785	\$ 582,137	\$ 643,134

Account Detail				Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Account Description		FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
				FY 2013					
101 5027 2010	General Fund	Salaries-Regular		280,459	283,567	294,401	188,270	268,845	305,482
101 5027 2025	General Fund	Standby		3,150	2,850	2,700	2,900	4,067	2,900
101 5027 2030	General Fund	Overtime		514	376	671	3,158	601	3,158
101 5027 2040	General Fund	FICA-City		21,908	22,119	22,958	14,866	20,946	23,833
101 5027 2045	General Fund	Employer PERS		38,862	40,455	44,678	27,747	39,623	45,517
101 5027 2050	General Fund	Employee PERS		18,778	19,595	20,059	12,816	18,323	14,882
101 5027 2055	General Fund	Health Insurance		60,684	70,308	79,863	41,980	72,408	82,305
101 5027 2061	General Fund	Workers Comp		6,446	11,193	7,203	15,487	12,342	15,487
101 5027 2065	General Fund	Disability		3,150	3,460	3,301	2,138	2,738	3,427
101 5027 2075	General Fund	Life Ins/Def Comp		2,503	2,583	2,583	1,901	2,334	2,012
101 5027 2110	General Fund	Communication		407	440	409	388	318	400
101 5027 2122	General Fund	Utilities		60,691	63,870	91,401	86,000	94,503	95,000
101 5027 2125	General Fund	Equipment Rental		0	0	0	437	107	400
101 5027 2127	General Fund	Equipment Lease Expense		7	0	0	0	0	0
101 5027 2145	General Fund	Other Contract Services		115	390	800	95,373	3,931	800
101 5027 2153	General Fund	Dues & Subscriptions		665	350	140	390	325	300
101 5027 2155	General Fund	Training/Conference		985	730	4,167	980	801	1,000
101 5027 2160	General Fund	Other Travel		0	84	0	485	0	400
101 5027 2213	General Fund	Office Supplies		275	153	206	250	221	250
101 5027 2215	General Fund	Special Dept Supplies		19,589	18,408	16,484	11,400	20,000	11,000
101 5027 2220	General Fund	Small Tools		1,108	2,142	1,449	1,940	324	2,000
101 5027 2225	General Fund	Fuel/Oil		22	0	0	58	0	60
101 5027 2315	General Fund	Maint-Mach/Equip		3,548	3,732	3,419	4,500	75	4,500
101 5027 2330	General Fund	Maint-Bldgs/Grnds		11,191	11,954	14,431	12,222	12,222	12,200
101 5027 2350	General Fund	Vehicle Charge		28,959	16,374	17,463	7,065	7,065	15,821
101 5027 2425	General Fund	Taxes & Other Charges		17	17	17	33	18	0
101 5027 2999	General Fund	Trans to Other Funds		0	0	4,328	0	0	0
101 Total				564,034	575,150	633,142	532,785	582,137	643,134
DEPT TOTAL				\$ 564,034	\$ 575,150	\$ 633,142	\$ 532,785	\$ 582,137	\$ 643,134

CITY OF ST. HELENA
DIVISION SUMMARY

CITY GARAGE
5037

DIVISION PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Revised and maintained fleet vehicle maintenance.

CURRENT YEAR GOALS & OBJECTIVES

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

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Operate the garage in a cost efficient manner and recommend replacement of older vehicles as required.
- ◆ Continue a regular routine maintenance program for the entire city fleet with an all points check on every service when due per mileage.

DETAIL FOR EXPENSE ACCOUNTS

City Garage 5037

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
582-2110	<u>Communications:</u>	\$200
582-2125	<u>Equipment Rental:</u>	\$485
	◆ Safety Kleen parts washer	\$485
582-2213	<u>Office Supplies:</u>	\$97
	◆ Printer cartridges, etc.	\$97
582-2215	<u>Special Departmental Supplies:</u>	\$3,797
	◆ Wire, connectors, fasteners, aerosols, uniforms and shop towel laundry service	\$3,797
582-2220	<u>Small Tools:</u>	\$1,595
582-2225	<u>Fuel and Oil:</u>	\$75,000
582-2226	<u>Vehicle Maintenance-Outside:</u>	\$28,562
	◆ Smog checks, alignments, body work	\$28,562
582-2228	<u>Vehicles Parts and Supplies:</u>	\$24,000
	◆ Replacement parts	\$24,000

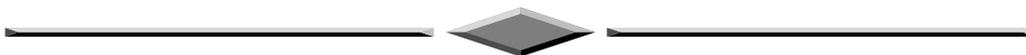
PUBLIC WORKS-CITY GARAGE

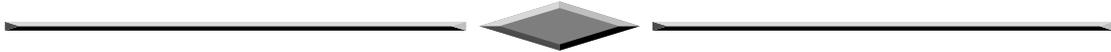
City Garage Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
FUND	DEPT	City Garage		\$ 222,659	\$ 124,318	\$ 136,123	\$ 105,977	\$ 99,006	\$ 129,736
582	5037	City Garage		\$ 222,659	\$ 124,318	\$ 136,123	\$ 105,977	\$ 99,006	\$ 129,736
Total Expenses				\$ 222,659	\$ 124,318	\$ 136,123	\$ 105,977	\$ 99,006	\$ 129,736

City Garage Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
Salary				\$ 100,867	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Benefits				41,537	22,712	5,744	0	0	0
Dept supplies/services				5,579	10,059	5,202	6,174	1,898	6,174
Vehicle/Equip maintenance				74,677	91,547	125,177	99,803	97,108	123,562
Total Expenses				\$ 222,659	\$ 124,318	\$ 136,123	\$ 105,977	\$ 99,006	\$ 129,736

Account Detail					Actual	Actual	Actual	Budget	Estimated	Budget
Fund	Dept	Acct	Fund	Account Description	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
									FY 2013	
582	5037	2010	City Garage	Salaries-Regular	100,867	0	0	0	0	0
582	5037	2040	City Garage	FICA-City	7,716	0	0	0	0	0
582	5037	2045	City Garage	Employer PERS	8,545	0	0	0	0	0
582	5037	2050	City Garage	Employee PERS	4,042	0	0	0	0	0
582	5037	2055	City Garage	Health Insurance	17,622	9,587	0	0	0	0
582	5037	2061	City Garage	Workers Comp	2,452	1,344	344	0	0	0
582	5037	2065	City Garage	Disability	1,110	81	0	0	0	0
582	5037	2071	City Garage	Unemployment	0	11,700	5,400	0	0	0
582	5037	2075	City Garage	Life Ins/Def Comp	50	0	0	0	0	0
582	5037	2110	City Garage	Communication	543	296	289	200	0	200
582	5037	2115	City Garage	Postage	0	57	50	0	0	0
582	5037	2125	City Garage	Equipment Rentals	159	0	159	485	0	485
582	5037	2143	City Garage	Penalties & Fines	0	4,500	0	0	0	0
582	5037	2213	City Garage	Office Supplies	16	0	18	97	57	97
582	5037	2215	City Garage	Special Dept Supplies	3,869	3,519	2,971	3,797	1,217	3,797
582	5037	2220	City Garage	Small Tools	992	1,688	1,717	1,595	623	1,595
582	5037	2225	City Garage	Fuel/Oil	52,939	61,539	75,126	46,991	46,991	75,000
582	5037	2226	City Garage	Vehicle Maint-Outside	6,848	17,937	28,802	28,562	28,252	28,562
582	5037	2228	City Garage	Vehicle Parts & Supplies	14,767	11,613	21,008	24,250	21,865	20,000
582	5037	2312	City Garage	Maint Supplies	0	458	111	0	0	0
582	5037	2315	City Garage	Maint-Mach/Equip	122	0	130	0	0	0
582 Total					222,659	124,318	136,123	105,977	99,006	129,736
DEPT TOTAL					\$ 222,659	\$ 124,318	\$ 136,123	\$ 105,977	\$ 99,006	\$ 129,736

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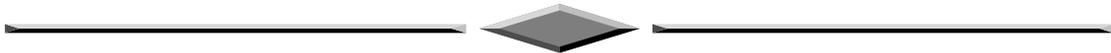




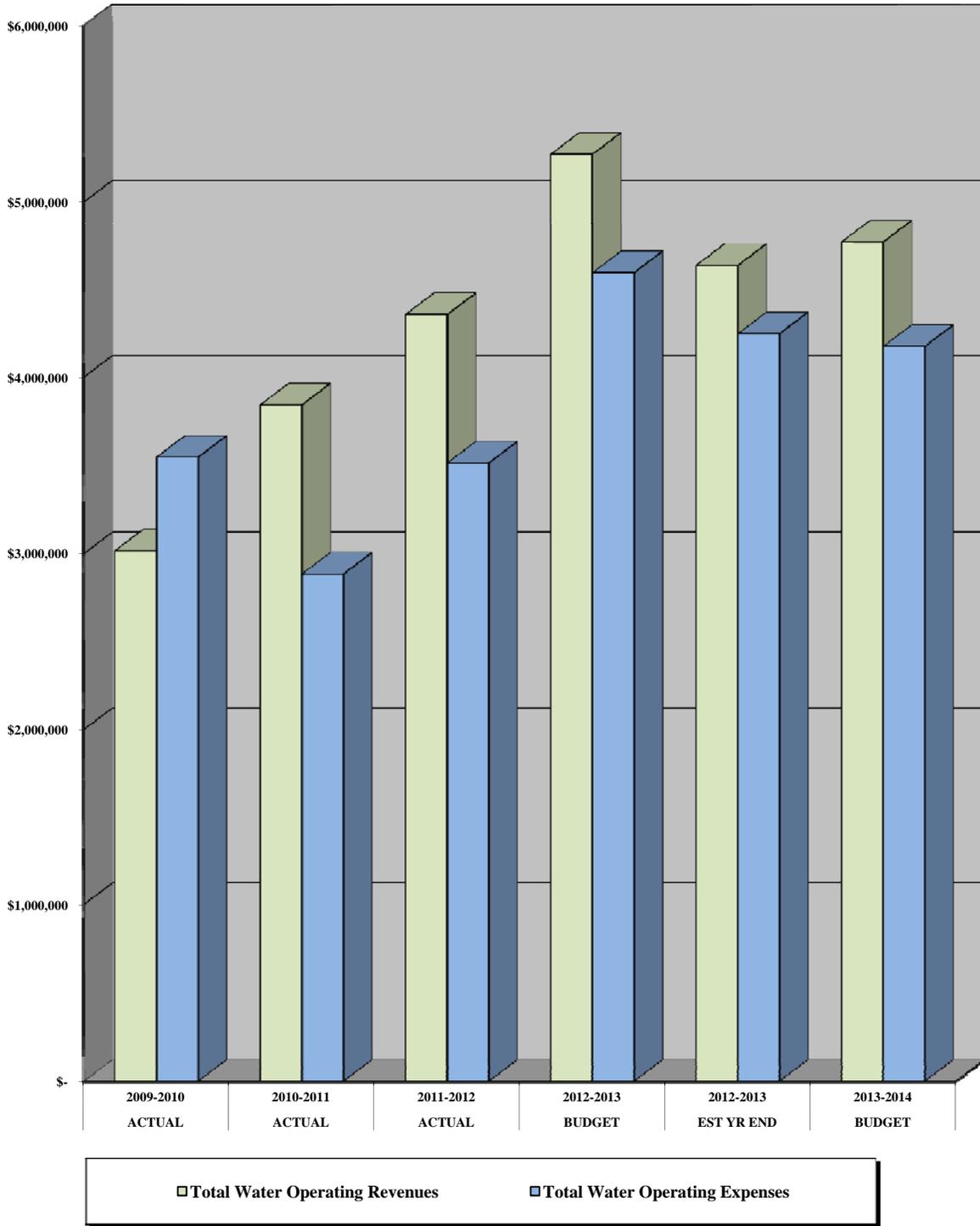
WATER ENTERPRISE FUND

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

- 1) **Water Enterprise Utility Fund (561)** - accounts for activities relating to the operation of the City's water system including water distribution and treatment.*
- 2) **Water Capital Projects (763)** - used to account for costs associated with large capital projects of the water fund.*
- 3) **Water Impact Fees (764)** - accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.*



WATER FUND REVENUE & EXPENDITURE COMPARISON



WATER OPERATIONS

	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	EST YR END 2012-2013	BUDGET 2013-2014	DIFFERENCE FROM 2012-2013	% DIFFERENCE
REVENUES								
Charges for Services	\$ 2,755,903	\$ 3,050,115	\$ 4,290,986	\$ 5,226,163	\$ 4,601,778	\$ 4,737,053	\$ 135,275	3%
Rentals	8,400	7,700	8,400	10,000	8,405	8,400	(5)	0%
Misc.	13,193	10,971	24,596	-	13,275	11,050	(2,225)	-17%
Investments	86,995	50,393	33,247	34,000	14,000	15,000	1,000	7%
Transfers from Other Funds	151,330	721,590	-	-	-	-	-	0%
Total Water Operating Revenues	\$ 3,015,821	\$ 3,840,770	\$ 4,357,229	\$ 5,270,163	\$ 4,637,458	\$ 4,771,503	\$ 134,045	3%
EXPENSES BY DEPARTMENT								
Non Departmental	\$ 87,034	\$ 125,314	\$ 100,595	\$ 131,920	\$ 116,664	\$ 122,765	\$ 6,101	5%
Debt	406,496	363,515	354,358	1,119,581	1,014,363	1,013,098	(1,265)	0%
City Council	28,605	30,687	34,136	44,625	35,616	26,181	(9,435)	-26%
City Manager	187,044	160,133	111,260	7,411	7,572	30,968	23,396	309%
Finance	209,177	235,600	253,473	238,831	227,206	258,827	31,621	14%
Legal	83,596	2,944	5,712	35,000	15,000	15,000	-	0%
Public Works	175,910	129,398	346,934	292,623	277,107	288,332	11,224	4%
Water Distribution	482,045	512,254	483,298	512,881	474,382	473,665	(716)	0%
Stonebridge Wells	143,920	32,821	50,568	96,241	60,337	95,985	35,648	59%
Water Treatment*	1,743,001	1,290,962	1,773,187	2,116,666	2,018,715	1,849,748	(168,967)	-8%
							-	
Total Water Operating Expenses	\$ 3,546,828	\$ 2,883,627	\$ 3,513,522	\$ 4,595,779	\$ 4,246,962	\$ 4,174,570	\$ (72,393)	-2%
Transfer to Capital Projects	\$ 142,757	\$ 191,113	\$ 55,479	\$ -	\$ -	\$ 200,000	200,000	0%
TOTAL EXPENSES	3,689,585	3,074,740	3,569,001	4,595,779	4,246,962	4,374,570	\$ 127,607	3%
RESULTING GAIN (LOSS)	\$ (673,764)	\$ 766,030	\$ 788,228	\$ 674,385	\$ 390,496	\$ 396,933		

WATER OPERATIONS DETAIL

			ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	BUDGET	DIFFERENCE	%	
			2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014	FROM	DIFFERENCE	
									2012-2013		
Finance											
561	4300	2010	Salaries-Regular	122,660	124,058	132,205	125,994	106,472	130,596	24,123	23%
561	4300	2020	Salaries-Temp/Part Time	0	0	0	0	0	0	-	0%
561	4300	2030	Overtime	111	305	606	0	100	100	-	0%
561	4300	2040	FICA-City	9,335	9,568	9,899	9,635	6,818	9,987	3,169	46%
561	4300	2045	Employer PERS	17,137	17,748	20,320	18,569	15,590	19,459	3,869	25%
561	4300	2050	Employee PERS	8,371	8,595	9,172	8,644	7,229	6,961	(268)	-4%
561	4300	2055	Health Insurance	25,180	28,460	31,554	33,420	30,723	35,325	4,602	15%
561	4300	2061	Workers Comp	0	0	0	6,163	6,252	6,163	(88)	-1%
561	4300	2065	Disability	1,366	1,420	1,366	1,332	1,041	1,383	342	33%
561	4300	2071	Unemployment	517	0	0	0	0	0	-	0%
561	4300	2075	Life Ins/Def Comp	1,555	1,597	1,555	1,739	1,118	1,739	621	56%
561	4300	2085	Auto Allowance	600	600	600	600	600	600	-	0%
561	4300	2105	Advertising	0	0	0	0	0	0	-	0%
561	4300	2110	Communication	136	55	150	234	185	185	-	0%
561	4300	2115	Postage	4,848	6,867	8,637	9,000	9,000	9,000	-	0%
561	4300	2125	Equipment Rental	0	0	0	0	0	0	-	0%
561	4300	2127	Equipment Lease	2,552	0	0	0	0	0	-	0%
561	4300	2130	Professional Contracts	0	0	0	0	0	0	-	0%
561	4300	2140	Professional Fees	1,616	12,105	3,505	0	0	0	-	0%
561	4300	2142	Banking Fees	833	2,177	4,243	2,800	12,000	12,000	-	0%
561	4300	2144	Online Transaction Fee	0	0	651	900	1,080	1,080	-	0%
561	4300	2145	Other Contract Services	2,700	10,306	17,722	7,550	17,299	12,550	(4,749)	-27%
561	4300	2153	Dues & Subscriptions	142	0	78	0	0	0	-	0%
561	4300	2155	Training/Conference	138	36	400	300	300	300	-	0%
561	4300	2160	Other Travel	0	0	2	0	0	0	-	0%
561	4300	2207	Copies	300	1,468	128	3,000	0	0	-	0%
561	4300	2212	Computer Equipment	27	0	661	200	200	200	-	0%
561	4300	2213	Office Supplies	431	377	386	400	400	400	-	0%
561	4300	2215	Special Dept Supplies	2,518	3,851	2,962	550	3,000	3,000	-	0%
561	4300	2335	Maint-Software	6,104	6,005	6,672	7,700	7,700	7,700	-	0%
561	4300	2640	Furniture/Fixtures	0	0	0	100	100	100	-	0%
Total Finance			209,177	235,600	253,473	238,831	227,206	258,827	31,621	14%	
City Attorney											
561	4400	2130	Professional Contracts	8,683	2,944	5,712	35,000	15,000	15,000	-	0%
561	4400	2140	Professional Fees	28,970	0	0	0	0	0	-	0%
561	4400	2145	Other Contract Services	45,943	0	0	0	0	0	-	0%
Total City Attorney			83,596	2,944	5,712	35,000	15,000	15,000	-	0%	

WATER OPERATIONS DETAIL

		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	BUDGET	DIFFERENCE	%		
		2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014	FROM	DIFFERENCE		
								2012-2013			
Public Works- Administration											
561	5000	2010	Salaries-Regular	43,645	63,948	80,133	131,949	120,481	130,772	10,291	9%
561	5000	2020	Salaries-Temp/Part Time	15,614	0	24,654	0	1,339	0	(1,339)	-100%
561	5000	2030	Overtime	21	0	0	0	0	0	-	0%
561	5000	2037	Holiday Pay	0	0	1,831	0	0	0	-	0%
561	5000	2040	FICA-City	4,540	4,958	8,223	10,070	9,432	9,956	524	6%
561	5000	2045	Employer PERS	6,157	9,485	17,938	19,447	18,688	19,485	797	4%
561	5000	2050	Employee PERS	3,098	4,602	5,782	9,555	8,630	9,152	522	6%
561	5000	2055	Health Insurance	9,689	10,950	15,121	31,652	23,068	27,614	4,546	20%
561	5000	2061	Workers Comp	0	0	0	7,902	6,297	7,902	1,605	25%
561	5000	2065	Disability	483	735	856	1,349	1,115	1,306	191	17%
561	5000	2071	Unemployment	0	0	0	0	349	0	(349)	-100%
561	5000	2075	Life Ins/Def Comp	297	1,270	1,288	3,152	2,290	3,038	748	33%
561	5000	2085	Auto Allowance	200	600	600	1,200	1,108	960	(148)	-13%
561	5000	2105	Advertising	53	0	218	500	0	500	500	0%
561	5000	2110	Communication	0	3,000	630	3,000	3,000	3,000	-	0%
561	5000	2115	Postage	1,469	1,115	563	200	819	200	(619)	-76%
561	5000	2127	Equipment Lease Expense	85	1,394	1,723	600	2,276	2,000	(276)	-12%
561	5000	2130	Professional Contracts	0	1,324	0	38,000	38,000	38,000	-	0%
561	5000	2140	Professional Fees	(35)	2,838	776	1,000	1,000	1,000	-	0%
561	5000	2145	Other Contract Services	2,287	2,625	0	1,500	1,500	1,500	-	0%
561	5000	2150	Water Use Eff	49,111	9,872	37,595	6,000	10,393	6,000	(4,393)	-42%
561	5000	2153	Dues & Subscriptions	586	200	325	600	310	600	290	94%
561	5000	2155	Training/Conference	254	0	45	400	0	400	400	0%
561	5000	2207	Copies	1,127	487	640	500	864	900	36	4%
561	5000	2212	Computer Equipment	361	587	1,543	600	600	600	-	0%
561	5000	2213	Office Supplies	1,955	352	133	200	200	200	-	0%
561	5000	2215	Special Dept Supplies	310	40	0	300	2,500	300	(2,200)	-88%
561	5000	2220	Small Tools	0	0	0	97	0	97	97	0%
561	5000	2335	Software Maintenance	269	0	0	0	0	0	-	0%
561	5000	2425	Taxes & Other Charges	22,907	0	21,962	22,250	22,250	22,250	-	0%
561	5000	2640	Furniture and Fixtures	0	0	0	600	600	600	-	0%
561	5000	2920	Fixed Asset Adjustments	11,427	9,017	124,357	0	0	0	-	0%
Total Public Works Administration				175,910	129,398	346,934	292,623	277,107	288,332	11,224	4%
Public Works- Water Distribution											
561	5031	2010	Salaries-Regular	237,110	273,588	223,070	172,734	172,734	184,583	11,848	7%
561	5031	2020	Salaries-Temp/Part Time	0	0	3,800	48,000	48,000	36,000	(12,000)	-25%
561	5031	2025	Standby	3,570	3,844	1,751	2,900	2,900	2,900	-	0%
561	5031	2030	Overtime	6,536	1,782	2,567	3,000	3,000	3,000	-	0%
561	5031	2040	FICA-City	21,034	20,379	20,079	17,338	17,338	18,244	906	5%
561	5031	2045	Employee PERS	36,244	35,865	35,979	25,458	25,458	27,503	2,045	8%
561	5031	2050	Employee PERS	17,199	17,469	16,099	11,720	11,720	8,973	(2,747)	-23%
561	5031	2055	Health Insurance	48,805	54,567	47,555	52,035	52,035	55,523	3,488	7%
561	5031	2061	Workers Comp	5,271	5,345	5,890	8,439	8,439	8,439	-	0%
561	5031	2065	Disability	3,024	3,172	2,848	1,965	1,965	2,095	130	7%
561	5031	2075	Life Ins/Def Comp	2,675	2,674	2,370	2,098	2,098	2,098	-	0%
561	5031	2096	Education Reimbursement	0	0	0	600	0	600	600	100.00%
561	5031	2110	Communication	858	1,826	1,879	760	929	760	(169)	-18%
561	5031	2115	Postage	10	56	10	500	13	500	487	3822%
561	5031	2122	Utilities	15,328	39,695	45,689	57,000	46,000	50,000	4,000	9%
561	5031	2125	Equipment Rental	0	159	0	317	0	317	317	100%
561	5031	2127	Equipment Lease Expense	0	0	0	0	0	0	-	0%
561	5031	2130	Professional Contracts	101	0	150	0	0	0	-	0%
561	5031	2145	Other Contract Services	5,421	2,900	2,325	35,820	10,800	8,500	(2,300)	-21%
561	5031	2153	Dues & Subscriptions	201	656	0	631	0	630	630	100%
561	5031	2155	Training/Conference	928	703	500	2,619	1,269	2,700	1,431	113%
561	5031	2160	Other Travel	43	85	85	97	101	100	(1)	-1%
561	5031	2213	Office Supplies	230	481	72	78	221	150	(71)	-32%
561	5031	2215	Special Dept Supplies	3,120	3,099	4,424	3,880	2,012	3,880	1,868	93%
561	5031	2219	Meters/Hydrants	5,917	5,068	14,750	5,175	12,000	5,100	(6,900)	-58%
561	5031	2220	Small Tools	977	1,337	1,247	1,600	48	1,600	1,552	3213%
561	5031	2312	Maint Supplies	38,869	15,696	20,428	32,980	30,000	32,000	2,000	7%
561	5031	2315	Maint-Mach/Equip	454	1,437	0	485	1,303	900	(403)	-31%
561	5031	2330	Maint-Bldgs/Grnds	0	738	31	750	98	750	652	668%
561	5031	2350	Vehicle Charge	28,117	16,374	17,463	14,130	14,130	15,821	1,691	12%
561	5031	2425	Taxes & Other Charges	0	2	0	0	0	0	-	0%
561	5031	2630	Capital-Mach/Equip	0	3,257	12,238	9,773	9,773	0	(9,773)	-100%
Total Public Works- Water Distribution				482,045	512,254	483,298	512,881	474,382	473,665	(716)	0%

WATER OPERATIONS DETAIL

			ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	BUDGET	DIFFERENCE	%
			2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014	FROM	DIFFERENCE
									2012-2013	
Public Works- Stonebridge Wells										
561	5032	2110	369	350	348	444	179	400	221	123%
561	5032	2122	66,701	25,107	30,972	64,605	34,251	53,000	18,749	55%
561	5032	2145	43,709	774	2,023	1,400	822	2,436	1,614	196%
561	5032	2213	0	0	27	0	0	0	-	0%
561	5032	2215	300	224	247	750	500	500	-	0%
561	5032	2235	12,139	2,835	6,125	14,714	12,164	14,714	2,550	21%
561	5032	2237	468	483	484	700	170	750	580	340%
561	5032	2312	3	17	0	0	0	0	-	0%
561	5032	2315	20,231	3,030	10,324	13,128	12,000	13,685	1,685	14%
561	5032	2330	0	0	17	500	250	500	250	100%
561	5032	2670	0	0	0	0	0	10,000	10,000	100%
Total Public Works- Stonebridge Wells			143,920	32,821	50,568	96,241	60,337	95,985	35,648	59%
Public Works- Water Treatment Plant										
561	5034	2010	210,490	179,375	197,824	210,518	210,518	156,731	(53,788)	-26%
561	5034	2020	596	0	0	0	0	0	-	0%
561	5034	2025	7,395	7,331	6,964	0	4,088	0	(4,088)	-100%
561	5034	2030	22,103	22,608	20,640	0	13,747	20,000	6,253	45%
561	5034	2040	18,483	16,091	17,325	16,105	16,105	11,990	(4,115)	-26%
561	5034	2045	29,662	25,153	30,057	31,026	31,026	23,353	(7,673)	-25%
561	5034	2050	14,136	12,303	13,758	14,251	14,251	7,661	(6,591)	-46%
561	5034	2055	43,747	39,058	49,702	53,004	53,004	33,746	(19,258)	-36%
561	5034	2061	6,195	6,282	6,922	10,114	14,861	10,114	(4,747)	-32%
561	5034	2065	2,658	2,362	2,469	2,316	2,316	1,724	(592)	-26%
561	5034	2075	1,184	1,161	1,201	2,098	2,098	1,442	(656)	-31%
561	5034	2110	7,364	7,516	7,345	8,400	3,850	8,400	4,550	118%
561	5034	2115	596	614	1,242	1,500	1,011	1,500	489	48%
561	5034	2122	56,372	66,054	60,700	72,000	46,181	65,000	18,819	41%
561	5034	2125	0	405	422	1,200	1,200	1,200	-	0%
561	5034	2145	25,407	20,937	13,135	21,770	16,426	37,174	20,748	126%
561	5034	2153	209	540	400	475	414	300	(114)	-27%
561	5034	2155	3,494	2,008	1,707	5,400	2,700	5,400	2,700	100%
561	5034	2160	620	178	0	200	0	200	200	100%
561	5034	2207	0	0	1,191	0	2,500	2,500	-	0%
561	5034	2212	0	0	0	0	95	200	105	110%
561	5034	2213	496	2,530	667	900	183	550	367	201%
561	5034	2215	3,943	2,912	4,801	6,137	1,769	5,129	3,360	190%
561	5034	2220	0	136	0	500	500	500	-	0%
561	5034	2225	581	397	624	960	960	960	-	0%
561	5034	2232	1,118,076	787,525	1,178,401	1,446,000	1,446,000	1,200,000	(246,000)	-17%
561	5034	2235	108,408	43,622	94,035	105,350	50,564	104,050	53,486	106%
561	5034	2237	4,628	6,834	7,797	7,100	4,781	8,000	3,219	67%
561	5034	2311	0	154	0	1,000	250	250	-	0%
561	5034	2312	21	0	0	0	0	0	-	0%
561	5034	2315	51,514	19,598	26,622	41,915	22,898	41,915	19,017	83%
561	5034	2330	549	879	2,727	1,500	1,500	2,400	900	60%
561	5034	2350	11,676	6,789	7,241	8,478	8,478	9,493	1,015	12%
561	5034	2425	(8,256)	9,611	16,335	10,000	8,506	9,000	494	6%
561	5034	2630	656	0	937	2,014	1,500	1,500	-	0%
561	5034	2670	0	0	0	34,435	34,435	77,367	42,932	125%
Total Public Works- Wtr Treatment Plant			1,743,001	1,290,962	1,773,187	2,116,666	2,018,715	1,849,748	(168,967)	-8%

CITY OF ST. HELENA
DEPARTMENT SUMMARY

WATER DISTRIBUTION
5031

DEPARTMENT PURPOSE

The Water Distribution Division of the Water Enterprise is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system. Pursuant to California Health and Safety Code, Title 22, Division 4, Chapter 13, Section 63770, "...only certified distribution operators are permitted to make decisions regarding specified operations," and, pursuant to Section 64413.7, "...each water supplier shall designate at least one chief operator for the water distribution system and one shift operator for each operating shift – each being required to be certified." The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross Connection control ordinance. Funding for this Division comes from water user fees, connection fees and impact fees.

PRIOR YEAR GOALS ACHIEVED

- ◆ Tested seven compound meters.
- ◆ Replaced Madrone Knoll pump station roof.
- ◆ Installation of approx. 500' of 8" water Main on Charter Oak Ave. replaced 5 water services, added 1 new hydrant.
- ◆ Improved/replaced 5 water services due to leaks.
- ◆ Installed Effluent irrigation system at the W.W.T.P.
- ◆ Water leak survey.
- ◆ Backflow program at 100% compliance.
- ◆ Sealing water meter registers

CURRENT YEAR GOALS & OBJECTIVES

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

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Pressure controls for the R.P.S. (Acct. 2630)
- ◆ Replace water main on White Lane (Acct. 2312)
- ◆ Investigate and apply for Grants for infrastructure and community facility projects.

DETAIL FOR EXPENSE ACCOUNTS

Water Distribution 5031

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
561-2110	<u>Communications:</u>	\$760
561-2122	<u>Utilities:</u>	\$50,000
561-2125	<u>Equipment Rental:</u>	\$317
	◆ Welding tanks rental fee	\$317
561-2145	<u>Other Contract services:</u>	\$8,500
	◆ Meter Testing	\$8,500
561-2153	<u>Memberships and Subscriptions:</u>	\$630
561-2155	<u>Training and Conferences:</u>	\$2,700
561-2215	<u>Special Department Supplies:</u>	\$3,880
	◆ Uniforms, safety boots and rain gear, & other safety items.	
561-2219	<u>Water Meters/Hydrants:</u>	\$5,100
	◆ Four Clow 960 fire hydrants.	
	◆ Water meters as needed.	
561-2312	<u>Water Maintenance Supplies:</u>	\$32,000

PUBLIC WORKS-WATER DISTRIBUTION

Water Distribution Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
FUND DEPT									
561	5031	Water Enterprise		\$ 482,045	\$ 512,254	\$ 483,298	\$ 512,881	\$ 474,382	\$ 473,665
		Total Expenses		\$ 482,045	\$ 512,254	\$ 483,298	\$ 512,881	\$ 474,382	\$ 473,665

Water Distribution Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
Salary				\$ 247,216	\$ 279,213	\$ 231,188	\$ 226,634	\$ 226,634	\$ 226,483
Benefits				134,254	139,472	130,819	119,651	119,051	123,475
Contracts				5,522	2,900	2,475	35,820	10,800	8,500
Dept supplies/services				65,554	68,160	88,584	103,018	91,323	95,037
Training/Conference				928	703	500	2,619	1,269	2,700
Vehicle/Equip maintenance				28,571	18,549	17,494	15,365	15,530	17,471
Capital Equipment				0	3,257	12,238	9,773	9,773	0
		Total Expenses		\$ 482,045	\$ 512,254	\$ 483,298	\$ 512,881	\$ 474,382	\$ 473,665

Account Detail					Actual	Actual	Actual	Budget	Estimated	Budget
Fund	Dept	Acct	Fund	Account Description	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
									FY 2013	
561	5031	2010	Water Enterprise	Salaries-Regular	237,110	273,588	223,070	172,734	172,734	184,583
561	5031	2020	Water Enterprise	Salaries-Temp/Part Time	0	0	3,800	48,000	48,000	36,000
561	5031	2025	Water Enterprise	Standby	3,570	3,844	1,751	2,900	2,900	2,900
561	5031	2030	Water Enterprise	Overtime	6,536	1,782	2,567	3,000	3,000	3,000
561	5031	2040	Water Enterprise	FICA-City	21,034	20,379	20,079	17,338	17,338	18,244
561	5031	2045	Water Enterprise	Employee PERS	36,244	35,865	35,979	25,458	25,458	27,503
561	5031	2050	Water Enterprise	Employee PERS	17,199	17,469	16,099	11,720	11,720	8,973
561	5031	2055	Water Enterprise	Health Insurance	48,805	54,567	47,555	52,035	52,035	55,523
561	5031	2061	Water Enterprise	Workers Comp	5,271	5,345	5,890	8,439	8,439	8,439
561	5031	2065	Water Enterprise	Disability	3,024	3,172	2,848	1,965	1,965	2,095
561	5031	2075	Water Enterprise	Life Ins/Def Comp	2,675	2,674	2,370	2,098	2,098	2,098
561	5031	2096	Water Enterprise	Education Reimbursement	0	0	0	600	0	600
561	5031	2110	Water Enterprise	Communication	858	1,826	1,879	760	929	760
561	5031	2115	Water Enterprise	Postage	10	56	10	500	13	500
561	5031	2122	Water Enterprise	Utilities	15,328	39,695	45,689	57,000	46,000	50,000
561	5031	2125	Water Enterprise	Equipment Rental	0	159	0	317	0	317
561	5031	2127	Water Enterprise	Equipment Lease Expense	0	0	0	0	0	0
561	5031	2130	Water Enterprise	Professional Contracts	101	0	150	0	0	0
561	5031	2145	Water Enterprise	Other Contract Services	5,421	2,900	2,325	35,820	10,800	8,500
561	5031	2153	Water Enterprise	Dues & Subscriptions	201	656	0	631	0	630
561	5031	2155	Water Enterprise	Training/Conference	928	703	500	2,619	1,269	2,700
561	5031	2160	Water Enterprise	Other Travel	43	85	85	97	101	100
561	5031	2207	Water Enterprise	Copies	0	0	0	0	0	0
561	5031	2213	Water Enterprise	Office Supplies	230	481	72	78	221	150
561	5031	2215	Water Enterprise	Special Dept Supplies	3,120	3,099	4,424	3,880	2,012	3,880
561	5031	2219	Water Enterprise	Meters/Hydrants	5,917	5,068	14,750	5,175	12,000	5,100
561	5031	2220	Water Enterprise	Small Tools	977	1,337	1,247	1,600	48	1,600
561	5031	2225	Water Enterprise	Fuel/Oil	0	0	0	0	0	0
561	5031	2312	Water Enterprise	Maint Supplies	38,869	15,696	20,428	32,980	30,000	32,000
561	5031	2315	Water Enterprise	Maint-Mach/Equip	454	1,437	0	485	1,303	900
561	5031	2330	Water Enterprise	Maint-Bldgs/Grnds	0	738	31	750	98	750
561	5031	2350	Water Enterprise	Vehicle Charge	28,117	16,374	17,463	14,130	14,130	15,821
561	5031	2425	Water Enterprise	Taxes & Other Charges	0	2	0	0	0	0
561	5031	2630	Water Enterprise	Capital-Mach/Equip	0	3,257	12,238	9,773	9,773	0
561 Total					482,045	512,254	483,298	512,881	474,382	473,665
DEPT TOTAL					\$ 482,045	\$ 512,254	\$ 483,298	\$ 512,881	\$ 474,382	\$ 473,665

CITY OF ST. HELENA
DIVISION SUMMARY

STONEBRIDGE WELLS
5032

DEPARTMENT PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Rehabilitate SBW1 by chemical and mechanical processes.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Repair inside pitting and cuts in Filter Tanks 1-4 and recoat.
- ◆ Replace exhausted media in Filters 1-4.
- ◆ Bring supply and irrigation flow readings to LSWTP SCADA.
- ◆ Pump controls modifications to allow temporary operation of second well with portable power.

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Install surge protection

DETAIL FOR EXPENSE ACCOUNTS

Stonebridge Wells 5032

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
561-2110	<u>Communications:</u>	\$400
561-2122	<u>Utilities:</u>	\$53,000
561-2145	<u>Other Contract Services:</u>	\$2,436
	◆ Annual Water Tests	\$2,436
561-2215	<u>Special Department Supplies:</u>	\$500
	◆ Supplies	\$400
	◆ Misc.	\$100
561- 2235	<u>Process Chemicals:</u>	\$14,714
	◆ Stonebridge Wells	\$14,714
561-2237	<u>Lab Supplies:</u>	\$750
	◆ Reagents for CL 17	\$750
561-2315	<u>Machinery and Equipment Maintenance:</u>	\$13,685
	Maintenance	\$12,000
	ERS annual filter inspection	\$1,685
561-2330	<u>Buildings and Grounds Maintenance:</u>	\$500
561-2670	<u>Capital Equipment</u>	
	Remove filter media from Filters 1-4	\$10,000
	Repair worn spots & recoat interior	
	Install new media	

PUBLIC WORKS- STONEBRIDGE WELLS

Stonebridge Wells Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
FUND	DEPT							FY 2013	
561	5032	Water Enterprise		\$ 143,920	\$ 32,821	\$ 50,568	\$ 96,241	\$ 60,337	\$ 95,985
Total Expenses				\$ 143,920	\$ 32,821	\$ 50,568	\$ 96,241	\$ 60,337	\$ 95,985

Stonebridge Wells Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
								FY 2013	
Contracts				\$ 43,709	\$ 774	\$ 2,023	\$ 1,400	\$ 822	\$ 2,436
Dept supplies/services				33,511	6,940	17,572	30,236	25,264	30,549
Utilities				66,701	25,107	30,972	64,605	34,251	53,000
Capital Equipment				0	0	0	0	0	10,000
Total Expenses				\$ 143,920	\$ 32,821	\$ 50,568	\$ 96,241	\$ 60,337	\$ 95,985

Account Detail					Actual	Actual	Actual	Budget	Estimated	Budget
Fund	Dept	Acct	Fund	Description	FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
									FY 2013	
561	5032	2110	Water Enterprise	Communication	369	350	348	444	179	400
561	5032	2122	Water Enterprise	Utilities	66,701	25,107	30,972	64,605	34,251	53,000
561	5032	2145	Water Enterprise	Other Contract Services	43,709	774	2,023	1,400	822	2,436
561	5032	2207	Water Enterprise	Copies	0	0	0	0	0	0
561	5032	2213	Water Enterprise	Office Supplies	0	0	27	0	0	0
561	5032	2215	Water Enterprise	Special Dept Supplies	300	224	247	750	500	500
561	5032	2235	Water Enterprise	Process Chemicals	12,139	2,835	6,125	14,714	12,164	14,714
561	5032	2237	Water Enterprise	Lab Supplies	468	483	484	700	170	750
561	5032	2312	Water Enterprise	Maintenance Supplies	3	17	0	0	0	0
561	5032	2315	Water Enterprise	Maint-Mach/Equip	20,231	3,030	10,324	13,128	12,000	13,685
561	5032	2330	Water Enterprise	Maint-Bldgs/Grnds	0	0	17	500	250	500
561	5032	2670	Water Enterprise	Capital Impr-Equipment	0	0	0	0	0	10,000
561 Total					143,920	32,821	50,568	96,241	60,337	95,985
DEPT TOTAL					\$ 143,920	\$ 32,821	\$ 50,568	\$ 96,241	\$ 60,337	\$ 95,985

CITY OF ST. HELENA
DEPARTMENT SUMMARY

WATER TREATMENT
5034

DEPARTMENT PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ A Pax Mixer was installed at Tank #2 to improve circulation
- ◆ A new Tank 1A was engineered and ground work was completed.
- ◆ At Bell Canyon Reservoir the first phase of installing a new mid valve was completed. An inspection and video were made. The 2nd phase proposal has been made for dismantling, evaluation, and temporary blanketing of the mid intake hole.
- ◆ Carbon Filtration to reduce DBP has been dropped because it won't work in our treatment plant.
- ◆ A new return pump has been purchased.
- ◆ Explored possibilities in plant to improve DBP removal.

CURRENT YEAR GOALS & OBJECTIVES

- Complete the construction of Tank #1A.
- Replace current obsolete Intellimac alarm system with Snyder PLC remote units @ LSWP, SBW, BPS, and Tank 2
- Install new mid valve intake gate at Bell Canyon Reservoir
- Interior Roof recoating Tank #2.
- Modify Electrical Panel @ BPS to allow emergency generator connection.
- Complete Bell Creek and Bell Canyon Dam SCADA enhancements.
- Replace corroded sludge collection piping

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Complete installation of chlorine residual analyzer with high and low level alarms at Rutherford Pump Station.
- ◆ Purchase Saf-T-Climb ladder system and two new harnesses at Influent Pit for fall protection.
- ◆ Purchase fall retrieval system for Influent Pit, Sed basins and filters.

DETAIL FOR EXPENSE ACCOUNTS

Water Treatment 5034

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
561-2110	<u>Communications:</u>	\$8,400
561-2115	<u>Postage:</u>	\$1,500
561-2122	<u>Utilities:</u>	\$65,000
561-2125	<u>Equipment Rental:</u>	\$1,200
561-2145	<u>Other Contract Services:</u>	\$37,174
	◆ Water testing	\$13,000
	◆ CCC crews for spillway and dam maintenance	2,000
	◆ Upper Valley Disposal sludge removal	3,000
	◆ Clean harbors, dispose of waste	1,624
	◆ Corrpro Inspect Tank #2 cathodic protection	600
	◆ Air conditioning/heating maintenance	1,150
	◆ Sanitary Survey Udate Bell Canyon Reservoir Watershed	15,800
561-2153	<u>Memberships and Subscriptions:</u>	\$300
	◆ Operator certification	\$100
	◆ Wine Country Water Works	200
561-2155	<u>Training and Conferences:</u>	\$5,400
	◆ Annual fall AWWA conference	\$2,300
	◆ Annual spring AWWA conference	2,300
	◆ Miscellaneous training	800
561-2160	<u>Other Travel:</u>	\$200
561-2207	<u>Copies</u>	\$2,500
561-2212	<u>Computer Equipment</u>	\$200
561-2213	<u>Office Supplies:</u>	\$550
561-2215	<u>Special Department Supplies:</u>	\$5,129
	◆ Uniforms	\$1,000
	◆ Miscellaneous supplies	4,129

561-2220	<u>Small Tools:</u>		\$500
561-2225	<u>Fuel/Oil:</u>		\$960
561-2232	<u>Purchase Water:</u>		\$1,200,000
561-2235	<u>Process Chemicals:</u>		\$104,050
	◆ NaMNO ₄	\$27,200	
	◆ Alum	25,000	
	◆ Copper Sulfate	15,500	
	◆ NaOH	13,000	
	◆ PO ₄	7,000	
	◆ NaOCl	9,000	
	◆ Polymer	1,500	
	◆ Ascorbic Acid	350	
	◆ Poly Aluminum Chloride	5,500	
561-2237	<u>Lab Supplies:</u>		\$8,000
561-2311	<u>Office Equipment Maintenance:</u>		\$250
561-2315	<u>Machinery and Equipment Maintenance:</u>		\$41,915
	◆ Annual Maintenance and Machine Service	\$35,135	
	◆ Yearly Filter Inspection	6,780	
561-2330	<u>Buildings and Grounds Maintenance:</u>		\$2,400
561-2350	<u>Vehicle Allocation Expense:</u>		\$9,493
561-2425	<u>Taxes and Other Charges:</u>		\$9,000
	◆ CDPH system fees	\$7,000	
	◆ CRWQCB annual renewal fee SWTP discharges	1,350	
	◆ BAAQMD generator permit fee	650	
561-2630	<u>Capital Equipment:</u>		\$1,500
561-2670	<u>Capital Improvement Equipment:</u>		\$77,367
	◆ Snyder PLC SCADA alarm system	\$60,000	
	◆ Saf-T-Climb ladder system & 2 harnesses	2,367	
	◆ Portable fall retrieval system for Influent Pit		
	◆ Sed Basin and Filters	15,000	

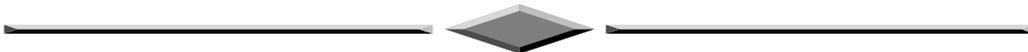
PUBLIC WORKS-WATER TREATMENT PLANT

Water Treatment Expenses By Fund			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT								
561	5034	Water Enterprise	\$ 1,743,001	\$ 1,290,962	\$ 1,773,187	\$ 2,116,666	\$ 2,018,715	\$ 1,849,748
		Total Expenses	\$ 1,743,001	\$ 1,290,962	\$ 1,773,187	\$ 2,116,666	\$ 2,018,715	\$ 1,849,748

Water Treatment Expense Summary			Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary			\$ 240,584	\$ 209,314	\$ 225,428	\$ 210,518	\$ 228,353	\$ 176,731
Benefits			116,063	102,410	121,435	128,914	133,661	90,030
Contracts			25,407	20,937	13,135	21,770	16,426	37,174
Dept supplies/services			10,179	31,672	39,631	37,372	23,174	35,739
Training/Conference			3,494	2,008	1,707	5,400	2,700	5,400
Vehicle/Equip maintenance			63,760	27,420	36,589	52,893	33,126	54,058
Utilities			56,372	66,054	60,700	72,000	46,181	65,000
Purchased Water			1,118,076	787,525	1,178,401	1,446,000	1,446,000	1,200,000
Chemicals			108,408	43,622	94,035	105,350	50,564	104,050
Capital Equipment			656	0	937	36,449	35,935	78,867
		Total Expenses	\$ 1,743,001	\$ 1,290,962	\$ 1,771,996	\$ 2,116,666	\$ 2,016,120	\$ 1,847,048

Account Detail		Account	Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Description	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014
561 5034 2010	Water Enterprise	Salaries-Regular	210,490	179,375	197,824	210,518	210,518	156,731
561 5034 2020	Water Enterprise	Salaries-Temp/Part Tim	596	0	0	0	0	0
561 5034 2025	Water Enterprise	Standby	7,395	7,331	6,964	0	4,088	0
561 5034 2030	Water Enterprise	Overtime	22,103	22,608	20,640	0	13,747	20,000
561 5034 2040	Water Enterprise	FICA-City	18,483	16,091	17,325	16,105	16,105	11,990
561 5034 2045	Water Enterprise	Employer PERS	29,662	25,153	30,057	31,026	31,026	23,353
561 5034 2050	Water Enterprise	Employee PERS	14,136	12,303	13,758	14,251	14,251	7,661
561 5034 2055	Water Enterprise	Health Insurance	43,747	39,058	49,702	53,004	53,004	33,746
561 5034 2061	Water Enterprise	Workers Comp	6,195	6,282	6,922	10,114	14,861	10,114
561 5034 2065	Water Enterprise	Disability	2,658	2,362	2,469	2,316	2,316	1,724
561 5034 2075	Water Enterprise	Life Ins/Def Comp	1,184	1,161	1,201	2,098	2,098	1,442
561 5034 2110	Water Enterprise	Communication	7,364	7,516	7,345	8,400	3,850	8,400
561 5034 2115	Water Enterprise	Postage	596	614	1,242	1,500	1,011	1,500
561 5034 2122	Water Enterprise	Utilities	56,372	66,054	60,700	72,000	46,181	65,000
561 5034 2125	Water Enterprise	Equipment Rental	0	405	422	1,200	1,200	1,200
561 5034 2145	Water Enterprise	Other Contract Services	25,407	20,937	13,135	21,770	16,426	37,174
561 5034 2153	Water Enterprise	Dues & Subscriptions	209	540	400	475	414	300
561 5034 2155	Water Enterprise	Training/Conference	3,494	2,008	1,707	5,400	2,700	5,400
561 5034 2160	Water Enterprise	Other Travel	620	178	0	200	0	200
561 5034 2207	Water Enterprise	Copies	0	0	1,191	0	2,500	2,500
561 5034 2212	Water Enterprise	Computer Equipment	0	0	0	0	95	200
561 5034 2213	Water Enterprise	Office Supplies	496	2,530	667	900	183	550
561 5034 2215	Water Enterprise	Special Dept Supplies	3,943	2,912	4,801	6,137	1,769	5,129
561 5034 2220	Water Enterprise	Small Tools	0	136	0	500	500	500
561 5034 2225	Water Enterprise	Fuel/Oil	581	397	624	960	960	960
561 5034 2232	Water Enterprise	Purchase Water	1,118,076	787,525	1,178,401	1,446,000	1,446,000	1,200,000
561 5034 2235	Water Enterprise	Process Chemicals	108,408	43,622	94,035	105,350	50,564	104,050
561 5034 2237	Water Enterprise	Lab Supplies	4,628	6,834	7,797	7,100	4,781	8,000
561 5034 2311	Water Enterprise	Maint-Office Equip	21	154	0	1,000	250	250
561 5034 2315	Water Enterprise	Maint-Mach/Equip	51,514	19,598	26,622	41,915	22,898	41,915
561 5034 2330	Water Enterprise	Maint-Bldgs/Gmds	549	879	2,727	1,500	1,500	2,400
561 5034 2350	Water Enterprise	Vehicle Charge	11,676	6,789	7,241	8,478	8,478	9,493
561 5034 2425	Water Enterprise	Taxes & Other Charges	(8,256)	9,611	16,335	10,000	8,506	9,000
561 5034 2630	Water Enterprise	Capital-Mach/Equip	656	0	937	2,014	1,500	1,500
561 5034 2670	Water Enterprise	Cap Improve-Equip	0	32,167	0	34,435	34,435	77,367
561 5034 2999	Water Enterprise	Contra Fixed Assets	0	(32,167)	0	0	0	0
561 Total			1,743,001	1,290,962	1,773,187	2,116,666	2,018,715	1,849,748
		DEPT TOTAL	\$ 1,743,001	\$ 1,290,962	\$ 1,773,187	\$ 2,116,666	\$ 2,018,715	\$ 1,849,748

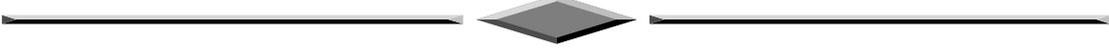
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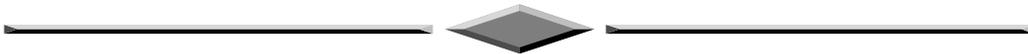


WASTEWATER ENTERPRISE FUND

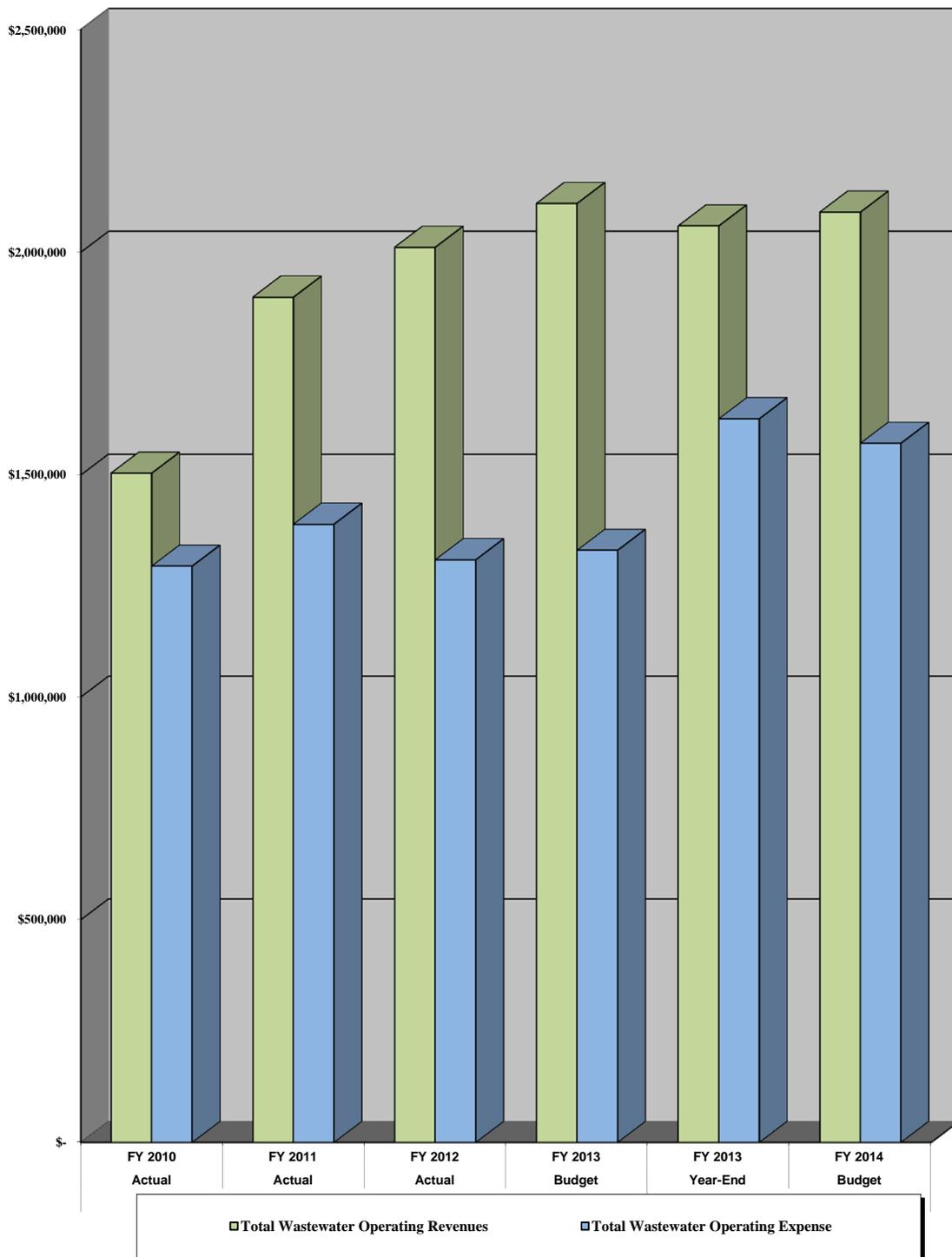
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private enterprises, where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.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

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



WASTEWATER OPERATIONS

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-End FY 2013	Budget FY 2014	Difference From Estimated FY 2013	% Difference
Revenues								
Charges for Services	\$ 1,464,595	\$ 1,616,414	\$ 2,008,709	\$ 2,108,156	\$ 2,058,210	\$ 2,089,083	\$ 30,873	1%
Misc.	-	1,099	1,200	500	-	-	-	0%
Investments	39,479	1,216	1,380	1,000	1,000	1,000	-	0%
Transfers from Other Funds	-	280,475	-	-	-	-	-	0%
Total Wastewater Operating Revenues	\$ 1,504,075	\$ 1,899,204	\$ 2,011,289	\$ 2,109,656	\$ 2,059,210	\$ 2,090,083	\$ 30,873	1%
Expenses by Department								
Non Departmental	\$ 82,374	\$ 123,419	\$ 99,820	\$ 130,420	\$ 115,664	\$ 121,765	\$ 6,101	5%
Debt	80,484	83,130	78,344	-	257,859	260,631	2,771	1%
City Council	16,347	17,536	19,507	25,500	20,729	13,092	(7,637)	-37%
City Manager	124,353	92,831	59,764	7,411	7,572	19,217	11,645	154%
Finance	133,612	158,011	171,555	148,637	138,715	154,297	15,583	11%
Legal	-	-	10,045	20,000	15,000	15,000	-	100%
Public Works	91,281	128,404	155,214	219,813	219,607	172,172	(47,435)	-22%
Wastewater Collection	200,597	194,710	195,583	204,314	203,291	209,454	6,164	3%
Wastewater Treatment	566,508	591,606	519,940	575,058	647,797	605,589	(42,209)	-7%
Total Wastewater Operating Expense	\$ 1,295,556	\$ 1,389,646	\$ 1,309,772	\$ 1,331,152	\$ 1,626,234	\$ 1,571,217	\$ (55,017)	-3%
Transfer to Capital Projects	\$ -	\$ 180,752	\$ -	\$ 200,000	\$ 200,000	\$ 100,000	(100,000)	0%
Total Expenses	1,295,556	1,570,398	1,309,772		1,826,234	1,671,217	\$ (155,017)	-8%
Resulting gain (loss)	\$ 208,519	\$ 328,807	\$ 701,517		\$ 232,976	\$ 418,866		

* This worksheet represents the operating portion of the Wastewater Enterprise

WASTEWATER OPERATIONS DETAIL

			Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%
			FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference
							FY 2013			
Detail Wastewater Expenses by Department:										
Non Departmental										
571	4000	2110	0	37	869	870	870	870	\$ -	0%
571	4000	2115	112	49	174	100	200	200	\$ -	0%
571	4000	2127	5,983	7,786	6,915	6,830	7,115	7,115	\$ -	0%
571	4000	2140	118	14,900	4,049	0	0	0	\$ -	0%
571	4000	2145	19,829	21,206	19,047	13,700	5,000	5,000	\$ -	0%
571	4000	2155	0	14	0	0	0	0	\$ -	0%
571	4000	2207	225	817	1,642	2,040	1,500	1,500	\$ -	0%
571	4000	2209	6	0	0	0	0	0	\$ -	0%
571	4000	2212	759	416	306	4,000	4,000	4,000	\$ -	0%
571	4000	2213	1,326	1,596	1,203	1,600	1,800	1,600	\$ (200)	-11%
571	4000	2215	1,266	2,239	724	2,700	2,700	2,700	\$ -	0%
571	4000	2335	0	0	200	0	200	200	\$ -	0%
571	4000	2425	50	23	0	0	0	0	\$ -	0%
571	4000	2445	52,700	74,336	64,691	98,580	92,279	98,580	\$ 6,301	7%
Sub Total Non Departmental			82,374	123,419	99,820	130,420	115,664	121,765	\$ 6,101	5%
571	4045	2140	2,567	2,522	274	0	5,000	5,000	\$ -	0%
571	4045	2505	0	0	0	0	120,435	125,435	\$ 5,000	4%
571	4045	2515	77,917	80,608	78,071	0	132,424	130,196	\$ (2,229)	-2%
Sub Total Debt			80,484	83,130	78,344	0	257,859	260,631	\$ 2,771	1%
571	4000	2999	0	180,752	0	200,000	200,000	100,000	\$ (100,000)	-50%
Sub Total Transfers			0	180,752	0	200,000	200,000	100,000	\$ (100,000)	-50%
			162,858	387,301	178,164	330,420	573,523	482,396	\$ (91,128)	-16%
City Council										
571	4100	2020	2,880	2,880	2,880	3,600	3,240	1,800	\$ (1,440)	-44%
571	4100	2040	308	316	321	275	359	138	\$ (221)	-62%
571	4100	2045	382	404	437	531	530	268	\$ (262)	-49%
571	4100	2050	171	157	157	270	175	135	\$ (40)	-23%
571	4100	2055	11,387	12,458	14,312	19,525	15,125	10,101	\$ (5,024)	-33%
571	4100	2075	1,219	1,321	1,399	1,299	1,300	650	\$ (650)	-50%
Total City Council			16,347	17,536	19,507	25,500	20,729	13,092	\$ (7,637)	-37%
City Manager/ Clerk										
571	4200	2010	54,398	60,725	39,951	4,543	4,543	12,293	\$ 7,750	171%
571	4200	2040	4,286	3,712	2,952	348	356	801	\$ 445	125%
571	4200	2045	7,906	6,091	5,725	670	772	1,832	\$ 1,060	137%
571	4200	2050	4,001	2,998	2,790	334	334	909	\$ 575	172%
571	4200	2055	9,120	8,577	5,982	1,064	1,115	2,152	\$ 1,037	93%
571	4200	2061	0	0	0	158	160	158	\$ (2)	-1%
571	4200	2065	616	561	413	50	47	100	\$ 53	115%
571	4200	2075	1,680	1,422	871	125	125	252	\$ 127	101%
571	4200	2085	1,580	1,380	480	120	120	120	\$ -	0%
571	4200	2097	0	0	600	0	0	600	\$ 600	0%
571	4200	2130	40,765	7,364	0	0	0	0	\$ -	0%
Total City Manager			124,353	92,831	59,764	7,411	7,572	19,217	\$ 11,645	154%
Finance										
571	4300	2010	72,745	74,291	79,781	72,079	56,964	74,484	\$ 17,520	31%
571	4300	2030	40	169	224	0	100	100	\$ -	0%
571	4300	2040	5,533	5,729	5,963	5,512	4,359	5,696	\$ 1,337	31%
571	4300	2045	10,191	10,614	12,216	10,623	8,250	11,098	\$ 2,848	35%
571	4300	2050	4,965	5,129	5,529	4,897	3,825	3,938	\$ 113	3%
571	4300	2055	14,642	16,511	18,385	17,149	15,195	18,176	\$ 2,981	20%
571	4300	2061	0	0	0	3,572	3,623	3,572	\$ (51)	-1%
571	4300	2065	810	850	823	760	551	787	\$ 236	43%
571	4300	2071	517	0	0	0	0	0	\$ -	0%
571	4300	2075	929	965	929	1,017	637	1,017	\$ 381	60%
571	4300	2085	360	360	360	360	360	360	\$ -	0%
571	4300	2110	136	55	150	234	185	185	\$ -	0%
571	4300	2115	4,848	6,367	8,637	9,000	9,000	9,000	\$ -	0%
571	4300	2127	2,552	0	0	0	0	0	\$ -	0%
571	4300	2140	1,616	12,105	3,505	0	0	0	\$ -	0%
571	4300	2142	833	2,177	4,243	2,800	5,000	5,000	\$ -	0%
571	4300	2144	0	0	651	900	1,080	1,080	\$ -	0%
571	4300	2145	2,700	10,306	17,722	7,550	17,299	7,550	\$ (9,749)	-56%
571	4300	2153	142	0	78	0	0	0	\$ -	0%
571	4300	2155	138	36	400	333	333	300	\$ (33)	-10%
571	4300	2207	300	1,588	2	0	0	0	\$ -	0%
571	4300	2212	27	0	128	3,000	200	200	\$ -	0%
571	4300	2213	431	377	661	200	400	400	\$ -	0%
571	4300	2215	1,905	3,851	386	400	3,000	3,000	\$ -	0%
571	4300	2315	0	0	2,962	0	0	0	\$ -	0%
571	4300	2335	6,104	5,392	6,672	7,000	7,000	7,000	\$ -	0%
571	4300	2425	1,147	1,137	1,147	1,150	1,254	1,255	\$ 1	0%
571	4300	2640	0	0	0	100	100	100	\$ -	0%
Total Finance			133,612	158,011	171,555	148,637	138,715	154,297	\$ 15,583	11%
City Attorney										
571	4400	2130	0	0	10,045	20,000	15,000	15,000	\$ -	0%
Total City Attorney			0	0	10,045	20,000	15,000	15,000	\$ -	0%

WASTEWATER OPERATIONS DETAIL

				Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%
				FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference
								FY 2013			
Public Works- Administration											
571	5000	2010	Salaries-Regular	43,645	63,947	80,133	126,610	126,610	97,940	\$ (28,670)	-23%
571	5000	2020	Salaries-Temp/Part Time	15,614	13,801	14,496	0	595	0	\$ (595)	-100%
571	5000	2030	Overtime	21	0	0	0	0	0	\$ -	0%
571	5000	2037	Holiday Pay	0	0	1,831	0	0	0	\$ -	0%
571	5000	2040	FICA-City	4,540	5,497	7,445	9,662	9,662	7,469	\$ (2,193)	-23%
571	5000	2045	Employer PERS	6,158	10,472	16,450	18,660	18,660	14,593	\$ (4,067)	-22%
571	5000	2050	Employee PERS	3,098	4,603	5,782	9,193	9,193	6,835	\$ (2,358)	-26%
571	5000	2055	Health Insurance	9,689	10,951	15,120	29,577	29,577	20,494	\$ (9,083)	-31%
571	5000	2061	Workers Comp	0	0	0	4,425	4,425	4,425	\$ -	0%
571	5000	2065	Disability	483	734	856	1,291	1,291	997	\$ (294)	-23%
571	5000	2075	Life Ins/Def Comp	297	1,270	1,288	3,086	3,086	2,350	\$ (736)	-24%
571	5000	2085	Auto Allowance	200	600	600	1,200	1,200	960	\$ (240)	-20%
571	5000	2105	Advertising	53	0	0	0	0	0	\$ -	0%
571	5000	2110	Communication	0	3,000	0	3,000	3,000	3,000	\$ -	0%
571	5000	2115	Postage	519	515	563	200	529	200	\$ (329)	-62%
571	5000	2127	Equipment Lease Expense	85	1,394	1,723	1,400	1,469	1,400	\$ (69)	-5%
571	5000	2130	Professional Contracts	0	0	0	1,000	0	1,000	\$ 1,000	100%
571	5000	2140	Professional Fees	0	2,947	730	1,000	0	1,000	\$ 1,000	100%
571	5000	2145	Other Contract Services	1,027	1,367	0	500	938	500	\$ (438)	-47%
571	5000	2153	Dues & Subscriptions	82	50	175	600	600	600	\$ -	0%
571	5000	2155	Training/Conference	162	0	24	400	400	400	\$ -	0%
571	5000	2207	Copies	226	367	640	500	864	500	\$ (364)	-42%
571	5000	2212	Computer Equipment	361	587	1,430	600	600	600	\$ -	0%
571	5000	2213	Office Supplies	549	468	140	200	200	200	\$ -	0%
571	5000	2215	Special Dept Supplies	230	40	369	300	300	300	\$ -	0%
571	5000	2425	Taxes & Other Charges	4,242	4,624	2,657	5,809	5,809	5,809	\$ -	0%
571	5000	2640	Furniture and Fixtures	0	0	0	600	600	600	\$ -	0%
571	5000	2920	Fixed Asset Adjustments	0	1,169	2,763	0	0	0	\$ -	0%
Total Public Works- Administration				91,281	128,404	155,214	219,813	219,607	172,172	\$ (47,435)	-22%
Public Works- Wastewater Collection Maintenance/Operations											
571	5020	2010	Salaries-Regular	112,581	105,303	108,815	112,173	112,173	116,040	\$ 3,867	3%
571	5020	2025	Standby	1,041	1,654	1,763	2,900	2,900	2,900	\$ -	0%
571	5020	2030	Overtime	5,077	4,206	3,963	0	0	0	\$ -	0%
571	5020	2040	FICA-City	9,130	8,554	8,832	8,803	8,803	9,099	\$ 296	3%
571	5020	2045	Employer PERS	15,602	14,550	16,501	16,532	16,532	17,290	\$ 758	5%
571	5020	2050	Employee PERS	7,474	7,048	7,347	7,622	7,622	5,642	\$ (1,980)	-26%
571	5020	2055	Health Insurance	25,330	26,538	28,257	28,447	28,447	30,266	\$ 1,819	6%
571	5020	2061	Workers Comp	0	0	0	6,321	6,321	6,321	\$ -	0%
571	5020	2065	Disability	1,313	1,282	1,270	1,266	1,266	1,308	\$ 43	3%
571	5020	2075	Life Ins/Def Comp	744	740	999	1,311	1,311	1,311	\$ -	0%
571	5020	2110	Communication	190	187	191	97	97	97	\$ -	0%
571	5020	2122	Utilities	3,794	2,387	955	1,940	1,940	1,940	\$ -	0%
571	5020	2125	Equipment Rental	0	10,104	0	0	0	0	\$ -	0%
571	5020	2153	Dues & Subscriptions	0	0	132	0	0	0	\$ -	0%
571	5020	2155	Training/Conference	201	0	71	485	321	485	\$ 164	51%
571	5020	2215	Special Dept Supplies	8,834	8,028	12,655	12,426	12,426	12,426	\$ -	0%
571	5020	2312	Maint Supplies	619	0	0	0	0	0	\$ -	0%
571	5020	2315	Maint-Mach/Equip	2,515	536	0	1,164	305	1,164	\$ 859	281%
571	5020	2350	Vehicle Charge	6,150	3,594	3,833	2,826	2,826	3,165	\$ 339	12%
Total Public Works- Wastewater Collection				200,597	194,710	195,583	204,314	203,291	209,454	\$ 6,164	3%
Public Works- Wastewater Treatment Plant											
571	5029	2010	Salaries-Regular	139,141	178,416	171,572	192,089	192,089	213,042	\$ 20,954	11%
571	5029	2020	Salaries-Partime	33,605	28,093	0	0	24,000	0	\$ (24,000)	-100%
571	5029	2025	Standby	4,950	5,288	5,513	0	5,513	0	\$ (5,513)	-100%
571	5029	2030	Overtime	35,992	30,562	25,166	0	26,517	0	\$ (26,517)	-100%
571	5029	2037	Holiday Pay	1,478	1,291	0	0	0	0	\$ -	0%
571	5029	2040	FICA-City	17,217	18,291	14,839	14,695	14,695	16,298	\$ 1,603	11%
571	5029	2045	Employer PERS	20,976	24,361	24,552	28,310	28,310	31,743	\$ 3,433	12%
571	5029	2050	Employee PERS	9,800	11,745	10,901	12,959	12,959	10,412	\$ (2,547)	-20%
571	5029	2055	Health Insurance	23,674	36,197	34,565	50,309	50,309	53,608	\$ 3,299	7%
571	5029	2061	Workers Comp	5,784	5,865	6,463	9,482	9,482	9,482	\$ -	0%
571	5029	2065	Disability	2,090	2,415	2,066	2,113	2,113	2,343	\$ 230	11%
571	5029	2071	Unemployment	0	0	8,190	0	0	0	\$ -	0%
571	5029	2075	Life Ins/Def Comp	395	423	559	1,967	628	1,967	\$ 1,338	213%
571	5029	2110	Communication	2,846	2,638	2,641	2,997	3,000	3,000	\$ -	0%
571	5029	2115	Postage	89	68	127	125	125	125	\$ -	0%
571	5029	2122	Utilities	76,518	78,519	74,339	74,933	75,355	75,000	\$ (355)	0%
571	5029	2125	Equipment Rentals	720	4,742	360	5,879	2,000	4,500	\$ 2,500	125%
571	5029	2130	Professional Contracts	70	109	101	0	0	0	\$ -	0%
571	5029	2140	Professional Fees	38,804	0	0	0	0	0	\$ -	0%
571	5029	2145	Other Contract Services	28,774	46,209	30,374	46,916	47,000	48,000	\$ 1,000	2%
571	5029	2153	Dues & Subscriptions	90	585	60	400	100	100	\$ -	0%
571	5029	2155	Training/Conference	1,793	3,842	210	2,425	2,100	2,500	\$ 400	19%
571	5029	2160	Other Travel	0	0	0	0	10	10	\$ -	0%
571	5029	2212	Computer Equipment	0	0	1,121	0	0	2,000	\$ 2,000	100%
571	5029	2213	Office Supplies	300	898	212	599	250	300	\$ 50	20%
571	5029	2215	Special Dept Supplies	8,142	4,248	3,980	5,895	5,900	5,000	\$ (900)	-15%
571	5029	2220	Small Tools	5,142	9,355	6,903	6,994	6,994	7,000	\$ 6	0%
571	5029	2225	Fuel/Oil	96	1,717	2,443	2,298	2,498	2,500	\$ 2	0%

WASTEWATER OPERATIONS DETAIL

				Actual	Actual	Actual	Budget	Estimated	Budget	Difference	%
				FY 2010	FY 2011	FY 2012	FY 2013	Year-End	FY 2014	From Estimated	Difference
								FY 2013		FY 2013	
571	5029	2235	Process Chemicals	31,983	32,216	10,238	31,971	29,300	33,000	\$ 3,700	13%
571	5029	2237	Lab Supplies	3,388	1,690	317	1,998	4,015	3,000	\$ (1,015)	-25%
571	5029	2315	Maint-Mach/Equip	47,513	42,457	52,132	57,286	57,286	55,000	\$ (2,286)	-4%
571	5029	2330	Maint-Bldgs/Grnds	2,006	3,688	8,326	8,252	8,250	5,000	\$ (3,250)	-39%
571	5029	2350	Vehicle Charges	17,595	9,984	10,648	8,478	8,478	12,658	\$ 4,180	49%
571	5029	2425	Taxes & Other Charges	6,978	5,694	8,390	5,689	7,793	8,000	\$ 207	3%
571	5029	2630	Capital-Mach/Equip	1,500	22,131	22,631	0	17,143	0	\$ (17,143)	-100%
571	5029	2650	Cap Improve-Land	11,430	0	0	0	3,587	0	\$ (3,587)	-100%
571	5029	2999	Contra Fixed Asset	(14,370)	(22,131)	(20,000)	0	0	0	\$ -	0%
Total Public Works- Wastewater Treatment				566,508	591,606	519,940	575,058	647,797	605,589	\$ (42,209)	-7%

CITY OF ST. HELENA
DIVISION SUMMARY

WASTEWATER COLLECTION MAINTENANCE/OPERATIONS
5020

DIVISION PURPOSE

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

PRIOR YEAR GOALS ACHIEVED

- ◆ Cleaned and maintained Ten miles of main line sewers and several hundred feet of sewer laterals.
- ◆ Worked with the wastewater plant on drying pond 1A saving \$200,000 on the estimated cost of cleaning of entire pond.
- ◆ Worked on trenching, laying conduit, pulling wire and backfilling of 300 ft for new fence.
- ◆ Incorporated extensive Hydro cleaning and video inventory of mainline sewers.
- ◆ Implemented the start of a video library of entire sewer system.

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Continue identification and repair of both wet-weather and dry weather sources of inflow and infiltration.
- ◆ Coordinate sewer lateral, manhole, lining and spot repair projects.
- ◆ Contribute to improvements in industrial source outreach, education and inspection program.

MAJOR HIGHLIGHT FOR FY 2014

- ◆ Continue reduction of inflow and infiltration to collection system.
- ◆ Finish remaining Hydro cleaning and video inventory of sewer system.

DETAIL FOR EXPENSE ACCOUNTS

Wastewater Collection Maintenance/Operations 5020

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
571-2110	<u>Communications:</u>	\$97
571-2122	<u>Utilities:</u>	\$1,940
571-2215	<u>Special Departmental Supplies:</u>	\$12,426
	♦ Pipe, fittings, sealing, repair supplies	\$8,000
	♦ Sewer cleaning supplies	4,426
571-2315	<u>Machinery and Equipment Maintenance:</u>	\$1,164
571-2350	<u>Vehicle Alloc Expense:</u>	\$3,165

PUBLIC WORKS-WASTE WATER COLLECTION MAINTENANCE/OPERATIONS

Wastewater Collections Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
FUND DEPT									
571 5020	Wastewater Enterprise			\$ 200,597	\$ 194,710	\$ 195,583	\$ 204,314	\$ 203,291	\$ 209,454
	Total Expenses			\$ 200,597	\$ 194,710	\$ 195,583	\$ 204,314	\$ 203,291	\$ 209,454

Wastewater Collections Expense Summary				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
Salary				\$ 118,699	\$ 111,162	\$ 114,541	\$ 115,073	\$ 115,073	\$ 118,940
Benefits				59,593	58,711	63,205	70,302	70,302	71,238
Dept supplies/services				9,024	18,320	12,978	12,523	12,523	12,523
Training/Conference				201	0	71	485	321	485
Vehicle/Equip maintenance				9,285	4,130	3,833	3,990	3,131	4,329
Utilities				3,794	2,387	955	1,940	1,940	1,940
	Total Expenses			\$ 200,597	\$ 194,710	\$ 195,583	\$ 204,314	\$ 203,291	\$ 209,454

Account Detail		Account	Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Description	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014
571 5020 2010	Wastewater Enterprise	Salaries-Regular	112,581	105,303	108,815	112,173	112,173	116,040
571 5020 2025	Wastewater Enterprise	Standby	1,041	1,654	1,763	2,900	2,900	2,900
571 5020 2030	Wastewater Enterprise	Overtime	5,077	4,206	3,963	0	0	0
571 5020 2040	Wastewater Enterprise	FICA-City	9,130	8,554	8,832	8,803	8,803	9,099
571 5020 2045	Wastewater Enterprise	Employer PERS	15,602	14,550	16,501	16,532	16,532	17,290
571 5020 2050	Wastewater Enterprise	Employee PERS	7,474	7,048	7,347	7,622	7,622	5,642
571 5020 2055	Wastewater Enterprise	Health Insurance	25,330	26,538	28,257	28,447	28,447	30,266
571 5020 2061	Wastewater Enterprise	Workers Comp	0	0	0	6,321	6,321	6,321
571 5020 2065	Wastewater Enterprise	Disability	1,313	1,282	1,270	1,266	1,266	1,308
571 5020 2075	Wastewater Enterprise	Life Ins/Def Comp	744	740	999	1,311	1,311	1,311
571 5020 2110	Wastewater Enterprise	Communication	190	187	191	97	97	97
571 5020 2122	Wastewater Enterprise	Utilities	3,794	2,387	955	1,940	1,940	1,940
571 5020 2125	Wastewater Enterprise	Equipment Rental	0	10,104	0	0	0	0
571 5020 2153	Wastewater Enterprise	Dues & Subscriptions	0	0	132	0	0	0
571 5020 2155	Wastewater Enterprise	Training/Conference	201	0	71	485	321	485
571 5020 2213	Wastewater Enterprise	Office Supplies	0	0	0	0	0	0
571 5020 2215	Wastewater Enterprise	Special Dept Supplies	8,834	8,028	12,655	12,426	12,426	12,426
571 5020 2312	Wastewater Enterprise	Maint Supplies	619	0	0	0	0	0
571 5020 2315	Wastewater Enterprise	Maint-Mach/Equip	2,515	536	0	1,164	305	1,164
571 5020 2350	Wastewater Enterprise	Vehicle Charge	6,150	3,594	3,833	2,826	2,826	3,165
571 Total			200,597	194,710	195,583	204,314	203,291	209,454
DEPT TOTAL			\$ 200,597	\$ 194,710	\$ 195,583	\$ 204,314	\$ 203,291	\$ 209,454

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

WASTEWATER TREATMENT PLANT

5029

DEPARTMENT PURPOSE

The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the plant treats an average of approximately 0.5 million gallons per day (MGD). Peak winter flows reach nearly 3 MGD. The facility is normally operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel. The budget unit is primarily funded by wastewater user fees.

PRIOR YEAR GOALS ACHIEVED

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

CURRENT YEAR GOALS & OBJECTIVES

- ◆ Ozone pilot project.
- ◆ SCADA and alarm upgrades for river discharge compliance.
- ◆ Brush aerators continued upgrade conversion kits install for 3 more aerators.
- ◆ Influent three dimensional grinder complete major rebuild.
- ◆ Chlorine contact 35 year old pump 60 hp not repairable – upgrade with 100 hp pump.
- ◆ Irrigation field sprinklers permanently installed with automatic zone control.
- ◆ Install Pond 2 walkway.

- ◆ Ponds 2 and 3 levee bank wave erosion repairs with addition of 1,200 square yards of light rock slope protection (rip rap).
- ◆ Effluent building Ozone equipment room.

MAJOR HIGHLIGHT FOR FY 2014

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

DETAIL FOR EXPENSE ACCOUNTS

Wastewater Treatment Plant
5029

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
571-2110	<u>Communications:</u>	\$3,000
571-2122	<u>Utilities:</u>	\$75,000
571-2125	<u>Equipment Rental:</u>	\$4,500
571-2145	<u>Other Contract Services:</u>	\$48,000
	♦ Cal-Test lab analysis	\$18,500
	♦ Permit Compliance Testing (River Discharge)	18,500
	♦ Napa Mosquito Abatement (weed/mosquito)	11,000
571-2155	<u>Training and Conferences:</u>	\$2,500
571-2213	<u>Office Supplies:</u>	\$300
571-2215	<u>Special Departmental Supplies:</u>	\$5,000
571-2220	<u>Small Tools:</u>	\$7,000
	♦ Misc. tools	\$7,000
571-2225	<u>Fuel/Oil:</u>	\$2,500
571-2235	<u>Process Chemicals:</u>	\$33,000
571-2237	<u>Lab Supplies:</u>	\$3,000
	♦ General equipment and supplies	\$3,000
571-2315	<u>Machinery and Equipment Maintenance:</u>	\$55,000
	♦ Particulate Filter Truck (smog required upgrade)	\$11,000
	♦ Brush Aerators replace gear boxes	7,000
	♦ Influent Pump No. 3 Scheduled Maintenance	7,000
	♦ Influent Grinder Scheduled Maintenance	20,000
	♦ Equipment repairs	10,000
571-2330	<u>Buildings and Grounds Maintenance:</u>	\$5,000
571-2350	<u>Vehicle Allocation Expense:</u>	\$12,658
571-2425	<u>Taxes & Other Charges:</u>	\$8,000

PUBLIC WORKS- WASTEWATER TREATMENT PLANT

Wastewater Treatment Expenses By Fund				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
FUND DEPT									
571 5029	Wastewater Enterprise			\$ 566,508	\$ 591,606	\$ 519,940	\$ 575,058	\$ 647,797	\$ 605,589
	Total Expenses			\$ 566,508	\$ 591,606	\$ 519,940		\$ 647,797	\$ 605,589

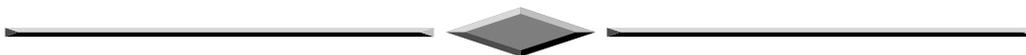
Wastewater Treatment Expense Summary				Actual	Actual	Actual	Budget	Estimated	Budget
				FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
Salary				\$ 215,166	\$ 243,650	\$ 202,251	\$ 192,089	\$ 248,118	\$ 213,042
Benefits				79,937	99,297	102,134	119,834	118,496	125,853
Contracts				67,647	46,318	30,475	46,916	47,000	48,000
Dept supplies/services				27,790	31,636	26,555	32,874	32,675	35,525
Training/Conference				1,793	3,842	210	2,425	2,110	2,510
Vehicle/Equip maintenance				67,114	56,128	71,106	74,016	74,014	72,658
Utilities				76,518	78,519	74,339	74,933	75,355	75,000
Chemicals				31,983	32,216	10,238	31,971	29,300	33,000
Capital Equipment				(1,440)	0	2,631	0	20,729	0
	Total Expenses			\$ 566,508	\$ 591,606	\$ 519,940	\$ 575,058	\$ 647,797	\$ 605,589

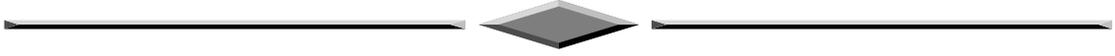
Account Detail			Account	Actual	Actual	Actual	Budget	Estimated	Budget
Fund Dept Acct	Fund	Description		FY 2010	FY 2011	FY 2012	FY 2013	Year-end	FY 2014
571 5029 2010	Wastewater Enterprise	Salaries-Regular		139,141	178,416	171,572	192,089	192,089	213,042
571 5029 2020	Wastewater Enterprise	Salaries-Partime		33,605	28,093	0	0	24,000	0
571 5029 2025	Wastewater Enterprise	Standby		4,950	5,288	5,513	0	5,513	0
571 5029 2030	Wastewater Enterprise	Overtime		35,992	30,562	25,166	0	26,517	0
571 5029 2037	Wastewater Enterprise	Holiday Pay		1,478	1,291	0	0	0	0
571 5029 2040	Wastewater Enterprise	FICA-City		17,217	18,291	14,839	14,695	14,695	16,298
571 5029 2045	Wastewater Enterprise	Employer PERS		20,976	24,361	24,552	28,310	28,310	31,743
571 5029 2050	Wastewater Enterprise	Employee PERS		9,800	11,745	10,901	12,959	12,959	10,412
571 5029 2055	Wastewater Enterprise	Health Insurance		23,674	36,197	34,565	50,309	50,309	53,608
571 5029 2061	Wastewater Enterprise	Workers Comp		5,784	5,865	6,463	9,482	9,482	9,482
571 5029 2065	Wastewater Enterprise	Disability		2,090	2,415	2,066	2,113	2,113	2,343
571 5029 2071	Wastewater Enterprise	Unemployment		0	0	8,190	0	0	0
571 5029 2075	Wastewater Enterprise	Life Ins/Def Comp		395	423	559	1,967	628	1,967
571 5029 2096	Wastewater Enterprise	Education		0	0	0	0	0	0
571 5029 2110	Wastewater Enterprise	Communication		2,846	2,638	2,641	2,997	3,000	3,000
571 5029 2115	Wastewater Enterprise	Postage		89	68	127	125	125	125
571 5029 2122	Wastewater Enterprise	Utilities		76,518	78,519	74,339	74,933	75,355	75,000
571 5029 2125	Wastewater Enterprise	Equipment Rentals		720	4,742	360	5,879	2,000	4,500
571 5029 2127	Wastewater Enterprise	Equipment Lease Expens		0	0	0	0	0	0
571 5029 2130	Wastewater Enterprise	Professional Contracts		70	109	101	0	0	0
571 5029 2140	Wastewater Enterprise	Professional Fees		38,804	0	0	0	0	0
571 5029 2145	Wastewater Enterprise	Other Contract Services		28,774	46,209	30,374	46,916	47,000	48,000
571 5029 2153	Wastewater Enterprise	Dues & Subscriptions		90	585	60	400	100	100
571 5029 2155	Wastewater Enterprise	Training/Conference		1,793	3,842	210	2,425	2,100	2,500
571 5029 2160	Wastewater Enterprise	Other Travel		0	0	0	0	10	10
571 5029 2207	Wastewater Enterprise	Copies		0	0	0	0	0	0
571 5029 2212	Wastewater Enterprise	Computer Equipment		0	0	1,121	0	0	2,000
571 5029 2213	Wastewater Enterprise	Office Supplies		300	898	212	599	250	300
571 5029 2215	Wastewater Enterprise	Special Dept Supplies		8,142	4,248	3,980	5,895	5,900	5,000
571 5029 2220	Wastewater Enterprise	Small Tools		5,142	9,355	6,903	6,994	6,994	7,000
571 5029 2225	Wastewater Enterprise	Fuel/Oil		96	1,717	2,443	2,298	2,498	2,500
571 5029 2235	Wastewater Enterprise	Process Chemicals		31,983	32,216	10,238	31,971	29,300	33,000
571 5029 2237	Wastewater Enterprise	Lab Supplies		3,388	1,690	317	1,998	4,015	3,000
571 5029 2312	Wastewater Enterprise	Maint-Supplies-Streets		0	0	0	0	0	0
571 5029 2315	Wastewater Enterprise	Maint-Mach/Equip		47,513	42,457	52,132	57,286	57,286	55,000
571 5029 2330	Wastewater Enterprise	Maint-Bldgs/Grnds		2,006	3,688	8,326	8,252	8,250	5,000
571 5029 2350	Wastewater Enterprise	Vehicle Charges		17,595	9,984	10,648	8,478	8,478	12,658

PUBLIC WORKS- WASTEWATER TREATMENT PLANT

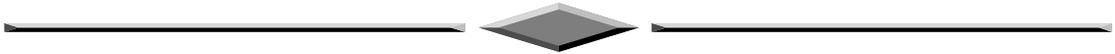
Wastewater Treatment Expenses By Fund				Actual FY 2010	Actual FY 2011	Actual FY 2012	Budget FY 2013	Estimated Year-end FY 2013	Budget FY 2014
571	5029	2425	Wastewater Enterprise Taxes & Other Charges	6,978	5,694	8,390	5,689	7,793	8,000
571	5029	2630	Wastewater Enterprise Capital-Mach/Equip	1,500	22,131	22,631	0	17,143	0
571	5029	2650	Wastewater Enterprise Cap Improve-Land	11,430	0	0	0	3,587	0
571	5029	2999	Wastewater Enterprise Contra Fixed Asset	(14,370)	(22,131)	(20,000)	0	0	0
571 Total				566,508	591,606	519,940	575,058	647,797	605,589
DEPT TOTAL				\$ 566,508	\$ 591,606	\$ 519,940	\$ 575,058	\$ 647,797	\$ 605,589

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OTHER FUNDS



City of St. Helena

Public Safety Impact Fees Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)				\$ 448,501	\$ 448,501	\$ 123,980	
Public Safety Impact Fees - Revenues							
Investment Earnings	6,495	4,419	2,632	3,000	1,000	1,000	
	6,495	4,419	2,632	3,000	1,000	1,000	
Public Safety Impact	21,474	43,398	82,114	21,000	21,000	21,000	0.00%
	21,474	43,398	82,114	21,000	21,000	21,000	0.00%
Transfers In	0	5,110	0	0	0	0	
	0	5,110	0	0	0	0	
Total Public Safety Impact Fees Revenues	\$ 27,969	\$ 52,927	\$ 84,746	\$ 24,000	\$ 22,000	\$ 22,000	\$ -
Public Safety Impact Fees- Expenditures							
Totals by category							
Transfer to other funds	18,000	0	132,800	346,521	346,521	0	-100.00%
Total Public Safety Impact Fees Expenditures	\$ 18,000	\$ -	\$ 132,800	\$ 346,521	\$ 346,521	\$ -	-100.00%
Public Safety Impact Fees Surplus/(Deficit)	\$ 9,969	\$ 52,927	\$ (48,054)	\$ (322,521)	\$ (324,521)	\$ 22,000	
Public Safety Impact Fees Expenditures by Department							
Non-Dept							
Transfer to other Funds	18,000	0	0	346,521	346,521	0	-100.00%
	18,000	0	0	346,521	346,521	0	-100.00%
Total	\$ 18,000	\$ -	\$ -	\$ 346,521	\$ 346,521	\$ -	-100.00%

City of St. Helena

Public Library Foundation Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			2,101	\$ 6,971	\$ 6,971	\$ 11,991	
Public Library Foundation - Revenues							
Investment Earnings	20	11	33	0	20	10	
	<u>20</u>	<u>11</u>	<u>33</u>	<u>0</u>	<u>20</u>	<u>10</u>	
Donations	3,781	1,580	8,000	8,000	11,500	0	
	<u>3,781</u>	<u>1,580</u>	<u>8,000</u>	<u>8,000</u>	<u>11,500</u>	<u>0</u>	
Total Public Library Foundation Revenues	\$ 3,802	\$ 1,591	\$ 8,033	\$ 8,000	\$ 11,520	\$ 10	
Public Library Foundation- Expenditures							
Totals by category							
Contracts	1,740	0	0	0	0	5,000	
Dept supplies/services	900	720	3,163	6,500	6,500	7,000	
Total Public Library Foundation Expenditures	\$ 2,640	\$ 720	\$ 3,163	\$ 6,500	\$ 6,500	\$ 12,000	
Public Library Foundation Surplus/(Deficit)	\$ 1,162	\$ 871	\$ 4,870	\$ 1,500	\$ 5,020	\$ (11,990)	
Public Library Foundation Expenditures by Department							
Library							
Contracts	1,740	0	0	0	0	5,000	
Dept supplies/services	900	720	3,163	6,500	6,500	7,000	
	<u>2,640</u>	<u>720</u>	<u>3,163</u>	<u>6,500</u>	<u>6,500</u>	<u>12,000</u>	
Total	\$ 2,640	\$ 720	\$ 3,163	\$ 6,500	\$ 6,500	\$ 12,000	

City of St. Helena

California Library Services Act Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			601,658	\$ 538,757	\$ 538,757	\$ 325,744	
California Library Services Act - Revenues							
Investment Earnings	11,059	6,356	4,400	4,600	0	0	
	11,059	6,356	4,400	4,600	0	0	
Allocation from Other Agency	124,210	119,659	78,213	0	0	0	
	124,210	119,659	78,213	0	0	0	
Total California Library Services Act Revenues	\$ 135,269	\$ 126,015	\$ 82,613	\$ 4,600	\$ -	\$ -	
California Library Services Act- Expenditures							
Totals by category							
Dept supplies/services	192,347	188,960	141,488	218,500	206,300	207,500	-5.03%
Training/Conference	2,597	322	713	0	713	1,000	
Capital Equipment	1,713	2,755	3,313	8,000	6,000	6,000	-25.00%
Transfer to other funds	65,400	0	0	0	0	0	
Total California Library Services Act Expenditure:	\$ 262,057	\$ 192,037	\$ 145,514	\$ 226,500	\$ 213,013	\$ 214,500	-5.30%
California Library Services Act Surplus/(Deficit)	\$ (126,788)	\$ (66,022)	\$ (62,901)	\$ (221,900)	\$ (213,013)	\$ (214,500)	
California Library Services Act Expenditures by Department							
Non-Dept							
Transfer to other Funds	65,400	0	0	0	0	0	
	65,400	0	0	0	0	0	
Library							
Dept supplies/services	192,347	188,960	141,488	218,500	206,300	207,500	-5.03%
Training/Conference	2,597	322	713	0	713	1,000	
Capital Equipment	1,713	2,755	3,313	8,000	6,000	6,000	-25.00%
	196,657	192,037	145,514	226,500	213,013	214,500	-5.30%
Total	\$ 262,057	\$ 192,037	\$ 145,514	\$ 226,500	\$ 213,013	\$ 214,500	-5.30%

City of St. Helena
COPS Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			135,037	\$ 135,037	\$	93,104	\$ 64,485
COPS - Revenues							
Investment Earnings	750	1,208	681	0	300	300	100.00%
	750	1,208	681	0	300	300	
Other	0	50	0	0	224	0	
	0	50	0	0	224	0	
Allocation from Other Agency	105,180	112,695	79,014	100,000	100,000	100,000	0.00%
	105,180	112,695	79,014	100,000	100,000	100,000	0.00%
Total COPS Revenues	\$ 105,930	\$ 113,953	\$ 79,695	\$ 100,000	\$ 100,524	\$ 100,300	0.30%

COPS- Expenditures

Totals by category							
Salary	0	0	0	10,000	10,000	0	
Contracts	39,083	25,000	61,379	42,000	42,000	45,000	7.14%
Dept supplies/services	13,014	7,803	21,809	27,000	27,000	40,000	48.15%
Training/Conference	0	0	4,779	6,000	6,000	10,000	66.67%
Capital Equipment	6,895	36,932	16,661	15,000	15,000	5,000	-66.67%
Transfer to other funds	0	0	17,000	0	29,143	0	-100.00%
Total COPS Expenditures	\$ 58,992	\$ 69,735	\$ 121,628	\$ 100,000	\$ 129,143	\$ 100,000	0.00%
COPS Surplus/(Deficit)	\$ 46,938	\$ 44,218	\$ (41,933)	\$ -	\$ (28,619)	\$ 300	

COPS Expenditures by Department

Non-Departmental							
Transfer to other Funds	0	0	17,000	0	29,143	0	-100.00%
	0	0	17,000	0	29,143	0	
Police							
Salary	0	0	0	10,000	10,000	0	
Contracts	39,083	25,000	61,379	42,000	42,000	45,000	7.14%
Dept supplies/services	13,014	7,803	21,809	27,000	27,000	40,000	48.15%
Training/Conference	0	0	4,779	6,000	6,000	10,000	66.67%
Capital Equipment	6,895	36,932	16,661	15,000	15,000	5,000	-66.67%
	58,992	69,735	104,628	100,000	100,000	100,000	0.00%
Total	\$ 58,992	\$ 69,735	\$ 121,628	\$ 100,000	\$ 129,143	\$ 100,000	0.00%

City of St.Helena

State Gas Tax 2105 Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			22,684	\$ 50,417	\$ 50,417	\$ 251	
State Gas Tax 2105 - Revenues							
Investment Earnings	713	53	246	245	100	100	
	<u>713</u>	<u>53</u>	<u>246</u>	<u>245</u>	<u>100</u>	<u>100</u>	
Gas Tax 2105	32,939	30,993	27,487	31,000	28,000	28,560	-7.87%
	<u>32,939</u>	<u>30,993</u>	<u>27,487</u>	<u>31,000</u>	<u>28,000</u>	<u>28,560</u>	<u>-7.87%</u>
Total State Gas Tax 2105 Revenues	\$ 33,653	\$ 31,046	\$ 27,733	\$ 31,245	\$ 28,100	\$ 28,660	-8.27%
State Gas Tax 2105- Expenditures							
Totals by category							
Contracts	0	0	0	0	0	0	
Transfer to other funds	48,356	33,500	0	78,266	78,266	0	-100.00%
Total State Gas Tax 2105 Expenditures	\$ 48,356	\$ 33,500	\$ -	\$ 78,266	\$ 78,266	\$ -	-100.00%
State Gas Tax 2105 Surplus/(Deficit)	\$ (14,703)	\$ (2,454)	\$ 27,733	\$ (47,021)	\$ (50,166)	\$ 28,660	
State Gas Tax 2105 Expenditures by Department							
Non-Dept							
Transfer to other Funds	48,356	33,500	0	78,266	78,266	0	-100.00%
	<u>48,356</u>	<u>33,500</u>	<u>0</u>	<u>78,266</u>	<u>78,266</u>	<u>0</u>	<u>-100.00%</u>
Public Works Gas Tax							
Contracts	0	0	0	0	0	0	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Total	\$ 48,356	\$ 33,500	\$ -	\$ 78,266	\$ 78,266	\$ -	-100.00%

City of St. Helena

State Gas Tax 2106 Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			26,880	\$ 46,681	\$ 46,681	\$ 4,218	
State Gas Tax 2106 - Revenues							
Investment Earnings	569	213	255	300	150	150	-50.00%
	569	213	255	300	150	150	-50.00%
Gas Tax 2106	22,027	20,229	19,546	20,000	20,000	20,400	2.00%
	22,027	20,229	19,546	20,000	20,000	20,400	2.00%
Total State Gas Tax 2106 Revenues	\$ 22,595	\$ 20,443	\$ 19,801	\$ 20,300	\$ 20,150	\$ 20,550	1.23%
State Gas Tax 2106- Expenditures							
Totals by category							
Transfer to other funds	23,500	24,100	0	62,613	62,613	0	-100.00%
Total State Gas Tax 2106 Expenditures	\$ 23,500	\$ 24,100	\$ -	\$ 62,613	\$ 62,613	\$ -	-100.00%
State Gas Tax 2106 Surplus/(Deficit)	\$ (905)	\$ (3,657)	\$ 19,801	\$ (42,313)	\$ (42,463)	\$ 20,550	
State Gas Tax 2106 Expenditures by Department							
Non-Dept							
Transfer to other Funds	23,500	24,100	0	62,613	62,613	0	-100.00%
	23,500	24,100	0	62,613	62,613	0	-100.00%
Total	\$ 23,500	\$ 24,100	\$ -	\$ 62,613	\$ 62,613	\$ -	-100.00%

City of St. Helena

State Gas Tax 2107 Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			45,790	\$ 33,917	\$ 33,917	\$ (2,749)	
State Gas Tax 2107 - Revenues							
Investment Earnings	1,015	2,984	2,374	2,800	2,800	2,800	
	1,015	2,984	2,374	2,800	2,800	2,800	
Gas Tax 2107	43,901	41,393	39,453	41,700	42,500	43,350	3.96%
	43,901	41,393	39,453	41,700	42,500	43,350	3.96%
Total State Gas Tax 2107 Revenues	\$ 44,916	\$ 44,377	\$ 41,827	\$ 44,500	\$ 45,300	\$ 46,150	3.71%
State Gas Tax 2107- Expenditures							
Totals by category							
Contracts	3,970	1,226	4,700	0	3,700	3,700	100.00%
Transfer to other funds	49,400	46,500	49,000	78,266	78,266	0	-100.00%
Total State Gas Tax 2107 Expenditures	\$ 53,370	\$ 47,726	\$ 53,700	\$ 78,266	\$ 81,966	\$ 3,700	-95.27%
State Gas Tax 2107 Surplus/(Deficit)	\$ (8,454)	\$ (3,349)	\$ (11,873)	\$ (33,766)	\$ (36,666)	\$ 42,450	
State Gas Tax 2107 Expenditures by Department							
Non-Dept							
Transfer to other Funds	49,400	46,500	49,000	78,266	78,266	0	-100.00%
	49,400	46,500	49,000	78,266	78,266	0	-100.00%
Public Works Gas Tax							
Contracts	3,970	1,226	4,700	0	3,700	3,700	100.00%
	3,970	1,226	4,700	0	3,700	3,700	100.00%
Total	\$ 53,370	\$ 47,726	\$ 53,700	\$ 78,266	\$ 81,966	\$ 3,700	-95.27%

City of St. Helena

State Gas Tax 2107.5 Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY12/13 Budget % Change
Beginning Fund Balance (July 1)			4,185	\$ 6,215	\$ 6,215	\$ 418	
State Gas Tax 2107.5 - Revenues							
Investment Earnings	51	13	30	30	30	0	
	51	13	30	30	30	0	
Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	0	-100.00%
	2,000	2,000	2,000	2,000	2,000	0	-100.00%
Total State Gas Tax 2107.5 Revenues	\$ 2,051	\$ 2,013	\$ 2,030	\$ 2,030	\$ 2,030	\$ -	-100.00%
State Gas Tax 2107.5- Expenditures							
Totals by category							
Transfer to other funds	2,000	2,000	0	7,827	7,827	0	
Total State Gas Tax 2107.5 Expenditures	\$ 2,000	\$ 2,000	\$ -	\$ 7,827	\$ 7,827	\$ -	
State Gas Tax 2107.5 Surplus/(Deficit)	\$ 51	\$ 13	\$ 2,030	\$ (5,797)	\$ (5,797)	\$ -	
State Gas Tax 2107.5 Expenditures by Department							
Non-Dept							
Transfer to other Funds	2,000	2,000	0	7,827	7,827	0	
	2,000	2,000	0	7,827	7,827	0	
Total	\$ 2,000	\$ 2,000	\$ -	\$ 7,827	\$ 7,827	\$ -	

City of St. Helena

State Gas Tax 2103 Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			57,357	\$ 117,083	\$ 117,083	\$ 16,875	
State Gas Tax 2103 - Revenues							
Investment Earnings	0	159	498	300	150	150	
	0	159	498	300	150	150	
Gas Tax 2103	0	57,195	81,234	70,900	64,000	65,280	-7.93%
	0	57,195	81,234	70,900	64,000	65,280	-7.93%
Total State Gas Tax 2103 Revenues	\$ -	\$ 57,354	\$ 81,732	\$ 71,200	\$ 64,150	\$ 65,430	-8.10%
State Gas Tax 2103- Expenditures							
Totals by category							
Transfer to other funds	0	0	22,006	164,358	164,358	0	-100.00%
Total State Gas Tax 2103 Expenditures	\$ -	\$ -	\$ 22,006	\$ 164,358	\$ 164,358	\$ -	-100.00%
State Gas Tax 2103 Surplus/(Deficit)	\$ -	\$ 57,354	\$ 59,726	\$ (93,158)	\$ (100,208)	\$ 65,430	
State Gas Tax 2103 Expenditures by Department							
Non-Dept							
Transfer to other Funds	0	0	22,006	164,358	164,358	0	-100.00%
	0	0	22,006	164,358	164,358	0	-100.00%
Total	\$ -	\$ -	\$ 22,006	\$ 164,358	\$ 164,358	\$ -	-100.00%

City of St. Helena

Measure A Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
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Beginning Fund Balance (July 1) 626,169 \$ 2,141,875 \$ 2,141,875 \$ 1,789,240

Measure A - Revenues

Investment Earnings	(61,098)	(35,178)	(14,949)	0	0	0	
	(61,098)	(35,178)	(14,949)	0	0	0	
Loan Proceeds	3,485,405	2,832,229	(1,016,791)	0	0	0	
Revenue from County	2,074,266	0	(635,043)	526,805	526,805	526,805	
	5,559,671	2,832,229	(1,651,834)	526,805	526,805	526,805	
Other Revenue	0	2,134,333	4,555,936	0	0	0	
	0	2,134,333	4,555,936	0	0	0	
Transfers In	0	70,000	114,649	0	0	0	
	0	70,000	114,649	0	0	0	
Total Measure A Revenues	\$ 5,498,573	\$ 5,001,384	\$ 3,003,802	\$ 526,805	\$ 526,805	\$ 526,805	

Measure A- Expenditures

Totals by category							
Salary	179,481	167,685	32,066	0	0	0	
Benefits	60,473	59,323	12,744	0	0	0	
Contracts	1,022,213	986,511	803,782	0	347,624	0	
Dept supplies/services	9,952	10,833	9,874	0	5,012	0	
Training/Conference	2,429	211	995	0	0	0	
Vehicle/Equip maintenance	30	107	0	0	0	0	
Debt Payments	143,922	327,756	526,805	526,805	526,804	526,805	
Capital	4,080,073	2,822,789	101,830	0	0	0	
Total Measure A Expenditures	\$ 5,498,573	\$ 4,375,215	\$ 1,488,096	\$ 526,805	\$ 879,440	\$ 526,805	0.00%

Measure A Surplus/(Deficit) \$ 0 \$ 626,169 \$ 1,515,706 \$ - \$ (352,635) \$ -

Measure A Expenditures by Department

Non-Dept

Debt Payments	143,922	327,756	526,805	526,805	526,804	526,805
	143,922	327,756	526,805	526,805	526,804	526,805

Council

Dept supplies/services	0	0	0	0	0	0
Training/Meetings	2,316	0	975	0	0	0
	2,316	0	975	0	0	0

City of St. Helena

Training Development Fund Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			(5,031)	\$ 396	\$ 396	\$ 416	
Training Development Fund - Revenues							
Post Reimbursement	3,457	12,715	7,090	4,000	4,000	4,000	0.00%
Investment Earnings	(87)	(85)	(23)	0	20	0	
	<u>3,370</u>	<u>12,629</u>	<u>7,067</u>	<u>4,000</u>	<u>4,020</u>	<u>4,000</u>	<u>0.00%</u>
Total Training Development Fund Revenues	\$ 3,370	\$ 12,629	\$ 7,067	\$ 4,000	\$ 4,020	\$ 4,000	0.00%
Training Development Fund- Expenditures							
Totals by category							
Training/Conference	4,770	10,712	1,640	4,000	4,000	4,000	0.00%
Total Training Development Fund Expenditures	\$ 4,770	\$ 10,712	\$ 1,640	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Training Development Fund Surplus/(Deficit)	\$ (1,400)	\$ 1,918	\$ 5,427	\$ -	\$ 20	\$ -	
Training Development Fund Expenditures by Department							
Police							
Training/Conference	4,770	10,712	1,640	4,000	4,000	4,000	0.00%
	<u>4,770</u>	<u>10,712</u>	<u>1,640</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>0.00%</u>
Total	\$ 4,770	\$ 10,712	\$ 1,640	\$ 4,000	\$ 4,000	\$ 4,000	0.00%

City of St. Helena

Asset Forfeiture Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			4,381	\$ 1	\$ 1	\$ (6,781)	
Asset Forfeiture - Revenues							
Investment Earnings	117	42	46	0	10	0	
	117	42	46	0	10	0	
Asset Forfeiture	22,887	11,998	8,449	14,000	1,208	0	-100.00%
	22,887	11,998	8,449	14,000	1,208	0	-100.00%
Total Asset Forfeiture Revenues	\$ 23,005	\$ 12,040	\$ 8,495	\$ 14,000	\$ 1,218	\$ -	-100.00%
Asset Forfeiture- Expenditures							
Totals by category							
Contracts	16,295	16,295	12,875	8,000	8,000	0	-100.00%
Total Asset Forfeiture Expenditures	\$ 16,295	\$ 16,295	\$ 12,875	\$ 8,000	\$ 8,000	\$ -	-100.00%
Asset Forfeiture Surplus/(Deficit)	\$ 6,710	\$ (4,255)	\$ (4,380)	\$ 6,000	\$ (6,782)	\$ -	
Asset Forfeiture Expenditures by Department							
Police							
Contracts	16,295	16,295	12,875	8,000	8,000	0	-100.00%
	16,295	16,295	12,875	8,000	8,000	0	-100.00%
Total	\$ 16,295	\$ 16,295	\$ 12,875	\$ 8,000	\$ 8,000	\$ -	-100.00%

City of St. Helena

Teen Center Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			35,744	\$ 35,293	\$ 35,293	\$ 34,044	
Teen Center - Revenues							
Donations	3,401	2,698	645	0	0	0	
	3,401	2,698	645	0	0	0	
Transfers In	99,396	96,558	104,545	123,376	123,376	125,939	2.08%
	99,396	96,558	104,545	123,376	123,376	125,939	2.08%
Total Teen Center Revenues	\$ 102,797	\$ 99,256	\$ 105,190	\$ 123,376	\$ 123,376	\$ 125,939	2.08%
Teen Center- Expenditures							
Totals by category							
Salary	46,313	67,869	72,597	85,891	85,892	86,354	0.54%
Benefits	16,963	22,617	23,991	30,250	30,173	30,625	1.24%
Contracts	24,357	0	407	1,000	1,000	1,000	0.00%
Dept supplies/services	36,654	8,075	8,621	6,085	7,410	7,760	27.53%
Training/Conference	142	280	25	150	150	200	33.33%
Transfer to other funds	0	414	0	0	0	0	
Total Teen Center Expenditures	\$ 124,430	\$ 99,256	\$ 105,641	\$ 123,376	\$ 124,625	\$ 125,939	2.08%
Teen Center Surplus/(Deficit)	\$ (21,633)	\$ -	\$ (451)	\$ -	\$ (1,249)	\$ -	
Teen Center Expenditures by Department							
Non-Dept							
Transfer to other Funds	0	414	0	0	0	0	
	0	414	0	0	0	0	
Recreation							
Salary	46,313	67,869	72,597	85,891	85,892	86,354	0.54%
Benefits	16,963	22,617	23,991	30,250	30,173	30,625	1.24%
Contracts	24,357	0	407	1,000	1,000	1,000	0.00%
Dept supplies/services	36,654	8,075	8,621	6,085	7,410	7,760	27.53%
Training/Conference	142	280	25	150	150	200	33.33%
	124,430	98,842	105,641	123,376	124,625	125,939	2.08%
Total	\$ 124,430	\$ 98,842	\$ 105,641	\$ 123,376	\$ 124,625	\$ 125,939	2.08%

City of St. Helena
Tree City Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			43,672	\$ 5,573	\$ 5,573	\$ 28,081	
Tree City - Revenues							
Transfers In	46,520	15,018	4,328	52,666	52,666	52,357	-0.59%
	46,520	15,018	4,328	52,666	52,666	52,357	-0.59%
Total Tree City Revenues	\$ 46,520	\$ 15,018	\$ 4,328	\$ 52,666	\$ 52,666	\$ 52,357	-0.59%
Tree City- Expenditures							
Totals by category							
Salary	8,498	7,871	8,028	7,799	7,256	7,875	0.97%
Benefits	3,630	3,747	4,049	4,248	3,900	4,199	-1.15%
Contracts	1,000	11,011	29,156	12,400	15,718	12,400	0.00%
Tree Expenses	7,327	2,863	345	7,634	1,905	6,983	-8.53%
Dept supplies/services	102	1,154	839	19,485	0	19,600	0.59%
Training/Conference	210	800	10	1,300	1,379	1,300	0.00%
Transfer to other funds	0	18,800	0	0	0	0	
Total Tree City Expenditures	\$ 20,767	\$ 46,246	\$ 42,427	\$ 52,866	\$ 30,158	\$ 52,357	-0.96%
Tree City Surplus/(Deficit)	\$ 25,753	\$ (31,228)	\$ (38,099)	\$ (200)	\$ 22,508	\$ -	
Tree City Expenditures by Department							
Public Works Tree City							
Salary	8,498	7,871	8,028	7,799	7,256	7,875	0.97%
Benefits	3,630	3,747	4,049	4,248	3,900	4,199	-1.15%
Contracts	1,000	11,011	29,156	12,400	15,718	12,400	0.00%
Tree Expenses	7,327	2,863	345	7,634	1,905	6,983	-8.53%
Dept supplies/services	102	1,154	839	19,485	0	19,600	0.59%
Training/Conference	210	800	10	1,300	1,379	1,300	0.00%
Transfer to other Funds	0	18,800	0	0	0	0	
	20,767	46,246	42,427	52,866	30,158	52,357	-0.96%
Total	\$ 20,767	\$ 46,246	\$ 42,427	\$ 52,866	\$ 30,158	\$ 52,357	-0.96%

City of St. Helena

Bocce Ball Fund Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			37,270	\$ 41,531	\$ 41,531	\$ 62,563	
Bocce Ball Fund - Revenues							
Recreation Registration	44,235	34,050	39,675	38,000	40,250	40,250	5.92%
Contributions from Non-Government	0	0	0	0	0	0	
Other	80	15	0	0	0	0	
Total Bocce Ball Fund Revenues	\$ 44,315	\$ 34,065	\$ 39,675	\$ 38,000	\$ 40,250	\$ 40,250	5.92%
Bocce Ball Fund- Expenditures							
Totals by category							
Salary	18,347	11,965	7,935	12,000	12,000	16,000	33.33%
Benefits	4,080	915	607	918	918	918	0.00%
Contracts	473	0	0	200	200	200	0.00%
Dept supplies/services	5,073	3,852	4,872	6,100	6,100	7,450	22.13%
Communications	418	0	0	0	0	0	
Transfer to other funds	17,624	0	22,000	25,000	0	0	-100.00%
Total Bocce Ball Fund Expenditures	\$ 46,014	\$ 16,732	\$ 35,414	\$ 44,218	\$ 19,218	\$ 24,568	-44.44%
Bocce Ball Fund Surplus/(Deficit)	\$ (1,699)	\$ 17,333	\$ 4,261	\$ (6,218)	\$ 21,032	\$ 15,682	
Bocce Ball Fund Expenditures by Department							
Non-Dept							
Transfer to other Funds	17,624	0	22,000	25,000	0	0	-100.00%
	17,624	0	22,000	25,000	0	0	-100.00%
Recreation							
Salary	18,347	11,965	7,935	12,000	12,000	16,000	33.33%
Benefits	4,080	915	607	918	918	918	0.00%
Contracts	473	0	0	200	200	200	0.00%
Dept supplies/services	5,073	3,852	4,872	6,100	6,100	7,450	22.13%
Communications	418	0	0	0	0	0	
	28,390	16,732	13,414	19,218	19,218	24,568	27.84%
Total	\$ 46,014	\$ 16,732	\$ 35,414	\$ 44,218	\$ 19,218	\$ 24,568	-44.44%

City of St. Helena

Recreation Programs Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			10,095	\$ 7,989	\$ 7,989	\$ (13,091)	
Recreation Programs - Revenues							
Recreation Registration	90,654	132,442	112,376	120,000	103,500	103,500	-13.75%
Donations	9,834	3,843	8,161	9,068	9,068	0	
Contributions from Government	6,425	0	0	0	0	0	
	106,913	136,285	120,537	129,068	112,568	103,500	-19.81%
Transfers In	11,902	0	0	0	0	0	
	11,902	0	0	0	0	0	
Total Recreation Programs Revenues	\$ 118,816	\$ 136,285	\$ 120,537	\$ 129,068	\$ 112,568	\$ 103,500	-19.81%

Recreation Programs- Expenditures

Totals by category							
Salary	44,990	40,199	37,644	40,186	40,186	39,574	-1.52%
Benefits	6,244	5,197	5,141	12,082	17,112	12,112	0.25%
Contracts	35,486	39,688	42,909	35,000	35,000	40,000	14.29%
Dept supplies/services	16,657	27,116	15,922	23,700	23,250	23,050	-2.74%
Training/Conference	140	50	0	200	200	200	0.00%
Communications	1,152	988	867	900	900	900	0.00%
Facility Rental	7,326	4,523	20,160	17,000	17,000	17,000	0.00%
Total Recreation Programs Expenditures	\$ 111,995	\$ 117,761	\$ 122,643	\$ 129,068	\$ 133,648	\$ 132,836	2.92%
Recreation Programs Surplus/(Deficit)	\$ 6,821	\$ 18,524	\$ (2,106)	\$ 0	\$ (21,080)	\$ (29,336)	

Recreation Programs Expenditures by Department

Recreation

Salary	44,990	40,199	37,644	40,186	40,186	39,574	-1.52%
Benefits*	6,244	5,197	5,141	12,082	17,112	12,112	0.25%
Contracts	35,486	39,688	42,909	35,000	35,000	40,000	14.29%
Facility Rental	7,326	4,523	20,160	17,000	17,000	17,000	0.00%
Dept supplies/services	16,657	27,116	15,922	23,700	23,250	23,050	-2.74%
Training/Conference	140	50	0	200	200	200	0.00%
Communications	1,152	988	867	900	900	900	0.00%
	111,995	117,761	122,643	129,068	133,648	132,836	2.92%

Total	\$ 111,995	\$ 117,761	\$ 122,643	\$ 129,068	\$ 133,648	\$ 132,836	2.92%
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*includes unemployment

City of St. Helena

Tourism Improvement District Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			32,464	\$ -	\$ -	\$ 150	
Tourism Improvement District - Revenues							
Investment Earnings	0	345	255	0	150	150	
	0	345	255	0	150	150	
TID City Admin	0	2,398	2,552	2,563	2,655	2,735	6.71%
	0	2,398	2,552	2,563	2,655	2,735	6.71%
TID Assessment - District	0	177,725	188,576	189,673	196,509	202,404	6.71%
TID Assessment - Local	0	60,027	63,999	64,079	66,388	68,379	6.71%
Total Tourism Improvement District Revenues	\$ -	\$ 240,495	\$ 255,382	\$ 256,315	\$ 265,702	\$ 273,668	6.77%
Tourism Improvement District- Expenditures							
Totals by category							
Contracts	0	200,471	287,846	253,752	262,897	270,783	6.71%
Transfer to other funds	0	0	0	2,563	2,655	2,735	0
Total Tourism Improvement District Expenditures	\$ -	\$ 200,471	\$ 287,846	\$ 256,315	\$ 265,552	\$ 273,518	6.71%
Tourism Improvement District Surplus/(Deficit)	\$ -	\$ 40,024	\$ (32,464)	\$ -	\$ 150	\$ 150	
Tourism Improvement District Expenditures by Department							
Non-Departmental							
Contracts	0	200,471	287,846	253,752	262,897	270,783	6.71%
Transfer to other funds	0	0	0	2,563	2,655	2,735	6.71%
	0	200,471	287,846	253,752	262,897	270,783	6.71%
Total	\$ -	\$ 200,471	\$ 287,846	\$ 253,752	\$ 262,897	\$ 270,783	6.71%

City of St. Helena

Ryan Trust Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			94,565	\$ 17,667	\$ 17,667	\$ 18,267	
Ryan Trust - Revenues							
Investment Earnings	2,537	1,531	1,502	1,150	600	600	-47.83%
	<u>2,537</u>	<u>1,531</u>	<u>1,502</u>	<u>1,150</u>	<u>600</u>	<u>600</u>	<u>-47.83%</u>
Total Ryan Trust Revenues	\$ 2,537	\$ 1,531	\$ 1,502	\$ 1,150	\$ 600	\$ 600	-47.83%
Ryan Trust- Expenditures							
Totals by category							
Contracts	1,999	910	0	0	0	0	0.00%
Transfer to other funds	0	0	78,400	0	0	0	0
Total Ryan Trust Expenditures	\$ 1,999	\$ 910	\$ 78,400	\$ -	\$ -	\$ -	0.00%
Ryan Trust Surplus/(Deficit)	\$ 538	\$ 621	\$ (76,898)	\$ 1,150	\$ 600	\$ 600	
Ryan Trust Expenditures by Department							
Library							
Dept supplies/services	1,999	910		0	0	0	0.00%
Transfer to other funds	0	0	78,400	0	0	0	
	1,999	910	78,400	0	0	0	0.00%
Total	\$ 1,999	\$ 910	\$ 78,400	\$ -	\$ -	\$ -	0.00%

City of St.Helena
Tweed Trust Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			460,401	\$ 232,816	\$ 232,816	\$ 268,936	
Tweed Trust - Revenues							
Investment Earnings	39,740	3,416	3,728	2,100	100	100	
	39,740	3,416	3,728	2,100	100	100	
Donations	4,800	185,000	63,000	65,000	72,886	72,886	
	4,800	185,000	63,000	65,000	72,886	72,886	
Rental Income	37,392	37,292	43,190	43,190	45,548	45,500	5.35%
	37,392	37,292	43,190	43,190	45,548	45,500	5.35%
Transfers In	0	0	0	0	0	0	
	0	0	0	0	0	0	
Total Tweed Trust Revenues	\$ 81,932	\$ 225,708	\$ 109,918	\$ 110,290	\$ 118,534	\$ 118,486	7.43%
Tweed Trust- Expenditures							
Totals by category							
Salary	6,514	5,824	12,566	22,189	22,189	23,000	3.65%
Benefits	498	446	961	1,697	1,200	1,697	0.00%
Contracts	368	4,186	0	0	0	0	
Dept supplies/services	63,604	53,035	49,232	61,500	55,059	73,000	18.70%
Training/Conference	75	3,773	2,358	3,500	3,500	3,500	0.00%
Capital Equipment	0	16,418	0	0	466	0	
Transfer to other funds	0	0	272,386	0	0	0	0
Total Tweed Trust Expenditures	\$ 71,058	\$ 83,682	\$ 337,503	\$ 88,886	\$ 82,414	\$ 101,197	13.85%
Tweed Trust Surplus/(Deficit)	\$ 10,873	\$ 142,026	\$ (227,585)	\$ 21,404	\$ 36,120	\$ 17,289	
Tweed Trust Expenditures by Department							
Non-Dept							
Contributions	2,507,355	0	0	0	0	0	
Transfer to other Funds	0	0	272,386	0	0	0	
	2,507,355	0	272,386	0	0	0	
Library							
Salary	6,514	5,824	12,566	22,189	22,189	23,000	3.65%
Benefits	498	446	961	1,697	1,200	1,697	0.00%
Contracts	368	4,186	0	0	0	0	
Dept supplies/services	63,604	53,035	49,232	61,500	55,059	73,000	18.70%
Training/Conference	75	3,773	2,358	3,500	3,500	3,500	0.00%
Capital Equipment	0	16,418	0	0	466	0	
	71,058	83,682	65,117	88,886	82,414	101,197	13.85%
Total	\$ 2,578,413	\$ 83,682	\$ 337,503	\$ 88,886	\$ 82,414	\$ 101,197	13.85%

City of St. Helena

1996 GO Bonds Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)			116,805	\$ 179,068	\$ 179,068	\$ 181,568	
1996 GO Bonds - Revenues							
Property Tax	162,230	159,341	242,038	183,658	186,158	184,658	0.54%
	162,230	159,341	242,038	183,658	186,158	184,658	0.54%
Investment Earnings	439	110	255	0	0	0	
	439	110	255	0	0	0	
Homeowner Property Tax	554	555	874	0	0	0	
	554	555	874	0	0	0	
Total 1996 GO Bonds Revenues	\$ 163,223	\$ 160,006	\$ 243,167	\$ 183,658	\$ 186,158	\$ 184,658	0.54%
1996 GO Bonds- Expenditures							
Totals by category							
Debt Payments	178,880	182,630	180,904	183,658	183,658	180,950	-1.47%
Total 1996 GO Bonds Expenditures	\$ 178,880	\$ 182,630	\$ 180,904	\$ 183,658	\$ 183,658	\$ 180,950	-1.47%
1996 GO Bonds Surplus/(Deficit)	\$ (15,657)	\$ (22,624)	\$ 62,263	\$ -	\$ 2,500	\$ 3,708	
1996 GO Bonds Expenditures by Department							
Non-Departmental							
Debt Payments	178,880	182,630	180,904	183,658	183,658	180,950	-1.47%
	178,880	182,630	180,904	183,658	183,658	180,950	-1.47%
Total	\$ 178,880	\$ 182,630	\$ 180,904	\$ 183,658	\$ 183,658	\$ 180,950	-1.47%

City of St. Helena

City Garage Budget Worksheet

	FY09/10 Actual	FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	FY12/13 Estimated Year End	FY13/14 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)				\$ -	\$ -	\$ 0	
City Garage - Revenues							
Charges for Services	225,014	124,318	0	118,694	99,006	129,736	9.30%
	225,014	124,318	0	118,694	99,006	129,736	9.30%
Total City Garage Revenues	\$ 225,014	\$ 124,318	\$ -	\$ 118,694	\$ 99,006	\$ 129,736	9.30%
City Garage- Expenditures							
Totals by category							
Salary	100,867	0	0	0	0	0	
Benefits	41,537	22,712	0	0	0	0	
Contracts	0	0	0	0	0	0	
Dept supplies/services	5,579	10,059	0	6,174	1,897	6,174	0.00%
Training/Conference	0	0	0	0	0	0	
Vehicle/Equip maintenance	74,677	91,547	0	112,520	97,109	123,562	9.81%
Capital Equipment	0	0	0	0	0	0	
Total City Garage Expenditures	\$ 222,659	\$ 124,318	\$ -	\$ 118,694	\$ 99,006	\$ 129,736	9.30%
City Garage Surplus/(Deficit)	\$ 2,355	\$ -	\$ -	\$ -	\$ 0	\$ -	
City Garage Expenditures by Department							
Public Works Garage							
Salary	100,867	0	0	0	0	0	
Benefits	41,537	22,712	0	0	0	0	
Contracts	0	0	0	0	0	0	
Dept supplies/services	5,579	10,059	0	6,174	1,897	6,174	0.00%
Vehicle/Equip maintenance	74,677	91,547	0	112,520	97,109	123,562	9.81%
Capital Equipment	0	0	0	0	0	0	
	222,659	124,318	0	118,694	99,006	129,736	9.30%
Total	\$ 222,659	\$ 124,318	\$ -	\$ 118,694	\$ 99,006	\$ 129,736	9.30%

CITY OF ST. HELENA
GARAGE COST ALLOCATION
Fiscal Year 2013/2014

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 45 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-40-00-23-50	Administration	1	2.17%	3,164
101-45-00-23-50	Building Inspector	1	2.17%	3,164
101-49-00-23-50	Police	11	23.91%	34,807
101-50-00-23-50	P/W Director	3	6.52%	9,493
101-50-15-23-50	P/W-Streets O&M	7	15.22%	22,150
101-50-27-23-50	Parks	5	10.87%	15,821
561-50-31-23-50	P/W-Water Distribution	5	10.87%	15,821
561-50-34-23-50	P/W-Water Plant	3	6.52%	9,493
571-50-20-23-50	P/W-Wastewater O&M	1	2.17%	3,164
571-50-29-23-50	P/W-Wastewater Plant	4	8.70%	12,657
582-50-37-23-50	P/W-City Garage*	5	10.87%	0
TOTALS		46	100.00%	\$129,736

*Cost of City Garage vehicles are allocated to the departments outside of City Garage that hold the other 41 vehicles.

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