City of St. Helena

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

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May 13, 2014

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

Re: Fiscal Year 2014-15 Draft Operating Budget

Mayor Nevero and City Council Members:

Please find for your review the Fiscal Year 2014-15 Draft Operating Budgets for the General Fund, Water and Wastewater Funds.

Despite continued tight economic times, the last two year's belt tightening was instrumental in shaping the FY 2014-15 draft budget. This budget still provides an excess of revenue over operating expenses. Our draft budget initially provided a $390,000 excess of revenue over expenditures. Staff has provided in the budget $372,000 of potential projects for Council final consideration. As such, this budget shows a surplus of approximately $18,000.

Operating Budget: General Fund, Water, and Wastewater

General Fund

General fund revenues for Fiscal Year 2014-2015 (FY14/15) are estimated at $9,390,319 million, approximately 1% higher than the year-end estimates for the current budget year.

Overall, while general fund revenues are stabilizing, this operating budget is basically flat, with minor increases and decreases throughout. One such increase is the proposed addition of $100,000 for what we have termed an "Economic Vitality Consultant" to enhance St Helena financial base and provide increased revenue for City programs. We are also committing over $78,000 to add a permit technician for enhanced services in our planning/building/public works departments.

Property tax, sales tax and transient occupancy tax account for about 74% of all General Fund revenues. Property tax revenue has held steady the last few years, and Napa County projects a 2% increase next year to approximately $2.8 million. Our sales tax consultant, MuniServices, estimates a 3.5% increase in sales tax over the current year at almost $2.5 million. Transient Occupancy Tax (TOT), including short-term rental TOT, is estimated to increase 5% next year to $1.7 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 realigned administrative personnel cost allocations to these enterprises funds, which correspondingly decreased 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 OPPORTUNTIES

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%. In this budget we are adding back 2.5 positions. Sales tax revenue and TOT had shrunk to levels from almost a decade ago and development activity had slowed. We are now seeing a slow recovery and an increase in these activities. The City is still seeking additional revenue sources, but our focus today must remain 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. Las Alcobas (Grandview Hotel) is nearly ready to break ground. While this is positive longer term, it will not contribute to City TOT revenue in this budget period and we must continue our streamlined operation.

CONCLUSION

Our employees represent the largest expense category for the City and a great City asset. 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. Again this year, 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. Each department is to be commended for their effort in analyzing revenues, projecting expenses and, coming up with ways to maintain costs without impacting needed services and programs. Special thanks to Dawn Marshall for all her hard work coordinating the process and preparing all the documentation. Although her job was made especially difficult by having a part-time Finance Director and managing multiple recruitments during this period, she still managed to meet the deadlines required in getting this document out to Council.

STAFF RECOMMENDATIONS

1. Approve attached Resolution
2. If more discussion is desired, continue this item and reschedule for future special or regular meeting.

Gary Broad
City Manager

Sheila McCrory
Interim Finance Director

CITY OF ST. HELENA, CALIFORNIA

Resolution No. 2014-

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR THE FISCAL YEAR ENDING JUNE 30, 2015

RECITALS

Good operating practice requires that the City adopt estimates of revenues and expenditures on a fiscal year basis and provide a policy for subsequent modification of such appropriations. Staff determined the appropriations needed for the next fiscal year and prepared a draft budget for Council review.

RESOLUTION

The City Council hereby adopts the following:

1. Revenue estimates and appropriations by fund and department as shown in "EXHIBIT A", a copy of which is attached and hereby made a part of this Resolution, is hereby adopted.

2. Any unexpended portion of the General Fund balance as of June 30, 2014, is hereby assigned to a Reserve, up to the City's annual appropriation limitation.

3. The City, as a practice, shall expend current year proceeds of tax first, and then any non-proceeds of tax to satisfy approved appropriations.

4. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.

5. The St. Helena Chamber of Commerce shall receive an operating subsidy equal to eight percent (8%) of Business License Tax revenues, three percent (3%) of Transient Tax revenues, and two percent (2%) of Sales Tax revenues received by the City during the fiscal year to be used for promotion and entertainment purposes. The Chamber shall annually on or before April 30, submit to the City Council a report of activities of the Chamber, the approved budget, and an accounting of public funds expended during the previous calendar year ending December 31.

6. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

7. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.

8. The City Council has the overriding authority to control the use of revenues and the appropriation of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.

9. All changes in appropriations will be authorized on a "Budget Transfer" form. All increases in appropriations will be authorized by Council.

10. Any expenditure of greater than $25,000 for supplies, equipment or general services requires formal bid procedures and must be approved by the City Council pursuant to Article XIV, Chapter 2 of the City Code.

Approved by action of the City Council at a Regular Meeting held on May __, 2014, by the following vote:

AYES:
NOES:
ABSTAIN

APPROVED:	ATTEST:
_____	_____
Ann Nevero Mayor	Cindy Black Interim City Clerk

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CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2014-15

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C I T Y O F S T. H E L E N A

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
Cindy Black – Interim City Clerk

ADMINISTRATIVE TEAM

Greg Desmond – Interim Planning Director
Jennifer Baker – Library Director
Jackie Rubin – Police Chief
Debra Hights – Interim Public Works Director/City Engineer
Sheila McCrory – Interim Director of Finance
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

EXHIBIT A

CITY OF ST. HELENA
Budget Summary by Fund
Fiscal Year 2014/2015

	REVENUES	EXPENDITURES
FUND 101, GENERAL FUND	$9,395,519	
City Council		$145,144
City Manager/Clerk		382,813
Finance		307,336
City Attorney		545,000
Planning/Building		545,841
Library		1,007,966
Recreation		84,995
Fire		606,639
Police		2,855,531
Public Works Admin		173,816
Government Buildings		188,158
Storm Drains		143,497
Streets		226,088
Parks		751,492
Debt Service		236,275
Non-Departmental		505,155
Operating Transfers		244,785
Subtotal		$8,950,531
Capital Transfers		416,137
TOTAL GENERAL FUND	**$9,395,519**	**$9,366,668**
Fund 216, Public Safety Impact Fees	21,000	-
Fund 218, Public Library Foundation	-	2,603
Fund 219, CLSA Library Restoration	-	133,360
Fund 224, Public Safety (COPS)	100,000	100,000
Fund 225, State Gas Tax 2105	28,660	28,660
Fund 226, State Gas Tax 2106	20,550	20,550
Fund 227, State Gas Tax 2107	46,150	46,150
Fund 228, State Gas Tax 2107.5	2,030	2,030
Fund 229, State Gas Tax 2103	65,430	65,430
Fund 235, Measure A	2,450,000	526,805
Fund 238, Training Development	4,000	2,000
Fund 279, Asset Forfeiture	-	2,000
Fund 280, Community Activities	165,464	165,464
Fund 283, Tree City USA	64,321	64,321
Fund 286, Bocce Ball	48,000	41,188
Fund 289, Recreation Programs	196,000	186,954

EXHIBIT A

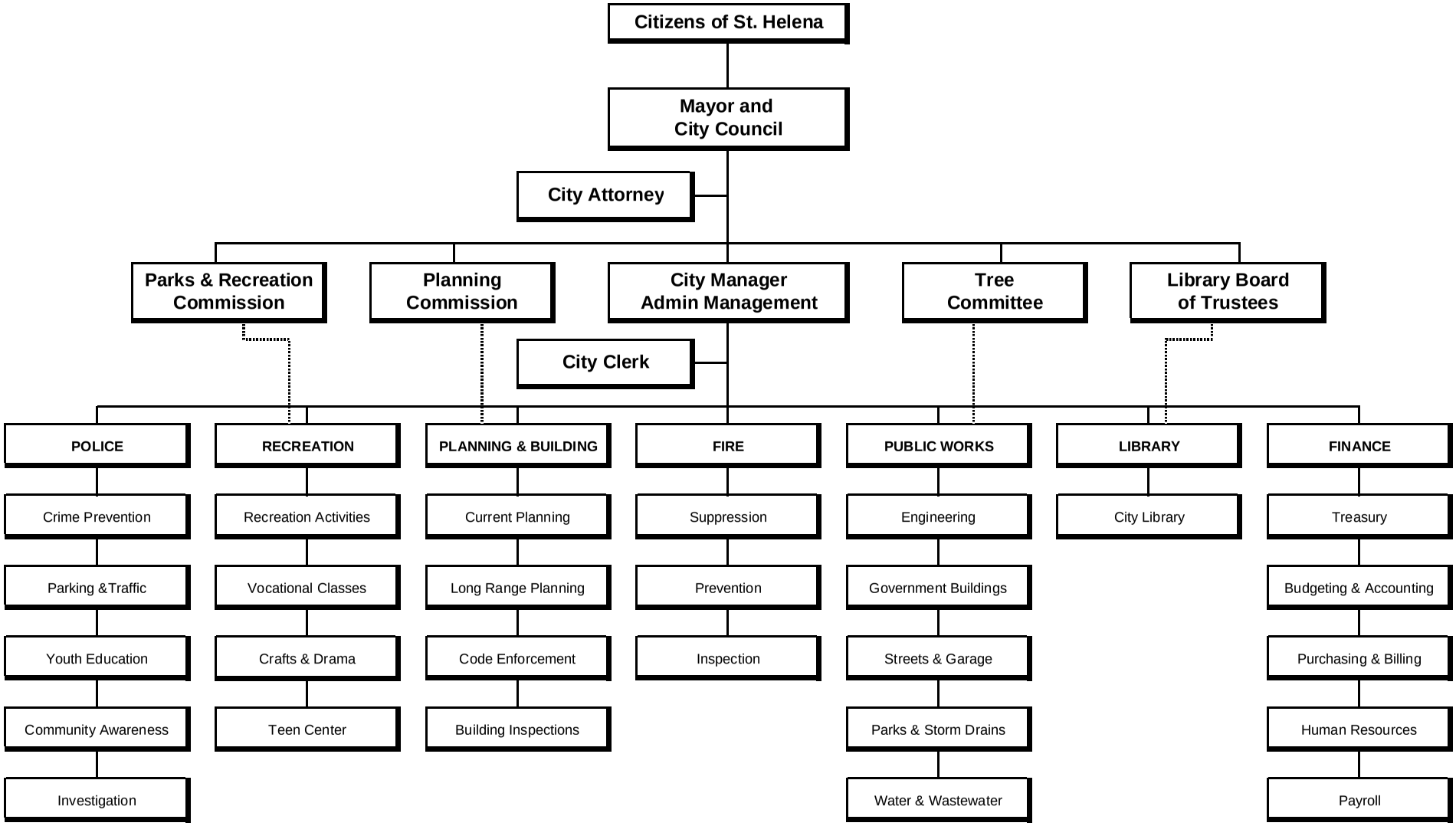
	REVENUES	EXPENDITURES
Fund 290, Tourism Improvement District	281,663	281,663
Fund 295, N.O.A.A.	-	1,795
Fund 375, Murray Trust	1,200	-
Fund 381, Ryan Library Trust	425	-
Fund 382, Martin Library Trust	-	14,263
Fund 383, Dr. Wood Trust	-	-
Fund 384, Tweed Trust	45,500	132,345
Fund 420, Fire Station GO Bonds	158,000	188,613
Fund 561, Water Enterprise	4,808,099	4,599,086
Fund 562, 1977 Water Bond	-	-
Fund 571, Sewer Enterprise	2,152,615	1,848,466
Fund 582, Garage	135,551	135,551
TOTAL BUDGET	$20,190,177	$17,955,965
Less Interfund Transfers	(1,114,003)	(1,114,003)
TOTAL NET REVENUES AND EXPENDITURES	**$19,076,174**	**$16,841,962**

EXHIBIT A

	REVENUES	EXPENDITURES
Capital Fund Requests for 2014-2015		
Fund 741, Street Improvement	$ 159,020	$ 159,020
Fund 733, General Fund Capital Projects		
911 Dispatch Console $89,395	416,137	416,137
Shooting Range clean-up & replacement $100,000		
Computers, software and hardware replacements $108,100		
Trak-It Software Interface $5,000		
Ford F250 utility vehicle for Fire Station $43,696		
Asphalt Roller $19,271		
Human Resources/Payroll portal $3,000		
John Deere Lawn Mower $9,755		
Tot-lot play structure $37,920		
Fund 763, Water Capital Projects	200,000	200,000
Fund 773, Wastewater Capital Projects	100,000	100,000
	$ 875,157	$ 875,157

Additional Capital Requests for 2014-2015		
- Unfunded -		
Fund 733, General Fund Capital Projects		
Chamber of Commerce Board and Economic Development Grant $50,000		$ 50,000
Fund 741, Street Improvement		900,980
Fund 763, Water Capital Projects		880,507
Fund 773, Wastewater Capital Projects		1,441,664
Total Unfunded Capital Project Requests	$ -	$ 3,273,151

City of St. Helena



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

FISCAL YEAR 2014-2015

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 5,943; up 1.6% from the previous years estimate of 5,849. 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 $2.3 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.

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. Street improvements remain high on the list of priorities. 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
R E A D E R S G U I D E T O T H E B U D G E T

FISCAL YEAR 2014-2015

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 225.

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

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

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
R E A D E R S G U I D E T O T H E B U D G E T

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. XIIIB, 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

S C H E D U L E O F T R A N S F E R S

Fiscal Year 2014/2015

	TO:		FROM:				
#	FUND #	AMOUNT	101 GEN'L	561 WATER	571 SEWER	OTHER FUND #	AMOUNT
1	280	165,464	165,464				
	TRANSFER FUNDS FOR TEEN CENTER OPERATION						
2	283	64,321	64,321				
	TRANSFER FUNDS FOR TREE CITY USA EXPENSES						
3	289	15,000	15,000				
	TRANSFER FUNDS FOR RECREATION						
4	101	15,000				286	15,000
	TRANSFER FUNDS FROM BOCCE FUND						
5	101	2,757				290	2,757
	TRANSFER FUNDS FOR TID ASSESSMENT						
6	101	20,000				384	20,000
	TRANSFER FUNDS FROM TWEED FUND						
7	733	372,441	372,441				
	TRANSFER FUNDS FOR CAPITAL PROJECTS						
						225	28,560
						226	20,550
						227	42,450
						228	2,030
8	741	159,020				229	65,430
	TRANSFER FUNDS FOR STREET IMPROVEMENTS						
	763	200,000				561	200,000
9	773	100,000				571	100,000
	TRANSFER FUNDS FOR CAPITAL PROJECTS ENTERPRISE FUNDS						
TOTALS		**$ 1,114,003**	**$ 617,226**	**$ -**	**$ -**		**$ 496,777**

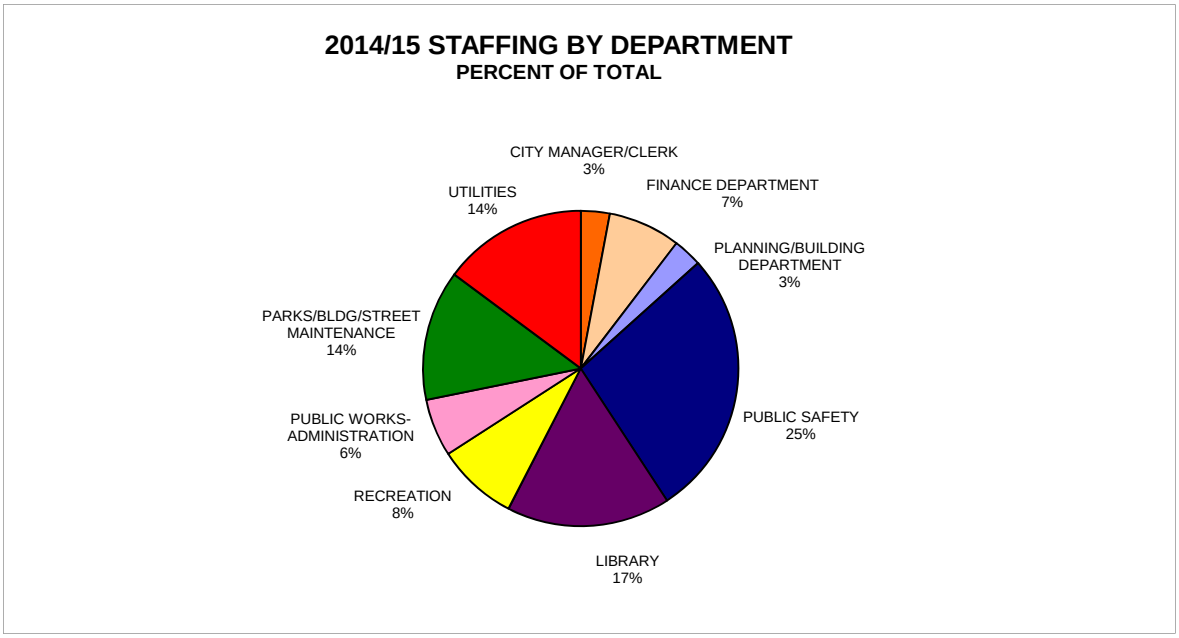
SUMMARY TRANSFERS IN:		
OPERATIONAL		
COMMUNITY ACTIVITIES	280 =	165,464
TREE CITY USA	283 =	64,321
RECREATION	289 =	15,000
GENERAL FUND	101 =	37,757
Subtotal Operational		$ 282,542
CAPITAL		
GENERAL CAPITAL	733 =	372,441
STREET IMPROVEMENTS	741 =	159,020
WATER CAPITAL	763 =	200,000
WASTWATER CAPITAL	773 =	100,000
Subtotal Capital		$ 831,461
TOTALS		**$ 1,114,003**

SUMMARY TRANSFERS OUT:		
OPERATIONAL		
GENERAL FUND	101 =	244,785
BOCCE	286 =	15,000
TOURISM IMPROVEMENT	290 =	2,757
TWEED TRUST	384 =	20,000
Subtotal Operational		$ 282,542
CAPITAL		
GENERAL FUND	101 =	372,441
WATER FUND	561 =	200,000
WASTEWATER FUND	571 =	100,000
GAS TAX 2105	225 =	28,560
GAS TAX 2106	226 =	20,550
GAS TAX 2107	227 =	42,450
GAS TAX 2107.5	228 =	2,030
GAS TAX 2103	229 =	65,430
Subtotal Capital		$ 831,461
TOTALS		**$ 1,114,003**

CITY OF ST. HELENA
A L L O C A T I O N O F C I T Y P O S I T I O N S
Fiscal Years 20010/11 - 2014/15

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 46% of the total operational budget; amounting to $8,178,431. The following graph identifies full-time equivalent (FTE) positions by department.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

DEPARTMENTS	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	*CURRENT +/-*
CITY MANAGER/CLERK	2.50	2.50	2.00	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	2.00	1.00	2.00	1.00
POLICE	16.50	16.50	16.50	16.50	16.50	0.00
FIRE	1.80	1.80	1.80	2.00	2.00	0.00
LIBRARY	10.49	10.54	11.32	11.32	11.32	0.00
RECREATION	5.09	5.09	5.09	5.09	5.60	0.51
PUBLIC WORKS-ADMINISTRATION	5.50	5.50	4.00	4.00	4.00	0.00
BUILDINGS MAINTENANCE	2.00	2.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00
WATER DISTRIBUTION	4.00	4.00	3.47	3.47	4.00	0.53
WATER TREATMENT PLANT	2.50	2.00	2.00	2.00	3.00	1.00
WASTEWATER TREATMENT PLANT	2.50	3.00	3.00	3.00	3.00	0.00
TOTAL FTE'S	**71.88**	**71.93**	**65.18**	**64.38**	**67.42**	**3.04**

Association. Authorized positions for fiscal year 2015 are 67.42 FTE's. Part-time positions make up 8.37 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 2010/2011 - 2014/2015

		FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	*CURRENT +/-*
CITY MANAGER/CLERK							
4200	City Manager	1	1	1	1	1	
	City Clerk	1	1	1	1	1	
	Administrative Assistant	1	1	-	-	-	
	Flood Project Manager	-	-	-	-	-	
	Office Assistant	-	-	-	-	-	
	SUBTOTAL	3	3	2	2	2	-
FINANCE DEPARTMENT							
4300	Director of Finance/Treasurer	1	1	1	1	1	
	Accounting Tech. II/HR Manager	1	1	1	1	1	
	Accounting Technician I	1	1	1	1	1	
	Accounting Assistant II	-	-	2	2	1	
	Accounting Assistant I	2	2	-	-	1	
	SUBTOTAL	5	5	5	5	5	-
PLANNING/BUILDING DEPARTMENT *							
4500	Director of Planning	1	1	-	-	-	
	Senior Planner (Interim Planning Director)	1	1	1	1	1	
	Associate Planner	1	1	-	-	-	
	Administrative Assistant	1	1	-	-	-	
	Chief Building Official	-	-	1	-	-	
	Bldg.Permit Technician	1	1	-	-	1	
	SUBTOTAL	5	5	2	1	2	1
POLICE DEPARTMENT							
4900	Police Chief	1	1	1	1	1	
	Sergeants	3	3	4	4	4	
	Corporal	1	1	1	1	1	
	Investigator	-	-	-	-	-	
	Police Officers	6	6	5	5	5	
	Dispatchers	4	4	4	4	4	
	Community Services Officers	2	2	2	2	2	
	Crossing Guards	-	-	-	-	-	
	SUBTOTAL	17	17	17	17	17	-
FIRE							
4800	Fire Chief	1	1	1	1	1	
	Administrative Assistant	1	1	1	1	1	
	SUBTOTAL	2	2	2	2	2	-
LIBRARY							
4600	Library Director	1	1	1	1	1	
	Senior Librarian	3	2	2	2	2	
	Librarian II	1	1	1	1	1	
	Supervising Library Assistant	-	1	1	1	1	
	Library Assistant II	2	1	-	-	-	
	Library Assistant I	-	1	1	1	1	
	Office Assistant	1	1	1	1	1	
	Library Clerk (P/T)	1	1	2	2	2	
	Library Associate (P/T)	1	1	2	2	2	
	Library Shelvers/Assistant (PT)	1	1	1	1	1	
	SUBTOTAL	10	11	11	11	11	-

PART-TIME POSITIONS

CITY OF ST. HELENA
AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS
Fiscal Years 2010/2011 - 2014/2015

		FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	*CURRENT +/-*
RECREATION							
4728	Recreation Director	-	-	-	-	-	
	Recreation Manager	1	1	1	1	1	
	Recreation Supervisor	-	-	-	-	1	
	Bocce Ball League	0	0	0	0	0	
	Pool	1	1	1	1	1	
	Teen Center Supervisor	1	1	1	1	1	
	Teen Center/SPLASH Camp	1	1	1	1	1	
	Daycamp/Pool/Basketball	2	2	2	2	2	
	SUBTOTAL	5	5	5	5	6	1
PUBLIC WORKS-ADMINISTRATION							
5000	P/W Director/Engineer	1	1	1	1	1	
	Assistant PW Dir/Assistant Engineer	1	1	1	1	1	
	Associate Engineer	1	1	-	-	-	
	Assistant Engineer	-	1	-	-	-	
	Flood Project Manager	1	-	-	-	-	
	Management Analyst	1	1	1	1	1	
	Water Conservation Specialist	-	1	-	-	-	
	Administrative Assistant	1	1	1	1	-	
	Office Assistant	-	-	-	-	1	
	SUBTOTAL	6	6	4	4	4	-
BUILDINGS MAINTENANCE**							
5006	P/W Supervisor - Buildings	1	1	-	-	-	
	Maintenance Worker I	1	1	-	-	-	
	Maintenance Worker II	-	-	-	-	-	
	SUBTOTAL	2	2	-	-	-	-
STREET MAINTENANCE							
5016	P/W Supervisor - Streets	1	1	1	1	1	
	Lead Worker	1	1	1	1	1	
	Maintenance Worker III/Equip Operator	1	-	-	-	-	
	Maintenance Worker II	-	-	1	1	2	
	Maintenance Worker I	1	2	1	1	-	
	SUBTOTAL	4	4	4	4	4	-
TREE CITY U.S.A.							
5026	P/W Supervisor - Parks	0	0	0	0	0	
	SUBTOTAL	0	0	0	0	0	-
PARKS MAINTENANCE**							
4727	Supervisor - Parks	1	1	1	1	1	
	Lead Worker	1	1	1	1	1	
	Maintenance Worker II	3	3	3	3	3	
	Maintenance Worker I	-	-	-	-	-	
	SUBTOTAL	5	5	5	5	5	-
WATER DISTRIBUTION							
5031	Chief Water Distribution Operator	1	1	0	-	1	
	Lead Worker	1	1	1	1	1	
	Maintenance Worker II	1	1	1	1	2	
	Maintenance Worker I	1	1	1	1	-	
	SUBTOTAL	4	4	3	3	4	1

PART-TIME POSITIONS

CITY OF ST. HELENA

AUTHORIZED POSITIONS / FULL TIME EQUIVALENTS

Fiscal Years 2010/2011 - 2014/2015

		FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	*CURRENT +/-*
WATER TREATMENT PLANT							
5034	Chief Plant Operator	1	1	1	1	1	
	Operator III	1	1	1	1	1	
	Operator II	1	1	-	-	1	
	Operator I	-	1	-	-	-	
	Operator In Training	-	-	-	-	-	
	SUBTOTAL	3	3	2	2	3	1
WASTEWATER TREATMENT PLANT							
5029	Chief Plant Operator	1	1	1	1	1	
	Operator III	1	1	1	1	1	
	Operator II	1	1	-	-	-	
	Operator I	-	1	1	1	1	
	Journeyman Industrial Maintenance	1	-	-	-	-	
	SUBTOTAL	3	3	3	3	3	-
CITY GARAGE							
5037	Mechanic	1	-	-	-	-	-
TOTAL PART TIME***		8	8	9	9	8	(0.5)
TOTAL FULL TIME		65	65	56	55.05	59.05	4
GRAND TOTAL		73	73	65	64	67.42	3.5
POPULATION		5,993	5,989	5,924	6,041	6,041	

**** 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 ($2,882,151) - 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 2014-2015 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.

Sales Tax and Sales Tax in Lieu ($2,546,169) - 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 3.5% per our sales tax consultant, due to a slow recovering economy.

Transient Tax ($1,726,916) - The City has a tax rate of 12% on all revenues paid to Hotels and Bed and Breakfast Inns. The tax is paid by the guests staying at these accommodations. This revenue is estimated to increase at a rate of 5% or $81,802 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-five 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 remain constant.

Motor Vehicle License Fees and in Lieu ($528,174) – Established in 1935 as a uniform statewide tax, vehicle license fee tax is a tax on ownership of a registered vehicle in place of taxing vehicle as personal property. Effective July 1, 2011 Vehicle License Fee revenue allocated to cities shifted all city vehicle license fee revenues to fund law enforcement grants. Monthly allocations have been reduced to zero. In 2004 the state "swapped" a portion of the vehicle license fee revenues. The city now receives revenues based on property tax growth instead of the original allocation based on population. The in lieu revenues remaining are paid with Property Taxes. This change occurred when the VLF swap was implemented by the State and remain at risk. This revenue is reported under "Intergovernmental Revenues" in the General Fund.

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.

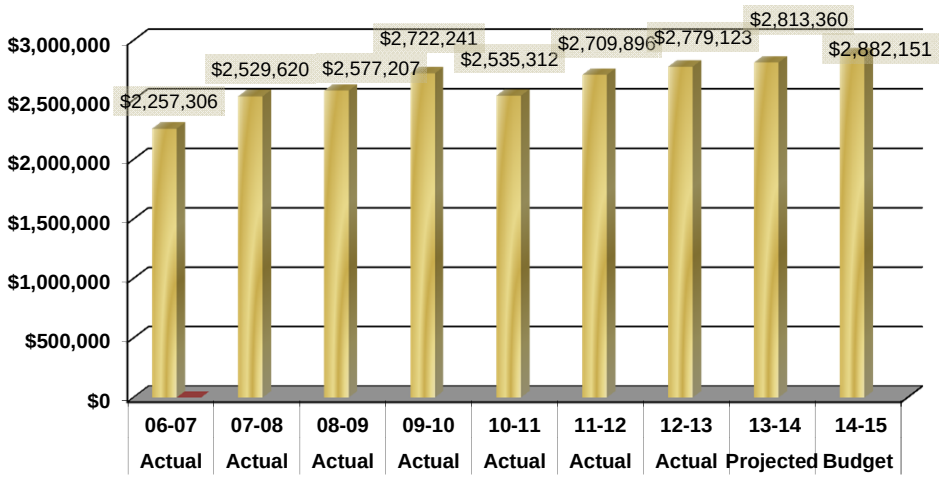
Measure A ($0)
All funds from Measure A have been allocated and spent on the St. Helena Comprehensive flood project.

ENTERPRISE FUNDS

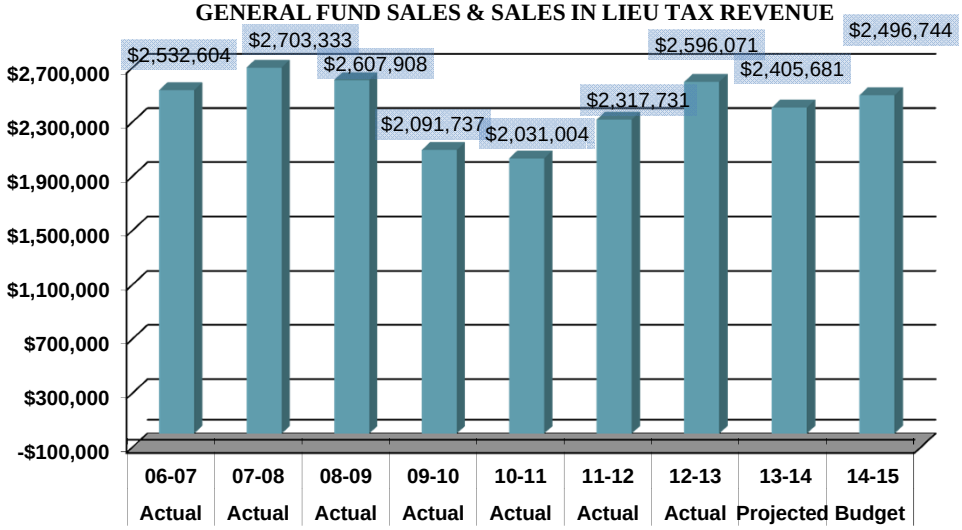
Water Enterprise Service Charges ($4,482,266) - Revenues charged to users of the municipal water system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2014 billing cycle. The last increase occurred in January 2013. 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 ($2,151,615) - 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 2014 billing cycle. The last increase occurred in January 2013. 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.

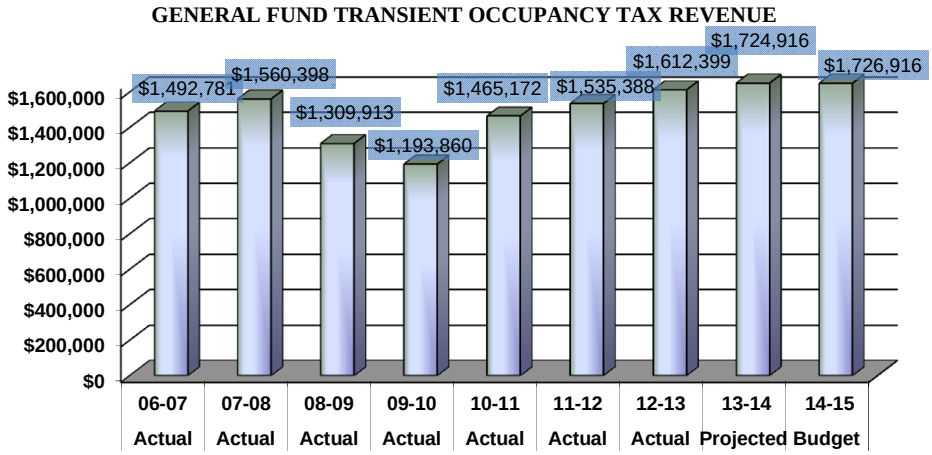
CITY OF ST. HELENA
GENERAL FUND PROPERTY TAX REVENUE



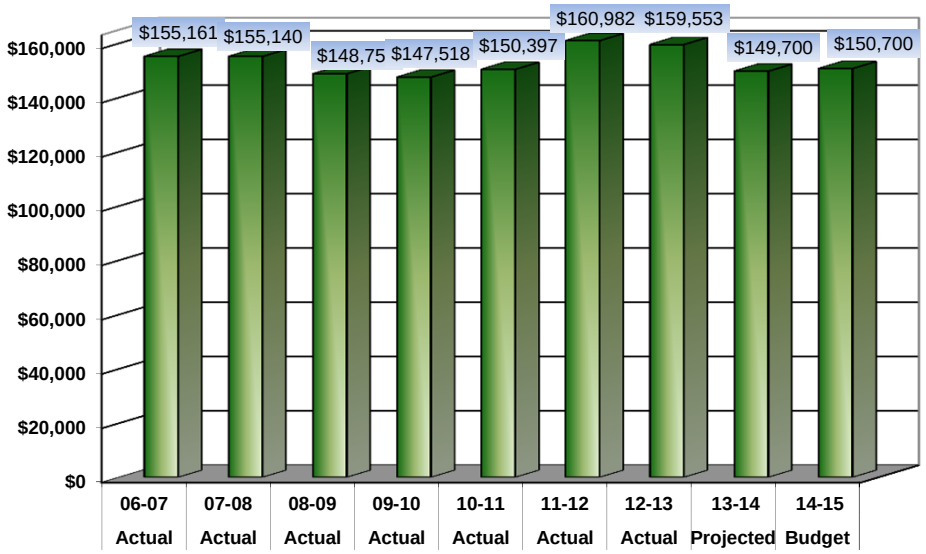
CITY OF ST. HELENA
GENERAL FUND SALES & SALES IN LIEU TAX REVENUE



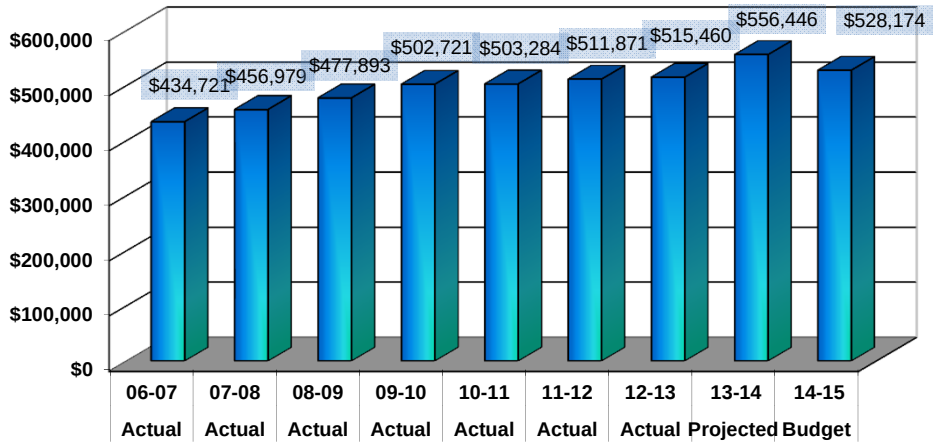
CITY OF ST. HELENA
GENERAL FUND TRANSIENT OCCUPANCY TAX REVENUE



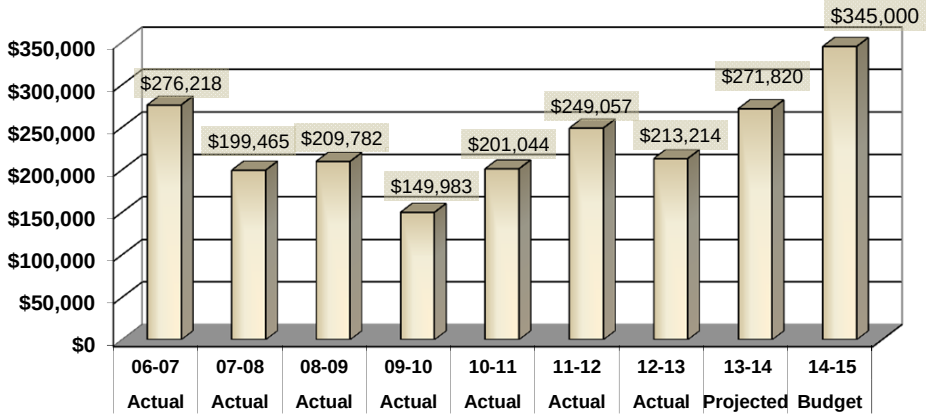
CITY OF ST. HELENA
GENERAL FUND BUSINESS LICENSE REVENUE



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 2014/2015

	ESTIMATED 6/30/2014 UNRESERVED FUND BALANCE	BUDGET 2015 REVENUES	BUDGET 2015 EXPENDITURES	PROJECTED 6/30/2015 UNRESERVED ENDING BALANCE
FUND 101, GENERAL FUND	$2,265,437	$9,395,519		
Non-Departmental			$505,155	
City Council			145,144	
City Manager/Clerk			382,813	
Finance			307,336	
City Attorney			545,000	
Planning			545,841	
Library			1,007,966	
Recreation			84,995	
Fire			606,639	
Police			2,855,531	
Public Works Administration			173,816	
Government Buildings			188,158	
Storm Drains			143,497	
Streets			226,088	
Parks			751,492	
Debt Service			236,275	
Operating Transfers			244,785	
Capital Transfers			416,137	
TOTAL GENERAL FUND	**$2,265,437**	**$9,395,519**	**$9,366,668**	**$2,294,288**
Fund 216, Public Safety Impact Fees	188,030	21,000	-	209,030
Fund 218, Public Library Foundation	2,603	-	2,603	(0)
Fund 219, CLSA Library Restoration	133,360	-	133,360	-
Fund 224, Public Safety (COPS)	157,606	100,000	100,000	157,606
Fund 225, State Gas Tax 2105	859	28,660	28,660	859
Fund 226, State Gas Tax 2106	6,029	20,550	20,550	6,029
Fund 227, State Gas Tax 2107	6,232	46,150	46,150	6,232
Fund 228, State Gas Tax 2107.5	1,743	2,030	2,030	1,743
Fund 229, State Gas Tax 2103	-	65,430	65,430	-
Fund 235, Measure A	(1,393,439)	2,450,000	526,805	529,756
Fund 238, Training Development	11,084	4,000	2,000	13,084
Fund 279, Asset Forfeiture	25,092	-	2,000	23,092
Fund 280, Community Activities	48,610	165,464	165,464	48,610
Fund 283, Tree City USA	15,314	64,321	64,321	15,314
Fund 286, Bocce Ball	37,742	48,000	41,188	44,554
Fund 289, Recreation Programs	(27,002)	196,000	186,954	(17,956)
Fund 290, Tourism Improvement District	11,857	281,663	281,663	11,857
Fund 295, N.O.A.A.	751		1,795	(1,044)

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2014/2015

	ESTIMATED 6/30/2014 UNRESERVED FUND BALANCE	BUDGET 2015 REVENUES	BUDGET 2015 EXPENDITURES	PROJECTED 6/30/2015 UNRESERVED ENDING BALANCE
Fund 329, Stabo Trust	35,067	-	-	35,067
Fund 375, Murray Ex Trust	36,301	1,200	-	37,501
Fund 381, Ryan Library Trust	17,752	425	-	18,177
Fund 382, Martin Library Trust	33,328	-	14,263	19,065
Fund 384, Tweed Trust	316,832	45,500	132,345	229,987
Fund 420, Fire Station GO Bonds	244,822	158,000	188,613	214,209
Fund 443, South SH Drainage Assessment District	28,298	-	-	28,298
Fund 561, Water Enterprise	3,384,776	4,808,099	4,599,086	3,593,789
Fund 571, Sewer Enterprise	2,265,646	2,152,615	1,848,466	2,569,795
Fund 582, Garage	(133,678)	135,551	135,551	(133,678)
TOTAL	7,721,052	20,190,177	17,955,965	9,955,264
TOTAL NET REVENUES & EXPENDITURES		**$20,190,177**	**$17,955,965**	

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GENERAL FUND

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

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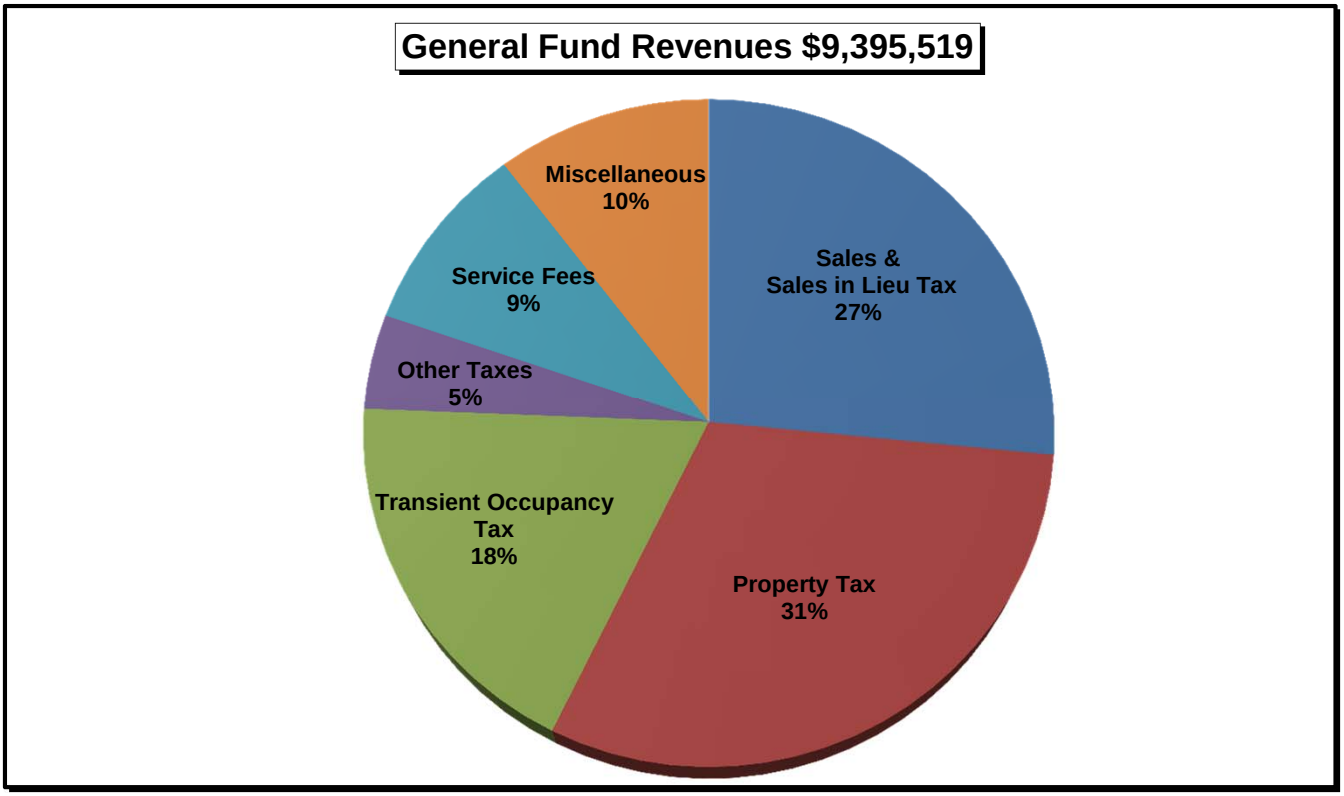
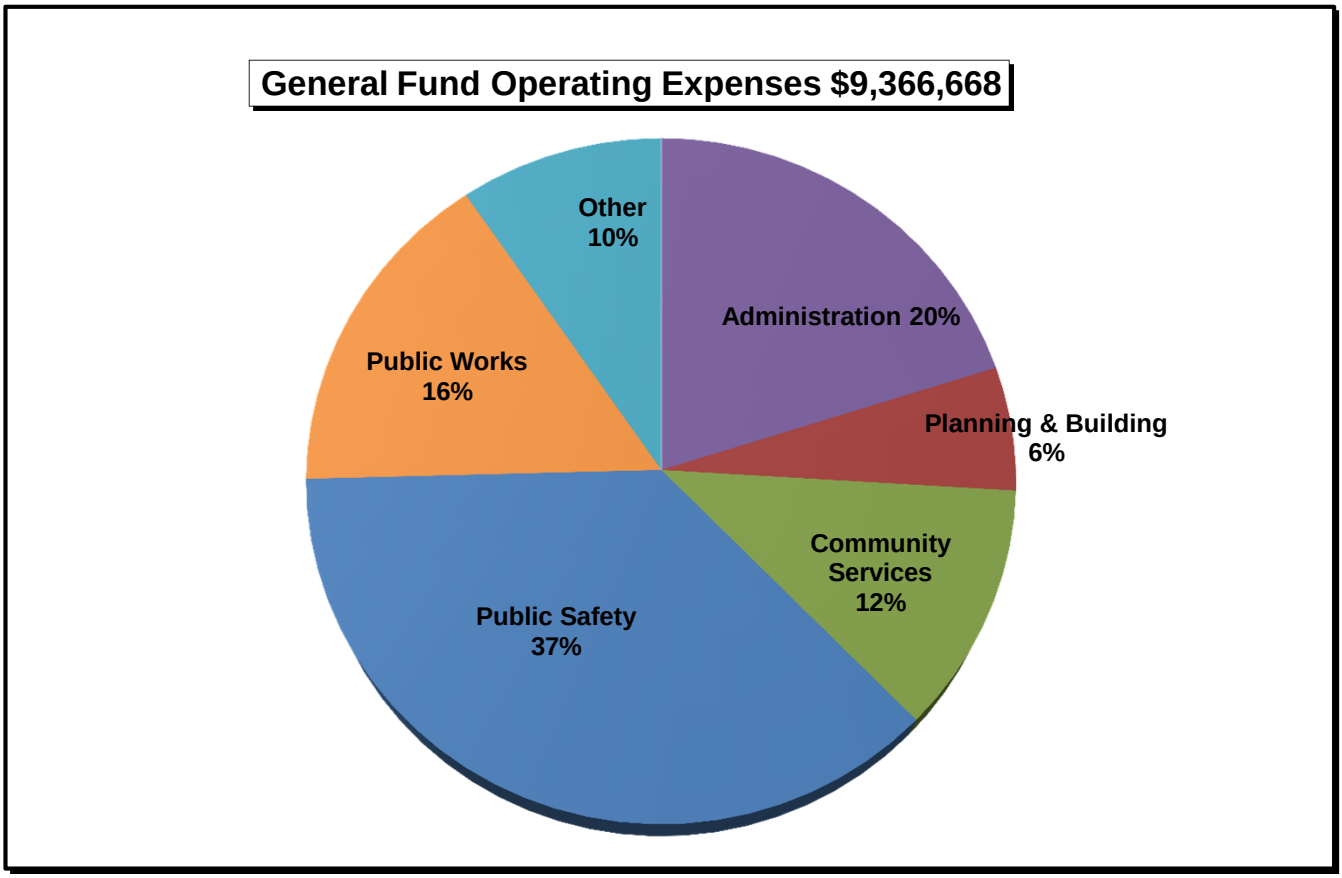
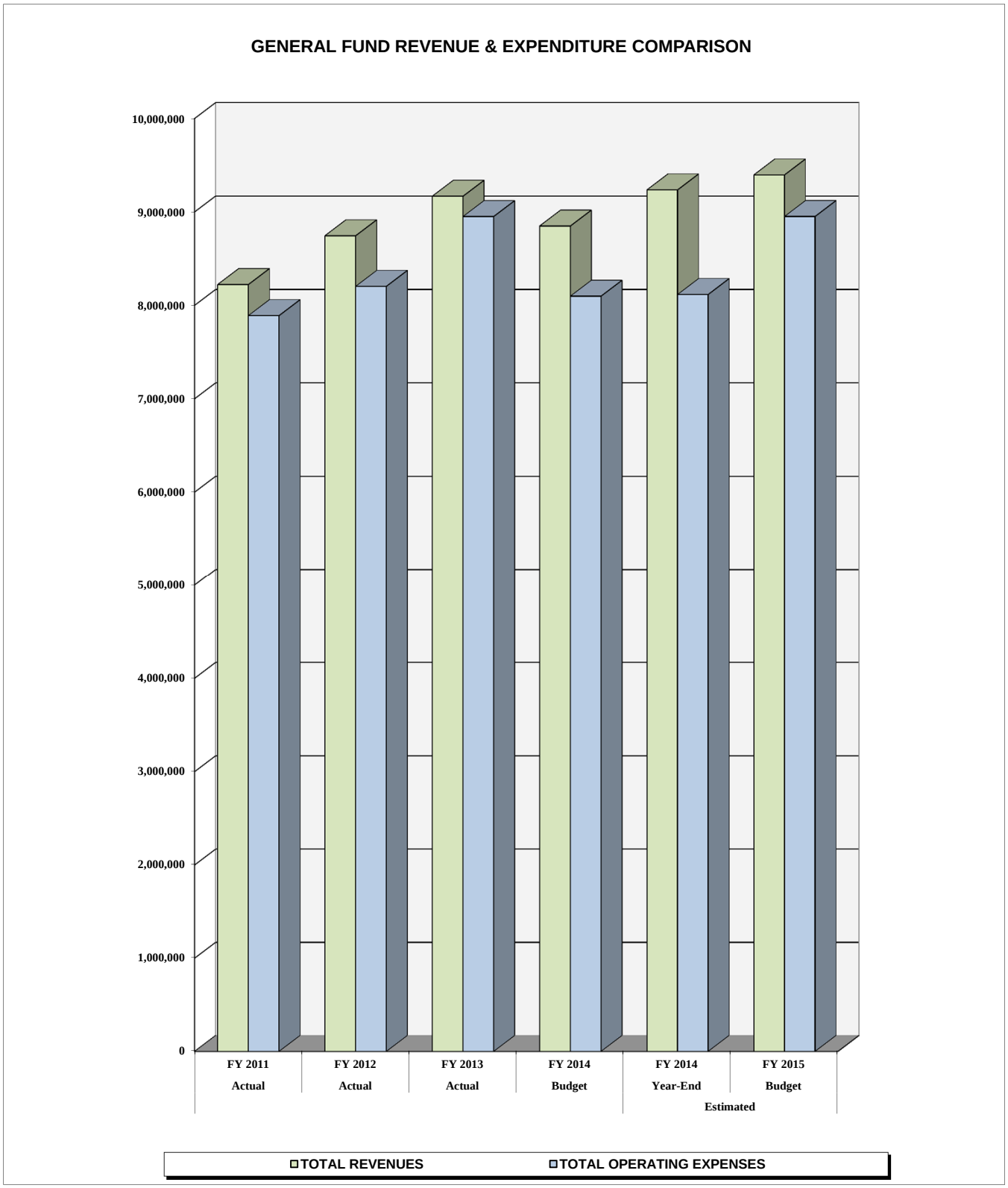
TOTAL FY 2015 GENERAL FUND REVENUES AND EXPENDITURES






GENERAL FUND REVENUE & EXPENDITURE COMPARISON
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9,000,000
8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
0
FY 2011 Actual
FY 2012 Actual
FY 2013 Actual
FY 2014 Budget
FY 2014 Year-End
FY 2015 Budget
Estimated
TOTAL REVENUES
TOTAL OPERATING EXPENSES

GENERAL FUND

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
Unreserved Fund Balance, July 1	**1,913,415**	**2,732,800**	**3,233,439**	**3,376,711**	**2,265,437**	**2,518,892**		
Percent of Unreserved Fund Balance	24%	33%	36%	42%	28%	28%		
General Fund Revenues:								
Taxes:								
Property Taxes	$ 2,535,312	$ 2,709,896	$ 2,754,780	$ 2,827,892	$ 2,836,252	$ 2,898,498	$ 62,246	2%
ERAF	370,714	232,762	121,000	-	-	-	$ -	0%
Sales and Sales in Lieu Taxes	2,031,004	2,130,561	2,386,053	2,444,542	2,396,789	2,496,744	$ 99,955	4%
Transient Occupancy Taxes	1,465,172	1,530,895	1,611,913	1,641,114	1,723,916	1,723,916	$ -	0%
Franchise Taxes	161,652	178,383	170,502	180,700	173,496	180,700	$ 7,204	4%
Business License	150,397	160,982	156,736	148,700	148,700	148,700	$ -	0%
Real Property Transfer Tax	29,373	77,882	77,679	53,800	52,000	53,800	$ 1,800	3%
Public Safety Sales Tax	42,114	45,592	49,317	47,753	47,753	49,425	$ 1,672	4%
Charges for Services:								
Application & Permit Fees	13,698	34,074	11,777	13,298	4,000	12,000	$ 8,000	200%
Fire Inspection Fees	10,670	11,330	6,985	11,000	8,000	9,000	$ 1,000	13%
Police Fines	62,782	68,305	68,148	70,200	78,000	70,200	$ (7,800)	-10%
Building Permits	143,445	214,427	278,086	187,200	316,450	350,000	$ 33,550	11%
Well Permits	-	650	2,600	1,300	650	-	$ (650)	-100%
Short-term Rental Fees	-	-	21,500	-	-	19,350	$ -	0%
Police Service fees	11,248	12,261	25,935	24,000	40,000	40,000	$ -	0%
Planning Service Fees	201,044	249,057	213,214	259,280	271,281	345,000	$ 73,719	27%
Public Works Fees	25,799	54,652	69,964	52,675	44,050	51,400	$ 7,350	17%
Legal Cost Recovery	8,525	17,884	72,001	65,000	50,000	35,000	$ (15,000)	-30%
Other Charges	532	311	272	500	200	200		
Other Revenues:								
Interest/Late Fees	37,485	27,445	42,000	19,000	9,500	18,000	$ 8,500	89%
Intergovernmental Revenues	596,996	618,682	598,679	570,420	715,746	584,429	$ (131,317)	-18%
Library Revenues	15,057	14,900	16,000	12,500	16,300	22,400	$ 6,100	37%
Rental Income	184,075	206,402	200,696	199,000	197,000	199,000	$ 2,000	1%
Donations	965	5,000	200,000	5,000	20,000	10,000	$ (10,000)	-50%
Miscellaneous Revenues	47,991	105,280	11,700	13,700	84,800	40,000	$ (44,800)	-53%
Transfers From Other Funds	75,955	37,000	-	0	-	37,757	$ (37,757)	0%
Total General Fund Revenues	**$ 8,222,005**	**$ 8,744,613**	**$ 9,167,537**	**$ 8,848,574**	**$ 9,234,883**	**$ 9,395,519**	**$160,636**	**1.7%**
General Fund Operating Expenses:								
Non Departmental	462,544	350,237	402,409	519,237	546,223	505,155	$ (41,068)	-8%
Debt	325,756	142,383	236,275	236,275	236,275	236,275	-	0%
City Council	136,976	199,711	200,159	163,086	168,086	145,144	(22,942)	-14%
City Manager	198,738	208,146	340,335	287,841	286,136	382,813	96,677	34%
Finance	221,980	280,784	252,882	257,738	285,635	307,336	21,701	8%
Legal	183,641	364,820	477,028	495,000	395,000	545,000	150,000	38%
Planning / Building	786,329	756,624	446,773	437,814	476,665	545,841	69,176	15%
Library	843,214	869,210	876,191	856,756	866,718	1,007,966	141,248	16%
Recreation	65,467	69,379	70,879	78,956	80,569	84,995	4,426	5%
Fire	460,523	687,055	588,338	591,233	655,628	606,639	(48,989)	-7%
Police	2,436,401	2,505,342	2,651,846	2,617,930	2,722,952	2,855,531	132,579	5%
Public Works - Admin	110,590	189,454	191,420	217,064	145,981	173,816	27,835	19%
Government Buildings	342,327	353,330	171,603	191,488	181,979	188,158	6,179	3%
Storm Drains	0	88,664	105,972	101,014	86,552	143,497	56,945	66%
Streets	278,504	208,882	163,718	216,497	191,593	226,088	34,495	18%
Parks Maint	575,150	633,142	639,051	651,399	610,749	751,492	140,743	23%
Operating Transfers	461,182	295,711	1,135,415	178,296	178,296	244,785	66,489	37%
Total General Fund Operating Expenses	**$ 7,889,323**	**$ 8,202,875**	**$ 8,950,292**	**$ 8,097,625**	**$ 8,115,038**	**$ 8,950,530**	**$ 835,493**	**10.3%**
Resulting gain (loss) Before Capital Expenses/Transfers	**$ 332,682**	**$ 541,738**	**$ 217,245**	**$ 750,949**	**$ 1,119,845**	**$ 444,989**	**(674,856)**	**-60%**
Less Capital Transfers	414,115	-	-	796,000	1,159,373	416,137	(743,236)	-64%
Total General Fund Expenses	**8,303,438**	**8,202,875**	**8,950,292**	**8,893,625**	**9,274,411**	**9,366,667**	**$ 92,257**	**1%**
Resulting gain (loss)	**$ (81,433)**	**$ 541,738**	**$ 217,245**	**$ (45,051)**	**$ (39,528)**	**$ 28,852**		

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
Detail General Expenses by Department:											
Non Departmental											
101	4000	2020	Salaries-Temp/Part Time	3,256	231	-	-	-	-	$ -	0%
101	4000	2040	FICA-City	249	18	-	-	-	-	$ -	0%
101	4000	2055	Health Insurance	55,830	-	-	-	-	-	$ -	0%
101	4000	2061	Workers Comp	166	183	18,051	-	-	-	$ -	0%
101	4000	2065	SDI	27	-	-	-	-	-	$ -	0%
101	4000	2110	Communication	51	1,018	1,847	2,000	2,000	2,000	$ -	0%
101	4000	2115	Postage	328	1,086	664	400	400	400	$ -	0%
101	4000	2127	Equipment Lease	7,372	6,671	5,661	7,146	7,146	7,146	$ -	0%
101	4000	2130	Professional Contracts	-	-	44,836	45,780	45,780	60,000	$ 14,220	31%
101	4000	2134	Municipal Code Update	3,024	3,315	1,259	5,500	5,500	5,500	$ -	0%
101	4000	2140	Professional Fees	413	727	-	315	315	315	$ -	0%
101	4000	2145	Other Contract Services	22,818	24,454	11,420	6,000	6,000	6,000	$ -	0%
101	4000	2146	Web Site Design	-	-	14,750	3,000	3,000	3,000	$ -	0%
101	4000	2152	Facility Rental	10,000	10,000	-	10,000	10,000	10,000	$ -	0%
101	4000	2153	Dues & Subscriptions	818	494	486	200	330	200	$ (130)	-39%
101	4000	2155	Training/Conference	2,989	-	3,090	500	500	500	$ -	0%
101	4000	2207	Copies	817	1,707	1,320	1,500	1,500	1,500	$ -	0%
101	4000	2209	Safety Supplies	-	-	-	100	100	100	$ -	100%
101	4000	2212	Computer Equipment	1,329	4,568	12,784	4,000	5,622	4,000	$ (1,622)	-29%
101	4000	2213	Office Supplies	1,411	1,394	1,238	1,500	1,500	1,500	$ -	0%
101	4000	2215	Special Dept Supplies	8,684	12,368	3,844	4,000	4,000	4,000	$ -	0%
101	4000	2311	Maint-Office Equip	-	-	120	1,500	1,500	1,500	$ -	0%
101	4000	2335	Software Maintenance	3,900	200	4,703	3,900	4,687	3,900	$ (787)	-17%
101	4000	2350	Vehicle Charge	-	-	3,096	3,164	3,164	3,637	$ 473	15%
101	4000	2405	Contributions	46,703	98,356	74,088	85,689	85,689	56,888	$ (28,801)	-34%
101	4000	2406	County Services	-	-	-	10,000	10,000	10,000	$ -	0%
101	4000	2407	Chamber of Commerce	117,124	-	-	159,345	159,345	113,548	$ (45,797)	-29%
101	4000	2425	Taxes & Other Charges	1,249	44,932	1,821	1,521	1,940	1,521	$ (419)	-22%
101	4000	2445	Liability Insurance	173,985	138,515	166,232	144,177	164,000	180,000	$ 16,000	10%
101	4000	2630	Capital-Mach/Equip	-	-	4,772	15,000	15,000	15,000	$ -	0%
101	4000	2910	Contingencies	-	-	-	-	-	-	$ -	0%
101	4000	6100	PEG Access Costs	-	-	26,328	3,000	7,205	3,000	$ (4,205)	-58%
101	4000	8000	Restitution Account	-	-	-	-	-	10,000	$ 10,000	0%
			Sub Total Non Departmental	**462,544**	**350,237**	**402,409**	**519,237**	**546,223**	**505,155**	$ (41,068)	-8%
101	4045	2505	Retire Principal	245,289	115,502	194,711	200,179	200,179	205,810	$ 5,630	3%
101	4045	2515	Interest Expense	80,467	26,881	41,564	36,096	36,096	30,465	$ (5,630)	-16%
			Sub Total Debt	**325,756**	**142,383**	**236,275**	**236,275**	**236,275**	**236,275**	$ -	0%
101	4000	2899	Transfers to Capital Projects	414,115	-	-	796,000	796,000	372,441	$ (423,559)	0%
101	4000	2999	Transfers to Other Funds	461,182	295,711	1,135,415	178,296	178,296	244,785	$ 66,489	37%
			Sub Total Transfers	**875,297**	**295,711**	**1,135,415**	**974,296**	**974,296**	**617,226**	$ (357,070)	-37%
			Total Non Departmental	**1,663,597**	**788,331**	**1,774,099**	**1,729,808**	**1,756,794**	**1,358,656**	$ (398,138)	-23%
City Council											
101	4100	2020	Salaries-Temp/Part Time	6,480	6,480	7,290	12,600	12,600	8,100	$ (4,500)	-36%
101	4100	2040	FICA-City	710	723	790	964	964	620	$ (344)	-36%
101	4100	2045	Employer PERS	910	983	1,093	1,877	1,877	1,203	$ (674)	-36%
101	4100	2050	Employee PERS	353	353	412	944	944	593	$ (351)	-37%
101	4100	2055	Health Insurance	50,233	54,797	45,250	70,704	70,704	54,522	$ (16,182)	-23%
101	4100	2061	Workers Comp	1,394	1,536	221	-	1,000	-	$ (1,000)	0%
101	4100	2065	SDI	108	-	-	-	-	-	$ -	0%
101	4100	2075	Life Ins/Def Comp	3,087	3,248	3,303	4,547	4,547	2,923	$ (1,624)	-36%
101	4100	2110	Communication	1,660	1,255	1,307	1,300	1,300	1,300	$ -	0%
101	4100	2115	Postage	23	678	4	50	50	50	$ -	0%
101	4100	2127	Equipment Lease Expense	-	-	-	-	-	-	$ -	0%
101	4100	2140	Professional Fees	17,000	-	-	8,000	8,000	8,000	$ -	0%
101	4100	2145	Other Contract Services	6,409	7,427	8,119	9,000	9,000	9,000	$ -	0%
101	4100	2153	Dues & Subscriptions	5,776	5,874	6,198	2,000	6,000	6,200	$ 200	3%
101	4100	2155	Training/Conference	4,690	4,143	7,404	3,000	3,000	3,000	$ -	0%
101	4100	2207	Copies	-	514	-	-	-	-	$ -	0%
101	4100	2212	Computer Equipment	-	3,890	892	-	600	-	$ (600)	0%
101	4100	2213	Office Supplies	142	94	461	500	500	500	$ -	0%
101	4100	2215	Special Dept Supplies	381	698	1,807	2,300	1,700	2,300	$ 600	35%
101	4100	2405	Contributions	37,620	107,018	115,610	45,300	45,300	46,833	$ 1,533	3%
			Total City Council	**136,976**	**199,711**	**200,159**	**163,086**	**168,086**	**145,144**	$ (22,942)	-14%

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
	City Manager/ Clerk										
101	4200	2010	Salaries-Regular	107,184	89,891	198,021	174,771	174,771	180,000	$ 5,229	3%
101	4200	2040	FICA-City	6,547	6,642	13,232	11,700	11,700	10,953	$ (747)	-6%
101	4200	2045	Employer PERS	10,765	14,649	31,256	26,041	26,041	14,409	$ (11,632)	-45%
101	4200	2050	Employee PERS	5,268	6,278	14,634	12,911	12,911	3,150	$ (9,761)	-76%
101	4200	2055	Health Insurance	15,536	17,343	36,400	32,499	32,499	40,296	$ 7,797	24%
101	4200	2061	Workers Comp	8,089	8,914	6,569	5,215	7,000	5,250	$ (1,750)	-25%
101	4200	2065	Disability	545	929	1,554	1,496	1,496	1,219	$ (277)	-19%
101	4200	2071	Unemployment	-	11,700	-	-	-	-	$ -	0%
101	4200	2075	Life Ins/Def Comp	726	1,959	4,161	3,778	3,778	3,906	$ 128	3%
101	4200	2085	Auto Allowance	2,437	1,080	2,160	2,160	2,160	1,560	$ (600)	-28%
101	4200	2097	Housing Allowance	-	13,350	15,320	5,200	-	-	$ -	0%
101	4200	2105	Advertising	15,489	5,393	2,428	5,000	5,000	5,000	$ -	0%
101	4200	2110	Communication	1,247	1,618	1,956	1,920	1,920	1,920	$ -	0%
101	4200	2115	Postage	131	99	50	50	50	50	$ -	0%
101	4200	2127	Equipment Lease Expense	-	-	-	-	-	-	$ -	0%
101	4200	2130	Professional Contracts	-	165	-	-	-	100,000	$ 100,000	0%
101	4200	2145	Other Contract Services	5,000	125	-	-	-	-	$ -	0%
101	4200	2153	Dues & Subscriptions	1,775	517	260	500	500	500	$ -	0%
101	4200	2155	Training/Conference	5,596	3,038	3,594	3,500	3,500	3,500	$ -	0%
101	4200	2156	Admin Recruitment	4,023	18,472	-	-	-	-	$ -	0%
101	4200	2060	Other Travel	-	1,275	734	-	-	-	$ -	0%
101	4200	2207	Copies	-	15	-	-	-	-	$ -	0%
101	4200	2212	Computer Equipment	-	2,491	15	-	1,300	-	$ (1,300)	0%
101	4200	2213	Office Supplies	762	954	404	1,000	1,000	1,000	$ -	0%
101	4200	2214	Election Expense	7,533	-	7,078	-	-	10,000	$ 10,000	0%
101	4200	2215	Special Dept Supplies	84	362	508	100	510	100	$ (410)	-80%
101	4200	2335	Software Maintenance	-	70	-	-	-	-	$ -	0%
101	4200	2425	Taxes & Other Charges	-	-	-	-	-	-	$ -	0%
101	4200	2640	Furniture & Fixtures	-	817	-	-	-	-	$ -	0%
			Total City Manager/Clerk	**198,738**	**208,146**	**340,335**	**287,841**	**286,136**	**382,813**	$ 96,677	34%
	Finance										
101	4300	2010	Salaries-Regular	109,786	131,925	129,090	142,050	123,330	152,230	$ 28,900	23%
101	4300	2030	Overtime	813	276	182	500	1,150	500	$ (650)	-57%
101	4300	2040	FICA-City	8,365	9,370	9,917	10,897	9,668	11,684	$ 2,016	21%
101	4300	2045	Employer PERS	15,936	20,655	19,505	21,165	17,035	25,449	$ 8,414	49%
101	4300	2050	Employee PERS	7,750	9,400	8,855	8,573	6,330	962	$ (5,368)	-85%
101	4300	2055	Health Insurance	22,609	29,791	26,784	28,391	25,570	38,165	$ 12,595	49%
101	4300	2061	Workers Comp	9,957	10,972	6,127	4,488	4,500	6,503	$ 2,003	45%
101	4300	2065	Disability	1,360	1,211	1,206	1,438	1,210	1,363	$ 153	13%
101	4300	2075	Life Ins/Def Comp	1,752	2,014	2,158	2,365	1,530	2,365	$ 835	55%
101	4300	2085	Auto Allowance	1,234	1,440	1,440	1,440	840	1,440	$ 600	71%
101	4300	2105	Advertising	-	-	121	-	-	-	$ -	0%
101	4300	2110	Communication	540	306	527	500	504	500	$ (4)	-1%
101	4300	2115	Postage	2,904	2,749	1,617	2,000	2,000	2,000	$ -	0%
101	4300	2127	Equipment Lease	-	-	-	-	-	-	$ -	0%
101	4300	2130	Professional Contracts	3,500	3,500	3,500	3,500	3,200	3,500	$ 300	9%
101	4300	2140	Professional Fees	5,926	17,695	-	7,500	-	-	$ -	0%
101	4300	2142	Banking Fees	4,556	9,093	11,521	4,000	12,000	13,000	$ 1,000	8%
101	4300	2145	Other Contract Services	14,199	17,707	18,350	8,950	66,492	33,950	$ (32,542)	-49%
101	4300	2148	Government Fees	100	100	200	100	100	100	$ -	0%
101	4300	2153	Dues & Subscriptions	826	508	558	430	170	325	$ 155	91%
101	4300	2155	Training/Conference	415	829	2,658	400	875	2,500	$ 1,625	186%
101	4300	2160	Other Travel	50	2	-	50	-	200	$ 200	0%
101	4300	2162	Bank Fee Reimbursements	-	57	-	-	-	-	$ -	0%
101	4300	2207	Copies	504	128	-	-	-	-	$ -	0%
101	4300	2212	Computer Equipment	-	1,560	-	-	-	-	$ -	0%
101	4300	2213	Office Supplies	356	386	635	400	400	400	$ -	0%
101	4300	2215	Special Dept Supplies	2,347	1,234	562	1,500	1,500	1,500	$ -	0%
101	4300	2311	Maint-Office Equipment	540	541	-	-	-	-	$ -	0%
101	4300	2335	Maint-Software	5,597	6,604	6,886	7,000	7,231	8,700	$ 1,469	20%
101	4300	2425	Taxes & Other Charges	59	732	10	100	-	-	$ -	0%
101	4300	2640	Furniture/Fixtures	-	-	471	-	-	-	$ -	0%
			Total Finance	**221,980**	**280,784**	**252,882**	**257,738**	**285,635**	**307,336**	$ 21,701	8%
	City Attorney										
101	4400	2105	Advertising	-	-	-	-	-	-	$ -	0%
101	4400	2130	Professional Contracts	170,192	334,904	209,812	180,000	210,000	210,000	$ -	0%
101	4400	2132	Litigation	-	1,092	201,203	250,000	120,000	300,000	$ 180,000	150%
101	4400	2133	Billable Services	9,100	26,314	65,972	65,000	65,000	35,000	$ (30,000)	-46%
101	4400	2145	Other Contract Services	-	-	-	-	-	-	$ -	0%
101	4400	2153	Memberships & Publications	4,245	2,457	-	-	-	-	$ -	0%
101	4400	2155	Training/Conference	-	39	40	-	-	-	$ -	0%
101	4400	2213	Office Supplies	103	-	-	-	-	-	$ -	0%
101	4400	2215	Special Dept Supplies	-	13	-	-	-	-	$ -	0%
			Total City Attorney	**183,641**	**364,820**	**477,028**	**495,000**	**395,000**	**545,000**	$ 150,000	38%

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
Planning & Building											
101	4500	2010	Salaries-Regular	313,149	318,596	141,857	110,772	110,772	150,020	$ 39,248	35%
101	4542	2010	Salaries-Regular	-	-	38,751	38,750	38,750	45,000	$ 6,250	16%
101	4500	2020	Salaries-Temp/Part Time	5,600	4,800	4,800	6,000	6,000	6,000	$ -	0%
101	4500	2030	Overtime	1,109	1,370	459	-	-	-	$ -	#DIV/0!
101	4500	2040	FICA-City	24,231	24,776	11,256	8,933	8,933	11,936	$ 3,003	34%
101	4542	2040	FICA-City	-	-	2,277	2,268	2,268	2,359	$ 91	4%
101	4500	2045	Employer PERS	45,209	51,986	21,283	16,505	16,505	21,689	$ 5,184	31%
101	4542	2045	Employer PERS	-	-	6,163	5,774	5,774	3,602	$ (2,172)	-38%
101	4500	2050	Employee PERS	22,039	32,805	9,918	8,177	8,177	10,058	$ 1,881	23%
101	4542	2050	Employee PERS	-	-	2,872	2,872	2,872	-	$ (2,872)	-100%
101	4500	2055	Health Insurance	72,367	76,844	26,287	21,361	21,361	51,962	$ 30,601	143%
101	4542	2055	Health Insurance	-	-	5,423	5,205	5,205	6,470	$ 1,265	24%
101	4500	2061	Workers Comp	11,456	13,360	9,827	7,902	10,500	8,468	$ (2,032)	-19%
101	4542	2061	Workers Comp	-	-	801	790	790	847	$ 57	7%
101	4500	2065	Disability	3,599	3,357	1,304	997	997	1,332	$ 335	34%
101	4542	2065	Disability	-	-	239	249	249	227	$ (22)	-9%
101	4500	2071	Unemployment	64	127	17,559	4,500	4,500	-	$ (4,500)	-100%
101	4500	2075	Life Ins/Def Comp	2,673	864	1,998	1,299	169	1,955	$ 1,786	1054%
101	4542	2075	Life Ins/Def Comp	-	-	637	637	637	637	$ 0	0%
101	4500	2085	Auto Allowance	3,000	2,400	2,400	2,400	2,400	2,400	$ -	0%
101	4542	2085	Auto Allowance	-	-	-	-	-	600	$ 600	0%
101	4542	2097	Housing Allowance	-	-	5,000	-	-	-	$ -	0%
101	4500	2105	Advertising	6,655	7,416	4,161	6,000	6,000	6,000	$ -	0%
101	4500	2110	Communication	591	1,245	1,164	716	716	716	$ (0)	0%
101	4500	2115	Postage	1,576	1,871	580	1,000	1,000	1,000	$ -	0%
101	4500	2127	Equipment Lease Expense	-	-	-	-	-	-	$ -	0%
101	4500	2130	Professional Contracts	20,900	3,114	36,033	36,000	36,000	36,000	$ -	0%
101	4500	2140	Professional Fees	112,599	86,165	-	-	-	-	$ -	0%
101	4500	2145	Other Contract Services	121,988	110,229	79,845	124,116	150,000	140,000	$ (10,000)	-7%
101	4500	2152	Facility Rental	50	-	-	-	-	-	$ -	0%
101	4500	2153	Dues & Subscriptions	2,949	1,912	1,651	2,000	2,500	2,500	$ -	0%
101	4500	2155	Training/Conference	3,842	277	393	2,000	2,000	2,000	$ -	0%
101	4500	2207	Copies	420	353	-	-	-	-	$ -	0%
101	4500	2212	Computer Equipment	-	522	-	500	500	500	$ -	0%
101	4500	2213	Office Supplies	1,320	866	155	1,000	1,000	1,000	$ -	0%
101	4500	2215	Special Dept Supplies	639	307	2,471	5,426	5,426	5,426	$ -	0%
101	4500	2225	Fuel/Oil	-	-	-	-	-	-	$ -	0%
101	4500	2311	Maint-Office Equipment	-	-	-	500	500	500	$ -	0%
101	4500	2335	Maint-Software	5,112	6,837	6,112	10,000	21,000	21,000	$ -	0%
101	4500	2350	Vehicle Charge	3,195	3,408	3,096	3,164	3,164	3,637	$ 473	15%
101	4500	2640	Furniture and Fixtures	-	817	-	-	-	-	$ -	0%
			Total Planning & Building	**786,329**	**756,624**	**446,773**	**437,814**	**476,665**	**545,841**	$ 69,176	15%
Library											
101	4600	2010	Salaries-Regular	436,551	427,511	411,814	417,867	417,867	447,057	$ 29,190	7%
101	4600	2030	Overtime	-	26	138	-	-	-	$ -	0%
101	4600	2020	Salaries-Temp/Part Time	66,306	83,414	133,180	127,259	127,259	140,848	$ 13,589	11%
101	4600	2037	Holiday Pay	2,667	2,477	2,473	2,781	4,130	5,021	$ 891	22%
101	4600	2040	FICA-City	38,590	39,242	41,678	41,915	41,915	45,353	$ 3,438	8%
101	4600	2045	Employer PERS	60,158	65,876	61,727	62,262	62,262	76,040	$ 13,778	22%
101	4600	2050	Employee PERS	29,074	29,522	27,527	22,848	22,848	4,112	$ (18,736)	-82%
101	4600	2055	Health Insurance	100,530	102,402	90,422	92,328	92,328	108,212	$ 15,884	17%
101	4600	2061	Workers Comp	16,917	18,642	39,384	36,190	36,190	40,713	$ 4,523	12%
101	4600	2065	Disability	5,230	4,641	4,055	4,474	4,474	4,288	$ (186)	-4%
101	4600	2071	Unemployment	-	624	855	-	569	-	$ (569)	-100%
101	4600	2075	Life Ins/Def Comp	5,402	5,030	4,596	6,432	6,432	6,432	$ (0)	0%
101	4600	2085	Auto Allowance	2,400	2,400	2,400	2,400	2,400	2,400	$ -	0%
101	4600	2105	Advertising	-	443	-	-	75	350	$ 275	367%
101	4600	2110	Communications	2,203	2,150	2,733	-	1,094	5,500	$ 4,406	403%
101	4600	2115	Postage	1,103	962	538	-	459	500	$ 41	9%
101	4600	2122	Utilities	38,648	37,545	43,822	40,000	40,000	40,000	$ -	0%
101	4600	2127	Equipment Lease	-	-	-	-	-	-	$ -	0%
101	4600	2130	Professional Contracts	-	-	62	-	90	-	$ (90)	-100%
101	4600	2145	Other Contract Services	31,998	38,250	8,711	-	885	70,140	$ 69,255	0%
101	4600	2155	Training/Conference	40	120	40	-	-	-	$ -	0%
101	4600	2207	Copies	-	-	-	-	183	-	$ (183)	0%
101	4600	2212	Computer Equipment	-	-	-	-	1,366	-	$ (1,366)	-100%
101	4600	2213	Office Supplies	847	-	-	-	-	2,000	$ 2,000	0%
101	4600	2215	Special Dept Supplies	4,549	7,933	(25)	-	805	-	$ (805)	-100%
101	4600	2216	Library Material	-	-	37	-	924	-	$ (924)	-100%
101	4600	2311	Maint-Office Equip	-	-	-	-	-	6,000	$ 6,000	0%
101	4600	2335	Software Maintenance	-	-	-	-	2,164	3,000	$ 836	39%
101	4600	2425	Taxes & Other Charges	-	-	25	-	-	-	$ -	0%
			Total Library	**843,214**	**869,210**	**876,191**	**856,756**	**866,718**	**1,007,966**	$ 141,248	16%

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
	Recreation										
101	4728	2010	Salaries-Regular	38,589	39,376	39,376	39,375	39,375	47,250	$ 7,875	20%
101	4728	2020	Salaries-Temp/Part Time	-	-	286	-	-	-	$ -	0%
101	4728	2030	Overtime	-	-	-	-	-	-	$ -	0%
101	4728	2040	FICA-City	2,998	3,058	3,080	3,012	3,012	3,615	$ 603	20%
101	4728	2045	Employer PERS	5,417	5,976	5,860	5,867	5,867	8,037	$ 2,170	37%
101	4728	2050	Employee PERS	2,645	2,700	2,700	2,829	2,829	-	$ (2,829)	-100%
101	4728	2055	Health Insurance	6,752	7,407	7,569	7,540	7,540	12,669	$ 5,129	68%
101	4728	2061	Workers Comp	3,724	4,104	2,192	1,580	3,000	1,694	$ (1,306)	-44%
101	4728	2065	Disability	505	440	400	433	433	473	$ 40	9%
101	4728	2075	Life Ins/Def Comp	625	635	649	650	650	650	$ 1	0%
101	4728	2085	Auto Allowance	1,200	1,200	1,200	1,200	1,200	1,200	$ -	0%
101	4728	2105	Advertising	548	-	150	250	300	300	$ -	0%
101	4728	2110	Communication	2,114	2,356	2,923	2,350	2,417	2,500	$ 83	3%
101	4728	2115	Postage	109	23	46	-	21	100	$ 79	376%
101	4728	2127	Equipment Lease Expense	-	-	-	-	-	-	$ -	0%
101	4728	2130	Professional Contracts	-	140	110	-	55	100	$ 45	0%
101	4728	2140	Professional Fees	-	-	55	100	100	100	$ -	0%
101	4728	2142	Banking Fees	-	220	229	200	200	200	$ -	0%
101	4728	2144	Online Transaction Fee	-	-	-	100	100	100	$ -	0%
101	4728	2145	Other Contract Services	-	300	-	-	-	-	$ -	0%
101	4728	2153	Dues & Subscriptions	50	55	170	170	170	170	$ -	0%
101	4728	2155	Training/Conference	-	-	-	500	500	37	$ (463)	-93%
101	4728	2160	Other Travel	-	-	-	100	100	100	$ -	0%
101	4728	2207	Copies	-	8	-	100	100	100	$ -	0%
101	4728	2212	Computer Equipment	-	1,228	-	200	200	200	$ -	0%
101	4728	2213	Office Supplies	6	117	437	300	300	300	$ -	0%
101	4728	2215	Special Dept Supplies	-	36	21	1,000	1,000	1,000	$ -	0%
101	4728	2244	Swimming Program	-	-	-	5,000	5,000	-	$ (5,000)	-100%
101	4728	2311	Maint-Office Equip	-	-	-	100	100	100	$ -	0%
101	4728	2320	Maint-Tennis Courts	-	-	2,114	4,000	4,000	4,000	$ -	0%
101	4728	2335	Software Maintenance	186	-	-	-	-	-	$ -	0%
101	4728	2425	Taxes & Other Charges	-	-	-	-	-	-	$ -	0%
101	4728	2640	Furniture & Fixtures	-	-	1,310	2,000	2,000	-	$ (2,000)	-100%
			Total Receation	**65,467**	**69,379**	**70,879**	**78,956**	**80,569**	**84,995**	$ 4,426	5%
	Fire										
101	4800	2010	Salaries-Regular	39,284	41,673	42,367	53,923	53,923	46,598	$ (7,325)	-14%
101	4800	2020	Salaries-Temp/Part Time	22,344	22,800	22,800	23,028	23,028	44,008	$ 20,980	91%
101	4800	2030	Overtime	-	-	289	-	175	-	$ (175)	-100%
101	4800	2040	FICA-City	4,760	4,978	5,031	5,887	5,887	6,931	$ 1,044	18%
101	4800	2045	Employer PERS	8,650	9,525	32,061	14,966	14,966	17,122	$ 2,156	14%
101	4800	2050	Employee PERS	4,114	4,345	4,257	4,875	4,875	2,951	$ (1,924)	-39%
101	4800	2055	Health Insurance	20,199	21,160	13,047	1,831	1,831	1,479	$ (352)	-19%
101	4800	2061	Workers Comp	6,533	7,199	6,804	5,689	5,689	6,774	$ 1,085	19%
101	4800	2065	Disability	513	465	430	593	593	466	$ (127)	-21%
101	4800	2075	Life Ins/Def Comp	646	650	650	755	755	623	$ (132)	-17%
101	4800	2105	Advertising	-	-	482	-	-	-	$ -	0%
101	4800	2110	Communications	29,916	22,954	21,663	19,016	19,016	19,016	$ -	0%
101	4800	2115	Postage	246	499	690	500	500	500	$ -	0%
101	4800	2122	Utilities	21,057	22,504	22,451	21,500	21,500	21,500	$ -	0%
101	4800	2127	Equipment Lease Expense	2,973	2,700	3,194	4,000	4,000	4,000	$ -	0%
101	4800	2130	Professional Contracts	34,373	10,041	13,179	14,000	14,000	14,000	$ -	0%
101	4800	2140	Professional Fees	64	354	-	200	200	200	$ -	0%
101	4800	2145	Other Contract Services	137,816	167,149	211,248	210,000	210,000	210,000	$ -	0%
101	4800	2153	Dues & Subscriptions	3,693	2,418	1,508	4,000	4,000	4,000	$ -	0%
101	4800	2154	CAL Fire Dispatch Contract	-	-	-	28,854	28,854	28,854	$ -	100%
101	4800	2155	Training/Conference	14,644	6,531	5,070	14,000	14,000	14,000	$ -	0%
101	4800	2170	Fire Prev Education	2,784	4,060	1,634	4,000	4,000	4,000	$ -	0%
101	4800	2175	Fire Inspection Services	33,185	22,128	22,500	10,000	10,000	10,000	$ -	0%
101	4800	2180	Strike Teams	-	9,656	60,075	-	64,220	-	$ (64,220)	-100%
101	4800	2207	Copies	365	414	331	200	200	200	$ -	0%
101	4800	2212	Computer Equipment	1,239	2,457	7,623	4,000	4,000	4,000	$ -	0%
101	4800	2213	Office Supplies	219	1,780	816	2,000	2,000	2,000	$ -	0%
101	4800	2215	Special Dept Supplies	28,267	98,273	42,723	80,167	80,167	80,167	$ -	0%
101	4800	2217	Field Supplies	4,211	2,509	1,745	3,500	3,500	3,500	$ -	0%
101	4800	2225	Fuel/Oil	6,584	10,018	9,464	10,000	10,000	10,000	$ -	0%
101	4800	2226	Vehicle Maint-Outside	4,914	699	10,081	11,500	11,500	11,500	$ -	0%
101	4800	2228	Vehicle Parts & Supplies	7,463	7,953	18,518	8,500	8,500	8,500	$ -	0%
101	4800	2311	Maint-Office Equip	-	-	-	1,000	1,000	1,000	$ -	0%
101	4800	2315	Maint-Mach/Equip	6,187	4,948	2,476	25,000	25,000	25,000	$ -	0%
101	4800	2330	Maint-Bldgs/Grnds	2,755	2,495	1,287	3,000	3,000	3,000	$ -	0%
101	4800	2335	Software Maintenance	658	690	630	750	750	750	$ -	0%
101	4800	2425	Taxes & Other Charges	2	-	-	-	-	-	$ -	0%
101	4800	2630	Capital-Mach/Equip	9,866	-	450	-	-	-	$ -	0%
101	4800	2640	Furniture & Fixtures	-	-	765	-	-	-	$ -	0%
101	4845	2505	Retire Principal	-	147,510	-	-	-	-	$ -	0%
101	4845	2515	Interest Expense	-	23,521	-	-	-	-	$ -	0%
			Total Fire	**460,523**	**687,055**	**588,338**	**591,233**	**655,628**	**606,639**	$ (48,989)	-7%

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
	Police										
101	4900	2010	Salaries-Regular	1,251,194	1,200,783	1,116,168	1,220,809	1,220,809	1,300,888	$ 80,079	7%
101	4900	2020	Salaries-Temp/Part Time	-	-	27,800	30,000	67,000	30,000	$ (37,000)	-55%
101	4900	2021	Salaries-Temp/Part Time	-	-	24,852	-	-	-		
101	4900	2030	Overtime	148,070	147,916	227,428	150,000	150,000	150,000	$ -	0%
101	4900	2037	Holiday Pay	41,596	43,191	43,938	49,132	49,132	51,612	$ 2,480	5%
101	4900	2040	FICA-City	107,354	103,963	109,521	110,920	110,920	117,236	$ 6,316	6%
101	4900	2045	Employer PERS	326,469	409,824	401,108	439,743	439,743	538,055	$ 98,312	22%
101	4900	2050	Employee PERS	94,506	98,288	98,672	108,567	108,567	85,246	$ (23,321)	-21%
101	4900	2055	Health Insurance	226,681	251,088	263,062	279,433	279,433	332,902	$ 53,469	19%
101	4900	2061	Workers Comp	48,775	54,884	119,302	52,478	120,000	58,597	$ (61,403)	-51%
101	4900	2065	Disability	16,294	14,392	13,480	14,118	14,118	14,076	$ (42)	0%
101	4900	2071	Unemployment	6,750	4,485	7,497	-	-	-	$ -	0%
101	4900	2075	Life Ins/Def Comp	859	1,922	3,283	2,188	2,188	2,177	$ (11)	-1%
101	4900	2095	Uniform Allowance	11,625	12,500	13,875	12,750	12,750	12,750	$ -	0%
101	4900	2096	Education Reimbursement	-	1,168	1,500	1,500	1,500	-	$ (1,500)	-100%
101	4900	2097	Housing Allowance	14,000	16,000	24,000	24,000	24,000	34,200	$ 10,200	43%
101	4900	2105	Advertising	835	-	-	-	-	-	$ -	0%
101	4900	2110	Communication	14,359	16,583	24,587	14,000	14,000	18,600	$ 4,600	33%
101	4900	2115	Postage	1,188	1,336	1,011	800	800	700	$ (100)	-13%
101	4900	2122	Utilities	10,887	9,817	10,065	9,600	9,600	9,000	$ (600)	-6%
101	4900	2127	Equipment Lease	2,586	3,030	3,114	2,808	2,808	2,800	$ (8)	0%
101	4900	2130	Professional Contracts	2,276	3,636	2,077	22,241	22,241	25,000	$ 2,759	12%
101	4900	2140	Professional Fees	4,408	5,962	9,956	5,000	5,000	5,000	$ -	0%
101	4900	2145	Other Contract Services	41,112	33,762	32,569	5,000	5,000	5,000	$ -	0%
101	4900	2153	Dues & Subscriptions	1,609	1,656	573	400	400	300	$ (100)	-25%
101	4900	2155	Training/Conference	4,445	17,434	15,752	5,000	5,000	4,000	$ (1,000)	-20%
101	4900	2160	Other Travel	-	145	-	-	-	-	$ -	0%
101	4900	2207	Copies	456	406	1,188	500	1,000	1,000	$ -	0%
101	4900	2212	Computer Equipment	-	2,027	6,064	6,444	6,444	5,000	$ (1,444)	-22%
101	4900	2213	Office Supplies	5,030	5,157	4,357	3,000	3,000	3,000	$ -	0%
101	4900	2215	Special Dept Supplies	4,868	3,670	11,167	2,692	2,692	-	$ (2,692)	-100%
101	4900	2217	Field Supplies	6,866	2,002	3,219	10,000	10,000	15,000	$ 5,000	50%
101	4900	2311	Maint-Office Equip	722	-	-	-	-	-	$ -	0%
101	4900	2315	Maint-Mach/Equip	87	-	-	-	-	-	$ -	0%
101	4900	2330	Maint-Bldgs/Grnds	613	-	(695)	-	-	-	$ -	0%
101	4900	2335	Software Maintenance	610	735	-	-	-	-	$ -	0%
101	4900	2350	Vehicle Charge	35,144	37,481	31,356	34,807	34,807	33,392	$ (1,415)	-4%
101	4900	2425	Taxes & Other Charges	813	41	-	-	-	-	$ -	0%
101	4900	2630	Capital-Mach/Equip	-	-	-	-	-	-	$ -	0%
101	4900	2640	Furniture & Fixtures	3,316	59	-	-	-	-	$ -	0%
			Total Police	**2,436,401**	**2,505,342**	**2,651,846**	**2,617,930**	**2,722,952**	**2,855,531**	$ 132,579	5%
	Public Works- Administration										
101	5000	2010	Salaries-Regular	54,431	88,050	92,130	124,287	62,464	91,927	$ 29,463	47%
101	5000	2020	Salaries-Temp/Part Time	370	18,783	3,994	-	16,858	-	$ (16,858)	-100%
101	5000	2030	Overtime	-	-	-	-	839	-	$ (839)	-100%
101	5000	2037	Holiday Pay	-	-	-	-	-	-	$ -	0%
101	5000	2040	FICA-City	4,063	8,020	7,257	9,460	6,084	7,032	$ 948	16%
101	5000	2045	Employer PERS	8,161	16,061	14,378	18,519	7,673	15,636	$ 7,963	104%
101	5000	2050	Employee PERS	4,025	6,379	6,588	8,382	3,116	1,722	$ (1,394)	-45%
101	5000	2055	Health Insurance	10,460	20,170	23,448	27,614	16,038	25,455	$ 9,417	59%
101	5000	2061	Workers Comp	8,570	9,445	4,882	3,477	9,248	3,726	$ (5,522)	-60%
101	5000	2065	Disability	466	837	820	1,235	542	742	$ 200	37%
101	5000	2071	Unemployment	233	-	11,250	-	-	-	$ -	0%
101	5000	2075	Life Ins/Def Comp	25	84	84	2,678	48	1,338	$ 1,290	2664%
101	5000	2085	Auto Allowance	-	-	-	480	-	-	$ -	100%
101	5000	2105	Advertising	405	-	354	550	1,657	1,600	$ (57)	-3%
101	5000	2110	Communication	2,268	3,267	3,271	500	2,068	500	$ (1,568)	-76%
101	5000	2115	Postage	1,307	597	678	600	487	600	$ 113	23%
101	5000	2127	Equipment Lease Expense	1,436	1,723	1,471	1,603	1,288	1,603	$ 315	24%
101	5000	2130	Professional Contracts	-	-	-	250	-	250	$ 250	100%
101	5000	2140	Professional Fees	3,604	539	2,345	500	-	500	$ 500	100%
101	5000	2145	Other Contract Services	70	134	3,699	5,111	1,200	5,111	$ 3,911	100%
101	5000	2153	Dues & Subscriptions	238	1,245	384	625	987	625	$ (362)	-37%
101	5000	2155	Training/Conference	866	417	352	300	676	300	$ (376)	-56%
101	5000	2207	Copies	495	639	925	500	656	500	$ (156)	-24%
101	5000	2212	Computer Equipment	609	1,474	576	500	121	500	$ 379	312%
101	5000	2213	Office Supplies	653	561	288	400	552	400	$ (152)	-28%
101	5000	2215	Special Dept Supplies	51	503	770	-	424	-	$ (424)	-100%
101	5000	2311	Maint-Office Equip	154	-	-	-	-	-	$ -	0%
101	5000	2335	Software Maintenance	612	1,090	-	-	-	-	$ -	0%
101	5000	2350	Vehicle Charge	6,507	6,933	8,748	9,493	9,493	10,249	$ 756	8%
101	5000	2425	Taxes & Other Charges	513	2,504	2,728	-	3,460	3,500	$ 40	1%
101	5000	2630	Capital-Mach/Equip	-	-	-	-	-	-	$ -	0%
			Total Public Works-Administration	**110,590**	**189,454**	**191,420**	**217,064**	**145,981**	**173,816**	$ 27,835	19%

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
			Public Works- Government Buildings							$ -	0%
101	5006	2010	Salaries-Regular	106,980	105,944	-	-	-	-	$ -	0%
101	5006	2025	Standby	-	675	-	-	-	-	$ -	0%
101	5006	2030	Overtime	-	231	-	-	-	-	$ -	0%
101	5006	2040	FICA-City	8,221	8,223	-	-	-	-	$ -	0%
101	5006	2045	Employer PERS	15,704	14,785	57	-	-	-	$ -	0%
101	5006	2050	Employee PERS	7,576	6,756	-	-	-	-	$ -	0%
101	5006	2055	Health Insurance	32,425	38,137	1,863	-	-	-	$ -	0%
101	5006	2061	Workers Comp	7,979	6,901	486	-	2,913	-	$ (2,913)	0%
101	5006	2065	Disability	1,288	1,182	-	-	-	-	$ -	0%
101	5006	2075	Life Ins/Def Comp	579	736	-	-	-	-	$ -	0%
101	5006	2110	Communications	13,472	12,279	13,105	13,880	9,395	13,000	$ 3,605	38%
101	5006	2122	Utilities	68,043	71,967	75,537	67,658	62,887	67,658	$ 4,771	8%
101	5006	2125	Equipment Rental	120	120	120	1,858	-	-	$ -	100%
101	5006	2145	Other Contract Services	46,620	59,725	68,804	83,604	95,824	93,000	$ (2,824)	-3%
101	5006	2155	Training/Conference	19	12	-	-	-	-	$ -	0%
101	5006	2212	Computer Equipment	1,984	500	-	-	-	-	$ -	0%
101	5006	2213	Office Supplies	15	-	143	308	-	-	$ -	0%
101	5006	2215	Special Dept Supplies	20,702	16,441	9,509	20,000	8,749	12,000	$ 3,251	37%
101	5006	2220	Small Tools	109	-	-	180	-	-	$ -	100%
101	5006	2225	Fuel/Oil	909	-	-	1,000	-	-	$ -	100%
101	5006	2315	Maint-Mach/Equip	-	-	-	-	-	-	$ -	0%
101	5006	2330	Maint-Bldgs/Grnds	2,468	1,006	1,500	2,500	1,252	1,500	$ 248	20%
101	5006	2350	Vehicle Charge	6,789	7,241	-	-	-	-	$ -	0%
101	5006	2425	Taxes & Other Charges	325	470	479	500	960	1,000	$ 40	4%
101	5006	2640	Furniture/Fixtures	-	-	-	-	-	-	$ -	0%
			Total Public Works- Government Buildings	**342,327**	**353,330**	**171,603**	**191,488**	**181,979**	**188,158**	$ 6,179	3%
			Public Works- Storm Drains								
101	5013	2010	Salaries-Regular	0	43,526	45,287	46,416	40,273	46,907	$ 6,634	16%
101	5013	2025	Standby	-	705	825	-	413	-	$ (413)	-100%
101	5013	2030	Overtime	-	2,596	8,187	8,500	7,102	8,500	$ 1,398	20%
101	5013	2040	FICA-City	-	3,610	4,151	4,201	3,647	4,239	$ 592	16%
101	5013	2045	Employer PERS	-	6,600	6,731	6,916	6,062	6,903	$ 841	14%
101	5013	2050	Employee PERS	-	2,998	3,280	2,257	2,090	499	$ (1,591)	-76%
101	5013	2055	Health Insurance	-	11,569	13,073	12,106	11,574	14,119	$ 2,545	22%
101	5013	2061	Workers Comp	-	-	2,565	2,529	817	2,710	$ 1,893	232%
101	5013	2065	Disability	-	519	543	604	477	554	$ 77	16%
101	5013	2075	Life Ins/Def Comp	-	400	404	524	347	524	$ 177	51%
101	5013	2125	Equipment Rental	-	1,560	-	-	-	12,500	$ 12,500	0%
101	5013	2145	Other Contract Services	-	306	-	-	730	5,000	$ 4,270	0%
101	5013	2148	Government Fees	-	2,197	11,299	5,750	6,688	29,597	$ 22,909	343%
101	5013	2215	Special Dept Supplies	-	5,866	4,774	5,000	6,333	4,650	$ (1,683)	100%
101	5013	2425	Taxes & Other Charges	-	6,211	4,852	6,211	-	6,795	$ 6,795	0%
			Total Public Works- Storm Drains	**0**	**88,664**	**105,972**	**101,014**	**86,552**	**143,497**	$ 56,945	66%
			Public Works- Streets Maintenance								
101	5015	2010	Salaries-Regular	82,177	43,525	45,286	46,416	40,273	46,907	$ 6,634	16%
101	5015	2025	Standby	1,295	705	825	-	413	-	$ (413)	-100%
101	5015	2030	Overtime	3,465	1,954	574	-	701	-	$ (701)	-100%
101	5015	2040	FICA-City	6,688	3,560	3,573	3,551	3,161	3,588	$ 427	14%
101	5015	2045	Employer PERS	11,340	6,848	6,731	6,916	5,549	6,903	$ 1,354	24%
101	5015	2050	Employee PERS	5,465	2,959	2,845	2,257	1,821	499	$ (1,322)	-73%
101	5015	2055	Health Insurance	22,723	12,647	11,136	12,106	9,095	14,119	$ 5,024	55%
101	5015	2061	Workers Comp	7,689	8,473	3,781	2,529	8,107	2,710	$ (5,397)	-67%
101	5015	2065	Disability	1,111	512	467	511	413	469	$ 56	14%
101	5015	2075	Life Ins/Def Comp	563	404	398	524	342	524	$ 182	53%
101	5015	2105	Advertising	292	-	-	-	-	-	$ -	0%
101	5015	2110	Communication	1,833	1,698	1,124	1,199	1,004	1,199	$ 195	19%
101	5015	2115	Postage	113	22	-	-	76	-	$ (76)	0%
101	5015	2122	Utilities	73,731	74,190	27,917	75,557	67,000	75,557	$ 8,557	13%
101	5015	2125	Equipment Rentals	-	1,197	431	2,910	-	2,910	$ 2,910	0%
101	5015	2130	Professional Contracts	1,339	378	-	-	275	-	$ (275)	0%
101	5015	2145	Other Contract Services	783	200	-	-	-	-	$ -	0%
101	5015	2153	Dues & Subscriptions	-	279	-	-	-	-	$ -	0%
101	5015	2155	Training/Conference	40	117	1,254	514	-	514	$ 514	0%
101	5015	2160	Other Travel	26	-	-	50	-	50	$ 50	100%
101	5015	2212	Computer Equipment	474	29	22	485	-	485	$ 485	0%
101	5015	2213	Office Supplies	180	254	230	485	-	485	$ 485	0%
101	5015	2215	Special Dept Supplies	9,269	8,537	10,356	11,225	12,029	11,225	$ (804)	-7%
101	5015	2220	Small Tools	230	162	51	582	647	582	$ (65)	-10%
101	5015	2312	Maint Supplies	17,610	14,009	21,586	15,021	14,895	15,021	$ 126	1%
101	5015	2315	Maint-Mach/Equip	7,146	5,320	5,041	6,080	831	6,080	$ 5,249	632%
101	5015	2330	Maint-Bldgs/Grnds	-	-	-	-	-	9,975	$ 9,975	0%
101	5015	2350	Vehicle Charge	19,568	20,870	20,052	22,150	22,150	23,473	$ 1,323	6%
101	5015	2425	Taxes & Other Charges	590	33	36	2,667	50	50	$ 1	1%
101	5015	2630	Capital Equipment	2,765	-	-	2,763	2,763	2,763	$ -	0%
			Total Public Works- Streets Mainenance	**278,504**	**208,882**	**163,718**	**216,497**	**191,593**	**226,088**	$ 34,495	18%

GENERAL FUND DETAIL

				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-End FY 2014	Budget FY 2015	Difference From Estimated FY 2014	% Difference
			Public Works- Parks Maintenance/Operations								
101	5027	2010	Salaries-Regular	283,567	294,401	296,307	305,482	261,448	328,906	$ 67,458	26%
101	5027	2025	Standby	2,850	2,700	3,750	2,900	2,888	2,900	$ 13	0%
101	5027	2030	Overtime	376	671	642	3,158	-	3,158	$ 3,158	0%
101	5027	2040	FICA-City	22,119	22,958	22,964	23,833	20,081	25,625	$ 5,544	28%
101	5027	2045	Employer PERS	40,455	44,678	43,743	45,517	40,443	55,944	$ 15,501	38%
101	5027	2050	Employee PERS	19,595	20,059	19,227	14,882	12,735	4,013	$ (8,722)	-68%
101	5027	2055	Health Insurance	70,308	79,863	79,541	82,305	70,819	105,416	$ 34,597	49%
101	5027	2061	Workers Comp	11,193	7,203	21,140	15,487	15,872	16,597	$ 725	5%
101	5027	2065	Disability	3,460	3,301	3,002	3,427	2,626	3,350	$ 724	28%
101	5027	2075	Life Ins/Def Comp	2,583	2,583	2,583	2,012	2,219	2,012	$ (207)	-9%
101	5027	2110	Communication	440	409	399	400	302	400	$ 98	33%
101	5027	2115	Postage	-	13			-	-	$ -	0%
101	5027	2122	Utilities	63,870	91,401	103,627	95,000	126,000	126,000	$ -	0%
101	5027	2125	Equipment Rental	-	-	69	400	-	400	$ 400	0%
101	5027	2145	Other Contract Services	390	800	6,425	800	-	800	$ 800	0%
101	5027	2153	Dues & Subscriptions	350	140	210	300	83	300	$ 218	264%
101	5027	2155	Training/Conference	730	4,167	597	1,000	719	5,135	$ 4,416	614%
101	5027	2160	Other Travel	84	-	-	400	-	400	$ 400	100%
101	5027	2213	Office Supplies	153	206	212	250	87	250	$ 163	186%
101	5027	2215	Special Dept Supplies	18,408	16,484	23,342	11,000	16,031	11,000	$ (5,031)	-31%
101	5027	2220	Small Tools	2,142	1,449	243	2,000	812	2,000	$ 1,188	146%
101	5027	2225	Fuel/Oil	-	-	-	60	-	60	$ 60	100%
101	5027	2315	Maint-Mach/Equip	3,732	3,419	1,046	4,500	426	4,500	$ 4,074	956%
101	5027	2330	Maint-Bldgs/Grnds	11,954	14,431	2,629	20,465	15,000	20,465	$ 5,465	36%
101	5027	2350	Vehicle Charge	16,374	17,463	7,335	15,821	15,821	16,861	$ 1,040	7%
101	5027	2425	Taxes & Other Charges	17	17	18	-	25	-	$ (25)	-100%
101	5027	2670	Capital Improve-Equipment	-	-	-	-	6,312	15,000	$ 8,688	138%
101	5027	2999	Trans to Other Funds	-	4,328	-	-	-	-	$ -	0%
			Total Public Works- Parks Maintenance	**575,150**	**633,142**	**639,051**	**651,399**	**610,749**	**751,492**	$ 140,743	23%

DEPARTMENTAL

BUDGETS

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CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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 2015

- Continue to update city website.

DETAIL FOR EXPENSE ACCOUNTS

Non-Departmental
4000

OBJECT	DESCRIPTION		AMOUNT
101-2130			
	Professional Contract:		$60,000
	Marin IT- Computer services		
101-2146	Computer Web Page Development and Training:		$3,000
101-2215, 561-2215, 571-2215			
	Special Department Supplies:		$9,400
	♦ Software and computer hardware maintenance	$8,500	
	♦ Miscellaneous	900	
101-2405	Contributions:		$56,888
	♦ Housing Authority	$10,000	
	♦ Fare Box Match	19,200	
	♦ LAFCO	14,338	
	♦ Leadership Napa Valley	750	
	♦ Napa County Transportation & Planning Authority	12,600	
101-2445, 561-2445, 571-2445			
	Liability Insurance:		$377,160
	♦ Auto/General Liability Insurance	$238,613	
	♦ Prop/Earthquake/Flood	101,906	
	♦ Boiler, Fire, Fraud	18,270	
	♦ Workers Comp Deductible	15,000	
	♦ Employee Assistant Plan (EAP)	3,371	
101-2630	Machinery and Equipment:		$15,000
	♦ New Workstations	$6,000	
	♦ Network upgrades & licensing	9,000	

NON DEPARTMENTAL

Non Departmental Expenses By Fund

FUND	DEPT		Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4000	General Fund	$ 1,663,597	$ 788,331	$ 1,774,099	$ 1,729,808	$ 1,757,794	$ 1,402,352
215	4000	MTC Allocations	61,107	-	-	-	-	-
216	4000	Public Safety Impact Fee	-	132,800	346,521	-	-	-
219	4000	CSLA Library Fund	-	-	-	-	-	-
221	4000	Park & Recreation Facilities	606	-	-	-	-	-
222	4000	Park Bond Act	47,672	-	-	-	528,841	-
223	4000	Skate Park Lighting	4,139	27,454	-	-	47,064	-
224	4000	COPS	-	17,000	-	-	-	-
225	4000	Gas Tax 2105	33,500	-	75,656	28,660	28,660	28,660
226	4000	Gas Tax 2106	24,100	-	60,270	20,550	20,550	20,550
227	4000	Gas Tax 2107	46,500	49,000	75,588	42,450	42,450	42,450
228	4000	Gas Tax 2107.5	2,000	-	6,471	2,030	2,030	2,030
229	4000	Gas Tax 2103	-	22,006	173,345	65,430	65,430	65,430
235	4000	Measure A	327,756	526,805	526,804	526,804	526,804	526,804
280	4000	Community Activity	414	-	-	-	-	-
286	4000	Bocce Ball	-	22,000	25,000	-	-	15,000
290	4000	Tourism Improvement District	200,471	287,846	259,206	273,518	273,518	273,540
295	4000	NOAA	13,107	55,098	-	-	-	-
381	4000	Ryan Library Trust	-	78,400	-	-	-	-
383	4000	Dr. Wood Trust	-	-	-	-	-	-
384	4000	Tweed Trust	-	272,386	-	-	-	20,000
420	4000	1996 GO Bonds	182,630	180,904	183,658	184,950	187,013	188,613
561	4000	Water Enterprise	679,941	1,319,989	1,265,068	1,335,894	1,335,882	1,336,205
571	4000	Wastewater Enterprise	387,301	703,414	835,058	482,427	485,891	481,858
		Total Expenses	$ 3,674,841	$ 4,483,431	$ 5,606,745	$ 4,692,521	$ 5,301,926	$ 4,403,492

Non Departmental Expense Summary

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 3,256	$ 231	$ -	$ -	$ -	$ -
Benefits	56,273	201	18,051	-	-	-
Contracts	218,211	491,579	329,156	332,378	333,064	346,598
Dept supplies/services	115,517	141,271	30,732	43,721	44,270	43,721
Training/Conference	3,018	-	3,136	500	616	500
Equip/Software Maintenance	3,900	600	7,919	8,964	10,925	9,437
Web Design	-	-	14,750	3,000	3,000	3,000
Communications	124	2,755	3,862	3,740	5,316	3,740
Equipment Lease	22,944	20,502	17,167	21,438	21,438	21,438
Contributions & County Partnerships	59,810	153,454	100,416	98,689	102,894	69,888
Chamber of Commerce	117,124	-	-	159,345	159,345	113,548
Debt Payments	1,272,646	1,276,746	1,428,884	2,206,258	2,208,220	2,209,663
Property/Liability insurance	322,656	267,897	252,303	341,337	362,160	377,160
Facility Rental	10,000	10,000	-	10,000	10,000	10,000
Contingency	-	-	-	-	-	-
Capital Equipment	2,161	5,180	35,761	27,000	28,622	27,000
Transfer to other funds	1,467,200	972,236	2,098,266	1,436,151	2,012,056	1,157,799
Restitution Account	-	-	-	-	-	10,000
Total Expenses	$ 3,674,841	$ 3,342,651	$ 4,340,402	$ 4,692,521	$ 5,301,926	$ 4,403,492

Account Detail

Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4000	2020	General Fund	Salaries-Temp/Part Time	3,256	231	-	-	-	-
101	4000	2040	General Fund	FICA-City	249	18	-	-	-	-
101	4000	2055	General Fund	Health Insurance	55,830	-	-	-	-	-
101	4000	2061	General Fund	Workers Comp	166	183	18,051	-	-	-
101	4000	2065	General Fund	SDI	27	-	-	-	-	-
101	4000	2110	General Fund	Communication	51	1,018	1,847	2,000	2,000	2,000
101	4000	2115	General Fund	Postage	328	1,086	664	400	400	400
101	4000	2127	General Fund	Equipment Lease	7,372	6,671	5,661	7,146	7,146	7,146

NON DEPARTMENTAL

Non Departmental Expenses By Fund

					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4000	2130	General Fund	Professional Contracts	-	-	44,836	45,780	45,780	60,000
101	4000	2134	General Fund	Municipal Code Update	3,024	3,315	1,259	5,500	5,500	5,500
101	4000	2140	General Fund	Professional Fees	413	727	-	315	315	315
101	4000	2145	General Fund	Other Contract Services	22,818	24,454	11,420	6,000	6,000	6,000
101	4000	2146	General Fund	Web Site Design	-	-	14,750	3,000	3,000	3,000
101	4000	2152	General Fund	Facility Rental	10,000	10,000	-	10,000	10,000	10,000
101	4000	2153	General Fund	Dues & Subscriptions	818	494	486	200	330	200
101	4000	2155	General Fund	Training/Conference	2,989	-	3,090	500	500	500
101	4000	2160	General Fund	Other Travel	-	-	-	-	-	-
101	4000	2207	General Fund	Copies	817	1,707	1,320	1,500	1,500	1,500
101	4000	2209	General Fund	Safety Supplies	-	-	-	100	100	100
101	4000	2212	General Fund	Computer Equipment	1,329	4,568	12,784	4,000	5,622	4,000
101	4000	2213	General Fund	Office Supplies	1,411	1,394	1,238	1,500	1,500	1,500
101	4000	2215	General Fund	Special Dept Supplies	8,684	12,368	3,844	4,000	4,000	4,000
101	4000	2311	General Fund	Maint-Office Equip	-	-	120	1,500	1,500	1,500
101	4000	2335	General Fund	Software Maintenance	3,900	200	4,703	3,900	4,687	3,900
101	4000	2350	General Fund	Vehicle Charge	-	-	3,096	3,164	3,164	3,637
101	4000	2405	General Fund	Contributions	46,703	98,356	74,088	85,689	85,689	56,888
101	4000	2406	General Fund	County Services	-	-	-	10,000	10,000	10,000
101	4000	2407	General Fund	Chamber of Commerce	117,124	-	-	159,345	159,345	113,548
101	4000	2425	General Fund	Taxes & Other Charges	1,249	44,932	1,821	1,521	1,940	1,521
101	4000	2445	General Fund	Liability Insurance	173,985	138,515	166,232	144,177	165,000	180,000
101	4000	2630	General Fund	Capital-Mach/Equip	-	-	4,772	15,000	15,000	15,000
101	4000	2640	General Fund	Capital-Furniture/Fixtures	-	-	-	-	-	-
101	4045	2505	General Fund	Retire Principal	245,289	115,502	194,711	200,179	200,179	205,810
101	4045	2515	General Fund	Interest Expense	80,467	26,881	41,564	36,096	36,096	30,465
101	4000	2910	General Fund	Contingencies	-	-	-	-	-	-
101	4000	2899	General Fund	Transfers to Capital Projects	-	-	-	796,000	796,000	416,137
101	4000	2999	General Fund	Transfers to Other Funds	875,297	295,711	1,135,415	178,296	178,296	244,785
101	4000	6100	General Fund	PEG Access Costs	-	-	26,328	3,000	7,205	3,000
101	4000	8000	General Fund	Restitution Account	-	-	-	-	-	10,000
101 Total					**1,663,597**	**788,331**	**1,774,099**	**1,729,808**	**1,757,794**	**1,402,352**
215	4000	2999	MTC Allocations	Transfers to Other Funds	61,107	-	-	-	-	-
215 Total					**61,107**	**-**	**-**	**-**	**-**	**-**
216	4000	2999	Public Safety Impact Fee	Transfers to Other Funds	-	132,800	346,521	-	-	-
216 Total					**-**	**132,800**	**346,521**	**-**	**-**	**-**
219	4000	2999	CLSA Library Fund	Transfers to Other Funds	-	-	-	-	-	-
219 Total					**-**	**-**	**-**	**-**	**-**	**-**
221	4000	2999	Park & Recreation Facilities	Transfers to Other Funds	606	-	-	-	-	-
221 Total					**606**	**-**	**-**	**-**	**-**	**-**
222	4000	2999	Park Bond Act	Transfers to Other Funds	47,672	-	-	-	528,841	-
222 Total					**47,672**	**-**	**-**	**-**	**528,841**	**-**
223	4000	2999	Skate Park Lighting	Transfers to Other Funds	4,139	27,454	-	-	47,064	-
223 Total					**4,139**	**27,454**	**-**	**-**	**47,064**	**-**
224	4000	2999	COPS	Transfers to Other Funds	-	17,000	-	-	-	-
224 Total					**-**	**17,000**	**-**	**-**	**-**	**-**
225	4000	2999	Gas Tax 2105	Transfers to Other Funds	33,500	-	75,656	28,660	28,660	28,660
225 Total					**33,500**	**-**	**75,656**	**28,660**	**28,660**	**28,660**
226	4000	2999	Gas Tax 2106	Transfers to Other Funds	24,100	-	60,270	20,550	20,550	20,550
226 Total					**24,100**	**-**	**60,270**	**20,550**	**20,550**	**20,550**
227	4000	2999	Gas Tax 2107	Transfers to Other Funds	46,500	49,000	75,588	42,450	42,450	42,450
227 Total					**46,500**	**49,000**	**75,588**	**42,450**	**42,450**	**42,450**
228	4000	2999	Gas Tax 2107.5	Transfers to Other Funds	2,000	-	6,471	2,030	2,030	2,030
228 Total					**2,000**	**-**	**6,471**	**2,030**	**2,030**	**2,030**
229	4000	2999	Gas Tax 2103	Transfers to Other Funds	-	22,006	173,345	65,430	65,430	65,430
229 Total					**-**	**22,006**	**173,345**	**65,430**	**65,430**	**65,430**
235	4045	2505	General Fund	Retire Principal	238,371	362,853	352,006	369,105	360,454	369,105
235	4045	2515	General Fund	Interest Expense	89,385	163,952	174,798	157,699	166,350	157,699
235 Total					**327,756**	**526,805**	**526,804**	**526,804**	**526,804**	**526,804**
280	4000	2999	Community Activity	Transfers to Other Funds	414	-	-	-	-	-
280 Total					**414**	**-**	**-**	**-**	**-**	**-**
286	4000	2999	Bocce Ball	Transfers to Other Funds	-	22,000	25,000	-	-	15,000
286 Total					**-**	**22,000**	**25,000**	**-**	**-**	**15,000**

NON DEPARTMENTAL

Non Departmental Expenses By Fund

					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
290	4000	2141	Tourism Improvement Distric	County Share of TID	177,858	187,212	193,750	202,404	202,404	202,404
290	4000	2145	Tourism Improvement Distric	Other Contract Services	14,279	1,000	-	-	-	-
290	4000	2149	Tourism Improvement Distric	Local Share of TID	-	95,468	65,456	68,379	68,379	68,379
290	4000	2153	Tourism Improvement Distric	Dues & Subscriptions	750	-	-	-	-	-
290	4000	2215	Tourism Improvement Distric	Special Dept Supplies	7,584	4,166	-	-	-	-
290	4000	2999	Tourism Improvement Distric	Transfers to Other Funds	-	-	-	2,735	2,735	2,757
290 Total					**200,471**	**287,846**	**259,206**	**273,518**	**273,518**	**273,540**
295	4000	2147	NOAA	Stream Surveys Contracts	13,107	55,098	-	-	-	-
295 Total					**13,107**	**55,098**	**-**	**-**	**-**	**-**
381	4000	2999	Ryan Library Trust	Transfers to Other Funds	-	78,400	-	-	-	-
381 Total					**-**	**78,400**	**-**	**-**	**-**	**-**
383	4000	2405	Dr. Wood Trust	Contributions	-	-	-	-	-	-
383	4000	2999	Dr. Wood Trust	Transfers to Other Funds	-	-	-	-	-	-
383 Total					**-**	**-**	**-**	**-**	**-**	**-**
384	4000	2999	Tweed Trust	Transfers to Other Funds	-	272,386	-	-	-	20,000
384 Total					**-**	**272,386**	**-**	**-**	**-**	**20,000**
420	4045	2130	1996 GO Bonds	Professional Contracts	500	500	500	500	500	500
420	4045	2505	1996 GO Bonds	Retire Principal	130,000	135,000	145,000	150,000	160,000	170,000
420	4045	2515	1996 GO Bonds	Interest Expense	52,130	45,404	38,158	34,450	26,513	18,113
420 Total					**182,630**	**180,904**	**183,658**	**184,950**	**187,013**	**188,613**
561	4000	2110	Water Enterprise	Communication	37	869	1,008	870	1,658	870
561	4000	2115	Water Enterprise	Postage	49	174	164	200	200	200
561	4000	2127	Water Enterprise	Equipment Lease	7,786	6,915	5,753	7,146	7,146	7,146
561	4000	2140	Water Enterprise	Professional Fees	14,900	4,049	-	-	-	-
561	4000	2145	Water Enterprise	Other Contract Services	21,451	19,064	1,131	5,000	5,000	5,000
561	4000	2155	Water Enterprise	Training/Conference	14	-	23	-	58	-
561	4000	2207	Water Enterprise	Copies	817	1,772	1,320	1,500	1,500	1,500
561	4000	2209	Water Enterprise	Safety Supplies	-	-	-	-	-	-
561	4000	2212	Water Enterprise	Computer Equipment	416	306	4,330	4,000	4,000	4,000
561	4000	2213	Water Enterprise	Office Supplies	1,596	1,203	1,045	1,600	1,600	1,600
561	4000	2215	Water Enterprise	Special Dept Supplies	2,239	724	261	2,700	2,700	2,700
561	4000	2218	Water Enterprise	Remote Meter Readers	1,650	629	840	1,000	1,000	1,000
561	4000	2335	Water Enterprise	Software Maintenance	-	200	-	200	787	200
561	4000	2425	Water Enterprise	Taxes & Other Charges	23	-	-	-	-	-
561	4000	2445	Water Enterprise	Liability Insurance	74,336	64,691	43,035	98,580	98,580	98,580
561	4000	2630	Water Enterprise	Capital-Mach/Equip	-	-	4,772	-	-	-
561	4010	2940	Water Enterprise	Depreciation Expense	-	657,710	792,559	-	-	-
561	4045	2130	Water Enterprise	Professional Contracts	-	151,847	-	-	-	-
561	4045	2140	Water Enterprise	Professional Fees	7,119	5,274	12,702	10,000	10,000	10,000
561	4045	2505	Water Enterprise	Retire Principal	-	-	-	464,565	467,800	485,600
561	4045	2515	Water Enterprise	Interest Expense	356,396	349,084	396,126	538,533	533,853	517,809
561	4000	2640	Water Enterprise	Capital-Furniture/Fixtures	0	0	0	0	0	0
561	4000	2920	Water Enterprise	Fixed Asset Adjustments	0	0	0	0	0	0
561	4000	2999	Water Enterprise	Transfers to Other Funds	191,113	55,479	-	200,000	200,000	200,000
561 Total					**679,941**	**1,319,989**	**1,265,068**	**1,335,894**	**1,335,882**	**1,336,205**
571	4000	2110	Wastewater Enterprise	Communication	37	869	1,008	870	1,658	870
571	4000	2115	Wastewater Enterprise	Postage	49	174	164	200	200	200
571	4000	2127	Wastewater Enterprise	Equipment Lease	7,786	6,915	5,753	7,146	7,146	7,146
571	4000	2140	Wastewater Enterprise	Professional Fees	14,900	4,049	-	-	-	-
571	4000	2145	Wastewater Enterprise	Other Contract Services	21,206	19,047	1,131	5,000	5,000	5,000
571	4000	2155	Wastewater Enterprise	Training/Conference	14	-	23	-	58	-
571	4000	2207	Wastewater Enterprise	Copies	817	1,642	1,320	1,500	1,500	1,500
571	4000	2209	Wastewater Enterprise	Safety Supplies	-	-	-	-	-	-
571	4000	2212	Wastewater Enterprise	Computer Equipment	416	306	4,330	4,000	4,000	4,000
571	4000	2213	Wastewater Enterprise	Office Supplies	1,596	1,203	1,045	1,600	1,600	1,600
571	4000	2215	Wastewater Enterprise	Special Dept Supplies	2,239	724	261	2,700	2,700	2,700
571	4000	2335	Wastewater Enterprise	Software Maintenance	-	200	-	200	787	200
571	4000	2425	Wastewater Enterprise	Taxes & Other Charges	23	-	-	-	-	-
571	4000	2445	Wastewater Enterprise	Liability Insurance	74,336	64,691	43,035	98,580	98,580	98,580
571	4000	2630	Wastewater Enterprise	Capital-Mach/Equip	-	-	4,772	-	-	-
571	4000	2640	Wastewater Enterprise	Capital-Furniture/Fixtures	-	-	-	-	-	-
571	4045	2130	Wastewater Enterprise	Professional Contracts	-	42,180	-	-	-	-
571	4045	2140	Wastewater Enterprise	Professional Fees	2,522	274	11,912	5,000	5,686	5,000
571	4045	2505	Wastewater Enterprise	Retire Principal	-	-	-	125,435	127,200	129,400
571	4045	2515	Wastewater Enterprise	Interest Expense	80,608	78,071	86,521	130,196	129,776	125,662
571	4000	2920	Wastewater Enterprise	Fixed Asset Adjustments	0	0	0	0	0	0
571	4000	2940	Wastewater Enterprise	Depreciation Expense	0	483,070	473,784	0	0	0
571	4000	2999	Wastewater Enterprise	Transfers to Other Funds	180,752	-	200,000	100,000	100,000	100,000
571 Total					**387,301**	**703,414**	**835,058**	**482,427**	**485,891**	**481,858**
			DEPT TOTAL		**$ 3,674,841**	**$ 4,483,431**	**$ 5,606,745**	**$ 4,692,521**	**$ 5,301,926**	**$ 4,403,492**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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 2013-2014 operating and capital budget by June 30, 2013.
- Adopted a short-term rental ordinance.
- Continued work on the General Plan Update.
- Updated City fees and charges for services.

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

OBJECT	DESCRIPTION		AMOUNT
101-2155	Training and Conferences:		$3,000
101-2405	Contributions:		$46,833
	♦ Work Connection	$10,000	
	♦ Rianda House	10,000	
	♦ Community Pool	6,000	
	♦ Family Resource Center	7,500	
	♦ Boys & Girls Club	6,000	
	♦ Arts	2,500	
	♦ Napa Valley Community Foundation	3,333	
	♦ Harvest Festival	1,500	

CITY COUNCIL

City Council Expenses By Fund

FUND	DEPT		Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4100	General Fund	$ 136,976	$ 199,711	$ 200,159	$ 163,086	$ 168,086	$ 145,144
235	4100	Measure A	-	975	729	-	-	-
561	4100	Water Enterprise	30,687	34,136	36,737	26,181	26,567	52,858
571	4100	Wastewater Enterprise	17,536	19,507	21,017	13,092	13,686	30,205
		Total Expense	$ 185,199	$ 254,329	$ 258,642	$ 202,359	$ 208,339	$ 228,207

City Council Expense Summary

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 14,400	$ 14,400	$ 16,200	$ 18,000	$ 18,375	$ 18,000
Benefits	97,099	107,363	99,912	112,909	114,514	133,024
Contracts	17,000	-	-	8,000	8,000	8,000
Dept supplies/services	12,731	15,285	16,588	13,850	17,250	18,050
Training/Conference	4,690	5,118	8,133	3,000	3,000	3,000
Contributions	37,620	107,018	115,610	45,300	45,300	46,833
Communications	1,660	1,255	1,307	1,300	1,300	1,300
Capital Equipment	-	3,890	892	-	600	-
Total Expense	$ 185,199	$ 254,329	$ 258,642	$ 202,359	$ 208,339	$ 228,207

Account Detail

Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4100	2020	General Fund	Salaries-Temp/Part Time	6,480	6,480	7,290	12,600	12,600	8,100
101	4100	2040	General Fund	FICA-City	710	723	790	964	964	620
101	4100	2045	General Fund	Employer PERS	910	983	1,093	1,877	1,877	1,203
101	4100	2050	General Fund	Employee PERS	353	353	412	944	944	593
101	4100	2055	General Fund	Health Insurance	50,233	54,797	45,250	70,704	70,704	54,522
101	4100	2061	General Fund	Workers Comp	1,394	1,536	221	-	1,000	-
101	4100	2065	General Fund	SDI	108	-	-	-	-	-
101	4100	2075	General Fund	Life Ins/Def Comp	3,087	3,248	3,303	4,547	4,547	2,923
101	4100	2110	General Fund	Communication	1,660	1,255	1,307	1,300	1,300	1,300
101	4100	2115	General Fund	Postage	23	678	4	50	50	50
101	4100	2127	General Fund	Equipment Lease Expens	-	-	-	-	-	-
101	4100	2140	General Fund	Professional Fees	17,000	-	-	8,000	8,000	8,000
101	4100	2145	General Fund	Other Contract Services	6,409	7,427	8,119	9,000	9,000	9,000
101	4100	2153	General Fund	Dues & Subscriptions	5,776	5,874	6,198	2,000	6,000	6,200
101	4100	2155	General Fund	Training/Conference	4,690	4,143	7,404	3,000	3,000	3,000
101	4100	2207	General Fund	Copies	-	514	-	-	-	-
101	4100	2212	General Fund	Computer Equipment	-	3,890	892	-	600	-
101	4100	2213	General Fund	Office Supplies	142	94	461	500	500	500
101	4100	2215	General Fund	Special Dept Supplies	381	698	1,807	2,300	1,700	2,300
101	4100	2405	General Fund	Contributions	37,620	107,018	115,610	45,300	45,300	46,833
101 Total					**136,976**	**199,711**	**200,159**	**163,086**	**168,086**	**145,144**
235	4100	2125	Measure A	Equipment Rental	-	-	-	-	-	-
235	4100	2155	Measure A	Training/Conference	-	975	729	-	-	-
235	4100	2215	Measure A	Special Dept Supplies	-	-	-	-	-	-
235 Total					**-**	**975**	**729**	**-**	**-**	**-**

CITY COUNCIL

City Council Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
561	4100	2020	Water Enterprise	Salaries-Temp/Part Time	5,040	5,040	5,670	3,600	3,675	6,300
561	4100	2040	Water Enterprise	FICA-City	552	562	614	275	385	482
561	4100	2045	Water Enterprise	Employer PERS	708	765	863	536	536	936
561	4100	2050	Water Enterprise	Employee PERS	274	274	299	270	270	461
561	4100	2055	Water Enterprise	Health Insurance	21,802	25,046	26,789	20,201	20,201	42,406
561	4100	2075	Water Enterprise	Life Ins/Def Comp	2,311	2,448	2,501	1,299	1,500	2,273
561 Total					**30,687**	**34,136**	**36,737**	**26,181**	**26,567**	**52,858**
571	4100	2020	Wastewater Enterprise	Salaries-Temp/Part Time	2,880	2,880	3,240	1,800	2,100	3,600
571	4100	2040	Wastewater Enterprise	FICA-City	316	321	351	138	220	275
571	4100	2045	Wastewater Enterprise	Employer PERS	404	437	517	268	300	535
571	4100	2050	Wastewater Enterprise	Employee PERS	157	157	171	135	135	264
571	4100	2055	Wastewater Enterprise	Health Insurance	12,458	14,312	15,308	10,101	10,101	24,232
571	4100	2075	Wastewater Enterprise	Life Ins/Def Comp	1,321	1,399	1,429	650	830	1,299
571 Total					**17,536**	**19,507**	**21,017**	**13,092**	**13,686**	**30,205**
			DEPT TOTAL		**$ 185,199**	**$ 254,329**	**$ 258,642**	**$ 202,359**	**$ 208,339**	**$ 228,207**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

OBJECT	DESCRIPTION		AMOUNT
101-2155	Training and Conferences:		$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 FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	4002	General Fund	$ 198,738	$ 208,146	$ 340,335	$ 287,841	$ 286,136	$ 382,813
235	4002	Measure A	43,671	-	-	-	-	-
561	4002	Water Enterprise	160,133	111,260	8,675	30,968	33,310	30,953
571	4002	Wastewater Enterprise	92,831	59,764	7,572	19,217	19,217	6,456
		Total Expenses	$ 495,372	$ 379,170	$ 356,581	$ 338,026	$ 338,663	$ 420,222

City Manager/ Clerk Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 303,627	$ 199,757	$ 207,107	$ 207,107	$ 207,107	$ 205,000
Benefits	135,377	144,001	132,447	118,849	117,776	93,152
Contracts	14,728	165	-	-	-	100,000
Dept supplies/services	27,265	27,282	4,385	6,650	7,060	6,650
Training/Conference	5,596	3,038	3,594	3,500	3,500	3,500
Communications	1,247	1,618	1,956	1,920	1,920	1,920
Election Expense	7,533	-	7,078	-	-	10,000
Facility Rental	-	-	-	-	-	-
Capital Equipment	-	3,308	15	-	1,300	-
Total Expenses	$ 495,372	$ 379,170	$ 356,581	$ 338,026	$ 338,663	$ 420,222

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4200	2010	General Fund	Salaries-Regular	107,184	89,891	198,021	174,771	174,771	180,000
101	4200	2030	General Fund	Overtime	-	-	-	-	-	-
101	4200	2040	General Fund	FICA-City	6,547	6,642	13,232	11,700	11,700	10,953
101	4200	2045	General Fund	Employer PERS	10,765	14,649	31,256	26,041	26,041	14,409
101	4200	2050	General Fund	Employee PERS	5,268	6,278	14,634	12,911	12,911	3,150
101	4200	2055	General Fund	Health Insurance	15,536	17,343	36,400	32,499	32,499	40,296
101	4200	2061	General Fund	Workers Comp	8,089	8,914	6,569	5,215	7,000	5,250
101	4200	2065	General Fund	Disability	545	929	1,554	1,496	1,496	1,219
101	4200	2071	General Fund	Unemployment	-	11,700	-	-	-	-
101	4200	2075	General Fund	Life Ins/Def Comp	726	1,959	4,161	3,778	3,778	3,906
101	4200	2085	General Fund	Auto Allowance	2,437	1,080	2,160	2,160	2,160	1,560
101	4200	2097	General Fund	Housing Allowance	-	13,350	15,320	5,200	-	-
101	4200	2105	General Fund	Advertising	15,489	5,393	2,428	5,000	5,000	5,000
101	4200	2110	General Fund	Communication	1,247	1,618	1,956	1,920	1,920	1,920
101	4200	2115	General Fund	Postage	131	99	50	50	50	50
101	4200	2127	General Fund	Equipment Lease Expens	-	-	-	-	-	-
101	4200	2130	General Fund	Professional Contracts	-	165	-	-	-	100,000
101	4200	2145	General Fund	Other Contract Services	5,000	125	-	-	-	-
101	4200	2153	General Fund	Dues & Subscriptions	1,775	517	260	500	500	500
101	4200	2155	General Fund	Training/Conference	5,596	3,038	3,594	3,500	3,500	3,500
101	4200	2156	General Fund	Admin Recruitment	4,023	18,472	-	-	-	-
101	4200	2060	General Fund	Other Travel	-	1,275	734	-	-	-
101	4200	2207	General Fund	Copies	-	15	-	-	-	-
101	4200	2212	General Fund	Computer Equipment	-	2,491	15	-	1,300	-
101	4200	2213	General Fund	Office Supplies	762	954	404	1,000	1,000	1,000
101	4200	2214	General Fund	Election Expense	7,533	-	7,078	-	-	10,000
101	4200	2215	General Fund	Special Dept Supplies	84	362	508	100	510	100
101	4200	2335	General Fund	Software Maintenance	-	70	-	-	-	-
101	4200	2425	General Fund	Taxes & Other Charges	-	-	-	-	-	-
101	4200	2640	General Fund	Furniture & Fixtures	-	817	-	-	-	-
101 Total					**198,738**	**208,146**	**340,335**	**287,841**	**286,136**	**382,813**

CITY MANAGER/CLERK

City Manager/ Clerk Expenses By Fund

					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
235	4200	2010	Measure A	Salaries-Regular	29,448	-	-	-	-	-
235	4200	2040	Measure A	FICA-City	1,806	-	-	-	-	-
235	4200	2045	Measure A	Employer PERS	2,940	-	-	-	-	-
235	4200	2050	Measure A	Employee PERS	1,447	-	-	-	-	-
235	4200	2055	Measure A	Health Insurance	4,116	-	-	-	-	-
235	4200	2065	Measure A	Disability	770	-	-	-	-	-
235	4200	2075	Measure A	Life Ins/Def Comp	2,474	-	-	-	-	-
235	4200	2085	Measure A	Auto Allowance	668	-	-	-	-	-
235 Total					**43,671**	**-**	**-**	**-**	**-**	**-**
561	4200	2010	Water Enterprise	Salaries-Regular	106,269	69,915	4,543	20,043	20,043	21,500
561	4200	2040	Water Enterprise	FICA-City	6,497	5,165	356	1,255	1,255	1,211
561	4200	2045	Water Enterprise	Employer PERS	10,659	9,977	772	2,986	2,986	1,721
561	4200	2050	Water Enterprise	Employee PERS	5,247	4,883	334	1,483	1,483	175
561	4200	2055	Water Enterprise	Health Insurance	15,008	10,467	1,115	3,193	3,193	3,892
561	4200	2061	Water Enterprise	Workers Comp	3,203	6,717	1,263	158	2,500	508
561	4200	2065	Water Enterprise	Disability	982	723	47	150	150	126
561	4200	2075	Water Enterprise	Life Ins/Def Comp	2,488	1,523	125	380	380	380
561	4200	2085	Water Enterprise	Auto Allowance	2,415	840	120	120	120	240
561	4200	2097	Water Enterprise	Housing Allowance	-	1,050	-	1,200	1,200	1,200
561	4200	2130	Water Enterprise	Professional Contracts	7,364	-	-	-	-	-
561 Total					**160,133**	**111,260**	**8,675**	**30,968**	**33,310**	**30,953**
571	4200	2010	Wastewater Enterprise	Salaries-Regular	60,725	39,951	4,543	12,293	12,293	3,500
571	4200	2040	Wastewater Enterprise	FICA-City	3,712	2,952	356	801	801	268
571	4200	2045	Wastewater Enterprise	Employer PERS	6,091	5,725	772	1,832	1,832	280
571	4200	2050	Wastewater Enterprise	Employee PERS	2,998	2,790	335	909	909	175
571	4200	2055	Wastewater Enterprise	Health Insurance	8,577	5,982	1,116	2,152	2,152	1,304
571	4200	2061	Wastewater Enterprise	Workers Comp	-	-	160	158	158	169
571	4200	2065	Wastewater Enterprise	Disability	561	413	46	100	100	35
571	4200	2075	Wastewater Enterprise	Life Ins/Def Comp	1,422	871	125	252	252	125
571	4200	2085	Wastewater Enterprise	Auto Allowance	1,380	480	120	120	120	-
571	4200	2097	Wastewater Enterprise	Housing Allowance	-	600	-	600	600	600
571	4200	2130	Wastewater Enterprise	Professional Contracts	7,364	-	-	-	-	-
571 Total					**92,831**	**59,764**	**7,572**	**19,217**	**19,217**	**6,456**
			DEPT TOTAL		**$ 495,372**	**$ 379,170**	**$ 356,581**	**$ 338,026**	**$ 338,663**	**$ 420,222**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Began integrate planning and building software.
- Begin upgrade of financial software.
- Implemented OpenGov for financial transparency.

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.
- Implement citywide training program.
- Complete integration of planning and building software.

MAJOR HIGHLIGHT FOR FY 2015

- Implement web-portal payroll processing
- Implement citywide web-based training program

DETAIL FOR EXPENSE ACCOUNTS

Finance/City Treasurer
4300

OBJECT	DESCRIPTION		AMOUNT
101-2145, 561-2145, 571-2145			
	Other Contract Services:		$57,950
	♦ Annual audit fee and Single Audit	$32,950	
	♦ HR Services	25,000	
101-2155, 561-2155, 571-2155			
	Training and Conferences:		$3,100
	♦ CSMFO Conference	$1,000	
	♦ Miscellaneous Meetings	200	
	♦ Software Training	1,900	
101-2215, 561-2215, 571-2215			
	Special Department Supplies:		$7,500
	♦ Forms	$7,500	
101-2335, 561-2335, 571-2335			
	Software Maintenance		$26,450
	♦ Financial Software	$24,700	
	♦ Citywide Training Software	1,750	
571-2425	Taxes & Other Charges:		$1,350
	♦ Property taxes	$1,350	

FINANCE/CITY TREASURER

Finance Expenses By Fund

FUND	DEPT		Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4300	General Fund	$ 221,980	$ 280,784	$ 252,882	$ 257,738	$ 285,635	$ 307,336
235	4300	Measure A	25,832	3,467	(1,073)	-	-	-
561	4300	Water Enterprise	235,600	253,473	232,552	258,827	232,185	269,583
571	4300	Wastewater Enterprise	158,011	171,555	145,855	154,297	152,072	174,583
		Total Expenses	$ 641,423	$ 709,279	$ 630,216	$ 670,863	$ 669,892	$ 751,502

Finance Expense Summary

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 323,919	$ 345,017	$ 300,376	$ 347,829	$ 301,115	$ 359,898
Benefits	184,963	203,524	187,393	205,019	178,938	227,594
Contracts	3,500	3,500	3,500	3,500	3,420	3,500
Dept supplies/services	110,370	129,200	113,593	90,345	161,762	131,425
Training/Conference	487	1,631	3,222	1,000	1,489	3,100
Software/Equip Maintenance	17,534	23,451	20,804	21,700	21,844	24,700
Communications	650	606	727	870	924	885
Capital Equipment	-	2,349	601	600	400	400
Total Expenses	$ 641,423	$ 709,279	$ 630,216	$ 670,863	$ 669,892	$ 751,502

Account Detail

Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4300	2010	General Fund	Salaries-Regular	109,786	131,925	129,090	142,050	123,330	152,230
101	4300	2030	General Fund	Overtime	813	276	182	500	1,150	500
101	4300	2040	General Fund	FICA-City	8,365	9,370	9,917	10,897	9,668	11,684
101	4300	2045	General Fund	Employer PERS	15,936	20,655	19,505	21,165	17,035	25,449
101	4300	2050	General Fund	Employee PERS	7,750	9,400	8,855	8,573	6,330	962
101	4300	2055	General Fund	Health Insurance	22,609	29,791	26,784	28,391	25,570	38,165
101	4300	2061	General Fund	Workers Comp	9,957	10,972	6,127	4,488	4,500	6,503
101	4300	2065	General Fund	Disability	1,360	1,211	1,206	1,438	1,210	1,363
101	4300	2075	General Fund	Life Ins/Def Comp	1,752	2,014	2,158	2,365	1,530	2,365
101	4300	2085	General Fund	Auto Allowance	1,234	1,440	1,440	1,440	840	1,440
101	4300	2096	General Fund	Education	-	-	-	-	-	-
101	4300	2105	General Fund	Advertising	-	-	121	-	-	-
101	4300	2110	General Fund	Communication	540	306	527	500	504	500
101	4300	2115	General Fund	Postage	2,904	2,749	1,617	2,000	2,000	2,000
101	4300	2127	General Fund	Equipment Lease	-	-	-	-	-	-
101	4300	2130	General Fund	Professional Contracts	3,500	3,500	3,500	3,500	3,200	3,500
101	4300	2140	General Fund	Professional Fees	5,926	17,695	-	7,500	-	-
101	4300	2142	General Fund	Banking Fees	4,556	9,093	11,521	4,000	12,000	13,000
101	4300	2145	General Fund	Other Contract Services	14,199	17,707	18,350	8,950	66,492	33,950
101	4300	2148	General Fund	Government Fees	100	100	200	100	100	100
101	4300	2153	General Fund	Dues & Subscriptions	826	508	558	430	170	325
101	4300	2155	General Fund	Training/Conference	415	829	2,658	400	875	2,500
101	4300	2160	General Fund	Other Travel	50	2	-	50	-	200
101	4300	2162	General Fund	Bank Fee Reimbursements	-	57	-	-	-	-
101	4300	2207	General Fund	Copies	504	128	-	-	-	-
101	4300	2212	General Fund	Computer Equipment	-	1,560	-	-	-	-
101	4300	2213	General Fund	Office Supplies	356	386	635	400	400	400
101	4300	2215	General Fund	Special Dept Supplies	2,347	1,234	562	1,500	1,500	1,500
101	4300	2311	General Fund	Maint-Office Equipment	540	541	-	-	-	-
101	4300	2335	General Fund	Maint-Software	5,597	6,604	6,886	7,000	7,231	8,700
101	4300	2425	General Fund	Taxes & Other Charges	59	732	10	100	-	-
101	4300	2640	General Fund	Furniture/Fixtures	-	-	471	-	-	-
101 Total					**221,980**	**280,784**	**252,882**	**257,738**	**285,635**	**307,336**

FINANCE/CITY TREASURER

Finance Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
235	4300	2010	Measure A	Salaries-Regular	14,497	-	-	-	-	-
235	4300	2040	Measure A	FICA-City	1,143	-	-	-	-	-
235	4300	2045	Measure A	Employer PERS	2,111	-	-	-	-	-
235	4300	2050	Measure A	Employee PERS	1,080	-	-	-	-	-
235	4300	2055	Measure A	Health Insurance	2,999	-	-	-	-	-
235	4300	2065	Measure A	Disability	131	-	-	-	-	-
235	4300	2075	Measure A	Life Ins/Def Comp	183	-	-	-	-	-
235	4300	2085	Measure A	Auto Allowance	206	-	-	-	-	-
235	4300	2142	Measure A	Banking Fees	3,460	3,460	(1,073)	-	-	-
235	4300	2213	Measure A	Office Supplies	22	7	-	-	-	-
235 Total					**25,832**	**3,467**	**(1,073)**	**-**	**-**	**-**
561	4300	2010	Water Enterprise	Salaries-Regular	124,058	132,205	111,186	130,596	112,485	131,549
561	4300	2030	Water Enterprise	Overtime	305	606	401	100	700	-
561	4300	2040	Water Enterprise	FICA-City	9,568	9,899	8,512	9,987	8,590	10,063
561	4300	2045	Water Enterprise	Employer PERS	17,748	20,320	16,353	19,459	15,110	19,715
561	4300	2050	Water Enterprise	Employee PERS	8,595	9,172	7,305	6,961	5,460	1,068
561	4300	2055	Water Enterprise	Health Insurance	28,460	31,554	32,016	35,325	34,125	47,997
561	4300	2061	Water Enterprise	Workers Comp	-	-	6,252	6,163	6,165	6,605
561	4300	2065	Water Enterprise	Disability	1,420	1,366	1,075	1,383	1,100	1,247
561	4300	2071	Water Enterprise	Unemployment	-	-	-	-	-	-
561	4300	2075	Water Enterprise	Life Ins/Def Comp	1,597	1,555	1,164	1,739	1,040	1,739
561	4300	2085	Water Enterprise	Auto Allowance	600	600	600	600	350	600
561	4300	2105	Water Enterprise	Advertising	-	-	121	-	75	-
561	4300	2110	Water Enterprise	Communication	55	150	100	185	235	200
561	4300	2115	Water Enterprise	Postage	6,867	8,637	11,694	9,000	9,000	11,000
561	4300	2125	Water Enterprise	Equipment Rental	-	-	-	-	-	-
561	4300	2127	Water Enterprise	Equipment Lease	-	-	-	-	-	-
561	4300	2130	Water Enterprise	Professional Contracts	-	-	-	-	110	-
561	4300	2140	Water Enterprise	Professional Fees	12,105	3,505	-	-	-	-
561	4300	2142	Water Enterprise	Banking Fees	2,177	4,243	7,826	12,000	12,000	12,500
561	4300	2144	Water Enterprise	Online Transaction Fee	-	651	1,111	1,080	1,350	1,400
561	4300	2145	Water Enterprise	Other Contract Services	10,306	17,722	18,000	12,550	13,050	12,000
561	4300	2153	Water Enterprise	Dues & Subscriptions	-	78	-	-	-	-
561	4300	2155	Water Enterprise	Training/Conference	36	400	282	300	334	300
561	4300	2160	Water Enterprise	Other Travel	-	2	-	-	-	-
561	4300	2207	Water Enterprise	Copies	1,468	128	-	-	-	-
561	4300	2212	Water Enterprise	Computer Equipment	-	661	-	200	200	200
561	4300	2213	Water Enterprise	Office Supplies	377	386	541	400	400	400
561	4300	2215	Water Enterprise	Special Dept Supplies	3,851	2,962	981	3,000	3,000	3,000
561	4300	2315	Water Enterprise	Maint-Mach/Equip	-	-	-	-	-	-
561	4300	2335	Water Enterprise	Maint-Software	6,005	6,672	6,959	7,700	7,307	8,000
561	4300	2425	Water Enterprise	Taxes & Other Charges	-	-	10	-	-	-
561	4300	2640	Water Enterprise	Furniture/Fixtures	-	-	65	100	-	-
561 Total					**235,600**	**253,473**	**232,552**	**258,827**	**232,185**	**269,583**
571	4300	2010	Wastewater Enterprise	Salaries-Regular	74,291	79,781	59,352	74,484	63,050	75,619
571	4300	2030	Wastewater Enterprise	Overtime	169	224	164	100	400	-
571	4300	2040	Wastewater Enterprise	FICA-City	5,729	5,963	4,546	5,696	4,855	5,785
571	4300	2045	Wastewater Enterprise	Employer PERS	10,614	12,216	8,666	11,098	8,575	11,532
571	4300	2050	Wastewater Enterprise	Employee PERS	5,129	5,529	3,870	3,938	3,080	618
571	4300	2055	Wastewater Enterprise	Health Insurance	16,511	18,385	15,824	18,176	18,690	26,775
571	4300	2061	Wastewater Enterprise	Workers Comp	-	-	3,623	3,572	3,575	3,827
571	4300	2065	Wastewater Enterprise	Disability	850	823	572	787	620	715
571	4300	2071	Wastewater Enterprise	Unemployment	-	-	-	-	-	-
571	4300	2075	Wastewater Enterprise	Life Ins/Def Comp	965	929	663	1,017	710	1,017
571	4300	2085	Wastewater Enterprise	Auto Allowance	360	360	360	360	210	360
571	4300	2105	Wastewater Enterprise	Advertising	-	-	121	-	75	-
571	4300	2110	Wastewater Enterprise	Communication	55	150	100	185	185	185
571	4300	2115	Wastewater Enterprise	Postage	6,367	8,637	11,872	9,000	9,000	9,000
571	4300	2125	Wastewater Enterprise	Equipment Rental	-	-	-	-	-	-
571	4300	2127	Wastewater Enterprise	Equipment Lease	-	-	-	-	-	-
571	4300	2130	Wastewater Enterprise	Professional Contracts	-	-	-	-	110	-
571	4300	2140	Wastewater Enterprise	Professional Fees	12,105	3,505	-	-	-	-
571	4300	2142	Wastewater Enterprise	Banking Fees	2,177	4,243	6,919	5,000	12,000	12,500
571	4300	2144	Wastewater Enterprise	Online Transaction Fee	-	651	1,111	1,080	1,350	1,400
571	4300	2145	Wastewater Enterprise	Other Contract Services	10,306	17,722	18,000	7,550	13,050	12,000
571	4300	2153	Wastewater Enterprise	Dues & Subscriptions	-	78	-	-	-	-
571	4300	2155	Wastewater Enterprise	Training/Conference	36	400	282	300	280	300
571	4300	2160	Wastewater Enterprise	Other Travel	-	-	-	-	-	-
571	4300	2207	Wastewater Enterprise	Copies	1,588	2	-	-	-	-
571	4300	2212	Wastewater Enterprise	Computer Equipment	-	128	-	200	200	200
571	4300	2213	Wastewater Enterprise	Office Supplies	377	661	541	400	400	400

FINANCE/CITY TREASURER

Finance Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
571	4300	2215	Wastewater Enterprise	Special Dept Supplies	3,851	386	981	3,000	3,000	3,000
571	4300	2315	Wastewater Enterprise	Maint-Mach/Equip	-	2,962	-	-	-	-
571	4300	2335	Wastewater Enterprise	Maint-Software	5,392	6,672	6,959	7,000	7,307	8,000
571	4300	2425	Wastewater Enterprise	Taxes & Other Charges	1,137	1,147	1,264	1,255	1,350	1,350
571	4300	2640	Wastewater Enterprise	Furniture/Fixtures	-	-	65	100	-	-
571 Total					**158,011**	**171,555**	**145,855**	**154,297**	**152,072**	**174,583**
			DEPT TOTAL		**$ 641,423**	**$ 709,279**	**$ 630,216**	**$ 670,863**	**$ 669,892**	**$ 751,502**

CITY ATTORNEY

City Attorney Expenses By Fund

FUND	DEPT		Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4400	General Fund	$ 183,641	$ 364,820	$ 477,028	$ 495,000	$ 395,000	$ 545,000
235	4400	Measure A	13,767	401,003	412,617	-	10,110	-
561	4400	Water Enterprise	2,944	5,712	16,350	15,000	15,000	15,000
571	4400	Wastewater Enterprise	-	10,045	1,613	15,000	15,000	15,000
		Total Expenses	$ 200,352	$ 781,580	$ 907,608	$ 525,000	$ 435,110	$ 575,000

City Attorney Expense Summary

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Contracts	$ 186,904	$ 746,047	$ 264,627	$ 210,000	$ 242,800	$ 240,000
Dept supplies/services	4,349	2,470	325,000	-	-	-
Training/Conference	-	39	40	-	-	-
Litigation	-	6,709	251,968	250,000	127,310	300,000
Billable Services	9,100	26,314	65,972	65,000	65,000	35,000
Total Expenses	$ 200,352	$ 781,580	$ 907,608	$ 525,000	$ 435,110	$ 575,000

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4400	2105	General Fund	Advertising	-	-	-	-	-	-
101	4400	2127	General Fund	Equipment Lease Expens	-	-	-	-	-	-
101	4400	2130	General Fund	Professional Contracts	170,192	334,904	209,812	180,000	210,000	210,000
101	4400	2132	General Fund	Litigation	-	1,092	201,203	250,000	120,000	300,000
101	4400	2133	General Fund	Billable Services	9,100	26,314	65,972	65,000	65,000	35,000
101	4400	2145	General Fund	Other Contract Services	-	-	-	-	-	-
101	4400	2153	General Fund	Memberships & Publicati	4,245	2,457	-	-	-	-
101	4400	2155	General Fund	Training/Conference	-	39	40	-	-	-
101	4400	2207	General Fund	Copies	-	-	-	-	-	-
101	4400	2213	General Fund	Office Supplies	103	-	-	-	-	-
101	4400	2215	General Fund	Special Dept Supplies	-	13	-	-	-	-
101 Total					**183,641**	**364,820**	**477,028**	**495,000**	**395,000**	**545,000**
235	4400	2130	Measure A	Professional Contracts	13,767	395,386	36,852	-	2,800	-
235	4400	2132	Measure A	Litigation	-	5,617	50,765	-	7,310	-
235	4400	2133	Measure A	Billable Services	-	-	-	-	-	-
235	4400	2140	Measure A	Professional Fees	-	-	-	-	-	-
235	4400	2215	Measure A	Special Dept Supplies	-	-	325,000	-	-	-
235 Total					**13,767**	**401,003**	**412,617**	**-**	**10,110**	**-**
561	4400	2130	Water Enterprise	Professional Contracts	2,944	5,712	16,350	15,000	15,000	15,000
561	4400	2140	Water Enterprise	Professional Fees	-	-	-	-	-	-
561	4400	2145	Water Enterprise	Other Contract Services	-	-	-	-	-	-
561 Total					**2,944**	**5,712**	**16,350**	**15,000**	**15,000**	**15,000**
571	4400	2130	Wastewater Enterprise	Professional Contracts	-	10,045	1,613	15,000	15,000	15,000
571 Total					**-**	**10,045**	**1,613**	**15,000**	**15,000**	**15,000**
			DEPT TOTAL		**$ 200,352**	**$ 781,580**	**$ 907,608**	**$ 525,000**	**$ 435,110**	**$ 575,000**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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 finaled 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

OBJECT	DESCRIPTION		AMOUNT
101-2020	Temporary Part Time:		$6,000
	♦ Planning Commissioner Stipends	$6,000	
101-2105	Advertising:		$6,000
	♦ Public Hearing Notices	$6,000	
101-2145	Other Contract Services:		$140,000
	♦ Plan Check	$95,000	
	♦ Planning services	45,000	
101-2153	Memberships and Publications:		$2,500
	♦ Metro Scan Service, Code/Handbook Updates, Membership Dues, NFPA Standards	$2,500	
101-2155	Training and Conferences:		$2,000
	♦ Planning Commissioners and staff	$2,000	
101-2335	Software Maintenance:		$10,000
	♦ Trak-It Building Software Maintenance	$10,000	

PLANNING & BUILDING

Planning & Building Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	4500	General Fund	$ 786,329	$ 756,624	$ 384,609	$ 381,268	$ 420,120	$ 475,043
101	4542	General Fund	-	-	62,164	56,546	56,545	59,142
		Total Expenses	$ 786,329	$ 756,624	$ 446,773	$ 437,814	$ 476,665	$ 534,185

Planning & Building Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 319,858	$ 324,766	$ 185,867	$ 155,522	$ 155,522	$ 201,020
Benefits	184,636	206,519	125,245	89,870	91,337	123,886
Contracts	234,587	196,394	79,845	124,116	150,000	140,000
Dept supplies/services	40,212	25,261	52,327	63,142	74,642	63,642
Training/Conference	3,842	277	393	2,000	2,000	2,000
Vehicle/Equip maintenance	3,195	3,408	3,096	3,164	3,164	3,637
Total Expenses	$ 786,329	$ 756,624	$ 446,773	$ 437,814	$ 476,665	$ 534,185

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4500	2010	General Fund	Salaries-Regular	313,149	318,596	141,857	110,772	110,772	150,020
101	4542	2010	General Fund	Salaries-Regular	-	-	38,751	38,750	38,750	45,000
101	4500	2020	General Fund	Salaries-Temp/Part Time	5,600	4,800	4,800	6,000	6,000	6,000
101	4500	2030	General Fund	Overtime	1,109	1,370	459	-	-	-
101	4500	2040	General Fund	FICA-City	24,231	24,776	11,256	8,933	8,933	11,936
101	4542	2040	General Fund	FICA-City	-	-	2,277	2,268	2,268	2,359
101	4500	2045	General Fund	Employer PERS	45,209	51,986	21,283	16,505	16,505	21,689
101	4542	2045	General Fund	Employer PERS	-	-	6,163	5,774	5,774	3,602
101	4500	2050	General Fund	Employee PERS	22,039	32,805	9,918	8,177	8,177	10,058
101	4542	2050	General Fund	Employee PERS	-	-	2,872	2,872	2,872	-
101	4500	2055	General Fund	Health Insurance	72,367	76,844	26,287	21,361	21,361	51,962
101	4542	2055	General Fund	Health Insurance	-	-	5,423	5,205	5,205	6,470
101	4500	2061	General Fund	Workers Comp	11,456	13,360	9,827	7,902	10,500	8,468
101	4542	2061	General Fund	Workers Comp	-	-	801	790	790	847
101	4500	2065	General Fund	Disability	3,599	3,357	1,304	997	997	1,332
101	4542	2065	General Fund	Disability	-	-	239	249	249	227
101	4500	2071	General Fund	Unemployment	64	127	17,559	4,500	4,500	-
101	4500	2075	General Fund	Life Ins/Def Comp	2,673	864	1,998	1,299	169	1,299
101	4542	2075	General Fund	Life Ins/Def Comp	-	-	637	637	637	637
101	4500	2085	General Fund	Auto Allowance	3,000	2,400	2,400	2,400	2,400	2,400
101	4542	2085	General Fund	Auto Allowance	-	-	-	-	-	600
101	4542	2097	General Fund	Housing Allowance	-	-	5,000	-	-	-
101	4500	2105	General Fund	Advertising	6,655	7,416	4,161	6,000	6,000	6,000
101	4500	2110	General Fund	Communication	591	1,245	1,164	716	716	716
101	4500	2115	General Fund	Postage	1,576	1,871	580	1,000	1,000	1,000
101	4500	2127	General Fund	Equipment Lease Expens	-	-	-	-	-	-
101	4500	2130	General Fund	Professional Contracts	20,900	3,114	36,033	36,000	36,000	36,000
101	4500	2140	General Fund	Professional Fees	112,599	86,165	-	-	-	-
101	4500	2145	General Fund	Other Contract Services	121,988	110,229	79,845	124,116	150,000	140,000
101	4500	2152	General Fund	Facility Rental	50	-	-	-	-	-
101	4500	2153	General Fund	Dues & Subscriptions	2,949	1,912	1,651	2,000	2,500	2,500
101	4500	2155	General Fund	Training/Conference	3,842	277	393	2,000	2,000	2,000
101	4500	2207	General Fund	Copies	420	353	-	-	-	-
101	4500	2212	General Fund	Computer Equipment	-	522	-	500	500	500
101	4500	2213	General Fund	Office Supplies	1,320	866	155	1,000	1,000	1,000
101	4500	2215	General Fund	Special Dept Supplies	639	307	2,471	5,426	5,426	5,426
101	4500	2225	General Fund	Fuel/Oil	-	-	-	-	-	-
101	4500	2311	General Fund	Maint-Office Equipment	-	-	-	500	500	500

PLANNING & BUILDING

Planning & Building Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4500	2335	General Fund	Maint-Software	5,112	6,837	6,112	10,000	21,000	10,000
101	4500	2350	General Fund	Vehicle Charge	3,195	3,408	3,096	3,164	3,164	3,637
101	4500	2640	General Fund	Furniture and Fixtures	-	817	-	-	-	-
101 Total					**786,329**	**756,624**	**446,773**	**437,814**	**476,665**	**534,185**
			DEPT TOTAL		**$ 786,329**	**$ 756,624**	**$ 446,773**	**$ 437,814**	**$ 476,665**	**$ 534,185**

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CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Placed new Type-I Pumper in Service
- Started Construction of new Training Facility at Waste Water Treatment Plant

CURRENT YEAR GOALS & OBJECTIVES

- Purchase new Utility vehicle, replace aging Suburban
- Plan to raise $150k for live training props, residential ventilation props, vehicle extrication props, forcible entry and search and rescue props.

DETAIL FOR EXPENSE ACCOUNTS

Fire

4800

OBJECT	DESCRIPTION		AMOUNT
101-2110	Communications:		$19,016
	♦ Replacement Pagers and Radios	$8,216	
	♦ County Communication Services	3,600	
	♦ Cellular Phone Service	3,600	
	♦ Annual Business Phone Service	3,600	
101-2130	Professional Contract:		$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	Other Contract Services: Volunteer firefighter's pay		$210,000
	♦ Base pay	$208,000	
	♦ Station Daytime Coverage Pay	2,000	
101-2155	Training and Conferences:		$14,000
	♦ Annual Training	$14,000	
101-2170	Fire Prevention Education:		$4,000
101-2213	Office Supplies:		$2,000
	♦ Supplies	$2,000	
101-2215	Special Department Supplies:		$80,167
	♦ Annual Supplies	$55,667	
	♦ Replacement Hose	13,000	
	♦ SCBA's and replacement parts – 2	10,500	
	♦ Class 'A' Foam	1,000	
101-2217	Field Supplies:		$3,500
	♦ Disposable Medical Supplies	$3,500	

101-2311	Office Equipment Maintenance:		$1,000
	♦ Annual Copier Maintenance	$600	
	♦ Printer Maintenance	400	
101-2315	Machinery and Equipment Maintenance:		$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	Buildings and Grounds Maintenance:		$3,000
	♦ Annual Generator Service	$1,200	
	♦ Window Cleaning (Spring/Fall)	800	
	♦ Other	1,000	

FIRE DEPARTMENT

Fire Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	4800	General Fund	$ 460,523	$ 687,055	$ 588,338	$ 591,233	$ 655,628	$ 606,639
		Total Expenses	$ 460,523	$ 687,055	$ 588,338	$ 591,233	$ 655,628	$ 606,639

Fire Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 61,628	$ 64,473	$ 65,456	$ 76,951	$ 77,126	$ 90,606
Benefits	45,415	48,322	62,279	34,596	34,596	36,346
Contracts	172,253	177,543	224,427	253,054	253,054	253,054
Dept supplies/services	44,656	115,800	62,142	103,117	103,117	103,117
Training/Conference	14,644	6,531	5,070	14,000	14,000	14,000
Vehicle/Equip maintenance	27,904	26,113	41,825	59,000	59,000	59,000
Utilities	21,057	22,504	22,451	21,500	21,500	21,500
Communications	29,916	22,954	21,663	19,016	19,016	19,016
Debt Payments	-	171,031	-	-	-	-
Strike Team	-	9,656	60,075	-	64,220	-
Fire Inspection Prof Fees	33,185	22,128	22,500	10,000	10,000	10,000
Capital Equipment	9,866	-	450	-	-	-
Total Expenses	$ 460,523	$ 687,055	$ 588,338	$ 591,233	$ 655,628	$ 606,639

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4800	2010	General Fund	Salaries-Regular	39,284	41,673	42,367	53,923	53,923	46,598
101	4800	2020	General Fund	Salaries-Temp/Part Time	22,344	22,800	22,800	23,028	23,028	44,008
101	4800	2030	General Fund	Overtime	-	-	289	-	175	-
101	4800	2040	General Fund	FICA-City	4,760	4,978	5,031	5,887	5,887	6,931
101	4800	2045	General Fund	Employer PERS	8,650	9,525	32,061	14,966	14,966	17,122
101	4800	2050	General Fund	Employee PERS	4,114	4,345	4,257	4,875	4,875	2,951
101	4800	2055	General Fund	Health Insurance	20,199	21,160	13,047	1,831	1,831	1,479
101	4800	2061	General Fund	Workers Comp	6,533	7,199	6,804	5,689	5,689	6,774
101	4800	2065	General Fund	Disability	513	465	430	593	593	466
101	4800	2075	General Fund	Life Ins/Def Comp	646	650	650	755	755	623
101	4800	2105	General Fund	Advertising	-	-	482	-	-	-
101	4800	2110	General Fund	Communications	29,916	22,954	21,663	19,016	19,016	19,016
101	4800	2115	General Fund	Postage	246	499	690	500	500	500
101	4800	2122	General Fund	Utilities	21,057	22,504	22,451	21,500	21,500	21,500
101	4800	2125	General Fund	Equipment Rental	-	-	-	-	-	-
101	4800	2127	General Fund	Equipment Lease Expense	2,973	2,700	3,194	4,000	4,000	4,000
101	4800	2130	General Fund	Professional Contracts	34,373	10,041	13,179	14,000	14,000	14,000
101	4800	2140	General Fund	Professional Fees	64	354	-	200	200	200
101	4800	2145	General Fund	Other Contract Services	137,816	167,149	211,248	210,000	210,000	210,000
101	4800	2153	General Fund	Dues & Subscriptions	3,693	2,418	1,508	4,000	4,000	4,000
101	4800	2154	General Fund	CAL Fire Dispatch Contract	-	-	-	28,854	28,854	28,854
101	4800	2155	General Fund	Training/Conference	14,644	6,531	5,070	14,000	14,000	14,000
101	4800	2170	General Fund	Fire Prev Education	2,784	4,060	1,634	4,000	4,000	4,000
101	4800	2175	General Fund	Fire Inspection Services	33,185	22,128	22,500	10,000	10,000	10,000
101	4800	2180	General Fund	Strike Teams	-	9,656	60,075	-	64,220	-
101	4800	2207	General Fund	Copies	365	414	331	200	200	200
101	4800	2210	General Fund	Issuance Costs	-	-	-	-	-	-
101	4800	2212	General Fund	Computer Equipment	1,239	2,457	7,623	4,000	4,000	4,000
101	4800	2213	General Fund	Office Supplies	219	1,780	816	2,000	2,000	2,000
101	4800	2215	General Fund	Special Dept Supplies	28,267	98,273	42,723	80,167	80,167	80,167
101	4800	2217	General Fund	Field Supplies	4,211	2,509	1,745	3,500	3,500	3,500
101	4800	2225	General Fund	Fuel/Oil	6,584	10,018	9,464	10,000	10,000	10,000
101	4800	2226	General Fund	Vehicle Maint-Outside	4,914	699	10,081	11,500	11,500	11,500
101	4800	2228	General Fund	Vehicle Parts & Supplies	7,463	7,953	18,518	8,500	8,500	8,500
101	4800	2311	General Fund	Maint-Office Equip	-	-	-	1,000	1,000	1,000

FIRE DEPARTMENT

Fire Expenses By Fund

					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4800	2315	General Fund	Maint-Mach/Equip	6,187	4,948	2,476	25,000	25,000	25,000
101	4800	2330	General Fund	Maint-Bldgs/Grnds	2,755	2,495	1,287	3,000	3,000	3,000
101	4800	2335	General Fund	Software Maintenance	658	690	630	750	750	750
101	4800	2425	General Fund	Taxes & Other Charges	2	-	-	-	-	-
101	4800	2630	General Fund	Capital-Mach/Equip	9,866	-	450	-	-	-
101	4800	2640	General Fund	Furniture & Fixtures	-	-	765	-	-	-
101	4845	2505	General Fund	Retire Principal	-	147,510	-	-	-	-
101	4845	2515	General Fund	Interest Expense	-	23,521	-	-	-	-
101 Total					**460,523**	**687,055**	**588,338**	**591,233**	**655,628**	**606,639**
			DEPT TOTAL		**$ 460,523**	**$ 687,055**	**$ 588,338**	**$ 591,233**	**$ 655,628**	**$ 606,639**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Completed purchase, installation and training of MDC's in patrol vehicles.
- Completed Records Purging.
- Completed R.I.M.S. installation and training.
- Participated in the Special Olympics Torch Run and Tip-A-Cop programs.
- Increased community outreach and law enforcement participation.
- Introduced a drug and gang awareness program into the Elementary Schools.
- Conducted Active Shooter Training at St. Helena High School

CURRENT YEAR GOALS & OBJECTIVES

- Complete an evidence audit.
- Conduct a Department Inspection
- Create a Volunteer Program
- Update phone/911 hardware and software.
- Extend current Bond for New Police Station.

MAJOR HIGHLIGHT FOR FY 2015

- Create Dispatch System to incorporate dispatching for Calistoga and/or Fire

DETAIL FOR EXPENSE ACCOUNTS

Police

4900

OBJECT	DESCRIPTION		AMOUNT
101-2110	Communications:		$18,600
	♦ Phones (Verizon)	$1,200	
	♦ T1 Line (ATT11)	7,700	
	♦ CLETS	600	
	♦ Internet (Comcast)	700	
	♦ DOJ Line (ATT02)	4,325	
	♦ Cloverdale (Router, RFF)	3,075	
	♦ Misc Radio/Dispatch Repairs/Service	1,000	
101-2115	Postage:		$700
101-2122	Utilites:		$9,000
	♦ PGE	8,400	
	♦ Water Filter (Associated Services)	600	
101-2130	Professional Contract Services:		$84,000
	♦ NSIB Contract	$34,000	
	♦ County Communication Services	1,000	
	♦ Live Scan Contract	7,350	
	♦ Entersect/NetMotion/Copware/Language Line	2,450	
	♦ Data Ticket Contract	1,200	
	♦ Moore K9 Training Contract	6,000	
	♦ Animal Rescue Contract	2,000	
	♦ Boys N Girls Club Contract	25,000	
	♦ D.A.R.E. Contract	5,000	
101-2140	Professional Fees:		$5,000
	♦ Pre-employment psychological, medicals and other related services	$5,000	
279-2145	Asset Contract Services:		$2,000
	♦ NSIB Contract	$2,000	
101-2155	Training/Conferences:		$ 4,000
	♦ Domain Specific Conferences (Canine, Sex Assault)	$4,000	
238-2155	Post Reimbursable Training:		$2,000

101-2217	Field Supplies:		$15,000
	♦ Flares, first aid, ammunition, film, and other police related consumables	$15,000	
101-2425	Taxes & Other Charges:		$3,000
	♦ SB2557 Booking Fees	$3,000	

POLICE DEPARTMENT

Police Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	4900	General Fund	$ 2,436,401	$ 2,505,342	$ 2,651,846	$ 2,617,930	$ 2,785,136	$ 2,855,531
224	4900	Public Safe (COPS)	69,735	104,628	65,328	100,120	100,120	100,000
238	4900	Training Dev Fund	10,712	1,640	3,698	4,000	6,300	2,000
279	4900	Asset Forfeiture	16,295	12,875	8,000	35,539	5,000	2,000
375	4900	Murray Trust Fund	-	-	-	-	-	-
		Total Expenses	$ 2,533,142	$ 2,624,484	$ 2,728,872	$ 2,757,589	$ 2,896,555	$ 2,959,531

Police Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 1,440,859	$ 1,391,890	$ 1,440,186	$ 1,449,941	$ 1,486,941	$ 1,532,500
Benefits	853,312	968,514	1,055,301	1,045,697	1,175,403	1,195,239
Contracts	89,091	117,614	101,179	96,465	78,018	102,000
Dept supplies/services	33,277	42,013	43,019	65,200	65,700	52,800
Training/Conference	15,157	23,853	22,137	19,000	21,300	16,000
Vehicle/Equip maintenance	35,953	37,481	31,356	34,807	34,807	33,392
Utilities	10,887	9,817	10,065	9,600	9,600	9,000
Communications	14,359	16,583	25,628	30,315	18,223	18,600
Capital Equipment	40,247	16,719	-	6,564	6,564	-
Total Expenses	$ 2,533,142	$ 2,624,484	$ 2,728,872	$ 2,757,589	$ 2,896,555	$ 2,959,531

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4900	2010	General Fund	Salaries-Regular	1,251,194	1,200,783	1,116,168	1,220,809	1,220,809	1,300,888
101	4900	2020	General Fund	Salaries-Temp/Part Time	-	-	27,800	30,000	67,000	30,000
101	4900	2021	General Fund	Salaries-Temp/Part Time	-		24,852	-	-	-
101	4900	2030	General Fund	Overtime	148,070	147,916	227,428	150,000	150,000	150,000
101	4900	2037	General Fund	Holiday Pay	41,596	43,191	43,938	49,132	49,132	51,612
101	4900	2040	General Fund	FICA-City	107,354	103,963	109,521	110,920	110,920	117,236
101	4900	2045	General Fund	Employer PERS	326,469	409,824	401,108	439,743	501,926	538,055
101	4900	2050	General Fund	Employee PERS	94,506	98,288	98,672	108,567	108,567	85,246
101	4900	2055	General Fund	Health Insurance	226,681	251,088	263,062	279,433	279,433	332,902
101	4900	2061	General Fund	Workers Comp	48,775	54,884	119,302	52,478	120,000	58,597
101	4900	2065	General Fund	Disability	16,294	14,392	13,480	14,118	14,118	14,076
101	4900	2071	General Fund	Unemployment	6,750	4,485	7,497	-	-	-
101	4900	2075	General Fund	Life Ins/Def Comp	859	1,922	3,283	2,188	2,188	2,177
101	4900	2095	General Fund	Uniform Allowance	11,625	12,500	13,875	12,750	12,750	12,750
101	4900	2096	General Fund	Education Reimbursement	-	1,168	1,500	1,500	1,500	-
101	4900	2097	General Fund	Housing Allowance	14,000	16,000	24,000	24,000	24,000	34,200
101	4900	2105	General Fund	Advertising	835	-	-	-	-	-
101	4900	2110	General Fund	Communication	14,359	16,583	24,587	14,000	14,000	18,600
101	4900	2115	General Fund	Postage	1,188	1,336	1,011	800	800	700
101	4900	2122	General Fund	Utilities	10,887	9,817	10,065	9,600	9,600	9,000
101	4900	2127	General Fund	Equipment Lease	2,586	3,030	3,114	2,808	2,808	2,800
101	4900	2130	General Fund	Professional Contracts	2,276	3,636	2,077	22,241	22,241	25,000
101	4900	2140	General Fund	Professional Fees	4,408	5,962	9,956	5,000	5,000	5,000
101	4900	2145	General Fund	Other Contract Services	41,112	33,762	32,569	5,000	5,000	5,000
101	4900	2153	General Fund	Dues & Subscriptions	1,609	1,656	573	400	400	300
101	4900	2155	General Fund	Training/Conference	4,445	17,434	15,752	5,000	5,000	4,000
101	4900	2160	General Fund	Other Travel	-	145	-	-	-	-
101	4900	2207	General Fund	Copies	456	406	1,188	500	1,000	1,000
101	4900	2208	General Fund	Youth Activities	-	-	-	-	-	-
101	4900	2212	General Fund	Computer Equipment	-	2,027	6,064	6,444	6,444	5,000
101	4900	2213	General Fund	Office Supplies	5,030	5,157	4,357	3,000	3,000	3,000
101	4900	2215	General Fund	Special Dept Supplies	4,868	3,670	11,167	2,692	2,692	-
101	4900	2217	General Fund	Field Supplies	6,866	2,002	3,219	10,000	10,000	15,000
101	4900	2311	General Fund	Maint-Office Equip	722	-	-	-	-	-
101	4900	2315	General Fund	Maint-Mach/Equip	87	-	-	-	-	-
101	4900	2330	General Fund	Maint-Bldgs/Grnds	613	-	(695)	-	-	-
101	4900	2335	General Fund	Software Maintenance	610	735	-	-	-	-
101	4900	2350	General Fund	Vehicle Charge	35,144	37,481	31,356	34,807	34,807	33,392
101	4900	2425	General Fund	Taxes & Other Charges	813	41	-	-	-	-
101	4900	2630	General Fund	Capital-Mach/Equip	-	-	-	-	-	-
101	4900	2640	General Fund	Furniture & Fixtures	3,316	59	-	-	-	-
101 Total					**2,436,401**	**2,505,342**	**2,651,846**	**2,617,930**	**2,785,136**	**2,855,531**

POLICE DEPARTMENT

Police Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
224	4900	2030	Public Safe (COPS)	Overtime	-	-	-	-	-	-
224	4900	2110	Public Safe (COPS)	Communication	-	-	1,041	4,223	4,223	-
224	4900	2130	Public Safe (COPS)	Professional Contracts	25,000	52,761	40,773	25,777	25,777	50,000
224	4900	2145	Public Safe (COPS)	Other Contract Services	-	8,618	7,804	15,000	15,000	15,000
224	4900	2155	Public Safe (COPS)	Training/Conference	-	4,779	2,688	10,000	10,000	10,000
224	4900	2212	Public Safe (COPS)	Computer Equipment	1,453	7,710	-	13,556	13,556	5,000
224	4900	2215	Public Safe (COPS)	Special Dept Supplies	6,350	13,709	13,022	15,000	15,000	10,000
224	4900	2217	Public Safe (COPS)	Field Supplies	-	389	-	10,000	10,000	10,000
224	4900	2630	Public Safe (COPS)	Capital-Mach/Equip	36,932	16,661	-	5,000	5,000	-
224	4900	2640	Public Safe (COPS)	Furniture & Fixtures	-	-	-	1,564	1,564	-
224 Total					**69,735**	**104,628**	**65,328**	**100,120**	**100,120**	**100,000**
238	4900	2155	Training Dev Fund	Training/Conference	10,712	1,640	3,698	4,000	6,300	2,000
238 Total					**10,712**	**1,640**	**3,698**	**4,000**	**6,300**	**2,000**
279	4900	2110	Asset Forfeiture	Communication	-	-	-	12,092	-	-
279	4900	2145	Asset Forfeiture	Other Contract Services	16,295	12,875	8,000	23,447	5,000	2,000
279 Total					**16,295**	**12,875**	**8,000**	**35,539**	**5,000**	**2,000**
375	4900	2215	Murray Trust Fund	Special Dept Supplies	-	-	-	-	-	-
375 Total					**-**	**-**	**-**	**-**	**-**	**-**
			DEPT TOTAL		**$ 2,533,142**	**$ 2,624,484**	**$ 2,728,872**	**$ 2,757,589**	**$ 2,896,555**	**$ 2,959,531**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Explored new library cooperative opportunities with Napa County and Sonoma County libraries. –Ongoing. Currently developing new agreement with Napa and Solano. Sonoma is considering participation.
- Increased library's web presence, particularly using Social Media to address needs of teens and Spanish speakers.—As of March 1, 2014 the library's Facebook pages have a combined 8000 followers.
- Established 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. –Delayed but still in progress.
- Launched NapaValleyNow.

CURRENT YEAR GOALS & OBJECTIVES

- Promote and increase usage of library's electronic resources, particularly downloadable content.
- Launch online bilingual video series to assist users with self-service options and

- Increase programming reach and effectiveness by producing video recordings to be available online and through NapaValleyTV.
- Prepare for probable systems migration to be effective summer 2015.

MAJOR HIGHLIGHT FOR FY 2015

- Move forward with Friends and Foundation to fund and create the Dr. Robert Darter memorial courtyard.

DETAIL FOR EXPENSE ACCOUNTS

Library
4600

OBJECT	DESCRIPTION		AMOUNT
101-2122	Utilities:		$40,000
	♦ Electric & Gas	$34,214	
	♦ Garbage Service	5,216	
	♦ Water	570	
101-2145, 219-2145, 382-2145			
	Other Contract Services:		$109,403
	♦ SNAP Automation Contract Fee and Update	$55,470	
	♦ NLS Search Services/Delivery/Membership*	33,598	
	♦ Brainfuse, HelpNow! Online Homework Help	4,500	
	♦ OCLC on-line cataloging*	3,670	
	♦ Database licensing	12,165	
218-2215, 219-2215			
	Special Department Supplies:		$10,000
	♦ Material Processing Supplies	$6,500	
	♦ Public printers and copiers	500	
	♦ Cataloging/Processing Supplies	3,000	
219-2216, 384-2216			$138,000
	Library Materials:		
	♦ Print materials for all ages,		
	♦ Downloadable e-content,		
	♦ Media		
101-2311, 219-2127			
	Office Equipment Maintenance & Leasing:		$9,500
	♦ Photocopier (Xerox)	$2,600	
	♦ Photocopier & Print Management (Savin)	3,250	
	♦ Building Security System	1,400	
	♦ Self-Check system maintenance	2,250	
101-2335, 101-2110, 219-2110			
	Other Tech:		$16,500
	♦ Software licensing and maintenance	$3,000	
	♦ Communications	13,500	

101-2213, 219-2213, 219-2207

Office Supplies		$6,000
♦ Standard Office Supplies	$4,000	
♦ Copies	2,000	

218-2155, 219-2155, 384-2155, 384-2153

Training & Memberships:		$12,963
♦ Staff In service Day (CLA conference)	$5,000	
♦ Professional & Institutional memberships	1,500	
♦ MLIS Tuition reimbursement	500	
♦ Onground & online training	5,963	

384-**** (all except 2425) $93,500 to be funded by a grant from the Friends and Foundation for the purpose of enhancing library services.

LIBRARY DEPARTMENT

Library Expenses By Fund

FUND	DEPT		Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4600	General Fund	$ 843,214	$ 869,210	$ 876,191	$ 856,756	$ 866,718	$ 1,007,966
218	4600	PLF State Grant	720	3,163	23,400	65,980	62,580	2,603
219	4600	CLSA State Grant	192,037	145,511	198,233	214,500	208,488	133,360
381	4600	Ryan Library Trust	910	-	-	-	-	-
382	4600	Martin Trust	1,512	-	-	-	-	14,263
384	4600	Tweed Trust	83,682	65,117	76,350	101,197	101,197	112,345
		Total Expenses	$ 1,122,073	$ 1,083,000	$ 1,174,175	$ 1,238,433	$ 1,238,983	$ 1,270,537

Library Expense Summary

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 511,349	$ 525,994	$ 562,374	$ 570,907	$ 571,885	$ 623,901
Benefits	258,747	269,341	273,774	270,547	271,116	289,920
Contracts	111,219	86,725	90,683	141,100	128,985	109,403
Dept supplies/services	48,151	45,883	70,697	59,500	73,255	54,850
Library Materials	130,117	111,008	124,560	138,000	138,412	138,000
Training/Conference	4,671	3,191	5,372	12,380	12,180	11,463
Utilities	38,648	37,545	43,822	40,000	40,000	40,000
Capital Equipment	19,173	3,313	2,892	6,000	3,150	3,000
Total Expenses	$ 1,122,073	$ 1,083,000	$ 1,174,175	$ 1,238,433	$ 1,238,983	$ 1,270,537

Account Detail

Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4600	2010	General Fund	Salaries-Regular	436,551	427,511	411,814	417,867	417,867	447,057
101	4600	2030	General Fund	Overtime	-	26	138	-	-	-
101	4600	2020	General Fund	Salaries-Temp/Part Time	66,306	83,414	133,180	127,259	127,259	140,848
101	4600	2037	General Fund	Holiday Pay	2,667	2,477	2,473	2,781	4,130	5,021
101	4600	2040	General Fund	FICA-City	38,590	39,242	41,678	41,915	41,915	45,353
101	4600	2045	General Fund	Employer PERS	60,158	65,876	61,727	62,262	62,262	76,040
101	4600	2050	General Fund	Employee PERS	29,074	29,522	27,527	22,848	22,848	4,112
101	4600	2055	General Fund	Health Insurance	100,530	102,402	90,422	92,328	92,328	108,212
101	4600	2061	General Fund	Workers Comp	16,917	18,642	39,384	36,190	36,190	40,713
101	4600	2065	General Fund	Disability	5,230	4,641	4,055	4,474	4,474	4,288
101	4600	2071	General Fund	Unemployment	-	624	855	-	569	-
101	4600	2075	General Fund	Life Ins/Def Comp	5,402	5,030	4,596	6,432	6,432	6,432
101	4600	2085	General Fund	Auto Allowance	2,400	2,400	2,400	2,400	2,400	2,400
101	4600	2105	General Fund	Advertising	-	443	-	-	75	350
101	4600	2110	General Fund	Communications	2,203	2,150	2,733	-	1,094	5,500
101	4600	2115	General Fund	Postage	1,103	962	538	-	459	500
101	4600	2122	General Fund	Utilities	38,648	37,545	43,822	40,000	40,000	40,000
101	4600	2127	General Fund	Equipment Lease	-	-	-	-	-	-
101	4600	2130	General fund	Professional Contracts	-	-	62	-	90	-
101	4600	2145	General Fund	Other Contract Services	31,998	38,250	8,711	-	885	70,140
101	4600	2155	General Fund	Training/Conference	40	120	40	-	-	-
101	4600	2207	General Fund	Copies	-	-	-	-	183	-
101	4600	2212	General Fund	Computer Equipment	-	-	-	-	1,366	-
101	4600	2213	General Fund	Office Supplies	847	-	-	-	-	2,000
101	4600	2215	General Fund	Special Dept Supplies	4,549	7,933	(25)	-	805	-
101	4600	2216	General Fund	Library Material	-	-	37	-	924	-
101	4600	2311	General Fund	Maint-Office Equip	-	-	-	-	-	6,000
101	4600	2335	General Fund	Software Maintenance	-	-	-	-	2,164	3,000
101	4600	2425	General Fund	Taxes & Other Charges	-	-	25	-	-	-
101 Total					**843,214**	**869,210**	**876,191**	**856,756**	**866,718**	**1,007,966**
218	4600	2105	PLF State Grar	Advertising	720	-	-	-	-	-
218	4600	2145	PLF State Grar	Other Contract Services	-	-	13,710	41,100	48,100	-
218	4600	2155	PLF State Grar	Training/Conference	-	-	-	7,880	7,480	2,000
218	4600	2215	PLF State Grar	Special Dept Supplies	-	3,163	9,690	17,000	7,000	603
218	4600	2216	PLF State Grar	Library Material	-	-	-	-	-	-
218 Total					**720**	**3,163**	**23,400**	**65,980**	**62,580**	**2,603**

LIBRARY DEPARTMENT

Library Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
219	4600	2105	CLSA State Gr	Advertising	717	994	375	3,000	-	-
219	4600	2110	CLSA State Gr	Communications	125	52	3,075	2,500	15,000	8,000
219	4600	2115	CLSA State Gr	Postage	-	227	466	250	1,500	-
219	4600	2127	CLSA State Gr	Equipment Lease	3,871	3,965	4,019	3,250	3,250	3,500
219	4600	2145	CLSA State Gr	Other Contract Services	75,035	48,474	68,262	100,000	80,000	25,000
219	4600	2152	CLSA State Gr	Facility Rental	-	-	-	-	-	-
219	4600	2155	CLSA State Gr	Training/Conference	322	713	1,834	1,000	1,200	5,463
219	4600	2207	CLSA State Gr	Copies	2,786	2,491	2,255	2,000	2,200	2,000
219	4600	2212	CLSA State Gr	Computer Equipment	3,795	1,150	21,808	3,500	6,000	-
219	4600	2213	CLSA State Gr	Office Supplies	3,651	4,392	5,029	6,000	6,000	2,000
219	4600	2215	CLSA State Gr	Special Dept Supplies	7,666	3,771	5,531	6,000	7,000	9,397
219	4600	2216	CLSA State Gr	Library Material	85,273	71,487	78,347	75,000	74,988	75,000
219	4600	2311	CLSA State Gr	Maint-Office Equip	6,011	4,303	4,805	6,000	6,000	-
219	4600	2330	CLSA State Gr	Maint-Buildings/Grounds	-	-	-	-	-	-
219	4600	2335	CLSA State Gr	Maint-Software	-	177	-	-	2,200	-
219	4600	2425	CLSA State Gr	Taxes & Other Charges	30	-	-	-	-	-
219	4600	2630	CLSA State Gr	Capital-Mach/Equip	773	-	-	3,000	1,500	-
219	4600	2640	CLSA State Gr	Furniture/Fixtures	1,981	3,313	2,426	3,000	1,650	3,000
219 Total					**192,037**	**145,511**	**198,233**	**214,500**	**208,488**	**133,360**
381	4600	2216	Ryan Library T	Library Material	910	-	-	-	-	-
381 Total					**910**	**-**	**-**	**-**	**-**	**-**
382	4600	2145	Martin Trust	Other Contract Services	-	-	-	-	-	14,263
382	4600	2153	Martin Trust	Dues & Subscriptions	130	-	-	-	-	-
382	4600	2155	Martin Trust	Training/Conference	535	-	-	-	-	-
382	4600	2216	Martin Trust	Library Material	847	-	-	-	-	-
382 Total					**1,512**	**-**	**-**	**-**	**-**	**14,263**
384	4600	2020	Tweed Trust	Salaries-Temp/Part Time	5,824	12,489	14,769	23,000	22,629	29,510
384	4600	2030	Tweed Trust	Overtime	-	77	-	-	-	-
384	4600	2037	Tweed Trust	Holiday Pay	-	-	-	-	-	1,465
384	4600	2040	Tweed Trust	FICA-City	446	961	1,130	1,697	1,697	2,370
384	4600	2115	Tweed Trust	Postage	-	-	8	-	-	-
384	4600	2145	Tweed Trust	Other Contract Services	4,186	-	-	-	-	-
384	4600	2152	Tweed Trust	Facility Rental	-	-	-	-	-	-
384	4600	2153	Tweed Trust	Dues & Subscriptions	315	340	436	500	500	1,500
384	4600	2155	Tweed Trust	Training/Conference	3,773	2,358	3,497	3,500	3,500	4,000
384	4600	2215	Tweed Trust	Special Dept Supplies	139	59	51	-	110	-
384	4600	2216	Tweed Trust	Library Material	43,088	39,521	46,176	63,000	62,500	63,000
384	4600	2425	Tweed Trust	Taxes & Other Charges	9,493	9,312	9,817	9,500	10,261	10,500
384	4600	2640	Tweed Trust	Furniture/Fixtures	16,418	-	466	-	-	-
383 Total					**83,682**	**65,117**	**76,350**	**101,197**	**101,197**	**112,345**
			DEPT TOTAL		**$ 1,122,073**	**$ 1,083,000**	**$ 1,174,175**	**$ 1,238,433**	**$ 1,238,983**	**$ 1,270,537**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Added a new Fall Bocce League which included 24 new teams.
- Increased the membership of the Teen Center by 25% by promoting and improving the image of the Teen Center in the community.
- Continued to provide high quality recreation programs for all ages. New programs included Mad Science and National Academy of Athletics Sport camps.
- Continue to collaborate with neighboring cities in the Upper Valley Sports League in Basketball, Soccer, and Volleyball.

CURRENT YEAR GOALS & OBJECTIVES

- To create a new space for middle school students that draws more interest and receives higher foot traffic. This will be achieved by rebranding of Teen Center, creating after-school clubs that target particular interest, and providing more program-based time.
- Replace center field light at Carpy Field.
- Continue to increase programming while maintaining low operational costs in all areas to enhance the community of St. Helena.
- Work cooperatively with St. Helena Unified School District to establish a joint use agreement to utilize School District Facilities (gyms, pools, classrooms) for community recreation programs.
- Seek financial support from community to enhance scholarship program and improve the ability to provide recreation programs for all.

MAJOR HIGHLIGHT FOR FY 2015

- Provide increasingly high quality programs while maintaining low operational costs.

DETAIL FOR EXPENSE ACCOUNTS

Recreation
4728

OBJECT	DESCRIPTION		AMOUNT
289-2145	Other Contract Services:		$40,000
	♦ Program instructors	$40,000	
289-2152	Facility Rental:		$24,000
	♦ RLS New Gym, RLS Old Gym, Community Pool, St. Helena Primary School Multi Use Room, & Carpy Field Rental.	$24,000	
289-2160	Other Travel:		$3,000
	♦ Travel costs for recreation activities	$3,000	
280-2215	Special Departmental Supplies:		$6,000
	♦ Miscellaneous Supplies	$6,000	
289-2215	Special Departmental Supplies:		$10,000
	♦ Recreation supplies	$10,000	
289-2241	Pool Supplies:		$2,000
	♦ Recreation supplies	$2,000	
289-2242	Sports Programs Supplies:		$4,000
	♦ Recreation supplies	$4,000	
289-2243	Fieldtrips:		$2,500
	♦ Travel and Admissions	$2,500	

RECREATION DEPARTMENT

Recreation Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	4728	General Fund	$ 65,467	$ 69,379	$ 70,879	$ 78,956	$ 80,569	$ 84,995
280	4728	Community Activity	98,842	105,618	110,331	125,939	125,939	165,464
286	4728	Bocce Ball	16,732	13,414	11,066	24,568	25,198	26,188
289	4728	Recreation Program	117,761	122,643	125,666	132,835	155,329	186,954
		Total Expenses	$ 298,802	$ 311,054	$ 317,942	$ 362,299	$ 387,035	$ 463,601

Recreation Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 158,622	$ 157,552	$ 168,730	$ 181,303	$ 202,100	$ 231,600
Benefits	52,595	55,260	71,041	66,766	69,082	113,334
Contracts	39,688	43,616	34,213	41,200	41,830	42,200
Dept supplies/services	39,598	29,369	29,385	49,980	50,906	46,730
Training/Conference	330	25	365	900	900	437
Communications	3,446	5,072	5,458	5,150	5,217	5,300
Facility Rental	4,523	20,160	8,750	17,000	17,000	24,000
Transfer to other funds	0	0	0	0	0	0
Total Expenses	$ 298,802	$ 311,054	$ 317,942	$ 362,299	$ 387,035	$ 463,601

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	4728	2010	General Fund	Salaries-Regular	38,589	39,376	39,376	39,375	39,375	47,250
101	4728	2020	General Fund	Salaries-Temp/Part Time	-	-	286	-	-	-
101	4728	2030	General Fund	Overtime	-	-	-	-	-	-
101	4728	2040	General Fund	FICA-City	2,998	3,058	3,080	3,012	3,012	3,615
101	4728	2045	General Fund	Employer PERS	5,417	5,976	5,860	5,867	5,867	8,037
101	4728	2050	General Fund	Employee PERS	2,645	2,700	2,700	2,829	2,829	-
101	4728	2055	General Fund	Health Insurance	6,752	7,407	7,569	7,540	7,540	12,669
101	4728	2061	General Fund	Workers Comp	3,724	4,104	2,192	1,580	3,000	1,694
101	4728	2065	General Fund	Disability	505	440	400	433	433	473
101	4728	2075	General Fund	Life Ins/Def Comp	625	635	649	650	650	650
101	4728	2085	General Fund	Auto Allowance	1,200	1,200	1,200	1,200	1,200	1,200
101	4728	2105	General Fund	Advertising	548	-	150	250	300	300
101	4728	2110	General Fund	Communication	2,114	2,356	2,923	2,350	2,417	2,500
101	4728	2115	General Fund	Postage	109	23	46	-	21	100
101	4728	2127	General Fund	Equipment Lease Expense	-	-	-	-	-	-
101	4728	2130	General Fund	Professional Contracts	-	140	110	-	55	100
101	4728	2140	General Fund	Professional Fees	-	-	55	100	100	100
101	4728	2142	General Fund	Banking Fees	-	220	229	200	200	200
101	4728	2144	General Fund	Online Transaction Fee	-	-	-	100	100	100
101	4728	2145	General Fund	Other Contract Services	-	300	-	-	-	-
101	4728	2153	General Fund	Dues & Subscriptions	50	55	170	170	170	170
101	4728	2155	General Fund	Training/Conference	-	-	-	500	500	37
101	4728	2160	General Fund	Other Travel	-	-	-	100	100	100
101	4728	2207	General Fund	Copies	-	8	-	100	100	100
101	4728	2212	General Fund	Computer Equipment	-	1,228	-	200	200	200
101	4728	2213	General Fund	Office Supplies	6	117	437	300	300	300
101	4728	2215	General Fund	Special Dept Supplies	-	36	21	1,000	1,000	1,000
101	4728	2244	General Fund	Swimming Program	-	-	-	5,000	5,000	-
101	4728	2311	General Fund	Maint-Office Equip	-	-	-	100	100	100
101	4728	2320	General Fund	Maint-Tennis Courts	-	-	2,114	4,000	4,000	4,000
101	4728	2335	General Fund	Software Maintenance	186	-	-	-	-	-
101	4728	2640	General Fund	Furniture & Fixtures	-	-	1,310	2,000	2,000	-
101 Total					**65,467**	**69,379**	**70,879**	**78,956**	**80,569**	**84,995**

RECREATION DEPARTMENT

Recreation Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
280	4728	2010	Community Activity	Salaries-Regular	38,589	39,376	39,376	39,375	39,375	79,180
280	4728	2020	Community Activity	Salaries-Temp/Part Time	29,280	33,221	34,094	46,779	46,779	17,078
280	4728	2030	Community Activity	Overtime	-	-	-	200	200	200
280	4728	2040	Community Activity	FICA-City	5,238	5,594	5,667	6,606	6,606	7,379
280	4728	2045	Community Activity	Employer PERS	5,416	5,976	5,860	5,867	5,867	10,032
280	4728	2050	Community Activity	Employee PERS	2,645	2,700	2,700	2,829	2,829	160
280	4728	2055	Community Activity	Health Insurance	6,752	7,408	7,570	7,540	7,540	28,197
280	4728	2061	Community Activity	Workers Comp	17	19	5,581	5,500	5,500	9,043
280	4728	2065	Community Activity	Disability	451	459	400	433	433	792
280	4728	2071	Community Activity	Unemployment	273	-	-	-	-	-
280	4728	2075	Community Activity	Life Ins/Def Comp	625	635	650	650	650	1,043
280	4728	2085	Community Activity	Auto Allowance	1,200	1,200	1,200	1,200	1,200	1,200
280	4728	2105	Community Activity	Advertising	75	150	-	250	250	250
280	4728	2110	Community Activity	Communication	211	1,849	1,628	1,900	1,900	1,900
280	4728	2115	Community Activity	Postage	-	1	-	100	100	100
280	4728	2140	Community Activity	Professional Fees	32	-	-	-	-	-
280	4728	2145	Community Activity	Other Contract Services	-	407	200	1,000	1,000	2,000
280	4728	2153	Community Activity	Dues & Subscriptions	160	160	-	160	160	160
280	4728	2155	Community Activity	Training/Conference	280	25	110	200	200	200
280	4728	2160	Community Activity	Other Travel	-	-	-	100	100	300
280	4728	2213	Community Activity	Office Supplies	351	247	-	250	250	250
280	4728	2215	Community Activity	Special Dept Supplies	7,246	6,191	5,295	5,000	5,000	6,000
280 Total					**98,842**	**105,618**	**110,331**	**125,939**	**125,939**	**165,464**
286	4728	2020	Bocce Ball	Salaries-Temp/Part Time	11,965	7,935	8,118	16,000	16,000	16,560
286	4728	2040	Bocce Ball	FICA-City	915	607	621	918	918	1,267
286	4728	2061	Bocce Ball	Workers Comp	-	-	-	-	-	711
286	4728	2105	Bocce Ball	Advertising	-	-	-	150	150	150
286	4728	2110	Bocce Ball	Communication	133	-	-	-	-	-
286	4728	2115	Bocce Ball	Postage	-	-	-	-	-	-
286	4728	2142	Bocce Ball	Banking Fees	-	902	66	1,000	1,000	1,000
286	4728	2144	Bocce Ball	Online Transaction Fee	-	344	12	400	400	400
286	4728	2145	Bocce Ball	Other Contract Services	-	-	-	200	830	200
286	4728	2213	Bocce Ball	Office Supplies	-	313	122	400	400	400
286	4728	2215	Bocce Ball	Special Dept Supplies	2,498	3,313	2,127	4,000	4,000	4,000
286	4728	2330	Bocce Ball	Maint-Buildings/Grounds	-	-	-	-	-	1,500
286	4728	2335	Bocce Ball	Software Maintenance	1,221	-	-	1,500	1,500	-
286 Total					**16,732**	**13,414**	**11,066**	**24,568**	**25,198**	**26,188**
289	4728	2010	Recreation Program	Salaries-Regular	-	-	-	-	-	21,287
289	4728	2020	Recreation Program	Salaries-Temp/Part Time	40,199	37,573	46,986	39,174	59,935	48,645
289	4728	2030	Recreation Program	Overtime	-	71	493	400	436	1,400
289	4728	2040	Recreation Program	FICA-City	3,075	2,880	3,634	3,104	4,000	5,457
289	4728	2045	Recreation Program	Employer PERS	-	-	-	-	-	1,330
289	4728	2050	Recreation Program	Employer PERS	-	-	-	-	-	106
289	4728	2055	Recreation Program	Health Insurance	-	-	-	-	-	10,352
289	4728	2061	Recreation Program	Workers Comp	2,053	2,262	9,462	9,008	9,008	7,452
289	4728	2065	Recreation Program	SDI	-	-	-	-	-	213
289	4728	2071	Recreation Program	Unemployment	69	-	4,048	-	-	-
289	4728	2075	Recreation Program	Deferred Comp	-	-	-	-	-	262
289	4728	2105	Recreation Program	Advertising	102	75	175	500	500	500
289	4728	2110	Recreation Program	Communication	988	867	907	900	900	900
289	4728	2115	Recreation Program	Postage	-	-	-	-	-	-
289	4728	2122	Recreation Program	Utilities	557	413	605	450	450	450
289	4728	2140	Recreation Program	Professional Fees	-	-	-	-	-	-
289	4728	2142	Recreation Program	Banking Fees	-	1,799	2,671	1,500	1,500	1,500
289	4728	2144	Recreation Program	Online Transaction Fee	-	980	1,423	700	850	1,000
289	4728	2145	Recreation Program	Other Contract Services	39,688	42,909	34,013	40,000	40,000	40,000
289	4728	2152	Recreation Program	Facility Rental	4,523	20,160	8,750	17,000	17,000	24,000
289	4728	2155	Recreation Program	Training/Conference	50	-	255	200	200	200
289	4728	2160	Recreation Program	Other Travel	3,082	-	-	3,000	3,000	3,000
289	4728	2211	Recreation Program	Fingerprinting	64	-	-	300	300	300
289	4728	2213	Recreation Program	Office Supplies	-	88	34	100	100	100
289	4728	2215	Recreation Program	Special Dept Supplies	13,995	9,017	7,696	9,000	9,650	10,000
289	4728	2241	Recreation Program	Pool Supplies	-	297	428	1,000	1,000	2,000
289	4728	2242	Recreation Program	Sports Program Supplies	-	2,398	2,691	4,000	4,000	4,000
289	4728	2243	Recreation Program	Fieldtrips	-	855	1,395	2,500	2,500	2,500
289	4728	2335	Recreation Program	Software Maintenance	9,316	-	-	-	-	-
289 Total					**117,761**	**122,643**	**125,666**	**132,835**	**155,329**	**186,954**
			DEPT TOTAL		**$ 298,802**	**$ 311,054**	**$ 317,942**	**$ 362,299**	**$ 387,035**	**$ 463,601**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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 2014-2015, 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 2014-2015 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

- Managed Water Treatment and Distribution Improvements.
- Managed further Wastewater Collection and Treatment System Improvements.
- Managed operational efforts to affirm and improve St. Helena's surface water rights with a goal towards permit extension or license.
- Completed 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.
- Retained consultants to assist in preparation of plans specifications and estimates for construction, application for project funding, and engineering support to begin removal of York Creek Dam.
- Continued maintenance of the Flood Project.

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 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.

- 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 construction of Bell Creek Inflow Weir Design, as required to achieve compliance with current regulations.

- Update Emergency Operations Manuel (last update was adopted in 1996).

- Implement automated purchase order requisition requests, and convert current paper-based and manual form processes to online submission and e-signature's.

MAJOR HIGHLIGHT FOR FY 2015

- Continue to apply for grant opportunities which will supplement and or supplant budgets for critical capital project needs for all divisions of Public Works.

DETAIL FOR EXPENSE ACCOUNTS

Public Works Administration
5000

OBJECT	DESCRIPTION		AMOUNT
101-2110, 561-2110, 571-2110			
	Communications:		$6,500
101-2130, 561-2130, 571-2130			
	Professional Contracts:		$39,250
	♦ Engineering Support	$39,250	
101-2145, 561-2145, 571-2145			
	Other Contract Services:		$7,111
561-2150			
	Water Use Efficiency Program:		$11,078
101-2153, 561-2153, 571-2153			
	Memberships and Publication:		$1,825
101-2155, 561-2155, 571-2155			
	Training and Conferences:		$1,100
101-2213, 561-2213, 571-2213			
	Office Supplies:		$800
561-2215, 571-2215			
	Special Departmental Supplies:		$600
	♦ Software Licenses, supplies	$600	

PUBLIC WORKS- ADMINISTRATION

Public Works- Administration Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	5000	General Fund	$ 110,590	$ 189,454	$ 191,420	$ 217,064	$ 145,069	$ 173,816
235	5000	Measure A	160,896	44,828	3,812	-	-	-
561	5000	Water Enterprise	129,398	346,934	253,223	293,410	255,832	309,169
571	5000	Wastewater Enterprise	128,404	155,214	208,462	172,172	168,486	226,292
		Total Expenses	$ 529,288	$ 736,431	$ 656,917	$ 682,646	$ 569,387	$ 709,277

Public Works- Administration Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 320,146	$ 341,976	$ 357,459	$ 352,999	$ 293,412	$ 358,728
Benefits	139,977	171,089	220,016	209,380	161,330	217,226
Contracts	14,773	2,179	9,856	48,861	40,500	48,861
Dept supplies/services	36,679	86,649	58,394	59,612	63,500	71,912
Training/Conference	866	485	1,574	1,100	1,153	1,100
Vehicle/Equip maintenance	6,661	6,933	8,748	9,493	9,493	10,249
Capital Equipment	10,186	127,119	870	1,200	-	1,201
Total Expenses	$ 529,288	$ 736,431	$ 656,917	$ 682,646	$ 569,387	$ 709,277

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	5000	2010	General Fund	Salaries-Regular	54,431	88,050	92,130	124,287	62,464	91,927
101	5000	2020	General Fund	Salaries-Temp/Part Time	370	18,783	3,994	-	16,858	-
101	5000	2030	General Fund	Overtime	-	-	-	-	839	-
101	5000	2037	General Fund	Holiday Pay	-	-	-	-	-	-
101	5000	2040	General Fund	FICA-City	4,063	8,020	7,257	9,460	6,084	7,032
101	5000	2045	General Fund	Employer PERS	8,161	16,061	14,378	18,519	7,673	15,636
101	5000	2050	General Fund	Employee PERS	4,025	6,379	6,588	8,382	3,116	1,722
101	5000	2055	General Fund	Health Insurance	10,460	20,170	23,448	27,614	16,038	25,455
101	5000	2061	General Fund	Workers Comp	8,570	9,445	4,882	3,477	9,248	3,726
101	5000	2065	General Fund	Disability	466	837	820	1,235	542	742
101	5000	2071	General Fund	Unemployment	233	-	11,250	-	-	-
101	5000	2075	General Fund	Life Ins/Def Comp	25	84	84	2,678	48	1,338
101	5000	2085	General Fund	Auto Allowance	-	-	-	480	-	-
101	5000	2105	General Fund	Advertising	405	-	354	550	1,657	1,600
101	5000	2110	General Fund	Communication	2,268	3,267	3,271	500	2,068	500
101	5000	2115	General Fund	Postage	1,307	597	678	600	519	600
101	5000	2127	General Fund	Equipment Lease Expense	1,436	1,723	1,471	1,603	1,288	1,603
101	5000	2130	General Fund	Professional Contracts	-	-	-	250	-	250
101	5000	2140	General Fund	Professional Fees	3,604	539	2,345	500	-	500
101	5000	2145	General Fund	Other Contract Services	70	134	3,699	5,111	1,200	5,111
101	5000	2153	General Fund	Dues & Subscriptions	238	1,245	384	625	987	625
101	5000	2155	General Fund	Training/Conference	866	417	352	300	676	300
101	5000	2207	General Fund	Copies	495	639	925	500	656	500
101	5000	2212	General Fund	Computer Equipment	609	1,474	576	500	121	500
101	5000	2213	General Fund	Office Supplies	653	561	288	400	552	400
101	5000	2215	General Fund	Special Dept Supplies	51	503	770	-	424	-
101	5000	2311	General Fund	Maint-Office Equip	154	-	-	-	-	-
101	5000	2312	General Fund	Maintenance Supplies	-	-	-	-	-	-
101	5000	2335	General Fund	Software Maintenance	612	1,090	-	-	-	-
101	5000	2350	General Fund	Vehicle Charge	6,507	6,933	8,748	9,493	9,493	10,249
101	5000	2425	General Fund	Taxes & Other Charges	513	2,504	2,728	-	2,516	3,500
101	5000	2630	General Fund	Capital-Mach/Equip	-	-	-	-	-	-
101 Total					**110,590**	**189,454**	**191,420**	**217,064**	**145,069**	**173,816**
235	5000	2010	Measure A	Salaries-Regular	89,977	31,955	-	-	-	-
235	5000	2020	Measure A	Salaries-Temp/Part Time	33,562	111	-	-	-	-
235	5000	2030	Measure A	Overtime	111	-	-	-	-	-
235	5000	2040	Measure A	FICA-City	9,444	2,453	-	-	-	-
235	5000	2045	Measure A	Employer PERS	12,683	4,485	-	-	-	-
235	5000	2050	Measure A	Employee PERS	6,209	2,186	-	-	-	-
235	5000	2055	Measure A	Health Insurance	7,538	3,214	-	-	-	-
235	5000	2061	Measure A	Workers Comp	3	3	-	-	-	-
235	5000	2065	Measure A	Disability	1,242	357	-	-	-	-

PUBLIC WORKS- ADMINISTRATION

Public Works- Administration Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
235	5000	2075	Measure A	Life Ins/Def Comp	128	45	-	-	-	-
235	5000	2105	Measure A	Advertising	-	-	-	-	-	-
235	5000	2115	Measure A	Postage	-	19	-	-		-
235	5000	2140	Measure A	Professional Fees	-	-	3,812	-	-	-
235 Total					**160,896**	**44,828**	**3,812**	**-**	**-**	**-**
561	5000	2010	Water Enterprise	Salaries-Regular	63,948	80,133	132,430	130,772	108,377	135,379
561	5000	2020	Water Enterprise	Salaries-Temp/Part Time	-	24,654	864	-	-	-
561	5000	2030	Water Enterprise	Overtime	-	-	-	-	-	-
561	5000	2037	Water Enterprise	Holiday Pay	-	1,831	-	-	-	-
561	5000	2040	Water Enterprise	FICA-City	4,958	8,223	10,318	9,956	8,385	10,357
561	5000	2045	Water Enterprise	Employer PERS	9,485	17,938	20,670	19,485	17,298	23,027
561	5000	2050	Water Enterprise	Employee PERS	4,602	5,782	9,524	9,152	7,368	6,364
561	5000	2055	Water Enterprise	Health Insurance	10,950	15,121	25,475	27,614	21,501	32,794
561	5000	2061	Water Enterprise	Workers Comp	-	-	8,015	7,902	2,554	5,081
561	5000	2065	Water Enterprise	Disability	735	856	1,272	1,306	1,056	1,196
561	5000	2071	Water Enterprise	Unemployment	-	-	225	-	-	-
561	5000	2075	Water Enterprise	Life Ins/Def Comp	1,270	1,288	2,534	3,038	2,170	2,796
561	5000	2085	Water Enterprise	Auto Allowance	600	600	1,215	960	1,031	1,200
561	5000	2105	Water Enterprise	Advertising	-	218	-	500	-	500
561	5000	2110	Water Enterprise	Communication	3,000	630	879	3,000	38	3,000
561	5000	2115	Water Enterprise	Postage	1,115	563	778	200	436	200
561	5000	2127	Water Enterprise	Equipment Lease Expense	1,394	1,723	1,471	2,000	1,288	2,000
561	5000	2130	Water Enterprise	Professional Contracts	1,324	-	-	38,000	38,000	38,000
561	5000	2140	Water Enterprise	Professional Fees	2,838	776	-	1,000	-	1,000
561	5000	2143	Water Enterprise	Finance Charge	-	-	-	-	-	-
561	5000	2145	Water Enterprise	Other Contract Services	2,625	-	-	1,500	1,300	1,500
561	5000	2150	Water Enterprise	Water Use Eff	9,872	37,595	11,093	11,078	13,843	11,078
561	5000	2153	Water Enterprise	Dues & Subscriptions	200	325	288	600	38	600
561	5000	2155	Water Enterprise	Training/Conference	-	45	235	400	216	400
561	5000	2207	Water Enterprise	Copies	487	640	925	900	580	900
561	5000	2212	Water Enterprise	Computer Equipment	587	1,543	180	600	-	600
561	5000	2213	Water Enterprise	Office Supplies	352	133	129	200	541	200
561	5000	2215	Water Enterprise	Special Dept Supplies	40	-	2,500	300	-	300
561	5000	2220	Water Enterprise	Small Tools	-	-	-	97	-	97
561	5000	2335	Water Enterprise	Software Maintenance	-	-	-	-	-	-
561	5000	2425	Water Enterprise	Taxes & Other Charges	-	21,962	21,767	22,250	29,812	30,000
561	5000	2630	Water Enterprise	Capital-Mach/Equip	-	-	-	-	-	-
561	5000	2640	Water Enterprise	Furniture and Fixtures	-	-	435	600	-	600
561	5000	2920	Water Enterprise	Fixed Asset Adjustments	9,017	124,357	-	-	-	-
561 Total					**129,398**	**346,934**	**253,223**	**293,410**	**255,832**	**309,169**
571	5000	2010	Wastewater Enterpris	Salaries-Regular	63,947	80,133	127,446	97,940	104,872	131,422
571	5000	2020	Wastewater Enterpris	Salaries-Temp/Part Time	13,801	14,496	595	-	-	-
571	5000	2030	Wastewater Enterpris	Overtime	-	-	-	-	-	-
571	5000	2037	Wastewater Enterpris	Holiday Pay	-	1,831	-	-	-	-
571	5000	2040	Wastewater Enterpris	FICA-City	5,497	7,445	9,922	7,469	8,122	10,054
571	5000	2045	Wastewater Enterpris	Employer PERS	10,472	16,450	19,896	14,593	16,747	22,354
571	5000	2050	Wastewater Enterpris	Employee PERS	4,603	5,782	9,199	6,835	7,200	6,317
571	5000	2055	Wastewater Enterpris	Health Insurance	10,951	15,120	23,379	20,494	19,501	30,206
571	5000	2061	Wastewater Enterpris	Workers Comp	-	-	4,488	4,425	1,430	4,742
571	5000	2065	Wastewater Enterpris	Disability	734	856	1,224	997	1,022	1,156
571	5000	2071	Wastewater Enterpris	Unemployment	-		225	-	-	-
571	5000	2075	Wastewater Enterpris	Life Ins/Def Comp	1,270	1,288	2,529	2,350	2,165	2,731
571	5000	2085	Wastewater Enterpris	Auto Allowance	600	600	1,200	960	1,031	1,200
571	5000	2105	Wastewater Enterpris	Advertising	-	-	-	-	-	-
571	5000	2110	Wastewater Enterpris	Communication	3,000	-	879	3,000	38	3,000
571	5000	2115	Wastewater Enterpris	Postage	515	563	778	200	436	200
571	5000	2127	Wastewater Enterpris	Equipment Lease Expense	1,394	1,723	1,471	1,400	1,288	1,400
571	5000	2130	Wastewater Enterpris	Professional Contracts	-	-	-	1,000	-	1,000
571	5000	2140	Wastewater Enterpris	Professional Fees	2,947	730	-	1,000	-	1,000
571	5000	2145	Wastewater Enterpris	Other Contract Services	1,367	-	-	500	-	500
571	5000	2153	Wastewater Enterpris	Dues & Subscriptions	50	175	138	600	33	600
571	5000	2155	Wastewater Enterpris	Training/Conference	-	24	986	400	260	400
571	5000	2207	Wastewater Enterpris	Copies	367	640	925	500	580	500
571	5000	2212	Wastewater Enterpris	Computer Equipment	587	1,430	111	600	-	600
571	5000	2213	Wastewater Enterpris	Office Supplies	468	140	196	200	541	200
571	5000	2215	Wastewater Enterpris	Special Dept Supplies	40	369	-	300	-	300
571	5000	2220	Wastewater Enterpris	Small Tools	-	-	-	-	-	-

PUBLIC WORKS- ADMINISTRATION

Public Works- Administration Expenses By Fund				Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
571	5000	2425	Wastewater Enterprise Taxes & Other Charges	4,624	2,657	2,441	5,809	3,220	5,809
571	5000	2630	Wastewater Enterprise Capital-Mach/Equip	-	-	-	-	-	-
571	5000	2640	Wastewater Enterprise Furniture and Fixtures	-	-	435	600	-	600
571	5000	2670	Wastewater Enterprise Capital Impv-Equipment	-	-	-	-	-	-
571	5000	2920	Wastewater Enterprise Fixed Asset Adjustments	1,169	2,763	-	-	-	1
571 Total				**128,404**	**155,214**	**208,462**	**172,172**	**168,486**	**226,292**
			DEPT TOTAL	**$ 529,288**	**$ 736,431**	**$ 656,917**	**$ 682,646**	**$ 569,387**	**$ 709,277**

CITY OF ST. HELENA

D I V I S I O N S U M M A R Y

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

- Develop a comprehensive preventative maintenance program for facilities.
- Continue to maintain City facilities at current levels.
- Continue to manage citywide janitorial contact.

MAJOR HIGHLIGHT FOR FY 2015

- Continue to outsource janitorial services for a continued savings to the General Fund.

DETAIL FOR EXPENSE ACCOUNTS

Government Buildings
5006

OBJECT	DESCRIPTION		AMOUNT
101-2110	Communications:		$13,000
	♦ Telephones	$12,500	
	♦ Other communications	500	
101-2122	Utilities:		$67,658
	♦ PG & E	$33,658	
	♦ Water	22,000	
	♦ Upper Valley Disposal	12,000	
101-2145	Other Contract Services:		$93,000
	♦ Custodial	$55,000	
	♦ HVAC maintenance	18,000	
	♦ Electrical	7,000	
	♦ Repairs, other	5,000	
	♦ Fire Extinguisher Service	4,000	
	♦ Carpet Cleaning	3,000	
	♦ Lock and Key Service	1,000	
101-2215	Special Departmental Supplies:		$12,000
	♦ Other misc. supplies	5,000	
	♦ Paper goods	2,500	
	♦ Paint and Hardware	2,000	
	♦ First Aid Supplies	1,500	
	♦ Lighting Ballasts and Bulbs	1,000	
101-2330	Buildings and Grounds Maintenance:		$1,500
101-2330	Taxes & Other Charges:		$1,000

PUBLIC WORKS- GOVERNMENT BUILDINGS

Government Buildings Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	5006	General Fund	$ 342,327	$ 353,330	$ 171,603	$ 191,488	$ 181,979	$ 188,158
		Total Expenses	$ 342,327	$ 353,330	$ 171,603	$ 191,488	$ 181,979	$ 188,158

Government Buildings Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 106,980	$ 106,850	$ -	$ -	$ -	$ -
Benefits	73,772	76,720	2,405	-	2,913	-
Contracts	46,620	59,725	68,804	83,604	95,824	93,000
Dept supplies/services	24,182	17,543	10,252	23,846	9,709	13,000
Vehicle/Equip maintenance	9,257	8,247	1,500	2,500	1,252	1,500
Utilities	68,043	71,967	75,537	67,658	62,887	67,658
Communications	13,472	12,279	13,105	13,880	9,395	13,000
Total Expenses	$ 342,327	$ 353,330	$ 171,603	$ 191,488	$ 181,979	$ 188,158

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Budget FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	5006	2010	General Fund	Salaries-Regular	106,980	105,944	-	-	-	-
101	5006	2025	General Fund	Standby	-	675	-	-	-	-
101	5006	2030	General Fund	Overtime	-	231	-	-	-	-
101	5006	2040	General Fund	FICA-City	8,221	8,223	-	-	-	-
101	5006	2045	General Fund	Employer PERS	15,704	14,785	57	-	-	-
101	5006	2050	General Fund	Employee PERS	7,576	6,756	-	-	-	-
101	5006	2055	General Fund	Health Insurance	32,425	38,137	1,863	-	-	-
101	5006	2061	General Fund	Workers Comp	7,979	6,901	486	-	2,913	-
101	5006	2065	General Fund	Disability	1,288	1,182	-	-	-	-
101	5006	2075	General Fund	Life Ins/Def Comp	579	736	-	-	-	-
101	5006	2110	General Fund	Communications	13,472	12,279	13,105	13,880	9,395	13,000
101	5006	2122	General Fund	Utilities	68,043	71,967	75,537	67,658	62,887	67,658
101	5006	2125	General Fund	Equipment Rental	120	120	120	1,858	-	-
101	5006	2145	General Fund	Other Contract Services	46,620	59,725	68,804	83,604	95,824	93,000
101	5006	2155	General Fund	Training/Conference	19	12	-	-	-	-
101	5006	2212	General Fund	Computer Equipment	1,984	500	-	-	-	-
101	5006	2213	General Fund	Office Supplies	15	-	143	308	-	-
101	5006	2215	General Fund	Special Dept Supplies	20,702	16,441	9,509	20,000	8,749	12,000
101	5006	2220	General Fund	Small Tools	109	-	-	180	-	-
101	5006	2225	General Fund	Fuel/Oil	909	-	-	1,000	-	-
101	5006	2315	General Fund	Maint-Mach/Equip	-	-	-	-	-	-
101	5006	2330	General Fund	Maint-Bldgs/Grnds	2,468	1,006	1,500	2,500	1,252	1,500
101	5006	2350	General Fund	Vehicle Charge	6,789	7,241	-	-	-	-
101	5006	2425	General Fund	Taxes & Other Charges	325	470	479	500	960	1,000
101	5006	2640	General Fund	Furniture/Fixtures	-	-	-	-	-	-
101 Total					**342,327**	**353,330**	**171,603**	**191,488**	**181,979**	**188,158**
			DEPT TOTAL		**$ 342,327**	**$ 353,330**	**$ 171,603**	**$ 191,488**	**$ 181,979**	**$ 188,158**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

STORM DRAINS MAINTENANCE

5013

DEPARTMENT PURPOSE

The purpose of a storm water division is to operate, maintain and improve major flood control channel.

PRIOR YEAR GOALS ACHIEVED

- Repaired and maintained the water irrigation system to preserve plant life at the St. Helena flood projection project.
- Cleaned, vacuumed and inspected all storm drain inlets throughout town.
- Continued scheduled street sweeping program to minimize debris flowing into inlets.

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 cleaning and inspection of storm drain conditions for prevention of flooding during heavy rains.
- Continue to use the City owned generator to energize the well and deliver water to all the planted vegetation throughout the flood project.

MAJOR HIGHLIGHTS FOR FY 2015

- Installation of sanitary sewer backflow prevention valve to protect against sewer overflow at the east end of Charter Oak Avenue.
- Replaced two storm drain manhole rims and covers on Oak St. with a bolt down, louvered design to avoid wash outs during heavy rain.

DETAIL FOR EXPENSE ACCOUNTS

Storm Drains Maintenance
5013

OBJECT	DESCRIPTION		AMOUNT
101-2125	Equipment Rental		$12,500
	♦ Generator	$12,500	
101-2145	Other Contract Services:		$5,000
	♦ Stormwater Consultant	$5,000	
101-2148	Government Fees:		$29,597
	♦ Stormwater JPA	$29,597	
101-2148	Special Department Supplies:		$4,650
	♦ Miscellaneous stormwater supplies Gutter broom, debris hose rub & sweeper	$4,650	
101-2148	Taxes & Other Charges:		$6,795
	♦ State Water Resources Control Board (SWRCB) Permit	$6,795	

PUBLIC WORKS- STORM DRAINS*

Storm Drains Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	5013	General Fund	$ -	$ 88,664	$ 105,972	$ 101,014	$ 86,552	$ 143,497
		Total Expenses	$ -	$ 88,664	$ 105,972	$ 101,014	$ 86,552	$ 143,497

Storm Drains Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ -	$ 46,827	$ 54,299	$ 54,916	$ 47,788	$ 55,407
Benefits	-	25,696	30,747	29,137	25,012	29,548
Dept supplies/services	-	16,141	20,926	16,961	13,751	58,542
Total Expenses	$ -	$ 88,664	$ 105,972	$ 101,014	$ 86,552	$ 143,497

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	5013	2010	General Fund	Salaries-Regular	-	43,526	45,287	46,416	40,273	46,907
101	5013	2025	General Fund	Standby	-	705	825	-	413	-
101	5013	2030	General Fund	Overtime	-	2,596	8,187	8,500	7,102	8,500
101	5013	2040	General Fund	FICA-City	-	3,610	4,151	4,201	3,647	4,239
101	5013	2045	General Fund	Employer PERS	-	6,600	6,731	6,916	6,062	6,903
101	5013	2050	General Fund	Employee PERS	-	2,998	3,280	2,257	2,090	499
101	5013	2055	General Fund	Health Insurance	-	11,569	13,073	12,106	11,574	14,119
101	5013	2061	General Fund	Workers Comp	-	-	2,565	2,529	817	2,710
101	5013	2065	General Fund	Disability	-	519	543	604	477	554
101	5013	2075	General Fund	Life Ins/Def Comp	-	400	404	524	347	524
101	5013	2125	General Fund	Equipment Rental	-	1,560	-	-	-	12,500
101	5013	2145	General Fund	Other Contract Services	-	306	-	-	730	5,000
101	5013	2148	General Fund	Government Fees	-	2,197	11,299	5,750	6,688	29,597
101	5013	2215	General Fund	Special Dept Supplies	-	5,866	4,774	5,000	6,333	4,650
101	5013	2425	General Fund	Taxes & Other Charges	-	6,211	4,852	6,211	-	6,795
101 Total					**-**	**88,664**	**105,972**	**101,014**	**86,552**	**143,497**
			DEPT TOTAL		**$ -**	**$ 88,664**	**$ 105,972**	**$ 101,014**	**$ 86,552**	**$ 143,497**

*** new division created in FY2012**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Continued Street Sweeping regular schedule.
- Implemented Downtown Sidewalk Cleaning Program with a regular cleaning sceduel to blow off and scrub downtown sidewalks once a month with the City's M-20 sidewalk scrubber.
- Repaired and replaced priority trip and fall hazards in public right-of-ways.
- Improved accessibility throughout the city with a focus on sidewalk ADA ramps.
- Trimmed all City owned trees within City limits to fire code required 14' minimum height limit.

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 2015

- Facilitate significant paving projects as funding allows.
- Continue responsibility of maintaining the Oil Recycle Center located on Fulton Lane on a bi-weekly rotation check to avoid hazardous spills.

DETAIL FOR EXPENSE ACCOUNTS

Streets Maintenance/Operations
5015

OBJECT	DESCRIPTION		AMOUNT
101-2110	Communications:		$1,199
101-2122	Utilities:		$75,557
101-2125	Equipment Rental:		$2,910
	♦ Miscellaneous rentals as needed	$2,910	
101-2155	Training and Conferences:		$514
	♦ Safety training	$514	
101-2213	Computer Equipment:		$485
101-2215	Special Department Supplies:		$11,225
	♦ Signs	$5,000	
	♦ Uniforms	4,725	
	♦ Cones	300	
	♦ Supplies	300	
	♦ Guideposts	300	
	♦ Barricades	300	
	♦ Raingear	300	
101-2220	Small Tools:		$582
101-2312	Maintenance Supplies:		$15,021
	♦ Asphalt	$6,021	
	♦ Paint	6,000	
	♦ Other maintenance supplies	1,000	
	♦ Shale	1,000	
	♦ Cold mix	1,000	
101-2315	Maintenance Machinery and Equipment:		$6,080
	♦ Gutter brooms, curtains, saw blades, etc.	$6,080	
101-2350	Vehicle Allocation Expense:		$23,473
101-2425	Taxes and Other Charges:		$50
101-2630	Capital Equipment:		$2,763

PUBLIC WORKS-STREETS MAINTENANCE/OPERATIONS

Streets Maintenance Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	5015	General Fund	$ 278,504	$ 208,882	$ 163,718	$ 216,497	$ 191,593	$ 226,088
		Total Expenses	$ 278,504	$ 208,882	$ 163,718	$ 216,497	$ 191,593	$ 226,088

Streets Maintenance Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 86,936	$ 46,184	$ 46,685	$ 46,416	$ 41,387	$ 46,907
Benefits	55,579	35,403	28,932	28,393	28,489	28,812
Contracts	2,122	578	-	-	275	-
Dept supplies/services	33,381	26,220	33,836	37,387	31,462	34,770
Training/Conference	40	117	1,254	514	-	514
Vehicle/Equip maintenance	26,714	26,191	25,093	28,230	22,981	39,528
Utilities	73,731	74,190	27,917	75,557	67,000	75,557
Total Expenses	$ 278,504	$ 208,882	$ 163,718	$ 216,497	$ 191,593	$ 226,088

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	5015	2010	General Fund	Salaries-Regular	82,177	43,525	45,286	46,416	40,273	46,907
101	5015	2025	General Fund	Standby	1,295	705	825	-	413	-
101	5015	2030	General Fund	Overtime	3,465	1,954	574	-	701	-
101	5015	2040	General Fund	FICA-City	6,688	3,560	3,573	3,551	3,161	3,588
101	5015	2045	General Fund	Employer PERS	11,340	6,848	6,731	6,916	5,549	6,903
101	5015	2050	General Fund	Employee PERS	5,465	2,959	2,845	2,257	1,821	499
101	5015	2055	General Fund	Health Insurance	22,723	12,647	11,136	12,106	9,095	14,119
101	5015	2061	General Fund	Workers Comp	7,689	8,473	3,781	2,529	8,107	2,710
101	5015	2065	General Fund	Disability	1,111	512	467	511	413	469
101	5015	2075	General Fund	Life Ins/Def Comp	563	404	398	524	342	524
101	5015	2105	General Fund	Advertising	292	-	-	-	-	-
101	5015	2110	General Fund	Communication	1,833	1,698	1,124	1,199	1,004	1,199
101	5015	2115	General Fund	Postage	113	22	-	-	76	-
101	5015	2122	General Fund	Utilities	73,731	74,190	27,917	75,557	67,000	75,557
101	5015	2125	General Fund	Equipment Rentals	-	1,197	431	2,910	-	2,910
101	5015	2127	General Fund	Equipment Lease Expens	-	-	-	-	-	-
101	5015	2130	General Fund	Professional Contracts	1,339	378	-	-	275	-
101	5015	2145	General Fund	Other Contract Services	783	200	-	-	-	-
101	5015	2153	General Fund	Dues & Subscriptions	-	279	-	-	-	-
101	5015	2155	General Fund	Training/Conference	40	117	1,254	514	-	514
101	5015	2160	General Fund	Other Travel	26	-	-	50	-	50
101	5015	2212	General Fund	Computer Equipment	474	29	22	485	-	485
101	5015	2213	General Fund	Office Supplies	180	254	230	485	-	485
101	5015	2215	General Fund	Special Dept Supplies	9,269	8,537	10,356	11,225	12,029	11,225
101	5015	2220	General Fund	Small Tools	230	162	51	582	647	582
101	5015	2312	General Fund	Maint Supplies	17,610	14,009	21,586	15,021	14,895	15,021
101	5015	2315	General Fund	Maint-Mach/Equip	7,146	5,320	5,041	6,080	831	6,080
101	5015	2330	General Fund	Maint-Bldgs/Grnds	-	-	-	-	-	9,975
101	5015	2350	General Fund	Vehicle Charge	19,568	20,870	20,052	22,150	22,150	23,473
101	5015	2425	General Fund	Taxes & Other Charges	590	33	36	2,667	50	50
101	5015	2630	General Fund	Capital Equipment	2,765	-	-	2,763	2,763	2,763
101 Total					**278,504**	**208,882**	**163,718**	**216,497**	**191,593**	**226,088**
			DEPT TOTAL		**$ 278,504**	**$ 208,882**	**$ 163,718**	**$ 216,497**	**$ 191,593**	**$ 226,088**

PUBLIC WORKS- STREET MAINTENANCE-GAS TAXES

Streets Gas Tax Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
227	5016	State Gas Tx-2107	1,226	4,700	3,247	3,700	3,700	3,700
		Total Expenses	$ 1,226	$ 4,700	$ 3,247	$ 3,700	$ 3,700	$ 3,700

Streets Gas Tax Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Contracts	$ 1,226	$ 4,700	$ 3,247	$ 3,700	$ 3,700	$ 3,700
Total Expenses	$ 1,226	$ 4,700	$ 3,247	$ 3,700	$ 3,700	$ 3,700

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
227	5016	2145	State Gas Tx-2107	Other Contract Services	1,226	4,700	3,247	3,700	3,700	3,700
227 Total					**1,226**	**4,700**	**3,247**	**3,700**	**3,700**	**3,700**
			DEPT TOTAL		**$ 1,226**	**$ 4,700**	**$ 3,247**	**$ 3,700**	**$ 3,700**	**$ 3,700**

CITY OF ST. HELENA

D I V I S I O N S U M M A R Y

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.

- Planted six trees and installed four grates on Main Street in conjunction with Downtown Renaissance.
- Planted five trees for Arbor Day at Meily Park with The Young School and five trees at Wappo Park with Rotary and Montessori School.
- Planted a Maple in Crane Park with St. Helena Elementary fifth grade class.
- Planted and maintained six replacement trees in the Tunnel of Elms.

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 2015

- Water and maintain the Tunnel of Trees.

DETAIL FOR EXPENSE ACCOUNTS

Tree City U.S.A.
5026

OBJECT	DESCRIPTION		AMOUNT
283-2135	Main Street Trees:		$10,700
	♦ Trees	$10,000	
	♦ Root boxes, stakes and ties	700	
283-2136	Tree City USA:		$1,230
	♦ Pruning and miscellaneous work	$1,230	
283-2137	Heritage Trees:		$3,153
	♦ Lumber, decomposed granite, bullheads, trees	$3,153	
283-2145	Other Contract Services:		$15,000
	♦ Crane Park Phase 5 pruning	$15,000	
283-2155	Training and Conferences:		$1,320
283-2220	Small Tools:		$400
283-2315	Maintenance Machine/Equipment:		$400
283-2330	Maintenance Buildings/Grounds		$18,800
	♦ Tunnel of Trees	$18,800	

PUBLIC WORKS- TREE CITY USA

Tree City Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
283	5026	Tree City USA	$ 45,671	$ 42,725	$ 42,626	$ 55,717	$ 37,364	$ 64,321
		Total Expenses	$ 45,671	$ 42,725	$ 42,626	$ 55,717	$ 37,364	$ 64,321

Tree City Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 7,871	$ 8,028	$ 8,028	$ 7,875	$ 7,053	$ 8,410
Benefits	3,747	4,049	4,372	4,199	3,622	4,508
Contracts	11,011	29,156	23,654	15,760	5,830	15,000
Tree Expenses	2,863	645	1,410	6,983	1,571	15,083
Dept supplies/services	1,154	999	3,350	19,800	19,178	20,000
Training/Conference	225	(150)	1,813	1,100	110	1,320
Transfer to other funds	18,800	-	-	-	-	-
Total Expenses	$ 45,671	$ 42,725	$ 42,626	$ 55,717	$ 37,364	$ 64,321

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
283	5026	2010	Tree City USA	Salaries-Regular	7,871	8,028	8,028	7,875	7,053	8,410
283	5026	2040	Tree City USA	FICA-City	606	619	612	602	532	643
283	5026	2045	Tree City USA	Employer PERS	1,105	1,218	1,239	1,173	1,144	1,430
283	5026	2050	Tree City USA	Employee PERS	540	551	524	386	346	103
283	5026	2055	Tree City USA	Health Insurance	1,337	1,503	1,531	1,569	1,384	1,843
283	5026	2061	Tree City USA	Workers Comp	3	3	321	316	90	339
283	5026	2065	Tree City USA	Disability	91	89	80	87	70	84
283	5026	2075	Tree City USA	Life Ins/Def Comp	65	65	65	66	56	66
283	5026	2125	Tree City USA	Equipment Rentals	-	-	-	-	-	-
283	5026	2135	Tree City USA	Main Street Trees	713	294	180	2,600	804	10,700
283	5026	2136	Tree City USA	Tree City USA	1,900	351	1,230	1,230	767	1,230
283	5026	2137	Tree City USA	Heritage Tree	250	-	-	3,153	-	3,153
283	5026	2145	Tree City USA	Other Contract Services	11,011	29,156	23,654	15,760	5,830	15,000
283	5026	2153	Tree City USA	Memberships & Subscriptions	575	160	280	200	342	400
283	5026	2155	Tree City USA	Training/Conference	225	(150)	1,813	1,100	110	1,320
283	5026	2213	Tree City USA	Office Supplies	-	63	-	-	-	-
283	5026	2215	Tree City USA	Special Dept Supplies	40	76	13	-	9	-
283	5026	2220	Tree City USA	Small Tools	537	405	31	400	27	400
283	5026	2315	Tree City USA	Maint-Mach/Equip	2	166	-	400	-	400
283	5026	2330	Tree City USA	Maint-Bldgs/Grnds	-	128	3,025	18,800	18,800	18,800
283	5026	2999	Tree City USA	Transfer to Other Funds	18,800	-	-	-	-	-
283 Total					**45,671**	**42,725**	**42,626**	**55,717**	**37,364**	**64,321**
			DEPT TOTAL		**$ 45,671**	**$ 42,725**	**$ 42,626**	**$ 55,717**	**$ 37,364**	**$ 64,321**

CITY OF ST. HELENA

D I V I S I O N S U M M A R Y

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.
- Assisted Napa County Resource Conservation District and St. Helena Elementary School Stewardship Program.
- Removal of satellite pads at Crane Park
- Relocated horse shoe pits at Crane park
- Replace Scout Hall emergency exit stairs

CURRENT YEAR GOALS & OBJECTIVES

- Upgrade irrigation system in turf area at Crane Park.
- Replace water line and drinking fountains at Crane Park Little League.
- Reseal Wappo Park pathway
- Upgrade potable water system in Lyman Park to bring it up to code.
- Install fifth group picnic pad at Crane Park

MAJOR HIGHLIGHTS FOR FY 2015

- Replace Progressive Design Play Structure at Meily Park.

DETAIL FOR EXPENSE ACCOUNTS

Parks Maintenance/Operations
5027

OBJECT	DESCRIPTION		AMOUNT
101-2110	Communications:		$400
101-2122	Utilities:		$126,000
101-2125	Equipment Rental:		$400
101-2145	Other Contract Services:		$800
101-2153	Memberships and Subscriptions:		$300
101-2155	Training and Conferences:		$5,135
101-2160	Other Travel:		$400
101-2213	Office Supplies:		$250
101-2215	Special Department Supplies:		$11,000
	♦ Standard Supplies	$2,000	
	♦ Paint, lumber, etc.	4,600	
	♦ Herbicides	2,300	
	♦ Uniforms and boots	2,100	
101-2220	Small Tools:		$2,000
101-2315	Machinery and Equipment Maintenance:		$4,500
101-2330	Buildings and Grounds Maintenance:		$20,465
	♦ Plants, park restrooms, irrigation, lights, cleaner and other maintenance materials	$20,465	
101-2350	Vehicle Allocation Expense:		$16,861

PUBLIC WORKS- PARKS MAINTENANCE/OPERATIONS

Parks Maintenance Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
101	5027	General Fund	$ 575,150	$ 633,142	$ 639,051	$ 651,399	$ 610,749	$ 751,492
		Total Expenses	$ 575,150	$ 633,142	$ 639,051	$ 651,399	$ 610,749	$ 751,492

Parks Maintenance Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 286,793	$ 297,772	$ 300,699	$ 311,540	$ 264,335	$ 334,964
Benefits	169,713	180,645	192,200	187,463	164,796	212,957
Contracts	390	800	6,425	800	0	800
Dept supplies/services	21,594	18,717	24,493	14,810	23,652	29,810
Training/Conference	730	4,167	597	1,000	719	5,135
Vehicle/Equip maintenance	32,060	35,313	11,009	40,786	31,247	41,826
Utilities	63,870	91,401	103,627	95,000	126,000	126,000
Total Expenses	$ 575,150	$ 633,142	$ 639,051	$ 651,399	$ 610,749	$ 751,492

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
101	5027	2010	General Fund	Salaries-Regular	283,567	294,401	296,307	305,482	261,448	328,906
101	5027	2025	General Fund	Standby	2,850	2,700	3,750	2,900	2,888	2,900
101	5027	2030	General Fund	Overtime	376	671	642	3,158	-	3,158
101	5027	2040	General Fund	FICA-City	22,119	22,958	22,964	23,833	20,081	25,625
101	5027	2045	General Fund	Employer PERS	40,455	44,678	43,743	45,517	40,443	55,944
101	5027	2050	General Fund	Employee PERS	19,595	20,059	19,227	14,882	12,735	4,013
101	5027	2055	General Fund	Health Insurance	70,308	79,863	79,541	82,305	70,819	105,416
101	5027	2061	General Fund	Workers Comp	11,193	7,203	21,140	15,487	15,872	16,597
101	5027	2065	General Fund	Disability	3,460	3,301	3,002	3,427	2,626	3,350
101	5027	2075	General Fund	Life Ins/Def Comp	2,583	2,583	2,583	2,012	2,219	2,012
101	5027	2110	General Fund	Communication	440	409	399	400	302	400
101	5027	2122	General Fund	Utilities	63,870	91,401	103,627	95,000	126,000	126,000
101	5027	2125	General Fund	Equipment Rental	-	-	69	400	-	400
101	5027	2127	General Fund	Equipment Lease Expense	-	-	-	-	-	-
101	5027	2145	General Fund	Other Contract Services	390	800	6,425	800	-	800
101	5027	2153	General Fund	Dues & Subscriptions	350	140	210	300	83	300
101	5027	2155	General Fund	Training/Conference	730	4,167	597	1,000	719	5,135
101	5027	2160	General Fund	Other Travel	84	-	-	400	-	400
101	5027	2213	General Fund	Office Supplies	153	206	212	250	87	250
101	5027	2215	General Fund	Special Dept Supplies	18,408	16,484	23,342	11,000	16,031	11,000
101	5027	2220	General Fund	Small Tools	2,142	1,449	243	2,000	812	2,000
101	5027	2225	General Fund	Fuel/Oil	-	-	-	60	-	60
101	5027	2315	General Fund	Maint-Mach/Equip	3,732	3,419	1,046	4,500	426	4,500
101	5027	2330	General Fund	Maint-Bldgs/Grnds	11,954	14,431	2,629	20,465	15,000	20,465
101	5027	2350	General Fund	Vehicle Charge	16,374	17,463	7,335	15,821	15,821	16,861
101	5027	2425	General Fund	Taxes & Other Charges	17	17	18	-	25	-
101	5027	2650	General Fund	Capital Improve-Land	-	-		-	-	-
101	5027	2670	General Fund	Capital Improve-Equipment	-	-	-	-	6,312	15,000
101	5027	2999	General Fund	Trans to Other Funds	-	4,328	-	-	-	-
101 Total					**575,150**	**633,142**	**639,051**	**651,399**	**610,749**	**751,492**
			DEPT TOTAL		**$ 575,150**	**$ 633,142**	**$ 639,051**	**$ 651,399**	**$ 610,749**	**$ 751,492**

CITY OF ST. HELENA

D I V I S I O N S U M M A R Y

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 2015

- 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

OBJECT	DESCRIPTION		AMOUNT
582-2110	Communications:		$200
582-2125	Equipment Rental:		$485
	♦ Safety Kleen parts washer	$485	
582-2213	Office Supplies:		$97
	♦ Printer cartridges, etc.	$97	
582-2215	Special Departmental Supplies:		$3,797
	♦ Wire, connectors, fasteners, aerosols, uniforms and shop towel laundry service	$3,797	
582-2220	Small Tools:		$1,595
582-2225	Fuel and Oil:		$75,000
582-2226	Vehicle Maintenance-Outside:		$33,417
	♦ Smog checks, alignments, body work	$33,417	
582-2228	Vehicles Parts and Supplies:		$20,960
	♦ Replacement parts	$20,960	

PUBLIC WORKS-CITY GARAGE

City Garage Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
582	5037	City Garage	$ 124,318	$ 136,123	$ 114,345	$ 135,551	$ 126,654	$ 135,551
		Total Expenses	$ 124,318	$ 136,123	$ 114,345	$ 135,551	$ 126,654	$ 135,551

City Garage Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ -	$ -	$ -	$ -	$ -	$ -
Benefits	22,712	5,744	3,600	-	1,308	-
Dept supplies/services	10,059	5,202	4,146	6,174	3,528	6,174
Vehicle/Equip maintenance	91,547	125,177	106,599	129,377	121,818	129,377
Total Expenses	$ 124,318	$ 136,123	$ 114,345	$ 135,551	$ 126,654	$ 135,551

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
582	5037	2010	City Garage	Salaries-Regular	-	-	-	-	-	-
582	5037	2040	City Garage	FICA-City	-	-	-	-	-	-
582	5037	2045	City Garage	Employer PERS	-	-	-	-	-	-
582	5037	2050	City Garage	Employee PERS	-	-	-	-	-	-
582	5037	2055	City Garage	Health Insurance	9,587	-	-	-	-	-
582	5037	2061	City Garage	Workers Comp	1,344	344	-	-	1,308	-
582	5037	2065	City Garage	Disability	81	-	-	-	-	-
582	5037	2071	City Garage	Unemployment	11,700	5,400	3,600	-	-	-
582	5037	2075	City Garage	Life Ins/Def Comp	-	-	-	-	-	-
582	5037	2110	City Garage	Communication	296	289	-	200	-	200
582	5037	2115	City Garage	Postage	57	50	-	-	27	-
582	5037	2125	City Garage	Equipment Rentals	-	159	-	485	-	485
582	5037	2143	City Garage	Penalties & Fines	4,500	-	-	-	-	-
582	5037	2213	City Garage	Office Supplies	-	18	37	97	-	97
582	5037	2215	City Garage	Special Dept Supplies	3,519	2,971	2,762	3,797	4,139	3,797
582	5037	2220	City Garage	Small Tools	1,688	1,717	1,355	1,595	63	1,595
582	5037	2225	City Garage	Fuel/Oil	61,539	75,126	69,566	75,000	72,000	75,000
582	5037	2226	City Garage	Vehicle Maint-Outside	17,937	28,802	21,324	33,417	33,901	33,417
582	5037	2228	City Garage	Vehicle Parts & Supplies	11,613	21,008	15,709	20,960	15,917	20,960
582	5037	2312	City Garage	Maint Supplies	458	111	-	-	-	-
582	5037	2315	City Garage	Maint-Mach/Equip	-	130	-	-	-	-
582	5037	2425	City Garage	Taxes and Other Charges	-	-	(8)	-	(700)	-
582 Total					**124,318**	**136,123**	**114,345**	**135,551**	**126,654**	**135,551**
			DEPT TOTAL		**$ 124,318**	**$ 136,123**	**$ 114,345**	**$ 135,551**	**$ 126,654**	**$ 135,551**

WATER ENTERPRISE FUND

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

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

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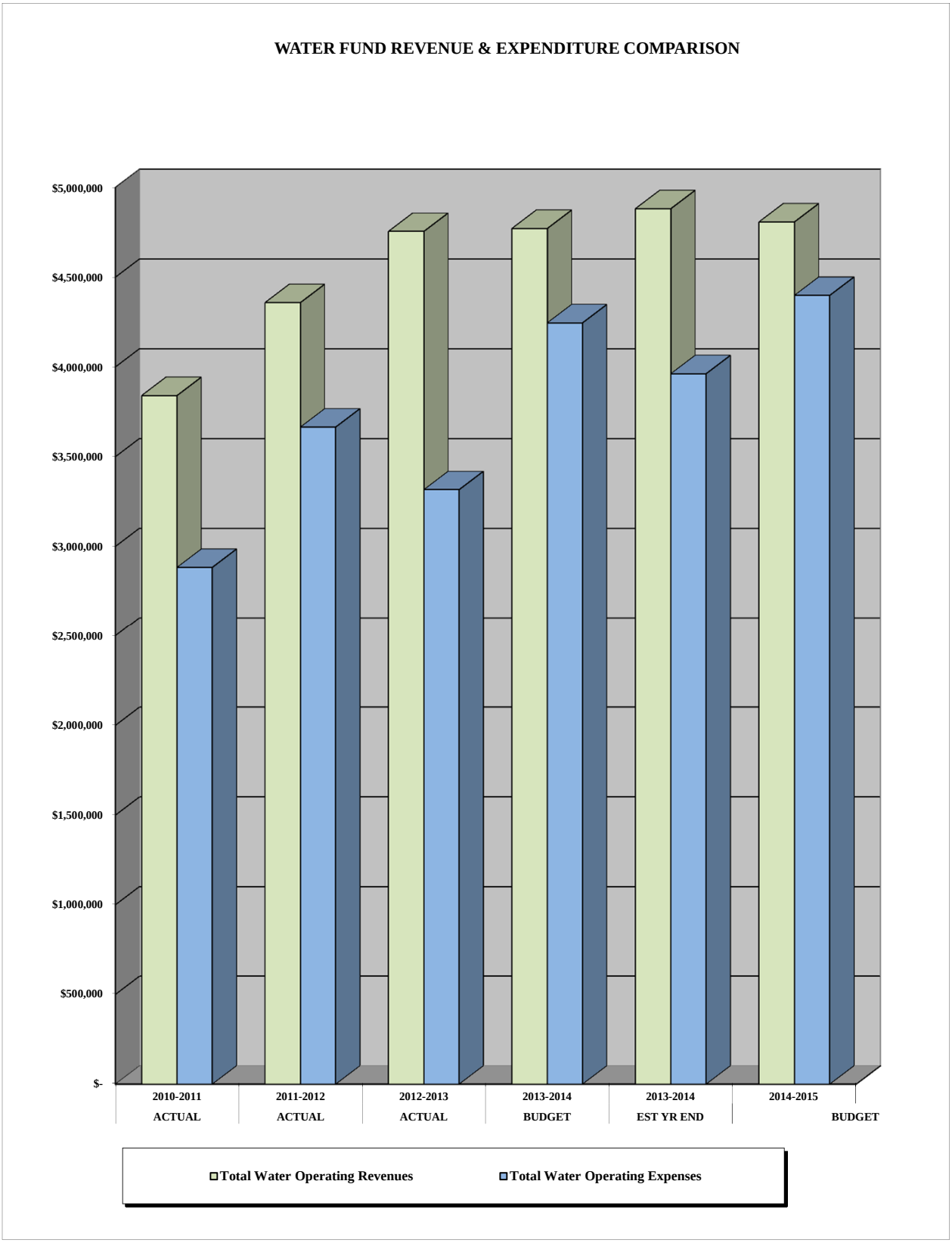
WATER FUND REVENUE & EXPENDITURE COMPARISON
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
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2010-2011 ACTUAL
2011-2012 ACTUAL
2012-2013 ACTUAL
2013-2014 BUDGET
2013-2014 EST YR END
2014-2015 BUDGET
Total Water Operating Revenues
Total Water Operating Expenses

WATER OPERATIONS

	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	EST YR END 2013-2014	BUDGET 2014-2015	DIFFERENCE FROM 2013-2014	% DIFFERENCE
REVENUES								
Charges for Services	$ 3,050,115	$ 4,290,836	$ 4,714,905	$ 4,736,903	$ 4,842,302	$ 4,774,999	$ (67,303)	-1%
Rentals	7,700	8,550	8,550	8,550	8,400	8,550	150	2%
Misc.	10,971	26,095	15,130	11,050	15,950	9,550	(6,400)	-40%
Investments	50,393	33,247	16,718	15,000	15,000	15,000	-	0%
Transfers from Other Funds	721,590	-	-	-	-	-	-	0%
Total Water Operating Revenues	$ 3,840,770	$ 4,358,728	$ 4,755,303	$ 4,771,503	$ 4,881,652	$ 4,808,099	$ (73,553)	-2%
EXPENSES BY DEPARTMENT								
Non Departmental	$ 125,314	$ 100,595	$ 63,682	$ 122,796	$ 124,229	$ 122,796	$ (1,433)	-1%
Debt	363,515	506,205	408,828	1,013,098	1,011,653	1,013,409	1,756	0%
City Council	30,687	34,136	36,736	26,181	26,567	52,858	26,291	99%
City Manager	160,133	111,260	8,675	30,968	33,310	30,953	(2,357)	-7%
Finance	235,600	253,473	232,544	258,828	232,186	269,583	37,397	16%
Legal	2,944	5,712	16,350	15,000	15,000	15,000	-	0%
Public Works	129,398	346,934	253,222	293,410	255,832	309,169	53,337	21%
Water Distribution	512,254	483,298	467,125	484,439	417,918	594,895	176,977	42%
Stonebridge Wells	32,821	50,568	60,067	108,018	86,454	104,626	18,172	21%
Water Treatment*	1,290,962	1,773,187	1,769,382	1,893,138	1,759,387	1,885,796	126,409	7%
							-	
Total Water Operating Expenses	$ 2,883,627	$ 3,665,369	$ 3,316,612	$ 4,245,875	$ 3,962,536	$ 4,399,085	$ 436,549	11%
Transfer to Capital Projects	$ 191,113	$ 55,479	$ -	$ 200,000	$ 200,000	$ 200,000	-	0%
TOTAL EXPENSES	3,074,740	3,720,848	3,316,612	4,445,875	4,162,536	4,599,085	$ 436,549	10%
RESULTING GAIN (LOSS)	$ 766,030	$ 637,880	$ 1,438,692	$ 325,628	$ 719,116	$ 209,014		

WATER OPERATIONS DETAIL

				ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	EST YR END 2013-2014	BUDGET 2014-2015	DIFFERENCE FROM 2013-2014	% DIFFERENCE
Detail Water Expenses by Department:											
			Non Departmental								
561	4000	2110	Communication	37	869	1,008	870	1,658	870	(788)	-48%
561	4000	2115	Postage	49	174	164	200	200	200	-	0%
561	4000	2127	Equipment Lease	7,786	6,915	5,753	7,146	7,146	7,146	-	0%
561	4000	2140	Professional Fees	14,900	4,049	0	0	0	0	-	0%
561	4000	2145	Other Contract Services	21,451	19,064	1,131	5,000	5,000	5,000	-	0%
561	4000	2155	Training/Conference	14	0	23	0	58	0	(58)	0%
561	4000	2207	Copies	817	1,772	1,320	1,500	1,500	1,500	-	0%
561	4000	2209	Safety Supplies	0	0	0	0	0	0	-	0%
561	4000	2212	Computer Equipment	416	306	4,330	4,000	4,000	4,000	-	0%
561	4000	2213	Office Supplies	1,596	1,203	1,045	1,600	1,600	1,600	-	0%
561	4000	2215	Special Dept Supplies	2,239	724	261	2,700	2,700	2,700	-	0%
561	4000	2218	Remote Meter Readers	1,650	629	840	1,000	1,000	1,000	-	0%
561	4000	2335	Software Maintenance	0	200	0	200	787	200	(587)	-75%
561	4000	2425	Taxes & Other Charges	23	0	0	0	0	0	-	0%
561	4000	2445	Liability Insurance	74,336	64,691	43035.37	98,580	98580	98,580	-	0%
561	4000	2630	Capital-Mach/Equip	0	0	4,772	0	0	0	-	0%
				125,314	**100,595**	**63,682**	**122,796**	**124,229**	**122,796**	**(1,433)**	**-1%**
			Debt								
561	4045	2130	Professional Contracts	0	151,847	0	0	0	0	-	0%
561	4045	2140	Professional Fees	7,119	5,274	12,702	10,000	10,000	10,000	-	0%
561	4045	2505	Retire Principal	0	0	0	464,565	467,800	485,600	17,800	4%
561	4045	2515	Interest Expense	356,396	349,084	396,126	538,533	533,853	517,809	(16,044)	-3%
				363,515	**506,205**	**408,828**	**1,013,098**	**1,011,653**	**1,013,409**	**1,756**	**0%**
			Transfers to Capital								
561	4000	2999	Transfers to Other Funds	191,113	55,479	0	200,000	200,000	200,000	-	100%
				191,113	**55,479**	**0**	**200,000**	**200,000**	**200,000**	**-**	**100%**
			Total Non Departmental	**679,941**	**662,279**	**472,510**	**1,335,894**	**1,335,882**	**1,336,205**	323	0%
			City Council								
561	4100	2020	Salaries-Temp/Part Time	5,040	5,040	5,670	3,600	3,675	6,300	2,625	71%
561	4100	2040	FICA-City	552	562	614	275	385	482	97	25%
561	4100	2045	Employer PERS	708	765	863	536	536	936	400	75%
561	4100	2050	Employee PERS	274	274	299	270	270	461	191	71%
561	4100	2055	Health Insurance	21,802	25,046	26,789	20,201	20,201	42,406	22,205	110%
561	4100	2075	Life Ins/Def Comp	2,311	2,448	2,501	1,299	1,500	2,273	773	52%
			Total City Council	**30,687**	**34,136**	**36,736**	**26,181**	**26,567**	**52,858**	**26,291**	**99%**
			City Manager/ Clerk								
561	4200	2010	Salaries-Regular	106,269	69,915	4,543	20,043	20,043	21,500	1,457	7%
561	4200	2040	FICA-City	6,497	5,165	356	1,255	1,255	1,211	(44)	-4%
561	4200	2045	Employer PERS	10,659	9,977	772	2,986	2,986	1,721	(1,265)	-42%
561	4200	2050	Employee PERS	5,247	4,883	334	1,483	1,483	175	(1,308)	-88%
561	4200	2055	Health Insurance	15,008	10,467	1,115	3,193	3,193	3,892	699	22%
561	4200	2061	Workers Comp	3,203	6,717	1,263	158	2,500	508	(1,992)	-80%
561	4200	2065	Disability	982	723	47	150	150	126	(24)	-16%
561	4200	2075	Life Ins/Def Comp	2,488	1,523	125	380	380	380	-	0%
561	4200	2085	Auto Allowance	2,415	840	120	120	120	240	120	100%
561	4200	2097	Housing Allowance	0	1,050	0	1,200	1,200	1,200	-	100%
561	4200	2130	Professional Contracts	7,364	0	0	0	0	0	-	0%
			Total City Manager/ Clerk	**160,133**	**111,260**	**8,675**	**30,968**	**33,310**	**30,953**	**(2,357)**	**-7%**

WATER OPERATIONS DETAIL

				ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	EST YR END 2013-2014	BUDGET 2014-2015	DIFFERENCE FROM 2013-2014	% DIFFERENCE
			Finance								
561	4300	2010	Salaries-Regular	124,058	132,205	111,186	130,596	112,485	131,549	19,064	17%
561	4300	2020	Salaries-Temp/Part Time	0	0	0	0	0	0	-	0%
561	4300	2030	Overtime	305	606	401	100	700	0	(700)	-100%
561	4300	2040	FICA-City	9,568	9,899	8,512	9,987	8,590	10,063	1,473	17%
561	4300	2045	Employer PERS	17,748	20,320	16,353	19,459	15,110	19,715	4,605	30%
561	4300	2050	Employee PERS	8,595	9,172	7,305	6,961	5,460	1,068	(4,392)	-80%
561	4300	2055	Health Insurance	28,460	31,554	32,016	35,325	34,125	47,997	13,872	41%
561	4300	2061	Workers Comp	0	0	6,252	6,163	6,165	6,605	440	7%
561	4300	2065	Disability	1,420	1,366	1,075	1,383	1,100	1,247	147	13%
561	4300	2071	Unemployment	0	0	0	0	0	0	-	0%
561	4300	2075	Life Ins/Def Comp	1,597	1,555	1,164	1,739	1,040	1,739	699	67%
561	4300	2085	Auto Allowance	600	600	600	600	350	600	250	71%
561	4300	2105	Advertising	0	0	121	0	75	0	(75)	0%
561	4300	2110	Communication	55	150	100	185	235	200	(35)	-15%
561	4300	2115	Postage	6,867	8,637	11,694	9,000	9,000	11,000	2,000	22%
561	4300	2125	Equipment Rental	0	0	0	0	0	0	-	0%
561	4300	2127	Equipment Lease	0	0	0	0	0	0	-	0%
561	4300	2130	Professional Contracts	0	0	0	0	110	0	(110)	0%
561	4300	2140	Professional Fees	12,105	3,505	0	0	0	0	-	0%
561	4300	2142	Banking Fees	2,177	4,243	7,826	12,000	12,000	12,500	500	4%
561	4300	2144	Online Transaction Fee	0	651	1,111	1,080	1,350	1,400	50	4%
561	4300	2145	Other Contract Services	10,306	17,722	18,000	12,550	13,050	12,000	(1,050)	-8%
561	4300	2153	Dues & Subscriptions	0	78	0	0	0	0	-	0%
561	4300	2155	Training/Conference	36	400	282	300	334	300	(34)	-10%
561	4300	2160	Other Travel	0	2	2	0	0	0	-	0%
561	4300	2207	Copies	1,468	128	0	0	0	0	-	0%
561	4300	2212	Computer Equipment	0	661	0	200	200	200	-	0%
561	4300	2213	Office Supplies	377	386	541	400	400	400	-	0%
561	4300	2215	Special Dept Supplies	3,851	2,962	981	3,000	3,000	3,000	-	0%
561	4300	2335	Maint-Software	6,005	6,672	6,959	7,700	7,307	8,000	693	9%
561	4300	2640	Furniture/Fixtures	0	0	65	100	0	0	-	0%
			Total Finance	**235,600**	**253,473**	**232,544**	**258,828**	**232,186**	**269,583**	**37,397**	**16%**
			City Attorney								
561	4400	2130	Professional Contracts	2,944	5,712	16,350	15,000	15,000	15,000	-	0%
561	4400	2140	Professional Fees	0	0	0	0	0	0	-	0%
561	4400	2145	Other Contract Services	0	0	0	0	0	0	-	0%
			Total City Attorney	**2,944**	**5,712**	**16,350**	**15,000**	**15,000**	**15,000**	**-**	**0%**

WATER OPERATIONS DETAIL

				ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	EST YR END 2013-2014	BUDGET 2014-2015	DIFFERENCE FROM 2013-2014	% DIFFERENCE
			Public Works- Administration								
561	5000	2010	Salaries-Regular	63,948	80,133	132,430	130,772	108,377	135,379	27,002	25%
561	5000	2020	Salaries-Temp/Part Time	0	24,654	864	0	0	0	-	0%
561	5000	2030	Overtime	0	0	0	0	0	0	-	0%
561	5000	2037	Holiday Pay	0	1,831	0	0	0	0	-	0%
561	5000	2040	FICA-City	4,958	8,223	10,318	9,956	8,385	10,357	1,972	24%
561	5000	2045	Employer PERS	9,485	17,938	20,670	19,485	17,298	23,027	5,729	33%
561	5000	2050	Employee PERS	4,602	5,782	9,524	9,152	7,368	6,364	(1,004)	-14%
561	5000	2055	Health Insurance	10,950	15,121	25,475	27,614	21,501	32,794	11,293	53%
561	5000	2061	Workers Comp	0	0	8,015	7,902	2,554	5,081	2,527	99%
561	5000	2065	Disability	735	856	1,272	1,306	1,056	1,196	140	13%
561	5000	2071	Unemployment	0	0	225	0	0	0	-	0%
561	5000	2075	Life Ins/Def Comp	1,270	1,288	2,534	3,038	2,170	2,796	626	29%
561	5000	2085	Auto Allowance	600	600	1,215	960	1,031	1,200	169	16%
561	5000	2105	Advertising	0	218	0	500	0	500	500	0%
561	5000	2110	Communication	3,000	630	879	3,000	38	3,000	2,962	7795%
561	5000	2115	Postage	1,115	563	778	200	436	200	(236)	-54%
561	5000	2127	Equipment Lease Expense	1,394	1,723	1,471	2,000	1,288	2,000	712	55%
561	5000	2130	Professional Contracts	1,324	0	0	38,000	38,000	38,000	-	0%
561	5000	2140	Professional Fees	2,838	776	0	1,000	0	1,000	1,000	0%
561	5000	2145	Other Contract Services	2,625	0	0	1,500	1,300	1,500	200	15%
561	5000	2150	Water Use Eff	9,872	37,595	11,093	11,078	13,843	11,078	(2,765)	-20%
561	5000	2153	Dues & Subscriptions	200	325	288	600	38	600	562	1479%
561	5000	2155	Training/Conference	0	45	235	400	216	400	184	85%
561	5000	2207	Copies	487	640	925	900	580	900	320	55%
561	5000	2212	Computer Equipment	587	1,543	180	600	0	600	600	0%
561	5000	2213	Office Supplies	352	133	129	200	541	200	(341)	-63%
561	5000	2215	Special Dept Supplies	40	0	2,500	300	0	300	300	0%
561	5000	2220	Small Tools	0	0	0	97	0	97	97	0%
561	5000	2335	Software Maintenance	0	0	0	0	0	0	-	0%
561	5000	2425	Taxes & Other Charges	0	21,962	21,767	22,250	29,812	30,000	188	1%
561	5000	2640	Furniture and Fixtures	0	0	435	600	0	600	600	0%
561	5000	2920	Fixed Asset Adjustments	9,017	124,357	0	0	0	0	-	0%
			Total Public Works Administration	**129,398**	**346,934**	**253,222**	**293,410**	**255,832**	**309,169**	**53,337**	**21%**
			Public Works- Water Distribution								
561	5031	2010	Salaries-Regular	273,588	223,070	167,700	184,583	166,836	275,791	108,955	65%
561	5031	2020	Salaries-Temp/Part Time	0	3,800	47,287	36,000	5,104	0	(5,104)	-100%
561	5031	2025	Standby	3,844	1,751	1,556	2,900	2,888	2,900	12	0%
561	5031	2030	Overtime	1,782	2,567	4,317	3,000	4,249	3,000	(1,249)	-29%
561	5031	2040	FICA-City	20,379	20,079	16,919	18,244	13,659	21,549	7,890	58%
561	5031	2045	Employee PERS	35,865	35,979	24,663	27,503	25,837	41,115	15,278	59%
561	5031	2050	Employee PERS	17,469	16,099	10,715	8,973	8,091	2,972	(5,119)	-63%
561	5031	2055	Health Insurance	54,567	47,555	53,247	55,523	48,400	90,586	42,186	87%
561	5031	2061	Workers Comp	5,345	5,890	27,605	8,439	6,576	14,226	7,650	116%
561	5031	2065	Disability	3,172	2,848	1,730	2,095	1,734	2,817	1,083	62%
561	5031	2075	Life Ins/Def Comp	2,674	2,370	2048	2,098	1,782	2,753	971	54%
561	5031	2096	Education Reimbursement	0	0	0	600	0	0	-	100.00%
561	5031	2110	Communication	1,826	1,879	1,185	760	810	760	(50)	-6%
561	5031	2115	Postage	56	10	8	500	12	500	488	4067%
561	5031	2122	Utilities	39,695	45,689	44,997	50,000	51,266	50,000	(1,266)	-2%
561	5031	2125	Equipment Rental	159	0	0	317	0	317	317	100%
561	5031	2127	Equipment Lease Expense	0	0	0	0	0	0	-	0%
561	5031	2130	Professional Contracts	0	150	104	0	245	0	(245)	0%
561	5031	2145	Other Contract Services	2,900	2,325	6,970	13,155	16,353	16,000	(353)	-2%
561	5031	2153	Dues & Subscriptions	656	0	75	630	614	630	16	100%
561	5031	2155	Training/Conference	703	500	2,909	2,700	2,613	2,700	88	3%
561	5031	2160	Other Travel	85	85	145	100	118	100	(18)	-15%
561	5031	2212	Computer Equipment	0	0	0	0	1,023	0	(1,023)	-100%
561	5031	2213	Office Supplies	481	72	238	150	211	140	(71)	-34%
561	5031	2215	Special Dept Supplies	3,099	4,424	2,545	3,880	2,522	3,608	1,086	43%
561	5031	2219	Meters/Hydrants	5,068	14,750	12,481	11,218	11,218	10,432	(786)	-7%
561	5031	2220	Small Tools	1,337	1,247	847	1,600	79	1,488	1,409	1784%
561	5031	2312	Maint Supplies	15,696	20,428	21,526	32,000	29,702	32,000	2,299	8%
561	5031	2315	Maint-Mach/Equip	1,437	0	841	900	116	900	785	679%
561	5031	2330	Maint-Bldgs/Grnds	738	31	67	750	41	750	709	1729%
561	5031	2350	Vehicle Charge	16,374	17,463	14,400	15,821	15,821	16,861	1,040	7%
561	5031	2425	Taxes & Other Charges	2	0	0	0	0	0	-	0%
561	5031	2630	Capital-Mach/Equip	3,257	12,238	0	0	0	0	-	0%
			Total Public Works- Water Distribution	**512,254**	**483,298**	**467,125**	**484,439**	**417,918**	**594,895**	**176,977**	**42%**

WATER OPERATIONS DETAIL

				ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	EST YR END 2013-2014	BUDGET 2014-2015	DIFFERENCE FROM 2013-2014	% DIFFERENCE
			Public Works- Stonebridge Wells								
561	5032	2110	Communication	350	348	477	400	745	600	(145)	-19%
561	5032	2122	Utilities	25,107	30,972	45,935	53,000	49,642	53,000	3,358	7%
561	5032	2145	Other Contract Services	774	2,023	1,018	2,535	2,455	3,425	970	40%
561	5032	2213	Office Supplies	0	27	0	0	0	0	-	0%
561	5032	2215	Special Dept Supplies	224	247	536	500	339	500	161	47%
561	5032	2235	Process Chemicals	2,835	6,125	11,674	14,714	10,087	16,530	6,443	64%
561	5032	2237	Lab Supplies	483	484	170	1,046	409	1,046	637	156%
561	5032	2312	Maintenance Supplies	17	0	0	0	0	0	-	0%
561	5032	2315	Maint-Mach/Equip	3,030	10,324	257	13,685	1,139	13,750	12,611	1107%
561	5032	2330	Maint-Bldgs/Grnds	0	17	0	500	0	5,000	5,000	0%
561	5032	2670	Capital Impr-Equipment	0	0	0	21,638	21,638	10,775	(10,863)	100%
			Total Public Works- Stonebridge Wells	**32,821**	**50,568**	**60,067**	**108,018**	**86,454**	**104,626**	**18,172**	**21%**
			Public Works- Water Treament Plant								
561	5034	2010	Salaries-Regular	179,375	197,824	191,936	156,730	144,391	218,013	73,622	51%
561	5034	2020	Salaries-Temp/Part Time	0	0	0	0	0	0	-	0%
561	5034	2025	Standby	7,331	6,964	7,256	0	6,020	6,263	243	4%
561	5034	2030	Overtime	22,608	20,640	23,322	20,000	18,805	6,500	(12,305)	-65%
561	5034	2040	FICA-City	16,091	17,325	16,980	11,990	12,884	17,654	4,770	37%
561	5034	2045	Employer PERS	25,153	30,057	28,344	23,353	22,417	36,813	14,396	64%
561	5034	2050	Employee PERS	12,303	13,758	12,723	7,661	7,129	2,643	(4,486)	-63%
561	5034	2055	Health Insurance	39,058	49,702	53,372	33,746	44,708	74,126	29,418	66%
561	5034	2061	Workers Comp	6,282	6,922	31,015	10,114	43,443	10,161	(33,282)	-77%
561	5034	2065	Disability	2,362	2,469	2,219	1,724	1,683	2,308	625	37%
561	5034	2075	Life Ins/Def Comp	1,161	1,201	1,210	1,442	1,053	2,098	1,045	99%
561	5034	2110	Communication	7,516	7,345	7,577	8,400	6,362	8,400	2,038	32%
561	5034	2115	Postage	614	1,242	1,450	1,500	677	1,200	523	77%
561	5034	2122	Utilities	66,054	60,700	57,061	65,000	56,524	68,000	11,476	20%
561	5034	2125	Equipment Rental	405	422	0	1,200	0	1,200	1,200	#DIV/0!
561	5034	2145	Other Contract Services	20,937	13,135	18,748	43,362	22,187	26,400	4,213	19%
561	5034	2153	Dues & Subscriptions	540	400	864	300	284	1,330	1,046	368%
561	5034	2155	Training/Conference	2,008	1,707	3,942	5,400	1,136	5,400	4,264	375%
561	5034	2160	Other Travel	178	0	0	200	0	200	200	100%
561	5034	2207	Copies	0	1,191	0	2,500	0	2,500	2,500	#DIV/0!
561	5034	2212	Computer Equipment	0	0	95	200	579	450	(129)	-22%
561	5034	2213	Office Supplies	2,530	667	155	550	481	550	69	14%
561	5034	2215	Special Dept Supplies	2,912	4,801	1,601	5,129	2,307	5,429	3,122	135%
561	5034	2220	Small Tools	136	0	17	500	303	500	197	65%
561	5034	2225	Fuel/Oil	397	624	811	960	771	960	189	25%
561	5034	2232	Purchase Water	787,525	1,178,401	1,189,926	1,200,000	1,200,000	1,234,839	34,839	3%
561	5034	2235	Process Chemicals	43,622	94,035	50,219	120,590	41,955	52,700	10,745	26%
561	5034	2237	Lab Supplies	6,834	7,797	6,241	10,406	4,338	8,500	4,162	96%
561	5034	2311	Maint-Office Equip	154	0	43	250	0	250	250	#DIV/0!
561	5034	2312	Maint-Supplies	0	0	0	0	0	0	-	0%
561	5034	2315	Maint-Mach/Equip	19,598	26,622	13,475	52,218	4,227	42,485	38,258	905%
561	5034	2330	Maint-Bldgs/Grnds	879	2,727	2,117	2,400	4,525	13,175	8,650	191%
561	5034	2350	Vehicle Charge	6,789	7,241	8,748	9,493	9,493	10,249	756	8%
561	5034	2425	Taxes & Other Charges	9,611	16,335	9,716	9,000	13,885	14,000	115	1%
561	5034	2630	Capital-Mach/Equip	0	937	0	9,453	9,453	0	(9,453)	-100%
561	5034	2670	Cap Improve-Equip	0	0	28,199	77,367	77,367	10,500	(66,867)	-86%
			Total Public Works- Wtr Treatment Plant	**1,290,962**	**1,773,187**	**1,769,382**	**1,893,138**	**1,759,387**	**1,885,796**	**126,409**	**7%**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- Completed testing of 16 compound meters.
- Installed approximately 500' of 1" water service pipe for a water fountain for dogs at Wappo Park.
- Improved/replaced ten water services due to leaks and moved seven meter locations from in ground location to sidewalk location.
- Installed a 1" water line to supply potable water at the Wastewater Treatment Plant.
- Completed water leak survey on most commonly used sections of the water system.
- Sealed water meter registers.
- Repaired tree hydrant that was damaged due to a traffic accident.

CURRENT YEAR GOALS & OBJECTIVES

- Combine pump operations to alternate after each cycle at Madrone Knoll pump station.

- Replaces three 6” main water valves Madrone Knoll pump station.

MAJOR HIGHLIGHT FOR FY 2015

- Cleaned Holmes Water Tank for water quality purposes.
- Flushed 1/3 of the City’s water system hydrants.
- Completed the re-roofing of Re-roof Meadowood Tank #2 (Capital Project).
- Research and applied for infrastructure grants and community facility projects.

DETAIL FOR EXPENSE ACCOUNTS

Water Distribution
5031

OBJECT	DESCRIPTION		AMOUNT
561-2110	Communications:		$760
561-2122	Utilities:		$50,000
561-2125	Equipment Rental:		$317
	♦ Welding tanks rental fee	$317	
561-2145	Other Contract services:		$16,000
	♦ Meter Testing	$16,000	
561-2153	Memberships and Subscriptions:		$630
561-2155	Training and Conferences:		$2,700
561-2215	Special Department Supplies:		$3,608
	♦ Uniforms, safety boots and rain gear, & other safety items.		
561-2219	Water Meters/Hydrants:		$10,432
561-2312	Water Maintenance Supplies:		$32,000

PUBLIC WORKS-WATER DISTRIBUTION

Water Distribution Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
561	5031	Water Enterprise	$ 512,254	$ 458,969	$ 467,126	$ 484,438	$ 417,917	$ 567,846
		Total Expenses	$ 512,254	$ 458,969	$ 467,126	$ 484,438	$ 417,917	$ 567,846

Water Distribution Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 279,213	$ 231,188	$ 220,861	$ 226,483	$ 179,077	$ 281,691
Benefits	139,472	130,819	136,927	123,475	106,079	148,969
Contracts	2,900	2,475	7,074	13,155	16,597	16,000
Dept supplies/services	68,160	88,584	84,047	101,155	97,574	99,975
Training/Conference	703	500	2,909	2,700	2,613	2,700
Vehicle/Equip maintenance	18,549	17,494	15,308	17,471	15,978	18,511
Capital Equipment	3,257	(12,091)	-	-	-	-
Total Expenses	$ 512,254	$ 458,969	$ 467,126	$ 484,438	$ 417,917	$ 567,846

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
561	5031	2010	Water Enterprise	Salaries-Regular	273,588	223,070	167,700	184,583	166,836	275,791
561	5031	2020	Water Enterprise	Salaries-Temp/Part Time	-	3,800	47,288	36,000	5,104	-
561	5031	2025	Water Enterprise	Standby	3,844	1,751	1,556	2,900	2,888	2,900
561	5031	2030	Water Enterprise	Overtime	1,782	2,567	4,317	3,000	4,249	3,000
561	5031	2040	Water Enterprise	FICA-City	20,379	20,079	16,919	18,244	13,659	21,549
561	5031	2045	Water Enterprise	Employee PERS	35,865	35,979	24,663	27,503	25,837	41,115
561	5031	2050	Water Enterprise	Employee PERS	17,469	16,099	10,715	8,973	8,091	2,972
561	5031	2055	Water Enterprise	Health Insurance	54,567	47,555	53,247	55,523	48,400	64,706
561	5031	2061	Water Enterprise	Workers Comp	5,345	5,890	27,605	8,439	6,576	14,226
561	5031	2065	Water Enterprise	Disability	3,172	2,848	1,730	2,095	1,734	2,303
561	5031	2075	Water Enterprise	Life Ins/Def Comp	2,674	2,370	2,048	2,098	1,782	2,098
561	5031	2096	Water Enterprise	Education Reimbursement	-	-	-	600	-	-
561	5031	2110	Water Enterprise	Communication	1,826	1,879	1,185	760	810	760
561	5031	2115	Water Enterprise	Postage	56	10	8	500	12	500
561	5031	2122	Water Enterprise	Utilities	39,695	45,689	44,997	50,000	51,266	50,000
561	5031	2125	Water Enterprise	Equipment Rental	159	-	-	317	-	317
561	5031	2127	Water Enterprise	Equipment Lease Expense	-	-	-	-	-	-
561	5031	2130	Water Enterprise	Professional Contracts	-	150	104	-	245	-
561	5031	2145	Water Enterprise	Other Contract Services	2,900	2,325	6,970	13,155	16,353	16,000
561	5031	2153	Water Enterprise	Dues & Subscriptions	656	-	75	630	614	630
561	5031	2155	Water Enterprise	Training/Conference	703	500	2,909	2,700	2,613	2,700
561	5031	2160	Water Enterprise	Other Travel	85	85	145	100	118	100
561	5031	2207	Water Enterprise	Copies	-	-	-	-	-	-
561	5031	2212	Water Enterprise	Computer Equipment	-	-	-	-	1,023	-
561	5031	2213	Water Enterprise	Office Supplies	481	72	238	150	211	140
561	5031	2215	Water Enterprise	Special Dept Supplies	3,099	4,424	2,545	3,880	2,522	3,608
561	5031	2219	Water Enterprise	Meters/Hydrants	5,068	14,750	12,481	11,218	11,218	10,432
561	5031	2220	Water Enterprise	Small Tools	1,337	1,247	847	1,600	79	1,488
561	5031	2225	Water Enterprise	Fuel/Oil	-	-	-	-	-	-
561	5031	2312	Water Enterprise	Maint Supplies	15,696	20,428	21,526	32,000	29,702	32,000
561	5031	2315	Water Enterprise	Maint-Mach/Equip	1,437	-	841	900	116	900
561	5031	2330	Water Enterprise	Maint-Bldgs/Grnds	738	31	67	750	41	750
561	5031	2350	Water Enterprise	Vehicle Charge	16,374	17,463	14,400	15,821	15,821	16,861
561	5031	2425	Water Enterprise	Taxes & Other Charges	2	-	-	-	-	-
561	5031	2630	Water Enterprise	Capital-Mach/Equip	3,257	12,238	-	-	-	-
561	5031	2999	Water Enterprise	Contra Fixed Assets	-	(24,329)	-	-	-	-
561 Total					**512,254**	**458,969**	**467,126**	**484,438**	**417,917**	**567,846**
			DEPT TOTAL		**$ 512,254**	**$ 458,969**	**$ 467,126**	**$ 484,438**	**$ 417,917**	**$ 567,846**

CITY OF ST. HELENA

D I V I S I O N S U M M A R Y

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

- Well use increased 188.5% in year 2013 with no break downs.

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 2015

- Install new roof at SBW Control Building and Pipe Galley

.

DETAIL FOR EXPENSE ACCOUNTS

Stonebridge Wells
5032

OBJECT	DESCRIPTION		AMOUNT
561-2110	Communications:		$600
561-2122	Utilities:		$53,000
561-2145	Other Contract Services:		$3,425
	♦ Annual Water Tests	$3,425	
561-2215	Special Department Supplies:		$500
	♦ Supplies	$400	
	♦ Misc.	100	
561- 2235	Process Chemicals:		$16,530
	♦ Stonebridge Wells	$16,530	
561-2237	Lab Supplies:		$1,046
	♦ Reagents for CL 17	$1,046	
561-2315	Machinery and Equipment Maintenance:		$13,750
	Maintenance	$12,000	
	ERS annual filter inspection	1,720	
561-2330	Buildings and Grounds Maintenance:		$5,000

PUBLIC WORKS- STONEBRIDGE WELLS

Stonebridge Wells Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
561	5032	Water Enterprise	$ 32,821	$ 50,568	$ 60,067	$ 108,019	$ 86,454	$ 104,626
		Total Expenses	$ 32,821	$ 50,568	$ 60,067	$ 108,019	$ 86,454	$ 104,626

Stonebridge Wells Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Contracts	$ 774	$ 2,023	$ 1,018	$ 2,535	$ 2,455	$ 3,425
Dept supplies/services	6,940	17,572	13,114	30,845	12,719	37,426
Utilities	25,107	30,972	45,935	53,000	49,642	53,000
Capital Equipment	-	-	-	21,638	21,638	10,775
Total Expenses	$ 32,821	$ 50,568	$ 60,067	$ 108,019	$ 86,454	$ 104,626

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
561	5032	2110	Water Enterprise	Communication	350	348	477	400	745	600
561	5032	2122	Water Enterprise	Utilities	25,107	30,972	45,935	53,000	49,642	53,000
561	5032	2145	Water Enterprise	Other Contract Services	774	2,023	1,018	2,535	2,455	3,425
561	5032	2207	Water Enterprise	Copies	-	-	-	-	-	-
561	5032	2213	Water Enterprise	Office Supplies	-	27	-	-	-	-
561	5032	2215	Water Enterprise	Special Dept Supplies	224	247	536	500	339	500
561	5032	2235	Water Enterprise	Process Chemicals	2,835	6,125	11,674	14,714	10,087	16,530
561	5032	2237	Water Enterprise	Lab Supplies	483	484	170	1,046	409	1,046
561	5032	2312	Water Enterprise	Maintenance Supplies	17	-	-	-	-	-
561	5032	2315	Water Enterprise	Maint-Mach/Equip	3,030	10,324	257	13,685	1,139	13,750
561	5032	2330	Water Enterprise	Maint-Bldgs/Grnds	-	17	-	500	-	5,000
561	5032	2670	Water Enterprise	Capital Impr-Equipment	-	-	-	21,638	21,638	10,775
561 Total					**32,821**	**50,568**	**60,067**	**108,019**	**86,454**	**104,626**
			DEPT TOTAL		**$ 32,821**	**$ 50,568**	**$ 60,067**	**$ 108,019**	**$ 86,454**	**$ 104,626**

CITY OF ST. HELENA

D E P A R T M E N T S U M M A R Y

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

- ♦ Completed construction of Tank 1A and had Tank 1 removed from service.
- ♦ Mid valve was removed and a cofferdam installed to plug the mid intake hole at Bell Canyon Reservoir Intake Tower.

CURRENT YEAR GOALS & OBJECTIVES

- Complete leak evaluation, instrumentation, and paving around the perimeter of Tk1A
- Install SCADA system upgrades
- Work out design problems with Bell Canyon Reservoir mid valve replacement.
- Interior and exterior roof recoating Tank #2.
- Modify electrical panel at BPS to allow emergency generator connection.
- Complete Bell Creek and Bell Canyon Dam SCADA enhancements.
- Replace corroded sludge collection piping

MAJOR HIGHLIGHT FOR FY 2015

- ♦ Install new Chlorine Analyzer to monitor filter effluent Cl2 levels to better manage Manganese removal and Disinfection by Products creation.
- ♦ Purchase fall retrieval system for Influent pit, sediment basins and filters.

DETAIL FOR EXPENSE ACCOUNTS

Water Treatment
5034

OBJECT	DESCRIPTION		AMOUNT
561-2110	Communications:		$8,400
561-2115	Postage:		$1,200
561-2122	Utilities:		$68,000
561-2125	Equipment Rental:		$1,200
561-2145	Other Contract Services:		$26,400
	♦ Water testing	$17,150	
	♦ CCC crews for spillway and dam maintenance	2,000	
	♦ Upper Valley Disposal sludge removal	3,800	
	♦ Clean harbors, dispose of waste	1,700	
	♦ Corrpro Inspect Tank #2 cathodic protection	600	
	♦ Air conditioning/heating maintenance	1,150	
561-2153	Memberships and Subscriptions:		$1,330
	♦ Operator certification	$1,130	
	♦ Wine Country Water Works	200	
561-2155	Training and Conferences:		$5,400
	♦ Annual fall AWWA conference	$2,300	
	♦ Annual spring AWWA conference	2,300	
	♦ Miscellaneous training	800	
561-2160	Other Travel:		$200
561-2207	Copies		$2,500
561-2212	Computer Equipment		$450
561-2213	Office Supplies:		$550
561-2215	Special Department Supplies:		$5,429
	♦ Uniforms	$1,300	
	♦ Miscellaneous supplies	4,129	
561-2220	Small Tools:		$500

561-2225	Fuel/Oil:		$960
561-2232	Purchase Water:		$1,234,839
561-2235	Process Chemicals:		$52,700
	♦ Alum	$19,000	
	♦ Copper Sulfate	15,000	
	♦ NaOH	9,000	
	♦ NaOCl	9,000	
	♦ Ascorbic Acid	350	
	♦ Sodium Sulfite	350	
561-2237	Lab Supplies:		$8,500
561-2311	Office Equipment Maintenance:		$250
561-2315	Machinery and Equipment Maintenance:		$42,485
	♦ Annual Maintenance and Machine Service	$35,135	
	♦ Yearly Filter Inspection	7,350	
561-2330	Buildings and Grounds Maintenance:		$13,175
	Install new roof at 412 Crystal Springs Rd.	$10,500	
	Miscellaneous	2,675	
561-2350	Vehicle Allocation Expense:		$10,249
561-2425	Taxes and Other Charges:		$14,000
	♦ CDPH system fees	$10,465	
	♦ CRWQCB annual renewal fee SWTP discharges	2,835	
	♦ BAAQMD generator permit fee	700	
561-2630	Capital Equipment:		$10,500

PUBLIC WORKS-WATER TREATMENT PLANT

Water Treatment Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
561	5034	Water Enterprise	$ 1,290,962	$ 1,773,187	$ 1,769,383	$ 1,893,138	$ 1,759,387	$ 1,885,796
		Total Expenses	$ 1,290,962	$ 1,773,187	$ 1,769,383	$ 1,893,138	$ 1,759,387	$ 1,885,796

Water Treatment Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 209,314	$ 225,428	$ 222,514	$ 176,731	$ 169,216	$ 230,776
Benefits	102,410	121,435	145,864	90,030	133,318	145,803
Contracts	20,937	13,135	18,748	43,362	22,187	26,400
Dept supplies/services	31,672	40,822	28,527	40,845	29,986	45,219
Training/Conference	2,008	1,707	3,942	5,400	1,136	5,400
Vehicle/Equip maintenance	27,420	36,589	24,384	64,361	18,245	66,159
Utilities	66,054	60,700	57,061	65,000	56,524	68,000
Purchased Water	787,525	1,178,401	1,189,926	1,200,000	1,200,000	1,234,839
Chemicals	43,622	94,035	50,219	120,590	41,955	52,700
Capital Equipment	-	937	28,199	86,820	86,820	10,500
Total Expenses	$ 1,290,962	$ 1,773,187	$ 1,769,383	$ 1,893,138	$ 1,759,387	$ 1,885,796

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
561	5034	2010	Water Enterprise	Salaries-Regular	179,375	197,824	191,936	156,731	144,391	218,013
561	5034	2020	Water Enterprise	Salaries-Temp/Part Tim	-	-	-	-	-	-
561	5034	2025	Water Enterprise	Standby	7,331	6,964	7,256	-	6,020	6,263
561	5034	2030	Water Enterprise	Overtime	22,608	20,640	23,322	20,000	18,805	6,500
561	5034	2040	Water Enterprise	FICA-City	16,091	17,325	16,980	11,990	12,884	17,654
561	5034	2045	Water Enterprise	Employer PERS	25,153	30,057	28,344	23,353	22,417	36,813
561	5034	2050	Water Enterprise	Employee PERS	12,303	13,758	12,723	7,661	7,129	2,643
561	5034	2055	Water Enterprise	Health Insurance	39,058	49,702	53,372	33,746	44,708	74,126
561	5034	2061	Water Enterprise	Workers Comp	6,282	6,922	31,015	10,114	43,443	10,161
561	5034	2065	Water Enterprise	Disability	2,362	2,469	2,219	1,724	1,683	2,308
561	5034	2075	Water Enterprise	Life Ins/Def Comp	1,161	1,201	1,210	1,442	1,053	2,098
561	5034	2110	Water Enterprise	Communication	7,516	7,345	7,577	8,400	6,362	8,400
561	5034	2115	Water Enterprise	Postage	614	1,242	1,450	1,500	677	1,200
561	5034	2122	Water Enterprise	Utilities	66,054	60,700	57,061	65,000	56,524	68,000
561	5034	2125	Water Enterprise	Equipment Rental	405	422	-	1,200	-	1,200
561	5034	2145	Water Enterprise	Other Contract Services	20,937	13,135	18,748	43,362	22,187	26,400
561	5034	2153	Water Enterprise	Dues & Subscriptions	540	400	864	300	284	1,330
561	5034	2155	Water Enterprise	Training/Conference	2,008	1,707	3,942	5,400	1,136	5,400
561	5034	2160	Water Enterprise	Other Travel	178	-	-	200	-	200
561	5034	2207	Water Enterprise	Copies	-	1,191	-	2,500	-	2,500
561	5034	2212	Water Enterprise	Computer Equipment	-	-	95	200	579	450
561	5034	2213	Water Enterprise	Office Supplies	2,530	667	155	550	481	550
561	5034	2215	Water Enterprise	Special Dept Supplies	2,912	4,801	1,601	5,129	2,307	5,429
561	5034	2220	Water Enterprise	Small Tools	136	-	17	500	303	500
561	5034	2225	Water Enterprise	Fuel/Oil	397	624	811	960	771	960
561	5034	2232	Water Enterprise	Purchase Water	787,525	1,178,401	1,189,926	1,200,000	1,200,000	1,234,839
561	5034	2235	Water Enterprise	Process Chemicals	43,622	94,035	50,219	120,590	41,955	52,700
561	5034	2237	Water Enterprise	Lab Supplies	6,834	7,797	6,241	10,406	4,338	8,500
561	5034	2311	Water Enterprise	Maint-Office Equip	154	-	43	250	-	250
561	5034	2315	Water Enterprise	Maint-Mach/Equip	19,598	26,622	13,475	52,218	4,227	42,485
561	5034	2330	Water Enterprise	Maint-Bldgs/Grnds	879	2,727	2,117	2,400	4,525	13,175
561	5034	2350	Water Enterprise	Vehicle Charge	6,789	7,241	8,748	9,493	9,493	10,249
561	5034	2425	Water Enterprise	Taxes & Other Charges	9,611	16,335	9,716	9,000	13,885	14,000
561	5034	2630	Water Enterprise	Capital-Mach/Equip	-	937	-	9,453	9,453	-
561	5034	2670	Water Enterprise	Cap Improve-Equip	32,167	-	28,199	77,367	77,367	10,500
561	5034	2999	Water Enterprise	Contra Fixed Assets	(32,167)	-	-	-	-	-
561 Total					**1,290,962**	**1,773,187**	**1,769,383**	**1,893,138**	**1,759,387**	**1,885,796**
			DEPT TOTAL		**$ 1,290,962**	**$ 1,773,187**	**$ 1,769,383**	**$ 1,893,138**	**$ 1,759,387**	**$ 1,885,796**

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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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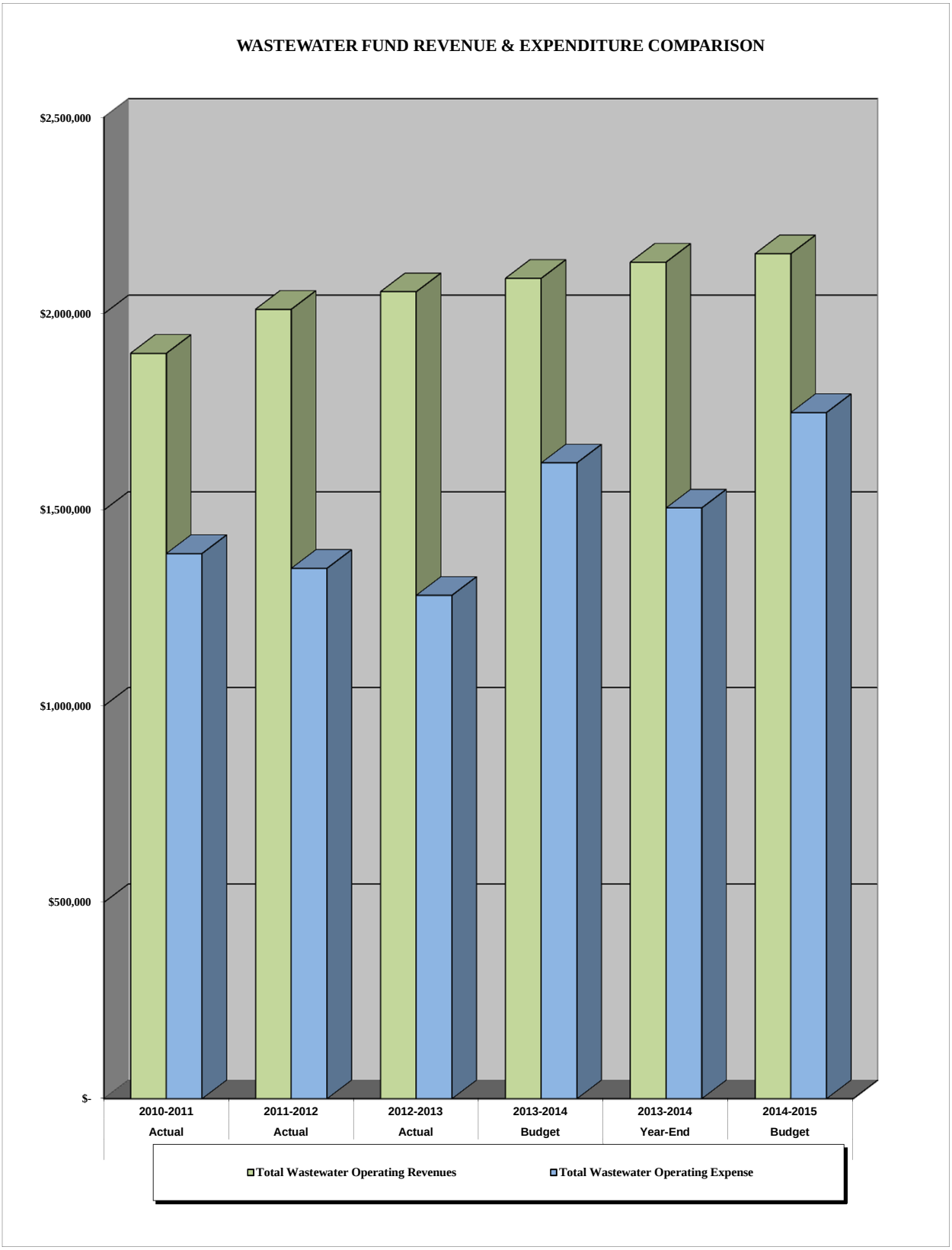
WASTEWATER FUND REVENUE & EXPENDITURE COMPARISON
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
2010-2011 Actual
2011-2012 Actual
2012-2013 Actual
2013-2014 Budget
2013-2014 Year-End
2014-2015 Budget
Total Wastewater Operating Revenues
Total Wastewater Operating Expense

WASTEWATER OPERATIONS

	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Estimated Year-End 2013-2014	Budget 2014-2015	Difference From Estimated 2013-2014	% Difference
Revenues								
Charges for Services	$ 1,616,414	$ 2,008,709	$ 2,050,983	$ 2,089,083	$ 2,130,363	$ 2,151,615	$ 21,252	1%
Misc.	1,099	1,200	3,428	-	-	-	-	0%
Investments	1,216	1,380	1,532	1,000	1,000	1,000	-	0%
Transfers from Other Funds	280,475	-	-	-	-	-	-	0%
Total Wastewater Operating Revenues	**$ 1,899,204**	**$ 2,011,289**	**$ 2,055,942**	**$ 2,090,083**	**$ 2,131,363**	**$ 2,152,615**	**$ 21,252**	**1%**
Expenses by Department								
Non Departmental	$ 123,419	$ 99,820	$ 62,841	$ 121,796	$ 123,229	$ 121,796	$ (1,433)	-1%
Debt	83,130	120,524	98,434	260,631	262,661	260,062	(2,599)	-1%
City Council	17,536	19,507	21,017	13,092	13,686	30,205	16,519	121%
City Manager	92,831	59,764	7,572	19,217	19,217	6,456	(12,761)	-66%
Finance	158,011	171,555	145,855	154,297	152,072	174,583	22,511	15%
Legal	-	10,045	1,613	15,000	15,000	15,000	-	100%
Public Works	128,404	155,214	208,462	172,172	168,486	226,292	57,806	34%
Wastewater Collection	194,710	195,583	197,891	209,454	177,895	215,275	37,380	21%
Wastewater Treatment	591,606	519,940	539,577	654,686	573,407	698,797	125,390	22%
Total Wastewater Operating Expense	**$ 1,389,646**	**$ 1,351,952**	**$ 1,283,263**	**$ 1,620,345**	**$ 1,505,653**	**$ 1,748,466**	**$ 242,813**	**16%**
Transfer to Capital Projects	**$ 180,752**	**$ -**	**$ 200,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**-**	**0%**
Total Expenses	**1,570,398**	**1,351,952**	**1,483,263**	**1,720,345**	**1,605,653**	**1,848,466**	**$ 242,813**	**15%**
Resulting gain (loss)	**$ 328,807**	**$ 659,337**	**$ 572,680**	**$ 369,738**	**$ 525,710**	**$ 304,149**		

* This worksheet represents the operating portion of the Wasterwater Enterprise

WASTEWATER OPERATIONS DETAIL

				Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Estimated Year-End 2013-2014	Budget 2014-2015	Difference From Estimated 2013-2014	% Difference
Detail Wastewater Expenses by Department:											
			Non Departmental								
571	4000	2110	Communication	37	869	1,008	870	1,658	870	$ (788)	-48%
571	4000	2115	Postage	49	174	164	200	200	200	$ -	0%
571	4000	2127	Equipment Lease	7,786	6,915	5,753	7,146	7,146	7,146	$ -	0%
571	4000	2140	Professional Fees	14,900	4,049	-	-	-	-	$ -	0%
571	4000	2145	Other Contract Services	21,206	19,047	1,131	5,000	5,000	5,000	$ -	0%
571	4000	2155	Training/Conference	14	-	23	-	58	-	$ (58)	0%
571	4000	2207	Copies	817	1,642	1,320	1,500	1,500	1,500	$ -	0%
571	4000	2209	Safety Supplies	-	-	-	-	-	-	$ -	0%
571	4000	2212	Computer Equipment	416	306	4,330	4,000	4,000	4,000	$ -	0%
571	4000	2213	Office Supplies	1,596	1,203	1,045	1,600	1,600	1,600	$ -	0%
571	4000	2215	Special Dept Supplies	2,239	724	261	2,700	2,700	2,700	$ -	0%
571	4000	2335	Software Maintenance	-	200	-	200	787	200	$ (587)	-75%
571	4000	2425	Taxes & Other Charges	23	-	-	-	-	-	$ -	0%
571	4000	2445	Liability Insurance	74,336	64,691	43035	98,580	98,580	98,580	$ -	0%
571	4000	2630	Capital-Mach/Equip	-	-	4,772	-	-	-	$ -	0%
			Sub Total Non Departmental	**123,419**	**99,820**	**62,841**	**121,796**	**123,229**	**121,796**	**$ (1,433)**	**-1%**
571	4045	2130	Professional Contracta	-	42,180	-	-	-	-	$ -	0%
571	4045	2140	Professional Fees	2,522	274	11,912	5,000	5,685	5,000	$ (685)	-12%
571	4045	2505	Retire Principal	-	-	(0)	125,435	127,200	129,400	$ 2,200	2%
571	4045	2515	Interest Expense	80,608	78,071	86,521	130,196	129,776	125,662	$ (4,114)	-3%
			Sub Total Debt	**83,130**	**120,524**	**98,434**	**260,631**	**262,661**	**260,062**	**$ (2,599)**	**-1%**
571	4000	2999	Transfers to Other Funds	180,752	-	200,000	100,000	100,000	100,000	$ -	0%
			Sub Total Tranfers	**180,752**	**-**	**200,000**	**100,000**	**100,000**	**100,000**	**$ -**	**0%**
				387,301	**220,344**	**361,275**	**482,427**	**485,890**	**481,858**	**$ (4,032)**	**-1%**
			City Council								
571	4100	2020	Salaries-Temp/Part Time	2,880	2,880	3,240	1,800	2,100	3,600	$ 1,500	71%
571	4100	2040	FICA-City	316	321	351	138	220	275	$ 55	25%
571	4100	2045	Employer PERS	404	437	517	268	300	535	$ 235	78%
571	4100	2050	Employee PERS	157	157	171	135	135	264	$ 129	96%
571	4100	2055	Health Insurance	12,458	14,312	15,308	10,101	10,101	24,232	$ 14,131	140%
571	4100	2075	Life Ins/Def Comp	1,321	1,399	1,429	650	830	1,299	$ 469	57%
			Total City Council	**17,536**	**19,507**	**21,017**	**13,092**	**13,686**	**30,205**	**$ 16,519**	**121%**
			City Manager/ Clerk								
571	4200	2010	Salaries-Regular	60,725	39,951	4,543	12,293	12,293	3,500	$ (8,793)	-72%
571	4200	2040	FICA-City	3,712	2,952	356	801	801	268	$ (533)	-67%
571	4200	2045	Employer PERS	6,091	5,725	772	1,832	1,832	280	$ (1,552)	-85%
571	4200	2050	Employee PERS	2,998	2,790	335	909	909	175	$ (734)	-81%
571	4200	2055	Health Insurance	8,577	5,982	1,116	2,152	2,152	1,304	$ (848)	-39%
571	4200	2061	Workers Comp	-	-	160	158	158	169	$ 11	7%
571	4200	2065	Disability	561	413	46	100	100	35	$ (65)	-65%
571	4200	2075	Life Ins/Def Comp	1,422	871	125	252	252	125	$ (127)	-50%
571	4200	2085	Auto Allowance	1,380	480	120	120	120	-	$ (120)	-100%
571	4200	2097	Housing Allowance	-	600	-	600	600	600	$ -	0%
571	4200	2130	Professional Contracts	7,364	-	-	-	-	-	$ -	0%
			Total City Manager	**92,831**	**59,764**	**7,572**	**19,217**	**19,217**	**6,456**	**$ (12,761)**	**-66%**
			Finance								
571	4300	2010	Salaries-Regular	74,291	79,781	59,352	74,484	63,050	75,619	$ 12,569	20%
571	4300	2030	Overtime	169	224	164	100	400	-	$ (400)	-100%
571	4300	2040	FICA-City	5,729	5,963	4,546	5,696	4,855	5,785	$ 930	19%
571	4300	2045	Employer PERS	10,614	12,216	8,666	11,098	8,575	11,532	$ 2,957	34%
571	4300	2050	Employee PERS	5,129	5,529	3,870	3,938	3,080	618	$ (2,462)	-80%
571	4300	2055	Health Insurance	16,511	18,385	15,824	18,176	18,690	26,775	$ 8,085	43%
571	4300	2061	Workers Comp	-	-	3,623	3,572	3,575	3,827	$ 252	7%
571	4300	2065	Disability	850	823	572	787	620	715	$ 95	15%
571	4300	2071	Unemployment	-	-	-	-	-	-	$ -	0%
571	4300	2075	Life Ins/Def Comp	965	929	663	1,017	710	1,017	$ 307	43%
571	4300	2085	Auto Allowance	360	360	360	360	210	360	$ 150	71%
571	4300	2105	Advertising	-	-	121	-	75	-	$ (75)	-100%
571	4300	2110	Communication	55	150	100	185	185	185	$ -	0%
571	4300	2115	Postage	6,367	8,637	11,872	9,000	9,000	9,000	$ -	0%
571	4300	2127	Equipment Lease	-	-	-	-	-	-	$ -	0%
571	4300	2130	Professional Contracts	-	-	-	-	110	-	$ (110)	-100%
571	4300	2140	Professional Fees	12,105	3,505	-	-	-	-	$ -	0%
571	4300	2142	Banking Fees	2,177	4,243	6,919	5,000	12,000	12,500	$ 500	4%
571	4300	2144	Online Transaction Fee	-	651	1,111	1,080	1,350	1,400	$ 50	4%
571	4300	2145	Other Contract Services	10,306	17,722	18,000	7,550	13,050	12,000	$ (1,050)	-8%
571	4300	2153	Dues & Subscriptions	-	78	-	-	-	-	$ -	0%
571	4300	2155	Training/Conference	36	400	282	300	280	300	$ 20	7%
571	4300	2207	Copies	1,588	2	-	-	-	-	$ -	0%
571	4300	2212	Computer Equipment	-	128	-	200	200	200	$ -	0%
571	4300	2213	Office Supplies	377	661	541	400	400	400	$ -	0%
571	4300	2215	Special Dept Supplies	3,851	386	981	3,000	3,000	3,000	$ -	0%
571	4300	2315	Maint-Mach/Equip	-	2,962		-	-	-	$ -	0%
571	4300	2335	Maint-Software	5,392	6,672	6,959	7,000	7,307	8,000	$ 693	9%
571	4300	2425	Taxes & Other Charges	1,137	1,147	1,264	1,255	1,350	1,350	$ -	0%
571	4300	2640	Furniture/Fixtures	-	-	65	100	-	-	$ -	0%
			Total Finance	**158,011**	**171,555**	**145,855**	**154,297**	**152,072**	**174,583**	**$ 22,511**	**15%**

WASTEWATER OPERATIONS DETAIL

				Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Estimated Year-End 2013-2014	Budget 2014-2015	Difference From Estimated 2013-2014	% Difference
			City Attorney								
571	4400	2130	Professional Contracts	-	10,045	1,613	15,000	15,000	15,000	$ -	0%
			Total City Attorney	**-**	**10,045**	**1,613**	**15,000**	**15,000**	**15,000**	**$ -**	**0%**
			Public Works- Administration								
571	5000	2010	Salaries-Regular	63,947	80,133	127,446	97,940	104,872	131,422	$ 26,550	25%
571	5000	2020	Salaries-Temp/Part Time	13,801	14,496	595	-	-	-	$ -	0%
571	5000	2030	Overtime	-	-	-	-	-	-	$ -	0%
571	5000	2037	Holiday Pay	-	1,831	-	-	-	-	$ -	0%
571	5000	2040	FICA-City	5,497	7,445	9,922	7,469	8,122	10,054	$ 1,932	24%
571	5000	2045	Employer PERS	10,472	16,450	19,896	14,593	16,747	22,354	$ 5,607	33%
571	5000	2050	Employee PERS	4,603	5,782	9,199	6,835	7,200	6,317	$ (883)	-12%
571	5000	2055	Health Insurance	10,951	15,120	23,379	20,494	19,501	30,206	$ 10,705	55%
571	5000	2061	Workers Comp	-	-	4,488	4,425	1,430	4,742	$ 3,312	232%
571	5000	2065	Disability	734	856	1,224	997	1,022	1,156	$ 134	13%
571	5000	2071	Unemployment	-	-	225	-	-	-	$ -	0%
571	5000	2075	Life Ins/Def Comp	1,270	1,288	2,529	2,350	2,165	2,731	$ 566	26%
571	5000	2085	Auto Allowance	600	600	1,200	960	1,031	1,200	$ 169	16%
571	5000	2105	Advertising	-	-	-	-	-	-	$ -	0%
571	5000	2110	Communication	3,000	-	879	3,000	38	3,000	$ 2,962	7826%
571	5000	2115	Postage	515	563	778	200	436	200	$ (236)	-54%
571	5000	2127	Equipment Lease Expense	1,394	1,723	1,471	1,400	1,288	1,400	$ 112	9%
571	5000	2130	Professional Contracts	-	-	-	1,000	-	1,000	$ 1,000	100%
571	5000	2140	Professional Fees	2,947	730	-	1,000	-	1,000	$ 1,000	100%
571	5000	2145	Other Contract Services	1,367	-	-	500	-	500	$ 500	0%
571	5000	2153	Dues & Subscriptions	50	175	138	600	33	600	$ 567	1718%
571	5000	2155	Training/Conference	-	24	986	400	260	400	$ 140	54%
571	5000	2207	Copies	367	640	925	500	580	500	$ (80)	-14%
571	5000	2212	Computer Equipment	587	1,430	111	600	-	600	$ 600	0%
571	5000	2213	Office Supplies	468	140	196	200	541	200	$ (341)	-63%
571	5000	2215	Special Dept Supplies	40	369	-	300	-	300	$ 300	0%
571	5000	2425	Taxes & Other Charges	4,624	2,657	2,441	5,809	3,220	5,809	$ 2,589	80%
571	5000	2640	Furniture and Fixtures	-	-	435	600	-	600	$ 600	0%
571	5000	2920	Fixed Asset Adjustments	1,169	2,763	-	-	-	1	$ 1	0%
			Total Public Works- Administration	**128,404**	**155,214**	**208,462**	**172,172**	**168,486**	**226,292**	**$ 57,806**	**34%**
			Public Works- Wastewater Collection Maintenance/Operations								
571	5020	2010	Salaries-Regular	105,303	108,815	113,216	116,040	100,684	117,267	$ 16,583	16%
571	5020	2025	Standby	1,654	1,763	2,063	2,900	1,031	2,900	$ 1,869	181%
571	5020	2030	Overtime	4,206	3,963	1,436	-	1,752	-	$ (1,752)	0%
571	5020	2040	FICA-City	8,554	8,832	8,933	9,099	7,902	8,971	$ 1,069	14%
571	5020	2045	Employer PERS	14,550	16,501	16,742	17,290	15,153	17,257	$ 2,104	14%
571	5020	2050	Employee PERS	7,048	7,347	7,114	5,642	4,552	1,248	$ (3,304)	-73%
571	5020	2055	Health Insurance	26,538	28,257	27,841	30,266	25,740	35,296	$ 9,556	37%
571	5020	2061	Workers Comp	-	-	6,412	6,321	2,043	6,774	$ 4,731	232%
571	5020	2065	Disability	1,282	1,270	1,168	1,308	1,033	1,202	$ 169	16%
571	5020	2075	Life Ins/Def Comp	740	999	996	1,311	855	1,311	$ 457	53%
571	5020	2110	Communication	187	191	194	97	134	97	$ (37)	-28%
571	5020	2122	Utilities	2,387	955	2,894	1,940	1,600	1,940	$ 340	21%
571	5020	2125	Equipment Rental	10,104	-	-	-	-	-	$ -	0%
571	5020	2153	Dues & Subscriptions	-	132	-	-	217	300	$ 83	0%
571	5020	2155	Training/Conference	-	71	207	485	-	485	$ 485	0%
571	5020	2215	Special Dept Supplies	8,028	12,655	5,382	12,426	12,000	12,426	$ 426	4%
571	5020	2220	Small Tools	-	-		-	33	-	$ (33)	-100%
571	5020	2312	Maint Supplies	-	-	-	-	-	-	$ -	0%
571	5020	2315	Maint-Mach/Equip	536	-	197	1,164	-	4,164	$ 4,164	0%
571	5020	2350	Vehicle Charge	3,594	3,833	3,096	3,165	3,165	3,637	$ 472	15%
			Total Public Works- Wastewater Collection	**194,710**	**195,583**	**197,891**	**209,454**	**177,895**	**215,275**	**$ 37,380**	**21%**
			Public Works- Wastewater Treatment Plant								
571	5029	2010	Salaries-Regular	178,416	171,572	141,135	213,042	120,443	227,599	$ 107,156	89%
571	5029	2020	Salaries-Partime	28,093	-	18,585	-	46,467	-	$ (46,467)	-100%
571	5029	2025	Standby	5,288	5,513	5,700	-	5,133	6,263	$ 1,130	22%
571	5029	2030	Overtime	30,562	25,166	23,459	-	12,874	6,500	$ (6,374)	-50%
571	5029	2037	Holiday Pay	1,291	-	-	-	-	-	$ -	0%
571	5029	2040	FICA-City	18,291	14,839	14,508	16,298	14,046	18,388	$ 4,342	31%
571	5029	2045	Employer PERS	24,361	24,552	21,102	31,743	18,711	38,712	$ 20,001	107%
571	5029	2050	Employee PERS	11,745	10,901	9,078	10,412	5,720	2,785	$ (2,935)	-51%
571	5029	2055	Health Insurance	36,197	34,565	28,931	53,608	20,784	62,441	$ 41,657	200%
571	5029	2061	Workers Comp	5,865	6,463	18,321	9,482	20,984	10,161	$ (10,823)	-52%
571	5029	2065	Disability	2,415	2,066	1,711	2,343	1,365	2,404	$ 1,039	76%
571	5029	2071	Unemployment	-	8,190	-	-	-	-	$ -	0%
571	5029	2075	Life Ins/Def Comp	423	559	696	1,967	607	1,967	$ 1,360	224%
571	5029	2110	Communication	2,638	2,641	3,038	3,000	1,775	3,000	$ 1,225	69%
571	5029	2115	Postage	68	127	96	125	139	125	$ (14)	-10%
571	5029	2122	Utilities	78,519	74,339	82,925	75,000	60,756	75,000	$ 14,244	23%
571	5029	2125	Equipment Rentals	4,742	360	-	9,900	626	9,900	$ 9,274	1480%
571	5029	2130	Professional Contracts	109	101	-	-	513	-	$ (513)	0%
571	5029	2140	Professional Fees	-	-	-	-	-	-	$ -	0%
571	5029	2143	Fines & Penalties	-	-	-	-	25,125	6,000	$ (19,125)	-76%
571	5029	2145	Other Contract Services	46,209	30,374	36,349	51,000	43,540	51,000	$ 7,460	17%
571	5029	2153	Dues & Subscriptions	585	60	755	100	1,100	100	$ (1,000)	-91%

WASTEWATER OPERATIONS DETAIL

				Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Estimated Year-End 2013-2014	Budget 2014-2015	Difference From Estimated 2013-2014	% Difference
571	5029	2155	Training/Conference	3,842	210	2,545	3,650	1,344	3,650	$ 2,306	172%
571	5029	2160	Other Travel	-	-	10	10	-	10	$ 10	0%
571	5029	2212	Computer Equipment	-	1,121	-	2,000	2,273	2,000	$ (273)	100%
571	5029	2213	Office Supplies	898	212	82	300	-	300	$ 300	0%
571	5029	2215	Special Dept Supplies	4,248	3,980	5,231	5,000	4,917	5,000	$ 83	2%
571	5029	2220	Small Tools	9,355	6,903	3,588	7,000	4,793	7,000	$ 2,207	46%
571	5029	2225	Fuel/Oil	1,717	2,443	3,939	2,500	1,593	2,500	$ 907	57%
571	5029	2235	Process Chemicals	32,216	10,238	23,504	50,779	33,380	50,779	$ 17,399	52%
571	5029	2237	Lab Supplies	1,690	317	4,015	3,000	-	3,000	$ 3,000	0%
571	5029	2312	Maint-Supplies-Streets	-	-	37	-	320	-	$ (320)	-100%
571	5029	2315	Maint-Mach/Equip	42,457	52,132	46,772	55,000	30,206	55,000	$ 24,794	82%
571	5029	2330	Maint-Bldgs/Grnds	3,688	8,326	6,195	5,000	5,042	15,000	$ 9,958	197%
571	5029	2350	Vehicle Charges	9,984	10,648	8,748	12,658	12,658	13,555	$ 897	7%
571	5029	2425	Taxes & Other Charges	5,694	8,390	7,793	8,000	17,260	8,000	$ (9,260)	-54%
571	5029	2630	Capital-Mach/Equip	22,131	22,631	17,143	21,768	58,911	2,658	$ (56,253)	-95%
571	5029	2650	Cap Improve-Land	-	-	3,587	-	-	-	$ -	0%
571	5029	2999	Contra Fixed Asset	(22,131)	(20,000)	-	-	-	8,000	$ 8,000	0%
			Total Public Works- Wastewater Treatment	**591,606**	**519,940**	**539,577**	**654,686**	**573,407**	**698,797**	**$ 125,390**	**22%**

CITY OF ST. HELENA

D I V I S I O N S U M M A R Y

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 ten miles of sewer mains and several hundred feet of sewer laterals.
- Repaired a collapsed sewer main on Madrona Ave.

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.
- Run Wastewater Collections, Stormwater, Street and Garage operations fully staffed by end of third quarter of Fiscal Year 2013/2014 with recruitment and placement of one (1 FTE) maintenance worker employee in April.
- Contribute to improvements in industrial source outreach, education and inspection program.
- Implement a Waste Water Collection Training Program to ensure all Public Works personnel have a full understanding of the City's Sanitary Sewer Overflow (SSO) and Backup Response Plan and are provided the skill sets to identify the different SSO categories, estimate volume spillage, use photo documentation and utilize proper procedures for rectifying SSOs, disinfecting, cleanup and reporting.

MAJOR HIGHLIGHT FOR FY 2015

- Continue reduction of inflow and infiltration to collection system
- Continue to work on the collection system video library.
- In collaboration with Public Works Administration and Larry Walker and Associates, complete update to the City of St. Helena's Sewer System Management Plan (SSMP).

DETAIL FOR EXPENSE ACCOUNTS

Wastewater Collection Maintenance/Operations
5020

OBJECT	DESCRIPTION		AMOUNT
571-2122	Utilities:		$1,940
571-2215	Special Departmental Supplies:		$12,426
	♦ Pipe, fittings, sealing, repair supplies	$8,000	
	♦ Sewer cleaning supplies	4,426	
571-2315	Machinery and Equipment Maintenance:		$4,164
571-2350	Vehicle Allocation Expense:		$3,637

PUBLIC WORKS-WASTE WATER COLLECTION MAINTENANCE/OPERATIONS

Wastewater Collections Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
571	5020	Wastewater Enterprise	$ 194,710	$ 195,583	$ 197,891	$ 209,454	$ 177,895	$ 215,275
		Total Expenses	$ 194,710	$ 195,583	$ 197,891	$ 209,454	$ 177,895	$ 215,275

Wastewater Collections Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 111,162	$ 114,541	$ 116,715	$ 118,940	$ 103,468	$ 120,167
Benefits	58,711	63,205	69,207	71,238	57,279	72,059
Dept supplies/services	18,320	12,978	5,576	12,523	12,384	12,823
Training/Conference	-	71	207	485	-	485
Vehicle/Equip maintenance	4,130	3,833	3,293	4,329	3,165	7,801
Utilities	2,387	955	2,894	1,940	1,600	1,940
Total Expenses	$ 194,710	$ 195,583	$ 197,891	$ 209,454	$ 177,895	$ 215,275

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
571	5020	2010	Wastewater Enterprise	Salaries-Regular	105,303	108,815	113,216	116,040	100,684	117,267
571	5020	2025	Wastewater Enterprise	Standby	1,654	1,763	2,063	2,900	1,031	2,900
571	5020	2030	Wastewater Enterprise	Overtime	4,206	3,963	1,436	-	1,752	-
571	5020	2040	Wastewater Enterprise	FICA-City	8,554	8,832	8,933	9,099	7,902	8,971
571	5020	2045	Wastewater Enterprise	Employer PERS	14,550	16,501	16,742	17,290	15,153	17,257
571	5020	2050	Wastewater Enterprise	Employee PERS	7,048	7,347	7,114	5,642	4,552	1,248
571	5020	2055	Wastewater Enterprise	Health Insurance	26,538	28,257	27,841	30,266	25,740	35,296
571	5020	2061	Wastewater Enterprise	Workers Comp	-	-	6,412	6,321	2,043	6,774
571	5020	2065	Wastewater Enterprise	Disability	1,282	1,270	1,168	1,308	1,033	1,202
571	5020	2075	Wastewater Enterprise	Life Ins/Def Comp	740	999	996	1,311	855	1,311
571	5020	2110	Wastewater Enterprise	Communication	187	191	194	97	134	97
571	5020	2122	Wastewater Enterprise	Utilities	2,387	955	2,894	1,940	1,600	1,940
571	5020	2125	Wastewater Enterprise	Equipment Rental	10,104	-	-	-	-	-
571	5020	2153	Wastewater Enterprise	Dues & Subscriptions	-	132	-	-	217	300
571	5020	2155	Wastewater Enterprise	Training/Conference	-	71	207	485	-	485
571	5020	2213	Wastewater Enterprise	Office Supplies	-	-	-	-	-	-
571	5020	2215	Wastewater Enterprise	Special Dept Supplies	8,028	12,655	5,382	12,426	12,000	12,426
571	5020	2220	Wastewater Enterprise	Small Tools	-	-	-	-	33	-
571	5020	2312	Wastewater Enterprise	Maint Supplies	-	-	-	-	-	-
571	5020	2315	Wastewater Enterprise	Maint-Mach/Equip	536	-	197	1,164	-	4,164
571	5020	2350	Wastewater Enterprise	Vehicle Charge	3,594	3,833	3,096	3,165	3,165	3,637
571 Total					**194,710**	**195,583**	**197,891**	**209,454**	**177,895**	**215,275**
			DEPT TOTAL		**$ 194,710**	**$ 195,583**	**$ 197,891**	**$ 209,454**	**$ 177,895**	**$ 215,275**

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 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel. The budget unit is primarily funded by wastewater user fees.

PRIOR YEAR GOALS ACHIEVED

- River discharge dechlorination system upgrades completed.
- Ozone pilot project completed having a 25 lb/day ozone capacity.
- SCADA and alarm upgrades for river discharge compliance completed.
- Influent three dimensional grinder major rebuild completed in-house.
- 100 hp pump added to chlorine contact - 60 hp pump left for backup.
- Brush Aerators – 3 new purchased, assembled and installed.
- Pond 1A Rip Rap placement and inverted siphon installed on new outflow piping.

CURRENT YEAR GOALS & OBJECTIVES

- Add ozone generators and oxygen concentrator to attain 100 lbs/day Ozone.
- Brush aerator - upgrade conversion kit install for one more aerator.
- Irrigation field rain gun sprinklers replaced with pivot irrigation.
- Removal and replacement of Pond 2 walkway.
- Ponds 2 and 3 levee repaired (stop erosion) with the placement of 690 ft. of rip rap.

MAJOR HIGHLIGHT FOR FY 2015

- Pond 1A – seal pond with new liner.
- Water quality improvements to meet waste discharge requirements.
- River bank restoration working with Napa County Resource Conservation District.

D E T A I L F O R E X P E N S E A C C O U N T S

Wastewater Treatment Plant
5029

OBJECT	DESCRIPTION		AMOUNT
571-2110	Communications:		$3,000
571-2122	Utilities:		$75,000
571-2125	Equipment Rental:		$9,900
571-2145	Other Contract Services:		$51,000
	♦ Cal-Test lab analysis	$21,500	
	♦ Permit Compliance Testing (River Discharge)	18,500	
	♦ Mosquito Abatement (weed/mosquito)	11,000	
571-2155	Training and Conferences:		$3,650
571-2213	Office Supplies:		$300
571-2215	Special Departmental Supplies:		$5,000
571-2220	Small Tools:		$7,000
	♦ Misc. tools	$7,000	
571-2225	Fuel/Oil:		$2,500
571-2235	Process Chemicals:		$50,779
571-2237	Lab Supplies:		$3,000
	♦ General equipment and supplies	$3,000	
571-2315	Machinery and Equipment Maintenance:		$55,000
	♦ Brush Aerators conversion kit and other repairs	10,000	
	♦ Influent Pump No. 3 Scheduled Maintenance	7,000	
	♦ Influent Grinder Maintenance	8,000	
	♦ Rapid mix repair/replace	20,000	
	♦ Equipment repairs	10,000	
571-2330	Buildings and Grounds Maintenance:		$15,000
571-2350	Vehicle Allocation Expense:		$13,555
571-2425	Taxes & Other Charges:		$8,000

PUBLIC WORKS- WASTEWATER TREATMENT PLANT

Wastewater Treatment Expenses By Fund			Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
FUND	DEPT							
571	5029	Wastewater Enterprise	$ 591,606	$ 519,940	$ 539,577	$ 654,686	$ 573,407	$ 698,797
		Total Expenses	$ 591,606	$ 519,940	$ 539,577	$ 654,686	$ 573,407	$ 698,797

Wastewater Treatment Expense Summary	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
Salary	$ 243,650	$ 202,251	$ 188,878	$ 213,042	$ 184,917	$ 240,362
Benefits	99,297	102,134	94,348	125,853	82,217	136,858
Contracts	46,318	30,475	36,349	51,000	44,053	51,000
Dept supplies/services	31,636	26,555	28,574	40,925	59,921	46,925
Training/Conference	3,842	210	2,555	3,660	1,344	3,660
Vehicle/Equip maintenance	56,128	71,106	61,715	72,658	47,907	83,555
Utilities	78,519	74,339	82,925	75,000	60,756	75,000
Chemicals	32,216	10,238	23,504	50,779	33,380	50,779
Capital Equipment	-	2,631	20,729	21,768	58,911	10,658
Total Expenses	$ 591,606	$ 519,940	$ 539,577	$ 654,686	$ 573,407	$ 698,797

Account Detail Fund	Dept	Acct	Fund	Account Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
571	5029	2010	Wastewater Enterprise	Salaries-Regular	178,416	171,572	141,135	213,042	120,443	227,599
571	5029	2020	Wastewater Enterprise	Salaries-Partime	28,093	-	18,585	-	46,467	-
571	5029	2025	Wastewater Enterprise	Standby	5,288	5,513	5,700	-	5,133	6,263
571	5029	2030	Wastewater Enterprise	Overtime	30,562	25,166	23,459	-	12,874	6,500
571	5029	2037	Wastewater Enterprise	Holiday Pay	1,291	-	-	-	-	-
571	5029	2040	Wastewater Enterprise	FICA-City	18,291	14,839	14,508	16,298	14,046	18,388
571	5029	2045	Wastewater Enterprise	Employer PERS	24,361	24,552	21,102	31,743	18,711	38,712
571	5029	2050	Wastewater Enterprise	Employee PERS	11,745	10,901	9,078	10,412	5,720	2,785
571	5029	2055	Wastewater Enterprise	Health Insurance	36,197	34,565	28,931	53,608	20,784	62,441
571	5029	2061	Wastewater Enterprise	Workers Comp	5,865	6,463	18,321	9,482	20,984	10,161
571	5029	2065	Wastewater Enterprise	Disability	2,415	2,066	1,711	2,343	1,365	2,404
571	5029	2071	Wastewater Enterprise	Unemployment	-	8,190	-	-	-	-
571	5029	2075	Wastewater Enterprise	Life Ins/Def Comp	423	559	696	1,967	607	1,967
571	5029	2096	Wastewater Enterprise	Education	-	-	-	-	-	-
571	5029	2110	Wastewater Enterprise	Communication	2,638	2,641	3,038	3,000	1,775	3,000
571	5029	2115	Wastewater Enterprise	Postage	68	127	96	125	139	125
571	5029	2122	Wastewater Enterprise	Utilities	78,519	74,339	82,925	75,000	60,756	75,000
571	5029	2125	Wastewater Enterprise	Equipment Rentals	4,742	360	-	9,900	626	9,900
571	5029	2127	Wastewater Enterprise	Equipment Lease Expens	-	-	-	-	-	-
571	5029	2130	Wastewater Enterprise	Professional Contracts	109	101	-	-	513	-
571	5029	2140	Wastewater Enterprise	Professional Fees	-	-	-	-	-	-
571	5029	2143	Wastewater Enterprise	Fines & Penalties	-	-	-	-	25,125	6,000
571	5029	2145	Wastewater Enterprise	Other Contract Services	46,209	30,374	36,349	51,000	43,540	51,000
571	5029	2153	Wastewater Enterprise	Dues & Subscriptions	585	60	755	100	1,100	100
571	5029	2155	Wastewater Enterprise	Training/Conference	3,842	210	2,545	3,650	1,344	3,650
571	5029	2160	Wastewater Enterprise	Other Travel	-	-	10	10	-	10
571	5029	2207	Wastewater Enterprise	Copies	-	-	-	-	-	-
571	5029	2212	Wastewater Enterprise	Computer Equipment	-	1,121	-	2,000	2,273	2,000
571	5029	2213	Wastewater Enterprise	Office Supplies	898	212	82	300	-	300
571	5029	2215	Wastewater Enterprise	Special Dept Supplies	4,248	3,980	5,231	5,000	4,917	5,000
571	5029	2220	Wastewater Enterprise	Small Tools	9,355	6,903	3,588	7,000	4,793	7,000
571	5029	2225	Wastewater Enterprise	Fuel/Oil	1,717	2,443	3,939	2,500	1,593	2,500
571	5029	2235	Wastewater Enterprise	Process Chemicals	32,216	10,238	23,504	50,779	33,380	50,779
571	5029	2237	Wastewater Enterprise	Lab Supplies	1,690	317	4,015	3,000	-	3,000
571	5029	2312	Wastewater Enterprise	Maint-Supplies-Streets	-	-	37	-	320	-
571	5029	2315	Wastewater Enterprise	Maint-Mach/Equip	42,457	52,132	46,772	55,000	30,206	55,000
571	5029	2330	Wastewater Enterprise	Maint-Bldgs/Grnds	3,688	8,326	6,195	5,000	5,042	15,000

PUBLIC WORKS- WASTEWATER TREATMENT PLANT

Wastewater Treatment Expenses By Fund					Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Year-end FY 2014	Budget FY 2015
571	5029	2350	Wastewater Enterprise	Vehicle Charges	9,984	10,648	8,748	12,658	12,658	13,555
571	5029	2425	Wastewater Enterprise	Taxes & Other Charges	5,694	8,390	7,793	8,000	17,260	8,000
571	5029	2630	Wastewater Enterprise	Capital-Mach/Equip	22,131	22,631	17,143	21,768	58,911	2,658
571	5029	2650	Wastewater Enterprise	Cap Improve-Land	-	-	3,587	-	-	-
571	5029	2999	Wastewater Enterprise	Contra Fixed Asset	(22,131)	(20,000)	-	-	-	8,000
571 Total					**591,606**	**519,940**	**539,577**	**654,686**	**573,407**	**698,797**
			DEPT TOTAL		**$ 591,606**	**$ 519,940**	**$ 539,577**	**$ 654,686**	**$ 573,407**	**$ 698,797**

OTHER FUNDS

City of St. Helena

Public Safety Impact Fees Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 421,001**	**$ 101,030**	**$ 101,030**	**$ 188,030**	
Public Safety Impact Fees - Revenues							
Investment Earnings	4,419	2,632	255	1,000	-	-	
	4,419	**2,632**	**255**	**1,000**	**-**	**-**	
Public Safety Impact	43,398	82,114	26,295	21,000	87,000	21,000	0.00%
	43,398	**82,114**	**26,295**	**21,000**	**87,000**	**21,000**	**0.00%**
Transfers In	5,110	-	-	-	-	-	
	5,110	**-**	**-**	**-**	**-**	**-**	
Total Public Safety Impact Fees Revenues	**$ 52,927**	**$ 84,746**	**$ 26,550**	**$ 22,000**	**$ 87,000**	**$ 21,000**	**0.00%**
Public Safety Impact Fees- Expenditures							
Totals by category							
Transfer to other funds	-	132,800	346,521	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	**$ -**	**$ 132,800**	**$ 346,521**	**$ -**	**$ -**	**$ -**	**0.00%**
Public Safety Impact Fees Surplus/(Deficit)	$ 52,927	$ (48,054)	$ (319,971)	$ 22,000	$ 87,000	$ 21,000	
Public Safety Impact Fees Expenditures by Department							
Non-Dept							
Transfer to other Funds	-	132,800	346,521	-	-	-	0.00%
	-	**132,800**	**346,521**	**-**	**-**	**-**	**0.00%**
Total	**$ 52,927**	**$ 84,746**	**$ 26,550**	**$ 22,000**	**$ 87,000**	**$ 21,000**	**0.00%**

City of St. Helena

Public Library Foundation Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 6,971	$ 12,928	$ 12,928	$ 2,603	
Public Library Foundation - Revenues							
Investment Earnings	11	33	26	20	-	-	
	11	**33**	**26**	**20**	**-**	**-**	
Donations	1,580	8,000	11,331	-	4,000	-	0.00%
	1,580	**8,000**	**11,331**	**-**	**4,000**	**-**	**0.00%**
Contributions from Government	-	-	18,000	-	48,255	-	0.00%
	-	**-**	**18,000**	**-**	**48,255**	**-**	**0.00%**
Total Public Library Foundation Revenues	**$ 1,591**	**$ 8,033**	**$ 29,357**	**$ 20**	**$ 52,255**	**$ -**	**0.00%**
Public Library Foundation- Expenditures							
Totals by category							
Contracts	-	-	13,710	41,100	48,100	-	
Dept supplies/services	720	3,163	9,690	24,880	14,480	2,603	-89.54%
Total Public Library Foundation Expenditures	**$ 720**	**$ 3,163**	**$ 23,400**	**$ 65,980**	**$ 62,580**	**$ 2,603**	**-96.05%**
Public Library Foundation Surplus/(Deficit)	871	4,870	5,957	(65,960)	(10,325)	(2,603)	
Public Library Foundation Expenditures by Department							
Library							
Contracts	-	-	13,710	41,100	48,100	-	-100.00%
Dept supplies/services	720	3,163	9,690	24,880	14,480	2,603	-89.54%
	720	**3,163**	**23,400**	**65,980**	**62,580**	**2,603**	**-96.05%**
Total	**$ 720**	**$ 3,163**	**$ 23,400**	**$ 65,980**	**$ 62,580**	**$ 2,603**	**-96.05%**

City of St. Helena

California Library Services Act Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 538,757	$ 341,848	$ 341,848	$ 133,360	
California Library Services Act - Revenues							
Investment Earnings	6,356	4,400	1,324	1,500	-	-	
	6,356	**4,400**	**1,324**	**1,500**	**-**	**-**	
Allocation from Other Agency	119,659	78,213	-	-	-	-	
	119,659	**78,213**	**-**	**-**	**-**	**-**	
Total California Library Services Act Revenues	$ 126,015	$ 82,613	$ 1,324	$ 1,500	$ -	$ -	
California Library Services Act- Expenditures							
Totals by category							
Dept supplies/services	188,960	141,488	193,973	207,500	204,138	124,897	-39.81%
Training/Conference	322	713	1,834	1,000	1,200	5,463	
Capital Equipment	2,755	3,313	2,426	6,000	3,150	3,000	-50.00%
Transfer to other funds	-	-	-	-	-	-	
Total California Library Services Act Expenditure:	$ 192,037	$ 145,514	$ 198,233	$ 214,500	$ 208,488	$ 133,360	**-37.83%**
California Library Services Act Surplus/(Deficit)	(66,022)	(62,901)	(196,909)	(213,000)	(208,488)	(133,360)	
California Library Services Act Expenditures by Department							
Non-Dept							
Transfer to other Funds	-	-	-	-	-	-	
	-	**-**	**-**	**-**	**-**	**-**	
Library							
Dept supplies/services	188,960	141,488	193,973	207,500	204,138	124,897	-39.81%
Training/Conference	322	713	1,834	1,000	1,200	5,463	
Capital Equipment	2,755	3,313	2,426	6,000	3,150	3,000	-50.00%
	192,037	**145,514**	**198,233**	**214,500**	**208,488**	**133,360**	**-37.83%**
Total	$ 192,037	$ 145,514	$ 198,233	$ 214,500	$ 208,488	$ 133,360	**-37.83%**

City of St. Helena

COPS Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 93,104	$ 157,725	$ 157,725	$ 157,605	
COPS - Revenues							
Investment Earnings	1,208	681	348	-	-	-	100.00%
	1,208	**681**	**348**	**-**	**-**	**-**	
Other	50	-	224	-	-	-	0.00%
	50	**-**	**224**	**-**	**-**	**-**	0.00%
Allocation from Other Agency	112,695	79,014	129,378	100,000	100,000	100,000	0.00%
	112,695	**79,014**	**129,378**	**100,000**	**100,000**	**100,000**	**0.00%**
Total COPS Revenues	**$ 113,953**	**$ 79,695**	**$ 129,950**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**0.00%**
COPS- Expenditures							
Totals by category							
Salary	-	-	-	-	-	-	
Contracts	25,000	61,379	48,577	40,777	40,777	65,000	59.40%
Dept supplies/services	7,803	21,809	14,064	42,779	42,779	25,000	-41.56%
Training/Conference	-	4,779	2,688	10,000	10,000	10,000	0.00%
Capital Equipment	36,932	16,661	-	6,564	6,564	-	-100.00%
Transfer to other funds	-	17,000	-	-	-	-	-100.00%
Total COPS Expenditures	**$ 69,735**	**$ 121,628**	**$ 65,329**	**$ 100,120**	**$ 100,120**	**$ 100,000**	**-0.12%**
COPS Surplus/(Deficit)	44,218	(41,933)	64,621	(120)	(120)	-	
COPS Expenditures by Department							
Non-Departmental							
Transfer to other Funds	-	17,000	-	-	-	-	-100.00%
	-	**17,000**	**-**	**-**	**-**	**-**	
Police							
Salary	-	-	-	-	-	-	
Contracts	25,000	61,379	48,577	40,777	40,777	65,000	59.40%
Dept supplies/services	7,803	21,809	14,064	42,779	42,779	25,000	-41.56%
Training/Conference	-	4,779	2,688	10,000	10,000	10,000	0.00%
Capital Equipment	36,932	16,661	-	6,564	6,564	-	-100.00%
	69,735	**104,628**	**65,329**	**100,120**	**100,120**	**100,000**	**-0.12%**
Total	**$ 69,735**	**$ 121,628**	**$ 65,329**	**$ 100,120**	**$ 100,120**	**$ 100,000**	**-0.12%**

City of St.Helena

State Gas Tax 2105 Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 50,417	$ 857	$ 857	$ 857	
State Gas Tax 2105 - Revenues							
Investment Earnings	53	246	(42)	100	100	100	
	53	**246**	**(42)**	**100**	**100**	**100**	
Gas Tax 2105	30,993	27,487	26,138	28,560	28,560	28,560	0.00%
	30,993	**27,487**	**26,138**	**28,560**	**28,560**	**28,560**	**0.00%**
Total State Gas Tax 2105 Revenues	**$ 31,046**	**$ 27,733**	**$ 26,096**	**$ 28,660**	**$ 28,660**	**$ 28,660**	**0.00%**
State Gas Tax 2105- Expenditures							
Totals by category							
Contracts	-	-	-	-	-	-	
Transfer to other funds	33,500	-	75,656	28,660	28,660	28,660	0.00%
Total State Gas Tax 2105 Expenditures	**$ 33,500**	**$ -**	**$ 75,656**	**$ 28,660**	**$ 28,660**	**$ 28,660**	**0.00%**
State Gas Tax 2105 Surplus/(Deficit)	(2,454)	27,733	(49,560)	-	-	-	
State Gas Tax 2105 Expenditures by Department							
Non-Dept							
Transfer to other Funds	33,500	-	75,656	28,660	28,660	28,660	0.00%
	33,500	**-**	**75,656**	**28,660**	**28,660**	**28,660**	**0.00%**
Public Works Gas Tax							
Contracts	-	-	-	-	-	-	
	-	**-**	**-**	**-**	**-**	**-**	
Total	**$ 33,500**	**$ -**	**$ 75,656**	**$ 28,660**	**$ 28,660**	**$ 28,660**	**0.00%**

City of St. Helena

State Gas Tax 2106 Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 46,681**	**$ 6,029**	**$ 6,029**	**$ 6,029**	
State Gas Tax 2106 - Revenues							
Investment Earnings	213	255	(16)	150	150	150	0.00%
	213	**255**	**(16)**	**150**	**150**	**150**	**0.00%**
Gas Tax 2106	20,229	19,546	19,634	20,400	20,400	20,400	0.00%
	20,229	**19,546**	**19,634**	**20,400**	**20,400**	**20,400**	**0.00%**
Total State Gas Tax 2106 Revenues	**$ 20,443**	**$ 19,801**	**$ 19,618**	**$ 20,550**	**$ 20,550**	**$ 20,550**	**0.00%**
State Gas Tax 2106- Expenditures							
Totals by category							
Transfer to other funds	24,100	-	60,270	20,550	20,550	20,550	0.00%
Total State Gas Tax 2106 Expenditures	**$ 24,100**	**$ -**	**$ 60,270**	**$ 20,550**	**$ 20,550**	**$ 20,550**	**0.00%**
State Gas Tax 2106 Surplus/(Deficit)	(3,657)	19,801	(40,652)	-	-	-	
State Gas Tax 2106 Expenditures by Department							
Non-Dept							
Transfer to other Funds	24,100	-	60,270	20,550	20,550	20,550	0.00%
	24,100	**-**	**60,270**	**20,550**	**20,550**	**20,550**	**0.00%**
Total	**$ 24,100**	**$ -**	**$ 60,270**	**$ 20,550**	**$ 20,550**	**$ 20,550**	**0.00%**

City of St. Helena

State Gas Tax 2107 Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 33,917	$ 2,532	$ 2,532	$ 6,232	
State Gas Tax 2107 - Revenues							
Investment Earnings	2,984	2,374	4,620	2,800	2,800	2,800	
	2,984	**2,374**	**4,620**	**2,800**	**2,800**	**2,800**	
Gas Tax 2107	41,393	39,453	42,830	43,350	43,350	43,350	0.00%
	41,393	**39,453**	**42,830**	**43,350**	**43,350**	**43,350**	**0.00%**
Total State Gas Tax 2107 Revenues	**$ 44,377**	**$ 41,827**	**$ 47,450**	**$ 46,150**	**$ 46,150**	**$ 46,150**	**0.00%**
State Gas Tax 2107- Expenditures							
Totals by category							
Contracts	1,226	4,700	3,247	3,700	-	-	100.00%
Transfer to other funds	46,500	49,000	75,588	42,450	42,450	46,150	8.72%
Total State Gas Tax 2107 Expenditures	**$ 47,726**	**$ 53,700**	**$ 78,835**	**$ 46,150**	**$ 42,450**	**$ 46,150**	**0.00%**
State Gas Tax 2107 Surplus/(Deficit)	(3,349)	(11,873)	(31,385)	-	3,700	-	
State Gas Tax 2107 Expenditures by Department							
Non-Dept							
Transfer to other Funds	46,500	49,000	75,588	42,450	42,450	42,450	0.00%
	46,500	**49,000**	**75,588**	**42,450**	**42,450**	**42,450**	**0.00%**
Public Works Gas Tax							
Contracts	1,226	4,700	3,247	3,700	-	-	100.00%
	1,226	**4,700**	**3,247**	**3,700**	**-**	**-**	**100.00%**
Total	**$ 47,726**	**$ 53,700**	**$ 78,835**	**$ 46,150**	**$ 42,450**	**$ 42,450**	**-8.02%**

City of St. Helena

State Gas Tax 2107.5 Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 6,215**	**$ 1,743**	**$ 1,743**	**$ 1,743**	
State Gas Tax 2107.5 - Revenues							
Investment Earnings	13	30	(1)	30	30	30	
	13	**30**	**(1)**	**30**	**30**	**30**	
Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
	2,000	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**	**0.00%**
Total State Gas Tax 2107.5 Revenues	**$ 2,013**	**$ 2,030**	**$ 1,999**	**$ 2,030**	**$ 2,030**	**$ 2,030**	**0.00%**
State Gas Tax 2107.5- Expenditures							
Totals by category							
Transfer to other funds	2,000	-	6,471	2,030	2,030	2,030	
Total State Gas Tax 2107.5 Expenditures	**$ 2,000**	**$ -**	**$ 6,471**	**$ 2,030**	**$ 2,030**	**$ 2,030**	
State Gas Tax 2107.5 Surplus/(Deficit)	13	2,030	(4,472)	-	-	-	
State Gas Tax 2107.5 Expenditures by Department							
Non-Dept							
Transfer to other Funds	2,000	-	6,471	2,030	2,030	2,030	
	2,000	**-**	**6,471**	**2,030**	**2,030**	**2,030**	
Total	**$ 2,000**	**$ -**	**$ 6,471**	**$ 2,030**	**$ 2,030**	**$ 2,030**	

City of St. Helena

State Gas Tax 2103 Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 117,083**	**$ (8,907)**	**$ (8,907)**	**$ (0)**	
State Gas Tax 2103 - Revenues							
Investment Earnings	159	498	(105)	150	150	150	
	159	**498**	**(105)**	**150**	**150**	**150**	
Gas Tax 2103	57,195	81,234	47,460	65,280	65,280	65,280	0.00%
	57,195	**81,234**	**47,460**	**65,280**	**65,280**	**65,280**	**0.00%**
Total State Gas Tax 2103 Revenues	**$ 57,354**	**$ 81,732**	**$ 47,355**	**$ 65,430**	**$ 65,430**	**$ 65,430**	**0.00%**
State Gas Tax 2103- Expenditures							
Totals by category							
Transfer to other funds	0	22,006	173,345	65,430	56,523	65,430	0.00%
Total State Gas Tax 2103 Expenditures	**$ -**	**$ 22,006**	**$ 173,345**	**$ 65,430**	**$ 56,523**	**$ 65,430**	**0.00%**
State Gas Tax 2103 Surplus/(Deficit)	$ 57,354	$ 59,726	$ (125,990)	$ -	$ 8,907	$ -	
State Gas Tax 2103 Expenditures by Department							
Non-Dept							
Transfer to other Funds	0	22,006	173,345	65,430	56,523	65,430	0.00%
	0	**22,006**	**173,345**	**65,430**	**56,523**	**65,430**	**0.00%**
Total	**$ -**	**$ 22,006**	**$ 173,345**	**$ 65,430**	**$ 56,523**	**$ 65,430**	**0.00%**

City of St. Helena

Measure A Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 2,141,875**	**$ 967,676**	**$ 967,676**	**$ (1,393,439)**	
Measure A - Revenues							
Investment Earnings	(35,178)	(14,949)	4,187	-	-	-	
	(35,178)	**(14,949)**	**4,187**	**-**	**-**	**-**	
Loan Proceeds	2,832,229	(1,016,791)	-	-	-	-	
Revenue from County	-	(635,043)	-	526,805	-	2,450,000	
	2,832,229	**(1,651,834)**	**-**	**526,805**	**-**	**2,450,000**	
Other Revenue	2,134,333	4,555,936	-	-	77,500	-	
	2,134,333	**4,555,936**	**-**	**-**	**77,500**	**-**	
Transfers In	70,000	114,649	-	-	-	-	
	70,000	**114,649**	**-**	**-**	**-**	**-**	
Total Measure A Revenues	**$ 5,001,384**	**$ 3,003,802**	**$ 4,187**	**$ 526,805**	**$ 77,500**	**$ 2,450,000**	
Measure A- Expenditures							
Totals by category							
Salary	167,685	32,066	-	-	-	-	
Benefits	59,323	12,744	-	-	-	-	
Contracts	986,511	803,782	291,637	253,387	10,110	-	
Dept supplies/services	10,833	9,874	344,164	-	-	-	
Training/Conference	211	995	729	-	-	-	
Vehicle/Equip maintenance	107	-	-	-	-	-	
Debt Payments	327,756	526,805	526,805	526,805	526,805	526,805	
Capital	2,822,789	101,830	15,051	-	-	-	
Total Measure A Expenditures	**$ 4,375,215**	**$ 1,488,096**	**$ 1,178,386**	**$ 780,192**	**$ 2,438,615**	**$ 526,805**	**-32.48%**
Measure A Surplus/(Deficit)	626,169	1,515,706	(1,174,199)	(253,387)	(2,361,115)	1,923,195	
Measure A Expenditures by Department							
Non-Dept							
Debt Payments	327,756	526,805	526,805	526,805	526,805	526,805	
Transfer to other Funds	-	-	-	-	1,901,700	-	
	327,756	**526,805**	**526,805**	**526,805**	**2,428,505**	**526,805**	
Council							
Training/Meetings	-	975	729	-	-	-	
	-	**975**	**729**	**-**	**-**	**-**	
City Manager/City Clerk							
Salary	29,448	-	-	-	-	-	
Benefits	14,222	-	-	-	-	-	
	43,671	**-**	**-**	**-**	**-**	**-**	
Finance							
Salary	14,497	-	-	-	-	-	
Benefits	7,853	-	-	-	-	-	
Dept supplies/services	3,482	3,467	(1,073)	-	-	-	
	25,832	**3,467**	**(1,073)**	**-**	**-**	**-**	
City Attorney							
Contracts	13,767	401,003	87,616	-	10,110	-	
Dept supplies/services	-	-	325,000	-	-	-	
	13,767	**401,003**	**412,616**	**-**	**10,110**	**-**	

City of St. Helena

Measure A Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget %
Public Works - Admin							
Salary	123,739	32,066	-	-	-	-	
Benefits	37,247	12,744	-	-	-	-	
Dept supplies/services	-	19	3,812	-	-	-	
	160,986	**44,829**	**3,812**	**-**	**-**	**-**	
Public Works - Flood Control							
Contracts	972,743	402,779	204,021	253,387	-	-	
Dept supplies/services	7,351	6,388	16,425	-	-	-	
Training/Conference	211	20	-	-	-	-	
Vehicle/Equip maintenance	107	-	-	-	-	-	
Capital	2,822,789	101,830	15,051	-	-	-	
	3,803,202	**511,017**	**235,497**	**253,387**	**-**	**-**	**0.00%**
Total	**$ 4,375,215**	**$ 1,488,096**	**$ 1,178,386**	**$ 780,192**	**$ 2,438,615**	**$ 526,805**	**-32.48%**

City of St. Helena

Training Development Fund Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 396	$ 13,384	$ 13,384	$ 11,084	
Training Development Fund - Revenues							
Post Reimbursement	12,715	7,090	16,683	4,000	4,000	4,000	0.00%
Investment Earnings	(85)	(23)	3	-	-	-	
	12,629	**7,067**	**16,686**	**4,000**	**4,000**	**4,000**	**0.00%**
Total Training Development Fund Revenues	**$ 12,629**	**$ 7,067**	**$ 16,686**	**$ 4,000**	**$ 4,000**	**$ 4,000**	**0.00%**
Training Development Fund- Expenditures							
Totals by category							
Training/Conference	10,712	1,640	3,698	4,000	6,300	2,000	-50.00%
Total Training Development Fund Expenditures	**$ 10,712**	**$ 1,640**	**$ 3,698**	**$ 4,000**	**$ 6,300**	**$ 2,000**	**-50.00%**
Training Development Fund Surplus/(Deficit)	1,918	5,427	12,988	-	(2,300)	2,000	
Training Development Fund Expenditures by Department							
Police							
Training/Conference	10,712	1,640	3,698	4,000	6,300	2,000	-50.00%
	10,712	**1,640**	**3,698**	**4,000**	**6,300**	**2,000**	**-50.00%**
Total	**$ 10,712**	**$ 1,640**	**$ 3,698**	**$ 4,000**	**$ 6,300**	**$ 2,000**	**-50.00%**

City of St. Helena

Asset Forfeiture Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ -	$ 30,092	$ 30,092	$ 25,092	
Asset Forfeiture - Revenues							
Investment Earnings	42	46	(9)	-	-	-	
	42	**46**	**(9)**	**-**	**-**	**-**	
Asset Forfeiture	11,998	8,449	38,101	-	-	-	0.00%
	11,998	**8,449**	**38,101**	**-**	**-**	**-**	**0.00%**
Total Asset Forfeiture Revenues	**$ 12,040**	**$ 8,495**	**$ 38,092**	**$ -**	**$ -**	**$ -**	**0.00%**
Asset Forfeiture- Expenditures							
Totals by category							
Communications	-	-	-	12,092	-	-	0.00%
Contracts	16,295	12,875	8,000	23,447	5,000	2,000	0.00%
Total Asset Forfeiture Expenditures	**$ 16,295**	**$ 12,875**	**$ 8,000**	**$ 35,539**	**$ 5,000**	**$ 2,000**	**0.00%**
Asset Forfeiture Surplus/(Deficit)	(4,255)	(4,380)	30,092	(35,539)	(5,000)	(2,000)	
Asset Forfeiture Expenditures by Department							
Police							
Coomunications	-	-	-	12,092	-	-	
Contracts	16,295	12,875	8,000	23,447	5,000	2,000	0.00%
	16,295	**12,875**	**8,000**	**35,539**	**5,000**	**2,000**	**-94.37%**
Total	**$ 16,295**	**$ 12,875**	**$ 8,000**	**$ 35,539**	**$ 5,000**	**$ 2,000**	**-94.37%**

City of St. Helena

Teen Center Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 35,293	$ 48,610	$ 48,610	$ 48,610	
Teen Center - Revenues							
Donations	2,698	645	272	-	10	-	
	2,698	**645**	**272**	**-**	**10**	**-**	
Transfers In	96,558	104,545	123,376	125,939	125,929	165,464	31.38%
	96,558	**104,545**	**123,376**	**125,939**	**125,929**	**165,464**	**31.38%**
Total Teen Center Revenues	**$ 99,256**	**$ 105,190**	**$ 123,648**	**$ 125,939**	**$ 125,939**	**$ 165,464**	**31.38%**
Teen Center- Expenditures							
Totals by category							
Salary	67,869	72,597	73,471	86,354	86,354	96,458	11.70%
Benefits	22,617	23,991	29,627	30,625	30,625	57,846	88.88%
Contracts	-	407	200	1,000	1,000	2,000	100.00%
Dept supplies/services	8,075	8,621	6,923	7,760	7,760	8,960	15.46%
Training/Conference	280	25	110	200	200	200	0.00%
Transfer to other funds	414	-	-	-	-	-	
Total Teen Center Expenditures	**$ 99,256**	**$ 105,641**	**$ 110,331**	**$ 125,939**	**$ 125,939**	**$ 165,464**	**31.38%**
Teen Center Surplus/(Deficit)	-	(451)	13,317	-	-	-	
Teen Center Expenditures by Department							
Non-Dept							
Transfer to other Funds	414	-	-	-	-	-	
	414	**-**	**-**	**-**	**-**	**-**	
Recreation							
Salary	67,869	72,597	73,471	86,354	86,354	96,458	11.70%
Benefits	22,617	23,991	29,627	30,625	30,625	57,846	88.88%
Contracts	-	407	200	1,000	1,000	2,000	100.00%
Dept supplies/services	8,075	8,621	6,923	7,760	7,760	8,960	15.46%
Training/Conference	280	25	110	200	200	200	0.00%
	98,842	**105,641**	**110,331**	**125,939**	**125,939**	**165,464**	**31.38%**
Total	**$ 98,842**	**$ 105,641**	**$ 110,331**	**$ 125,939**	**$ 125,939**	**$ 165,464**	**31.38%**

City of St. Helena

Tree City Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 5,274	$ 15,314	$ 15,314	$ 15,314	
Tree City - Revenues							
Transfers In	15,018	4,328	52,666	52,357	37,364	64,321	22.85%
	15,018	**4,328**	**52,666**	**52,357**	**37,364**	**64,321**	**22.85%**
Total Tree City Revenues	**$ 15,018**	**$ 4,328**	**$ 52,666**	**$ 52,357**	**$ 37,364**	**$ 64,321**	**22.85%**
Tree City- Expenditures							
Totals by category							
Salary	7,871	8,028	8,028	7,875	7,053	8,410	6.79%
Benefits	3,747	4,049	4,372	4,199	3,622	4,508	7.36%
Contracts	11,011	29,156	23,654	15,760	5,830	15,000	-4.82%
Tree Expenses	2,863	645	1,410	6,983	1,571	15,083	116.00%
Dept supplies/services	1,154	999	3,350	19,800	19,178	20,000	1.01%
Training/Conference	800	(150)	1,813	1,100	110	1,320	20.00%
Transfer to other funds	18,800	-	-	-	-	-	
Total Tree City Expenditures	**$ 46,246**	**$ 42,727**	**$ 42,626**	**$ 55,717**	**$ 37,364**	**$ 64,321**	**15.44%**
Tree City Surplus/(Deficit)	(31,228)	(38,399)	10,040	(3,360)	-	-	
Tree City Expenditures by Department							
Public Works Tree City							
Salary	7,871	8,028	8,028	7,875	7,053	8,410	6.79%
Benefits	3,747	4,049	4,372	4,199	3,622	4,508	7.36%
Contracts	11,011	29,156	23,654	15,760	5,830	15,000	-4.82%
Tree Expenses	2,863	645	1,410	6,983	1,571	15,083	116.00%
Dept supplies/services	1,154	999	3,350	19,800	19,178	20,000	1.01%
Training/Conference	800	(150)	1,813	1,100	110	1,320	20.00%
Transfer to other Funds	18,800	-	-	-	-	-	
	46,246	**42,727**	**42,627**	**55,717**	**37,364**	**64,321**	**15.44%**
Total	**$ 46,246**	**$ 42,727**	**$ 42,627**	**$ 55,717**	**$ 37,364**	**$ 64,321**	**15.44%**

City of St. Helena

Bocce Ball Fund Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 41,531	$ 19,890	$ 19,890	$ 37,742	
Bocce Ball Fund - Revenues							
Recreation Registration	34,050	39,675	14,425	40,250	43,050	48,000	19.25%
Contributions from Non-Government	-	-	-	-	-	-	
Other	15	-	-	-	-	-	
Total Bocce Ball Fund Revenues	$ 34,065	$ 39,675	$ 14,425	$ 40,250	$ 43,050	$ 48,000	19.25%
Bocce Ball Fund- Expenditures							
Totals by category							
Salary	11,965	7,935	8,118	16,000	16,000	16,560	3.50%
Benefits	915	607	621	918	918	1,978	115.47%
Contracts	-	-	-	200	830	200	0.00%
Dept supplies/services	3,852	4,872	2,327	7,450	7,450	7,450	0.00%
Communications	-	-	-	-	-	-	
Transfer to other funds	-	22,000	25,000	-	-	15,000	0.00%
Total Bocce Ball Fund Expenditures	$ 16,732	$ 35,414	$ 36,066	$ 24,568	$ 25,198	$ 41,188	67.65%
Bocce Ball Fund Surplus/(Deficit)	17,333	4,261	(21,641)	15,682	17,852	6,812	
Bocce Ball Fund Expenditures by Department							
Non-Dept							
Transfer to other Funds	-	22,000	25,000	-	-	15,000	0.00%
	-	**22,000**	**25,000**	**-**	**-**	**15,000**	**0.00%**
Recreation							
Salary	11,965	7,935	8,118	16,000	16,000	16,560	3.50%
Benefits	915	607	621	918	918	1,978	115.47%
Contracts	-	-	-	200	830	200	0.00%
Dept supplies/services	3,852	4,872	2,327	7,450	7,450	7,450	0.00%
Communications	-	-	-	-	-	-	
	16,732	**13,414**	**11,066**	**24,568**	**25,198**	**26,188**	**6.59%**
Total	$ 16,732	$ 35,414	$ 36,066	$ 24,568	$ 25,198	$ 41,188	67.65%

City of St. Helena

Recreation Programs Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 7,989	$ 10,213	$ 10,213	$ (27,002)	
Recreation Programs - Revenues							
Recreation Registration	132,442	112,376	124,802	132,835	112,040	178,000	34.00%
Donations	3,843	8,161	2,979	-	4,603	3,000	
Contributions from Government	-	-	-	-	-	-	
	136,285	**120,537**	**127,781**	**132,835**	**116,643**	**181,000**	**36.26%**
Transfers In	-	-	-	-	-	15,000	
	-	**-**	**-**	**-**	**-**	**15,000**	
Total Recreation Programs Revenues	**$ 136,285**	**$ 120,537**	**$ 127,781**	**$ 132,835**	**$ 116,643**	**$ 196,000**	**47.55%**
Recreation Programs- Expenditures							
Totals by category							
Salary	40,199	37,644	47,379	39,574	58,900	71,332	80.25%
Benefits	5,197	5,141	17,134	12,112	13,008	25,172	107.83%
Contracts	39,688	42,909	34,013	40,000	40,000	40,000	0.00%
Dept supplies/services	27,116	15,922	17,119	23,050	23,850	25,350	9.98%
Training/Conference	50	-	255	200	200	200	0.00%
Communications	988	867	907	900	900	900	0.00%
Facility Rental	4,523	20,160	8,750	17,000	17,000	24,000	41.18%
Total Recreation Programs Expenditures	**$ 117,761**	**$ 122,643**	**$ 125,557**	**$ 132,836**	**$ 153,858**	**$ 186,954**	**40.74%**
Recreation Programs Surplus/(Deficit)	18,524	(2,106)	2,224	(1)	(37,215)	9,046	
Recreation Programs Expenditures by Department							
Recreation							
Salary	40,199	37,644	47,379	39,574	58,900	71,332	80.25%
Benefits*	5,197	5,141	17,134	12,112	13,008	25,172	107.83%
Contracts	39,688	42,909	34,013	40,000	40,000	40,000	0.00%
Facility Rental	4,523	20,160	8,750	17,000	17,000	24,000	41.18%
Dept supplies/services	27,116	15,922	17,119	23,050	23,850	25,350	9.98%
Training/Conference	50	-	255	200	200	200	0.00%
Communications	988	867	907	900	900	900	0.00%
	117,761	**122,643**	**125,557**	**132,836**	**153,858**	**186,954**	**40.74%**
Total	**$ 117,761**	**$ 122,643**	**$ 125,557**	**$ 132,836**	**$ 153,858**	**$ 186,954**	**40.74%**

*includes unemployment

City of St. Helena

Tourism Improvement District Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 7,560	$ 11,856	$ 11,856	$ 11,856	
Tourism Improvement District - Revenues							
Investment Earnings	345	255	66	150	-	-	
	345	**255**	**66**	**150**	**-**	**-**	
TID City Admin	2,398	2,552	2,680	2,735	2,735	2,757	0.80%
	2,398	**2,552**	**2,680**	**2,735**	**2,735**	**2,757**	**0.80%**
TID Assessment - District	177,725	188,576	194,885	202,404	202,404	208,475	3.00%
TID Assessment - Local	60,027	63,999	65,871	68,379	68,379	70,431	3.00%
Total Tourism Improvement District Revenues	**$ 240,495**	**$ 255,382**	**$ 263,502**	**$ 273,668**	**$ 273,518**	**$ 281,663**	**2.92%**
Tourism Improvement District- Expenditures							
Totals by category							
Contracts	200,471	283,680	259,206	270,783	270,783	278,906	3.00%
Dept supplies/services	-	4,166	-	-	-	-	
Transfer to other funds	-	-	-	2,735	2,735	2,757	0
Total Tourism Improvement District Expenditures	**$ 200,471**	**$ 287,846**	**$ 259,206**	**$ 273,518**	**$ 273,518**	**$ 281,663**	**2.98%**
Tourism Improvement District Surplus/(Deficit)	40,024	(32,464)	4,296	150	-	-	
Tourism Improvement District Expenditures by Department							
Non-Departmental							
Contracts	200,471	283,680	259,206	270,783	270,783	278,906	3.00%
Dept supplies/services	-	4,166	-	-	-	-	#DIV/0!
Transfer to other funds	-	-	-	2,735	2,735	2,757	0.80%
	200,471	**287,846**	**259,206**	**270,783**	**270,783**	**278,906**	**3.00%**
Total	**$ 200,471**	**$ 287,846**	**$ 259,206**	**$ 270,783**	**$ 270,783**	**$ 278,906**	**3.00%**

City of St. Helena

Ryan Trust Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 17,667**	**$ 17,333**	**$ 17,333**	**$ 17,752**	
Ryan Trust - Revenues							
Investment Earnings	1,531	1,502	(334)	600	419	425	-29.17%
	1,531	**1,502**	**(334)**	**600**	**419**	**425**	**-29.17%**
Total Ryan Trust Revenues	**$ 1,531**	**$ 1,502**	**$ (334)**	**$ 600**	**$ 419**	**$ 425**	**-29.17%**
Ryan Trust- Expenditures							
Totals by category							
Contracts	910	-	-	-	-	-	0.00%
Transfer to other funds	-	78,400	-	-	-	-	0
Total Ryan Trust Expenditures	**$ 910**	**$ 78,400**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Ryan Trust Surplus/(Deficit)	621	(76,898)	(334)	600	419	425	
Ryan Trust Expenditures by Department							
Library							
Dept supplies/services	910		-	-	-	-	0.00%
Transfer to other funds	-	78,400	-	-	-	-	
	910	**78,400**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ 910**	**$ 78,400**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**

City of St. Helena

Martin Trust Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY13/14 Budget % Change
Beginning Fund Balance (July 1)		**32,264**	**$ 33,576**	**$ 33,328**	**$ 33,328**	**$ 33,328**	
Martin Trust - Revenues							
Investment Earnings	990	1,312	(248)	600	-	220	0.00%
	990	**1,312**	**(248)**	**600**	**-**	**220**	**0.00%**
Total Martin Trust Revenues	**$ 990**	**$ 1,312**	**$ (248)**	**$ 600**	**$ -**	**$ 220**	**-63.33%**
Martin Trust- Expenditures							
Totals by category							
Contracts	-	-	-	-	-	14,263	
Dept supplies/services	977	-	-	-	-	-	0.00%
Training/Conference	535	-	-	-	-	-	
Total Martin Trust Expenditures	**$ 1,512**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 14,263**	**0.00%**
Martin Trust Surplus/(Deficit)	(522)	1,312	(248)	600	-	(14,043)	
Martin Trust Expenditures by Department							
Library							
Contracts	-	-	-	-	-	14,263	
Dept supplies/services	977	-	-	-	-	-	0.00%
Training/Conference	535	-	-	-	-	-	
	1,512	**-**	**-**	**-**	**-**	**14,263**	**0.00%**
Total	**$ 1,512**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 14,263**	**0.00%**

City of St.Helena

Tweed Trust Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 232,816	$ 365,979	$ 365,979	$ 316,832	
Tweed Trust - Revenues							
Investment Earnings	3,416	1,916	956	100	-	-	
	3,416	**1,916**	**956**	**100**	**-**	**-**	
Donations	185,000	63,000	164,583	72,886	-	-	
	185,000	**63,000**	**164,583**	**72,886**	**-**	**-**	
Rental Income	37,292	43,190	50,549	45,500	58,250	45,500	0.00%
	37,292	**43,190**	**50,549**	**45,500**	**58,250**	**45,500**	**0.00%**
Transfers In	-	-	-	-	-	-	
	-	**-**	**-**	**-**	**-**	**-**	
Total Tweed Trust Revenues	**$ 225,708**	**$ 108,106**	**$ 216,088**	**$ 118,486**	**$ 58,250**	**$ 45,500**	**-61.60%**
Tweed Trust- Expenditures							
Totals by category							
Salary	5,824	12,566	14,769	23,000	22,629	30,975	34.67%
Benefits	446	961	1,130	1,697	1,697	2,370	39.66%
Contracts	4,186	-	6,575	-	6,200	-	
Dept supplies/services	53,035	49,232	56,488	73,000	73,371	75,000	2.74%
Training/Conference	3,773	2,358	3,497	3,500	3,500	4,000	14.29%
Capital Equipment	16,418	-	466	-	-	-	
Transfer to other funds	-	272,386	-	-	-	20,000	0
Total Tweed Trust Expenditures	**$ 83,682**	**$ 337,503**	**$ 82,925**	**$ 101,197**	**$ 107,397**	**$ 132,345**	**30.78%**
Tweed Trust Surplus/(Deficit)	142,026	(229,397)	133,163	17,289	(49,147)	(86,845)	
Tweed Trust Expenditures by Department							
Non-Dept							
Contributions	-	-	-	-	-	-	
Transfer to other Funds	-	272,386	-	-	-	20,000	
	-	**272,386**	**-**	**-**	**-**	**20,000**	
Library							
Salary	5,824	12,566	14,769	23,000	22,629	30,975	34.67%
Benefits	446	961	1,130	1,697	1,697	2,370	39.66%
Contracts	4,186	-	6,575	-	6,200	-	
Dept supplies/services	53,035	49,232	56,488	73,000	73,371	75,000	2.74%
Training/Conference	3,773	2,358	3,497	3,500	3,500	4,000	14.29%
Capital Equipment	16,418	-	466	-	-	-	
	83,682	**65,117**	**82,925**	**101,197**	**107,397**	**112,345**	**11.02%**
Total	**$ 83,682**	**$ 337,503**	**$ 82,925**	**$ 101,197**	**$ 107,397**	**$ 132,345**	**30.78%**

City of St. Helena

1996 GO Bonds Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ 179,068**	**$ 266,955**	**$ 266,955**	**$ 244,822**	
1996 GO Bonds - Revenues							
Property Tax	159,341	242,038	270,670	184,658	164,026	158,000	-14.44%
	159,341	**242,038**	**270,670**	**184,658**	**164,026**	**158,000**	**-14.44%**
Investment Earnings	110	255	-	-	-	-	
	110	**255**	**-**	**-**	**-**	**-**	
Homeowner Property Tax	555	874	-	-	-	-	
	555	**874**	**873**	**-**	**854**	**-**	
Total 1996 GO Bonds Revenues	**$ 160,006**	**$ 243,167**	**$ 271,543**	**$ 184,658**	**$ 164,880**	**$ 158,000**	**-14.44%**
1996 GO Bonds- Expenditures							
Totals by category							
Debt Payments	182,630	180,904	183,656	184,950	187,013	188,613	1.98%
Total 1996 GO Bonds Expenditures	**$ 182,630**	**$ 180,904**	**$ 183,656**	**$ 184,950**	**$ 187,013**	**$ 188,613**	**1.98%**
1996 GO Bonds Surplus/(Deficit)	(22,624)	62,263	87,887	(292)	(22,133)	(30,613)	
1996 GO Bonds Expenditures by Department							
Non-Departmental							
Debt Payments	182,630	180,904	183,656	184,950	187,013	188,613	1.98%
	182,630	**180,904**	**183,656**	**184,950**	**187,013**	**188,613**	**1.98%**
Total	**$ 182,630**	**$ 180,904**	**$ 183,656**	**$ 184,950**	**$ 187,013**	**$ 188,613**	**1.98%**

City of St. Helena

City Garage Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			**$ (3,542)**	**$ (6,424)**	**$ (6,424)**	**$ (133,078)**	
City Garage - Revenues							
Investment Earnings	-	-	2,790	-	-	-	0.00%
	-	**-**	**2,790**	**-**	**-**	**-**	**-**
Charges for Services	124,318	132,581	108,673	129,736	-	135,551	4.48%
	124,318	**132,581**	**108,673**	**129,736**	**-**	**135,551**	**4.48%**
Total City Garage Revenues	**$ 124,318**	**$ 132,581**	**$ 111,463**	**$ 129,736**	**$ -**	**$ 135,551**	**4.48%**
City Garage- Expenditures							
Totals by category							
Salary	-	-	-	-	-	-	
Benefits	22,712	5,744	3,600	-	1,308	-	
Contracts	-	-	-	-	-	-	
Dept supplies/services	10,059	5,202	4,146	6,174	3,528	6,174	0.00%
Training/Conference	-	-	-	-	-	-	
Vehicle/Equip maintenance	91,547	125,177	106,599	129,377	121,818	129,377	0.00%
Capital Equipment	-	-	-	-	-	-	
Total City Garage Expenditures	**$ 124,318**	**$ 136,123**	**$ 114,345**	**$ 135,551**	**$ 126,654**	**$ 135,551**	**0.00%**
City Garage Surplus/(Deficit)	-	(3,542)	(2,882)	(5,815)	(126,654)	-	
City Garage Expenditures by Department							
Public Works Garage							
Salary	-	-	-	-	-	-	
Benefits	22,712	5,744	3,600	-	1,308	-	
Contracts	-	-	-	-	-	-	
Dept supplies/services	10,059	5,202	4,146	6,174	3,528	6,174	0.00%
Vehicle/Equip maintenance	91,547	125,177	106,599	129,377	121,818	129,377	0.00%
Capital Equipment	-	-	-	-	-	-	
	124,318	**136,123**	**114,345**	**135,551**	**126,654**	**135,551**	**0.00%**
Total	**$ 124,318**	**$ 136,123**	**$ 114,345**	**$ 135,551**	**$ 126,654**	**$ 135,551**	**0.00%**

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

Fiscal Year 2014/2015

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	2.39%	3,637
101-45-00-23-50	Building Inspector	1	2.39%	3,637
101-49-00-23-50	Police	10	21.96%	33,392
101-50-00-23-50	P/W Director	3	6.74%	10,249
101-50-15-23-50	P/W-Streets O&M	7	15.43%	23,473
101-50-27-23-50	Parks	5	11.09%	16,861
561-50-31-23-50	P/W-Water Distribution	5	11.09%	16,861
561-50-34-23-50	P/W-Water Plant	3	6.74%	10,249
571-50-20-23-50	P/W-Wastewater O&M	1	2.39%	3,637
571-50-29-23-50	P/W-Wastewater Plant	4	8.91%	13,555
582-50-37-23-50	P/W-City Garage*	5	10.87%	0
TOTALS		46	100.00%	$ 135,551

*Cost of the 5 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 41 vehicles.

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