

City of Calistoga Budget



**Fiscal Year
2011-12**

**Operating & Capital
Improvement Budgets**

CITY OF CALISTOGA MISSION STATEMENT

To set policy and direction through a process of trust and transparency that reflects the goals of the community and ensures their safety and well being.

We are dedicated to serving the needs and desires of our citizens by:

- Maintaining and enhancing economic viability.
- Offering excellent professional services to all customers.
- Establishing, improving and maintaining City infrastructure.
- Creating an environmentally sustainable community.
- Maintaining the small-town, rural character of Calistoga.
- Expanding and improving recreational services and facilities.

City Council

Jack Gingles, Mayor
Michael Dunsford, Vice Mayor
Chris Canning, Councilmember
Gary Kraus, Councilmember
Karen Slusser, Councilmember

City Management Staff

Richard Spitler, City Manager
Michelle Marchetta Kenyon, City Attorney
Steve Campbell, Fire Chief
Jonathan Mills, Police Chief
Dan Takasugi, City Engineer & Public Works Director
Bill Mushallo, Administrative Services Director/City Treasurer
Ken MacNab, Planning & Building Manager
Olivia Lemen, Recreation Manager
Susan Sneddon, City Clerk

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This is the adopted Fiscal Year 2011-12 City of Calistoga budget. It has been balanced with realistic conservative projections of revenues and expenditures. The budget maintains General Fund reserves of 12% as of June 30, 2012. The Water, Wastewater and Special Funds budgets are also included in this document.

Budget Process

The City practices an ongoing budget process, which calls for multiple reviews and updates periodically during the fiscal year. Shortly after the budget is adopted in June, a Fall Financial Update is prepared and presented to the City Council in October. In February a Mid Year Financial Update is presented and in the spring an additional update is given. Economic projections, revenue and expenditure updates, and recommended budget changes are proposed and reviewed in conjunction with the financial updates.

In 2011, the Council adopted short-term goals and key priority projects during a strategic planning session. Staff has incorporated this policy direction into the FY 2011-12 Budget.

The City has broad responsibilities to maintain the health and welfare of the community and has adopted a mission statement which establishes policies to implement these responsibilities. In order to accomplish these policies the City has entered into formal and informal agreements with various government agencies, non-profit and community organizations and private companies. These agreements form strategic partnerships that allow the City to implement programs and deliver services.

Budget Summary

Staff has long approached budgeting with strong emphasis on realistic projections of revenue and operating expenses to insure that the adopted budgets are conservative and will allow for adjustments during the years for change in services or projects or an unforeseen expense or revenue loss. In addition, it is important that the City's financial condition is accurately presented and that this financial position remains sound. We will continue these practices with this budget and projections.

The General Fund Budget for FY 2011-12 can be summarized as follows:

- Revenues are estimated conservatively taking into account economic conditions and known actions that will affect revenues.
- Operating expenditures reflect a reduction of nearly \$351,229 (5%) from the prior year's budget.
- FY 2011-12 is projected to end with fund balance and reserves of \$758,400 or 12% of the Operating expenditures.

The FY 2011-12 budget reflects a continuation of the same level of services provided currently. There is no projected expansion of services. The Capital Improvement projects include the continuing projects and new projects that have been previously discussed with the City Council. There are new special projects that directly address the City Council's priorities including a Green Initiatives project to provide assistance on implementation of the City's green policies.

Economic conditions

The City's major revenues are Transient Occupancy Tax (50%), Property Tax (22%) and Sales Tax (11%), which provides in total 83% of the General Fund operating revenues. The Transient Occupancy and Sales Taxes are primarily driven by tourism and are fairly sensitive to economic conditions. The economy is beginning to stabilize and we should see growth in tourism and the revenues. The City's wine, spas and health venues and proximity to the Bay Area population will likely maintain tourism slightly above the current levels. Also, the weak dollar and international reputation of Napa Valley has seen a larger number of foreign tourists over the past year. The City and Chamber of Commerce are monitoring the indicators very closely to identify trends and opportunities. That said, the projections for the Transient Occupancy Tax revenue reflect a six percent increase over the prior fiscal year. Sales Tax revenues for FY 2011-12 are anticipated to grow approximately 8%.

Property Tax revenues are based on assessed valuation of property and not really driven by tourism. The assessed valuation growth that has been seen in past years is due to the annual statutory 2% increase, resale of homes and new development. The sub prime meltdown and the significant ripple effect it has had on all sectors of the housing and credit market will likely not have a significant impact on Calistoga. Calistoga does not have new housing subdivisions or a large number of homes that would be subject to foreclosures and reassessments. There are homes in the City in foreclosure and others struggling to keep their homes, but they are a small percentage of the total assessed valuation of the City. It is estimated by the County Assessor that there has been a revaluation of a number of single family residences. The credit crisis will likely have a greater impact on the pace of new and resale housing and new commercial development in the City, which will have a dampening effect on the projected assessed valuation growth. The projections for Property Tax have been estimated to remain with zero growth from the prior fiscal year.

Other major General Fund revenues are fees for services, which should be set to recover the direct and indirect cost to provide services to users. The revenue estimates from building permits and other development related fees have been reduced to reflect a slowdown in development. Also included in this budget is a special project to review and update the fees for services and development impact fees on new or expanded development.

The State Budget

The State has a significant FY 2010-11 budget imbalance amounting to a multi-billion dollar deficit. This is more than just an economic downturn affecting revenues or a service delivery issue – it is a major and long term structural problem that has been growing over the last 30 years and annually “fixed” by increasing taxes, cutting expenditures, shifting costs to and revenues from others – Counties, Cities, Schools and Special Districts.

In 2006, Proposition 1a was passed which realigned property and sales tax allocations and provided a major level of protection of Local Government property tax revenues from the State. However, there are still actions that the State could implement that would have an impact on Local Governments and Calistoga, to a degree.

The Budget proposals by the Governor, Legislative Analyst and Legislative committees are working through the State Budget process. There is much disagreement on what the problem is and how to solve it and it is projected that the budget will not be adopted for some time.

The current discussion and thinking at the State level, as conveyed by our League of California Cities representatives, is that substantial seizing of local revenues, particularly those enjoyed by Calistoga, will likely not occur. Still, some effects on the State budget solution may be experienced by Calistoga. As the impact becomes known we will bring back information and possible budget adjustments to the City Council during one of our scheduled Financial Updates.

General Fund Revenues

Total revenues next fiscal year are projected to approximate \$6.97 million. This amount is down slightly from the prior fiscal year. Property taxes are projected to remain flat from the prior year as the market becomes more stable. Sales taxes are expected to be up by 8% due to increase in tourism. Transient Occupancy Tax is projected to be 6% more than the prior year again due to increase in tourism. Interest earnings are projected to be up 17% due to more funds available to invest. Charges for services are projected to be down \$78,793 due to low development. Fines, forfeitures and penalties will be down \$7,000 which is 17% less than FY 2010-11.

General Fund Operating Expenditures

Operating expenditures are projected to be down \$351,229 or 5% from fiscal year 2010-11 amounts. Support services are projected to be down \$310,218 or 23% from the prior fiscal year. It is important to note that this reduction includes a provision for negotiated employee concessions from pending negotiations for all bargaining units. Planning and Building services are down due to several reasons, less development, holding the vacant Administrative Secretary position open and contracting for services. Public Works services are showing a budget

increase of 9% year over last fiscal year which can be misleading. The budget includes maintenance efforts which have been delayed in the past year. The Department will continue to monitor their budget over the next year and make fiscal sound judgments in order to perhaps keep the estimated budget at a lower balance.

Special Projects

The budget includes several special projects that are not part of ongoing operations and would tend to distort the operating budgets of the Departments. They are as follows:

- Services Fee Updates – to update the fees currently being charged for Planning and Building services
- Green Initiatives – to provide starter funding to develop projects that implement the green environmental policies and initiatives
- Urban Design Plan – to address a broad collection of elements related to principles of economic vitality and quality of life enhancement

Capital Improvement Projects

The budget includes \$87,000 in capital Improvement projects for fiscal year 2011-12. They include a facility improvement project, access facility and sidewalk improvement plan and funds allocated for soils remediation.

Selected Programs

As mentioned earlier, last year's budget was reduced significantly due to economic conditions. The budget for next fiscal year continues to include funding for some efforts and special projects identified by staff and the Council:

- Green Initiatives (\$2,500)
- Soils Remediation (\$20,000)
- Access Facility and Sidewalk Improvements (\$52,000)
- Chamber Marketing and Promotion Contract (\$302,000)
- Planning and Building Department fee study (\$50,000)
- Facility Improvements to City Hall (\$15,000)

General Fund Reserves

The Council has maintained healthy reserves during past years as a cornerstone of the budgeting philosophy. Unfortunately, due to a revenue shortfall last year in conjunction with the current economic downturn, the budget for the upcoming fiscal year projects reserves to approximate 12% Operating Expenditures. The Council has had a practice of setting aside funds equivalent to at least 30% of

Operating Expenditures in previous years. It will be important to attempt to rebuild reserves as we progress out of the current economic situation.

Enterprise Fund Overview

The Water Operations Enterprise Revenue Fund is anticipating an ending balance of approximately negative \$171,808 as of July 1, 2011. Based on activity during the fiscal year, it is anticipated that the fund balance will increase to \$62,511 by June 30, 2012. It is anticipated significant expenditures for legal costs will incur during the fiscal year. Since several expenditures were deferred during the past fiscal year the FY 2011-12 budget has been proposed to begin to catch up on some of the items deferred. Measure A revenues are projected to assist in reimbursing staff costs associated with the Mt. Washington Water Tank and to help offset water reliability litigation costs.

The Water Capital Fund is expected to end fiscal year 2010-11 with a slight surplus. This is primarily because capital spending has been kept to a minimum during the fiscal year. The fund is projected to have a slight deficit balance at the end of FY 2011-12 of \$35,568. This is primarily due to the planned construction of the Mt. Washington Water Tank.

The Wastewater Operations Fund is expected to end fiscal year 2010-11 with a deficit balance of approximately (\$0.3) million. As discussed many times during the water and wastewater rate study, expenditures to run the treatment plant have continued to out pace revenues. This is one of the reasons updated rates have recently been put in place. The FY 2011-12 budget shows an ending deficit fund balance of approximately (\$0.5) million. While the recently adopted rates will begin to reduce the annual deficit the impact during FY 2011-12 will not be as significant as projected, due once again, to the delay in implementation of the updated rates. Since expenditures during FY 2010-11 were kept only to the purchase of critical items FY 2011-12 amounts have been projected based on our best estimate of what will be needed to operate the utility.

The Wastewater Capital Improvements Fund is expected to end fiscal year 2010-11 with a slight surplus balance. This is due to the fact that capital spending has been kept to a minimum during the past year. The ending fund balance in FY 2011-12 is anticipated to be \$133,000 due to the continued deferment of capital projects.

Special Revenue Funds Overview

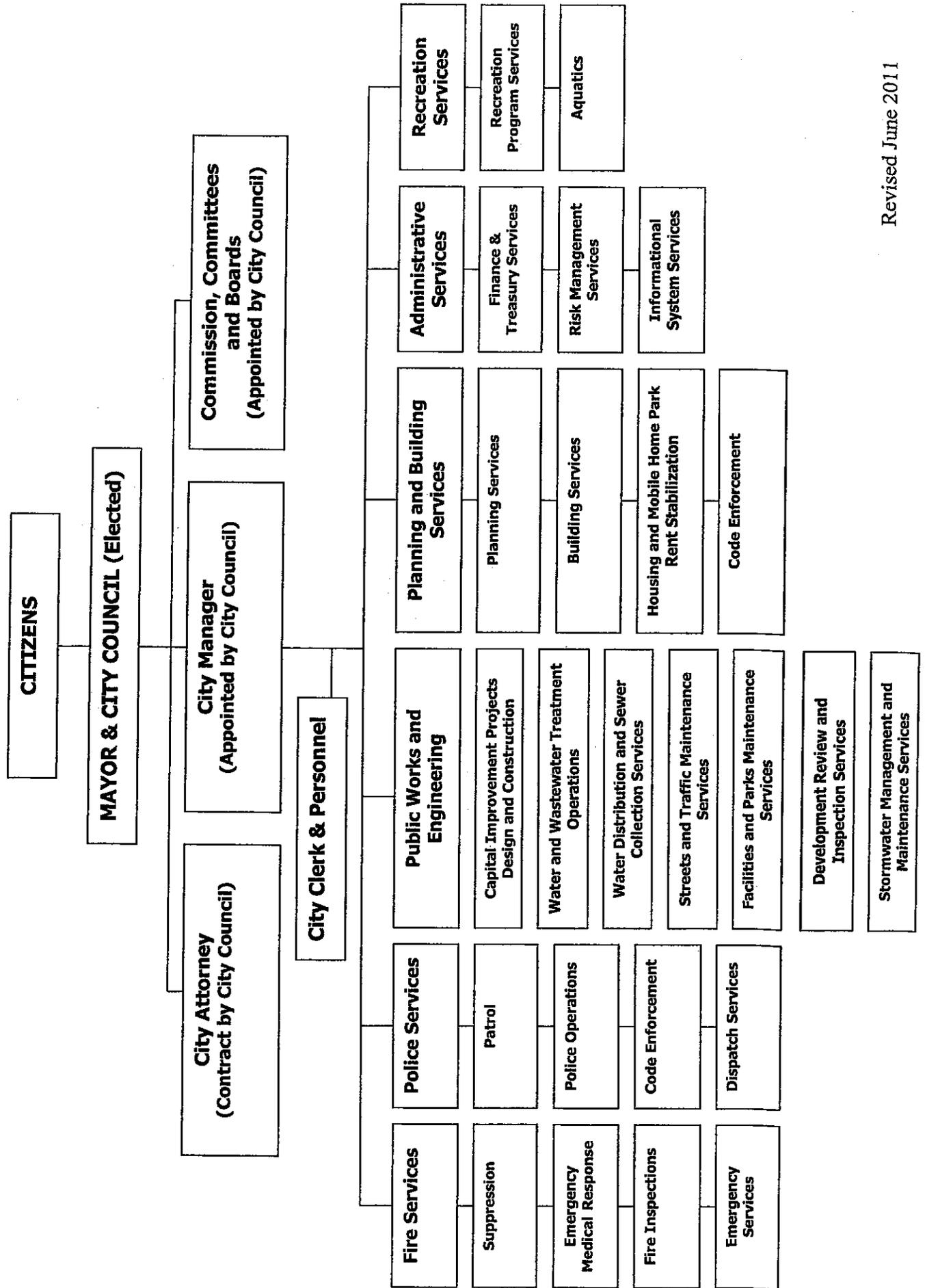
Total Special Revenue Funds had a beginning balance of approximately \$1.2 million as of July 1, 2010. Based on activity during the fiscal year, it is anticipated that the fund balance will be reduced to about \$1.1 million by June 30, 2011. Out of the 22 special revenue funds, the Mobile Home Park Program fund will be the only one anticipated to end with a deficit balance of \$21,021. It is anticipated short term borrowing will need to occur between the Mobile Home Park Program and other funds to cover cash flow requirements. This type of

borrowing occurs routinely during any fiscal year and is required to be repaid in a timely fashion. Staff will be reviewing the Mobile Home Park Program Fund to turn it around with a positive cash flow. Risks associated with next year's budget include the possibility of a State take away of gas tax or Police grants funding along with less than anticipated impact fees.

Conclusion

The City's Fiscal Year 2011-12 budget continues to present realistic projections of income and costs and more readily available information regarding our budgeting decisions and financial resources. We are maintaining our level of service in our core service areas after significant budget reductions last fiscal year. We continue our strong practice of maintaining adequate reserves to guard against unforeseen circumstances and to provide flexibility to the Council for unanticipated budget needs and opportunities. There are, however, significant risks associated with the FY 2011-12 budget. They include unforeseen economic deterioration, inadequate development related fees to pay debt service, and unanticipated state take-aways. These risks will be closely monitored during the fiscal year and periodic updates will be brought back to the City Council for consideration.

CITY OF CALISTOGA ORGANIZATIONAL CHART



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City Council Goals And Objectives
FY 2011-2012

April 5, 2011 City Council Meeting
Resolution No. 2011-041

Maintain and enhance the economic vitality of the community.

Objectives:

- Encourage, manage and advance key private development and renovation projects.
- Evaluate and revise as necessary development impact fees.
- Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
- Enhance the General Fund Reserves to 25% in three years.
- Adopt a fiscal year budget with conservative assumptions and with the enhancement of reserve funds.
- Continue to reduce City operating costs.
- Capitalize on potential projects to stimulate economic vitality and to avoid stagnation.

Priority Projects:

- Increase contributions to General Fund reserve each year by approximately \$284,000 for a three year time period so that it is back up to 25% of total operating funds (approx. \$1.75 million).
- Update development impact fees so that they are defensible and more responsive to economic realities and commensurate with the impact of new development on the community. Estimated one time cost is \$100,000.

Offer excellent professional services to all customers.

Objectives:

- Continue to provide a high standard in the delivery of emergency and general municipal services.
- Improve the delivery of private development related services.
- Streamline and simplify processes.
- Expand and improve communication and transparency.
- Maintain focus on existing key assignments and priorities. Evaluate available time and resource demands before committing to or assigning

new tasks. Evaluate and adjust staffing levels as necessary to reflect increased demands.

Priority Projects:

- Consider elimination of the Community Resources Commission while keeping the Community Pool Advisory Commission and the Green Subcommittee intact.

Establish, improve and maintain City infrastructure.

Objectives:

- Continue to maintain the high level of service and reliability available to the community through our infrastructure systems and facilities.
- Complete and approve plans and specifications for the 1.5 million gallon water storage tank at Mt. Washington, secure funding and seek construction bids and commence construction.
- Develop program for long term maintenance and repair of City sidewalks.
- Support local efforts to design and construct a new gazebo at Pioneer Park.
- Provide routine maintenance and cleaning of downtown sidewalks from May to the end of October.
- Support efforts to fund street maintenance and repair and to educate Calistoga citizens about the condition and cost of maintaining and repairing city streets.

Priority Projects:

- Prepare and initiate a Sidewalk Repair and Maintenance Mitigation Program. This is to result in an annual sidewalk inspection, minor trip hazard repair, and major trip hazard cost-share program for specific areas of town. Estimated cost is \$60,000 per year.
- Provide City non-financial support to local efforts to design a new gazebo at Pioneer Park.
- Commence construction of the Mt. Washington 1.5 million gallon water storage tank.
- Implement an annual street maintenance and repair program. Estimated cost is \$500,000 per year.

Create an environmentally sustainable community.**Objectives:**

- Implement "green" environmental sustainability polices and initiatives.
- Continue to pursue funding opportunities for geothermal and photovoltaic system improvements.
- Adopt a local Climate Protection Plan.
- Improve and enhance pedestrian walkways and bicycle trails.

Priority Projects:

- Adopt a local Climate Protection Plan after Napa County has approved a countywide plan.
- Continue to seek a means to install a solar array at the community pool.

Maintain the small-town rural character of Calistoga.**Objectives:**

- Develop and implement a work plan to address General Plan, Urban Design Plan and Municipal Code conflicts, inconsistencies and needed policy direction.

Priority Projects:

- Prepare for adoption general plan amendments to incorporate important elements of the Urban Design Plan and resolve inconsistencies with Municipal Code.

Expand and improve recreational facilities.**Objectives:**

- Re-evaluate and explore Community Resources Division programs and operating costs and available funding and options.
- Work with the County to improve the Calistoga Library.

Priority Projects:

- Evaluate the Community Resources Division programs, budget and revenue generation and present a recommendation to the City Council.

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General Fund Sources and Uses FY 10-11 and 11-12 Budgets

	Final FY 10-11	Adopted FY 11-12	% From Pr Yr
Operating Revenues			
Property Tax	1,546,761	1,546,129	0%
Sales Tax	725,191	781,311	8%
Transient Occupancy Tax	3,296,228	3,477,521	6%
Other Taxes	289,100	294,880	2%
Licenses and Permits	63,000	67,235	7%
Fines, Forfeitures and Penalties	41,000	34,000	-17%
Interest and Use of Property	30,000	35,100	17%
Revenues From Other Agencies	62,000	60,000	-3%
Grants - Operations	5,000	5,000	0%
Charges for Services	712,950	634,157	-11%
Other Revenues	40,000	35,000	-13%
Total Operating Revenues	6,811,230	6,970,333	2%
Operating Expenditures			
Support Services	1,370,426	1,060,208	-23%
City Council & City Clerk	146,811	155,979	6%
Fire Services	745,973	762,084	2%
Planning & Building	605,456	428,866	-29%
Police Services	2,187,801	2,321,079	6%
Public Works	927,045	1,009,285	9%
Community Resources	641,661	536,443	-16%
Total Operating Expenditures	6,625,173	6,273,944	-5%
Net Operating Surplus/ (Deficit)	186,057	696,389	274%

General Fund Sources and Uses FY 10-11 and 11-12 Budgets

	Final FY 10-11	Adopted FY 11-12	% From Pr Yr
Other Sources			
Debt Proceeds			
Grants - Improvements			
Other Uses			
Special Projects	26,000	66,500	156%
Capital Improvement Projects			
Streets			
Parks			
Buildings		10,000	
Other		72,000	
Total Capital Projects	-	82,000	
Transfers From or (To) Other Funds			
Public Safety Fund	-		
Gas Tax Fund	80,000	95,000	
Equipment Fund	(108,000)	-	
Police Grants Fund	60,000	70,000	
Recreation Donations	12,000	-	
Landscape Maintenance Funds	4,750	2,000	
Mobile Home Park Programs Fund	10,500	-	
Quality of Life Fund	-		
Community Pool Fund			
CDBG Fund	-		
Abandoned Vehicle Fund	4,600	4,600	
Water Operations fund			
Wastewater Operations fund			
Water Operations fund (Residential Credits)			
Debt Service Fund	(559,000)	(559,000)	
Net All Transfers	(495,150)	(387,400)	-22%
Net Fund Surplus or (Deficit)			
	(335,093)	160,489	-148%
Beginning Fund Balance			
	933,004	597,911	-36%
Ending Fund Balance			
	597,911	758,400	27%

**General Fund
Sources and Uses
FY 10-11 and 11-12 Budgets**

	Final FY 10-11	Adopted FY 11-12	% From Pr Yr
Fund Balance Allocation to Reserves			
Emergencies	662,517	627,394	-5%
General Contingency	(169,607)	26,005	-227%
General Liability Claims	105,000	105,000	0%
Total Reserves	597,911	758,400	-36%
Undesignated Fund Balance			
Total Ending Fund Balance	597,911	758,400	-36%
All Reserves As A Percent of Operating Expenditures	9%	12%	
Total Fund Balance As A Percent of Operating Expenditures	9%	12%	

General Fund CIP Project Summary

Project #	Description	Final FY 10-11	Adopted FY 11-12
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Streets			
5123	Pavement Management System	-	-
New	Bus Shelters	-	-
5402	Pavement Maintenance	-	-
5461	Grant St Reconstruction- Stevenson/Lake	-	-
5464	Washington St Bike Ln- Corp Yard to Dunaweal	-	-
5488	Depot Parking Lot Repair	-	-
5489	Fire Station Parking Lot	-	-
5487	Ceder St Reconstruction - Lillie to So Oak	-	-
5508	24" Storm Drain Culvert Repair	-	-
5453	SE Storm Drainage	-	-
SUBTOTAL STREETS		0	0

Parks			
5405	Logvy Community Park Improvements	-	-
5155	Pioneer Park Improvements	-	-
5462	Bank Stabilization - Centennial Park	-	-
SUBTOTAL PARKS		0	0

Buildings & Facilities			
5408	Public Works Facility	-	-
5409	Fire House Seismic Renovation & Rehabilitation	-	-
5451	Community Pool Facility	-	-
5505	Community Pool Geothermal	-	-
5469	Community Center Audio/Visual Improvements	-	-
5501	Facility Improvements City Hall	-	10,000
5507	Facility Improvements - Police	-	-
5506	Facility Improvements - Planning	-	-
SUBTOTAL BUILDINGS & FACILITIES		0	10,000

General Fund CIP Project Summary

Project #	Description	Final FY 10-11	Adopted FY 11-12
Other Improvements			
5187	Soils Remediation	-	20,000
5504	Bicycle Transportation Plan Implementation	-	-
5502	Access Facility & Sidewalk Improvements	-	52,000
5510	Bus Shelter Improvements		
SUBTOTAL OTHER		0	72,000
Total All General Fund Projects		-	82,000

General Fund

Department and Program Summaries

FY 10-11 and 11-12

Program #	Department and Program	Final FY 10-11	Adopted FY 11-12
SUPPORT SERVICES			
4114	City Manager	124,597	130,234
4176	Economic Vitality	320,925	322,919
4113	Legal Services	120,000	120,000
4108	* Finance	241,820	262,887
4170	Risk Management	334,704	346,635
4172	Personnel	104,343	75,374
4119	Non-Departmental	124,037	(197,841)
Total		1,370,426	1,060,208
Year over Year Change			-23%
CITY COUNCIL & CITY CLERK			
4110	City Council	39,234	48,892
4111	City Clerk	93,248	97,978
4133	Elections	14,328	9,109
4112	City Treasurer	1	
Total		146,811	155,979
Year over Year Change			6%
FIRE SERVICES			
4117	Fire Services	745,973	762,084
Total		745,973	762,084
Year over Year Change			2%
PLANNING & BUILDING			
4109	Planning Commission	3,400	8,350
4120	Bicycle Advisory Committee	400	1,400
4177	Building & Fire Code Board of Appeals	-	-
4178	Design Advisory Panel	-	-
4115	Planning	383,853	270,124
4125	Building Inspection Services	217,803	148,993
Total		605,456	428,866
Year over Year Change			-29%
POLICE SERVICES			
4116	Police Services	1,737,396	1,839,481
4129	Police Dispatch	432,367	462,094
4138	Emergency Services	18,038	19,504
Total		2,187,801	2,321,079
Year over Year Change			6%
PUBLIC WORKS			
4121	Public Works Administration	131,137	145,487
4122	Streets	295,754	315,255
4123	Park Maintenance	183,198	201,932
4126	Pool Maintenance	99,988	107,956
4124	Maintenance Shop	26,156	29,859
4127	Building Maintenance	190,812	208,796
Total		927,045	1,009,285
Year over Year Change			9%

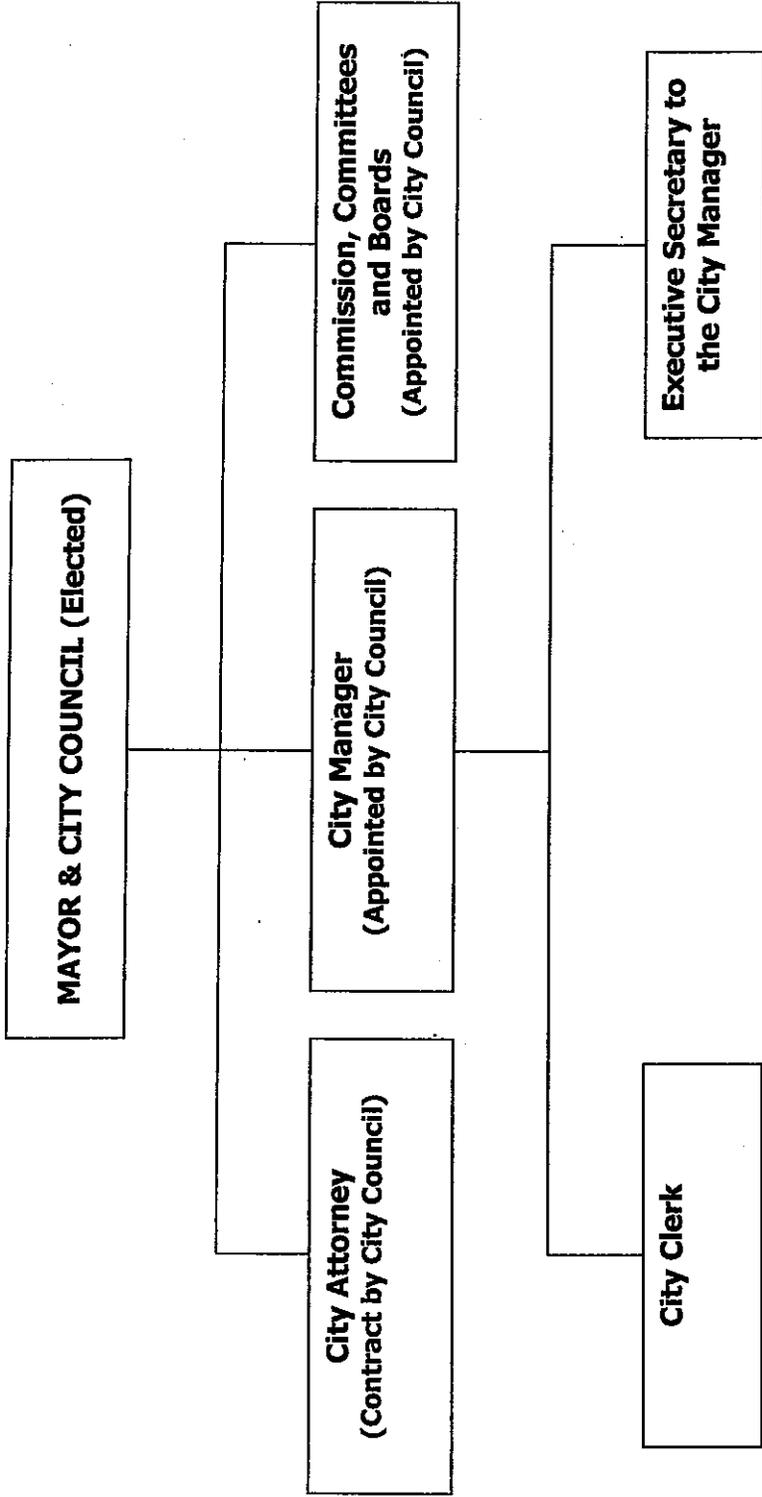
General Fund

Department and Program Summaries

FY 10-11 and 11-12

Program #	Department and Program	Final FY 10-11	Adopted FY 11-12
RECREATION SERVICES			
4150	Community Resources Commission	-	-
4152	Recreation Programs	239,040	123,261
4153	Education/Recreation Courses	67,491	86,076
4154	Senior Activities	12,676	2,750
4156	Aquatic Services	159,142	153,340
4107	Community Promotions	20,000	20,000
4155	Community Activities	22,060	28,928
4174	Library Services	84,038	84,440
4173	Sharpsteen Museum	22,214	22,648
4405	Transit - Handyvan	15,000	15,000
Total		641,661	536,443
Year over Year Change			-16%
Total Operations		6,625,173	6,273,944
Year over Year Change			-5.3%
Equipment Replacement			
Special Projects			
4602	Urban Design Plan		9,000
4670	Housing Element		-
4671	CDBG Econ Dev & Planning		
4604	Busk Abatement 2007		
4606	Community Enhancement and Beautification		
4607	Services and Development Impact Fee Updates	20,000	55,000
4608	Green Initiatives	6,000	2,500
Total Special Projects		26,000	66,500
Capital Improvements			
	Streets		
	Parks		
	Buildings & Facilities		10,000
	Other		72,000
Total Capital Improvements		-	82,000
Total General Fund Appropriations		6,651,173	6,422,444

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**City of Calistoga Administration Organizational Chart
FY 2011-2012**

City Council

Calistoga voters, at large, elect a five-member City Council to serve as the City's legislative and governing body with the power to enact and enforce all ordinances and resolutions. The Calistoga City Council is composed of a Mayor, Vice Mayor and three City Councilmember's. The Mayor is directly elected every two years and the other City council members for staggered four year terms. The Vice Mayor is selected annually from the members of the City Council.

Regular meetings of the Calistoga City Council are held on the first and third Tuesdays of every month 7:00 p.m. in the Calistoga Community Center, located at 1307 Washington Street. The public is welcome to attend and participate in all public sessions of the Council. City Council Meetings are rebroadcast following the meetings on Channel 28, starting on Wednesday at 7 p.m., Thursday at 2 p.m. and Saturday at 5 p.m.

Annually, the City Council holds a special study session to develop a series of Priority Projects and to identify areas of interest for the up-coming fiscal year and longer term efforts. The listings of Priority Projects for FY 11-12 are included in the FY 11-12 Budget Document.

City Clerk

The Office of the City Clerk consists of the City Clerk and the Executive Secretary/Deputy City Clerk. The responsibilities include duties mandated by the State, the Calistoga Municipal Code and additional duties set by the City Manager. Below is a listing of the activities of the City Clerk:

- Municipal Code Update;
- Prepares agenda, attends, and records the proceedings of all City Council meetings;
- Edits and compiles minutes of City Council meetings;
- Maintains records of all rules, ordinances, actions and resolutions of the City Council;
- Acts as a custodian of the City Seal;
- Administers the Oath of Office to all Officials who apply to be sworn;
- Posts meeting notices filed by City Boards and Commissions;
- Performs all legal advertising for the City Council;
- Schedules, coordinates, and plans special events and functions for the City Council;
- Files campaign statements as required and conflict of interest statements by the Fair Political Practices Commission (FPPC);
- Conducts general municipal and special elections;
- Manages the citywide records management program;
- Provides general administrative and clerical assistance to the City Council.
- Other services to the public include:
 - Public Information/Public Records
 - Small claims forms
 - Certifying documents

- Community Bulletin Board (Public Access Television Station-Channel28)

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Attended 22 City Council meetings and recorded the official proceedings;
- Processed approximately 50 requests for public records;
- Provided 30 official notifications for City Council public hearings items;
- Conducted the City's November 2011 General Municipal Election;
- Completed an upgrade of the recording/broadcasting equipment for public meetings;

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Continue to deliver a high level of service and continue to reduce City operating costs
- Finalize the City's Record Retention Policy, agendaize for the adoption by the City Council and commence implementation*

* A City Council Objective or Priority Project.

CITY MANAGER

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Initiated three labor negotiations
- Coordinated adoption of FY 2011-12 operations and capital budgets
- Initiated or continued negotiations on development agreements with five potential commercial developers

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Complete labor negotiations
- Update personnel rules and regulations manual
- Conclude at least two development agreements for major projects*
- Continue to meet with editorial boards of local newspapers and attend various non-profit events to communicate City priorities and to obtain information on local needs and concerns*
- Organize staff work priorities to align with Council goals, objectives and priority projects*
- Transition the elimination or vacating of the Community Resources Commission*
- Community Resources Commission*

* A City Council Objective or Priority Project.

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **City Council**

Program: **City Council**

Account Code: **01-4110**

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PERSONNEL SERVICES					
4303	BENEFITS	23,036	37,223	23,115	29,709
4308	ELECTED PART-TIME SALARIES	12,000	12,000	12,133	12,133
SUBTOTAL		35,036	49,223	35,248	41,842
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	253	125	15	50
4402	CONTRACT SERVICES	40	-		
4410	ADVERTISING	2,392	500	1,010	1,500
4663	MAYOR GINGLES	1,837	2,190	1,597	3,000
4671	COUNCILMEMBER SLUSSER	75	60	85	200
4665	VICE MAYOR DUNSFORD	50	130	40	200
4666	COUNCILMEMBER KRAUS		210	-	100
4667	COUNCILMEMBER CANNING	170	270	1,239	2,000
4808	PROMOTION	762	500		
SUBTOTAL		5,579	3,985	3,986	7,050
TOTAL PROGRAM BUDGET		40,615	53,208	39,234	48,892

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **City Clerk**

Program: **City Clerk**

Account Code: **01-4111**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	57,432	30,001	53,546	57,830
4303	BENEFITS	28,859	30,475	26,777	29,018
4308	PART-TIME SALARIES		550		
SUBTOTAL		86,291	61,026	80,323	86,848
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	3,202	2,600	4,291	2,980
4402	CONTRACT SERVICES	3,963	2,933	5,024	4,400
4405	TRAINING & MEETINGS	354	-	30	-
4410	ADVERTISING				
4415	POSTAGE & REPRODUCTION	438	950	411	900
4429	PHONE	994	800	800	800
4430	DUES & SUBSCRIPTIONS	347	470	399	155
4650	TRAINING & MEETINGS	181	130	320	245
4510	EQUIPMENT FUND RENTAL	1,650	1,650	1,650	1,650
SUBTOTAL		11,129	9,533	12,925	11,130
TOTAL PROGRAM BUDGET		97,420	70,559	93,248	97,978

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **City Clerk**
 Program: **Elections**
 Account Code: **01-4133**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	6,450	6,750	5,591	6,038
4303	BENEFITS	3,167	3,623	2,837	3,071
SUBTOTAL		9,617	10,373	8,428	9,109
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	163	-	-	-
4402	CONTRACT SERVICES		7,000	5,900	-
4410	ADVERTISING	107	200	-	-
4415	POSTAGE & REPRODUCTION		-	-	-
4650	TRAINING & MEETINGS		-	-	-
SUBTOTAL		270	7,200	5,900	0
TOTAL PROGRAM BUDGET		9,887	17,573	14,328	9,109

Support Services

City Manager

The City Manager is the Chief Executive Officer of the City of Calistoga and is appointed by the City Council. The City Manager appoints the Department Directors and other City staff, except the City Attorney.

The City Manager is responsible for the implementation of decisions made by the City Council and for the overall management of all City departments; provides recommendations to the City Council on development and formulation of policies, goals and objectives on community issues and projects.

The City Manager also represents the City's interests throughout the region and beyond through coordination of activities with various local, State and Federal agencies.

Economic Vitality

In recent years, there has been, and continues to be, an effort by the City Council, community and businesses to develop economic development initiatives to insure the long term economic growth and stability, and maintain the character of the community.

Legal Services

The City Attorney is appointed by the City Council on a contract basis. The City also contracts with various legal firms for legal advice and services for specific projects or operations.

Administrative Services

The Administrative Services Department is a combination of several support services functions that are described below

- **Finance services** include management, accounting and reporting for all of the funds and departments of the City. This includes payroll and benefit services, payment for services and supplies; cashiering and collection taxes, fees and other revenues; accounting for all financial and related transactions; compliance with State and Federal regulations for employees and people or companies doing business with the City; and administration of the Business License and Transient Occupancy Tax codes.
- **Financial planning** includes budget development and projections; budgeting and financial policies; and financial advisory services to the other departments. This also includes the financial advice and strategic

planning for current and future operations, capital improvement projects and economic development projects with private developers. Administrative Services also develops and or administers special finance related studies and reports such as utility rate studies, tax audits, fee for services studies, reorganization proposals and other organizational support studies as required.

- **Financial Reporting** includes the City's issuance of an independently audited Comprehensive Annual Financial Report summarizing all of the City annual financial transactions for a fiscal year (from July 1st to the following June 30th). In addition, there are several required year end State Reports. The Department produces several periodic budget reports on the status and projections of revenues and expenditures. Administrative Services also provides research and development services and additional reporting for the other departments.
- **Treasury Administration** for City investments and Debt/Lease obligation management. The treasury services includes the management of the City bank accounts; collections, deposits and transfers of funds between accounts, online banking services and reporting systems, automated clearing house payment services, credit card processing; administration of the City Investment Policy and investment of available cash; issuance and administration of all City debt and lease obligations.
- **City Computer Systems** and Networks for the City organization are managed by the Department. The City has a comprehensive system that integrates phone, video, telemetry and information systems, and connects all major City facilities together. The daily management of the network and planning for replacement and upgrades to meet the organizations needs is also coordinated by Administrative Services.
- **Utility Billing** for City operation of the water and wastewater systems which includes the administration of the City's Municipal Code requirements for utility billing. This includes maintenance of the utility account and meter inventory system, coordination of service requests, meter reading with Public works and customer services.

Administrative Services Staffing

Administrative Services is directly staffed with three full time positions and one part time position; Administrative Services Director/City Treasurer, Administrative Services Technician, Account Clerk and a Part-Time Office Assistant. The Administrative Services Technician position has recently been filled. The departmental workload has been shifted between the remaining staff, and part time resources have been added on a temporary basis. This is generating significant budget savings and the organizational structure of the department will be evaluated during Fiscal Year 2012-13. The Department also uses other department staff, as appropriate to provide project support services such as grant

development and administration, special reports, and some clerical support. In addition, the Administrative Services Department relies on outside professionals to provide on going and one time services. Below is a list of the major services and providers:

- Computer system network and equipment – Fischer Computer Services.
- Property and Sales Tax review and reporting – HdL Companies
- Debt related financial advice and support – various financial and legal firms
- Risk Management – PARSAC, Bragg & Associates

Administrative Services FY 11-12 Budget Projects:

- Assist Planning and Building department with a comprehensive fees for services study;
- Integrate a long term forecasting process into the financial reporting cycle;
- Evaluate Administrative Services staffing and recommend an organizational structure consistent with City needs;
- Develop and implement the Mt. Washington Water Storage Tank financing plan;
- Implement updated water and wastewater rates;
- Work with an ad-hoc committee to be established to address items not considered in the recently adopted water and wastewater studies
- Continue to refine and enhance the quarterly financial reporting process;
- Update the business license tax ordinance;
- Update the City's Personnel Rules and Regulations Manual and coordinate City policies and practices with various Federal and State requirements;
- Complete year-end closing and the preparation of Calistoga's Comprehensive Annual Financial Report (CAFR) for June 30, 2012;
- Analyze Other Post Employment Benefit (OPEB) obligations and implement reporting related to GASB 45 (Governmental Accounting Standards Board) into CAFR;
- Implement labor negotiation memorandum of understanding for three bargaining units.

Risk Management

This is an important activity to reduce hazards and injury to people, and damage to property in providing City services and implementing projects. The City is a member of a joint powers authority, Public Agency Risk Sharing Authority of California (PARSAC), for the management and insuring of general liability, property, employee, workers compensation and other risks. The City Manager is the City's representative and the Administrative Services Director is the alternate to PARSAC. The City Clerk's office is responsible for any liability or property claims processing and management of the insurance certificates required by agreements. Other activities are the annual review of the City's self-insured

retentions, insurance coverage, and programs for training of City staff on safety in the work place and other work risks. Periodic appraisals and surveys of City facilities, programs and services are conducted to identify hazards and develop a plan to reduce to a cost effective level. A review of construction and other agreements with others are done to identify risks in the activity and mitigate or transfer the risk.

Personnel

The City Manager is also the Personnel Officer that is responsible for the administration of the personnel rules and regulations, the labor memorandum of understanding agreements, the recruitment process, and other labor related issues. The Administrative Services Department also provides support for labor negotiations and periodic medical coverage, and other labor related issues.

Support Services Staffing

In addition to the Administrative Services staffing described above, support services staff includes all or portions of the City Manager, Executive Secretary, and City Clerk.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Adopted updated water and wastewater user rates with the most reasonable adjustments possible*
- Reduction of City operating costs.
- Completed year-end closing and the preparation of Calistoga's Comprehensive Annual Financial Report (CAFR) for June 30, 2011
- Analyzed other Post Employment Benefit (OPEB) obligations and implemented reporting related to GASB 45 (Governmental Accounting Standards Board) into CAFR
- Assisted the City Manager with labor negotiations for three bargaining units

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Continue to reduce City operating costs
- Assist Planning and Building department with a comprehensive fee study*
- Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast*
- Enhance the General Fund Reserves to 25% in three years*
- Adopt a fiscal year budget with conservative assumptions and with the enhancement of reserve funds*
- Work with an ad-hoc committee to be established to address items not considered in the recently adopted water and wastewater studies

* A City Council Objective or Priority Project.

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Support Services**

Program: **City Manager**

Account Code: **01-4114**

PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	107,215	72,739	79,563	85,928
4303	BENEFITS	33,579	53,463	22,648	25,978
4308	INCENTIVE PAY	30		2,100	3,600
4308	PART-TIME SALARIES	512		1,848	1,848
SUBTOTAL		141,336	126,202	106,159	117,354
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	758	2,000	1,980	1,800
4403	UTILITIES	2,856	3,000	2,500	2,500
4405	TRAINING & MEETINGS	1,440	-	6,985	-
4406	AUTO ALLOWANCE	4,400	4,800	-	-
4415	POSTAGE & REPRODUCTION	163	200	18	200
4429	PHONE	2,059	2,500	2,500	2,500
4430	DUES & SUBSCRIPTIONS	465	600	40	600
4650	TRAINING & MEETINGS	480	1,175	1,115	1,980
4510	EQUIP FUND RENTAL	3,300	3,300	3,300	3,300
SUBTOTAL		15,921	17,575	18,438	12,880
TOTAL PROGRAM BUDGET		157,257	143,777	124,597	130,234

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Support Services**

Program: **Economic Vitality**

Account Code: **01-4176**

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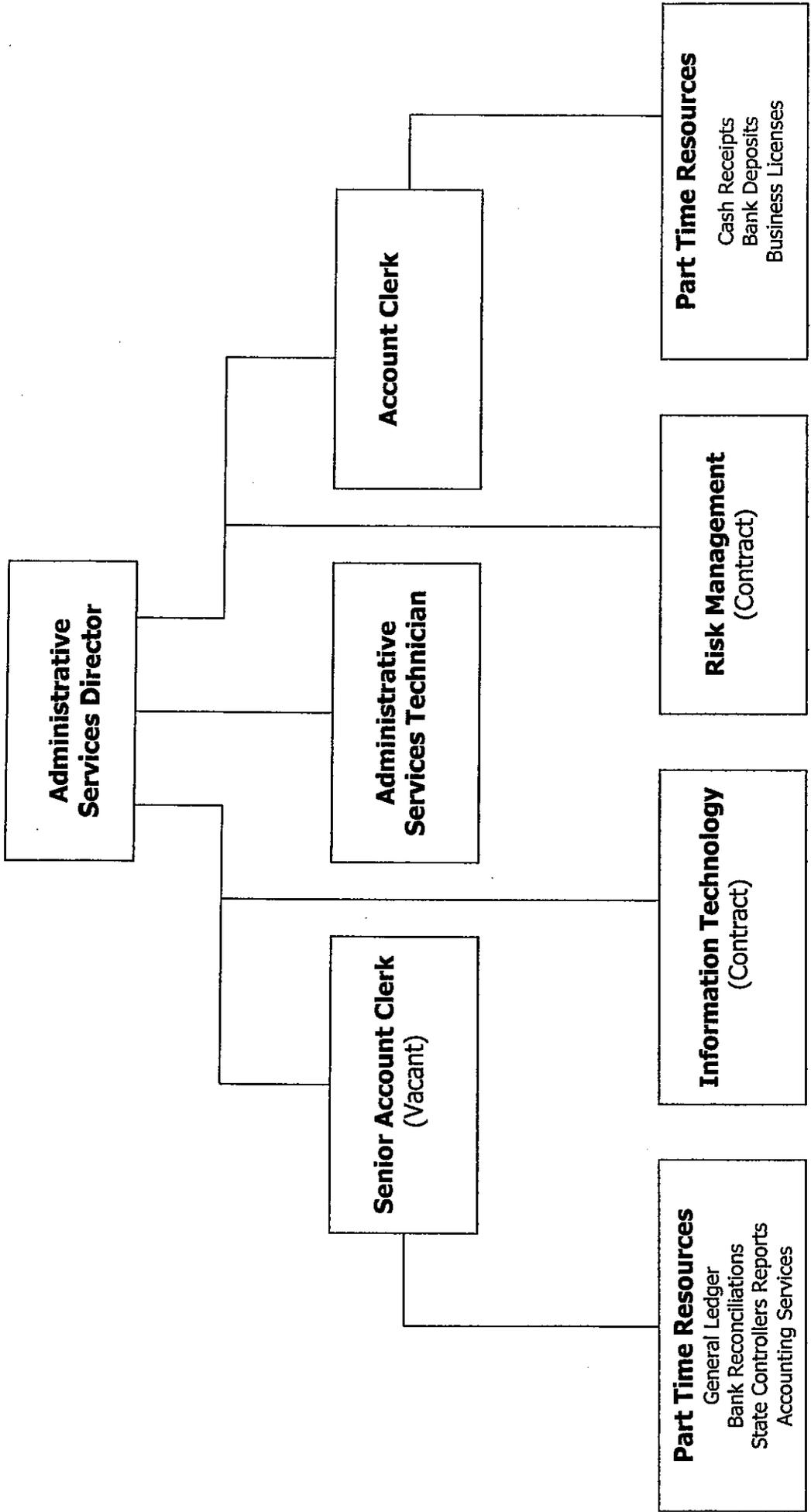
PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	23,451	15,411	16,367	17,676
4303	BENEFITS	6,362	6,773	2,558	3,243
SUBTOTAL		29,813	22,183	18,925	20,919
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES		-		
4402	CONTRACT SERVICES		-		
	Calistoga Chamber of Commerce - Visitors Bureau	309,037	302,000	302,000	302,000
4405	TRAINING & MEETINGS		-		
4415	POSTAGE & REPRODUCTION		-		
4430	DUES & SUBSCRIPTIONS		-		
SUBTOTAL		309,037	302,000	302,000	302,000
TOTAL PROGRAM BUDGET		338,850	324,183	320,925	322,919

Department: **Support Services**

Program: **Legal Services**

Account Code: **01-4113**

SERVICES & SUPPLIES					
4402	CONTRACT SERVICES				
	City Attorney	39,593	100,000	100,000	100,000
	Special Legal Counsel & Litigation		20,000	20,000	20,000
SUBTOTAL		39,593	120,000	120,000	120,000
TOTAL PROGRAM BUDGET		39,593	120,000	120,000	120,000



**City of Calistoga Administrative Services Department Staffing Chart
FY 2011 / 2012**

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Support Services - Administrative Services**

Program: **Finance**

Account Code: **01-4108**

PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	141,219	121,945	134,550	147,088
4302	OVERTIME			350	500
4303	BENEFITS	66,000	68,225	63,425	69,791
4308	PART-TIME SALARIES	1,366	-	8,545	9,058
SUBTOTAL		208,585	190,170	206,870	226,437
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	4,016	2,500	2,500	2,500
4402	CONTRACT SERVICES				
	Accounting Services	14,969	9,000	8,500	8,500
	Business License System		2,500	2,800	3,600
	Revenue Enhancement Program		7,000	7,000	7,000
4403	UTILITIES	3,059	3,000	2,800	2,800
4405	TRAINING & MEETINGS	145	500	100	100
4415	POSTAGE & REPRODUCTION	2,743	3,000	2,800	2,800
4429	PHONE	1,509	2,500	2,500	2,500
4430	DUES & SUBSCRIPTIONS	195	400	400	400
4650	TRAINING & MEETINGS	275	1,000	50	750
4510	EQUIPMENT FUND RENTAL	5,500	5,500	5,500	5,500
SUBTOTAL		32,411	36,900	34,950	36,450
TOTAL PROGRAM BUDGET		240,996	227,070	241,820	262,887

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Support Services -Administrative Services**

Program: **Risk Management**

Account Code: **01-4170**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	36,597	33,258	29,697	32,073
4303	BENEFITS	12,700	15,645	10,119	11,362
SUBTOTAL		49,297	48,903	39,816	43,435
SERVICES & SUPPLIES					
4402	CONTRACT SERVICES				
	Liability & Property Claims Mgmt		-	5,098	-
	Employment Claims Mgmt - IEDA		500		
	Legal Services - Claims Mgmt		5,000		
	Other		1,000		
4405	TRAINING & MEETINGS		200		
4411	INSURANCE DEPOSITS/PREMIUMS				
	Liability Deposit	276,527	192,859	202,874	150,000
	Property Deposit		24,366	24,366	25,000
	Volunteer Insurance		900	2,209	2,200
	Flood Insurance		8,000		
	Public Employee Bond		961	963	1,000
	Workers Comp Adjustment		-		
4435	CLAIMS RESERVE/PAYMENTS	1,547	155,000	59,379	125,000
SUBTOTAL		278,074	388,786	294,888	303,200
TOTAL PROGRAM BUDGET		327,371	437,689	334,704	346,635

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: Support Services
Program: Personnel
Account Code: 01-4172

PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	28,250	13,025	27,058	29,223
4303	BENEFITS	8,929	9,399	7,918	9,051
SUBTOTAL		37,179	22,423	34,976	38,274
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES		-	152	300
4402	CONTRACT SERVICES				
	Personnel Services	13,727	3,000	49,330	20,000
	Pre-Employment Check & Testing		3,000	7,160	3,000
	Preventative Medical		2,000		
	CalPERS Medical		2,800	4,585	6,000
	Other		500	1,940	500
4405	TRAINING & MEETINGS		1,000		1,000
4410	ADVERTISING	2,539	500	200	200
4415	POSTAGE & REPRODUCTION	6	250	-	100
4424	HEALTH	5,905	5,700	6,000	6,000
SUBTOTAL		22,177	18,750	69,367	37,100
TOTAL PROGRAM BUDGET		59,356	41,173	104,343	75,374

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Support Services**

Program: **Non Departmental**

Account Code: **01-4119**

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SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	6,145	2,450	4,025	3,300
4402	CONTRACT SERVICES				
	NCTPA Support	28,408	1,500	4,482	4,500
	LAFCO Support		9,305	10,645	8,174
	NCLOG - Task Force Programs		-		
	Napa Cty - PropTax Collection		18,750	19,500	19,500
	City Meeting Recording		-		
	Other		5,000		500
4404	REPAIRS & MAINTENANCE		-		
4405	TRAINING & MEETINGS		500	-	-
4414	AUDITING SERVICES	25,200	25,000	31,000	25,000
4415	POSTAGE & REPRODUCTION	759	1,000	401	500
4417	FUEL & OIL	926	800	500	550
4430	DUES & SUBSCRIPTIONS	5,733	5,903	5,734	5,935
4432	LEASE PAYMENTS	3,456	1,500	1,500	1,500
4466	STAFF CELEBRATION	8,742	3,223	3,250	3,700
	EMPLOYEE CONCESSIONS		(200,000)		(445,000)
4499	CONTINGENCY	2,648	30,000	19,000	30,000
4501	SEPARATION EXPENSES		-		120,000
4510	EQUIP. FUND RENTAL	24,000	24,000	24,000	24,000
	SUBTOTAL	106,017	(71,069)	124,037	(197,841)
TOTAL PROGRAM BUDGET		106,017	(71,069)	124,037	(197,841)

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FIRE

The Fire Department is a combination fire agency that is responsible for protecting life, property and the environment from the dangers of fire, explosion and hazardous materials incidents, and responding to, and providing basic life support and first aid response to medical emergencies and vehicle accidents. The department also provides fire prevention, disaster preparedness, weed abatement and hazardous materials management programs for the city.

Fire Suppression

The basic organization and orientation of the Department is directed to fire suppression, rescue and emergency service delivery. While the Fire Department places an emphasis on fire prevention, public education, risk reduction and hazard abatement programs, the ability to respond and control fires is an overriding operational priority. In addition to serving the City, The Department also provides contracted emergency services to Napa and Sonoma Counties.

Fire Prevention

Fire prevention is administered by the Fire Chief and is responsible for enforcing the Fire Code, portions of the City Municipal Code and portions of the State Health and Safety Code. Major activities include; project reviews, plan checks and inspection of new construction and fire protection systems, conducting Fire and Life Safety inspection of all Hotel, B&BS, Restraints and General Business's, conducting Fire Extinguisher Training and investigations of fires.

Emergency Medical Services

The Department performs rescue work and provides emergency medical services to ill and injured persons. Fire Department Personnel are dispatched to all life threatening emergencies and maintains certification as Emergency Medical Technician 1. Enhanced services include AEDS and Pulse-oximeters.

Disaster Planning

The Fire Department is responsible for developing comprehensive disaster response plans for the City and providing coordination of public and private services responding to emergency situations.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Responded to around 1000 incidents
- Conducted over 1488 hours of fire and rescue training
- Conducted over 1728 hours of medical training
- Conducted over 20 CPR classes
- Completed the fire station earth quake and expansion project
- Completed recruitment and testing for 5 new part-time firefighters
- Completed city wide ISO Public Protection Classification
- Completed and implemented a major department schedule change
- Participated in the every 15 minute program
- Conducted a fire station open house
- Hosted the department's first blood drive
- Adopted the 2010 Building Standard Codes including the Fire Code
- Participated in two ambulance RFP process
- Conducted our annual Toy Drive providing over 200 needy children with toys

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Continue to achieve emergency response times under 4 minutes in the City*
- Continue to deliver a very high level of service*
- Prevent fires, injuries, loss of live and property damage
- Continue to install and inspect smoke detectors
- Continue the development and update department Standard Operating Procedure
- Complete negotiations with the County and implement a new emergency response contract
- Train all fire department personnel to the new State Advanced EMT Level

*** A City Council Objective or Priority Project.**

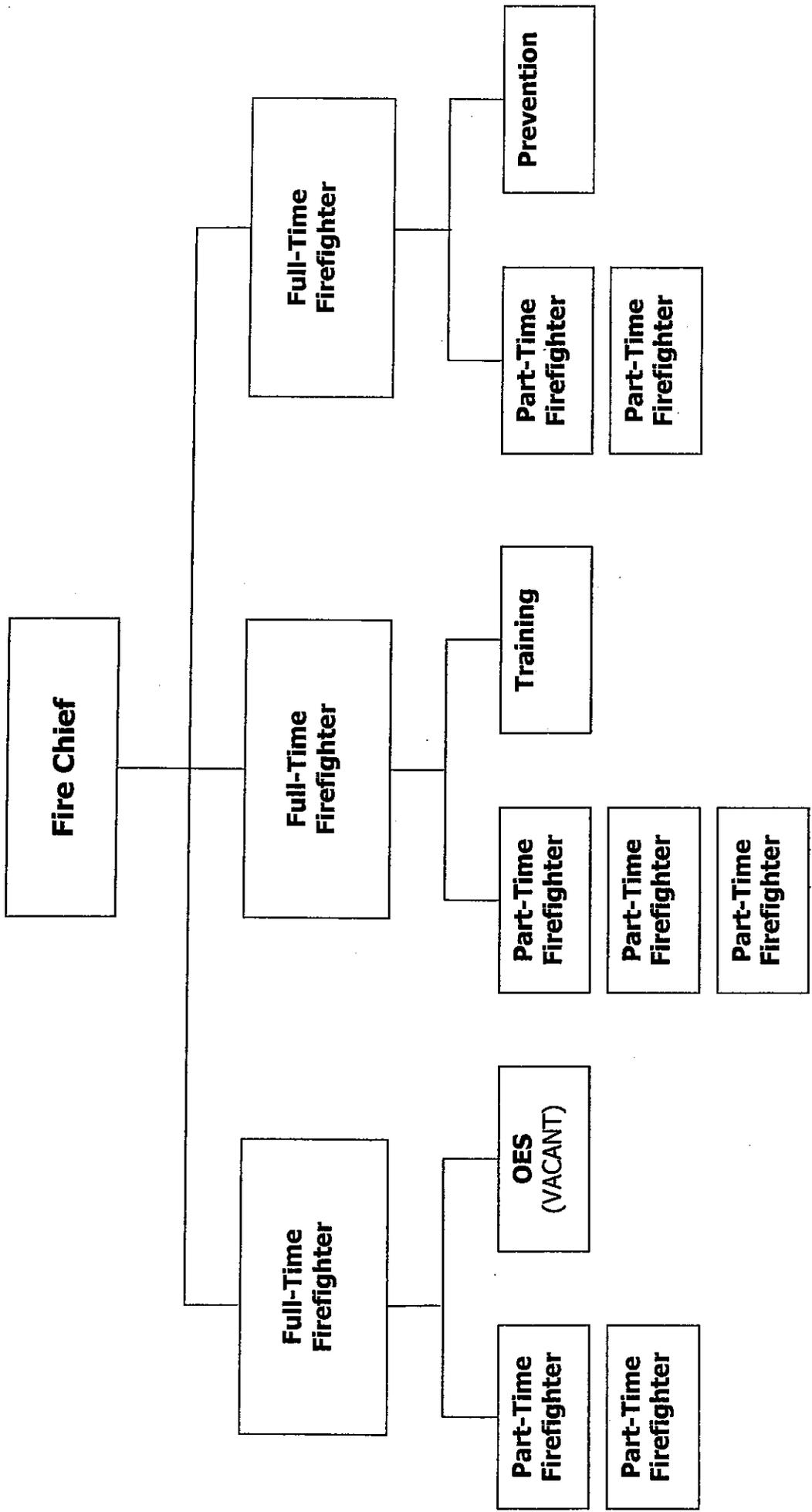
Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Fire Services**

Program: **Fire Operations**

Account Code: **01-4117**

PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	299,764	299,860	287,815	296,449
4302	OVERTIME	81,353	13,000	12,336	12,706
4303	BENEFITS	231,428	254,526	220,256	236,619
4308	PART-TIME SALARIES	47,980	60,000	114,081	114,081
4309	SPECIAL PAY	38,427	42,102	17,567	18,094
SUBTOTAL		698,952	669,488	652,055	677,949
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	4,592	21,000	24,523	8,875
4402	CONTRACT SERVICES	5,105	3,000	3,800	3,980
4403	UTILITIES	8,448	10,322	8,000	8,000
4404	REPAIRS & MAINTENANCE	2,180	4,000	4,000	4,690
4405	TRAINING & MEETINGS	1,703	1,000	845	1,300
4408	UNIFORM ALLOWANCE	34,195	731	3,000	6,700
4410	ADVERTISING		-	190	-
4415	POSTAGE & REPRODUCTION	56	140	140	140
4417	FUEL & OIL	9,121	9,850	6,470	7,500
4420	MEDICAL SUPPLIES	1,955	2,000	2,000	2,000
4429	PHONE	4,594	7,950	7,950	7,950
4430	DUES & SUBSCRIPTIONS	40	600	-	-
4510	EQUIP FUND RENTAL	33,000	33,000	33,000	33,000
SUBTOTAL		104,989	93,593	93,918	84,135
TOTAL PROGRAM BUDGET		803,941	763,081	745,973	762,084
ESTIMATED PROGRAM REVENUES					
3243	Fire Services Reimbursements	190,486	147,000	130,000	130,000
TOTAL PROGRAM REVENUES		190,486	147,000	130,000	130,000
Net Program Subsidy by General Fund		613,455	616,081	615,973	632,084



**City of Calistoga Fire Department Staffing Chart
FY 2011-2012**

POLICE

The Calistoga Police Department is responsible to the protection of life and property, the maintenance of order, and the control and prevention of crime. Activities related to these responsibilities include law enforcement, criminal investigations, and the apprehension of criminals.

The Calistoga Police Department performs a full range of municipal law enforcement services in the incorporated areas of the city. These services include administration, 24 hour patrol and dispatch, investigations and traffic enforcement duties.

Administration

The Chief of Police manages the administration of the Police Department. The Chief prepares the operational budget, monitors employees' recruitments and promotions, applies for and manages grant programs, reviews employee evaluations and maintain professional standards through training and policy review. All citizen complaints are reviewed and assigned for investigation by the Chief. The Chief also analyzes crime statistics and staffing needs.

Police Services

Police Services provides public safety services 24-hours a day, seven days a week. The Calistoga Police Department has 11 full-time sworn Police Officers including a Chief, two Sergeants, two Senior Officers and 6 Police Officers. Officers respond to calls for service, provide general law enforcement activities including traffic enforcement and criminal investigations. Police Officers also participate in community outreach efforts such as community meetings and Every 15 Minutes.

The Police Department operates a bicycle patrol detail which is deployed during high activity periods and special events; a K-9 program, a Juvenile Diversion program, Parking Enforcement detail and Community Police Technician program.

Police Dispatch

The Police Dispatch Services encompasses the Dispatch Center and Records Bureau of the Police Department. Police Dispatch staff consists of one Dispatch Supervisor, 3 full-time Dispatchers and 2 part-time Dispatchers. The Dispatch Center fields all in-coming phone calls on business and emergency lines, monitors all local radio traffic and accesses state and local database for officers in the course of their investigations. Dispatchers also handle all front counter contacts, monitor alarms and security cameras.

The Records Bureau maintains files of police reports, citations and other correspondence. Operation of the Records Bureau is the responsibility of the

Dispatch Supervisor and is highly technical and closely regulated by state law concerning dissemination of crime reports, criminal offender information and public access rights.

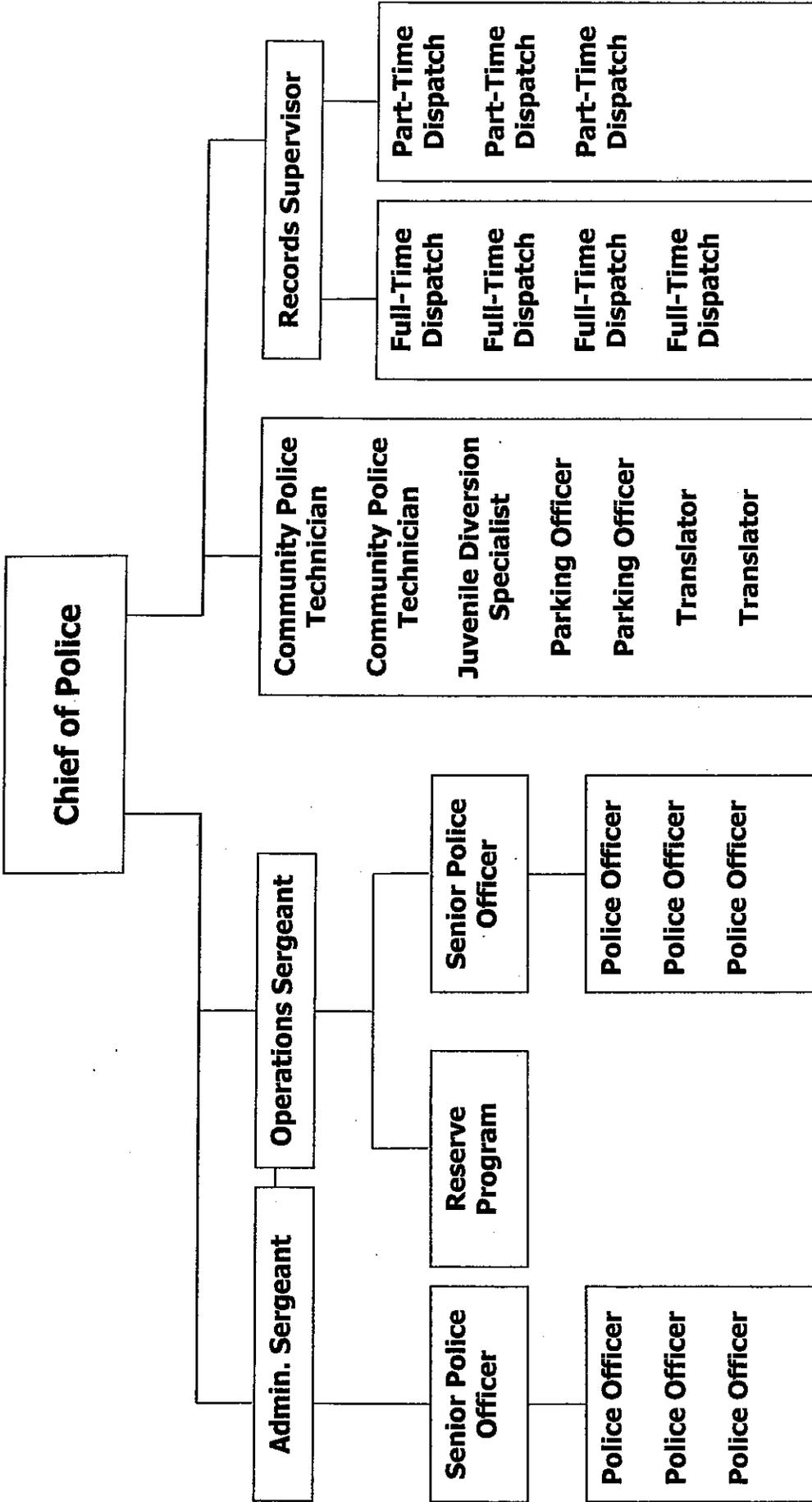
MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Assigned Officer to Napa Special Investigations Bureau
- Adopted Social Host Liability Ordinance
- Adopted Alarm Response Ordinance
- Hired Reserve Police Officer
- Adopted Criminal Justice Administration Fee
- Updated Code Enforcement Ordinance

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Apply for Federal Grant to fund a Police Officer Position for three year period.
- Continue to deliver a very high level of service*
- Invest in training to continue to enhance the ability of the Police Department to investigate crimes.
- Apply for Bullet Proof Vest Partnership to help cover cost (50%) of new ballistic vests for officers.
- Complete radio narrow-banding compliance for 2013 deadline
- Organize Neighborhood Watch and/or crime reduction program

*** A City Council Objective or Priority Project.**



**City of Calistoga Police Department Staffing Chart
FY 2011-2012**

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Police Services**

Program: **Police Operations**

Account Code: **01-4116**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	845,292	845,395	837,943	863,081
4302	OVERTIME	44,081	40,000	68,957	71,026
4303	BENEFITS	603,529	599,813	600,364	648,003
4308	PART-TIME SALARIES	36,704	23,550	21,211	23,550
4309	SPECIAL PAY	72,965	101,350	71,671	73,821
SUBTOTAL		1,602,571	1,610,108	1,600,146	1,679,481
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	9,932	8,000	6,000	8,000
4402	CONTRACT SERVICES	48,038	48,200	45,000	56,000
	Livescan Maintenance		-	-	-
	NSIB Services		-	-	-
	CJUSD - Crossing Guard Services		-	-	-
4403	UTILITIES	16,468	11,700	13,000	13,100
4404	REPAIRS & MAINTENANCE	220	500	100	500
4405	TRAINING & MEETINGS	413	500	100	500
4408	UNIFORM ALLOWANCE	3,468	6,000	6,000	8,000
4409	TRAINING & SEMINARS: POST	4,416	4,950	5,500	8,000
4410	ADVERTISING		-	-	-
4415	POSTAGE & REPRODUCTION	1,028	1,600	1,200	1,600
4417	FUEL & OIL	18,308	17,000	18,000	19,000
4430	DUES & SUBSCRIPTIONS	1,322	1,500	900	1,300
4431	FEES - Booking	1,009	7,000	4,000	5,850
4461	K-9 Program	5,414	3,600	3,900	3,600
4650	TRAINING & MEETINGS	-	1,050	-	1,000
4510	EQUIP FUND RENTAL	33,550	33,550	33,550	33,550
SUBTOTAL		143,586	145,150	137,250	160,000
TOTAL PROGRAM BUDGET		1,746,159	1,755,259	1,737,396	1,839,481
ESTIMATED PROGRAM REVENUES					
41-3358	COPS Funding	100,191	100,000	100,000	100,000
3256	Police Services	29,003	46,350	42,000	40,000
3210	POST Reimbursements	2,866	5,000	4,000	4,000
TOTAL PROGRAM REVENUES		132,060	151,350	146,000	144,000
Net Program Subsidy by General Fund		1,614,099	1,603,909	1,591,396	1,695,481

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Police Services**

Program: **Dispatch**

Account Code: **01-4129**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	222,902	236,081	235,915	247,992
4302	OVERTIME	5,067	6,000	1,035	1,117
4303	BENEFITS	132,451	157,448	134,903	144,776
4308	PART-TIME SALARIES	52,583	23,800	28,425	30,699
4309	SPECIAL PAY	25,643	30,600	20,889	22,560
SUBTOTAL		438,646	453,929	421,167	447,144
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	1,239	1,500	900	1,500
4402	CONTRACT SERVICES		-		
4404	REPAIRS & MAINTENANCE		-	400	500
4405	TRAINING & MEETINGS	1,302	1,500	900	1,500
4408	UNIFORM ALLOWANCE	1,133	1,900	700	1,900
4409	TRAINING & SEMINARS: POST	348	1,500	300	1,500
4410	ADVERTISING		-		
4415	POSTAGE & REPRODUCTION		-		
4429	PHONE	12,339	8,000	8,000	8,000
4430	DUES & SUBSCRIPTIONS		50	-	50
SUBTOTAL		16,361	14,450	11,200	14,950
TOTAL PROGRAM BUDGET		455,007	468,379	432,367	462,094

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Police Services**

Program: **Emergency Services**

Account Code: **01-4138**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	10,080	-	10,711	11,568
4303	BENEFITS	6,209	-	7,327	7,936
4309	SPECIAL PAY		-	-	-
SUBTOTAL		16,289	0	18,038	19,504
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	499	1,300	-	-
4404	REPAIRS & MAINTENANCE		-		
4405	TRAINING & MEETINGS	64	900	-	-
4415	POSTAGE & REPRODUCTION		-		
4429	PHONE		-		
4430	DUES & SUBSCRIPTIONS		-	-	-
SUBTOTAL		563	2,200	0	0
TOTAL PROGRAM BUDGET		16,852	2,200	18,038	19,504

PLANNING AND BUILDING

The Planning and Building Department provides a complete range of planning and building services to the community with the objective of preserving, protecting and enhancing Calistoga's unique, small town residential and commercial character. The Department's primary function is to guide private development in accordance with state law and the City's General Plan, Zoning Ordinance and other local land use programs. Major tasks include administration of planning and building regulations, assisting private developers with land use and building permit applications, conducting environmental review, providing staff assistance to the Planning Commission, City Council and other City committees, and enforcement of the City's building codes and land use regulations. The Department also provides advance (long-range) planning services and participates in county-wide and regional planning efforts relating to land use, housing and transportation.

Current Planning / Development Review

The Department administers and implements land use related provisions of the City's Municipal Code addressing zoning, environmental protection, growth management, subdivision of property, noise, building standards, and flood protection. The department also processes land use and building permit applications, responds to public inquiries about zoning and permits, coordinates interdepartmental review of development applications, and prepares reports on topical land use issues for Planning Commission and City Council review.

Advance / Long Range Planning

The Department prepares and amends documents that guide public and private development activities in Calistoga, such as the General Plan and Zoning Ordinance. The Department also prepares and/or coordinates special planning studies such as the Bicycle Master Plan and Urban Design Plan. In addition to regulatory documents, the Department develops and implements policy-based programs such as the Mobile Home Rent Stabilization Ordinance, the Down Payment Assistance Program for first time home buyers, the Mills Act program for historic preservation, and the City's Local Preference Policy for filling subsidized housing vacancies.

Plan Check and Building Inspection Services

The Department is responsible for implementation of state and local building standards for the protection of public health and safety. The Department reviews building plans and inspects all building-related activities with Calistoga to ensure compliance with adopted standards, including building and fire safety, energy efficiency, and accessibility. Department staff provides public assistance to facilitate complete plan submittals and to provide an understanding of the building permit review process. The Department coordinates permitting activities with other city departments and outside agencies.

Mobile Home Park Programs

The City has an adopted a Mobile Home Rent Stabilization Ordinance (RSO) in recognition of the important contribution mobile homes have in providing an affordable form of housing for seniors living in Calistoga. RSO-related responsibilities primarily include advising residents on issues relating to the RSO and assisting with resolution of disputes between park residents and park owners, where possible, before they require independent mediation and/or arbitration. The Department also conducts (under contract with the State Department of Housing and Community Development) inspections of mobile home parks for compliance with State and local building codes.

Code Enforcement

The Department enforces City regulations pertaining to land use, noise and construction. Areas of responsibility include investigating public complaints about violations of the City's zoning Ordinance, noise ordinance, building and fire code requirements and other nuisances or safety regulations. The Department works closely with other city departments, particularly public safety, in coordinating and carrying out enforcement activities.

Regional Planning

The Department works with state, regional and county agencies on matters pertaining to land use, housing, transportation and other issues of county or regional significance. The Department reviews proposed changes in regulations and/or new regulatory requirements effecting local policies, prepares state-mandated reports on housing production to the State, analyzes land use and housing data used by the Association of Bay Area Governments, and participates in county-wide technical and planning advisory committees.

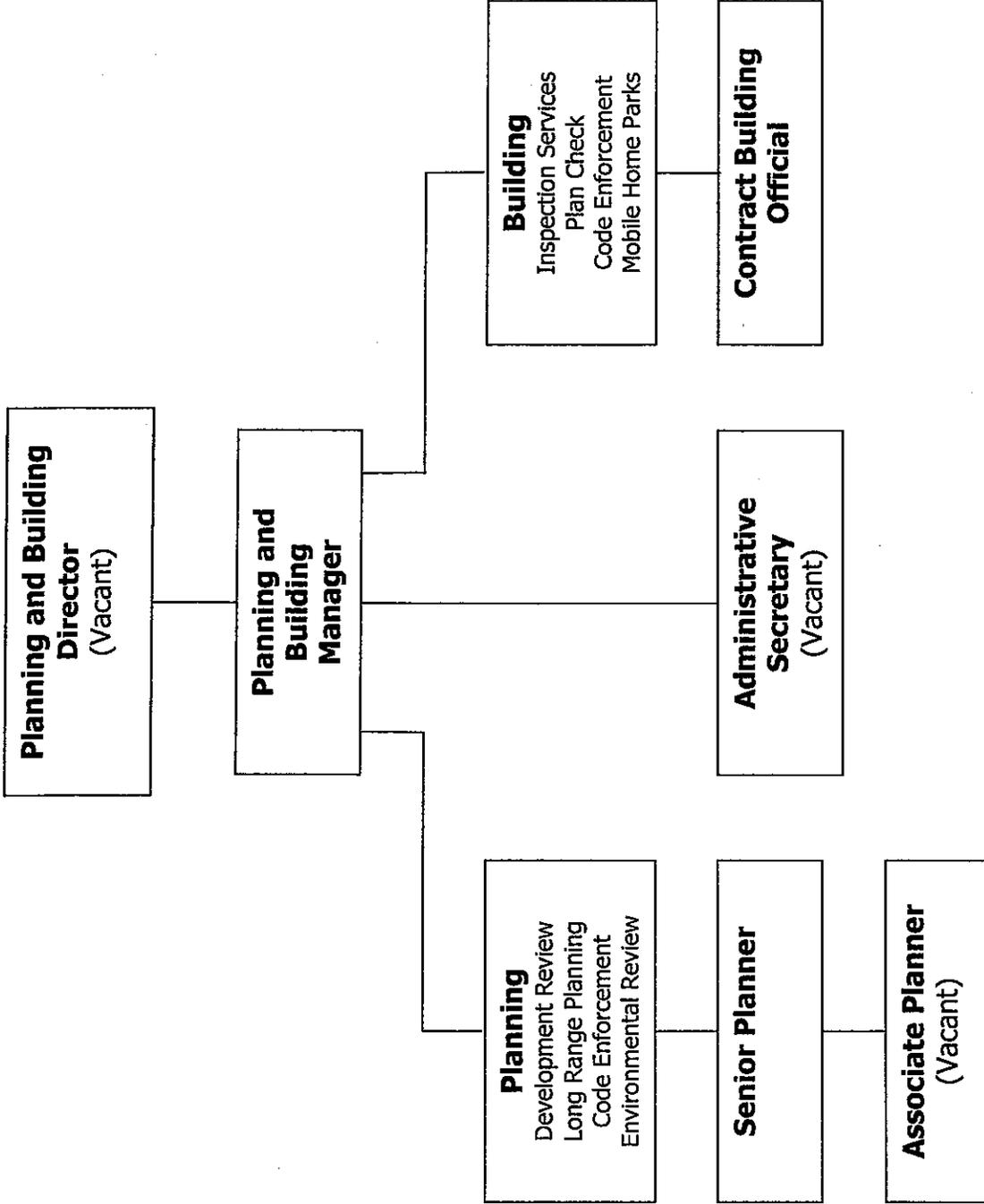
MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Processed Memorandum's of Understanding (MOU's) for the Roman Spa, Bounsall and Indian Springs development projects.
- Completed EIR consultant selection for the Enchanted Resorts development project and coordinated EIR preparation efforts.
- Prepared an "Economic Development Measures" ordinance providing temporary relief from regulatory barriers to assist business start-ups.
- Administered Rent Stabilization Ordinance (RSO) process for proposed rent increases at Rancho de Calistoga and Chateau Calistoga.
- Adopted and implemented 2010 California Building Code.
- Provided building inspection services for Fire Station renovation project.
- Completed update to General Plan Housing Element.
- Prepared Annual Report on General Plan Implementation.
- Prepared Medical Marijuana Ordinance per City Council direction.

- Prepared and implemented Mills Act program for preservation of historic buildings.
- Collaborated with Police and Recreation and Parks departments to develop streamlined Special Event permitting process.

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Core Services: Maintain FY 2010-11 level of service with reduced staffing level.
- Economic Development: Advance key private development and renovation proposals, including the Roman Spa, Indian Springs and Enchanted Resort projects.
- Development Impact Fee Update: Update City's development impact fees (traffic impact fee, quality of life fee and public safety fee).
- Urban Design Plan Implementation (Phase I): Prepare General Plan Amendment to implement Urban Design Plan Character Areas.
- Zoning Consistency: Prepare Zoning Ordinance Amendment to address General Plan consistency issues.
- Housing Element Implementation: Prepare Zoning Ordinance Amendment to implement recently adopted Housing Element program actions.



**City of Calistoga Planning and Building Department Staffing Chart
FY 2011-2012**

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Planning & Building**
 Program: **Planning Commission**
 Account Code: **01-4109**

SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	104	100	100	100
4402	CONTRACT SERVICES	1,690	1,575	1,000	1,650
4405	TRAINING & MEETINGS	107	-	800	100
4410	ADVERTISING	128	-		
4443	COMMISSION STIPEND	4,590	-	1,500	6,500
SUBTOTAL		6,619	1,675	3,400	8,350
TOTAL PROGRAM BUDGET		6,619	1,675	3,400	8,350

Department: **Planning & Building**
 Program: **Bicycle Advisory Committee**
 Account Code: **01-4120**

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SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	369	200	200	1,200
4415	POSTAGE & REPRODUCTION	9	200	200	200
SUBTOTAL		378	400	400	1,400
TOTAL PROGRAM BUDGET		378	400	400	1,400

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Planning & Building**
 Program: **Planning**
 Account Code: **01-4115**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	242,071	244,387	265,608	183,439
4302	OVERTIME	527	3,000	475	513
4303	BENEFITS	110,903	124,740	103,700	69,142
SUBTOTAL		353,501	372,127	369,783	253,094
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	2,636	1,800	1,100	1,500
4402	CONTRACT SERVICES	544	-	-	-
4403	UTILITIES	2,636	2,200	2,000	2,200
4405	TRAINING & MEETINGS	505	1,000	280	1,000
4410	ADVERTISING	1,438	1,800	650	1,000
4415	POSTAGE & REPRODUCTION	1,150	1,500	1,200	1,500
4429	PHONE	2,823	2,600	3,480	3,480
4430	DUES & SUBSCRIPTIONS	1,145	1,300	760	750
4650	TRAINING & MEETINGS	-	1,000	-	1,000
4510	EQUIP FUND RENTAL	4,600	4,600	4,600	4,600
SUBTOTAL		17,477	17,800	14,070	17,030
TOTAL PROGRAM BUDGET		370,978	389,927	383,853	270,124

ESTIMATED PROGRAM REVENUES					
3219	Other Licenses & Permits	14,495	4,000	4,000	4,000
3219-1010	Use Permits	-	-	-	-
3244	Planning Services	46,749	170,000	80,000	62,731
3261	Other Filing Fees	300	6,000	3,000	3,000
3261-0001	Growth Mgmt Allocation Fees	-	1,000	1,000	1,000
TOTAL PROGRAM REVENUES		61,544	181,000	88,000	70,731

Net Program Subsidy By General Fund		309,434	208,927	295,853	199,393

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Planning & Building**

Program: **Building Inspection Services**

Account Code: **01-4125**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	166,505	116,437	103,512	58,013
4302	OVERTIME	527	-	159	171
4303	BENEFITS	80,777	57,663	45,652	25,709
SUBTOTAL		247,809	174,100	149,323	83,893
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	4,072	3,000	1,500	1,500
4402	CONTRACT SERVICES	12,490	60,000	62,500	60,000
4405	TRAINING & MEETINGS	1,953	-	-	-
4408	UNIFORM ALLOWANCE	525	-	-	-
4415	POSTAGE & REPRODUCTION	747	450	125	150
4417	FUEL & OIL	713	800	200	300
4429	PHONE	1,019	1,350	1,350	1,350
4430	DUES & SUBSCRIPTIONS	376	-	1,005	-
4510	EQUIP RENTAL FUND	1,855	1,800	1,800	1,800
SUBTOTAL		23,750	67,400	68,480	65,100
TOTAL PROGRAM BUDGET		271,559	241,500	217,803	148,993
ESTIMATED PROGRAM REVENUES					
3212	Building Permit Fees	54,724	50,000	50,000	57,235
3263	Plan Check Fees	41,081	50,000	50,000	42,926
TOTAL PROGRAM REVENUES		95,805	100,000	100,000	100,161
Net Program Subsidy By General Fund		175,754	141,500	117,803	48,832

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Planning & Building**

Program: **Building & Fire Code Board of Appeals**

Account Code: **01-4177**

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SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	100	100	-	-
4415	POSTAGE & REPRODUCTION	77	200	-	-
SUBTOTAL		177	300	0	0
TOTAL PROGRAM BUDGET		177	300		

Department: **Planning & Building**

Program: **Design Advisory Panel**

Account Code: **01-4178**

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SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:		100	-	-
4415	POSTAGE & REPRODUCTION		200	-	-
SUBTOTAL		0	300	0	0
TOTAL PROGRAM BUDGET			300		

PUBLIC WORKS

The mission of the Public Works Department is to maintain, operate, and improve the City's infrastructure to serve the needs of its citizens. The Department is responsible for managing and monitoring streets, water treatment and distribution, wastewater collection and treatment, storm drains, parks, City-owned streetlights, City-owned buildings, and the City-owned cemetery. The Department serves a coordination role for solid waste collection services and public transit services. The Department provides City Engineering services.

Public Works Administration

Public Works Administration consists of the Director of Public Works/City Engineer, two office assistants, the Senior Engineer, the Maintenance Superintendent and the Water Systems Superintendent. The program is responsible for the overall administration and support of all Public Works Department Programs and Capital Improvement Projects. Administration manages and monitors all public works, including streets, the entire water distribution system, water treatment and storage facilities, the sewer collection system and lift stations, the wastewater treatment facility and disposal system, the City's network of storm drainage facilities, City-owned street lights, eight parks, two bike paths and general maintenance for all City-owned buildings including City Hall, Public Works, Police Department, Fire Station, Library, Sharpsteen Museum, Community Center, Monhoff Recreation Center, and the City-owned Cemetery. Public Works Administration also provides coordination for transit bus services, solid waste collection services as well as providing for City Engineering services.

Primary activities include responding to citizen inquiries, managing all capital improvement projects, pursuing grants for projects, reviewing plans for private development projects, developing policies, administering the backflow prevention program, and issuing permits for construction encroachments, grading and tree work. The goal of Public Works Administration is to provide the support structure for all of the services provided by the Department.

Streets

The Street Program maintains the City's streets, bridges and rights-of-ways (15.5 centerline miles and 3 City-maintained bridges). In addition the streets program maintains, manages, and oversees permit compliance with the storm drainage system for the City. The City's latest Pavement Condition Index (PCI) is at 60, putting City streets in "Fair" condition. Services include street sweeping, street maintenance, street light maintenance, pothole repair, downtown sidewalk cleaning, drainage ditch clearing, catch basin cleaning, and weed abatement. The goal of this Program is to continue to maintain the City's streets, bridges and rights-of-way. Code enforcement of street encroachments, storm drainage discharge, and sidewalk repairs is also included in this program. Asphalt

overlays, seal coats and other pavement treatments are identified as Capital Improvement Projects elsewhere in the budget.

Parks

The Parks Program maintains all eight (8) City parks, two bike paths, and associated trash and recycling bins. The Program also implements City beautification projects, installs memorial benches, and maintains landscaping for all City-owned buildings. The goal of this Program is to continue to maintain and improve the City parks, bike lanes and City-owned landscape to provide safe and pleasant places to play and work in the City of Calistoga.

Pool Maintenance

The Pool Maintenance Program provides operational systems maintenance and general facility maintenance to the Community Pool facility. The pool facility includes a 25-yard 6-lane lap pool with a deep end for diving, a shallow training pool with spray structures, a 2,913 square foot pool building, pool decking, and landscaping surrounding the pool, building, and parking area. The goal of this Program is to provide a safe, reliable and clean pool facility for the public.

Primary activities of operational systems maintenance include work in the pool's pump room such as maintenance of hazardous chemicals, filters, pumps, boilers and dosing equipment. 7-day a week presence is required for pump room checks and maintenance during the swim season. This maintenance is regulated and inspected by the County Department of Environmental Health. Primary activities of pool facility maintenance include repairs to plumbing systems, electrical systems, the pool deck, vandalism, furnishings, pest management, storm damage, interior and exterior finishes, parking lot, storm drainage infrastructure, landscaping, and minor facility corrections as needed for pool programs.

Maintenance Shop

The Maintenance Shop maintains the City's equipment and provides minor repair work for the City's vehicles and equipment. The goal of the Maintenance Shop is to keep our vehicles and equipment in safe and efficient working order to maximize cost-efficiency for the City.

Building Maintenance

The Building Maintenance Program provides general maintenance and janitorial services for all City-owned buildings including City Hall, the Sharpsteen Museum, Public Works buildings at our Corporation Yard and water and wastewater facilities, Police Department, Fire Department, Library, Community Center, Community Pool facility, and Monhoff Recreation Center. The total maintained square footage is over 50,000 square feet. Energy monitoring and conservation are a part of the building maintenance program. The goal of this Program is to

continue to provide general maintenance and janitorial services for the City's buildings to provide a safe and pleasant environment for the public utilizing our facilities and for the City's employees who provide public service.

Water System

Water Distribution

The Water Distribution Program maintains all of the City's water mains (32 linear miles), carries out replacement projects when necessary and installs new water mains when required. The Program is proactive in the maintenance of valves, meters, and hydrants to help prevent unexpected interruptions in the water distribution system and to ensure the availability of water for fire suppression services. Water meter reading is performed by this Program as well, reading over 3,000 water meters. The maintenance technicians participate in on-going education for certification in water distribution through the State Department of Public Health. The goal of this Program is to continue to provide and maintain the City's water distribution system.

Water Treatment

The Water Treatment Program operates and maintains the Kimball Water Treatment Facility, the Feige Canyon Water Tank, and the North Bay Aqueduct pump station to ensure that safe potable water is delivered to the City's residents. The Kimball Water Treatment Facility can treat up to 700,000 gallons per day. The Operators participate in on-going education for certification in water treatment through the State Department of Health Services. The goal of this Program is to continue to provide safe potable water to the City's residents.

Wastewater System

Wastewater Collection

The Sewer Collection Program maintains four (4) sewer lift stations in the City and all of the City's existing sewer mains (15 linear miles) and reclaimed water mains, 264 sewer manholes, making repairs and replacements when necessary and installing new sewer mains and reclaimed water mains when required. Weekly inspections and testing is scheduled for the sewer lift stations to ensure they are working properly. The goal of this Program is to continue to maintain the City's sewer collection system to ensure no disruption of service or inconvenience to the City's residents.

Wastewater Treatment

The Wastewater Treatment Program operates and maintains the Calistoga Wastewater Treatment Facility and disposal system. The City's Wastewater

Treatment plant treats up to 840,000 gallons of sewage per day. The Treatment Facility processes the City's sewage to a point where it can be used as "reclaimed" water. This water can be used either for irrigation or it may be discharged to the Napa River during the winter rainy months. 100 million gallons of reclaimed water are distributed for irrigation each year. The goal of this Program is to continue to provide the necessary treatment and disposal processes for the City of Calistoga's residents in the most environmentally sensitive and cost effective manner possible.

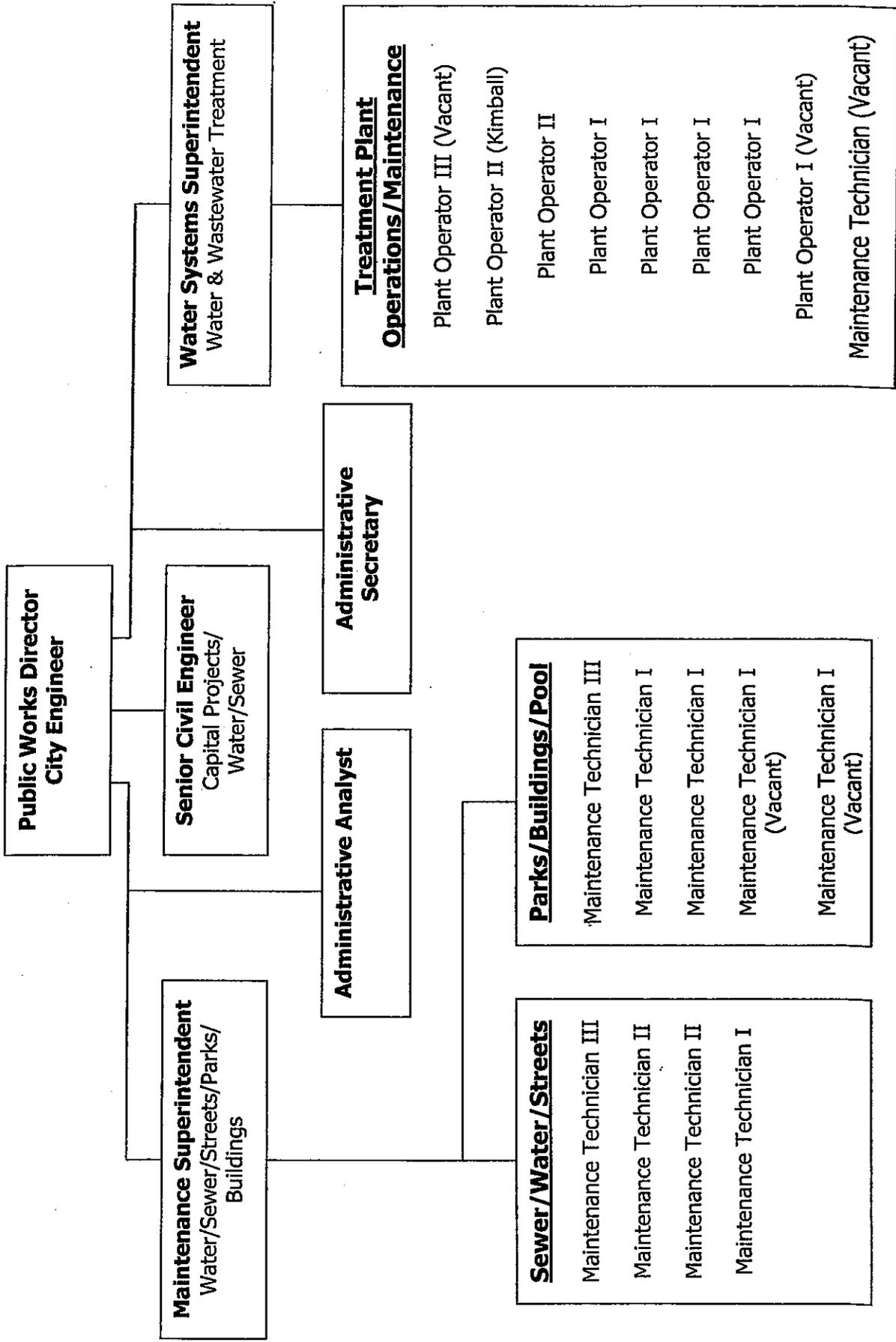
Major Department Tasks Completed Fiscal Year 2010-11

- ☑ Completed Construction of the Fire Station Seismic Rehab and Renovation*
- ☑ Secured USDA financing, completed Design, Bidding, and Awarded a Construction Contract for the Mt. Washington Water Tank*
- ☑ Successfully renewed our NPDES Wastewater Discharge Permit with favorable conditions and avoided mandatory minimum fines and penalties
- ☑ Completed the Water and Sewer Rate Adjustments, after working extensively with the Utility Rate Committee
- ☑ Completed a grant-funded lighting retrofit project that will save the City approximately \$7,000 per year in energy costs

Major Departmental Goals for Fiscal Year 2011-12

- Commence construction of the Mt. Washington 1.5 million gallon water storage tank*
- Complete essential and mandated projects to enhance water supply reliability
- Obtain County DEM site closure for the Public Works Yard soil remediation site
- Prepare and initiate a Sidewalk Repair and Maintenance Program*
- Complete a Traffic Model and Traffic Impact Fee Update
- Pursue funding for intersection improvements at Hwy 29 and Silverado Trail
- Improve bicycle trail safety with remaining TDA-3 grant funds*
- Attain essential compliance with new Stormwater Permit rules
- Support local efforts to design a new gazebo at Pioneer Park*
- Pursue feasibility of installing photovoltaic system improvements at Logvy Park*

* A City Council Objective or Priority Project.



**City of Calistoga Public Works Department Staffing Chart
FY 2011-2012**

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: Public Works
Program: Public Works Administration
Account Code: 01-4121

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	62,598	63,483	66,453	71,770
4303	BENEFITS	26,840	32,183	27,585	30,367
SUBTOTAL		89,438	95,665	94,038	102,137
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	4,020	5,000	3,363	5,000
4402	CONTRACT SERVICES	3,970	6,500	8,023	6,550
4403	UTILITIES	6,843	7,500	5,636	7,500
4404	REPAIRS & MAINTENANCE		200	-	200
4405	TRAINING & MEETINGS	157	750	51	750
4410	ADVERTISING	85	300	133	300
4415	POSTAGE & REPRODUCTION	819	1,200	445	1,200
4417	FUEL & OIL	202		150	175
4424	HEALTH & SAFETY	148	250	163	250
4429	PHONE	2,548	3,700	3,700	3,700
4430	DUES & SUBSCRIPTIONS	719	1,000	615	725
4431	FEES	9,298	7,000	6,775	7,000
4650	TRAINING & MEETINGS	295	2,000	45	2,000
4510	EQUIP FUND RENTAL	8,000	8,000	8,000	8,000
SUBTOTAL		37,104	43,400	37,099	43,350
TOTAL PROGRAM BUDGET		126,542	139,065	131,137	145,487
ESTIMATED PROGRAM REVENUES					
3219	Encroachment Permits	10,702	5,000	5,000	5,000
3245	Public Works Services	20,663	85,000	100,000	40,000
TOTAL PROGRAM REVENUES		31,365	90,000	105,000	45,000
Net Program Subsidy By General Fund		95,177	49,065	26,137	100,487

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Public Works**

Program: **Streets**

Account Code: **01-4122**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	106,013	107,280	113,955	123,071
4302	OVERTIME	5,687	8,600	5,716	8,600
4303	BENEFITS	57,038	63,630	59,115	63,884
4309	SPECIAL PAY	4,529	5,000	5,021	5,100
SUBTOTAL		173,267	184,510	183,807	200,655
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	7,742	13,000	7,000	13,000
4402	CONTRACT SERVICES	38,073	19,400	43,389	46,000
	Tree Maintenance Prog		3,000		
	Refuse Services		19,500		
4404	REPAIRS & MAINTENANCE	2,782	6,200	20,959	6,200
4405	TRAINING & MEETINGS	878	1,000	851	1,000
4408	UNIFORM ALLOWANCE	444	1,400	658	1,000
4417	FUEL & OIL	5,017	6,200	3,500	4,000
4424	HEALTH & SAFETY	105	1,200	27	900
4426	WEED & PEST CONTROL	4,420	8,000	513	7,000
4429	PHONE	337	900	900	900
4650	TRAINING & MEETINGS	33	600	150	600
4510	EQUIP FUND RENTAL	34,000	34,000	34,000	34,000
SUBTOTAL		93,831	114,400	111,947	114,600
TOTAL PROGRAM BUDGET		267,098	298,910	295,754	315,255

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Public Works**

Program: **Park Maintenance**

Account Code: **01-4123**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	81,387	79,142	83,071	89,716
4302	OVERTIME	629	900	484	900
4303	BENEFITS	44,829	64,050	43,689	47,166
4309	SPECIAL PAY	825	800	656	800
SUBTOTAL		127,670	144,892	127,900	138,582
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	9,492	10,000	7,800	7,500
4402	CONTRACT SERVICES	17,524	1,520	8,447	9,050
	Tree Maintenance Prog		2,500		
	Turf Maintenance Prog		6,000		
	Refuse Services		10,000		
4403	UTILITIES	5,712	6,300	6,372	6,500
4404	REPAIRS & MAINTENANCE	2,792	5,000	3,000	3,500
4405	TRAINING & MEETINGS	150	500	-	300
4408	UNIFORM COSTS	516	1,800	812	1,100
4417	FUEL & OIL	1,089	800	800	900
4424	HEALTH & SAFETY	239	500	200	500
4426	WEED & PEST CONTROL	2,370	5,000	117	3,000
4429	PHONE	628	1,000	1,000	1,000
4503	WATER	27,307	30,000	26,750	30,000
SUBTOTAL		67,819	80,920	55,298	63,350
TOTAL PROGRAM BUDGET		195,489	225,812	183,198	201,932

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Public Works**

Program: **Maintenance Shop**

Account Code: **01-4124**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	15,315	15,262	15,393	16,625
4302	OVERTIME	49	500	14	500
4303	BENEFITS	6,323	7,048	7,300	7,884
4309	SPECIAL PAY	125	200	99	200
SUBTOTAL		21,812	23,009	22,806	25,209
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	2,376	4,000	2,000	2,500
4402	CONTRACT SERVICES	838	1,000	500	1,000
4404	REPAIRS & MAINTENANCE	113	600	100	400
4405	TRAINING & MEETINGS		-		
4429	PHONE	337	750	750	750
SUBTOTAL		3,664	6,350	3,350	4,650
TOTAL PROGRAM BUDGET		25,476	29,359	26,156	29,859

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Public Works**

Program: **Pool Facility Maintenance**

Account Code: **01-4126**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	3,739	15,375	22,947	24,782
4302	OVERTIME	463	3,650		500
4303	BENEFITS	1,644	9,450	14,189	15,324
4309	SPECIAL PAY		-		-
SUBTOTAL		5,846	28,475	37,136	40,606
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	22,470	22,500	13,257	14,500
4402	CONTRACT SERVICES	2,567	3,650	2,426	3,650
4403	UTILITIES	25,051	21,600	32,292	33,200
4404	REPAIR & MAINTENANCE	61	2,000	2,651	2,000
4405	TRAINING & MEETINGS		1,000	-	1,000
4430	DUES & SUBSCRIPTIONS		150	-	150
4431	FEES	1,623	800	839	850
4503	WATER/WASTEWATER	9,443	9,000	11,387	12,000
SUBTOTAL		61,215	60,700	62,852	67,350
TOTAL PROGRAM BUDGET		67,061	89,175	99,988	107,956

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Public Works**

Program: **Building Maintenance**

Account Code: **01-4127**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	92,539	127,715	90,377	97,608
4302	OVERTIME	1,542	2,100	1,553	2,100
4303	BENEFITS	51,700	78,498	47,280	51,063
4309	SPECIAL PAY	825	1,000	643	1,000
SUBTOTAL		146,606	209,313	139,853	151,771
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	13,065	13,000	10,032	11,000
4402	CONTRACT SERVICES	21,437	26,000	17,527	19,875
4403	UTILITIES	3,846	4,400	3,454	4,400
4404	REPAIRS & MAINTENANCE	3,209	5,000	1,840	2,000
4405	TRAINING & MEETINGS		300	22	100
4408	UNIFORM COSTS	547	1,900	779	1,000
4413	TAX AND LICENSE		50	50	50
4417	FUEL & OIL	3,028	4,000	4,000	5,000
4424	HEALTH & SAFETY	224	750	238	500
4426	WEED & PEST CONTROL		600	-	100
4429	PHONE	812	1,500	1,500	1,500
4431	FEES		1,000	1,000	-
4503	WATER/WASTEWATER	14,803	20,000	10,517	11,500
SUBTOTAL		60,971	78,500	50,959	57,025
TOTAL PROGRAM BUDGET		207,577	287,813	190,812	208,796

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RECREATION SERVICES DIVISION

The Community Resources Division is responsible for management and operation of the recreation programs, special event permitting, transit services, City sponsored special events, weekend janitorial of city facilities, and the Calistoga Community Pool.

Recreation Programs

Plan, maintain and provide recreation programming for the City residents of all ages. This includes adult fitness classes, adult sports workshops, Creative Living, youth sports leagues and workshops, summer camps, educational and leisure courses and community service projects for teens.

Special Event Permitting

Process and coordinate special event applications for special event permits for the city. This includes filming, parades, street closures, facility rentals, park rentals, farmers market and other special events within city limits.

Transit Services

Liaison with NCTPA and Calistoga to receive/provide feedback, support and communication regarding the local Calistoga Transit Plan which includes the Handy Van services.

Special Events – City Sponsored

Plan, schedule and carry out several large city-wide events in addition to providing support to other special events within city limits. City sponsored events include: Earth Day, Haunted House, and the Holiday Dinner. Hire, train and manage a staff team of part-time employees which are utilized as event help for various non-profit groups where the event host is billed back for the staff hours.

Weekend Janitorial Services of City Facilities

Hire, train and manage a staff team of approximately 12 part-time to maintain city restrooms and garbage cans on the weekends and during special city functions.

Calistoga Community Pool

Plan, program, maintain and provide aquatic programs to the residents in and around Calistoga. Programming includes: lifeguard training, swim lessons, recreation swimming, lap swimming, water aerobics, splash camp and diving classes. Includes managing a staff team of 40-50 seasonal employees.

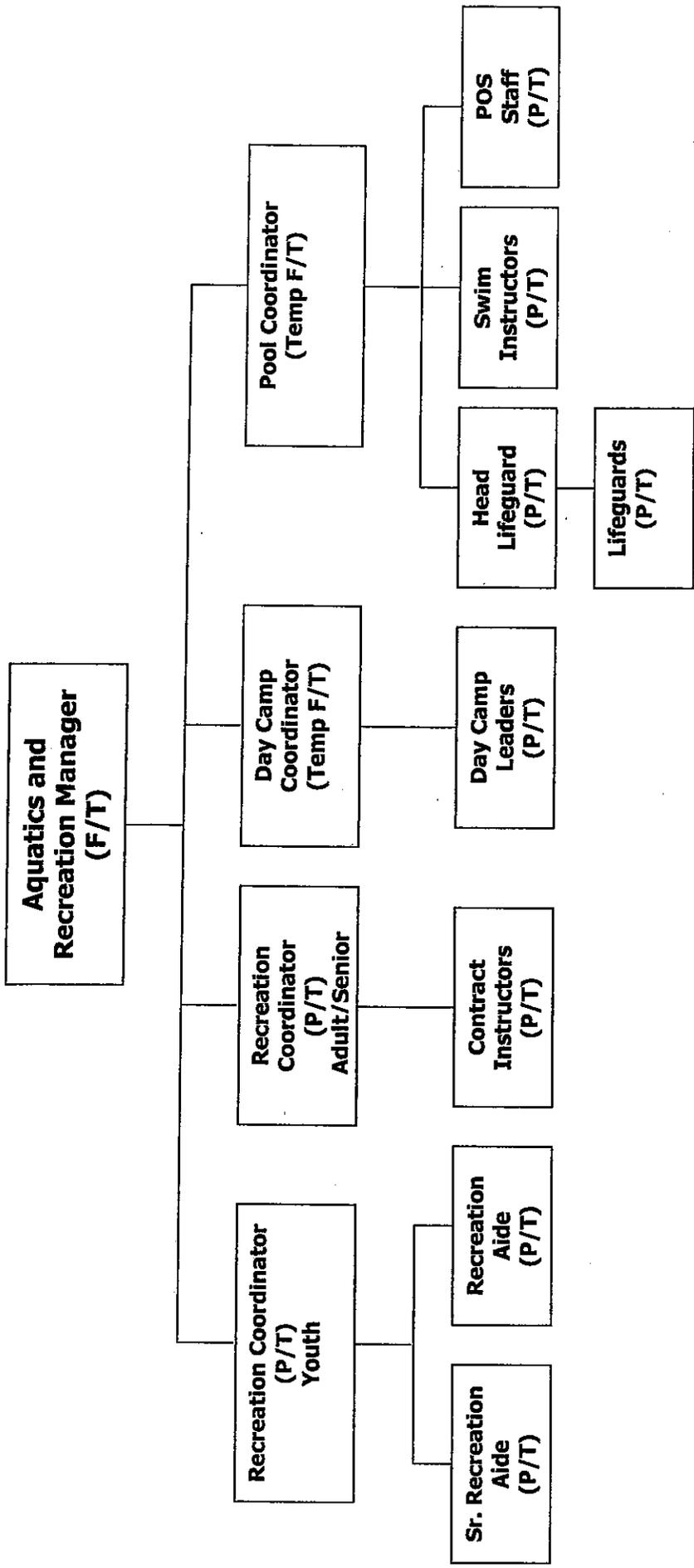
MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Participation in the creation of the Upper Valley Youth Sports League. Hosted basketball for the first sport in that league
- Implemented new Special Event Permit process
- Fee increase in conjunction of Special Event Permits
- Creation of Calistoga Youth Services Providers Collaboration to bring various agencies together to support the youth of Calistoga as in the best way possible. 2 meetings held
- Increase of summer day camp program with the addition of 5 new camps
- Increase in adults sports program offerings with fall and spring tennis workshops and summer golf program for adults
- Increase of education and leisure classes with the introduction of Computers for Seniors and Digital Photography course
- Presented the possible elimination of the Community Resources Commission to the City Council Continue to achieve emergency response times under 4 minutes in the City*

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- Continue to participate in Upper Valley Youth Sports League with a new sport, soccer, in the Fall of 2011
- Continue developing and enhancing recreation programs that reach more residents of Calistoga
- Enhance and expand Handyvan services in collaboration with the Calistoga Chamber of Commerce and NCTPA
- Continue working towards a cost recovery plan of 65% for recreation programs*
- Facilitate Gazebo renovation project*
- Continue to promote and drive usage of the Calistoga Community Pool and scheduled programs
- Transition the Recreation Service Division to reduce operating costs while maintaining basic service levels and programs. *

*** A City Council Objective or Priority Project.**



- Recreation Superintendent (VACANT)
- Recreation Technician (VACANT)

**City of Calistoga Recreation Services Organizational Chart
FY 2011-2012**

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Community Promotion and Enrichment Grants**

Account Code: **01-4107**

*

SERVICES & SUPPLIES					
4402	Calistoga Chamber of Commerce - Visitors Bureau		-	-	-
4479	The Family Center	10,000	10,000	10,000	10,000
4446	Miscellaneous Promotions and Enrichment Grants		10,000	10,000	10,000
Community Enrichment Grants					
4445	NVHA Rebuilding Together Napa Valley				
4471	Cinco De Mayo				
4473	Seniors Association				
4474	Hispanic Festival	1,000			
4475	Calistoga Holiday Sharing	1,500			
4481	Calistoga Tree Coalition	1,000			
4482	Calistoga Art Center	1,000			
4483	Calistoga Cares	1,130			
4467	Community Christmas Bazaar	1,000			
4469	Calistoga Friends of the Library	950			
4460	Community Center & Pool Project	3,000			
4476	Calistoga Girl Scouts	234			
4495	Calistoga Pet Clinic	1,500			
4496	Calistoga Soroptomists	626			
4497	Calistoga Springs Homeowners Assoc.	91			
4485	CCLC Get out of Town Program	2,000			
4486	Calistoga Boy Scouts				
4487	Calistoga Boys & Girls Club	3,000			
4489	St. Luke's Pre School	707			
4491	Calistoga Community Gardens				
4492	Calistoga Youth Soccer	2,000			
4498	Earth Day				
4493	Napa/Sonoma Film & Music				
4494	Highlands Christian Fellowship				
Subtotal Community Enrichment Grants		20,738	-	-	-
TOTAL PROGRAM BUDGET		30,738	20,000	20,000	20,000

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Community Resources Commission**

Account Code: **01-4150**

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SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:		-	-	-
4405	TRAINING & MEETINGS	8	2,000		
4410	ADVERTISING		-		
4415	POSTAGE & REPRODUCTION		-		
4430	DUES & SUBSCRIPTIONS		500		
SUBTOTAL		8	2,500	0	0
TOTAL PROGRAM BUDGET		8	2,500		

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Recreation Programs**

Account Code: **01-4152**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	133,809	100,909	119,049	31,466
4302	OVERTIME	204	454	454	150
4303	BENEFITS	71,358	80,640	56,408	18,910
4308	PART-TIME SALARIES	18,217	19,500	7,149	17,700
4309	SPECIAL PAY	1,200	1,200	1,200	1,200
SUBTOTAL		224,788	202,703	184,260	69,426
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	5,137	6,100	5,300	5,300
4402	CONTRACT SERVICES	32,831	2,680	32,680	32,675
	Boys & Girls Club		30,000		
4403	UTILITIES	5,504	6,525	6,525	5,925
4404	REPAIRS & MAINTENANCE		250	250	250
4405	TRAINING & MEETINGS	217	400	250	250
4408	UNIFORM ALLOWANCE		600	600	-
4410	ADVERTISING	599	1,300	500	1,025
4415	POSTAGE & REPRODUCTION	480	475	475	180
4417	FUEL & OIL	548	700	450	480
4429	PHONE	1,310	2,100	2,100	2,100
4430	DUES & SUBSCRIPTIONS	220	200	200	200
4510	EQUIP FUND RENTAL	5,450	5,450	5,450	5,450
SUBTOTAL		52,296	56,780	54,780	53,835
TOTAL PROGRAM BUDGET		277,084	259,483	239,040	123,261
ESTIMATED PROGRAM REVENUES					
3284	Recreation Program Fees	6,850	38,000	5,573	5,600
3246	Community Resource Services	4,738	7,500	7,500	5,750
Transfer In	Donations	12,000	12,000	12,000	12,000
TOTAL PROGRAM REVENUES		23,588	57,500	25,073	23,350
Net Program Subsidy By General Fund		253,496	201,983	213,967	99,911

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Education/Recreation Courses**

Account Code: **01-4153**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	21,791	26,162	24,979	17,981
4302	OVERTIME		75		
4303	BENEFITS	11,696	15,876	13,897	12,525
4308	PART-TIME SALARIES	2,420	7,050	5,463	31,600
SUBTOTAL		35,907	49,163	44,339	62,106
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	1,045	4,300	1,297	2,900
4402	CONTRACT SERVICES	24,130	20,770	20,770	20,040
4404	REPAIRS & MAINTENANCE		100	100	100
4405	TRAINING & MEETINGS	352	300	150	150
4417	FUEL AND OIL	20	-	400	400
4410	ADVERTISING	100	-	-	
4415	POSTAGE & REPRODUCTION		-	-	
4429	PHONE		435	-	
4430	DUES & SUBSCRIPTIONS	388	400	435	380
SUBTOTAL		26,035	26,305	23,152	23,970
TOTAL PROGRAM BUDGET		61,942	75,468	67,491	86,076
ESTIMATED PROGRAM REVENUES					
3283	Education/Recreation Course Fees	36,109	41,785	41,785	43,550
3230	Other Grants				
TOTAL PROGRAM REVENUES		36,109	41,785	41,785	43,550
Net Program Subsidy By General Fund		25,833	33,683	25,706	42,526

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Senior Activities**

Account Code: **01-4154**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	6,405	6,728	6,589	-
4302	OVERTIME		150		
4303	BENEFITS	3,242	3,566	3,305	-
4308	PART-TIME SALARIES	398	1,264		400
SUBTOTAL		10,045	11,708	9,894	400
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	75	550	550	550
4402	CONTRACT SERVICES	851	2,232	2,232	1,800
4404	REPAIR & MAINTENANCE		-		
4408	UNIFORM ALLOWANCE		-		
4429	PHONE		-		
SUBTOTAL		926	2,782	2,782	2,350
TOTAL PROGRAM BUDGET		10,971	14,490	12,676	2,750
ESTIMATED PROGRAM REVENUES					
3283	Education/Recreation Course Fees		720		
3230	Other Grants				
TOTAL PROGRAM REVENUES			720		
Net Program Subsidy By General Fund		10,971	13,770	12,676	2,750

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Community Activities**

Account Code: **01-4155**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	16,348	16,937	16,928	8,990
4302	OVERTIME		-		
4303	BENEFITS	8,424	8,820	4,482	6,038
4308	PART-TIME SALARIES	2,829	1,800		13,000
SUBTOTAL		27,601	27,557	21,410	28,028

SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	46	450	450	450
4402	CONTRACT SERVICES		-		250
4410	ADVERTISING		200		
4408	UNIFORM ALLOWANCE			200	200
SUBTOTAL		46	650	650	900

TOTAL PROGRAM BUDGET		27,647	28,207	22,060	28,928
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ESTIMATED PROGRAM REVENUES					
3246	Community Resource Services		7,500		
3284	Recreation Program Fees		-		
3260	Facility Rental Fees	19,305	20,000	16,500	20,100
Transfer In	Donations		-		
TOTAL PROGRAM REVENUES		19,305	27,500	16,500	20,100

Net Program Subsidy by General Fund		8,342	707	5,560	8,828
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Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Aquatic Services**

Account Code: **01-4156**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	59,919	53,640	51,697	31,466
4302	OVERTIME	3,818	-	275	-
4303	BENEFITS	46,422	50,715	39,335	24,274
4308	PART-TIME SALARIES	86,988	97,750	57,685	84,750
SUBTOTAL		197,147	202,105	148,992	140,490
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	3,598	2,300	2,300	2,300
4402	CONTRACT SERVICES	1,808	7,550	3,000	3,000
4404	DEFICIT REDUCTION OPTIONS		(19,467)	-	
4405	TRAINING & MEETINGS	713	700	400	400
4408	UNIFORM ALLOWANCE	170	-	-	500
4410	ADVERTISING	601	1,000	600	950
4415	POSTAGE & REPRODUCTION	10	-	-	
4429	PHONE	1,354	1,800	1,800	1,800
4468	RESALE AND PURCHASE	4,288	2,000	2,000	3,850
4430	DUES & SUBSCRIPTIONS	75	50	50	50
SUBTOTAL		12,617	(4,067)	10,150	12,850
TOTAL PROGRAM BUDGET		209,764	198,038	159,142	153,340
ESTIMATED PROGRAM REVENUES					
3286	Aquatic Fees	82,250	93,300	75,747	85,600
3246	Community Resource Services	4,737			
Transfer In	Donations - Scholarships				
TOTAL PROGRAM REVENUES		86,987	93,300	75,747	85,600
Net Program Subsidy By General Fund		122,777	104,738	83,395	67,740

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Sharpsteen Museum**

Account Code: **01-4173**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	3,539	3,536	3,657	3,950
4302	OVERTIME	29	100	11	12
4303	BENEFITS	1,840	2,100	1,685	1,820
4309	SPECIAL PAY	75	100	61	66
SUBTOTAL		5,483	5,836	5,414	5,848
SERVICES & SUPPLIES					
4403	ELECTRICITY	8,030	9,501	9,500	9,500
4503	WATER/SEWER	2,851	2,300	2,300	2,300
5407	Museum Repairs/Improvements		5,000	5,000	5,000
SUBTOTAL		10,881	16,801	16,800	16,800
TOTAL PROGRAM BUDGET		16,364	22,637	22,214	22,648

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Library Services**

Account Code: **01-4174**

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PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	3,202	3,280	3,364	3,633
4303	BENEFITS	1,596	2,100	1,655	1,787
4309	SPECIAL PAY		50	19	20
SUBTOTAL		4,798	5,430	5,038	5,440
SERVICES & SUPPLIES					
4402	CONTRACT SERVICES	69,496	78,951	79,000	79,000
SUBTOTAL		69,496	78,951	79,000	79,000
TOTAL PROGRAM BUDGET		74,294	84,381	84,038	84,440

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Recreation**

Program: **Transit - Handyvan**

Account Code: **01-4405**

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SERVICES & SUPPLIES				
4402 CONTRACT SERVICES	15,293	15,001	15,000	15,000
SUBTOTAL	15,293	15,001	15,000	15,000
TOTAL PROGRAM BUDGET	15,293	15,001	15,000	15,000

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General Fund Special Projects

Urban Design Plan

The Urban Design Plan (UDP) will address a broad collection of elements related to principles of economic vitality and quality of life enhancement strategy which is being developed by the Economic Vitality Group (EVG). The UDP will include an economic assessment and identify opportunities and challenges of new development, such as, parking, parks and open space, needs of Downtown and Lower Washington areas, river integration, pedestrian and bicycle connectivity, streetscape improvements and street section design options, Downtown land use evaluation, entry corridor and Gateway design concepts, land use concepts for larger catalyst sites, street circulation direction, design guidelines and develop action plans.

Busk Abatement 2007

To implement City Council declaration of a public nuisance occurring on the lands of John D. Busk, commonly referred to as Assessor's Parcel No. 011-310-023 and the required abatement of unauthorized construction activities pursuant to Calistoga Municipal Code Chapter 1.12. (Resolution No. 2007-84) includes consultant services for project management, consultant services for identification of scope of abatement activities, actual deconstruction activities, and any legal services associated with the abatement process. Reimbursement of all contract services and construction costs, including staff time will occur through a lien placed on the property owner tax assessment.

Community Enhancement and Beautification

This project is part of an ongoing effort to enhance the Downtown and Lincoln/Foothill area with various minor improvements, street furniture, lamp post fixtures, trash/recycle bins, landscaping, maintenance, and other features to create a better environment for residents, businesses and visitors. These minor projects are consistent with the proposed implementation of the Urban Design Plan.

Services and Development Impact Fee

This special project will consist of updates to the various fees for services provided by the City to recover all of the direct and indirect cost of providing the service from the users. The project will also review and update the municipal code for various one time development impact and water/wastewater connection fees related to new or expanded development in the City. The updates will use the General Plan, Urban Design Plan and Utility Facilities plans as a basis for development impact fees.

Green Initiatives

This project implements the City Council's Fiscal Year 2008/2009 annual goal to explore and adopt "green" environmental policies and initiatives as it relates to City operations and its relationship to the community. The coordination and clearing house for the development and implementation of proposed programs and projects will be lead by the Community Resources Department with the Community Resources Commission serving as a clearing house for discussion and recommended direction.

Housing Element Update

This project will record the extraordinary costs of emergency response and cleanup to flood events on the Napa River. Also includes extras costs of overtime, contract services, material and supplies and equipment. Generally these costs are reimbursed by the Federal Emergency Management Agency (FEMA) and State Office of Emergency Services (OES).

General Fund Special Projects

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Special Project: Urban Design Plan

Account Code: 01-4602

SERVICES & SUPPLIES					
4402	CONTRACT SERVICES	3,120	-	25	9,000
SUBTOTAL		3,120	0	25	9,000
TOTAL SPECIAL PROJECT BUDGET		3,120		25	9,000
SPECIAL PROJECT FUNDING SOURCES					
General Fund		3,120	-	25	9,000
CDBG Economic Planning/Technical Assistance Grant					
TOTAL SPECIAL PROJECT FUNDING SOURCES		3,120	-	25	9,000

General Fund Special Projects

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Special Project: **Busk Abatement 2007**

Account Code: **01-4604**

SERVICES & SUPPLIES				
4402	CONTRACT SERVICES	6,380		
	Consultant - Scope of Services			
	Construction Services			
	City Attorney			
	Consultant - Project Management			
SUBTOTAL		6,380	-	-
TOTAL SPECIAL PROJECT BUDGET		6,380	-	-
SPECIAL PROJECT FUNDING SOURCES				
	General Fund	6,380		
	Property Special Tax Assessment			
TOTAL SPECIAL PROJECT FUNDING SOURCES		6,380	-	-

General Fund Special Projects

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Special Project: **Community
Enhancement and
Beautification**

Account Code: **01-4606**

SERVICES & SUPPLIES				
4402	CONTRACT SERVICES	716		
SUBTOTAL		716	-	-
TOTAL SPECIAL PROJECT BUDGET		716	-	-
SPECIAL PROJECT FUNDING SOURCES				
General Fund		716		
TOTAL SPECIAL PROJECT FUNDING SOURCES		716		

General Fund Special Projects

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Special Project: **Services and
Development Impact Fee
Updates**

Account Code: **01-4607**

SERVICES & SUPPLIES				
4402	CONTRACT SERVICES		3,069	55,000
SUBTOTAL		-	3,069	55,000
TOTAL SPECIAL PROJECT BUDGET				
		-	3,069	55,000
SPECIAL PROJECT FUNDING SOURCES				
General Fund			3,069	55,000
TOTAL SPECIAL PROJECT FUNDING SOURCES				
			3,069	55,000

Special Project: **Green Initiatives**

Account Code: **01-4608**

SERVICES & SUPPLIES				
4402	CONTRACT SERVICES	1,011	2,290	2,500
SUBTOTAL		1,011	2,290	2,500
TOTAL SPECIAL PROJECT BUDGET				
		1,011	2,290	2,500
SPECIAL PROJECT FUNDING SOURCES				
General Fund		1,011	2,290	2,500
TOTAL SPECIAL PROJECT FUNDING SOURCES				
		16,344	5,799	66,500

General Fund Special Projects

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Special Project: **Housing Element Update**

Account Code: **01-4670**

PERSONNEL SERVICES				
4302	OVERTIME			
4303	BENEFITS			
SUBTOTAL				
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	25	415	
4402	CONTRACT SERVICES	5,092		
4404	REPAIRS & MAINTENANCE			
4405	TRAINING STAFF			
SUBTOTAL		5,117	-	415
TOTAL SPECIAL PROJECT BUDGET		5,117	-	415
SPECIAL PROJECT FUNDING SOURCES				
General Fund		5,117	415	
Rehab Loan Program 39				
TOTAL SPECIAL PROJECT FUNDING SOURCES		5,117	415	

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Enterprise Funds Water and Wastewater Enterprises

Background

Both the Water and Wastewater systems are complex operations that are heavily regulated by the State and Federal governments for public health safety and environmental impacts. Both systems depend on management of water resources, require a high degree of technical monitoring and maintenance to meet increasing regulatory requirements, and have high transportation, treatment and energy costs.

In August, 2009 a Revenue Advisory Committee was appointed by the City Council to consider rate adjustments for both the Water and Wastewater Utilities. Those rates were finalized and implemented in November of 2010. The proposed FY 2011-12 rate revenues have been adjusted to reflect the estimated impact of those revised rates.

Water Operations

The Water Operations Enterprise Revenue Fund is anticipating an ending balance of approximately negative \$171,808 as of July 1, 2011. Based on activity during the fiscal year, it is anticipated that the fund balance will increase to \$62,511 by June 30, 2012. It is anticipated significant expenditures for legal costs will incur during the fiscal year. Water connection fees have also been lower than anticipated. Since several expenditures were deferred during the past fiscal year the FY 2011-12 budget has been proposed to begin to catch up on some of the items deferred. Measure A revenues are projected to assist in reimbursing staff costs associated with the Mt. Washington Water Tank and to help offset water reliability litigation costs.

Water Capital

The Water Capital Fund is expected to end fiscal year 2010-11 with a slight surplus. This is primarily because capital spending has been kept to a minimum during the fiscal year. The fund is projected to have a slight deficit balance at the end of FY 2011-12 of \$35,568. This is primarily due to the planned construction of the Mt. Washington Water Tank.

Wastewater Operations

The Wastewater Operations Fund is expected to end fiscal year 2010-11 with a deficit balance of approximately (\$0.3) million. As discussed many times during the water and wastewater rate study, expenditures to run the treatment plant have continued to out pace revenues. This is one of the reasons updated rates have recently been put in place. The FY 2011-12 budget shows an ending deficit fund balance of approximately (\$.5) million. While the recently adopted rates will

begin to reduce the annual deficit the impact during FY 2011-12 will not be as significant as projected, due once again, to the delay in implementation of the updated rates. Since expenditures during FY 2010-11 were kept only to the purchase of critical items FY 2011-12 amounts have been projected based on our best estimate of what will be needed to operate the utility.

Wastewater Capital

The Wastewater Capital Improvements Fund is expected to end fiscal year 2010-11 with a slight surplus balance. This is due to the fact that capital spending has been kept to a minimum during the past year. The ending fund balance in FY 2011-12 is anticipated to be \$133,000 due to the continued deferment of capital projects.

Sources and Uses
Water Operations Fund

	Final FY 10-11	Adopted FY 11-12
Operating Revenues		
Charges for Services		
Residential Sales	1,317,000	1,396,984
Transient Sales	328,000	347,920
Commercial Sales	252,000	267,305
Industrial Sales	84,033	89,137
Other Revenues	28,500	28,500
Total Operating Revenues	2,009,533	2,129,846
Operating Expenses		
Water Distribution	792,460	779,899
Water Treatment	1,417,962	1,476,332
Water Conservation	19,442	32,414
Depreciation	226,100	226,100
Total Operating Expenditures	2,455,964	2,514,745
Net Operating Surplus/Deficit	(446,431)	(384,899)
Special Projects		
Other Non Operating Sources Or (Uses)		
Interest Earnings	5,000	5,000
Employee concessions		69,000
Napa County Measure A Funding	133,756	984,618
Debt Proceeds (for Reserves and Costs)		
Equipment Lease		
Residential Credits offset		
Debt Payments		
Cost of Issuance & Annual Fees	(1,500)	(51,500)
Loan Principal	(181,000)	(240,000)
Loan Interest	(306,906)	(363,000)
Equipment	(11,000)	(11,000)
Total Other Non Operating Activities	(361,650)	393,118
Transfers From or (To) Other Funds and Other Adjustments		
From Water CIP (12)	-	
From General Fund (01)		
To General Fund (01)		
Add Back Non-Cash Depreciation	226,100	226,100
Net All Transfers	226,100	226,100
Net Fund Surplus or (Deficit)	(581,981)	234,319
Beginning Working Capital	410,173	(171,808)
Ending Working Capital	(171,808)	62,511

Water CIP Sources and Uses

	Final FY 10-11	Adopted FY 11-12
Operating Revenues		
Connection Fees	50,000	38,000
Other Revenues	-	-
Total Operating Revenues	50,000	38,000
Operating Expenses		
Total Operating Expenditures		
Net Operating Surplus/Deficit	50,000	38,000
Other Non Operating Sources Or (Uses)		
Interest Earnings	5,000	5,000
Napa County Measure A	92,739	1,839,059
Proposition 50 Grant		
Other Grants or Funding Sources		
CDBG		35,000
Debt Proceeds - USDA I Loan		1,879,396
Debt Proceeds - Interim/USDA II		
Debt Proceeds - Other Financing		
Capital Improvements		
Distribution	(121,407)	(3,788,405)
Treatment	-	(69,950)
Total Capital Improvements	(121,407)	(3,858,355)
Total Other Non Operating Activities	(23,668)	(99,900)
Transfers From or (To) Other Funds		
To Water Operations (02)		
Net All Transfers	-	-
Net Fund Surplus or (Deficit)	26,332	(61,900)
Beginning Working Capital	-	26,332
Ending Working Capital	26,332	(35,568)

Water System Capital Improvements

Fd	Proj	Description	Final FY 10-11	Adopted FY 11-12
Distribution				
12	5227	Pipeline-Myrtleedale/Grant/Kimball Main	-	80,000
12	5232	Mt. Washington Water Tank	92,739	3,588,455
12	5418	NBA Pump Station (Dwyer Road)	-	100,000
12	5491	Replacement Mains Various Loc	-	-
12	5416	Polybutylene Service Replacement	-	-
12	5419	Repair Fiege Tank	-	-
12	5201	Silverado Trail Valves / Shut Off Valves	28,668	-
12	5220	Master Water Study	-	19,950
12	5476	Automatic Meter Read Program	-	-
12	5476	NBA Cathodic Protection Survey	-	-
Subtotal Water Distribution			121,407	3,788,405
Treatment				
12	5411	Dredge Kimball Reservoir	-	-
12	5424	Kimball Spillway Safety Impv & WTP Upgrades	-	-
12	5426	Bypass Structure	-	50,000
12	5429	Pump Protection - Kimball	-	-
12	5457	Master Water Study	-	19,950
12	5459	Treatment System Security Improvements	-	-
12	5491	SCADA Conversion to Radio Telemetry	-	-
12	5492	Pope St Pump Station Telemetry Update	-	-
Subtotal Water Treatment			-	69,950
Total Water Capital Improvements			121,407	3,858,355

Department: Public Works
 Program: Water Distribution
 Account Code: 02-4131

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
PERSONNEL SERVICES				
4301 FULL-TIME SALARIES	231,653	237,444	230,892	249,363
4302 OVERTIME	11,328	17,000	11,522	17,000
4303 BENEFITS	128,162	134,570	119,660	124,686
4309 SPECIAL PAY	9,058	9,300	10,044	10,350
SUBTOTAL	380,201	398,314	372,118	401,399
SERVICES & SUPPLIES				
4401 MATERIALS & SUPPLIES:	36,200	36,900	13,225	15,000
4402 CONTRACT SERVICES	13,995	37,500	17,364	60,500
CONTRACT SERVICES - LEGAL FEES			350,000	250,000
4403 UTILITIES	345	2,100	400	1,000
4404 REPAIRS & MAINTENANCE	6,524	7,300	3,200	7,300
4405 TRAINING & SEMINARS: STAFF	2,202	6,000	525	4,000
4408 UNIFORM ALLOWANCE	859	1,700	876	1,100
4415 POSTAGE & REPRODUCTION	33	400	65	400
4417 Fuel & Oil	769	3,000	500	600
4424 HEALTH & SAFETY	114	2,200	1,656	2,200
4428 METERS	237	13,000	5,000	8,000
4429 PHONE	1,853	2,800	2,800	2,800
4456 BAD DEBT EXPENSE	2,712	2,500	5,531	5,000
4650 TRAINING & SEMINARS: MGMT	90	1,400	-	1,400
4510 EQUIP FUND RENTAL	18,300	19,200	19,200	19,200
SUBTOTAL	84,233	136,000	420,342	378,500
OTHER				
4505 DEPRECIATION	108,100	108,100	108,100	108,100
4820 Vehicles				
4821 Miscellaneous Field Equipment				
SUBTOTAL	108,100	108,100	108,100	108,100
TOTAL PROGRAM BUDGET	572,534	642,414	900,560	887,999

		Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Department: Public Works Program: Water Treatment Account Code: 02-4132					
PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	234,737	290,895	222,972	240,810
4302	OVERTIME	33,240	41,700	26,452	25,600
4303	BENEFITS	125,584	161,700	115,232	120,072
4309	SPECIAL PAY	9,287	9,250	8,740	8,250
SUBTOTAL		402,848	503,545	373,396	394,732
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	60,464	61,600	51,142	56,600
4402	CONTRACT SERVICES	28,412	35,600	36,892	77,700
4403	UTILITIES	64,418	65,700	55,183	60,000
4404	REPAIRS & MAINTENANCE	10,143	50,725	11,075	25,150
4405	TRAINING & SEMINARS: STAFF	3,010	5,300	3,098	5,000
4408	UNIFORM ALLOWANCE	2,784	3,100	1,387	3,100
4413	TAXES & FEES	1,890	2,000	1,846	2,000
4415	POSTAGE & REPRODUCTION	6,569	7,400	7,531	7,600
4417	Fuel & Oil	3,071	5,200	2,100	2,200
4424	HEALTH & SAFETY	300	1,300	442	600
4429	PHONE	4,559	5,700	5,700	5,700
4430	DUES & SUBSCRIPTIONS	1,917	2,000	1,503	2,000
4431	FEES	26,604	32,000	24,053	33,500
4439	CENTRAL SERVICE CHARGE	82,500	82,500	82,500	82,500
4503	WATER PURCHASE - NBA/KCWA	627,714	730,775	729,014	685,900
4650	TRAINING & SEMINARS: MGMT	133	950	-	950
4510	EQUIPMENT FUND RENTAL	29,600	31,100	31,100	31,100
SUBTOTAL		954,088	1,122,950	1,044,566	1,081,600
OTHER					
4505	DEPRECIATION	118,000	118,000	118,000	118,000
4820	Vehicles				
4821	Miscellaneous Field Equipment				
4821	Miscellaneous Office Equipment				
4823	Computer Equipment				
SUBTOTAL		118,000	118,000	118,000	118,000
TOTAL PROGRAM BUDGET		1,474,936	1,744,495	1,535,962	1,594,332

Department: Public Works
 Program: Water Conservation
 Account Code: 02-4135

		Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	11,442	12,044	12,679	13,693
4303	BENEFITS	5,771	6,195	5,659	5,896
SUBTOTAL		17,213	18,239	18,337	19,589
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES	125	4,300	125	4,300
4402	CONTRACT SERVICES			-	125
4405	TRAINING & SEMINARS	-	2,150	-	2,150
4415	POSTAGE & REPRODUCTION	15	1,250	-	1,250
4808	Water Use Efficiency - Toilet Replacement				
	Commercial				
	Transient				
	Residential				
	Washer Rebate Program	2,280	5,000	980	5,000
4499	CONTINGENCY	-	5,000	-	-
SUBTOTAL		2,420	17,700	1,105	12,825
TOTAL PROGRAM BUDGET		19,633	35,939	19,442	32,414

Department: Public Works
Program: Debt Service
Account Code: 02-4430

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
SERVICES & SUPPLIES				
4402 CONTRACT SERVICES	22,920	51,500	4,800	4,800
4430 4501 Principal	174,914	240,966	181,000	193,000
4430 4502 Interest	320,375	362,906	306,906	300,624
SUBTOTAL	518,208	655,372	492,706	498,424
TOTAL PROGRAM BUDGET	518,208	655,372	492,706	498,424

Sources and Uses

Wastewater Operations Fund

	Final FY 10-11	Adopted FY 11-12
Operating Revenues		
Charges for Services		
Residential Sales	1,113,000	1,256,512
Transient Sales	474,000	535,118
Commercial Sales	216,000	243,851
Industrial Sales	45,180	51,006
Other Revenues	94,400	94,400
Total Operating Revenues	1,942,580	2,180,887
Operating Expenses		
Wastewater Collection	455,564	485,536
Wastewater Treatment	1,147,626	1,267,439
Depreciation	608,100	608,100
Total Operating Expenditures	2,211,290	2,361,075
Net Operating Surplus/Deficit	(268,710)	(180,188)
Special Projects		
Other Non-Operating Sources Or (Uses)		
Interest Earnings		
Employee concessions		86,000
Debt Payments		
State Revolving Fund Loan Payments	(362,950)	(362,950)
CSCDA Revenue Bond Payments	(222,600)	(222,600)
USDA Loan Payment	(106,350)	(106,350)
Equipment Lease Payments	(8,998)	(8,998)
Cost of Issuance & Fees	(1,600)	(1,600)
Subtotal Debt Related Costs	(702,498)	(702,498)
Equipment	(11,000)	(11,000)
Total Other Non Operating Activities	(713,498)	(627,498)
Transfers From or (To) Other Funds and Other Adjustments		
From Wastewater Capital (13)		
To General Fund (01))		
Add Back Non Cash Depreciation	608,100	608,100
Net All Transfers & Adjustments	608,100	608,100
Net Fund Surplus or (Deficit)	(374,107)	(199,586)
Beginning Working Capital	26,772	(347,335)
Ending Working Capital	(347,335)	(546,921)

Sources and Uses

Wastewater Capital Improvements

	Final FY 10-11	Adopted FY 11-12
Operating Revenues		
Connection Fees	58,000	95,000
Total Operating Revenues	58,000	95,000
Operating Expenses		
Total Operating Expenditures		
Net Operating Surplus/Deficit	58,000	95,000
Other Non-Operating Sources Or (Uses)		
Interest Earnings		
Sale of Property (Gain)		
Lease Proceeds		
Capital Improvements		
Collection	-	(5,000)
Treatment	-	(15,000)
Subtotal Capital Improvements	-	(20,000)
Total Other Non Operating Activities	-	(20,000)
Transfers From or (To) Other Funds		
To Wastewater Operations (03)		
Net All Transfers		
Net Fund Surplus or (Deficit)	58,000	75,000
Beginning Working Capital		58,000
Ending Working Capital	58,000	133,000

Wastewater System Capital Improvements

Fd Proj	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Wastewater Collection				
13 5326 GIS System	-	-	-	-
13 5333 Spring Street Lift Station	-	-	-	-
13 5437 Sewer System Assessment & Master Plan	-	-	-	-
13 5452 Sewer Lateral Replacement	-	5,000	-	5,000
13 5472 Ground Water/Wastewater Flow Measurement Program	-	-	-	-
13 5483 Inflow & Infiltration Improvements	1,946	-	-	-
Subtotal Wastewater Collection	1,946	5,000	0	5,000
Wastewater Treatment				
13 5480 Grit Removal Unit	-	-	-	-
13 5493 VFD Secondary Effluent Pumps	-	-	-	-
13 5494 Additional WWTP Alarms	-	-	-	-
13 5495 Aerator-Mixer for WWTP Effluent Storage Pond	-	-	-	15,000
13 5497 Filter Area Spiral Stairway	-	20,000	-	-
13 5498 EQ Pump Upgrade and VFD	-	-	-	-
13 5500 WWTP SCADA Drawing Update	-	-	-	-
Subtotal Wastewater Treatment	0	20,000	0	15,000
Total Wastewater Capital Improvements	1,946	25,000	0	20,000

Department: Public Works
Program: Wastewater Collection
Account Code: 03-4141

		Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	228,609	234,981	226,716	244,853
4302	OVERTIME	10,953	17,000	11,523	17,000
4303	BENEFITS	126,478	133,350	119,399	124,413
4309	SPECIAL PAY	9,058	8,900	10,044	10,044
SUBTOTAL		375,098	394,231	367,682	396,311
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	5,933	14,100	6,112	9,100
4402	CONTRACT SERVICES:	18,179	18,400	16,592	18,400
4403	UTILITIES	22,661	24,000	18,323	20,000
4404	REPAIRS & MAINTENANCE	6,702	25,800	18,041	9,800
4405	TRAINING & SEMINARS: STAFF	2,234	2,200	351	1,000
4408	UNIFORM ALLOWANCE	860	1,600	875	1,100
4415	POSTAGE & REPRODUCTION	35	50	50	50
4417	Fuel & Oil	4,000	4,400	1,200	1,500
4424	HEALTH & SAFETY	600	2,500	1,973	2,500
4429	PHONE	3,400	3,600	3,600	3,600
4430	DUES & SUBSCRIPTIONS	-	100	-	100
4431	FEES	2,707	3,425	2,015	2,225
4650	TRAINING & SEMINARS: MGMT	133	1,100	-	1,100
4510	EQUIPMENT FUND RENTAL	17,850	18,750	18,750	18,750
SUBTOTAL		85,294	120,025	87,882	89,225
OTHER					
4505	DEPRECIATION	309,000	309,000	309,000	309,000
4820	Vehicles				
4821	Miscellaneous Field Equipment				
4821	Miscellaneous Office Equipment				
4823	Computer Equipment				
SUBTOTAL		309,000	309,000	309,000	309,000
TOTAL PROGRAM BUDGET		769,392	823,256	764,564	794,536

Department: Public Works
Program: Wastewater Treatment
Account Code: 03-4142

		Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
PERSONNEL SERVICES					
4301	FULL-TIME SALARIES	355,788	367,017	297,204	320,980
4302	OVERTIME	46,420	64,250	38,928	44,320
4303	BENEFITS	197,692	210,924	172,192	179,424
4309	SPECIAL PAY	18,854	18,750	15,752	16,665
SUBTOTAL		618,754	660,941	524,076	561,389
SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	131,275	143,000	104,500	128,000
4402	CONTRACT SERVICES:	91,635	147,315	145,727	154,750
	NPDES Studies	27,195	22,885		
	Sludge Disposal	68,100	100,000		
4403	ELECTRICITY	127,357	130,000	110,232	130,000
4404	REPAIRS & MAINTENANCE	47,261	78,000	54,900	63,000
4405	TRAINING & SEMINARS: STAFF	2,139	5,000	2,700	5,000
4408	UNIFORM ALLOWANCE	2,965	3,300	1,550	3,000
4415	POSTAGE & REPRODUCTION	2,903	3,100	3,620	3,800
4417	Fuel & Oil	16,400	18,000	10,000	12,000
4424	HEALTH & SAFETY	1,266	1,300	1,162	1,300
4429	PHONE	3,409	5,400	5,400	5,400
4430	DUES & SUBSCRIPTIONS	585	650	269	650
4431	FEES	14,906	21,250	14,890	28,750
4439	CENTRAL SERVICES OVERHEAD	82,500	82,500	82,500	82,500
4440	LAB TESTING	78,132	87,000	64,200	65,000
4650	TRAINING & SEMINARS: MGMT	152	1,000	-	1,000
4510	EQUIPMENT FUND RENTAL	20,400	21,900	21,900	21,900
SUBTOTAL		718,580	871,600	623,550	706,050
OTHER					
4505	DEPRECIATION	299,100	299,100	299,100	299,100
4820	Vehicles				
4821	Miscellaneous Field Equipment				
4821	Miscellaneous Office Equipment				
4823	Computer Equipment				
SUBTOTAL		299,100	299,100	299,100	299,100
TOTAL PROGRAM BUDGET		1,636,434	1,831,641	1,446,726	1,566,539

Department: **Public Works**
 Program: **Debt Service**
 Account Code: **03-4430**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
SERVICES & SUPPLIES				
4402 CONTRACT SERVICES	1,600	1,600	1,800	1,800
4501 Principal	345,294	354,266	358,624	371,123
4502 Interest	356,950	346,631	329,302	325,125
SUBTOTAL	703,844	702,498	689,726	698,048
TOTAL PROGRAM BUDGET				
	703,844	702,498	689,726	698,048

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Special Revenue Funds

The Special Revenue Funds for the FY 11-12 budget are separate funds which segregate revenues and expenditures restricted for specific purposes – such as a specific grant program, restrictions by City Council ordinances, special property assessments, or just the need for separate budgeting and accounting of revenues for a specific purpose.

Many of the Special Revenue funds relate to grant programs or specific capital projects and, as such, the projected budgets may vary depending on the timing of the grant program funding or the capital project schedule. These funds also include revenues from development impact fees charged to new or expanded development in the City. The projections of these revenues are also depended on the pace of private development. The Development projections over the next year is challenging and the estimated revenues in various funds are based on known developments that are under development agreements and are projected to developed within the next year. Staff will continue to monitor these developments and recommend any needed adjustments to the Special Revenue Funds budgets.

The City maintains 22 special revenue funds. This includes a Debt Service fund and Equipment Internal Services Fund, which are technically classified as different types of accounting funds, but are shown as a Special Revenue fund for budgeting purposes.

Below is a brief summary and discussion of each of the Special Revenue funds.

Asset Forfeiture

Revenues are from asset seizures and distributed generally by the County, State or Federal Governments to the agencies involved in the case. Funds are restricted to law enforcement uses and equipment.

Gas Tax

The revenues are Gas taxes from fuel sales and are generally allocated to the City based on population. Also included in this fund are special street related grants from Proposition 42 funds for Traffic Congestion Relief and Proposition 1b Infrastructure Bonds. These funds are restricted to street related maintenance, safety and improvements. The funds are used to pay for the street lights and partially fund the street maintenance operations and improvements. The Gas Tax funding sources are inadequate to fund the needed street maintenance and improvements of the City and substantial General Fund sources are needed to keep the streets in good shape and insure public safety.

Mobile Home Park Programs

This special revenue fund was set up several years ago to better account for the requirements of the City's Rent Stabilization Ordinance, the State monitoring and inspection program, and the fees paid by the Mobile Home Park owners and residents. The FY 11-12 Budget projects mobile home inspections by City staff and outside contractors. The budget also assumes a mediation/arbitration hearing process funded by the Mobile Home Park owners and residents. This fund is overseen by the Planning and Building Department.

Debt Service

This fund is used to segregate the annual costs and payments for long term financing non-enterprise public improvements. The fund accounts for the repayment of the Police Facility loan and the \$4.7 million combined Community Facilities Loan issued in 2007 to complete the funding of the Community Pool, Fire Station rehabilitation, Public Works improvements and new Recreation Facilities. The funds to pay for the annual payments are shown as transfers from the Quality of Life and Public Safety funds. The escrow account holding the \$4.7 million is also earning interest that will be used to either provide additional funding that may be needed for the projects or reduce the contributions from the other funds. This fund is overseen by the Administrative Services Department.

Silverado Landscape Assessment District and Palisades Landscape Assessment District

These are special landscape assessment district funds that were established at the time the residential subdivisions were constructed to fund the maintenance of the common area landscaping benefiting all of the properties in the subdivision. The assessments were initially set by the developer and are reaffirmed every year by a public hearing before the City Council. The fees cover the bare basic maintenance expenditures and increasing the fees would require concurrence by the property owners. These funds are overseen by the Public Works Department.

Community Development Block Grant Programs

This fund was established to account for the \$1.1 million in Community Development Block Grants (CDBG) the City has received over the last several years. This fund is overseen by the Planning and Building and Public Works Departments.

Rehabilitation Loan Program

This fund accounts for the repayments of early 1990's CDBG low cost rehabilitation loans that were made to residential and rental property owners to improve their properties. The use of the repayment revenues are not restricted by the State, however, the City Council has a policy to limit the use for the benefit of low income programs or housing projects. These funds are used, in

conjunction with the City's Affordable Housing funds and special grants, such as CDBG and HOME, and with other Non-Profit organizations, such as Calistoga Affordable Housing (CAH), Housing Authority of the City of Napa (HACN) and Napa Valley Fair Housing (NVFH), to leverage funding of low income housing projects and monitor programs. This fund is overseen by the Planning and Building Department.

Public Safety

This fund collects the development fee on all new development for public safety facility and equipment needs due to the impact of new development. The projected revenue is based on development agreements and conservative projections of development. This fund is overseen by the Police, Fire and Public Works Departments.

Police Grants

Over the years, the Police have received a number of operational and special grants. This fund currently accounts for the State COPS, Napa County Gang and other grants. This fund is overseen by the Police Department.

Parking Ordinance

This fund collects a fee on all eligible development for downtown parking needs due to the impact of development. This fund is overseen by the Public Works Department.

Housing Grants

This fund accounts for special affordable housing grants or other pass-through types of funding to private development. This fund is overseen by the Planning and Building Department.

Quality of Life

This fund collects the development fee on all eligible development for community recreation, park and other facilities. The projected revenue is based on development agreements and conservative projections of development. This fund is overseen by the Public Works Department.

Affordable Housing

This fund collects a fee on all eligible development for affordable housing needs due to the impact of development. The projected revenue is based on development agreements and conservative projections of development. This fund is overseen by the Planning and Building Department.

Abandon Vehicle

This fund accounts for revenues from Napa County allocated to the City for reimbursement of Police costs and additional funding related to abandoned vehicle enforcement. This fund is overseen by the Police Department.

Recreation, Fire and Police Donation funds

These funds account for miscellaneous and specific donations from citizens and organizations for use by the Fire, Recreation or Police services. These funds are overseen by the Community Resources, Fire and Police Departments.

Community Pool

This is a special fund to account for the donation by the Calistoga Community Center and Pool Project non-profit organization for the development of the Community Pool Facility. This fund is overseen by the Public Works Department.

Traffic Signals and Northwest Drainage funds

These are development related funds that collect development fees from specific properties for future improvements. These funds are overseen by the Public Works Department.

Tree Mitigation

This fund collects the fees charged for tree permits and deposits for mitigation costs under the municipal code and the forfeited deposits are used for tree related costs. This fund is overseen by the Planning and Building and Public Works Departments.

Equipment Replacement

This is known as an Internal Service type of fund. It accounts for specific equipment and computer system support costs that benefit all other City funds and programs. Funding is primarily from services charges to the other City funds. (The Water and Wastewater funds account for the purchase of equipment in their respective funds due to the accounting requirements for recording of utility assets. These funds use the internal service fund for fuel and equipment maintenance & repair only).

Special Revenue Funds Sources and Uses Summary

Special Revenue Funds	FY 10-11 Revised			FY 11-12 Adopted Budget		
	Beginning Balance	Fund Balance Change	Ending Balance	Beginning Balance	Fund Balance Change	Ending Balance
Asset Forfeiture	34,810	6,450	41,260	41,260	2,000	43,260
Gas Tax	21,276	2,641	23,917	23,917	2,642	26,559
Mobile Home Park Programs	39,554	(34,115)	5,439	5,439	(26,460)	(21,021)
Debt Service	1,707	(1,723)	(16)	(16)	16	(0)
Silverado LAD	3,104	(465)	2,639	2,639	(465)	2,174
Palisades LAD	1,875	(457)	1,418	1,418	(456)	962
CDBG Programs	187	-	187	187	(187)	-
Community Development Program	481,536	(24,999)	456,537	456,537	(5,398)	451,139
Public Safety Impact Fee	72,545	(72,545)	(0)	(0)	-	(0)
Police Grants	58,280	7,500	65,780	65,780	7,500	73,280
Parking Ordinance	75,063	-	75,063	75,063	-	75,063
Housing Grants	-	-	-	-	-	-
Quality of Life Impact Fee	-	-	-	-	-	-
Affordable Housing	154,179	38,555	192,734	192,734	21,500	214,234
Abandon Vehicle	25,119	(3,025)	22,094	22,094	(3,025)	19,069
Fire Donation	646	-	646	646	-	646
Recreation Donation	2,539	(1,000)	1,539	1,539	(800)	739
Police Donation	11,587	125	11,712	11,712	52	11,764
Traffic Signals	148,071	6,018	154,089	154,089	8,806	162,895
Northwest Drainage	2,904	-	2,904	2,904	-	2,904
Tree Mitigation	14,886	290	15,176	15,176	250	15,426
Total Special Funds	1,149,869	(76,750)	1,073,119	1,073,119	5,975	1,079,094

Sources and Uses Summary Asset Forfeiture (11)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3100 Fines, Forfeitures & Penalties	18,976	3,000	9,450	5,000
3230 Other Grants				
3251 Interest	-	200	-	-
Total Operating Revenues	18,976	3,200	9,450	5,000
Expenditures				
Police Services				
4116 4401 Material & Supply	200	500	-	-
4116 4433 Special Equipment	3,000	3,000	3,000	3,000
Total Operating Expenditures	3,200	3,500	3,000	3,000
Net Operating Surplus/Deficit	15,776	(300)	6,450	2,000
Transfers From or (To) Other Funds				
To General Fund	-	-	-	-
Net All Transfers	-	-	-	-
Net Fund Surplus or (Deficit)	15,776	(300)	6,450	2,000
Beginning Fund Balance	19,034	34,810	34,810	41,260
Ending Fund Balance	34,810	34,510	41,260	43,260

**Sources and Uses Summary
Gas Tax (21)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3233 Gas Tax 2106	29,426	17,500	17,500	17,500
3234 Gas Tax 2107	35,500	34,500	34,500	34,500
3235 Gas Tax 2107.5	2,000	1,850	1,850	1,850
3251 Interest and Use of Property	-	-	-	-
3253 Gas Tax 2105	26,500	25,500	25,500	25,500
3224 State-Local Prop 42 Grant	44,000	44,000	44,000	44,000
3225 State Grants				
Other Revenues	3,500	3,500	3,500	3,500
Total Operating Revenues	140,926	126,850	126,850	126,850
Expenditures				
4451 4403 Utilities - Street Lights	35,479	44,210	44,210	44,210
Total Expenditures	35,479	44,210	44,210	44,210
Net Surplus/Deficit	105,447	82,640	82,640	82,640
Transfers From or (To) Other Funds				
To General Fund (01)	(84,171)	(80,000)	(79,999)	(79,998)
Net All Transfers	(84,171)	(80,000)	(79,999)	(79,998)
Net Fund Surplus or (Deficit)	21,276	2,640	2,641	2,642
Beginning Fund Balance	0	21,276	21,276	23,917
Ending Fund Balance	21,276	23,916	23,917	26,559

Sources and Uses Summary
Mobile Home Park Programs (27)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3215 Interest Earnings	-	50	-	-
3270 Inspection Fees	4,705	4,705	4,705	4,705
3282 Rent Stabilization Fees	9,900	12,000	10,440	7,440
3282 Reimbursement for Arbitration Services [3]				
Total Operating Revenues	14,605	16,755	15,145	12,145
Expenditures				
Operating Expenditures	1,718	15,975	38,760	27,605
Net Operating Surplus/Deficit	12,887	780	(23,615)	(15,460)
Transfers From or (To) Other Funds				
4700 4799 To General Fund for RSO Admin by City [4]	-	(2,500)	(2,500)	(3,000)
4700 4799 To General Fund for Inspections by City	(5,000)	(8,000)	(8,000)	(8,000)
Net All Transfers	(5,000)	(10,500)	(10,500)	(11,000)
Net Fund Surplus or (Deficit)	7,887	(9,720)	(34,115)	(26,460)
Beginning Fund Balance	31,667	39,554	39,554	5,439
Ending Fund Balance	39,554	29,834	5,439	(21,021)

**Sources and Uses Summary
Debt Service (30)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3251 Interest	-	-		
Other Revenues				
Total Operating Revenues	-	-	-	-
Expenditures				
4430 4402 Contract Services	-	1,500	1,501	1,502
Total Operating Expenditures	-	1,500	1,501	1,502
Net Operating Surplus/Deficit	-	(1,500)	(1,501)	(1,502)
Other Non Operating Sources Or (Uses)				
Debt Service				
4430 4501 Principal	(232,385)	(242,350)	(307,350)	(297,350)
4430 4502 Interest	(268,021)	(255,048)	(369,048)	(350,632)
Total Other Non Operating Activities	(500,406)	(497,398)	(676,398)	(647,982)
Transfers From or (To) Other Funds				
From General Fund	-	-	559,000	559,000
From Quality of Life Fund	202,674	168,895	11,250	4,500
From Public Safety Fund	299,439	330,003	105,926	86,000
Net All Transfers	502,113	498,898	676,176	649,500
Net Fund Surplus or (Deficit)	1,707	(0)	(1,723)	16
Beginning Fund Balance	0	1,707	1,707	(16)
Ending Fund Balance	1,707	1,707	(16)	(0)

**Sources and Uses Summary
Silverado Landscape Maintenance (33)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3399 Assessments	1,000	1,000	1,000	1,000
3251 Other Revenues	2	-	-	-
Total Operating Revenues	1,002	1,000	1,000	1,000
Expenditures				
4167 4402 Contract Services	425	1,200	1,200	1,200
4167 4431 Fees	-	50	50	50
Total Operating Expenditures	425	1,250	1,250	1,250
Net Operating Surplus/Deficit	577	(250)	(250)	(250)
Transfers From or (To) Other Funds				
To General Fund	-	(215)	(215)	(215)
From Silverado Assmt Fund	-	-	-	-
From General Fund	-	-	-	-
Net All Transfers	-	(215)	(215)	(215)
Net Fund Surplus or (Deficit)	577	(465)	(465)	(465)
Beginning Fund Balance	2,527	3,104	3,104	2,639
Ending Fund Balance	3,104	2,639	2,639	2,174

Sources and Uses Summary
Palisades Landscape Maintenance (35)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3399 Assessments	1,558	1,540	1,540	1,540
3251 Other Revenues	2	10	10	10
Total Operating Revenues	1,560	1,550	1,550	1,550
Expenditures				
4167 4402 Contract Services	671	1,580	1,580	1,580
4167 4403 Utilities				
4167 4431 Fees	0	50	50	50
Total Operating Expenditures	671	1,630	1,630	1,630
Net Operating Surplus/Deficit	889	(80)	(80)	(80)
Transfers From or (To) Other Funds				
To General Fund	0	(378)	(378)	(378)
From Silverado Assmt Fund				
From General Fund	0	0	1	2
Net All Transfers	-	(378)	(377)	(376)
Net Fund Surplus or (Deficit)	889	(458)	(457)	(456)
Beginning Fund Balance	1,444	2,333	1,875	1,418
Ending Fund Balance	2,333	1,875	1,418	962

Sources and Uses Summary CDBG Programs (38)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
Grants				
2004 CDBG General - Saratoga Mannor				
2004 CDBG PTA - Recreation Study				
2005 CDBG General - Comm Pool				
2005 CDBG PTA - Sec 504/ADA				
2005 CDBG Econ Dev PTA - Econ Study				
CDBG PTA - Projects	-	35,000	-	35,000
CDBG Econ Dev PTA - Projects	-	35,000	-	35,000
Total CDBG Grant Draws	-	70,000	-	70,000
Total Operating Revenues	-	70,000	-	70,000
Expenditures				
38-4601 CDBG Programs Administration	-	70,000	-	70,000
38-461! Low Income Housing Programs	-	-	-	-
Total Operating Expenditures	-	70,000	-	70,000
Net Operating Surplus/Deficit				
Transfers From or (To) Other Funds				
To General Fund (01)	-			(187)
To CDBG Rehabilitation Fund (39)				
From Affordable Housing Fund (78)				
From CDBG Rehabilitation Fund (39)				
Net All Transfers	-	-	-	(187)
Net Fund Surplus or (Deficit)				(187)
Beginning Fund Balance	187	187	187	187
Ending Fund Balance Available	187	187	187	-

**Sources and Uses Summary
Rehabilitation Loan Program (CDBG) (39)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
1990's Loan and Investment Interest	14,796	22,000	15,000	22,000
1990's Rehabilitation Loans	35,020	36,000	35,000	36,000
Other Revenues				
Total Operating Revenues	49,816	58,000	50,000	58,000
Expenditures				
39-4615 Low Income Housing Programs	116,163	70,000	75,000	63,400
39-4021 Rehabilitation Loan Program	-	1,500	-	-
Total Operating Expenditures	116,163	71,500	75,000	63,400
Net Operating Surplus/Deficit	(66,347)	(13,500)	(25,000)	(5,400)
Transfers From or (To) Other Funds				
From CDBG Fund (38)				
To CDBG Fund (38)				
Net All Transfers	-	-	1	2
Net Fund Surplus or (Deficit)	(66,347)	(13,500)	(24,999)	(5,398)
Beginning Fund Balance	547,883	481,536	481,536	456,537
Ending Fund Balance Available	481,536	468,036	456,537	451,139

Sources and Uses Summary
Public Safety (40)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
Public Safety Development Impact	58,817	232,000	33,381	84,516
Interest	0	1,500	-	1,500
Other Revenues				
Total Operating Revenues	58,817	233,500	33,381	86,016
Expenditures				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit	58,817	233,500	33,381	86,016
Transfers From or (To) Other Funds				
To General Fund (01)				
To Equipment Fund (15)	(108,100)	(133,100)	-	-
To Debt Service Fund (30)	(399,439)	(330,003)	(105,926)	(86,016)
Net All Transfers	(507,539)	(463,103)	(105,926)	(86,016)
Net Fund Surplus or (Deficit)	(448,722)	(229,603)	(72,545)	
Beginning Fund Balance	521,267	72,545	72,545	(0)
Ending Fund Balance	72,545	(157,058)	(0)	(0)

**Sources and Uses Summary
Police Grants (41)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3358 State COPS Grant	100,000	100,000	100,000	100,000
3225 State Gang Violence	10,409	7,500	7,500	7,500
3230 Other Grants - Napa County				
3361 Other Grants - REUDL	-	-	-	-
3251 Interest	-	-	-	-
3289 Other Revenues				
Total Operating Revenues	110,409	107,500	107,500	107,500
Expenditures				
4659 COPS Programs	33,442	35,000	35,000	35,000
4661 GANG Grant Program	5,000	5,000	5,001	5,002
4662 REUDL Program	-	-	-	-
Total Operating Expenditures	38,442	40,000	40,001	40,002
Net Operating Surplus/Deficit	71,967	67,500	67,499	67,498
Other Non Operating Sources Or (Uses)				
Total Other Non Operating Activities	-	-	-	-
Transfers From or (To) Other Funds				
To General Fund - COPS	(60,000)	(60,000)	(59,999)	(59,998)
To General Fund - GANG	0			
To General Fund - REUDL	0			
Net All Transfers	(60,000)	(60,000)	(59,999)	(59,998)
Net Fund Surplus or (Deficit)	11,967	7,500	7,500	7,500
Beginning Fund Balance	46,313	58,280	58,280	65,780
Ending Fund Balance	58,280	65,780	65,780	73,280

**Sources and Uses Summary
Parking Ordinance (55)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3261 Parking In Lieu Fee	1,457	39,600	-	-
3251 Interest	-	200	-	-
3289 Other				
Total Operating Revenues	1,457	39,800	-	-
Expenditures				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit	1,457	39,800	-	-
Transfers From or (To) Other Funds				
Net All Transfers	-	-	-	-
Net Fund Surplus or (Deficit)	1,457	39,800	-	-
Beginning Fund Balance	73,606	75,063	75,063	75,063
Ending Fund Balance	75,063	114,863	75,063	75,063

**Sources and Uses Summary
Housing Grant (76)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3250 Interest	-			
3225 HOME Grant	1,246,684	25,000	25,001	25,002
Total Operating Revenues	1,246,684	25,000	25,001	25,002
Expenditures				
4616 HOME - Palisades	1,221,561	25,000	25,001	25,002
Total Operating Expenditures	1,221,561	25,000	25,001	25,002
Net Operating Surplus/Deficit	25,123	-	-	-
Transfers From or (To) Other Funds				
From General Fund (01)	-	(25,123)		
Net All Transfers	-	(25,123)	-	-
Net Fund Surplus or (Deficit)	25,123	(25,123)	-	-
Beginning Fund Balance	-	25,123	-	-
Ending Fund Balance	25,123	-	-	-

Sources and Uses Summary
Quality of Life (77)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
Quality of Life Fee	4,500	39,600	11,250	4,500
Interest	-	390	-	-
Donations	-	-	-	-
Total Operating Revenues	4,500	39,990	11,250	4,500
Expenditures				
4119 4402 Contract Services				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit	4,500	39,990	11,250	4,500
Transfers From or (To) Other Funds				
To General Fund	-			
To Debt Service Fund	(4,500)	(168,895)	(11,250)	(4,500)
Net All Transfers	(4,500)	(168,895)	(11,250)	(4,500)
Net Fund Surplus or (Deficit)		(128,905)		
Beginning Fund Balance				
Adjustments	-	-	-	-
Ending Fund Balance		(128,905)		

Sources and Uses Summary
Affordable Housing (78)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3250 Interest	2,494	500	500	500
3251 In-Lieu housing investment earnings			37,055	20,000
3278 Developer In Lieu -Affordable Housing	800	1,000	1,000	1,000
3289 Other Revenues				
Total Operating Revenues	3,294	1,500	38,555	21,500
Expenditures				
Calistoga Affordable Housing Services				
Other				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit	3,294	1,500	38,555	21,500
Transfers From or (To) Other Funds				
To CDBG Fund (38)				
Net All Transfers	-	-	-	-
Net Fund Surplus or (Deficit)	3,294	1,500	38,555	21,500
Beginning Fund Balance	150,885	154,179	154,179	192,734
Ending Fund Balance	154,179	155,679	192,734	214,234

**Sources and Uses Summary
Abandoned Vehicle (79)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3790 Abandoned Vehicle Fees	4,668	3,400	3,400	3,400
3251 Interest	0	25	25	25
Total Operating Revenues	4,668	3,425	3,425	3,425
Expenditures				
4790 4402 Contract Services	-	2,000	2,001	2,002
4790 4823 Equipment				
Total Operating Expenditures	-	2,000	2,001	2,002
Net Operating Surplus/Deficit	4,668	1,425	1,424	1,423
Transfers From or (To) Other Funds				
To General Fund (01)	(4,350)	(4,450)	(4,449)	(4,448)
Net All Transfers	(4,350)	(4,450)	(4,449)	(4,448)
Net Fund Surplus or (Deficit)	318	(3,025)	(3,025)	(3,025)
Beginning Fund Balance	24,801	25,119	25,119	22,094
Ending Fund Balance	25,119	22,094	22,094	19,069

Sources and Uses Summary
Fire Donation (86)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3291 Donations	0	-	-	-
Interest				
Total Operating Revenues	-	-	-	-
Expenditures				
4117 4821 Equipment				
4117 4411 Insurance				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit				
Other Non Operating Sources Or (Uses)				
Total Other Non Operating Activities	-	-	-	-
Transfers From or (To) Other Funds				
To Equipment Replacement Fund (15)				
Net All Transfers	-	-	-	-
Net Fund Surplus or (Deficit)				
Beginning Fund Balance	646	646	646	646
Ending Fund Balance	646	646	646	646

Sources and Uses Summary
Police Donation (88)

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3291 Donations	250	250	325	252
3251 Interest				
Total Operating Revenues	250	250	325	252
Expenditures				
4116 4401 Materials & Supplies	81	200	200	200
4116 4402 Contract Services				
4116 4405 TRAINING & MEETINGS				
Total Operating Expenditures	81	200	200	200
Net Operating Surplus/Deficit	169	50	125	52
Transfers From or (To) Other Funds				
Net All Transfers	-	-	-	-
Net Fund Surplus or (Deficit)	169	50	125	52
Beginning Fund Balance	11,418	11,587	11,587	11,712
Ending Fund Balance	11,587	11,637	11,712	11,764

**Sources and Uses Summary
Traffic Signals (90)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
Traffic Signals Development Impact	0	39,768	6,018	8,806
Interest	0	500	-	-
Total Operating Revenues	-	40,268	6,018	8,806
Expenditures				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit	-	40,268	6,018	8,806
Net Fund Surplus or (Deficit)	-	40,268	6,018	8,806
Beginning Fund Balance	148,071	148,071	148,071	154,089
Ending Fund Balance	148,071	188,339	154,089	162,895

**Sources and Uses Summary
Northwest Drainage (94)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
Development Impact	492	-	-	-
Interest		-	-	-
Total Operating Revenues	492	-	-	-
Expenditures				
Total Operating Expenditures	-	-	-	-
Net Operating Surplus/Deficit	492			
Net Fund Surplus or (Deficit)	492			
Beginning Fund Balance	2,412	2,904	2,904	2,904
Ending Fund Balance	2,904	2,904	2,904	2,904
Fund Balance Allocation to Reserves				
Undesignated Fund Balance	2,904	2,904	2,904	2,904

**Sources and Uses Summary
Tree Mitigation (TR)**

	Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
Revenues				
3289 Other Revenues	4,200	400	290	250
3251 Interest	360	25	-	-
Total Operating Revenues	4,560	425	290	250
Expenditures				
Total Operating Expenditures	4,200	-	-	-
Net Operating Surplus/Deficit	360	425	290	250
<i>Other Non Operating Sources Or (Uses)</i>				
Total Other Non Operating Activities	-	-	-	-
<i>Transfers From or (To) Other Funds</i>				
Net All Transfers	-	-	-	-
Net Fund Surplus or (Deficit)	360	425	290	250
Beginning Fund Balance	14,101	14,461	14,886	15,176
Ending Fund Balance	14,461	14,886	15,176	15,426

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**General Fund & Other Funds
Equipment Replacement Fund Charges
FY 11-12 Budget**

Program #	Department and Program	Final FY 10-11	Adopted FY 11-12
RECREATION SERVICES			
4150	Community Resources Commission		
4152	Recreation Programs	5,450	
4153	Education/Recreation Courses		
4154	Senior Activities		
4156	Aquatic Services		
Total		5,450	-
Total Operations - General Fund		154,850	57,000
Water Operations			
4131	Water Distribution	19,200	19,200
4132	Water Treatment	31,100	31,100
4135	Water Conservation		
Total		50,300	50,300
Wastewater Operations			
4141	Wastewater Collection	18,750	18,750
4142	Wastewater Treatment	21,900	21,900
Total		40,650	40,650
Total Operations - All Funds		245,800	147,950

General Fund & Other Funds

Equipment Replacement Fund Charges

FY 11-12 Budget

Program #	Department and Program	Final FY 10-11	Adopted FY 11-12
SUPPORT SERVICES			
4114	City Manager	3,300	
4176	Economic Vitality		
4113	Legal Services		
4108	Finance	5,500	
4170	Risk Management		
4172	Personnel		
4119	Non-Departmental	24,000	24,000
Total		32,800	24,000
CITY COUNCIL & CITY CLERK			
4110	City Council		
4111	City Clerk	1,650	
4133	Elections		
4112	City Treasurer		
Total		1,650	-
COMMUNITY SERVICES			
4107	Community Promotions		
4155	Community Activities		
4174	Library Services		
4173	Sharpsteen Museum		
4175	Ambulance Services		
Total		-	-
FIRE SERVICES			
4117	Fire Services	33,000	33,000
Total		33,000	33,000
PLANNING & BUILDING			
4109	Planning Commission		
4120	Bicycle Advisory Committee		
4115	Planning	4,600	
4125	Building Inspection Services	1,800	
4610	MobileHome Programs		
Total		6,400	-
POLICE SERVICES			
4116	Police Services	33,550	
4129	Police Dispatch		
4138	Emergency Services		
Total		33,550	-
PUBLIC WORKS			
4121	Public Works Administration	8,000	
4122	Streets	34,000	
4123	Park Maintenance		
4124	Maintenance Shop		
4127	Building Maintenance		
Total		42,000	-

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Administrative Services**

Program: **Equipment Maintenance & Replacement**

Account Code: **15-4970**

SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	500	500	100	200
4404	REPAIRS & MAINTENANCE	60,000	60,000	59,000	60,000
4415	POSTAGE & REPRODUCTION	5,000	5,000	4,855	5,000
4417	Fuel & Oil	76,000	76,000	74,500	79,500
4821	Miscellaneous Field Equipment	1,000	1,000	-	200
4822	Miscellaneous Office Equipment	5,000	5,000	750	2,000
SUBTOTAL		147,500	147,500	139,205	146,900
OTHER					
4505	DEPRECIATION	185,000	185,000	185,000	185,000
4506	ASSET WRITEOFF				
SUBTOTAL		185,000	185,000	185,000	185,000
TOTAL PROGRAM BUDGET		332,500	332,500	324,205	331,900

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: **Administrative Services**
 Program: **Computer System**
 Account Code: **15-4975**

SERVICES & SUPPLIES					
4401	MATERIALS & SUPPLIES:	500	500	275	300
4402	CONTRACT SERVICES				
	Web Redesign and Support	5,300	5,300	4,900	5,000
	IT Support	35,000	35,000	34,500	35,000
	Red Condor Services	750	750	1,700	-
	Financial System Support	7,200	7,200	7,200	7,200
4404	REPAIRS & MAINTENANCE				
4405	TRAINING & SEMINARS: STAFF	500	500	-	-
4415	POSTAGE & REPRODUCTION				
4429	PHONE	6,800	6,800	6,800	6,800
4821	Miscellaneous Field Equipment				
4822	Miscellaneous Office Equipment				
4823	Miscellaneous Computer				
SUBTOTAL		56,050	56,050	55,375	54,300
OTHER					
4505	DEPRECIATION	50,000	50,000	50,000	50,000
SUBTOTAL		50,000	50,000	50,000	50,000
TOTAL PROGRAM BUDGET		106,050	106,050	105,375	104,300

Actual FY 09-10	Adopted FY 10-11	Final FY 10-11	Adopted FY 11-12
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Department: Administrative Services
Program: Lease Payments
Account Code: 15-4430

OTHER					
4402	CONTRACT SERVICES	1,600	1,600	1,500	1,200
4432	Rental Payments - Copier/Printer/Fax/Scanner	31,800	31,800	33,200	31,500
4432	Fire Engines, Vehicles & Computer Equipment	98,636	98,636	98,636	61,000
4432	Public Works Vehicle	6,536	6,536	6,536	-
4432	CAD/RMS System	-	25,407	25,407	25,407
4432	Public Works Street Sweeper & Other Equipment	-	-	-	50,000
SUBTOTAL		138,572	163,979	165,279	169,107
TOTAL PROGRAM BUDGET		138,572	163,979	165,279	169,107

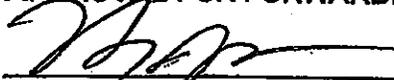
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City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spittler, City Manager
 Bill Mushallo, Administrative Services Director
DATE: June 21, 2011
SUBJECT: Presentation of the draft City of Calistoga Fiscal Year 2011/12 Budget

APPROVAL FOR FORWARDING:



Richard Spittler, City Manager

ISSUE: To present the draft City of Calistoga Fiscal Year 2011/12 Budget for adoption.

RECOMMENDATION: Adopt the attached resolution to adopt the City of Calistoga Fiscal Year 2011/12 Operating and Capital Budget

BACKGROUND:

The City began the 2011/12 budget process in February. After the mid-year financial update was presented, departments were given direction to prepare their budgets for the upcoming fiscal year. The budgets were reviewed by the City Manager and then prepared for review with the City Council.

The City Council held two budget workshops (May 31, 2011 and June 9, 2011) to review all of the proposed departmental, capital, enterprise and special fund budgets. At these workshops the Council received presentations from each department head and then public comment. The Council then gave informal direction to staff. The attached draft budget reflects City Council direction to date.

On June 15th a public hearing was held to receive formal public testimony on the proposed draft budget. At the hearing an overview of the Fiscal Year 2011-12 budget was presented and public input was received. The Council gave staff direction on the preparation of the final draft budget. The Council item this evening is to present and formally adopt the draft budget recommendation.

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DISCUSSION:

The proposed \$16.1 million budget covers all fund categories (general fund, enterprise, special funds and capital). Of this, \$6.6 million represents the general fund budget. It shows a proposed general fund reserve of \$758,000 at the end of the FY 2011/12 fiscal year. This is after \$200,000 was added to the reserve. This is a budget reserve of 12%. Our target is to have this reserve up to 25% within three years.

As the City Council has been previously informed, the financial situation in the City remains fragile. Without a significant reduction in expenditures, the City will not have any funds in its General Fund reserves in another year.

Cash flow will also continue to be a concern over the next 12 to 18 months. On June 30, 2009 the City had approximately \$3.0 million in undesignated cash on hand. As of June 30, 2010 that amount dropped to approximately \$1.7 million. The \$1.3 million was spent on significant legal fees, debt service on the Police Station and 2007 financing; and, shortfalls in the water and wastewater utilities. It is anticipated that the City will have less than \$1 million of undesignated cash at the end of the current fiscal year.

The bottom line is that the City should continue to minimize capital spending and diligently attempt to conserve cash over the next 12 to 18 months.

With the above in mind, the proposed FY 2011/12 budget contains \$1.3 million in reduced expenditures to reach a balanced budget, while enhancing its General Fund reserves over the next three years.

A significant change in this budget is the elimination of funding for the Administrative Secretary position in the Planning and Building Department. Also, a reorganization of the Community Services division to a Recreation Services division is proposed. This reorganization is proposed to reduce salary expenditures in a manner that maintains most of the recreational programs that the division offers, while increasing the opportunity to generate added revenues. This reorganization requires the elimination of funding for the Recreation Technician and Recreation Superintendent positions.

ATTACHMENTS

- Draft City of Calistoga FY 2011/12 Budget
- Resolution adopting the FY 2011/12 Operating and Capital Budget

RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL BUDGETS FOR ALL FUNDS FOR FISCAL YEAR 2011/2012

WHEREAS, the Calistoga Municipal Code requires the City Manager to prepare and submit an Annual Budget to the City Council for its approval; and

WHEREAS, it is good management practice to have comprehensive Operating and Capital Improvement Budgets to implement the various policies, programs and projects of the City Council, and the City Council has established a policy to review, adopt, and provide multiple updates to Fiscal Year (FY) Budgets; and

WHEREAS, the City Council reviewed preliminary FY 2011/2012 revenue, expenditure and capital budgets at two City Council workshops on May 31st and June 9th and provided direction; and

WHEREAS, the City Council held a public hearing on the proposed budget on June 15th and received public comment and provided direction; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga does hereby adopt Operating and Capital Budgets for all funds for Fiscal Year 2011/2012.

NOW THEREFORE BE IT FURTHER RESOLVED that,

1. Funds are appropriated from various accounts for total expenditures by Department as summarized in Exhibit A, attached hereto.
2. Transfers between funds are authorized and reserve amounts are established as shown in Exhibit A, attached hereto.
3. The City Manager is authorized to approve budget changes between accounts within each Department and that any budget changes in the total budget of the Department, Capital Project or Fund requires City Council approval.
4. The Fiscal Year 2010/2011 Budget is amended as a Final Budget as summarized in Exhibit A, attached hereto, and that any unreserved and undesignated funds remaining on June 30, 2011 are hereby designated as reserved for appropriation in future Fiscal Years.
5. The City Manager is authorized to enter into voluntary separation agreements with employees that are laid off as a result of the adopted budget; the terms at his discretion upon advice of the City Attorney, provided the funds

expended in the separation agreements does not exceed the budgeted amount listed in Non Departmental budget.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this _____ day of _____ by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

JACK GINGLES, Mayor

ATTEST:

SUSAN SNEDDON, City Clerk

RESOLUTION NO. 2011-061

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA,
STATE OF CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL BUDGETS FOR ALL
FUNDS FOR FISCAL YEAR 2011/2012**

WHEREAS, the Calistoga Municipal Code requires the City Manager to prepare and submit an Annual Budget to the City Council for its approval; and

WHEREAS, it is good management practice to have comprehensive Operating and Capital Improvement Budgets to implement the various policies, programs and projects of the City Council; and the City Council has established a policy to review, adopt, and provide multiple updates to Fiscal Year (FY) Budgets; and

WHEREAS, the City Council reviewed preliminary FY 2011/2012 revenue, expenditure and capital budgets at two City Council workshops on May 31st and June 9th and provided direction; and

WHEREAS, the City Council held a public hearing on the proposed budget on June 15th and received public comment and provided direction; and

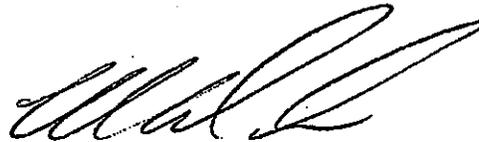
NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga does hereby adopt Operating and Capital Budgets for all funds for Fiscal Year 2011/2012.

NOW THEREFORE BE IT FURTHER RESOLVED that,

1. Funds are appropriated from various accounts for total expenditures by Department as summarized in Exhibit A, attached hereto.
2. Transfers between funds are authorized and reserve amounts are established as shown in Exhibit A, attached hereto.
3. The City Manager is authorized to approve budget changes between accounts within each Department and that any budget changes in the total budget of the Department, Capital Project or Fund requires City Council approval.
4. The Fiscal Year 2010/2011 Budget is amended as a Final Budget as summarized in Exhibit A, attached hereto, and that any unreserved and undesignated funds remaining on June 30, 2011 are hereby designated as reserved for appropriation in future Fiscal Years.
5. The City Manager is authorized to enter into voluntary separation agreements with employees that are laid off as a result of the adopted budget; the terms at his discretion upon advice of the City Attorney, provided the funds expended in the separation agreements does not exceed the budgeted amount listed in Non Departmental budget.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 21st day of June 2011 by the following vote:

AYES: Vice Mayor Dunsford, Councilmembers Kraus, Canning, Slusser
NOES: None
ABSTAIN: None
ABSENT: Mayor Gingles



MICHAEL DUNSFORD, Vice Mayor

ATTEST:



SUSAN SNEDDON, City Clerk

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GLOSSARY OF BUDGET TERMS

The City's budget contains specialized and technical terminology, which is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terms has been included in the document.

Accounting System - The financial records and procedures that identify, record, classify, summarize and report information on the financial transactions, position and accountability for assets and liabilities of the city government.

Adopted Multi-year Budget – A document of budget detail that is adopted by the City Council every two years and updated annually. It contains information on revenue estimates, positions, descriptions of the city services and appropriations for city services and improvement projects approved by the City Council.

Allocated Costs - An expense charged by one department/division to another for services performed or expenditures of a general nature, which are charged to one main account and allocated to other departments/divisions by a specified formula.

Appropriation - An authorization to spend made by resolution of the City Council, which permits the City to incur obligations and spend funds as approved in the adopted multiyear budget. Appropriations are made at a Department or Capital Project level.

Appropriation Limit - State law (Proposition 4, 1979 and Proposition 111, 1990 added and amended Article XIII-B of the State Constitution) requires the City to set an appropriation limit for each fiscal year, that is, how much the City can spend from certain revenues. The limit is based on appropriations only from proceeds of taxes, as defined by the law, with certain exclusions. Guidelines were developed to define and implement the changes and establish the annual audit requirements. The limit amount can be increased each year by a formula that uses a combination of percent changes in Statewide Per Capita Income (PCI), City or County Population and Non-residential assessed valuation. The appropriation limit and annual growth factors used to calculate the limit is set by resolution when the annual budget is adopted. The appropriation limit can only be set one year at a time due to the annual State generated factors needed to set the limit.

Assessed Valuation – An annual value of real or personal property established by the County Assessor each January 1st, which is used to generate property taxes from the property tax rates. The property values were established by State Law in 1978 (Proposition 13) and can be adjusted by the County Assessor by either the Statewide Per Capita Income (PCI), the maximum annual increase of 2%, actual sales price, improvements and/or other adjustments allowed by State law.

Assessments - A levy made by the City or other public agencies against certain properties pay for all or part of the costs of a specific capital improvement or annual services that primarily benefits those properties. The City has levied Silverado and Palisades landscape maintenance assessments and Mora Ave. street improvement assessments.

GLOSSARY OF BUDGET TERMS

Authorized Positions - The number of full time and permanent part time staff identified within a department, division or program measured on a full time equivalent (FTE) basis.

Bonds – A legal obligation to repay money loaned to the City for public improvements.

Budget - A financial plan for a specific period of time, generally a fiscal year, identifies the estimated revenues and expenditures for municipal services.

Budget Amendment – An adjustment to the adopted budget by the City Council or the City Manager. Adjustments to budget within departmental budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balance or new revenue sources or shifts between departments or capital improvement projects.

Capital Improvement Projects (CIP) - Annual appropriations in the City's budget for capital improvement projects such as street or park improvements, building construction and various kinds of major facility maintenance. They are often multi-year projects, which require funding beyond the one-year period of the annual budget.

Capital Outlay - Expenditures relating to the purchase of furniture, land, vehicles, computers and equipment.

Certificates of Participation (COPS) – COPS are long-term financing instruments issued to fund the acquisition of equipment or the acquisition, construction or rehabilitation of real property. They are usually structured as a lease arrangement, with payments made from a specified fund.

COLA - Cost of living adjustment as a percentage change from one year to the next. Generally applied to salaries and primarily based on the CPI (see explanation below).

CPI – Consumer price index as a percentage of change from one year to the next. A statistical measure of consumer related costs provided by the U.S. Department of Labor signifying the cost of living and economic inflation. The City uses the San Francisco-Oakland-San Jose area All Consumer indices calculated either as a point-to-point in April or median from June to April for various budget items such as labor costs. Changes in other commodity costs are generally based on more discreet indices for that particular commodity.

Contingency or Emergency Reserve- A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfall and/or unknown expenditures, such as those for pending legal settlements. Currently established for the general fund at 10% of expenditures.

GLOSSARY OF BUDGET TERMS

Comprehensive Annual Financial Report (CAFR) – An annual report, audited by an independent auditor that reports the prior year financial transactions with a comparison to the budget.

Cost Recovery - The establishment of user fees, which recover all or a portion of the cost of providing services.

Debt Service - The payment of principal and interest on borrowed funds such as bonds, COPs, or leases.

Debt Service Fund - A fund established to account for the payment of general long-term debt, leases and other payments of principal and interest.

Department - A major administrative segment of the city organization, which has overall management responsibility for services or capital improvement projects.

Designated Fund Balance - A portion of fund balance set aside to pay for special programs or expenditures in a future period.

Division or Program - A unit of organization, which reports to a department.

Encumbrance - An amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Funds - A fund established to account for certain financial and operated activities in a manner similar to private business enterprises. The City Water and Wastewater systems are enterprise funds. This method of accounting allows for the costs of providing services to be fully recovered through user fees. (The City also had a Transit enterprise fund when it was directly operating a transit system).

Estimated Revenue - The amount of revenue expected in during a fiscal year.

Expenditures or Expenses – To spend money or use fund resources. Expenditures include operating expenses, debt service and capital outlays.

Expenditure Category - A basis for distinguishing types of expenditures. The major expenditure categories used by the City are Personnel Services, Services and Supplies, Other, Debt Service and Capital Projects.

Expenditure Detail or Accounts – Specific types of expenditures within a Department program, such as, full-time salaries, materials & supplies, phone, repairs & maintenance, electricity, fuel and other specific types or expenditures.

GLOSSARY OF BUDGET TERMS

Fiscal Year (FY) - A twelve month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 for its fiscal year.

Fixed Assets – Land, buildings, vehicles, equipment and other improvements that have a long tangible use to the City.

Full Time Equivalent (FTE) - Part time and hourly positions expressed as a fraction of full time positions (2080 hours per year for all positions except Fire. Firefighter positions are 2912 hours per year). Example: 3 part time positions working 1040 hours each will equal 1 ½ FTE's.

Fund - A fiscal and accounting method to record financial transactions for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources. Part of a municipal fund accounting system governed by generally accepted accounting principles (GAAP) issued by the Governmental Accounting Standards Board (GASB).

Fund Balance – As used in the Budget, fund balance reflects the available resources in governmental type funds, including any reserves. For Enterprise or proprietary type of funds working capital is similar to fund balance.

General Fund (GF) - the fund used to account for the major operating revenues and expenditures of the City, except for those resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property, sales, transient occupancy and other taxes, service fees and revenues from the State. The General Fund provides the primary municipal services such as park and street maintenance, recreation, planning, building inspection, fire and police services and support services.

General Government – An accounting grouping of administrative departments/divisions (Support Services, City Council, City Clerk, City Treasurer) that provide general government support to the operating departments, which provide direct services to the community.

General Reserve – a designated reserve of fund balance or working capital amounts that is available for allocation by the City Council during the year. In the General fund the goal is to maintain a general reserve of 20% of operating expenditures, in addition to the contingency or emergency reserve of 10%. In other funds, the use and amount of general reserves vary.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting.

Goals - Tasks or projects, which identify the focus of a program's activities within the budget year.

GLOSSARY OF BUDGET TERMS

Grants - Contributions of cash or other assets from another governmental agency to be used or expended for a specific purpose, activity or facility.

Gross - Amount prior to any deductions.

Homeowner Exemption and Subvention– A State adopted exemption or reduction in assessed valuation of \$7,000 for residential homeowners. This reduces the amount of property tax paid by the homeowner to the County. The State then provides a subvention, or payment, to the City equal to the reduced property tax.

Independent Auditor – an qualified independent accountant that is appointed by the City Council to annually audit the City accounting system and financial statements according to specific guidelines established by the Governmental Accounting Standards Board (GASB).

Infrastructure - A substructure or underlying foundation on which the continuance or growth of a community is dependent; such as streets, sidewalks, water system, wastewater system and storm drains.

Interfund Transfers - Movement of money from one fund to another within the City accounting and budget system.

Intergovernmental Revenue - Grants, entitlements and cost reimbursements from another federal, state or local government unit.

Internal Service Fund - A fund used to account for the services provided by one department/division to other departments on a cost reimbursement basis. The City uses an internal service fund for Equipment and computer systems replacement and maintenance.

Long Term Debt - Debt with a maturity of more than one year after the date of issue.

Mission Statement - A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given time period.

GLOSSARY OF BUDGET TERMS

Motor Vehicle License Fee (Motor Vehicle In-Lieu Fees) – This is a 2% fee of the value of motor vehicles that is levied by the State. These funds are used by the State to fund local governments and are allocated as follows: 30.5% to Cities by population, 30.5% to Counties by population, 18.75% to Cities and Counties to offset specific reductions in other State imposed revenues and 25% to Counties to offset additional costs of health and welfare programs shifted from the State to Counties. The allocation of a portion of the fee is “In-Lieu” of Cities imposing a separate property tax on motor vehicles. In 1998 legislation was adopted to reduce the Motor Vehicle License Fee with annual credits of up to 67% if State General Fund revenues come within certain revenue targets. If the State revenue targets are not achieved, then the credits are to be dropped. The legislation also provided an annual backfill of the revenue loss to local governments due to the credits.

Net - Amount after consideration of any adjustments.

Objectives - Statements of measurable results to be accomplished within a specific time frame. Objectives support long term goals.

Operating Budget - A financial plan for the provision of direct service and support functions that provide basic government services. The operating budget contains appropriations for such expenditures as salaries, benefits, services, supplies, and may include capital outlay and debt service. It does not include transfers from or to other funds, capital improvement or special project expenditures or other typical non operating revenues or expenses.

PARSAC – Public Agency Risk Sharing Authority of California is a joint powers authority of a number of cities and public agencies formed to provide a general liability, property and workers compensation self insured and excess insurance pool.

Performance Measurement - The performance measures provide an indicator of the amount of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

PERS – California Public Employees Retirement System. Also known as CalPERS.

Position Classification - Includes job titles, job grades and job families for an overall job level.

Program - A organizational unit that provides a service.

GLOSSARY OF BUDGET TERMS

Property Tax Rates – The various tax rates by different government agencies that are charged by the County Tax Collector and generate property taxes based on the net assessed valuation of real and personal property. This includes a statewide base rate of 1% of assessed valuation, which is allocated among the various local agencies – County, City, School District and Special Districts. Also includes additional rates, generally adopted by the voters in the applicable agencies after 1978, for debt service or other services. The City receives an estimated .15% portion of the 1% in basic property taxes paid by property owners.

Property Tax Revenue Allocation - The allocation of the 1% base rate to the County, City, School District and Special Districts on a complex formula determined by state law and known as the 'AB 8 formula'. This formula allocates annual property tax revenues in generally the same percentage as local agencies received in 1978 prior to the adoption of Proposition 13, Tax Reform Act. However, over the years, additional voter approved propositions and the State legislature have adjusted the formula. The last adjustment, Educational Revenue Augmentation Funds (ERAF) shifted an estimated 33% of the property tax from Cities, Counties and Special Districts to School Districts. The revenue is recorded in the General fund to fund general municipal services.

Propositions – The State Constitution provides for an initiative process through ballot propositions to allow the voters to directly establish constitutional amendments and laws. Over the years, many propositions have been approved that affect the revenues and authority of the City. Below are summaries of some of the major propositions:

Proposition 4– In 1979 the voters added and amended Article XIII B of the State Constitution, which requires the City to set an appropriation limit for each fiscal year, that is, how much the City can spend from certain revenues. Please see definition of Appropriation Limit.

Proposition 13 – In 1978 the voters approved Article XIII A of the State Constitution, which limited the ability of local governments to impose property taxes, reduced and established a limitation on the annual increases in assessed valuations and required a two-thirds vote of the people for local special taxes. Implementation of this law significantly changed the funding of local governments and shifted control to the State. Please see the definition of Property Tax Rates and Revenue Allocation. Over the years, there have been a number of other propositions that have modified and added to Proposition 13.

Proposition 62 – In 1986 the voters approved a requirement for a majority vote of the people for general taxes.

Proposition 98 – In 1990 the voters approved minimum annual funding from the State General fund for public schools and community colleges. This has an indirect affect of limiting State funds available for allocation to Cities and Counties.

GLOSSARY OF BUDGET TERMS

Proposition 111 – In 1990 the voters approved an increase in the State Gas tax and allocated a portion to Cities and Counties. In addition, modifications to Proposition 4 were approved.

Proposition 172 – In 1993 the voters approved a .5% increase in the Sales tax to be allocated to Cities (approximately 6% of total revenues generated) and Counties (94% of revenues) for Public Safety purposes.

Proposition 218 – In 1996 the voters approved far reaching changes in procedural steps to adopt taxes, assessments and certain fees (property related charges for services). This proposition also placed in the State Constitution the majority vote requirement for general taxes and two-thirds vote for special taxes. In addition, any election on general taxes must be held at a regularly scheduled election when members of the City Council are elected.

Reserves – A type of account used to designate a portion of the fund balance or working capital for a specific future use. Some reserves are required by grant or debt/lease agreements. Reserves are designated for specific or general purposes as part of the annual budget adoption and reviews.

Revenue - Increases in fund resources. Revenues include cash or equivalents from user service fees, taxes, permits, licenses, interest earnings and other sources. Revenue generally does not include bond or loan proceeds or transfers from other funds.

Revenue Bonds – Cities can pledge the restricted revenues of an enterprise system or other special fund to repay bonds or COPs for improvements. The City uses of revenue financing are for water and wastewater system improvements.

Revised Budget - The Adopted Budget adjusted during the year or at the Mid Year or Mid Term updates by City Council resolution.

Risk Management - All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

Sales Tax – A State and Local tax levied on generally retail sales, which a portion is allocated to the City under the 1955 Bradley-Burns Act. In Napa County the 2003 sales tax rate is 7.75%. The revenue from the sales tax rate is allocated as follows; 1% to the City based on sales within the City, .5% to the Napa County Flood Protection Authority on sales within the County, .25% for Statewide Transportation purposes, .5% for Local Public Safety to Counties and Cities, and 5.5% for the State. Changes in the local rate may be imposed by a vote for general (majority) or special purposes (two-thirds). The revenue is recorded in the General fund to fund general municipal services.

GLOSSARY OF BUDGET TERMS

Special Revenue Funds – These funds are restricted to specific uses by Federal, State or City laws or policies. They are used to account for the expenditures of the restricted revenues, such as gasoline taxes, grants, donations, development fees and other special revenues.

Subsidy - Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

Subventions - Revenues collected by the State (or other level of government), which are allocated to the City of a formula basis. The major subventions received by the City come from the State of California and include motor vehicle license fee (VLF), Homeowner exemption and gasoline taxes. Subventions are generally allocated by population or other formulas.

Support Services - A grouping of administrative departments/divisions (City Manager, Legal Services, Finance, Non-Departmental and Risk Management) that support the operating departments, which provide direct services to the community.

Taxes - Compulsory charges levied by a government, through a vote of the people, on a specific basis or to a specific group of taxpayers to finance services performed for the common benefit. The taxes directly levied by the City are Transient Occupancy, Business License and Real Property Transfer. The tax revenue is part of the General fund and used for general city services.

Transfers From or To Other Funds – Approved transfers of money between funds to better account for the expenditure of funds.

Transient Occupancy Tax - This is a 12% local general tax on the rental of hotel, motel, Spa, Bed & Breakfast and other rentals of less than 30 days. The revenue is recorded in the General fund to fund general municipal services.

User Service Fees or Charges - Fees charged to users of a particular service provided by the City. Fees are established based upon cost recovery policy decisions reviewed on an annualized basis.

Utilities - A public service such as gas, electricity, phone, water, wastewater, refuse, cable or transit. The City owns, sets the rates and directly operates the water and wastewater utility services. The City contracts with the Napa County Transportation Planning Agency for the operation of the transit system. The City has a franchise agreement with a Comcast to provide cable services and is extensively regulated by Federal and State laws. The City is a member of the Upper Valley Joint Powers Authority, which provides refuse services, through a franchise agreement with a private firm. The gas, electricity and phone utilities are provided by private investor owned firms and are governed by the State Public Utilities Commission and State laws.

GLOSSARY OF BUDGET TERMS

Working Capital – A term used to express the cash or equivalents equity of a fund. It is determined by the current assets less the current liabilities. It provides a measure of resources available to be used in the current or next fiscal year. It is generally used to show the available resources in enterprise funds, such as the City's water and wastewater funds. In the General and Special Revenue funds the fund balance is similar to working capital.

**City of Calistoga
Salary Schedule FY 11-12
Non-Represented Employees**

Position Title	Range	Annual Salary July 1, 2011	
		Beginning	Ending
City Manager	Contract	\$140,000	\$145,000
Administrative Services Director	24	\$89,904	\$109,284
Community Resources Director	24	\$89,904	\$109,284
Executive Secretary	9	\$43,212	\$52,572
Fire Chief	24	\$89,904	\$109,284
Planning and Building Director	24	\$89,904	\$109,284
Police Chief	24	\$89,904	\$109,284
Public Works Director/City Engineer	26	\$99,120	\$120,504
Administrative Analyst/Deputy City Clerk	14	\$55,188	\$67,092
Associate Civil Engineer	22	\$81,540	\$99,120
Building Official	18	\$67,092	\$81,540
City Clerk	14	\$55,188	\$67,092
Maintenance Superintendent	18.1	\$68,184	\$82,860
Plant Superintendent	18.1	\$68,184	\$82,860
Police Lieutenant	Council Minute Action 10/07/97		
Aquatics/Recreation Manager	20	\$73,932	\$89,904
Senior Civil Engineer	23	\$85,608	\$104,052
Senior Planner	22	\$81,540	\$99,120

City of Calistoga
Salary Schedule FY 11-12
Calistoga Police Officers Association (CPOA)

Position Title	Range	Annual Salary July 1, 2011	
		Beginning	Ending
Police Officer	PO	\$57,972	\$70,440
Senior Police Officer	SPO	\$60,888	\$73,932
Sergeant	SGT	\$69,996	\$85,020
Dispatch Supervisor	DISPS	\$51,252	\$62,256
Dispatcher	DISP	\$46,560	\$56,628

City of Calistoga
Salary Schedule FY 11-12
Calistoga Professional Firefighters Association (CPFA)

Position Title	Range	Annual Salary July 1, 2011	
		Beginning	Ending
FireFighter		\$59,544	\$72,372

City of Calistoga
Salary Schedule FY 11-12
Calistoga Public Employees Association (CPEA)

Position Title	Range	Annual Salary July 1, 2011	
		Beginning	Ending
Account Clerk	5	\$40,344	\$49,056
Administrative Secretary	8.2	\$47,640	\$57,924
Administrative Analyst	12	\$56,784	\$68,988
Administrative Service Technician	12.1	\$57,372	\$69,672
Assistant Planner	13.3	\$61,392	\$74,628
Associate Planner	14.4	\$65,076	\$79,104
Building Inspector	14	\$62,592	\$76,056
Emergency Program Coordinator/ Administrative Analyst	14	\$62,592	\$76,056
Maintenance Technician I	7	\$44,496	\$54,048
Maintenance Technician II	9	\$49,056	\$59,628
Maintenance Technician III	11.4	\$56,220	\$68,328
Plant Operator I	8	\$46,680	\$56,784
Plant Operator II	10.2	\$52,536	\$63,840
Plant Operator III	12.3	\$58,500	\$71,052
Recreation Technician	7	\$44,496	\$54,048
Senior Account Clerk	9	\$49,056	\$59,628

**City of Calistoga
Salary Schedule FY 11-12
Calistoga Part-Time Employees**

Position Title	Hourly Payroll		
	Step 1	Step 2	Step 3
Paid Call Asst Fire Chief	NA	NA	NA
Paid Call Fire Captain	\$15.90	\$16.65	\$17.43
Paid Call Fire Engineer	\$14.66	\$15.34	\$16.06
Paid Call Firefighter	\$13.42	\$14.04	\$14.69
Seasonal Firefighter	Varies with Paid Call Position Assigned		
Community Policing Technician	\$15.99	\$0.00	\$0.00
Parking Enforcement Officer	\$9.97	\$0.00	\$0.00
Parking Enforcement Supervisor	\$10.56	\$0.00	\$0.00
Police Dispatcher	Hourly Rate of First Step of Full Time Dispatcher		
Office Assistant	\$17.00	\$18.00	\$19.00
Translator	\$10.96	\$0.00	\$0.00
Student Intern	\$10.98	\$11.53	\$12.08
Recreation Aide	\$9.00	\$9.50	\$10.00
Recreation Coordinator	\$16.00	\$16.50	\$17.00
Recreation Leader	\$10.50	\$11.00	\$11.50
Senior Recreation Leader	\$12.00	\$12.50	\$13.00
Speciality Instructor I	\$14.00	\$16.00	\$18.00
Speciality Instructor II	\$20.00	\$25.00	\$30.00
Facility Attendant	\$15.00	\$16.50	\$18.00
Camp Director	\$14.00	\$14.50	\$15.00
Junior Life Guard	\$9.00	\$9.50	\$10.00
Life Guard I	\$10.00	\$10.50	\$11.00
Life Guard II	\$12.00	\$12.50	\$13.00
Water Safety Instructor I	\$10.00	\$10.50	\$11.00
Water Safety Instructor II	\$13.00	\$13.50	\$14.00
Point of Sales	\$9.00	\$9.50	\$10.00
Head Life Guard	\$13.00	\$14.00	\$15.00
Pool Manager	\$18.00	\$19.00	\$20.00

