

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager
Bill Mushallo, Administrative Services Director
DATE: June 13, 2011
SUBJECT: Public Hearing on the draft City of Calistoga Fiscal Year 2011/12 Budget

APPROVAL FOR FORWARDING:


Richard Spitler, City Manager

1 **ISSUE:** To receive public testimony on the draft City of Calistoga Fiscal Year 2011/12
2 Budget

3
4 **RECOMMENDATION:** To receive public testimony and to provide direction regarding the
5 draft City of Calistoga Fiscal Year 2011/12 Draft Budget

6
7 **BACKGROUND:**

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9 The City Council held two budget workshops (May 31, 2011 and June 7, 2011) to review
10 all of the proposed departmental, capital, enterprise and special fund budgets. At these
11 workshops the Council received presentations from each department head and then public
12 comment. The Council then gave informal direction to staff. The attached draft budget
13 reflects City Council direction to date.

14
15 The purpose of the subject public hearing is to receive formal public testimony on the
16 proposed draft budget. After the hearing is closed, the Council is to give staff its final
17 direction on the preparation of the budget. The formal adoption of the budget is set for
18 June 21, 2011.

19
20 **DISCUSSION:**

21
22 The proposed \$16.1 million budget covers all fund categories (general fund, enterprise,
23 special funds and capital). Of this, \$6.6 million is general fund budget. It shows a proposed
24 general fund reserve of \$758,000 at the end of the FY 2011/12 fiscal year. This is after

25 \$200,000 was added to the reserve. This is a budget reserve of 12%. Our target is to have
26 this reserve up to 25% within three years.

27
28 As the City Council has been previously informed, the financial situation in the City
29 remains fragile. Without a significant reduction in expenditures, the City will not have any
30 funds in its General Fund reserves in another year.

31
32 Cash flow will also continue to be a concern over the next 12 to 18 months. On June 30,
33 2009 the City had approximately \$3.0 million in undesignated cash on hand. As of June
34 30, 2010 that amount dropped to approximately \$1.7 million. The \$1.3 million was spent on
35 significant legal fees, debt service on the Police Station and 2007 financing; and, shortfalls
36 in the water and wastewater utilities. It is anticipated that the City will have less than \$1
37 million of undesignated cash at the end of the current fiscal year.

38
39 The bottom line is that the City should continue to minimize capital spending and diligently
40 attempt to conserve cash over the next 12 to 18 months.

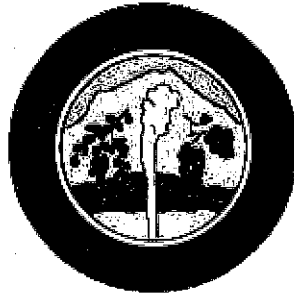
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42 With the above in mind, the proposed FY 2011/12 budget contains \$1.3 million in reduced
43 expenditures to reach a balanced budget, while enhancing its General Fund reserves over
44 the next three years.

45
46 A significant change in this budget is the elimination of funding for the Administrative
47 Secretary position in the Planning and Building Department. Also, a reorganization of the
48 Community Services division to a Recreation Services division is proposed. This
49 reorganization is proposed to reduce salary expenditures in a manner that maintains most
50 of the recreational programs that the division offers, while increasing the opportunity to
51 generate added revenues. This reorganization requires the elimination of funding for the
52 Recreation Technician and Recreation Superintendent positions.

53
54 **ATTACHMENTS**

55
56 Draft City of Calistoga FY 2011/12 Budget

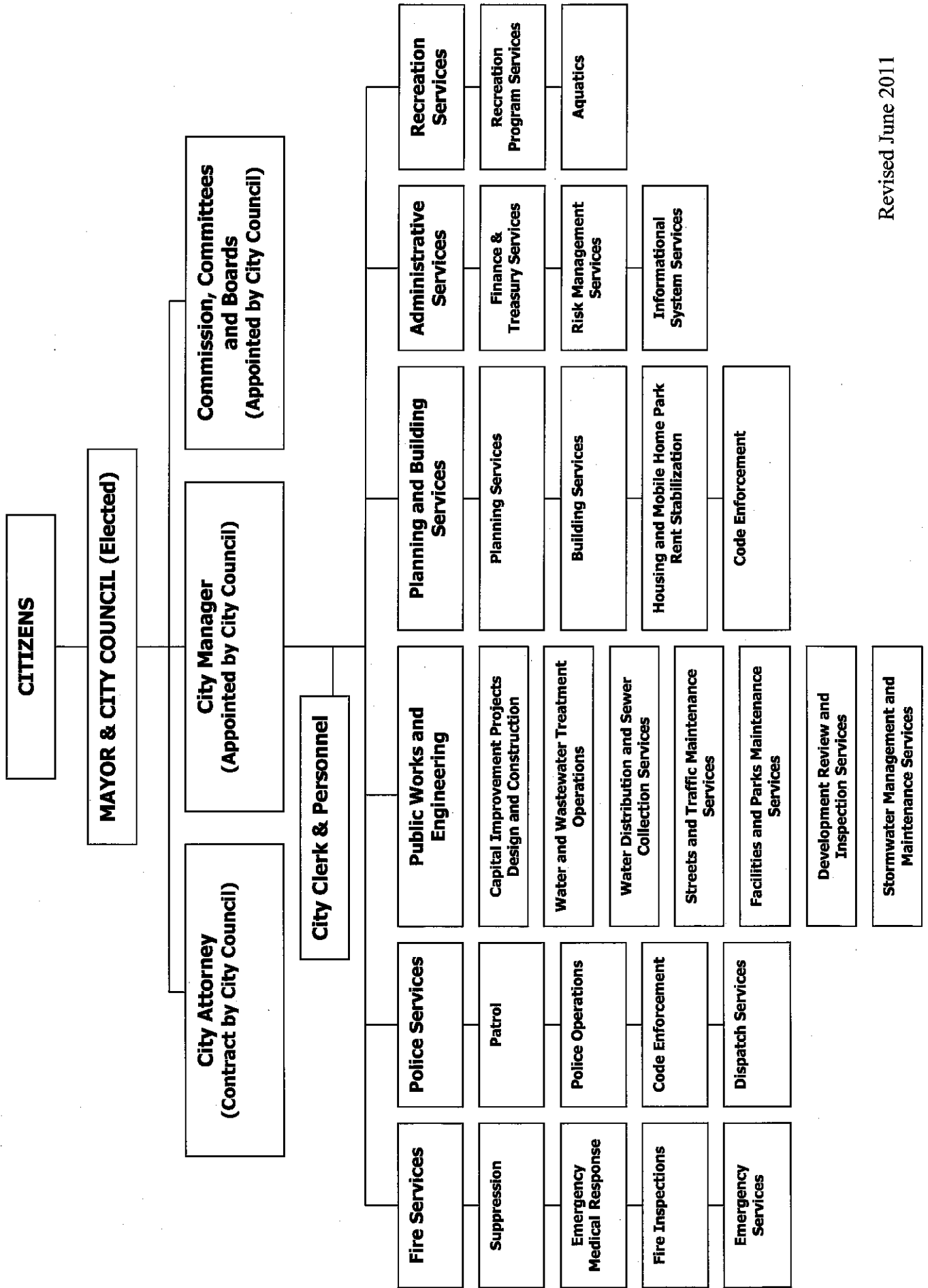
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**City of Calistoga
Public Hearing
June 15, 2011**

**Fiscal Year
2011-12
Operating & Capital Improvement Budgets**

CITY OF CALISTOGA ORGANIZATIONAL CHART



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.

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

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	Final FY 10-11	Proposed 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**

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	Final FY 10-11	Proposed FY 11-12	% From Pr Yr
Other Sources			
Debt Proceeds			
Grants - Improvements			
Other Uses			
Special Projects	26,000	148,500	471%
Capital Improvement Projects			
Streets			
Parks			
Buildings			
Other			
Total Capital Projects	-	-	
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**

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Final FY 10-11	Proposed FY 11-12	% From Pr Yr
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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%	

DRAFT**General Fund Revenue Budget Summary**

FY 2011-12

	2010-11 Final	2011-12 Budget	Dollar Change	Percent Change
Property Tax	1,546,761	1,546,129	-632	0.0%
Sales Tax	725,191	781,311	56,120	7.7%
Transient Occupancy Tax	3,296,228	3,428,077	131,849	4.0%
Other Taxes	289,100	294,880	5,780	2.0%
Licenses and Permits	63,000	67,235	4,235	6.7%
Fines, Forfeits & Penalties	41,000	34,000	-7,000	-17.1%
Use of Money & Property	30,000	35,100	5,100	17.0%
Funds from Other Agencies	62,000	60,000	-2,000	-3.2%
Grants	5,000	5,000	0	0.0%
Charges for Services	712,950	634,157	-78,793	-11.1%
Other Revenue	40,000	35,000	-5,000	-12.5%
Total General Fund Revenues	6,811,230	6,920,889	109,659	1.6%

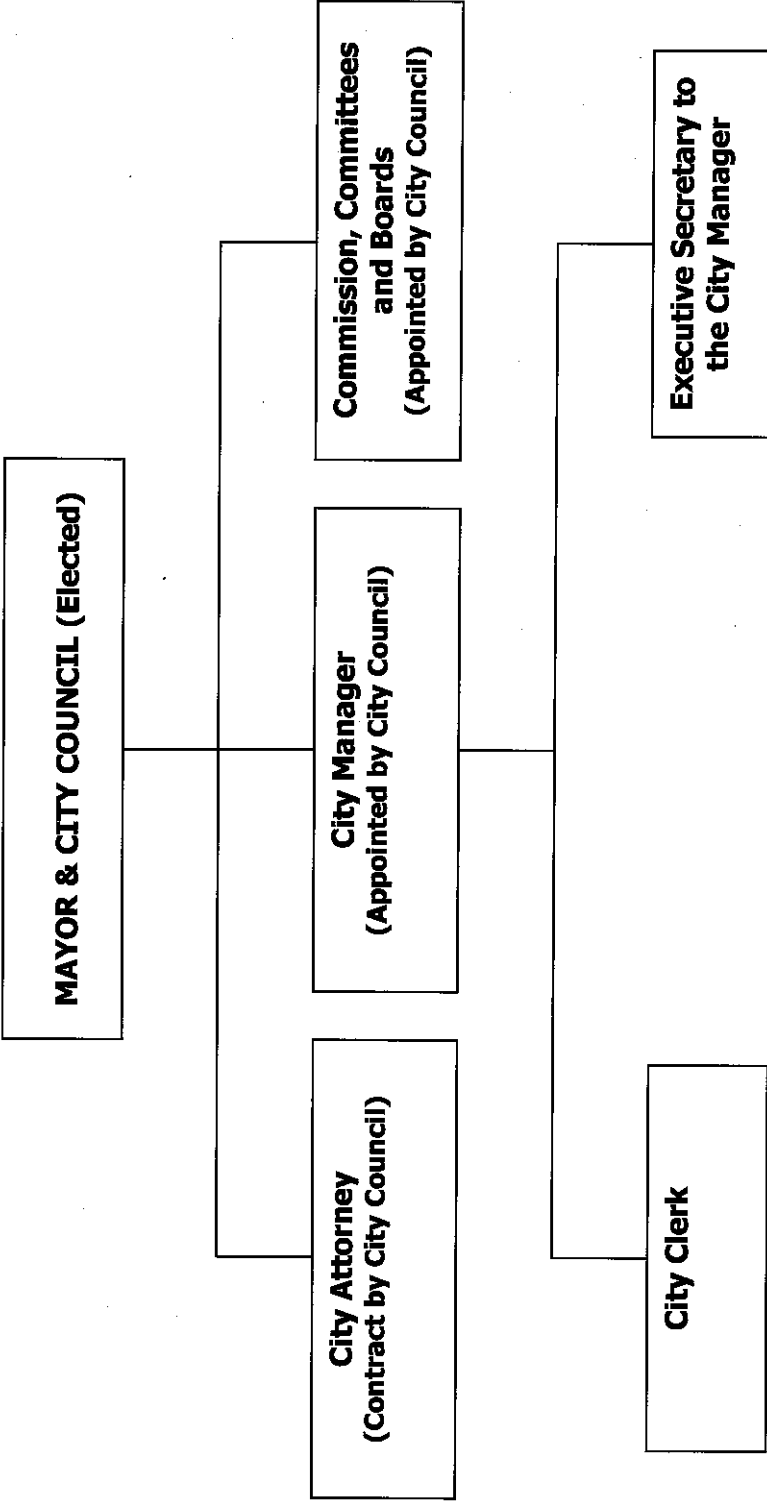
General Fund

Department and Program Summaries
FY 10-11 and 11-12

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Program #	Department and Program	Final FY 10-11	Proposed 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%
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

-5.3%



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

CITY MANAGER

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Initiated three labor negotiations
- Coordinate 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*

CITY CLERK

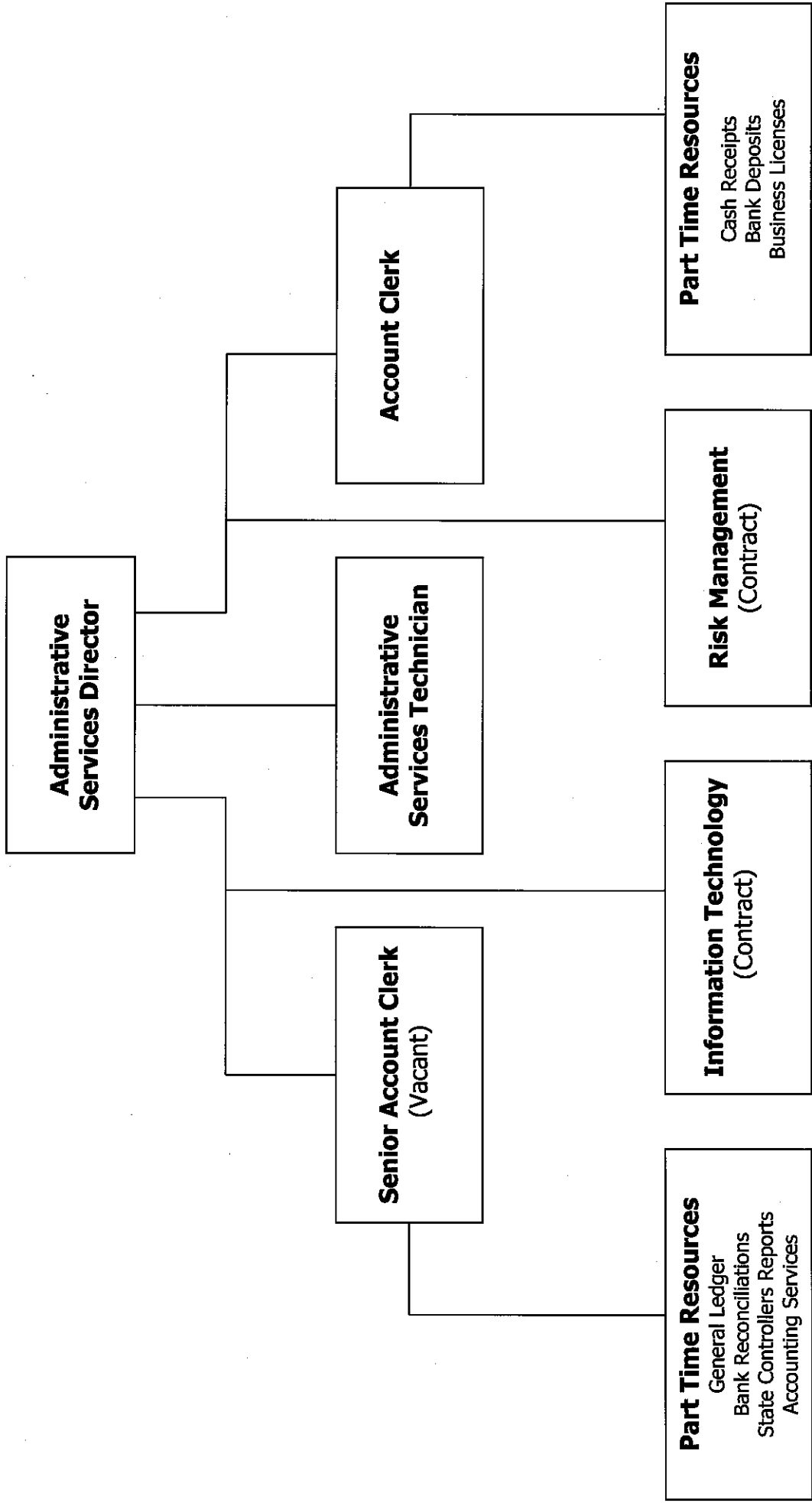
MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- 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, agendize for the adoption by the City Council and commence implementation*

* A City Council Objective or Priority Project.



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

Support Services

Administrative Services

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, 2010
 - Analyzed other Post Employment Benefit (OPEB) obligations and implement 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 fees for services 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.**

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

Program: **City Manager**

Account Code: **01-4114**

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

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Adopted FY 10-11	Final FY 10-11	Proposed 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	15,411	16,367	17,676
4303	BENEFITS	6,773	2,558	3,243
SUBTOTAL		22,183	18,925	20,919
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	-		
4402	CONTRACT SERVICES	-		
	Calistoga Chamber of Commerce - Visitors Bureau	302,000	302,000	302,000
4405	TRAINING & MEETINGS	-		
4415	POSTAGE & REPRODUCTION	-		
4430	DUES & SUBSCRIPTIONS	-		
SUBTOTAL		302,000	302,000	302,000
TOTAL PROGRAM BUDGET		324,183	320,925	322,919

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Support Services**
 Program: **Legal Services**
 Account Code: **01-4113**

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

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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: Support Services - Administrative Services

Program: Finance

Account Code: 01-4108

PERSONNEL SERVICES				
4301	FULL-TIME SALARIES	121,945	134,550	147,088
4302	OVERTIME		350	500
4303	BENEFITS	68,225	63,425	69,791
4308	PART-TIME SALARIES	-	8,545	9,058
SUBTOTAL		190,170	206,870	226,437
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	2,500	2,500	2,500
4402	CONTRACT SERVICES			
	Accounting Services	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	3,000	2,800	2,800
4405	TRAINING & MEETINGS	500	100	100
4415	POSTAGE & REPRODUCTION	3,000	2,800	2,800
4429	PHONE	2,500	2,500	2,500
4430	DUES & SUBSCRIPTIONS	400	400	400
4650	TRAINING & MEETINGS	1,000	50	750
4510	EQUIPMENT FUND RENTAL	5,500	5,500	5,500
SUBTOTAL		36,900	34,950	36,450
TOTAL PROGRAM BUDGET		227,070	241,820	262,887

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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Support Services -Administrative Services**
 Program: **Risk Management**
 Account Code: **01-4170**

PERSONNEL SERVICES				
4301	FULL-TIME SALARIES	33,258	29,697	32,073
4303	BENEFITS	15,645	10,119	11,362
SUBTOTAL		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	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	155,000	59,379	125,000
SUBTOTAL		388,786	294,888	303,200
TOTAL PROGRAM BUDGET		437,689	334,704	346,635

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: Support Services

Program: Personnel

Account Code: 01-4172

PERSONNEL SERVICES				
4301	FULL-TIME SALARIES	13,025	27,058	29,223
4303	BENEFITS	9,399	7,918	9,051
SUBTOTAL		22,423	34,976	38,274
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	-	152	300
4402	CONTRACT SERVICES			
	Personnel Services	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	500	200	200
4415	POSTAGE & REPRODUCTION	250	-	100
4424	HEALTH	5,700	6,000	6,000
SUBTOTAL		18,750	69,367	37,100
TOTAL PROGRAM BUDGET		41,173	104,343	75,374

Adopted FY 10-11	Final FY 10-11	Proposed 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	2,450	4,025	3,300
4402	CONTRACT SERVICES			
	NCTPA Support	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	25,000	31,000	25,000
4415	POSTAGE & REPRODUCTION	1,000	401	500
4417	FUEL & OIL	800	500	550
4430	DUES & SUBSCRIPTIONS	5,903	5,734	5,935
4432	LEASE PAYMENTS	1,500	1,500	1,500
4466	STAFF CELEBRATION	3,223	3,250	3,700
	EMPLOYEE CONCESSIONS	(200,000)		(445,000)
4499	CONTINGENCY	30,000	19,000	30,000
4501	SEPARATION EXPENSES	-		120,000
4510	EQUIP. FUND RENTAL	24,000	24,000	24,000
	SUBTOTAL	(71,069)	124,037	(197,841)
TOTAL PROGRAM BUDGET		(71,069)	124,037	(197,841)

Adopted FY 10-11	Final FY 10-11	Proposed 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	37,223	23,115	29,709
4308	ELECTED PART-TIME SALARIES	12,000	12,133	12,133
SUBTOTAL		49,223	35,248	41,842
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	125	15	50
4402	CONTRACT SERVICES	-		
4410	ADVERTISING	500	1,010	1,500
4663	MAYOR GINGLES	2,190	1,597	3,000
4671	COUNCILMEMBER SLUSSER	60	85	200
4665	VICE MAYOR DUNSFORD	130	40	200
4666	COUNCILMEMBER KRAUS	210	-	100
4667	COUNCILMEMBER CANNING	270	1,239	2,000
4808	PROMOTION	500		
SUBTOTAL		3,985	3,986	7,050
TOTAL PROGRAM BUDGET		53,208	39,234	48,892

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Adopted FY 10-11	Final FY 10-11	Proposed 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	30,001	53,546	57,830
4303	BENEFITS	30,475	26,777	29,018
4308	PART-TIME SALARIES	550		
SUBTOTAL		61,026	80,323	86,848
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	2,600	4,291	2,980
4402	CONTRACT SERVICES	2,933	5,024	4,400
4405	TRAINING & MEETINGS	-	30	-
4410	ADVERTISING			
4415	POSTAGE & REPRODUCTION	950	411	900
4429	PHONE	800	800	800
4430	DUES & SUBSCRIPTIONS	470	399	155
4650	TRAINING & MEETINGS	130	320	245
4510	EQUIPMENT FUND RENTAL	1,650	1,650	1,650
SUBTOTAL		9,533	12,925	11,130
TOTAL PROGRAM BUDGET		70,559	93,248	97,978

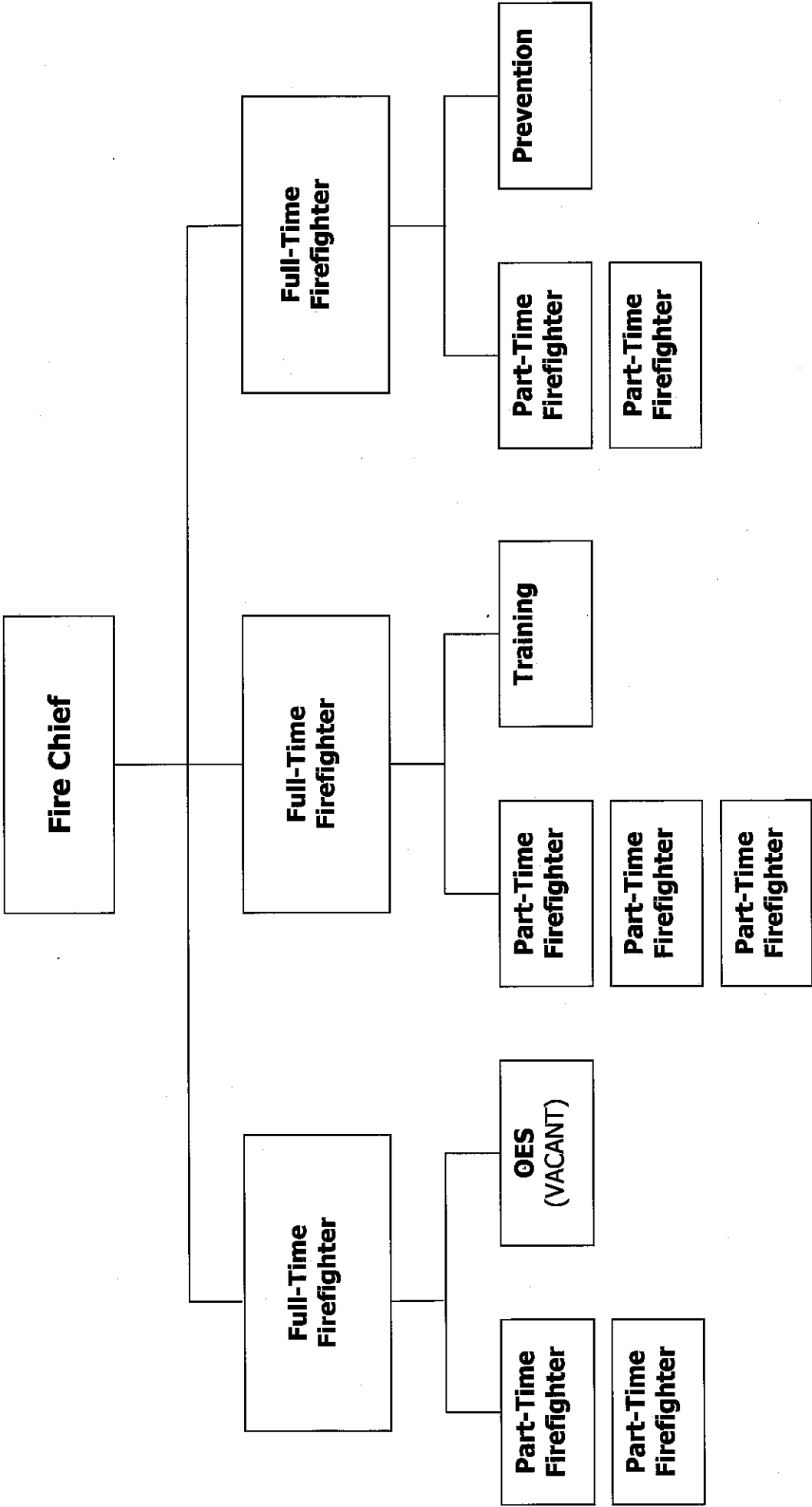
Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **City Clerk**
 Program: **Elections**
 Account Code: **01-4133**

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



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

FIRE

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 life 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.**

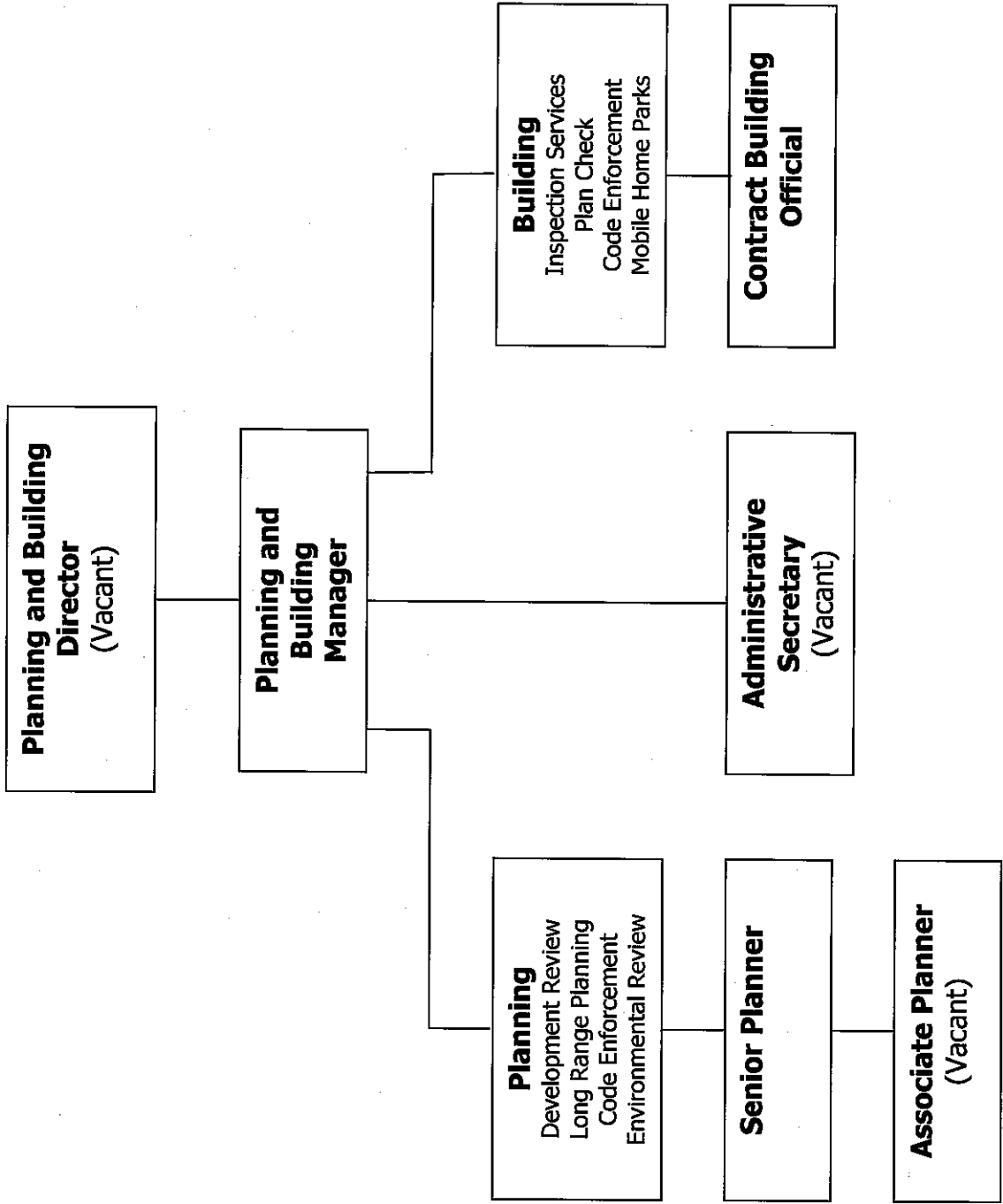
Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Fire Services**

Program: **Fire Operations**

Account Code: **01-4117**

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



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

PLANNING AND BUILDING

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 FY 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.
- Assist in implementing "green" environmentally sustainable policies and initiations through creation of a City Climate Protection Plan*

* A City Council Objective or Priority Project.

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

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

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

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

Adopted FY 10-11	Final FY 10-11	Proposed 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	-	-
4415	POSTAGE & REPRODUCTION	200	-	-
SUBTOTAL		300	0	0
TOTAL PROGRAM BUDGET		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		300	0	0
TOTAL PROGRAM BUDGET		300	-	-

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Adopted FY 10-11	Final FY 10-11	Proposed 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	244,387	265,608	183,439
4302	OVERTIME	3,000	475	513
4303	BENEFITS	124,740	103,700	69,142
SUBTOTAL		372,127	369,783	253,094
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	1,800	1,100	1,500
4402	CONTRACT SERVICES	-	-	-
4403	UTILITIES	2,200	2,000	2,200
4405	TRAINING & MEETINGS	1,000	280	1,000
4410	ADVERTISING	1,800	650	1,000
4415	POSTAGE & REPRODUCTION	1,500	1,200	1,500
4429	PHONE	2,600	3,480	3,480
4430	DUES & SUBSCRIPTIONS	1,300	760	750
4650	TRAINING & MEETINGS	1,000	-	1,000
4510	EQUIP FUND RENTAL	4,600	4,600	4,600
SUBTOTAL		17,800	14,070	17,030
TOTAL PROGRAM BUDGET		389,927	383,853	270,124

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

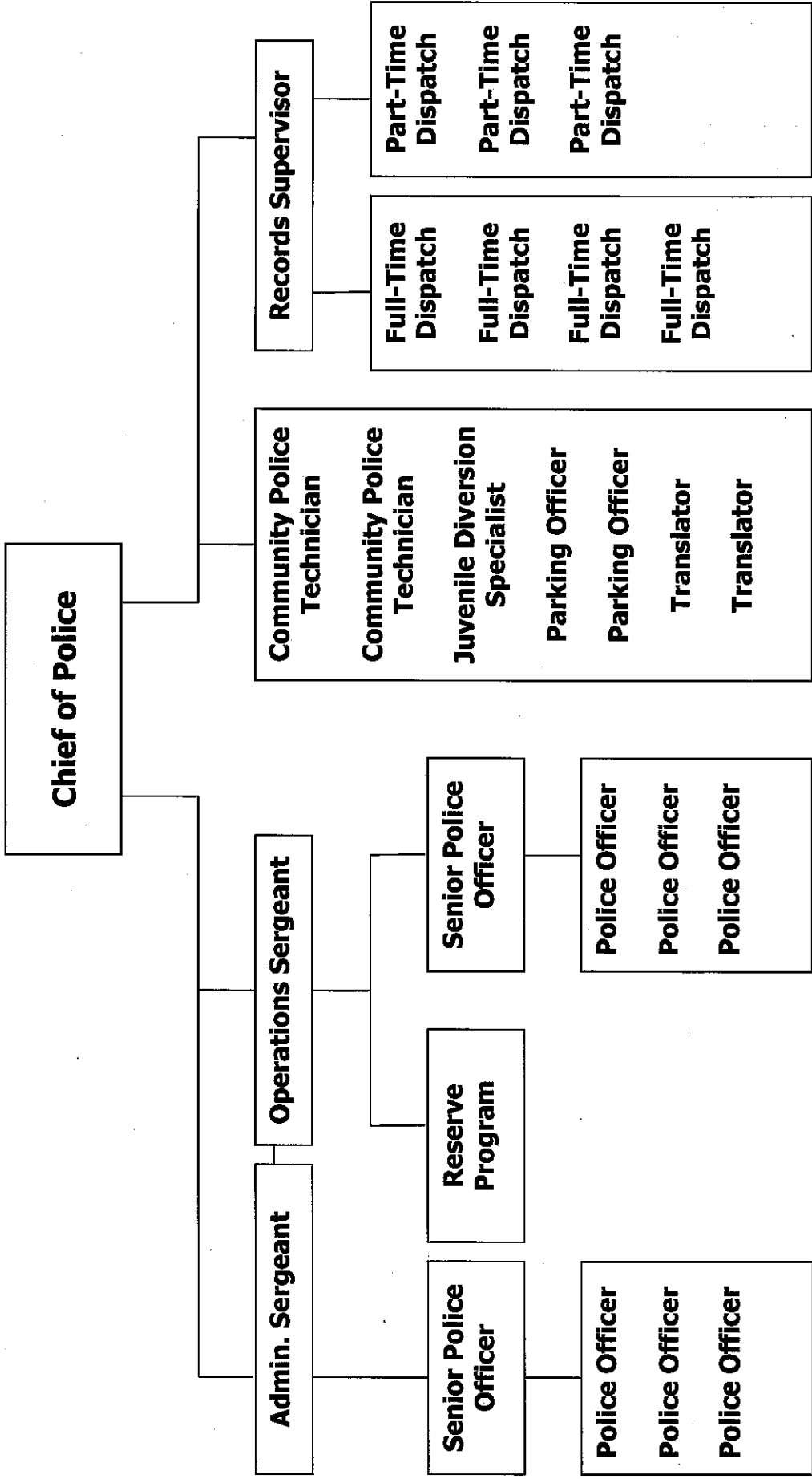
Net Program Subsidy By General Fund		208,927	295,853	199,393
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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Planning & Building**
 Program: **Building Inspection Services**
 Account Code: **01-4125**

PERSONNEL SERVICES				
4301	FULL-TIME SALARIES	116,437	103,512	58,013
4302	OVERTIME	-	159	171
4303	BENEFITS	57,663	45,652	25,709
SUBTOTAL		174,100	149,323	83,893
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	3,000	1,500	1,500
4402	CONTRACT SERVICES	60,000	62,500	60,000
4405	TRAINING & MEETINGS	-		
4408	UNIFORM ALLOWANCE	-		
4415	POSTAGE & REPRODUCTION	450	125	150
4417	FUEL & OIL	800	200	300
4429	PHONE	1,350	1,350	1,350
4430	DUES & SUBSCRIPTIONS	-	1,005	-
4510	EQUIP RENTAL FUND	1,800	1,800	1,800
SUBTOTAL		67,400	68,480	65,100
TOTAL PROGRAM BUDGET		241,500	217,803	148,993
ESTIMATED PROGRAM REVENUES				
3212	Building Permit Fees	50,000	50,000	57,235
3263	Plan Check Fees	50,000	50,000	42,926
TOTAL PROGRAM REVENUES		100,000	100,000	100,161
Net Program Subsidy By General Fund		141,500	117,803	48,832



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

POLICE

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.

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Adopted FY 10-11	Final FY 10-11	Proposed 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	845,395	837,943	863,081
4302	OVERTIME	40,000	68,957	71,026
4303	BENEFITS	599,813	600,364	648,003
4308	PART-TIME SALARIES	23,550	21,211	23,550
4309	SPECIAL PAY	101,350	71,671	73,821
SUBTOTAL		1,610,108	1,600,146	1,679,481
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES:	8,000	6,000	8,000
4402	CONTRACT SERVICES	48,200	45,000	56,000
	Livescan Maintenance	-	-	-
	NSIB Services	-	-	-
	CJUSD - Crossing Guard Services	-	-	-
4403	UTILITIES	11,700	13,000	13,100
4404	REPAIRS & MAINTENANCE	500	100	500
4405	TRAINING & MEETINGS	500	100	500
4408	UNIFORM ALLOWANCE	6,000	6,000	8,000
4409	TRAINING & SEMINARS: POST	4,950	5,500	8,000
4410	ADVERTISING	-	-	-
4415	POSTAGE & REPRODUCTION	1,600	1,200	1,600
4417	FUEL & OIL	17,000	18,000	19,000
4430	DUES & SUBSCRIPTIONS	1,500	900	1,300
4431	FEES - Booking	7,000	4,000	5,850
4461	K-9 Program	3,600	3,900	3,600
4650	TRAINING & MEETINGS	1,050	-	1,000
4510	EQUIP FUND RENTAL	33,550	33,550	33,550
SUBTOTAL		145,150	137,250	160,000
TOTAL PROGRAM BUDGET		1,755,259	1,737,396	1,839,481
ESTIMATED PROGRAM REVENUES				
	COPS Funding	100,000	100,000	100,000
	Police Services	46,350	42,000	40,000
	POST Reimbursements	5,000	4,000	4,000
TOTAL PROGRAM REVENUES		151,350	146,000	144,000
Net Program Subsidy by General Fund		1,603,909	1,591,396	1,695,481

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Adopted FY 10-11	Final FY 10-11	Proposed 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	236,081	235,915	247,992
4302	OVERTIME	6,000	1,035	1,117
4303	BENEFITS	157,448	134,903	144,776
4308	PART-TIME SALARIES	23,800	28,425	30,699
4309	SPECIAL PAY	30,600	20,889	22,560
SUBTOTAL		453,929	421,167	447,144
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	1,500	900	1,500
4402	CONTRACT SERVICES	-	-	-
4404	REPAIRS & MAINTENANCE	-	400	500
4405	TRAINING & MEETINGS	1,500	900	1,500
4408	UNIFORM ALLOWANCE	1,900	700	1,900
4409	TRAINING & SEMINARS: POST	1,500	300	1,500
4410	ADVERTISING	-	-	-
4415	POSTAGE & REPRODUCTION	-	-	-
4429	PHONE	8,000	8,000	8,000
4430	DUES & SUBCRIPTIONS	50	-	50
SUBTOTAL		14,450	11,200	14,950
TOTAL PROGRAM BUDGET		468,379	432,367	462,094

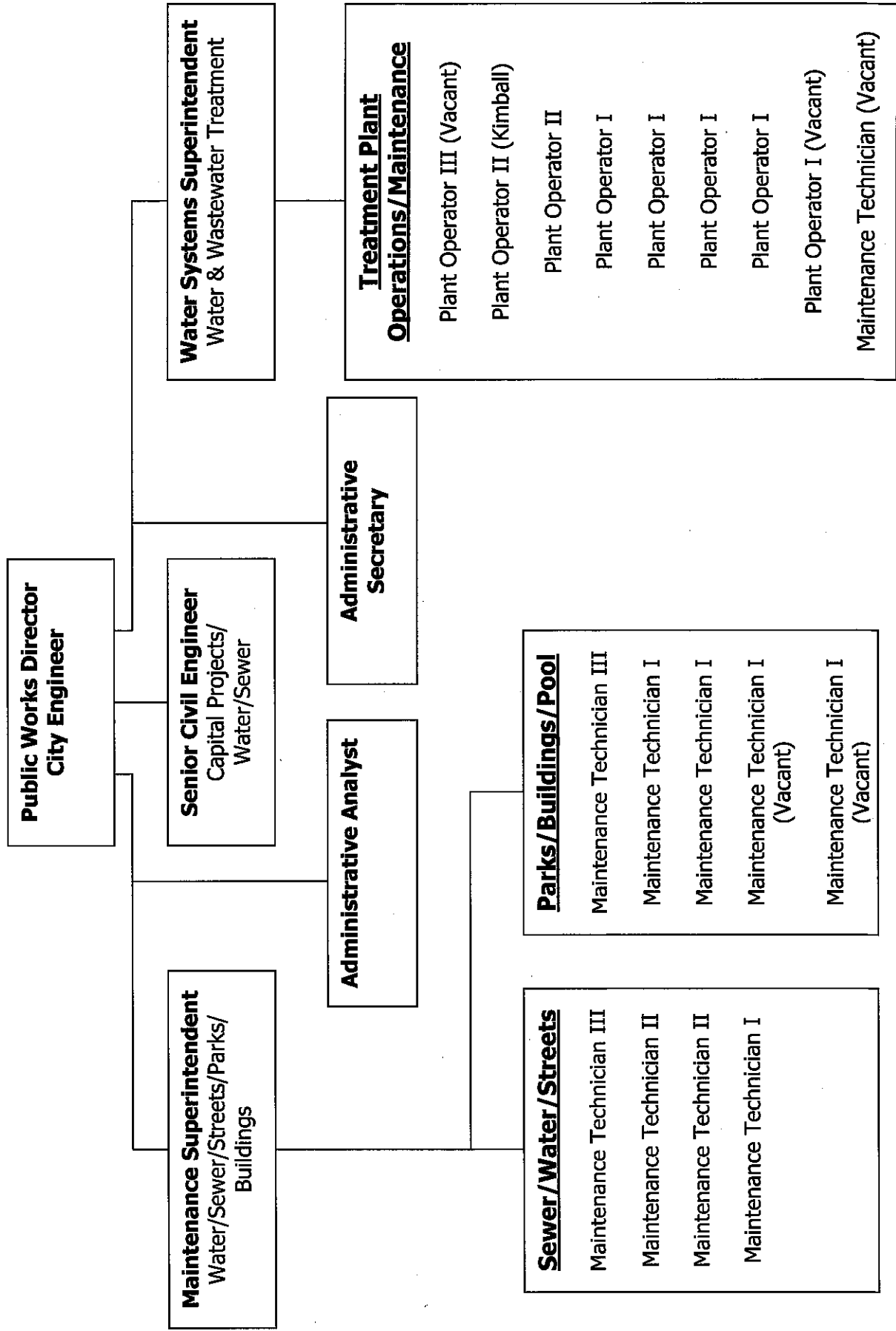
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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Police Services**
 Program: **Emergency Services**
 Account Code: **01-4138**

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



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

PUBLIC WORKS

Major Departmental Tasks Completed During 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.

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Adopted FY 10-11	Final FY 10-11	Proposed 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	63,483	66,453	71,770
4303	BENEFITS	32,183	27,585	30,367
SUBTOTAL		95,665	94,038	102,137
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	5,000	3,363	5,000
4402	CONTRACT SERVICES	6,500	8,023	6,550
4403	UTILITIES	7,500	5,636	7,500
4404	REPAIRS & MAINTENANCE	200	-	200
4405	TRAINING & MEETINGS	750	51	750
4410	ADVERTISING	300	133	300
4415	POSTAGE & REPRODUCTION	1,200	445	1,200
4417	FUEL & OIL		150	175
4424	HEALTH & SAFETY	250	163	250
4429	PHONE	3,700	3,700	3,700
4430	DUES & SUBSCRIPTIONS	1,000	615	725
4431	FEES	7,000	6,775	7,000
4650	TRAINING & MEETINGS	2,000	45	2,000
4510	EQUIP FUND RENTAL	8,000	8,000	8,000
SUBTOTAL		43,400	37,099	43,350
TOTAL PROGRAM BUDGET		139,065	131,137	145,487
ESTIMATED PROGRAM REVENUES				
3219	Encroachment Permits	5,000	5,000	5,000
3245	Public Works Services	85,000	100,000	40,000
TOTAL PROGRAM REVENUES		90,000	105,000	45,000
Net Program Subsidy By General Fund		49,065	26,137	100,487

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Adopted FY 10-11	Final FY 10-11	Proposed 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	107,280	113,955	123,071
4302	OVERTIME	8,600	5,716	8,600
4303	BENEFITS	63,630	59,115	63,884
4309	SPECIAL PAY	5,000	5,021	5,100
SUBTOTAL		184,510	183,807	200,655
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	13,000	7,000	13,000
4402	CONTRACT SERVICES	19,400	43,389	46,000
	Tree Maintenance Prog	3,000		
	Refuse Services	19,500		
4404	REPAIRS & MAINTENANCE	6,200	20,959	6,200
4405	TRAINING & MEETINGS	1,000	851	1,000
4408	UNIFORM ALLOWANCE	1,400	658	1,000
4417	FUEL & OIL	6,200	3,500	4,000
4424	HEALTH & SAFETY	1,200	27	900
4426	WEED & PEST CONTROL	8,000	513	7,000
4429	PHONE	900	900	900
4650	TRAINING & MEETINGS	600	150	600
4510	EQUIP FUND RENTAL	34,000	34,000	34,000
SUBTOTAL		114,400	111,947	114,600
TOTAL PROGRAM BUDGET		298,910	295,754	315,255

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Adopted FY 10-11	Final FY 10-11	Proposed 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	79,142	83,071	89,716
4302	OVERTIME	900	484	900
4303	BENEFITS	64,050	43,689	47,166
4309	SPECIAL PAY	800	656	800
SUBTOTAL		144,892	127,900	138,582
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	10,000	7,800	7,500
4402	CONTRACT SERVICES	1,520	8,447	9,050
	Tree Maintenance Prog	2,500		
	Turf Maintenance Prog	6,000		
	Refuse Services	10,000		
4403	UTILITIES	6,300	6,372	6,500
4404	REPAIRS & MAINTENANCE	5,000	3,000	3,500
4405	TRAINING & MEETINGS	500	-	300
4408	UNIFORM COSTS	1,800	812	1,100
4417	FUEL & OIL	800	800	900
4424	HEALTH & SAFETY	500	200	500
4426	WEED & PEST CONTROL	5,000	117	3,000
4429	PHONE	1,000	1,000	1,000
4503	WATER	30,000	26,750	30,000
SUBTOTAL		80,920	55,298	63,350
TOTAL PROGRAM BUDGET		225,812	183,198	201,932

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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Public Works**
 Program: **Pool Facility Maintenance**
 Account Code: **01-4126**

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

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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Public Works**
 Program: **Maintenance Shop**
 Account Code: **01-4124**

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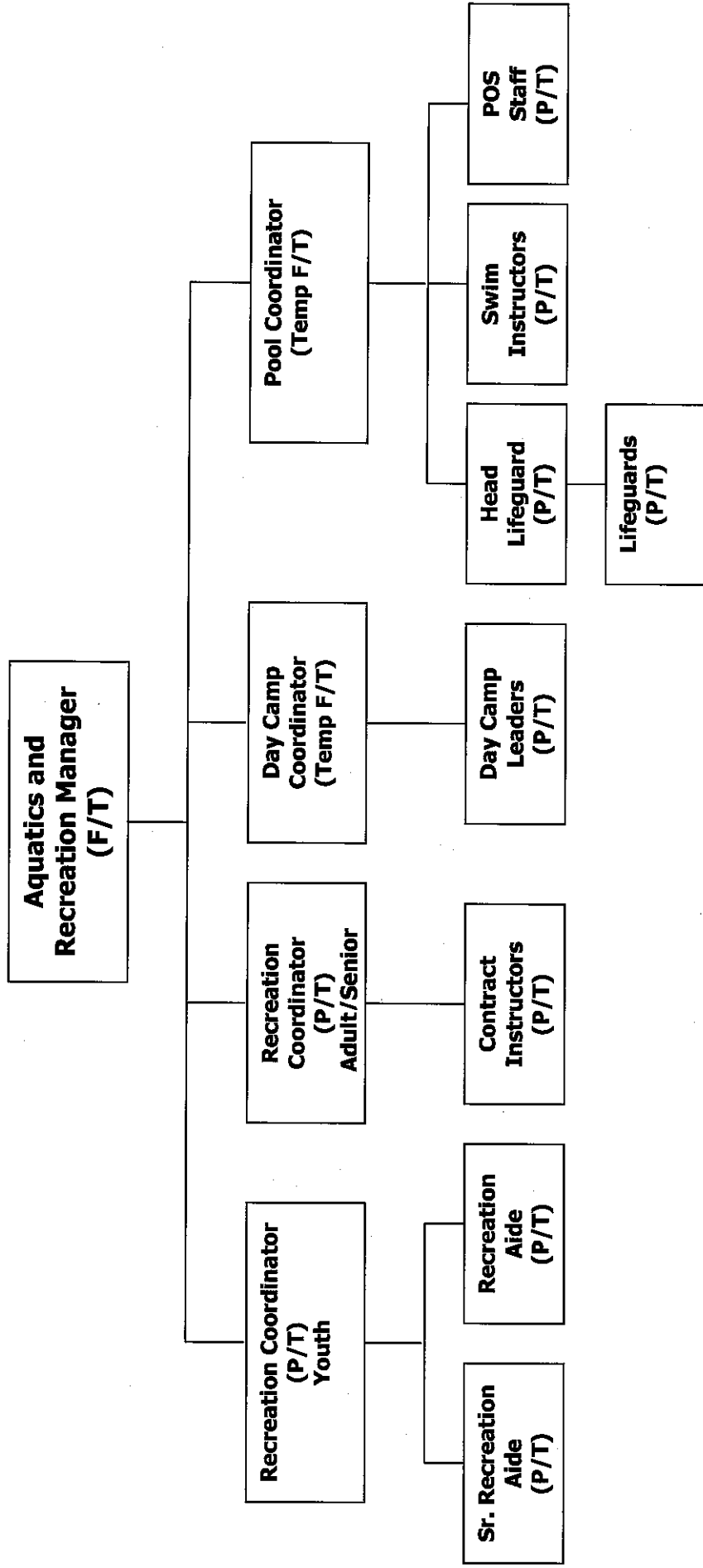
PERSONNEL SERVICES				
4301	FULL-TIME SALARIES	15,262	15,393	16,625
4302	OVERTIME	500	14	500
4303	BENEFITS	7,048	7,300	7,884
4309	SPECIAL PAY	200	99	200
SUBTOTAL		23,009	22,806	25,209
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	4,000	2,000	2,500
4402	CONTRACT SERVICES	1,000	500	1,000
4404	REPAIRS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

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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Public Works**
 Program: **Building Maintenance**
 Account Code: **01-4127**

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



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

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

RECREATION SERVICES DIVISION

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.**

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Recreation**

Program: **Community Resources Commission**

Account Code: **01-4150**

*

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

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Recreation**
 Program: **Recreation Programs**
 Account Code: **01-4152**

*

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

Adopted FY 10-11	Final FY 10-11	Proposed 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	26,162	24,979	17,981
4302	OVERTIME	75		
4303	BENEFITS	15,876	13,897	12,525
4308	PART-TIME SALARIES	7,050	5,463	31,600
SUBTOTAL		49,163	44,339	62,106
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	4,300	1,297	2,900
4402	CONTRACT SERVICES	20,770	20,770	20,040
4404	REPAIRS & MAINTENANCE	100	100	100
4405	TRAINING & MEETINGS	300	150	150
4417	FUEL AND OIL	-	400	400
4410	ADVERTISING	-	-	-
4415	POSTAGE & REPRODUCTION	-	-	-
4429	PHONE	435	-	-
4430	DUES & SUBSCRIPTIONS	400	435	380
SUBTOTAL		26,305	23,152	23,970
TOTAL PROGRAM BUDGET		75,468	67,491	86,076
ESTIMATED PROGRAM REVENUES				
3283	Education/Recreation Course Fees	41,785	41,785	43,550
3230	Other Grants			
TOTAL PROGRAM REVENUES		41,785	41,785	43,550
Net Program Subsidy By General Fund		33,683	25,706	42,526

Adopted FY 10-11	Final FY 10-11	Proposed 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	6,728	6,589	-
4302	OVERTIME	150		
4303	BENEFITS	3,566	3,305	-
4308	PART-TIME SALARIES	1,264		400
SUBTOTAL		11,708	9,894	400
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	550	550	550
4402	CONTRACT SERVICES	2,232	2,232	1,800
4404	REPAIR & MAINTENANCE	-		
4408	UNIFORM ALLOWANCE	-	-	-
4429	PHONE	-	-	-
SUBTOTAL		2,782	2,782	2,350
TOTAL PROGRAM BUDGET		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		13,770	12,676	2,750

Adopted FY 10-11	Final FY 10-11	Proposed 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	53,640	51,697	31,466
4302	OVERTIME	-	275	-
4303	BENEFITS	50,715	39,335	24,274
4308	PART-TIME SALARIES	97,750	57,685	84,750
SUBTOTAL		202,105	148,992	140,490
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	2,300	2,300	2,300
4402	CONTRACT SERVICES	7,550	3,000	3,000
4404	DEFICIT REDUCTION OPTIONS	(19,467)	-	-
4405	TRAINING & MEETINGS	700	400	400
4408	UNIFORM ALLOWANCE	-	-	500
4410	ADVERTISING	1,000	600	950
4415	POSTAGE & REPRODUCTION	-	-	-
4429	PHONE	1,800	1,800	1,800
4468	RESALE AND PURCHASE	2,000	2,000	3,850
4430	DUES & SUBSCRIPTIONS	50	50	50
SUBTOTAL		(4,067)	10,150	12,850
TOTAL PROGRAM BUDGET		198,038	159,142	153,340
ESTIMATED PROGRAM REVENUES				
3286	Aquatic Fees	93,300	75,747	85,600
3246	Community Resource Services			
Transfer In	Donations - Scholarships			
TOTAL PROGRAM REVENUES		93,300	75,747	85,600
Net Program Subsidy By General Fund		104,738	83,395	67,740

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Community Resources**

Program: **Community Promotion and Enrichment Grants**

Account Code: **01-4107**

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SERVICES & SUPPLIES				
4402	Calistoga Chamber of Commerce - Visitors Bureau	-	-	-
4479	The Family Center	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			
4475	Calistoga Holiday Sharing			
4481	Calistoga Tree Coalition			
4482	Calistoga Art Center			
4483	Calistoga Cares			
4467	Community Christmas Bazaar			
4469	Calistoga Friends of the Library			
4460	Community Center & Pool Project			
4476	Calistoga Girl Scouts			
4495	Calistoga Pet Clinic			
4496	Calistoga Soroptomists			
4497	Calistoga Springs Homeowners Assoc.			
4485	CCLC Get out of Town Program			
4486	Calistoga Boy Scouts			
4487	Calistoga Boys & Girls Club			
4489	St. Luke's Pre School			
4491	Calistoga Community Gardens			
4492	Calistoga Youth Soccer			
4498	Earth Day			
4493	Napa/Sonoma Film & Music			
4494	Highlands Christian Fellowship			
Subtotal Community Enrichment Grants		-	-	-
TOTAL PROGRAM BUDGET		20,000	20,000	20,000

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Adopted FY 10-11	Final FY 10-11	Proposed 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	16,937	16,928	8,990
4302	OVERTIME	-		
4303	BENEFITS	8,820	4,482	6,038
4308	PART-TIME SALARIES	1,800		13,000
SUBTOTAL		27,557	21,410	28,028
SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES	450	450	450
4402	CONTRACT SERVICES	-		250
4410	ADVERTISING	200		
4408	UNIFORM ALLOWANCE		200	200
SUBTOTAL		650	650	900
TOTAL PROGRAM BUDGET		28,207	22,060	28,928
ESTIMATED PROGRAM REVENUES				
3246	Community Resource Services	7,500		
3284	Recreation Program Fees	-		
3280	Facility Rental Fees	4,320		
Transfer In	Donations	-		
TOTAL PROGRAM REVENUES		11,820	0	0
NET PROGRAM SUBSIDY		16,387	22,060	28,928

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Community Resources**

Program: **Library Services**

Account Code: **01-4174**

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

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Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Community Resources**
 Program: **Sharpsteen Museum**
 Account Code: **01-4173**

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

Adopted FY 10-11	Final FY 10-11	Proposed FY 11-12
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Department: **Recreation**

Program: **Transit - Handyvan**

Account Code: **01-4405**

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<i>SERVICES & SUPPLIES</i>			
4402 CONTRACT SERVICES	15,001	15,000	15,000
SUBTOTAL	15,001	15,000	15,000
TOTAL PROGRAM BUDGET	15,001	15,000	15,000

Enterprise and Capital Improvement Funds

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A	B	C	Q	R
1	City of Calistoga		Fiscal Year 11-12 Budget	
2	<p style="text-align: center;">Sources and Uses Water Operations Fund</p>			
3				
4				
5				
6				
7				
8				
11	Charges for Services			
12	Residential Sales		1,317,000	1,396,984
13	Transient Sales		328,000	347,920
14	Commercial Sales		252,000	267,305
15	Industrial Sales		84,033	89,137
16	Other Revenues		28,500	28,500
17	Total Operating Revenues		2,009,533	2,129,846
18				
19	Operating Expenses			
21	Water Distribution		792,460	779,899
22	Water Treatment		1,417,962	1,476,332
23	Water Conservation		19,442	32,414
24	Depreciation		226,100	226,100
25				
26	Total Operating Expenditures		2,455,964	2,514,745
27				
28	Net Operating Surplus/Deficit		(446,431)	(384,899)
29				
30	Special Projects			
31				
32	Other Non Operating Sources Or (Uses)			
33	Interest Earnings		5,000	5,000
34	Employee concessions			69,000
35	Napa County Measure A Funding		133,756	984,618
37	Debt Proceeds (for Reserves and Costs)			
38	Equipment Lease			
39	Residential Credits offset			
40	Debt Payments			
43	Cost of Issuance & Annual Fees		(1,500)	(51,500)
44	Loan Principal		(181,000)	(240,000)
45	Loan Interest		(306,906)	(363,000)
46	Equipment		(11,000)	(11,000)
47				
48	Total Other Non Operating Activities		(361,650)	393,118
49				
50	Transfers From or (To) Other Funds and Other Adjustments			
51	From Water CIP (12)			
52	From General Fund (01)			
54	To General Fund (01)			
55	Add Back Non-Cash Depreciation		226,100	226,100
56	Net All Transfers		226,100	226,100
57				
58	Net Fund Surplus or (Deficit)		(581,981)	234,319
59				
60	Beginning Working Capital		410,173	(171,808)
62				
63	Ending Working Capital		(171,808)	62,511

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	A	B	C	Q	R
1	City of Calistoga			Fiscal Year 11-12 Budget	
2					
3	Water CIP				
4	Sources and Uses				
5					
6					
7					
8	Operating Revenues			Final	Budget
10	Connection Fees			50,000	38,000
12	Other Revenues			-	-
13	Total Operating Revenues			50,000	38,000
14					
15	Operating Expenses				
27					
30	Total Operating Expenditures				
31					
32	Net Operating Surplus/Deficit			50,000	38,000
33					
34	Other Non Operating Sources Or (Uses)				
35	Interest Earnings			5,000	5,000
36	Napa County Measure A			92,739	1,839,059
37	Proposition 50 Grant				
38	Other Grants or Funding Sources				
39	CDBG				35,000
40	Debt Proceeds - USDA I Loan				1,879,396
41	Debt Proceeds - Interim/USDA II				
42	Debt Proceeds - Other Financing				
47	Capital Improvements				
48	Distribution			(121,407)	(3,788,405)
49	Treatment			-	(69,950)
51	Total Capital Improvements			(121,407)	(3,858,355)
52					
53	Total Other Non Operating Activities			(23,668)	(99,900)
54					
55	Transfers From or (To) Other Funds				
56	To Water Operations (02)				
59	Net All Transfers			-	-
60					
61	Net Fund Surplus or (Deficit)			26,332	(61,900)
62					
63	Beginning Working Capital			-	26,332
66					
67	Ending Working Capital			26,332	(35,568)
68					

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	A	B	C	Q	R
1	City of Calistoga			Fiscal Year 11-12 Budget	
2					
3					Final
4					FY 10-11
5					Proposed
6					FY 11-12
7	Department: Public Works				
8	Program: Water Distribution				
9	Account Code: 02-4131				
10	PERSONNEL SERVICES				
11	4301	FULL-TIME SALARIES		230,892	249,363
12	4302	OVERTIME		11,522	17,000
13	4303	BENEFITS		119,660	124,686
14	4309	SPECIAL PAY		10,044	10,350
15			SUBTOTAL	372,118	401,399
16					
17	SERVICES & SUPPLIES				
18	4401	MATERIALS & SUPPLIES:		13,225	15,000
19	4402	CONTRACT SERVICES		17,364	60,500
20			CONTRACT SERVICES - LEGAL FEES	350,000	250,000
21	4403	UTILITIES		400	1,000
22	4404	REPAIRS & MAINTENANCE		3,200	7,300
23	4405	TRAINING & SEMINARS: STAFF		525	4,000
24	4408	UNIFORM ALLOWANCE		876	1,100
25	4415	POSTAGE & REPRODUCTION		65	400
26	4417	Fuel & Oil		500	600
27	4424	HEALTH & SAFETY		1,656	2,200
28	4428	METERS		5,000	8,000
29	4429	PHONE		2,800	2,800
30	4456	BAD DEBT EXPENSE		5,531	5,000
31	4650	TRAINING & SEMINARS: MGMT		-	1,400
32	4510	EQUIP FUND RENTAL		19,200	19,200
34			SUBTOTAL	420,342	378,500
35					
36	OTHER				
37	4505	DEPRECIATION		108,100	108,100
39	4820	Vehicles			
40	4821	Miscellaneous Field Equipment			
41			SUBTOTAL	108,100	108,100
42					
43	TOTAL PROGRAM BUDGET			900,560	887,999

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	A	B	C	Q	R
1	City of Calistoga			Fiscal Year 11-12 Budget	
2					
3					
4					
5					
46	Department: Public Works			Final FY 10-11	Proposed FY 11-12
47	Program: Water Treatment				
48	Account Code: 02-4132				
49					
50	PERSONNEL SERVICES				
51	4301	FULL-TIME SALARIES		222,972	240,810
52	4302	OVERTIME		26,452	25,600
53	4303	BENEFITS		115,232	120,072
54	4309	SPECIAL PAY		8,740	8,250
55	SUBTOTAL			373,396	394,732
56					
57	SERVICES & SUPPLIES				
58	4401	MATERIALS & SUPPLIES:		51,142	56,600
59	4402	CONTRACT SERVICES		36,892	77,700
60	4403	UTILITIES		55,183	60,000
61	4404	REPAIRS & MAINTENANCE		11,075	25,150
62	4405	TRAINING & SEMINARS: STAFF		3,098	5,000
63	4408	UNIFORM ALLOWANCE		1,387	3,100
64	4413	TAXES & FEES		1,846	2,000
65	4415	POSTAGE & REPRODUCTION		7,531	7,600
66	4417	Fuel & Oil		2,100	2,200
67	4424	HEALTH & SAFETY		442	600
68	4429	PHONE		5,700	5,700
69	4430	DUES & SUBSCRIPTIONS		1,503	2,000
70	4431	FEES		24,053	33,500
71	4439	CENTRAL SERVICE CHARGE		82,500	82,500
72	4503	WATER PURCHASE - NBA/KCWA		729,014	685,900
73	4650	TRAINING & SEMINARS: MGMT		-	950
74	4510	EQUIPMENT FUND RENTAL		31,100	31,100
77	SUBTOTAL			1,044,566	1,081,600
78					
79	OTHER				
80	4505	DEPRECIATION		118,000	118,000
82	4820	Vehicles			
83	4821	Miscellaneous Field Equipment			
84	4821	Miscellaneous Office Equipment			
85	4823	Computer Equipment			
86	SUBTOTAL			118,000	118,000
87					
88	TOTAL PROGRAM BUDGET			1,535,962	1,594,332

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	A	B	C	Q	R
1	City of Calistoga			Fiscal Year 11-12 Budget	
2					
3					
4					
5					
90	Department: Public Works			Final FY 10-11	Proposed FY 11-12
91	Program: Water Conservation				
92	Account Code: 02-4135				
93					
94	PERSONNEL SERVICES				
95	4301	FULL-TIME SALARIES		12,679	13,693
97	4303	BENEFITS		5,859	5,896
99	SUBTOTAL			18,337	19,589
100					
101	SERVICES & SUPPLIES				
102	4401	MATERIALS & SUPPLIES		125	4,300
103	4402	CONTRACT SERVICES		-	125
104	4405	TRAINING & SEMINARS		-	2,150
106	4415	POSTAGE & REPRODUCTION		-	1,250
110	4808	Water Use Efficiency - Toilet Replacement			
111		Commercial			
112		Transient			
113		Residential			
114		Washer Rebate Program		980	5,000
115	4499	CONTINGENCY		-	-
116	SUBTOTAL			1,105	12,825
117					
122	TOTAL PROGRAM BUDGET			19,442	32,414
123					

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A	B	C	Q	R
1	City of Calistoga		Fiscal Year 11-12 Budget	
2	Sources and Uses Wastewater Operations Fund			
3				
4				
5				
6				
7			Final FY 10-11	Budget FY 11-12
8	Operating Revenues			
11	Charges for Services			
12		Residential Sales	1,113,000	1,256,512
13		Transient Sales	474,000	535,118
14		Commercial Sales	216,000	243,851
15		Industrial Sales	45,180	51,006
16	Other Revenues		94,400	94,400
17	Total Operating Revenues		1,942,580	2,180,887
19	Operating Expenses			
20	Wastewater Collection		455,564	485,536
21	Wastewater Treatment		1,147,626	1,267,439
22	Depreciation		608,100	608,100
25	Total Operating Expenditures		2,211,290	2,361,075
27	Net Operating Surplus/Deficit		(268,710)	(180,188)
29	Special Projects			
31	Other Non Operating Sources Or (Uses)			
32	Interest Earnings			
36	Employee concessions			86,000
37	Debt Payments			
38		State Revolving Fund Loan Payments	(362,950)	(362,950)
39		CSCDA Revenue Bond Payments	(222,600)	(222,600)
40		USDA Loan Payment	(106,350)	(106,350)
41		Equipment Lease Payments	(8,998)	(8,998)
42		Cost of Issuance & Fees	(1,600)	(1,600)
43	Subtotal Debt Related Costs		(702,498)	(702,498)
44				
47	Equipment		(11,000)	(11,000)
52	Total Other Non Operating Activities		(713,498)	(627,498)
54	Transfers From or (To) Other Funds and Other Adjustments			
55	From Wastewater Capital (13)			
57	To General Fund (01)			
60	Add Back Non Cash Depreciation		608,100	608,100
61	Net All Transfers & Adjustments		608,100	608,100
63	Net Fund Surplus or (Deficit)		(374,107)	(199,586)
65	Beginning Working Capital		26,772	(347,335)
66				
68	Ending Working Capital		(347,335)	(546,921)

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A	B	C	Q	R
1	City of Calistoga		Fiscal Year 11-12 Budget	
2	<p style="text-align: center;">Sources and Uses Wastewater Capital Improvements</p>			
3				
4				
5				
6				
7				
8				
11	Connection Fees		58,000	95,000
14	Total Operating Revenues		58,000	95,000
16	Operating Expenses			
31	Total Operating Expenditures			
33	Net Operating Surplus/Deficit		58,000	95,000
35	Other Non-Operating Sources Or (Uses)			
36	Interest Earnings			
37	Sale of Property (Gain)			
45	Lease Proceeds			
53	Capital Improvements			
54	Collection		-	(5,000)
55	Treatment		-	(15,000)
57	Subtotal Capital Improvements		-	(20,000)
59	Total Other Non Operating Activities		-	(20,000)
61	Transfers From or (To) Other Funds			
62	To Wastewater Operations (03)			
66	Net All Transfers			
68	Net Fund Surplus or (Deficit)		58,000	75,000
70	Beginning Working Capital		-	58,000
74	Ending Working Capital		58,000	133,000

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	A	B	C	Q	R
1	City of Calistoga			Fiscal Year 11-12 Budget	
2					
3					
4					
5					
151	Department: Public Works			Final FY 10-11	Proposed FY 11-12
152	Program: Wastewater Collection				
153	Account Code: 03-4141				
154					
155	PERSONNEL SERVICES				
156	4301	FULL-TIME SALARIES		226,716	244,853
157	4302	OVERTIME		11,523	17,000
158	4303	BENEFITS		119,399	124,413
159	4309	SPECIAL PAY		10,044	10,044
160	SUBTOTAL			367,682	396,311
161					
162	SERVICES & SUPPLIES				
163	4401	MATERIALS & SUPPLIES:		6,112	9,100
164	4402	CONTRACT SERVICES:		16,592	18,400
165	4403	UTILITIES		18,323	20,000
166	4404	REPAIRS & MAINTENANCE		18,041	9,800
167	4405	TRAINING & SEMINARS: STAFF		351	1,000
168	4408	UNIFORM ALLOWANCE		875	1,100
169	4415	POSTAGE & REPRODUCTION		50	50
170	4417	Fuel & Oil		1,200	1,500
171	4424	HEALTH & SAFETY		1,973	2,500
172	4429	PHONE		3,600	3,600
173	4430	DUES & SUBSCRIPTIONS		-	100
174	4431	FEES		2,015	2,225
175	4650	TRAINING & SEMINARS: MGMT		-	1,100
177	4510	EQUIPMENT FUND RENTAL		18,750	18,750
178	SUBTOTAL			87,882	89,225
179					
180	OTHER				
181	4505	DEPRECIATION		309,000	309,000
182	4820	Vehicles			
183	4821	Miscellaneous Field Equipment			
184	4821	Miscellaneous Office Equipment			
185	4823	Computer Equipment			
189	SUBTOTAL			309,000	309,000
190					
191	TOTAL PROGRAM BUDGET			764,564	794,536
192					

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	A	B	C	Q	R
1	City of Calistoga			Fiscal Year 11-12 Budget	
2					
3					
4					
5					
194	Department: Public Works			Final FY 10-11	Proposed FY 11-12
195	Program: Wastewater Treatment				
196	Account Code: 03-4142				
197					
198	PERSONNEL SERVICES				
199	4301	FULL-TIME SALARIES		297,204	320,980
200	4302	OVERTIME		38,928	44,320
201	4303	BENEFITS		172,192	179,424
202	4309	SPECIAL PAY		15,752	16,665
203	SUBTOTAL			524,076	561,389
204					
205	SERVICES & SUPPLIES				
206	4401	MATERIALS & SUPPLIES:		104,500	128,000
207	4402	CONTRACT SERVICES:		145,727	154,750
208		NPDES Studies			
209		Sludge Disposal			
210	4403	ELECTRICITY		110,232	130,000
211	4404	REPAIRS & MAINTENANCE		54,900	63,000
212	4405	TRAINING & SEMINARS: STAFF		2,700	5,000
213	4408	UNIFORM ALLOWANCE		1,550	3,000
214	4415	POSTAGE & REPRODUCTION		3,620	3,800
215	4417	Fuel & Oil		10,000	12,000
216	4424	HEALTH & SAFETY		1,162	1,300
217	4429	PHONE		5,400	5,400
218	4430	DUES & SUBSCRIPTIONS		269	650
219	4431	FEES		14,890	28,750
220	4439	CENTRAL SERVICES OVERHEAD		82,500	82,500
221	4440	LAB TESTING		64,200	65,000
222	4650	TRAINING & SEMINARS: MGMT		-	1,000
224	4510	EQUIPMENT FUND RENTAL		21,900	21,900
225	SUBTOTAL			623,550	706,050
226					
227	OTHER				
229	4505	DEPRECIATION		299,100	299,100
230	4820	Vehicles			
231	4821	Miscellaneous Field Equipment			
232	4821	Miscellaneous Office Equipment			
233	4823	Computer Equipment			
237	SUBTOTAL			299,100	299,100
238					
239	TOTAL PROGRAM BUDGET			1,446,726	1,586,539

Proposed 2011-12 Capital Improvement Program and Special Projects Budget

Project Description	2011-12 Funding	Funding Source
Soils Remediation at the PW Corporation Yard	20,000	General Fund
Access, Facility and Sidewalk Improvements	52,000	General Fund
Bicycle Transportation Plan Implementation	120,000	TDA, Caltrans, etc.
Traffic Model and Impact Fee Study	35,000	CDBG grant & GF match
Community Pool Facility	20,000	2007 Financing
Roof Repairs for City Hall and Community Center	15,000	General Fund, City Hall Renovation
Pipeline-Myrtledeale/Grant/Kimball Main	80,000	Measure A
Mt Washington Water Tank	3,588,455	USDA, Measure A
NBA Pump Station (Dwyer Road)	100,000	Water Capital
Master Water Study	35,000	CDBG grant and water capital
Bypass Structure, Intake Tower & Emergency Drain Val	50,000	Measure A
Sewer Lateral Replacement	5,000	Sewer Capital
Aerator-Mixer for WWTP Effluent Storage Pond	15,000	Sewer Capital
Replenish General Fund Reserves	200,000	General Fund
Development Impact Fee Study	50,000	General Fund
Urban Design Plan Implementation	9,000	General Fund
Green Initiatives	2,500	General Fund
Total Capital and Special Projects	4,396,955	

Special Revenue Funds

Special Revenue Funds Sources and Uses Summary

Special Revenue Funds	FY 10-11 Revised			FY 11-12 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

City of Calistoga

Fiscal Year 11-12 Budget

Budget FY 10-11	Final FY 10-11	Budget FY 11-12
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Department: Administrative Services
 Program: Equipment Maintenance & Replacement
 Account Code: 15-4970

SERVICES & SUPPLIES				
4401	MATERIALS & SUPPLIES:	500	100	200
4404	REPAIRS & MAINTENANCE	60,000	59,000	60,000
4415	POSTAGE & REPRODUCTION	5,000	4,855	5,000
4417	Fuel & Oil	76,000	74,500	79,500
4821	Miscellaneous Field Equipment	1,000	-	200
4822	Miscellaneous Office Equipment	5,000	750	2,000
SUBTOTAL		147,500	139,205	146,900
OTHER				
4505	DEPRECIATION	185,000	185,000	185,000
4508	ASSET WRITEOFF			
SUBTOTAL		185,000	185,000	185,000
TOTAL PROGRAM BUDGET		332,500	324,205	331,900

City of Calistoga

Fiscal Year 11-12 Budget

Budget FY 10-11	Final FY 10-11	Budget FY 11-12
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Department: Administrative Services
Program: Computer System
Account Code: 15-4975

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

City of Calistoga

Fiscal Year 11-12 Budget

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

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