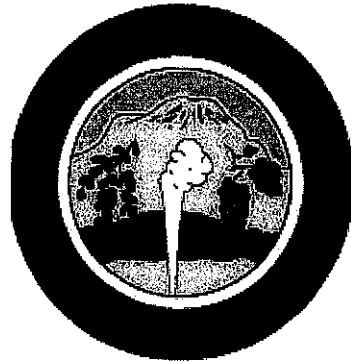


# **City of Calistoga Budget**



**Fiscal Year  
2012-13  
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/City Clerk  
Michelle Marchetta Kenyon, City Attorney  
Steve Campbell, Fire Chief  
Susan Jones, Acting Police Chief  
Dan Takasugi, City Engineer & Public Works Director  
Gloria Leon, Administrative Services Director/City Treasurer  
Ken MacNab, Planning & Building Manager  
Olivia Lemen, Recreation Manager  
Amanda Davis, Deputy City Clerk



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June 19, 2012

Honorable Mayor and Council Members:

I am pleased to present the City of Calistoga's Proposed Budget for Fiscal Year 2012-13 for your consideration. It has been balanced with realistic conservative projections of revenues and expenditures. The budget maintains General Fund reserves of 19% as of June 30, 2013. 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 2012, the Council adopted short-term goals and key priority projects during a strategic planning session. Staff has incorporated this policy direction into the FY 2012-13 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 2012-13 can be summarized as follows:

- Revenues are estimated conservatively taking into account economic conditions and known actions that will affect revenues.
- Operating expenditures reflect an increase of \$13,821 (.2%) from the prior year's mid-year revised budget.
- FY 2012-13 is projected to end with fund balance and reserves of \$1.2M or 19% of the Operating expenditures.

The FY 2012-13 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 completion of the pool project 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 soils remediation and updates to the Services and Development Impact Fees.

### **Economic conditions**

The City's major revenues are Transient Occupancy Tax (52%), Property Tax (21%) and Sales Tax (12.5%), which provides in total 85.5% 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 has been more stable 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. 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 three and one half percent increase over the prior fiscal year. Sales Tax revenues for FY 2012-13 are anticipated to grow approximately 9.5% based on information from HDL, sales tax consultants.

Property Tax revenues are based on assessed valuation of property and not really driven by tourism. As the City entered 2011, sale prices started to decline again and the City ended the 2011 calendar year with 34 sales transactions at a median sales price that was 28.8% lower than 2010. The assessor uses the 2011 information to set market values on recent sales for the 2012-13 tax roll as well as some reduction in previous years for properties still above current market values. This means that the properties that were purchased in 2011 were probably purchased below market value and should receive a reduction per Proposition 8, according to HDL, property tax consultants for the City. Whether the assessor will reduce all properties that sold last year will not be known until the roll is released for purchase in August 2012.

In 2011 the Assessor applied the CPI factor of 2%. While this is seen as a positive step to aiding cities to see a more positive property tax view overall, all properties that have been granted Prop 8 reductions are required to be reviewed each year outside of the CPI adjustment. If the property's market values have moved lower, additional reductions will be granted; if the prices have not moved up or down, the same value enrolled last year will be enrolled for the coming fiscal year and when values begin to move upward, the assessor will begin to recapture values as required per Prop 8. It is estimated by the County Assessor that there has been a revaluation of a number of single family residences. We have not factored in any new construction or any successful appeals that will result in tax payer refunds which are seen as negative adjustments to property tax apportionments. These reductions are pooled countywide, so the City will suffer a share of these reductions from all successful appeals irrespective of where they are located in the County. Based on these factors the projections for Property Tax have been estimated to decrease by 3.9% 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 2011-12 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 \$7.36 million. This amount is up slightly from the prior fiscal year. Property taxes are projected to decrease by 3.9% from the prior year as we see the effects of Proposition 8. Sales taxes are expected to be up by 9.5% due to increase in tourism. Transient Occupancy Tax is projected to be 3.5% more than the prior year again due to increase in tourism. Interest earnings are projected to be down 47% due to fewer funds available to invest and interest rates being so low. Charges for services are projected to be down \$78,477 due to low development. Fines, forfeitures and penalties will be down \$3,000 which is 6% less than FY 2011-12.

**General Fund Operating Expenditures**

Operating expenditures are projected to be up \$13,821 from fiscal year 2011-12 mid-year revised amounts due to filling a vacancy in the City Managers' office. Planning and Building services are up due to several reasons; less development and the filling of a one half Administrative Secretary position which is currently vacant. The Fire department shows an increase of \$77,796 and the Police department reflects a decrease of \$128,498. The reason for these changes is that a portion of the fire salaries was inadvertently placed in the police department in FY 2011-12 mid-year revisions. In addition the Emergency Services Department was moved from the Police department to the Fire department in FY 12-13. Public Works services and Recreation services are showing a budget decrease due in part to employee concessions in fiscal year 2011-12 and reorganization of Recreation services.

**Special Projects**

The budget includes one special project that is not part of ongoing operations and would tend to distort the operating budgets of the Departments. The one special project is as follows:

- Services Fee Updates – to update the fees currently being charged for Planning and Building services

**Capital Improvement Projects**

The budget includes \$106,000 in capital Improvement projects for fiscal year 2012-13. They include \$100,000 to complete the pool project and \$6,000 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:

- Soils Remediation (\$6,000)
- American Disabilities Act Compliance Sidewalk Project to be funded from Local Transportation Street Funds (\$60,000)
- Access Facility and Sidewalk Improvements (\$52,000)
- Chamber Marketing and Promotion Contract (\$252,000)
- Planning and Building Department service update fee study (\$56,000)
- Completion of the Pool Project (\$100,000)

**General Fund Reserves**

The Council has maintained healthy reserves during past years as a cornerstone of the budgeting philosophy. Unfortunately, due to the enterprise revenue funds shortfall last year, the budget for the upcoming fiscal year projects reserves to approximate 17.4% of 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 \$231,577 as of June 30, 2012. Based on activity during the 2012-13 fiscal year, it is anticipated that the fund balance will have a deficit of \$46,535 by June 30, 2013. The general fund will transfer \$46,535 to the water operations fund to cover the deficit. The primary reason for the deficit is the commencement of paying the \$3.75 million Rural Development Loan from the United States Department of Agriculture issued in 2011 for the construction of the 1.5 million gallon Mt. Washington tank.

The Water Capital Fund is expected to end fiscal year 2012-13 with a deficit fund balance of \$37,023 which will be covered by the general fund balance. This is primarily because revenue from connection fees will be low due to no anticipation of new development in the City. Projects to be undertaken for the 2012-13 include the Mt. Washington Water Tank, NBA Pump Station design to increase water delivery reliability, repairing of the Feige Water Tank and the bypass structure.

The Wastewater Operations Fund is expected to end fiscal year 2011-12 with a deficit balance of approximately \$209,605. The general fund will transfer \$131,605 and the Wastewater Capital Fund will transfer \$78,000 to cover the deficit balance. As discussed many times during the water and wastewater rate

study, expenditures to run the treatment plant have continued to outpace revenues. Though rates were increased they have not been sufficient to keep up with expenditures. The FY 2012-13 budget shows an ending deficit fund balance of approximately \$92,821. The General Fund will transfer out \$92,821 to the Wastewater Fund to cover the deficit balance. Since expenditures during FY 2011-12 were kept only to the purchase of critical items FY 2012-13 amounts have been projected based on our best estimate of what will be needed to operate the utility.

City staff with the assistance of a consultant will complete a comprehensive review of the adopted Water and Wastewater rate studies to determine why the various assumptions in the rate studies have not generated the working capital projected.

The Wastewater Capital Improvements Fund is expected to end fiscal year 2011-12 with a slight surplus balance of \$78,000 which will be used to cover the deficit wastewater operations fund. 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 2012-13 is anticipated to be negative \$33,612. The General Fund will transfer out \$33,612 to cover the deficit ending fund balance. Three capital projects will be undertaken in FY 12-13. The projects consist of replacement of sewer laterals, Valve Demolition and installation of a gate valve and an Aerator-Mixer for Effluent Storage Pond.

### **Special Revenue Funds Overview**

Total Special Revenue Funds had a beginning balance of approximately \$1.1 million as of July 1, 2011. Based on activity during the fiscal year, it is anticipated that the fund balance will be reduced to about \$930,933 by June 30, 2012 and reduced to \$693,668 by June 30, 2013. Out of the 20 special revenue funds, the Mobile Home Park Program fund will be the only one anticipated to end with a deficit balance of \$44,864 for Fiscal Year 2012-13. The Community Development Fund will transfer out \$44,864 to the Mobile Home Park Program during Fiscal Year 2012-13. Staff will be reviewing the Mobile Home Park Program Fund to turn it around with a positive cash flow. The Community Development Fund will fund the sidewalk replacement capital project for an amount of \$52,000 and it will transfer \$56,000 to the general fund for legal costs associated with the defense of the arbitration results on the rent stabilization of the Rancho De Calistoga mobile home park. 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 2012-13 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 2012-13 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.

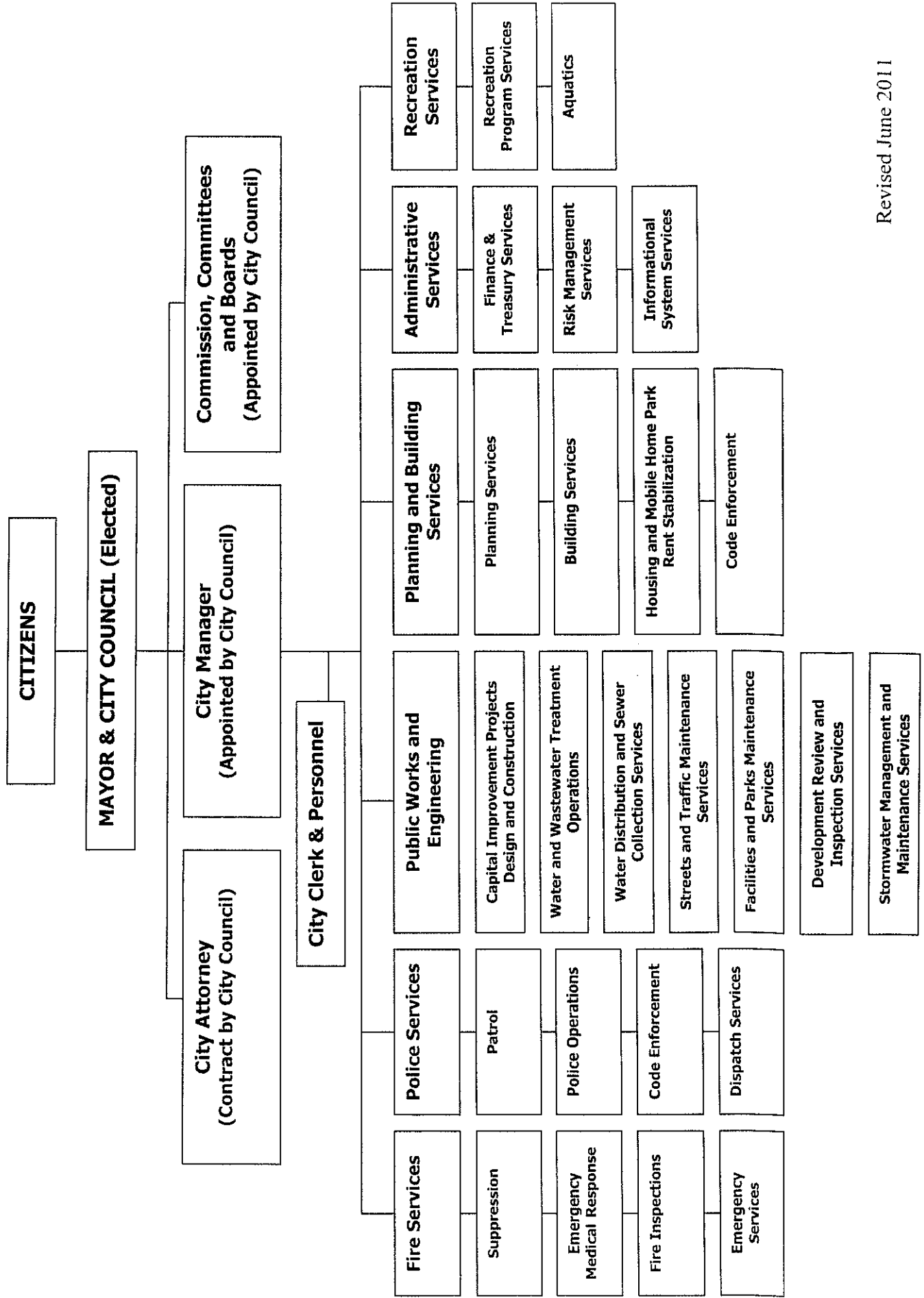
I would like to thank the City Council for providing focused overall policy direction and leadership throughout the budget development process. I would like to thank all of the City employees' for their input and suggestions in preparing the proposed budget.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Spitler', with a long horizontal flourish extending to the right.

Richard Spitler  
City Manager

# CITY OF CALISTOGA ORGANIZATIONAL CHART



## **City Council Goals And Objectives**

**FY 2012/2013**

**April 3, 2012**

### **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% of total operating expenses within 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 for a three year time period to bring it back up to 25% of total operating expenses (approx. \$1.6 million). For Fiscal Year 2012/13 the contribution will be at least \$183,000.
- 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 \$50,000.

### **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 Project:**

- Adopt a City file achieve system, prepare a schedule for each department and implement system.

## **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 construction of the 1.5 million gallon water storage tank at Mt. Washington.
- Continue 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:

- Continue the Sidewalk Repair and Maintenance Mitigation Program. This is 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.
- Complete construction of the Mt. Washington 1.5 million gallon water storage tank.

## **Create an environmentally sustainable community.**

### Objectives:

- Implement "green" environmental sustainability policies 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 Project:

- Adopt a local Climate Protection Plan after Napa County has approved a countywide plan.

## **Maintain the small-town rural character and economy of Calistoga.**

### Objectives:

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

### Priority Project:

- Prepare a work plan that addresses potential conflicts and inconsistencies between General Plan policies and Municipal Code. Present to City Council with a schedule to accomplish needed changes.

## **Expand and improve recreational facilities.**

### Objectives:

- Work with the County to improve the Calistoga Library.
- Work with citizen efforts to install a community dog park and bocce ball courts at Logvy Park.

### Priority Projects:

- Assist community members in their efforts to install a community dog park and bocce ball courts at Logvy Park.

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**City of Calistoga**  
**2012-13 Budget Summary for General and Enterprise Funds**  
**AT A GLANCE**

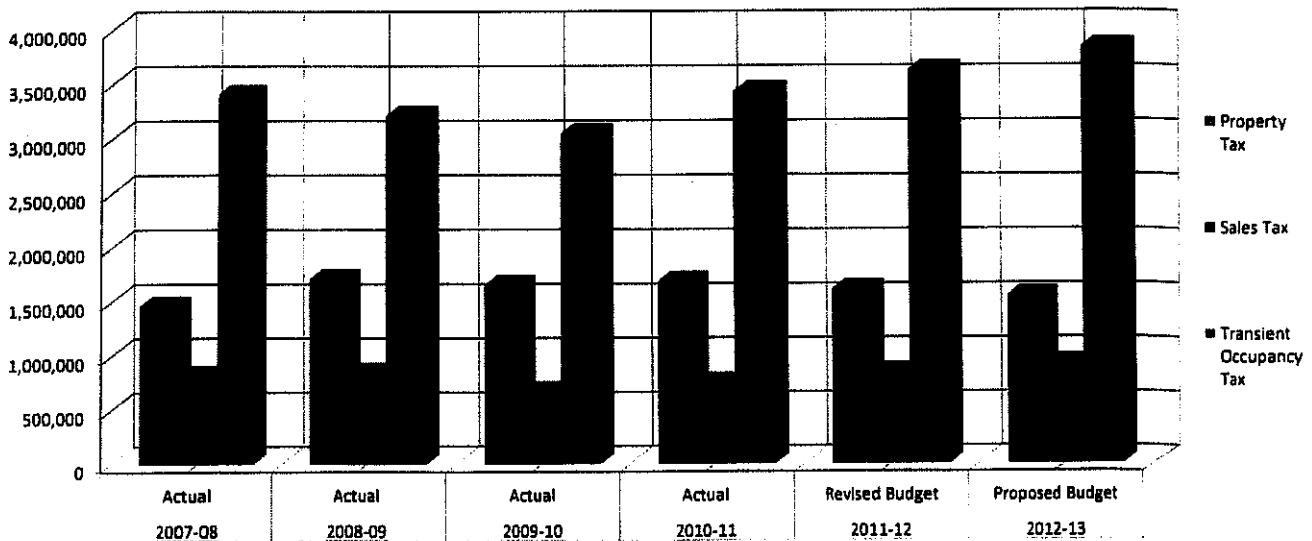
	General Fund	Water Operations	Water Capital	WW Operations	WW Capital	Totals
<b>Revenues</b>	7,358,931	2,274,125	8,977	2,257,930	22,888	11,922,851
<b>Expenditures</b>						
Operating Expenditures	(6,332,324)	(2,011,601)	(3,869,390)	(1,656,284)	(56,500)	(13,926,099)
<b>Transfers</b>						
Transfers In from Gas Tax, COPS	165,000					165,000
Measure A for Debt Service		141,200				141,200
Measure A for CIP projects			545,000			545,000
Mobile Home Park	11,000					11,000
Abandoned Vehicle	4,600					4,600
Community Development Fund	56,000					56,000
Debt payments	(477,165)	(681,835)		(694,466)		(1,853,466)
Deutsche Loan Proceeds	100,000					100,000
USDA loan proceeds			3,277,559			3,277,559
<b>Special Projects</b>						
Reserves replenishment			831			831
Development impact fees Update	(56,000)					(56,000)
Soils remediation	(6,000)					(6,000)
Community Pool Facility	(100,000)					(100,000)
<b>Total Net Change in Cash Balances 12-13</b>	<b>724,042</b>	<b>(278,111)</b>	<b>(37,023)</b>	<b>(92,820)</b>	<b>(33,612)</b>	<b>282,476</b>
<b>Ending Projected Fund Balance FY 11-12</b>	<b>717,752</b>	<b>231,576</b>		<b>(131,605)</b>		<b>817,723</b>
Adjustments to FY 11-12 Budget to cover deficit	(131,605)			131,605		0
Revised Ending Projected Fund Balance FY 11-12	586,147	231,576	0	0	0	817,723
<b>Total Net Change in Cash Balances FY 12-13</b>	<b>724,042</b>	<b>(278,111)</b>	<b>(37,023)</b>	<b>(92,820)</b>	<b>(33,612)</b>	<b>282,476</b>
<b>Ending Fund Balance FY 12-13</b>	<b>1,310,189</b>	<b>(46,535)</b>	<b>(37,023)</b>	<b>(92,820)</b>	<b>(33,612)</b>	<b>1,100,199</b>
<i>Adjustments to Fund Balance to Cover Deficit Balances:</i>						
Transfers from General Fund to Cover Deficit Water	(46,535)	46,535				0
Transfers from General Fund to Cover Deficit Water Capital	(37,023)		37,023			0
Transfers from General Fund to Cover Deficit WWTP	(92,820)			92,820		0
Transfers from General Fund to Cover Deficit WWTP Capital	(33,612)				33,612	0
<b>Adjusted Total Fund Balance FY 12-13</b>	<b>1,100,199</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,100,199</b>

**CITY OF CALISTOGA**  
**General Fund Revenue Budget Summary**  
FY 2012-13

2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Dollar	Percent
Actual	Actual	Actual	Actual	Revised Budget	Proposed Budget	Change	Change

Property Tax	1,460,792	1,709,998	1,654,593	1,685,569	1,609,900	1,547,369	-62,531	-3.9%
Sales Tax	819,646	842,611	670,908	746,907	840,000	920,000	80,000	9.5%
Transient Occupancy Tax	3,402,228	3,208,611	3,042,315	3,430,486	3,620,000	3,829,500	209,500	5.8%
Other Taxes	329,146	311,292	292,757	312,784	289,100	310,182	21,082	7.3%
Licenses and Permits	84,431	93,964	69,219	68,287	72,000	62,100	-9,900	-13.8%
Fines, Forfeits & Penalties	49,296	49,811	42,577	53,486	49,000	46,000	-3,000	-6.1%
Use of Money & Property	32,002	24,231	30,393	25,089	25,000	13,100	-11,900	-47.6%
Funds from Other Agencies	84,490	75,943	71,192	80,354	61,000	60,000	-1,000	-1.6%
Grants	77,131	5,000	5,000	0	14,000	5,000	-9,000	-64.3%
Charges for Services	621,652	565,557	642,201	597,056	634,157	555,680	-78,477	-12.4%
Other Revenue	79,084	215,283	780,949	109,216	135,000	10,000	-125,000	-92.6%

<b>Total General Fund Revenues</b>	<b>7,039,898</b>	<b>7,102,301</b>	<b>7,302,104</b>	<b>7,109,234</b>	<b>7,349,157</b>	<b>7,358,931</b>	<b>9,774</b>	<b>0.1%</b>
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**\*\* Please Note:**

Property Tax and Sales Tax are projections from our consultants HDL.  
Transient Occupancy Tax is estimated to be \$3,700,000 for FY 11-12 therefore based on this amount we are projecting for FY 12-13 a 3.5% increase.  
There were 2 grants in FY 11-12 and we are projecting 1 grant in FY 12-13.  
Use of Money and Property we are projecting less in interest earnings.  
Charges for Services - Projecting less development and less revenues from recreation activities.  
Other Revenue are one time types of revenues so this fluctuates from year to year.



## General Fund Sources and Uses FY 07-08 through 12-13 Budgets

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
--------------------	--------------------	--------------------	--------------------	---------------------	-------------------------------	--------------------------------

Property Tax	1,460,792	1,709,998	1,654,593	1,685,569	1,546,129	1,609,900	1,547,369
Sales Tax	819,646	842,611	670,908	746,907	781,311	840,000	920,000
Transient Occupancy Tax	3,402,228	3,208,611	3,042,315	3,430,486	3,477,521	3,620,000	3,829,500
Other Taxes	329,146	311,292	292,757	312,784	294,880	289,000	310,182
Licenses and Permits	84,431	93,964	69,219	68,287	67,235	72,000	62,100
Fines, Forfeitures and Penalties	49,296	49,811	42,577	53,486	34,000	49,000	46,000
Interest and Use of Property	32,002	24,231	30,393	25,089	35,100	25,000	13,100
Revenues From Other Agencies	84,490	75,943	71,192	80,354	60,000	61,000	60,000
Grants - Operations	77,131	5,000	5,000	-	5,000	14,000	5,000
Charges for Services	621,652	565,557	642,201	597,056	634,157	634,157	555,680
Other Revenues	79,084	215,283	780,949	109,216	35,000	135,000	10,000

Support Services	1,390,796	1,413,358	1,269,440	1,657,708	1,060,208	1,378,132	1,434,456
City Council & City Clerk	160,726	167,873	147,922	171,588	155,979	147,807	165,110
Fire Services	678,681	776,844	803,942	753,329	762,084	681,555	759,351
Planning & Building	604,125	694,242	649,714	602,201	428,866	408,547	437,708
Police Services	2,181,776	2,273,600	2,218,018	2,249,220	2,321,079	2,289,944	2,141,446
Public Works	993,318	1,025,257	889,242	962,660	1,009,285	889,061	873,769
Recreation Services	516,520	665,636	724,108	802,776	536,443	543,457	520,484

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<b>Debt Proceeds</b>		1,908,121				1,415,000	-
<b>Deutsche Lease Financing</b>						855,000	100,000
<b>Grants - Improvements</b>		833,107	273,603	1,021,350	-		-

<b>Special Projects</b>	87,163	186,553	16,345	5,800	66,500	23,000	56,000
<b>Capital Improvement Projects</b>							
Streets	837,767	61,331	6,770	600,000		-	-
Parks	35,106	-	-	-		-	-
Buildings	1,540,746	3,726,197	1,057,445	875,504	10,000	865,000	100,000
Other	36,881	24,155	23,540	43,130	72,000	(32,000)	6,000
<b>Total Capital Projects</b>	2,450,500	3,811,683	1,087,755	1,518,633	82,000	833,000	106,000

## General Fund Sources and Uses FY 07-08 through 12-13 Budgets

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Debt Payments - TRAN Issue Co:	100,000	125,000	-	39,930	-	1,453,043	-
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### Transfers From or (To) Other Funds

Capital Facilities Fund			579,466	1,176,748			
Gas Tax Fund	418,377	115,031		80,000	95,000	95,000	95,000
Police Grants Fund	88,693	18,312	60,000	78,910	70,000	70,000	70,000
Recreation Donations & Vamo Fur	19,000	12,000	16,619	12,000	-	-	-
Landscape Maintenance Funds	(340)	-	-	4,750	2,000	1,210	-
Mobile Home Park Programs Fund	2,815	10,468	5,000	10,500	-	11,000	11,000
Community Pool Fund	-	667,816	-	-	-	-	-
CDBG Fund	-	70,000	25,041	-	-	-	-
Abandoned Vehicle Fund	-	4,350	4,350	4,600	4,600	4,600	4,600
Quality of Life Fund	-	295,854	-	-	-	-	-
Adjustment YE (Adjust Transfers In)	900,156	30,745	(18,811)	(279,542)	-	-	-
Advance to WWTP Operations	-	-	(897,107)	(397,408)	-	(131,605)	(92,820)
Advance to WWTP Capital	-	-	-	-	-	-	(33,612)
Advance to Water Operations	(21,088)	-	-	(462,400)	-	-	(46,535)
Advance to Water Capital	-	-	-	-	-	-	(37,023)
Community Development Fund	660,200	-	-	-	-	50,000	56,000
Debt Service Fund	(119,050)	(249,471)	-	(510,990)	(559,000)	(522,480)	(477,165)
<b>Net All Transfers</b>	<b>1,948,763</b>	<b>975,105</b>	<b>(225,442)</b>	<b>(282,832)</b>	<b>(387,400)</b>	<b>(422,275)</b>	<b>(450,555)</b>

<b>Net Fund Surplus or (Deficit)</b>	<b>(174,300)</b>	<b>(321,422)</b>	<b>(450,289)</b>	<b>(510,905)</b>	<b>100,000</b>	<b>588,276</b>	<b>514,652</b>
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<b>Beginning Fund Balance</b>	<b>1,385,574</b>	<b>1,064,152</b>	<b>1,500,231</b>	<b>989,326</b>	<b>587,311</b>	<b>10,311</b>	<b>586,147</b>
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**\*\* An adjustment is expected in FY 11-12 of \$131,605 to be transferred out to the Wastewater for a Deficit Balance**

Fund Balance							
Emergencies and General Contingency - Policy of 30% of Operations	1,605,630	701,681	670,238	(88,095)	653,400	481,147	895,199
General Contingency	-	582,537	157,760	-	-	-	-
PERS increase in Rates	-	-	-	-	-	-	50,000
GASB 45 Regulations for Retiree Benefits	-	-	-	-	-	-	50,000
General Liability Claims	105,000	105,000	105,000	105,000	105,000	105,000	105,000
<b>Total Reserves</b>	<b>1,710,630</b>	<b>1,388,218</b>	<b>932,998</b>	<b>16,905</b>	<b>758,400</b>	<b>586,147</b>	<b>1,106,199</b>

Emergency & Contingency Reserves As A Percent of Operating Expenditures	0%	0%	-1.2%	10.4%	7.6%	14.1%
All Reserves As A Percent of Operating Expenditures	20%	14%	0.2%	12.1%	9.3%	17.4%

## General Fund CIP Project Summary

Project #	Description	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Streets</b>								
5123	Pavement Management System	-	-	-	-	-	-	
New	Bus Shelters	8,476	-	-	-	-	-	
5402	Pavement Maintenance	829,291	49,311	6,770	-	-	-	
5461	Grant St Reconstruction- Stevenson/Lake	-	-	-	-	-	-	
5464	Washington St Bike Ln- Corp Yard to Duna	-	-	-	-	-	-	
5488	Depot Parking Lot Repair	-	-	-	-	-	-	
5489	Fire Station Parking Lot	-	-	-	-	-	-	
5487	Ceder St Reconstruction - Lillie to So Oak	-	-	-	-	-	-	
5508	24" Storm Drain Culvert Repair	-	12,020	-	-	-	-	
5453	SE Storm Drainage	-	-	-	600,000	-	-	
<b>SUBTOTAL STREETS</b>		<b>837,767</b>	<b>61,331</b>	<b>6,770</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Parks</b>								
5405	Logvy Community Park Improvements	-	-	-	-	-	-	
5155	Pioneer Park Improvements	35,106	-	-	-	-	-	
5462	Bank Stabilization - Centennial Park	-	-	-	-	-	-	
<b>SUBTOTAL PARKS</b>		<b>35,106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# General Fund CIP Project Summary

Project #	Description	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Buildings &amp; Facilities</b>								
5408	Public Works Facility	22,058	10,727	-	-	-	-	-
5503	Monhoff Facility Improvements	2,307	-	75,028	-	-	-	-
5159	Teen/Art Center	66,957	251,005	4,207	-	-	-	-
5409	Fire House Seismic Renovation & Rehabili	53,561	80,908	863,593	759,674	-	-	-
5451	Community Pool Facility	1,378,899	3,364,346	110,374	88,623	-	850,000	100,000
5505	Community Pool Geothermal	-	-	-	-	-	-	-
5469	Community Center Audio/Visual Improvem	-	-	-	-	-	-	-
5501	Facility Improvements City Hall	16,964	5,602	4,243	27,207	10,000	15,000	-
5507	Facility Improvements - Police	-	13,032	-	-	-	-	-
5506	Facility Improvements - Planning	-	577	-	-	-	-	-
<b>SUBTOTAL BUILDINGS &amp; FACILITIES</b>		<b>1,540,746</b>	<b>3,726,197</b>	<b>1,057,445</b>	<b>875,504</b>	<b>10,000</b>	<b>865,000</b>	<b>100,000</b>
<b>Other Improvements</b>								
5187	Soils Remediation	16,881	13,967	14,837	16,245	20,000	20,000	6,000
5504	Bicycle Transportation Plan Implementation	20,000	1,350	8,703	6,650	-	-	-
5502	Access Facility & Sidewalk Improvements	-	8,838	-	20,235	52,000	(52,000)	-
5510	Bus Shelter Improvements	-	-	-	-	-	-	-
<b>SUBTOTAL OTHER</b>		<b>36,881</b>	<b>24,155</b>	<b>23,540</b>	<b>43,130</b>	<b>72,000</b>	<b>(32,000)</b>	<b>6,000</b>
<b>Total All General Fund Projects</b>		<b>2,450,600</b>	<b>3,817,683</b>	<b>1,087,755</b>	<b>1,518,633</b>	<b>82,000</b>	<b>833,000</b>	<b>106,000</b>

# General Fund

## Department and Program Summaries

### FY 07-08 through 12-13

Program #	Department and Program	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>SUPPORT SERVICES</b>								
4114	City Manager	157,557	183,868	157,258	124,464	130,234	119,015	146,575
4176	Economic Vitality	303,513	314,293	338,851	326,544	322,919	321,246	270,837
4113	Legal Services	64,361	142,675	39,593	174,498	120,000	120,000	120,000
4108	Finance	314,881	279,372	240,995	220,498	262,887	221,010	218,240
4170	Risk Management	362,156	319,369	327,371	539,433	346,635	318,664	365,147
4172	Personnel	75,241	63,628	59,356	106,386	75,374	88,009	125,226
4119	Non-Departmental	113,086	110,153	106,017	165,866	(197,841)	190,188	188,431
<b>Total</b>		<b>1,390,796</b>	<b>1,413,358</b>	<b>1,269,440</b>	<b>1,657,708</b>	<b>1,060,208</b>	<b>1,378,132</b>	<b>1,434,456</b>
Year over Year Change			2%	-10%	31%	-36%	-17%	4.1%
<b>CITY COUNCIL &amp; CITY CLERK</b>								
4110	City Council	45,180	59,033	40,616	57,695	48,892	46,707	49,972
4111	City Clerk	104,440	91,701	97,420	99,077	97,978	95,491	107,738
4133	Elections	11,106	17,139	9,886	14,816	9,109	5,609	7,400
4112	City Treasurer	-	-	-	-	-	-	-
<b>Total</b>		<b>160,726</b>	<b>167,873</b>	<b>147,922</b>	<b>171,588</b>	<b>155,979</b>	<b>147,807</b>	<b>165,110</b>
Year over Year Change			4%	-12%	18%	-9%	-14%	11.7%
<b>FIRE SERVICES</b>								
4117	Fire Services	678,681	776,844	803,942	753,329	762,084	681,555	759,351
<b>Total</b>		<b>678,681</b>	<b>776,844</b>	<b>803,942</b>	<b>753,329</b>	<b>762,084</b>	<b>681,555</b>	<b>759,351</b>
Year over Year Change			14%	3%	-6%	1%	-10%	11.4%
<b>PLANNING &amp; BUILDING</b>								
4109	Planning Commission	1,426	6,341	6,619	3,725	8,350	6,159	6,775
4120	Bicycle Advisory Committee	87	223	378	0	1,400	1,400	1,200
4177	Building & Fire Code Board of Ap	-	-	177	-	-	-	100
4178	Design Advisory Panel	-	-	-	-	-	-	-
4115	Planning	254,968	396,738	370,979	375,913	270,124	247,242	266,365
4125	Building Inspection Services	347,643	290,940	271,561	222,562	148,993	153,746	163,268
<b>Total</b>		<b>604,125</b>	<b>694,242</b>	<b>649,714</b>	<b>602,201</b>	<b>428,866</b>	<b>408,547</b>	<b>437,708</b>
Year over Year Change			15%	-6%	-7%	-29%	-32%	7.1%
<b>POLICE SERVICES</b>								
4116	Police Services	1,674,404	1,712,006	1,746,160	1,767,130	1,839,481	1,792,684	1,698,097
4129	Police Dispatch	454,487	489,128	455,006	464,148	462,094	461,012	443,349
4138	Emergency Services	52,885	72,466	16,852	17,942	19,504	16,248	-
<b>Total</b>		<b>2,181,776</b>	<b>2,273,600</b>	<b>2,218,018</b>	<b>2,249,220</b>	<b>2,321,079</b>	<b>2,269,944</b>	<b>2,141,446</b>
Year over Year Change			4%	-2%	1%	3%	1%	-5.7%
<b>PUBLIC WORKS</b>								
4121	Public Works Administration	140,905	137,129	126,542	102,541	145,487	124,490	111,533
4122	Streets	326,706	296,725	267,098	334,824	315,255	246,544	227,846
4123	Park Maintenance	233,984	211,776	195,489	183,916	201,932	182,546	187,045
4126	Pool Maintenance	-	62,785	67,060	107,193	107,956	120,328	126,218
4124	Maintenance Shop	28,631	28,605	25,475	24,646	29,859	25,628	23,289
4127	Building Maintenance	263,092	288,237	207,577	209,541	208,796	189,525	197,838
<b>Total</b>		<b>993,318</b>	<b>1,025,257</b>	<b>889,242</b>	<b>962,660</b>	<b>1,009,285</b>	<b>889,061</b>	<b>873,769</b>
Year over Year Change			3%	-13%	8%	5%	-8%	-1.7%

## General Fund Department and Program Summaries FY 07-08 through 12-13

Program #	Department and Program	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>RECREATION SERVICES</b>								
4150	Community Resources Commission	419	44	8	4,429	-	-	-
4152	Recreation Programs	260,141	332,508	277,084	335,017	123,261	130,341	114,851
4153	Education/Recreation Courses	60,690	43,916	61,943	85,315	86,076	75,329	57,308
4154	Senior Activities	13,838	16,630	10,971	14,170	2,750	14,050	34,117
4156	Aquatic Services	6,782	92,270	209,765	181,041	153,340	145,331	161,857
4107	Community Promotions	35,861	36,143	30,738	22,200	20,000	24,500	15,000
4155	Community Activities	41,526	39,167	27,647	51,978	28,928	30,572	28,100
4174	Library Services	68,575	77,222	74,294	72,846	84,440	83,930	74,809
4173	Sharpsteen Museum	17,735	18,222	16,365	18,010	22,648	24,404	24,442
4405	Transit - Shuttle	10,953	9,514	15,293	17,771	15,000	15,000	10,000
<b>Total</b>		<b>516,520</b>	<b>665,636</b>	<b>724,108</b>	<b>802,776</b>	<b>536,443</b>	<b>543,457</b>	<b>520,484</b>
Year over Year Change			29%	9%	11%	-33%	-32%	-4.2%
<b>Total Operations</b>		<b>6,525,942</b>	<b>7,016,810</b>	<b>6,702,384</b>	<b>7,199,481</b>	<b>6,273,944</b>	<b>6,318,503</b>	<b>6,332,324</b>
			8%	-4%	7%	-13%	-12%	0.2%
<b>Equipment Replacement</b>								
<b>Special Projects</b>								
4402	Urban Design Plan	26,890	(754)	3,121	25	9,000	9,000	-
4670	Housing Element	-	-	5,117	415	-	14,000	-
4671	CDBG Econ Dev & Planning	-	-	-	-	-	-	-
4604	Busk Abatement 2007	43,188	154,434	6,380	-	-	-	-
4605	Karpak Abatement 2008	12,552	12,556	-	-	-	-	-
4606	Community Enhancement and Beautification	4,533	19,451	716	-	-	-	-
4607	Services and Development Impact Fee Updates	-	-	-	3,070	55,000	-	56,000
4608	Green Initiatives	-	866	1,011	2,290	2,500	-	-
4609	Conservation and Safety General Plan Updates	-	-	-	-	-	-	0
<b>Total Special Projects</b>		<b>87,163</b>	<b>186,553</b>	<b>16,345</b>	<b>5,800</b>	<b>66,500</b>	<b>23,000</b>	<b>56,000</b>
<b>Capital Improvements</b>								
	Streets	837,767	61,331	6,770	600,000	-	-	-
	Parks	35,106	-	-	-	-	-	-
	Buildings & Facilities	1,540,746	3,726,197	1,057,445	875,504	10,000	865,000	100,000
	Other	36,881	24,155	23,540	43,130	72,000	(32,000)	6,000
<b>Total Capital Improvements</b>		<b>2,450,500</b>	<b>3,811,683</b>	<b>1,087,755</b>	<b>1,518,634</b>	<b>82,000</b>	<b>833,000</b>	<b>106,000</b>
<b>Total General Fund Appropriations</b>		<b>9,063,605</b>	<b>11,015,046</b>	<b>7,806,484</b>	<b>8,723,915</b>	<b>6,422,444</b>	<b>7,174,503</b>	<b>6,494,324</b>

## General Fund

### Department and Program Summaries

#### FY 07-08 through 12-13

Program #	Department and Program	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Debt Service</b>								
4430	Debt Service Payments	100,000	125,000	125,000	39,930	-	1,453,043	-
<b>Total Debt Service</b>		<b>100,000</b>	<b>125,000</b>	<b>125,000</b>	<b>39,930</b>	<b>-</b>	<b>1,453,043</b>	<b>-</b>
<b>Other Uses</b>								
<b>Transfers Out</b>								
	Water Operations/WWTP Operati	21,088	-	897,107	397,408	-	-	126,432
	Debt Service	119,050	249,471	-	510,990	559,000	522,480	477,165
	Silverado/Palisades Districts	340	-	-	-	-	-	-
	Water Operations	-	-	-	462,400	-	-	-
	Transit	-	-	-	-	-	-	-
	Equipment Fund	-	-	-	-	-	-	-
	Mobile Home Park Programs Fun	-	-	-	-	-	-	-
	Police Grants	-	-	-	-	-	19,245	-
	Quality of Life Fund	-	-	-	-	-	-	-
<b>Total Other</b>		<b>140,478</b>	<b>249,471</b>	<b>897,107</b>	<b>1,370,798</b>	<b>559,000</b>	<b>541,725</b>	<b>603,597</b>
<b>Total General Fund Uses</b>		<b>9,304,083</b>	<b>11,389,517</b>	<b>8,828,591</b>	<b>10,434,643</b>	<b>6,981,444</b>	<b>9,169,271</b>	<b>7,097,921</b>

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## 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 Councilmembers. 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 12-13 are included in the FY 12-13 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 2011-12**

- Attended 31 City Council meetings and recorded the official proceedings;
- Processed approximately 60 requests for public records;
- Provided 30 official notifications for City Council public hearings items;
- Completed an upgrade of the recording/broadcasting equipment for public meetings;

**MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

- 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 MANAGER**

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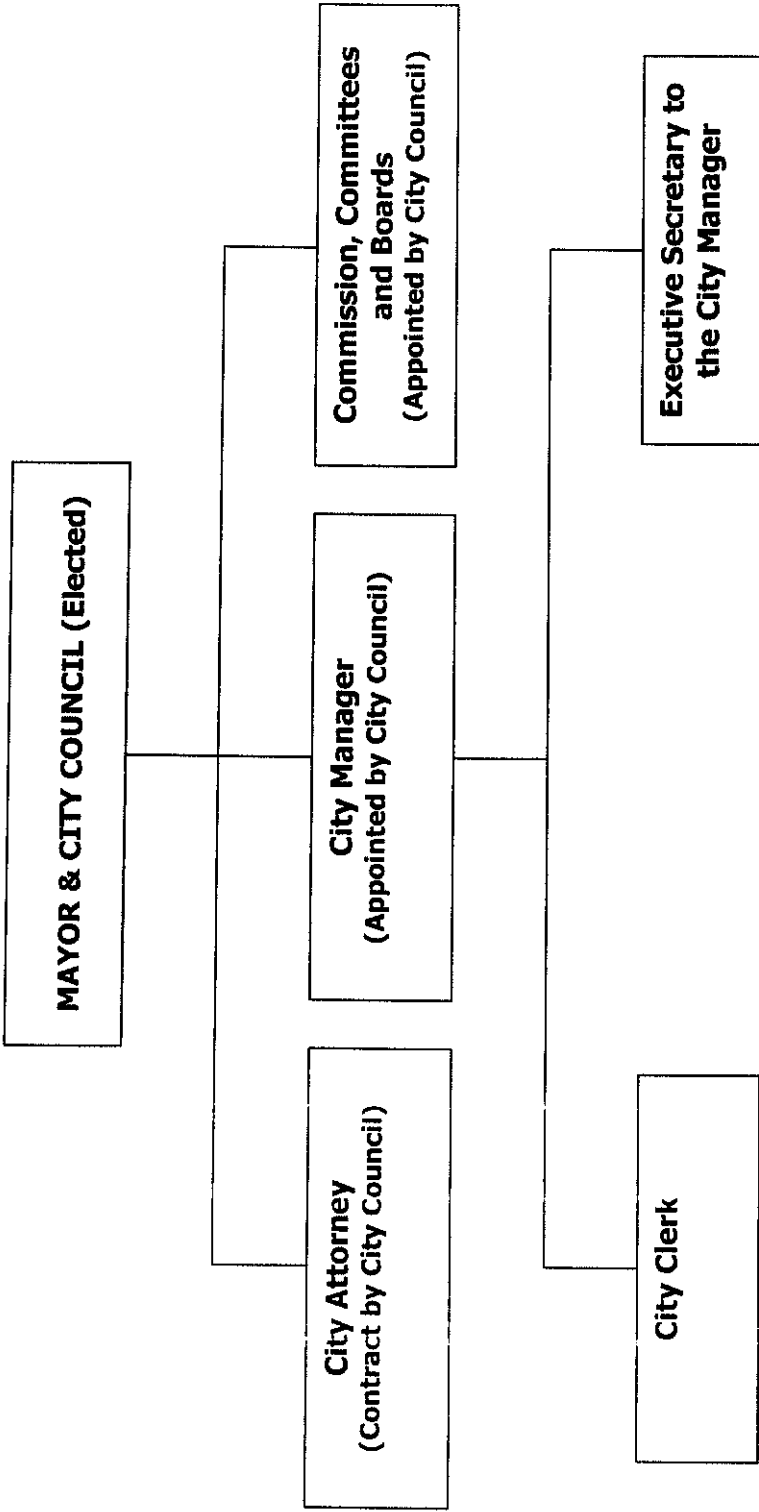
**MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2011-12**

- Initiated and completed three labor negotiations
- Coordinated adoption of FY 2012-13 operations and capital budgets
- Initiated, completed or continued negotiations on development agreements with five potential commercial developers

**MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

- Complete labor negotiations
- Update personnel rules and regulations manual
- Conclude at least two development agreements for major projects\*
- Continue to communicate with 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\*

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

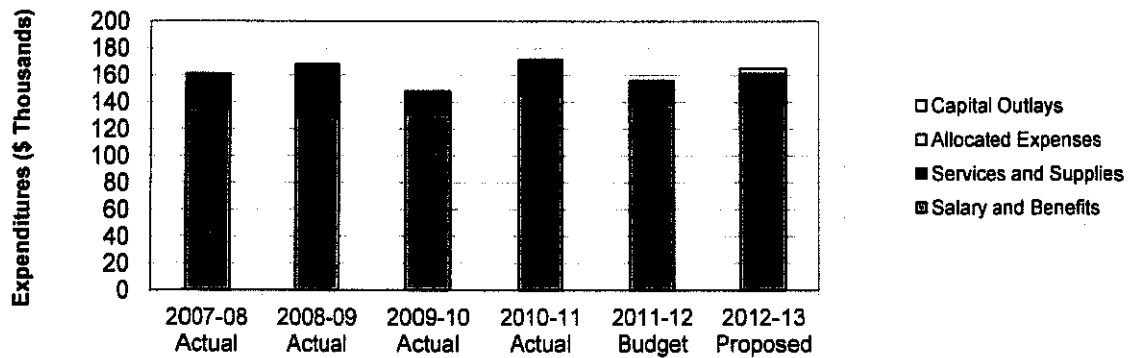


**City of Calistoga Administration Organizational Chart  
FY 2012-2013**

**City Council  
Expenditure Summary**

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	134,972	128,273	130,944	144,908	137,799	137,897
Services and Supplies	24,454	38,050	15,328	25,030	16,530	23,100
Allocated Expenses	1,400	1,550	1,650	1,650	1,650	4,113
Capital Outlays	-	-	-	-	-	-
<b>TOTAL</b>	<b>160,826</b>	<b>167,873</b>	<b>147,922</b>	<b>171,588</b>	<b>155,979</b>	<b>165,110</b>

**City Council  
Trend in Expenditures (\$ Thousands)**



# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **City Council**  
 Program: **City Council**  
 Account Code: **01-4110**

<b>PERSONNEL SERVICES</b>								
4303	FICA/MEDICARE	920	918	918	1,130	29,709	2,729	924
4308	ELECTED PART-TIME SALARIES	12,000	12,000	12,000	12,100	12,133	12,000	12,000
4311	MEDICAL/DENTAL	19,469	26,700	21,813	37,826		26,923	32,260
4312	WORKERS COMP	83	85	118	123		337	688
4313	OTHER BENEFITS	192	195	187	197		198	100
<b>SUBTOTAL</b>		<b>32,662</b>	<b>39,898</b>	<b>35,037</b>	<b>51,375</b>	<b>41,842</b>	<b>42,187</b>	<b>45,972</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	248	208	253	174	50	320	300
4402	CONTRACT SERVICES	-	6,849	40				
4410	ADVERTISING	3,165	2,317	2,392	2,002	1,500	700	500
4664	COUNCILMEMBER GARCIA	155						
4663	MAYOR GINGLES	6,208	5,513	1,837	2,306	3,000	3,000	2,800
4671	COUNCILMEMBER SLUSSER	1,509	2,050	75	85	200	200	100
4665	VICE MAYOR DUNSFORD	80	40	50	40	200	200	100
4666	COUNCILMEMBER KRAUS	299	66		-	100	100	100
4667	COUNCILMEMBER CANNING	-	120	170	1,714	2,000	-	100
4808	PROMOTION	853	1,972	762				
<b>SUBTOTAL</b>		<b>12,517</b>	<b>19,135</b>	<b>5,579</b>	<b>6,320</b>	<b>7,050</b>	<b>4,520</b>	<b>4,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>45,180</b>	<b>59,033</b>	<b>40,616</b>	<b>57,695</b>	<b>48,892</b>	<b>46,707</b>	<b>49,972</b>

# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **City Clerk**  
 Program: **City Clerk**  
 Account Code: **01-4111**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	60,248	49,877	57,432	53,642	57,830	56,923	56,501
4303	FICA/MEDICARE	4,573	3,650	4,179	3,987	29,018	4,357	4,498
4305	INCENTIVE PAY	-	-	60	-	-	917	1,919
4308	PART TIME SALARIES	1,545	-	-	-	-	-	-
4310	PERS	15,225	14,447	14,667	13,696	-	11,462	11,890
4311	MEDICAL/DENTAL	9,773	9,534	9,075	12,463	-	8,789	13,459
4312	WORKERS COMP	432	460	629	643	-	1,644	3,347
4313	OTHER BENEFITS	337	225	249	250	-	224	311
<b>SUBTOTAL</b>		<b>92,134</b>	<b>78,193</b>	<b>86,291</b>	<b>84,681</b>	<b>86,848</b>	<b>84,316</b>	<b>91,925</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	4,198	2,742	3,202	5,034	2,980	2,980	2,900
4402	CONTRACT SERVICES	2,503	3,934	3,963	6,164	4,400	5,200	5,200
4405	TRAINING & MEETINGS	819	138	354	30	-	-	1,000
4410	ADVERTISING	80	-	-	-	-	-	-
4415	POSTAGE & REPRODUCTION	963	1,016	438	908	900	900	900
4429	PHONE	723	1,381	994	-	800	-	-
4430	DUES & SUBSCRIPTIONS	629	315	347	291	155	200	200
4650	TRAINING & MEETINGS	993	2,432	181	319	245	245	1,500
4510	EQUIPMENT FUND RENTAL	1,400	1,550	1,650	1,650	1,650	1,650	4,113
<b>SUBTOTAL</b>		<b>12,307</b>	<b>13,508</b>	<b>11,129</b>	<b>14,396</b>	<b>11,130</b>	<b>11,175</b>	<b>15,813</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>104,441</b>	<b>91,701</b>	<b>97,420</b>	<b>99,077</b>	<b>97,978</b>	<b>95,491</b>	<b>107,738</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **City Clerk**  
 Program: **Elections**  
 Account Code: **01-4133**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	6,495	6,650	6,450	5,535	6,038	3,888	-
4303	FICA/MEDICARE	477	487	474	404	3,071	288	-
4310	PERS	1,875	1,693	1,650	1,396		721	-
4311	MEDICAL/DENTAL	1,149	1,271	948	1,428		673	-
4312	WORKERS COMP	43	51	66	64		28	-
4313	OTHER BENEFITS	37	30	29	25		11	-
<b>SUBTOTAL</b>		<b>10,076</b>	<b>10,182</b>	<b>9,616</b>	<b>8,852</b>	<b>9,109</b>	<b>5,609</b>	<b>0</b>
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	297	153	163	55	-	-	100
4402	CONTRACT SERVICES	-	6,804		5,909	-	-	7,000
4410	ADVERTISING	120		107	-	-	-	100
4415	POSTAGE & REPRODUCTION	-			-	-	-	-
4650	TRAINING & MEETINGS	613			-	-	-	200
<b>SUBTOTAL</b>		<b>1,030</b>	<b>6,957</b>	<b>270</b>	<b>5,964</b>	<b>0</b>	<b>0</b>	<b>7,400</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>11,106</b>	<b>17,139</b>	<b>9,886</b>	<b>14,816</b>	<b>9,109</b>	<b>5,609</b>	<b>7,400</b>

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**Support Services**

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**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 1<sup>st</sup> to the following June 30<sup>th</sup>). 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, Senior Account Clerk and a Part-Time Office Assistant. 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 12-13 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;
- Continue reviewing and implementing the Mt. Washington Water Storage Tank financing plan;
- Review and make recommendations relating to water and wastewater rates;
- 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, 2013;
- 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.
- Develop a Request for Proposal for Auditing Services.

**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 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 2011-12**

- Reduction of City operating costs.
- Recruitment of an Administrative Services Director
- Implemented revised salary ranges
- Completed year-end closing and the preparation of Calistoga's Comprehensive Annual Financial Report (CAFR) for June 30, 2011
- Adopt a fiscal year budget with conservation assumptions and with the enhancement of reserve funds \*

**MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

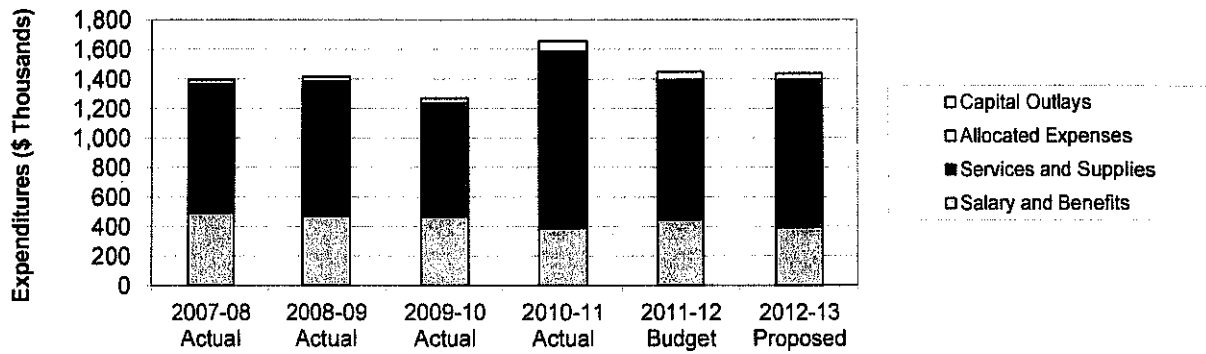
- Continue to reduce City operating costs
- Assist Planning and Building department with a comprehensive fee study\*
- Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast\*
- Enhance the General Fund Reserves to 25% in three years\*
- Adopt a fiscal 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
- Complete year-end closing and the preparation of Calistoga's Comprehensive Annual Financial Report (CAFR) for June 30, 2012
- Develop a Request for Proposal for Auditing Services

\* A City Council Objective or Priority Project.

**Administrative Support Services  
Expenditure Summary**

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	491,980	470,039	466,211	389,662	446,419	393,863
Services and Supplies	870,817	912,519	770,430	1,196,917	945,018	997,207
Allocated Expenses	28,000	30,800	32,800	71,130	56,800	43,386
Capital Outlays	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,390,797</b>	<b>1,413,358</b>	<b>1,269,441</b>	<b>1,657,709</b>	<b>1,448,237</b>	<b>1,434,456</b>

**Administrative Support Services  
Trend in Expenditures (\$ Thousands)**



# City of Calistoga

Fiscal Year 12-13 Budget

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Support Services**  
 Program: **City Manager**  
 Account Code: **01-4114**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	87,725	113,065	107,215	78,433	85,928	76,374	89,666
4303	FICA/MEDICARE	6,237	7,440	6,211	6,419	25,978	5,019	7,023
4305	INCENTIVE PAY	-	3,300	30	1,950	3,600	2,913	1,543
4308	PART TIME SALARIES	9,193	2,096	512	1,848	1,848	-	-
4310	PERS	23,540	26,851	17,066	12,804		17,982	18,563
4311	MEDICAL/DENTAL	10,009	9,674	5,851	3,423		3,275	10,889
4312	WORKERS COMP	1,513	1,618	2,207	2,251		2,807	5,226
4313	OTHER BENEFITS	489	1,062	2,244	863		265	369
4314	SHARE THE SAVINGS	-	-	-	-		-	800
<b>SUBTOTAL</b>		<b>138,706</b>	<b>165,106</b>	<b>141,337</b>	<b>107,991</b>	<b>117,354</b>	<b>108,635</b>	<b>134,079</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	1,105	2,098	758	2,004	1,800	1,800	1,000
4403	UTILITIES	2,946	2,913	2,856	2,262	2,500	2,500	2,500
4405	TRAINING & MEETINGS	683	112	1,440	7,005	-	-	500
4406	AUTO ALLOWANCE	4,800	4,800	4,400	5	-	-	-
4415	POSTAGE & REPRODUCTION	231	616	163	31	200	200	200
4429	PHONE	2,712	3,060	2,059	-	2,500	-	-
4430	DUES & SUBSCRIPTIONS	631	485	465	65	600	600	900
4650	TRAINING & MEETINGS	2,744	1,378	480	1,800	1,980	1,980	1,800
4510	EQUIP FUND RENTAL	3,000	3,300	3,300	3,300	3,300	3,300	5,596
<b>SUBTOTAL</b>		<b>18,852</b>	<b>18,762</b>	<b>15,921</b>	<b>16,473</b>	<b>12,880</b>	<b>10,380</b>	<b>12,496</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>157,557</b>	<b>183,868</b>	<b>157,258</b>	<b>124,464</b>	<b>130,234</b>	<b>119,015</b>	<b>146,575</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Support Services**

Program: **Legal Services**

Account Code: **01-4113**

<b>SERVICES &amp; SUPPLIES</b>								
<b>4402</b>	<b>CONTRACT SERVICES</b>							
4402	City Attorney	64,361	142,675	39,593	174,346	100,000	100,000	100,000
4410	Special Legal Counsel & Litigation	-			152	20,000	20,000	20,000
<b>SUBTOTAL</b>		<b>64,361</b>	<b>142,675</b>	<b>39,593</b>	<b>174,498</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>64,361</b>	<b>142,675</b>	<b>39,593</b>	<b>174,498</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>

# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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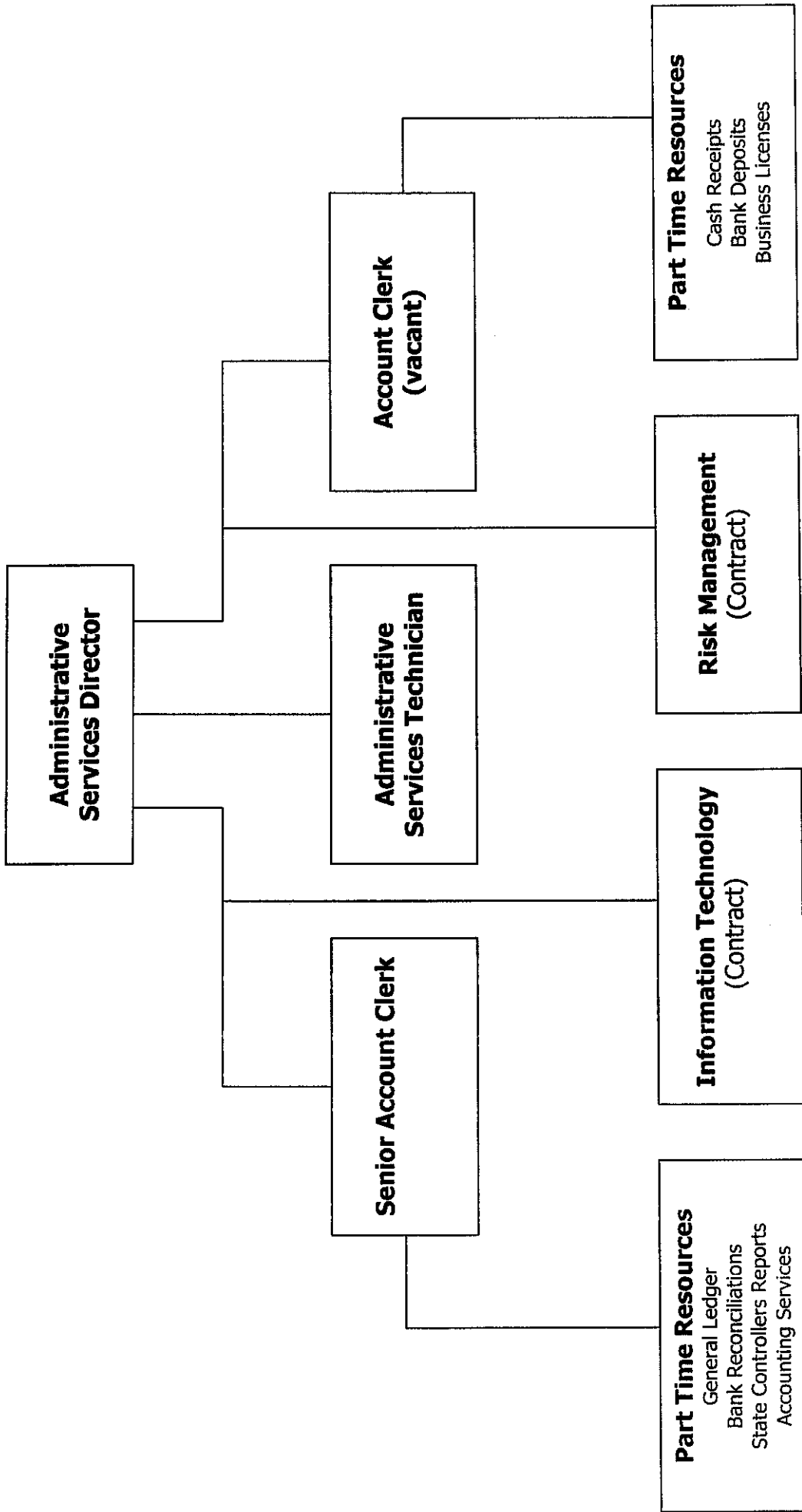
Department: **Support Services**

Program: **Economic Vitality**

Account Code: **01-4176**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	14,542	15,427	23,451	15,775	17,676	14,108	13,775
4303	FICA/MEDICARE	825	869	1,300	1,179		869	1,075
4305	INCENTIVE PAY	-	-		-		180	180
4310	PERS	3,707	3,911	3,572	2,046		3,397	2,840
4311	MEDICAL/DENTAL	1,638	1,681	981	59		118	124
4312	WORKERS COMP	234	341	450	464		534	800
4313	OTHER BENEFITS	80	64	59	22	3,243	40	43
<b>SUBTOTAL</b>		<b>21,026</b>	<b>22,293</b>	<b>29,814</b>	<b>19,544</b>	<b>20,919</b>	<b>19,246</b>	<b>18,837</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	-						
4402	CONTRACT SERVICES Calistoga Chamber of Commerce - Visitors Bureau	282,023	292,000	309,037	307,000	302,000	302,000	252,000
4405	TRAINING & MEETINGS	-						
4415	POSTAGE & REPRODUCTION	-						
4430	DUES & SUBSCRIPTIONS	465						
<b>SUBTOTAL</b>		<b>282,488</b>	<b>292,000</b>	<b>309,037</b>	<b>307,000</b>	<b>302,000</b>	<b>302,000</b>	<b>252,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>303,513</b>	<b>314,293</b>	<b>338,851</b>	<b>326,544</b>	<b>322,919</b>	<b>321,246</b>	<b>270,837</b>





**City of Calistoga Administrative Services Department Staffing Chart  
FY 2012/2013**

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Support Services - Administrative Services**

Program: **Finance**

Account Code: **01-4108**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	163,718	144,036	141,219	115,520	147,088	107,187	112,200
4302	OVERTIME	6			350	500	-	
4303	FICA/MEDICARE	12,053	9,189	10,644	9,296	69,791	8,720	9,194
4305	INCENTIVE PAY	-	-	30	-		466	-
4308	PART TIME SALARIES	-	1,024	1,366	7,384	9,058	7,008	7,200
4310	PERS	41,886	34,055	35,377	28,733		21,357	22,835
4311	MEDICAL/DENTAL	27,287	23,007	16,754	21,763		14,642	13,829
4312	WORKERS COMP	1,827	1,840	2,593	2,718		3,920	6,842
4313	OTHER BENEFITS	926	668	602	455		410	484
<b>SUBTOTAL</b>		<b>247,704</b>	<b>213,819</b>	<b>208,584</b>	<b>186,219</b>	<b>226,437</b>	<b>163,710</b>	<b>172,584</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	3,170	2,957	4,016	3,047	2,500	3,000	2,210
4402	CONTRACT SERVICES							
	Accounting Services	-	46,765	14,969	8,500	8,500	8,500	14,174
	Business License System	2,580			2,800	3,600	3,600	3,000
	Revenue Enhancement Program	46,148			8,330	7,000	29,500	11,000
4403	UTILITIES	3,001	3,055	3,059	2,103	2,800	2,000	2,100
4405	TRAINING & MEETINGS	192	988	145	32	100	100	100
4415	POSTAGE & REPRODUCTION	2,290	3,269	2,743	3,372	2,800	4,600	4,300
4429	PHONE	2,727	2,134	1,509	-	2,500	-	-
4430	DUES & SUBSCRIPTIONS	425	445	195	573	400	500	345
4650	TRAINING & MEETINGS	1,645	440	275	21	750	-	-
4510	EQUIPMENT FUND RENTAL	5,000	5,500	5,500	5,500	5,500	5,500	8,427
<b>SUBTOTAL</b>		<b>67,177</b>	<b>65,553</b>	<b>32,411</b>	<b>34,279</b>	<b>36,450</b>	<b>57,300</b>	<b>45,656</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>314,881</b>	<b>279,372</b>	<b>240,995</b>	<b>220,498</b>	<b>262,887</b>	<b>221,010</b>	<b>218,240</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Support Services**  
 Program: **Non Departmental**  
 Account Code: **01-4119**

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	9,650	9,283	6,145	4,682	3,300	2,500	2,500
4402	CONTRACT SERVICES		33,457					
	NCTPA Support	-		28,408	4,482	4,500	6,460	6,500
	LAFCO Support	8,150			10,645	8,174	11,393	12,000
	NCLOG - Task Force Programs	200						
	Napa Cty - PropTax Collection	14,970			19,500	19,500	19,500	22,000
	City Meeting Recording	3,500						
	Other	5,000			682	500	5,500	5,000
4404	REPAIRS & MAINTENANCE	121						
4405	TRAINING & MEETINGS	-	350		-	-	-	
4414	AUDITING SERVICES	17,100	22,600	25,200	28,650	25,000	25,000	29,100
4415	POSTAGE & REPRODUCTION	10,932	1,248	759	838	500	500	2,552
4417	FUEL & OIL	1,244	992	926	873	550	2,500	2,300
4430	DUES & SUBSCRIPTIONS	6,437	10,013	5,733	7,307	5,935	5,935	5,618
4431	FEES	129			1,895		2,700	2,940
4432	LEASE PAYMENTS	2,806	2,052	3,456	-	1,500	1,500	-
4466	STAFF CELEBRATION	7,846	7,357	8,742	3,679	3,700	3,700	3,558
	EMPLOYEE CONCESSIONS					(445,000)	-	-
4499	CONTINGENCY	5,000	801	2,648	20,322	30,000	15,000	15,000
4501	SEPARATION EXPENSES	-			-	120,000	40,000	50,000
4510	EQUIP. FUND RENTAL	20,000	22,000	24,000	62,330	24,000	48,000	29,363
	<b>SUBTOTAL</b>	<b>113,086</b>	<b>110,153</b>	<b>106,017</b>	<b>165,886</b>	<b>(197,841)</b>	<b>190,188</b>	<b>188,431</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>113,086</b>	<b>110,153</b>	<b>106,017</b>	<b>165,886</b>	<b>(197,841)</b>	<b>190,188</b>	<b>188,431</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Support Services -Administrative Services**

Program: **Risk Management**

Account Code: **01-4170**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	39,145	32,147	36,597	29,051	32,073	25,238	23,991
4303	FICA/MEDICARE	2,616	1,976	2,284	2,172		1,718	1,861
4305	INCENTIVE PAY	-	-				180	180
4310	PERS	9,945	7,426	6,923	5,435		5,244	4,919
4311	MEDICAL/DENTAL	5,346	3,616	2,509	2,628		1,073	890
4312	WORKERS COMP	622	613	875	926		967	1,385
4311	OTHER BENEFITS	203	134	109	68	11,362	68	79
<b>SUBTOTAL</b>		<b>57,876</b>	<b>45,912</b>	<b>49,297</b>	<b>40,280</b>	<b>43,435</b>	<b>34,488</b>	<b>33,305</b>
<b>SERVICES &amp; SUPPLIES</b>								
4402	CONTRACT SERVICES							
	Liability & Property Claims Mgmt	-			-	-		-
	Employment Claims Mgmt - IEDA	2,600						
	Legal Services - Claims Mgmt	21,810	8,077					
	Other	-					4,500	1,500
4405	TRAINING & MEETINGS	-	10					-
4411	INSURANCE DEPOSITS/PREMIUMS							
	Liability Deposit	117,800	197,337	276,527	207,063	150,000	176,400	170,278
	Property Deposit	16,900			24,366	25,000	30,076	30,076
	Volunteer Insurance	824			2,209	2,200	2,200	700
	Flood Insurance	9,500						
	Public Employee Bond	1,200			963	1,000	1,000	908
	Workers Comp Adjustment	-			27,740		50,000	53,380
4435	CLAIMS RESERVE/PAYMENTS	133,645	68,033	1,547	236,813	125,000	20,000	75,000
<b>SUBTOTAL</b>		<b>304,280</b>	<b>273,457</b>	<b>278,074</b>	<b>499,153</b>	<b>303,200</b>	<b>284,176</b>	<b>331,842</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>362,156</b>	<b>319,369</b>	<b>327,371</b>	<b>539,433</b>	<b>346,635</b>	<b>318,664</b>	<b>365,147</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Support Services**  
 Program: **Personnel**  
 Account Code: **01-4172**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	18,385	15,427	28,250	26,643	29,223	19,998	22,833
4303	FICA/MEDICARE	1,118	869	1,634	2,008	9,051	1,313	1,772
4305	INCENTIVE PAY	-	-	30	-	-	180	180
4308	PART TIME SALARIES	-	-	-	126	-	1	-
4310	PERS	4,656	4,493	4,718	4,734	-	4,949	4,684
4311	MEDICAL/DENTAL	2,023	1,681	1,961	1,526	-	888	4,171
4312	WORKERS COMP	386	375	510	519	-	557	1,319
4313	OTHER BENEFITS	100	64	76	73	-	173	99
<b>SUBTOTAL</b>		<b>26,668</b>	<b>22,909</b>	<b>37,179</b>	<b>35,628</b>	<b>38,274</b>	<b>28,059</b>	<b>35,058</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	48	-	-	187	300	300	200
4402	CONTRACT SERVICES	-	-	-	-	-	-	-
	Personnel Services	5,000	32,589	13,727	49,330	20,000	50,000	21,140
	Pre-Employment Check & Testing	23,544	-	-	7,160	3,000	-	2,713
	Preventative Medical	5,000	-	-	950	-	-	16,462
	CalPERS Medical	1,500	-	-	4,585	6,000	-	4,192
	Other (Unemployment claims)	1,800	-	-	1,940	500	-	33,000
4405	TRAINING & MEETINGS	386	210	-	208	1,000	1,000	1,000
4410	ADVERTISING	6,065	2,314	2,539	204	200	2,500	3,000
4415	POSTAGE & REPRODUCTION	-	-	6	-	100	100	100
4424	HEALTH	5,231	5,606	5,905	6,194	6,000	6,000	8,361
4466	CELEBRATION	-	-	-	-	-	50	-
4499	CONTINGENCY	-	-	-	-	-	-	-
<b>SUBTOTAL</b>		<b>48,573</b>	<b>40,719</b>	<b>22,177</b>	<b>70,758</b>	<b>37,100</b>	<b>59,950</b>	<b>90,168</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>75,241</b>	<b>63,628</b>	<b>59,356</b>	<b>106,386</b>	<b>75,374</b>	<b>88,009</b>	<b>125,226</b>

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**FIRE**

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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 2011-12**

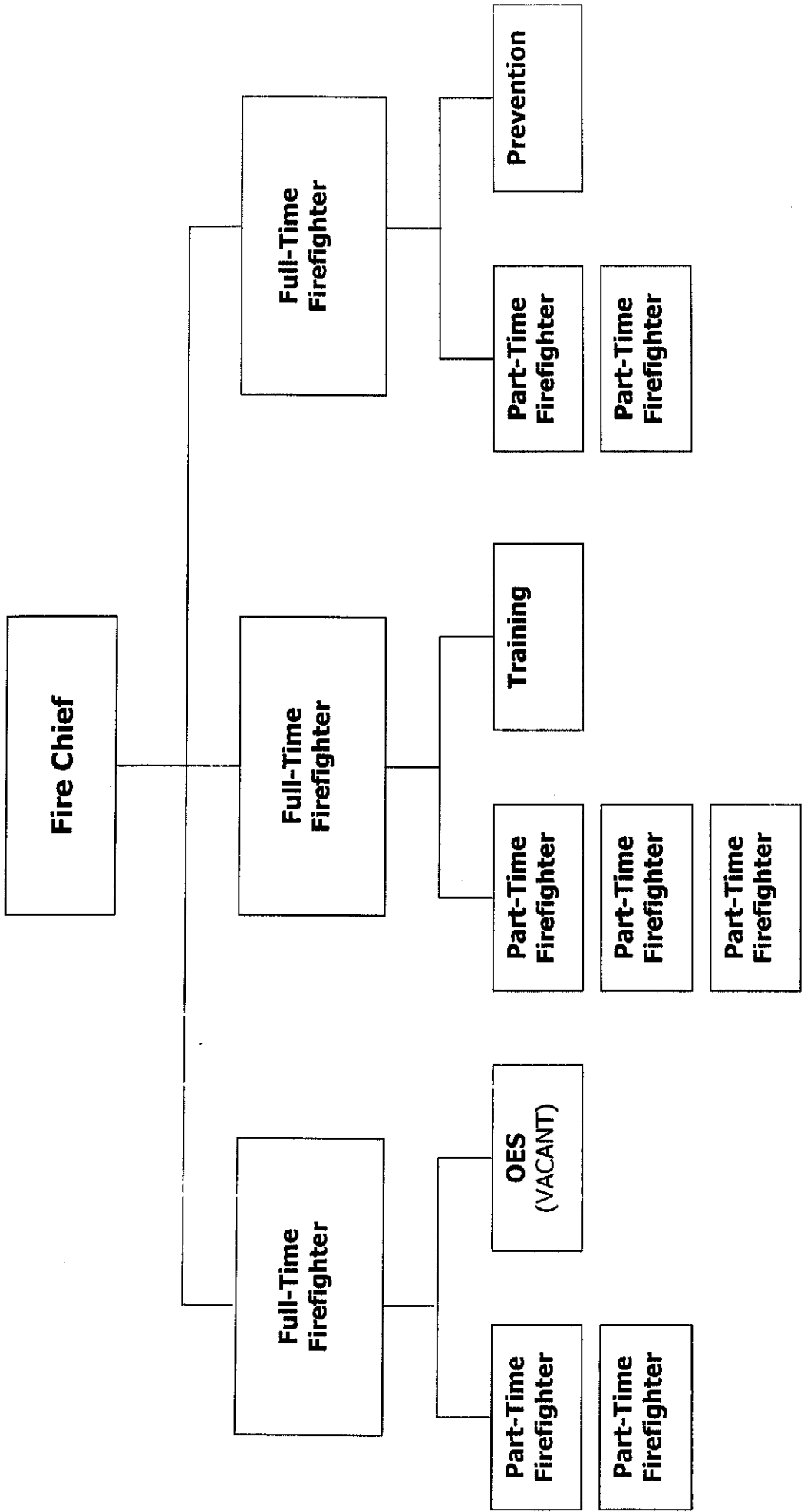
- Responded to approximately 1000 incidents
- Conducted over 2,437 hours of fire and rescue training
- Conducted over 400 hours of medical training
- Conducted over 26 CPR classes
- Completed recruitment and testing for 7 new part-time firefighters
- Conducted a fire station open house
- Conducted the annual Toy Drive providing over 200 needy children with toys

**MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

- 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.**



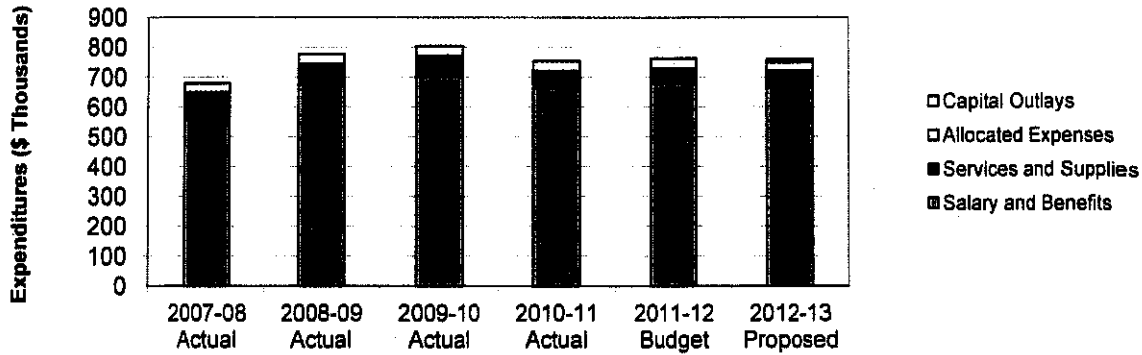


**City of Calistoga Fire Department Staffing Chart  
FY 2012-2013**

**Fire  
Expenditure Summary**

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	555,756	675,542	698,953	660,959	677,949	663,484
Services and Supplies	92,925	68,302	71,989	59,369	51,135	57,705
Allocated Expenses	30,000	33,000	33,000	33,000	33,000	28,626
Capital Outlays	-	-	-	-	-	9,536
<b>TOTAL</b>	<b>678,681</b>	<b>776,844</b>	<b>803,942</b>	<b>753,328</b>	<b>762,084</b>	<b>759,351</b>

**Fire  
Trend in Expenditures (\$ Thousands)**



\*\*Fire Department acquired Emergency Services in FY 12-13

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Fire Services  
 Program: Fire Operations  
 Account Code: 01-4117

<b>PERSONNEL SERVICES</b>							
4301	FULL-TIME SALARIES	225,394	284,184	299,764	279,491	296,449	299,701
4302	OVERTIME	48,164	60,729	81,353	10,795	12,706	18,000
4303	FICA/MEDICARE	27,490	34,059	33,947	29,985	236,619	31,242
4308	PART-TIME SALARIES	57,163	59,230	47,980	134,493	114,081	88,626
4309	SPECIAL PAY	39,309	39,535	38,428	6,850	18,094	14,344
4310	PERS	89,578	112,983	124,466	114,382	102,604	100,526
4311	MEDICAL/DENTAL	48,569	59,075	41,650	60,037	48,095	69,116
4312	WORKER'S COMP	15,494	22,912	27,912	23,053	17,149	23,249
4313	OTHER BENEFITS	4,595	2,835	3,454	1,874	1,438	1,520
<b>SUBTOTAL</b>		<b>555,756</b>	<b>675,542</b>	<b>698,953</b>	<b>660,959</b>	<b>677,949</b>	<b>646,324</b>
<b>SERVICES &amp; SUPPLIES</b>							
4401	MATERIALS & SUPPLIES	16,433	12,051	4,592	23,591	8,875	8,500
4402	CONTRACT SERVICES	2,349	2,912	5,105	5,346	3,980	4,570
4403	UTILITIES	9,417	10,181	8,448	8,335	8,000	10,230
4404	REPAIRS & MAINTENANCE	3,376	3,545	2,180	3,749	4,690	4,690
4405	TRAINING & MEETINGS	7,839	4,131	1,703	193	1,300	1,500
4408	UNIFORM ALLOWANCE	26,113	14,144	34,195	5,744	6,700	6,950
4410	ADVERTISING	-	-	-	-	-	-
4415	POSTAGE & REPRODUCTION	650	140	56	612	140	140
4417	FUEL & OIL	13,412	11,335	9,121	9,868	7,500	10,000
4420	MEDICAL SUPPLIES	4,824	1,403	1,955	1,931	2,000	3,000
4429	PHONE	7,910	8,360	4,594	-	7,950	7,950
4430	DUES & SUBSCRIPTIONS	600	100	40	-	-	175
4510	EQUIP FUND RENTAL	30,000	33,000	33,000	33,000	33,000	28,626
<b>SUBTOTAL</b>		<b>122,925</b>	<b>101,302</b>	<b>104,989</b>	<b>92,369</b>	<b>84,135</b>	<b>86,331</b>
<b>Other</b>							
5512	Angus Hi - Combat Hose						9,536
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,536</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>678,681</b>	<b>776,844</b>	<b>803,942</b>	<b>753,329</b>	<b>762,084</b>	<b>742,191</b>
<b>ESTIMATED PROGRAM REVENUES</b>							
3243	Fire Services Reimbursements	126,123	131,286	190,486	50,020	130,000	130,000
<b>TOTAL PROGRAM REVENUES</b>		<b>126,123</b>	<b>131,286</b>	<b>190,486</b>	<b>50,020</b>	<b>130,000</b>	<b>130,000</b>
<b>Net Program Subsidy by General</b>		<b>552,558</b>	<b>645,558</b>	<b>613,456</b>	<b>703,309</b>	<b>632,084</b>	<b>612,191</b>

# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **\*\*Fire Services**

Program: **Emergency Services**

Account Code: **01-4138**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	30,822	45,683	10,080	10,639	11,568	10,098	10,382
4302	OVERTIME	-	841					-
4303	FICA/MEDICARE	2,325	3,603	793	828	7,936	809	799
4308	PART TIME WAGES	-	2,252				-	-
4310	PERS	9,536	10,829	4,459	4,157		3,857	3,323
4311	MEDICAL/DENTAL	4,934	7,105	921	1,101		695	2,024
4312	WORKER'S COMP	795	1,056	-	1,183		755	595
4313	OTHER BENEFITS	158	93	36	34	-	34	37
<b>SUBTOTAL</b>		<b>48,570</b>	<b>71,462</b>	<b>16,289</b>	<b>17,942</b>	<b>19,504</b>	<b>16,248</b>	<b>17,160</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	2,340	81	499	-	-	-	-
4404	REPAIRS & MAINTENANCE	-	-					
4405	TRAINING & MEETINGS	890	151	64	-	-	-	-
4415	POSTAGE & REPRODUCTION	-	-					
4429	PHONE	908	772					
4430	DUES & SUBSCRIPTIONS	176	-		-	-	-	-
<b>SUBTOTAL</b>		<b>4,315</b>	<b>1,004</b>	<b>563</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>52,885</b>	<b>72,466</b>	<b>16,852</b>	<b>17,942</b>	<b>19,504</b>	<b>16,248</b>	<b>17,160</b>

\*\* Prior to Fy 12-13 this department was under Police Department

**Police Services**

The Mission of the Calistoga Police Department is to maintain the quality of life for those who reside, work, and visit our community by delivering the highest quality of police service through a proactive policing philosophy which encourages innovation, community involvement and accessibility.

The Police Department seeks to maximize its effectiveness by promoting a team atmosphere which values our officers and staff, encourages their commitment and involvement in problem solving and in the operation of the organization.

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. The Police Department also manages the Office of Emergency Services which complements our traditional range of services.

**Police Services**

The Police Services Fund encompasses the unformed police function of the Calistoga Police Department. This fund is used to cover expenses relating to administration, patrol, investigations and traffic. Staffing consists of the Police Chief, Lieutenant, 2 Sergeants, 2 Senior Officers and 4 Officers.

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, which provides code enforcement and live-scan fingerprinting services.

The Police Department receives additional funding from the Felgenhauer Trust, an endowment set up to enhance police services by purchasing non budgeted goods or services which otherwise burden city finances. The Trust typically expends an amount from \$12,000 to \$16,000 a year and expenditures range from computers, digital cameras, facility improvements, and patrol and uniform supplies.

The Police Department also receives additional funding from several grant sources:

Citizens Option for Public Safety (COPS) provides \$100,000 of state grant money for "front-line" law enforcement services and equipment. Currently this money is used to cover 2 Community Police Technicians, a Juvenile Diversion Officer, ¼ of a full time dispatch position and cover annual maintenance fees for the live-scan computer service. There are no matching fund requirements for this grant.

The Gang Violence Suppression Grant administered by the Napa County District Attorney's Office provides \$8,000. This money is used to fund staffing for the local teen center to provide summer programs for at risk youth, and to pay for overtime for patrol and investigative overtime for gang related case work. This grant has just been extended for one more year. There is no matching funds requirement by our agency.

The Bulletproof Vest Partnership Grant Program is offered through the federal Bureau of Justice Assistance and covers up to 50% of the cost of bulletproof vests for our officers.

In addition, the Police Department is reimbursed for some special event activities such as parades and motion picture filming. The Police Department is also reimbursed overtime expenses for participation in county-wide grant programs such as the "Avoid the Nine" DUI patrols and Napa District Attorney's office ADA grant program.

### **Police Dispatch**

The Police Dispatch Services Fund encompasses the Dispatch Center and Records Bureau of the Police Department. Dispatch staff consists of one Dispatch Supervisor, 3 full-time Dispatchers and 2 part-time Dispatchers. 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.

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.

### **Parking Enforcement**

The Police Department's enforcement of the downtown parking areas is primarily accomplished through two part-time parking enforcement officers. During peak season, parking enforcement is in effect approximately 20 hours a week. Parking enforcement officers walk the downtown corridor enforcing three hour parking limit, red zones, yellow zones and other parking violations. During off season parking enforcement is the responsibility of patrol officers and the downtown three hour time limit is generally not enforced.

### **Training**

Members of the department receive on-going training to maintain their professional edge and keep up with always evolving case law. The police

department uses computer programs and DVDs distributed by the California Commission on Peace Officers Standards and Training (POST) for in house training and department staff for weapons and weaponless defense training. Officers and dispatchers regularly attend continuing professional training courses throughout the state for further specialized training, such as interview and interrogation courses, leadership classes and gang awareness. Most of the cost of this training is reimbursed by POST.

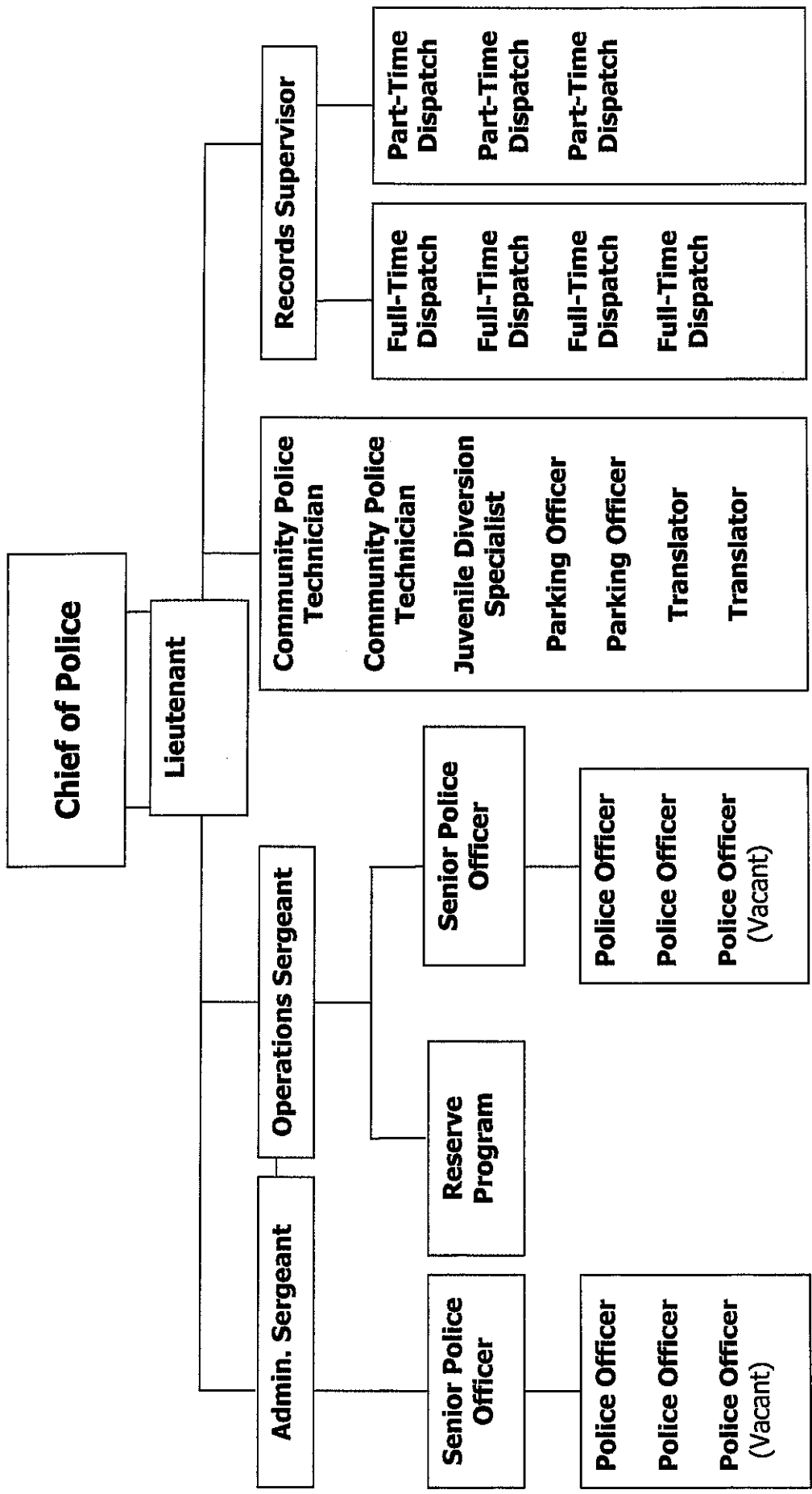
#### **MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2011-12**

- Invest in training to continue to enhance the ability of the Police Department to investigate crimes
- Apply for Bullet Proof Vest Partnership Grant to assist with 50% of expenditures of new ballistic vests for officers
- Complete radio narrow-banding compliance for 2013 deadline
- Continued to deliver high level of service\*
- Conducted neighborhood outreach and community information meetings.

#### **MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

- Continue to monitor activities of gang related individuals and provide effective solutions to address gang activity in the City of Calistoga.
- Involve community groups, service providers and the schools to develop a comprehensive response to gang related problems.
- Enhance delivery of police service through on-going professional development of staff.
- Increase officer's visibility and accessibility by augmenting foot and bicycle patrols.
- Expand public outreach by meetings with more neighborhood, school and church groups, service clubs and organizations.
- Continue to deliver high level of service \*

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



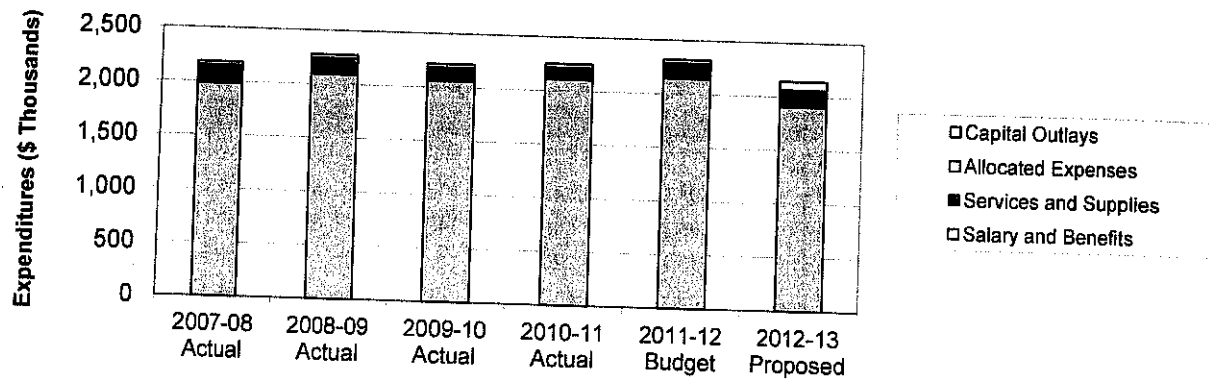
**City of Calistoga Police Department Staffing Chart  
FY 2012-2013**



## Police Expenditure Summary

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	1,980,614	2,090,125	2,057,506	2,104,246	2,146,129	1,907,729
Services and Supplies	170,162	150,925	126,962	111,424	141,400	151,465
Allocated Expenses	31,000	32,550	33,550	33,550	33,550	82,252
Capital Outlays	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,181,776</b>	<b>2,273,600</b>	<b>2,218,018</b>	<b>2,249,220</b>	<b>2,321,079</b>	<b>2,141,446</b>

### Police Trend in Expenditures (\$ Thousands)



\*\*Fire Department acquired Emergency Services in FY 12-13

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Police Services**  
 Program: **Police Operations**  
 Account Code: **01-4116**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	779,875	823,884	845,292	842,445	863,081	836,265	767,400
4302	OVERTIME	56,189	57,006	44,081	70,900	71,026	123,020	123,020
4303	FICA/MEDICARE	72,023	75,071	76,581	77,426	648,003	80,414	72,535
4305	INCENTIVE PAY	6,600	7,200	7,200	7,200		4,200	6,000
4308	PART-TIME SALARIES	37,890	42,619	36,704	21,528	23,550	21,936	14,878
4309	SPECIAL PAY	59,684	54,572	72,965	66,502	73,821	89,753	86,376
4310	PERS	322,020	332,104	372,656	357,430		335,716	275,214
4311	MEDICAL/DENTAL	104,508	99,921	70,888	104,897		75,655	68,061
4312	WORKER'S COMP	49,594	53,745	72,789	73,790		57,398	53,977
4313	OTHER BENEFITS	3,694	3,536	3,416	3,208		3,327	3,319
<b>SUBTOTAL</b>		<b>1,492,077</b>	<b>1,549,658</b>	<b>1,602,572</b>	<b>1,625,325</b>	<b>1,679,481</b>	<b>1,627,684</b>	<b>1,470,780</b>
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	9,558	9,291	9,932	5,774	8,000	8,000	7,000
4402	CONTRACT SERVICES	45,910	51,707	48,038	35,524	56,000	56,000	72,965
4403	UTILITIES	13,813	16,606	16,468	14,709	13,100	13,100	14,000
4404	REPAIRS & MAINTENANCE	3,755	619	220	65	500	500	500
4405	TRAINING & MEETINGS	1,345	1,132	413	116	500	1,500	1,000
4408	UNIFORM ALLOWANCE	5,915	7,241	3,468	5,448	8,000	8,000	7,000
4409	TRAINING & SEMINARS: POST	8,544	15,658	4,416	6,312	8,000	8,000	7,000
4410	ADVERTISING	-	-	-	-	-	-	-
4415	POSTAGE & REPRODUCTION	1,327	1,900	1,028	1,404	1,600	1,600	1,600
4417	FUEL & OIL	21,414	21,816	18,308	25,454	19,000	23,000	23,000
4430	DUES & SUBSCRIPTIONS	699	1,204	1,322	1,204	1,300	1,300	1,400
4431	FEES - BOOKING	-	-	1,009	6,675	5,850	5,850	5,000
4461	K-9 PROGRAM	1,436	1,493	5,414	5,435	3,600	3,600	3,600
4850	TRAINING & MEETINGS	662	1,130	-	135	1,000	1,000	1,000
4510	EQUIP FUND RENTAL	31,000	32,550	33,550	33,550	33,550	33,550	82,252
<b>SUBTOTAL</b>		<b>182,327</b>	<b>162,347</b>	<b>143,586</b>	<b>141,804</b>	<b>160,000</b>	<b>165,000</b>	<b>227,317</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>1,674,404</b>	<b>1,712,006</b>	<b>1,746,158</b>	<b>1,767,130</b>	<b>1,839,481</b>	<b>1,792,684</b>	<b>1,698,097</b>
ESTIMATED PROGRAM REVENUES								
41-3358	COPS Funding	100,000	100,000	100,191	100,000	100,000	100,000	100,000
3226/3256	Police Services	81,195	76,791	66,044	59,228	40,000	40,000	40,000
3210	POST Reimbursements	8,185	12,885	2,866	1,420	4,000	4,000	2,500
<b>TOTAL PROGRAM REVENUES</b>		<b>189,380</b>	<b>189,676</b>	<b>169,101</b>	<b>160,648</b>	<b>144,000</b>	<b>144,000</b>	<b>142,500</b>
<b>Net Program Subsidy by General</b>		<b>1,485,024</b>	<b>1,522,330</b>	<b>1,577,059</b>	<b>1,606,482</b>	<b>1,695,481</b>	<b>1,648,684</b>	<b>1,555,597</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Police Services**  
 Program: **Dispatch**  
 Account Code: **01-4129**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	212,071	225,777	222,902	241,425	247,992	226,641	222,072
4302	OVERTIME	15,909	20,809	5,067	879	1,117	2,973	4,500
4303	FICA/MEDICARE	22,313	23,083	22,761	21,834	144,776	23,068	23,599
4308	PART-TIME SALARIES	35,144	41,564	52,583	37,503	30,699	53,424	50,670
4309	SPECIAL PAY	38,102	30,994	25,643	19,782	22,560	30,732	28,029
4310	PERS	57,609	63,026	61,172	67,060		57,698	50,901
4311	MEDICAL/DENTAL	55,820	60,890	45,105	69,154		50,298	38,376
4312	WORKER'S COMP	1,508	1,721	2,268	2,243		8,535	17,561
4313	OTHER BENEFITS	1,491	1,141	1,145	1,098		1,193	1,241
<b>SUBTOTAL</b>		<b>439,967</b>	<b>469,005</b>	<b>438,645</b>	<b>460,979</b>	<b>447,144</b>	<b>454,562</b>	<b>436,949</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	2,425	1,401	1,239	1,210	1,500	1,500	1,500
4402	CONTRACT SERVICES	-	-		-			-
4404	REPAIRS & MAINTENANCE	-	-		358	500	500	500
4405	TRAINING & MEETINGS	1,244	1,604	1,302	773	1,500	1,000	1,000
4408	UNIFORM ALLOWANCE	1,388	1,503	1,133	679	1,900	1,900	1,900
4409	TRAINING & SEMINARS: POST	771	1,793	348	149	1,500	1,500	1,500
4410	ADVERTISING	-	-		-			-
4415	POSTAGE & REPRODUCTION	-	-		-			-
4429	PHONE	8,642	13,822	12,339	-	8,000	-	-
4430	DUES & SUBSCRIPTIONS	50	-		-	50	50	-
<b>SUBTOTAL</b>		<b>14,519</b>	<b>20,123</b>	<b>16,361</b>	<b>3,169</b>	<b>14,950</b>	<b>6,450</b>	<b>6,400</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>454,487</b>	<b>489,128</b>	<b>455,006</b>	<b>464,148</b>	<b>462,094</b>	<b>461,012</b>	<b>443,349</b>

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## **PLANNING AND BUILDING**

The Planning and Building Department provides a complete range of planning and building services to the community with the objective of expanding economic activity in Calistoga that builds on the community's strengths and reinforces its unique 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. 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.

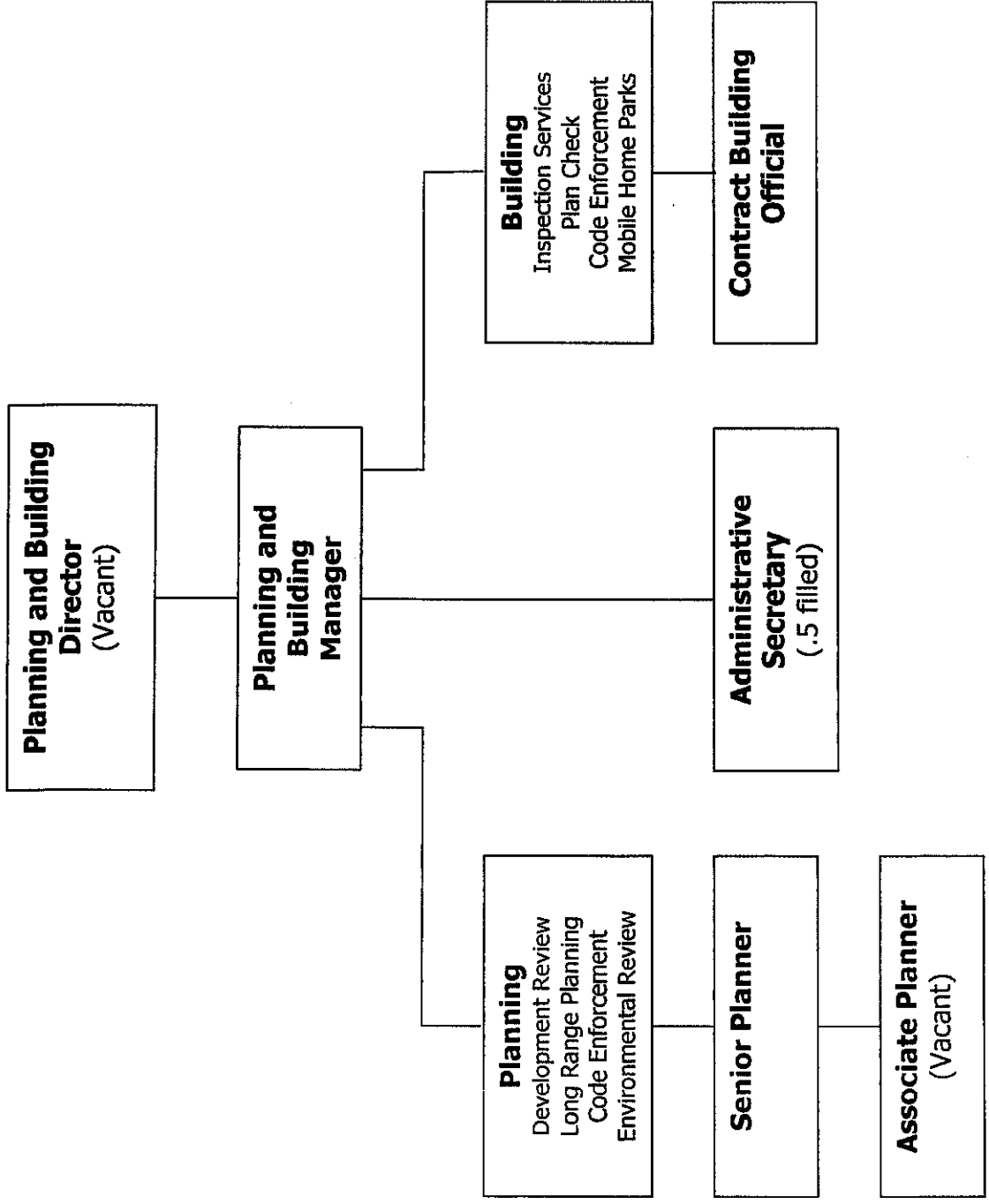
**MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2011-12**

- Completed processing of the Silver Rose Resort land use entitlement application.
- Completed and released a Draft Environmental Impact Report (EIR) for the Enchanted Resorts development project.
- Completed preparation of a local grape sourcing ordinance per City Council direction.
- Completed first phase implementation of the Urban Design Plan into the General Plan.
- Continued administration of Rent Stabilization Ordinance (RSO) process for proposed rent increases at Rancho de Calistoga and Chateau Calistoga.
- Coordinated with NCTPA on preparation of updates to the City's Bicycle Master Plan and the countywide Bicycle Master Plan.

- ☑ Advanced land use entitlement applications for expansion of the Indian Springs Resort and the Roman Spa hotel and spa.
- ☑ Implemented communication and transparency initiatives (posting of Planning Commission videos on web, quarterly report on pending and approved development projects, noticing for minor project modification requests).
- ☑ Initiated Municipal Code amendments for implementation of Housing Element program actions.
- ☑ Initiated preparation of a “right-to-farm” ordinance per City Council direction.

**MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

- Core Services: Continue to maintain FY 2010-11 level of service with reduced staffing level.
- Economic Development: Complete review and processing of land use entitlement applications for the Indian Springs Resort expansion, Roman Spa hotel and spa expansion, and the Enchanted Resorts development project.
- Development Impact Fee Update: Update City’s development impact fees (traffic impact fee, quality of life fee and public safety fee).
- 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.
- Prepare and adopt a local Climate Action Plan after Napa County has approved a countywide plan.
- Complete preparation of a “right-to-farm” ordinance per City Council direction.



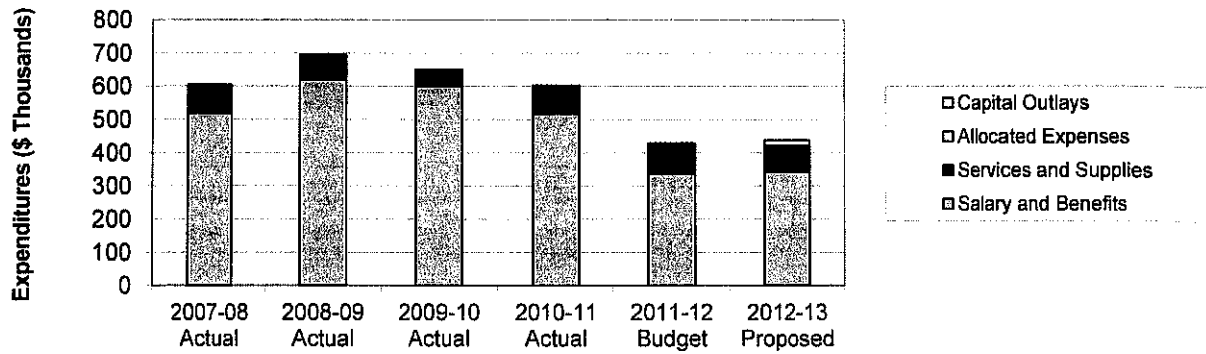
**City of Calistoga Planning and Building Department Staffing Chart  
FY 2012-2013**



**Planning and Building  
Expenditure Summary**

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	519,273	619,898	601,313	518,195	336,987	342,331
Services and Supplies	79,351	68,294	41,946	77,583	85,480	78,975
Allocated Expenses	5,500	6,050	6,455	6,422	6,400	16,402
Capital Outlays	0	0	0	0	0	0
<b>TOTAL</b>	<b>604,124</b>	<b>694,242</b>	<b>649,714</b>	<b>602,200</b>	<b>428,867</b>	<b>437,708</b>

**Planning and Building  
Trend in Expenditures (\$ Thousands)**



Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Planning & Building**  
 Program: **Planning Commission**  
 Account Code: **01-4109**

SERVICES & SUPPLIES							
4401	MATERIALS & SUPPLIES:	335	1,660	104	90	100	100
4402	CONTRACT SERVICES	-	181	1,690	1,214	1,650	1,575
4405	TRAINING & MEETINGS	1,091	-	107	40	100	100
4410	ADVERTISING	-	-	128	81	309	-
4443	COMMISSION STIPEND	-	4,500	4,590	2,300	4,000	5,000
<b>SUBTOTAL</b>		<b>1,426</b>	<b>6,341</b>	<b>6,619</b>	<b>3,725</b>	<b>8,350</b>	<b>6,159</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>1,426</b>	<b>6,341</b>	<b>6,619</b>	<b>3,725</b>	<b>8,350</b>	<b>6,159</b>

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

SERVICES & SUPPLIES							
4401	MATERIALS & SUPPLIES:	87	223	369	0	1,200	1,200
4415	POSTAGE & REPRODUCTION	-	-	9	-	200	200
<b>SUBTOTAL</b>		<b>87</b>	<b>223</b>	<b>378</b>	<b>0</b>	<b>1,400</b>	<b>1,200</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>87</b>	<b>223</b>	<b>378</b>	<b>0</b>	<b>1,400</b>	<b>1,200</b>

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Planning & Building**  
 Program: **Planning**  
 Account Code: **01-4115**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	152,913	241,611	242,071	240,976	183,439	150,241	158,514
4302	OVERTIME	5,285	7,246	-	357	513	513	99
4303	FICA/MEDICARE	11,179	18,057	17,994	20,924	69,142	11,394	12,213
4308	PART TIME SALARIES	301	1,609	527	1,484	-	-	-
4310	PERS	38,912	62,077	60,948	51,341	-	33,545	32,261
4311	MEDICAL/DENTAL	17,440	36,463	25,878	37,706	-	30,814	33,724
4312	WORKERS COMP	2,313	4,804	4,851	3,441	-	5,151	9,089
4313	OTHER BENEFITS	616	1,402	1,233	6,107	-	534	596
<b>SUBTOTAL</b>		<b>228,960</b>	<b>373,269</b>	<b>353,502</b>	<b>362,336</b>	<b>253,094</b>	<b>232,192</b>	<b>246,496</b>

<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	5,648	3,142	2,636	1,929	1,500	1,500	1,250
4402	CONTRACT SERVICES	60	929	544	1,286	-	-	-
4403	UTILITIES	3,070	3,122	2,636	2,262	2,200	2,200	2,200
4405	TRAINING & MEETINGS	1,990	704	505	190	1,000	1,000	1,000
4410	ADVERTISING	2,883	3,699	1,438	1,022	1,000	1,000	500
4415	POSTAGE & REPRODUCTION	1,474	2,599	1,150	1,528	1,500	3,000	3,000
4429	PHONE	2,682	3,354	2,823	-	3,480	-	-
4430	DUES & SUBSCRIPTIONS	1,040	1,520	1,145	760	750	750	750
4650	TRAINING & MEETINGS	3,162	-	-	-	1,000	1,000	1,000
4610	EQUIP FUND RENTAL	4,000	4,400	4,600	4,600	4,600	4,600	10,169
<b>SUBTOTAL</b>		<b>26,008</b>	<b>23,469</b>	<b>17,477</b>	<b>13,577</b>	<b>17,030</b>	<b>15,050</b>	<b>19,869</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>254,968</b>	<b>396,738</b>	<b>370,979</b>	<b>375,913</b>	<b>270,124</b>	<b>247,242</b>	<b>266,365</b>
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<b>ESTIMATED PROGRAM REVENUES</b>								
3219	Other Licenses & Permits	2,364	4,211	3,793	4,115	4,000	4,000	2,500
3219-1010	Use Permits	200	-	-	-	-	-	-
3244	Planning Services	36,888	54,137	46,749	68,152	62,731	62,731	18,200
3261	Other Filing Fees	2,141	1,245	300	3,050	3,000	3,000	-
3261-0001	Growth Mgmt Allocation Fees	2,600	3,000	-	600	1,000	1,000	-
<b>TOTAL PROGRAM REVENUES</b>		<b>44,193</b>	<b>62,593</b>	<b>50,842</b>	<b>75,917</b>	<b>70,731</b>	<b>70,731</b>	<b>20,700</b>

<b>Net Program Subsidy By General Fund</b>	<b>210,775</b>	<b>334,145</b>	<b>320,137</b>	<b>299,996</b>	<b>199,393</b>	<b>176,511</b>	<b>245,665</b>
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	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Planning & Building**

Program: **Building Inspection Services**

Account Code: **01-4125**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	188,122	160,227	166,505	103,301	58,013	55,430	62,010
4302	OVERTIME	-	(1,352)	-	119	171	171	99
4303	FICA/MEDICARE	14,084	12,057	12,351	7,993	25,709	4,209	4,782
4308	PART TIME SALARIES	237	313	527	3,365	-	-	-
4310	PERS	46,932	41,513	42,225	20,831	12,204	12,204	12,620
4311	MEDICAL/DENTAL	36,805	31,024	21,723	15,223	11,155	11,155	12,518
4312	WORKERS COMP	3,169	2,180	3,856	4,715	3,470	3,470	3,559
4313	OTHER BENEFITS	964	667	624	313	3,357	3,357	247
<b>SUBTOTAL</b>		<b>290,313</b>	<b>246,629</b>	<b>247,811</b>	<b>155,859</b>	<b>83,893</b>	<b>89,996</b>	<b>95,835</b>

<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	6,387	1,865	4,072	717	1,500	1,500	750
4402	CONTRACT SERVICES	40,414	35,651	12,490	62,863	60,000	60,000	60,000
4404	REPAIRS & MAINTENANCE	36	-	-	-	-	-	-
4405	TRAINING & MEETINGS	3,274	1,772	1,953	-	-	-	-
4408	UNIFORM ALLOWANCE	395	519	525	-	-	-	-
4415	POSTAGE & REPRODUCTION	1,426	22	747	98	150	150	100
4417	FUEL & OIL	938	716	713	198	300	300	350
4429	PHONE	1,615	1,226	1,019	-	1,350	-	-
4430	DUES & SUBSCRIPTIONS	1,346	890	376	1,005	-	-	-
4510	EQUIP RENTAL FUND	1,500	1,650	1,855	1,822	1,800	1,800	6,233
<b>SUBTOTAL</b>		<b>57,330</b>	<b>44,311</b>	<b>23,750</b>	<b>66,703</b>	<b>65,100</b>	<b>63,750</b>	<b>67,433</b>

<b>TOTAL PROGRAM BUDGET</b>		<b>347,643</b>	<b>290,940</b>	<b>271,561</b>	<b>222,562</b>	<b>148,993</b>	<b>153,746</b>	<b>163,268</b>
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<b>ESTIMATED PROGRAM REVENUES</b>								
3212	Building Permit Fees	74,861	84,197	54,724	52,524	57,235	57,235	55,000
3263	Plan Check Fees	74,983	44,228	41,081	45,950	42,926	42,926	40,000
<b>TOTAL PROGRAM REVENUES</b>		<b>149,844</b>	<b>128,425</b>	<b>95,805</b>	<b>98,474</b>	<b>100,161</b>	<b>100,161</b>	<b>95,000</b>

<b>Net Program Subsidy By General Fund</b>		<b>197,799</b>	<b>162,515</b>	<b>175,756</b>	<b>124,089</b>	<b>48,832</b>	<b>53,585</b>	<b>68,268</b>
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Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Planning & Building**

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

Account Code: **01-4177**

<b>SERVICES &amp; SUPPLIES</b>							
4401	MATERIALS & SUPPLIES:	-	-	100	-	-	-
4415	POSTAGE & REPRODUCTION	-	-	77	-	-	100
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>177</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>TOTAL PROGRAM BUDGET</b>				<b>177</b>			<b>100</b>

Department: **Planning & Building**

Program: **Design Advisory Panel**

Account Code: **01-4178**

<b>SERVICES &amp; SUPPLIES</b>							
4401	MATERIALS & SUPPLIES:	-	-		-	-	-
4415	POSTAGE & REPRODUCTION	-	-		-	-	-
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PROGRAM BUDGET</b>							

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## **PUBLIC WORKS**

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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, seven 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.

Other 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 seven (7) 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.

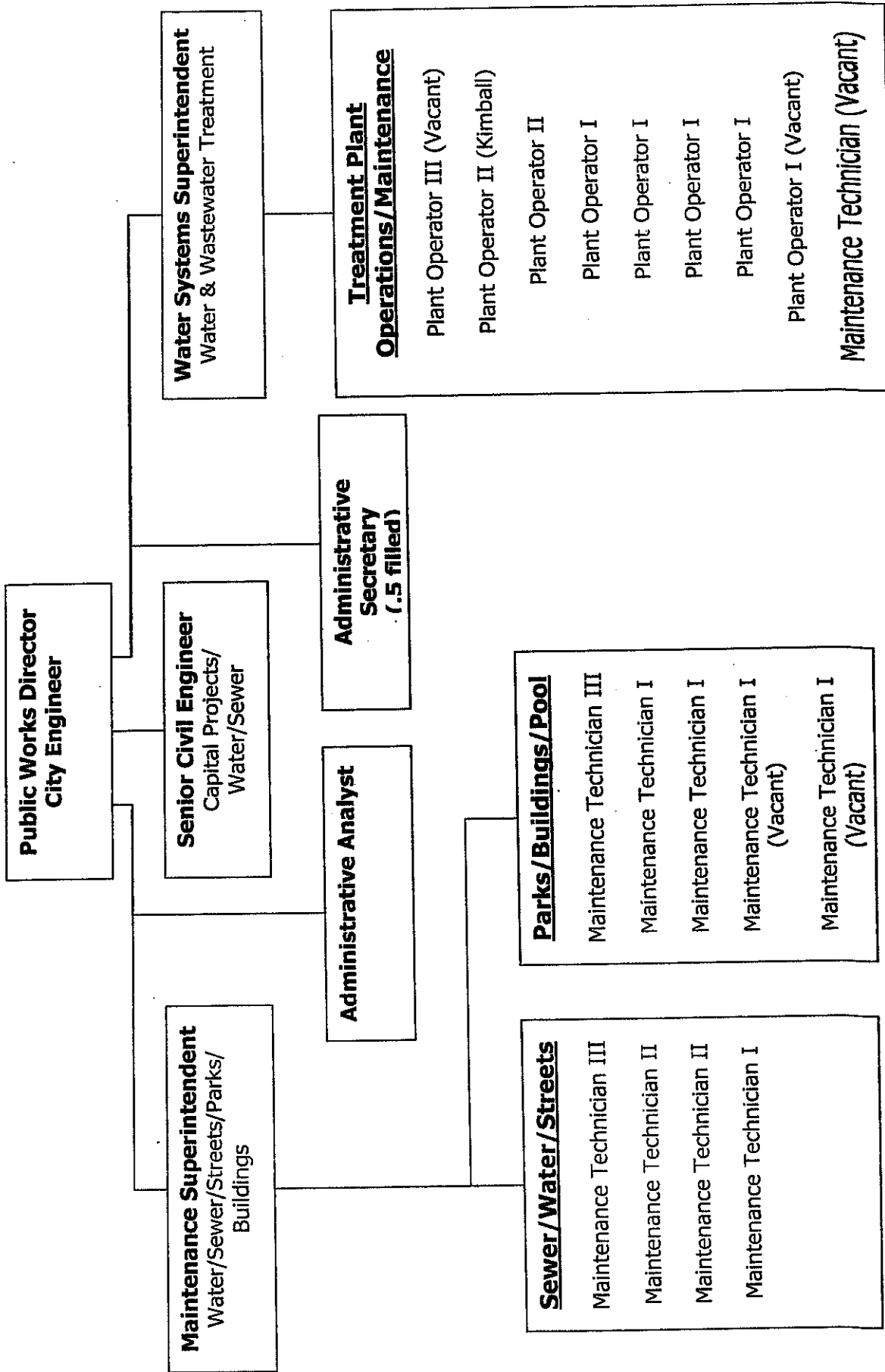
### **Major Department Tasks Completed Fiscal Year 2011-12**

- Commenced Construction of the 1.5 million gallon Mt. Washington Water Tank
- Completed the Solage Reimbursement Agreement
- Gained County Dept. of Environmental Management approval of the site closure plan for the Public Works Yard soil remediation site
- Worked with the City Attorney's office to complete the Kimball Interim Bypass Plan, and expedited construction of a new bypass structure under a very short deadline
- Implemented a Sidewalk Repair and Maintenance Program, and completed Phase I of the sidewalk trip-hazard saw-cutting repair program
- Completed a grant-funded 3-way stop intersection and crosswalk at the Washington St. and North Oak St. intersection, enhancing safety for pedestrian access to Logvy Park and the Pool
- Completed a grant-funded project to repair the bicycle bridges on the lower Washington St. bicycle path

### **Major Departmental Goals for Fiscal Year 2012-13**

- Complete construction of the Mt. Washington 1.5 million gallon water storage tank \*
- Complete essential and mandated projects to enhance water supply reliability and wastewater treatment regulatory compliance
- Work closely with Caltrans to complete overlay paving of Lincoln Avenue (SR29) and Foothill Blvd. (SR128 from High St. to Lincoln Ave)
- Complete unfinished and unsatisfactory construction work at the Community Pool Facility
- Continue with Phase 2 of the Sidewalk Trip Hazard Repair Program \*
- Attain essential compliance with new Stormwater Permit rules
- Support local efforts to design a new gazebo at Pioneer Park \*
- Support local efforts to design and construct a Dog Park and Bocce Courts at Logvy Park \*

\* A City Council Objective or Priority Project.

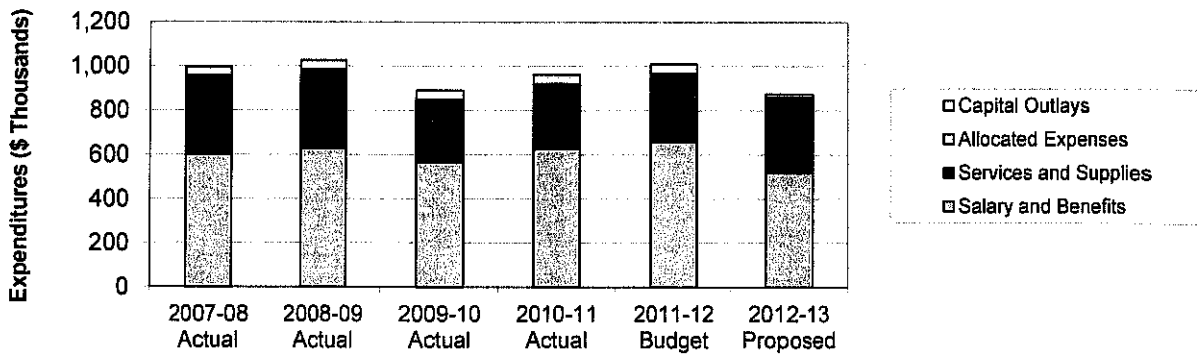


**City of Calistoga Public Works Department Staffing Chart  
FY 2012-2013**

**Public Works**  
Expenditure Summary

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	600,624	628,838	564,637	625,939	658,960	518,121
Services and Supplies	354,759	355,719	282,604	294,722	308,325	342,700
Allocated Expenses	37,935	40,700	42,000	42,000	42,000	12,948
Capital Outlays	0	0	0	0	0	0
<b>TOTAL</b>	<b>993,318</b>	<b>1,025,257</b>	<b>889,241</b>	<b>962,661</b>	<b>1,009,285</b>	<b>873,769</b>

**Public Works**  
Trend in Expenditures (\$ Thousands)



# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Public Works**

Program: **Public Works Administration**

Account Code: **01-4121**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	60,916	63,535	62,598	66,188	71,770	56,738	53,057
4303	FICA/MEDICARE	4,561	4,514	4,528	4,838	30,367	4,213	4,116
4305	INCENTIVE PAY	-	-	-	-	-	360	400
4310	PERS	15,163	16,057	15,861	15,773	-	13,157	10,872
4311	MEDICAL/DENTAL	6,140	6,823	4,827	7,666	-	6,407	6,320
4312	WORKERS COMP	958	1,005	1,385	1,425	-	1,886	3,083
4313	OTHER BENEFITS	221	244	239	218	-	205	206
<b>SUBTOTAL</b>		<b>87,958</b>	<b>92,178</b>	<b>89,438</b>	<b>96,107</b>	<b>102,137</b>	<b>82,966</b>	<b>78,034</b>
<b>SERVICES &amp; SUPPLIES</b>								
4131	WATER DISTRIBUTION	9,869	6,695	-	(31,177)	-	-	-
4401	MATERIALS & SUPPLIES	-	-	4,020	3,688	5,000	5,000	4,000
4402	CONTRACT SERVICES	14,883	7,616	3,970	8,059	6,550	6,550	6,600
4403	UTILITIES	7,010	7,464	6,843	6,472	7,500	7,500	6,500
4404	REPAIRS & MAINTENANCE	-	6	-	-	200	200	200
4405	TRAINING & MEETINGS	129	354	157	71	750	750	750
4410	ADVERTISING	406	105	85	-	300	300	300
4415	POSTAGE & REPRODUCTION	1,240	1,124	819	857	1,200	1,500	1,500
4417	FUEL & OIL	263	258	202	261	175	250	250
4424	HEALTH & SAFETY	530	202	148	182	250	250	250
4429	PHONE	4,139	4,102	2,548	-	3,700	-	-
4430	DUES & SUBSCRIPTIONS	907	919	719	605	725	725	675
4431	FEES	5,943	7,923	9,298	9,351	7,000	8,500	6,225
4650	TRAINING & MEETINGS	628	483	295	65	2,000	2,000	2,000
4510	EQUIP FUND RENTAL	7,000	7,700	8,000	8,000	8,000	8,000	4,249
<b>SUBTOTAL</b>		<b>52,947</b>	<b>44,951</b>	<b>37,104</b>	<b>6,433</b>	<b>43,350</b>	<b>41,525</b>	<b>33,499</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>140,905</b>	<b>137,129</b>	<b>126,542</b>	<b>102,541</b>	<b>145,487</b>	<b>124,491</b>	<b>111,533</b>
<b>ESTIMATED PROGRAM REVENUES</b>								
3219	Encroachment Permits	7,066	5,556	10,702	11,648	5,000	5,000	4,600
3245	Public Works Services	52,246	20,778	20,663	45,528	40,000	40,000	12,380
<b>TOTAL PROGRAM REVENUES</b>		<b>59,312</b>	<b>26,334</b>	<b>31,365</b>	<b>57,176</b>	<b>45,000</b>	<b>45,000</b>	<b>16,980</b>
<b>Net Program Subsidy By General Fund</b>		<b>81,593</b>	<b>110,795</b>	<b>95,177</b>	<b>45,365</b>	<b>100,487</b>	<b>79,491</b>	<b>94,553</b>

# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Public Works**  
 Program: **Streets**  
 Account Code: **01-4122**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	100,930	106,617	106,013	112,278	123,071	71,196	66,649
4302	OVERTIME	7,123	8,407	5,687	5,774	8,600	6,000	10,000
4303	FICA/MEDICARE	8,447	8,937	8,712	9,297	63,884	6,633	6,578
4308	PART-TIME SALARIES	-	-	-	1,530		630	-
4309	SPECIAL PAY	4,168	4,603	4,529	4,933	5,100	3,423	6,346
4310	PERS	25,783	27,380	27,277	27,542		18,321	16,830
4311	MEDICAL/DENTAL	19,154	20,958	14,588	23,012		16,233	16,996
4312	WORKERS COMP	3,873	4,736	6,026	5,762		4,192	4,895
4313	OTHER BENEFITS	525	453	435	399		1,217	353
<b>SUBTOTAL</b>		<b>170,003</b>	<b>182,091</b>	<b>173,267</b>	<b>190,528</b>	<b>200,655</b>	<b>127,845</b>	<b>128,647</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	16,601	5,149	7,742	6,908	13,000	22,000	11,700
4402	CONTRACT SERVICES	56,986	52,003	38,073	76,580	46,000	46,000	58,600
	Tree Maintenance Prog	20,200	-					
	Refuse Services	13,500	-					
4404	REPAIRS & MAINTENANCE	3,539	3,541	2,782	21,331	6,200	6,200	6,200
4405	TRAINING & MEETINGS	868	1,238	878	985	1,000	1,000	1,000
4408	UNIFORM ALLOWANCE	707	1,207	444	658	1,000	1,000	1,000
4417	FUEL & OIL	6,629	6,671	5,017	2,889	4,000	4,000	5,500
4424	HEALTH & SAFETY	387	915	105	581	900	900	900
4426	WEED & PEST CONTROL	6,432	10,305	4,420	215	7,000	3,000	5,000
4429	PHONE	559	446	337	-	900	-	-
4650	TRAINING & MEETINGS	295	159	33	150	600	600	600
4510	EQUIP FUND RENTAL	30,000	33,000	34,000	34,000	34,000	34,000	8,699
<b>SUBTOTAL</b>		<b>156,703</b>	<b>114,634</b>	<b>93,831</b>	<b>144,296</b>	<b>114,600</b>	<b>118,700</b>	<b>99,199</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>326,706</b>	<b>296,725</b>	<b>267,098</b>	<b>334,824</b>	<b>315,255</b>	<b>246,545</b>	<b>227,846</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Public Works**  
 Program: **Park Maintenance**  
 Account Code: **01-4123**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	85,877	89,473	81,387	82,752	89,716	81,783	79,081
4302	OVERTIME	1,256	1,112	629	767	900	1,386	1,000
4303	FICA/MEDICARE	6,716	6,862	6,262	6,380	47,166	6,443	6,271
4309	SPECIAL PAY	946	764	825	546	800	2,138	1,669
4310	PERS	20,788	22,494	20,339	20,382		18,458	16,434
4311	MEDICAL/DENTAL	12,505	10,980	4,859	7,475		6,344	6,782
4312	WORKERS COMP	5,967	5,860	8,373	8,878		5,784	4,666
4313	OTHER BENEFITS	487	428	4,996	347		361	392
<b>SUBTOTAL</b>		<b>134,542</b>	<b>137,973</b>	<b>127,670</b>	<b>127,527</b>	<b>138,582</b>	<b>122,697</b>	<b>116,295</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	16,502	5,310	9,492	4,899	7,500	5,000	6,500
4402	CONTRACT SERVICES	2,707	20,751	17,524	10,884	9,050	9,050	14,750
	Tree Maintenance Prog	14,200	-					
	Turf Maintenance Prog	10,000	-					
	Refuse Services	5,900	-					
4403	UTILITIES	5,517	6,727	5,712	6,207	6,500	6,500	6,500
4404	REPAIRS & MAINTENANCE	5,590	2,943	2,792	3,745	3,500	3,500	6,500
4405	TRAINING & MEETINGS	160	-	150	260	300	300	300
4408	UNIFORM COSTS	1,095	1,470	516	812	1,100	1,100	1,100
4415	POSTAGE & REPRODUCTION	8	-					-
4417	FUEL & OIL	1,216	893	1,089	939	900	900	1,100
4424	HEALTH & SAFETY	204	270	239	232	500	500	500
4426	WEED & PEST CONTROL	4,301	5,214	2,370	-	3,000	3,000	3,500
4429	PHONE	1,312	1,287	628	-	1,000	-	-
4503	WATER	30,732	28,938	27,307	28,411	30,000	30,000	30,000
<b>SUBTOTAL</b>		<b>99,443</b>	<b>73,803</b>	<b>67,819</b>	<b>56,389</b>	<b>63,350</b>	<b>59,850</b>	<b>70,750</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>233,985</b>	<b>211,776</b>	<b>195,489</b>	<b>183,916</b>	<b>201,932</b>	<b>182,547</b>	<b>187,045</b>

# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Public Works**  
 Program: **Maintenance Shop**  
 Account Code: **01-4124**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	14,778	15,706	15,315	15,370	16,625	15,222	14,693
4302	OVERTIME	57	77	49	37	500	200	100
4303	FICA/MEDICARE	1,151	1,084	1,098	1,130	7,884	1,119	1,162
4309	SPECIAL PAY	143	116	125	83	200	422	351
4310	PERS	3,432	3,876	3,813	3,819		3,443	3,062
4311	MEDICAL/DENTAL	220	235	231	386		241	252
4312	WORKERS COMP	1,040	494	1,127	1,551		1,031	865
4313	OTHER BENEFITS	21	52	53	49		50	54
<b>SUBTOTAL</b>		<b>20,993</b>	<b>21,756</b>	<b>21,811</b>	<b>22,426</b>	<b>25,209</b>	<b>21,728</b>	<b>20,539</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	5,270	4,772	2,376	2,072	2,500	2,500	2,750
4402	CONTRACT SERVICES	567	1,328	838	-	1,000	1,000	-
4404	REPAIRS & MAINTENANCE	374	303	113	116	400	400	-
4405	TRAINING & MEETINGS	-	-	-	-	-	-	-
4424	HEALTH	-	-	-	33	-	-	-
4429	PHONE	493	446	337	-	750	-	-
4821	EQUIP FUND RENTAL	935	-	-	-	-	-	-
<b>SUBTOTAL</b>		<b>7,639</b>	<b>6,849</b>	<b>3,664</b>	<b>2,220</b>	<b>4,650</b>	<b>3,900</b>	<b>2,750</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>28,631</b>	<b>28,605</b>	<b>25,475</b>	<b>24,646</b>	<b>29,859</b>	<b>25,628</b>	<b>23,289</b>



Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Public Works**

Program: **Pool Facility Maintenance**

Account Code: **01-4126**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	-	-	3,739	23,507	24,782	25,460	24,462
4302	OVERTIME	-	-	463	188	500	1,000	1,500
4303	FICA/MEDICARE	-	-	287	2,269	15,324	2,531	2,801
4305	INCENTIVE PAY	-	-	-	-	-	602	3,554
4310	PERS	-	-	952	5,704	-	5,580	5,702
4311	MEDICAL/DENTAL	-	-	394	9,740	-	9,085	9,574
4312	WORKERS COMP	-	-	-	-	-	743	2,085
4313	OTHER BENEFITS	-	-	11	121	-	128	140
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>5,845</b>	<b>41,528</b>	<b>40,606</b>	<b>45,129</b>	<b>49,818</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	-	53,744	22,470	17,059	14,500	16,000	18,000
4402	CONTRACT SERVICES	-	221	2,567	2,957	3,650	5,000	5,400
4403	UTILITIES	-	5,807	25,051	34,181	33,200	33,200	35,000
4404	REPAIR & MAINTENANCE	-	15	61	1,988	2,000	2,000	2,000
4405	TRAINING & MEETINGS	-	2,998	-	-	1,000	1,000	1,000
4408	UNIFORM	-	-	-	100	-	-	-
4424	HEALTH	-	-	-	-	-	-	-
4429	PHONE	-	-	-	-	-	-	-
4430	DUES & SUBSCRIPTIONS	-	-	-	-	150	150	150
4431	FEES	-	-	1,623	839	850	850	850
4503	WATER/WASTEWATER	-	-	9,443	8,540	12,000	17,000	14,000
<b>SUBTOTAL</b>		<b>0</b>	<b>62,785</b>	<b>61,215</b>	<b>65,665</b>	<b>67,350</b>	<b>75,200</b>	<b>76,400</b>
<b>TOTAL PROGRAM BUDGET</b>			<b>62,785</b>	<b>67,060</b>	<b>107,193</b>	<b>107,956</b>	<b>120,329</b>	<b>126,218</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Public Works**

Program: **Building Maintenance**

Account Code: **01-4127**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	119,510	126,092	92,539	90,322	97,608	89,008	85,243
4302	OVERTIME	1,333	2,462	1,542	2,341	2,100	3,400	2,500
4303	FICA/MEDICARE	9,430	9,838	7,196	7,092	51,063	7,231	6,893
4309	SPECIAL PAY	946	764	825	546	1,000	3,218	2,749
4310	PERS	29,029	31,685	22,658	21,956	-	20,076	17,908
4311	MEDICAL/DENTAL	18,778	14,895	3,255	5,217	-	3,753	3,940
4312	WORKERS COMP	7,374	8,483	11,135	10,972	-	6,923	5,129
4313	OTHER BENEFITS	728	621	7,456	9,377	-	392	426
<b>SUBTOTAL</b>		<b>187,128</b>	<b>194,840</b>	<b>146,606</b>	<b>147,823</b>	<b>151,771</b>	<b>134,001</b>	<b>124,788</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	17,988	15,649	13,065	10,974	11,000	11,000	11,000
4402	CONTRACT SERVICES	20,349	22,077	21,437	18,683	19,875	19,875	28,000
4403	UTILITIES	4,123	4,008	3,846	3,688	4,400	4,400	4,000
4404	REPAIRS & MAINTENANCE	9,856	20,650	3,209	2,775	2,000	2,000	2,500
4405	TRAINING & MEETINGS	70	81		22	100	100	100
4408	UNIFORM COSTS	1,462	1,625	547	779	1,000	1,000	1,000
4413	TAX AND LICENSE	47	50		-	50	50	50
4417	FUEL & OIL	4,127	3,262	3,028	4,337	5,000	5,000	4,800
4424	HEALTH & SAFETY	310	265	224	332	500	500	500
4426	WEED & PEST CONTROL	891	184		-	100	100	100
4429	PHONE	1,128	1,281	812	-	1,500	-	-
4431	FEES	-	944		816	-	-	1,000
4503	WATER/WASTEWATER	15,613	23,321	14,803	19,312	11,500	11,500	20,000
<b>SUBTOTAL</b>		<b>75,964</b>	<b>93,397</b>	<b>60,971</b>	<b>61,718</b>	<b>57,025</b>	<b>55,525</b>	<b>73,050</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>263,092</b>	<b>288,237</b>	<b>207,577</b>	<b>209,541</b>	<b>208,796</b>	<b>189,526</b>	<b>197,838</b>

**RECREATION SERVICES DIVISION**

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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.

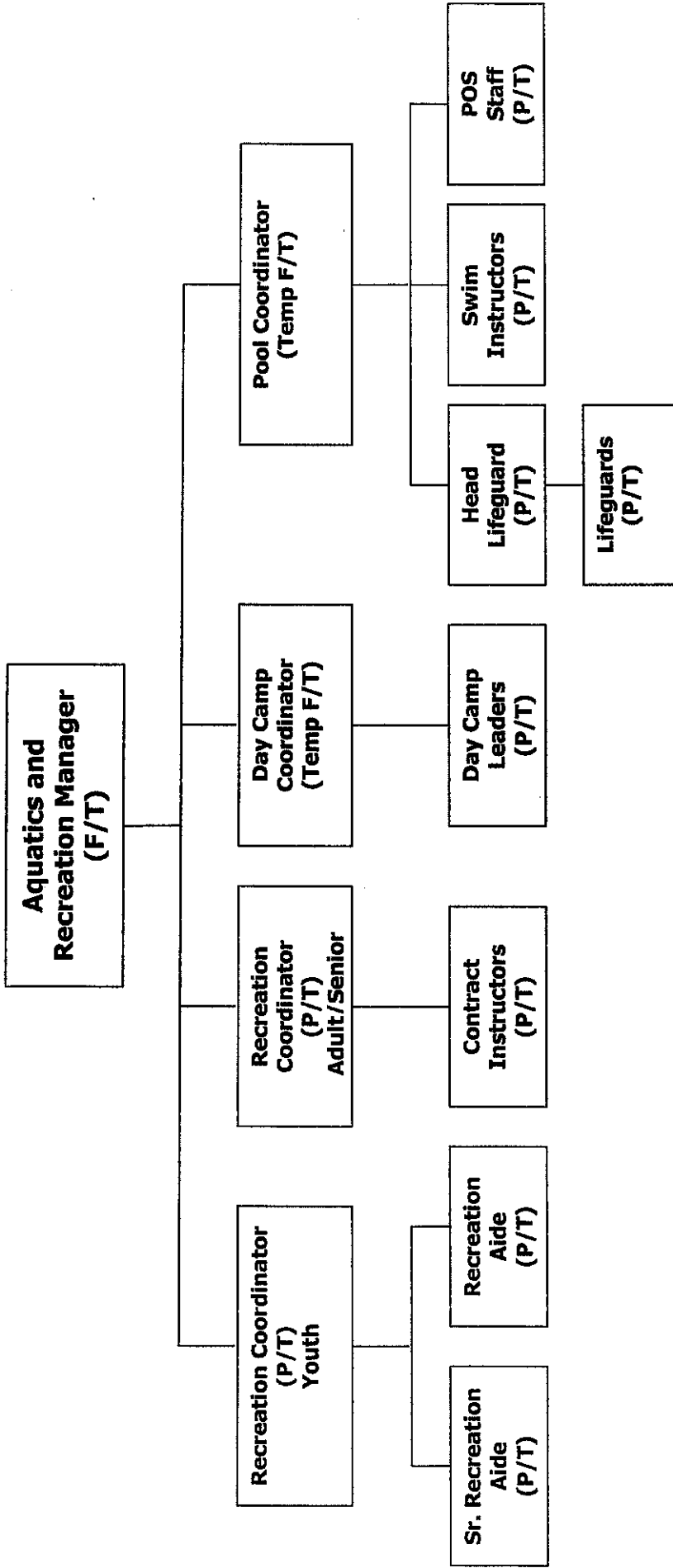
**MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2011-12**

- Continue to participate in Upper Valley Youth Sports League with a new sport, soccer, in the Fall of 2011. *Over 60 youth participating in the inaugural year, more expected in fall 2012.*
- Continue developing and enhancing recreation programs that reach more residents of Calistoga. *Dramatically increased senior programming including AARP driving, writing, and computer classes.*
- Enhance and expand Handyvan services in collaboration with the Calistoga Chamber of Commerce and NCTPA. *New, expanded service of the Calistoga Shuttle was implemented May 2012.*
- 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. \*

**MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13**

- Continue to increase programming in all areas to enhance Calistoga residents recreation offerings.
- Continue to promote and increase usage of the Calistoga Community Pool.
- Monitor and make adjustments as needed to the Calistoga Shuttle in collaboration with the NCTPA and the Calistoga Chamber of Commerce.
- Continue working towards a cost recovery plan of 65% for recreation programs.
- Work with citizen efforts to install a community dog park and bocce ball courts at Logvy Park. \*
- Work with the County to improve the Calistoga Library. \*

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



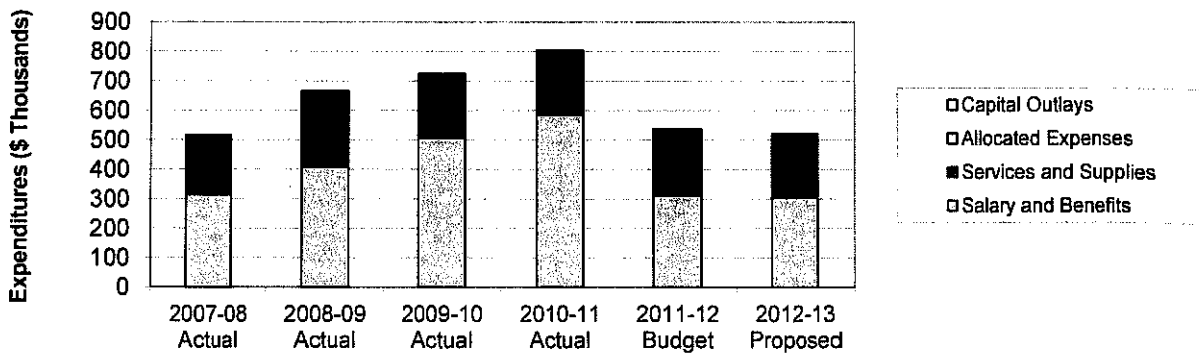
- Recreation Superintendent (VACANT)
- Recreation Technician (VACANT)

**City of Calistoga Recreation Services Organizational Chart  
FY 2012-2013**

**Recreation**  
Expenditure Summary

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	314,677	408,482	505,772	586,506	311,738	304,726
Services and Supplies	197,043	251,854	212,878	210,821	219,255	211,205
Allocated Expenses	4,800	5,300	5,450	5,450	5,450	4,553
Capital Outlays	0	0	0	0	0	0
<b>TOTAL</b>	<b>516,520</b>	<b>665,636</b>	<b>724,100</b>	<b>802,776</b>	<b>536,443</b>	<b>520,484</b>

**Recreation**  
Trend in Expenditures (\$ Thousands)



\*\*Pool Maintenance expenditures are under public works department 4126

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation

Program: Community Promotion and Enrichment Grants

Account Code: 01-4107

SERVICES/SUPPLIES	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
4402 Calistoga Chamber of Commerce - Visitors Bureau	-	-	-	-	-	-	-
4479 The Family Center	10,000	10,000	10,000	10,000	10,000	10,000	10,000
4446 Miscellaneous Promotions and En	720	-	-	-	10,000	10,000	5,000
<b>Community Enrichment Grants</b>							
4445 NVHA Rebuilding Together Napa Valley	-	-	-	-	-	-	-
4471 Cinco De Mayo	2,000	2,000	-	-	-	-	-
4473 Seniors Association	2,157	1,644	-	-	-	-	-
4474 Hispanic Festival	2,000	2,000	1,000	-	-	-	-
4475 Calistoga Holiday Sharing	1,500	1,500	1,500	1,500	-	800	-
4481 Calistoga Tree Coalition	1,000	1,000	1,000	-	-	-	-
4482 Calistoga Art Center	2,132	2,658	1,000	3,000	-	2,500	-
4483 Calistoga Cares	750	1,000	1,130	1,000	-	-	-
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	1,500	-	-	-
4496 Calistoga Soroptomists	-	-	626	500	-	-	-
4497 Calistoga Springs Homeowners As	-	-	91	-	-	-	-
4485 Calistoga After School	1,880	2,500	2,000	1,200	-	1,200	-
4486 Calistoga Boy Scouts	1,984	2,000	-	-	-	-	-
4487 Calistoga Boys & Girls Club	2,500	3,000	3,000	3,500	-	-	-
4489 St. Luke's Pre School	738	341	707	-	-	-	-
4491 Calistoga Community Gardens	500	500	-	-	-	-	-
4492 Calistoga Youth Soccer	3,000	3,000	2,000	-	-	-	-
4498 Earth Day	-	-	-	-	-	-	-
4493 Napa/Sonoma Film & Music	3,000	-	-	-	-	-	-
4494 Highlands Christian Fellowship	-	3,000	-	-	-	-	-
<b>Subtotal Community Enrichment Grants</b>	<b>25,141</b>	<b>26,143</b>	<b>20,738</b>	<b>12,200</b>	<b>-</b>	<b>4,500</b>	<b>-</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>35,861</b>	<b>36,143</b>	<b>30,738</b>	<b>22,200</b>	<b>20,000</b>	<b>24,500</b>	<b>15,000</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation

Program: Community Resources Commission

Account Code: 01-4150

PERSONNEL SERVICES							
4301	FULL-TIME SALARIES	-	-	-	2,115	-	-
4302	OVERTIME	-	-	-	-	-	-
4303	FICA/MEDICARE	-	-	-	159	-	-
4310	PERS	-	-	-	538	-	-
4311	MEDICAL/DENTAL	-	-	-	293	-	-
4312	WORKERS COMP	-	-	-	1,315	-	-
4313	OTHER BENEFITS	-	-	-	10	-	-
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>4,429</b>	<b>0</b>	<b>0</b>
SERVICES & SUPPLIES							
4401	MATERIALS & SUPPLIES:	-	-	-	-	-	-
4402	CONTRACT SERVICES	299	-	-	-	-	-
4405	TRAINING & MEETINGS	40	44	8	-	-	-
4410	ADVERTISING	80	-	-	-	-	-
4415	POSTAGE & REPRODUCTION	-	-	-	-	-	-
4430	DUES & SUBSCRIPTIONS	-	-	-	-	-	-
<b>SUBTOTAL</b>		<b>419</b>	<b>44</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>419</b>	<b>44</b>	<b>8</b>	<b>4,429</b>	<b>0</b>	<b>0</b>



Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation

Program: Recreation Programs

Account Code: 01-4152

PERSONNEL SERVICES		Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
4301	FULL-TIME SALARIES	128,507	139,576	133,809	194,662	31,466	30,417	29,891
4302	OVERTIME	7,218	4,169	204	3,855	150	1,228	800
4303	FICA/MEDICARE	11,631	12,888	11,247	14,468	18,910	3,747	3,326
4305	INCENTIVE PAY	-	-	150	-	-	-	-
4308	PART-TIME SALARIES	23,669	28,320	18,217	8,676	17,700	16,818	13,300
4309	SPECIAL PAY	1,200	1,200	1,200	1,200	1,200	-	-
4310	PERS	31,955	35,773	33,261	29,941	-	7,078	6,083
4311	MEDICAL/DENTAL	22,969	25,942	20,238	26,470	-	9,469	7,083
4312	WORKERS COMP	1,781	4,191	3,510	295	-	1,130	2,475
4313	OTHER BENEFITS	809	3,901	2,952	803	-	3,971	140
<b>SUBTOTAL</b>		<b>229,739</b>	<b>255,960</b>	<b>224,788</b>	<b>280,370</b>	<b>69,426</b>	<b>73,858</b>	<b>63,098</b>

SERVICES & SUPPLIES		Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
4401	MATERIALS & SUPPLIES	8,579	8,087	5,137	6,147	5,300	5,300	3,800
4402	CONTRACT SERVICES	5,120	45,907	32,831	2,829	32,675	32,675	32,750
	Boys & Girls Club	-	-	-	30,000	-	-	-
4403	UTILITIES	5,447	8,268	5,504	7,457	5,925	8,000	7,000
4404	REPAIRS & MAINTENANCE	41	-	-	632	250	250	300
4405	TRAINING & MEETINGS	1,598	1,819	217	472	250	250	250
4408	UNIFORM ALLOWANCE	339	1,057	-	-	-	340	350
4410	ADVERTISING	-	290	599	831	1,025	1,025	1,500
4415	POSTAGE & REPRODUCTION	270	550	480	218	180	500	400
4417	FUEL & OIL	1,291	967	548	546	480	480	600
4429	PHONE	2,008	3,513	1,310	-	2,100	-	-
4430	DUES & SUBSCRIPTIONS	909	790	220	65	200	700	250
4510	EQUIP FUND RENTAL	4,800	5,300	5,450	5,450	5,450	5,450	4,553
4550	HAUNTED HOUSE	-	-	-	-	-	1,513	-
<b>SUBTOTAL</b>		<b>30,402</b>	<b>76,548</b>	<b>52,296</b>	<b>54,646</b>	<b>53,835</b>	<b>56,483</b>	<b>51,753</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>260,141</b>	<b>332,508</b>	<b>277,084</b>	<b>335,016</b>	<b>23,261</b>	<b>130,341</b>	<b>114,851</b>
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ESTIMATED PROGRAM REVENUES		Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
3284	Recreation Program Fees	59,776	32,204	6,850	2,637	5,600	5,600	5,600
3246	Community Resource Services	-	-	4,738	-	5,750	5,750	-
	Transfer In Donations	-	12,000	12,000	12,000	12,000	12,000	-
<b>TOTAL PROGRAM REVENUES</b>		<b>59,776</b>	<b>44,204</b>	<b>23,588</b>	<b>14,637</b>	<b>23,350</b>	<b>23,350</b>	<b>5,600</b>

<b>Net Program Subsidy By General Fund</b>	<b>200,365</b>	<b>288,304</b>	<b>253,496</b>	<b>320,380</b>	<b>99,911</b>	<b>106,991</b>	<b>109,251</b>
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Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation

Program: Education/Recreation Courses

Account Code: 01-4153

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	9,155	10,504	21,791	34,202	17,981	17,380	17,081
4302	OVERTIME	546	312		348		150	-
4303	FICA/MEDICARE	1,031	1,146	1,916	2,769	12,525	2,842	2,500
4308	PART-TIME SALARIES	4,227	4,141	2,420	4,392	31,600	21,145	15,100
4310	PERS	2,128	2,740	5,458	6,524		3,460	3,476
4311	MEDICAL/DENTAL	1,385	1,704	3,969	7,898		3,567	4,048
4312	WORKER'S COMP	726	392	248			1,016	2,302
4313	OTHER BENEFITS	86	90	104	123		1,479	101
<b>SUBTOTAL</b>		<b>19,284</b>	<b>21,029</b>	<b>35,908</b>	<b>56,256</b>	<b>62,106</b>	<b>51,039</b>	<b>44,608</b>

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	1,327	1,441	1,045	3,429	2,900	2,900	3,200
4402	CONTRACT SERVICES	39,334	21,053	24,130	25,235	20,040	20,040	8,400
4404	REPAIRS & MAINTENANCE	-	-	-	-	100	100	100
4405	TRAINING & MEETINGS	282	53	352	-	150	150	200
4407	PROFESSIONAL SERVICES	-	-	-	78	-	-	-
4415	POSTAGE & REPRODUCTION	225	-	-	-	-	-	-
4417	FUEL AND OIL	-	-	20	72	400	400	450
4410	ADVERTISING	-	96	100	-	-	-	-
4429	PHONE	-	-	-	-	-	-	-
4430	DUES & SUBSCRIPTIONS	238	244	388	245	380	700	350
<b>SUBTOTAL</b>		<b>41,407</b>	<b>22,887</b>	<b>26,035</b>	<b>29,060</b>	<b>23,970</b>	<b>24,290</b>	<b>12,700</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>60,690</b>	<b>43,916</b>	<b>61,943</b>	<b>85,315</b>	<b>86,076</b>	<b>75,329</b>	<b>57,308</b>
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ESTIMATED PROGRAM REVENUES							
3283	Education/Recreation Course Fees	-	36,109	45,777	43,550	43,550	20,500
3230	Other Grants	-	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>			<b>36,109</b>	<b>45,777</b>	<b>43,550</b>	<b>43,550</b>	<b>20,500</b>

<b>Net Program Subsidy By General Fund</b>	<b>60,690</b>	<b>43,916</b>	<b>25,834</b>	<b>39,538</b>	<b>42,526</b>	<b>31,779</b>	<b>36,808</b>
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Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation  
 Program: Senior Activities  
 Account Code: 01-4154

<b>PERSONNEL SERVICES</b>							
4301	FULL-TIME SALARIES	6,096	7,157	6,405	8,942	-	-
4302	OVERTIME	283	163		149		
4303	FICA/MEDICARE	476	861	521	656	-	612
4308	PART-TIME SALARIES	2,307	3,480	398	1	400	8,000
4310	PERS	1,341	1,905	1,624	1,716		-
4311	MEDICAL/DENTAL	926	1,196	857	1,343		-
4312	WORKER'S COMP	110	204	216	164	150	150
4313	OTHER BENEFITS	39	48	24	24	2,500	200
<b>SUBTOTAL</b>		<b>11,579</b>	<b>15,014</b>	<b>10,045</b>	<b>12,996</b>	<b>400</b>	<b>8,962</b>

<b>SERVICES &amp; SUPPLIES</b>							
4401	MATERIALS & SUPPLIES	56	-	75	-	550	600
4402	CONTRACT SERVICES	2,203	1,616	851	1,175	1,800	24,000
4404	REPAIR & MAINTENANCE	-	-	-	-	-	-
4408	UNIFORM ALLOWANCE	-	-	-	-	-	-
4410	ADVERTISING	-	-	-	-	-	555
<b>SUBTOTAL</b>		<b>2,259</b>	<b>1,616</b>	<b>926</b>	<b>1,175</b>	<b>2,350</b>	<b>25,155</b>

<b>TOTAL PROGRAM BUDGET</b>		<b>13,838</b>	<b>16,630</b>	<b>10,971</b>	<b>14,170</b>	<b>2,750</b>	<b>14,050</b>
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<b>ESTIMATED PROGRAM REVENUES</b>							
3283	Education/Recreation Course Fees				-		28,500
3230	Other Grants				-		
<b>TOTAL PROGRAM REVENUES</b>							<b>28,500</b>

<b>Net Program Subsidy By General Fund</b>		<b>13,838</b>	<b>16,630</b>	<b>10,971</b>	<b>14,170</b>	<b>2,750</b>	<b>14,050</b>
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# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation

Program: Community Activities

Account Code: 01-4155

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	23,459	22,427	16,348	35,442	8,990	8,690	8,540
4302	OVERTIME	1,386	799	-	745	-	-	-
4303	FICA/MEDICARE	1,857	1,706	1,560	3,012	6,038	1,359	1,547
4305	INCENTIVE	-	-	-	-	-	104	-
4308	PART-TIME SALARIES	788	505	2,829	4,197	13,000	9,821	11,550
4310	PERS	5,514	5,778	4,100	4,292	-	1,812	1,738
4311	MEDICAL/DENTAL	4,188	4,541	1,995	3,055	-	1,736	2,024
4312	WORKER'S COMP	393	579	674	585	-	757	1,151
4313	OTHER BENEFITS	116	95	95	111	-	5,393	50
<b>SUBTOTAL</b>		<b>37,701</b>	<b>36,430</b>	<b>27,601</b>	<b>51,439</b>	<b>28,028</b>	<b>29,672</b>	<b>26,600</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES	930	943	46	289	450	450	1,400
4402	CONTRACT SERVICES	2,479	1,794	-	250	250	250	-
4410	ADVERTISING	415	-	-	-	-	-	-
4408	UNIFORM ALLOWANCE	-	-	-	-	200	200	100
<b>SUBTOTAL</b>		<b>3,825</b>	<b>2,737</b>	<b>46</b>	<b>539</b>	<b>900</b>	<b>900</b>	<b>1,500</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>41,526</b>	<b>39,167</b>	<b>27,647</b>	<b>51,978</b>	<b>28,928</b>	<b>30,572</b>	<b>28,100</b>
<b>ESTIMATED PROGRAM REVENUES</b>								
3246	Community Resource Services							
3284	Recreation Program Fees							
3260	Facility Rental Fees	13,001	18,081	19,305	15,543	20,100	20,100	8,100
Transfer In Donations								
<b>TOTAL PROGRAM REVENUES</b>		<b>13,001</b>	<b>18,081</b>	<b>19,305</b>	<b>15,543</b>	<b>20,100</b>	<b>20,100</b>	<b>8,100</b>
<b>NET PROGRAM SUBSIDY</b>		<b>28,525</b>	<b>21,086</b>	<b>8,342</b>	<b>36,434</b>	<b>8,828</b>	<b>10,472</b>	<b>20,000</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation  
 Program: Aquatic Services  
 Account Code: 01-4156

PERSONNEL SERVICES							
4301	FULL-TIME SALARIES	3,706	18,435	59,919	55,985	31,466	29,891
4302	OVERTIME	-	825	3,818	256	293	-
4303	FICA/MEDICARE	283	4,187	10,531	9,409	8,350	9,380
4308	PART-TIME SALARIES	-	36,296	86,988	70,476	77,817	91,926
4310	PERS	1,936	5,106	15,435	13,602	7,242	6,083
4311	MEDICAL/DENTAL	268	3,740	17,046	14,221	6,894	7,083
4312	WOERKER'S COMP	-	903	1,685	2,120	3,112	6,980
4313	OTHER BENEFITS	4	153	1,725	4,387	132	164
<b>SUBTOTAL</b>		<b>6,197</b>	<b>69,645</b>	<b>197,148</b>	<b>170,456</b>	<b>134,256</b>	<b>151,507</b>

SERVICES & SUPPLIES							
4401	MATERIALS & SUPPLIES	-	10,218	3,598	4,036	2,300	2,750
4402	CONTRACT SERVICES	-	3,520	1,808	951	3,000	3,000
4404	REPAIRS & MANITENANCE	-	-	-	69	-	-
4404	DEFICIT REDUCTION OPTIONS	-	-	-	-	-	-
4405	TRAINING & MEETINGS	585	2,006	713	62	400	400
4408	UNIFORM ALLOWANCE	-	2,489	170	414	500	500
4410	ADVERTISING	-	1,316	601	875	950	950
4415	POSTAGE & REPRODUCTION	-	-	10	-	-	-
4429	PHONE	-	392	1,354	-	1,800	-
4468	RESALE AND PURCHASE	-	2,534	4,288	4,152	3,850	2,700
4430	DUES & SUBSCRIPTIONS	-	150	75	25	75	50
<b>SUBTOTAL</b>		<b>585</b>	<b>22,625</b>	<b>12,617</b>	<b>10,585</b>	<b>11,075</b>	<b>10,350</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>6,782</b>	<b>92,270</b>	<b>209,765</b>	<b>181,041</b>	<b>153,340</b>	<b>145,331</b>	<b>161,857</b>
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ESTIMATED PROGRAM REVENUES							
3286	Aquatic Fees	-	28,859	82,251	74,359	85,600	83,000
3246	Community Resource Services	-	-	-	5,442	-	-
Transfer In	Donations - Scholarships	-	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>			<b>28,859</b>	<b>82,251</b>	<b>79,801</b>	<b>85,600</b>	<b>83,000</b>

<b>Net Program Subsidy By General Fund</b>	<b>6,782</b>	<b>63,411</b>	<b>127,514</b>	<b>101,240</b>	<b>67,740</b>	<b>59,731</b>	<b>78,857</b>
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\*\*Pool Maintenance is found under department 4126

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Recreation

Program: Sharpsteen Museum

Account Code: 01-4173

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	4,286	4,081	3,539	3,648	3,950	3,610	3,488
4302	OVERTIME	84	55	29	22	12	64	30
4303	FICA/MEDICARE	343	324	281	286	1,820	293	279
4309	SPECIAL PAY	86	69	75	50	66	67	103
4310	PERS	1,061	1,076	959	903	-	821	731
4311	MEDICAL/DENTAL	608	503	204	314	-	267	286
4312	WORKER'S COMP	358	256	380	210	-	266	207
4313	OTHER BENEFITS	27	20	16	16	-	16	18
<b>SUBTOTAL</b>		<b>6,852</b>	<b>6,384</b>	<b>5,484</b>	<b>5,449</b>	<b>5,848</b>	<b>5,404</b>	<b>5,142</b>
SERVICES & SUPPLIES								
4403	ELECTRICITY	7,972	8,301	8,030	6,994	9,500	8,000	8,500
4503	WATER/SEWER	2,255	3,537	2,851	3,410	2,300	6,000	6,800
5407	MUSEUM REPAIRS/IMPROVEMENTS	657	0	0	2,157	5,000	5,000	4,000
<b>SUBTOTAL</b>		<b>10,883</b>	<b>11,838</b>	<b>10,881</b>	<b>12,561</b>	<b>16,800</b>	<b>19,000</b>	<b>19,300</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>17,735</b>	<b>18,222</b>	<b>16,365</b>	<b>18,010</b>	<b>22,648</b>	<b>24,404</b>	<b>24,442</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Recreation**  
 Program: **Library Services**  
 Account Code: **01-4174**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	2,070	2,538	3,202	3,341	3,633	3,303	3,216
4302	OVERTIME	41	21	10	7		22	15
4303	FICA/MEDICARE	164	197	247	257	1,787	259	251
4309	SPECIAL PAY	29	23	25	17	20	22	34
4310	PERS	514	600	746	826		744	662
4311	MEDICAL/DENTAL	356	390	293	443		397	427
4312	WORKER'S COMP	138	238	259	206		167	187
4313	OTHER BENEFITS	14	13	16	15		16	17
<b>SUBTOTAL</b>		<b>3,325</b>	<b>4,020</b>	<b>4,798</b>	<b>5,111</b>	<b>5,440</b>	<b>4,930</b>	<b>4,809</b>
<b>SERVICES &amp; SUPPLIES</b>								
4402	CONTRACT SERVICES	65,250	73,202	69,496	67,735	79,000	79,000	70,000
<b>SUBTOTAL</b>		<b>65,250</b>	<b>73,202</b>	<b>69,496</b>	<b>67,735</b>	<b>79,000</b>	<b>79,000</b>	<b>70,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>68,575</b>	<b>77,222</b>	<b>74,294</b>	<b>72,846</b>	<b>84,440</b>	<b>83,930</b>	<b>74,809</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: **Recreation**

Program: **Transit - Shuttle**

Account Code: **01-4405**

<i>SERVICES &amp; SUPPLIES</i>							
<b>4402 CONTRACT SERVICES</b>	10,953	9,514	15,293	17,771	15,000	15,000	10,000
<b>SUBTOTAL</b>	<b>10,953</b>	<b>9,514</b>	<b>15,293</b>	<b>17,771</b>	<b>15,000</b>	<b>15,000</b>	<b>10,000</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>10,953</b>	<b>9,514</b>	<b>15,293</b>	<b>17,771</b>	<b>15,000</b>	<b>15,000</b>	<b>10,000</b>



## General Fund Special Projects

### 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.

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## General Fund Special Projects Summary

Project #	Description	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Special Projects								
4402	Urban Design Plan	26,890	(754)	3,121	25	9,000	9,000	-
4603	Section 504 Self Evaluation & Transition Plan	56,738	-	-	-	-	-	-
4670	Housing Element Update	-	-	5,117	415	-	14,000	-
4671	CDBG Economic Development Plans	-	-	-	-	-	-	-
4604	Busk Abatement 2007	43,188	154,434	6,380	-	-	-	-
4605	Karpak Abatement 2008	12,552	12,556	-	-	-	-	-
4606	Community Enhancement and Beautification	4,533	19,451	716	-	-	-	-
4607	Services and Development Impact Fee Updates	-	-	-	3,070	55,000	-	56,000
4608	Green Initiatives	-	866	1,011	2,290	2,500	-	-
4609	Conservation and Safety General Plan Updates	-	-	-	-	-	-	-
<b>Total Special Projects Costs</b>		<b>143,901</b>	<b>186,553</b>	<b>16,345</b>	<b>5,800</b>	<b>66,500</b>	<b>23,000</b>	<b>56,000</b>

Funding Sources for Special Projects								
General Fund	100,713	32,119	4,848	5,385	66,500	23,000	-	-
Rehab Loan Program	-	-	5,117	415	-	-	-	-
Community Development Fund	-	-	-	-	-	-	-	56,000
CDBG Planning and Technical Assistance Grants	-	-	-	-	-	-	-	-
Property Special Tax Assessment	43,188	154,434	6,380	-	-	-	-	-
<b>Total Funding Sources</b>	<b>143,901</b>	<b>186,553</b>	<b>16,345</b>	<b>5,800</b>	<b>66,500</b>	<b>23,000</b>	<b>56,000</b>	<b>-</b>

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## **Enterprise Funds Water and Wastewater Enterprises**

### **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.

#### **Water Operations**

The Water Operations Enterprise Revenue Fund is anticipating an ending balance of approximately \$231,577 as of June 30, 2012. Based on activity during the fiscal year, it is anticipated that the water fund balance will end with a deficit balance of \$46,535 by June 30, 2013. The General Fund will transfer \$46,535 to the Water Operations fund to cover the deficit fund balance.

City staff with the assistance of a consultant will complete a comprehensive review of the adopted Water and Wastewater rate studies to determine why the various assumptions in the rate studies have not generated the working capital projected.

#### **Water Capital**

The Water Capital Fund is expected to end fiscal year 2012-13 with a deficit balance of \$37,023 which will be covered by reserves from the General Fund. This is primarily because revenue from connection fees will be low due to no

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anticipation of new development in the City. Capital spending has been kept to a minimum during the fiscal year. Projects to be undertaken for the FY 2012-13 include the Mt. Washington Water Tank, NBA Pump Station to increase water delivery reliability, repairing of the Feige Water Tank and the bypass structure.

## **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.

### **Wastewater Operations**

The Wastewater Operations Fund is expected to end fiscal year 2011-12 with a deficit balance of approximately \$209,605. The general fund will transfer \$131,605 and the Wastewater Capital Fund will transfer \$78,000 to cover the deficit balance. As discussed many times during the water and wastewater rate study, expenditures to run the treatment plant have continued to out pace revenues. Though rates were increased they have not been sufficient to keep up with expenditures. The FY 2012-13 budget shows an ending deficit fund balance of approximately \$92,821. The General Fund will transfer out \$92,821 to the Wastewater Fund to cover the deficit balance. Since expenditures during FY 2011-12 were kept only to the purchase of critical items FY 2012-13 amounts have been projected based on our best estimate of what will be needed to operate the utility.

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City staff with the assistance of a consultant will complete a comprehensive review of the adopted Water and Wastewater rate studies to determine why the various assumptions in the rate studies have not generated the working capital projected.

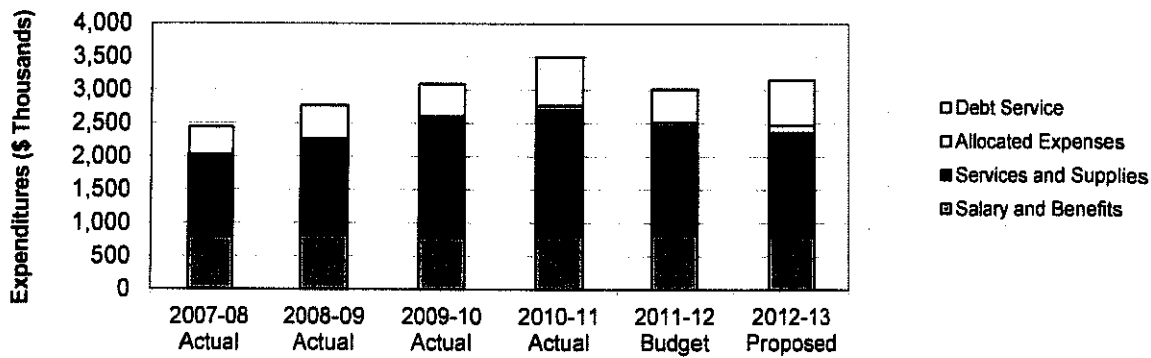
**Wastewater Capital**

The Wastewater Capital Improvements Fund is expected to end fiscal year 2011-12 with a slight surplus balance of \$78,000 which will be used to cover the deficit wastewater operations fund. 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 2012-13 is anticipated to be negative \$33,612. The General Fund will transfer out \$33,612 to cover the deficit ending fund balance. Three capital projects will be undertaken in FY 12-13. The projects consist of replacement of sewer laterals, valve demolition and installation of a gate valve and an Aerator-Mixer for Effluent Storage Pond.

**Water Operations  
Expenditure Summary**

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	783,744	806,902	775,389	793,715	815,720	791,546
Services and Supplies	1,193,463	1,411,008	1,775,545	1,915,323	1,648,725	1,572,250
Allocated Expenses	45,600	47,900	50,300	58,800	50,300	107,805
Debt Service	418,405	500,437	490,355	727,795	498,424	681,835
<b>TOTAL</b>	<b>2,441,212</b>	<b>2,766,247</b>	<b>3,091,589</b>	<b>3,495,634</b>	<b>3,013,169</b>	<b>3,153,436</b>

**Water Operations  
Trend in Expenditures (\$ Thousands)**





## Sources and Uses Water Operations Fund

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Operating Revenues</b>							
Charges for Services							
Residential Sales	1,421,788	1,336,922	1,298,728	1,359,389	1,396,984	1,444,492	1,508,709
Transient Sales	456,937	363,506	357,502	330,568	347,920	351,434	359,619
Commercial Sales	267,639	266,233	253,005	256,933	267,305	272,568	282,212
Industrial Sales	180,885	148,648	123,692	85,125	89,137	76,650	79,812
Other Revenues	161,633	103,063	57,206	68,456	23,500	38,868	43,773
<b>Total Operating Revenues</b>	<b>2,488,882</b>	<b>2,218,372</b>	<b>2,090,133</b>	<b>2,100,471</b>	<b>2,124,846</b>	<b>2,184,012</b>	<b>2,274,125</b>
<b>Operating Expenses</b>							
Water Distribution	427,757	448,336	802,800	935,432	779,899	537,654	531,387
Water Treatment	1,333,467	1,444,175	1,371,641	1,362,430	1,476,332	1,628,222	1,456,417
Water Conservation	18,840	24,101	19,521	20,289	32,414	22,235	23,797
Depreciation	235,803	349,198	404,618	449,688	226,100	460,000	460,000
<b>Total Operating Expenditures</b>	<b>2,015,867</b>	<b>2,265,810</b>	<b>2,598,580</b>	<b>2,767,839</b>	<b>2,514,745</b>	<b>2,648,111</b>	<b>2,471,601</b>
<b>Net Operating Surplus/Deficit</b>	<b>473,015</b>	<b>(47,438)</b>	<b>(508,447)</b>	<b>(667,368)</b>	<b>(389,899)</b>	<b>(464,099)</b>	<b>(197,477)</b>
<b>Special Projects</b>							
<b>Other Non-Operating Sources Or (Uses)</b>							
Interest Earnings	65,329	13,949		-	5,000	-	-
Employee concessions					69,000	-	-
Napa County Measure A Funding		-		-	984,618	859,745	141,200
Debt Proceeds (for Reserves and Costs)							
Gain on Fixed Assets		(139,572)					
Equipment Lease							
Residential Credits offset							
Debt Payments							
Cost of Issuance & Annual Fees	(28,500)	(6,781)	(4,771)	(4,723)	(51,500)	(56,000)	(40,000)
Loan Principal	(151,419)	(174,749)	(174,914)	(427,000)	(240,000)	(434,444)	(255,000)
Loan Interest	(238,486)	(318,907)	(310,670)	(296,072)	(363,000)	(288,473)	(386,835)
Equipment	(6,940)		(2,654)	-	(11,000)	(11,000)	-
<b>Total Other Non Operating Activities</b>	<b>(360,016)</b>	<b>(626,060)</b>	<b>(493,009)</b>	<b>(727,795)</b>	<b>393,118</b>	<b>69,828</b>	<b>(540,635)</b>
<b>Transfers From or (To) Other Funds and Other Adjustments</b>							
From Water CIP (12)	1,968	-		484,439	(35,568)	(61,000)	-
Auditors Adjustments (Assets - Liabilities)	(202,273)	(320,699)	987,874	(242,757)			
From General Fund (01)				462,400			46,535
To Water CIP Fund (12)							
From General Fund (01)				58,068			
Add Back Non-Cash Depreciation and Audit	235,803	349,198		449,688	226,100	460,000	460,000
<b>Net All Transfers</b>	<b>35,498</b>	<b>28,499</b>	<b>987,874</b>	<b>1,211,837</b>	<b>190,532</b>	<b>399,000</b>	<b>506,535</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>148,497</b>	<b>(644,999)</b>	<b>(13,582)</b>	<b>(183,325)</b>	<b>193,751</b>	<b>4,729</b>	<b>(231,577)</b>
<b>Beginning Working Capital</b>	<b>920,256</b>	<b>1,068,753</b>	<b>423,755</b>	<b>410,173</b>	<b>(171,808)</b>	<b>226,848</b>	<b>231,577</b>
<b>Ending Working Capital</b>	<b>1,068,753</b>	<b>423,755</b>	<b>410,173</b>	<b>226,848</b>	<b>21,943</b>	<b>231,577</b>	<b>0</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Public Works  
 Program: Water Distribution  
 Account Code: 02-4131

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	213,071	224,983	231,653	230,039	249,363	249,294	237,428
4302	OVERTIME	14,248	16,658	11,328	11,615	17,000	14,437	15,000
4303	FICA/MEDICARE	17,385	18,320	18,414	18,764	124,686	19,509	21,387
4308	PART-TIME SALARIES	-	-	512	2,517	-	2,628	2,700
4309	SPECIAL PAY	8,337	9,232	9,058	9,867	10,350	6,965	10,000
4310	PERS	53,634	56,925	56,973	55,474	-	52,480	54,856
4311	MEDICAL/DENTAL	40,985	44,806	32,004	46,495	-	48,977	53,321
4312	WORKERS COMP	7,660	9,080	11,736	11,397	-	10,834	15,915
4313	OTHER PAY	4,524	695	(2,876)	1,378	-	2,830	1,141
<b>SUBTOTAL</b>		<b>359,844</b>	<b>380,699</b>	<b>368,802</b>	<b>387,546</b>	<b>401,399</b>	<b>407,954</b>	<b>411,748</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES:	15,431	7,549	7,884	11,136	15,000	10,000	10,000
4402	CONTRACT SERVICES	14,421	14,983	22,457	17,364	60,500	-	58,000
	CONTRACT SERVICES - LEGAL FEES	-	-	366,740	477,563	250,000	71,500	-
4403	UTILITIES	399	415	358	429	1,000	600	700
4404	REPAIRS & MAINTENANCE	2,950	4,656	6,524	2,723	7,300	7,300	4,000
4405	TRAINING & SEMINARS: STAF	4,969	1,259	2,203	484	4,000	4,000	2,000
4408	UNIFORM ALLOWANCE	1,250	1,381	860	876	1,100	1,100	1,100
4415	POSTAGE & REPRODUCTION	10	142	33	105	400	400	200
4417	FUEL & OIL	2,475	2,328	808	423	600	600	600
4424	HEALTH & SAFETY	941	696	114	1,317	2,200	1,200	1,200
4428	METERS	756	9,648	237	5,387	8,000	5,000	5,000
4429	PHONE	2,185	2,694	1,854	-	2,800	-	-
4430	DUES AND SUBSCRIPTIONS	60	-	-	-	-	-	-
4434	VEHICLES	4,466	2,385	1,924	2,509	-	1,000	-
4456	BAD DEBT EXPENSE	200	960	2,712	5,572	5,000	5,000	5,000
4650	TRAINING & SEMINARS: MGM	-	241	90	-	1,400	1,400	1,000
4510	EQUIP FUND RENTAL	17,400	18,300	19,200	22,000	19,200	20,600	30,839
<b>SUBTOTAL</b>		<b>67,913</b>	<b>67,637</b>	<b>433,998</b>	<b>547,886</b>	<b>378,500</b>	<b>129,700</b>	<b>119,639</b>
<b>OTHER</b>								
4505	DEPRECIATION	106,730	176,165	181,881	172,756	108,100	180,000	180,000
4820	Vehicles	57	-	-	-	-	-	-
4821	Miscellaneous Field Equipment	-	-	2,654	340	-	-	-
<b>SUBTOTAL</b>		<b>106,787</b>	<b>176,165</b>	<b>184,535</b>	<b>173,096</b>	<b>108,100</b>	<b>180,000</b>	<b>180,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>534,544</b>	<b>624,501</b>	<b>987,335</b>	<b>1,108,528</b>	<b>887,999</b>	<b>717,654</b>	<b>711,387</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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**Department: Public Works**  
**Program: Water Treatment**  
**Account Code: 02-4132**

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	227,788	233,597	234,800	225,089	240,810	219,539	210,088
4302	OVERTIME	43,170	35,604	33,240	25,933	25,600	29,896	28,000
4303	FICA/MEDICARE	20,041	19,934	19,767	19,235	120,072	18,542	19,762
4308	PART-TIME SALARIES	-	-	512	2,518	8,250	2,628	2,700
4309	SPECIAL PAY	14,956	13,937	9,288	8,132		6,682	7,000
4310	PERS	55,104	57,692	55,713	53,184		49,245	45,166
4311	MEDICAL/DENTAL	31,505	34,711	24,270	37,551		31,455	33,476
4312	WORKERS COMP	9,475	12,367	15,237	14,097		11,700	14,706
4313	OTHER BENEFITS	4,797	737	(3,211)	1,416		935	978
<b>SUBTOTAL</b>		<b>406,836</b>	<b>408,579</b>	<b>389,616</b>	<b>387,155</b>	<b>394,732</b>	<b>370,622</b>	<b>361,876</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES:	22,148	72,455	52,235	60,261	56,600	56,600	56,600
4402	CONTRACT SERVICES	37,764	66,146	38,311	37,486	77,700	275,000	68,975
4403	UTILITIES	54,259	55,401	65,876	61,367	60,000	60,000	62,000
4404	REPAIRS & MAINTENANCE	29,020	40,955	10,144	15,268	25,150	30,000	12,650
4405	TRAINING & SEMINARS: STAF	2,195	2,498	3,010	2,547	5,000	2,500	3,000
4408	UNIFORM ALLOWANCE	1,691	1,991	2,784	1,544	3,100	3,400	3,100
4413	TAXES & FEES	1,719	1,825	1,890	1,846	2,000	3,600	2,000
4415	POSTAGE & REPRODUCTION	6,274	6,976	6,591	7,698	7,600	5,000	7,600
4417	FUEL & OIL	5,244	5,531	3,296	2,532	2,200	2,700	3,100
4424	HEALTH & SAFETY	777	177	298	346	600	300	600
4429	PHONE	5,433	6,169	4,559	-	5,700	-	-
4430	DUES & SUBSCRIPTIONS	4,414	1,792	1,917	1,916	2,000	1,000	2,400
4431	FEES	43,543	29,327	26,604	19,937	33,500	20,000	25,000
4434	VEHICLE REPAIRS	10,842	7,740	2,807	7,548		1,000	
4439	CENTRAL SERVICE CHARGE	78,500	82,500	82,500	82,500	82,500	82,500	82,500
4503	WATER PURCHASE - NBA/KC	594,608	624,002	647,970	635,678	685,900	680,000	687,100
4850	TRAINING & SEMINARS: MGM	-	511	133	-	950	-	950
4510	EQUIPMENT FUND RENTAL	28,200	29,600	31,100	36,800	31,100	34,000	76,966
<b>SUBTOTAL</b>		<b>926,631</b>	<b>1,035,596</b>	<b>982,025</b>	<b>975,274</b>	<b>1,081,600</b>	<b>1,257,600</b>	<b>1,094,541</b>
<b>OTHER</b>								
	DEPRECIATION	129,073	173,033	222,737	276,592	118,000	280,000	280,000
4820	Vehicles	1,994						
4821	Miscellaneous Field Equipment	-						-
4821	Miscellaneous Office Equipment	4,889			0			-
4823	Computer Equipment							
<b>SUBTOTAL</b>		<b>135,956</b>	<b>173,033</b>	<b>222,737</b>	<b>276,592</b>	<b>118,000</b>	<b>280,000</b>	<b>280,000</b>
<b>TOTAL PROGRAM BUDGET</b>								
		<b>1,469,423</b>	<b>1,617,208</b>	<b>1,594,378</b>	<b>1,639,022</b>	<b>1,594,332</b>	<b>1,908,222</b>	<b>1,736,417</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Public Works  
 Program: Water Conservation  
 Account Code: 02-4135

<b>PERSONNEL SERVICES</b>								
4301	FULL-TIME SALARIES	11,171	11,468	11,442	12,570	13,693	11,698	11,497
4302	OVERTIME		-		-		-	-
4303	FICA/MEDICARE	817	848	844	921	5,896	873	885
4310	PERS	2,931	2,948	2,932	2,899		2,630	2,340
4311	MEDICAL/DENTAL	1,937	2,158	1,495	2,364		2,323	2,492
4312	WORKERS COMP	147	153	212	218		366	659
4303	BENEFITS	61	49	46	41		45	49
<b>SUBTOTAL</b>		<b>17,064</b>	<b>17,624</b>	<b>16,971</b>	<b>19,014</b>	<b>19,589</b>	<b>17,935</b>	<b>17,922</b>
<b>SERVICES &amp; SUPPLIES</b>								
4401	MATERIALS & SUPPLIES		3,095	125	125	4,300	1,000	2,000
4402	CONTRACT SERVICES		-	-	-	125	200	125
4405	TRAINING & SEMINARS		25	-	-	2,150	1,000	1,000
4415	POSTAGE & REPRODUCTION		-	15	-	1,250	100	1,250
4808	Water Use Efficiency - Toilet F Commercial Transient Residential							
	Washer Rebate Program	1,776	3,357	2,410	1,150	5,000	2,000	1,500
4499	CONTINGENCY			-	-	-	-	-
<b>SUBTOTAL</b>		<b>1,776</b>	<b>6,477</b>	<b>2,550</b>	<b>1,275</b>	<b>12,825</b>	<b>4,300</b>	<b>5,875</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>18,840</b>	<b>24,101</b>	<b>19,521</b>	<b>20,289</b>	<b>32,414</b>	<b>22,235</b>	<b>23,797</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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**Department: Public Works**  
**Program: Debt Service**  
**Account Code: 02-4430**

SERVICES & SUPPLIES								
4402	CONTRACT SERVICES	28,500	6,781	4,771	4,723	4,800	40,000	40,000
4430	4501 Principal	151,419	174,749	174,914	427,000	193,000	434,444	255,000
4430	4502 Interest	238,486	318,907	310,670	296,072	300,624	288,473	386,835
<b>SUBTOTAL</b>		<b>418,405</b>	<b>500,437</b>	<b>490,355</b>	<b>727,795</b>	<b>498,424</b>	<b>762,917</b>	<b>681,835</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>418,405</b>	<b>500,437</b>	<b>490,355</b>	<b>727,795</b>	<b>498,424</b>	<b>762,917</b>	<b>681,835</b>

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# Water CIP

## Sources and Uses

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Operating Revenues</b>							
Connection Fees	43,293	25,191	54,034	12,191	38,000	38,000	8,509
Other Revenues	-	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>43,293</b>	<b>25,191</b>	<b>54,034</b>	<b>12,191</b>	<b>38,000</b>	<b>38,000</b>	<b>8,509</b>
<b>Operating Expenses</b>							
<b>Total Operating Expenditures</b>							
<b>Net Operating Surplus/Deficit</b>	<b>43,293</b>	<b>25,191</b>	<b>54,034</b>	<b>12,191</b>	<b>38,000</b>	<b>38,000</b>	<b>8,509</b>
<b>Other Non-Operating Sources/Uses</b>							
Interest Earnings	-	-	-	123	5,000	1,000	468
Napa County Measure A	-	-	-	472,125	1,839,059	1,847,486	545,000
Proposition 50 Grant	-	-	-	-	-	-	-
Other Grants or Funding Sources	-	-	-	-	-	-	831
CDBG	-	-	-	-	35,000	-	-
Net Other Sources and Uses	-	-	-	-	-	-	-
Debt Proceeds - USDA I Loan	-	1,000,000	-	-	1,879,396	1,879,396	3,277,559
Debt Proceeds - Interim/USDA II	-	-	-	-	-	-	-
Debt Proceeds - Other Financing	-	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-	-
Distribution	(14,769)	(1,025,191)	(54,034)	-	(3,788,405)	(3,776,882)	(3,819,390)
Treatment	(26,556)	-	-	-	(69,950)	(50,000)	(50,000)
<b>Total Capital Improvements</b>	<b>(41,325)</b>	<b>(1,025,191)</b>	<b>(54,034)</b>	<b>-</b>	<b>(3,858,355)</b>	<b>(3,826,882)</b>	<b>(3,869,390)</b>
<b>Total Other Non Operating Activities</b>	<b>(41,325)</b>	<b>(25,191)</b>	<b>(54,034)</b>	<b>472,248</b>	<b>(99,900)</b>	<b>(99,900)</b>	<b>(45,532)</b>
<b>Transfers From (to) Other Funds</b>							
To Water Operations (02)	(1,968)	-	-	(484,439)	35,568	61,000	-
From General Fund (01)	-	-	-	-	-	-	37,023
From Water Operations (02)	-	-	-	-	-	-	-
<b>Net All Transfers</b>	<b>(1,968)</b>	<b>-</b>	<b>-</b>	<b>(484,439)</b>	<b>35,568</b>	<b>61,000</b>	<b>37,023</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(1,968)</b>	<b>25,191</b>	<b>54,034</b>	<b>(472,248)</b>	<b>(61,900)</b>	<b>(61,900)</b>	<b>(8,023)</b>
<b>Beginning Working Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,332</b>	<b>-</b>	<b>-</b>
<b>Ending Working Capital</b>	<b>(1,968)</b>	<b>25,191</b>	<b>54,034</b>	<b>(472,248)</b>	<b>(35,368)</b>	<b>(61,900)</b>	<b>(8,023)</b>

Water System Capital Improvements

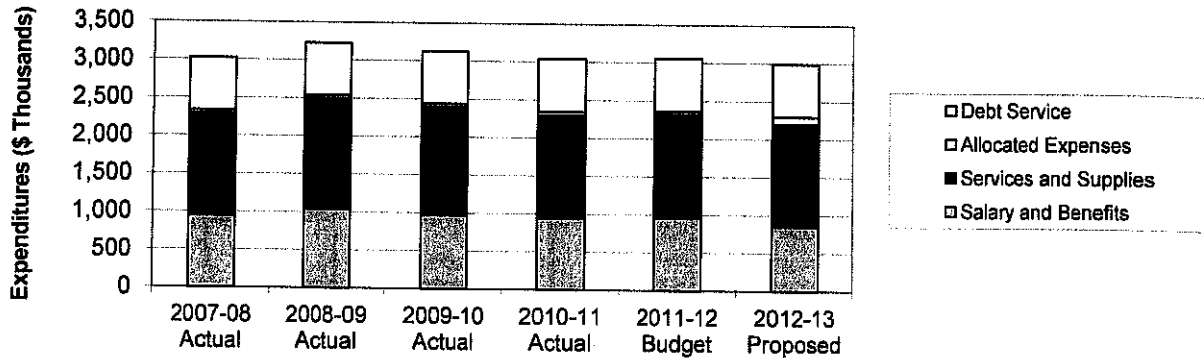
Fd	Proj	Description	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Distribution</b>									
12	5227	Pipeline-Myrtledale/Grant/Kimball	-	-	-	-	80,000	80,000	-
12	5232	Mt. Washington Water Tank	14,769	-	-	-	3,588,455	3,596,882	3,773,390
12	5418	NBA Pump Station (Dwyer Road)	-	-	-	-	100,000	100,000	36,000
12	5491	Replacement Mains Various Loc	-	-	-	-	-	-	-
12	5416	Polybutylene Service Replacement	-	-	-	-	-	-	-
12	5419	Repair Fiege Tank	-	-	-	-	-	-	10,000
12	5201	Silverado Trail Valves / Shut Off	-	-	-	-	-	-	-
12	5220	Master Water Study	-	-	-	-	19,950	-	-
12	5476	Automatic Meter Read Program	-	-	-	-	-	-	-
12	5476	NBA Cathodic Protection Survey	-	-	-	-	-	-	-
<b>Subtotal Water Distribution</b>			<b>14,769</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,788,405</b>	<b>3,776,882</b>	<b>3,819,390</b>
<b>Treatment</b>									
12	5411	Dredge Kimball Reservoir	-	-	-	-	-	-	-
12	5424	Kimball Spillway Safety Impv & WTP Upgrades	26,556	-	-	-	-	-	-
12	5426	Bypass Structure	-	-	-	-	50,000	50,000	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	-	-	-	-	-	-	-
<b>Subtotal Water Treatment</b>			<b>26,556</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69,950</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Water Capital Improvements</b>			<b>41,325</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,858,355</b>	<b>3,826,882</b>	<b>3,869,390</b>



**Wastewater Operations  
Expenditure Summary**

EXPENDITURES BY CATEGORY	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Salary and Benefits	947,130	1,033,918	969,430	939,131	957,700	852,799
Services and Supplies	1,345,467	1,464,785	1,428,938	1,356,759	1,362,725	1,344,800
Allocated Expenses	36,400	38,250	40,650	49,650	40,650	100,685
Debt Service	690,957	687,666	690,345	695,406	698,048	694,466
<b>TOTAL</b>	<b>3,019,954</b>	<b>3,224,619</b>	<b>3,129,363</b>	<b>3,040,946</b>	<b>3,059,123</b>	<b>2,992,750</b>

**Wastewater Operations  
Trend in Expenditures (\$ Thousands)**



# Sources and Uses

## Wastewater Operations Fund

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Operating Revenues</b>							
Charges for Services							
Residential Sales	980,184	1,002,606	1,027,373	1,113,279	1,256,512	1,212,097	1,272,040
Transient Sales	551,751	527,449	509,131	481,703	535,118	528,369	575,614
Commercial Sales	236,646	234,496	224,998	225,776	243,851	253,678	274,085
Industrial Sales	150,743	101,880	78,675	61,225	51,006	49,175	50,547
Other Revenues	112,051	356,124	99,460	69,928	94,400	90,400	85,644
<b>Total Operating Revenues</b>	<b>2,031,375</b>	<b>2,222,555</b>	<b>1,939,637</b>	<b>1,951,911</b>	<b>2,180,887</b>	<b>2,133,719</b>	<b>2,257,930</b>
<b>Operating Expenses</b>							
Wastewater Collection	447,318	464,564	468,719	475,372	485,536	410,930	420,760
Wastewater Treatment	1,316,188	1,435,066	1,330,382	1,228,890	1,267,439	1,202,390	1,235,524
Depreciation	564,737	637,323	637,262	641,279	608,100	642,000	642,000
<b>Total Operating Expenditures</b>	<b>2,328,243</b>	<b>2,536,953</b>	<b>2,436,363</b>	<b>2,345,541</b>	<b>2,361,075</b>	<b>2,255,320</b>	<b>2,298,284</b>
<b>Net Operating Surplus/Deficit</b>	<b>(296,868)</b>	<b>(314,398)</b>	<b>(496,726)</b>	<b>(393,630)</b>	<b>(180,188)</b>	<b>(121,601)</b>	<b>(40,354)</b>
<b>Special Projects</b>							
<b>Other Non Operating Sources Or (Uses)</b>							
Interest Earnings	1,652	248	4				
Employee concessions					86,000	-	-
Gain on Fixed Assets							
Debt Payments							
State Revolving Fund Loan Payments	(362,980)	(363,591)	(363,571)	(363,591)	(362,950)	(363,591)	(363,591)
CSCDA Revenue Bond Payments	(223,244)	(225,434)	(222,603)	(224,578)	(222,600)	(226,233)	(222,664)
USDA Loan Payment	(106,160)	(106,338)	(106,369)	(106,358)	(106,350)	(106,425)	(106,411)
Equipment Lease Payments	(7,444)			-	(8,998)		
Cost of Issuance & Fees	(77,788)	(1,822)	(1,797)	(879)	(1,600)	(1,800)	(1,800)
Subtotal Debt Related Costs	(777,616)	(697,185)	(694,339)	(695,406)	(702,498)	(698,049)	(694,466)
Equipment	(754)	-	(2,655)	-	(11,000)	-	-
<b>Total Other Non Operating Activities</b>	<b>(776,718)</b>	<b>(696,937)</b>	<b>(696,990)</b>	<b>(695,406)</b>	<b>(627,498)</b>	<b>(698,049)</b>	<b>(694,466)</b>
<b>Transfers From or to Other Funds and Other Adjustments</b>							
From Wastewater Capital (13)	168,188	(27,233)	(113,035)	(45,702)	-	78,000	-
***From General Fund (01)				397,408		131,605	92,821
Auditors Adjustments (Assets - Liabilities)	(197,715)	136,788	1,725,756	37,323			
Add Back Non Cash Depreciation	564,737	637,323	637,262	641,279	608,100	642,000	642,000
<b>Net All Transfers &amp; Adjustments</b>	<b>535,210</b>	<b>746,878</b>	<b>2,249,983</b>	<b>1,030,308</b>	<b>608,100</b>	<b>851,605</b>	<b>734,821</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(538,376)</b>	<b>(264,457)</b>	<b>(105,267)</b>	<b>(68,724)</b>	<b>(199,586)</b>	<b>(31,955)</b>	<b>(0)</b>
<b>Beginning Working Capital</b>	<b>(226,662)</b>	<b>(766,030)</b>	<b>(1,029,495)</b>	<b>26,772</b>	<b>(647,335)</b>	<b>(31,955)</b>	<b>(0)</b>
<b>Ending Working Capital</b>	<b>(765,038)</b>	<b>(1,029,495)</b>	<b>26,772</b>	<b>(31,955)</b>	<b>(546,921)</b>	<b>(0)</b>	<b>(0)</b>

\*\*\*From General fund to cover deficit at 06/30/12

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Public Works  
 Program: Wastewater Collection  
 Account Code: 03-4141

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	210,368	222,123	228,609	226,096	244,853	200,967	197,434
4302	OVERTIME	14,248	16,658	10,953	11,615	17,000	14,438	15,000
4303	FICA/MEDICARE	17,385	18,320	18,454	18,795	124,413	16,763	18,650
4308	PART-TIME SALARIES	-	-	512	2,518		2,628	2,700
4309	SPECIAL PAY	8,337	9,232	9,058	9,867	10,044	7,420	11,000
4310	PERS	53,629	56,925	56,973	55,474		44,230	46,896
4311	MEDICAL/DENTAL	40,985	44,806	32,004	46,495		38,351	43,453
4312	WORKERS COMP	7,506	9,080	11,616	11,169		9,845	13,879
4313	OTHER BENEFITS	3,834	760	(2,075)	1,273		2,640	985
<b>SUBTOTAL</b>		<b>356,292</b>	<b>377,904</b>	<b>366,104</b>	<b>383,301</b>	<b>396,311</b>	<b>337,280</b>	<b>349,997</b>
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	11,242	4,398	6,385	5,417	9,100	6,000	6,700
4402	CONTRACT SERVICES:	14,208	21,251	26,640	16,911	18,400	22,500	18,700
4403	UTILITIES	18,889	17,477	24,452	15,636	20,000	5,000	5,000
4404	REPAIRS & MAINTENANCE	9,110	5,484	6,702	18,544	9,800	9,800	7,000
4405	TRAINING & SEMINARS: STAF	1,623	1,461	2,234	373	1,000	500	1,000
4408	UNIFORM ALLOWANCE	1,240	915	860	876	1,100	1,100	1,100
4415	POSTAGE & REPRODUCTION	-	-	35	50	50	50	50
4417	FUEL & OIL	3,814	4,193	2,267	860	1,500	1,500	1,500
4424	HEALTH & SAFETY	525	908	600	2,176	2,500	2,000	2,000
4429	PHONE	2,715	3,962	3,400	-	3,600	-	-
4430	DUES & SUBSCRIPTIONS	60	-	-	-	100	100	100
4431	FEES	1,236	1,226	2,707	1,468	2,225	3,000	1,600
4434	REPAIRS & MAINTENANCE	9,364	7,265	7,450	7,410		1,000	-
4650	TRAINING & SEMINARS: MGM	-	270	133		1,100	1,100	1,000
4510	EQUIPMENT FUND RENTAL	17,000	17,850	18,750	22,350	18,750	20,000	25,013
<b>SUBTOTAL</b>		<b>91,026</b>	<b>86,660</b>	<b>102,615</b>	<b>92,071</b>	<b>89,225</b>	<b>73,650</b>	<b>70,763</b>
OTHER								
4505	DEPRECIATION	310,841	127,042	140,711	148,984	309,000	150,000	150,000
4820	Vehicles	57						-
4821	Miscellaneous Field Equipment	-		2,655	340			-
4821	Miscellaneous Office Equipment							-
4823	Computer Equipment							-
<b>SUBTOTAL</b>		<b>310,898</b>	<b>127,042</b>	<b>143,366</b>	<b>149,324</b>	<b>309,000</b>	<b>150,000</b>	<b>150,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>758,216</b>	<b>591,606</b>	<b>612,085</b>	<b>624,696</b>	<b>794,536</b>	<b>560,930</b>	<b>570,760</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Public Works  
 Program: Wastewater Treatment  
 Account Code: 03-4142

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	320,815	353,657	355,788	303,201	320,980	301,978	288,683
4302	OVERTIME	50,779	56,362	46,420	39,137	44,320	37,533	35,000
4303	FICA/MEDICARE	30,954	33,595	31,898	27,423	179,424	26,076	26,924
4308	PART-TIME SALARIES	-	-	512	12,493		2,628	2,700
4309	SPECIAL PAY	30,680	35,463	18,854	14,156	16,665	10,225	11,000
4310	PERS	80,624	91,720	84,878	74,050		69,007	62,237
4311	MEDICAL/DENTAL	53,966	63,361	42,192	58,043		51,668	54,797
4312	WORKERS COMP	17,038	20,527	26,313	25,346		18,598	20,035
4313	OTHER BENEFITS	5,982	1,329	(3,529)	1,982		1,376	1,426
<b>SUBTOTAL</b>		<b>590,838</b>	<b>656,014</b>	<b>603,326</b>	<b>555,830</b>	<b>561,389</b>	<b>519,090</b>	<b>502,802</b>
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	128,622	98,894	139,218	135,169	128,000	120,000	128,000
4402	CONTRACT SERVICES:	97,889	74,788	103,563	139,142	154,750	143,000	133,200
	NPDES Studies	52,000	43,900	27,195				
	Sludge Disposal	62,500	150,000	68,100				
4403	ELECTRICITY	101,538	103,749	127,367	115,841	130,000	130,000	135,000
4404	REPAIRS & MAINTENANCE	48,815	74,747	49,678	57,820	63,000	60,000	60,000
4405	TRAINING & SEMINARS: STAF	2,018	833	2,139	2,499	5,000	3,000	4,000
4408	UNIFORM ALLOWANCE	1,564	1,972	2,965	1,553	3,000	3,000	3,000
4415	POSTAGE & REPRODUCTION	2,639	2,863	2,926	4,401	3,800	3,800	3,800
4417	FUEL & OIL	14,481	12,499	6,362	11,088	12,000	11,500	11,000
4424	HEALTH & SAFETY	1,113	631	1,266	1,064	1,300	1,100	1,200
4429	PHONE	4,621	5,529	3,409	-	5,400	-	6,100
4430	DUES & SUBSCRIPTIONS	60	381	585	269	650	650	650
4431	FEES	16,336	12,822	14,906	15,661	28,750	28,750	25,000
4434	REPAIRS & MAINTENANCE	6,895	7,446	2,959	18,001		1,500	-
4439	CENTRAL SERVICES OVERHE	78,500	82,500	82,500	82,500	82,500	82,500	82,500
4440	LAB TESTING	86,359	84,966	69,866	60,752	65,000	65,000	60,000
4503	WATER/SEWER EXPENSE							2,600
4650	TRAINING & SEMINARS: MGM	-	132	152	-	1,000	1,500	1,000
4821	MISC FIELD						3,000	-
4510	EQUIPMENT FUND RENTAL	19,400	20,400	21,900	27,300	21,900	25,000	75,672
<b>SUBTOTAL</b>		<b>725,350</b>	<b>779,052</b>	<b>727,056</b>	<b>673,059</b>	<b>706,050</b>	<b>683,300</b>	<b>732,722</b>
OTHER								
4505	DEPRECIATION	253,896	510,281	496,551	491,955	299,100	492,000	492,000
4820	Vehicles	697						
4821	Miscellaneous Field Equipment	-						-
4821	Miscellaneous Office Equipment							-
4823	Computer Equipment							
<b>SUBTOTAL</b>		<b>254,593</b>	<b>510,281</b>	<b>496,551</b>	<b>491,955</b>	<b>299,100</b>	<b>492,000</b>	<b>492,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>1,570,781</b>	<b>1,945,347</b>	<b>1,826,933</b>	<b>1,720,845</b>	<b>1,566,539</b>	<b>1,694,390</b>	<b>1,727,524</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Public Works  
 Program: Debt Service  
 Account Code: 03-4430

<b>SERVICES &amp; SUPPLIES</b>								
4402	CONTRACT SERVICES	77,788	1,822	1,797	1,747	1,800	1,800	1,800
4501	Principal	332,769	334,401	345,294	358,624	371,123	371,123	379,194
4502	Interest	280,400	351,443	343,254	335,036	325,125	325,125	313,472
<b>SUBTOTAL</b>		<b>690,957</b>	<b>687,666</b>	<b>690,345</b>	<b>695,406</b>	<b>698,048</b>	<b>698,048</b>	<b>694,466</b>
<b>TOTAL PROGRAM BUDGET:</b>		<b>690,957</b>	<b>687,666</b>	<b>690,345</b>	<b>695,406</b>	<b>698,048</b>	<b>698,048</b>	<b>694,466</b>

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## Sources and Uses

### Wastewater Capital Improvements

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Operating Revenues</b>							
Connection Fees	83,922	27,185	113,035	(33,293)	95,000	95,000	21,340
Other Revenues	23,462	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>107,384</b>	<b>27,185</b>	<b>113,035</b>	<b>(33,293)</b>	<b>95,000</b>	<b>95,000</b>	<b>21,340</b>
<b>Operating Expenses</b>							
<b>Total Operating Expenditures</b>	-	-	-	12,819	-	-	-
<b>Net Operating Surplus/Deficit</b>	<b>107,384</b>	<b>27,185</b>	<b>113,035</b>	<b>(46,112)</b>	<b>95,000</b>	<b>95,000</b>	<b>21,340</b>
<b>Other Non Operating Sources Or (Uses)</b>							
Interest Earnings	20,669	4,548	-	410	-	3,000	1,548
Sale of Property (Gain)	-	(4,500)	-	-	-	-	-
Lease Proceeds	-	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-	-
Collection	-	-	-	-	(5,000)	(5,000)	(1,500)
Treatment	-	-	-	-	(15,000)	(15,000)	(55,000)
Subtotal Capital Improvements	-	-	-	-	(20,000)	(20,000)	(56,500)
<b>Total Other Non Operating Activities</b>	<b>20,669</b>	<b>48</b>	<b>-</b>	<b>410</b>	<b>(20,000)</b>	<b>(17,000)</b>	<b>(54,952)</b>
<b>Transfers From or (To) Other Funds</b>							
To Wastewater Operations (03)	(168,188)	(27,233)	(113,035)	45,702	-	(78,000)	-
From General Fund (01)	-	-	-	-	-	-	33,612
<b>Net All Transfers</b>	<b>(168,188)</b>	<b>(27,233)</b>	<b>(113,035)</b>	<b>45,702</b>	<b>-</b>	<b>(78,000)</b>	<b>33,612</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(40,135)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>75,000</b>	<b>-</b>	<b>(0)</b>
<b>Beginning Working Capital</b>	<b>40,135</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>58,000</b>	<b>-</b>	<b>-</b>
<b>Ending Working Capital</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>133,000</b>	<b>-</b>	<b>(0)</b>

Wastewater System Capital Improvements

Fd Proj	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Wastewater Collection</b>							
13 5452 Sewer Lateral Replacement	-	-	-	-	5,000	5,000	1,500
<b>Subtotal Wastewater Collection</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>1,500</b>
<b>Wastewater Treatment</b>							
13 5480 Grit Removal Unit	-	-	-	-	-	-	-
13 5495 Aerator-Mixer for WWTP Effluent Storage Pond	-	-	-	-	15,000	15,000	35,000
13 5496 Clarifier 1-4 Work Platform	-	-	-	-	-	-	-
13 5497 Filter Area Spiral Stairway	-	-	-	-	-	-	-
13 5498 EQ Pump Upgrade and VFD	-	-	-	-	-	-	-
13 5499 WWTP Electric Gates	-	-	-	-	-	-	-
13 5512 Riverside Pond Bank Stabilization	-	-	-	-	-	-	-
13 5513 Valve Demolition & Install New Gate Valve	-	-	-	-	-	-	20,000
13 5500 WWTP SCADA Drawing Update	-	-	-	-	-	-	-
<b>Subtotal Wastewater Treatment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>55,000</b>
<b>Total Wastewater Capital Improvements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>56,500</b>



## Special Revenue Funds

The Special Revenue Funds for the FY 12-13 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 20 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 12-13 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. 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 Community Development Block Grants (CDBG) the City has received over the last several years. Currently there are no available resources in this fund. This fund is overseen by the Planning and Building and Public Works Departments.

**Community Development Fund 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 also funds the sidewalk improvement program and the development impact fee update. 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.

**Local Transportation Street Fund (TDA)**

This fund is used to account for revenues earned pursuant to allocations made by the Metropolitan Transportation Committee under the provision of the Transportation Development Act (TDA) and the expenditures of such resources for eligible purposes as defined in the TDA and Allocation instructions. This fund has been used for bike and pedestrian improvements

**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 11-12 Adopted Budget			Revised Budget FY 11-12			Proposed Budget FY 12-13		
	Beginning Balance	Fund Balance Change	Ending Balance	Beginning Balance	Fund Balance Change	Ending Balance	Beginning Balance	Fund Balance Change	Ending Balance
Asset Forfeiture	41,260	2,000	43,260	44,260	(6,117)	38,143	38,143	(6,117)	32,026
Gas Tax	23,917	2,642	26,559	54,654	(11,650)	43,004	43,004	(10,650)	32,354
Mobile Home Park Programs	5,439	(26,460)	(21,021)	4,896	(26,460)	(21,564)	(21,564)	21,564	-
Debt Service	(16)	16	0	1,708	(1,692)	17	17	(16)	0
Silverado LAD	2,639	(465)	2,174	1,304	(1,304)	0	-	0	-
Palisades LAD	1,418	(456)	962	836	(836)	0	0	0	0
CDBG Programs	187	(187)	-	187	(187)	0	-	-	-
Community Devt Program	455,037	(5,398)	449,639	469,126	(113,906)	355,220	355,220	(157,064)	198,156
Public Safety Impact Fee	(0)	-	(0)	(0)	-	(0)	(0)	-	(0)
Police Grants	65,780	7,500	73,280	42,490	(38,418)	4,072	4,072	3,482	7,554
Parking Ordinance	75,063	-	75,063	90,241	-	90,241	90,241	-	90,241
Housing Grants	(25,123)	-	(25,123)	480	-	480	480	-	480
Quality of Life Impact Fee	-	-	-	-	-	-	-	-	-
Affordable Housing	192,734	21,500	214,234	154,179	(10,906)	143,273	143,273	500	143,773
Abandon Vehicle	22,094	(3,025)	19,069	26,692	(3,177)	23,515	23,515	(4,102)	19,413
Fire Donation	648	-	648	648	-	648	648	-	648
Recreation Donation	1,539	(800)	739	(455)	522	67	67	3,922	3,989
Police Donation	11,712	52	11,764	11,692	52	11,744	11,744	50	11,794
Traffic Signals	154,089	8,806	162,895	162,618	8,806	171,424	171,424	(36,000)	135,424
Northwest Drainage	2,904	-	2,904	2,904	-	2,904	2,904	-	2,904
Tree Mitigation	15,176	250	15,426	14,761	250	15,011	15,011	(2,250)	12,761
City Hall	-	-	-	50,584	-	50,584	50,584	(50,584)	0
Vamos Program	-	-	-	2,150	-	2,150	2,150	-	2,150
TDA - Streets	-	-	-	-	-	-	-	-	-
Community Pool	-	-	-	-	-	-	-	-	-
<b>Total Special Fund</b>	<b>1,046,497</b>	<b>5,975</b>	<b>1,052,472</b>	<b>1,135,955</b>	<b>(205,022)</b>	<b>930,933</b>	<b>930,933</b>	<b>(237,265)</b>	<b>693,668</b>

**Sources and Uses Summary  
Asset Forfeiture (11)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3100 Fines, Forfeitures & Penalties	3,005	5,670	18,976	9,450	5,000	5,000	5,000
3230 Other Grants						4,633	4,633
3251 Interest	272	63	-		-	0	0
<b>Total Operating Revenues</b>	<b>3,277</b>	<b>5,733</b>	<b>18,976</b>	<b>9,450</b>	<b>5,000</b>	<b>9,633</b>	<b>9,633</b>
<b>Expenditures</b>							
<b>Police Services</b>							
4116 4401 Material & Supply	6,573		200	-	-	12,000	12,000
4116 4404 Repairs & Mntc				-		500	500
4116 4433 Special Equipment			3,000	-	3,000	3,000	3,000
4129 4401 Dispatch - Materials		19,535	-		-	250	250
<b>Total Operating Expenditures</b>	<b>6,573</b>	<b>19,535</b>	<b>3,200</b>	<b>-</b>	<b>3,000</b>	<b>15,750</b>	<b>15,750</b>
<b>Net Operating Surplus/Deficit</b>	<b>(3,296)</b>	<b>(13,802)</b>	<b>15,776</b>	<b>9,450</b>	<b>2,000</b>	<b>(6,117)</b>	<b>(6,117)</b>
<b>Transfers From or to Other Funds</b>							
<b>To General Fund</b>		-	-				
<b>Net All Transfers</b>		-	-		-		
<b>Net Fund Surplus (or Deficit)</b>	<b>(3,296)</b>	<b>(13,802)</b>	<b>15,776</b>	<b>9,450</b>	<b>2,000</b>	<b>(6,117)</b>	<b>(6,117)</b>
<b>Beginning Fund Balance</b>	<b>36,182</b>	<b>32,936</b>	<b>19,034</b>	<b>30,810</b>	<b>41,260</b>	<b>44,260</b>	<b>38,143</b>
<b>Ending Fund Balance</b>	<b>32,886</b>	<b>19,134</b>	<b>34,810</b>	<b>40,260</b>	<b>43,260</b>	<b>38,143</b>	<b>32,026</b>

Sources and Uses Summary  
Gas Tax (21)

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3233 Gas Tax 2106	21,022	18,392	29,426	21,503	17,500	17,500	17,500
3234 Gas Tax 2107	41,904	35,011	35,500	42,866	34,500	34,500	34,500
3235 Gas Tax 2107.5	2,000	-	2,000	4,000	1,850	1,850	1,850
3251 Interest and Use of Property	-	-	-	-	-	0	-
3253 Gas Tax 2105	31,315	26,295	26,500	31,411	25,500	25,500	25,500
3224 State-Local Prop 42 Grant	-	44,920	44,000	-	44,000	0	-
3271 Gas Tax - HUT 2103	400,000	-	-	45,558	-	38,000	40,000
3289 Other Revenues	-	7,270	3,500	3,800	3,500	3,500	2,500
<b>Total Operating Revenues</b>	<b>496,241</b>	<b>131,888</b>	<b>140,926</b>	<b>149,137</b>	<b>126,850</b>	<b>120,850</b>	<b>121,850</b>
<b>Expenditures</b>							
4451 4403 Utilities - Street Lights	36,433	35,865	35,479	35,759	44,210	37,500	37,500
<b>Total Expenditures</b>	<b>36,433</b>	<b>35,865</b>	<b>35,479</b>	<b>35,759</b>	<b>44,210</b>	<b>37,500</b>	<b>37,500</b>
<b>Net Surplus (Deficit)</b>	<b>459,808</b>	<b>96,023</b>	<b>105,447</b>	<b>113,378</b>	<b>82,640</b>	<b>83,350</b>	<b>84,350</b>
<b>Transfers From (To) Other Funds</b>							
From General Fund (01)		19,008					
To General Fund (01)	(454,787)	(115,031)	(84,171)	(80,000)	(79,998)	(95,000)	(95,000)
<b>Net All Transfers</b>	<b>(454,787)</b>	<b>(96,023)</b>	<b>(84,171)</b>	<b>(80,000)</b>	<b>(79,998)</b>	<b>(95,000)</b>	<b>(95,000)</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>50,021</b>	<b>0</b>	<b>21,276</b>	<b>33,378</b>	<b>2,642</b>	<b>(11,650)</b>	<b>(10,650)</b>
<b>Beginning Fund Balance</b>	<b>(15,021)</b>	<b>0</b>	<b>0</b>	<b>21,276</b>	<b>23,917</b>	<b>54,654</b>	<b>48,004</b>
<b>Ending Fund Balance</b>	<b>35,000</b>	<b>0</b>	<b>21,276</b>	<b>54,654</b>	<b>26,559</b>	<b>43,004</b>	<b>37,354</b>

**Sources and Uses Summary  
Mobile Home Park Programs (27)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3215 Interest Earnings	218	57	-		-		
3270 Inspection Fees	4,705	4,705	4,705	4,705	4,705	4,705	4,705
3282 Rent Stabilization Fees	10,880	12,420	9,900	7,665	7,440	7,440	10,600
3282 Reimbursement for Arbitration Services [3]							
<b>Total Operating Revenues</b>	<b>15,803</b>	<b>17,182</b>	<b>14,605</b>	<b>12,370</b>	<b>12,145</b>	<b>12,145</b>	<b>15,305</b>
<b>Expenditures</b>							
<b>Operating Expenditures</b>	<b>2,897</b>	<b>13,248</b>	<b>1,718</b>	<b>36,528</b>	<b>27,605</b>	<b>27,605</b>	<b>27,605</b>
<b>Net Operating Surplus/Deficit</b>	<b>(2,906)</b>	<b>(3,934)</b>	<b>(2,887)</b>	<b>(24,158)</b>	<b>(15,460)</b>	<b>(15,460)</b>	<b>(12,300)</b>
<b>Transfers From or to Other Funds</b>							
4700 4799 To General Fund for RSO Admin by City [4]	(2,815)	(2,468)	-	(2,500)	(3,000)	(3,000)	(3,000)
4700 4799 To General Fund for Inspections by City From Community Fund		(8,000)	(5,000)	(8,000)	(8,000)	(8,000)	(8,000)
<b>Net All Transfers</b>	<b>(2,815)</b>	<b>(10,468)</b>	<b>(5,000)</b>	<b>(10,500)</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>33,864</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>10,091</b>	<b>(9,534)</b>	<b>(7,887)</b>	<b>(34,658)</b>	<b>(26,460)</b>	<b>(26,460)</b>	<b>21,564</b>
<b>Beginning Fund Balance</b>	<b>28,110</b>	<b>38,201</b>	<b>31,667</b>	<b>39,554</b>	<b>57,899</b>	<b>37,899</b>	<b>(21,564)</b>
<b>Ending Fund Balance</b>	<b>38,201</b>	<b>31,667</b>	<b>39,554</b>	<b>4,896</b>	<b>(21,021)</b>	<b>(21,564)</b>	



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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3251 Interest	-	-	-				
Other Revenues	0						
<b>Total Operating Revenues</b>	-	-	-		-	-	-
<b>Expenditures</b>							
4430 4402 Contract Services	-	-	-	-	1,502	1,502	1,502
<b>Total Operating Expenditures</b>	-	-	-	-	1,502	1,502	1,502
<b>Net Operating Surplus/Deficit</b>					(1,502)	(1,502)	(1,502)
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Debt Service</b>							
4430 4501 Principal	(212,346)	(222,140)	(232,385)	(355,760)	(297,350)	(372,618)	(255,754)
4430 4502 Interest	(56,696)	(324,538)	(268,021)	(255,925)	(350,632)	(239,068)	(221,411)
<b>Total Other Non Operating Activities</b>	<b>(269,042)</b>	<b>(546,678)</b>	<b>(500,406)</b>	<b>(611,685)</b>	<b>(647,982)</b>	<b>(611,686)</b>	<b>(477,164)</b>
<b>Transfers From or (to) Other Funds</b>							
From General Fund	119,050	143,369	-	523,765	559,000	522,480	477,165
From Quality of Life Fund	-	205,443	202,674	12,749	4,500	4,500	1,485
From Public Safety Fund	149,958	197,866	299,439	75,172	86,000	84,516	-
<b>Net All Transfers</b>	<b>269,008</b>	<b>546,678</b>	<b>502,113</b>	<b>611,686</b>	<b>649,500</b>	<b>611,496</b>	<b>478,650</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(34)</b>	<b>(1)</b>	<b>(1,707)</b>	<b>(16)</b>	<b>(16)</b>	<b>(1,692)</b>	<b>(16)</b>
<b>Beginning Fund Balance</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>(1,707)</b>	<b>(16)</b>	<b>(1,708)</b>	<b>(17)</b>
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>(1,707)</b>	<b>(1,708)</b>	<b>0</b>	<b>(17)</b>	<b>0</b>

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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3399 Assessments	1,042	1,000	1,000	1,000	1,000	1,000	1,000
3251 Other Revenues	21	11	2	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,063</b>	<b>1,011</b>	<b>1,002</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Expenditures</b>							
4167 4402 Contract Services	427	425	425	425	1,200	1,200	950
4167 4431 Fees	-	-	-	-	50	50	50
<b>Total Operating Expenditures</b>	<b>427</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>1,250</b>	<b>1,250</b>	<b>1,000</b>
<b>Net Operating Surplus/Deficit</b>	<b>636</b>	<b>586</b>	<b>577</b>	<b>575</b>	<b>(250)</b>	<b>(250)</b>	
<b>Transfers from/to Other Funds</b>							
To General Fund	-	-	-	(2,375)	(215)	(1,054)	-
From Silverado Assmt Fund							
From General Fund	250	-	-	-	-	-	-
<b>Net All Transfers</b>	<b>250</b>	<b>-</b>	<b>-</b>	<b>(2,375)</b>	<b>(215)</b>	<b>(1,054)</b>	<b>-</b>
<b>Net Fund Surplus/Deficit</b>	<b>886</b>	<b>586</b>	<b>577</b>	<b>(1,800)</b>	<b>(465)</b>	<b>(1,304)</b>	
<b>Beginning Fund Balance</b>	<b>1,055</b>	<b>1,031</b>	<b>2,527</b>	<b>510</b>	<b>269</b>	<b>30</b>	
<b>Ending Fund Balance</b>	<b>1,941</b>	<b>2,617</b>	<b>3,104</b>	<b>130</b>	<b>214</b>	<b>(30)</b>	

## Sources and Uses Summary

### Palisades Landscape Maintenance (35)

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3399 Assessments	1,505	1,584	1,558	1,540	1,540	1,540	1,540
3251 Other Revenues	11	10	2	2	10	10	10
<b>Total Operating Revenues</b>	<b>1,516</b>	<b>1,594</b>	<b>1,560</b>	<b>1,542</b>	<b>1,550</b>	<b>1,550</b>	<b>1,550</b>
<b>Expenditures</b>							
4167 4402 Contract Services	1,114	943	671	50	1,580	1,580	900
4167 4403 Utilities				614	0	600	600
4167 4431 Fees	50	50	0	0	50	50	50
<b>Total Operating Expenditures</b>	<b>1,164</b>	<b>993</b>	<b>671</b>	<b>664</b>	<b>1,630</b>	<b>2,230</b>	<b>1,550</b>
<b>Net Operating Surplus/Deficit</b>	<b>352</b>	<b>601</b>	<b>889</b>	<b>878</b>	<b>(80)</b>	<b>(680)</b>	<b>0</b>
<b>Transfers In/Out (to) Other Funds</b>							
To General Fund		0	0	(2,375)	(378)	(156)	0
From Silverado Assmt Fund							
From General Fund	90	0	0	0	2	0	0
<b>Net All Transfers</b>	<b>90</b>	<b>-</b>	<b>-</b>	<b>(2,375)</b>	<b>(376)</b>	<b>(156)</b>	<b>-</b>
<b>Net Fund Surplus/Deficit</b>	<b>442</b>	<b>601</b>	<b>889</b>	<b>(1,497)</b>	<b>(454)</b>	<b>(836)</b>	<b>0</b>
<b>Beginning Fund Balance</b>	<b>401</b>	<b>843</b>	<b>144</b>	<b>2,333</b>	<b>1,418</b>	<b>836</b>	<b>0</b>
<b>Ending Fund Balance</b>	<b>843</b>	<b>1,444</b>	<b>2,033</b>	<b>836</b>	<b>962</b>	<b>0</b>	<b>0</b>

## Sources and Uses Summary CDBG Programs (38)

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
<b>Grants</b>							
2005 CDBG Econ Dev PTA - Econ Study	35,000						
2006 CDBG General - Pub Wrks	35,000						
CDBG PTA - Projects	500,000	839	-	-	35,000	35,000	-
CDBG Econ Dev PTA - Projects		-	-	-	35,000	35,000	-
<b>Total CDBG Grant Draws</b>	<b>570,000</b>	<b>839</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>
<b>Total Operating Revenues</b>	<b>570,000</b>	<b>839</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>
<b>Expenditures</b>							
38-4601 CDBG Programs Administration	-	-	-	-	70,000	70,000	-
38-461: Low Income Housing Programs	-	652	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>652</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>570,000</b>	<b>187</b>					
<b>Transfers From/To Other Funds</b>							
To General Fund (01)	(580,216)	-	-	-	(187)	(187)	-
To CDBG Rehabilitation Fund (39)	-						
From Affordable Housing Fund (78)							
From CDBG Rehabilitation Fund (39)	30,825						
<b>Net All Transfers</b>	<b>(549,391)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(187)</b>	<b>(187)</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>20,609</b>	<b>187</b>			<b>(187)</b>	<b>(187)</b>	
<b>Beginning Fund Balance</b>	<b>(20,609)</b>		<b>187</b>	<b>187</b>	<b>187</b>	<b>187</b>	
<b>Ending Fund Balance Available</b>		<b>187</b>	<b>187</b>	<b>187</b>			

**Sources and Uses Summary**  
**Community Development Program (39)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
1990's Loan and Investment Interest	27,669	22,093	14,796	51,585	22,000	22,000	22,000
1990's Rehabilitation Loans	40,964	107,101	35,020	22,967	36,000	36,000	36,000
Other Revenues							
<b>Total Operating Revenues</b>	<b>68,633</b>	<b>129,194</b>	<b>49,816</b>	<b>74,552</b>	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>
<b>Expenditures</b>							
39-4402 Contract Services				1,277		65,500	52,000
39-4615 Low Income Housing Programs	97,622	36,207	116,163	85,685	63,400	63,400	62,200
39-4479 Community Programs	1,300	1,500	-		-	7,500	
<b>Total Operating Expenditures</b>	<b>98,922</b>	<b>37,707</b>	<b>116,163</b>	<b>86,962</b>	<b>63,400</b>	<b>136,400</b>	<b>114,200</b>
<b>Net Operating Surplus/Deficit</b>	<b>(30,289)</b>	<b>91,487</b>	<b>(66,347)</b>	<b>(12,410)</b>	<b>(5,400)</b>	<b>(78,400)</b>	<b>(56,200)</b>
<b>Transfers From (to) Other Funds</b>							
To General Fund (01)				-	2	(50,000)	(56,000)
From In Lieu Fund (78)				-		14,494	
To Mobile Home Park (27)							(44,864)
To CDBG Fund (38)	(30,825)						
<b>Net All Transfers</b>	<b>(30,825)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>(35,506)</b>	<b>(100,864)</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(61,114)</b>	<b>91,487</b>	<b>(66,347)</b>	<b>(12,410)</b>	<b>(5,398)</b>	<b>(113,906)</b>	<b>(167,064)</b>
<b>Beginning Fund Balance</b>	<b>617,510</b>	<b>456,396</b>	<b>547,883</b>	<b>481,536</b>	<b>456,037</b>	<b>469,126</b>	<b>365,220</b>
<b>Ending Fund Balance Available</b>	<b>456,396</b>	<b>547,883</b>	<b>481,536</b>	<b>469,126</b>	<b>449,639</b>	<b>355,220</b>	<b>198,156</b>

**Sources and Uses Summary  
Public Safety (40)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
Public Safety Development Impact	161,842	161,550	58,817	14,627	84,516	84,516	-
Interest	7,392	1,716	0	-	1,500	-	-
Other Revenues				-			
<b>Total Operating Revenues</b>	<b>169,234</b>	<b>163,266</b>	<b>58,817</b>	<b>14,627</b>	<b>86,016</b>	<b>84,516</b>	<b>-</b>
<b>Expenditures</b>							
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>169,234</b>	<b>163,266</b>	<b>58,817</b>	<b>2,627</b>	<b>86,016</b>	<b>84,516</b>	<b>-</b>
<b>Transfers From/To Other Funds</b>							
To General Fund (01)							
To Equipment Fund (15)	(78,500)	(108,100)	(108,100)	-	-	-	-
To Debt Service Fund (30)	(149,958)	(197,866)	(399,439)	(75,172)	(86,016)	(84,516)	-
<b>Net All Transfers</b>	<b>(228,458)</b>	<b>(305,966)</b>	<b>(507,539)</b>	<b>(75,172)</b>	<b>(86,016)</b>	<b>(84,516)</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(59,224)</b>	<b>(142,700)</b>	<b>(448,722)</b>	<b>(72,545)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>72,545</b>	<b>66,967</b>	<b>521,267</b>	<b>72,545</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
<b>Ending Fund Balance</b>	<b>66,967</b>	<b>521,267</b>	<b>72,545</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

## Sources and Uses Summary Police Grants (41)

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3358 State COPS Grant	100,000	100,000	100,000	100,559	100,000	100,000	100,000
3225 State Gang Violence	9,346	654	10,409		7,500	42,294	8,484
3230 Other Grants - Napa County						-	-
3361 Other Grants - REUDL	-	2,276	-			-	-
3251 Interest	-	379	-			-	-
3289 Other Revenues - ADJ Gang						(37,589)	-
<b>Total Operating Revenues</b>	<b>109,346</b>	<b>103,309</b>	<b>110,409</b>	<b>100,559</b>	<b>107,500</b>	<b>104,705</b>	<b>108,484</b>
<b>Expenditures</b>							
4659 COPS Programs	34,549	27,318	33,442	37,439	35,000	30,000	30,000
4661 GANG Grant Program	15,000	7,500	5,000		5,002	4,705	5,002
4662 REUDL Program	584	-	-		-	-	-
<b>Total Operating Expenditures</b>	<b>50,133</b>	<b>34,818</b>	<b>38,442</b>	<b>37,439</b>	<b>40,002</b>	<b>34,705</b>	<b>35,002</b>
<b>Net Operating Surplus/Deficit</b>	<b>59,213</b>	<b>68,491</b>	<b>71,967</b>	<b>63,120</b>	<b>67,498</b>	<b>70,000</b>	<b>73,482</b>
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Total Other Non Operating Activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers From (to) Other Funds</b>							
To General Fund - COPS	(79,976)	(18,312)	(60,000)	(78,910)	(59,998)	(70,000)	(70,000)
To General Fund - ADJ PRIOR YEAR	(6,127)	0	0			(38,418)	
To General Fund - REUDL	(2,590)	0	0				
<b>Net All Transfers</b>	<b>(88,693)</b>	<b>(18,312)</b>	<b>(60,000)</b>	<b>(78,910)</b>	<b>(59,998)</b>	<b>(108,418)</b>	<b>(70,000)</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(29,480)</b>	<b>50,179</b>	<b>11,967</b>	<b>(15,790)</b>	<b>7,500</b>	<b>(38,418)</b>	<b>3,482</b>
<b>Beginning Fund Balance</b>	<b>26,814</b>	<b>(3,866)</b>	<b>46,213</b>	<b>58,280</b>	<b>65,780</b>	<b>42,490</b>	<b>4,072</b>
<b>Ending Fund Balance</b>	<b>(3,866)</b>	<b>46,313</b>	<b>58,280</b>	<b>42,490</b>	<b>73,280</b>	<b>4,072</b>	<b>7,554</b>

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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3261 Parking In Lieu Fee	-	17,520	1,457	15,178	-	-	-
3251 Interest	463	242	-	-	-	-	-
3289 Other							
<b>Total Operating Revenues</b>	<b>463</b>	<b>17,762</b>	<b>1,457</b>	<b>15,178</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>							
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>463</b>	<b>17,762</b>	<b>1,457</b>	<b>15,178</b>			
<b>Transfers From/To Other Funds</b>							
<b>Net All Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>463</b>	<b>17,762</b>	<b>1,457</b>	<b>15,178</b>			
<b>Beginning Fund Balance</b>	<b>65,380</b>	<b>65,844</b>	<b>73,606</b>	<b>75,063</b>	<b>75,063</b>	<b>90,241</b>	<b>90,241</b>
<b>Ending Fund Balance</b>	<b>65,844</b>	<b>73,606</b>	<b>75,063</b>	<b>90,241</b>	<b>75,063</b>	<b>90,241</b>	<b>90,241</b>



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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3250 Interest			-				
3225 HOME Grant		1,829,632	1,271,684	480	25,002	25,002	-
<b>Total Operating Revenues</b>	-	<b>1,829,632</b>	<b>1,271,684</b>	<b>480</b>	<b>25,002</b>	<b>25,002</b>	-
<b>Expenditures</b>							
4616 HOME - Palisades		1,830,856	1,246,643	-	25,002	25,002	-
<b>Total Operating Expenditures</b>	-	<b>1,830,856</b>	<b>1,246,643</b>	-	<b>25,002</b>	<b>25,002</b>	-
<b>Net Operating Surplus/Deficit</b>		<b>(1,224)</b>	<b>25,041</b>	<b>480</b>			
<b>Transfers From (to) Other Funds</b>							
From General Fund (01)		12,424	(25,041)			-	-
<b>Net All Transfers</b>	-	<b>12,424</b>	<b>(25,041)</b>	-	-	-	-
<b>Net Fund Surplus/Deficit</b>		<b>(1,200)</b>	<b>(25,000)</b>	<b>480</b>			
<b>Beginning Fund Balance</b>		<b>1,120,000</b>			<b>(25,123)</b>	<b>480</b>	<b>480</b>
<b>Ending Fund Balance</b>				<b>480</b>	<b>(25,123)</b>	<b>480</b>	<b>480</b>

**Sources and Uses Summary**  
**Quality of Life (77)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
Quality of Life Fee	9,000	10,500	4,500	12,750	4,500	4,500	-
Interest	4,042	-	-	-	-	-	-
Donations	150	100	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>13,192</b>	<b>10,600</b>	<b>4,500</b>	<b>12,750</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>Expenditures</b>							
4119 4402 Contract Services							
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>13,192</b>	<b>10,600</b>	<b>4,500</b>	<b>12,750</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>Transfers From/To Other Funds</b>							
To General Fund		(295,854)	-				
To Debt Service Fund		(202,674)	(4,500)	(12,750)	(4,500)	(4,500)	-
<b>Net All Transfers</b>	<b>-</b>	<b>(498,528)</b>	<b>(4,500)</b>	<b>(12,750)</b>	<b>(4,500)</b>	<b>(4,500)</b>	<b>-</b>
<b>Net Fund Surplus/Deficit</b>	<b>13,192</b>	<b>(487,928)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>474,735</b>	<b>487,928</b>					
<b>Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>487,927</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Sources and Uses Summary Affordable Housing (78)

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues:</b>							
3250 Interest	1,241	1,001	2,494	-	500	500	500
3251 In-Lieu housing investment earnings				-	20,000	20,000	-
3278 Developer In Lieu -Affordable Housing	3,876	1,044	800	-	1,000	1,000	-
3289 Other Revenues							
<b>Total Operating Revenues</b>	<b>5,117</b>	<b>2,045</b>	<b>3,294</b>	<b>-</b>	<b>21,500</b>	<b>21,500</b>	<b>500</b>
<b>Expenditures:</b>							
Callistoga Affordable Housing Services							
Other		924					
<b>Total Operating Expenditures</b>	<b>-</b>	<b>924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>5,117</b>	<b>1,121</b>	<b>3,294</b>	<b>-</b>	<b>21,500</b>	<b>21,500</b>	<b>500</b>
<b>Transfers From or to Other Funds:</b>							
To CDBG Fund (39)						(14,494)	-
To Developer Deposit #0078						(17,912)	-
<b>Net All Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(32,406)</b>	<b>-</b>
<b>Net Fund Surplus or Deficit</b>	<b>5,117</b>	<b>1,121</b>	<b>3,294</b>	<b>-</b>	<b>21,500</b>	<b>(10,906)</b>	<b>500</b>
<b>Beginning Fund Balance</b>	<b>144,637</b>	<b>149,783</b>	<b>150,885</b>	<b>154,179</b>	<b>154,179</b>	<b>154,179</b>	<b>143,276</b>
<b>Ending Fund Balance</b>	<b>149,754</b>	<b>150,885</b>	<b>154,179</b>	<b>154,179</b>	<b>175,679</b>	<b>143,273</b>	<b>143,776</b>

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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3790 Abandoned Vehicle Fees	2,867	3,617	4,668	8,530	3,400	3,400	2,500
3251 Interest	355	75	0	-	25	25	-
<b>Total Operating Revenues</b>	<b>3,222</b>	<b>3,692</b>	<b>4,668</b>	<b>8,530</b>	<b>3,425</b>	<b>3,425</b>	<b>2,500</b>
<b>Expenditures</b>							
4790 4402 Contract Services	1,626	-	-	2,357	2,002	2,002	2,002
4790 4823 Equipment	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>1,626</b>	<b>-</b>	<b>-</b>	<b>2,357</b>	<b>2,002</b>	<b>2,002</b>	<b>2,002</b>
<b>Net Operating Surplus/Deficit</b>	<b>(1,596)</b>	<b>(3,692)</b>	<b>(4,668)</b>	<b>(6,173)</b>	<b>(1,423)</b>	<b>(1,423)</b>	<b>(498)</b>
<b>Transfers from/to Other Funds</b>							
To General Fund (01)	(18,000)	(4,350)	(4,350)	(4,600)	(4,448)	(4,600)	(4,600)
<b>Net All Transfers</b>	<b>(18,000)</b>	<b>(4,350)</b>	<b>(4,350)</b>	<b>(4,600)</b>	<b>(4,448)</b>	<b>(4,600)</b>	<b>(4,600)</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(16,404)</b>	<b>(658)</b>	<b>(318)</b>	<b>(1,573)</b>	<b>(3,025)</b>	<b>(3,177)</b>	<b>(4,102)</b>
<b>Beginning Fund Balance</b>	<b>4,883</b>	<b>25,459</b>	<b>24,801</b>	<b>25,119</b>	<b>22,093</b>	<b>26,692</b>	<b>25,515</b>
<b>Ending Fund Balance</b>	<b>25,459</b>	<b>24,801</b>	<b>25,483</b>	<b>26,546</b>	<b>19,068</b>	<b>25,515</b>	<b>19,413</b>

**Sources and Uses Summary  
Fire Donation (86)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3291 Donations	2,645	0	0	-	-	-	-
Interest	0	2	0	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,645</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>							
4117 4821 Equipment							
4117 4411 Insurance							
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>2,645</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Total Other Non Operating Activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers From or (to) Other Funds</b>							
<b>To Equipment Replacement Fund (15)</b>							
<b>Net All Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>2,645</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>(1,999)</b>	<b>648</b>	<b>648</b>	<b>648</b>	<b>648</b>	<b>648</b>	<b>648</b>
<b>Ending Fund Balance</b>	<b>646</b>	<b>648</b>	<b>648</b>	<b>648</b>	<b>648</b>	<b>648</b>	<b>648</b>

**Sources and Uses Summary  
Recreation Donation (87)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3291 Donations	12,833	7,375	9,320	11,553	4,500	4,500	7,900
Interest	-	28	5,189	-	-	-	-
<b>Total Operating Revenues</b>	<b>12,833</b>	<b>7,403</b>	<b>14,509</b>	<b>11,553</b>	<b>4,500</b>	<b>4,500</b>	<b>7,900</b>
<b>Expenditures</b>							
4152 4401 Materials & Supplies	7,723	3,613	8,403	2,023	500	2,178	2,178
4152 4402 Contract Services	3,093	253	0	1,820	1,800	1,800	1,800
4152 4430 Dues & Subs							
4155 4401 Materials & Supplies		1,005	0	0	0	0	0
4155 4402 Contract Services	320						
4155 4410 Advertising							
<b>Total Operating Expenditures</b>	<b>11,136</b>	<b>4,871</b>	<b>8,403</b>	<b>3,844</b>	<b>2,300</b>	<b>3,978</b>	<b>3,978</b>
<b>Net Operating Surplus (Deficit)</b>	<b>1,697</b>	<b>2,532</b>	<b>6,106</b>	<b>7,709</b>	<b>2,200</b>	<b>522</b>	<b>3,922</b>
<b>Transfers From or (to) Other Funds</b>							
To General Fund (01)	(1,000)	(12,000)	(12,000)	(10,703)	(3,000)	0	0
<b>Net All Transfers</b>	<b>(1,000)</b>	<b>(12,000)</b>	<b>(12,000)</b>	<b>(10,703)</b>	<b>(3,000)</b>	<b>-</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>697</b>	<b>(9,468)</b>	<b>(5,894)</b>	<b>(2,994)</b>	<b>(800)</b>	<b>522</b>	<b>3,922</b>
<b>Beginning Fund Balance</b>	<b>17,204</b>	<b>17,901</b>	<b>8,493</b>	<b>2,699</b>	<b>1,539</b>	<b>(455)</b>	<b>67</b>
<b>Ending Fund Balance</b>	<b>17,901</b>	<b>8,433</b>	<b>2,599</b>	<b>(455)</b>	<b>739</b>	<b>67</b>	<b>3,989</b>

**Sources and Uses Summary**  
**Police Donation (88)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues:</b>							
3291 Donations	1,000	900	250	449	252	252	250
3251 Interest	107	39					
<b>Total Operating Revenues</b>	<b>1,107</b>	<b>939</b>	<b>250</b>	<b>449</b>	<b>252</b>	<b>252</b>	<b>250</b>
<b>Expenditures:</b>							
4116 4401 Materials & Supplies	1,114	2,360	81	344	200	200	200
4116 4402 Contract Services							
4116 4405 TRAINING & MEETINGS	200						
<b>Total Operating Expenditures</b>	<b>1,314</b>	<b>2,360</b>	<b>81</b>	<b>344</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Net Operating Surplus/Deficit</b>	<b>(207)</b>	<b>(1,421)</b>	<b>169</b>	<b>105</b>	<b>52</b>	<b>52</b>	<b>50</b>
<b>Transfers From/To Other Funds</b>							
<b>Net All Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(207)</b>	<b>(1,421)</b>	<b>169</b>	<b>105</b>	<b>52</b>	<b>52</b>	<b>50</b>
<b>Beginning Fund Balance</b>	<b>13,046</b>	<b>12,839</b>	<b>11,418</b>	<b>11,587</b>	<b>11,712</b>	<b>11,692</b>	<b>11,744</b>
<b>Ending Fund Balance</b>	<b>12,839</b>	<b>11,418</b>	<b>11,587</b>	<b>11,692</b>	<b>11,764</b>	<b>11,744</b>	<b>11,794</b>

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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
Traffic Signals Development Impact	-	21,881	0	14,611	8,806	8,806	-
Interest	1,041	487	0	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,041</b>	<b>22,368</b>	<b>-</b>	<b>14,611</b>	<b>8,806</b>	<b>8,806</b>	<b>-</b>
<b>Expenditures</b>				64			36,000
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64</b>	<b>-</b>	<b>-</b>	<b>36,000</b>
<b>Net Operating Surplus/Deficit</b>	<b>1,041</b>	<b>22,368</b>		<b>14,547</b>	<b>8,806</b>	<b>8,806</b>	<b>(36,000)</b>
<b>Net Fund Surplus (or Deficit)</b>	<b>1,041</b>	<b>22,368</b>		<b>14,547</b>	<b>8,806</b>	<b>8,806</b>	<b>(36,000)</b>
<b>Beginning Fund Balance</b>	<b>124,562</b>	<b>125,703</b>	<b>148,071</b>	<b>148,071</b>	<b>157,087</b>	<b>162,618</b>	<b>171,424</b>
<b>Ending Fund Balance</b>	<b>125,703</b>	<b>148,071</b>	<b>148,071</b>	<b>162,618</b>	<b>162,895</b>	<b>171,424</b>	<b>135,424</b>



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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
Development Impact	74	879	492	-	-	-	-
Interest	13	8	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>87</b>	<b>887</b>	<b>492</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>							
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Surplus/Deficit</b>	<b>87</b>	<b>887</b>	<b>492</b>				
<b>Net Fund Surplus/Deficit</b>	<b>87</b>	<b>887</b>	<b>492</b>				
<b>Beginning Fund Balance</b>	<b>1,438</b>	<b>1,526</b>	<b>2,412</b>	<b>2,804</b>	<b>2,804</b>	<b>2,804</b>	<b>2,804</b>
<b>Ending Fund Balance</b>	<b>1,525</b>	<b>2,412</b>	<b>2,904</b>	<b>2,804</b>	<b>2,804</b>	<b>2,804</b>	<b>2,804</b>

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

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3289 Other Revenues	390	400	4,200	300	250	250	250
3251 Interest	194	82	360	-	-	-	-
<b>Total Operating Revenues</b>	<b>584</b>	<b>482</b>	<b>4,560</b>	<b>300</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Expenditures</b>							
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>4,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500</b>
<b>Net Operating Surplus/Deficit</b>	<b>584</b>	<b>482</b>	<b>360</b>	<b>300</b>	<b>250</b>	<b>250</b>	<b>(2,250)</b>
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Total Other Non Operating Activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers From or (To) Other Funds</b>							
<b>Net All Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>584</b>	<b>482</b>	<b>360</b>	<b>300</b>	<b>250</b>	<b>250</b>	<b>(2,250)</b>
<b>Beginning Fund Balance</b>	<b>16,035</b>	<b>16,519</b>	<b>17,100</b>	<b>17,481</b>	<b>15,776</b>	<b>15,761</b>	<b>15,011</b>
<b>Ending Fund Balance</b>	<b>16,619</b>	<b>17,001</b>	<b>17,460</b>	<b>17,781</b>	<b>16,026</b>	<b>16,011</b>	<b>12,761</b>

**Sources and Uses Summary  
City Hall (CH)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3289 Other Revenues	-	-		50,584	-	-	-
3251 Interest	-	-		-	-	-	-
<b>Total Operating Revenues</b>	-	-	-	50,584	-	-	-
<b>Expenditures</b>							50,584
<b>Total Operating Expenditures</b>	-	-	-	-	-	-	50,584
<b>Net Operating Surplus/Deficit</b>				50,584			(50,584)
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Total Other Non Operating Activities</b>	-	-	-	-	-	-	-
<b>Transfers From/To Other Funds</b>							
<b>Net All Transfers</b>	-	-	-	-	-	-	-
<b>Net Fund Surplus or (Deficit)</b>				50,584			(50,584)
<b>Beginning Fund Balance</b>						50,584	50,584
<b>Ending Fund Balance</b>				50,584		50,584	

**Sources and Uses Summary  
Vamos Program (VP)**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3289 Other Revenues	-	-		1,060	-	-	-
3251 Interest	-	-		-	-	-	-
<b>Total Operating Revenues</b>	-	-	-	1,060	-	-	-
<b>Expenditures</b>				100			
<b>Total Operating Expenditures</b>	-	-		100	-	-	-
<b>Net Operating Surplus/Deficit</b>				960			
<b>Other Non Operating Sources Or (Uses)</b>							
Total Other Non Operating Activities	-	-	-	-	-	-	-
<b>Transfers From or (To) Other Funds</b>							
Net All Transfers	-	-	-	-	-	-	-
<b>Net Fund Surplus or (Deficit)</b>				960			
<b>Beginning Fund Balance</b>				1,190		2,150	2,150
<b>Ending Fund Balance</b>				2,150		2,150	2,150

**Sources and Uses Summary**  
**TDA - Street/Bike & Pedestrian**

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3225 MTC Street allocations				26,869	-	40,000	60,000
3251 Interest				-	-	-	-
<b>Total Operating Revenues</b>	-	-	-	<b>26,869</b>	-	<b>40,000</b>	<b>60,000</b>
<b>Expenditures</b>				26,869		40,000	60,000
<b>Total Operating Expenditures</b>	-	-	-	<b>26,869</b>	-	<b>40,000</b>	<b>60,000</b>
<b>Net Operating Surplus/Deficit</b>							
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Total Other Non Operating Activities</b>	-	-	-	-	-	-	-
<b>Transfers From or to Other Funds</b>							
<b>Net All Transfers</b>	-	-	-	-	-	-	-
<b>Net Fund Surplus or (Deficit)</b>							
<b>Beginning Fund Balance</b>							
<b>Ending Fund Balance</b>							

## Sources and Uses Summary Community Pool (89)

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Revenues</b>							
3251 Interest		30	0	0	0	0	0
3291 Donations			0	0	0	0	0
<b>Total Operating Revenues</b>	-	30	-	-	-	-	-
<b>Expenditures</b>							
8451 4402 Escrow Fees	850	850	0	0	0	0	0
<b>Total Operating Expenditures</b>	850	850	-	-	-	-	-
<b>Net Operating Surplus/Deficit</b>	(850)	(820)					
<b>Other Non Operating Sources Or (Uses)</b>							
<b>Total Other Non Operating Activities</b>	-	-	-	-	-	-	-
<b>Transfers From or to Other Funds</b>							
To General Fund for Pool Project		(1,594,904)	0	0	0	0	0
Contributions for Community Pool		1,597,624	0	0	0	0	0
<b>Net All Transfers</b>	-	2,720	-	-	-	-	-
<b>Net Fund Surplus or (Deficit)</b>	(850)	(1,900)					
<b>Beginning Fund Balance</b>	(1,050)	(1,900)					
<b>Ending Fund Balance</b>	(1,900)						

## Sources and Uses Summary Equipment Replacement Fund

	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
<b>Operating Revenues</b>							
Charges for Services							
3302 Equipment Mntc & Operations	166,972	179,400	186,808	248,658	186,800	246,650	303,243
3303 Computer System	52,728	56,700	58,992	58,998	59,000	59,000	95,761
3290 Gas & Oil Payments	107,957	91,059	629	-	78,050	-	-
3291 Donations - Police Trust/Fire Assn	143,000	2,600	-	14,000	-	21,000	-
3289 Other Revenues	2,401	16	-	7,378	-	-	-
<b>Total Operating Revenues</b>	<b>473,058</b>	<b>329,775</b>	<b>246,429</b>	<b>329,034</b>	<b>323,850</b>	<b>326,650</b>	<b>399,004</b>
<b>Operating Expenses</b>							
Equipment Maintenance & Replacement							
Supplies and Services	148,581	123,731	60,354	105,714	146,900	146,900	88,103
Depreciation	181,901	186,364	156,524	50,154	185,000	185,000	185,000
<b>Total Equipment</b>	<b>330,482</b>	<b>310,095</b>	<b>216,878</b>	<b>155,868</b>	<b>331,900</b>	<b>331,900</b>	<b>273,103</b>
Computer System Maintenance & Replacement							
Contract Services	51,403	40,793	46,000	39,964	47,200	47,200	40,383
Supplies and Services	70,765	16,390	16,187	5,183	7,100	7,100	-
Depreciation	49,213	36,766	34,303	49,481	50,000	50,000	50,000
<b>Total Computer System</b>	<b>171,381</b>	<b>93,949</b>	<b>96,490</b>	<b>94,628</b>	<b>104,300</b>	<b>104,300</b>	<b>90,383</b>
<b>Total Operating Expenditures</b>	<b>501,863</b>	<b>404,044</b>	<b>313,368</b>	<b>250,496</b>	<b>436,200</b>	<b>436,200</b>	<b>363,486</b>
<b>Net Operating Surplus/Deficit</b>	<b>(28,805)</b>	<b>(74,269)</b>	<b>(66,940)</b>	<b>(21,462)</b>	<b>(112,350)</b>	<b>(109,550)</b>	<b>(64,482)</b>
<b>Other Non-Operating Sources/Uses</b>							
Interest Earnings	27,793	931	3	-	4,000	-	-
Sale of Property (Gain)	7,787	2,158	(657)	-	1,000	-	-
Lease Proceeds	-	-	-	248,460	222,900	-	-
Lease Payments	(238,123)	(71,672)	(58,989)	(64,909)	(169,107)	(169,107)	(155,674)
Equipment Purchases							
Vehicles	(60,103)	-	-	(209,292)	-	-	(1,000)
Computer System	(29,751)	-	(5,704)	(11,516)	-	-	-
Miscellaneous Office	(5,497)	(1,626)	-	-	-	(41,500)	(24,000)
Miscellaneous Field	(3,152)	-	(603)	-	-	-	-
Sub Total Equipment	<b>(98,503)</b>	<b>(1,626)</b>	<b>(6,306)</b>	<b>(220,808)</b>	<b>-</b>	<b>(41,500)</b>	<b>(25,000)</b>
<b>Total Other Non-Operating Activities</b>	<b>(301,047)</b>	<b>(70,209)</b>	<b>(65,949)</b>	<b>(37,257)</b>	<b>58,793</b>	<b>(210,607)</b>	<b>(180,674)</b>
<b>Transfers From or (to) Other Funds</b>							
To Wastewater Fund			(493,071)				
From Water Fund			18,154				
From Wastewater Fund			18,155				
From Public Safety Fund	108,274	144,410	108,101	-	146,053	-	-
From General Fund							
Water Fund for Equipment Reserve							
Auditors Adjustments (assets- liabilities)	96,908	(106,006)	(122,879)	(90,003)			
Add Back Depreciation	231,113	223,130	190,827	99,635	235,000	235,000	235,000
<b>Net All Transfers</b>	<b>436,295</b>	<b>261,534</b>	<b>(280,713)</b>	<b>9,632</b>	<b>381,053</b>	<b>235,000</b>	<b>235,000</b>
<b>Net Fund Surplus or (Deficit)</b>	<b>(65,568)</b>	<b>(112,739)</b>	<b>(113,601)</b>	<b>(11,830)</b>	<b>(32,297)</b>	<b>(84,550)</b>	<b>(29,482)</b>
<b>Beginning Working Capital</b>	<b>288,469</b>	<b>392,912</b>	<b>509,968</b>	<b>96,367</b>	<b>434,311</b>	<b>147,278</b>	<b>62,121</b>
<b>Ending Working Capital</b>	<b>392,912</b>	<b>509,968</b>	<b>96,367</b>	<b>147,278</b>	<b>761,807</b>	<b>62,121</b>	<b>151,965</b>

# City of Calistoga

Fiscal Year 12-13 Budget

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Administrative Services  
 Program: Equipment Maintenance & Replacement  
 Account Code: 15-4970

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	2,112	525	-	204	200	200	-
4402	CONTRACT SERVICES	5,792		10,760				
4403	UTILITIES				534			
4404	REPAIRS & MAINTENANCE	40,499	37,706	33,894	46,403	60,000	60,000	42,603
4405	TRAINING & SEMINARS: STAFF	20						
4415	POSTAGE & REPRODUCTION	15				5,000	5,000	2,000
4417	Fuel & Oil	100,144	85,500	1,788		79,500	79,500	2,500
4429	PHONE			13,912	56,558			40,000
4432	LEASE				-			
4433	COPS Expense				778			
4821	MISC FIELD EQUIPMENT	3,152		603	340	200	200	-
4822	MISC OFFICE EQUIPMENT	5,497	1,626			2,000	2,000	-
4515	EQUIPMENT REPLACEMENT	60,103			897			1,000
<b>SUBTOTAL</b>		<b>217,334</b>	<b>125,357</b>	<b>60,957</b>	<b>105,714</b>	<b>146,900</b>	<b>146,900</b>	<b>88,103</b>
OTHER								
4505	DEPRECIATION	181,901	186,364	156,524	50,154	185,000	185,000	185,000
4506	ASSET WRITEOFF							
<b>SUBTOTAL</b>		<b>181,901</b>	<b>186,364</b>	<b>156,524</b>	<b>50,154</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>399,234</b>	<b>311,721</b>	<b>217,481</b>	<b>155,868</b>	<b>331,900</b>	<b>331,900</b>	<b>273,103</b>



Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Administrative Services

Program: Computer System

Account Code: 15-4975

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	152				300	300	-
4402	CONTRACT SERVICES				-			
	Web Redesign and Support	40,500	40,500	40,500	1,978	5,000	5,000	6,683
	IT Support	33,154	2,251	3,254	29,086	35,000	35,000	26,500
	Red Condor Services	650	650	750	1,700	-	-	-
	Financial System Support	6,850	6,850	7,200	7,200	7,200	7,200	7,200
4404	REPAIRS & MAINTENANCE							
4405	TRAINING & SEMINARS: STAFF	-			-	-	-	-
4415	POSTAGE & REPRODUCTION							
4429	PHONE	4,612	4,931	4,780	250	6,800	6,800	-
4432	LEASE	6,500			-			
4821	MISC FIELD EQUIPMENT							
4822	MISC OFFICE EQUIPMENT	-						
4823	MISC COMPUTER	29,751	9,458	5,704	4,933			-
	<b>SUBTOTAL</b>	<b>122,169</b>	<b>64,640</b>	<b>62,187</b>	<b>45,148</b>	<b>54,300</b>	<b>54,300</b>	<b>40,383</b>
<b>OTHER</b>								
4505	DEPRECIATION	49,213	36,766	34,303	49,481	50,000	50,000	50,000
	<b>SUBTOTAL</b>	<b>49,213</b>	<b>36,766</b>	<b>34,303</b>	<b>49,481</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>171,382</b>	<b>101,406</b>	<b>96,490</b>	<b>94,629</b>	<b>104,300</b>	<b>104,300</b>	<b>90,383</b>

Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
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Department: Administrative Services  
 Program: Lease Payments  
 Account Code: 15-4430

OTHER	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Adopted FY 11-12	Revised Budget FY 11-12	Proposed Budget FY 12-13
4402 CONTRACT SERVICES	1,600	2,981	2,548	-	1,200	1,200	-
4432 Rental Payments - Copier/Printer/Fax/Scanner	70,948	22,813	18,223	12,752	31,500	31,500	42,117
4432 Fire Engines, Vehicles & Computer Equipment	165,576	45,879	38,218	52,158	61,000	61,000	71,812
4432 Public Works Vehicle					-	-	-
4432 CAD/RMS System					25,407	25,407	24,000
4432 Public Works Street Sweeper & Other Equipment					50,000	50,000	41,745
<b>SUBTOTAL</b>	<b>238,123</b>	<b>71,672</b>	<b>58,989</b>	<b>64,909</b>	<b>169,107</b>	<b>169,107</b>	<b>179,674</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>238,123</b>	<b>71,672</b>	<b>58,989</b>	<b>64,909</b>	<b>169,107</b>	<b>169,107</b>	<b>179,674</b>

**City of Calistoga  
Salary Schedule FY 12-13  
Non-Represented Employees**

Position Title	Range	Annual Salary	
		Beginning	Ending
City Manager	Contract	\$137,750	\$137,750
Administrative Services Director	24	\$85,404	\$103,824
Community Resources Director	24	\$85,404	\$103,824
Executive Secretary	9	\$41,052	\$49,944
Fire Chief	24	\$85,404	\$103,824
Planning and Building Director	24	\$85,404	\$103,824
Police Chief	24	\$85,404	\$103,824
Public Works Director/City Engineer	26	\$94,164	\$114,480
Administrative Analyst/Deputy City Clerk	14	\$52,428	\$63,732
Associate Civil Engineer	22	\$77,460	\$94,164
Building Official	18	\$63,732	\$77,460
City Clerk	14	\$52,428	\$63,732
Maintenance Superintendent	18.1	\$64,776	\$78,720
Plant Superintendent	18.1	\$64,776	\$78,720
Police Lieutenant	Council Minute Action 10/07/97		
Aquatics/Recreation Manager	20	\$70,236	\$85,404
Recreation Superintendent	17 CPEA	\$68,820	\$83,640
Senior Civil Engineer	23	\$81,324	\$98,844
Senior Planner	22	\$77,460	\$94,164

**City of Calistoga**  
**Salary Schedule FY 12-13**  
**Calistoga Police Officers Association (CPOA)**

Position Title	Range	Annual Salary	
		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 12-13**  
**Calistoga Professional Firefighters Association (CPFA)**

Position Title	Range	Annual Salary	
		Beginning	Ending
FireFighter		\$56,567	\$68,753

**City of Calistoga**  
**Salary Schedule FY 12-13**  
**Calistoga Public Employees Association (CPEA)**

Position Title	Range	Annual Salary	
		Beginning	Ending
Account Clerk	5	\$38,328	\$46,608
Administrative Secretary	8.2	\$45,264	\$55,032
Administrative Analyst	12	\$53,940	\$65,544
Administrative Service Technician	12.1	\$54,504	\$66,192
Assistant Planner	13.3	\$58,320	\$70,896
Associate Planner	14.4	\$61,824	\$75,144
Building Inspector	14	\$59,460	\$72,252
Emergency Program Coordinator/ Administrative Analyst	14	\$59,460	\$72,252
Maintenance Technician I	7	\$42,276	\$51,348
Maintenance Technician II	9	\$46,608	\$56,652
Maintenance Technician III	11.4	\$53,412	\$64,908
Plant Operator I	8	\$44,352	\$53,940
Plant Operator II	10.2	\$49,908	\$60,648
Plant Operator III	12.3	\$55,572	\$67,500
Recreation Technician	7	\$42,276	\$51,348
Senior Account Clerk	9	\$46,608	\$56,652

**City of Calistoga**  
**Salary Schedule FY 12-13**  
**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 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

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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.

RESOLUTION 2012-041

**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 2012/2013**

**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 2012/2013 revenue, expenditure and capital budgets at one City Council workshop on May 24, 2012 and provided direction; and

**WHEREAS**, the City Council held a public hearing on the proposed budget on June 12, 2012 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 2012/2013 as set forth in Exhibit A attached hereto.

**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.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this 19<sup>th</sup> day of June, by the following vote:

**AYES:** Councilmembers Kraus, Slusser and Mayor Gingles

**NOES:** None

**ABSTAIN:** Councilmember Canning

**ABSENT:** Vice Mayor Dunsford

  
\_\_\_\_\_  
**JACK GINGLES, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**AMANDA DAVIS, Deputy City Clerk**



# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Richard Spitler, City Manager  
 Gloria Leon, Administrative Services Director  
**DATE:** June 19, 2012  
**SUBJECT:** Adoption of the City of Calistoga Fiscal Year 2012/13 Budget

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**APPROVAL FOR FORWARDING:**

  
 Richard Spitler, City Manager

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**ISSUE:** To present the City of Calistoga Fiscal Year 2012/13 Budget for adoption

**RECOMMENDATION:** Adopt the attached resolution to adopt the City of Calistoga Fiscal Year 2012/13 Operating and Capital Budget.

**BACKGROUND:**

The City of Calistoga has struggled the past three years from the effects of the Recession. Leading into and during the 2011-12 Fiscal Year the City Council took several actions to reduce expenditures:

1. Eliminated funding for 14 positions, including 4 layoffs
2. Reduced city staff salaries by 12-15% (including higher contributions for health care)
3. Reduced budget expenditures for supplies, materials and equipment
4. Implemented a reduced PERS retirement benefit for future safety and non-safety employees and required all employees to pay the employee PERS contribution
5. Prevailed or settled on numerous claims and lawsuits to the City's financial benefit

The result of these actions has been that the depletion of the General Fund reserve has stopped and it is slowly being replenished.

City staff has also spent considerable time on processing applications for new development projects, particularly Silver Rose Resort and Enchanted Resorts resort projects. These have the potential to generate significant revenues in the near future. The

25 Silver Rose Resort was approved by the Council in May; however, it appears that it may  
26 be subject to a referendum. It is also expected that the Enchanted Resorts project will also  
27 experience a protracted approval process. Because of this situation no significant financial  
28 resources from project development is assumed in preparing this budget. This means no  
29 significant development impact fees; tax revenues or water and wastewater revenue  
30 increases are included in the proposed budget revenues.

31  
32 There are no proposed staff layoffs in this budget and salaries are frozen, except for merit  
33 increases and longevity bonuses in accordance with existing MOU's.

34  
35 The City Council held one budget workshop on May 24, 2012 to review all of the proposed  
36 departmental, capital, enterprise and special fund budgets. At this workshop the Council  
37 received presentations from each department head and then public comment. The Council  
38 then gave informal direction to staff.

39  
40 On June 12, 2012 a public hearing was held to receive formal public testimony on the  
41 proposed draft budget. At this hearing an overview of the Fiscal Year 2012-13 budget was  
42 presented and public input was received. After the hearing the Council gave staff its final  
43 direction on the preparation of the final budget. The Council item for this evening is to  
44 present and formally adopt the budget recommendation.

45  
46 **DISCUSSION:**

47  
48 The proposed \$14.8 million budget covers all fund categories (General Fund, and Water,  
49 Wastewater, Enterprise, Special and Capital Improvement Funds). Of this, \$6.3 million is  
50 for the General Fund budget. It shows a proposed General Fund reserve of \$1.1 million at  
51 the end of the FY 2012/13 Fiscal Year. This is after \$586,147 was added to the reserve  
52 from Fiscal Year 2011-2012. This is a budget reserve of 17.4%.

53  
54 **General Fund:**

55  
56 On April 3, 2012 the City Council approved goals and objectives to guide the budget  
57 process. One goal is that the City will make every effort to increase General Fund reserves  
58 each year for a three year time period to bring it back to 25% of total operating expenses  
59 which is approximately \$1.6 million. For Fiscal Year 2012-13 the contribution will be at  
60 least \$183,000. We are recommending a fiscal year budget with conservative revenue  
61 assumptions and with the enhanced general fund reserve funds to cover the deficit  
62 balances for the water and wastewater funds.

63  
64 The Economic Vitality Fund has been reduced by \$50,000. This applies to the Chamber of  
65 Commerce Visitors Bureau. They would receive \$252,000 instead of \$302,000. They have

66 requested that in our contract with them next year that they be eligible for getting the  
67 \$50,000 back if the City's budget assumption of 3.5% growth in TOT proves to be too  
68 conservative. This will provide further incentive for them to promote Calistoga. This will be  
69 addressed in a formal contract proposal to be brought before the Council as a separate  
70 agenda item.

71  
72 Wastewater Fund:

73  
74 For Fiscal Year 2012-13 staff is projecting deficit balances of \$92,820 for the Wastewater  
75 fund and \$33,612 for Wastewater Capital Improvements. This deficit will be covered from  
76 the General Fund reserves.

77  
78 Water Fund:

79  
80 At the June 12<sup>th</sup> public hearing staff informed the Council and the public that the Water  
81 Operations Fund was anticipating an ending fund balance at June 30, 2013 of \$65,492.  
82 However, after further review, it was determined that the proposed budget did not include  
83 the new debt service payments for the USDA loan that partially funds the water tank  
84 construction project. Annual payments for FY 12-13 are projected at \$149,050. Including  
85 this debt in the budget means the Water Operations Fund could end the Fiscal Year 2012-  
86 13 with fund balance of negative \$46,535. Accordingly, the General Fund will transfer from  
87 its reserves to the Water Operations Fund \$46,535 to cover the deficit water fund  
88 operations balance. The General Fund will also transfer \$37,023 to the Water Capital  
89 Improvement Fund to cover that anticipated deficit fund balance.

90  
91 City staff, with the assistance of a consultant, will also complete a comprehensive review  
92 of the adopted water and wastewater rate studies during the first quarter of the fiscal year  
93 to determine why the various assumptions in the rate studies have not generated the  
94 working capital projected. This may result in the need to increase water and wastewater  
95 rates.

96  
97 Conclusion:

98  
99 This proposed budget continues to maintain the existing level of service and reliability to  
100 the community through our infrastructure systems and facilities. However, there are many  
101 facilities that are not receiving maintenance and replacement as they should. The main  
102 capital improvement project continues to be the construction of the 1.5 million gallon water  
103 storage tank at Mt. Washington.

104

105 As the City Council has been previously informed, the financial situation in the City  
106 remains fragile. The City should continue to minimize capital spending and diligently  
107 attempt to conserve cash over the next twelve months.  
108

109 **ATTACHMENTS**

- 110
- 111 1. Resolution to adopt the FY 2012/13 Budget
  - 112 2. Proposed City of Calistoga FY 2012/13 Budget
- 113  
114