

City of Calistoga Budget



Fiscal Year 2019-20 Operating & Capital Improvement Budgets

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June 18, 2019

Honorable Mayor and Council Members:

I am pleased to present the City of Calistoga's Fiscal Year 2019-20 Budget for your consideration. It is my pleasure to report the City's commitments to fiscal transparency, citizen participation and Council goal setting which have guided the City to a different financial condition than a short 9 years ago.

City finances have continuously improved following the Recession. The City's General Fund Balance has increased to over 51% of Expenditures and recently adopted water and wastewater fees will provide funding necessary to carry the enterprise funds into the future. Without the strong leadership and difficult decisions of former and current City Councils' the current General Fund surplus would not be a reality.

As a matter of fiscal conservancy, we have not included occupancy of the resort at 400 Silverado Trail (formerly Silver Rose) and the associated transit occupancy tax or sales revenues, and have included only nominal across the board increases in property tax revenues for this fiscal year. This conservative approach builds-in a slight cushion against anticipated expenditures and projected revenues in the event the resort comes on-line this fiscal year.

The City's continuous and focused efforts to improve its financial position remains strong and is only expected to improve. The City will emphasize meeting established Council Goals related to reserves including –

- Maintain General Fund reserves at a minimum of 50% of budgeted expenditures
- Increase the Water and Wastewater Fund operating reserves to a minimum of 20% within two fiscal years and increase the CIP and Equipment Replacement Fund reserves to meet anticipated needs over the next three years

As the City strategizes for appropriating fiscal resources into the future, the City Council has expressed that deferred maintenance and public infrastructure are continued key priorities. This budget includes continuous spending on capital infrastructure including roads, water infrastructure and wastewater system repair to replace aged utilities which have reached/surpassed useful life. To do this, the City utilizes realistic and conservative projections for both revenues and expenditures. This budget maintains General Fund reserves projected to be 50.50% as of June 30, 2020. This is slightly higher than the Council objective to maintain at least a 50% fund balance reserve. The Water, Wastewater, Capital Improvement Projects and Special Funds budgets are also included in this document.

Budget Process

The City has broad responsibilities to maintain public safety, health and welfare and has adopted both vision and mission statements which influence policies that guide implementation of these responsibilities. The Council has affirmed vision and mission statements that clearly articulate the Council's role "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.”

Annually, the Council identifies specific goals to ensure the vision and mission of the City is not merely a lofty dream, but rather an achievable outcome of what our community strives for. For this Fiscal Year the Council has adopted seven specific goals, in no order of priority, as follows:

- Goal 1: Maintain and enhance the economic vitality of the community and the financial stability of the City
- Goal 2: Address the community’s existing and future housing needs
- Goal 3: Establish, improve and maintain City infrastructure
- Goal 4: Expand and improve recreational and community facilities
- Goal 5: Offer excellent professional services to all customers
- Goal 6: Create an environmentally-sustainable community
- Goal 7: Enhance Calistoga’s small-town character by making it safe and attractive

With the Council’s guidance and leadership, staff develops work plans to address the goals, thereby fulfilling the vision and mission objectives established by the Council’s policy direction during FY 2019-20.

Budget Summary

Staff has long approached budgeting with strong emphasis on realistic projections of revenue and operating expenses to ensure the adopted budget is conservative, while allowing for periodic adjustments to change in services, or unforeseen expenses, or revenue loss. In addition, it is important the City’s financial condition is accurately presented and remains sound. Staff will continue these practices with this budget and estimated projections going forward.

The FY 2019-20 General Fund Budget can be summarized as follows:

- FY 2019-20 is projected to end with fund balance reserves of \$5.4M or 50.5% of the Operating expenditures. Revenues are estimated at \$11,672,185. This amount takes into account economic conditions and known actions which may affect revenues. Revenues are expected to decrease by \$182,148 or 1.5% which excludes transfers-in. This decrease is largely attributable to less anticipated building activity and the uncertainty of additional property tax revenues derived from the Education Reform Act (ERAF). Operating expenditures are estimated at \$10,713,434 and reflect an increase of \$535,291 or 5.2% from the FY 2018-19 Revised Budget. Listed below are the reasons for the increase in expenditures.

The FY 2019-20 Budget reflects strategic improvements to service levels above those currently provided. These service level improvements include:

- Providing free parks and recreation activities for the fiscal year, an effort to enhance overall quality of life and promote healthy and active lifestyles
- Full year of salaries and benefits for all approved positions in all departments. The Fiscal Year 2018-19 budget reflects adjustments for vacancies in the police department, fire department and public works department

- Numerous third-party contracts to assist with administration and delivery of capital projects for street pavement, sidewalks, and other City infrastructure
- Increase in hourly-rates to part-time firefighters
- Implementation of labor group negotiations based on the Koff Study
- Funding for deferred building and facility maintenance, particularly at the Community Pool

The Capital Improvement Program (CIP) Budget includes significant infrastructure investments in our community. The total CIP is \$4,311,499 and represents 56% less from FY 2018-19. The largest CIP item is pavement maintenance which includes a combination of street reconstruction, pavement preservation, overlays and much more. The City is positioning itself to embark on a five-year CIP program to improve the Pavement Condition Index, or PCI, of Calistoga's streets. The current PCI is rated as Fair, or a 64, up from 49 just two year ago. By making strategic investments into the municipal street system over the next five years the City can improve its PCI to 80.

The FY 2019-20 General Fund Budget includes funding for significant investments citywide and several special projects. These include the following:

- Pavement Maintenance (\$1,450,000)
- Replace Culvert on the access road to Feige Tank (\$100,000)
- Logvy Park (\$100,000)
- Pedestrian Bridge at Gold Street or Oak Street Assessment (\$25,000)
- Refurbish Tennis Courts (\$30,000)
- Access Facility and Sidewalk Improvements (\$100,000)
- Improvements at the Public Works Corp Yard (\$180,000)
- Improvements at the Community Pool (\$200,000)
- Pioneer Cemetery (\$40,000)
- Oat Hill Mine (\$200,000)
- Vine Trail Design (\$87,000)
- Downtown Beautification (\$100,000)

Historically the City's General Fund has provided transfers into the Water and Wastewater fund. There are several reasons for this, including: 5 years of poor revenue receipts due to the statewide drought; the need to address much needed infrastructure improvements to the water and wastewater systems; ongoing and costly litigation against the City in relation to water rights; and the Cease and Desist Order mandated by the regional water board. The City in March 2018 adopted new water and wastewater utility rate increases and has brought in additional revenues.

Economic conditions

The City's major revenues are Transient Occupancy Tax (52.6%), Property Tax (13.3%) and Sales Tax (9.2%), which provides 75.1% of the Total General Fund operating revenues. Transient occupancy and sales taxes are primarily driven by tourism and are fairly sensitive to state and national economic conditions. With recent stabilization of the state's economy the City has seen robust growth in tourism and associated revenues.

Property tax revenues are based on assessed valuation of property. Once completed and occupied, the two resort projects will provide an overall increase in property valuation. The assessor uses the 2018 information to set market values on recent sales

for the 2019-20 tax roll, and as such little new property tax revenues are projected from the new resorts.

General Fund Revenues

Total revenues are projected to be \$11.7 million excluding transfers-in. This amount is 1.5% less from the prior fiscal year. Sales taxes are expected to increase by 2.4%. Property taxes are expected to increase by 3.6%. Transient occupancy tax is projected to be 3.25% higher than the prior year, due to sustained increases in tourism activity.

General Fund Operating Expenditures

Operating expenditures are projected to be up \$535,291 from FY 2018-19 revised amounts due to increases in health insurance premiums, fully staffed police department, full-year salary and benefits for all authorized positions, implementation of labor group negotiations based on the Koff Study, change in part-time hourly rates for part-time firefighters, deferred repairs and maintenance, increases in utilities, administration of capital projects for street pavement, sidewalks and other City infrastructure.

During a Special City Council Meeting held on May 9, 2019 as part of the Fiscal Year 2019-20 Budget Workshops, the City Council authorized staff, by consensus motion, to make a payment of \$1.0M to CalPERS no later than May 30, 2019 to be applied to the "Side Fund." By making this one-time payment it allowed the City to reduce annual costs by approximately \$110,000 over the next 27 years. In addition by making the payment before May 30, 2019, it will allow CalPERS to adjust the Fiscal Year 2019-20 employer rates. Authorization for staff to make this payment was ratified by Council resolution adopted at the June 4, 2019 Council meeting.

A portion of the unfunded liability is made up of a "Side Fund", a fund that was set up to account for the amount that the City is underfunded. The City's current unfunded liability in the Side Fund as of June 30, 2016 is valued at \$1,331,590 for Miscellaneous and \$961,907 for Safety for a total of \$2,293,497.

Funds for the side fund payment were disbursed from General Fund Reserves. There were no funds disbursed from the Enterprise Fund Reserves to pay for the unfunded side fund liability. Had funds been disbursed from the Enterprise Fund Reserves it would have required \$274,361. In effect this was an indirect "rebate" from the General Fund to the utility rate payers.

Capital Improvement Projects

The FY 2019/20 Budget includes \$2,658,000 in capital Improvement projects. These projects include \$1,550,000 for streets (\$1.45M for pavement maintenance and \$100,000 for the Culvert Repair to the Fiege Tank access road), \$395,000 for building improvements, \$155,000 for parks, \$40,000 pioneer cemetery, \$100,000 Downtown Beautification, \$200,000 Oat Hill Mine, \$5,000 repurposing of the Railroad Tracks, \$87,000 Vine Trail Design, \$26,000 Microgrid Concept project and \$100,000 for sidewalk replacement.

General Fund Reserves

The Council has set an objective to maintain the General Fund reserve of at least 50% of Operating Expenditures. Based on staff projections this objective will be met for FY 2019-20 at 50.5%. It is important to maintain reserves in anticipation of future capital

project funding needs, increasing pension payments to CalPERS and to provide a safety net for future litigation against the City.

Water Enterprise Fund Overview

The Water Operations Enterprise Revenue Fund is anticipating an ending balance of approximately \$216,583 as of June 30, 2019. Staff is recommending a transfer of \$250,000 in Fiscal Year 2018-19 from the General Fund to the Water Operation Fund in order to meet our debt coverage covenant of 1.25. New five-year water rates were adopted in May 2018, which includes a 10% increase effective January 1, 2020. Based on activity during the fiscal year, it is anticipated that the water fund balance will end with a surplus balance of \$385,071 by June 30, 2020. Based on the anticipated water fund balance for Fiscal Year 2019-20, no general fund transfers are included other than the \$20,000 for low-income subsidies and the \$250,000 to meet debt covenant ratios.

The Water Capital Fund is expected to end Fiscal Year 2018-19 with a working capital balance of \$0. The City anticipates water connection fees in the amount of \$204,800 for Fiscal Year 2019-20. Measure A will provide funds of \$50,000 for the Bypass Structure Project. The Fiscal Year 2019-20 budget shows an ending balance of \$0.

Projects in the amount of \$120,000 recommended by the Public Works Department for the Fiscal Year 2019-20 include the Automatic Meter Read Program and the improvements to the Kimball Bypass Structure. The Bypass Structure project is anticipated to be funded through Measure A and HMGP grant funds. The meter read program will be funded through one-time impact fees.

The Water Capital fund (CIP) will also cover debt service payments in the amount of \$134,800 for FY 2019-20, which includes the principal and interest payments for the Mt. Washington Water Tank payable to USDA. However, it should be stated that the source of these funds is one-time development impact fees.

City staff has pursued four Hazard Mitigation Grant Program applications and one Integrated Regional Water Management grant and is awaiting response. The total request is over \$14 million worth and projects to be implemented if successful are Kimball Intake & Drain Valve, Generator/PLC/Scada upgrades, Dunaweal Pump Station relocation, and Conn Creek relocation. None of these projects are included in the Fiscal Year 2019-20 budget and if successful in our applications staff will come back with budget adjustments.

At its goal setting meeting in March 2019 the City Council affirmed its objective to increase Water Fund Reserves to a minimum of 20% and increase the CIP and Equipment Replacement Fund Reserves to meet anticipated needs over the next three fiscal years. In order to meet the 20% reserve a combined fund balance (Water Operations and Capital Funds) of \$562,193 would be needed. As projected the combined year end fund balance for Fiscal Year 2019-20 is \$385,071, or a combined reserve of 14% and not meeting the 20% goal.

It appears the costly O’Gorman/Reynolds water rights litigation is nearing conclusion. The O’Gorman’s appealed the January 2017 Napa Superior Court ruling that O’Gorman had no property interests in the Kimball Reservoir water. On April 30, 2019 the San Francisco Court of Appeal rejected O’Gorman’s appeal arguments and held that O’Gorman has no property interests to the water rights conveyed to the City in 1939.

Wastewater Enterprise Fund Overview

The Wastewater Operations Fund is expected to end Fiscal Year 2018-19 with a surplus balance of approximately \$944,271. The Fiscal Year 2019-20 budget shows an ending fund balance of \$686,230. Both the debt service payments and equipment replacement will be covered by the Wastewater Operations Fund. Wastewater rates were adopted in May 2018 for a five-year term, which includes a 10% increase effective January 1, 2020.

The Wastewater Capital Fund is expected to end Fiscal Year 2018-19 with a surplus balance of \$753,652. The City anticipates wastewater connection fees in the amount of \$550,500 for Fiscal Year 2019-20. The Wastewater Capital Fund is expected to end Fiscal Year 2019-20 with a fund balance of \$144,152.

Projects in the amount of \$1,160,000 have been recommended by the Public Works Department. They include completion of the Sewer System Assessment & Master Plan, Sewer Lateral Replacement Program, Palisades Lift Station Repairs, Geothermal Water Meters, Recycled Water Pump and Installation, Tank Removal and Air Leak repairs at the WWTP and Restoration of the Riverside Ponds. All projects will be funded through one-time impact fees with grant funds for the Riverside Pond Restoration.

City staff is pursuing a Hazardous Mitigation Grant in the amount of \$1.5 million for improvements to the emergency generator system at the water and wastewater treatment plants. If the application is successful City staff will return with a budget adjustment to construct the project for Fiscal Year 2019-20.

At its goal setting meeting in March, 2019 the City Council confirmed its objective to achieve Wastewater Fund reserves at a minimum of 20%, and increase the CIP and Equipment Replacement Fund reserves to meet anticipated needs over the next three fiscal years. At the 20% reserve level a year end combined fund balance of \$515,188 is needed. The projected combined year end fund balance for Fiscal Year 2019-20 is \$830,382 which exceeds the 20% reserve objective.

Special Revenue Funds Overview

These are several separate special revenue funds restricted for specific purposes - such as: special grant programs; restrictions per City ordinance; special property assessments; or ear-marked funds like donations. The City will end the Fiscal Year 2019-20 with a combined fund balance of \$9,296,718, an increase of \$829,518 from Fiscal Year 2018-19. Part of the large increase is due to \$500,000 anticipated from the Measure D Affordable and Workforce Housing 1% Transient Occupancy Tax and \$500,000 from general fund for future unfunded retiree benefits. Most of the revenue sources for these funds will remain in the special revenue funds until projects are authorized.

Cultural/Recreational one-time fees in the amount of \$117,000 will fund the Vine Trail Design project and the resurfacing of the tennis courts.

The Metropolitan Transportation Commission will provide funding for a pedestrian/bike pathway, street signal at Petrified Forest Road and the Lincoln Ave/Brannan St. Crosswalk.

Equipment Replacement Fund

This fund accounts for all of the operating and maintenance costs related to the City's computer network, workstation system, maintenance and purchase of vehicles, as well as fixed asset and maintenance costs related to information technology used Citywide.

Staff recommends renewal of subscriptions for Citzenserve, Auto Cad, Anti-Virus software, and icompass. Staff is also recommending replacement of several computers, purchase of mobile data terminals for the police department, new mini-excavator, portable generator, and replacement of pumps. The General Fund will transfer \$151,943 to this fund for equipment and maintenance expenditures. The fund balance will be \$585,262 at the end of Fiscal Year 2019-20 for future uses.

At its goal setting meeting in March 2019 the City Council maintained the objective is to increase the Equipment Replacement Fund reserves to meet anticipated needs over the next three fiscal years. At the 20% reserve level a fund balance of \$79,800 is needed. The ending fund balance for the Equipment Replacement Fund is \$585,262; therefore meeting the 20% reserve.

Development Impact Fees

The City is anticipating that several private development projects will initiate or complete construction in Fiscal Year 2019-20 and will bring development impact fees and utility connection fees in the amount of \$934,430. These projects include the single family residential units in Silver Rose and two other single family residential units.

Conclusion

The City's financial outlook for Fiscal Year 2019-20 remains stable and continues to improve. The proposed budget meets and/or exceeds all of the City Council's established goals and policies related to finance and addresses key Council initiatives related to infrastructure, programs and community support.

As mentioned, the CDO from the state related to the wastewater treatment operations will result in the expenditure of several millions of dollars for capital improvement and requires a major commitment of staff time. While it is hoped that grants will soften the fiscal impact, the CDO and ongoing permit compliance represent significant investments that we have to make.

As always, there is the unknown of potential emergencies and demands to City finances. However, as demonstrated in the past, Calistoga is strong and resilient and up to any challenge.

I would like to thank the City Council for providing exemplarily policy direction and leadership throughout the budget development process. I also want to thank the Calistoga community for providing welcome input during the budget preparation process. Lastly, a special thanks to Gloria Leon, Administrative Services Director for her tireless efforts in preparing the budget.

Sincerely,



Michael Kirn
Acting City Manager

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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

Chris Canning, Mayor

Michael Dunsford, Vice Mayor

Gary Kraus, Councilmember

Irais Lopez-Ortega, Councilmember

Donald Williams, Councilmember

City Management Staff

Michael Kirn, Acting City Manager

Michelle Marchetta Kenyon, City Attorney

Steve Campbell, Fire Chief

Mitchell Celaya, Police Chief

Michael Kirn, Public Works Director, City Engineer

Gloria Leon, Administrative Services Director/City Treasurer

Lynn Goldberg, Planning & Building Director

Rachel Melick, Recreation Director

Irene Camacho-Werby, City Clerk

INTRODUCTION

BUDGET PROCESS

The City of Calistoga normally creates a budget for a one year fiscal period, which begins on July 1st and ends on June 30th. A local government budget is a plan to match existing resources with the needs of the community. The functions of local government stem from three levels of policy direction; federal, state and local. Local government has the responsibility to provide basic public services such as maintaining streets and roadways, providing traffic management systems, maintaining parks, providing community services, and ensuring public safety.

The budget and this document is the collaboration in which the community through its elected leaders, commission members, public hearings and the advice of City staff decide upon the services it shall receive from its government under the constraint of resources available to it through taxes, fees, and transfers from the federal, state, and county governments. This document reflects the priorities of residents in the community while balancing revenues and expenditures over the long term.

The budget process starts in February with the City Council setting workshop dates for Council goals. During the month of March several study session workshops are held where the council hears the stated priorities of the community and its elected leaders and determine the goals for the upcoming fiscal year. During this month department managers prepare their budgets and are then submitted to the finance director. Concurrently, the Finance Department projects revenues for the same period. Department meetings are then held with the City Manager and budgets are reviewed and adjustments are made to keep the budget in balance.

The proposed budgets are then submitted to the City Council which then holds several work sessions in which the priorities are further defined. A public hearing during the month of June on the proposed budget is submitted by City staff. The City Council will then adjust department budgets to reflect the community's priorities taking into consideration the resources available to meet those objectives. After all adjustments are made, the City Council passes a resolution at a June Council Meeting adopting a budget which reflects estimated revenues and appropriations of monies to be spent, which in turn gives each of the City's departments the authority to spend money based on the adopted budget.

After the adoption of the budget, throughout the year scheduled reviews of the budget progress are presented to the Council. In February of the fiscal year, there is a mid-year review in which revenues and expenditures are reviewed and adjustments are made if necessary. Should the budget require any adjustments a City Council Resolution must be adopted.

INTRODUCTION

USING THIS DOCUMENT

Introduction

Provides a description of the budget development process and the citywide organization chart.

City Manager's Budget Message

Overview of the budget including a summary of critical economic issues. City Council directed core services and basic operations for FY 2019-20.

City Council Goals, Objectives & Priority Projects

Overview of the City Council goals, objectives and priority projects for the community and financial stability of the City.

Budget summary

Comprehensive review of revenues and expenditures for all funds, as well as fund balances.

Revenue Estimates

General Fund revenue overview, description of revenue assumptions and methodology used to develop revenue estimates, revenue summary by category and historical trends.

Personnel and Staffing

Summary of funded personnel and staffing as well as a list of full-time personnel by position.

Department Sections

Presents summary information on the City's operating departments:

- | | |
|-----------------------|---------------------|
| City Council | Public Safety |
| City Manager's Office | Public Works |
| Finance Department | Community Resources |
| Planning and Building | |

Department-wide summary information includes strategic goals and accomplishments, organizational charts as well as, expenditures over five fiscal years.

Enterprise Funds

The Enterprise funds consist of Water and Wastewater. The water distribution program maintains all of the City's water mains, carries out replacement projects when necessary and installs new water mains when required. Water meter reading is performed by this program as well reading over 3,000 water meters. The water treatment program operates

INTRODUCTION

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 sewer collection program maintains four sewer lift stations in the City and all of the City's existing sewer mains and reclaimed water mains, 329 sewer manholes, making repairs and replacements when necessary and installing new sewer mains and reclaimed water mains when required. The wastewater treatment program operates and maintains the Calistoga Wastewater Treatment Facility and disposal system.

Special Funds

Overview of each of the City's Special Funds, including fund descriptions, revenues and expenditures. Special funds account for revenues and expenditures that are restricted by law or set aside for a special purpose.

Equipment Replacement Fund

Overview of the operating and maintenance costs related to the City's computer network, workstation system, purchase and maintenance of vehicles, as well as fixed and maintenance costs related to information technology that benefit all other City funds and programs.

Capital Improvement Program Budget

The Capital Improvement Program (CIP) budget details the acquisition, construction or rehabilitation of major capital facilities and infrastructure. The CIP budget is used to account for the receipt and disbursement of funds for specific CIP projects. For several projects, revenue resources and expenditures may extend over several years.

Responsibility for Preparation

The finance department, a division of the City Manager's office is responsible for coordinating all revenue estimates contained in the budget. Estimates are reached by analyzing revenue history; national and local economic trends, development patterns in the local economy, and projections by outside consultants. Revenue projections used in the annual budget are based on conservative assumptions to ensure the City has adequate financial resources to meet the obligations and complete all programs approved by the City Council within the course of the fiscal year.

The finance department also coordinates the development of all expenditure budgets with respective departments, publishes the Budget books and prepares the staff reports.

INTRODUCTION

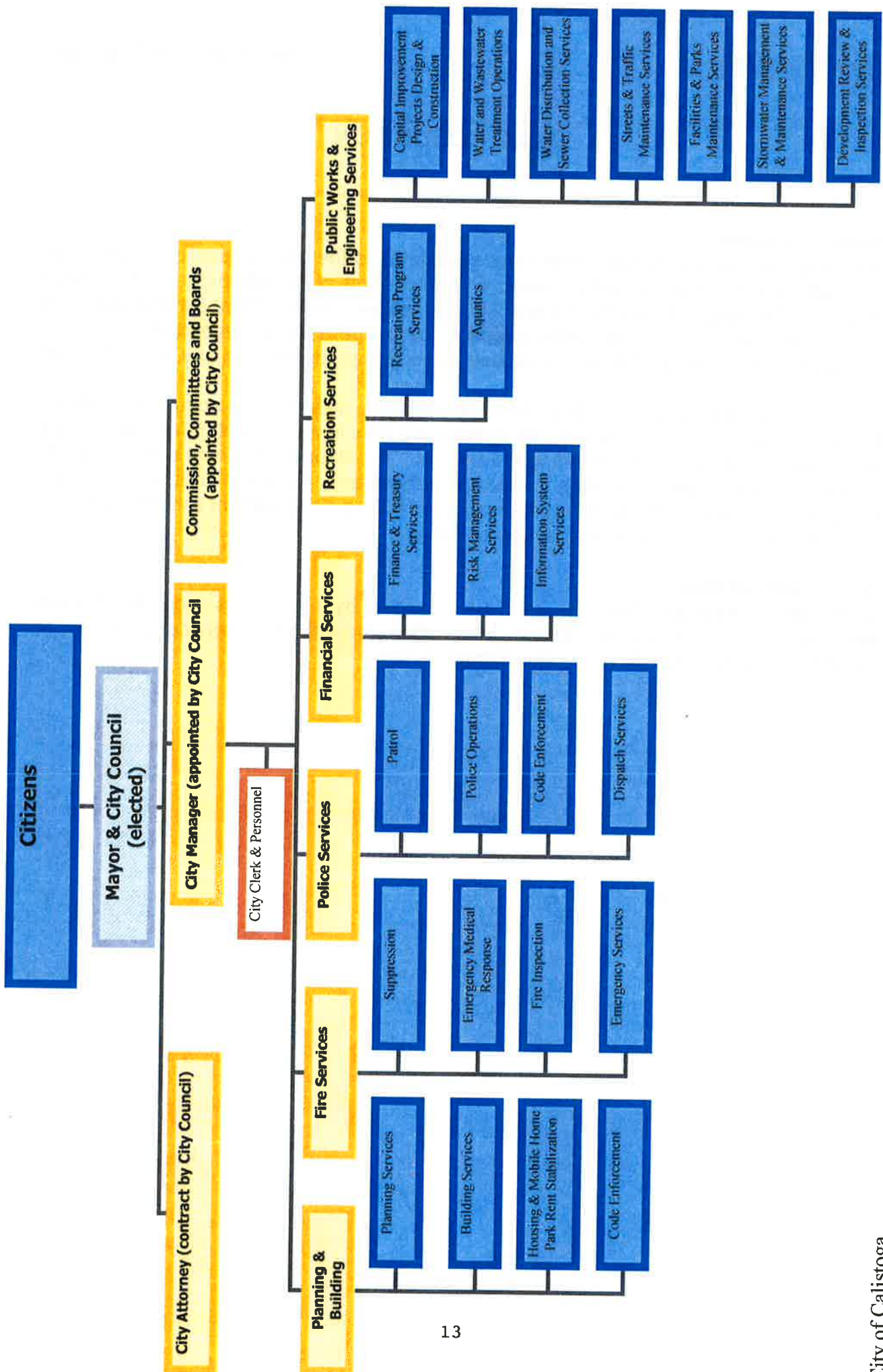
Budget Adoption

Copies of the preliminary budget are made available to the general public in May. After providing opportunities for public review and discussion at workshops and City Council meetings, the budget is adopted by the City Council prior to June 30 at either a special or regular City Council meeting. After adoption the budget may be amended by the City manager if an amendment does not exceed existing appropriations in any separate fund.

If during the year a department finds that more money is needed to be spent on a program that was originally adopted by Council or there are new funded or unfunded needs to be met there is a process for amending the budget. The department must present to City Council the reason for requesting the budget adjustment. If Council finds it appropriate to adjust the budget a resolution must be adopted before a department can spend money amounting to more than the original appropriation.

Organizational Chart

Additional information about the services provided by the City is included in each department chapter in this document. Information about the City services can also be found on the City's website (www.ci.calistoga.ca.us).



City Council Goals, Objectives & Priority Projects**Fiscal Year 2019-20**

(In No Order of Ranking)

Goal 1: Maintain and enhance the economic vitality of the community and the financial stability of the City.Objectives

1. Manage and evaluate key private development and renovation projects to maintain economic vitality in balance with the needs of the community.
2. Promote the qualities of Calistoga that are attractive to residents and visitors.
3. Increase the Water and Wastewater Fund reserves to a minimum of 20% within two fiscal years and increase the CIP and Equipment Replacement Fund reserves to meet anticipated needs over the next three fiscal years.
4. Provide optimal City services in a sustainable manner.
5. Reduce City's unfunded pension liabilities.
6. Recession proof City financial resources.

Priority Projects

1. Maintain General Fund reserves at a minimum of 50% of budgeted expenditures.
2. Promote and support existing businesses while encouraging new retail opportunities within the downtown district.
3. Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
4. Support long-term land stewardship of the Napa County Fairgrounds.
5. Make lump-sum payments to reduce Cal PERS pension obligation.
6. Develop policies to monitor economic forecasts, develop budget reduction strategies, and "triggers" for consideration of implementation.

Goal 2: Address the community's existing and future housing needs.Objectives

1. Expand balanced housing opportunities including workforce housing and mixed use commercial/residential housing.
2. Protect and promote special needs housing for such groups as seniors, low-income households and persons with disabilities.
3. Maintain the existing housing stock in good condition.
4. Promote and expand use of accessory dwelling units.

City Council Goals, Objectives & Priority Projects**Fiscal Year 2019-20**

(In No Order of Ranking)

Priority Projects

1. Support the "Rebuilding Calistoga" housing rehabilitation efforts by Calistoga Affordable Housing and continue to implement the HOME and CDBG residential rehabilitation loan programs.
2. Consider reclassifying appropriate potential development sites to residential land use classifications or higher-density land use classifications.
3. Modify the "multi-family residential" definition to allow detached units in order to provide more design flexibility.
4. Subsidize or defer connection fees for ownership units affordable to households with incomes less than 120% of area median income.
5. Acquire suitable properties for residential development targeted to local employees and partner with developers to provide housing.
6. Negotiate Lease/Development Agreement with non-profit housing organization for construction of affordable housing at Earl/Eddy property.

Goal 3: Establish, improve and maintain City infrastructure.Objectives

1. Maintain the high level of service and reliability of the City's infrastructure systems and facilities.
2. Upgrade and maintain the long-term reliability of the City's water supply.
3. Provide for long term maintenance and repair of City sidewalks.
4. Support efforts to fund bridge and street maintenance and repair.
5. Educate Calistoga citizens about the condition and cost of maintaining and repairing city streets, bridges, and the water and wastewater treatment plants.
6. Improve the safety and functioning of the City's primary intersections and the lighting of city streets and intersections, in accordance with the City's Dark Sky policy.
7. Improve all forms of transportation and implement the complete streets policy to improve non-motorized means of transportation, including active transportation such as walking and cycling.

City Council Goals, Objectives & Priority Projects
Fiscal Year 2019-20
(In No Order of Ranking)

8. Complete geothermal metering and riverside pond projects to address the issues with wastewater plant operations as identified in the cease and desist orders from the state.

Priority Projects

1. Complete the design of the signal and pedestrian improvements for the Foothill Boulevard/Petrified Forest Road intersection.
2. Continue the sidewalk trip hazard repair program, including the notification of utility companies and property owners of trip hazards that require sidewalk replacement where they cannot be repaired. Offer to share replacement costs with affected property owners if appropriate.
3. Complete design work for improvements to Kimball Reservoir that are necessary to meet state standards and maintain its functionality, including replacement of the intake tower and drain valves, and the installation of required gauges as necessary to implement the Interim Bypass Plan.
4. Calibrate citywide sewer model.
5. Partner with Napa County jurisdictions to prepare a Countywide Drought Contingency Plan to address potential water needs during periods of drought and alternatives on how to address them.
6. Complete installation of geothermal meters at remaining spas and begin geothermal discharge billing.
7. Develop system with end users of Fire Station Parking Lot Dumpster Enclosure for ongoing maintenance.
8. Complete A.T. & T. pathway project.
9. Complete planning and preliminary design of a project to drain and line existing ponds to reduce underground flows into the Napa River.
10. Complete Grant Street pathway from Garnett Creek Court to northern City limits.
11. Prepare Report of Waste Discharge for new NPDES Permit for Dunaweal Wastewater Treatment Plant.

City Council Goals, Objectives & Priority Projects**Fiscal Year 2019-20**

(In No Order of Ranking)

Goal 4: Expand and improve recreational and community facilities.Objectives

1. Provide Diverse and affordable recreational programs, including senior fitness. Collaborate with other agencies and groups to achieve this objective.
2. Continue efforts to create a Master Plan to develop the Sharpsteen Plaza and Community Center.
3. Support local efforts to improve Logvy Park.
4. Identify additional areas for the development of recreational facilities, including picnicking facilities.
5. Develop a plan to achieve year-round use of the Community Pool.

Priority Projects

1. Update the Logvy Park Master Plan to reflect current and projected needs. Collaborate with other agencies and groups to achieve this objective.
2. Work with Napa Valley Vine Trail and Napa County Regional Park and Open Space District to provide facilities at or near the Oat Hill Mine Trail trailhead, particularly public parking and restrooms for trail users.
3. Maximize use of the Community pool to meet the overall health and recreational needs of community.
4. Create new recreational programs and activities sponsored by the City that meet the needs of seniors in Calistoga.
5. Develop and conduct community needs survey with a focus on recreation services.
6. Enhance recreation program registration utilizing iPads at City sponsored public events such as Safety Fair Day, etc.

Goal 5: Offer excellent professional services to all customers.Objectives

1. Continue to provide a high standard in the delivery of emergency and general municipal services.
2. Streamline and simplify processes.
3. Continue to promote and enhance communication and transparency. Implement communication practices and tools to better reflect the cultural makeup of the community.

City Council Goals, Objectives & Priority Projects
Fiscal Year 2019-20
(In No Order of Ranking)

4. 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 to reflect increased demands.

Priority Projects

1. Research and implement various opportunities for outside service agencies or private companies to provide routine city functions in order to free City staff for higher-level activities and special projects and reduce the need for additional employees.
2. Continue department-specific strategic planning activities including development of department business plans and goals/objectives.
3. Evaluate and adjust staffing levels if appropriate to provide optimum service and execution of approved capital projects.

Goal 6: Create an environmentally-sustainable community.

Objectives

1. Implement "green" environmental sustainability policies and initiatives.
2. Reduce greenhouse gas emissions.
3. Promote Calistoga as a walking-and-cycling-friendly city and implement complete streets policy to improve non-motorized means of transportation.

Priority Projects

1. Implement the GHG Emissions Reductions Measures included in the Climate Action Plan.
2. Work on the construction of the Calistoga segment of the Napa Valley Vine Trail to expand the active transportation network.
3. Implement the Calistoga Active Transportation Plan in order to improve and enhance walkways and bicycle trails.
4. Council Review of the Climate Action Plan.
5. Complete Phase I of micro-grid feasibility study.
6. Complete permitting and design of Pioneer Park Pedestrian Park Bridge.
7. Complete alternative analysis for pedestrian river crossing at South Oak or Gold Streets.
8. Develop plans for centralized downtown bicycle parking facility.

City Council Goals, Objectives & Priority Projects**Fiscal Year 2019-20****(In No Order of Ranking)**

9. Conduct community forums and outreach on development of policy regarding on-street parking vs. Class II Bike Lanes.
10. Collect Measure "U" funds and allocate as specific opportunities arise or bank for future projects.

Goal 7: Enhance Calistoga's small-town character by making it safe and attractive.**Objectives**

1. Enhance community disaster preparation, including wildfires.
2. Minimize injuries and deaths related to earthquakes.
3. Identify and develop programs to educate our youth on crime prevention and substance abuse awareness.
4. Provide a code enforcement program that is efficient, readily understandable and predictable.
5. Maintain Calistoga's small-town character through implementation of General Plan goals and policies.

Priority Projects

1. Priority focus on working with CalFire and Napa Firewise to evaluate potential wildfire impacts, educate residents on minimizing wildfire damage, and prepare for post-fire recovery.
2. Work with local schools on youth gang and substance abuse issues and support the crime intervention activities of the Boys and Girls Club.
3. Adopt updated code enforcement regulations and update nuisance abatement procedures and provide needed resources for effective and efficient code enforcement.
4. Resurrect a Calistoga Disaster Council to bring local businesses and service providers into the City's emergency response program and continue to train key City staff on their duties and responsibilities during emergencies.
5. Implement the unreinforced masonry building ordinance to abate structures that could be hazardous during an earthquake.
6. Update Emergency Management Plan and participate in update of County Wide Hazard Mitigation Plan.

City Council Goals, Objectives & Priority Projects

Fiscal Year 2019-20

(In No Order of Ranking)

7. Develop and adopt local fire codes that exceed County and State minimums, as appropriate, to protect life and property.
8. Hire consultant to develop downtown beautification plan including street scape improvements, parklets, standard façade improvements and public art opportunities.
9. Complete feasibility assessment on taking over sidewalk right-of-way on Lincoln Avenue (SRE29).

<h2 style="margin: 0;">Budget Summary</h2> <h3 style="margin: 0;">All Funds Summary</h3>
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	General Fund	Water Fund	Water Capital	WWTP Fund	WWTP Capital	Equip Replc	Special Revenue
Revenues	11,672,185	3,378,114	204,800	3,227,624	550,500	462,104	1,491,126
Expenditures	10,713,434	3,341,065	-	3,345,940	-	446,000	214,599
Net							
Surplus/Deficit	958,751	37,049	204,800	(118,316)	550,500	16,104	1,276,527
Other Sources	270,000	245	50,000	-	-	132,429	305,306
Capital Projects Expenses	(2,658,000)	-	(120,000)	-	(1,160,000)	-	(373,499)
Equipment Purchases	-	(106,500)	-	(104,145)	-	(378,977)	-
Debt Payments	(373,902)	(307,306)	(134,800)	(805,580)	-	-	(373,902)
Transfers In	810,927	20,000	-	-	-	218,942	942,095
Transfers Out	(647,943)	-	-	-	-	-	(947,008)
Add non-cash Depreciation	-	525,000	-	770,000	-	134,000	-
Total Net Chg							
FY 19-20	(1,640,167)	168,488	-	(258,041)	(609,500)	122,498	829,519
Balance 07/01/19	7,050,767	216,583	-	944,271	753,652	457,764	8,467,199
Balance 06/30/20	5,410,600	385,071	-	686,230	144,152	580,262	9,296,718

Total City-Wide Fund Balances 07/01/19	17,890,236
Total City-Wide Fund Balances 06/30/20	16,503,033

Revenue and Resource Estimates**General Fund****Introduction**

The City utilizes several techniques to forecast recurring revenues. These techniques allow for multiple variables to be considered in the development of the forecasts, including institutional forecasts; the expert opinion of the City's sales and property tax consultant HdL Coren & Cone; various national, state and local economic indicators; and established formulas that measure relationships between revenue categories and growth within the City.

The financial forecast is a planning tool to assist staff in identifying important trends and anticipate the longer-term consequences of budget decisions. The ability to model cost and revenue trends beyond the next budget year helps the City to make proactive budget decisions early in an economic cycle.

The forecast is not a plan, but a model based on cost and revenue assumptions which are updated regularly as new information becomes available. Future cost projections based on known costs are relatively reliable. Revenue forecasts on the other hand, are based on assumptions related to future economic conditions which come with uncertainty.

City staff uses a variety of tools, including trend analysis, judgmental forecasting and expert opinion. Trend data includes historical fiscal performance and historical and projected data modified for known past, current and the future. In the end, forecasts are based on judgment that incorporates information provided through various methods; known and potential legislative and political impacts; and national, state and local conditions expected to affect local revenue sources.

The City's total General Fund revenues for FY 2019-20 are projected to decrease by \$182,148 or 1.5% (excluding transfers in) from current estimates for FY 2018-19. The three main sources of revenue for the City include Transient Occupancy Tax, Property Tax and Sales tax. Property tax is projected to increase by 3.64%; sales tax increasing by 2.4% and transient occupancy tax increasing by 3.25%. On the following page you see property tax decreasing by .5% from the prior year. The reason for the decrease is that in FY 2018-19 the City received \$165,255 from ERAF. In FY 2019-20 there are no projections included for ERAF since it is unknown at this time if it will be available.

We see the revenue category "other revenue" projected at 83.6% less in FY 2019-20 when compared to FY 2018-19; this is due to a \$175,000 insurance reimbursement for the Monhoff Building and \$57,144 from PARSAC dividends for time frame 1986-2004 received in FY 2018-19.

Revenue and Resource Estimates General Fund

Summary of General Fund Resources

Table 1 summarizes and compares actual General Fund resources realized in FY 2017-18, an estimate of FY 2018-19 resources and projected FY 2019-20 revenues. The emphasis of this table is to provide a comparison between the FY 2018-19 revenues and resource estimate and FY 2019-20's projection.

Table 1 Resources By Category	FY 2017-18	FY 2018-19	FY 2019-20	Increase/(Decrease)	
	Actual	Estimate	Proposed	\$	%
Property Tax	1,815,586	1,674,036	1,664,998	(9,038)	-0.5%
Sales Tax	1,141,596	1,117,000	1,144,000	27,000	2.4%
Transient Occupancy Tax	5,888,876	6,363,078	6,569,878	206,800	3.2%
Other Taxes	444,238	437,230	442,181	4,951	1.1%
Licenses and Permits	310,560	177,896	126,390	(51,506)	-29.0%
Fines, Forfeitures & Penalties	35,320	30,500	20,300	(10,200)	-33.4%
Use of Money and Property	84,357	50,000	51,000	1,000	2.0%
Funds from Other Agencies & Grants	699,661	735,046	753,438	18,392	2.5%
Charges For Services	1,004,891	964,547	850,000	(114,547)	-11.9%
Other Revenue	431,900	305,000	50,000	(255,000)	-83.6%
Total Revenues by Category	11,856,985	11,854,333	11,672,185	(182,148)	-1.5%
Other Transfers In	490,870	429,958	810,927	380,969	88.6%
Total General Fund Resources	12,347,855	12,284,291	12,483,112	198,821	1.6%

In FY 2019-20, it is anticipated that General Fund operating revenues will decrease by 1.5% compared to FY 2018-19 estimates, while total General Fund resources (including transfers-in) will increase by 1.6%. Reasons for the decreases in FY 2019-20 as compared to FY 2018-19 is the overall decrease in building permits and charges for services.

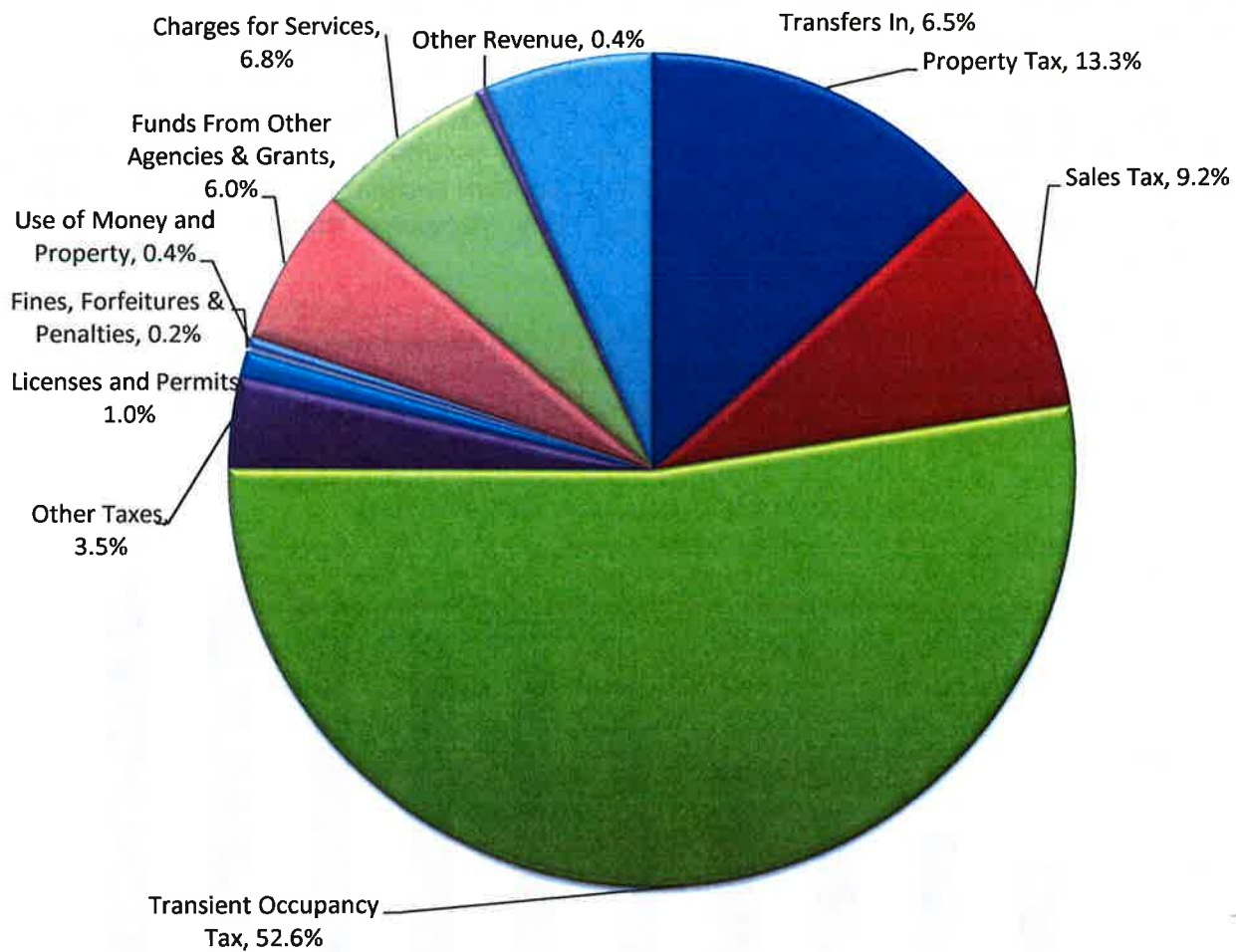
Table 2 summarizes and compares actual General Fund resources realized in FY 2017-18, the adopted FY 2018-19 Budget, and projected FY 2019-20 resources. The emphasis of this table is to provide a comparison between the FY 2018-19 revenue and resource budget and FY 2019-20's projection.

Table 1 Resources By Category	FY 2017-18	FY 2018-19	FY 2019-20	Increase/(Decrease)	
	Actual	Budget	Proposed	\$	%
Property Tax	1,815,586	1,591,571	1,664,998	73,427	4.6%
Sales Tax	1,141,596	1,092,000	1,144,000	52,000	4.8%
Transient Occupancy Tax	5,888,876	6,363,078	6,569,878	206,800	3.2%
Other Taxes	444,238	437,230	442,181	4,951	1.1%
Licenses and Permits	310,560	177,896	126,390	(51,506)	-29.0%
Fines, Forfeitures & Penalties	35,320	25,500	20,300	(5,200)	-20.4%
Use of Money and Property	84,357	15,000	51,000	36,000	240.0%
Funds from Other Agencies & Grants	699,661	724,086	753,438	29,352	4.1%
Charges For Services	1,004,891	1,060,047	850,000	(210,047)	-19.8%
Other Revenue	431,900	50,000	50,000	-	0.0%
Total Revenues by Category	11,856,985	11,536,408	11,672,185	135,777	1.2%
Other Transfers In	490,870	168,684	810,927	642,243	380.7%
Total General Fund Resources	12,347,855	11,705,092	12,483,112	778,020	6.6%

Revenue and Resource Estimates
General Fund

General Fund resources for FY 2019-20 are anticipated to decrease overall by 1.5% from the FY 2018-19 budget. We will see an increase of 3.25% in transient occupancy tax, 3.64% in property taxes, and 2.4% in sales taxes.

The following chart illustrates the composition of the City’s General Fund resources projected for FY 2019-20 at **\$12,483,112**.



Revenue Profiles

The following section provides a profile of the City’s major General Fund (operating budget) revenue categories.

The revenue profiles provide background information on each revenue category. Trend information, including a 10-year graph, is also provided as well as a discussion of the future outlook for each category.

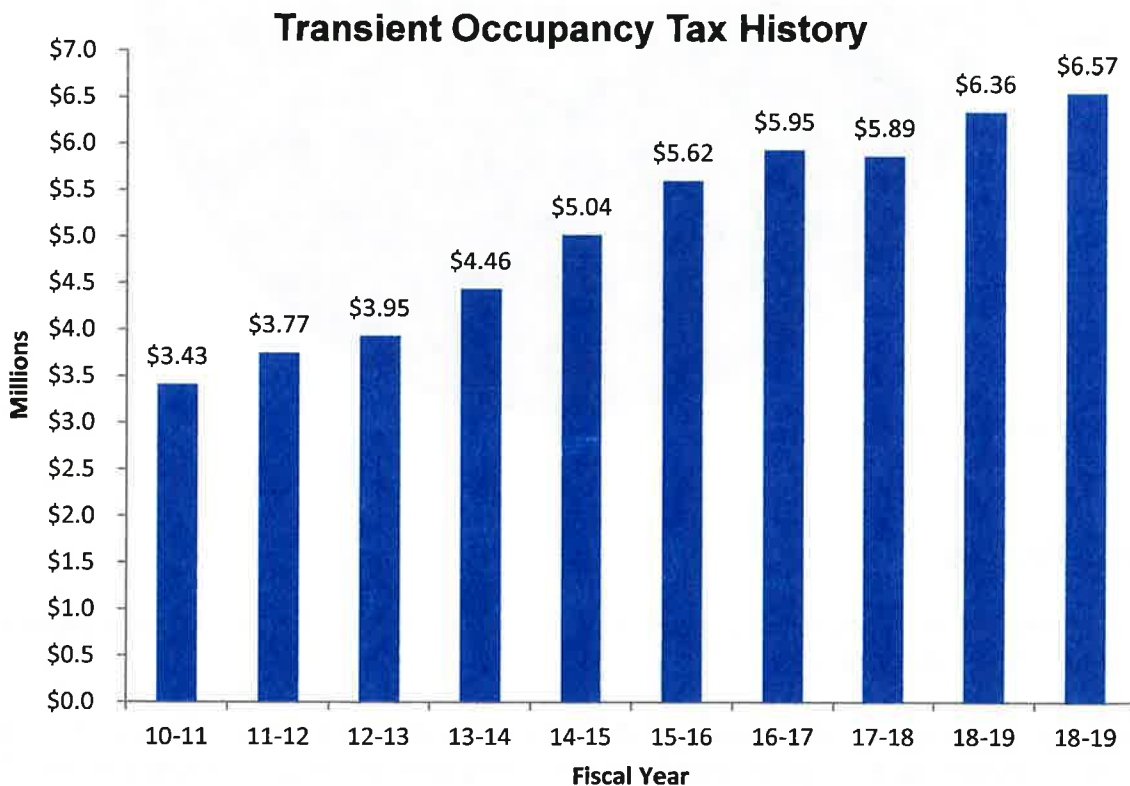
Revenue and Resource Estimates

Transient Occupancy Tax

Transient Occupancy Tax (TOT) is a 12% tax applied to the cost of lodging stays. Factors influencing TOT revenues include business and leisure travel, local business activity and room rate increases. Transient taxes are the largest revenue for the General Fund and makes up for 52.6% of all projected General Fund resources FY 2019-20.

Transient Occupancy Tax has been steadily increasing over the years. During the month of October 2017, California Wildfires burned through multiple counties creating an evacuation situation in the City of Calistoga and closure of all businesses. Due to the closure of businesses, transient occupancy tax suffered a loss of approximately \$350,000. It is estimated for FY 2019-20 the transient occupancy tax will increase by 3.25% from FY 2018-19. The increase is partially due to the marketing efforts of the Calistoga Chamber of Commerce and the County-wide Tourism Bureau Improvement District (TBID). Additional funding comes from a 2% voluntary assessment on lodging revenues. Of the 2% the County wide marketing program receives 74% of revenues while the local Chamber receives 25% and the City receives the remaining 1% for administration.

The FY 2019-20 Budget projects continued growth in transient occupancy tax for the City of Calistoga consistent with increases in local business activity. The City is projecting 3.25% overall growth in transient occupancy tax which translates to \$6,569,878.



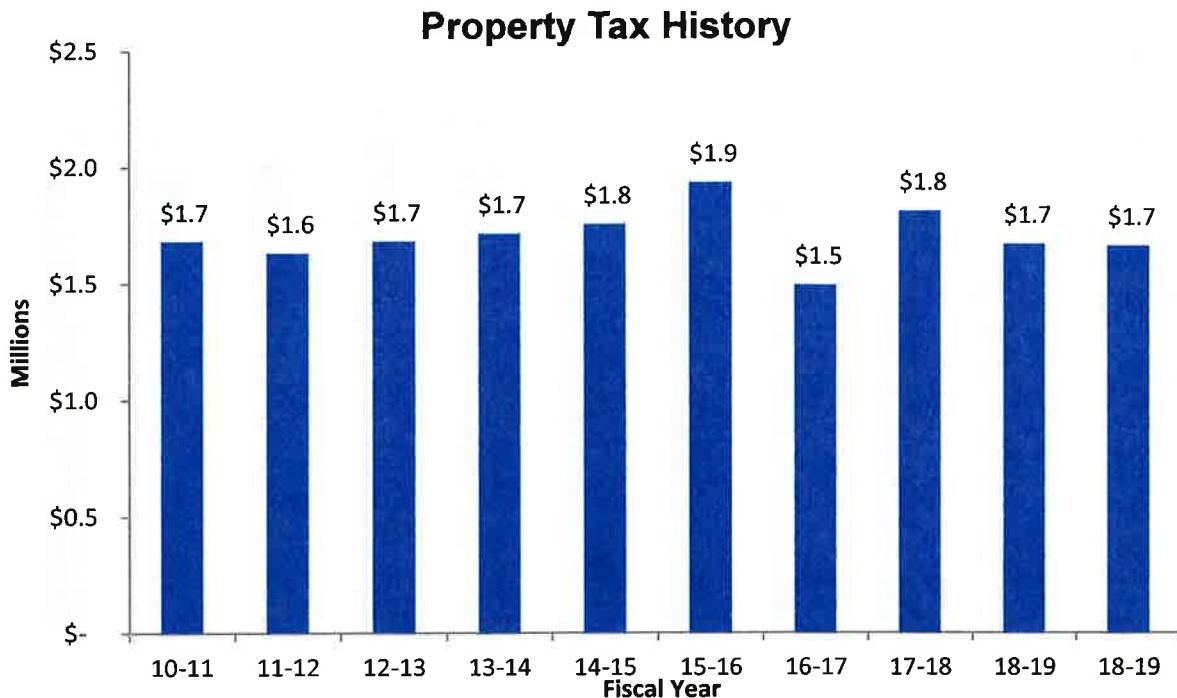
Revenue and Resource Estimates

Property Tax

Property tax is an ad valorem tax imposed on real property, such as land, buildings and tangible personal property. Property tax revenue is collected by the County and allocated according to state law among cities, counties, school districts and special districts. Calistoga property owners pay a basic tax equal to 1% of the assessed value on real property. As part of the State Budget Act of 2004, the legislature reduced motor vehicle license fee (VLF) revenue allocations to cities, replacing this funding with additional property tax allocations that change proportionately with the City’s annual assessed valuation (property tax in-lieu of VLF revenue). For FY 2018-19 VLF revenues are projected in funds from other agencies thereby reducing the amount of property tax in the graph below. The City receives approximately 20¢ of every dollar collected with larger shares going to local schools, community colleges and Napa County. Property tax accounts for 13.3% of all General Fund resources projected next year.

FY 2017-18, is the year that will be influencing FY 2019-20 property values and it was a year where we saw increases in median sales prices continue to inch upward, but in many counties at a slower pace than has been seen in the last couple of years. The number of single-family residential sales is down in almost every community statewide. The unavailability of inventory is driving some of the numbers.

The City works with a property tax consultant in projecting property tax revenue, an estimate made with five factors in mind: property turnover rate, pricing and appeals exposure, new construction activity, Proposition 8 administrative reductions and Proposition 13’s annual inflation adjustment.

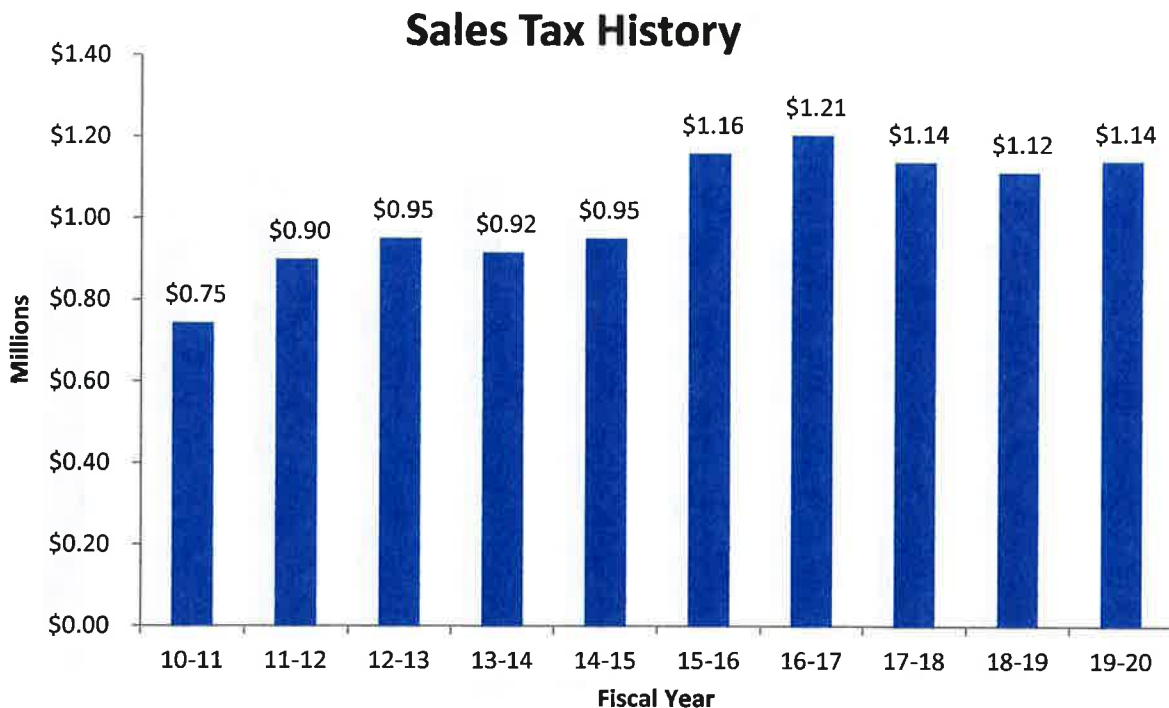


Revenue and Resource Estimates

Sales Tax

California sales tax is imposed on the total retail price of any tangible personal property (excluding a variety of state mandated exemptions), while use tax is imposed on the purchaser for eligible transactions when sales tax has not been collected. The sales and use tax rate in Napa County is currently 7.75% of which Calistoga receives 1% from the California Board of Equalization for transactions occurring within the City. Sales tax makes up 9.2% of next year’s overall General Fund resources.

The City works closely with the sales tax consultant, HDL, Coren & Cone, in projecting sales tax revenue. Based on HdL’s analysis of the trend in year-to-date tax receipts and an examination of local business data, the consultant anticipates the City will receive sales tax revenue of \$1,117,000 for FY 2018-19. For FY 2019-20 revenues are anticipated to increase by 2.4% when compared to FY 2018-19, for an amount of \$1,144,000.



Revenue and Resource Estimates

Other Taxes

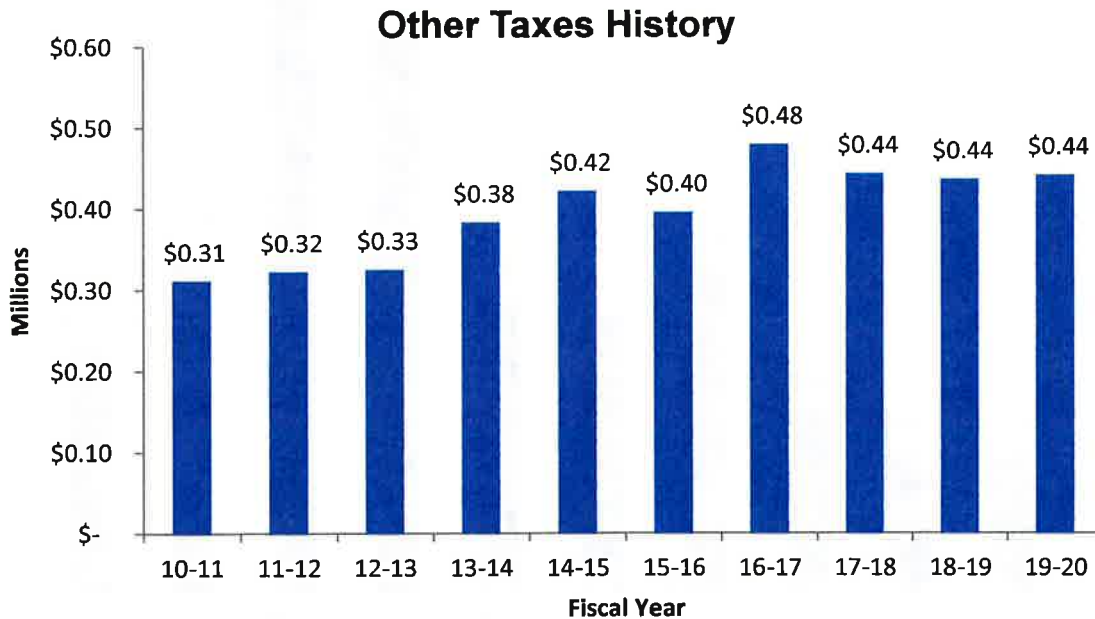
For the City of Calistoga other taxes include Franchise taxes, manufacturing taxes and business license taxes.

Franchise tax revenue consists of a tax on electric, gas, cable television and refuse. The state sets electric and gas tax rates that equal 1% of gross annual revenues, refuse revenue is 6% of annual gross revenues and 6% of gross cable television annual revenues from within the City of Calistoga.

Manufacturing tax revenues consists of a tax on manufacturing and/or wholesaling of mineral water, geothermal water products and byproducts, and for marketing, selling and distributing thereof. The City of Calistoga Municipal Code 5.04.255 set the tax rate at one dollar and twenty cents per thousand dollars of the monthly gross receipts.

Business License tax revenues consist of a tax required from any person who is doing business within the City as defined in the Municipal Code. On January 1, 2013, Senate Bill 1186 became effective of the California Government Code. It imposed a one dollar (\$4) state-mandated fee on any applicant for a local business license. Effective January 1, 2018 the fee is \$4.00, of which the City retains \$3.60 and .40¢ is forwarded to the State. These fees will be deposited in the Disability Access and Education Revolving Fund.

Other taxes are impacted by changes in gas and electric pricing and number of businesses. For FY 2019-20 other taxes are estimated at \$442,181 which is a 1.1% increase from FY 2018-19 at \$437,230.



Revenue and Resource Estimates

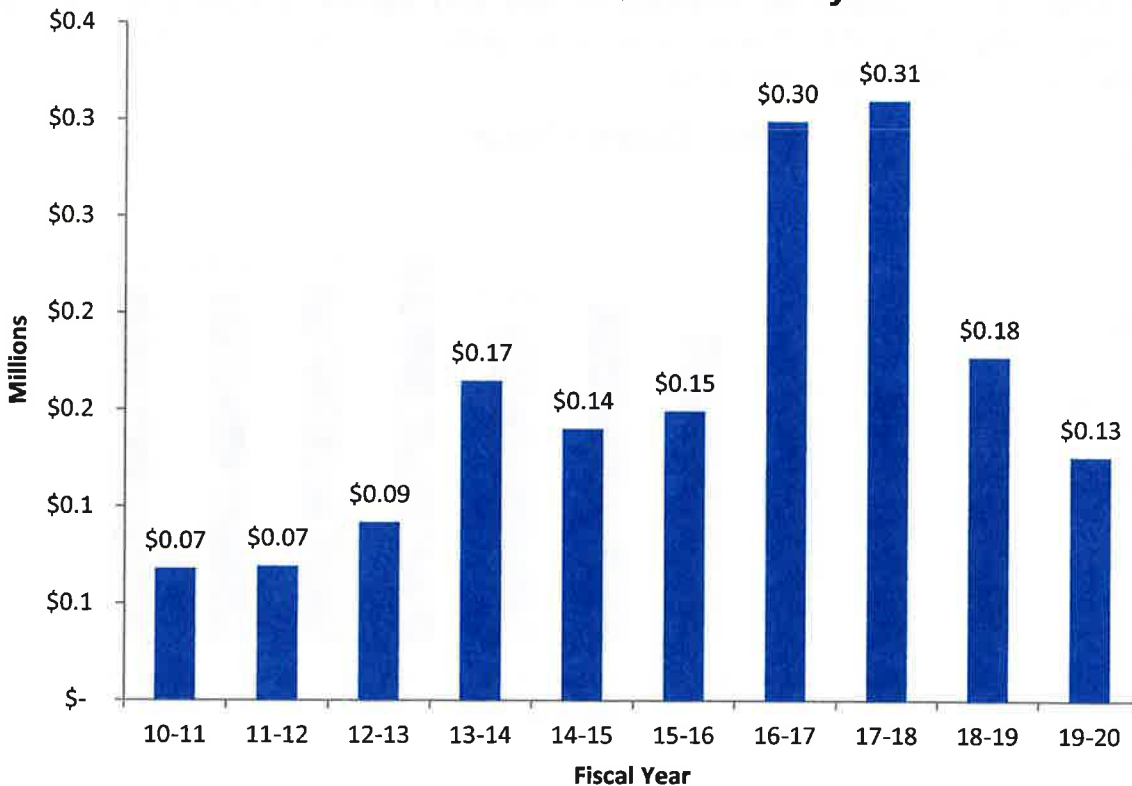
Licenses and Permits

Licenses and Permits mainly represent fees collected for inspection and licensing for construction of new residential, commercial and industrial sites. Licenses and Permits account for 1.0% of the General Fund resources next year.

Licenses and Permits dipped significantly from FY 2009-10 through FY 2012-13 due to the recession. In FY 2013-14, licenses and permits increased by 83% from FY 2012-13 due to development projects: Calistoga Family Apartments, Indian Springs, and the Brian Arden Winery. In FY 2016-17 Silver Rose and Calistoga Senior Apartments pulled permits bringing in additional revenues. In FY 2018-19 licenses and permits will decrease due to less building activity.

It is estimated for FY 2019-20, licenses and permits will decrease by 29.0% from FY 2018-19 due to less construction activity. The City is anticipating several single family homes in the Silver Rose Project. The FY 2019-20 Budget projects revenues at \$126,390.

Licenses and Permits History



Revenue and Resource Estimates

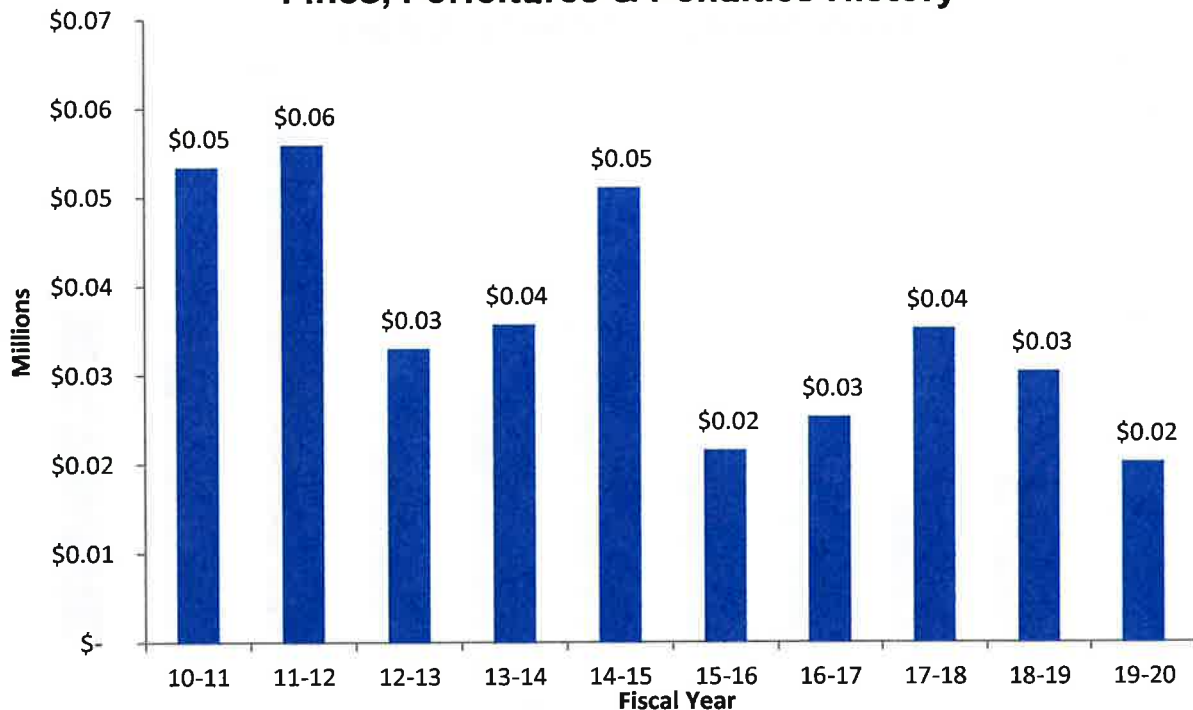
Fines, Forfeitures and Penalties

Fines, forfeitures and penalties are fees collected through vehicles, fines, misdemeanors, local parking fines and delinquent penalties on unpaid fees. Vehicle fines and misdemeanor revenue is collected by the County. Fines, forfeitures and penalties account for .2% of all General Fund resources projected next year.

Fines, forfeitures and penalties go up and down depending on consumer habits and are estimated to be 33.4% less than FY 2018-19. Misdemeanor fines and delinquent penalties for FY 2019-20 are estimated to be 50% less than the amount as in FY 2018-19. Parking fines for FY 2019-20 are estimated to be 50% less than FY 2018-19.

The City has projected Calistoga’s fines, forfeitures and penalties will decrease by 33.4% in FY 2019-20 to \$20,300 from \$30,500 in FY 2018-19.

Fines, Forfeitures & Penalties History



Revenue and Resource Estimates

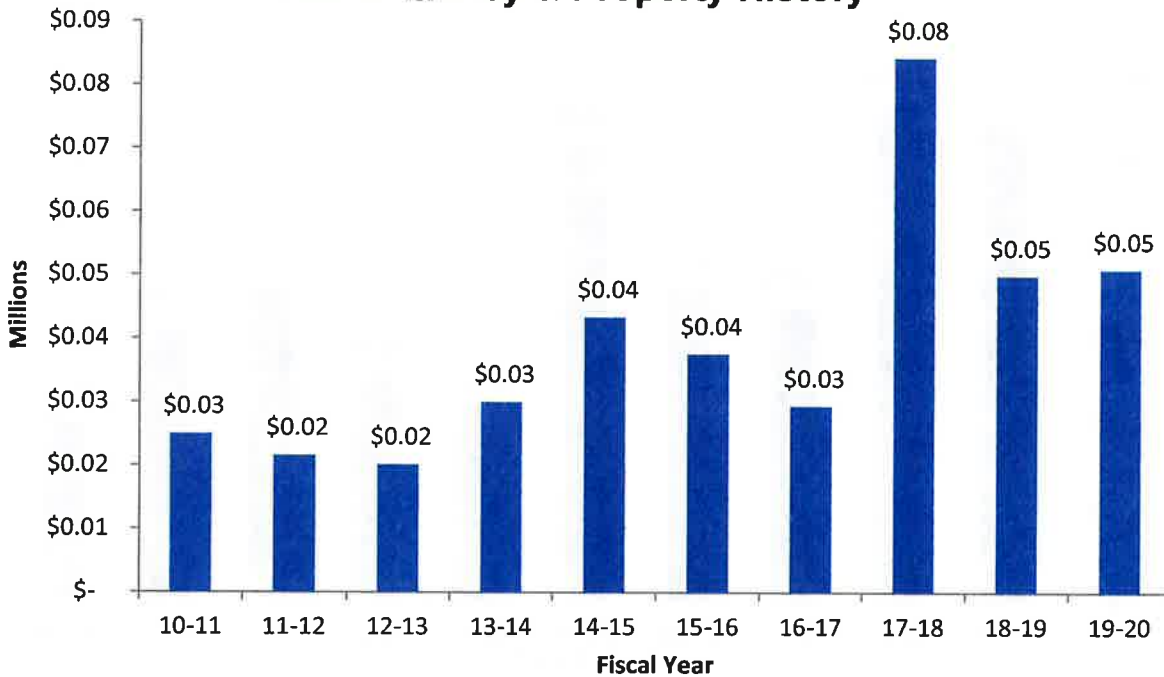
Use of Money and Property

Use of money and property represents earnings on the General Fund’s investments (mainly fund balances) and any funds received from City owned facility rentals. The City keeps any excess funds in the Local Agency Investment Fund (LAIF). LAIF is a voluntary program created by statue, began in 1977 as an investment alternative for California’s local governments and special districts. The program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer’s Office investment staff at no additional cost to the taxpayer. As of March 31, 2019 LAIF’s average monthly yield was 2.436% as compared to March 31, 2018 of 1.524%.

Use of money and property account for .4% of the General Fund resources projected next year. Use of money and property fluctuates from year to year as excess funds for the City fluctuate as well.

Based on current yields and historical yields of LAIF the City is projecting \$51,000 for FY 2019-20 for the use of money and property.

Use of Money & Property History



Revenue and Resource Estimates

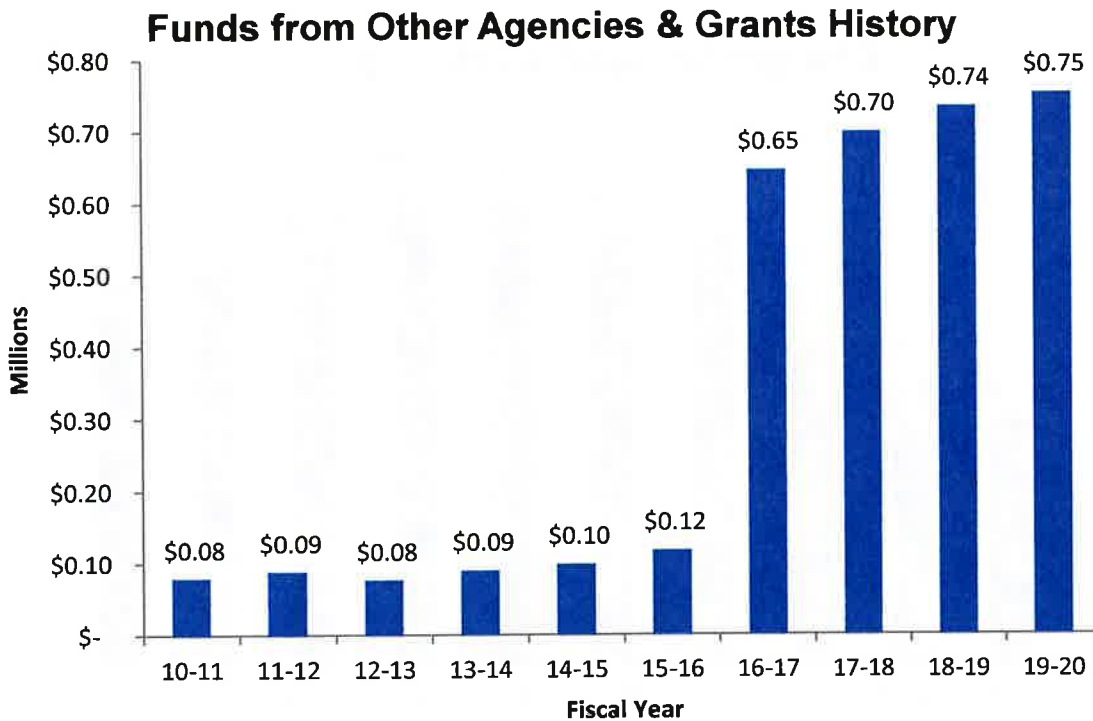
Funds from Other Agencies & Grants

Funds from other agencies and grants category consists of funding from the State's Public Safety Augmentation Fund, Motor Vehicle in-lieu fees, homeowner property tax exemptions and State grants for FY 2019-20.

Motor vehicle license fee (VLF) made up a significant portion of the City's overall revenues until 2004 when Governor Schwarzenegger reduced the vehicle license fee rate, replacing this revenue with increased City and County allocations of property tax. With the adoption of the State of California's FY 2011-12 Budget, the City will no longer be receiving the same level of VLF revenues. The City's VLF revenue has decreased from nearly \$229,000 in FY 2003-04 to the FY 2015-16 estimate of \$4,000. Beginning in FY 2016-17 the VLF is back due to the triple flip closing out in FY 2015-16.

The state grants the City has been receiving have been used for recycling projects.

Funds from other agencies and grants has increased beginning in FY 2016-17 due to the VLF revenues. For FY 2019-20 funds from the State Public Safety Augmentation to be received are \$78,000; \$669,438 from Motor Vehicle in-lieu fees; and \$6,000 from Homeowner Property Tax Exemptions for a total estimated at \$753,438 when compared to FY 2018-19 at \$735,046, an increase of 2.5%.



Revenue and Resource Estimates

Charges for Services

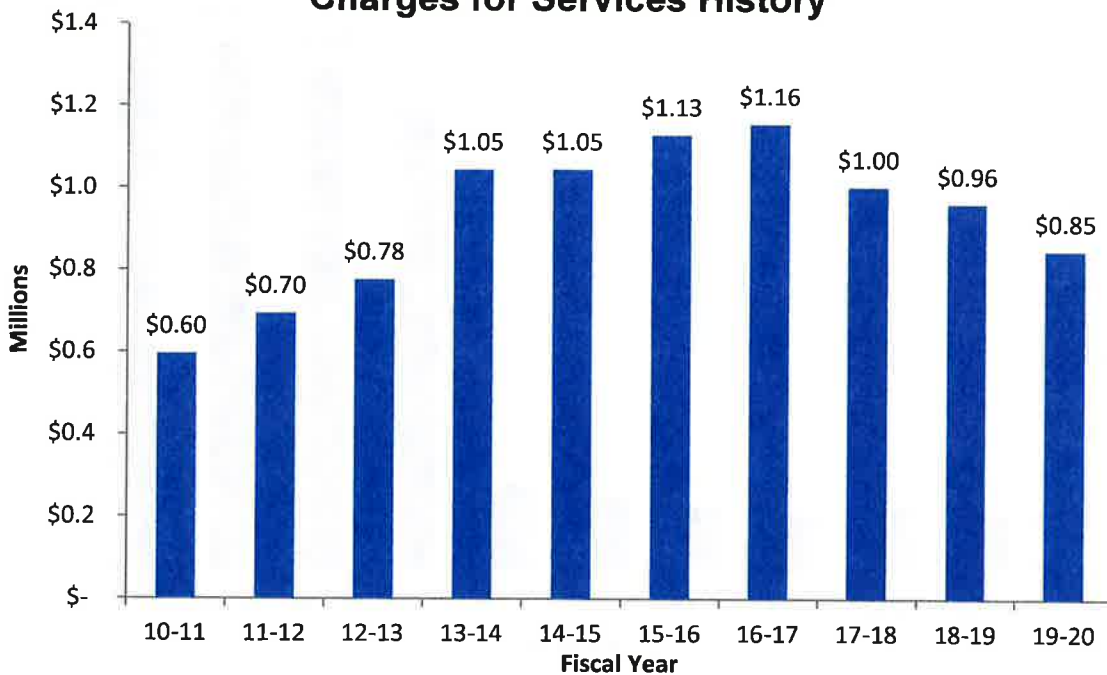
Charges for services revenue category consists primarily of fees for police services, fire services, planning services, public works services, community services recreational and community activities, plan check fees, reimbursement for services and central service overhead fees. Charges for Services account for 7.0% of the General Fund resources next year.

Charges for services revenue has fluctuated from fiscal year to year primarily due to little or no growth in development and Community Service’s program offerings.

Revenue estimates are based on the projected number of classes, number of participants and fee charges and staff’s estimate regarding the demand for classes and programs. There has been strong demand for swimming classes in the City and these program revenues have demonstrated continuing growth in recent years.

It is estimated for FY 2019-20, charges for services will decrease 11.9% from FY 2018-19 primarily due to less planning services through development projects. The FY 2019-20 Budget projects revenues at \$850,000.

Charges for Services History



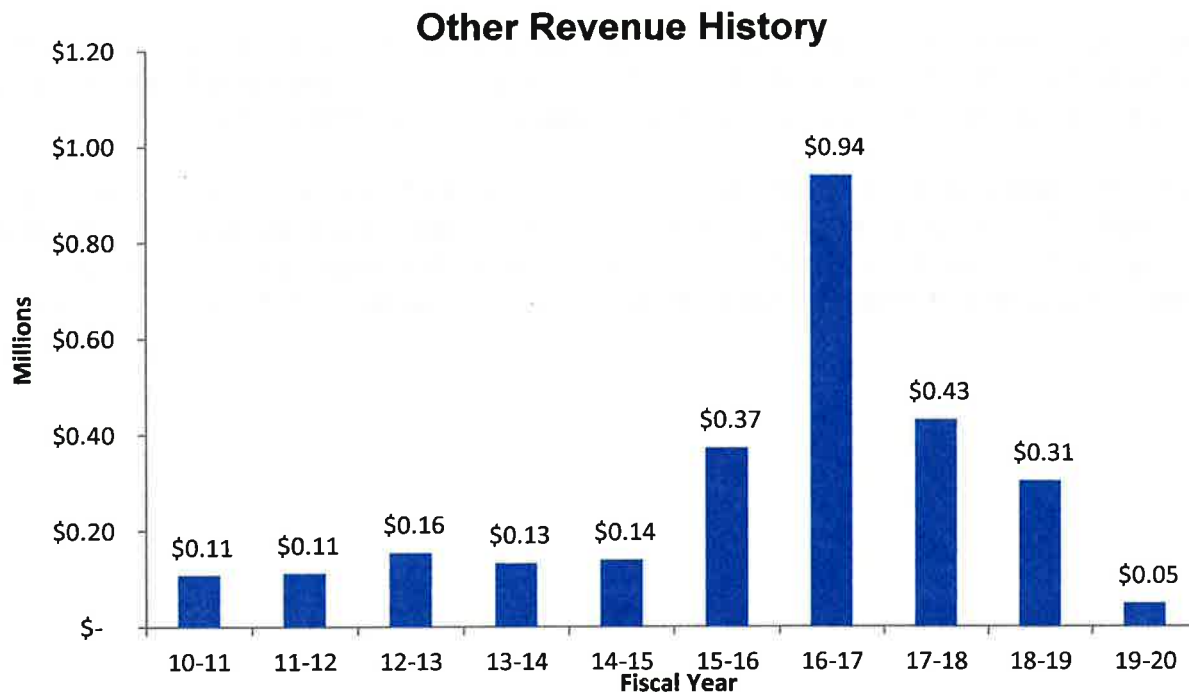
Revenue and Resource Estimates

Other Revenue

Other revenue category fees collected are fees for public records requests, Cal Card incentives for timely payments, police and fire reimbursements for Lexipol (policy manuals) and reimbursements from PARSAC, the City’s risk management carrier for liability, property, fraud, automobile and workers compensation premiums. The other revenue category accounts for .4% of all General Fund resources projected next year.

The chart below shows in FY 2016-17 other revenues as \$941,377. The reason for the increase in revenues was due to the insurance reimbursement for the Monhoff Building.

Revenue estimates are based on trend analysis. The City has projected that Calistoga’s other revenue will decrease by 83.6% in FY 2019-20. Other revenues will include reimbursements from Cal Card, Lexipol policy for fire and police, and PARSAC insurance premiums for a total of \$50,000. One of the primary reasons for the decrease in revenues is because the City received \$175,000 FY 2018-19 from the insurance carrier for the Monhoff Building.



Revenue and Resource Estimates**Transfers In**

Transfers in include overhead and operating reimbursements, as well as one-time transfers which include fund and project close-outs.

The amount of general City support costs is based on costs attributable to development services. Direct costs of developed related services and all development services revenue are budgeted in special funds. The portion of the fee revenues attributable to overhead support costs are shown as a transfer to the General Fund to reimburse the City of general overhead support. In FY 2019-20, the overhead reimbursement transfer is estimated at \$810,927.

For FY 2019-20 the gas tax fund will contribute \$95,000 for street operations; police grant fund \$85,000 for front-line police operations; mobile home park fund \$7,090 for staff time spent on inspections; road maintenance SB1 \$87,642; Measure T for road maintenance \$367,000, recreation donations \$8,000; CDBG Revolving Grants \$24,595 for administration; cultural recreational fund \$117,000 for the vine trail design and refurbishing of the tennis courts, city administrative fund \$15,000 to remodel City Hall; and abandoned vehicle fund \$4,600 for police operations;

For FY 2019-20 the difference between ongoing revenues and ongoing expenditures is a surplus of approximately \$958,751 before transfers or capital projects.

Conclusion

Revenue forecasting is used to predict resources available and forecasting can be problematic as estimating is more of an art than a science. Many experts and studies offer varied opinions and forecasts, each completely logical and reasonable.

Patterns or trends in prior years are examined by staff and economic factors are considered before initial projections are made. These estimates take into account what has happened to our local economy, the state economy, what our current revenue experiences are, and as much as possible, what is likely to occur over the next 12 months.

Personnel and Staffing
Full Time Personnel by Position

Position	Actuals FY 14-15	Actuals FY 15-16	Actuals FY 16-17	Actuals FY 17-18	Final FY 18-19	Proposed FY 19-20
Administrative Analyst	1.00	0.00	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	0.00	0.00	0.00	0.00	0.00
Administrative Services Technician	1.00	2.00	2.00	2.00	2.00	2.00
Aquatics/Recreation Manager	1.00	0.00	0.00	0.00	0.00	0.00
Building Official	0.00	0.00	1.00	1.00	1.00	1.00
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Chief Water Plant Operator	0.00	0.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	0.00	1.00	1.00
Community Services Officer	0.00	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	0.00	1.00	1.00	1.00	1.00	1.00
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00	1.00
Director of Planning and Building	1.00	1.00	1.00	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	3.00	3.00	3.00	3.00	3.00	3.00
Dispatcher Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary to the City Manager	1.00	0.00	0.00	0.00	0.00	0.00
Executive Assistant to the City Manager	0.00	1.00	1.00	1.00	1.00	1.00
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00	3.00
Fire Fighter	0.00	0.00	0.00	2.00	3.00	3.00
Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician I	3.00	3.00	2.00	2.00	2.00	2.00
Maintenance Technician II	2.00	2.00	3.00	4.00	4.00	4.00
Maintenance Technician III	2.00	0.00	0.00	0.00	0.00	0.00
Plant Operator I	3.00	3.00	0.00	2.00	2.00	1.00
Plant Operator II	2.00	1.00	3.00	3.00	3.00	3.00
Plant Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	7.00	8.00	8.00	8.00	8.00	8.00
Police Sergeant	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Services Manager	0.00	1.00	1.00	1.00	0.00	0.00
Recreation Coordinator	0.00	0.00	1.00	1.00	2.00	2.00
Recreation Director	0.00	0.00	0.00	0.00	1.00	1.00
Senior Account Clerk	1.00	0.00	0.00	0.00	0.00	0.00
Senior Accounting Assistant	0.00	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	0.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician	0.00	2.00	2.00	2.00	2.00	2.00
Senior Planner	1.00	1.00	1.00	0.00	0.00	0.00
Senior Planner/Assistant to the City Manager	0.00	0.00	0.00	1.00	1.00	1.00
Senior Plant Operator	0.00	1.00	0.00	0.00	0.00	0.00
Senior Police Officer	1.00	0.00	0.00	0.00	0.00	0.00
Total Full Time Funded Personnel by Position	46.00	47.00	49.00	54.00	57.00	55.00

Personnel and Staffing
Funded Personnel

Department	Actuals FY 14-15	Actuals FY 15-16	Actuals FY 16-17	Actuals FY 17-18	Final FY 18-19	Proposed FY 19-20
Administration	1.80	1.80	2.20	2.20	2.29	2.32
City Clerk	0.80	0.80	0.80	0.80	0.80	0.80
Finance	2.10	2.10	2.70	2.70	2.70	2.73
Planning & Building	2.50	2.50	3.50	3.50	3.41	3.91
Police	13.75	19.00	19.00	21.00	22.00	22.00
Fire	16.00	16.00	17.00	17.00	22.00	22.00
Public Works Administration	0.65	0.65	0.85	0.85	0.85	0.85
Public Works Streets	1.66	1.66	1.76	1.76	1.76	1.86
Public Works Parks	1.23	1.23	1.33	1.33	1.33	1.28
Public Works Pool	0.15	0.15	0.15	0.15	0.15	0.15
Public Works Maintenance	0.15	0.15	0.25	0.25	0.25	0.15
Public Works Government Buildings	1.45	1.45	1.55	1.55	1.55	1.45
Public Works Sharpsteen Museum	0.06	0.06	0.06	0.06	0.06	0.06
Recreation	7.00	7.00	7.00	7.00	8.00	8.00
Water Distribution	3.27	3.67	3.77	3.77	3.77	3.08
Water Treatment	2.94	3.08	3.18	3.08	3.08	2.90
Water Conservation	2.55	0.15	0.15	0.15	0.15	0.00
Sewer Collection	3.47	3.87	3.97	3.97	3.97	4.63
Sewer Treatment	3.47	4.68	4.78	5.88	5.88	5.83
Total Full Time Equivalent Funded	65.00	70.00	74.00	77.00	84.00	84.00

<p style="text-align: center;">Budget Summary General Fund Summary</p>
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Budget at a Glance

Introduction

The City's Budget consists of five components: General Fund Budget (general operations), Enterprise Funds, Special Funds Budget, Equipment Replacement Fund and Capital Improvement Program (CIP).

The General Fund Budget is the City's fiscal operating blueprint. The FY 2019-20 General Fund operating budget is based on resource projections and transfers in for a total of \$12,483,112. Departmental operating expenditures and transfers out are budgeted at \$11,733,729.

City finances have continuously improved following the Recession. The City's General Fund Balance has increased to over 50.5% of Expenditures and recently adopted water and wastewater fees will provide funding necessary to sustain the enterprise funds into the future. As the City strategizes for appropriating fiscal resources into the future, the City Council has expressed that deferred maintenance and public infrastructure are key priorities. This proposed budget includes continuous spending on capital infrastructure including roads, water infrastructure and wastewater system repair to replace aged utilities which have reached/surpassed useful life.

This proposed budget continues to maintain the existing level of service and reliability to the community through our infrastructure systems and facilities. However, as previously indicated, there are many facilities that are not receiving maintenance and replacement as they should. There are no anticipated layoffs of staff. The budget and this document is the collaboration in which the community through its elected leaders, commission members, public hearings and the advice of City staff decide upon the services it shall receive from its government under the constraint of resources available to it through taxes, fees, and transfers from the federal, state, and county governments. This document reflects the priorities of residents in the community while balancing revenues and expenditures over the long term.

General Fund

The City Council adopted goals and objectives for Fiscal Year 2019-20 calls for a minimum 50% reserve in its General Fund by June 30, 2020. Based on staff recommendations the City will end Fiscal Year with a fund balance of \$5,410,600 which

<p style="text-align: center;">Budget Summary General Fund Summary</p>
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is 50.5% as percent of operating expenditures. Revenue resources of \$350,000 will be committed to Public Employees Retirement System (PERS) for the unfunded liability of approximately \$10,515,516 as of June 30, 2018 and employer rate increases and \$150,000 will be committed to future Retiree Benefits. An additional \$500,000 will be set aside for liability claims or unforeseen reduction in revenues or increase in expenditures in the enterprise funds.

For FY 2019-20 the General Fund will allocate \$2.7 million to capital projects. With the highly uncertain demands for capital improvement projects and other emergencies, means that a cautious spending approach should be taken over the next fiscal year and \$200,000 was set aside in FY 17-18 in a capital reserve fund.

A financial summary of the General Fund is provided in the following pages.

Departmental Summaries

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.

The Office of the City Clerk consists of the City Clerk, and the Executive Assistant. The responsibilities include duties mandated by the State, the Calistoga Municipal Code and additional duties set by the City Manager. The activities of the City Clerk include many tasks including processing updates to the municipal code, preparing the agenda packets, posting of legal notices and meetings, responding to public records requests and ensuring compliance with FPPC filing requirements. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes the General Fund expenditures of \$190,565.

<p style="text-align: center;">Budget Summary General Fund Summary</p>
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City Manager's Office

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. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes the General Fund expenditures of \$11,733,729.

Administrative Services

The City Manager oversees this department which includes economic vitality, legal services, payroll, fiscal services, purchasing and information technology, utility billing, risk management, non-departmental, human resources, community support and enrichment grants. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes General Fund expenditures of \$2,427,034.

Fire Services

The Fire Department is entrusted with providing for services to the residents, businesses and visitors of greater Calistoga which protects their lives, property and environment from fires, medical emergencies, hazardous materials incidents and disasters. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes General Fund expenditures of \$1,970,278 and revenues of \$467,000.

Police Services

The Police Department is entrusted with providing for the public's safety within the City's residential communities and commercial centers. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes General Fund expenditures of \$3,072,430 and revenues of \$150,000.

<p style="text-align: center;">Budget Summary General Fund Summary</p>
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Planning and Building Services

The Planning and Building Department provide a complete range of planning and building services to the community. The Department's primary function is to guide private development in accordance with state law and the City's General Plan, Zoning Code and other local land use programs. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes General Fund expenditures of \$708,382 and revenues of \$279,975.

Public Works

The Public Works Department is responsible for maintaining, operating, and improving 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, the City-owned cemetery, engineering and capital improvement project administration and inspection. The Department serves a coordination role for solid waste collection services and public transit services. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes General Fund expenditures of \$1,531,989 and revenues of \$40,100.

Recreation Services

The Recreation Services Division is responsible for management and operation of the fitness and recreation programs, adult and senior community classes, special event permitting, transit services, City sponsored special events, weekend janitorial of City facilities, and the Calistoga Community Pool. The department's budget is based on the continuation of essential, mandated and City Council directed services and includes General Fund expenditures of \$812,756.

General Fund Resources

General Fund Revenues total \$11,672,185. In addition General Fund resources include transfers in of \$810,927 to offset the cost of City overhead support For FY 2019-20; the Gas tax fund will contribute \$95,000 for street operations; Road Maintenance SB 1 \$87,642; Measure T \$367,000; Recreation donations \$8,000; CDBG Revolving Grants \$24,595; Police grant fund \$85,000 for front-line police operations; Mobile home park fund \$7,090 for staff time spent on inspections; City administrative fee \$15,000 to remodel City Hall, Cultural recreational fund \$30,000 to repave the tennis courts and \$87,000 for the vine trail design, and Abandoned Vehicle fund \$4,600 for police operations. See the Resources table on next page for revenue and transfers in details.

<p>Budget Summary General Fund Summary</p>

General Fund Resources

General Fund resources are \$12,483,112

Sales Tax	1,141,596	1,117,000	1,144,000
Transient Occupancy Tax	5,888,876	6,363,078	6,569,878
Other Taxes	444,238	437,230	442,181
Licenses and Permits	310,560	177,896	126,390
Fines, Forfeitures	35,320	30,500	20,300
Interest & Use of Property	84,357	50,000	51,000
Revenues from other Agencies	699,661	730,046	753,438
Grants- Operations	-	5,000	-
Charges for Services	1,004,891	964,547	850,000
Other Revenues	431,900	305,000	50,000
<i>Sub - Total General Fund Revenues</i>	\$ 11,856,985	\$ 11,854,333	\$ 11,672,185
General Fund Transfers in (from)			
Fund 21 (Gas Tax)	\$ 95,000	\$ 78,226	\$ 95,000
Fund 22 (Road Maintenance SB 1)	30,692	87,909	87,642
Fund 24 (Measure T)	-	167,365	367,000
Fund 25 (MTC Grants)	14,275	-	-
Fund 27 (Mobile Home Park- Administration)	7,500	7,030	7,090
Fund 41 (Police Grants)	70,069	78,828	85,000
Fund 44 (CDBG- Administration)	-	-	24,595
Fund 48 (City Administrative Fee)	-	-	15,000
Fund 76 (Housing Trust)	75,000	-	-
Fund 77 (Cultural/Recreational)	181,734	-	117,000
Fund 79 (Abandoned Vehicle)	4,600	4,600	4,600
Fund 87 (Recreation)	12,000	6,000	8,000
<i>Sub - Total General Fund Transfers In</i>			
TOTAL GENERAL FUND RESOURCES	\$ 490,870	\$ 429,958	\$ 810,927
	\$ 12,347,855	\$ 12,284,291	\$ 12,483,112

**Budget Summary
General Fund Summary**

General Fund Expenditures

General Fund expenditures are \$11,733,729.

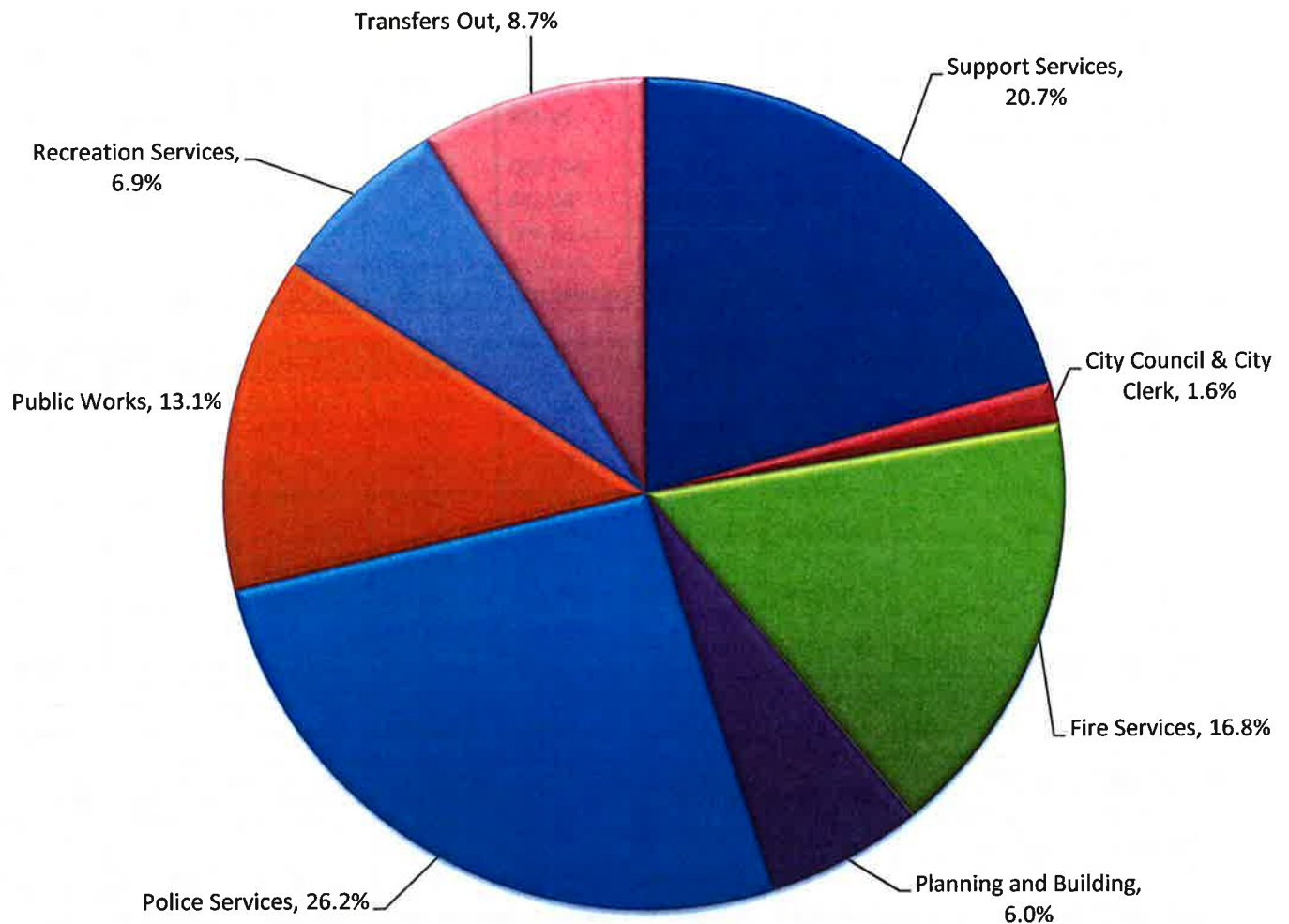
<u>APPROPRIATIONS</u>	FY 17-18 <u>Actual</u>	FY 18-19 <u>Adjusted</u>	FY 19-20 <u>Projected</u>
<u>Operating Appropriations</u>			
City Council and City Clerk	\$ 179,073	\$ 206,085	\$ 190,565
Support services	1,955,735	2,584,293	2,427,034
Fire Services	1,545,594	1,655,897	1,970,278
Planning & Building	723,244	739,278	708,382
Police Services	2,731,297	2,766,956	3,072,430
Public Works	1,226,672	1,449,820	1,531,989
Recreation Services	630,744	775,814	812,756
GASB Pension Expense	1,000,000	-	-
<i>Total Operating Appropriations</i>	\$ 9,992,359	\$ 10,178,143	\$ 10,713,434
<u>Operating Transfers Out (To)</u>			
Future Employee Benefits	\$ -	\$ 1,000,000	\$ 500,000
Water Fund	-	368,800	20,000
Equipment Repl Fund	109,999	247,335	127,943
Affordable Housing	75,886	-	-
Berry Street Project	246,900	-	-
Debt Service Fund	373,902	373,902	373,902
<i>Total Operating Transfers Out</i>	\$ 806,687	\$ 1,990,037	\$ 1,021,845
TOTAL APPROPRIATIONS	\$ 10,799,046	\$ 12,168,180	\$ 11,735,279
AVAILABLE FOR ALLOCATION OF LIABILITY CLAIMS AND ENTERPRISE FUNDS			\$ 500,000
PROJECTED RESERVE FUND (AT YEAR END)			\$ 4,910,600
Percent of GF budgeted appropriations			50.5%

Operating Expenditures & Transfers Out

General Fund

General Fund expenditures are anticipated to increase from the FY 2018-19 budget by \$535,291 or 5.3%, (excluding transfers out) due primarily to increases in health insurance, contract services, deferred repairs and maintenance, liability and property insurance, and implementation of the Koff Compensation Study.

The following chart illustrates the composition of the City's General Fund expenditures by department projected for FY 2019-20 at **\$11,733,729**.



General Fund
Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Operating Revenues							
Property Tax	1,758,715	1,959,100	1,497,974	1,815,586	1,591,571	1,674,036	1,664,998
Sales Tax	953,927	1,162,678	1,208,039	1,141,596	1,092,000	1,117,000	1,144,000
Transient Occupancy Tax	5,037,136	5,622,943	5,952,810	5,888,876	6,363,078	6,363,078	6,569,878
Other Taxes	422,884	396,615	480,353	444,238	437,230	437,230	442,181
Licenses and Permits	140,668	151,387	299,721	310,560	177,896	177,896	126,390
Fines, Forfeitures & Penalties	51,192	21,661	25,390	35,320	25,500	30,500	20,300
Interest and Use of Property Revenues From Other Agencies	43,423	37,601	29,429	84,357	15,000	50,000	51,000
Grants - Operations	73,386	80,777	646,653	699,661	719,086	730,046	753,438
Charges for Services	26,187	4,538	68,150	-	5,000	5,000	-
Other Revenues	1,046,992	1,131,380	1,158,490	1,004,891	1,060,047	964,547	850,000
Total Operating Revenues	9,695,123	10,942,313	12,240,236	11,856,985	11,536,408	11,854,333	11,672,185
Operating Expenditures							
Support Services	1,650,988	2,246,472	1,689,097	1,955,735	2,327,239	2,584,293	2,427,034
City Council & City Clerk	135,411	150,371	189,178	179,073	206,939	206,085	190,565
Fire Services	968,396	1,323,420	1,380,797	1,545,594	1,741,975	1,655,897	1,970,278
Planning & Building	660,542	616,613	724,097	723,244	738,026	739,278	708,382
Police Services	2,239,981	2,407,339	2,554,209	2,731,297	2,857,937	2,766,956	3,072,430
Public Works	988,420	1,078,576	1,207,079	1,226,672	1,501,731	1,449,820	1,531,989
Recreation Services	515,757	635,276	676,598	630,744	815,094	775,814	812,756
GASB 68 Pension	-	-	1,800,000	1,000,000	-	-	-
Total Operating Expenditures	7,159,495	8,458,067	10,221,055	9,992,359	10,188,941	10,178,143	10,713,434
Net Operating Surplus/ (Deficit)	2,535,628	2,484,246	2,019,181	1,864,626	1,347,467	1,676,190	958,751
Other Sources							
Deutsche Lease Financing	23,156	-	42,024	85,571	84,515	5,894	70,000
Fema Reimbursement	-	-	-	407,960	-	-	-
Grants - Improvements	48,937	1,102,854	61,676	473,102	1,216,732	828,715	200,000
Other Uses							
Special Projects	14,450	-	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-	-	-
Streets	78,146	1,706,624	655,932	1,985,782	2,949,750	1,776,929	1,550,000
Parks	-	-	8,918	196,725	85,000	76,880	155,000
Buildings	137,516	317,694	1,063,470	153,791	260,000	43,807	395,000
Other	72,466	45,967	135,022	358,996	195,000	278,058	558,000
Total Capital Projects	288,128	2,070,285	1,863,342	2,695,294	3,489,750	2,175,674	2,658,000

General Fund
Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Transfers From or (To) Other Funds

Gas Tax Fund	115,109	89,979	95,000	95,000	78,226	78,226	95,000
Road Maintenance Rehab Fun			-	30,692	-	87,909	87,642
Measure T Fund			-	-	-	167,365	367,000
Police Grants Fund	85,268	34,033	128,828	70,069	78,828	78,828	85,000
Recreation Donations	6,100	6,000	6,000	12,000	-	6,000	8,000
Mobile Home Park Fund	7,520	7,520	7,100	7,500	7,030	7,030	7,090
MTC Grants Fund	(10,890)	(2,331)	(1,507)	14,275	-	-	-
Affordable Housing	-	(220,000)	-	(75,886)	-	-	-
Affordable Housing	-	100,000	45,000	75,000	-	-	-
CDBG Revolving Grants			-	-	-	-	24,595
Abandoned Vehicle Fund	4,600	4,600	4,600	4,600	4,600	4,600	4,600
Cultural Recreational Fund	-	-	70,000	181,734	-	-	117,000
City Administrative Fee	-	-	-	-	-	-	15,000
Water Operations	(79,400)	(79,400)	-	-	(20,000)	(118,800)	(20,000)
Water - Rate Stabilization Fund	-	-	-	-	-	(250,000)	-
Equipment Fund	(95,147)	(56,532)	(92,536)	(109,999)	(221,065)	(247,335)	(127,943)
Berry Street Project	-	-	-	(246,900)	-	-	-
Public Emp Retirement System	(500,000)	(350,000)	974,144	-	(150,000)	(980,000)	(350,000)
GASB 45 Retiree Benefits	(150,000)	(150,000)	425,054	-	(20,000)	(20,000)	(150,000)
Debt Service Fund	-	(175,884)	(450,996)	(373,902)	(373,902)	(373,902)	(373,902)
Net All Transfers	(617,674)	(873,973)	1,210,687	(315,817)	(616,283)	(1,560,079)	(210,918)

Net Fund Surplus or (Deficit)	1,687,469	642,842	1,470,226	(179,852)	(1,457,319)	(1,224,954)	(1,640,167)
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Beginning Fund Balance	4,655,035	6,342,504	6,985,347	8,455,573	7,208,811	8,275,721	7,050,767
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Ending Fund Balance	6,342,504	6,985,347	8,455,573	8,275,721	5,751,492	7,050,767	5,410,600
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Fund Balance Allocation to Reserves							
Emergencies and General Contingency	6,342,504	6,985,347	7,955,573	7,775,721	5,251,492	6,550,767	4,910,600
General Liability Claims			500,000	500,000	500,000	500,000	500,000
***Total Reserves	6,342,504	6,985,347	8,455,573	8,275,721	5,751,492	7,050,767	5,410,600

Emergency & Contingency Reserves As A Percent of Operating Expenditures	88.6%	82.6%	77.8%	77.8%	51.5%	64.4%	45.8%
All Reserves As A Percent of Operating Expenditures - Policy 50%	88.6%	82.6%	82.7%	82.8%	56.4%	69.3%	50.5%

**General Fund
Department and Program Summaries**

Program #	Department and Program	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
SUPPORT SERVICES								
4114	City Manager	164,456	195,532	211,161	209,400	228,434	268,239	242,748
4176	Economic Vitality	346,325	360,526	369,655	427,912	475,792	477,370	491,891
4113	Legal Services	366,222	802,671	209,737	192,767	200,000	400,000	200,000
*4107	Community Support & Enrichment Grants		-	-	148,564	274,893	274,093	303,671
4108	Finance	220,493	249,284	265,652	274,229	322,912	308,620	327,595
4170	Risk Management	268,280	289,459	300,600	392,706	447,847	525,737	472,833
4172	Personnel	157,690	203,712	194,228	172,646	162,388	178,704	177,836
4119	Non-Departmental	127,522	145,288	138,064	137,511	214,973	151,530	210,460
Total		1,650,988	2,246,472	1,689,097	1,955,735	2,327,239	2,584,293	2,427,034
Year over Year Change		22.1%	36.1%	-24.8%	15.8%	19.0%	32.1%	-6.1%
<i>Community Support & Enrichment Grants prior years under Recreation Services</i>								
CITY COUNCIL & CITY CLERK								
4110	City Council	45,731	58,845	57,840	56,183	61,774	57,864	63,083
4111	City Clerk	78,392	91,344	129,374	122,495	113,965	113,922	124,982
4133	Elections	11,288	182	1,964	395	31,200	34,299	2,500
Total		135,411	150,371	189,178	179,073	206,939	206,085	190,565
Year over Year Change		11.9%	11.0%	25.8%	-5.3%	15.6%	15.1%	-7.5%
FIRE SERVICES								
4117	Fire Services	968,396	1,323,420	1,380,797	1,545,594	1,741,975	1,655,897	1,970,278
Total		968,396	1,323,420	1,380,797	1,545,594	1,741,975	1,655,897	1,970,278
Year over Year Change		9.5%	36.7%	4.3%	11.9%	12.7%	7.1%	19.0%
PLANNING & BUILDING								
4109	Planning Commission	4,481	4,485	4,070	2,941	6,285	6,285	6,810
	Active Transp. Advisory Committee			156				
4120	Committee			156				
4115	Planning	270,837	296,039	310,344	302,532	269,419	284,172	324,808
4125	Building Services	385,224	316,089	409,527	417,771	462,322	448,821	376,764
Total		660,542	616,613	724,097	723,244	738,026	739,278	708,382
Year over Year Change		0.2%	-6.7%	17.4%	-0.1%	2.0%	2.2%	-4.2%
POLICE SERVICES								
4116	Police Services	1,747,757	1,838,720	1,958,043	2,103,257	2,197,006	2,092,403	2,336,368
4129	Police Dispatch	492,224	568,619	596,166	628,040	660,931	674,553	736,062
Total		2,239,981	2,407,339	2,554,209	2,731,297	2,857,937	2,766,956	3,072,430
Year over Year Change		4.6%	7.5%	6.1%	6.9%	4.6%	1.3%	11.0%
PUBLIC WORKS								
4121	Public Works Administration	131,133	148,233	177,068	165,621	208,751	199,892	211,642
4122	Streets	271,984	252,686	286,048	267,702	410,158	389,839	427,377
4123	Park Maintenance	194,588	214,631	217,695	254,515	289,933	263,528	275,343
4126	Pool Maintenance	147,642	133,188	145,387	128,451	152,081	156,873	183,492
4124	Maintenance Shop	23,410	36,268	43,459	46,233	52,586	48,188	34,131
4127	Building Maintenance	219,663	293,570	337,422	364,150	388,222	391,500	400,004
Total		988,420	1,078,576	1,207,079	1,226,672	1,501,731	1,449,820	1,531,989
Year over Year Change		8.9%	9.1%	11.9%	1.6%	22.4%	18.2%	5.7%

**General Fund
Department and Program Summaries**

Program #	Department and Program	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
RECREATION SERVICES								
4152	Recreation Programs	98,564	126,058	121,099	153,019	177,915	180,399	184,560
4153	Education/Recreation Courses	49,172	50,056	52,880	53,564	111,386	104,684	103,991
4154	Senior Activities	19,623	11,511	17,520	26,239	57,975	52,323	58,934
4156	Aquatic Services	148,225	259,438	249,822	241,450	288,096	263,012	283,045
4107	Community Promotions	79,833	57,049	84,529	-	-	-	-
4155	Community Activities	18,982	19,985	31,376	29,509	40,326	41,089	40,632
4174	Library Services	76,070	86,539	92,310	101,145	108,226	107,215	110,432
4173	Sharpsteen Museum	15,288	14,640	17,062	15,818	20,670	16,592	20,662
4405	Transit - Shuttle	10,000	10,000	10,000	10,000	10,500	10,500	10,500
Total		515,757	635,276	676,598	630,744	815,094	775,814	812,756
Year over Year Change		-5.3%	23.2%	6.5%	-6.8%	29.2%	23.0%	4.8%
<i>Community Promotions moved to Support Services 07/01/18</i>								
Total Operations		7,159,495	8,458,067	8,421,055	8,992,359	10,188,941	10,178,143	10,713,434
		8.3%	18.1%	-0.4%	6.8%	13.3%	13.2%	5.3%
Special Projects								
Total Special Projects		14,450	-	-	-	-	-	-
Capital Improvements								
	Streets	78,146	1,706,624	655,932	1,985,782	2,949,750	1,776,929	1,550,000
	Parks	-	-	8,918	196,725	85,000	76,880	155,000
	Buildings & Facilities	137,516	317,694	1,063,470	153,791	260,000	43,807	395,000
	Other	72,466	45,967	135,022	358,996	195,000	278,058	558,000
Total Capital Improvements		288,128	2,070,285	1,863,342	2,695,294	3,489,750	2,175,674	2,658,000
Total General Fund Appropriations		7,462,073	10,528,352	10,284,397	11,687,653	13,678,691	12,353,817	13,371,434

**General Fund
Department and Program Summaries**

Program #	Department and Program	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Debt Service								
4430	Debt Service Payments	-	-	-	-	-	-	-
Total Debt Service		-	-	-	-	-	-	-
Other Uses								
Transfers Out								
	Auditors Adjustments	26,080	-	-	-	-	-	-
	Water & WWTP Operations	-	105,946	-	-	-	-	-
	Water Rate Stabilization Fund	-	-	-	-	-	250,000	-
	Debt Service	-	175,884	450,996	373,902	373,902	373,902	373,902
	Water Operations	79,400	79,400	-	-	20,000	118,800	20,000
	Employee Benefits	650,000	500,000	500,000	1,000,000	170,000	1,000,000	500,000
	Equipment Fund	95,147	64,345	91,029	109,999	221,065	247,335	127,943
	MTC Grant Funds	12,107	-	1,507	246,900	-	-	-
	Affordable Housing	-	220,000	-	75,886	-	-	-
Total Other		892,734	1,172,109	1,043,532	1,806,687	784,967	1,990,037	1,021,845
Total General Fund Uses		8,354,807	11,700,461	11,327,929	13,494,340	14,463,658	14,343,854	14,393,279

General Fund
CIP Project Summary

Project #	Description	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Streets								
5402	Pavement Maintenance	28,579	627,813	607,578	1,546,645	1,800,000	902,591	1,450,000
5440	Garnett Creek Bridge	-	-	1,513	-	-	3,325	-
5520-4915	Culvert Repair Grant Street	9,386	972,785	38,996	425,072	1,129,750	828,715	-
5589	Culvert - Feige Access Road	-	-	-	-	-	-	100,000
5544	Way Finding Signage	-	-	-	14,065	20,000	42,298	-
5545	Downtown Directory Signage	-	-	701	-	-	-	-
SUBTOTAL STREETS		78,146	1,706,624	655,932	1,985,782	2,949,750	1,776,929	1,550,000

Parks								
5548	Community Garden Park	-	-	7,534	-	-	-	-
5549	Dog Park	-	-	1,384	-	-	-	-
5563	Pioneer Park	-	-	-	115,814	-	-	-
5566	Pioneer Park - Play Lot Playgrnd	-	-	-	27,881	-	-	-
5570	Parklets	-	-	-	-	30,000	25,000	-
5569	Logvy Park	-	-	-	-	25,000	-	100,000
5581	Pioneer Park Improvements	-	-	-	-	-	41,880	-
5585	Pedestrian Bridge at Gold	-	-	-	-	-	-	25,000
5590	Tennis Court Improvements	-	-	-	-	-	-	30,000
5560	Pioneer Park Pedestrian Bridge	-	-	-	53,030	30,000	10,000	-
SUBTOTAL PARKS		-	-	8,918	196,725	85,000	76,880	155,000

Buildings & Facilities								
5503	Monhoff & Recreation Improvements	56,981	197,874	1,002,265	(19,456)	-	-	-
5408	PW Corp Yard	-	-	-	-	200,000	10,418	180,000
5451-4915	Community Pool Facility	23,156	-	33,319	61,213	30,000	8,093	200,000
5501	City Hall Remodel	-	-	-	-	-	-	15,000
5502	Facility Improvements Community Center & Sharpsteen	-	73,435	15,871	112,034	30,000	25,296	-
SUBTOTAL BUILDINGS & FACILITIES		137,516	317,694	1,063,470	153,791	260,000	43,807	395,000

Other Improvements								
5200-4915	Pioneer Cemetary	-	-	-	-	20,000	-	40,000
5512-4915	Boys and Girls Club	-	-	2,865	-	-	-	-
5521-4905	Fairway Path Extension	30,970	12,719	10,586	-	-	-	-
5530-4915	Access Facility & Sidewalk Improvements	34,738	33,248	35,585	48,658	100,000	100,000	100,000
5550-4915	Parking Lot - Affordable Housing	-	-	20,000	-	-	-	-
5552	Flood Damage- Jan 2017	-	-	65,986	-	-	-	-
5559	Little League - Restroom	-	-	-	153,853	-	-	-
5561	Tubbs Fire	-	-	-	142,979	-	3,192	-
5562	Railroad Tracks Repurpose	-	-	-	-	-	-	5,000
5564	Vine Trail	-	-	-	5,531	-	-	87,000
5568	Tedeschi Field	-	-	-	-	30,000	-	-
5582	Fire Station Enclosures	-	-	-	-	-	160,000	-
5584	Microgrid Concept	-	-	-	-	-	-	26,000
5565	Oat Hill Mine	-	-	-	7,975	45,000	14,866	200,000
5591	Downtown Beautification	-	-	-	-	-	-	100,000
5531-4402	Earthquake Improvements	6,758	-	-	-	-	-	-
SUBTOTAL OTHER		72,466	45,967	135,022	358,996	195,000	278,058	558,000

Total All General Fund Projects		288,128	2,070,285	1,863,342	2,695,294	3,489,750	2,175,674	2,658,000
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City Manager's Office City Council and City Clerk
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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 6:00 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 City-wide goals. These goals vary from time to time and Council emphasizes long-term strategic thinking during the goal setting meeting. In addition, the Council specifically addresses multiple objectives and specific priority projects for the upcoming fiscal year and longer-term efforts. The listings of Priority Projects for FY 19-20 are included in the FY 19-20 Budget Document.

City Clerk

The Office of the City Clerk consists of the City Clerk and the Executive Assistant to the City Manager/Deputy City Clerk. The responsibilities include duties mandated by the State, the Calistoga Municipal Code and additional duties set by the City Manager. The activities of the City Clerk include many tasks including processing updates to the municipal code, preparing the agenda packets, posting of legal notices and meetings, responding to public records requests and ensuring compliance with the Fair Political Practices Commission (FPPC) filing requirements.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

- Noticed 29 City Council meetings and recorded the official proceedings
- Processed approximately 72 requests for public records
- Provided approximately 25 official public notifications for City Council public hearings items, recruitment for committee/commission vacancies and informational notices
- Enhanced transparency by publishing City Council agenda packets in advance of the 72-hour requirement
- Enhanced communication through production of City Council agendas in Spanish with Google Translate
- Continued to scan all City of Calistoga recorded documents to current into an electronic format

**City Manager's Office
City Council and City Clerk**

City Clerk (continued)

- Continued to purge and destroy documents as allowed by law

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20

- Continue to deliver a high level of service and continue to reduce City operating costs*
- Implement the City's Records Retention Policy*
- Continue to update the City Clerk's portion of the City's Emergency Plan
- Continue with full implementation of a paperless agenda system
- Continue to implement practices to increase delivery of information and participation
- Update City's website

City Manager

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

- Continued to assist with citywide efforts to address housing shortage including acquisition of property for future development, reviewing loan and partnership agreements with housing partners and providing ongoing support to the City's ad hoc Housing Committee
- Negotiated approximately 72 contracts for services including public works, planning, recreation and various professional services between March 2018 and February 2019
- Reviewed and approved new City policies and procedures for personnel, utility and administrative policies
- Actively oversaw the City's comprehensive risk management programs including liability, worker's compensation, crime and other policies and providing training and grants to City departments

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20

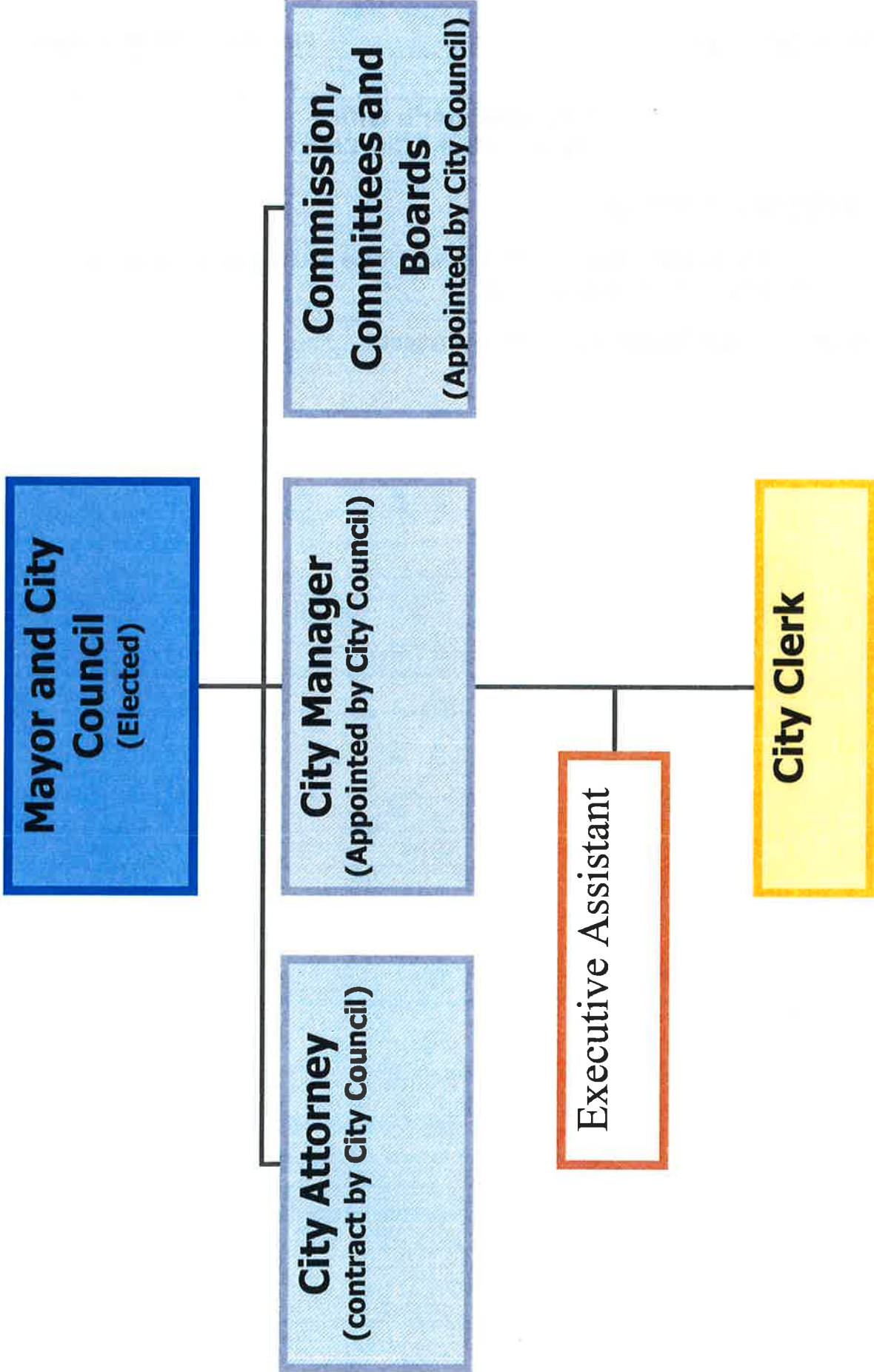
- Pursue a solution for long-term stewardship of the Napa County Fairgrounds property
- Support and fund key priority projects including new public infrastructure, addressing unfunded pension liabilities and addressing the community's housing objectives
- Organize staff work priorities to align with Council goals, objectives and priority projects*
- Work with the City Council and community to identify a long-term funding mechanism for workforce housing, as well as other forms of housing that is affordable*

**City Manager's Office
City Council and City Clerk**

City Manager (continued)

- Identify a partner to construct new workforce housing on property sites recently purchased by the City

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

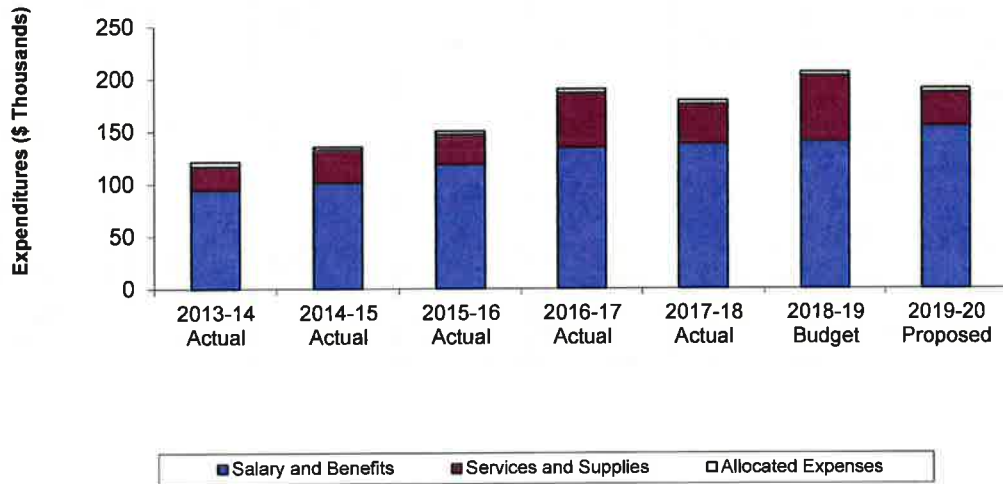


City of Calistoga Administration
 Staffing Chart
 FY 2019-2020

City Council
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	93,804	101,146	118,460	134,057	137,487	139,839	154,515
Services and Supplies	23,025	31,676	28,867	52,260	37,924	62,739	32,150
Allocated Expenses	4,218	2,589	3,044	3,602	3,662	3,507	3,900
TOTAL	121,047	135,411	150,371	189,919	179,073	206,085	190,565

City Council
Trend in Expenditures (\$ Thousands)



Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: City Council
 Program: City Council
 Account Code: 01-4110

PERSONNEL SERVICES								
4303	FICA/MEDICARE	1,065	514	467	463	918	918	918
4308	ELECTED PART TIME SALARIES	12,000	12,000	12,000	12,000	12,000	12,000	12,000
4311	MEDICAL/DENTAL	23,572	35,113	34,640	35,317	38,107	35,107	37,166
4312	WORKERS COMP	701	727	636	646	660	660	660
4313	OTHER BENEFITS	3,795	195	195	172	139	139	139
SUBTOTAL		41,133	48,549	47,938	48,598	51,824	48,824	50,883
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	372	1,001	238	637	400	400	400
4410	ADVERTISING	3,626	3,962	4,101	2,347	3,800	2,500	3,800
4665	VICE MAYOR DUNSFORD	-	-	-	65	250	250	250
4666	COUNCILMEMBER KRAUS	-	-	-	-	250	250	250
4667	CNCLMBR/MAYOR CANNING	280	2,345	2,357	2,250	2,500	2,500	2,500
4673	COUNCILMEMBER BARNES	160	160	64	125	250	-	-
4668	COUNCILMEMBER LOPEZ-ORTEGA	160	2,828	3,142	2,161	2,500	2,500	2,500
4674	COUNCILMEMBER WILLIAMS	-	-	-	-	-	640	2,500
SUBTOTAL		4,598	10,296	9,902	7,585	9,950	9,040	12,200
TOTAL PROGRAM BUDGET		45,731	58,845	57,840	56,183	61,774	57,864	63,083

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **City Clerk**
 Program: **City Clerk**
 Account Code: **01-4111**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	42,301	49,783	59,771	62,991	66,393	67,217	73,750
4302	OVERTIME	-	66	58	106	-	-	-
4303	FICA/MEDICARE	3,262	3,808	4,571	4,828	5,189	5,253	5,935
4305	INCENTIVE PAY	1,440	1,440	1,440	1,494	1,440	1,455	3,830
4310	PERS	2,630	3,467	7,005	7,865	4,907	4,969	5,318
4311	MEDICAL/DENTAL	6,927	7,567	7,953	7,982	8,074	8,074	10,258
4312	WORKERS COMP	3,300	3,597	4,089	3,388	3,731	3,777	4,267
4313	OTHER BENEFITS	153	183	233	235	270	270	274
SUBTOTAL		60,013	69,911	85,120	88,889	90,004	91,015	103,632
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	4,789	2,921	2,963	3,463	3,000	3,000	3,000
4402	CONTRACT SERVICES	5,720	9,601	31,649	18,085	7,000	8,250	8,250
4405	TRAINING & MEETINGS	1,946	1,959	4,545	5,777	6,300	3,000	1,000
4410	ADVERTISING	1,748	1,569	216	-	1,000	1,000	1,000
4415	POSTAGE	437	638	566	362	900	900	900
4430	DUES & SUBSCRIPTIONS	359	595	352	423	300	250	300
4650	TRAINING & MEETINGS	791	1,106	93	1,834	1,000	3,000	3,000
4510	EQUIPMENT FUND RENTAL	2,589	3,044	3,870	3,662	4,461	3,507	3,900
SUBTOTAL		18,379	21,433	44,254	33,606	23,961	22,907	21,350
TOTAL PROGRAM BUDGET		78,392	91,344	129,374	122,495	113,965	113,922	124,982

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: City Clerk
 Program: Elections
 Account Code: 01-4133

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	11	182	-	-	500	-	500
4402	CONTRACT SERVICES	7,719	-	289	-	15,000	23,827	-
4410	ADVERTISING	3,032	-	1,675	-	15,000	9,522	500
4415	POSTAGE	526	-	-	-	300	950	300
4650	TRAINING & MEETINGS	-	-	-	395	400	-	1,200
SUBTOTAL		11,288	182	1,964	395	31,200	34,299	2,500
TOTAL PROGRAM BUDGET		11,288	182	1,964	395	31,200	34,299	2,500

City Manager's Office Support Services

City Manager

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

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

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

Economic Vitality

In recent years, there has been, and continues to be, an effort by the City Council, community and businesses to develop economic development initiatives to ensure 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.

Finance Department

The Finance 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.

City Manager's Office Support Services

- **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. The Finance Department also develops and or administers special finance related studies and reports such as utility rate studies, tax audits, fee for services studies, reorganization proposals and other organizational support studies as required.
- **Financial Reporting** includes the City's issuance of an independently audited Comprehensive Annual Financial Report summarizing all of the City annual financial transactions for a fiscal year (from July 1st to the following June 30th). In addition, there are several required year end State Reports. The Department produces several periodic budget reports on the status and projections of revenues and expenditures. The Finance Department 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 the Finance Department.
- **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.

<p style="text-align: center;">City Manager's Office Support Services</p>
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Finance Department Staffing

The Finance department is directly staffed with three full time positions and one part time position; Administrative Services Director/City Treasurer, Administrative Services Technician, Senior Accounting Assistant and a Part-Time Office Assistant/Account Clerk. 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 Finance Department relies on outside professionals to provide on going and one time services. The following lists the major services and providers:

- Computer system network and equipment – Marin IT 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

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.

Human Resources

The City Manager is the Human Resources 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 Finance Department also provides support for personnel services, labor negotiations and periodic medical coverage, and other labor related issues.

City Manager's Office Support Services

Support Services Staffing

In addition to the Finance Department staffing described above, support services staff includes all or portions of the City Manager, Executive Assistant, and City Clerk.

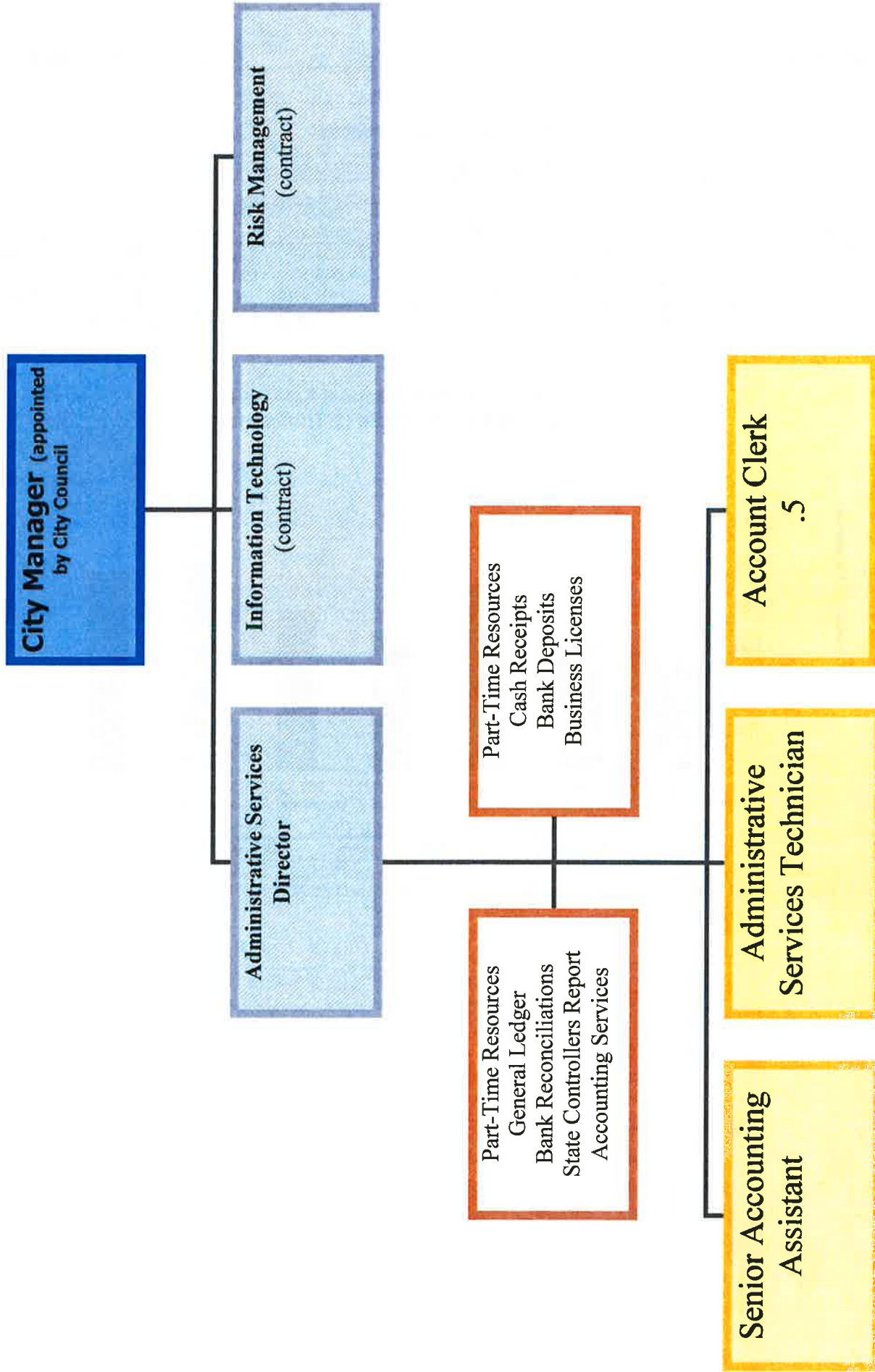
MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

- Reduced City operating costs
- Administered 2018 debt service revenue bonds in the amount of \$9.2M
- Prepared the organization with 3 retirements
- Received the award from GFOA for the Comprehensive Annual Financial Report for June 30, 2017.
- Successfully recruited Code Enforcement Officer, Plant Operator II, Maintenance Technician I and 3 part- time firefighters
- Completed year-end closing and the preparation of Calistoga's Comprehensive Annual Financial Report (CAFR) for June 30, 2018
- Adopted a fiscal year budget with conservation assumptions and with the enhancement of reserve funds to a level of 82.8% for the General Fund in fiscal year 2017-18 *

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20

- Continue to reduce City operating costs
- Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast*
- Maintain the General Fund Reserves at 50% in FY 2019-20*
- Adopt a fiscal year budget with conservative assumptions and with the enhancement of reserve funds*
- Provided ongoing support to the City Council Finance Sub-committee resulting in a prepayment of \$1.0M to future unfunded pension liabilities
- Complete year-end closing and the preparation of Calistoga's Comprehensive Annual Financial Report (CAFR) for June 30, 2019
- Continue to refine and enhance the quarterly financial reporting process;
- Finalize the City's Personnel Rules and Regulations Manual and coordinate City policies and practices with various Federal and State requirements
- Prepare the organization for forthcoming retirements of long-term employees

* A City Council Objective or Priority Project.

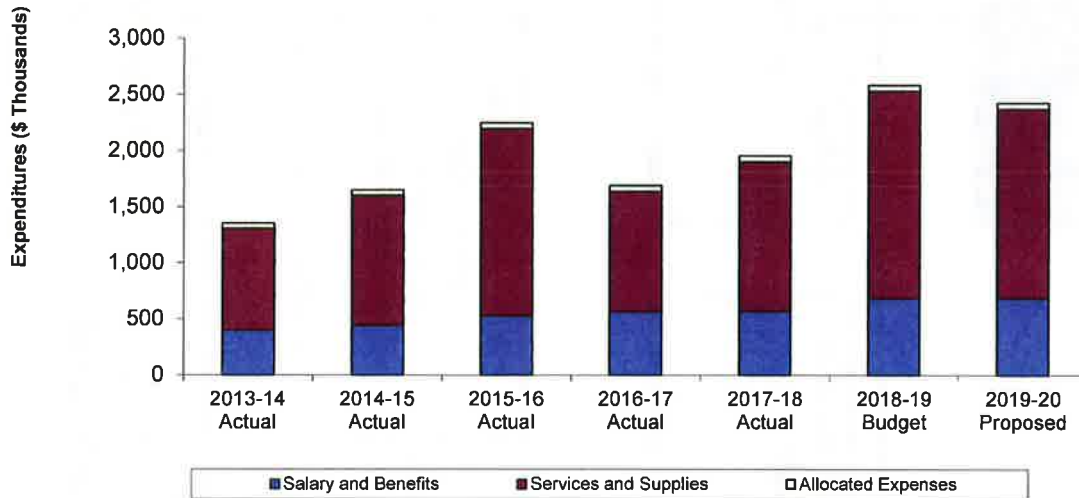


City of Calistoga Administrative Services Department
 Staffing Chart
 FY 2019-2020

Administrative Support Services
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	398,997	445,558	528,563	563,676	569,371	684,940	687,655
Services and Supplies	907,912	1,158,048	1,667,965	1,075,605	1,332,262	1,847,067	1,686,779
Allocated Expenses	45,615	47,382	49,944	49,816	54,102	52,286	52,600
TOTAL	1,352,524	1,650,988	2,246,472	1,689,097	1,955,735	2,584,293	2,427,034

Administrative Support Services
Trend in Expenditures (\$ Thousands)



**Community Support and Enrichment Grants Moved to Administrative Support Services in FY 2018-19.

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **Support Services**
 Program: **Community Support and Enrichment Grants**
 Account Code: **01-4107**

SERVICES & SUPPLIES								
4479	The Family Center - Health	10,000	7,500	13,000	10,000	10,000	10,000	10,000
4479	The Family Center- Outreach	15,000	15,000	24,500	20,000	20,000	20,000	20,000
4479	The Family Center- Immigration Assistance	-	-	-	30,000	30,000	30,000	30,000
4479	The Family Center- Youth & Seniors	-	-	-	-	-	-	7,000
4446	One Napa Valley Initiative	3,333	3,334	5,000	-	3,333	3,333	3,333
4447	Fairgrounds In-Kind Parade	7,500	7,500	7,500	7,500	7,500	16,500	7,500
4450	Legal Aide (Seniors and Immigrants)	30,000	10,847	8,239	-	-	-	-
4487	Boys and Girls Club	-	-	-	-	40,000	45,485	45,500
4451	The Family Center (Youth Diversion Program)	-	-	-	-	25,000	25,000	25,000
4452	Crossing Guard	-	-	-	-	8,000	8,000	8,000
4453	Petaluma Animal Services	-	-	-	-	25,000	35,000	48,000
4454	Community Survey	-	-	-	-	20,000	1,200	-
4442	Napa County Housing Authority	-	-	-	-	30,560	30,560	45,000
4555	Calistoga Affordable Housing	-	-	-	-	10,000	10,000	10,000
4463	Community Action Senior Nutrition Program	-	-	-	-	3,500	3,500	3,500
4556	Preschool	-	-	-	5,000	-	-	-
4559	Active Transportation	-	-	-	-	-	500	2,500
4558	NVTA Annual Membership	-	-	-	-	-	-	7,288
4554	Fair Housing Napa Valley	-	-	-	-	12,000	12,000	12,000
Community Enrichment Grants		-	-	-	-	30,000	-	-
4459	Every 15 Minutes Chamber of Commerce - Lighted Tractor Parade	-	-	924	-	-	-	-
4441	Hispanic Festival	5,000	-	-	-	-	7,500	-
4474	Calistoga Art Center	750	5,618	4,866	4,877	-	5,485	5,500
4482	Calistoga Cares	1,750	750	1,000	-	-	-	1,000
4484	Shakespeare in the Park	-	-	-	-	-	-	-
4467	Community Christmas Bazaar	-	1,500	1,500	1,500	-	-	-
4469	Calistoga Friends of the Library	-	-	-	-	-	-	-
4460	Community Center & Pool	-	-	-	-	-	-	-
4476	Calistoga Girl Scouts	-	-	-	-	-	-	-
4495	Calistoga Pet Clinic	-	2,500	-	-	-	1,000	-
4496	Calistoga Soroptomists	-	-	-	-	-	-	-
4497	Calistoga Springs Homeowners	-	-	-	-	-	-	-
4485	Calistoga After School	2,500	2,500	3,000	4,000	-	3,000	-
4491	Community Gardens	-	-	-	5,000	-	-	3,800
4496	Sorpotomists International	-	-	1,000	2,000	-	-	-
4551	Hearts & Hands	-	-	10,000	8,687	-	5,000	-
4486	Calistoga Boy Scouts	-	-	-	-	-	-	-
4552	Rianda House	-	-	-	-	-	-	3,000
4553	Fire Association	-	-	-	50,000	-	-	-
4558	Collabria Care	-	-	-	-	-	-	1,000
4559	Calistoga Rotary	-	-	-	-	-	-	500
4560	Celebrate Napa	-	-	-	-	-	-	1,500
4561	LGBTQ Connection	-	-	-	-	-	-	1,400
4562	Little League	-	-	-	-	-	-	1,350
4557	Flags	-	-	-	-	-	1,030	-
Subtotal Community Enrichment Grants		14,000	12,868	26,290	76,064	30,000	23,015	19,050
TOTAL PROGRAM BUDGET		79,833	57,049	84,529	148,564	274,893	274,093	303,671
			66					

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Support Services
 Program: City Manager
 Account Code: 01-4114

PERSONNEL SERVICES							
4301	FULL-TIME SALARIES	102,937	125,533	134,646	138,995	151,171	162,862
4302	OVERTIME	-	66	58	106	-	-
4303	FICA/MEDICARE	6,952	8,456	9,298	8,890	11,868	12,958
4309	SPECIAL PAY	2,208	6,128	2,208	2,262	3,972	6,524
4310	PERS	18,475	15,604	12,836	14,478	11,336	11,708
4311	MEDICAL/DENTAL	7,347	11,244	17,002	17,248	17,824	21,685
4312	WORKERS COMP	5,670	6,160	7,071	7,376	8,533	9,316
4313	OTHER BENEFITS	366	452	514	528	589	595
4314	SHARE THE SAVINGS	5,040	3,240	1,440	1,575	-	-
4315	HOUSING ALLOWANCE	-	7,000	8,000	-	-	-
SUBTOTAL		153,995	183,883	193,073	191,458	205,293	225,648
SERVICES & SUPPLIES							
4401	MATERIALS & SUPPLIES	442	596	380	354	1,000	1,000
4402	CONTRACT SERVICES	-	-	-	18	2,000	-
4403	UTILITIES	2,059	1,980	2,139	2,295	2,500	2,500
4405	TRAINING & MEETINGS	46	913	1,146	1,267	1,200	500
4410	ADVERTISING	-	-	750	-	-	-
4415	POSTAGE	43	88	30	175	500	2,000
4430	DUES & SUBSCRIPTIONS	878	1,218	3,549	2,599	1,500	1,500
4650	TRAINING & MEETINGS	1,853	1,008	1,704	4,272	5,500	2,000
4510	EQUIP FUND RENTAL	5,140	5,846	8,390	6,962	8,941	7,600
SUBTOTAL		10,461	11,649	18,088	17,942	23,141	17,100
TOTAL PROGRAM BUDGET		164,456	195,532	211,161	209,400	228,434	242,748

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **Support Services**
 Program: **Legal Services**
 Account Code: **01-4113**

SERVICES & SUPPLIES							
4402	City Attorney	365,312	235,486	209,737	191,280	200,000	200,000
	Special Legal Counsel &						
4410	Litigation	910	567,185	-	1,487	-	-
SUBTOTAL		366,222	802,671	209,737	192,767	200,000	200,000
TOTAL PROGRAM BUDGET		366,222	802,671	209,737	192,767	200,000	200,000

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Support Services
 Program: Economic Vitality
 Account Code: 01-4176

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	15,159	18,938	18,719	17,845	18,763	18,763	19,655
4303	FICA/MEDICARE	905	1,162	1,182	925	1,478	1,478	1,546
4305	INCENTIVE PAY	552	520	552	552	552	552	552
4310	PERS	3,660	3,065	1,700	1,707	1,428	1,428	1,411
4311	MEDICAL/DENTAL	110	968	2,250	2,301	2,438	2,438	2,445
4312	WORKERS COMP	886	943	1,063	1,014	1,062	1,062	1,111
4313	OTHER BENEFITS	53	55	70	70	71	71	71
4315	HOUSING ALLOWANCE	-	1,750	2,000	-	-	-	-
SUBTOTAL		21,325	27,401	27,536	24,414	25,792	25,792	26,791
SERVICES & SUPPLIES								
4402	CALISTOGA CHAMBER OF COMMERCE - VISITORS	325,000	333,125	342,119	400,000	450,000	450,000	463,500
4410	ADVERTISING	-	-	-	3,498	-	1,578	1,600
SUBTOTAL		325,000	333,125	342,119	403,498	450,000	451,578	465,100
TOTAL PROGRAM BUDGET		346,325	360,526	369,655	427,912	475,792	477,370	491,891

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Support Services - Finance Department

Program: Finance

Account Code: 01-4108

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	116,738	128,587	138,945	147,265	152,214	152,424	152,329
4302	OVERTIME	65	141	40	294	-	-	-
4303	FICA/MEDICARE	9,636	10,674	10,902	11,639	14,081	12,081	14,432
4305	INCENTIVE PAY	2,690	3,361	4,752	4,886	5,041	8,205	6,165
4308	PART TIME SALARIES	8,068	9,604	10,659	12,793	26,806	17,806	30,160
4310	PERS	22,691	30,231	32,897	31,512	42,177	41,177	46,533
4311	MEDICAL/DENTAL	14,059	17,630	17,904	18,355	19,179	18,179	18,198
4312	WORKERS COMP	7,301	8,006	8,111	9,335	10,123	9,039	10,376
4313	OTHER BENEFITS	424	492	924	1,434	588	1,188	588
SUBTOTAL		181,672	208,726	225,134	237,513	270,209	260,099	278,781
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	3,833	4,497	5,239	3,885	4,840	4,840	4,140
4402	CONTRACT SERVICES							
	Accounting Services	20,712	21,623	19,203	17,799	26,875	27,025	27,125
	Business License System							
	Revenue Enhancement							
	Program							
4403	UTILITIES	2,059	1,964	2,139	2,295	2,500	2,500	2,700
4405	TRAINING & MEETINGS	870	21	-	-	1,325	900	1,325
4415	POSTAGE	2,816	2,708	2,688	1,406	3,500	2,500	2,500
4430	DUES & SUBSCRIPTIONS	758	968	957	1,214	1,024	1,024	1,024
4510	EQUIPMENT FUND RENTAL	7,773	8,777	10,292	10,117	12,639	9,732	10,000
SUBTOTAL		38,821	40,558	40,518	36,716	52,703	48,521	48,814
TOTAL PROGRAM BUDGET		220,493	249,284	265,652	274,229	322,912	308,620	327,595

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Support Services
 Program: Non Departmental
 Account Code: 01-4119

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	3,240	3,405	6,256	4,334	4,315	4,315	4,515
4402	CONTRACT SERVICES	27,679	39,393	28,467	32,655	43,000	37,000	44,865
	NCTPA Support							
	LAFCO Support							
	Napa Cty - PropTax Collection							
	Other							
4414	AUDITING SERVICES	30,566	49,438	43,155	39,860	42,000	45,675	51,675
4415	POSTAGE	2,178	2,354	2,154	2,966	2,240	2,322	2,400
4417	FUEL & OIL	80	62	86	-	-	-	-
4430	DUES & SUBSCRIPTIONS	4,533	6,137	5,908	6,628	6,655	7,455	6,905
4431	FEES	4,643	6,129	5,710	7,133	7,500	7,500	7,500
4465	STAFF DEVELOPMENT	-	-	1,000	1,000	3,000	2,000	3,000
4466	STAFF CELEBRATION	1,180	2,509	7,803	4,912	5,600	4,600	4,600
4499	CONTINGENCY	18,954	540	6,391	1,000	15,000	5,000	15,000
4499	SEPARATION EXPENSES	-	-	-	-	50,000	-	35,000
4510	EQUIP. FUND RENTAL	34,469	35,321	31,134	37,023	35,663	35,663	35,000
	SUBTOTAL	127,522	145,288	138,064	137,511	214,973	151,530	210,460
TOTAL PROGRAM BUDGET		127,522	145,288	138,064	137,511	214,973	151,530	210,460

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **Support Services**
 Program: **Risk Management**
 Account Code: **01-4170**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	26,125	31,406	32,807	33,108	34,726	47,726	40,228
4303	FICA/MEDICARE	1,773	2,155	2,172	1,989	2,776	2,784	3,225
4305	INCENTIVE PAY	1,090	1,193	1,502	1,529	1,560	1,622	1,923
4310	PERS	6,411	6,957	5,740	5,442	7,065	7,100	8,015
4311	MEDICAL/DENTAL	951	1,811	3,105	3,175	3,363	3,363	3,971
4312	WORKERS COMP	1,526	1,642	1,832	1,857	1,996	2,001	2,318
4313	OTHER BENEFITS	87	94	116	118	121	121	139
4315	HOUSING ALLOWANCE	-	1,750	2,000	-	-	-	-
SUBTOTAL		37,963	47,008	49,274	47,218	51,607	64,717	59,819
SERVICES & SUPPLIES								
4411	INSURANCE DEPOSITS & PREMIUMS							
	Liability Deposit	145,052	134,172	185,866	219,209	221,499	277,634	237,512
	Property Deposit	49,181	45,307	41,778	58,158	57,991	61,998	83,752
	Volunteer Insurance	711	737	772	797	800	800	800
	Public Employee Bond	913	913	935	950	950	950	950
	Workers Comp Adjustment	33,656	52,450	20,471	40,772	40,000	69,638	40,000
4435	Claims Reserve/Payments	804	8,872	1,504	25,602	75,000	50,000	50,000
SUBTOTAL		230,317	242,451	251,326	345,488	396,240	461,020	413,014
TOTAL PROGRAM BUDGET		268,280	289,459	300,600	392,706	447,847	525,737	472,833

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Support Services
 Program: Personnel
 Account Code: 01-4172

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	36,310	43,829	48,604	49,341	51,960	64,450	61,444
4302	OVERTIME	-	33	29	53	-	-	-
4303	FICA/MEDICARE	2,535	3,066	3,468	3,339	4,709	4,742	5,664
4305	INCENTIVE PAY	1,272	1,240	1,272	1,299	1,272	1,280	2,605
4308	PART TIME SALARIES	-	-	-	-	8,320	-	9,984
4310	PERS	4,974	4,692	4,352	5,186	3,881	3,912	4,424
4311	MEDICAL/DENTAL	3,564	4,654	6,227	6,292	6,474	6,474	8,186
4312	WORKERS COMP	1,508	1,686	1,995	3,071	3,385	3,409	4,072
4313	OTHER BENEFITS	440	595	712	187	217	217	237
4315	HOUSING ALLOWANCE	-	1,750	2,000	-	-	-	-
SUBTOTAL		50,603	61,545	68,659	68,768	80,218	84,484	96,616
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	1,518	845	136	48	350	600	600
4402	CONTRACT SERVICES	74,039	107,034	103,065	76,226	55,900	67,900	54,900
	Personnel Services Pre-Employment Check & Testing Preventative Medical CalPERS Medical Other (Unemployment claims) Classification & Comp Study							
4405	TRAINING & MEETINGS	1,114	1,353	1,355	2,579	1,000	1,000	1,000
4410	ADVERTISING	7,303	10,543	1,904	8,119	7,500	7,500	7,500
4415	POSTAGE	771	341	1,090	1,812	1,700	1,500	1,500
4424	HEALTH	22,342	22,051	18,019	15,094	15,720	15,720	15,720
SUBTOTAL		107,087	142,167	125,569	103,878	82,170	94,220	81,220
TOTAL PROGRAM BUDGET		157,690	203,712	194,228	172,646	162,388	178,704	177,836

Fire Department Fire Services
--

The mission of the Calistoga Fire Department is to provide those services to the residents, businesses, and visitors of greater Calistoga, which protects their lives, property and environment from fires, medical emergencies, hazardous materials incidents and disasters.

We accomplish this mission by providing services in two ways:

I. Proactively

- Public Education
- Building Inspections
- Weed Abatement
- Plan Checking
- Pre-Incident Planning
- Burn Permits
- Insurance Rating Requests
- Firefighter Training and Preparedness

II. Reactively

- Fire Suppression
- Emergency Medical Response (EMT 1 D Scope of Practice)
- Public Service (Wires Down, Lockouts, Standby)
- Hazardous Materials Release Response
- Fire Investigations
- Responses Outside the City Limits (Contract, Automatic Aid, Mutual Aid and Strike Teams)

The Fire Department is staffed with Seven (7) full-time employees (Fire Chief, three (3) Engineers three (3) Firefighters and nine (9) part-time Firefighters). The full-time firefighters are paired up with one (1) part-time firefighters working 48-hour shifts. The Fire Chief works a 40+-hour week and is on call for any emergency that may occur.

This schedule enhances service by reducing response times and greatly reducing overtime cost. The Department response times are outstanding, from 6:30am to 9:00pm response times are under 2 minutes and from 9:00pm to 6:30am response times are just over 2 minutes, for an average of 2:03. These response times are achieved by having the Department staffed 24 hours a day and by Police Department providing an incident per-alert when a 911 call is received by their dispatch.

Fire Department Fire Services
--

The Fire Station is located at 1113 Washington Street. All Fire Department operations are based at the Fire Station. The Fire Station houses the Department's in-service equipment, which includes: 2 Structure Fire Engines, 1 Wildland Fire Engine, 1 Water Tender, 1 Utility Truck and 1 Patrol Truck. The Department also has one staff vehicle used by the Fire Chief.

The Fire Department responded to 1054 incidents during 2018 which was an increase from 2017. Of that number, approximately 28%, were for incidents outside the City limits in the County contract area and approximately 1.2%, were mutual aid to Sonoma, Lake, and Napa Counties. With respect to the remaining incidents, approximately 68% were medical emergencies, 5% were fire related with the remaining coming from public service activities, hazardous Condition, False Alarms, Severe Weather and Special Incidents. The two segments of our community which most impact the fire department with request for services are our senior citizens and tourism.

Funding for City related fire services is provided by the City General Fund.

The City has a current contract with Napa County that is set to expire on June 30, 2019, to provide emergency response services to all incidents in the county area surrounding Calistoga. Under the contract, the City will receive \$1,232 per call for these services which will be approximately \$380,000 annually.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

- Continued with fire prevention programs for children
- Partnered with MySafe California on Elementary school fire safe training
- Continued the requirements needed to stay a Heart Safe Community in Napa County
- Continued the building inspection program utilizing the California fire code by inspecting 100% of commercial buildings in the City
- Provided 31 CPR classes to city staff and the public
- Improved medical aid response time
- Improved response to fires and major incidents by continuing to recruit personnel to fill part-time firefighter positions

<p style="text-align: center;">Fire Department Fire Services</p>

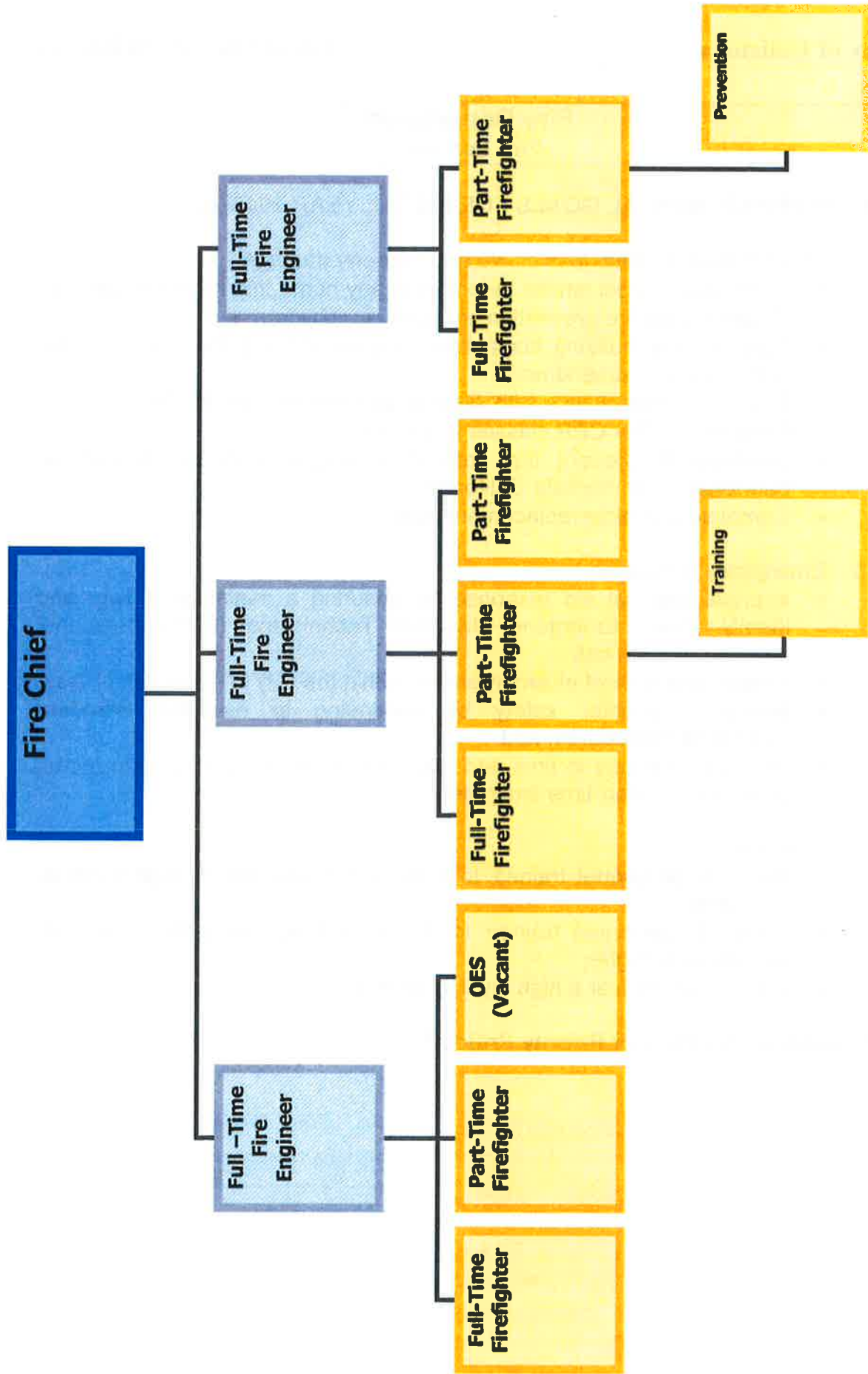
MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20

1. Prevent fires, injuries, loss of live and property damage
 - Install and inspect smoke detectors in any home that makes a request
 - Continue with fire prevention programs for children and adults
 - Continue the building inspection program utilizing the California fire code and local amendments
 - Gain 100% compliance with weed abatement by June 15, 2018
 - Continue to offer CPR classes to the public
 - Continue to present fire prevention programs in the schools in partnership with MySafe California.
 - Complete a vehicle replacement plan

2. Emergency Response
 - Improve medical aid response by ensuring a minimum of two, and ideally, three Emergency Medical Technicians (EMT) personnel respond to each call
 - Respond to 90% of all emergencies within the City in 4 minutes or less
 - Improve firefighter safety by continuing to establish Standard Operating Procedures; and
 - Improve response to fires and major incidents by continuing to recruit personnel for part-time firefighters

3. Training
 - Have all personnel trained to EMT 1 A standards or higher (when available)
 - Have all personnel trained to State Certified Firefighter II (FFTR) standards or higher
 - Continue to deliver a high level of service*

City Council Objective or Priority Project*

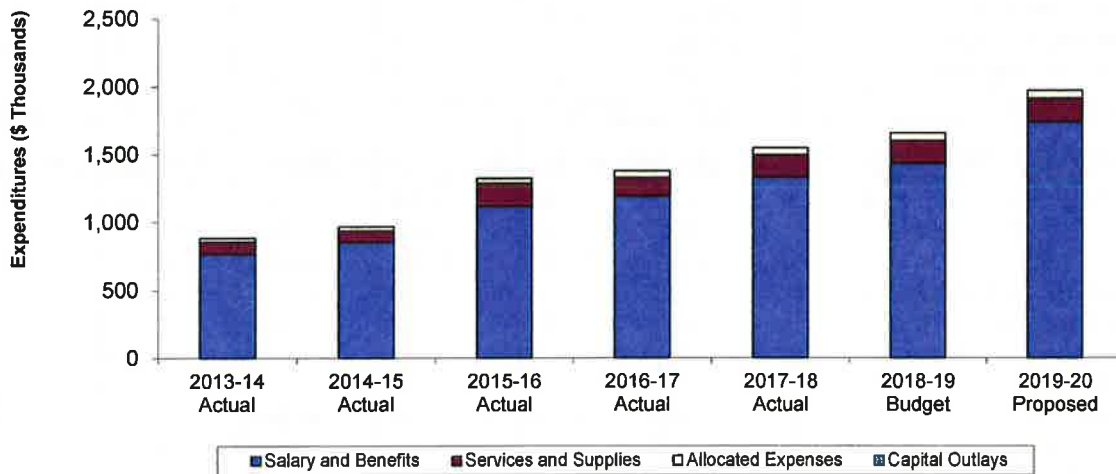


City of Calistoga Fire Department
 Staffing Chart
 FY 2019-2020

Fire
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	767,274	851,730	1,118,100	1,191,603	1,331,438	1,433,305	1,738,203
Services and Supplies	89,418	86,489	169,376	138,690	165,746	168,225	173,075
Allocated Expenses	27,911	30,177	35,944	48,442	48,410	54,367	57,000
Capital Outlays	-	-	-	-	-	-	2,000
TOTAL	884,603	968,396	1,323,420	1,378,735	1,545,594	1,655,897	1,970,278

Fire
Trend in Expenditures (\$ Thousands)



Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Fire Services
 Program: Fire Operations
 Account Code: 01-4117

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	317,746	345,598	374,333	469,568	583,519	590,633	712,368
4302	OVERTIME	90,170	170,545	138,064	192,449	178,006	184,006	152,019
4303	FICA/MEDICARE	37,439	47,235	52,332	63,339	70,434	64,559	86,441
4308	PART TIME SALARIES	130,012	145,007	193,178	199,858	153,884	153,884	252,042
4309	SPECIAL PAY	5,054	6,527	10,358	8,369	5,299	17,638	13,514
4310	PERS	140,702	233,799	235,501	199,187	262,991	240,033	318,058
4311	MEDICAL/DENTAL	83,620	109,294	121,871	130,128	166,835	106,835	105,745
4312	WORKER'S COMP	27,195	37,090	41,491	42,057	50,639	45,215	62,147
4313	OTHER BENEFITS	1,525	1,857	1,899	2,068	2,848	2,848	2,839
SUBTOTAL		833,463	1,096,952	1,169,027	1,307,023	1,474,455	1,405,651	1,705,173
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	5,287	7,052	9,964	14,822	16,300	21,300	16,700
4402	CONTRACT SERVICES	30,800	34,552	39,972	42,987	47,520	46,775	46,775
4403	UTILITIES	14,412	15,022	15,442	14,160	14,000	14,000	16,000
4404	REPAIRS & MAINTENANCE	5,719	47,359	37,285	44,930	41,150	37,150	40,000
4405	TRAINING & MEETINGS	2,683	4,233	1,292	6,542	7,500	2,500	7,500
4408	UNIFORM ALLOWANCE	11,952	46,266	19,692	16,458	13,600	15,200	13,600
4415	POSTAGE	119	650	141	171	250	250	250
4417	FUEL & OIL	8,166	6,753	9,261	11,084	13,500	12,500	13,500
4420	MEDICAL SUPPLIES	4,205	3,271	3,305	7,934	8,000	7,800	8,000
4430	DUES & SUBSCRIPTIONS	-	-	-	-	250	250	250
4510	EQUIP FUND RENTAL	30,177	35,944	48,442	48,410	66,662	54,367	57,000
SUBTOTAL		113,520	201,102	184,796	207,498	228,732	212,092	219,575
Other								
4821	SPECIAL EQUIPMENT	-	-	2,062	-	-	-	-
4822	OFFICE EQUIPMENT	-	-	-	-	-	-	2,000
SUBTOTAL		-	-	2,062	-	-	-	2,000
TOTAL PROGRAM BUDGET		946,983	1,298,054	1,355,885	1,514,521	1,703,187	1,617,743	1,926,748
ESTIMATED PROGRAM REVENUES								
3243	Fire Services Reimbursements	387,167	620,258	484,032	476,787	500,000	500,000	467,000
TOTAL PROGRAM REVENUES		387,167	620,258	484,032	476,787	500,000	500,000	467,000
Net Program Subsidy by General Fund		559,816	677,796	871,853	1,037,734	1,203,187	1,117,743	1,459,748

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Fire Services
 Program: Emergency Services
 Account Code: 01-4138

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	11,094	12,219	13,090	15,360	15,963	15,963	18,266
4303	FICA/MEDICARE	859	969	917	1,097	1,234	1,335	1,428
4305	INCENTIVE PAY	90	90	90	90	165	225	405
4310	PERS	3,880	5,466	6,008	5,289	8,135	7,435	10,019
4311	MEDICAL/DENTAL	1,684	1,688	1,711	1,750	1,854	1,854	1,829
4312	WORKER'S COMP	626	677	714	781	887	792	1,027
4313	OTHER BENEFITS	34	39	46	48	50	50	56
SUBTOTAL		18,267	21,148	22,576	24,415	28,288	27,654	33,030
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	-	1,980	98	840	2,500	2,500	2,500
4402	CONTRACT SERVICES	2,941	2,238	2,238	2,238	3,000	3,000	3,000
4405	TRAINING & MEETINGS	205	-	-	3,580	5,000	5,000	5,000
4415	POSTAGE & REPRODUCTION	-	-	-	-	-	-	-
SUBTOTAL		3,146	4,218	2,336	6,658	10,500	10,500	10,500
TOTAL PROGRAM BUDGET		21,413	25,366	24,912	31,073	38,788	38,154	43,530

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<p style="text-align: center;">Police Department Police Services</p>

The Mission of the Calistoga Police Department (CPD) is to provide a high level of service to the community; To safeguard lives and property; To defend the constitutional rights of all people; To help create and preserve a safe and secure environment; and To contribute to the success & prosperity of the City by supporting its mission, goals, and objectives.

We embrace our philosophy and values of “Achieving Excellence” in all that we do in order to enhance effectiveness and services to the community. This includes being “Forward Thinking” in anticipating the needs of the community; “Embracing Partnerships” & “Fostering Teamwork” in accomplishing our daily tasks & goals; and being “Innovative” in problem solving and addressing issues and concerns.

CPD performs a full range of law enforcement services which are provided under “Police Services” and “Police Dispatch”.

Police Services

Police Services consists of 24/7 patrol, investigations, traffic & parking enforcement, crime prevention, code enforcement, and community outreach. Budgeted staffing consists of the Police Chief, 2 Sergeants, 8 Officers, 1 Code Enforcement Officer, 1 Community Services Officer and 2 part-time Parking Enforcement Officers. CPD began the Fiscal year fully staffed but by December was faced with 3 officer vacancies. In 2018, CPD responded to 3,799 Calls for Service, had an average response time of 4:06 minutes to Priority 1 calls, conducted 6,887 Patrol/Business checks, responded to 171 Code Enforcement & Abandon Vehicle complaints, made 1,492 traffic enforcement stops, took 388 criminal reports, and made 242 arrests.

Additional services included; Live-scan fingerprinting, issuing alcohol permits, managed the Juvenile Diversion program, the DARE program, Lost & Found, Property & Evidence, managed the Animal Control & Services contract, and staffed a variety of special events such as parades, marathons, fairs, and community events. CPD also participated in 68 Community Outreach activities.

The Police Department receives additional funding from several grants and other funding sources:

Citizens Option for Public Safety (COPS) provides \$100,000 of state grant funds for “front-line” law enforcement services and equipment. During FY2018-19 the COPS grant funded the Juvenile Diversion Program (\$25,000), Livescan maintenance fees (\$8,440), and the remaining balance toward the Community Service Officer and Dispatch Officer Position. There is no matching fund requirement for this grant.

<p style="text-align: center;">Police Department Police Services</p>
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The Gang Violence Suppression Grant administered by the Napa County District Attorney's Office provides \$8,484. This money is used to fund programs that provide services for at risk youth, and to pay for patrol/investigative overtime for gang related case work. There is no matching funds requirement for this grant.

Felgenhauer Trust is an endowment set up to enhance police services by purchasing non-budgeted goods or services which otherwise burden City finances. The trust is managed by the Police Officer Association. This past fiscal year funds were used to purchase 6 briefing room chairs, 2 report writing chairs, 1 dispatch chair, 2 monitors for the dispatch center, 2 storage boxes for the new patrol vehicles, Bowflex Max elliptical workout station for CPD workout room, a storage container for the range, and pays for the department's drinking water service. In addition, the Trust provided one (1) \$1,000 scholarship grant to a Calistoga High School senior for college. The total donated contribution was approximately \$15,000 in Fiscal Year 2018-19.

Napa Investigation Service Bureau (NSIB) is a county task force supported by the City by contributing approximately \$43,340 towards the full time administrative position assigned to the task force. The City benefits by sharing in the asset forfeiture funds recovered (9% of funds) by the task force, access to the task force for training/presentations to the department & community, and investigative assistance. In Fiscal Year 2018-19 no asset forfeiture allocations were distributed.

Special Event Recharges:

CPD staffed several events over the year, such as parades, marathons, fairs, and community events for staffing services. Many of these events are recharged for dedicated services provided. The estimated recharge amount for Fiscal Year 2018-19 was approximately \$22,000.

Police Dispatch

The Police Dispatch provides dispatch services and all records bureau functions. Fiscal Year 2019-20 staffing consists of one dispatch supervisor, 3 full-time dispatchers and 3 part-time dispatchers. Fiscal Year 2018-19 dispatch was fully staffed. In addition to fielding all in-coming phone calls on business and emergency lines, dispatchers monitor all local radio traffic, and access state, federal, and local databases for officers in the course of their investigations. Dispatchers also handle all front counter contacts, monitor alarms and security cameras. The Records Bureau maintains files of police reports, citations and other correspondence. Records Bureau is the responsibility of the Dispatch Supervisor and is highly technical and closely regulated by state law concerning

Police Department Police Services
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dissemination of crime reports, criminal offender information, and public access rights.

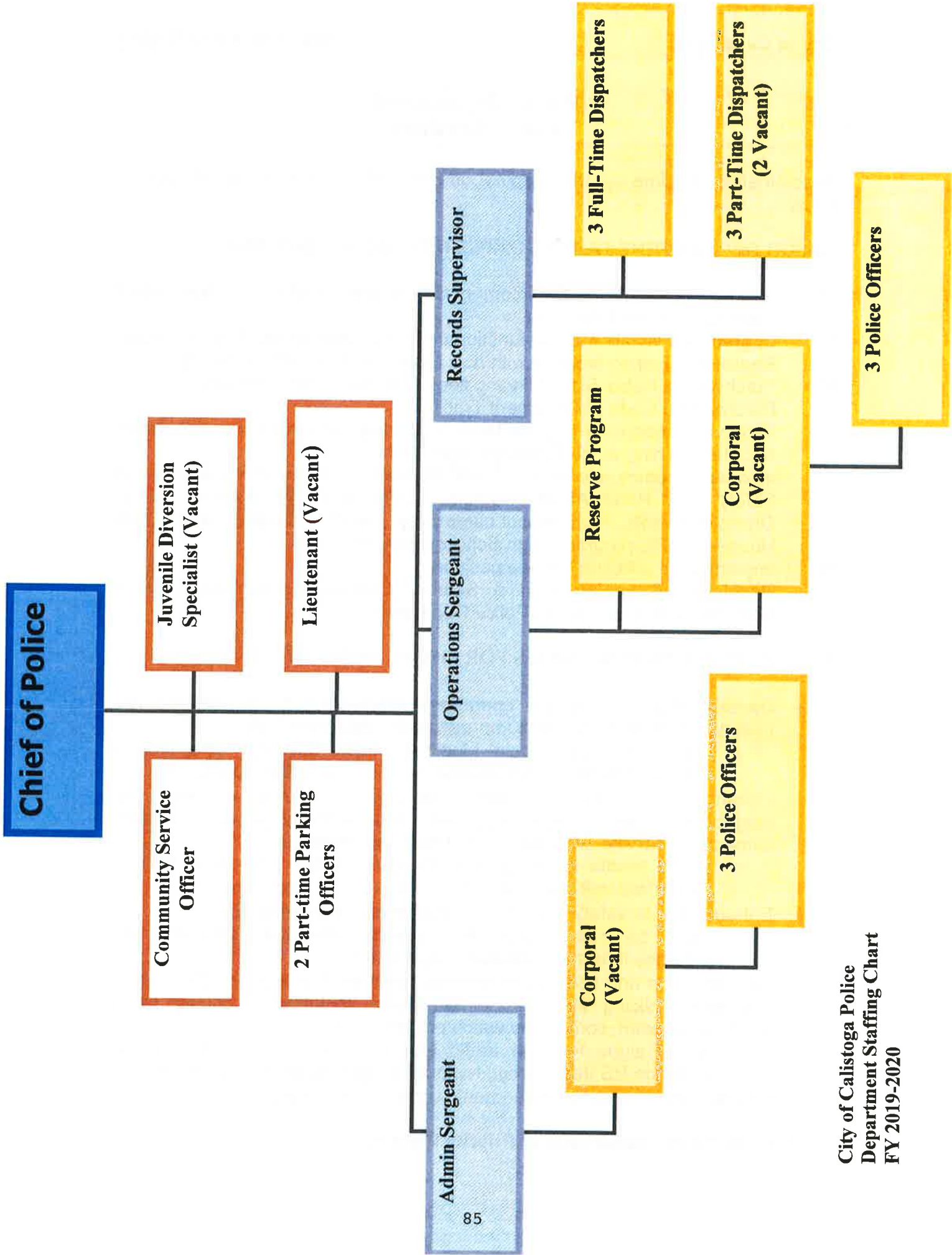
MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

- Hired a full-time Code Enforcement Officer and developed a more robust Code Enforcement Program.
- Upgraded & installed 2 fully functional AVTEC radio dispatch workstations.
- Replaced all aging firearms with new Sig-Sauer P320 40 cal handguns.
- Purchased a Patrol SUV, bringing fleet to its authorized strength.
- Purchased a Code Enforcement Truck.
- Improved emergency preparedness by participating in Countywide Active Shooter Training at the Calistoga High School.
- Increased community outreach efforts: National Night Out event, Youth Safety day, Read Aloud Program, Coffee w/a Cop events, Special Olympics events, High School career day, High/Elementary School Open Houses, DARE program, High School Intern Program, etc...
- Implemented a Police Trainee position.
- Developed & implemented a Shared (Officer& Dispatcher) Services Agreement with St. Helena Police Department.

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20

- Develop staff and improve operational efficiencies & effectiveness (via training, technology, process improvements, equipment, etc....) * *
 - Patrol car MDTs, Social Media & citizen reporting Apps, replace Admin. Vehicle, School Resource Officer/Detective position, etc...
- Enhance community engagement through community outreach (via neighborhood watch type programs, and partnerships with schools, community, service organization and other agencies etc....) **
 - Social media Apps, School Resource Officer, Sponsor staff to participate in Rotary, Lions Club, Soroptimist International, etc...
- Enhance officer safety (via training, equipment, technology, etc...)
 - Patrol car video system, K9 program, defensive tactics program, enhance firearms instructor program, etc...
- Reduce crime and address community concerns & needs (via Community Orienting Policing Projects, social media technology, county crime analysis program, community watch programs, etc....) **
 - Radar signs for high traffic areas, radar gun, Volunteer Prog., enhance HS Intern prog., replace Logvy Park video system, etc...
- Develop and engage in department succession planning. **

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

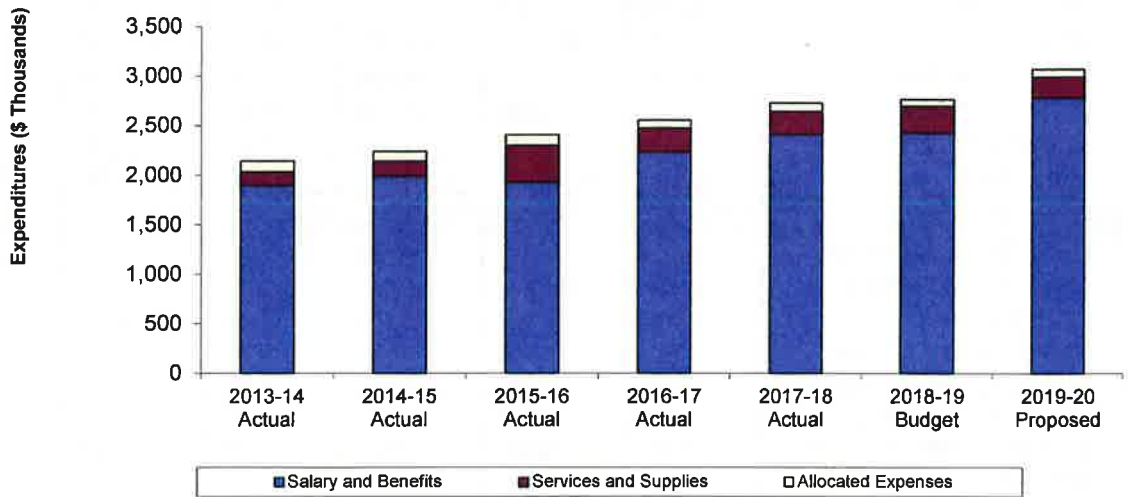


City of Calistoga Police
 Department Staffing Chart
 FY 2019-2020

Police
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	1,897,447	1,989,751	1,928,746	2,232,821	2,411,831	2,427,949	2,783,935
Services and Supplies	137,910	152,542	372,677	245,378	235,606	272,840	213,495
Allocated Expenses	106,150	97,688	105,906	76,010	83,860	66,167	75,000
TOTAL	2,141,507	2,239,981	2,407,329	2,554,209	2,731,297	2,766,956	3,072,430

Police
Trend in Expenditures (\$ Thousands)



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

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Police Services
 Program: Police Operations
 Account Code: 01-4116

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	805,064	700,963	874,364	1,040,272	1,112,523	997,528	1,176,574
4302	OVERTIME	126,381	135,656	192,052	136,471	119,566	159,875	133,966
4303	FICA/MEDICARE	79,746	69,158	82,651	92,370	101,047	93,136	111,016
4308	PART TIME SALARIES	25,513	15,081	4,405	5,809	12,607	13,807	13,901
4309	SPECIAL PAY	102,134	83,353	84,892	84,707	76,181	76,781	76,744
4310	PERS	253,001	228,595	244,070	238,693	259,841	224,841	274,611
4311	MEDICAL/DENTAL	53,907	60,526	94,038	119,702	148,555	133,555	202,045
4312	WORKER'S COMP	57,743	69,089	66,543	71,271	72,648	64,867	79,815
4313	OTHER BENEFITS	2,739	2,606	3,392	3,999	4,469	4,469	4,664
SUBTOTAL		1,506,228	1,365,027	1,646,407	1,793,294	1,907,437	1,768,859	2,073,336
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	10,374	18,132	19,567	19,609	17,000	20,000	17,000
4402	CONTRACT SERVICES	67,964	299,465	152,117	140,866	78,187	161,187	91,042
4403	UTILITIES	17,606	19,464	21,659	21,287	14,000	14,000	14,000
4404	REPAIRS & MAINTENANCE	4,012	3,638	9,271	5,239	8,000	6,000	8,000
4405	TRAINING & MEETINGS	1,863	2,788	3,274	4,549	7,000	6,000	7,000
4408	UNIFORM ALLOWANCE	4,677	6,728	8,953	1,473	6,000	6,000	6,000
4409	TRAINING & SEMINARS: POST	12,321	5,981	5,582	9,119	15,000	15,000	15,000
4415	POSTAGE	819	855	733	1,163	1,000	1,200	1,000
4417	FUEL & OIL	19,514	7,876	11,248	17,501	24,000	17,000	20,000
4430	DUES & SUBSCRIPTIONS	640	1,116	425	776	990	990	990
4431	FEES - BOOKING	-	-	910	2,548	5,000	5,000	3,000
4650	TRAINING & MEETINGS	2,379	1,744	1,887	1,973	5,000	5,000	5,000
4510	EQUIP FUND RENTAL	97,688	105,906	76,010	83,860	108,392	66,167	75,000
SUBTOTAL		241,529	473,693	311,636	309,963	289,569	323,544	263,032
TOTAL PROGRAM BUDGET		1,747,757	1,838,720	1,958,043	2,103,257	2,197,006	2,092,403	2,336,368
ESTIMATED PROGRAM REVENUES								
41-3358	COPS Funding	120,848	100,000	139,416	152,178	100,000	100,000	100,000
3226/3256	Police Services	46,007	41,494	43,060	60,441	40,000	55,000	50,000
3210	POST Reimbursements	5,530	1,032	-	1,632	-	-	-
TOTAL PROGRAM REVENUES		172,385	142,526	182,476	214,251	140,000	155,000	150,000
Net Program Subsidy by General Fund		1,575,372	1,696,194	1,775,567	1,889,006	2,057,006	1,937,403	2,186,368

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **Police Services**
 Program: **Dispatch**
 Account Code: **01-4129**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	233,851	274,714	289,138	299,243	299,464	299,464	318,453
4302	OVERTIME	25,139	21,253	34,202	19,229	24,734	21,734	22,254
4303	FICA/MEDICARE	20,824	26,032	28,112	30,838	30,879	30,879	34,176
4308	PART TIME SALARIES	46,971	27,344	21,527	63,344	57,163	82,163	82,042
4309	SPECIAL PAY	29,958	30,335	29,202	24,926	22,290	22,290	23,993
4310	PERS	64,228	88,259	87,315	80,244	103,188	103,188	122,796
4311	MEDICAL/DENTAL	41,885	75,667	76,639	78,118	81,183	78,183	80,903
4312	WORKER'S COMP	19,756	18,942	19,024	21,272	22,201	19,823	24,571
4313	OTHER BENEFITS	911	1,173	1,255	1,323	1,366	1,366	1,411
SUBTOTAL		483,523	563,719	586,414	618,537	642,468	659,090	710,599
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	2,430	1,752	4,540	2,252	3,000	2,500	5,000
4404	REPAIRS & MAINTENANCE	522	247	169	2,142	4,500	3,000	5,000
4405	TRAINING & MEETINGS	1,901	1,727	979	1,966	3,000	3,000	5,000
4408	UNIFORM ALLOWANCE	1,766	179	388	1,075	2,000	2,000	3,000
4409	TRAINING & SEMINARS: POST	2,082	870	3,601	1,653	3,500	3,500	5,000
4415	POSTAGE	-	-	-	340	2,000	1,000	2,000
4430	DUES & SUBCRIPTIONS	-	125	75	75	463	463	463
SUBTOTAL		8,701	4,900	9,752	9,503	18,463	15,463	25,463
TOTAL PROGRAM BUDGET		492,224	568,619	596,166	628,040	660,931	674,553	736,062

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<p style="text-align: center;">Planning and Building Department Planning and Building Services</p>
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The Planning and Building Department provides a broad range of planning and building services to the community. The Department's primary function is to guide and regulate private development in accordance with state law and the City's General Plan, Zoning Code, building codes and other local land use policies and programs. Major tasks include conducting environmental review; administering housing programs; providing staff assistance to the Planning Commission, City Council and Active Transportation Advisory Committee; and enforcing the City's planning and building codes. The Department also provides 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, property subdivision, building standards and flood protection. It also processes land use and building permit applications, responds to public inquiries about zoning and entitlement permits, coordinates interdepartmental review of development applications, and prepares reports on topical land use issues for Planning Commission and City Council review.

Long Range Planning

The Department prepares and amends documents that guide public and private development activities in Calistoga, such as the Calistoga General Plan and Calistoga Active Transportation Plan. It also prepares and/or coordinates special planning studies such as the Climate Action Plan and the Development Impact Fee Study. In addition to regulatory documents, the Department develops and implements programs such as the Mobile Home Rent Stabilization Ordinance, seismic retrofit regulations for unreinforced masonry buildings, the Mills Act program for historic preservation, and the City's Local Preference Policy for filling subsidized housing vacancies.

Area-wide Planning

The Department works with state, regional and county agencies on matters pertaining to land use, housing, transportation and other issues of county and regional significance. It reviews proposed changes in regulations and/or new regulatory requirements affecting 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.

Housing Programs

The Department coordinates the city's affordable and rehabilitation housing programs with local housing agencies and groups, including Calistoga Affordable Housing, the City of Napa Housing Authority and Napa Valley Fair Housing.

<p style="text-align: center;">Planning and Building Department Planning and Building Services</p>
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Department responsibilities include advising residents on issues relating to the Mobile Home Rent Stabilization Ordinance and assisting with the resolution of disputes between park residents and park owners. The Department also conducts 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. It works closely with other city departments, particularly the Fire and Police Departments, in coordinating and carrying out enforcement activities.

Building Inspection and Plan Check Services

The Department is responsible for the 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 within Calistoga to ensure compliance with adopted standards, including building and fire safety, energy efficiency and disabled accessibility. Department staff provides public assistance to facilitate building permit submittals and provide an understanding of the building permit review process. The Department coordinates permitting activities with other city departments and outside agencies.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

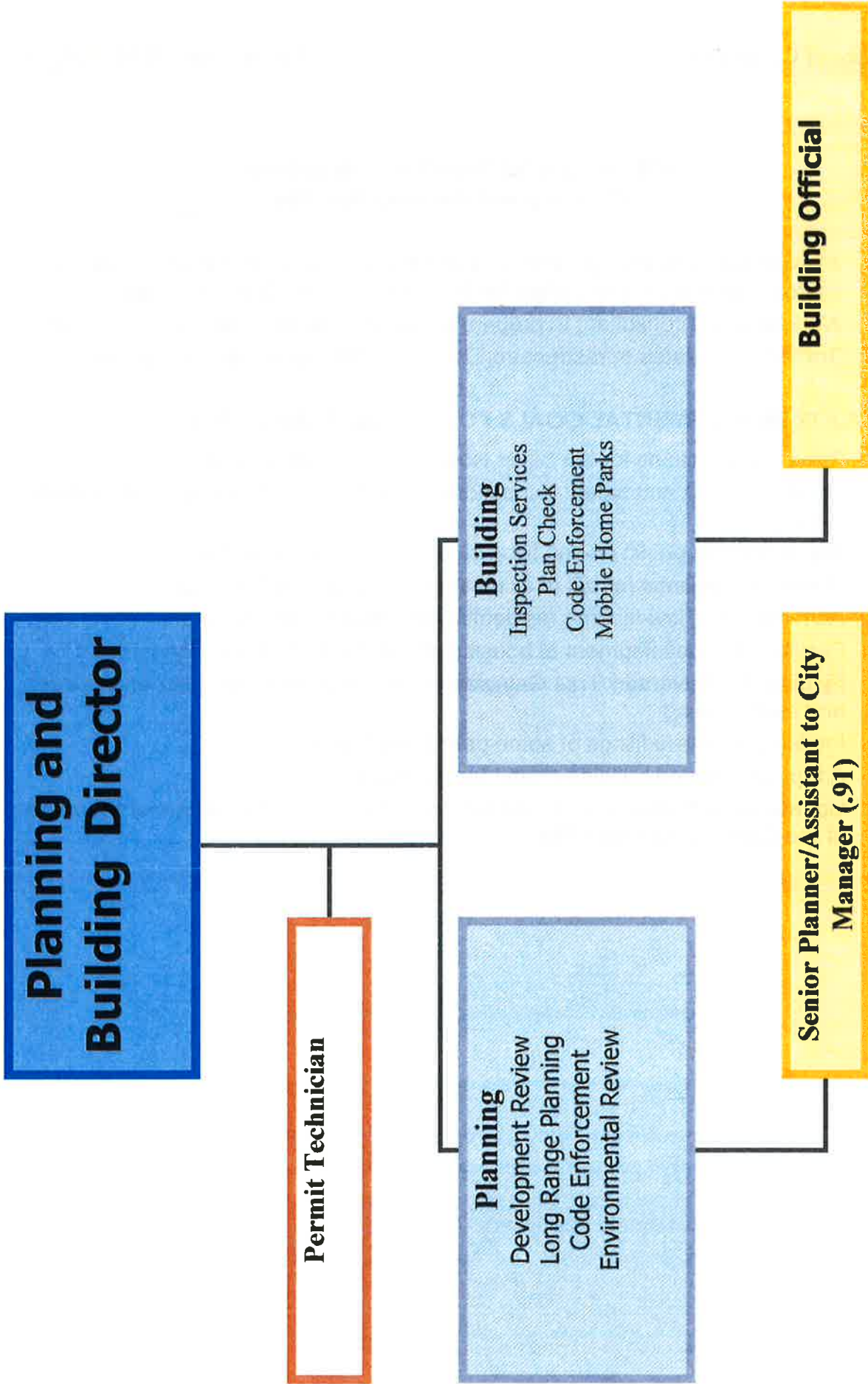
- ☑ Provided inspections for the Silver Rose Resort & Residences and Calistoga Senior Apartments projects
- ☑ Obtained design review and use permit approvals for the 78-unit Lincoln Avenue Apartments project
- ☑ Worked with a City Council sub-committee to implement strategies that promote workforce housing development, and with potential developers of workforce housing
- ☑ Worked with the Napa County Office of Education on the relocation of its pre-school
- ☑ Administered a CDBG grant to fund low-income residential rehabilitation loans, including granting 12 loans through March 2019
- ☑ Worked with the Public Works Department and the Calistoga Visitors Center to design and install downtown directional signs for visitors
- ☑ Issued 259 building permits through March 2019 with a valuation of more than \$16.5 million, including 1 winery, 1 restaurant, 12 guest rooms, 6 single-family homes and 4 accessory dwelling units
- ☑ Worked towards implementing on-line filing of some permit applications
- ☑ Inspected the Calistoga Springs Mobile Home Park and pursued the correction of code violations

<p style="text-align: center;">Planning and Building Department Planning and Building Services</p>

- ☑ Worked with a landscape architect and Public Works on the preparation of a improvements plan and budget for the Silverado Trail Gateway project
- ☑ Worked with a consultant to prepare an updated building permit fee schedule
- ☑ Drafted an updated Infrastructure Element of the Calistoga General Plan

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20

- Provide inspections for the Silver Rose Resort & Residences project
- Conduct health and safety inspections of the Chateau Calistoga Mobile Home Park
- Implement the public on-line filing of some permit applications
- Pursue the seismic retrofit of all unreinforced masonry buildings
- Administer the low-income residential rehabilitation loan program
- Facilitate the development of housing affordable to the local workforce
- Finalize the Silverado Trail Gateway project improvements plan and budget, and seek funding
- Implement on-line filings of some permit applications
- Adopt an updated building permit fee schedule
- Update the Infrastructure, Economic Development and Geothermal Elements of the Calistoga General Plan

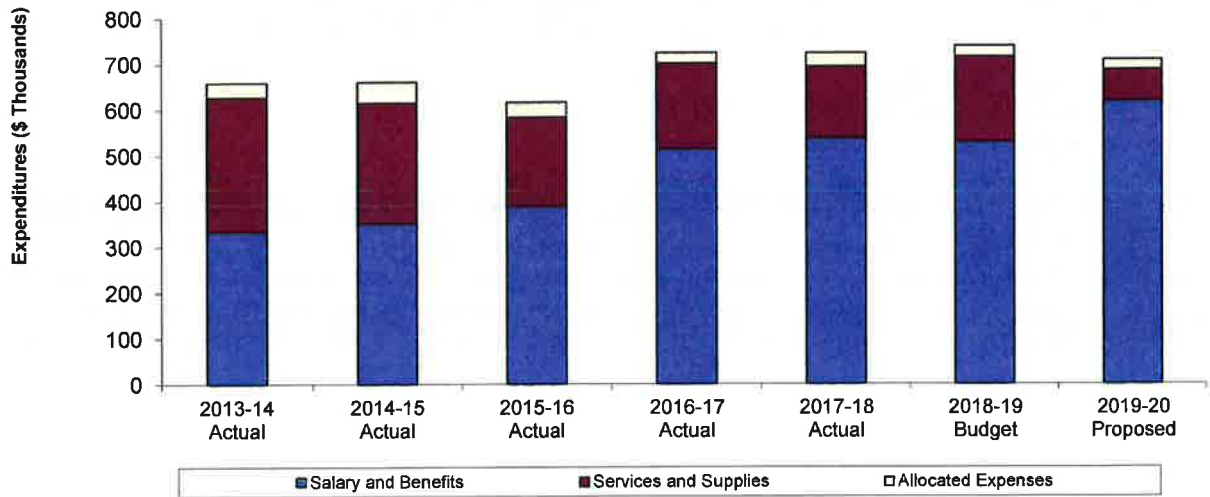


City of Calistoga Planning and Building Department
 Staffing Chart
 FY 2019-2020

Planning and Building
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	334,481	351,702	388,619	514,357	537,980	529,076	618,687
Services and Supplies	293,048	264,427	195,679	187,327	156,762	187,242	68,695
Allocated Expenses	31,725	44,413	32,315	22,413	28,502	22,960	21,000
TOTAL	659,254	660,542	616,613	724,097	723,244	739,278	708,382

Planning and Building
Trend in Expenditures (\$ Thousands)



Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Planning & Building
Program: Planning Commission

Account Code: **01-4109**

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	11	95	-	-	200	200	200
4402	CONTRACT SERVICES	1,020	1,360	1,470	840	1,800	1,800	1,400
4405	TRAINING & MEETINGS	-	80	-	-	160	160	160
4410	ADVERTISING	-	-	-	401	750	750	1,000
4443	COMMISSION STIPEND	3,450	2,950	2,600	1,700	3,375	3,375	4,050
SUBTOTAL		4,481	4,485	4,070	2,941	6,285	6,285	6,810
TOTAL PROGRAM BUDGET		4,481	4,485	4,070	2,941	6,285	6,285	6,810

Department: Planning & Building
Program: Active Transportation Advisory Committee

Account Code: **01-4120**

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:	-	-	156	-	-	-	-
SUBTOTAL		-	-	156	-	-	-	-
TOTAL PROGRAM BUDGET		-	-	156	-	-	-	-

	Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Planning & Building
 Program: Planning
 Account Code: 01-4115

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	172,515	186,447	193,718	193,847	183,672	189,179	212,817
4302	OVERTIME	-	169	-	3	-	-	-
4303	FICA/MEDICARE	13,006	14,109	14,244	14,888	14,353	14,859	16,811
4305	INCENTIVE PAY	600	1,106	2,095	2,634	3,951	5,054	6,939
4310	PERS	26,495	34,285	35,909	33,005	17,974	18,632	15,538
4311	MEDICAL/DENTAL	30,095	32,104	34,450	24,713	17,931	27,931	40,989
4312	WORKERS COMP	9,670	10,450	10,399	10,282	10,319	9,214	12,087
4313	OTHER BENEFITS	550	498	735	671	674	674	752
SUBTOTAL		252,931	279,168	291,550	280,043	248,874	265,543	305,933

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	725	564	1,031	4,078	1,225	1,225	1,400
4402	CONTRACT SERVICES	-	-	110	2,573	750	750	-
4403	UTILITIES	2,059	1,964	2,139	2,295	2,500	2,500	2,575
4405	TRAINING & MEETINGS	1,019	88	137	1,462	1,500	1,500	1,500
4410	ADVERTISING	1,588	615	569	-	-	-	-
4415	POSTAGE	1,139	1,262	1,032	541	1,500	1,500	1,000
4430	DUES & SUBSCRIPTIONS	726	756	779	693	1,025	1,025	1,400
4650	TRAINING & MEETINGS	1,109	1,393	1,429	440	1,500	1,500	1,500
4510	EQUIP FUND RENTAL	9,541	10,229	11,568	10,407	10,545	8,629	9,500
SUBTOTAL		17,906	16,871	18,794	22,489	20,545	18,629	18,875

TOTAL PROGRAM BUDGET	270,837	296,039	310,344	302,532	269,419	284,172	324,808
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ESTIMATED PROGRAM REVENUES								
3219	Other Licenses & Permits	5,400	4,051	5,248	12,642	4,500	4,500	7,000
3244	Planning Services	54,466	40,627	43,449	45,417	35,000	40,000	50,000
3281	Other Filing Fees	976	3,218	4,935	3,957	2,500	3,500	-
3299	CDBG Grant Adm Support (38)	1,644	-	-	-	-	-	-
3299	CDBG Reuse Loan Support (44)	-	-	-	-	24,595	24,595	24,595
3299	Mobile Home Park - Adm Support (27)	2,520	2,520	1,500	1,500	1,030	1,030	850
TOTAL PROGRAM REVENUES		65,006	50,416	55,132	63,516	67,625	73,625	82,445

Net Program Subsidy By General Fund	205,831	245,623	255,212	239,016	201,794	210,547	242,363
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Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Planning & Building
 Program: Building Services
 Account Code: 01-4125

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	67,094	72,432	149,587	177,663	194,636	187,636	224,489
4302	OVERTIME	-	56	-	3	-	-	-
4303	FICA/MEDICARE	5,057	5,478	11,048	13,424	14,999	15,364	17,363
4305	INCENTIVE PAY	-	169	498	856	1,425	2,228	2,475
4310	PERS	11,147	14,574	24,455	26,097	19,743	18,743	17,553
4311	MEDICAL/DENTAL	11,479	12,554	27,375	29,087	31,236	29,236	37,628
4312	WORKERS COMP	3,774	4,073	9,288	10,183	10,783	9,628	12,483
4313	OTHER BENEFITS	220	115	556	624	698	698	763
SUBTOTAL		98,771	109,451	222,807	257,937	273,520	263,533	312,754
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	1,539	4,990	4,385	5,245	2,000	2,000	5,000
4402	CONTRACT SERVICES	249,753	179,125	170,048	132,980	163,797	163,797	39,000
4405	TRAINING & MEETINGS	-	119	464	1,865	3,600	3,600	7,000
4408	UNIFORM ALLOWANCE	-	-	117	448	250	250	150
4417	FUEL & OIL	289	318	801	1,141	300	550	600
4430	DUES & SUBSCRIPTIONS	-	-	60	60	760	760	760
4510	EQUIP RENTAL FUND	34,872	22,086	10,845	18,095	18,095	14,331	11,500
SUBTOTAL		286,453	206,638	186,720	159,834	188,802	185,288	64,010
TOTAL PROGRAM BUDGET		385,224	316,089	409,527	417,771	462,322	448,821	376,764
ESTIMATED PROGRAM REVENUES								
3212	Building Permit Fees	110,024	121,605	282,800	291,063	163,396	163,396	109,290
3244	Building Inspection Fees	10,821	7,552	-	-	-	-	-
3283	Plan Check Fees	88,452	107,680	284,708	120,731	122,547	122,547	82,000
3299	Mobile Home Park Inspections (27)	5,000	5,020	5,600	6,000	6,000	6,000	6,240
TOTAL PROGRAM REVENUES		214,297	241,857	573,108	417,794	291,943	291,943	197,530
Net Program Subsidy By General Fund		170,927	74,232	(163,581)	(23)	170,379	156,878	179,234

<p style="text-align: center;">Public Works Administration and Streets</p>

The Mission of the Public Works Department is to provide the necessary infrastructure to maintain the quality of life expected by residents and visitors, and improve the economic viability of the community. The Department is responsible for maintenance of the streets, water treatment and distribution, wastewater collection and treatment, recycled water, storm drains, parks, City-owned streetlights and buildings, and Pioneer Cemetery. The Department serves a coordination role for solid waste collection services and public transit services. The Department provides Engineering services for capital improvement projects, entitlement approval, flood control and water supply.

Public Works Administration

Public Works Administration consists of the Director of Public Works/City Engineer, one Administrative Services Technician, a Deputy Director, a Senior Civil Engineer, a Maintenance Superintendent and a Utility Systems Superintendent. The division is responsible for overall administration of all aspects of the Department including maintenance of all City owned property, streets, buildings, parks, utility operations (water, wastewater, storm water, recycled water), capital projects, and department budget administration. Public Works Administration also provides coordination for transit bus services, solid waste collection services as well as providing for City Engineering services.

Primary activities include fulfillment of Council goals, responding to service requests and citizen inquiries, development and management of capital improvement projects, pursuing grants, reviewing plans for private development, administering the backflow prevention program, water conservation and public education, and issuing permits for encroachments, grading, transportation and tree work. The goal of Public Works Administration is to provide technical and administrative support needed by the Divisions within Public Works and other City Departments.

Streets

The Street Division maintains 31 lane miles of streets, 3 bridges, signs and striping in the public street right-of-way. The Street Division, with assistance from the Utility Division, maintains, manages, and oversees the operation and permit compliance for the storm drain system.

The 2018 Pavement Condition Index (PCI) survey rated the City streets at 64 (out of 100) putting City streets in "Fair" category. This is an increase of 11 point from 2015 PCI Survey. The qualifier is the "Some at Risk" category which recognizes the long lead time needed to fund and plan maintenance activities. Unfortunately, pavements in this category typically end up in the "Poor" category by the time actual maintenance activities occur.

<p style="text-align: center;">Public Works Streets (cont.), Parks, and Building Maintenance</p>
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Services include street sweeping, street sign maintenance and replacement, striping, maintenance of City owned street lights, pothole repair, downtown sidewalk cleaning, drainage ditch clearing, catch basin cleaning, and weed abatement. Code enforcement of street encroachments, storm drainage discharge, and sidewalk repairs is also included in this program. Asphalt overlays, seal coats and other capital pavement treatments are identified as Capital Improvement Projects elsewhere in the budget. The goal of this Program is to maintain the City's streets, sidewalks and bridges in a manner that protects public safety within budgetary allocations.

Parks

The Parks Division maintains the eight City parks, bike paths and path bridges, and associated restrooms and trash receptacles. This Division implements City beautification projects, installs memorial benches, and maintains landscaping at all City-owned buildings. Pool facility maintenance performed by Public Works include repairs to plumbing systems, electrical systems, the pool deck, abatement of 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. 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.

Since April, 2012 pool maintenance has been a contracted service which is provided by Diamond Quality Pool's. Contracted services include general operation maintenance activities for all water related components of the pool including the pumps, chemicals, filters, boilers and dosing equipment. The Kiddie Pool was replastered last year. The goal of this program is to provide a safe, reliable and clean pool facility for the public.

Building Maintenance

Building Maintenance provides maintenance for approximately 50,000 square feet of City buildings. This includes City Hall, Sharpsteen Museum, Community Center, Police and Fire Stations, Public Works, Water and Wastewater buildings, Logvy Community Pool building, and the Monhoff Recreation Center. Janitorial services for the Police Department, City Hall, the Community Pool, public restrooms and the Community Center are contracted out. The goal of this program is provide a safe and pleasant environment for employees and the public utilizing our facilities. The maintenance shop maintains the City's equipment and provides minor repair for the City's vehicles and equipment. Fleet maintenance is provided through contracted services.

Public Works Building Maintenance (cont.), Major Tasks Completed

The goal of the Maintenance Division is to keep vehicles, equipment City buildings in a safe and efficient working order.

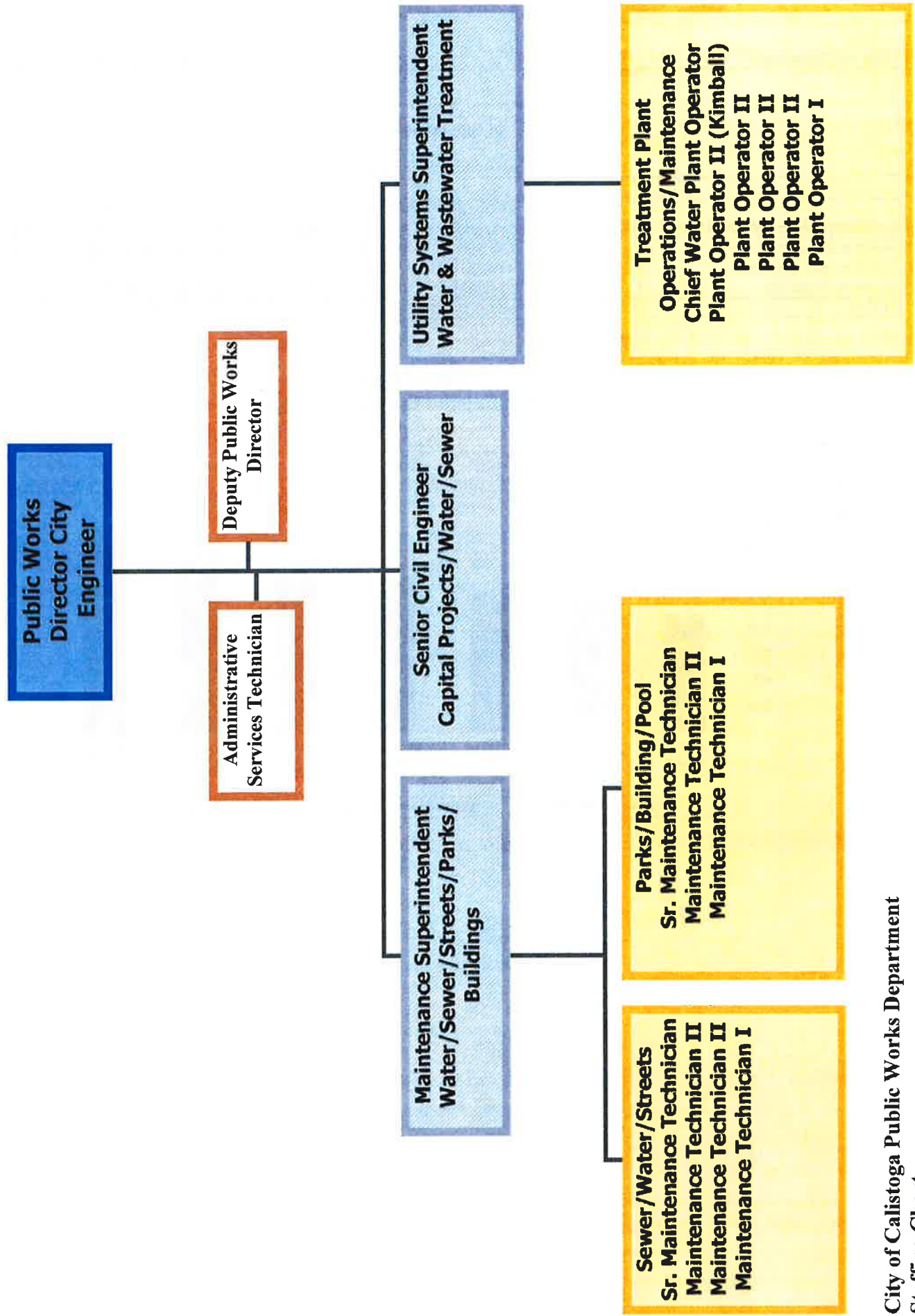
Major Department Tasks Completed Fiscal Year 2018-19

- Completed Feige Water Tank Construction
- Completed HMGP Grant application for Generator Project
- Completed HMGP Grant application for Kimball Intake and Drain Valve Project
- Completed HMGP Grant application for Water Reliability Project
- Completed HMGP Grant application for Dunaweal Pump Station Relocation Project
- Complete IRWM grant application for Pioneer Park Bridge, Conn Creek Waterline and Riverside Pond Project
- Completed Grant Street Storm Drainage Improvements-Phase II
- Began Phase I of the Riverside Pond Design and Environmental
- Began Design of Petrified Forrest Signalized intersection
- Reconstruct Spring Street from Cedar to the Napa River**
- Implement web based utility GIS system Partnered with Caltrans to complete the downstream side of the Lincoln Avenue Bridge over the Napa River*
- Build the Recycled Pump Station Improvements
- Began Kimball Inundation Mapping and Emergency Action Plan
- Completed Major Rewiring Project at Kimball Water Treatment Plant
- Bid Palisades Lift Station Improvement Project
- Conducted Sixth Annual Napa River clean-up event
- Performed weekly downtown sidewalk cleaning through November
- Completed various sidewalk and ADA Ramp improvements*
- Continued water conservation rebate programs (cash for grass and high efficiency toilets)
- Installed Auto flush hydrant
- Installed THM removal system in Feige Tank
- Installed new remote read water meters along Foothill Blvd
- Completed Grit Removal of aeration basins at the WWTP
- Completed last phase of cross connection inspections
- Continued development and entitlement reviews
- Installed Way Finding Signage
- Began Parklet Construction on Washington/Lincoln

Major Departmental Goals for Fiscal Year 2019-20

- Complete construction of Palisades Lift Station Improvements
- Upon HMGP grant application approval begin Phase I of the generator project
- Upon HMGP grant application approval begin Phase I of the Kimball Intake and Drain Valve Project
- Upon HMGP grant application approval begin Phase I of the Dunaweal Pump Station Relocation Project
- Upon HMGP grant application approval begin Phase I of the Dunaweal Pump Station Relocation Project
- Upon HMGP grant application approval begin Phase I of the Water Reliability Project
- Complete permitting and no rise for Pioneer Park Bridge*
- Complete Sewer Model for dry weather flows and begin wet weather calibration
- Upon IRWM grant application approval, begin permit applications for low water crossing removal
- Complete CalOES approval of EAP/Inundation Map for Kimball Reservoir*
- Complete hardware/software upgrade for remote read meter system
- Install additional remote read water meters
- Complete Palisades Lift Station Improvements*
- Complete Phase I of the Riverside Pond Project – 50% Design Plans CEQA and Permit Applications*
- Downtown Beautification Planning/Study*
- Reconstruct Grant Street from Garnett Court to City Limits*
- Pave corporation yard
- Preliminary Engineering on Gold Street Pedestrian Bridge*
- Complete Design and bid Road and utility reconstruction designs for Cedar from Spring to Lincoln
- Complete Design and bid Road and Utility replacement designs for Washington from Berry to N Oak
- Partner with Caltrans to complete environmental review and finish design for traffic signal at Foothill and Petrified Forest Rd.*
- Complete the AT&T Riverside Pathway*
- Complete environmental review and permitting for Pioneer Park Pedestrian Bridge over the Napa River*
- Work with the Vine Trail Coalition to construct the Fairway Extension*
- Complete designs and bid lighted crosswalk at Lincoln and Brannan*
- Continue sidewalk improvement program*
- Complete installation of geothermal water meters at Roman Spa and Wilkinson's*
- Complete THM study for WTP facilities

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

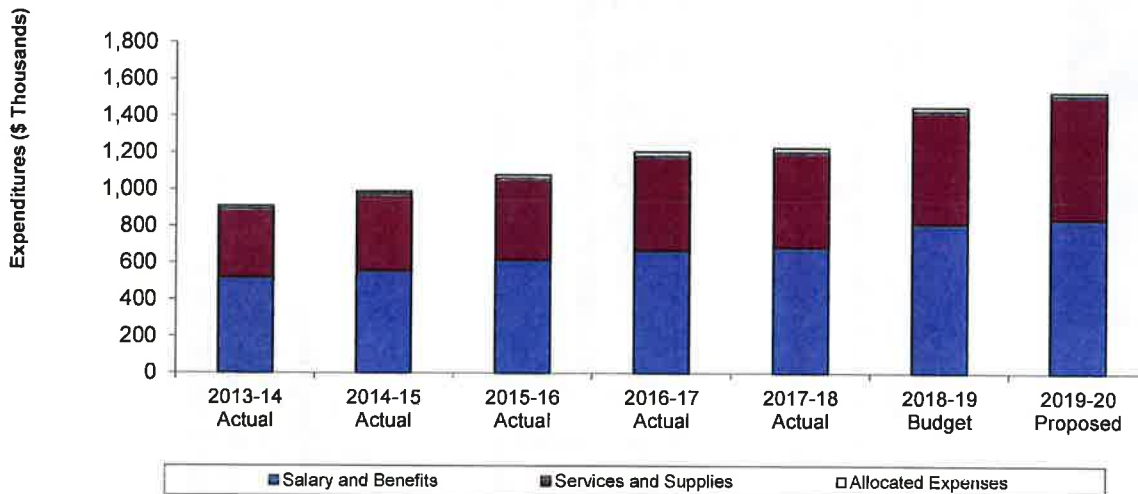


City of Calistoga Public Works Department
Staffing Chart
FY 2019-2020

Public Works
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	519,167	554,856	615,562	667,439	685,357	814,600	838,339
Services and Supplies	374,548	419,031	447,159	513,589	519,304	612,883	674,850
Allocated Expenses	14,158	14,533	15,855	26,051	22,011	22,337	18,800
TOTAL	907,873	988,420	1,078,576	1,207,079	1,226,672	1,449,820	1,531,989

Public Works
Trend in Expenditures (\$ Thousands)



Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Public Works
 Program: Public Works Administration
 Account Code: 01-4121

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	55,932	61,476	70,751	74,150	95,625	89,625	101,318
4302	OVERTIME	-	19	-	37	-	-	-
4303	FICA/MEDICARE	4,195	4,607	4,964	5,271	7,398	7,607	7,843
4309	INCENTIVE PAY	60	408	549	420	1,080	1,890	1,200
4310	PERS	9,531	13,281	14,888	14,454	19,690	20,254	16,393
4311	MEDICAL/DENTAL	8,275	9,261	10,517	10,593	15,450	14,450	16,403
4312	WORKERS COMP	3,320	3,619	4,384	5,037	5,319	4,749	5,638
4313	OTHER BENEFITS	181	209	255	255	340	340	347
SUBTOTAL		81,494	92,880	106,308	110,217	144,902	138,915	149,142
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	3,019	6,829	9,176	3,807	4,050	3,856	4,050
4402	CONTRACT SERVICES	30,711	31,968	43,883	33,347	33,625	34,701	36,325
4403	UTILITIES	8,078	7,270	6,482	7,073	8,000	8,089	8,330
4404	REPAIRS & MAINTENANCE	-	220	-	49	-	-	-
4405	TRAINING & MEETINGS	268	776	196	218	2,700	1,235	1,900
4410	ADVERTISING	291	69	-	-	300	-	300
4415	POSTAGE	914	1,342	967	899	250	591	400
4417	FUEL & OIL	236	196	144	585	500	1,006	1,035
4424	HEALTH & SAFETY	208	160	178	163	300	388	400
4430	DUES & SUBSCRIPTIONS	492	727	1,690	365	825	1,114	810
4431	FEES	431	431	771	445	250	595	650
4650	TRAINING & MEETINGS	110	-	-	149	2,000	-	2,000
4510	EQUIP FUND RENTAL	4,881	5,365	7,273	8,304	8,149	6,502	6,300
4821	MISC OFFICE EQUIPMENT	-	-	-	-	2,900	2,900	-
SUBTOTAL		49,639	55,353	70,760	55,404	63,849	60,977	62,500
TOTAL PROGRAM BUDGET		131,133	148,233	177,068	165,621	208,751	199,892	211,642
ESTIMATED PROGRAM REVENUES								
3219	Encroachment Permits	25,244	25,730	11,673	6,054	10,000	10,000	10,100
3245	Public Works Services	38,721	53,118	28,353	24,899	30,000	35,000	30,000
TOTAL PROGRAM REVENUES		63,965	78,848	40,026	30,953	40,000	45,000	40,100
Net Program Subsidy By General Fund		67,168	69,385	137,042	134,668	168,751	154,892	171,542

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Public Works
 Program: Streets
 Account Code: 01-4122

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	111,135	98,941	102,028	100,573	149,787	142,845	168,019
4302	OVERTIME	6,202	4,849	4,947	7,742	8,095	8,095	9,220
4303	FICA/MEDICARE	9,263	8,284	8,442	8,435	12,760	13,050	14,365
4309	SPECIAL PAY	5,754	6,117	6,770	7,012	8,921	11,190	10,536
4310	PERS	23,176	26,204	32,286	26,536	30,259	28,259	37,112
4311	MEDICAL/DENTAL	24,481	20,202	17,461	16,395	31,647	26,647	32,928
4312	WORKERS COMP	6,509	7,850	8,789	8,747	9,174	8,191	10,328
4313	OTHER BENEFITS	388	391	407	390	855	855	619
SUBTOTAL		186,908	172,838	181,130	175,830	251,498	239,132	283,127
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	12,968	16,311	19,452	18,115	35,600	32,817	20,600
4402	CONTRACT SERVICES	44,168	43,280	54,443	49,536	77,350	71,303	74,000
	Tree Maintenance Prog						-	
	Refuse Services						-	
4404	REPAIRS & MAINTENANCE	1,389	630	3,995	687	28,000	20,450	22,000
4405	TRAINING & MEETINGS	681	296	102	2,093	1,000	86	1,000
4408	UNIFORM ALLOWANCE	714	1,774	930	1,049	1,900	1,506	1,900
4415	POSTAGE				-	-	148	-
4417	FUEL & OIL	6,998	6,794	6,880	6,403	7,000	10,368	10,650
4424	HEALTH & SAFETY	139	210	338	282	1,000	1,000	1,000
4426	WEED & PEST CONTROL	8,192	-	-	-	-	-	-
4431	FEES	-	63	-	-	-	-	-
4650	TRAINING & MEETINGS	175	-	-	-	600	94	600
4510	EQUIP FUND RENTAL	9,652	10,490	13,610	13,707	6,210	12,935	12,500
SUBTOTAL		85,076	79,848	99,750	91,872	158,660	150,707	144,250
CAPITAL OUTLAY - Equipment - List								
4821	Drill with Stand	-	-	5,168	-	-	-	-
SUBTOTAL		-	-	5,168	-	-	-	-
TOTAL PROGRAM BUDGET		271,984	252,686	286,048	267,702	410,158	389,839	427,377

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **Public Works**
 Program: **Park Maintenance**
 Account Code: **01-4123**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	79,260	91,183	100,687	105,891	106,094	103,094	106,136
4302	OVERTIME	873	1,706	2,605	2,547	2,385	2,385	2,830
4303	FICA/MEDICARE	6,250	7,255	7,923	8,229	8,657	8,954	8,700
4309	SPECIAL PAY	2,067	2,786	3,491	2,172	4,691	7,666	4,757
4310	PERS	17,042	24,910	23,919	22,995	32,625	31,625	29,305
4311	MEDICAL/DENTAL	6,943	8,768	9,741	14,205	17,906	19,906	20,995
4312	WORKERS COMP	4,806	5,063	4,950	5,971	6,224	5,557	6,255
4313	OTHER BENEFITS	279	330	396	417	426	426	415
SUBTOTAL		117,520	142,001	153,712	162,427	179,008	179,613	179,393
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	16,812	10,406	8,441	12,633	10,400	10,400	10,400
4402	CONTRACT SERVICES	18,603	27,663	18,219	41,914	56,150	24,887	35,000
4403	UTILITIES	4,690	4,491	4,800	5,162	5,000	4,973	5,125
4404	REPAIRS & MAINTENANCE	7,861	7,055	8,341	5,056	6,000	5,447	6,000
4405	TRAINING & MEETINGS	-	150	-	-	300	-	300
4408	UNIFORM COSTS	858	894	1,033	786	1,100	1,987	2,050
4410	ADVERTISING	-	-	-	-	-	1,020	-
4417	FUEL & OIL	1,348	1,152	1,178	1,093	1,425	1,223	1,700
4424	HEALTH & SAFETY	140	210	202	240	550	168	550
4503	WATER	22,644	20,609	21,769	25,204	30,000	33,810	34,825
SUBTOTAL		77,068	72,630	63,983	92,088	110,925	83,915	95,950
TOTAL PROGRAM BUDGET		194,588	214,631	217,695	254,515	289,933	263,528	275,343

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Public Works
 Program: Maintenance Shop
 Account Code: 01-4124

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	15,434	24,101	30,375	31,948	32,525	31,025	21,747
4302	OVERTIME	216	46	141	55	132	132	142
4303	FICA/MEDICARE	1,206	1,858	2,167	2,288	2,561	2,639	1,729
4309	SPECIAL PAY	159	578	645	350	816	937	716
4310	PERS	1,815	4,431	3,966	4,864	6,902	6,402	3,036
4311	MEDICAL/DENTAL	918	2,730	3,604	4,258	4,799	4,299	2,550
4312	WORKERS COMP	909	973	1,017	1,739	1,841	1,644	1,243
4313	OTHER BENEFITS	47	78	104	106	110	110	68
SUBTOTAL		20,704	34,795	42,019	45,608	49,686	47,188	31,231
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	2,698	1,473	1,440	625	2,900	1,000	2,900
SUBTOTAL		2,706	1,473	1,440	625	2,900	1,000	2,900
TOTAL PROGRAM BUDGET		23,410	36,268	43,459	46,233	52,586	48,188	34,131

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: **Public Works**
 Program: **Pool Facility Maintenance**
 Account Code: **01-4126**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	8,185	8,829	9,442	9,926	10,192	10,192	10,422
4302	OVERTIME	114	297	346	539	367	367	376
4303	FICA/MEDICARE	624	689	778	809	838	869	857
4309	INCENTIVE PAY	-	28	192	251	392	794	401
4310	PERS	1,946	2,691	2,540	2,362	3,516	3,649	4,005
4311	MEDICAL/DENTAL	1,345	1,349	1,372	1,403	1,480	1,480	1,371
4312	WORKERS COMP	1,044	513	514	561	602	625	616
4313	OTHER BENEFITS	31	35	46	43	44	44	44
SUBTOTAL		13,289	14,431	15,230	15,894	17,431	18,020	18,092
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	18,263	12,775	20,265	22,026	27,200	23,201	29,700
4402	CONTRACT SERVICES	41,151	38,997	39,058	38,744	43,150	38,826	55,000
4403	UTILITIES	49,233	41,956	51,415	37,767	40,000	49,688	51,200
4404	REPAIR & MAINTENANCE	8,315	13,859	10,964	2,138	13,000	3,570	13,000
4431	FEES	844	844	844	858	1,500	1,500	1,500
4503	WATER/WASTEWATER	16,547	10,326	7,611	11,024	9,800	22,068	15,000
SUBTOTAL		134,353	118,757	130,157	112,557	134,650	138,853	165,400
TOTAL PROGRAM BUDGET		147,642	133,188	145,387	128,451	152,081	156,873	183,492

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Public Works
 Program: Building Maintenance
 Account Code: 01-4127

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	93,558	104,766	113,964	118,864	117,252	104,252	102,569
4302	OVERTIME	1,129	1,741	2,584	1,263	1,587	3,087	3,056
4303	FICA/MEDICARE	7,429	8,313	8,921	9,096	9,549	9,859	8,461
4309	SPECIAL PAY	2,067	2,717	3,004	1,537	5,982	9,139	4,971
4310	PERS	20,049	28,459	27,214	25,851	36,761	33,539	20,841
4311	MEDICAL/DENTAL	4,545	6,361	7,308	11,721	15,250	25,250	30,970
4312	WORKERS COMP	5,479	5,880	5,598	6,583	6,865	6,130	6,083
4313	OTHER BENEFITS	325	380	447	466	476	476	403
SUBTOTAL		134,941	158,617	169,040	175,381	193,722	191,732	177,354
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	15,667	17,828	26,642	23,145	26,700	19,105	26,700
4402	CONTRACT SERVICES	34,663	82,830	106,998	120,745	121,050	132,900	138,000
4403	UTILITIES	3,410	3,352	3,902	3,790	4,900	4,017	4,900
4404	REPAIRS & MAINTENANCE	4,957	8,473	8,536	15,429	9,250	3,400	9,250
4405	TRAINING & MEETINGS	132	67	-	-	200	-	200
4408	UNIFORM ALLOWANCE	939	852	875	731	1,100	2,337	2,500
4413	TAX AND LICENSE	-	-	-	-	50	50	50
4417	FUEL & OIL	7,449	5,553	4,879	6,022	7,500	8,114	10,000
4424	HEALTH & SAFETY	280	210	202	213	1,500	140	1,500
4431	FEES	1,052	-	660	789	1,000	1,000	-
4503	WATER/WASTEWATER	15,673	15,788	15,688	17,905	21,250	28,705	29,550
SUBTOTAL		84,722	134,953	168,382	188,769	194,500	199,768	222,650
TOTAL PROGRAM BUDGET		219,663	293,570	337,422	364,150	388,222	391,500	400,004

<p style="text-align: center;">Recreation Services Department Programs</p>

The Recreation Services Department is responsible for management and operation of the City's fitness and recreation programs, adult and senior community classes, special event permitting, transit services, City sponsored special events, weekend janitorial of City facilities, and the Aquatics programs.

Fitness and Recreation Programs

Plans, maintains and provides recreation programming for City residents of all ages. This includes adult fitness classes, adult sports workshops, youth sports leagues and workshops, summer camps, educational and leisure courses and community service projects for teens.

Adult and Senior Community Classes

Designs, implements and supervises adult and senior classes geared to enhancing the lives of Calistoga residents. This includes senior trips (Giants Game), Tai Chi and Pwr! Moves, nutrition classes, lengthen & strengthen, lunch & learn, fitness classes with partner Calistoga Fit, special interest classes with Napa Valley College, and special events throughout the year.

Special Event Permitting

Processes and coordinates 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 NVRTA 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

Plans, schedules and carries out city-wide events in addition to providing support to other special events within city limits. City sponsored events include: City wide yard sale, safety day, earth day, coastal clean-up day, and the holiday dinner.

Recreation Services Department Programs
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Weekend Janitorial Services of City Facilities

The City hires, trains and manages a staff team of approximately 2 part-time staff to maintain city restrooms and garbage cans on the weekends and special city functions.

Aquatics Programs

Plans, programs, maintains and provides aquatic programs at the Calistoga Community Pool. Programming includes: lifeguard and swim instructor training, swim lessons, swim instruction to elementary school, recreation swimming, pop-up pool time, lap swimming and water aerobics. The aquatics program includes a staff team of 40-50 seasonal employees. Beginning in the 2019 season aquatics programs are free to Calistoga residents.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2018-19

- Continued to increase programming while maintaining low operational costs in all areas to enhance the community for Calistoga residents *
- Partnered with Calistoga Fit to offer a full schedule of youth and adult fitness programs
- Processed and assisted numerous special event permits including 4th of July Parade, Harvest Table Dinner, Music in the Park, Lighted Holiday tractor Parade, Holiday Village, and various sporting events throughout the year *
- Fostered positive relationship with Boys and Girls Club for joint use of their new facility and partnered to provide youth basketball, youth basketball camp, and youth volleyball camp.
- Developed, promoted, and implemented a youth tennis program in partnership with the USTA and Calistoga Fit
- Sponsored and coordinated Holiday Luncheon
- Continued to promote the Calistoga Community Pool usage and accessibility for all within available resources. Continued swimming instruction for all 2nd-6th graders at Calistoga schools, which totaled 132 hours of instruction
- Added additional summer programming including special events at the pool, youth sports mini camps *
- Trained and certified 20 new lifeguards
- Partnered with Napa Valley College, Rianda House, Up Valley Family Center to provide additional senior programming in Calistoga
- Partnered with Calistoga police and fire departments to host community safety day which included bike safety, fire safety, water awareness & safety
- Conducted various special events within the City and bus trips such as, Giants baseball games, monthly walking groups, and community yard sales

Recreation Services Department Programs
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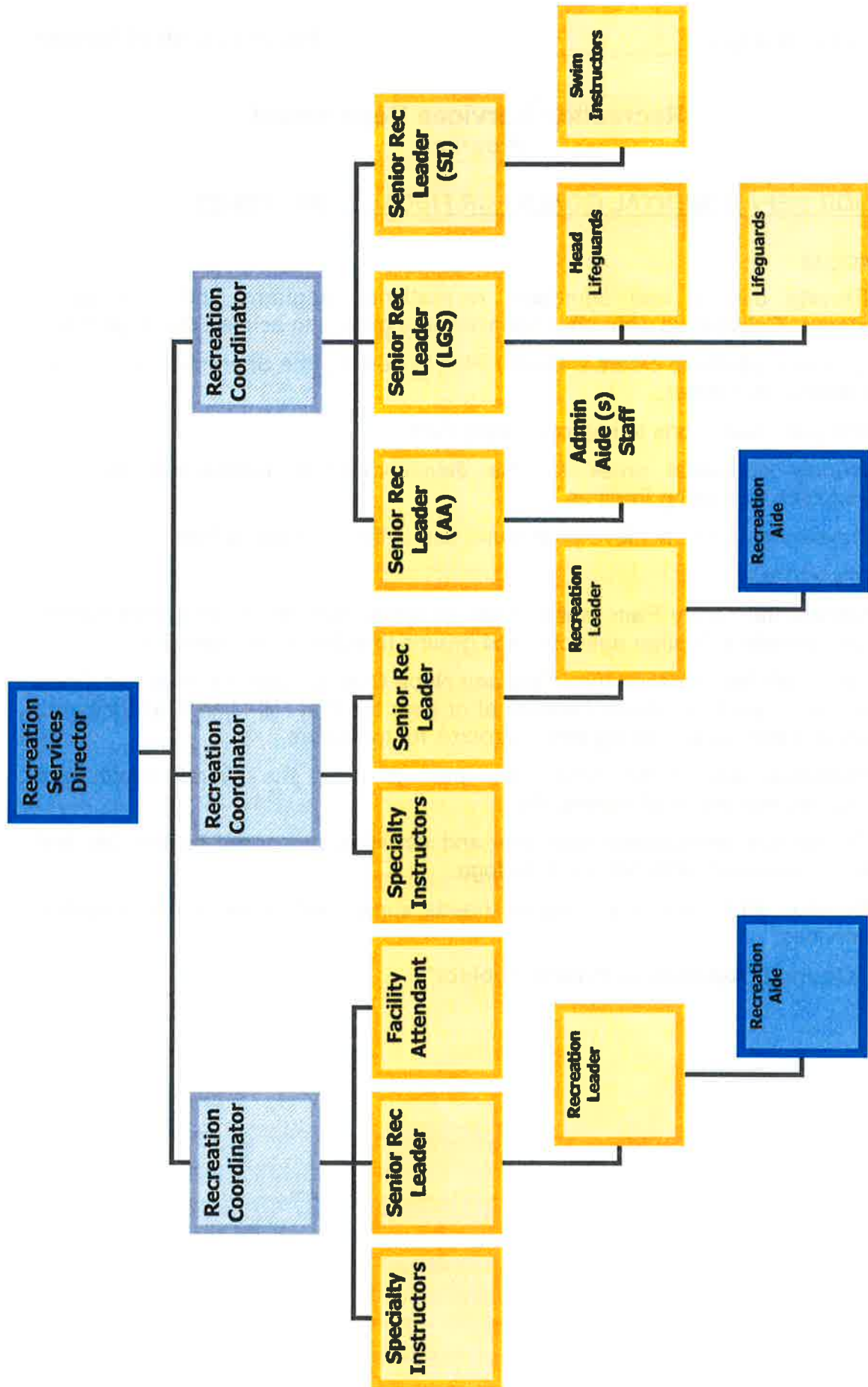
MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2019-20Objectives

1. Provide diverse and affordable recreational programs, including senior fitness. Collaborate with other agencies and groups to achieve this objective.
2. Continue efforts to create a Master Plan to develop the Sharpsteen Plaza and Community Center.
3. Support local efforts to improve Logvy Park.
4. Identify additional areas for the development of recreational facilities, including picnicking facilities.
5. Develop a plan to achieve year-round use of the Community Pool.

Priority Projects

1. Update the Logvy Park Master Plan to reflect current and projected needs. Collaborate with other agencies and groups to achieve this objective.
2. Work with Napa Valley Vine Trail and Napa County Regional Park and Open Space District to provide facilities at or near the Oat Hill Mine Trail trailhead, particularly public parking and restrooms for trail users.
3. Maximize use of the Community pool to meet the overall health and recreational needs of community.
4. Create new recreational programs and activities sponsored by the City that meet the needs of seniors in Calistoga.
5. Develop and conduct community needs survey with a focus on recreation services.

City Council Objective or Priority Project*

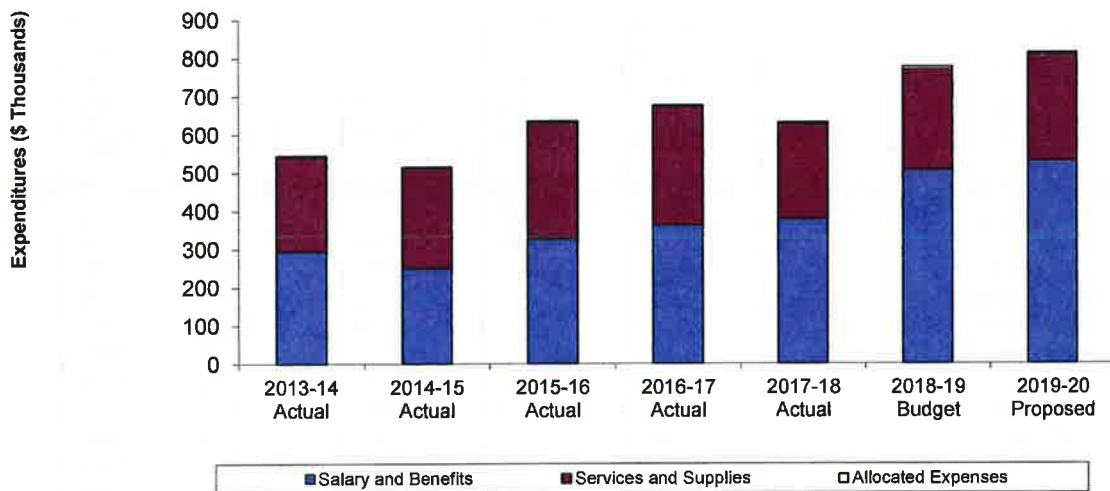


City of Calistoga Recreation Services Department
 Staffing Chart
 FY 2019-2020

Recreation
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	294,772	249,922	325,691	361,618	376,889	504,884	529,079
Services and Supplies	245,826	261,767	304,799	309,196	248,312	264,536	277,977
Allocated Expenses	4,291	4,068	4,786	5,784	5,543	6,394	5,700
TOTAL	544,889	515,757	635,276	676,598	630,744	775,814	812,756

Recreation
Trend in Expenditures (\$ Thousands)



**Pool Maintenance expenditures are under public works department 4126

** Community Support and Enrichment Grants are under Administrative Support Services as of July 1, 2017

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Recreation
 Program: Recreation Programs
 Account Code: 01-4152

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	22,592	28,790	24,948	43,493	71,736	69,422	77,461
4302	OVERTIME	9	-	348	1,270	1,060	1,760	1,060
4303	FICA/MEDICARE	3,003	2,951	2,847	3,990	6,518	6,586	6,737
4305	INCENTIVE PAY	525	525	-	-	1,710	1,920	2,550
4308	PART TIME SALARIES	14,671	8,356	11,814	5,163	10,700	10,700	7,000
4309	SPECIAL PAY	44	-	263	1,305	-	-	-
4310	PERS	3,838	2,111	3,311	4,611	6,139	5,205	6,002
4311	MEDICAL/DENTAL	1,509	1,309	2,619	3,779	10,931	5,431	5,996
4312	WORKERS COMP	2,616	2,957	3,044	2,816	4,686	4,735	4,844
4313	OTHER BENEFITS	92	124	120	184	596	596	615
SUBTOTAL		48,899	47,123	49,314	66,611	114,076	106,355	112,265
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	6,048	3,452	3,836	7,933	7,250	10,250	10,500
4402	CONTRACT SERVICES	26,293	48,357	33,582	32,671	15,000	27,000	22,000
4403	UTILITIES	6,684	8,683	6,437	17,144	9,000	9,000	9,000
4404	REPAIRS & MAINTENANCE	-	-	45	21	1,000	1,000	1,000
4405	TRAINING & MEETINGS	263	-	264	1,248	1,500	1,500	2,000
4408	UNIFORM ALLOWANCE	85	-	-	-	1,000	350	500
4410	ADVERTISING	2,676	4,555	7,322	10,579	7,500	7,000	8,200
4415	POSTAGE	221	148	4,146	140	5,000	400	2,500
4417	FUEL & OIL	214	-	164	-	500	500	500
4430	DUES & SUBSCRIPTIONS	713	72	605	1,529	1,050	1,050	795
4432	RENTS	2,400	8,882	9,600	9,600	9,600	9,600	9,600
4510	EQUIP FUND RENTAL	4,068	4,786	5,784	5,543	5,439	6,394	5,700
SUBTOTAL		49,665	78,935	71,785	86,408	63,839	74,044	72,295
TOTAL PROGRAM BUDGET		98,564	126,058	121,099	153,019	177,915	180,399	184,560
ESTIMATED PROGRAM REVENUES								
3284	Recreation Program Fees	8,670	3,800	3,991	7,903	-	1,500	-
Transfer In	Donations	7,826	6,000	6,000	8,292	-	6,000	8,000
TOTAL PROGRAM REVENUES		16,496	9,800	9,991	16,195	-	7,500	8,000
Net Program Subsidy By General Fund		82,068	116,258	111,108	136,824	177,915	172,899	176,560

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Recreation
 Program: Education/Recreation Courses
 Account Code: 01-4153

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	12,910	16,451	14,604	28,447	48,492	46,533	52,742
4302	OVERTIME	-	-	-	853	884	1,884	884
4303	FICA/MEDICARE	2,119	1,824	2,081	2,904	4,600	4,651	4,962
4308	PART TIME SALARIES	15,162	7,393	12,758	7,440	9,500	13,500	9,500
4309	INCENTIVE PAY	-	300	150	1,027	1,260	1,380	1,740
4310	PERS	2,193	1,206	2,042	2,979	3,611	4,660	4,406
4311	MEDICAL/DENTAL	412	975	1,499	2,157	8,112	3,112	3,809
4312	WORKER'S COMP	2,107	2,118	2,079	1,994	3,307	3,344	3,568
4313	OTHER BENEFITS	392	67	53	120	520	520	530
SUBTOTAL		35,295	30,334	35,266	47,921	80,286	79,584	82,141
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	4,286	6,290	4,608	1,599	12,000	6,000	6,000
4402	CONTRACT SERVICES	9,591	13,357	13,006	3,925	15,000	15,000	13,000
4404	REPAIRS & MAINTENANCE	-	-	-	-	200	200	200
4405	TRAINING & MEETINGS	-	75	-	-	200	200	500
4408	UNIFORM ALLOWANCE	-	-	-	-	1,000	1,000	1,000
4417	FUEL AND OIL	-	-	-	-	2,300	2,300	750
4410	ADVERTISING	-	-	-	119	200	200	200
4430	DUES & SUBSCRIPTIONS	-	-	-	-	200	200	200
SUBTOTAL		13,877	19,722	17,614	5,643	31,100	25,100	21,850
TOTAL PROGRAM BUDGET		49,172	50,056	52,880	53,564	111,386	104,684	103,991
ESTIMATED PROGRAM REVENUES								
3283	Education/Recreation Course Fees	14,234	15,098	11,103	9,661	-	3,000	-
TOTAL PROGRAM REVENUES		14,234	15,098	11,103	9,661	-	3,000	-
Net Program Subsidy By General Fund		34,938	34,959	41,777	43,903	111,386	101,684	103,991

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Recreation
 Program: Senior Activities
 Account Code: 01-4154

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	-	-	-	11,436	23,864	22,840	26,977
4302	OVERTIME	-	-	-	853	884	1,884	884
4303	FICA/MEDICARE	665	59	603	1,198	2,413	2,450	2,652
4308	PART TIME SALARIES	8,697	1,099	8,253	2,394	5,900	5,900	5,900
4309	INCENTIVE PAY	-	-	-	847	1,530	1,740	2,370
4310	PERS	-	-	351	996	1,764	1,799	1,884
4311	MEDICAL/DENTAL	-	-	-	-	5,936	-	1,217
4312	WORKER'S COMP	433	733	189	1,032	1,735	1,761	1,906
4313	OTHER BENEFITS	16	-	-	51	449	449	444
SUBTOTAL		9,811	1,891	9,396	18,807	44,475	38,823	44,234
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	318	151	190	1,167	1,000	1,000	500
4402	CONTRACT SERVICES	9,494	8,906	7,934	6,265	10,000	10,000	14,000
4405	TRAINING & MEETINGS	-	-	-	-	200	200	200
4410	ADVERTISING	-	563	-	-	2,300	2,300	-
SUBTOTAL		9,812	9,620	8,124	7,432	13,500	13,500	14,700
TOTAL PROGRAM BUDGET		19,623	11,511	17,520	26,239	57,975	52,323	58,934
ESTIMATED PROGRAM REVENUES								
3283	Education/Recreation Course Fees	14,400	15,098	11,003	9,660	-	3,000	-
TOTAL PROGRAM REVENUES		14,400	15,098	11,003	9,660	-	3,000	-
Net Program Subsidy By General Fund		5,223	(3,587)	6,517		57,975	49,323	58,934

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: Recreation
 Program: Community Activities
 Account Code: 01-4155

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	6,455	8,226	7,476	8,506	12,314	12,347	12,882
4302	OVERTIME	-	-	-	45	-	-	-
4303	FICA/MEDICARE	983	1,098	1,709	1,609	2,295	2,303	2,165
4305	INCENTIVE	162	150	75	90	180	240	420
4308	PART TIME SALARIES	7,579	6,269	16,062	12,935	17,500	17,500	15,000
4310	PERS	1,096	603	1,197	1,196	923	930	929
4311	MEDICAL/DENTAL	206	488	748	1,091	1,088	1,088	1,296
4312	WORKER'S COMP	1,019	1,012	1,116	888	1,650	1,655	1,557
4313	OTHER BENEFITS	28	32	26	55	376	376	383
SUBTOTAL		17,528	17,878	28,409	26,415	36,326	36,439	34,632
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	1,454	2,107	2,967	2,449	3,000	4,000	3,000
4402	CONTRACT SERVICES	-	-	-	645	500	500	2,500
4410	ADVERTISING	-	-	-	-	-	-	-
4408	UNIFORM ALLOWANCE	-	-	-	-	500	150	500
SUBTOTAL		1,454	2,107	2,967	3,094	4,000	4,650	6,000
TOTAL PROGRAM BUDGET		18,982	19,985	31,376	29,509	40,326	41,089	40,632
ESTIMATED PROGRAM REVENUES								
3260	Facility Rental Fees	17,058	12,249	14,994	15,987	-	15,000	16,000
TOTAL PROGRAM REVENUES		17,058	12,249	14,994	15,987	-	15,000	16,000
Net Program Subsidy By General Fund		1,924	7,736	16,382	13,522	40,326	26,089	24,632

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Recreation
 Program: Aquatic Services
 Account Code: 01-4156

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	22,592	29,212	24,948	38,963	62,191	60,687	66,670
4302	OVERTIME	2,260	3,142	4,036	2,384	5,707	5,707	707
4303	FICA/MEDICARE	8,280	14,737	15,249	13,381	15,395	15,449	16,032
4308	PART TIME SALARIES	85,358	159,680	168,666	134,445	132,000	132,000	140,000
4309	INCENTIVE PAY	-	525	263	992	720	720	720
4310	PERS	3,982	4,370	5,936	6,085	5,752	5,804	5,807
4311	MEDICAL/DENTAL	1,509	1,309	2,620	3,819	16,860	4,860	5,509
4312	WORKER'S COMP	8,080	9,090	10,966	10,091	11,069	9,883	11,526
4313	OTHER BENEFITS	638	111	92	179	552	552	574
SUBTOTAL		132,699	222,176	232,776	210,339	250,246	235,662	247,545
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	2,532	9,292	2,903	8,151	8,000	11,000	11,000
4402	CONTRACT SERVICES	6,569	27,176	12,183	20,575	20,000	6,000	14,000
4405	TRAINING & MEETINGS	2,588	491	1,441	1,765	3,500	5,000	3,500
4408	UNIFORM ALLOWANCE	-	-	-	-	1,500	800	2,000
4410	ADVERTISING	1,115	276	-	-	2,300	2,000	2,500
4468	RESALE AND PURCHASE	2,722	-	470	175	2,500	2,500	2,500
4430	DUES & SUBSCRIPTIONS	-	27	49	445	50	50	-
SUBTOTAL		15,526	37,262	17,046	31,111	37,850	27,350	35,500
TOTAL PROGRAM BUDGET		148,225	259,438	249,822	241,450	288,096	263,012	283,045

ESTIMATED PROGRAM REVENUES								
3286	Aquatic Fees	64,986	67,502	65,634	68,288	-	35,000	-
TOTAL PROGRAM REVENUES		64,986	67,502	65,634	68,288	-	35,000	-

Net Program Subsidy By General Fund								
		83,239	191,936	184,188	173,162	288,096	228,012	283,045

**Pool Maintenance is found under department 4126

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Recreation
 Program: Sharpsteen Museum
 Account Code: 01-4173

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	3,716	3,885	3,984	4,164	4,232	4,232	4,440
4302	OVERTIME	44	82	154	141	153	153	160
4303	FICA/MEDICARE	301	321	336	337	354	367	372
4309	SPECIAL PAY	185	230	261	134	244	415	258
4310	PERS	903	1,209	1,176	1,056	1,487	1,544	1,738
4311	MEDICAL/DENTAL	302	303	296	695	1,027	1,027	1,008
4312	WORKER'S COMP	226	245	234	253	255	265	267
4313	OTHER BENEFITS	13	14	16	16	18	18	19
SUBTOTAL		5,690	6,289	6,457	6,796	7,770	8,021	8,262
SERVICES & SUPPLIES								
4403	ELECTRICITY	7,277	5,881	5,595	4,834	6,400	4,788	6,400
4404	REPAIRS & MAINTENANCE	81	-	87	-	1,000	-	1,000
4503	WATER/SEWER	2,240	2,470	4,923	4,188	5,500	3,783	5,000
SUBTOTAL		9,598	8,351	10,605	9,022	12,900	8,571	12,400
TOTAL PROGRAM BUDGET		15,288	14,640	17,062	15,818	20,670	16,592	20,662

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: Recreation
 Program: Library Services
 Account Code: 01-4174

SERVICES & SUPPLIES								
4402	CONTRACT SERVICES	76,070	86,539	92,310	101,145	108,226	107,215	110,432
SUBTOTAL		76,070	86,539	92,310	101,145	108,226	107,215	110,432
TOTAL PROGRAM BUDGET		76,070	86,539	92,310	101,145	108,226	107,215	110,432

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Recreation
 Program: Transit - Shuttle
 Account Code: 01-4405

<i>SERVICES & SUPPLIES</i>							
4402	CONTRACT SERVICES	10,000	10,000	10,000	10,000	10,500	10,500
	SUBTOTAL	10,000	10,000	10,000	10,000	10,500	10,500
TOTAL PROGRAM BUDGET		10,000	10,000	10,000	10,000	10,500	10,500

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<p>General Fund Special Projects</p>

Services and Development Impact Fee

For FY 2019-20 there are no special projects being undertaken.

General Fund
Special Projects Summary

Project #	Description	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19
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Special Projects

4607-4402	Services and Development Impact Fee Updates	14,450	-	-	-	-	-
Total Special Projects Costs		14,450	-	-	-	-	-

Funding Sources for Special Projects

Community Development Fund	14,450	-	-	-	-	-
Total Funding Sources	14,450	-	-	-	-	-

Enterprise Funds Water

Water Distribution

The Water Distribution Division maintains 40 ½ miles of water mains, 752 valves and 184 fire hydrants. The Division responds to water leaks, after-hours service calls, reads over 3,000 water meters every other month for billing purposes. The Division 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. Staff participates in on-going education for certification in water distribution through the State Department of Public Health. The goal of this Division is to continue to provide and maintain the City's water distribution system in compliance with State regulations and the operating permit. In 2018 we installed an automated flushing device and conducted distribution wide flushing of the distribution system and we plan on doing it again this fiscal year.

Water Treatment

The Water Treatment Division operates the Kimball Water Treatment Facility, Water Tanks at Feige Canyon, High Street and Mt. Washington. There are two North Bay Aqueduct (NBA) pump stations to ensure that potable water is delivered to the City's residents. NBA water is treated by the City of Napa under a "treat and wheel" agreement. The Kimball Water Treatment Facility can treat up to 400,000 gallons per day. The Operators participate in on-going education for certification in water treatment through the State Water Resources Department, Division of Drinking Water. The goal of this Division is to continue to provide safe potable water to the City's residents, businesses and visitors. Changes to the maximum contaminate levels for disinfection byproducts (THM's) have resulted in the City's water exceeding the MCL's on several occasions. City staff is working closely with the State and hired consultants to address the compliance issue and this last fiscal year has been in compliance.

Water Operations

In March 2018 the City Council adopted a Five-Year Water Rate which provides revenue for capital improvements, increased operational costs, and to meet debt reserves. The Water Operations Enterprise Fund anticipates a Fiscal Year 2018-19 ending balance of \$216,583 (\$216,583 Operations and \$0 Capital). Based on project activity and expenditures during this fiscal year it is anticipated that the water fund balance will end Fiscal Year 2019-20 with an ending fund balance of \$385,071 (\$385,071 Operations and \$0 Capital).

Enterprise Funds Water

Water Capital

The City anticipates water connection fees from various developments in the amount of \$204,800.

City staff has pursued four Hazard Mitigation Grant Program (HMGP) applications and one Integrated Regional Water Management (IRWM) grant and is awaiting responses. The total grant request is over \$14 million worth and projects are: Kimball Intake & Drain valve, Generator/PLC/Scada upgrades, Dunaweal Pump station relocation, Conn Creek waterline relocation.

Projects planned this fiscal year include: Continue designs to replace water mains with street improvement projects, continue to install additional automatic read meters and finish upgrade hardware and software for meter reading, complete THM water quality study, complete Kimball inundation mapping and emergency plan, and pursue any grant projects that we are successful on.

One important goal of the second year into the newly adopted rates is the ability for the City to establish Water Fund reserves at a minimum of 20% within the next two fiscal years and increase the CIP reserves to meet anticipated needs over the next three fiscal years.

The Water Enterprise litigation from Debbie O'Gorman most recent appeal was rejected by the Court of appeal. This litigation was costly to defend and applied additional fiscal pressure on the General Fund.

Major Department Tasks Completed Fiscal Year 2018-19

- Completed Feige Water Tank Construction*
- Completed five grant applications for \$14M (HMGP and IRWM)*
- Completed GIS utility project*
- Installed new water main in Spring Street*
- Raised NBA valve boxes on Silverado Trail
- Completed the majority of the Kimball Inundation Map & Emergency Action Plan
- Completed major re-wiring of Kimball WTP that caused temporary plant failure
- Continued water conservation rebate programs
- Continued THM study
- Installed Auto flush hydrant
- Installed remote read meters along Foothill
- Completed backflow cross-connection surveys

Major Departmental Goals for Fiscal Year 2019-20

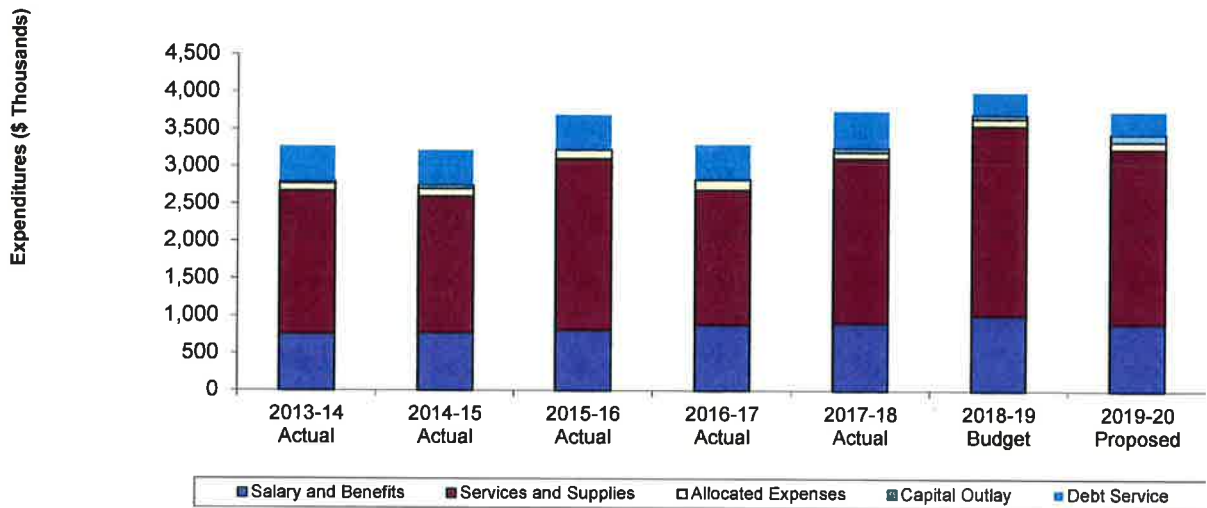
- Pursue any grant projects that we are successful on.
- Complete Inundation Map and Emergency Action Plan for Kimball
- Complete hardware/software upgrade for remote read meter system
- Install additional remote read water meters *
- Complete THM study

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

Water Operations
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	757,684	770,918	809,871	880,378	906,747	1,011,319	902,363
Services and Supplies	1,916,751	1,828,083	2,293,773	1,811,409	2,205,829	2,539,262	2,342,020
Allocated Expenses	101,901	102,115	119,694	132,452	83,358	93,604	96,682
Capital Outlay	26,006	47,981	6,276	8,772	59,278	60,349	106,500
Debt Service	473,980	478,638	473,075	474,731	503,862	308,617	307,306
TOTAL	3,276,322	3,227,735	3,702,689	3,307,742	3,759,074	4,013,151	3,754,871

Water Operations
Trend in Expenditures (\$ Thousands)



Water Operations Fund

Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Operating Revenues							
Charges for Services							
Residential Sales	1,456,799	1,504,947	1,627,838	1,800,744	2,654,436	2,088,992	2,286,954
Transient Sales	381,943	397,448	416,196	435,404	665,072	476,809	524,085
Commercial Sales	304,415	288,013	308,364	321,249	484,843	363,815	405,173
Industrial Sales	94,162	82,340	79,190	82,584	132,101	75,170	82,167
Other Revenues	83,068	316,999	187,816	90,784	68,015	200,982	79,735
Total Operating Revenues	2,320,387	2,589,747	2,619,404	2,730,765	4,004,467	3,205,768	3,378,114
	-14%	12%	1.1%	4.3%	47%	17.4%	5%
Operating Expenses							
Water Distribution	368,309	584,429	410,253	535,692	667,386	645,003	570,167
Water Treatment	1,734,223	2,095,881	1,913,471	2,169,590	2,220,101	2,452,739	2,240,798
Water Conservation	103,274	64,248	21,467	18,076	35,628	27,443	5,100
Depreciation	495,310	478,780	479,048	472,576	500,000	519,000	525,000
Total Operating Expenditures	2,701,116	3,223,338	2,824,239	3,195,934	3,423,115	3,644,185	3,341,065
	-3%	19%	-12.4%	13.2%	7%	14.0%	-8%
Net Operating Surplus/Deficit	(380,729)	(633,591)	(204,835)	(465,169)	581,352	(438,417)	37,049
Special Projects							
Other Non Operating Sources Or (Uses)							
Interest Earnings	3,082	890	406	7,669	564	2,045	245
Debt Payments						-	
Cost of Issuance & Annual Fees	(7,768)	(5,233)	(5,250)	(36,671)	(5,500)	(5,500)	(5,000)
Loan Principal	(216,000)	(218,000)	(229,000)	(236,000)	(290,000)	(185,000)	(165,000)
Loan Interest	(254,870)	(249,842)	(240,481)	(231,191)	(149,136)	(118,117)	(137,306)
Equipment	(47,981)	(6,276)	(8,772)	(59,278)	(50,865)	(60,349)	(106,500)
Total Other Non Operating Activities	(523,537)	(478,461)	(483,097)	(555,471)	(494,937)	(366,921)	(413,561)
Transfers From or (To) Other Funds							
Water CIP (12)	481,257	113,130	112,687	313,199	(282,648)	(450,053)	-
General Fund	30,000	-	-	-	-	98,800	-
General Fund for Rate Stabilization	-	-	-	-	-	250,000	-
General Fund Subsidy	79,400	79,400	-	-	20,000	20,000	20,000
Add Back Non-Cash Depreciation	495,310	478,780	479,048	472,576	500,000	519,000	525,000
Net All Transfers	1,348,697	671,310	591,735	785,775	237,352	437,747	545,000
Net Fund Surplus or (Deficit)	444,431	(440,742)	(96,197)	(234,865)	323,767	(367,591)	168,488
Beginning Working Capital	911,548	1,355,979	915,237	819,040	727,097	584,174	216,583
Ending Working Capital Operations	1,355,979	915,237	819,040	584,174	1,050,864	216,583	385,071
Ending Working Capital CIP Water	172,367	40,526	1,544,964	565,226	0	-	-
Total Ending Working Capital for Operations and CIP Funds	1,528,346	955,763	2,364,003	1,149,401	1,050,864	216,583	385,071
Working Capital Allocation to Reserves							
Operating Reserve - 20%	420,506	536,062	464,745	541,055	577,497	619,548	562,193
Required Debt Service Reserve	93,572	93,572	93,572	93,572	93,572	256,137	256,137
Operating Contingency	514,269	26,130	305,686	14,774	79,796	(659,101)	(433,258)
Capital Reserve for Future Projects	500,000	300,000	1,500,000	500,000	300,000	-	-
Working Capital Allocatlon	1,528,346	955,763	2,364,003	1,149,401	1,050,864	216,583	385,071

Water CIP
Sources and Uses

	Actual FY 16-17	Final Budget FY 17-18	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Operating Revenues						
Connection/Impact Fees	1,720,217	93,374	94,813	358,743	237,483	204,800
Total Operating Revenues	1,720,217	93,374	94,813	358,743	237,483	204,800
Operating Expenses						
Total Operating Expenditures	-	-	-	-	-	-
Net Operating Surplus/Deficit	1,720,217	93,374	94,813	358,743	237,483	204,800
Other Non Operating Sources Or (Uses)						
Interest Earnings	10,141	-	12,838	-	-	-
Napa County Measure A	167,341	186,211	145,718	100,000	34,129	50,000
Other Grants/Loans	-	-	-	-	20,000	-
Other Sources and Uses	5,000	363,750	-	1,537,231	1,309,882	-
Debt Payments						
Principal	(61,000)	(63,000)	(61,000)	(64,000)	(64,000)	(66,000)
Interest and Fees	(73,559)	(72,009)	(73,559)	(70,421)	(70,421)	(68,800)
Capital Improvements						
Distribution	(93,508)	(726,451)	(774,189)	(2,934,641)	(2,349,958)	(60,000)
Treatment	(57,507)	(33,200)	(11,159)	(190,000)	(132,394)	(60,000)
Total Capital Improvements	(151,015)	(759,651)	(785,348)	(3,124,641)	(2,482,352)	(120,000)
Total Other Non Operating Activities	(103,092)	(344,699)	(761,351)	(1,621,831)	(1,252,762)	(204,800)
Transfers From or (To) Other Funds						
Water Operations (02)	-	-	-	-	-	-
Water (02) debt service	(112,687)	(313,199)	(313,199)	282,648	450,053	-
General Fund (01)	-	-	-	-	-	-
From Water Operations (02)						
Net All Transfers	(112,687)	(313,199)	(313,199)	282,648	450,053	-
Net Fund Surplus or (Deficit)	1,504,438	(564,524)	(979,737)	(980,440)	(565,226)	-
Beginning Working Capital	40,526	1,544,964	1,544,964	980,440	565,226	-
Ending Working Capital	1,544,964	980,440	565,226	0	-	-

Water
System Capital Improvements

Fd Proj	Description	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Distribution								
12 5490	Replacement Mains Various Loc	-	-	-	125,121	620,000	467,456	-
12 5419	Repair Fiege Tank	5,527	62,193	-	553,203	2,009,641	1,746,510	-
12 5476	Automatic Meter Read Program	-	-	-	-	50,000	34,000	60,000
12 5512	Boys and Girls Club	-	-	14,092	-	-	-	-
12 5513	Water Valve Replacement	10,993	-	-	-	60,000	27,000	-
12 5528	Cross Connection Survey	-	17,220	17,820	18,960	30,000	18,742	-
12 5542	Mt. Washington Tank - Stairway	-	-	5,075	-	-	-	-
12 5553	Raise NBA Valve Boxes	-	-	-	22,370	-	-	-
12 5573	Conn Creek Bridge Meter	-	-	-	-	25,000	1,250	-
12 5579	NBA Meter (Silverado Trail)	-	-	-	-	40,000	-	-
12 5551	THM Removal	-	-	56,521	54,535	100,000	55,000	-
Subtotal Water Distribution		77,700	111,384	93,508	774,189	2,934,641	2,349,958	60,000
Treatment								
12 5567	Kimball Inundation Map Study	-	-	-	-	-	63,265	-
12 5574	THM/HAA5	-	-	-	-	50,000	35,000	10,000
12 5576	Generator & Transfer Switch	-	-	-	-	20,000	-	-
12 5577	Pope St Generator Elec Upgrade	-	-	-	-	20,000	-	-
12 5586	Relocate Dunaweal Booster	-	-	-	-	-	-	-
12 5587	Kimball Electrical - As Builts	-	-	-	-	-	-	-
12 5426	Bypass Structure	153,374	10,912	57,507	11,159	100,000	34,129	50,000
Subtotal Water Treatment		153,374	10,912	57,507	11,159	190,000	132,394	60,000
Total Water Capital Improvements		231,074	122,296	151,015	785,348	3,124,641	2,482,352	120,000

Funding Sources for Water Projects								
Water Connection Fees	42,731	57,618	88,508	359,287	1,204,762	680,032	70,000	
Water Operations					282,648	438,309		
HazMit Grant		56,123		414,902	1,537,231	1,309,882		
PARSAC Grant			5,000			20,000		
Measure A	169,475	8,555	57,507	11,159	100,000	34,129	50,000	
CDPH-SDW Grant	18							
Total Funding Sources	231,074	122,296	151,015	785,348	3,124,641	2,482,352	120,000	

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

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

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	237,044	244,398	255,430	250,156	296,089	277,983	255,472
4302	OVERTIME	12,304	9,701	9,852	14,998	16,138	16,138	12,761
4303	FICA/MEDICARE	19,614	20,118	20,890	20,524	25,718	26,334	22,119
4308	PART-TIME SALARIES	3,026	3,602	3,997	4,797	5,372	5,372	5,694
4309	SPECIAL PAY	13,479	14,117	15,953	16,622	18,586	24,728	15,212
4310	PERS	51,106	64,885	67,692	59,434	69,727	65,671	62,991
4311	MEDICAL/DENTAL	49,803	48,443	44,176	40,705	59,880	44,880	50,173
4312	WORKERS COMP	15,456	16,067	15,949	17,463	18,490	16,932	15,903
4313	OTHER PAY	1,046	4,322	3,584	4,599	1,715	1,715	980
4315	HOUSING ALLOWANCE	-	1,225	1,400	-	-	-	-
SUBTOTAL		402,878	426,878	438,923	429,298	511,715	479,753	441,305
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	7,485	5,202	18,835	19,145	18,000	15,000	15,450
4402	CONTRACT SERVICES	13,950	14,211	47,473	32,956	44,400	86,338	44,210
	Legal Fees							
4403	UTILITIES	496	456	465	556	650	492	650
4404	REPAIRS & MAINTENANCE	3,394	3,291	145	2,636	8,300	2,850	6,000
4405	TRAINING & SEMINARS: STAFF	1,376	2,883	708	938	2,000	2,742	1,500
4408	UNIFORM ALLOWANCE	1,275	2,427	1,814	2,055	3,120	2,531	3,120
4415	POSTAGE	-	-	1,148	-	400	50	200
4417	FUEL & OIL	1,290	1,006	-	1,072	1,000	1,224	1,500
4422	PENSION EXPENSE	(112,492)	80,973	(145,009)	13,859	40,000	25,000	25,000
4424	HEALTH & SAFETY	-	91	129	202	2,000	995	2,000
4428	METERS	839	4,294	8,109	4,850	5,500	5,500	5,500
4430	DUES AND SUBSCRIPTIONS	-	-	-	-	120	-	120
4434	VEHICLES	146	7,813	2,247	2,595	-	581	-
4456	BAD DEBT EXPENSE	19,496	5,012	89	194	-	250	250
4650	TRAINING & SEMINARS: MGMT	-	-	-	-	1,050	100	1,050
4510	EQUIP FUND RENTAL	28,176	29,892	35,177	25,336	29,131	21,597	22,312
SUBTOTAL		(34,569)	157,551	(28,670)	106,394	155,671	165,250	128,862
OTHER								
4505	DEPRECIATION	272,150	263,885	264,019	260,783	275,000	284,000	287,000
4820	VEHICLES	-	-	-	30,145	-	-	-
4823	MISC COMPUTER	-	-	4,968	-	-	-	8,000
4821	MISC FIELD EQUIPMENT	36,792	6,276	-	23,322	35,865	28,865	41,500
SUBTOTAL		308,942	270,161	268,987	314,250	310,865	312,865	336,500
TOTAL PROGRAM BUDGET		677,251	854,590	679,240	849,942	978,251	957,868	906,667

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

Department: Public Works
 Program: Water Treatment
 Account Code: 02-4132

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	193,618	189,760	235,474	270,554	256,633	312,196	269,083
4302	OVERTIME	10,246	7,417	15,020	18,276	14,161	14,557	10,994
4303	FICA/MEDICARE	15,533	16,457	20,415	22,402	22,205	22,806	23,160
4308	PART-TIME SALARIES	3,026	5,486	6,619	4,797	5,372	5,372	5,694
4309	SPECIAL PAY	11,479	24,903	25,412	23,550	14,100	15,993	16,967
4310	PERS	37,877	50,045	55,191	53,966	63,389	64,949	71,867
4311	MEDICAL/DENTAL	31,027	28,041	39,328	49,060	46,006	58,006	45,701
4312	WORKERS COMP	15,242	15,553	15,772	15,671	15,965	15,398	16,651
4313	OTHER BENEFITS	847	4,328	3,619	4,938	1,020	1,020	941
4315	HOUSING ALLOWANCE	-	1,400	1,600	-	-	-	-
SUBTOTAL		318,895	343,390	418,450	463,214	438,851	510,297	461,058
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	33,800	26,829	57,441	108,062	105,000	67,121	95,000
4402	CONTRACT SERVICES	172,215	223,933	156,126	80,691	56,600	43,280	61,110
4403	UTILITIES	85,589	96,691	144,919	98,435	86,425	98,897	101,865
4404	REPAIRS & MAINTENANCE	56,917	11,995	1,787	26,567	31,000	9,250	10,000
4405	TRAINING & SEMINARS: STAFF	1,009	1,513	2,624	2,767	2,500	2,243	2,500
4408	UNIFORM ALLOWANCE	1,553	1,740	1,747	2,827	3,100	2,169	2,300
4410	ADVERTISING	253	-	172	222	-	-	-
4413	TAXES & FEES	1,860	1,871	2,087	2,260	4,650	4,674	4,775
4415	POSTAGE	4,927	5,761	5,048	9,673	6,500	4,435	5,000
4417	FUEL & OIL	2,311	2,358	2,742	1,822	2,600	2,297	2,500
4422	PENSION EXPENSE	(83,373)	62,453	(118,229)	12,584	40,000	25,000	25,000
4424	HEALTH & SAFETY	-	321	-	949	700	-	700
4430	DUES & SUBSCRIPTIONS	2,139	207	210	345	750	710	750
4431	FEES	25,888	36,735	34,256	23,082	46,408	27,037	33,475
4432	LEASE PAYMENTS	-	-	-	3,172	18,000	20,000	20,000
4434	VEHICLE REPAIRS	5,284	14,267	15,345	8,671	-	6,375	4,000
4439	CENTRAL SERV. OVERHEAD	82,500	82,500	82,500	82,500	82,500	82,500	82,500
4503	WATER PURCHASE - NBA/KCW	948,246	1,093,515	1,008,971	1,183,725	1,197,010	1,474,352	1,253,670
4650	TRAINING & SEMINARS: MGMT	271	-	-	-	500	95	225
4510	EQUIPMENT FUND RENTAL	73,939	89,802	97,275	58,022	97,007	72,007	74,370
SUBTOTAL		1,415,328	1,752,491	1,495,021	1,706,376	1,781,250	1,942,442	1,779,740
OTHER								
4505	DEPRECIATION	223,160	214,895	215,029	211,793	225,000	235,000	238,000
4621	MISC FIELD EQUIPMENT	11,189	-	3,804	1,500	15,000	31,484	57,000
4622	MISC OFFICE EQUIPMENT	-	-	-	4,311	-	-	-
SUBTOTAL		234,349	214,895	218,833	217,604	240,000	266,484	295,000
TOTAL PROGRAM BUDGET		1,968,572	2,310,776	2,132,304	2,387,194	2,460,101	2,719,223	2,535,798

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: **Public Works**
 Program: **Water Conservation**
 Account Code: **02-4135**

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	12,175	8,353	7,301	7,537	12,990	13,028	-
4302	OVERTIME			-	24	-	-	-
4303	FICA/MEDICARE	2,939	2,106	849	544	994	1,020	-
4308	PART-TIME SALARIES	26,735	19,703	4,188	-	-	-	-
4309	SPECIAL PAY						304	-
4310	PERS	3,751	3,781	5,118	3,495	2,953	3,057	-
4311	MEDICAL/DENTAL	2,744	1,910	1,711	1,750	3,073	3,073	-
4312	WORKERS COMP	694	3,659	3,796	853	714	733	-
4313	BENEFITS	107	91	42	32	54	54	-
SUBTOTAL		49,145	39,603	23,005	14,235	20,778	21,269	-
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	1,656	52	-	-	2,000	-	500
4402	CONTRACT SERVICES	25,911	1,142	875	125	4,000	125	500
4405	TRAINING & SEMINARS	60	114	24	160	250	-	-
4410	ADVERTISING	5,973	5,863	4,127	711	1,500	948	1,000
4415	POSTAGE	-	20	-	-	100	-	100
4422	PENSION EXPENSE	(8,257)	4,718	(10,964)	815	2,000	2,000	-
4808	WATER USE EFFICIENCY - TOILET REPLACEMENT Washer Rebate Program	28,786	12,736	4,400	2,030	5,000	3,101	3,000
SUBTOTAL		54,129	24,645	(1,538)	3,841	14,850	6,174	5,100
TOTAL PROGRAM BUDGET		103,274	64,248	21,467	18,076	35,628	27,443	5,100

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

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

SERVICES & SUPPLIES								
4402	CONTRACT SERVICES	7,768	5,233	5,250	36,671	5,500	5,500	5,000
4501	PRINCIPAL	216,000	218,000	229,000	236,000	290,000	185,000	165,000
4502	INTEREST	254,870	249,842	240,481	231,191	149,136	118,117	137,306
SUBTOTAL		478,638	473,075	474,731	503,862	444,636	308,617	307,306
TOTAL PROGRAM BUDGET		478,638	473,075	474,731	503,862	444,636	308,617	307,306

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Enterprise Fund Wastewater

Wastewater Collection

The Wastewater Collection Division maintains about 19 miles of sewer mains, 329 manholes, 4 lift stations, and about six miles of recycled water mains with two booster stations. City staff efforts include making repairs, responding to sewer main back-ups and pump failures, installing new mains, and performing routine line cleaning. Weekly inspections and testing is scheduled for the sewer lift stations to ensure they work properly. City staff also conducts periodic inspections of private grease interceptors to make sure there is proper maintenance by the property owner to reduce grease blockage of the public mains. The goal of this Division is to maintain the sewer collection system to minimize disruption of service or inconvenience to the City's residents.

Wastewater Treatment

The Wastewater Treatment Division operates and maintains the Calistoga Wastewater Treatment Facility and disposal system. The City's Wastewater Treatment Plant is permitted to treat a maximum daily dry weather flow of 840,000 gallons of sewage per day and in excess of 4.0MGD during peak wet weather flow under an NPDES permit issued by the Regional Water Quality Control Board. Current dry weather flows are approximately 500,000 gallons per day and there is approximately 46 million gallons of storage capacity. The Treatment Facility provides tertiary treatment and filtration of the City's sewage so that it can be beneficially reused as recycled water for irrigation or discharged to the Napa River when River flows are high enough. Typically, upwards of 100 million gallons of reclaimed water are distributed for irrigation each year, including spray field irrigation. The goal of this Division is to treat the City's wastewater in the most environmentally safe and cost effective manner to provide the necessary treatment and disposal processes for City residents, businesses and visitors.

Wastewater Operations

In March 2018 the City Council adopted a Five-Year Water Rate which provides revenue for capital improvements, increased operational costs, and to meet debt reserves. The Wastewater Operations Enterprise Fund anticipates a Fiscal Year 2018-19 ending balance of \$1,697,923 (\$944,271 Operations and \$753,652 Capital). Based on project activity and expenditures during this fiscal year it is anticipated that the wastewater fund balance will end Fiscal Year 2019-20 with an ending fund balance of \$830,382 (\$686,230 Operations and \$144,152 Capital).

Enterprise Fund Wastewater

Wastewater Capital

The City anticipates wastewater connection fees from various developments in the amount of \$550,562. The City has received a verbal commitment from FEMA that we have been successful in obtaining a Hazardous Mitigation Grant for Relocation and Lining of the Riverside Ponds. For this fiscal year the anticipated grant revenue is \$475,000 and will provide for completion of the environmental reviews and preparation of 50% plans. A significant level of effort and investment continues to be directed towards compliance with the Cease and Desist Order issued by the Regional Water Quality Control Board.

Projects planned this fiscal year include: Rehabilitation of Palisades Lift Station, replace sewer mains in anticipation of street improvement projects, installation of geothermal meters at Roman Spa and Wilkinson's Spa, rehabilitate or replace manholes to reduce groundwater infiltration, replace main pump station for improved recycled water delivery, improvement at the WWTP headworks, THM water quality compliance and emergency generator improvements. Staff is pursuing a Hazardous Mitigation Grant in the amount of \$1.5 million for improvements to the emergency generator system.

One important component of the newly adopted rates is the ability for the City to establish Wastewater Fund reserves at a minimum of 20% within the next two fiscal years and increase the CIP reserves to meet anticipated needs over the next three fiscal years.

Major Department Tasks Completed Fiscal Year 2018-19

- Completed Grant application for Generator, PLC and SCADA upgrade for the WWTP
- Began Phase I of the HMGP project for the Riverside Pond design, CEQA and environmental applications
- Installed new sewer line on Spring Street
- Completed upgrades to the recycle pump station
- Bid Palisades Lift Station Improvement Project and began construction
- Completed THM study to reduce below effluent limits
- Pilot tested THM reduction and addition of ammonia to create chloramines for disinfection process
- Constructed mixer and pipe improvements to permanently implement ammonia injection to process and reduce THM
- Had no THM violations this discharge season as a result of improvements
- Completed Grit removal in both aeration basins

Major Departmental Goals for Fiscal Year 2019-20

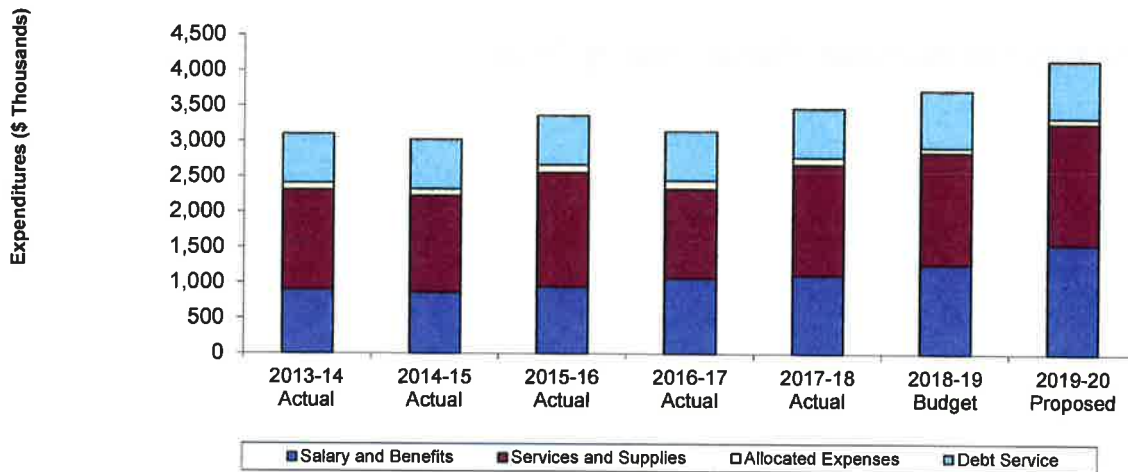
- Complete construction of Palisades Lift Station Improvements
- Complete Phase 1 of HMGP Riverside Pond project
- Complete Sewer Model for dry weather flows and begin wet weather calibration
- Complete Palisades Lift Station Improvements*
- Complete installation of geothermal meters for CDO compliance
- Continue design and replacement of aging collection system mains and manholes
- Continue to comply with Cease and Desist Order (CDO) items below for Regional Board compliance:
 - Continue video inspections and testing for inflow and infiltration and make corrective repairs

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

Wastewater Operations
Expenditure Summary

EXPENDITURES BY CATEGORY	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed
Salary and Benefits	900,318	864,365	944,437	1,065,137	1,113,219	1,265,650	1,550,001
Services and Supplies	1,410,658	1,365,937	1,619,376	1,263,173	1,565,800	1,583,153	1,716,990
Allocated Expenses	99,151	97,372	106,171	117,823	97,087	72,784	78,949
Capital Outlay	72,952	59,720	70,923	56,031	205,649	66,674	104,145
Debt Service	694,163	694,563	695,249	695,472	695,289	802,728	805,580
TOTAL	3,177,242	3,081,957	3,436,156	3,197,636	3,677,044	3,790,989	4,255,665

Wastewater Operations
Trend in Expenditures (\$ Thousands)



Wastewater Operations Fund
Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Operating Revenues							
Charges for Services							
Residential Sales	1,337,783	1,380,441	1,416,974	1,444,035	1,607,484	1,636,921	1,823,708
Transient Sales	590,197	600,930	607,930	632,181	701,426	727,118	810,159
Commercial Sales	291,700	308,671	306,938	300,328	407,052	361,547	402,933
Industrial Sales	63,017	53,004	42,038	37,726	40,442	74,130	79,055
Other Revenues	94,714	96,366	93,508	100,389	68,343	110,328	111,769
Total Operating Revenues	2,377,411	2,439,412	2,467,388	2,514,659	2,824,747	2,910,044	3,227,624
	2.0%	3%	1%	2%	13%	16%	11%
Operating Expenses							
Wastewater Collection	323,808	519,672	341,162	494,940	693,004	556,498	803,245
Wastewater Treatment	1,378,037	1,516,372	1,459,410	1,567,724	1,743,789	1,600,089	1,772,695
Depreciation	625,829	633,940	645,561	713,442	660,000	765,000	770,000
Total Operating Expenditures	2,327,674	2,669,984	2,446,133	2,776,106	3,096,793	2,921,587	3,345,940
	-3.4%	15%	-8%	13%	11%	5%	15%
Net Operating Surplus/Deficit	49,737	(230,572)	21,255	(261,447)	(272,046)	(11,543)	(118,316)
Special Projects							
Other Non Operating Sources Or (Uses)							
Debt Payments							
State Revolving Fund Loan Payments	(363,591)	(288,582)	(296,085)	(303,783)	(311,682)	(311,682)	(319,786)
CSCDA Revenue Bond Payments	(224,603)	(225,068)	(225,198)	(224,983)	-	-	-
USDA Loan Payment	(106,364)	(106,224)	(106,332)	(106,381)	-	-	-
2018 WWTP Revenue Bonds	-	-	-	-	(303,116)	(439,137)	(441,988)
Cost of Issuance & Fees	-	(75,376)	(67,857)	(60,142)	(51,909)	(51,909)	(43,806)
Subtotal Debt Related Costs	(694,557)	(695,250)	(695,472)	(695,289)	(666,707)	(802,728)	(805,580)
Equipment	(59,720)	(70,923)	(56,031)	(205,649)	(65,865)	(66,674)	(104,145)
Total Other Non Operating Activities	(754,277)	(766,173)	(751,503)	(900,938)	(732,572)	(869,402)	(909,725)
Transfers From or (To) Other Funds							
Wastewater Capital (13-4700)	694,563	(23,598)	-	-	(131,348)	-	-
Wastewater Capital (03-3299)			207,357	400,000	-	3,696	-
Add Back Non Cash Depreciation	625,829	633,940	645,561	713,442	660,000	765,000	770,000
Net All Transfers & Adjustments	1,338,599	610,342	852,918	1,113,442	528,652	768,696	770,000
Net Fund Surplus or (Deficit)	634,059	(386,403)	122,670	(48,943)	(475,966)	(112,249)	(258,041)
Beginning Working Capital	735,137	1,369,195	982,792	1,105,463	1,017,229	1,056,520	944,271
Ending Working Capital Operations	1,369,195	982,792	1,105,463	1,056,520	541,263	944,271	686,230
Ending Working Capital WWTP CIP	(95,139)	(78,115)	1,885,536	1,323,083	0	753,652	144,152
Total Ending Working Capital for Operations and CIP Funds	1,274,057	904,678	2,990,999	2,379,603	541,263	1,697,923	830,382
Working Capital Allocation to Reserves							
Operating Reserve - 20% of Expenses	340,369	407,210	360,114	412,533	487,359	431,317	515,188
Required Debt Service Reserve	83,675	94,311	94,312	94,312	103,765	328,945	328,945
Operating & Capital Contingency	228,950	203,157	1,036,573	1,019,796	-	137,661	(13,751)
Capital Reserve for future projects	621,063	200,000	1,500,000	852,962	(49,861)	800,000	-
Working Capital Allocation	1,274,057	904,678	2,990,999	2,379,603	541,263	1,697,923	830,382

Wastewater CIP

Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Operating Revenues							
Connection/Impact Fees	155,562	79,724	2,972,222	140,315	923,448	499,555	550,500
Total Operating Revenues	155,562	79,724	2,972,222	140,315	923,448	499,555	550,500
Operating Expenses							
Total Operating Expenditures							
Net Operating Surplus/Deficit	155,562	79,724	2,972,222	140,315	923,448	499,555	550,500
Other Non Operating Sources Or (Uses)							
Interest Earnings	1,633	474	19,358	45,128	-	-	-
Hazmit Grant	-	-	-	35,601	187,500	142,500	-
Capital Improvements							
Collection	(63,389)	(65,747)	(697,490)	(329,724)	(1,035,000)	(389,164)	(680,000)
Treatment	(557,674)	(876,971)	(123,082)	(46,273)	(1,360,000)	(818,626)	(480,000)
Subtotal Capital Improvements	(621,063)	(942,718)	(820,572)	(375,997)	(2,395,000)	(1,207,790)	(1,160,000)
Total Other Non Operating Activities	(619,430)	(192,244)	(801,214)	(295,268)	(2,207,500)	(1,065,290)	(1,160,000)
Transfers From or (To) Other Funds							
Wastewater Operations (03)	(694,563)	23,598		(400,000)	131,348	-	-
Wastewater Operations (03)			(207,357)	-	-	(3,696)	-
MTC - Berry St Project (25)	-	-	-	(7,500)	-	-	-
General Fund (01)	2,564	105,946	-	-	-	-	-
Net All Transfers	(710,206)	129,544	(207,357)	(407,500)	131,348	(3,696)	-
Net Fund Surplus or (Deficit)	(1,174,074)	17,024	1,963,651	(562,453)	(1,152,704)	(569,431)	(609,500)
Beginning Working Capital	1,078,935	(95,139)	(78,115)	1,885,536	1,152,704	1,323,083	753,652
Ending Working Capital	(95,139)	(78,115)	1,885,536	1,323,083	0	753,652	144,152

Wastewater
System Capital Improvements

Fd Proj	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Collection							
13 5328 Pine Street Lift Station	32,175	27,252	657,607	275,000	-	-	-
13 5437 Sewer System Assessment & Master	4,050	-	-	3,846	-	-	75,000
13 5452 Sewer Lateral Replacement	4,500	1,500	-	-	5,000	-	5,000
13 5483 Inflow & Infiltration Improvements	-	8,416	13,632	8,414	100,000	67,400	-
13 5555 Sewer Main Replacements	-	-	-	-	280,000	88,123	-
13 5527 E. Washington Sewer Trunk Line	-	28,579	26,251	-	-	-	-
13 5514 Palisades Lift Station Repairs	-	-	-	42,464	650,000	233,641	600,000
Subtotal Wastewater Collection	63,389	65,747	697,490	329,724	1,035,000	389,164	680,000
Treatment							
13 5493 VFD Secondary Effluent Pumps	123,164	38,535	73,623	-	-	-	-
13 5518 New Effluent Storage Pond	420,359	750,000	-	-	-	-	-
13 5519 High School Reclaimed Water System Upgrade	9,592	-	-	-	-	-	-
13 5526 Roof over WWTP Lab	4,559	-	-	-	-	-	-
13 5533 Geothermal Water Meters per CDO	-	6,517	13,977	-	200,000	61,400	280,000
13 5534 WWTP Upgrades for CDO Compliance	-	81,919	17,741	25,777	20,000	48,200	-
13 5554 Kimball Instream	-	-	-	-	-	11,706	-
13 5556 Recyled Water Pump & Installation	-	-	-	750	330,000	310,920	25,000
13 5558 Grit Removal Aeration Basin	-	-	-	19,746	150,000	136,400	-
13 5571 Grit Removal at Headworks	-	-	-	-	350,000	-	-
13 5572 Generator Upgrade	-	-	-	-	60,000	-	-
13 5589 Tank Removal, Air Leak Repair	-	-	-	-	-	-	75,000
13 5540 Riverside Ponds River Restoration	-	-	17,741	-	250,000	250,000	100,000
Subtotal Wastewater Treatment	557,674	876,971	123,082	46,273	1,360,000	818,626	480,000
Total Wastewater Capital Improvements	621,063	942,718	820,572	375,997	2,395,000	1,207,790	1,160,000

Funding Sources for Wastewater Projects							
Recycled Water Grant	-	750,000	-	-	-	-	-
Interest Earnings	-	474	-	-	-	-	-
Wastewater Connection Fees	621,063	79,724	802,831	375,997	2,076,152	1,034,574	1,160,000
Wastewater Operations Fund	-	23,598	-	-	131,348	30,716	-
HazMit Grant	-	-	17,741	-	187,500	142,500	-
General Fund (loan)	-	105,946	-	-	-	-	-
Total Funding Sources	621,063	959,742	820,572	375,997	2,395,000	1,207,790	1,160,000

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

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

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	212,373	218,986	233,753	224,622	311,820	259,024	386,370
4302	OVERTIME	12,304	9,701	9,852	14,914	17,556	17,584	21,958
4303	FICA/MEDICARE	17,880	18,276	19,333	18,699	27,111	25,754	33,515
4308	PART-TIME SALARIES	3,026	3,602	3,997	4,797	5,372	5,372	5,694
4309	SPECIAL PAY	12,278	12,917	14,453	15,197	19,645	25,808	24,078
4310	PERS	45,313	58,160	68,204	57,157	75,304	68,318	99,168
4311	MEDICAL/DENTAL	43,911	39,146	36,908	33,805	61,732	39,732	68,023
4312	WORKERS COMP	15,405	17,022	16,915	18,504	19,492	18,954	24,095
4313	OTHER BENEFITS	919	3,525	2,961	3,737	1,781	1,781	1,462
4315	HOUSING ALLOWANCE	-	1,225	1,400	-	-	-	-
SUBTOTAL		363,409	382,560	407,776	391,432	539,813	462,327	664,363
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	4,906	1,034	6,110	2,466	8,500	3,914	6,000
4402	CONTRACT SERVICES	9,319	10,009	11,120	31,254	48,250	19,071	52,475
4403	UTILITIES	4,888	5,917	9,344	9,163	7,900	8,974	9,250
4404	REPAIRS & MAINTENANCE	4,384	1,802	9,013	5,889	7,280	419	6,500
4405	TRAINING & SEMINARS: STAFF	742	936	831	735	800	254	800
4408	UNIFORM ALLOWANCE	1,275	2,427	1,814	2,055	3,450	2,551	3,450
4415	POSTAGE	-	13	-	-	50	-	50
4417	FUEL & OIL	5,123	2,038	3,312	4,072	2,850	6,283	6,500
4422	PENSION EXPENSE	(99,741)	72,580	(146,106)	13,328	40,000	25,000	25,000
4424	HEALTH & SAFETY	139	252	338	210	1,040	910	1,040
4430	DUES & SUBSCRIPTIONS	-	-	-	-	120	-	120
4431	FEES	2,088	3,575	2,088	4,330	2,200	2,286	4,000
4434	REPAIRS & MAINTENANCE	3,507	10,003	4,303	2,547	-	4,675	-
4650	TRAINING & SEMINARS: MGMT	-	-	-	-	500	94	300
4510	EQUIPMENT FUND RENTAL	23,769	26,526	31,219	27,459	30,251	19,740	23,397
SUBTOTAL		(39,601)	137,112	(66,614)	103,508	153,191	94,171	138,882
OTHER								
4505	DEPRECIATION	125,052	126,930	136,100	135,653	150,000	152,000	155,000
4820	VEHICLES	-	-	-	30,145	-	-	-
4821	MISC FIELD EQUIPMENT	11,284	33,888	51,063	63,257	35,865	28,865	41,500
4823	COMPUTER EQUIPMENT	-	-	4,968	-	-	-	8,000
SUBTOTAL		136,336	160,818	192,131	229,055	185,865	180,865	204,500
TOTAL PROGRAM BUDGET		460,144	680,490	533,293	723,995	878,869	737,363	1,007,745

Actual	Actual	Actual	Actual	Adopted Budget	Revised Budget	Proposed Budget
FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20

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

PERSONNEL SERVICES								
4301	FULL-TIME SALARIES	283,751	295,426	355,320	415,938	471,247	465,594	517,794
4302	OVERTIME	18,450	26,387	37,891	28,332	33,955	35,094	29,575
4303	FICA/MEDICARE	24,249	26,283	31,384	35,089	41,621	43,026	45,647
4308	PART TIME SALARIES	3,026	11,138	14,485	4,797	5,372	5,372	5,694
4309	SPECIAL PAY	20,814	24,231	23,868	28,241	33,490	36,367	43,632
4310	PERS	57,513	79,118	83,137	78,645	94,445	87,215	105,792
4311	MEDICAL/DENTAL	69,034	67,967	79,639	95,582	110,836	100,836	102,804
4312	WORKERS COMP	22,877	24,452	25,298	28,832	29,924	27,933	32,818
4313	OTHER BENEFITS	1,242	5,475	4,739	6,331	1,886	1,886	1,882
4315	HOUSING ALLOWANCE	-	1,400	1,600	-	-	-	-
SUBTOTAL		500,956	561,877	657,361	721,787	822,776	803,323	885,638
SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	135,447	136,404	179,487	173,907	150,300	150,300	155,000
4402	CONTRACT SERVICES: NPDES Studies Sludge Disposal	418,074	223,413	301,539	193,952	245,800	177,892	252,170
4403	ELECTRICITY	139,886	162,783	172,468	157,743	140,500	130,000	134,000
4404	REPAIRS & MAINTENANCE	50,722	53,815	37,911	33,281	50,000	50,000	50,000
4405	TRAINING & SEMINARS:	3,077	1,541	2,799	4,080	3,550	2,048	3,550
4408	UNIFORM ALLOWANCE	3,263	3,552	3,779	4,192	4,800	3,819	4,800
4410	ADVERTISING	86	-	-	-	150	-	150
4415	POSTAGE	3,579	4,516	3,918	5,074	4,000	4,000	4,200
4417	FUEL & OIL	8,768	4,810	10,549	9,796	10,325	8,319	10,325
4422	PENSION EXPENSE	(126,595)	98,735	(178,095)	18,339	40,000	25,000	25,000
4424	HEALTH & SAFETY	1,353	1,908	854	3,878	2,050	2,475	2,500
4430	DUES & SUBSCRIPTIONS	232	207	210	210	595	210	210
4431	FEES	20,414	22,024	29,276	24,795	26,050	25,776	26,400
4432	LEASE PAYMENTS	-	-	-	3,172	18,000	20,000	20,000
4434	REPAIRS & MAINTENANCE	5,284	28,181	15,192	9,603	14,500	6,295	4,000
4439	CENTRAL SERV. OVERHEAD	82,500	82,500	82,500	82,500	82,500	82,500	82,500
4440	LAB TESTING	54,396	50,004	52,505	51,269	50,000	54,230	55,000
4503	WATER/SEWER EXPENSE	431	444	553	518	700	653	700
4650	TRAINING & SEMINARS: MGMT	127	13	-	-	1,000	205	1,000
4510	EQUIPMENT FUND RENTAL	73,603	79,645	86,604	69,628	76,193	53,044	55,552
SUBTOTAL		877,081	954,495	802,049	845,937	921,013	796,766	887,057
OTHER								
4505	DEPRECIATION	500,777	507,010	509,461	577,789	510,000	613,000	615,000
4821	MISC FIELD EQUIPMENT	48,436	37,035	-	112,247	30,000	37,809	54,645
SUBTOTAL		549,213	544,045	509,461	690,036	540,000	650,809	669,645
TOTAL PROGRAM BUDGET		1,927,250	2,060,417	1,968,871	2,257,760	2,283,789	2,250,898	2,442,340

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: Public Works
 Program: Debt Service
 Account Code: 03-4430

<i>SERVICES & SUPPLIES</i>							
4402	CONTRACT SERVICES	-	75,375	67,857	60,142	51,909	43,806
4501	PRINCIPAL	405,569	418,982	432,885	446,983	496,682	589,786
4502	INTEREST	288,994	200,892	194,730	188,164	118,116	171,988
SUBTOTAL		694,563	695,249	695,472	695,289	666,707	805,580
TOTAL PROGRAM BUDGET		694,563	695,249	695,472	695,289	666,707	805,580

Special Revenue Funds

The Special Revenue Funds for the FY 19-20 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 dependent on the pace of private development. The Development projection 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 develop 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 31 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.

The following pages provide a 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 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.

Special Revenue Funds**Road Maintenance and Rehabilitation Fund (RMRA)**

The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes. Other transportation taxes are allocated to cities and counties through the RMRA which allocates revenue from the Road Repair and Accountability Act of 2017 to local streets and roads and other transportation uses. The funds are allocated among cities on a per capita basis. Revenues are to be used for road maintenance and rehabilitation, safety projects, traffic control devices, drainage and storm-water capture projects. RMRA may also be used to satisfy a match requirement in order to obtain state or federal funds for eligible projects.

Measure T Fund

Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, curb and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage. The Napa Valley Transportation Authority (NVTa) is the countywide sponsor of Measure T.

Mobile Home Park Programs

This fund implements 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 18-19 Budget projects the inspection of a mobile home park. 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 and refunded in 2016 to complete the funding of the Community Pool, Fire Station rehabilitation, Public Works improvements and new Recreation Facilities. This fund is overseen by the Finance 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.

Special Revenue Funds

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 any Community Development Block Grants (CDBG) the City receives. The City is currently administering a \$600,000 HOME grant for the rehabilitation of homes owned by low-income households. This fund is overseen by the Planning and Building Department.

Community Development Fund Program

A portion of this fund was formerly the depository for the repayments of late 1980's/early 1990's CDBG low-cost rehabilitation loans that were made to residential and rental property owners to improve their properties. The remaining repayment of the loans will be deposited into the Reuse of Program Income Fund. The funds remaining in the Community Development fund will be used in conjunction with the City's Affordable Housing funds and with non-profit organizations, such as Calistoga Affordable Housing (CAH), Housing Authority of the City of Napa (HACN) and Napa Valley Fair Housing (NVFH), to leverage funding of low income housing projects and monitor programs. This fund is overseen by the Planning and Building, and Public Works Departments.

Police Grants

Over the years, the Police Department has 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.

Reuse of Program Income Fund

This fund is the repository for repayments of Community Development Block Grant (CDBG) single-family residential rehabilitation loans made to low-income owners. Fee revenue is used to issue additional loans and cover administrative expenses.

City Administrative Facilities Development Impact Fee Fund

This fund is the repository for City administrative facilities development impact fees collected from new development to help maintain adequate levels of City administrative facilities services in Calistoga, including adequate city hall and community center space as well as associated land needs. Fee revenue is used

Special Revenue Funds

to help fund land acquisition and construction of a new city hall and community center.

Fire Development Impact Fee Fund

This fund is the repository for fire development impact fees collected from new development to cover its share of the costs associated with the replacement of the Calistoga Fire Department's capital equipment. Fee revenue is used to replace department capital equipment, such as fire vehicles, protective equipment and communications technology, after a period of use.

Police Development Impact Fee Fund

This fund is the repository for police development impact fees collected from new development to cover its share of the costs associated with the replacement of the Calistoga Police Department's capital equipment. Fee revenue is used to replace department capital equipment, including patrol vehicles, protective equipment and communications technology, after a period of use.

Transportation Development Impact Fee Fund

This fund is the repository for transportation development impact fees collected from new developments to cover its share of the costs associated with providing infrastructure improvements necessary to accommodate the increase in traffic and bicycle-associated improvements associated with new development. Fee revenue is used to help fund infrastructure improvements needed to maintain acceptable traffic operation and provide adequate access for users of alternative modes.

Parking In Lieu Fee

This fund collects an in-lieu fee from eligible downtown projects that cannot provide adequate on-site parking and is used for downtown parking needs. This fund is overseen by the Public Works Department.

Housing Grants

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

Cultural /Recreational Fund

This fund is the repository for cultural/recreational development impact fees collected from new developments to cover its share of the costs associated with

Special Revenue Funds

providing cultural and recreational facilities required to serve future development. This fund is overseen by the Public Works Department.

Affordable Housing Fund

This fund is housing linkage fees collected from new construction and certain building additions to help address the “affordability gap” between the cost of housing and what many workers employed by new nonresidential development are able to pay. It is also the repository for fees collected from new development in-lieu of meeting its inclusionary housing requirement. Monies deposited into the Affordable Housing Fund are used to construct and preserve housing affordable to very low-, low- and moderate-income households. This fund is overseen by the Planning and Building Department.

Abandoned 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.

Traffic Signals and Northwest Drainage funds

These funds collect impact fees from specific properties when they are developed 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 received pursuant to allocations made by the Metropolitan Transportation Committee under the Transportation Development Act (TDA) and the expenditures of such resources for eligible

Special Revenue Funds

purposes as defined in the TDA and allocation instructions. This fund has been used for bike and pedestrian improvements, and for the Berry Street Bridge Project.

Employee Future Benefits Fund

The Employee Future Benefits Fund accounts for future increases in the Public Employees Retirement System employer rate contributions and future retiree benefits.

Developer Deposit Fund

The Developer Deposit Fund accounts for the financial transactions related to development project processing. Developers for certain projects are required to make a deposit upon filing an application for a land use entitlement with the City. The deposit is drawn upon as processing costs are incurred until the balance reaches the minimum required deposit established by the City. Any costs incurred in excess of the minimum required deposit are billed to and paid directly by the developer. Fees for processing applications such as those related to General Plan amendments, zone changes, planned developments, development agreements, tentative tract and parcel maps, and conditional use permits are based on the direct costs required to review, development applications and prepare staff reports to review authorities, plus applicable overhead costs. These fees are set and approved by City Council action. When an entitlement application has been processed and all related costs have been billed, any balance remaining in the developer's deposit account is refunded.

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 and repair only).

Special Revenue Funds
Sources and Uses

	Revenues	Expenses	Net Surplus /Deficit	Non-Operating	Net All Transfers	Net Surplus Deficit	Beg Fund Bal	End Fund Bal
Special Revenue Funds								
Asset Forfeiture	500	4,000	(3,500)	-	-	(3,500)	20,375	16,875
Gas Tax	135,101	37,500	97,601	-	(95,000)	2,601	3,925	6,526
Road Maintenance Rehab	87,642	-	87,642	-	(87,642)	-	-	-
Measure T	225,000	-	225,000	-	(367,000)	(142,000)	142,940	940
Mobile Home Park Programs	18,540	1,550	16,990	-	(7,090)	9,900	58,587	68,487
Debt Service	-	-	-	(373,902)	373,902	-	-	-
Silverado LAD	1,000	1,253	(253)	-	-	(253)	1,598	1,345
Palisades LAD	1,550	2,856	(1,306)	-	-	(1,306)	3,251	1,945
CDBG Programs	-	-	-	-	-	-	1,218,250	1,218,250
Community Devt Program	-	-	-	-	-	-	396,367	396,367
Public Safety Impact Fee	-	-	-	-	-	-	-	-
Police Grants	108,440	17,440	91,000	-	(85,000)	6,000	140,044	146,044
CDBG Revolving State Grants	221,000	150,000	71,000	-	(24,595)	46,405	85,634	132,039
City Administration	6,100	-	6,100	-	(15,000)	(8,900)	222,586	213,686
Fire Fee	45,075	-	45,075	-	(16,000)	29,075	29,604	58,679
Police Fee	41,360	-	41,360	-	(75,000)	(33,640)	98,738	65,098
Transportation Fee	22,800	-	22,800	-	-	22,800	732,784	755,584
Parking In Lieu Fee	6,150	-	6,150	-	-	6,150	126,811	132,961
Housing Grants	-	-	-	-	-	-	3,756,308	3,756,308
Cultural Recreational Fee	65,500	-	65,500	-	(117,000)	(51,500)	188,518	137,018
Affordable Housing	500,968	-	500,968	-	-	500,968	831,700	1,332,668
Abandon Vehicle	50	-	50	-	(4,600)	(4,550)	15,216	10,666
Fire Donation	-	-	-	-	-	-	975	975
Recreation Donation	2,000	-	2,000	-	(8,000)	(6,000)	6,817	817
Police Donation	50	-	50	-	-	50	12,477	12,527
Traffic Signals	300	-	300	-	(45,082)	(44,782)	286,426	241,644
Northwest Drainage	-	-	-	-	-	-	3,205	3,205
Tree Mitigation	500	-	500	-	-	500	24,189	24,689
MTC Grants	305,306	373,499	(68,193)	-	68,193	-	-	-
Employee Future Benefits	1,500	-	1,500	-	500,000	501,500	59,874	561,374
Total Special Funds	1,796,432	588,098	1,208,334	(373,902)	(4,914)	829,518	8,467,199	9,296,718

Asset Forfeiture (11)
Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3100 Fines, Forfeitures & Penalties	8,741	7,362	-	11,326	-	-	500
3251 Interest	89	150	229	619	150	150	-
Total Operating Revenues	8,830	7,512	229	11,945	150	150	500
Expenditures							
Police Services							
4116 4401 Material & Supply	4,697	2,492	770	-	2,000	2,000	2,000
4116 4404 Repairs & Mntc	-	-	-	-	2,000	2,000	2,000
4116 4461 K-9 Program	3,400	200	-	-	-	-	-
Total Operating Expenditures	8,097	2,692	770	-	4,000	4,000	4,000
Net Operating Surplus/Deficit	733	4,820	(541)	11,945	(3,850)	(3,850)	(3,500)
Transfers From or (To) Other Funds							
Equipment Replacement Fund	-	-	-	-	-	(30,000)	-
Net All Transfers	-	-	-	-	-	(30,000)	-
Net Fund Surplus or (Deficit)	733	4,820	(541)	11,945	(3,850)	(33,850)	(3,500)
Beginning Fund Balance	37,268	38,001	42,821	42,280	47,330	54,225	20,375
Ending Fund Balance	38,001	42,821	42,280	54,225	43,480	20,375	16,875

Gas Tax (21)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3233 Gas Tax 2106	18,573	18,843	18,446	18,394	18,954	18,954	18,893
3234 Gas Tax 2107	37,226	38,462	36,902	36,993	38,047	38,047	38,967
3235 Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3251 Interest and Use of Property	253	193	79	132	75	75	75
3253 Gas Tax 2105	29,087	29,538	29,106	28,426	30,649	30,649	29,674
3271 Gas Tax - HUT 2103	49,711	27,026	13,826	26,353	20,046	20,046	45,492
3289 Other Revenues	3,800	3,800	3,800	10,947	5,955	5,955	-
Total Operating Revenues	140,650	119,862	104,159	123,245	115,726	115,726	135,101
Expenditures							
4451 4403 Utilities - Street Lights	41,672	40,265	49,080	36,543	37,500	37,500	37,500
Total Operating Expenditures	41,672	85,185	49,080	36,543	37,500	37,500	37,500
Net Operating Surplus/Deficit	98,978	34,677	55,079	86,702	78,226	78,226	97,601
Transfers From or (To) Other Funds							
From MTC TDA (25)							
3299 General Fund	-	5,021	-	-	-	-	-
4700 4799 General Fund	(115,109)	(95,000)	(95,000)	(95,000)	(78,226)	(78,226)	(95,000)
Net All Transfers	(115,109)	(89,979)	(95,000)	(95,000)	(78,226)	(78,226)	(95,000)
Net Fund Surplus or (Deficit)	(16,131)	(55,302)	(39,921)	(8,298)	-	-	2,601
Beginning Fund Balance	123,577	107,446	52,144	12,223	-	3,925	3,925
Ending Fund Balance	107,446	52,144	12,223	3,925	-	3,925	6,526

Road Maintenance Rehab Account SB1 (22)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3274 Road Mntc Rehab			-	30,959	87,642	87,642	87,642
Total Operating Revenues	-	-	-	30,959	87,642	87,642	87,642
Expenditures							
Total Operating Expenditures	-	-	-	-	86,982	-	-
Net Operating Surplus/Deficit	-	-	-	30,959	660	87,642	87,642
Transfers From or (To) Other Funds							
From MTC TDA (25)							
4700 4799 General Fund	-	-	-	(30,692)	-	(87,909)	(87,642)
Net All Transfers	-	-	-	(30,692)	-	(87,909)	(87,642)
Net Fund Surplus or (Deficit)	-	-	-	267	660	(267)	-
Beginning Fund Balance	-	-	-	-	29,873	267	-
Ending Fund Balance	-	-	-	267	30,533	-	-

Measure T (24)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3274 Road Mntc Rehab			-	-	-	310,305	225,000
Total Operating Revenues	-	-	-	-	-	310,305	225,000
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	-	-	-	-	-	310,305	225,000
Transfers From or (To) Other Funds							
4700 4799 To General Fund	-	-	-	-	-	(167,365)	(367,000)
Net All Transfers	-	-	-	-	-	(167,365)	(367,000)
Net Fund Surplus or (Deficit)	-	-	-	-	-	142,940	(142,000)
Beginning Fund Balance	-	-	-	-	-	-	142,940
Ending Fund Balance	-	-	-	-	-	142,940	940

MTC GRANTS (25)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3225 TDA Street/Signal	-	-	99,485	-	115,825	49,974	88,619
3225 TDA Bicycle Education	-	-	-	-	8,903	4,106	4,798
3225 TDA Pedestrian	-	-	7,899	-	154,433	585	163,889
3230 TDA Charging Station	-	-	-	-	-	13,000	-
3230 TDA Pioneer Park	-	-	-	-	-	-	48,000
3230 MTC Bridge Grant	159,475	205,204	531,139	4,571,480	500,000	317,615	-
Total Operating Revenues	159,475	205,204	638,523	4,571,480	779,161	385,280	305,306
Expenditures							
4994 4915 Other CIP Project Imp	2,000	-	28,438	11,300	154,433	585	175,000
4994 4905 Bicycle Education	-	-	-	1,097	8,903	4,106	4,798
5518 4905 Berry Street Bridge Repl	168,365	206,029	532,590	4,722,099	500,000	317,615	-
5530 4915 Logvy Pedestrian Pathway	-	-	63,658	66,233	-	-	-
5536 4915 Lincoln/Brannan St Crosswalk	-	-	-	16,539	64,825	24,760	58,701
5583 4915 EV Charging Station	-	-	-	-	-	16,000	-
5560 4915 Pioneer Park Pedestrian	-	-	-	-	-	-	60,000
5537 4915 Foothill/Petrified Signal	-	1,507	35,288	(7,250)	100,000	62,485	75,000
Total Operating Expenditures	170,365	207,536	659,974	4,810,018	828,161	425,551	373,499
Net Operating Surplus/Deficit	(10,890)	(2,332)	(21,451)	(238,538)	(49,000)	(40,271)	(68,193)
Transfers From or (To) Other Funds							
3299 General Fund (from)	10,890	7,812	1,507	239,978	-	3,000	23,111
3299 Wastewater Fund (from)	-	-	-	7,500	-	-	-
3299 Cultural/Recreation (from)	-	-	-	1,818	-	-	-
3299 Traffic Signal (90)	-	-	20,000	3,461	49,000	37,271	45,082
4700 General Fund (to)	-	(5,481)	-	(14,275)	-	-	-
Net All Transfers	10,890	2,331	21,507	238,482	49,000	40,271	68,193
Net Fund Surplus or (Deficit)	-	-	56	(56)	-	-	-
Beginning Fund Balance	-	-	-	56	-	-	-
Ending Fund Balance	-	-	56	-	-	-	-

Mobile Home Park Programs (27)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3215 Interest Earnings	49	106	216	654	49	49	-
3270 Inspection Fees	7,940	7,940	7,940	8,265	7,940	7,940	7,940
3282 Rent Stabilization Fees	9,860	9,760	9,680	9,780	10,600	10,600	10,600
Total Operating Revenues	17,849	17,806	17,836	18,699	18,589	18,589	18,540
Expenditures							
4610 4415 Postage & Reproduction	-	-	-	-	275	275	275
4610 4431 Fees - To State	1,275	1,275	1,275	2,550	1,275	1,275	1,275
Total Operating Expenditures	1,275	1,275	1,275	2,550	1,550	1,550	1,550
Net Operating Surplus/Deficit	16,574	16,531	16,561	16,149	17,039	17,039	16,990
Transfers From or (To) Other Funds							
4700 4799 General Fund for RSO Admin by City Planning	(2,520)	(2,520)	(1,500)	(1,500)	(1,030)	(1,030)	(850)
4700 4799 General Fund for Inspections by City Building	(5,000)	(5,000)	(5,600)	(6,000)	(6,000)	(6,000)	(6,240)
Net All Transfers	(7,520)	(7,520)	(7,100)	(7,500)	(7,030)	(7,030)	(7,090)
Net Fund Surplus or (Deficit)	9,054	9,011	9,461	8,649	10,009	10,009	9,900
Beginning Fund Balance	12,403	21,457	30,468	39,929	49,468	48,578	58,587
Ending Fund Balance	21,457	30,468	39,929	48,578	59,477	58,587	68,487

Debt Service (30)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
Total Operating Revenues		5,000	-	-	-	-	-
Expenditures							
Total Operating Expenditures		-	-	-	-	-	-
Net Operating Surplus/Deficit	-	5,000	-	-	-	-	-
Other Non Operating Sources Or (Uses)							
<i>Debt Service</i>							
4430 4501 Principal	(136,994)	(228,559)	(362,059)	(291,609)	(291,543)	(291,543)	(306,108)
4430 4502 Interest	(205,649)	(245,056)	(98,043)	(82,293)	(82,359)	(82,359)	(67,794)
Total Other Non Operating Activities	(342,643)	(477,011)	(460,102)	(373,902)	(373,902)	(373,902)	(373,902)
Transfers From or (To) Other Funds							
3299 General Fund	-	218,361	450,996	373,902	373,902	373,902	373,902
3299 Public Safety Fund	212,136	253,650	9,106	-	-	-	-
Net All Transfers	342,643	472,011	460,102	373,902	373,902	373,902	373,902
Net Fund Surplus or (Deficit)	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-

Silverado Landscape Maintenance (33)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3399 Assessments	1,006	1,000	1,000	1,000	1,000	1,000	1,000
3251 Other Revenues	5	2	6	26	-	-	-
Total Operating Revenues	1,011	1,002	1,006	1,026	1,000	1,000	1,000
Expenditures							
4167 4402 Contract Services	515	2,465	671	50	1,203	1,203	1,203
4167 4431 Fees	-	-	-	-	50	50	50
Total Operating Expenditures	515	2,465	671	50	1,253	1,253	1,253
Net Operating Surplus/Deficit	496	(1,463)	335	976	(253)	(253)	(253)
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	496	(1,463)	335	976	(253)	(253)	(253)
Beginning Fund Balance	1,507	2,003	540	875	622	1,851	1,598
Ending Fund Balance	2,003	540	875	1,851	369	1,598	1,345

Palisades Landscape Maintenance (35)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3399 Assessments	1,523	1,488	1,585	1,505	1,550	1,550	1,550
3251 Other Revenues	7	11	24	61	-	-	-
Total Operating Revenues	1,530	1,499	1,609	1,566	1,550	1,550	1,550
Expenditures							
4168 4402 Contract Services	50	142	277	298	1,700	1,700	1,700
4168 4403 Utilities	704	728	749	800	1,100	1,100	1,100
4168 4431 Fees	-	-	-	-	56	56	56
Total Operating Expenditures	754	870	1,026	1,098	2,856	2,856	2,856
Net Operating Surplus/Deficit	776	629	583	468	(1,306)	(1,306)	(1,306)
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	776	629	583	468	(1,306)	(1,306)	(1,306)
Beginning Fund Balance	2,101	2,877	3,506	4,089	2,783	4,557	3,251
Ending Fund Balance	2,877	3,506	4,089	4,557	1,477	3,251	1,945

CDBG (38)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
Total Operating Revenues	2,450	-	-	-	-	-	-
Expenditures							
Total Operating Expenditures	2,450	-	-	-	-	-	-
Net Operating Surplus/Deficit	-	-	-	-	-	-	-
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	-	-	-	-	-	-	-
Beginning Fund Balance	-	2,219,750	1,218,250	1,218,250	1,218,250	1,218,250	1,218,250
Prior Period Adjustment	2,219,750	(1,001,500)					
Ending Fund Balance Available	2,219,750	1,218,250	1,218,250	1,218,250	1,218,250	1,218,250	1,218,250

Community Development Program (39)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3251 1990's Loan and Investment Interest	50,611	54,286	16,459	8,711	-	-	-
3289 1990's Rehabilitation Loans	34,690	53,629	(988)	-	-	-	-
Total Operating Revenues	85,301	107,915	15,471	8,711	-	-	-
Expenditures							
4122 4402 Contract Svcs - Streets	1,114	939	746	-	-	-	-
4615 4402 Low Income Housing Programs	137,693	39,438	40,766	41,526	-	-	-
Total Operating Expenditures	138,807	40,377	41,512	41,526	-	-	-
Net Operating Surplus/Deficit	(53,506)	67,538	(26,041)	(32,815)	-	-	-
Transfers From or (To) Other Funds							
4700 4799 CDBG Revolving State	-	-	(362,494)	(18,783)	-	-	-
4700 4799 General Fund	(20,143)	(2,350)	-	-	-	-	-
Net All Transfers	(20,143)	(2,350)	(362,494)	(18,783)	-	-	-
Net Fund Surplus or (Deficit)	(73,649)	65,188	(388,535)	(51,598)	-	-	-
Beginning Fund Balance	917,834	844,185	909,373	447,965	394,439	396,367	396,367
Prior Period Adjustment			(72,873)				
Ending Fund Balance Available	844,185	909,373	447,965	396,367	394,439	396,367	396,367

Public Safety (40)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget Fy 19-20
Revenues							
3269 Public Safety Impact Fees	73,828	-	-	-	-	-	-
3251 Interest	602	173	-	-	-	-	-
Total Operating Revenues	74,430	173	-	-	-	-	-
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	74,430	173	-	-	-	-	-
Transfers From or (To) Other Funds							
4700 4799 Debt Service Fund (30)	(212,136)	(253,650)	(9,106)	-	-	-	-
Net All Transfers	(254,329)	(253,650)	(9,106)	-	-	-	-
Net Fund Surplus or (Deficit)	(179,899)	(253,477)	(9,106)	-	-	-	-
Beginning Fund Balance	442,482	262,583	9,106	-	-	-	-
Ending Fund Balance	262,583	9,106	-	-	-	-	-

Police Grants (41)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3358 State COPS Grant	120,891	137,996	139,722	152,178	100,000	100,000	100,000
3225 State Gang Violence	8,484	-	8,484	8,484	8,440	8,440	8,440
3251 Interest			-	1,636			
Total Operating Revenues	129,375	137,996	148,206	162,298	108,440	108,440	108,440
Expenditures							
4659 4433 COPS Programs	270	3,666	137	415	9,000	9,000	9,000
4659 4433 GANG Grant Program	8,440	-	-	-	8,440	8,440	8,440
4659 4433 Juvenile Diversion	12,500	12,500	12,500	12,500	12,500	-	-
Total Operating Expenditures	21,210	16,166	12,637	12,915	29,940	17,440	17,440
Net Operating Surplus/Deficit	108,165	121,830	135,569	149,383	78,500	91,000	91,000
Transfers From or (To) Other Funds							
4700 4799 General Fund - COPS	(85,268)	(34,033)	(128,828)	(70,069)	(78,828)	(78,828)	(85,000)
4700 4799 Equipment Fund	-	(38,911)	-	(16,922)	-	(39,000)	-
Net All Transfers	(85,268)	(72,944)	(128,828)	(86,991)	(78,828)	(117,828)	(85,000)
Net Fund Surplus or (Deficit)	22,897	48,886	6,741	62,392	(328)	(26,828)	6,000
Beginning Fund Balance	25,956	48,853	97,739	104,480	67,911	166,872	140,044
Ending Fund Balance	48,853	97,739	104,480	166,872	67,583	140,044	146,044

CDBG Revolving State Grants (44)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3289 Loan Repayments	-	-	-	-	-	-	20,000
3225 State Grants	-	-	-	28	300,000	300,000	200,000
3251 Interest	-	-	445	1,922	1,000	1,000	1,000
Total Operating Revenues	-	-	445	1,950	301,000	301,000	221,000
Expenditures							
4402 Contract Services	-	-	270	279,985	300,000	300,000	150,000
Total Operating Expenditures	-	-	270	279,985	300,000	300,000	150,000
Net Operating Surplus/Deficit	-	-	175	(278,035)	1,000	1,000	71,000
Transfers From or (To) Other Funds							
3299 CDBG Repayment Loans	-	-	362,494	-	-	-	-
4700 4799 General Fund (01)	-	-	-	-	-	-	(24,595)
Net All Transfers	-	-	362,494		-		(24,595)
Net Fund Surplus or (Deficit)	-	-	362,669	(278,035)	1,000	1,000	46,405
Beginning Fund Balance	-	-	-	362,669	364,530	84,634	85,634
Ending Fund Balance	-	-	362,669	84,634	365,530	85,634	132,039

City Administrative Facilities (48)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3269 City Administration Impact Fees	7,731	17,610	110,002	27,076	35,089	57,018	6,000
3251 Interest	18	89	718	2,224	100	100	100
Total Operating Revenues	7,749	17,699	110,720	29,300	35,189	57,118	6,100
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	7,749	17,699	110,720	29,300	35,189	57,118	6,100
Transfers From or (To) Other Funds							
4700 4799 General Fund	-	-	-	-	-	-	(15,000)
Net All Transfers	-	-	-	-	-	-	(15,000)
Net Fund Surplus or (Deficit)	7,749	17,699	110,720	29,300	35,189	57,118	(8,900)
Beginning Fund Balance	-	7,749	25,448	136,168	159,648	165,468	222,586
Ending Fund Balance	7,749	25,448	136,168	165,468	194,837	222,586	213,686

Fire Fee (49)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3269 Fire Impact Fees	6,513	14,847	243,322	18,943	69,540	40,505	45,000
3251 Interest	15	75	1,425	3,884	75	75	75
Total Operating Revenues	6,528	14,922	244,747	22,827	69,615	40,580	45,075
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	6,528	14,922	244,747	22,827	69,615	40,580	45,075
Transfers From or (To) Other Funds							
4700 4799 Equipment Fund (15)					-	(300,000)	(16,000)
Net All Transfers	-	-	-	-	-	(300,000)	(16,000)
Net Fund Surplus or (Deficit)	6,528	14,922	244,747	22,827	69,615	(259,420)	29,075
Beginning Fund Balance	-	6,528	21,450	266,197	285,883	289,024	29,604
Ending Fund Balance	6,528	21,450	266,197	289,024	355,498	29,604	58,679

Police Fee (50)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Final Budget FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3269 Police Impact Fees	1,731	3,933	76,087	5,252	47,903	10,817	41,330
3251 Interest	4	20	441	30	30	30	30
Total Operating Revenues	1,735	3,953	76,528	5,282	47,933	10,847	41,360
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	1,735	3,953	76,528	5,282	47,933	10,847	41,360
Transfers From or (To) Other Funds							
4700 4799 Equipment Fund (15)	-	-	-	-	-	-	(75,000)
Net All Transfers	-	-	-	-	-	-	(75,000)
Net Fund Surplus or (Deficit)	1,735	3,953	76,528	5,282	47,933	10,847	(33,640)
Beginning Fund Balance	-	1,735	5,688	82,216	87,498	87,891	98,738
Ending Fund Balance	1,735	5,688	82,216	87,498	135,431	98,738	65,098

Parking In Lieu Fee (55)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3261 Parking In Lieu Fee	-	10,251	2,050	3,362	-	12,000	6,000
3251 Interest	221	375	594	1,541	150	150	150
Total Operating Revenues	221	10,626	2,644	4,903	150	12,150	6,150
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	221	10,626	2,644	4,903	150	12,150	6,150
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	221	10,626	2,644	4,903	150	12,150	6,150
Beginning Fund Balance	96,267	96,488	107,114	109,758	109,758	114,661	126,811
Ending Fund Balance	96,488	107,114	109,758	114,661	109,908	126,811	132,961

Transportation Fee (57)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3269 Transportation Impact Fee	28,383	68,170	357,254	102,127	98,188	166,103	21,800
3251 Interest	65	339	2,381	7,612	350	350	1,000
Total Operating Revenues	28,448	68,509	359,635	109,739	98,538	166,453	22,800
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	28,448	68,509	359,635	109,739	98,538	166,453	22,800
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	28,448	68,509	359,635	109,739	98,538	166,453	22,800
Beginning Fund Balance	-	28,448	96,957	456,592	551,129	566,331	732,784
Ending Fund Balance	28,448	96,957	456,592	566,331	649,667	732,784	755,584

Housing Grants (76)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3251 Interest	-	-	-	-	-	-	-
3278 HOME Rehab Grant	98,611	487,117	103,527	92,049	-	-	-
Total Operating Revenues	98,611	487,117	103,527	92,049	-	-	-
Expenditures							
4616 HOME Rehab	46,086	439,507	36,241	-	-	-	-
Total Operating Expenditures	46,086	439,507	36,241	-	-	-	-
Net Operating Surplus/Deficit	52,525	47,610	67,286	92,049	-	-	-
Transfers From or (To) Other Funds							
4700 4799 General Fund	(1,644)	(2,667)	-	-	-	-	-
Net All Transfers	(1,644)	(2,667)	-	-	-	-	-
Net Fund Surplus or (Deficit)	50,881	44,943	67,286	92,049	-	-	-
Beginning Fund Balance	3,416,155	3,467,036	3,511,979	3,664,259	3,664,259	3,756,308	3,756,308
Prior Period Adjustment			84,994				
Ending Fund Balance	3,467,036	3,511,979	3,664,259	3,756,308	3,664,259	3,756,308	3,756,308

Cultural/Recreational Fee (77)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3269 Cultural/Recreational Fee	131,898	48,831	301,996	54,832	85,697	69,213	65,000
3251 Interest	15	46	1,315	1,602	100	100	500
Total Operating Revenues	131,913	48,877	303,311	56,434	85,797	69,313	65,500
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	131,913	48,877	303,311	56,434	85,797	69,313	65,500
Transfers From or (To) Other Funds							
4700 4799 MTC Grant Fund (25)	-	-	-	-	-	-	-
4700 4799 General Fund	-	-	(70,000)	(183,552)	-	-	(117,000)
Net All Transfers	(130,508)	(42,477)	(70,000)	(183,552)	-	-	(117,000)
Net Fund Surplus or (Deficit)	1,405	6,400	233,311	(127,118)	85,797	69,313	(51,500)
Beginning Fund Balance	5,207	6,612	13,012	246,323	133,271	119,205	188,518
Ending Fund Balance	6,612	13,012	246,323	119,205	219,068	188,518	137,018

Affordable Housing Fund (78)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3251 Interest	1,158	11,250	3,765	25,600	200	200	200
3204 Housing TOT			-	-	-	165,000	500,000
3278 Development Impact and In-Lieu Fees	91,336	16,566	617,460	15,333	50,183	64,382	-
3940 Proceeds of Loans		100,000	12,000	69,216	-	-	-
3289 Other Revenues	84	45,348	172	297	768	768	768
Total Operating Revenues	92,578	173,164	633,397	110,446	51,151	230,350	500,968
Expenditures							
4615 4402 Affordable Housing Services	15,000	20,000	25,000	52,957	-	-	-
4615 4910 Earl Street Land Acq		-	481,719	-	-	-	-
4615 4910 Eddy Street Land Acq		-	-	255,045	250,000	250,000	-
5538 4910 611 Washington Land Acq	-	717,261	-	-	-	-	-
Total Operating Expenditures	15,000	737,261	506,719	308,002	250,000	250,000	-
Net Operating Surplus/Deficit	77,578	(564,097)	126,678	(197,556)	(198,849)	(19,650)	500,968
Transfers From or (To) Other Funds							
4700 General Fund		(100,000)	(45,000)	(75,000)	-	-	-
3299 CDBG			-	18,783	-	-	-
3299 General Fund	-	220,000	-	75,886	-	-	-
Net All Transfers	-	120,000	(45,000)	19,669	-	-	-
Net Fund Surplus or (Deficit)	77,578	(444,097)	81,678	(177,887)	(198,849)	(19,650)	500,968
Beginning Fund Balance	424,577	502,155	1,071,558	1,029,237	782,581	851,350	831,700
Prior Period Adjustment		1,013,500	(123,999)				
Ending Fund Balance	502,155	1,071,558	1,029,237	851,350	583,732	831,700	1,332,668

Abandoned Vehicle (79)

Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3790 Abandoned Vehicle Fees	5,766	12,228	-	-	-	4,500	-
3251 Interest	60	118	160	340	50	50	50
Total Operating Revenues	5,826	12,346	160	340	50	4,550	50
Expenditures							
Total Operating Expenditures	-	-	-		-	-	-
Net Operating Surplus/Deficit	5,826	12,346	160	340	50	4,550	50
Transfers From or (To) Other Funds							
4700 4799 General Fund	(4,600)	(4,600)	(4,600)	(4,600)	(4,600)	(4,600)	(4,600)
4700 4799 Equipment Repl Fund	-	-	-	-	-	(10,000)	-
Net All Transfers	(4,600)	(4,600)	(4,600)	(4,600)	(4,600)	(14,600)	(4,600)
Net Fund Surplus or (Deficit)	1,226	7,746	(4,440)	(4,260)	(4,550)	(10,050)	(4,550)
Beginning Fund Balance	24,994	26,220	33,966	29,526	24,976	25,266	15,216
Ending Fund Balance	26,220	33,966	29,526	25,266	20,426	15,216	10,666

Fire Donation (86)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3251 Interest	3	3	5	13	-	-	-
Total Operating Revenues	3	3	5	13	-	-	-
Expenditures							
Total Operating Expenditures	-	-	-		-	-	-
Net Operating Surplus/Deficit	3	3	5	13	-	-	-
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	3	3	5	13	-	-	-
Beginning Fund Balance	951	954	957	962	962	975	975
Ending Fund Balance	954	957	962	975	962	975	975

Recreation Donation (87)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
³²⁹¹ Donations	7,826	5,485	13,736	8,292	-	6,000	2,000
Total Operating Revenues	7,826	5,485	13,736	8,292	-	6,000	2,000
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	7,826	5,485	13,736	8,292	-	6,000	2,000
Transfers From or (To) Other Funds							
⁴⁷⁰⁰ ⁴⁷⁹⁹ General Fund	(6,100)	(6,000)	(6,000)	(12,000)	-	(6,000)	(8,000)
Net All Transfers	(6,100)	(6,000)	(6,000)	(12,000)	-	(6,000)	(8,000)
Net Fund Surplus or (Deficit)	1,726	(515)	7,736	(3,708)	-	-	(6,000)
Beginning Fund Balance	1,578	3,304	2,789	10,525	6,525	6,817	6,817
Ending Fund Balance	3,304	2,789	10,525	6,817	6,525	6,817	817

Police Donation (88)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3291 Donations	-	-	251	-	-	-	-
3251 Interest	27	42	66	167	50	50	50
Total Operating Revenues	27	42	317	167	50	50	50
Expenditures							
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	27	42	317	167	50	50	50
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	27	42	317	167	50	50	50
Beginning Fund Balance	11,874	11,901	11,943	12,260	12,260	12,427	12,477
Ending Fund Balance	11,901	11,943	12,260	12,427	12,310	12,477	12,527

Traffic Signals (90)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3215 Traffic Signals Impact Fees	61,763	-	102,326	-	-	-	-
3251 Interest	529	808	1,817	4,346	300	300	300
Total Operating Revenues	62,292	808	104,143	4,346	300	300	300
Expenditures							
5537 4915 Foothill/Petrified Signal	-	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-	-
Net Operating Surplus/Deficit	62,292	808	104,143	4,346	300	300	300
Transfers From or (To) Other Funds							
3299 From MTC (25)	-	-	-	3,461	-	-	-
4700 To MTC Fund (25)	-	-	(20,000)	-	(126,000)	(37,271)	(45,082)
Net All Transfers	-	-	(20,000)	3,461	(126,000)	(37,271)	(45,082)
Net Fund Surplus or (Deficit)	62,292	808	84,143	7,807	(125,700)	(36,971)	(44,782)
Beginning Fund Balance	168,347	230,639	231,447	315,590	315,890	323,397	286,426
Ending Fund Balance	230,639	231,447	315,590	323,397	190,190	286,426	241,644

Northwest Drainage (94)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
³²⁵¹ Interest	7	11	17	43	-	-	-
Total Operating Revenues	167	11	17	43	-	-	-
Expenditures							
Total Operating Expenditures	-	-	-		-	-	-
Net Operating Surplus/Deficit	167	11	17	43	-	-	-
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	167	11	17	43	-	-	-
Beginning Fund Balance	2,967	3,134	3,145	3,162	3,162	3,205	3,205
Ending Fund Balance	3,134	3,145	3,162	3,205	3,162	3,205	3,205

Employee Future Benefits (96)

Sources and Uses Summary

	Actual FY 16-17	Final Budget FY 17-18	Actual FY 17-18	Adopted Budget FY 18-19	Actual 12/31/18	Budget Adj FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues								
³²⁵¹ Interest	312	1,500	785	1,500	-	-	1,500	1,500
Total Operating Revenues	312	1,500	785	1,500	-	-	1,500	1,500
Expenditures								
4422 Side Fund Unfunded	1,800,000	1,000,000	1,000,000	-	-	1,000,000	1,000,000	-
Total Operating Expenditures	1,800,000	1,000,000	1,000,000	-	-	1,000,000	1,000,000	-
Net Operating Surplus/Deficit	(1,799,688)	(998,500)	(999,215)	1,500	-	(1,000,000)	(998,500)	1,500
Transfers From or (To) Other Funds								
³²⁹⁹ General Fund	500,000	1,000,000	1,000,000	170,000	85,000	830,000	1,000,000	500,000
Net All Transfers	500,000	1,000,000	1,000,000	170,000	85,000	830,000	1,000,000	500,000
Net Fund Surplus or (Deficit)	(1,299,688)	1,500	785	171,500	85,000	(170,000)	1,500	501,500
Beginning Fund Balance	1,357,277	57,589	57,589	59,089	58,374	-	58,374	59,874
Ending Fund Balance	57,589	59,089	58,374	230,589	143,374	-	59,874	561,374

Tree Mitigation (TR)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3289 Other Revenues	50	1,222	9,124	300	500	500	500
3251 Interest	60	111	369	917	-	-	-
Total Operating Revenues	110	1,333	9,493	1,217	500	500	500
Expenditures							
Total Operating Expenditures	-	-	-	3,780	-	-	-
Net Operating Surplus/Deficit	110	1,333	9,493	(2,563)	500	500	500
Transfers From or (To) Other Funds							
Net All Transfers	-	-	-	-	-	-	-
Net Fund Surplus or (Deficit)	110	1,333	9,493	(2,563)	500	500	500
Beginning Fund Balance	15,316	15,426	16,759	26,252	1,752	23,689	24,189
Ending Fund Balance	15,426	16,759	26,252	23,689	2,252	24,189	24,689

City Hall (CH)
Sources and Uses Summary

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Revenues							
3251 Interest	21	-	-	-	-	-	-
Total Operating Revenues	21	-	-	-	-	-	-
Expenditures							
Total Operating Expenditures	-	30,464	-	-	-	-	-
Net Operating Surplus/Deficit	21	(30,464)	-	-	-	-	-
Transfers From or (To) Other Funds							
3299 From General Fund (01)	-	21,514	-	-	-	-	-
Net All Transfers	-	21,514	-	-	-	-	-
Net Fund Surplus or (Deficit)	21	(8,950)	-	-	-	-	-
Beginning Fund Balance	8,929	8,950	-	-	-	-	-
Ending Fund Balance	8,950	-	-	-	-	-	-

Equipment Replacement Fund

Equipment Replacement

This fund is to account for all operating and maintenance costs related to the City's computer network, workstation system, maintenance of vehicles, as well as fixed and maintenance costs related to information technology that benefit all other City funds and programs. The costs associated with this fund are equitably allocated to the departments who utilize such equipment, vehicles or are the beneficiaries of contractual services that support these systems.

City staff is recommending the replacement of computers, annual software subscriptions, parks and recreation software. Staff is also recommending mobile data terminals for police vehicles. City staff is also recommending shared costs between the General Fund, Water Operations Fund and Wastewater Operations fund for the replacement of a; mini excavator. A portable generator in the amount of \$176,572 will be purchased, the General Fund will provide a local match of \$44,143 and a grant will provide \$132,429. This fund will have a fund balance of \$580,262 at the end of fiscal year 2019-20 for unanticipated expenditures and reserves.

Equipment Replacement Fund
Sources and Uses

	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
Operating Revenues							
Charges for Services							
3301 Equipment Replacement	-	3,456	7,701	8,368	1,000	5,000	5,000
3302 Equipment Mntc & Operations	346,123	371,992	374,696	337,511	375,565	271,663	338,504
3303 Computer System	94,485	101,818	102,072	89,382	118,600	85,788	118,600
3289 Other Revenues	795	6,963	33,403	9,513	-	-	-
Total Operating Revenues	441,403	559,752	517,872	444,774	495,165	362,451	462,104
Operating Expenses							
Equipment Mntc & Replacement							
Supplies and Services	70,411	88,814	105,108	110,117	104,000	116,650	103,000
Depreciation	153,528	170,500	186,575	82,882	186,575	65,361	100,000
Total Equipment	223,939	259,314	291,683	192,999	290,575	182,011	203,000
Computer System Mntc & Replacement							
Contract Services	108,035	116,203	95,569	121,258	122,590	159,090	162,000
Depreciation	47,223	28,994	32,526	35,069	34,000	36,000	34,000
Total Computer System	155,258	145,197	128,095	156,327	156,590	195,090	196,000
Total Operating Expenditures	379,197	404,511	419,778	349,326	447,165	377,101	399,000
Net Operating Surplus/Deficit	62,206	155,241	98,094	95,448	48,000	(14,650)	63,104
Other Non Operating Sources Or (Uses)							
Interest Earnings	248	-	587	8,256	-	-	-
Sale of Property (Gain)	-	4,783	8,098	117	-	27,000	-
Grants	-	-	-	-	-	-	132,429
Lease Payments	(158,072)	(110,880)	(100,513)	(93,286)	(47,000)	(47,000)	(47,000)
Equipment Purchases							
Vehicles	(45,242)	(38,911)	(35,288)	(30,145)	-	(579,000)	(16,000)
Computer System	(52,818)	(56,928)	(74,431)	(88,555)	(146,980)	(67,751)	(67,405)
Miscellaneous Office	(48,860)	(47,714)	(46,106)	(1,739)	(24,000)	(24,000)	(24,000)
Miscellaneous Field	(56,686)	(162,834)	(36,618)	(44,744)	(187,065)	(219,985)	(271,572)
Sub Total Equipment	(203,606)	(306,387)	(192,443)	(165,183)	(358,045)	(890,736)	(378,977)
Total Other Non Operating Activities	(361,430)	(412,484)	(284,271)	(250,096)	(405,045)	(910,736)	(293,548)
Transfers From or (To) Other Funds							
Asset Forfeiture Fund (11)	-	-	-	-	-	30,000	-
Abandoned Vehicle Fund (79)	-	-	-	-	-	10,000	-
Police Grants Fund (41)	-	38,911	-	16,922	-	39,000	-
General Fund	86,271	56,532	91,029	111,099	127,065	123,335	77,943
General Fund - Finance Software	-	-	-	-	100,000	100,000	50,000
Police Fee Fund	-	-	-	-	-	-	75,000
Fire Fee Fund	-	-	-	-	-	300,000	16,000
Add Back Depreciation	200,751	199,494	219,101	117,951	220,575	101,361	134,000
Net All Transfers	309,704	294,937	310,130	245,972	447,640	703,696	352,943
Net Fund Surplus or (Deficit)	10,480	37,694	123,953	91,324	90,595	(221,690)	122,499
Beginning Working Capital	416,003	426,482	464,177	588,130	713,441	679,454	457,764
Ending Working Capital	426,482	464,177	588,130	679,454	804,036	457,764	580,262

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: Finance Department

Program: Equipment Maintenance & Replacement

Account Code: 15-4970

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES	10	278	137	1,156	1,000	1,000	1,000
4402	CONTRACT SERVICES		1,800	-	-	-	-	-
4404	REPAIRS & MAINTENANCE	23,481	37,115	53,445	49,699	47,000	47,000	47,000
4429	PHONE	46,920	49,568	51,468	54,469	54,000	54,000	54,000
4821	MISC FIELD EQUIPMENT	55,161	162,834	36,618	44,744	187,065	207,335	271,572
4822	MISC OFFICE EQUIPMENT	11,898	23,828	45,713	1,629	-	-	-
4823	MISC COMPUTER EQUIPMENT			-	3,323	-	-	-
4824	MISC EQUIPMENT REPLACE			-	-	-	12,650	-
4820	VEHICLES	45,242	38,911	35,288	30,145	-	579,000	16,000
SUBTOTAL		182,712	314,387	222,669	185,165	289,065	900,985	389,572
OTHER								
4505	DEPRECIATION	153,528	170,500	186,575	82,882	186,575	65,361	100,000
SUBTOTAL		153,528	170,500	186,575	82,882	186,575	65,361	100,000
TOTAL PROGRAM BUDGET		336,240	484,887	409,244	268,047	475,640	966,346	489,572

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: Finance Department
 Program: Computer System
 Account Code: 15-4975

SERVICES & SUPPLIES								
4401	MATERIALS & SUPPLIES:		-	58	1,470	2,000	2,000	1,000
4402	CONTRACT SERVICES							
	Web Redesign and Support	24,261	29,355	19,496	43,949	41,790	56,790	58,000
	IT Support	72,965	78,724	67,919	69,155	72,400	88,400	90,000
	Financial System Support	10,809	8,124	8,154	8,154	8,400	13,900	14,000
4822	MISC OFFICE EQUIPMENT	13,078	-	393	110	-	-	-
4823	MISC COMPUTER	52,818	56,928	74,431	88,555	146,980	67,751	67,405
SUBTOTAL		175,456	173,131	170,451	211,393	271,570	228,841	230,405
OTHER								
4505	DEPRECIATION	47,223	28,994	32,526	35,069	34,000	36,000	34,000
SUBTOTAL		47,223	28,994	32,526	35,069	34,000	36,000	34,000
TOTAL PROGRAM BUDGET		222,679	202,125	202,977	246,462	305,570	264,841	264,405

Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Adopted Budget FY 18-19	Revised Budget FY 18-19	Proposed Budget FY 19-20
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Department: Finance Department
 Program: Lease Payments
 Account Code 15-4970 and 4975

OTHER								
4970-4432	Rental Payments - Copier/Printer/Fax/Scanner	42,964	50,810	44,741	37,548	47,000	47,000	47,000
4970-4432	Fire Engines, Vehicles & Computer Equipment - Suntrust	49,183	49,184	48,522	54,740	-	-	-
4970-4501	Fire Engines, Vehicles & Computer Equipment - Zion Principal	2,749	3,378	-	-	-	-	-
4970-4502	Fire Engines, Vehicles & Computer Equipment - Zion Interest	385	159	-	-	-	-	-
4975-4432	Police Vehicles & Computer Equipment - Suntrust	7,349	7,349	7,250	998	-	-	-
4970-4501	Police Vehicles & Computer Equipment - Zion Principal	9,350	-	-	-	-	-	-
4970-4502	Police Vehicles & Computer Equipment - Zion Interest	1,311	-	-	-	-	-	-
4116-4402	CAD/RMS System	23,884	23,886	-	-	24,000	24,000	24,000
SUBTOTAL		181,956	134,766	100,513	93,286	71,000	71,000	71,000
TOTAL PROGRAM BUDGET		181,956	134,766	100,513	93,286	71,000	71,000	71,000

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Capital Improvement Program

In general, the Capital Improvement Program (CIP) Budget provides funding for infrastructure construction and rehabilitation, while the operating budget, enterprise funds and other special funds provide funding for routine infrastructure maintenance. The CIP Budget functions as an extension of the City's long-term capital plan.

The CIP plan is a five year forecast that is updated annually. This comprehensive plan identifies new construction and rehabilitation projects, along with major infrastructure maintenance programs essential for managing Calistoga's growth and development.

Although the CIP spans five years, funds for only the first year are appropriated within the FY 2019-20 Budget. The plan provides cost estimates for each project and identifies funding sources with consideration given to ongoing City, County, State and Federal resources. The remaining four years of the plan serve as a guide for future capital investments.

The City places a high priority on infrastructure construction, rehabilitation and maintenance efforts to ensure its streets, landscaping and facilities are built maintained and rehabilitated according to best practices and promote environmental sustainability.

CIP infrastructure projects include street maintenance, storm drainage, facility improvements, recreational facilities, water and sewer improvements, pipelines, surveys, tank design and replacement, ADA curb ramp compliance and restoration of ponds. These significant non-routine capital expenditures are accounted for as capital projects.

In contrast, routine capital purchases of new vehicles, computer hardware and other equipment are largely accounted for in either the general fund or the special fund known as the Equipment Replacement Fund. These assets are capitalized when the initial individual cost is \$5,000 or more with an estimated useful life greater than three years.

In FY 2019-20 capital expenditures total \$4,311,499 of significant non-routine capital infrastructure improvements which are displayed under Major Capital Projects and \$645,622 in Equipment and Information Technology Projects in the following tables. Due to multi-year construction periods of CIP projects, capital expenditures tend to span several years. These continuing projects are reevaluated annually during the fiscal year-end review process.

Capital Improvement Program**CIP PROJECTS**

The FY 2019-20 CIP Budget funds 33 projects. CIP projects are funded from a variety of sources including federal, state, regional and local resources. The General Fund will provide \$1,813,358; Wastewater Capital Fund \$1,160,000; Water Capital Fund \$70,000; Measure A \$50,000; 2007 Bond Financing Proceeds \$70,000; Road Maintenance SB1 \$87,642; Metropolitan Transportation Commission \$316,417; Measure T \$367,000; City Administrative Fee \$15,000; Cultural/Recreational Impact Fees \$117,000; Prop 68 Parks and Recreation \$200,000 and one-time Traffic Signal Impact Fees \$45,082 for a total of \$4,311,499.

EQUIPMENT AND INFORMATION TECHNOLOGY PROJECTS

The FY 2019-20 Equipment and Information Technology Budget funds 22 projects. These projects are funded from a variety of sources including internal City departments and the general fund. The General Fund will provide \$151,943; Hazard Mitigation Grant \$132,429; Police one-time impact fees \$75,000; Fire one-time impact fees \$16,000; Water one-time impact fees \$106,500; Wastewater one-time impact fees \$104,145 and the Equipment Replacement Fund \$59,605 for a total of \$645,622.

Major Capital Projects Summary of Proposed Projects Fiscal Years 2019-20 through 2023-24										
Dept	Funding Source	Project Name	Account #	2019-20	2020-21	2021-22	2022-23	2023-24	Total	
PW	General Fund	Pavement Maintenance	01-5402-4905-4915	995,358	-	-	-	-	995,358	
PW	Measure T	Pavement Maintenance	01-5402-4905-4915	367,000	-	-	-	-	367,000	
PW	Road Maintenance SB 1	Pavement Maintenance	01-5402-4905-4915	87,642	-	-	-	-	87,642	
PW	General Fund	Paving Corp Yard	01-5408-4915	180,000	-	-	-	-	180,000	
PW	General Fund	Sidewalk Replacement	01-5530-4915	100,000	-	-	-	-	100,000	
PW	City Administrative Fee	City Hall Remodel	01-5501-4915	15,000	-	-	-	-	15,000	
PW	General Fund	Loggy Park Improvements	01-5569-4915	100,000	-	-	-	-	100,000	
PW	Deutsch Proceeds	Community Pool Facility	01-5451-4915	70,000	-	-	-	-	70,000	
PW	General Fund	Community Pool Facility	01-5451-4915	130,000	-	-	-	-	130,000	
PW	General Fund	Pioneer Cemetary	01-5200-4915	40,000	-	-	-	-	40,000	
PW	General Fund	Railroad Tracks Repurpose	01-5562-4915	5,000	-	-	-	-	5,000	
PW	Cultural Recreational	Vine Trail	01-5564-4905	87,000	-	-	-	-	87,000	
PW	General Fund	Microgrid Concept	01-5584-4901	26,000	-	-	-	-	26,000	
PW	Prop 68 Parks and Rec	Oat Hill Mine	01-5565-4915	200,000	-	-	-	-	200,000	
PW	General Fund	Pedestrian Bridge at Gold	01-5585-4915	25,000	-	-	-	-	25,000	
PW	Cultural Recreational	Tennis Court Improvements	01-5590-4915	30,000	-	-	-	-	30,000	
PW	General Fund	Downtown Beautification	01-5591-4915	100,000	-	-	-	-	100,000	
PW	General Fund	Replace Culvert Feige Tank Access Road	01-5599-4915	100,000	-	-	-	-	100,000	
PW	General Fund	Pioneer Park Pedestrian Bridge	25-5560-4915	12,000	28,000	-	-	-	40,000	
PW	MTC Grant	Pioneer Park Pedestrian Bridge	25-5560-4915	48,000	112,000	-	-	-	160,000	
PW	Wastewater Connection Fees	Sewer Systems Assmt & Master Plan	13-5437-4915	75,000	-	-	-	-	75,000	
PW	Wastewater Connection Fees	Sewer Lateral Replacement	13-5452-4915	5,000	-	-	-	-	5,000	
PW	Wastewater Connection Fees	Palisades Lift Station Coating	13-5514-4905	600,000	-	-	-	-	600,000	

Major Capital Projects										
Summary of Proposed Projects										
Fiscal Years 2019-20 through 2023-24										
PW	Wastewater Connection Fees	Geothermal Water Meters per CDO	13-5533-4915	280,000	-	-	-	-	-	280,000
PW	Wastewater Connection Fees	Riverside Ponds River Restoration	13-5540-4905	100,000	250,000	423,750	-	-	-	773,750
PW	HazMit Grant	Riverside Ponds River Restoration	13-5540-4905	-	750,000	1,271,250	-	-	-	2,021,250
PW	Wastewater Connection Fees	Recycled Water Pump & Installation	13-5556-4915	25,000	-	-	-	-	-	25,000
PW	Wastewater Connection Fees	Tank Removal, Air Leak Repair	13-5569-4915	75,000	-	-	-	-	-	75,000
PW	Water Connection Fees	Automatic Meter Read Program	12-5476-4915	60,000	-	-	-	-	-	60,000
PW	Measure A	Bypass Structure	12-5426-4915	50,000	-	-	-	-	-	50,000
PW	Water Connection Fees	THM/HAA5	12-5574-4915	10,000	500,000	-	-	-	-	510,000
PW	Water Connection Fees	Generator & Transfer Switch	12-5575-4915	-	125,398	-	-	-	-	125,398
PW	HazMit Grant	Generator & Transfer Switch	12-5575-4915	-	376,193	-	-	-	-	376,193
PW	Water Connection Fees	Pope St Generator Elec Upgrade	12-5577-4915	-	45,056	-	-	-	-	45,056
PW	HazMit Grant	Pope St Generator Elec Upgrade	12-5577-4915	-	135,167	-	-	-	-	135,167
PW	Water Connection Fees	Relocate Dunawell Booster	12-5586-4915	-	800,000	2,000,000	2,000,000	1,700,000	-	6,500,000
PW	MTC Grant	Bicycle Pedestrian	25-4994-4915	175,000	-	-	-	-	-	175,000
PW	MTC Grant	Lincoln/Braman St Crosswalks	25-5536-4915	58,701	-	-	-	-	-	58,701
PW	MTC Grant	Foothill/Petrified Forest Traffic Signal	25-5537-4915	29,918	-	-	-	-	-	29,918
PW	Traffic Impact Fee	Foothill/Petrified Forest Traffic Signal	25-5537-4915	45,082	-	-	-	-	-	45,082
PW	MTC Grant	Bicycle Education Activity	25-4994-4905	4,798	-	-	-	-	-	4,798
		TOTAL		4,311,499	3,121,812	3,695,000	2,000,000	1,700,000		14,828,311

Major Capital Projects							
Summary of Proposed Projects							
Fiscal Years 2019-20 through 2023-24							
FUNDING SOURCE	FUND #	2019-20	2020-21	2021-22	2022-23	2023-24	Total
General Fund	01	1,813,368	28,000	-	-	-	1,841,368
City Administrative Fee	48	15,000	-	-	-	-	15,000
Wastewater	13	1,160,000	250,000	423,750	-	-	1,833,750
Water	12	70,000	1,470,453	2,000,000	2,000,000	1,700,000	7,240,453
Cultural Recreational	77	117,000	-	-	-	-	117,000
Measure A	12	50,000	-	-	-	-	50,000
Measure T	01	367,000	-	-	-	-	367,000
Road Maintenance SB 1	22	87,642	-	-	-	-	87,642
Prop 68 Parks and Rec	01	200,000	-	-	-	-	200,000
Deutsch Proceeds	01	70,000	-	-	-	-	70,000
MTC Grant	25	316,417	112,000	-	-	-	428,417
HazMit Grant	12/13	-	1,261,359	1,271,250	-	-	2,532,609
Traffic Impact Fee	90	45,082	-	-	-	-	45,082
TOTAL	TOTAL	4,311,499	3,121,812	3,695,000	2,000,000	1,700,000	14,828,311

EQUIPMENT AND INFORMATION TECHNOLOGY PROJECTS

**Summary of Proposed Projects
Fiscal Year 2019-20 through 2023-24**

Proj Type	Project Name	Funding Source	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	TOTAL	Account #
Repl	RIMS Software	General Fund	24,000	-	-	-	-	24,000	15-4116-4402
Repl	Office 365 Cloud	Equipment Replacement Fund	15,000	-	-	-	-	15,000	15-4975-4823
New	Icompass Software (City Clerk)	General Fund	7,800	-	-	-	-	7,800	15-4975-4823
Repl	Parks and Rec Software	General Fund	6,000	-	-	-	-	6,000	15-4975-4823
Repl	GIS Services from Napa County	Equipment Replacement Fund	800	-	-	-	-	800	15-4975-4823
Repl	Citizenserve Software Annual Subscription	Equipment Replacement Fund	16,500	-	-	-	-	16,500	15-4975-4823
Repl	Bentley GEMS Software	Water	8,000	-	-	-	-	8,000	02-4131-4823
Repl	Bentley GEMS Software	Wastewater	8,000	-	-	-	-	8,000	03-4141-4823
Repl	Auto Cad Subscription for 3 years	Equipment Replacement Fund	2,205	-	-	-	-	2,205	15-4975-4823
New	GIS ARC Esri Computer	Equipment Replacement Fund	3,500	-	-	-	-	3,500	15-4975-4823
Repl	Computers	Equipment Replacement Fund	15,000	-	-	-	-	15,000	15-4975-4823
Repl	Finance Software	General Fund	50,000	-	-	-	-	50,000	15-4975-4823
Repl	Backup Batteries	Equipment Replacement Fund	600	-	-	-	-	600	15-4975-4823
New	PD Mobile Data Terminals	Police Fee	75,000	-	-	-	-	75,000	15-4970-4821
New	Mini- Excavator	General Fund	20,000	-	-	-	-	20,000	15-4970-4821
New	Mini- Excavator	Water	20,000	-	-	-	-	20,000	02-4131-4821
New	Mini- Excavator	Wastewater	20,000	-	-	-	-	20,000	03-4141-4821
New	Portable Generator	General Fund	44,143	-	-	-	-	44,143	15-4970-4821
New	Portable Generator	HMGP Grant	132,429	-	-	-	-	132,429	15-4970-4821
Repl	Turbidity Meter	Water	9,000	-	-	-	-	9,000	02-4132-4821
Repl	NBA Pump	Water	18,000	-	-	-	-	18,000	02-4132-4821
Repl	Fire Station Vehicle	Fire Fee	16,000	-	-	-	-	16,000	15-4970-4820
Repl	Rupp Pump	Water	21,500	-	-	-	-	21,500	02-4131-4821
Repl	Rupp Pump	Wastewater	21,500	-	-	-	-	21,500	03-4141-4821
Repl	Scada Computers/Software Update	Water	30,000	-	-	-	-	30,000	02-4132-4821
Repl	Scada Computers/Software Update	Wastewater	30,000	-	-	-	-	30,000	03-4142-4821

EQUIPMENT AND INFORMATION TECHNOLOGY PROJECTS									
Summary of Proposed Projects									
Fiscal Year 2019-20 through 2023-24									
Proj Type	Project Name	Funding Source	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	TOTAL	Account #
Repl	Oxygen Probes (40	Wastewater	15,750	-	-	-	-	15,750	03-4142-4821
Repl	Blower	Wastewater	8,895	-	-	-	-	8,895	03-4142-4821
TOTAL			645,622	-	-	-	-	645,622	
	Equipment Replacement Fund		59,605	-	-	-	-	59,605	
	HMGP Grant		132,429	-	-	-	-	132,429	
	Water Connection Fees		106,500	-	-	-	-	106,500	
	Wastewater Connection Fees		104,145	-	-	-	-	104,145	
	Police Fee		75,000	-	-	-	-	75,000	
	Fire Fee		16,000	-	-	-	-	16,000	
	General Fund		151,943	-	-	-	-	151,943	
	TOTAL		645,622	-	-	-	-	645,622	

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Debt Schedule
FY 2019-20

	Original Issue Amount	Balance 7/1/2019	Principal Pymts	Interest Pymts	Total	Principal Balance 6/30/2020
WATER FUND						
Water Revenue COP 2018 Issue Date: 05/08/2018 Principal Payments Due 10/1 2.875 % to 5.0% 'October 2044	\$ 3,905,000	\$ 3,720,000	\$ 165,000	\$ 137,306	\$ 302,306	\$ 3,555,000
USDA 2011 COP Issue Date: 08/10/2009 Principal Payments Due 07/12 2.5%/\$148,237 ** Principal varies based on drawdowns	\$ 3,750,000	\$ 2,784,852	\$ 66,000	\$ 68,796	\$ 134,796	\$ 2,718,852
TOTAL WATER DEBT	\$ 7,655,000	\$ 6,504,852	\$ 231,000	\$ 206,102	\$ 437,102	\$ 6,273,852
WWTP FUND						
Wastewater Revenue COP 2018 Issue Date: 05/08/2018 Principal Payments Due 10/1 2.875 % to 5.0% 'October 2044	\$ 5,015,000	\$ 4,725,000	\$ 270,000	\$ 171,988	\$ 441,988	\$ 4,455,000
SWRCB-SR Loan Issue Date: 01/18/2002 Payments Due 10/30 'October 30, 2023 2.6%	\$ 5,609,999	\$ 1,684,819	\$ 319,786	\$ -	\$ 319,786	\$ 1,365,033
TOTAL WWTP DEBT	\$ 10,624,999	\$ 6,409,819	\$ 589,786	\$ 171,988	\$ 761,774	\$ 5,820,033
GENERAL LONG TERM DEBT ACCOUNT GROUP						
Lease Payable-West America Pool, Fire, recreation, public works Issue Date: 05/01/2016 'February 1, 2028 2.44%	\$ 3,870,413	\$ 2,918,116	\$ 306,108	\$ 67,794	\$ 373,902	\$ 2,612,008
TOTAL LONG TERM DEBT	\$ 3,870,413	\$ 2,918,116	\$ 306,108	\$ 67,794	\$ 373,902	\$ 2,612,008
GRAND TOTAL	\$ 22,150,413	\$ 15,832,787	\$ 1,126,894	\$ 445,884	\$ 1,572,778	\$ 14,705,893

Non-Represented Employees
Salary Schedule FY 19-20

Position Title	Range	Annual Salary	
		Beginning	Ending
City Manager	Contract	\$189,371	\$189,371
Executive Assistant	20	\$58,144	\$70,674
Code Enforcement Officer	25	\$65,668	\$79,819
Deputy City Clerk	31	\$76,017	\$92,399
Recreation Manager	33	\$79,818	\$97,019
Associate Civil Engineer	33	\$79,818	\$97,019
Maintenance Superintendent	38	\$90,201	\$109,640
Senior Planner	39	\$92,400	\$112,313
Utility Systems Superintendent	40	\$94,710	\$115,121
City Clerk	40	\$94,710	\$115,121
Senior Civil Engineer	41	\$97,020	\$117,928
Building Official	43	\$101,871	\$123,825
Senior Planner/Assistant to City Manager	43	\$101,871	\$123,825
Deputy Public Works Director	47	\$112,313	\$136,517
Parks and Recreation Director	50	\$120,876	\$146,926
Administrative Services Director	52	\$126,920	\$154,272
Planning Director	56	\$139,929	\$170,085
Public Works Director/City Engineer	57	\$143,342	\$174,234
Fire Chief	58	\$146,926	\$178,589
Police Chief	59	\$150,599	\$183,054

Calistoga Police Officers Association (CPOA)
Salary Schedule FY 19-20

Position Title	Range	Annual Salary	
		Beginning	Ending
Police Officer	29	\$73,104	\$88,848
Police Corporal	31	\$76,752	\$93,288
Sergeant	36	\$86,736	\$105,432
Dispatch Supervisor	25	\$66,312	\$80,592
Dispatcher	19	\$57,288	\$69,612
Community Service Officer	19	\$57,288	\$69,612

Calistoga Professional Firefighters Association (CPFA)
Salary Schedule FY 19-20

Position Title	Range	Annual Salary	
		Beginning	Ending
Fire Fighter	28	\$71,361	\$86,739
Fire Engineer	32	\$78,674	\$95,629
Fire Captain	36	\$86,736	\$105,428

Calistoga Public Employees Association (CPEA)

Salary Schedule FY 19-20

Position Title	Range	Annual Salary	
		Beginning	Ending
Assistant Planner	31	\$76,756	\$93,297
Associate Planner	35	\$84,623	\$102,860
Chief Plant Operator	34	\$82,608	\$100,411
Plant Operator I	20	\$58,708	\$71,360
Plant Operator II	25	\$66,305	\$80,594
Recreation Coordinator	12	\$48,299	\$58,708

Position Title Y-Rated	Range	Annual Salary	
		Beginning	Ending
Accounting Assistant	15	\$49,953	\$60,718
Administrative Assistant	18	\$53,762	\$65,348
Administrative Service Technician	21	\$57,827	\$70,289
Assistant Engineer	33	\$77,494	\$94,194
Associate Engineer	37	\$85,437	\$103,849
Assistant Planner	31	\$73,804	\$89,709
Associate Planner	35	\$81,369	\$98,904
Building Inspector	28	\$68,616	\$83,403
Maintenance Technician I	15	\$49,953	\$60,718
Maintenance Technician II	19	\$55,073	\$66,942
Permit Technician	19	\$55,073	\$66,942
Plant Operator I	20	\$58,708	\$71,360
Plant Operator II	25	\$66,305	\$80,594
Recreation Coordinator	12	\$48,299	\$58,708
Senior Maintenance Technician	24	\$62,236	\$75,649
Senior Plant Operator	28	\$68,616	\$83,403
Senior Accounting Assistant	20	\$56,450	\$68,616

Non-Represented Part-Time Employees
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Salary Schedule FY 19-20

Position Title	Hourly Salary Schedule				
	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Aide	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
Coach/Referee	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
Facility Attendant (Opening)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Office Assistant I	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
Parking Enforcement Officer	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
Recreation Aide	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
Swim Instructor I	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
Facility Attendant (Closing)	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
Life Guard I	\$12.60	\$13.23	\$13.89	\$14.59	\$15.32
Recreation Leader	\$12.60	\$13.23	\$13.89	\$14.59	\$15.32
Head Life Guard	\$13.41	\$14.08	\$14.78	\$15.52	\$16.30
Swim Instructor II	\$13.41	\$14.08	\$14.78	\$15.52	\$16.30
Police Officer Trainee	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80
Speciality Instructor I	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00
Office Assistant II	\$14.34	\$15.06	\$15.81	\$16.60	\$17.43
Operator-in-Training	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23
Water Conservation Specialist	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23
Pool Manager	\$17.11	\$17.97	\$18.86	\$19.81	\$20.80
Senior Recreation Leader	\$17.11	\$17.97	\$18.86	\$19.81	\$20.80
Speciality Instructor II	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00
Firefighter	\$21.18	\$22.29	\$23.47	\$24.70	\$26.00
Recreation Coordinator	\$23.22	\$24.38	\$25.60	\$26.88	\$28.22
Water Conservation Manager	\$23.80	\$25.00	\$26.25	\$27.56	\$28.94
Accounting Assistant	\$24.02	\$25.22	\$26.48	\$27.81	\$29.20
Accountant	\$27.00	\$28.35	\$29.77	\$31.26	\$32.82
Police Dispatcher	\$27.55	\$28.91	\$30.36	\$31.89	\$33.47

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.

GLOSSARY OF BUDGET TERMS

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.

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.

GLOSSARY OF BUDGET TERMS

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 30% of expenditures.

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.

GLOSSARY OF BUDGET TERMS

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.

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 50% of operating expenditures, in addition to the contingency or emergency reserve of 10%. In other funds, the use and amount of general reserves vary.

GLOSSARY OF BUDGET TERMS

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.

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 2018 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.