

May 13, 2014

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

Re: Fiscal Year 2014-15 Draft Operating Budget

Mayor Nevero and City Council Members:

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

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

Operating Budget: General Fund, Water, and Wastewater

General Fund

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

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

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

Water and Wastewater Funds

The Water and Wastewater Enterprise Funds should generate sufficient revenue to pay for the services they provide. The Council approved a long-range financial plan and multi-year rate effective July 2011. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. In this year's budget, we reviewed and

realigned administrative personnel cost allocations to these enterprises funds, which correspondingly decreased General Fund costs.

The City will continue to pursue grants and other resources to provide the capital needed to upgrade and improve the systems, thereby reducing the burden on ratepayers.

OUTLOOK AND OPPORTUNITIES

The impact of the economic recession on St. Helena has been significant. In the last three years, we have reduced staffing citywide by almost 14 positions, or 18%. In this budget we are adding back 2.5 positions. Sales tax revenue and TOT had shrunk to levels from almost a decade ago and development activity had slowed. We are now seeing a slow recovery and an increase in these activities. The City is still seeking additional revenue sources, but our focus today must remain on ways to provide services the community needs for less cost.

Two hotel projects were approved in 2011 that would increase the number of local hotel rooms, increasing both TOT revenue and sales tax revenue. Las Alcobas (Grandview Hotel) is nearly ready to break ground. While this is positive longer term, it will not contribute to City TOT revenue in this budget period and we must continue our streamlined operation.

CONCLUSION

Our employees represent the largest expense category for the City and a great City asset. As a group, employees are enormously dedicated to St. Helena and do not hesitate to provide customer assistance, address a citizen complaint, or find creative and cost effective ways to serve the public. Staff reductions and finding alternative ways to provide services is not easy. Again this year, we are proud of the positive attitude our staff displayed and their can-do approach to providing the public with the best possible service.

It takes an enormous amount of staff time to produce the annual budget. Each department is to be commended for their effort in analyzing revenues, projecting expenses and, coming up with ways to maintain costs without impacting needed services and programs. Special thanks to Dawn Marshall for all her hard work coordinating the process and preparing all the documentation. Although her job was made especially difficult by having a part-time Finance Director and managing multiple recruitments during this period, she still managed to meet the deadlines required in getting this document out to Council.

STAFF RECOMMENDATIONS

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

Gary Broad
City Manager

Sheila McCrory
Interim Finance Director

CITY OF ST. HELENA, CALIFORNIA

Resolution No. 2014-

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

RECITALS

Good operating practice requires that the City adopt estimates of revenues and expenditures on a fiscal year basis and provide a policy for subsequent modification of such appropriations. The Council and staff have had several study sessions to determine the appropriations needed for the next fiscal year.

RESOLUTION

The City Council hereby adopts the following:

1. Revenue estimates and appropriations by fund and department as shown in "EXHIBIT A", a copy of which is attached and hereby made a part of this Resolution, is hereby adopted.
2. Any unexpended portion of the General Fund balance as of June 30, 2014, is hereby assigned to a Reserve, up to the City's annual appropriation limitation.
3. The City, as a practice, shall expend current year proceeds of tax first, and then any non-proceeds of tax to satisfy approved appropriations.
4. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
5. The St. Helena Chamber of Commerce shall receive an operating subsidy equal to eight percent (8%) of Business License Tax revenues, three percent (3%) of Transient Tax revenues, and two percent (2%) of Sales Tax revenues received by the City during the fiscal year to be used for promotion and entertainment purposes. The Chamber shall annually on or before April 30, submit to the City Council a report of activities of the Chamber, the approved budget, and an accounting of public funds expended during the previous calendar year ending December 31.
6. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

7. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
8. The City Council has the overriding authority to control the use of revenues and the appropriation of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
9. All changes in appropriations will be authorized on a "Budget Transfer" form. All increases in appropriations will be authorized by Council.
10. Any expenditure of greater than \$25,000 for supplies, equipment or general services requires formal bid procedures and must be approved by the City Council pursuant to Article XIV, Chapter 2 of the City Code.

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

AYES:
NOES:
ABSTAIN

APPROVED:

ATTEST:

Ann Nevero
Mayor

Cindy Black
Interim City Clerk

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

	REVENUES	EXPENDITURES
FUND 101, GENERAL FUND	\$9,390,319	
City Council		\$143,611
City Manager/Clerk		382,813
Finance		307,336
City Attorney		545,000
Planning/Building		545,841
Library		1,042,108
Recreation		84,995
Fire		606,639
Police		2,872,542
Public Works Admin		173,816
Government Buildings		188,158
Storm Drains		143,497
Streets		226,088
Parks		751,492
Debt Service		236,275
Non-Departmental		505,155
Operating Transfers		244,785
Subtotal		\$9,000,151
Capital Transfers		372,441
TOTAL GENERAL FUND	\$9,390,319	\$9,372,592
Fund 216, Public Safety Impact Fees	21,000	-
Fund 218, Public Library Foundation	-	2,603
Fund 219, CLSA Library Restoration	-	133,360
Fund 224, Public Safety (COPS)	100,000	100,000
Fund 225, State Gas Tax 2105	28,660	28,660
Fund 226, State Gas Tax 2106	20,550	20,550
Fund 227, State Gas Tax 2107	46,150	42,450
Fund 228, State Gas Tax 2107.5	2,030	2,030
Fund 229, State Gas Tax 2103	65,430	65,430
Fund 235, Measure A	2,450,000	526,805
Fund 238, Training Development	4,000	2,000
Fund 279, Asset Forfeiture	-	2,000
Fund 280, Community Activities	165,464	165,464
Fund 283, Tree City USA	64,321	64,321
Fund 286, Bocce Ball	48,000	41,188
Fund 289, Recreation Programs	196,000	186,954

EXHIBIT A

	REVENUES	EXPENDITURES
Fund 290, Tourism Improvement District	281,663	273,540
Fund 375, Murray Trust	1,200	-
Fund 381, Ryan Library Trust	-	-
Fund 382, Martin Library Trust	-	14,263
Fund 383, Dr. Wood Trust	-	-
Fund 384, Tweed Trust	45,500	111,528
Fund 420, Fire Station GO Bonds	158,000	188,613
Fund 561, Water Enterprise	4,653,911	4,537,198
Fund 562, 1977 Water Bond	-	-
Fund 571, Sewer Enterprise	2,152,615	1,848,466
Fund 582, Garage	135,551	135,551
TOTAL BUDGET	\$20,030,364	\$17,865,566
Less Interfund Transfers	(1,114,003)	(1,114,003)
TOTAL NET REVENUES AND EXPENDITURES	\$18,916,361	\$16,751,563

EXHIBIT A

	REVENUES	EXPENDITURES
Capital Fund Requests for 2014-2015		
Fund 741, Street Improvement	\$ 159,020.00	\$ 159,020.00
Fund 733, General Fund Capital Projects		
<i>911 Dispatch Console \$89,395</i>	372,441	372,441
<i>Shooting Range clean-up & replacement \$100,000</i>		
<i>Computers, software and hardware replacements \$108,100</i>		
<i>Trak-It Software Interface \$5,000</i>		
<i>Asphalt Roller \$19,271</i>		
<i>Human Resources/Payroll portal \$3,000</i>		
<i>John Deere Lawn Mower \$9,755</i>		
<i>Tot-lot play structure \$37,920</i>		
Fund 763, Water Capital Projects	200,000	200,000
Fund 773, Wastewater Capital Projects	100,000	100,000
	\$ 831,461	\$ 831,461

Additional Capital Requests for 2014-2015

- Unfunded -

Fund 733, General Fund Capital Projects

*Chamber of Commerce Board and Economic Development
Grant \$50,000*

\$ 50,000.00

Fund 741, Street Improvement

900,980

Fund 763, Water Capital Projects

809,807

Fund 773, Wastewater Capital Projects

1,441,664

Total Unfunded Capital Project Requests

\$ -	\$ 3,202,451
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Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed	Difference	2015 Proposed and 2014 Adopted
101-32-70-00-00	County Fire Contract	68,865	68,865	28,856	28,855	28,855		
101-32-80-00-00	Emergency Relief	14,544	97,034	-	105,000	-		
101-33-05-00-00	Ca Bldg Std Admin Fee	-	-	-	-	-		
101-33-10-00-00	Planning Fees	-	849	-	(1,304)	-		
101-33-15-00-00	Short Term Rental Permit Fees	-	-	-	-	19,350	19,350	100.0%
101-33-20-00-00	Legal Cost Recovery	17,884	72,001	65,000	50,000	35,000	(30,000)	-46.2%
101-33-30-00-00	Sales Of Maps/Publications	266	272	500	200	200	(300)	-60.0%
101-33-40-00-00	Other Filing/Certification Fee	45	-	-	-	-		
101-33-50-00-00	Police Services	12,261	25,935	24,000	40,000	40,000	16,000	66.7%
101-33-70-00-00	Plan Check Fees	229,790	34,591	-	12,000	70,000	70,000	100.0%
101-33-71-00-00	Planning Land & Dev Fees	-	-	-	-	-		
101-33-74-00-00	Planning App & Permit Fees	19,267	178,623	259,280	259,280	275,000	15,720	6.1%
101-33-75-00-00	Planning Violation/Repair Fee	-	-	-	-	-		
101-33-80-00-00	Engineering Fees	53,577	18,814	20,000	2,000	10,000	(10,000)	-50.0%
101-33-81-00-00	Public Works Land & Dev Fees	-	8,800	6,400	6,400	6,400		
101-33-84-00-00	Public Works App & Permit Fees	1,075	39,600	24,275	35,000	35,000	10,725	44.2%
101-33-85-00-00	Public Wks Violation/Repair Fe	-	750	-	-	-		
101-33-86-00-00	Well Permit Fee	650	2,600	1,300	650	-	(1,300)	-100.0%
101-33-90-00-00	Street/Sidewalk/Curb Repair	-	2,000	2,000	-	-	(2,000)	-100.0%
101-34-20-00-00	Library Fines & Fees	14,900	13,618	12,500	12,500	12,500		
101-34-21-00-00	TBR Library Revenue	-	-	-	-	-		
101-34-25-00-00	Parks & Rec Development Fee	-	-	-	-	-		
101-34-31-00-00	Donations	5,000	262,255	5,000	20,000	10,000	5,000	100.0%
101-34-51-00-00	Sale of Capital Assets	-	-	-	60,000	-		
101-34-60-00-00	Contributions From Non-Govt	-	-	-	-	-		
101-34-61-00-00	Contributions from Government	32,358	2,571	-	-	-		
101-34-61-49-00	Contrib from Gov - Police	-	12,740	-	-	-		
101-34-70-00-00	Other Revenue	30,796	9,812	9,000	600	5,000	(4,000)	-44.4%
101-34-71-00-00	Reimb State Mandated Costs	1,020	1,027	-	1,665	-		
101-34-73-00-00	Other State Revenue	10,000	-	-	5,515	-		
101-34-74-00-00	Insurance Refund	26,649	23,725	-	24,269	25,000	25,000	100.0%
101-34-75-00-00	Restitution	20	2,972	-	(6,349)	-		
101-34-75-80-00	Restitution Account	-	-	-	-	10,000	10,000	100.0%

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed	Difference	2015 Proposed and 2014 Adopted
101-34-76-00-00	Cash Overage/Shortage	4	3	-	(900)	-		
101-34-77-00-00	Insurance Refund	-	-	-	-	-		
101-36-10-00-00	Rental Income	191,669	189,597	185,000	185,000	185,000		
101-36-11-00-00	Tennis Court Rentals	14,733	11,099	14,000	12,000	14,000		
101-36-12-00-00	Rec Programs Facility Rental	-	-	-	-	-		
101-36-80-00-00	Library Abatement	4,433	3,786	4,700	3,800	4,700		
101-38-70-00-00	Allocation from Other Agency	-	-	-	-	-		
101-39-98-00-00	Operating Transfers In	37,000	-	-	-	37,757	37,757	100.0%
Total Revenues		8,703,513	9,472,305	8,806,822	9,234,883	9,390,319	583,497	6.6%
Total General Fund Expenses		8,202,875	8,948,577	8,893,625	8,912,168	9,372,591		2,343,148
Net Revenues/Expenses		500,638	523,728	(86,803)	322,714	17,728		

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**NON-DEPARTMENTAL
4000**

	<u>2013/14</u>		<u>2014/15</u>			%
	<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
	<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$ 3,548,129	\$	3,176,719	\$	(371,410)	-12%
Major Components						
Salaries & Benefits	\$ -	\$	-	\$	-	
Overtime	\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$ -	\$	-	\$	-	
Service Fees	\$ 107,273	\$	121,493	\$	14,220	12%
Other/Supplies & Services	\$ 2,151,560	\$	2,123,000	\$	(28,560)	-1%
Transfers	\$ 1,274,296	\$	917,226	\$	(357,070)	-39%
Capital Expenses	\$ 15,000	\$	15,000	\$	-	0%
Contingencies	\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Professional contracts increasing \$14,220 for IT services
- ◆ Contributions are decreasing \$28,800 due to moving Animal Control in house (\$35,000 savings)
- ◆ Insurance increasing \$35,820 due to new pollution fee (\$12,000) and increase in Liability/Workers Comp claim fees (\$6,000). FY14 was underbudgeted
- ◆ Transfers to other funds increased to cover costs in Garage and Teen Center
- ◆ New restitution account added \$10,000. These are reimbursable expenditures so an equal revenue has been added elsewhere in budget

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Non-Departmental						
101-40-00-20-20	Temp/Part Time	231	-	-	-	-
101-40-00-20-40	FICA/Medicare	18	-	-	-	-
101-40-00-20-55	Health Insurance	-	-	-	-	-
101-40-00-20-61	Workers Comp	183	18,051	-	-	-
101-40-00-20-65	SDI	-	-	-	-	-
101-40-00-21-10	Communications	1,018	1,847	2,000	2,000	2,000
101-40-00-21-15	Postage	1,086	664	400	400	400
101-40-00-21-27	Equipment Lease Exp	6,671	5,661	7,146	7,146	7,146
101-40-00-21-30	Professional Contracts	-	44,836	45,780	45,780	60,000
101-40-00-21-34	Muni Code Update	3,315	1,259	5,500	5,500	5,500
101-40-00-21-40	Professional Fees	727	-	315	315	315
101-40-00-21-43	Penalties And Fines	-	-	-	-	-
101-40-00-21-45	Other Contract Services	24,454	11,420	6,000	6,000	6,000
101-40-00-21-46	Web Site Design	-	14,750	3,000	3,000	3,000
101-40-00-21-52	Facility Rental	10,000	-	10,000	10,000	10,000
101-40-00-21-53	Memberships & Publications	494	486	200	330	200
101-40-00-21-55	Training & Conference	-	3,090	500	500	500
101-40-00-21-60	Other Travel	-	-	-	-	-
101-40-00-22-07	Copies	1,707	1,320	1,500	1,500	1,500
101-40-00-22-09	Safety Committee Supplies	-	-	100	100	100
101-40-00-22-12	Computer Equipment	4,568	12,784	4,000	5,622	4,000
101-40-00-22-13	Office Supplies	1,394	1,238	1,500	1,500	1,500
101-40-00-22-15	Special Department Supplies	12,368	3,844	4,000	4,000	4,000
101-40-00-23-11	Maint Office Equip	-	120	1,500	1,500	1,500
101-40-00-23-35	Software Maintenance	200	4,703	3,900	4,687	3,900
101-40-00-23-50	Vehicle Alloc Expense	-	3,096	3,164	3,164	3,637
101-40-00-24-05	Contributions	98,356	74,088	85,689	85,689	56,888
101-40-00-24-06	County Services	-	-	10,000	10,000	10,000
101-40-00-24-07	Chamber of Commerce	-	-	159,345	159,345	113,548
101-40-00-24-25	Taxes & Other Charges	44,932	1,821	1,521	1,940	1,521
101-40-00-24-45	REMIF/Block Party Insurance	138,515	166,232	144,177	164,000	180,000
101-40-00-26-30	Capital Equipment	-	4,772	15,000	15,000	15,000
101-40-00-26-40	Furniture & Fixtures	-	-	-	-	-
101-40-00-28-99	Transfers to Capital	-	-	796,000	796,000	372,441
101-40-00-29-10	Contingencies	-	-	-	-	-
101-40-00-29-99	Transfer to other Funds	295,711	1,135,415	178,296	178,296	244,785
101-40-00-61-00	PEG access costs	-	26,328	3,000	7,205	3,000
101-40-00-80-00	Restitution Account	-	-	-	-	10,000
101-40-45-21-40	Professional Fees	-	-	-	-	-
101-40-45-25-05	Retire Principal	115,502	194,711	200,179	200,179	205,810
101-40-45-25-15	Interest Expense	26,881	41,564	36,096	36,096	30,465
Non-Departmental		788,331	1,774,099	1,729,808	1,756,794	1,358,656

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Non-Departmental						
561-40-00-21-10	Communications	869	1,008	870	1,658	870
561-40-00-21-15	Postage	174	164	200	200	200
561-40-00-21-27	Equipment Lease Exp	6,915	5,753	7,146	7,146	7,146
561-40-00-21-40	Professional Fees	4,049	-	-	-	-
561-40-00-21-45	Other Contract Services	19,064	1,131	5,000	5,000	5,000
561-40-00-21-47	Stream Surveys- Contracted Ser	-	-	-	-	-
561-40-00-21-55	Training & Conference	-	23	-	58	-
561-40-00-22-07	Copies	1,772	1,320	1,500	1,500	1,500
561-40-00-22-09	Safety Committee Supplies	-	-	-	-	-
561-40-00-22-12	Computer Equipment	306	4,330	4,000	4,000	4,000
561-40-00-22-13	Office Supplies	1,203	1,045	1,600	1,600	1,600
561-40-00-22-15	Special Department Supplies	724	261	2,700	2,700	2,700
561-40-00-22-18	Remote Meter Readers	629	840	1,000	1,000	1,000
561-40-00-23-35	Software Maintenance	200	-	200	787	200
561-40-00-24-25	Taxes & Other Charges	-	-	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	64,691	43,035	98,580	98,580	98,580
561-40-00-26-30	Capital Equipment	-	4,772	-	-	-
561-40-00-26-40	Furniture & Fixtures	-	-	-	-	-
561-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-
561-40-00-29-99	Transfer to other Funds	55,479	-	200,000	200,000	200,000
561-40-10-29-40	Depreciation Expense	657,710	792,559	-	-	-
561-40-45-21-30	Professional Contracts	151,847	-	-	-	-
561-40-45-21-40	Professional Fees	5,274	12,702	10,000	10,000	10,000
561-40-45-25-05	Retire Principal	-	-	464,565	467,800	485,600
561-40-45-25-15	Interest Expense	349,084	396,126	538,533	533,853	517,809
Non-Departmental		1,319,989	1,265,069	1,335,894	1,335,882	1,336,205

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Non-Departmental						
571-40-00-21-10	Communication	869	1,008	870	1,658	870
571-40-00-21-15	Postage	174	164	200	200	200
571-40-00-21-27	Equipment Lease Exp	6,915	5,753	7,146	7,146	7,146
571-40-00-21-40	Professional Fees	4,049	-	-	-	-
571-40-00-21-45	Other Contract Services	19,047	1,131	5,000	5,000	5,000
571-40-00-21-55	Training & Conference	-	23	-	58	-
571-40-00-22-07	Copies	1,642	1,320	1,500	1,500	1,500
571-40-00-22-09	Safety Committee Supplies	-	-	-	-	-
571-40-00-22-12	Computer Equipment	306	4,330	4,000	4,000	4,000
571-40-00-22-13	Office Supplies	1,203	1,045	1,600	1,600	1,600
571-40-00-22-15	Special Department Supplies	724	261	2,700	2,700	2,700
571-40-00-23-35	Software Maintenance	200	-	200	787	200
571-40-00-24-25	Taxes & Other Charges	-	-	-	-	-
571-40-00-24-45	REMIF/Block Party Insurance	64,691	43,035	98,580	98,580	98,580
571-40-00-26-30	Capital Equipment	-	4,772	-	-	-
571-40-00-26-40	Furniture & Fixtures	-	-	-	-	-
571-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-
571-40-00-29-99	Transfer to other Funds	-	200,000	100,000	100,000	100,000
571-40-10-29-40	Depreciation Expense	483,070	473,784	-	-	-
571-40-45-21-30	Professional Contracts	42,180	-	-	-	-
571-40-45-21-40	Professional Fees	274	11,912	5,000	5,686	5,000
571-40-45-25-05	Retire Principal	-	(0)	125,435	127,200	129,400
571-40-45-25-15	Interest Expense	78,071	86,521	130,196	129,776	125,662
Non-Departmental		703,415	835,059	482,427	485,891	481,858

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**CITY COUNCIL
4100**

	<u>2013/14</u>		<u>2014/15</u>			%
	<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
	<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$ 202,359	\$	226,674	\$	24,315	11%
Major Components						
Salaries & Benefits	\$ 130,909	\$	151,024	\$	20,115	13%
Overtime	\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$ 130,909	\$	151,024	\$	20,115	
Service Fees	\$ 23,350	\$	27,550	\$	4,200	15%
Other/Supplies & Services	\$ 48,100	\$	48,100	\$	-	0%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ -	\$	-	\$	-	0%
Contingencies	\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Membership costs increased by \$4,200. Corrected to include League of CA Cities

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
City Council						
101-41-00-20-20	Temp/Part Time	6,480	7,290	12,600	12,600	8,100
101-41-00-20-40	FICA/Medicare	723	790	964	964	620
101-41-00-20-45	Employer PERS	983	1,093	1,877	1,877	1,203
101-41-00-20-50	Employee PERS	353	412	944	944	593
101-41-00-20-55	Health Insurance	54,797	45,250	70,704	70,704	54,522
101-41-00-20-61	Workers Comp	1,536	221	-	1,000	-
101-41-00-20-65	SDI	-	-	-	-	-
101-41-00-20-75	Deferred Comp	3,248	3,303	4,547	4,547	2,923
101-41-00-21-10	Communications	1,255	1,307	1,300	1,300	1,300
101-41-00-21-15	Postage	678	4	50	50	50
101-41-00-21-27	Equipment Lease Exp	-	-	-	-	-
101-41-00-21-40	Professional Fees	-	-	8,000	8,000	8,000
101-41-00-21-45	Other Contract Services	7,427	8,119	9,000	9,000	9,000
101-41-00-21-52	Facility Rental	-	-	-	-	-
101-41-00-21-53	Memberships & Publications	5,874	6,198	2,000	6,000	6,200
101-41-00-21-55	Training & Conference	4,143	7,404	3,000	3,000	3,000
101-41-00-21-60	Other Travel	-	-	-	-	-
101-41-00-22-07	Copies	514	-	-	-	-
101-41-00-22-12	Computer Equipment	3,890	892	-	600	-
101-41-00-22-13	Office Supplies	94	461	500	500	500
101-41-00-22-15	Special Department Supplies	698	1,807	2,300	1,700	2,300
101-41-00-24-05	Contributions	107,018	115,610	45,300	45,300	45,300
101-41-00-24-25	Taxes & Other Charges	-	-	-	-	-
City Council		199,711	200,159	163,086	168,086	143,611

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
City Council						
561-41-00-20-20	Temp/Part Time	5,040	5,670	3,600	3,675	6,300
561-41-00-20-40	FICA/Medicare	562	614	275	385	482
561-41-00-20-45	Employer PERS	765	863	536	536	936
561-41-00-20-50	Employee PERS	274	299	270	270	461
561-41-00-20-55	Health Insurance	25,046	26,789	20,201	20,201	42,406
561-41-00-20-75	Deferred Comp	2,448	2,501	1,299	1,500	2,273
City Council		34,136	36,737	26,181	26,567	52,858

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
City Council						
571-41-00-20-20	Temp/Part Time	2,880	3,240	1,800	2,100	3,600
571-41-00-20-40	FICA/Medicare	321	351	138	220	275
571-41-00-20-45	Employer PERS	437	517	268	300	535
571-41-00-20-50	Employee PERS	157	171	135	135	264
571-41-00-20-55	Health Insurance	14,312	15,308	10,101	10,101	24,232
571-41-00-20-75	Deferred Comp	1,399	1,429	650	830	1,299
City Council		19,507	21,017	13,092	13,686	30,205

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**ADMINISTRATION
4200**

		<u>2013/14</u>		<u>2014/15</u>			%
		<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
		<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$	338,026	\$	420,222	\$	82,196	20%
Major Components							
Salaries & Benefits	\$	325,956	\$	298,152	\$	(27,804)	-9%
Overtime		\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$	325,956	\$	298,152	\$	(27,804)	
Service Fees	\$	10,970	\$	110,970	\$	100,000	90%
Other/Supplies & Services	\$	1,100	\$	11,100	\$	10,000	90%
Transfers	\$	-	\$	-	\$	-	0%
Capital Expenses	\$	-	\$	-	\$	-	0%
Contingencies		\$0		\$0	\$	-	0%

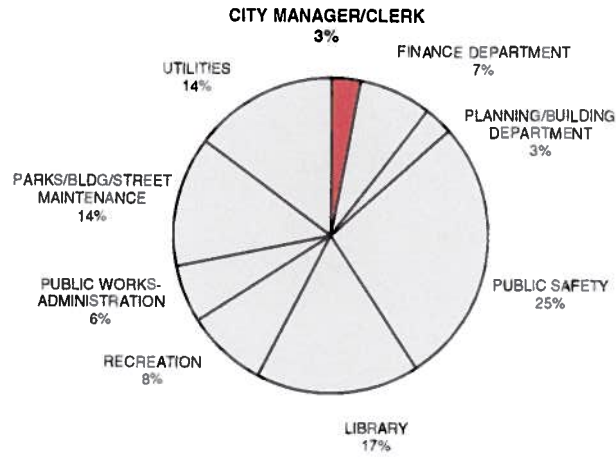
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ Increase in City Manager cost/decrease in City Clerk cost due to classification and salary adjustments

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Professional Contracts increased by \$100,000 due to proposed addition of Economic Vitality Consultant
- ◆ Election expense added to this fiscal year of \$10,000

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
CITY MANAGER/CLERK	2.50	2.50	2.00	2.00	2.00	0.00

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Administration						
101-42-00-20-10	Salary-Regular	89,891	198,021	174,771	174,771	180,000
101-42-00-20-30	Overtime	-	-	-	-	-
101-42-00-20-40	FICA/Medicare	6,642	13,232	11,700	11,700	10,953
101-42-00-20-45	Employer PERS	14,649	31,256	26,041	26,041	14,409
101-42-00-20-50	Employee PERS	6,278	14,634	12,911	12,911	3,150
101-42-00-20-55	Health Insurance	17,343	36,400	32,499	32,499	40,296
101-42-00-20-61	Workers Comp	8,914	6,569	5,215	7,000	5,250
101-42-00-20-65	SDI	929	1,554	1,496	1,496	1,219
101-42-00-20-71	Unemployment	11,700	-	-	-	-
101-42-00-20-75	Deferred Comp	1,959	4,161	3,778	3,778	3,906
101-42-00-20-85	Auto Allowance	1,080	2,160	2,160	2,160	1,560
101-42-00-20-97	Housing Allowance	13,350	15,320	5,200	-	-
101-42-00-21-05	Advertising	5,393	2,428	5,000	5,000	5,000
101-42-00-21-10	Communications	1,618	1,956	1,920	1,920	1,920
101-42-00-21-15	Postage	99	50	50	50	50
101-42-00-21-27	Equipment Lease Exp	-	-	-	-	-
101-42-00-21-30	Professional Contracts	165	-	-	-	100,000
101-42-00-21-45	Other Contract Services	125	-	-	-	-
101-42-00-21-53	Memberships & Publications	517	260	500	500	500
101-42-00-21-55	Training & Conference	3,038	3,594	3,500	3,500	3,500
101-42-00-21-56	Admin Recruitment	18,472	-	-	-	-
101-42-00-21-60	Other Travel	1,275	734	-	-	-
101-42-00-22-07	Copies	15	-	-	-	-
101-42-00-22-12	Computer Equipment	2,491	15	-	1,300	-
101-42-00-22-13	Office Supplies	954	404	1,000	1,000	1,000
101-42-00-22-14	Election Expense	-	7,078	-	-	10,000
101-42-00-22-15	Special Department Supplies	362	508	100	510	100
101-42-00-23-11	Maint Office Equip	-	-	-	-	-
101-42-00-23-35	Software Maintenance	70	-	-	-	-
101-42-00-24-25	Taxes & Other Charges	-	-	-	-	-
101-42-00-26-40	Furniture & Fixtures	817	-	-	-	-
101-42-00-26-60	Capital Imp Buildings	-	-	-	-	-
Administration		208,146	340,335	287,841	286,136	382,813

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Administration						
561-42-00-20-10	Salary-Regular	69,915	4,543	20,043	20,043	21,500
561-42-00-20-30	Overtime	-	-	-	-	-
561-42-00-20-40	FICA/Medicare	5,165	356	1,255	1,255	1,211
561-42-00-20-45	Employer PERS	9,977	772	2,986	2,986	1,721
561-42-00-20-50	Employee PERS	4,883	334	1,483	1,483	175
561-42-00-20-55	Health Insurance	10,467	1,115	3,193	3,193	3,892
561-42-00-20-61	Workers Comp	6,717	1,263	158	2,500	508
561-42-00-20-65	SDI	723	47	150	150	126
561-42-00-20-75	Deferred Comp	1,523	125	380	380	380
561-42-00-20-85	Auto Allowance	840	120	120	120	240
561-42-00-20-97	Housing Allowance	1,050	-	1,200	1,200	1,200
561-42-00-21-30	Professional Contracts	-	-	-	-	-
Administration		111,260	8,675	30,968	33,310	30,953

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Administration						
571-42-00-20-10	Salary-Regular	39,951	4,543	12,293	12,293	3,500
571-42-00-20-30	Overtime	-	-	-	-	-
571-42-00-20-40	FICA/Medicare	2,952	356	801	801	268
571-42-00-20-45	Employer PERS	5,725	772	1,832	1,832	280
571-42-00-20-50	Employee PERS	2,790	335	909	909	175
571-42-00-20-55	Health Insurance	5,982	1,116	2,152	2,152	1,304
571-42-00-20-61	Workers Comp	-	160	158	158	169
571-42-00-20-65	SDI	413	46	100	100	35
571-42-00-20-75	Deferred Comp	871	125	252	252	125
571-42-00-20-85	Auto Allowance	480	120	120	120	-
571-42-00-20-97	Housing Allowance	600	-	600	600	600
571-42-00-21-30	Professional Contracts	-	-	-	-	-
Administration		59,764	7,572	19,217	19,217	6,456

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**FINANCE
4300**

		<u>2013/14</u>		<u>2014/15</u>			%
		<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
		<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$	670,862	\$	751,502	\$	80,640	11%
Major Components							
Salaries & Benefits	\$	552,847	\$	587,492	\$	34,645	6%
Overtime		\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$	552,847	\$	587,492	\$	34,645	
Service Fees	\$	85,660	\$	128,860	\$	43,200	34%
Other/Supplies & Services	\$	32,155	\$	35,150	\$	2,995	9%
Transfers	\$	-	\$	-	\$	-	0%
Capital Expenses	\$	200	\$	-	\$	(200)	0%
Contingencies		\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ Contract service fees and Finance Director salary combined in salary and benefit

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Banking fees increased \$17,000 due to more online services offered to public
- ◆ An additional \$25,000 was added for Human Resource contract services

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Finance						
101-43-00-20-10	Salary-Regular	131,925	129,090	142,050	123,330	152,230
101-43-00-20-20	Temp/Part Time	-	-	-	-	-
101-43-00-20-30	Overtime	276	182	500	1,150	500
101-43-00-20-40	FICA/Medicare	9,370	9,917	10,897	9,668	11,684
101-43-00-20-45	Employer PERS	20,655	19,505	21,165	17,035	25,449
101-43-00-20-50	Employee PERS	9,400	8,855	8,573	6,330	962
101-43-00-20-55	Health Insurance	29,791	26,784	28,391	25,570	38,165
101-43-00-20-61	Workers Comp	10,972	6,127	4,488	4,500	6,503
101-43-00-20-65	SDI	1,211	1,206	1,438	1,210	1,363
101-43-00-20-71	Unemployment	-	-	-	-	-
101-43-00-20-75	Deferred Comp	2,014	2,158	2,365	1,530	2,365
101-43-00-20-85	Auto Allowance	1,440	1,440	1,440	840	1,440
101-43-00-20-96	Education Reimbursement	-	-	-	-	-
101-43-00-21-05	Advertising	-	121	-	-	-
101-43-00-21-10	Communications	306	527	500	504	500
101-43-00-21-15	Postage	2,749	1,617	2,000	2,000	2,000
101-43-00-21-27	Equipment Lease Exp	-	-	-	-	-
101-43-00-21-30	Professional Contracts	3,500	3,500	3,500	3,200	3,500
101-43-00-21-40	Professional Fees	17,695	-	7,500	-	-
101-43-00-21-42	Banking Fees	9,093	11,521	4,000	12,000	13,000
101-43-00-21-45	Other Contract Services	17,707	18,350	8,950	66,492	33,950
101-43-00-21-48	Government Fees	100	200	100	100	100
101-43-00-21-53	Memberships & Publications	508	558	430	170	325
101-43-00-21-55	Training & Conference	829	2,658	400	875	2,500
101-43-00-21-60	Other Travel	2	-	50	-	200
101-43-00-21-62	Bank Fee Reimbursements	57	-	-	-	-
101-43-00-22-07	Copies	128	-	-	-	-
101-43-00-22-12	Computer Equipment	1,560	-	-	-	-
101-43-00-22-13	Office Supplies	386	635	400	400	400
101-43-00-22-15	Special Department Supplies	1,234	562	1,500	1,500	1,500
101-43-00-23-11	Maint Office Equip	541	-	-	-	-
101-43-00-23-35	Software Maintenance	6,604	6,886	7,000	7,231	8,700
101-43-00-24-25	Taxes & Other Charges	732	10	100	-	-
101-43-00-26-30	Capital Equipment	-	-	-	-	-
101-43-00-26-40	Furniture & Fixtures	-	471	-	-	-
Finance		280,784	252,882	257,738	285,635	307,336

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Finance						
561-43-00-20-10	Salary-Regular	132,205	111,186	130,596	112,485	131,549
561-43-00-20-20	Temp/Part Time	-	-	-	-	-
561-43-00-20-30	Overtime	606	401	100	700	-
561-43-00-20-40	FICA/Medicare	9,899	8,512	9,987	8,590	10,063
561-43-00-20-45	Employer PERS	20,320	16,353	19,459	15,110	19,715
561-43-00-20-50	Employee PERS	9,172	7,305	6,961	5,460	1,068
561-43-00-20-55	Health Insurance	31,554	32,016	35,325	34,125	47,997
561-43-00-20-61	Workers Comp	-	6,252	6,163	6,165	6,605
561-43-00-20-65	SDI	1,366	1,075	1,383	1,100	1,247
561-43-00-20-71	Unemployment	-	-	-	-	-
561-43-00-20-75	Deferred Comp	1,555	1,164	1,739	1,040	1,739
561-43-00-20-85	Auto Allowance	600	600	600	350	600
561-43-00-21-05	Advertising	-	121	-	75	-
561-43-00-21-10	Communications	150	100	185	235	200
561-43-00-21-15	Postage	8,637	11,694	9,000	9,000	11,000
561-43-00-21-25	Equipment Rental	-	-	-	-	-
561-43-00-21-27	Equipment Lease Exp	-	-	-	-	-
561-43-00-21-30	Professional Contracts	-	-	-	110	-
561-43-00-21-40	Professional Fees	3,505	-	-	-	-
561-43-00-21-42	Banking Fees	4,243	7,826	12,000	12,000	12,500
561-43-00-21-44	Online Transaction Fee	651	1,111	1,080	1,350	1,400
561-43-00-21-45	Other Contract Services	17,722	18,000	12,550	13,050	12,000
561-43-00-21-53	Memberships & Publications	78	-	-	-	-
561-43-00-21-55	Training & Conference	400	282	300	334	300
561-43-00-21-60	Other Travel	2	-	-	-	-
561-43-00-22-07	Copies	128	-	-	-	-
561-43-00-22-12	Computer Equipment	661	-	200	200	200
561-43-00-22-13	Office Supplies	386	541	400	400	400
561-43-00-22-15	Special Department Supplies	2,962	981	3,000	3,000	3,000
561-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-
561-43-00-23-35	Software Maintenance	6,672	6,959	7,700	7,307	8,000
561-43-00-24-25	Taxes & Other Charges	-	10	-	-	-
561-43-00-26-40	Furniture & Fixtures	-	65	100	-	-
561-43-00-29-20	Fixed Asset Adjustments	-	-	-	-	-
561-43-00-99-99	Contra Account fixed assets	-	-	-	-	-
Finance		253,473	232,552	258,827	232,185	269,583

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Finance						
571-43-00-20-10	Salary-Regular	79,781	59,352	74,484	63,050	75,619
571-43-00-20-20	Temp/Part Time	-	-	-	-	-
571-43-00-20-30	Overtime	224	164	100	400	-
571-43-00-20-40	FICA/Medicare	5,963	4,546	5,696	4,855	5,785
571-43-00-20-45	Employer PERS	12,216	8,666	11,098	8,575	11,532
571-43-00-20-50	Employee PERS	5,529	3,870	3,938	3,080	618
571-43-00-20-55	Health Insurance	18,385	15,824	18,176	18,690	26,775
571-43-00-20-61	Workers Comp	-	3,623	3,572	3,575	3,827
571-43-00-20-65	SDI	823	572	787	620	715
571-43-00-20-71	Unemployment	-	-	-	-	-
571-43-00-20-75	Deferred Comp	929	663	1,017	710	1,017
571-43-00-20-85	Auto Allowance	360	360	360	210	360
571-43-00-21-05	Advertising	-	121	-	75	-
571-43-00-21-10	Communications	150	100	185	185	185
571-43-00-21-15	Postage	8,637	11,872	9,000	9,000	9,000
571-43-00-21-25	Equipment Rental	-	-	-	-	-
571-43-00-21-27	Equipment Lease Exp	-	-	-	-	-
571-43-00-21-30	Professional Contracts	-	-	-	110	-
571-43-00-21-40	Professional Fees	3,505	-	-	-	-
571-43-00-21-42	Banking Fees	4,243	6,919	5,000	12,000	12,500
571-43-00-21-44	Online Transaction Fee	651	1,111	1,080	1,350	1,400
571-43-00-21-45	Other Contract Services	17,722	18,000	7,550	13,050	12,000
571-43-00-21-53	Memberships & Publications	78	-	-	-	-
571-43-00-21-55	Training & Conference	400	282	300	280	300
571-43-00-21-60	Other Travel	2	-	-	-	-
571-43-00-22-07	Copies	128	-	-	-	-
571-43-00-22-12	Computer Equipment	661	-	200	200	200
571-43-00-22-13	Office Supplies	386	541	400	400	400
571-43-00-22-15	Special Department Supplies	2,962	981	3,000	3,000	3,000
571-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-
571-43-00-23-35	Software Maintenance	6,672	6,959	7,000	7,307	8,000
571-43-00-24-25	Taxes & Other Charges	1,147	1,264	1,255	1,350	1,350
571-43-00-26-40	Furniture & Fixtures	-	65	100	-	-
571-43-00-29-20	Fixed Asset Adjustments	-	-	-	-	-
571-43-00-99-99	Contra Account fixed assets	-	-	-	-	-
Finance		171,555	145,855	154,297	152,072	174,583

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**ATTORNEY
4400**

	<u>2013/14</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>2014/15</u> <u>REQUESTED</u> <u>BUDGET</u>	<u>DIFFERENCE</u>	<u>%</u> <u>DIFFERENCE</u>
Total Department	\$ 525,000	\$ 575,000	\$ 50,000	9%
Major Components				
Salaries & Benefits	\$ -	\$ -	-	
Overtime	\$0	\$0	-	0%
Total Salaries & Benefits	\$ -	\$ -	-	
Service Fees	\$ 525,000	\$ 575,000	\$ 50,000	9%
Other/Supplies & Services	\$ -	\$ -	-	0%
Transfers	\$ -	\$ -	-	0%
Capital Expenses	\$ -	\$ -	-	0%
Contingencies	\$0	\$0	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Funding for litigation increased \$50,000
- ◆ Attorney costs are less than budgeted in current fiscal year due to delay in Calderon litigation

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
City Attorney						
101-44-00-21-05	Advertising	-	-	-	-	-
101-44-00-21-15	Postage	29	-	-	-	-
101-44-00-21-27	Equipment Lease Exp	-	-	-	-	-
101-44-00-21-30	Professional Contracts	334,904	209,812	180,000	210,000	210,000
101-44-00-21-32	Litigation Cost	1,092	201,203	250,000	120,000	300,000
101-44-00-21-33	Contract Billable Services	26,314	65,972	65,000	65,000	35,000
101-44-00-21-45	Other Contract Services	-	-	-	-	-
101-44-00-21-53	Membership/Publications	2,457	-	-	-	-
101-44-00-21-55	Training & Conference	10	40	-	-	-
101-44-00-22-07	Copies	-	-	-	-	-
101-44-00-22-13	Office Supplies	-	-	-	-	-
101-44-00-22-15	Special Department Supplies	13	-	-	-	-
City Attorney		364,820	477,028	495,000	395,000	545,000

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
City Attorney						
561-44-00-21-30	Professional Contracts	5,712	16,350	15,000	15,000	15,000
561-44-00-21-40	Professional Fees	-	-	-	-	-
561-44-00-21-45	Other Contract Services	-	-	-	-	-
City Attorney		5,712	16,350	15,000	15,000	15,000

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
City Attorney						
571-44-00-21-30	Professional Contracts	10,045	1,613	15,000	15,000	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-
City Attorney		10,045	1,613	15,000	15,000	15,000

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**PLANNING
4500**

		<u>2013/14</u>		<u>2014/15</u>			%
		<u>ADOPTED</u>		<u>REQUESTED</u>			
		<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$	437,814	\$	545,241	\$	107,427	20%
Major Components							
Salaries & Benefits	\$	245,392	\$	324,962	\$	79,570	24%
Overtime		\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$	245,392	\$	324,962	\$	79,570	24%
 Service Fees	 \$	 171,832	 \$	 188,216	 \$	 16,384	 9%
Other/Supplies & Services	\$	20,590	\$	32,063	\$	11,473	36%
Transfers	\$	-	\$	-	\$	-	0%
 Capital Expenses	 \$	 -	 \$	 -	 \$	 -	 0%
Contingencies		\$0		\$0	\$	-	0%

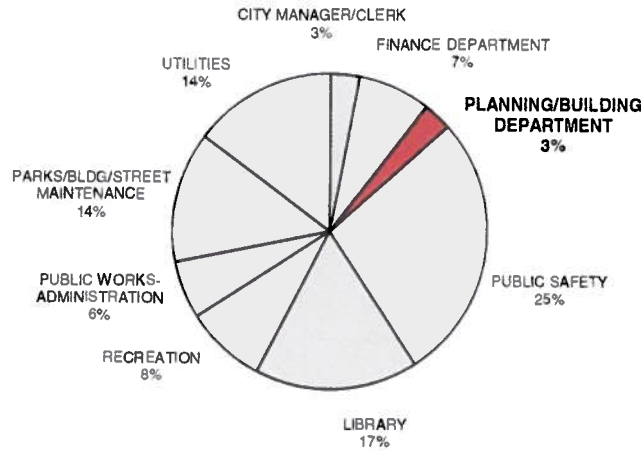
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ Building Permit Technician position proposed for FY 2014/15 (\$78,506)

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Other contract services increasing \$15,880 for reimbursable Grandview building inspections
- ◆ Software maintenance fees increasing \$12,000 due to Trak-It software

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
PLANNING/BUILDING	5.00	5.00	2.00	1.00	2.00	1.00

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Planning & Building						
101-45-00-20-10	Salary-Regular	318,596	141,857	110,772	110,772	150,020
101-45-00-20-20	Temp/Part Time	4,800	4,800	6,000	6,000	6,000
101-45-00-20-30	Overtime	1,370	459	-	-	-
101-45-00-20-40	FICA/Medicare	24,776	11,256	8,933	8,933	11,936
101-45-00-20-45	Employer PERS	51,986	21,283	16,505	16,505	21,689
101-45-00-20-50	Employee PERS	32,805	9,918	8,177	8,177	10,058
101-45-00-20-55	Health Insurance	76,844	26,287	21,361	21,361	51,962
101-45-00-20-61	Workers Comp	13,360	9,827	7,902	10,500	8,468
101-45-00-20-65	SDI	3,357	1,304	997	997	1,332
101-45-00-20-71	Unemployment	127	17,559	4,500	4,500	-
101-45-00-20-75	Deferred Comp	864	169	1,299	1,299	1,955
101-45-00-20-85	Auto Allowance	2,400	2,400	2,400	2,400	2,400
101-45-00-21-05	Advertising	7,416	4,161	6,000	6,000	6,000
101-45-00-21-10	Communications	1,245	1,164	716	716	716
101-45-00-21-15	Postage	1,871	580	1,000	1,000	1,000
101-45-00-21-27	Equipment Lease Exp	-	-	-	-	-
101-45-00-21-30	Professional Contracts	3,114	36,033	36,000	36,000	36,000
101-45-00-21-40	Professional Fees	86,165	-	-	-	-
101-45-00-21-45	Other Contract Services	110,229	79,845	124,116	150,000	140,000
101-45-00-21-48	Government Fees	-	-	-	-	-
101-45-00-21-52	Facility Rental	-	-	-	-	-
101-45-00-21-53	Memberships & Publications	1,912	1,651	2,000	2,500	2,500
101-45-00-21-55	Training & Conference	277	393	2,000	2,000	2,000
101-45-00-22-07	Copies	353	-	-	-	-
101-45-00-22-12	Computer Equipment	522	-	500	500	500
101-45-00-22-13	Office Supplies	866	155	1,000	1,000	1,000
101-45-00-22-15	Special Department Supplies	307	2,471	5,426	5,426	5,426
101-45-00-22-25	Fuel/Oil	-	-	-	-	-
101-45-00-23-11	Maint Office Equip	-	-	500	500	500
101-45-00-23-35	Software Maintenance	6,837	6,112	10,000	21,000	21,000
101-45-00-23-50	Vehicle Alloc Expense	3,408	3,096	3,164	3,164	3,637
101-45-00-24-25	Taxes & Other Charges	-	-	-	-	-
101-45-00-26-40	Furniture & Fixtures	817	-	-	-	-
101-45-42-20-10	Salary-Regular	-	38,751	38,750	38,750	45,000
101-45-42-20-40	FICA/Medicare	-	2,277	2,268	2,268	2,359
101-45-42-20-45	Employer PERS	-	6,163	5,774	5,774	3,602
101-45-42-20-50	Employee PERS	-	2,872	2,872	2,872	-
101-45-42-20-55	Health Insurance	-	5,423	5,205	5,205	6,470
101-45-42-20-61	Workers Comp	-	801	790	790	847
101-45-42-20-65	SDI	-	239	249	249	227
101-45-42-20-75	Deferred Comp	-	637	637	637	637
101-45-42-20-85	Auto Allowance	-	-	-	-	600
101-45-42-20-97	Housing Allowance	-	5,000	-	-	-
Planning & Building		756,624	444,946	437,814	477,796	545,841

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**LIBRARY
4600**

	<u>2013/14</u>		<u>2014/15</u>			%
	<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
	<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$ 856,756	\$	1,036,272	\$	179,516	17%
Major Components						
Salaries & Benefits	\$ 816,756	\$	897,422	\$	80,666	9%
Overtime	\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$ 816,756	\$	897,422	\$	80,666	
Service Fees	\$ 40,000	\$	127,850	\$	87,850	69%
Other/Supplies & Services	\$ -	\$	11,000	\$	11,000	100%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ -	\$	-	\$	-	0%
Contingencies	\$0		\$0	\$	-	0%

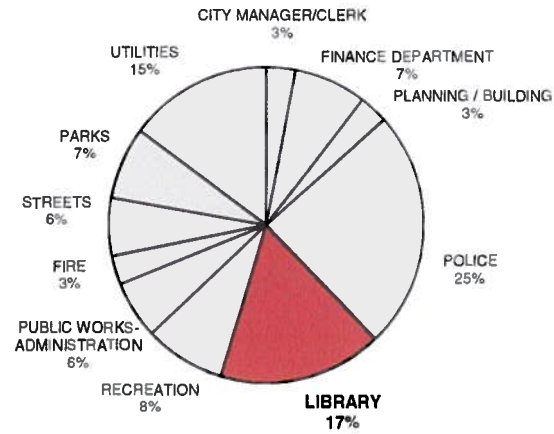
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ COLA increase for full and part time employees

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Other contract services increasing \$80,000. Previously paid from fund 218 (Public Library Foundation).
- ◆ Supplies and services increasing \$16,000. Previously paid from fund 218 (Public Library Foundation).

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
LIBRARY	10.49	10.54	11.32	11.32	11.32	0.00

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Library						
101-46-00-20-10	Salary-Regular	427,511	411,814	417,867	417,867	447,057
101-46-00-20-20	Temp/Part Time	83,414	133,180	127,259	127,259	156,603
101-46-00-20-30	Overtime	26	138	-	-	-
101-46-00-20-37	Holiday Pay	2,477	2,473	2,781	4,130	5,779
101-46-00-20-40	FICA/Medicare	39,242	41,678	41,915	41,915	46,622
101-46-00-20-45	Employer PERS	65,876	61,727	62,262	62,262	76,040
101-46-00-20-50	Employee PERS	29,522	27,527	22,848	22,848	4,112
101-46-00-20-55	Health Insurance	102,402	90,422	92,328	92,328	108,212
101-46-00-20-61	Workers Comp	18,642	39,384	36,190	36,190	40,713
101-46-00-20-65	SDI	4,641	4,055	4,474	4,474	4,288
101-46-00-20-71	Unemployment	624	855	-	569	-
101-46-00-20-75	Deferred Comp	5,030	4,596	6,432	6,432	6,432
101-46-00-20-85	Auto Allowance	2,400	2,400	2,400	2,400	2,400
101-46-00-21-05	Advertising	443	-	-	75	350
101-46-00-21-10	Communications	2,150	2,733	-	1,094	5,500
101-46-00-21-15	Postage	962	538	-	459	2,000
101-46-00-21-22	Utilities	37,545	43,822	40,000	40,000	40,000
101-46-00-21-27	Equipment Lease Exp	-	-	-	-	-
101-46-00-21-30	Professional Contracts	-	62	-	90	-
101-46-00-21-45	Other Contract Services	38,250	8,711	-	885	80,000
101-46-00-21-55	Training & Conference	120	40	-	-	-
101-46-00-22-07	Copies	-	-	-	183	-
101-46-00-22-12	Computer Equipment	-	-	-	1,366	-
101-46-00-22-13	Office Supplies	-	-	-	-	2,000
101-46-00-22-15	Special Department Supplies	7,933	(25)	-	805	5,000
101-46-00-22-16	Library Materials	-	37	-	924	-
101-46-00-23-11	Maint Office Equip	-	-	-	-	6,000
101-46-00-23-35	Software Maintenance	-	-	-	2,164	3,000
101-46-00-24-25	Taxes & Other Charges	-	25	-	-	-
101-46-00-26-40	Furniture & Fixtures	-	-	-	-	-
Library		869,210	876,192	856,756	866,718	1,042,108

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**RECREATION
4728**

	<u>2013/14</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>2014/15</u> <u>REQUESTED</u> <u>BUDGET</u>	<u>DIFFERENCE</u>	<u>%</u> <u>DIFFERENCE</u>
Total Department	\$ 78,956	\$ 84,995	\$ 6,039	7%
Major Components				
Salaries & Benefits	\$ 62,486	\$ 75,588	\$ 13,102	17%
Overtime	\$0	\$0	-	0%
Total Salaries & Benefits	\$ 62,486	\$ 75,588	\$ 13,102	
Service Fees	\$ 3,770	\$ 3,707	\$ (63)	-2%
Other/Supplies & Services	\$ 10,700	\$ 5,700	\$ (5,000)	-88%
Transfers	\$ -	\$ -	-	0%
Capital Expenses	\$ 2,000	\$ -	\$ (2,000)	0%
Contingencies	\$0	\$0	-	0%

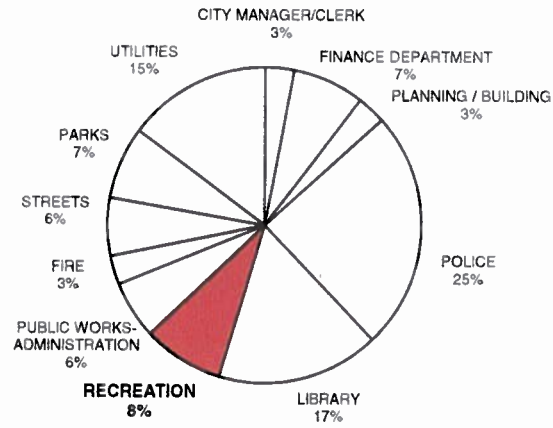
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ \$5,000 in swimming program are now accounted for elsewhere in budget (contributions)

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
RECREATION	5.09	5.09	5.09	5.09	5.60	0.51

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Recreation						
101-47-28-20-10	Salary-Regular	39,376	39,376	39,375	39,375	47,250
101-47-28-20-20	Temp/Part Time	-	286	-	-	-
101-47-28-20-30	Overtime	-	-	-	-	-
101-47-28-20-40	FICA/Medicare	3,058	3,080	3,012	3,012	3,615
101-47-28-20-45	Employer PERS	5,976	5,860	5,867	5,867	8,037
101-47-28-20-50	Employee PERS	2,700	2,700	2,829	2,829	-
101-47-28-20-55	Health Insurance	7,407	7,569	7,540	7,540	12,669
101-47-28-20-61	Workers Comp	4,104	2,192	1,580	3,000	1,694
101-47-28-20-65	SDI	440	400	433	433	473
101-47-28-20-71	Unemployment	-	110	-	0	-
101-47-28-20-75	Deferred Comp	635	649	650	650	650
101-47-28-20-85	Auto Allowance	1,200	1,200	1,200	1,200	1,200
101-47-28-21-05	Advertising	-	150	250	300	300
101-47-28-21-10	Communications	2,356	2,923	2,350	2,417	2,500
101-47-28-21-15	Postage	23	46	-	21	100
101-47-28-21-27	Equipment Lease Exp	-	-	-	-	-
101-47-28-21-30	Professional Contracts	140	110	-	55	100
101-47-28-21-40	Professional Fees	-	55	100	100	100
101-47-28-21-42	Banking Fees	220	229	200	200	200
101-47-28-21-44	Online Transaction Fee	-	-	100	100	100
101-47-28-21-45	Other Contract Services	300	-	-	-	-
101-47-28-21-53	Memberships & Publications	55	170	170	170	170
101-47-28-21-55	Training & Conference	-	-	500	500	37
101-47-28-21-60	Other Travel	-	-	100	100	100
101-47-28-22-07	Copies	8	-	100	100	100
101-47-28-22-12	Computer Equipment	1,228	-	200	200	200
101-47-28-22-13	Office Supplies	117	437	300	300	300
101-47-28-22-15	Special Department Supplies	36	21	1,000	1,000	1,000
101-47-28-22-44	Swimming Program	-	-	5,000	5,000	-
101-47-28-23-11	Maint Office Equip	-	-	100	100	100
101-47-28-23-20	Tennis Court Maintenance	-	2,114	4,000	4,000	4,000
101-47-28-23-35	Software Maintenance	-	-	-	-	-
101-47-28-24-25	Taxes & Other Charges	-	-	-	-	-
101-47-28-26-40	Furniture & Fixtures	-	1,310	2,000	2,000	-
101-47-28-29-99	Transfer to other Funds	-	-	-	-	-
Recreation		69,379	70,989	78,956	80,569	84,995

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**FIRE
4800**

	<u>2013/14</u>		<u>2014/15</u>			<u>%</u>
	<u>ADOPTED</u>		<u>REQUESTED</u>			
	<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$ 591,234	\$	606,639	\$	15,405	3%
Major Components						
Salaries & Benefits	\$ 111,547	\$	126,952	\$	15,405	12%
Overtime	\$0		\$0	\$	-	0%
Total Salaries & Benefits	\$ 111,547	\$	126,952	\$	15,405	
Service Fees	\$ 330,070	\$	330,070	\$	-	0%
Other/Supplies & Services	\$ 149,617	\$	149,617	\$	-	0%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ -	\$	-	\$	-	0%
Contingencies	\$0		\$0	\$	-	0%

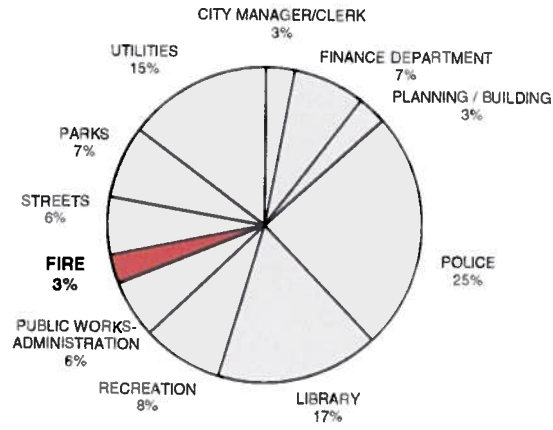
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Current year Strike Team charges are reimburseable.

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
FIRE	1.80	1.80	1.80	2.00	2.00	0.00

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Fire						
101-48-00-20-10	Salary-Regular	41,673	42,367	53,923	53,923	46,598
101-48-00-20-20	Temp/Part Time	22,800	22,800	23,028	23,028	44,008
101-48-00-20-30	Overtime	-	289	-	175	-
101-48-00-20-40	FICA/Medicare	4,978	5,031	5,887	5,887	6,931
101-48-00-20-45	Employer PERS	9,525	32,061	14,966	14,966	17,122
101-48-00-20-50	Employee PERS	4,345	4,257	4,875	4,875	2,951
101-48-00-20-55	Health Insurance	21,160	13,047	1,831	1,831	1,479
101-48-00-20-61	Workers Comp	7,199	6,804	5,689	5,689	6,774
101-48-00-20-65	SDI	465	430	593	593	466
101-48-00-20-75	Deferred Comp	650	650	755	755	623
101-48-00-21-05	Advertising	-	482	-	-	-
101-48-00-21-10	Communications	22,954	21,663	19,016	19,016	19,016
101-48-00-21-15	Postage	499	690	500	500	500
101-48-00-21-22	Utilities	22,504	22,451	21,500	21,500	21,500
101-48-00-21-25	Equipment Rental	-	-	-	-	-
101-48-00-21-27	Equipment Lease Exp	2,700	3,194	4,000	4,000	4,000
101-48-00-21-30	Professional Contracts	10,041	13,179	14,000	14,000	14,000
101-48-00-21-40	Professional Fees	354	-	200	200	200
101-48-00-21-45	Other Contract Services	167,149	211,248	210,000	210,000	210,000
101-48-00-21-53	Memberships & Publications	2,418	1,508	4,000	4,000	4,000
101-48-00-21-54	CAL Fire Dispatch Contract	-	-	28,854	28,854	28,854
101-48-00-21-55	Training & Conference	6,531	5,070	14,000	14,000	14,000
101-48-00-21-70	Fire Prevention Education	4,060	1,634	4,000	4,000	4,000
101-48-00-21-75	Fire Inspection Prof Fees	22,128	22,500	10,000	10,000	10,000
101-48-00-21-80	Strike Team Charges	9,656	60,075	-	64,220	-
101-48-00-22-07	Copies	414	331	200	200	200
101-48-00-22-10	Issuance Costs	-	-	-	-	-
101-48-00-22-12	Computer Equipment	2,457	7,623	4,000	4,000	4,000
101-48-00-22-13	Office Supplies	1,780	816	2,000	2,000	2,000
101-48-00-22-15	Special Department Supplies	98,273	42,723	80,167	80,167	80,167
101-48-00-22-17	Field Supplies	2,509	1,745	3,500	3,500	3,500
101-48-00-22-25	Fuel/Oil	10,018	9,464	10,000	10,000	10,000
101-48-00-22-26	Outside Vehicle Maint	699	10,081	11,500	11,500	11,500
101-48-00-22-28	Vehicle Parts	7,953	18,518	8,500	8,500	8,500
101-48-00-23-11	Maint Office Equip	-	-	1,000	1,000	1,000
101-48-00-23-12	Maintenance Supplies	-	-	-	-	-
101-48-00-23-15	Maint Machine/Equipment	4,948	2,476	25,000	25,000	25,000
101-48-00-23-30	Maint Buildings/Grounds	2,495	1,287	3,000	3,000	3,000
101-48-00-23-35	Software Maintenance	690	630	750	750	750
101-48-00-24-25	Taxes & Other Charges	-	-	-	-	-
101-48-00-26-30	Capital Equipment	-	450	-	-	-
101-48-00-26-40	Furniture & Fixtures	-	765	-	-	-
101-48-45-21-40	Professional Fees	-	-	-	-	-
101-48-45-25-05	Retire Principal	147,510	-	-	-	-
101-48-45-25-15	Interest Expense	23,521	-	-	-	-
Fire		687,055	588,338	591,233	655,628	606,639

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**POLICE
4900**

		<u>2013/14</u>		<u>2014/15</u>			%
		<u>ADOPTED</u>		<u>REQUESTED</u>			
		<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$	2,617,930	\$	2,872,542	\$	254,612	9%
Major Components							
Salaries & Benefits	\$	2,345,638	\$	2,594,750	\$	249,112	10%
Overtime	\$	150,000	\$	150,000	\$	-	0%
Total Salaries & Benefits	\$	2,495,638	\$	2,744,750	\$	249,112	
Service Fees	\$	64,849	\$	70,400	\$	5,551	8%
Other/Supplies & Services	\$	57,443	\$	57,392	\$	(51)	0%
Transfers	\$	-	\$	-	\$	-	0%
Capital Expenses	\$	-	\$	-	\$	-	0%
Contingencies		\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ Required CalPERS employer contribution increase \$80,200
- ◆ Workers compensation increase due to FY 13-14 workers comp claims
- ◆ Salary and housing allowance increase in Police Chief contract

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ None

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Police						
101-49-00-20-10	Salary-Regular	1,200,783	1,116,168	1,220,809	1,220,809	1,310,721
101-49-00-20-20	Temp/Part Time	-	27,800	30,000	67,000	30,000
101-49-00-20-21	Temp/Part Time	-	24,852	-	-	-
101-49-00-20-30	Overtime	147,916	227,428	150,000	150,000	150,000
101-49-00-20-37	Holiday Pay	43,191	43,938	49,132	49,132	52,047
101-49-00-20-40	FICA/Medicare	103,963	109,521	110,920	110,920	118,022
101-49-00-20-45	Employer PERS	409,824	401,108	439,743	439,743	543,271
101-49-00-20-50	Employee PERS	98,288	98,672	108,567	108,567	85,889
101-49-00-20-55	Health Insurance	251,088	263,062	279,433	279,433	332,902
101-49-00-20-61	Workers Comp	54,884	119,302	52,478	120,000	58,597
101-49-00-20-65	SDI	14,392	13,480	14,118	14,118	14,174
101-49-00-20-71	Unemployment	4,485	7,497	-	-	-
101-49-00-20-75	Deferred Comp	1,922	3,283	2,188	2,188	2,177
101-49-00-20-85	Auto Allowance	-	-	-	-	-
101-49-00-20-95	Police Dept Unifo	12,500	13,875	12,750	12,750	12,750
101-49-00-20-96	Education Reimbursement	1,168	1,500	1,500	1,500	-
101-49-00-20-97	Housing Allowance	16,000	24,000	24,000	24,000	34,200
101-49-00-21-05	Advertising	-	-	-	-	-
101-49-00-21-10	Communications	16,583	24,587	14,000	14,000	18,600
101-49-00-21-15	Postage	1,336	1,011	800	800	700
101-49-00-21-22	Utilities	9,817	10,065	9,600	9,600	9,000
101-49-00-21-27	Equipment Lease Exp	3,030	3,114	2,808	2,808	2,800
101-49-00-21-30	Professional Contracts	3,636	2,077	22,241	22,241	25,000
101-49-00-21-40	Professional Fees	5,962	9,956	5,000	5,000	5,000
101-49-00-21-45	Other Contract Services	33,762	32,569	5,000	5,000	5,000
101-49-00-21-53	Memberships & Publications	1,656	573	400	400	300
101-49-00-21-55	Training & Conference	17,434	15,752	5,000	5,000	4,000
101-49-00-21-60	Other Travel	145	-	-	-	-
101-49-00-22-07	Copies	406	1,188	500	1,000	1,000
101-49-00-22-08	Police Dept Youth Activity	-	-	-	-	-
101-49-00-22-12	Computer Equipment	2,027	6,064	6,444	6,444	5,000
101-49-00-22-13	Office Supplies	5,157	4,357	3,000	3,000	3,000
101-49-00-22-15	Special Department Supplies	3,670	11,167	2,692	2,692	-
101-49-00-22-17	Field Supplies	2,002	3,219	10,000	10,000	15,000
101-49-00-23-11	Maint Office Equip	-	-	-	-	-
101-49-00-23-15	Maint Machine/Equipment	-	-	-	-	-
101-49-00-23-30	Maint Buildings/Grounds	-	(695)	-	-	-
101-49-00-23-35	Software Maintenance	735	-	-	-	-
101-49-00-23-50	Vehicle Alloc Expense	37,481	31,356	34,807	34,807	33,392
101-49-00-24-25	Taxes & Other Charges	41	-	-	-	-
101-49-00-26-30	Capital Equipment	-	-	-	-	-
101-49-00-26-40	Furniture & Fixtures	59	-	-	-	-
Police		2,505,342	2,651,846	2,617,930	2,722,952	2,872,542

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

PUBLIC WORKS ADMINISTRATION
5000

	<u>2013/14</u>		<u>2014/15</u>			%
	<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
	<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$ 682,646	\$	708,917	\$	26,271	4%
Major Components						
Salaries & Benefits	\$ 562,380	\$	575,594	\$	13,214	2%
Overtime	\$ -	\$	-	\$	-	0%
Total Salaries & Benefits	\$ 562,380	\$	575,594	\$	13,214	
Service Fees	\$ 76,417	\$	77,467	\$	1,050	1%
Other/Supplies & Services	\$ 42,649	\$	54,655	\$	12,006	22%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ 1,200	\$	1,201	\$	1	0%
Contingencies	\$0		\$0	\$	-	0%

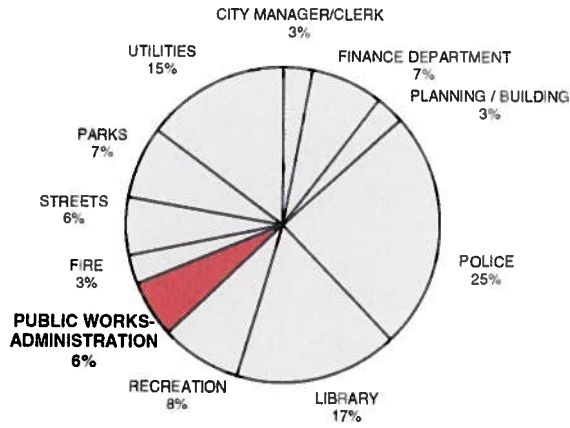
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ Redistribution of salary and benefits from general fund to water/sewer funds

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ None

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
PUBLIC WORKS-ADMINISTRATION	5.50	5.50	4.00	4.00	4.00	0.00

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Public Works Administration						
101-50-00-20-10	Salary-Regular	88,050	92,130	124,287	62,464	91,927
101-50-00-20-20	Temp/Part Time	18,783	3,994	-	16,858	-
101-50-00-20-30	Overtime	-	-	-	839	-
101-50-00-20-37	Holiday Pay	-	-	-	-	-
101-50-00-20-40	FICA/Medicare	8,020	7,257	9,460	6,084	7,032
101-50-00-20-45	Employer PERS	16,061	14,378	18,519	7,673	15,636
101-50-00-20-50	Employee PERS	6,379	6,588	8,382	3,116	1,722
101-50-00-20-55	Health Insurance	20,170	23,448	27,614	16,038	25,455
101-50-00-20-61	Workers Comp	9,445	4,882	3,477	9,248	3,726
101-50-00-20-65	SDI	837	820	1,235	542	742
101-50-00-20-71	Unemployment	-	11,250	-	-	-
101-50-00-20-75	Deferred Comp	84	84	2,678	48	1,338
101-50-00-20-85	Auto Allowance	-	-	480	-	-
101-50-00-21-05	Advertising	-	354	550	1,657	1,600
101-50-00-21-10	Communications	3,267	3,271	500	2,068	500
101-50-00-21-15	Postage	597	678	600	487	600
101-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,603	1,288	1,603
101-50-00-21-30	Professional Contracts	-	-	250	-	250
101-50-00-21-40	Professional Fees	539	2,345	500	-	500
101-50-00-21-45	Other Contract Services	134	3,699	5,111	1,200	5,111
101-50-00-21-48	Government Fees	-	-	-	-	-
101-50-00-21-53	Memberships & Publications	1,245	384	625	987	625
101-50-00-21-55	Training & Conference	417	352	300	676	300
101-50-00-22-07	Copies	639	925	500	656	500
101-50-00-22-12	Computer Equipment	1,474	576	500	121	500
101-50-00-22-13	Office Supplies	561	288	400	552	400
101-50-00-22-15	Special Department Supplies	503	770	-	424	-
101-50-00-22-20	Small Tools	-	-	-	-	-
101-50-00-23-11	Maint Office Equip	-	-	-	-	-
101-50-00-23-12	Maintenance Supplies	-	-	-	-	-
101-50-00-23-35	Software Maintenance	1,090	-	-	-	-
101-50-00-23-50	Vehicle Alloc Expense	6,933	8,748	9,493	9,493	10,249
101-50-00-24-25	Taxes & Other Charges	2,504	2,728	-	3,460	3,500
101-50-00-26-30	Capital Equipment	-	-	-	-	-
101-50-00-26-40	Furniture & Fixtures	-	-	-	-	-
Public Works Administration		189,454	191,420	217,064	145,981	173,816

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Public Works Administration						
561-50-00-20-10	Salary-Regular	80,133	132,430	130,772	108,377	135,379
561-50-00-20-20	Temp/Part Time	24,654	864	-	-	-
561-50-00-20-30	Overtime	-	-	-	-	-
561-50-00-20-37	Holiday Pay	1,831	-	-	-	-
561-50-00-20-40	FICA/Medicare	8,223	10,318	9,956	8,385	10,357
561-50-00-20-45	Employer PERS	17,938	20,670	19,485	17,298	23,027
561-50-00-20-50	Employee PERS	5,782	9,524	9,152	7,368	6,364
561-50-00-20-55	Health Insurance	15,121	25,475	27,614	21,501	32,794
561-50-00-20-61	Workers Comp	-	8,015	7,902	2,554	5,081
561-50-00-20-65	SDI	856	1,272	1,306	1,056	1,196
561-50-00-20-71	Unemployment	-	225	-	-	-
561-50-00-20-75	Deferred Comp	1,288	2,534	3,038	2,170	2,796
561-50-00-20-85	Auto Allowance	600	1,215	960	1,031	1,200
561-50-00-21-05	Advertising	218	-	500	-	500
561-50-00-21-10	Communications	630	879	3,000	38	3,000
561-50-00-21-15	Postage	563	778	200	436	200
561-50-00-21-27	Equipment Lease Exp	1,723	1,471	2,000	1,288	2,000
561-50-00-21-30	Professional Contracts	-	-	38,000	38,000	38,000
561-50-00-21-40	Professional Fees	776	-	1,000	-	1,000
561-50-00-21-43	Penalties and Fines	-	-	-	-	-
561-50-00-21-45	Other Contract Services	-	-	1,500	1,300	1,500
561-50-00-21-50	Water Use Efficiency Program	37,595	11,093	11,078	13,843	11,078
561-50-00-21-53	Memberships & Publications	325	288	600	38	600
561-50-00-21-55	Training & Conference	45	235	400	216	400
561-50-00-22-07	Copies	640	925	900	580	900
561-50-00-22-12	Computer Equipment	1,543	180	600	-	600
561-50-00-22-13	Office Supplies	133	129	200	541	200
561-50-00-22-15	Special Department Supplies	-	2,500	300	-	300
561-50-00-22-20	Small Tools	-	-	97	-	97
561-50-00-23-35	Software Maintenance	-	-	-	-	-
561-50-00-24-25	Taxes & Other Charges	21,962	21,767	22,250	29,812	30,000
561-50-00-26-30	Capital Equipment	-	-	-	-	-
561-50-00-26-40	Furniture & Fixtures	-	435	600	-	600
561-50-00-29-20	Fixed Asset Adjustments	124,357	-	-	-	-
Public Works Administration		346,934	253,223	293,410	255,832	309,169

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Public Works Administration						
571-50-00-20-10	Salary-Regular	80,133	127,446	97,940	104,872	131,422
571-50-00-20-20	Temp/Part Time	14,496	595	-	-	-
571-50-00-20-30	Overtime	-	-	-	-	-
571-50-00-20-37	Holiday Pay	1,831	-	-	-	-
571-50-00-20-40	FICA/Medicare	7,445	9,922	7,469	8,122	10,054
571-50-00-20-45	Employer PERS	16,450	19,896	14,593	16,747	22,354
571-50-00-20-50	Employee PERS	5,782	9,199	6,835	7,200	6,317
571-50-00-20-55	Health Insurance	15,120	23,379	20,494	19,501	30,206
571-50-00-20-61	Workers Comp	-	4,488	4,425	1,430	4,742
571-50-00-20-65	SDI	856	1,224	997	1,022	1,156
571-50-00-20-71	Unemployment	-	225	-	-	-
571-50-00-20-75	Deferred Comp	1,288	2,529	2,350	2,165	2,731
571-50-00-20-85	Auto Allowance	600	1,200	960	1,031	1,200
571-50-00-21-05	Advertising	-	-	-	-	-
571-50-00-21-10	Communications	-	879	3,000	38	3,000
571-50-00-21-15	Postage	563	778	200	436	200
571-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,400	1,288	1,400
571-50-00-21-30	Professional Contracts	-	-	1,000	-	1,000
571-50-00-21-40	Professional Fees	730	-	1,000	-	1,000
571-50-00-21-45	Other Contract Services	-	-	500	-	500
571-50-00-21-53	Memberships & Publications	175	138	600	33	600
571-50-00-21-55	Training & Conference	24	986	400	260	400
571-50-00-22-07	Copies	640	925	500	580	500
571-50-00-22-12	Computer Equipment	1,430	111	600	-	600
571-50-00-22-13	Office Supplies	140	196	200	541	200
571-50-00-22-15	Special Department Supplies	369	-	300	-	300
571-50-00-22-20	Small Tools	-	-	-	-	-
571-50-00-23-35	Software Maintenance	-	-	-	-	-
571-50-00-24-25	Taxes & Other Charges	2,657	2,441	5,809	3,220	5,809
571-50-00-26-30	Capital Equipment	-	-	-	-	-
571-50-00-26-40	Furniture & Fixtures	-	435	600	-	600
571-50-00-26-70	Capital Imp Equipment	-	-	-	-	-
571-50-00-29-20	Fixed Asset Adjustments	2,763	-	-	-	1
571-50-00-99-99	Contra Account fixed assets	-	(25,936)	-	-	-
Public Works Administration		155,214	182,527	172,172	168,486	226,292

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**GOVERNMENT BUILDINGS
5006**

	<u>2013/14</u> <u>ADOPTED</u> <u>BUDGET</u>		<u>2014/15</u> <u>REQUESTED</u> <u>BUDGET</u>		<u>DIFFERENCE</u>	<u>%</u> <u>DIFFERENCE</u>
Total Department	\$ 191,488	\$	188,158	\$	(3,330)	-2%
Major Components						
Salaries & Benefits	\$ -	\$	-	\$	-	0%
Overtime	\$ -	\$	-	\$	-	0%
Total Salaries & Benefits	\$ -	\$	-	\$	-	0%
Service Fees	\$ 167,000	\$	173,658	\$	6,658	4%
Other/Supplies & Services	\$ 24,488	\$	14,500	\$	(9,988)	-69%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ -	\$	-	\$	-	0%
Contingencies	\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Special Department supplies decreased by \$8,000

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Government Building						
101-50-06-20-10	Salary-Regular	105,944	-	-	-	-
101-50-06-20-25	Standby	675	-	-	-	-
101-50-06-20-30	Overtime	231	-	-	-	-
101-50-06-20-40	FICA/Medicare	8,223	-	-	-	-
101-50-06-20-45	Employer PERS	14,785	57	-	-	-
101-50-06-20-50	Employee PERS	6,756	-	-	-	-
101-50-06-20-55	Health Insurance	38,137	1,863	-	-	-
101-50-06-20-61	Workers Comp	6,901	486	-	2,913	-
101-50-06-20-65	SDI	1,182	-	-	-	-
101-50-06-20-75	Deferred Comp	736	-	-	-	-
101-50-06-21-10	Communications	12,279	13,105	13,880	9,395	13,000
101-50-06-21-22	Utilities	71,967	75,537	67,658	62,887	67,658
101-50-06-21-25	Equipment Rental	120	120	1,858	-	-
101-50-06-21-30	Professional Contracts	-	-	-	-	-
101-50-06-21-40	Professional Fees	-	-	-	-	-
101-50-06-21-45	Other Contract Services	59,725	68,804	83,604	95,824	93,000
101-50-06-21-55	Training & Conference	-	-	-	-	-
101-50-06-21-60	Other Travel	12	-	-	-	-
101-50-06-22-07	Copies	-	-	-	-	-
101-50-06-22-12	Computer Equipment	500	-	-	-	-
101-50-06-22-13	Office Supplies	-	143	308	-	-
101-50-06-22-15	Special Department Supplies	16,441	9,509	20,000	8,749	12,000
101-50-06-22-20	Small Tools	-	-	180	-	-
101-50-06-22-25	Fuel/Oil	-	-	1,000	-	-
101-50-06-23-11	Maint Office Equip	-	-	-	-	-
101-50-06-23-12	Maintenance Supplies	-	-	-	-	-
101-50-06-23-15	Maint Machine/Equipment	-	-	-	-	-
101-50-06-23-30	Maint Buildings/Grounds	1,006	1,500	2,500	1,252	1,500
101-50-06-23-50	Vehicle Alloc Expense	7,241	-	-	-	-
101-50-06-24-25	Taxes & Other Charges	470	479	500	960	1,000
101-50-06-26-30	Capital Equipment	-	-	-	-	-
101-50-06-26-40	Furniture & Fixtures	-	-	-	-	-
Government Building		353,330	171,603	191,488	181,979	188,158

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**STORM DRAINS
5013**

		<u>2013/14</u> <u>ADOPTED</u> <u>BUDGET</u>		<u>2014/15</u> <u>REQUESTED</u> <u>BUDGET</u>		<u>DIFFERENCE</u>	<u>%</u> <u>DIFFERENCE</u>
Total Department	\$	101,014	\$	143,497	\$	42,483	30%
Major Components							
Salaries & Benefits	\$	75,553	\$	76,455	\$	902	1%
Overtime	\$	8,500	\$	8,500	\$	-	0%
Total Salaries & Benefits	\$	84,053	\$	84,955	\$	902	
Service Fees	\$	5,750	\$	47,097	\$	41,347	88%
Other/Supplies & Services	\$	11,211	\$	11,445	\$	234	2%
Transfers	\$	-	\$	-	\$	-	0%
Capital Expenses	\$	-	\$	-	\$	-	0%
Contingencies		\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Equipment rental increased \$12,500 for generator rental for rainy season
- ◆ Government fees increased \$23,847 due to increase in JPA fees

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Storm Water						
101-50-13-20-10	Salary-Regular	43,526	45,287	46,416	40,273	46,907
101-50-13-20-25	Standby	705	825	-	413	-
101-50-13-20-30	Overtime	2,596	8,187	8,500	7,102	8,500
101-50-13-20-40	FICA/Medicare	3,610	4,151	4,201	3,647	4,239
101-50-13-20-45	Employer PERS	6,600	6,731	6,916	6,062	6,903
101-50-13-20-50	Employee PERS	2,998	3,280	2,257	2,090	499
101-50-13-20-55	Health Insurance	11,569	13,073	12,106	11,574	14,119
101-50-13-20-61	Workers Comp	-	2,565	2,529	817	2,710
101-50-13-20-65	SDI	519	543	604	477	554
101-50-13-20-75	Deferred Comp	400	404	524	347	524
101-50-13-21-25	Equipment Rental	1,560	-	-	-	12,500
101-50-13-21-45	Other Contract Services	306	-	-	730	5,000
101-50-13-21-48	Government Fees	2,197	11,299	5,750	6,688	29,597
101-50-13-22-15	Special Department Supplies	5,866	4,774	5,000	6,333	4,650
101-50-13-24-25	Taxes & Other Charges	6,211	4,852	6,211	-	6,795
Storm Water		88,664	105,972	101,014	86,552	143,497

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**STREETS
5015**

	<u>2013/14</u>		<u>2014/15</u>			<u>%</u>
	<u>ADOPTED</u>		<u>REQUESTED</u>			
	<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$ 216,497	\$	226,088	\$	9,591	4%
Major Components						
Salaries & Benefits	\$ 74,809	\$	75,719	\$	910	1%
Overtime	\$ -	\$	-	\$	-	0%
Total Salaries & Benefits	\$ 74,809	\$	75,719	\$	910	
Service Fees	\$ 80,230	\$	80,230	\$	-	0%
Other/Supplies & Services	\$ 58,695	\$	67,376	\$	8,681	13%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ 2,763	\$	2,763	\$	-	0%
Contingencies	\$0	\$	\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Maintenance Building & Grounds increased by \$9,975

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Streets						
101-50-15-20-10	Salary-Regular	43,525	45,286	46,416	40,273	46,907
101-50-15-20-25	Standby	705	825	-	413	-
101-50-15-20-30	Overtime	1,954	574	-	701	-
101-50-15-20-40	FICA/Medicare	3,560	3,573	3,551	3,161	3,588
101-50-15-20-45	Employer PERS	6,848	6,731	6,916	5,549	6,903
101-50-15-20-50	Employee PERS	2,959	2,845	2,257	1,821	499
101-50-15-20-55	Health Insurance	12,647	11,136	12,106	9,095	14,119
101-50-15-20-61	Workers Comp	8,473	3,781	2,529	8,107	2,710
101-50-15-20-65	SDI	512	467	511	413	469
101-50-15-20-75	Deferred Comp	404	398	524	342	524
101-50-15-21-05	Advertising	-	-	-	-	-
101-50-15-21-10	Communications	1,698	1,124	1,199	1,004	1,199
101-50-15-21-15	Postage	22	-	-	76	-
101-50-15-21-22	Utilities	74,190	27,917	75,557	67,000	75,557
101-50-15-21-25	Equipment Rental	1,197	431	2,910	-	2,910
101-50-15-21-27	Equipment Lease Exp	-	-	-	-	-
101-50-15-21-30	Professional Contracts	378	-	-	275	-
101-50-15-21-40	Professional Fees	-	-	-	-	-
101-50-15-21-45	Other Contract Services	200	-	-	-	-
101-50-15-21-53	Memberships & Publications	279	-	-	-	-
101-50-15-21-55	Training & Conference	117	1,254	514	-	514
101-50-15-21-60	Other Travel	-	-	50	-	50
101-50-15-22-07	Copies	-	-	-	-	-
101-50-15-22-12	Computer Equipment	29	22	485	-	485
101-50-15-22-13	Office Supplies	254	230	485	-	485
101-50-15-22-15	Special Department Supplies	8,537	10,356	11,225	12,029	11,225
101-50-15-22-20	Small Tools	162	51	582	647	582
101-50-15-22-26	Vehicle Maint	-	-	-	-	-
101-50-15-23-11	Maintenance Office Equipment	-	-	-	-	-
101-50-15-23-12	Maintenance Supplies	14,009	21,586	15,021	14,895	15,021
101-50-15-23-15	Maint Machine/Equipment	5,320	5,041	6,080	831	6,080
101-50-15-23-30	Maint Buildings/Grounds	-	-	-	-	9,975
101-50-15-23-50	Vehicle Alloc Expense	20,870	20,052	22,150	22,150	23,473
101-50-15-24-25	Taxes & Other Charges	33	36	2,667	50	50
101-50-15-26-30	Capital Equipment	-	-	2,763	2,763	2,763
101-50-15-29-99	Transfer to other Funds	-	-	-	-	-
Streets		208,882	163,718	216,497	191,593	226,088

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**PARKS
5027**

		<u>2013/14</u>		<u>2014/15</u>			%
		<u>ADOPTED</u>		<u>REQUESTED</u>			
		<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$	651,399	\$	751,492	\$	100,093	13%
Major Components							
Salaries & Benefits	\$	495,845	\$	544,763	\$	48,918	9%
Overtime	\$	3,158	\$	3,158	\$	-	0%
Total Salaries & Benefits	\$	499,003	\$	547,921	\$	48,918	9%
Service Fees	\$	98,300	\$	133,435	\$	35,135	26%
Other/Supplies & Services	\$	54,096	\$	55,136	\$	1,040	2%
Transfers	\$	0	\$	0	\$	-	0%
Capital Expenses	\$	-	\$	15,000	\$	15,000	100%
Contingencies		\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Utilities estimated to increase \$31,000
- ◆ Capital Equipment increase \$15,000 for ADA required drinking fountains for various parks

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Parks						
101-50-27-20-10	Salary-Regular	294,401	296,307	305,482	261,448	328,906
101-50-27-20-20	Temp/Part Time	-	-	-	-	-
101-50-27-20-25	Standby	2,700	3,750	2,900	2,888	2,900
101-50-27-20-30	Overtime	671	642	3,158	-	3,158
101-50-27-20-40	FICA/Medicare	22,958	22,964	23,833	20,081	25,625
101-50-27-20-45	Employer PERS	44,678	43,743	45,517	40,443	55,944
101-50-27-20-50	Employee PERS	20,059	19,227	14,882	12,735	4,013
101-50-27-20-55	Health Insurance	79,863	79,541	82,305	70,819	105,416
101-50-27-20-61	Workers Comp	7,203	21,140	15,487	15,872	16,597
101-50-27-20-65	SDI	3,301	3,002	3,427	2,626	3,350
101-50-27-20-75	Deferred Comp	2,583	2,583	2,012	2,219	2,012
101-50-27-21-05	Advertising	-	-	-	-	-
101-50-27-21-10	Communications	409	399	400	302	400
101-50-27-21-15	Postage	13	-	-	-	-
101-50-27-21-22	Utilities	91,401	103,627	95,000	126,000	126,000
101-50-27-21-25	Equipment Rental	-	69	400	-	400
101-50-27-21-27	Equipment Lease Exp	-	-	-	-	-
101-50-27-21-30	Professional Contracts	-	-	-	-	-
101-50-27-21-45	Other Contract Services	800	6,425	800	-	800
101-50-27-21-53	Memberships & Publications	140	210	300	83	300
101-50-27-21-55	Training & Conference	4,167	597	1,000	719	5,135
101-50-27-21-60	Other Travel	-	-	400	-	400
101-50-27-22-07	Copies	-	-	-	-	-
101-50-27-22-13	Office Supplies	206	212	250	87	250
101-50-27-22-15	Special Department Supplies	16,484	23,342	11,000	16,031	11,000
101-50-27-22-20	Small Tools	1,449	243	2,000	812	2,000
101-50-27-22-25	Fuel/Oil	-	-	60	-	60
101-50-27-23-12	Maintenance Supplies	-	-	-	-	-
101-50-27-23-15	Maint Machine/Equipment	3,419	1,046	4,500	426	4,500
101-50-27-23-30	Maint Buildings/Grounds	14,431	2,629	20,465	15,000	20,465
101-50-27-23-50	Vehicle Alloc Expense	17,463	7,335	15,821	15,821	16,861
101-50-27-24-25	Taxes & Other Charges	17	18	-	25	-
101-50-27-26-50	Capital Imp Land	-	-	-	-	-
101-50-27-26-70	Capital Imp Equipment	-	-	-	6,312	15,000
101-50-27-29-99	Transfer to other Funds	4,328	-	-	-	-
Parks		633,142	639,051	651,399	610,749	751,492

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**WASTEWATER COLLECTION
5020**

		2013/14		2014/15			%
		<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
		<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$	209,454	\$	215,275	\$	5,821	3%
Major Components							
Salaries & Benefits	\$	190,177	\$	192,226	\$	2,049	1%
Overtime	\$	-	\$	-	\$	-	0%
Total Salaries & Benefits	\$	190,177	\$	192,226	\$	2,049	
Service Fees	\$	2,522	\$	2,822	\$	300	11%
Other/Supplies & Services	\$	16,755	\$	20,227	\$	3,472	17%
Transfers	\$	-	\$	-	\$	-	0%
Capital Expenses	\$	-	\$	-	\$	-	0%
Contingencies		\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

◆ None

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Wastewater Collection						
571-50-20-20-10	Salary-Regular	108,815	113,216	116,040	100,684	117,267
571-50-20-20-25	Standby	1,763	2,063	2,900	1,031	2,900
571-50-20-20-30	Overtime	3,963	1,436	-	1,752	-
571-50-20-20-40	FICA/Medicare	8,832	8,933	9,099	7,902	8,971
571-50-20-20-45	Employer PERS	16,501	16,742	17,290	15,153	17,257
571-50-20-20-50	Employee PERS	7,347	7,114	5,642	4,552	1,248
571-50-20-20-55	Health Insurance	28,257	27,841	30,266	25,740	35,296
571-50-20-20-61	Workers Comp	-	6,412	6,321	2,043	6,774
571-50-20-20-65	SDI	1,270	1,168	1,308	1,033	1,202
571-50-20-20-75	Deferred Comp	999	996	1,311	855	1,311
571-50-20-21-10	Communications	191	194	97	134	97
571-50-20-21-22	Utilities	955	2,894	1,940	1,600	1,940
571-50-20-21-25	Equipment Rental	-	-	-	-	-
571-50-20-21-53	Memberships & Publications	132	-	-	217	300
571-50-20-21-55	Training & Conference	71	207	485	-	485
571-50-20-21-60	Other Travel	-	-	-	-	-
571-50-20-22-07	Copies	-	-	-	-	-
571-50-20-22-13	Office Supplies	-	-	-	-	-
571-50-20-22-15	Special Department Supplies	12,655	5,382	12,426	12,000	12,426
571-50-20-22-20	Small Tools	-	-	-	33	-
571-50-20-23-12	Maintenance Supplies	-	-	-	-	-
571-50-20-23-15	Maint Machine/Equipment	-	197	1,164	-	4,164
571-50-20-23-30	Maint Buildings/Grounds	-	-	-	-	-
571-50-20-23-50	Vehicle Alloc Expense	3,833	3,096	3,165	3,165	3,637
571-50-20-24-25	Taxes & Other Charges	-	-	-	-	-
571-50-20-29-99	Transfer to other Funds	-	-	-	-	-
Wastewater Collection		195,583	197,891	209,454	177,895	215,275

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

WASTEWATER TREATMENT PLANT
5029

	2013/14		2014/15			%
	<u>ADOPTED</u>		<u>REQUESTED</u>		<u>DIFFERENCE</u>	<u>DIFFERENCE</u>
	<u>BUDGET</u>		<u>BUDGET</u>			
Total Department	\$ 654,686	\$	690,797	\$	36,111	5%
Major Components						
Salaries & Benefits	\$ 338,896	\$	370,720	\$	31,824	9%
Overtime	\$ -	\$	6,500	\$	6,500	100%
Total Salaries & Benefits	\$ 338,896	\$	377,220	\$	38,324	10%
Service Fees	\$ 142,785	\$	148,785	\$	6,000	4%
Other/Supplies & Services	\$ 151,237	\$	162,134	\$	10,897	7%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ 21,768	\$	2,658	\$	(19,110)	0%
Contingencies	\$0		\$0	\$	-	0%

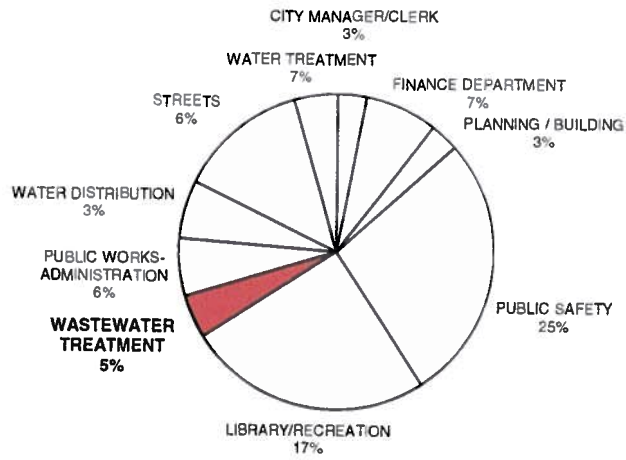
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

◆ None

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

◆ None

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
WASTEWATER TREATMENT PLANT	2.50	3.00	3.00	3.00	3.00	0.00

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Wastewater Treatment Plant						
571-50-29-20-10	Salary-Regular	171,572	141,135	213,042	120,443	227,599
571-50-29-20-20	Temp/Part Time	-	18,585	-	46,467	-
571-50-29-20-25	Standby	5,513	5,700	-	5,133	6,263
571-50-29-20-30	Overtime	25,166	23,459	-	12,874	6,500
571-50-29-20-37	Holiday Pay	-	-	-	-	-
571-50-29-20-40	FICA/Medicare	14,839	14,508	16,298	14,046	18,388
571-50-29-20-45	Employer PERS	24,552	21,102	31,743	18,711	38,712
571-50-29-20-50	Employee PERS	10,901	9,078	10,412	5,720	2,785
571-50-29-20-55	Health Insurance	34,565	28,931	53,608	20,784	62,441
571-50-29-20-61	Workers Comp	6,463	18,321	9,482	20,984	10,161
571-50-29-20-65	SDI	2,066	1,711	2,343	1,365	2,404
571-50-29-20-71	Unemployment	8,190	-	-	-	-
571-50-29-20-75	Deferred Comp	559	696	1,967	607	1,967
571-50-29-20-96	Education Reimbursement	-	-	-	-	-
571-50-29-21-10	Communications	2,641	3,038	3,000	1,775	3,000
571-50-29-21-15	Postage	127	96	125	139	125
571-50-29-21-22	Utilities	74,339	82,925	75,000	60,756	75,000
571-50-29-21-25	Equipment Rental	360	-	9,900	626	9,900
571-50-29-21-27	Equipment Lease Exp	-	-	-	-	-
571-50-29-21-30	Professional Contracts	101	-	-	513	-
571-50-29-21-40	Professional Fees	-	-	-	-	-
571-50-29-21-43	Fines & Penalties	-	-	-	25,125	6,000
571-50-29-21-45	Other Contract Services	30,374	36,349	51,000	43,540	51,000
571-50-29-21-53	Memberships & Publications	60	755	100	1,100	100
571-50-29-21-55	Training & Conference	210	2,545	3,650	1,344	3,650
571-50-29-21-60	Other Travel	-	10	10	-	10
571-50-29-22-07	Copies	-	-	-	-	-
571-50-29-22-12	Computer Equipment	1,121	-	2,000	2,273	2,000
571-50-29-22-13	Office Supplies	212	82	300	-	300
571-50-29-22-15	Special Department Supplies	3,980	5,231	5,000	4,917	5,000
571-50-29-22-20	Small Tools	6,903	3,588	7,000	4,793	7,000
571-50-29-22-25	Fuel/Oil	2,443	3,939	2,500	1,593	2,500
571-50-29-22-35	Process Chemicals	10,238	23,504	50,779	33,380	50,779
571-50-29-22-37	Lab Supplies	317	4,015	3,000	-	3,000
571-50-29-23-12	Maintenance Supplies	-	37	-	320	-
571-50-29-23-15	Maint Machine/Equipment	52,132	46,772	55,000	30,206	55,000
571-50-29-23-30	Maint Buildings/Grounds	8,326	6,195	5,000	5,042	15,000
571-50-29-23-50	Vehicle Alloc Expense	10,648	8,748	12,658	12,658	13,555
571-50-29-24-25	Taxes & Other Charges	8,390	7,793	8,000	17,260	8,000
571-50-29-26-30	Capital Equipment	22,631	17,143	21,768	58,911	2,658
571-50-29-26-50	Capital Imp Land	-	3,587	-	-	-
571-50-29-99-99	Contra Account fixed assets	(20,000)	-	-	-	8,000
Wastewater Treatment Plant		519,940	539,577	654,686	573,407	698,797

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**WATER DISTRIBUTION
5031**

		<u>2013/14</u>		<u>2014/15</u>			%
		<u>ADOPTED</u>		<u>REQUESTED</u>			
		<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$	484,438	\$	567,846	\$	83,408	15%
Major Components							
Salaries & Benefits	\$	346,957	\$	427,660	\$	80,703	19%
Overtime	\$	3,000	\$	3,000	\$	-	0%
Total Salaries & Benefits	\$	349,957	\$	430,660	\$	80,703	
Service Fees	\$	68,162	\$	71,007	\$	2,845	4%
Other/Supplies & Services	\$	66,319	\$	66,179	\$	(140)	0%
Transfers	\$	-	\$	-	\$	-	0%
Capital Expenses	\$	-	\$	-	\$	-	0%
Contingencies		\$0		\$0	\$	-	0%

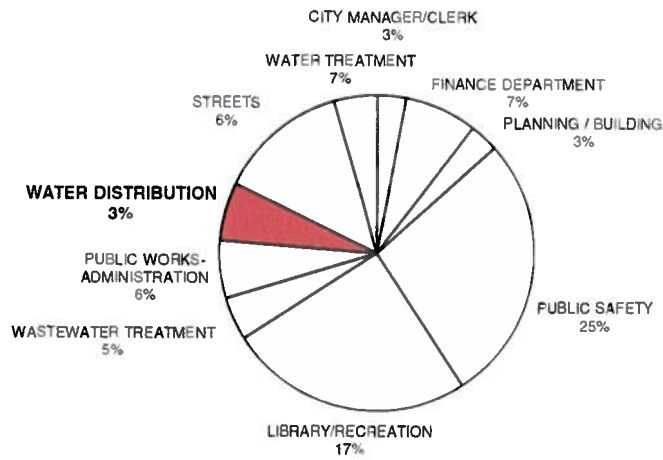
FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ Increase from a part-time Maintenance Worker II position to full-time position with benefits
- net increase \$34,173

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ None

**2014/15 STAFFING BY DEPARTMENT
PERCENT OF TOTAL**



**STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS**

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	CURRENT +/-
WATER DISTRIBUTION	4.00	4.00	3.47	3.47	4.00	0.53

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Water Distribution						
561-50-31-20-10	Salary-Regular	223,070	167,700	184,583	166,836	275,791
561-50-31-20-20	Temp/Part Time	3,800	47,288	36,000	5,104	-
561-50-31-20-25	Standby	1,751	1,556	2,900	2,888	2,900
561-50-31-20-30	Overtime	2,567	4,317	3,000	4,249	3,000
561-50-31-20-40	FICA/Medicare	20,079	16,919	18,244	13,659	21,549
561-50-31-20-45	Employer PERS	35,979	24,663	27,503	25,837	41,115
561-50-31-20-50	Employee PERS	16,099	10,715	8,973	8,091	2,972
561-50-31-20-55	Health Insurance	47,555	53,247	55,523	48,400	64,706
561-50-31-20-61	Workers Comp	5,890	27,605	8,439	6,576	14,226
561-50-31-20-65	SDI	2,848	1,730	2,095	1,734	2,303
561-50-31-20-75	Deferred Comp	2,370	2,048	2,098	1,782	2,098
561-50-31-20-96	Education Reimbursement	-	-	600	-	-
561-50-31-21-10	Communications	1,879	1,185	760	810	760
561-50-31-21-15	Postage	10	8	500	12	500
561-50-31-21-22	Utilities	45,689	44,997	50,000	51,266	50,000
561-50-31-21-25	Equipment Rental	-	-	317	-	317
561-50-31-21-27	Equipment Lease Exp	-	-	-	-	-
561-50-31-21-30	Professional Contracts	150	104	-	245	-
561-50-31-21-45	Other Contract Services	2,325	6,970	13,155	16,353	16,000
561-50-31-21-53	Memberships & Publications	-	75	630	614	630
561-50-31-21-55	Training & Conference	500	2,909	2,700	2,613	2,700
561-50-31-21-60	Other Travel	85	145	100	118	100
561-50-31-22-07	Copies	-	-	-	-	-
561-50-31-22-12	Computer Equipment	-	-	-	1,023	-
561-50-31-22-13	Office Supplies	72	238	150	211	140
561-50-31-22-15	Special Department Supplies	4,424	2,545	3,880	2,522	3,608
561-50-31-22-19	Meters/Hydrants	14,750	12,481	11,218	11,218	10,432
561-50-31-22-20	Small Tools	1,247	847	1,600	79	1,488
561-50-31-22-25	Fuel/Oil	-	-	-	-	-
561-50-31-23-12	Maintenance Supplies	20,428	21,526	32,000	29,702	32,000
561-50-31-23-15	Maint Machine/Equipment	-	841	900	116	900
561-50-31-23-30	Maint Buildings/Grounds	31	67	750	41	750
561-50-31-23-50	Vehicle Alloc Expense	17,463	14,400	15,821	15,821	16,861
561-50-31-24-25	Taxes & Other Charges	-	-	-	-	-
561-50-31-26-30	Capital Equipment	12,238	-	-	-	-
561-50-31-29-20	Fixed Asset Adjustments	-	-	-	-	-
561-50-31-99-99	Contra Account fixed assets	(24,329)	-	-	-	-
Water Distribution		458,970	467,126	484,438	417,917	567,846

**CITY OF ST. HELENA
EXECUTIVE SUMMARY**

**WATER TREATMENT PLANT AND STONEBRIDGE WELLS
5032/5034**

	2013/14		2014/15			
	<u>ADOPTED</u>		<u>REQUESTED</u>			%
	<u>BUDGET</u>		<u>BUDGET</u>	<u>DIFFERENCE</u>	<u>DIFFERENCE</u>	
Total Department	\$ 2,001,156	\$	1,955,583	\$	(45,573)	-2%
Major Components						
Salaries & Benefits	\$ 246,760	\$	370,079	\$	123,319	33%
Overtime	\$ 20,000	\$	6,500	\$	(13,500)	-208%
Total Salaries & Benefits	\$ 266,760	\$	376,579	\$	109,819	29%
Service Fees	\$ 181,297	\$	169,155	\$	(12,142)	-7%
Other/Supplies & Services	\$ 1,444,641	\$	1,388,574	\$	(56,067)	-4%
Transfers	\$ -	\$	-	\$	-	0%
Capital Expenses	\$ 108,458	\$	21,275	\$	(87,183)	-410%
Contingencies	\$0		\$0	\$	-	0%

FACTORS CAUSING CHANGES IN SALARIES & BENEFITS

- ◆ New Operator II Wastewater position will increase salary/benefits (90,103) , but decrease overtime

FACTORS CAUSING CHANGES IN SERVICES AND OTHER FEES

- ◆ Decrease in process chemicals by \$70,000 due to purchase of treated Napa water

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Stonebridge Wells						
561-50-32-21-10	Communications	348	477	400	745	600
561-50-32-21-22	Utilities	30,972	45,935	53,000	49,642	53,000
561-50-32-21-45	Other Contract Services	2,023	1,018	2,535	2,455	3,425
561-50-32-22-07	Copies	-	-	-	-	-
561-50-32-22-13	Office Supplies	27	-	-	-	-
561-50-32-22-15	Special Department Supplies	247	536	500	339	500
561-50-32-22-35	Process Chemicals	6,125	11,674	14,714	10,087	16,530
561-50-32-22-37	Lab Supplies	484	170	1,046	409	1,046
561-50-32-23-12	Maintenance & Supplies	-	-	-	-	-
561-50-32-23-15	Maint Machine/Equipment	10,324	257	13,685	1,139	13,750
561-50-32-23-30	Maint Buildings/Grounds	17	-	500	-	5,000
561-50-32-26-70	Capital Imp Equipment	-	-	21,638	21,638	10,775
561-50-32-29-20	Fixed Asset Adjustments	-	-	-	-	-
Stonebridge Wells		50,568	60,067	108,019	86,454	104,626

Account	Description	2012 Actual	2013 Actual	2014 Adopted	2014 Est Year End	2015 Proposed
Water Treatment Plant						
561-50-34-20-10	Salary-Regular	197,824	191,936	156,731	144,391	218,013
561-50-34-20-20	Temp/Part Time	-	-	-	-	-
561-50-34-20-25	Standby	6,964	7,256	-	6,020	6,263
561-50-34-20-30	Overtime	20,640	23,322	20,000	18,805	6,500
561-50-34-20-40	FICA/Medicare	17,325	16,980	11,990	12,884	17,654
561-50-34-20-45	Employer PERS	30,057	28,344	23,353	22,417	36,813
561-50-34-20-50	Employee PERS	13,758	12,723	7,661	7,129	2,643
561-50-34-20-55	Health Insurance	49,702	53,372	33,746	44,708	74,126
561-50-34-20-61	Workers Comp	6,922	31,015	10,114	43,443	10,161
561-50-34-20-65	SDI	2,469	2,219	1,724	1,683	2,308
561-50-34-20-75	Deferred Comp	1,201	1,210	1,442	1,053	2,098
561-50-34-21-10	Communications	7,345	7,577	8,400	6,362	8,400
561-50-34-21-15	Postage	1,242	1,450	1,500	677	1,200
561-50-34-21-22	Utilities	60,700	57,061	65,000	56,524	68,000
561-50-34-21-25	Equipment Rental	422	-	1,200	-	1,200
561-50-34-21-30	Professional Contracts	-	-	-	-	-
561-50-34-21-40	Professional Fees	-	-	-	-	-
561-50-34-21-45	Other Contract Services	13,135	18,748	43,362	22,187	26,400
561-50-34-21-53	Memberships & Publications	400	864	300	284	1,330
561-50-34-21-55	Training & Conference	1,707	3,942	5,400	1,136	5,400
561-50-34-21-60	Other Travel	-	-	200	-	200
561-50-34-22-07	Copies	1,191	-	2,500	-	2,500
561-50-34-22-12	Computer Equipment	-	95	200	579	450
561-50-34-22-13	Office Supplies	667	155	550	481	550
561-50-34-22-15	Special Department Supplies	4,801	1,601	5,129	2,307	5,429
561-50-34-22-20	Small Tools	-	17	500	303	500
561-50-34-22-25	Fuel/Oil	624	811	960	771	960
561-50-34-22-32	Purchase Water	1,178,401	1,189,926	1,200,000	1,200,000	1,200,000
561-50-34-22-35	Process Chemicals	94,035	50,219	120,590	41,955	52,700
561-50-34-22-37	Lab Supplies	7,797	6,241	10,406	4,338	8,500
561-50-34-23-11	Maint Office Equip	-	43	250	-	250
561-50-34-23-12	Maintenance Supplies	-	-	-	-	-
561-50-34-23-15	Maint Machine/Equipment	26,622	13,475	52,218	4,227	42,485
561-50-34-23-30	Maint Buildings/Grounds	2,727	2,117	2,400	4,525	13,175
561-50-34-23-50	Vehicle Alloc Expense	7,241	8,748	9,493	9,493	10,249
561-50-34-24-25	Taxes & Other Charges	16,335	9,716	9,000	13,885	14,000
561-50-34-26-30	Capital Equipment	937	-	9,453	9,453	-
561-50-34-26-70	Capital Imp Equipment	-	28,199	77,367	77,367	10,500
561-50-34-29-20	Fixed Asset Adjustments	-	-	-	-	-
561-50-34-99-99	Contra Account fixed assets	-	-	-	-	-
Water Treatment Plant		1,773,187	1,769,383	1,893,138	1,759,387	1,850,957

Capital Equipment and Project Requests

General Fund - Funded in Budget

<u>General Fund</u>	<u>Description</u>	<u>Total Price</u>
Police	New 911 dispatch console	89,395
Police	Shooting Range clean-up & replacement	100,000
Non-Departmental	Computer/software/hardware	108,100
Planning	Trak-It software Interface	5,000
Streets/Sewer	BW 900-50 Bomag Compact Asphalt Roller	19,271
Finance	Payroll/Human Resources Portal	3,000
Parks	John Deere Lawn Mower	9,755
Parks	Tot-lot play structure	37,920
	Total General Fund CIP requests:	\$ 372,441

General Fund Request-Unfunded

General Fund Contribution Request-Unfunded

<u>Description</u>	<u>Total Price</u>
Chamber of Commerce	50,000

Street Projects - Unfunded

<u>Description</u>	<u>Total Price</u>
Grayson Avenue	650,000
Charter Oak Avenue East	172,000
Allison Avenue	238,000
Total Street Project requests:	\$ 1,060,000
Funded	\$ (159,020)
Unfunded	\$ 900,980

Water Fund - Unfunded

<u>Water Projects - Unfunded</u>	<u>Description</u>	<u>Total Price</u>
Water Distribution	VFD Controllers (2)	20,554
Water Treatment Plant	Recoat exterior of Tank 2	400,000
Water Treatment Plant	Repair corroded areas and recoat interior roof-Tank 2	278,000
Water Treatment Plant	New roof-412 Crystal Springs Rd.	10,775
Water Treatment Plant	Replace aluminum piping for sludge collectors	10,500
Water Treatment Plant	Recoat inside and coat pressure vessels	205,515
Water Treatment Plant	Media SBW Filters	31,058
Water Treatment Plant	Recoat SBW Filters interior/exterior	42,630
Water Treatment Plant	New roof-Stonebridge Well	10,775
	Total Water Fund CIP requests:	\$ 1,009,807
	Funded	\$ (200,000)
	Unfunded	<u>\$ 809,807</u>

Wastewater Project - Unfunded

<u>Wastewater Projects-Unfunded</u>	<u>Description</u>	<u>Total Price</u>
Wastewater Treatment Plant	Parkson Dyna Sand Filtration	941,627
Wastewater Treatment Plant	Sealing of Pond 1A	400,000
Wastewater Treatment Plant	Ponds 2 & 3 levy between ponds	37,000
Wastewater Treatment Plant	Ozone Generator	150,846
Streets/Sewer	Cues Mini Portable TV System MPLUS+	12,191
	Total Wastewater Fund CIP requests:	\$ 1,541,664
	Funded	\$ (100,000)
	Unfunded	<u>\$ 1,441,664</u>
	Total Funded Capital Projects	\$ 831,461
	Total Unfunded Capital Projects	\$ 3,202,451

The Work Connection
c/o John Brenkle
8 Redondo Court
St. Helena, CA 94574

CITY OF
ST. HELENA
MAR 12 2014

Finance
Department

March 11, 2014

Mr. Gary Broad
City Manager, City Hall
1480 Main Street
St. Helena, CA 94574

Dear Gary,

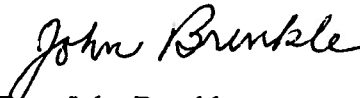
The Work Connection will hopefully be the continued recipient of the support of the City of St. Helena.

Last year on June 11 the City Council by a vote of 3-0 increased the City's stipend to \$10,000.

Please let me know if I should appear at a Council meeting. I believe the Council annually reviews its commitment to various service agencies.

Enclosed are copies of our 2014 budget and a report of Work Connection activities for the first two months of 2014.

Gratefully,



Rev. John Brenkle
jjbrenkle@comcast.net



Marty Bennett

Enclosures
cc: Mayor Ann Nevero

WORK CONNECTION / ST. HELENA

	<u>2013 Budget</u>	<u>2013 Actual</u>	<u>2014 Budget</u>
Full Time Salary	\$30,000	\$29,604	\$31,000
Benefits*	12,780	7,530	4,900
Part Time Salary	5,500	5,182	5,600
Payroll Service	0	496	1,350
Phone	2,000	1,618	2,000
Napanet	500	356	400
Insurance	200	205	220
Supplies	500	431	500
Maintenance	0	0	1,000
Utilities**	<u>0</u>	<u>0</u>	<u>0</u>
	\$51,480	\$48,424	\$46,970

*No longer able to provide health care

**Sutter Home covers utility costs.

2014 Income

California Human Development	\$18,000
City of St. Helena	10,000
Farm Worker Committee	5,000
Grants	10,000
Gifts	<u>4,000</u>
	\$47,000

Saint Helena Work Connection

Monthly Demographic Report

2014

Monthly Demographic	Jan	Feb	Mar	Apr	May	Jun	Total
Daily Sign-in	214	213					427
Men	157	140					297
Women	57	73					130
Jobs Placed	457	542					999
Agricultural	360	440					800
Res/Small Business	97	102					199
Students	0	0					0
Employers	14	14					28
Permanent Jobs	0	0					0
Est. Average Pay	10/12.00	10/12.00					10/12.00
Est. Farmworker & Business/Residents Earned	38,112.00	44,992.00					83,104.00

Nora Selina Garcia

SH Work Connection 100 South Main St. Saint Helena CA 94574 Tel: (707) 963-7805

nora_shworkconnection@comcast.net

WORK CONNECTION
100 South Main Street
St. Helena, CA 94574
(707) 963-7805

CITY OF
ST. HELENA
JAN 21 2014
OFFICE OF
CITY CLERK

January 17, 2014

Mr. Gary Broad, City Manager
City of St. Helena
1480 Main Street
St Helena, CA 94574

Dear Mr. Broad,

Thank you for being a vital part of St. Helena Work Connection.

For the past 15 years the Work Connection office, located on Sutter Home Winery land, has provided an orderly place for workers and employers to connect. The attached 2013 report indicates that 3,133 workers—men and women—have signed in. Over the course of this past year it is estimated that \$1,065,568 in wages have been generated.

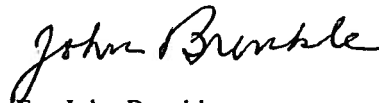
The office, directed by Nora Garcia Torres, also provides a comfortable shelter with occasional classes in English, health and work safety offered.

Nora is a member of the Farm Worker Committee and reports monthly to its board. Fr. John Brenkle and Marty Bennett, members of the Farm Worker Committee, are Nora's supervisors.

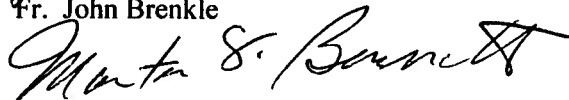
Also attached is a report of the 2013 and 2014 budget. We hope you will be able to continue your support for this important project.

Please contact Fr. John Brenkle at 968-9375 or Marty Bennett at 968-5032 for additional information.

Sincerely,



Fr. John Brenkle



Marty Bennett

WORK CONNECTION / ST. HELENA

	<u>2013 Budget</u>	<u>2013 Actual</u>	<u>2014 Budget</u>
Full Time Salary	\$30,000	\$29,604	\$31,000
Benefits*	12,780	7,530	4,900
Part Time Salary	5,500	5,182	5,600
Payroll Service	0	496	1,350
Phone	2,000	1,618	2,000
Napanet	500	356	400
Insurance	200	205	220
Supplies	500	431	500
Maintenance	0	0	1,000
Utilities**	<u>0</u>	<u>0</u>	<u>0</u>
	\$51,480	\$48,424	\$46,970

*No longer able to provide health care

**Sutter Home covers utility costs.

2014 Income

California Human Development	\$18,000
City of St. Helena	10,000
Farm Worker Committee	5,000
Grants	10,000
Gifts	<u>4,000</u>
	\$47,000

Saint Helena Work Connection
 Monthly Demographic Report
 December 2013

Monthly Demographic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Daily Sign-in	158	198	275	285	238	307	340	366	285	342	158	181	3,133
Men	113	134	176	213	185	253	250	231	199	219	106	131	2,210
Women	45	64	99	72	53	54	90	135	86	123	52	50	923
Jobs Placed	72	531	522	946	1,346	1,501	1,730	1,913	2,136	1,465	384	341	12,887
Agricultural	0	420	420	806	1,196	1,350	1,560	1,782	2,016	1,344	286	270	11,450
Res./Small Business	72	111	102	140	150	151	170	131	120	121	98	71	1,437
Students	0	0	0	0	0	0	0	0	0	0	0	0	0
Employers	5	18	14	14	17	18	16	16	16	16	12	12	174
Permanent Jobs	0	0	0	1	0	0	0	0	0	0	0	0	1
Est. Average Pay	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00	10/12.00
Est. Total Earned	6,912.00	44,256	43,392	77,920	110,080	122,496	141,120	155,136	172,800	130,752	32,288	28,416	1,065,568.00



*A place to
Stay Young in Mind,
Body and Spirit!*

BOARD OF DIRECTORS

Mike Hardy

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Kristine Coryell, PhD

Vice-Chairman

Polly Keegan

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Alan Galbraith

Secretary

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Betty Rhodes

Bill Ryan

Jim Wright

EXECUTIVE DIRECTOR

Julie Spencer

April 7, 2014

Mayor Ann Nevero
City of St. Helena
1480 Main Street
St. Helena, CA 94575

Dear Mayor Nevero and Council Members,

On behalf of our dedicated Board of Directors, staff, and team of volunteers, we want to thank you again for choosing to allocate \$10,000 of our city's 2013 – 2014 budget to help us provide engaging programs and resource services for seniors in our community. In 2013 our facility supported over 11,000 visits from 693 seniors and their caring friends and families reflecting a 32% increase in attendance from the previous year.

Your significant contribution was used to help offset the cost of operations and represented 3.9% of our 2013 budget. Our operating budget supports our entire programming efforts and I have attached a detailed report summarizing our programs and achievements in 2013 as well as our 2014 goals.

Yes, it does take a village! We are dedicated to sustaining and enhancing the health and wellbeing of St. Helena seniors today and for years to come and we value your on-going partnership and vital financial support. As you review the city's 2014 – 15 budget in the coming months we ask that you continue, or even increase, the city's level of commitment to seniors in our community by renewing the annual contribution that support our efforts.

Please feel free to contact me with any questions you have about this report, Rianda House, or funding request. Once again, thank you for joining us in supporting the wellbeing of some very special people in our community.

With appreciation,

Julie Spencer
Executive Director

Rianda House
Senior Activity Center
1475 Main Street
St. Helena, CA 94574
info@riandahouse.org
707.963.8555

A 501 (c) (3) Corporation
Tax ID#20-2411077

Rianda House Senior Activity Center
City of St. Helena Funding Report FY 2013-2014

Scope of Work:

Rianda House Senior Activity Center has set a 2014 goal of serving 760 individual seniors, representing a 10% increase over 2013's record 693 older individuals seeking senior health and wellness resources; educational, recreational and cultural activities; mental health support groups and counseling; legal aid and financial advising; and reference information geared toward helping seniors live safely and independently in our community. Our low-to-no-cost best practice programs and supportive service resources continue to be in-demand, and we are looking forward to another year of expanded offerings to meet this mandate.

Critical to ensuring the physical health, emotional well-being, mental acuity, and safety of seniors at Rianda House Senior Activity Center, we used the City's \$10,000 donation in 2013 (3.9% of our operating budget) to fund general operations that support the following prevention strategies, delivered at low-to-no cost to appeal to seniors (ages 65+) at every socio-economic level:

HEALTHY MINDS, HEALTHY BODIES programs offer a full complement of prevention services addressing challenges of aging and keeping older individuals mentally and physically fit, allowing seniors to maintain long-term health and their ability to remain independent. For example, our wellness classes, seminars, and one-on-one counseling, include: brain fitness, strength training, falls prevention, senior nutrition, chronic disease prevention, congregate meals, and health screenings.

"Amistad y Apoyo" (Friendship & Support) delivers programs in Spanish on topics of special interest to Latino elders such as: chronic disease management, diabetes prevention, grief support, and nutrition. We offer a weekly support group for Latino elders at-risk for depression.

COMMUNITY CONNECTIONS provides a safety net of comprehensive services for seniors, families, caregivers and concerned individuals. As a gatekeeper for Napa County Adult Protective Services, we identify seniors at-risk for elder abuse, fraud, and self-neglect. On-site counseling is provided to assist seniors and family members with such topics as caregiver support, mental health, memory loss and health insurance issues. A Napa County Eligibility counselor is on-site weekly and a twice a week senior resource specialist assists individuals, much like a case manager, to navigate complex issues.

FRIENDS FOR LIFE programs provide socialization opportunities, relieving feelings of isolation and depression widespread among seniors. For people aged 65+, the suicide rate in Napa County is 21.6 per 100,000 (highest rate of any age group) – more than twice that of both the county and national averages. We are also teaming up with Yountville and Calistoga Parks & Recreation Departments to provide social and cultural excursions, expanding the opportunities to cultivate new social circles.

Staffing & Program Delivery:

Our structure includes an Executive Director (full time) supported by an Operations Assistant (part time), and oversight by a Board of Directors (10). Our corps of 75 volunteers are vital to our operation and fundraising and includes: daily greeters (and substitutes); Program Committee; special event fundraising team -- Friends of Rianda House; monthly mailing crew – "Calendar Girls;" garden maintenance; and our vineyard group that maintains the Meily Park vineyard & produce wines. We partner with 25 senior servicing agencies to deliver expert on-site programming.

Funding:

Ongoing funding continues to be challenging, and is comprised of: foundation, corporate and private grants; corporate donations; city donation; annual appeals; fundraising events; nominal class and event fees; holiday plant sale; bequests; honorariums; and in-kind donations. Our funding stream has diversified over time, and no one donor accounts for over 25% of our income.

Growth & Demographics:

In 2013-2014, Rianda House saw 32% growth in attendance resulting in over 11,000 visits, underscoring the importance of a central hub for senior services in the St. Helena community. Seniors of all socio-economic groups were represented, with increases in all three programming segments: **Healthy Minds, Healthy Bodies; Friends for Life; and Community Connections**. By using a combination of activities to bolster physical and mental health, and connecting seniors to additional services, we are able to address our goal of helping older adults in our community age in place safely and with dignity. This is our highest funding and program priority at Rianda House and will remain the forefront of our efforts.

The demographics of our participants are as follows:

- Over 720 individual participants (currently), ages range from 55 – 99 years old
- Female – 80%, Male – 20%
- 85% White, 15% Latino
- Residents of: St. Helena – 70%, Calistoga – 22%, Angwin – 7%, Napa/Unincorporated Areas – 1%

We remain committed to maintaining our low-to-no-cost programs that are vital to the particular economic stresses affecting our senior population. Data from the Elder Index show that seniors in Napa County require an income of approximately 200% of the federal poverty guideline (or \$22,000 for a renter) to live here and meet basic needs. As a result, seniors who fall into this category are unable to qualify for public support as a result of this disparity.

Our in-house survey shows that 32% of our white clients fall into this category and are unable to meet basic living expenses. Another 15% fall just above the index leaving no room to pay for activities and traditional social outlets. Approximately 48% of our Latino elder clients live at or below the traditional Poverty Guideline. Our free or minimal cost programs ensure that our seniors stretch their dollars, stay healthier, and present less of a drain on county services.

Accomplishments and Goals:

1) Senior Nutrition:

As the northern Napa County site for Meals on Wheels, 1560 meals (three congregate meals per week) were served on-site throughout the course of 2013. In addition, Meals on Wheels used our facility to prepare and deliver 6500 meals to homebound individuals. With the Federal budget sequestration, this senior nutrition program felt the pressure as support was cut, resulting in the program's inability to accept new requests for seniors wishing to enroll in the program. Rianda House's senior nutrition efforts garnered a boost in support with proceeds from our annual fundraiser in November.

2) Wellness:

In 2014, Rianda House is expanding wellness programming: Chronic Disease Management programming will offer more "best practice" workshops addressing the challenges of living with: Parkinson's, Depression, Diabetes, Arthritis, Dementia, Heart Disease, and Cancer. We anticipate offering at least one extended-length workshop within each of these topics. Rianda House has

recently engaged a Licensed RN/Nutritionist to deliver comprehensive workshops on these topics of critical interest to seniors needing help managing these diseases. Other resources for us in this area are: Latino Elder Coalition, Clinic Ole, and Area Agency on Aging.

3) Community Resources:

To enhance our services as a community resource for local seniors and provide ease of access to services outside our area, we have hired a part-time, bi-lingual Senior Resource Specialist, shared with the Area Agency on Aging's *Healthy Minds/Healthy Aging* program, which allows us to provide a case management model to work with seniors and their families/caregivers needing help navigating the labyrinth of senior services both within and outside of Napa County. We also offer monthly on-site counseling sessions as the host site for these outside senior service agencies: HICAP (Health Insurance Assistance), Napa Valley Hospice & Adult Day Services, and Napa County Eligibility Screenings. Seniors and/or their caregivers can make one-on-one appointments with professional representatives from these agencies, finding assistance with complex issues in a private setting within Rianda House.

Rianda House is an important resource hub for families and caregivers seeking information to better address the care needs of their elder family member or client. The staff maintains an up-to-date resource library on-site, and also has ongoing relationships with local agencies and organizations that serve specific needs, such as chronic illness management, Alzheimer's and dementia, vision and hearing decline, fall prevention, grief support, etc. Thus, Rianda House has established a reputation as a vital link for mature adults and their families navigating the challenges of aging.

4) Life-Long Learning:

Our "Great Decisions" Series, taught by retired Bank of America Chief Economist and St. Helena resident, Dr. John Wilson, and sponsored by the Foreign Policy Association and U.S. Department of Foreign Service in Washington, D.C., was offered in two full capacity sections again in 2014. As a result, 50 seniors participated in the program, and this dedicated group provided a robust fundraising resource that helped support our capacity to offer no-cost classes and activities in other programming areas. Dr. Wilson will be offering another seminar topic, "The Idea of America," in Spring 2014 as a pilot project in conjunction with Colonial Williamsburg and UC Berkeley that will focus on our American heritage.

5) Meeting Site:

We continue to serve as a well-located monthly meeting site for these community groups: St. Helena's Multi-Cultural Committee, the Heritage Fund, Beautification Committee, and the UpValley Senior Collaborative. The Sunrise Soroptimist Club and a local homeowners association rent our facility for monthly meetings.

6) Measuring Effectiveness:

Our data collection methods will be enhanced significantly with the advent of MySeniorCenter software launched at Rianda House in Spring 2014. This software will increase our efficiency in tracking our program participation levels and demographic data, supplanting our time-consuming hand-calculations. Our reporting capacity will benefit, as will our ability for outreach to our senior participants. In 2014, our new part-time Senior Resource Specialist will be able to augment this effort with one-on-one data collection and follow-up.

Our in-house Participant Satisfaction Survey revealed that our senior outcomes are encouraging, and we forecast further improvement in 2014:

- 60% feel they are improving their ability to remain independent
- 74% are taking better care of their health
- 71% are more physically active
- 95% feel happier or more satisfied with their lives
- 99% feel Rianda House has had a positive impact on their lives

By constantly assessing and adjusting elements of our capacity to respond to the unique needs of seniors, we refine our effectiveness in delivering the tools necessary to help seniors live independently and with dignity.

7) Transportation Challenges:

We are promoting the new St. Helena Shuttle service within the city limits to attract more participation. We will increase Calistoga senior participation by promoting the newly enhanced Calistoga Shuttle that connects to Line 10, and stronger collaborations with the Calistoga Parks Dept. and UpValley Family Centers to offer more satellite programs. We are planning more outreach to the unincorporated areas of Angwin and Pope Valley and will continue to meet with the Angwin City Council to identify ways to distribute our calendar more effectively and better publicize our events/activities. We are augmenting transportation alternatives through outreach with Molly's Angels, NCTPA Transit Ambassador program, and ride-sharing opportunities within the community and the Executive Director now serves on the ParaTransit Council Committee to help expand the service UpValley.

8) UpValley Outreach:

We plan to present to the Calistoga City Council and Mayor in 2014 to inform the council of our robust efforts to reach Calistoga seniors with satellite programming and partnerships within that community. Our goal is to appeal for expanded funding from that city.

Summary:

Senior centers serve as a gateway to the nation's aging network – connecting older adults to vital community services that can help them stay healthy and independent (NCOA – National Council on Aging and Florida Department of Elder Affairs.)

UpValley has the fastest growing senior population within Napa County and the 8th largest senior population in the state of California. Rianda House has become an important community resource serving seniors, their families and caregivers - functioning as a designated "community focal point" for delivery of Older American Act services (OAA 1965 Title III Regulations & 1988 Amendments). A community focal point allows older adults access to multiple services at a single location.

Interestingly, as an active senior center, Rianda House has emerged as an important factor in boosting St. Helena's "senior-friendly attractiveness quotient." We often host seniors and their families considering a move to St. Helena and checking out the local senior services. In addition, seniors visiting their adult children in the area use Rianda House temporarily to enhance the quality of their stay in St. Helena with senior-serving classes, activities and events.

Twenty years from now, it is projected that there will be more people over the age of 65 than below it. We strive to educate and maintain the wellness of our community's future seniors, as well as that of our current senior population -- because it is never too early or too late to work on aging well!

UpValley Family Centers

March 5, 2014

Dear Gary:

UpValley Family Centers (formerly the Calistoga and St. Helena Family Centers) submits this grant request for \$7,500 focused on serving St. Helena families with a wide array of services and programs. (See attached for our list of programs.) Our mission is to ensure that community members have the resources to create healthy, happy lives for their families, to achieve self-sufficiency, and to develop the skills they need to participate fully in the community.

From the 2012-13 year to the 2013-14 year, the numbers of families we served in St. Helena increased from 450 families to 565 families. We expect to continue serving this higher number in the coming year. As a result, we ask for increased funding from the City of St. Helena, to be used per the budget below.

St. Helena Family Center Grant Request	
July 1, 2014 to February 28, 2015	
EXPENSES	
Personnel	
Receptionist/Data Intake	\$ 4,185.00
Site and Operations Manager	\$ 2,200.00
TOTAL Personnel	\$ 6,385.00
Operating	
Rental of facilities	\$ 690.48
Cleaning services and supplies	\$ 286.66
Photocopies	\$ 100.00
Mileage	\$ 37.86
TOTAL Operating	\$ 1,115.00
TOTAL EXPENSES	7,500.00

We are grateful for the past support that the City of St. Helena has provided to the St. Helena Family Center. As UpValley Family Centers, we will continue the existing program work being done and we plan to build upon the strengths and successes in both communities to expand our reach and our impact with low-income children and families.

Sincerely,
Jenny Ocón, MSW
Executive Director

Center locations: 1500 Cedar St., Calistoga, CA 94515 | tel. 707.942.6206 fax. 707.942.9382
1440 Spring St., St. Helena, CA 94574 | tel. 707.963.1919 fax. 707.963.2153

UpValley Family Centers

(formerly Calistoga and St. Helena Family Centers)

Calistoga Address

1500 Cedar St., Calistoga, CA 94515
(707) 942-6206

www.calistogafamilycenter.org

St. Helena Address

1440 Spring Street, St. Helena, CA 94574
(707) 963-1919

www.sthelenafamilycenter.org

Mission Statement

Ensure that community members have the resources to create healthy, happy lives for their families, to achieve self-sufficiency, and to develop the skills they need to participate fully in the community.

Vision Statement

The UpValley Family Centers recognize that healthy families are the foundation of a strong community.

Programs

We serve families in the Upper Valley of Napa County. We provide a wide range of services offered in English and Spanish to strengthen families and promote healthy, positive outcomes for all children. We serve as community hubs that connect families to resources and opportunities. Program areas:

- **Community Connections**

Serving as the one-stop-shop in our local communities, we offer help to any and all families to access what they need. We provide information and referral, application assistance, translation, legal services, housing, and senior services.

- **Strong Families**

We offer services are tailored to the needs of individual families and which can include case management, home visitation, family counseling, domestic violence prevention, and more.

- **Health and Wellness**

Our centers are committed to the health of families. Services we provide includes access to medical and dental services, prenatal support, health insurance, zumba classes and more.

- **Family Engagement and Leadership**

Parents are their child's first teacher and essential advocate. We support parents/caregivers in this important role, offering parent/child playgroups, early literacy programs, positive discipline classes, nutrition classes and parent leadership/promotores opportunities, and more.

- **Family Economic Success**

Economic stability is a critical element for the well-being of families. We provide income tax assistance, adult education (Plaza Comunitaria), financial education and more.

- **Youth Development**

Through partnerships with local schools, we offer youth services that include the Student Assistance Program, mentoring, drug/alcohol counseling, leadership development and more.

CONTACT INFORMATION:

Jenny Ocón, Executive Director, Up Valley Family Centers

jocon@upvalleyfamilycenters.org

St. Helena Family Center
Final Report
7/1/13 – 2/28/14

This report is a summary of the full range of Center-based programs and services provided since receiving City funding in July 2013.

Total services provided: 1,052 services

Total families served: 565 families

Programs/Service Breakdown by Age Group

CHILDREN AGES 0-5

- *Early Childhood Education Activities:* Through our Active Minds, Raising A Reader and Learning and Playing early childhood education programs, approximately 21 preschool aged children learned valuable school readiness skills such as socialization, number and letter recognition, and familiarity with reading children's books. Through these programs, parents are also given the tools to develop these skills with their children in the home environment.
- *Get Ready for Kindergarten Parenting Classes:* Designed for parents of four-year olds, these classes introduce families to the St. Helena Primary School and the St. Helena School District, and what they need to know to be an involved parent of a school-aged child.

YOUTH

- *CLARA (Challenging Latinas to Access Resources and Action):* This weekly youth mentoring program for Latina girls builds participants' confidence in themselves and strengthens their understanding of their culture as a means to academic success. Twenty-four girls from the Robert Louis Stevenson Middle School and St. Helena High School are participating in this program.
- *CLARO (Challenging Latinos to Access Resources and Opportunities):* This weekly youth mentoring program for Latino boys uses a combination of athletics (soccer) and a comprehensive weekly curriculum to provide participants with the tools and information they need to make healthy, positive academic and lifestyle choices. Twenty-eight boys from Robert Louis Stevenson Middle School and St. Helena High School are participating in this program.

ADULTS

- Zumba & Dance Exercise: We offer Zumba classes four times a week at no charge to community members, in an effort to promote healthy lifestyles. Since July 2013, 89 clients have participated in this program.
- 24/7 Dad: Father's Support Group: We offer a nationally-recognized fatherhood education program over 10-weeks, to support dads' increased involvement and understanding of his family. Ten fathers have participated in the program this year.
- Volunteer Income Tax Assistance (VITA): We are in the middle of tax season, providing no cost tax preparation services to low-income residents. For the 2012 tax year, we completed 167 tax returns resulting in an average of \$2,100 per family refunded – money that will most likely be spent here in our community.
- English as a Second Language (ESL) Classes: Working in partnership with Napa Valley College we offer two sessions – one beginner and one intermediate – of ESL classes. 93 clients have participated in these sessions.
- Safety Net Services: Since July, we have provided 35 clients facing a one-time financial set-back (i.e. job loss, reduced work hours) with financial support averaging \$500 per person. In all cases, our support helped protect our clients from crisis.
- Crisis Support: On average, four people per week come to the Center seeking crisis support (financial, emotional challenges). Working with our Family Services Coordinator, each one receives individualized attention and follow-up.
- Basic Needs Support Services: We successfully enrolled 20 low-income families in the PG&E discount (CARE) program. We assisted 179 clients with a walk-in bill-pay service to conveniently pay household bills. We also provided translation assistance and document completion services to 65 clients this period.
- Referrals: Through our partnerships with more than 26 Napa County service agencies and organizations, we provide guided referrals to help families access services and address their needs. To date, we have provided 64 clients with referrals of all types. In addition, we have provided 17 referrals related to finding employment.

Merger Update

St. Helena Family Center merged with Calistoga Family Center and our new agency name is UpValley Family Centers, effective February 1, 2014. Our new Executive Director, Jenny Ocón, started on January 27, 2014 and brings over 15 years of nonprofit experience. She was the former Executive Director of Parent Services Project in San Rafael. Our combined UpValley staff consists of 13 staff members and our new Board of Directors is made of up 12 board members. We expect to continue offering the same programs, reaching youth and families in need in both St. Helena and Calistoga.

City of St. Helena - Financial Report	
St. Helena Family Center	
July 1, 2013 to February 28, 2014	
EXPENSES	
Personnel	
Receptionist/Data Intake	\$ 3,185.00
Site and Operations Manager	\$ 1,750.00
TOTAL Personnel	\$4,935.00
Operating	
Rental of facilities	\$ 690.48
Cleaning services and supplies	\$ 286.66
Photocopies	\$ 50.00
Mileage	\$ 37.86
TOTAL Operating	\$1,065.00
TOTAL EXPENSES	6,000.00



BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

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- Pam Ingalls
- Scott LeStrange
- Eric Lilavois
- Wendy Lopez
- Suzanne Phifer Pavitt

EXECUTIVE DIRECTOR
LJ "Jay" Templeton

ASSOCIATE EXECUTIVE DIRECTOR
Trent Yaconelli

DEVELOPMENT & MARKETING COORDINATOR
Caiti Dorow

ST. HELENA CLUB Unit Director
Adrian Lopez
963-8944

CALISTOGA CLUB Unit Director
Greg Bouillercce
738-8197

CALISTOGA TEEN CTR. Unit Director
Clint Ferrier
942-2762

YOUTH DIVERSION PROGRAM Director
Heather Baker
696-1437

ADMIN. OFFICE
1420 Tainter Street
St. Helena, CA 94574
707.963.8944 PH
707.244.4667 FAX
LJT@bgcshc.org
www.bgcshc.org

Mr. Gary Broad
City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

March 7, 2014

Dear Mr. Broad:

In June of 2013, the City of St. Helena passed its 2013-14 annual budget, which granted the St. Helena Boys & Girls Club \$6,000.00 for the operation of its afterschool and summer programs. The Club received the funds in January of 2014. One requirement of the grant stated the Club will provide the City a written report by April 30th of 2014. Please accept this report, which summarizes how the funds were spent and the program it supported, as an update for the 2013-14 funds received.

Using the City of St. Helena's grant as "matching funds," the Boys & Girls Club was able to secure an additional \$162,945.00 of State funding, specific to afterschool programs. Without the City's financial support, the Club's ability to request and obtain funding from the State and the County, would be greatly hampered.

For the coming 2014-15 budget we are once again requesting \$6,000 in funds for our Power Hour Homework Assistance Program. This program helps St. Helena youth with tutorial support and homework completion. Teachers at both the primary and elementary schools praise the program and its effectiveness. We hope that the City of St. Helena continues to support the work with do with the youth of St. Helena. As mentioned before, the \$6,000 we receive in funds are necessary for us to receive State funding.

Thank you and the City of St. Helena for the support. It is the children we serve who benefit from our partnership.

Jay Templeton
Executive Director
Boys & Girls Clubs
of St. Helena and Calistoga, Inc.



BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

A. Name of Project

Power Hour Homework Assistance Program

B. Population Served

The Power Hour Homework Assistance Program is available to all students of the St. Helena primary, elementary and junior high schools; all members of the Boys & Girls Club of St. Helena; and all students of private schools located within St. Helena.

Youth Served (Since July 1, 2013)

758 youth have participated in the Club's programs.

<u>Ethnicity...reflects that of the community</u> 53% are Caucasian 45% are Hispanic 2% are Asian, African-American and Other	<u>Gender</u> 53% are Males 47% are Females
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C. Disbursement of Funds

\$ 6,000.00 = 3 tutors X \$12.50/hour X 10 hours/week X 16 weeks

D. Program Time Line

The Power Hour Homework Assistance Program started July 15th, 2013 with the Club's summer lunch time reading program and migrant education program. The program will continue for the entire school. The school program is conducted Monday through Thursday from 3:00 to 5:00 PM.

E. Description of Project

The Power Hour Homework Assistance Program is designed to provide intensive tutorial support for primary, elementary and junior high school students who have not fulfilled the academic achievement goals agreed to by themselves, their classroom teacher, school counselor and/or parent(s); or for students who need a positive, nurturing environment to help them learn or improve study habit skills.

Objectives of the Power Hour Homework Assistance Program is to create a positive, welcoming place where students, especially those for whom English is a second language, can seek one on one tutorial assistance with their school assignments, and to have each student view learning as a relevant part of their everyday life. As evaluated by Napa County Office of Education, State test score results have shown students gain knowledge in the various subject areas and increase their test scores and grades.

Students participating in the Power Hour Homework Assistance Program can work on individual homework assignments or work with other students on group projects. In the Club's Learning Center and Lounge, the Power Hour Homework Assistance Program tutors, assisted by their supervisor, are available to aid students in English, Spanish, math, science and social studies.

Students are referred to the Power Hour Homework Assistance Program by a classroom teacher, a school counselor, or sign up themselves. There is ongoing communication among the Power Hour Homework Assistance Program tutors, school staff, parents, and students.



BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

The Power Hour Homework Assistance Program is a collaboration with the St. Helena Schools. Power Hour Homework Assistance Program students are expected to follow the same norms and guidelines as a normal school classroom.

F. The Mission of the Organization

The Boys & Girls Club of St. Helena offers families in the upper Napa Valley a safe, welcoming place for children in grades 1st - 12th. Through our various educational, recreational and fine arts programs, children have the opportunity to develop their natural talents; master their challenges; and view learning and play as relevant parts of their everyday life.

NAPA VALLEY

COMMUNITY FOUNDATION

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Chair of the Board

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Lisa Serwin

Nicky Suard

Roddric Sweeney, Sr.

Glen Terry

Richard E. Walton

Rabbi David White

Tom Young

March 20, 2014

Mr. Gary Broad
City Manager
1480 Main Street
St. Helena, CA 94574

Dear Gary,

Thank you for inviting us to re-submit this brief report and proposal requesting additional support from the City of St. Helena for the One Napa Valley Initiative (ONVI): a three-year campaign to create new citizens and a stronger community.

Your FY2014 investment of \$3,333 helped us get off to a great start, and we respectfully request additional funding in the amount of \$3,333 for FY2015 from the City of St. Helena.

As you may recall, ONVI stems from a study we funded in 2012 on the economic and fiscal impact of immigration in Napa County.

That study underscored the substantial economic contributions made by immigrants in Napa Valley, and also pointed to a significant citizenship gap: many immigrants in Napa County are eligible to become citizens, but they haven't done so as frequently as their peers around the state.

In fact, only 30 percent of Napa County's foreign-born population have become citizens versus 37 percent in California overall. There are nearly 9,000 citizenship-eligible Legal Permanent Residents in Napa County, including 350 who reside in St. Helena, and many more who work in or near St. Helena but reside elsewhere in the Valley. When these residents naturalize, good things happen for their families, and good things happen for the community at large. For example, citizenship is correlated with:

- higher family income
- higher educational attainment for the children of immigrants that naturalize
- higher proficiency in English
- more active engagement in community affairs and
- more spending in the local economy (as a result of higher income levels).

In addition to the Legal Permanent Residents above, if immigration reform occurs at a Federal level, there may be thousands of additional residents who soon have lawful recourse to citizenship, including many residents who work in agriculture, hospitality and construction, all of which are key sectors in our local economy and tax base.

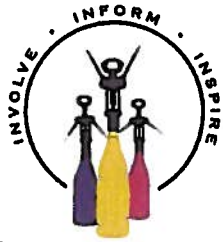
ONE NAPA VALLEY INITIATIVE

Creating New Citizens and a Stronger Community

3-YEAR BUDGET AS OF 3/20/14

(July 1, 2013 to June 30, 2016)

	FY2014	FY2015	FY2016
REVENUES			
Private donors, foundations, businesses	\$ 312,500	\$ 283,333	\$ 249,998
Municipal and County Government Support	\$ 59,999	\$ 50,000	\$ 50,000
	<u>\$ 372,499</u>	<u>\$ 333,333</u>	<u>\$ 299,998</u>
3-YEAR TOTAL			<u><u>\$ 1,005,830</u></u>
EXPENSES			
Grants to Naturalization Services Collaborative ^	\$ 275,000	\$ 260,000	\$ 240,000
Payments to Consultant(s) for Technical Assistance ^^	\$ 65,000	\$ 45,000	\$ 30,000
Direct NVCF Program Expenses *	\$ 60,000	\$ 55,000	\$ 45,000
	<u>\$ 400,000</u>	<u>\$ 360,000</u>	<u>\$ 315,000</u>
3-YEAR TOTAL			<u><u>\$ 1,075,000</u></u>
ADDITIONAL SUPPORT NEEDED	\$ 27,501	\$ 26,667	\$ 15,002
3-YEAR TOTAL			<u><u>\$ 69,170</u></u>



**LEADERSHIP
NAPA VALLEY**

P.O. Box 636
Napa, CA 94559
707-226-7455

Program Director
Jill Techel

President
Pamela Gleeson

Vice President
Julianna Hart

Immediate Past
President
Phil Brun

Secretary
Becky Peterson

Treasurer
Sandra Re Sims

Not only do you receive a backstage pass to learn all there is to know about the Napa Valley and to learn the necessary skills to be an effective leader and collaborator in our community, but you make these incredible and invaluable connections. These connections spark so many of the wonderful contributions and services that we are so fortunate to have in the Napa Valley. There is a tremendous impact by association of Leadership Napa Valley. It offers members this amazing opportunity to be ambassadors and pay it forward. We cannot thank our sponsors enough for their commitment and investment to help educate future leaders and truly strengthen and benefit our community.

Erika Pickett, LNV Class 26
Sales and Marketing
Representative, Napa Valley
Market Place Magazine

CITY OF
ST. HELENA
APR 29 2014
OFFICE OF
CITY CLERK

April 22, 2014

Gary Broad, City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Dear Gary,

As Leadership Napa Valley nears the completion of its 27th year providing an excellent leadership development program for community businesses and residents, I want to take this opportunity to thank you for your ongoing support as a sponsor for the program. Your contributions allow Leadership Napa Valley to deliver a 9-month program with 15-full day community experiences for tuition of only \$1,195 per class member.

Class 28 is right around the corner and as a long-term partner supporting Leadership Napa Valley, we are confident we can count on your continued donation of **\$400** as the **day sponsor of Government Day in partnership with the County and the other Cities in the Valley**. Your sponsorship is important to the program and we have enhanced the exposure you receive as a day sponsor to include the following:

- Opportunity to address the class at lunch on class day;
- Acknowledgement in a Marketplace and Register ad;
- Logo and weblink on LNV website;
- Facebook promotion during the month of the class day;
- Logo on class T-shirt;

Please confirm your continued sponsorship of Leadership Napa Valley by contacting me at info@leadershipnapavalley.com or 707-252-3702. An invoice will be mailed to you in June.

We are currently recruiting for Class 28 (applications due April 30th for the general public, May 9th for our legacy sponsors) and hope you can encourage members of your organization to apply.

In closing, let me say again how much we value and appreciate your support of Leadership Napa Valley. You help ***“Involve, Inform, and Inspire Leaders to Strengthen our Community”***.

Sincerely,

Pamela Gleeson
LNV Foundation Board President



St. Helena Chamber of
Commerce

May 5, 2014

Board of Directors
2014
Executive Committee

The Honorable Ann Nevero
Mayor, City of St. Helena
1480 Main Street
St. Helena CA 94574

Katie Somple, Lifestyle Properties,
Chair

John Collins, Great Vines

Dear Mayor Nevero and Members of the St. Helena City Council:

Tracy Sweeney,
Corison Winery

Joshua Cowan,
St. Helena Hospital

Thank you for providing us with the opportunity to promote and brand St. Helena as a destination. The St. Helena Chamber of Commerce is uniquely and ideally qualified to be the champion for St. Helena and is committed to providing the leadership and resources required to accomplish this most important task.

Rodney Friedrich,
Vineyard Station

Board of Directors

Norm Mitroff,
Mitroff Consulting and Associates

For the FY 13/14, the Council granted the Chamber an additional \$50,000 for website enhancements and to create and build a foundation for an effective and sustainable PR campaign. To summarize, we used \$25,000 for website enhancements and \$25,000 building and implementing our PR foundation.

Jim Aldred,
Aldred Insurance Services

Jim Smith, Wine Country Inn

\$25,000 Website enhancement and conversion

Sean Knight,
Cindy Pawlcyn Napa Valley

Paul Asikainen,
Conn Creek Winery

This money was earmarked to convert the sthelenacom website to a new, more user-friendly platform. The conversion was a necessary technology upgrade which allowed us flexibility and local control to showcase the St. Helena message, build business profiles, create event pages, and upgrade our calendar pages to promote St. Helena more effectively.

Allison Simpson,
Visit Napa Valley

Lars Kronmark,
Culinary Institute of America

Katie Leonardini,
Whitehall Lane Winery and
Vineyards

Sthelena.com has been converted to be a destination website, not just a Chamber website, with the goal of promoting more than just Chamber events, news items and local events. Sthelena.com needed to become the face and voice of St. Helena to the visitor who is considering a visit to the Valley and with this investment, we are doing that.

Marcus Marquez,
Goose & Gander Restaurant

Sarah Chappellet,
Heaven and Earth

Mike Garrow,
Meadowood Napa Valley

Kevin Dimond,
Harvest Inn Napa Valley

Pam Simpson,
St. Helena Chamber of Commerce

With the completion of the conversion in March, we expect to increase our referrals to St. Helena businesses, see an increase in unique visitors to our site and see sthelenacom rise higher in the Google search ranking along with other search engines. We also expect these site visitors to increase their time spent on the site because we can now hold more content including videos, images and SEO enhanced messaging. All of these expectations should be proved by the end of the year.





Statistics within Visit Napa Valley's Visitor Profile show that visitors spend more time and resources in the City in which they stay. With that in mind, the Chamber sought and was awarded assistance from the St. Helena TID for another \$25,000 for this conversion project. With technology improving at such a rapid pace, the website needed this dramatic back-end overhaul. Leveraging the TID with the City money allowed us to negotiate for a better site.

We were able to bring the conversion project in on time and on budget. The new site is up and running and improvements are noticeable. The site is faster and easier to navigate. It is search optimized and we are expecting analytics to show measurable success.

\$25,000 Public Relations

Selling St. Helena is not difficult, but creating the St Helena message, collecting the media assets, having the right content on sthelenacom and creating a coordinated PR effort is and will continue to be an important and Herculean effort. Having the right message and the right look are just the first steps. The outreach to the right journalists and publications is crucial to a successful PR campaign. The grant money from the City of St. Helena allowed the Chamber to retain Terry Hall of TH-ink Public Relations to craft the "St Helena as a destination" message and to develop our strategy to get our message out there.

One of the most successful endeavors of Mr. Hall's directives is the creation of the Chamber's St. Helena PR Committee under the direction of the Chamber's Economic Development Committee. This co-op committee is chaired by Jennifer Chiesa of Meadowood. The committee consists of 15 PR firms that represent St. Helena's larger, high profile businesses including Ellipsis PR, Melissa Wells PR, Wagstaff, and Gladow- Nead, to name a few. One highly successful result of these collaborations was the Extra TV segment on St. Helena, which featured Harvest Inn's new owner Charlie Palmer talking about Napa Valley's Main Street and highlighting Goose & Gander. We were able to provide the message that Charlie delivered and footage from our destination video for the video of St. Helena. You can see the clip on the homepage of sthelenacom.

St. Helena enjoyed receiving two notable titles from our PR efforts:

- Frommer's Online, "Best Small Towns and Villages in California" ranked St. Helena Number 1.
- Cities Journal, "Top 15 Small Cities in California" ranked St. Helena Number 4.

Quotes and stories such as:

"While Yountville has been known for the classic star-chef restaurants, St. Helena has always felt hipper, with more relaxed places." – Travel and Leisure

Since September, we have hosted strategic media from:

MSN Travel, Sunset, Bon Appetit, AFAR, AOL Travel, Forbes, Rob Report, Travel + Leisure, American Way Magazine, Lonely Planet, Washington Times, Bloomberg News, Los Angeles Times, San Francisco Magazine, Diablo Magazine, San Francisco Chronicle, Improper Bostonian.





We have worked with Visit Napa Valley and Ellipsis PR Group to host three other FAM (Press Familiarization Tours) for St. Helena as well.

Chamber's investment in Destination Marketing

The Chamber has also made a significant investment in destination marketing. We have a dedicated full-time staff person who manages the day to day campaigns, collects and creates content and sources opportunities in digital and print advertising and in social media. We have also have been awarded grants from the St. Helena TID and have applied for grants from the Napa County Special Tourism Fund to assist with our marketing efforts. To date, the assistance from those grants will increase our marketing budget substantially. We use this money to sponsor St. Helena's Trip Advisor page, in digital marketing efforts and for developing content.

The St. Helena Chamber is hoping with all the grants awarded, to spend approximately \$180,000 on marketing the St. Helena brand. While this is still far behind the over \$400,000 Yountville and Calistoga each plan to spend on destination marketing this year, it is a substantial amount that can bring real results.

2015: St. Helena, Napa Valley's Main Street Marketing Strategy

The St. Helena Chamber would like to request the grant of \$50,000 to further our PR campaign in the FY 14/15 cycle. This additional \$50,000 will play a vital role in our collaborative, three-tier marketing campaign which involves print media, PR/Editorial, social media and website integration. The three campaigns we have developed are:

- **Live How We Live** (a lifestyle, personal relationship message) It will use St. Helena locals to talk about the authentic St. Helena and recommend their neighbor businesses. Allows us to showcase St. Helena as a community and draws the visitor to St. Helena because its where the locals like to be.
- **Love St Helena** (everything there is to love about St Helena). This campaign emphasizes the romantic, charming uniqueness of St. Helena. Not only to those looking for a romantic getaway such as weddings, proposals and anniversaries, but also the romance of the wine and the town.
- **Where the Legend Began** (the icons: people, architecture, places, events) – This strategy is devoted to the message that St. Helena is the birthplace of the wine industry and the passion and love of land that brought the original vintners to St. Helena is why we live here still.

These campaigns were designed to achieve several goals:

- Directly increase business for our members and St. Helena as a whole. It specifically targets our demographic of visitors with discretionary funds who will stay, eat, sip and shop.
- Specifically target mid-week visitors
- Specifically target off season visitors (Nov-May)

It is no secret that past efforts by various individual entities to "brand" and market St Helena were less than effective resulting in a fractured message. It has taken the Chamber's focused efforts to gain the





trust and to earn a proven stewardship in order to make substantial in-roads to gain a collaboration of marketing dollars among various entities. We've taken small-business marketing dollars and leveraged them to achieve larger budget results. And we're just beginning to see the positive effects of our collaboration and increased marketing budget efforts.

The Chamber's eighteen member Board of Directors, consisting of eight St Helena business owners and eight St Helena based business executives, one executive from Visit Napa Valley and sixteen who are all St Helena residents, is in concert on our vision and mission to elevate the economic success of St Helena's business and tax basis economy through an all-for-one, one-for-all sustained effort.

The more marketing dollars entrusted in the Chamber's efforts, the more results are garnered for individuals and St Helena's economy as a whole. The City has already experienced the benefits of the added investment in 2013 as evidenced above.

The St Helena Chamber of Commerce has proven its' effective stewardship to brand St Helena as the unique destination, thereby strategically increasing targeted visitors and bottom lines. The Chamber's track record of success makes the Chamber the wisest and most effective investment of marketing dollars the city can make.

We would appreciate the opportunity to present to the City to expand on our accomplishments and discuss with Council our plans for the future. Thank you for your consideration.

Sincerely,

Pamela E. Simpson
President and CEO
St. Helena Chamber of Commerce



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