

## Department Overview

The Town of Yountville was incorporated on February 4, 1965, and is a General Law City under the provisions of the State of California Government Code. Yountville is governed by a five-member Town Council and operates under the Council/Manager form of government, a system that combines the policy leadership expertise of the locally elected Council with an appointed professional Town Manager who oversees the daily operations of the organization. The Town Council functions as the policy-making body and has the ultimate responsibility to the residents of Yountville for the implementation of all programs and Town services. The Council approves all ordinances, resolutions, and major contracts, modifies and approves the budget, and has the responsibility of employing the Town Manager and Town Attorney.

The Council is active in the League of California Cities with the Mayor serving as the President of the League, Council Member Dorenbecher serving as the President of the League North Bay Division, and three Council Members serving on the following Policy Committees: Environmental Quality, Revenue and Taxation, and the Housing Community and Economic Development.

The Council appoints Council Members to serve on the following County-wide bodies:

- Napa County City Selection Committee
- Napa County Flood Control and Water Conservation District
- Napa Valley Transportation Authority
- Upper Valley Waste Management Authority
- Watershed Information and Conservation Council
- Napa LAFCO Yountville Up Valley Representative
- Climate Action Committee

The Council appoints citizens to the following Town of Yountville advisory boards, commissions, and committees:

- Arts Commission
- Parks and Recreation Advisory Commission
- Zoning and Design Review Board
- Community Foundation
- Measure S Affordable and Workforce Housing Oversight Committee

The Council also appoints individuals to regional/County-wide boards and commissions:

- Napa County Local Food Advisory Committee
- Napa County Library Commission
- Napa County Mosquito Abatement District
- Napa County Active Transportation Advisory Committee
- League of California Cities (North Bay Division)

The Town Council establishes legislative policies and approves the annual Town budget which serves as the work plan for the fiscal year. The Town Manager and staff enforce the laws and implement the programs and policies which are adopted by the Town Council. Yountville has an elected five-member Town Council consisting of the Mayor and four Council Members each elected to four-year staggered terms with elections held in November of even-numbered years. The Mayor chairs the Council meetings, issues proclamations and certificates of recognition, represents the Town in certain intergovernmental affairs, and is the ceremonial head of the Town.

Although the Mayor is expected to provide political leadership on local issues, the Mayor has no greater authority on the Council than any other Council Member. The Mayor and Council as a collective body is the legislative body. The Mayor and Council Members have no authority as individuals, and they must act by a majority to achieve their objectives.

### **2019-2020 Accomplishments**

- COVID-19 – Implemented State of California Governor Newsom’s Executive Orders in response to the Coronavirus pandemic.
- Adopted and maintained a balanced budget..
- Provided policy direction to Town staff for refinement and implementation of Town Council Strategic Plan and key initiatives.
- Provided direction and started review of ordinances for a comprehensive update to the Zoning and Design Ordinances in support of the newly adopted General Plan.
- Implemented Measure T for Town streets related infrastructure improvements.
- Implemented Measure S for Town-related Affordable and Workforce Housing projects which included establishment of two new funds in the budget (Affordable and Workforce Housing Fund and the Housing Opportunity Fund) to track Measure S funding.
- Implemented Ordinances related to Small Wireless Communications Facilities, Sidewalk Vendors, Rental Property Registration, and new Park Regulations.
- Emergency Preparedness – Held a Public Workshop and created informational pages on Town website.
- Continued monitoring and evaluating marijuana policy development based on state law and regional activities.
- Supported public request to place a Cannabis initiative on the November 2020 ballot.
- Worked with stakeholders to develop a draft gas leaf blower ban including a provision for grant funding to support the transition to alternative blowers which is one of the recommendations in the Town’s Climate Action Plan.
- Continued collaboration with the County of Napa to establish a regional comprehensive and sustained climate protection action plan.
- Authorized preparation of Plans and Specifications for the Washington Park Water Distribution System repairs.
- Completed the design work and property acquisition for the Hopper Creek Multi-Use Pedestrian Path project which is the last segment to be connected to South Mission Street in Rancho de Napa to the South end of Town.
- Continued the rental registration program and currently have 225 registered properties. Continued to aggressively monitor and enforce short-term rental violations and updated provisions related to online hosting platforms.
- Actively participated, supported, and continue to monitor Veterans Home Master Plan Development and potential impacts on the community.
- Responded to the 2018-2019 Napa County Grand Jury Report regarding “Napa County Water Quality – It’s a Matter of Taste”.
- Actively participated and continue engagement with Napa Valley Unified School District (NVUSD) regarding the closure of Yountville Elementary School and potential future use of the site.
- Supported Permanent Art Sculpture in recognition of the Yountville Elementary School.
- Supported the creation of a Sister City with Todos Santos, Baja California based on Sister Cities International.
- Conducted Annual Council Planning Retreat and Strategic Plan check-in.
- Hosted Board and Commission and Volunteer Annual Recognition Dinner.
- Hosted Employee Appreciation Event.
- Implemented third year of 5-year Utility Rate Plan.

### **2020-2021 Goals and Objectives**

- COVID-19 – In hopes that the Town is through the worst of the pandemic, at the time of budget adoption, focus on steps for recovery for the Yountville community including resident, business, and visitors.
- Adopt and maintain a balanced budget and increase reserve fund balances when possible.
- Continue implementing Measure T for Town streets related infrastructure improvements.

- Continue implementing Measure S for Town-related Affordable and Workforce Housing projects.
- Evaluate if appropriate to continue OPEB funding rate at 14.5% per policy and evaluate additional allocation toward OPEB Irrevocable Trust at year end from unassigned fund balance as Council determined.
- Continue monitoring and evaluating marijuana policy development based on results of the November 2020 local election, state law and regional activities.
- Actively participate on various local and regional committees and boards representing Town interests.
- Continue to work with Town Staff on improving Town services, facilities and infrastructure, energy conservation upgrades for Wastewater Treatment Plant (WWTP), maintenance levels and replacement schedules for water and wastewater lines, identification of core service levels, review of utility enterprise operations and rates necessary to support them.
- Continue Implementation of Small Community Grant Projects.
- Host Board and Commission and Volunteer Annual Recognition Dinner.
- Host Annual Resident Bash.
- Host Employee Appreciation Event.

### **Budget Highlights**

- Host Annual Resident Bash which has proven to be very popular with community residents.
- Host Board and Commission, Volunteer Appreciation Dinner and Employee Appreciation Event.
- Conduct Annual Council Planning Retreat and Strategic Plan Check-in.
- Cannabis Ballot Initiative on the November 2020 election.

### **Did You Know?**

WAs of March 16, 2020:

- The Town Council held its first Zoom teleconference Council meeting in conformance with the Governor's Executive Order related to the COVID-19 pandemic.
- The Town Council has presented approximately 14 Proclamations and Certificates of Appreciation.
- Town Council members (2 each) serve on five (5) Council Ad Hoc Committees and 4 Council Standing Committees in addition to their routine Council meetings, Countywide, and Regional meetings.
- The Town Council views their agendas and staff reports electronically and rarely uses paper. To date, the Town Council has held 19 meetings with agendas and staff reports totaling 3,264 pages. As a result of going paperless, the Town no longer prints agendas and staff reports for 14 binders which has saved 45,696 sheets of paper (91 reams).

**Town of Yountville**  
**TOWN COUNCIL/MAYOR**  
**General Fund Department 1001**

		2017-18	2018-19	2019-20	2020-21	
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4011	Salaries - Part Time	49,656	46,251	39,000	47,000	50,000
4013	Medicare & FICA	2,982	2,653	3,000	3,000	3,600
4040	Health Insurance	27,276	24,701	37,000	26,000	27,300
4042	Dental Insurance	2,953	2,931	2,920	2,920	2,840
4043	Vision Insurance	694	2,280	2,500	2,500	2,500
4044	Life/Disability Insurance	352	314	340	340	320
4819	Allocated Liability Insurance	2,078	1,450	1,750	2,130	2,500
4839	Allocated Workers' Comp Insurance	-	1,018	1,292	1,780	2,000
Total Personnel		\$ 85,991	\$ 81,598	\$ 87,802	\$ 85,670	\$ 91,060
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	728	652	1,500	1,500	1,500
4710	Conference & Travel	5,817	14,777	25,000	25,000	25,000
4715	Meetings & Training	3,470	16,462	25,475	25,475	26,000
4990	Community Outreach & Promotion	9,824	5,533	8,500	8,500	8,500
Total Supplies & Services		\$ 19,838	\$ 37,425	\$ 60,475	\$ 60,475	\$ 61,000
TOTAL EXPENDITURES		\$ 105,830	\$ 119,023	\$ 148,277	\$ 146,145	\$ 152,060



### Department Overview

The Non-Departmental budget accounts for a variety of costs not associated with a particular department. The budget supports subscriptions to agency memberships in the local government field to support the Council Members professional development. The budget also includes general supply expenses such as the Town Logo Wear Program and workstation chairs. This budget also supports funding for the Town Council Annual Retreat, the Napa County Animal Control Shelter cost-sharing agreement, and the Napa County Recycling Program.

### 2019-2020 Accomplishments

- Mayor John Dunbar was named President of the League of California Cities in October 2019, the main advocacy group for the interest of all municipalities in California.
- Vice Mayor Kerri Dorman and Council Members Marita Dorenbecher and Marjorie Mohler serve in the League of California Cities' Environmental Quality, Revenue and Taxation Policy Committees and the Housing Community and Economic Development Committee.
- The Town Council continues active participation in LAFCO Municipal Service Review for county-wide utility operations.
- Council Member Marita Dorenbecher successfully served as Second Vice-Chair in the League of California Cities North Bay Division.
- Council Member Margie Mohler continues serving as Commissioner for the Local Agency Formation Commission of Napa County.

### 2020-2021 Goals and Objectives

- Maintain involvement in the National League of Cities and League of California Cities events and programs.
- Continue support for County operated animal control shelter services and the county recycling program.
- Keep active Town participation in LAFCO Municipal Service Review and proceedings which impact Yountville.
- Advance development of the new strategic plan now in its third year.
- Continue participation in the U.S. Conference of Mayors to stay engaged with issues at the national level affecting local government.

### Budget Highlights

- \$25,000 is budgeted to support the Napa Sub-Regional Housing Needs Allocation (sub-RHN) state mandated process to accommodate affordable housing units.
- The Animal Shelter cost-share will remain at \$32,000 for Fiscal-Year 2020-21.
- The Town will maintain a \$45,000 contingency, consistent with the Town's purchasing policy and Town Manager's signing authority, for non-recurring, unanticipated expenditures which may occur during the year and used only with the Town Manager approval.

### Did You Know?

- This budget provides funding for all staff members workstation furniture and Town logo wearable items.
- Town elected officials participate local government professional organizations paid with this budget which allows them to bring ideas to improve service and governance to Town.
- The Animal Shelter cost share-allocation helps maintain the Town free of wildlife and provide support to pets that need homes.

**Town of Yountville**  
**NON-DEPARTMENTAL**  
**General Fund Department 1010**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	9,761	9,621	11,500	11,500	11,500
4120	Other Supplies & Materials	3,569	8,552	10,000	10,000	10,000
4130	Postage & Printing	3,436	4,385	3,500	3,500	4,000
4210	Contract Services	24,597	26,135	77,000	77,000	80,000
4715	Meetings & Training	167	-	-	-	-
4720	Dues & Subscriptions	14,548	17,313	27,600	27,600	27,600
4999	Designated Contingency	-	-	45,000	8,780	45,000
	<b>Total Supplies &amp; Services</b>	<b>\$ 56,078</b>	<b>\$ 66,006</b>	<b>\$ 174,600</b>	<b>\$ 138,380</b>	<b>\$ 178,100</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment / Furniture	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 56,078</b>	<b>\$ 66,006</b>	<b>\$ 174,600</b>	<b>\$ 138,380</b>	<b>\$ 178,100</b>

## Department Overview

The Information Technology & Telecommunications (IT&T) Department accounts for all operating and maintenance costs related to the Town's computer network, workstation system, Wi-Fi hotspots, and fixed and portable telecommunications system. The costs associated with Information Technology and Telecommunications are allocated out to the departments who utilize such equipment or contractual services that support these systems. The IT&T department recovers costs from user departments by the IT&T allocation which is adjusted annually based on the departments' proportionate share of estimated expenses and assigned/maintained equipment units.

The Town of Yountville has consolidated and moved a significant portion of their server infrastructure to the cloud over the last two years. This has culminated in the Town of Yountville lowering their overall carbon footprint, through a reduction in the use of electricity.

Network System Delivery Platform:

- Portable Workstations, Laptops Serving: Town Clerk, General/Planning, Public Works, Wastewater Treatment Plant (WWTP), Parks and Recreation, Front Counter, Council Chambers.
- 6 Servers.
- Primary System Software.
- Microsoft Exchange Service – via Intermedia.
- Microsoft Office Applications – via Intermedia.
- Springbrook – Integrated Financial Accounting System.
- Granicus - Video Web streaming (Town Council/ZDRB Meetings).
- Electronic Records Management.
- REED Center.
- ESRI Small Agency GIS Enterprise License.
- Communication Lines & Facilities.
- Wireless Facility – High-speed connection Town Hall to Community Hall/Community Center.
- Wi-Fi Hotspots at Town Hall, Community Hall and Community Center (3).
- Primary Network Printers Located in Town Administration and Parks and Recreation Department Buildings.
- Website Consulting Support Services.
- Telecommunications Resources: Source One Communications for regular direct-line telephone and voice mail services. Radio communication equipment is assigned to various staff for emergency response.
- Laserfiche Document Management.

## 2019-2020 Accomplishments

- Replaced Network Server.
- Maintained network/server environment for data storage, growth and system redundancy.
- Updated eligible employee workstations (annually per our replacement schedule).
- Maintained and enhanced Town website.
- Purchased 11 new iPads per 3 year replacement cycle.

## 2020-2021 Goals and Objectives

- Replace Merkai Switch to improve connectivity.
- Maintain network/server environment for data storage, growth and system redundancy.
- Update employee workstations (annually per our replacement schedule).
- Redesign, maintain and enhance Town website.
- Purchase 11 new iPads per 3 year replacement cycle.
- Implement Employee Self Service portal that integrates with Springbrook.

### **Budget Highlights**

- This department is used for centralized accounting for the Town's IT costs, the majority of which are charged back to departments based on number of devices supported. The budget has an overall decrease of \$26,800 this fiscal year, with a total budget of \$392,100.
- Contract services provided by Lescure Technology have increased slightly due to the increase of System support, GIS project support, and implementation of the Records Management Project.

### **Did You Know?**

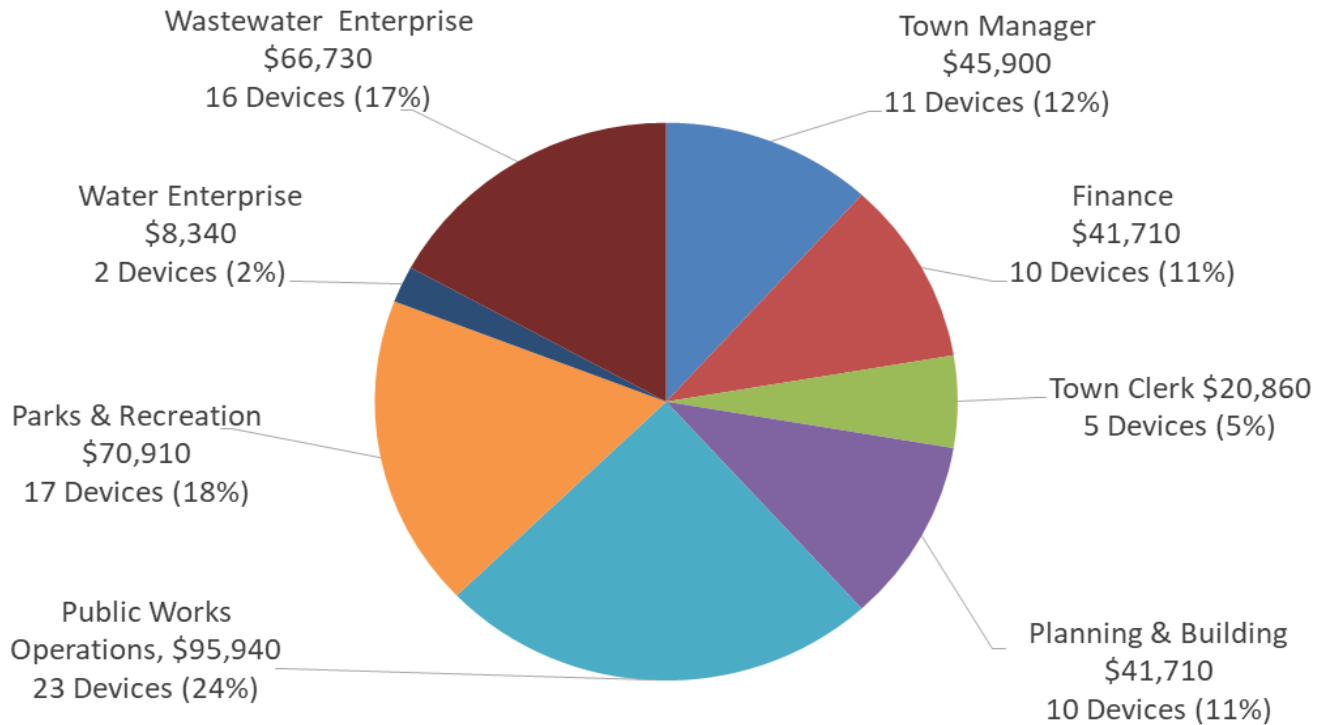
The Information Technology Department supports the following items :

- 55 Desktops/Laptops
- 6 Servers
- 96 Email Addresses
- Free Public WiFi at Town Hall, Community Center, and Community Hall
- At every building, all devices that require internet are connected to a switch, the switch in turn is connected to a firewall. This firewall is the gateway to the internet. The switch enables many devices to be connected at one point then to be funneled to the Firewall and out onto the internet. Meraki is San Francisco based company that introduced the world to cloud management of network devices. This enables providers and technicians the ability to manage multiple devices from any location. The Town of Yountville has moved all their network infrastructure devices to Meraki Equipment. This enables the IT team to access, configure and troubleshoot devices in real time from anywhere.

**Town of Yountville**  
**INFORMATION TECHNOLOGY & TELECOMMUNICATIONS**  
**General Fund Department 1011**

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>SUPPLIES &amp; SERVICES</b>					
4110 Office Supplies	394	1,762	2,000	2,000	2,000
4120 Other Supplies & Materials	813	709	4,500	4,500	4,500
4210 Contract Services	82,066	87,603	124,500	124,500	110,500
4320 Equipment Maintenance	642	35	5,000	5,000	5,000
4420 Equipment Rental	21,497	25,298	35,000	35,000	35,000
4610 Telecommunications	21,377	22,220	29,500	29,500	29,500
4620 Internet & Network	9,269	10,753	27,000	27,000	5,400
4630 Software And Licenses	82,486	132,818	145,600	145,600	157,200
<b>Total Supplies &amp; Services</b>	<b>\$ 218,544</b>	<b>\$ 281,196</b>	<b>\$ 373,100</b>	<b>\$ 373,100</b>	<b>\$ 349,100</b>
<b>CAPITAL OUTLAY</b>					
5700 Machinery & Equipment	42,026	12,904	45,800	45,800	43,000
<b>Total Capital Outlay</b>	<b>\$ 42,026</b>	<b>\$ 12,904</b>	<b>\$ 45,800</b>	<b>\$ 45,800</b>	<b>\$ 43,000</b>
<b>SUBTOTAL EXPENDITURES</b>	<b>\$ 260,570</b>	<b>\$ 294,100</b>	<b>\$ 418,900</b>	<b>\$ 418,900</b>	<b>\$ 392,100</b>
4699 Allocated IT Costs	(260,570)	(294,100)	(418,900)	(418,900)	(392,100)
	-	-	-	-	-
<b>PROGRAM REVENUE</b>					
3801 Refunds & Reimbursements	\$ 405	\$ -	\$ -	\$ -	\$ -

**2020.21 I.T. ALLOCATION & TELECOMMUNICATIONS COSTS**  
**\$392,100**  
**94 DEVICES**



### Department Overview

The Community Promotion and Programs budget provides support for a number of community events, services and programs free of charge or at low cost to residents. Popular services and events include the Emergency Preparedness Workshop, the Happiness Projects Grant Program, the Yountville Trolley subsidy (free of charge to riders) and the Chamber of Commerce contract which handles tourism marketing and promotion services for the Town. This budget also supports advertising costs for events, public meetings, and the Town's newsletter, the Yountville Connection.

### 2019-2020 Accomplishments

- The second Emergency Preparedness Program was successfully implemented and well attended. Residents were able to interact with local Emergency Responders and form connections to increase awareness of the Yountville Neighbor Network.
- The Happiness Projects Grant Program became a Standing Committee and approved five strong program applications for funding in 2019.
- Provided \$1,500 for the Town of Yountville Community Foundation administrative expenses.
- Successfully implemented the third year of the updated three-year Chamber of Commerce contract related to marketing and promotion of the Town.
- Continued providing funding to keep the Yountville Trolley in service and free to the public.
- Published twelve issues of the Yountville Connection Newsletter which arrived bundled with the utility bills, through local distribution outlets, and through the Town's website.

### 2020-2021 Goals and Objectives

- Provide up to \$1,000 for Happiness Grant Programs approved and increase promotion.
- Allocate \$6,000 in funding for Emergency Preparedness workshops.
- Provide \$25,000 in funding for Leaf Blower Replacement program.
- Continue providing marketing and promotional support for the Yountville Trolley.
- Continue developing and publishing the Town's Newsletter, The Yountville Connection.

### Budget Highlights

- \$6,000 is allocated to the Happiness Projects Grant Program.
- The Chamber of Commerce three-year contract effective as of July 1, 2020 will remain flat for Fiscal Year 2020/2021 will increase 3% for each subsequent year.
- \$1,500 is allocated to support the resident Pool Pass Program.
- Engage a professional photographer to build a new library of photographs of the Town for promotional purposes.

### Did You Know?

- The Town has received ten Happiness Project Grant applications as of March 2020.
  - Five grants were approved and successfully implemented in calendar year 2019.
  - The approved programs were Sidewalk Decals, the Book Barrel Libraries, the Yountville Art Boxes, Kazoos for Yountville Elementary, and Yountville Bubbletron.
  - This program enters its second year providing grant funds for resident driven activities which enhance the quality of life in Yountville.
- 11,719 requests for the Yountville Trolley were received in 2019. 10,496 of them were to many of the Town's attractions.
- The Yountville Trolley is the only trolley service free of charge in Napa County.
- The most popular pick up and drop off locations the Trolley were the Veteran's Home, Ranch Market, Pancha's, the Community Center, and Lake Side Grill/Golf Course
  - The Ride the Vine app for the Yountville Trolley has 2,596 active accounts
- Twelve editions of the Yountville Connection newsletter were produced, providing information

## COMMUNITY PROMOTION & PROGRAMS

### General Fund Department 1015

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about upcoming events and important happenings in Town. These were distributed to residents and businesses with their utility bills and through the Town website the first of each month.



**Town of Yountville**  
**COMMUNITY PROMOTION & PROGRAMS**  
**General Fund Department 1015**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>SUPPLIES &amp; SERVICES</b>						
4210	Contract Services	13,195	-	-	-	-
4250	Advertising	-	-	2,000	2,000	2,000
4910	Chamber Of Commerce	281,400	289,842	298,537	298,537	298,537
4925	Emergency Preparedness	-	-	-	-	6,000
4930	Arts Program*	70,588	178	-	-	-
4945	Leaf Blower Replacement Reimb. Prog.	-	-	-	-	25,000
4950	Yountville Days	1,650	-	-	-	-
4970	Transit Subsidy	41,331	40,722	40,000	40,000	47,500
4980	Town Newsletter	3,911	3,151	3,500	3,500	3,500
4985	Happiness Projects Grant	-	2,100	10,000	6,000	6,000
4990	Community Outreach & Promotion	8,011	7,278	28,100	28,100	28,100
4992	Pool Pass Reimbursement Program	-	-	10,000	1,500	1,500
4995	TOYCF Administrative Costs	-	1,500	1,500	1,500	1,500
<b>Total Supplies &amp; Services</b>		<b>\$ 420,085</b>	<b>\$ 344,771</b>	<b>\$ 393,637</b>	<b>\$ 381,137</b>	<b>\$ 419,637</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 420,085</b>	<b>\$ 344,771</b>	<b>\$ 393,637</b>	<b>\$ 381,137</b>	<b>\$ 419,637</b>
 <b>PROGRAM REVENUE</b>						
3804	Art - Donations/Commissions	<b>\$ 46,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Arts program moved from Communitiy Promotions to Parks & Recreation Yountville Arts Program (01-5415) in FY 18/19.

## Department Overview

The Town Manager provides overall administration, leadership, and direction for the Town organization, functioning in a role similar to that of a Chief Executive Officer (CEO) in a private company. The Town Manager is appointed by, and serves at the will of, the Town Council. The Town Manager's Office is also directly responsible for oversight of the Town's human resources, budgeting, purchasing, labor relations, public information, risk management and technology services operations. The Town Manager's Office:

- Oversees the Town's organizational and fiscal management efforts, program development and evaluation processes, service delivery mechanisms, and organizational structure.
- Coordinates the preparation of the annual Operating and Capital Budget.
- Provides staff support to the Mayor and Town Council.
- Oversees the Town Council agenda process.
- Administers contracts for law enforcement and fire & emergency medical services.
- Administers the Town's human resources and personnel functions.
- Builds relationships with the community, including the business community. Addresses citizen complaints, inquiries, and requests.
- Works with key organizations to monitor and respond to proposed state and federal legislation.
- Works cooperatively within the region and state on issues affecting Yountville.
- Town Manager is an ICMA-CM Credentialed Manager, and is serving as the President of Cal-ICMA this year and is also on the Board of Directors for the City Managers Department of the League of California Cities.
- Town Manager also serves on the following boards:
  - PARSAC – Vice President
  - Napa Valley Tourism Improvement District – Treasurer
  - Yountville Chamber of Commerce – Treasurer
  - Leadership Napa Valley – Board Member

## 2019-2020 Accomplishments

- Continued to implement and provide direction related to the Town Council's Fiscal Year 2017-22 Strategic Plan as it relates to operating budget and service delivery.
- Provided support and direction toward the development of new policies and updates to the Town's Zoning Ordinance and Design Review procedures for consistency with recently adopted General Plan.
- Continued to maintain Low Income Utility Rate Assistance Program and Swimming Pool Pass reimbursement program.
- Continued management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control costs and restore funding to support capital infrastructure projects. Produced and delivered a balanced budget.
- Evaluated, updated and revised Personnel, Human Resources and Risk Management laws, and practices as necessary.
- Continued to evaluate and implement enhanced citizen communications via the website, update of the website, use of new citizen engagement tools, and continue to increase the level of use of social media to inform residents.
- Continued strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District Board (NVTID).
- Continued to coordinate organization-wide implementation of GIS (Geographic Information System) with emphasis on planning and land use management this year.
- Continued to work on regional water supply issues.
- Successfully guided the Town through the economic uncertainty caused by the COVID-19 Pandemic local emergency situation.

### **2020-2021 Goals and Objectives**

- Work with Town Council and staff to navigate any residual economic effects of the COVID-19 Pandemic local emergency situation.
- Continue to implement and provide direction related to the Town Council's Fiscal Year 2017-22 Strategic Plan as it relates to operating budget and service delivery.
- Provide support and direction toward the development of new policies and updates to the Town's Zoning Ordinance and Design Review procedures for consistency with recently adopted General Plan.
- Continue to maintain Low Income Utility Rate Assistance Program and Swimming Pool Pass reimbursement program.
- Continue management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control costs and restore funding to support capital infrastructure projects. Produce and deliver a balanced budget.
- Evaluate, update and revise Personnel, Human Resources and Risk Management laws, and practices as necessary.
- Continue to evaluate and implement enhanced citizen communications via the website, update of the website, use of new citizen engagement tools, and continue to increase the level of use of social media to inform residents.
- Continue strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District Board (NVTID).
- Continue to coordinate organization-wide implementation of GIS (Geographic Information System).
- Continue to work on regional water supply issues.

### **Budget Highlights**

- There are no significant changes in the budget allocations in this department.

### **Did You Know?**

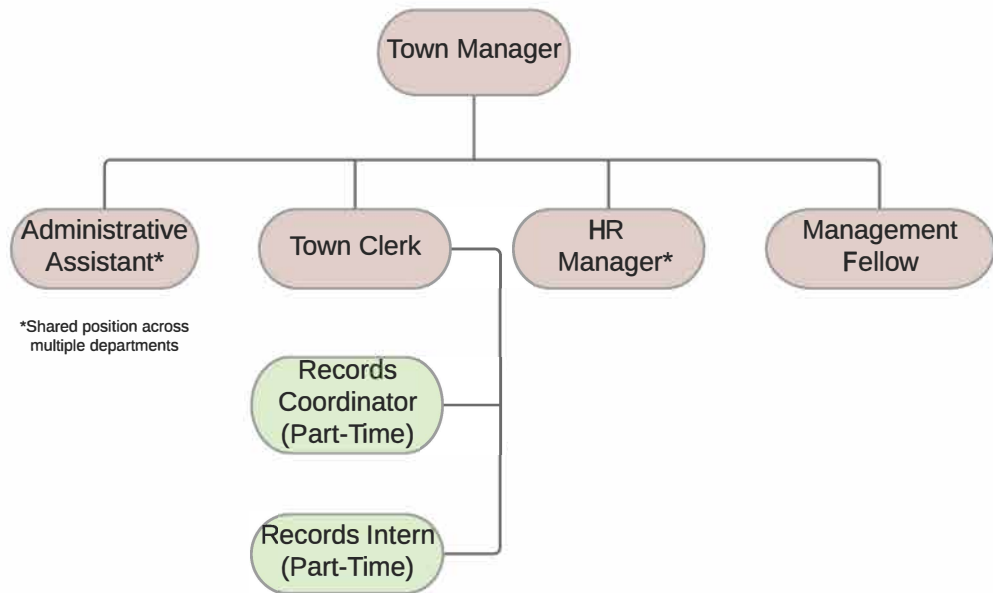
- In 2019, the Town had 3,087 residents signed up to receive Nixle alerts. To date, the Town has 3,430 individuals signed up, an increase of about 11%.

**Town of Yountville**  
**TOWN MANAGER'S OFFICE**  
**General Fund Department 1101**

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>					
4010 Salaries - Full Time	206,136	249,351	252,737	252,737	273,660
4012 Overtime	11	101	-	-	-
4013 Medicare & FICA	2,871	3,495	3,675	3,675	3,980
4020 PERS Employer Rate	58,122	51,543	58,656	58,656	54,927
4030 Deferred Compensation	15,972	15,582	20,231	20,231	21,724
4031 Payment In-Lieu Health	704	-	6,000	6,000	6,000
4040 Health Insurance	22,606	17,537	17,602	17,602	19,023
4042 Dental Insurance	2,643	3,048	3,012	3,012	2,921
4043 Vision Insurance	1,497	1,000	1,500	1,500	1,500
4044 Life/Disability Insurance	1,934	2,293	2,266	2,266	2,484
4049 Allocated OPEB	34,320	35,160	36,658	24,439	-
4051 Automobile Allowance	7,200	7,800	7,200	7,200	7,200
4052 Cell Phone Allowance	2,320	3,200	2,880	2,880	2,880
4053 Other Employee Reimbursement	2,470	960	1,800	1,800	1,800
4054 Life Insurance Reimbursement	1,200	1,300	1,200	1,200	1,200
4819 Allocated Liability Insurance	10,991	8,859	11,262	13,797	14,436
4839 Allocated Workers' Comp Insurance	(1,080)	6,325	8,374	11,523	11,705
<b>Total Personnel</b>	<b>\$ 369,918</b>	<b>\$ 407,554</b>	<b>\$ 435,053</b>	<b>\$ 428,518</b>	<b>\$ 425,440</b>
<b>SUPPLIES &amp; SERVICES</b>					
4110 Office Supplies	2,919	3,390	5,000	5,000	5,000
4120 Other Supplies & Materials	337	450	600	600	-
4230 Personnel Services	2,981	6,892	6,500	6,500	6,500
4699 Allocated IT Costs	27,600	38,349	54,640	54,640	45,880
4710 Conference & Travel	7,417	16,458	14,500	14,500	14,000
4715 Meetings & Training	3,300	7,548	7,500	7,500	7,500
4720 Dues & Subscriptions	3,315	5,055	3,500	3,500	3,500
<b>Total Supplies &amp; Services</b>	<b>\$ 47,869</b>	<b>\$ 78,141</b>	<b>\$ 92,240</b>	<b>\$ 92,240</b>	<b>\$ 82,380</b>
<b>CAPITAL OUTLAY</b>					
5700 Machinery & Equipment / Furniture	1,099	-	-	-	-
<b>Total Capital Outlay</b>	<b>\$ 1,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 418,886</b>	<b>\$ 485,695</b>	<b>\$ 527,293</b>	<b>\$ 520,758</b>	<b>\$ 507,820</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.3500	0.3500	0.3500	0.3500
Management Analyst/HR Manager	0.6700	0.6000	0.6000	0.6000
Management Fellow (2 yr. limited term)	1.0000	1.0000	1.0000	1.0000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Financial Analyst	0.1000	0.1000	0.1000	0.1000
Town Clerk	0.1000	0.1000	0.1000	0.1000
<b>TOTAL STAFF</b>	<b>2.3200</b>	<b>2.2500</b>	<b>2.2500</b>	<b>2.2500</b>

# Town Manager's Office Organizational Chart



## Department Overview

The Finance Department is responsible for the financial management and oversight of all Town funds, provides centralized accounting, administrative and project support to all departments, manages the Town's utility billing service, revenue collections, bank and bank card services, and provides customer service and information to the public. Primary services and responsibilities include:

- Develop and monitor the Town's budget, prepare the Town's Comprehensive Annual Financial Report.
- Management oversight and coordination of training on the Town's financial software.
- Manage the Town's cash and investments, and prepare monthly/quarterly financial reports and other various management reports.
- Monitor Other Post Employment Benefits (OPEB) and Pension Rate Stabilization Plan (PRSP) Trust Fund investment activity and coordinate routine actuarial valuation studies.
- Advise Town Manager regarding debt financing and ensure compliance with debt covenants.
- Oversee general ledger and ensure accuracy of financial data.
- Process and approve payroll, purchasing, and accounts payable.
- Maintain and update the Town's Master Fee Schedule annually.
- Collections and accounting for the Town's Napa Valley Tourism Improvement District assessment.
- Internal support to Administration, Planning, Public Works, Utilities, Parks and Recreation and Town Clerk departments, as well as the Town of Yountville Community Foundation.

## 2019-2020 Accomplishments

- Received the Distinguished Budget Presentation Award for the Town's 2019-20 Operating Budget.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report (CAFR) for June 30, 2019.
- Conducted OPEB actuarial review for compliance with GASB 75. Began work with MacLeod & Watts on an updated OPEB Valuation as of January 1, 2020.
- Provided training for Utility billing and Finance software to expand knowledge and increase use.
- Continued efforts to develop written finance and utility account management procedures.
- Implemented the use of DocuSign paperless process for routing and completing contracts.
- Completed the State Controller's Office required reports.
- Completed the annual administrative update of the Master Fee Schedule.
- Continued to work with MuniCast to prepare the five-year financial forecast.
- Began working with Bartle Wells on the Utility Rate Revenue analysis.
- Implemented SB 998 requirements as of February 1, 2020.
- Transitioned to use of HdL Lodging Tax for collection and administration of Transient Occupancy Tax, allowing for secure online payment of the Town's largest source of General Fund revenue.
- Successfully issued Request for Proposals for auditing services, and contracted with Chavan & Associates, LLP.
- Worked with Town Manager to navigate economic uncertainty due to the COVID-19 Pandemic emergency situation, and took approved action to ensure the fiscal stability of the Town.

## 2020-2021 Goals and Objectives

- Continue to work with Town Manager to monitor and manage the residual effects of economic uncertainty caused by the COVID-19 Pandemic emergency situation.
- Implement a budget building software to modernize the process for creating the annual budget document by utilizing new technology.
- Continue to provide Finance and Utility Billing software training, especially to the new users within the organization, to promote better understanding and increased utilization of the system.
- Work with new auditors to refine internal controls and implement upcoming Government Accounting Standards Board requirements.
- Coordinate and manage the development of the Town's Operating Budget.

- Continue to prepare the Town's Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles as per the Government Accounting Standards Board (GASB) and receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's CAFR for fiscal year ending June 30, 2020.
- Receive the Distinguished Budget Presentation Award for the Town's 2020-21 Operating Budget.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report (CAFR) for June 30, 2020.

### **Budget Highlights**

- \$130,000 is budgeted to cover Contract Services that include consulting services from Regional Government Services to help with special projects, one-time implementation cost and annual subscription to OpenGov Budget Builder software, debt management and sales tax reporting.
- \$17,000 is budgeted for the annual audit; additional costs are budgeted in water and wastewater funds. \$10,000 is budgeted for transient occupancy tax audit and administration.
- To augment staff knowledge as a result of the Town's investment in technology, and to cross train and increase familiarity with the finance software across the organization, \$19,000 is budgeted to cover onsite training for Town staff and specialized courses for finance department staff.

### **Did You Know?**

In 2019-20:

- 489 Business Licenses were issued, 66 more than last year – an increase of about 16%.
- Accounts Payable issued 1286 checks, a decrease from the prior year, as we continue to send more payments safely and securely through wire transfer.
- Cash receipts totaling \$14,550,680 were processed in office, over the counter, phone, through wire transfers and online Bill Pay.
- 394 Past Due Notices were issued, 368 less than last year – a decrease of 52% which is attributed to use of Online Bill Pay and AutoPay.
- 68 Shut off Notices were issued, a decrease of 50%
- 347 utility customers are enrolled in Auto Pay, which equals 42% of rate payers.
- 465 utility customers registered for and are receiving E-statements, 52 more than last year – an increase of 13%.

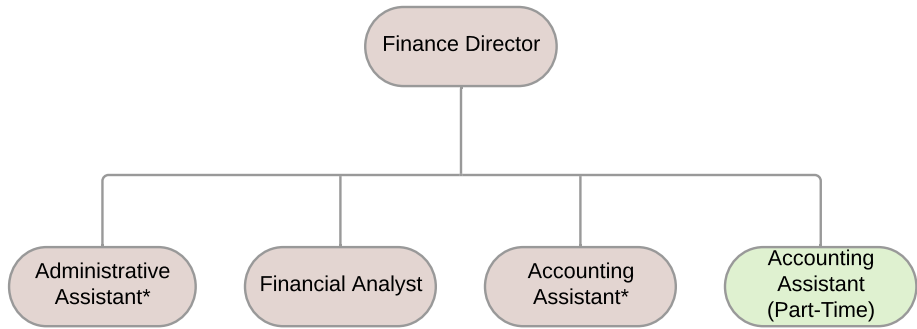


**Town of Yountville**  
**FINANCE**  
**General Fund Department 1102**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	211,436	229,226	222,622	222,622	223,014
4011	Salaries - Part Time	4,558	3,387	2,400	2,400	2,511
4012	Overtime	98	261	500	500	500
4013	Medicare & FICA	3,362	3,410	3,922	3,922	3,433
4020	PERS Employer Rate	33,767	39,417	47,565	47,565	41,584
4030	Deferred Compensation	13,382	12,267	16,022	16,022	16,056
4031	Payment In-Lieu Health	1,350	2,331	6,000	6,000	6,000
4040	Health Insurance	21,557	24,512	24,560	19,000	21,771
4042	Dental Insurance	3,400	3,758	3,468	3,468	3,472
4043	Vision Insurance	400	1,072	2,500	2,500	2,000
4044	Life/Disability Insurance	1,912	1,921	2,333	2,333	2,188
4049	Allocated OPEB	29,040	33,216	32,294	21,529	-
4050	Tuition Reimbursement	-	-	-	-	1,200
4051	Automobile Allowance	-	1,400	2,400	2,400	2,400
4052	Cell Phone Allowance	2,580	1,600	3,840	3,840	3,840
4053	Other Employee Reimbursement	175	5,120	3,000	3,000	2,400
4055	Tablet Stipend	1,800	(1,800)	-	-	-
4819	Allocated Liability Insurance	9,501	8,369	9,920	12,153	11,764
4839	Allocated Workers' Comp Insurance	(930)	5,974	7,376	10,150	9,539
<b>Total Personnel</b>		<b>\$ 337,388</b>	<b>\$ 375,440</b>	<b>\$ 390,722</b>	<b>\$ 379,404</b>	<b>\$ 353,672</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	1,325	597	1,500	1,500	1,000
4120	Other Supplies & Materials	809	404	1,500	1,500	1,000
4130	Postage & Printing	2,929	2,086	3,200	3,200	3,000
4210	Contract Services	87,727	216,994	97,000	98,200	130,000
4220	Audit & Accounting Services	17,396	32,012	26,000	32,545	30,000
4225	Bank & Fiscal Agent Fees	618	699	750	750	750
4699	Allocated IT Costs	35,780	33,578	47,810	47,810	41,710
4710	Conference & Travel	4,373	5,367	6,000	6,000	7,000
4715	Meetings & Training	15,378	13,310	21,750	21,750	19,000
4720	Dues & Subscriptions	2,672	3,367	2,450	2,450	2,620
<b>Total Supplies &amp; Services</b>		<b>\$ 169,007</b>	<b>\$ 308,414</b>	<b>\$ 207,960</b>	<b>\$ 215,705</b>	<b>\$ 236,080</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment / Furniture	-	-	-	-	-
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 506,395</b>	<b>\$ 683,854</b>	<b>\$ 598,682</b>	<b>\$ 595,109</b>	<b>\$ 589,752</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.0750	0.0750	0.0750	0.0750
Finance Director	0.5000	0.5000	0.5000	0.5000
Financial Analyst	0.6000	0.6000	0.6000	0.6000
Accounting Assistant	-	-	0.1000	0.1000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Management Analyst	0.4750	0.5500	0.5500	0.4500
<b>TOTAL STAFF</b>	<b>1.7500</b>	<b>1.8250</b>	<b>1.9250</b>	<b>1.8250</b>

Finance Department  
Organizational Chart



\*Shared position across  
multiple departments

## Department Overview

The Risk Management Department accounts for the costs of participation in Public Agency Risk Sharing Association of California (PARSAC) a public Joint Powers Authority (JPA) which provides the Town's insurance coverage's, proactive employee safety and risk management support & training. The costs of the Town's liability, workers' compensation, property, and errors & omissions insurances are charged out to all departments based on a per-employee allocation formula. The Town Manager serves as the Town's designated PARSAC Board representative and currently services as an elected officer of the PARSAC Board as its Vice President. PARSAC membership benefits support risk management practices through:

Consultation: PARSAC's experienced staff supports Town staff as resource specialists in areas such as:

- Litigation Management
- Proactive Incident and Claim Resolution
- Representation at Mediation and Settlement Conferences
- Preserving Government Immunities
- Specialist and Resource Referrals
- Legislative and Regulatory Compliance
- Contractual Risk Transfer

Loss Prevention: Good management begins with an effective loss prevention program. PARSAC supports members' efforts by assisting in identifying and managing risks through methods such as:

- On-Site Risk Assessments
- Post-incident Assistance and Mitigation
- Operational Best Practices Policy Templates

Member Training: A variety of options are available to members to help educate and train governing bodies, management and employees on municipal operations and risk management including:

- Video and Print Resource Libraries
- Regional and On-Site Training Programs
- Personalized Risk Management Training
- Web-based OSHA compliant Safety Courses Web-based Employment Practices Courses
- Safety Grant Program

Program Information: The Liability Program provides coverage to \$35 million per occurrence for general and automobile liability and public officials' errors and omission. PARSAC self-funds coverage up to \$1 million; losses that exceed this amount are covered via the CSAC Excess Insurance Authority. The Town's self-insured retention is \$20,000 for each occurrence. The Liability Program is experience-rated, meaning premiums are based on loss experience. Employment Practices Liability (EPL) coverage is provided through the Employment Risk Management Authority (ERMA) up to \$1 million and California State Association of Counties-Excess Insurance Authority (CSAC-EIA) provides coverage in excess of \$1 million, up to the program limit per occurrence. The Workers' Compensation Program provides coverage up to statutory limits per occurrence, including volunteers. PARSAC self-funds up to \$500,000 and losses in excess of this amount are covered via the Local Agency Workers' Compensation Excess Pool (LAWCX) and reinsurance. PARSAC provides a dedicated Workers' Compensation Unit which is responsive to employees and ensures their needs are met and they are returned to work appropriately. This Program is also experience-rated. The Town changed from a coverage from the first dollar of each claim to a \$5,000 SIR effective FY 2018-19. This resulted in a premium decrease but included the establishment of a new Workers Compensation Claim Reserve Fund to address costs that fall in the self-retention level.

The Workers' Compensation (\$150,000), Liability (\$185,000), and property insurance (\$60,000) line items are being allocated directly to departments and are no longer budgeted in Risk Management. Administrative oversight costs, employee safety committee and risk management costs that are not directly allocated to departments remain in this budget.

### **2019-2020 Accomplishments**

- Continued to actively seek to update and improve upon Town's risk management policies and procedures by adopting new policies and procedures with a focus at the departmental standard level.
- Continued to be proactive assisting with risk management and prevention of potential litigation and workers compensation claims through the implementation of appropriate policies, procedures, and staff training and development including appropriate online training.
- Continued to review and update appropriate PARSAC recommended best practices where applicable: current focus on urban forestation and park maintenance programs.
- Maintained liability claim reserve fund at \$50,000 which is \$20,000 more than the \$30,000 minimum funding level required.
- Maintained \$5,000 SIR to continue Workers Compensation Program and continue Workers Compensation Claim Reserve Fund.
- Pursued additional PARSAC Employee Relations and Safety Grant opportunities.
- Continued ongoing Emergency Preparedness education and training.

### **2020-2021 Goals and Objectives**

- Continue to actively seek to update and improve upon Town's risk management policies and procedures by adopting new policies and procedures with a focus at the departmental standard level.
- Continue to be proactive assisting with risk management and prevention of potential litigation and workers compensation claims through the implementation of appropriate policies, procedures, and staff training and development including appropriate online training.
- Continue to review and update appropriate PARSAC recommended best practices where applicable: current focus on urban forestation and park maintenance programs.
- Maintain liability claim reserve fund at \$50,000 which is \$20,000 more than the \$30,000 minimum funding level required.
- Maintain \$5,000 SIR to continue Workers Compensation Program and continue Workers Compensation Claim Reserve Fund.
- Pursue additional PARSAC Employee Relations and Safety Grant opportunities.
- Continue ongoing Emergency Preparedness education and training.

### **Budget Highlights**

- Funding is included for contract services for Employee Training and Development Services, Liebert, Cassidy & Whitmore Affordable Care Act Analysis and Training Consortium Dues, and PARSAC Employment Practices Grant.
- \$6,000 is budgeted to hold an annual Emergency Operations Center training for both Town staff and Town Council. This is a new item in Risk Management, and involves a consultant holding a table top exercise that simulates an emergency where staff can openly discuss different scenarios based on available resources. The consultant will also present to the Town Council on the role of elected officials in emergencies.

### **Did You Know?**

- We take safety seriously! The Town discusses safety at quarterly all-employee meetings. A wide variety of topics are covered including ergonomics, accident prevention, and active shooter training response training.
- Parks and Recreation has an extensive employee orientation program including annual employee safety responsibilities for summer part-time and seasonal employees.

**Town of Yountville**  
**RISK MANAGEMENT**  
**General Fund Department 1103**

		2017-18	2018-19	2019-20	2020-21	
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	20,246	11,215	11,200	11,200	11,200
4210	Contract Services	6,119	11,112	35,800	35,800	36,300
4710	Conference & Travel	-	230	800	800	1,000
4805	Liability Claims	10,000	1,117	15,000	15,000	15,000
4835	Workers Compensation Claims	-	-	10,000	10,000	10,000
4840	Unemployment Insurance	8,023	1,440	5,000	5,000	5,000
	Total Supplies & Services	\$ 44,388	\$ 25,113	\$ 77,800	\$ 77,800	\$ 78,500
TOTAL EXPENDITURES		\$ 44,388	\$ 25,113	\$ 77,800	\$ 77,800	\$ 78,500
PROGRAM REVENUE						
3801	Refunds & Reimbursements	18,127	85,013	46,000	46,000	7,000
	TOTAL PROGRAM REVENUE	\$ 18,127	\$ 85,013	\$ 46,000	\$ 46,000	\$ 7,000

## Department Overview

The Town Attorney serves as the primary legal advisor to the Town Council and provides legal guidance and support to town staff in a quasi-department head role. The Town Council contracts with the law firm of Colantuono, Highsmith & Whatley PC for legal services. Gary Bell serves as the Town Attorney. The Town Attorney's core services include:

- Serves as the legal advisor for the Town Council.
- Provides legal advice and direction to Town staff related to town projects and operations.
- Represents the Town in certain litigation matters.
- Represents the Town in the enforcement of the Municipal Code.
- Represents the Town in specific partnerships with other governmental agencies.
- Assists risk management and insurance pool in processing and evaluating all personal injury, property damage and other monetary claims against the Town, including managing claims litigation and outside counsel as necessary.
- Reviews and proposes updates to the Municipal Code to respond to changes in the law or to reflect Town needs.
- Drafts or reviews all proposed ordinances and resolutions.
- Drafts or reviews selected Town staff reports.
- Drafts or reviews contracts involving the Town as a party.
- Negotiates key transactions including property acquisitions and sales or leases.
- Attends Town Council meetings and other key Town-related meetings as required.

The Town Attorney represents the Town as a whole and does not provide legal advice to individuals or citizens. The Town Attorney's office is an independent contractor, and all billed amounts include all administrative and legal support services and are therefore not directly comparable to salaries paid to individuals performing similar work.

## 2019-2020 Accomplishments

- Drafted or assisted staff drafting of Municipal Code amendments to:
  - Regulate commercial cannabis
  - Regulate gas-powered leaf blowers
  - Regulate accessory dwelling units (second residential units)
  - Comply with state-mandated water discontinuation requirements
  - Authorize collection of past-due amounts owed to the Town
  - Redefine and increase allowable uses for wine tasting rooms
  - Authorize solicitation within the requirements of the First Amendment
  - Require that online hosting platforms comply with certain provisions of the Town's rental property regulations
  - Authorize sidewalk vendors pursuant to recently enacted state law requirements
  - Regulate small cell (5G) wireless telecommunications facilities
- Drafted contracting forms and various agreements to facilitate Town projects.
- Provided contract review for multiple Town transactions with consultants and contractors.
- Represented the Town in litigation involving Rector Reservoir and resolved disputes prior to litigation being filed
- Assisted with multiple Town staff code enforcement efforts.
- Assisted in drafting, reviewing, and/or revising various Town by-laws, policies, resolutions, ordinances, contracts, and related staff reports for general Town functions, including the Town Council Protocols and Electronic Document Policy.
- Provided day-to-day advice to members of the Town Council and Town staff.

### **2020-2021 Goals and Objectives**

- Provide fair and accurate advice to the Town Council in all matters before them.
- Support and advise Town staff so they may efficiently and effectively achieve their goals.
- Enforce the Municipal Code and assist staff in achieving compliance.
- Provide timely legal review of all Town contracts, agreements, and agenda reports presented for Town Attorney review.
- Review and update Municipal Code to respond to changes in law or Town policy.
- Assist with Risk Management and prevention of litigation, specifically including applicable American for Disabilities Act (ADA) matters.
- Implement various legal related training programs for Town Council, boards and commissions, and Town staff.

### **Budget Highlights**

- The budget for regular contractual services is \$196,500 which includes a monthly retainer amount and funding for additional projects or needs. The Town Attorney and his staff have been within the budgetary amounts identified within their monthly retainer for general municipal services. Some matters, including litigation and code enforcement matters, may require additional budgetary amounts from the Legal Contingency Fund. These amounts are approved in advance by the Town Council or Town Manager. Legal services required by the Town include a review of contracts, agreements, ordinances, and other advisory functions.

### **Did You Know?**

- The Town Attorney reviews over 500 legislative bills every year to determine what changes may be needed to the Town's ordinances and policies.
- The Town Attorney's office includes 28 attorneys with a wide range of specializations.



**Town of Yountville**  
**TOWN ATTORNEY**  
**General Fund Department 1105**

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
<b>SUPPLIES &amp; SERVICES</b>						
4130	Postage & Printing	-	57	1,500	1,500	1,500
4210	Contract Services	165,908	124,366	195,000	195,000	195,000
	<b>Total Supplies &amp; Services</b>	<b>\$ 165,908</b>	<b>\$ 124,423</b>	<b>\$ 196,500</b>	<b>\$ 196,500</b>	<b>\$ 196,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 165,908</b>	<b>\$ 124,423</b>	<b>\$ 196,500</b>	<b>\$ 196,500</b>	<b>\$ 196,500</b>

## Department Overview

The Office of the Town Clerk is comprised of one full-time Town Clerk/Records Manager and one part-time Records Coordinator. The Town Clerk/Records Manager is responsible for overall functions of the Office of the Town Clerk including the Town's Records and Information Management Program.

### **Town Clerk**

Responsibilities include duties mandated by the State of California, the Yountville Municipal Code and additional duties as established by the Town Manager. The Town Clerk's duties include the following:

- Manages the Agenda Workflow System for paperless agendas for the Town Council, Yountville Housing Authority, Parking Authority and Finance Authority, and attends and records the proceedings of all meetings.
- Prepares minutes of the Town Council, Yountville Housing Authority, Parking Authority and Finance Authority meetings;
- Administers all resolutions, ordinances, agreements, and proclamations of the Town Council;
- Manages the Town-wide Records Management Program including the implementation of the new Laserfiche Electronic Document Management System (EDMS);
- Election Official - Coordinates General Municipal and Special Elections with County Elections;
- As the Filing Officer, manages the electronic filing of Form 700s and campaign statements and updates the Conflict of Interest Code, as required by Fair Political Practices Commission (FPPC);
- Develops Town Clerk budget and manages multiple agreements.
- Coordinates and responds to Public Records Act Requests and Claims against the Town.
- Manages recruitment for appointments to 11 Town Boards and Commissions which includes Yountville representation on Countywide Boards and Commissions;
- Oversees Video Web-streaming and Channel 28 Programming for Town Council Meetings;
- Coordinates Municipal Code Updates;
- Posts and publishes Town legal publications according to government codes;
- Acts as custodian of the Town Seal;
- Administers the Oath of Office to all Elected and Appointed Town Officials;
- Maintains Town Council, Town Clerk and Boards and Commission pages on the Town website;
- Provides general administrative support to the Town Council; and
- Provides citizens with information related to Town Council actions and Clerk functions.

### **Records and Information Management (RIM) Program**

The Town Clerk with support from the part-time Records Coordinator, performs the following duties related to the Town's RIM Program:

- Coordinates with departments in planning, implementing and coordinating new and existing programs, policies, procedures, and reporting related to RIM.
- Administers and coordinates the activities of the Townwide RIM program including directing operations, overseeing scanning functions, directing ongoing maintenance of the Townwide retention schedule and providing technical support and training for the RIM program and related systems.
- Maintains records systems and procedures to facilitate the orderly retention and disposition of records.
- Serves as system administrator for records management related to software systems and serve as the liaison between the Town Clerk's Office, IT, and ECS Laserfiche.
- Oversees entry of records into RIM system to ensure accuracy and compliance with Town standards and retention/disposition guidelines.
- Implements retention schedule, creates destruction notifications, and tracks progress for approval of records destruction.
- Provides additional training to users of the Laserfiche repository.
- Collaborates with user departments and staff in the Town Clerk's Office regarding issues of retention and disposition.
- Oversees the preparation and transmission of hard copy records to be scanned.
- Maintains the Town's Public Portal used for searching the Town's public records.

### **2019-2020 Accomplishments**

- Adapted to the COVID-19 Pandemic in conformance with State of California Executive Order N-29-20 and Town Declaration of Emergency by implementing ZOOM Audio/Teleconference for Town Council meetings, establishing Town publiccomment@yville.com email and expanding use of Town ecomment feature to encourage public comment participation in Council Meetings while sheltering at home.
- Records Management Program
  - Implemented Laserfiche Electronic Content Management System to manage the Town's electronic and hard copy records. All Departments have access to index final records.
  - Nearing completion of the Public Portal build.
  - Laserfiche Empower Conference was attended by several staff for hands-on training on how to use Laserfiche.
  - Records Coordinator has trained multiple departments on how to use Laserfiche and the Public Works Engineering Technician has taken the lead on training department staff.
- DocuSign – Implemented digital signatures through DocuSign.
- Technology Improvements/Government Transparency – Nearing completion of transition to PrimeGov Agenda Management Workflow System which includes an Automated Agenda Management Workflow System, Committee Manager, Real-Time Meeting Management, Viewer Annotations, Video/Audio Streaming using YouTube, Speaker Management, Public Portal, and Standard Reports (i.e. voting, attendance, vacancy, and usage).
- Town Council Protocols – Completed substantial updates to the Protocols with the exception of Section 2.10 Electronic Communications Policy which is currently under review.
- Fair Political Practices Commission (FPPC) – Conducted efilings of mandated Statement of Economic Interest - Annual Form 700.
- Municipal Code Supplements – Conducted bi-annual Municipal Code Supplement Updates.
- 2020 Technology Update – Town Clerk created and Town Departments presented the first Town Technology Update celebrating the technology that has been implemented in the past 10 years.

### **2020-2021 Goals and Objectives**

- Conduct the November 3, 2020 General Municipal Election for two Council seats and one ballot measure.
- Records Management Program – Continue to develop and test Workflows in Laserfiche; Work with Departments to prepare hard copy records for scanning and importing into the Laserfiche repository; and continue to expand the knowledge base of staff through training and development to best utilize Laserfiche internally as well as the public portal.
- Agenda Management System – Continue training on new PrimeGov Agenda Management System.
- Hire intern to help support departments to facilitate scanning and indexing of Town records.

### **Budget Highlights**

- Conduct the November 3, 2020 General Municipal Election for two Council seats and one ballot measure.
- Records Management Program – Continue to develop and test Workflows in Laserfiche; Work with Departments to prepare hard copy records for scanning and importing into the Laserfiche repository; and continue to expand the knowledge base of staff through training and development to best utilize Laserfiche internally as well as the public portal.

### **Did You Know?**

#### **As of March 16, 2020:**

- Town Clerk managed recruitment for seven (7) Board and Commissions for a total of 15 positions.
- Town Clerk and Departments of Record responded to over 16 Public Records Act (PRA) requests

**TOWN CLERK**  
**General Fund Department 1110**

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- not including daily requests for information outside of the PRA process.
- As part of our Records and Information Program, Town staff transferred 12 boxes to storage, and 105 boxes were destroyed per the Town's Record Retention Schedule.
- Town Clerk has prepared over 19 Town Council paperless agenda packets (Regular and Special Meetings), 18 sets of minutes, and has processed over 47 resolutions and five (5) ordinances.

**Town of Yountville**  
**TOWN CLERK**  
**General Fund Department 1110**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	106,384	114,083	116,728	116,728	131,481
4011	Salaries - Part Time	-	12,005	45,082	45,082	52,706
4013	Medicare & FICA	1,481	2,447	3,969	3,969	4,033
4020	PERS Employer Rate	27,702	33,582	38,074	38,074	36,664
4030	Deferred Compensation	7,033	7,061	8,171	8,171	9,203
4031	Payment In-Lieu Health	4,314	-	6,000	6,000	6,000
4040	Health Insurance	2,166	1,806	2,309	2,309	2,266
4042	Dental Insurance	1,419	1,418	1,446	1,446	1,402
4043	Vision Insurance	400	500	500	500	500
4044	Life/Disability Insurance	964	1,096	1,154	1,154	1,274
4049	Allocated OPEB	15,720	16,212	16,929	11,286	-
4052	Cell Phone Allowance	-	-	2,880	2,880	1,920
4053	Other Employee Reimbursement	160	40	600	600	600
4819	Allocated Liability Insurance	4,942	4,087	5,201	6,372	6,936
4839	Allocated Workers' Comp Insurance	(480)	2,917	3,867	5,322	5,624
	<b>Total Personnel</b>	<b>\$ 172,204</b>	<b>\$ 197,253</b>	<b>\$ 252,910</b>	<b>\$ 249,893</b>	<b>\$ 260,609</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	1,205	554	1,300	1,300	1,300
4120	Other Supplies & Materials	745	8	1,200	1,200	1,200
4210	Contract Services	164,528	102,348	143,050	264,106	120,050
4250	Advertising	-	-	600	600	600
4270	Elections	333	40,424	2,500	2,500	50,000
4699	Allocated IT Costs	11,960	16,024	22,770	22,770	20,860
4710	Conference & Travel	1,947	5,059	9,050	9,050	4,500
4715	Meetings & Training	388	214	2,850	2,850	13,000
4720	Dues & Subscriptions	325	250	580	580	300
	<b>Total Supplies &amp; Services</b>	<b>\$ 181,431</b>	<b>\$ 164,881</b>	<b>\$ 183,900</b>	<b>\$ 304,956</b>	<b>\$ 211,810</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment / Furniture	1,994	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 1,994</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 355,629</b>	<b>\$ 362,134</b>	<b>\$ 436,810</b>	<b>\$ 554,849</b>	<b>\$ 472,419</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Clerk	0.9000	0.9000	0.9000	0.9000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
<b>TOTAL STAFF</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>

## Department Overview

The Town's employee benefit program, based on the results of negotiated labor agreements with Yountville Employee's Association (YEA) and Yountville Employee's Mid-Management and Professional Unit (MMP) provides for retiree health benefits for those employees who meet the eligibility requirements established by CalPERS. The vesting requirements established by Town Council, per resolution number 2796-09 approved on June 30, 2009, apply to employees hired after that date. The resolution approved the state's vesting requirements for retiree health benefits for future Town retirees in compliance with applicable state regulations and the Public Employee's Medical and Hospital Care Act (PEMHCA). The purpose of the OPEB Department is to account for the funding and costs of the Town's Other Post-Employment Benefits (Retiree Health Benefits). Costs include premiums paid for current retirees and an annual contribution to the OPEB Trust for funding future retiree benefits.

On March 15, 2011, Town Council approved Resolution Number 2953-11 Authorizing Establishment of OPEB Trust Fund for Employee Retirement Health Benefits. Funds transferred to the OPEB Trust will be invested in accordance with Town Council policy adopted June 21, 2011, Resolution Number 2974-11.

Starting in Fiscal Year 2008-09, the Town implemented an OPEB allocation charge to all General Fund and Utility Enterprise operating funds, based on a percentage of salaries, to fund the estimated current year OPEB expenses. By phasing in an increased rate, the Town was successful in setting aside funds that exceeded the current fiscal year expenses and building reserves to fund future liabilities. Town Council has also taken action to allocated additional funds for OPEB as they were available over the past four years. Town Council adopted and OPEB funding policy with the adoption of resolution number 3188-14 on June 17, 2014. The following payroll allocation rates have been implemented to fund the ARC fully:

1. 1. 2013/14: 9.75% of full-time salaries
2. 2. 2014/15: 12.75% of full-time salaries
3. 3. 2015/16 - 2016/17: 14% of full-time salaries.
4. 4. 2017/18 - 2018/19: 14.5% of full-time salaries
5. 5. 2019/20: 14.5% of full-time salaries

The Town's retiree health benefits are a part of the compensation that employees earn each year, contingent on their ability to meet the eligibility requirements of the Town's program. Prior to implementation of GASB 45 the Town, along with most governments, reported expenses on a "pay as you go" basis, rather than recognizing the cost of the retiree health benefits earned by employees in that year; these two amounts may be significantly different. The calculation of that amount must be determined actuarially. GASB Statement 75, which replaces Statement 45, requires the Town to have an Actuarial Valuation prepared routinely in order to meet the new standards. The Town has contracted with MacLeod Watts to prepare this Actuarial Valuation, which will be completed in Fiscal Year 2019/20. The Town's Unfunded Actuarially Accrued Liability (UAAL) reported in the Comprehensive Annual Financial Report (CAFR) at Fiscal Year Ended June 30, 2019 is \$1,235,933.

In order for funding progress to be reported on the Town's financial statements assets must be held in an irrevocable trust fund restricted solely for the benefit of paying retiree medical benefits. An IRS approved section 115 trust fund has the benefit of generating tax-exempt investment earnings which will provide additional resources for funding future OPEB liabilities.

## 2019-2020 Accomplishments

- In Fiscal Year 2019-20 the Town deposited \$381,789 into the Trust Fund and covered approximately \$131,000 in Retiree Health Insurance costs.
- Completed Actuarial Valuation as of January 1, 2020.

## OPEB - OTHER POST EMPLOYMENT BENEFITS

### General Fund 02 Department 1900



#### 2020-2021 Goals and Objectives

- Contributions to the OPEB trust are discretionary in nature. Due to the economic uncertainty created by the COVID-19 Pandemic, contributions to the trust have been temporarily suspended for fiscal year 2020-2021. A contribution to the trust would be a goal should any Unassigned Fund balance be available at the close of fiscal year 2019-2020, following the replenishment of internal reserve funds.

#### Budget Highlights

- The budget includes \$134,000 to pay for current retiree benefits.

#### Did You Know?

- The OPEB Trust Fund was established on June 30, 2011 and as of February 29, 2020 has a balance of \$4,668,542.



**Town of Yountville**  
**OPEB - OTHER POST EMPLOYMENT BENEFITS**  
**Fund 02 - Department 1900**

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■ BEGINNING FUND BALANCE		\$ 4,425	\$ 5,768	\$ 7,768	\$ 23,589	\$ 1,500
REVENUE						
3301	Investment Earnings	565	4,322	1,000	1,500	1,000
	<b>Total Revenue</b>	<b>\$ 565</b>	<b>\$ 4,322</b>	<b>\$ 1,000</b>	<b>\$ 1,500</b>	<b>\$ 1,000</b>
EXPENDITURES						
4041	Retiree Health Insurance (OPEB)	127,832	125,530	139,000	130,000	134,000
4049	Payment to OPEB Trust Fund	416,350	950,740	477,600	381,789	-
	<b>Total Expenditures</b>	<b>\$ 544,182</b>	<b>\$ 1,076,270</b>	<b>\$ 616,600</b>	<b>\$ 511,789</b>	<b>\$ 134,000</b>
TRANSFERS IN						
3900	From General Fund	127,000	639,000	139,000	130,000	134,000
3910	Allocated OPEB	417,960	450,768	477,600	358,200	-
	<b>Total Transfers</b>	<b>\$ 544,960</b>	<b>\$ 1,089,768</b>	<b>\$ 616,600</b>	<b>\$ 488,200</b>	<b>\$ 134,000</b>
■ ENDING FUND BALANCE		<b>\$ 5,768</b>	<b>\$ 23,589</b>	<b>\$ 8,768</b>	<b>\$ 1,500</b>	<b>\$ 2,500</b>

## PERS UNFUNDED ACTUARIALLY ACCRUED LIABILITY

### General Fund 03 Department 2000



#### Department Overview

On December 5, 2017, Town Council approved Resolution 17-3446 Approving a Public Agency Post-Employment Benefits Section 115 Trust account and contract with Public Agency Retirement Services (PARS) to prefund pension obligations. The PERS Unfunded Actuarially Accrued Liability (UAAL) Fund was created to establish a method for paying the Town's unfunded liability for pension costs that is due each July, and making contributions into the trust.

Public Employees Retirement System (PERS) transitioned from its practice of providing one total cost for employees' pension benefits payable on an annual basis to separating costs into two categories, Normal Cost (NC) and Unfunded Actuarially Accrued Liability (UAAL). Normal PERS costs are based on a percentage applied to payroll and applied to all three tiers. The UAAL is billed by each employee tier at a fixed dollar amount. The Unfunded Actuarially Accrued Liability is the difference between the accrued liability and the value of the assets in the plan.

The actual cost of the UAAL is combined in every department budget under the PERS Employer rate. The UAAL funds are transferred into this fund for payment to PERS and investment into a Pension Rate Stabilization Trust Fund (PRSP).

#### 2019-20 Accomplishments

- In Fiscal Year 2019-20 the Town deposited \$266,300 into the Trust Fund, and covered the \$338,548 cost of the annual PERS UAAL.
- 2019-2020 Goals and Objectives
- Pay PERS the required UAAL for on-going costs, and continue to grow the balance of the PRSP.

#### Budget Highlights

- Allocate \$276,080 from departments to pay for the UAAL due this fiscal year.
- Contributions to the PRSP trust are discretionary in nature. Due to the economic uncertainty created by the COVID-19 Pandemic, contributions to the trust have been temporarily suspended for fiscal year 2020-2021. A contribution to the trust would be a goal should any Unassigned Fund balance be available at the close of fiscal year 2019-2020, following the replenishment of internal reserve funds.

#### Did You Know?

- The PARS UAAL Trust Fund was established on December 5, 2017 and as of February 29, 2020 has a balance of \$2,495,756.

**Town of Yountville**  
**PERS UNFUNDED ACTUARIALLY ACCRUED LIABILITY**  
**Fund 03 - Department 2000**

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■	<b>BEGINNING FUND BALANCE</b>	\$ 367,560	\$ 1,961	\$ 3,461	\$ 71,670	\$ 70,870
<b>REVENUE</b>						
3301	Investment Earnings	1,346	1,848	1,000	3,000	1,000
	<b>Total Revenue</b>	<b>\$ 1,346</b>	<b>\$ 1,848</b>	<b>\$ 1,000</b>	<b>\$ 3,000</b>	<b>\$ 1,000</b>
<b>EXPENDITURES</b>						
4041	Payment to PERS UAAL Reserve Fund	1,266,943	746,466	350,000	266,300	-
4048	Pers Unfunded Actuarially Accrued Liability	250,037	291,621	338,548	338,548	276,080
	<b>Total Expenditures</b>	<b>\$ 1,516,980</b>	<b>\$ 1,038,087</b>	<b>\$ 688,548</b>	<b>\$ 604,848</b>	<b>\$ 276,080</b>
<b>TRANSFERS IN</b>						
3900	From General Fund	900,000	814,326	350,000	262,500	-
3911	Allocated PERS UAAL	250,035	291,621	338,548	338,548	276,080
	<b>Total Transfers</b>	<b>\$ 1,150,035</b>	<b>\$ 1,105,947</b>	<b>\$ 688,548</b>	<b>\$ 601,048</b>	<b>\$ 276,080</b>
■	<b>ENDING FUND BALANCE</b>	<b>\$ 1,961</b>	<b>\$ 71,670</b>	<b>\$ 4,461</b>	<b>\$ 70,870</b>	<b>\$ 71,870</b>

## EMERGENCY RESERVE FUND

### General Fund 04



#### Department Overview

In fiscal year 2018/19, the Town Council adopted a change to the Fund Balance Policy to establish a minimum emergency reserve fund. In previous years, this reserve was reflected as a fund balance allocation in the General Fund. Town council decided to move this Committed Fund Balance for Emergency Reserve out of the General Fund and into a new separate reserve fund. Use of this fund would be appropriate if the Town declared a state, federal, or local emergency as defined by the Yountville Municipal Code section 2.52.020.

#### 2019-2020 Accomplishments

- Maintained \$2,000,000 Fund Balance.

#### 2020-2021 Goals and Objectives

- Transfer \$139,000 into General Fund.
- Continue to meet minimum reserve amount per Fund Balance Policy. Current minimum is 20% of General Fund expenditures.

#### Budget Highlights

- Including investment earnings, fund balance as of February 29, 2020 is \$2,021,618.

**Town of Yountville**  
**EMERGENCY RESERVE FUND**  
**Fund 04**

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■ BEGINNING FUND BALANCE		\$ -	\$ -	\$ 2,000,000	\$ 2,003,070	\$ 2,023,070
REVENUE						
3301	Investment Earnings	-	3,070	-	20,000	20,000
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 3,070</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
TRANSFERS IN(OUT)						
3900	From General Fund	-	2,000,000	-	-	-
7900	To General Fund	-	-	-	-	(139,000)
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (139,000)</b>
■ ENDING FUND BALANCE		<b>\$ -</b>	<b>\$ 2,003,070</b>	<b>\$ 2,000,000</b>	<b>\$ 2,023,070</b>	<b>\$ 1,904,070</b>

## REVENUE STABILIZATION RESERVE FUND

### General Fund 05



#### Department Overview

In fiscal year 2018/19, the Town Council adopted a change to the Fund Balance Policy to establish a minimum revenue stabilization reserve fund. In previous years, this reserve was reflected as a fund balance allocation in the General Fund. Town Council decided to move this Assigned Fund Balance for Revenue Stabilization out of the General Fund and into a new separate reserve fund. Funds are set aside to ensure the Town could respond to an unexpected drop in tourism-based revenue.

#### 2019-2020 Accomplishments

- Utilized \$850,000 to balance the effects of loss of Transient Occupancy Tax revenue due to the COVID-19 Pandemic.

#### 2020-2021 Goals and Objectives

- Utilize additional \$1,150,000 of fund balance to manage the residual effects of reduced Transient Occupancy Tax revenue caused by the COVID-19 Pandemic.
- Replenish minimum reserve amount per Fund Balance Policy when appropriate. Current minimum is 25% of Transient Occupancy Tax revenue.

#### Budget Highlights

- Including investment earnings, fund balance as of February 29, 2020 is \$2,021,618.

**Town of Yountville**  
**REVENUE STABILIZATION RESERVE FUND**  
**Fund 05**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
■ BEGINNING FUND BALANCE		\$ -	\$ -	\$ 2,000,000	\$ 2,003,070	\$ 1,173,070
<b>REVENUE</b>						
3301	Investment Earnings	-	3,070	-	20,000	20,000
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 3,070</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>TRANSFERS IN(OUT)</b>						
3900	From General Fund	-	2,000,000	-	-	-
7900	To General Fund	-	-	-	(850,000)	(1,150,000)
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ (850,000)</b>	<b>\$ (1,150,000)</b>
■ ENDING FUND BALANCE		<b>\$ -</b>	<b>\$ 2,003,070</b>	<b>\$ 2,000,000</b>	<b>\$ 1,173,070</b>	<b>\$ 43,070</b>

## HOUSING OPPORTUNITY PROGRAM

### General Fund Department 1500



#### Department Overview

The Housing Opportunity Program was initially created to account for revenue received from the Housing Fair Share Impact Fee and its associated affordable housing expenses.

No revenues or expenses are budgeted in this department for Fiscal Year 2020-2021 as all revenue from Fair Share Fees are now be accounted for in Special Revenue Fund 70: Housing Opportunity Fund. This department continues to be included in the budget for the sole purpose of displaying historical activity of the program.

#### 2019-2020 Accomplishments

- No activity to report.

#### 2020-2021 Goals and Objectives

- No planned activity.

#### Budget Highlights

- This budget expenditure came to an end in 2019.



**Town of Yountville**  
**HOUSING OPPORTUNITY PROGRAM**  
**General Fund Department 1500**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>SUPPLIES &amp; SERVICES</b>						
4210	Contract Services	33,443	-	-	-	-
4280	Other Agencies	6,000	-	-	-	-
4310	Facilities/Grounds Maintenance	-	-	-	-	-
4510	Utilites - Gas & Electric	(23)	-	-	-	-
4515	Utilites - Water & Sewer	301	-	-	-	-
4802	Purchase of Property & Equip.	-	-	-	-	-
7970	Transfer to Housing Fund (70)	-	-	-	-	-
<b>Total Supplies &amp; Services</b>		<b>\$ 39,721</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 39,721</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROGRAM REVENUE**

3701	Affordable Housing Fair Share Fee*	\$ 186,635	\$ -	\$ -	\$ -	\$ -
3800	Miscellaneous Revenue	\$ 472	\$ -	\$ -	\$ -	\$ -
3802	Sale of Property & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAM REVENUE</b>		<b>\$ 187,107</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*\*Previously titled Housing in Lieu Fee*

*Fund balance in the amount of \$1,758,794 transferred to reinstated Housing Opportunity Fund 70 in FY 2018-19.*

## Department Overview

The Planning & Building Department is responsible for preparing, amending, maintaining, and implementing policies and regulations contained in the Town's General Plan, Zoning Ordinance, Design Ordinance, Subdivision Ordinance, and Building Code. The implementation of these ordinances ensures balanced land uses, orderly development, protection of public health and safety, and conservation of environmental resources.

The department is currently staffed by the Planning & Building Department Director, a Senior Management Analyst/Planning Manager, Assistant Planner, and an Administrative Assistant who is shared with Finance and Administration. The department also manages several contracted services including; plan check and building inspection services, part-time code compliance services, and planning consultant services for projects such as the Zoning and Design Ordinance update that implements policies of Envision Yountville General Plan and the SB2 housing grant for a feasibility study at the Veterans Home.

The department is responsible for all aspects of community development including the following functions:

- Assist citizens and applicants in understanding land use and building regulations and the entitlement process from pre-application through construction; Consult directly with applicants and provide information to the general public via the Town website, informational handouts, public notices, and press releases.
- Provide staff support to the Zoning and Design Review Board (ZDRB).
- Maintain planning and building ordinances by preparing and proposing amendments as necessary.
- Engage the public, ZDRB, and Town Council in topic-specific discussions to develop policy.
- Prepare and incorporate State-mandated codes related to building, housing, water conservation, greenhouse gas reduction, stormwater management, and air quality.
- Coordinate with outside agencies such as Napa County Environmental Management, Napa Valley Transportation Authority (NVTA), Department of Fish & Wildlife, Napa County Fire Department/CALFire, and Corp of Engineers in carrying out planning and building approvals.
- Maintain and report demographic and housing data as required to other agencies including the California Department of Housing and Community Development (HCD), Department of Finance, the Napa Valley Unified School District, and Association of Bay Area Governments (ABAG).
- Implement the Town's affordable housing goals by applying inclusionary housing policies to qualifying projects; Partner with Napa Valley Community Housing (NVCH) for the development of affordable housing; Coordinate with the Housing Authority of the City of Napa (HACN) for support services to advance the affordable housing goals and home rehabilitation programs.
- Evaluate development proposals, prepare and present staff reports, develop and draft recommendations, conditions of approval, and findings for review by the Town Council and ZDRB; Ensure post-approval project implementation.
- Direct and manage the Town's contract building permit plan check and inspection services.
- Perform code compliance investigations, site inspections, and compliance follow-up.
- Review applications and issue other licenses and permits as required (e.g., tree removal, home occupations, ABC reports).

## 2019-2020 Accomplishments

- Initiated and made substantial progress toward a comprehensive update to the Zoning and Design Ordinances (ZODO). This effort follows adoption of the General Plan in 2019 and implements its goals, policies, and programs. The ZODO update is overseen by the ZODO Ad Hoc Committee, comprised of two members each from the Town Council and the Zoning and Design Review Board. The Committee held five meetings and the Phase I draft Ordinances were completed in April. Subsequent phases will continue through end of the current fiscal year and will rollover into FY2020-21 on the current encumbered budget.
- Increased Code Compliance efforts on the more egregious and ongoing code violations, such as

RH and Estate Yountville, while maintaining an active code compliance presence in the community on residential and commercial projects alike.

- Supported the Cannabis Standing Committee in deliberating the appropriateness for Yountville by conducting research and analysis, providing technical support, and working with the Town Attorney on a draft ordinance.
- Successfully submitted an SB2 Planning Grant application and was awarded a grant in the amount of \$160,000 to conduct a feasibility study on the viability of infill housing on the Veterans Home campus.
- Conducted Conditional Use Permit Monitoring for 42 businesses as part of an enhanced formal monitoring program. This includes 17 restaurants, 14 tasting rooms, six (6) hotels, and five (5) retail or service businesses.
- Conducted regular weekly monitoring of the 21 businesses required to participate in the Employee Parking Management Program pursuant to the terms of their respective Conditional Use Permits. This represents an increase of eight (8) businesses from the prior fiscal year. However, it also includes all of the tenants of the Shops at the Marketplace, which is noted as a single business in the overall count of 21.
- Completed various Ordinance amendments to the Yountville Municipal Code, including those related to Accessory Dwelling Units (ADUs), wine tasting rooms, and the triennial update of the California Building Code.
- Conducted building permit administration and inspection for projects under construction including Handwritten Wines, Heron House, Perry Lang's, and various residential projects.

### **2020-2021 Goals and Objectives**

- Complete the comprehensive update to the Zoning and Design Ordinances.
- Select a consultant to begin work on the SB2 Planning Grant for a feasibility study for infill housing at the Veterans Home.
- Continue to modernize the building permit process by launching an online permitting module (iWorQ) for planning and building permits.
- Evaluate potential use of a housing feasibility study with Measure S funds.
- Increase the amount of staff time devoted to Code Compliance activities to meet the significant increase in demand to address compliance issues. Code Compliance includes Use Permit monitoring, Employee Parking Management, nuisance violations, and other code compliance matters. The cost of implementing this goal is on-hold until such time as funding is available.

### **Budget Highlights**

- The Contract Services budget has decreased yet Planning still relies heavily on contract services to provide specialized services, such as the Housing Element Update, attorney services, arborist reports as well as to provide assistance with regular department needs, such as on-call project planning and transition services.
  - \$50,000 is budgeted in Contract Services for the Housing Element Update. This is in anticipation of a more complex housing cycle given that housing element laws and HCD requirements have changed significantly in the last couple of years and looking forward to a much higher RHNA number.
  - \$60,000 is budgeted in Contract Services for legal assistance from the Town Attorney for items including development project legal issues, Municipal Code amendments, and code compliance. The increase in budget is in response to the very significant amount of Town Attorney time spent on the RH and Estate Yountville violations and the cannabis ordinance this past fiscal year, and the anticipated continuation of this type of effort, in addition to regular support activities.
- Enhanced efforts in code compliance is a future goal of this budget. In Fiscal Year 2016-17, a part-time code compliance officer from the City of Napa began assisting staff with inspections, notices, and monitoring. The code compliance officer continues to support Yountville with just

four (4) hours of technical support per week. The level of support does not maintain the level responsiveness demanded of the department. Public Works faces similar demands and a shared full-time position is desired later in the year should funds become available.

#### **Did You Know?**

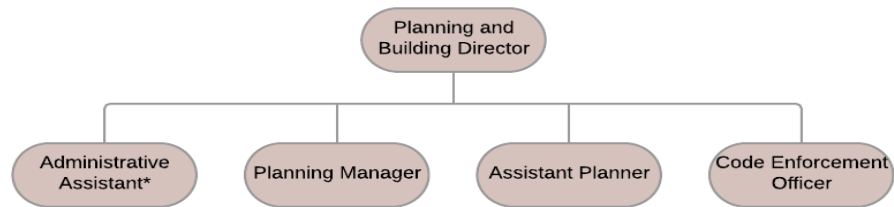
- Now in its second year, the Rental Registration Program requires all residential rental properties within the Town to obtain a permit. Staff manages more than 220 permits, accounting for more than 415 housing units – down slightly this year, but still accounting for roughly one third of the Town's stick-built housing stock.
- The Town's Wayfinding Sign Program includes 58 participants. The program features 223 name plates for business, nonprofits, public buildings and sites. The Wayfinding Sign Program was put in place to help pedestrians find community businesses. This program continues to grow and represents an increase of five (5) businesses added to the program.
- The Town's Employee Parking Management Program includes 21 businesses, an increase of eight (8) over last year and representing well over 450 employee vehicles. Regular inspections occur to ensure employees park in approved locations to minimize impact on residential neighborhoods.
- The department issued 145 building permits for a total project valuation of \$6.6 million (July 2019 through March 2020).
- The department handled 67 code compliances cases. A great amount of time goes into these cases based on staff's approach of information and education first. For first time offenders, there is at least one courtesy contact before a Notice of Violation (NOV) is issued. If the violation is not remedied, the NOV is followed with a citation. Ongoing monitoring is often necessary.

**Town of Yountville**  
**PLANNING & BUILDING**  
**General Fund Department 2115**

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	260,156	415,342	456,124	456,124	447,058
4011	Salaries - Part Time	57,458	-	-	-	-
4012	Overtime	6	13	-	-	-
4013	Medicare & FICA	4,190	5,672	6,640	6,640	6,503
4020	PERS Employer Rate	54,417	70,280	77,380	77,380	73,471
4030	Deferred Compensation	20,790	24,485	32,443	32,443	31,817
4031	Payment In-Lieu Health	113	-	-	-	-
4040	Health Insurance	50,245	60,310	67,511	55,000	53,277
4042	Dental Insurance	4,842	5,862	6,088	6,088	4,446
4043	Vision Insurance	357	374	1,500	1,500	1,500
4044	Life/Disability Insurance	2,706	3,553	3,987	3,987	4,323
4049	Allocated OPEB	54,120	61,452	66,159	44,106	-
4051	Automobile Allowance	-	2,600	2,400	2,400	2,400
4052	Cell Phone Allowance	2,880	3,040	2,880	2,880	2,880
4053	Other Employee Reimbursement	360	760	950	950	2,150
4055	Tablet Stipend	-	1,800	-	-	-
4819	Allocated Liability Insurance	17,482	15,484	20,325	23,755	23,583
4839	Allocated Workers' Comp Insurance	(1,429)	11,055	15,112	19,840	19,121
<b>Total Personnel</b>		<b>\$ 528,691</b>	<b>\$ 682,082</b>	<b>\$ 759,499</b>	<b>\$ 733,093</b>	<b>\$ 672,529</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	2,969	5,312	1,500	1,500	2,000
4120	Other Supplies & Materials	2,403	1,485	900	900	3,000
4130	Postage & Printing	5,903	4,618	3,000	3,000	4,000
4210	Contract Services	336,109	281,014	202,000	312,879	167,000
4225	Bank & Fiscal Agent Fees	5,353	5,055	5,600	5,600	5,500
4240	Building Inspection Services	111,014	108,918	100,000	100,000	100,000
4241	Plan Check Services	35,338	29,321	30,000	30,000	20,000
4330	Vehicle Maintenance	-	153	500	500	500
4699	Allocated IT Costs	27,840	28,716	40,980	40,980	41,710
4710	Conference & Travel	4,836	2,662	6,500	6,500	5,000
4715	Meetings & Training	935	390	1,500	1,500	1,500
4720	Dues & Subscriptions	3,096	3,060	3,000	3,000	1,500
4915	Wayfinding Signs	-	1,123	3,000	3,000	3,000
<b>Total Supplies &amp; Services</b>		<b>\$ 535,797</b>	<b>\$ 471,827</b>	<b>\$ 398,480</b>	<b>\$ 509,359</b>	<b>\$ 354,710</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,064,488</b>	<b>\$ 1,153,909</b>	<b>\$ 1,157,979</b>	<b>\$ 1,242,452</b>	<b>\$ 1,027,239</b>
<b>PROGRAM REVENUE</b>						
3110	Building Permit Fees	84,073	92,659	35,000	61,220	80,000
3190	Tree Removal Permit	1,505	1,612	1,000	1,000	1,000
3192	Cannabis Delivery Permit	-	730	600	-	600
3195	Minor Home Occ Permit	-	390	150	155	150
3601	Planning Service Charges	93,271	56,242	45,000	45,000	45,000
3605	Rental Registration	18,530	20,031	17,000	17,912	21,000
3606	Conditional Use Permit Monitoring Fee	582	22,226	23,800	25,268	25,500
3611	Plan Check Fees	64,317	52,821	25,000	28,410	20,000
3615	Way Finding Signage Fees	7,956	9,113	8,000	11,025	11,000
3625	Parking Mgmt - Vehicle Reg. Fee	9,934	22,626	35,000	62,216	62,500
3635	Parking Mgmt - Off Site Parking	17,818	48,007	11,000	11,000	8,500
3640	Storefront Display Monitoring	150	1,931	-	504	-
3800	Miscellaneous Revenue	7,750	835	5,000	5,000	1,000
<b>TOTAL PROGRAM REVENUE</b>		<b>\$ 305,886</b>	<b>\$ 329,223</b>	<b>\$ 206,550</b>	<b>\$ 268,710</b>	<b>\$ 276,250</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.1000	0.1000	0.1000	0.1000
Planning Director	1.0000	1.0000	1.0000	1.0000
Management Analyst/Planning Manager	1.0250	1.0500	1.0500	1.0500
Financial Analyst	0.0500	0.0500	0.0500	0.0500
Administrative Assistant	0.3000	0.3000	0.3000	0.3000
Assistant Planner	1.0000	1.0000	1.0000	1.0000
<b>TOTAL STAFF</b>	<b>3.4750</b>	<b>3.5000</b>	<b>3.5000</b>	<b>3.5000</b>

### Planning and Building Organizational Chart



\*Shared position across multiple departments

### Department Overview

The Town has contracted with the Napa County Sheriff's Department to provide law enforcement services to the Town since incorporation on February 4, 1965. The Town and Napa County Sheriff Department agreed to terms for a four (4) year contract renewal from July 1, 2020 to June 30, 2024 which provides 160 hours per week with four (4) dedicated positions including one sergeant who serves as patrol supervisor and head of the Yountville Station, which are further supported by the full resources of the Napa County Sheriff's Department including detective and specialty resources as needed. The designated deputies provide a full spectrum of municipal law enforcement services, 24-hour a day, 7-days a week. Additional support from the Sheriff's Office, which is not so obvious, includes: personnel management (i.e., recruitment, hiring, training, etc.); equipment and vehicle issue and maintenance; dispatch services; records management; crime scene and lab processing; property/evidence management and storage; investigative services (major crime and accident); supplemental patrol services, canine services; animal services; hazardous devise mitigation; SWAT and hostage negotiation; disaster response management and training; and special event services.

The Sheriff's Department is responsible for the protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The Town and Sheriff's Office are committed to exercising its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Sheriff's Department works with the Town of Yountville staff to help prevent and alleviate crime problems in Town and will remain flexible and innovative in attempts to find superior methods of serving the populace and responding to the law enforcement and community policing needs that are of concern to residents and visitors to Yountville.

### 2019-2020 Accomplishments

- The Town Council approved a four-year agreement from July 1, 2020-June 30, 2024.
- Sergeant Hallman developed new parking citations for the Town of Yountville and County of Napa
- Sergeant Hallman participated in weekly staff Management Team meetings.
- Sergeant Hallman participated in the town EOC training.
- Assisted code enforcement efforts by working with the Town Code Enforcement Officer and Planning on cases.
- Held several public meetings and "Coffee with a Cop" events throughout Yountville this year.
- Participated in reading with the students of Yountville Elementary School on Dr. Seuss Day
- Sergeant Hallman trained and assisted the Yountville deputies in hosting public events to build their relationships with the community.
- In Yountville, the Sheriff's Office handled: 5193 calls for service, 229 reports, 42 arrests, and 23 traffic collision investigations. (2019)
- Continued updating the Deputy Resource Binder project to better communicate up to date information that is specific to the Sheriff's service in the Town of Yountville. (The Resource Binder is available in hard copy and digital formats.)
- Instituted a CPUC Limo enforcement protocol for NSO Records Division
- Assisted in design and development of a wellness mobile application for Napa County Law Enforcement and their families.
- Facilitated Individual & Group Crisis Intervention Training for the North Bay area.
- Assisted in rewriting the Napa County Fire & Law Enforcement Rescue Taskforce Protocol

### 2020-2021 Goals and Objectives

- Continue education and enforcement of the new "3 Hour" parking restricted areas
- Continue with community outreach through gatherings such as "Coffee with a Cop."
- Continue to provide support and recommendations for security surveillance camera deployment as needed.



## **PUBLIC SAFETY - LAW ENFORCEMENT SERVICES**

### **General Fund Department 3200**



- Assist Town staff in exploring a streamlined, efficient manner in which to provide for criminal prosecution of Town Ordinance as well as assist further in administrative actions when needed.
- Continue to build and utilize a partnership with some of the community center activities to improve access and approachability from the citizens to local deputies.
- Continue with public education and outreach on local issues from traffic safety to home safety.
- Complete updated local business emergency contact list for efficient contact of business representatives by deputies and dispatch.
- Complete a GIS map layer to identify locations in Yountville that have working video surveillance systems.

#### **Budget Highlights**

- The Public Safety Law Enforcement budget calls for a 13.5% increase or \$138,817 for a total of \$1,167,363 for Fiscal Year 2020-21 in accordance with the four-year contract between the Town and Napa County Sheriff's Department. Year two of the contract will show a 2% increase, and years three and four will each show a 3% increase.

#### **Did You Know?**

- The Town's \$1.7 million in property tax revenue projected for Fiscal Year 2020-2021 that is paid by local residents and businesses does not generate enough revenue to pay the Town's contracted public safety costs (law enforcement and fire and emergency medical services) which total just over \$2 million.
- In the last calendar year, the Sheriff Department handled 5193 calls for service.
- As parking enforcement and traffic enforcement continues to be of interest to many residents, the Sheriff Department had 766 traffic stops and issued 228 traffic citations in the past calendar year and 351 parking citations.
  - 538 traffic stops were educational warnings as part of the Town's stance on an educative approach to handling minor violations.



**Town of Yountville**  
**PUBLIC SAFETY - LAW ENFORCEMENT SERVICES**  
**General Fund Department 3200**

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	-	115	500	500	500
4210	Contract Services	951,386	989,951	1,028,546	1,028,546	1,167,363
Total Supplies & Services		\$ 951,386	\$ 990,066	\$ 1,029,046	\$ 1,029,046	\$ 1,167,863
TOTAL EXPENDITURES		\$ 951,386	\$ 990,066	\$ 1,029,046	\$ 1,029,046	\$ 1,167,863
PROGRAM REVENUE						
3011	Sales Tax - Prop. 172 Public Safety	35,124	25,818	20,000	20,000	20,000
3201	Vehicle Code Fines	4,606	4,210	1,000	1,000	1,000
3215	Abandoned Vehicle Fee	-	-	-	-	-
3402	State COPS Grant	132,089	144,853	120,000	120,000	130,000
3800	Miscellaneous Revenue	-	591	-	21	-
TOTAL PROGRAM REVENUE		\$ 171,819	\$ 175,472	\$ 141,000	\$ 141,021	\$ 151,000

## Department Overview

The Town of Yountville provides the community with fire protection and emergency medical services by contracting for Cooperative Fire Protection services with the Napa County Fire Department (NCFD) rather than staffing its own Fire Department. The Fire Department is responsible for fire suppression, emergency medical response, fire prevention, fire investigation, public education, technical rescue, hazardous material mitigation, domestic preparedness and response, and vegetation management. The current agreement is composed of three (3) funding partners (Napa County, Veterans Home, and Town of Yountville). Yountville Station 12 located on Solano Avenue in Yountville is recognized as a model for regional cost sharing of local Fire and Emergency Medical Services.

The Napa County Fire Department (NCFD) which contracts with CAL FIRE as its service provider is responsible for fire protection and emergency services for all the unincorporated area of Napa County. The NCFD consists of both career firefighters, from the CAL FIRE Sonoma-Lake-Napa Unit, and volunteer firefighters from nine stations in Napa County. The fire apparatus and equipment assigned to NCFD, as part of its contract with CAL FIRE, are owned by the County of Napa.

CAL FIRE provides administrative and clerical support, logistical service center, dispatching, training, fleet maintenance and operational oversight as part of the contract. The NCFD Headquarters is located at the County of Napa Offices at 1125 Third Street in downtown Napa. The contract provides the following:

- A Fire Chief responsible for the overall operation of the Napa County Fire Department.
- An operational staff consisting of one Assistant Chief, one Fire Captain and eleven Fire Apparatus Engineers serving the Yountville Fire Station.
- A Training Bureau consisting of one Battalion Chief and two Fire Captains funded by CAL FIRE, and two Fire Captains and one Office Assistant funded by Napa County. The Bureau provides training to both career and volunteer firefighters within NCFD.
- A Fire Marshal's Bureau consisting of a Battalion Chief (Fire Marshal), three Fire Captains (Deputy Fire Marshal), one Plans Examiner and one Code Enforcement Officer. The Fire Marshal's Bureau provides review and inspection for use permits, new construction and special events in the county. The Bureau also works with Napa Firewise and manages the brush chipping program.
- A dispatch center consisting of a Battalion Chief, five Fire Captains and 2.75 Communications Operators funded by CAL FIRE, and one Fire Captain and 3.25 Communications Operators funded by Napa County. Dispatch for NCFD is provided by the CAL FIRE Emergency Command Center (ECC) in St. Helena. The ECC also dispatches for the CAL FIRE Sonoma-Lake-Napa Unit, Calistoga Fire Department and St. Helena City Fire Department and Lake County Fire.
- Fleet Management consisting of one Fleet Equipment Manager funded by CAL FIRE and three Heavy Equipment Mechanics funded by Napa County.
- An administrative Staff consisting of an Assistant Government Program Analyst, Administrative Officer, two Office Technicians, Staff Services Analyst and Receptionist.
- Three field Battalion Chiefs funded by CAL FIRE.

The fire protection and emergency medical services contract with the Town of Yountville, Veteran's Home of California and Napa County fund one Fire Captain, and eleven Fire Apparatus Engineers, with each entity paying a proportional share. The firefighters work rotating 72-hour shifts and staff Yountville Fire Station with one-two person Engine Company and one-two person ladder Truck Company. The Truck Company carries additional tools and equipment used in vehicle extrication and specialized rescue situations. The 105' Ladder is needed for large commercial buildings and the multistory structures at the California Veteran's Home. As a component of the NCFD, the Yountville Station personnel respond outside the Town through automatic and mutual aid agreements with surrounding agencies.

Station personnel are members of the Napa Interagency Rescue Team (NIRT) and the Napa Interagency Hazardous Incident Team (NIHIT). Both teams are part of a JPA and include personnel from cooperating fire agencies in Napa County. They receive specialized training in technical rescue situations and hazardous materials incidents. Both teams are also available to respond on a regional level if requested.

Some of the risks faced by the Town of Yountville and Napa County residents are large and damaging wildfires, earthquakes, floods and other large disasters. Wildfires have substantial potential for large loss of life and property as witnessed in 2017 in Napa County. Effectively mitigating such threats requires the ability to commit available resources quickly and in the manner, the Incident Commander determines to be the most effective. Delays of any nature can allow any large scale emergency to expand out of control and increase the damage and potential loss of life.

One of the most significant benefits of the Cooperative Fire Protection system is the availability of resources for all types of emergencies. Incident Commanders have immediate access, and absolute control over all the firefighting resources in the County provided under the contract with CAL FIRE. This includes all personnel and resources within the County system. Additionally, State personnel and resources including firefighting aircraft, hand crews from the Conservation Camps and heavy equipment such as dozers are available for emergency response from within the Sonoma-Lake-Napa Unit of CAL FIRE.

Through a series of automatic aid and contractual agreements with the other four fire agencies (Calistoga City Fire Department, St. Helena City Fire Department, Napa City Fire Department, and the American Canyon Fire Protection District) in Napa County, the NCFD augments its level of service by providing closest resource response to those areas of the County that are immediately adjacent to these jurisdictions. These agreements also include a reciprocal response of NCFD resources into adjacent jurisdictions automatically or when requested.

### **2019-2020 Accomplishments**

- Continued the Fire Inspection Program for commercial properties.
- Provided community emergency preparedness support and fire safety education programs for the Yountville Elementary School.
- Continued active participation in community outreach and education programs such as; Yountville Days, Taste of Yountville and other events.
- Several community "Hands-Only CPR" classes were taught this year within the Town.
- No major incidents or disasters effecting the Town.
- Completed first full year of emergency medical dispatching(EM-D), where our disptachers in the St Helena ECC are able to provide pre-arrival medical directions to 911 callers prior to the FD arriving at scene. Examples would be; providing CPR instructions, bleeding control and even how to help deliver a baby.

### **2020-2021 Goals and Objectives**

- Continue to provide a high-quality level of fire and emergency medical services to the Yountville community while staying within the allocated budget.
- Continue the Fire Inspection Program for commercial properties.
- Host informational and educational workshops with community stakeholders to demonstrate fire department operational readiness.
- Provide community emergency preparedness support for natural disasters or large scale emergencies.
- Continue to function as an active, positive, proactive component of the community, working at Town events, schools and with the public along with Town staff to provide the highest level of customer service and education to the community.
- Continue to work closely with the Napa Sheriff's office on issues of common concern and public benefit.

**PUBLIC SAFETY - FIRE & EMERGENCY MEDICAL SERVICES**  
**General Fund Department 3201**



**Budget Highlights**

- The contract with CAL FIRE this year calls for an increase of approximately \$27,000 for Operations and Maintenance increase costs to \$863,000 for Fiscal Year 2020-2021.
- The Town estimates a Fire Tax Credit of \$218,000 to offset costs.
- The total cost for services is \$645,000 including the estimated Fire Tax Credit.

**Did You Know?**

- Yountville Station 12 responded to 1,813 calls during the 2019 calendar year.
- Of those 1,813 calls, 22% or 391 were incidents within Town limits.
- Equipment includes one-two person Engine Company and one-two person ladder Truck Company as well as Rescue 12 that supports the countywide Technical Rescue Team.
- Yountville Station 12 is a model of cost-effective “shared services” delivery between the County, Veterans Home and the Town of Yountville.

Town of Yountville  
PUBLIC SAFETY - FIRE & EMERGENCY MEDICAL SERVICES  
General Fund Department 3201

		2017-18	2018-19	2019-20		2020-21
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
<b>SUPPLIES &amp; SERVICES</b>						
4210	Contract Services	728,548	751,118	835,590	835,590	863,000
	County Fire Property Tax Credit Offset	(182,111)	(205,428)	(205,000)	(205,000)	(218,000)
<b>Total Supplies &amp; Services</b>		<b>\$ 546,437</b>	<b>\$ 545,690</b>	<b>\$ 630,590</b>	<b>\$ 630,590</b>	<b>\$ 645,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 546,437</b>	<b>\$ 545,690</b>	<b>\$ 630,590</b>	<b>\$ 630,590</b>	<b>\$ 645,000</b>

## Department Overview

The Public Works Administration and Engineering Division provides the administrative support for all Public Works Divisions. The Department is responsible for the overall management and direction of the Public Works Department including the Capital Improvement Program (CIP), agreements, contracts, regulations, programs, procedures, and policy for streets, parks, facilities, water distribution, wastewater treatment, and wastewater collections systems and processes. The Department provides a variety of projects and support services to both internal and external customers. Staff provides plan check for private development projects to provide advice on compliance with applicable State and Federal regulations and Town of Yountville Public Works Standards.

The Public Works Administration and Engineering Division are staffed by a Public Works Director, a Deputy Director, an Engineering Technician and a shared (Finance) Senior Management Analyst. This lean staff, along with Municipal Operations and Utilities Division staff manage the day to day operations and planning for the Public Works Department.

There are 15 programs administered by the Public Works Department with half administered directly by the Administration and Engineering Division; including the Capital Improvement Program (CIP), Pavement Management, Floodplain Management, National Pollutant Discharge Elimination System (NPDES) for Municipal Storm Water, Water Conservation, and ADA Programs. The budget includes funding for the National Pollutant Discharge Elimination System (NPDES), Department of Water Resources, and Regional Water Quality Control Board Storm Water Permit fees. The fees include the Year Four Monitoring and reporting requirements for the "Measure A" Flood Projects. There is also a contract with Napa County Flood Control & Water Conservation District to manage the Napa County Storm Water Pollution Prevention Program (NCSWPPP). This includes a program to remove sedimentation and non-native species and vegetation from Hopper Creek and the Town's segment of Beard Ditch.

The Public Works Department continues to refine service delivery using Town Staff. This process results in a more responsive, responsible, and effective department. Examples include improving regulatory compliance, increasing employee safety, reducing the risk of liability, reducing purchasing costs, assessing infrastructure, reducing energy costs, coordinating with other departments, increased training and staff development, improving procedures and delivering more effective and efficient customer service.

The Administration and Engineering Division also works with the Planning & Building Department to provide development and plan review and other planning, and administrative functions that support private development project application processing, review and monitoring. Staff time for this process is paid by the applicant to allow for full cost recovery while working on private development projects.

## 2019-2020 Accomplishments

- Complete the design and construction of 28 Capital Improvement Projects (CIP) within budget and on schedule while meeting the expectations of the public. This included the design and construction of the Annual Street Maintenance and Paving Program (Using Measure T, Gas Tax, and SB1 Funds), water, and wastewater infrastructure projects.
- Finish the permitting process and begin the construction on Oak Circle Bridge and Path Project (PK-0003).
- Coordinate with the Planning and Building Department and provide plan review services and engineering services on private development projects.
- Refined work plan and budgets for Measure T, SB1 and Gas Tax (HUTA) funds. This required the Town to submit a biannual updated five-year plan per the program requirements. These plans also included reports on project(s) completion submitted on an annual basis.

### **2020-2021 Goals and Objectives**

- Complete the design and construction of 23 Capital Improvement Projects (CIP) within budget and on schedule while meeting the expectations of the public. This will include design and construction of the Annual Street Maintenance and Paving Program (Using Measure T, Gas Tax, and SB1 Funds), water and wastewater infrastructure projects.
- Complete construction of Oak Circle Bridge and Path Project (PK-0003).
- Coordinate with the Planning and Building Department and provide plan review services and engineering services on private development projects.
- Refine work plan and budgets for Measure T, SB1 and Gas Tax (HUTA) funds. This requires the Town to submit five-year plans per the program requirements. These plans are updated biannually with reports on project completion submitted on an annual basis.

### **Budget Highlights**

- The overall budget is slightly increased by \$13,454 (2%) due to an increase in salaries.
- Funding from Measure T (Fund 25), SB1 (Fund 26) and Gas Tax (Fund 20) will continue to be the revenue resources for funding of street projects. These projects were previously funded by the General Fund. The expected combined revenue for these funds is approximately \$462,000. The projects will be adjusted to the level of funding to continue the Annual Street Maintenance Paving Program without additional General Fund support.
- Continuation of design and management services using Town staff in-house and working with outside consultants on an as-needed basis.
- The Public Works Department manages and maintains no less than 20 regulatory permits from various agencies. These permits include National Pollution Discharge Elimination System (NPDES) permits (5) for Storm Water, Water, and Waste Water, Fish and Wildlife, Army Corps, Dept of Public Health, Department of Water Resources, and Bay Area Air Quality Management Resources Board to name a few.

The top priorities for Fiscal Year 2020-21 are to:

- Complete the Annual Street Maintenance and Paving Project(s) (MT-3021) \$510,000.
- Complete construction on Oak Circle Bridge and Path (PK-0003) \$375,000.

### **Did You Know?**

- Staff issued 80 encroachment permits in the 2019-2020 Fiscal Year, compared to the 65 issued last fiscal year.
- 30 projects and programs included in Fiscal Year 2019-20 Capital Improvement Programs or projects were completed or underway.
- The Public Works Director led 47 Monday morning Tailgate Safety meetings at the Town Corporation Yard for Public Works staff.

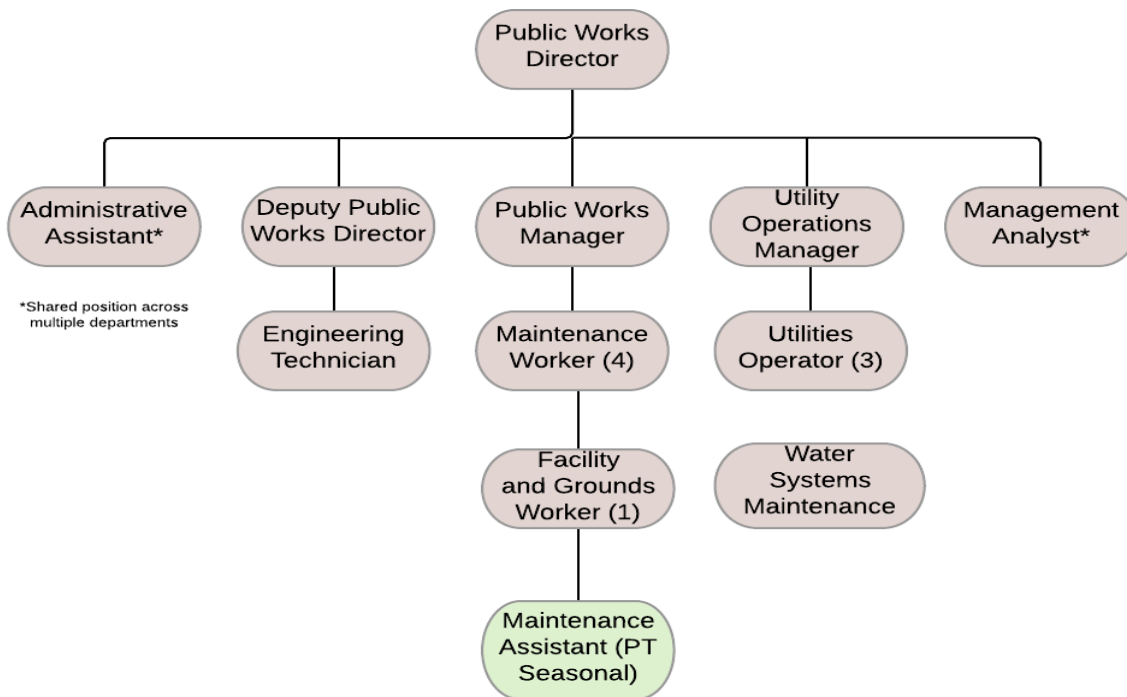
**Town of Yountville**  
**PUBLIC WORKS - ADMINISTRATION & ENGINEERING**  
**General Fund Department 4301**

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>					
4010 Salaries - Full Time	348,194	328,813	341,595	341,595	380,061
4012 Overtime	-	116	500	500	100
4013 Medicare & FICA	4,784	4,513	4,963	4,963	5,523
4020 PERS Employer Rate	44,931	36,113	40,024	40,024	42,849
4030 Deferred Compensation	27,467	25,044	24,437	24,437	27,242
4031 Payment In-Lieu Health	-	-	12,000	12,000	12,000
4040 Health Insurance	43,201	33,722	35,042	35,042	42,876
4042 Dental Insurance	4,728	3,747	3,336	3,336	3,740
4043 Vision Insurance	557	2,367	4,500	4,500	5,000
4044 Life/Disability Insurance	3,246	3,204	3,231	3,231	3,645
4049 Allocated OPEB	43,920	47,520	49,546	33,031	-
4050 Tuition Reimbursement	-	-	1,200	1,200	-
4051 Automobile Allowance	-	2,600	4,800	4,800	4,800
4052 Cell Phone Allowance	9,240	8,320	8,640	8,640	8,640
4053 Other Employee Reimbursement	175	1,803	7,150	7,150	7,750
4055 Tablet Stipend	1,800	-	-	-	-
4819 Allocated Liability Insurance	13,871	11,974	15,222	18,647	20,049
4839 Allocated Workers' Comp Insurance	(1,270)	8,549	11,318	15,574	16,256
<b>Total Personnel</b>	<b>\$ 544,845</b>	<b>\$ 518,406</b>	<b>\$ 567,504</b>	<b>\$ 558,670</b>	<b>\$ 580,531</b>
<b>SUPPLIES &amp; SERVICES</b>					
4110 Office Supplies	489	251	800	800	800
4120 Other Supplies & Materials	3,496	285	5,000	5,000	5,000
4130 Postage & Printing	-	125	500	500	500
4210 Contract Services	10,355	20,527	22,000	25,142	22,000
4250 Advertising	-	-	1,500	1,500	1,500
4280 Other Agencies	33,980	44,086	87,000	87,000	87,000
4310 Facilities/Grounds Maintenance	-	-	1,000	1,000	1,000
4320 Equipment Maintenance	37	785	1,000	1,000	1,000
4330 Vehicle Maintenance	75	41	1,000	1,000	1,000
4510 Utilities - Gas & Electric	-	-	600	600	600
4515 Utilities - Water & Sewer	747	842	900	900	900
4699 Allocated IT Costs	24,360	23,836	33,900	33,900	31,750
4710 Conference & Travel	4,058	2,913	6,000	6,000	7,000
4715 Meetings & Training	1,869	3,251	2,500	2,500	2,500
4720 Dues & Subscriptions	588	611	1,000	1,000	1,000
<b>Total Supplies &amp; Services</b>	<b>\$ 80,054</b>	<b>\$ 97,551</b>	<b>\$ 164,700</b>	<b>\$ 167,842</b>	<b>\$ 163,550</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 624,898</b>	<b>\$ 615,957</b>	<b>\$ 732,204</b>	<b>\$ 726,512</b>	<b>\$ 744,081</b>
<b>PROGRAM REVENUE</b>					
3199 Encroachment Permit	19,903	12,590	5,000	7,006	6,000
3602 Engineering Service Charges	8,014	-	2,500	2,500	2,500
3800 Miscellaneous Revenue	-	-	-	500	-
<b>TOTAL PROGRAM REVENUE</b>	<b>\$ 27,917</b>	<b>\$ 12,590</b>	<b>\$ 7,500</b>	<b>\$ 10,006</b>	<b>\$ 8,500</b>



	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.1000	0.1000	0.1000	0.1000
Public Works Director	0.4000	0.4000	0.4000	0.4000
Deputy Public Works Director	0.7500	0.7500	0.7500	0.7500
Public Works Manager	0.1000	0.1000	0.1000	0.1000
Engineering Technician	0.7500	0.7500	0.7500	0.7500
Management Analyst	0.4000	0.4200	0.4200	0.5200
Utilities Manager	0.0500	0.0500	0.0500	0.0500
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Finance Director	0.0500	0.0500	0.0500	0.0500
<b>TOTAL STAFF</b>	<b>2.7000</b>	<b>2.7200</b>	<b>2.7200</b>	<b>2.8200</b>

### Public Works Organizational Chart



## Department Overview

The Streets Maintenance Division of the Public Works Department is responsible for the maintenance and repair of the Town's streets and sidewalk related infrastructure which includes:

- 8.45 miles of paved streets
- 5.6 miles of storm drainage systems (300 Catch Basins, Finnell Storm drain structures, three (3) sedimentation basins and associated infrastructure)
- 25,000 linear feet of curbs, gutters and sidewalks
- 300 different traffic control and directional signage (street, stop, traffic control, etc.)
- Striping and painting of streets and curbs
- 130 LED Street lights
- 300 trees in the public right-of-way
- Vegetation removal in public right-of-way

This maintenance effort does not include the private streets located within the mobile home parks, a few streets in private Home Owner's Associations, and Tallent Lane. Also streets and sidewalk maintenance on the campus of the Veterans Home of California is state property and that infrastructure is maintained by the State.

The Streets Division is managed by the Public Works Manager and includes one (1) Maintenance Worker. The Division utilizes outside contractors for services outside of staff capabilities. Examples of contracted services include street sweeping, street striping and curb painting, and tree care services in the public right-of way. The Streets Division is also responsible for the maintenance and construction of Yountville's unique wood framed sign and wood post street identification signs. These signs date back to the 1975 Lawrence Halprin General Plan.

The Streets Division also does work to address street associated projects in the Americans with Disabilities Act (ADA) Self Evaluation Transition Plan (SETP) projects, Urban Forest Management program, Street Signs and Markings program, Town Wide drainage projects, sidewalk, and curb, and gutter projects, which are listed in the Capital Improvement Program (CIP) Program and budget.

The Streets Division is also responsible for oversight of Town creeks, and the Town's Storm Water Pollution Prevention Program (SWPPP) and compliance with the National Pollution Discharge Elimination System (NPDES) which is administered in partnership with Napa County Flood Control District. The Town also uses a contracted street sweeping service for the Bi-weekly sweeping schedule, to assist in keeping debris out of the creeks.

## 2019-2020 Accomplishments

- Completed annual inspection of Town's storm drain system. This includes drains, swales and all inlets and outfalls for compliance with NPDES permit. No issues were found.
- Completed annual Floodwall inspection, training and all documentation.
- Continued to expand use of GIS in a more complete and comprehensive manner. This includes layers for internal and external use, and additional Storyboards.
- Changed out all fourteen (14) wood pole street lights with town standard LED lighting in the Vintage neighborhood (Oak Circle).
- Removed and replaced all seventeen (17) non ADA compliant ramps with the most current standard ramps and markings in the Vintage neighborhood.
- Integrated iWorq Asset Management software and started building data base for assisting with reporting and budgeting tasks.
- Performed annual Floodwall inspection, training and all documentation.
- The Urban Forest Management Program continues with year three (3). This program involves trimming all trees in Town at least once in the three-year cycle. 100 hundred (100) trees were trimmed this year.

- Continue to pursue and track training opportunities for professional, personal and safety related topics. This included a variety of methods including peer and professional organizations, conferences, online and onsite training.

### **2020-2021 Goals and Objectives**

- Perform annual inspection of Town's storm drain system. This includes drains, swales and all inlets and outfalls for compliance with NPDES permit.
- Perform annual Floodwall inspection and all documentation.
- Remove and replace non-compliant ADA ramps in the Toyon Terrace Neighborhood (Mulberry/Larkspur) with those that meet the most current standard.
- Remove and replace curb, gutter, and sidewalk using SB1 funds as available.
- Continue to expand use of GIS in a more complete and comprehensive manner. This includes capturing additional assets to create a more robust system. The tasks will include creating new map layers for internal, and external use and additional maps and layers.
- Continue to integrate iWorq Asset Management software and continue building data base for assisting with reporting, and budgeting tasks.
- The Urban Forest Management Program enters Year one of three. This program involves arborists review and trimming as needed all trees in Town at least once in the three-year cycle.
- Continue to pursue and track training opportunities for professional, personal, and safety-related topics. This should include a variety of methods including peer and professional organizations, conferences, online and onsite training.

### **Budget Highlights**

- The overall budget is slightly increased by \$3554 (1%) due to an increase in operations costs, and contract services (Curb Painting and Sweeper Services).
- A decrease of \$3470 (1.5%) in personnel costs reflects the decreased contributions of employer paid benefits (Allocated OPEB 4049).
- An increase in contract services (4210) of \$10,000 represents the cost of curb painting throughout the town.

### **Did You Know?**

- 214 miles of streets were swept, which includes two (2) times a month during the winter, spring and summer. In the fall leaf season the Town is swept every Friday.
- Installed 12 new 3-Hour Parking signs throughout town.
- Ten parking places were added at Van De Leur Park.
- Installed 12 new Bus and Limousine parking prohibition signs.
- The Town has a unique practice of trimming its various street signs in wood which dates back to the design aesthetic of renown landscape architect Lawrence Halprin, and was part of the 1976 General Plan.
- The Town currently has 442 of these wood trimmed signs.

**Town of Yountville**  
**PUBLIC WORKS - STREETS MAINTENANCE**  
**General Fund Department 4305**

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>					
4010 Salaries - Full Time	120,337	128,474	123,016	123,016	128,790
4012 Overtime	1,869	2,564	2,100	2,100	2,500
4013 Medicare & FICA	1,630	1,745	1,791	1,791	1,876
4020 PERS Employer Rate	22,627	28,061	33,468	33,468	31,878
4030 Deferred Compensation	5,863	8,066	8,600	8,600	9,004
4031 Payment-In Lieu Health	352	-	-	-	-
4040 Health Insurance	29,675	30,407	30,324	27,000	30,408
4042 Dental Insurance	2,950	2,956	2,881	2,881	2,746
4044 Life/Disability Insurance	1,174	1,277	1,239	1,239	1,356
4049 Allocated OPEB	17,400	18,420	17,845	11,897	-
4053 Other Employee Reimbursement	40	-	-	-	-
4819 Allocated Liability Insurance	5,552	4,640	5,482	6,716	6,794
4839 Allocated Workers' Comp Insurance	(540)	3,313	4,076	5,608	5,509
<b>Total Personnel</b>	<b>\$ 208,928</b>	<b>\$ 229,924</b>	<b>\$ 230,822</b>	<b>\$ 224,316</b>	<b>\$ 220,861</b>
<b>SUPPLIES &amp; SERVICES</b>					
4110 Office Supplies	148	210	800	800	800
4120 Other Supplies & Materials	20,489	12,718	22,300	22,300	22,300
4210 Contract Services	39,851	59,047	75,000	75,000	85,000
4310 Facilities Maintenance	10,087	7,064	9,000	9,000	9,000
4320 Equipment Maintenance	607	3,437	4,000	4,000	4,000
4330 Vehicle Maintenance	1,743	2,754	3,000	3,000	3,000
4510 Utilities - Gas & Electric	22,865	23,513	26,280	26,280	26,280
4520 Waste Disposal & Recycling	599	476	600	600	600
4699 Allocated IT Costs	14,400	13,591	19,320	19,320	18,090
4710 Conference & Travel	2,709	20	3,000	3,000	3,000
4715 Meetings & Training	192	1,201	1,000	1,000	1,000
4720 Dues & Subscriptions	145	-	2,000	2,000	2,000
<b>Total Supplies &amp; Services</b>	<b>\$ 113,835</b>	<b>\$ 124,032</b>	<b>\$ 166,300</b>	<b>\$ 166,300</b>	<b>\$ 175,070</b>
<b>CAPITAL OUTLAY</b>					
5700 Machinery & Equipment	805	1,907	3,000	4,756	3,000
<b>Total Capital Outlay</b>	<b>\$ 805</b>	<b>\$ 1,907</b>	<b>\$ 3,000</b>	<b>\$ 4,756</b>	<b>\$ 3,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 323,568</b>	<b>\$ 355,862</b>	<b>\$ 400,122</b>	<b>\$ 395,372</b>	<b>\$ 398,931</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Public Works Director	0.0500	0.0500	0.0500	0.0500
Public Works Manager	0.3000	0.3000	0.3000	0.3000
Maintenance Worker	0.7750	0.7750	0.9750	0.9750
Facility & Grounds Worker	0.4000	0.4000	0.0500	0.0500
Utility Operator	0.0250	0.0250	-	-
<b>TOTAL STAFF</b>	<b>1.5500</b>	<b>1.5500</b>	<b>1.3750</b>	<b>1.3750</b>

## Department Overview

The Parks Maintenance Division of the Public Works Department maintains the Town's parks and the various infrastructure found in our nine (9) parks. The Division provides a range of vegetation management services utilizing a variety of methods to manage vegetation for all parks, paths and our open space.

This Division oversees the urban forest management plan which, as a part of the Town Council policy which requires that every Town-owned tree is inspected and trimmed as needed at least once in a three (3) year period. This work is performed by a tree maintenance contractor and each of the crews from this contractor is accompanied by a certified arborist.

This division is supervised by the Public Works Manager, and consists of two employees. One (1) Maintenance Worker and one (1) Facilities & Grounds Worker position. Part-time funds provides assistance with servicing the parks restrooms, trash pickup and mowing. This is a not to exceed 960-hour annually provision.

Funds are also budgeted for an additional seasonal worker who may be utilized during the heavy workload of the summer season (May through September) for a total of 350 hours to maintain service delivery levels.

In the spring of 2019, the Division stopped use of Glyphosate's (Roundup) in the Town parks and path system. Parks staff has transitioned to more environmentally friendly products. These products are organic or non-Prop 65 (no cancer-causing chemicals used in the products). The cost of these products is ten (10) times more than Glyphosate's and requires the use of approximately four (4) times the amount of product. This equates to an increase in approximately forty (40) times the cost of the Roundup product.

Responsibilities for Town Parks Maintenance staff include:

- Parks: Yountville Community, Veterans Memorial, Van de Leur, Forrester, "Three Weir Park" on Forrester Lane, Vineyard, Toyon Terrace Tot Lot, Hopper Creek and Oak Circle Park.
- Pathways: Hopper Creek (Finnell to Yount), Hopper Creek (along Heather Street), Hopper Creek (Mission to Town limits), Holly Street to Heritage Way, and Washington Park Subdivision (three (3) entrances to Forrester Park); Heritage Way to Bardessono Hotel, Lande Way to Yount Street, Washington Street at Hopper Creek, and Veterans Memorial Park (south end).
- Assist with Facilities for grounds maintenance at Town Hall, Community Hall, Community Center, Library, and Post Office.

## 2019-2020 Accomplishments

- Continued to maintain park and path system at a high level. This included installation of additional drought-tolerant landscaping and drip irrigation in the Town's park system.
- These assets were captured with smart devices and added to the assets on the Town's GIS system.
- Transitioning to Battery Powered leaf blowers and away from gas powered leaf blowers
- Participated in the Town's 5th Annual Arbor Day Community Tree Planting event, planting eighteen (18) various species, including two (2) mature native oak trees in Vineyard Park. This was accomplished with help from students at the after-school program and Town Council members.
- Adapted and utilized GIS and iWork Asset Management system to create efficiency and effectiveness using technology. This includes capturing additional assets and updating those assets in the inventory as needed.
- Continued to pursue and track training opportunities for professional, personal, and safety-related topics. This included a variety of methods such as peer and professional organizations and conferences, online training and onsite training.
- Continued to provide superior customer service to the Town and its citizens.

### **2019-2020 Goals and Objectives**

- Continue to provide superior customer service to the Town and its citizens.
- Continue to maintain the Town's park and path system at a very high level.
- Utilize GIS and iWork Asset Management system to create efficiency and effectiveness in work order management.
- Continue to pursue and track training opportunities for professional, personal, and safety-related topics. This will include a variety of methods including peer and professional organizations and conferences, online training and onsite training.

### **Budget Highlights**

- A slight budget increase of \$8,448 (1.44%) reflects an increase in personnel costs. This decrease reflects the decreased contributions of employer paid benefits (Allocated OPEB 4049).

### **Did You Know?**

- 664 drought tolerant plants and 26 new trees were planted throughout town.
- Staff used 10 gallons of organic herbicide (Weed Slayer) last year.
- Park Maintenance was responsible for mowing 2.39 acres each week.
- Public Works crews provided 120,000 Mutt Mitts for pet waste removal in the Town-wide network of 25 Mutt Mitt Stations.

**Town of Yountville**  
**PUBLIC WORKS - PARKS MAINTENANCE**  
**General Fund Department 4320**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	173,867	190,524	194,919	194,919	206,014
4011	Salaries - Part Time	16,378	17,069	25,000	25,000	37,624
4012	Overtime	2,203	2,573	1,700	1,700	2,500
4013	Medicare & FICA	3,658	3,879	4,145	4,145	5,879
4020	PERS Employer Rate	18,575	21,809	26,294	26,294	28,647
4030	Deferred Compensation	7,084	9,006	13,633	13,633	14,410
4031	Payment In-Lieu Health	3,661	-	-	-	-
4040	Health Insurance	25,597	32,521	22,563	29,500	34,464
4042	Dental Insurance	4,833	4,770	5,674	5,674	4,852
4043	Vision Insurance	-	254	-	-	-
4044	Life/Disability Insurance	1,591	1,821	1,946	1,946	2,163
4049	Allocated OPEB	25,560	27,072	28,276	18,851	-
4052	Cell Phone Allowance	-	-	960	960	-
4053	Other Employee Reimbursement	129	175	-	-	-
4819	Allocated Liability Insurance	9,231	6,819	8,686	10,640	10,855
4839	Allocated Workers' Comp Insurance	(890)	4,868	6,458	8,887	8,812
	<b>Total Personnel</b>	<b>\$ 291,477</b>	<b>\$ 323,161</b>	<b>\$ 340,254</b>	<b>\$ 342,149</b>	<b>\$ 356,220</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	6	46	300	300	300
4120	Other Supplies & Materials	41,716	37,262	41,700	41,700	41,700
4210	Contract Services	55,931	37,099	29,600	29,600	29,600
4310	Facilities Maintenance	5,919	11,024	26,800	26,800	26,800
4320	Equipment Maintenance	2,899	4,007	3,000	3,000	3,000
4330	Vehicle Maintenance	7,400	7,244	6,000	6,000	6,000
4420	Equipment Rental	725	1,032	1,000	1,000	1,000
4510	Utilities - Gas & Electric	6,650	7,781	7,500	7,500	7,500
4515	Utilities - Water & Sewer	64,783	60,408	67,000	67,000	67,000
4520	Waste Disposal & Recycling	8,382	6,665	15,000	15,000	15,000
4699	Allocated IT Costs	14,400	23,227	33,030	33,030	30,930
4710	Conference & Travel	434	1,456	2,000	2,000	2,000
4715	Meetings & Training	1,414	1,988	1,500	1,500	1,500
4720	Dues & Subscriptions	-	-	500	500	500
	<b>Total Supplies &amp; Services</b>	<b>\$ 210,658</b>	<b>\$ 199,240</b>	<b>\$ 234,930</b>	<b>\$ 234,930</b>	<b>\$ 232,830</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment	1,580	2,789	3,000	6,512	3,000
	<b>Total Capital Outlay</b>	<b>\$ 1,580</b>	<b>\$ 2,789</b>	<b>\$ 3,000</b>	<b>\$ 6,512</b>	<b>\$ 3,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 503,715</b>	<b>\$ 525,189</b>	<b>\$ 578,184</b>	<b>\$ 583,591</b>	<b>\$ 592,050</b>
<b>PROGRAM REVENUE</b>						
3191	Tree Removal In Lieu Fee	2,367	11,848	4,000	(8,724)	2,000
3801	Refunds & Reimbursements	10,736	10,983	12,420	12,420	11,000
3803	Donations & Contributions	-	-	-	-	-
	<b>TOTAL PROGRAM REVENUE</b>	<b>\$ 13,103</b>	<b>\$ 22,831</b>	<b>\$ 16,420</b>	<b>\$ 3,696</b>	<b>\$ 13,000</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Public Works Director	0.0500	0.0500	0.0500	0.0500
Public Works Manager	0.2500	0.2500	0.2500	0.2500
Maintenance Worker	1.0500	1.0500	1.3250	1.3250
Facility & Grounds Worker	1.3000	1.3000	0.9500	0.9500
<b>TOTAL STAFF</b>	2.6500	2.6500	2.5750	2.5750



### Department Overview

The Government Buildings Division of the Public Works Department is responsible for providing maintenance and repair services to the Town-owned buildings. This division is supervised by the Public Works Manager and includes two (2) Maintenance Workers.

The two (2) employees maintain over 80,000 square feet of facilities. The budget includes funding for a contracted tree service firm which includes a certified arborist on each team, janitorial services firm, and janitorial supplies and related equipment. Funding is also included for employee training and development.

Supplies and Services include telephone costs, utility costs, heating and air conditioning (HVAC) system maintenance, plumbing repairs, painting, fire alarm, security, and energy management. There is a custodial service contract for two (2) days a week servicing Town Hall, Community Hall, the Community Center, the Library, and the Sheriffs Annex at the Post Office.

The following "Town-wide" expenses are incurred for the following buildings:

- Town Hall: 8,000 square feet
- Post Office: 7,000
- Sheriff's Office: 1,500 square feet
- Corporation Yard Buildings: 40,000 square feet
- Community Center, Library, and Plaza: 11,100 square feet
- Community Hall: 8,000 square feet
- Bardessono Sewer Lift Station: 4,000 square feet
- Bardessono Pump Station Building: 900 square feet
- Wastewater Treatment Plant Control Building: 10,000 square feet
- Wastewater facilities are included in the Wastewater Enterprise Fund (4510 and 4515)

The Solar Array in the parking lot at Community Center and Community Hall was energized during the summer of 2018. The contract for this infrastructure calls for known costs over the 20 year contract period. The costs savings for this infrastructure is in the fixed costs for the energy produced and purchased from the owner of the solar arrays over the 20 year contract period. A Stationary Emergency Generator was installed this year as well at Community Hall. This equipment will provide Community Resource Services during outages during power outages.

### 2019-2020 Accomplishments

- A Stationary Emergency Generator was installed this year at Community Hall. This equipment will provide Community Resource Services during outages during power outages.
- Continued to develop and Integrate GIS when possible by including assets within the facilities infrastructure.
- Managed the annual Urban Forest/ tree maintenance program for Town facilities which includes 105 trees.
- Continued to pursue and track training opportunities for professional, personal, and safety related topics including industry related professional organizations and conferences, online training and targeted on-site training.

### 2020-2021 Goals and Objectives

- Develop and refine asset service life and replacement program into iWorq asset management program.
- Incorporate additional budget and maintenance requirements for facilities into annual work plan.
- Continue to develop and Integrate GIS when possible by including assets within the facilities infrastructure.

## **PUBLIC WORKS - GOVERNMENT BUILDINGS**

### **General Fund Department 4325**



- Manage the annual Urban Forest/ tree maintenance program for town facilities which includes 105 trees.
- Continue to pursue and track training opportunities for professional, personal, and safety related topics including industry related professional organizations and conferences, online training and targeted on-site training.

#### **Budget Highlights**

- The overall budget is increased by \$17,778 (4%) due to an increase in personnel costs, and contract services, and Allocated Property Insurance. A Stationary Emergency Generator was installed this year as well at Community Hall. This equipment will provide Community Resource Services during outages during power outages.
- A loan from the State of California Energy Resources Conservation and Development Commission was disbursed on June 30, 2011 for the amount of \$200,000. \$19329.82 in principal and \$1048.54 in interest is budgeted to make timely debt payments. The Final Payments are scheduled for December 2022.
- The slight increase in personal costs is specifically related to COVID-19. This reflects the decreased contributions of employer paid benefits (Allocated OPEB 4049)

#### **Did You Know?**

- 105 trees located on Town facility property were trimmed, inspected and managed.
- The Town Public Works staff supported 23 special community events.

**Town of Yountville**  
**PUBLIC WORKS - GOVERNMENT BUILDINGS**  
**General Fund Department 4325**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	100,389	108,618	154,645	154,645	165,133
4012	Overtime	1,713	1,690	1,200	1,200	2,000
4013	Medicare & FICA	1,416	1,485	2,256	2,256	2,408
4020	PERS Employer Rate	8,720	9,907	12,586	12,586	14,852
4030	Deferred Compensation	4,873	6,738	10,825	10,825	11,558
4031	Payment In-Lieu Health	3,196	-	-	-	-
4040	Health Insurance	10,175	10,557	21,446	18,200	21,047
4042	Dental Insurance	2,602	2,593	3,654	3,654	3,530
4044	Life/Disability Insurance	908	1,031	1,600	1,600	1,757
4049	Allocated OPEB	14,280	15,372	22,439	14,959	-
4819	Allocated Liability Insurance	4,541	3,873	6,891	8,441	8,711
4839	Allocated Workers' Comp Insurance	(460)	2,764	5,124	7,051	7,063
	<b>Total Personnel</b>	<b>\$ 152,355</b>	<b>\$ 164,629</b>	<b>\$ 242,666</b>	<b>\$ 235,417</b>	<b>\$ 238,059</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	23	390	300	300	300
4120	Other Supplies & Materials	5,916	7,275	5,000	5,000	5,000
4210	Contract Services	31,732	28,585	51,316	51,316	58,870
4310	Facilities Maintenance	24,077	13,489	14,100	14,100	14,100
4320	Equipment Maintenance	547	-	2,000	2,000	2,000
4325	Vehicle Maintenance	1,502	1,382	1,500	1,500	1,500
4510	Utilities - Gas & Electric	22,671	21,191	23,000	23,000	25,710
4515	Utilities - Water & Sewer	27,930	28,983	30,000	30,000	30,000
4520	Waste Disposal & Recycling	2,994	2,380	4,500	4,500	4,500
4699	Allocated IT Costs	10,480	11,364	16,200	16,200	15,170
4710	Conference & Travel	66	692	2,000	2,000	2,000
4715	Meetings & Training	1,181	979	1,000	1,000	1,000
4720	Dues & Subscriptions	-	-	500	500	500
4829	Allocated Property Insurance	30,977	34,342	33,500	38,570	48,000
	<b>Total Supplies &amp; Services</b>	<b>\$ 160,095</b>	<b>\$ 151,053</b>	<b>\$ 184,916</b>	<b>\$ 189,986</b>	<b>\$ 208,650</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment	-	2,509	3,000	6,512	3,000
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 2,509</b>	<b>\$ 3,000</b>	<b>\$ 6,512</b>	<b>\$ 3,000</b>
<b>LOAN PAYMENTS</b>						
6100	Principal	17,678	18,212	18,758	18,758	19,330
6500	Interest	2,991	2,457	1,911	1,911	1,339
	<b>Total Debt Service</b>	<b>\$ 20,669</b>	<b>\$ 20,669</b>	<b>\$ 20,669</b>	<b>\$ 20,669</b>	<b>\$ 20,669</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 333,118</b>	<b>\$ 338,859</b>	<b>\$ 451,251</b>	<b>\$ 452,584</b>	<b>\$ 470,378</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Public Works Manager	0.2000	0.2500	0.2750	0.2750
Maintenance Worker	0.7500	0.8000	1.7000	1.7000
Facility & Grounds Worker	0.2500	0.2500	-	-
<b>TOTAL STAFF</b>	<b>1.2000</b>	<b>1.3000</b>	<b>1.9750</b>	<b>1.9750</b>

### Department Overview

The Parks and Recreation - Administration & Services budget includes the administration budget for the department including general office expenses such as supplies, postage and printing costs, personnel services, training, and administrative staff resources. This department includes funding for part-time extra help support at the Community Center front desk and the department's part-time Marketing Specialist.

Specific operations include the administrative oversight of the department such as; finance and employment-related tasks, park picnic area reservations, special event application process administration, amplified sound permits, block party permits and filming/photography permits, and developing and implementing overall Parks and Recreation Department marketing initiatives. The Department works closely with and provides staff support to the Parks and Recreation Advisory Commission, the Yountville Arts Commission and the Yountville Community Foundation and continues to facilitate the Youth Subsidy Fund.

### 2019-20 Accomplishments

- Processed 5,522 individual registrations for recreational programs, events and services.
- Held a formal staff strategic planning retreat to assess where we are now and where we see the department in the future.
- Successfully recruited for a Full Time Facility & Events Specialist.
- Completed an online digital tour and marketing photo shoot for Yountville Community and Veterans Memorial Park.

### 2020-2021 Goals and Objectives

- Research and potentially implement the facility scheduler and rental module that is offered as a part of the ASAP Software System that is already used for Recreation Class registration.
- Implement of DocuSign for permit applications, agreements, rental forms and registration forms.
- Implement use of LaserFiche for electronic long term file storage.
- Analyze and implement a system to streamline check in for drop in sports.
- Change the Camp registration process to increase manageability.
- Analyze and plan for workload and distribution changes based on school closure.

### Budget Highlights

- This is a status quo budget with slight increases in wages and benefits.

### Did You Know?

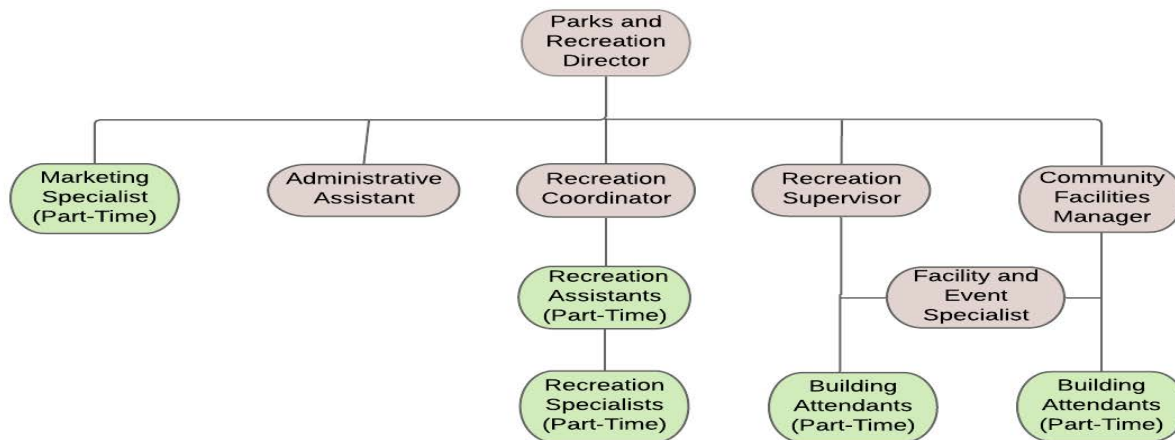
- In calendar year 2019, the Parks and Recreation Department processed over 5,522 individual registrations through the ASAP Registration Software System. This includes online and in-person registrations.
- In 2019 we had 217 Park Site Reservations totaling 8,250 visiting our parks in an organized manner.
- The Parks and Recreation Department produces an exciting and information-packed Parks & Recreation Program Guide three (3) times per year, and it is direct mailed to all Yountville addresses and P.O. Boxes as well as an additional 7,500 North Napa residents; over 24,000 total guides are distributed per year.
- The department offers our local non-profit partners free advertising space in the brochure. Among those who utilize it are the Chamber of Commerce, Yountville Little League, the Napa Valley Museum, Yountville Kiwanis Club, the Napa Valley Performing Arts Center at Lincoln Theater and the Veterans Home.

**Town of Yountville**  
**PARKS & RECREATION - ADMINISTRATION & SERVICES**  
**General Fund Department 5405**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	203,073	227,618	240,997	240,997	237,856
4011	Salaries - Part Time	32,736	28,557	30,450	30,450	33,495
4012	Overtime	1,248	359	1,000	1,000	1,000
4013	Medicare & FICA	5,269	5,300	5,724	5,724	6,017
4020	PERS Employer Rate	47,384	59,137	75,015	75,015	67,776
4030	Deferred Compensation	11,482	12,679	17,049	17,049	16,833
4031	Payment In-Lieu Health	113	-	-	-	-
4040	Health Insurance	30,745	31,798	34,302	31,100	32,542
4042	Dental Insurance	2,777	2,852	3,024	3,024	2,707
4043	Vision Insurance	-	509	3,000	3,000	3,000
4044	Life/Disability Insurance	1,870	2,111	2,365	2,365	2,204
4049	Allocated OPEB	28,320	31,284	34,955	23,303	-
4051	Automobile Allowance	-	2,600	2,400	2,400	2,400
4052	Cell Phone Allowance	4,540	5,200	5,760	5,760	6,720
4053	Other Employee Reimbursement	480	120	3,600	3,600	3,600
4819	Allocated Liability Insurance	10,360	7,880	10,739	13,155	12,547
4839	Allocated Workers' Comp Insurance	(1,020)	5,626	7,985	10,988	10,174
	<b>Total Personnel</b>	<b>\$ 379,377</b>	<b>\$ 423,631</b>	<b>\$ 478,365</b>	<b>\$ 468,930</b>	<b>\$ 438,871</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	7,576	7,975	7,500	7,500	7,500
4120	Other Supplies & Materials	5,832	2,218	7,500	7,500	7,500
4130	Postage & Printing	22,742	23,040	28,000	28,000	30,000
4210	Contract Services	8,521	12,785	14,000	14,000	12,000
4225	Bank & Fiscal Agent Fees	7,608	9,077	7,900	7,900	8,500
4230	Personnel Services	2,291	2,475	1,000	1,000	2,500
4250	Advertising	3,064	4,119	3,500	3,500	3,500
4320	Equipment Maintenance	-	-	500	500	500
4330	Vehicle Maintenance	470	844	1,000	1,000	1,000
4410	Facility Rental	31	-	-	-	-
4420	Equipment Rental	453	-	-	-	-
4699	Allocated IT Costs	14,600	13,291	20,340	20,340	21,120
4710	Conference & Travel	2,141	5,464	7,500	7,500	7,500
4715	Meetings & Training	2,874	2,990	3,500	3,500	3,500
4720	Dues & Subscriptions	2,165	777	3,000	3,000	3,260
	<b>Total Supplies &amp; Services</b>	<b>\$ 80,366</b>	<b>\$ 85,055</b>	<b>\$ 105,240</b>	<b>\$ 105,240</b>	<b>\$ 108,380</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment	456	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 456</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 460,200</b>	<b>\$ 508,685</b>	<b>\$ 583,605</b>	<b>\$ 574,170</b>	<b>\$ 547,251</b>
<b>PROGRAM REVENUE</b>						
3120	Special Event Permit	\$ 6,297	\$ 8,913	\$ 7,500	\$ 7,500	\$ 7,500
3315	Park Rentals	15,530	14,253	13,500	13,500	13,500
	<b>TOTAL PROGRAM REVENUE</b>	<b>\$ 21,827</b>	<b>\$ 23,166</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.0500	0.0500	0.0500	0.0500
Parks & Recreation Director	0.8000	0.8000	0.8200	0.8200
Community Facilities Manager	0.1400	0.1400	0.1400	0.1400
Recreation Supervisor	0.0500	0.0500	0.0500	0.0500
Administrative Assistant	0.4500	0.4500	0.5000	0.5000
Management Analyst	0.0500	0.0500	0.0500	0.0500
Finance Director	0.0250	0.0250	0.0500	0.0500
Financial Analyst	0.0500	0.0500	0.1000	0.1000
<b>TOTAL STAFF</b>	<b>1.6150</b>	<b>1.6150</b>	<b>1.7600</b>	<b>1.7600</b>

### Parks and Recreation Organizational Chart



### **Department Overview**

The Parks and Recreation Day Camp Program provides out of school time care for Yountville and Napa Valley residents. Camps provide daily care for children Kindergarten through 5th grades. The program provides a safe and enjoyable option for families who live or work in Yountville as well as those who live outside of Yountville and choose this camp. We provide children with stimulating and educational activities and field trips as well as the opportunity to meet new friends and have exciting experiences. This is a standalone program that is comprised of families mostly outside of Yountville Elementary School and we do not anticipate significant enrollment changes due to the school closing in June 2020.

The following thirteen (13) one-week camp sessions are provided each year; one (1) week in the spring during the Napa Valley Unified School District (NVUSD) Spring Break, a three-day week session during Thanksgiving Break; three (3) - one-week sessions in the Winter during NVUSD Winter Break, and eight to nine (8 - 9) - one-week sessions during the summer in June, July, and August.

The program averaged 72 children per week during the summer and 45 children per week during the spring and winter break camps serving 898 children throughout the year. The Parks and Recreation Department operates these programs due to a lack of local private sector program or school run alternatives and as a convenience to residents who would otherwise have to utilize programs located in the Napa or St. Helena areas.

Camp programs feature activities of arts, crafts, sports, table games, swimming, excursions, cooking and much more. Camps have traditionally operated out of the Yountville Elementary school. In the event use of the school is not possible, we have alternative plans in place that will include use of our local parks and the Community Center. Week-long camps meet Monday through Friday from 7:30 a.m. to 5:30 p.m. To make it more exciting for the participants, each week is designed around a different theme with theme-centered activities and field trips.

### **2019-2020 Accomplishments**

- We successfully adapted to the closure of the Yountville Community Pool and used the VINE Bus system to travel to the Napa High Pool, operated by Napa Parks and Recreation, on Tuesdays of each week.
- We continued to grow in both participant enrollment and revenue in all Camps in 2019.
- We held a successful staff recruitment for Summer Camp 2019 with 3 new Recreation Assistants coming on board with a returning staff of 9.

### **2020-2021 Goals and Objectives**

- Work to streamline the registration processes and explore options to better manage daily registration numbers.
- Work with ASAP (Registration Software Company) to create a check in/out report that combines all registration options onto one sheet per day.
- Continue to work on partnering with the Napa County Library on the summer reading program.
- Strive to sustain the programs pending site changes at Yountville Elementary School.
- Continue to foster a positive environment for our team to grow and learn lifelong employment skills.

### **Budget Highlights**

- There are no major changes to this budget. However, each year, minimum wage increases statewide increase our personnel costs.



**Town of Yountville**  
**PARKS & RECREATION - DAY CAMP PROGRAM**  
**General Fund Department 5406**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	20,529	24,152	25,073	25,073	26,608
4011	Salaries - Part Time	44,230	42,994	46,000	46,000	50,600
4012	Overtime	579	1,211	700	700	800
4013	Medicare & FICA	3,651	3,657	3,884	3,884	4,259
4020	PERS Employer Rate	7,387	3,497	4,076	4,076	4,068
4030	Deferred Compensation	1,292	1,575	1,751	1,751	1,858
4031	Payment-In Lieu Health	1,080	-	-	-	-
4040	Health Insurance	2,576	4,045	5,014	4,000	4,577
4042	Dental Insurance	329	357	361	361	350
4044	Life/Disability Insurance	188	236	258	258	282
4049	Allocated OPEB	3,720	3,504	3,636	2,424	-
4819	Allocated Liability Insurance	3,031	883	1,117	1,369	1,404
4839	Allocated Workers' Comp Insurance	(290)	630	831	1,143	1,138
<b>Total Personnel</b>		<b>\$ 88,301</b>	<b>\$ 86,740</b>	<b>\$ 92,701</b>	<b>\$ 91,039</b>	<b>\$ 95,944</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	12	132	500	500	500
4120	Other Supplies & Materials	11,208	9,171	10,500	10,500	11,000
4210	Contract Services	11,297	14,776	15,000	15,000	15,000
4250	Advertising	400	125	500	500	1,000
4410	Facility Rental	2,500	3,019	3,000	3,000	3,000
4699	Allocated IT Costs	3,400	3,043	4,650	4,650	4,820
4710	Conference & Travel	369	300	900	900	900
4715	Meetings & Training	636	440	500	500	600
<b>Total Supplies &amp; Services</b>		<b>\$ 29,822</b>	<b>\$ 31,006</b>	<b>\$ 35,550</b>	<b>\$ 35,550</b>	<b>\$ 36,820</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 118,123</b>	<b>\$ 117,746</b>	<b>\$ 128,251</b>	<b>\$ 126,589</b>	<b>\$ 132,764</b>
<b>PROGRAM REVENUE</b>						
3538	Camp Program Fees	\$ 111,347	\$ 114,683	\$ 95,000	\$ 95,000	\$ 98,000
	Cost Recovery Percentage	94.3%	97.4%	74.1%	75.0%	73.8%

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200
Recreation Coordinator	0.3000	0.3000	0.3000	0.3000
Administrative Assistant	0.0500	0.0500	0.0500	0.0500
<b>TOTAL STAFF</b>	<b>0.3700</b>	<b>0.3700</b>	<b>0.3700</b>	<b>0.3700</b>



## **PARKS AND RECREATION - POOL & AQUATIC PROGRAMS**

### **General Fund Department 5407**



#### **Department Overview**

The Town of Yountville ceased operation of the Community Pool in 2019. The Parks and Recreation – Pool & Aquatic Programs department continues to be included in the budget for the sole purpose of displaying historical activity.

#### **2019-2020 Accomplishments**

- No activity to report.

#### **2020-2021 Goals and Objectives**

- No planned activity.

#### **Budget Highlights**

- This budget expenditure came to an end in 2019.

**Town of Yountville**  
**PARKS & RECREATION - POOL & AQUATIC PROGRAMS**  
**General Fund Department 5407**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	33,556	35,875	-	-	-
4011	Salaries - Part Time	49,359	20,417	-	-	-
4012	Overtime	412	279	-	-	-
4013	Medicare & FICA	4,232	2,047	-	-	-
4020	PERS Employer Rate	6,740	8,183	-	-	-
4030	Deferred Compensation	1,970	2,225	-	-	-
4031	Payment In-Lieu Health	522	-	-	-	-
4040	Health Insurance	3,801	3,853	-	-	-
4042	Dental Insurance	603	601	-	-	-
4044	Life/Disability Insurance	296	337	-	-	-
4049	Allocated OPEB	4,800	5,088	-	-	-
4819	Allocated Liability Insurance	4,101	1,281	-	-	-
4839	Allocated Workers' Comp Insurance	(430)	914	-	-	-
	<b>Total Personnel</b>	<b>\$ 109,962</b>	<b>\$ 81,101</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	1,119	207	-	-	-
4120	Other Supplies & Materials	3,723	494	-	-	-
4125	Chemicals	8,370	2,006	-	-	-
4140	Supplies for Resale - Snack Bar	2,718	452	-	-	-
4210	Contract Services	5,817	1,780	-	-	-
4250	Advertising	350	-	-	-	-
4280	Other Agencies	1,331	367	-	-	-
4310	Facilities Maintenance	557	-	-	-	-
4320	Equipment Maintenance	2,726	1,778	-	-	-
4410	Facility Rental	-	-	-	-	-
4699	Allocated IT Costs	3,600	3,250	-	-	-
4710	Conference & Travel	300	-	-	-	-
4715	Meetings & Training	692	1,399	-	-	-
4720	Dues & Subscriptions	-	495	-	-	-
	<b>Total Supplies &amp; Services</b>	<b>\$ 31,303</b>	<b>\$ 12,228</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
5700	Machinery & Equipment	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 141,264</b>	<b>\$ 93,329</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROGRAM REVENUE</b>						
3319	Concession Sales	3,298	2,754	-	-	-
3536	Swimming Pool Fees	21,463	10,926	-	-	-
3537	Swim Lesson Fees	9,026	1,272	-	-	-
	<b>TOTAL PROGRAM REVENUE</b>	<b>\$ 33,787</b>	<b>\$ 14,952</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	Cost Recovery Percentage	23.9%	16.0%	0.0%	0.0%	0.0%

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Parks & Recreation Director	0.0200	0.0200	-	-
Community Facilities Manager	0.1500	0.1500	-	-
Recreation Supervisor	-	-	-	-
Public Works Manager	0.0250	0.0250	-	-
Maintenance Worker	0.1250	0.1250	-	-
Facility & Grounds Worker	0.0250	0.0250	-	-
Administrative Assistant	0.0500	0.0500	-	-
<b>TOTAL STAFF</b>	<b>0.3950</b>	<b>0.3950</b>	<b>-</b>	<b>-</b>

## Department Overview

The Yountville Community Center (YCC) opened in the fall of 2009 with the goal of meeting the evolving and diverse recreational and social needs of people of all ages and interests in our community. Ten years have passed and the Community Center has become a thriving location to enjoy numerous recreation classes, open gym programs, and Town events as well as a location for small meetings and gatherings, elegant weddings and receptions and large non-profit fundraisers and conferences. Our department mission statement "To offer healthy, cost effective and innovative opportunities for Community Connection" rings true in the daily operations of the Community Center.

We break the services offered by the YCC into three core areas:

### 1. RECREATION CLASSES, EVENTS & PROGRAMS

The YCC meets the needs of town residents and those from surrounding areas as a place to take affordable classes, visit the library, have a free bag of popcorn, meet up to have a cup of coffee or attend an event.

The YCC is the home base for over 120 programs, classes and events each year averaging of 84 hours of recreational programming each week. Yountville residents, as well as residents from the City of Napa and surrounding communities, enjoy many hours at the Community Center each week.

Revenues and expenses for our YCC recreational programs, events and classes are shown in accounts 5410, 5412 and 5413. The Town does not charge itself facility rent for the use of the center for our recreational programs and services.

### 2. EVENT AND MEETING RENTALS

The center has five different fee structures: Market Rate Non-resident, Non-Profit/Government rate, Yountville Resident rate, Yountville Non-Profit discount rate and Commercial for Profit rate. The Town also offers the venue for co-sponsored events to Yountville based non-profits as well as on a case by case approval basis of other local non-profits.

In calendar year 2019, the Community Center had 69 rental events totaling revenue of \$66,869. Co-Sponsorship or free usage was \$48,102.

The rental side of the Community Center utilizes a part-time staffing model to employ building attendants. The attendants provide rental assistance with event set up, monitor events, help with audio and visual equipment set up, ensure that rules and regulations are followed such as facility maintenance and clean-up procedures. Many of the employees work other full-time jobs and work for the Town only on the weekends, and some are retired and work limited shifts. In October of 2019 the department hired a new full-time Facility & Events Specialist. This position is the onsite manager for most Community Center rentals and supports most of the department's special events. They are scheduled first with part time staff supplementing when needed.

### 3. TOWN CO-SPONSORED MEETINGS AND EVENTS

The Town has a Partnership/Co-sponsorship program in place that allows the free use or a reduced rental fee for local Yountville and Napa County non-profit organizations or government agencies. All direct costs such as part-time staffing, security, and cleaning service charges are paid by the renter. In calendar year 2019, the YCC hosted 30 events in the Partnership/Co-sponsorship category with a donated value of over \$48,102. This is one important way the Town Of Yountville supports the community.

## 2019-2020 Accomplishments

- Installation of the permanent emergency generator which powers the Community Hall to ensure continuation of services in an emergency or Public Safety Power Shut Off.

## **PARKS AND RECREATION - COMMUNITY CENTER OPERATIONS**

### **General Fund Department 5408**



- Restructured marketing efforts to present “packages” for customers to consider using the current fees and charges.
- Successfully recruited for and filled the Facility & Events Specialist position, which is a shared position allocated to the Community Center Operations, Community Events & Programs, and Yountville Arts Program departments.
- Completed a virtual tour and drone photo shoot of the facility which is available for view on our website.

#### **2020-2021 Goals and Objectives**

- Purchase two additional stage pieces for recreation classes. Classes use these to elevate instructors so participants can view them. Existing stage sections can now be solely used for rental event.
- Host a networking event to showcase the Community Center. Invite wedding coordinators, specific businesses, caterers, photographers and other wedding professionals.
- Look at other marketing opportunities to incorporate in the centers advertising to ensure it is being widely distributed to all types of publications and communities.
- Continue to balance the rental of the building with the increase and variety of recreational classes we offer.
- By the end of calendar year 2020, premiere packages that create more full service options. This could include set up and clean up, catering, floral and event planning services. This will require staff to revise fees and charges as well which will come to the Town Council for review and approval.
- Analyze and revise marketing strategies with the goal of having the center rented the majority of weekends during the year, and sustaining weekday rentals as well.
- Install direct Comcast Internet to provide connection during power outages.
- Work with PG&E to establish a formal agreement for the Community Hall to be designated a Community Resource Center during Public Safety Power Shut Off Events.

#### **Budget Highlights**

- This is a status quo budget with minimal changes.

#### **Did You Know?**

- The Community Center hosted 69 paid event rentals in calendar year 2019 which generated revenue of \$66,869.
- 30 events were hosted in the Town Partnership/Co-Sponsored category with a donated sponsorship value of over \$48,102.
- 59 tours of the facility were given to potential renters in 2019.
- The month of July 2019 had the most rentals with eight (8) events followed by January, February, June, November and December all with seven (7) events each.
- As of this year potential renters can go to the [Townofyountville.com/weddings](http://Townofyountville.com/weddings) website and click on the virtual tour of the Community Center. Pictures of both exterior and interior views are shown to give renters ideas of how the venue looks without having to physically come and take a tour.

**Town of Yountville**  
**PARKS & RECREATION - COMMUNITY CENTER OPERATIONS**  
**General Fund Department 5408**

		2017-18	2018-19	2019-20	2020-21	
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	123,550	133,570	126,716	126,716	130,191
4011	Salaries - Part Time	20,310	12,844	11,000	11,000	12,100
4012	Overtime	1,155	854	500	500	500
4013	Medicare & FICA	3,284	2,804	3,681	3,681	2,817
4020	PERS Employer Rate	27,687	33,207	37,329	37,329	34,687
4030	Deferred Compensation	7,758	8,597	9,218	9,218	9,465
4031	Payment In-Lieu Health	1,123	-	-	-	-
4040	Health Insurance	12,162	11,964	16,733	14,100	15,942
4042	Dental Insurance	1,649	1,620	1,298	1,298	1,259
4043	Vision Insurance	279	9	-	-	-
4044	Life/Disability Insurance	1,068	1,197	1,260	1,260	1,326
4049	Allocated OPEB	17,760	18,948	18,377	12,251	-
4819	Allocated Liability Insurance	6,590	4,772	5,647	6,917	6,868
4839	Allocated Workers' Comp Insurance	(670)	3,407	4,198	4,726	5,569
	Total Personnel	\$ 223,705	\$ 233,794	\$ 235,957	\$ 228,996	\$ 220,724
SUPPLIES & SERVICES						
4110	Office Supplies	725	180	600	600	600
4120	Other Supplies & Materials	11,874	6,718	8,200	8,200	8,700
4130	Postage & Printing	102	57	800	800	500
4210	Contract Services	63,348	47,976	60,920	60,920	64,400
4250	Advertising	11,417	8,694	9,000	9,000	6,780
4310	Facilities/Grounds Maintenance	6,329	8,746	6,000	6,000	6,000
4320	Equipment Maintenance	9,537	15,954	-	-	-
4510	Utilities - Gas & Electric	54,948	58,793	45,000	45,000	45,000
4515	Utilities - Water & Sewer	5,904	10,187	8,000	8,000	8,000
4520	Waste Disposal & Recycling	6,086	12,545	12,000	12,000	12,500
4699	Allocated IT Costs	10,600	10,655	16,320	16,320	16,950
4710	Conference & Travel	1,585	495	1,200	1,200	1,200
4715	Meetings & Training	63	229	500	500	500
4720	Dues & Subscriptions	282	165	950	950	940
4850	Special Events Insurance	1,725	1,667	6,500	6,500	4,800
	Total Supplies & Services	\$ 184,527	\$ 183,061	\$ 175,990	\$ 175,990	\$ 176,870
CAPITAL OUTLAY						
5700	Machinery & Equipment	2,209	9,290	1,500	1,500	6,800
	Total Capital Outlay	\$ 2,209	\$ 9,290	\$ 1,500	\$ 1,500	\$ 6,800
	TOTAL EXPENDITURES	\$ 410,441	\$ 426,144	\$ 413,447	\$ 406,486	\$ 404,394
PROGRAM REVENUE						
3312	Community Hall Rental	53,682	40,250	40,000	40,000	42,000
3313	Community Center Rental	24,439	6,711	32,000	32,000	20,000
3314	Other Facility Rental Charges	31,223	25,733	35,000	35,000	28,000
	TOTAL PROGRAM REVENUE	\$ 109,344	\$ 72,694	\$ 107,000	\$ 107,000	\$ 90,000
	Cost Recovery Percentage	26.6%	17.1%	25.9%	26.3%	22.3%

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.0500	0.0500	0.0500	0.0500
Parks & Recreation Director	0.0700	0.0700	0.0700	0.0700
Community Facilities Manager	0.7000	0.7000	0.7000	0.7000
Public Works Manager	0.0750	0.0750	0.0750	0.0750
Facility & Event Specialist	-	-	0.5000	0.5000
Administrative Assistant	0.0500	0.0500	0.0500	0.0500
Maintenance Worker	0.2500	0.2500	-	-
Facility & Grounds Worker	0.0250	0.0250	-	-
Financial Analyst	0.0500	0.0500	-	-
Finance Director	0.0250	0.0250	-	-
<b>TOTAL STAFF</b>	<b>1.2950</b>	<b>1.2950</b>	<b>1.4450</b>	<b>1.4450</b>

### Department Overview

The purpose of the After School program is to support our local families and business employees with children by providing high-quality childcare alternatives for through grade 5 in the hours after school ends. Research has shown that the hours directly after school is a critical time for school-age children. The Yountville After School program provides fun, healthy, enriching and safe activities, as well as homework assistance for children in Kindergarten through 5th grades.

With the closure of Yountville Elementary School at the end of the 2019-20 school year, there was much uncertainty around how to prepare the budget. Still unknown is the Napa Valley Unified School Districts plan for bussing home Yountville resident children and what, if any after school childcare services may be needed to support our local families. The Parks and Recreation Department has historically operated this program due to a lack of a local private childcare options in town.

The proposed budget is estimating services for up to 25 children. Yountville currently has 37 resident elementary school students who will be attending other schools in Napa. 30 of those students are going to Willow Elementary School and could potentially receive transportation to and from school each day. We have decreased expenses for part time staffing and supplies by approximately half in this placeholder budget.

### 2019-2020 Accomplishments

- Continued Implementation of monthly billing.
- Successfully started the Wednesday Enrichment Program.
- Implemented a waste reductions program that cut the the daily trash and recycling by two-thirds.

### 2020-2021 Goals and Objectives

- Be ready to provide services as needed after school closure to resident children who may ride the bus home during the 2020-21 School Year if at all feasible.

### Budget Highlights

- Budget reductions based on estimated drop in students needing services.
- This budget was drafted as a placeholder during this transition year. The revenues and expenses are estimates based on the limited information we had available from the district at the time of drafting the budget.



**Town of Yountville**  
**PARKS & RECREATION - AFTER SCHOOL PROGRAM**  
**General Fund Department 5409**

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>					
4010 Salaries - Full Time	40,069	47,330	49,392	49,392	52,596
4011 Salaries - Part Time	34,721	36,825	50,600	50,600	26,000
4012 Overtime	1,235	1,479	800	800	500
4013 Medicare & FICA	3,264	3,460	4,589	4,589	2,757
4020 PERS Employer Rate	15,473	6,342	7,377	7,377	7,448
4030 Deferred Compensation	2,574	3,158	3,453	3,453	3,677
4031 Payment-In Lieu Health	2,340	-	-	-	-
4040 Health Insurance	4,966	7,930	10,189	8,200	9,256
4042 Dental Insurance	659	701	727	727	705
4044 Life/Disability Insurance	363	462	510	510	564
4049 Allocated OPEB	7,440	6,912	7,163	4,775	-
4819 Allocated Liability Insurance	4,721	1,742	2,201	2,696	2,775
4839 Allocated Workers' Comp Insurance	(430)	1,244	1,636	2,252	2,250
<b>Total Personnel</b>	<b>\$ 117,395</b>	<b>\$ 117,585</b>	<b>\$ 138,637</b>	<b>\$ 135,371</b>	<b>\$ 108,528</b>
<b>SUPPLIES &amp; SERVICES</b>					
4110 Office Supplies	112	428	1,200	1,200	500
4120 Other Supplies & Materials	9,347	13,598	13,500	13,500	5,500
4210 Contract Services	-	9,763	9,000	9,000	-
4410 Facility Rental	2,592	2,309	2,800	2,800	2,500
4699 Allocated IT Costs	7,000	6,293	9,670	9,670	10,040
<b>Total Supplies &amp; Services</b>	<b>\$ 19,050</b>	<b>\$ 32,390</b>	<b>\$ 36,170</b>	<b>\$ 36,170</b>	<b>\$ 18,540</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,445</b>	<b>\$ 149,975</b>	<b>\$ 174,807</b>	<b>\$ 171,541</b>	<b>\$ 127,068</b>
<b>PROGRAM REVENUE</b>					
3534 After School Fees	\$ 98,123	\$ 144,978	\$ 119,000	\$ 119,000	\$ 40,000
Cost Recovery Percentage	71.9%	96.7%	68.1%	69.4%	31.5%

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200
Recreation Coordinator	0.6500	0.6500	0.6500	0.6500
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
<b>TOTAL STAFF</b>	<b>0.7700</b>	<b>0.7700</b>	<b>0.7700</b>	<b>0.7700</b>

## Department Overview

The Parks and Recreation - Leisure Programs department offers classes and activities that enrich the quality of life for our residents in Yountville as well as those in our surrounding areas. Programs and services budgeted in 5410 include the Golden Ticket Program, specialty classes and our excursions program.

In the fall of 2016, this department launched the Golden Ticket Program. The Golden Ticket Program is a pass system that allows those ages 50+ who enroll, to participate in a series of classes and programs each quarter for one price. In the Spring of 2020, we had 142 Golden Ticket Members, of which 97 are Yountville Residents.

An illustration of the classes and programs offered in addition to Golden Ticket Program are:

- UC Master Gardeners of Napa County Programs
- Fitness Classes such as Jazzercise, Zumba & Yoga
- Trips and Excursions

All of the classes offered are taught by a contract instructor or volunteer. The contract instructor provides all curriculum, supplies, and materials for the class and the Town provides the space, marketing and registration processing. In most cases, the contractor receives 60% of the class fees, and the Town receives 40% of the fee to cover marketing, administrative cost recovery, facility use, and other related costs. Instructors for the Golden Ticket Program are paid an hourly rate to keep the costs manageable. Most classes and excursions require a minimum number of participants in order for the class or activity to be held. This cancellation policy assists in making sure that fixed costs are recovered.

## 2019-2020 Accomplishments

- The Golden Ticket Program ended the fiscal year with 142 individual members.
- Continued to see a strong response to excursions, filling most to capacity.

## 2020-2021 Goals and Objectives

- Continue to evolve the Golden Ticket Program with fresh classes and programs each season.
- Explore offering contract classes for tweens and teens.
- Continue to offer current and exciting trips and excursions which draw a range of participants.

## Budget Highlights

- Reflected in this proposed expense budget is an increase in part time staffing costs due to the January 1 minimum wage increase.
- Also reflected is a \$10,000 increase in contract instructor payments related to the growth in the number of students and cost of services provided by instructions.

## Did You Know?

- Up to four excursions are offered in each of the three Recreation Guides produced. Bay Area museums, theater performances and Giants games tend to be the favorites.
- An average of 320 participants each day (Monday – Friday) engage at the Community Center to take a class or participate in a program offered through the Leisure Programs department.

**Town of Yountville**  
**PARKS & RECREATION - LEISURE PROGRAMS**  
**General Fund Department 5410**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	61,498	65,151	75,962	75,962	77,858
4011	Salaries - Part Time	23,878	28,361	26,400	26,400	29,040
4012	Overtime	457	159	400	400	500
4013	Medicare & FICA	2,624	3,032	2,940	2,940	3,354
4020	PERS Employer Rate	18,890	23,457	33,361	33,361	29,901
4030	Deferred Compensation	3,834	4,002	5,313	5,313	5,446
4040	Health Insurance	17,785	18,118	23,480	21,000	23,049
4042	Dental Insurance	1,646	1,659	2,029	2,029	1,956
4044	Life/Disability Insurance	524	616	787	787	821
4049	Allocated OPEB	8,640	8,904	11,019	7,346	-
4819	Allocated Liability Insurance	3,671	2,243	3,385	4,147	4,107
4839	Allocated Workers' Comp Insurance	(370)	1,601	2,517	3,464	3,330
	<b>Total Personnel</b>	<b>\$ 143,077</b>	<b>\$ 157,303</b>	<b>\$ 187,593</b>	<b>\$ 183,149</b>	<b>\$ 179,362</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	-	-	500	500	500
4120	Other Supplies & Materials	8,334	7,765	7,500	7,500	7,500
4140	Supplies for Resale - Tickets	9,688	29,394	13,000	13,000	13,000
4210	Contract Services	14,044	19,290	15,000	15,000	15,000
4250	Advertising	1,082	1,308	2,500	2,500	2,500
4260	Program Services (contract instructors)	36,520	48,289	30,000	30,000	40,000
4699	Allocated IT Costs	7,000	6,293	9,670	9,670	10,040
	<b>Total Supplies &amp; Services</b>	<b>\$ 76,669</b>	<b>\$ 112,338</b>	<b>\$ 78,170</b>	<b>\$ 78,170</b>	<b>\$ 88,540</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 219,746</b>	<b>\$ 269,641</b>	<b>\$ 265,763</b>	<b>\$ 261,319</b>	<b>\$ 267,902</b>
<b>PROGRAM REVENUE</b>						
3530	Class Fees	\$ 49,522	\$ 58,494	\$ 55,000	\$ 55,000	\$ 60,000
3539	Excursion Fees	19,130	36,602	25,000	25,000	17,000
	<b>TOTAL PROGRAM REVENUE</b>	<b>\$ 68,652</b>	<b>\$ 95,096</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 77,000</b>
	Cost Recovery Percentage	31.2%	35.3%	30.1%	30.6%	28.7%

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200
Recreation Supervisor	0.5500	0.5500	0.7000	0.7000
Administrative Assistant	0.2000	0.2000	0.2000	0.2000
<b>TOTAL STAFF</b>	<b>0.7700</b>	<b>0.7700</b>	<b>0.9200</b>	<b>0.9200</b>

### **Department Overview**

The Parks and Recreation - Sports Programs Department is designed to provide opportunities for community members to be active and involved in sports regardless of skill level. These programs include:

- Pre-school Sports- Little Sluggers, Little Kickers, and Little Hoopsters: These programs are designed to assist preschool-aged children in learning to play in a group while also building their large motor skills.
- Open Gym Time - The program is free to residents, and non-residents are able to purchase an annual pass. Open Gym play is offered for Basketball and Pickleball.

### **2019-2020 Accomplishments**

- Continued to support the very active Pickleball Steering Committee with their events and other goals.

### **2020-2021 Goals and Objectives**

- Continue to analyze open gym schedule to best utilize staffing and resources.
- Manage seasonal changes to indoor and outdoor participation by adapting hours.
- Analyze youth sports programs for viability.
- Partner with the Pickleball Steering Committee to purchase and install an outdoor table tennis table for Vineyard Park.

### **Budget Highlights**

- An increase is shown under supplies and materials to contribute to half of the cost to the outdoor permanent table tennis table.

### **Did You Know?**

- The Pre-School Sports programs have volunteer coaches who donate their time to introduce little ones to sports.
- It is estimated that there are currently 2.8 million Pickleball players in the United States. This is an increase of over 12% since 2017 with the largest population in California, Oregon, and Washington.

**Town of Yountville**  
**PARKS & RECREATION - SPORTS PROGRAMS**  
**General Fund Department 5412**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	22,915	24,487	15,581	15,581	15,969
4011	Salaries - Part Time	16,755	19,986	18,000	18,000	19,800
4012	Overtime	114	33	100	100	100
4013	Medicare & FICA	1,589	1,852	1,527	1,527	1,747
4020	PERS Employer Rate	6,778	8,411	6,369	6,369	5,750
4030	Deferred Compensation	1,391	1,463	1,086	1,086	1,114
4040	Health Insurance	6,169	6,286	4,242	4,242	4,164
4042	Dental Insurance	569	573	364	364	351
4044	Life/Disability Insurance	194	225	160	160	164
4049	Allocated OPEB	3,240	3,336	2,260	1,677	-
4819	Allocated Liability Insurance	1,851	840	694	851	842
4839	Allocated Workers' Comp Insurance	(180)	599	516	710	683
	<b>Total Personnel</b>	<b>\$ 61,385</b>	<b>\$ 68,091</b>	<b>\$ 50,899</b>	<b>\$ 50,667</b>	<b>\$ 50,684</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	37	-	-	-	-
4120	Other Supplies & Materials	643	4,173	1,500	1,500	5,000
4699	Allocated IT Costs	2,440	2,230	3,390	3,390	3,520
	<b>Total Supplies &amp; Services</b>	<b>\$ 3,119</b>	<b>\$ 6,403</b>	<b>\$ 4,890</b>	<b>\$ 4,890</b>	<b>\$ 8,520</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 64,504</b>	<b>\$ 74,494</b>	<b>\$ 55,789</b>	<b>\$ 55,557</b>	<b>\$ 59,204</b>

**PROGRAM REVENUE**

3532	Sports Program Fees	\$ 4,032	\$ 7,821	\$ 4,500	\$ 5,134	\$ 5,000
	Cost Recovery Percentage	6.3%	10.5%	8.1%	9.2%	8.4%

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200
Recreation Supervisor	0.2000	0.2000	0.1000	0.1000
Administrative Assistant	0.0500	0.0500	0.0500	0.0500
<b>TOTAL STAFF</b>	<b>0.2700</b>	<b>0.2700</b>	<b>0.1700</b>	<b>0.1700</b>

## **PARKS AND RECREATION - COMMUNITY EVENTS & PROGRAMS**

### **General Fund Department 5413**



#### **Department Overview**

The Parks and Recreation - Community Events & Programs Department provides free and/or low-cost community events and programs for the residents of Yountville. This department includes funding for the following:

1. Movies in the Park (series)
2. Yountville Days
3. Music in the Park (series)
4. Town Community Tree Lighting Event
5. Town Egg Hunt
6. Camp Out in the Park
7. Annual "Residents Bash" Event
8. Fourth of July Fireworks
9. Halloween Carnival
10. Weekly Family Presentations during the eight weeks of summer
11. Popcorn Wednesdays (Weekly)
12. Morning Coffee in the Lobby

Revenue for this department is shown in 01-5413-3531 (Events Fees) and is generated through limited individual and business sponsorships for events such as Movies and Music in the Park and the minimal ticket fee for the annual Resident Event. Any remaining costs are covered by a Town General Fund subsidy.

#### **2019-2020 Accomplishments**

- Solicited sponsorships to cover 80% of the hard costs of offering the Movie in the Park Series.
- Partnered with the Chamber of Commerce on the 3rd Annual Resident Bash and added a family friendly component.
- Continued to grow the Music in the Park Series.
- Implemented healthy snack sales at Movies in the Park.
- Refreshed and revitalized the Yountville Days Parade and Festival by moving the event to Saturday, adding back the Chili Cook Off and incorporating craft vendors.
- Successfully recruited for and filled the Facility & Event Specialist Position, which is a shared position allocated to the Community Center Operations, Community Events & Programs, and Yountville Arts Program departments.

#### **2020-2021 Goals and Objectives**

- Roll out a sponsorship program for Music in the Park.
- Diversify the music at Music in the Park.
- Offer music and special activities before Movie Nights.
- Continue to grow and improve the Yountville Days Parade.

#### **Budget Highlights**

- The decrease in revenue is due to the removal of the contribution from the Veterans Home for the 4th of July fireworks. Future funding from the Veterans Home is not anticipated.

#### **Did You Know?**

- The events and programs funded in this department serve over 17,000 people each year.

**Town of Yountville**  
**PARKS & RECREATION - COMMUNITY EVENTS & PROGRAMS**  
**General Fund Department 5413**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	27,753	30,105	55,809	55,809	57,963
4011	Salaries - Part Time	10,044	11,206	5,500	5,500	7,500
4012	Overtime	192	229	150	150	200
4013	Medicare & FICA	1,149	1,263	1,883	1,883	1,416
4020	PERS Employer Rate	7,838	9,352	16,197	16,197	15,010
4030	Deferred Compensation	1,679	1,807	3,900	3,900	4,051
4031	Payment-In Lieu Health	180	-	-	-	-
4040	Health Insurance	6,615	6,961	11,312	9,500	10,708
4042	Dental Insurance	623	631	899	899	870
4044	Life/Disability Insurance	237	277	403	403	612
4049	Allocated OPEB	4,080	4,140	8,094	5,396	-
4819	Allocated Liability Insurance	1,643	1,042	2,487	3,046	3,058
4839	Allocated Workers' Comp Insurance	(200)	744	1,849	1,808	2,479
<b>Total Personnel</b>		<b>\$ 61,832</b>	<b>\$ 67,756</b>	<b>\$ 108,483</b>	<b>\$ 104,491</b>	<b>\$ 103,867</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	64	-	750	750	750
4120	Other Supplies & Materials	21,295	22,670	18,100	18,100	19,900
4210	Contract Services	41,133	39,887	44,300	44,300	49,800
4250	Advertising	2,589	3,102	1,500	1,500	3,500
4420	Equipment Rental	4,280	7,448	-	-	-
4699	Allocated IT Costs	3,080	2,835	4,270	4,270	4,430
<b>Total Supplies &amp; Services</b>		<b>\$ 72,441</b>	<b>\$ 75,941</b>	<b>\$ 68,920</b>	<b>\$ 68,920</b>	<b>\$ 78,380</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 134,273</b>	<b>\$ 143,697</b>	<b>\$ 177,403</b>	<b>\$ 173,411</b>	<b>\$ 182,247</b>
<b>PROGRAM REVENUE</b>						
3531	Events Fees	28,947	15,418	7,000	20,576	4,500
3803	Donations & Contributions	-	-	4,500	4,500	7,500
<b>TOTAL PROGRAM REVENUE</b>		<b>\$ 28,947</b>	<b>\$ 15,418</b>	<b>\$ 11,500</b>	<b>\$ 25,076</b>	<b>\$ 12,000</b>

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>				
Parks & Recreation Director	0.0300	0.0300	0.0300	0.0300
Recreation Supervisor	0.2000	0.2000	0.1500	0.1500
Recreation Coordinator	0.0500	0.0500	0.0500	0.0500
Community Facilities Manager	0.0100	0.0100	0.1600	0.1600
Facility & Event Specialist	-	-	0.3500	0.3500
Administrative Assistant	0.0500	0.0500	0.0500	0.0500
<b>TOTAL STAFF</b>	<b>0.3400</b>	<b>0.3400</b>	<b>0.7900</b>	<b>0.7900</b>

## Department Overview

The Parks and Recreation - Yountville Arts Programs Department was created in the 2018-19 fiscal year to highlight the work of Yountville Arts, and show transparency of the sources and uses of funds. This department shares .15 FTE of the Facility and Events Specialist Position under Full-Time salary and benefits, and Part-Time salary and benefits for additional staff time at events as well as the Marketing Specialist. All other administrative costs for Yountville Arts are funded under the 01-5405 Administration Budget including the Parks and Recreation Directors time.

Yountville Arts began as a grass-roots effort from a group of residents and business owners to bring art to Yountville. As a committee under the Parks and Recreation Advisory Commission, it became clear that Yountville Arts was in need of its own bylaws and governing policies. In 2012 Yountville Arts became a standalone commission called the Yountville Arts Commission.

Unlike other commissions that may be more focused on policy decisions, Yountville Arts has a large amount of hands-on programming and work outside of the once a month meeting. Along with larger one time projects like the Yountville Underpass Mural, Yountville Arts programs and events include the following:

1. Public Art Walk
  - Currently has 28 rotating sculptures and five (5) permanent sculptures owned by the Town.
  - The "Hearts of Yountville" Program which allows for placeholder sculptures that will be owned by the Commission and sold for fundraising.
2. Gallery at the Community Center
  - Four (4) shows per year that include an opening reception.
3. Literary Events
  - Yountville Out Loud
  - Partnership Author Events with local book stores
4. Yountville Art, Sip and Stroll
  - Largest Visual Arts Event in the Napa Valley held during Arts in April (Postponed in 2020)
  - 55 Artists with over 3,500 attendees
5. Marketing
  - Production of the Art Walk Map 4 Times Per Year
  - Bi-Monthly E-Newsletter
  - Website Updates
  - Social Media

Expenses in the this department include costs related to the Gallery at the Community Center, Literary Events, Yountville Art Sip and Stroll as well as marketing. All expenses for the Public Art Walk are funded through the restricted Art Program Fee Fund 23-5414.

Yountville Arts encompasses some revenue generating activities including Art, Sip & Stroll, sponsorships, and commissions on art sales both in the gallery and on the art walk.

## 2019–2020 Accomplishments

- Installation of 9 new sculptures to the Art Walk.
- Supported 79 different visual arts artists in the Gallery, Art Walk and through other art events.
- Held a planning retreat and created 2-3 year goals.
- Created the Hearts of Yountville Program to fill unused pads while waiting for new sculptures.
- Revitalized social media presence with assistance from new sub committees
- Launched the Art Walk Audio Tour.
- Held two author event in partnership with local book stores.
- Successfully recruited and filled the Facility and Events Specialist Position to assist with arts



## PARKS AND RECREATION - YOUNTVILLE ARTS PROGRAM

### General Fund Department 5415



events, which is a shared position allocated to the Community Center Operations, Community Events & Programs, and Yountville Arts Program departments.

- Applied for and received a grant from Arts Council Napa Valley to support up and coming artists at Art, Sip and Stroll.
- Set Fund Balance Policy for the Designated Art Fee Fund.

#### 2020-2021 Goals and Objectives

- Continue to provide arts programming and events within the mission of the Yountville Arts Commission.
- Continue to find creative ways to solicit high quality and diverse sculptures for the Art Walk.

#### Budget Highlights

- This budget includes \$1,500 for travel and training allowing commissioners to attend events and trainings.
- The Town of Yountville General Fund will subsidize Yountville Arts programming by \$16,317 in FY 2020-21. As per Administrative Policy, any revenue raised above the amount budgeted of \$43,500 and not expended over the budgeted amount of \$59,817 will be moved into the TOYCF Art Fund at the close of the fiscal year.

#### Did You Know?

- The Yountville Art Walk currently has 38 sculpture sites. Of those 38, five (5) sculptures are owned by the Town of Yountville (Chaos Pamplona, The Chef, the Honorary Firefighter, Faces of Freedom and Sidewalk Judge), and the other 26 are on rotation.

**Town of Yountville**  
**PARKS & RECREATION - YOUNTVILLE ARTS PROGRAMS**  
**General Fund Department 5415**

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATED	2020-21 PROPOSED
<b>PERSONNEL</b>						
4010	Salaries - Full Time	-	-	6,920	6,920	7,445
4011	Salaries - Part Time	-	3,276	2,800	2,800	3,080
4013	Medicare & FICA	-	251	674	674	344
4020	PERS Employer Rate	-	-	531	531	621
4030	Deferred Compensation	-	-	484	484	521
4040	Health Insurance	-	-	1,481	1,481	1,308
4042	Dental Insurance	-	-	110	110	107
4044	Life/Disability Insurance	-	-	78	78	81
4049	Allocated OPEB	-	-	1,004	669	-
4819	Allocated Liability Insurance	-	-	308	308	393
4839	Allocated Workers' Comp Insurance	-	-	229	229	318
	<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ 3,527</b>	<b>\$ 14,619</b>	<b>\$ 14,284</b>	<b>\$ 14,218</b>
<b>SUPPLIES &amp; SERVICES</b>						
4120	Other Supplies & Materials	-	6,082	6,400	6,400	12,750
4130	Postage & Printing	-	78	3,500	3,500	-
4210	Contract Services	-	33,251	18,700	18,700	5,300
4250	Advertising	-	12,343	6,500	6,500	6,550
4420	Equipment Rental	-	-	-	-	18,000
4710	Conference & Travel	-	-	-	-	3,000
	<b>Total Supplies &amp; Services</b>	<b>\$ -</b>	<b>\$ 51,754</b>	<b>\$ 35,100</b>	<b>\$ 35,100</b>	<b>\$ 45,600</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 55,281</b>	<b>\$ 49,719</b>	<b>\$ 49,384</b>	<b>\$ 59,818</b>
<b>PROGRAM REVENUE</b>						
3804	Art - Donations/Commissions	-	35,743	17,500	17,500	43,500
	<b>TOTAL PROGRAM REVENUE</b>	<b>\$ -</b>	<b>\$ 35,743</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>	<b>\$ 43,500</b>

*\* Arts program moved from Communitiy Promotions Department in FY 2018/19. Historical data for fiscal years 2016-2018 remain in Community Promotions (01-1015).*

		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 PROPOSED
<b>STAFF ALLOCATIONS (FTE)</b>					
	Facility & Event Specialist	-	-	0.1500	0.1500
	<b>TOTAL STAFF</b>	<b>-</b>	<b>-</b>	<b>0.1500</b>	<b>0.1500</b>