

Public Works - Administration & Engineering Department Expenditures

General Fund Department 01-4301

Department Overview

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

The Public Works Administration and Engineering Division are staffed by the Public Works Director, the Deputy Public Works Director, a shared (Finance) Senior Management Analyst, and an Engineering Technician. This lean staff, along with Municipal Operations and Utilities Division staff manage the day-to-day operations, budget and planning for the Public Works Department. Public Works Administration and Engineering Division also works with the Town's partners at the Federal, State and County levels to administer regional and local regulatory compliance for the various public works functions including but not limited to transportation, stormwater, water distribution, wastewater collection, wastewater treatment and recycled water production.

Biennial Budget Goals and Objectives

- Complete the Annual Street Maintenance and Paving Project(s) (MT-2025 & MT-2026) to meet the Pavement Condition Index goal of 80.
- Complete the Annual Inflow and Infiltration Reduction Program (WW-2025 & WW-2026)
- 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.
- Complete the Annual ADA Accessibility Improvements Program (CP-2025 & CP-2026) as adopted in the ADA Transition Plan including an ADA.
- Coordinate with the Planning and Building Department to provide plan review services and engineering services on private development projects

Budget Insights

- Anticipating that \$685,000 in combined revenue to Special Revenue Funds 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 such as the Annual Street Maintenance Paving Program, which relieves the General Fund.
- Managing these projects is a primary function of the Public Works Administration & Engineering Department.

Departmental Expenditures

Personnel

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Salaries - Full Time	\$385,053	\$457,077	\$490,385	\$490,385	\$499,606	\$521,000
Overtime	\$0	\$0	\$100	\$0	\$0	\$0
Medicare & Fica	\$5,884	\$6,257	\$7,111	\$7,111	\$7,245	\$7,555
Deferred Compensation	\$25,307	\$30,369	\$33,333	\$33,333	\$36,971	\$38,429
Payment-In Lieu Health	\$302	\$300	\$300	\$300	\$2,700	\$2,700
Health Insurance	\$32,830	\$39,379	\$54,079	\$51,919	\$47,437	\$51,192
Dental Insurance	\$2,492	\$3,416	\$3,931	\$3,931	\$3,726	\$3,867
Vision Insurance	\$723	\$251	\$1,610	\$1,610	\$1,635	\$1,585
Life/Disability Insurance	\$3,673	\$4,401	\$5,378	\$5,378	\$5,024	\$5,119
Tuition Reimbursement	\$120	\$0	\$240	\$240	\$324	\$324
Automobile Allowance	\$3,685	\$3,768	\$3,768	\$3,768	\$3,720	\$3,720
Cell Phone Allowance	\$2,777	\$2,929	\$3,091	\$3,091	\$3,076	\$3,044
Other Employee Reimbursement	\$489	\$1,039	\$2,405	\$2,405	\$2,404	\$2,366
Technology Stipend	\$0	\$2,268	\$630	\$630	\$1,656	\$2,520
Pers Employer Rate	\$29,722	\$34,746	\$45,994	\$45,994	\$42,431	\$44,222
Allocated PRSP - Payment to Trust	\$0	\$22,016	\$23,809	\$23,809	\$24,265	\$25,307
Allocated OPEB - Payment to Trust	\$0	\$22,016	\$11,905	\$11,905	\$9,706	\$10,123
Allocated Liability Insurance	\$25,006	\$33,715	\$30,255	\$27,194	\$33,567	\$40,275
Allocated Wrks Comp Insurance	\$11,485	\$16,052	\$14,861	\$13,738	\$18,606	\$22,327
TOTAL	\$529,547	\$679,999	\$733,185	\$726,741	\$744,099	\$785,675

Supplies & Services

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Office Supplies	\$1,139	\$254	\$800	\$800	\$800	\$800
Other Supplies & Materials	\$3,956	\$1,796	\$5,000	\$5,000	\$5,000	\$5,000
Postage & Printing	\$0	\$0	\$500	\$500	\$500	\$500
Advertising	\$188	\$657	\$1,500	\$1,500	\$1,500	\$1,500
Other Agencies	\$37,806	\$20,201	\$81,014	\$81,014	\$84,000	\$84,000
Facilities/Grounds Maintenance	\$0	\$71	\$1,000	\$1,000	\$1,000	\$1,000
Equipment Maintenance	\$378	\$1,106	\$1,000	\$1,000	\$1,000	\$1,000
Vehicle Maintenance	\$403	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Utilities - Water & Sewer	\$1,077	\$1,505	\$1,400	\$1,400	\$1,520	\$1,550
Allocated IT Costs	\$29,336	\$34,882	\$44,560	\$44,560	\$44,340	\$44,430
Conference & Travel	\$0	\$392	\$3,000	\$3,000	\$4,000	\$4,000
Meetings & Training	\$1,262	\$613	\$2,125	\$2,125	\$2,500	\$2,500
Dues & Subscriptions	\$461	\$180	\$1,000	\$1,000	\$1,000	\$1,000
Contract Services	\$3,784	\$1,625	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL	\$79,791	\$64,281	\$153,899	\$153,899	\$158,160	\$158,280

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Engineering/Administration	\$609,338	\$744,281	\$887,084	\$880,640	\$902,259	\$943,955
TOTAL	\$609,338	\$744,281	\$887,084	\$880,640	\$902,259	\$943,955

Program Revenues

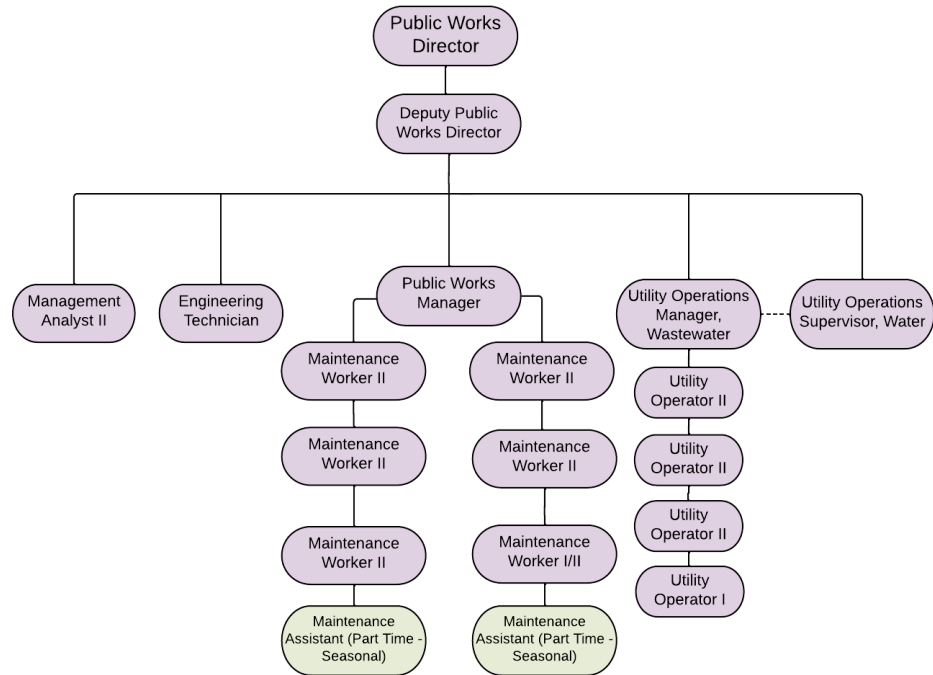
	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
(3199) Encroachment Permit	\$ 16,052	\$ 20,700	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
(3602) Engineering Service Charges	435	1,071	1,000	1,000	1,000	1,000
Total	\$ 16,487	\$ 21,771	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000

Full-Time Staff Allocations

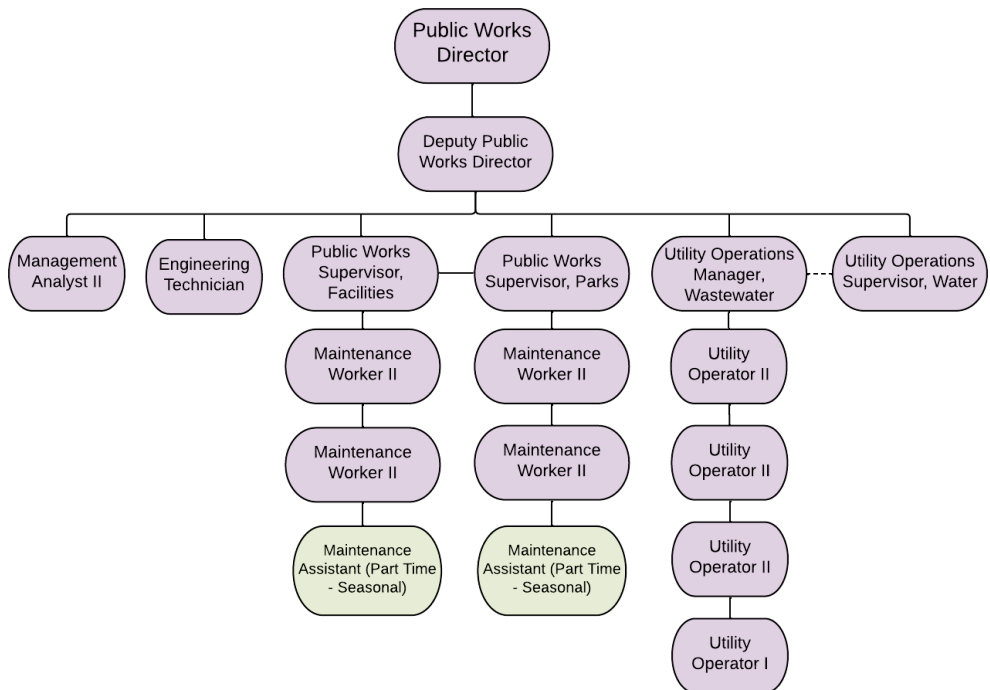
	2021/2022 Actual	2022/2023 Actual	2023/2024 Actual	2024/2025 Proposed	2025/2026 Proposed
Administrative Assistant II	0.1	0.1	0.1	0.1	0.1
Administrative Services Director	0.05	0.05	0.05	0.05	0.05
Code Compliance Officer	0	0.25	0.25	0.25	0.25
Deputy Public Works Director	0.75	0.75	0.75	0.75	0.75
Engineering Technician	0.75	0.75	0.75	0.75	0.75
Financial Analyst/Accountant II	0.1	0.1	0.1	0.1	0.1
HR Analyst	0.07	0.07	0.07	0.07	0.07
Information Systems Administrator	0	0.056	0.1	0.1	0.1
Management Analyst II	0.45	0.45	0.45	0.45	0.45
Municipal Operations Manager	0.1	0.1	0.1	0.1	0
Public Works Director	0.4	0.4	0.4	0.4	0.4
Town Manager	0.1	0.1	0.1	0.1	0.1
Wastewater Operations Supervisor	0.05	0.05	0	0.05	0.05
TOTAL	2.92	3.226	3.22	3.27	3.17

- The "Finance Director" position changed to "Administrative Services Director" in Fiscal Year 2023/2024.
- The "Deputy Director of HR & IT" position changed to "HR Analyst" in Fiscal Year 2024/2025.
- The "Municipal Operations Manager" position will drop off during Fiscal Year 2024/2025.
- The "Utility Operations Manager" position changed to "Wastewater Operations Manager" in Fiscal Year 2024/2025.
- The "Wastewater Operations Manager" position is currently filled by a contracted position with the Napa Sanitation District.

**Public Works
Organizational Chart**
FY 2024-2025



**Public Works
Organizational Chart**
FY 2025-2026



Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The Public Works Administration Department focuses on one of the Town's Strategic Plan Critical Success Factors:



Exceptional Town Services & Staff

Objective: Provide high quality administrative support to Public Works departments.

See the chart below describing how the Public Works Administration Department seeks to achieve this objective.

Public Works Administration Department Performance Measures

Strategic Plan Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
	Efficiently facilitate completion of Town projects and ongoing Town maintenance.	Projects/Programs Administered	22	33	33	33	33
	Ensure Town projects and programs are safely administered.	Internal safety meetings held with Public Works employees.	25	41	47	47	47
		Provide contractors with instructions and encroachment guidelines to ensure projects are performed safely. Metric: Encroachment Permits issued	78	83	87	92	95
	Ensure activity within the Town is consistent with current regulations	Actively monitor water usage to ensure current drought conservation regulations are being met and respond accordingly.* Metric: Notice of Violation & Abatement Orders issued	62	50	0*	0*	0*

* Not applicable at this time due to no current drought conservation regulations.

Public Works - Streets Maintenance Department Expenditures

General Fund Department 01-4305

Department Overview

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

- 8.2 centerline 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)
- 4.75 miles of curbs, gutters, and sidewalks
- 300 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 management in public right-of-way

The Streets Division utilizes outside contractors for services including 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 Halperin 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 to assist in keeping debris off of the streets and out of the creeks.

Biennial Budget 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, flood response training and all documentation.
- 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.
- The Urban Forest Management Program completes years two and three of the current three-year cycle. This program involves arborists review and trimming as needed. This program includes trimming all trees in Town at least once every three years.
- Continue to pursue and track training opportunities for professional, personal, and safety-related topics. This includes a variety of methods including peer and professional organizations, conferences, online and onsite training.

Budget Insights

- Other Supplies and Materials budget decreases \$10,000 in 2024/2025 and increases by \$12,000 in year 2025/2026 due to curb painting performed biannually.
- Contract Services increases \$38,350 over the two budget cycles due to significant increases to street sweeping contract services.

Departmental Expenditures

Personnel

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Salaries - Full Time	\$131,926	\$146,088	\$149,417	\$149,417	\$132,115	\$125,824
Overtime	\$5,697	\$7,134	\$8,500	\$8,500	\$9,000	\$9,450
Medicare & Fica	\$1,883	\$2,074	\$2,167	\$2,167	\$1,916	\$1,825
Deferred Compensation	\$8,349	\$9,504	\$10,065	\$10,065	\$8,787	\$8,551
Payment-In Lieu Health	\$451	\$458	\$450	\$450	\$750	\$750
Health Insurance	\$29,279	\$33,390	\$38,976	\$38,976	\$34,988	\$35,520
Dental Insurance	\$2,526	\$2,708	\$2,836	\$2,836	\$2,266	\$2,242
Vision Insurance	\$109	\$38	\$688	\$688	\$688	\$538
Life/Disability Insurance	\$1,379	\$1,591	\$2,150	\$2,150	\$1,380	\$1,253
Automobile Allowance	\$141	\$120	\$120	\$120	\$120	\$120
Cell Phone Allowance	\$1,328	\$1,347	\$1,320	\$1,320	\$1,128	\$1,032
Other Employee Reimbursement	\$133	\$198	\$1,066	\$1,066	\$946	\$834
Technology Stipend	\$0	\$191	\$0	\$0	\$0	\$90
Pers Employer Rate	\$14,834	\$16,651	\$20,357	\$20,357	\$18,610	\$17,945
Allocated PRSP- Payment to Trust	\$0	\$7,176	\$7,189	\$7,189	\$6,277	\$6,108
Allocated OPEB - Payment to Trust	\$0	\$7,176	\$3,595	\$3,595	\$2,511	\$2,443
Allocated Liability Insurance	\$8,563	\$9,901	\$9,873	\$8,874	\$9,723	\$11,662
Allocated Wrkrs Comp Insurance	\$3,933	\$3,933	\$3,907	\$3,613	\$4,429	\$5,315
TOTAL	\$210,531	\$249,677	\$262,676	\$261,383	\$235,634	\$231,502

Supplies & Services

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Office Supplies	\$17	\$0	\$800	\$800	\$800	\$800
Other Supplies & Materials	\$15,864	\$16,782	\$32,300	\$32,300	\$22,300	\$34,300
Facilities/Grounds Maintenance	\$13,173	\$9,660	\$16,000	\$16,000	\$19,000	\$21,000
Equipment Maintenance	\$1,350	\$4,274	\$4,000	\$4,000	\$4,000	\$4,000
Vehicle Maintenance	\$2,581	\$2,897	\$3,000	\$3,000	\$3,000	\$3,000
Utilities - Gas & Electric	\$26,941	\$26,901	\$28,000	\$28,000	\$30,800	\$33,880
Allocated IT Costs	\$13,861	\$16,486	\$19,100	\$19,100	\$20,960	\$21,000
Conference & Travel	\$85	\$1,599	\$1,275	\$1,275	\$2,000	\$2,000
Meetings & Training	\$486	\$975	\$400	\$400	\$440	\$485
Dues & Subscriptions	\$190	\$160	\$500	\$500	\$500	\$500
Contract Services	\$60,808	\$58,914	\$88,500	\$88,500	\$111,750	\$126,050
TOTAL	\$135,355	\$138,649	\$193,875	\$193,875	\$215,550	\$247,015

Capital Outlay

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Machinery & Equipment < \$10k	\$956	\$0	\$3,000	\$3,000	\$4,000	\$4,000
TOTAL	\$956	\$0	\$3,000	\$3,000	\$4,000	\$4,000

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Street Maintenance	\$346,842	\$388,326	\$459,551	\$458,258	\$455,184	\$482,517
TOTAL	\$346,842	\$388,326	\$459,551	\$458,258	\$455,184	\$482,517

Full-Time Staff Allocations

	2021/2022 Actual	2022/2023 Actual	2023/2024 Actual	2024/2025 Proposed	2025/2026 Proposed
Information Systems Administrator	0	0.056	0	0	0
Maintenance Worker II	0.2	0.2	0.2	0.2	0.2
Municipal Operations Manager	0.3	0.3	0.3	0.3	0
Public Works Director	0.05	0.05	0.05	0.05	0.05
Public Works Parks Supervisor	0.075	0.075	0.075	0.075	0.075
Public Works Streets/Facilities Supervisor	0.75	0.75	0.75	0.75	0.75
TOTAL	1.375	1.431	1.375	1.375	1.075

- The "Municipal Operations Manager" position will drop off during Fiscal Year 2024/2025.
- The "Facility & Grounds Worker" position changed to "Public Works Parks Supervisor" in Fiscal Year 2024/2025.
- One of the "Maintenance Worker II" positions changed to "Public Works Streets/Facilities Supervisor" in Fiscal Year 2024/2025.

Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The Public Works Streets Department focuses on one of the Town's Strategic Plan Critical Success Factors:



Quality of Life

Objective: Provide well-maintained streets.

See the chart below describing how the Public Works Streets Department seeks to achieve this objective.

Public Works Streets Department Performance Measures

Strategic Plan Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
	Public Works employees and external contractors to help maintain the Town's streets.	Number of street signs replaced	14	17	22	40	40
		Miles of streets swept	214	214	214	214	214
	Ensure that the Town's streets continue to meet high quality standards.	Town of Yountville Pavement Condition Index (PCI)	78	78	79	79	79



Public Works - Parks Maintenance Department Expenditures

General Fund Department 01-4320

Department Overview

The Parks Maintenance Division maintains the Town's parks and the various infrastructure located in our nine 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 park tree be inspected and trimmed as needed at least once in a three-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 Municipal Operations Manager and consists of two employees: one Maintenance Worker and one Facilities & Grounds Worker position. Two part-time positions help to provide services for the parks' restrooms, trash pickup and assisting mowing and landscape maintenance. Part time help is seasonal and may not exceed 960-hours annually.

Responsibilities for Town Parks Maintenance staff include:

- Parks: Yountville Community, Veterans Memorial, Van de Leur, Forrester, "Three Weirs Park" on Forrester Lane, Vineyard, Toyon Terrace Tot Lot, Hopper Creek Pocket and Oak Circle Parks.
- Pathways: Hopper Creek (Yount to Finnell), Hopper Creek (along Heather Street), Hopper Creek (Oak Circle Park to Champagne), 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.

Biennial Budget Goals and Objectives

- Maintain daily cleaning of parks' public restrooms.
- Continue to provide high quality level of maintenance.
- 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.
- 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 Insights

- Facilities/Grounds Maintenance increases over the two year cycle due to increase in supply costs and funding for the Good Neighbor Fence program.
- Approximately \$13,000 estimated in annual revenue for Napa County share of Vine Trail maintenance per agreement.
- Utilities - Water & Sewer increases \$45,000 in 2024/2025 and another \$10,000 in the 2025/2026 budget due to the new property acquisition.

Departmental Expenditures

Personnel

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Salaries - Full Time	\$201,185	\$223,226	\$238,149	\$238,149	\$308,962	\$321,532
Salaries - Part Time	\$36,183	\$38,275	\$44,621	\$44,621	\$47,309	\$48,730
Overtime	\$3,945	\$4,138	\$6,500	\$6,500	\$8,000	\$8,400
Medicare & Fica	\$5,591	\$6,089	\$6,867	\$6,867	\$8,100	\$8,391
Deferred Compensation	\$9,273	\$11,130	\$15,854	\$15,854	\$20,239	\$21,356
Payment-In Lieu Health	\$6,427	\$6,562	\$6,450	\$6,450	\$6,150	\$6,150
Health Insurance	\$33,941	\$33,503	\$46,200	\$46,200	\$68,380	\$72,746
Dental Insurance	\$4,569	\$4,808	\$5,585	\$5,585	\$5,935	\$6,118
Vision Insurance	\$430	\$463	\$1,288	\$1,288	\$1,688	\$1,563
Life/Disability Insurance	\$2,209	\$2,452	\$2,709	\$2,709	\$3,491	\$3,455
Automobile Allowance	\$141	\$120	\$120	\$120	\$120	\$120
Cell Phone Allowance	\$2,480	\$2,427	\$2,472	\$2,472	\$3,080	\$3,000
Other Employee Reimbursement	\$60	\$257	\$1,996	\$1,996	\$2,516	\$2,422
Technology Stipend	\$0	\$190	\$0	\$0	\$0	\$90
Pers Employer Rate	\$19,170	\$21,528	\$26,740	\$26,740	\$38,850	\$40,387
Allocated PRSP- Payment to Trust	\$0	\$10,968	\$11,324	\$11,324	\$14,457	\$15,255
Allocated OPEB - Payment to Trust	\$0	\$10,968	\$5,662	\$5,662	\$5,783	\$6,102
Allocated Liability Insurance	\$13,609	\$15,681	\$15,794	\$14,197	\$20,089	\$24,112
Allocated Wrkrs Comp Insurance	\$6,250	\$6,228	\$6,251	\$5,779	\$9,159	\$10,991
TOTAL	\$345,462	\$399,012	\$444,580	\$442,511	\$572,308	\$600,920

Supplies & Services

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Office Supplies	\$28	\$0	\$300	\$300	\$300	\$300
Other Supplies & Materials	\$39,403	\$35,674	\$45,000	\$45,000	\$47,300	\$49,608
Facilities/Grounds Maintenance	\$13,171	\$23,761	\$21,000	\$21,000	\$85,300	\$102,050
Equipment Maintenance	\$2,850	\$7,312	\$3,000	\$3,000	\$4,000	\$4,000
Vehicle Maintenance	\$19,866	\$19,012	\$24,000	\$24,000	\$24,000	\$24,000
Equipment Rental	\$1,759	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Utilities - Gas & Electric	\$9,172	\$11,627	\$12,000	\$12,000	\$15,000	\$16,500
Utilities - Water & Sewer	\$64,664	\$89,344	\$80,000	\$80,000	\$125,000	\$135,000
Allocated IT Costs	\$25,917	\$30,818	\$35,710	\$35,710	\$39,180	\$39,260
Conference & Travel	\$0	\$0	\$1,700	\$1,700	\$2,000	\$2,000
Meetings & Training	\$0	\$56	\$1,275	\$1,275	\$1,400	\$1,550
Dues & Subscriptions	\$0	\$0	\$500	\$500	\$500	\$500
Contract Services	\$32,598	\$20,890	\$50,000	\$120,000	\$55,000	\$60,550
TOTAL	\$209,427	\$238,493	\$275,485	\$345,485	\$399,980	\$436,318

Capital Outlay

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Machinery & Equipment < \$10k	\$3,497	\$4,813	\$9,950	\$9,950	\$9,950	\$9,950
TOTAL	\$3,497	\$4,813	\$9,950	\$9,950	\$9,950	\$9,950

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Park Maintenance	\$558,387	\$642,318	\$730,015	\$797,946	\$982,238	\$1,047,188
TOTAL	\$558,387	\$642,318	\$730,015	\$797,946	\$982,238	\$1,047,188

Program Revenue

Data

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
(3191) Tree Removal In Lieu Fee	\$ 6,857	\$ 1,393	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500
(3801) Refunds & Reimbursements	11,672	12,630	13,025	12,574	12,950	13,338
Total	\$ 18,529	\$ 14,023	\$ 15,025	\$ 14,574	\$ 14,450	\$ 14,838

Full-Time Staff Allocations

	2021/2022 Actual	2022/2023 Actual	2023/2024 Actual	2024/2025 Proposed	2025/2026 Proposed
Information Systems Administrator	0	0.056	0	0	0
Maintenance Worker II	1.1	1.1	1.1	1.9	1.9
Municipal Operations Manager	0.25	0.25	0.25	0.25	0
Public Works Director	0.05	0.05	0.05	0.05	0.05
Public Works Parks Supervisor	0.925	0.925	0.925	0.925	0.925
Public Works Streets/Facilities Supervisor	0.25	0.25	0.25	0.25	0.25
TOTAL	2.575	2.631	2.575	3.375	3.125

- The "Municipal Operations Manager" position will drop off during Fiscal Year 2024/2025.
- A new "Maintenance Worker II" position was added in Fiscal Year 2024/2025.
- The "Facility & Grounds Worker" position changed to "Public Works Parks Supervisor" in Fiscal Year 2024/2025.
- One of the "Maintenance Worker II" positions changed to "Public Works Streets/Facilities Supervisor" in Fiscal Year 2024/2025.

Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The Public Works Parks Department focuses on one of the Town's Strategic Plan Critical Success Factors:



Shared Community

Objective: Provide well-maintained public facilities, parks, and trails.

See the chart below describing how the Public Works Parks Department seeks to achieve this objective.

Public Works Parks Department Performance Measures

Strategic Plan Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
	Maintain a clean and beautiful environment for residents and visitors to enjoy.	Trees planted	0	0	15	17	20
		Drought tolerant plants added	150	165	250	350	400
		Mutt Mitt Stations	26	27	27	30	30
		Mutt Mitts provided for pet waste	120,000	120,000	120,000	130,000	130,000

Public Works - Government Buildings Department Expenditures

General Fund Department 01-4325

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 Municipal Operations Manager and includes two Maintenance Workers. The two 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 days a week servicing Town Hall, Community Hall, the Community Center, the Library, and the Sheriffs Annex at the Post Office.

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

- Town Hall: 8,000 square feet
- Post Office: 7,000 square feet
- 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)

Biennial Budget Goals and Objectives

- Incorporate additional budget/maintenance requirements for facilities into annual work plan.
- Continue to develop and integrate GIS and iWorqs Asset Management platforms when possible, by adding assets within the facilities infrastructure.
- Manage the annual Urban Forest tree maintenance program for town facilities.
- 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 Insights

- \$42,600 increase to Facilities/Grounds Maintenance 2024/2025 budget due to anticipated increase in costs associated with new property acquisition.
- Equipment Maintenance increases \$14,000 in budget year 2024/2025 to account for generator maintenance.
- \$23,318 increase to Contract Services 2024/2025 budget due to increase in heating and air conditioner services, tree services, and contractor service costs.

Departmental Expenditures

Personnel

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Salaries - Full Time	\$167,054	\$190,749	\$194,518	\$194,518	\$193,677	\$191,336
Overtime	\$9,975	\$10,984	\$15,000	\$15,000	\$15,000	\$15,750
Medicare & Fica	\$2,422	\$2,801	\$2,821	\$2,821	\$2,809	\$2,775
Deferred Compensation	\$11,080	\$12,721	\$13,208	\$13,208	\$13,068	\$12,781
Payment-In Lieu Health	\$4,913	\$5,188	\$5,100	\$5,100	\$5,700	\$5,700
Health Insurance	\$19,971	\$23,232	\$28,599	\$28,599	\$28,089	\$28,179
Dental Insurance	\$3,326	\$3,555	\$3,600	\$3,600	\$3,370	\$3,413
Vision Insurance	\$420	\$0	\$988	\$988	\$1,088	\$950
Life/Disability Insurance	\$1,842	\$2,111	\$2,087	\$2,087	\$2,248	\$2,161
Cell Phone Allowance	\$1,896	\$1,927	\$1,896	\$1,896	\$1,912	\$1,824
Other Employee Reimbursement	\$0	\$311	\$1,531	\$1,531	\$1,576	\$1,473
Technology Stipend	\$0	\$100	\$0	\$0	\$0	\$0
Pers Employer Rate	\$13,487	\$15,414	\$16,736	\$16,736	\$15,840	\$15,116
Allocated PRSP- Payment to Trust	\$0	\$9,170	\$9,434	\$9,434	\$9,335	\$9,130
Allocated OPEB - Payment to Trust	\$0	\$9,170	\$4,717	\$4,717	\$3,734	\$3,652
Allocated Liability Insurance	\$11,322	\$13,215	\$13,902	\$12,495	\$14,396	\$17,276
Allocated Wrks Comp Insurance	\$5,200	\$5,249	\$5,502	\$5,087	\$6,565	\$7,878
TOTAL	\$252,908	\$305,896	\$319,637	\$317,815	\$318,407	\$319,394

Supplies & Services

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Office Supplies	\$89	\$0	\$300	\$300	\$300	\$300
Other Supplies & Materials	\$1,845	\$4,001	\$3,500	\$3,500	\$3,500	\$3,500
Facilities/Grounds Maintenance	\$10,290	\$12,617	\$15,100	\$15,100	\$57,700	\$58,450
Equipment Maintenance	\$0	\$12,178	\$7,000	\$20,000	\$21,000	\$22,000
Vehicle Maintenance	\$3,698	\$2,459	\$1,500	\$1,500	\$1,500	\$1,500
Utilities - Gas & Electric	\$28,505	\$30,000	\$27,000	\$27,000	\$50,000	\$55,000
Utilities - Water & Sewer	\$31,236	\$42,823	\$36,750	\$36,750	\$60,000	\$65,000
Waste Disposal & Recycling	\$25	\$0	\$0	\$0	\$0	\$0
Allocated IT Costs	\$19,889	\$23,652	\$27,400	\$27,400	\$30,070	\$30,130
Conference & Travel	\$0	\$3,440	\$1,700	\$1,700	\$2,000	\$2,000
Meetings & Training	\$200	\$152	\$850	\$850	\$935	\$1,030
Dues & Subscriptions	\$50	\$110	\$500	\$500	\$500	\$500
Allocated Property Insurance	\$43,976	\$62,209	\$71,540	\$81,680	\$98,016	\$117,619
Contract Services	\$55,178	\$71,944	\$92,052	\$92,052	\$115,370	\$118,396
TOTAL	\$194,981	\$265,585	\$285,192	\$308,332	\$440,891	\$475,425

Capital Outlay

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Machinery & Equipment < \$10k	\$956	\$0	\$3,000	\$3,000	\$4,000	\$3,999
TOTAL	\$956	\$0	\$3,000	\$3,000	\$4,000	\$3,999

Loan Payments

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Principal	\$19,914	\$10,181	\$0	\$0	\$0	\$0
Interest	\$755	\$153	\$0	\$0	\$0	\$0
TOTAL	\$20,669	\$10,334	\$0	\$0	\$0	\$0

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Government Buildings	\$469,514	\$581,815	\$607,829	\$629,147	\$763,298	\$798,818
TOTAL	\$469,514	\$581,815	\$607,829	\$629,147	\$763,298	\$798,818

Full-Time Staff Allocations

	2021/2022 Actual	2022/2023 Actual	2023/2024 Actual	2024/2025 Proposed	2025/2026 Proposed
Information Systems Administrator	0	0.056	0	0	0
Maintenance Worker II	1.7	1.7	1.7	1.9	1.9
Municipal Operations Manager	0.275	0.275	0.275	0.275	0
TOTAL	1.975	2.031	1.975	2.175	1.9

- A new "Maintenance Worker II" position was added in Fiscal Year 2024/2025.
- The "Municipal Operations Manager" position will drop off during Fiscal Year 2024/2025.

Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The Public Works Government Buildings Department focuses on one of the Town's Strategic Plan Critical Success Factors:




Exceptional Town Services & Staff

Objective: Provide well maintained facilities for use by Town employees, residents and visitors.

See the chart below describing how the Public Works Government Buildings Department seeks to achieve this objective.

Public Works Government Buildings Department Performance Measures

Strategic Plan Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
	Ensure public spaces are maintained at a high level and always ready for use.	Special community events supported	13	26	30	30	30
		Emergency generator tests completed	5	5	5	5	5



Measure A Maintenance Fund

Special Revenue Fund 75 Department 4330

Department Overview

In 1998, voters approved a half-cent sales tax increase for flood control purposes known locally as Measure A. Napa County and each City and Town within the county used Measure A proceeds generated within their jurisdictional boundaries for projects that were specified in the ballot measure.

For the Town of Yountville, the Measure A could be utilized for:

1. Flood protection for the Town's mobile home parks and surrounding areas; and
2. Hopper Creek and Beard Ditch improvements and restoration for flood protection.

The Town's projects eligible for Measure A funding included:

1. Flood Barrier Project for two mobile home parks;
2. Phase I Hydrologic Study of the Hopper and Hinman Creek Watershed;
3. Phase II Hydrologic Study & Design of the Hopper and Hinman Creek Watershed;
4. Hopper Creek Diversion Structure Bank Stabilization;
5. Beard Ditch Bank Repair;
6. Hopper Creek Improvements Project (HOP): HOP 5, HOP 10, Villagio Channel, and Sedimentation Basins.

All projects defined above have been completed, and Measure A sunset in June 2018. The Town has a small fund balance from the remaining Measure A revenues. This fund will be used to preserve the taxpayers' investment in the flood protection projects within the mobile home parks and surrounding areas. The funds are a special maintenance account and can only be used for project maintenance within the original scope of approved Measure A projects. This includes the Flood Barrier Wall and improvements performed in Beard Ditch and Hopper Creek for Measure A related projects.

Biennial Budget Goals and Objectives

- Continue to oversee, monitor, and maintain the Floodwall and its related infrastructure system.
- Conduct annual training exercise to ensure public works staff and first responders are trained and aware of how to operate the flood barrier.
- Conduct annual Floodwall inspection prior to the rainy season to ensure that the wall meets the operational needs as designed.
- Utilize fund balance to pay for eligible projects.

Budget Insights

- \$60,000 is budgeted for the Hydroflush Drainage Program in both Fiscal Years 2024/2025 and 2025/2026.
- \$20,000 is budgeted for eligible Floodwall maintenance.

Revenues & Transfers

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
(3301) Interest Income	\$ 1,462	\$ 9,133	\$ 4,000	\$ 7,900	\$ 3,500	\$ 3,500
(3420) Measure A	2,145	0	0	0	0	0
Total	\$ 3,607	\$ 9,133	\$ 4,000	\$ 7,900	\$ 3,500	\$ 3,500

Expenditures

Measure A Maintenance Fund 75 Expenditure Budget

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Facilities/Grounds Maintenance	\$0	\$0	\$20,000	\$20,000	\$80,000	\$80,000
Capital Improvements	\$0	\$0	\$55,000	\$55,000	\$0	\$0
Infrastructure	\$0	\$0	\$100,000	\$100,000	\$0	\$0
TOTAL	\$0	\$0	\$175,000	\$175,000	\$80,000	\$80,000

Summary of Fund Balance Activity

Town of Yountville MEASURE A MAINTENANCE FUND Fund 75 - Department 4330

	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 BUDGET	2024/2025 ESTIMATED	2025/2026 PROPOSED	2025/2026 PROPOSED
■ BEGINNING FUND BALANCE	\$ 470,971	\$ 474,577	\$ 458,077	\$ 483,710	\$ 316,610	\$ 240,110
Total Revenue	\$ 3,606	\$ 9,133	\$ 4,000	\$ 7,900	\$ 3,500	\$ 3,500
Total Expenditures	\$ -	\$ -	\$175,000	\$ 175,000	\$ 80,000	\$ 80,000
■ ENDING FUND BALANCE	\$ 474,577	\$ 483,710	\$ 287,077	\$ 316,610	\$ 240,110	\$ 163,610
Net Change in Fund Balance	3,606	9,133	(171,000)	(167,100)	(76,500)	(76,500)

Tallent Lane Private Road Benefit District Fund

Special Revenue Fund 95 Department 4305

Department Overview

The Tallent Lane Benefit District was established by Resolution 769 on June 6, 1989. This Benefit District fund was established to provide a funding mechanism to widen Tallent Lane for safety and improved access to at least 16 feet wide. The project costs and easements are to be provided by the property owners abutting Tallent Lane. Unless and until the road is improved to meet current Town standards the road shall remain by General Plan definition a small rural lane.

Biennial Budget Goals and Objectives

- Evaluate potential project activities to allow for close-out of this long-standing fund.

Budget Highlights

- This fund continues to accrue quarterly interest which increases the fund balance.

Revenue and Expenditures

Data

Collapse All	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
▼ Revenues	\$ 56	\$ 346	\$ 175	\$ 300	\$ 250	\$ 250
(3301) Interest Income	56	346	175	300	250	250
Expenses	0	0	0	0	0	0
Revenues Less Expenses	\$ 56	\$ 346	\$ 175	\$ 300	\$ 250	\$ 250

Summary of Fund Balance Activity

Town of Yountville
TALLENT LANE PRIVATE ROAD BENEFIT DISTRICT FUND
Fund 95 - Department 4305

	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 BUDGET	2023/2024 ESTIMATED	2024/2025 PROPOSED	2025/2026 PROPOSED
■ BEGINNING FUND BALANCE	\$ 17,960	\$ 18,016	\$ 18,161	\$ 18,362	\$ 18,662	\$ 18,912
Total Revenue	\$ 56	\$ 346	\$ 175	\$ 300	\$ 250	\$ 250
■ ENDING FUND BALANCE	\$ 18,016	\$ 18,362	\$ 18,336	\$ 18,662	\$ 18,912	\$ 19,162
Net Change in Fund Balance	56	346	175	300	250	250

Mesa Court Drainage Benefit District Fund

Special Revenue Fund 96 Department 4305

Department Overview

The Mesa Court Drainage Benefit District was established in June of 1989 via Resolution Number 770 to address drainage problems within the geographic area of Mesa Court. The first phase was completed in Fiscal Year 1999 and was financed by new development in the district. The last use of fund resources was in Fiscal Year 2005/2006 for drainage improvements (\$10,000).

Biennial Budget Goals and Objectives

- Evaluate potential project activities to allow for close-out of this long-standing fund.

Budget Highlights

- This fund continues to accrue quarterly interest which increases the fund balance.

Revenue and Expenditures

Data

Collapse All	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
▼ Revenues	\$ 155	\$ 965	\$ 400	\$ 800	\$ 350	\$ 350
(3301) Interest Income	155	965	400	800	350	350
Expenses	0	0	0	0	0	0
Revenues Less Expenses	\$ 155	\$ 965	\$ 400	\$ 800	\$ 350	\$ 350

Summary of Fund Balance Activity

Town of Yountville
MESA COURT DRAINAGE BENEFIT DISTRICT FUND
Fund 96 - Department 4305

	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 BUDGET	2023/2024 ESTIMATED	2024/2025 PROPOSED	2025/2026 PROPOSED
■ BEGINNING FUND BALANCE	\$ 49,999	\$ 50,153	\$ 50,098	\$ 51,118	\$ 51,918	\$ 52,268
Total Revenue	\$ 154	\$ 965	\$ 400	\$ 800	\$ 350	\$ 350
■ ENDING FUND BALANCE	\$ 50,153	\$ 51,118	\$ 50,498	\$ 51,918	\$ 52,268	\$ 52,618
Net Change in Fund Balance	154	965	400	800	350	350