

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

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.

Please visit <https://www.townofyountville.com/council-3> for more information about the Yountville Town Council.

2020/2021 Accomplishments

- COVID-19 – Implemented State of California Governor Newsom’s Executive Orders in response to the Coronavirus pandemic.
- Adopted and maintained a reduced annual budget that was balanced with use of Revenue Stabilization Reserve Fund balance established for such a use.
- Adjusted to Zoom Town Council meetings to safely continue to conduct Town Council meetings.
- Provided policy direction to Town staff for refinement and implementation of Town Council Strategic Plan and Key Initiatives.
- Implemented an Economic Recovery Program to assist local businesses with recovery from prolonged closure due to pandemic.
- 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.
- Adopted Ordinance related to gas leaf blower ban and approved Leaf Blower Incentive Program 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.
- Supported public request to place a Cannabis initiative on the November 2020 ballot and voters ultimately defeated the initiative.
- Continued collaboration with the County of Napa to establish a regional comprehensive and sustained climate protection action plan leading to a countywide Joint Powers Agreement.
- Completed plans, specifications, engineering, and construction for the Washington Park Emergency Water Distribution System repairs.
- Completed construction of 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 has over 200 registered properties. Continued to aggressively monitor and enforce short-term rental violations and updated provisions related to online hosting platforms.
- Actively participated, supported, and continued to monitor Veterans Home Master Plan Development and potential impacts on the community.
- Actively participated and continued engagement with Napa Valley Unified School District (NVUSD) regarding the potential future use of the site.
- Installed Permanent Art Sculpture in recognition of the Yountville Elementary School.
- Created a formal Sister City relationship with Todos Santos, Baja Sur California.
- Implemented fourth year of 5-year Utility Rate Plan.

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

2021/2022 Goals and Objectives

- COVID-19 – One year later the Town is still in the midst of the pandemic although there are strong signs of recovery. At the time of budget adoption, the Council is focused on steps for recovery for the Yountville community including residents, businesses, and visitors.
- Adopt and maintain a balanced budget and reserve fund balances and increase fund balances if possible.
- Continue implementing Measure T for Town streets-related infrastructure improvements.
- Continue implementing Measure S for Town-related Affordable and Workforce Housing projects.
- Actively participate on various local and regional committees and boards representing Town interests.
- Continue collaboration with all County of Napa jurisdictions to implement Countywide Climate Action Committee Joint Powers Agreement (JPA) in an effort to establish a regional comprehensive and sustained climate protection action plan.
- 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.

Budget Highlights

- Continue to review and provide direction related to ordinances developed as part of the comprehensive update to the Zoning and Design Ordinances in support of the newly adopted General Plan.
- May host the Annual Resident Bash which has proven to be very popular with community residents.
- May host the Board and Commission, Volunteer Appreciation Dinner, and Employee Appreciation Event.
- May conduct in-person Annual Council Planning Retreat and Strategic Plan Check-in.

Did You Know?

As of April 2021:

- The Town Council has held all its meetings via Zoom since March of 2020 in conformance with the Governor's Executive Order related to the COVID-19 pandemic. In addition, the Town Council Members have also participated via Zoom for all Ad Hoc, Standing Committee, Regional and Countywide meetings.
- Council Member Margie Mohler was reelected and Eric Knight was elected to the Town Council in November 2020.
- Town Council members (2 each) serve on three (3) Council Ad Hoc Committees and three (3) Council Standing Committees in addition to their routine Council meetings, Countywide, and Regional meetings.
- The Town Council, as part of its sustainability commitment, has used a paperless Agenda process since February of 2009. This year that resulted in a savings of 51,044 sheets of paper (103 reams) which would have been required had the Town printed the 14 agenda binders needed for Town Council meetings.

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4011	Salaries - Part Time	46,251	43,904	50,000	48,500	49,851
4013	Medicare & FICA	2,653	3,310	3,600	3,600	3,566
4040	Health Insurance	24,701	22,703	27,300	27,300	29,500
4042	Dental Insurance	2,931	2,561	2,840	2,840	2,900
4043	Vision Insurance	2,280	826	2,500	2,500	2,500
4044	Life/Disability Insurance	314	224	320	320	350
4819	Allocated Liability Insurance	1,450	2,130	2,550	2,573	2,750
4839	Allocated Workers' Comp Insurance	1,018	1,780	2,050	1,700	1,445
	Total Personnel	\$ 81,598	\$ 77,438	\$ 91,160	\$ 89,333	\$ 92,862
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	652	543	1,500	1,500	1,500
4710	Conference & Travel	14,777	6,253	20,000	10,000	20,000
4715	Meetings & Training	16,462	4,891	21,000	5,000	21,950
4990	Community Outreach & Promotion	5,533	8,046	8,500	8,500	9,500
	Total Supplies & Services	\$ 37,425	\$ 19,733	\$ 51,000	\$ 25,000	\$ 52,950
	TOTAL EXPENDITURES	\$ 119,023	\$ 97,171	\$ 142,160	\$ 114,333	\$ 145,812

Town of Yountville
TOWN CLERK/RECORDS MANAGER
General Fund Department 1110

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.

Please visit <https://www.townofyountville.com/council/town-clerk> for more information related to the Town Clerk/ Records Manager Department.

2020/2021 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 the Town publiccomment@yville.com email and expanding use of Town ecomment feature to encourage public comment participation during public meetings.
- Conducted the November 3, 2020 General Municipal Election for two Council seats and one ballot measure.
- Implemented Laserfiche Electronic Content Management System, launched Public Portal and continued to add records, and virtual Laserfiche Empower Conference was attended by several staff for training.
- DocuSign – Implemented digital signatures through DocuSign.
- Completed transition to PrimeGov 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
- Completed substantial updates to the Protocols with the exception of Section 2.10 Electronic Communications Policy which is currently under review.
- Conducted e-filing of mandated Statement of Economic Interest - Annual Form 700.
- Municipal Code Supplements – Conducted bi-annual Municipal Code Supplement Updates.


2021/2022 Goals and Objectives

- 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.
- Continue training on new PrimeGov Agenda Management System and Committee Manager.

Budget Highlights

- Budget decrease resulting from current budget cycle being a non-election year and transferring the PrimeGov annual renewal to the IT Budget.
- Personnel budget reflects succession planning efforts that will take place in Fiscal Year 2021/2022.

Did You Know?

- Candidates filing Campaign Statements can be viewed at <https://ssl.netfile.com/static/agency/toy/>
- Candidates, Electeds and Designated Staff filing Statements of Economic Interest can be viewed at <https://public.netfile.com/pub/?aid=TOY>
- Buttons on the Town's new website provide easy, one-click access to Town Meetings and Agendas, Boards and Commissions, Municipal Code and the Public Portal to the Town's Document Library.
- Public Comment on Meeting Agendas can be submitted electronically in two forms. One option is to select Meetings and Agenda, select the meeting, then use the comment bubble . The second option is to use the Town's publiccomment@yville.com created during COVID-19.

Town of Yountville
TOWN CLERK
General Fund Department 1110

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	114,083	117,291	131,481	131,481	162,291
4011	Salaries - Part Time	12,005	21,897	28,000	7,000	27,706
4013	Medicare & FICA	2,447	3,357	4,033	4,033	4,473
4020	PERS Employer Rate	33,582	37,727	38,200	18,199	17,825
4030	Deferred Compensation	7,061	7,464	9,203	9,203	10,510
4031	Payment In-Lieu Health	-	6,001	6,000	6,000	6,000
4040	Health Insurance	1,806	1,838	2,266	2,266	21,521
4042	Dental Insurance	1,418	1,253	1,402	1,402	2,816
4043	Vision Insurance	500	-	500	500	1,000
4044	Life/Disability Insurance	1,096	1,135	1,274	1,274	2,156
4049	Allocated OPEB	16,212	13,509	-	-	-
4051	Tuition Reimbursement	-	-	-	-	120
4052	Cell Phone Allowance	-	400	1,920	1,920	1,056
4053	Other Employee Reimbursement	40	-	600	600	1,200
4819	Allocated Liability Insurance	4,087	6,372	7,101	7,195	7,878
4839	Allocated Workers' Comp Insurance	2,917	5,322	5,758	5,000	4,903
Total Personnel		\$ 197,253	\$ 223,566	\$ 237,738	\$ 196,073	\$ 271,455
SUPPLIES & SERVICES						
4110	Office Supplies	554	418	1,300	1,300	1,300
4120	Other Supplies & Materials	8	164	1,200	1,200	1,200
4210	Contract Services	102,348	97,505	120,050	211,138	89,050
4250	Advertising	-	-	600	600	600
4270	Elections	40,424	470	50,000	50,000	2,500
4699	Allocated IT Costs	16,024	20,036	20,860	19,530	25,670
4710	Conference & Travel	5,059	5,093	3,825	1,912	4,500
4715	Meetings & Training	214	210	11,050	11,050	13,000
4720	Dues & Subscriptions	250	345	300	300	495
Total Supplies & Services		\$ 164,881	\$ 124,241	\$ 209,185	\$ 297,030	\$ 138,315
CAPITAL OUTLAY						
5700	Machinery & Equipment / Furniture	-	-	-	-	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 362,134	\$ 347,807	\$ 446,923	\$ 493,103	\$ 409,770

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Town Clerk	0.9000	0.9000	0.9000	0.9000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
TOTAL STAFF	1.0000	1.0000	1.0000	1.0000

Town of Yountville
NON-DEPARTMENTAL
General Fund Department 1010

Department Overview

The Non-Departmental budget supports a variety of expenses not associated with a particular department but necessary for daily operations in the administration. The budget includes general supply expenses, supports contract services to Napa County Recycling Program and the County of Napa Animal Shelter's cost share allocation and includes a designated Town Manager contingency of \$45,000.

2020/2021 Accomplishments

- Town Council remained heavily involved in all local government agencies with meetings being held virtually during the pandemic.
- Mayor John Dunbar successfully completed his year of service as President of Cal Cities which advocates the interests of all municipalities in California.
- Vice Mayor Kerri Dorman continued serving in Cal Cities North Bay Division Housing Community and the Economic Development Policy Committee.
- Council Member Margie Mohler continues participation in Cal Cities North Bay Division Environmental Quality Policy Committee and the California Association of Local Agency Formation Commissions Board of Directors.
- Council Member Dorenbecher was appointed president of the League of California Cities North Bay Division and serves on the Revenue and Taxation Policy Committee.

2021/2022 Goals and Objectives

- Maintain involvement in the Cal Cities and League of California Cities 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 fourth year.
- Continue participation in the U.S. Conference of Mayors to stay engaged with issues at the national level affecting local government.

Budget Highlights

- The Animal Shelter cost-share will remain at \$32,000 for Fiscal Year 2021/2022.
- This budget now includes \$6,000 in funding for the anticipated costs of the Town's share of participation in the Napa Countywide Climate Action Committee JPA approved in April 2021.
- The Town maintains a \$45,000 contingency for non-recurring, unanticipated expenditures which may occur during the year.
- The dissolution of the Sub-RHNA Regional Planning Effort will reduce expenditures by \$25,000.

Did You Know?

- Participating in the Animal Shelter cost share-allocation helps keep the Town free of wildlife and support pets without homes.

Town of Yountville
NON-DEPARTMENTAL
General Fund Department 1010

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4110	Office Supplies	9,621	10,485	11,500	11,500	11,500
4120	Other Supplies & Materials	8,552	4,283	10,000	7,300	10,000
4130	Postage & Printing	4,385	4,213	4,000	4,000	5,000
4210	Contract Services	26,135	31,393	80,000	80,000	71,500
4715	Meetings & Training	-	-	-	-	-
4720	Dues & Subscriptions	17,313	15,933	27,600	27,600	32,100
4999	Designated Contingency	-	-	45,000	45,000	45,000
Total Supplies & Services		\$ 66,006	\$ 66,307	\$ 178,100	\$ 175,400	\$ 175,100
CAPITAL OUTLAY						
5700	Machinery & Equipment / Furniture	-	-	-	-	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 66,006	\$ 66,307	\$ 178,100	\$ 175,400	\$ 175,100

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

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.

2020/2021 Accomplishments

- Maintained network/server environment for data storage, growth, and system redundancy.
- Update employee workstations (annually per our replacement schedule).
- Redesign, maintain, and enhance Town website.
- Implemented Employee Self Service portal that integrates with Springbrook.
- Due to COVID-19, ensured transition to remote workstations went smoothly.

2021/2022 Goals and Objectives

- Replace Meraki Switch and improve Firewall in Parks & Recreation which was deferred in Fiscal Year 2020/2021 due to COVID-19 related revenue loss.
- 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.

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. This budget increase is due to the IT department absorbing maintenance costs after the project launch. An example of this is the completion of Laserfiche/ECS, ESRI, iWorq, PrimeGov, OpenGov and Springbrook.
- 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.

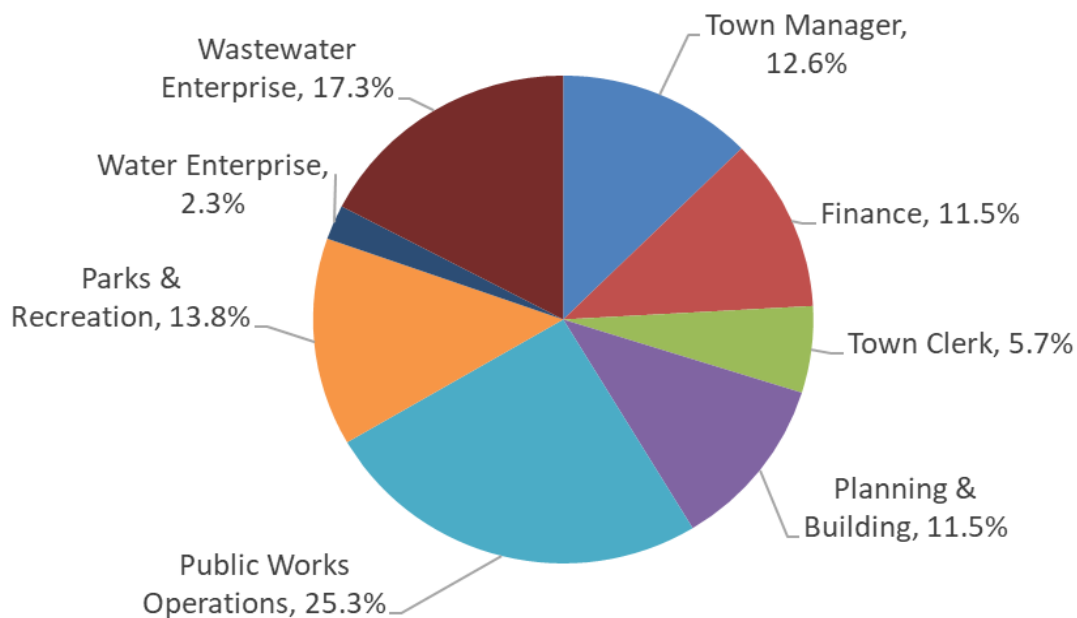
Did You Know?

- The Town provides employees, elected officials and board and commission members with official town email addresses and has issued 96 distinct emails.
- The Town provides FREE Public WiFi at Town Hall, Community Center, Community Hall and Plaza.

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 PROPOSED
SUPPLIES & SERVICES					
4110 Office Supplies	1,762	2,264	2,000	2,000	2,000
4120 Other Supplies & Materials	709	4,656	4,500	4,500	4,500
4210 Contract Services	87,603	88,542	110,500	110,500	112,000
4320 Equipment Maintenance	35	-	5,000	5,000	5,000
4420 Equipment Rental	25,298	24,940	35,000	35,000	35,000
4610 Telecommunications	22,220	31,863	29,500	29,500	29,500
4620 Internet & Network	10,753	21,776	5,400	400	5,400
4630 Software And Licenses	132,818	134,926	157,200	157,200	222,325
Total Supplies & Services	\$ 281,196	\$ 308,967	\$ 349,100	\$ 344,100	\$ 415,725
CAPITAL OUTLAY					
5700 Machinery & Equipment	12,904	59,641	43,000	23,000	31,000
Total Capital Outlay	\$ 12,904	\$ 59,641	\$ 43,000	\$ 23,000	\$ 31,000
SUBTOTAL EXPENDITURES	\$ 294,100	\$ 368,608	\$ 392,100	\$ 367,100	\$ 446,725
4699 Allocated IT Costs	(294,100)	(368,608)	(392,100)	(367,100)	(446,725)
	0	-	-	-	-
PROGRAM REVENUE					
3801 Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -

2021/22 I.T. ALLOCATION & TELECOMMUNICATIONS COSTS
\$446,725
87 DEVICES



Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

Department Overview

The Community Promotions and Programs budget supports community events, services, and programs which are free of charge or at a low cost to residents. Free community programs include the Yountville Trolley subsidy (free of charge to riders), the annual Emergency Preparedness Workshop, and the Yountville Holiday Tree Lighting. This budget also provides funding for the contract with the Chamber of Commerce which provides tourism marketing and promotion services for the Town. Smaller cost items include advertising costs for events and public meetings, the Town's newsletter, and sponsorship of Yountville Little League.

2020/2021 Accomplishments

- Continue providing \$1,500 for the Town of Yountville Community Foundation administration.
- Successfully implemented the first year of the updated three-year Chamber of Commerce contract related to marketing and promotion of the Town.
- Increased community outreach to the Spanish speaking community by joining the Napa County Hispanic Chamber of Commerce.
- Provided funding to keep the Yountville Trolley in service and free to the public.
- Published twelve issues of the Yountville Connection Newsletter distributed with utility bills, through local distribution outlets, and displayed on the Town's website.
- Provided \$30,000 to fund implementation of Electric/Battery leaf blower incentive program.

2021/2022 Goals and Objectives

- Maintain expenses at current level.
- Distribute funds for the Electric Leaf Blower Initiative program.
- Continue providing marketing and promotional support for the FREE Yountville Trolley.
- Increase community outreach to support local programs.
- Support second year of Chamber of Commerce contract as appropriate.
- Publish twelve informative and engaging editions of the YV Connection Newsletter.

Budget Highlights

- \$10,000 is allocated for the Phase 2 of Electric Leaf Blower Incentive Program.
- The Chamber of Commerce three-year contract reflects a 2% increase per agreement.
- Maintain \$6,000 in funding for Emergency Preparedness programming events.

Did You Know?

- The Electric Leaf Blower Incentive Program helps residents and gardeners replace their gas-powered leaf blower with an electric or battery operated blower.
- 3,254 ride requests for the Yountville Trolley (local on demand transit) were received in 2020. 2,849 of them were to many of the Town's attractions.
 - 3,819 total passengers completed a trip.
 - 89 trips were for passengers in wheelchairs.
 - Response time for each trip was 8 minutes.
 - The Yountville Trolley is the only local bus transportation service that is free of charge in Napa County.
 - The Ride the Vine app for the Yountville Trolley has 887 active accounts.

Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	-	-	-	-	500
4210	Contract Services	-	138	-	-	150
4250	Advertising	-	358	2,000	2,000	2,000
4910	Chamber Of Commerce	289,842	323,537	298,537	298,537	305,105
4925	Emergency Preparedness	-	-	6,000	6,000	6,000
4930	Arts Program*	178	-	-	-	-
4945	Leaf Blower Replacement Reimb. Prog.	-	-	-	30,000	10,000
4960	Town Clean Up Day	-	-	-	-	5,000
4970	Transit Subsidy	40,722	38,827	47,500	47,500	47,500
4980	Town Newsletter	3,151	3,358	3,500	3,500	3,500
4985	Happiness Projects Grant	2,100	1,148	6,000	6,000	-
4990	Community Outreach & Promotion	7,278	2,144	28,100	28,100	28,100
4992	Pool Pass Reimbursement Program	-	-	-	-	-
4995	TOYCF Administrative Costs	1,500	1,137	1,500	1,500	1,500
Total Supplies & Services		\$ 344,771	\$ 370,647	\$ 393,137	\$ 423,137	\$ 409,355
TOTAL EXPENDITURES		\$ 344,771	\$ 370,647	\$ 393,137	\$ 423,137	\$ 409,355
 PROGRAM REVENUE						
3804	Art - Donations/Commissions	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

Department Overview

The Town Manager provides overall administration, leadership, and direction for the Town organization, functioning in a role like 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.

Please visit <https://www.townofyountville.com/departments-services/town-manager-s-office> for more information regarding the Town Manager's Office.

2020/2021 Accomplishments

- Continued to implement and provide direction related to the Town Council's Fiscal Year 2017/2022 Strategic Plan as it relates to operating budget and operational service delivery in uncharted territory due to pandemic situation.
- 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.
- Served on the PARSAC merger with REMIF to create CIRA transition planning committee to provide for long-term sustainability of our risk insurance pool.
- 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.

2021/2022 Goals and Objectives

- Work with Town Council and staff to navigate any residual economic effects and operational impacts related to the COVID-19 Pandemic local emergency situation.
- Continue to implement and provide direction related to the Town Council's Fiscal Year 2017/2022 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 management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control

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

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

- Management Fellow position is only budgeted for half of the fiscal year due to succession planning efforts that will take place in Fiscal Year 2021/2022.

Did You Know?

- In 2020, the Town had 3,430 residents signed up to receive Nixle alerts. To date, the Town has 4,609 individuals signed up, an increase of about 34%.

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 PROPOSED
PERSONNEL					
4010 Salaries - Full Time	249,351	255,841	265,539	260,101	227,976
4012 Overtime	101	24	-	-	-
4013 Medicare & FICA	3,495	3,667	3,864	3,864	3,306
4020 PERS Employer Rate	51,543	57,245	55,792	32,134	28,731
4030 Deferred Compensation	15,582	17,851	21,481	21,481	18,565
4031 Payment In-Lieu Health	-	6,001	6,000	6,000	-
4040 Health Insurance	17,537	16,609	19,023	19,023	28,311
4042 Dental Insurance	3,048	2,532	2,921	2,921	1,656
4043 Vision Insurance	1,000	500	1,500	1,500	1,125
4044 Life/Disability Insurance	2,293	2,218	2,484	2,484	3,042
4049 Allocated OPEB	35,160	29,253	-	-	-
4050 Tuition Reimbursement	-	-	-	-	240
4051 Automobile Allowance	7,800	6,600	7,200	7,200	2,520
4052 Cell Phone Allowance	3,200	2,640	2,880	2,880	2,064
4053 Other Employee Reimbursement	960	1,002	1,800	1,800	750
4054 Life Insurance Reimbursement	1,300	1,100	1,200	1,200	1,200
4819 Allocated Liability Insurance	8,859	13,797	14,342	14,532	15,812
4839 Allocated Workers' Comp Insurance	6,325	11,523	11,629	10,000	7,584
Total Personnel	\$ 407,554	\$ 428,403	\$ 417,655	\$ 387,120	\$ 342,880
SUPPLIES & SERVICES					
4110 Office Supplies	3,390	3,011	5,000	3,350	5,000
4120 Other Supplies & Materials	450	1,814	-	1,657	400
4230 Personnel Services	6,892	6,558	6,500	6,500	6,500
4699 Allocated IT Costs	38,349	48,080	45,880	42,960	56,485
4710 Conference & Travel	16,458	12,702	11,900	5,950	11,900
4715 Meetings & Training	7,548	6,581	6,375	5,000	6,375
4720 Dues & Subscriptions	5,055	3,619	3,500	3,500	3,500
Total Supplies & Services	\$ 78,141	\$ 82,365	\$ 79,155	\$ 68,917	\$ 90,160
CAPITAL OUTLAY					
5700 Machinery & Equipment / Furniture	-	-	-	-	-
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 485,695	\$ 510,768	\$ 496,810	\$ 456,037	\$ 433,040

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 PROPOSED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.3500	0.3500	0.3500	0.3500
Management Analyst	0.6000	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
TOTAL STAFF	2.2500	2.2500	2.2500	2.2500

Town of Yountville
RISK MANAGEMENT
General Fund Department 1103

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). Effective as of July 1, 2021 PARSAC is merging with REMIF to form California Intergovernmental Risk Authority (CIRA). Going forward CIRA will provide 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 and will serve as an officer on the new CIRA Board of Directors in July 2021.

2020/2021 Accomplishments

- Adjusted and managed Town's risk management policies and procedures by adopting new policies and procedures related to continued service delivery in COVID19 pandemic situation. Complied with all applicable and changing Federal and State mandates related to business operations during pandemic.
- 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.
- Maintained liability claim reserve fund at \$50,000 - \$20,000 more than the \$30,000 required minimum.
- Maintained \$10,000 SIR to continue Workers Compensation Claim Reserve Fund.
- Received a \$26,000 distribution from dividends.

2021/2022 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 operating 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 - \$20,000 more than the \$30,000 required minimum.
- Maintain \$10,000 SIR to continue Workers Compensation Claim Reserve Fund.
- Pursue additional CIRA Employee Relations and Safety Grant opportunities.

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 CIRA Employment Practices Grant.
- Unemployment Insurance claims in Fiscal Year 2020/2021 were high due to COVID-19 related restrictions, and Fiscal Year 2021/2022 should see a return to normal.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	11,215	11,465	11,200	11,200	11,200
4210	Contract Services	11,112	12,518	36,300	36,300	36,300
4710	Conference & Travel	230	-	850	425	850
4805	Liability Claims	1,117	11,303	15,000	15,000	15,000
4835	Workers Compensation Claims	-	-	10,000	10,000	10,000
4840	Unemployment Insurance	1,440	5,087	5,000	26,886	5,000
	Total Supplies & Services	\$ 25,113	\$ 40,373	\$ 78,350	\$ 99,811	\$ 78,350
TOTAL EXPENDITURES		\$ 25,113	\$ 40,373	\$ 78,350	\$ 99,811	\$ 78,350
PROGRAM REVENUE						
3801	Refunds & Reimbursements	85,014	18,401	7,000	7,000	7,000
	TOTAL PROGRAM REVENUE	\$ 85,014	\$ 18,401	\$ 7,000	\$ 7,000	\$ 7,000

Town of Yountville
TOWN ATTORNEY
General Fund Department 1105

Department Overview

The Town Attorney serves as the primary legal adviser 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 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.

2020/2021 Accomplishments

- Advised and drafted documents regarding implementation of recent housing legislation including amendments to the Housing Accountability Act and the Housing Crisis Act of 2019.
- Advised regarding implementation of the Accessory Dwelling Unit Law and its interpretation by the Department of Housing and Community Development (HCD).
- Advised and drafted documents regarding COVID-19 Declaration of Emergency and the Business Transition Support Program.
- Drafted Municipal Code amendments to: (i) regulate and tax commercial cannabis, and (ii) define wine tasting rooms and food and wine pairings.
- Represented the Town in code enforcement proceedings.
- Drafted contracting forms and various agreements to facilitate Town projects.

2021/2022 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.

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 serves as the North Bay Division's representative on the Legal Advocacy Committee of the League of California Cities.
- The Town Attorney's office includes 33 attorneys with a wide range of specializations.

Town of Yountville
TOWN ATTORNEY
General Fund Department 1105

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4130	Postage & Printing	57	-	1,500	1,500	1,500
4210	Contract Services	124,366	160,036	195,000	175,000	195,000
	Total Supplies & Services	\$ 124,423	\$ 160,036	\$ 196,500	\$ 176,500	\$ 196,500
	TOTAL EXPENDITURES	\$ 124,423	\$ 160,036	\$ 196,500	\$ 176,500	\$ 196,500

Town of Yountville
FINANCE
General Fund Department 1102

Department Overview

The Finance Department is responsible for the financial management and oversight of all Town funds, provides centralized accounting, delivers administrative and project support to all departments, manages the Town's utility billing service, revenue collections, banking and bank card services, and provides customer service and information to the public. Please visit www.townofyountville.com to review the Finance Department webpage for a list of primary services.

2020/2021 Accomplishments

- Received the GFOA Distinguished Budget Presentation Award for the Town's 2020/2021 Operating Budget, as well as the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report for June 30, 2020.
- Implemented the use of OpenGov Budgeting Software to modernize the process for producing the annual budget document and create reports to be viewed by the public on the Transparency Portal.
- Continued to work with Municast to prepare a five-year financial forecast.
- Worked with new auditors to refine internal controls and implement upcoming Government Accounting Standards Board requirements.

2021/2022 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.
- 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.
- Receive the Distinguished Budget Presentation Award for the Town's 2021/2022 Operating Budget.
- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report for June 30, 2021.

Budget Highlights

- After the initial purchase that was part of last fiscal year's Finance budget, annual maintenance cost of the OpenGov Budgeting and Planning software has moved to the IT Department per budget policy.
- \$17,000 budgeted for the annual audit; this cost is shared with the enterprise funds so remaining amount of the contract is budgeted in water and wastewater departments.

Did You Know?

- The Finance Department is excited to announce that the Town Transparency Portal will be available to all residents as of July 1, 2021! The Transparency Portal is updated every night with the Town's financial information allowing users to view revenues received and expenses incurred in real-time. To access the Transparency Portal, please visit the Finance Department page at www.townofyountville.com and select the "Transparency Portal" link within the Budget Information section.
- You can learn more about the staff on the Finance Team by visiting the Town of Yountville Finance webpage.

Town of Yountville
FINANCE
General Fund Department 1102

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 PROPOSED
PERSONNEL						
4010	Salaries - Full Time	229,226	190,877	222,018	220,218	234,188
4011	Salaries - Part Time	3,387	2,357	2,511	2,511	2,751
4012	Overtime	261	437	500	500	500
4013	Medicare & FICA	3,410	3,282	3,419	3,419	3,606
4020	PERS Employer Rate	39,417	42,578	42,766	25,255	26,627
4030	Deferred Compensation	12,267	11,055	16,056	16,056	16,795
4031	Payment In-Lieu Health	2,331	6,001	6,000	6,000	3,000
4040	Health Insurance	24,512	16,251	21,771	21,771	25,543
4042	Dental Insurance	3,758	3,257	3,472	4,000	3,601
4043	Vision Insurance	1,072	742	2,000	2,000	913
4044	Life/Disability Insurance	1,921	1,708	2,188	2,188	2,445
4049	Allocated OPEB	33,216	25,771	-	-	-
4050	Tuition Reimbursement	-	-	1,200	1,200	960
4051	Automobile Allowance	1,400	1,000	2,400	2,400	1,740
4052	Cell Phone Allowance	1,600	3,040	3,840	3,840	1,752
4053	Other Employee Reimbursement	5,120	300	2,400	1,200	1,139
4055	Tablet Stipend	(1,800)	-	-	-	-
4819	Allocated Liability Insurance	8,369	12,153	11,991	12,150	13,738
4839	Allocated Workers' Comp Insurance	5,974	10,150	9,723	8,400	7,241
Total Personnel		\$ 375,440	\$ 330,959	\$ 354,255	\$ 333,108	\$ 346,538
SUPPLIES & SERVICES						
4110	Office Supplies	597	177	1,000	1,000	1,000
4120	Other Supplies & Materials	404	752	1,000	1,000	1,000
4130	Postage & Printing	2,086	2,392	3,000	3,000	3,000
4210	Contract Services	216,994	148,441	130,000	130,000	97,500
4220	Audit & Accounting Services	32,012	26,095	30,000	43,100	30,000
4225	Bank & Fiscal Agent Fees	699	848	750	3,500	2,000
4699	Allocated IT Costs	33,578	42,070	41,710	39,050	51,350
4710	Conference & Travel	5,367	4,183	5,950	2,975	8,300
4715	Meetings & Training	13,310	8,580	16,150	16,150	14,000
4720	Dues & Subscriptions	3,367	986	2,620	2,620	2,620
Total Supplies & Services		\$ 308,414	\$ 234,524	\$ 232,180	\$ 242,395	\$ 210,770
CAPITAL OUTLAY						
5700	Machinery & Equipment / Furniture	-	-	-	-	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 683,854	\$ 565,483	\$ 586,435	\$ 575,503	\$ 557,308

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 PROPOSED
STAFF ALLOCATIONS (FTE)				
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	0.1000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Management Analyst	0.5500	0.5500	0.4500	0.4500
TOTAL STAFF	1.8250	1.9250	1.8250	1.8250

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

Department Overview

The Town's employee benefit program 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 an IRS Section 115 Irrevocable Trust Fund for OPEB. Funds transferred to the OPEB Trust will be invested in accordance with Town Council policy adopted June 21, 2011, Resolution Number 2974-11. Over the years the Town has been successful in building a healthy reserve balance in the trust to fund future OPEB liabilities. Town Council established an OPEB funding policy with the adoption of resolution number 3188-14 on June 17, 2014 to fully fund the Actuarially Determined Contribution (ADC).

Government Accounting Standards Board (GASB) Statement 75 (which replaces prior Statement 45) requires the Town to have an Actuarial Valuation prepared routinely to meet the new standards. The Town contracted with MacLeod Watts to prepare this Actuarial Valuation, which was most recently completed in June 2020. The Town's Unfunded Actuarially Accrued Liability (UAAL) reported in the Comprehensive Annual Financial Report at Fiscal Year Ended June 30, 2020 is \$640,123.

2020/2021 Accomplishments

- In Fiscal Year 2020/2021 the Town utilized trust funds to pay for approximately \$135,000 in Retiree Health Insurance costs.
- In response to cost saving measures, discretionary contributions were suspended in order to prioritize General Fund revenues to core services.
- Despite the economic volatility, the OPEB Trust experienced healthy interest earnings.

2021/2022 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 continue to remain temporarily suspended for Fiscal Year 2021/2022. A contribution to the trust would be a goal should any Unassigned Fund balance be available at the close of Fiscal Year 2020/2021, following any necessary replenishment of internal reserve funds.

Budget Highlights

- The budget includes the use of \$115,000 in trust funds and \$29,000 of available Fund 02 fund balance to pay for current retiree benefits, which will relieve the General Fund of this expense for Fiscal Year 2021/2022.

Did You Know?

- The OPEB Trust Fund was established on June 30, 2011 and as of March 31, 2021 has a balance of \$5,522,376.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■ BEGINNING FUND BALANCE		\$ 5,768	\$ 23,588	\$ 1,500	\$ 26,419	\$ 30,419
REVENUE						
3301	Investment Earnings	4,322	1,672	1,000	1,000	250
3992	Transfer In From OPEB Trust	-	-	144,000	138,000	115,000
Total Revenue		\$ 4,322	\$ 1,672	\$ 145,000	\$ 139,000	\$ 115,250
EXPENDITURES						
4041	Retiree Health Insurance (OPEB)	125,530	128,841	144,000	135,000	144,000
4049	Payment to OPEB Trust Fund	950,740	381,789	-	-	-
Total Expenditures		\$ 1,076,270	\$ 510,630	\$ 144,000	\$ 135,000	\$ 144,000
TRANSFERS IN						
3900	From General Fund	639,000	126,651	-	-	-
3910	Allocated OPEB	450,768	385,138	-	-	-
Total Transfers		\$ 1,089,768	\$ 511,789	\$ -	\$ -	\$ -
■ ENDING FUND BALANCE		\$ 23,588	\$ 26,419	\$ 2,500	\$ 30,419	\$ 1,669

Town of Yountville
PERS Unfunded Actuarilly Accrued Liability Reserve Fund
General Fund Reserve 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 Pension Rate Stabilization Plan (PRSP) Trust Fund was created to establish a method for paying the Town's PERS Unfunded Actuarially Accrued Liability (UAAL) for pension costs that is due each July and making contributions into the trust.

California Public Employees Retirement System (CalPERS) 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 CalPERS costs are based on a percentage determined by annual valuation and applied to all three plan tiers through the payroll process. Budget for this amount is found in each Town department under the PERS Employer Rate and then those amounts are transferred into this fund for payment to CalPERS and investment into the PRSP Trust.

The UAAL is billed by each plan tier and is a fixed dollar amount that is due every July. The UAAL amount is the difference between the accrued liability and the market value of the assets in the Town's CalPERS plan. CalPERS offers a discount of 3.32% for paying in a lump sum rather than in monthly installments, and the Town has been fortunate enough to be able to take advantage of this offer. This generates savings of about \$10,000 each fiscal year.

2020/2021 Accomplishments

- In Fiscal Year 2020/2021 the Town utilized Trust funds to cover the \$276,080 cost of the annual PERS UAAL.
- In response to cost saving measures, discretionary contributions were suspended in order to prioritize General Fund revenues to core services.
- Despite the economic volatility, the PRSP Trust experienced healthy interest earnings.

2021/2022 Goals and Objectives

- Pay CalPERS the required UAAL for on-going costs in July and take advantage of the lump sum payment discount to generate savings of \$11,166.

Budget Highlights

- The budget includes the use of \$250,000 in trust funds and \$74,536 of available Fund 03 fund balance to pay for the annual UAAL, which will relieve the General Fund of this expense for Fiscal Year 2021/2022.
- Contributions to the PRSP trust are discretionary in nature. Due to the economic uncertainty created by the COVID-19 pandemic, contributions to the trust continue to remain temporarily suspended for Fiscal Year 2021/2022. A contribution to the trust would be a goal should any Unassigned Fund Balance be available at the close of Fiscal Year 2020/2021, following any necessary replenishment of internal reserve funds.

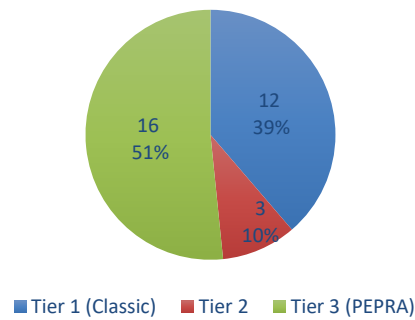
Did You Know?

- The PARS UAAL Trust Fund was established on December 5, 2017 and as of March 31 2021, has a balance of \$2,753,451.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■ BEGINNING FUND BALANCE		\$ 1,961	\$ 71,669	\$ 70,870	\$ 74,847	\$ 75,847
REVENUE						
3301	Investment Earnings	1,848	3,178	1,000	1,000	250
3993	Transfer In From PRSP Trust	-	-	-	276,080	250,000
Total Revenue		\$ 1,848	\$ 3,178	\$ 1,000	\$ 277,080	\$ 250,250
EXPENDITURES						
4041	Payment to PERS UAAL Reserve Fund	746,466	334,161	-	-	-
4048	Pers Unfunded Actuarially Accrued Liability	291,621	338,548	276,080	276,080	324,526
Total Expenditures		\$ 1,038,087	\$ 672,709	\$ 276,080	\$ 276,080	\$ 324,526
TRANSFERS IN						
3900	From General Fund	814,326	334,161	-	-	-
3911	Allocated PERS UAAL	291,621	338,548	276,080	-	-
Total Transfers		\$ 1,105,947	\$ 672,709	\$ 276,080	\$ -	\$ -
■ ENDING FUND BALANCE		\$ 71,669	\$ 74,847	\$ 71,870	\$ 75,847	\$ 1,571

Number of FTE's in Each PERS Tier



Town of Yountville
EMERGENCY RESERVE FUND
Fund 04

Department Overview

In Fiscal Year 2018/2019, 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. The available funds in this reserve have not yet been utilized, and instead have continued to earn interest which increases the fund balance.

Emergency Reserve Fund balance is set at a minimum of 20% of General Fund operating expenditures. For example, a General Fund operating expenditures budget of \$9,000,000 would translate to a minimum Emergency Reserve Fund balance requirement of \$1,800,000.

2020/2021 Accomplishments

- Anticipate ending the fiscal year with a fund balance of about \$2,048,616 which is approximately 16% more than the current policy minimum of 20% of General Fund Expenditures.

2021/2022 Goals and Objectives

- Continue to meet or exceed minimum reserve amount per Fund Balance Policy. Current minimum is 20% of General Fund expenditures, which translates to \$1,753,261 for Fiscal Year 2021/2022.

Budget Highlights

- The balance of this reserve fund exceeds the Fund Balance Policy minimum established by the Town Council.

Did You Know?

- Including investment earnings, fund balance as of February 28, 2021, is \$2,042,237.

Town of Yountville
EMERGENCY RESERVE FUND
Fund 04

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■ BEGINNING FUND BALANCE		\$ -	\$ 2,003,070	\$ 2,023,070	\$ 2,035,616	\$ 2,048,616
REVENUE						
3301	Investment Earnings	3,070	32,546	20,000	13,000	15,000
	Total Revenue	\$ 3,070	\$ 32,546	\$ 20,000	\$ 13,000	\$ 15,000
TRANSFERS IN(OUT)						
3900	From General Fund	2,000,000	-	-	-	-
7900	To General Fund	-	-	-	-	-
	Total Transfers	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
■ ENDING FUND BALANCE		\$ 2,003,070	\$ 2,035,616	\$ 2,043,070	\$ 2,048,616	\$ 2,063,616

Town of Yountville
REVENUE STABILIZATION RESERVE FUND
Fund 05

Department Overview

In Fiscal Year 2018/2019, 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. The first use of this reserve fund will occur in Fiscal Year 2020/2021, with a goal of replenishing the fund as soon as the opportunity is presented.

Revenue Stabilization Reserve funding is established at a minimum of 25% of TOT revenue budget. For example, a TOT revenue budget of \$6,000,000 would translate to a minimum Revenue Stabilization Reserve Fund balance requirement of \$1,500,000.

2020/2021 Accomplishments

- Only anticipate utilizing \$200,000 of the budgeted \$1,000,000 of reserve funds to balance the effects of loss of Transient Occupancy Tax revenue due to the COVID-19 Pandemic.

2021/2022 Goals and Objectives

- Utilize \$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

- Even with planned utilization, this balance of this reserve fund is able to meet or exceed the Fund Balance Policy minimum established by the Town Council.

Did You Know?

- Including investment earnings, fund balance as of February 28, 2021, is \$2,042,237.

Town of Yountville
REVENUE STABILIZATION RESERVE FUND
Fund 05

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
■ BEGINNING FUND BALANCE		\$ -	\$ 2,003,070	\$ 1,323,070	\$ 2,035,616	\$ 1,855,616
REVENUE						
3301	Investment Earnings	3,070	32,546	20,000	20,000	10,000
	Total Revenue	\$ 3,070	\$ 32,546	\$ 20,000	\$ 20,000	\$ 10,000
TRANSFERS IN(OUT)						
3900	From General Fund	2,000,000	-	-	-	-
7900	To General Fund	-	-	-	(200,000)	(150,000)
	Total Transfers	\$ 2,000,000	\$ -	\$ -	\$ (200,000)	\$ (150,000)
■ ENDING FUND BALANCE		\$ 2,003,070	\$ 2,035,616	\$ 1,343,070	\$ 1,855,616	\$ 1,715,616

Town of Yountville
PLANNING AND BUILDING
General Fund Department 2115

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 and historic resources.

Please visit <https://www.townofyountville.com/departments-services/planning-building> for more information regarding the Planning & Building Department.

2020/2021 Accomplishments

- Implemented the Transitional Support Program to support local businesses in response to the COVID-19 pandemic.
- Neared completion of a comprehensive update to the Zoning and Design Ordinances (ZODO).
- Successfully submitted a Local Early Action Planning (LEAP) Grant application and was awarded a grant in the amount of \$65,000 to update the Town's Housing Element.
- Conducted Conditional Use Permit Monitoring for 38 businesses as part of an enhanced formal monitoring program.
- Conducted regular monitoring of the Employee Parking Management Program.
- Completed various Ordinance amendments to the Yountville Municipal Code.
- Conducted building permit administration and inspection for projects under construction.
- Successfully filled the vacant Assistant Planner position.

2021/2022 Goals and Objectives

- Administer the Economic Recovery Program.
- Complete the comprehensive update to the Zoning and Design Ordinances.
- Select a consultant to begin work on the Town's Housing Element Update using LEAP funds.
- Receive approval for Regional Early Action Planning (REAP) Grant from HCD in the amount of \$50,000 to further support the Housing Element Update.
- Continue to modernize the building permit process by launching an online permitting module (iWorQ) for planning and building permits, and launching Laserfiche online forms.
- Evaluate potential use of an ADU incentive program using Measure S funds.
- Develop in-house procedures and processes for code compliance.

Budget Highlights

- The Contract Services budget has decreased yet Planning still relies heavily on contract services to provide specialized services as well as to provide assistance with regular department needs.
 - \$60,000 is budgeted for the Housing Element Update.
 - \$60,000 is budgeted for legal assistance from the Town Attorney.

Did You Know?

- Now in its third year, the Rental Registration Program requires all residential rental properties within the Town to obtain a permit.

Town of Yountville
PLANNING & BUILDING
General Fund Department 2115

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	415,342	439,226	449,259	419,259	447,573
4011	Salaries - Part Time	-	8,533	-	-	-
4012	Overtime	13	-	-	-	-
4013	Medicare & FICA	5,672	6,446	6,534	6,534	6,490
4020	PERS Employer Rate	70,280	73,453	73,553	49,296	48,495
4030	Deferred Compensation	24,485	21,793	32,063	32,063	31,998
4040	Health Insurance	60,310	43,593	53,277	53,277	59,337
4042	Dental Insurance	5,862	3,709	4,446	4,446	4,601
4043	Vision Insurance	374	721	1,500	1,500	1,750
4044	Life/Disability Insurance	3,553	3,806	4,323	4,323	3,610
4049	Allocated OPEB	61,452	52,796	-	-	-
4050	Tuition Reimbursement	-	-	-	-	420
4051	Automobile Allowance	2,600	2,000	2,400	2,400	3,120
4052	Cell Phone Allowance	3,040	2,720	2,880	2,880	3,360
4053	Other Employee Reimbursement	760	770	2,150	2,150	2,450
4055	Tablet Stipend	1,800	-	-	-	-
4819	Allocated Liability Insurance	15,484	23,755	26,734	24,588	26,382
4839	Allocated Workers' Comp Insurance	11,055	19,840	19,167	16,500	13,906
Total Personnel		\$ 682,082	\$ 703,161	\$ 678,286	\$ 619,216	\$ 653,492
SUPPLIES & SERVICES						
4110	Office Supplies	5,312	1,414	2,000	2,000	2,000
4120	Other Supplies & Materials	1,485	1,234	3,000	3,000	3,000
4130	Postage & Printing	4,618	6,793	4,000	4,000	4,000
4210	Contract Services	281,014	198,818	167,000	280,477	164,000
4225	Bank & Fiscal Agent Fees	5,055	5,715	5,500	5,500	5,500
4240	Building Inspection Services	108,918	127,110	100,000	100,000	100,000
4241	Plan Check Services	29,321	10,875	20,000	20,000	25,000
4330	Vehicle Maintenance	153	662	500	500	500
4699	Allocated IT Costs	28,716	36,060	41,710	39,050	51,350
4710	Conference & Travel	2,662	2,601	4,250	2,125	4,250
4715	Meetings & Training	390	663	1,275	1,275	1,275
4720	Dues & Subscriptions	3,060	2,193	1,500	1,500	1,500
4915	Wayfinding Signs	1,123	3,807	3,000	3,000	3,000
Total Supplies & Services		\$ 471,827	\$ 397,945	\$ 353,735	\$ 462,427	\$ 365,375
TOTAL EXPENDITURES		\$ 1,153,909	\$ 1,101,106	\$ 1,032,021	\$ 1,081,643	\$ 1,018,867
PROGRAM REVENUE						
3110	Building Permit Fees	92,659	81,538	80,000	80,000	80,000
3190	Tree Removal Permit	1,612	819	1,000	1,000	1,000
3192	Cannabis Delivery Permit	730	-	600	600	250
3195	Minor Home Occ Permit	390	217	150	150	150
3220	Administrative Fines - Penalties	-	35,900	-	62,400	-
3601	Planning Service Charges	56,242	61,010	45,000	25,000	45,000
3605	Rental Registration	20,031	19,568	21,000	21,000	20,000
3606	Conditional Use Permit Monitoring Fee	22,226	25,268	25,500	26,471	27,000
3611	Plan Check Fees	52,821	37,835	20,000	20,000	25,000
3112	Tech Updgrade Fee	-	-	-	4,242	5,000
3114	Digitization Fee	-	-	-	56	500
3615	Way Finding Signage Fees	9,113	10,791	11,000	12,456	10,000
3625	Parking Mgmt - Vehicle Reg. Fee	22,626	61,936	62,500	62,500	50,000
3635	Parking Mgmt - Off Site Parking	48,007	8,400	8,500	10,374	10,000
3640	Storefront Display Monitoring	1,931	504	-	1,383	-
3800	Miscellaneous Revenue	835	1,488	1,000	16,361	1,000
TOTAL PROGRAM REVENUE		\$ 329,223	\$ 345,274	\$ 276,250	\$ 343,993	\$ 274,900

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.1000	0.1000	0.1000	0.1000
Planning Director	1.0000	1.0000	1.0000	1.0000
Management Analyst/Planning Manager	1.0500	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
TOTAL STAFF	3.5000	3.5000	3.5000	3.5000

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

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 device mitigation; SWAT and hostage negotiation; disaster response management and training; and special event services.

2020/2021 Accomplishments

- Sergeant Hallman participated in weekly staff Management Team meetings.
- Assisted Town in enforcing COVID-19 related guidance and restrictions.
- Assisted code enforcement efforts by working with the Town Code Enforcement Officer and Planning on cases.
- 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.)
- Conducted CPUC Limo enforcement
- Facilitated Individual & Group Crisis Intervention Training for the North Bay area.
- Assisted in rewriting the Napa County Fire & Law Enforcement Rescue Taskforce Protocol

2021/2022 Goals and Objectives

- Continue education and enforcement of the new "3 Hour" parking restricted areas
- Continue to provide support and recommendations for security surveillance camera deployment as needed.
- 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.

Budget Highlights

- The Public Safety Law Enforcement budget calls for a 2% increase or \$23,347 for a total of \$1,194,799 for Fiscal Year 2021/2022 in accordance with the four-year contract between the Town and Napa County Sheriff's Department. Years three and four will each show a 3% increase.

Did You Know?

- The Town Council approved a four-year agreement from July 1, 2020-June 30, 2024.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	115	379	500	500	500
4210	Contract Services	989,951	1,028,546	1,167,363	1,167,363	1,194,799
	Total Supplies & Services	\$ 990,066	\$ 1,028,925	\$ 1,167,863	\$ 1,167,863	\$ 1,195,299
TOTAL EXPENDITURES		\$ 990,066	\$ 1,028,925	\$ 1,167,863	\$ 1,167,863	\$ 1,195,299
PROGRAM REVENUE						
3011	Sales Tax - Prop. 172 Public Safety	25,818	22,372	20,000	20,000	20,000
3201	Vehicle Code Fines	4,210	948	1,000	1,000	1,000
3215	Abandoned Vehicle Fee	-	-	-	-	-
3402	State COPS Grant	144,853	155,948	130,000	143,799	135,000
3800	Miscellaneous Revenue	591	21	-	-	-
	TOTAL PROGRAM REVENUE	\$ 175,472	\$ 179,289	\$ 151,000	\$ 164,799	\$ 156,000

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

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.

2020/2021 Accomplishments

- Continued the Fire Inspection Program for commercial properties.
- Provided community emergency preparedness support and fire safety education programs for the Yountville Elementary School.
- No major incidents or disasters effecting the Town.
- Completed the 5 year update of the ISO rating for the Town.

2021/2022 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.

Budget Highlights

- The contract with CAL FIRE this year calls for a decrease of approximately \$42,950 for Operations and Maintenance increase costs to \$820,050 for Fiscal Year 2021/2022.
- The Town estimates a Fire Tax Credit of \$215,000 to offset costs.
- The total cost for services is \$605,050 including the estimated Fire Tax Credit.

Did You Know?

- Yountville Station 12 responded to 1,559 calls during the 2020 calendar year.
- Of those 1,559 calls, 22% or 346 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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
SUPPLIES & SERVICES						
4210	Contract Services	751,118	763,020	863,000	863,000	820,050
	County Fire Property Tax Credit Offset	(205,428)	(218,874)	(218,000)	(218,000)	(215,000)
	Total Supplies & Services	\$ 545,690	\$ 544,146	\$ 645,000	\$ 645,000	\$ 605,050
TOTAL EXPENDITURES		\$ 545,690	\$ 544,146	\$ 645,000	\$ 645,000	\$ 605,050

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

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.

Please visit <https://www.townofyountville.com/departments-services/public-works> for more information related to the Public Works Administration & Engineering Department.

2020/2021 Accomplishments

- Completed the design and construction of 23 Capital Improvement Projects (CIP) within budget and on schedule while meeting the expectations of the public. This included design and construction of the Annual Street Maintenance and Paving Program (Using Measure T, Gas Tax, and SB1 Funds), water and wastewater infrastructure projects.
- Completed 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.
- Refined 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.

2021/2022 Goals and Objectives

The top priorities for Fiscal Year 2021/2022 are to:

- Complete the Annual Street Maintenance and Paving Project(s) (MT-3022) \$525,000.
- Complete the Annual Inflow and Infiltration Reduction Program (WW-2022) \$337,000.
- Forrester Park, Three Weir Park ADA Access (CP-0018) \$160,000.
- 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

- 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. The projects will be adjusted to the level of funding to continue the Annual Street Maintenance Paving Program without additional General Fund support.
- 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 Wastewater, Dept of Public Health, Department of Water Resources, and Bay Area Air Quality Management Resources Board to name a few.

Did You Know?

- Staff issued 55 encroachment permits, compared to the 80 in the prior year.
- 23 projects and programs included in Fiscal Year 2020/2021 Capital Improvement Programs or projects are completed or underway.

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

		2018/2019	2019/2020	2020/2021	2021/2022	
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	328,813	352,178	380,232	377,232	376,762
4012	Overtime	116	-	100	100	100
4013	Medicare & FICA	4,513	4,824	5,527	5,527	5,463
4020	PERS Employer Rate	36,113	36,527	43,235	35,765	34,829
4030	Deferred Compensation	25,044	14,562	27,242	27,242	26,292
4031	Payment In-Lieu Health	-	12,022	12,000	12,000	300
4040	Health Insurance	33,722	33,103	42,876	42,876	51,560
4042	Dental Insurance	3,747	3,868	3,740	3,740	3,871
4043	Vision Insurance	2,367	904	5,000	5,000	1,460
4044	Life/Disability Insurance	3,204	3,391	3,645	3,645	3,970
4049	Allocated OPEB	47,520	39,538	-	-	-
4050	Tuition Reimbursement	-	-	-	-	240
4051	Automobile Allowance	2,600	3,400	4,800	4,800	3,600
4052	Cell Phone Allowance	8,320	7,440	8,640	9,600	2,803
4053	Other Employee Reimbursement	1,803	1,843	7,750	7,750	2,190
4055	Tablet Stipend	-	-	-	-	-
4819	Allocated Liability Insurance	11,974	18,647	20,536	20,809	22,122
4839	Allocated Workers' Comp Insurance	8,549	15,574	16,651	14,000	11,660
Total Personnel		\$ 518,406	\$ 547,821	\$ 581,974	\$ 570,086	\$ 547,221
SUPPLIES & SERVICES						
4110	Office Supplies	251	768	800	800	800
4120	Other Supplies & Materials	285	693	5,000	5,000	5,000
4130	Postage & Printing	125	33	500	500	500
4210	Contract Services	20,527	12,170	22,000	23,570	22,000
4250	Advertising	-	-	1,500	1,500	1,500
4280	Other Agencies	44,086	37,969	87,000	87,000	76,500
4310	Facilities/Grounds Maintenance	-	-	1,000	1,000	1,000
4320	Equipment Maintenance	785	-	1,000	1,000	1,000
4330	Vehicle Maintenance	41	-	1,000	1,000	1,000
4510	Utilities - Gas & Electric	-	-	600	600	600
4515	Utilities - Water & Sewer	842	943	900	900	900
4699	Allocated IT Costs	23,836	29,830	31,750	29,720	37,230
4710	Conference & Travel	2,913	809	5,950	2,975	5,000
4715	Meetings & Training	3,251	1,531	2,125	2,125	2,125
4720	Dues & Subscriptions	611	715	1,000	1,000	1,000
Total Supplies & Services		\$ 97,551	\$ 85,461	\$ 162,125	\$ 158,690	\$ 156,155
TOTAL EXPENDITURES		\$ 615,957	\$ 633,282	\$ 744,099	\$ 728,776	\$ 703,376
PROGRAM REVENUE						
3199	Encroachment Permit	12,590	9,557	6,000	14,869	10,000
3602	Engineering Service Charges	-	7,176	2,500	2,500	2,500
3800	Miscellaneous Revenue	-	500	-	-	500
TOTAL PROGRAM REVENUE		\$ 12,590	\$ 17,233	\$ 8,500	\$ 17,369	\$ 13,000

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
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	0.4200	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
Financial Analyst	-	-	0.1000	0.1000
Finance Director	0.0500	0.0500	0.0500	0.0500
TOTAL STAFF	2.7200	2.7200	2.8200	2.9200

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

Department Overview

The Streets Maintenance Division is responsible for the maintenance and repair of the Town's streets and sidewalk related infrastructure. This maintenance effort does not include the private streets located within the mobile home parks, a few streets in private Homeowner'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 owned and maintained by the State.

Please visit <https://www.townofyountville.com/departments-services/public-works/streets> for more information regarding the Streets Maintenance Department.

2020/2021 Accomplishments

- 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.
- Performed annual inspection of Town's storm drain system. This includes drains, swales and all inlets and outfalls for compliance with NPDES permit.
- Completed annual Floodwall inspection and all documentation.
- The Urban Forest Management Program completed year one of three. This program involves arborists review and trimming as needed, with a minimum standard of all trees in Town at least once in the three-year cycle.

2021/2022 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.
- 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 enters Year two of three. This program involves arborists review and trimming as needed. This program includes all trees in Town trimmed at least once in the three-year cycle.
- Continue to pursue and track training opportunities for professional, personal, and safety-related topics.

Budget Highlights

- The overall budget has decreased by \$17,314 (4.3%) from the prior year budget.
- The contract services budget is reduced by \$10,000 to reflect the curb-painting project that was completed in Fiscal Year 2020/2021 as part of the bi-annual painting program.

Did You Know?

- The Town message board trailer was deployed March 2020 through March 2021 to advise residents and visitors of local COVID related restrictions and safety measures.
- 214 miles of streets were swept, two (2) times a month. In the fall leaf season, the Town is swept every week on Friday.
- 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 Halperin and was part of the 1976 General Plan.

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 PROPOSED
PERSONNEL						
4010	Salaries - Full Time	128,474	128,598	129,293	129,293	129,307
4012	Overtime	2,564	2,360	2,500	2,500	2,500
4013	Medicare & FICA	1,745	1,719	1,884	1,884	1,875
4020	PERS Employer Rate	28,061	33,325	33,197	15,783	15,555
4030	Deferred Compensation	8,066	8,130	9,040	9,040	8,922
4031	Payment-In Lieu Health	-	-	-	-	450
4040	Health Insurance	30,407	25,876	30,408	30,408	34,214
4042	Dental Insurance	2,956	2,450	2,746	2,746	2,882
4043	Vision Insurance	-	-	-	-	688
4044	Life/Disability Insurance	1,277	1,199	1,356	1,356	1,387
4049	Allocated OPEB	18,420	14,240	-	-	-
4051	Automobile Allowance	-	-	-	-	120
4052	Cell Phone Allowance	-	-	-	-	1,320
4053	Other Employee Reimbursement	-	480	-	-	1,066
4819	Allocated Liability Insurance	4,640	6,716	6,983	7,076	7,576
4839	Allocated Workers' Comp Insurance	3,313	5,608	5,662	5,000	3,993
	Total Personnel	\$ 229,924	\$ 230,701	\$ 223,069	\$ 205,086	\$ 211,855
SUPPLIES & SERVICES						
4110	Office Supplies	210	583	800	800	800
4120	Other Supplies & Materials	12,718	14,715	22,300	22,300	22,300
4210	Contract Services	59,047	45,293	85,000	85,000	75,000
4310	Facilities Maintenance	7,064	8,784	9,000	9,000	14,000
4320	Equipment Maintenance	3,437	570	4,000	4,000	4,000
4330	Vehicle Maintenance	2,754	2,580	3,000	3,000	3,000
4510	Utilities - Gas & Electric	23,513	26,772	26,280	26,280	26,280
4520	Waste Disposal & Recycling	476	452	600	600	-
4699	Allocated IT Costs	13,591	17,000	18,090	16,940	17,590
4710	Conference & Travel	20	1,404	2,550	1,275	2,550
4715	Meetings & Training	1,201	1,400	850	850	850
4720	Dues & Subscriptions	-	-	2,000	2,000	2,000
	Total Supplies & Services	\$ 124,032	\$ 119,553	\$ 174,470	\$ 172,045	\$ 168,370
CAPITAL OUTLAY						
5700	Machinery & Equipment	1,907	4,500	3,000	3,000	3,000
	Total Capital Outlay	\$ 1,907	\$ 4,500	\$ 3,000	\$ 3,000	\$ 3,000
	TOTAL EXPENDITURES	\$ 355,862	\$ 354,754	\$ 400,539	\$ 380,131	\$ 383,225

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 PROPOSED
STAFF ALLOCATIONS (FTE)				
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	0.9750	0.9750	0.9750
Facility & Grounds Worker	0.4000	0.0500	0.0500	0.0500
Utility Operator	0.0250	-	-	-
TOTAL STAFF	1.5500	1.3750	1.3750	1.3750

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

Department Overview

The Parks Maintenance Division 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 also oversees the urban forest management plan which, as a part of the Town Council policy which requires that every Town-owned tree be 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.

Please visit <https://www.townofyountville.com/departments-services/public-works/parks> for more information related to the Parks Maintenance Department.

2020/2021 Accomplishments

- Continued to provide superior customer service to the Town and its citizens.
- Continued to maintain the Town's park and path system at a very high level.
- Utilized GIS and iWork Asset Management system to create efficiency and effectiveness in work order management.
- Continued 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.

2021/2022 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

- \$15,000 savings in Waste Disposal and Recycling (4520) due to Upper Valley Management Authority renegotiating franchise fees.

Did You Know?

- 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.
- 7 Restrooms were cleaned daily during the pandemic.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	190,524	199,703	206,014	206,014	204,730
4011	Salaries - Part Time	17,069	28,909	37,624	17,624	18,374
4012	Overtime	2,573	2,239	2,500	2,500	2,500
4013	Medicare & FICA	3,879	4,923	5,879	5,879	4,374
4020	PERS Employer Rate	21,809	25,761	29,074	21,147	20,709
4030	Deferred Compensation	9,006	9,517	14,410	14,410	13,922
4031	Payment In-Lieu Health	-	-	-	-	6,450
4040	Health Insurance	32,521	29,380	34,464	34,464	40,587
4042	Dental Insurance	4,770	4,227	4,852	4,852	5,674
4043	Vision Insurance	254	-	-	-	1,288
4044	Life/Disability Insurance	1,821	1,807	2,163	2,163	2,233
4049	Allocated OPEB	27,072	22,565	-	-	-
4051	Automobile Allowance	-	-	-	-	120
4052	Cell Phone Allowance	-	960	-	-	2,472
4053	Other Employee Reimbursement	175	-	-	-	1,996
4819	Allocated Liability Insurance	6,819	10,640	11,127	11,274	12,039
4839	Allocated Workers' Comp Insurance	4,868	8,887	9,022	7,500	6,346
Total Personnel		\$ 323,161	\$ 349,518	\$ 357,129	\$ 327,827	\$ 343,814
SUPPLIES & SERVICES						
4110	Office Supplies	46	-	300	300	300
4120	Other Supplies & Materials	37,262	36,493	41,700	41,700	41,700
4210	Contract Services	37,099	43,229	29,600	33,032	29,600
4310	Facilities Maintenance	11,024	15,690	26,800	26,800	20,000
4320	Equipment Maintenance	4,007	3,331	3,000	3,000	3,000
4330	Vehicle Maintenance	7,244	8,383	6,000	6,000	6,000
4420	Equipment Rental	1,032	1,730	1,000	1,000	1,000
4510	Utilities - Gas & Electric	7,781	7,756	7,500	7,500	7,500
4515	Utilities - Water & Sewer	60,408	67,048	67,000	67,000	67,000
4520	Waste Disposal & Recycling	6,665	6,332	15,000	15,000	-
4699	Allocated IT Costs	23,227	29,064	30,930	28,960	32,890
4710	Conference & Travel	1,456	-	1,700	850	1,700
4715	Meetings & Training	1,988	-	1,275	1,275	1,275
4720	Dues & Subscriptions	-	-	500	500	500
Total Supplies & Services		\$ 199,240	\$ 219,056	\$ 232,305	\$ 232,917	\$ 212,465
CAPITAL OUTLAY						
5700	Machinery & Equipment	2,789	5,814	3,000	3,000	3,000
Total Capital Outlay		\$ 2,789	\$ 5,814	\$ 3,000	\$ 3,000	\$ 3,000
TOTAL EXPENDITURES		\$ 525,190	\$ 574,388	\$ 592,434	\$ 563,744	\$ 559,279
PROGRAM REVENUE						
3191	Tree Removal In Lieu Fee	11,848	(8,724)	2,000	6,253	2,000
3801	Refunds & Reimbursements	10,983	10,931	-	11,074	11,000
3803	Donations & Contributions	-	-	11,000	-	-
TOTAL PROGRAM REVENUE		\$ 22,831	\$ 2,207	\$ 13,000	\$ 17,327	\$ 13,000

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 PROPOSED
STAFF ALLOCATIONS (FTE)				
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	1.3250	1.3250	1.3250
Facility & Grounds Worker	1.3000	0.9500	0.9500	0.9500
TOTAL STAFF	2.6500	2.5750	2.5750	2.5750

Town of Yountville
PUBLIC WORKS – GOVERNMENT BUILDINGS
General Fund Department 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 Public Works Manager and includes two (2) Maintenance Workers who 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.

Please visit <https://www.townofyountville.com/departments-services/public-works/facilities> for more information related to the Government Buildings Department and Town facilities.

2020/2021 Accomplishments

- Incorporated additional budget/maintenance requirements for facilities into annual work plan.
- Continued to develop and integrate GIS and iWorqs asset management plan when possible by adding assets within the facilities infrastructure.
- 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.

2021/2022 Goals and Objectives

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

- Budget savings generated as a result of re-negotiated contract with Upper Valley Waste Management that eliminated costs for waste disposal.
- The loan from the State of California Energy Resources Conservation and Development Commission that was disbursed on June 30, 2011 in the amount of \$200,000 will be paid off in December of 2022. Current annual energy savings under this program are \$21,060.

Did You Know?

- Air filters in Town buildings were changed monthly during the pandemic.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	108,618	152,803	167,981	167,981	166,613
4012	Overtime	1,690	2,252	2,000	2,000	2,000
4013	Medicare & FICA	1,485	2,063	2,450	2,450	2,416
4020	PERS Employer Rate	9,907	11,965	15,073	14,106	13,749
4030	Deferred Compensation	6,738	9,764	11,758	11,758	11,350
4031	Payment In-Lieu Health	-	-	-	-	5,100
4040	Health Insurance	10,557	16,408	21,047	21,047	25,230
4042	Dental Insurance	2,593	2,974	3,530	3,530	3,658
4043	Vision Insurance	-	-	-	-	988
4044	Life/Disability Insurance	1,031	1,416	1,757	1,757	1,827
4049	Allocated OPEB	15,372	17,907	-	-	-
4052	Cell Phone Allowance	-	-	-	-	1,896
4053	Other Employee Reimbursement	-	-	-	-	1,531
4819	Allocated Liability Insurance	3,873	8,441	9,073	9,193	10,016
4839	Allocated Workers' Comp Insurance	2,764	7,051	7,356	6,500	5,279
Total Personnel		\$ 164,629	\$ 233,044	\$ 242,025	\$ 240,322	\$ 251,653
SUPPLIES & SERVICES						
4110	Office Supplies	390	50	300	300	300
4120	Other Supplies & Materials	7,275	7,430	5,000	5,000	5,000
4210	Contract Services	28,585	32,792	58,870	58,870	62,875
4310	Facilities Maintenance	13,489	15,087	14,100	14,100	14,100
4320	Equipment Maintenance	-	61	2,000	2,000	2,000
4325	Vehicle Maintenance	1,382	1,200	1,500	1,500	1,500
4510	Utilities - Gas & Electric	21,191	9,521	25,710	25,710	25,710
4515	Utilities - Water & Sewer	28,983	34,271	30,000	30,000	30,000
4520	Waste Disposal & Recycling	2,380	2,261	4,500	4,500	-
4699	Allocated IT Costs	11,364	14,255	15,170	14,200	25,240
4710	Conference & Travel	692	1,045	1,700	850	1,700
4715	Meetings & Training	979	1,739	850	850	850
4720	Dues & Subscriptions	-	-	500	500	500
4829	Allocated Property Insurance	34,342	38,570	48,000	51,112	56,800
Total Supplies & Services		\$ 151,053	\$ 158,282	\$ 208,200	\$ 209,492	\$ 226,575
CAPITAL OUTLAY						
5700	Machinery & Equipment	2,509	5,729	3,000	3,000	3,000
Total Capital Outlay		\$ 2,509	\$ 5,729	\$ 3,000	\$ 3,000	\$ 3,000
LOAN PAYMENTS						
6100	Principal	18,212	18,758	19,330	19,330	19,914
6500	Interest	2,457	1,911	1,339	1,339	755
Total Debt Service		\$ 20,669	\$ 20,669	\$ 20,669	\$ 20,669	\$ 20,669
TOTAL EXPENDITURES		\$ 338,859	\$ 417,724	\$ 473,894	\$ 473,483	\$ 501,897

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Public Works Manager	0.2500	0.2750	0.2750	0.2750
Maintenance Worker	0.8000	1.7000	1.7000	1.7000
Facility & Grounds Worker	0.2500	-	-	-
TOTAL STAFF	1.3000	1.9750	1.9750	1.9750

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

Department Overview

The Parks and Recreation - Administration & Services budget includes funding 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.

Specific operations include the administrative oversight of the department include:

- Finance and employment-related tasks
- Park picnic area reservations
- Special event application process administration, amplified sound permits, block party permits and filming/photography permits.
- Development and implementation of Parks and Recreation Department marketing initiatives
- Staff support to the Parks and Recreation Advisory Commission, the Yountville Arts Commission and the Yountville Community Foundation and facilitation of the Youth Subsidy Fund.

2020/21 Accomplishments

- Laserfiche Implementation to house long term files online and reduced paper waste.
- Supporting our Community through the COVID 19 pandemic and 2020 Wildfires including meal distribution, information gathering and distribution, assisted with a testing site in Yountville and worked to bring vaccine information and access to our residents.
- Implementation of updated Summer Camp registration process.
- Successfully applied for and received Prop 68 Grant Funding for the Yountville Community Park Restroom Project.

2021/22 Goals and Objectives

- Implement facility scheduler and rental module in ASAP.
- Return to in person services with ongoing COVID 19 guidelines and restrictions.
- Begin Parks & Recreation Master Plan.

Budget Highlights

- This budget reflects a reduction in Part Time Staffing costs because of decreasing the hours allocated to the part time Marketing Specialist and front desk assistance.
- This budget reflects a reduction in postage and printing costs to produce only 2 rec guides instead of 3 in 2021/2022.
- This budget reflects a reduction in anticipated revenue for Special Event Permits and Parks Picnic Site Reservations due to ongoing COVID 19 restrictions.

Did You Know?

- Staff made over 3,500 check in phone calls to senior and at-risk Yountville Residents during the early months of the COVID 19 Pandemic.
- Three of our full time employees supported the mass vaccination site with Napa County dedicating over 50 hours each to that effort.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	227,618	247,731	227,639	224,639	224,515
4011	Salaries - Part Time	28,557	28,104	33,495	4,000	12,000
4012	Overtime	359	550	1,000	1,000	500
4013	Medicare & FICA	5,300	4,989	5,871	5,871	4,173
4020	PERS Employer Rate	59,137	73,785	66,049	32,319	31,477
4030	Deferred Compensation	12,679	13,626	16,165	16,165	15,949
4031	Payment In-Lieu Health	-	-	-	-	300
4040	Health Insurance	31,798	30,433	31,185	31,185	32,282
4042	Dental Insurance	2,852	2,572	2,607	2,607	2,594
4043	Vision Insurance	509	729	2,500	2,500	735
4044	Life/Disability Insurance	2,111	2,274	2,061	2,061	2,123
4049	Allocated OPEB	31,284	27,894	-	-	-
4051	Automobile Allowance	2,600	2,200	2,400	2,400	2,448
4052	Cell Phone Allowance	5,200	4,560	5,760	4,800	1,411
4053	Other Employee Reimbursement	120	300	3,000	3,000	882
4819	Allocated Liability Insurance	7,880	13,155	12,295	12,459	13,158
4839	Allocated Workers' Comp Insurance	5,626	10,988	9,969	8,500	6,936
	Total Personnel	\$ 423,631	\$ 463,890	\$ 421,996	\$ 353,506	\$ 351,484
SUPPLIES & SERVICES						
4110	Office Supplies	7,975	5,759	7,500	5,500	6,000
4120	Other Supplies & Materials	2,218	6,804	7,500	5,500	6,000
4130	Postage & Printing	23,040	24,102	30,000	9,000	18,000
4210	Contract Services	12,785	7,162	12,000	5,000	23,000
4225	Bank & Fiscal Agent Fees	9,077	8,513	8,500	8,500	8,500
4230	Personnel Services	2,475	1,964	2,500	1,000	2,500
4250	Advertising	4,119	1,655	3,500	2,500	2,500
4320	Equipment Maintenance	-	-	500	500	500
4330	Vehicle Maintenance	844	116	1,000	1,000	1,000
4699	Allocated IT Costs	13,291	17,898	21,120	19,770	17,290
4710	Conference & Travel	5,464	162	2,000	-	1,500
4715	Meetings & Training	2,990	2,116	2,975	700	1,500
4720	Dues & Subscriptions	777	2,105	3,260	3,260	2,985
	Total Supplies & Services	\$ 85,055	\$ 78,356	\$ 102,355	\$ 62,230	\$ 91,275
CAPITAL OUTLAY						
5700	Machinery & Equipment	-	-	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 508,685	\$ 542,246	\$ 524,351	\$ 415,736	\$ 442,759
PROGRAM REVENUE						
3120	Special Event Permit	\$ 8,913	\$ 4,152	\$ 7,500	\$ 1,100	\$ 2,500
3315	Park Rentals	14,253	6,615	13,500	2,000	4,000
	TOTAL PROGRAM REVENUE	\$ 23,166	\$ 10,767	\$ 21,000	\$ 3,100	\$ 6,500

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.0500	0.0500	0.0500	0.0500
Parks & Recreation Director	0.8000	0.8200	0.8200	0.8200
Community Facilities Manager	0.1400	0.1400	-	-
Recreation Supervisor	0.0500	0.0500	0.0500	-
Administrative Assistant	0.4500	0.5000	0.5000	0.5000
Management Analyst	0.0500	0.0500	0.0500	0.0500
Finance Director	0.0250	0.0500	0.0500	0.0500
Financial Analyst	0.0500	0.1000	-	-
TOTAL STAFF	1.6150	1.7600	1.5200	1.4700

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

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 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 while serving some Yountville residents as well as many employees based in Yountville.

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 nine (9) one-week sessions during the summer in June, July, and August.

Significant changes were made to the program in 2020 due to COVID 19. Guidance from the state included limiting groups to cohorts of ten children and two staff each of which had to have their own designated space and restrooms. Masks were required. We adapted the program to use spaces at the Community Center and one at the room we rented from the Napa County Office of Education on the school campus. We anticipate some level of restrictions to continue into 2021 and 2022 and without the use of the school campus, we will be limiting our enrollment to three cohorts of fourteen children to follow state guidelines.

2020/2021 Accomplishments

- In a short period of time, we created new policies and procedures to follow state and local guidelines for childcare during the pandemic.
- We facilitated online training for staff using new tools like Zoom and the Town's contracted online training tools.
- We successfully offered 9 weeks of camp at capacity while following all new guidelines and with no cases of COVID 19 and no closure of the program due to exposure.

2021/2022 Goals and Objectives

- Successfully adapt to camp operating solely out of the Community Center.
- Continue to evolve our online training modules.
- Continue to safely offer a high-quality program that fills an important need for our residents and businesses by offering a childcare option for school aged children in Yountville.

Budget Highlights

- We have decreased the Contract Services significantly due to camp not going on out of town fieldtrips again for summer 2021.
- We no longer budget for Facility Rental costs as we no longer use the school's facilities.

Did You Know?

- Summer camp 2021 is called "Camp Y-Ville – Lights, Camera, Action!" and will explore different movie genres through art, crafts, and games.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	24,152	26,334	26,702	26,702	34,341
4011	Salaries - Part Time	42,994	52,607	50,600	50,600	58,000
4012	Overtime	1,211	896	800	800	500
4013	Medicare & FICA	3,657	4,964	4,261	4,261	4,935
4020	PERS Employer Rate	3,497	4,267	4,201	2,558	3,095
4030	Deferred Compensation	1,575	1,758	1,865	1,865	2,400
4031	Payment-In Lieu Health	-	-	-	-	-
4040	Health Insurance	4,045	3,647	4,577	4,577	5,954
4042	Dental Insurance	357	402	350	350	434
4043	Vision Insurance	-	-	-	-	235
4044	Life/Disability Insurance	236	242	282	282	373
4049	Allocated OPEB	3,504	2,902	-	-	-
4051	Automobile Allowance	-	-	-	-	48
4052	Cell Phone Allowance	-	-	-	-	451
4053	Other Employee Reimbursement	-	-	-	-	282
4819	Allocated Liability Insurance	883	1,369	1,442	1,462	2,012
4839	Allocated Workers' Comp Insurance	630	1,143	1,139	1,000	1,060
Total Personnel		\$ 86,740	\$ 100,531	\$ 96,219	\$ 94,457	\$ 114,120
SUPPLIES & SERVICES						
4110	Office Supplies	132	149	500	500	500
4120	Other Supplies & Materials	9,171	11,444	11,000	7,500	10,000
4210	Contract Services	14,776	6,384	15,000	1,500	1,500
4250	Advertising	125	134	1,000	1,000	1,000
4410	Facility Rental	3,019	2,932	3,000	-	-
4699	Allocated IT Costs	3,043	4,092	4,820	4,520	5,530
4710	Conference & Travel	300	-	200	100	1,200
4715	Meetings & Training	440	535	510	510	600
Total Supplies & Services		\$ 31,006	\$ 25,670	\$ 36,030	\$ 15,630	\$ 20,330
TOTAL EXPENDITURES		\$ 117,746	\$ 126,201	\$ 132,249	\$ 110,087	\$ 134,450
PROGRAM REVENUE						
3538	Camp Program Fees	\$ 114,683	\$ 97,227	\$ 98,000	\$ 84,000	\$ 105,000
Cost Recovery Percentage		97.4%	77.0%	74.1%	76.3%	78.1%

		2018/2019	2019/2020	2020/2021	2021/2022
		ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)					
Parks & Recreation Director		0.0200	0.0200	0.0200	0.0200
Recreation Coordinator		0.3000	0.3000	0.3000	0.4000
Administrative Assistant		0.0500	0.0500	0.0500	0.0500
TOTAL STAFF		0.3700	0.3700	0.3700	0.4700

Town of Yountville
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.

2020/2021 Accomplishments

- No activity to report.

2021/2022 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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ESTIMATED	2021/2022 PROPOSED
PERSONNEL						
4010	Salaries - Full Time	35,875	-	-	-	-
4011	Salaries - Part Time	20,417	-	-	-	-
4012	Overtime	279	-	-	-	-
4013	Medicare & FICA	2,047	-	-	-	-
4020	PERS Employer Rate	8,183	-	-	-	-
4030	Deferred Compensation	2,225	-	-	-	-
4040	Health Insurance	3,853	-	-	-	-
4042	Dental Insurance	601	-	-	-	-
4044	Life/Disability Insurance	337	-	-	-	-
4049	Allocated OPEB	5,088	-	-	-	-
4819	Allocated Liability Insurance	1,281	-	-	-	-
4839	Allocated Workers' Comp Insurance	914	-	-	-	-
	Total Personnel	\$ 81,101	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES						
4110	Office Supplies	207	-	-	-	-
4120	Other Supplies & Materials	494	-	-	-	-
4125	Chemicals	2,006	-	-	-	-
4140	Supplies for Resale - Snack Bar	452	-	-	-	-
4210	Contract Services	1,780	-	-	-	-
4280	Other Agencies	367	-	-	-	-
4320	Equipment Maintenance	1,778	-	-	-	-
4699	Allocated IT Costs	3,250	-	-	-	-
4715	Meetings & Training	1,399	-	-	-	-
4720	Dues & Subscriptions	495	-	-	-	-
	Total Supplies & Services	\$ 12,228	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 93,329	\$ -	\$ -	\$ -	\$ -
PROGRAM REVENUE						
3319	Concession Sales	2,754	-	-	-	-
3536	Swimming Pool Fees	10,926	-	-	-	-
3537	Swim Lesson Fees	1,272	-	-	-	-
	TOTAL PROGRAM REVENUE	\$ 14,952	\$ -	\$ -	\$ -	\$ -
	Cost Recovery Percentage	16.0%	0.0%	0.0%	0.0%	0.0%

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 PROPOSED
STAFF ALLOCATIONS (FTE)				
Parks & Recreation Director	0.0200	-	-	-
Community Facilities Manager	0.1500	-	-	-
Recreation Supervisor	-	-	-	-
Public Works Manager	0.0250	-	-	-
Maintenance Worker	0.1250	-	-	-
Facility & Grounds Worker	0.0250	-	-	-
Administrative Assistant	0.0500	-	-	-
TOTAL STAFF	0.3950	-	-	-

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

Department Overview

The Yountville Community Center 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. Almost twelve years have passed, and although 2020-21 was a challenging year for us all due to the COVID 19 pandemic, the Community Center will once again return to the bustling space that is home to 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.

Please visit <https://www.yountvilleevents.com/> for more information related to Community Center Operations.

2021/2022 Accomplishments

- Rebranded the Community Center Rentals as Yountville Events.
- The Facility & Events Specialist created a new website and marketing materials for Yountville Events (www.yountvilleevents.com) that includes easy to understand rental packages that assist prospective clients with up front information to consider before scheduling a tour.
- We are well positioned for a return to rental events as we come out of the global pandemic.
- Operated the Community Center in multiple ways in response to the pandemic including as a meal pick up location, site for COVID 19 testing and vaccines.
- Operated as an emergency shelter during the 2020 wildfires in support of our Up Valley communities.

2021/2022 Goals and Objectives

- Host a networking event to showcase the Community Center.
- Continue to balance the rental of the building with the increase and variety of recreational classes we offer.
- Assess and revise fee structure to include 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.
- Continue to evolve the back up power sources for the Community Center.

Budget Highlights

- Savings of \$12,500 generated for waste and recycling services under the new franchise agreement with Upper Valley Waste and Disposal.
- With the anticipated slow recovery to gatherings, several areas of the budget have decreased to reflect those estimates including part time staffing, special event insurance, event cleaning, and custodial supplies.

Did You Know?

- The Community Center was a COVID 19 testing site beginning January 6, 2021 each Wednesday from 9 AM – Noon.
- The Town was the recipient of a Governor's Office of Emergency Services grant to assist with the cost of infrastructure needs during PSPS Events.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	133,570	149,714	76,402	76,402	82,703
4011	Salaries - Part Time	12,844	7,952	12,100	2,500	8,000
4012	Overtime	854	137	500	500	500
4013	Medicare & FICA	2,804	2,578	2,039	2,039	1,811
4020	PERS Employer Rate	33,207	37,061	12,193	8,086	8,463
4030	Deferred Compensation	8,597	7,963	5,747	5,747	5,952
4031	Payment In-Lieu Health	-	-	-	-	-
4040	Health Insurance	11,964	13,201	10,903	10,903	12,692
4042	Dental Insurance	1,620	1,071	904	904	934
4043	Vision Insurance	9	-	-	-	473
4044	Life/Disability Insurance	1,197	1,046	720	720	867
4049	Allocated OPEB	18,948	14,665	-	-	-
4051	Automobile Allowance	-	-	-	-	528
4052	Cell Phone Allowance	-	240	-	-	907
4053	Other Employee Reimbursement	-	-	-	-	580
4819	Allocated Liability Insurance	4,772	6,917	4,126	4,180	4,846
4839	Allocated Workers' Comp Insurance	3,407	4,726	3,346	3,000	2,554
Total Personnel		\$ 233,794	\$ 247,271	\$ 128,980	\$ 114,981	\$ 131,810
SUPPLIES & SERVICES						
4110	Office Supplies	180	27	600	600	350
4120	Other Supplies & Materials	6,718	10,677	8,700	8,700	6,400
4130	Postage & Printing	57	55	500	500	300
4210	Contract Services	47,976	42,707	64,400	47,000	53,500
4250	Advertising	8,694	5,513	6,780	4,200	5,550
4310	Facilities/Grounds Maintenance	8,746	6,080	6,000	2,500	5,500
4320	Equipment Maintenance	15,954	851	-	-	2,000
4510	Utilities - Gas & Electric	58,793	68,387	45,000	45,000	45,000
4515	Utilities - Water & Sewer	10,187	11,009	8,000	8,000	11,500
4520	Waste Disposal & Recycling	12,545	10,905	12,500	7,500	-
4699	Allocated IT Costs	10,655	14,361	16,950	15,860	11,170
4710	Conference & Travel	495	-	1,020	-	500
4715	Meetings & Training	229	-	425	425	500
4720	Dues & Subscriptions	165	31	940	-	500
4850	Special Events Insurance	1,667	1,167	4,800	1,000	3,000
Total Supplies & Services		\$ 183,061	\$ 171,770	\$ 176,615	\$ 141,285	\$ 145,770
CAPITAL OUTLAY						
5700	Machinery & Equipment	9,290	1,174	-	-	-
Total Capital Outlay		\$ 9,290	\$ 1,174	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 426,144	\$ 420,215	\$ 305,595	\$ 256,266	\$ 277,580
PROGRAM REVENUE						
3312	Community Hall Rental	40,250	23,356	42,000	8,500	24,000
3313	Community Center Rental	6,711	6,060	20,000	7,500	6,500
3314	Other Facility Rental Charges	25,733	15,564	28,000	3,500	12,000
TOTAL PROGRAM REVENUE		\$ 72,694	\$ 44,980	\$ 90,000	\$ 19,500	\$ 42,500
Cost Recovery Percentage		17.1%	10.7%	29.5%	7.6%	15.3%

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
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	-	-
Public Works Manager	0.0750	0.0750	0.0750	0.0750
Facility & Event Specialist	-	0.5000	0.7000	0.7000
Administrative Assistant	0.0500	0.0500	0.0500	0.0500
Maintenance Worker	0.2500	-	-	-
Facility & Grounds Worker	0.0250	-	-	-
Financial Analyst	0.0500	-	-	-
Finance Director	0.0250	-	-	-
TOTAL STAFF	1.2950	1.4450	0.9450	0.9450

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

Department Overview

With the closure of Yountville Elementary School at the end of the 2019-20 school year, there was and continues to be much uncertainty around how to prepare the budget. Still unknown due to a non-traditional year of COVID changes to school schedules, 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 a scaled back version to offer an out of school day program for parents who may need care when the school has dates for in service trainings etc. but it is not a holiday where parents will not be off work.

2020/2021 Accomplishments

- Safely offered a modified program to fill an important recreational, social, and physical fitness need for children in the modified online or hybrid school program.

2021/2022 Goals and Objectives

- Sustain a program to assist local families with out of school time needs based on yet to be determined changes from the Napa Valley Unified School District.

Budget Highlights

- A significant change to service levels are reflected in a reduction to all budget areas.

Did You Know?

- The After School Program offers arts, crafts, games and physical activities.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	47,330	47,519	36,769	36,769	12,064
4011	Salaries - Part Time	36,825	32,022	26,000	5,500	4,000
4012	Overtime	1,479	627	500	500	500
4013	Medicare & FICA	3,460	2,970	2,526	2,526	481
4020	PERS Employer Rate	6,342	6,959	6,358	3,576	1,261
4030	Deferred Compensation	3,158	3,260	2,569	2,569	840
4031	Payment-In Lieu Health	-	-	-	-	-
4040	Health Insurance	7,930	6,887	6,813	6,813	2,006
4042	Dental Insurance	701	588	528	528	148
4053	Vision Insurance	-	-	-	-	70
4044	Life/Disability Insurance	462	448	392	392	125
4049	Allocated OPEB	6,912	5,716	-	-	-
4051	Automobile Allowance	-	-	-	-	48
4052	Cell Phone Allowance	-	-			134
4053	Other Employee Reimbursement	-	-	-	-	84
4819	Allocated Liability Insurance	1,742	2,696	1,986	2,012	707
4839	Allocated Workers' Comp Insurance	1,244	2,252	1,610	1,400	373
Total Personnel		\$ 117,585	\$ 111,944	\$ 86,051	\$ 62,585	\$ 22,842

SUPPLIES & SERVICES						
4110	Office Supplies	428	-	500	250	-
4120	Other Supplies & Materials	13,598	6,453	5,500	1,500	1,200
4210	Contract Services	9,763	8,725	-	-	-
4250	Advertising	-	-	-	-	350
4410	Facility Rental	2,309	3,570	2,500	-	-
4699	Allocated IT Costs	6,293	8,509	10,040	9,400	1,650
	Total Supplies & Services	\$ 32,391	\$ 27,257	\$ 18,540	\$ 11,150	\$ 3,200

TOTAL EXPENDITURES	\$ 149,976	\$ 139,201	\$ 104,591	\$ 73,735	\$ 26,042
---------------------------	-------------------	-------------------	-------------------	------------------	------------------

PROGRAM REVENUE

3534	After School Fees	\$ 144,978	\$ 93,145	\$ 40,000	\$ 15,000	\$ 6,500
	Cost Recovery Percentage	96.7%	66.9%	38.2%	20.3%	25.0%

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200
Recreation Coordinator	0.6500	0.6500	0.4000	0.1000
Administrative Assistant	0.1000	0.1000	0.1000	0.0200
TOTAL STAFF	0.7700	0.7700	0.5200	0.1400

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

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 include the Golden Ticket Program, specialty classes and our excursion program.

All 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. The contractor and Town negotiate a percentage split of class registration fees 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 for the class or activity to be held. This cancellation policy assists in making sure that fixed costs are recovered.

2020/2021 Accomplishments

- We were able to move the Golden Ticket Program online beginning in April of 2020. The process included many hours of assisting our participants with ZOOM and device usage, but it extended an important connection to the outside world to our most vulnerable through sheltering at home and COVID-19 changes.
- We were able to pivot some of our adult programming online.
- During the Shelter at Home. We were able to share information on many virtual "Excursions" with our residents.

2021/2022 Goals and Objectives

- Continue to evolve the Golden Ticket Program with fresh classes and programs each season.
- Return to offering safe excursions as we see reopening from the pandemic.
- As we return to in person classes our goal is to also continue offering a hybrid class model with virtual participation as an option for those who need it.

Budget Highlights

- Budgets reflects decreased expenses for excursion tickets and bus costs. It is expected that excursion activities will not be able to resume until late 2021 or early 2022.
- Also reflected is a reduction in revenue and decrease to part time staffing costs, estimating a slower return to in person classes and excursions and requiring less staff time.
- Updates made to full-time staffing allocations, resulting in increased salary and benefit expense.

Did You Know?

- The Yountville Parks and Recreation was one of the first departments in our region to get virtual classes up and running after the original Shelter at Home Order in Spring 2020?
- Our Golden Ticket Program is comprised of 71% Yountville Residents and 29% Non-Residents mainly from Napa and St. Helena.

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	65,151	80,918	77,951	77,951	96,797
4011	Salaries - Part Time	28,361	24,645	29,040	4,000	22,000
4012	Overtime	159	210	500	500	250
4013	Medicare & FICA	3,032	2,834	3,356	3,356	3,087
4020	PERS Employer Rate	23,457	33,385	31,484	11,069	13,141
4030	Deferred Compensation	4,002	5,076	5,452	5,452	6,761
4040	Health Insurance	18,118	19,486	23,049	23,049	29,983
4042	Dental Insurance	1,659	1,718	1,956	1,956	2,435
4043	Vision Insurance	-	-	-	-	585
4044	Life/Disability Insurance	616	727	821	821	1,054
4049	Allocated OPEB	8,904	8,793	-	-	-
4051	Automobile Allowance	-	-	-	-	48
4052	Cell Phone Allowance	-	-	-	-	1,123
4053	Other Employee Reimbursement	-	-	-	-	702
4819	Allocated Liability Insurance	2,243	4,147	4,210	4,267	5,671
4839	Allocated Workers' Comp Insurance	1,601	3,464	3,414	3,000	2,989
	Total Personnel	\$ 157,303	\$ 185,403	\$ 181,233	\$ 135,421	\$ 186,626
SUPPLIES & SERVICES						
4110	Office Supplies	-	-	500	-	350
4120	Other Supplies & Materials	7,765	5,749	7,500	1,000	5,500
4140	Supplies for Resale - Tickets	29,394	3,748	13,000	-	7,000
4210	Contract Services	19,290	10,474	15,000	-	5,500
4250	Advertising	1,308	2,183	2,500	2,500	2,500
4260	Program Services (contract instructors)	48,289	39,712	40,000	26,000	40,000
4699	Allocated IT Costs	6,293	8,509	10,040	9,400	13,760
	Total Supplies & Services	\$ 112,339	\$ 70,375	\$ 88,540	\$ 38,900	\$ 74,610
	TOTAL EXPENDITURES	\$ 269,642	\$ 255,778	\$ 269,773	\$ 174,321	\$ 261,236
PROGRAM REVENUE						
3530	Class Fees	\$ 58,494	\$ 53,929	\$ 60,000	\$ 22,000	\$ 40,000
3539	Excursion Fees	36,602	11,407	17,000	50	12,000
	TOTAL PROGRAM REVENUE	\$ 95,096	\$ 65,336	\$ 77,000	\$ 22,050	\$ 52,000
	Cost Recovery Percentage	35.3%	25.5%	28.5%	12.6%	19.9%

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200
Recreation Supervisor	0.5500	0.7000	0.7000	0.8000
Recreations Coordinator	-	-	-	0.1000
Administrative Assistant	0.2000	0.2000	0.2000	0.2500
TOTAL STAFF	0.7700	0.9200	0.9200	1.1700

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

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 can purchase an annual pass. Open Gym play is offered for Basketball and Pickleball.
- Pickleball support for tournaments and clinics.

2020/2021 Accomplishments

- We continued to support outdoor play for Pickleball at the Vineyard Park Courts with education and outreach on playing safely in the COVID-19 pandemic.
-

2020/2021 Goals and Objectives

- Monitor COVID-19 requirements to again offer cancelled programs.
- Continue to analyze open gym schedule to best utilize staffing and resources.
- Manage seasonal changes to indoor and outdoor participation by adapting hours.
- Analyze mini sports programs for viability.
- Continue to work to raise funds for an outdoor table tennis table for Vineyard Park.
- Analyze the potential for adding small scale sports leagues for adults.

Budget Highlights

- Budget remains relatively flat for Fiscal Year 2021/22.

Did You Know?

- 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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	24,487	17,565	16,063	16,063	17,036
4011	Salaries - Part Time	19,986	14,794	19,800	1,000	12,000
4012	Overtime	33	33	100	100	100
4013	Medicare & FICA	1,852	1,340	1,749	1,749	1,165
4020	PERS Employer Rate	8,411	6,513	6,053	2,281	1,959
4030	Deferred Compensation	1,463	1,063	1,120	1,120	1,188
4040	Health Insurance	6,286	3,709	4,164	4,164	3,635
4042	Dental Insurance	573	326	351	351	282
4043	Vision Insurance	-	-	-	-	100
4044	Life/Disability Insurance	225	147	164	164	180
4049	Allocated OPEB	3,336	1,803	-	-	-
4051	Automobile Allowance	-	-	-	-	48
4052	Cell Phone Allowance	-	-	-	-	192
4053	Other Employee Reimbursement	-	-	-	-	120
4819	Allocated Liability Insurance	840	851	868	879	998
4839	Allocated Workers' Comp Insurance	599	710	703	600	526
Total Personnel		\$ 68,091	\$ 48,854	\$ 51,135	\$ 28,471	\$ 39,528
SUPPLIES & SERVICES						
4110	Office Supplies	-	-	-	-	-
4120	Other Supplies & Materials	4,173	1,255	1,500	100	1,500
4250	Advertising	-	-	-	-	250
4699	Allocated IT Costs	2,230	2,983	3,520	3,290	2,350
Total Supplies & Services		\$ 6,403	\$ 4,238	\$ 5,020	\$ 3,390	\$ 4,100
TOTAL EXPENDITURES		\$ 74,494	\$ 53,092	\$ 56,155	\$ 31,861	\$ 43,628
PROGRAM REVENUE						
3532	Sports Program Fees	\$ 7,821	\$ 4,204	\$ 5,000	\$ 50	\$ 700
Cost Recovery Percentage		10.5%	7.9%	8.9%	0.2%	1.6%

		2018/2019	2019/2020	2020/2021	2021/2022
		ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)					
Parks & Recreation Director		0.0200	0.0200	0.0200	0.0200
Recreation Supervisor		0.2000	0.1000	0.1000	0.0500
Recreation Coordinator		-	-	-	0.1000
Administrative Assistant		0.0500	0.0500	0.0500	0.0300
TOTAL STAFF		0.2700	0.1700	0.1700	0.2000

Town of Yountville
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 typically 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.

2021/2022 Accomplishments

- Solicited sponsorships to cover 100% of the hard costs of offering the Movie in the Park Series which was then cancelled. Most sponsors were refunded but have recommitted for 2021.
- Offered alternative events for our residents to bring joy during special holidays. These included and Easter Egg Delivery, Camp Out Kit To Go, Drive Thru Rootbeer Floats, Pumpkin Carving and Halloween Costume Contest, Yountville Turkey Hunt, Virtual Town and Tree Lighting, Snowman Hunt, Holiday Light Contest, Egg-stra Special Drive Through and more!
- We premiered our first Yountville Step Challenge in January of 2021 and had over 120 people enter to step up to fitness.

2020/2021 Goals and Objectives

- RESUME our community events and gatherings safely and following COVID-19 guidelines.
- Continue with some of the alternative ideas that our residents loved like the holiday "hunts" and the Step Challenge.

Budget Highlights

- We will not be offering 4th of July Fireworks in 2021 and are not budgeting for the typical Residents Bash in August resulting in a large decrease in the contract services expense budget for 2021-22. We will analyse resuming those activities in next years budget preparation process.
- We look forward to resuming the Music and Movies in the Park Series in 2021.

Did You Know?

- This is one area we have heard loud and clear from our community that has been missed during the pandemic. We look forward to safely bringing our community back together, in person, soon!

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	30,105	56,390	52,297	52,297	58,642
4011	Salaries - Part Time	11,206	6,529	7,500	2,500	8,250
4012	Overtime	229	76	200	200	100
4013	Medicare & FICA	1,264	1,247	1,336	1,336	1,481
4020	PERS Employer Rate	9,352	15,710	10,739	5,486	6,119
4030	Deferred Compensation	1,807	2,633	3,654	3,654	4,016
4031	Payment-In Lieu Health	-	-	-	-	-
4040	Health Insurance	6,961	8,556	10,292	10,292	12,640
4042	Dental Insurance	631	687	828	828	967
4043	Vision Insurance	-	-	-	-	390
4044	Life/Disability Insurance	277	430	540	540	626
4049	Allocated OPEB	4,140	6,459	-	-	-
4051	Automobile Allowance	-	-	-	-	72
4052	Cell Phone Allowance	-	-			749
4053	Other Employee Reimbursement	-	-	-	-	468
4819	Allocated Liability Insurance	1,042	3,046	2,825	2,862	3,436
4839	Allocated Workers' Comp Insurance	744	1,808	2,290	2,000	1,811
Total Personnel		\$ 67,758	\$ 103,571	\$ 92,501	\$ 81,995	\$ 99,769
SUPPLIES & SERVICES						
4110	Office Supplies	-	26	750	-	500
4120	Other Supplies & Materials	22,670	20,619	19,900	8,500	18,700
4210	Contract Services	39,887	34,954	49,800	5,500	15,800
4250	Advertising	3,102	4,407	3,500	1,000	1,800
4260	Program Services	-	200	-	-	-
4420	Equipment Rental	7,448	2,545	-	-	1,500
4699	Allocated IT Costs	2,835	3,757	4,430	4,150	9,170
Total Supplies & Services		\$ 75,942	\$ 66,508	\$ 78,380	\$ 19,150	\$ 47,470
TOTAL EXPENDITURES		\$ 143,700	\$ 170,079	\$ 170,881	\$ 101,145	\$ 147,239
PROGRAM REVENUE						
3531	Events Fees	15,418	16,276	4,500	6,400	2,000
3803	Donations & Contributions	-	-	7,500	5,500	9,500
TOTAL PROGRAM REVENUE		\$ 15,418	\$ 16,276	\$ 12,000	\$ 11,900	\$ 11,500

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Parks & Recreation Director	0.0300	0.0300	0.0300	0.0300
Recreation Supervisor	0.2000	0.1500	0.1500	0.1500
Recreation Coordinator	0.0500	0.0500	0.3000	0.3000
Community Facilities Manager	0.0100	0.1600	-	-
Facility & Event Specialist	-	0.3500	0.2000	0.2000
Administrative Assistant	0.0500	0.0500	0.0500	0.1000
TOTAL STAFF	0.3400	0.7900	0.7300	0.7800

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

Department Overview

The Parks and Recreation - Yountville Arts Programs Department was created in Fiscal Year 2018/2019 to highlight the work of Yountville Arts, and show transparency of the sources and uses of funds. This department shares .10 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. All other administrative costs for Yountville Arts are funded under the 01-5405 Administration Budget including the Parks and Recreation Directors time.

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.

2020/2021 Accomplishments

- Installation of 9 new sculptures on the Art Walk in 2020.
- Completion of the Yountville Elementary School Sculpture in October 2021.
- 9 Sculptures sales of the Art Walk in 2020.
- Pivoted to offer online and virtual events and tour during the COVID-19 Pandemic.

2021/2022 Goals and Objectives

- Continue to increase marketing and communications outreach for all Yountville Arts events and projects.
- Continue robust partnership with the Yountville Chamber of Commerce and Visitors Center.

Budget Highlights

- The Town of Yountville General Fund will subsidize Yountville Arts programming by \$19,921 in FY 2021/2022. As per Administrative Policy, any revenue raised above the amount budgeted of \$40,500 and not expended over the budgeted amount of \$60,421 will be moved into the TOYCF Art Fund at the close of the fiscal year.
- We do not budget for revenue or expense for art work sold. When a sale does occur, the revenue is greater than the expense (payment to the artist). At the end of the fiscal year, the net funds raised by art sales moves into the Arts Fund in the TOYCF.

Did You Know?

- The Yountville Art Walk currently has 38 sculpture sites. Of those 38, seven (7) sculptures are owned by the Town of Yountville (Chaos Pamplona, The Chef, the Honorary Firefighter, Faces of Freedom, and Sidewalk Judge, the YES Commemorative Sculpture and newly gifted Slingshot), and the other 31 are on rotation.
- You can learn more about ***Art in the Heart of Yountville*** by clicking this link to the Town of Yountville website www.townofyountville.com

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

		2018/2019	2019/2020	2020/2021		2021/2022
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED
PERSONNEL						
4010	Salaries - Full Time	-	5,225	5,474	5,474	6,321
4011	Salaries - Part Time	3,276	1,383	3,080	3,080	2,500
4013	Medicare & FICA	251	175	316	316	128
4020	PERS Employer Rate	-	409	454	424	480
4030	Deferred Compensation	-	-	383	383	402
4040	Health Insurance	-	910	872	872	1,045
4042	Dental Insurance	-	59	71	71	73
4043	Vision Insurance	-	-	-	-	50
4044	Life/Disability Insurance	-	32	54	54	65
4049	Allocated OPEB	-	801	-	-	-
4052	Cell Phone Allowance	-	-	-	-	96
4053	Other Employee Reimbursement	-	-	-	-	60
4819	Allocated Liability Insurance	-	378	296	299	370
4839	Allocated Workers' Comp Insurance	-	-	240	200	195
Total Personnel		\$ 3,527	\$ 9,372	\$ 11,240	\$ 11,173	\$ 11,785
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	6,082	3,651	12,750	12,750	12,100
4130	Postage & Printing	78	-	-	-	-
4210	Contract Services	33,251	7,508	5,300	5,300	2,000
4250	Advertising	12,343	7,268	6,550	6,550	10,150
4420	Equipment Rental	-	-	18,000	18,000	24,000
4699	Allocated IT Costs	-	-	-	-	710
4710	Conference & Travel	-	-	200	100	400
4996	Art Sales Commissions	-	-	-	50,017	-
Total Supplies & Services		\$ 51,754	\$ 18,427	\$ 42,800	\$ 92,717	\$ 49,360
TOTAL EXPENDITURES		\$ 55,281	\$ 27,799	\$ 54,040	\$ 103,890	\$ 61,145
PROGRAM REVENUE						
3804	Art - Donations/Commissions	35,743	16,748	43,500	43,500	40,500
3807	Art Sales	-	-	-	72,439	-
TOTAL PROGRAM REVENUE		\$ 35,743	\$ 16,748	\$ 43,500	\$ 115,939	\$ 40,500

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

	2018/2019	2019/2020	2020/2021	2021/2022
	ACTUAL	ACTUAL	BUDGET	PROPOSED
STAFF ALLOCATIONS (FTE)				
Facility & Event Specialist	-	0.1500	0.1000	0.1000
TOTAL STAFF	-	0.1500	0.1000	0.1000