



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}{{item.number}}

Yountville Town Council Staff Report

DATE: May 5, 2022

TO: Mayor and Town Council

FROM: Celia King, Finance Director

PREPARED BY: Celia King, Finance Director

SUBJECT:

General Fund Department Review

DISCUSSION/BACKGROUND

The Town Council will review and discuss the Fiscal Year 2022/2023 proposed budget for the General Fund Departments, as follows:

1. [Town Council/Mayor \(01-1001\)](#)
2. [Town Clerk \(01-1110\)](#)
3. [Non-Departmental \(01-1010\)](#)
4. [Information Technology and Communications \(01-1011\)](#)
5. [Community Promotion and Programs \(01-1015\)](#)
6. [Town Manager \(01-1101\)](#)
7. [Risk Management \(01-1103\)](#)
8. [Town Attorney \(01-1105\)](#)
9. [Finance \(01-1102\)](#)
10. [Other Post-Employment Benefits Reserve \(OPEB\) \(02-1900\)](#)
11. [PERS Unfunded Actuarilly Accrued Liability Reserve \(03-2000\)](#)
12. [Emergency Reserve Fund \(04\)](#)
13. [Revenue Stabilization Reserve Fund \(05\)](#)
14. [Planning & Building \(01-2115\)](#)
15. [Public Safety Law Enforcement Services \(01-3200\)](#)
16. [Public Safety Fire & Emergency Medical Services \(01-3201\)](#)
17. Public Works
 - [Administration \(01-4301\)](#)

- [Streets Maintenance \(01-4305\)](#)
- [Parks Maintenance \(01-4320\)](#)
- [Government Buildings \(01-4325\)](#)

18. Parks & Recreation

- [Administration \(01-5405\)](#)
- [Day Camp \(01-5406\)](#)
- [Community Center Operations \(01-5408\)](#)
- [After School \(01-5409\)](#)
- [Leisure Programs \(01-5410\)](#)
- [Sports Programs \(01-5412\)](#)
- [Community Events & Programs \(01-5413\)](#)
- [Yountville Arts Program \(01-5415\)](#)

Town Council/Mayor Department Expenditures

General Fund Department 01-1001



Yountville Town Council Mission Statement

The Town of Yountville City Council's Vision is to provide leadership, inspire community spirit, maintain fiscal health and offer a high level of service to the residents, businesses and visitors of Yountville.

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Department Overview

The Town of Yountville was established on February 4, 1965 and is classified as a General Law City under the California Government Code. Yountville is governed by a five-member Town Council and works under the Council/Manager style of government, which combines the locally elected Council's policy leadership experience with a professionally appointed Town Manager who supervises the organization's daily operations. The Town Council is the policy-making body, with final responsibility for the delivery of all programs and Town services to the residents of Yountville. All ordinances, resolutions, and important contracts must be approved by the Council, which also changes and approves the budget and hires the Town Manager and Town Attorney.

The Council appoints Council Members to serve on multiple county-wide bodies and all members are active in CalCities. The Council also has the responsibility to appoint citizens to five advisory boards, committees, and commissions as well as to four regional/county-wide boards and commissions.

The Town Council is responsible for establishing legislative policy and approving the yearly Town budget, which serves as the fiscal year's work plan. The Town Manager and his staff are in charge of enforcing the laws and putting the Town Council's programs and policies into action. Yountville has a five-member Town Council made up of the Mayor and four Council Members who are elected to four-year staggered terms in November of even-numbered years. The Mayor is the ceremonial leader of the Town and chairs Council meetings. He also issues proclamations and certificates of recognition, represents the Town in certain intergovernmental activities, and represents the Town in certain intergovernmental affairs.

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

Fiscal Year 2021/2022 Accomplishments

- Successfully continue supporting the Economic Recovery Program which helped local businesses with recovery from closures during the early stages of the pandemic.
- Appointed a qualified member of the community as Council Member to fill a vacancy due to the resignation of the former Vice Mayor.
- Continued providing leadership via teleconference meetings in response to the State of California State of Emergency due to the pandemic.
- Enacted six new ordinances.

Due to COVID-19 restrictions and commitment to public safety, the Town was unable to hold the following:

- Annual Council Planning Retreat.
- Board and Commission and Volunteer Annual Recognition Dinner.
- Employee Appreciation Event.

Fiscal Year 2022/2023 Goals and Objectives

- Continue supporting Town Council-led efforts.
- Successfully transition to in-person meetings.
- Utilize PrimeGov's Meeting Viewer for electronic Town Council voting during live meetings.
- Continue oversight of a fiscally responsible budget for Fiscal Year 2022/2023.
- Renew the Town Council Annual Retreat which was suspended due to the pandemic.
- Continue participation on various local and regional committees and boards representing Town interests.
- Continue to work with Town Staff on improving Town services, facilities and infrastructure, energy conservation upgrades for Wastewater Treatment Plant (WWTP), maintenance levels and replacement schedules for water and wastewater lines, identification of core service levels, review of utility enterprise operations and rates necessary to support them.
- Reinstate the following Council-led events that were suspended due to the pandemic:
 - Board and Commission and Volunteer Annual Recognition Dinner
 - Annual Resident Bash
 - Employee Appreciation Event

Budget Highlights

- \$22,500 has been budgeted for the return to in-person meetings, the Town Council Planning retreat, community workshops, and an employee appreciation event.

Did You Know?

As of April 2022:

- The Town Council returned to in-person meetings while maintaining electronic public comment options publiccomment@yville.com and the Speech Bubble option with the electronic agenda.
- The Council participates in ten (10) county boards, six (6) regional boards, four (4) ad-hoc committees and two (2) standing committees.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Part Time	\$43,904	\$49,914	\$49,851	\$46,261	\$46,621
Medicare & Fica	\$3,310	\$2,939	\$3,566	\$3,566	\$3,566
Health Insurance	\$22,703	\$20,581	\$29,500	\$23,400	\$25,000
Dental Insurance	\$2,561	\$2,403	\$2,900	\$2,900	\$3,000
Vision Insurance	\$826	\$1,250	\$2,500	\$2,500	\$2,500
Life/Disability Insurance	\$224	\$197	\$350	\$350	\$288
Allocated Liability Insurance	\$2,130	\$2,573	\$2,750	\$3,110	\$4,000
Allocated Wrks Comp Insurance	\$1,780	\$1,672	\$1,445	\$1,424	\$1,480
TOTAL	\$77,437	\$81,528	\$92,862	\$83,511	\$86,455

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Technology Stipend	\$466	\$0	\$0	\$0	\$0
Other Supplies & Materials	\$77	\$485	\$1,500	\$1,500	\$1,500
Conference & Travel	\$6,253	\$2,817	\$20,000	\$15,000	\$22,000
Meetings & Training	\$4,891	\$6,141	\$21,950	\$15,000	\$22,500
Other Community Support	\$8,046	\$683	\$9,500	\$9,500	\$10,000
TOTAL	\$19,734	\$10,126	\$52,950	\$41,000	\$56,000

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Council & Mayor	\$97,171	\$91,654	\$145,812	\$124,511	\$142,455
TOTAL	\$97,171	\$91,654	\$145,812	\$124,511	\$142,455

Non-Departmental Expenditures

General Fund Department 01-1010



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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 such as office furniture, workstation chairs, the employees' Town Logo Wear Program, office supplies, and postage. This budget also supports contract services to Napa County Recycling Program, the County of Napa Animal Shelter's cost share allocation, and the Town Council Annual Planning Retreat. This budget also includes funding for dues and subscriptions to agency memberships in the local government field to support professional development of the Town Council. This department includes a designated Town Manager contingency of \$45,000 for unanticipated expenditures which may occur during the year.

2021/2022 Accomplishments

- Town Council remained heavily involved in all local government agencies with meetings being held virtually during the pandemic. Held thirteen Town Council meetings via Zoom.
- Mayor John Dunbar successfully continued serving as the North Bay Division Representative to the Executive 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.
- Vice Mayor Marita Dorenbecher continued participation in the League of California Cities North Bay Division and serves on the Revenue and Taxation Policy Committee.
- Eric Knight continues participation in Cal Cities North Bay Division Environmental Quality Policy Committee as an alternative.
- Utilized a part of the Town Manager Designated Contingency to update town hall office spaces in response to COVID protocols.
- Worked with Yountville Cemetery Association to build new cemetery fence.
- Worked with California Consulting Inc. to streamline Town processes for obtaining grants.

- In person Town Council meetings resumed in April 2022.

Fiscal Year 2022/2023 Goals and Objectives

- Continued integration of adopted Town Council Strategic Plan in our budgeting.
- Plan for Fall 2022 Council Candidate Orientation.
- Plan for and hold Town Council Annual Planning Retreat.
- Continue support for County operated animal control shelter services and the County recycling program.

Budget Highlights

- The Animal Shelter cost-share will continue at \$32,000 for Fiscal Year 2022/2023.
- \$50,000 budgeted in Contract Services for contract with California Consulting Inc.
- Continue to maintain a \$45,000 Town Manager Designated Contingency for non-recurring, unanticipated expenditures which may occur during the year.
- Budget includes \$9,500 in funding for the anticipated costs of the Town's share of participation in the Napa Countywide Climate Action Committee JPA.

Did You Know?

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

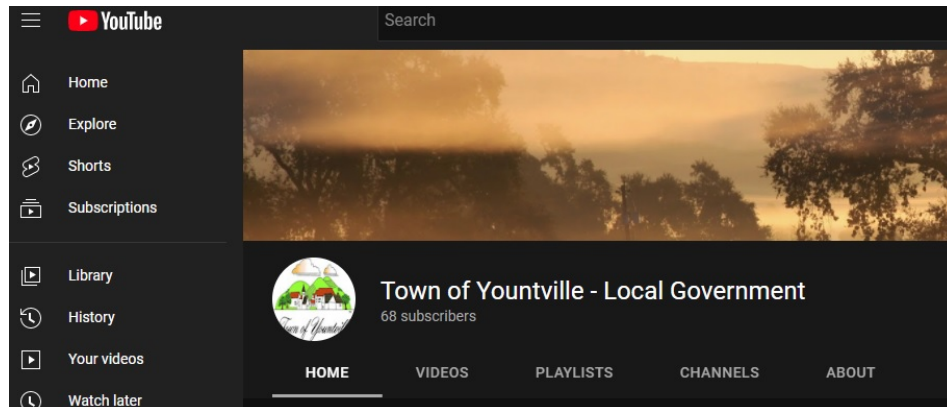
Department Expenditures

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$10,485	\$9,567	\$11,500	\$11,500	\$12,000
Other Supplies & Materials	\$4,284	\$3,174	\$10,000	\$22,725	\$20,000
Postage & Printing	\$4,213	\$2,800	\$5,000	\$5,000	\$5,000
Dues & Subscriptions	\$15,933	\$12,809	\$32,100	\$35,666	\$37,700
Designated Contingency	\$0	\$0	\$45,000	\$32,275	\$45,000
Contract Services	\$31,393	\$53,060	\$71,500	\$119,700	\$102,000
TOTAL	\$66,307	\$81,411	\$175,100	\$226,866	\$221,700

Information Technology & Telecommunications Department Expenditures

General Fund Department 01-1011



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[Department Overview](#)

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

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

Network System Delivery Platform:

- Portable Workstations, Laptops Serving: Town Clerk, General/Planning, Public Works, Wastewater Treatment Plant (WWTP), Parks and Recreation, Front Counter, Council Chambers
- 6 Servers
- Primary System Software
- Intermedia - Microsoft Exchange Service and Microsoft Office Applications
- Springbrook – Integrated Financial Accounting System
- ESS – Employee Self-Service Module
- PrimeGov - Video Web streaming (Town Council/ZDRB Meetings)
- ESRI Small Agency GIS Enterprise License
- Communication Lines & Facilities
- Wireless Facility – High-speed connection Town Hall to Community Hall/Community Center
- Wi-Fi Hotspots at Town Hall, Community Hall, and Community Center (3)
- Primary Network Printers Located in Town Administration and Parks and Recreation Department Buildings

- Website Consulting Support Services
- Telecommunications Resources: Source One Communications for regular direct-line telephone and voice mail services. Radio communication equipment is assigned to various staff for emergency response
- Laserfiche Document Management
- OpenGov Online Budgeting and Transparency Portal
- Napa County GIS
- Duo Multi-Factor Authentication Login
- iWorq
- Off-site Storage System
- ASAP
- ROK Technology SCADA System

Fiscal Year 2021/2022 Accomplishments

- Maintained network/server environment for data storage, growth, and system redundancy.
- Updated 10 employee workstations (annually per our replacement schedule). Some of those have been converted to laptop workstations for the ease of portability if needed to transition to remote work.
- Maintained, enhanced, and evaluated new vendor for Town website.

Fiscal Year 2022/2023 Goals and Objectives

- Replace Meraki Switch and improve Firewall in Parks & Recreation which was previously deferred due to COVID-19.
- Maintain network/server environment for data storage, growth, and system redundancy.
- Update employee workstations (annually per our replacement schedule).
- Launch updated 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.
- \$20,000 in Telecommunications budget to upgrade existing 20+ year phone system architecture.
- \$35,000 in Contract Services for new website and \$10,000 for maintaining current website through transition.

Did You Know?

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

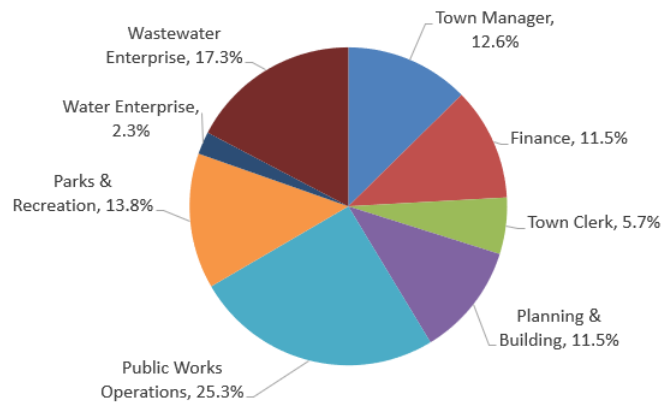
Department Expenditures

All expenditures are allocated to departments (see Allocated IT Costs line item below), so total budget in this department shows zero.

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$2,264	\$1,182	\$2,000	\$2,000	\$2,000
Other Supplies & Materials	\$4,656	\$2,175	\$4,500	\$4,500	\$2,000
Equipment Maintenance	\$0	\$0	\$5,000	\$5,000	\$5,000
Equipment Rental	\$24,940	\$21,692	\$35,000	\$35,000	\$35,000
Telecommunications	\$31,863	\$28,601	\$29,500	\$29,500	\$52,000
Internet & Network	\$21,777	\$333	\$5,400	\$5,400	\$26,900
Software And Licenses	\$134,926	\$113,665	\$222,325	\$222,325	\$236,335
Allocated IT Costs	-\$368,607	-\$276,995	-\$446,725	-\$482,845	-\$529,235
Contract Services	\$88,542	\$87,327	\$112,000	\$148,120	\$140,000
Machinery & Equipment < \$10k	\$59,641	\$22,020	\$31,000	\$31,000	\$30,000
TOTAL	\$0	\$0	\$0	\$0	\$0

FY 2022/2023 I.T. ALLOCATION & TELECOMMUNICATIONS COSTS \$529,235 87 DEVICES



Community Promotion & Programs Department Expenditures

General Fund Department 01-1015



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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 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 destination 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.

Through NVRTA, the Town has purchased a new electric bus to replace the old Yountville Trolley which is expected to be up and running later this year. Rides will continue to be FREE of charge to passengers paid for by a Town subsidy.

Fiscal Year 2021/2022 Accomplishments

- Successfully implemented the third year of the updated three-year Chamber of Commerce contract related to marketing and promotion of the Town.
- Continued membership with the Napa County Hispanic Chamber of Commerce.
- Provided funding to keep the Yountville Trolley 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.
- The concluded Electric/Battery leaf-blower incentive program has distributed \$5,113 to date for this fiscal year.

Fiscal Year 2022/2023 Goals and Objectives

- Increase funding for the Town of Yountville Community Foundation administrative expenses from \$1,500 to \$1,750.
- Provide marketing and promotional support for the new Electric Yountville Bus which is free to ride.
- Maintain expenses at current level.
- Increase community outreach to support local programs.
- Negotiate new Chamber of Commerce contract for destination marketing.

Budget Highlights

- The Chamber of Commerce three-year contract effective has a 3% increase for Fiscal Year 2022/2023 as per the agreement.
- Maintain \$6,000 in funding for Emergency Preparedness programming events.

Did You Know?

- Residents and visitors can register online to receive the Yountville Connection town newsletter directly to their email.
- The Yountville Connection newsletter continued to be produced throughout the shutdowns/pandemic, providing information about upcoming events and important happenings in Town, including COVID-19 information and water conservation. The newsletter continues to be distributed to residents and businesses with their utility bills and displayed on the Town website the first of each month.
- The Town's Electric Leaf Blower Incentive Program which helps residents and gardeners replace their gas-powered leaf blower with an electric or battery operated blower to date we have issued 36 residential and 13 commercial rebates. A total of \$8,938 has been disbursed over a two fiscal year period.
- 2,065 ride requests for the Yountville Trolley (local on demand transit) were received in 2021, and 1,893 of them were to many of the Town's attractions.
 - 2,831 total passengers completed a trip.
 - 22 trips were for passengers in wheelchairs.
 - Response time for each trip was about 6 minutes.
 - Ridership was affected due to COVID-19 restrictions and needed maintenance repairs.
 - The Yountville Trolley is the only local bus transportation service that is free of charge to riders in Napa County.
 - The Ride the Vine app for the Yountville Trolley has 617 active accounts.
- The new Yountville Electric Bus is called The Bee.

Department Expenditures

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Other Supplies & Materials	\$0	\$0	\$500	\$500	\$1,000
Advertising	\$358	\$351	\$2,000	\$2,000	\$4,000
Chamber Of Commerce	\$323,537	\$298,537	\$304,508	\$304,508	\$313,643
Emergency Preparedness	\$0	\$0	\$6,000	\$6,000	\$6,000
Leaf Blower Repl. Reimb. Program	\$0	\$4,988	\$10,000	\$5,875	\$0
Community Clean Up Day	\$0	\$0	\$5,000	\$5,000	\$5,000
Transit Subsidy	\$38,827	\$38,836	\$47,500	\$47,500	\$50,000
Town Newsletter	\$3,358	\$2,782	\$3,500	\$3,500	\$3,500
Small Projects Grant Program	\$1,148	\$0	\$3,000	\$3,000	\$3,000
Other Community Support	\$2,144	\$0	\$28,100	\$28,100	\$28,100
TOYCF Administrative Costs	\$1,137	\$25	\$1,500	\$1,500	\$1,750
Contract Services	\$138	\$0	\$150	\$150	\$150
TOTAL	\$370,646	\$345,519	\$411,758	\$407,633	\$416,143

Town Manager's Office

Department Expenditures

General Fund Department 01-1101



Town Manager's Office and Finance Department Mission Statement

"The mission of the Town Manager's Office and Finance Department is to provide a supportive foundation for Town departments and the community through the professional administration and efficient delivery of services consistent with industry standards."

Commitment:

"Maintain long term financial health while meeting community and organizational needs."

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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. The Town Manager's Office:

- Oversees the Town's organizational and fiscal management efforts, program development and evaluation processes, service delivery mechanisms, and organizational structure.
- Coordinates the preparation of the annual Operating and Capital Budget.
- Provides staff support to the Mayor and Town Council.
- Oversees the Town Council agenda process.
- Administers contracts for law enforcement and fire & emergency medical services.
- Administers the Town's human resources and personnel functions.
- Builds relationships with the community, including the business community. Addresses citizen complaints, inquiries, and requests.
- Works with key organizations to monitor and respond to proposed state and federal legislation.
- Works cooperatively within the region and state on issues affecting Yountville.
- Town Manager is an ICMA-CM Credentialed Manager.

- Town Manager is serving as the immediate past President of the City Managers Department of the League of California Cities and is also on the board of directors for Cal-ICMA where he is a past president.
- Town Manager also serves on the following boards:
- CIRA (formerly PARSAC) – Treasurer
- Napa Valley Tourism Improvement District – Treasurer
- Yountville Chamber of Commerce – Treasurer
- REgional Government Services - Board Member
- Yountville Kiwanis Club – Board Member

Fiscal Year 2021/2022 Accomplishments

- 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 and launch of Housing Element update process.
- Served on the PARSAC merger with REMIF to create CIRA transition planning committee to provide for long-term sustainability of our risk insurance pool. Currently serves as Treasurer of the newly merged JPA.
- 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 during COVID financial uncertainty.
- Evaluated, updated, and revised Personnel, Human Resources and Risk Management laws, and practices, as necessary for compliance with COVID-19 protocols.
- 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, Yountville Chamber of Commerce 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.
- Partnered with the Yountville Chamber on COVID Economic Recovery efforts.
- Navigated a 25% organizational turnover over the past two years.

Fiscal Year 2022/2023 Goals and Objectives

- Continue to 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 management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control costs and restore funding to support capital infrastructure projects. Produce and deliver a balanced budget.
- Evaluate, updated and revised 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).

Budget Highlights

- Budget reflects Management Analyst transition to Deputy Director of Human Resources and Information Technology and inclusion of th Management Fellow position.

Did You Know?

- In 2021, the Town had 4,609 residents signed up to receive Nixle alerts. To date, the Town has 4,763 individuals signed up, an increase of 3.34%.
- Human Resources Department successfully recruited for eight (8) full time positions this year!

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$255,841	\$277,430	\$227,976	\$227,976	\$300,022
Overtime	\$24	\$0	\$0	\$0	\$0
Medicare & Fica	\$3,667	\$3,791	\$3,306	\$3,306	\$4,350
Deferred Compensation	\$17,851	\$20,534	\$18,565	\$18,565	\$23,381
Payment-In Lieu Health	\$6,001	\$6,000	\$0	\$1,100	\$600
Health Insurance	\$16,609	\$19,182	\$28,311	\$24,000	\$32,814
Dental Insurance	\$2,532	\$2,671	\$1,656	\$1,656	\$2,347
Vision Insurance	\$500	\$865	\$1,125	\$1,125	\$1,125
Life/Disability Insurance	\$2,218	\$2,606	\$3,042	\$3,042	\$3,521
Tuition Reimbursement	\$0	\$0	\$240	\$240	\$240
Automobile Allowance	\$6,600	\$7,200	\$2,520	\$2,520	\$3,960
Cell Phone Allowance	\$2,640	\$2,880	\$2,064	\$2,064	\$2,160
Other Employee Reimbursement	\$1,002	\$350	\$750	\$750	\$1,350
Life Insurance Reimbursement	\$1,100	\$1,200	\$1,200	\$1,200	\$1,200
Pers Employer Rate	\$27,727	\$31,291	\$28,731	\$26,000	\$35,395
PERS Unfunded Accrued Liab	\$29,518	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$11,222
Allocated OPEB - Payment to Trust	\$29,253	\$0	\$0	\$0	\$11,222
Allocated Liability Insurance	\$13,797	\$14,532	\$15,812	\$20,067	\$22,608
Allocated Wrks Comp Insurance	\$11,523	\$9,479	\$7,584	\$8,209	\$8,433
TOTAL	\$428,404	\$400,011	\$342,880	\$341,818	\$465,951

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$3,011	\$354	\$5,000	\$3,000	\$5,000
Other Supplies & Materials	\$1,814	\$2,316	\$400	\$400	\$400
Personnel Services	\$6,558	\$7,076	\$6,500	\$13,700	\$7,500
Allocated IT Costs	\$48,080	\$32,413	\$56,485	\$56,485	\$66,915
Conference & Travel	\$12,702	\$3,978	\$11,900	\$6,000	\$13,900
Meetings & Training	\$6,581	\$1,945	\$6,375	\$6,375	\$6,400
Dues & Subscriptions	\$3,619	\$1,758	\$3,500	\$3,500	\$3,500
TOTAL	\$82,366	\$49,841	\$90,160	\$89,460	\$103,615

Capital Outlay

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Machinery & Equipment < \$10k	\$0	\$0	\$0	\$1,553	\$0
TOTAL	\$0	\$0	\$0	\$1,553	\$0

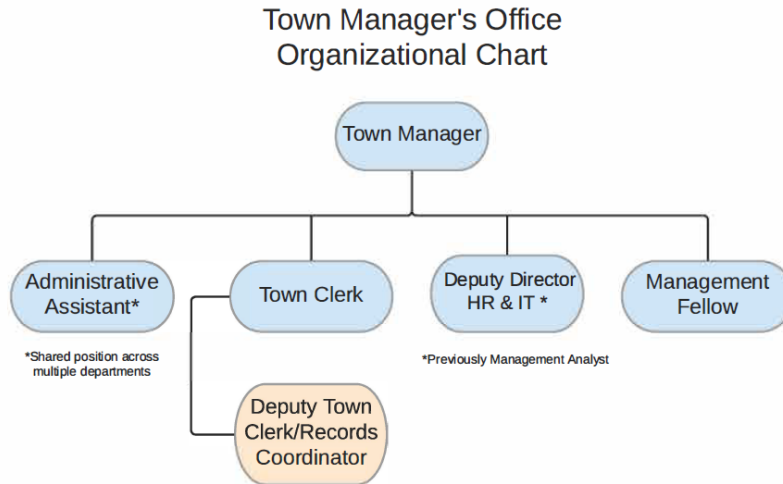
Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Town Manager's Office	\$510,770	\$449,852	\$433,040	\$432,831	\$569,566
TOTAL	\$510,770	\$449,852	\$433,040	\$432,831	\$569,566

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.10	0.10	0.10	0.10
Deputy Director of HR & IT*	0.60	0.60	0.60	0.60
Financial Analyst/Accountant II	0.10	0.10	0.10	0.10
Management Fellow	1.00	1.00	0.50	1.00
Town Clerk	0.10	0.10	0.05	0.10
Town Manager	0.35	0.35	0.35	0.35
TOTAL	2.25	2.25	1.70	2.25

Deputy Director of HR & IT position was formerly titled Management Analyst II.



Finance Department Expenditures

General Fund Department 01-1102



Town Manager's Office and Finance Department Mission Statement

"The mission of the Town Manager's Office and Finance Department is to provide a supportive foundation for Town Departments and the community through the professional administration and efficient delivery of services consistent with industry standards."

Commitment:

"Maintain long term Financial health while meeting community and organizational needs."

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. Primary services include:

- Develop and monitor the Town's budget and produce the Town's Annual Comprehensive Financial Report.
- Manage the Town's cash and investments and prepare monthly/quarterly financial reports and other various management reports.
- Monitor Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Plan (PRSP) Trust Fund investment activity and coordinate routine actuarial valuation studies.
- Advise Town Manager regarding debt financing and ensure compliance with debt covenants.
- Oversee general ledger and ensure accuracy of financial data.
- Process and approve payroll, purchasing, accounts payable, and accounts receivable.
- Maintain and annually update the Town's Master Fee Schedule.
- Manage collections, accounting and reporting for the Town's Transient Occupancy Tax (TOT), Measure S Tax, and Napa Valley Tourism Improvement District Assessment.
- Offer internal support to Administration, Planning, Public Works, Utilities, Parks and Recreation, and Town Clerk departments, as well as the Town of Yountville Community Foundation non-profit organization.

Fiscal Year 2021/2022 Accomplishments

- Received the GFOA Distinguished Budget Presentation Award for the Town's 2021/2022 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, 2021.
- Continued 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.
- Implemented a paperless process for routing accounts payable invoices for approval using Laserfiche Workflows.
- Issued Request for Proposal for Water and Wastewater Rate Study consultants to begin the process of developing a new five-year utility rate schedule.
- Began work with consultants on the January 2022 OPEB Actuarial Valuation.

Fiscal Year 2022/2023 Goals and Objectives

- Continue to provide Finance 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 2022/2023 Operating Budget.
- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report for June 30, 2022.
- Conduct an Impact Fee Study.

Budget Highlights

- \$75,000 budgeted for Impact Fee Study.
- \$13,500 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 page of the Town of Yountville website includes a link to the Town Transparency Portal which 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 also learn more about the staff on the Finance Team by visiting the Town of Yountville Finance webpage.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$190,877	\$229,542	\$234,188	\$240,700	\$277,863
Salaries - Part Time	\$2,357	\$12,409	\$2,751	\$5,152	\$15,159
Overtime	\$437	\$146	\$500	\$500	\$500
Medicare & Fica	\$3,282	\$4,120	\$3,606	\$3,606	\$5,189
Deferred Compensation	\$11,055	\$13,666	\$16,795	\$16,795	\$19,846
Payment-In Lieu Health	\$6,001	\$6,000	\$3,000	\$3,000	\$3,000
Health Insurance	\$16,251	\$22,707	\$25,543	\$23,500	\$26,655
Dental Insurance	\$3,257	\$4,462	\$3,601	\$3,601	\$3,543
Vision Insurance	\$742	\$998	\$913	\$913	\$913
Life/Disability Insurance	\$1,708	\$2,384	\$2,445	\$2,445	\$2,546
Tuition Reimbursement	\$0	\$1,200	\$960	\$960	\$960
Automobile Allowance	\$1,000	\$2,400	\$1,740	\$1,740	\$2,220
Cell Phone Allowance	\$3,040	\$3,840	\$1,752	\$1,752	\$1,752
Other Employee Reimbursement	\$300	\$0	\$1,139	\$1,139	\$1,139

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Pers Employer Rate	\$19,768	\$24,621	\$26,627	\$26,627	\$32,997
PERS Unfunded Accrued Liab	\$22,811	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$13,760
Allocated OPEB - Payment to Trust	\$25,771	\$0	\$0	\$0	\$13,760
Allocated Liability Insurance	\$12,153	\$12,150	\$13,738	\$15,529	\$21,940
Allocated Wrks Comp Insurance	\$10,150	\$7,925	\$7,241	\$7,132	\$8,184
TOTAL	\$330,958	\$348,570	\$346,538	\$355,090	\$451,925

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$177	\$821	\$1,000	\$1,000	\$1,000
Other Supplies & Materials	\$752	\$580	\$1,000	\$1,000	\$1,000
Postage & Printing	\$2,393	\$1,272	\$3,000	\$3,000	\$2,500
Audit & Accounting Services	\$26,095	\$22,083	\$30,000	\$38,500	\$25,000
Bank & Fiscal Agent Fees	\$849	\$4,791	\$2,000	\$2,000	\$2,000
Allocated IT Costs	\$42,070	\$29,465	\$51,350	\$51,350	\$60,830
Conference & Travel	\$4,184	\$1,040	\$8,300	\$3,300	\$8,300
Meetings & Training	\$8,580	\$3,972	\$14,000	\$10,000	\$14,000
Dues & Subscriptions	\$986	\$1,377	\$2,620	\$2,620	\$2,160
Contract Services	\$148,441	\$98,479	\$97,500	\$97,500	\$179,050
TOTAL	\$234,526	\$163,880	\$210,770	\$210,270	\$295,840

Total Budget

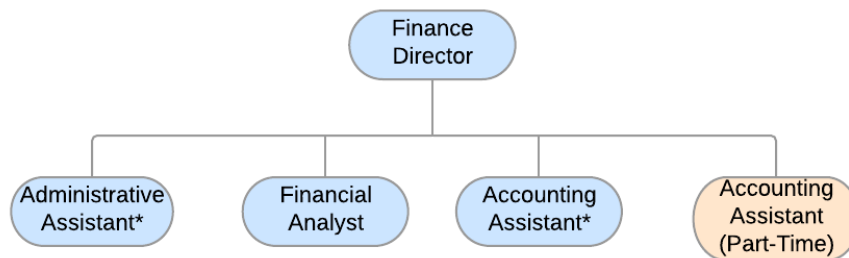
	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Finance	\$565,483	\$512,451	\$557,308	\$565,360	\$747,765
TOTAL	\$565,483	\$512,451	\$557,308	\$565,360	\$747,765

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Accounting Assistant	0.10	0.10	0.10	0.10
Administrative Assistant II	0.10	0.10	0.10	0.10
Deputy Director of HR & IT*	0.20	0.20	0.20	0.20
Finance Director	0.50	0.50	0.50	0.50
Financial Analyst/Accountant II	0.60	0.60	0.60	0.60
Management Analyst II	0.35	0.25	0.25	0.25
Town Manager	0.08	0.08	0.08	0.08
TOTAL	1.93	1.83	1.83	1.83

*Deputy Director of HR & IT position was formerly titled Management Analyst II.

Finance Department Organizational Chart



*Shared position across multiple departments

Risk Management Department Expenditures

General Fund Department 01-1103



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Department Overview

The Risk Management Department accounts for the costs of participation in CIRA (California Intergovernmental Risk Authority) formerly PARSAC, a public Joint Powers Authority (JPA). Effective July 1, 2021, CIRA merged with REMIF to form California Intergovernmental Risk Authority (CIRA). 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 CIRA Board representative and currently services as an elected officer of the CIRA Board as its Treasurer.

CIRA membership benefits support risk management practices through:

Consultation: CIRA's experienced risk management staff supports Town staff as resource specialists in areas such as:

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

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

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

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

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

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

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

Fiscal Year 2021/2022 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 CIRA recommended best practices where applicable: current focus on confined space entry and emergency preparedness.
- Maintained liability claim reserve fund at \$50,000 which is \$20,000 more than the \$30,000 minimum funding level required.
- Maintained \$10,000 SIR to continue Workers Compensation Program and continue Workers Compensation Claim Reserve Fund.
- Obtained additional CIRA Employee Relations and Safety Grant opportunities.

Fiscal Year 2022/2023 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 CIRA recommended best practices where applicable: current focus on urban forestation and park maintenance programs.
- Maintain liability claim reserve fund at \$50,000 which is \$20,000 more than the \$30,000 minimum funding level required.
- Maintain \$10,000 SIR to continue Workers Compensation Program and continue Workers Compensation Claim Reserve Fund.
- Apply for 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.

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.

Department Expenditures

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Other Supplies & Materials	\$11,465	\$11,170	\$11,200	\$11,200	\$11,200
Conference & Travel	\$0	\$250	\$850	\$850	\$850
Liability Claims	\$11,303	\$0	\$15,000	\$15,000	\$15,000
Workers Compensation Claims	\$0	\$0	\$10,000	\$10,000	\$10,000
Unemployment Insurance	\$5,087	\$30,185	\$5,000	\$5,000	\$5,000
Contract Services	\$12,518	\$11,851	\$36,300	\$20,000	\$36,300
TOTAL	\$40,374	\$53,456	\$78,350	\$62,050	\$78,350

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3801) Refunds & Reimbursements	\$ 18,401	\$ 38,891	\$ 7,000	\$ 7,000	\$ 7,000
Total	\$ 18,401	\$ 38,891	\$ 7,000	\$ 7,000	\$ 7,000

Town Attorney Department Expenditures

General Fund Department 01-1105



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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's core services include:

- Serves as the legal advisor for the Town Council and attends all Town Council meetings and other key Town-related meetings as required.
- Provides legal advice and direction to Town staff related to town projects and operations.
- Represents the Town in certain litigation matters and enforcement of the municipal code.
- Reviews and proposes updates to the Municipal Code to respond to changes in the law or to reflect Town needs.
- Drafts or reviews all proposed ordinances, resolutions, and contracts.
- Assists risk management and insurance pool in processing and evaluating all personal injury, property damage and other monetary claims against the Town, including managing claims litigation and outside counsel as necessary.

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.

Fiscal Year 2021/2022 Accomplishments

- Advised on all aspects of the COVID-19 pandemic and related federal, state, and local laws, orders, declarations.
- Assisted with implementation, revision, and extension of the Economic Recovery Program (formerly the Business Transition Support Program).
- Revised and drafted a comprehensive update to Title 17 (Zoning) and Title 18 (Design Standards) of the Yountville Municipal Code.
- Revised and drafted Phase II Water Conservation Measures and updates to the water shortage emergency provisions of the Yountville Municipal Code.

- Drafted Municipal Code amendments to: (i) implement SB 1383 Organics Waste Disposal, and (ii) implement SB 9 housing legislation.
- Represented the Town in code enforcement proceedings.
- Drafted contracting forms and various agreements to facilitate Town projects.

Fiscal Year 2022/2023 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 contract services is \$196,000 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 and was selected from among committee members to serve on the Executive Committee of the Legal Advocacy Committee
- The Town Attorney's office includes 38 attorneys with a wide range of specializations.

Department Expenditures

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Postage & Printing	\$0	\$0	\$1,500	\$1,500	\$1,000
Contract Services	\$160,036	\$126,314	\$195,000	\$195,000	\$195,000
TOTAL	\$160,036	\$126,314	\$196,500	\$196,500	\$196,000

Town Clerk Department Expenditures

General Fund Department 01-1101



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Department Overview

The Town Clerk Office provides town-wide oversight for legislative proceedings and professional support to the Town Council, Town Manager, and Town Staff. The Town Clerk administers municipal elections, campaign finance and conflict of interest regulations. The Town Clerk Office administers the town-wide Electronic Records Management Program through its system Laserfiche to maintain the integrity of documented actions of the legislative bodies, and accessibility of information to the public. This office performs all the mandated functions under the United States Constitution, the Constitution of the State of California, State Codes, and the Town of Yountville Municipal Code.

The Town Clerk Office is comprised of one full-time Town Clerk/Records Manager and one full-time Management Analyst/Deputy Town Clerk.

Town Council and Boards, Committees, and Commissions Support - The Town Clerk staff prepares the Council agendas and agenda packets for the Town Council and provides broadcasting and streaming of meetings via local cable channel 28 and YouTube.

Legislative History - The Town Clerk attends meetings of the Town Council and maintains the legislative history of the Town.

Public Information Records – The Town Clerk Office provides an array of general information and services to the public including codification of the Municipal Code and providing easy access to public records via the Document Central, the Public Records Act Request Form through the Town's website and at Town Hall. All questions, comments, or suggestions can be submitted via the new Town Clerk Office's email address townclerk@yville.com.

Townwide Records Management – The Town Clerk department is responsible for maintaining the Town's Records Retention Schedule and providing departments with guidance on policies and best practices of records management. Staff has been implementing and maximizing the transition of paper records to electronic records management via Laserfiche. This system is constantly being updated with new records for greater public access to Town documents over the internet.

Conflict of Interest Code – The Town Clerk is the local Filing Officer for the State of California for all local Public Officials who are required to file their Statements of Economic Interests Form 700. All designated employees, elected officials and appointed commissioners are required to file conflict of interest statements with the Town Clerk. The Town Clerk maintains regulations and forms under the State's Political Reform Act.

Elections – The Town Clerk administers the Town's elections including the nomination process for candidates, processing of initiative petitions and council-sponsored ballot measures.

Fiscal Year 2021/2022 Accomplishments

- Recruited and hired the first Management Analyst/Deputy Town Clerk for the Town Clerk's Office who performs records coordination.
- Conducted the appointment of a new Councilmember due to the resignation of the former Vice Mayor in January 2022.
- Began implementation of the Community Engagement/Communications function within the Town Clerk's Office.
- Successfully completed the succession plan of the Town Clerk position due to the retirement of former Town Clerk Michelle Dahme.
- Implemented a new Town Clerk's Office email townclerk@yville.com allowing other staff members access to important information if the Town Clerk is out of the office.

Fiscal Year 2022/2023 Goals and Objectives

- Create a community engagement and outreach hub to increase communication from Town Hall
- Assist the Planning Department and Human Resources with the implementation of workflows and forms with Laserfiche.
- Successfully carry out local elections for two Council Member seats and one Mayor seat.
- Transition to a new website platform to provide better communication outreach to the residents of Yountville.
- Continue scanning old archives and records into the records management system Laserfiche.

Budget Highlights

- Increase of \$2,500 to \$70,000 in Elections due to being an election year.
- \$40,000 added for new Laserfiche workflows for the Planning & Building Department which will facilitate records retention for the Town.
- Increase of \$4,500 to \$9,000 in Conference & Travel for two full-time staff members within the Town Clerks Office.
- \$133,500 in Contract Services due to increased costs of services and to support the completion of Planning & Building Department scanning project of permanent records and large documents.
- \$7,000 for advertising to support increased level of engagement with the community.

Did You Know?

- Members of the public can provide public comment electronically via email at publiccomment@yville.com or using the Speech Bubble feature found with the HTML agendas at www.townofyountville.com/meetings.

- Information on how to run for Council seats in 2022 can be found at www.townofyountville.com/elections.
- Candidates filing Campaign Statements can be viewed at <https://ssl.netfile.com/static/agency/toy/>.
- Candidates, elected members and designated staff filing Statements of Economic Interest can be viewed at <https://public.netfile.com/pub/?aid=TOY>.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$117,291	\$131,801	\$162,291	\$205,395	\$215,462
Salaries - Part Time	\$21,897	\$6,265	\$0	\$0	\$0
Medicare & Fica	\$3,357	\$2,306	\$4,473	\$2,978	\$3,124
Deferred Compensation	\$7,464	\$7,602	\$10,510	\$13,527	\$14,723
Payment-In Lieu Health	\$6,001	\$6,000	\$6,000	\$6,000	\$5,400
Health Insurance	\$1,838	\$1,996	\$21,521	\$26,744	\$13,736
Dental Insurance	\$1,253	\$1,359	\$2,816	\$3,182	\$2,146
Vision Insurance	\$0	\$379	\$1,000	\$1,250	\$1,000
Life/Disability Insurance	\$1,135	\$1,316	\$2,156	\$2,663	\$2,280
Tuition Reimbursement	\$0	\$0	\$120	\$120	\$120
Cell Phone Allowance	\$400	\$320	\$1,056	\$1,536	\$1,920
Other Employee Reimbursement	\$0	\$0	\$1,200	\$1,500	\$1,200
Pers Employer Rate	\$14,859	\$17,887	\$17,825	\$21,097	\$16,095
PERS Unfunded Accrued Liab	\$22,868	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$10,516
Allocated OPEB - Payment to Trust	\$13,510	\$0	\$0	\$0	\$10,516
Allocated Liability Insurance	\$6,372	\$7,195	\$7,878	\$8,905	\$16,682
Allocated Wrks Comp Insurance	\$5,322	\$4,694	\$4,903	\$4,090	\$6,222
TOTAL	\$223,565	\$189,121	\$243,749	\$298,987	\$321,143

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$418	\$347	\$1,300	\$1,300	\$1,500
Other Supplies & Materials	\$164	\$933	\$1,200	\$1,200	\$1,500
Advertising	\$0	\$0	\$600	\$600	\$7,000
Elections	\$470	\$46,462	\$2,500	\$2,500	\$70,000
Allocated IT Costs	\$20,036	\$14,736	\$25,670	\$25,670	\$30,420
Conference & Travel	\$5,093	\$250	\$4,500	\$4,500	\$9,000
Meetings & Training	\$210	\$1,647	\$13,000	\$13,000	\$15,000
Dues & Subscriptions	\$345	\$410	\$495	\$495	\$1,420
Contract Services	\$97,506	\$91,111	\$89,050	\$89,050	\$133,500
TOTAL	\$124,242	\$155,896	\$138,315	\$138,315	\$269,340

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Town Clerk	\$347,807	\$345,017	\$382,064	\$437,302	\$590,483
TOTAL	\$347,807	\$345,017	\$382,064	\$437,302	\$590,483

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.10	0.10	0.10	0.10
Deputy Town Clerk/Records Coordinator	0.00	0.00	0.00	1.00
Interim Deputy Town Clerk / Town Clerk	0.00	0.00	1.00	0.00
Town Clerk	0.90	0.90	0.45	0.90
TOTAL	1.00	1.00	1.55	2.00

Other Post-Employment Benefits (OPEB) Reserve Fund

Fund 02 Department 1900



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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 Annual Comprehensive Financial Report at Fiscal Year Ended June 30, 2021 is \$307,400.

Fiscal Year 2021/2022 Accomplishments

- The Town utilized trust funds to pay for approximately \$115,000 in Retiree Health Insurance costs.
- The Town Council approved a discretionary contribution to the OPEB Trust in the amount of \$225,000 during the reallocation of Fiscal Year 2020/2021 Unassigned General Fund Balance.

Fiscal Year 2022/2023 Goals and Objectives

- Reinstated the annual contribution to the Trust at a rate of 5% of projected salaries, which is estimated to be \$182,500. This is less than the previous contribution rate of 14.5%.
- Continue working with MacLeod Watts to complete the required routine Actuarial Valuation as of January 2022.

Budget Highlights

- The budget includes the use of \$195,000 in trust funds to pay for current retiree benefits, which will relieve the General Fund of this expense for Fiscal Year 2022/2023.

Did You Know?

- The OPEB Trust Fund was established on June 30, 2011 and as of March 31, 2022 has a balance of \$5,782,175.

Revenue and Transfers

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3301) Interest Income	\$ 1,672	\$ 506	\$ 250	\$ 250	\$ 100
(3900) Interfund Transfer	126,651	0	0	225,000	0
(3910) OPEB Allocation	385,138	0	0	0	182,500
(3992) Transfer In from OPEB Trust	0	115,000	115,000	0	195,000
Total	\$ 513,461	\$ 115,506	\$ 115,250	\$ 225,250	\$ 377,600

Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Allocated OPEB - Payment to Trust	\$381,789	\$0	\$0	\$225,000	\$182,500
Retiree Health Insurance OPEB	\$128,841	\$133,125	\$144,000	\$157,325	\$182,000
TOTAL	\$510,630	\$133,125	\$144,000	\$382,325	\$364,500

Summary of Fund Balance Activity

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

	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 BUDGET	2021/2022 ESTIMATED	2022/2023 PROPOSED
■ BEGINNING FUND BALANCE	\$ 23,588	\$ 164,419	\$ 30,419	\$ 146,800	\$ (10,275)
Total Revenue	\$ 1,672	\$ 115,506	\$ 115,250	\$ 250	\$ 195,500
Total Expenditures	\$ 510,630	\$ 133,125	\$ 144,000	\$ 382,325	\$ 364,500
Total Transfers	\$ 511,789	\$ -	\$ -	\$ 225,000	\$ 182,500
■ ENDING FUND BALANCE	\$ 26,419	\$ 146,800	\$ 1,669	\$ (10,275)	\$ 3,225

Fiscal Year 2021/2022 OPEB Trust Activity

Town of Yountville							
PARS GASB 45 Program							
OPEB Trust Fund Activity							
ACTIVITY	Beginning	92-0000-3910	92-0000-3301	92-1900-4225	92-9000-7902		
Month	Balance	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance
Jul-21	\$ 5,788,189.79	\$ -	\$ 39,958.97	\$ 2,613.78	\$ 115,000.00	\$ -	\$ 5,710,534.98
Aug-21	\$ 5,710,534.98	\$ -	\$ 87,435.74	\$ 2,661.52	\$ -	\$ -	\$ 5,795,309.20
Sep-21	\$ 5,795,309.20	\$ -	\$ (165,704.52)	\$ 2,673.46	\$ -	\$ -	\$ 5,626,931.22
Oct-21	\$ 5,626,931.22	\$ -	\$ 191,491.21	\$ 2,655.43	\$ -	\$ -	\$ 5,815,767.00
Nov-21	\$ 5,815,767.00	\$ -	\$ (80,676.79)	\$ 2,657.17	\$ -	\$ -	\$ 5,732,433.04
Dec-21	\$ 5,732,433.04	\$ -	\$ 145,102.93	\$ 2,676.94	\$ -	\$ -	\$ 5,874,859.03
Jan-22	\$ 5,874,859.03	\$ -	\$ (245,459.01)	\$ 2,689.18	\$ -	\$ -	\$ 5,626,710.84
Feb-22	\$ 5,626,710.84	\$ -	\$ (94,461.48)	\$ 2,666.67	\$ -	\$ -	\$ 5,529,582.69
Mar-22	\$ 5,529,582.69	\$ 225,000.00	\$ 30,195.74	\$ 2,603.82	\$ -	\$ -	\$ 5,782,174.61
Apr-22	\$ 5,782,174.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,782,174.61
May-22	\$ 5,782,174.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,782,174.61
Jun-22	\$ 5,782,174.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,782,174.61
Totals FY 21-22		\$ 225,000.00	\$ (92,117.21)	\$ 23,897.97	\$ 115,000.00	\$ -	\$ 5,782,174.61

PERS UAAL Reserve Fund

Fund 03 Department 2000



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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.

Fiscal Year 2021/2022 Accomplishments

- The Town utilized Trust funds to cover the \$324,536 cost of the annual PERS UAAL.
- The Town Council approved a discretionary contribution to the PRSP Trust in the amount of \$325,000 during the reallocation of Fiscal Year 2020/2021 Unassigned General Fund Balance.

Fiscal Year 2022/2023 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 \$12,863.
- Reinstate the annual contribution to the Trust at a rate of 5% of projected salaries, which is estimated to be \$182,500.

Budget Highlights

- The budget includes the use of \$373,857 in trust funds to pay for the annual UAAL, which will relieve the General Fund of this expense for Fiscal Year 2022/2023.

Did You Know?

- The PARS UAAL Trust Fund was established on December 5, 2017 and as of March 31, 2022, has a balance of \$2,836,113.

Revenue and Transfers

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3301) Interest Income	\$ 3,178	\$ 373	\$ 250	\$ 250	\$ 100
(3900) Interfund Transfer	334,161	0	0	325,000	0
(3911) Transfer Allocated PERS UAL	338,548	0	0	0	182,500
(3993) Transfer In from PRSP Trust	0	276,080	250,000	250,000	373,857
Total	\$ 675,887	\$ 276,453	\$ 250,250	\$ 575,250	\$ 556,457

Expenditures

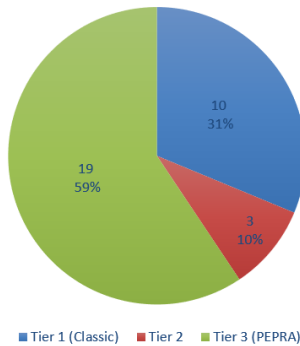
	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
PERS Unfunded Accrued Liab	\$338,548	\$276,080	\$324,526	\$324,526	\$373,857
Allocated PRSP- Payment to Trust	\$334,161	\$0	\$0	\$325,000	\$182,500
TOTAL	\$672,709	\$276,080	\$324,526	\$649,526	\$556,357

Summary of Fund Balance Activity

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

	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 BUDGET	2021/2022 ESTIMATED	2022/2023 PROPOSED
■ BEGINNING FUND BALANCE	\$ 71,669	\$ 74,847	\$ 75,847	\$ 75,220	\$ 944
Total Revenue	\$ 3,178	\$ 276,453	\$ 250,250	\$ 250,250	\$ 373,957
Total Expenditures	\$ 672,709	\$ 276,080	\$ 324,526	\$ 649,526	\$ 556,357
Total Transfers	\$ 672,709	\$ -	\$ -	\$ 325,000	\$ 182,500
■ ENDING FUND BALANCE	\$ 74,847	\$ 75,220	\$ 1,571	\$ 944	\$ 1,044

Number of FTE's in Each PERS Tier



Fiscal Year 2021/2022 Pension Rate Stabilization Plan (PRSP) Trust Activity

Town of Yountville
PARS PERS UAAL
PRSP Trust Fund Activity

ACTIVITY Month	Beginning Balance	93-0000-3910 Contributions	93-0000-3301 Earnings	93-2000-4225 Expenses	93-9000-7903 Distributions	Transfers	Ending Balance
Jul-21	\$ 2,885,985.81	\$ -	\$ 19,970.95	\$ 1,303.24	\$ 324,536.00	\$ -	\$ 2,580,117.52
Aug-21	\$ 2,580,117.52	\$ -	\$ 39,504.83	\$ 1,271.37	\$ -	\$ -	\$ 2,618,350.98
Sep-21	\$ 2,618,350.98	\$ -	\$ (74,866.17)	\$ 1,207.89	\$ -	\$ -	\$ 2,542,276.92
Oct-21	\$ 2,542,276.92	\$ -	\$ 86,516.73	\$ 1,199.74	\$ -	\$ -	\$ 2,627,593.91
Nov-21	\$ 2,627,593.91	\$ -	\$ (36,450.20)	\$ 1,200.52	\$ -	\$ -	\$ 2,589,943.19
Dec-21	\$ 2,589,943.19	\$ -	\$ 65,558.26	\$ 1,209.44	\$ -	\$ -	\$ 2,654,292.01
Jan-22	\$ 2,654,292.01	\$ -	\$ (110,899.66)	\$ 1,214.99	\$ -	\$ -	\$ 2,542,177.36
Feb-22	\$ 2,542,177.36	\$ -	\$ (42,678.19)	\$ 1,204.82	\$ -	\$ -	\$ 2,498,294.35
Mar-22	\$ 2,498,294.35	\$ 325,000.00	\$ 13,995.32	\$ 1,176.43	\$ -	\$ -	\$ 2,836,113.24
Apr-22	\$ 2,836,113.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836,113.24
May-22	\$ 2,836,113.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836,113.24
Jun-22	\$ 2,836,113.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836,113.24
Totals FY 21-22	\$	\$ 325,000.00	\$ (39,348.13)	\$ 10,988.44	\$ 324,536.00	\$ -	\$ 2,836,113.24

Emergency Reserve Fund

Fund 04



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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, General Fund operating expenditures budget of \$9,000,000 would translate to an Emergency Reserve Fund balance of \$1,800,000.

Fiscal Year 2021/2022 Accomplishments

- The Town Council approved a discretionary contribution into the Emergency Reserve Fund in the amount of \$350,000 during the reallocation of Fiscal Year 2020/2021 Unassigned General Fund Balance.
- Anticipate ending the fiscal year with a fund balance of about \$2,400,000 which exceeds the current policy minimum of 20% of General Fund Expenditures.

Fiscal Year 2022/2023 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 \$2,048,482 for Fiscal Year 2022/2023.
 - Evaluate a change in policy level to 25% of General Fund Expenditures.

Budget Highlights

- General Fund contribution may be possible during the reallocation of Fiscal Year 2021/2022 Unassigned Fund Balance after the close of the fiscal year.

Did You Know?

- Including investment earnings, fund balance as of March 31, 2022, is \$2,397,713.

Revenues & Expenditures

Expand All	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
► Revenues	\$ 32,546	\$ 10,133	\$ 15,000	\$ 354,000	\$ 5,000
Expenses	0	0	0	0	0
Revenues Less Expenses	\$ 32,546	\$ 10,133	\$ 15,000	\$ 354,000	\$ 5,000

Summary of Fund Balance Activity

Town of Yountville
EMERGENCY RESERVE FUND
Fund 04

	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 BUDGET	2021/2022 ESTIMATED	2022/2023 PROPOSED
■ BEGINNING FUND BALANCE	\$ 2,003,070	\$ 2,035,616	\$ 1,998,616	\$ 2,045,749	\$ 2,399,749
Total Revenue	\$ 32,546	\$ 10,133	\$ 15,000	\$ 4,000	\$ 5,000
Total Transfers	\$ -	\$ -	\$ -	\$ 350,000	\$ -
■ ENDING FUND BALANCE	\$ 2,035,616	\$ 2,045,749	\$ 2,013,616	\$ 2,399,749	\$ 2,404,749

Revenue Stabilization Reserve Fund

Fund 05



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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 Revenue Stabilization Reserve Fund balance of \$1,500,000.

Fiscal Year 2021/2022 Accomplishments

- The Town Council approved a discretionary contribution into the Revenue Stabilization Reserve Fund in the amount of \$250,000 during the reallocation of Fiscal Year 2020/2021 Unassigned General Fund Balance.
- Anticipate ending the fiscal year with a fund balance of about \$2,300,000 which exceeds the current policy minimum of 25% of Transient Occupancy Tax revenue.

Fiscal Year 2022/2023 Goals and Objectives

- Continue to meet or exceed the minimum reserve amount per Fund Balance Policy. Current minimum is 25% of Transient Occupancy Tax revenue.
- Increase Fund Balance Policy minimum to 30% of Transient Occupancy Tax revenue.

Budget Highlights

- General Fund contribution may be possible during the reallocation of Fiscal Year 2021/2022 Unassigned Fund Balance after the close of the fiscal year.

Did You Know?

- Including investment earnings, fund balance as of March 31, 2022, is \$2,297,713.

Revenue & Expenditures

Expand All	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
► Revenues	\$ 32,546	\$ 10,133	\$ 15,000	\$ 254,000	\$ 5,000
Expenses	0	0	0	0	0
Revenues Less Expenses	\$ 32,546	\$ 10,133	\$ 15,000	\$ 254,000	\$ 5,000

Summary of Fund Balance Activity

Town of Yountville REVENUE STABILIZATION RESERVE FUND Fund 05

	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 BUDGET	2021/2022 ESTIMATED	2022/2023 PROPOSED
■ BEGINNING FUND BALANCE	\$ 2,003,070	\$ 2,035,616	\$ 1,998,616	\$ 2,045,749	\$ 2,299,749
Total Revenue	\$ 32,546	\$ 10,133	\$ 15,000	\$ 4,000	\$ 5,000
Total Transfers	\$ -	\$ -	\$ -	\$ 250,000	\$ -
■ ENDING FUND BALANCE	\$ 2,035,616	\$ 2,045,749	\$ 2,013,616	\$ 2,299,749	\$ 2,304,749

Planning & Building

Department Expenditures

General Fund Department 01-2115



Planning and Building Department Mission Statement

"The mission of the Planning and Building Department is to provide professional and equitable administration of the State of California and Town of Yountville's codes and policies while fostering creative and diverse design and uses for an exceptional, safe, and quality-designed livable built environment."

Department Overview

The Planning & Building Department is responsible for maintaining policies and regulations contained in the Town's General Plan, Zoning Ordinance, Subdivision Ordinance, Climate Action Plan, and Building Code. The implementation of these policies and regulations ensures balanced land uses, orderly development, protection of public health and safety, and conservation of environmental and historic resources and compliance with State and Federal Legislation.

The department has a staff of three (3) led by the Planning and Building Director, with programs managed by two Assistant Planners. Historically the department is supported by a Planning Manager and one (1) Assistant/Associate Planner level position, however this position is currently under-filled at the Assistant Planner position level. Department administrative duties are supported by a shared, part-time Administrative Assistant with the Finance Department. The Department utilizes contracted services to perform building plan check/building inspection/building official, and code compliance officer functions, and on-call, as needed case planners for projects such as the Housing Element Update.

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

- Respond to daily inquiries and assist citizens in understanding land use and building regulations.
- Manage and influence the entitlement process.
- Evaluate development proposals; prepare and present staff reports.
- Provide and maintain up-to-date public information on the Town website.
- Administer legal/public notices, and direct press releases.
- Clerk public hearings before the Zoning, Design, Review Board (ZDRB).
- Engage the public, ZDRB, and Town Council in topic-specific discussions to develop new or amended policy.
- Prepare and incorporate State-mandated codes related to planning and building.

- Manage interagency coordination, such as Napa County Planning, Building, and Environmental Management; Napa Valley Transportation Authority (NVRTA), Department of Fish and Wildlife, Napa County Fire Department/CALFire, Caltrans, and Corp of Engineers as necessary.
- Maintain and report demographic and housing data as required to other agencies including the California Department of Housing and Community Development (HCD), Department of Finance, the Napa Valley Unified School District, and Association of Bay Area Governments (ABAG).
- Implement the Town's affordable housing goals.
- Direct and manage the Town's contract building permit plan check and inspection services.
- Perform code compliance investigations, site inspections, and compliance follow-up.
- Manage the employee parking management program.
- Administer ministerial permits such as tree removal, minor home occupations, residential rental permits, and ABC permits.
- Manage all Commercial Use Permits and conduct annual review and management as needed.
- Develop, manage, and maintain the wayfinding sign program.

Fiscal Year 2021/2022 Accomplishments

- Successfully handled staff turnover with the hiring of completely new team including a Planning and Building Director and two Assistant Planners.
- Transitioned to a new contracted consultant team to provide plan check, building inspection, and building official services.
- Executed a contract with OpenGov for the online permitting processing.
- Developed interactive Zoning map for the public to use on the Town website.
- Responded to major changes in California State Legislation regarding infill housing, adopting Ordinances to respond to Two-Dwelling Unit developments, Urban lot splits, Accessory Dwelling Units (ADUs), and Multi-family development.
- Completed a historical inventory of the Old Town Historic Zoning district.
- Kicked off the 2023-2031 Housing Element Update process including hiring PlaceWorks as project consultant; launched a new housing element website; holding 6 public meetings and 4 ad hoc meetings , submittal of the draft document to HCD is on time and expected in July 2022.
- Adopted a new Zoning District, Zoning text amendment, and new Zoning Map to allow for higher density development and affordable housing to comply with the Housing Element Update policies.
- Consolidated the Zoning and Design Ordinances (ZODO) into one Zoning Ordinance.
- Adopted a Washington Street Activation Ordinance to support the positive outcomes of the pandemic – outdoor seating, curbside pickup, and temporary retail activation use permits.
- Conducted Conditional Use Permit Monitoring for 38 businesses as part of an enhanced formal monitoring program. This includes 18 restaurants, 10 tasting rooms, six (6) hotels, and four (4) retail or service businesses.
- Adopted Vehicle Miles Traveled thresholds for compliance with the California Environmental Quality Act (CEQA) to fulfill State requirements.
- As of April 30, the department handled 42 code compliance cases, thirteen of which resulted in the issuance of Notice of Violations (NOV), 15 that resulted in courtesy letters, and fourteen that were able to be successfully addressed without issuance of a courtesy notice or an NOV.
- As of April 30, the department approved 33 tree removal permit applications.

Fiscal Year 2022/2023 Goals and Objectives

- Launch online building permit portal for over the counter building permits by the Summer of 2022.
- Utilize electronic tablets for building inspection, land use public inquiries, and code enforcement.
- Expand the online building permit programs with a goal to include all land use/planning related permits managed online by end of Fiscal Year 2022-23.
- Scan additional Planning and Building Department paper files by the end of 2022-2023 Fiscal Year to make them available to the public via user-friendly public website portal.
- Adopt the Housing Element Update with HCD approval for the 6th Cycle Housing Element Update by January 2023.
- Encourage workforce rentals with the adoption of a grant for deed restricted units, senior and workforce share program, and others.
- Continue conversations with various partners to enhance affordable housing opportunities within the town limits.
- Initiate a comprehensive review of the Sign Ordinance in coordination with the industry and the Chamber of Commerce, and the ZDRB.
- Revise the recommended tree list to include only drought tolerant trees.
- Adopt a riparian friendly landscape plant list for landscaping within the Hopper Creek setback.

Budget Highlights

- The Contract Services budget has increased to account for foreseen demands in the department with the increase of activity post pandemic. This includes re-establishing the code enforcement contract services, specialized services, such as the Housing Element Update, technology training, transition support, attorney services, specialized consulting including, but not limited to arborist, historic architects, environmental analysis, as well as to aid with regular department needs.
 - \$97,000 is budgeted in Contract Services for continuation of the Housing Element Update, includes costs such as CEQA compliance..
 - \$60,000 is budgeted in Contract Services for legal assistance from the Town Attorney for items including development project legalities, Municipal Code amendments, and code compliance.
 - \$15,000 is budgeted for on-call specialty consultants to service needs for arborists, (historical) architects, environmental consultants (CEQA).
 - \$45,000 is budgeted for Contract Services for master planning and environmental planning on an as needed basis.
- Travel budget increased from \$4,250 to \$7,300 to allow for investment in the training and development of employees, including anticipated participation in the Esri, Laserfiche Empower, and American Planning Association (APA) annual conferences.

Did You Know?

- The median income for the County of Napa is \$110,000 for a family of four, which means anything less you could be considered for affordable housing opportunities; approximately 41% of Yountville households are considered lower income.
- The trend of the valuation of the current building permits for new construction is about \$1000/square feet.
- Now in its fifth year, the Rental Registration Program requires all residential rental properties within the Town to obtain a permit. Staff manages nearly 170 permits, which account for more than 340 rental housing units.
- The Town's Wayfinding Sign Program includes 48 participants, a decrease of 11 name plates in the 2021-2022 fiscal year due to attrition from COVID-19.
- The Town's Employee Parking Management Program includes 18 businesses, representing over 600 employee vehicles. This shows about a 50% increase in employees from last fiscal year, largely due to the reinstatement of permits that had been removed due to COVID-19.
- The Town initiated an Economic Recovery Program that supported nearly 40 Yountville businesses.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$439,226	\$433,398	\$447,573	\$390,000	\$460,445
Salaries - Part Time	\$8,533	\$0	\$0	\$7,900	\$9,095
Medicare & Fica	\$6,446	\$5,793	\$6,490	\$6,490	\$7,372
Deferred Compensation	\$21,793	\$27,778	\$31,998	\$31,998	\$32,717
Payment-In Lieu Health	\$0	\$0	\$0	\$4,700	\$6,000
Health Insurance	\$43,593	\$49,592	\$59,337	\$34,000	\$33,577
Dental Insurance	\$3,709	\$4,104	\$4,601	\$4,601	\$4,527
Vision Insurance	\$721	\$1,648	\$1,750	\$1,750	\$1,750
Life/Disability Insurance	\$3,806	\$3,982	\$3,610	\$3,610	\$4,356
Tuition Reimbursement	\$0	\$0	\$420	\$420	\$1,620
Automobile Allowance	\$2,000	\$2,400	\$3,120	\$3,120	\$3,240
Cell Phone Allowance	\$2,720	\$2,640	\$3,360	\$3,360	\$3,360
Other Employee Reimbursement	\$770	\$650	\$2,450	\$2,450	\$2,450
Pers Employer Rate	\$42,299	\$46,153	\$48,495	\$48,495	\$51,050
PERS Unfunded Accrued Liab	\$31,154	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$22,815
Allocated OPEB - Payment to Trust	\$52,796	\$0	\$0	\$0	\$22,815
Allocated Liability Insurance	\$23,755	\$24,588	\$26,382	\$29,822	\$27,004
Allocated Wrkrs Comp Insurance	\$19,840	\$16,037	\$13,906	\$13,696	\$7,301
TOTAL	\$703,160	\$618,764	\$653,492	\$586,412	\$701,494

Supplies & Seivces

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$1,414	\$127	\$2,000	\$2,000	\$2,000
Other Supplies & Materials	\$1,235	\$619	\$3,000	\$3,000	\$3,000
Postage & Printing	\$6,793	\$2,014	\$4,000	\$4,000	\$4,000
Bank & Fiscal Agent Fees	\$5,715	\$5,471	\$5,500	\$5,500	\$5,500
Building Inspection Services	\$127,110	\$86,874	\$100,000	\$100,000	\$120,000
Plan Check Services	\$10,875	\$20,378	\$25,000	\$25,000	\$25,000
Vehicle Maintenance	\$662	\$0	\$500	\$500	\$500
Allocated IT Costs	\$36,060	\$29,465	\$51,350	\$51,350	\$60,830
Conference & Travel	\$2,602	\$0	\$4,250	\$4,250	\$7,075
Meetings & Training	\$663	\$106	\$1,275	\$1,275	\$1,275
Dues & Subscriptions	\$2,193	\$697	\$1,500	\$1,500	\$1,500
Way Finding Sign Program	\$3,807	\$1,891	\$3,000	\$3,000	\$4,500
Contract Services	\$198,818	\$95,482	\$164,000	\$239,957	\$217,000
TOTAL	\$397,947	\$243,126	\$365,375	\$441,332	\$452,180

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Planning & Building	\$1,101,106	\$861,890	\$1,018,867	\$1,027,744	\$1,153,674
TOTAL	\$1,101,106	\$861,890	\$1,018,867	\$1,027,744	\$1,153,674

Program Revenues

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3110) Building Permits	\$ 81,538	\$ 55,618	\$ 80,000	\$ 80,000	\$ 95,000
(3111) Plan Checks	37,835	23,754	25,000	37,594	55,000
(3112) Tech Upgrade Fee	0	5,561	5,000	5,000	5,000
(3114) Digitization Fee	0	56	500	500	500
(3190) Tree Removal Permit	819	774	1,000	1,000	1,500
(3192) Cannabis Delivery Permit	0	250	250	250	100
(3195) Minor Home Occ Permit	217	160	150	150	150
(3220) Administrative Fines - Penalties	35,900	62,400	0	16,700	5,000
(3601) Planning Service Charge	61,010	78,380	45,000	45,000	75,000
(3605) Rental Program Registration	19,568	18,519	20,000	20,000	20,000
(3606) Conditional Use Permit Fee	25,268	52,559	27,000	27,000	27,000
(3615) Way Finding Signage Fees	10,791	12,136	10,000	10,000	12,500
(3625) Parking Mgmt- Vehicle Reg. Fee	61,936	5,836	50,000	50,000	50,000
(3635) Parking Mgmt- Off Site Parking	8,400	3,458	10,000	10,000	10,000
(3640) Storefront Display Monitoring	504	1,383	0	0	0
(3800) Miscellaneous Revenue	1,488	16,993	1,000	2,232	0
Total	\$ 345,273	\$ 337,838	\$ 274,900	\$ 305,426	\$ 356,750

Full-Time Staff Allocations

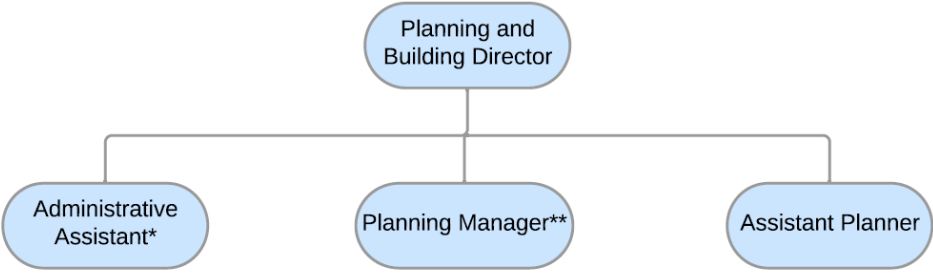
	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.30	0.30	0.30	0.30
Assistant/Associate Planner***	1.00	1.00	1.00	1.00
Deputy Director of HR & IT*	0.05	0.05	0.05	0.05
Financial Analyst/Accountant II	0.05	0.05	0.05	0.05
Planning Director	1.00	1.00	1.00	1.00
Planning Manager**	1.00	1.00	1.00	1.00
Town Manager	0.10	0.10	0.10	0.10
TOTAL	3.50	3.50	3.50	3.50

*Deputy Director of HR & IT position was formerly titled Management Analyst II.

**Planning Manager position currently underfilled at the Assistant/Associate Planner level. Planning Manager position was formerly titled Management Analyst II.

***Assistant/Associate Planner position was formerly titled Assistant Planner.

Planning and Building Organizational Chart



*Shared position across
multiple departments

**Currently underfilled as
Assistant Planner.

Law Enforcement Services

Department Expenditures

General Fund Department 01-3200



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Department Overview

The Town has contracted with the Napa County Sheriff's Office to provide law enforcement services to the Town since incorporation on February 4, 1965. The Town and Napa County Sheriff's Office 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. In early 2022, the Napa County Sheriff designated a Lieutenant to serve as direct liaison between the Town and Sheriff's Office Administration.

The Yountville Station is further supported by the full resources of the Napa County Sheriff's Office including detective and specialty resources as needed. The designated deputies provide a full spectrum of municipal law enforcement services, 24-hour a day, 7-days a week. Additional support from the Sheriff's Office, which is not so obvious, includes: personnel management (i.e., recruitment, hiring, training, etc.); equipment and vehicle issue and maintenance; dispatch services; records management; crime scene and lab processing; property/evidence management and storage; investigative services (major crime and accident); supplemental patrol services, canine services; animal services; hazardous devise mitigation; SWAT and hostage negotiation; disaster response management and training; and special event services.

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

Fiscal Year 2021/2022 Accomplishments

- The Yountville Sergeant participated in weekly staff Management Team meetings and provided quarterly Public Safety Reports to the Town Council.
- Assisted code enforcement efforts by working with the Town Code Enforcement Officer and Planning on cases.
- Performed limousine/hired driver education and enforcement within the Town of Yountville ensuring safety for our residents and visitors.
- In Yountville, the Sheriff's Office handled: 3768 calls for service, 89 reports, 22 arrests, and 7 traffic collision investigations. (2021)
- Conducted CPUC Limo enforcement.
- Collected and destroyed over 46 pounds of unwanted pills and pharmaceuticals during Drug Take Back Day.
- Assisted with security and traffic management for public events such as the Yountville Days Parade and Art, Sip & Stroll.
- Transitioned a new full-time deputy to the Town.

Fiscal Year 2022/2023 Goals and Objectives

- Continue engagement in community outreach through gatherings such as "Coffee with a Cop"
- Continue to provide support and recommendations for security surveillance camera deployment as needed.
- Continue with public education and outreach on local issues from traffic safety to home safety
- Promote safety and security through concepts such as CPTED (Crime Prevention Through Environmental Design).
- Promote awareness and community response to evolving scams.
- Conduct outreach to encourage community members to contact us even if they're uncertain their situation is a "police matter." It's never a bother!

Budget Highlights

- The Public Safety Law Enforcement budget calls for a 3.14% increase, or \$37,574, for a total of \$1,232,373 for Fiscal Year 2022/2023 in accordance with the four-year contract between the Town and Napa County Sheriff's Department. Year four will show an additional 3.14% increase.

Did You Know?

- As parking enforcement and traffic enforcement continues to be of interest to many residents, the Sheriff's Office issued 275 citations for all manner of violations in the past calendar year. The number of warnings issued far exceeds the number of citations, as we strongly believe educating the motoring public and promoting road safety is of utmost importance.

Department Expenditures

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Other Supplies & Materials	\$379	\$0	\$500	\$500	\$500
Contract Services	\$1,028,546	\$1,167,363	\$1,194,799	\$1,194,799	\$1,232,373
TOTAL	\$1,028,925	\$1,167,363	\$1,195,299	\$1,195,299	\$1,232,873

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3011) Sales Tax Public Safety	\$ 22,372	\$ 25,791	\$ 20,000	\$ 21,253	\$ 20,000
(3201) Vehicle Code Fines	948	423	1,000	500	500
(3402) State Cops Program	155,948	156,727	135,000	150,545	144,000
(3800) Miscellaneous Revenue	21	0	0	0	0
Total	\$ 179,288	\$ 182,941	\$ 156,000	\$ 172,298	\$ 164,500

Fire & Emergency Medical Services

Department Expenditures

General Fund Department 01-3201



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Department Overview

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

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

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

- A Fire Chief responsible for the overall operation of the Napa County Fire Department.
- An operational staff consisting of one Assistant Chief, one Fire Captain and eleven Fire Apparatus Engineers serving the Yountville Fire Station.
- A Training Bureau consisting of one Battalion Chief and two Fire Captains funded by CAL FIRE, and two Fire Captains and one Office Technician funded by Napa County. The Bureau provides training to both career and volunteer firefighters within NCFD.
- A Fire Marshal's Bureau consisting of a Battalion Chief (Fire Marshal), two Fire Captains (Deputy Fire Marshal), one Plans Examiner, one Code Enforcement Officer, and one Office Technician. The Fire Marshal's Bureau provides review and inspection for use permits, new construction and special events in the county. The Bureau also works with Napa Firewise and manages the brush chipping program.

- A dispatch center consisting of a Battalion Chief, five Fire Captains and 2.75 Communications Operators funded by CAL FIRE, and one Fire Captain and 5.25 Communications Operators funded by Napa County. Dispatch for NCFD is provided by the CAL FIRE Emergency Command Center (ECC) in St. Helena. The ECC also dispatches for the CAL FIRE Sonoma-Lake-Napa Unit, Calistoga Fire Department and St. Helena City Fire Department and Lake County Fire.
- Fleet Management consisting of one Fleet Equipment Manager funded by CAL FIRE and three Heavy Equipment Mechanics funded by Napa County.
- An administrative Staff consisting of a Staff Services Manager, Personnel Supervisor, 1 Staff Services Analyst and funds half a position for one Office Technician.
- Three field Battalion Chiefs funded by CAL FIRE provide daily command and control oversight for incidents within the Town and adjoining County areas.

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

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

Some of the risks faced by the Town of Yountville and Napa County residents are large and damaging wildfires, earthquakes, floods and other large disasters. Wildfires have substantial potential for large loss of life and property as witnessed in 2020 in Napa County. Effectively mitigating such threats requires the ability to commit available resources quickly and in the manner, the Incident Commander determines to be the most effective. Delays of any nature can allow any large scale emergency to expand out of control and increase the damage and potential loss of life.

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

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

Fiscal Year 2021/2022 Accomplishments

- Continued the Fire Inspection Program for commercial properties.
- Provided community emergency preparedness support.
- No major incidents or disasters effecting the Town.

Fiscal Year 2022/2023 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 an increase of approximately \$163,972 for Operations and Maintenance to a total \$984,022 for Fiscal Year 2021/2022.
- The Town estimates a Fire Tax Credit of \$225,000 to offset costs.
- The total anticipated cost for services is \$759,022 including the estimated Fire Tax Credit.

Did You Know?

- 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.

Department Expenditures

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Contract Services	\$544,146	\$425,605	\$605,050	\$605,050	\$759,022
TOTAL	\$544,146	\$425,605	\$605,050	\$605,050	\$759,022

Public Works - Administration & Engineering Department Expenditures

General Fund Department 01-4301



Public Works Department Mission Statement

"The mission of the Town of Yountville Public Works Department is providing beautiful parks, safe streets, and high quality water and wastewater treatment while creating an inviting public environment to both live and visit."

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Department Overview

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

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

There are more than 20 programs administered by the Public Works Department with half administered directly by the Administration and Engineering Division, including the Capital Improvement Program (CIP), Pavement Management, Floodplain Management, National Pollutant Discharge Elimination System (NPDES) for Municipal Storm Water, Water Conservation, Right of Way & Water Code Compliance and Public Property ADA Programs. The budget includes funding for the National Pollutant Discharge Elimination System (NPDES), Department of Water Resources, and Regional Water Quality Control Board Storm Water Permit fees. The fees include the Year Five Monitoring and reporting requirements for the "Measure A" Flood Projects. There is also a contract with Napa County Flood Control &

Water Conservation District to manage the Napa County Storm Water Pollution Prevention Program (NCSWPPP). This includes a program to remove sedimentation and non-native species and vegetation from Hopper Creek and the Town's segment of Beard Ditch.

The Public Works Department continues to maximize service delivery using Town Staff. This process results in a more responsive, responsible, and effective department. Examples include; improved regulatory compliance, increased employee safety, reduced the risk of liability, reduced purchasing costs, better managed infrastructure, reduced energy costs, coordination with other departments, increased training and staff development. Resulting in effective internal procedures while delivering more effective and efficient customer service.

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

Fiscal Year 2021/2022 Accomplishments

- Completed the design and construction of 22 Capital Improvement Projects (CIP) within budget and on schedule. This will include design and construction of the Annual Street Maintenance and Paving Program (Using Measure T, Gas Tax, and SB1 Funds), water and wastewater infrastructure projects.
- Completed construction of New Restroom at Yountville Communit Park (PK-0024).
- 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.

Fiscal Year 2022/2023 Goals and Objectives

- Complete the Annual Street Maintenance and Paving Project(s) (MT-3023) \$525,000.
- Complete the Annual Inflow and Infiltration Reduction Program (WW-2023) \$140,000
- Forrester Park, Three Wier Park ADA Access (CP-0018) \$160,000
- Coordinate with the Planning and Building Department and to 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 expected combined revenue for these funds is approximately \$635,000.
- Continuation of desing and management services using Town staff in-house and working with outside consultants.
- 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 57 encroachment permits in the 2021/2022 Fiscal Year, compared to the 55 issued last fiscal year.

Departmental Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$352,178	\$392,507	\$376,058	\$376,058	\$414,201
Overtime	\$0	\$0	\$100	\$100	\$100
Medicare & Fica	\$4,824	\$5,271	\$5,453	\$5,453	\$6,006
Deferred Compensation	\$14,562	\$21,635	\$26,273	\$26,273	\$29,080
Payment-In Lieu Health	\$12,022	\$12,022	\$300	\$300	\$300
Health Insurance	\$33,103	\$40,559	\$51,560	\$29,500	\$32,037
Dental Insurance	\$3,868	\$3,709	\$3,871	\$3,871	\$3,339
Vision Insurance	\$904	\$1,817	\$1,460	\$1,460	\$1,460
Life/Disability Insurance	\$3,391	\$3,820	\$3,970	\$3,970	\$3,297
Tuition Reimbursement	\$0	\$0	\$240	\$240	\$240
Automobile Allowance	\$3,400	\$4,800	\$3,600	\$3,600	\$3,768
Cell Phone Allowance	\$7,440	\$9,600	\$2,803	\$2,803	\$2,803
Other Employee Reimbursement	\$1,843	\$1,554	\$2,190	\$2,190	\$2,190
Pers Employer Rate	\$29,437	\$33,737	\$34,565	\$34,565	\$37,840
PERS Unfunded Accrued Liab	\$7,090	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$20,217
Allocated OPEB - Payment to Trust	\$39,538	\$0	\$0	\$0	\$20,217
Allocated Liability Insurance	\$18,647	\$20,809	\$22,122	\$25,006	\$36,922
Allocated Wrkrs Comp Insurance	\$15,574	\$13,574	\$11,660	\$11,485	\$16,541
TOTAL	\$547,823	\$565,415	\$546,225	\$526,874	\$630,558

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$768	\$173	\$800	\$1,100	\$800
Other Supplies & Materials	\$693	\$538	\$5,000	\$5,000	\$5,000
Postage & Printing	\$33	\$0	\$500	\$500	\$500
Advertising	\$0	\$0	\$1,500	\$1,500	\$1,500
Other Agencies	\$37,969	\$47,096	\$76,500	\$76,500	\$81,014
Facilities/Grounds Maintenance	\$0	\$0	\$1,000	\$1,000	\$1,000
Equipment Maintenance	\$0	\$0	\$1,000	\$1,000	\$1,000
Vehicle Maintenance	\$0	\$0	\$1,000	\$1,000	\$1,000
Utilities - Gas & Electric	\$0	\$0	\$600	\$600	\$0
Utilities - Water & Sewer	\$943	\$1,055	\$900	\$900	\$1,300
Allocated IT Costs	\$29,830	\$22,427	\$37,230	\$37,230	\$44,110
Conference & Travel	\$809	\$0	\$5,000	\$5,000	\$3,000
Meetings & Training	\$1,531	\$294	\$2,125	\$2,125	\$2,125
Dues & Subscriptions	\$715	\$200	\$1,000	\$1,000	\$1,000
Contract Services	\$12,170	\$42,995	\$22,000	\$23,570	\$22,000
TOTAL	\$85,460	\$114,780	\$156,155	\$158,025	\$165,349

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Engineering/Administration	\$633,282	\$680,195	\$702,380	\$684,899	\$795,907
TOTAL	\$633,282	\$680,195	\$702,380	\$684,899	\$795,907

Program Revenues

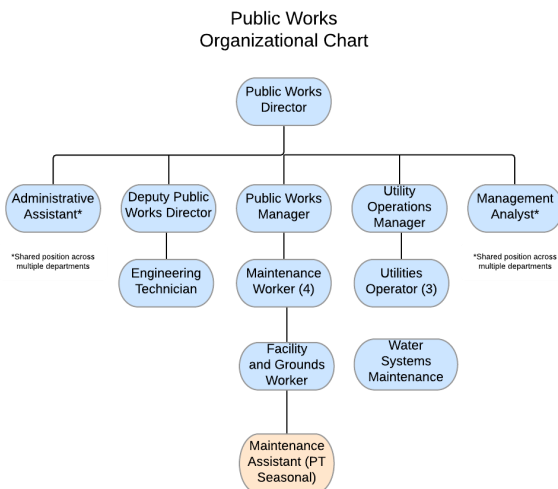
	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3199) Encroachment Permit	\$ 9,557	\$ 17,010	\$ 10,000	\$ 13,165	\$ 10,000
(3602) Engineering Service Charges	7,176	1,741	2,500	500	1,000
(3800) Miscellaneous Revenue	500	0	500	500	0
Total	\$ 17,233	\$ 18,751	\$ 13,000	\$ 14,165	\$ 11,000

Full-Time Staff Allocations

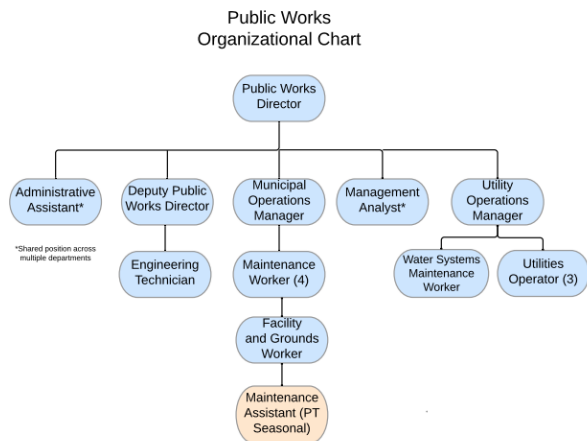
	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.10	0.10	0.10	0.10
Deputy Director of HR & IT*	0.07	0.07	0.07	0.07
Deputy Public Works Director	0.75	0.75	0.75	0.75
Engineering Technician	0.75	0.75	0.75	0.75
Finance Director	0.05	0.05	0.05	0.05
Financial Analyst/Accountant II	0.00	0.10	0.10	0.10
Management Analyst II	0.35	0.45	0.45	0.45
Municipal Operations Manager	0.10	0.10	0.10	0.10
Public Works Director	0.40	0.40	0.40	0.40
Town Manager	0.10	0.10	0.10	0.10
Utility Operations Manager	0.05	0.05	0.05	0.05
TOTAL	2.72	2.92	2.92	2.92

*Deputy Director of HR & IT position was formerly titled Management Analyst II.

Prior Year Public Works Organizational Chart



Current Public Works Organizational Chart



Public Works - Streets Maintenance Department Expenditures

General Fund Department 01-4305



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Department Overview

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

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

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 sidewalks on the campus of the Veterans Home of California are state property and that infrastructure is owned and maintained by the State.

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

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

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

Fiscal Year 2021/2022 Accomplishments

- Completed annual floodwall inspection, flood response 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.
- Performed community outreach and code enforcement in regard to Water Conservation efforts due to the extreme drought effecting California.
- The Urban Forest Management Program completed year two 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.

Fiscal Year 2022/2023 Goals and Objectives

- Perform annual inspection of Town's storm drain system. This includes drains, swales and all inlets and outfalls for compliance with NPDES permit.
- Perform annual floodwall inspection, flood response training and all documentation.
- Continue to expand use of GIS in a more complete and comprehensive manner. This includes capturing additional assets to create a more robust system. The tasks will include creating new map layers for internal, and external use and additional maps and layers.
- Continue to provide community outreach and code enforcement pertaining to Water Conservation regulations due to the extreme drought effecting California.
- The Urban Forest Management Program enters Year three 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. This includes a variety of methods including peer and professional organizations, conferences, online and onsite training.

Budget Highlights

- 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's streets have the highest Pavement Condition Index (PCI) rating in Napa County at 78.
- 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.

Departmental Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$128,598	\$136,432	\$129,307	\$129,307	\$138,843
Overtime	\$2,360	\$2,610	\$2,500	\$4,500	\$7,000
Medicare & Fica	\$1,719	\$1,809	\$1,875	\$1,875	\$2,013
Deferred Compensation	\$8,130	\$8,106	\$8,922	\$8,922	\$9,588
Payment-In Lieu Health	\$0	\$0	\$450	\$450	\$450
Health Insurance	\$25,876	\$28,529	\$34,214	\$30,000	\$34,450
Dental Insurance	\$2,450	\$2,615	\$2,882	\$2,882	\$2,836
Vision Insurance	\$0	\$0	\$688	\$688	\$688
Life/Disability Insurance	\$1,199	\$1,323	\$1,387	\$1,387	\$1,350
Automobile Allowance	\$0	\$0	\$120	\$120	\$120
Cell Phone Allowance	\$480	\$0	\$1,320	\$1,320	\$1,320
Other Employee Reimbursement	\$0	\$0	\$1,066	\$1,066	\$1,066
Pers Employer Rate	\$13,860	\$15,555	\$15,555	\$15,555	\$16,658
PERS Unfunded Accrued Liab	\$19,465	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$6,849
Allocated OPEB - Payment to Trust	\$14,240	\$0	\$0	\$0	\$6,849
Allocated Liability Insurance	\$6,716	\$7,076	\$7,576	\$8,563	\$10,941
Allocated Wrks Comp Insurance	\$5,608	\$4,616	\$3,993	\$3,933	\$4,081
TOTAL	\$230,700	\$208,672	\$211,855	\$210,568	\$245,101

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$583	\$712	\$800	\$800	\$800
Other Supplies & Materials	\$14,715	\$11,832	\$22,300	\$22,300	\$22,300
Facilities/Grounds Maintenance	\$8,784	\$8,994	\$14,000	\$14,000	\$10,000
Equipment Maintenance	\$570	\$11	\$4,000	\$4,000	\$4,000
Vehicle Maintenance	\$2,581	\$990	\$3,000	\$3,000	\$3,000
Utilities - Gas & Electric	\$26,772	\$27,454	\$26,280	\$26,280	\$28,000
Waste Disposal & Recycling	\$452	\$702	\$0	\$0	\$0
Allocated IT Costs	\$17,000	\$12,781	\$17,590	\$17,590	\$20,840
Conference & Travel	\$1,404	\$0	\$2,550	\$2,550	\$1,275
Meetings & Training	\$1,400	\$494	\$850	\$850	\$400
Dues & Subscriptions	\$0	\$140	\$2,000	\$2,000	\$500
Contract Services	\$45,293	\$48,680	\$75,000	\$75,000	\$85,000
TOTAL	\$119,553	\$112,790	\$168,370	\$168,370	\$176,115

Capital Outlay

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Machinery & Equipment < \$10k	\$4,500	\$3,355	\$3,000	\$3,000	\$3,000
TOTAL	\$4,500	\$3,355	\$3,000	\$3,000	\$3,000

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Street Maintenance	\$354,754	\$324,817	\$383,225	\$381,938	\$424,216
TOTAL	\$354,754	\$324,817	\$383,225	\$381,938	\$424,216

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Facility & Grounds Worker	0.05	0.05	0.05	0.05
Maintenance Worker II	0.98	0.98	0.98	0.98
Municipal Operations Manager	0.30	0.30	0.30	0.30
Public Works Director	0.05	0.05	0.05	0.05
TOTAL	1.38	1.38	1.38	1.38

Public Works - Parks Maintenance Department Expenditures

General Fund Department 01-4320



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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 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.

This division is supervised by the Municipal Operations Manager and consists of two employees. One (1) Maintenance Worker and one (1) Facilities & Grounds Worker position. Two part-time positions help to provide services for the parks restrooms, trash pickup and assisting mowing and landscape maintenance. Part time help is seasonal and may not exceed 960-hours annually.

Responsibilities for Town Parks Maintenance staff include:

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

Fiscal Year 2021/2022 Accomplishments

- Added cleaning of park's public restrooms to daily level of service.
- Provided high quality maintenance of parks and facilities enjoyed by residents.
- Continue 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.

Fiscal Year 2022/2023 Goals and Objectives

- Maintain daily cleaning of park's public restrooms.
- Continue to provide high quality level of maintenance.
- Continue to maintain the Town's park and path system at a very high level.
- Utilize GIS and iWork Asset Management system to create efficiency and effectiveness in work order management.
- 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 due to Upper Valley Management Authority renegotiating franchise fees.

Did You Know?

- Park Maintenance is responsible for mowing 2.39 acres each week.
- 150 drought tolerant plants were planted throughout town.
- Public Works crew provided 120,000 Mutt Mitts for pet waste removal in the Town-wide network of 25 Mutt Mitt Stations.
- 7 Restrooms cleaned daily during the pandemic to support increased utilization.

Departmental Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$199,703	\$213,203	\$204,730	\$204,730	\$218,944
Salaries - Part Time	\$28,909	\$14,565	\$18,374	\$18,374	\$37,709
Overtime	\$2,239	\$1,668	\$2,500	\$2,500	\$5,000
Medicare & Fica	\$4,923	\$3,993	\$4,374	\$4,374	\$6,059
Deferred Compensation	\$9,517	\$9,640	\$13,922	\$13,922	\$14,897
Payment-In Lieu Health	\$0	\$0	\$6,450	\$6,450	\$6,450
Health Insurance	\$29,380	\$32,196	\$40,587	\$34,500	\$41,100
Dental Insurance	\$4,227	\$4,597	\$5,674	\$5,674	\$5,585
Vision Insurance	\$0	\$0	\$1,288	\$1,288	\$1,288
Life/Disability Insurance	\$1,807	\$2,085	\$2,233	\$2,233	\$2,231
Automobile Allowance	\$0	\$0	\$120	\$120	\$120
Cell Phone Allowance	\$960	\$0	\$2,472	\$2,472	\$2,472
Other Employee Reimbursement	\$0	\$0	\$1,996	\$1,996	\$1,996
Pers Employer Rate	\$18,005	\$20,697	\$20,709	\$20,709	\$22,050
PERS Unfunded Accrued Liab	\$7,756	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$10,640
Allocated OPEB - Payment to Trust	\$22,564	\$0	\$0	\$0	\$10,640
Allocated Liability Insurance	\$10,640	\$11,274	\$12,039	\$13,609	\$17,398
Allocated Wrkrs Comp Insurance	\$8,887	\$7,354	\$6,346	\$6,250	\$6,489
TOTAL	\$349,518	\$321,271	\$343,814	\$339,201	\$411,067

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$0	\$0	\$300	\$300	\$300
Other Supplies & Materials	\$36,493	\$50,737	\$41,700	\$41,700	\$45,000
Facilities/Grounds Maintenance	\$15,690	\$12,331	\$20,000	\$20,000	\$20,000
Equipment Maintenance	\$3,331	\$3,045	\$3,000	\$3,000	\$3,000
Vehicle Maintenance	\$8,383	\$7,558	\$6,000	\$6,000	\$24,000
Equipment Rental	\$1,730	\$136	\$1,000	\$1,000	\$1,000
Utilities - Gas & Electric	\$7,756	\$8,214	\$7,500	\$7,500	\$10,000
Utilities - Water & Sewer	\$67,048	\$78,219	\$67,000	\$67,000	\$77,050
Waste Disposal & Recycling	\$6,332	\$9,834	\$0	\$0	\$0
Allocated IT Costs	\$29,064	\$21,851	\$32,890	\$32,890	\$38,970
Conference & Travel	\$0	\$0	\$1,700	\$1,700	\$1,700
Meetings & Training	\$0	\$0	\$1,275	\$1,275	\$1,275
Dues & Subscriptions	\$0	\$0	\$500	\$500	\$500
Contract Services	\$43,229	\$19,590	\$29,600	\$29,600	\$35,000
TOTAL	\$219,057	\$211,513	\$212,465	\$212,465	\$257,795

Capital Outlay

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Machinery & Equipment < \$10k	\$5,814	\$3,652	\$3,000	\$3,000	\$3,000
TOTAL	\$5,814	\$3,652	\$3,000	\$3,000	\$3,000

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Park Maintenance	\$574,389	\$536,436	\$559,279	\$554,666	\$671,862
TOTAL	\$574,389	\$536,436	\$559,279	\$554,666	\$671,862

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3191) Tree Removal In Lieu Fee	\$ -8,724	\$ 6,253	\$ 2,000	\$ 4,005	\$ 2,000
(3801) Refunds & Reimbursements	10,931	11,074	11,000	11,672	12,000
Total	\$ 2,207	\$ 17,327	\$ 13,000	\$ 15,677	\$ 14,000

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Facility & Grounds Worker	0.95	0.95	0.95	0.95
Maintenance Worker II	1.33	1.33	1.33	1.33
Municipal Operations Manager	0.25	0.25	0.25	0.25
Public Works Director	0.05	0.05	0.05	0.05
TOTAL	2.58	2.58	2.58	2.58

Public Works - Government Buildings Department Expenditures

General Fund Department 01-4325



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Department Overview

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

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

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

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

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

Fiscal Year 2021/2022 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.
- Managed the annual Urban Forest/ tree maintenance program for town facilities which includes 105 trees.
- Continued to pursue and track training opportunities for professional, personal, and safety related topics including industry related professional organizations and conferences, online training, and targeted on-site training.

Fiscal Year 2022/2023 Goals and Objectives

- Incorporate additional budget/maintenance requirements for facilities into annual work plan.
- Continue to develop and integrate GIS and iWorqs Asset Management platforms when possible, by adding assets within the facilities infrastructure.
- Manage the annual Urban Forest/ tree maintenance program for town facilities which includes 105 trees.
- Continue to pursue and track training opportunities for professional, personal, and safety related topics including industry related professional organizations and conferences, online training, and targeted on-site training.

Budget Highlights

- The 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 this Fiscal Year. Current annual energy savings under this program are \$21,060.

Did You Know?

- Air filters at Town buildings were changed monthly during the pandemic.
- These two maintenance workers are responsible for maintaining the landscape in front of Town Hall, Community Hall, and Community Center to the high level everyone has come to expect.

Departmental Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$152,803	\$171,797	\$166,613	\$166,613	\$181,555
Overtime	\$2,252	\$6,159	\$2,000	\$10,000	\$10,000
Medicare & Fica	\$2,063	\$2,418	\$2,416	\$2,416	\$2,633
Deferred Compensation	\$9,764	\$10,704	\$11,350	\$11,350	\$12,380
Payment-In Lieu Health	\$0	\$0	\$5,100	\$5,100	\$5,100
Health Insurance	\$16,408	\$20,244	\$25,230	\$21,500	\$26,328
Dental Insurance	\$2,975	\$3,403	\$3,658	\$3,658	\$3,600
Vision Insurance	\$0	\$0	\$988	\$988	\$988
Life/Disability Insurance	\$1,417	\$1,726	\$1,828	\$1,828	\$1,914
Cell Phone Allowance	\$0	\$0	\$1,896	\$1,896	\$1,896
Other Employee Reimbursement	\$0	\$0	\$1,531	\$1,531	\$1,531
Pers Employer Rate	\$11,203	\$13,574	\$13,749	\$13,749	\$14,782
PERS Unfunded Accrued Liab	\$762	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$8,843
Allocated OPEB - Payment to Trust	\$17,907	\$0	\$0	\$0	\$8,843
Allocated Liability Insurance	\$8,441	\$9,193	\$10,016	\$11,322	\$15,024
Allocated Wrks Comp Insurance	\$7,051	\$5,995	\$5,279	\$5,200	\$5,604
TOTAL	\$233,044	\$245,214	\$251,654	\$257,151	\$301,020

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$50	\$102	\$300	\$300	\$300
Other Supplies & Materials	\$7,430	\$12,829	\$5,000	\$5,000	\$6,000
Facilities/Grounds Maintenance	\$15,087	\$11,604	\$14,100	\$14,100	\$14,100
Equipment Maintenance	\$61	\$1,790	\$2,000	\$2,000	\$2,000
Vehicle Maintenance	\$1,200	\$1,102	\$1,500	\$1,500	\$1,500
Utilities - Gas & Electric	\$9,521	\$25,227	\$25,710	\$25,710	\$27,000
Utilities - Water & Sewer	\$34,271	\$36,054	\$30,000	\$30,000	\$35,000
Waste Disposal & Recycling	\$2,261	\$3,512	\$0	\$25	\$0
Allocated IT Costs	\$14,255	\$10,716	\$25,240	\$25,240	\$29,910
Conference & Travel	\$1,045	\$0	\$1,700	\$1,700	\$1,700
Meetings & Training	\$1,739	\$256	\$850	\$850	\$850
Dues & Subscriptions	\$0	\$50	\$500	\$500	\$500
Allocated Property Insurance	\$38,570	\$51,112	\$56,800	\$43,976	\$56,000
Contract Services	\$32,792	\$51,181	\$62,875	\$62,875	\$62,872
TOTAL	\$158,282	\$205,534	\$226,575	\$213,776	\$237,732

Capital Outlay

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Machinery & Equipment < \$10k	\$5,729	\$1,490	\$3,000	\$3,000	\$3,000
TOTAL	\$5,729	\$1,490	\$3,000	\$3,000	\$3,000

Loan Payments

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Principal	\$18,758	\$19,330	\$19,914	\$19,914	\$10,032
Interest	\$1,911	\$1,339	\$755	\$755	\$154
TOTAL	\$20,669	\$20,669	\$20,669	\$20,669	\$10,186

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Government Buildings	\$417,724	\$472,907	\$501,898	\$494,596	\$551,938
TOTAL	\$417,724	\$472,907	\$501,898	\$494,596	\$551,938

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Maintenance Worker II	1.70	1.70	1.70	1.70
Municipal Operations Manager	0.28	0.28	0.28	0.28
TOTAL	1.98	1.98	1.98	1.98



State of California
Energy Resources Conservation
and Development Commission
1516 Ninth Street
Sacramento, California 95814-5512

Final Loan Amortization Table

Loan Number:	010-09-ECA	Number of Payments:	23
Recipient:	Town of Yountville	Disbursement Date:	6/30/2011
Loan Amount:	\$200,000.00	Project Completion Date:	6/30/2012
Interest Rate:	3.00 %	Annual Energy Savings:	\$21,060.00

Trans #	Payment Date	Accrued Interest	Payment Amount	Interest Payment	Principal Payment	Principal Balance
Disbursement 1	7/5/2011	\$0.00	(\$188,810.91)	\$0.00	(\$188,810.91)	\$188,810.91
Disbursement 2	8/25/2011	\$791.45	(\$11,189.09)	\$0.00	(\$11,189.09)	\$200,000.00
Payment 1	12/22/2011	\$1,956.16	\$10,334.55	\$2,747.62	\$7,586.93	\$192,413.07
Payment 2	6/22/2012	\$2,894.10	\$10,334.55	\$2,894.10	\$7,440.45	\$184,972.62
Payment 3	12/22/2012	\$2,782.19	\$10,334.55	\$2,782.19	\$7,552.36	\$177,420.26
Payment 4	6/22/2013	\$2,654.01	\$10,334.55	\$2,654.01	\$7,680.54	\$169,739.73
Payment 5	12/22/2013	\$2,553.07	\$10,334.55	\$2,553.07	\$7,781.48	\$161,958.25
Payment 6	6/22/2014	\$2,422.72	\$10,334.55	\$2,422.72	\$7,911.83	\$154,046.41
Payment 7	12/22/2014	\$2,317.03	\$10,334.55	\$2,317.03	\$8,017.52	\$146,028.89
Payment 8	6/22/2015	\$2,184.43	\$10,334.55	\$2,184.43	\$8,150.12	\$137,878.77
Payment 9	12/22/2015	\$2,073.85	\$10,334.55	\$2,073.85	\$8,260.70	\$129,618.07
Payment 10	6/22/2016	\$1,949.60	\$10,334.55	\$1,949.60	\$8,384.95	\$121,233.12
Payment 11	12/22/2016	\$1,823.48	\$10,334.55	\$1,823.48	\$8,511.07	\$112,722.05
Payment 12	6/22/2017	\$1,686.20	\$10,334.55	\$1,686.20	\$8,648.35	\$104,073.70
Payment 13	12/22/2017	\$1,565.38	\$10,334.55	\$1,565.38	\$8,769.17	\$95,304.53
Payment 14	6/22/2018	\$1,425.65	\$10,334.55	\$1,425.65	\$8,908.90	\$86,395.63
Payment 15	12/22/2018	\$1,299.48	\$10,334.55	\$1,299.48	\$9,035.07	\$77,360.57
Payment 16	6/22/2019	\$1,157.23	\$10,334.55	\$1,157.23	\$9,177.32	\$68,183.24
Payment 17	12/22/2019	\$1,025.55	\$10,334.55	\$1,025.55	\$9,309.00	\$58,874.25
Payment 18	6/22/2020	\$885.53	\$10,334.55	\$885.53	\$9,449.02	\$49,425.23
Payment 19	12/22/2020	\$743.41	\$10,334.55	\$743.41	\$9,591.14	\$39,834.09
Payment 20	6/22/2021	\$595.87	\$10,334.55	\$595.87	\$9,738.68	\$30,095.41
Payment 21	12/22/2021	\$452.67	\$10,334.55	\$452.67	\$9,881.88	\$20,213.53
Payment 22	6/22/2022	\$302.37	\$10,334.55	\$302.37	\$10,032.18	\$10,181.35
Payment 23	12/22/2022	\$153.14	\$10,334.49	\$153.14	\$10,181.35	\$0.00

Parks & Recreation - Administration & Services Department Expenditures

General Fund Department 01-5405



Parks and Recreation Mission Statement

"Yountville Parks & Recreation Department mission is to offer healthy, cost effective and innovative opportunities for community connection."

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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 & Adult Subsidy Funds within the Town of Yountville Community Foundation

Fiscal Year 2021/2022 Accomplishments

- Staff worked diligently to return to in-person services with the ongoing COVID 19 guidelines and restrictions.
- We continued to support the robust workplan of the Yountville Arts Commission.
- We began the Parks & Recreation Master Planning process with goal of finalizing by November 2022.
- We successfully recruited sufficient staffing for Camp Y-Ville in a very difficult job market.

Fiscal Year 2022/2023 Goals and Objectives

- Finalize the Parks & Recreation Master Plan to present to the Parks and Recreation Advisory Commission and the Town Council for approval.
- Research and potentially implement the facility scheduler and rental module that is offered as a part of the ASAP Software System that we are already using for Recreation Class registration.
- Continue implementation of DocuSign OR Laserfiche for permit applications, agreements, rental forms, and registration forms.
- Reconfigure front desk for more security and more efficiency.
- Revise Part Time Staff onboarding system for greater efficiency.
- Research options for registration software to ensure we are remaining up to date on technology.
- Research options for messaging participants timely updates instead of relying solely on email or phone calls.
- Implement IPAD Electronic Liability Waiver at the front desk.

Budget Highlights

- We will return to producing, printing, and mailing 3 Recreation Guides a year.
- We anticipate a strong return to pre-pandemic levels of Park Picnic Site reservations and Special Event Permitting.
- The other budget areas in Parks and Recreation reflect a return to pre-pandemic programming and staffing levels including events 01-5413.
- Facility & Events Specialist reassigned as Recreation Coordinator level which allows the incumbent to perform in a broader role.

Did You Know?

- Our team processed 1,672 registrations for Recreation Programs from July 1, 2021 – March 9, 2022. We anticipate a strong return to pre-pandemic levels of Park Picnic Site reservations and Special Event Permitting.
- As of April 2022, we have processed 173 Park Picnic Site and Sport Court Reservations.
- The Parks and Recreation Department supports the work of two Town Commissions (Yountville Arts and Parks and Recreation Advisory) as well as the Town of Yountville Community Foundation.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$247,731	\$236,613	\$224,515	\$224,515	\$256,788
Salaries - Part Time	\$28,104	\$3,475	\$12,000	\$12,000	\$12,000
Overtime	\$550	\$234	\$500	\$500	\$500
Medicare & Fica	\$4,989	\$3,406	\$4,173	\$4,173	\$4,641
Deferred Compensation	\$13,626	\$12,845	\$15,949	\$15,949	\$18,091
Payment-In Lieu Health	\$0	\$0	\$300	\$300	\$300
Health Insurance	\$30,433	\$31,776	\$32,282	\$32,282	\$36,575
Dental Insurance	\$2,572	\$2,681	\$2,594	\$2,594	\$2,760
Vision Insurance	\$729	\$0	\$735	\$735	\$805
Life/Disability Insurance	\$2,274	\$2,142	\$2,123	\$2,123	\$2,276
Automobile Allowance	\$2,200	\$2,400	\$2,448	\$2,448	\$2,616
Cell Phone Allowance	\$4,560	\$4,720	\$1,411	\$1,411	\$1,546
Other Employee Reimbursement	\$300	\$600	\$882	\$882	\$966
Pers Employer Rate	\$30,351	\$31,477	\$31,477	\$31,477	\$35,511
PERS Unfunded Accrued Liab	\$43,434	\$0	\$0	\$0	\$0
Allocated PRSP - Payment to Trust	\$0	\$0	\$0	\$0	\$12,645
Allocated OPEB - Payment to Trust	\$27,894	\$0	\$0	\$0	\$12,645
Allocated Liability Insurance	\$13,155	\$12,459	\$13,158	\$14,874	\$19,062
Allocated Wrkrs Comp Insurance	\$10,988	\$8,126	\$6,936	\$6,831	\$7,280
TOTAL	\$463,891	\$352,956	\$351,484	\$353,095	\$427,008

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$5,759	\$5,148	\$6,000	\$5,000	\$6,000
Other Supplies & Materials	\$6,804	\$4,541	\$6,000	\$5,000	\$5,000
Postage & Printing	\$24,102	\$8,514	\$18,000	\$18,000	\$19,500
Bank & Fiscal Agent Fees	\$8,513	\$10,049	\$8,500	\$8,500	\$8,500
Personnel Services	\$1,964	\$925	\$2,500	\$2,500	\$2,500
Advertising	\$1,655	\$571	\$2,500	\$2,500	\$2,500
Contract Instructors	\$0	\$120	\$0	\$0	\$0
Equipment Maintenance	\$0	\$0	\$500	\$500	\$500
Vehicle Maintenance	\$116	\$415	\$1,000	\$1,000	\$1,000
Allocated IT Costs	\$17,898	\$14,919	\$17,290	\$17,290	\$22,430
Conference & Travel	\$162	\$0	\$1,500	\$1,500	\$2,500
Meetings & Training	\$2,117	\$329	\$1,500	\$1,500	\$1,500
Dues & Subscriptions	\$2,105	\$725	\$2,985	\$2,985	\$3,360
Contract Services	\$7,162	\$4,625	\$23,000	\$23,000	\$14,000
TOTAL	\$78,356	\$50,880	\$91,275	\$89,275	\$89,290

Capital Outlay

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Machinery & Equipment < \$10k	\$0	\$0	\$0	\$0	\$4,700
TOTAL	\$0	\$0	\$0	\$0	\$4,700

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Admin & Services	\$542,246	\$403,836	\$442,759	\$442,370	\$520,998
TOTAL	\$542,246	\$403,836	\$442,759	\$442,370	\$520,998

Program Revenue

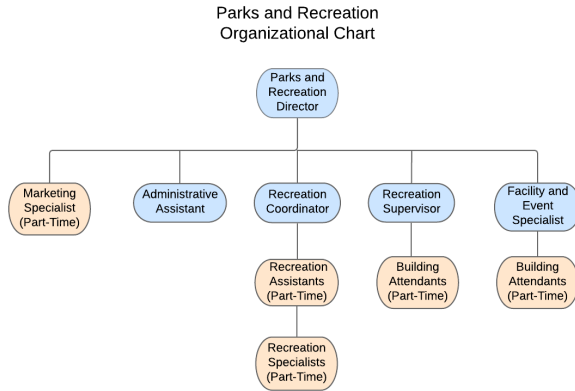
	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3120) Special Event Permit	\$ 4,152	\$ 640	\$ 2,500	\$ 2,500	\$ 2,500
(3315) Park Rentals	6,615	6,426	4,000	14,500	14,000
Total	\$ 10,767	\$ 7,066	\$ 6,500	\$ 17,000	\$ 16,500

Full-Time Staff Allocations

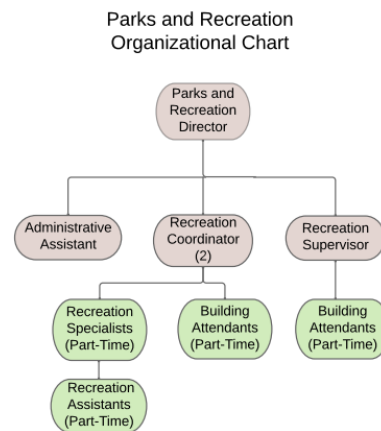
	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.50	0.50	0.50	0.52
Community Facilities Manager	0.14	0.00	0.00	0.00
Deputy Director of HR & IT*	0.05	0.05	0.05	0.05
Finance Director	0.05	0.05	0.05	0.05
Financial Analyst/Accountant II	0.10	0.00	0.00	0.00
Parks & Recreation Director	0.82	0.82	0.82	0.84
Recreation Coordinator	0.00	0.00	0.00	0.10
Recreation Supervisor	0.05	0.05	0.00	0.00
Town Manager	0.05	0.05	0.05	0.05
TOTAL	1.76	1.52	1.47	1.61

*Deputy Director of HR & IT position was formerly titled Management Analyst II.

Prior Year Parks & Recreation Organizational Chart



Current Parks & Recreation Organizational Chart



Parks & Recreation - Day Camp Program

Department Expenditures

General Fund Department 01-5406



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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 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 2021 due to COVID 19. While we were able to offer slightly larger cohorts than in 2019, we still limited enrollment to two cohorts. We also only offered full time care. This assisted in keeping all campers and staff consistent and safe during camp.

Fiscal Year 2021/2022 Accomplishments

- Successfully transitioned to operating Camp solely out of the Community Center.
- We continued to adapt our training to include mostly online with one in person day.
- Made it through the 9-week summer with no positive COVID 19 cases or exposures at camp.

Fiscal Year 2022/2023 Goals and Objectives

- Bring back field trips and swimming as available in 2022.
- Continue with the 5 Day a Week model for consistency and increased revenue.
- Recruit, hire, train and retain 5 new Camp Recreation Assistants.
- Utilize Camp Recreation Specialist Position to assist with overall management and support of the Recreation Coordinator.

Budget Highlights

- You will notice a return to a more normal budget for camp that includes increases in contract services and supplies.
- Increases for part time salaries continue to grow each year with minimum wage increases.

Did You Know?

- Summer Camp Y-Ville 2022 theme is “Camp Y-Ville, The Greatest Camp on Earth” and will feature 9 weeks of circus themed weeks!
- We will visit the St. Helena High School Pool operated by Waves Aquatics this summer for Recreational Swim once a week utilizing public transportation.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$26,334	\$28,012	\$34,341	\$34,341	\$36,741
Salaries - Part Time	\$52,607	\$54,349	\$58,000	\$58,000	\$62,000
Overtime	\$896	\$379	\$500	\$500	\$1,000
Medicare & Fica	\$4,964	\$4,522	\$4,935	\$4,935	\$5,276
Deferred Compensation	\$1,758	\$1,771	\$2,400	\$2,400	\$2,568
Health Insurance	\$3,647	\$4,049	\$5,954	\$5,954	\$6,214
Dental Insurance	\$402	\$335	\$434	\$434	\$427
Vision Insurance	\$0	\$0	\$235	\$235	\$235
Life/Disability Insurance	\$242	\$278	\$373	\$373	\$395
Automobile Allowance	\$0	\$0	\$48	\$48	\$48
Cell Phone Allowance	\$0	\$0	\$451	\$451	\$451
Other Employee Reimbursement	\$0	\$0	\$282	\$282	\$282
Pers Employer Rate	\$2,399	\$2,529	\$3,095	\$3,095	\$3,278
PERS Unfunded Accrued Liab	\$1,868	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$1,834
Allocated OPEB - Payment to Trust	\$2,902	\$0	\$0	\$0	\$1,834
Allocated Liability Insurance	\$1,369	\$1,462	\$2,012	\$2,274	\$3,026
Allocated Wrkrs Comp Insurance	\$1,143	\$953	\$1,060	\$1,044	\$1,129
TOTAL	\$100,531	\$98,640	\$114,121	\$114,367	\$126,737

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$149	\$124	\$500	\$500	\$500
Other Supplies & Materials	\$11,444	\$9,560	\$10,000	\$9,500	\$12,500
Advertising	\$134	\$30	\$1,000	\$1,000	\$1,000
Facility Rental	\$2,932	\$0	\$0	\$0	\$0
Allocated IT Costs	\$4,092	\$3,408	\$5,530	\$5,530	\$6,550
Conference & Travel	\$0	\$0	\$1,200	\$1,200	\$1,200
Meetings & Training	\$535	\$130	\$600	\$600	\$1,000
Contract Services	\$6,384	\$0	\$1,500	\$1,500	\$18,000
TOTAL	\$25,670	\$13,252	\$20,330	\$19,830	\$40,750

Total Budget

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Camp	\$126,201	\$111,892	\$134,451	\$134,197	\$167,487
TOTAL	\$126,201	\$111,892	\$134,451	\$134,197	\$167,487

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3538) Camp Program Fees	\$ 97,227	\$ 83,083	\$ 105,000	\$ 150,000	\$ 125,000
Total	\$ 97,227	\$ 83,083	\$ 105,000	\$ 150,000	\$ 125,000

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.05	0.05	0.05	0.05
Parks & Recreation Director	0.02	0.02	0.02	0.02
Recreation Coordinator	0.30	0.30	0.40	0.40
TOTAL	0.37	0.37	0.47	0.47

Parks & Recreation - Community Center Operations Department Expenditures

General Fund Department 01-5408



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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. We are seeing a more return to normal with classes being held in person and an increase in rental and community events. Although we saw a step back with the COVID-19 pandemic in early 2022, we are looking forward to more events in the remainder 2022.

The Community Center Operations Budget consists of the expenses of operating the Community Center in general as well as expenses and revenue from rentals of the center for events both private and public.

The services offered by the Yountville Community Center are broken into three core areas:

1. RECREATION CLASSES, EVENTS & PROGRAMS

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

2. EVENT AND MEETING RENTALS

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

The rental side of the Community Center utilizes a part-time staffing model along with the Recreation Coordinator assigned to events to oversee rentals. We provide rental assistance with event set up, monitor events, help with audio and visual equipment set up, ensure that rules and regulations are followed such as facility maintenance and clean-up procedures.

3. TOWN CO-SPONSORED MEETINGS AND EVENTS

The Town has a Partnership/Co-sponsorship program in place that allows the free use or a reduced rental fee for local Yountville and Napa County non-profit organizations or government agencies. This is one important way the Town of Yountville supports the community.

Fiscal Year 2021/2022 Accomplishments

- Implemented a marketing strategy focused on packages to make it easier for potential customers to analyze cost before reaching out.
- Continued branding for Yountville Events with a robust online presence and tools to easily connect potential renters to information.
- The Community Center was the site of the 2021 Grapegrowers multi day Rootstock Conference in November.
- Completed the generator upgrade project to power both buildings from the one, permanent generator as well as install an automatic switch which would engage automatically in the event of a power outage.

Fiscal Year 2022/2023 Goals and Objectives

- Offer Full-Service Packages for customers looking for that type of option.
- Make outdoor improvements to lawn/event patio to make it more ambient for outdoor events.
- Recruit and retain a consistent team of event staff members.
- Continue to balance the needs of programming with rental opportunities.
- Contract with an event photographer to enhance our marketing collateral.

Budget Highlights

- Other Supplies and Materials line 4120 shows an increase for supplies to enhance the outdoor areas of the Community Center including portable trellis screens, outdoor temporary lighting, portable wedding arch and two additional tables for the front plaza to replace the aging ones.

Did You Know?

- From July 1, 2021 – March 9, 2022 we booked 23 paid events of which 3 were multiple day bookings.
- The Facility and Event Specialist has sent 83 quotes to inquiring clients and received and replied to over 200 inquiries.
- We have given 38 tours and have had 1,285 visits to the Yountville Events website with 913 being unique visitors!

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$149,714	\$82,598	\$82,703	\$82,703	\$88,942
Salaries - Part Time	\$7,952	\$3,585	\$8,000	\$8,000	\$10,000
Overtime	\$137	\$506	\$500	\$500	\$1,000
Medicare & Fica	\$2,578	\$1,346	\$1,811	\$1,811	\$2,055
Deferred Compensation	\$7,963	\$2,710	\$5,952	\$5,952	\$6,269
Health Insurance	\$13,201	\$10,541	\$12,692	\$14,500	\$16,929
Dental Insurance	\$1,071	\$851	\$934	\$934	\$1,221
Vision Insurance	\$0	\$0	\$473	\$473	\$423
Life/Disability Insurance	\$1,046	\$624	\$867	\$867	\$819
Automobile Allowance	\$0	\$0	\$528	\$528	\$528
Cell Phone Allowance	\$240	\$80	\$907	\$907	\$811
Other Employee Reimbursement	\$0	\$0	\$580	\$580	\$520

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Pers Employer Rate	\$14,766	\$8,075	\$8,463	\$8,463	\$9,072
PERS Unfunded Accrued Liab	\$22,295	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$4,201
Allocated OPEB - Payment to Trust	\$14,665	\$0	\$0	\$0	\$4,201
Allocated Liability Insurance	\$6,917	\$4,180	\$4,846	\$5,477	\$6,967
Allocated Wrks Comp Insurance	\$4,726	\$2,728	\$2,554	\$2,516	\$2,599
TOTAL	\$247,272	\$117,824	\$131,810	\$134,211	\$156,557

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$27	\$288	\$350	\$350	\$500
Other Supplies & Materials	\$10,677	\$4,946	\$6,400	\$6,400	\$16,450
Postage & Printing	\$55	\$0	\$300	\$300	\$0
Advertising	\$5,513	\$4,858	\$5,550	\$5,550	\$5,550
Facilities/Grounds Maintenance	\$6,080	\$0	\$5,500	\$3,500	\$3,500
Equipment Maintenance	\$851	\$0	\$2,000	\$2,000	\$2,500
Utilities - Gas & Electric	\$68,387	\$59,262	\$45,000	\$45,000	\$65,000
Utilities - Water & Sewer	\$11,009	\$11,951	\$11,500	\$11,500	\$11,500
Waste Disposal & Recycling	\$10,905	\$8,343	\$0	\$0	\$0
Allocated IT Costs	\$14,361	\$11,971	\$11,170	\$11,170	\$13,230
Conference & Travel	\$0	\$0	\$500	\$500	\$500
Meetings & Training	\$0	\$113	\$500	\$500	\$500
Dues & Subscriptions	\$31	\$0	\$500	\$500	\$250
Special Events Insurance	\$1,167	\$0	\$3,000	\$2,500	\$2,500
Contract Services	\$42,707	\$31,463	\$53,500	\$53,500	\$41,420
TOTAL	\$171,769	\$133,194	\$145,770	\$143,270	\$163,400

Capital Outlay

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Machinery & Equipment < \$10k	\$1,174	\$0	\$0	\$0	\$0
TOTAL	\$1,174	\$0	\$0	\$0	\$0

Total Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Community Center	\$420,215	\$251,018	\$277,580	\$277,481	\$319,957
TOTAL	\$420,215	\$251,018	\$277,580	\$277,481	\$319,957

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3312) Community Hall Rental	\$ 23,356	\$ 7,233	\$ 24,000	\$ 42,000	\$ 35,000
(3313) Community Center Rental	6,060	8,256	6,500	12,500	12,000
(3314) Other Facility Rental Charges	15,564	4,923	12,000	34,000	24,000
Total	\$ 44,980	\$ 20,412	\$ 42,500	\$ 88,500	\$ 71,000

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.05	0.05	0.05	0.05
Community Facilities Manager	0.70	0.00	0.00	0.00
Facility & Event Specialist	0.50	0.70	0.70	0.00
Municipal Operations Manager	0.08	0.08	0.08	0.08
Parks & Recreation Director	0.07	0.07	0.07	0.07
Recreation Coordinator	0.00	0.00	0.00	0.60
Town Manager	0.05	0.05	0.05	0.05
TOTAL	1.45	0.95	0.95	0.85



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Parks & Recreation - After School Program Department Expenditures

General Fund Department 01-5409



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Department Overview

This program continues to transition as the Yountville Elementary school has been closed by the Napa Valley Unified School District. The Parks and Recreation Department has historically operated this program due to a lack of a local private childcare options in town and there is uncertainty around what, if any, after school childcare services may be needed to support our local families.

Fiscal Year 2021/2022 Accomplishments

- Town Manager and staff reviewed the needs of this program going forward.

Fiscal Year 2022/2023 Goals and Objectives

- No expenditures are currently budgeted. Staff will continue to evaluate future potential needs of the program.

Budget Highlights

- No expenditures budgeted in Fiscal Year 2022/2023.

Did You Know?

- After School Program remains subject to further evaluation due to closure of the school.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$47,519	\$38,574	\$12,064	\$12,064	\$0
Salaries - Part Time	\$32,022	\$5,915	\$4,000	\$4,000	\$0
Overtime	\$627	\$520	\$500	\$500	\$0
Medicare & Fica	\$2,970	\$954	\$481	\$481	\$0
Deferred Compensation	\$3,260	\$2,462	\$840	\$840	\$0
Health Insurance	\$6,886	\$6,072	\$2,006	\$1,300	\$0
Dental Insurance	\$588	\$506	\$148	\$148	\$0
Vision Insurance	\$0	\$0	\$70	\$70	\$0
Life/Disability Insurance	\$448	\$395	\$125	\$125	\$0
Automobile Allowance	\$0	\$0	\$48	\$48	\$0
Cell Phone Allowance	\$0	\$0	\$134	\$134	\$0
Other Employee Reimbursement	\$0	\$0	\$84	\$84	\$0
Pers Employer Rate	\$3,715	\$3,541	\$1,261	\$1,261	\$0
PERS Unfunded Accrued Liab	\$3,244	\$0	\$0	\$0	\$0
Allocated OPEB - Payment to Trust	\$5,716	\$0	\$0	\$0	\$0
Allocated Liability Insurance	\$2,696	\$2,012	\$707	\$799	\$0
Allocated Wrks Comp Insurance	\$2,252	\$1,312	\$373	\$367	\$0
TOTAL	\$111,944	\$62,264	\$22,842	\$22,222	\$0

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Other Supplies & Materials	\$6,453	\$1,303	\$1,200	\$1,200	\$0
Advertising	\$0	\$0	\$350	\$350	\$0
Facility Rental	\$3,570	\$0	\$0	\$0	\$0
Allocated IT Costs	\$8,509	\$7,093	\$1,650	\$1,650	\$0
Contract Services	\$8,725	\$0	\$0	\$0	\$0
TOTAL	\$27,257	\$8,396	\$3,200	\$3,200	\$0

Total Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
After School	\$139,201	\$70,660	\$26,042	\$25,422	\$0
TOTAL	\$139,201	\$70,660	\$26,042	\$25,422	\$0

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3534) Afterschool Program	\$ 93,145	\$ 17,407	\$ 6,500	\$ 160	\$ 0
Total	\$ 93,145	\$ 17,407	\$ 6,500	\$ 160	\$ 0

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.10	0.10	0.02	0.00
Parks & Recreation Director	0.02	0.02	0.02	0.00
Recreation Coordinator	0.65	0.40	0.10	0.00
TOTAL	0.77	0.52	0.14	0.00

Parks & Recreation - Leisure Programs

Department Expenditures

General Fund Department 01-5410



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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.

Fiscal Year 2021/2022 Accomplishments

- We continued to evolve the Golden Ticket Program with fresh classes and programs each season.
- In Fall 2021 we reopened to hybrid programming with some classes online and some in person as the Public Health mandates allowed.
- We supported an in person-outdoor Health Fair focused on older adults in the fall of 2021 that offered Covid booster shots in partnership with St. Helena Hospital.

Fiscal Year 2022/2023 Goals and Objectives

- Update processes for Golden Ticket registration making it more accessible for that user group.
- Update our supply fee structure for the Golden Ticket program to make it more manageable for participants.
- Continue to build excursion program back up to pre-pandemic activity levels.
- Recruit and retain team of Building Attendants to support weekday classes and programs.

Budget Highlights

- The 2022-23 budget shows increase for return to pre-pandemic offerings including our very popular excursions and a large variety of classes.

Did You Know?

- Our Golden Ticket Program had 226 Members in 2021-22. Those members signed up for 1,155 classes. This enrollment is comprised of 71% Yountville Residents and 29% Non-Residents mainly from Napa and St. Helena.
- We offer over 25 hours of classes and programs each week for adults over 50 and another 12 hours for all aged adults.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$80,918	\$83,967	\$96,797	\$96,797	\$117,732
Salaries - Part Time	\$24,645	\$5,808	\$22,000	\$22,000	\$22,000
Overtime	\$210	\$94	\$250	\$250	\$500
Medicare & Fica	\$2,834	\$1,507	\$3,087	\$3,087	\$3,390
Deferred Compensation	\$5,075	\$4,779	\$6,761	\$6,761	\$8,225
Health Insurance	\$19,486	\$21,372	\$29,983	\$29,983	\$32,705
Dental Insurance	\$1,718	\$1,835	\$2,435	\$2,435	\$2,506
Vision Insurance	\$0	\$0	\$585	\$585	\$610
Life/Disability Insurance	\$727	\$784	\$1,054	\$1,054	\$1,123
Automobile Allowance	\$0	\$0	\$48	\$48	\$48
Cell Phone Allowance	\$0	\$0	\$1,123	\$1,123	\$1,171
Other Employee Reimbursement	\$0	\$0	\$702	\$702	\$732
Pers Employer Rate	\$10,041	\$11,047	\$13,141	\$13,141	\$16,048
PERS Unfunded Accrued Liab	\$23,344	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$5,875
Allocated OPEB - Payment to Trust	\$8,793	\$0	\$0	\$0	\$5,875
Allocated Liability Insurance	\$4,147	\$4,267	\$5,671	\$6,410	\$8,142
Allocated Wrks Comp Insurance	\$3,464	\$2,782	\$2,989	\$2,944	\$3,037
TOTAL	\$185,402	\$138,241	\$186,626	\$187,320	\$229,721

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$0	\$0	\$350	\$350	\$0
Other Supplies & Materials	\$5,749	\$775	\$5,500	\$6,000	\$8,000
Supplies for Resale	\$3,748	\$0	\$7,000	\$6,000	\$13,000
Advertising	\$2,183	\$2,844	\$2,500	\$2,000	\$2,000
Contract Instructors	\$39,712	\$33,344	\$40,000	\$40,000	\$45,000
Allocated IT Costs	\$8,509	\$7,093	\$13,760	\$13,760	\$16,300
Contract Services	\$10,474	\$0	\$5,500	\$5,500	\$15,000
TOTAL	\$70,376	\$44,056	\$74,610	\$73,610	\$99,300

Total Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Leisure Programs	\$255,778	\$182,297	\$261,236	\$260,930	\$329,021
TOTAL	\$255,778	\$182,297	\$261,236	\$260,930	\$329,021

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3530) Class Fees	\$ 53,929	\$ 20,678	\$ 40,000	\$ 55,000	\$ 53,000
(3539) Excursion Fees	11,407	10	12,000	3,500	15,000
Total	\$ 65,336	\$ 20,688	\$ 52,000	\$ 58,500	\$ 68,000

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.20	0.20	0.25	0.25
Parks & Recreation Director	0.02	0.02	0.02	0.02
Recreation Coordinator	0.00	0.00	0.10	0.10
Recreation Supervisor	0.70	0.70	0.80	0.85
TOTAL	0.92	0.92	1.17	1.22

Parks & Recreation - Sports Program

Department Expenditures

General Fund Department 01-5412



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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.
- Cornhole League

Fiscal Year 2021/2022 Accomplishments

- We transitioned back to indoor Open Gym Sports as Public Health Mandates allowed.
- We had record numbers of participants in our Mini-Sports programs.
- We filled our first ever Cornhole League with 8 teams.

Fiscal Year 2022/2023 Goals and Objectives

- Continue to analyze open gym schedule to best utilize staffing and resources.
- Manage seasonal changes to indoor and outdoor participation by adapting hours.
- Build Corn Hole League to offer multiple seasons.
- Offer additional Pickleball Clinics during the year.

Budget Highlights

- This budget includes the purchase of an outdoor Table Tennis Table for Vineyard Park. This addition was partially fundraised for by the community to offset some of the cost.

Did You Know?

- The most recent national statistics show that there are now more than 4.8 million Pickleball Players in the United States. It is truly the America's fastest growing sport.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$17,565	\$17,113	\$17,036	\$17,036	\$20,850
Salaries - Part Time	\$14,794	\$436	\$12,000	\$12,000	\$12,000
Overtime	\$33	\$23	\$100	\$100	\$500
Medicare & Fica	\$1,340	\$251	\$1,165	\$1,165	\$1,220
Deferred Compensation	\$1,063	\$948	\$1,188	\$1,188	\$1,455
Health Insurance	\$3,709	\$3,874	\$3,635	\$3,000	\$3,467
Dental Insurance	\$326	\$330	\$282	\$282	\$240
Vision Insurance	\$0	\$0	\$100	\$100	\$125
Life/Disability Insurance	\$147	\$156	\$180	\$180	\$219
Automobile Allowance	\$0	\$0	\$48	\$48	\$48
Cell Phone Allowance	\$0	\$0	\$192	\$192	\$240
Other Employee Reimbursement	\$0	\$0	\$120	\$120	\$150
Pers Employer Rate	\$2,199	\$2,261	\$1,959	\$1,959	\$1,987
PERS Unfunded Accrued Liab	\$4,314	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$1,039
Allocated OPEB - Payment to Trust	\$1,803	\$0	\$0	\$0	\$1,039
Allocated Liability Insurance	\$851	\$879	\$998	\$1,129	\$2,059
Allocated Wrkrs Comp Insurance	\$710	\$574	\$526	\$518	\$768
TOTAL	\$48,854	\$26,846	\$39,528	\$39,016	\$47,406

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Other Supplies & Materials	\$1,255	\$70	\$1,500	\$2,509	\$7,500
Advertising	\$0	\$0	\$250	\$250	\$250
Contract Instructors	\$0	\$0	\$0	\$0	\$1,000
Allocated IT Costs	\$2,983	\$2,485	\$2,350	\$2,350	\$2,790
TOTAL	\$4,238	\$2,555	\$4,100	\$5,109	\$11,540

Total Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Sports Programs	\$53,092	\$29,400	\$43,628	\$44,125	\$58,946
TOTAL	\$53,092	\$29,400	\$43,628	\$44,125	\$58,946

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3532) Sports Program Fees	\$ 4,204	\$ 15	\$ 700	\$ 7,000	\$ 7,500
Total	\$ 4,204	\$ 15	\$ 700	\$ 7,000	\$ 7,500

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.05	0.05	0.03	0.03
Parks & Recreation Director	0.02	0.02	0.02	0.02
Recreation Coordinator	0.00	0.00	0.10	0.20
Recreation Supervisor	0.10	0.10	0.05	0.00
TOTAL	0.17	0.17	0.20	0.25

Parks & Recreation - Community Events & Programs Department Expenditures

General Fund Department 01-5413



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Department Overview

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

1. Movies in the Park (series)
2. Yountville Days
3. Music in the Park (series)
4. Town & Tree Lighting Event
5. Egg Hunt
6. 4th of July Concert in the Park Event *New*
7. Camp Out in the Park
8. Annual "Residents Bash" Event
9. Halloween Carnival
10. Popcorn Wednesdays (Weekly)
11. 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.

Fiscal Year 2021/2022 Accomplishments

- Solicited sponsorships to cover 100% of the hard costs of offering the Movie in the Park Series for 2022.
- Solicited Sponsorships to cover 100% of the hard costs of offering the Music in the Park Series for 2022.

Fiscal Year 2022/2023 Goals and Objectives

- RESUME our community events and gatherings.
- Analyse an alternative to offering traditional fireworks for the 4th of July due to challenges with having a viewing area as well as fire danger.

Budget Highlights

- This budget reflects a return to pre-pandemic levels as we are bringing back the traditional level of events previously offered with the exception of the 4th of July Fireworks.
- In lieu of the fireworks, staff is planning to offer a concert in Veterans Memorial Park with festive decorations and food trucks.

Did You Know?

- Yountville Days will be celebrating its 44th Year in 2022!

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$56,391	\$56,130	\$58,642	\$58,642	\$66,653
Salaries - Part Time	\$6,529	\$2,567	\$8,250	\$8,250	\$12,000
Overtime	\$76	\$379	\$100	\$100	\$1,000
Medicare & Fica	\$1,247	\$919	\$1,481	\$1,481	\$1,884
Deferred Compensation	\$2,633	\$2,639	\$4,016	\$4,016	\$4,557
Health Insurance	\$8,556	\$9,287	\$12,640	\$11,500	\$14,782
Dental Insurance	\$687	\$778	\$967	\$967	\$1,076
Vision Insurance	\$0	\$0	\$390	\$390	\$390
Life/Disability Insurance	\$430	\$527	\$626	\$626	\$649
Automobile Allowance	\$0	\$0	\$72	\$72	\$72
Cell Phone Allowance	\$0	\$0	\$749	\$749	\$749
Other Employee Reimbursement	\$0	\$0	\$468	\$468	\$468
Pers Employer Rate	\$5,691	\$5,482	\$6,119	\$6,119	\$6,911
PERS Unfunded Accrued Liab	\$10,019	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$3,255
Allocated OPEB - Payment to Trust	\$6,459	\$0	\$0	\$0	\$3,255
Allocated Liability Insurance	\$3,046	\$2,862	\$3,436	\$3,883	\$5,039
Allocated Wrks Comp Insurance	\$1,808	\$1,866	\$1,811	\$1,784	\$1,880
TOTAL	\$103,571	\$83,436	\$99,768	\$99,048	\$124,621

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Office Supplies	\$26	\$0	\$500	\$500	\$0
Other Supplies & Materials	\$20,619	\$8,291	\$18,700	\$18,700	\$29,000
Advertising	\$4,407	\$971	\$1,800	\$1,800	\$1,500
Contract Instructors	\$200	\$0	\$0	\$0	\$0
Equipment Rental	\$2,545	\$0	\$1,500	\$1,500	\$8,000
Allocated IT Costs	\$3,757	\$3,130	\$9,170	\$9,170	\$10,870
Contract Services	\$34,954	\$8,591	\$15,800	\$15,800	\$26,300
TOTAL	\$66,508	\$20,983	\$47,470	\$47,470	\$75,670

Total Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Community Events & Programs	\$170,079	\$104,419	\$147,238	\$146,518	\$200,291
TOTAL	\$170,079	\$104,419	\$147,238	\$146,518	\$200,291

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3531) Events Fees	\$ 16,276	\$ 7,511	\$ 2,000	\$ 5,000	\$ 2,000
(3803) Donations & Contributions	0	430	9,500	4,000	8,500
Total	\$ 16,276	\$ 7,941	\$ 11,500	\$ 9,000	\$ 10,500

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Administrative Assistant II	0.05	0.05	0.10	0.10
Community Facilities Manager	0.16	0.00	0.00	0.00
Facility & Event Specialist	0.35	0.20	0.20	0.00
Parks & Recreation Director	0.03	0.03	0.03	0.03
Recreation Coordinator	0.05	0.30	0.30	0.50
Recreation Supervisor	0.15	0.15	0.15	0.15
TOTAL	0.79	0.73	0.78	0.78

Parks & Recreation - Yountville Arts Program Department Expenditures

General Fund Department 01-5415



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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 Recreation Coordinator under Full-Time salary and benefits, and Part-Time salary and benefits for additional staff time. For 2022-23 Staff is requesting an increase in the part time staffing budget to support hiring a part time Recreation Specialist who will focus solely on supporting Yountville Arts events and marketing. All other administrative costs for Yountville Arts are funded under the 01-5405 Administration Budget including the Parks and Recreation Directors time.

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

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

- Public Art Walk
 - Currently has 28 rotating sculptures and six (6) permanent sculptures owned by the Town.
 - The “Hearts of Yountville” Program which allows for placeholder sculptures that will be owned by the Commission and sold for fundraising.
- Gallery at the Community Center
 - Five (5) shows per year that include an opening reception.

- Literary Events
 - Yountville Out Loud
 - Partnership Author Events with local book stores
- Yountville Art, Sip and Stroll
 - Largest Visual Arts Event in the Napa Valley
 - 55 Artists with over 3,500 attendees
- Marketing
 - Production of the Art Walk Map 4 Times Per Year
 - Bi-Monthly E-Newsletter
 - Website Updates
 - Social Media
- Performing Arts Subcommittee
 - Assists with Music in the Park Band Selection
 - MC lineup for Music in the Park
 - Other events as opportunities arise.

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

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

Fiscal Year 2021/2022 Accomplishments

- Installation of 8 new sculptures on the Art Walk in 2021.
- Slingshot Sculpture was donated to the Town.
- Raven and Polly were purchased by the Town/Arts Fund.
- Created a “Shop the Art Walk” digital catalog and marketing effort.
- Worked closely with Visit Napa Valley for Yountville’s feature week.

Fiscal Year 2022/2023 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.
- Premier new “Heart” project during Mustard Season.
- Increase Performing Arts offerings.

Budget Highlights

- As noted above, staff has recommended funding a part time Recreation Specialist who will focus solely on Yountville Arts events and marketing.
- The Town of Yountville General Fund will subsidize Yountville Arts programming by \$35,267 in FY 2022/2023. As per Administrative Policy, any revenue raised above the estimated amount of \$58,500 and not expended over the budgeted amount of \$93,767 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 (9) sculptures are owned by the Town of Yountville (Chaos Pamplona, The Chef, the Honorary Firefighter, Faces of Freedom, Sidewalk Judge, the YES Commemorative Sculpture, Slingshot and Raven and Polly), 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.yountvillearts.com.

Department Expenditures

Personnel

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Salaries - Full Time	\$5,225	\$6,138	\$6,321	\$6,321	\$7,869
Salaries - Part Time	\$1,383	\$1,595	\$2,500	\$2,500	\$18,000
Overtime	\$0	\$0	\$0	\$0	\$250
Medicare & Fica	\$175	\$201	\$128	\$128	\$375
Deferred Compensation	\$0	\$0	\$402	\$402	\$501
Health Insurance	\$910	\$788	\$1,045	\$1,300	\$1,886
Dental Insurance	\$59	\$65	\$73	\$73	\$134
Vision Insurance	\$0	\$0	\$50	\$50	\$50
Life/Disability Insurance	\$32	\$53	\$65	\$65	\$66
Cell Phone Allowance	\$0	\$0	\$96	\$96	\$96
Other Employee Reimbursement	\$0	\$0	\$60	\$60	\$60
Pers Employer Rate	\$363	\$439	\$480	\$480	\$588
PERS Unfunded Accrued Liab	\$46	\$0	\$0	\$0	\$0
Allocated PRSP- Payment to Trust	\$0	\$0	\$0	\$0	\$358
Allocated OPEB - Payment to Trust	\$801	\$0	\$0	\$0	\$358
Allocated Liability Insurance	\$378	\$299	\$370	\$419	\$536
Allocated Wrkrs Comp Insurance	\$0	\$195	\$195	\$192	\$200
TOTAL	\$9,372	\$9,773	\$11,785	\$12,086	\$31,327

Supplies & Services

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Other Supplies & Materials	\$3,651	\$10,501	\$12,100	\$12,100	\$9,600
Advertising	\$7,268	\$8,600	\$10,150	\$10,150	\$10,000
Equipment Rental	\$0	\$18,000	\$24,000	\$24,000	\$31,500
Allocated IT Costs	\$0	\$0	\$710	\$710	\$840
Conference & Travel	\$0	\$0	\$400	\$400	\$3,000
Art Sales Commission	\$0	\$77,968	\$0	\$16,020	\$0
Contract Services	\$7,508	\$9,300	\$2,000	\$2,000	\$7,500
TOTAL	\$18,428	\$124,369	\$49,360	\$65,380	\$62,440

Total Expenditures

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
Yountville Arts Programs	\$27,799	\$134,142	\$61,145	\$77,466	\$93,767
TOTAL	\$27,799	\$134,142	\$61,145	\$77,466	\$93,767

Program Revenue

	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 Estimated	2022/2023 Budget
(3804) Art Donations/Comm	\$ 16,748	\$ 33,913	\$ 40,500	\$ 40,500	\$ 58,500
(3807) Art Sales	0	111,961	0	44,000	0
Total	\$ 16,748	\$ 145,874	\$ 40,500	\$ 84,500	\$ 58,500

Full-Time Staff Allocations

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Proposed
Facility & Event Specialist	0.15	0.10	0.10	0.00
Recreation Coordinator	0.00	0.00	0.00	0.10
TOTAL	0.15	0.10	0.10	0.10

EXPLORE THE ART OF YOUNTVILLE START ANYWHERE YOU'D LIKE

Number	Title	Artist	Price
01	FACES OF FREEDOM	ROBERT ECCLESTON	PERMANENT
02	MEMORY OF A TREE MURAL	LC STUDIO TUTTO	PERMANENT
03	SPIRAL	JACOB NOVINGER	\$8,500
04	RIGADOON	STAN HUNCILMAN	\$4,500
05	LINK OF HUMANITY	DANETTE LANDRY	\$45,000
06	THE LIGHT FOREST	DALE REIGER	\$17,400
07	GOOSE EGG	RICHARD STARKS	\$18,000
08	CHOYA	D'JEAN JAWRUNNER	\$14,000
09	OPEN HEART	M.L. DUFFY	\$18,000
10	THE CHEF	LORENZO MILLS	PERMANENT
11	1200 DEGREES	MATT DEVINE	\$45,000
12	KNOT THEORY	DANETTE LANDRY	\$20,000
13	ROCK MUSHROOMS	RICH BOTTO	\$35,000
14	COMING SOON		
15	SIDEWALK JUDGE	J. SEWARD JOHNSON JR.	PERMANENT
16	SLINGSHOT	GREGORY JOHNSON	\$24,225
17	CHAOS	PAMPLONA	JEDO NOVATT
19	MCCAW	JACOB NOVINGER	\$12,000
20	Y.E.S. SCULPTURE	RICHARD STARKS	PERMANENT
21	PEACE	LORI ACOTT	\$18,000
22	COMING SOON		
23	TREBLE CLEF	RICHARD STARKS	\$8,900
25	BALANCING ACT	JAMES MOORE	\$11,500
26	LIBERATION	DANETTE LANDRY	\$28,000
27	THE HATCH	PETER HAZEL	\$12,000
28	I LEFT MY HEART IN YOUNTVILLE	CAROLYN GAMBIE	\$7,500
29	HONORARY FIREFIGHTER	L.C. SHANK	NOT FOR SALE
30	RAVEN	BRUCE GUESWEL	\$29,000
31	POLY	BRUCE GUESWEL	\$18,000
33	SWEET JACK	D'JEAN JAWRUNNER	\$7,000
34	LEAVING LEONARDO	EVANY ZIRUL	\$9,500
35	PYTHAGORAS	IVAN MCLEAN	\$12,000
36	CARVED BY NATURE III	LUTZ HORNISCHER	\$11,000
37	THE FUTURE OF THE WORLD IS IN OUR HANDS	DON MOORE	\$7,000
38	PHOENIX	ANDREW CARSON	\$18,500