

General Government

Town Council/Mayor

Non-Departmental

Information Technology & Telecommunications

Community Promotion & Programs

Town Manager's Office

Finance

Risk Management

Town Attorney

Town Clerk

Other Post Employment Benefits (OPEB)

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

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

- Arts Commission
- Go Green Team (Climate Action Plan Citizens Committee)
- Parks and Recreation Advisory Commission
- Zoning and Design Review Board

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

- Napa County Local Food Advisory Committee
- Napa County Library Commission
- Napa County Mosquito Abatement District
- Napa County Active Transportation Advisory Committee

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

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

2015-2016 Accomplishments

- Council members actively participated on various local and regional committees and boards representing Town interests such as League of California Cities, NCLOG, NCTPA and other regional agencies.
- Welcomed new Council Member
- Adopted and maintained a balanced budget and increased reserve fund balances.
- Launched a yearlong celebration with a variety of events to commemorate the Town's 50th Anniversary.
- Adopted an internal OPEB funding rate of 14% to fully fund the annual required contribution calculated by the Town's actuary.
- Completed construction of parking improvement projects for Yountville Community Park and Oak Circle pocket park area.
- Finalized ADA accessibility improvement project at Yountville Community Park.
- Worked with the community and staff to develop and implement "historic" related planning processes and other mechanisms reflective of retaining and support of Yountville's rich history.
- Due to State Water Board mandates, continued community outreach efforts regarding water conservation public education and programs to reduce overall Town water consumption by 20% and comply with State mandates.

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

- Continued to work with Town Staff on improving Town services, facilities and infrastructure, energy conservation upgrades for 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.

2016-2017 Goals and Objectives

- Adopt and maintain a balanced budget, increase fund balances where possible.
- Provide direction to Town Manager and Management Team with regard to planning for next 5 Year Strategic Planning Process.
- Maintain OPEB funding rate at 14% per policy and evaluate additional allocation toward OPEB Irrevocable Trust at year end from unassigned fund balance as Council may determine.

Budget Highlights

- \$15,000 was budgeted for the Council workshop and planning retreat.

Connection to Strategic Plan 2011-16

1.1 Council Operations – 1.1.1 Sustain Effective Town Governance - The Town Council provides broad policy direction to the Town Manager related to the operations of the Town with particular current focus related to cost recovery, project prioritization, establishing service levels, and the long term fiscal health, and implementation of the Strategic Plan.

1.2 Personnel/Organization – 1.2.3 Enhance Volunteer Involvement -Town Council has encouraged Town staff to develop and implement a broader based community volunteer program in addition to opportunities to serve on boards and commissions. This new program effort will launch this year.

3.0. Communication and Civic Engagement – Town Council has provided ongoing direction to maintain and improve upon our communications with residents and community members. These efforts include press releases, meetings, workshops, web-site information, informal meetings, and other means of communication.

5.0 Fiscal Health – 5.1 Budget to Support Town’s Mission – Town Council has provided policy direction related to budget development, cost recovery of certain programs, fee structures, and direction to live within the Town’s available revenue stream.

Did You Know?

During Fiscal Year 2015-16 (to date) Town Council

- Passed 14 ordinances
- Approved 70 resolutions

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
PERSONNEL						
4011	Salaries - Part Time	24,300	24,139	24,300	24,300	32,805
4013	Medicare & Fica	1,859	1,816	1,900	1,900	2,500
4040	Health Insurance	16,386	17,119	26,520	26,520	20,000
4042	Dental Insurance	2,480	2,261	2,280	2,280	1,580
4043	Vision Insurance	219	378	1,200	1,200	2,000
4044	Life/Disability Insurance	353	332	380	380	380
4055	Tablet Stipend	-	-	-	-	-
Total Personnel		\$ 45,596	\$ 46,046	\$ 56,580	\$ 56,580	\$ 59,265
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	-	-	-	-	500
4710	Conference & Travel	5,930	5,637	8,500	8,500	10,000
4715	Meetings & Training	8,893	8,838	30,000	30,000	32,500
4819	Allocated Liability Insurance	1,021	790	950	950	1,350
4839	Allocated Workers' Comp Insurance	802	892	950	950	1,200
Total Supplies & Services		\$ 16,646	\$ 16,157	\$ 40,400	\$ 40,400	\$ 45,550
TOTAL EXPENDITURES		\$ 62,242	\$ 62,203	\$ 96,980	\$ 96,980	\$ 104,815

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

Department Overview

The Non-Departmental budget accounts for a variety of costs not associated with a particular cost center. The LAFCO administrative fees, Napa County Animal Control Shelter cost sharing agreement, 5 Year Strategic Planning Process, Town logo wear items and general office supplies are examples of cost centers included in Non-Departmental. This department also includes a budget placeholder for a designated contingency of \$35,000 for non-recurring, unanticipated expenditures which may occur during the year.

2015-2016 Accomplishments

- Maintained level of service for County operated animal control shelter services. Per Council direction staff has evaluated but not found an alternative means to provide animal control shelter services that are more cost effective than with County of Napa.
- Increased engagement with LAFCO Board related to the overdue Municipal Service Reviews for the up-valley jurisdictions.

2016-2017 Goals and Objectives

- Conduct update process to develop a new 5 Year Town Council Strategic Plan to replace the 2011-16 document.
- Continue level of service for County operated animal control shelter services.
- Continued participation League of California Cities events and programs.
- Actively monitor and participate in LAFCO proceedings which impact Yountville.

Budget Highlights

- \$40,000 is budgeted for the 5 year Strategic Plan.
- \$10,000 is allocated for the upgrade of Town Council Chambers, staff and council chairs replacement.
- \$150,000 is allocated for vacation leave buy-out for Town employees. This allocation functions as a contingency should it be needed and is not otherwise utilized.
- The Napa County Library-contract provision for extra four (4) hours above what the County provides is being moved to Community Promotions and Programs.

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

Connection to Strategic Plan 2011-16

Leadership – 1.1 Council Operations – 1.1.1 Sustain Effective Town Governance - The Town encourages active participation in the League of California Cities programming by elected officials so they are aware of impacts at the State level impacting the Town.

5.0 Fiscal Health – 5.1 Budget to Support Town’s Mission - identify appropriate service delivery mechanisms to address library services and animal control services for local residents and mandated Town cost share for LAFCO.

5.4 Control Costs – Continued involvement with cost sharing arrangements and partnerships with County of Napa related to operation of regional county animal shelter.

Did You Know?

- Town Council and staff attended four (4) League of California City meetings
- LAFCO is in process of conducting Yountville Municipal Service Review and Sphere of Influence Update which was last updated in 2007.
- Town of Yountville was selected for an academic study as a small agency example evaluating the value of incorporating the outcomes of a Strategic Planning process with its annual operating budget.

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

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
SUPPLIES & SERVICES						
4110	Office Supplies	8,678	9,353	9,800	9,800	10,000
4120	Other Supplies & Materials	4,968	3,635	3,500	3,500	13,500
4130	Postage & Printing	3,466	3,977	3,500	3,500	3,500
4210	Contract Services	56,754	60,055	66,500	66,500	68,000
4230	Personnel Services	-	-	-	150,000	150,000
4720	Dues & Subscriptions	11,584	11,846	19,900	19,900	20,315
4999	Designated Contingency	-	-	35,000	35,000	35,000
Total Supplies & Services		\$ 85,450	\$ 88,867	\$ 138,200	\$ 288,200	\$ 300,315
CAPITAL OUTLAY						
5700	Machinery & Equipment / Furniture	-	22,389	-	-	-
Total Capital Outlay		\$ -	\$ 22,389	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 85,450	\$ 111,256	\$ 138,200	\$ 288,200	\$ 300,315

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

Department Overview

The Information Technology & Telecommunications (IT&T) Department accounts for all operating and maintenance costs related to the Town's computer network, workstation system, Wi-Fi hot spots, and fixed and portable telecommunications system. The costs associated with our Information Technology and Telecommunications are equitably allocated to the departments who utilize such equipment or are the beneficiaries of 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.

Computer System & Workstation Resources:

- Staff Workstations (32)
- Portable Workstations, Laptops (8) Serving – Town Clerk, General/Planning, Public Works, WWTP, and Parks and Recreation
 - Server: Finance Department Accounting Functions (1)
 - Server: File Storage and Electronic Mail Communications (2)
- Primary System Software (5)
- Microsoft Exchange Service
- Microsoft Office Applications
- Springbrook – Integrated Financial Accounting System
- Granicus - Video Web streaming (Town Council/ZDRB Meetings)
- Sytech – Electronic Records Management
- ESRI Small Agency GIS Enterprise License
- Communication Lines & Facilities (2)
- Air fiber wireless communication to Public Works Corporation Yard
- Wireless Facility – High speed connection Town Hall to Community Hall/Community Center
- Wi-Fi Hot Spots at Town Hall, Community Hall and Community Center (3)
- Primary Network Printers (2) 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. Other radio and cell phone communication equipment is assigned to various staff.

2015-2016 Accomplishments

- Maintained network/server environment for data storage, growth and system redundancy.
- Updated six employee workstations. (Annually per our replacement schedule).
- Completed upgrade and enhancement to Town website.
- Installed new backup system for Town Hall -- (Netgear NAS) and software (Symantec System Recovery)
- Replaced iPads for paperless agenda process based on iPad/Tablet Program Policy three year replacement schedule.
- Support SCADA System for Recycled Water Project.
- Implemented integrated phone system software to provide for enhanced interconnection with Public Works Corporation Yard facilities which were not part of Town system.

2016-2017 Goals and Objectives

- Maintain network/server environment for data storage, growth and system redundancy.
- Update employee workstations (annually per our replacement schedule).
- Maintain and enhance Town website. Focus is on updating user content and document library.
- Install new Wi-Fi access points at Town Hall, Community Hall and Community Center to monitor and troubleshoot any issues by contract IT staff rather than relying on third-party support.
- Transfer current Air Fiber Internet connectivity to Comcast at Town Corporation Yard and WWTP.

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

- Support SCADA System for Recycled Water Project and other utility operations.

Budget Highlights

- This department is used for centralized accounting for the Town's IT costs, the majority of which are charged back to departments based on number of devices supported. The budget has an overall decrease of \$1,850 this fiscal year with total budget of \$273,100. This slight decrease is due to completion of the Town Website and iPad replacement costs that were completed last year and are on a three year recurring schedule.
- Changes to the IT budget include incorporating the costs of the Town's new GIS system implementation and management costs such as our ESRI Small Agency Enterprise License which was previously housed in the CIP budget and inclusion of Asset Management/Maintenance Management System (work order system) which was previously accounted for in the Public Works Budget.
- The Information Technology budget previously included the annual maintenance costs for the Air Fiber data connection that provided internet connectivity at our Corporation Yard and WWTP. Due to unreliability of the Air Fiber connection, the Town is transitioning internet service to Comcast, which until this year was previously unavailable as an option due to the rural proximity of these facilities. The transition to Comcast will not only improve connection speed and reliability, the cost for this service is significantly less, \$5,760 per year, where the Air Fiber connection was \$16,000 per year.
- Contract services provided by Lescure Technology have increased slightly due to the increase of SCADA System support, GIS project support and replacement Town's Wi-Fi access points.

Connection to Strategic Plan 2011-16

1.3 Administrative Management – 1.3.2 Improve Organizational Communications – Fostering greater communications between peers, co-workers, work teams.

1.3.4 Emergency Preparedness and Response – Restoration of Town's network and systems to ensure administrative operations can successfully support an emergency or be restored if damaged in an emergency.

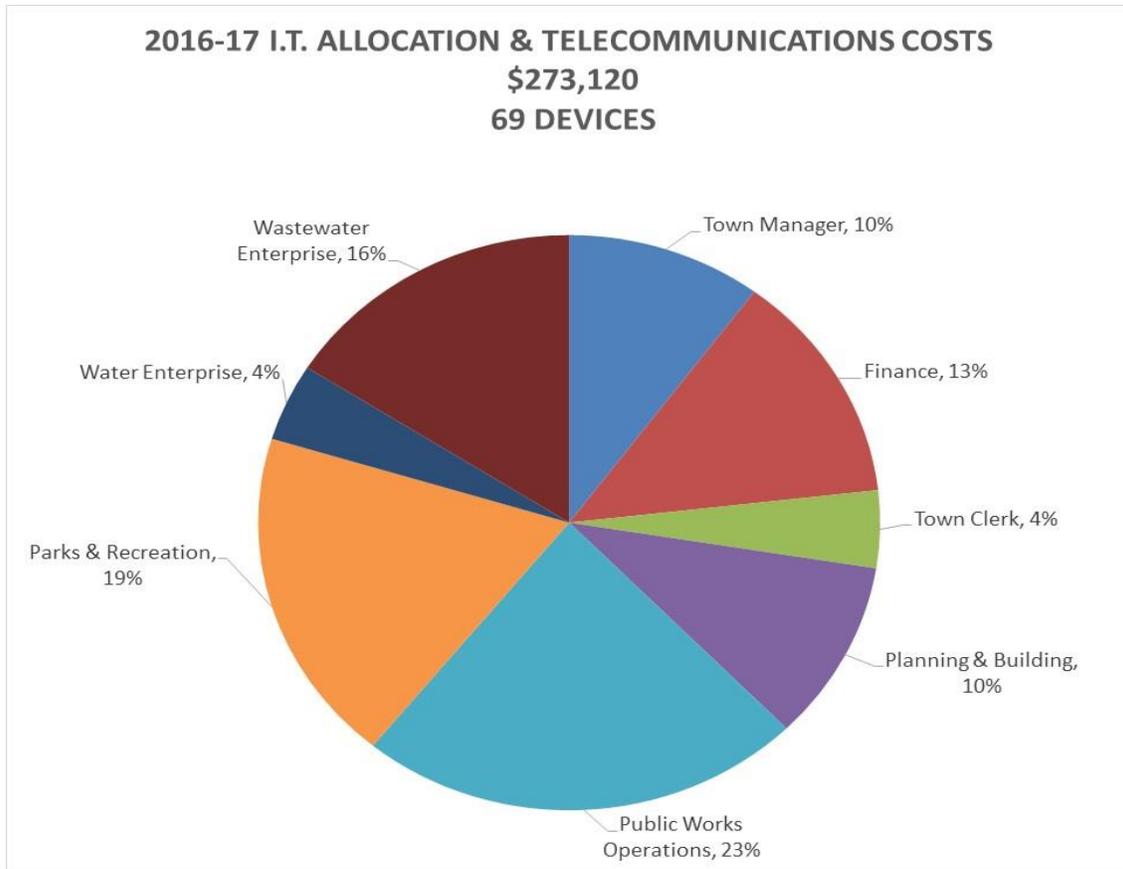
3.0 Communication and Civic Engagement – 3.1 Provide meaningful communications and information – The Town must continue to increase existing funding and staff resource commitment in order to maintain and enhance a variety of community outreach communications systems. 3.2 Update and maintain website – A website is vital to provide timely information to our customers both internal and external.

Did You Know?

- IT&T supports 69 devices including printers, tablets and computers used by Town employees.

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATED	2016-17 ADOPTED
SUPPLIES & SERVICES					
4110 Office Supplies	2,460	(75)	2,000	2,000	2,000
4120 Other Supplies & Materials	431	86	4,500	4,500	4,500
4210 Contract Services	48,961	86,550	87,700	87,700	81,620
4320 Equipment Maintenance	84	362	5,000	5,000	5,000
4420 Equipment Rental	23,774	20,909	30,000	30,000	33,000
4610 Telecommunications	16,798	31,644	29,500	29,500	29,500
4620 Internet & Network	6,326	12,702	29,000	29,000	18,500
4630 Software And Licenses	25,661	41,078	47,200	47,200	80,100
Total Supplies & Services	\$ 124,494	\$ 193,256	\$ 234,900	\$ 234,900	\$ 254,220
CAPITAL OUTLAY					
5700 Machinery & Equipment	10,072	15,132	40,050	40,050	18,900
Total Capital Outlay	\$ 10,072	\$ 15,132	\$ 40,050	\$ 40,050	\$ 18,900
SUBTOTAL EXPENDITURES	\$ 134,567	\$ 208,389	\$ 274,950	\$ 274,950	\$ 273,120
4699 Allocated IT Costs	(134,346)	(208,389)	(274,950)	(274,950)	(273,120)
	221	(0)	-	-	-



Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

Department Overview

This department budget has been renamed “Community Promotion and Programs” as the budget accounts for many of the free community programs and events provided by the Town as well as general promotional activities. Examples include the publication of the Town’s newsletter, additional and extended hours for the Yountville Library operated by the Napa County Library System, the fare box subsidy for the Yountville Trolley to provide free service to the community, the Chamber of Commerce marketing and promotions contract, and operating allocation to the Arts Commission.

2015-2016 Accomplishments

- Continued funding for the required fare-box subsidy to provide free Yountville Trolley service; service is provided by Napa Valley Transportation Authority (NVTA) contractor.
- Purchased annual supply of Town of Yountville pins for ceremonial and related use.
- Published twelve (12) monthly issues of “Yountville Connection” newsletter in an updated format distributed in utility bills, local distribution outlets and posted on the Town’s web-site.
- Funding provided for the July 4th fireworks display.
- Adopted a new three year agreement with Yountville Chamber of Commerce for marketing and promotions professional services, managed professional services agreement with Chamber of Commerce from July 1, 2014 to June 30, 2017.
- Town funding for the Yountville Arts Commission continues to leverage more than tenfold with their Yountville Public Art Walk and Gallery @ the Community Center programs and special events.
- Installation of the Yountville Art Walk, including 4 new sculptures and continue with 4 rotating art shows at the Gallery @ the Community Center and other artist and cultural events.
- Town Manager serves on the Yountville Chamber of Commerce Board of Directors.

2016-2017 Goals and Objectives

- Implement third year of three year Chamber of Commerce contract related to marketing and promotion of the Town; including funding for installation of the town-wide LED lighting for Festival of Lights time period.
- Continue to provide staff and technical support to Yountville Arts Commission related to Yountville Public Art Walk, Gallery @ the Community Center, other arts and cultural events and fundraising. The Commission will begin fundraising for the Underpass Fine Art Installation.
- Continue marketing and promotional support for Yountville Trolley.
- Publish twelve (12) issues of Town Newsletter “The Yountville Connection”.
- Maintain expanded hours of library service at the Yountville Station; continue to support efforts by Napa County Library (NCL) and Yountville Friends of the Library to recruit volunteers to supplement county staffing allocation.

Budget Highlights

- Budget increases for Chamber of Commerce – \$6,675, a 2.5% increase.
- \$10,000 contribution to One Napa Valley Initiative;
- Town Arts Program includes \$25,000 in General Fund money for the Underpass Mural Project with the Commission tasked with raising the remaining \$60,000 in art program donations/ (01-0000-3804) for this project. The Commission is also tasked with raising an additional \$25,000 to support other projects including the art walk, gallery and events totaling \$110,000 in revenue and estimated expenses for the 2016-17 Fiscal Year.
- Yountville Days will be moving to the Parks and Recreation Department (5413).
- Fourth of July Fireworks will be moved to the Parks and Recreation Department (5413).
- The expanded hours of library services at the Yountville Station is now budgeted in this department.

Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

Connection to Strategic Plan 2011-16

Leadership – 1.1 Council Operations – 1.1.1 Sustain Effective Town Governance - continued focus on working with Napa County/NCL to increase number of library areas to meet identified community need.

3.0 Communication and Civic Engagement – 3.1 Provide Meaningful Communications and Information - The monthly newsletter provides current information about Town programs, activities and how to access more information about them. Copies of the newsletter are also included on our web-site.

4.0 Community Spirit – 4.6 Seek and Develop Community Based Partnerships- Funding is provided for a number of community based special events, activities, and ceremonial purposes related to quality of life in the community which involves external agencies such as community non-profits, Veterans Home, and Chamber of Commerce.

5.0 Fiscal Health – 5.3 Optimize Tourism Economy - Focus of Chamber of Commerce agreement is related to marketing and promotion activities which encourage hotel stays, restaurant meal bookings, and retail spending by visitors which generate 75% of our total sales tax revenue and TOT which generates 60% of our total General Fund revenue.

Did You Know?

- The Yountville Arts Commission continues to impress the community with new art throughout the Art Walk and has started the design process for Underpass Fine Art Installation.
- 5 new sculptures were added on the Yountville Art Walk.
- 3 receptions for local artists were held at the Gallery at the Community Center by the Arts Commission.
- 12 editions of Yountville Connection distributed to 2,993 residents.
- 23,516 passengers rode the Yountville Trolley.
- At the Yountville Library, there were: 23,795 visits;
- 22,680 items were checked out at the Yountville Library.



Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
SUPPLIES & SERVICES						
4210	Contract Services - Napa County Library*	-	-	-	-	43,110
4910	Chamber Of Commerce	248,230	260,642	266,500	266,500	273,175
4915	Way Finding Sign Program	68,642	13,361	5,000	5,000	5,000
4920	George Yount Millstone Project	-	26,307	-	-	-
4930	Arts Program	47,913	70,694	40,000	40,000	110,000
4935	50th Anniversary Celebration	-	24,571	26,660	26,660	-
4940	Fourth Of July	15,000	12,971	16,000	16,000	-
4950	Yountville Days	18,408	13,795	15,500	15,500	-
4970	Transit Subsidy	33,986	30,039	35,000	35,000	35,000
4980	Town Newsletter	637	1,125	3,500	3,500	3,500
4990	Community Outreach & Promotion	5,250	20,072	12,500	12,500	19,900
Total Supplies & Services		\$ 438,066	\$ 473,578	\$ 420,660	\$ 420,660	\$ 489,685
TOTAL EXPENDITURES		\$ 438,066	\$ 473,578	\$ 420,660	\$ 420,660	\$ 489,685
PROGRAM REVENUE						
3804	Art - Donations/Commissions	\$ 45,451	\$ 49,767	\$ 30,500	\$ 4,391	\$ 85,000

**Library services previously budgeted in Non-Departmental, Contract Services 01-1010-4210*

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

Department Overview

The Town Manager provides overall administration, leadership, and direction for the Town organization, functioning in a role similar to that of a Chief Executive Officer (CEO) in a private company. The Town Manager is appointed by the Town Council 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, and technology services operations.

The office of the Town Manager:

- 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.
- Provides fiduciary support to and serves on NVTID-Yountville governing board.
- Works cooperatively within the region and state on issues affecting Yountville.

2015-2016 Accomplishments

- Continued to implement and provide direction related to the Town Council's FY 2011-16 Strategic Plan.
- Successful delivery of a number community celebration activities related to 50th Anniversary of incorporation of the town within budget.
- Implemented a Management Fellow Program using a two year limited term position to provide administrative support to town operations to assist in special projects, public outreach, policy analysis and research, updating and documenting of town operating policies and procedures.
- 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 and stayed within adopted budget; increased reserve and fund balance levels.
- Successfully worked through abrupt Finance Director vacancy and provided support and direction to Interim Finance Director and concluded recruitment and appointment of new Finance Director.
- Continued to evaluate, update and revise Personnel, Human Resources and Risk Management laws and practices as necessary. Continue to update administrative policy and procedures (binder project).
- Continued strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District (NVTID). Was reelected as Treasurer this year.
- Successfully moving GIS (Geographic Information System) use to wider Town organizational audience. ICMA recognized our new MYville app with an award for use of GIS technology that helps improve citizen access to service.

2016-2017 Goals and Objectives

- Develop strategy and provide direction related to the development of a process for the Town Council's next five year Strategic Plan with launch of effort after Fall 2016 council election.
- Provide support and direction toward launch of multi-year General Plan Update process.
- Continue management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control costs and restore funding to support capital infrastructure projects. Produce and deliver a balanced budget.
- Evaluate, update and revise Personnel, Human Resources and Risk Management laws and practices as

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

- necessary. Focus on update of Personnel Procedures and IIP programs (binder project).
- Continue to evaluate and implement enhanced citizen communications via website, update of website, use of new citizen engagement tools, and continue to increase 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 (NVTID).
- Continue to coordinate organization-wide implementation of GIS (Geographic Information System) with emphasis on planning and land use management this year.

Budget Highlights

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

Connection to Strategic Plan 2011-16

1.0 Leadership – 1.1.1 Leadership, Council Operations, Sustain Effective Town Governance – As a public agency it is imperative to be open to, accessible by and responsive to, the public we serve while avoiding the appearance of legal or ethical conflicts of interest.

1.2 Personnel/Organization – 1.2.1 Optimize Organizational Structure – The Town must continue on an ongoing basis to evaluate its organizational staffing structures.

1.2.2 Support Effective Workforce Succession – Sustaining a highly performing workforce and ensuring continued access to highly qualified key consultants for the next five to ten years is critical to the mission and operations of the Town.

1.3 Administrative Management – 1.3.1 Sharing and Use of Organization Knowledge – It is critical to have systems in place that allow work teams and individuals to document their knowledge for their own use, by others in the organization and their successors.

1.3.2 Improve Organizational Communications – Fostering greater communications between peers, co-workers and work teams and across functions throughout the organization is an area identified for improvement.

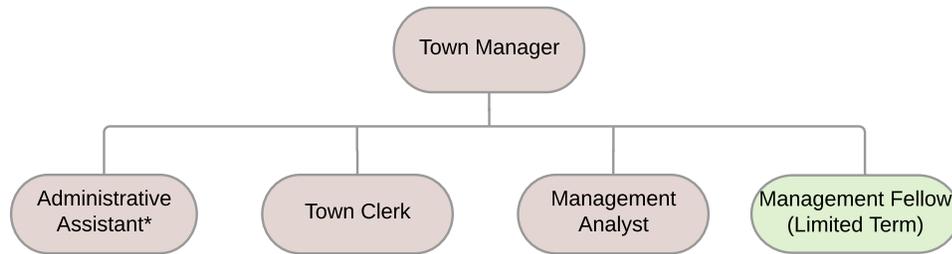
Did You Know?

- Town Manager recognized in 2015 by ICMA for 30 years of public service.
- Town Manager is an ICMA-CM Credentialed Manager, elected in 2016 to the Cal-ICMA Board of Directors.

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

	2013-14	2014-15	2015-16		2016-17
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
PERSONNEL					
4010 Salaries - Full Time	161,528	188,918	224,790	224,790	239,970
4011 Salaries - Part Time	1,070	413	2,500	2,500	2,500
4012 Overtime	-	22	-	-	-
4013 Medicare & Fica	2,320	2,643	3,480	3,480	3,720
4020 Pers Employer Rate	32,010	35,848	39,970	39,970	24,990
4030 Deferred Compensation	10,946	12,871	14,930	14,930	15,980
4031 Payment In-Lieu Health	-	-	-	-	600
4040 Health Insurance	30,767	32,452	38,800	38,800	37,920
4042 Dental Insurance	3,433	3,558	5,240	5,240	4,770
4043 Vision Insurance	1,051	577	1,600	1,600	1,600
4044 Life/Disability Insurance	1,442	1,592	1,760	1,760	1,900
4049 Allocated OPEB	15,828	25,680	30,950	30,950	33,610
4050 Tuition Reimbursement	-	1,200	-	-	-
4051 Automobile Allowance	5,940	6,480	6,480	6,480	7,200
4052 Cell Phone Allowance	1,545	1,800	2,700	2,700	2,880
4053 Other Employee Reimbursement	435	240	-	-	-
4054 Life Insurance Reimbursement	1,200	1,400	1,200	1,200	-
Total Personnel	\$ 269,514	\$ 315,693	\$ 374,400	\$ 374,400	\$ 377,640
SUPPLIES & SERVICES					
4110 Office Supplies	813	7,220	5,000	5,000	5,000
4120 Other Supplies & Materials	416	-	600	600	600
4230 Personnel Services	14,446	6,254	6,500	6,500	6,500
4699 Allocated IT Costs	20,709	32,454	27,910	27,910	27,730
4710 Conference & Travel	4,302	9,485	11,500	11,500	11,500
4715 Meetings & Training	8,149	9,502	7,500	7,500	7,500
4720 Dues & Subscriptions	100	-	2,500	2,500	2,500
4819 Allocated Liability Insurance	6,766	6,673	8,890	8,890	9,990
4839 Allocated Workers' Comp Insurance	5,482	7,819	8,710	8,710	9,050
Total Supplies & Services	\$ 61,183	\$ 79,407	\$ 79,110	\$ 79,110	\$ 80,370
CAPITAL OUTLAY					
5700 Machinery & Equipment / Furniture	5,898	-	-	-	-
Total Capital Outlay	\$ 5,898	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 336,595	\$ 395,099	\$ 453,510	\$ 453,510	\$ 458,010

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



*Shared position across multiple departments

	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.3500	0.3500	0.3500	0.3500
Management Analyst	0.7000	0.7000	0.7000	0.7000
Management Fellow (2 yr. limited term)	-	1.0000	1.0000	1.0000
Administrative Assistant	0.4500	0.4500	0.4500	0.4500
Town Clerk	0.1000	0.1000	0.1000	0.1000
Planning Director	0.0500	-	-	-
TOTAL STAFF	1.6500	2.6000	2.6000	2.6000



Town of Yountville
FINANCE
General Fund Department 1102

Department Overview

The Finance Department is responsible for the financial management and oversight of all Town funds, provides centralized accounting and administrative support services to all departments, and provides customer service and information to the public. Primary services and responsibilities include:

- Develop and monitor the Town's budget
- Prepare the Town's Comprehensive Annual Financial Report
- Management oversight & coordination of training on the Town's financial software
- Preparation of monthly financial reports and other various management reports
- Manage the Town's cash & investments
- Monitor OPEB Trust Fund investment activity and coordinate actuarial valuation studies
- Advise Town Manager regarding debt financing and ensure compliance with debt covenants
- Oversee general ledger and reconciliation of accounts
- Grants management & reporting
- Process & approve payroll and accounts payable
- Oversee purchasing process
- Maintain & update the Town's Master Fee Schedule
- Utility billing and all revenue collections
- Administration of the transient occupancy tax and business license ordinances
- Collections & accounting for the Town's Napa Valley Tourism Improvement District assessment
- Provide administrative support to all departments

2015-2016 Accomplishments

- Internally implemented OpenGov software to improve the Town's financial transparency.
- Completed Finance Department web site update to improve format and content.
- Began use of position control budget system using Springbrook, the Town's financial software.
- Initiated the first series of ongoing onsite training using Springbrook.
- Streamlined invoice processing by initiating electronic use of an accounts payable worksheet.
- Increased customer service levels by transitioning to weekly accounts payable from bi-weekly.
- Initiated monthly business license updates to business tax consulting firm to improve business tax capture.
- Began utility rate study for water and waste water with Bartle Wells & Associates.
- Completed the administrative update of the Master Fee Schedule.
- Began development of the process and procedures for utility billing training guide.
- Received the Distinguished Budget Presentation Award for the Town's 2015-16 Operating Budget.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report (CAFR) for June 30, 2015.

2016-2017 Goals and Objectives

- Complete the implementation of OpenGov
- Conduct at least one training event of two to three days to expand knowledge and use of the finance software for all applicable town staff.
- Contract with Accela to expand use of financial reporting using Springbrook Software.
- Transition to electronic completion of purchase card statements.
- Explore implementation and use of five-year financial forecast.
- Continue updates to and development of written finance department procedures.
- Continue to earn the Distinguished Budget Presentation Award for the Town's budget document.
- Continue to earn the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's CAFR.

Budget Highlights

- \$70,000 is budgeted to cover Contract Services that include support to expand use of the finance software, the PERS Actuarial Valuation report, the OPEB Valuation, consulting services from Regional Government Services to help with special projects.
- \$25,000 is budgeted for the Annual Audit, additional costs are budgeted in water and wastewater funds.
- To augment staff knowledge, cross train and increase familiarity with the finance software across the organization, \$10,000 is budgeted to cover onsite training for Town staff, conferences and specialized courses for finance department staff.
- \$1,265 is budgeted to cover memberships to various professional organizations.

Connection to Strategic Plan 2011-16

1.0 Leadership – 1.1.3 Update Town Policies & Procedures - Continue review, update and documentation of finance policies and procedures to incorporate best practices and increase efficiencies by maximizing use of the Town’s comprehensive financial software.

1.2.1 Optimize Organizational Structure – Develop cross-training and staff development opportunities for Finance and Administration staff to ensure core tasks can be completed when key staff are absent or vacate a position.

3.0 Communication and Civic Engagement – 3.2 Update & Maintain Website: Current financial information and reports to be posted on website for easy access.

5.0 Fiscal Health – 5.2 Budget to Support the Town’s Mission – Develop and present budget to provide information in a clear format with detailed analysis supporting revenue and expenditure assumptions. Continually monitor budget and actual trends throughout the fiscal year. Provide monthly financial reports to Council, Town Manager & management team; prepare comprehensive mid-year budget review and recommend adjustments as needed.

5.3 Optimize Tourism Economy – Continue to monitor and track TOT and sales tax revenue and refine projection models to reflect current and anticipated future trends.

5.5 Five-Year Capital Improvement Program (CIP) Budget – Coordinate with Town Manager and Public Works Director to update CIP budgets and account for them using the Town’s project management software.

5.6 Fiscal Policies – Review policies annually, making policy recommendations as appropriate, and reaffirming or updating as directed by Town Council.

Did You Know?

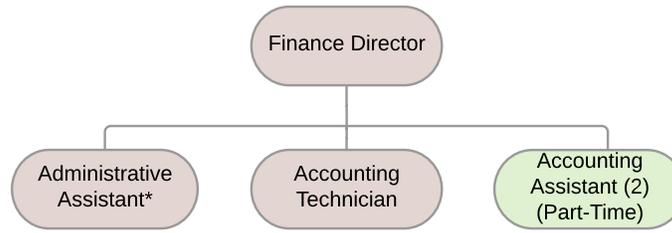
In 2015:

- Issued 350 business licenses
- Accounts payable issued 2,077 checks
- Approximately 13,000 cash receipts totaling \$16,405,712 were processed through counter transactions, wire transfers, and on-line bill pay.
- 818 utility bills were issued each month
- 3,531 on-line utility bill payments were made through the online billpay system, or 35% of our rate payers used the online system to pay their utility bill.

Town of Yountville
FINANCE
General Fund Department 1102

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
PERSONNEL						
4010	Salaries - Full Time	148,952	146,710	154,720	154,720	161,280
4011	Salaries - Part Time	4,737	2,348	2,500	2,500	2,500
4012	Overtime	210	49	500	500	500
4013	Medicare & Fica	2,369	2,151	2,460	2,460	2,560
4020	Pers Employer Rate	28,973	30,675	33,280	33,280	16,340
4030	Deferred Compensation	9,926	9,886	10,550	10,550	11,020
4031	Payment In-Lieu Health	-	-	-	-	3,300
4040	Health Insurance	14,047	13,646	17,370	17,370	19,950
4042	Dental Insurance	2,034	2,039	2,620	2,620	2,410
4043	Vision Insurance	400	332	800	800	800
4044	Life/Disability Insurance	1,157	1,224	1,260	1,260	1,340
4049	Allocated OPEB	14,136	18,840	22,650	22,650	22,600
4050	Tuition Reimbursement	-	-	-	-	1,200
4051	Automobile Allowance	-	-	-	-	2,400
4052	Cell Phone Allowance	900	900	900	900	3,360
4053	Other Employee Reimbursement	320	445	-	-	-
	Total Personnel	\$ 228,161	\$ 229,246	\$ 249,610	\$ 249,610	\$ 251,560
SUPPLIES & SERVICES						
4110	Office Supplies	1,003	210	1,000	1,000	1,500
4120	Other Supplies & Materials	1,446	1,521	1,500	1,500	1,500
4130	Postage & Printing	1,510	1,932	2,500	2,500	2,500
4210	Contract Services	29,756	43,796	64,000	205,094	70,000
4220	Audit & Accounting Services	14,190	38,550	16,500	32,748	25,000
4225	Bank & Fiscal Agent Fees	6,326	9,796	7,500	7,500	7,000
4699	Allocated IT Costs	12,409	27,035	35,860	35,860	35,620
4710	Conference & Travel	1,061	2,823	3,000	3,000	6,000
4715	Meetings & Training	1,208	5,409	3,000	3,000	10,000
4720	Dues & Subscriptions	1,195	1,350	2,000	2,000	1,265
4819	Allocated Liability Insurance	6,047	4,786	6,160	6,160	6,760
4839	Allocated Workers' Comp Insurance	4,911	5,604	6,030	6,030	6,130
	Total Supplies & Services	\$ 81,061	\$ 142,812	\$ 149,050	\$ 306,392	\$ 173,275
CAPITAL OUTLAY						
5700	Machinery & Equipment / Furniture	-	-	-	-	-
	Total Capital Outlay	\$ -				
	TOTAL EXPENDITURES	\$ 309,222	\$ 372,058	\$ 398,660	\$ 556,002	\$ 424,835

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



*Shared position across multiple departments

	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.1000	0.1000	0.1000	0.1000
Finance Director	0.6000	0.6000	0.6000	0.6000
Accounting Technician	0.5500	0.5500	0.5500	0.5500
Management Analyst	0.1000	0.1000	0.1000	0.1000
TOTAL STAFF	1.3500	1.3500	1.3500	1.3500

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

Department Overview

The Risk Management Department accounts for the costs of participation in Public Agency Risk Sharing Association of California (PARSAC) which provides the Town's insurance coverage's, proactive employee safety and risk management support & training in one budget component. The costs of our liability, workers' compensation, property, and errors & omissions insurances to other departments are allocated out to all departments based on an appropriate cost allocation formula. PARSAC membership benefits support our risk management practices through:

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

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

Loss Prevention: We believe risk management is simply good management – and begins with an effective loss prevention program. We support our members' efforts by assisting them in identifying and managing their 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 them educate and train their governing bodies, management and employees on municipal operations and risk management including:

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

Program Information:

The Liability Program provides coverage to \$35 million per occurrence for general and automobile liability and public officials' errors and omission. PARSAC self-funds coverage up to \$1 million; losses that exceed this amount are covered via the CSAC Excess Insurance Authority. The Town's self-insured retention is \$10,000 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 CSAC-EIA provides coverage in excess of \$1 million, up to the program limit per occurrence. The Town's self-insured retention for EPL claims is \$10,000 for each occurrence.

The Workers' Compensation Program provides coverage up to statutory limits per occurrence, including volunteers. PARSAC self-funds up to \$500,000 and losses in excess of this amount are covered via the Local Agency Workers' Compensation Excess Pool (LAWCX) and reinsurance. The Town is provided coverage from the first dollar of each claim. PARSAC provides a dedicated Workers' Compensation Unit which is responsive to employees and ensures their needs are met and they are returned to work appropriately. This Program is also experience-rated.

The Town also participates in group insurance programs, which are property coverage and crime bond.

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

2015-2016 Accomplishments

- Continued to actively seek to update and improve upon Town's risk management policies and procedures by adopting new policies and procedures with a focus at the departmental standard level.
- Continued to proactively assist with Risk Management and prevention of potential litigation and workers compensation claims through implementation of appropriate policies, procedures, and staff training and development including appropriate on-line training.
- Continued to review and update appropriate PARSAC recommended best practices where applicable: current focus on urban forestation and park maintenance programs.
- Maintained liability claim reserve fund at \$50,000 which is \$20,000 more than the \$30,000 minimum funding level required.
- Employee Safety Committee worked to develop grant request proposal for 2015-16 PARSAC grant program.
- No significant liability claims were filed against the Town this year.
- Positive audit results of Town's risk management policies and procedures.

2016-2017 Goals and Objectives

- Continue to actively seek to update and improve upon Town's risk management policies and procedures by adopting new policies and procedures with a focus at the departmental standard level.
- Continue to proactively assist with risk management and prevention of potential litigation and workers compensation claims through implementation of appropriate policies, procedures, and staff training and development including appropriate on-line training.
- Continue to review and update appropriate PARSAC recommended best practices where applicable: current focus on urban forestation and park maintenance programs.
- Maintain liability claim reserve fund at \$50,000 which is \$20,000 more than the \$30,000 minimum funding level required.
- Employee Safety Committee to develop grant request proposal for 2015-16 PARSAC grant program.

Budget Highlights

- The Workers' Compensation, Liability and property insurance line items are being allocated directly to departments and will no longer be budgeted in Risk Management. Administrative oversight costs, employee safety committee and risk management costs that are not able to be directly allocated to a department remain in this program budget.

Connection to Strategic Plan 2011-16

1.1 Council Operations – 1.1.2 Protecting Community Health and Safety – The Town Council understands they have a responsibility to provide for and promote a safe and healthy community.

1.2 Personnel/Organization – 1.2.5 Prudently Manage Risk – Prudent risk management is essential to ensure the Town obtains optimal coverage costs for workers’ compensation, proper and general liability including employment practices obtained compensation, property and general liability including employment practices obtained through our partnership with PARSAC.

1.3 Administrative Management – 1.3.4 Emergency Preparedness and Response – Town staff will plan to ensure efficient, effective, and integrated response to potential and/or actual emergencies and disasters.

6.4 Streets and Sidewalks – 2. Maintain the Sidewalk Management Program – reducing liability for “trip and fall” claims.

Did You Know?

- We take safety seriously! The Town discusses safety at our quarterly all-employee meetings.
- Public Works held 40 tailgate safety meetings.
- Parks & Recreation has an extensive employee orientation program including employee safety responsibilities annually for our summer part-time and seasonal employees.
- A positive evaluation review by PARSAC for our 2016 Risk Management Audit.

Town of Yountville
RISK MANAGEMENT
General Fund Department 1103

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
SUPPLIES & SERVICES						
4120	Other Supplies & Materials	1,596	(758)	11,200	13,200	11,200
4210	Contract Services	10,859	20,644	29,800	29,800	29,800
4710	Conference & Travel	-	-	800	800	800
4805	Liability Claims	10,567	10,000	10,000	10,000	5,000
4810	Liability Insurance	94,016	80,652	105,300	105,300	-
4820	Property Insurance	33,169	33,961	38,500	38,500	-
4830	Workers' Comp Insurance	76,173	94,540	103,040	103,040	-
4840	Unemployment Insurance	4,361	3,035	10,000	10,000	5,000
	Total Supplies & Services	\$ 230,741	\$ 242,074	\$ 308,640	\$ 310,640	\$ 51,800
ALLOCATED COSTS						
4819	Allocated Liability Insurance	(93,816)	(80,652)	(105,300)	(105,300)	-
4829	Allocated Property Insurance	(33,169)	(33,961)	(38,500)	(38,500)	-
4839	Allocated Workers' Comp Insurance	(76,173)	(94,540)	(103,040)	(103,040)	-
	Total Allocated Costs	\$ (203,158)	\$ (209,153)	\$ (246,840)	\$ (246,840)	\$ -
	TOTAL EXPENDITURES	\$ 27,583	\$ 32,921	\$ 61,800	\$ 63,800	\$ 51,800

Department Overview

The Town Attorney serves as the primary legal advisor to the Town Council and provides legal guidance and support to the town staff in a quasi department head role. In May 2015, the Town Council contracted with the law firm of Colantuono, Highsmith & Whatley PC for legal services. Michael Cobden serves as the Town Attorney and Michael Colantuono serves as Assistant Town Attorney. The Town Attorney's core services include:

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

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

2015-2016 Accomplishments

- Drafted or assisted staff drafting of Municipal Code amendments to
 - modernize code enforcement tools
 - regulate storage PODs
 - mitigate impacts of vacant storefronts
 - streamline small rooftop solar panel installation permits
 - regulate cell towers
 - regulate solid waste collection and disposal
 - promote water efficiency
 - generally clarify existing ordinances
- Drafted contracting forms and various agreements to facilitate Town projects
- Provided contract review for multiple Town transactions with consultants and contractors.
- Negotiated favorable settlement of a litigation matter.
- Assisted Town staff code enforcement efforts
- Assisted in drafting, reviewing, and/or revising various Town by-laws, policies, resolutions, ordinances, contracts, and related staff reports for general Town functions.
- Provided day-to-day advice to members of the Town Council and Town staff.

2016-2017 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.

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

- Review and update Municipal Code to respond to changes in law or Town policy.
- Assist with Risk Management and prevention of litigation, specifically including applicable American for Disabilities Act (ADA) matters.
- Implement various legal related training programs for Town Council, boards and commissions, and Town staff.

Budget Highlights

- The budget for regular contractual services is \$155,000 which includes a monthly retainer amount and funding for additional project or needs. The Town Attorney and his staff have been within the budgetary amounts identified within their monthly retainer for general municipal services. With the finality of the Swank litigation, no extraordinary budget needs are expected during fiscal year 2016-17. Legal services required by the Town include review of contracts, agreements, ordinances, and other advisory functions.

Connection to Strategic Plan 2011-16

1.1 Council Operations – 1.2.1 Optimize Organizational Structure – The Town contracts for legal services with the firm of Colantuono, Highsmith & Whatley rather than having the cost of an in-house attorney.

Did You Know?

- The Town Attorney has assisted in drafting 9 ordinances since April 2015.
- The Town Attorney reviews approximately 400 emails per month related to Town business.
- The Town Attorney’s office includes 19 attorneys with a wide range of specializations.
- The Town Attorney was named a “Rising Star” by Superlawyers Magazine in 2016.

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

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
SUPPLIES & SERVICES						
4130	Postage & Printing	-	-	1,500	1,500	1,500
4210	Contract Services	1,651,514	162,962	125,000	155,000	155,000
4250	Advertising	-	1,971	-	-	-
4805	Liability Claims	560,712	418,566	-	-	-
Total Supplies & Services		\$ 2,212,226	\$ 583,498	\$ 126,500	\$ 156,500	\$ 156,500
TOTAL EXPENDITURES		\$ 2,212,226	\$ 583,498	\$ 126,500	\$ 156,500	\$ 156,500

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

Department Overview

The Office of the Town Clerk is a one person department whose responsibilities include duties mandated by the State of California, the Yountville Municipal Code and additional duties as established by the Town Manager. The Town Clerk's duties include the following:

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

Other services to the public include providing assistance with:

- Providing support to Town Manager related to providing Public Information; serve as Public Information Officer when designated; coordinate and respond to Public Records Act Requests and claims against the Town.

2015-2016 Accomplishments

- Technology Modernization/Government Transparency – Continued professional development with System Administration and assisted System Users with Granicus Full Solutions Upgrade which includes Legistar Agenda Workflow/Legislative Management Suite, InSite view page for Town Council, ZDRB, PRAC and YAC meetings, Social Media Citizen Participation Suite (e-comment and SpeakUp), VoteCast Suite, and Boards and Commissions on-line management.
- Developed Electronic/Hard Copy Contract Manual including electronic routing and signatures.

2016-2017 Goals and Objectives

- General Municipal Election – Conduct the 2016 General Municipal Election consisting of the two Councilmembers.
- Technology Modernization/Government Transparency – Continue professional development with System Administration and assist System Users with Granicus Full Solutions Upgrade which includes Legistar Agenda Workflow/Legislative Management Suite, InSite view page for Town Council, ZDRB, PRAC and YAC meetings, Social Media Citizen Participation Suite (e-comment and SpeakUp), VoteCast Suite, and Boards and Commissions on-line management.
- Begin evaluation of similar vendors that provide similar services to stay in line with industry standards in regards to Agenda Workflow, web stream and software options.
- Emergency Operations Center (EOC) – Update/Relocate Town's EOC Equipment from Yountville Fire Station to Town Hall as a result of the seismic retrofit project. Includes equipment and procedure

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

- review and development.
- Begin implementation of a phased approach for Town wide review of Records Management Program which includes Assessment of the Program and Use of Technology, Development of Records and Information Management Policy, Policy Map and Glossary and Review and Modernization of the Town's Record Retention Schedule.
- Due to extended leave of Town Clerk Department personnel, funds have been allocated for contracted Interim Town Clerk services to back fill the position and support return to work.

Department Highlight

- Addition of \$15,000 to conduct General Municipal Election.

Connection to Strategic Plan 2011-16

1.3 Administrative Management – 1.3.3a. and 1.3.3b. Records Management Program (Electronic Document Management System, Records Retention Schedule) – Continue to add records using phased approach by department over several fiscal years.

1.0 Council Operations – 1.1.1 Sustain Effective Town Governance – Routinely review and update Municipal Code and Town Council Protocols.

3.0 Communication and Civic Engagement – 3.1 Provide Meaningful Communications and Information – Continue to provide web streaming of Council, and ZDRB Meetings and televise on Channel 28.

1.1 Administrative Management – 3.0 Communication and Civic Engagement; 2.5 Environmental Sustainability; Budget to Support the Town's Mission; 5.4 Control Costs.

Did You Know?

The Town Clerk assisted with helping the Town Council

- Pass 70 Resolutions
- Approve 14 Ordinances

Town of Yountville
TOWN CLERK
General Fund Department 1110

	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATED	2016-17 ADOPTED
PERSONNEL					
4010 Salaries - Full Time	93,629	98,290	98,620	98,620	103,700
4011 Salaries - Part Time	1,699	1,791	10,000	10,000	-
4013 Medicare & Fica	1,377	1,452	2,210	2,210	2,290
4020 Pers Employer Rate	18,774	20,556	21,210	21,210	12,090
4030 Deferred Compensation	6,538	6,702	6,820	6,820	7,170
4031 Payment In-Lieu Health	-	-	-	-	5,100
4040 Health Insurance	18,968	10,846	9,790	9,790	10,180
4042 Dental Insurance	1,809	1,747	1,370	1,370	1,680
4043 Vision Insurance	180	-	400	400	400
4044 Life/Disability Insurance	815	854	870	870	920
4049 Allocated OPEB	9,132	12,120	16,060	16,060	14,540
4053 Other Employee Reimbursement	160	-	-	-	-
Total Personnel	\$ 153,081	\$ 154,358	\$ 167,350	\$ 167,350	\$ 158,070
SUPPLIES & SERVICES					
4110 Office Supplies	356	333	1,300	1,300	1,300
4120 Other Supplies & Materials	104	483	1,200	1,200	1,200
4210 Contract Services	46,485	59,575	120,115	150,115	150,115
4250 Advertising	-	572	600	600	600
4270 Elections	839	7,861	1,000	1,000	15,000
4699 Allocated IT Costs	5,315	11,972	11,950	11,950	11,870
4710 Conference & Travel	1,165	1,402	2,500	2,500	2,500
4715 Meetings & Training	132	410	450	450	450
4720 Dues & Subscriptions	380	75	300	300	300
4819 Allocated Liability Insurance	4,647	3,641	4,260	4,260	4,690
4839 Allocated Workers' Comp Insurance	3,769	4,271	4,170	4,170	4,250
Total Supplies & Services	\$ 63,192	\$ 90,594	\$ 147,845	\$ 177,845	\$ 192,275
TOTAL EXPENDITURES	\$ 216,273	\$ 244,952	\$ 315,195	\$ 345,195	\$ 350,345

Town of Yountville
TOWN CLERK
General Fund Department 1110

	2013-14	2014-15	2015-16	2016-17
	ACTUAL	ACTUAL	BUDGET	ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Clerk	0.8500	0.8500	0.8500	0.8500
Administrative Assistant	0.2000	0.2000	0.2000	0.2000
TOTAL STAFF	1.0500	1.0500	1.0500	1.0500

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

Department Overview

The Town's employee benefit program, through a labor agreement with Yountville Employee's Association (YEA) and Yountville Employee's Mid-Management and Professional Unit (MMP) includes retiree health benefits for those employees who meet the eligibility requirements established by CalPERS. The new 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 payments to the OPEB Trust for funding future retiree benefits.

Accounting for OPEB:

The Town's retiree health benefits are a part of the compensation that employees earn each year, contingent on their ability to meet the eligibility requirements of the Town's program. Prior to implementation of GASB 45 the Town, along with most governments, reported expenses on a "pay as you go" basis, rather than recognizing the cost of the retiree health benefits earned by employees in that year; these two amounts may be significantly different. The calculation of that amount must be determined actuarially.

The Town's actuarial accrued liability (AAL) to be reported in the Comprehensive Annual Financial Report (CAFR) at June 30, 2015 is \$2,437,078. This is based on the most recent actuarial study prepared as of July 1, 2012. The Town is required to obtain an updated actuarial valuation every three years, or when substantial changes are made that could affect the liability. An actuarial study has begun and should be completed in fiscal year 2016-17. As of March 1, 2016 the OPEB Trust Fund has a balance of \$1,826,999.

In compliance with Governmental Accounting Standards Board (GASB) Statement Number 45, effective fiscal year ending June 30, 2010, the Town implemented a new policy for accounting and reporting other postemployment benefits (OPEB). The Town's committed OPEB General Fund reserve was viewed by GASB as "pay as you go" since the Town Council had discretion over the funds and could appropriate them for purposes other than pre-funding retiree health benefits. In order for funding progress to be reported on the Town's financial statements assets must be held in an irrevocable trust fund restricted solely for the benefit of paying retiree medical benefits. An IRS approved section 115 trust fund has the benefit of generating tax exempt investment earnings which will provide additional resources for funding future OPEB liabilities.

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

Funding OPEB:

Starting in fiscal year 2008/09, the Town implemented an OPEB allocation charge to all general fund and utility enterprise operating funds, based on a percentage of salaries, to fund the estimated current year OPEB expenses. By phasing in an increased rate the Town was successful in setting aside funds that exceeded the current fiscal year expenses and building reserves to fund future liabilities. Town Council has also taken action to allocate additional funds for OPEB as they were available over the past four years.

Town Council adopted an updated OPEB funding policy with the adoption of resolution number 3006-11 on December 6, 2011:

- Fiscal Year 2013/14: 9.75% of full-time salaries (updated to 9.75% by Council during budget review)
- Fiscal Year 2014/15: 12.575% of full-time salaries (to fully fund the Annual Required Contribution-ARC)

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

- Fiscal Year 2015/16: 14.00% of full-time salaries (to fully fund the Annual Required Contribution- ARC)
- Town Council may consider approval of additional funding allocations to OPEB at the time unassigned funds become available.

2015-2016 Accomplishments

In fiscal year 2015-16 the Town deposited \$209,430 into the Trust Fund.

2016-2017 Goals & Objectives

- Complete the required salary allocations at the adopted rate of 14%. The budget includes \$475,460, of which \$120,000 will pay for current retiree benefits and \$355,460 will be a contribution to the OPEB Trust Fund.
- Complete the actuarial study and report any recommended changes to the OPEB funding structure.

Budget Highlights

The proposed budget for OPEB has changed only to account for salary increases and will be maintained at the 14% of salaries funding formula.

Connection to Strategic Plan 2011-16

1.0 Leadership – 1.2.5 Prudently Manage Risk- Establishing a long term funding policy to address unfunded OPEB costs prevents the consequences of incurring and reporting an unfunded liability associated with obligated benefits.

5.0 Fiscal Health – 5.2 Long Range Financial Forecast and 5.4 Control Costs Establishing the OPEB Irrevocable Trust and funding policy to obligate and invest funds to adequately fund long term OPEB costs will reduce costs long term and ensure adequate funds are available to pay for future benefits while still providing adequate funding for ongoing Town operations.

Did You Know?

- The OPEB Trust Fund was established on June 30, 2011 and as of March 1, 2016 has a balance of \$1,826,999.

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

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
■ BEGINNING FUND BALANCE		\$ 7,385	\$ 68,749	\$ 64,991	\$ 64,991	\$ 64,991
REVENUE						
3301	Investment Earnings	15	6	-	-	-
3801	Refunds & Reimbursements	4,723	-	-	-	-
Total Revenue		\$ 4,738	\$ 6	\$ -	\$ -	\$ -
EXPENDITURES						
4041	Retiree Health Insurance (OPEB)	115,989	129,699	127,000	127,000	120,000
4049	Payment to OPEB Trust Fund	194,381	163,089	209,430	209,430	355,460
Total Expenditures		\$ 310,370	\$ 292,788	\$ 336,430	\$ 336,430	\$ 475,460
TRANSFERS IN						
3900	From General Fund	165,000	-	-	-	120,000
3910	Allocated OPEB	201,996	289,025	336,430	336,430	355,460
Total Transfers		\$ 366,996	\$ 289,025	\$ 336,430	\$ 336,430	\$ 475,460
■ ENDING FUND BALANCE		\$ 68,749	\$ 64,991	\$ 64,990	\$ 64,991	\$ 64,991



Photo Credit: Rob Wennerberg