Town of Yountville

California

OPERATING BUDGET

Fiscal Year 2015-16

Town of Yountville
50th ANNIVERSARY
1965 - 2015

ABOUT THE COVER

On February 4, 1965 Yountville became an official Town with its own elected officials (The Town Council). Yountville has a long history dating back to the early 1850's when its namesake, George C. Yount, laid out the first Town boundaries (originally named Sebastopol).

Over the past 50 years, Yountville has transformed into a world class destination for food, wine and art. The Town gathered for a Y-Aerial photo on February 4, 2015 to commemorate the 50th Anniversary of Incorporation.

Cover Photo Credit: CAL FIRE

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Town of Yountville
"The Heart of the Napa Valley"

Honorable Mayor and Town Council Members:

As we celebrate our 50th anniversary of incorporation this year, the start of Fiscal Year 2016 finds the Town of Yountville in a strong financial position. This position allows the Town to deliver highly regarded municipal services which provide for an excellent quality of life for our residents and business community. Yountville remains one of the most desirable communities to live, work and play in Napa County and all of Northern California.

Our team is proud that we are able to deliver quality services while maintaining a stable financial position. We remain focused on increasing our investment in infrastructure replacement, increasing funding for our reserve and contingency funds and fully funding our OPEB (other post-employment benefit) obligation. The recent South Napa Earthquake is a strong reminder of just how important it is for a community to have adequate reserve funds to support recovery, and in our case the likely loss of revenue due to a significant event.

The Town's overall fiscal health remains strong. We have exercised fiscal restraint and implemented expenditure plans that are within our available revenue stream. The Town has adopted balanced budgets over the past ten plus years, and has generated unassigned fund balance at year end to use to improve our reserve and contingency fund balances. In 2014, Standard & Poor's evaluated the Town's credit rating and affirmed that the Town has maintained our AA+ rating. After several years of growth, our revenue stream is stabilizing and revenues are growing modestly. As you know, the Town does not have a diversified revenue stream and is heavily dependent on tourism revenue with over 80% of our budget coming from TOT, restaurant and tasting room sales tax collections. The Town's revenue from property tax at $1.2 million is not sufficient to pay for the $1.4 million costs of our contracted public safety expenses for law enforcement and fire and emergency medical services.

We are working to evaluate and improve upon the Town's Capital Improvement Program (CIP) planning process to plan for and fund our long-term capital and infrastructure needs. Over the past several budget cycles the Town has focused significant financial and staff resources on completion of infrastructure projects such as the Madison/Yount Street and Sewer Rehabilitation project, Seismic Renovation of Town Hall, Recycled Water Expansion Project and Hopper Creek Flood mitigation, along with street micro-surfacing projects that resulted in the Town having the best rated streets in Napa County, and increasing reserves for future facility repairs. We are not only planning for future assets, but focusing on proactive maintenance and replacement of our existing assets.

Fiscal Year 2016 will be the last year the budget incorporates the Town Council adopted 2011-16 Strategic Plan which has heavily influenced the Town's financial and staff resource allocation over the past several budget cycles. The Town Council will be tasked this year with welcoming a new member to the Council and starting the discussion of the development our next strategic planning process.

The current strategic planning effort has served us well and focused on the following task areas:

- A clear commitment to financial health.
- A continued enhancement of community communications.
- Issues that stem from the unique mix of tourist business and residents.
- Emerging infrastructure needs.
- Specific areas of Town operations that will need attention and upgrades.

The budget formulation process starts early in February when we meet with the Town Council to review our current budget status and the assumptions and parameters that are used to develop the proposed budget. Town staff analyzes a significant amount of information to project the next fiscal year's revenues and expenditures. Our management team reviews current and historical revenues and expenditures, proposed new programs or projects, changes in service levels, impacts of changes in state and federal law, along with Town Council priorities to shape the budget. The Town's overall budget philosophy is to budget and project figures conservatively but realistically. Some budget factors are fairly easy to predict and manage while others are more in flux depending on a variety of factors. Staff monitors and reports on the budget regularly during the year. The Town is in final stages of developing 10 Year Financial Forecast as a tool to assist with our long-range financial planning.

On behalf of our team, I am proud to present a balanced proposed $8.1 million general fund budget for Fiscal Year 2015-16 which maintains existing service levels, continues utilization of technology such as GIS, paperless meeting agendas, development of an electronic records management system, provides funding for starting the discussion of an update to the 1992 General Plan, and provides funding for infrastructure and capital improvement projects at Yountville Community Park, Public Works Corporation Yard and numerous street and park improvement. With direction and support from the Town Council, our dedicated Town staff works as a team to deliver a high quality of services that we believe serve as a model for a small agency of our size and staffing structure.

Key budget highlights include:

The proposed $8.1 million general fund budget is balanced. It is fully funded by projected revenues and no use of reserve or contingency funds is required.

- Revenues are stable: $9.9 million.
- Expenditures are within available revenue stream.
- Proposed budget is largely status quo and maintains existing levels of service.
- 3-4% increases in cost of contracted public safety expenses.
- No new employee positions are included in the budget. Employee count remains 27 Full time employees.
- Implements first year of three year labor agreements with our employee groups with 3% COLA.
- Fully funds our OPEB obligation at a rate of 14.75%.
- The Town has concluded its very rare and protracted litigation with Swank Construction Inc. and moved forward with the repairs of the Yountville Community Center from the settlement. Resolution of this matter results in significant decline in legal expenditures in this year's budget from prior years which can be used for other purposes.
- No rate increases for water or wastewater utility enterprise fund operations.
- Continued focus on water conservation education and enforcement programs, rebate programs to help reduce water usage and replacement of meters to provide customers 24/7

data on water usage.

- Improves reserve fund balances: PARSAC Claims Reserve Fund $50,000; Legal Contingency Reserve $250,000; Budget Contingency $240,000; Revenue Stabilization Reserve Fund $1,000,000; Emergency Reserve Fund $1,620,000; Water Enterprise Drought Emergency Reserve Fund $2,048,000.
- Funding to start General Plan Update process.
- $800,000 in state and federal grant funding available to low income residents for home rehabilitation projects.
- Key infrastructure projects include additional parking at Yountville Community Park and the ADA renovation of the parks public gathering areas; parking at Oak Circle Pocket Park and design for continuation of Hopper Creek path; Public Works Corporation Yard office modernization.

Conclusion:

Yountville is a unique, vibrant and dynamic community which offers its residents and visitors a truly exceptional wine country lifestyle. Town staff works hard to implement the goals established by the Mayor and Town Council and to meet the expectations of our residents so that Yountville continues to be a great place to live, work and visit. I want to thank our entire Town staff for their continued support and commitment to living within our means, evaluating and implementing cost-saving efficiencies, embracing use of new technology and processes, continuous evaluation and improvement of our work processes and employee development and training so we can better perform our job duties.

I want to thank our Mayor and Town Council for their continued leadership, guidance and policy direction. Without your support and commitment our town staff team would not be able to perform and deliver the high quality of services for our community. I want to acknowledge and thank each of our employees for their hard work and contributions. Our staff deserves the credit for our accomplishments and continued success. I also want to especially acknowledge the contributions of our Management Team, Finance Department staff, Management Fellow Preya Nixon who was instrumental in helping to redesign our budget document, and all of the town staff who have contributed to the development of this budget, including:

Kathleen Bradbury, Finance Director
Joe Tagliaboschi, Public Works Director
Debby Hight, Deputy Public Works Director
Samantha Holland, Parks & Recreation Director
Marlene Demery, Interim Planning & Building Director
Michelle Dahme, Town Clerk
Julie Baldia, Management Analyst
Nathan Steele, Management Analyst
Lisa Tyler, Community Facilities Manager
Don Moore, Utility Operations Manager
Preya Nixon, Management Fellow
Kristine Massey, Administrative Assistant

Respectfully Submitted,

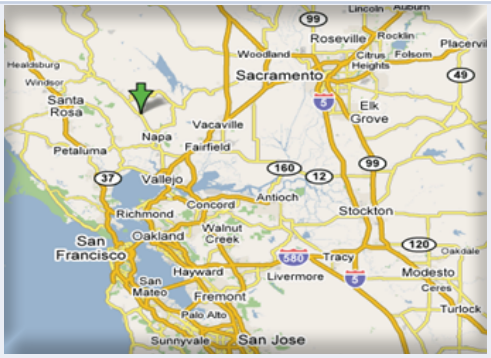
Steven R. Rogers, Town Manager

The Town of Yountville earned the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for our fiscal year 2014-15 budget, the fifth consecutive year the Town has received the award. In order to receive the award, the Town must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan and a communications device. The Town has made efforts to continually improve the budget document and we believe that our current budget will meet the requirements for the GFOA award and will be submitting it for consideration.

Photo Credit: Rob Wennerberg

Location

The Town of Yountville is located in the Heart of the Napa Valley, the premier World famous wine growing region of Northern California just off California Highway 20 and easily accessible from Interstate 80 Highway 101. The town is located 55 mi. /88km. north of San Francisco and 72 mi. /115km. west of Sacramento along scenic Highway 29. Visitors can arrive via Napa County Airport, Sacramento (SMF), Oakland (OAK) or San Francisco (SFO) international airports.



About Yountville

The Town of Yountville (population 2,933) is located in the heart of the beautiful Napa Valley wine country. The town is less than one square mile, bordered by Oakville to the north and the City of Napa to the south. Residents and visitors alike enjoy the "small-town" lifestyle and the sophisticated ambiance of premium restaurants, hotels and inns, spas, theater, museum and a 9-hole public golf course found in this quaint village. Yountville is also proud to be home to the Veterans Home of California, a historic community of and for veterans dating back to the 1880's.

The Town of Yountville, renowned for its world-class restaurants and award winning chefs, has earned the unofficial title of the "Culinary Capitol of the Napa Valley". From French, Italian, Pacific Rim, Bistro and California Cuisine to down-home comfort food, an array of fine dining and unmatched ambiance are yours to discover in Yountville. Located within walking distance of the Town's well appointed hotels are small luxury inns, premium wineries, activities and shopping.

Yountville is regularly featured in Sunset Magazine and was named "one of the best small towns in the west" by the magazine.

In 1999 the area around Yountville was approved an American Vitacultural (AVA), a unique area for growing grapes. Its boundaries were primarily established by those of the other existing or proposed AVA's in the large Napa Valley AVA-Oak Knoll District on the south, Oakville on the North, Stags Leap District on the east and Mount Veeder on the west. The Yountville AVA is warmer than the Carneros AVA, but cooler than areas to the west and north of it. The area encompasses about 8,260 acres with not quite half of that planted to vineyards. Chardonnay is the dominant of varietals, especially in vineyards to the south where it's coolest. Merlot and Cabernet Franc grow well here as does Cabernet Sauvignon in the AVA's northern portion.

History of Yountville

During the early part of the 1800's, the area that now makes up the Town of Yountville was owned by Mexico. George C. Yount received an 11,887-acre land grant from the Mexican government in 1836. His land extended from Yountville to just south of St. Helena and across the entire width of the Napa Valley. Yount was the first permanent Euro-American settler and the first person to plant grapes in the Napa Valley. Yount named his land, Caymus Rancho, after a tribe of Native Americans in the area. In the early 1850s Yount laid out a six block area with a public square and created a small village that he called Yountville.

Immediately below Yount's southern property line was the northern property line for the Mexican land given to Salvador Vallejo, about 2 years after Yount received his land grant. Vallejo called his lands Rancho de Napa. After the Bear Flag Revolt in 1847, Vallejo began selling his Rancho de Napa property to early pioneers. The people who purchased these lots built houses and stores wanted to

name their community Sebastopol to make it distinct from Yountville. So for a time, 2 places existed, both Yountville and Sebastopol, each with their own post offices.

After Yount's death, Sebastopol changed its name in 1867, in Yount's honor, and both Yountville and Sebastopol became a single community in Napa County.

By 1868, railroad service had been introduced into the town and influenced the town's configuration. The coming of the railroad tracks brought in many new comers such as recent immigrant Gotteib Groezinger, who in 1870 purchased twenty acres of land and by 1874, built a winery, barrel room and distillery. The buildings remained a winery until 1955, but for eleven years lay dormant until it was brought to its present state. Today the three massive stone buildings are known as V-Marketplace and house a collection of specialty shops and restaurants. Yountville has many fine shops, restaurants, are galleries and wineries.

Yountville is also the home to the French Laundry, a Michelin 3-star restaurant, and boasts numerous other Michelin star rated restaurants. Yountville is considered by many food critics to be home to some of the finest restaurants in the world.

Yountville became a California municipality on February 4, 1965 and recently celebrated its 50th Anniversary of incorporation.

Town of Yountville Statistics / Town Demographics

Climate:
This agricultural region enjoys a moderate climate where average temperatures range from 46 degrees Fahrenheit in January to 67 degrees Fahrenheit and higher in the summer. Average precipitation in January is 0.57 inches and July it is 0.17 inches. Popular times to visit are fall/harvest and summer.

Population (US Census 2010)	2,933
Total Housing (2010)	1,252
Yearly Average Temperature	59.62 Fahrenheit
Average Annual Precipitation	24.6
Elevation	97 Feet
Education	1 Elementary School
Police Services	Contracted through Napa County Sheriff's Department
Fire & Emergency Medical Services	Contracted through Napa County/CalFire

Photo Credit: Mars Lasar

Demographic Information

The US Census of 2010 reports the following information: a total population of 2,933 with 1,050 total households and 498 family households. The population density is 1,833 people per square mile (698.3/km^2). There are 1,252 housing units at an average density of 782.5 per square mile (298.1/km^2). The racial makeup of the town is 89.4% White, 1.3% African American, 1.0% Native American, 1.7% Asian, 0.0% Pacific Islander, 3.1% from other races, and 3.4% from two or more races. Hispanic or Latino of any race is 9.9% of the population.

Of the 1,050 total households out of which 12.1% have children under the age of 18 living with them, 39.8% are married couples, 6.1% have a female householder with no husband present, and 52.6% are non-families. 42.8% of all households are made up of individuals living alone and 24.5% have someone living alone who is 65 years of age or older. The average household size is 1.85 and the average family size is 2.53.

The Town's population ranges in age with 8.1% under the age of 18, 4.0% from 15 to 24, 14.5% from 25 to 44, 26.2% from 45 to 64, and 48.7% who are 65 years of age or older. The median age is 64 years. Females comprise 42.3% and males comprise 57.7% of the total population.

Geographic Information:
Yountville is located at 38°24′11″N 122°21′44″W / 38.40306°N 122.36222°W (38.403011-122.362285). According to the United States Census Bureau, the town has a total area of 1.6 square miles (4.2 km^2), all of it land.

Key Yountville Economic Factors

Yountville's economic base is principally derived from revenue generated by tourism to our community. Over 75% of the Town's total General Fund revenue is a direct result of tourism. 65% of the General Fund revenue comes from transient occupancy tax (TOT) revenue making Yountville the community with the highest TOT dependency in California. Yountville has 451 hotel and inn rooms with an average room rate of $415 (2014). Approximately 13% of the Town's General Fund is generated from sales tax revenue of which 76% is derived from restaurants. Yountville boasts just over 1,600 restaurant seats which is extraordinary for a community of 2,933 residents.

Yountville's remaining business community is comprised of a number wine tasting rooms, small and boutique retail shopping venues, one grocery store and one gas station. Yountville has a limited business to business commercial sector, very limited furniture and appliances and no hard line retail such as hardware and auto dealerships.

Yountville Sales and Use Tax Distribution as of December 2013:

Restaurants	76%
Food Processing/Equipment	8%
Liquor Stores	3%
Apparel Stores	3%
Food Markets	1%
Furniture/Appliance	2%
Miscellaneous Retail	3%
Service Stations	4%

photo credit: Rob Wennerberg

Top 25 Sales/Use Tax Generators (in alphabetical order) represent over 90% of total sales tax generated:

Ad Hoc Restaurant, Bardessono Inn & Spa, Beau Vigne, Bistro Jeanty, Bottega Restaurant, Bouchon Restaurant, Ciccio, Vintage Estate Group, French Laundry Restaurant, Hestan Vinyards, Hill Family Estate, Hillstone Restaurant Group, Hope & Grace Wines, Hotel Luca, Hurley's Restaurant & Bar, Jessup Cellars, Ma(i)sonry, Napa Style, Overland Outfitters, Pacific Blues Café, Ranch Market Too, Redd, Yountville Inn, V Wine Cellars and Vintage Wine Estates.

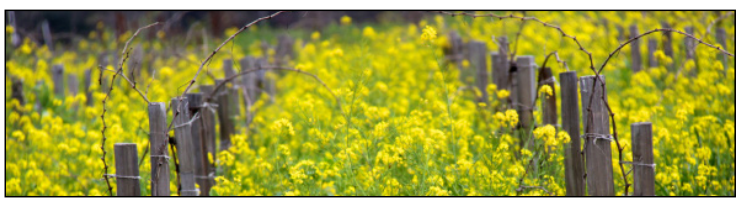


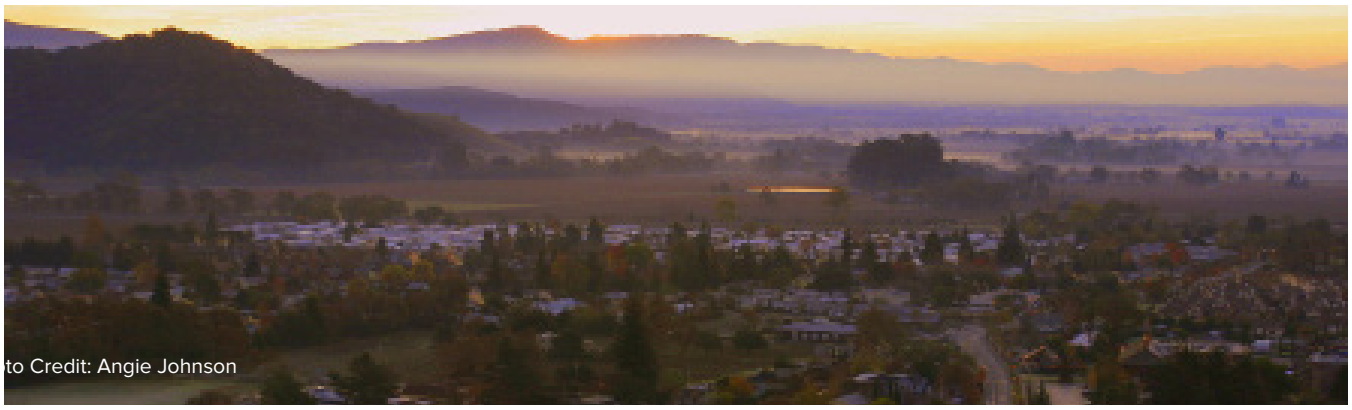
Photo Credit: Rob Wennerberg

Key Community Events and Activities

- Napa Valley Film Festival (November) the ultimate celebration of film, food and wine.
- Cabernet Season heats up (January – February) pairing the town's top toques with hospitality values across the board.
- Taste of Yountville (March) uncorks a good time with a full day of food, wine and art.
- Art, Sip, and Stroll (April) enjoy Yountville's public art walk and local artists, while sipping Yountville appellation wines.
- Community Health Fair.
- The annual Festival del Sol delivers top talent – think Russian National Orchestra, world-class composers (July). The multi-sensory event includes showcase galas, food & wine insider events and performances at Lincoln Theater and other regional venues. www.FestivaldelSole.com.
- The annual Festival of Lights (November-January) bursts with a decked-out downtown, food/ wine tasting, live entertainment and the big guy in red.
- The Annual Father's Day Invitational Auto Show (June) features 90+ classic cars.
- Yountville Days, a local community "reunion" with a parade, festival, concert in the park (first weekend in October), sponsored by the Town of Yountville.
- Movies in the Parks, sponsored by the Town of Yountville.
- Summer and Fall Concert Series sponsored by the Town of Yountville Parks and Recreation Department.

Points of Interest

- Art Walk; www.townofyountville.com
- Gallery @ the Community Center; www.townofyountville.com
- Biking Tours; www.napavalleybiketours.com
- Balloon Excursions; www.nvaloft.com; www.napavalleyballoons.com
- Napa Valley Performing Arts Center at Lincoln Theatre; www.lincolntheater.com
- Napa Valley Museum; www.napavalleymuseum.org
- Napa Valley River Ecological Reserve; www.napaoutdoors.org
- Shopping: www.vmarketplace.com
- Spas: www.villagio.com | www.bardessono.com | www.northblockhotel.com | www.hotelyountville.com
- Veteran's Home; www.cdva.ca.gov/homes/Yountville.aspx
- Vintners Golf Club; www.vintnersgolfclub.com
- Winery Gardens/Art: French Garden organic gardens; Washington Street, open to the public;
- Ma(i)sonry; www.maisonry.com
- Yountville Walking Historical Tour & Pathway Map; www.yountville.com
- Yountville Community Center; www.townofyountville.com
- Yountville Chamber of Commerce; 707.944.0904. Destination and accommodation information available via www.yountville.com
- Visit Napa Valley; www.visitnapavalley.com

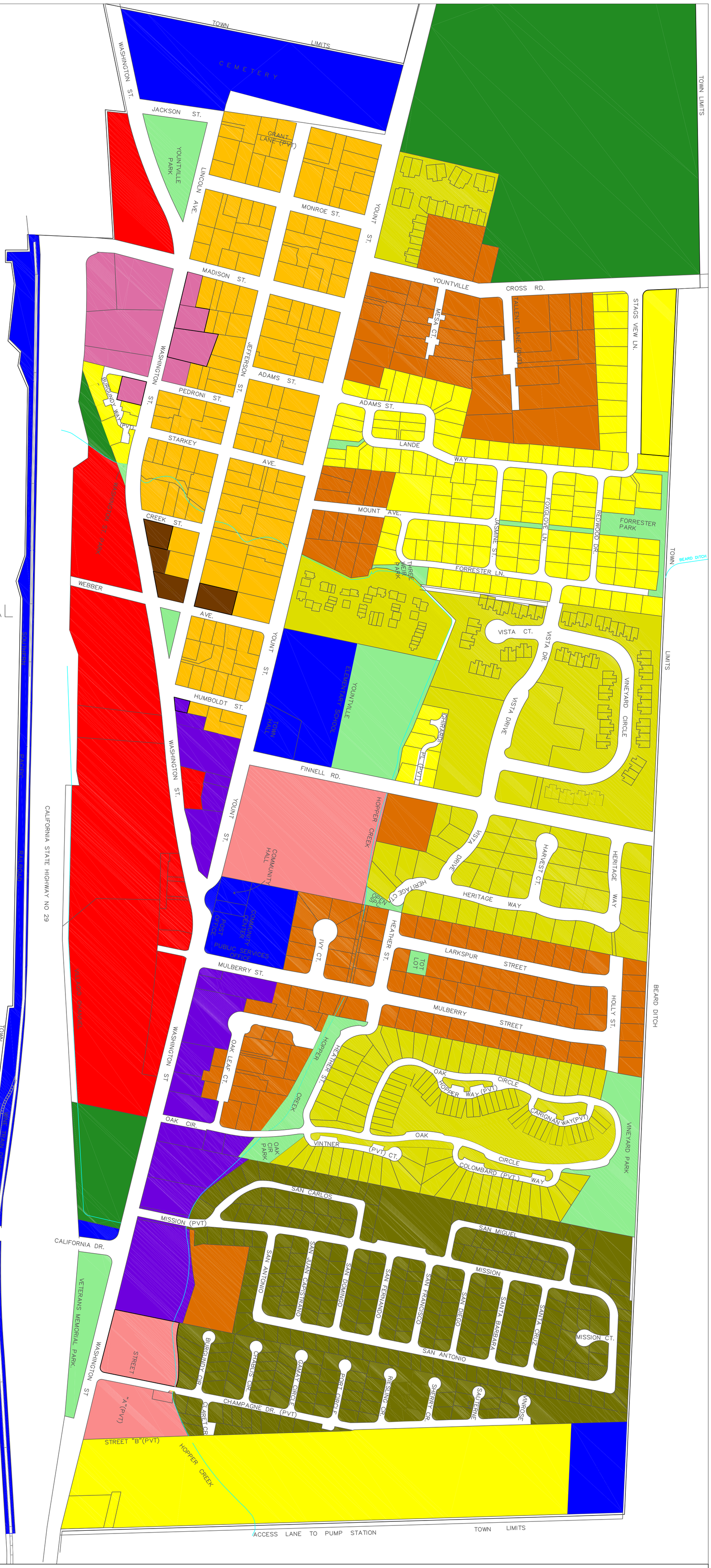


Town of Yountville

"The Heart of the Napa Valley"

- AGRICULTURAL
- MASTER–PLANNED RESIDENTIAL
- MIXED RESIDENTIAL
- MOBILE HOME PARK
- OLD TOWN COMMERCIAL
- OLD TOWN HISTORIC
- PARKS AND PLAYFIELDS
- PLANNED DEVELOPMENT
- PRIMARY COMMERCIAL
- PUBLIC FACILITIES
- RESIDENTIAL SCALED COMMERCIAL
- RETAINED COMMERCIAL
- SINGLE FAMILY RESIDENTIAL

SCALE 1"=200'



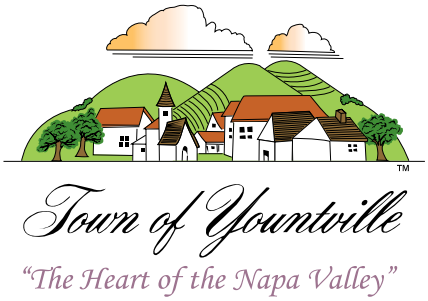
TOWN OF YOUNTVILLE

GENERAL PLAN AND ZONING DISTRICTS

S:\Public Works\Capital Improvement Program\CIP Budget\Maps of Infrastructure

DATE: 5–27–14

TOWN HALL



Budget Overview

Section 1

VISION, MISSION & STRATEGIC GOALS

Town Council Vision Statement

Town Mission Statement

Fiscal Year 2011-2016 Strategic Plan Goals Summary

Town of Yountville™

"The Heart of the Napa Valley"

Yountville Town Council Vision Statement

"To provide leadership, inspire community spirit, maintain fiscal health and offer a high level of service to the residents, businesses and visitors in Yountville."

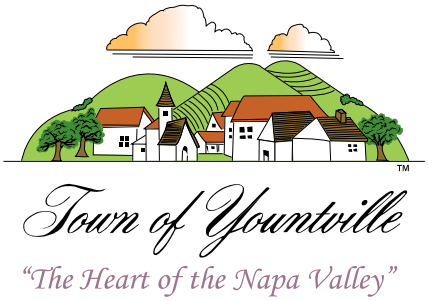
Town Council Guiding Principles:

- Provide our residents, guests and businesses and our Napa Valley neighbors with high quality public services and facilities

- Encourage citizen engagement and welcome a variety of viewpoints

- Maintain the unique character that is Yountville

- Assure the long-term vitality of our town through good planning and prudent financial management"



Yountville Employees Mission Statement

"The mission of the Town of Yountville employees is to provide exceptional public services in a fiscally responsible manner to meet and exceed the needs of our residents, visitors, and business community, while maintaining the unique quality and character that is Yountville."

Management Team Mission Statement

"The Management Team implements Town Council Goals and Objectives, assists in developing a vision for Yountville, creates an atmosphere that fosters excellence in delivery of public services, while nurturing and developing employees to reach their full potential within a supportive environment."

Parks and Recreation Mission Statement

"The Parks and Recreation department offers healthy, cost effective and innovative activities for the community to enjoy. We believe professionalism, teamwork and enthusiasm are essential qualities in accomplishing our goals."

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."

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."

Planning and Building Department Mission Statement

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

"WE AIM TO PROVIDE LEADERSHIP, INSPIRE COMMUNITY SPIRIT, MAINTAIN FISCAL HEALTH AND OFFER A HIGH LEVEL OF SERVICE TO THE RESIDENTS, BUSINESSES AND VISITORS IN YOUNTVILLE."

from the Yountville Town Council Vision Statement

VISION STATEMENT AND GUIDING PRINCIPLES

VISION OF THE TOWN COUNCIL OF YOUNTVILLE

"To provide leadership, inspire community spirit, maintain fiscal health and offer high quality of service to the residents, businesses and visitors of Yountville."

SUPPORTING GUIDING PRINCIPLES

— Provide our residents, guests and businesses and our Napa Valley neighbors with high quality public services and facilities.

— Encourage citizen engagement and welcome a variety of viewpoints.

— Maintain the unique character that is "Yountville."

— Assure the long-term vitality of our town through good planning and prudent financial management.

TABLE 1

STRATEGIC THRUST AREA	STRATEGIC GOALS	TIMEFRAME
1.0 LEADERSHIP		
1.1 Council Operations	1.1.1 Sustain Effective Town Governance	Ongoing
	1.1.2 Protecting Community Health and Safety	Ongoing
	1.1.3 Update Town Policies and Procedures	FY11-16
1.2 Personnel/ Organizational Management	1.2.1 Optimize Organizational Structure	Ongoing
	1.2.2 Support Effective Workplace Succession	FY11-16
	1.2.3 Enhance Volunteer Involvement	FY11-12
	1.2.4 Provide a Safe Workplace	Ongoing
	1.2.5 Prudently Manage Risk	Ongoing
1.3 Administrative Management	1.3.1 Sharing and Use of Organizational Knowledge	FY11-16
	1.3.2 Improve Organizational Communications	FY11-16
	1.3.3a Research Electronic Records Management System	FY10-11
	1.3.3b Implement Electronic Records Management System	FY11-12
	1.3.4 Emergency Preparedness and Response	Ongoing
	1.3.5 Annually Update Town's Strategic Plan	Annually
2.0 COMMUNITY CHARACTER		
	2.1 Maintain & Enhance the Appearance of Yountville	Ongoing
	2.2 Land Uses for a Well Planned Community	Ongoing
	2.3 Historic Resources	FY11-12
	2.4 Code Enforcement	FY11-16
	2.5 Environmental Sustainability	FY12-13
	2.6 Consider Streamlining the Planning Process	FY11-12
3.0 COMMUNICATION AND CIVIC ENGAGEMENT		
	3.1 Provide Meaningful Communications and Information	Ongoing
	3.2 Update and Maintain Website	FY10-11
	3.3 Invite Public Awareness through Increased Communications and Engagement	Ongoing
	3.4 Business Outreach & Education	FY10-16
	3.5 Organization and Availability of Information	FY12-13
	3.6 Involve Citizens through Boards and Commissions	Ongoing

STRATEGIC THRUST AREA	STRATEGIC GOALS	TIMEFRAME
4.0 COMMUNITY SPIRIT		
	4.1 Parks and Recreation 5-Year Strategic Plan	FY14-15
	4.2 Parks and Recreation Marketing Plan	FY11-12
	4.3 Community Center Operations	FY11-12
	4.4 Parks and Recreation Comprehensive Cost Recovery and Pricing Policy	FY13-14
	4.5 Online Registration System	FY13-14
	4.6 Seek Out and Develop Community Based Partnerships	FY11-16
5.0 FISCAL HEALTH		
	5.1 Budget to Support Town's Mission	Ongoing
	5.2 Long-Range Financial Forecast	FY13-14
	5.3 Optimize Tourism Economy	Ongoing
	5.4 Control Costs	Ongoing
	5.5 Five-year Capital Improvement Program (CIP) Budget	FY11-16
	5.6 Fiscal Policies	FY10-11
6.0 SERVICES AND INFRASTRUCTURE		
6.1 Water	6.1.1. Implement Key Water Related CIP Projects	FY11-16
	6.1.2 Prepare for Emergencies	Ongoing
	6.1.3 Maintain Compliance with Current and Evolving Regulations	Ongoing
	6.1.4 Implement Water Conservation Plan	FY12-13
6.2 Sanitary Sewer Services	6.2.1 Implement Key Sanitary Sewer Service CIP Projects	FY11-16
	6.2.2 Prepare for Emergencies	Ongoing
	6.2.3 Maintain the Fats, Oils and Grease (FOG) Program	FY11-16
	6.2.4 Produce Title 22 Unrestricted Recycled Water	Ongoing
	6.2.5 Complete Recycled Water Master Plan and Feasibility Study	FY12-13
	6.2.6 Complete Wastewater Treatment Plant Optimization Plan	FY12-13

STRATEGIC THRUST AREA	STRATEGIC GOALS	TIMEFRAME
6.3 Storm Drainage Collection and Management System	6.3.1 Implement Key Storm Drain CIP Projects	FY11-16
	6.3.2 Prepare for Emergencies	Ongoing
	6.3.3 Maintain Compliance with Current and Evolving Regulations	Ongoing
	6.3.4 Ensure Minimized Polluted Runoff from Construction Projects	Ongoing
	6.3.5 Implement Ordinance for Post-Construction Best Management Practices	FY12-13
6.4 Streets and Sidewalks	6.4.1 Implement Key Streets and Sidewalk CIP Projects	FY11-16
	6.4.2 Maintain Sidewalk Management Program	FY11-16
	6.4.3 Complete Accessibility Implementation Plan	FY12-13
	6.4.4 Establish Urban Forestation Management Plan	FY11-12
6.5 Parks Maintenance and Development	6.5.1 Implement Key Parks CIP Projects	FY11-16
	6.5.2 Implement Maintenance Measures	Ongoing
	6.5.3 Maintain Compliance with Current and Evolving Regulations	Ongoing
6.6 Facilities Maintenance	6.6.1 Establish a Modern Asset Management Program	FY12-13
	6.6.2 Implement Key Facilities CIP Projects	FY11-16
	6.6.3 Prepare for Emergencies	Ongoing
	6.6.4 Evaluate Emerging Technologies and Methods	Ongoing
	6.6.5 Implement Maintenance Measures	Ongoing

BISTRO JEANTY
6510

NAPA COUNTY FIRE DEPT.
YOUNTVILLE
TRUCK

YOUNTVILLE
TOWN
LIMIT

Rob Wennerberg, Photographer

Town of Yountville

"The Heart of the Napa Valley"

Budget Overview

Section 2

BUDGET SUMMARIES

Revenue & Expenditure Three Year History

Total Budget Summary

Budget Development Process Overview

Budget Parameters & Key Assumptions

General Fund Summary Overview

General Fund Revenue Projections & Overview

General Fund Expenditure Projections & Overview

Water Utility Operating Budget Overview

Wastewater Utility Operating Budget Overview

Capital Projects Budget & Funding Overview

Town of Yountville
Revenue Expenditure Summary - Three Year History

	General Fund			Capital Projects Fund			Water Enterprise Funds		
	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET
Financial Sources									
Property Tax	$ 1,086,164	$ 1,086,145	$ 1,186,200	-	-	-	-	-	-
Sales Tax	1,260,279	1,219,500	1,270,000	-	-	-	-	-	-
Other Taxes	159,832	157,000	157,000	-	-	-	-	-	-
Transient Occupancy Tax	6,262,880	6,400,000	6,400,000	-	-	-	-	-	-
Licenses & Permits	139,865	61,000	57,000	-	-	-	-	-	-
Fines & Forfeitures	2,730	2,000	2,000	-	-	-	-	-	-
County Measure A	-	-	-	$ 340,192	$ 250,000	$ 2,100,000	-	-	-
Other County Revenue	-	-	-	20,000	12,443	20,000	-	-	-
Other State Revenue	-	-	-	-	50,000	-	-	-	-
Federal Grant	-	-	-	-	-	300,000	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-
Investment Earnings	6,245	7,500	7,500	5,340	4,000	2,500	$ 8,017	$ 6,918	$ 4,730
Interfund Loan - Interest	-	-	-	8,782	7,950	1,430	-	-	-
Rents & Concessions	244,410	249,925	262,425	-	-	-	-	-	-
Intergovernmental	97,007	109,670	108,000	-	-	-	-	-	-
Parks & Recreation Fees	358,690	312,000	326,500	-	-	-	-	-	-
Charges for Services	257,064	88,810	75,500	-	-	-	1,147,387	1,281,080	1,352,220
System Replacement Fees	-	-	-	-	-	-	58,400	76,500	85,000
Impact fees	-	-	-	79,363	1,056	-	115,482	6,686	-
Contributions	-	-	-	-	-	-	-	-	-
Road/Drainage Assessments	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue	1,823,615	179,500	58,000	800	-	-	-	-	-
Total Financial Sources	$ 11,698,779	$ 9,873,050	$ 9,910,125	$ 454,477	$ 325,449	$ 2,423,930	$ 1,329,286	$ 1,371,184	$ 1,441,950
Financial Uses									
General Government	3,998,028	3,236,523	2,347,935	-	-	-	-	-	-
Housing	31,790	40,030	40,620	-	-	-	-	-	-
Planning & Building	552,222	592,531	1,217,000	-	-	-	-	-	-
Public Safety	1,295,845	1,346,790	1,377,000	-	-	-	-	-	-
Public Works	1,274,704	1,608,698	1,637,595	-	-	-	-	-	-
Parks & Recreation	1,247,288	1,432,496	1,499,511	-	-	-	-	-	-
Enterprise Operating	-	-	-			-	885,641	1,046,199	1,113,965
Capital Improvements	-	-	-	4,658,550	2,128,418	5,959,285	24,631	131,310	275,000
Principal	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	8,782	7,954	5,920
Total Financial Uses	$ 8,399,877	$ 8,257,068	$ 8,119,661	$ 4,658,550	$ 2,128,418	$ 5,959,285	$ 919,054	$ 1,185,463	$ 1,394,885
Total Net Transfers In (Out)	$ (2,757,637)	$ (1,555,053)	$ (2,654,458)	$ 2,286,232	$ 868,692	$ 2,000,000			
Depreciable Capital Projects #	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,540	$ 71,310	$ 275,000
Net Changes	541,265	60,929	(863,994)	(1,917,841)	(934,277)	(1,535,355)	430,772	257,031	322,065
Fund Balances									
Beginning Fund Balance	3,567,960	4,109,225	4,170,154	5,377,370	3,459,529	2,525,252	4,486,522	4,917,294	5,174,325
Ending Fund Balance	$ 4,109,225	$ 4,170,154	$ 3,306,160	$ 3,459,529	$ 2,525,252	$ 989,897	$ 4,917,294	$ 5,174,325	$ 5,496,390

#Adjustment to accrual basis

Town of Yountville
Revenue Expenditure Summary - Three Year History

	Wastewater Enterprise Funds			Special Revenue Funds			Debt Service Funds		
	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET
Financial Sources									
Property Tax	-	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-			
Transient Occupancy Tax	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-
County Measure A	-	-	-	-	-	-	$ 265,958	$ 256,077	$ 265,530
Other County Revenue	-	-	-	-	-	-		-	-
Other State Revenue	$ 37,500	-	-	$ 129,075	$ 102,600	$ 421,200	-		-
Federal Grant	-	-	-	127,986	-	500,000	-	-	-
Loan Proceeds	-	$ 2,100,000		-	-	-	-	-	-
Investment Earnings	1,681	2,750	$ 700	324	374	285	667	300	200
Interfund Loan - Interest	-	-	-					7,750	7,320
Rents & Concessions	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Parks & Recreation Fees	-	-	-	-	-	-	-	-	-
Charges for Services	2,866,957	1,470,670	1,609,543	-	-	-	-	-	-
System Replacement Fees	101,794	112,500	121,000	-	-	-	-	-	-
Impact fees	160,203	11,253	-				-	-	-
Contributions	-	40,000	-	17,118	5,055	5,000	-	-	-
Road/Drainage Assessments	-	-	-	42,653		-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-
Total Financial Sources	$ 3,168,135	$ 3,737,173	$ 1,731,243	$ 317,156	$ 108,029	$ 926,485	$ 266,625	$ 264,127	$ 273,050
Financial Uses									
General Government	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	830,000	-	-	-
Planning & Building	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	3,887	1,500	10,500	-	-	-
Parks & Recreation	-	-	-	4,933	4,500	5,000	-	-	-
Enterprise Operating	1,262,855	1,360,960	1,496,590	-	-	-			
Capital Improvements	1,166,304	2,148,399	229,500	238,388	75,000	85,000			
Principal	-	12,525	12,525	-	-	-	682,045	695,216	724,595
Interest & Fees	4,176	10,570	8,750	-	-	-	616,149	592,433	565,980
Total Financial Uses	$ 2,433,335	$ 3,532,454	$ 1,747,365	$ 247,208	$ 81,000	$ 930,500	$ 1,298,194	$ 1,287,649	$ 1,290,575
Total Net Transfers In (Out)							$ 932,080	$ 1,022,400	$ 1,022,893
Depreciable Capital Projects #	$ 1,166,304	$ 2,148,399	$ 229,500	$ -	$ -	$ -	$ -	$ -	$ -
Net Changes	1,901,104	2,353,118	213,378	69,948	27,029	(4,015)	(99,489)	(1,122)	5,368
Fund Balances									
Beginning Fund Balance	7,080,092	8,981,196	11,334,314	210,767	280,715	307,744	1,101,665	1,002,176	1,001,054
Ending Fund Balance	$ 8,981,196	$ 11,334,314	$ 11,547,692	$ 280,715	$ 307,744	$ 303,729	$ 1,002,176	$ 1,001,054	$ 1,006,422

#Adjustment to accrual basis

Town of Yountville
Total Annual Budget
Fiscal Year 2015-16
$19,442,271

- **General Fund** $8,119,661
  - Public Works $1,637,595
  - Parks & Recreation $1,499,511
  - Public Safety $1,377,000
  - Planning & Building $1,217,000
  - Housing Program $40,620
  - Community Promotion $420,660
  - Town Council/Mayor $96,980
  - Town Clerk $315,195
  - Town Attorney $126,500
  - Town Manager's Office $453,510
  - Finance $398,660
  - Risk Management $61,800
  - Non-Departmental $138,200
  - Other Post Employment Benefits (OPEB) $336,430
- **Capital Projects Fund** $5,959,285
  - Civic Facilities $517,000
  - Community Projects $604,900
  - Drainage & Flood Control $3,568,155
  - Parks & Recreation $862,230
  - Streets & Transportation $407,000
- **Water Utility Enterprise** $1,394,885
  - Water Operations & Distribution $466,185
  - Water Purchases & Conservation $649,210
  - Water Capital Improvements $279,490
- **Wastewater Utility Enterprise** $1,747,365
  - WW Collection System Operations $328,780
  - WW Treatment Operations $1,189,085
  - WW Treatment Capital $97,880
  - WW Collection Capital $131,620
- **Special Revenue Funds** $930,500
  - State Gas Tax Fund $85,500
  - Housing Grant Fund $830,000
  - Flood Barrier Maintenance $10,000
  - Youth Subsidy Program $5,000
- **Debt Service Funds** $1,290,575
  - 2008 Lease Revenue Bonds $667,550
  - 2013 Lease Revenue Bonds $363,170
  - Measure A Debt Service $259,855

Town of Yountville™
"The Heart of the Napa Valley"

Budget Development Process 2015-16

March

- Budget Planning & Discussions
- Staff enters budget requests into financial software
- Develop preliminary revenue projections, salary/benefit projections & cost allocations

April

- Budget Workshop #1 April 7 - Parameters & Assumptions
- Budget narratives updated & reformatted using new template
- Town Manager reviews budget

May

- Finance Department finalizes proposed budget
- May 12 Special Meeting 1:30-5:00pm – Budget Workshop #2
- May 21 Special Meeting 1:30-5:00pm – Budget Workshop #3

June 16 Budget Adoption at Council Meeting

On or before June 30

2015-16 Adopted Budget published & available on the Town's website

Effect of Planning Processes on the Operating Budget

The Town utilizes several planning processes that affect the development of the operating budget. Effective planning processes assist Town in assessing the financial implications of current and proposed policies, programs, and assumptions. An effective plan illustrates the likely outcomes of particular courses of action.

Name of Plan	Type of Planning Process	Description of Planning Process	Budget Impact
General Government Long-Range Financial Forecast	Five-year plan developed to facilitate long-term financial planning	Forecast of revenues, expenditures, service levels and staffing needs	Allows for priority allocation of resources & expenditure control
Facilities Capital Maintenance	Five-year plan by facility and maintenance activity or project	The prioritization of departmental requests for projects and schedule & funding of maintenance requirements	Stability of General Fund & capital reserves
Parks Capital Maintenance	Five-year plan by facility, maintenance activity or project	Identifies, prioritizes and schedules improvements to parks, medians and grounds	Stability of General Fund & capital reserves
Street Maintenance	Five-year plan to maintain and improve roadways, sidewalks, curbs and gutters	Inspection, prioritization and scheduling of surface repair and preventive maintenance of streets	Stability of General Fund, State Gas Tax & potential grant appropriations
Vehicle / Equipment Replacement	Five-year plan of scheduled vehicle and heavy equipment replacement	Development of replacement intervals based on equipment age, usage, and lifetime repair costs	Timing and sizing of replacement costs & financing
Computer Replacement	Three-year plan of the replacement of computers and other technology items	Development of replacement intervals based on equipment age, usage and lifetime repair costs	Timing and sizing of replacement & technology upgrade costs
Capital Improvements Plan	Five-year plan of major infrastructure development and improvements	Town Council identification of projects; prioritizing; costing; timing; financing and project management	Predictable funding/reserve levels, long term financing planning
Land Use Assumptions	Ten-year plan of land use assumptions and infrastructure needs	Identification of residential & non-residential land use development opportunities	Water & sewer capacity plans, debt issues

Key Budget Parameters 2015-16

Highlights of the Proposed Budget:

- 3% CPI for salaries & 5% increase for medical benefits
- 14% OPEB rate to fully fund ARC
- Shift in IT allocation to include iPads issued to PW
- Decrease in Town Attorney litigation budget - $970,000
- $610,000 for General Plan Update - Planning
- $30,000 increase in Parks & Rec Admin budget for department specific 5 year strategic plan

- **Fund Reserves at levels approved by Town Council Policy:**

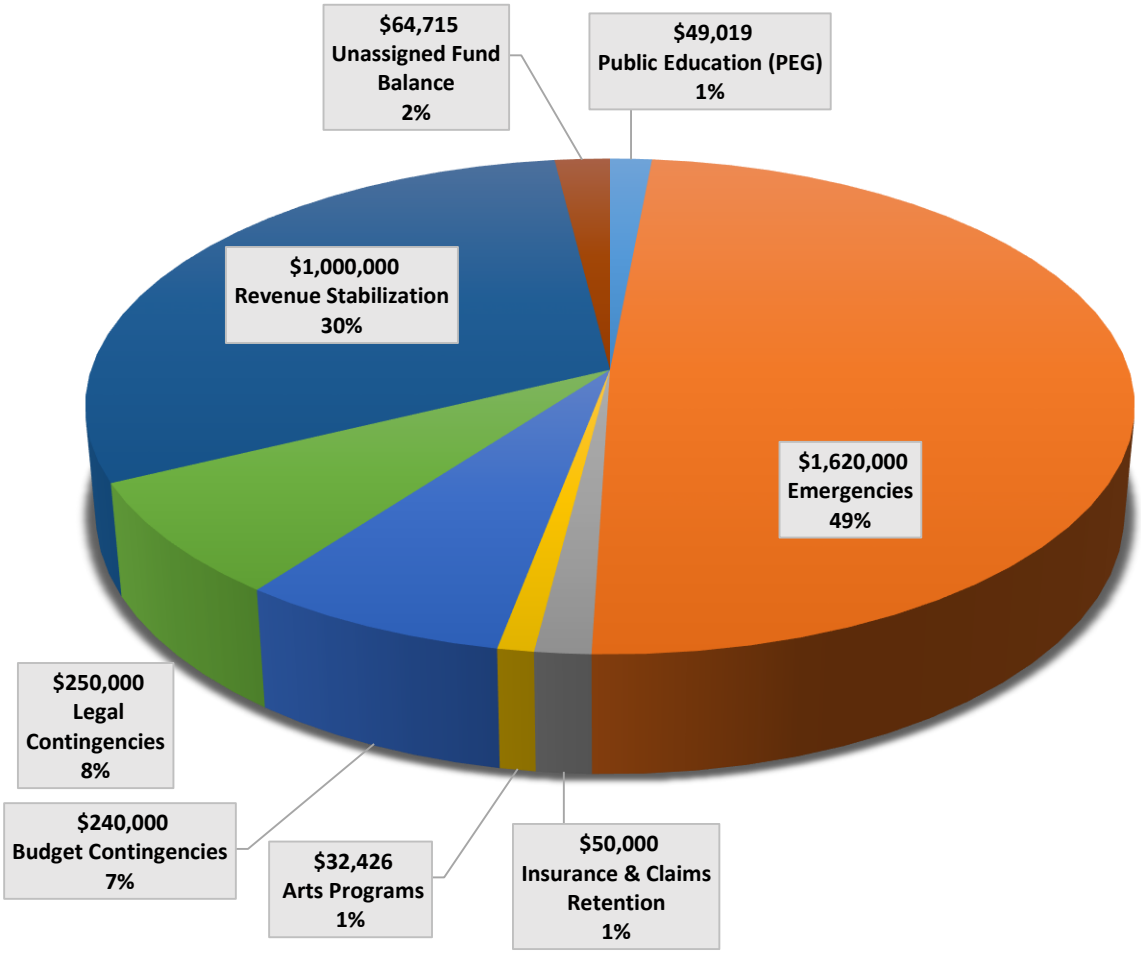
- Emergency Reserves - 20% of General Fund expenditures $1,620,000
- Revenue Stabilization – 15.625% of Projected TOT revenue $1,000,000
- Insurance & Claims Retention - $50,000 ($30,000 required minimum)

- **Proposed Budget includes Additional Reserves for unanticipated expenditures:**

- Assigned for Budget Contingencies - $240,000
- Assigned for Legal Contingencies - $250,000

General Fund Summary	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Beginning Fund Balance	$4,109,225	$4,109,225	$4,170,154
Total Revenue	9,648,885	9,873,050	9,910,125
Total Expenditures	8,413,635	8,257,068	8,119,661
Revenue Less Expenditures Before Transfers	1,235,249	1,615,982	1,790,464
Total Transfers	(1,555,303)	(1,555,053)	(2,654,458)
Excess (Deficiency) After Transfers	(320,054)	60,929	(863,994)
Ending Fund Balance	$3,789,173	$4,170,154	$3,306,160

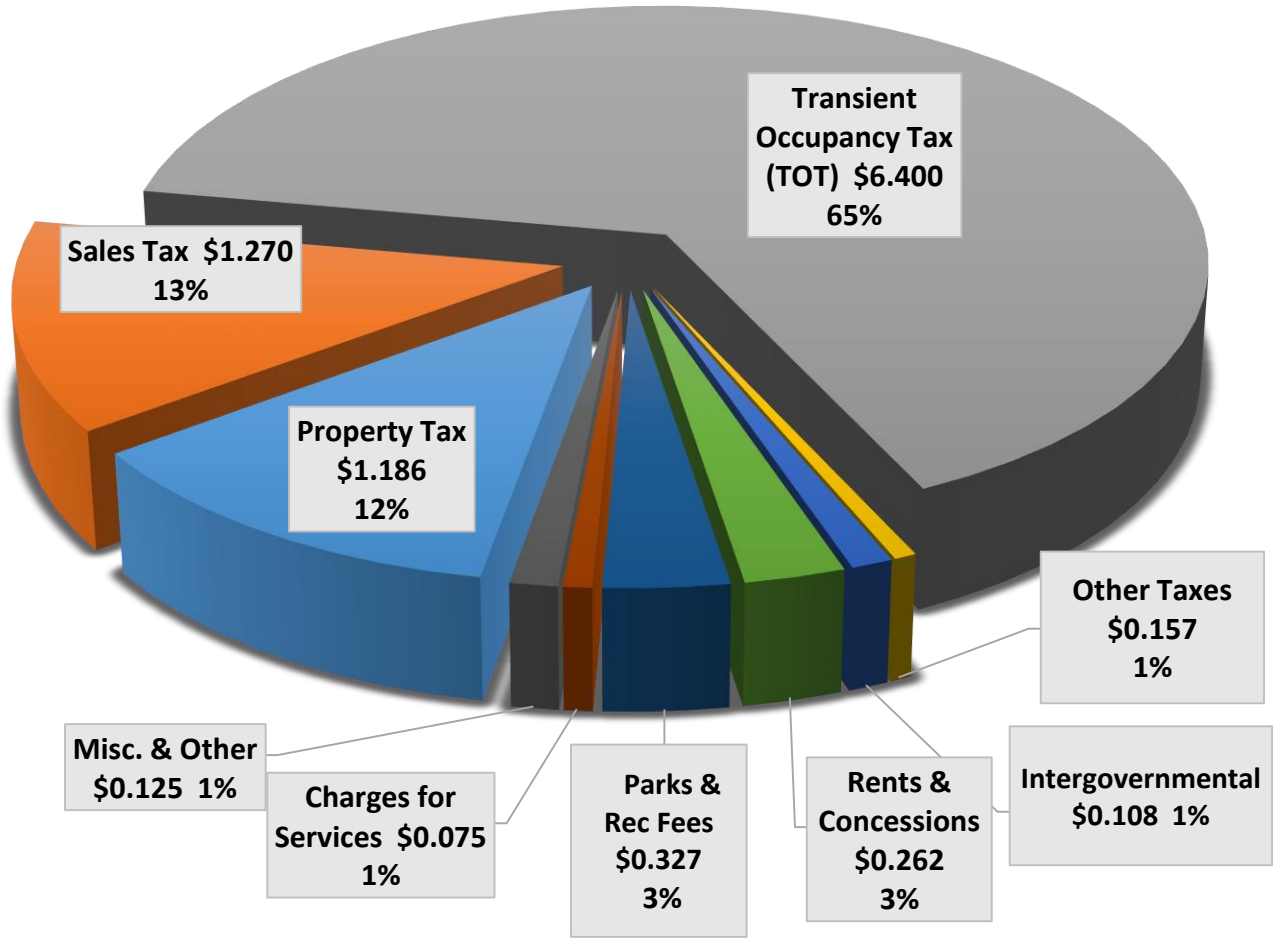
General Fund
Fund Balance Summary $3,306,160
2015-16 Proposed Budget



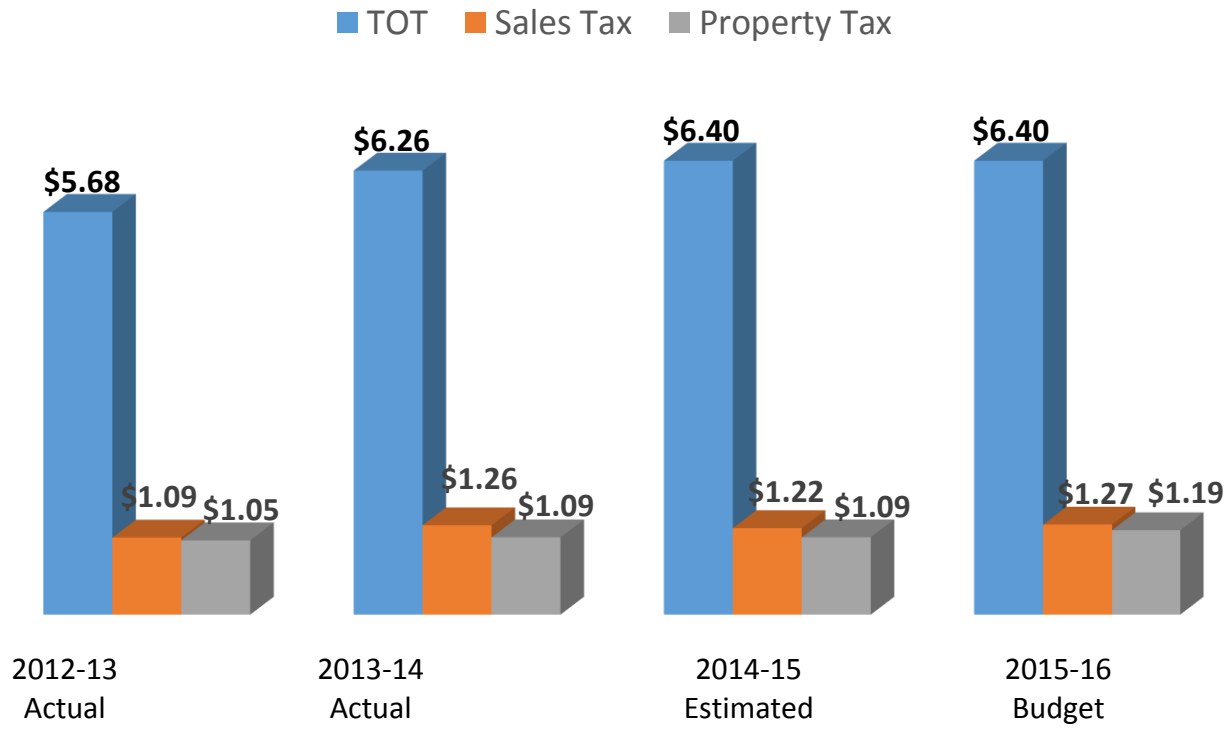
General Fund Revenue Overview

General Fund Revenue Summary	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Transient Occupancy Tax	$6,250,000	$6,400,000	$6,400,000
Sales Tax	1,215,000	1,219,500	1,270,000
Property Tax	1,050,000	1,086,145	1,186,200
Total Primary Revenues	$8,515,000	$8,705,645	$8,856,200
Total All Other Revenues	1,133,885	1,167,405	1,053,925
Total General Fund Revenues	$9,648,885	$9,873,050	$9,910,125

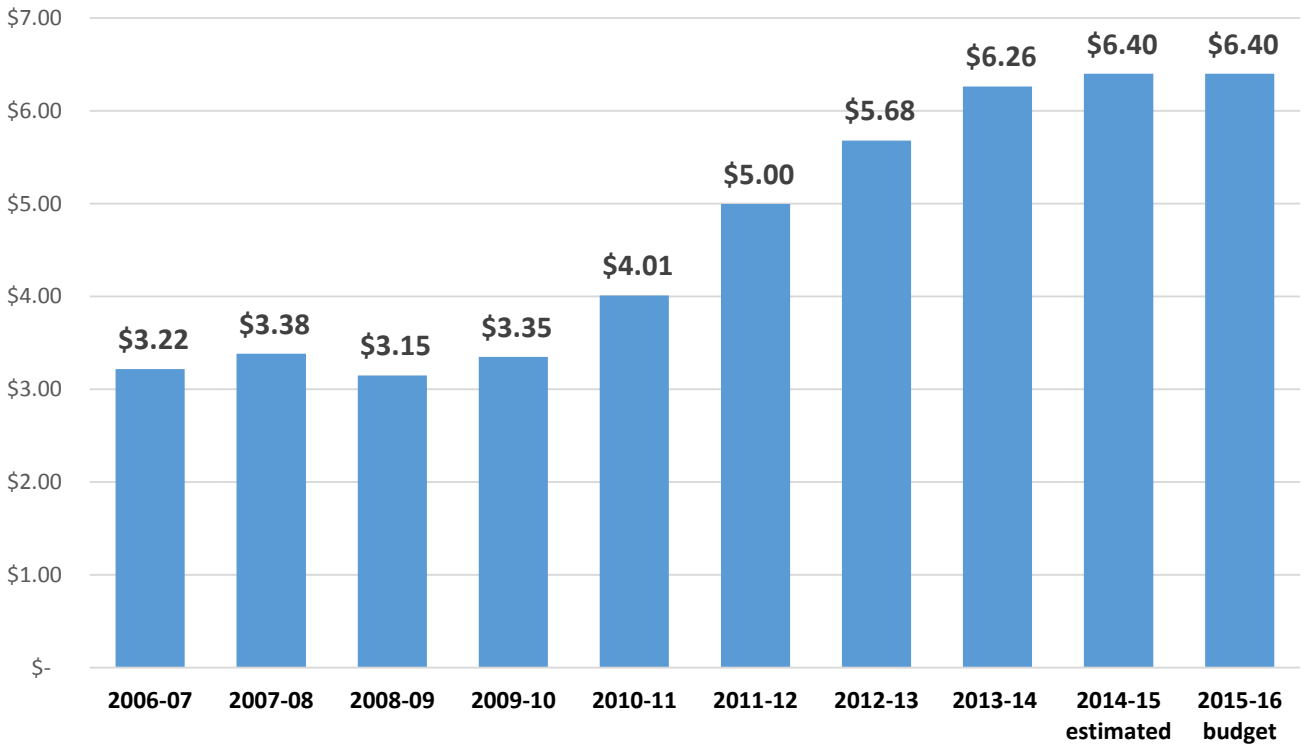
2015-16 General Fund Revenue $9.910 million



4 Year Trend – Primary Revenues
$ millions



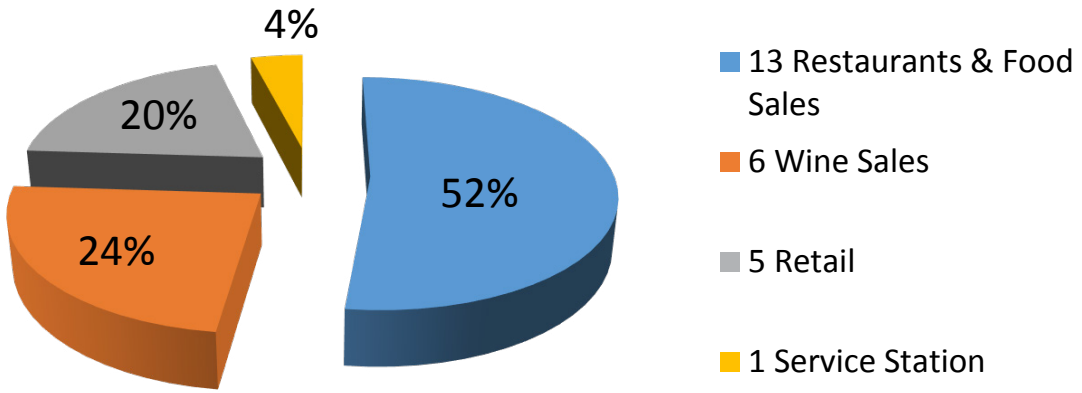
Transient Occupancy Tax (TOT) - Ten Year History
$ millions

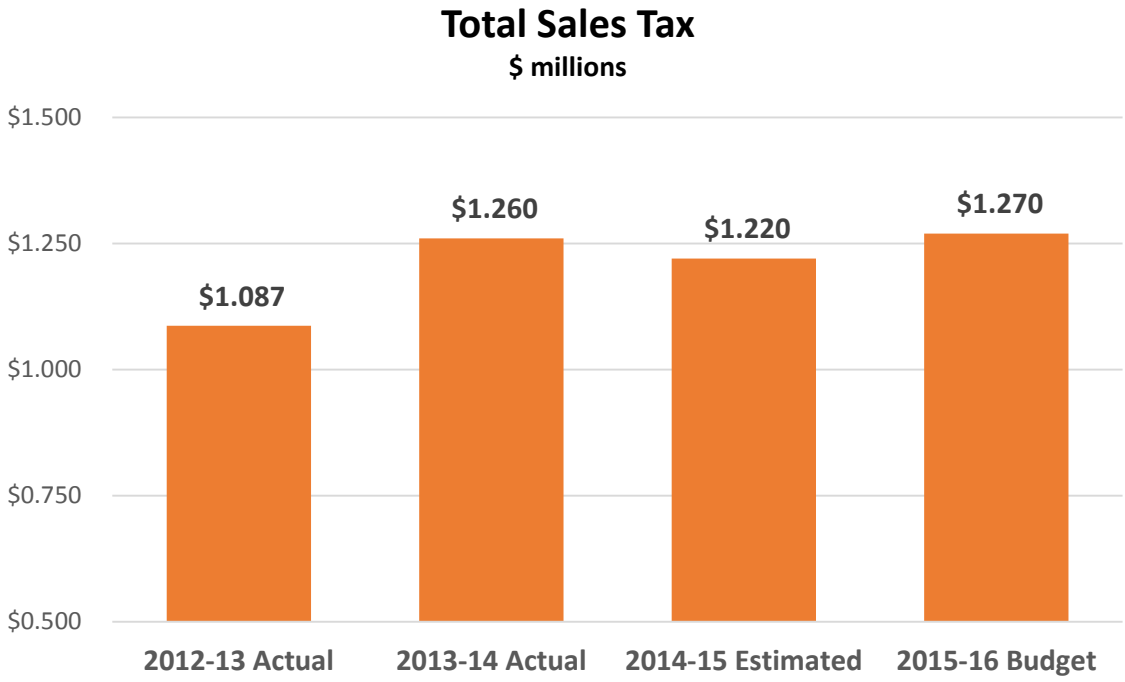


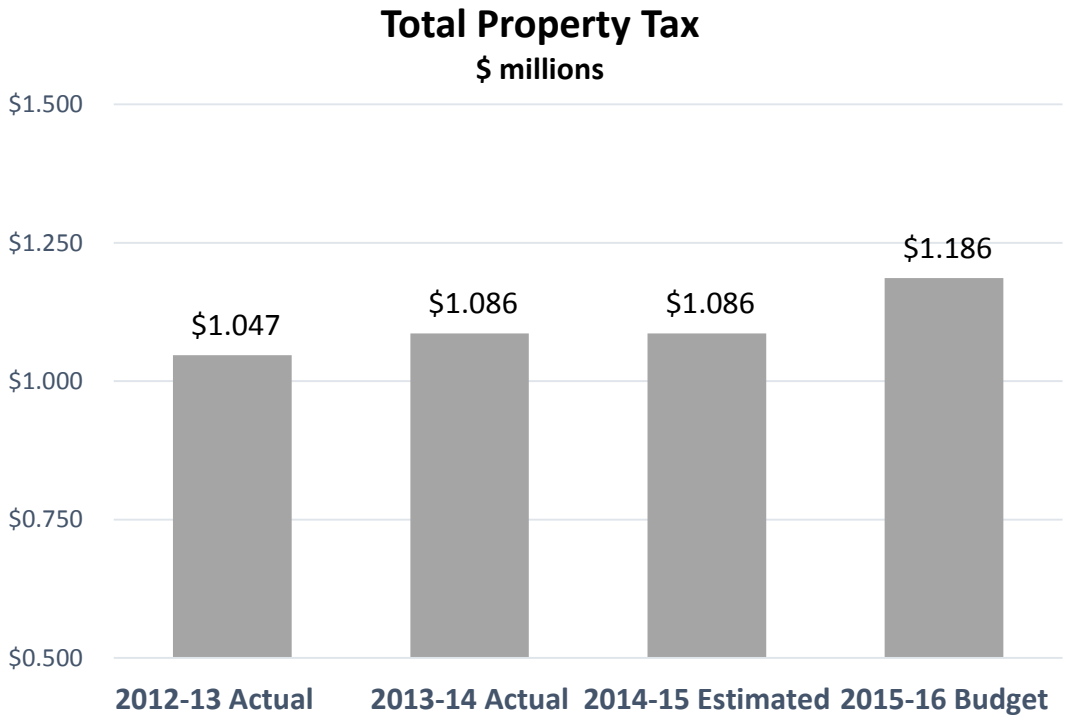
Town of Yountville
Top 25 Sales Tax Generators
(In alphabetical order)

Ad Hoc Restaurant	Hotel Luca
Bardessono Inn & Spa	Hurley's Restaurant & Bar
Beau Vigne	Jessup Cellars
Bistro Jeanty	Ma(i)sonry
Bottega Restaurant	Napa Style
Bouchon Restaurant	Overland Outfitters
Ciccio	Pacific Blues Café
Vintage Estate Group	Ranch Market Too
French Laundry Restaurant	Redd
Hestan Vinyards	Yountville Inn
Hill Family Estate	V Wine Cellars
Hillstone Restaurant Group	Vintage Wine Estates
Hope & Grace Wines	

Yountville's Top 25 Businesses Generate Over 90% of the Town's Sales Tax




Total Sales Tax
$ millions
$1.500
$1.250
$1.000
$0.750
$0.500
$1.087
$1.260
$1.220
$1.270
2012-13 Actual
2013-14 Actual
2014-15 Estimated
2015-16 Budget

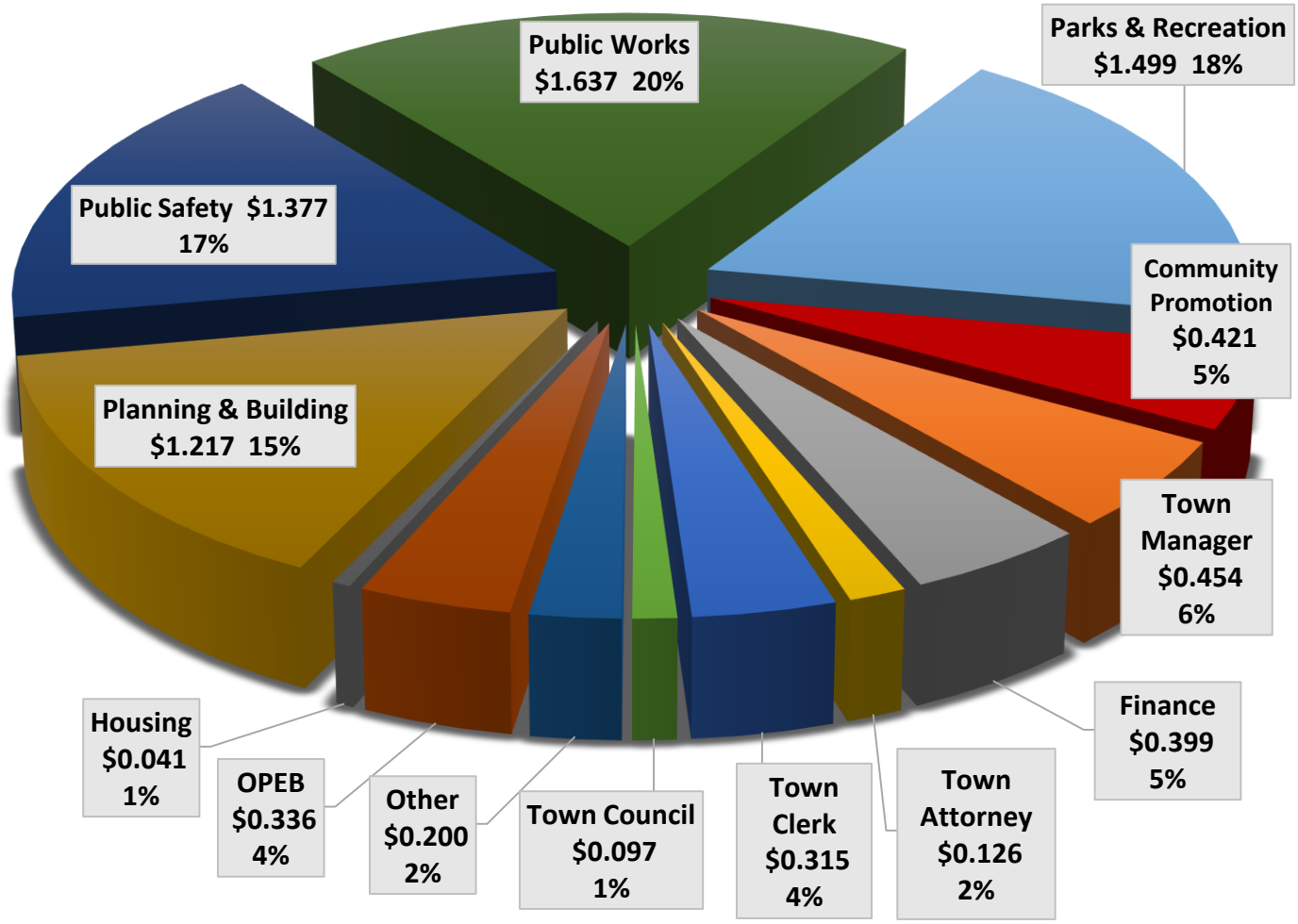

Total Property Tax
$ millions
$1.500
$1.250
$1.000
$0.750
$0.500
$1.047
$1.086
$1.086
$1.186
2012-13 Actual
2013-14 Actual
2014-15 Estimated
2015-16 Budget

General Fund Expenditures Overview

General Fund Expenditures	2014-15 Budget	2015-16 Budget	Increase/ (Decrease)	% Change
General Government	$3,287,649	$2,347,935	($939,714)	(29%)
Housing	40,030	40,620	590	2%
Planning & Building	664,450	1,217,000	552,550	83%
Public Safety	1,346,790	1,377,000	30,210	2%
Public Works	1,634,165	1,637,595	3,430	---
Parks & Recreation	1,440,551	1,499,511	58,960	4%
TOTAL EXPENDITURES	$8,413,635	$8,119,661	($293,974)	(3%)
Total Transfers Out	1,555,303	2,654,458	1,099,155	71%
TOTAL EXPENDITURES & TRANSFERS	$9,968,938	$10,774,119	$805,181	8.0%

General Fund Transfers	2014-15 Budget	2015-16 Budget	$ Change	% Change
OPEB Allocation	$285,140	$336,430	$51,290	18%
TBID Administration (1%)	10,417	10,667	250	2%
Capital Projects (50)	(850,000)	(2,000,000)	(1,150,000)	135%
Debt Service - 2008 Bonds	(666,980)	(667,550)	(570)	---
Debt Service - 2013 Bonds	(333,880)	(334,005)	(125)	---
TOTAL TRANSFERS	(1,555,303)	(2,654,458)	(1,099,155)	71%

2015-16 General Fund Expenditures
$8.119 million



Water Utility Operations

Budget Projections & Key Assumptions

- Revenue projections include Jan. 1, 2015 rate increase - final year of the approved five year rate schedule

- Water Operating Fund estimated fund balance at 6-30-15 = $912,793

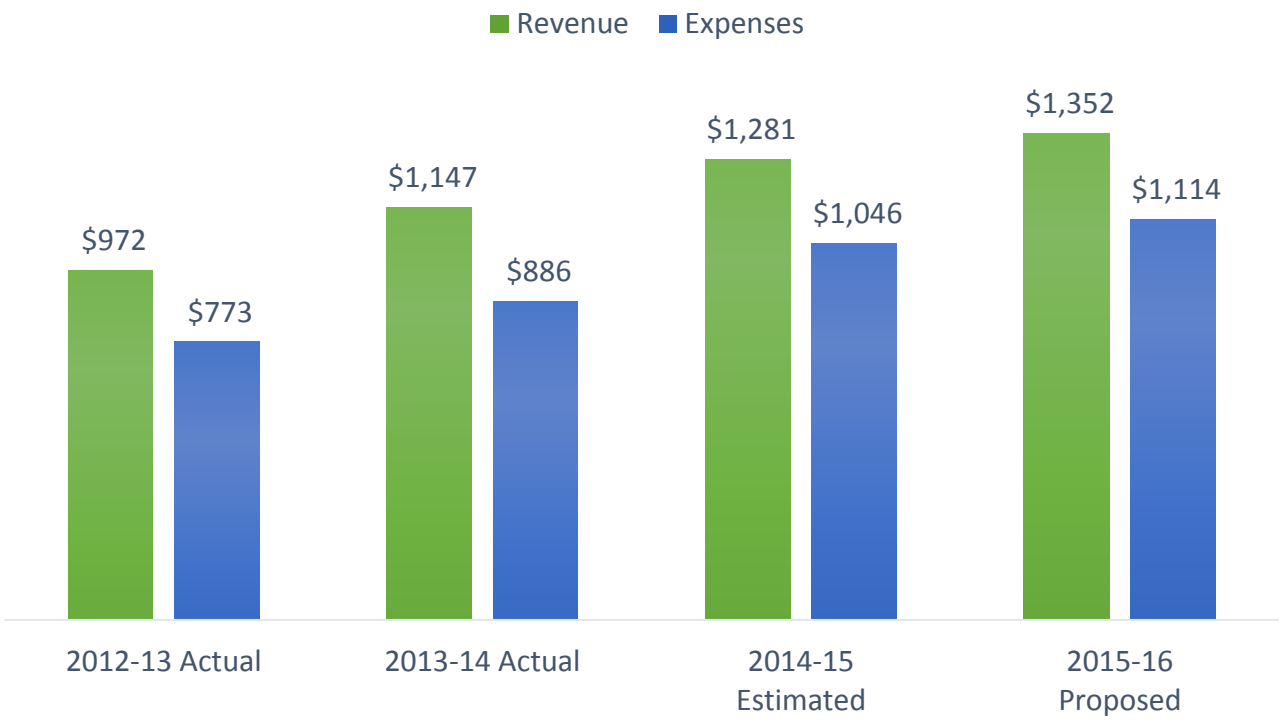
- Town has adopted a drought ordinance & is actively promoting conservation

  Budget increases include:

  - Increase for allocated IT costs
  - Contract services increased to include cost of updated rate study
  - Projected increase for water purchases & conservation rebates

Water Operating Revenue & Expenses

$ thousands



Water Revenue Overview

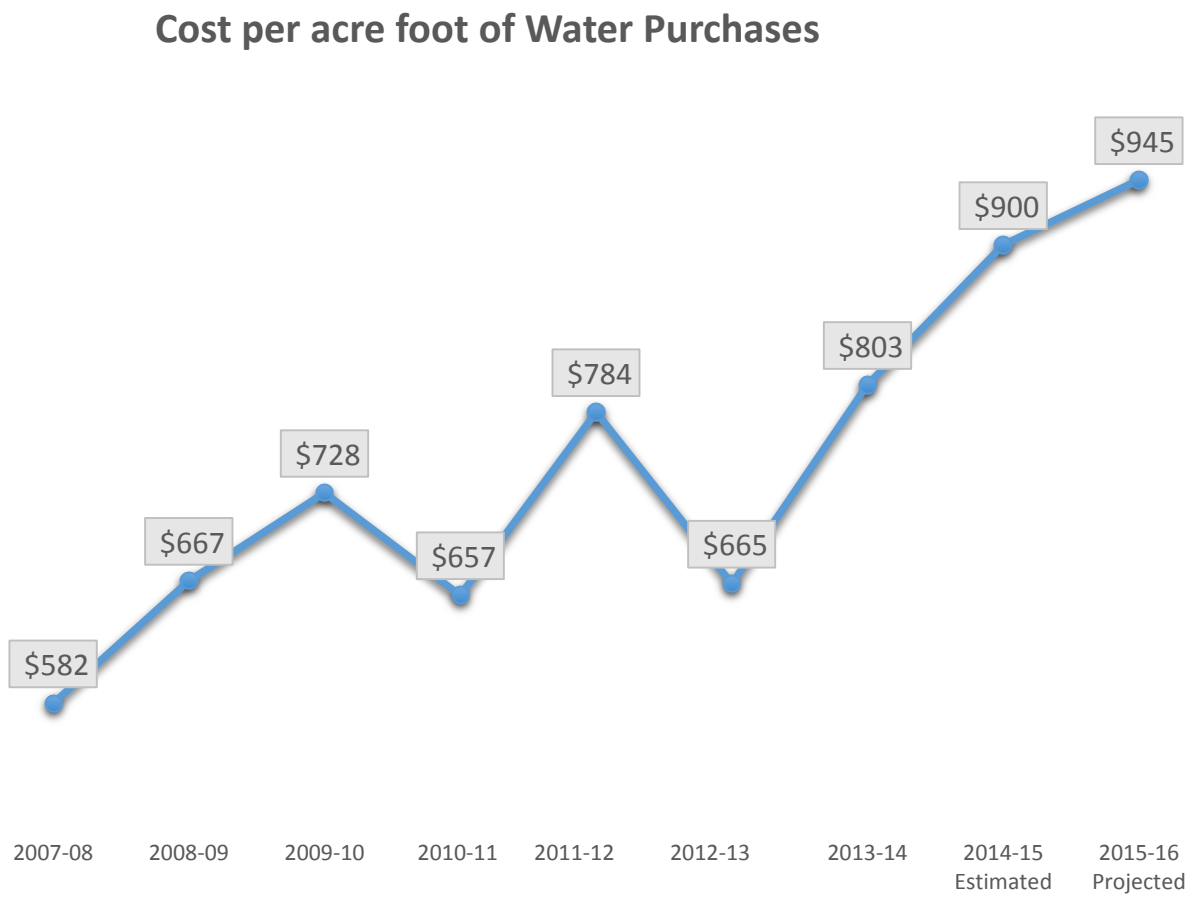
Water Utility Operating Revenue	2014-15 Budget	2014-15 Estimated	2015-16 Budget	Increase (Budget less Estimated)	%
Residential Sales	$824,570	$794,750	$840,500	$45,750	6%
Non Profit Sales	102,400	87,000	89,000	2,000	2%
Commercial Sales	356,580	372,500	396,000	23,500	6%
Other Services	8,060	21,330	16,220	(5,110)	-24%
Other Revenue	5,500	5,500	10,500	5,000	91%
Total Revenue	$1,297,110	$1,281,080	$1,352,220	$71,140	6%

Water Operating Expenses Overview

Water Utility Operating Expenses	2014-15 Budget	2014-15 Estimated	2015-16 Budget	Increase (Budget less Estimated)	%
Personnel Services	$328,565	$328,565	$325,955	($2,610)	-1%
Supplies & Services	115,220	114,876	131,560	16,684	15%
Capital Outlay	6,000	6,958	3,000	(3,958)	-57%
Water Purchases	456,300	523,800	578,450	54,650	10%
Depreciation Expense	72,000	72,000	75,000	3,000	4%
Total Expenses	$978,085	$1,046,199	$1,113,965	$67,766	6%

Total Cost per acre foot of Water Purchases

Fiscal Year	Acre Feet Purchased	Cost per Acre Foot	Total Cost
2007/08	513	$582	$299,170
2008/09	507	$667	$338,085
2009/10	497	$728	$394,640
2010/11	514	$657	$337,517
2011/12	559	$784	$438,256
2012/13	581	$665	$391,332
2013/14	612	$803	$431,362
ESTIMATED 2014/15	580	$900	$522,000



Water Utility Capital Projects Budget For 2015-16

Project Number	Description	Budget
WA-0002	Pressure Regulator Station Upgrade	$45,000
WA-0006	Fixed Network/Meter Reading Project	120,000
WA-3016	Service Lateral Replacements	50,000
WA-4016	Hydrant & Main Flushing & Inventory	40,000
WA-2016	Water Meter Replacements	20,000
	Total Water Capital Projects	$275,000

Wastewater Utility Operations

Budget Projections & Key Assumptions

- Revenue projections include Jan. 1, 2015 rate increase - final year of the approved five year rate schedule

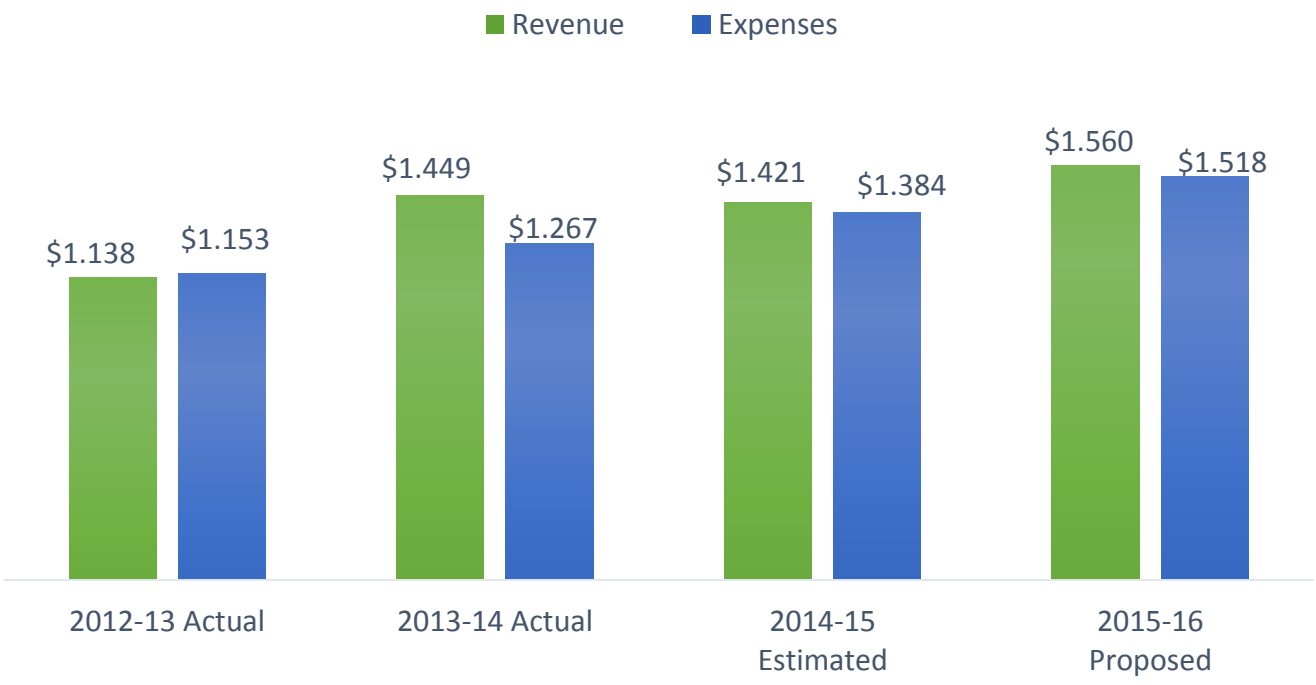
- The Town's largest wastewater treatment customer is the Veteran's Home; they pay approximately 50% of all treatment operating costs

- Operating expenses are increasing by $64,910 primarily due to:
  - Overall increases for services & supplies, including contract services & insurance
  - Increase to allocated IT costs, reflecting new technology/devices used in the field
  - Increase in staff development budgets to support ongoing training/certifications

➢ Wastewater Operating Fund estimated fund balance at 6-30-15 = $389,281 with $210,000 Reserved for Debt Service (as required by the State Revolving Fund Loan)

Wastewater Operating Revenue & Expenses

$ millions



Wastewater Revenue Overview

Wastewater Utility Operating Revenue	2014-15 Budget	2014-15 Estimated	2015-16 Budget	Increase (Budget less Estimated)	%
Residential Sales	$365,500	$380,000	$425,000	$45,000	12%
Commercial Sales	450,000	449,000	480,000	31,000	7%
Veteran's Home	572,593	541,670	594,543	52,873	10%
Reclaimed Water Sales	50,000	50,000	60,000	10,000	20%
Total Revenue	$1,438,093	$1,420,670	$1,559,543	$138,873	10%

Wastewater Operating Expenses Overview

Wastewater Utility Operating Expenses	2014-15 Budget	2014-15 Estimated	2015-16 Budget	Increase (Budget less Estimated)	%
Personnel Services	$658,960	$658,960	$667,420	$8,460	1%
Supplies & Services	450,900	447,000	499,170	52,170	10%
Debt Service Madison/Yount	23,095	23,095	21,275	(1,820)	-8%
Depreciation Expense	320,000	255,000	330,000	75,000	29%
Total Expenses	$1,452,955	$1,384,055	$1,517,865	$133,810	10%

Wastewater Treatment Capital - Fund 63

Project Number	Description	Budget
WW-0010	Flyght Pump	$40,000
WW-4016	Plant Equipment Replacement	57,880
	Total Wastewater Treatment Capital Projects	$97,880

Wastewater Collection System Capital - Fund 64

Project Number	Description	Budget
WW-2016	Inflow & Infiltration Reduction Program	$20,630
WW-3016	Sewer Main Replacement Program	62,690
WW-5016	Pump Station Equipment Replacement	48,300
	Total Wastewater Collection System Capital Projects	$131,620

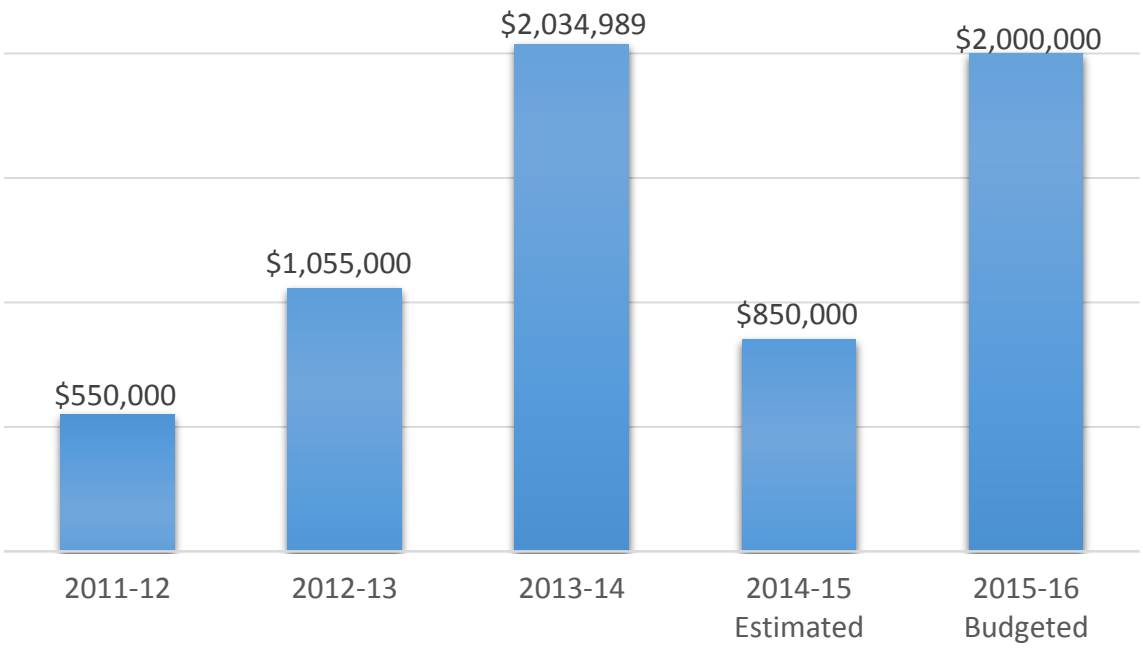
Capital Projects Summary - Fund 50

Overview of Proposed Capital Projects for Fiscal Year 2015-16

- Proposed Budget includes 38 projects & programs = $6.019 million

  - Funding from various sources including:
    - General Fund
    - Impact Fees ($18,692 in 2014-15)
    - Measure A Funds
    - Watershed Assessment District Funds
    - FEMA Grant

Capital Projects Funding transfers from General Fund
$6.490 million total in 5 years



Capital Projects - Civic Facilities

Project Number	Description	Budget
CF-0009	Corporation Yard Renovations	$215,000
CF-0012	Community Center Restoration Project	250,000
CF-2016	Equipment Replacement – Town Buildings	23,000
CF-4016	Civic Facilities Renovations	29,000
	Total Civic Facilities Projects	$517,000

Capital Projects – Community Projects

Project Number	Description	Budget
CP-0003	Emergency Operation Center Improvements	$50,000
CP-0007	Geographical Information System (GIS)	85,000
CP-0010	Yountville Park Parking Improvements	150,000
CP-0011	Oak Circle Open Space Parking Improvements	65,000
CP-0013	Pedestrian Bridge Resurfacing (5)	30,000
CP-2015	ADA Accessibility Improvements Program	150,000
CP-6016	Vehicle & Major Equipment Replacement	54,900
CP-7015	Pavement Treatment - Paths & Parking Lots	20,000
	Total Community Projects	$604,900

Capital Projects – Drainage & Flood Control

Project Number	Description	Budget
DF-0004	Finnell Culvert – Hopper Creek / Beard Ditch	$2,506,000
DF-0007	Villagio Channel Bank Repair	200,000
DF-0008	Hopper Creek Improvements Design	200,000
DF-0009	Stream Restoration (HOP 10)	300,000
DF-0014	Floodwall Earthquake Repair	300,000
DF-2016	Town-Wide Drainage Improvement Program	25,000
DF-3016	Storm Water Management Program - NPDES	12,155
DF-4016	Hopper Creek Sediment Removal	25,000
	Total Drainage & Flood Control Projects	$3,658,155

Capital Projects – Parks & Recreation

Project Number	Description	Budget
PK-0003	Pedestrian Path – Oak Circle-Mission	$65,000
PK-0005	Park Irrigation - Smart Weather Stations (16)	75,000
PK-0006	Mount Path Irrigation Conversion	20,000
PK-0007	Vineyard Park Tennis Courts & Drainage	95,000
PK-0011	Pool Pumps & Resurfacing Improvements	60,000
PK-0012	Yountville Community Park Improvements	200,000
PK-0013	Oak Circle Community Park	165,000
PK-2016	Park Improvements Program	50,000
PK-3016	Park Major Equipment Replacement Program	18,230
PK-4016	Park Paths Program	59,000
PK-5016	Park Development & Design	40,000
PK-6016	Swimming Pool Replacement Program	15,000
	Total Parks & Recreation Projects	$862,230

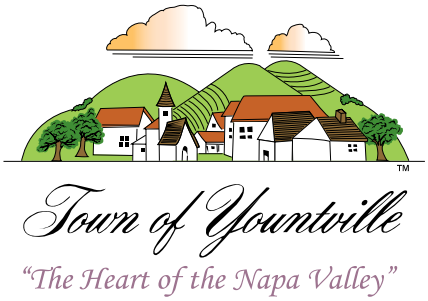
Capital Projects – Streets & Transportation

Project Number	Description	Budget
ST-0006	Hopper Creek Bridge Barrier Rail (3)	$65,000
ST-0013	Street Equipment - (Used) Bucket Truck	30,000
ST-2016	Pavement Management Program	250,000
ST-4016	Traffic Calming Program	30,000
ST-5016	Street Light Replacement Program	32,000
	Total Streets & Transportation Projects	$407,000

State Gas Tax Fund - 20

➢Gas Tax revenue is projected at $91,200 for 2015-16

Project Number	Description	Budget
ST-0004	Surveys & Monuments Book	$35,000
ST-3016	Slurry Seal & Patching Program	20,000
ST-6016	Replace Railroad Tie Curbs	30,000
	Total Gas Tax Fund Projects	$85,000



Budget Overview

Section 3

ORGANIZATIONAL INFORMATION

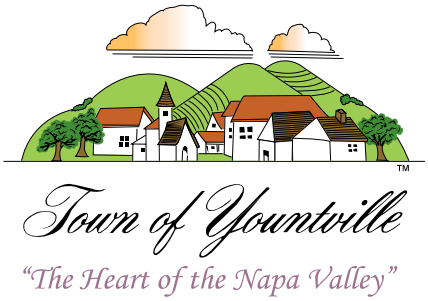
Principal Officials

Advisory Boards, Committee & Commissions

Organizational Chart

Service Delivery Matrix

Authorized Positions & Personnel Information



Principal Officials

TOWN COUNCIL

John F. Dunbar, Mayor
Richard Hall, Vice Mayor
Marjorie "Margie" Mohler, Council Member
Marita Dorenbecher, Council Member
Jeffrey Durham, Council Member

TOWN ADMINISTRATION

Steven Rogers, Town Manager
Kathleen Bradbury, Finance Director & Treasurer
Joe Tagliaboschi, Public Works Director
Debby Hight, Deputy Public Works Director
Samantha Holland, Parks & Recreation Director
Sandra Liston, Planning & Building Director
Michelle Dahme, Town Clerk
Julie Baldia, Management Analyst
Nathan Steele, Management Analyst
Preya Nixon, Management Fellow

TOWN OF YOUNTVILLE

BOARD, COMMITTEE & COMMISSION MEMBERS

The Town Council recognizes there is a vast and largely untapped reservoir of talent that exists among the citizenry and to encourage public input and citizen participation, the Town Council appoints representatives to various local and countywide advisory boards, committees and commissions.

Zoning & Design Review Board (ZDRB) – Three Year Terms of Office
Meets Second Tuesday Monthly at 6:00 p.m. in Town Council Chambers

Member	Appointed	Term Expires
Jason Janes	June 19, 2012	July 19, 2015
Jason Scoggins	June 19, 2012	July 19, 2015
Kimberly Cook	March 19, 2013	July 19, 2016
Jeffrey Durham	July 16, 2013	July 19, 2016
Kerrin Laz	July 16, 2013	July 19, 2016

Parks & Recreation Advisory Commission – Two Year Terms of Office
Meets (January, March, May, July, September, and November) on Thursday at 6:00 p.m. in Town Council Chambers

Member	Appointed	Term Expires
Diane Page	February 18, 2014	January 20, 2016
Bob Pallas	February 18, 2014	January 20, 2016
Susan Wiechers	February 18, 2014	January 20, 2016
VACANT (High School Advisory Rep.)		January 20, 2017
Mark Haugan	March 3, 2015	January 20, 2017
Sandy Fagan	March 3, 2015	January 20, 2017

Yountville Arts Commission – Two Year Terms of Office
Currently Meets First Monday Monthly at 5:30 p.m. in the Community Center Founder's Room

Member	Appointed	Term Expires
Kristie Sheppard	April 16, 2013	July 16, 2015
Vincent Xeus	April 16, 2013	July 16, 2015
Kimberly Cook	April 16, 2013	July 16, 2016
Nancy Gates	April 16, 2013	July 16, 2016
Violet Hover	April 16, 2013	July 16, 2016

COUNTYWIDE BOARDS & COMMISSIONS – YOUNTVILLE REPRESENTATIVES

Napa County Local Food Advisory Council

Member	Appointed	Term Expires
Kara Scoggins	April 16, 2013	February 1, 2017

Napa County Measure A - Financial Oversight Committee

Member	Appointed	Term Expires
Michael Bunch	December 3, 2013	June 30, 2015

Napa County Transportation & Planning Agency (NCTPA) - Active Transportation Advisory Committee (ATAC) (Formerly Bicycle Advisory Committee)

Member	Appointed	Term Expires
James Eales	December 17, 2014	May 2017

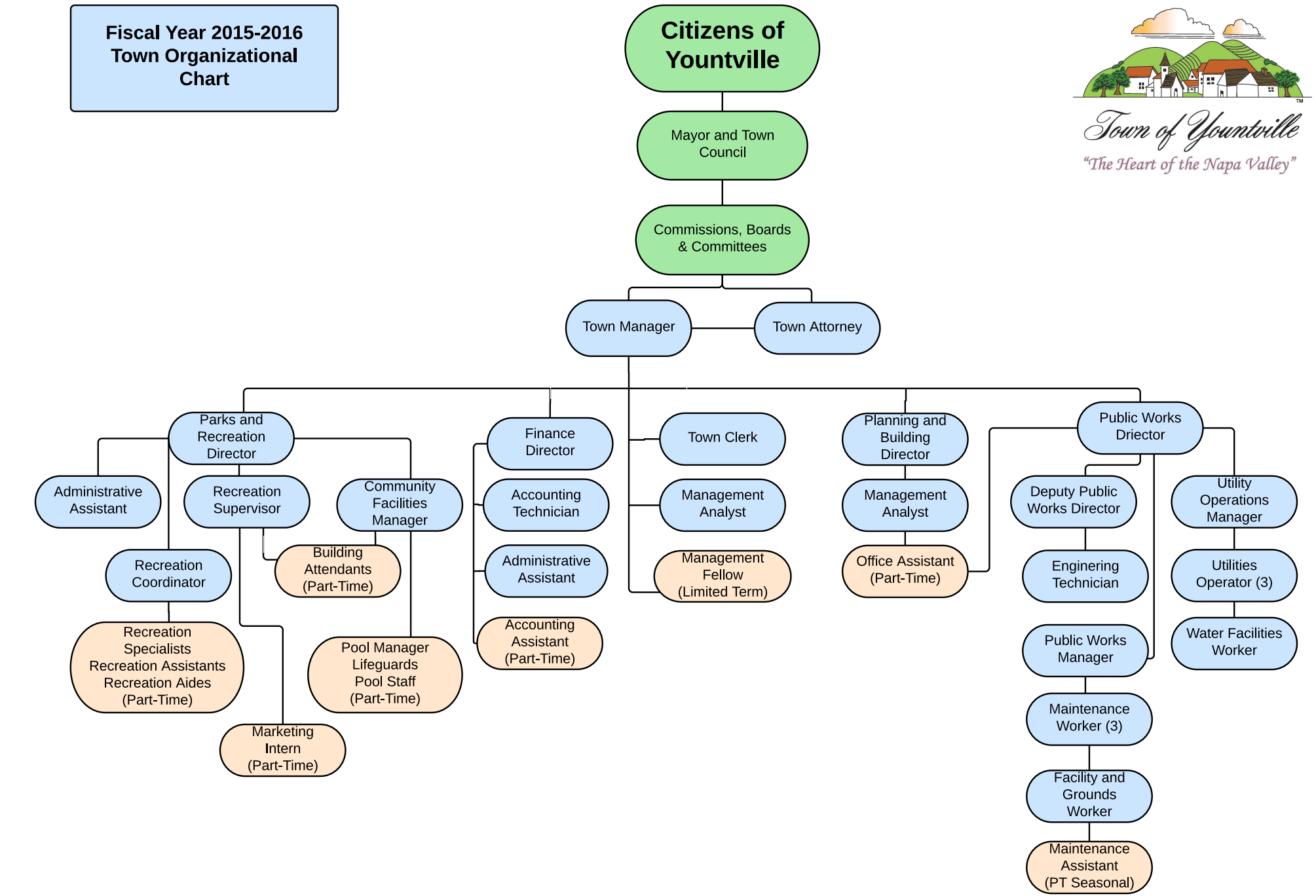
Napa County Library Commission

Member	Appointed	Term Expires
Scott Owens, Jr.	January 31, 2015	January 31, 2018

Napa County Mosquito Abatement District

Member	Appointed	Term Expires
Steven Rosa	December 6, 2011	December 31, 2015

Fiscal Year 2015-2016 Town Organizational Chart



Town of Yountville Service Delivery Matrix

The Town of Yountville may be a small community of 2,933 residents, but the Town is a full service public agency delivering a very broad, comprehensive and high quality range of municipal services to its residents and visitors. The Town has permanent staffing of 27 full-time employees supplemented by seasonal and part-time staff.

The Town uses a hybrid service delivery system to provide our full range of municipal services including a combination of Town personnel, contracted consultants, contracted services with other public agencies, shared services and contracted services with private sector firms as shown below:

Contracted Services with other Public Agencies (instead of Town providing the service)

- Law Enforcement Services provided by Napa County.
- Fire and Emergency Medical Services provided by Napa County/CalFire.
- Elections, Tax assessment and collection services provided by Napa County.
- Yountville Housing Authority management services provided by City of Napa.
- Library services with Napa County Library (NCCL)
- Animal Shelter services contracted with County of Napa
- Napa County Flood Control District and Water Conservation Districts provide Storm Water Pollution Prevention (SWPP) management support services, training, and annual report compliance.

Contracted Services with Consultants (instead of having in-house staff support)

- Town Attorney services provided under contract by Colantuono, Highsmith & Whatley with Michael Cobden serving as Town Attorney.
- Town Engineering and project management services provided by Coastland Civil Engineering, Riechers-Spence, Regional Government Services, and other firms.
- Plan Check and Plan Review services provided by Coastland Civil Engineering and others.
- Building Inspection services provided under contract with Regional Government Services.
- Information Technology consultant and system maintenance provided by Lescure Technology.
- Certified arborist services provided under contract by several licensed arborists.
- Specific water and wastewater laboratory analysis provided by Caltest labs of Napa, BioVir Laboratory and Pacific Eco Risk.

Contracted Services with Vendors/Firms (for specific project work or functions)

- Janitorial services provided by Pro Maintenance Janitorial.
- Cable casting of Town Council and ZDRB meetings, and channel 28 programming support and administration by Napa Valley TV (non-profit).
- Street sweeping services under contract by Commercial Power Sweep.
- Electrical and street light maintenance services provided by Napa Electric, Silverado Electrical, and Pacific Gas & Electric (PGE).
- Large Tree removal and limb management provided by various tree removal companies.
- Street striping and painting provided by various companies.
- Street paving and improvement projects provided by low bid contractors.
- Sewer/Water main replacement/repairs provided by low bid contractors.
- Emergency water main and lateral repairs contracted to Helmer & Sons.
- Water meter calibration services by MVP Meter.
- Trash collection provided under franchise agreement by Upper Valley Disposal.
- Consulting engineers for water, drainage, and sewer projects provided by Whitley Burchett & Associates, Larry Walker Associates.
- Heating, Ventilation and Air Conditioning provided by Bell Products.
- Comprehensive tree management program services by A Plus Tree Service.

Town of Yountville
PERSONNEL AUTHORIZED POSITIONS
Fiscal Year 2015-16

FUNCTION/POSITION	2012-13	2013-14	2014-15	2015-16
Town Manager's Office				
Town Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	-
Management Fellow (2 year limited term)	-	-	1.00	1.00
Total Town Manager's Office	**3.00**	**3.00**	**4.00**	**4.00**
Finance				
Finance Director	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Accounting Assistant (Part-Time)	-	-	0.46	0.46
Total Finance	**3.00**	**3.00**	**3.46**	**3.46**
Planning & Building				
Planning Director	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	-	-
Management Analyst	-	-	0.50	0.50
Office Assistant (Part-Time)	-	-	0.23	0.23
Total Planning & Building	**2.00**	**2.00**	**1.73**	**1.73**
Public Works				
Public Works Director/Town Engineer	1.00	1.00	1.00	1.00
Deputy Public Works Director	-	-	1.00	1.00
Management Analyst	-	-	0.50	0.50
Engineering Technician	-	-	1.00	1.00
Public Works Manager	1.00	1.00	1.00	1.00
Maintenance Workers I/II	5.00	5.00	4.00	4.00
Facility & Grounds Worker	-	-	1.00	1.00
Office Assistant (Part-Time)	-	-	0.23	0.23
Total Public Works	**7.00**	**7.00**	**9.73**	**9.73**
Utility Operations				
Public Works Manager	1.00	1.00	1.00	1.00
WW Treatment Operator II	2.00	2.00	2.00	2.00
WW Treatment Operator I	1.00	1.00	1.00	1.00
Total Wastewater Utility	**4.00**	**4.00**	**4.00**	**4.00**
Parks & Recreation				
Parks & Recreation Director	1.00	1.00	1.00	1.00
Community Facilities Manager	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total Parks & Recreation Services	**5.00**	**5.00**	**5.00**	**5.00**
TOTAL FULL TIME EQUIVALENTS (FTE)	**24.00**	**24.00**	**27.92**	**27.92**

Town of Yountville
DEPARTMENT PERSONNEL ALLOCATIONS
Fiscal Year 2015-16

DEPARTMENT	2012-13	2013-14	2014-15	2015-16
Town Manager's Office	1.65	1.65	2.60	2.60
Finance	1.35	1.35	1.35	1.35
Town Clerk	1.05	1.05	1.05	1.05
Planning & Building	2.30	2.30	2.08	2.08
Public Works Admin. & Engineering	0.80	0.80	3.03	3.03
Public Works Government Buildings	0.70	0.70	1.23	1.23
Public Works Streets	1.55	1.55	1.85	1.85
Public Works Parks	2.95	2.95	1.80	1.80
Parks & Recreation Admin. & Services	1.65	1.65	1.70	1.70
Camp Program	0.47	0.47	0.42	0.42
Pool	0.40	0.40	0.42	0.42
Community Center	1.15	1.15	1.20	1.20
After School Program	0.85	0.85	0.80	0.80
Leisure Programs	0.82	0.82	0.82	0.82
Teen Programs	0.00	0.00	0.05	0.05
Sports Programs	0.32	0.32	0.32	0.32
Water Utility Operations	1.48	1.48	1.93	1.93
Water Purchases & Conservation	0.15	0.15	0.28	0.28
Wastewater Utility Operations	0.68	0.68	1.14	1.14
Wastewater Treament	3.70	3.70	3.87	3.87
TOTAL FTE ALLOCATION	**24.00**	**24.00**	**27.92**	**27.92**

Town of Yountville
Part Time Salary Schedule - May 1, 2014
Resolution 3157-14

Position	A	B	C	D	E
Recreation Specialist	13.50	14.18	14.88	15.63	16.41
Recreation Assistant I	9.25	9.71	10.20	10.71	11.24
Recreation Assistant II	11.25	11.81	12.40	13.02	13.67
Pool Manager	15.31	16.08	16.88	17.72	18.61
Senior Lifeguard	12.25	12.86	13.51	14.18	14.89
Water Safety Instructor	11.00	11.55	12.13	12.73	13.37
Lifeguard	9.75	10.24	10.75	11.29	11.85
Pool Attendant	9.00	9.45	9.92	10.42	10.94
Building Attendant	13.50	14.18	14.88	15.63	16.41
PW Maintenance Assistant	12.75	13.38	14.05	14.76	15.49
Intern I	10.20	10.71	11.25	11.81	12.40
Intern II	15.00	15.75	16.54	17.37	18.24

Town of Yountville
Part Time Salaries by Department *
Fiscal Year 2015-16

	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 ESTIMATED	2015-16 BUDGET
Town Manager's Office	3,890	1,070	2,500	2,500
Finance	611	4,737	2,500	2,500
Town Clerk	3,194	1,699	2,500	10,000
Public Works Admin. & Engineering	321	-	5,960	5,960
Public Works Streets Maintenance	1,129	9,205	10,000	10,000
Public Works Parks Maintenance	7,012	12,095	20,000	20,000
Public Works Government Buildings	2,290	-	-	-
Parks & Recreation - Admin. & Services	8,702	3,178	12,000	18,500
Parks & Rec - Day Camp Programs	30,543	27,657	33,000	33,000
Parks & Rec - Pool	44,763	47,254	45,000	45,000
Parks & Rec - Community Center	17,067	14,163	19,500	15,000
Parks & Rec - After School Programs	28,659	37,617	39,000	44,000
Parks & Rec - Leisure Programs	11,843	10,782	11,000	15,000
Parks & Rec - Teen Programs	-	-	1,500	1,000
Parks & Rec - Sports Programs	6,141	7,530	7,200	7,200
Water Utility Operations & Distribution	-	-	10,640	10,910
Wastewater Utility Collections System	-	-	5,320	5,460
Wastewater Treatment Operations	-	-	5,320	5,460
Total Part Time Salaries	**166,165**	**176,987**	**232,940**	**251,490**

*Includes seasonal and regular part time salaries

Town of Yountville
Monthly Salary Schedule
Effective July 1, 2015

Classification	A	B	C	D	E
Accounting Assistant	3,861.23	4,055.21	4,256.50	4,466.95	4,690.20
Accounting Technician I	4,542.64	4,769.78	5,008.27	5,258.68	5,521.62
Accounting Technician II	5,008.27	5,258.68	5,521.62	5,797.70	6,073.78
Administrative Assistant I	3,662.50	3,845.64	4,037.91	4,239.81	4,451.80
Administrative Assistant II	4,239.81	4,451.80	4,674.40	4,908.12	5,153.51
Assistant Planner	5,407.33	5,677.71	5,961.58	6,259.66	6,572.65
Associate Planner	6,855.82	7,198.60	7,558.55	7,936.46	8,333.29
Comm. Facilities Supervisor	4,614.70	4,845.44	5,087.71	5,342.09	5,609.21
Comm. Facilities Manager	5,350.79	5,618.33	5,899.24	6,194.20	6,503.91
Deputy Public Works Director	7,472.95	7,846.60	8,238.93	8,650.88	9,083.42
Engineering Technician	4,686.60	4,920.93	5,166.98	5,425.33	5,696.60
Facility & Grounds Worker	3,375.34	3,544.11	3,721.31	3,907.37	4,102.74
Maintenance Worker I	3,750.37	3,937.88	4,134.77	4,341.52	4,558.60
Maintenance Worker II	4,558.60	4,786.53	5,025.85	5,277.15	5,541.00
Management Analyst I	5,862.07	6,155.17	6,462.93	6,786.08	7,125.38
Management Analyst II	7,125.38	7,481.64	7,855.71	8,248.51	8,661.02
Management Fellow	51,500.00	Year One	56,650.00	Year Two	
Office Assistant I	1,866.57	1,959.89	2,058.71	2,161.19	2,269.16
Office Assistant II	2,333.21	2,448.50	2,571.10	2,701.03	2,834.62
PW Supervisor	5,862.07	6,155.17	6,462.93	6,786.08	7,125.38
PW Manager	7,125.38	7,481.64	7,855.71	8,248.51	8,661.02
Recreation Coordinator	3,927.41	4,123.78	4,329.96	4,546.46	4,773.78
Recreation Supervisor	4,614.70	4,845.44	5,087.71	5,342.09	5,609.21
Recreation Manager	5,350.79	5,618.33	5,899.24	6,194.20	6,503.91
Town Clerk I	5,993.67	6,293.36	6,608.04	6,938.42	7,285.35
Town Clerk II	6,955.84	7,303.62	7,668.81	8,052.24	8,454.86
Utilities Operator in Training	3,687.53	3,871.91	4,065.51	4,268.78	4,482.21
Utilities Operator I	4,065.51	4,268.78	4,482.22	4,706.32	4,941.64
Utilities Operator II	4,941.64	5,188.74	5,448.16	5,720.58	6,006.60
Utilities Operations Supervisor	5,862.07	6,155.17	6,462.93	6,786.08	7,125.38
Utilities Operations Manager	7,125.38	7,481.64	7,855.71	8,248.51	8,661.02
Water System Maint. Worker I	4,065.51	4,268.78	4,482.22	4,706.32	4,941.64
Water System Maint. Worker II	4,941.64	5,188.74	5,448.16	5,720.58	6,006.60

Executive Management	**Entry**	**Control Point**	**Top**
Town Manager		15,007.48	
Finance Director	9,058.42	10,064.78	11,574.32
Parks & Recreation Director	9,058.42	10,064.78	11,574.32
Planning and Building Director	9,058.42	10,064.78	11,574.32
Public Works Director	9,845.69	10,939.58	12,580.67

Town of Yountville Salary and Benefits Snapshot

General Salary Information:

Yountville Employees Association (YEA): Salary range is 5 steps, with 5% increment between steps. Salary adjustments within the range occur at 6 months, and annually thereafter (to top of range).

Yountville Town Manager/Department Heads: Salaries negotiated based on experience, credentials and expertise; comparable to salaries of neighboring municipalities.

Health Insurance: **CalPers Health** – Town contributes an amount equal to the cost of the Kaiser Health plan. The cost shall be determined for each insurance coverage type as currently defined by PERS Health Program: employee and one (1) dependent and employee and two (2) plus dependents. Any balance owed by the employee for a plan selected which costs more than the contribution provide for by the Town shall be deducted by payroll deduction.

As of January 1, 2011, all employees will contribute 10% of monthly health insurance premiums.

Dental Insurance: **Delta Dental** - Town pays entire premium for employee and dependents**.**

Accruals and Leaves: **Vacation Accrual – maximum accrual is 360 hours.**

Years of Service	Days per Year
0-3	10 days
3-10	15 days
11	16 days
12	17 days
13	18 days
14	19 days
15	20 days

Sick Leave Accrual: 8 hours per month

Holidays: 11 Holidays per year

Float Holidays: 24 hours per FY

Management Leave: 80 hours per year depending on management position. 50% of total hours are eligible to be cashed out each FY end.

Retirement and Deferrals: 2% @ 55 formula for CalPERS for classic members, 7% member contribution paid by employee. 2% @ 62 formula for new members, 6.25% member contribution paid by employee. 2.7 @ 55 for employees hired prior to 1-1-11.

Sick leave to Service Credit: All members eligible

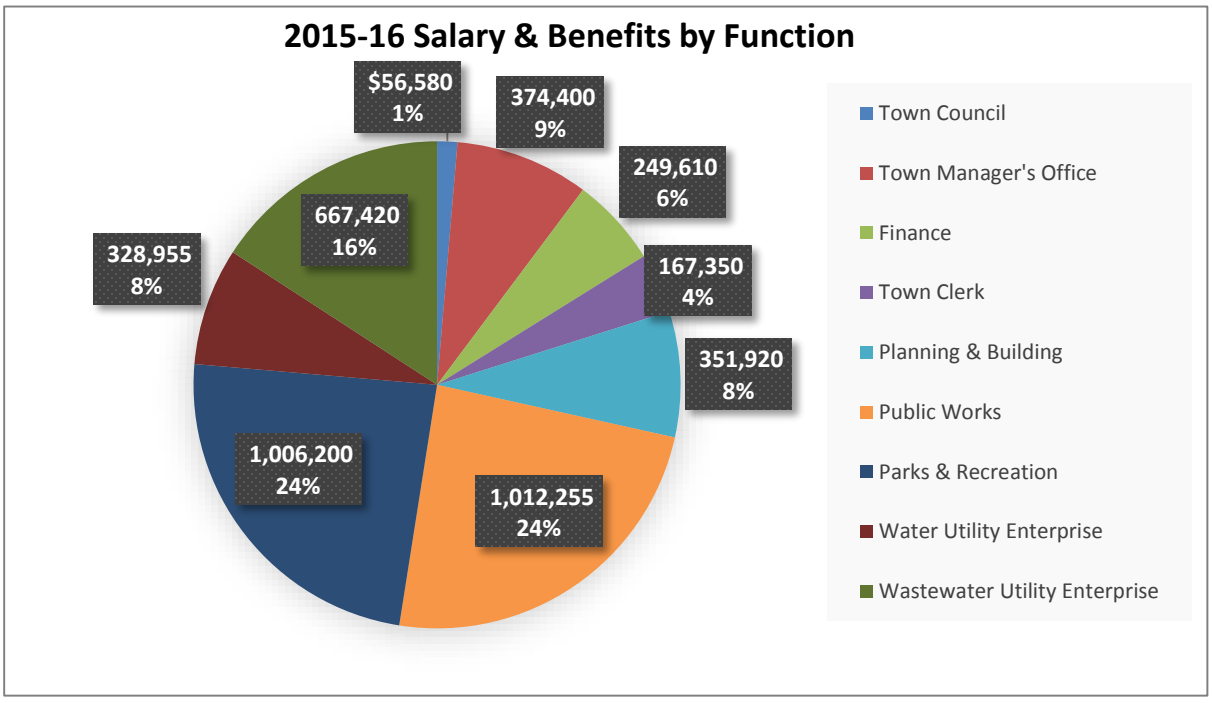
Employee Contribution: Employee contributes 8% PERS employee share for 2.7%@55 and 7% PERS employee share for 2%@55, 6.25% PERS employee share for 2% @62.

Retiree Health Insurance: Retiree medical available and subject to Towns vesting schedule. Available upon request.

Deferred Compensation Plan: Employees are eligible to enroll in 457 plans. Town will contribute up to 7% employee match.

Town of Yountville
Total Salary and Benefit Costs by Department
Fiscal Year 2015-16

Town Council		$ 56,580
Town Manager's Office		374,400
Finance		249,610
Town Clerk		167,350
Planning & Building		351,920
Public Works Administration/Engineering	$ 427,645	
Public Works Streets Maintenance	230,130	
Public Works Parks Maintenance	226,210	
Public Works Government Buildings	128,270	
Public Works		1,012,255
Parks & Recreation Administration & Services	321,020	
Parks & Recreation Day Camp Programs	84,930	
Parks & Recreation Pool & Aquatics	99,300	
Parks & Recreation Community Center	180,660	
Parks & Recreation After School Program	140,390	
Parks & Recreation Leisure Programs	121,860	
Parks & Recreation Teen Programs	7,540	
Parks & Recreation Sports Programs	50,500	
Parks & Recreation		1,006,200
Water Utility Operation & Distribution	279,265	
Water Purchases & Conservation	49,690	
Water Utility Enterprise		328,955
Wastewater Collections	149,080	
Wastewater Treatment Plant	518,340	
Wastewater Utility Enterprise		667,420
Total Town Salary & Benefit Costs		**$ 4,214,690**



Town of Yountville

"The Heart of the Napa Valley"

Budget Overview

Section 4

TOWN FISCAL POLICIES

Budget Adoption Resolution

General Finance & Budget Policy

Investment Policy

Use of Long-Term Debt Policy & Legal Debt Margin

OPEB Funding Policy

OPEB Trust Investment Policy

Fund Balance Policy

Utility Enterprise Rate Policy

Drought Water Reserve Fund Policy

Appropriation (Gann) Limit Calculation

Town of Yountville
Resolution Number 15-3269

Adopting the 2015-16 Operating Budget, Approving Appropriations (Gann) Limit for Fiscal Year 2015-16, Establish Salary Ranges and Reaffirming Existing Fiscal Policies (General Finance Policy, Town Investment Policy, Use of Long-Term Debt Policy, OPEB Trust Investment Policy, Fund Balance Policy, Utility Enterprise Rate Policy, Use of Drought Water Reserve Policy)

Recitals

A. Whereas government accounting standards, fiscal responsibility and accountability require that the Town adopt an operating budget for revenues and expenditures prior to the start of each new fiscal year, and review and update fiscal policies as appropriate, the Town Council has received information from staff and reviewed and considered the proposed budget in a series of meetings.

B. Whereas the Town Council reviewed detailed reports, heard presentations from staff, posed questions, deliberated, and provided comments and direction to staff related to the preliminary budget assumptions during the regular Council meeting on April 7, received a comprehensive General Fund budget overview and reviewed in detail, by fund and department, the proposed budget submitted by the Town Manager at two publicly noticed Budget Workshops held May 12 and May 21, 2015.

C. Whereas during each of the Budget Workshops Town Council received information and analysis regarding estimates, projections, priorities, policies, and both positive trends and concerns related to the budget proposal for the 2015-16 Fiscal Year.

D. Whereas the Town, in conjunction with the adoption of the annual budget, in compliance with Article 13B of the Constitution of the State of California, and Section 7910 of the Government Code, shall set its appropriation (Gann) limit for each fiscal year by adjusting the prior year adopted limit by changes to inflation factors and by changes in population, except as otherwise provided for in said Article 13B and implementing State statutes. In the computation of the Appropriation Limit the Town selected the percentage change in population for the Town of Yountville and the change in growth in per capita personal income, as provided by the State of California Department of Finance.

Now therefore, the Town Council of the Town of Yountville does resolve as follows:

1. The Town Council hereby approves and adopts the proposed budget for Fiscal Year 2015-16 for the Town of Yountville, including the Town's fiscal policies which are listed in this resolution and included and referenced as a part of the proposed budget document. All future fiscal and budget related policies that may be adopted by the Council will be included or referenced in future budget documents.

2. The Town hereby establishes and approves the fiscal year 2015-16 Appropriation Limit in the amount of $7,252,756, which includes the November 2014 voter approved override amount of $1,500,000.

3. The Town's policy shall be to first expend current year proceeds of tax and any restricted or grant funds and then any non-tax proceeds to satisfy approved appropriations.

4. The Town Manager may authorize a transfer of appropriations within a fund except those transfers:
    (a) That would result in an increase in the number of permanent full time personnel.
    (b) That would increase overall appropriations.
    (b) That would decrease appropriations for capital outlay.

5. The Town Council has the overriding authority to control the revenues and appropriation of funds and therefore may modify this policy at any time. Total appropriations in any fund may not be increased except by the Town Council.

6. All changes in appropriations shall be tracked by budget adjustment number and authorized by Council Resolution.

The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

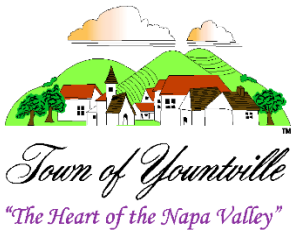
PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 16th day of June, 2015 by the following vote:

AYES: Hall, Dorenbecher, Durham, Mohler and Dunbar
NOES: None
ABSENT: None
ABSTAIN: None

John F. Dunbar, Mayor

ATTEST:

Michelle Dahme
Town Clerk



Town of Yountville
Financial Policies

Revenue:

- The Town recognizes that its primary revenue sources are locally generated, especially TOT and sales tax revenue, and for the most part this revenue is largely generated by non-residents. Efforts to ensure continued reliability in these revenue sources must be maintained and to develop and diversify other revenue sources as applicable.

- The Town will actively establish a practice of monitoring, auditing and collecting all locally generated taxes.

- The Town will establish and maintain all user fees and charges based on the cost of providing services and shall establish, where appropriate, a cost recovery target for those programs which are subsidized by General Fund revenues. The Town will review and update, as appropriate, the Master Fee Schedule annually at the beginning of the budget development cycle.

Budgeting and Expenditures:

- The Town Council shall adopt an annual balanced budget effective from July 1 to June 30 each fiscal year. A balanced budget requires current year operating expenses and transfers for debt service and capital expenditures to be fully funded by current year revenues and other designated available funding sources.

- Fund Balance Reserves will be used only for non-recurring "one-time" and capital projects and not for on-going operations. The use of reserves must be approved by Town Council.

- Use of long-term debt shall be limited to capital projects or special projects that cannot be financed from current revenues.

- The Town Manager is authorized to implement the programs as approved in the adopted budget. Within a specific fund the Town Manager may transfer appropriations between categories, departments, projects and programs as needed to implement the adopted budget, as long as it does not increase the full time equivalent (FTE) personnel, increase overall appropriations, or decrease appropriations for capital outlay.

- Personnel costs (salaries and benefits) will be budgeted in the Town's primary operating funds: General Fund, Water Enterprise and Wastewater Enterprise.

- The annual budget will include a nominal $25,000 Designated Contingency for non-recurring, unanticipated expenditures. The Town Manager may approve expenditures from this contingency if needed during the fiscal year. The contingency will be transferred to the appropriate account to fund the approved expenditures.

- A capital outlay (fixed asset) purchase will be any single item or piece of equipment which costs more than $10,000 and has an expected useful life exceeding one year.

- Regular budget reports and updates shall be presented to the Town Council to provide information on the status of the Town's financial condition. Budget adjustments may be made during the year by Council resolution if necessary to reflect changes to revenues and/or expenditure projections.

- The Town shall post on its website current budget reports and updates, sales tax and TOT reports and other financial information for the public to review.

Capital Improvements:

- Capital Improvement Program (CIP) projects will be funded by the following revenue sources:

    - Available General Fund Reserves
    - Available Capital Project Fund balances
    - Impact Fee Fund balances
    - Water and Wastewater revenues (for Water and Wastewater projects only)
    - Grant funding
    - Other State and Federal funding sources if available

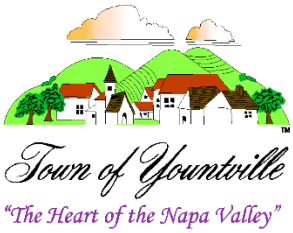
- The Town will annually develop and update a multi-year plan for capital improvements. Future capital expenditures will be projected annually for a rolling 5-year period based on projections of available funding, changes in the community and needed replacement of infrastructure.

- The Town will coordinate development of the Five Year Capital Improvement Program (CIP) in advance of the development of the operating budget.

- The annual funding for the current year of the Capital Improvement Plan shall be approved as part of the operating budget. Budgets are approved by project with the understanding that projects may span fiscal years and the appropriations will carry forward to the following fiscal year; the amounts carried forward will be shown in the budget for information and transparency.

- Capital projects financed by bonds or other debt instruments shall be paid back within a period not to exceed the useful life of the project.

- The Town Manager is authorized to implement the projects as approved in the adopted Capital Improvement Program. Within a specific fund, the Town Manager may transfer appropriations between projects as needed to implement the adopted Capital Improvement Program.



Town Of Yountville
Investment Policy

1. Policy:

It is the policy of the Town of Yountville to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town and conforming to all California laws and local statutes governing the investment of public funds.

2. Scope:

This investment policy applies to all the funds and investment activities under the direct authority of the Town of Yountville as accounted for in the Comprehensive Annual Financial Report (CAFR). Policy statements outlined in this document focus on the Town of Yountville's pooled funds, but will also apply to all other funds under the Town Treasurers' span of control unless specifically exempted by statue or ordinance. This policy is applicable, but not limited to, all funds listed below:

- General Fund
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Agency Funds

Excluded funds are those held with a fiscal agent, which has their own specific "permitted investments" section in the bond covenants and OPEB funds invested in a IRC section 115 irrevocable trust (see separate policy).

3. Prudence:

Investments shall be made with judgment and care -- under circumstances then prevailing -- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the Town's investment officials shall be the "**prudent person"** standard and shall be applied in the context of managing an overall portfolio. The Town Treasurer and/or Town Manager, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations that result in a loss of principal are reported to the Town Manager immediately, and to the Town Council at their next meeting addressing appropriate actions to be taken to control adverse developments.

4. Objective:

The primary objectives in priority order of the Town of Yountville's investment activities shall be:

4.1. ***Safety:*** Safety of principal is the foremost objective of the investment program. Investments of the Town of Yountville shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value.

To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2. ***Liquidity:*** The Town of Yountville's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements that might be reasonably anticipated.

4.3. ***Return:*** The Town of Yountville's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Town's investment risk constraints and the cash flow characteristics of the portfolio.

5. Delegation of Authority:

Authority to manage the Town's investment program is derived from the California Government Code. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates. Delegation of authority shall expire one year from the date of adoption of this policy as required by State law.

6. Ethics and Conflicts of Interest:

The Town Council, Town Manager and Town Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council Members, Town Manager and Town Treasurer shall disclose to the Town Attorney any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town's portfolio. The Town Attorney and Treasurer shall review all disclosures made to insure there are no conflicts with any planned investment.

7. Authorized Financial Dealers and Institutions:

The Treasurer will maintain a list of financial institutions and primary dealers authorized to provide investment services. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the Town with the following: audited financial statements, proof of National Association of Security Dealers certification when applicable, completed questionnaire and certification of having read the Town of Yountville's investment policy and depository contracts.

8. Authorized Investments and Limitations on Investments:

Investment of Town funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category.

2. Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

3. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by LAIF.

4. Insured savings accounts are permitted without limitations.

Investments detailed in items 5 through 10 are further restricted to 5% of the purchase value of all investments and cash accounts (the portfolio), in any one issuer name. The total value invested in any one issuer shall also not exceed 5% of the issuer's net worth.

5. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances are permitted. Bankers acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio.

6. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided by Moody's Investor Services, Inc., Standard & Poor's, or Fitch Financial Services, Inc. Commercial paper shall be issued by domestic corporations having assets in excess of $500,000,000 and having a "AA" or better rating on its long term debentures as provided by Moody's, Standard & Poor's, or Fitch. Purchases of eligible commercial paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 25% of the Town's portfolio.

7. Negotiable certificates of deposit issued by nationally or state chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio.

8. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

9. Medium Term Corporate Notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Securities eligible for investment shall be rated "AA" or better by Moody's or Standard & Poor's rating services. Purchase of medium term notes may not exceed 30% of the purchase value of the portfolio and no more than 5% of the purchase value of the portfolio may be invested in notes issued by one corporation.

10. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code section 53601 and with assets under management in excess of $500,000,000. The purchase price of shares shall not exceed 15% of the investment portfolio.

11. California Asset Management Program (CAMP).

9. Ineligible Investments:

The Town shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool or mortgages, or in any security that could result in zero interest accrual if held to maturity, or any other investment not listed in this policy.

10. Safekeeping and Custody:

All securities owned by the Town, including collateral for repurchase agreements, shall be held in safekeeping by the Town's custodian bank or a third party bank trust department, acting as agent for the Town under the terms of a custody or trustee agreement executed by the bank and by the Town. All securities will be received and delivered using standard delivery-versus-payment (DVP) procedures.

11. Percentage Limitations:

Where a section specifies a percentage limitation for a particular category or investments, that percentage is applicable only at the date of purchase. Where a section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the Town Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the Town Council no less than three months prior to the investment.

12. Reporting Requirements:

The Treasurer shall annually render to the Town Council a statement of investment policy, which the Council shall review and approve at a public meeting. The Council at a public meeting shall also review and approve any changes to the policy.

The Treasurer shall render a monthly transaction report to the Town Council. The Treasurer shall render a quarterly investment report to the Council within 30 days after the end of the subject quarter. The quarterly report shall include for each individual investment:

- Description of investment instrument
- Issuer name
- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.The quarterly report also shall; (I) state compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance, (II) include a description of any of the Town's funds, investments or programs that are under the management of contracted parties, including lending programs, and (III) include a statement denoting the ability of the Town to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may not be available.

Town of Yountville
Use of Long-Term Debt Policy

The Town recognizes that it may need to enter into long-term financial obligations to meet the demands of providing a high quality level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the Town.

General Practices:

1. The Town will strive to maintain good relations with credit rating agencies, investors of the Town's long-term financial obligations and those in the financial community that participate in the Town's financings. The Town also will strive to maintain and improve its bond rating in order to minimize borrowing costs and preserve access to credit.

2. Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the Town's debt capacity and conformance with Town debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset and the impact on the Town's credit rating, if any.

3. Town Council must review such analysis, including existing debt level, ability to pay debt service, impact on Town services, and make a finding that use of debt is appropriate.

4. Debt service costs (COP, Lease Purchase Agreements and other contractual debt which are backed by General Fund Operating Revenues) are not to exceed 25% of the Town's General Fund operating revenues.

5. Projects financed by a non general fund revenue source such as utility rate revenue and specific voter approved authorizations such as Measure A Sales Tax for flood control are not subject to the 25% of general fund revenue maximum debt service limit.

The Town will consider the issuance of long-term obligations under the following conditions:

1. The Town will use debt financing only for one-time capital improvement projects and specific nonrecurring equipment purchases, and only under the following circumstances:

    - When the project is included in the Town's adopted five-year capital improvement program (CIP) and is in conformance with the Town's adopted General Plan.

    - When the project is not included in the Town's adopted five-year capital improvement program (CIP), but the project is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated by State or Federal requirements.

- When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.

- When there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost-sharing revenues.

- Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

2. The Town will follow all State and Federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation and disclosure.

3. Costs incurred by the Town, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.

4. The Town will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.

5. The Town shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

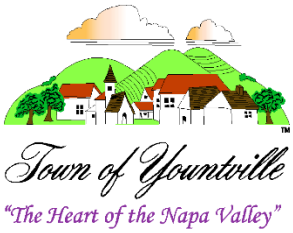
Town of Yountville
Legal Debt Margin Information
Last Ten Fiscal Years

Fiscal Year	Assessed Valuation (1)	Ratio Applied as % of Assessed Value	Legal Debt Limit Margin	Total Debt Subject to Limit	Debt Subject to Limit as % of Debt Limit
2005	326,032,107	15.00%	48,904,816	-	0.00%
2006	349,161,501	15.00%	52,374,225	-	0.00%
2007	385,737,697	15.00%	57,860,655	-	0.00%
2008	422,992,439	15.00%	63,448,866	-	0.00%
2009	431,452,288	15.00%	64,717,843	-	0.00%
2010	502,536,567	15.00%	75,380,485	10,710,000	14.21%
2011	506,813,775	15.00%	76,022,066	10,535,000	13.86%
2012	536,931,027	15.00%	80,539,654	10,355,000	12.86%
2013	546,477,582	15.00%	81,971,637	14,325,000	17.48%
2014	566,095,263	15.00%	84,914,289	13,865,000	16.33%

Legal Debt Limit Margin Calculation for 2014-15:

Assessed value (1)	$	566,095,263
Legal Debt Limit Margin (15% of assessed valuation)	$	84,914,289
Less: Debt Subject to Limit		
2008 Lease Revenue Bonds	$	9,965,000
2013 Lease Revenue Bonds		3,900,000
Total Debt Subject to Legal Debt Limit	$	13,865,000
Legal Debt Limit Margin less Current Debt	$	71,049,289

In accordance with state law the Town may not incur general obligation bonded indebtedness in excess of 15% of total assessed valuation, with such debt being payable from the proceeds of taxes levied upon taxable properties in the town.



Town of Yountville
OPEB (Other Post Employment Benefits) Funding Policy
(Adopted June 17, 2014 by Resolution Number 3188-14)

Town Council initially adopted an OPEB funding policy and multi-year financing plan approving a funding rate schedule with the adoption of Resolution Number 2962-08 on June 24, 2008. The policy established the OPEB funding allocation percentage, calculated on full-time salaries, and each fiscal year considered allocating additional allocations to fund the Town's OPEB liability.

The Town Council approved an updated OPEB funding policy with the adoption of Resolution Number 3006-11 on December, 6, 2011 approving the following payroll allocation rates and funding:

1. Fiscal Year 2012/13: 8% of full-time salaries.
2. Fiscal Year 2013/14: 9% of full-time salaries.
3. Fiscal Year 2014/15: 10% of full-time salaries.
4. Town Council may consider approval of additional funding allocations to OPEB at the time unassigned funds become available.

In June 2014 Council approved Resolution Number 3188-14 adopting the current OPEB funding policy. The policy statement is to fully fund the ARC (annual required contribution) each fiscal year. The policy establishes the following procedure:

1. Each fiscal year staff will present the proposed budget with the payroll allocation funding rate required to fully fund the ARC.
2. Town Council will review and approve and/or modify the rate during the budget review process each year.

Town of Yountville
"The Heart of the Napa Valley"

OPEB Trust Fund
Detailed Information for Investment Guidelines Document
(Adopted June 21, 2011 by Resolution Number 2974-11)

Overview:

The purpose of this Investment Guidelines document (IGD) is to assist you and your Portfolio Manager in effectively supervising, monitoring and evaluating the investment of your portfolio. Your investment program is defined in the various sections of the IGD by:

1. Stating in a written document your attitudes, expectations, objectives and guidelines for the investment of all assets.

2. Setting forth an investment structure for managing your portfolio. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.

3. Encouraging effective communications between you and your Portfolio Manager.

4. Complying with all applicable fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, and federal entities that may impact your assets

Diversification:

Your Portfolio Manager is responsible for maintaining the balance between fixed income and equity securities based on the asset allocation. The following parameters shall be adhered to in managing the portfolio:

Fixed Income

- The long-term fixed income investments (greater than seven-years in maturity) shall constitute no more than 25%, and as little as 0% of the total Plan assets.
- The intermediate-term fixed income investments (between three-seven years in maturity) shall constitute no more than 60%, nor less than 25% of the total Plan assets.
- The high-yield portion of the Plan shall constitute no more than 10%, and as little as 0% of the total Plan assets.
- The convertible bond exposure shall constitute no more than 10%, and as little as 0% of the total Plan assets.
- The short-term fixed income investments (between one-three years in maturity) shall constitute no more than 25%, and as little as 0% of the total Plan assets.

Equity

- The domestic large cap equity investments of the Plan shall constitute no more than 45% nor less than 15% of the total Plan assets.
- The domestic mid-capitalization equity investments of the Plan shall constitute no more than 10%, and as little as 0% of the total Plan assets.
- The domestic small capitalization equity investments of the Plan shall constitute no more than 15% nor less than 0% of the total Plan assets.
- The international equity investments of the Plan shall constitute no more than 15% and as little as 0% of the total Plan assets.
- The real estate investments of the Plan shall constitute no more than 10% and as little as 0% of the total Plan assets.

Permitted Asset Classes and Security Types:

The following asset classes and security types have been approved by HighMark for use in client portfolios:

Asset Classes

- Fixed Income
  - Domestic Bonds
  - Non-U.S. Bonds
- Equities
  - Domestic
  - Non-U.S.
  - Emerging Markets
  - Real Estate Investment Trust (REITs)
- Cash and Cash Equivalents

Security Types

- Equity Securities
  - Domestic listed and unlisted securities
  - Equity and equity-related securities of non-US corporations, in the form of American Depository Receipts (“ADRs”)
- Equity Mutual Funds
  - Large Cap Core, Growth and Value
  - Mid Cap Core, Growth and Value
  - Small Cap Core, Growth and Value
  - International and Emerging Markets
  - REITs
- Exchange Traded Funds (ETFs)
- Fixed Income Securities
  - Government/Agencies
  - Mortgage Backed Bonds
  - Corporate Bonds and Notes
- Fixed Income Mutual Funds
  - Corporate
  - Government
  - High Yield
  - International and Emerging Market
  - Convertible
  - Preferred

- Closed end funds
- Cash and Cash Equivalents
    - Money Market Mutual Fund
    - Commercial Paper
    - CDs and Bankers Acceptance

Prohibited assets:

- Precious metals
- Venture Capital
- Short sales
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions
- Commodities Transactions Puts, calls, straddles, or other option strategies,
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs

Rebalancing Procedures:

From time to time, market conditions may cause your asset allocation to vary from the established target. To remain consistent with the asset allocation guidelines established by this Investment Guidelines document, your Portfolio Manager will rebalance the portfolio on a quarterly basis.

Duties and Responsibilities of Portfolio Manager:

Your portfolio manager is expected to manage your portfolio in a manner consistent with this Investment Guidelines document and in accordance with State and Federal law and the Uniform Prudent Investor Act. HighMark Capital Management is a registered investment advisor and shall act as such until you decide otherwise.

Your portfolio manager shall be responsible for:

1. Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this statement.
2. Advising the committee about the selection of and the allocation of asset categories.
3. Identifying specific assets and investment managers within each asset category.
4. Monitoring the performance of all selected assets.
5. Recommending changes to any of the above.
6. Periodically reviewing the suitability of the investments, being available to meet with the committee at least once each year, and being available at such other times within reason at your request.
7. Preparing and presenting appropriate reports.
8. Informing the committee if changes occur in personnel that are responsible for portfolio management or research.

You shall be responsible for:

1. The oversight of the investment portfolio.
2. Providing your portfolio manager with all relevant information on the Plan, and shall notify him or her promptly of any changes to this information.
3. Advising your portfolio manager of any change in the Plan's circumstances, such as a change in the actuarial assumptions, which could possibly necessitate a change to your overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to your overall investment objective and goals for the portfolio.
4. Monitoring performance by means of regular reviews to assure that objectives are being met and that the policy and guidelines are being followed.

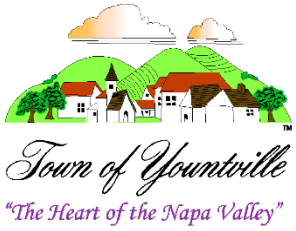
Communication:

As a matter of course, your portfolio manager shall keep you apprised of any material changes in HighMark Capital's outlook, recommended investment policy and tactics. In addition, your portfolio manager shall meet with you no less than annually to review and explain the portfolio's investment results and any related issues. Your portfolio manager shall also be available on a reasonable basis for telephone communication when needed.

Any material event that affects the ownership of HighMark Capital Management or the management of the portfolio must be reported immediately to you.

Disclosures

Union Bank N.A. and HighMark Capital Management, Inc. are wholly owned subsidiaries of UnionBanCal Corporation. Investments are not deposits or bank obligations, are not guaranteed by any government agency, and involve risk, including loss of principal



Town of Yountville
Fund Balance Policy
(Updated and approved with adoption of budget June 16, 2015)

Background:

The Governmental Accounting Standards Board (GASB) issued Statement No.54 Fund Balance Reporting and Governmental Fund Type Definitions in February 2009. The requirements of this statement are intended to improve financial reporting by providing five fund balance categories that will be more easily understood. The five fund balance categories are clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent. GASB 54 requires a formal fund balance policy be adopted to fully define any constraints imposed upon the use of resources and how those constraints may be modified or eliminated. The Town is required to implement GASB 54 for fiscal year ending June 30, 2011.

Purpose:

The Town of Yountville's fund balance policy defines the five fund balance categories established by GASB and how the Town will report each of the categories. The policy is establishing the Town's formal commitment of a specific amount of the Town's fund balance to be set aside specifically for emergency contingencies defined as a state or federal emergency or declaration of a local emergency as defined in the Yountville Municipal Code Section 2.52.020. This amount and/or commitment may be changed with the adoption of a new fund balance policy resolution approved by the Town Council. This policy also provides definitions of other categories of fund balance for financial reporting and budgeting purposes. The policy authorizes and directs the Finance Director to prepare financial statements which accurately categorize fund balance per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Definitions & Provisions:

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure accurate reporting of available resources and that there will be adequate financial resources to protect the Town against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

Fund balance is essentially the difference between the assets and liabilities reported in each governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the Town is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable Fund Balance (inherently nonspendable)
- Restricted Fund Balance (externally enforceable limitations on use)
- Committed Fund Balance (self-imposed limitations on use)
- Assigned Fund Balance (limitation resulting from intended use)

- Unassigned Fund Balance (residual net resources)

Nonspendable fund balance is not specifically addressed in this policy due to the nature of the restriction. An example of nonspendable fund balance is a reserve for prepaid expense.

Restricted Fund Balance

Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. An example of restricted fund balance would be a state or federal grant or gas tax funds that can only be used for a specific purpose.

- Restricted for PEG Fees

The Town's General Fund may have a restricted fund balance for PEG (Public, Education or Government) Fees, a 1% charge that the Town's cable franchise operator collects and remits to the Town. PEG Fees can only be used to cover capital expenses for public access television, and are prohibited from being used for operating expenses. The Town may have a Restricted PEG Fee Balance to report a year end.

Committed Fund Balance

The Town Council, as the Town's highest level of decision making authority, may commit fund balance for specific purposes pursuant to the constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the Town Council removes or changes the specified use through the same type of formal action taken to establish the commitment. Town Council action to commit fund balance needs to occur within the fiscal reporting period; however the specific amounts can be determined subsequently.

- General Fund Emergency Reserve

  The Town's General Fund balance committed for emergency reserves is established at a target of 20% of General Fund operating expenditures. The calculation and review of the 20% target will be part of the proposed budget each fiscal year. Use of the General Fund Emergency Reserve would be appropriate if the Town declared a state or federal emergency or declaration of a local emergency as defined in the Yountville Municipal Code Section 2.52.020:

2.52.020 Emergency defined.

As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the Town caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions, including conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the Town, requiring the combined forces of other political subdivisions to combat. (Ord. 225, 1991; Ord. 294-99)

- OPEB Reserve

  The Town Council has made a commitment to funding OPEB (other post employment benefits) and has established an IRC Section 115 Irrevocable Trust Fund to deposit these funds. There may, however, be a time when the Town is holding funds pending transfer to the OPEB Trust and those funds would be reported as the Town's OPEB Reserve.

- Liability Insurance Reserve

The Town is a member of PARSAC (Public Agency Risk Sharing Association of California) for purposes of liability and claims coverage. The Town's self-insured retention for claims is $10,000 per occurrence and our policy coverage requires a minimum reserve balance for three (3) claims or $30,000. The Town may report a higher balance, but will always maintain the required $30,000 minimum.

Assigned Fund Balance

Amounts that are constrained by the Town's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Both committed and assigned fund balance classifications include amounts constrained to being used for specific purposes by actions taken by the government itself. The nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance classification, resulting in the constraints imposed being more easily removed or modified than those imposed on committed fund balance. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as those in the committed fund balance classification and the authority is not required to be the government's highest level of decision making authority, but may be delegated to the Town Manager or Finance Director.

All remaining fund balance amounts that are reported in governmental funds, other than the general fund, that are not classified as nonspendable, and are neither restricted nor committed will be reported as assigned fund balance.

- Arts Program Reserve

The Yountville Arts Committee has been successful in raising funds to support the Town's Art Program activities. The Arts Program is accounted for in the General Fund and the funds raised through art sales donations and commissions are often not expended in the same fiscal year. In order to allow the Arts Committee to carry over unspent funds from year to year the unspent balance of Art Donations/Commissions (01-3804) less Art Program expenses (01-1015-4930) will be reported as the Arts Program Reserve.

- Capital Projects Reserve

The Town Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the Town's Capital Projects Fund.

- Budget Contingency Reserve

The Town Council may assign a specific amount to be reserved for future appropriations to fund unanticipated costs or revenue shortfalls were not anticipated at the adoption of the Town's operating budget. As of July 1, 2015 this amount has been established at $240,000.

- Legal Contingency Reserve

The Town Council may assign a specific amount to be reserved for future appropriations to fund unanticipated legal and litigation costs. As of July 1, 2015 this amount has been established at $250,000.

- Revenue Stabilization Reserve

Funds set aside to ensure the Town could respond to an unexpected drop in tourism based revenue, especially Transient Occupancy Tax (TOT). Revenue Stabilization Reserve target funding is established at a minimum of 15% of TOT revenue budget, with a goal to incrementally increase to 20% by 2017/18.

By approving specific assigned amounts or percentage allocations of unassigned fund balance as part of budget adoption, the Town Council would authorize Finance Director to report specific assigned amount on financial statements.

Unassigned Fund Balance

Fund balance that has no current assignment or commitment.

Town of Yountville
Water and Wastewater Utility Enterprise Fund Rate Philosophy
(Adopted June 21, 2011 by Resolution Number 2974-11)

Historical Background:

The Town of Yountville operates both water and wastewater utility enterprise fund operations which serve the residents of the Town and, in the case of the water enterprise fund, an additional 32 accounts located along Yountville Cross Road. Enterprise Fund operations are designed by nature to operate more like a private sector business model as compared to general government services. For the past decade the Town has operated its water and wastewater utility enterprise funds in a manner which included a significant General Fund subsidy averaging $300,000 per year to cover water operating expenses and capital project expenses for both the water and wastewater utility enterprise funds.

On February 10, 2011 the Town Council adopted a new five (5) year phased rate schedule that was designed to end the General Fund subsidization of these enterprise funds. The Town Council issued a policy statement that the enterprise funds should no longer be subsidized and requested a formal policy be brought back to the Council.

Purpose:

The Town will establish Utility Enterprise Funds for Town services when the intent of the Town is that all costs of providing the service shall be recovered primarily through ratepayer charges.

General Policy Practices:

1. Enterprise Funds will be established for Town-operated utility services such as the water and wastewater operations.

2. Enterprise Fund expenditures will be established at a level sufficient to properly maintain the fund's infrastructure and provide for necessary capital improvements.

3. The Town Council will review and adopt utility rates as needed to appropriately cover the costs of all operations, including maintenance, depreciation, capital and debt service requirements, reserves as established by Town Council policy, and provide for an adequate level of working capital.

4. Enterprise Fund services will establish and maintain reserves for general contingency and capital purposes consistent with those maintained for general governmental services.

5. Revenue bonds shall be issued only when projected operating revenues and reserves are insufficient for the timely completion of enterprise capital projects.

6. Town Council shall continue the five (5) year phased utility rate increase for water and wastewater approved on February 10, 2011 which is designed to end General Fund subsidy and operating deficits of each enterprise fund over the next five (5) years.

Town of Yountville
Use of Drought Water Reserve Bank Policy
(Adopted January 20, 2009 by Resolution Number 2745-09)

The Town has established a reasonable water supply through a combination of its long-term supply contract with the Californian Veteran's Home for use of Rector Reservoir water and the completion of the Yountville Municipal Water Well to meet the community's annual water needs. However, the Town recognizes that it may need to purchase additional water supply in long-term drought situations and has established this Drought Water Reserve Bank from the sale of its State Water Supply surplus water rights to potentially fund the purchase of drought supply water. The following policy sets the considerations for use of the Drought Water Reserve Bank by the Town.

General Practices:

1. The Town will continue to develop and implement reasonable water conservation programs and educational programs to educate residential and business customers on how to use less water.

2. The Town will evaluate future water conservation rebate programs to see if their implementation may be appropriate. Continuation of the ultra low flow toilet and water saving appliance program and implementation of turf replacement with drought tolerant and native plants and alternative irrigation systems as examples of how to reduce water consumption are possibilities.

3. Town will review, update if necessary, and maintain a water usage pricing structure which encourages water conservation as allowed by state law.

4. The Town will implement voluntary water rationing and/or increase water rates to reduce water usage and evaluate what impact those mechanisms may have had on water consumption prior to use of mandatory water rationing practices and/or purchase of additional drought water supply.

5. Town Council must review such analysis, including existing available water resources, implementation of advisory and/or mandatory water conservation practices, available water production from emergency water well, and impact on Town services, and make a finding that use of drought water bank to purchase additional water supply is appropriate.

6. The purpose of the initial deposit amount into the Drought Water Reserve Bank is to provide future Town Council's with available resources to make immediate single year drought supply water purchases on the open market.

7. Any use of the Drought Water Reserve Bank by the Town Council will require implementation and adoption of a plan to replenish the Bank by the same amount as used to purchase drought water supply so that the fund is available in the event of a future drought situation.

The Town will consider use of the Drought Water Reserve Bank under the following conditions:

1. The Town may use its Drought Water Reserve Bank for the purchase of additional water supply under the following circumstances:

    - The Town Council has declared a local Water Emergency after evaluating local water supply with need in accordance with the Town Code, Chapter 13.24, Water Shortage Emergencies, Sections 13.24.020 through 13.24.050, or as may be amended in the future.

    - The Town Council has first implemented reasonable voluntary water conservation and rationing measures in accordance with Chapter 13.20, Water conservation or as may be amended in the future.

    - The Town Council has implemented mandatory water rationing program if appropriate.

    - The Town Council has developed and implemented a temporary water rate increase sufficient to replenish the amount of the draw down against the Drought Water Reserve Bank so that the Bank is available for future use if necessary.

2. The Town Council may use the interest earnings from the Drought Water Reserve Bank to annually fund rebate programs (existing or new programs) that help to reduce overall municipal water usage by the customer.

3. The Town Council may use the fund to pay for capital construction cost for water projects which are designed for the purpose of increasing the Town's water storage capacity or increase water production to meet drought water supply needs.

4. The Town shall continually review and work with its partner City of Napa to develop opportunities to achieve reduced water consumption through implementation of new technology, community education and implementation of appropriate water conservation programs when economically feasible and advantageous.

Adopted by the Yountville Town Council on January 20, 2009.

TOWN OF YOUNTVILLE
Appropriations Limit Summary
Fiscal Year 2015-16

Proceeds of Taxes	$8,885,925
Exclusions	(3,056,395)
Appropriations Subject to Limitation	$5,829,530
Current Year Limit Calculation Before Override	$5,752,756
Over (Under) Limit	$76,774
Available Capacity as a % of Limit	1.33%
Current Year Limit With $1,500,000 Voter Approved Override	$7,252,756
Over (Under) Limit With $1,500,000 Voter Approved Override	($1,423,226)
Available Capacity as a % of Limit	-19.62%

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article 13B of the State Constitution, a state law that requires the state and local governments to adopt an annual appropriation limit. The appropriation limit, also referred to as the "Gann Limit", establishes a limit on the proceeds of taxes that may be appropriated for spending in a given fiscal year. The limit is adjusted each year based on an economic factor calculated using the change in the cost of living and the change in population.

In order to deal with an increasing number of concerns regarding the restrictions of Proposition 4, and to increase the accountability of local government in adopting their limits, the voters approved Proposition 111 in June 1990. Two of the provisions included in Proposition 111 were to provide for an option for local government to select from adjustment factors that would allow them to be more responsive to local growth and to require an annual review of the appropriation limit calculations. The adjustment factors for the change in cost of living can be based on either a change to California per capita income or a change to non-residential assessed valuation in the Town limits. The adjustment factor for population can be based on either a change to the population in Yountville or a change in Napa County.

The Appropriations Limit imposed by Propositions 4 and 111 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The base year for the calculation was 1978/79, and the economic factors are used to calculate the adjustment for each year. The calculation includes only revenues that are classified as "proceeds of taxes" and allows for certain exclusions, including interfund transfers, capital outlay, payments for debt service, and appropriations required to comply with mandates of the courts or federal government, such as FLSA overtime or payment of FICA/Medicare tax.

The state law also includes a provision for the voters to approve an override of the calculated appropriations limit for a period not to exceed four years. The Town currently has an override, approved by voters November 2014, of $1,500,000 which is in effect though June 30, 2019.

TOWN OF YOUNTVILLE
Spending Limit Calculation
Fiscal Year 2015-16

APPROPRIATIONS SUBJECT TO LIMIT

Fiscal Year 2015-16 Estimated General Fund Revenue:	$9,910,125
Less:	
Non-tax proceeds	(1,024,200)
Plus:	
User fees in excess of costs	-
Less:	
Exclusions	(3,056,395)
Total appropriations subject to limit:	$5,829,530

APPROPRIATION LIMIT

		$5,459,736
A. Cost of living adjustment *	1.0382	
B. Population adjustment **	1.0149	
Change Factor (A x B)	1.0537	
Increase (decrease) in appropriation limit		$293,020
Fiscal Year 2015-16 Appropriation Limit		$5,752,756
Voter Approved Override Amount		$1,500,000
Total 2015-16 Appropriation Limit		$7,252,756
Remaining Appropriation Capacity Without Override		($76,774)
Available capacity as a percent of limit		-1.33%
Remaining Appropriation Capacity With Override		$1,423,226
Available capacity as a percent of limit		19.62%

* Based on Department of Finance per capita personal income growth

** Based on annual population change for Town of Yountville

TOWN OF YOUNTVILLE
Spending Limit Calculation
Fiscal Year 2015-16

Revenue Source	Tax Proceeds	Non-Tax Proceeds	TOTAL
Property Tax Secured	$ 730,000		$ 730,000
Property Tax Unsecured	24,000		24,000
Property Tax In Lieu (VLF Swap)	440,000		440,000
Property Tax Collection Fee	(7,800)		(7,800)
Sales Tax	1,250,000		1,250,000
Sales Tax Public Safety		$ 20,000	20,000
Franchise Fees		120,000	120,000
Real Property Transfer Tax	25,000		25,000
PEG Fees		12,000	12,000
Transient Occupancy Tax	6,400,000		6,400,000
Business License	15,000		15,000
Building Permits		30,000	30,000
Special Event Permit		6,500	6,500
Tree Removal Permits		500	500
Encroachment Permits		5,000	5,000
Fines & Forfeitures		2,000	2,000
Rents & Concessions		262,425	262,425
State Motor Vehicle License Fee	-		-
State COPS Grant		100,000	100,000
State HOPTR	3,000		3,000
Other State Revenues - Grant	-	5,000	5,000
Parks & Recreation Fees		326,500	326,500
Charges for Services		75,500	75,500
Miscellaneous Revenue		58,000	58,000
Subtotal	$8,879,200	$1,023,425	$9,902,625
Percent of Total	89.67%	10.33%	100.00%
Interest Income	$6,725	$775	$7,500
Total General Fund	**$8,885,925**	**$1,024,200**	**$9,910,125**

(excludes interfund transfers)

EXCLUSIONS FROM LIMITATION:	
-Debt Service - Lease Revenue Bonds	$ 1,001,555
-Transfer to Capital Projects Fund	$ 2,000,000
-FLSA Overtime	$ 8,800
-FICA/Medicare	$ 46,040
TOTAL EXCLUSIONS	$ 3,056,395

TOWN OF YOUNTVILLE
Appropriation Limit Adjustments
Fiscal Year 2015-16

Budget Year	(A) Price Factor	(B) Population Factor	(A) x (B) Change Factor	Current Year Adjustment	Current Appropriation Limit	Voter Approved Override	Total Limit
1978-79					322,414		
1979-80	1.1017	1.0158	1.1191	38,402	360,816		360,816
1980-81	1.1211	0.9808	1.0996	35,928	396,744		396,744
1981-82	1.0912	0.9866	1.0766	30,382	427,126		427,126
1982-83	1.0679	1.0561	1.1278	54,591	481,716		481,716
1983-84	1.0235	1.0210	1.0450	21,674	503,390		503,390
1984-85	1.0474	0.9977	1.0450	22,648	526,038		526,038
1985-86	1.0374	1.0210	1.0592	31,134	557,172	300,000	857,172
1986-87	1.0230	1.0026	1.0257	14,297	571,469	300,000	871,469
1987-88#	1.0348	1.0196	1.0551	31,478	602,947	500,000	1,102,947
1988-89*	1.0466	1.0104	1.0575	34,660	637,607	500,000	1,137,607
1989-90*	1.0519	1.0171	1.0699	44,561	682,168	500,000	1,182,168
1990-91@	1.0421	1.0560	1.1005	68,529	750,697	500,000	1,250,697
1991-92@	1.0414	1.0294	1.0720	54,063	804,760	700,000	1,504,760
1992-93+	1.0096	1.0209	1.0307	24,707	829,466	700,000	1,529,466
1993-94@	1.0272	1.0283	1.0563	46,674	876,140	700,000	1,576,140
1994-95+	1.0129	1.0143	1.0274	23,993	900,133	700,000	1,600,133
1995-96+	1.3503	1.0176	1.3741	336,708	1,236,841	300,000	1,536,841
1996-97+	1.0936	1.0149	1.1099	135,922	1,372,764	300,000	1,672,764
1997-98*	1.0467	1.0224	1.0701	96,294	1,469,058	300,000	1,769,058
1998-99#	1.0725	1.0461	1.1219	179,140	1,648,198	300,000	1,948,198
1999-00#	1.3604	1.0390	1.4135	681,457	2,329,655	900,000	3,229,655
2000-01+	1.0696	1.0277	1.0992	231,167	2,560,821	900,000	3,460,821
2001-02*	1.0782	1.0076	1.0864	221,240	2,782,062	900,000	3,682,062
2002-03+	1.0109	1.0648	1.0764	212,441	2,994,502	900,000	3,894,502
2003-04*	1.0231	1.0134	1.0368	110,226	3,104,729	900,000	4,004,729
2004-05+	1.0500	1.0115	1.0621	192,695	3,297,423	900,000	4,197,423
2005-06+	1.1027	1.0117	1.1156	381,187	3,678,611	900,000	4,578,611
2006-07*	1.0396	1.0110	1.0510	187,741	3,866,351	900,000	4,766,351
2007-08*	1.0442	1.0123	1.0570	220,551	4,086,902	900,000	4,986,902
2008-09*	1.0429	1.0935	1.1404	573,847	4,660,749	900,000	5,560,749
2009-10*	1.0062	1.0140	1.0203	94,552	4,755,301	900,000	5,655,301
2010-11*	0.9746	1.0090	0.9834	(79,074)	4,676,227	900,000	5,576,227
2011-12@	1.0251	1.0313	1.0572	267,413	4,943,640	900,000	5,843,640
2012-13*	0.9977	1.0079	1.0056	225,876	5,169,516	900,000	6,069,516
2013-14*	1.0512	1.0047	1.0561	290,220	5,459,736	900,000	6,359,736
2014-15@	0.9977	0.9930	0.9907	(50,688)	5,409,048	900,000	6,309,048
2015-16@	1.0382	1.0149	1.0537	293,020	5,752,756	1,500,000	7,252,756

ADJUSTMENT FACTORS USED :
* = California per capita income and County population
@ = California per capita income and Town population
+ = Non-residential assessed valuation and County population
# = Non-residential assessed valuation and Town population

Town of Yountville

"The Heart of the Napa Valley"

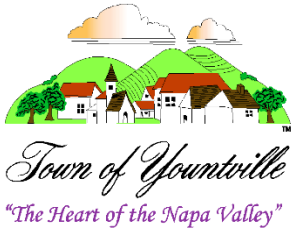
Budget Overview

Section 5

BUDGET DEFINITIONS

Glossary

Fund Descriptions



Glossary of Budget Terms

Account. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

Accounting System. The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

Adopted Budget. The Town Council approved annual budget establishing the legal authority of the expenditure of funds as set forth in the adopting Council budget resolution.

Appropriation. Money set aside by the Town Council for a specific purpose. Provides designated spending authority to the Town Manager to approve or oversee approval of the appropriated expenditures.

Audit. An annual examination and evaluation, done by an independent Certified Public Accountant (CPA), of the Town's accounting system to ensure conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the Town's internal controls as well as recommending improvements to the Town's financial management practices.

Balanced Budget. When the total of revenues and other financing sources is equal to or greater than the total of expenditures and other financing uses.

Basis of Accounting & Budgeting. A method used to determine when revenues, expenditures, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. The three basis of accounting for governmental agencies are (1) Cash Basis – when cash is received or paid; (2) Accrual Basis – when the underlying transaction or event takes place; (3) Modified Accrual Basis – revenues and expenditures are recognized in the accounting period in which they become available and expenditures are recognized in the accounting period in which the fund liability occurred. The Town of Yountville uses a modified accrual basis for our governmental funds and an accrual basis for our enterprise funds.

Budget & Fiscal Policies. General and specific guidelines adopted by the Town Council that govern budget preparation and fiscal administration.

Capital Improvement Program. A rolling multiple-year program for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones. The Town of Yountville follows a five-year schedule, and the annual budget incorporates the current year of the five-year CIP.

Certificate of Participation. Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

Charges for Service. Revenues collected as reimbursement for services provided to the public or to some other program/fund in the Town.

Comprehensive Annual Financial Report (CAFR). An annual government financial statement that provides a thorough and detailed presentation of the government's financial condition.

Consumer Price Index (CPI). A measure of inflation of the price of consumer goods and services.

Debt Service. The payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Deficit. An excess of expenditures or expenses over revenues or resources during an accounting period.

Department. An organizational unit of the Town government responsible for carrying out specific functions. In the Town's structure, certain "departments" are actually divisions of a multipurpose department.

Encumbrances. Commitments against an approved budget to pay funds in the future for a service or item. They cease to be encumbrances when the obligations are paid or terminated. The use of encumbrances prevents overspending and provides budgetary control to the organization.

Expenditure. The actual spending or accrual of funds set aside by an appropriation for goods and services obtained.

Fiscal Year. A 12 month period to which the annual budget applies, and financial transactions are recorded. The Town of Yountville's fiscal year begins July 1 and ends June 30.

Full –Time Equivalent (FTE). The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. A part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted but not included in FTE totals.

Fund. An independent fiscal and accounting entity with a self-balancing set of accounts in which the Town records financial transactions relating to revenues, expenditures, assets and liabilities. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives. The fund types used by the Town of Yountville are governmental funds (General, Capital Projects & Special Revenue),
Enterprise Funds (Water Utility & Wastewater Utility) and an Agency Fund. *See Fund Descriptions on page 84 for a more detailed description of the Town's funds.*

Fund Balance. The excess of a fund's assets over its liabilities.

GANN Appropriations Limit. Article X111-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

General Fund. The primary operating fund of the Town, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund, and may be utilized for any legitimate governmental purpose.

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as standards for accounting and the fair presentation of financial statements. The primary authoritative body on the application of GAAP to state and local government is the Governmental Accounting Standards Board.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Interfund Transfer. Money transferred from one fund to another, to finance the operations of another fund or reimburse the fund for certain expenditures/expenses.

Measure A. An ordinance of the Napa County Flood Protection and Watershed Improvement Authority, imposing a ⅛% Napa County Flood Protection Transactions (Sales) and Use Tax. Currently scheduled to sunset in 2018.

Municipal Code. A document that codifies the Town Council approved ordinances currently in effect. The Code defines Town policy with respect to all areas of municipal jurisdictions and administration.

Ordinance. A formal legislative enactment by the Town Council. It has the full force and effect of law within Town boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in the Town's Municipal Code.

Other Post Employment Benefits (OPEB). Post employment benefits other than pension benefits. The Town's OPEB includes post employment healthcare benefits for employees that meet the vesting requirements.

Public Employers Retirement System (PERS). State of California's (CalPERS) public pension system that provides contract retirement and health benefits to government agencies.

Reserve. An account which the Town uses to either set aside funds that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose.

Resolution. A special order of the Town Council which has a lower legal standing than an ordinance.

Revenues. Income received by the Town during the fiscal year. Some examples of revenue include taxes, fees, charges for services and grants.

Special Revenue Funds. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Tourism Improvement District (TID). A benefit assessment district created by the County of Napa which includes all incorporated jurisdictions, including the Town of Yountville and unincorporated county. The Napa Valley Tourism Improvement District (NVTID) levies a self-assessment of 2% of gross revenues on short term (less than 30 days) room rental revenue on lodging businesses. The NVTID has a five (5) year life, beginning on July 1, 2010 and ending June 30, 2015.

Transient Occupancy Tax (TOT). A local tax levied on the occupant of any hotel room, in the amount of twelve percent (12%) of the rent charged by the operator. The transient satisfies this tax obligation by paying the tax to the operator.

Town of Yountville
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FUND DESCRIPTIONS

The basic accounting and reporting entity for the Town is a fund. A fund is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or fund balances, and changes therein. Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operation (public safety, general governmental activities, etc.) Proprietary funds are used in governments to account for activities that are operated primarily through user fees, similar to the private sector (utilities for examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

GOVERNMENTAL FUNDS

Includes activities usually associated with the governmental entities' operation (police, fire, and general governmental functions). The Town's governmental funds use modified accrual accounting for both financial reporting and budgeting purposes.

General Fund

The General Fund is the chief operating fund of the Town. All general tax revenues and other receipts not allocated by law or some other contractual agreement to other funds are accounted for the General Fund. Expenditures of this fund include the general operating expenses traditionally associated with governments such as administration, finance, engineering, public works maintenance and public safety.

The Town has opted to charge back allocated costs using the General Fund, rather than establishing separate internal service funds. This methodology is used to budget and allocate costs for goods and services provided Town-wide. The Town has three departments where costs are budgeted and allocated:

Information Technology and Telecommunication: This is a department used to budget and account for the costs for the Town's computer system, workstations, laptops, software, printers, copiers and telephone communications. Costs are allocated based on number of devices supported for each operating department.

Risk Management: This department budgets and accounts for the cost of Town's Risk Management program including liability, property, errors & omissions, employment practices, workers compensation, safety and loss prevention and safety training utilized by all Town departments. Employee related costs are allocated on the same basis as salaries & benefits. Property insurance is allocated based on book value of capital assets for General, Water and Wastewater operating funds.

OPEB – Other Post Employment Benefits: Costs are allocated based on a percentage of full-time salaries. Funds are accounted for in a General Fund sub-fund (02) and are used to pay current retiree health benefits and make payments to prefund the Town's OPEB liability by making payments to an IRS approved OPEB Trust Fund,

which is not included in the budget. The OPEB trust fund is accounted for in the Town's CAFR as an Agency Fund.

Special Revenue

Special Revenue Funds are used to account for specific revenues that are legally restricted to Expenditure for particular purposes and must be accounted for in a fund separate from the General Fund.

Flood Barrier Capital Maintenance Fund: to budget and account for annual maintenance costs associated with construction of Flood Barrier in 2004. Funded by Measure A Sales Tax allocation and a grant received during construction of the flood barrier.

Housing Grant Fund: fund established in 2015 to budget and account for CalHome and federal HOME grant program revenue and expenditures.

Mesa Court Drainage Benefit District Fund: established to correct drainage problems within the area of Mesa Court. The first phase was completed in fiscal year 1999 and was financed by new development in the district.

State Gas Tax Fund: used to account for maintenance and capital expenditures associated with street improvement projects. Funding is provided from State Gas Taxes and Traffic Congestion Relief monies that are restricted to street maintenance and related improvements within the Town.

Tallent Lane Benefit District Fund: established to provide safe and improved access to properties fronting Tallent Lane.

Youth Programs Fund: established to account for contributions made to the Town for the purpose of providing sponsorship in Parks & Recreation Service programs for those that otherwise could not afford to participate.

Impact Fee Funds: accounts for revenues and transfers for which the Town has assessed an impact fee including: Civic Facilities, Drainage and Flood Control, Parks and Recreation, Public Safety, Fire Emergency Services, and Traffic facilities. Funds are transferred for approved projects in the Town's capital projects fund.

Debt Service Funds

Debt Service Funds are used to account for the acquisition of resources and payment of principal and interest on general long-term debt of the Town and its related entities**.**

Measure A Debt Service Fund: established to account for the obligation incurred under the Certificate of Participation issuance for the 2004 Flood Barrier project.

Community Center 2008 Lease Revenue Bond Debt Service Fund: established to account for lease revenue bonds issued by the Town's Financing Authority to fund construction of the Community Center Project.

Town Hall & Madison/Yount 2013 Lease Revenue Bond Debt Service: established to account for lease revenue bonds issued by the Town's Financing Authority to fund a seismic retrofit to Town Hall and the reconstruction of streets and sewers on Madison & Yount Streets.

Capital Projects Fund

Capital Project Funds are used to account for the acquisition, construction and improvement of capital facilities other than those financed by proprietary funds.

Capital Projects Fund: established to provide resources for capital projects not fully funded from other sources. This is the primary funding source for most discretionary Town capital projects. Funding sources include transfers from General Fund, grants, impact fees, and reimbursement for locally funded projects, such as those funded by the Town's share of the county-wide Measure A flood protection tax.

PROPRIETARY FUNDS

There are two classifications of Proprietary Funds: Enterprise Funds and Internal Service Funds. Enterprise Funds are used to account for activities that are operated in a manner similar to a private business enterprise, where a fee is charged to external users to recover the cost of goods and services. The Town's proprietary funds use accrual accounting for both financial reporting and budgeting purposes. The Town utilizes Enterprise Funds to budget and account for its costs associated with operation of its Water and Wastewater Utility Operations.

Water Utility Enterprise Fund: established to budget and account for the charges to customers for water services, costs to purchase water delivered from Rector Reservoir from the Veteran's Home, purchase and maintenance of other acquired water resources, operation and maintenance of the municipal well, and operation and maintenance of the water distribution system in compliance with State and Federal requirements.

Wastewater Utility Enterprise Fund: established to budget and account for charges to customers for wastewater collections and treatment, the operation and maintenance of the Town's wastewater collection system and operation of the Wastewater Treatment Plant in compliance with State and Federal requirements.

FIDUCIARY FUNDS

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs. Agency Funds are a type of fiduciary fund used to account for resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment and remittance of fiduciary resources to individuals, private organizations or other governmental agencies. The Town has one Agency fund.

Tourism Improvement District Assessment Fund: accounts for the countywide 2% assessment on lodging room rentals; 1.5% is passed through to the County of Napa to fund the Napa Valley Tourism Corporation (NVTC); .5% is directed to local Yountville efforts administered by the Town under direction of a local Tourism Improvement governing body, NVTID Yountville.

Rob Wennerberg, Photographer

Town of Yountville

"The Heart of the Napa Valley"

General Fund Overview

General Fund Summary

General Fund Revenues

General Fund Expenditures

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Town of Yountville
GENERAL FUND SUMMARY
Fiscal Year 2015-16

	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
BEGINNING FUND BALANCE	**$ 2,858,595**	**$ 3,567,960**	**$ 4,109,225**	**$ 4,109,225**	**$ 4,170,154**
REVENUE					
Property Tax	1,046,639	1,086,164	1,050,000	1,086,145	1,186,200
Sales Tax	1,087,284	1,260,279	1,215,000	1,219,500	1,270,000
Other Taxes	144,885	159,832	141,960	157,000	157,000
Transient Occupancy Tax	5,678,023	6,262,880	6,250,000	6,400,000	6,400,000
Licenses & Permits	73,986	139,865	54,500	61,000	57,000
Fines & Forfeitures	8,632	2,730	6,000	2,000	2,000
Investment Earnings	2,795	6,245	5,000	7,500	7,500
Rents & Concessions	221,527	244,410	239,925	249,925	262,425
Intergovernmental	106,256	97,007	108,000	109,670	108,000
Parks & Recreation Fees	317,888	358,690	317,000	312,000	326,500
Charges for Services	138,506	257,064	99,000	88,810	75,500
Miscellaneous Revenue	244,701	1,823,615	162,500	179,500	58,000
Total Revenue	**$ 9,071,123**	**$ 11,698,779**	**$ 9,648,885**	**$ 9,873,050**	**$ 9,910,125**
EXPENDITURES					
General Government	2,648,336	3,998,028	3,287,649	3,236,523	2,347,935
Housing	36,790	31,790	40,030	40,030	40,620
Planning & Building	508,503	552,222	664,450	592,531	1,217,000
Public Safety	1,220,977	1,295,845	1,346,790	1,346,790	1,377,000
Public Works	1,153,383	1,274,704	1,634,165	1,608,698	1,637,595
Parks & Recreation	1,164,001	1,247,288	1,440,551	1,432,496	1,499,511
Total Expenditures	**$ 6,731,990**	**$ 8,399,877**	**$ 8,413,635**	**$ 8,257,068**	**$ 8,119,661**
Revenue Less Expenditures before Transfers	**$ 2,339,134**	**$ 3,298,902**	**$ 1,235,249**	**$ 1,615,982**	**$ 1,790,464**
INTERFUND TRANSFERS - IN/(OUT)					
OPEB Allocation (02)	158,040	201,996	285,140	285,140	336,430
Tourist Business Improvement District (22)	9,386	10,436	10,417	10,667	10,667
Fire Emergency Services Fund (28)	8,345	-	-	-	-
Capital Projects (50)	(1,055,000)	(2,037,989)	(850,000)	(850,000)	(2,000,000)
Debt Service - 2008 Lease Revenue Bonds (52)	(668,640)	(670,050)	(666,980)	(666,980)	(667,550)
Debt Service - 2013 Lease Revenue Bonds (53)	(81,900)	(262,030)	(333,880)	(333,880)	(334,005)
Total Transfers	**$ (1,629,769)**	**$ (2,757,637)**	**$ (1,555,303)**	**$ (1,555,053)**	**$ (2,654,458)**
Excess (Deficiency) After Transfers	**$ 709,365**	**$ 541,265**	**$ (320,054)**	**$ 60,929**	**$ (863,994)**
ENDING FUND BALANCE	**$ 3,567,960**	**$ 4,109,225**	**$ 3,789,173**	**$ 4,170,154**	**$ 3,306,160**
FUND BALANCE ALLOCATIONS					
Restricted for Public Education (PEG)	9,559	14,723	25,019	37,019	49,019
Committed for Emergencies	1,360,000	1,454,000	1,454,000	1,454,000	1,620,000
Committed for Insurance & Claims Retention	50,000	50,000	50,000	50,000	50,000
Committed for OPEB (02)	7,385	3,749	68,749	-	-
Assigned for Arts Programs	12,425	19,965	17,426	7,426	32,426
Assigned for Budget Contingencies	140,000	390,000	150,000	58,716	240,000
Assigned for Future General Plan Update	10,000	310,000	310,000	310,000	-
Assigned for Legal Contingencies	250,000	879,288	879,000	-	250,000
Assigned for Revenue Stabilization	560,000	987,500	737,500	737,500	1,000,000
Unassigned Fund Balance	1,168,590	-	97,479	1,515,493	64,715
Total Fund Balance	**$ 3,567,959**	**$ 4,109,225**	**$ 3,789,173**	**$ 4,170,154**	**$ 3,306,160**

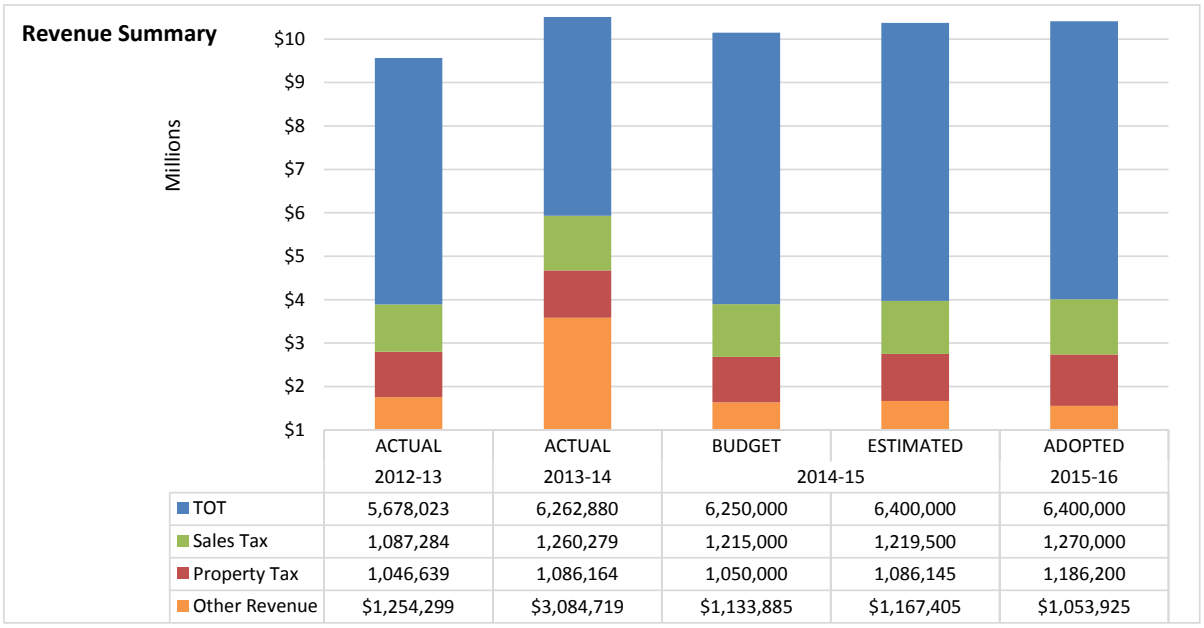
Town of Yountville
GENERAL FUND REVENUE
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PROPERTY TAX					
3001	Property Tax Secured	$ 641,053	$ 645,607	$ 638,000	$ 638,000	$ 730,000
3002	Property Tax Unsecured	25,060	24,628	22,000	22,000	24,000
3003	Property Tax In Lieu (VLF Swap)	388,054	401,986	400,000	433,770	440,000
3009	Property Tax Collection Fee	(7,528)	13,943	(10,000)	(7,625)	(7,800)
	Total Property Tax	**$ 1,046,639**	**$ 1,086,164**	**$ 1,050,000**	**$ 1,086,145**	**$ 1,186,200**
	SALES TAX					
3010	Sales Tax	1,068,981	1,240,890	1,200,000	1,200,000	1,250,000
3011	Sales Tax Public Safety	18,303	19,389	15,000	19,500	20,000
	Total Sales Tax	**$ 1,087,284**	**$ 1,260,279**	**$ 1,215,000**	**$ 1,219,500**	**$ 1,270,000**
	OTHER TAXES					
3020	Franchise Fees	115,866	122,764	115,000	120,000	120,000
3021	Real Property Transfer Tax	17,509	25,070	15,000	25,000	25,000
3022	PEG Fees	11,511	11,998	11,960	12,000	12,000
	Total Other Taxes	**$ 144,885**	**$ 159,832**	**$ 141,960**	**$ 157,000**	**$ 157,000**
	TRANSIENT OCCUPANCY TAX					
3030	Transient Occupancy Tax	5,678,023	6,262,880	6,250,000	6,400,000	6,400,000
	Total Transient Occupancy Tax	**$ 5,678,023**	**$ 6,262,880**	**$ 6,250,000**	**$ 6,400,000**	**$ 6,400,000**
	LICENSES & PERMITS					
3105	Business License	14,159	14,493	12,500	15,000	15,000
3110	Building Permits	47,133	109,886	30,000	35,000	30,000
3120	Special Event Permit	5,750	9,150	6,500	5,000	6,500
3190	Tree Removal Permit	1,200	980	500	1,000	500
3199	Encroachment Permit	5,744	5,356	5,000	5,000	5,000
	Total Licenses & Permits	**$ 73,986**	**$ 139,865**	**$ 54,500**	**$ 61,000**	**$ 57,000**
	FINES & FORFEITURES					
3201	Vehicle Code Fines	4,882	2,501	3,500	1,500	1,500
3215	Abandoned Vehicle Fee	3,750	229	2,500	500	500
	Total Fines & Forfeitures	**$ 8,632**	**$ 2,730**	**$ 6,000**	**$ 2,000**	**$ 2,000**
	INVESTMENT EARNINGS					
3301	Interest Income	2,769	6,230	5,000	7,500	7,500
	Total Investment Earnings	**$ 2,769**	**$ 6,230**	**$ 5,000**	**$ 7,500**	**$ 7,500**
	RENTS & CONCESSIONS					
3310	Rental Government Buildings	136,425	136,425	136,425	136,425	136,425
3312	Community Hall Rental	30,511	45,925	45,000	51,000	55,000
3313	Community Center Rental	13,990	10,570	9,500	11,000	17,000
3314	Other Facility Rental Charges	25,626	30,020	32,000	32,000	34,000
3315	Park Rentals	10,266	15,512	11,000	13,500	13,500
3319	Concession Sales	4,710	5,958	6,000	6,000	6,500
	Total Rents & Concessions	**$ 221,527**	**$ 244,410**	**$ 239,925**	**$ 249,925**	**$ 262,425**
	INTERGOVERNMENTAL					
3401	State Motor Vehicle License Fee	3,815	-	-	1,670	-
3402	State COPS Grant	94,204	88,869	100,000	100,000	100,000
3406	State HOPTR	3,237	3,138	3,000	3,000	3,000
3409	Other State Revenues	5,000	5,000	5,000	5,000	5,000
	Total Intergovernmental	**$ 106,256**	**$ 97,007**	**$ 108,000**	**$ 109,670**	**$ 108,000**

Continued on next page

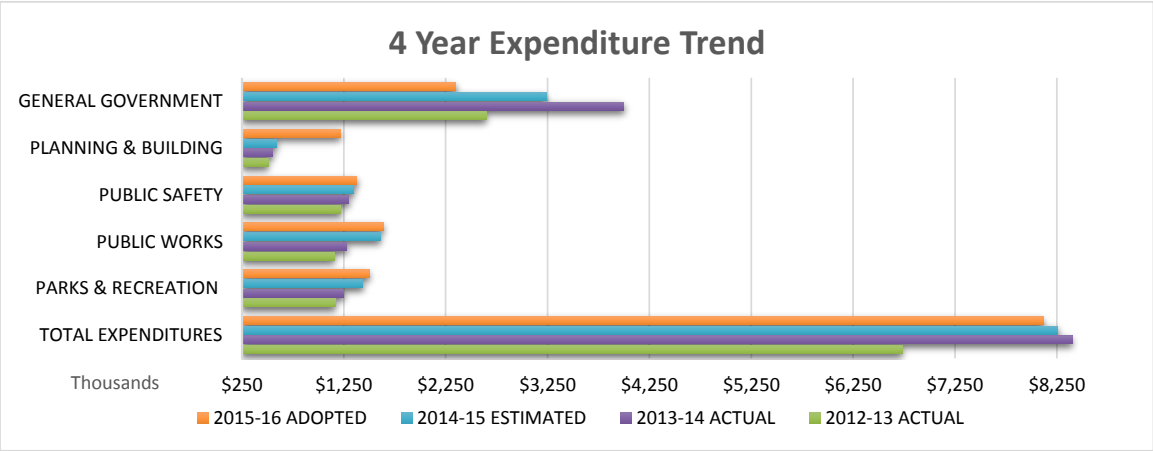
Town of Yountville
GENERAL FUND REVENUE
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
Continued from previous page						
	PARKS & RECREATION FEES					
3530	Class Fees	52,336	57,439	48,000	48,000	52,000
3531	Events Fees	9,418	6,429	8,500	6,500	8,000
3532	Sports Program Fees	4,146	5,420	6,500	6,500	6,500
3533	Teen Program Fees	-	-	500	-	-
3534	Afterschool Program	108,955	139,226	112,000	112,000	114,000
3536	Swim Pool Fees	35,153	34,822	31,000	31,000	33,000
3537	Swim Lesson Fees	15,748	14,224	16,500	16,000	17,000
3538	Camp Program Fees	77,183	83,531	78,000	78,000	82,000
3539	Excursion Fees	14,950	17,599	16,000	14,000	14,000
	Total Parks & Recreation Fees	**$ 317,888**	**$ 358,690**	**$ 317,000**	**$ 312,000**	**$ 326,500**
	CHARGES FOR SERVICES					
3601	Planning Service Charge	16,676	105,795	45,000	50,000	45,000
3602	Engineering Service Charges	14,120	14,167	15,000	2,500	5,000
3611	Plan Checks	31,950	58,457	23,000	20,000	20,000
3615	Way Finding Signage Fees	47,454	611	16,000	15,880	5,000
3701	Housing In Lieu Fee	28,307	78,033	-	430	500
	Total Charges for Services	**$ 138,506**	**$ 257,064**	**$ 99,000**	**$ 88,810**	**$ 75,500**
	MISCELLANEOUS REVENUE					
3800	Miscellaneous Revenue	9,623	1,657,976	5,000	17,000	25,500
3801	Refunds & Reimbursements	42,938	93,054	110,000	115,000	-
3802	Sale of Property & Equipment	152,586	11,034	-	-	-
3803	Donations & Contributions	9,100	11,377	7,500	7,500	7,500
3804	Art - Donations/Commissions	25,601	45,451	40,000	40,000	25,000
	Total Miscellaneous Revenue	**$ 239,849**	**$ 1,818,892**	**$ 162,500**	**$ 179,500**	**$ 58,000**
	TOTAL REVENUE	**$ 9,066,245**	**$ 11,694,041**	**$ 9,648,885**	**$ 9,873,050**	**$ 9,910,125**



Town of Yountville
GENERAL FUND EXPENDITURES
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	GENERAL GOVERNMENT					
1001	Town Council/Mayor	63,115	62,242	82,790	81,172	96,980
1010	Non-Departmental	47,700	85,450	143,425	122,925	138,200
1015	Community Promotion	335,383	438,066	492,000	455,340	420,660
1101	Town Manager's Office	310,053	336,595	443,740	439,452	453,510
1102	Finance	295,257	309,222	388,180	388,180	398,660
1103	Risk Management	26,055	27,583	41,800	31,000	61,800
1105	Town Attorney	1,029,022	2,212,226	1,096,784	1,097,255	126,500
1110	Town Clerk	216,403	216,273	313,790	267,310	315,195
1900	OPEB - Employee Retiree Benefits	325,347	310,370	285,140	353,889	336,430
	Total General Government	**$ 2,648,336**	**$ 3,998,028**	**$ 3,287,649**	**$ 3,236,523**	**$ 2,347,935**
	HOUSING					
1500	Housing Opportunity Program	36,790	31,790	40,030	40,030	40,620
	Total Housing	**$ 36,790**	**$ 31,790**	**$ 40,030**	**$ 40,030**	**$ 40,620**
	PLANNING & BUILDING					
2115	Planning & Building	508,503	552,222	664,450	592,531	1,217,000
	Total Planning & Building	**$ 508,503**	**$ 552,222**	**$ 664,450**	**$ 592,531**	**$ 1,217,000**
	PUBLIC SAFETY					
3200	Law Enforcement Services	859,020	884,791	883,290	883,290	899,500
3201	Fire & Emergency Services	361,957	411,054	463,500	463,500	477,500
	Total Public Safety	**$ 1,220,977**	**$ 1,295,845**	**$ 1,346,790**	**$ 1,346,790**	**$ 1,377,000**
	PUBLIC WORKS					
4301	Administration & Engineering	273,281	303,272	560,195	551,810	541,945
4305	Streets Maintenance	245,335	265,907	374,760	368,556	385,030
4320	Parks Maintenance	462,059	508,653	425,000	422,034	439,770
4325	Government Buildings	172,708	196,873	274,210	266,298	270,850
	Total Public Works	**$ 1,153,383**	**$ 1,274,704**	**$ 1,634,165**	**$ 1,608,698**	**$ 1,637,595**
	PARKS & RECREATION					
5405	Administration & Services	295,682	322,253	379,210	377,248	434,260
5406	Camp Programs	99,406	89,229	112,310	111,676	115,930
5407	Pool & Aquatic Programs	134,821	128,710	143,731	142,913	142,901
5408	Community Center	290,976	320,059	392,400	391,078	364,120
5409	After School Program	132,776	146,621	161,290	160,339	172,410
5410	Leisure Programs	164,807	180,339	183,880	181,894	202,210
5411	Teen Programs	-	7,568	10,400	10,346	9,850
5412	Sports Programs	45,534	52,510	57,330	57,002	57,830
	Total Parks & Recreation	**$ 1,164,001**	**$ 1,247,288**	**$ 1,440,551**	**$ 1,432,496**	**$ 1,499,511**
	TOTAL EXPENDITURES	**$ 6,731,990**	**$ 8,399,877**	**$ 8,413,635**	**$ 8,257,068**	**$ 8,119,661**



Town of Yountville

"The Heart of the Napa Valley"

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 of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

DEPARTMENT OVERVIEW

The Town of Yountville was incorporated on February 4, 1965 and is celebrating its 50th Anniversary this year as an incorporated municipality. The Town 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:

- Zoning and Design Review Board
- Parks and Recreation Advisory Commission
- Arts Commission
- Napa County Local Food Advisory Committee
- Napa County Library Commission
- Napa County Mosquito Abatement District
- Napa County Active Transportation Advisory Committee (Formerly Bicycle Advisory Committee)
- Go Green Committee (Climate Action Plan Citizens 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 the power of authority. The Mayor and Council members have no authority as individuals and they must act by a majority to achieve their objectives.

2014-2015 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.
- Adopted and maintained a balanced budget, increased reserve fund balances.
- Launched a yearlong celebration with a variety of events to commemorate Town's 50th Anniversary.
- Provided direction to Town Manager and Management Team related to efforts to fully implement the fifth and final year of the 5 Year Strategic Plan.
- Completed an update of the Town's Housing Element which was approved by the State for an eight year period through 2023 for the General Plan.
- Completed construction of the Recycled Water Project on time and on budget to meet state regulatory requirements.
- Adopted an internal OPEB funding rate of 14% to fully fund the annual required contribution calculated by the Town's actuary.
- Completed an update to the Town's Circulation Element for the General Plan.
- The Town continued a Stage I Water Emergency Implemented ongoing community outreach efforts with regard to water conservation public education and programs to reduce overall Town water consumption by 20%.
- Completed the engineering and design work and award of bid for the various Hopper Creek flood mitigation projects so they are ready for construction summer and fall 2015.

2015-2016 GOALS & OBJECTIVES

- Complete construction of parking improvement projects for Yountville Community Park and Oak Circle pocket park area.
- Actively serve on various local and regional committees and boards representing Town interests such as League of California Cities, NCLOG, NCTPA, LAFCO and other regional agencies.
- Adopt and maintain a balanced budget, increase fund balances where possible.
- Finalize ADA accessibility improvement project at Yountville Community Park.
- Provide direction to Town Manager and Management Team with regard to planning for next 5 Year Strategic Planning Process.
- Determine time line and process to begin a General Plan update 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.
- Work 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, continue community outreach efforts with regard to water conservation public education and programs to reduce overall Town water consumption by 20% and comply with State mandates.
- Continue 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.
- Complete construction of the various Hopper Creek flood mitigation projects during summer of 2015.

MAJOR BUDGET CHANGES

Budget increase of $14,190 includes increase to benefits and taxes of $8,590 to include newly appointed council member and an increase of $5,600 primarily for meetings and training, including an updated strategic plan.

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.

DEPARTMENT HIGHLIGHT

★ Town Council will welcome one new council member this year as they begin several long range planning processes in the areas of update of the General Plan, 5 Year Capital Improvement Program (CIP), next generation of Strategic Plan process, and evaluation of and setting of future water and wastewater utility rates.

DID YOU KNOW?

During 2014:

- Town Council held 23 regular meetings and 3 special meetings.
- They approved 72 resolutions and approved 9 ordinances.

The council perspective from the dais.

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4011	Salaries - Part Time	24,300	24,300	24,300	24,300	24,300
4040	Benefits & Taxes	28,711	21,297	23,690	23,690	32,280
	Total Personnel	**$ 53,011**	**$ 45,596**	**$ 47,990**	**$ 47,990**	**$ 56,580**
	SUPPLIES & SERVICES					
4710	Conference & Travel	4,478	5,930	7,850	6,500	8,500
4715	Meetings & Training	3,873	8,893	25,000	25,000	30,000
4819	Allocated Liability Insurance	1,063	1,021	1,000	790	950
4839	Allocated Workers' Comp Insurance	691	802	950	892	950
	Total Supplies & Services	**$ 10,104**	**$ 16,646**	**$ 34,800**	**$ 33,182**	**$ 40,400**
	TOTAL EXPENDITURES	**$ 63,115**	**$ 62,242**	**$ 82,790**	**$ 81,172**	**$ 96,980**

DETAIL FOR EXPENSE ACCOUNTS

4710	Benefits & Taxes:		$32,280
	FICA/Medicare tax	$ 1,900	
	Life Insurance/Disability	380	
	Medical Insurance (3 Council Members)	30,000	
4715	Conference/Travel:		$8,500
	League of California Cities' Conferences & Meetings	$6,150	
	Mayor/Council League Meetings	1,500	
	NCLOG Events & Meetings	850	
	Meetings/Training:		$30,000
	Town Council Workshop and Planning Retreat	$15,000	
	Boards & Commissions Annual Dinner	3,000	
	Community Volunteer Program	4,000	
	Employee Appreciation Event	3,500	
	Community Workshops/Other Meetings/Photography	3,500	
	Ceremonial & Miscellaneous Items	1,000	

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 Napa/County Library Services Contract, LAFCO administrative fees, Napa County Animal Control Shelter cost sharing agreement, Town logo 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.

2014-2015 ACCOMPLISHMENTS

- Maintained expanded hours of library service at Yountville Station; continue to support efforts by NCL and Yountville Friends of the Library to recruit volunteers to supplement county staffing allocation.
- Maintain 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.

2015-2016 GOALS & OBJECTIVES

- Maintain expanded hours of library service at Yountville Station; continue to support efforts by NCL and Yountville Friends of the Library to recruit volunteers to supplement county staffing allocation.
- Maintain level of service for County operated animal control shelter services.
- Stay involved with and work with LAFCO staff to monitor and encourage them to move timely on the overdue Municipal Service Reviews.

MAJOR BUDGET CHANGES

This budget includes a designated contingency of $35,000, an increase of $10,000 from $25,000, for non-recurring, unanticipated expenditures which may occur during the year as approved by the Town Manager. This is a budget holding account and a budget transfer is made to the appropriate account when an expenditure has been approved. In fiscal year 2014/15, to date, $4,700 of the contingency was allocated for the cost share of good neighbor fences where the town is an adjacent property owner. Additional requests are pending and it is estimated that the designated contingency will be fully expended before the end of the fiscal year.

Connection to Strategic Plan 2011-16

1.0 Leadership – 1.1 Council Operations – 1.1.1 Sustain Effective Town Governance - continued Town Council focus on working with Napa County/NCCL to increase number of library areas to meet identified community need. 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 and regional Napa County Library system and the Yountville Library Station.

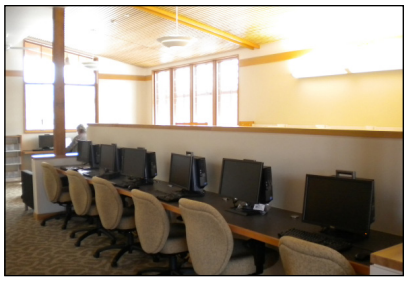
DEPARTMENT HIGHLIGHT

- ★ Continued funding level to support the expanded library hour's program which has been well received by the community.
- ★ Continue partnership efforts with NCL supporting efforts to increase utilization of library volunteers as a way to increase access to library services.

DID YOU KNOW?

At the Yountville Library, there were:

- 17, 501 visits;
- 2,607 reference and computer related questions;
- 30,912 items checked out;
- 6 Computers were accessed a total of 4,020 times;
- 1,872 extended library hours provided thanks to the efforts of our volunteers.



Town of Yountville
NON - DEPARTMENTAL
General Fund Department 1010

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4110	Office Supplies	9,390	8,678	9,800	9,600	9,800
4120	Other Supplies & Materials	3,750	4,968	3,500	3,500	3,500
4130	Postage & Printing	2,524	3,466	5,000	5,000	3,500
4210	Contract Services	18,369	56,754	66,500	66,500	66,500
4720	Dues & Subscriptions	13,668	11,584	18,325	18,325	19,900
4999	Designated Contingency	-	-	20,300	-	35,000
	Total Supplies & Services	**$ 47,700**	**$ 85,450**	**$ 123,425**	**$ 102,925**	**$ 138,200**
	CAPITAL OUTLAY					
5700	Machinery & Equipment / Furniture	-	-	20,000	20,000	-
	Total Capital Outlay	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**	**$ -**
	TOTAL EXPENDITURES	**$ 47,700**	**$ 85,450**	**$ 143,425**	**$ 122,925**	**$ 138,200**

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies & Materials:		$3,500
	Yountville Logo items and ware		
4210	Contract Services:		$66,500
	County Library Contract – provision for four (4) additional hours (no change)	$42,000	
	Animal Shelter – County of Napa cost share allocation	19,500	
	Napa County Recycling Program	5,000	
4720	Dues & Subscriptions:		$19,900
	LAFCO	$11,400	
	Miscellaneous – NBL, NCLOG, ASCAP	4,000	
	League of California Cities	2,200	
	ABAG	1,200	
	Other Various Memberships	1,100	
4999	Designated Contingency:		$35,000
	Town finance policy provision allows an appropriation for non-recurring, unanticipated expenditures subject to Town Manager approval; this account is a budget holding account and a budget transfer is made to the appropriate account when the contingency is used.		

DEPARTMENT OVERVIEW

The Information Technology & Telecommunication (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

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.

2014-2015 ACCOMPLISHMENTS

- Moved Springbrook Software program to Cloud based hosting and backup.
- Continue implementation process of GIS software for Planning, Building and Public Works Departments.
- Upgraded and enhance Town website (still in progress).
- Upgraded video camera server and software for Town's security system.
- Replaced three (3) Wi-fi Hot Spots that were failing due to capacity overload.
- Upgraded all Town workstations from MS Office 2007 to MS Office Pro 2013.
- Upgraded outdated Town phone system software to integrate with PW Corporation Yard and WWTP.
- Maintained network/server environment for data storage, growth and system redundancy.
- Updated six employee workstations (Annually per our replacement schedule).
- Supported Scada Implementation for Recycled Water Project.

2015-2016 GOALS & OBJECTIVES

- Maintain network/server environment for data storage, growth and system redundancy.
- Update six employee workstations. (Annually per our replacement schedule).
- Continuation of upgrade and enhancement to Town website.
- Install new backup system for Town Hall -- (Netgear NAS) and software (Symantec System Recovery)
- Replace iPads for paperless agenda process based on iPad/Tablet Program Policy three year replacement schedule.
- Support SCADA System for Recycled Water Project.

MAJOR BUDGET CHANGES

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 increase of $32,800 this fiscal year with total budget of $274,950.

The Town is in the middle stages of a complete website redesign. The Town Council approved in the fiscal yearW 2014-15 budget to upgrade the website for a total price of $25,000. The Town has paid one of two installments toward payment of the site. The final $12,500 will be part of this year's budget.

In addition to the website upgrade, we will be implementing the annual subscription maintenance plan with Vision Internet, called visionLive. visionLive bundles all essential ongoing website services and updates into one set annual fee of $7,200. The maintenance plan includes website hosting, technical support, all CMS upgrades, and all newly developed CMS components and includes a free redesign of the website after four consecutive years under contract with Vision Internet.

The Information Technology budget now includes the annual maintenance costs for the air fiber data connection that is essential in providing internet connectivity at our Corporation Yard. This cost of $16,000 annually was previously housed in the Public Works Department budget during the implementation phase of the project. Additionally, the CMMS Springbrook Integration project has been moved from the Public Works budget to Information Technology, as well as the Websoft (GIS) software for a total of $19,000.

Contract services provided by Lescure Technology have been increased by $10,000 due to the increase of user workstations, SCADA System, GIS project, routine system maintenance and replacement of the Town's back up system.

This budget item is in line with the Town Council's strategic plan - 3.0 Communication and Civic Engagement - 3.1 Provide meaningful communications and information –3.2 Update and maintain website.

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.

DEPARTMENT HIGHLIGHT

- ★ Complete second payment to Vision Internet for upgrade to Town's Website;
- ★ Install new network system backup equipment to ensure network stability;
- ★ Account management for Universal Alarm to maintain air fiber internet connection to Corporation Yard;
- ★ Implementation of CMMS (Computer Maintenance Management System/ Websoft/GIS) with Springbrook Software.

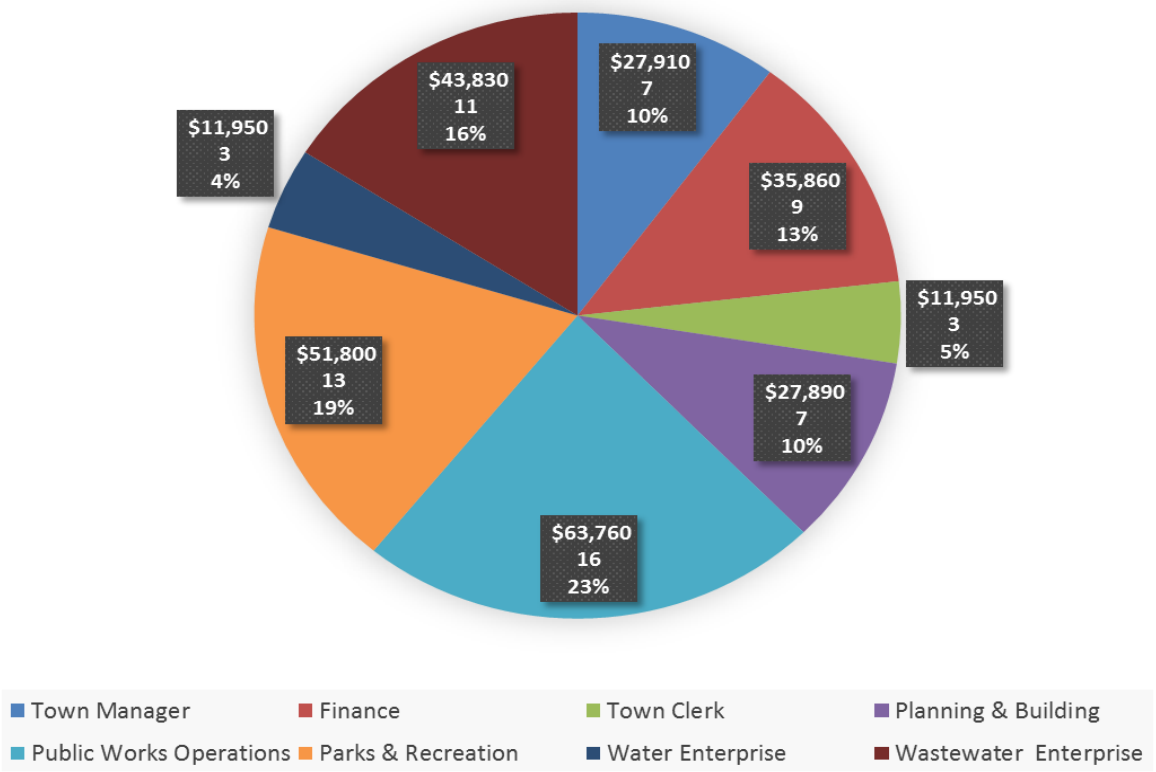
DID YOU KNOW?

- Yountville has 69 devices including printers, tablets and computers.
- The Town has a server room to support the operations of the Town's network. This room must be kept at a cool temperature to ensure our server can handle all the data it processes.

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4110	Office Supplies	1,968	2,460	2,000	2,000	2,000
4120	Other Supplies & Materials	1,993	431	4,500	4,500	4,500
4210	Contract Services	35,952	48,961	82,500	87,000	87,700
4320	Equipment Maintenance	3,074	84	5,000	500	5,000
4420	Equipment Rental	27,443	23,774	30,000	30,000	30,000
4610	Telecommunications	19,364	16,798	39,000	39,000	29,500
4620	Internet & Network	7,622	6,326	11,700	11,700	29,000
4630	Software And Licenses	28,632	25,661	50,550	50,550	47,200
	Total Supplies & Services	**$ 126,048**	**$ 124,494**	**$ 225,250**	**$ 225,250**	**$ 234,900**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	8,089	10,072	16,900	16,900	40,050
	Total Capital Outlay	**$ 8,089**	**$ 10,072**	**$ 16,900**	**$ 16,900**	**$ 40,050**
	SUBTOTAL EXPENDITURES	**$ 134,137**	**$ 134,567**	**$ 242,150**	**$ 242,150**	**$ 274,950**
4699	Allocated IT Costs	(134,137)	(134,567)	(242,150)	(242,150)	(274,950)
		-	-	-	-	-

2015-16 ALLOCATION OF I.T. & TELECOMMUNICATION COSTS
Cost Allocation of $274,950 for 69 Total Devices



Town of Yountville
INFORMATION TECHOLOGY & TELECOMMUNICATION
General Fund Department 1011

DETAIL FOR EXPENSE ACCOUNTS

4110	Office Supplies:		$2,000
	Printer Supplies – Toner/Color Cartridges		
4120	Other Supplies & Materials:		$4,500
	Power Supply Back-Up Units	$500	
	Supplies – DVD, CPU Accessories	500	
	Contingency – System Backbone, Network Server, Workstation items	3,500	
4210	Contract Services:		$87,700
	IT Services Management Services Provider – Lescure	$62,000	
	Contingency for Technical Support/Projects	6,000	
	Website Upgrade (Vision Internet)	12,500	
	visionLive Annual Maintenance (Vision Internet)	7,200	
4320	Equipment Maintenance:		$5,000
	Network Printers		
	Copier Maintenance Agreements	$4,000	
	Other Equipment: Telephone, Printers, Fax	1,000	
4420	Equipment Rental:		$30,000
	Town Hall Network Printer	$15,000	
	Parks & Recreation Network Printer	12,000	
	Postage Machine	3,000	
4610	Telecommunications:		$29,500
	General Community Hall, Community Center, Water, Sewer, Corporation Yard	$22,500	
	Phone repair contingency	500	
	Purchase of four telephones	1,000	
	PW iPads- data plans (Verizon)	5,500	
4620	Internet & Network:		$29,000
	Offsite Backup/Server Monitoring- Lescure	$6,000	
	Internet Email Virus & Spam Protection – Red Condor, Symantec	1,000	
	Comcast DSL Connection	5,500	
	Domain Chandon Air Fiber Internet Connection	500	
	Universal Alarm Air Fiber Monthly Maintenance	16,000	
4630	Software & Licenses:		$47,200
	Springbrook – Financial Software System – Annual maintenance	$20,000	
	McAfee Virus Protection	1,200	
	Parcel Quest	1,500	
	Napa County GIS	400	
	Auto Cad	3,000	
	Lynda.com (Computer application training software)	500	
	Crash Plan Pro	1,100	
	Backup Exec Agents (SCADA)	500	
	CMMS Springbrook Integration	14,000	
	Websoft (GIS)	5,000	
4699	Allocated Costs:		$274,950
	General Fund Departments	$219,170	
	Water Enterprise	11,950	
	Wastewater Enterprise	43,830	
	Costs distributed based on number of devices supported.		
5700	Computer Equipment:		$40,050
	Laptop (Town Clerk, Planning)	2,500	
	PC Replacements (P&R Dept. (2), PW Dept. (3))	6,250	
	Netgear NAS (backup system at Town Hall)	5,000	
	Rack for NAS	500	
	11 New iPads (3yr. replacement cycle)	19,800	
	Contingency	6,000	

DEPARTMENT OVERVIEW

Publication of the Town's newsletter, Yountville Trolley fare box subsidy to provide free service to the community, Chamber of Commerce marketing and promotions contract, funding allocation to the Arts Commission and the 4th of July Fireworks show are examples of costs accounted for in Community Promotions and Programs Department.

2014-2015 ACCOMPLISHMENTS

- Continued funding for the required fare-box subsidy to provide free Yountville Trolley service; service is provided by NCTPA 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 expand the Yountville Art Walk, installation of 6 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.

2015-16 GOALS & OBJECTIVES

- Implement second 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.
- Partner with Veterans Home of California and other agencies to put on the July 4th Fireworks Show.
- 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.
- Provide marketing and logistical support for 2016 Community Clean up Day. Actual costs for Garbage Company costs will be funded through $50,000 grant from franchisee -Upper Valley Waste Disposal.
- Continue marketing and promotional support for Yountville Trolley.
- Publish twelve (12) issues of Town Newsletter "The Yountville Connection".

MAJOR BUDGET CHANGES

Budget increases for Chamber of Commerce – $11,770, a 4.7% increase for a new contract; a one-time $10,000 contribution to One Napa Valley Initiative; Town Arts Program includes $15,000 provided Town funding and $10,000 in art program donations/commissions (01-0000-3804); the Arts Program raises funds during the year that may be spent for program activities, and staff will review at mid-year to propose a budget adjustment if additional program funds are available.

Connection to Strategic Plan 2011-16

3.0 Communication and Civic Engagement – 3.1 Provide Meaningful Communications and Information - The bi-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.

DEPARTMENT HIGHLIGHT

- ★ Continue to work with Chamber of Commerce and local businesses in supporting efforts to market Yountville as a high-end visitor destination to help maintain and increase Transient Occupancy Tax (TOT) and sales tax revenue derived from tourism which is the key to the local economy.
- ★ Continue work with NCTPA and local businesses to increase marketing of the expanded Yountville Trolley service to better serve local residents, tourists, and employees.
- ★ Publication of 12 Town newsletters to provide timely information to our community.

"Redhead" by Gordon Heuther
photo credit: MJSchaer Photography

DID YOU KNOW?

- 27,794 passengers rode the Yountville Trollley.

Yountville Trolley

- We overhauled our newsletter and added 6 more issues throughout the year. Each month we send out 1,300 copies!
- The Yountville Arts Commission continues to impress the community with new art throughout the Art Walk.

The Town redesigned the monthly newsletter, "The Yountville Connection"
Photo credit: Mars Lasar

"CT-17" by Richard Starks
photo credit: Kimberly Cook

Festival of Lights
photo credit: Mars Lasar

Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4910	Chamber Of Commerce	241,000	248,230	260,000	260,000	266,500
4915	Way Finding Sign Program	1,250	68,642	13,500	13,500	5,000
4920	George Yount Millstone Project	-	-	26,000	26,000	-
4930	Arts Program	31,189	47,913	60,000	50,000	40,000
4935	50th Anniversary Celebration	-	-	50,000	23,340	26,660
4940	Fourth Of July	16,546	15,000	16,000	16,000	16,000
4950	Yountville Days	17,387	18,408	15,500	15,500	15,500
4970	Transit Subsidy	25,730	33,986	35,000	35,000	35,000
4980	Town Newsletter	-	637	3,500	3,500	3,500
4990	Community Outreach & Promotion	2,281	5,250	12,500	12,500	12,500
	Total Supplies & Services	**$ 335,383**	**$ 438,066**	**492,000**	**455,340**	**$ 420,660**
	TOTAL EXPENDITURES	**$ 335,383**	**$ 438,066**	**$ 492,000**	**$ 455,340**	**$ 420,660**

DETAIL FOR EXPENSE ACCOUNTS

4910	Chamber of Commerce:		$266,500
	Professional Services Agreement		
	Includes provision for a 2.5% CPI increase		
4915	Way Finding Sign Program		$5,000
	(Fees are budgeted in account 01-3615)		
4930	Arts Program:		$40,000
	Self funded activities (Donations & Commissions are budgeted in account 01-3804)	$25,000	
	General Fund support	15,000	
4935	50th Anniversary Celebration – carryover from fiscal year 2014-15		$26,660
4940	Fourth of July:		$16,000
	Fireworks, Flags, Sheriff staff support, inspection costs		
	(Donations received are shown in account 01-3803)		
4950	Yountville Days:		$15,500
	Staff support, float supplies, other event costs		
	(Donations received are shown in account 01-3803)		
4970	Transit Subsidy – NCTPA:		$35,000
	Normal shuttle fare box requirement of 10% operating cost		
4980	Town Newsletter:		$3,500
	Published by Town staff – budget for paper, postage & printing		
4990	Community Outreach & Promotion:		$12,500
	Napa Valley One Initiative	$10,000	
	Festival of Lights – Town Hall	2,500	

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.

2014-2015 ACCOMPLISHMENTS

- Continued to implement and provide direction related to the Town Council's FY 2011-16 Strategic Plan; Developed strategies for successor Strategic Planning process.
- Launched and implemented planning efforts for community celebration activities related to 50th Anniversary of incorporation of the town.
- Evaluated and presented approaches to funding and implementing a General Plan Update. Successful completion of Housing Element and Circulation Element were completed.
- 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.
- 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).
- Evaluate and implement enhanced citizen communications via website, update of website, use of new citizen engagement tools including e-comment and "Speak Up Yountville", and encourage increased level of use of social media.
- Continued strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District (NVTID).
- Continue to coordinate implementation of GIS (Geographically Information System) organization-wide.
- Implemented integrated phone system software to provide for enhanced interconnection with Public Works Corporation Yard facilities which were not part of town system.

2015-2016 GOALS & OBJECTIVES

- Develop strategy and provide direction related to the development of a process for the Town Council's next five year Strategic Plan.
- Execution of remaining elements for community celebration activities related to 50th Anniversary of incorporation of the town.
- Evaluate and present approaches to funding and implementing a General Plan Update.
- 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.
- Evaluate, update and revise Personnel, Human Resources and Risk Management laws and practices as necessary. Focus on update of Personnel Procedures and IIIP 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.
- Continue strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District (NVTID).

MAJOR BUDGET CHANGES

Budget increases in salaries & benefits and increases to allocated costs.

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.

DEPARTMENT HIGHLIGHT

- ★ We will continue to execute the remaining events as part of our 50th Anniversary Celebration.
- ★ We will continue to monitor and grow our online presence through SpeakUp Yountville and other social media.

DID YOU KNOW?

- 44 Media Releases were posted on our website.
- 341 applications were processed for 12 part-time and full-time employee position recruitments.
- Between July, 2014 and April 2015, 39,607 new visitors viewed our website and 29,974 returning visitors viewed our website.
- The highest viewed day was 8/24/14, the day of the earthquake. We had 777 visits and 1,611 page views.
- We are global! Individuals from Tokyo, Frankfurt, Madrid and Paris visit our website.

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	156,467	161,528	208,930	208,930	224,790
4011	Salaries - Part Time	3,890	1,070	2,500	2,500	2,500
4040	Benefits & Taxes	96,402	91,089	114,960	114,960	116,160
4049	Allocated OPEB	12,240	15,828	25,600	25,600	30,950
	Total Personnel	**$ 268,999**	**$ 269,514**	**351,990**	**$ 351,990**	**$ 374,400**
	SUPPLIES & SERVICES					
4110	Office Supplies	703	813	10,500	10,500	5,000
4120	Other Supplies & Materials	65	416	600	600	600
4230	Personnel Services	857	14,446	6,500	6,500	6,500
4699	Allocated IT Costs	18,377	20,709	35,870	35,870	27,910
4710	Conference & Travel	2,523	4,302	11,500	9,500	11,500
4715	Meetings & Training	6,202	8,149	7,500	8,500	7,500
4720	Dues & Subscriptions	1,445	100	2,500	1,500	2,500
4819	Allocated Liability Insurance	6,642	6,766	8,450	6,673	8,890
4839	Allocated Workers' Comp Insurance	4,241	5,482	8,330	7,819	8,710
	Total Supplies & Services	**$ 41,055**	**$ 61,183**	**$ 91,750**	**$ 87,462**	**$ 79,110**

DETAIL FOR EXPENSE ACCOUNTS

4710	Conference & Travel:		$11,500
	League of California Cities, 2 meetings	$2,500	
	Other Conferences (ICMA, MMANC, Risk Management, Springbrook, etc.)	2,500	
	Staff Development & Training (Human Resources, Administration)	2,500	
	Staff Development & Training (Management Fellow)	4,000	
4715	Meetings & Training:		$7,500
	Employee Recognition Program, Workshops & Staff Development	$3,500	
	Other Meetings: NCLOG, NBL, PARSAC, miscellaneous	2,500	
	Various Committees & Other Staff Development	1,500	

Town of Yountville
FINANCE
General Fund Department 1102

DEPARTMENT OVERVIEW

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

-Develop and monitor the Town's budget
-Coordinate annual financial audit and other audits as required
-Prepare the Town's CAFR (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 and analysis
-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 other 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 Town Manager on special projects

2014-2015 ACCOMPLISHMENTS

- Implemented monthly utility billing per Town Council adoption of Phase I regulations for water shortage emergencies. Selected vendor to print and mail monthly bills and newsletter to ensure a timely, cost effective process.
- Coordinated with City of Napa and Public Works Department to implement the Cash for Grass rebate program. Developed water conservation web page and educational information to distribute to water customers.
- Developed request for proposal for audit services, coordinated interviews and selected Badawi & Associates as the new auditors.
- Coordinate TOT audit for calendar years 2012 through 2014.
- Implemented fifth year of utility enterprise rate increases per Council approved five year rate schedule. Continued monitoring of revenue projections and cash flow for the Water & Wastewater Utility Enterprise Funds.
- Completed Five Year General Fund Forecast in conjunction with development of the budget.
- Continued to develop and update finance department procedures. Detailed procedures have been completed for utility billing, and monthly/quarterly processes and reports. Payroll procedures have been updated to facilitate cross training. Development and refinement of department procedures will continue and be ongoing next year.
- Received the following awards for the Town's financial publications:
  -GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR) for June 30, 2014.
  -GFOA Distinguished Budget Presentation Award for the Town's 2014-15 Operating Budget.

2015-2016 GOALS & OBJECTIVES

- Implement OpenGov software to improve the Town's financial transparency.
- Update the Finance Department web page to improve both format and content.
- Develop a five year financial forecast for the Water Enterprise and Wastewater Enterprise Funds.
- Develop a comprehensive training program and procedures for department users of the Town's financial software.
- 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.

MAJOR BUDGET CHANGES

Overall budget increased by $8,980 reflecting increase in salaries and benefits. Audit & accounting costs decreased due to prior year TOT audit completed once every three years; contract services increased due to addition of new OpenGov software, cost of PERS actuarial valuation required for implementation of GASB 68, OPEB actuarial valuation (three year cycle) and contract staffing for accounting technician maternity leave coverage.

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.

DEPARTMENT HIGHLIGHT

★ Implement OpenGov software and update the Finance Department webpage.

For the past five consecutive years, the Town has earned the Distinguished Budget Presentation Award from the Government Finance Officer's Association.

DID YOU KNOW?

In 2014 the Finance Department issued:

- 2,042 accounts payable checks for a total of $14.47 million.
- 1,255 payroll checks for a total of $2.32 million.

Town of Yountville
FINANCE
General Fund Department 1102

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	141,637	148,952	149,170	149,170	154,720
4011	Salaries - Part Time	611	4,737	2,500	2,500	2,500
4012	Overtime	406	210	500	500	500
4040	Benefits & Taxes	61,895	60,126	67,600	67,600	69,240
4049	Allocated OPEB	10,800	14,136	18,790	18,790	22,650
	Total Personnel	**$ 215,350**	**$ 228,161**	**$ 238,560**	**$ 238,560**	**$ 249,610**
	SUPPLIES & SERVICES					
4110	Office Supplies	648	1,003	1,000	1,000	1,000
4120	Other Supplies & Materials	1,386	1,446	1,500	1,500	1,500
4130	Postage & Printing	2,152	1,510	2,200	1,600	2,500
4210	Contract Services	3,607	29,756	52,000	52,000	64,000
4220	Audit & Accounting Services	37,440	14,190	33,500	33,500	16,500
4225	Bank & Fiscal Agent Fees	5,654	6,326	7,500	7,500	7,500
4699	Allocated IT Costs	12,867	12,409	31,390	31,390	35,860
4710	Conference & Travel	3,844	1,061	3,000	2,000	3,000
4715	Meetings & Training	623	1,208	1,500	5,240	3,000
4720	Dues & Subscriptions	1,955	1,195	2,000	1,500	2,000
4819	Allocated Liability Insurance	5,936	6,047	6,060	4,786	6,160
4839	Allocated Workers' Comp Insurance	3,796	4,911	5,970	5,604	6,030
	Total Supplies & Services	**$ 79,908**	**$ 81,061**	**$ 147,620**	**$ 147,620**	**$ 149,050**
	CAPITAL OUTLAY					
5700	Machinery & Equipment / Furniture	-	-	2,000	2,000	-
	Total Capital Outlay	**$ -**	**$ -**	**$ 2,000**	**$ 2,000**	**$ -**
	TOTAL EXPENDITURES	**$ 295,257**	**$ 309,222**	**$ 388,180**	**$ 388,180**	**$ 398,660**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.1000	0.1000	0.1000	0.1000	0.1000
	Finance Director	0.6000	0.6000	0.6000	0.6000	0.6000
	Accounting Technician	0.5500	0.5500	0.5500	0.5500	0.5500
	Management Analyst	0.1000	0.1000	0.1000	0.1000	0.1000
	TOTAL STAFF	1.3500	1.3500	1.3500	1.3500	1.3500

Town of Yountville
FINANCE
General Fund Department 1102

DETAIL FOR EXPENSE ACCOUNTS

4210	Contract Services:		$64,000
	▪ Sales Tax Reporting Services - Muni Services	$3,500	
	▪ Forecasting Template - MuniCast annual subscription	2,500	
	▪ Bond Compliance Reporting – Columbia Capital	1,500	
	▪ Contract Accounting Services – Accounting Technician Maternity Leave	35,000	
	▪ PERS Actuarial Valuation for Pension Plan (GASB 68)	7,500	
	▪ OPEB Actuarial Valuation (GASB 45)	8,000	
	▪ OpenGov – Web Based Reporting for Budget & Transactions	6,000	
4220	Auditing & Accounting Services:		$16,500
	Annual Financial Audit $25,000 total cost allocated between:		
	o General Fund $16,500		
	o Water Fund $3,500		
	o Wastewater Fund $5,000		
4225	Bank & Fiscal Agent Fees:		$7,500
	Credit Card Processing Fees – portion charged to General Fund		
	Building Permits, Planning Fees, Parks & Recreation		
4710	Conference & Travel:		$3,000
	CSMFO or League of Cities Finance Conference		
	Springbrook Conference		
4715	Meetings & Training:		$3,000
	Springbrook web based sessions, CSMFO/GFOA webinars,		
	Napa Valley Finance Directors		
4720	Dues & Subscriptions:		$2,000
	GFOA membership, budget review, CAFR review		
	CSMFO membership		

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.

2014-2015 ACCOMPLISHMENTS

- Employee Safety Committee successfully obtained a PARSAC safety grant for of $8,150 which was used for employee auditory program and ergonomic chairs to reduce potential workers compensation claims.
- Town Manager actively serves on PARSAC Board of Directors and is an elected member of the Executive Committee which governs the daily operations of PARSAC.
- Provided ongoing support to Town's Safety Committee and related employee training programs and continues with on-line training programs.
- Held four (4) Quarterly All Employee and Safety employee training meetings.
- Continued participation in human resources related training with LCW Napa/Solano consortium which provides low cost employee training.
- Held a two day supervisors academy training program.
- No significant liability claims were filed against the Town this year.

2015-2016 GOALS & 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 2014/15 PARSAC grant program.

Town of Yountville
RISK MANAGEMENT
General Fund Department 1103

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.

DEPARTMENT HIGHLIGHT

- ★ Complete second payment to Vision Internet for upgrade to Town's Website;
- ★ Install new network system backup equipment to ensure network stability;
- ★ Account management for Universal Alarm to maintain air fiber internet connection to Corporation Yard;
- ★ Implementation of CMMS (Computer Maintenance Management System/ Websoft/GIS) with Springbrook Software.

DID YOU KNOW?

- We take safety seriously! The Town discusses safety at our all employee meetings (held quarterly), in addition to department specific meetings.

Town employees attending a safety meeting

Town of Yountville
RISK MANAGEMENT
General Fund Department 1103

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4120	Other Supplies & Materials	1,752	1,596	1,200	1,200	11,200
4210	Contract Services	11,735	10,859	19,800	19,800	29,800
4710	Conference & Travel	68	-	800	-	800
4805	Liability Claims	2,150	10,567	10,000	-	10,000
4810	Liability Insurance	92,624	94,016	102,130	80,652	105,300
4820	Property Insurance	22,950	33,169	35,000	33,961	38,500
4830	Workers' Comp Insurance	59,270	76,173	100,720	94,540	103,040
4840	Unemployment Insurance	10,350	4,361	10,000	10,000	10,000
	Total Supplies & Services	**$ 200,899**	**$ 230,741**	**$ 279,650**	**$ 240,153**	**$ 308,640**
	ALLOCATED COSTS					
4819	Allocated Liability Insurance	(92,624)	(93,816)	(102,130)	(80,652)	(105,300)
4829	Allocated Property Insurance	(22,950)	(33,169)	(35,000)	(33,961)	(38,500)
4839	Allocated Workers' Comp Insurance	(59,270)	(76,173)	(100,720)	(94,540)	(103,040)
	Total Allocated Costs	**$ (174,844)**	**$ (203,158)**	**$ (237,850)**	**$ (209,153)**	**$ (246,840)**
	TOTAL EXPENDITURES	**$ 26,055**	**$ 27,583**	**$ 41,800**	**$ 31,000**	**$ 61,800**

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies & Materials:		$11,200
	Safety Committee Program	$1,200	
	PARSAC Safety Grant Program	10,000	
4210	Contractual Services:		$29,800
	Employee Assistance Program	$2,200	
	Liebert, Cassidy & Whitmore Training Consortium	5,000	
	Employee Training & Development Services	7,600	
	Liebert Cassidy & Whitmore – Affordable Care Act Analysis	5,000	
	PARSAC Employment Practices Grant	10,000	
4710	Conference & Travel:		$800
	Risk Management Conference		
4810	Liability, E&O, ERMA, Business Interruption Insurance:		$105,300
	Allocated to Departments based on total salaries – 3.93%		
	General Fund	$80,730	
	Water Fund	8,230	
	Wastewater Fund	16,340	
4820	Property Insurance Premium:		$38,500
	Allocated to Funds based on book value of property		
	General Fund – Government Buildings	$29,860	
	Water Fund	1,810	
	Wastewater Fund	6,830	
4830	Workers' Compensation Insurance:		$103,040
	Allocated to Departments based on total salaries – 3.85%		
	General Fund	$79,000	
	Water Fund	8,070	
	Wastewater Fund	15,970	

Town of Yountville
TOWN ATTORNEY
General Fund Department 1105

DEPARTMENT OVERVIEW

The Town Attorney serves as the chief legal advisor to the Town Council and provides legal guidance and support to the town staff in a quasi "department head role". Effective as of May 2015, the Town Council has contracted with the law firm of Colantuono, Highsmith & Whatley PC to serve as Town Attorney. Michael Cobden serves as the Town Attorney and Michael Colantuono serves as Assistant Town Attorney. In this capacity, the Office of 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, including criminal prosecutions of code violations.
- 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.
- Drafts and/or reviews all proposed ordinances and resolutions.
- Reviews and/or drafts Town staff reports and contracts.
- Negotiates key transactions such as property acquisitions.
- 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.

As an independent contractor, fees paid include all administrative and legal support services and are not directly comparable to salaries.

2014-2015 ACCOMPLISHMENTS

- Assisted in drafting numerous municipal code amendments to modernize the operation of implementing the Town's municipal code.
- Reviewed all essential documents and ancillary agreements and prepare opinion letters for financing and construction of Recycled Water Infrastructure Capital Improvement Project.
- Provided legal counsel for Community Center litigation which is now concluded.
- Provided contract review for multiple Town transactions with consultants and contractors.
- Coordinated Stewart Cellars litigation matter.
- Assisted in drafting, reviewing, and/or revising various Town by-laws, policies, resolutions, ordinances, contracts, and related staff reports for general Town functions, and the water and wastewater enterprises.
- Provided day-to-day advice to members of the Town Council and Town staff.

2015-2016 GOALS & OBJECTIVES

- Provide timely legal review of all Town contracts, agreements, and agenda reports presented for Town Attorney review.
- Review and update various contract template formats to improve operating efficiency for staff.
- Assist with Risk Management and prevention of litigation, specifically including applicable American for Disabilities Act (ADA) matters.
- Assist in the Municipal Code update process and develop strategic approaches towards addressing outdated provisions of the existing Municipal Code.
- Participate in helping to review and update the code enforcement and management process.
- Implement various legal related training programs for Town Council, boards and commissions, and town staff.
- Assist Public Works and other Departments in evaluating litigation history (if any) of contractors and vendors who provide services to the Town.

MAJOR BUDGET CHANGES

The budget for regular contractual services is $125,000 which includes 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 2015-16. Legal services

required by the Town include review of contracts, agreements, ordinances, and other advisory functions. Also included is a $1,500 budget for reimbursable expenses.

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.

DEPARTMENT HIGHLIGHT

★ Participate in developing strategic approaches to legal needs and integrate legal services into overall management team objective with the goal of reducing long term legal costs.

DID YOU KNOW?

▪ The Town Attorney has assisted in drafting 9 ordinances.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4130	Postage & Printing	-	-	1,500	-	1,500
4210	Contract Services	1,029,022	1,651,514	125,000	125,000	125,000
4250	Advertising	-	-	-	1,971	
4805	Liability Claims	-	560,712	970,284	970,284	-
	Total Supplies & Services	**$ 1,029,022**	**$ 2,212,226**	**$ 1,096,784**	**$ 1,097,255**	**$ 126,500**
	TOTAL EXPENDITURES	**$ 1,029,022**	**$ 2,212,226**	**$ 1,096,784**	**$ 1,097,255**	**$ 126,500**

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 Programing 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.

2014-2015 ACCOMPLISHMENTS

- General Municipal Election – Conducted the 2014 General Municipal Election consisting of the Mayor, two Councilmembers and Gann Limit Ballot Measure. Implementation of Spanish language requirement.
- Records Management/Electronic Records Storage and Retrieval System – Continued implementation of the Town's Electronic Records Storage and Retrieval System with a focus on Town Clerk permanent records.
- Municipal Code Supplements – Conduct bi-annual Municipal Code Supplement Updates.
- Webstreaming and Agendas On-Line – Maintained webstreaming and Agendas and Staff Reports on-line as part of the Town Council's commitment to continue providing community outreach.
- Technology Modernization/Government Transparency – Implemented Granicus Agenda Workflow/ Legislative Management Suite, new InSite public view page for Town Council, ZDRB, PRAC and YAC meetings in one convenient location, VoteCast Suite, and Boards and Commissions on-line management.
- Social Media Site – Implemented Granicus Citizen Participation Suite (Agenda e-comment and SpeakUp) and in process of establishing procedures (binder project) as part of the Management Fellow Goals.
- Pop-up Computer Lab – Established the Town's first pop-up Computer Lab in Council Chambers for staff training for our Agenda Workflow System which is now being used for subsequent training.
- Implemented New Electronic Filing of Form 700s (Statement of Economic Interest) and Campaign Statements for the 2016 General Municipal Election which gives Filers access from any location that has an internet connection and also provides a public portal to view Filer information. http://static.netfile.com/agency/toy/sei.html.
- 50th Anniversary AdHoc Committee – Hired Extra Help person to catalog several boxes of historical records and to create a 50th Anniversary Timeline Art Exhibit from just prior to incorporation to present day which is currently on display at the Community Center Art Gallery.
- Vacant Council Seat – Filled vacant Council seat due to mid-term resignation by Councilmember/Vice Mayor Lewis Chilton.

Town of Yountville
TOWN CLERK
General Fund Department 1110

2015-2016 GOALS & OBJECTIVES

- 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.
- Develop Contract Manual - Develop Electronic/Hard Copy Contract Manual including electronic routing and signatures as part of the goals established for Management Fellow Program.
- 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 review and development as part of the goals established for Management Fellow Program.
- Begin implementation of a phased approach for Townwide 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.

MAJOR BUDGET CHANGES

Reduction in Part-Time Budget to $10,000 (previous budget was $19,640). Increase in contract services of $29,365 comprised of a $39,955 increase in the records management program, a decrease of $15,590 for Granicus reflecting transition from implementation to ongoing maintenance costs and the addition of $5,000 annual cost for NetFile. Election budget reduced to $1,000 for non-election year cycle.

50th Anniversary Timeline Exhibit

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

DEPARTMENT HIGHLIGHT

★ 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.

DID YOU KNOW?

Benefits of Paperless Agenda

- Did you know that between July 2014 and April 2015 the Town saved approximately 46,790 sheets of paper (94 reams) with its paperless Town Council agenda process? In dollars, the Town saved approximately $14,037.

SpeakUp Yountville and Agenda eComment are part of the Social Media Citizen Participation Suite.

Town of Yountville
TOWN CLERK
General Fund Department 1110

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	90,446	93,629	95,750	95,750	98,620
4011	Salaries - Part Time	3,194	1,699	19,640	2,500	10,000
4040	Benefits & Taxes	46,755	48,621	54,630	54,630	42,670
4049	Allocated OPEB	7,200	9,132	12,060	12,060	16,060
	Total Personnel	**$ 147,596**	**$ 153,081**	**$ 182,080**	**$ 164,940**	**$ 167,350**
	SUPPLIES & SERVICES					
4110	Office Supplies	254	356	1,300	1,300	1,300
4120	Other Supplies & Materials	1,436	104	1,200	1,200	1,200
4210	Contract Services	52,200	46,485	90,750	68,390	120,115
4250	Advertising	-	-	600	600	600
4270	Elections	1,977	839	12,000	7,268	1,000
4699	Allocated IT Costs	5,514	5,315	13,450	13,450	11,950
4710	Conference & Travel	657	1,165	2,500	1,500	2,500
4715	Meetings & Training	119	132	450	450	450
4720	Dues & Subscriptions	215	380	300	300	300
4819	Allocated Liability Insurance	3,925	4,647	4,610	3,641	4,260
4839	Allocated Workers' Comp Insurance	2,511	3,769	4,550	4,271	4,170
	Total Supplies & Services	**$ 68,807**	**$ 63,192**	**$ 131,710**	**$ 102,370**	**$ 147,845**
	TOTAL EXPENDITURES	**$ 216,403**	**$ 216,273**	**$ 313,790**	**$ 267,310**	**$ 315,195**
	STAFF ALLOCATIONS (FTE)					
	Town Clerk	0.8500	0.8500	0.8500	0.8500	0.8500
	Administrative Assistant	0.2000	0.2000	0.2000	0.2000	0.2000
	TOTAL STAFF	1.0500	1.0500	1.0500	1.0500	1.0500

DETAIL FOR EXPENSE ACCOUNTS

4210	Contract Services:		$120,115
	▪ Records Management Program (Electronic Document Management System, Records Retention Schedule)	$62,315	
	▪ Granicus Annual Maintenance Contract and Full Solutions	23,000	
	▪ Quality Code Publishing - Municipal Code Annual Maintenance and Code Supplements	5,300	
	▪ Napa Valley TV/Channel 28	22,500	
	o Camera Operator/Technical Assistance Council, ZDRB, Parks & Recreation Advisory Commission		
	o Cable Franchise and PEG		
	▪ NetFile - Electronic Filing Form 700s and Campaign Statements	5,000	
	▪ Shred-It - Records Retention Program	2,000	
4270	Elections: Non-Election Year		$1,000
4710	Conference & Travel:		$2,500
	City Clerk's Association of CA (CCAC)		
	▪ Annual Conference		
	▪ New Law & Election Seminar and Records Management		
	Municipal Management Association of Northern California		
4715	Meetings & Training:		$450
	Northern CA City Clerk's Association		
	Napa County Clerks Quarterly Meetings		
	NCLOG Quarterly Meetings		
	ARMA - Records Management		

DEPARTMENT OVERVIEW

The Town's employee benefit program, through a labor agreement with Yountville Employee Association, 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 both premiums paid for current eligible retirees and funds transferred 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, 2014 is $2,649,587. 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.

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)
- 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.

Town of Yountville
OPEB – OTHER POST EMPLOYMENT BENEFITS (RETIREE HEALTH BENEFITS)
General Fund Department 1900

2014-2015 ACCOMPLISHMENTS

In December 2014 the Town deposited an additional $163,089 into the Trust Fund.

2015-2016 GOALS & OBJECTIVES

Implement Council policy, increasing salary allocation rate from 12.575% to 14% which is projected to generate $336,430 in OPEB funding, of which an estimated $127,000 will pay for current retiree benefits and $209,430 will be a contribution to the OPEB Trust Fund.

MAJOR BUDGET CHANGES

Increasing OPEB allocation rate to 14% consistent with Town Council policy direction to fully fund the annual required contribution as part of the adopted budget. Funding is generated through an OPEB cost allocation based on all full time salaries in the General, Water and Wastewater Funds.

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.

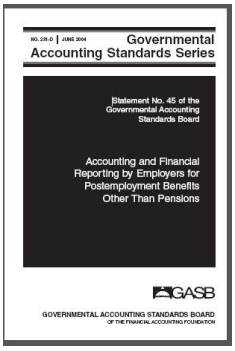
5.0 Fiscal Health – 5.2 Long Range Financial Forecast and 5.4 Control Costs Establishing the OPEB Irrevocable Trust and funding policy to obligate and invest funds to adequately fund long term OPEB costs will reduce costs long term and ensure adequate funds are available to pay for future benefits while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

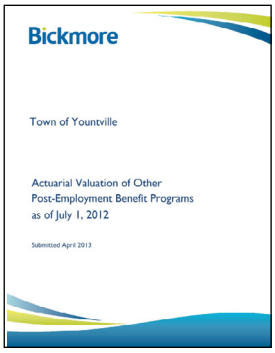
DEPARTMENT HIGHLIGHT

- ★ Continue to monitor and report activity in the OPEB Trust Fund.
- ★ Obtain required updated actuarial report for fiscal years ending June 30, 2016, 2017 and 2018.

DID YOU KNOW?

- The OPEB Trust Fund was established on June 30, 2011 and as of March 1, 2015 has a balance of $1,731,600.





Town of Yountville
OPEB – OTHER POST EMPLOYMENT BENEFITS (RETIREE HEALTH BENEFITS)
General Fund Department 1900

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 4,814**	**$ 7,385**	**$ 68,749**	**$ 68,749**	**$ -**
	REVENUE					
3301	Investment Earnings	26	15	-	-	-
3801	Refunds & Reimbursements	4,852	4,723	-	-	-
	Total Revenue	**$ 4,878**	**$ 4,738**	**$ -**	**$ -**	**$ -**
	EXPENDITURES					
4041	Retiree Health Insurance (OPEB)	102,694	115,989	125,800	120,560	127,000
4049	Payment to OPEB Trust Fund	222,653	194,381	159,340	233,329	209,430
	Total Expenditures	**$ 325,347**	**$ 310,370**	**$ 285,140**	**$ 353,889**	**$ 336,430**
	TRANSFERS IN					
3900	From General Fund	165,000	165,000	-	-	-
3910	Allocated OPEB	158,040	201,996	285,140	285,140	336,430
	Total Transfers	**$ 323,040**	**$ 366,996**	**$ 285,140**	**$ 285,140**	**$ 336,430**
■	**ENDING FUND BALANCE**	**$ 7,385**	**$ 68,749**	**$ 68,750**	**$ -**	**$ -**

DETAIL FOR EXPENSE ACCOUNTS

4041	Employee Retirement Group Medical Insurance - PERS premium costs – estimated based on current number of retirees (15) and estimated premium increases of 5%		$ 127,000
3910	Allocated OPEB Cost		$336,430
	Allocation to departments – 14% of full time salaries		
	General Fund	$257,990	
	Water Enterprise	26,750	
	Wastewater Enterprise	51,690	

Town of Yountville

"The Heart of the Napa Valley"

Housing Opportunity Program

Town of Yountville
HOUSING OPPORTUNITY PROGRAM
General Fund Department 1500

DEPARTMENT OVERVIEW

The Housing Opportunity Program was established to support the development of affordable housing units by providing Town funding assistance for affordable housing construction. This effort provides local lower income residents and workers in the tourism and agricultural industries the opportunity to live in the community in which in they work. This program recognizes the desire to have a socio-economically diverse population. Developer in-lieu fees, General Fund transfers, and interest income provide the source of funds for these efforts. The Town currently has 100 deed restricted affordable housing units.

The Town is reaching build-out and there is limited commercial and residential land to build upon. This means there will be very limited funding in current and future years.

2014-2015 ACCOMPLISHMENTS

- Oversaw the building of four inclusionary housing units at the Vineyard Oaks Subdivision project. Entered into an Affordable Housing Regulatory Agreement with the developer for the occupancy and maintenance of the units.
- Completed the update of the General Plan 2015-2023 Housing Element.
- Entered into agreements with City of Napa Housing Authority and the California Department of Housing and Community Development (HCD) for the management of affordable home improvement loan programs CalHome and HOME, totaling over $800,000 in grant funding.

2015-2016 GOALS & OBJECTIVES

- Continue contract with the City of Napa Housing Authority for support services to advance the Town's affordable housing goals.
- Assist homeowners eligible to refinance.
- Monitor foreclosure impacts on affordable housing inventory.
- Review the feasibility of providing an alternate model for the replacement housing requirement for rezone and other triggering projects based on the constraints of Yountville's substantially built-out environment.
- Continue to manage HOME and CalHome grant programs.

CONNECTION TO STRATEGIC PLAN 2011-16

2.0 Community Character – 2.1 Land Uses for a well Planned Community: The Town Council's adopted policy strongly supports providing housing options for a diverse socio-economic range of residents within the fabric of our community. Deed restricted affordable housing units help to ensure that "working class" residents have the opportunity to reside in Yountville.

DEPARTMENT HIGHLIGHT

★ The Town will begin offering home improvement loans for affordable housing home owners. These loans will assist the home owners in bringing their property into compliance with the building code and the Town's standards. The program will be monitored and managed through an agreement with the City of Napa Housing Authority.

DID YOU KNOW?

- We have 100 affordable housing units in town; 28 are owner occupied and 72 are renter occupied.

New affordable housing on Stags View Lane:

Town of Yountville
HOUSING OPPORTUNITY PROGRAM
General Fund Department 1500

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4210	Contract Services	29,790	29,790	30,630	30,630	31,220
4280	Other Agencies	7,000	2,000	9,400	9,400	9,400
	Total Supplies & Services	**$ 36,790**	**$ 31,790**	**$ 40,030**	**$ 40,030**	**$ 40,620**
	TOTAL EXPENDITURES	**$ 36,790**	**$ 31,790**	**$ 40,030**	**$ 40,030**	**$ 40,620**

DETAIL FOR EXPENSE ACCOUNTS

4210	Contract Services:		
	Program Administration - City of Napa Housing Authority		$31,220
4280	Other Agencies:		$9,400
	Napa Valley Community Housing - Farm Worker Housing Project	$5,000	
	CANV – Homeless Shelter Program	$2,400	
	Fair Housing Napa Valley – renter liaison assistance program	$2,000	

Photo Credit: Mars Lasar

Town of Yountville

"The Heart of the Napa Valley"

Planning and Building Department

DEPARTMENT OVERVIEW

The Planning & Building Department is responsible for preparing, amending, maintaining, and implementing policies and regulations contained in the Town's General Plan, Zoning Ordinance, Design Ordinance, Subdivision Ordinance, and Building Code. The implementation of these ordinances ensures balanced land uses, orderly development, protection of public health and safety, and conservation of environmental resources. Department staff, consisting of the director, a shared management analyst, a shared part-time office assistant, and contracted part-time plan check and building inspection staff, is responsible for all aspects of community development including the following functions:

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

2014-2015 ACCOMPLISHMENTS

- Completed the studies and processes necessary to update the Yountville General Plan Housing Element, which was accepted by the State of California Department of Housing and Community Development for the years 2015-2023
- Finalized the update to the Yountville General Plan Circulation Element, which included statistical analysis of the Town's circulation network and incorporated new policies compliant with the California Complete Streets Act.
- Completed various Ordinance amendments to the Yountville Municipal Code, including enhanced and updated regulations regarding tree protection and maintenance and stormwater management.
- Conducted building permit administration and inspection for projects under construction including the French Laundry renovation, the Bouchon Creamery, Restoration Hardware showrooms, and various residential remodels.
- Initiated process to amend the General Plan to designate Domaine Chandon within the Town's urban limit, planning area, and sphere of influence, and ongoing discussions with the Executive Officer(s) of LAFCO.
- Completed advanced planning work including working with the Greenhouse Gas Ad Hoc Committee to form the Yountville Go Green Team, which provides support for the development of the Town's Climate Action Plan.
- Successfully completed the nomination of Yountville Town Hall to the National Register of Historic Places.

- Continued management of the Town's Wayfinding Sign Program, gaining eight more participants and installing 31 additional signs naming participating business, nonprofits, public buildings and sites.
- Use Permit Monitoring for 34 businesses, particularly wine tasting room uses.
- Completion of 23 code enforcement case, some of which were complex and lengthy, ranging from violations to authorized use permits, to violations of home occupation permits, to public nuisances.
- Issued 107 building permits for a total project valuation of $2.67 million (through 4/21/15).

2015-2016 GOALS & OBJECTIVES

- Provide ongoing professional planning work for development of current projects, continue advanced policy work, and enforce code compliance.
- Complete the amendment process of the General Plan to address the issue of annexation, working with LAFCO during the regularly scheduled Sphere of Influence and Municipal Service Review, and making application for annexation.
- Complete the development of the Town's Climate Action Plan.
- Seek opportunities for inclusion in national and regional recognition programs, such as Tree City USA and Bike Friendly Community recognition.
- Continue to review existing procedures and policies and consider revisions to improve efficiency.
- Continue to monitor contracted building department services relative to the workload dynamics while achieving cost recovery targets for development related projects.

MAJOR BUDGET CHANGES

Staff will continue to utilize consultant services in processing project applications on an as needed basis. An allocation of $45,000 is included for three to five projects. These consultant costs are recovered by applicant deposit accounts.

The Town has entered into an agreement with a consultant in the development of its Climate Action Plan. This plan is a high-level policy document that is instrumental in achieving the targeted reduction goals the Town has set. The remaining work to be done includes additional analysis and regular meetings of the Go Green Team. $60,000 has been allocated for completion of this important project.

A budget of $500,000 is included for the update of the Yountville General Plan; $310,000 has been reserved for this project. This work to be done by a consulting firm will include any necessary studies to gather updated data, updating and drafting new policies and goals as necessary, as well as reformatting each element to make one cohesive and consistent document.

Building Inspection and Plan Check expenditures are initially based upon forecasts of building activity anticipated to be started within the fiscal year. If activity is higher than originally projected or as verified information becomes available regarding which projects will move forward within the fiscal year, adjustments are made to both expenditures and offsetting revenues.

Some of the resources our Planning Department utilizes.

DID YOU KNOW?

- Use Permit Monitoring for 34 businesses, particularly wine tasting room uses.
- We completed 23 code enforcement case, some of which were complex and lengthy, ranging from violations to authorized use permits, to violations of home occupation permits, to public nuisances.
- Issued 107 building permits for a total project valuation of $2.67 million (through 4/21/15).

Connection to Strategic Plan 2011-16

2.1 Maintaining & Enhancing the Appearance of Yountville – Staff continued to manage the Town's Wayfinding Sign Program, ensuring the information stays current and relevant. Staff also led discussions with the Town Council and ZDRB regarding the Town's tree protection and management policies which led to the adoption of a new tree protection ordinance, including protection and improved definitions of heritage trees as well as improved guidelines on the maintenance of trees.

2.2 Land Uses for a Well-Planned Community – Staff updated the official General Plan and Zoning Districts Map, reflecting recent changes to certain parcels. Staff continued efforts that involved maintenance of the existing land use plan while defining in greater detail specific regulations through the implementations of ordinances, such as the tree protection ordinance and the stormwater ordinance. Staff also held a ZDRB workshop which focused on short-term vacation rentals and the Town's role in monitoring this prohibited use.

2.3 Historic Resources – Staff spearheaded the application of the newly renovated Town Hall to the National Register of Historic Places. The Town also hosted a meeting of the Preservation Action Committee at Town Hall. Planning & Building Staff also participated in the planning and execution of the Town's 50th anniversary celebration.

2.4 Code Enforcement – Staff resolved 23 code enforcement cases including violations for fence and landscape screen height, landscape and construction noise, accumulation of rubbish, placement of real estate signs, home occupation permit violation, and other use permit violations. In addition, staff conducts annual monitoring of the businesses that operate under use permit, with the greatest focus on wine tasting room uses because of the requirement for retail diversity.

2.5 Environmental Sustainability – The most active of the Town Council and ZDRB Ad Hoc Committees was the Greenhouse Gas Ad Hoc Committee, which met on several occasions in conjunction with the eventual development of the Town's Climate Action Plan. Formation of this plan included the appointment of five community members to the new Go Green Team, which will serve as an advisory body during plan development. In addition, staff applied the Water Efficient Landscape Ordinance to qualifying projects, which included the Vineyard Oaks subdivision and the Town Hall landscape project.

2.6 Consider Streamlining the Planning Process – Staff led a workshop with the ZDRB which revisited the purpose and authorities of the ZDRB. Revisions were also made to various standard planning applications and forms, resulting in less waiting time for the applicant and an efficient standard procedure for staff to follow while analyzing and processing applications.

DEPARTMENT HIGHLIGHT

- ★ The department will continue with efforts to analyze potential annexation of the Domaine Chandon urban uses that are connected to the Town's sewer system, including modifications to the Town's General Plan. It is noted that this is a several year process and that the final outcome will depend on other agencies, including LAFCO.
- ★ Town staff will consider an update to the Yountville General Plan. With the Housing Element and Circulation Element being recently updated, there is now an opportunity to update the remaining sections of the general plan, which includes providing updated data and policies as well as a new format which will be consistent throughout each of the elements.
- ★ The Yountville Go Green Team will also be actively engaged in the process of developing a Climate Action Plan for the Town.

Town of Yountville
PLANNING AND BUILDING DEPARTMENT
General Fund Department 2115

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	257,132	236,851	203,650	203,650	222,650
4011	Salaries - Part time	1,687	769	5,960	5,960	5,960
4012	Overtime	19	19	-	-	-
4040	Benefits & Taxes	108,574	100,824	87,330	87,330	100,430
4049	Allocated OPEB	20,280	25,788	25,640	25,640	22,880
	Total Personnel	**$ 387,692**	**$ 364,251**	**$ 322,580**	**$ 322,580**	**$ 351,920**
	SUPPLIES & SERVICES					
4110	Office Supplies	1,106	334	1,500	500	1,500
4120	Other Supplies & Materials	-	1,883	-	1,000	100
4130	Postage & Printing	1,405	1,827	1,850	2,500	2,500
4210	Contract Services	-	56,883	206,500	146,500	721,500
4240	Building Inspection Services	57,576	70,690	60,000	60,000	60,000
4241	Plan Check Services	30,427	22,470	25,000	20,000	25,000
4250	Advertising	-	-	200	200	100
4330	Vehicle Maintenance	289	283	500	200	500
4699	Allocated IT Costs	11,027	10,639	22,420	22,420	27,890
4710	Conference & Travel	-	1,039	2,000	-	3,000
4715	Meetings & Training	377	607	4,000	1,000	4,000
4720	Dues & Subscriptions	895	1,666	1,250	1,250	1,250
4819	Allocated Liability Insurance	10,809	10,850	8,380	6,618	8,970
4839	Allocated Workers' Comp Insurance	6,900	8,800	8,270	7,763	8,770
	Total Supplies & Services	**$ 120,810**	**$ 187,971**	**$ 341,870**	**$ 269,951**	**$ 865,080**
	TOTAL EXPENDITURES	**$ 508,503**	**$ 552,222**	**$ 664,450**	**$ 592,531**	**$ 1,217,000**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.1000	0.1000	0.1000	0.1000	0.1000
	Planning Director	0.9500	0.9500	0.9500	0.9500	1.0000
	Management Analyst	0.0500	0.0500	0.0500	0.0500	0.5500
	Town Clerk	0.0500	0.0500	0.0500	0.0500	0.0500
	Accounting Technician	0.0500	0.0500	0.0500	0.0500	0.0500
	Administrative Assistant	0.1000	0.1000	0.1000	0.1000	0.1000
	Office Assistant	-	-	-	-	0.2300
	Associate Planner	1.0000	1.0000	1.0000	1.0000	-
	TOTAL STAFF	2.3000	2.3000	2.3000	2.3000	2.0800
PROGRAM REVENUE						
3110	Building Permit Fees	47,133	109,886	30,000	35,000	30,000
3601	Planning Service Charges	16,676	105,795	45,000	50,000	45,000
3611	Plan Check Fees	31,950	58,457	23,000	20,000	20,000
	TOTAL PROGRAM REVENUE	**$ 95,759**	**$ 274,138**	**$ 98,000**	**$ 105,000**	**$ 95,000**

DETAIL FOR EXPENSE ACCOUNTS

4210	Contract Services:		$721,500
	▪ General Plan Update - $310,000 previously committed to reserves	$610,000	
	▪ Climate Action Plan	60,000	
	▪ Arborist Services	6,500	
	▪ On Call Professional Services	45,000	

Photo Credit: Angie Johnson

Public Safety

Law Enforcement Services

Fire & Emergency Medical Services

DEPARTMENT OVERVIEW

The Town has contracted with the Napa County Sheriff's Department to provide law enforcement services to the Town since incorporation on February 4, 1965. The Town and Napa County Sheriff Department agreed to terms for a three (3) year contract renewal from July 1, 2014 to June 30, 2017 which provides 160 hours per week (our (4) dedicated positions including one sergeant who serves as patrol supervisor and head of the Yountville Station) which are further supported by the full resources of the Napa County Sheriff's Department including detective and specialty resources as needed.

Our 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 is responsible for 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 exercise its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Sheriff's Department works with the Town of Yountville staff to help prevent and alleviate crime problems in Town and will remain flexible and innovative in attempts to find superior methods of serving the populace and responding to the law enforcement and community policing needs that are of concern to the residents and guests of Yountville.

2014-2015 ACCOMPLISHMENTS

- Held several speed and stop sign enforcement programs as part of ongoing address localized traffic and speed concerns.
- Utilized Senior Volunteer Program and have one (2) active volunteers in the program (one providing parking enforcement and one providing clerical support).
- Participated in weekly staff Management Team meetings.
- Held community outreach events such as National Night Out and Coffee with a Cop to educate citizens and raise awareness.
- Provide informational postings and safety tips on town website, Nixle and Nextdoor.com.

2015-2016 GOALS & OBJECTIVES

- Continue utilization of citizen volunteers involved in the Senior Volunteer Program.
- Review and refine efforts to target stop sign violations, speeding, and parking management issues.
- Explore equipment and technologies to assist with crime solvability and traffic enforcement.
- Evaluate and provide recommendations for security surveillance camera deployment.
- Further integration of the department in support role to assist Town staff with code enforcement cases and use of administrative infraction process.

MAJOR BUDGET CHANGES

The Public Safety Law Enforcement budget has a slight decrease of $2,000 for FY 2014-15. The contract calls for 2% increases for FY 2015-16 ($15,976 increase) and FY 2016-17 ($16,204 increase).

Connection to Strategic Plan 2011-16

1.1.2 Protecting Community Health and Safety – Proactive and effective law enforcement services that meet and serve the community's needs are the foundation for a safe community for our residents and visitors alike. Crime statistics support the fact that Yountville is a very safe community with a lower than average level of criminal activity than most California communities.

1.2.1 Optimize Organizational Structure – The Town has determined that contracting with the Napa County Sheriff Department is a more cost effective alternative for the Town than to operate our own "small agency stand alone" police department.

5.1 Budget to Support Town's Mission and 5.2 Long Range Financial Forecast – The current three year agreement is a turn-key, fixed cost agreement which establishes the maximum cost for law enforcement services until June 2014. The 3% cost increases are sustainable as compared to the originally projected 12% increases in the prior agreement.

DEPARTMENT HIGHLIGHT

- ★ The Sheriff's Department hosted a second Yountville's "Coffee with the Cops" and a National Night Out at the Community Center. All of these events received great citizen participation and gave us a chance to educate and raise public awareness of crime prevention.

DID YOU KNOW?

- In the last year, we have handled 3,356 calls for service.
- 1,299 of these calls were self-initiated by deputies. This included 345 Traffic stops and 39 Bike stops. The stops only include those made by the deputies assigned to Yountville.

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4120	Other Supplies & Materials	-	-	500	500	500
4210	Contract Services	859,020	884,791	882,790	882,790	899,000
	Total Supplies & Services	**$ 859,020**	**$ 884,791**	**$ 883,290**	**$ 883,290**	**$ 899,500**
	TOTAL EXPENDITURES	**$ 859,020**	**$ 884,791**	**$ 883,290**	**$ 883,290**	**$ 899,500**
	PROGRAM REVENUE					
3011	Sales Tax - Prop. 172 Public Safety	18,303	19,389	15,000	19,500	20,000
3201	Vehicle Code Fines	4,882	2,501	3,500	1,500	1,500
3215	Abandoned Vehicle Fee	3,750	229	2,500	500	500
3402	State COPS Grant	94,204	88,869	100,000	100,000	100,000
	TOTAL PROGRAM REVENUE	**$ 121,140**	**$ 110,987**	**$ 121,000**	**$ 121,500**	**$ 122,000**

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies & Materials: Emergency Preparedness supplies	$500
4210	Contract Services: Napa County Sheriff's Department	$899,000

DEPARTMENT OVERVIEW

The Town of Yountville provides the community with fire protection and emergency medical services by contracting for Cooperative Fire Protection services with the Napa County Fire Department/CAL FIRE rather than staffing its own Fire Department. The Fire Department is responsible for protecting life and property from the hazards of fire, hazardous materials incidents, and assisting in emergency medical incidents. The department also provides the Town of Yountville with an effective fire suppression force and fire prevention, inspection, and education organization. The current contract is effective from July 1, 2012 to June 30, 2014. Negotiations remain underway this fiscal year for a longer term contract extension.

The Napa County Fire Department (NCFD) under contract with CAL FIRE is responsible for fire protection and emergency services for all of the unincorporated area of Napa County. The NCFD consists of both paid firefighters, from the CAL FIRE Sonoma-Lake-Napa Unit, and volunteer firefighters from nine stations in Napa County. The Town of Yountville and the California Veteran's Home are also provided fire protection through the County of Napa's contract with CAL FIRE.

The fire apparatus and equipment assigned to NCFD, as part of its contract with CAL FIRE, are owned by the County of Napa. The Yountville fire station was constructed as part of a collaborative effort between the California Veteran's Home, Town of Yountville and the County of Napa.

CAL FIRE provides administrative services, logistical service center, dispatching, training, automotive maintenance and operational oversight as part of the contract. The NCFD Headquarters is co-located with the CAL FIRE Sonoma-Lake-Napa Unit Headquarters North of St. Helena. The contract funds an Administrative Staff consisting of a Fire Captain, Staff Services Analyst, Administrative Officer, Office Technician, Office Assistant, Warehouse worker and three Heavy Equipment Mechanics.

Through a series of automatic aid and contractual agreements with the other five fire agencies 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 when requested.

The fire protection contract with the Town of Yountville, Veteran's Home of California and Napa County funds one fire captain and eleven fire apparatus engineers, with each entity paying a proportional share. They work rotating 72 hour shifts and staff Yountville Fire Station with one-two person engine company and one-two person ladder truck company. The ladder truck carries additional tools and equipment used in vehicle extrications and specialized rescue situations. The 105' Ladder is needed for large commercial buildings and the multi-story structures at the California Veteran's Home.

The Yountville station responded to 1,560 calls during the calendar year of 2014, of which 346 – or 22% - were incidents within the Town limits. A large majority (71%) of these calls are for medical aid responses. As a component of the NCFD, the station also responds outside the Town of Yountville including automatic and mutual aid agreements with surrounding agencies.

The Chief Officers who supervise the station personnel and respond to incidents are CAL FIRE employees not funded by the Town contract. The Fire Chief and one Battalion Chief are CAL FIRE employees funded by the County Contract.

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 each fire agency 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. Recently the NIHIT team responded to a fuel tanker rollover on Highway 1 near Jenner.

Dispatch for the Yountville station is provided by the CAL FIRE Emergency Command Center (ECC) in St. Helena. The ECC also dispatches for Napa County Fire, CAL FIRE Sonoma-Lake-Napa Unit and all other fire agencies in Napa County with the exception of the City of Napa Fire Department and American Canyon Fire Protection District. A Fire Captain and 3.25 Communications Operators are funded by Napa County.

The CAL FIRE contract also includes a Fire Marshal Bureau providing review and inspection for use permits, new construction and special events in the county. The Bureau also manages the county's Firewise Community and brush chipping program. The Bureau is staffed with a Battalion Chief (Napa County Fire Marshal), Fire Captain (Assistant Fire Marshal), one Fire Prevention Specialist and one Office Technician.

The CAL FIRE contract also includes a Training Bureau for both the paid and volunteer firefighters in the NCFD. The Bureau is staffed with one Battalion Chief and two Fire Captains funded by CAL FIRE, and two Fire Captains and one Office Assistant funded by Napa County.

A significant benefit of this contractual arrangement is the integrated fire protection system in the County. Some of the risks faced by 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. 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 Air Attack, hand crews from the Conservation Camps and heavy equipment are available for emergency response from within the Sonoma-Lake-Napa Unit of CAL FIRE.

2014-2015 ACCOMPLISHMENTS

- Continue the Fire Inspection Program for commercial properties.
- Provided community emergency preparedness support and fire safety education programs for Yountville Elementary School.
- Continue active participation in community outreach and education programs such as Yountville Days and Taste of Yountville.

2015-2016 GOALS & OBJECTIVES

- Continue the Fire Inspection Program for commercial properties; implement fee for inspections.
- Coordinate update of the Town's Emergency Operating Plans and Procedures.
- Host informational and educational workshops with community stakeholders to demonstrate fire department operational readiness.
- Provide community emergency preparedness support for natural disasters or large scale emergencies.
- Continue to function as an active, positive, proactive component of the community, working at Town events, schools and with the public along with Town staff to provide the highest level of customer service and education to the community.
- Continue to work closely with the Napa Sheriff's office on issues with common concerns and public benefits.

MAJOR BUDGET CHANGES

The Fire Services budget assumes a 3% increase in contract costs. Staff is negotiating the terms of the new Agreement with the Napa County Fire Department/CAL FIRE.

Connection to Strategic Plan 2011-16

1.1.2 Protecting Community Health and Safety – Well trained and responsive fire and emergency medical responders are the foundation for providing effective emergency medical and fire suppression services. Our contracted fire department personnel are the frontline involved in the protection of property in the event of fire or emergency condition and life safety in a medical emergency situation.

1.2.1 Optimize Organizational Structure – The Town has determined that contracting with the Napa County Fire Department in a 3-way shared services approach to staff and operate Yountville Station 12 with the Town, County of Napa, and Veterans Home each sharing one third to the station's cost is a more cost effective alternative for the Town than to operate our own "small agency stand alone" fire department.

5.1 Budget to Support Town's Mission and 5.2 Long Range Financial Forecast – The Town and our two other partners (County and Veterans Home) are in the final year of a two-year contract that expires June 30, 2014 which increased costs by 5% for FY 2012-13 and had no increase for FY 2013-14.

DEPARTMENT HIGHLIGHT

★ Continue to provide a high quality level of fire and emergency medical services to our community.

DID YOU KNOW?

- The Yountville station responded to 1,560 calls during the calendar year of 2014, of which 346 – or 22% - were incidents within the Town limit.
- 71% of these calls are for medical aid responses.
- Equipment includes one-two person engine company and one-two person ladder truck company.
- The ladder truck carries additional tools and equipment used in vehicle extrications and specialized rescue situations. The ladder extends to 105 feet.

Firefighters at the Father's Day BBQ

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	SUPPLIES & SERVICES					
4210	Contract Services	361,957	411,054	463,500	463,500	477,500
	Total Supplies & Services	**$ 361,957**	**$ 411,054**	**$ 463,500**	**$ 463,500**	**$ 477,500**
	TOTAL EXPENDITURES	**$ 361,957**	**$ 411,054**	**$ 463,500**	**$ 463,500**	**$ 477,500**
	PROGRAM COST OFFSET					
	Total Program Cost	**$ 483,516**	**$ 526,281**	**$ 578,530**	**$ 578,500**	**$ 594,800**
	County Fire Property Tax Credit	113,214	115,227	115,000	115,000	117,300
	Fire Emergency Services Fund - 28	8,345	-	30	-	-
	Total General Fund Cost	**$ 361,957**	**$ 411,054**	**$ 463,500**	**$ 463,500**	**$ 477,500**

DETAIL FOR EXPENSE ACCOUNTS

4210 Contract Services: $477,500

Napa County Fire Department/CAL FIRE – contract terms: negotiations in progress; amounts budgeted assume a 3% increase

Total Maximum Contract Cost including vehicle replacement surcharge	$594,800
Town property tax assessments credit offset to contract by Napa County	(117,300)

The Cost Sharing Agreement provides that the Town of Yountville, the Veteran's Home, and Napa County each pay one-third of the cost to operate the Napa County Fire Station located in Yountville.

Town of Yountville

"The Heart of the Napa Valley"

Public Works Department

Administration & Engineering

Streets Maintenance

Parks Maintenance

Government Buildings

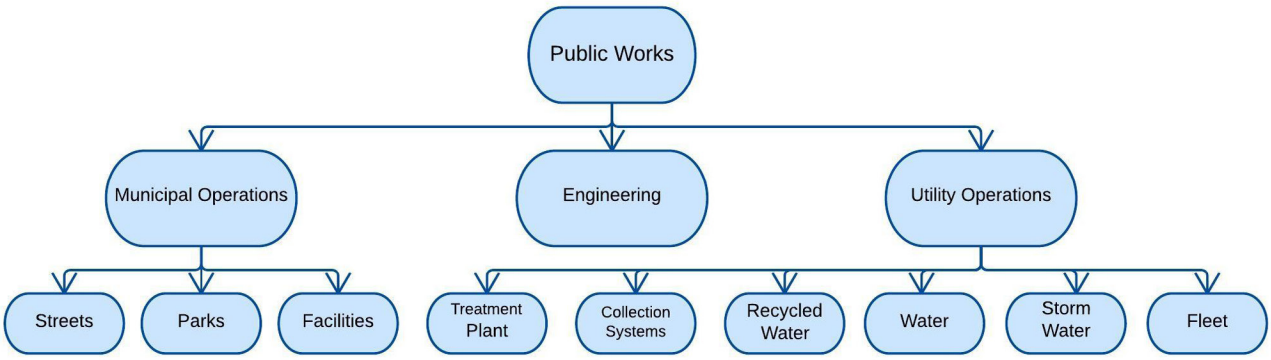
DEPARTMENT OVERVIEW

The Public Works Department is responsible for the development, planning, design, construction, operations, maintenance, and management of the Town's public infrastructure, which includes private development review and the Capital Improvement Program (CIP). The Public Works Department is responsible for providing safe and well maintained public facilities and operations in the Town, which is detailed in each division narrative. The divisions include: Administration & Engineering, Municipal Operations and Utility Operations. The funding of all projects and programs for the department are distributed among the Administration & Engineering, Streets Maintenance, Parks Maintenance, Government Buildings, Water, and Wastewater divisions, and are explained in further detail in the division narratives that follow.

The Public Works Department consists of 13 full-time staff, a full-time Management Analyst shared with the Planning Department, and five part-time staff, with assistance for capital improvement projects from the contracted part-time Town Building Inspector. Also new to this year is the change in job classification of one maintenance worker to a water service worker. This results in no change of budget, and slight changes in operational structure. The funding for these positions is distributed among each division, as presented in the division narratives. Below is a breakdown of the budgeted full-time equivalent (FTE) position for the Public Works Department. An FTE is equal to a standard work year, or 2,080 hours. Part-time positions are converted to the decimal equivalent position based on the total number of hours budgeted per year.

- (1) Public Works Director / Town Engineer
- (1) Deputy Public Works Director
- (0.8) Contract Civil Engineer
- (0.5) Management Analyst
- (1) Engineering Technician
- (0.2) Office Assistant
- (0.25) Contract Building Inspector
- (1) Water Service Worker
- (3) Maintenance Workers
- (1) Facility & Grounds Worker
- (0.6) Contract Maintenance Worker
- (2) Seasonal Workers (960 hours each)
- (1) Utility Operations Manager
- (3) Utility Operators
- (1) Public Works Muni Ops Manager

Organizationally, these staff members make up the Public Works Department and provide services in Engineering and eight operational areas. These areas of work, categorized within Municipal Operations and Utility Operations, are demonstrated in the organizational chart below.



The CIP shown in Funds 20-6000, 50-6000, 60-4500, 63-4518 and 64-4519 includes studies, environmental document preparation, design, construction, and construction management for the Town's infrastructure. A "hybrid service delivery" model uses a mix of Town staff and consultants to deliver an average of $3 million of capital improvement projects per year. Fiscal Year 2014-15 was an above average year with a CIP budget of nearly $7 million.

In the division narratives that follow, there will be descriptions of the budget changes from the previous fiscal year to the current. These changes reflect the large number of new projects the department is completing as well as a restructuring of the town departments to meet organizational needs.

DEPARTMENT OVERVIEW

The Administration and Engineering division administers the Capital Improvement Program (CIP), ensures private development projects comply with Public Works requirements, and provides support for agreements, contracts, regulations, programs and procedures for streets, parks, facilities, water and wastewater. Over the past few years, considerable effort has been made to execute one time and annual (recurring) professional services agreements, general service agreements and construction purchase orders with consultants, contractors and suppliers to meet the Town's service delivery goals and objectives.

The Public Works Administration/Engineering Division is currently staffed by one department head position, the Public Works Director, with an assistant Deputy Director, Engineering Aide and a shared Management Analyst who perform the majority of the work for Capital Projects and assisting Planning Department in performing development and plan review services. The 2015/2016 budget includes the adjustment to staff restructuring: the .5 share of the Management Analyst position shared with Planning & Building that was implemented last year and the cost share of 16 hour a week Office Assistant with Planning & Building Department. The budget also continues funding for a contract civil engineer to assist with administration and technical duties as well as the part time contract Building Inspector for inspecting encroachment permit work by utility companies and private development contractors on an as needed basis.

Over the past five years, the Public Works Department has made significant progress in delivering projects, improving regulatory compliance, increasing employee safety, reducing the risk of liability, reducing purchasing costs, assessing infrastructure, reducing energy costs, coordinating with other departments, training staff, improving procedures, and improving customer service. The Town has made efforts to solve the problem of increased consulting services costs by restructuring the Management Analyst position and adding the Deputy Director and Engineering Aide.

The Administration and Engineering division also supports the Planning & Building Department for the plan review, approval and inspection of private development projects and other planning and administrative functions. In the past this task may have been performed by an outside consultant but with the addition of the Deputy Director more work can be done in house, saving time and money as well as providing a higher level and quality of service to both our internal and external customers. Most of these costs are charged against deposits made by applicants. A "hybrid service" delivery model is also used to review large private development projects and when technical or specialty expertise is needed, such as having a licensed land surveyor review and sign final maps.

There are over 15 programs administered by the Public Works Department with half administered by the Division and half supported by the Division. The Division administers the Capital Improvement, Pavement Management, Floodplain Management, NPDES Municipal Stormwater, and Water Conservation Programs. The CIP has grown from $2.7 million in FY 2012-13 to $6.9 million in FY 2013-14 to $6.5 in FY 2014-15. $1 million in consultant services for CIP projects was spent in FY 2012-13, $1.8 million in consultant services in FY 2013-14, and less than $500,000 through the first three quarters in FY2014-15.

The budget includes funding for the National Pollutant Discharge Elimination System (NPDES) Storm Water Permit fee and the contract with Napa County Flood Control & Water Conservation District to manage the Napa County Storm Water Pollution Prevention Program (NCSWPPP). On July 1, 2013, a new NPDES Permit became effective and the Town filed for coverage under the new NPDES Permit. Town staff is working with staff in other agencies in Napa County to share resources and find cost effective methods to implement the new NPDES Permit, such as shared countywide public outreach and education.

Public Works Department

	General Fund Expenditures by Division	2014-15 Budget	2015-16 Budget	Increase/ (Decrease)	%
4301	Administration & Engineering	$560,195	$541,945	($18,250)	-3%
4305	Streets Maintenance	374,760	385,030	10,270	3%
4320	Parks Maintenance	425,000	439,770	14,770	3%
4325	Government Buildings	274,210	270,850	(3,360)	-1%
	TOTAL	$ 1,634,165	$ 1,637,595	$ 3,430	.2%

2014-2015 ACCOMPLISHMENTS

- Oversaw the completion of 10 Capital Improvement Plan projects in FY 2014-15, including design and construction of the $1.5 million Madison and Yount Improvement Project (ST-0011 and WW-0008),Park Major Equipment Replacement Program (PK-3015) , $200,000 Slurry Seal / Microsurfacing Project (ST-2015), $165,000 Parks Path Program (PK-4015), and $100,000 Accessibility Improvement Project (CP-2015).
- Completed the construction of the $3.5 million Recycled Water Expansion Project (WW-0002), which will allow the Town to reuse up to 100% of its reclaimed water for irrigation needs. This also included SCADA implementation of many our systems and will allow for remote monitoring and operation of the Joint Treatment Plant and the Pump Station.
- Working with consultant for the design and permitting of the $2.4 million Hopper Creek Improvement Project (DF-0008), and working with several agencies on the joint purchase of solar panels for three Town facilities for the Photovoltaic System Project (CP-0006).
- Hired Public Works Director, Deputy Public Works Director and Municipal Operations Manager.
- Increased outreach with Water Conservation Program in response to Governor's Drought Declaration.
- Completed Americans with Disabilities Act (ADA) Transition Plan, Updated Circulation Element.
- Completed Renewal for 5-Year National Pollutant Elimination System (NPDES) Industrial Waste Permit for our Waste Water Treatment Plant.

2015-2016 GOALS & OBJECTIVES

- Complete the design and construction of capital improvement projects within budget, and on schedule while meeting the expectations of the public, including: Hopper Creek Improvement Project, Town-wide Photovoltaic Project, Community Center Construction Defect Claims Restoration Project, Yountville Community Park Parking Project, Geographical Information System (GIS) Project and Annual Paving Project.
- Coordinate with Planning and Building Department on private development projects such as: Restoration Hardware, The French Laundry Kitchen Remodel, and Stewart Cellars.
- Update Operation & Maintenance Plans, such as compiling standard operating procedures and policy updates for the department, Recycled Water Program Manual, Water Distribution Operations & Maintenance Plan, and Urban Forest Management Program.
- Continue to plan for annual paving program with the goal of reaching an Pavement Condition Index rating.
- Continue to plan programs for a PCI rating of 80. This goal is an important milestone, when "Measure T" is rolled out if our PCI is at 80, it gives us more discretion in how we use those funds.

MAJOR BUDGET CHANGES

The increase in the number and scope of capital improvement projects, our efforts to improve programs, and increased regulatory compliance requirements have significantly increased the costs of our projects over the past few years. This budget incorporates a revised "hybrid" staff approach, evident by the recently added Deputy Public Works Director position and the conversion of the part-time contract Public Works Intern position to a full time Engineering Technician position to provide better service for encroachment permits, computer aided drafting, and implementation of the GIS. This has resulted in a significant reduction in contract services.

Connection to Strategic Plan 2011-16

6.0 Services and Infrastructure – The Public Works staff primary role is to provide unsurpassed customer service and maintain infrastructure in a manner that enhances that Town's image. The Public Works staff also strives to have adequate facilities to provide existing customers with safe, reliable, environmentally conscious, cost effective, and efficient service during normal conditions, and adequately respond to emergencies all in conformance with statutes and regulations.

6.1 Implement Capital Improvement Projects – By building capital improvement projects, the Town is providing a safe and reliable infrastructure, including water, wastewater, and storm drainage, streets, sidewalks, parks, and government buildings. The Administration and Engineering division of Public Works oversees the design and completion of these projects, and continues to do so effectively.

6.2 Prepare for emergencies – As the Public Works staff are the first responders in our community it is imperative that we recognize this role, and provide the training and resources to fulfill this vital role. Town staff has Emergency Response Plans for the water system and the wastewater system. The division also assists the other division within Public Works to ensure emergency preparedness.

6.3 Maintain compliance with regulations – There are regulations for water, wastewater, drainage, floodplain management, sidewalks, playground equipment, and herbicides, including National Pollutant Elimination System (NPDES) and Americans with Disabilities Act (ADA).

6.4 Implement maintenance measures – The Division implemented Phase I of the GIS maps and inventory program and will continue with Phase II in FY 2015-16. This new system will allow all divisions within Public Works to streamline their work with automatic updates of required maintenance. Implemented the Computer Maintenance Management System, this program will allow staff to access and track work orders and reports on their Smart devices.

DEPARTMENT HIGHLIGHT

★ The top priorities for FY 2015-16 are to complete the $2.4 million Hopper Creek Improvement Project (DF-0008), Continue with Phase II of the Geographical Information System (GIS) Project, and Corporation Yard Municipal Operations Offices remodel. Annual Paving Program (ST-2015) which has in the past included surface treatment type projects (i.e. slurry seal or Micro surface) in the even numbered years and re-surfacing projects in the odd years. This year the plan is to resurface those streets that are at the bottom of the PCI list.

Part of our team capturing GIS assets points.

DID YOU KNOW?

- We issued 25 Encroachment Permits.
- GIS captured 3,703 assets this year for mapping into the system.
- 10 commercial and residential development projects were reviewed and processed by our civil engineer.
- 37 of 40 FY 2014/2015 Capital Improvement Projects are either complete or under construction.

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

		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	100,229	102,533	260,310	260,310	278,360
4011	Salaries - Part Time	321	-	5,960	5,960	5,960
4012	Overtime	-	127	-	-	500
4040	Benefits & Taxes	49,232	49,680	136,075	136,075	105,625
4049	Allocated OPEB	7,560	9,852	32,790	32,790	37,200
	Total Personnel	**$ 157,342**	**$ 162,191**	**$ 435,135**	**$ 435,135**	**$ 427,645**
	SUPPLIES & SERVICES					
4110	Office Supplies	618	804	600	600	700
4120	Other Supplies & Materials	750	2,743	1,500	1,500	1,500
4130	Postage & Printing	473	452	500	500	500
4210	Contract Services	93,282	116,139	40,700	40,700	22,000
4280	Other Agencies	8,038	8,142	32,000	32,000	33,000
4320	Equipment Maintenance	-	-	100	100	100
4330	Vehicle Maintenance	-	659	1,000	1,000	1,000
4510	Utilities - Gas & Electric	-	-	-	-	600
4515	Utilities - Water & Sewer	566	571	500	500	570
4699	Allocated IT Costs	3,472	3,304	18,000	18,000	23,260
4710	Conference & Travel	-	-	5,000	1,500	5,000
4715	Meetings & Training	1,339	332	3,000	1,000	3,000
4720	Dues & Subscriptions	380	436	1,000	1,000	1,000
4819	Allocated Liability Insurance	4,283	4,142	10,650	8,410	11,150
4839	Allocated Workers' Comp Insurance	2,738	3,358	10,510	9,865	10,920
	Total Supplies & Services	**$ 115,939**	**$ 141,081**	**$ 125,060**	**$ 116,675**	**$ 114,300**
	TOTAL EXPENDITURES	**$ 273,281**	**$ 303,272**	**$ 560,195**	**$ 551,810**	**$ 541,945**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.1000	0.1000	0.1000	0.1000	0.1000
	Public Works Director	0.4000	0.4000	0.4000	0.4000	0.4000
	Deputy Public Works Director	-	-	0.7500	0.7500	0.7500
	Public Works Manager	0.0500	0.0500	0.0500	0.0500	0.0500
	Engineering Technician	-	-	0.7500	0.7500	0.7500
	Management Analyst	-	-	0.5000	0.5000	0.5000
	Utility Operations Manager	-	-	0.0500	0.0500	0.0500
	Administrative Assistant	0.1500	0.1500	0.1500	0.1500	0.1500
	Office Assistant	-	-	0.2300	0.2300	0.2300
	Finance Director	0.0500	0.0500	0.0500	0.0500	0.0500
	Utility Operator	0.0500	0.0500	-	-	-
	TOTAL STAFF	0.8000	0.8000	3.0300	3.0300	3.0300

DETAIL FOR EXPENSE ACCOUNTS

4210	Contract Services:		$22,000
	Engineering Consultant Services (on-call and other consultants)		
4280	Other Agencies:		$33,000
	Regional Water Quality Control Board NPDES Municipal Storm Water Permit	$5,000	
	NPDES Municipal Storm Water Permit services by NCFCWCD	27,000	
	CA Street Light Association	500	
	League of CA Cities	500	
4330	Vehicle Maintenance:		$1,000
	Truck for Inspector		

DEPARTMENT OVERVIEW

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

8.45 miles of paved streets
5.6 miles of storm drainage systems
225,000 square feet of sidewalks
45,000 linear feet of curbs & gutters
Signage (300 street, stop, traffic control, etc.)
Striping and painting
Street lighting (approximately 130)
350 trees in the public right-of-way
Vegetation removal in public right-of-way

This maintenance level does not include the streets located within the mobile home parks or the Veteran's Home of California, which is the property of the State and therefore maintained by the State.

This division is supervised by the Public Works Manager and includes one (1) Maintenance Worker, but relies heavily on outside contractors/vendors for street sweeping, striping, and tree care services. This division is also responsible for the maintenance and construction of Yountville's unique wood framed sign and wood post street identification signs. These signs are created, installed and maintained by Town staff.

Most construction and repairs are included in the five year Capital Improvement Program (CIP) Budget. Street maintenance also coordinates with the accessibility, tree, sidewalk, curb and gutter projects listed in the CIP Budget. This division is also responsible for creeks, flood reduction, and a portion of the Town's Storm Water Pollution Prevention Program.

2014 -2015 ACCOMPLISHMENTS

- Began to install new street name signage in the commercial area.
- Sign asset collection, and inventory completed.
- Trimmed, sprayed, and cared for 350 Street trees in public right-of-way.

2015-2016 GOALS & OBJECTIVES

- Continue sign replacement program. This includes complying with new Federal Highway Administration retroreflectivity standards.
- Continue annual sidewalk and path inspections, reports and grinding and or cutting where appropriate.
- Have street trees pruned back and shaped for clearance for trucks and pedestrians.
- Clear storm drains and swales of debris to minimize local street flooding.
- Continue to improve and enhance the employee training and safety program.
- Integrate GIS when possible.

MAJOR BUDGET CHANGES

The continued increase in funding for other supplies and materials is due to the Street Name Sign program and the continuation of the retro-reflectivity sign program. Funding is increased for additional staff training and development opportunities.

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

Connection to Strategic Plan 2011-16

2.0 Community Character – 2.1 Maintain & Enhance the Appearance of Yountville- Town streets should provide safe and pleasurable travel through Town. The Town streets can provide a first impression to visitors, so they should be smooth and painted with attractive trees.

6.0 Services and Infrastructure – 6.4.2 Maintain Sidewalk Management Program. The Program includes inspections, grinding and replacement to provide a safe and "walkable" community.

6.4.3 Complete Accessibility Implementation Plan – Town staff will update the Plan and implement projects identified in the Plan, which will reduce the risks of "trips and falls" or blocked access.

6.4.4 Establish Urban Forest Management Plan – Town staff will prepare a Plan to manage the urban forest and improve the health of Town trees, which will reduce the risk of damage.

DEPARTMENT HIGHLIGHT

- ★ Install new trash and recycling receptacles town wide.
- ★ New way finding signs installed.
- ★ New street name signs installation started.

New street sign

DID YOU KNOW?

This year we:

- Trimmed, sprayed and cared for 350 street trees in public right-of-way.
- Installed 51 replacement traffic signs.
- Replaced 50 street name posts.
- Completed 168 miles of street sweeping.

New wayfinding signs

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	98,197	90,011	128,270	128,270	132,450
4011	Salaries - Part Time	1,129	9,205	10,000	10,000	10,000
4012	Overtime	464	535	1,000	1,000	1,000
4040	Benefits & Taxes	46,715	45,645	72,570	72,570	66,910
4049	Allocated OPEB	8,400	10,488	16,190	16,190	19,770
	Total Personnel	**$ 154,906**	**$ 155,885**	**$ 228,030**	**$ 228,030**	**$ 230,130**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	-	300	300	800
4120	Other Supplies & Materials	12,942	16,534	29,000	29,000	27,300
4210	Contract Services	10,687	30,828	38,600	38,600	38,000
4310	Facilities Maintenance	30,124	22,910	20,000	20,000	27,000
4320	Equipment Maintenance	91	2,064	4,000	4,000	4,000
4330	Vehicle Maintenance	3,508	2,802	2,000	2,000	3,000
4510	Utilities - Gas & Electric	15,793	17,880	18,000	18,000	16,000
4520	Waste Disposal & Recycling	295	330	500	500	500
4699	Allocated IT Costs	6,729	6,412	11,890	11,890	15,370
4710	Conference & Travel	-	38	1,200	1,200	5,800
4715	Meetings & Training	926	-	5,000	1,000	1,000
4720	Dues & Subscriptions	425	300	1,200	500	1,000
4819	Allocated Liability Insurance	4,496	4,637	5,550	4,383	5,620
4839	Allocated Workers' Comp Insurance	2,896	3,789	5,490	5,153	5,510
	Total Supplies & Services	**$ 88,913**	**$ 108,523**	**$ 142,730**	**$ 136,526**	**$ 150,900**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	1,516	1,499	4,000	4,000	4,000
	Total Capital Outlay	**$ 1,516**	**$ 1,499**	**$ 4,000**	**$ 4,000**	**$ 4,000**
	TOTAL EXPENDITURES	**$ 245,335**	**$ 265,907**	**$ 374,760**	**$ 368,556**	**$ 385,030**
STAFF ALLOCATIONS (FTE)						
	Public Works Director	0.0500	0.0500	0.0500	0.0500	0.0500
	Public Works Manager	0.2000	0.2000	0.2500	0.2500	0.2500
	Utility Operations Manager	-	-	0.0250	0.0250	0.0250
	Maintenance Worker	1.2000	1.2000	1.0750	1.0750	1.0750
	Utility Operator	0.1000	0.1000	0.1000	0.1000	0.1000
	Facility & Grounds Worker	-	-	0.3500	0.3500	0.3500
	TOTAL STAFF	1.5500	1.5500	1.8500	1.8500	1.8500

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

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies & Materials:		$27,300
	Street signs, redwood post, hardware, paint and concrete	$17,000	
	Street Barricades and Cones	1,500	
	Safety Equipment	1,800	
	Garbage cans & dome lids	2,000	
	Other Miscellaneous	5,000	
4210	Contract Services:		$38,000
	Tree trimming and removal services in Town right-of-way	$15,000	
	Contract Maintenance Worker	22,000	
	Paint curbs and streets	1,000	
4310	Facilities Maintenance:		$27,000
	Street sweeping contract (Commercial Power Sweep)	$20,000	
	Street light poles	2,000	
	Thermoplastic striping	1,000	
	Mutt Mitts	3,000	
	Other Miscellaneous	1,000	
4320	Equipment Maintenance:		$4,000
	Service Back Hoe	$2,500	
	Other Miscellaneous	1,500	
5700	Machinery & Equipment		$4,000
	Reel Mower	$3,000	
	Chainsaw and other equipment	1,000	

DEPARTMENT OVERVIEW

The Parks & Grounds Division of the Public Works Department maintains the Town's parks, restrooms, picnic tables, benches, Town parking lots, trees, and landscape areas at Town facilities. The Division also provides weed control through herbicide application and mechanical removal at all Town facilities. Areas are categorized as follows:

- Parks: Yountville Community, Veteran's Memorial, Van de Leur, Forrester, Vineyard, Toyon Terrace Tot lot, and vacant lot on Oak Circle; 13 acres
- Pathways: Hopper Creek (Finnell to Yount), Hopper Creek (along Heather Street), Hopper Creek (Mission to Town limits), Holly Street to Heritage Way, and Washington Park Subdivision (three entrances to Forrester Park); 1 acre
- Open Space: "Three Weir Park" on Forrester Lane, Heritage Way to Bardessono Hotel, Lande Way to Yount Street, Washington Street at Hopper Creek, Wayside Stop on California at Solano Avenue, and Veteran's Memorial Park (south end); 2 acres
- Grounds: Town Hall, Community Hall, Community Center and Library, and Post Office; 2 acres

This division is supervised by the Public Works Manager and includes one (1) Maintenance Worker and a (1) Facilities & Grounds Worker shared with Government Buildings, and part-time seasonal staff who provide weekend coverage for maintenance during events and reservations of parks. The budget also includes funding for contract tree and arborist services, janitorial supplies, fertilizers, herbicides, plants, and equipment. There is also funding for employee training and development.

2014-2015 ACCOMPLISHMENTS

- Continued programing with A-plus Tree Service for an on-line tree inventory and maintenance schedule.
- Completed an Annual red brick treatment resurfacing project on the Bocce Courts at Veterans Park.
- Continued with increased high level of maintenance and enhanced planting with drought tolerant materials, which has been favorably noted by residents and business owners.
- Included turf reductions at Town Hall for water conservation efforts using drought tolerant plants.
- Implemented a Playground Inspection Program and repaired playground equipment.
- Refreshed all bark and decomposed granite bedding materials throughout Town.
- Completed a large tree trimming jobs in all the large parks.
- Installed new playground equipment and play surfaces at Yountville Community and Forrester Parks.

2015-2016 GOALS & OBJECTIVES

- Continue to maintain the Town's park system at a high level.
- Complete Yountville Park ADA and parking improvements.
- Replace brick pavers with concrete path at Veterans Park.
- Complete Oak Circle park and continue engineering and permitting for the bridge and path in FY 2016-17.
- Continue to improve and enhance the employee training and safety program.
- Integrate GIS and CMMS to provide for a more efficient and effective municipal operations.

MAJOR BUDGET CHANGES

There were a few minor increases and a few decreases in overall budget numbers with the most notable being the new addition of fence repairs along pathways that have been significant enough to include as a line item in the budget. The decrease in other supplies and materials is for new dome style garbage can lids that were in last year's budget. There was also a small decrease in machinery and equipment under $10,000 as the purchase of a chipper was removed and other costs were adjusted to more accurately reflect current needs.

Connection to Strategic Plan 2011-16

2.0 Community Character – 2.1 Maintain & Enhance the Appearance of Yountville. The Town Council has funded staffing, equipment, and landscaping materials to make the Town parks an attractive amenity, which helps to increase park rental fees.

6.0 Services and Infrastructure – 6.5.1 Implement Key Parks Capital Improvement Program Projects. The Restroom Renovation and Park Path Projects will make the parks safer and more attractive.

6.5.2 Implement Maintenance Measures – An inventory of infrastructure, asset management system, and maintenance measures makes Town staff more efficient and effective. Water and energy consumption can be reduced and chemical costs can be reduced while maintaining parks to an established standard of care.

6.5.3 Maintain Compliance with Current and Evolving Regulations – The Town is required to comply with worker safety, chemical use and Americans with Disabilities Act regulations.

DEPARTMENT HIGHLIGHT

- ★ Completed an On-Line tree inventory and scheduled trimming and maintenance program with A-Plus Tree's.
- ★ Trimmed over 200 Town Trees.
- ★ Installed new playground equipment and play surfaces at Yountville Community and Forrester Parks.
- ★ Completed drainage feature in Yountville Community Park.

DID YOU KNOW?

- 99 new ADA Accessible trash receptacles with dome lids were installed this year.
- 75,000 Mutt Mitts were dispensed.
- 166 flats of annual flowers were placed this year.

The new swale at Yountville Community Park

ADA Accessible trash cans

Van De Leur Park is surrounded with flowers

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	177,251	178,332	115,280	115,280	125,400
4011	Salaries - Part Time	7,012	12,095	20,000	20,000	20,000
4012	Overtime	1,172	1,465	1,000	1,000	1,000
4040	Benefits & Taxes	88,057	92,738	66,550	66,550	52,840
4049	Allocated OPEB	14,880	19,032	14,540	14,540	26,970
	Total Personnel	**$ 288,371**	**$ 303,662**	**$ 217,370**	**$ 217,370**	**$ 226,210**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	-	300	300	300
4120	Other Supplies & Materials	28,429	30,424	43,000	43,000	37,000
4210	Contract Services	18,557	52,820	32,200	32,200	36,000
4310	Facilities Maintenance	6,571	6,500	6,000	6,000	17,300
4320	Equipment Maintenance	2,689	2,835	3,800	3,800	3,800
4330	Vehicle Maintenance	6,947	7,295	6,700	6,700	6,000
4420	Equipment Rental	-	-	1,200	1,200	1,000
4510	Utilities - Gas & Electric	4,871	5,785	6,000	5,000	6,000
4515	Utilities - Water & Sewer	51,987	47,961	55,000	52,500	55,000
4520	Waste Disposal & Recycling	19,460	17,071	20,000	20,000	17,000
4699	Allocated IT Costs	12,798	12,212	11,570	11,570	14,950
4710	Conference & Travel	9	-	1,200	600	1,200
4715	Meetings & Training	979	424	1,200	2,000	2,000
4720	Dues & Subscriptions	225	137	700	500	700
4819	Allocated Liability Insurance	7,938	8,205	5,410	4,272	5,720
4839	Allocated Workers' Comp Insurance	5,081	6,665	5,350	5,022	5,590
	Total Supplies & Services	**$ 166,540**	**$ 198,337**	**$ 199,630**	**$ 194,664**	**$ 209,560**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	7,148	6,654	8,000	10,000	4,000
	Total Capital Outlay	**$ 7,148**	**$ 6,654**	**$ 8,000**	**$ 10,000**	**$ 4,000**
	TOTAL EXPENDITURES	**$ 462,059**	**$ 508,653**	**$ 425,000**	**$ 422,034**	**$ 439,770**
STAFF ALLOCATIONS (FTE)						
	Public Works Director	0.0500	0.0500	0.0500	0.0500	0.0500
	Public Works Manager	0.2000	0.2000	0.2000	0.2000	0.2000
	Maintenance Worker	2.7000	2.4500	1.2000	1.2000	1.2000
	Facility & Grounds Worker	-	0.2500	0.3500	0.3500	0.3500
	TOTAL STAFF	2.9500	2.9500	1.8000	1.8000	1.8000

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

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies & Materials:		$37,000
	Landscape Plants	$18,300	
	Chemicals	1,200	
	Bark & Rock	7,700	
	Safety	1,200	
	Other Supplies and Materials	8,000	
4210	Contract Services:		$36,000
	Tree Trimming	$22,000	
	Tree Spraying	4,000	
	Arborist	1,000	
	Contract Maintenance Worker	7,200	
	Other Supplies and Materials	1,800	
4310	Facilities Maintenance:		$17,300
	Facility Repairs – restrooms, tennis courts, etc.	$3,300	
	Janitorial Supplies	1,200	
	Dog Waste Bags	1,000	
	Other Supplies & Materials	1800	
	Good Neighbor Fence	10,000	
5700	Machinery & Equipment		$4,000
	Service and Repairs	$2,500	
	Hand tools	1,500	

DEPARTMENT OVERVIEW

The Government Buildings Division of the Public Works Department is responsible for providing maintenance and repair services to the Town owned buildings which include:

- Town Hall: 8,000 square feet
- Post Office: 7,000 square feet
- Sheriff's Office: 7,500 square feet
- Corporation Yard Buildings: 40,000 square feet

This division is supervised by the Public Works Municipal Operations Manager and includes one (1) Maintenance Worker and one (1) Facilities & Grounds Worker shared with Parks, and part-time seasonal staff. The Two full time staff members maintain over 80,000 square feet of facility and also the pool at the Veterans Home. The budget also includes funding for arborist services, tree service firm, janitorial services firm, janitorial supplies, and related equipment. There is also funding for employee training and development.

Services also include telephone costs, utility costs, heating and air conditioning (HVAC) system maintenance, plumbing repairs, painting, fire alarm, security and energy management. Park restrooms are included in the Parks division budget. There is a custodial service contract for two (2) days a week at Town Hall, Community Hall and the Community Center. The Government Buildings budget also includes janitorial services for the Sherriff's office and the Library and maintenance services for the Post Office. This year Town staff began providing Planned Maintenance Schedule for the HVAC systems replacing the contract services agreement for this task.

There is a separate budget for the Community Center (5408), but there are some "Town-wide" expenses incurred in the following buildings:

- Community Center, Library and Plaza: 11,100 square feet
- Community Hall: 8,000 square feet
- Community Swimming Pool

Wastewater facilities are included in the Wastewater Enterprise Fund (4510 and 4515)

- Bardessono Sewer Lift Station: 4,000 square feet
- Wastewater Treatment Plant Control Building: 10,000 square feet

2014-2015 ACCOMPLISHMENTS

- Completed Town Hall Seismic Retro-Fit.
- Fixed leak at, and re-surfaced Wading pool at the Veterans Home Pool facility.
- Replaced lawn and repaired EPIC watering system at the Community Hall.
- Installed new "No Smoking" signs in public places, on paths and in town parks.

2015-2016 GOALS & OBJECTIVES

- Improve employee training on facility maintenance.
- Continue to improve the Computer Maintenance Management System for tracking and reporting on tasks completed in town owned or town operated facilities. This will help improve response and scheduling for maintenance related tasks.
- Obtain training and certifications that allows staff to perform more tasks that have formerly been performed by contractors.
- Integrate GIS when possible.

MAJOR BUDGET CHANGES

A change to the Government Building Division included the increased costs for janitorial services at the Library and the Sheriff's office. Another major budget change includes transferring the Wireless Network Security line item ($10,000) to the Information Technology and Telecommunication fund.

No other major budget changes where implemented this year and only a few minor increases in budget numbers in an effort to continue to improve and enhance the safety, look and quality of the Towns Public Buildings.

Connection to Strategic Plan 2011-16

2.0 Community Character – 2.1 Maintain & Enhance the Appearance of Yountville- The Town Council has funded staffing and equipment, to make the Town buildings an attractive amenity for employees, residents and visitors.

6.0 Service and Infrastructure – 6.6.1 Establish a Modern Asset Management Program - An inventory of infrastructure, asset management system, and maintenance measures makes Town staff more efficient and effective. Water and energy consumption can be reduced while maintaining buildings to an established standard of care.

6.6.2 Implement Key Facilities Capital Improvement Program Projects – An important Project was the funding, design and construction of the seismic retrofit of Town Hall.

6.6.3 Prepare for Emergencies – To ensure reliability and efficiency of the Town's infrastructure during a disaster, it is critical that employees receive property training, so Town staff will participate in emergency preparedness drills.

6.6.4 Evaluate Emerging Technologies and Methods – Town staff will study new and emerging technologies to determine which initiates will improve efficiencies and cost effective services. This could include solar panels and computer maintenance management systems.

6.6.5 Implement Maintenance Measures – Town staff will set criteria and procedures to reduce costs while maintaining facilities to an established standard of care.

DEPARTMENT HIGHLIGHT

- ★ Continue to improve the Computer Maintenance Management System for tracking and reporting on tasks completed in town owned or town operated facilities. This will help improve response and scheduling for maintenance related tasks.
- ★ Develop a comprehensive planned maintenance program to manage and care for town facilities.

DID YOU KNOW?

- We responded to 77 service order requests in town facilities.
- Town Staff now performs 12 HVAC preventative maintenance per year previously performed by contractors.

New bike racks installed at Town Hall

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

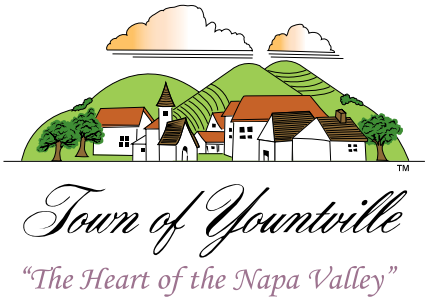
		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	41,419	39,691	75,800	75,800	81,630
4010	Salaries - Part Time	2,290	-	-	-	-
4012	Overtime	235	331	1,000	1,000	1,000
4040	Benefits & Taxes	18,259	14,376	35,620	35,620	29,890
4049	Allocated OPEB	3,720	4,500	9,560	9,560	15,750
	Total Personnel	**$ 65,923**	**$ 58,897**	**$ 121,980**	**$ 121,980**	**$ 128,270**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	-	300	300	300
4120	Other Supplies & Materials	1,638	1,904	5,000	5,000	5,000
4210	Contract Services	12,652	23,721	31,500	31,500	17,000
4310	Facilities Maintenance	5,651	16,542	10,000	10,000	13,600
4320	Equipment Maintenance	6,972	2,076	2,000	2,000	2,000
4325	Vehicle Maintenance	-	-	-	-	1,500
4510	Utilities - Gas & Electric	13,319	12,079	13,500	13,500	12,100
4515	Utilities - Water & Sewer	19,803	16,727	14,000	14,000	14,000
4520	Waste Disposal & Recycling	1,475	3,483	3,500	2,500	3,500
4699	Allocated IT Costs	3,030	2,890	7,870	7,870	10,180
4710	Conference & Travel	9	-	1,200	600	2,000
4715	Meetings & Training	530	-	6,000	2,000	1,000
4720	Dues & Subscriptions	36	-	1,200	500	1,000
4819	Allocated Liability Insurance	2,021	1,837	3,040	2,401	3,210
4829	Allocated Property Insurance	17,676	25,550	26,950	26,161	29,860
4839	Allocated Workers' Comp Insurance	1,305	1,513	3,000	2,816	3,150
	Total Supplies & Services	**$ 86,117**	**$ 108,323**	**$ 129,060**	**$ 121,148**	**$ 119,400**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	-	8,983	2,500	2,500	2,500
	Total Capital Outlay	**$ -**	**$ 8,983**	**$ 2,500**	**$ 2,500**	**$ 2,500**
	LOAN PAYMENTS					
6100	Principal	15,233	15,693	16,170	16,170	16,650
6500	Interest	5,436	4,976	4,500	4,500	4,030
	Total Debt Service	**$ 20,669**	**$ 20,669**	**$ 20,670**	**$ 20,670**	**$ 20,680**
	TOTAL EXPENDITURES	**$ 172,708**	**$ 196,873**	**$ 274,210**	**$ 266,298**	**$ 270,850**
STAFF ALLOCATIONS (FTE)						
	Public Works Manager	0.1500	0.1500	0.2000	0.2000	0.2000
	Maintenance Worker	0.2500	0.2500	0.7750	0.7750	0.7750
	Facility & Grounds Worker	0.2500	0.2500	0.2500	0.2500	0.2500
	Utility Operator	0.0500	0.0500	-	-	-
	TOTAL STAFF	0.7000	0.7000	1.2250	1.2250	1.2250

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

DETAIL FOR EXPENSE ACCOUNTS

4210	Contract Services:		$17,000
	Janitorial Services	$8,000	
	Heating and air conditioning (HVAC) system maintenance	1,000	
	Tree spraying, trimming, & removal	3,600	
	Contract Maintenance Worker	2,000	
	Provision for other contract services	1,400	
	Fire/Burglar alarm Monitoring	1,000	
4310	Facilities Maintenance:		$13,600
	Library	$5,000	
	Janitorial & Maintenance supplies	4,000	
	Town Hall	1,500	
	Provision for other facilities maintenance	1,500	
	Post Office	1,000	
	Sherriff's Office	600	
4320	Equipment Maintenance:		$2,000
	HVAC system repairs		

Photo Credit: Mars Lasar



Parks and Recreation Department

Administration & Services

Day Camp Programs

Pool & Aquatic Programs

Community Center

After School Program

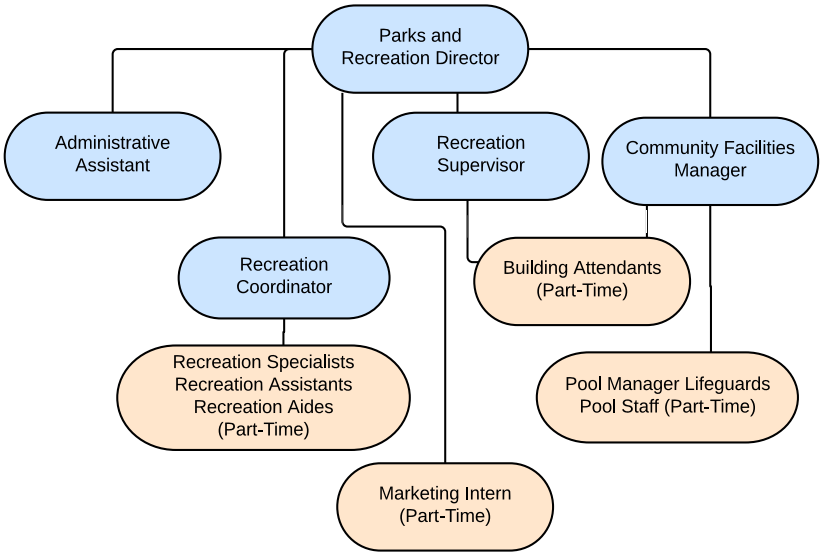
Leisure Programs

Teen Programs

Sports Programs

DEPARTMENT OVERVIEW

The Parks and Recreation Services Department provides a wide range of recreation programs, events and services to the residents and visitors of Yountville as well as residents of our surrounding communities. We provide many areas of service for preschoolers, youth, teens, adults and older adults. Programs and services include fitness classes, lifelong learning programs, dance, martial arts, sports, school break camps, after school programs, special events and aquatics programs.



Parks & Recreation Department

	Expenditures by Division	2014-15 Budget	2015-16 Budget	Increase/ (Decrease)	%
5405	Administration & Services	$379,210	$434,260	$55,050	15%
5406	Camp Programs	112,310	115,930	3,620	3%
5407	Pool & Aquatic Programs	143,731	142,901	(830)	-1%
5408	Community Center	392,400	364,120	(28,280)	-7%
5409	After School Program	161,290	172,410	11,120	7%
5410	Leisure Programs	183,880	202,210	18,330	10%
5411	Teen Programs	10,400	9,850	(550)	-5%
5412	Sports Programs	57,330	57,830	500	1%
	TOTAL	$ 1,440,551	$ 1,499,511	$ 58,960	4%

DEPARTMENT OVERVIEW

The Parks and Recreation Administration and Services Department administers park picnic area reservations, Community Center facility rental and special event, amplified sound, block party, and filming/photography permits. In addition, the Department works closely with and provides staff support to the Parks and Recreation Advisory Commission and the Yountville Arts Commission as well as continues to facilitate the fundraising of the Youth Subsidy Fund.

The Parks and Recreation Department- Administration & Services budget is comprised of general office expenses such as supplies, postage and printing costs, personnel services, training and administrative staff resources. It also includes part time staffing support for Yountville Days, Yountville Arts events and extra support at the Community Center front desk.

2014-2015 ACCOMPLISHMENTS

- In early 2015, we hired on the new Parks and Recreation Department Marketing Intern. We are already seeing a great improvement in our marketing efforts with an emphasis on social media.
- The Town of Yountville's 50th Anniversary Ad-Hoc committee started the year with a robust list of projects and events. Our department has assisted in the implementation of most of those including the very successful anniversary party on 2/4/2015 which we estimated attendance at over 500 people.

2015-2016 GOALS & OBJECTIVES

- Complete the 5 Year Strategic Plan.

MAJOR BUDGET CHANGES

- $30,000 increase under contract services for the 5 Year Strategic Plan.
- Reflected in 5405-4011 and associated benefit areas are part time salaries for the following:
  a) Front Office Extra Help during full time staff absence $1,500
  b) Art Commission Event & Marketing Support $2,500
  c) Yountville Days Event Support $1,500
  d) Department Marketing Intern $13,000
- An increase in 5405-4130 for Printing and Postage is due to increases in postage and printing costs as well as an increase in the number of brochures we are printing each cycle.

CONNECTION TO STRATEGIC PLAN 2011-16

In 2015-16, the department will go through a Strategic Planning process that will assist in guiding us through the next 5 or more years.

DEPARTMENT HIGHLIGHT

★ In the 2015/16 budget we are requesting $30,000 to complete the Parks and Recreation specific 5 year Strategic Plan.

DID YOU KNOW?

- We have 4 reserve-able sites and in 2014 we had 145 reservations.

The millstones were unveiled during the 50th Anniversary celebration and Y photo event.

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	145,683	159,548	168,690	168,690	181,470
4011	Salaries - Part Time	8,702	3,178	12,000	12,000	18,500
4012	Overtime	603	1,112	3,000	3,000	2,000
4040	Benefits & Taxes	70,072	74,219	96,590	96,590	97,380
4049	Allocated OPEB	11,520	14,964	21,260	21,260	21,670
	Total Personnel	**$ 236,580**	**$ 253,021**	**$ 301,540**	**$ 301,540**	**$ 321,020**
	SUPPLIES & SERVICES					
4110	Office Supplies	4,337	3,850	5,000	5,000	6,500
4120	Other Supplies & Materials	4,139	5,169	3,500	3,500	4,500
4130	Postage & Printing	12,463	15,598	14,500	14,500	16,000
4210	Contract Services	4,299	10,608	9,000	9,000	42,000
4230	Personnel Services	4,532	2,511	2,500	2,500	3,000
4250	Advertising	1,290	1,771	1,500	1,500	3,500
4260	Contract Instructors	-	2,144	-	-	-
4320	Equipment Maintenance	96	315	500	500	500
4330	Vehicle Maintenance	575	776	1,500	1,500	1,000
4420	Equipment Rental	-	466	-	-	-
4699	Allocated IT Costs	10,667	10,644	18,580	18,580	15,330
4710	Conference & Travel	3,067	665	3,800	3,800	2,500
4715	Meetings & Training	1,368	1,304	1,400	1,400	1,400
4720	Dues & Subscriptions	1,895	1,330	1,500	1,500	2,000
4819	Allocated Liability Insurance	6,343	6,669	7,240	5,717	7,580
4839	Allocated Workers' Comp Insurance	4,033	5,412	7,150	6,711	7,430
	Total Supplies & Services	**$ 59,101**	**$ 69,232**	**$ 77,670**	**$ 75,708**	**$ 113,240**
	TOTAL EXPENDITURES	**$ 295,682**	**$ 322,253**	**$ 379,210**	**$ 377,248**	**$ 434,260**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.0500	0.0500	0.0500	0.0500	0.0500
	Parks & Recreation Director	0.7700	0.7700	0.7700	0.7700	0.7700
	Community Facilities Manager	0.1500	0.1500	0.1500	0.1500	0.1500
	Recreation Supervisor	0.1000	0.1500	0.1500	0.1500	0.1500
	Administrative Assistant	0.4500	0.4500	0.4500	0.4500	0.4500
	Management Analyst	0.0500	0.0500	0.0500	0.0500	0.0500
	Accounting Technician	0.0500	0.0500	0.0500	0.0500	0.0500
	Finance Director	0.0250	0.0250	0.0250	0.0250	0.0250
	TOTAL STAFF	1.6450	1.6950	1.6950	1.6950	1.6950
PROGRAM REVENUE						
3120	Special Event Permit	$ 5,750	$ 9,150	$ 6,500	$ 5,000	$ 6,500
3315	Park Rentals	10,266	15,512	11,000	13,500	13,500
	TOTAL PROGRAM REVENUE	$ 16,016	$ 24,662	$ 17,500	$ 18,500	$ 20,000

Town of Yountville

PARKS & RECREATION – ADMINISTRATION & SERVICES

General Fund Department 5405

	DETAIL FOR EXPENSE ACCOUNTS	
4130	Postage and Printing Printing & mailing of marketing materials	$16,000
4230	Personnel Services Part-time seasonal employee recruiting and testing	$3,000
4710	Conference & Travel NRPA National Conference and other local trainings	$2,500
4715	Meetings & Training	$1,400
4720	Dues & Subscriptions CPRS & NRPA memberships	$2,000

Town of Yountville
PARKS AND RECREATION – DAY CAMP PROGRAMS
General Fund Department 5406

DEPARTMENT OVERVIEW

The Parks and Recreation Day Camp Programs provide childcare options for Yountville and Napa Valley residents during out of school times. Camps provide daily care for children who have completed Kindergarten through 5th grades. Our programs provide affordable, safe and enjoyable options for families on non-school days. We provide children with stimulating activities and field trips as well as the opportunity to meet new friends and experience new things.

Thirteen (13) one week camp sessions are provided each year; One (1) week in the Spring during NVUSD "Spring Break", three (3), 1 week sessions in the Winter during NVUSD "Winter Break", and nine (9), 1 week sessions during the Summer in June, July and August.

The program averages 66 children per week during the summer and 30 children per week during the spring and winter break camps serving over 600 children throughout the year. The Parks and Recreation Department operates these programs due to a lack of local private sector program alternatives and as a convenience to residents who would otherwise have to utilize programs located in the Napa or St. Helena areas. This program currently operates with a general fund subsidy of approximately 30% but does recover all of its direct costs with program fees.

Our camp programs feature activities of arts, crafts, sports, table games, swimming, excursions, cooking and much more. Camps operate out of the Yountville Elementary school and the Yountville Community Center. Week long camps meet Monday through Friday from 7:30 a.m. to 5:30 p.m. To make it more exciting for the participants, each week is designed around a different theme with theme-centered activities and field trips.

2014-2015 ACCOMPLISHMENTS

- We have continued to monitor cost recovery in this program and continue to see the percentage of subsidy decrease slightly each year.
- We have seen a steady increase in registrations in camps over the past 4 years.

2015-2016 GOALS & OBJECTIVES

- The additional of 1 week of summer camp with the extension of the Napa Valley Unified School District summer break.
- Continue to provide a high quality program that is reasonably priced and accessible for working parents.

MAJOR BUDGET CHANGES

There are no major budget changes this year.

Connection to Strategic Plan 2011-16

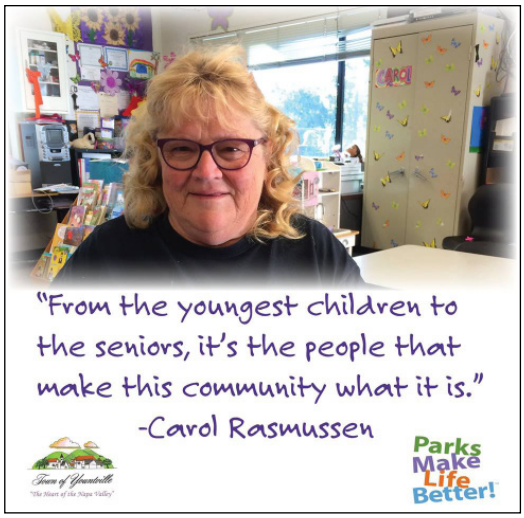
1.1.2 Protecting Community Health and Safety – Continue offering programs that encourage physical activity and promote healthy lifestyles.

4.2 Parks and Recreation Department Marketing Plan – Grow attendance by marketing program to explain what makes it different than other camps in the Napa Valley.

4.4 Parks and Recreation Department Comprehensive Cost Recovery and Pricing Policy – Continue to monitor expenses and revenue to achieve cost recovery goals.

DEPARTMENT HIGHLIGHT

★ In the summer of 2014, we increased our summer camp enrollment by a total of 129 campers over the summer of 2013 which generated additional revenue of $15,978 from the previous summer.



Carol is a long time employee, and handles our Day Camp programs.

DID YOU KNOW?

- Our camp programs regularly partner with the Veteran's Home to provide intergenerational experiences for both our campers and the Veteran's Home residents.
- This summer we will be partnering to offer ceramics, bowling, gardening and more!

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	26,579	24,218	25,320	25,320	26,690
4011	Salaries - Part Time	30,543	27,657	33,000	33,000	33,000
4012	Overtime	416	343	700	700	700
4040	Benefits & Taxes	13,397	11,679	19,230	19,230	19,610
4049	Allocated OPEB	2,160	2,400	3,200	3,200	4,930
	Total Personnel	**$ 73,096**	**$ 66,296**	**$ 81,450**	**$ 81,450**	**$ 84,930**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	74	300	300	300
4120	Other Supplies & Materials	5,336	5,753	5,000	5,000	5,000
4210	Contract Services	11,122	6,815	12,750	12,750	13,500
4410	Facility Rental	2,150	3,500	2,800	2,800	3,000
4699	Allocated IT Costs	3,066	2,641	4,610	4,610	3,800
4710	Conference & Travel	-	-	500	500	500
4715	Meetings & Training	677	40	250	250	250
4819	Allocated Liability Insurance	2,417	2,275	2,340	1,848	2,350
4839	Allocated Workers' Comp Insurance	1,542	1,834	2,310	2,168	2,300
	Total Supplies & Services	**$ 26,310**	**$ 22,932**	**$ 30,860**	**$ 30,226**	**$ 31,000**
	TOTAL EXPENDITURES	**$ 99,406**	**$ 89,229**	**$ 112,310**	**$ 111,676**	**$ 115,930**
STAFF ALLOCATIONS (FTE)						
	Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200	0.0200
	Recreation Coordinator	0.3000	0.3000	0.3000	0.3000	0.3000
	Administrative Assistant	0.1000	0.1000	0.1000	0.1000	0.1000
	Recreation Supervisor	0.0500	-	-	-	-
	TOTAL STAFF	0.4200	0.4200	0.4200	0.4200	0.4200
PROGRAM REVENUE						
3538	Camp Program Fees	$ 77,183	$ 83,531	$ 78,000	$ 78,000	$ 82,000
	Cost Recovery Percentage	77.6%	93.6%	69.5%	69.8%	70.7%

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

DEPARTMENT OVERVIEW

The Yountville Community pool provides summer aquatics enjoyment to the Veterans Home members, Town residents and to the general public in the surrounding communities of the Napa Valley. Our goal is to provide safe and enjoyable experiences for pool visitors at an affordable cost.

The Yountville Community Pool consists of the main pool and activity pool. The facility includes men's and women's locker rooms, a snack bar, and main office with a staff locker room. Also located at the facility are a pump room, electrical room, public works storage room and aquatic storage room. There are two outdoor showers and a drinking fountain for patron usage.

The pool operates six days a week, Tuesday through Sunday, and is closed on Mondays. The schedule consists of senior swim, Community swim, swimming lessons and evening swim programs. Pool hours range from 10:00 AM – 7:00 PM. The staff consists of a pool manager, lifeguards, swim instructors and pool attendants to facilitate management and operation of the pool.

The Pool operates with a general fund subsidy of approximately 60% or $96,000 per year. We will continue to offer lap swim passes which we found encourages more participation during Veterans and Senior swim time. This pass will be open to all adults. "Free Resident Swim" night will continue with the sponsorship from Kiwanis Club of Yountville. We continue to analyze ways to maximize our cost recovery by eliminating classes that have reduced participation such as Water Aerobics and Family Night swim and increase fees to offset staffing costs with programs such as swim lessons. Speaking of swim lessons, last summer we taught 369 students how to swim which generated a revenue of $14,836.

2014-2015 ACCOMPLISHMENTS

- Provided Water Aerobics Classes.
- Offered Lap swim times during Senior / Veterans swim time.
- Increased fees for Family, Couple and Individual swim passes to meet cost recovery targets.
- Increased registration fees in private swim lessons.
- Installed lockers for patrons to use while visiting the pool.
- A leak at the Children's Activity Pool was repaired and the activity pool was re-surfaced.

2015-2016 GOALS & OBJECTIVES

- Increase the cost of swim lesson fees by $5 for residents and non-residents to offset staffing costs.
- Continue to offer lap swim times during Senior / veterans swim time.
- Increase the cost of private birthday party rental fees to $80. Change the time frame for rental to 12 – 4 pm.
- Due to low participation Family Swim night on Sundays has been removed from the summer programming schedule.

MAJOR BUDGET CHANGES

This summer the pool will operate one week longer than its typical season due to the NVUSD schedule. This will in turn increase staffing costs for the added week of programing.

Connection to Strategic Plan 2011-16

1.1.2 Leadership, Protecting Community Health and Safety – promote community and personal health through the benefits of swim programs. Teach young children how to swim to prevent drowning and promote water safety.

1.1. Leadership, Protecting Community Health and Safety – It is required that all pool attendants who work at the snack bar to become certified food handlers.

1.2.4 Personnel and Organizational Management – Provide a safe workplace: Educate and train new summer employees on safety procedures and the importance of a safe working environment for all employees as well as the general public.

4.4 Community Spirit, Comprehensive Cost Recovery – continue to evaluate the pools cost recovery programs. Compare programming fees of other municipalities to be competitive in the local community.

4.5 Community Spirit; On-line Registration System – An on line registration system was launched last summer. This enabled families to sign up via the internet for swim lessons and purchase swim passes without having to come in person to register.

3.1 Communication and Civic Engagement – Provide Meaningful Communications & Information: A summer program guide is published to highlight both the Aquatics and Summer Camp program information directly to the general public. This brochure is specific and informative for summer programming activities.

DEPARTMENT HIGHLIGHT

★ Both men's and women's locker room shower areas will be painted.

DID YOU KNOW?

- Last summer we had 8,739 people visit the pool.
- Revenue for entrance fees alone came to $20,075.
- We taught 369 students how to swim which generated a revenue of $14,836.

Residents enjoying the main pool

The Children's Activity Pool was updated

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	28,592	29,252	29,830	29,830	31,490
4011	Salaries - Part Time	44,763	47,254	45,000	45,000	45,000
4012	Overtime	96	171	-	-	500
4040	Benefits & Taxes	14,702	15,182	19,290	19,290	17,600
4049	Allocated OPEB	2,400	2,964	3,800	3,800	4,710
	Total Personnel	**$ 90,552**	**$ 94,823**	**$ 97,920**	**$ 97,920**	**$ 99,300**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	585	300	300	300
4120	Other Supplies & Materials	4,930	4,505	4,200	4,200	4,200
4125	Chemicals	11,982	8,495	12,500	12,500	12,000
4140	Supplies for Resale - Snack Bar	3,352	2,950	4,500	4,500	4,500
4210	Contract Services	5,433	5,357	4,800	4,800	3,600
4280	Other Agencies	1,284	1,310	1,300	1,300	1,300
4310	Facilities Maintenance	50	235	1,200	1,200	2,500
4320	Equipment Maintenance	3,454	841	4,000	4,000	3,000
4410	Facility Rental	-	2	1	1	1
4699	Allocated IT Costs	2,763	2,477	4,610	4,610	3,800
4710	Conference & Travel	665	600	700	700	700
4715	Meetings & Training	770	458	700	700	700
4720	Dues & Subscriptions	15	-	-	-	-
4819	Allocated Liability Insurance	3,597	2,907	3,020	2,385	3,050
4839	Allocated Workers' Comp Insurance	2,293	2,365	2,980	2,797	2,950
	Total Supplies & Services	**$ 40,587**	**$ 33,088**	**$ 44,811**	**$ 43,993**	**$ 42,601**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	3,681	799	1,000	1,000	1,000
	Total Capital Outlay	**$ 3,681**	**$ 799**	**$ 1,000**	**$ 1,000**	**$ 1,000**
	TOTAL EXPENDITURES	**$ 134,821**	**$ 128,710**	**$ 143,731**	**$ 142,913**	**$ 142,901**
STAFF ALLOCATIONS (FTE)						
	Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200	0.0200
	Community Facilities Manager	0.1500	0.1500	0.1500	0.1500	0.1500
	Public Works Manager	0.1000	0.1000	0.0250	0.0250	0.0250
	Maintenance Worker	0.0500	0.0500	0.1500	0.1500	0.1500
	Facility & Grounds Worker	-	-	0.0250	0.0250	0.0250
	Administrative Assistant	0.0500	0.0500	0.0500	0.0500	0.0500
	Utility Operator	0.0250	0.0250	-	-	-
	TOTAL STAFF	0.3700	0.3700	0.4200	0.4200	0.4200
PROGRAM REVENUE						
3536	Swimming Pool Fees	35,153	34,822	31,000	31,000	33,000
3537	Swim Lesson Fees	15,748	14,224	16,500	16,000	17,000
3319	Concession Sales	4,710	5,958	6,000	6,000	6,500
	TOTAL PROGRAM REVENUE	$ 55,611	$ 55,004	$ 53,500	$ 53,000	$ 56,500
	Cost Recovery Percentage	41.2%	42.7%	37.2%	37.1%	39.5%

DEPARTMENT OVERVIEW

The expanded Community Center complex opened in the Fall of 2009 to facilitate meeting the diverse recreational and social needs of people of all ages and interests in our community. A broad variety of programs, activities and events are offered and hosted at the center. The Community Center functions as the "front porch" for town residents and serves as a community gathering place for all types of occasions which fosters a greater sense of community pride and enhances the quality of life in our community.

The Community Center contains a wide variety of rooms, outdoor spaces and amenities that lend themselves to broad and diverse uses. The facility can support groups and functions of all sizes, from small meetings and gatherings to elegant wedding receptions and banquets to large fundraisers, sporting events and trade shows. The center is used by our local government, residents, Town non-profits, Non-Yountville government agencies and the general public. The cost of staffing, maintaining and promoting the facility are partially offset by rental income and user fees.

Our uses at the Community Center are broken into three categories:
- Paid Rental Activity
- Internal Use of Recreational Programs
- Partnership/Co-Sponsored Use

Paid Rental Activities are typically private events and the event holder pays a fee based on set criteria. As an example, residents receive reduced rates whereas commercial users receive a higher rate structure.

Internal use of recreational programs includes classes, leagues, events and seminars that are offered by the Parks and Recreation Department. These classes may be free of charge or have a registration cost associated. Revenue and expenses for these programs is seen in accounts 5410, 5411 and 5412. We do not assess ourselves rental fees for recreational programs and events.

Partnership/Co-Sponsored use is the last category. The Town has adopted a co-sponsorship program that allows for free use or a reduced rental fee for local non-profit organizations or government agencies. In 2014, the community center hosted 40 events in the Partnership/Co-Sponsored category with a value of over $70,400. This is a very important way that the Town of Yountville supports the Yountville Community.

Did you know the Community Center hosted 84 paid events in 2014? Revenue was just over $74,000. The center still has significant growth of internal Parks & Recreation programming activities (as seen mostly in the 5410 and 5411 accounts) and in Town sponsorship and event programming. The trade off of the increase in this internally department or co-sponsored activity is that the facility is less available for market rate rentals. Internal classes and events do not pay space rental and co-sponsored events do not pay space rental fees but do cover direct costs such as part-time staff and cleaning. We are also finding that the economy is definitely bouncing back. Inquires and contracted rentals have increased this year. Due to the August earthquake some venues were damaged and the community center has seen an increase in rental due to the earthquake.

The Community Hall will be going under renovation for approximately 4 weeks starting in late July through the first two weeks of August. Rentals will be limited to only the Generations room for that time frame. This will reflect with a decrease in revenue during these months.

2014-2015 ACCOMPLISHMENTS

- Managed needed repairs to the community center as we searched for contractor(s) to provide building repairs.
- Minimized effect on ability to rent and program facility during repairs.
- Expanded advertising opportunities to other wedding advertisers to increase visibility.

2015-2016 GOALS & OBJECTIVES

- Completion of the Community Center repairs by the end of the fiscal year.
- Develop a maintenance management schedule for the center.
- Work with our new Marketing Intern to create new marketing materials to promote the center.
- Install a multi-media system in the Generations room to allow movies and video presentations to be viewed and heard through the existing sound system.

MAJOR BUDGET CHANGES

Reduction in Facilities maintenance budget (5408-4310) due to repair of construction defects from prior litigation.

CONNECTION TO STRATEGIC PLAN 2011-16

3.3 Communication and Civic Engagement – Invite Public Awareness Through Increased Communications and Engagement; post and update information onto Town's website to promote the rental of the facilities at the Community Center. Use many different forums of advertising to reach all sectors of the population to entice rental opportunities.

4.3 Community Spirit, Community Center Operations – continue to analyze the operations and marketing plan to meet goals. Monitor trends in the industry and community while providing the highest quality customer service. A tracking method was established to quantify tours and rental activity from year to year.

4.4 Community Spirit, Comprehensive Cost Recovery and Pricing Policy – evaluate rental fees on a yearly basis to make sure rates are priced according to the market trend. Continue to analyze cost recovery for residents versus non-resident rate structure.

4.6 Community Spirit, Seek out and Develop Community Based Partnerships – continue to work with organizations such as Master Gardeners, Alzheimer's Assoc., NV Hospice to provide educational classes to the community. New partnerships have been established with Latina's Women's, Live Healthy Napa Valley and Senior Helpers. In return, reduced or free rental usage is provided for their organizations seminar.

6.6.5 Facilities Maintenance, Implement Maintenance Measures – with over 4 years of full operation of the Community Center, on-going maintenance measures and procedures are being evaluated and criteria is being set in place to maintain these facilities and establish a standard of care.

DEPARTMENT HIGHLIGHT

★ All construction defects (HVAC, siding, flooring, roofing, wall coverings, EPIC lawn, flooring in restrooms, door hardware and other building defects will have been repaired by end of the fiscal year.

DID YOU KNOW?

- The Community Center hosted 84 paid events in 2014, with revenue just over $74,000.
- 40 events were hosted in the Partnership/Co-Sponsored category with a value of over $70,400.

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	93,690	94,433	102,000	102,000	106,450
4011	Salaries - Part Time	17,067	14,163	19,500	19,500	15,000
4012	Overtime	123	190	-	-	400
4040	Benefits & Taxes	38,166	38,505	53,570	53,570	47,020
4049	Allocated OPEB	7,440	9,396	12,870	12,870	11,790
	Total Personnel	**$ 156,486**	**$ 156,686**	**$ 187,940**	**$ 187,940**	**$ 180,660**
	SUPPLIES & SERVICES					
4110	Office Supplies	395	152	600	600	600
4120	Other Supplies & Materials	6,512	7,763	8,300	8,300	8,500
4130	Postage & Printing	91	51	1,800	1,800	1,550
4210	Contract Services	37,100	35,614	62,800	62,800	58,200
4250	Advertising	10,187	9,832	15,000	15,000	14,260
4310	Facilities Maintenance	8,044	23,483	7,900	7,900	6,000
4320	Equipment Maintenance	4,216	10,599	26,000	26,000	13,500
4510	Utilities - Gas & Electric	35,596	42,547	40,000	40,000	40,000
4515	Utilities - Water & Sewer	4,556	4,030	5,400	5,400	5,400
4520	Waste Disposal & Recycling	4,715	4,721	4,600	4,600	4,600
4699	Allocated IT Costs	7,484	7,223	13,160	13,160	10,860
4710	Conference & Travel	876	317	1,400	1,400	700
4715	Meetings & Training	322	269	400	400	400
4720	Dues & Subscriptions	-	-	200	200	200
4819	Allocated Liability Insurance	4,728	4,968	4,880	3,854	4,800
4839	Allocated Workers' Comp Insurance	3,015	4,049	4,820	4,524	4,690
4850	Special Events Insurance	3,442	3,033	4,600	4,600	6,500
	Total Supplies & Services	**$ 131,280**	**$ 158,650**	**$ 201,860**	**$ 200,538**	**$ 180,760**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	3,210	4,723	2,600	2,600	2,700
	Total Capital Outlay	**$ 3,210**	**$ 4,723**	**$ 2,600**	**$ 2,600**	**$ 2,700**
	TOTAL EXPENDITURES	**$ 290,976**	**$ 320,059**	**$ 392,400**	**$ 391,078**	**$ 364,120**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.0500	0.0500	0.0500	0.0500	0.0500
	Parks & Recreation Director	0.1000	0.1000	0.1000	0.1000	0.1000
	Community Facilities Manager	0.7000	0.7000	0.7000	0.7000	0.7000
	Public Works Manager	0.0500	0.0500	0.0500	0.0500	0.0500
	Maintenance Worker	0.1000	0.0500	0.1500	0.1500	0.1500
	Facility & Grounds Worker	-	0.0500	0.0250	0.0250	0.0250
	Accounting Technician	0.0500	0.0500	0.0500	0.0500	0.0500
	Administrative Assistant	0.0500	0.0500	0.0500	0.0500	0.0500
	Finance Director	0.0250	0.0250	0.0250	0.0250	0.0250
	Utility Operator	0.0250	0.0250	-	-	-
	TOTAL STAFF	1.1500	1.1500	1.2000	1.2000	1.2000
PROGRAM REVENUE						
3312	Community Hall Rental	30,511	45,925	45,000	51,000	55,000
3313	Community Center Rental	13,990	10,570	9,500	11,000	17,000
3314	Other Facility Rental Charges	25,626	30,020	32,000	32,000	34,000
	TOTAL PROGRAM REVENUE	$ 70,126	$ 86,515	$ 86,500	$ 94,000	$ 106,000
	Cost Recovery Percentage	24.1%	27.0%	22.0%	24.0%	29.1%

Town of Yountville

PARKS & RECREATION – COMMUNITY CENTER

General Fund Department 5408

DETAIL FOR EXPENSE ACCOUNTS

4011	Part-Time Staff:		
	Building Attendant		$15,000
	Cost recovery included in Other Facility Rental Charges for some hours		
	(Revenue code 01-3314)		
4120	Other Supplies & Materials:		$8,500
	Janitorial and maintenance supplies		
4210	Contract Services:		$58,200
	Janitorial / Waste Management Service / CINTAS - routine	$35,600	
	Security & Janitorial - additional services recovered through rental fees	22,600	

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

DEPARTMENT OVERVIEW

The purpose of the After School program is to provide quality childcare alternatives for youth in grades K-5 in the hours immediately after school. Research has shown that the hours immediately after school are critical hours for school age children. The Yountville After School program provides fun, healthy, enriching and safe activities, as well as homework assistance for children in grades Kindergarten through 5th grades and helps to direct them towards safe and healthy free time choices.

With less money in our schools and less time in the school year, children are not experiencing the full spectrum of education of the past. Subjects like art, music and physical education are falling to the wayside in order to focus on other academic subjects. Parents and School Administrators are looking to programs such as ours to try and fill that gap. In 2014-15, our After School Programs served an average of 64 children per day or 60% of the student population of Yountville Elementary School. Of those 64 children, 30 are Yountville residents with the other 34 coming from Napa.

The Parks and Recreation Department operates these programs due to a lack of a school based program or a local private sector program alternative. The Town offers these programs as a convenience to families who would otherwise have to utilize programs located in Napa, and in turn would not transfer to Yountville Elementary School.

In the 2012-13 school year, we implemented changes to the program offering a Homework Club and a full time care option. This options has continued to be successful. We continue to see success with this model due to the grant funding provided by local organizations such as Kiwanis and the Youth Subsidy Fund that allows low income children to participate in Homework Club. The homework club is offered 4 days per week and a monthly fee is charged for families participating in the homework club of $10 per day. For children who enroll full time, they are charged a higher fee of $18 per day and receive care until 5:30 pm Monday-Friday.

We forecast that we will end the 2014-15 budget year exceeding our revenue goal and recovering over 70% of the cost of the program. We will continue offering this program model in the 2015-16 school year as it is meeting the needs of the families as well as the cost recovery targets of the Town.

The general fund subsidy of this program as budgeted is approximately 30% or just under $60,000. At our current level of enrollment that subsidy is equal to just under $1,000 per child participant per year.

2014-2015 ACCOMPLISHMENTS

- Continued to emphasize healthy snack options and physical activity each day including the elimination of all drinks except water and milk offered during the program day as part of the county-wide “Rethink your Drink” campaign.
- Continued to successfully partner with teachers and school staff to ensure the students were getting the assistance they need during homework time.

2015-16 GOALS & OBJECTIVES

- Continuing to grow the program enrollment and maintain a strong partnership with the school.

DID YOU KNOW?

- Our After School Programs served an average of 64 children per day or 60% of the student population of Yountville Elementary School.

Connection to Strategic Plan 2011-16

4.4 Parks and Recreation Comprehensive Cost Recovery and Pricing Policy – In order to provide consistency in pricing of recreational programs, activities, park, and facility rentals the department, must have a policy.

4.3 Community Center Operations – Continue to work on promoting our "Add-On" program options to families including program like Karate, Ballet and Art.

4.6 Seek Out and Develop Community Partnerships – Many of the areas we are focusing on for enhancements include utilizing the service and expertise of others in the community. Continue to grow the Health & Wellness curriculums of the program and maintain a balance of passive or table time and physical activity and play.

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	48,342	46,409	48,690	48,690	51,550
4011	Salaries - Part Time	28,659	37,617	39,000	39,000	44,000
4012	Overtime	750	459	-	-	800
4040	Benefits & Taxes	26,599	26,004	34,910	34,910	35,540
4049	Allocated OPEB	3,960	4,584	6,140	6,140	8,500
	Total Personnel	**$ 108,311**	**$ 115,073**	**$ 128,740**	**$ 128,740**	**$ 140,390**
	SUPPLIES & SERVICES					
4110	Office Supplies	161	-	300	300	350
4120	Other Supplies & Materials	10,317	13,941	13,000	13,000	13,000
4210	Contract Services	-	4,429	-	-	-
4410	Facility Rental	2,800	2,085	3,500	3,500	4,000
4699	Allocated IT Costs	5,540	5,023	8,770	8,770	7,240
4819	Allocated Liability Insurance	3,442	3,354	3,510	2,772	3,750
4839	Allocated Workers' Comp Insurance	2,204	2,716	3,470	3,257	3,680
	Total Supplies & Services	**$ 24,465**	**$ 31,548**	**$ 32,550**	**$ 31,599**	**$ 32,020**
	TOTAL EXPENDITURES	**$ 132,776**	**$ 146,621**	**$ 161,290**	**$ 160,339**	**$ 172,410**
	STAFF ALLOCATIONS (FTE)					
	Parks & Recreation Director	0.0500	0.0500	0.0500	0.0500	0.0500
	Recreation Coordinator	0.6500	0.6500	0.6500	0.6500	0.6500
	Administrative Assistant	0.1000	0.1000	0.1000	0.1000	0.1000
	TOTAL STAFF	0.8000	0.8000	0.8000	0.8000	0.8000
	PROGRAM REVENUE					
3534	After School Fees	$ 108,955	$ 139,226	$ 112,000	$ 112,000	$ 114,000
	Cost Recovery Percentage	82.1%	95.0%	69.4%	69.9%	66.1%

DETAIL FOR EXPENSE ACCOUNTS		
4120	Other Supplies & Materials: Snacks, Art Supplies and Sports Supplies	$13,000
4410	Facility Rental: Rental fees paid to the Napa County Office of Education	$4,000

DEPARTMENT OVERVIEW

The Parks and Recreation Department- Leisure Programs offer classes and activities that enrich the quality of life for our residents in Yountville and the Napa Valley. These programs include specialty classes, services, events and trips. Many of the classes are offered through partnerships such as with the UC Master Gardeners of Napa County and Hospice and Adult Day Services. Some Leisure classes are provided at little or no cost and others vary based on the cost of the instructor.
An illustration of the classes and programs offered include:

- UC Master Gardeners of Napa County Programs (Offered for $10 per class)
- Fitness Classes such as Jazzercise, Zumba Yoga (Fee)
- Ballroom Dancing (Fee)
- Dance (Fee)
- Alternative Specialty Summer Camps (Fee)
- Trips and Excursions (Fee)

Most of the classes offered are taught by a contract instructor and not a Town employee. The contract instructor provides all curriculum, supplies and materials for the class and the Town provides the space, the facility monitor, marketing and registration processing. In most cases, the contractor receives 60% of the class fees and the Town receives 40% of the fee to cover marketing, administrative, facility use and other costs. Most classes and excursions require a minimum number of participants in order for the class or activity to be held. This cancellation policy assists us with making sure that we recover fixed costs.

The Department offers a number of FREE programs and special events throughout the year including:

- Town Tree Lighting Celebration
- Winter Wonderland Arts Fair
- Festival of Lights Related Activities
- Community Thanksgiving Dinner Assistance
- Senior Holiday Bingo Event
- Easter Egg Dyeing Event
- Movies in the Park
- Annual Camp Out and Movie Night in Yountville Community Park
- Open Gym Basketball
- Open Gym Pickleball
- Bridge Group
- Community Easter Egg Hunt
- Drop in play group for toddlers
- Music in the Park Series

2014-2015 ACCOMPLISHMENTS

- We will continue with our successful movie night sponsorships. In 2014-15 we raised over $3,000 to cover the cost of the movies in the park.

2015-2016 GOALS & OBJECTIVES

- Community Outreach and surveying to ensure we are serving our local population to the best of our ability.

MAJOR BUDGET CHANGES

There are no major budget changes to this area.

Connection to Strategic Plan 2011-16

1.1.2 Protecting Community Health and Safety – Continue offering programs that encourage physical activity and promote healthy lifestyles.

4.2 Parks and Recreation Department Marketing Plan – Implement the Marketing plan and increase awareness of our programs and services.

4.3 Community Center Operations – continue to increase enrollment and explore ways to optimize attendance and utilization of the Community Center.

4.4 Parks and Recreation Department Comprehensive Cost Recovery and Pricing Policy – Continue to examine cost recovery and staffing to set realistic cost recovery goals for programs and services.

DEPARTMENT HIGHLIGHT

★ We continue to see terrific growth in our Leisure Classes and programs, especially in our fitness programs for adults and trips/excursions. Increased participation in these programs results in both a growth in revenue and collateral increase in expenditures as well.

Yountville Days

DID YOU KNOW?

▪ We offer 14 FREE leisure programs-these are some of the most talked about events during the year!

Zumba class

Ballet

Our popular “Movies in the Park”

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	47,669	53,874	55,200	55,200	57,110
4011	Salaries - Part Time	11,843	10,782	11,000	11,000	15,000
4012	Overtime	307	502	400	400	400
4040	Benefits & Taxes	30,478	33,814	38,730	38,730	39,350
4049	Allocated OPEB	4,200	5,256	6,970	6,970	10,000
	Total Personnel	**$ 94,498**	**$ 104,228**	**$ 112,300**	**$ 112,300**	**$ 121,860**
	SUPPLIES & SERVICES					
4110	Office Supplies	47	-	300	300	300
4120	Other Supplies & Materials	8,313	12,773	9,500	9,500	11,000
4140	Supplies for Resale - Tickets	9,194	9,383	8,000	8,500	10,000
4210	Contract Services	6,650	9,773	8,500	8,734	12,000
4260	Contract Instructors	30,807	29,980	25,500	25,500	30,000
4420	Equipment Rental	5,550	4,251	5,500	3,500	4,000
4699	Allocated IT Costs	5,340	5,143	8,990	8,990	7,420
4819	Allocated Liability Insurance	2,688	2,654	2,660	2,101	2,850
4839	Allocated Workers' Comp Insurance	1,720	2,155	2,630	2,469	2,780
	Total Supplies & Services	**$ 70,309**	**$ 76,111**	**$ 71,580**	**$ 69,594**	**$ 80,350**
	TOTAL EXPENDITURES	**$ 164,807**	**$ 180,339**	**$ 183,880**	**$ 181,894**	**$ 202,210**
STAFF ALLOCATIONS (FTE)						
	Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200	0.0200
	Recreation Supervisor	0.5500	0.5500	0.5500	0.5500	0.5500
	Recreation Coordinator	0.0500	0.0500	0.0500	0.0500	0.0500
	Administrative Assistant	0.2000	0.2000	0.2000	0.2000	0.2000
	TOTAL STAFF	0.8200	0.8200	0.8200	0.8200	0.8200
PROGRAM REVENUE						
3530	Class Fees	$ 52,336	$ 57,439	$ 48,000	$ 48,000	$ 52,000
3531	Events Fees	9,418	6,429	8,500	6,500	8,000
3539	Excursion Fees	14,950	17,599	16,000	14,000	14,000
	TOTAL PROGRAM REVENUE	$ 76,704	$ 81,467	$ 72,500	$ 68,500	$ 74,000
	Cost Recovery Percentage	46.5%	45.2%	39.4%	37.7%	36.6%

DEPARTMENT OVERVIEW

The Parks and Recreation Services Department – Teen Programs provide a safe and socially accepting environment where teens can learn new skills, develop a positive self-image, build relationships, become involved in their community and learn lifelong values.

During the 2014-2015 fiscal year, staff provided several opportunities for teens to take out of town excursions. We were not successful in getting enough enrollment to make the trips go. We also continued to administer the Town of Yountville volunteer program where we had 14 teen-aged volunteers signed up to volunteer at special events and programs through the Town.

Through feedback from the Park and Recreation Advisory Commission and residents, we are proposing a modest budget to continue to attempt to offer special activities specifically targeted towards middle and early high school aged teens. We will also offer another Teen Roundtable in the summer of 2015 to gather input from resident teens on how to best serve them.

2014-2015 ACCOMPLISHMENTS

- A teen focus group meeting was held in June 2014.

2015-2016 GOALS & OBJECTIVES

- Use information learned from the Teen Focus Group to improve our services for that age group.
- Establish a program structure the serves our local teens and encourages their participation.

MAJOR BUDGET CHANGES

There are no major budget changes.

CONNECTION TO STRATEGIC PLAN 2011-16

1.1.2 Protecting Community Health and Safety – Continue offering programs that encourage physical activity and promote healthy lifestyles.

4.2 Parks and Recreation Department Marketing Plan – explore cutting edge ways to capture the "tween" and teen populations interest and provide ongoing information to them and increase enrollment in the program.

4.4 Parks and Recreation Department Comprehensive Cost Recovery and Pricing Policy – Continue to examine cost recovery, staffing ratios and set reasonable goals for teen programming as well as search out alternate funding sources.

DEPARTMENT HIGHLIGHT

★ Successfully pairing 14 teens with volunteer opportunities in our community.

Town of Yountville
PARKS & RECREATION - TEEN PROGRAMS
General Fund Department 5411

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	-	3,480	3,440	3,440	3,550
4011	Salaries - Part Time	-	-	1,500	1,500	1,000
4040	Benefits & Taxes	-	2,188	2,570	2,570	2,490
4049	Allocated OPEB	-	336	440	440	500
	Total Personnel	**$ -**	**$ 6,004**	**$ 7,950**	**$ 7,950**	**$ 7,540**
	SUPPLIES & SERVICES					
4120	Other Supplies & Materials	-	700	1,500	1,500	1,500
4210	Contract Services	-	80	-	-	-
4699	Allocated IT Costs	-	429	550	550	450
4819	Allocated Liability Insurance	-	194	200	158	180
4839	Allocated Workers' Comp Insurance	-	160	200	188	180
	Total Supplies & Services	**$ -**	**$ 1,564**	**$ 2,450**	**$ 2,396**	**$ 2,310**
	TOTAL EXPENDITURES	**$ -**	**$ 7,568**	**$ 10,400**	**$ 10,346**	**$ 9,850**
STAFF ALLOCATIONS (FTE)						
	Recreation Supervisor	-	0.0500	0.0500	0.0500	0.0500
	TOTAL STAFF	-	0.0500	0.0500	0.0500	0.0500
PROGRAM REVENUE						
3533	Teen Program Fees	$ -	$ -	$ 500	$ -	$ -
	Cost Recovery Percentage	0.0%	0.0%	4.8%	0.0%	0.0%

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

DEPARTMENT OVERVIEW

The Parks and Recreation Services Department - Sports Programs are designed to provide opportunities for community members to be active and involved in sports regardless of skill level.

- 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. In 2014/15 we served 25 children in our Mini-Sports Programs.
- Youth Sports- Basketball League. This program offers youth ages 5 and up the opportunity to participate an organized league where fun is the main goal. Participants gain skills in the sport as well as important leadership, character and problem solving skills. This league is offered as part of the "Upper Valley Youth Sports" with the cities of Calistoga and St. Helena. In 2014/15 we served 29 kids in our Youth Basketball League.
- Open Gym Time- We will continue with our Open Gym program for all ages. The program will continue to be free to residents and non-residents will be able to purchase an annual pass for $60 or pay a $5 daily drop in rate. Open Gym play is offered for Basketball and Pickleball. In 2014/15 to date, we have served 16 Non-Residents and 12 Residents in Open Gym Pickleball. Open Gym Basketball has served 296 Non-Residents and 64 Residents.

2014-2015 ACCOMPLISHMENTS

- We offered a comprehensive coach and referee training in coordination with the Upper Valley Youth Sports League prior to the basketball season starting.
- We successfully transitioned to a contractor run Basketball League this year working with National Sports.

2015-2016 GOALS & OBJECTIVES

- Begin offering Volleyball Programming for youth, teens and adults.
- Begin offering Open Gym Basketball times for restricted age groups (i.e.: Under 40 and 40+) to encourage more participation by adults over 40.

MAJOR BUDGET CHANGES

There are no major budget changes to this area.

CONNECTION TO STRATEGIC PLAN 2011-16

1.1.2 Protecting Community Health and Safety – Continue offering programs that encourage physical activity and promote healthy lifestyles.

3.2 Update and Maintain Website – continue to improve our communication and marketing to participants and parents by utilizing our website and e-mail.

4.6 Seek Out and Development Community Based Partnerships – Offer a comprehensive Volunteer Coaches Orientation that includes coaching goals and techniques.

DEPARTMENT HIGHLIGHT

★ The department has continued to see increased utilization of the Open Gym times. This program is also reaching a segment of the population that we don't typically reach, the restaurant workers of Yountville.

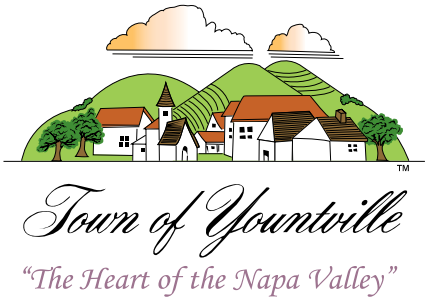
DID YOU KNOW?

- We served 29 children in our Youth Basketball League.
- In 2014/15 to date, we have served 16 Non-Residents and 12 Residents in Open Gym Pickleball.
- Open Gym Basketball has served 296 Non-Residents and 64 Residents.

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

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	19,322	22,166	22,780	22,780	23,650
4011	Salaries - Part Time	6,141	7,530	7,200	7,200	7,200
4012	Overtime	65	121	-	-	-
4040	Benefits & Taxes	12,611	14,190	16,050	16,050	15,990
4049	Allocated OPEB	1,680	2,148	2,880	2,880	3,660
	Total Personnel	**$ 39,819**	**$ 46,155**	**$ 48,910**	**$ 48,910**	**$ 50,500**
	SUPPLIES & SERVICES					
4120	Other Supplies & Materials	1,651	2,180	2,000	2,000	1,500
4210	Contract Services	-	45	500	500	500
4699	Allocated IT Costs	2,084	2,011	3,510	3,510	2,900
4819	Allocated Liability Insurance	1,209	1,167	1,210	956	1,240
4839	Allocated Workers' Comp Insurance	771	952	1,200	1,126	1,190
	Total Supplies & Services	**$ 5,716**	**$ 6,355**	**$ 8,420**	**$ 8,092**	**$ 7,330**
	TOTAL EXPENDITURES	**$ 45,534**	**$ 52,510**	**$ 57,330**	**$ 57,002**	**$ 57,830**
STAFF ALLOCATIONS (FTE)						
	Parks & Recreation Director	0.0200	0.0200	0.0200	0.0200	0.0200
	Recreation Supervisor	0.2500	0.2500	0.2500	0.2500	0.2500
	Administrative Assistant	0.0500	0.0500	0.0500	0.0500	0.0500
	TOTAL STAFF	0.3200	0.3200	0.3200	0.3200	0.3200
PROGRAM REVENUE						
3532	Sports Program Fees	$ -	$ 5,420	$ 6,500	$ 6,500	$ 6,500
	Cost Recovery Percentage	-	10.3%	11.3%	11.4%	11.2%

Photo Credit: Rob Wennerberg



Water Utility Enterprise

Water Utility Operating Fund Overview

Water Revenues

Water Operations

Water Purchases & Conservation

Water Utility Capital Improvement Fund

Water Drought Reserve Fund

Water Connection Impact Fee

Town of Yountville
"The Heart of the Napa Valley"

Water Utility Enterprise

Water Utility Operating Fund (61) – accounts for water revenue from user fees, operating expenses to distribute water to customers, purchases of water, primarily from the Veteran's Home, and conservation efforts

- **Water Operations & Treatment – 4505**
- **Water Purchases & Conservation – 4507**

Water Utility Capital Improvements Fund (60) – accounts for acquisition of water system improvements & acquisition of major equipment

Water Drought Reserve Fund (57) – established by Council policy to account for $2 million reserve established for water purchases on the spot market in the event of a drought

Water Connection Impact Fee Fund (58) – accounts for fees charged on residential & commercial development –funds allocated for capital infrastructure projects

Town of Yountville
WATER UTILITY OPERATING FUND SUMMARY
Fiscal Year 2015-16

	Fund 61	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 89,727**	**$ 352,269**	**$ 679,732**	**$ 679,732**	**$ 912,793**
	OPERATING REVENUE					
	Residential Sales	615,768	725,586	824,570	794,750	840,500
	Non Profit Sales	77,947	83,546	102,400	87,000	89,000
	Commercial Sales	263,586	323,863	356,580	372,500	396,000
	Other Services	14,116	13,070	8,060	21,330	16,220
	Other Revenue	676	1,322	5,500	5,500	10,500
	Total Operating Revenue	**$ 972,093**	**$ 1,147,386**	**$ 1,297,110**	**$ 1,281,080**	**$ 1,352,220**
	OPERATING EXPENSES					
	Personnel	235,509	220,828	328,565	328,565	325,955
	Supplies & Services	75,759	97,512	115,220	114,876	131,560
	Capital Outlay	662	4,759	6,000	6,958	3,000
	Water Purchases	392,512	493,135	456,300	523,800	578,450
	Depreciation Expense	68,502	69,407	72,000	72,000	75,000
	Total Operating Expenses	**$ 772,945**	**$ 885,641**	**$ 978,085**	**$ 1,046,199**	**$ 1,113,965**
	NET OPERATING INCOME (LOSS)	**$ 199,149**	**$ 261,745**	**$ 319,025**	**$ 234,881**	**$ 238,255**
	NON-OPERATING REVENUE, EXPENSES & TRANSFERS					
3301	Investment Earnings	391	486	500	1,000	800
3900	Transfer from Water Capital (60)	68,502	69,408	-	-	-
6500	Interest on Interfund Loan (57)	(5,500)	(4,176)	(2,820)	(2,820)	(1,430)
7900	Transfer to Water Capital (60)	-	-	-	-	(200,000)
	Total Non-Operating Revenue, Expenses & Transfers	**$ 63,393**	**$ 65,718**	**$ (2,320)**	**$ (1,820)**	**$ (200,630)**
■	**ENDING FUND BALANCE**	**$ 352,269**	**$ 679,732**	**$ 996,437**	**$ 912,793**	**$ 950,418**
	As Percent of Operating Expenses	46%	77%	102%	87%	85%
	Net Change in Fund Balance	262,542	327,463	316,705	233,061	37,625
STAFF ALLOCATIONS (FTE)						
4505	Operation & Distribution	1.4750	1.9300	1.9300	1.9300	1.9300
4507	Purchases & Conservation	0.1500	0.1500	0.2750	0.2750	0.2750
	TOTAL STAFF	1.6250	2.0800	2.2050	2.2050	2.2050

Town of Yountville
WATER UTILITY OPERATING REVENUE
Fund 61

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	RESIDENTIAL SALES					
3610	Single Residential	375,647	430,173	505,440	475,000	500,000
3611	Multi Residential	64,101	78,178	86,250	86,250	95,000
3612	Mobile Homes	50,046	71,252	72,000	75,000	78,000
3613	Condominium	52,308	60,678	70,380	68,000	72,500
3614	Residential - Outside Town	73,666	85,306	90,500	90,500	95,000
	Total Residential Sales	**$ 615,768**	**$ 725,586**	**$ 824,570**	**$ 794,750**	**$ 840,500**
	NONPROFIT SALES					
3620	Church or School	35,410	39,442	47,650	42,000	44,000
3621	Town Use	42,537	44,104	54,750	45,000	45,000
	Total Nonprofit Sales	**$ 77,947**	**$ 83,546**	**$ 102,400**	**$ 87,000**	**$ 89,000**
	COMMERCIAL SALES					
3630	Restaurant/Bar	47,268	64,138	65,500	67,500	70,000
3631	Hotel/Inn	135,774	163,684	182,690	180,000	195,000
3632	Other Commercial	44,981	55,706	60,530	85,000	89,000
3633	Multi Commercial	35,564	40,335	47,860	40,000	42,000
	Total Commercial Sales	**$ 263,586**	**$ 323,863**	**$ 356,580**	**$ 372,500**	**$ 396,000**
	OTHER SERVICES					
3660	Other Service Charges	9,031	9,350	7,500	20,000	15,000
3661	Firelines	360	360	360	720	720
3662	Meter Sets	4,725	3,360	200	610	500
	Total Other Services	**$ 14,116**	**$ 13,070**	**$ 8,060**	**$ 21,330**	**$ 16,220**
	OTHER REVENUES					
3409	Other State Revenue - Prop 84 Grant	-	962	5,000	5,000	10,000
3800	Miscellaneous	676	360	500	500	500
	Total Other Revenue	**$ 676**	**$ 1,322**	**$ 5,500**	**$ 5,500**	**$ 10,500**
	TOTAL WATER REVENUE	**$ 972,093**	**$ 1,147,386**	**$ 1,297,110**	**$ 1,281,080**	**$ 1,352,220**

DEPARTMENT OVERVIEW

The Water Fund Operations Division of the Public Works Department supports the operation and maintenance of the water distribution operations providing potable water service to our residential, commercial, public and other properties in the Town and 32 customers outside of the Town limits historically required to provide service. When the Town incorporated, it took responsibility for the existing water customers served by the water transmission line along Silverado Trail and Yountville Cross Road.

The division is responsible for maintenance and operation of the water distribution system which includes:

- Yountville Municipal Emergency Water Well.
- 6.9 miles of water distribution mains (pipeline system).
- 800 service connections and meters.
- Backflow prevention devices.
- Two pressure regulator stations between the State's transmission line and Town distribution system.

The Utility Operations Manager works with a Water Service Worker and other Public Works staff as necessary to operate and maintain the physical water distribution system. The Town utilizes outside contractors for significant construction and repair projects. The Division utilizes the Orion electronic meter reading system to remotely read water meters for each monthly billing cycle. The use of meter reading technology has allowed two crew members to completely read all of the water meters in the Town's system in three hours compared the hand read meters ____took to three days. Division staff maintains and operates the water treatment system at the Municipal Water Well, so that it will be ready in case of an emergency. Town staff takes weekly, monthly, annual and semi-annual water samples from the distribution system and Well for testing and reporting to the California Department of Public Health and customers.

The Water rate structure includes three components: a fixed system service charge based on meter size, a system replacement fee, and a water consumption charge based on actual usage. To encourage water conservation, the water usage component is on a tiered rate structure based on the customer's actual usage. Funding is provided through user charges and interest income. On February 15, 2011, the Town Council adopted a water rate and fee structure that eliminated the General Fund subsidy.

The Town water system has pressure regulators and water meters between the transmission line from Rector Water Treatment Plant and the Town water distribution systems which Division staff maintain.

Historical Water Operations Background Information:
In 2004, the Veterans Home staff at the Rector Water Treatment Plant backwashed sand from filters into the transmission line between Rector Reservoir and the Veterans Home. The sand was pulled into the Town's distribution system and has clogged water meters, sinks, showers, and other fixtures in homes and businesses. During 2004 and 2005, Town staff flushed much sand out of the distribution system. In 2010, the Veterans Home completed the retrofitting of a 1.1 million gallon, concrete water storage tank at the Veterans Home. When the tank was filled during the summer of 2010, sand was re-suspended in the transmission line and pulled into the Town distribution system. Town staff continues to monitor this condition and is preparing a plan to flush the hydrants and waterlines to remove sand from the transmission and distribution pipelines.

Before water rates were increased in 2011, the Water Utility Operations Budget was in a deficit. In Fiscal Year 2012-13, principal (6100) and interest (6500) were added for debt service on a loan from the Water Drought Reserve Fund (57-4507) to Water Utility Operations. Final payment on the loan will be made in December 2015.

The Town has an agreement with the City of Napa to provide 20 hours of water conservation education in Yountville, which includes a booth at Yountville Days and other efforts.

Town of Yountville
WATER UTILITY OPERATIONS AND DISTRIBUTION
Water Fund 61 - Department 4505

2014-2015 ACCOMPLISHMENTS

- Completed 875 water meter box cleanings.
- Completed California Department of Public Health mandated annual water quality (consumer confidence) report to customer.
- Developed and implemented water conservation education door hanger process.
- Completed a water sampling and analysis plan for the domestic water system, and it was approved by the CDPH.
- Completed tri-annual lead and copper water sampling for the water distribution system.
- Completed Initial Distribution System Evaluation (IDSE) as part of the California Department of Public Health secondary water by-product sampling requirements.

2015-2016 GOALS & OBJECTIVES

- Complete State mandated annual water quality (consumer confidence) using new report format to customers.
- Develop Water Mainline Valve exercising program.
- Develop Water Mainline Flushing program.
- Develop Water Meter Reading optimization program.
- Continue to improve and enhance the employee training and safety program.
- Continue to implement and refine use of CMMS, GIS and other technology to help improve efficiency and effectiveness.

MAJOR BUDGET CHANGES

Overall budget has increased due to a planned sewer and water rate study ($15,000) and also increases in training and meetings, allocated IT costs and increases in insurance costs.

Connection to Strategic Plan 2011-16

1.0 Leadership – 1.1.2 Support Effective Workplace Succession - Development and implementation of employee development opportunities (both technical and management oriented) for our younger employees to succeed those in the workplace who are nearing retirement is a necessary strategy to ensure continued organizational effectiveness.

6.0 Services and Infrastructure – 1.3 Maintain Compliance with Current and Evolving State and Federal Regulations - Over the next five years, the Town has not had any violations. To provide safe, clean and reliable water Town staff flushes sand out of fire hydrants and pays plumbers to maintain fixtures on private property. Town staff is working with Veterans Home staff on a plan to flush sand out of the transmission pipelines. Once it is clean, Town staff will flush distribution pipelines and recommence a valve exercising program.

DEPARTMENT HIGHLIGHT

- ★ Successfully negotiated a decrease in the Towns water sampling frequency requirement with California Department of Public Health.
- ★ Completed upgrade of meter reading software and purchased a new lap top meter reading system.

One of our sampling stations

DID YOU KNOW?

- 48 water sample tests are performed each year from our sampling stations.
- 10,500 water meter reads were conducted this year.
- 875 water meter boxes were cleaned this year.

Town of Yountville
WATER UTILITY OPERATIONS & DISTRIBUTION
Water Operating Fund 61 - Department 4505

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	139,641	126,226	162,640	162,640	166,840
4011	Salaries - Part Time	-	-	10,640	10,640	10,910
4012	Overtime	179	154	1,500	1,500	1,500
4040	Benefits & Taxes	55,700	50,529	84,355	84,355	77,745
4049	Allocated OPEB	10,800	13,776	20,530	20,530	22,270
	Total Personnel	**$ 206,320**	**$ 190,685**	**$ 279,665**	**$ 279,665**	**$ 279,265**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	-	300	300	300
4120	Other Supplies & Materials	6,353	11,088	7,000	7,000	7,000
4125	Chemicals	-	651	1,200	1,200	1,200
4130	Postage & Printing	750	1,859	2,500	2,500	2,500
4210	Contract Services	31,605	15,780	31,500	25,000	35,000
4220	Audit & Accounting Services	3,010	3,010	3,500	4,430	3,500
4225	Bank & Fiscal Agent Fees	4,291	6,086	6,500	6,500	6,500
4280	Other Agencies	4,962	4,782	6,000	6,000	6,000
4310	Facilities Maintenance	-	27,023	10,000	10,000	10,000
4320	Equipment Maintenance	-	1,223	5,000	2,500	2,500
4330	Vehicle Maintenance	2,268	1,510	1,000	1,000	1,000
4699	Allocated IT Costs	6,407	6,180	7,720	7,720	10,290
4710	Conference & Travel	-	-	1,200	1,200	3,000
4715	Meetings & Training	676	312	1,200	1,200	2,000
4720	Dues & Subscriptions	1,576	1,876	1,200	1,200	1,000
4819	Allocated Liability Insurance	5,724	5,736	7,180	5,670	7,010
4829	Allocated Property Insurance	1,377	1,940	1,900	1,840	1,810
4839	Allocated Workers' Comp Insurance	3,687	4,661	6,890	6,467	6,880
	Total Supplies & Services	**$ 72,685**	**$ 93,717**	**$ 101,790**	**$ 91,727**	**$ 107,490**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	662	4,759	6,000	6,958	3,000
	Total Capital Outlay	**$ 662**	**$ 4,759**	**$ 6,000**	**$ 6,958**	**$ 3,000**
	INTEREST ON INTERFUND LOAN					
6500	Interest	5,500	4,176	2,820	2,820	1,430
	Total Interest Expense	**$ 5,500**	**$ 4,176**	**$ 2,820**	**$ 2,820**	**$ 1,430**
	DEPRECIATION EXPENSE					
5999	Depreciation Expense	68,502	69,407	72,000	72,000	75,000
	Total Depreciation Expense	**$ 68,502**	**$ 69,407**	**$ 72,000**	**$ 72,000**	**$ 75,000**
	TOTAL EXPENSES	**$ 353,670**	**$ 362,744**	**$ 462,275**	**$ 453,170**	**$ 466,185**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.1250	0.1250	0.1250	0.1250	0.1250
	Public Works Director	0.1500	0.1500	0.1500	0.1500	0.1500
	Deputy Public Works Director	-	-	0.0500	0.0500	0.0500
	Public Works Manager	0.2500	0.2500	0.2000	0.2000	0.2000
	Engineering Technician	-	-	0.1000	0.1000	0.1000
	Utility Operator	0.1000	0.1000	0.1000	0.1000	0.1000
	Maintenance Worker	0.4500	0.4500	0.5500	0.5500	0.5500
	Utility Operations Manager	-	-	0.0250	0.0250	0.0250
	Finance Director	0.1500	0.1500	0.1500	0.1500	0.1500
	Management Analyst	0.0500	0.0500	0.0500	0.0500	0.0500
	Accounting Technician	0.1500	0.1500	0.1500	0.1500	0.1500
	Accounting Assistant	-	-	0.2300	0.2300	0.2300
	Administrative Assistant	0.0500	0.0500	0.0500	0.0500	0.0500
	TOTAL STAFF	1.4750	1.4750	1.9300	1.9300	1.9300

Town of Yountville
WATER UTILITY OPERATIONS & DISTRIBUTION
Water Fund 61 - Department 4505

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies and Materials:		$7,000
	Water meters for private development projects, which are paid for through the building permit fees	$2,000	
	Miscellaneous supplies, equipment and materials	5,000	
4210	Contract Services:		$35,000
	Water Rate Study	$15,000	
	Contract Maintenance Worker	3,500	
	Water Quality & Valve Testing	4,000	
	Backflow Device Testing	2,500	
	Regulatory compliance consultant - Larry Walker & Associates	10,000	
4280	Other Agencies:		$6,000
	CDPH Operating Fee		
4310	Facilities Maintenance:		$10,000
	Contingency for emergency line repairs		
5700	Machinery & Equipment		$3,000
	Tools for two water service trucks	2,000	
	Flow meter and flow diffuser	1,000	

Town of Yountville
WATER UTILITY – PURCHASES & CONSERVATION
Water Fund 61 - Department 4507

DEPARTMENT OVERVIEW

Costs include Rector Reservoir water purchases. The cost per acre foot varies with the amount of water purchased and Veterans Home costs to store and treat the water as shown in the table below:

Fiscal Year	Acre Feet Purchased	Cost per Acre Foot	Total Cost
2006/07	522	$500	$260,770
2007/08	513	$582	$299,170
2008/09	507	$667	$338,085
2009/10	497	$728	$394,640
2010/11	514	$657	$337,517
2011/12	559	$784	$438,256
2012/13	581	$665	$391,332
2013/14	612	$803	$491,362

Costs for producing water supply from the Municipal Well are included in budget fund 4505: Water Utility Operations. The Town distributed 205 million gallons or 630 AF of water to all of its customers in 2013. It is estimated that most of the 9 acre-foot or 1.4% difference between the amount of water purchased and the water sold is unmetered water for construction projects, losses from broken water lines, and unmetered leaks. In past years, there has been as much as a 12% loss, so the 1.4% is a significant improvement that is probably the result of leak repairs. The California Department of Public Health reports that a 10% loss is common among water agencies.

On February 15, 2011, the Town Council adopted new water rates and fees that eliminated the General Fund subsidy. The rate increase is incorporated into the current revenue projection for the Water Utility Enterprise. The Town has continued to absorb increased operating costs including actual purchasing price of water from the state and costs related to maintenance and operation of the distribution system. A loan from the Water Drought Reserve Fund (57-4507) was utilized to keep the fund balance positive and the loan will be paid back with revenue from water customers over a five year period.

In 2009, the Town Council established the $2 million Water Drought Reserve Fund with the proceeds from the sale water rights to North Bay Aqueduct and Kern County water to provide funding to purchase water during a drought condition, if necessary.

2014-2015 ACCOMPLISHMENTS

- Promoted water conservation at community events including Yountville Days and four Water Wise Landscaping Workshops at the Community Center.
- Completed the Water Use Efficiency Plan.
- Entered a Memorandum of Agreement with other Napa County agencies as part of the Proposition 84 water conservation grant and began new “Cash for Grass” rebate program.

2015-2016 GOALS & OBJECTIVES

- Continue to promote water conservation and implement “smart irrigation controller” rebate program.
- Distribution annual Water Quality (Consumer Confidence) Report in a digital format to customers who pay their utility bill online.

MAJOR BUDGET CHANGES

Created a new account for water conservation rebates, since the Town will be reimbursed for rebates from the Proposition 84 grant.

CONNECTION TO STRATEGIC PLAN 2011-16

6.0 Services and Infrastructure – 6.1.4 Implement Water Conservation Plan - The Town has experienced several droughts over the past few decades and the State is mandating water conservation measures. From 1998 to 2004, the Town had a moratorium on new private development because it did not have a secure water supply. In 2004, the Town entered an agreement with the California Department of Veterans Affairs to provide a minimum of 500 acre-feet per year, or more when adequate supply is available. The Town also has a washer rebate program and toilet retrofit program to encourage water conservation. By 2015, the Town will replace most of the existing water meters, so customers will be able to better track their usage.

DEPARTMENT HIGHLIGHT

★ The annual Water Quality (Consumer Confidence) Report experienced a major transition, providing the required testing statistics as well as educational material on water conservation. This new format will be used every year with up-to-date material on smart water usage techniques.

DID YOU KNOW?

- PG&E Clothes Washer Rebates: 8 rebates = $715/total payments
- Toilet Retrofit Rebates: 2 rebates = $200/total payments
- Cash for Grass Rebates: 17 rebates = $10,628/total payments (17,059 sq. ft. of grass converted)

Our water conservation truck

Town of Yountville
WATER UTILITY – PURCHASES & CONSERVATION
Water Fund 61 - Department 4507

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	19,135	19,248	29,730	29,730	30,630
4040	Benefits & Taxes	8,614	9,035	15,410	15,410	11,580
4049	Allocated OPEB	1,440	1,860	3,760	3,760	4,480
	Total Personnel	**$ 29,189**	**$ 30,143**	**$ 48,900**	**$ 48,900**	**$ 46,690**
	SUPPLIES & SERVICES					
4210	Contract Services	1,135	730	-	-	-
4500	Conservation Rebates	-	1,005	10,000	20,000	20,000
4699	Allocated IT Costs	652	631	1,250	1,250	1,660
4819	Allocated Liability Insurance	783	787	990	782	1,220
4839	Allocated Workers' Comp Insurance	504	641	1,190	1,117	1,190
	Total Supplies & Services	**$ 3,074**	**$ 3,795**	**$ 13,430**	**$ 23,149**	**$ 24,070**
	WATER PURCHASES					
4550	Water Purchase - Veterans Home	391,332	491,362	455,300	522,000	576,450
4555	Water Purchase - City Of Napa	1,180	1,773	1,000	1,800	2,000
	Total Water Purchases	**$ 392,512**	**$ 493,135**	**$ 456,300**	**$ 523,800**	**$ 578,450**
	TOTAL EXPENSES	**$ 424,775**	**$ 527,073**	**$ 518,630**	**$ 595,849**	**$ 649,210**
	STAFF ALLOCATIONS (FTE)					
	Public Works Director	0.1000	0.1000	0.1000	0.1000	0.1000
	Deputy Public Works Director	-	-	-	-	0.0500
	Maintenance Worker	-	-	-	-	0.1000
	Public Works Manager	0.0500	0.0500	0.0500	0.0500	0.0250
	TOTAL STAFF	0.1500	0.1500	0.1500	0.1500	0.2750

DETAIL FOR EXPENSE ACCOUNTS

4500	Water Conservation Rebate Program	$20,000
4550	Water Purchase Veteran's Home: Rector Reservoir, 610 AF at $945 per Acre Foot Estimate	$576,450
4555	Water Purchase City of Napa	$2,000

DEPARTMENT OVERVIEW

The Water Fund Operations Division of the Public Works Department supports the operation and maintenance of the water distribution operations providing potable water service to our residential, commercial, public and other properties in the Town and 32 customers outside of the Town limits historically required to provide service. When the Town incorporated, it took responsibility for the existing water customers served by the water transmission line along Silverado Trail and Yountville Cross Road.

The division is responsible for maintenance and operation of the water distribution system which includes:

- Yountville Municipal Emergency Water Well.
- 6.9 miles of water distribution mains (pipeline system).
- 818 service connections and meters.
- Backflow prevention devices.
- Two pressure regulator stations between the State's transmission line and Town distribution system.

The Utility Operations Manager works with a Water Service Worker and other Public Works staff as necessary to operate and maintain the physical water distribution system. The Town utilizes outside contractors for significant construction and repair projects. The Division utilizes the Orion electronic meter reading system to remotely read water meters for each monthly billing cycle. The use of meter reading technology has allowed two crew members to completely read all of the water meters in the Town's system in three hours compared to where it used to take up to three days. Division staff maintain and operate the water treatment system at the Municipal Water Well, so that it will be ready in case of an emergency. Town staff takes weekly, monthly, annual and semi-annual water samples from the distribution system and Well for testing and reporting to the California Department of Public Health and customers.

The Water rate structure includes three components: a fixed system service charge based on meter size, a system replacement fee, and a water consumption charge based on actual usage. To encourage water conservation, the water usage component is on a tiered rate structure based on the customer's actual usage. Funding is provided through user charges and interest income. On February 15, 2011, the Town Council adopted a water rate and fee structure that eliminated the General Fund subsidy.

The Town water system has pressure regulators and water meters between the transmission line from Rector Water Treatment Plant and the Town water distribution systems which Division staff maintain.

Historical Water Operations Background Information:

In 2004, the Veterans Home staff at the Rector Water Treatment Plant backwashed sand from filters into the transmission line between Rector Reservoir and the Veterans Home. The sand was pulled into the Town's distribution system and has clogged water meters, sinks, showers, and other fixtures in homes and businesses. During 2004 and 2005, Town staff flushed much sand out of the distribution system. In 2010, the Veterans Home completed the retrofitting of a 1.1 million gallon, concrete water storage tank at the Veterans Home. When the tank was filled during the summer of 2010, sand was re-suspended in the transmission line and pulled into the Town distribution system. Town staff continues to monitor this condition and is preparing a plan to flush the hydrants and waterlines to remove sand from the transmission and distribution pipelines this FY 2015-2016.

Before water rates were increased in 2011, the Water Utility Operations Budget was in a deficit. In Fiscal Year 2012-13, principal (6100) and interest (6500) were added for debt service on a loan from the Water Drought Reserve Fund (57-4507) to Water Utility Operations. Final payment on the loan will be made in December 2015.

The Town has an agreement with the City of Napa to provide 20 hours of water conservation education in Yountville, which includes a booth at Yountville Days and other efforts.

2014-2015 ACCOMPLISHMENTS

- Completed 50 water meter box cleanings.
- Completed California Department of Public Health mandated annual water quality (consumer

confidence) report to customer.
- Developed and implemented Bi-Lingual water conservation education door hanger process.
- Completed Initial Distribution System Evaluation (IDSE) as part of the California Department of Public Health secondary water by-product sampling requirements.
- Successfully completed Department of Water Resources distribution system inspection with next scheduled inspection for the maximum allowed five years.

2015-2016 GOALS & OBJECTIVES

- Install Orion Fixed Network Meter Reading System (WA-0006).
- Develop Water Mainline Valve exercising program.
- Develop Water Mainline Flushing program (WA- 4016).
- Continue with Meter Replacement Program (WA-2016).
- Continue to improve and enhance the employee training and safety program.

MAJOR BUDGET CHANGES

Overall budget has increased by $41,620 due to several Capital projects:
Fixed Network/Meter Reading Project (WA-0006) $ 120,000
Water Meter Transmitter Replacements (WA-2016) $ 20,000
Service Lateral Replacements (WA-3015) $ 50,000
But offset with a slight decrease from estimates for our main flushing program.
Water Main Flushing Program (WA-4015) $25,000

CONNECTION TO STRATEGIC PLAN 2011-16

1.0 Leadership – 1.1.2 Support Effective Workplace Succession - Development and implementation of employee development opportunities (both technical and management oriented) for our younger employees to succeed those in the workplace who are nearing retirement is a necessary strategy to ensure continued organizational effectiveness.

6.0 Services and Infrastructure – 1.3 Maintain Compliance with Current and Evolving State and Federal Regulations - Over the next five years, the Town has not had any violations. To provide safe, clean and reliable water Town staff flushes sand out of fire hydrants and pays plumbers to maintain fixtures on private property. Town staff is working with Veterans Home staff on a plan to flush sand out of the transmission pipelines. Once it is clean, Town staff will flush distribution pipelines and recommence a valve exercising program.

DEPARTMENT HIGHLIGHT

- ★ Completed 50 water meter box cleanings.
- ★ Completed California Department of Public Health mandated annual water quality (consumer confidence) report to customer.
- ★ Developed and implemented Bi-Lingual water conservation education door hanger process.
- ★ Completed Initial Distribution System Evaluation (IDSE) as part of the California Department of Public Health secondary water by-product sampling requirements.
- ★ Successfully completed Department of Water Resources distribution system inspection with next scheduled inspection re-set for the maximum allowed five years.

DID YOU KNOW?

- 48 water sample tests are performed each year from our four sampling stations.
- 10,500 water meter reads were conducted this year.
- 875 water meter boxes were cleaned this year.

Town of Yountville
WATER UTILITY CAPITAL IMPROVEMENTS - FUND 60
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,092,367**	**$ 2,098,710**	**$ 2,195,125**	**$ 2,195,125**	**$ 2,213,577**
	REVENUE					
3695	System Replacement Fees	40,871	58,400	65,000	76,500	85,000
	Total Revenue	**$ 40,871**	**$ 58,400**	**$ 65,000**	**$ 76,500**	**$ 85,000**
	EXPENSES					
6500	Interest - Interfund Loan (50)	9,213	4,606	7,870	5,134	4,490
	Total Interest Expense	**$ 9,213**	**$ 4,606**	**$ 7,870**	**$ 5,134**	**$ 4,490**
	CAPITAL PROJECTS					
WA-0002	Pressure Regulator Station Upgrades	1,010	3,717	85,000	40,000	45,000
WA-0006	Fixed Network/Meter Reading Project	-	-	-	-	120,000
WA-3016	Service Lateral Replacements	-	-	-	-	50,000
WA-4016	Hydrant & Main Flushing & Inventory	-	-	-	-	40,000
WA-2016	Water Meter Replacements	-	-	-	-	20,000
WA-2015	Water Meter Transmitter Replacements	-	16,822	60,000	60,000	-
WA-3015	Service Lateral Replacements	-	-	40,000	-	-
WA-0005	Sample Stations & Locked Enclosures	-	-	45,000	31,310	-
WA-4015	Hydrant Flushing	-	4,092	-	-	-
WA-2011	Water Meter Transmitter Replacements	10,557	-	-	-	-
WA-3011	Service Lateral Replacements	10,000	-	-	-	-
WA-4012	Hydrant Flushing	406	-	-	-	-
	Total Capital Projects	**$ 21,973**	**$ 24,631**	**$ 230,000**	**$ 131,310**	**$ 275,000**
	Total Expenses	**$ 31,186**	**$ 29,237**	**$ 237,870**	**$ 136,444**	**$ 279,490**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	684	620	-	400	-
3799	Water Connection Impact Fees (58)	42,502	115,500	-	6,686	-
3900	Transfer In / (Out) Water Operating (61)	(68,502)	(69,407)	-	-	200,000
	Total Non-Operating Revenue & Transfers	**$ (25,316)**	**$ 46,713**	**$ -**	**$ 7,086**	**$ 200,000**
	Depreciable Capital Projects	21,974	20,539	230,000	71,310	275,000
■	**ENDING FUND BALANCE**	**$ 2,098,710**	**$ 2,195,125**	**$ 2,252,255**	**$ 2,213,577**	**$ 2,494,087**
	Net Change in Fund Balance	6,343	96,415	57,130	18,452	280,510
	Funds Available for Capital Projects	**$ 400,036**	**$ 214,293**	**$ 41,423**	**$ 161,435**	**$ 166,945**

Town of Yountville
WATER DROUGHT RESERVE FUND
Water Fund 57 - Department 4507

DEPARTMENT OVERVIEW

The Town Council established the Water Drought Reserve Fund from proceeds of the sale of the Town's North Bay Aqueduct (NBA) and Kern water rights in January 2009. This fund provides a funding source for the purchase of additional water supply on the "spot market" in the event of an extended drought or other situation than is available for purchase from the Veterans Home – State of California Department of Water Resources long term purchase agreement. The City of Napa has agreed to provide water conservation education services to the town, limited emergency water use, and serve as the Town's broker for purchase of water on the "spot market".

The 2010 Water and Wastewater Rate Study determined there would be a negative fund balance over the next five years. The Water Drought Reserve Fund loaned the Water Enterprise Fund sufficient funds to maintain a positive fund balance for operations and capital improvements. The loan will be paid back with revenue from water customers. In Fiscal Year 2013-14, principal (6100) and interest (6500) were added for debt service on a loan to Water Utility Operations (61-4505) from the Water Drought Reserve Fund. The Water Fund will make its final payment to the Drought Reserve Fund in December 2015.

2014-2015 ACCOMPLISHMENTS

- Continued strong water conservation education outreach partnership with the City of Napa.
- Maintained a sufficient fund balance to allow the Town to purchase water on the spot market in event of drought or other emergency. So far through this drought event, the Town has not needed to purchase additional water supply.

2015-2016 GOALS & OBJECTIVES

- Maintain sufficient fund balance to allow the Town to purchase water on the spot market in event of drought or other emergency. Continue with education outreach efforts, further implement "Cash for Grass" conversion program and other programs aimed at reducing outdoor watering.

MAJOR BUDGET CHANGES

None expected. However, we are in a drought situation and the situation could change potentially requiring use of the fund balance to fund expanded water conservation efforts or the purchase of additional water supply.

CONNECTION TO STRATEGIC PLAN 2011-16

6.0 Services and Infrastructure – 6.1.2 Prepare for Emergencies -The Town's agreement with the California Department of Veterans Affairs to provide water to the Town has an allocation of 500 acre-feet per year. During Fiscal Year 2006/2007 through 2011/2012, the Town purchased an average of 519 acre-feet per year but has purchased in excess of 600 acre feet in recent years. Because the Napa State Hospital was not able to use their allocation of water, additional water was available for the Town to purchase.

During a drought, the Town could be limited to 500 or less acre-feet and will need to implement measures in the Water Conservation Ordinance, use emergency well water, and / or purchase water on the "spot market". Funds in the Water Drought Reserve can be used to purchase water during an emergency.

Town of Yountville
WATER DROUGHT RESERVE - FUND 57
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,026,284**	**$ 2,035,544**	**$ 2,042,437**	**$ 2,042,437**	**$ 2,047,955**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	3,760	2,717	3,000	2,700	2,500
3303	Interfund Loan Interest (57)	5,500	4,176	2,818	2,818	1,430
	Total Non-Operating Revenue & Transfers	**$ 9,260**	**$ 6,893**	**$ 5,818**	**$ 5,518**	**$ 3,930**
■	**ENDING FUND BALANCE**	**$ 2,035,544**	**$ 2,042,437**	**$ 2,048,255**	**$ 2,047,955**	**$ 2,051,885**
	Net Change in Fund Balance	9,260	6,893	5,818	5,518	3,930

Note: Loan Receivable due from Water Operating Fund (61): Balance Due at 6/30/15 = $57,054
Final payment due 12/31/15: Principal $55,627 + Interest $1,427 = $57,054

Town of Yountville
WATER CONNECTION IMPACT FEE FUND
Fund 58

DEPARTMENT OVERVIEW

The Water Connection Impact Fee Fund was established in June 2005, in accordance with the provisions of Ordinance No. 362-05 and Municipal Code Section 3.40 to account for impact fees collected for existing and planned water system facilities, projects and infrastructure.

Water Connection Impact Fees are imposed on new residential and commercial development, conversions, and expansions as provided in Municipal Code Section 3.40. Approximately 43% of each impact fee collected is to be allocated to the 'buy in' of existing facilities, and the remainder is to be allocated to the fund that finances approved water system projects.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's water system. In fiscal year 2013-14, most of the homes at the Vineyard Oaks Subdivision were sold. In fiscal year 2014-15, it is anticipated that the Stewart Cellars Project will obtain building permits and pay impact fees.

2014-2015 ACCOMPLISHMENTS

- Impact fees received from construction of homes in the Vineyard Oaks Subdivision were allocated to the Water Capital Improvements Projects Fund (60-4500) for current or future year's construction projects.
- Impact fees received will be used to pay principal on outstanding interfund loan due to the Town's Capital Projects Fund (50) for construction of the municipal well.

2015-2016 GOALS & OBJECTIVES

- Allocate any Impact Fees for capital improvement projects.

MAJOR BUDGET CHANGES

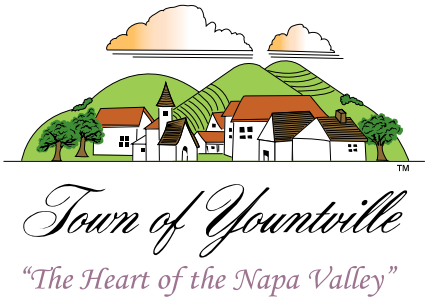
There are no major budget changes.

CONNECTION TO STRATEGIC PLAN 2011-16

6.0 Services and Infrastructure – 6.1.1 Implement key water related CIP projects. Over the next five years, the oldest pipes in the water distribution system will be replaced, the water pressure regulator stations will be upgraded, and water meters will be replaced. The impact fees will help fund these projects.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	BEGINNING FUND BALANCE	$ -	$ -	$ -	$ -	$ -
	REVENUE					
3701	Impact Fees	42,480	115,482	-	6,686	
	Total Revenue	**$ 42,480**	**$ 115,482**	**$ -**	**$ 6,686**	**$ -**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	22	18	-	-	-
3799	Allocate to Water Capital Fund (60)	(42,502)	(115,500)	-	(6,686)	-
	Total Non-Operating Revenue & Transfers	**$ (42,480)**	**$ (115,482)**	**$ -**	**$ (6,686)**	**$ -**
	ENDING FUND BALANCE	$ -	$ -	$ -	$ -	$ -
	Net Change in Fund Balance	-	-	-	-	-

Photo Credit: Mars Lasar



Wastewater Utility Enterprise

Wastewater Utility Operating Fund Overview

Wastewater Revenues

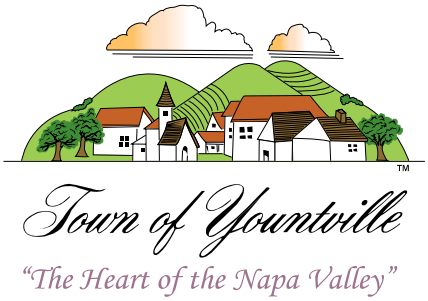
Wastewater Collection Operations

Wastewater Treatment Operations

Wastewater Treatment Capital Recovery Fund

Wastewater Utility Capital Improvement Fund

Sewer Connection Impact Fee Fund



Wastewater Utility Enterprise

Wastewater Utility Operating Fund (62) – accounts for wastewater revenue from user fees, operating expenses for collection of wastewater from customers and treatment of wastewater, including that which is sold as reclaimed water

- **Wastewater Collection System Operations – 4510**
- **Wastewater Treatment Operations – 4515**

Wastewater Treatment Capital Fund (63) – accounts for wastewater treatment plant capital improvements & acquisition of major equipment – costs are shared equally with the Veteran's Home, with the Town's share of funding generated by the wastewater operating revenue

Wastewater Collection Capital Fund (64) – accounts for capital improvements of Town's sewer collection system and related major equipment – funding generated by wastewater operating revenue

Sewer Connection Impact Fee Fund (65) – accounts for fees charged on residential & commercial development – funds allocated for capital infrastructure projects

Town of Yountville
WASTEWATER UTILITY OPERATING FUND SUMMARY
Fiscal Year 2015-16

	Fund 62	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 70,539**	**$ 239,083**	**$ 402,166**	**$ 402,166**	**$ 389,281**
	OPERATING REVENUE					
	Residential Sales	279,231	332,310	365,500	380,000	425,000
	Commercial Sales	374,021	416,114	450,000	449,000	480,000
	Other Sales - Veteran's Home	441,293	654,370	572,593	541,670	594,543
	Other Revenue - Reclaimed Water Sales	43,050	46,638	50,000	50,000	60,000
	Total Revenue	**$ 1,137,595**	**$ 1,449,432**	**$ 1,438,093**	**$ 1,420,670**	**$ 1,559,543**
	EXPENDITURES					
	Personnel	531,777	548,274	658,960	658,960	667,420
	Supplies & Services	377,095	455,009	450,900	447,000	499,170
	Capital Outlay	2,319	19,554	-	-	-
	Debt Service	8,198	4,176	23,095	23,095	21,275
	Depreciation Expense	233,619	240,019	320,000	255,000	330,000
	Total Expenditures	**$ 1,153,008**	**$ 1,267,031**	**$ 1,452,955**	**$ 1,384,055**	**$ 1,517,865**
	NET OPERATING INCOME (LOSS)	**$ (15,412)**	**$ 182,401**	**$ (14,862)**	**$ 36,615**	**$ 41,678**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	341	664	400	500	500
3900	Transfer from Treatment Plant Capital (63)	162,264	167,144	-	-	-
3900	Transfer from Collections Capital (64)	71,355	72,875	-	-	-
7900	Transfer to Treatment Plant Capital (63)	(50,004)	(260,000)	(50,000)	(50,000)	(50,000)
	Total Non-Operating Revenue & Transfers	**$ 183,956**	**$ (19,317)**	**$ (49,600)**	**$ (49,500)**	**$ (49,500)**
■	**ENDING FUND BALANCE**	**$ 239,083**	**$ 402,166**	**$ 337,704**	**$ 389,281**	**$ 381,458**
	As Percent of Operating Expenses	21%	32%	23%	28%	25%
	Net Change in Fund Balance	168,544	163,084	(64,462)	(12,886)	(7,823)
	STAFF ALLOCATIONS (FTE)					
4510	Operations	0.6500	0.6500		1.1400	1.1400
4515	Joint Treatment	3.7000	3.7000		3.8650	3.8650
	TOTAL STAFF	4.3500	4.3500		5.0050	5.0050

Town of Yountville
WASTEWATER UTILITY OPERATING REVENUE
Fiscal Year 2015-16

	Fund 62	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	RESIDENTIAL SALES					
3610	Single Residential	167,985	200,124	223,000	225,000	250,000
3611	Multi Residential	53,416	63,479	70,000	75,000	85,000
3612	Mobile Homes	57,830	68,707	72,500	80,000	90,000
	Total Residential Sales	**$ 279,231**	**$ 332,310**	**$ 365,500**	**$ 380,000**	**$ 425,000**
	COMMERCIAL SALES					
3650	Low Strength	38,731	40,129	45,000	42,000	45,000
3651	Medium Strength	117,218	143,039	155,000	152,000	160,000
3652	High Strength	218,072	232,946	250,000	255,000	275,000
	Total Commercial Sales	**$ 374,021**	**$ 416,114**	**$ 450,000**	**$ 449,000**	**$ 480,000**
	OTHER SALES					
3655	Veteran's Home	441,293	654,370	572,593	541,670	594,543
	Total Other Sales	**$ 441,293**	**$ 654,370**	**$ 572,593**	**$ 541,670**	**$ 594,543**
	OTHER REVENUE					
3642	Reclaimed Water Sales	43,050	46,638	50,000	50,000	60,000
	Total Other Revenue	**$ 43,050**	**$ 46,638**	**$ 50,000**	**$ 50,000**	**$ 60,000**
	TOTAL WASTEWATER REVENUE	**$ 1,137,595**	**$ 1,449,432**	**$ 1,438,093**	**$ 1,420,670**	**$ 1,559,543**

DEPARTMENT OVERVIEW

The Wastewater Fund – Collection System Operations in the Public Works Department accounts for the operation and maintenance of the 14.3 miles of sewer collection system (or piping) under the streets of Town, the force main to the wastewater treatment plant (WWTP), and the recycled water pipeline across the floor of the Napa Valley that serves six (6) vineyards east of the Town limits in unincorporated Napa County.. All wastewater from Town drains by gravity to the Peter J. Bardessono Memorial Pump Station where it is then pumped to the WWTP for treatment. The wastewater system consists of:

- 8 miles of sewer collection piping in Town
- Approximately 770 sewer lateral connections
- 0.75 miles of force main from the pump station to the WWTP
- 1.5 miles of gravity discharge piping from the WWTP to the Napa River
- 5.5 miles of recycled water force main lines to vineyard customers.
- A duplex (two pumps) wastewater pump station and associated level control and other equipment.

The collection system includes all residential and commercial customers in the Town limits with the exception of the internal collection system for the State of California operated and maintained by the Veterans Home of California, the guard station on California Drive, the Napa Valley Museum and the Domaine Chandon restaurant and tasting room, which are maintained by others.

The Utility Operations staff maintains the Town's collection system, including the operation of equipment such as a jetting and vacuum truck and video camera system to facilitate the regular maintenance of the pipeline system. The Town Council adopted the updated Sewer System Management Plan (SSMP) which staff has implemented, including sections on Sanitary Sewer Overflow Emergency Response Plan and Fats, Oils and Grease (FOG) Program, this is required every five years. Town staff distributed FOG prevention kits to all of the 25 restaurants in Town. As new food service facilities open, staff will meet and explain the importance of keep "FOG" out of the collection system.

The Peter J. Bardessono Memorial Wastewater Pump Station experienced several upgrades and improvements during the 2014/15 fiscal year. These improvements include; installation of a new level control system, new variable frequency drives (VFD's) that control the pump speed based on incoming flow conditions, removal of an "interlock" that prevented the two pumps from operating simultaneously and the installation of a new pump control system that has Supervisory Control and Data Acquisition (SCADA) functionality that can be integrated in to the new Town-wide SCADA system in the near future. In addition, in FY 2014/15 one of the older 47 horsepower submersible pumps was replaced with a more efficient 45 horsepower pump that is also less prone to plugging. The second of these older type pumps will be replaced in fiscal year 2015/16. These improvements will reduce the risks of sanitary sewer overflows (SSO's) as well as the substantial fines associated with SSO's and reduce the potential for damage to fragile Napa River Ecosystems. In addition to the modifications at the pump station, three manholes where either repaired or replaced to prevent infiltration of groundwater into the system. The collection system is hydro cleaned completely at least once every year.

The staff also coordinates with the design and construction of capital improvement projects, such as the Inflow & Infiltration Reduction Program (WW-2011), Sewer Main Replacement Program (WW-3012) and the Pump Station Equipment Replacement Program (WW-5012). These projects ensure the wastewater collection system operates in a manner consistent with State and Federal NPDES regulations. The inflow and infiltration projects reduce the amount of rainwater inflow and groundwater infiltration that must be treated and discharged during wet weather conditions.

Funding is provided through ratepayer user charges (wastewater utility fee) and interest income. Customers are charged through their utility bills, with 695 residential customers billed a flat rate and 77 commercial customers billed based on type of business and amount of water used. There is one external customer (Domaine Chandon) located in unincorporated Napa County that is served consistent with a separate service agreement approved by the Town Council in the early 1990's.

2014-2015 ACCOMPLISHMENTS

- Implemented several improvements to Peter J. Bardessono Memorial Pump Station to reduce Sanitary Sewer Overflows (SSO's) WW-5012.
- Utilize video survey results to identify potential future system replacement and repair projects as part of WW-3012 for the Capital Improvement Program (CIP) and reduce infiltration and inflow into the sewer collection system.
- Continue sealing of manholes where possible and replacing those that are beyond repair and using a variety of modern methods to make minor repairs to pipes as part of WW-2011.
- Implement recommendations to upgrade/replace equipment at Peter J. Bardessono Memorial Pump Station including submersible pumps as part of WW-5012.
- Actively monitor fats, oils and grease (FOG) and other waste discharges from restaurants. Increase public education and cooperative efforts to accomplish reduction of such discharges.
- Implement Computer Maintenance Management System for maintaining sewer collection system.
- Collect assets for inclusion and use in GIS mapping and applications programs.
- Inspected commercial operations with grease interceptors as part of the FOG Program.

2015-2016 GOALS & OBJECTIVES

- Utilize video survey results to identify potential future system replacement and repair projects as part of WW-3016 for the Capital Improvement Program (CIP) and reduce infiltration and inflow into the sewer collection system.
- Continue sealing of manholes where possible and replacing those that are beyond repair and using a variety of modern methods to make minor repairs to pipes as part of WW-2016.
- Actively monitor fats, oils and grease (FOG) and other waste discharges from restaurants. Increase public education and cooperative efforts to accomplish reduction of such discharges.
- Implement Computer Maintenance Management System for maintaining sewer collection system.
- Develop and use applications and programs for GIS mapping and applications programs.

MAJOR BUDGET CHANGES

The increases in this year's budget were in the training and conferences line items. As the need for regulatory compliance and licensing requirements are a requirement for both water and wastewater professionals. There was also an increase in the contract services line item 4210. The changes are for the planned rate study and additional advice and engineering from consultants who specialize in waste water collections and compliance in the regulatory environment.

DEPARTMENT HIGHLIGHT

- ★ Utilize video survey results to identify potential future system replacement and repair projects as part of WW-3016 for the Capital Improvement Program (CIP) and reduce infiltration and inflow into the sewer collection system.
- ★ Continue sealing of manholes where possible and replacing those that are beyond repair and using a variety of modern methods to make minor repairs to pipes as part of WW-2016.
- ★ Actively monitor fats, oils and grease (FOG) and other waste discharges from restaurants. Increase public education and cooperative efforts to accomplish reduction of such discharges.
- ★ Implement Computer Maintenance Management System for maintaining sewer collection system.
- ★ Develop and use applications and programs for GIS mapping and applications programs.

DID YOU KNOW?

- There are 8 miles of sewer collection pipes.
- 5.5 miles of recycled water force main lines to vineyard customers.
- We have approximately 770 lateral sewer connections.

Connection to Strategic Plan 2011-16

1.0 Leadership –

1.1.2 Support Effective Workplace Succession – Development and implementation of employee development opportunities (both technical and management oriented) for our younger employees to succeed those in the workplace who are nearing retirement is a necessary strategy to ensure continued organizational effectiveness.

6.0 Services and Infrastructure –

1.3 Maintain Compliance with Current and Evolving State and Federal Regulations – Over the last five years, the Town has not had any violations. The Town has a National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP with requirements for the sewer collections system. For example, the Town is required to have a Sewer System Management Program (SSMP). While the Town has experienced a handful of small scale Sewer System Overflows (SSO's) over the last 3 years they were reported within the required timeframe and were not allowed to make their way to waters of the State (creeks, streams and/or the Napa River) and were completely contained and properly mitigated.

2.2 Prepare for Emergencies – The Town has an Emergency Operations Plan, a mutual aid agreement, and joined CalWARN, which is unique to utility agency needs during a disaster. Town staff has updated the Emergency Response Plan and Contingency Plan for the wastewater system, prepared an inventory of critical equipment for replacement and will participate in disaster drills. These activities help ensure that SSO's and impacts to the environment are minimized.

2.3 Maintain Fats, Oils and Grease (FOG) Program – The SSMP has a section for the FOG Program, which includes inspections and education. To reduce the chance of sewage backing up into homes and businesses, the Town has required restaurants to install grease interceptors, has an education program for food establishment staff on the benefits of disposing of FOG properly, and cleans the sewer collection pipes annually.

Our Vactor truck in use!

Cleaning our pipes

Spraying a manhole so our sewer lines last longer

Town of Yountville
WASTEWATER UTILITY COLLECTION SYSTEM OPERATIONS
Wastewater Operating Fund 62 - Department 4510

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	61,985	64,195	85,150	85,150	90,280
4011	Salaries - Part Time	-	-	5,320	5,320	5,460
4012	Overtime	409	318	800	800	800
4040	Benefits & Taxes	25,787	27,584	44,330	44,330	40,470
4049	Allocated OPEB	4,800	6,216	10,780	10,780	12,070
	Total Personnel	**$ 92,982**	**$ 98,314**	**$ 146,380**	**$ 146,380**	**$ 149,080**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	-	500	500	500
4120	Other Supplies & Materials	-	560	1,500	1,500	2,000
4125	Chemicals	294	1,855	2,500	2,500	2,000
4130	Postage & Printing	380	400	1,000	1,000	1,000
4210	Contract Services	6,598	4,029	-	-	12,500
4220	Audit & Accounting Services	2,150	2,150	2,500	2,500	2,500
4225	Bank & Fiscal Agent Fees	2,145	2,763	3,250	3,250	3,250
4280	Other Agencies	2,187	2,364	2,700	2,700	3,000
4310	Facilities Maintenance	1,284	245	2,000	2,000	2,000
4320	Equipment Maintenance	7,463	6,279	12,000	12,000	12,000
4330	Vehicle Maintenance	3,505	1,962	2,500	2,500	2,500
4510	Utilities - Gas & Electric	23,476	17,082	24,000	24,000	25,000
4699	Allocated IT Costs	1,033	2,798	3,850	3,850	9,410
4710	Conference & Travel	-	-	1,800	1,800	2,500
4720	Dues & Subscriptions	-	148	500	500	1,000
4819	Allocated Liability Insurance	2,572	2,605	3,670	2,898	3,800
4829	Allocated Property Insurance	-	1,910	1,930	1,870	2,290
4839	Allocated Workers' Comp Insurance	1,661	2,115	3,620	3,398	3,700
	Total Supplies & Services	**$ 54,748**	**$ 49,265**	**$ 69,820**	**$ 68,766**	**$ 90,950**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	-	12,106	-	-	-
	Total Capital Outlay	**$ -**	**$ 12,106**	**$ -**	**$ -**	**$ -**
	LOAN PAYMENTS (INTERFUND)					
6500	Interest	8,198	4,176	10,570	10,570	8,750
	Total Interest Expense	**$ 8,198**	**$ 4,176**	**$ 10,570**	**$ 10,570**	**$ 8,750**
	DEPRECIATION					
5999	Depreciation Expense	71,355	72,875	75,000	75,000	80,000
	Total Depreciation Expense	**$ 71,355**	**$ 72,875**	**$ 75,000**	**$ 75,000**	**$ 80,000**
	TOTAL EXPENDITURES	**$ 227,283**	**$ 236,735**	**$ 301,770**	**$ 300,716**	**$ 328,780**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.0500	0.0500	0.0500	0.0500	0.0500
	Public Works Director	0.0500	0.0500	0.0500	0.0500	0.0500
	Deputy Public Works Director	-	-	0.0500	0.0500	0.0500
	Utility Operations Manager	-	-	0.1000	0.1000	0.1000
	Engineering Technician	-	-	0.0500	0.0500	0.0500
	Public Works Manager	0.1000	0.1000	-	-	-
	Utility Operator	0.2500	0.2500	0.5000	0.5000	0.5000
	Finance Director	0.0750	0.0750	0.0750	0.0750	0.0750
	Management Analyst	0.0250	0.0250	0.0250	0.0250	0.0250
	Accounting Technician	0.1000	0.1000	0.1000	0.1000	0.1000
	Accounting Assistant	-	-	0.1150	0.1150	0.1150
	Administrative Assistant	0.0250	0.0250	0.0250	0.0250	0.0250
	TOTAL STAFF	0.6500	0.6500	1.1400	1.1400	1.1400

Town of Yountville
WASTEWATER UTILITY COLLECTION SYSTEM OPERATIONS
Fund 62 - Department 4510

DETAIL FOR EXPENSE ACCOUNTS

4125	Chemicals: Bacteria and/or ND66 pipe cleaning solution	$2,500
4220	Audit & Accounting Services: Department portion of $25,000 annual audit contract	$2,500
4280	Other Agencies: Napa County Environmental Management State Water Resources Control Board	$2,700
4310	Facilities Maintenance: Painting, weed and mosquito abatement	$2,000
4320	Equipment Maintenance: Pump and equipment maintenance and repair	$12,000
4510	Utilities-Gas & Electric: Wastewater Pump Station only has electrical service, no natural gas.	$24,000

DEPARTMENT OVERVIEW

The Wastewater Fund – Treatment Operations Division in the Public Works Department accounts for the funding for the operation and maintenance of the Wastewater Treatment Plant (WWTP), also known as the Wastewater Reclamation Facility, which treats the effluent generated by residential and commercial customers of the Town and the Veteran's Home of California - Yountville (Home). Facilities include the WWTP, storage ponds, and recycled water facilities. Approximately 50% of the expenses are paid by the Home based on flow, solids loading, and strength of influent determined by weekly testing consistent with the agreement. The remainder of the operating funding is provided through ratepayer service charges and interest income. Town customers are charged through their utility bills, in which residential customers are billed a flat rate and commercial customers are billed based on type of business and amount of water used.

The WWTP operation is supervised by the Utility Operations Manager and 3 certified Utility Operators in compliance with the July 2010 National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP. The NPDES Permit renewal process for the next 5 years includes new regulatory requirements for the WWTP. Town staff, with consultant assistance, compiled a "Report of Waste Discharge" (ROWD) and several other documents that make up the application package required by the NPDES Permit. Along with compiling the documents required by the Permit, the work done with the consultant also included completing work associated with the newly implemented Pollution Prevention Program, and implementing the electronic reporting system.

Approximately 83% of the 144 million gallons generated by the residents and commercial users in 2015 were recycled and used for irrigation of the Vintner's Golf Course and four (4) vineyards located along Silverado Trail. The remaining effluent was discharged to the Napa River during the wet season of October 1st through May 15th in compliance with the NPDES Permit for the WWTP.

In May 2011, the Town Council approved an agreement with GHD (formerly Winzler & Kelly) to study and design an expansion of the recycled water system to allow for additional reuse of treated effluent (increase number of customers and storage volume) as part of Capital Improvement Project WW-0002. Construction of the Recycled Water Expansion Project is scheduled for completion in June 2015.

2014-2015 ACCOMPLISHMENTS

Town staff participated in the joint purchase of photovoltaic solar panels with 12 other North Bay agencies. The financing has been completed and it is anticipated that construction will be completed in FY 2015-16.

- Completed Recycled Water Expansion Project (WW-0002) which included SCADA systems integration at the WWTP, the wastewater pump station and at our recycled water user's sites.
- Installed a new Dissolved Air Flotation System Unit (DAF Unit) that allows the plant to process sludge solids more efficiently and saves substantial costs by not having to construct a new larger digester system.
- Developed several internal operating policies and procedures and checklists for new operators performing weekend duties and routine daily rounds using new CMMS, SCADA technology and GIS.

2015-2016 GOALS & OBJECTIVES

- Complete SCADA implementation to allow for remote monitoring and operations of the JTP and associated facilities.
- Continue development of internal operating policies and procedures.
- System evaluation and analysis for recommendations for future long range system improvements and equipment replacement program (WW-4015).
- Continue to use CMMS, GIS and other technology to improve efficiency and effectiveness.

MAJOR BUDGET CHANGES

There were a few changes in the budget as contract services increase slightly to $123,000 (from $112,000) this increase reflects the need to have consultants who can provide advice, engineering services and lab fees in the highly regulated wastewater treatment environment.

Connection to Strategic Plan 2011-16

1.1.2 Support Effective Workplace Succession – Development and implementation of employee development opportunities (both technical and management oriented) to ensure continued organizational effectiveness.

1.3 Maintain Compliance with Current and Evolving State and Federal Regulations – The Town has a National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP with requirements for the sewer collections system.

2.2 Prepare for Emergencies – The Town has an Emergency Operations Plan, a mutual aid agreement, and joined CalWARN, which is unique to utility agency needs during a disaster.

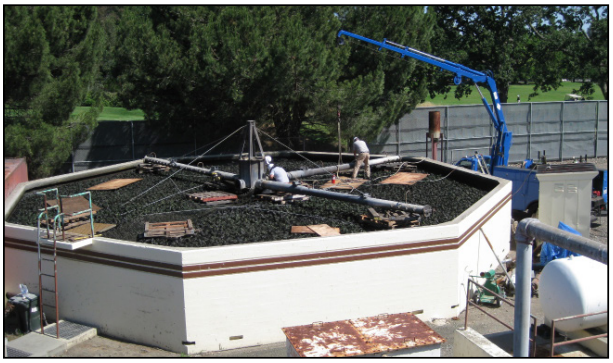
2.6 Complete Wastewater Treatment Plant Optimization Plan – Optimizing the operation of existing infrastructure is important to maintaining quality services at the lowest cost. Periodic critical review of specific aspects of operations, such as chemical usage, power usage, and labor usage at specific facilities, or for certain tasks, maintains cost efficiency.

6.4 Evaluate Emerging Technologies and Methods Utility Operations – Staff utilize both Mobile Maintenance Management Software (MMMS) and Geographical Information System (GIS) to further streamline workflows to increase efficiency throughout the division.

6.5 Implement Maintenance Measures – It is standard industry practice to have maintenance measures to evaluate the best use of the Town's available resources. Town staff will set criteria and procedures to reduce costs while maintaining the WWTP to an established standard of care.

DEPARTMENT HIGHLIGHT

- ★ Complete SCADA implementation to allow for remote monitoring and operations of the JTP and associated facilities.
- ★ Continue development of internal operating policies and procedures.
- ★ System evaluation and analysis for recommendations for future long range system improvements and equipment replacement program (WW-4015).



DID YOU KNOW?

- There were 47 days that the Town discharged treated effluent to the Napa River during the 2014 calendar year.
- During an average day it takes approximately 28 gallons of sodium hypochlorite (chlorine/bleach) to disinfect 300,000 gallons of treated effluent.
- It takes about half of this (14 gallons) to de-chlorinate the same 300,000 gallons. De-chlorination is necessary to discharge to the Napa River.
- 83% of treated recycled water is distributed to local customers for irrigation purposes. This is a great public-private partnership.

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Wastewater Operating Fund 62 - Department 4515

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	290,149	277,366	296,240	296,240	314,430
4011	Salaries - Part Time	-		5,320	5,320	5,460
4012	Overtime	2,881	1,308	2,000	2,000	2,000
4040	Benefits & Taxes	123,206	141,946	171,680	171,680	156,830
4049	Allocated OPEB	22,560	29,340	37,340	37,340	39,620
	Total Personnel	**$ 438,795**	**$ 449,960**	**$ 512,580**	**$ 512,580**	**$ 518,340**
4110	Office Supplies	400	204	500	100	500
4120	Other Supplies & Materials	3,539	3,535	5,000	5,000	5,000
4125	Chemicals	60,135	47,161	65,000	65,000	65,000
4130	Postage & Printing	-	595	1,000	1,100	1,000
4210	Contract Services	79,849	135,435	112,000	112,000	123,500
4220	Audit & Accounting Services	2,150	2,150	2,500	3,150	2,500
4225	Bank & Fiscal Agent Fees	2,145	3,043	3,250	3,250	3,250
4280	Other Agencies	20,893	17,366	26,000	26,000	28,000
4310	Facilities Maintenance	8,362	13,938	5,000	5,000	5,000
4320	Equipment Maintenance	24,570	33,759	30,000	30,000	30,000
4330	Vehicle Maintenance	2,383	4,261	3,000	3,000	3,000
4510	Utilities - Gas & Electric	70,759	89,991	75,000	75,000	65,000
4520	Waste Disposal & Recycling	3,947	3,947	4,500	4,000	4,500
4699	Allocated IT Costs	15,470	15,367	14,090	14,090	34,420
4710	Conference & Travel	-	257	1,800	200	4,000
4715	Meetings & Training	1,200	1,423	1,800	600	1,000
4720	Dues & Subscriptions	2,959	7,174	2,500	6,000	3,200
4819	Allocated Liability Insurance	12,008	12,347	12,080	9,540	12,540
4829	Allocated Property Insurance	3,897	3,769	4,220	4,090	4,540
4839	Allocated Workers' Comp Insurance	7,681	10,023	11,840	11,114	12,270
	Total Supplies & Services	**$ 322,347**	**$ 405,744**	**$ 381,080**	**$ 378,234**	**$ 408,220**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	2,319	7,448	-	-	-
	Total Capital Outlay	**$ 2,319**	**$ 7,448**	**$ -**	**$ -**	**$ -**
	ENERGY EFFICIENCY LOAN					
6100	Principal	-	-	12,525	12,525	12,525
	Total Loan Payment	**$ -**	**$ -**	**$ 12,525**	**$ 12,525**	**$ 12,525**
	DEPRECIATION					
5999	Depreciation Expense	162,264	167,144	245,000	180,000	250,000
	Total Depreciation Expense	**$ 162,264**	**$ 167,144**	**$ 245,000**	**$ 180,000**	**$ 250,000**
	TOTAL EXPENDITURES	**$ 925,725**	**$ 1,030,295**	**$ 1,151,185**	**$ 1,083,339**	**$ 1,189,085**
STAFF ALLOCATIONS (FTE)						
	Town Manager	0.0750	0.0750	0.0750	0.0750	0.0750
	Public Works Director	0.2000	0.2000	0.2000	0.2000	0.2000
	Deputy Public Works Director	-	-	0.1000	0.1000	0.1000
	Public Works Manager	0.8000	0.8000	-	-	-
	Engineering Technician	-	-	0.1000	0.1000	0.1000
	Utility Operations Manager	-	-	0.8000	0.8000	0.8000
	Utility Operator	2.4500	2.4500	2.3000	2.3000	2.3000
	Finance Director	0.0750	0.0750	0.0750	0.0750	0.0750
	Management Analyst	0.0250	0.0250	0.0250	0.0250	0.0250
	Accounting Technician	0.0500	0.0500	0.0500	0.0500	0.0500
	Accounting Assistant	-	-	0.1150	0.1150	0.1150
	Administrative Assistant	0.0250	0.0250	0.0250	0.0250	0.0250
	TOTAL STAFF	3.7000	3.7000	3.8650	3.8650	3.8650

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Fund 62 - Department 4515

DETAIL FOR EXPENSE ACCOUNTS

4120	Other Supplies and Materials:		$5,000
	Cintas uniform, first aid and other services -	$3,500	
	Miscellaneous	2,500	
4125	Chemicals:		$65,000
	Sodium Hypochlorite, used for disinfection	$11,000	
	Sodium Bisulfite, used for de-chlorination while discharging to Napa River	17,000	
	JC 1679 Coagulant required to meet "Title 22 Unrestricted" level	37,000	
4210	Contract Services:		$123,500
	Testing, Lab Work	$45,000	
	Sludge Removal	5,000	
	Regulatory Compliance - Larry Walker Associates	36,000	
	On-call engineering assistance for issues/projects at JTP (e.g. WBA)	10,000	
	Napa County Mosquito Abatement District including chemicals	5,000	
	Security System Maintenance	5,000	
	Utility Rate Study	7,500	
	Meyer Control - SCADA	10,000	
4220	Audit & Accounting Services:		$2,500
	Department portion of $25,000 annual audit contract		
4280	Other Agencies – Fees & Permits:		$26,000
	SWRCB NPDES Permit for WWTP	$4,000	
	BAAQMD Air Quality Permits for WWTP	10,000	
	SFEI Aquatic Institute for Regional Monitoring Program	5,500	
	EBMUD for BACWA Dues and special fee	4,000	
	Napa County Environmental Management Permit	700	
	Potential increase in fees	1,800	
4310	Facilities Maintenance:		$5,000
	Facility, Paint, and Miscellaneous		
4320	Equipment Maintenance:		$30,000
	Pumps, Motors, Instrumentation, Hydro Tank upgrades, maintenance & repair	$17,000	
	Tools, Parts and Supplies	3,000	
	Generator inspection, modifications, and maintenance	5,000	
	Equipment repair contractors	2,500	
	Diesel for generator	1,500	
	HVAC service	1,000	
4510	Utilities – Gas and Electric		$75,000

Town of Yountville
WASTEWATER TREATMENT CAPITAL RECOVERY FUND
Fund 63 - Department 4518

DEPARTMENT OVERVIEW

The Joint Wastewater Treatment Plant (WWTP) Capital Recovery Fund is a subsidiary fund of the Wastewater Enterprise Fund. The Fund accounts for construction, replacement and modernization of WWTP infrastructure improvements and major equipment. Funding is provided equally by the Veteran's Home and the Wastewater Enterprise Fund, which is currently a minimum of $50,000 per agency. Capital Improvement Projects for the collection system are included in Fund 64 Department 4519.

The expansion of the recycled water system and the improvements at the WWTP are a NPDES Permit requirement and will benefit the CDVA as well.

This fund also receives a portion of allocated sewer connection impact fees.

2014-2015 ACCOMPLISHMENTS

- Completed the design, obtained financing, and awarded "Recycled Water Expansion Project", which includes modernization and SCADA upgrades to the WWTP (WW-0002). Project is scheduled for completion by end of June 2015.

2015-2016 GOALS & OBJECTIVES

- Calculate the annual funding needed from the Veterans Home for future projects.
- Complete construction of "Recycled Water Expansion Project (WW-0002) and associated upgrades at WWTP.

MAJOR BUDGET CHANGES

Flyght Pump (WW-009) to $40,000 and WWTP Equipment Replacement Fund (WW-4016) to $57,880.

Town of Yountville
WASTEWATER TREATMENT CAPITAL - FUND 63
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 4,050,092**	**$ 4,462,415**	**$ 6,272,324**	**$ 6,272,324**	**$ 8,586,824**
	REVENUE					
3409	Other State Revenue	37,500	37,500	37,500	-	-
3695	System Replacement Fees	90,209	101,794		112,500	-
3800	Miscellaneous Revenue	15,531		-	-	-
3992	Loan Proceeds - State Revolving Fund	-	-	1,400,000	2,100,000	-
	Total Revenue	**$ 143,240**	**$ 139,294**	**$ 1,437,500**	**$ 2,212,500**	**$ -**
	EXPENDITURES					
WW-0002	Recycled Water Expansion Project	494,864	643,914	1,826,000	2,087,200	-
WW-0006	Methane Capture	108,556	-	-	-	-
WW-0010	Flyght Pump	-	-	-	-	40,000
WW-4016	Plant Equipment Replacement Program	-	-	-	-	57,880
WW-4015	Plant Equipment Replacement Program	29,588	-	52,500	10,000	-
	Total Expenditures	**$ 633,008**	**$ 643,914**	**$ 1,878,500**	**$ 2,097,200**	**$ 97,880**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	-	-	-	2,000	-
3690	Capital Recovery - Veteran's Home	330,814	1,417,525	1,363,000	50,000	50,000
3799	Sewer Impact Fees (65)	50,528	160,234	-		-
3900	Transfer In / (Out) Wastewater Capital (64)	(162,264)	-	-	-	-
3962	Capital Recovery - Town	50,004	92,856	50,000	50,000	50,000
	Total Non-Operating Revenue & Transfers	**$ 269,082**	**$ 1,670,615**	**$ 1,413,000**	**$ 102,000**	**$ 100,000**
	Depreciable Capital Projects	633,008	643,914	1,878,500	2,097,200	97,880
■	**ENDING FUND BALANCE**	**$ 4,462,415**	**$ 6,272,324**	**$ 9,122,824**	**$ 8,586,824**	**$ 8,686,824**
	Net Change in Fund Balance	412,323	1,809,909	2,850,500	2,314,500	100,000
	Funds Available for Capital Projects	**$ (270,859)**	**$ 1,292,359**	**$ -**	**$ -**	**$ -**

Town of Yountville
WASTEWATER COLLECTION CAPITAL IMPROVEMENT FUND
Fund 64 - Department 4519

DEPARTMENT OVERVIEW

The Wastewater Capital Improvement Fund is a subsidiary fund of the Wastewater Enterprise Fund. The Fund accounts for acquisition and depreciation of wastewater collection system improvements and equipment.

On January 15, 2013, the Town Council sold bonds to finance the Madison and Yount Improvement Project (ST-0011 and WW-0008), which includes funding to repair and replace sanitary sewer lines. Funding for the sewer work is in the Main & Lateral Replacement and Repair Program (WW-3012).

The Transfers from the Wastewater Operating Fund, connection fees, and interest income provide funding. Capital Improvement Projects for the Wastewater Treatment Plant are included in Fund 63 Department 4518.

2014-2015 ACCOMPLISHMENTS

- Completed modifications to equipment at the Peter J. Bardessono Memorial Wastewater Pump Station to allow for SCADA implementation (WW-5012).
- Completed Annual Inflow and Infiltration Reduction Program which included a video assessment of the entire sewer collection system (WW-2011).
- Design and construction of the Madison and Yount Improvement Project (ST-0011 and WW-0008).
- The video assessment of the sewer collections system and the implementation of a geographical information system and computer maintenance management system will allow Town staff to prioritize repairs. With the construction of the SCADA system for the Recycled Water Expansion Project, the SCADA Phase II Project can proceed.

2015-2016 GOALS & OBJECTIVES

- Continue to allocate funds to (WW-5015) for future wastewater pump replacements.
- Complete Annual Inflow and Infiltration Reduction Program (WW-2015).
- Complete Annual Main Replacement and Repair Program (WW-3015).

MAJOR BUDGET CHANGES

Major budget changes occur in Inflow and Infiltration (WW-2016) to $20,630, Sewer Main Replacement (WW-3015) to $62,690 and Pump Station Equipment Replacement (WW-5016) to $48,300.

Town of Yountville
WASTEWATER COLLECTION CAPITAL - FUND 64
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,449,581**	**$ 2,378,594**	**$ 2,306,705**	**$ 2,306,705**	**$ 2,358,208**
	REVENUE & FINANCING SOURCES					
3695	System Replacement Fees	-	-	110,000	-	121,000
3750	Developer Contribution In Lieu	-	-	-	40,000	-
	Total Revenue	$ -	$ -	$ 110,000	$ 40,000	$ 121,000
	EXPENDITURES					
WW-0008	Madison & Yount Sewer Main Replacement	5,825	449,776	79,315	16,074	-
WW-2016	Inflow & Infiltration Reduction Program	-	-	-	-	20,630
WW-3016	Sewer Main Replacement Program	-	-	-	-	62,690
WW-2011	Inflow & Infiltration Reduction Program	35,717	72,458		-	-
WW-5016	Pump Station Equipment Replacement	-	-	-	-	48,300
WW-5015	Pump Station Equipment Replacement	-	-	34,000	34,000	-
WW-0004	SCADA Upgrade Phase II	-	-		1,125	-
WW-3012	Sewer Main Replacement Program	21,903	156	-	-	-
WW-5012	Pump Station Equipment Replacement	33,403	-	-	-	-
	Total Expenditures	**$ 96,848**	**$ 522,390**	**$ 113,315**	**$ 51,199**	**$ 131,620**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	368	986	500	250	200
3799	Sewer Impact Fees (65)	-	-	-	11,253	-
3900	WW Operating (62) Transfer In / (Out)	(71,355)	(72,875)	-	-	-
	Total Non-Operating Revenue & Transfers	**$ (70,987)**	**$ (71,889)**	**$ 500**	**$ 11,503**	**$ 200**
	Depreciable Capital Projects	96,848	522,390	113,315	51,199	131,620
■	**ENDING FUND BALANCE**	**$ 2,378,594**	**$ 2,306,705**	**$ 2,417,205**	**$ 2,358,208**	**$ 2,479,408**
	Net Change in Fund Balance	(70,987)	(71,889)	110,500	51,503	121,200
	Funds Available for Capital Projects	**$ 172,025**	**$ 100,469**	**$ 97,654**	**$ 97,958**	**$ 87,234**

Town of Yountville
SEWER CONNECTION IMPACT FEE FUND
Fund 65

DEPARTMENT OVERVIEW

The Sewer Connection Impact Fee Fund was established in June 2005, in accordance with the provisions of Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for existing and planned sewer system facilities, projects and infrastructure.

Sewer Connection Impact Fees are imposed on new residential and commercial development, conversions, and expansions as provided in Municipal Code Section 3.40.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's wastewater (sewer) system.

2014-2015 ACCOMPLISHMENTS

- Impact Fees were received for new developments, such as Vineyard Oaks.
- Impact fees received will be allocated to current or future year's construction projects, such as the Inflow and Infiltration Reduction Program or repayment of internal loans.

2015-2016 GOALS & OBJECTIVES

- Allocate any Impact Fees.

MAJOR BUDGET CHANGES

Impact fees are a declining revenue source as the Town is nearly built out. It is anticipated that impact fee revenue may not be collected this year. No commercial development is anticipated this year where impact fees are assessed. If fees are collected, they will be allocated for the approved capital projects.

CONNECTION TO STRATEGIC PLAN 2011-16

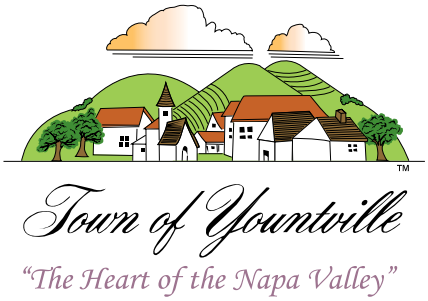
6.0 Services and Infrastructure –

6.2.1 Implement Key Sanitary Sewer CIP Projects – The Town is obligated under the Permit for the Wastewater Treatment Plant to make improvements such as the Recycled Water Expansion Project (WW-0002). Town staff has been replacing equipment as part of the equipment replacement program (WW-4012).

Town of Yountville
SEWER CONNECTION IMPACT FEES - FUND 65
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3701	Impact Fees	50,501	160,203	-	11,253	-
	Total Revenue	**$ 50,501**	**$ 160,203**	**$ -**	**$ 11,253**	**$ -**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	27	31	-	-	-
3799	Allocate Impact Fees					
	To Wastewater Treatment Capital (63)	(50,528)	(160,234)	-	-	-
	To Wastewater Collection Capital (64)	-	-	-	(11,253)	-
	Total Non-Operating Revenue & Transfers	**$ (50,501)**	**$ (160,203)**	**$ -**	**$ (11,253)**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	-	-	-	-	-

Photo Credit: Mars Lasar



Special Revenue Funds

State Gas Tax

Housing Grant Fund

Fire Emergency Services

Flood Barrier Capital Maintenance

Youth Programs

Tallent Lane Private Road Benefit District

Mesa Court Drainage Benefit District

Town of Yountville
STATE GAS TAX FUND
Fund 20 - Department 4305 and 6000

DEPARTMENT OVERVIEW

The State Gas Tax Fund is used to account for maintenance and capital expenditures associated with street improvement projects. Funding is provided from State Gas Taxes and Traffic Congestion Relief monies that are restricted to street maintenance and related improvements within the Town.

The State of California charges a tax of $0.18 per gallon on the purchase of motor vehicle fuel. A portion is allocated to the Town under three different formulas as specified in the California Streets and Highways Code (SHC) (Sections 2105, 2106, 2107 7 2107.5). These monies are generally allocated on per capita basis. Gas Tax monies are restricted as to use – for the repair, maintenance and upkeep of Town streets and roads, and a small amount is allocated for engineering and related administration costs.

- Gas Tax Section 2105 – Provides for the collection and distribution of special gas tax to fund improvements for regional transportation needs.
- Gas Tax Section 2106 – Section 2106(a) provides that each city shall receive a fixed monthly apportionment of $400; Section 2106(c) provides for distribution on a per capita basis.
- Gas Tax Section 2107 – A sum equal to .00725 cents per gallon is distributed monthly to the cities on a formula based on the SHC; with calculation predicated on a per capita apportionment – 8.98 x population.
- Gas Tax Section 2107.5 – This account represents a fixed amount of revenue received from the State based on population. With our reduced census population decline to 2,933 our revenue will also decline.

The Town has identified in its 2011 Pavement Management Program and Report to the Town Council that an annual expenditure in the range of $360,000 is necessary to maintain streets at current level. The current gas tax allocation has been in the $65,000 range. This level of funding is not sufficient to meet the maintenance needs expected by the community and Town Council. The Town Council has periodically contributed General Fund revenues to make up this funding imbalance.

In November 2012, Napa County voters passed a half cent sales tax for road maintenance that will begin in 2018. It is anticipated that over $300,000 of annual funding could be available to fund street, sidewalk, street light and related projects. This funding will be used to significantly improve the pavement conditions of streets in Yountville and decrease long term pavement maintenance costs.

2014-2015 ACCOMPLISHMENTS

- The Town received the highest Pavement Condition Index (PCI) of any Napa County jurisdiction with a rating of 71.
- Completed design work for the Madison and Yount Streets Rehabilitation project which is under construction with an expected completion date of July 2014.
- Completed the replacement of trees and sidewalk on the west side Washington Street between Yount Street and the southern driveway to V-Marketplace (CP-3014).
- Update the Pavement Management Program (PMP) as required by MTC with MTC Technical Assistance Program funding. (ST-2011).
- Continue with completion of a Surveys and Monuments Book (ST-0004).
- Evaluate potential public/private partnerships using reimbursement agreements to replace deteriorating railroad tie curbing and replaced sidewalk on the west side Washington Street between Humboldt Street and Webber Avenue and east side of Washington Street adjacent to EJC. (ST-6012).

2015-2016 GOALS & OBJECTIVES

A summary of the Capital Improvement Program for 2014/15 can be found in the last section of this budget document. Details of the Town's Five-Year Capital Improvement Program (CIP) are in a public binder at Town Hall and available on the Town's website at www.townofyountville.com under Finance Department.

- Continue with Survey and Monuments book (ST-004).
- Continue with ST-6016, Replace Railroad Tie Curbs at Washington Park and Vista Subdivision.
- Continue Tree, Curb, Gutter and Sidewalk Replacement (CP-3016).

MAJOR BUDGET CHANGES

There are no budget changes.

CONNECTION TO STRATEGIC PLAN 2011-16

2.0 Community Character – 2.1 Maintain & Enhance the Appearance of Yountville -The Town Council has funded staffing, equipment, and street signage and striping to make the Town's streets attractive and to keep the Town's streets in a safe and well maintained manner.

6.0 Services and Infrastructure – 6.5.1 Implement Key Streets and Sidewalk Improvement Program Projects - The slurry seal, street repaving, traffic calming and sidewalk projects will help to keep our streets and sidewalks in good serviceable and safe condition.

6.5.3 Maintain Compliance with Current and Evolving Regulations – The Town is required to comply with changing street design, signage and other regulations, such as the Americans with Disabilities Act regulations for accessibility and retroreflectivity of signs.

DEPARTMENT HIGHLIGHT

- ★ Finalize Surveys & Monuments Book.
- ★ Replaced non ADA compliant curb gutter and sidewalk with ADA compliant curb and sidewalks at Yountville Cross Road, partnering with Crossroads Homeowner's Association at Yountville Cross Road and Vintage Inn and Washington Street.

Town of Yountville
STATE GAS TAX FUND
Fund 20 - Departments 4305 & 6000

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 230,594**	**$ 2,848**	**$ 21,168**	**$ 21,168**	**$ 48,312**
	REVENUE					
3301	Investment Earnings	289	-	-	44	-
3409	Other State Revenue	-	-	-	-	-
3410	Gas Tax Section 2105	17,618	27,444	14,800	22,600	23,200
3411	Gas Tax Section 2106	14,799	15,056	16,300	16,000	16,800
3413	Gas Tax Section 2103	31,991	56,217	32,200	35,000	18,400
3415	Gas Tax Section 2107	28,870	29,358	18,000	28,000	31,800
3416	Gas Tax Section 2107.5	2,000	1,000	1,000	1,000	1,000
3419	Gas Tax Deferral	(1,000)	-	-	-	-
3429	Other County Revenue	15,829	-	-	-	-
3430	Federal Grant	-	127,986	-	-	-
3801	Refunds & Reimbursements			-	-	-
	Total Revenue	**$ 110,397**	**$ 257,061**	**$ 82,300**	**$ 102,644**	**$ 91,200**
	EXPENDITURES					
	Department 4305 Streets Maintenance					
4510	Utilities	305	353	500	500	500
	Total Department 4305	**$ 305**	**$ 353**	**$ 500**	**$ 500**	**$ 500**
	Department 6000 Capital Projects					
ST-0004	Surveys & Monuments Book	-	7,377	40,000	5,000	35,000
ST-3016	Slurry Seal & Patching Program	-	-	-	-	20,000
ST-6016	Replace Railroad Tie Curbs	-	-	-	-	30,000
ST-2015	Pavement Management Program	-	-	15,000	15,000	-
ST-6015	Replace Railroad Tie Curbs	-	-	50,000	45,000	-
CP-3015	Tree, Curb, Gutter & Sidewalk Replacement	-	-	10,000	10,000	-
ST-0002	North Yountville Bike Route	20,735	175,729	-	-	-
ST-2011	Pavement Management Program	159,906	2,424	-	-	-
ST-3013	Slurry Seal Program	252,912	26,284	-	-	-
ST-0008	Street Restriping	19,997		-	-	-
CP-3013	Tree, Curb, Gutter & Sidewalk Replacement	134,288	26,574	-	-	-
	Total Department 6000	**$ 587,838**	**$ 238,388**	**$ 115,000**	**$ 75,000**	**$ 85,000**
	Total Expenditures	**$ 588,143**	**$ 238,741**	**$ 115,500**	**$ 75,500**	**$ 85,500**
	TRANSFERS IN (OUT)					
3950	From Capital Projects (50)	250,000	-	-	-	-
7900	To General Fund (01)				-	-
	Total Net Transfers	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 2,848**	**$ 21,168**	**$ (12,032)**	**$ 48,312**	**$ 54,012**
	Net Change in Fund Balance	(227,746)	18,320	(33,200)	27,144	5,700

Town of Yountville
HOUSING GRANT FUND
Fund 24 - Department 1500

DEPARTMENT OVERVIEW

On September 24, 2014, the Town was awarded a CalHome Program Grant from the California Department of Housing and Community Development in the amount of $330,000. This grant is for the Owner Occupied Rehabilitation Program, which will fund necessary home improvement projects for residents hoping to bring their home up to code. The Town also received a letter of award from the California Department of Housing and Community Development (HCD) on November 19, 2014, stating that the Town is eligible for up to $500,000 in 2014 HOME Investments Partnerships Program funding. The HOME program will allow the Town to draw down funds for eligible construction activities for residents. Both housing grants were applied for in partnership with the City of Napa Housing Authority (Housing Authority), who will be managing the programs.

The CalHome Program was initially created by the California Department of Housing and Community Development to enable low and very-low income households to become and remain homeowners. Grants to local public agencies, such as Yountville, are used to assist households through deferred-payment loans. Direct, forgivable loans are given to eligible residents to assist in development projects.

In Yountville, the projects eligible for this grant must be related to rehabilitation, such as improving the structural integrity of a dwelling unit in order to meet building codes. If the resident can prove adequate financial need, they will be given the loan to assist in the funding of the project.

Prior to granting the loan, the borrower must verify eligibility. The borrower must be the owner of the property and must occupy the space. The borrower must also provide the current status of insurance and proof that property taxes are current and paid.

The Town has entered into an agreement with the Napa Housing Authority to administer the grants. The Housing Authority will market the program and receive applications, perform income determinations and eligibility for the assistance, work write ups for the rehab work, mange the project, process the grant draw down for the loans funded, perform quarterly and annual reporting, complete annual monitoring of the recipients of the rehab loans, and carry out other administrative tasks.

2014-2015 ACCOMPLISHMENTS

- This is a new program.

2015-2016 GOALS & OBJECTIVES

- Promote new grant programs to eligible residents and coordinate with the City of Napa Housing Authority to disburse approved grant funds.

MAJOR BUDGET CHANGES

Budget includes $330,000 in CalHome Grant revenue and $500,000 in Federal Home Grant Awards.

CONNECTION TO STRATEGIC PLAN 2011-16

1.1.2 Protecting Community Health and Safety – It is a goal to promote community preservation and prevent nuisances through increased code enforcement, environmental strategies, and community education. This program allows residents to improve their homes, which will make the community a healthier and safer place.

Town of Yountville
HOUSING GRANT FUND
Fund 24 - Department 1500

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3408	CalHome Grant	-	-	330,000	-	330,000
3432	Federal Home Grant	-	-	500,000	-	500,000
	Total Revenue	**$ -**	**$ -**	**$ 830,000**	**$ -**	**$ 830,000**
	EXPENDITURES					
8010	CalHome Grant Awards	-	-	330,000	-	330,000
8010	Federal Home Grant Awards	-	-	500,000	-	500,000
	Total Net Transfers	**$ -**	**$ -**	**$ 830,000**	**$ -**	**$ 830,000**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	-	-	-	-	-

Town of Yountville
FIRE EMERGENCY SERVICES FUND
Fund 28 - Department 3201

DEPARTMENT OVERVIEW

The Town has assessed new development a Fire Emergency Services Impact Fee to offset additional costs of personnel, facilities, and equipment required to meet demand on fire and medical services generated by new development. The Town funded a portion of the new Fire Station in fiscal year 1999. Funds accumulated are used for future fire engine replacement. Due to limited new development, this fund balance reached zero last year due to a lack of development. There will likely be some occasional revenue generated to the fund but the timing is dependent on actual development. The General Fund will be required to make the annual fire engine replacement cost component of our annual contract if the fund balance is not sufficient to pay the $18,133 cost. Staff projects that the General Fund will now be responsible for the funding of this cost and that there may be several thousand dollars at best generated per year to offset this fund.

2014-2015 ACCOMPLISHMENTS

- Paid a portion of the required cost share towards fire engine replacement per our contract with Napa County.

2015-2016 GOALS & OBJECTIVES

- Continued funding of fire services contract commitment cost component earmarked for fire engine replacement dependent on level of impact fee revenue, if any, generated.

MAJOR BUDGET CHANGES

The Town can transfer any funds collected to the General Fund to provide funding for the annual engine replacement costs portion of the Fire & Emergency Services contract. Impact fees are a declining revenue source as the Town reaches build out.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 8,357**	**$ 29**	**$ 29**	**$ 29**	**$ 29**
	REVENUE					
3301	Investment Earnings	17	-	-	-	-
3701	Fire & Emergency Services Fee	-	-	-	-	-
	Total Revenue	**$ 17**	**$ -**	**$ -**	**$ -**	**$ -**
	TRANSFERS IN (OUT)					
7900	To General Fund	(8,345)	-	-	-	-
	Total Net Transfers	**$ (8,345)**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 29**	**$ 29**	**$ 29**	**$ 29**	**$ 29**
	Net Change in Fund Balance	(8,328)	-	-	-	-

Town of Yountville
FLOOD BARRIER CAPITAL MAINTENANCE FUND
Fund 76 - Department 4330

DEPARTMENT OVERVIEW

This Fund was established to provide for revenues and expenditures related to the FEMA Flood Hazard Mitigation Grant awarded to the Town in 1990. The project was completed in fiscal year 2004-05, and various mitigations have been accomplished since the barrier was constructed. Current Fund resources are to be utilized for capital improvement and maintenance of the Flood Barrier and its related system infrastructure.

Floodwall Project Historical Information:
The cost of planning, designing and construction of the project was approximately $6.78 Million, and was paid for with a combination of Capital Lease Financing ($2.82 million), FEMA/OES Grants ($2.84 million), Town funds ($433,000), Measure A ($400,000), Napa County ($149,000), Property Owner ($75,000) and other ($64,000) financing sources.

2014-2015 ACCOMPLISHMENTS

- Annual training exercise to ensure public works staff and first responders trained and aware of how to operate the flood barrier was held.
- Monitor and maintain Floodwall facility.

2015-2016 GOALS & OBJECTIVES

- Continue to oversee, monitor, and maintain the Floodwall and its related infrastructure system.

MAJOR BUDGET CHANGES

There are no budget changes this year.

CONNECTION TO STRATEGIC PLAN 2011-16

1.0 Leadership 1.1.2 – Protecting Community Health and Safety - The Town constructed the flood barrier around the two mobile home park communities in the southern portion of the community to protect the residents from recurrent flooding from the Napa River and adjacent Hopper Creek.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 189,810**	**$ 185,688**	**$ 182,417**	**$ 182,417**	**$ 181,657**
	REVENUE					
3301	Investment Earnings	383	264	250	240	200
	Total Revenue	**$ 383**	**$ 264**	**$ 250**	**$ 240**	**$ 200**
	EXPENDITURES					
4310	Facilities Maintenance	4,505	3,534	10,000	1,000	10,000
	Total Expenditures	**$ 4,505**	**$ 3,534**	**$ 10,000**	**$ 1,000**	**$ 10,000**
■	**ENDING FUND BALANCE**	**$ 185,688**	**$ 182,417**	**$ 172,667**	**$ 181,657**	**$ 171,857**
	Net Change in Fund Balance	(4,122)	(3,271)	(9,750)	(760)	(9,800)

Town of Yountville
YOUTH SUBSIDY PROGRAM FUND
Fund 80 - Department 5405

DEPARTMENT OVERVIEW

The Youth Subsidy Programs Fund was established to account for contributions to and fundraising efforts by Town staff for the purpose of providing sponsorship to Parks & Recreation programs for eligible youth participants that otherwise could not afford to participate. Sponsorships are provided for programs such as the Town's After School Programs, Day Camp Programs, swim lessons and other Town recreation programs. Revenues represent contributions from individuals, fundraising efforts and interest earned. Expenditures are for registration costs for eligible participants and some fundraising costs.

Eligible youth must reside in Yountville and meet income eligibility requirements. Special considerations are given to children living in a foster home in Yountville or attending Yountville Elementary School.

2014-2015 ACCOMPLISHMENTS

- Provided sponsorship grants which allowed 27 local youth to participate in Parks and Recreation Programs.

2015-2016 GOALS & OBJECTIVES

- Work with the Town Manager and Council to form a Non-Profit Community Foundation that would administer the Youth Subsidy Fund.
- Continue to get the word out about this service to local youth and families in need.

MAJOR BUDGET CHANGES

There are no major budget changes.

CONNECTION TO STRATEGIC PLAN 2011-16

4.0 Community Spirit – Inspire a variety of fulfilling and engaging opportunities that unify our community and strengthen community spirit through our Parks and Recreation programs.

4.4 Comprehensive Cost Recovery Program – Providing sponsorship opportunities for youth participation in programs that they may not otherwise be able to afford is an important element of an effective cost recovery program so that our recreation programs remain accessible and available to a wide range of our community.

DEPARTMENT HIGHLIGHT

★ The Town Parks & Recreation Department continues to fundraise for scholarships by offering the pancake breakfasts, concession sales at movie nights and through support from local organizations including the Kiwanis Club of Yountville.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	$ 6,284	$ 3,760	$ 15,960	$ 15,960	$ 16,540
	REVENUE					
3301	Investment Earnings	19	15	10	25	20
3803	Contributions	6,587	17,118	5,000	5,055	5,000
	Total Revenue	$ 6,606	$ 17,133	$ 5,010	$ 5,080	$ 5,020
	EXPENDITURES					
4990	Other Community Support	9,130	4,933	5,000	4,500	5,000
	Total Expenditures	$ 9,130	$ 4,933	$ 5,000	$ 4,500	$ 5,000
■	**ENDING FUND BALANCE**	$ 3,760	$ 15,960	$ 15,970	$ 16,540	$ 16,560
	Net Change in Fund Balance	(2,524)	12,200	10	580	20

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

DEPARTMENT OVERVIEW

The Tallent Lane Benefit District was established to provide safer and improved access to properties fronting Tallent Lane. A fee of $2,270 per home or per lot, and $1,125 per second unit generates revenues. This benefit district remains a funding vehicle for residents to improve Tallant Lane which is a private road. This fund is inactive at this time and no activity is anticipated.

2014-2015 ACCOMPLISHMENTS

- No activity was scheduled.

2015-2016 GOALS & OBJECTIVES

- No activity is anticipated.

MAJOR BUDGET CHANGES

None.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,301**	**$ 2,306**	**$ 13,790**	**$ 13,790**	**$ 13,805**
	REVENUE					
3301	Investment Earnings	5	5	-	15	15
3704	Private Road Assessment	-	11,479			
	Total Revenue	$ 5	$ 11,484	$ -	$ 15	$ 15
	EXPENDITURES					
4210	Contract Services	-	-	-	-	-
	Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 2,306**	**$ 13,790**	**$ 13,790**	**$ 13,805**	**$ 13,820**
	Net Change in Fund Balance	5	11,484	-	15	15

Town of Yountville
MESA COURT DRAINAGE BENEFIT DISTRICT FUND
Fund 96

DEPARTMENT OVERVIEW

The Mesa Court Drainage Benefit District was established to correct drainage problems within the area of Mesa Court. The first phase was completed in fiscal year 1999 and was financed by new development in the district.

The last use of fund resources was in 2005/06 for drainage improvements ($10,000).

2014-2015 ACCOMPLISHMENTS

- No activity occured.

2015-2016 GOALS & OBJECTIVES

- No activity is scheduled.

MAJOR BUDGET CHANGES

There are no budget changes.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 16,102**	**$ 16,136**	**$ 47,350**	**$ 47,350**	**$ 47,400**
	REVENUE					
3301	Investment Earnings	34	40	50	50	50
3703	Drainage Assessment	-	31,174	-	-	-
	Total Revenue	**$ 34**	**$ 31,214**	**$ 50**	**$ 50**	**$ 50**
	EXPENDITURES					
4210	Contract Services	-	-	-	-	-
	Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 16,136**	**$ 47,350**	**$ 47,400**	**$ 47,400**	**$ 47,450**
	Net Change in Fund Balance	34	31,214	50	50	50

Agency Fund

Tourism Improvement District Assessment Fund

Town of Yountville
TOURISM IMPROVEMENT DISTRICT ASSESSMENT FUND
Fund 22 - Department 1015

DEPARTMENT OVERVIEW

On June 15, 2010 the County of Napa, per Resolution No. 2010-72, approved creation of the Napa Valley Tourism Improvement District (NVTID), a benefit assessment district which includes all incorporated jurisdictions, including the Town of Yountville and the unincorporated county. The NVTID levies a self assessment of 2% of gross revenues on short term (less than 30 days) room rental revenue on lodging business. The NVTID was initially approved in 2010 for five (5) years and extended for an additional ten (10) years in 2015. The assessment revenue must be used for marketing, sales promotions and other tourist serving activities designed to increase tourism and to market the Napa Valley as a tourist, meeting and event destination.

The 2% self assessment is allocated at 1.5% to the Napa Valley Tourism Corporation (NVTC) to administer the valley wide sales and marketing effort and .5% which is allocated to each local jurisdiction for tourism related expenditures in accordance with the Management Plan in the individual jurisdiction.

The Town will collect the 2% NVTID assessment at the same time as it collects the Town's TOT taxes levied on lodging properties located in the Town. The Town will forward 1.5% to the County of Napa for the regional NVTID distribution and place .5% in the local NVTID-Yountville agency fund administered by the Town of Yountville serving as its fiduciary agent. In accordance with the NVTID Management Plan the Town in its capacity as tax collector shall be paid a 1% administrative fee for its cost in collecting and forwarding assessment moneys and support of the local governing body.

The NVTID-Yountville local governing body is responsible for the development of an annual work plan, budget, approval of expenditures, and appropriate reports to the NVTID, Town of Yountville and County of Napa as may be required. The local governing body consists of four (4) lodging property representatives, one (1) Chamber of Commerce Board of Directors member, one (1) Town of Yountville elected official and the Town Manager or designee.

2014-2015 ACCOMPLISHMENTS

- Local governing body launched continuing promotional and marketing efforts.
- NVTID-Yountville funded Yount.
- Funding for the Yountville Trip Advisor page and management costs for the page with Yountville Chamber of Commerce.
- $20,000 in funding was provided to support Napa Valley Film Festival with a stay in Yountville focus.
- $20,000 in support to the Napa Valley Performing Arts Center at Lincoln Theater.
- $30,000 in off season social media marketing promotion.
- $30,000 in seed funding and $100,000 loan to support launch of new Yountville Live event.
- Funding provided to support Napa Valley Museum marketing efforts, local Yountville Arts in April event.
- Funded a number of targeted FAM trip for media travel writers.

2015-2016 GOALS & OBJECTIVES

- Continue to collect and account for the 2% Tourism Improvement Assessment.
- Continue funding for the successful partnerships and marketing programs designed to bring visitors to Yountville in the shoulder season.
- Evaluate new programs and initiatives.

MAJOR BUDGET CHANGES

No significant changes in the budget are anticipated. Budget is shown for informational and planning purposes; actual approval of program expenditures is done by the NVTID-Yountville local governing body. The Town of Yountville serves as the NVTID-Yountville's fiduciary entity.

Town of Yountville
TOURISM IMPROVEMENT DISTRICT ASSESSMENT FUND
Fund 22 - Department 1015

CONNECTION TO STRATEGIC PLAN 2011-16

5.0 Fiscal Health – 5.3 Optimize Tourism Economy - NVTID-Yountville's initial focus has been marketing and promotional efforts to increase the number of visitors to Yountville in the December-April slow season which will improve visitor count and thereby increase TOT generation and sales tax generation at local restaurants, tasting rooms, and other retail.

DEPARTMENT HIGHLIGHT

★ To evaluate appropriate areas for spending which support mission of increasing visitor count during the off season or "cabernet" season and during mid-week when our lodging properties have vacancies.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 113,657**	**$ 97,051**	**$ 167,846**	**$ 167,846**	**$ 177,721**
	REVENUE					
3301	Investment Earnings	265	218	200	250	200
3040	Tourism Improvement District Assessment	942,143	1,042,891	1,041,663	1,066,667	1,066,667
	Total Revenues	**$ 942,408**	**$ 1,043,110**	**$ 1,041,863**	**$ 1,066,917**	**$ 1,066,867**
	EXPENDITURES					
4280	County Assessment Pass Through (74%)	694,340	774,586	770,836	789,333	789,333
	Yountville TID Share (25%)					
4210	Contract Services	255,288	182,441	-	-	-
4990	Community Outreach & Promotion	-	4,851	407,914	257,042	444,588
	Total Expenditures	**$ 949,628**	**$ 961,878**	**$ 1,178,750**	**$ 1,046,375**	**$ 1,233,921**
	TRANSFER TO GENERAL FUND					
7900	Administration Fee (1%)	(9,386)	(10,436)	(9,833)	(10,667)	(10,667)
	Total Transfers	**$ (9,386)**	**$ (10,436)**	**$ (9,833)**	**$ (10,667)**	**$ (10,667)**
■	**ENDING FUND BALANCE**	**$ 97,051**	**$ 167,846**	**$ 21,126**	**$ 177,721**	**$ -**
	Net Change in Fund Balance	(16,606)	70,795	(146,720)	9,875	(177,721)

Photo Credit: Mars Lasar

Town of Yountville

"The Heart of the Napa Valley"

Debt Service Funds

2008 Lease Revenue Bond Debt Service

2013 Lease Revenue Bond Debt Service

Measure A Debt Service

Town of Yountville
2008 Lease Revenue Bond Debt Service Fund - Community Center
Fund 52 - 7000

DEPARTMENT OVERVIEW

In July 2008, the Yountville Financing Authority issued 2008 Lease Revenue Bonds to fund construction of the Yountville Town Center Project. The proceeds of the bonds will be used to pay the costs of the Yountville Town Center Project, which consists of the construction of a new 7,500-square-foot Community Center and Library Building, the remodeling of the existing Community Hall, the construction of a new sheriff's substation, and the construction and landscaping of a new 7,000-square foot Town Square. The buildings to be constructed or remodeled as part of the projects are those that are leased under the facilities lease between the Financing Authority and the Town. Total construction budget for the project is $11,197,600 and it was completed and opened to public use in November 2009.

The Town is obligated to pay the debt from existing General Fund revenue sources and budgets a transfer from the General Fund each year to pay principal and interest payments as they come due. The amount transferred each year will be sufficient to cover the debt for that year. The Town had agreed to pledge a portion of the Transient Occupancy Tax (TOT), up to 2% of the 12% total tax, or 16.67% of the TOT each year for payment of the debt service.

2014-2015 ACCOMPLISHMENTS

- Transferred amount required to fund annual debt service.

2015-2016 GOALS & OBJECTIVES

- Transfer revenue from General Fund to pay semi-annual debt service payments due this year.

MAJOR BUDGET CHANGES

Budget includes $667,550 transfer from General Fund to pay current year debt service and fiscal agent fee

CONNECTION TO STRATEGIC PLAN 2011-16

5.0 Fiscal Health – 5.1 Budget to Support Town's Mission - In the late 1990's community leaders and residents identified the need for a community center and began the long process to design a facility and develop a mechanism to pay for the project. Use of long term debt payment is an appropriate method to spread the cost for the construction of the facility over a long term time period given the significant one time capital costs associated with construction of a facility of this nature.

5.3 Optimize Tourism Economy – Lease payments are made from funding provided through a 2% increase in the TOT rate (from 10% to 12%) paid by visitors staying at our local lodging establishments. This 2% increase was earmarked by a citizen advisory vote to fund the construction costs of the community center facility.

4.0 Community Spirit – 4.3 Community Center Operations - Lease proceeds provided the funding for the construction which was used to build the facility.

DEPARTMENT HIGHLIGHT

★ Annual lease revenue bond payments were made per schedule.

Town of Yountville
2008 Lease Revenue Bond Debt Service Fund - Community Center
Fund 52 - 7000

Yountville Finance Authority
2008 Lease Revenue Bonds
Debt Service Schedule

Period Ending	Principal	Coupon	Interest	Debt Service	Fiscal Year Debt Service
4/1/2009			341,819.70	341,819.70	341,819.70
10/1/2009			249,099.38	249,099.38	
4/1/2010			249,099.38	249,099.38	498,198.76
10/1/2010	175,000	5.000%	249,099.38	424,099.38	
4/1/2011			244,724.38	244,724.38	668,823.76
10/1/2011	180,000	5.000%	244,724.38	424,724.38	
4/1/2012			240,224.38	240,224.38	664,948.76
10/1/2012	190,000	4.000%	240,224.38	430,224.38	
4/1/2013			236,424.38	236,424.38	666,648.76
10/1/2013	200,000	4.000%	236,424.38	436,424.38	
4/1/2014			232,424.38	232,424.38	668,848.76
10/1/2014	205,000	5.000%	232,424.38	437,424.38	
4/1/2015			227,299.38	227,299.38	664,723.76
10/1/2015	215,000	4.000%	227,299.38	442,299.38	
4/1/2016			222,999.38	222,999.38	665,298.76
10/1/2016	225,000	4.000%	222,999.38	447,999.38	
4/1/2017			218,499.38	218,499.38	666,498.76
10/1/2017	235,000	5.000%	218,499.38	453,499.38	
4/1/2018			212,624.38	212,624.38	666,123.76
10/1/2018	250,000	5.000%	212,624.38	462,624.38	
4/1/2019			206,374.38	206,374.38	668,998.76
10/1/2019	260,000	4.000%	206,374.38	466,374.38	
4/1/2020			201,174.38	201,174.38	667,548.76
10/1/2020	270,000	4.000%	201,174.38	471,174.38	
4/1/2021			195,774.38	195,774.38	666,948.76
10/1/2021	280,000	4.125%	195,774.38	475,774.38	
4/1/2022			189,999.38	189,999.38	665,773.76
10/1/2022	295,000	4.200%	189,999.38	484,999.38	
4/1/2023			183,804.38	183,804.38	668,803.76
10/1/2023	305,000	4.250%	183,804.38	488,804.38	
4/1/2024			177,323.13	177,323.13	666,127.51
10/1/2024	320,000	4.375%	177,323.13	497,323.13	
4/1/2025			170,323.13	170,323.13	667,646.26
10/1/2025	335,000	4.500%	170,323.13	505,323.13	
4/1/2026			162,785.63	162,785.63	668,108.76
10/1/2026	350,000	4.500%	162,785.63	512,785.63	
4/1/2027			154,910.63	154,910.63	667,696.26
10/1/2027	365,000	4.600%	154,910.63	519,910.63	
4/1/2028			146,515.63	146,515.63	666,426.26
10/1/2028	380,000	4.625%	146,515.63	526,515.63	
4/1/2029			137,728.13	137,728.13	664,243.76
10/1/2029	400,000	**	137,728.13	537,728.13	
4/1/2030			128,084.38	128,084.38	665,812.51
10/1/2030	420,000	**	128,084.38	548,084.38	
4/1/2031			117,959.38	117,959.38	666,043.76
10/1/2031	440,000	**	117,959.38	557,959.38	
4/1/2032			107,353.13	107,353.13	665,312.51
10/1/2032	465,000	**	107,353.13	572,353.13	
4/1/2033			96,146.88	96,146.88	668,500.01
10/1/2033	485,000	**	96,146.88	581,146.88	
4/1/2034			84,459.38	84,459.38	665,606.26
10/1/2034	510,000	4.875%	84,459.38	594,459.38	
4/1/2035			72,028.13	72,028.13	666,487.51
10/1/2035	535,000	4.875%	72,028.13	607,028.13	
4/1/2036			58,987.50	58,987.50	666,015.63
10/1/2036	560,000	4.875%	58,987.50	618,987.50	
4/1/2037			45,337.50	45,337.50	664,325.00
10/1/2037	590,000	4.875%	45,337.50	635,337.50	
4/1/2038			30,956.25	30,956.25	666,293.75
10/1/2038	620,000	4.875%	30,956.25	650,956.25	
4/1/2039			15,843.75	15,843.75	666,800.00
10/1/2039	650,000	4.875%	15,843.75	665,843.75	
					665,843.75
S	**$ 10,710,000.00**		**$ 10,127,296.84**	**$ 20,837,296.84**	**$ 20,837,296.84**

Town of Yountville
2008 LEASE REVENUE BOND DEBT SERVICE FUND - COMMUNITY CENTER
Fund 52 - Department 7000

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 677,462**	**$ 677,749**	**$ 678,116**	**$ 678,116**	**$ 678,966**
	REVENUE & FINANCING SOURCES					
3301	Investment Earnings	546	666	-	300	-
3900	Transfer In From General Fund	668,640	670,050	666,980	666,980	667,550
	Total Revenue & Financing Sources	**$ 669,186**	**$ 670,716**	**$ 666,980**	**$ 667,280**	**$ 667,550**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	2,250	1,500	2,250	1,700	2,250
6100	Debt Service - Principal	190,000	200,000	205,000	205,000	215,000
6500	Debt Service - Interest	476,649	468,849	459,730	459,730	450,300
	Total Expenditures	**$ 668,899**	**$ 670,349**	**$ 666,980**	**$ 666,430**	**$ 667,550**
■	**ENDING FUND BALANCE**	**$ 677,749**	**$ 678,116**	**$ 678,116**	**$ 678,966**	**$ 678,966**
	Net Change in Fund Balance	287	367	-	850	-
	OUTSTANDING LEASE REVENUE BONDS					
	Principal Balance - July 1	10,355,000	10,165,000	9,965,000	9,965,000	9,760,000
	Principal Paid	190,000	200,000	205,000	205,000	215,000
	Balance Outstanding - June 30	10,165,000	9,965,000	9,760,000	9,760,000	9,545,000

Town of Yountville
2013 Lease Revenue Bond Debt Service Fund - Town Hall & Madison/Yount
Fund 53 - Department 7000

DEPARTMENT OVERVIEW

In February 2013 the Yountville Financing Authority issued 2013 Lease Revenue Bonds in the amount of $4,260,000 to fund a seismic retrofit to Town Hall and the reconstruction of streets and sewers on Madison & Yount Streets. In 2012 the Town completed a feasibility study related to the structural strengthening of the 1930's era unreinforced Town Hall building which is seismically unsafe. The feasibility study found that there is great likelihood of significant damage to the building in the event of a moderate earthquake which would likely result in disruption of vital public services and the Town's ability to respond and rebuild after an incident. Town Hall was built in 1920 as an elementary school. In 1977 a new Yountville Elementary School was constructed because the existing building did not meet building code requirements for schools. Town staff then moved from Community Hall into the old school building, which became Town Hall. The bond proceeds will also fund reconstruction of Madison Street from Washington to Yount, and Yount Street from Hopper Creek to Monroe along with replacement of the sewer lateral.

The Town is obligated to pay the debt from existing General Fund revenue sources and will budget an annual transfer from the General Fund each year to pay principal and interest payments as they come due. Principal and interest payments for the portion of the sewer line replacement will be funded with a transfer from the Wastewater Capital Fund (64).

2014-2015 ACCOMPLISHMENTS

- Successfully issued lease revenue bonds to finance Town Hall retrofit and Madison/Yount street reconstruction and sewer lateral replacement.
- Annual lease revenue bond payments were made per schedule.

2015-2016 GOALS & OBJECTIVES

- Transfer revenue from General Fund and Wastewater Capital Fund to pay semi-annual debt service payments due this year.

MAJOR BUDGET CHANGES

Budget includes $334,005 transfer from General Fund and $21,538 from Wastewater Funds to pay current year debt service and fiscal agent fees.

CONNECTION TO STRATEGIC PLAN 2011-16

5.0 Fiscal Health – 5.1 Budget to Support Town's Mission - Town Council identified the structural safety of Town Hall as a priority project for the Town. The initial study completed in 2009 presented options that were determined to be cost prohibitive. A revised study, to determine options available for a minimum project were completed and staff began the process of reviewing financing options. The Madison/Yount Street project had also been designated a high priority project without a designated funding source. Staff worked with a Town Council ad hoc committee to review the various financing options available to the Town and the option to include the street and sewer project as part of the lease revenue bond financing. Given the Town's current revenue stream and strong credit rating Town Council approved the financing of the projects over a 15 year period. Use of long term debt payment is an appropriate method to spread the cost for the construction of capital assets over time and to take advantage of favorable interest rates.

6.0 Services and Infrastructure – 6.3.1, 6.5.1 and 6.6.2 Implement Key Capital Improvement Program Projects – A primary responsibility of the Town is to maintain the integrity of the existing capital infrastructure.

1.1.2 Protecting Community Health & Safety – Completion of the Town Hall retrofit will ensure a safe environment for the public and Town employees.

Town of Yountville
2013 Lease Revenue Bond Debt Service Fund - Town Hall & Madison/Yount
Fund 53 - Department 7000

Town of Yountville, California
Series 2013 Lease Revenue Bonds

	Series 2013 Bonds				
Fiscal Year	Principal	Interest	Total P+I	Capitalized Interest Fund	Total Debt Service
2013	$ 100,000.00	$ 33,225.14	$ 133,225.14	$ (23,206.61)	$ 110,018.53
2014	$ 260,000.00	$ 101,112.50	$ 361,112.50	$ (71,940.50)	$ 289,172.00
2015	$ 265,000.00	$ 95,912.50	$ 360,912.50	$ -	$ 360,912.50
2016	$ 270,000.00	$ 90,612.50	$ 360,612.50	$ -	$ 360,612.50
2017	$ 270,000.00	$ 85,212.50	$ 355,212.50	$ -	$ 355,212.50
2018	$ 280,000.00	$ 79,812.50	$ 359,812.50	$ -	$ 359,812.50
2019	$ 285,000.00	$ 74,212.50	$ 359,212.50	$ -	$ 359,212.50
2020	$ 290,000.00	$ 68,512.50	$ 358,512.50	$ -	$ 358,512.50
2021	$ 295,000.00	$ 62,712.50	$ 357,712.50	$ -	$ 357,712.50
2022	$ 300,000.00	$ 56,075.00	$ 356,075.00	$ -	$ 356,075.00
2023	$ 310,000.00	$ 48,575.00	$ 358,575.00	$ -	$ 358,575.00
2024	$ 320,000.00	$ 40,050.00	$ 360,050.00	$ -	$ 360,050.00
2025	$ 330,000.00	$ 30,450.00	$ 360,450.00	$ -	$ 360,450.00
2026	$ 335,000.00	$ 20,550.00	$ 355,550.00	$ -	$ 355,550.00
2027	$ 350,000.00	$ 10,500.00	$ 360,500.00	$ -	$ 360,500.00
Total	$ 4,260,000.00	$ 897,525.14	$ 5,157,525.14	$ (95,147.11)	$ 5,062,378.03

Series 2013 Lease Revenue Bonds - Madison/Yount Sewer Project Allocation

	Sewer Project				
Fiscal Year	Principal	Interest	Total P+I	Capitalized Interest Fund	Total WW Collection System Portion
2013	$ 26,923.08	$ 2,809.68	$ 29,732.76	$ (112.39)	$ 29,620.37
2014	$ 21,538.46	$ 8,181.25	$ 29,719.71	$ (327.25)	$ 29,392.46
2015	$ 21,538.46	$ 7,750.48	$ 29,288.94	$ -	$ 29,288.94
2016	$ 21,538.46	$ 7,319.71	$ 28,858.17	$ -	$ 28,858.17
2017	$ 21,538.46	$ 6,888.94	$ 28,427.40	$ -	$ 28,427.40
2018	$ 22,884.62	$ 6,458.17	$ 29,342.79	$ -	$ 29,342.79
2019	$ 22,884.62	$ 6,000.48	$ 28,885.10	$ -	$ 28,885.10
2020	$ 22,884.62	$ 5,542.79	$ 28,427.40	$ -	$ 28,427.40
2021	$ 24,230.77	$ 5,085.10	$ 29,315.87	$ -	$ 29,315.87
2022	$ 24,230.77	$ 4,539.90	$ 28,770.67	$ -	$ 28,770.67
2023	$ 25,576.92	$ 3,934.13	$ 29,511.06	$ -	$ 29,511.06
2024	$ 25,576.92	$ 3,230.77	$ 28,807.69	$ -	$ 28,807.69
2025	$ 26,923.08	$ 2,463.46	$ 29,386.54	$ -	$ 29,386.54
2026	$ 26,923.08	$ 1,655.77	$ 28,578.85	$ -	$ 28,578.85
2027	$ 28,269.23	$ 848.08	$ 29,117.31	$ -	$ 29,117.31
Total	$ 363,461.54	$ 72,708.72	$ 436,170.26	$ (439.64)	$ 435,730.62

Town of Yountville
2013 LEASE REVENUE BOND DEBT SERVICE FUND - TOWN HALL & MADISON/YOUNT
Fund 53 - Department 7000

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ 409,991**	**$ 310,135**	**$ 310,135**	**$ 309,912**
	REVENUE & FINANCING SOURCES					
3301	Investment Earnings	2,707	-		-	-
3303	Interest - Interfund Loan Fund 62	-	-	7,750	7,750	7,320
3900	Transfer In From General Fund	81,900	262,030	333,880	333,880	334,005
3962	Transfer in From Wastewater Fund	-	-	21,540	21,540	21,538
3990	Bond Proceeds - Capitalized Interest	458,609	-	-	-	-
	Total Revenue & Financing Sources	**$ 543,216**	**$ 262,030**	**$ 363,170**	**$ 363,170**	**$ 362,863**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	-	750	2,250	2,250	2,250
6100	Debt Service - Principal	100,000	260,000	265,000	260,000	270,000
6500	Debt Service - Interest	33,225	101,136	95,920	101,143	90,920
	Total Expenditures	**$ 133,225**	**$ 361,886**	**$ 363,170**	**$ 363,393**	**$ 363,170**
■	**ENDING FUND BALANCE**	**$ 409,991**	**$ 310,135**	**$ 310,135**	**$ 309,912**	**$ 309,605**
	Net Change in Fund Balance	409,991	310,135	-	(223)	(307)
	OUTSTANDING LEASE REVENUE BONDS					
	Principal Balance - July 1	4,260,000	4,260,000	4,000,000	4,000,000	3,735,000
	Principal Paid	100,000	260,000	265,000	265,000	270,000
	Balance Outstanding - June 30	4,160,000	4,000,000	3,735,000	3,735,000	3,465,000

Town of Yountville
MEASURE A DEBT SERVICE FUND
Fund 77 - Department 7000

DEPARTMENT OVERVIEW

Historical Background Information:
The Measure A. Debt Service Fund was established in fiscal year 2004/05 to account for Yountville's Napa County Measure A. proceeds that are used to fund the debt service principal and interest requirements of the Floodwall Lease Purchase Agreement. The amount borrowed was $2,820,651, the term of the Lease Purchase Agreement is from 2004 to 2018, and the average annual debt service is approximately $264,000

The debt of the Floodwall Lease Purchase Certificate of Participation (COP) is not a general obligation of the property owners of the Town; the COP is secured by the Town's portion of the voter-approved countywide Measure A half-cent sales tax. The debt repayment plan is structured such that the bonds will be paid off in conjunction with sunset of the Measure A sales tax.

2014-2015 ACCOMPLISHMENTS

- Town received reimbursement from Napa County Flood Control Authority the Measure A proceeds for the required debt service payment to the lease holder.
- Annual lease payments were made per schedule.

2015-2016 GOALS & OBJECTIVES

- Receive from the Napa County Flood Control Authority the pledged Measure A proceeds required to make the scheduled annual debt service payment to the lease holder

MAJOR BUDGET CHANGES

There is no change in the budget for debt service costs.

CONNECTION TO STRATEGIC PLAN 2011-16

1.0 Leadership – 1.1.2 - Protecting Community Health and Safety - The Town constructed the flood barrier around the two mobile home park communities in the southern portion of the community to protect the residents from recurrent flooding from the Napa River and adjacent Hopper Creek.

5.0 Fiscal Health – 5.1. Budget to Support Town's Mission - Community leaders and mobile home park residents identified the need for long term flood protection of the mobile home park communities. The one time construction cost of the flood wall exceeded the amount of revenue the Town had and waiting 10 or more years to set aside the funding to build the flood wall on a pay as you go basis was not a good alternative. Therefore, use of long term debt was an appropriate method to spread the cost for the construction of the flood wall over a long term time period.

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
02/01/2013	-	-	-	-
08/01/2013	114,048.15	3.718%	13,990.17	128,038.32
02/01/2014	116,168.30	3.790%	11,870.02	128,038.32
08/01/2014	118,369.69	1.950%	9,668.63	128,038.32
02/01/2015	119,924.48	1.950%	8,514.52	128,439.00
08/01/2015	121,499.69	1.950%	7,345.26	128,844.95
02/01/2016	123,095.58	1.950%	6,160.64	129,256.22
08/01/2016	124,712.45	1.950%	4,960.46	129,672.91
02/01/2017	126,350.54	1.950%	3,744.51	130,095.05
08/01/2017	128,010.16	1.950%	2,512.59	130,522.75
02/01/2018	129,691.57	1.950%	1,264.49	130,956.06
Total	$1,221,870.61	-	$70,031.29	$1,291,901.90

Town of Yountville
MEASURE A DEBT SERVICE FUND
Fund 77 - Department 7000

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 20,829**	**$ 13,921**	**$ 13,925**	**$ 13,925**	**$ 12,176**
	REVENUE					
3301	Investment Earnings	9	4	-	-	-
3420	Measure A Funds	126,937	265,958	265,970	256,077	265,530
	Total Revenue	**$ 126,946**	**$ 265,962**	**$ 265,970**	**$ 256,077**	**$ 265,530**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	1,750	1,750	1,750	1,750	1,750
6100	Debt Service - Principal	214,464	222,045	230,220	230,216	244,595
6500	Debt Service - Interest	49,744	42,164	34,000	25,860	13,510
	Total Expenditures	**$ 265,958**	**$ 265,958**	**$ 265,970**	**$ 257,826**	**$ 259,855**
	TRANSFERS IN (OUT)					
3900	Interfund Transfer	132,104	-	-	-	-
	Total Net Transfers	**$ 132,104**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 13,921**	**$ 13,925**	**$ 13,925**	**$ 12,176**	**$ 17,851**
	Net Change in Fund Balance	(6,908)	4	-	(1,749)	5,675
	OUTSTANDING MEASURE A INDEBTEDNESS					
	Principal Balance - July 1	1,658,378	1,443,914	1,221,870	1,221,870	991,650
	Principal Paid	214,464	222,045	230,220	230,220	244,595
	Balance Outstanding - June 30	1,443,914	1,221,870	991,650	991,650	747,055

Photo Credit: Rob Wennerberg

Town of Yountville

"The Heart of the Napa Valley"

Impact Fees

Civic Facilities Impact Fee

Drainage & Flood Control Impact Fee

Parks and Recreation Impact Fee

Public Safety Impact Fee

Traffic Facilities Impact Fee

Town of Yountville
CIVIC FACILITIES IMPACT FEE FUND
Fund 41

DEPARTMENT OVERVIEW

The Civic Facilities Impact Fee Fund was established in June 2005, in accordance with Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for existing and planned civic facilities projects and infrastructure.

Civic Facilities Impact Fees are imposed on new residential and commercial development, conversions and expansions as provided in Municipal Code Section 3.40. Approximately 13% of each impact fee collected is to be allocated to the 'buy in' of existing facilities; the remainder is to be allocated to the fund that finances approved civic facilities projects.

The Town is "built out" with only a few residential and commercial parcels left for development. Impact fees are not a significant revenue source going forward to fund the construction and maintenance of the Town's infrastructure.

2014-2015 ACCOMPLISHMENTS

- Ryder Homes has commenced construction of their 13 unit subdivision which has resulted in payment of the last significant "one time" payment of impact fees. Fees were also collected for the Stewart Wine Cellars commercial development project.

2015-2016 GOALS & OBJECTIVES

- Allocate Impact Fees.

MAJOR BUDGET CHANGES

Nominal. Current practice is not to budget impact fees as development is limited in number and timing is hard to predict. There is the potential for impact fees from the potential RH Concept and vacant commercial parcel south of Ranch Market. One to three single family homes could occur during the year. Impact fees remain a declining capital project funding source.

CONNECTION TO STRATEGIC PLAN 2011-16

5.5 Five-year Capital Improvement Program (CIP) Budget – Support the CIP Budget by allocating impact fees.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -
	REVENUE					
3301	Investment Earnings	14	13	-	2	-
3701	Impact Fees	29,053	74,426	-	5,713	-
	Total Revenue	**$ 29,067**	**$ 74,439**	**$ -**	**$ 5,715**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(29,067)	(74,439)	-	(5,715)	-
	Total Transfers	**$ (29,067)**	**$ (74,439)**	**$ -**	**$ (5,715)**	**$ -**
■	**ENDING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -

Town of Yountville
DRAINAGE & FLOOD CONTROL IMPACT FEE
Fund 42

DEPARTMENT OVERVIEW

The Drainage & Flood Control Impact Fee Fund was established in June 2005, in accordance with Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for planned drainage and flood control projects and infrastructure.

Drainage & Flood Control Impact Fees are imposed on new residential and commercial development, conversions and expansions as provided in Municipal Code Section 3.40. Proceeds of each fee collected are to be allocated to the fund that finances approved drainage and flood control projects.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's infrastructure.

2014-2015 ACCOMPLISHMENTS

- Ryder Homes has commenced construction of their 13 unit subdivision which has resulted in payment of the last significant "one time" payment of impact fees. Fees were also collected for the Stewart Wine Cellars commercial development project.

2015-2016 GOALS & OBJECTIVES

- Allocate Impact Fees, if any received.

MAJOR BUDGET CHANGES

None. Impact fees remain a declining source of funding for capital projects.

CONNECTION TO STRATEGIC PLAN 2011-16

5.5 Five-year Capital Improvement Program (CIP) Budget – Support the CIP Budget by allocating impact fees.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -
	REVENUE					
3301	Investment Earnings	3	2	-	-	-
3701	Impact Fees	5,274	12,300	-	946	-
	Total Revenue	**$ 5,276**	**$ 12,302**	**$ -**	**$ 946**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(5,276)	(12,302)	-	(946)	-
	Total Transfers	**$ (5,276)**	**$ (12,302)**	**$ -**	**$ (946)**	**$ -**
■	**ENDING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -

DEPARTMENT OVERVIEW

The Parks & Recreation Impact Fee Fund was established in June 2005, in accordance with Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for existing and planned park and recreation facilities, projects and infrastructure.

Parks & Recreation Impact Fees are imposed on new residential and commercial development, conversions and expansions as provided in Municipal Code Section 3.40. Approximately 66% of each impact fee collected is to be allocated to the 'buy in' of existing facilities; the remainder is to be allocated to the fund that finances approved parks and recreation projects.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's infrastructure.

2014-2015 ACCOMPLISHMENTS

- Ryder Homes has commenced construction of their 13 unit subdivision which has resulted in payment of the last significant "one time" payment of impact fees. Fees were also collected for the Stewart Wine Cellars commercial development project.

2015-2016 GOALS & OBJECTIVES

- Allocate Impact Fees, if any received.

MAJOR BUDGET CHANGES

None. Impact fees remain a declining funding source for capital projects.

CONNECTION TO STRATEGIC PLAN 2011-16

5.5 Five-year Capital Improvement Program (CIP) Budget – Support the CIP Budget by allocating impact fees.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -
	REVENUE					
3301	Investment Earnings	5	18		-	-
3701	Impact Fees	11,110	48,453		2,178	-
	Total Revenue	**$ 11,115**	**$ 48,471**	**$ -**	**$ 2,178**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(11,115)	(48,471)		(2,178)	-
	Total Transfers	**$ (11,115)**	**$ (48,471)**	**$ -**	**$ (2,178)**	**$ -**
■	**ENDING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -

Town of Yountville
PUBLIC SAFETY IMPACT FEE FUND
Fund 44

DEPARTMENT OVERVIEW

The Public Safety Impact Fee Fund was established in June 2005, in accordance with Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for existing and planned public safety facilities, projects and infrastructure.

Public Safety Impact Fees are imposed on new residential and commercial development, conversions and expansions as provided in Municipal Code Section 3.40. Approximately 13% of each impact fee collected is to be allocated to the 'buy in' of existing facilities; the remainder is to be allocated to the fund that finances approved public safety projects.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's infrastructure.

2014-2015 ACCOMPLISHMENTS

- Ryder Homes has commenced construction of their 13 unit subdivision which has resulted in payment of the last significant "one time" payment of impact fees. Fees were also collected for the Stewart Wine Cellars commercial development project.

2015-2016 GOALS & OBJECTIVES

- Allocate Impact Fees, if any received.

MAJOR BUDGET CHANGES

None. Impact fees remain a declining funding source for capital projects.

CONNECTION TO STRATEGIC PLAN 2011-16

5.5 Five-year Capital Improvement Program (CIP) Budget – Support the CIP Budget by allocating impact fees.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -
	REVENUE					
3301	Investment Earnings	3	2	-	-	-
3701	Impact Fees	5,066	11,739	-	906	-
	Total Revenue	**$ 5,069**	**$ 11,741**	**$ -**	**$ 906**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(5,069)	(11,741)	-	(906)	-
	Total Transfers	**$ (5,069)**	**$ (11,741)**	**$ -**	**$ (906)**	**$ -**
■	**ENDING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -

Town of Yountville
TRAFFIC FACILITIES IMPACT FEE FUND
Fund 45

DEPARTMENT OVERVIEW

The Traffic Facilities Impact Fee Fund was established in June 2005, in accordance with Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for existing and planned traffic facilities, projects and infrastructure.

Traffic Facilities Impact Fees are imposed on new residential and commercial development, conversions and expansions as provided in Municipal Code Section 3.40. Approximately 86% of each impact fee collected is to be allocated to the 'buy in' of existing facilities; the remainder is to be allocated to the fund that finances approved traffic facilities projects.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's infrastructure.

2014-2015 ACCOMPLISHMENTS

- Ryder Homes has commenced construction of their 13 unit subdivision which has resulted in payment of the last significant "one time" payment of impact fees. Fees were also collected for the Stewart Wine Cellars commercial development project.

2015-2016 GOALS & OBJECTIVES

- Allocate Impact Fees, if any received.

MAJOR BUDGET CHANGES

None. Impact fees remain a declining source of capital projects funding.

CONNECTION TO STRATEGIC PLAN 2011-16

5.5 Five-year Capital Improvement Program (CIP) Budget – Support the CIP Budget by allocating impact fees.

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -
	REVENUE					
3301	Investment Earnings	22	21	-	2	-
3701	Impact Fees	45,526	101,268	-	8,945	-
	Total Revenue	**$ 45,548**	**$ 101,289**	**$ -**	**$ 8,947**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(45,548)	(101,289)	-	(8,947)	-
	Total Transfers	**$ (45,548)**	**$ (101,289)**	**$ -**	**$ (8,947)**	**$ -**
■	**ENDING FUND BALANCE**	$ -	$ -	$ -	$ -	$ -

Town of Yountville

"The Heart of the Napa Valley"

Capital Projects Fund

Town of Yountville
CAPITAL PROJECTS FUND
Fund 50 - Department 6000

DEPARTMENT OVERVIEW

The Capital Projects Fund is used to account for capital expenditures associated with the Town's capital projects. Funding is provided from the General Fund, developers, and grants and contributions from other agencies. Projects that are funded by the Water Enterprise Fund (60-4500), Wastewater Enterprise Fund (64-4519), and Gas Tax Fund (20-6000) are included in other sections of the Budget.

In fiscal year 2010-11, the Streets Reserve Fund (21) & the Utility Undergrounding Fund (24) were closed with the balances and projects now accounted for in the Capital Projects Fund (50). This was done to comply with new accounting requirements (GASB 54). Developer Impact fees are also transferred into the Capital Projects Fund.

2014-2015 ACCOMPLISHMENTS

Capital projects and programs completed including:

- Design and construction for Town Hall Structural Strengthening Project (CF-0001) - $2.8 million
- Wading pool re-plaster and water feature remodel (PK-6015) -$10,000
- Design and construction for Madison Street from Washington to Yount and Yount Street from Hopper Creek to Monroe Street (ST-0011) - $1.48 million
- Design and permitting for Hopper Creek Improvements – (DF-0008) -$300,000
- Construction of Yountville Community Park Swale (PK-2015) -$85,000
- Micro-Surfacing Project (ST-3015) - $200,000
- Sidewalk-East side of Washington from Hotel Yountville to the Church (ST-0007)
- Replaced AC path and sidewalk and railroad tie curbs at two locations replaced with concrete and including ADA compliant ramps. Washington St at Vintage Inn, and Yountville Crossroads at Crossroads HOA. (ST-5015, ST-6015) -$75,000
- Completed Traffic Circulation plan (ST-0005) -$45,000
- Completed Pavement Management Program update (ST-2015)- $15,000

2015-2016 GOALS & OBJECTIVES

A summary of the Capital Improvement Program can be found in the last section of this budget document. Details of the Town's Five-Year Capital Improvement Program (CIP) are in a public binder at Town Hall and available on the Town's website at www.townofyountville.com under Finance Department.

- Design and construct Corporation Yard Renovations (CF-0009)
- Equipment Replacement Program for Town Buildings (CF-2016)
- Civic Facilities Renovations Program (CF-4016)
- Implement Geographical Information System (GIS) (CF-0007)
- Design and construct Yountville Park Parking Improvements (CP-0010)
- Design and construct Oak Circle Community Park and Parking Improvements (CP-0011 CP-0013)
- Design and construct Accessibility Improvements Program (CP-2016)
- Sidewalk repairs for Tree, Curb, Gutter and Sidewalk Improvement Program (CP-3016)
- Vehicle and Major Equipment Replacement Program (CP-6016)
- Construct Finnell Culvert – Hopper Creek to Beard Ditch (DF-0004)
- Construct Villagio Channel Bank Repair Project (DF-0007)
- Construct Hopper Creek Stream Restoration – Washington to Highway 29 (DF-0009)
- Design Bridge across Hopper Creek and Pedestrian Path from Oak Circle to Mission (PK-0003)
- Design and construct Park Improvement Program (PK-2016)
- Park Major Equipment Replacement Program (PK-3016)
- Design New Park Development Program (PK-5016)
- Swimming Pool Improvement Program (PK-6016)

MAJOR BUDGET CHANGES

The planned Capital Improvement Program for 2015/16 includes General Fund allocations, and relies on Napa County Flood Control & Water Conservation District Measure A and Watershed Assessment District funding, and reallocation of the existing approved CIP fund balance to continue funding completion of the Town's capital projects. There are two grant funded projects in the fiscal year 2015/16 CIP Budget.

Connection to Strategic Plan 2011-16

2.0 Community Character – 2.1 Maintain and Enhance the Appearance of Yountville - Per adopted Town policy, the Town has been embarking on the undergrounding of overhead utilities throughout Town by requiring all new development to underground utilities along Washington and Yount Street as the first priority. The Town is using impact fees and the General Fund to work on undergrounding existing lines with developers and then moving into remaining major streets, such as Madison and Yountville Cross Road.

5.0 Fiscal Health – 5.5 Five-year Capital Improvement Program (CIP) Budget - The CIP Budget is integral to sound financial planning, debt management and reserve development for the Town. Town management will prioritize master planned facilities, capital replacement and capital (equipment) outlay requirements over a five-year period for planned cash and debt management.

6.0 Services and Infrastructure – 6.3.1, 6.5.1 and 6.6.2 Implement Key Capital Improvement Program Projects – A primary responsibility of the Town is to maintain the integrity of the existing water system, sanitary sewer system, storm drainage system, streets, sidewalks, parks and Town buildings. The General Fund primarily pays for storm drainage, parks and facilities projects and equipment while the water, sanitary sewer, streets and sidewalk projects and equipment are paid with Enterprise or Gas Tax funds.

DEPARTMENT HIGHLIGHT

- ★ The large projects for this year included the Recycled Water expansion Project, The Madison/Yount Street reconstruction Project, and the Hopper Creek Flood Control Projects.
- ★ Wading pool re-plaster and water feature remodel (PK-6015) -$10,000
- ★ Design and permitting for Hopper Creek Improvements – (DF-0008) -$300,000
- ★ Construction of Yountville Community Park Swale (PK-2015) -$85,000
- ★ Micro-Surfacing Project (ST-3015) - $200,000
- ★ Sidewalk-East side of Washington from Hotel Yountville to the Church (ST-0007)
- ★ Replaced AC path and sidewalk and railroad tie curbs at two locations replaced with concrete and including ADA compliant ramps. Washington St at Vintage Inn, and Yountville Crossroads at Crossroads HOA. (ST-5015, ST-6015) -$75,000
- ★ Completed Traffic Circulation plan (ST-0005) -$45,000
- ★ Completed Pavement Management Program update (ST-2015)- $15,000

A picture demonstrating the new pavement management program using microsurfacing.

Town of Yountville
CAPITAL PROJECTS FUND SUMMARY
Fiscal Year 2015-16

	Fund 50	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 1,685,900**	**$ 5,377,370**	**$ 3,459,529**	**$ 3,459,529**	**$ 2,525,252**
	REVENUE & FINANCING SOURCES					
3301	Interest Earnings	4,028	5,340	2,500	4,000	2,500
3303	Interfund Loan - Interest	14,713	8,782	10,690	7,950	5,920
3409	Other State Revenue	-	-	51,000	50,000	-
3420	County Measure A	111,036	340,192	1,400,000	250,000	2,100,000
3429	Other County Revenue	20,000	20,000	20,000	12,443	20,000
3430	Federal Grant	-	-	-	-	300,000
3702	Utility Underground Impact Fee	1,482	79,363	-	1,056	-
3800	Miscellaneous Revenue	-	800	-	-	-
3990	Bond Proceeds - 2013 Lease Revenue Bond	3,640,380	-	-	-	-
	Total Revenue & Financing Sources	**$ 3,791,639**	**$ 454,477**	**$ 1,484,190**	**$ 325,449**	**$ 2,428,420**
	EXPENDITURES					
	Contract Services	7,443	-	-	-	-
CF	Civic Facilities Projects	500,990	2,754,331	1,111,000	667,925	517,000
CP	Community Projects	215,205	425,362	599,500	269,000	604,900
DF	Drainage & Flood Control Projects	151,588	430,834	1,464,500	309,315	3,568,155
PK	Parks & Recreation Projects	98,611	15,126	566,000	415,000	862,230
ST	Streets & Transportation Projects	27,407	1,032,897	460,000	467,178	407,000
	Total Expenditures	**$ 1,001,244**	**$ 4,658,550**	**$ 4,201,000**	**$ 2,128,418**	**$ 5,959,285**
	TRANSFERS IN (OUT)					
3900	From General Fund	1,055,000	2,037,989	850,000	850,000	2,000,000
7920	To Gas Tax Fund (20)	(250,000)		-	-	-
3799	Allocated Impact Fees:					
	Civic Facilities Impact Fees (41)	29,067	74,440	-	5,715	-
	Drainage & Flood Control Impact Fees (42)	5,276	12,302	-	946	-
	Parks & Recreation Impact Fees (43)	11,115	48,471	-	2,178	-
	Public Safety Impact Fees (44)	5,069	11,741	-	906	-
	Traffic Facilities Impact Fees (45)	45,548	101,289	-	8,947	-
	Total Net Transfers	**$ 901,075**	**$ 2,286,232**	**$ 850,000**	**$ 868,692**	**$ 2,000,000**
■	**ENDING FUND BALANCE**	**$ 5,377,370**	**$ 3,459,529**	**$ 1,592,719**	**$ 2,525,252**	**$ 994,387**
	Net Change in Fund Balance	3,691,470	(1,917,841)	(1,866,810)	(934,277)	(1,530,865)
	Funds Available for Capital Projects	**$ 4,000,000**	**$ 3,252,938**	**$ 1,207,949**	**$ 2,140,482**	**$ 609,617**

Town of Yountville
CAPITAL PROJECTS - FUND 50
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
	CIP PLANNING & DEVELOPMENT					
4210	Contract Services	7,443	-	-	-	-
	Total Contract Services	**$ 7,443**	**$ -**	**$ -**	**$ -**	**$ -**
CF	**CIVIC FACILITIES**					
CF-0009	Corporation Yard Renovations	-	-	115,000	15,000	215,000
CF-0012	Community Center Restoration Project	-	-	800,000	550,000	250,000
CF-2016	Equipment Replacement - Town Buildings	-	-	-	-	23,000
CF-4016	Civic Facilities Renovations	-	-	-	-	29,000
CF-0001	Town Hall Seismic Retrofit	405,946	2,684,440	95,000	100,717	-
CF-2011	Equipment Replacement - Community Center	5,915	383	-	-	-
CF-2015	Equipment Replacement - Town Buildings	-	-	51,000	-	-
CF-3012	Park Restroom Renovations	29,671	49,846	-	-	-
CF-4012	Civic Facilities Renovations	59,458	19,662	-	-	-
CF-4015	Civic Facilities Renovations	-	-	50,000	2,208	-
	Total Civic Facilities	**$ 500,990**	**$ 2,754,331**	**$ 1,111,000**	**$ 667,925**	**$ 517,000**
CP	**COMMUNITY PROJECTS**					
CP-0003	Emergency Operation Center Improvements	-	-	-	-	50,000
CP-0007	Geographical Information System (GIS)	-	115,626	175,000	175,000	85,000
CP-0010	Yountville Park Parking Improvements	-	-	150,000	10,000	150,000
CP-0011	Oak Circle Open Space Parking	-	-	65,000	10,000	65,000
CP-0013	Pedestrian Bridge Resurfacing (5)	-	-	-	-	30,000
CP-2015	ADA Accessibility Improvements Program	-	-	100,000	55,000	150,000
CP-6016	Vehicle & Major Equipment Replacement	-	-	-	-	54,900
CP-7015	Pavement Treatment - Paths & Parking Lots	-	-	-	-	20,000
CP-0006	Townwide Photovoltaic Systems	6,784	2,010	14,000	5,000	-
CP-0008	Security Systems - Town Facilities	5,546	144,206	-	-	-
CP-0009	Van De Leur Utility Undergrounding	94,904	-	-	-	-
CP-0012	Maintenance Management Program	-	-	14,000	14,000	-
CP-2013	Accessibility Improvements Transition Plan	78,821	65,621	-	-	-
CP-6012	Vehicle & Major Equipment Replacement	23,361	67,584	-	-	-
CP-6015	Vehicle & Major Equipment Replacement	-	-	81,500	-	-
CP-7012	Slurry Seal Paths & Parking Lots	5,789	30,315	-	-	-
	Total Community Projects	**$ 215,205**	**$ 425,362**	**$ 599,500**	**$ 269,000**	**$ 604,900**
DF	**DRAINAGE & FLOOD CONTROL**					
DF-0004	Finnell Culvert/Hopper Creek to Beard Ditch	-	-	1,200,000	50,000	2,506,000
DF-0007	Villagio Channel Bank Repair	-	26,861	-		200,000
DF-0008	Hopper Creek Improvements Design	111,619	340,192	200,000	200,000	200,000
DF-0009	Stream Restoration (HOP 10)	-	-	-		300,000
DF-0014	Floodwall Earthquake Repair	-	-	-	72	300,000
DF-2016	Town Wide Drainage Improvement Program	-	-	-	-	25,000
DF-3016	Stormwater Management Program - NPDES	-	-	-	-	12,155
DF-4016	Hopper Creek Sediment Removal #	-	-	-	-	25,000
DF-2011	Town Wide Drainage Improvement Program	375		13,000	15,300	-
DF-3011	Stormwater Management Program - NPDES	-	-	31,500	31,500	-
DF-4011	Hopper Creek Sediment Removal #	39,594	63,781	20,000	12,443	-
	Total Drainage & Flood Control	**$ 151,588**	**$ 430,834**	**$ 1,464,500**	**$ 309,315**	**$ 3,568,155**

Town of Yountville
CAPITAL PROJECTS - FUND 50
Fiscal Year 2015-16

		2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATED	2015-16 ADOPTED
PK	**PARKS & RECREATION**					
PK-0003	Pedestrian Path - Oak Circle-Mission	886	816	70,000	10,000	65,000
PK-0005	Park Irrigation - Smart Weather Stations (16)	-	-	-	-	75,000
PK-0006	Mount Path Irrigation Conversion	-	-	-	-	20,000
PK-0007	Vineyard Park Tennis Courts & Drainage	-	-	-	-	95,000
PK-0011	Pool Pumps & Resurfacing Improvements	-	-	-	-	60,000
PK-0012	Yountville Community Park Improvements	-	-	-	-	200,000
PK-0013	Oak Circle Community Park	-	-	-	-	165,000
PK-2016	Park Improvements Program	-	-	-	-	50,000
PK-3016	Park Major Equipment Replacement Program	-	-	-	-	18,230
PK-4016	Park Paths Program	-	-	-	-	59,000
PK-5016	Park Development & Design	-	-	-	-	40,000
PK-6016	Swimming Pool Replacement Program	-	-	-	-	15,000
PK-2015	Park Improvements Program	-	-	44,000	85,000	-
PK-3015	Park Major Equipment Replacement Program	-	-	205,000	205,000	-
PK-4015	Park Paths Program	-	-	165,000	90,000	-
PK-5015	Park Development & Design	-	-	54,000	10,000	-
PK-6015	Swimming Pool Improvement Program	-	-	28,000	15,000	-
PK-0001	Tennis Court Resurfacing	54,049	437	-	-	-
PK-2011	Park Improvements Program	9,994	8,430	-	-	-
PK-3012	Park Major Equipment Replacement Program	12,831	1,594	-	-	-
PK-4011	Park Paths Program	10,808	-	-	-	-
PK-5011	Park Development & Design	656	-	-	-	-
PK-6011	Swimming Pool Improvement Program	9,387	3,849	-	-	-
	Total Parks & Recreation	**$ 98,611**	**$ 15,126**	**$ 566,000**	**$ 415,000**	**$ 862,230**
ST	**STREETS & TRANSPORTATION**					
ST-0006	Hopper Creek Bridge Barrier Rail	-	-	-	-	65,000
ST-0007	South Washington Sidewalk	-	-	60,000	60,000	-
ST-0013	Street Equipment - (Used) Bucket Truck	-	-	-	-	30,000
ST-2016	Pavement Management Program	-	-	-	-	250,000
ST-4016	Traffic Calming Program	-	-	-	-	30,000
ST-5016	Street Light Replacement Program	-	-	-	-	32,000
ST-0005	Traffic & Circulation Plan	-	6,169	45,000	41,076	-
ST-0010	Countywide Class I Bike Path Study	20,000		-	-	-
ST-0011	Madison & Yount Street Reconstruction	7,407	1,004,890	95,000	50,102	-
ST-0012	Napa Valley Vine Trail	-	-	35,000	39,000	-
ST-3015	Slurry Seal & Patching Program	-	-	200,000	250,000	-
ST-5011	Street Light Replacement Program	-	21,838	-	-	-
ST-5015	Street Light Replacement Program	-	-	25,000	27,000	-
	Total Streets & Transportation	**$ 27,407**	**$ 1,032,897**	**$ 460,000**	**$ 467,178**	**$ 407,000**
	TOTAL EXPENDITURES	**$ 1,001,244**	**$ 4,658,550**	**$ 4,201,000**	**$ 2,128,418**	**$ 5,959,285**

Town of Yountville

"The Heart of the Napa Valley"

Capital Improvement Program

Capital Projects Summary 2015-16

Civic Facilities:

Capital Projects Fund (50)

- CF-0009 Corp Yard Renovations $215,000

  The office and work space areas at the public works office will be remodeled. The work will include new electrical plans, manager's office, HVAC split system, dust collection system for woodworking shop, bathroom remodel, new signage, filing cabinets, and 10 lockers.

- CF-0012 Community Center Restoration Project $250,000

  There will be numerous fixes at the Community Center now that the defect claims litigation is over.

- CF-2016 Equipment Replacement – Town Buildings $23,000

  The purpose is to build up a fund balance to offset the costs on large ticket items.

- CF-4016 Civic Facilities Renovations $29,000

  The purpose is to build up a fund balance to offset the costs on large ticket items.

Total Civic Facilities Projects **$517,000**

Community Projects:

Capital Projects Fund (50)

- CP-0003 Emergency Operation Center Improvements $50,000

  Research is also being done to purchase a trailer that could hold emergency supplies, be driven to an EOC or incident, and act as a command center.

- CP-0007 GIS Mapping Improvements $85,000

  REGIS is developing a comprehensive GIS system for Yountville. This will tie GPS survey to the Town maps to make the mapping more accurate and allow for more data to be added to the maps.

- CP-0010 Yountville Park Parking Improvements $150,000

  The construction of new parking spaces and lighting around the Yountville Park. This is to increase the parking capacity in the Old Town Area. Coordinate with PK-2015.

- CP-0011 Oak Circle Open Space Parking Improvements $65,000

  Construct 8-14 new parking spaces with one of the spaces being for handicap parking. Coordinate with CP-0010, PK-0003, and PK-0013.

- CP-0013 Pedestrian Bridge Resurfacing $30,000

  To improve safe pedestrian travel five of the six bridges in town are in need of new decking and railing.

- CP-2015 Accessibility Improvements Program/Transition Plan $150,000

  Install new curb ramps to provide a safe path of travel for pedestrians in Washington Park Subdivision.

- CP-6016 Vehicle & Major Equipment Replacement Program $54,900

  Purchase “Bucket Truck” for the Public Works crew and build fund balance for future purchases.

- CP-7015 Pavement Treatment – Paths & Parking Lots $20,000

  The projects and work performed as a part of this program are guided by the need to maintain usable and safe sidewalks, and include replacement of street trees.

Total Community Projects **$604,900**

Drainage & Flood Control:

Capital Projects Fund (50)

- DF-0004 Finnell Culvert, Hopper Creek to Beard Ditch $2,506,000

  The construction of a culvert to relieve the excess water from Hopper Creek and redirect it to Beard Ditch.

- DF-0007 Villagio Channel Bank Repair $200,000

  The Villagio channel running along the Multi Use Path has been eroding away the bank. To prevent damage to the bike path 500 feet of a vegetative bank will be placed to protect the bank from further erosion.

- DF-0008 Hopper Creek Improvements – Design & Permitting $200,000

  The design of the first six recommendations from Phase II Hydrologic and Hydraulic Study (DF-0002). The construction will begin for DF-0004, DF-0007, and DF-0009 in 2015.

- DF-0009 Stream Restoration $300,000

  Approximately 200 to 400 cubic yards of material have been removed annually in the creek between the footbridge downstream of Mulberry Street and Oak Circle. To alleviate this problem stream restoration, bank stabilization, and removal of the old bridge piers will be implemented.

- DF-0014 Floodwall Earthquake Repair $300,000

  The Floodwall is still structurally sound, however the damages caused by the August earthquake will be fixed.

- DF-2016 Town Wide Drainage Improvement Program $25,000

  Improve drainage along Highway 29 Multiuse Path.

- DF-3016 Stormwater Management Program – NPDES $12,155

  Fund future best management practices, such as infiltration facilities to reduce pollutant runoff.

- DF-4016 Hopper Creek Sediment Removal $25,000

  Permit costs and contract to remove sediment and plant native plants for restoration.

Total Drainage & Flood Control Projects **$3,568,155**

Parks & Recreation Projects:

Capital Projects Fund (50)

- PK-0003 Pedestrian Path Design – Oak Circle to Mission $65,000

  Design and Permitting of a pedestrian path that will connect Oak Circle to Mission along Hopper Creek. The path will include a pedestrian bridge spanning Hopper Creek. The first section to be constructed in 2016/2017 will go from Oak Circle to Ad Hoc Restaurant.

- PK-0005 Park Irrigation – Smart Weather Stations (16) $75,000

  To decrease water waste smart water stations will be installed in the parks and open spaces. This will improve the efficiency of the Town's irrigation systems.

- PK-0006 Mount Path Irrigation Conversion $20,000

  As part of the Town's ongoing water conservation program the irrigation on the Mount Street Path will be converted to a drip system. Drip irrigation systems bring water directly to the plants needed without as much waste.

- PK-0007 Vineyard Park Tennis Courts & Drainage $95,000

  French drains will be installed around the tennis courts to prevent further water damage to the courts. The excess storm water will be diverted to Beard Ditch and flapper gates will be installed at the outflow to prevent backflow.

- PK-0011 Pool Pumps & Resurfacing Improvements $60,000

  The main pool is in need of a new fiberglass coat as well as repairs to cracks in the concrete deck.

- PK-0012 Yountville Community Park Improvements $200,000

  The BBQ/picnic area will be redone with new trees and plants as well as making the area more ADA accusable while allowing an open area for events that occur at the park.

- PK-0013 Oak Circle Community Park $165,000

  The Oak Circle Community Park will be developed from an open space to a park. This project will be done in conjunction with PK-0003 and CP-0011.

- PK-2016 Park Improvements Program $50,000

  This program is to fund any projects to repair damages to the park and or make new additions. In 2015-16 the pavers at Veterans Memorial Park will be replaced with concrete.

- PK-3016 Park Major Equipment Replacement Program $18,230

  This program will begin building a fund balance for future projects.

- PK-4016 Park Paths Program $59,000

  This program creates new paths within existing parks, maintains, and repairs existing paths damaged by: tree roots, vehicle traffic, or normal deterioration. The path between Mission and Hotel Yountville will be reconstructed this year.

- PK-5016 Park Development & Design $40,000

  This program will be used to partially fund PK-0013.

- PK-6016 Swimming Pool Replacement Program $15,000

  This program will begin building a fund balance for future projects.

Total Parks & Recreation Projects **$862,230**

Streets & Transportation Projects:

Gas Tax Fund (20)

- ST-0004 Surveys and Monuments Book $35,000

  The Town will contract a surveyor to survey important monuments, find missing centerline monuments, and create a monument book.

- ST-3016 Slurry Seal and Patching Program $20,000

  Slurry Seal and Patching Program is the Town's annual program for routine maintenance and repair of public streets throughout the Town. The Public Works Department assesses the condition of roadways and repairs areas of damage.

- ST-6016 Replace Railroad Tie Curbs $30,000

  The railroad ties fronting Edward James Courtyard will be replaced pending a partnership with the property owner.

Capital Projects Fund (50)

- ST-0006 Hopper Creek Bridge Barrier Rail $65,000

  Street barrier rails over the Hopper Creek crossings at Washington, Jefferson, and Yount Streets will be brought up to code.

- ST-0013 Street Equipment – (Used) Bucket Truck $30,000

  The Town will purchase a used bucket truck for its field crews.

- ST-2016 Pavement Management Program $250,000

  This is the Town's annual program for restoring the pavement integrity of streets which have significant degradation. This fiscal year Monroe Street will be reconstructed; Adams Street might be added depending on funding.

- ST-4016 Traffic Calming Program $30,000

  Addressing various traffic calming needs and issues throughout the Town. This program may be used in concert with other programs.

- ST-5016 Street Light Replacement Program $32,000

  Three streetlights will be installed on Finnell Road for project DF-0004 and two will be installed on South Washington Street for ST-0007.

Total Streets & Transportation Projects **$492,000**

Wastewater & Water Reclamation Projects:

Wastewater Treatment Capital Recovery Fund (63)

- WW-0010 Flyght Pump $40,000

  Purchase a new FLYGHT 6" submersible pump to have as an emergency spare in case one of the primary pumps needs to be rebuilt or replaced.

- WW-4016 Plant Equipment Replacement Program $57,880

  This program will begin building a fund balance for future projects.

Wastewater Collection Capital Fund (64)

- WW-2016 Inflow & Infiltration Reduction Program $20,630

  The program will focus on video camera work as a critical portion of a system wide Inflow/Infiltration Study to assess the condition of the remaining sewer mains that have not been replaced in the last few years. This information will be used to prioritize future projects.

- WW-3016 Sewer Main Replacement Program $62,690

  This program will begin building a fund balance for future projects.

- WW-5016 Pump Station Equipment Replacement Program $48,300

  This program will begin building a fund balance for future projects.

Total Wastewater & Water Reclamation Projects **$229,500**

Water Distribution Projects:

Water Utility Capital Improvements Fund (60)

- WA-0002 Pressure Regulator Station Upgrade $45,000

  Rebuild the Finnell Road and Yount Street Pressure pit to above ground.

- WA-0006 Fixed Network/Meter Reading Project $120,000

  This program will be used to purchase and install Fixed Network Antennas.

- WA-2016 Water Meter Replacements $20,000

  This program is to replace the Water Utility system's 770 water meters. Water meters can slow down over time, so people may be using more water than they are being charged.

- WA-3016 Service Lateral Replacements $50,000

  This program will begin building a fund balance for future projects and be used in any spot repairs.

- WA-4016 Hydrant & Main Flushing & Inventory $40,000

  Remove sand from Town distribution system.

Total Water Distribution Projects	**$275,000**
Total 2015-16 Projects	**$6,548,785**