

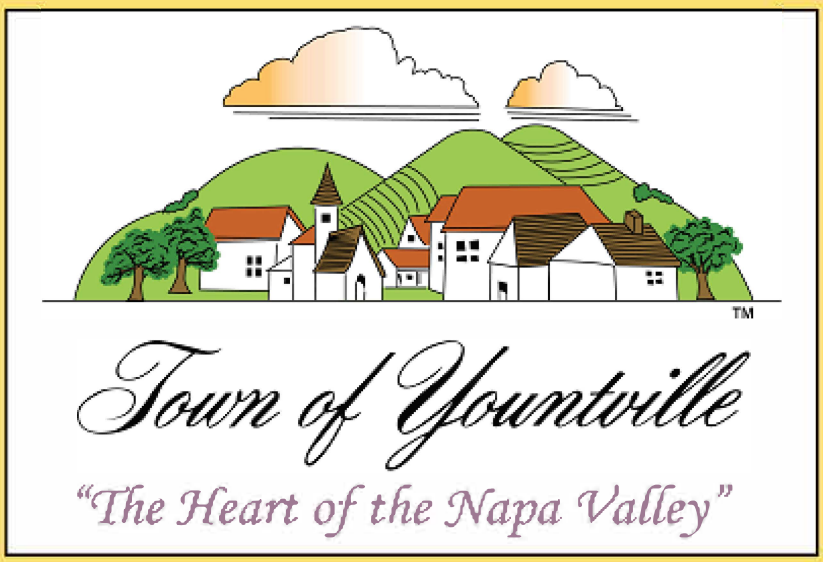
Town of Yountville
California

ADOPTED OPERATING BUDGET SUMMARY

Fiscal Year 2021/2022

Town of Yountville

"The Heart of the Napa Valley"



ABOUT THE COVER

In the heart of Napa Valley sits Yountville, a renowned one of a kind town, with incredible natural surroundings, breathtaking views, wineries, fine cuisine, and most importantly a community that makes strolling around town inviting. The neighbors, workers, and businesses of Yountville have created a magical atmosphere that charms locals and visitors alike. Thanks to our community, Yountville is a beautiful place that our residents are proud to call home.

Cover Photo Credit: Bob McClenahan

Town of Yountville
Operating Budget for Fiscal Year 2021/2022
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Introduction

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Town Manager's Budget Message

GFOA Distinguished Budget Presentation Award

Community Summary & Community Profile

Town of Yountville
"The Heart of the Napa Valley"

June 15, 2021

Honorable Mayor and Council Members:

To say "what a year it has been" does not quite seem to do justice considering all that we have endured over the past year during the COVID19 pandemic. As a result of "shelter-at-home" orders and the subsequent shutdowns which heavily impacted Yountville's core hospitality industry the Town faced a significant and immediate loss in TOT and sales tax revenue of over $5 million over the past two fiscal years. Fortunately, over time the Town had the budget discipline to build up significant reserve funds in several areas. The availability of use of reserve funds coupled with reduction of internal transfers and other organizational cost cutting adjustments have allowed us to continue our operations, albeit in COVID adjusted manners, without significant service delivery impact.

Like all businesses, our town organization had to pivot and change many of our practices; closing Town Hall to all but business by appointment but creating a virtual Town Hall where many transactions could occur online or by phone; using our investment in cloud technology to support remote work capabilities; implementing an Economic Recovery Program permit process to support local businesses; and our employee teams pivoting our service delivery models to support increased utilization of our parks and public spaces and providing online zoom classes and resident check ins; and the list continues. I am incredibly proud that our Town of Yountville employee team was recognized by the Yountville Chamber of Commerce as partner of the year for how "our team" responded to support our residents and business community during this challenging time. Job well done.

If anyone ever wondered what Yountville would like without visitors and employees, it became quite clear in the early days of the pandemic shut down when Washington Street was eerily empty. Many residents commented that the Town felt like a ghost town.

As the past two budgets have clearly shown, ***the Town of Yountville has a unique General Fund revenue stream compared to typical California communities.*** The Town does not have a diversified revenue stream and is heavily dependent on tourism revenue. In a typical year 65-70% of our General Fund budget is derived from tourism related activities including Transient Occupancy Tax (TOT) and restaurant and tasting room sales tax collections paid principally by visitors to our town.

As we begin Fiscal Year 2021/22 there is a renewed sense of optimism as we can collectively see a path forward towards full recovery with the end of many restrictions that have impacted everyday life for the past 15 months. We are seeing optimism with the reopening of our hotels and restaurants as they see business demand returning to near pre-pandemic levels. We are cautiously optimistic that our TOT and sales tax will return to near 2019/20 levels. Optimism aside, we are only projecting TOT revenues $5,250,000 which reflects 70% of the $7.5 million earned in 2018/19 and we hope that we have underestimated that amount.

The Town has experienced a slight increase in property tax revenue in the past few years. In fact, our property tax revenue has grown to over $2.02 million. As we prepare this year's budget, **locally generated property tax revenue WILL BE sufficient to pay for the $1.8 million plus in costs for contracted public safety expenses for law enforcement, fire and emergency medical services where are the most basic of local government services.** This has not always been the case in prior years.

Notable Components of this year's budget include:
The proposed $17 million "all funds" budget is balanced! It is funded by projected revenues and does not require use of any reserve funds. While the Wastewater Fund is in improved financial shape because of the 5-Year Rate Study adopted in 2018, the Water Operating Fund continues to navigate the negative effects of higher than anticipated costs of water purchase from the State/Veterans Home.

General Fund Revenue remain volatile as TOT and sales tax projections of $5,250,000 and $1,250,000 are conservative estimates based on a level of projected economic recovery. If the recovery is prolonged (as it was last year) these revenue estimates would be reduced.

- General Fund Expenditures ($8.77M) remain within available revenue stream ($10.17M)
- No use of Revenue Stabilization Reserve or Emergency Reserve Fund is anticipated or included in the proposed budget.
- Budget includes second half of our $558,285 in American Rescue Act funding which will nominally help to offset our over $5 million in TOT and sales tax revenue loss.
- Proposed budget is largely status quo and maintains existing levels of service.
- No change in employee count of 31 Full-Time employees.
- Public Safety costs increased by 2.35% for Law Enforcement costs to $1.19M and Fire is projected to cost $820,050 prior to the County Fire Property Tax Credit Offset.
- Employee bargaining units and management employees have all agreed to not take a COLA salary increase or bonuses.
- Continues suspension of funding of the OPEB internal payroll rate to fund OPEB trust fund. OPEB trust fund balance is $5.68M as of April 30, 2021. If there is unassigned fund balance at the end of the Fiscal Year this could be a target for allocation.
- Continues suspension of funding for discretionary funding to PERS UAAL trust fund. The trust fund balance is $2.83M as of April 30, 2021. If there is unassigned fund balance at the end of the Fiscal Year this could be a target for allocation.
- Includes no additional internal transfers to Fund 81 and 82 for Fleet and Facilities Reserve Funds.
- Continues implementation of technology applications including Laserfiche for records management, PrimeGov for paperless agenda management and live meeting broadcast, and OpenGov for budgeting and the transparency portal.
- Continues to use Measure T and SB1 funds to maintain our streets which are at a PCI rating of 78 which is the highest in all of Napa County. Focus this year is on Washington Street south of Yount to the southerly town limits.
- All Reserve Fund balance targets are met or exceeded.
- Continues 5-Year Utility Rate structure. Staff will issue RFP for new rate study which will occur early in the next fiscal year.
- Continued need to monitor fiscal health of the Water Fund because of significant increases in cost of water purchased from the State/Veterans Home and beginning repayment of loan to

Drought Reserve Fund to pay for the Washington Park Emergency Water line replacement project.

- Monitor any possible Federal infrastructure grant programs to determine if the Town has applicable projects.

Pandemic and other natural events aside, Yountville truly remains a unique and vibrant community which offers our residents and visitors a truly exceptional wine country lifestyle with small town charm. Our dedicated town staff team works hard to implement the goals established by the Mayor and Town Council. This budget continues to reflect and incorporate the Town Council Strategic Plan framework and its six Critical Success Factors: *Exceptional Town Services and Staff, Engaged Residents, Responsible Fiscal Policy, Quality of Life, Premier Destination and Visionary Leadership.*

This budget represents my lucky 13th budget and 14th year of having the honor to serve Yountville as its Town Manager. I really want to thank the entire Town of Yountville employee organization for all of their contributions in this most unusual year. They have continued to offer new service delivery ideas, cost savings ideas, embraced work from home and modified working conditions, continue to support use of new technology and processes even when not always comfortable, and recognize that we are always evaluating how we deliver our services and understand that change is a constant.

I also want to acknowledge the leadership and support of our Mayor and Town Council during these unprecedented times. Without your continued support, commitment, questioning and challenge, our town staff team would not be as well positioned to deliver the high quality of services for our community.

I also want to acknowledge the contributions of our Finance Department team and Management Team who have worked to implement our new OpenGov technology as a part of this year's budget process. I also want to recognize and acknowledge that this is Town Clerk Michelle Dahme's last budget as she is retiring at the end of the year after 15 years plus of service to the Town of Yountville.

Because budget development is truly a team effort, I want to acknowledge and thank the Town staff who are involved in the drafting and preparation of this budget, including:

Julie Baldia, Human Resources Manager
Kyle Batista, Financial Analyst
John Ferons, Deputy Public Works Director
Daniel Gordon, Planning Manager
Eddy Gomez, Management Fellow
Larry Handcock, Municipal Operations Manager
Samantha Holland, Parks & Recreation Director
Celia King, Finance Director
Sandra Liston, Planning & Building Director
Jacob Solis, Engineering Technician
Joe Tagliaboschi, Public Works Director
Erica Teagarden, Finance/Public Works Management Analyst

Respectfully submitted,

Steven R. Rogers, Town Manager

Budget Overview

Section 1

Click the link below to connect to the Town of Yountville Online Budget Book.

TOWN VISION & STRATEGIC PLAN

Fiscal Year 2020/2021 Strategic Plan Critical Success Factors Summary

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Section 2

Click the links below to connect to the Town of Yountville Online Budget Book.

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General Fund Overview

Click the link above to connect to the Town of Yountville Online Budget Book.

General Fund Summary

General Fund Revenue

General Fund Expenditures

Town of Yountville
GENERAL FUND SUMMARY
Fiscal Year 2021/2022

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
BEGINNING FUND BALANCE	**$ 9,434,425**	**$ 4,255,164**	**$ 4,195,347**	**$ 4,829,281**	**$ 4,026,816**
REVENUE					
Property Tax	1,730,577	1,979,793	1,755,548	2,022,835	2,100,000
Sales Tax	1,289,449	1,448,291	1,087,000	987,000	1,270,000
Other Taxes	165,867	200,701	144,452	153,124	181,000
Transient Occupancy Tax	7,536,887	5,668,869	5,250,000	4,250,000	5,250,000
Licenses & Permits	204,116	144,869	135,250	146,270	144,400
Fines & Forfeitures	57,110	46,288	3,500	65,900	3,500
Investment Earnings	162,563	104,782	45,000	25,000	25,000
Rents & Concessions	240,668	198,787	317,500	268,100	261,825
Intergovernmental	150,213	162,173	135,500	478,592	469,642
Parks & Recreation Fees	390,193	276,188	224,500	127,500	166,200
Charges for Services	180,176	194,653	176,000	161,684	164,500
Miscellaneous Revenue	163,829	83,633	70,000	129,504	134,500
Total Revenue	**$ 12,271,648**	**$ 10,509,027**	**$ 9,344,250**	**$ 8,815,510**	**$ 10,170,567**
EXPENDITURES					
General Government	2,211,019	2,158,592	2,518,415	2,513,823	2,407,638
Planning & Building	1,153,909	1,101,106	1,032,021	1,081,643	1,018,867
Public Safety	1,535,756	1,573,071	1,812,863	1,812,863	1,800,349
Public Works	1,835,869	1,980,148	2,210,966	2,146,135	2,146,780
Parks & Recreation	1,838,997	1,734,611	1,617,635	1,267,041	1,394,079
Total Expenditures	**$ 8,575,550**	**$ 8,547,528**	**$ 9,191,900**	**$ 8,821,504**	**$ 8,767,713**
Revenue Less Expenditures before Transfers	**$ 3,696,098**	**$ 1,961,499**	**$ 152,350**	**$ (5,994)**	**$ 1,402,854**
INTERFUND TRANSFERS - IN/(OUT)					
Retiree Health Insurance (OPEB) (02)*	(639,000)	(126,651)	-	-	-
Pers UAAL Reserve (03)	(814,326)	(334,160)	-	-	-
Emergency Reserve Fund (04)***	(2,000,000)	-	-	50,000	-
Revenue Stabilization Fund (05)****	(2,000,000)	-	1,000,000	50,000	-
Facilities Repair and Replacement Fund (81)	(567,118)	-	-	-	-
Fleet Tools and Equipment Fund (82)	(620,792)	-	-	-	-
Tourist Business Improvement District (22)	12,564	9,445	8,750	8,750	8,750
Housing Opportunity Fund (70)**	(1,758,789)	-	(15,000)	(15,000)	(70,400)
Town of Yountville Community Foundation	(15,218)	(5,586)	-	(8,238)	-
Capital Projects (50)	-	(100,000)	(100,000)	(100,000)	(100,000)
Debt Service - 2008 Lease Revenue Bonds (52)	325,193	-	-	-	-
Debt Service - 2013 Lease Revenue Bonds (53)	(251,328)	(281,085)	(289,397)	49,783	-
Debt Service - 2017 Lease Revenue Bonds (54)	(544,144)	(546,769)	(539,369)	(539,369)	(540,000)
Debt Service - 2020 Lease Revenue Bonds (55)	-	-	-	(289,397)	(357,335)
Water Fund - Low Income Utility Subsidy (61)	(1,200)	(1,288)	(1,500)	(1,500)	(1,500)
Wastewater Fund - Low Income Utility Subsidy (62)	(1,200)	(1,288)	(1,500)	(1,500)	(1,500)
Total Transfers	**$ (8,875,358)**	**$ (1,387,382)**	**$ 61,984**	**$ (796,471)**	**$ (1,061,985)**
Excess (Deficiency) After Transfers	**$ (5,179,261)**	**$ 574,117**	**$ 214,334**	**$ (802,465)**	**$ 340,869**
ENDING FUND BALANCE	**$ 4,255,164**	**$ 4,829,281**	**$ 4,409,681**	**$ 4,026,816**	**$ 4,367,686**
FUND BALANCE ALLOCATIONS					
Committed for Insurance & Claims Retention	50,000	50,000	50,000	50,000	50,000
Assigned for Budget Contingencies	432,171	-	459,595	-	438,386
Assigned for Legal Contingencies	250,000	250,000	200,000	200,000	200,000
Assigned for Leave Buy Out	193,372	196,464	200,000	200,000	250,000
Assigned for Capital Projects	250,000	-	-	-	-
Assigned for Worker Comp Self Insured Retention	20,000	20,000	20,000	20,000	20,000
Assigned for Purchase Orders	350,000	275,324	250,000	219,235	200,000
Assigned for Purchase of Y.E.S. Property	-	2,866,075	2,866,075	2,866,075	2,866,075
Unassigned Fund Balance	2,709,621	1,171,418	364,011	471,506	343,225
Total Fund Balance	**$ 4,255,164**	**$ 4,829,281**	**$ 4,409,681**	**$ 4,026,816**	**$ 4,367,686**
	-	-	-	-	-
COMBINED FUND BALANCES					
01 - General Fund Balance	4,255,164	4,829,281	4,409,681	4,026,816	4,367,686
02 - OPEB - Other Post Employement Benefits Fund	23,588	26,419	2,500	30,419	1,669
03 - PERS Unfunded Accrued Liability Reserve Fund	71,669	74,847	71,870	75,847	1,571
04 - Emergency Reserve Fund	2,003,070	2,035,616	2,043,070	1,998,616	2,013,616
05 - Revenue Stabilization Fund	2,003,070	2,035,616	1,343,070	1,998,616	2,013,616
Fund Balance Per Financial Statements (Combined)	**$ 8,356,561**	**$ 9,001,779**	**$ 7,870,191**	**$ 8,130,314**	**$ 8,398,158**

* Transfer from General Fund to OPEB Trust Fund is for existing retiree health benefits.

**Moved to Fund 70 Housing Opportunities Fund in fiscal year 2018/19. Adjusted Beginning Fund Balance includes audit adjustment pertaining to prior fiscal year deferred inflows for the Housing Fund.

*** Moved to Emergency Reserve Fund (04) FY 18/19

**** Moved to Revenue Stabilization Fund (05) FY 18/19

Town of Yountville
GENERAL FUND REVENUE
Fiscal Year 2021/2022

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PROPERTY TAX					
3001	Property Tax Secured	$ 1,016,084	$ 1,215,339	$ 1,031,406	$ 1,236,045	$ 1,288,900
3002	Property Tax Unsecured	33,229	37,600	32,973	36,342	39,890
3003	Property Tax In Lieu (VLF Swap)	691,832	737,114	701,669	760,948	781,710
3009	Property Tax Collection Fee	(10,567)	(10,260)	(10,500)	(10,500)	(10,500)
	Total Property Tax	**$ 1,730,577**	**$ 1,979,793**	**$ 1,755,548**	**$ 2,022,835**	**$ 2,100,000**
	SALES TAX					
3010	Sales Tax	1,263,631	1,425,919	1,067,000	967,000	1,250,000
3011	Sales Tax Public Safety	25,818	22,372	20,000	20,000	20,000
	Total Sales Tax	**$ 1,289,449**	**$ 1,448,291**	**$ 1,087,000**	**$ 987,000**	**$ 1,270,000**
	OTHER TAXES					
3020	Franchise Fees	146,796	132,955	125,000	125,000	145,000
3021	Real Property Transfer Tax	19,071	67,746	19,452	28,124	36,000
	Total Other Taxes	**$ 165,867**	**$ 200,701**	**$ 144,452**	**$ 153,124**	**$ 181,000**
	TRANSIENT OCCUPANCY TAX					
3030	Transient Occupancy Tax	7,536,887	5,668,869	5,250,000	4,250,000	5,250,000
	Total Transient Occupancy Tax	**$ 7,536,887**	**$ 5,668,869**	**$ 5,250,000**	**$ 4,250,000**	**$ 5,250,000**
	LICENSES & PERMITS					
3105	Business License	22,553	19,475	18,000	18,000	18,000
3110	Building Permits	92,659	81,538	80,000	80,000	80,000
3111	Plan Checks	52,821	37,835	20,000	20,000	25,000
3112	Tech Updgrade Fee	-	-	-	4,242	5,000
3114	Digitization Fee	-	-	-	56	500
3120	Special Event Permit	8,913	4,152	7,500	1,100	2,500
3190	Tree Removal Permit	1,612	819	1,000	1,000	1,000
3191	Tree Removal In Lieu Fee	11,848	(8,724)	2,000	6,253	2,000
3192	Cannabis Delivery Permit	730	-	600	600	250
3195	Minor Home Occ Permit	390	217	150	150	150
3199	Encroachment Permit	12,590	9,557	6,000	14,869	10,000
	Total Licenses & Permits	**$ 204,116**	**$ 144,869**	**$ 135,250**	**$ 146,270**	**$ 144,400**
	FINES & FORFEITURES					
3201	Vehicle Code Fines	4,210	948	1,000	1,000	1,000
3215	Abandoned Vehicle Fee	-	-	-	-	-
3220	Administrative Fines & Penalties	52,900	45,340	2,500	64,900	2,500
	Total Fines & Forfeitures	**$ 57,110**	**$ 46,288**	**$ 3,500**	**$ 65,900**	**$ 3,500**
	INVESTMENT EARNINGS					
3301	Interest Income	162,563	104,782	45,000	25,000	25,000
	Total Investment Earnings	**$ 162,563**	**$ 104,782**	**$ 45,000**	**$ 25,000**	**$ 25,000**
	RENTS & CONCESSIONS					
3310	Rental Government Buildings	146,500	146,500	213,400	246,000	214,725
3312	Community Hall Rental	40,250	23,356	42,000	8,500	24,000
3313	Community Center Rental	6,711	6,060	20,000	7,500	6,500
3314	Other Facility Rental Charges	25,733	15,564	28,000	3,500	12,000
3315	Park Rentals	14,253	6,615	13,500	2,000	4,000
3319	Concession Sales	2,754	-	-	-	-
3320	Elec. Veh. Charging Station	4,467	692	600	600	600
	Total Rents & Concessions	**$ 240,668**	**$ 198,787**	**$ 317,500**	**$ 268,100**	**$ 261,825**
	INTERGOVERNMENTAL					
3401	State Motor Vehicle License Fee	1,408	2,321	2,000	2,151	2,000
3402	State COPS Grant	144,853	155,948	130,000	143,799	135,000
3406	State HOPTR	3,952	3,904	3,500	3,500	3,500
3409	Other State Revenues	-	-	-	-	50,000
3433	State CARES Funding	-	-	-	50,000	-
3434	Other Federal Revenue	-	-	-	279,142	279,142
	Total Intergovernmental	**$ 150,213**	**$ 162,173**	**$ 135,500**	**$ 478,592**	**$ 469,642**

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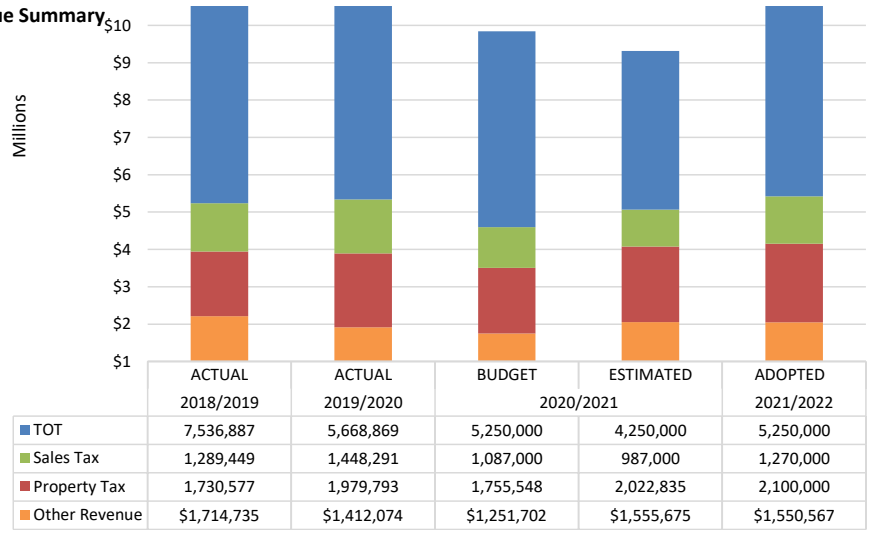
Town of Yountville
GENERAL FUND REVENUE
Fiscal Year 2021/2022

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
Continued from previous page						
	PARKS & RECREATION FEES					
3530	Class Fees	58,494	53,929	60,000	22,000	40,000
3531	Events Fees	15,418	16,276	4,500	6,400	2,000
3532	Sports Program Fees	7,821	4,204	5,000	50	700
3534	Afterschool Program	144,978	93,145	40,000	15,000	6,500
3536	Swim Pool Fees	10,926	-	-	-	-
3537	Swim Lesson Fees	1,272	-	-	-	-
3538	Camp Program Fees	114,683	97,227	98,000	84,000	105,000
3539	Excursion Fees	36,602	11,407	17,000	50	12,000
	Total Parks & Recreation Fees	**$ 390,193**	**$ 276,188**	**$ 224,500**	**$ 127,500**	**$ 166,200**
	CHARGES FOR SERVICES					
3601	Planning Service Charge	56,242	61,010	45,000	25,000	45,000
3602	Engineering Service Charges	-	7,176	2,500	2,500	2,500
3605	Rental Registration	20,031	19,568	21,000	21,000	20,000
3606	Conditional Use Permit Monitoring Fee	22,226	25,268	25,500	26,471	27,000
3615	Way Finding Signage Fees	9,113	10,791	11,000	12,456	10,000
3625	Parking Mgmt - Vehicle Reg. Fee	22,626	61,936	62,500	62,500	50,000
3635	Parking Mgmt - Off Site Parking	48,007	8,400	8,500	10,374	10,000
3640	Storefront Display Monitoring	1,931	504	-	1,383	-
	Total Charges for Services	**$ 180,176**	**$ 194,653**	**$ 176,000**	**$ 161,684**	**$ 164,500**
	MISCELLANEOUS REVENUE					
3800	Miscellaneous Revenue	19,801	12,394	1,000	44,314	62,500
3801	Refunds & Reimbursements	99,505	52,871	18,000	35,678	22,000
3802	Sale of Property & Equipment	8,780	-	-	404	-
3803	Donations & Contributions	-	-	7,500	5,500	9,500
3804	Art - Donations/Commissions	35,743	16,748	43,500	43,500	40,500
3806	Unclaimed Funds Revenue	-	1,620	-	108	-
3807	Art Sales	-	-	-	72,439	-
	Total Miscellaneous Revenue	**$ 163,829**	**$ 83,633**	**$ 70,000**	**$ 129,504**	**$ 134,500**
	TOTAL REVENUE	**$ 12,271,648**	**$ 10,509,027**	**$ 9,344,250**	**$ 8,815,510**	**$ 10,170,567**

*PEG Fees moved to Fund 21- Restricted Fund

**Previously titled Housing In Lieu Fee

Revenue Summary

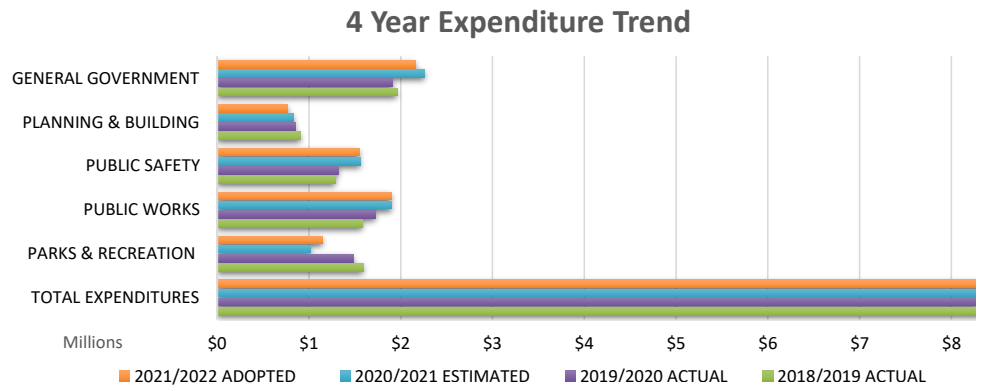


	ACTUAL 2018/2019	ACTUAL 2019/2020	BUDGET 2020/2021	ESTIMATED 2020/2021	ADOPTED 2021/2022
TOT	7,536,887	5,668,869	5,250,000	4,250,000	5,250,000
Sales Tax	1,289,449	1,448,291	1,087,000	987,000	1,270,000
Property Tax	1,730,577	1,979,793	1,755,548	2,022,835	2,100,000
Other Revenue	$1,714,735	$1,412,074	$1,251,702	$1,555,675	$1,550,567

Town of Yountville
GENERAL FUND EXPENDITURES
Fiscal Year 2021/2022

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	GENERAL GOVERNMENT					
1001	Town Council/Mayor	119,023	97,171	142,160	114,333	145,812
1010	Non-Departmental	66,006	66,307	178,100	175,400	175,100
1011	Information Technology & Comm.	-	-	-	-	-
1015	Community Promotion	344,771	370,647	393,137	423,137	411,758
1101	Town Manager's Office	485,695	510,768	496,810	456,037	433,040
1102	Finance	683,854	565,483	586,435	575,503	557,308
1103	Risk Management	25,113	40,373	78,350	99,811	78,350
1105	Town Attorney	124,423	160,036	196,500	176,500	196,500
1110	Town Clerk	362,134	347,807	446,923	493,103	409,770
	Total General Government	**$ 2,211,019**	**$ 2,158,592**	**$ 2,518,415**	**$ 2,513,823**	**$ 2,407,638**
	PLANNING & BUILDING					
2115	Planning & Building	1,153,909	1,101,106	1,032,021	1,081,643	1,018,867
	Total Planning & Building	**$ 1,153,909**	**$ 1,101,106**	**$ 1,032,021**	**$ 1,081,643**	**$ 1,018,867**
	PUBLIC SAFETY					
3200	Law Enforcement Services	990,066	1,028,925	1,167,863	1,167,863	1,195,299
3201	Fire & Emergency Services	545,690	544,146	645,000	645,000	605,050
	Total Public Safety	**$ 1,535,756**	**$ 1,573,071**	**$ 1,812,863**	**$ 1,812,863**	**$ 1,800,349**
	PUBLIC WORKS					
4301	Administration & Engineering	615,957	633,282	744,099	728,776	702,379
4305	Streets Maintenance	355,862	354,754	400,539	380,131	383,225
4320	Parks Maintenance	525,190	574,388	592,434	563,744	559,279
4325	Government Buildings	338,859	417,724	473,894	473,483	501,897
	Total Public Works	**$ 1,835,869**	**$ 1,980,148**	**$ 2,210,966**	**$ 2,146,135**	**$ 2,146,780**
	PARKS & RECREATION					
5405	Administration & Services	508,685	542,246	524,351	415,736	442,759
5406	Camp Programs	117,746	126,201	132,249	110,087	134,450
5407	Pool & Aquatic Programs	93,329	-	-	-	-
5408	Community Center	426,144	420,215	305,595	256,266	277,580
5409	After School Program	149,976	139,201	104,591	73,735	26,042
5410	Leisure Programs	269,642	255,778	269,773	174,321	261,236
5412	Sports Programs	74,494	53,092	56,155	31,861	43,628
5413	Community Events	143,700	170,079	170,881	101,145	147,239
5415	Yountville Arts Program	55,281	27,799	54,040	103,890	61,145
	Total Parks & Recreation	**$ 1,838,997**	**$ 1,734,611**	**$ 1,617,635**	**$ 1,267,041**	**$ 1,394,079**
	TOTAL EXPENDITURES	**$ 8,575,550**	**$ 8,547,528**	**$ 9,191,900**	**$ 8,821,504**	**$ 8,767,713**

* Housing Opportunity Progam moved into Fund 70 in Fiscal Year 18/19.



General Government

Click the links below to connect to the Town of Yountville Online Budget Book.

Town Council/Mayor (1001)

Non-Departmental (1010)

Information Technology & Telecommunications (1011)

Community Promotion & Programs (1015)

Town Manager's Office (1101)

Finance (1102)

Risk Management (1103)

Town Attorney (1105)

Town Clerk (1110)

OPEB – Other Post Employment Benefits (02-1900)

PERS Unfunded Actuarially Accrued Liability (03-2000)

Emergency Reserve Fund (04)

Revenue Stabilization Reserve Fund (05)

Planning & Building (2115)

Public Safety – Law Enforcement (01-3200)

Public Safety – Fire & Emergency Meidcal Services (01-3201)

Public Works Administration & Engineering (4301)

Public Works – Streets (4305)

Public Works – Parks (4320)

Public Works - Government Buildings (4325)

Parks & Recreation Administration & Services (5405)

Parks & Recreation Day Camp Program (5406)

Parks & Recreation Pool & Aquatics Program (5407)

Parks & Recreation Community Center Operations (5408)

Parks & Recreation After School Program (5409)

Parks & Recreation Leisure Program (5410)

Parks & Recreation Sports Programs (5412)

Parks & Recreation Community Events & Programs (5413)

Parks & Recreation Yountville Arts Program (5415)

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

Department Overview

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

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

2020/2021 Accomplishments

- COVID-19 – Implemented State of California Governor Newsom's Executive Orders in response to the Coronavirus pandemic.
- Adopted and maintained a reduced annual budget that was balanced with use of Revenue Stabilization Reserve Fund balance established for such a use.
- Adjusted to Zoom Town Council meetings to safely continue to conduct Town Council meetings.
- Provided policy direction to Town staff for refinement and implementation of Town Council Strategic Plan and Key Initiatives.
- Implemented an Economic Recovery Program to assist local businesses with recovery from prolonged closure due to pandemic.
- Provided direction and started review of ordinances for a comprehensive update to the Zoning and Design Ordinances in support of the newly adopted General Plan.
- Adopted Ordinance related to gas leaf blower ban and approved Leaf Blower Incentive Program including a provision for grant funding to support the transition to alternative blowers which is one of the recommendations in the Town's Climate Action Plan.
- Supported public request to place a Cannabis initiative on the November 2020 ballot and voters ultimately defeated the initiative.
- Continued collaboration with the County of Napa to establish a regional comprehensive and sustained climate protection action plan leading to a countywide Joint Powers Agreement.
- Completed plans, specifications, engineering, and construction for the Washington Park Emergency Water Distribution System repairs.
- Completed construction of the Hopper Creek Multi-Use Pedestrian Path project which is the last segment to be connected to South Mission Street in Rancho de Napa to the South end of Town.
- Continued the rental registration program and currently has over 200 registered properties. Continued to aggressively monitor and enforce short-term rental violations and updated provisions related to online hosting platforms.
- Actively participated, supported, and continued to monitor Veterans Home Master Plan Development and potential impacts on the community.
- Actively participated and continued engagement with Napa Valley Unified School District (NVUSD) regarding the potential future use of the site.
- Installed Permanent Art Sculpture in recognition of the Yountville Elementary School.
- Created a formal Sister City relationship with Todos Santos, Baja Sur California.
- Implemented fourth year of 5-year Utility Rate Plan.

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

2021/2022 Goals and Objectives

- COVID-19 – One year later the Town is still in the midst of the pandemic although there are strong signs of recovery. At the time of budget adoption, the Council is focused on steps for recovery for the Yountville community including residents, businesses, and visitors.
- Adopt and maintain a balanced budget and reserve fund balances and increase fund balances if possible.
- Continue implementing Measure T for Town streets-related infrastructure improvements.
- Continue implementing Measure S for Town-related Affordable and Workforce Housing projects.
- Actively participate on various local and regional committees and boards representing Town interests.
- Continue collaboration with all County of Napa jurisdictions to implement Countywide Climate Action Committee Joint Powers Agreement (JPA) in an effort to establish a regional comprehensive and sustained climate protection action plan.
- Continue to work with Town Staff on improving Town services, facilities and infrastructure, energy conservation upgrades for Wastewater Treatment Plant (WWTP), maintenance levels and replacement schedules for water and wastewater lines, identification of core service levels, review of utility enterprise operations and rates necessary to support them.

Budget Highlights

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

Did You Know?

As of April 2021:

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

Town of Yountville
TOWN COUNCIL/MAYOR
General Fund Department 1001

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

Town of Yountville
NON-DEPARTMENTAL
General Fund Department 1010

Department Overview

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

- Maintain involvement in the Cal Cities and League of California Cities programs.
- Continue support for County operated animal control shelter services and the County recycling program.
- Keep active Town participation in LAFCO Municipal Service Review and proceedings which impact Yountville.
- Advance development of the new strategic plan now in its fourth year.
- Continue participation in the U.S. Conference of Mayors to stay engaged with issues at the national level affecting local government.

Budget Highlights

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

Did You Know?

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

Town of Yountville
NON-DEPARTMENTAL
General Fund Department 1010

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

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

Department Overview

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

- Replace Meraki Switch and improve Firewall in Parks & Recreation which was deferred in Fiscal Year 2020/2021 due to COVID-19 related revenue loss.
- Maintain network/server environment for data storage, growth, and system redundancy.
- Update employee workstations (annually per our replacement schedule).
- Redesign, maintain, and enhance Town website.

Budget Highlights

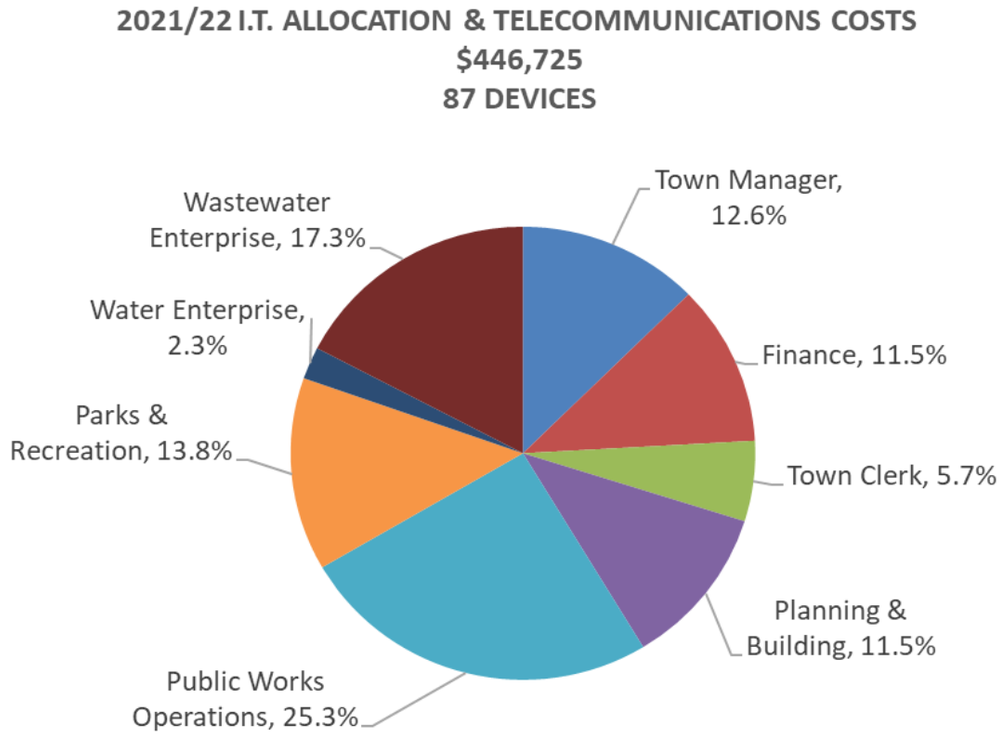
- This department is used for centralized accounting for the Town's IT costs, the majority of which are charged back to departments based on number of devices supported. This budget increase is due to the IT department absorbing maintenance costs after the project launch. An example of this is the completion of Laserfiche/ECS, ESRI, iWorq, PrimeGov, OpenGov and Springbrook.
- Contract services provided by Lescure Technology have increased slightly due to the increase of System support, GIS project support, and implementation of the Records Management Project.

Did You Know?

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

Town of Yountville
INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
General Fund Department 1011

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



Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

Department Overview

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

Town of Yountville
COMMUNITY PROMOTION & PROGRAMS
General Fund Department 1015

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	SUPPLIES & SERVICES					
4120	Other Supplies & Materials	-	-	-	-	500
4210	Contract Services	-	138	-	-	150
4250	Advertising	-	358	2,000	2,000	2,000
4910	Chamber Of Commerce	289,842	323,537	298,537	298,537	304,508
4925	Emergency Preparedness	-	-	6,000	6,000	6,000
4930	Arts Program*	178	-	-	-	-
4945	Leaf Blower Replacement Reimb. Prog.	-	-	-	30,000	10,000
4960	Town Clean Up Day	-	-	-	-	5,000
4970	Transit Subsidy	40,722	38,827	47,500	47,500	47,500
4980	Town Newsletter	3,151	3,358	3,500	3,500	3,500
4985	Small Projects Grant Program	2,100	1,148	6,000	6,000	3,000
4990	Community Outreach & Promotion	7,278	2,144	28,100	28,100	28,100
4992	Pool Pass Reimbursement Program	-	-	-	-	-
4995	TOYCF Administrative Costs	1,500	1,137	1,500	1,500	1,500
	Total Supplies & Services	**$ 344,771**	**$ 370,647**	**$ 393,137**	**$ 423,137**	**$ 411,758**
	TOTAL EXPENDITURES	**$ 344,771**	**$ 370,647**	**$ 393,137**	**$ 423,137**	**$ 411,758**
	PROGRAM REVENUE					
3804	Art - Donations/Commissions	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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

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

Department Overview

The Town Manager provides overall administration, leadership, and direction for the Town organization, functioning in a role like that of a Chief Executive Officer (CEO) in a private company. The Town Manager is appointed by, and serves at the will of, the Town Council. The Town Manager's Office is also directly responsible for oversight of the Town's human resources, budgeting, purchasing, labor relations, public information, risk management and technology services operations.

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

2020/2021 Accomplishments

- Continued to implement and provide direction related to the Town Council's Fiscal Year 2017/2022 Strategic Plan as it relates to operating budget and operational service delivery in uncharted territory due to pandemic situation.
- Served on the PARSAC merger with REMIF to create CIRA transition planning committee to provide for long-term sustainability of our risk insurance pool.
- Continued management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control costs and restore funding to support capital infrastructure projects. Produced and delivered a balanced budget.
- Continued strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District Board (NVTID).

2021/2022 Goals and Objectives

- Work with Town Council and staff to navigate any residual economic effects and operational impacts related to the COVID-19 Pandemic local emergency situation.
- Continue to implement and provide direction related to the Town Council's Fiscal Year 2017/2022 Strategic Plan as it relates to operating budget and service delivery.
- Provide support and direction toward the development of new policies and updates to the Town's Zoning Ordinance and Design Review procedures for consistency with recently adopted General Plan.
- Continue management of operating departments to maintain and deliver core services at Council directed level within available revenue – budget to support Town's mission, control costs and restore funding to support capital infrastructure projects. Produce and deliver a balanced budget.
- Continue to evaluate and implement enhanced citizen communications via the website, update of the website, use of new citizen engagement tools, and increase the level of use of social media to inform residents.
- Continue strong involvement with local NVTID-Yountville and role as a board member of the Napa Valley Tourism Improvement District Board (NVTID).
- Continue to work on regional water supply issues.

Budget Highlights

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

Did You Know?

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

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

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.3500	0.3500	0.3500	0.3500
Management Analyst	0.6000	0.6000	0.6000	0.6000
Management Fellow (2 yr. limited term)	1.0000	1.0000	1.0000	1.0000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Financial Analyst	0.1000	0.1000	0.1000	0.1000
Town Clerk	0.1000	0.1000	0.1000	0.1000
TOTAL STAFF	2.2500	2.2500	2.2500	2.2500

Town of Yountville
FINANCE
General Fund Department 1102

Department Overview

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

- Continue to work with Town Manager to monitor and manage the residual effects of economic uncertainty caused by the COVID-19 Pandemic emergency.
- Continue to provide Finance and Utility Billing software training, especially to the new users within the organization, to promote better understanding and increased utilization of the system.
- Receive the Distinguished Budget Presentation Award for the Town's 2021/2022 Operating Budget.
- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report for June 30, 2021.

Budget Highlights

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

Did You Know?

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

Town of Yountville
FINANCE
General Fund Department 1102

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.0750	0.0750	0.0750	0.0750
Finance Director	0.5000	0.5000	0.5000	0.5000
Financial Analyst	0.6000	0.6000	0.6000	0.6000
Accounting Assistant	-	0.1000	0.1000	0.1000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Management Analyst	0.5500	0.5500	0.4500	0.4500
TOTAL STAFF	1.8250	1.9250	1.8250	1.8250

Town of Yountville
RISK MANAGEMENT
General Fund Department 1103

Department Overview

The Risk Management Department accounts for the costs of participation in Public Agency Risk Sharing Association of California (PARSAC) a public Joint Powers Authority (JPA). Effective as of July 1, 2021 PARSAC is merging with REMIF to form California Intergovernmental Risk Authority (CIRA). Going forward CIRA will provide the Town's insurance coverage's, proactive employee safety and risk management support & training. The costs of the Town's liability, workers' compensation, property, and errors & omissions insurances are charged out to all departments based on a per-employee allocation formula. The Town Manager serves as the Town's designated PARSAC Board representative and currently services as an elected officer of the PARSAC Board as its Vice President and will serve as an officer on the new CIRA Board of Directors in July 2021.

2020/2021 Accomplishments

- Adjusted and managed Town's risk management policies and procedures by adopting new policies and procedures related to continued service delivery in COVID19 pandemic situation. Complied with all applicable and changing Federal and State mandates related to business operations during pandemic.
- Continued to be proactive assisting with risk management and prevention of potential litigation and workers compensation claims through the implementation of appropriate policies, procedures, and staff training and development including appropriate online training.
- Continued to review and update appropriate PARSAC recommended best practices where applicable.
- Maintained liability claim reserve fund at $50,000 - $20,000 more than the $30,000 required minimum.
- Maintained $10,000 SIR to continue Workers Compensation Claim Reserve Fund.
- Received a $26,000 distribution from dividends.

2021/2022 Goals and Objectives

- Continue to actively seek to update and improve upon Town's risk management policies and procedures by adopting new policies and procedures with a focus at the departmental operating level.
- Continue to be proactive assisting with risk management and prevention of potential litigation and workers compensation claims through the implementation of appropriate policies, procedures, and staff training and development including appropriate online training.
- Continue to review and update appropriate PARSAC recommended best practices where applicable: current focus on urban forestation and park maintenance programs.
- Maintain liability claim reserve fund at $50,000 - $20,000 more than the $30,000 required minimum.
- Maintain $10,000 SIR to continue Workers Compensation Claim Reserve Fund.
- Pursue additional CIRA Employee Relations and Safety Grant opportunities.

Budget Highlights

- Funding is included for contract services for Employee Training and Development Services, Liebert, Cassidy & Whitmore Affordable Care Act Analysis and Training Consortium Dues, and CIRA Employment Practices Grant.
- Unemployment Insurance claims in Fiscal Year 2020/2021 were high due to COVID-19 related restrictions, and Fiscal Year 2021/2022 should see a return to normal.

Did You Know?

- We take safety seriously! The Town discusses safety at quarterly all-employee meetings. A wide variety of topics are covered including ergonomics, accident prevention, and active shooter training response training.
- Parks and Recreation has an extensive employee orientation program including annual employee safety responsibilities for summer part-time and seasonal employees.

Town of Yountville
RISK MANAGEMENT
General Fund Department 1103

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

Town of Yountville
TOWN ATTORNEY
General Fund Department 1105

Department Overview

The Town Attorney serves as the primary legal adviser to the Town Council and provides legal guidance and support to Town staff in a quasi-department head role. The Town Council contracts with the law firm of Colantuono, Highsmith & Whatley PC for legal services. Gary Bell serves as the Town Attorney.

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

- Provide fair and accurate advice to the Town Council in all matters before them.
- Support and advise Town staff so they may efficiently and effectively achieve their goals.
- Enforce the Municipal Code and assist staff in achieving compliance.
- Provide timely legal review of all Town contracts, agreements, and agenda reports presented for Town Attorney review.
- Review and update Municipal Code to respond to changes in law or Town policy.

Budget Highlights

- The budget for regular contractual services is $196,500 which includes a monthly retainer amount and funding for additional projects or needs. The Town Attorney and his staff have been within the budgetary amounts identified within their monthly retainer for general municipal services. Some matters, including litigation and code enforcement matters, may require additional budgetary amounts from the Legal Contingency Fund. These amounts are approved in advance by the Town Council or Town Manager. Legal services required by the Town include a review of contracts, agreements, ordinances, and other advisory functions.

Did You Know?

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

Town of Yountville
TOWN ATTORNEY
General Fund Department 1105

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

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

Department Overview

The Office of the Town Clerk is comprised of one full-time Town Clerk/Records Manager and one part-time Records Coordinator. The Town Clerk/Records Manager is responsible for overall functions of the Office of the Town Clerk including the Town's Records and Information Management Program.

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

2020/2021 Accomplishments

- Adapted to the COVID-19 Pandemic in conformance with State of California Executive Order N-29-20 and Town Declaration of Emergency by implementing ZOOM Audio/Teleconference for Town Council meetings, establishing the Town publiccomment@yville.com email and expanding use of Town ecomment feature to encourage public comment participation during public meetings.
- Conducted the November 3, 2020 General Municipal Election for two Council seats and one ballot measure.
- Implemented Laserfiche Electronic Content Management System, launched Public Portal and continued to add records, and virtual Laserfiche Empower Conference was attended by several staff for training.
- DocuSign – Implemented digital signatures through DocuSign.
- Completed transition to PrimeGov which includes an Automated Agenda Management Workflow System, Committee Manager, Real-Time Meeting Management, Viewer Annotations, Video/Audio Streaming using YouTube, Speaker Management, Public Portal, and Standard Reports
- Completed substantial updates to the Protocols with the exception of Section 2.10 Electronic Communications Policy which is currently under review.
- Conducted e-filing of mandated Statement of Economic Interest - Annual Form 700.
- Municipal Code Supplements – Conducted bi-annual Municipal Code Supplement Updates.

2021/2022 Goals and Objectives

- Continue to develop and test Workflows in Laserfiche; Work with Departments to prepare hard copy records for scanning and importing into the Laserfiche repository; and continue to expand the knowledge base of staff through training and development to best utilize Laserfiche internally as well as the public portal.
- Continue training on new PrimeGov Agenda Management System and Committee Manager.

Budget Highlights

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

Did You Know?

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

Town of Yountville
TOWN CLERK
General Fund Department 1110

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

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

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

Department Overview

The Town's employee benefit program provides for retiree health benefits for those employees who meet the eligibility requirements established by CalPERS. The vesting requirements established by Town Council, per resolution number 2796-09 approved on June 30, 2009, apply to employees hired after that date. The resolution approved the state's vesting requirements for retiree health benefits for future Town retirees in compliance with applicable state regulations and the Public Employee's Medical and Hospital Care Act (PEMHCA). The purpose of the OPEB Department is to account for the funding and costs of the Town's Other Post-Employment Benefits (Retiree Health Benefits). Costs include premiums paid for current retirees and an annual contribution to the OPEB Trust for funding future retiree benefits.

On March 15, 2011, Town Council approved Resolution Number 2953-11 Authorizing Establishment of an IRS Section 115 Irrevocable Trust Fund for OPEB. Funds transferred to the OPEB Trust will be invested in accordance with Town Council policy adopted June 21, 2011, Resolution Number 2974-11. Over the years the Town has been successful in building a healthy reserve balance in the trust to fund future OPEB liabilities. Town Council established an OPEB funding policy with the adoption of resolution number 3188-14 on June 17, 2014 to fully fund the Actuarially Determined Contribution (ADC).

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

- Contributions to the OPEB trust are discretionary in nature. Due to the economic uncertainty created by the COVID-19 pandemic, contributions to the trust continue to remain temporarily suspended for Fiscal Year 2021/2022. A contribution to the trust would be a goal should any Unassigned Fund balance be available at the close of Fiscal Year 2020/2021, following any necessary replenishment of internal reserve funds.

Budget Highlights

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

Did You Know?

- The OPEB Trust Fund was established on June 30, 2011 and as of April 30, 2021 has a balance of $5,681,505.

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

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

Town of Yountville
PERS Unfunded Actuarilly Accrued Liability Reserve Fund
General Fund Reserve 03 - Department 2000

Department Overview

On December 5, 2017, Town Council approved Resolution 17-3446 Approving a Public Agency Post-Employment Benefits Section 115 Trust account and contract with Public Agency Retirement Services (PARS) to prefund pension obligations. The Pension Rate Stabilization Plan (PRSP) Trust Fund was created to establish a method for paying the Town's PERS Unfunded Actuarially Accrued Liability (UAAL) for pension costs that is due each July and making contributions into the trust.

California Public Employees Retirement System (CalPERS) transitioned from its practice of providing one total cost for employees' pension benefits payable on an annual basis to separating costs into two categories, Normal Cost (NC) and Unfunded Actuarially Accrued Liability (UAAL). Normal CalPERS costs are based on a percentage determined by annual valuation and applied to all three plan tiers through the payroll process. Budget for this amount is found in each Town department under the PERS Employer Rate and then those amounts are transferred into this fund for payment to CalPERS and investment into the PRSP Trust.

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

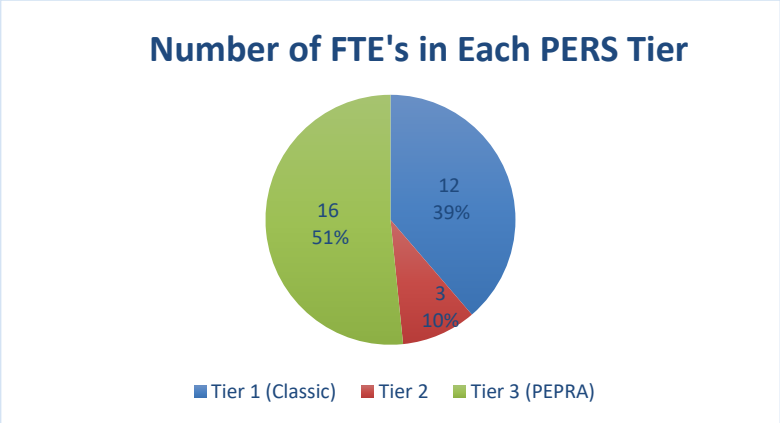
- The budget includes the use of $250,000 in trust funds and $74,536 of available Fund 03 fund balance to pay for the annual UAAL, which will relieve the General Fund of this expense for Fiscal Year 2021/2022.
- Contributions to the PRSP trust are discretionary in nature. Due to the economic uncertainty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

Did You Know?

- The PARS UAAL Trust Fund was established on December 5, 2017 and as of April 30, 2021, has a balance of $2,832,793.

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

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



Town of Yountville
EMERGENCY RESERVE FUND
Fund 04

Department Overview

In Fiscal Year 2018/2019, the Town Council adopted a change to the Fund Balance Policy to establish a minimum emergency reserve fund. In previous years, this reserve was reflected as a fund balance allocation in the General Fund. Town council decided to move this Committed Fund Balance for Emergency Reserve out of the General Fund and into a new separate reserve fund.

Use of this fund would be appropriate if the Town declared a state, federal, or local emergency as defined by the Yountville Municipal Code section 2.52.020. The available funds in this reserve have not yet been utilized, and instead have continued to earn interest which increases the fund balance.

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

2020/2021 Accomplishments

- Anticipate utilizing $50,000 of reserve funds to balance the effects of loss of Transient Occupancy Tax revenue due to the COVID-19 Pandemic and ending the fiscal year with a fund balance of about $1,998,616. This is approximately 13% more than the current policy minimum of 20% of General Fund Expenditures.

2021/2022 Goals and Objectives

- Continue to meet or exceed minimum reserve amount per Fund Balance Policy. Current minimum is 20% of General Fund expenditures, which translates to $1,753,742 for Fiscal Year 2021/2022.
- Replenish minimum reserve amount per Fund Balance Policy when appropriate.

Budget Highlights

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

Did You Know?

- Including investment earnings, fund balance as of April 30, 2021, is $2,044,245.

Town of Yountville
EMERGENCY RESERVE FUND
Fund 04

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ 2,003,070**	**$ 2,023,070**	**$ 2,035,616**	**$ 1,998,616**
	REVENUE					
3301	Investment Earnings	3,070	32,546	20,000	13,000	15,000
	Total Revenue	**$ 3,070**	**$ 32,546**	**$ 20,000**	**$ 13,000**	**$ 15,000**
	TRANSFERS IN(OUT)					
3900	From General Fund	2,000,000	-	-	-	-
7900	To General Fund	-	-	-	(50,000)	-
	Total Transfers	**$ 2,000,000**	**$ -**	**$ -**	**$ (50,000)**	**$ -**
■	**ENDING FUND BALANCE**	**$ 2,003,070**	**$ 2,035,616**	**$ 2,043,070**	**$ 1,998,616**	**$ 2,013,616**

Town of Yountville
REVENUE STABILIZATION RESERVE FUND
Fund 05

Department Overview

In Fiscal Year 2018/2019, the Town Council adopted a change to the Fund Balance Policy to establish a minimum revenue stabilization reserve fund. In previous years, this reserve was reflected as a fund balance allocation in the General Fund. Town Council decided to move this Assigned Fund Balance for Revenue Stabilization out of the General Fund and into a new separate reserve fund.

Funds are set aside to ensure the Town could respond to an unexpected drop in tourism-based revenue. The first use of this reserve fund will occur in Fiscal Year 2020/2021, with a goal of replenishing the fund as soon as the opportunity is presented.

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

2020/2021 Accomplishments

- Only anticipate utilizing $50,000 of reserve funds to balance the effects of loss of Transient Occupancy Tax revenue due to the COVID-19 Pandemic.

2021/2022 Goals and Objectives

- Replenish minimum reserve amount per Fund Balance Policy when appropriate. Current minimum is 25% of Transient Occupancy Tax revenue.

Budget Highlights

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

Did You Know?

• Including investment earnings, fund balance as of April 30, 2021, is $2,044,245.

Town of Yountville
REVENUE STABILIZATION RESERVE FUND
Fund 05

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ 2,003,070**	**$ 1,323,070**	**$ 2,035,616**	**$ 1,998,616**
	REVENUE					
3301	Investment Earnings	3,070	32,546	20,000	13,000	15,000
	Total Revenue	**$ 3,070**	**$ 32,546**	**$ 20,000**	**$ 13,000**	**$ 15,000**
	TRANSFERS IN(OUT)					
3900	From General Fund	2,000,000	-	-	-	-
7900	To General Fund	-	-	-	(50,000)	-
	Total Transfers	**$ 2,000,000**	**$ -**	**$ -**	**$ (50,000)**	**$ -**
■	**ENDING FUND BALANCE**	**$ 2,003,070**	**$ 2,035,616**	**$ 1,343,070**	**$ 1,998,616**	**$ 2,013,616**

Town of Yountville
PLANNING AND BUILDING
General Fund Department 2115

Department Overview

The Planning & Building Department is responsible for preparing, amending, maintaining, and implementing policies and regulations contained in the Town's General Plan, Zoning Ordinance, Design Ordinance, Subdivision Ordinance, and Building Code. The implementation of these ordinances ensures balanced land uses, orderly development, protection of public health and safety, and conservation of environmental and historic resources.

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

Town of Yountville
PLANNING & BUILDING
General Fund Department 2115

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.1000	0.1000	0.1000	0.1000
Planning Director	1.0000	1.0000	1.0000	1.0000
Management Analyst/Planning Manager	1.0500	1.0500	1.0500	1.0500
Financial Analyst	0.0500	0.0500	0.0500	0.0500
Administrative Assistant	0.3000	0.3000	0.3000	0.3000
Assistant Planner	1.0000	1.0000	1.0000	1.0000
TOTAL STAFF	3.5000	3.5000	3.5000	3.5000

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

Department Overview

The Town has contracted with the Napa County Sheriff's Department to provide law enforcement services to the Town since incorporation on February 4, 1965. The Town and Napa County Sheriff Department agreed to terms for a four (4) year contract renewal from July 1, 2020 to June 30, 2024 which provides 160 hours per week with four (4) dedicated positions including one sergeant who serves as patrol supervisor and head of the Yountville Station, which are further supported by the full resources of the Napa County Sheriff's Department including detective and specialty resources as needed. The designated deputies provide a full spectrum of municipal law enforcement services, 24-hour a day, 7-days a week. Additional support from the Sheriff's Office, which is not so obvious, includes: personnel management (i.e., recruitment, hiring, training, etc.); equipment and vehicle issue and maintenance; dispatch services; records management; crime scene and lab processing; property/evidence management and storage; investigative services (major crime and accident); supplemental patrol services, canine services; animal services; hazardous devise mitigation; SWAT and hostage negotiation; disaster response management and training; and special event services.

2020/2021 Accomplishments

- Sergeant Hallman participated in weekly staff Management Team meetings.
- Assisted Town in enforcing COVID-19 related guidance and restrictions.
- Assisted code enforcement efforts by working with the Town Code Enforcement Officer and Planning on cases.
- Continued updating the Deputy Resource Binder project to better communicate up to date information that is specific to the Sheriff's service in the Town of Yountville. (The Resource Binder is available in hard copy and digital formats.)
- Conducted CPUC Limo enforcement
- Facilitated Individual & Group Crisis Intervention Training for the North Bay area.
- Assisted in rewriting the Napa County Fire & Law Enforcement Rescue Taskforce Protocol

2021/2022 Goals and Objectives

- Continue education and enforcement of the new "3 Hour" parking restricted areas
- Continue to provide support and recommendations for security surveillance camera deployment as needed.
- Assist Town staff in exploring a streamlined, efficient manner in which to provide for criminal prosecution of Town Ordinance as well as assist further in administrative actions when needed.
- Continue to build and utilize a partnership with some of the community center activities to improve access and approachability from the citizens to local deputies.
- Continue with public education and outreach on local issues from traffic safety to home safety.
- Complete updated local business emergency contact list for efficient contact of business representatives by deputies and dispatch.

Budget Highlights

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

Did You Know?

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

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

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

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

Department Overview

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

- Continue to provide a high-quality level of fire and emergency medical services to the Yountville community while staying within the allocated budget.
- Continue the Fire Inspection Program for commercial properties.
- Host informational and educational workshops with community stakeholders to demonstrate fire department operational readiness.
- Provide community emergency preparedness support for natural disasters or large scale emergencies.
- Continue to function as an active, positive, proactive component of the community, working at Town events, schools and with the public along with Town staff to provide the highest level of customer service and education to the community.

Budget Highlights

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

Did You Know?

- Yountville Station 12 responded to 1,559 calls during the 2020 calendar year.
- Of those 1,559 calls, 22% or 346 were incidents within Town limits.
- Equipment includes one-two person Engine Company and one-two person ladder Truck Company as well as Rescue 12 that supports the countywide Technical Rescue Team.
- Yountville Station 12 is a model of cost-effective “shared services” delivery between the County, Veterans Home and the Town of Yountville.

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

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

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

Department Overview

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

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

2020/2021 Accomplishments

- Completed the design and construction of 23 Capital Improvement Projects (CIP) within budget and on schedule while meeting the expectations of the public. This included design and construction of the Annual Street Maintenance and Paving Program (Using Measure T, Gas Tax, and SB1 Funds), water and wastewater infrastructure projects.
- Completed construction of Oak Circle Bridge and Path Project (PK-0003).
- Coordinate with the Planning and Building Department and provide plan review services and engineering services on private development projects.
- Refined work plan and budgets for Measure T, SB1 and Gas Tax (HUTA) funds. This requires the Town to submit five-year plans per the program requirements.

2021/2022 Goals and Objectives

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

- Complete the Annual Street Maintenance and Paving Project(s) (MT-3022) $525,000.
- Complete the Annual Inflow and Infiltration Reduction Program (WW-2022) $337,000.
- Forrester Park, Three Weir Park ADA Access (CP-0018) $160,000.
- Coordinate with the Planning and Building Department and provide plan review services and engineering services on private development projects.
- Refine work plan and budgets for Measure T, SB1 and Gas Tax (HUTA) funds. This requires the Town to submit five-year plans per the program requirements. These plans are updated biannually with reports on project completion submitted on an annual basis.

Budget Highlights

- Funding from Measure T (Fund 25), SB1 (Fund 26) and Gas Tax (Fund 20) will continue to be the revenue resources for funding of street projects. The projects will be adjusted to the level of funding to continue the Annual Street Maintenance Paving Program without additional General Fund support.
- The Public Works Department manages and maintains no less than 20 regulatory permits from various agencies. These permits include National Pollution Discharge Elimination System (NPDES) permits (5) for Storm Water, Water, and Wastewater, Dept of Public Health, Department of Water Resources, and Bay Area Air Quality Management Resources Board to name a few.

Did You Know?

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

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	328,813	352,178	380,232	377,232	376,057
4012	Overtime	116	-	100	100	100
4013	Medicare & FICA	4,513	4,824	5,527	5,527	5,453
4020	PERS Employer Rate	36,113	36,527	43,235	35,765	34,565
4030	Deferred Compensation	25,044	14,562	27,242	27,242	26,273
4031	Payment In-Lieu Health	-	12,022	12,000	12,000	300
4040	Health Insurance	33,722	33,103	42,876	42,876	51,560
4042	Dental Insurance	3,747	3,868	3,740	3,740	3,871
4043	Vision Insurance	2,367	904	5,000	5,000	1,460
4044	Life/Disability Insurance	3,204	3,391	3,645	3,645	3,970
4049	Allocated OPEB	47,520	39,538	-	-	-
4050	Tuition Reimbursement	-	-	-	-	240
4051	Automobile Allowance	2,600	3,400	4,800	4,800	3,600
4052	Cell Phone Allowance	8,320	7,440	8,640	9,600	2,803
4053	Other Employee Reimbursement	1,803	1,843	7,750	7,750	2,190
4819	Allocated Liability Insurance	11,974	18,647	20,536	20,809	22,122
4839	Allocated Workers' Comp Insurance	8,549	15,574	16,651	14,000	11,660
	Total Personnel	**$ 518,406**	**$ 547,821**	**$ 581,974**	**$ 570,086**	**$ 546,224**
	SUPPLIES & SERVICES					
4110	Office Supplies	251	768	800	800	800
4120	Other Supplies & Materials	285	693	5,000	5,000	5,000
4130	Postage & Printing	125	33	500	500	500
4210	Contract Services	20,527	12,170	22,000	23,570	22,000
4250	Advertising	-	-	1,500	1,500	1,500
4280	Other Agencies	44,086	37,969	87,000	87,000	76,500
4310	Facilities/Grounds Maintenance	-	-	1,000	1,000	1,000
4320	Equipment Maintenance	785	-	1,000	1,000	1,000
4330	Vehicle Maintenance	41	-	1,000	1,000	1,000
4510	Utilities - Gas & Electric	-	-	600	600	600
4515	Utilities - Water & Sewer	842	943	900	900	900
4699	Allocated IT Costs	23,836	29,830	31,750	29,720	37,230
4710	Conference & Travel	2,913	809	5,950	2,975	5,000
4715	Meetings & Training	3,251	1,531	2,125	2,125	2,125
4720	Dues & Subscriptions	611	715	1,000	1,000	1,000
	Total Supplies & Services	**$ 97,551**	**$ 85,461**	**$ 162,125**	**$ 158,690**	**$ 156,155**
	TOTAL EXPENDITURES	**$ 615,957**	**$ 633,282**	**$ 744,099**	**$ 728,776**	**$ 702,379**
	PROGRAM REVENUE					
3199	Encroachment Permit	12,590	9,557	6,000	14,869	10,000
3602	Engineering Service Charges	-	7,176	2,500	2,500	2,500
3800	Miscellaneous Revenue	-	500	-	-	500
	TOTAL PROGRAM REVENUE	**$ 12,590**	**$ 17,233**	**$ 8,500**	**$ 17,369**	**$ 13,000**

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.1000	0.1000	0.1000	0.1000
Public Works Director	0.4000	0.4000	0.4000	0.4000
Deputy Public Works Director	0.7500	0.7500	0.7500	0.7500
Public Works Manager	0.1000	0.1000	0.1000	0.1000
Engineering Technician	0.7500	0.7500	0.7500	0.7500
Management Analyst	0.4200	0.4200	0.4200	0.5200
Utilities Manager	0.0500	0.0500	0.0500	0.0500
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Financial Analyst	-	-	0.1000	0.1000
Finance Director	0.0500	0.0500	0.0500	0.0500
TOTAL STAFF	2.7200	2.7200	2.8200	2.9200

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

Department Overview

The Streets Maintenance Division is responsible for the maintenance and repair of the Town's streets and sidewalk related infrastructure. This maintenance effort does not include the private streets located within the mobile home parks, a few streets in private Homeowner's Associations, and Tallent Lane. Also, streets and sidewalk maintenance on the campus of the Veterans Home of California is state property and that infrastructure is owned and maintained by the State.

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

2020/2021 Accomplishments

- Completed annual floodwall inspection, training, and all documentation.
- Continued to expand use of GIS in a more complete and comprehensive manner. This includes layers for internal and external use, and additional Storyboards.
- Performed annual inspection of Town's storm drain system. This includes drains, swales and all inlets and outfalls for compliance with NPDES permit.
- Completed annual Floodwall inspection and all documentation.
- The Urban Forest Management Program completed year one of three. This program involves arborists review and trimming as needed, with a minimum standard of all trees in Town at least once in the three-year cycle.

2021/2022 Goals and Objectives

- Perform annual inspection of Town's storm drain system. This includes drains, swales and all inlets and outfalls for compliance with NPDES permit.
- Perform annual Floodwall inspection and all documentation.
- Continue to expand use of GIS in a more complete and comprehensive manner. This includes capturing additional assets to create a more robust system. The tasks will include creating new map layers for internal, and external use and additional maps and layers.
- The Urban Forest Management Program enters Year two of three. This program involves arborists review and trimming as needed. This program includes all trees in Town trimmed at least once in the three-year cycle.
- Continue to pursue and track training opportunities for professional, personal, and safety-related topics.

Budget Highlights

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

Did You Know?

- The Town message board trailer was deployed March 2020 though March 2021 to advise residents and visitors of local COVID related restrictions and safety measures.
- 214 miles of streets were swept, two (2) times a month. In the fall leaf season, the Town is swept every week on Friday.
- The Town has a unique practice of trimming its various street signs in wood which dates back to the design aesthetic of renown landscape architect Lawrence Halperin and was part of the 1976 General Plan.

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

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Public Works Director	0.0500	0.0500	0.0500	0.0500
Public Works Manager	0.3000	0.3000	0.3000	0.3000
Maintenance Worker	0.7750	0.9750	0.9750	0.9750
Facility & Grounds Worker	0.4000	0.0500	0.0500	0.0500
Utility Operator	0.0250	-	-	-
TOTAL STAFF	1.5500	1.3750	1.3750	1.3750

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

Department Overview

The Parks Maintenance Division maintains the Town's parks and the various infrastructure found in our nine (9) parks. The Division provides a range of vegetation management services utilizing a variety of methods to manage vegetation for all parks, paths, and our open space. This Division also oversees the urban forest management plan which, as a part of the Town Council policy which requires that every Town-owned tree be inspected and trimmed as needed at least once in a three (3) year period. This work is performed by a tree maintenance contractor and each of the crews from this contractor is accompanied by a certified arborist.

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

2020/2021 Accomplishments

- Continued to provide superior customer service to the Town and its citizens.
- Continued to maintain the Town's park and path system at a very high level.
- Utilized GIS and iWork Asset Management system to create efficiency and effectiveness in work order management.
- Continued to pursue and track training opportunities for professional, personal, and safety-related topics. This will include a variety of methods including peer and professional organizations and conferences, online training, and onsite training.

2021/2022 Goals and Objectives

- Continue to provide superior customer service to the Town and its citizens.
- Continue to maintain the Town's park and path system at a very high level.
- Utilize GIS and iWork Asset Management system to create efficiency and effectiveness in work order management.
- Continue to pursue and track training opportunities for professional, personal, and safety-related topics. This will include a variety of methods including peer and professional organizations and conferences, online training, and onsite training.

Budget Highlights

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

Did You Know?

- Park Maintenance was responsible for mowing 2.39 acres each week.
- Public Works crews provided 120,000 Mutt Mitts for pet waste removal in the Town-wide network of 25 Mutt Mitt Stations.
- 7 Restrooms were cleaned daily during the pandemic.

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

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Public Works Director	0.0500	0.0500	0.0500	0.0500
Public Works Manager	0.2500	0.2500	0.2500	0.2500
Maintenance Worker	1.0500	1.3250	1.3250	1.3250
Facility & Grounds Worker	1.3000	0.9500	0.9500	0.9500
TOTAL STAFF	2.6500	2.5750	2.5750	2.5750

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

Department Overview

The Government Buildings Division of the Public Works Department is responsible for providing maintenance and repair services to the Town-owned buildings. This division is supervised by the Public Works Manager and includes two (2) Maintenance Workers who maintain over 80,000 square feet of facilities. The budget includes funding for a contracted tree service firm which includes a certified arborist on each team, janitorial services firm, and janitorial supplies and related equipment. Funding is also included for employee training and development.

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

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

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

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

Department Overview

The Parks and Recreation - Administration & Services budget includes funding for the department including general office expenses such as supplies, postage and printing costs, personnel services, training, and administrative staff resources. This department includes funding for part-time extra help support at the Community Center front desk.

Specific operations include the administrative oversite of the department include:

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

2020/21 Accomplishments

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

2021/22 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

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

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

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

Department Overview

The Parks and Recreation Day Camp Program provides out of school time care for Yountville and Napa Valley residents. Camps provide daily care for children Kindergarten through 5th grades. The program provides a safe and enjoyable option for families who live or work in Yountville as well as those who live outside of Yountville and choose this camp. We provide children with stimulating and educational activities as well as the opportunity to meet new friends and have exciting experiences. This is a standalone program that is comprised of families mostly outside of Yountville while serving some Yountville residents as well as many employees based in Yountville.

Thirteen (13) one-week camp sessions are provided each year; one (1) week in the spring during the Napa Valley Unified School District (NVUSD) Spring Break, a three-day week session during Thanksgiving Break; three (3) one-week sessions in the Winter during NVUSD Winter Break, and nine (9) one-week sessions during the summer in June, July, and August.

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

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

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

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

Department Overview

The Town of Yountville ceased operation of the Community Pool in 2019. The Parks and Recreation – Pool & Aquatic Programs department continues to be included in the budget for the sole purpose of displaying historical activity.

2020/2021 Accomplishments

- No activity to report.

2021/2022 Goals and Objectives

- No planned activity.

Budget Highlights

- This budget expenditure came to an end in 2019.

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

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

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

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

Department Overview

The Yountville Community Center opened in the fall of 2009 with the goal of meeting the evolving and diverse recreational and social needs of people of all ages and interests in our community. Almost twelve years have passed, and although 2020-21 was a challenging year for us all due to the COVID 19 pandemic, the Community Center will once again return to the bustling space that is home to recreation classes, open gym programs, and Town events as well as a location for small meetings and gatherings, elegant weddings and receptions and large non-profit fundraisers and conferences.

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

2021/2022 Accomplishments

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

2021/2022 Goals and Objectives

- Host a networking event to showcase the Community Center.
- Continue to balance the rental of the building with the increase and variety of recreational classes we offer.
- Assess and revise fee structure to include premiere packages that create more full-service options. This could include set up and clean up, catering, floral and event planning services. This will require staff to revise fees and charges as well which will come to the Town Council for review and approval.
- Continue to evolve the back up power sources for the Community Center.

Budget Highlights

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

Did You Know?

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

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

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

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.0500	0.0500	0.0500	0.0500
Parks & Recreation Director	0.0700	0.0700	0.0700	0.0700
Community Facilities Manager	0.7000	0.7000	-	-
Public Works Manager	0.0750	0.0750	0.0750	0.0750
Facility & Event Specialist	-	0.5000	0.7000	0.7000
Administrative Assistant	0.0500	0.0500	0.0500	0.0500
Maintenance Worker	0.2500	-	-	-
Facility & Grounds Worker	0.0250	-	-	-
Financial Analyst	0.0500	-	-	-
Finance Director	0.0250	-	-	-
TOTAL STAFF	1.2950	1.4450	0.9450	0.9450

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

Department Overview

With the closure of Yountville Elementary School at the end of the 2019-20 school year, there was and continues to be much uncertainty around how to prepare the budget. Still unknown due to a non-traditional year of COVID changes to school schedules, is the Napa Valley Unified School Districts plan for bussing home Yountville resident children and what, if any after school childcare services may be needed to support our local families. The Parks and Recreation Department has historically operated this program due to a lack of a local private childcare options in town.

The proposed budget is a scaled back version to offer an out of school day program for parents who may need care when the school has dates for in service trainings etc. but it is not a holiday where parents will not be off work.

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	47,330	47,519	36,769	36,769	12,064
4011	Salaries - Part Time	36,825	32,022	26,000	5,500	4,000
4012	Overtime	1,479	627	500	500	500
4013	Medicare & FICA	3,460	2,970	2,526	2,526	481
4020	PERS Employer Rate	6,342	6,959	6,358	3,576	1,261
4030	Deferred Compensation	3,158	3,260	2,569	2,569	840
4031	Payment-In Lieu Health	-	-	-	-	-
4040	Health Insurance	7,930	6,887	6,813	6,813	2,006
4042	Dental Insurance	701	588	528	528	148
4053	Vision Insurance	-	-	-	-	70
4044	Life/Disability Insurance	462	448	392	392	125
4049	Allocated OPEB	6,912	5,716	-	-	-
4051	Automobile Allowance	-	-	-	-	48
4052	Cell Phone Allowance	-	-			134
4053	Other Employee Reimbursement	-	-	-	-	84
4819	Allocated Liability Insurance	1,742	2,696	1,986	2,012	707
4839	Allocated Workers' Comp Insurance	1,244	2,252	1,610	1,400	373
	Total Personnel	**$ 117,585**	**$ 111,944**	**$ 86,051**	**$ 62,585**	**$ 22,842**
	SUPPLIES & SERVICES					
4110	Office Supplies	428	-	500	250	-
4120	Other Supplies & Materials	13,598	6,453	5,500	1,500	1,200
4210	Contract Services	9,763	8,725	-	-	-
4250	Advertising	-	-	-	-	350
4410	Facility Rental	2,309	3,570	2,500	-	-
4699	Allocated IT Costs	6,293	8,509	10,040	9,400	1,650
	Total Supplies & Services	**$ 32,391**	**$ 27,257**	**$ 18,540**	**$ 11,150**	**$ 3,200**
	TOTAL EXPENDITURES	**$ 149,976**	**$ 139,201**	**$ 104,591**	**$ 73,735**	**$ 26,042**
PROGRAM REVENUE						
3534	After School Fees	$ 144,978	$ 93,145	$ 40,000	$ 15,000	$ 6,500
	Cost Recovery Percentage	96.7%	66.9%	38.2%	20.3%	25.0%

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

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

Department Overview

The Parks and Recreation - Leisure Programs department offers classes and activities that enrich the quality of life for our residents in Yountville as well as those in our surrounding areas. Programs and services budgeted include the Golden Ticket Program, specialty classes and our excursion program.

All the classes offered are taught by a contract instructor or volunteer. The contract instructor provides all curriculum, supplies, and materials for the class and the Town provides the space, marketing, and registration processing. The contractor and Town negotiate a percentage split of class registration fees to cover marketing, administrative cost recovery, facility use, and other related costs. Instructors for the Golden Ticket Program are paid an hourly rate to keep the costs manageable. Most classes and excursions require a minimum number of participants for the class or activity to be held. This cancellation policy assists in making sure that fixed costs are recovered.

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

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

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

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

Department Overview

The Parks and Recreation - Sports Programs Department is designed to provide opportunities for community members to be active and involved in sports regardless of skill level. These programs include:

- Pre-school Sports- Little Sluggers, Little Kickers, and Little Hoopsters: These programs are designed to assist preschool-aged children in learning to play in a group while also building their large motor skills.
- Open Gym Time - The program is free to residents, and non-residents can purchase an annual pass. Open Gym play is offered for Basketball and Pickleball.
- Pickleball support for tournaments and clinics.

2020/2021 Accomplishments

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

2020/2021 Goals and Objectives

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

Budget Highlights

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

Did You Know?

- It is estimated that there are currently 2.8 million Pickleball players in the United States. This is an increase of over 12% since 2017 with the largest population in California, Oregon, and Washington.

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

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

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

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

Department Overview

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

1. Movies in the Park (series)
2. Yountville Days
3. Music in the Park (series)
4. Town Community Tree Lighting Event
5. Town Egg Hunt
6. Camp Out in the Park
7. Annual "Residens Bash" Event
8. Fourth of July Fireworks
9. Halloween Carnival
10. Weekly Family Presentations during the eight weeks of summer
11. Popcorn Wednesdays (Weekly)
12. Morning Coffee in the Lobby

Revenue for this department is shown in 01-5413-3531 (Events Fees) and is generated through limited individual and business sponsorships for events such as Movies and Music in the Park and the minimal ticket fee for the annual Resident Event. Any remaining costs are covered by a Town General Fund subsidy.

2021/2022 Accomplishments

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

2020/2021 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

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

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

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

Department Overview

The Parks and Recreation - Yountville Arts Programs Department was created in Fiscal Year 2018/2019 to highlight the work of Yountville Arts, and show transparency of the sources and uses of funds. This department shares .10 FTE of the Facility and Events Specialist Position under Full-Time salary and benefits, and Part-Time salary and benefits for additional staff time at events. All other administrative costs for Yountville Arts are funded under the 01-5405 Administration Budget including the Parks and Recreation Directors time.

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

2020/2021 Accomplishments

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

2021/2022 Goals and Objectives

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

Budget Highlights

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

Did You Know?

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

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

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

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

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

Town of Yountville

"The Heart of the Napa Valley"



Water Utility Enterprise

Click the links below to connect to the Town of Yountville Online Budget Book.

Aggregate Water Funds Summary

Aggregate Water Expenditure Summary by Category

Water Utility Operating Fund Summary (61) Water

Utility Operating Revenue (61)

Water Utility Operations & Distribution (61-4505)

Water Utility Purchases & Conservation (61-4507)

Water Utility Capital Improvements Fund (60-4500)

Water Drought Reserve Fund (57-4507)

Water Connection Impact Fee Fund (58)

Town of Yountville
AGGREGATE WATER FUNDS SUMMARY
Fiscal Year 2021/2022

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
REVENUE					
Residential Sales (61)	782,453	887,679	861,120	954,994	983,643
NonProfit Sales (61)	81,863	105,908	99,069	114,591	118,029
Commercial Sales (61)	308,844	354,304	350,601	366,198	377,184
Other Services (61)	109,367	110,702	125,930	155,778	145,101
State Revenue (61)	-	450	-	661	-
Miscellaneous (61)	114	273	-	-	-
System Replacement Fees (60)	101,101	110,742	117,790	117,845	126,685
Water Collection Impact Fees (60/58)	50,678	58,982	-	71,935	-
Investment Earnings	67,660	47,396	20,200	11,307	19,990
Total Revenue	**$ 1,502,080**	**$ 1,676,436**	**$ 1,574,710**	**$ 1,793,309**	**$ 1,770,632**
EXPENDITURES					
Utility Distribution & Operations (61)	509,266	521,184	558,871	526,479	549,178
Utility Purchase & Conservation (61)	1,221,514	1,300,898	995,753	1,124,849	1,126,595
Utility Capital Improvements (60)	640,552	398,356	1,358,680	1,239,680	214,180
Total Expenditures	**$ 2,371,332**	**$ 2,220,438**	**$ 2,913,304**	**$ 2,891,008**	**$ 1,889,953**
INTERFUND TRANSFERS - IN/(OUT)					
Interfund Transfer - Low Income Subsidy (01)	1,200	1,288	1,500	1,500	1,500
Transfer In/(Out) Water Capital (60)	200,000	200,000	-	1,100,000	-
Transfer In / (Out) Water Operating (61)	(200,000)	-	-	-	-
Transfer In/(Out) - Drought Reserve Fund (57)	-	(200,000)	-	(1,100,000)	-
Total Net Transfers	**$ 1,200**	**$ 1,288**	**$ 1,500**	**$ 1,500**	**$ 1,500**
Excess (Deficiency) After Transfers	$ (868,052)	$ (542,714)	$ (1,337,094)	$ (1,096,200)	$ (117,821)

Town of Yountville
AGGREGATE WATER FUNDS
Expenditure Summary by Category

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
PERSONNEL					
Salaries	291,252	284,377	306,081	303,444	307,248
Benefits	71,448	65,470	83,178	83,178	97,063
* PERS Emplr Rate/Pension Expense	63,768	79,668	65,129	34,803	35,478
Allocated - Workers Comp, Liability, OPEB	3,574	47,283	28,596	26,543	26,490
Total Personnel	**$ 430,042**	**$ 476,798**	**$ 482,984**	**$ 447,968**	**$ 466,278**
SUPPLIES & SERVICES					
Supplies & Services	91,391	93,546	105,140	102,860	107,995
Contract Services	44,690	18,168	35,000	35,000	35,000
Total Supplies & Services	**$ 136,081**	**$ 111,715**	**$ 140,140**	**$ 137,860**	**$ 142,995**
CAPITAL OUTLAY					
Capital Outlay	597,596	311,272	1,268,500	1,149,500	102,000
Total Capital Outlay	**$ 597,596**	**$ 311,272**	**$ 1,268,500**	**$ 1,149,500**	**$ 102,000**
DEBT SERVICE					
Debt Service	-	-	-	-	-
Total Debt Service	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WATER PURCHASES					
Water Purchases	1,159,657	1,229,569	925,000	1,059,000	1,060,000
Total Water Purchases	**$ 1,159,657**	**$ 1,229,569**	**$ 925,000**	**$ 1,059,000**	**$ 1,060,000**
DEPRECIATION EXPENSE					
Depreciation Expense	47,956	91,084	96,680	96,680	118,680
Total Depreciation Expense	**$ 47,956**	**$ 91,084**	**$ 96,680**	**$ 96,680**	**$ 118,680**
TOTAL EXPENSES	**$ 2,371,332**	**$ 2,220,438**	**$ 2,913,304**	**$ 2,891,008**	**$ 1,889,953**

**Includes adjustment for GASB 68*

Town of Yountville
WATER UTILITY OPERATING FUND SUMMARY

	Fund 61	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 868,737**	**$ 238,503**	**$ 4,406**	**$ (115,776)**	**$ (173,076)**
	OPERATING REVENUE					
	Residential Sales	782,453	887,679	861,120	954,994	983,643
	Non Profit Sales	81,863	105,908	99,069	114,591	118,029
	Commercial Sales	308,844	354,304	350,601	366,198	377,184
	Other Services	109,367	110,702	125,930	155,778	145,101
	Other Revenue	114	723	-	661	-
	Total Operating Revenue	**$ 1,282,641**	**$ 1,459,316**	**$ 1,436,720**	**$ 1,592,222**	**$ 1,623,957**
	OPERATING EXPENSES					
	Personnel	430,042	476,798	482,984	447,968	466,278
	Supplies & Services	136,081	111,715	140,140	137,860	142,995
	Capital Outlay	5,000	4,000	6,500	6,500	6,500
	Water Purchases	1,159,657	1,229,569	925,000	1,059,000	1,060,000
	Total Operating Expenses	**$ 1,730,780**	**$ 1,822,082**	**$ 1,554,624**	**$ 1,651,328**	**$ 1,675,773**
	NET OPERATING INCOME (LOSS)	**$ (448,139)**	**$ (362,766)**	**$ (117,904)**	**$ (59,107)**	**$ (51,816)**
	NON-OPERATING REVENUE, EXPENSES & TRANSFERS					
3301	Investment Earnings	16,705	7,199	200	307	350
3901	Interfund Transfer - Low Income Subsidy (01)	1,200	1,288	1,500	1,500	1,500
7900	Transfer to Water Capital (60)	(200,000)	-	-	-	-
	Total Non-Operating Revenue, Expenses & Transfers	**$ (182,095)**	**$ 8,486**	**$ 1,700**	**$ 1,807**	**$ 1,850**
■	**ENDING FUND BALANCE**	**$ 238,503**	**$ (115,776)**	**$ (111,798)**	**$ (173,076)**	**$ (223,042)**
	Fund Balance as Percent of Operating Expenses	14%	-6%	-7%	-10%	-13%
	Net Change in Fund Balance	(630,234)	(354,279)	(116,204)	(57,300)	(49,966)
	FUND BALANCE ALLOCATIONS					
	Reserved for Emergency Operations per 2018 Utility Rate Study (30% of operating expenses)	-	-	466,387	467,388	502,732
	Unreserved	238,503	(115,776)	(578,185)	(640,464)	(725,774)
■	**Total Fund Balance**	**$ 238,503**	**$ (115,776)**	**$ (111,798)**	**$ (173,076)**	**$ (223,042)**

Town of Yountville
WATER UTILITY OPERATING REVENUE
Fund 61

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	RESIDENTIAL SALES					
3610	Single Residential	505,524	573,873	560,040	605,874	624,050
3611	Multi Residential	80,764	92,653	89,960	100,702	103,723
3612	Mobile Homes	81,009	96,511	88,400	111,758	115,111
3613	Condominium	70,032	77,702	74,880	81,482	83,926
3614	Residential - Outside Town	45,124	46,940	47,840	55,178	56,833
	Total Residential Sales	**$ 782,453**	**$ 887,679**	**$ 861,120**	**$ 954,994**	**$ 983,643**
	NONPROFIT SALES					
3620	Church or School	26,592	43,188	38,754	48,652	50,112
3621	Town Use	55,271	62,720	60,315	65,939	67,917
	Total Nonprofit Sales	**$ 81,863**	**$ 105,908**	**$ 99,069**	**$ 114,591**	**$ 118,029**
	COMMERCIAL SALES					
3630	Restaurant/Bar	59,367	67,106	67,023	62,540	64,416
3631	Hotel/Inn	154,140	177,142	173,338	186,984	192,594
3632	Other Commercial	53,858	68,325	66,560	72,794	74,978
3633	Multi Commercial	41,479	41,732	43,680	43,880	45,196
	Total Commercial Sales	**$ 308,844**	**$ 354,304**	**$ 350,601**	**$ 366,198**	**$ 377,184**
	OTHER SERVICES					
3660	Other Service Charges	19,023	10,807	20,000	20,000	-
3661	Firelines	88,944	99,496	105,930	134,978	145,101
3662	Meter Sets	1,400	400	-	800	-
	Total Other Services	**$ 109,367**	**$ 110,702**	**$ 125,930**	**$ 155,778**	**$ 145,101**
	OTHER REVENUES					
3409	Other State Revenue - Prop 84 Grant	-	450	-	661	-
3800	Miscellaneous	114	273	-	-	-
3801	Refunds & Reimbursements	-	-	-	-	-
	Total Other Revenue	**$ 114**	**$ 723**	**$ -**	**$ 661**	**$ -**
	TOTAL WATER OPERATING REVENUE *	**$ 1,282,641**	**$ 1,459,316**	**$ 1,436,720**	**$ 1,592,222**	**$ 1,623,957**

** Council approved a five year utility rate increase effective March 1, 2018, through December 2022.*

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

Department Overview

The Water Utility Operations Division supports the operation and maintenance of the water distribution system. The system purchases and provides water from Rector Reservoir and /or the City of Napa to the Town's residential, commercial, public facilities and other properties in the Town and 30 customers who are outside of Town limits. When the Town incorporated in 1965, it was required to assume responsibility for the existing out of town water customers served by the water transmission line along Silverado Trail and Yountville Cross Road. The California Veterans Home – Yountville is responsible for the maintenance and operations of its own internal water distribution system operations serving their campus.

Please visit https://www.townofyountville.com/departments-services/public-works/water for more information regarding the Water Operations & Distribution Department.

2020/2021 Accomplishments

- Completed State of California State Water Resources Control Board, Division of Drinking Water (CA SWRCB, DDW) mandated Annual Water Quality (Consumer Confidence) Report which was made available electronically to all residents and businesses and posted in public locations.
- Continued to improve and enhance employee training and safety program, cross-training and "job shadowing" within the Utility Operations Division.
- Continued to implement and use GIS and Orion cellular water meter reading technology to help improve efficiency and effectiveness.
- The Finance Department implemented the fourth year of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes an annual 7% water rate increase for the five-year period.

2021/2022 Goals and Objectives

- Complete and electronically distribute the 2020 Consumer Confidence Report that gives detailed information regarding the water supplied to all water customers.
- Continue to improve and enhance employee training and safety program, cross-training and "job shadowing" within the Utility Operations Division.
- Continue to utilize and increase use of GIS and Orion cellular water meter reading technologies to help improve efficiency and effectiveness.

Budget Highlights

- The total proposed budget is $549,178 or 4% higher than estimated actuals for Fiscal Year 2020/2021.
- $1,500 from the General Fund is being transferred in for the Low-Income Subsidy Program.

Did You Know?

- Yountville has six (6) certified water distribution operators to ensure the drinking water system is managed to a high level in accordance with State and Federal standards.
- Yountville serves 30 out of town water customers dating back to incorporation in 1965.
- 48 bacteriological tests are performed each year from our sampling stations.
- Yountville purchases water from Rector Reservoir which is operated by the State of California – Veterans Home located northeast of Town on the Silverado Trail.
- The next Utility Rate Study is slated to be initiated in late 2022 with the public process beginning approximately January 2023.

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	234,929	231,613	251,024	248,387	252,357
4011	Salaries - Part Time	13,547	9,426	10,043	10,043	11,006
4012	Overtime	2,774	1,199	2,200	2,200	2,200
4013	Medicare & FICA	4,005	3,414	4,417	4,417	4,501
4020	PERS Employer Rate	43,869	49,870	56,726	29,911	30,767
4023	Pension Expense	11,002	18,635	-	-	-
4024	OPEB Expense	(42,926)	(11,575)	-	-	-
4030	Deferred Compensation	14,463	14,523	18,513	18,513	18,321
4031	Payment In-Lieu Health	250	-	-	-	1,800
4040	Health Insurance	36,785	32,585	39,505	39,505	44,975
4042	Dental Insurance	3,853	3,263	4,111	4,111	4,263
4043	Vision Insurance	230	210	500	500	1,118
4044	Life/Disability Insurance	1,959	1,844	2,434	2,434	2,703
4049	Allocated OPEB	31,596	27,801	-	-	-
4050	Tuition Reimbursement	-	-	-	-	660
4051	Automobille Allowance	-	-	-	-	1,980
4052	Cell Phone Allowance	-	240	960	960	2,146
4053	Other Employee Reimbursement	175	175	1,550	1,550	1,569
4819	Allocated Liability Insurance	7,961	13,109	13,445	13,737	14,916
4839	Allocated Workers' Comp Insurance	5,684	10,950	10,993	8,961	7,862
	Total Personnel	**$ 370,156**	**$ 407,282**	**$ 416,421**	**$ 385,229**	**$ 403,143**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	-	300	300	300
4120	Other Supplies & Materials	5,262	2,973	6,000	8,250	6,000
4125	Chemicals	177	285	1,500	1,500	1,500
4130	Postage & Printing	2,715	2,715	4,500	4,500	4,500
4210	Contract Services	44,690	18,168	35,000	35,000	35,000
4220	Audit & Accounting Services	6,188	5,773	6,500	9,500	6,625
4225	Bank & Fiscal Agent Fees	13,848	14,249	14,500	14,500	15,000
4280	Other Agencies	5,440	5,498	7,000	7,000	7,500
4310	Facilities Maintenance	32,358	33,479	30,000	30,000	30,000
4320	Equipment Maintenance	2,201	3,383	4,000	4,000	4,000
4330	Vehicle Maintenance	1,955	4,629	2,500	2,500	2,500
4699	Allocated IT Costs	5,479	6,872	7,150	6,700	9,060
4710	Conference & Travel	3,466	2,959	5,000	2,000	5,000
4715	Meetings & Training	5,577	3,823	5,000	2,000	5,000
4720	Dues & Subscriptions	1,408	1,397	2,500	2,500	2,500
4829	Allocated Property Insurance	2,146	2,411	3,000	3,000	3,550
4991	Low Income Subsidy - Water	1,200	1,288	1,500	1,500	1,500
	Total Supplies & Services	**$ 134,110**	**$ 109,902**	**$ 135,950**	**$ 134,750**	**$ 139,535**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	5,000	4,000	6,500	6,500	6,500
	Total Capital Outlay	**$ 5,000**	**$ 4,000**	**$ 6,500**	**$ 6,500**	**$ 6,500**
	TOTAL EXPENSES	**$ 509,266**	**$ 521,184**	**$ 558,871**	**$ 526,479**	**$ 549,178**

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.1250	0.1250	0.1250	0.1250
Public Works Director	0.1500	0.1500	0.1500	0.1500
Deputy Public Works Director	0.0500	0.0500	0.0500	0.0500
Public Works Manager	-	-	-	-
Engineering Technician	0.1000	0.1000	0.1000	0.1000
Utility Operator	0.1250	0.1500	0.1500	0.1500
Maintenance Worker	-	-	-	-
Water Service Maintenance Worker	0.7000	0.7000	0.7000	0.7000
Utility Operations Manager	0.0500	0.0500	0.0500	0.0500
Finance Director	0.2500	0.2500	0.2500	0.2500
Management Analyst	0.1100	0.1100	0.1100	0.1100
Financial Analyst	0.0500	0.0500	0.0500	0.0500
Accounting Assistant	-	0.4000	0.4000	0.4000
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
TOTAL STAFF	1.8100	2.2350	2.2350	2.2350

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

Department Overview

The Town of Yountville has a long-term contract with the State of California Veterans Home to purchase water from Rector Reservoir located northeast of the Town limits along the Silverado Trail. Water purchase costs are accounted for in this department including Rector Reservoir water and City of Napa on a limited basis. The cost per acre foot varies with the amount of water purchased and Veterans Home costs to store and treat the water provided to the Town. Historical information on the amount of water purchased and its cost is shown in the table below (variances due to rounding):

Fiscal Year	Acre Feet Purchased	Cost Per Acre Foot	Total Cost
2017/18	479	$1,487	$712,648
*2018/19	358	$2,147	$768,508
2019/20	544	$2,031	$1,105,408
2020/21 Estimated	500	$2,100	$1,050,000

***2018/19 usage and costs do not include the Acre Feet Purchased from the City of Napa as Rector Treatment plant was offline for several months during the year.**

Costs for managing and maintaining water supply from the Municipal Well are included in Department 61-4505, Water Utility Operations.

In 2009, the Town Council established the $2 million Water Drought Reserve Fund (57-4507) with the proceeds from the sale of water rights to North Bay Aqueduct and Kern County water to provide funding to purchase water during a drought condition.

2020/2021 Accomplishments

- Distributed the Annual Water Quality Consumer Confidence Report in an electronic format to the online bill paying customers.
- The Finance Department implemented the fourth year of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes a 7% water rate increase for the five-year period.

2021/2022 Goals and Objectives

- Increase water conservation messaging to utility customers.
- Continue to distribute the Annual Water Quality Consumer Confidence Report in an electronic format to all water customers.
- The Finance Department will implement the fifth year of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes a 7% water rate increase for the five-year period.

Budget Highlights

- Increase in costs includes extended time on City of Napa Water supply system which are double the costs of Rector Supplied water.

Did You Know?

- The Town's water conservation rebate program, Cash for Grass, encourages water conservation by providing incentives to our water customers to help transition from grass turf to drought tolerant landscapes.

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	39,499	41,961	42,514	42,514	41,485
4012	Overtime	503	178	300	300	200
4013	Medicare & FICA	534	546	618	618	602
4020	PERS Employer Rate	7,157	8,205	8,403	4,892	4,711
4023	Pension Expense	1,740	2,958	-	-	-
4024	OPEB Expense	(6,815)	(1,838)	-	-	-
4030	Deferred Compensation	2,678	2,574	2,948	2,948	2,775
4040	Health Insurance	5,637	5,308	6,714	6,714	7,679
4042	Dental Insurance	537	462	519	519	538
4043	Vision Insurance	-	-	-	-	150
4044	Life/Disability Insurance	342	325	389	389	403
4049	Allocated OPEB	5,640	4,736	-	-	-
4051	Automobile Allowance	-	-	-	-	360
4052	Cell Phone Allowance	-	-			288
4053	Other Employee Reimbursement	-	-	-	-	233
4819	Allocated Liability Insurance	1,420	2,234	2,296	2,327	2,431
4839	Allocated Workers' Comp Insurance	1,014	1,866	1,862	1,518	1,281
	Total Personnel	**$ 59,886**	**$ 69,516**	**$ 66,563**	**$ 62,739**	**$ 63,135**
	SUPPLIES & SERVICES					
4130	Postage & Printing	-	-	1,000	500	750
4210	Contract Services	-	-	-	-	-
4500	Conservation Rebates	1,059	669	2,000	1,500	1,500
4699	Allocated IT Costs	912	1,144	1,190	1,110	1,210
	Total Supplies & Services	**$ 1,971**	**$ 1,813**	**$ 4,190**	**$ 3,110**	**$ 3,460**
	WATER PURCHASES					
4550	Water Purchase - Veterans Home	768,507	1,105,408	920,000	1,050,000	1,050,000
4555	Water Purchase - City of Napa	391,150	124,161	5,000	9,000	10,000
	Total Water Purchases	**$ 1,159,657**	**$ 1,229,569**	**$ 925,000**	**$ 1,059,000**	**$ 1,060,000**
	TOTAL EXPENSES	**$ 1,221,514**	**$ 1,300,898**	**$ 995,753**	**$ 1,124,849**	**$ 1,126,595**

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Public Works Director	0.1000	0.1000	0.1000	0.1000
Deputy Public Works Director	0.0500	0.0500	0.0500	0.0500
Water Systems Maintenance Worker	0.1500	0.1500	0.1500	0.1500
Public Works Manager	-	-	-	-
TOTAL STAFF	0.3000	0.3000	0.3000	0.3000

Town of Yountville
WATER UTILITY CAPITAL IMPROVEMENTS FUND
Water Fund 60- Department 4500

Department Overview

The Water Utility Capital Improvements Fund is a subsidiary fund of the Water Utility Operating Fund. This fund accounts for the acquisition and depreciation of water utility system improvements and major equipment. Funding is provided from transfers from the Water Operating Fund, Water System Replacement fees, Water Connection fees collected from development projects, and interest earnings.

Capital Improvement Projects for Fiscal Year 2020/2021 included the Emergency Washington Park Water Main replacement Project WA-0016 (estimated to cost $1,100,000) that was funded by a low interest interfund loan from the Water Drought Reserve Fund (57). Due to this unplanned expenditure and the state of the Water Funds other large projects will be deferred until 2025/2026 as planned. An infrastructure replacement program has been prepared as part of the Capital Improvement Program to fund the repair or replacement of water infrastructure when it is most cost-effective.

The Water Utility Capital Improvements Fund will repay the interfund loan over 10 years with 1.0% interest.

2020/2021 Accomplishments

- Completed Emergency Water Main and Lateral Replacement of the Washington Park Neighborhood Water Distribution System (WA-0016).
- Continued to implement Water Rate Study recommendations and incorporate into Capital Improvement Program as applicable.

2021/2022 Goals and Objectives

- Continue to implement Water Rate Study recommendations and incorporate into Capital Improvement Program as applicable.
- Make required principal and interest payment of $122,280 to Water Drought Reserve Fund (57) to repay interfund loan.

Budget Highlights

- The Water Utility Capital budget has decreased due to the completion of the planned Emergency Washington Park Water Main and Lateral Replacement project.
- Continue limited annual water capital Program as needed and build fund balance for future replacement needs.

Did You Know?

- New water mains are expected to operate for fifty years.

Town of Yountville
WATER UTILITY CAPITAL IMPROVEMENTS
Water Fund 60 - Department 4500

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,316,814**	**$ 2,046,080**	**$ 1,974,337**	**$ 2,333,365**	**$ 3,486,465**
	REVENUE					
3695	System Replacement Fees	101,101	110,742	117,790	117,845	126,685
	Total Revenue	**$ 101,101**	**$ 110,742**	**$ 117,790**	**$ 117,845**	**$ 126,685**
	EXPENDITURES					
WA-0007	Regulator Pit Relocation Project	4,235	147,320	-	-	-
WA-0010	Yount St. Main/Lateral Rplcmnt (Finnell to Mount)	444,478	-	-	-	-
WA-0013	Washington Park Mainline Pipe Assessment	30,423	-	-	-	-
WA-0015	Hydrant Repair & Replacement	-	-	30,000	15,000	31,500
WA-0016	Emerg Repl Washington Prk Main & Lateral	-	-	1,204,000	1,100,000	-
WA-2020	Water Meter Replacement Program	-	4,683	-	-	-
WA-2021	Water Meter Replacement Program	-	-	28,000	28,000	-
WA-2022	Water Meter Replacement Program	-	-	-	-	29,000
WA-3018	Main & Service Lateral Replacement Program	15,662	-	-	-	-
WA-3019	Main & Service Lateral Replacement Program	97,798	-	-	-	-
WA-3020	Main & Service Lateral Replacement Program	-	155,269	-	-	-
WA-4022	Hydrant & Main Flushing	-	-	-	-	35,000
5999	Depreciation Expense	47,956	91,084	96,680	96,680	118,680
	Total Expenditures	**$ 640,552**	**$ 398,356**	**$ 1,358,680**	**$ 1,239,680**	**$ 214,180**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	13,804	9,092	5,000	3,000	3,500
3799	Water Connection Impact Fees (From 58)	50,678	58,982	-	71,935	-
3900	Transfer In / (Out) Water Operating (61)	200,000	-	-	-	-
3957	Interfund Transfer - Drought Reserve Fund (57)	-	200,000	-	1,100,000	-
	Total Non-Operating Revenue & Transfers	**$ 264,482**	**$ 268,074**	**$ 5,000**	**$ 1,174,935**	**$ 3,500**
	Depreciable Capital Projects*	4,235	306,825	1,204,000	1,100,000	-
■	**ENDING FUND BALANCE**	**$ 2,046,080**	**$ 2,333,365**	**$ 1,942,447**	**$ 3,486,465**	**$ 3,402,470**
	Net Change in Fund Balance	(270,734)	287,285	(31,890)	1,153,100	(83,995)
	FUND BALANCE ALLOCATIONS					
	Reserved for Emergency Capital Replacements per 2018 Utility Rate Study (5% of asset value)	-	100,335	146,118	146,118	152,685
	Portion of Fund Balance applicable to Capital Assets	-	2,006,699	2,922,359	2,922,359	3,053,699
	Repayment of Drought Water Reserve Interfund Loan	-	-	-	-	122,280
	Unreserved	2,046,080	226,331	(1,126,030)	417,988	73,806
■	**Total Fund Balance**	**$ 2,046,080**	**$ 2,333,365**	**$ 1,942,447**	**$ 3,486,465**	**$ 3,402,470**

**Depreciable Capital Projects represents the amount for projects completed and does not include construction in progress.*

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 to the City of Napa. This reserve 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 when water supply from the Veterans Home – State of California Department of Water Resources long-term purchase agreement is disrupted or not sufficient to meet demand. As a condition of the sales agreement The City of Napa provides water conservation education services to the Town, limited emergency water use, and serve as the Town's broker for the purchase of water on the "spot market". On February 20, 2018, the Town Council adopted a 7% rate increase for the Water Utility Enterprise Funds. The rate increase includes the transfer of $200,000 in Fiscal Year 2019/2020 from this fund to the Water Capital Fund, to help defray the ratepayer defray the costs of the water utility capital project.

On September 1, 2020 the Town Council adopted Resolution #20-4011 approving a low interest interfund loan from the Drought Water Reserve Fund to the Water Capital Improvement Fund (60) in the amount of $1,100,000. The loan has a repayment term of 10 years and will be repaid with 1.0% interest.

2020/2021 Accomplishments

- Provided necessary funding of $1,100,000 towards Emergency Washington Park Watermain Repair project, as allowed by the Use of Drought Water Reserve Bank Policy.
- 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 the event of drought or other emergencies.
- Continue with education outreach efforts, further implement "Cash for Grass" conversion program and other programs aimed at reducing outdoor watering.

2021/2022 Goals and Objectives

- Maintain sufficient fund balance to allow the Town to purchase water on the "spot market" in the event of drought or other emergencies.
- Continue with programs aimed at promoting water use efficiency.

Budget Highlights

- First interest payment from loan to Water Capital Improvement Fund (60) of $6,140.
- Fund Balance at the end of Fiscal Year 2020/2021 is estimated to be $853,524.

Did You Know?

- Water conservation will be encouraged in Fiscal Year 2021/2022.

Town of Yountville
WATER DROUGHT RESERVE FUND
Water Fund 57 - Department 4507

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,077,268**	**$ 2,114,419**	**$ 1,939,419**	**$ 1,945,524**	**$ 853,524**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	37,151	31,105	15,000	8,000	10,000
3303	Interfund Loan Interest (60)	-	-	-	-	6,140
	Total Non-Operating Revenue & Transfers	**$ 37,151**	**$ 31,105**	**$ 15,000**	**$ 8,000**	**$ 16,140**
	NON-OPERATING EXPENSES & TRANSFERS					
7960	Interfund Transfer - Water Capital (60)*	$ -	$ 200,000	$ -	$ 1,100,000	$ -
	Total Non-Operating Expenses & Transfers	**$ -**	**$ 200,000**	**$ -**	**$ 1,100,000**	**$ -**
■	**ENDING FUND BALANCE**	**$ 2,114,419**	**$ 1,945,524**	**$ 1,954,419**	**$ 853,524**	**$ 869,664**
	Net Change in Fund Balance	37,151	(168,895)	15,000	(1,092,000)	16,140

** Council approved utility rate increase effective March 1, 2018, based on Water & Wastewater Utility Rate Study completed in 2017, which includes a subsidy from the Water Drought Reserve Fund in the Amount of $200,000 in FY 2019-20.*

Town of Yountville
WATER CONNECTION IMPACT FEE FUND
Water 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 collected on new residential, commercial development, conversion of existing development, and expansion of existing development, as provided in Municipal Code Section 3.40. Approximately 43% of each impact fee collected is allocated to the 'buy-in' of existing water system facilities, and the remainder is allocated to the fund that finances approved water system projects.

As the Town continues to move closer to build out of the community, 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. Future revenue is dependent on new or significant redevelopment activity.

2020/2021 Accomplishments

- Collected impact fees from 2 commercial development project at the time of building permit issuance, for a total of $71,935.

2021/2022 Goals and Objectives

- Allocate any Impact Fees collected to the Water Capital Improvements Fund 60.

Budget Highlights

- Current practice is not to budget impact fees as development is limited in number and timing is hard to predict.

Did You Know?

- Impact Fees are increased annually in July based on the Engineering News-Record (ENR) Construction Cost Index adjustment.

Town of Yountville
WATER CONNECTION IMPACT FEE FUND
Water Fund 58

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	■ **BEGINNING FUND BALANCE**	**$ -**	**-**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Impact Fees	50,678	58,982	-	71,935	-
	Total Revenue	**$ 50,678**	**$ 58,982**	**$ -**	**$ 71,935**	**$ -**
	TRANSFERS					
3799	Allocate to Water Capital Fund (To 60)	(50,678)	(58,982)	-	(71,935)	-
	Total Transfers	**$ (50,678)**	**$ (58,982)**	**$ -**	**$ (71,935)**	**$ -**
	■ **ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	-	-	-	-	-

Town of Yountville

"The Heart of the Napa Valley"



Wastewater Utility Enterprise

Click the links below to connect to the Town of Yountville Online Budget Book.

Aggregate Wastewater Funds Summary

Aggregate Wastewater Expenditures Summary by Category

Wastewater Utility Operating Fund Summary (62)

Wastewater Utility Operating Revenue (62)

Wastewater Utility Collection Systems Operations (62-4510)

Wastewater Treatment Operations (62-4515)

Wastewater Treatment Capital Recovery Fund (63-4518)

Wastewater Collection Capital Improvement Fund (64-4519)

Sewer Connection Impact Fee Fund (65)

Town of Yountville
AGGREGATE WASTEWATER FUNDS SUMMARY
Fiscal Year 2021/2022

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
REVENUE					
Residential Sales (62)	520,140	581,114	631,229	662,373	702,116
Commercial Sales (62)	604,982	695,013	712,330	726,420	770,006
Veteran's Home (62	966,204	749,114	900,000	1,005,444	1,100,000
Reclaimed Water Sales (62)	59,353	68,735	68,250	98,281	101,229
Sytem Replacement Fees (63)	146,912	168,512	179,974	186,287	206,700
Capital Recovery - Veteran's Home (64)	74,043	190,602	312,000	80,000	351,500
Allocated Impact Fees (64/65)	13,458	41,346	-	-	-
Miscellaneous Revenue (62)	433	-	-	-	-
Investment Earnings	76,916	73,547	43,000	23,000	27,500
Total Revenue	**$ 2,462,441**	**$ 2,567,983**	**$ 2,846,783**	**$ 2,781,805**	**$ 3,259,051**
EXPENDITURES					
Utility Collection Operations (62)	284,960	343,635	376,754	364,596	368,773
Utility Treatment Operations (62)	1,063,143	1,219,270	1,245,397	1,217,240	1,188,732
Utility Treatment Capital Recovery (63)	458,029	468,324	1,050,661	486,661	1,132,661
Utility Capital Improvement (64)	196,649	408,973	310,854	265,772	544,500
Total Expenditures	**$ 2,002,781**	**$ 2,440,202**	**$ 2,983,666**	**$ 2,334,268**	**$ 3,234,666**
Revenues Less Expenditures Before Transfers	**$ 459,660**	**$ 127,781**	**$ (136,883)**	**$ 447,537**	**$ 24,385**
INTERFUND TRANSFERS - IN/(OUT)					
Interfund Transfer - Low Income Subsidy (01)	1,200	1,288	1,500	1,500	1,500
Transfer to Capital Projects (63)	(300,000)	(1,550,000)	(1,600,000)	(1,600,000)	(500,000)
Capital Recovery - Town (62)	300,000	1,000,000	1,600,000	1,600,000	500,000
Transfer to Wastewater Capital (64)	-	-	(350,000)	(350,000)	(500,000)
Transfer from WW Treatment Capital (63)	-	-	-	-	-
Capital Contr. - WW Operating Fund 62 (Town)	-	550,000	350,000	350,000	500,000
To Debt Service Fund 53 Transfer In / (Out) (64)	(28,885)	(28,428)	(29,316)	(29,838)	(29,755)
Total Net Transfers	**$ (27,685)**	**$ (27,140)**	**$ (27,816)**	**$ (28,338)**	**$ (28,255)**
Excess (Deficiency) After Transfers	431,975	100,641	(164,699)	419,199	(3,870)

Town of Yountville
AGGREGATE WASTEWATER FUNDS
Expenditure Summary by Category

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
PERSONNEL					
Salaries	591,078	626,027	632,288	629,663	597,457
Benefits	139,330	137,251	167,328	167,328	182,696
* PERS Emplr Rate/Pension Expense	135,198	193,694	120,690	67,835	60,827
Allocated - Wkrs Comp, Liab, OPEB	(10,964)	94,135	60,035	55,492	55,204
Total Personnel	**$ 854,642**	**$ 1,051,108**	**$ 980,341**	**$ 920,318**	**$ 896,184**
SUPPLIES & SERVICES					
Supplies & Services	380,369	389,373	479,285	498,993	498,796
Contract Services	113,092	117,424	140,000	140,000	140,000
Total Supplies & Services	**$ 493,461**	**$ 506,797**	**$ 619,285**	**$ 638,993**	**$ 638,796**
CAPITAL OUTLAY					
Capital Outlay	374,099	406,109	859,500	250,418	1,147,500
Total Capital Outlay	**$ 374,099**	**$ 406,109**	**$ 859,500**	**$ 250,418**	**$ 1,147,500**
DEBT SERVICE					
Debt Service	43,668	28,377	177,186	177,186	177,186
Total Debt Service	**$ 43,668**	**$ 28,377**	**$ 177,186**	**$ 177,186**	**$ 177,186**
DEPRECIATION					
Depreciation	236,911	447,812	347,354	347,354	375,000
Total Depreciation Expense	**$ 236,911**	**$ 447,812**	**$ 347,354**	**$ 347,354**	**$ 375,000**
TRANSFERS**					
To Debt Service Fund 53 Transfer In / (Out)***	28,885	28,428	29,316	29,838	29,755
Total Transfers	**$ 28,885**	**$ 28,428**	**$ 29,316**	**$ 29,838**	**$ 29,755**
TOTAL EXPENDITURES PLUS TRANSFER	**$ 2,031,666**	**$ 2,468,630**	**$ 3,012,982**	**$ 2,364,106**	**$ 3,264,421**

**Includes adjustment for GASB 68*

*** Does not include Interfund Transfers which are shown on Wastewater Funds Summary*

Town of Yountville
WASTEWATER UTILITY OPERATING FUND SUMMARY

	Fund 62	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,207,249**	**$ 2,743,285**	**$ 1,758,415**	**$ 1,764,767**	**$ 735,449**
	OPERATING REVENUE					
	Residential Sales	520,140	581,114	631,229	662,373	702,116
	Commercial Sales	604,982	695,013	712,330	726,420	770,006
	Other Sales - Veteran's Home	966,204	749,114	900,000	1,005,444	1,100,000
	Other Revenue - Reclaimed Water Sales	59,353	68,735	68,250	98,281	101,229
	Total Revenue	**$ 2,150,679**	**$ 2,093,975**	**$ 2,311,809**	**$ 2,492,518**	**$ 2,673,351**
	EXPENDITURES					
	Personnel	854,642	1,051,108	980,341	920,318	896,184
	Supplies & Services	493,461	506,797	619,285	638,993	638,796
	Capital Outlay	-	5,000	10,000	10,000	10,000
	Debt Service	-	-	12,525	12,525	12,525
	Total Expenditures	**$ 1,348,103**	**$ 1,562,904**	**$ 1,622,151**	**$ 1,581,836**	**$ 1,557,505**
	NET OPERATING INCOME (LOSS)	**$ 802,576**	**$ 531,071**	**$ 689,658**	**$ 910,683**	**$ 1,115,846**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	31,829	39,123	15,000	8,500	10,000
3800	Miscellaneous Revenue	433	-	-	-	-
3901	Interfund Transfer - Low Income Subsidy (01)	1,200	1,288	1,500	1,500	1,500
7900	Transfer to Capital Projects (63)	(300,000)	(1,550,000)	(1,600,000)	(1,600,000)	(500,000)
7964	Transfer to Capital Projects (64)	-	-	(350,000)	(350,000)	(500,000)
	Total Non-Operating Revenue & Transfers	**$ (266,538)**	**$ (1,509,589)**	**$ (1,933,500)**	**$ (1,940,000)**	**$ (988,500)**
■						
	ENDING FUND BALANCE*	**$ 2,743,285**	**$ 1,764,767**	**$ 514,572**	**$ 735,449**	**$ 862,794**
	Fund Balance as Percent of Operating Expenses	203%	113%	32%	46%	55%
	Net Change in Fund Balance	536,036	(978,518)	(1,243,843)	(1,029,319)	127,345
	FUND BALANCE ALLOCATIONS					
	Reserved for Emergency Operations per 2018 Utility Rate Study (30% of operating expenses)	-	-	486,645	474,551	467,252
	Unreserved	2,743,285	1,764,767	27,927	260,898	395,542
■	**Total Fund Balance**	**$ 2,743,285**	**$ 1,764,767**	**$ 514,572**	**$ 735,449**	**$ 862,794**

Town of Yountville
WASTEWATER UTILITY OPERATING REVENUE
Fund 62

	Fund 62	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	RESIDENTIAL SALES					
3610	Single Residential	315,013	351,108	386,743	404,854	429,145
3611	Multi Residential	99,258	111,484	118,606	124,820	132,310
3612	Mobile Homes	105,869	118,521	125,880	132,699	140,661
	Total Residential Sales	**$ 520,140**	**$ 581,114**	**$ 631,229**	**$ 662,373**	**$ 702,116**
	COMMERCIAL SALES					
3650	Low Strength	60,433	73,488	75,472	80,798	85,646
3651	Medium Strength	171,013	203,465	209,531	222,029	235,351
3652	High Strength	373,536	418,060	427,327	423,593	449,009
	Total Commercial Sales	**$ 604,982**	**$ 695,013**	**$ 712,330**	**$ 726,420**	**$ 770,006**
	OTHER SALES					
3655	Veteran's Home	966,204	749,114	900,000	1,005,444	1,100,000
	Total Other Sales	**$ 966,204**	**$ 749,114**	**$ 900,000**	**$ 1,005,444**	**$ 1,100,000**
	OTHER REVENUE					
3642	Reclaimed Water Sales	59,353	68,735	68,250	98,281	101,229
	Total Other Revenue	**$ 59,353**	**$ 68,735**	**$ 68,250**	**$ 98,281**	**$ 101,229**
	TOTAL WASTEWATER REVENUE	**$ 2,150,679**	**$ 2,093,975**	**$ 2,311,809**	**$ 2,492,518**	**$ 2,673,351**

Town of Yountville
WASTEWATER UTILITY COLLECTION SYSTEM OPERATIONS
Wastewater Fund 62 - Department 4510

Department Overview

The Wastewater Collection System Operations in the Public Works Department accounts for the operation and maintenance of 9.5 miles of gravity sewer collection system pipelines under the streets of the Town and the Force Main to the Wastewater Reclamation Facility (WWRF). All wastewater generated in Town drains by gravity to the Peter J. Bardessono Memorial Pump Station located at the southeastern corner Town limits where it is then pumped to the Wastewater Reclamation Facility (WWRF) located at the Corporation Yard for treatment.

Please visit https://www.townofyountville.com/departments-services/public-works/wastewater to learn more about the Wastewater Utility Collection System Operations Department.

2020/2021 Accomplishments

- Utilized video survey results to identify potential future system replacement and repair projects as part of the Capital Improvement Program (CIP) with the goal to reduce infiltration and inflow into the sewer collection system (WW-2020).
- Utilized a “fold & form” slip lining process to rehabilitate 750’ of 6” and 8” clay pipe. This process added substantial life expectancy of these sections of pipe several point repairs and “top hat” lateral repairs (88 total) were made eliminating several instances of infiltration.
- Actively monitored Fats, Oils and Grease (FOG) and other waste discharges from restaurants.
- Increased public education and cooperative efforts to accomplish reduction of such FOG discharges through articles in the Town’s Monthly Newsletter.
- Collected assets for inclusion and use in GIS mapping and applications programs.
- The Finance Department implemented year four of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes a 12% wastewater rate increase for the five-year period.

2021/2022 Goals and Objectives

- Continue to utilize video survey results to identify potential future system replacement and repair projects as part of Sewer Main Replacement and Repair Program (WW-3022) for the Capital Improvement Program (CIP).
- Reduce infiltration and inflow into the sewer collection system through the Infiltration and Inflow Reduction Program (WW-2022).
- Continue sealing of utility access manholes where possible and replacing those beyond repair.
- 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.
- Develop and use technology such as iWorQ Maintenance Management Software, ESRI-GIS mapping and applications programs to help create a more efficient and effective workforce.

Budget Highlights

- The total proposed Wastewater Collection Systems Operation budget is $4,177 or 1.2% higher than the estimated actuals for Fiscal Year 2020/2021.
- A $1,500 transfer from the General Fund is for the Low-Income Subsidy Program.

Did You Know?

- The Town owns a sewer maintenance vehicle (Vactor) that cleans the sewer collection pipes and has an industrial vacuum capability to remove grit and debris from the system.
- The Collections System has 772 sewer lateral connections.

Town of Yountville
WASTEWATER UTILITY COLLECTION SYSTEM OPERATIONS
Wastewater Fund 62 - Department 4510

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	134,205	150,923	151,577	151,577	148,036
4011	Salaries - Part Time	8,466	5,891	6,277	6,277	6,879
4012	Overtime	1,985	972	1,700	1,700	1,700
4013	Medicare & FICA	2,394	2,199	2,685	2,685	2,673
4020	PERS Employer Rate	26,360	29,026	29,998	16,679	16,434
4023	Pension Expense	7,757	20,781	-	-	-
4024	OPEB Expense	(33,209)	(8,955)	-	-	-
4030	Deferred Compensation	8,544	9,149	10,990	10,990	10,349
4031	Payment In-Lieu Health	-	-	-	-	1,350
4040	Health Insurance	20,314	19,131	23,595	23,595	27,267
4042	Dental Insurance	2,455	2,063	2,495	2,495	2,585
4043	Vision Insurance	27	-	-	-	743
4044	Life/Disability Insurance	1,233	1,203	1,514	1,514	1,637
4049	Allocated OPEB	18,240	16,634	-	-	-
4050	Tuition Reimbursement	-	-	-	-	480
4051	Automobile Allowance	-	-	-	-	780
4052	Cell Phone Allowance	-	-	-	-	1,426
4053	Other Employee Reimbursement	-	-	-	-	1,057
4819	Allocated Liability Insurance	4,594	7,844	8,187	8,295	8,948
4839	Allocated Workers' Comp Insurance	3,280	6,551	6,638	5,411	4,716
	Total Personnel	**$ 206,645**	**$ 263,414**	**$ 245,656**	**$ 231,218**	**$ 237,060**
	SUPPLIES & SERVICES					
4110	Office Supplies	-	437	1,000	1,000	1,000
4120	Other Supplies & Materials	23	960	2,000	3,125	2,000
4125	Chemicals	-	-	1,500	1,500	1,500
4130	Postage & Printing	1,144	1,144	2,000	2,000	2,000
4210	Contract Services	8,582	16,304	20,000	20,000	20,000
4220	Audit & Accounting Services	2,648	2,886	3,250	5,200	3,313
4225	Bank & Fiscal Agent Fees	6,924	7,125	7,000	7,000	7,500
4230	Personnel Service	-	-	3,500	3,500	3,500
4280	Other Agencies	2,653	2,992	5,000	5,000	6,000
4310	Facilities Maintenance	3,076	1,125	2,500	2,500	2,500
4320	Equipment Maintenance	9,763	5,369	15,000	15,000	15,000
4330	Vehicle Maintenance	1,575	852	2,500	2,500	2,500
4510	Utilities - Gas & Electric	24,949	19,468	28,678	28,678	23,000
4699	Allocated IT Costs	11,975	15,056	15,670	14,680	19,850
4710	Conference & Travel	-	-	5,000	5,000	5,000
4715	Meetings & Training	835	1,957	4,500	4,500	4,500
4720	Dues & Subscriptions	822	849	2,500	2,500	2,500
4829	Allocated Property Insurance	2,146	2,411	3,000	3,195	3,550
4991	Low Income Subsidy -Wastewater	1,200	1,288	1,500	1,500	1,500
	Total Supplies & Services	**$ 78,315**	**$ 80,221**	**$ 126,098**	**$ 128,378**	**$ 126,713**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	-	-	5,000	5,000	5,000
	Total Capital Outlay	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**
	TOTAL EXPENDITURES	**$ 284,960**	**$ 343,635**	**$ 376,754**	**$ 364,596**	**$ 368,773**

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.0500	0.0500	0.0500	0.0500
Public Works Director	0.0500	0.0500	0.0500	0.0500
Deputy Public Works Director	0.0500	0.0500	0.0500	0.0500
Utility Operations Manager	0.1000	0.1000	0.1000	0.1000
Engineering Technician	0.0500	0.0500	0.0500	0.0500
Utility Operator	0.5500	0.5500	0.5500	0.5500
Water Service Maintenance Worker	0.1500	0.1500	0.1500	0.1500
Finance Director	0.0750	0.0750	0.0750	0.0750
Management Analyst	0.0100	0.0100	0.0100	0.0100
Financial Analyst	0.0500	0.0500	0.0500	0.0500
Accounting Assistant	-	0.2500	0.2500	0.2500
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
TOTAL STAFF	1.2350	1.4850	1.4850	1.4850

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Wastewater Fund 62 - Department 4515

Department Overview

The Wastewater Treatment Operations Division in the Public Works Department accounts for the funding for the operation and maintenance of the Wastewater Reclamation Facility (WWRF). The WWRF treats the wastewater generated by residential and commercial customers of the Town, the Veteran's Home of California - Yountville (Home), and Domaine Chandon in the unincorporated Napa County.

Please visit https://www.townofyountville.com/departments-services/public-works/wastewater for more information regarding the Wastewater Treatment Operations Department.

2020/2021 Accomplishments

- The Finance Department implemented year four of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes a 12% wastewater rate increase per year for the five-year period.
- Continue with SCADA implementation to link critical processes of the Wastewater Treatment Plant to allow for remote monitoring and operations of the Wastewater Treatment Plant and associated facilities.
- Continue to use iWorQ Asset Management Platform, GIS, and other platforms to improve efficiency and effectiveness.

2021/2022 Goals and Objectives

- Continue with SCADA implementation to link critical processes of the Wastewater Treatment Plant to allow for remote monitoring and operations of the Wastewater Treatment Plant and associated facilities.
- Continue development of internal operating policies and procedures.
- Continue to use iWorQ Asset Management Platform, GIS, and other platforms to improve efficiency and effectiveness.

Budget Highlights

- The total proposed budget is $31,895 or 2.7% lower than the estimated actuals for Fiscal Year 2020/2021.
- A $14,000 savings in Waste Disposal and Recycling (4520) due to Upper Valley Management Authority renegotiating franchise fees.
- $12,525 is budgeted for payments of the interest-free Energy Efficiency Loan with Pacific Gas and Electric (PG&E) for the methane gas recapture project. This loan will be paid off by the end of Fiscal Year 2021/2022.

Did You Know

- In Fiscal Year 2020/2021, 90% of the treated recycled water was distributed to local agricultural vineyard and golf course customers for irrigation purposes. This is a great public-private partnership and beneficial reuse of recycled water.
- During an average day, it takes approximately 28 gallons of sodium hypochlorite (chlorine/bleach) to disinfect 300,000 gallons of treated effluent.

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Wastewater Fund 62 - Department 4515

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	PERSONNEL					
4010	Salaries - Full Time	432,487	459,631	462,257	459,632	429,764
4011	Salaries - Part Time	8,467	5,892	6,277	6,277	6,879
4012	Overtime	5,468	2,718	4,200	4,200	4,200
4013	Medicare & FICA	6,503	6,424	7,201	7,201	6,758
4020	PERS Employer Rate	77,862	88,822	90,692	51,156	44,393
4023	Pension Expense	23,219	55,065	-	-	-
4024	OPEB Expense	(87,990)	(23,727)	-	-	-
4030	Deferred Compensation	27,365	27,652	33,111	33,111	29,429
4031	Payment In-Lieu Health	-	6,011	6,000	6,000	5,250
4040	Health Insurance	54,403	49,743	58,938	58,938	67,384
4042	Dental Insurance	6,855	5,916	6,812	6,812	7,058
4043	Vision Insurance	865	-	2,000	2,000	2,143
4044	Life/Disability Insurance	3,957	3,891	4,622	4,622	4,895
4049	Allocated OPEB	58,752	51,353	-	-	-
4050	Tuition Reimbursement	-	-	1,200	1,200	480
4051	Automobile Allowance	-	-	-	-	1,620
4052	Cell Phone Allowance	4,160	3,520	3,840	3,840	4,114
4053	Other Employee Reimbursement	255	348	2,325	2,325	3,219
4819	Allocated Liability Insurance	14,801	24,210	24,967	25,288	27,202
4839	Allocated Workers' Comp Insurance	10,568	20,225	20,243	16,498	14,338
	Total Personnel	**$ 647,997**	**$ 787,694**	**$ 734,685**	**$ 689,100**	**$ 659,124**
	SUPPLIES & SERVICES					
4110	Office Supplies	872	1,386	1,500	1,500	1,500
4120	Other Supplies & Materials	2,849	3,820	5,000	6,125	5,000
4125	Chemicals	66,578	55,954	85,000	85,000	85,000
4130	Postage & Printing	2,258	2,426	2,500	2,500	2,500
4210	Contract Services	104,510	101,120	120,000	120,000	120,000
4220	Audit & Accounting Services	2,648	2,886	3,250	5,200	3,313
4225	Bank & Fiscal Agent Fees	6,924	7,125	7,000	7,000	7,500
4280	Other Agencies	26,828	29,294	32,000	32,000	35,000
4310	Facilities Maintenance	2,932	6,942	7,500	7,500	7,500
4320	Equipment Maintenance	41,279	29,248	40,000	40,000	40,000
4330	Vehicle Maintenance	2,246	3,222	3,000	3,000	3,000
4510	Utilities - Gas & Electric	88,541	105,492	103,387	121,000	125,000
4520	Waste Disposal & Recycling	16,870	18,579	14,000	14,000	-
4699	Allocated IT Costs	39,158	49,030	51,050	47,790	57,170
4710	Conference & Travel	86	700	4,000	4,000	4,000
4715	Meetings & Training	2,849	1,450	5,000	5,000	5,000
4720	Dues & Subscriptions	3,424	3,081	3,000	3,000	3,500
4829	Allocated Property Insurance	4,294	4,821	6,000	6,000	7,100
	Total Supplies & Services	**$ 415,146**	**$ 426,576**	**$ 493,187**	**$ 510,615**	**$ 512,083**
	CAPITAL OUTLAY					
5700	Machinery & Equipment	-	5,000	5,000	5,000	5,000
	Total Capital Outlay	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**
	ENERGY EFFICIENCY LOAN					
6100	Principal	-	-	12,525	12,525	12,525
6500	Interest	-	-	-	-	-
	Total Loan Payment	**$ -**	**$ -**	**$ 12,525**	**$ 12,525**	**$ 12,525**
	TOTAL EXPENDITURES	**$ 1,063,143**	**$ 1,219,270**	**$ 1,245,397**	**$ 1,217,240**	**$ 1,188,732**

	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2021/2022 ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.1000	0.1000	0.1000	0.1000
Public Works Director	0.2000	0.2000	0.2000	0.2000
Deputy Public Works Director	0.1000	0.1000	0.1000	0.1000
Engineering Technician	0.1000	0.1000	0.1000	0.1000
Utility Operations Manager	0.8000	0.8000	0.8000	0.8000
Utility Operator	2.3000	2.3000	2.3000	2.3000
Finance Director	0.0750	0.0750	0.0750	0.0750
Management Analyst	0.2100	0.2100	0.0100	0.0100
Management Analyst	-	-	0.2000	0.2000
Financial Analyst	0.0500	0.0500	0.0500	0.0500
Accounting Assistant	-	0.2500	0.2500	0.2500
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
TOTAL STAFF	4.0350	4.2850	4.2850	4.2850

Town of Yountville
WASTEWATER TREATMENT CAPITAL RECOVERY FUND
Wastewater Fund 63 - Department 4518

Department Overview

The Town of Yountville Wastewater Reclamation Facility (WWRF) Capital Recovery Fund is a subsidiary fund of the Wastewater Utility Operating Fund. The Fund accounts for construction, replacement, and modernization of WWRF infrastructure improvements and major equipment. Funding is provided both by the Veterans Home and the Wastewater Utility Operating Fund.

The Veterans Home contributes $50,000 to cover capital costs. The Veterans Home is billed all for expenses exceeding their $50,000 contribution, which is based on 50% of planned capital costs. This is consistent with the agreement between the Town and Veteran Homes. The total Fiscal Year 2021/2022 share of the 50% proposed costs are estimated to be $351,500.

2020/2021 Accomplishments

- Construction of Wastewater Reclamation Facility Office Modernization Project (WW-0011).
- Continue to pursue and execute projects that help reduce and control costs while creating an efficient and effective operation.
- The Finance Department implemented year four of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes a 12% wastewater rate increase per year for the five-year period.

2021/2022 Goals and Objectives

- Continue to pursue and execute projects that help reduce and control costs while creating an efficient and effective operation.
- The Finance Department will implement year five of the five-year water and wastewater utility rates that were adopted by Town Council on February 20, 2018. This includes a 12% wastewater rate increase per year for the five-year period.

Budget Highlights

- The Town obtained a low-interest loan from the State Water Resources Board for wastewater system improvements for 2,717,196 in June 2014. This year $164,661 ($147,643 in principal and $17,018 in interest) is budgeted for debt service. The outstanding balance of the loan as of June 30, 2021 will be $895,687. The loan is scheduled to be paid in full in November 2026.

Did You Know?

- The primary funding source for this capital improvement fund is the Wastewater Utility Operating Fund 62. In Fiscal Year 2021/2022 Fund 62 will contribute $500,000 towards Wastewater Treatment Capital projects.

Town of Yountville
WASTEWATER TREATMENT CAPITAL RECOVERY
Wastewater Fund 63 - Department 4518

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 5,779,063**	**$ 5,854,787**	**$ 5,423,249**	**$ 6,845,699**	**$ 8,237,825**
	REVENUE					
3695	System Replacement Fees	146,912	168,512	179,974	186,287	206,700
	Total Revenue	**$ 146,912**	**$ 168,512**	**$ 179,974**	**$ 186,287**	**$ 206,700**
	EXPENDITURES					
WW-0005	Dredge Wastewater Ponds	149,880	-	-	-	-
WW-0011	Treatment Plant Building Modifications	-	71,089	500,000	-	500,000
WW-0012	SCADA Controls	-	-	50,000	50,000	50,000
WW-0014	New Pumps at JTP (2)	39,689	-	-	-	-
WW-0015	Video & Repair Outfall Line at JTP	-	12,000	-	-	-
WW-0020	Clean &Inspect Primary/Secondary Digester	-	-	-	-	35,000
WW-0021	Assess Outfall Pipe to Napa River	-	-	-	-	40,000
WW-0022	Epoxy Scum Well	-	15,062	-	-	-
WW-0025	3/4 Ton Pickup Replacement	43,352	-	-	-	-
WW-4019	Plant Equipment Replacement Program	263	-	-	-	-
WW-4021	Plant Equipment Replacement Program	-	-	74,000	10,000	-
WW-4022	Plant Equipment Replacement Program	-	-	-	-	78,000
5999	Depreciation Expense	181,177	341,796	262,000	262,000	265,000
6100	Debt Service - Principal	-	-	144,890	144,890	147,643
6500	Debt Service - Interest	43,668	28,377	19,771	19,771	17,018
	Total Expenditures	**$ 458,029**	**$ 468,324**	**$ 1,050,661**	**$ 486,661**	**$ 1,132,661**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	41,007	29,033	25,000	12,500	15,000
3690	Capital Recovery - Veterans Home	74,043	190,602	312,000	80,000	351,500
3962	Capital Contribution - WW Operating Fund 62 (Town)	300,000	1,000,000	1,600,000	1,600,000	500,000
3900	Transfer from Wastewater Capital (64)	-	-	-	-	-
7900	Transfer to Wastewater Capital (64)	-	-	-	-	-
	Total Non-Operating Revenue & Transfers	**$ 415,050**	**$ 1,219,635**	**$ 1,937,000**	**$ 1,692,500**	**$ 866,500**
	Depreciable Capital Projects*	-	71,089	-	-	550,000
■	**ENDING FUND BALANCE**	**$ 5,882,996**	**$ 6,845,699**	**$ 6,489,562**	**$ 8,237,825**	**$ 8,728,364**
	Net Change in Fund Balance	103,933	990,912	1,066,313	1,392,126	490,539
	FUND BALANCE ALLOCATIONS					
	Reserved for Emergency Capital Replacements per 2018 Utility Rate Study (5% of asset value)	-	-	341,116	341,116	303,290
	Reserved for Emergency Debt Service per 2018 Utility Rate Study (0.5 year debt service)	-	-	82,331	82,331	82,331
	Assigned for State Water Resources Board loan**	-	1,040,576	1,040,576	1,040,576	895,687
	Portion of Fund Balance applicable to Capital Assets	-	6,248,615	6,822,322	6,822,322	6,065,792
	Unreserved	5,882,996	(443,492)	(1,246,783)	(48,520)	1,381,264
■	**Total Fund Balance**	**$ 5,882,996**	**$ 6,845,699**	**$ 7,039,562**	**$ 8,237,825**	**$ 8,728,364**

**Depreciable Capital Projects represents the amount for projects completed and does not include construction in progress.*

*** State Water Resources Board loan balance at the end of fiscal year 2020/2021 will be $895,687.*

Town of Yountville
WASTEWATER COLLECTION CAPITAL IMPROVEMENT FUND
Wastewater Fund 64 - Department 4519

Department Overview

The Wastewater Collection 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. System replacement fees, connection fees, and developer fees are sources of revenue for this fund.

Capital Improvement Projects for the Wastewater Treatment Plant are included in Fund 63 Department 4518. On February 20, 2018, Town Council adopted a wastewater rate structure that includes a 12% rate increase per year for the next five years, ending in Fiscal Year 2022/23. The adopted rates are incorporated into the operations and Capital Improvements Projects budgets.

2020/2021 Accomplishments

- Continued to allocate funds to the Collections Replacement Fund for future wastewater collections system and pump station equipment repair/ replacement.
- Completed Annual Inflow and Infiltration Reduction Program (WW-2021).
- Continued to allocate funds to the Sewer Main Replacement and Repair Program (WW-3021).
- Use of video assessment of the sewer collection system and the implementation of a Geospatial Information System (GIS) and computer maintenance management system has allowed staff to prioritize necessary repairs.

2021/2022 Goals and Objectives

- Allocate funds to Collections Replacement Fund for future wastewater collections system and pump station equipment repair/ replacement.
- Complete Annual Inflow and Infiltration Reduction Program (WW-2022).
- Allocate funds to the Sewer Main Replacement and Repair Program (WW-3022).

Budget Highlights

- $29,755 is budgeted as a transfer to Debt Service Fund 53 to cover the Wastewater Capital proportionate share of the 2020 Direct Placement Financing for the Madison/Yount Sewer Project.
- This fund is able to meet the 5% of asset value Reserve for Emergency Capital Replacement that was established in the 2018 Utility Rate Study in Fiscal Year 2021/2022.

Did You Know?

- The primary funding source for this capital improvement fund is the Wastewater Utility Operating Fund 62. In Fiscal Year 2021/2022 Fund 62 will contribute $500,000 towards Wastewater Utility Collection Capital Improvement projects.

Town of Yountville
WASTEWATER COLLECTION CAPITAL IMPROVEMENT FUND
Wastewater Fund 64 - Department 4519

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,354,296**	**$ 2,139,571**	**$ 2,247,798**	**$ 2,315,937**	**$ 2,372,328**
	REVENUE & FINANCING SOURCES					
3750	Developer Contribution In Lieu	-	-	-	-	-
	Total Revenue	$ -	$ -	$ -	$ -	$ -
	EXPENDITURES					
WW-0023	Pipe Burst Town Force Main	-	-	50,000	25,418	-
WW-0026	Pump Station Backup Pump	-	37,704	-	-	-
WW-2018	Inflow and Infiltration Reduction Program	68,116	-	-	-	-
WW-2019	Inflow and Infiltration Reduction Program	3,985	116,819	-	-	-
WW-2021	Inflow and Infiltration Reduction Program	-	-	82,500	82,474	-
WW-2022	Inflow and Infiltration Reduction Program	-	-	-	-	337,000
WW-3018	Sewer Main Replacement Program	68,514	-	-	-	-
WW-3019	Sewer Main Replacement Program	300	72,572	-	-	-
WW-3020	Sewer Main Replacement Program	-	75,863	-	-	-
WW-3021	Sewer Main Replacement Program	-	-	80,500	72,526	-
WW-3022	Sewer Main Replacement Program	-	-	-	-	84,500
WW-5021	Town Pump Station Equip. Repl. Program	-	-	12,500	-	-
WW-5022	Town Pump Station Equip. Repl. Program	-	-	-	-	13,000
5999	Depreciation Expense	55,734	106,016	85,354	85,354	110,000
	Total Expenditures	**$ 196,649**	**$ 408,973**	**$ 310,854**	**$ 265,772**	**$ 544,500**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	4,080	5,391	3,000	2,000	2,500
3799	Allocated Impact Fees	6,729	20,673	-	-	-
3962	Capital Contribution - WW Operating Fund 62 (Town)	-	550,000	350,000	350,000	500,000
3963	Transfer from WW Treatment Capital (63)	-	-	-	-	-
7900	Interfund Transfer (63)	-	-	-	-	-
7953	To Debt Service Fund 53 Transfer In / (Out)***	(28,885)	(28,428)	(29,316)	(29,838)	(29,755)
	Total Non-Operating Revenue & Transfers	**$ (18,076)**	**$ 547,636**	**$ 323,684**	**$ 322,162**	**$ 472,745**
	Depreciable Capital Projects*	-	37,704	-	-	-
■	**ENDING FUND BALANCE**	**$ 2,139,571**	**$ 2,315,937**	**$ 2,260,628**	**$ 2,372,328**	**$ 2,300,573**
	Net Change in Fund Balance	(214,725)	176,366	12,830	56,390	(71,755)
	FUND BALANCE ALLOCATIONS					
	Reserved for Emergency Capital Replacements per 2018 Utility Rate Study (5% of asset value)	-	-	106,077	107,808	106,077
	Portion of Fund Balance applicable to Capital Assets	-	2,138,149	2,121,544	2,156,164	2,121,544
	Unreserved	2,139,571	177,788	33,007	108,356	72,952
■	**Total Fund Balance**	**$ 2,139,571**	**$ 2,315,937**	**$ 2,260,628**	**$ 2,372,328**	**$ 2,300,573**

**Depreciable Capital Projects represents the amount for projects completed and does not include construction in progress.*

Town of Yountville
SEWER CONNECTION IMPACT FEE
Wastewater Fund 65

Department Overview

The Sewer Connection Impact Fee Fund was established in June 2005 with the adoption 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 collected on new residential and commercial development, conversions, and expansions as provided in Municipal Code Section 3.40.

The Town continues to near build out and impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's wastewater system.

2020/2021 Accomplishments

- The Town did not collect Sewer Connection Impact Fees since the COVID-19 pandemic caused a major pause in commercial and residential development projects.

2021/2022 Goals and Objectives

- Allocate any Impact Fees collected.

Budget Highlights

- Current practice is not to budget impact fees as development is limited in number and timing is difficult to predict.

Did You Know?

- Impact Fees are increased annually in July based on the Engineering News-Record (ENR) Construction Cost Index adjustment.

Town of Yountville
SEWER CONNECTION IMPACT FEE FUND
Wastewater Fund 65

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3701	Impact Fees	6,729	20,673	-	-	-
	Total Revenue	**$ 6,729**	**$ 20,673**	**$ -**	**$ -**	**$ -**
	NON-OPERATING REVENUE & TRANSFERS					
3301	Investment Earnings	-	-	-	-	-
3799	Allocate Impact Fees	-	-	-	-	-
	To Wastewater Collection Capital (64)	(6,729)	(20,673)	-	-	-
	Total Non-Operating Revenue & Transfers	**$ (6,729)**	**$ (20,673)**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	-	-	-	-	-

Town of Yountville
"The Heart of the Napa Valley"



Photo credit: Emma K. Morris

Special Revenue Funds

Click the links below to connect to the Town of Yountville Online Bugdet Book.

State Gas Tax Fund (20-4305 & 20-6000)

Public Educational and Government Access Fund (21-1012)

Public Art Program Fee Fund (23-5414)

Housing Grant Fund (24-1500)

Measure T Transportation Improvement Fund (25-6000)

Road Maintenance and Rehabilitation Act (SB1) Fund (26-6000)

Measure T Equivalent Fund (27-6000)

Fire Emergency Services Fund (28-3201)

CASp Certification and Training Fund (30)

Housing Opportunity Program (70-1500)

Measure S Affordable and Workforce Housing Fund (71-1600)

Measure A Maintenance Fund (75-4330)

Flood Barrier Capital Maintenance Fund (76-4330)

Youth Subsidy Program Fund (80-5405)

Tallent Lane Private Road Benefit District Fund (95-4305)

Mesa Court Drainage Benefit District Fund (96-4305)

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 five (5) different formulas as specified in the California Streets and Highways Code (SHC) (Sections 2103, 2105, 2106, 2107, 2107.5). These monies are generally allocated on a per capita basis. Gas Tax revenue is restricted for the repair, maintenance, and upkeep of Town streets and roads. A small amount is allocated for engineering and related administration costs.

*The current rate as of January 2021 is $0.363 cents a gallon.

2020/2021 Accomplishments

- The Town received a Pavement Condition Index (PCI) of 78. This is the highest rating in any of the Napa County jurisdictions.
- Gas Tax Funds in the amount of $72,000 were used for the Plans, Specifications and Engineering (PSE) and project management for the 2021 Washington Park Rehabilitation Project.

2021/2022 Goals and Objectives

- Utilize Gas Tax Funds to increase/maintain the pavement condition index by supplying Plans, Specifications and Engineering for the Annual Street Maintenance Program.

Budget Highlights

The following projects are partially funded from the Gas Tax fund and augmented by the Capital Improvement Program (Fund 50):

- $70,000 is budgeted for the Annual Street Maintenance and Paving Project (GT-3022). This fund will primarily support the Plans, Specifications and Engineering (PSE) for Measure T Projects. The attached map illustrates the proposed projects that will use Gas Tax money for PSE.

Did You Know?

- A summary of the Capital Improvement Program for Fiscal Year 2021/2022 can be found in the last section of the budget document.
- Details of the Town's Five-Year Capital Improvement Program (CIP) are in a public binder at Town Hall and can be viewed by clicking this link to the Town's website www.townofyountville.com Public Works Department page.
- The Town's monthly portion of Highway Users Tax can be viewed by clicking this link to the California State Controller's Office website. https://www.sco.ca.gov/ard_payments_highway.html

Town of Yountville
STATE GAS TAX FUND
Fund 20 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 36,915**	**$ 30,065**	**$ 36,407**	**$ 54,798**	**$ 55,666**
	REVENUE					
3301	Investment Earnings	872	559	500	500	500
3410	Gas Tax Section 2105	16,092	14,961	15,547	15,547	15,267
3411	Gas Tax Section 2106	12,542	11,788	12,336	12,336	11,745
3413	Gas Tax Section 2103	9,798	20,224	24,782	24,782	18,906
3415	Gas Tax Section 2107	18,822	18,892	18,703	18,703	19,360
3416	Gas Tax Section 2107.5	2,415	1,000	1,000	1,000	1,000
3418	SB1 Loan Repayments	3,308	3,297	-	-	-
	Total Revenue	**$ 63,849**	**$ 70,721**	**$ 72,868**	**$ 72,868**	**$ 66,778**
	EXPENDITURES					
	Department 6000 Capital Projects					
GT-0004	Surveys & Monuments	6,900	-	-	-	-
GT-3018	Curb, Gutter & Sidewalk	2,018	-	-	-	-
GT-3019	Annual Street Maintenance and Paving Program	60,731	3,055	-	-	-
GT-3020	Annual Street Maintenance and Paving Program	-	42,933	-	-	-
GT -3021	Plans, Specs, & Engineering for Paving Projects	-	-	72,000	72,000	-
GT-3022	Plans, Specs, & Engineering for Paving Projects	-	-	-	-	70,000
GT-4018	Traffic Calming	1,050	-	-	-	-
	Total Department 6000	**$ 70,699**	**$ 45,988**	**$ 72,000**	**$ 72,000**	**$ 70,000**
	Total Expenditures	**$ 70,699**	**$ 45,988**	**$ 72,000**	**$ 72,000**	**$ 70,000**
	TRANSFERS IN (OUT)					
3950	From Capital Projects (50)	-	-	-	-	-
	Total Net Transfers	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 30,065**	**$ 54,798**	**$ 37,275**	**$ 55,666**	**$ 52,444**
	Net Change in Fund Balance	(6,850)	24,733	868	868	(3,222)

Town of Yountville
PUBLIC EDUCATIONAL AND GOVERNMENT ACCESS FUND
Fund 21 - Department 1012

Department Overview

The Public Educational and Government Access Fund (PEG) is a Special Revenue Fund due to its restricted use. The PEG Fund was previously accounted for in the General Fund and was transitioned to the Special Revenue Fund for the Fiscal Year 2017/2018 Operating Budget.

Municipal Code Section 5.16.020 State video franchise fees and public, educational and governmental access fees provide for the collection of PEG funds. Effective August 5, 2010, each State franchisee shall pay a fee to the Town equal to one percent of gross revenues ("PEG access facilities fee") of that State video franchise holder to support public, education, and governmental access channel facilities within the Town. This fund accounts for collection of PEG revenues and expenditures related to the PEG channel which are restricted for the use of purchase of equipment related to education and government broadcasting.

The State franchise fee required shall be paid to the Town quarterly, in a manner consistent with California Public Utilities Code Section 5860.

2020/2021 Accomplishments

- Over one-year later the Town continues to hold Town Council, Zoning & Design Review Board and Parks & Recreation Advisory Commission Meetings utilizing teleconferencing in accordance with the Governor's Executive Order proclaiming a State of Emergency in California in 2020 as a result of the COVID-19 pandemic. Within the Executive Order, teleconferencing was permitted for Town Council Meetings and certain aspects of the Brown Act were waived to protect the health, safety and welfare of the public.

2021/2022 Goals and Objectives

- The Town does not have any planned upgrades for Fiscal Year 2021/2022. The amount budgeted is a placeholder for unexpected equipment failure and the potential need for replacement equipment.

Budget Highlights

- This is a declining revenue source due to decline in customer base as alternative methods of television programming services versus cable are becoming more popular.

Did You Know?

- The Town contracts with Napa Valley TV (Napa Public Access Cable Television) which provides camera operators to support televising our Town Council, Zoning & Design Review Board, and Parks & Recreation Advisory Commission meetings, as well as providing video services for Town sponsored public events.
- Napa Valley TV also provides services in support of public information releases, producing special programs for emergency preparedness and live special local emergency cablecasts when needed.
- Town Council meetings can be viewed at www.townofyountville.com by selecting Meetings & Agendas and on Napa Valley TV (PEG Station) by selecting "Watch Channel 28."
- Napa Valley TV also provides services in support of public information releases, producing special programs for emergency preparedness and live special local emergency cablecasts when needed.
- Town Council meetings can be viewed at www.townofyountville.com by selecting Meetings & Agendas and on Napa Valley TV (PEG Station) by selecting "Watch Channel 28".

Town of Yountville
PUBLIC EDUCATIONAL AND GOVERNMENT ACCESS FUND
Fund 21 - Department 1012

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 28,946**	**$ 38,556**	**$ 38,195**	**$ 49,925**	**$ 58,725**
	REVENUE					
3022	P.E.G. Fees	13,841	13,736	13,500	13,500	13,500
3301	Interest Income	540	633	250	300	400
	Total Revenue	**$ 14,381**	**$ 14,369**	**$ 13,750**	**$ 13,800**	**$ 13,900**
	EXPENDITURES	-				
4120	Other Supplies & Materials	-	-	-	-	-
4210	Contract Services	-	-	-	-	-
4320	Equipment Maintenance	-	-	-	-	-
4420	Equipment Rental	-	-	-	-	-
4610	Telecommunications	-	-	-	-	-
4620	Internet & Network	-	-	-	-	-
4630	Software & Licenses	-	-	-	-	-
5700	Machinery & Equipment <$10K	-	-	5,000	5,000	5,000
5750	Machinery & Equipment >$10K	4,771	3,000	-	-	-
	Total Expenditures	**$ 4,771**	**$ 3,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**
■	**ENDING FUND BALANCE**	**$ 38,556**	**$ 49,925**	**$ 46,945**	**$ 58,725**	**$ 67,625**
	Net Change in Fund Balance	9,610	11,369	8,750	8,800	8,900

Town of Yountville
PUBLIC ART PROGRAM FEE FUND
Fund 23 - Department 5414

Department Overview

In 2016, Town Council approved a Public Art Program Fee to assist in enhancing outdoor public art in the commercial district. This restricted fund ensures that the Town can sustain the development and ongoing maintenance of its outdoor public art assets. This fund is exclusively used for the acquisition, installation, improvement, and maintenance of physical artwork to be displayed in the Town for public view. The revenue deposited into this fund can also be used for the administration of the public art program.

All commercial applicants applying for a building permit are required to pay one percent (1%) of the project valuation as stated on the building permit. Applicants have two (2) options to satisfy the requirement for placement of art by either 1) installing or maintaining public art for public view at 1% of the project valuation, or 2) by paying an in-lieu fee-based on 1% of project valuation into the Public Art Fund administered by the Arts Commission.

The Public Art Program Fee was introduced to Town Council by the Yountville Arts Commission. The Commission provides vision, leadership, inspiration, and support to artists and their art in Yountville. The Commission believes that public art enhances the quality of life for individuals living in, working in and visiting Yountville.

2020/2021 Accomplishments

- Rotated 9 sculptures on the Public Art Walk
- Maintained the minimum fund balance with the decrease in projects during the COVID-19 Pandemic.

2021/2022 Goals and Objectives

- Sustain the Public Art Walk Program through the development slow down due to the pandemic.

Budget Highlights

- This budget is used exclusively for the Yountville Art Walk. As the fund balance grows, Yountville Arts will analyze projects about annual maintenance, artist stipends and installation costs.

Did You Know?

- Revenue in this fund is dependent on commercial building permit activity as well as project valuation, and can therefore be difficult to predict.

Town of Yountville
PUBLIC ART PROGRAM FEE FUND
Fund 23 - Department 5414

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 20,652**	**$ 47,614**	**$ 65,257**	**$ 61,733**	**$ 60,783**
	REVENUE					
3113	Public Art Program Fee	133,590	42,619	20,000	32,600	8,500
3301	Interest Income	2,353	1,660	1,000	600	750
	Total Revenue	**$ 135,943**	**$ 44,279**	**$ 21,000**	**$ 33,200**	**$ 9,250**
	EXPENDITURES					
4120	Other Supplies & Materials	1,593	498	4,150	4,150	2,500
4210	Contract Services	107,388	29,287	28,500	28,500	17,000
4340	Art Maintenance	-	375	1,500	1,500	1,500
	Total Expenditures	**$ 108,981**	**$ 30,160**	**$ 34,150**	**$ 34,150**	**$ 21,000**
■	**ENDING FUND BALANCE**	**$ 47,614**	**$ 61,733**	**$ 52,107**	**$ 60,783**	**$ 49,033**
	Net Change in Fund Balance	26,962	14,119	(13,150)	(950)	(11,750)

Town of Yountville
HOUSING GRANT FUND
Fund 24 - Department 1500

Department Overview

The Town has now been awarded three large grants for home rehabilitation activity. Most recently, the Town was awarded a $500,000 HOME grant in 2018, but these funds have yet to be received. These housing grants provide support for the Home Rehabilitation Program, which funds home improvement projects for low-income eligible residents to bring their homes up to current building code standards.

The Home Rehabilitation Program provides qualifying homeowners with zero to low interest loans to complete vital rehabilitation projects. Prior to receiving the loan, the borrower is required to verify eligibility by providing proof of income and proof of home ownership. The Town entered into an agreement with the Housing Authority of the City of Napa to administer these grants and market the program.

Homeowners may choose to repay the loan at their leisure, but most often repayments occur at the sale of the property. When the loan is repaid, the money obtained returns to this fund and is then used to finance additional qualifying rehabilitation projects. In this sense, it is a revolving loan program, utilizing grant funds to finance as many rehabilitation projects as possible.

2020/2021 Accomplishments

- Received confirmation of the award of a new $500,000 grant through the HOME program.
- Worked with the City of Napa and HCD to retroactively add Tenant-Based Rental Assistance (TBRA) as an approved activity for the HOME program in response to the COVID-19 pandemic.
- The initial two HOME and CalHome grants have expired, though the program still receives funding through the repayment of loans, including approximately $30,000 in recouped grant funds that were disbursed to two new projects over the course of the year.
- Two new projects were processed and completed during Fiscal Year 2020/2021, utilizing the funds received from previous repayments of loans.

2021/2022 Goals and Objectives

- Continue to administer and manage grant program.
- Work with the Housing Authority of the City of Napa to explore options for possibly utilizing grant funds in other ways that would be beneficial to program participants, such as a tenant based rental assistance program for qualifying individuals during times of financial hardship.

Budget Highlights

- In 2021, the Town expects to receive the $500,000 in HOME grant funds awarded in 2018.
- The CalHOME Grant Expenses and Awards budgeted amounts are included as placeholders in case a loan is repaid.
- To date, 39 projects throughout the Town have received funding through these programs.
- Revenue for this program is recovered through the repayment of the grants when a home is sold. In 2020/2021, the Town received no repayments of loans.
- In 2020/2021, two (2) HOME program loans were closed, resulting in a refund of $74,400 to the Housing Grant Fund that can now be used towards new Owner-Occupied Rehabilitation loans.
- In 2020/2021, one (1) TBRA applicant was approved for a total cost of $5,170.

Town of Yountville
HOUSING GRANT FUND
Fund 24 - Department 1500

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 3,113**	**$ 43,492**	**$ 43,992**	**$ 37,402**	**$ 7,573**
	REVENUE					
3301	Interest Income	677	529	500	350	400
3408	CalHome Grant	23,234	-	20,000	1,000	20,000
3422	CalGrant Repayment - State	-	6,794	-	-	-
3423	CalGrant Repayment - Federal	-	13,587	-	14,983	-
3432	Federal Home Grant	46,468	-	500,000	15,000	500,000
	Total Revenue	**$ 70,379**	**$ 20,910**	**$ 520,500**	**$ 31,333**	**$ 520,400**
	EXPENDITURES					
8010	CalHome Grant Awards	12,700	-	20,000	1,000	20,000
8020	Federal Home Grant Awards	17,300	27,000	500,000	60,162	500,000
	Total Expenditures	**$ 30,000**	**$ 27,000**	**$ 520,000**	**$ 61,162**	**$ 520,000**
■	**ENDING FUND BALANCE**	**$ 43,492**	**$ 37,402**	**$ 44,492**	**$ 7,573**	**$ 7,973**
	Net Change in Fund Balance	40,379	(6,090)	500	(29,829)	400

Town of Yountville
MEASURE T TRANSPORTATION IMPROVEMENT FUND
Fund 25 - Department 6000

Department Overview

In November 2012, Napa County voters passed a half-cent sales tax called the Napa Countywide Road Maintenance Act (NVTA Ordinance 2012-01), known as Measure T. This countywide sales tax is administered by Napa Valley Transportation Authority (NVTA) and is collected and distributed by Napa County for road maintenance that began in 2018. Measure T is estimated to provide approximately $525,000 annually to fund street, sidewalk, streetlight, and related projects.

Measure T requires the Town to continue to maintain its pre-existing expenditure level efforts on road maintenance (as measured by the average general fund expenditures on pavement maintenance activities during Fiscal Year 2007/2008, Fiscal Year 2008/2009, and Fiscal Year 2009/2010). Starting in Fiscal Year 2018/2019, this amount, known as Maintenance of Effort (MOE), must also be spent by the Town in the form of General Fund expenditure each year to remain eligible to receive Measure T funds. As part of the biennial update to NVTA, the MOE was updated and approved by Council. It was presented to NVTA and certified by the Independent Taxpayer Oversight Committee.

The MOE amount will be accounted for in personnel costs in the Streets Maintenance budget (01-4305). The Independent Taxpayers Oversight Committee approved MOE for the Town for Measure T is $223,604.

2020/2021 Accomplishments

- The Town received a Pavement Condition Index (PCI) of 78 for its streets. This is the highest rating in any of the Napa County jurisdictions.
- Used $19,000 of Measure T Money towards the Washington Park Rehabilitation Project (MT-3021)

2021/2022 Goals and Objectives

- Use Measure T Funds for the Annual Streets Maintenance Program (MT-3022). The anticipated street improvement project includes Washington Street. The attached map illustrates the location of the street improvements.
- Yount Mill Road overlay or smaller micro-surfacing projects, contingent on available funding and resources.

Budget Highlights

The following projects are funded from this program:

- $525,000 is budgeted to continue with the Annual Street Maintenance and Paving Program (MT-3022).

Did You Know?

- A summary of the Capital Improvement Program for Fiscal Year 2021/2022 can be found in the last section of the budget document.
- Details of the Town's Five-Year Capital Improvement Program (CIP) can be veiwed by clicking this link to the Town's website https://www.townofyountville.com/departments-services/public-works/capital-improvement-program Public Works Department page.

Town of Yountville
MEASURE T TRANSPORTATION IMPROVEMENT FUND
Fund 25 - Departments 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ (25,943)**	**$ (112,841)**	**$ (26,222)**	**$ 83,928**
	REVENUE					
3301	Investment Earnings	1,680	184	-	150	-
3417	Measure T	439,659	591,876	510,000	510,000	525,000
	Total Revenue	**$ 441,339**	**$ 592,060**	**$ 510,000**	**$ 510,150**	**$ 525,000**
	EXPENDITURES					
	Department 6000 Capital Projects					
MT-3019	Annual Street Maintenance and Paving Program	467,282	592,339	-	-	-
MT-3020	Annual Street Maintenance and Paving Program	-	-	-	-	-
MT-3021	Annual Street Maintenance and Paving Program	-	-	510,000	400,000	-
MT-3022	Annual Street Maintenance and Paving Program	-	-	-	-	525,000
	Total Department 6000	**$ 467,282**	**$ 592,339**	**$ 510,000**	**$ 400,000**	**$ 525,000**
	Total Expenditures	**$ 467,282**	**$ 592,339**	**$ 510,000**	**$ 400,000**	**$ 525,000**
■	**ENDING FUND BALANCE**	**$ (25,943)**	**$ (26,222)**	**$ (112,841)**	**$ 83,928**	**$ 83,928**
	Net Change in Fund Balance	(25,943)	(279)	0	110,150	0

Town of Yountville
ROAD MAINTENANCE AND REHABILITATION ACT (SB1) FUND
Fund 26 - Department 6000

Department Overview

On April 28, 2017, the Governor signed Senate Bill 1 (SB1), which is known as the Road Maintenance and Rehabilitation Act. SB1 increased the per gallon fuel excise taxes; increased diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years. Beginning November 1, 2017, the State Controller deposited various portions of this new funding into the Road Maintenance and Rehabilitation Account for cities statewide.

Funding from SB1 will help the Town maintain and rehabilitate streets/roads, and active transportation infrastructure now and into the future. Revenues expected in Fiscal Year 2021/2022 for this fund have been adjusted to reflect reductions in fuel excise tax collections as a result of COVID-19.

To ensure revenues are used in a cost-effective manner, the Town of Yountville uses a pavement management system to develop project lists in high priority areas.

2020/2021 Accomplishments

- The Town received a Pavement Condition Index (PCI) of 78. This is the highest rating in any of the Napa County jurisdictions.
- $50,000 of SB1 monies were used for the Curb, Gutter and Sidewalk Program (SB-6021). In Fiscal Year 2020/2021 ADA ramp improvements were made along Washington Street in advance of the Annual Street Maintenance and Paving Program.

2021/2022 Goals and Objectives

- Continue to utilize Road Maintenance and Rehabilittion Act (SB1) funds to maintain and rehabilitate Yountville transportation infrastructure.

Budget Highlights

- The Town will receive approximately $52,342 in SB1 revenues in Fiscal Year 2021/2022.
- $50,000 is budgeted to continue with Curb, Gutter, and Sidewalk Replacement (SB-6022). Improvements will be made in various locations in the Toyan Terrace and Vista neighborhoods in advance of the street improvements being made later in the fiscal year. The attached map illustrates the locations of the improvements.

Did You Know?

- A summary of the Capital Improvement Program for Fiscal Year 2021/2022 can be found in the last section of the budget document. Details of the Town's Five-Year Capital Improvement Program (CIP) are available on the Town's website at www.townofyountville.com under the Public Works Department.

Town of Yountville
ROAD MAINTENANCE AND REHABILITATION ACT (SB1) FUND
Fund 26 - Departments 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 17,225**	**$ 26,917**	**$ 28,621**	**$ 38,805**	**$ 39,463**
	REVENUE					
3301	Investment Earnings	463	435	250	250	250
3419	Road Maintenance Rehabilitiation Act	49,229	51,256	50,408	50,408	57,325
	Total Revenue	**$ 49,692**	**$ 51,691**	**$ 50,658**	**$ 50,658**	**$ 57,575**
	EXPENDITURES					
	Department 6000 Capital Projects					
SB-6019	Curb, Gutter & Sidewalk Replacement	40,000	-	-	-	-
SB-6020	Curb, Gutter & Sidewalk Replacement	-	39,803	-	-	-
SB-6021	Curb, Gutter & Sidewalk Replacement			50,000	50,000	-
SB-6022	Curb, Gutter & Sidewalk Replacement	-	-	-	-	50,000
	Total Department 6000	**$ 40,000**	**$ 39,803**	**$ 50,000**	**$ 50,000**	**$ 50,000**
	Total Expenditures	**$ 40,000**	**$ 39,803**	**$ 50,000**	**$ 50,000**	**$ 50,000**
■	**ENDING FUND BALANCE**	**$ 26,917**	**$ 38,805**	**$ 29,279**	**$ 39,463**	**$ 47,038**
	Net Change in Fund Balance	9,692	11,888	658	658	7,575

Town of Yountville
MEASURE T EQUIVALENT FUND
Fund 27 - Department 6000

Department Overview

In November 2012, Napa County voters passed a half-cent sales tax called the Napa Countywide Road Maintenance Act (NVTA Ordinance 2012-01), known as Measure T. This new countywide sales tax is administered by Napa Valley Transportation Authority (NVTA) and is collected and distributed by Napa County for road maintenance that began in 2018. Measure T is estimated to provide approximately $525,000 annually to fund street, sidewalk, and streetlight and related projects. The new funds will be used for projects that will improve the pavement conditions of streets, sidewalks and related street infrastructure projects.

The Measure T Ordinance also requires 6.67% of other monies set aside for Class 1 Bicycle improvements:

In order to receive annual allocations under Measure T, the Agencies (collectively in the County) must demonstrate that at least six and sixty-seven one-hundredths percent (6.67%) of the value of the allocations each year under Section 3(A) has been committed to Class I Bike lane project(s) identified in the adopted Countywide Bicycle Plan, as that Plan may be amended from time to time, through funding not derived from this ordinance.

This obligation may be fulfilled by the NVTA in programming Congestion Mitigation and Air Quality Improvement (CMAQ) funding (or its successor), plus other local or formula specific funds, in an amount that equals 6.67% over the term of this ordinance. Funding for Class I Bike lane projects that are funded by philanthropy, state discretionary funding or federal discretionary funding shall not count toward the six and sixty-seven one-hundredths percent (6.67%). Discretionary funding means any funding that is not tied to a specific state or federal program or formula.

2020/2021 Accomplishments

- The 6.67% obligation as required by the Measure T Ordinance to comply with the intent of the Ordinance has been met with previous years projects. No funds were budgeted in this account for the Fiscal Year 2020/2021 period.

2021/2022 Goals and Objectives

- The 6.67 % obligation as required by the Measure T Ordinance to comply with the intent of the Ordinance has been met for Fiscal Year 2021/2022. No funds will be budgeted in this account for the Fiscal Year 2021/2022 period.

Budget Highlights

- The primary source of revenue for this fund is Capital Projects Fund 50, which is supported by General Fund revenue. Not having to fulfill the 6.67% obligation in Fiscal Year 2021/2022 will ultimately help preserve General Funds for other needs that may arise as a result of COVID 19.

Did You Know?

- The 6.67 % obligation as required by the Measure T Ordinance to comply with the intent of the Ordinance has been met via three projects that were funded using General Fund monies-
    - Finnell Path Maintenance and Repair (CP-0014)
    - The Pedestrian Path from Oak Circle to Mission (PK-0003)
    - The Yountville Bike Path Resurface (PK-0022).

Town of Yountville
MEASURE T EQUIVALENT (MTE) FUND
Fund 27 - Departments 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	■ **BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ 100**	**$ 36,891**	**$ 37,091**
	REVENUE					
3301	Investment Earnings	-	206	-	200	200
3950	Interfund Transfer (CIP Fund 50)	29,000	36,685	-	-	-
	Total Revenue	**$ 29,000**	**$ 36,891**	**$ -**	**$ 200**	**$ 200**
	EXPENDITURES					
	Department 6000 Capital Projects					
4280	Other Agencies	-	-	-	-	-
5400	Infrastructure	29,000	-	-	-	-
	Total Department 6000	**$ 29,000**	**$ -**	**$ -**	**$ -**	**$ -**
	Total Expenditures	**$ 29,000**	**$ -**	**$ -**	**$ -**	**$ -**
	■ **ENDING FUND BALANCE**	**$ -**	**$ 36,891**	**$ 100**	**$ 37,091**	**$ 37,291**
	Net Change in Fund Balance	0	36,891	0	200	200

Town of Yountville
FIRE EMERGENCY SERVICES FUND
Fund 28 - Department 3201

Department Overview

New development activity within the Town is subject to a Fire Emergency Services Impact Fee to offset additional costs of personnel, facilities, and equipment required to meet the increased demands on fire and medical services. This fund accounts for those revenues to ensure funds are available for future fire engine replacements. Due to the limited amount of new development the current fund balance has been well below $100 since Fiscal Year 2013/2014. With the Town reaching build out, revenues for this fund are difficult to predict. The General Fund will be required to cover the annual fire engine replacement cost as outlined in the March 2018 fire contract. The estimated cost to the General Fund for annual fire engine replacement is estimated to be $18,333.

2020/2021 Accomplishments

- Paid a portion of the required cost share towards fire engine replacement per the contract with Napa County.

2021/2022 Goals and Objectives

- Transfer any revenues generated to General Fund Department 26-3201 to offset the cost of fire engine replacement costs.

Budget Highlights

- None.

Town of Yountville
FIRE EMERGENCY SERVICES FUND
Fund 28 - Department 3201

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Fire & Emergency Services Fee	-	-	-	-	-
	Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TRANSFERS IN (OUT)					
7900	To General Fund	-	-	-	-	-
	Total Net Transfers	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**
	Net Change in Fund Balance	-	-	-	-	-

Town of Yountville
CASp CERTIFICATION AND TRAINING FUND (SB 1186 DISABILITY ACCESS FEE)
Fund 30

Department Overview

Senate Bill 1186 (SB 1186) created Government Code Section 4467. SB 1186 requires that a fee be assessed on newly issued and renewed business licenses. The intent of this additional fee is twofold; to generate revenue for improving disability access and compliance within the jurisdiction, and to provide funds for the California Division of the State Architect (DSA) to use in maintaining oversight of the Certified Access Specialist (CASp) program.

For the period of January 1, 2018 through December 31, 2023 the fee is $4.00. This is a substantial increase of the fee that was previously only $1.00. Of the amount collected, 90% is retained by the local entity, and 10% is remitted to the DSA on a quarterly basis. Annually in January, an annual report is completed and submitted to the DSA to disclose total amount of fees collected, and reconcile the amount remitted to the DSA. After the annual report is finalized, the Town's portion of the fee is transferred into Fund 50 to aid in covering costs of projects related to ADA improvements and requirements.

These fees were previously accounted for in the General Fund, in a liability account that did not show up as revenue. With the considerable increase in the fee amount, it was determined that these revenues should be in a Special Revenue Fund.

On January 1, 2024, the fee will be returned to $1.00, the original fee amount. The Town will then retain 70% of the fees collected and remit the remaining 30% to the DSA.

2020/2021 Accomplishments

- Collected SB 1186 fees when business licenses are applied for and renewed.
- Reported and remitted to the Division of the State Architect in a timely manner.
- Transferred fees collected in calendar year 2019 into Fund 50 to help cover costs for project CP-2020 (ADA Accessibility Improvements Program).
- Continue to collect, report, and remit fees as required by statute.
- Utilize funds for the Town's American's with Disability Act (ADA) Improvements Program.

2021/2022 Goals and Objectives

- Continue to collect, report, and remit fees as required by statute.
- Utilize funds for the Town's American's with Disability Act (ADA) Improvements Program.

Budget Highlights

- This is a new fund that will provide for easier tracking and reporting of fees collected.
- No projects or programs are planned for use of these funds at this time. Any funds that become available will be transferred to Fund 50 to cover costs for project CP-2021 (ADA Accessibility Improvements Program).

Did You Know?

- The Town processes roughly 450 business licenses (new & renewals) each year which generates reveue for this fund.

Town of Yountville
CASp CERTIFICATION AND TRAINING FUND (SB 1186 DISABILITY ACCESS FEE)
Fund 30

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 250**	**$ 1,450**	**$ 1,052**	**$ 1,245**	**$ 959**
	REVENUE					
3301	Investment Earnings	17	19	-	-	10
3705	SB 1186 Fees	2,988	1,699	1,500	1,500	1,700
	Total Revenue	**$ 3,006**	**$ 1,718**	**$ 1,500**	**$ 1,500**	**$ 1,710**
	TRANSFER FOR PROJECTS					
7950	Transfer to Capital Projects Fund (50)	1,806	1,923	1,500	1,786	1,700
	Total Transfers	**$ 1,806**	**$ 1,923**	**$ 1,500**	**$ 1,786**	**$ 1,700**
■	**ENDING FUND BALANCE**	**$ 1,450**	**$ 1,245**	**$ 1,052**	**$ 959**	**$ 969**
	Net Change in Fund Balance	$ 1,200	$ (205)	$ -	$ (286)	$ 10

Town of Yountville
HOUSING OPPORTUNITY FUND
Fund 70-1500

Department Overview

The Housing Opportunity Fund, also known as 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 hospitality and agricultural industries the opportunity to live in the community in which they work. This program recognizes the desire to have a socio-economically diverse population. Revenue received from developer paid Housing Fair Share Impact Fees, General Fund transfers, and interest income provide the source of funds for these efforts.

The Town currently has 97 deed restricted affordable housing units. The Town is reaching build-out and there is limited commercial and residential land to build upon. This means that this will be a declining revenue source and there will be very limited funding from fair share fees in current and future years. The current practice is not to budget impact fees as development is limited in number and timing is difficult to predict. When revenue is received, the funds will be used for affordable housing projects and programs in tandem with the funds accounted for in Fund 71.

2020/2021 Accomplishments

- A total of $699.70 in Affordable Housing Fair Share Fees were collected.
- An SB2 grant for $160,000 was awarded to the Town to fund a housing feasibility study at the Veterans' Home. The Town has since declined these funds due to complications arising from the complex ownership structure between the Veterans' Home and State of California entities.

2021/2022 Goals and Objectives

- Support the goals and objectives of the Affordable and Workforce Housing Fund 71 to advance the Town's affordable housing goals.

Budget Highlights

- A budget of $13,400 is included for contribution to local housing advocates, including the Community Action of Napa Valley Homeless Shelter, Napa Valley Community Housing Farmworker Housing Project, and Fair Housing Napa Valley, consistent with the Town of Yountville General Plan Housing Element.
- A budget of $57,000 is included to continue a contract with the City of Napa Housing Authority for housing management services. This represents a slight increase from previous years due to increased PERS costs, additional monitoring and loan servicing of the Home Rehabilitation Program and increased advisory work on various housing programs.
- This fund is dependent on the General Fund, which has a responsibility under the Housing Element to sustain this program. The General Fund will be contributing $70,400 in Fiscal Year 2021/2022.

Did You Know?

- Approximately 10% of Yountville's housing stock is deed restricted affordable in support of the Town's housing goals.
- There are 97 affordable housing units in Town; 27 are owner-occupied, and 70 are renter occupied.
- The Town had a net loss of 3 affordable housing units in Fiscal Year 2020/2021.

Town of Yountville
HOUSING OPPORTUNITY PROGRAM FUND
Fund 70 - Department 1500

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ 1,589,194**	**$ 1,559,013**	**$ 1,566,094**	**$ 1,513,894**
	REVENUE					
3301	Interest Income	$ 10,038	$ 3,680	$ 4,000	$ 1,500	$ 2,000
3425	SB2 Grant	$ -	$ -	$ 160,000	$ -	$ -
3701	Affordable Housing Fair Share Fee**	$ -	$ 31,254	$ -	$ 700	$ -
3800	Miscellaneous Revenue	$ 602	$ -	$ -	$ -	$ -
3802	Sale of Property & Equipment	$ -	$ -	$ -	$ -	$ -
3901	Transfer from General Fund	$ 1,625,789	$ -	$ 15,000	$ 15,000	$ 70,400
	TOTAL PROGRAM REVENUE	**$ 1,636,429**	**$ 34,934**	**$ 179,000**	**$ 17,200**	**$ 72,400**
	SUPPLIES & SERVICES					
4210	Contract Services	41,235	52,034	216,000	56,000	57,000
4280	Other Agencies	6,000	6,000	13,400	13,400	13,400
4802	Purchase of Property & Equip.	$ -	-	-	-	-
	Total Supplies & Services	**$ 47,235**	**$ 58,034**	**$ 229,400**	**$ 69,400**	**$ 70,400**
	TOTAL EXPENDITURES	**$ 47,235**	**$ 58,034**	**$ 229,400**	**$ 69,400**	**$ 70,400**
■	**ENDING FUND BALANCE**	**$ 1,589,194**	**$ 1,566,094**	**$ 1,508,613**	**$ 1,513,894**	**$ 1,515,894**
	Net Change in Fund Balance	1,589,194	(23,100)	(50,400)	(52,200)	2,000
	FUND BALANCE ALLOCATIONS					
	Restricted- Affordable Housing***	1,497,610	1,501,315	1,505,020	1,505,020	1,508,725
	Unassigned Fund Balance	91,584	64,779	3,593	8,874	7,169
■	**TOTAL FUND BALANCE**	**$ 1,589,194**	**$ 1,566,094**	**$ 1,508,613**	**$ 1,513,894**	**$ 1,515,894**

****See table below for detail.*

Property Address	Borrower	Maturity Date	Balance at 6/30/20	Estimated at 6/30/21	Adopted at 6/30/22
1905 Yountville Cross Road	Owner	1/30/2028	22,815	23,220	23,625
9 Jasmine Street	Owner	6/30/2028	50,700	51,600	52,500
6776 Yount Street	Family Apartments	8/29/2027	275,200	280,000	284,800
27 Lande Way	NV Community Housing	7/1/2042	52,600	50,200	47,800
Arroyo Grande Villas	Arroyo Grande Villas	12/31/2066	1,100,000	1,100,000	1,100,000
Total Housing Notes Receivable			**$ 1,501,315**	**$ 1,505,020**	**$ 1,508,725**

Town of Yountville
MEASURE S – AFFORDABLE AND WORKFORCE HOUSING
Fund 71-1600

Department Overview

On November 6, 2018, Yountville voters approved Measure S which increased the Transient Occupancy Tax (TOT) by one percent (1%) to support workforce and affordable housing efforts. It is a special tax for funding programs and services related to workforce and affordable housing and may only be used for that purpose, including projects within and outside the jurisdictional boundaries of the Town of Yountville. Fund 71 is a new Fund dedicated to the revenues and expenditures tied to Measure S.

There are several types of programs and services which could utilize Measure S funds, which include but are not limited to:

- Funding for external services and programs that provide assistance to the Town in the management and oversight of its affordable housing programs.
- Funding for direct external consultant and staff costs related to management oversight and development of affordable and workforce housing programs and related services.
- Funding for internal and external program costs to provide housing rehabilitation, inspection and management of existing rental registration program, and code enforcement and compliance of short-term rental restrictions to support and maintain existing rental housing stock.
- Funding for various housing related provider and support services such as, but not limited to Fair Housing Napa Valley, and including other regional housing advocacy / services and non-profit housing resources support providers as outlined or in accordance with policy objectives in the Town's General Plan and Housing Element.
- Funding for the purchase and acquisition of existing deed restricted affordable properties which may come on the market to ensure that they remain deed restricted.
- Funding for incentives, grants or reimbursements of development impact fees and building permit fees for deed restricted affordable housing units.
- Direct funding or financial assistance for property owners who may choose to rent out rooms in their home to targeted employees who are employed locally in Yountville.
- Development and funding of "down payment" assistance program for eligible targeted home buyers.
- Funding source for debt payment for bonds, certificates of purchase or other appropriate structure to fund the purchase, acquisition, or construction of additional deed restricted affordable or workforce housing for local employees.

2020/2021 Accomplishments

- Continued to collect additional one percent of gross revenue reported by hotels which increased fund balance.

2021/2022 Goals and Objectives

- Continue to grow the balance available in this fund.
- Seek opportunity to utilize fund balance to increase affordable and workforce housing within the Town.

Budget Highlights

- $100,000 budgeted for possible Housing Feasibility Study.

Did You Know?

- As of April 30, 2021 the balance in this fund is $949,277.

Town of Yountville
MEASURE S, AFFORDABLE AND WORKFORCE HOUSING
Fund 71 - Department 1600

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ 280,205**	**$ 761,705**	**$ 761,213**	**$ 1,119,880**
	REVENUE					
3035	Measure S, Affordable Workforce Housing	279,313	472,402	437,500	354,167	437,500
3301	Investment Earnings	$ 892	$ 8,606	$ 4,500	$ 4,500	$ 5,000
	TOTAL PROGRAM REVENUE	**$ 280,205**	**$ 481,008**	**$ 442,000**	**$ 358,667**	**$ 442,500**
	SUPPLIES & SERVICES					
4210	Contract Services	-	-	100,000	-	100,000
4802	Purchase of Property & Equip.	-	-	-	-	-
	Total Supplies & Services	**$ -**	**$ -**	**$ 100,000**	**$ -**	**$ 100,000**
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 100,000**	**$ -**	**$ 100,000**
■	**ENDING FUND BALANCE**	**$ 280,205**	**$ 761,213**	**$ 1,103,705**	**$ 1,119,880**	**$ 1,462,380**
	Net Change in Fund Balance	280,205	481,008	342,000	358,667	342,500

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

Department Overview

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

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

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

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

The last remaining debt service (Fund 77-7000) for the Flood Barrier Project was paid in Fiscal Year 2017/2018, and the defined projects are completed. The Town has a small fund balance from the remaining Measure A revenues.

2020/2021 Accomplishments

- Continued to oversee, monitor, and maintain the Floodwall and related infrastructure system.
- Conducted annual training exercise to ensure public works staff and first responders are trained and aware of how to operate the flood barrier.
- Conducted annual Flood wall inspection prior to the rainy season to ensure that the wall meets the operational needs as designed. No issues were found.

2021/2022 Goals and Objectives

- $20,000 is budgeted in the event funds are required for eligible expenses. Floodwall Maintenance was formerly provided under Fund 76 Flood Barrier Capital Maintenance Fund.
- Continue to oversee, monitor, and maintain the Floodwall and its related infrastructure system.
- Conduct annual training exercise to ensure public works staff and first responders are trained and aware of how to operate the flood barrier.
- Conduct annual Flood wall inspection prior to the rainy season to ensure that the wall meets the operational needs as designed.

Budget Highlights

- The establishment of the Measure A Maintenance Fund in Fiscal Year 2018/2019 allowed for the maintenance of infrastructure as required by the Napa County Auditor/Controller.
- This fund will provide for funding of Measure A related projects should they be needed.

Did You Know?

- The sunset date of this half-cent Measure A sales tax was June of 2018.

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ 252,641**	**$ 446,237**	**$ 468,644**	**$ 471,644**
	REVENUE					
3301	Investment Earnings	3,448	5,699	5,000	3,000	3,000
3420	Measure A	241,336	25,123	20,000	20,000	-
3976	Interfund Transfer (76)	7,857	185,181	-	-	-
	Total Revenue	**$ 252,641**	**$ 216,003**	**$ 25,000**	**$ 23,000**	**$ 3,000**
	EXPENDITURES					
4310	Facilities Maintenance	-	-	20,000	20,000	20,000
	Total Expenditures	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**	**$ 20,000**
■	**ENDING FUND BALANCE**	**$ 252,641**	**$ 468,644**	**$ 451,237**	**$ 471,644**	**$ 454,644**
	Net Change in Fund Balance	252,641	216,003	5,000	3,000	(17,000)

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 Flood Wall project was completed in Fiscal Year 2004-2005 and has been successful in protecting the mobile home park communities from several flood events since the barrier was constructed. Current Fund resources are in effect a reserve fund for future use 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.

2019/2020 Accomplishments

- Monitored and maintained the Floodwall.
- Transfer fund balance to Measure A Maintenance Fund (Fund 75).
- Closed this fund as it is now covered by Measure A Maintenance Fund (75).

2020/2021 Goals and Objectives

- Fund now closed as it is no longer needed.

Budget Highlights

- Closed this fund and transfer to the Measure a Maintenance Fund (Fund 75).

Did You Know?

- The Town's public works crews annually practice installing and then reopening the floodwall entry gate barriers.

Town of Yountville
FLOOD BARRIER CAPITAL MAINTENANCE FUND
Fund 76 - Department 4330

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 180,258**	**$ 183,482**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	3,224	1,699	-	-	-
	Total Revenue	**$ 3,224**	**$ 1,699**	**$ -**	**$ -**	**$ -**
	EXPENDITURES					
4310	Facilities Maintenance	-	-	-	-	-
7975	Interfund Transfer (75)*	-	185,181	-	-	-
	Total Expenditures	**$ -**	**$ 185,181**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 183,482**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	3,224	(183,482)	-	0	-

** Total fund balance transferred into Measure A Maintenance Fund 75 in Fiscal Year 2019/2020 and this fund is now closed.*

Town of Yountville
YOUTH SUBSIDY PROGRAM FUND
Fund 80 - Department 5405

Department Overview

This fund moved its fund balance and administration to the Town of Yountville Community Foundation (TOYCF) during Fiscal Year 2018/2019.

The Youth Subsidy Program Fund was established to account for contributions and fundraising efforts by Town staff. The purpose of fundraising is to provide sponsorship for eligible low-income Youth to participate in Parks & Recreation programs. 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.

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.

2020/2021 Accomplishments

- None, fund was closed in Fiscal Year 2018/2019.

2020/2021 Goals and Objectives

- No activity planned as this fund has transitioned to the Town of Yountville Community Foundation which has taken over administration and oversight of this philanthropic endeavor.

Budget Highlights

- This remains showing in the budget document for historical purposes only.

Did You Know?

- You can visit the Town Website to find out more information about the Town of Yountville Community Foundation Non-Profit Organization.

Town of Yountville
YOUTH SUBSIDY PROGRAM FUND
Fund 80 - Department 5405

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 28,433**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	
3803	Contributions	-	-	-	-	
3805	Senior Subsidy Donations	-	-	-	-	
	Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	EXPENDITURES					
4990	Other Community Support	-	-	-	-	
7985	Transfer to TOY Community Foundation	28,433	-	-	-	
	Total Expenditures	**$ 28,433**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE ***	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	(28,433)	0	0	0	0

**Moved to the new Town of Yountville Community Foundation (Fund 85) in FY 2018-19*

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

Department Overview

The Tallent Lane Benefit District was established to provide safer and improved access to properties fronting Tallent Lane. A fee of $3,327 per home or per lot, and $1,663 per second unit are the major sources of revenue. This benefit district remains a funding vehicle for residents to improve Tallent Lane, which is a private road.

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

2020/2021 Accomplishments

- $3 was collected in Tallend Lane Private Raod Benefit District revenue.

2021/2022 Goals and Objectives

- No activity is scheduled.

Budget Highlights

- The present fund balance for the Tallent Lane Private Road Benefit District is $17,899.

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 17,239**	**$ 17,547**	**$ 17,797**	**$ 17,838**	**$ 17,991**
	REVENUE					
3301	Investment Earnings	308	285	250	150	150
3704	Private Road Assessment	-	6	-	3	-
	Total Revenue	$ 308	$ 291	$ 250	$ 153	$ 150
■	**ENDING FUND BALANCE**	**$ 17,547**	**$ 17,838**	**$ 18,047**	**$ 17,991**	**$ 18,141**
	Net Change in Fund Balance	308	291	250	153	150

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

Department Overview

The Mesa Court Drainage Benefit District was established to address drainage problems within the geographic area of Mesa Court. The first phase was completed in Fiscal Year 1999 and was financed by new development in the district. The last use of fund resources was in Fiscal Year 2005-06 for drainage improvements ($10,000).

2020/2021 Accomplishments

- $35 of Mesa Court Drainage Benefit District revenue was collected.

2021/2022 Goals and Objectives

- No activity is scheduled.

Budget Highlights

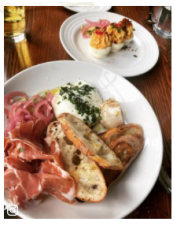
- The present fund balance for the Mesa Court Drainage Benefit District Fund is $49,912.

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

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 48,061**	**$ 48,921**	**$ 49,721**	**$ 49,716**	**$ 50,151**
	REVENUE					
3301	Investment Earnings	860	795	800	400	400
3703	Drainage Assessment	-	-	-	35	-
	Total Revenue	**$ 860**	**$ 795**	**$ 800**	**$ 435**	**$ 400**
■	**ENDING FUND BALANCE**	**$ 48,921**	**$ 49,716**	**$ 50,521**	**$ 50,151**	**$ 50,551**
	Net Change in Fund Balance	860	795	800	435	400

Town of Yountville

"The Heart of the Napa Valley"













Agency Fund

Click the link below to connect to the Town of Yountville Online Budget Book.

Tourism Improvement District Assessment Fund (22-1015)

Town of Yountville
TOURISM IMPROVEMENT DISTRICT ASSESSMENT FUND
Fund 22 - Department 1015

Department Overview

On June 15, 2010, the County of Napa approved Resolution No. 2010-72 which created 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 all lodging businesses. The NVTID was initially approved in 2010 for five (5) years and was then 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 Town collects 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 forwards 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 is paid a 1% administrative fee for its cost in collecting and forwarding assessment money 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.

2020/2021 Accomplishments

- Local governing body launched continuing promotional and marketing efforts.
- Funded the Yountville Trip Advisor web page and management costs for the web page with Yountville Chamber of Commerce.
- Funded social media campaign and expanded marketing efforts to target markets through a contract with the Yountville Chamber of Commerce. This is consistent with the NVTID branding strategy, to use social media to market Yountville as a destination. Targeted marketing efforts related to COVID-19 recovery.
- Funded several targeted familiarization (FAM) trips for media travel writers.

2021/2022 Goals and Objectives

- Continue to collect and account for the 2% Tourism Improvement Assessment.
- Maintain funding for the successful partnerships and marketing programs designed to bring visitors to Yountville in the shoulder season.
- Continue COVID-10 recovery and marketing strategy.

Budget Highlights

- This budget is shown for informational and planning purposes; actual approval of program expenditures are done by the NVTID-Yountville local governing body.
- The Town of Yountville serves as the NVTID-Yountville's fiduciary entity.

Did You Know?

- Visit Napa Valley is one of the Napa Valley Tourism Improvement District's tolls for marketing Yountville to travelers around the world.

Town of Yountville
TOURISM IMPROVEMENT DISTRICT ASSESSMENT FUND
Fund 22 - Department 1015

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 505,149**	**$ 529,779**	**$ 445,482**	**$ 424,311**	**$ 294,511**
	REVENUE					
3301	Investment Earnings	9,461	8,024	5,000	2,000	2,000
3040	Tourism Assessment - County	929,723	699,155	647,500	522,500	647,500
3041	Tourism Assessment - Local	314,095	236,201	218,750	178,750	218,750
3042	Tourism Assessment - Admin	12,564	9,448	8,750	7,083	8,750
	Total Revenues	**$ 1,265,843**	**$ 952,828**	**$ 880,000**	**$ 710,333**	**$ 877,000**
	EXPENDITURES					
4280	County Assessment Pass Through (74%)	929,723	705,188	647,500	522,500	647,500
	Yountville TID Share (25%)					
4210	Contract Services	-	-	-	-	-
4990	Community Outreach & Promotion	298,926	343,663	260,000	310,550	260,000
	Total Expenditures	**$ 1,228,649**	**$ 1,048,851**	**$ 907,500**	**$ 833,050**	**$ 907,500**
	TRANSFER TO GENERAL FUND					
7900	Administration Fee (1%)	(12,564)	(9,445)	(8,750)	(7,083)	(8,750)
	Total Transfers	**$ (12,564)**	**$ (9,445)**	**$ (8,750)**	**$ (7,083)**	**$ (8,750)**
■	**ENDING FUND BALANCE**	**$ 529,779**	**$ 424,311**	**$ 409,232**	**$ 294,511**	**$ 255,261**
	Net Change in Fund Balance	24,630	(105,468)	(36,250)	(129,800)	(39,250)
	FUND BALANCE ALLOCATIONS					
	Assigned for Local Agency TID Reserve Fund	-	170,000	170,000	170,000	170,000
	Unassiged Fund Balance	529,779	254,311	239,232	124,511	85,261
■	**Total Fund Balance**	**$ 529,779**	**$ 424,311**	**$ 409,232**	**$ 294,511**	**$ 255,261**
		-	-	-	-	-

Town of Yountville

"The Heart of the Napa Valley"



Debt Service Funds

Click the links below to connect to the Town of Yountville Online Budget Book.

2008 Lease Revenue Bond Debt Service Fund (52-7000)

2013 Lease Revenue Bond Debt Service Fund (53-7000)

2017 Lease Revenue Bond Debt Service Fund (54-7000)

2020 Direct Placement Financing Debt Service Fund (55-7000)

Measure A Debt Service Fund (77-7000)

Town of Yountville
2008 LEASE REVENUE BOND DEBT SERVICE FUND - COMMUNITY CENTER
Fund 52 - Department 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 were used to pay for the costs of the Yountville Town Center Project, which consisted of the construction of a 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 community center buildings which were 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 was $11,197,600 and it was completed and opened for public use in November of 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 in 2008 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, approximately $670,000 per year.

In 2017 these bonds were refinanced resulting in a savings of over $100,000 per year for the remaining twenty (20) years of the bonds. This fund continues to be included in the budget for the sole purpose of displaying historical activity.

2020/2021 Accomplishments

- None, fund was closed in Fiscal Year 2018/2019.

2021/2022 Goals and Objectives

- None, fund was closed in Fiscal Year 2018/2019.

Budget Highlights

- This fund continues to be included in the budget document for historical purposes only.

Town of Yountville
2008 LEASE REVENUE BOND DEBT SERVICE FUND - COMMUNITY CENTER
Fund 52 - Department 7000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 324,130**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE & FINANCING SOURCES					
3301	Investment Earnings	1,363	-	-	-	-
3900	Transfer In From General Fund	-	-	-	-	-
3954	Transfer from 2017 LRB (54)*	-	-	-	-	-
	Total Revenue & Financing Sources	**$ 1,363**	**$ -**	**$ -**	**$ -**	**$ -**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	200	-	-	-	-
6100	Debt Service - Principal	-	-	-	-	-
6500	Debt Service - Interest	-	-	-	-	-
6900	Debt Service - Other	-	-	-	-	-
7954	Interfund Transfer - Debt Service Fund 54**	100	-	-	-	-
7901	Interfund Transfer - General Fund	325,193	-			-
7900	Payment to Escrow Agent	-	-	-	-	-
	Total Expenditures	**$ 325,493**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	(324,130)	-	-	-	-

** Proceeds from sale of bonds in 2017 LRB (Fund 54) transferred into escrow account in 2008 LRB (Fund 52) to pay off principal balance and interest.*
*** Interest earned for 2008 LRB after release of 2008 moneys which was then transferred by fiscal agent to 2017 LRB for future interest payment.*

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 Finance Authority issued 2013 Lease Revenue Bonds in the amount of $4,260,000 to fund a seismic retrofit for the historic Town Hall building and the reconstruction of streets and replacement of 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 a great likelihood of significant damage to the building in the event of a moderate earthquake that would 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 also funded reconstruction of Madison Street from Washington to Yount, and Yount Street from Hopper Creek to Monroe along with replacement of the sewer lateral.

In June of 2020, these bonds were refinanced resulting in a savings in interest costs of $52,000. The transactions of the refunded bonds are now reflected in Debt Service Fund 55. This fund continues to be included in the budget document for the sole purpose of displaying the historical activity.

2020/2021 Accomplishments

- Fund was closed after bond refunding was completed, and remaining fund balance of $49,783.15 was transferred back into the General Fund.

2021/2022 Goals and Objectives

- None, fund was closed in Fiscal Year 2020/2021.

Budget Highlights

- This fund continues to be included in the budget document for historical purposes only.

Town of Yountville
2013 LEASE REVENUE BOND DEBT SERVICE FUND - TOWN HALL & MADISON/YOUNT
Fund 53 - Department 7000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 168,216**	**$ 94,379**	**$ 93,216**	**$ 49,783**	**$ -**
	REVENUE & FINANCING SOURCES					
3301	Investment Earnings	6,013	5,253	2,500	-	-
3900	Transfer In From General Fund	251,328	281,085	289,397	-	-
3955	Transfer In From Fund 55 - Bond Proceeds	-	2,241,219	-	-	-
3964	Transfer in From Wastewater Fund (64)	28,885	28,428	29,316	-	-
	Total Revenue & Financing Sources	**$ 286,226**	**$ 2,555,985**	**$ 321,213**	**$ -**	**$ -**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	850	850	1,000	-	-
6100	Debt Service - Principal	285,000	2,530,000	295,000	-	-
6500	Debt Service Interest	74,213	69,731	62,713		
7901	Tranfer Out to General Fund - Fund Closure	-	-	-	49,783	-
	Total Expenditures	**$ 360,063**	**$ 2,600,581**	**$ 358,713**	**$ 49,783**	**$ -**
■	**ENDING FUND BALANCE**	**$ 94,379**	**$ 49,783**	**$ 55,716**	**$ -**	**$ -**
	Net Change in Fund Balance	(73,837)	49,783	(37,500)	(49,783)	-

Town of Yountville
2017 LEASE REVENUE BOND DEBT SERVICE FUND
Fund 54 - Department 7000

Department Overview

In October 2017 the Yountville Finance Authority issued 2017 Lease Revenue Bonds in the amount of $8,500,000 to refund the 2008 Lease Revenue Bonds. This refunding allowed the Town to take advantage of a more favorable interest rate environment than at original issue. The structure of the new bonds mirrors that of the 2008 Bonds, which involves the Town leasing the community center site to the Authority and leasing the complete facility back for the Town's use. The term for the 2017 Lease Revenue Bonds is 21 years, and over the course of this term, $1,630,628 will be saved because of this refunding.

The original bonds were issued to fund the construction of the Yountville Town Center Project, which consisted of the construction of a 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. Total construction budget for the project was $11,197,600 and it was completed and opened for public use in November of 2009.

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.

2020/2021 Accomplishments

- Annual lease revenue bond payments were made per schedule.

2021/2022 Goals and Objectives

- Make timely annual debt service payments for a total of $542,644.

Budget Highlights

- Transfer in from General Fund (01) in the amount of $540,000 to cover principal, interest and fiscal agent fees.

Did You Know?

- The 2017 Lease Revenue Bonds will have an outstanding principal balance of $7,725,000 at June 30, 2021. The final maturity date is December 2039.

Town of Yountville
2017 LEASE REVENUE BOND DEBT SERVICE FUND - COMMUNITY CENTER (REFUNDED)
Fund 54 - Department 7000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 1,737**	**$ 7,348**	**$ 11,998**	**$ 12,493**	**$ 10,993**
	REVENUE					
3301	Investment Earnings	5,826	4,895	2,500	2,500	2,500
3952	Interfund Transfer - Debt Service Fund 52*	100	-	-	-	-
3900	Transfer In From General Fund	544,144	546,769	539,369	539,369	540,000
3990	Bond Proceeds	-	-	-	-	-
3991	Bond Issuance Premium	-	-	-	-	-
	Total Revenue	**$ 550,070**	**$ 551,664**	**$ 541,869**	**$ 541,869**	**$ 542,500**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	2,065	1,750	1,850	1,850	1,850
6100	Debt Service - Principal	245,000	260,000	270,000	270,000	285,000
6500	Debt Service - Interest	297,394	284,769	271,519	271,519	257,644
	Total Expenditures	**$ 544,459**	**$ 546,519**	**$ 543,369**	**$ 543,369**	**$ 544,494**
■	**ENDING FUND BALANCE**	**$ 7,348**	**$ 12,493**	**$ 10,498**	**$ 10,993**	**$ 8,999**
	Net Change in Fund Balance	5,611	12,493	(1,500)	(1,500)	(1,994)

** Interest earned for 2008 LRB after release of 2008 moneys which was then transferred by fiscal agent to 2017 LRB for future interest payment.*
*** Proceeds from sale of bonds in 2017 LRB (Fund 54) transferred into escrow account in 2008 LRB (Fund 52) to pay off principal balance and interest.*

Town of Yountville
2020 DIRECT PLACEMENT FINANCING DEBT SERVICE FUND - TOWN HALL & MADISON/YOUNT
Fund 55 - Department 7000

Department Overview

In June 2020, the Yountville Finance Authority issued 2020 Lease Revenue Bonds in the amount of $2,303,000 to refund the remaining principal balance of the 2013 Lease Revenue Bonds. The original bonds were issued to fund a seismic retrofit for the historic Town Hall building and the reconstruction of streets and replacement of sewers on Madison & Yount Streets. The result of the refunding was approximately $51,000 of savings in interest costs over the remaining life of the bonds.

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 a great likelihood of significant damage to the building in the event of a moderate earthquake that would 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 also funded 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).

2020/2021 Accomplishments

- Fund was created and debt service payments in the amount of $350,017 were made per schedule.

2021/2022 Goals and Objectives

- Make timely annual debt service payments for a total of $349,051 per schedule.

Budget Highlights

- Transfer in from General Fund (01) in the amount of $357,335 to cure negative fund balance and cover principal, interest, and fiscal agent fees.
- Transfer in from Wastewater Capital Fund (64) of $29,755 to cover its portion of the debt owed for the sewer lateral replacement component of the project.

Did You Know?

- The 2020 Lease Revenue Bonds will have an outstanding principal balance of $1,991,000 on June 30, 2021. The final maturity date is June 2027.

Town of Yountville
2020 DIRECT PLACEMENT FINANICNG DEBT SERVICE FUND - TOWN HALL & MADISON/YOUNT (REFUNDED)
Fund 55 - Department 7000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ 1,861**	**$ (37,689)**
	REVENUE					
3301	Investment Earnings	-	-	-	450	500
3900	Transfer In From General Fund	-	-	-	289,397	357,335
3964	Transfer in From Wastewater Fund (64)	-	-	-	29,316	29,755
3990	Bond Proceeds	-	2,302,000	-	-	-
	Total Revenue	**$ -**	**$ 2,302,000**	**$ -**	**$ 319,163**	**$ 387,590**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	-	-	-	1,000	850
6100	Debt Service - Principal	-	-	-	295,000	316,000
6500	Debt Service - Interest	-	-	-	62,713	33,051
6800	Bond Costs	-	58,920	-	-	-
7953	Transfer Out to Fund 53	-	2,241,219	-	-	-
	Total Expenditures	**$ -**	**$ 2,300,139**	**$ -**	**$ 358,713**	**$ 349,901**
■	**ENDING FUND BALANCE**	**$ -**	**$ 1,861**	**$ -**	**$ (37,689)**	**$ 0**
	Net Change in Fund Balance	-	1,861	-	(39,550)	37,689

Town of Yountville
MEASURE A DEBT SERVICE FUND
Fund 77 - Department 7000

Department Overview

The Measure A Debt Service Fund was established in Fiscal Year 2004/2005 to account for Yountville's share of 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 and the term of the Lease Purchase Agreement is from 2004 to 2018.

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 in 2018.

The final payment towards this debt was made in February of 2018 and this fund has been closed. This fund continues to be included in the budget for the sole purpose of displaying historical activity.

2020/2021 Accomplishments

- None, fund was closed in Fiscal Year 2018/2019.

2021/2022 Goals and Objectives

- None, fund was closed in Fiscal Year 2018/2019.

Budget Highlights

- This continues to be included in the budget document for historical purposes only.

Town of Yountville
MEASURE A DEBT SERVICE FUND
Fund 77 - Department 7000

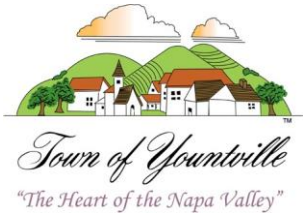
		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 7,804**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	53	-	-	-	-
3420	Measure A Funds	-	-	-	-	-
	Total Revenue	**$ 53**	**$ -**	**$ -**	**$ -**	**$ -**
	EXPENDITURES					
4225	Bank & Fiscal Agent Fees	-	-	-	-	-
6100	Debt Service - Principal	-	-	-	-	-
6500	Debt Service - Interest	-	-	-	-	-
7900	Interfund Transfer - Floodwall Maint. (76)*	7,857	-	-	-	-
	Total Expenditures	**$ 7,857**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Net Change in Fund Balance	(7,804)	-	-	-	-

**Any remaining fund balance at the close of this fund will be transferred into the exisiting Flood Barrier Capital Maintenance Fund (Fund 76).*

Town of Yountville

"The Heart of the Napa Valley"





Impact Fees

Click the link above to connect to the Town of Yountville Online Budget Book.

Civic Facilities Impact Fee Fund (41)

Drainage & Flood Control Impact Fee Fund (42)

Parks and Recreation Impact Fee Fund (43)

Public Safety Impact Fee Fund (44)

Traffic Facilities Impact Fee Fund (45)

Town of Yountville

IMPACT FEE FUNDS: CIVIC FACILITIES (41), DRAINAGE AND FLOOD CONTROL (42), PARKS AND RECREATION (43), PUBLIC SAFETY (44), TRAFFIC FACILITIES (45), UTILITY UNDERGROUNDING (46)

Department Overview

Impact Fees on new residential and commercial developments, conversions, and expansions, were established in June 2005 by Ordinance 362-05 and Municipal Code Section 3.40. Any collected fees are then distributed appropriately among funds 41, 42, 43, 44, 45 and 46 and used towards existing and planned projects and infrastructure.

The Civic Facilities Impact Fee Fund (Fund 41) - 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 Drainage & Flood Control Impact Fee Fund (Fund 42) - Proceeds of each fee collected are to be allocated to the fund that finances approved drainage and flood control projects.

The Parks & Recreation Impact Fee Fund (Fund 43) - 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 Public Safety Impact Fee Fund (Fund 44) - 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 Traffic Facilities Impact Fee Fund (Fund 45) - 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 Utility Undergrounding Impact Fee (Fund 46) - Proceeds of each fee collected are to be allocated to the fund that finances approved utility undergrounding 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.

2020/2021 Accomplishments

- The Town has not collected impact fees in these six funds in Fiscal Year 2020/2021 due to the COVID-19 related decrease in planning and buliding activity.

2021/2022 Goals and Objectives

- Collect and allocate Impact Fees from applicable projects.

Budget Highlights

- The current practice is to not budget impact fees as development is limited in number, potential projects are often unknown, and timing is hard to predict. As the Town is principally built-out Impact Fees remain a declining source of capital project funding.

Did You Know?

- Impact Fees collected on development projects contribute to these impact fee funds, but may also pay for Water Connections, Sewer Connections, and Affordable Housing.
- These revenues are partly allocated as a contribution to pay for the cost of existing/previously constructed facilities and infrastructure rather than new projects.

Town of Yountville
CIVIC FACILITIES IMPACT FEE FUND
Fund 41

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Impact Fees	6,253	10,421	-	-	-
	Total Revenue	**$ 6,253**	**$ 10,421**	**$ -**	**$ -**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(6,253)	(10,421)	-	-	-
	Total Transfers	**$ (6,253)**	**$ (10,421)**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Yountville
DRAINAGE & FLOOD CONTROL IMPACT FEE FUND
Fund 42

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Impact Fees	1,034	1,723	-	-	-
	Total Revenue	**$ 1,034**	**$ 1,723**	**$ -**	**$ -**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(1,034)	(1,723)	-	-	-
	Total Transfers	**$ (1,034)**	**$ (1,723)**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Yountville
PARKS & RECREATION IMPACT FEE FUND
Fund 43

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Impact Fees	2,391	3,983	-	-	-
	Total Revenue	**$ 2,391**	**$ 3,983**	**$ -**	**$ -**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(2,391)	(3,983)	-	-	-
	Total Transfers	**$ (2,391)**	**$ (3,983)**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Yountville
PUBLIC SAFETY IMPACT FEE FUND
Fund 44

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Impact Fees	986	1,647	-	-	-
	Total Revenue	**$ 986**	**$ 1,647**	**$ -**	**$ -**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(986)	(1,647)	-	-	-
	Total Transfers	**$ (986)**	**$ (1,647)**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Yountville
TRAFFIC FACILITIES IMPACT FEE FUND
Fund 45

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	REVENUE					
3301	Investment Earnings	-	-	-	-	-
3701	Impact Fees	9,802	16,327	-	-	-
	Total Revenue	**$ 9,802**	**$ 16,327**	**$ -**	**$ -**	**$ -**
	TRANSFER FOR PROJECTS					
3799	Allocate to Capital Projects Fund (50)	(9,802)	(16,327)	-	-	-
	Total Transfers	**$ (9,802)**	**$ (16,327)**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Yountville
UTILITY UNDERGROUND IMPACT FEE FUND
Fund 46

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ -**	**$ -**	**$ 106,516**	**$ 106,732**	**$ 107,232**
	REVENUE					
3301	Investment Earnings	-	317	-	500	-
3701	Impact Fees	-	44,070	-	-	-
	Total Revenue	**$ -**	**$ 44,387**	**$ -**	**$ 500**	**$ -**
	TRANSFER FOR PROJECTS					
3750	Transfer from Capital Projects Fund (50)	-	62,345	-	-	-
3799	Allocate to Capital Projects Fund (50)	-	-	-	-	-
	Total Transfers	**$ -**	**$ 62,345**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ -**	**$ 106,732**	**$ 106,516**	**$ 107,232**	**$ 107,232**

Capital Projects Funds

Click the links below to connect to the Town Of Yountville Online Budget Book.

Capital Projects Fund (50-6000)

Facilities, Repair and Replacement Fund (81-6000)

Fleet, Tools and Equipment Repair and Replacement Fund (82-6000)

Town of Yountville
CAPITAL PROJECTS FUND
Fund 50 Department 6000

Department Overview

The Capital Projects Fund is used to account for new, large-scale capital expenditures of over $10,000 associated with implementation of the Town's rolling Five Year Capital Improvement Program (CIP). This fund is supported primarily by contributions from the General Fund, and also receives funding from grants and contributions from other agencies.

2020/2021 Accomplishments

- Used grant funds where eligible to replace General Fund contribution on Oak Circle Path (PK-0003) and Yountville Community Park Restroom (PK-0024).

2021/2022 Goals and Objectives

- Complete the design and construction of 7 Capital Improvement Projects within budget and on schedule while meeting the expectations of the public.
    - GIS Mapping Improvements (CP-0007) $25,000
    - Town Wide Drainage and Erosion Program (DF-2022) $9,000
    - ADA Accessibility Improvements (CP-2022) $50,000
    - Restroom Construction at Yountville Community Park (PK-0024) $130,000
    - Surveys and Monuments (ST-0004) $17,000
    - Traffic Calming (ST-4022) $8,500
    - Forrester & Three Weirs Park ADA Accessibility Improvement Program (CP-0018) $160,000.

Capital Projects Impact on Operating

- CP-0007 GIS Mapping Improvements requires ongoing software and data maintenance performed by the Engineering Technician. This position is budgeted for in the General Fund Public Works Engineering & Administration Department (01-4301).

Budget Highlights

- The planned Capital Improvement Program for Fiscal Year 2021/2022 includes General Fund project allocations and the reallocation of existing approved CIP fund balance to continue funding completion of specific capital projects.
- A summary of the Capital Improvement Program is included in the last section of this budget document. Details of the Town's Five-Year Capital Improvement Program (CIP) are also available in a public binder at Town Hall and on the Town's website, www.townofyountville.com under Public Works Department.

Did You Know?

- The Bridge for the new Oak Circle Path is 80 feet long.

Town of Yountville
CAPITAL PROJECTS FUND SUMMARY
Fund 50 - Department 6000

	Fund 50	2018/2019 ACTUAL	2019/20 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 2,255,117**	**$ 1,435,727**	**$ 595,884**	**$ 678,385**	**$ 818,375**
	REVENUE & FINANCING SOURCES					
3301	Interest Earnings	33,340	24,594	20,000	3,000	5,000
3303	Interfund Loan - Interest (60)	-	-	-	-	-
3409	Other State Revenue	-	-	557,000	701,700	181,000
3429	Other County Revenue	-	-	-	-	-
3430	Federal Grant (FEMA)	-	-	-	-	-
3702	Utility Underground Impact Fee*	3,574	-	-	-	-
3800	Miscellaneous Revenue	-	-	-	3,190	
3801	Refunds & Reimbursements	582	27,446	149,000	185,145	-
	Total Revenue & Financing Sources	**$ 37,496**	**$ 52,040**	**$ 726,000**	**$ 893,035**	**$ 186,000**
	EXPENDITURES					
4210	Contract Services	-	-	-	-	-
4280	Other Agencies	-	-	-	-	-
4999	Designated Contingency	-	-	10,000	10,000	10,000
CF	Civic Facilities Projects	220,073	161,064	-	144,700	-
CP	Community Projects	149,368	196,368	232,500	77,285	256,000
DF	Drainage & Flood Control Projects	22,930	11,322	42,500	34,846	9,000
PK	Parks & Recreation Projects	421,399	428,220	700,000	570,000	130,000
ST	Streets & Transportation Projects	36,388	49,402	32,000	18,000	25,500
	Total Expenditures	**$ 850,158**	**$ 846,376**	**$ 1,017,000**	**$ 854,831**	**$ 430,500**
	TRANSFERS IN (OUT)					
3900	From General Fund	-	100,000	100,000	100,000	100,000
3930	SB 1186 Fee (Fund 30)	1,806	1,923	1,500	1,786	1,700
3799	Allocated Impact Fees:				-	-
	Civic Facilities Impact Fees (41)	6,253	10,421	-	-	-
	Drainage & Flood Control Impact Fees (42)	1,034	1,723	-	-	-
	Parks & Recreation Impact Fees (43)	2,391	3,983	-	-	-
	Public Safety Impact Fees (44)	986	1,647	-	-	-
	Traffic Facilities Impact Fees (45)	9,802	16,327	-	-	-
	Utility Undergrounding Impact Fees (46)	-	-	-	-	-
7927	To Measure T Equivalent Fund (27)	(29,000)	(36,685)	-	-	-
7946	To Utility Undergrounding Impact Fee (46)	-	(62,346)	-	-	-
	Total Net Transfers	**$ (6,728)**	**$ 36,994**	**$ 101,500**	**$ 101,786**	**$ 101,700**
■	**ENDING FUND BALANCE**	**$ 1,435,727**	**$ 678,385**	**$ 406,384**	**$ 818,375**	**$ 675,575**
	Net Change in Fund Balance	(819,390)	(757,342)	(189,500)	139,990	(142,800)
	Funds Available for Capital Projects	**$ 1,435,727**	**$ 678,385**	**$ 488,885**	**$ 818,375**	**$ 675,575**

** Moved to new Utility Undergrounding Impact Fee Fund (46) in FY 19/20.*

Town of Yountville
CAPITAL PROJECTS
Fund 50 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
	CIP PLANNING & DEVELOPMENT					
4210	Contract Services	-	-	-	-	-
4280	Other Agencies	-	-	-	-	-
4999	Designated Contingency	-	-	10,000	10,000	10,000
	Total Contract Services	**$ -**	**$ -**	**$ 10,000**	**$ 10,000**	**$ 10,000**
CF	**CIVIC FACILITIES**					
CF-0015	Stationary Emergency Generator Comm. Hall/Cntr	858	161,064	-	-	-
CF-0021	Post Office and Sheriff Annex Roof Replacement	219,215	-	-	-	-
CF-0028	Generator Switch at Community Hall	-	-	-	144,700	-
	Total Civic Facilities	**$ 220,073**	**$ 161,064**	**$ -**	**$ 144,700**	**$ -**
CP	**COMMUNITY PROJECTS**					
CP-0003	Emergency Operation Center Improvements	-	-	-		-
CP-0007	Geographical Information System (GIS) Mapping	41,947	28,662	52,500	14,285	25,000
CP-0014	Finnell Path Remove & Replace	542	117,869	-	-	-
CP-0015	Community WiFi/Hotspot	-	673	75,000	-	-
CP-0018	Washington Park/Town Facilities ADA Improvements	-	-	-	-	160,000
CP-0021	EV Charging Stations	-	-	-	-	21,000
CP-2018	ADA Accessibility Improvements Program	36,350	-	-	-	-
CP-2019	ADA Accessibility Improvements Program	70,528	-	-	-	-
CP-2020	ADA Accessibility Improvements Program	-	49,164	-	-	-
CP-2021	ADA Accessibility Improvements Program	-	-	105,000	63,000	-
CP-2022	ADA Accessibility Improvements Program	-	-	-	-	50,000
	Total Community Projects	**$ 149,367**	**$ 196,368**	**$ 232,500**	**$ 77,285**	**$ 256,000**
DF	**DRAINAGE & FLOOD CONTROL**					
DF-0018	Hydroflush from Finnell to Beard Ditch	-	-	25,000	22,846	-
DF-2018	Town Wide Drainage Improvement Program	8,550	-	-	-	-
DF-2019	Town Wide Drainage Improvement Program	14,380	-	-	-	-
DF-2020	Town Wide Drainage and Flood Control	-	11,322	-	-	-
DF-2021	Town Wide Drainage and Erosion Control Program	-	-	17,500	12,000	-
DF-2022	Town Wide Drainage and Erosion Control Program	-	-	-	-	9,000
	Total Drainage & Flood Control	**$ 22,930**	**$ 11,322**	**$ 42,500**	**$ 34,846**	**$ 9,000**
PK	**PARKS & RECREATION**					
PK-0003	Pedestrian Path - Oak Circle-Mission	57,889	382,250	500,000	500,000	-
PK-0015	Veteran's Memorial Park Renovations	34,600	-	-	-	-
PK-0017	Sports Court Renovation	328,469	-	-	-	-
PK-0018	Vineyard Park Outdoor Exercise Equipment	440	-	-	-	-
PK-0020	Yountville Bike Path Resurfacing	-	45,970	-	-	-
PK-0024	Restroom Construction at Yountville Community Park	-	-	200,000	70,000	130,000
	Total Parks & Recreation	**$ 421,398**	**$ 428,220**	**$ 700,000**	**$ 570,000**	**$ 130,000**

Town of Yountville
CAPITAL PROJECTS
Fund 50 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
ST	**STREETS & TRANSPORTATION**					
MT-3019	Annual Street Maint/Paving Program	164	-	-	-	-
ST-0004	Surveys and Monuments	3,000	8,720	16,000	8,000	17,000
ST-0017	Replace & Equip 2003 (3/4 ton) Chevrolet	1,323	-	-	-	-
ST-4019	Traffic Calming Program	7,500	-	-	-	-
ST-4021	Traffic Calming Program	-	-	16,000	10,000	-
ST-4022	Traffic Calming Program	-	-	-	-	8,500
ST-5019	Street Light Replacement Program	24,401	-	-	-	-
ST-5020	Street Light Replacement Program	-	40,682	-	-	-
	Total Streets & Transportation	**$ 36,388**	**$ 49,402**	**$ 32,000**	**$ 18,000**	**$ 25,500**
	TOTAL EXPENDITURES	**$ 850,156**	**$ 846,376**	**$ 1,017,000**	**$ 854,831**	**$ 430,500**

Town of Yountville
FACILITIES REPAIR AND REPLACEMENT FUND
Fund 81 Department 6000

Department Overview

The Facilities Repair and Replacement Fund was established in Fiscal Year 2016/2017. The purpose of the fund is to allocate funding, develop a strategic facility plan and build a reserve fund to cover current and future facility repair and replacement needs. A strategic facility plan is similar to a capital improvement program encompassing the Town's owned and/or leased buildings to determine and prioritize each facility's maintenance needs to ensure that Town Facilities are, and will be, properly maintained. A facilities replacement matrix is prepared to identify scope of work, cost estimates and schedules for a list of maintenance/replacement projects for all of the Town's facilities. Capital facilities maintenance projects generally consist of system & component replacement and/or upgrades not just simply maintenance. Examples of typical facilities maintenance projects for these funds could be replacement or upgrade of building roofing systems, solar/electrical systems, flooring components, HVAC system replacement or other similar projects. Ultimately, these projects will be programmed into the Five-Year CIP and approved by the Town Council as part of the annual budget process.

2020/2021 Accomplishments

- Completed CIP Project CF-0027 Repair Roofs at Corp Yard ($76,648).
- The total fund balance including interest is estimated to be $823,039 at the end of Fiscal Year 2020/2021.

2021/2022 Goals and Objectives

- Develop and refine a strategic facility plan with a facilities maintenance matrix to identify a scope of work, cost estimate and timeline for each facility and their future maintenance projects.
- Develop the fund to be an internal service fund to better manage expenditures associated with Town Facilities.

Budget Highlights

- Discretionary contributions to this fund have been suspended due to COVID-19 revenue losses in the General Fund. Town Council may approve a contribution if Unassigned Fund Balance becomes available.
- When fully developed, Fund 81 will be an internal service fund used to better capture and manage all associated expenditures related to all Town Facilities.
- This replacement fund is close to reaching an adequate balance for supporting the estimated future facility repair and replacement needs.

Did You Know?

- Town Facilities includes over 80,000 square feet of buildings including the Community Center, Community Hall, the Post Office and Sheriff's Annex, Town Hall, the Corporation Yard and the Wastewater Reclamation Facility.
  - That means there is +/- 80,000 square feet of roof and +/-800,000 square feet of exterior paint to maintain or replace over the life of the building. For comparison, that is 40-times more than the average 2,000 square foot home.

Town of Yountville
FACILITIES REPAIR & REPLACEMENT SUMMARY
Fund 81 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 345,960**	**$ 925,961**	**$ 736,061**	**$ 918,039**	**$ 823,039**
	REVENUE					
3301	Investment Earnings	12,883	17,078	15,000	5,000	7,500
	Total Revenue	**$ 12,883**	**$ 17,078**	**$ 15,000**	**$ 5,000**	**$ 7,500**
	EXPENDITURES					
5300	Building & Structures	-	-	-	-	-
5400	Infrastructure	-	-	-	-	-
5900	Capital Maintenance	-	25,000	100,000	100,000	-
	Total Expenditures	**$ -**	**$ 25,000**	**$ 100,000**	**$ 100,000**	**$ -**
	TRANSFERS IN (OUT)					
3900	Interfund Transfer	567,118	-	-	-	-
	Total Net Transfers	**$ 567,118**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 925,961**	**$ 918,039**	**$ 651,061**	**$ 823,039**	**$ 830,539**
	Net Change in Fund Balance	580,001	(7,922)	(85,000)	(95,000)	7,500

Town of Yountville
FACILITIES REPAIR & REPLACEMENT
Fund 81 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
CF	**CIVIC FACILITIES**					
CF-0023	Community Center/Hall Parking Lot Resurface	-	15,000	-	-	-
CF-0026	Replace Roofs on Bus Shelters	-	-	-	-	-
CF-0027	Repair Roof on Corp Yard Garages	-	-	100,000	100,000	-
CF-2020	Civic Facilities Replacement Fund	-	-	-	-	-
	Total Civic Facilities	**$ -**	**$ 15,000**	**$ 100,000**	**$ 100,000**	**$ -**
CP	**COMMUNITY PROJECTS**					
CP-7018	Parking Lot Resurface	-	-	-	-	-
	Total Community Projects	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PK	**PARKS & RECREATION**					
PK-4018	Parks Surface Replacement Program	-	-	-	-	-
PK-0023	Remove/Replace Pour in Place play surface	-	10,000	-	-	-
PK-6018	Swimming Pool Replacement Program	-	-	-	-	-
	Total Parks & Recreation	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ -**
	TOTAL EXPENDITURES	**$ -**	**$ 25,000**	**$ 100,000**	**$ 100,000**	**$ -**

Town of Yountville
FLEET, TOOLS AND EQUIPMENT REPAIR AND REPLACEMENT FUND
Fund 82 Department 6000

Department Overview

A sound fleet, tools & equipment replacement and repair plan will ensure that the Town's necessary vehicles and equipment are properly maintained and replaced in an appropriate timeframe. This fund, established in Fiscal Year 2016/2017, receives a Town Council approved discretionary contribution from the General Fund when resources allow. A Fleet, Tools & Equipment Repair and Replacement Matrix will identify cost estimates and replacement schedules for the Town's Fleet. Replacement and significant repair will be programmed into the Five-Year CIP and approved by the Council as a part of the annual budgeting process.

2020/2021 Accomplishments

- No Fund 82 funds were used in Fiscal Year 2020/2021.
- The total fund balance including interest is estimated to be $1,011,731 at the end of Fiscal Year 2020/2021.

2020/2021 Goals and Objectives

- Continue to provide the necessary vehicles and equipment to Town departments by ensuring appropriate vehicle availability, expedient repairs, aggressive preventative maintenance procedures, and cost productive practices.

Budget Highlights

- This internal service fund centralizes the expenditures for maintenance and replacement of vehicles for all participating Town departments.
- When fully developed, Fund 82 will be an internal service fund used to better capture and manage all associated expenditures related to Town fleet, tools and equipment.
- This replacement has reached an adequate balance to support the estimated future fleet, tools and equipment repair and replacement which means that going forward, contributions from departments will be minimal.

Did You Know?

- The Town owns and maintains 27 vehicles and equipment.
- Our current fleet vehicles and specialty equipment include a hybrid vehicle, eight (8) Pickup trucks, a John Deer Backhoe, a skid steer, and a commercial mower.

Town of Yountville
FLEET, TOOLS, AND EQUIPMENT REPAIR & REPLACEMENT
Fund 82 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
■	**BEGINNING FUND BALANCE**	**$ 399,376**	**$ 1,034,967**	**$ 968,731**	**$ 1,006,231**	**$ 1,011,731**
	REVENUE					
3301	Investment Earnings	14,799	17,431	15,000	5,500	7,500
	Total Revenue	**$ 14,799**	**$ 17,431**	**$ 15,000**	**$ 5,500**	**$ 7,500**
	EXPENDITURES					
5300	Building & Structures	-	-	-	-	-
5400	Infrastructure	-	-	-	-	-
5600	Machinery & Equipment >$10K	-	46,167	-	-	-
	Total Expenditures	**$ -**	**$ 46,167**	**$ -**	**$ -**	**$ -**
	TRANSFERS IN (OUT)					
3900	Interfund Transfer	620,792	-	-	-	-
	Total Net Transfers	**$ 620,792**	**$ -**	**$ -**	**$ -**	**$ -**
■	**ENDING FUND BALANCE**	**$ 1,034,967**	**$ 1,006,231**	**$ 983,731**	**$ 1,011,731**	**$ 1,019,231**
	Net Change in Fund Balance	635,591	(28,736)	15,000	5,500	7,500

Town of Yountville
FLEET, TOOLS, AND EQUIPMENT REPAIR & REPLACEMENT
Fund 82 - Department 6000

		2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 BUDGET	2020/2021 ESTIMATED	2021/2022 ADOPTED
CF	**CIVIC FACILITIES**					
CF-4020	Civic Equipment Replacement Fund		-	-	-	-
	Total Civic Facilities	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CP	**COMMUNITY PROJECTS**					
PK-0022	Replace 3/4 Ton Utility Truck		46,167	-	-	-
	Total Community Projects	**$ -**	**$ 46,167**	**$ -**	**$ -**	**$ -**
ST	**STREETS & TRANSPORTATION**					
ST-0025	Replacement Municipal Operations Truck	-	-	-	-	-
	Total Drainage & Flood Control	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PK	**PARKS & RECREATION**					
PK-0027	Tilt Trailer for Large Format Lawn Mower	-	-	-	-	-
PK-3020	Park Major Equip Repair and Replacement	-	-	-	-	-
	Total Parks & Recreation	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL EXPENDITURES	**$ -**	**$ 46,167**	**$ -**	**$ -**	**$ -**

Capital Improvement Program

Click the link below to connect to the Town Of Yountville Online Budget Book.

Capital Projects Summary 2021/2022 and 5-Year CIP

Additional Information

Click on the links below to connect to the Town of Yountville Online Budget Book.

Glossary of Budget Terms

Fund Descriptions

Budget in Brief

Please visit

https://www.townofyountville.com/departments-services/finance/2021-2022-adopted-budget

to view the Town of Yountville Online Budget Book that provides even more budget data and analysis, interactive graphs, and expanded departmental narratives.



Photo credit: Danielle Zoller