



Town of Yountville
"The Heart of the Napa Valley"

Fiscal Year 2008/10 Council Priorities Status Update - January 5, 2010

Italics represents new information since last update.

Goal	Initiative	Progress and Status
Ensure Continued Fiscal Responsibility	Develop Long-Range Financial Plan	Initial format identified. Not completed due to Finance Director vacancy and transition. Will occur in FY 2009/10 <i>depending on staff resource availability.</i>
	Review User Fees	Initial analysis underway on an incremental program basis. Will be emphasis of Town Manager in FY 2009/10. <i>Swimming pool fees, special event fees and other recreation fees adjusted this budget year. Most building and planning related fees utilize a deposit basis and are charged on a time and materials basis. Town is seeing increased cost recovery due to monitoring efforts in place. Youth after school and camp fees were increased significantly this year to cover the new Yountville Elementary School rental charges and to reduce the level of Town subsidies to these programs. Also, the Community Center fee structure was revised to better reflect market rates for similar types of facilities. As part of that restructuring, fees were increased to reflect the new and improved facilities and to be more in line with market rates. Community Center fees will be reviewed again after the first 6 months of facility usage.</i>

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Enhance Communications	<p>More information and content on web-site</p> <p>Allow for on-line payment</p> <p>Evaluate Commissions, consider new ones</p> <p>Channel 28 programming improvements</p>	<p>Staff has significantly increased documents including budget, financial reports, and various studies and construction plans to Town Web-site. <i>This will be an ongoing effort.</i></p> <p><i>Town staffing launching Nixle service to communicate Town messages to citizens who sign up for the program. Town will launch a January 2010 marketing of the service.</i></p> <p>Program for on-line payment included with proposed new Town financial software. <i>This service will be offered when utility billing software is converted in Spring 2010.</i></p> <p>Council merged Community Hall Commission into new expanded Parks and Community Services Commission.</p> <p>Town entered into contract with Napa Valley TV for televising Town Council and added ZDRB meetings along with other Napa County public agency information.</p>
Develop Organizational Structure and Address Succession Planning Needs	<p>Job Description Update</p> <p>Evaluation of Possible Service Delivery Means</p> <p>Team Building</p> <p>Explore Public and Private Partnerships</p>	<p>Partially completed. Work with YEA and staff to update remaining positions over the next year. <i>This is an ongoing effort.</i></p> <p>Evaluation has included possible approaches to Town Attorney, Public Works Director and Community Services Director positions at the management level. <i>This also remains an ongoing effort.</i></p> <p>Initial employee workshop held with follow up workshop for late Spring. Restructured All Employee Quarterly Meeting to focus on organizational issues as safety topics. <i>This is an ongoing effort.</i></p> <p>Held discussions related to Yountville Shuttle operation and potential public private funding structure. <i>Working with Napa Valley Destination Council and Yountville Chamber of Commerce and Yountville lodging properties on possible TBID or similar structure. Developed and initiated</i></p>

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		<p><i>a public private partnerships for a Community Art Partnership Gallery @ the Community Center and Yountville Art Walk and other programming. This work is ongoing.</i></p>
<p>Update General Plan to Reflect Build Out of Town</p>	<p>Identify what needs to be done</p> <p>Complete Housing Element Update</p> <p>Evaluate Optional elements</p> <p>Evaluate community input options</p> <p>Issue RFP for General Plan Update</p>	<p>Initial staff report and presentation made. Focus is shifting to looking at various implementation measures and other issues identified in the “planning tool bag” discussion series. <i>Several issues have been addressed and are in planning process. This is an ongoing effort. A part of this effort could be included in the proposed Town Council Vision and Strategic Planning process.</i></p> <p>RFP issued and consultant selected, draft housing element update has been presented to Town Council and sent to State for review. <i>Town was advised by State that they have accepted the Town’s Housing Element in late November 2009. Project is completed.</i></p> <p>Initial staff report provided. Preliminary work only. Additional work to finalize options necessary.</p> <p>Initial staff report provided. Preliminary work only. Additional work to finalize options necessary. Council identified it wanted a citizen committee.</p> <p>Not completed. Will be focus for FY 2009/10 for issuance and funding in FY 2010/11.</p> <p><i>Town Manager recommending Town Council consider a shorter term Community Vision and Strategic Planning process in Spring 2010.</i></p>

As are illustrated below, a number of the initiatives in the various goals and objectives discussed by the prior Town Council “carry over” into the current budget planning process and are reflective of the Councils new objectives as adopted in January 2009.

Council Adopted Goals and Objectives for 2009-11 adopted as of January 2009

Goal	Initiative	Progress and Status
<p>Provide our Residents, guests and businesses and our Napa Valley Neighbors with high quality public services and facilities.</p>	<p>Parks Beautification Program</p>	<p>Change in focus and direction has resulted in very visible improvements and public comments about park facilities. <i>This remains an ongoing program.</i></p>
	<p>Completion of Community Center Project</p>	<p>Ad Hoc committee continues to monitor. Construction progresses and is within approved budget. Completion expected late Fall 2009. <i>Project completed with exception of punch list items and budget closeout issues which should be finalized in January 2010.</i></p>
	<p>Implement WWTP Title 22 Project</p>	<p>Design has been completed, and bid specifications released by Town. <i>Contract has been awarded to Aztec Construction and project should be completed in late spring of 2010.</i></p>
	<p>Seismic Retrofit and Modernization of Town Hall</p>	<p>Initial space needs analysis and seismic retrofit concepts and cost estimates have been completed. Project does not have funding to move forward. <i>Staff has applied for CALFEMA grant for the retrofit and is also recommending use of ESCO program options for energy retrofits to Town facilities.</i></p>
	<p>Public Arts Program</p>	<p>Initiatives are under discussion with the new Parks & Community Services Commission. <i>Town Council has adopted the Yountville Art Walk outdoor public sculpture program and established the Yountville Community Arts Partnership – The Gallery @ the Community Center. Initial installation for the gallery was launch December 11th as part of Community Center opening. This is an ongoing effort.</i></p>

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	<p>Increase ridership on Yountville Shuttle</p> <p>Streets, Roads, Sidewalks and Pathways Programs</p> <p>Undergrounding Utilities</p>	<p>A significant change in service including evening service and “concierge” call in for pick up was implemented. NCTPA reports increased ridership. Continuing marketing and promotion is required. This is an ongoing effort.</p> <p>Town will complete several paving and slurry seal projects designed to improve road conditions. Town has updated its Pavement Management Index (PMI) and has an outstanding rating of 73. Significant funding and project commitment is ongoing to maintain streets, roads, paths and sidewalks at that level. Town will have a limited program in spring 2010.</p> <p>Funding for Yount Street and North Washington undergrounding projects included in FY 2009-10 budget. Funding is tight depending on final costs from PGE, Comcast and ATT for their costs for removal of wires. South Washington Street undergrounding project in vicinity of Yountville Inn expansion is nearly completed.</p>
<p>Encourage Citizen Engagement and Welcome a Variety of Viewpoints</p>	<p>Televising ZDRB meetings on Channel 28</p> <p>Municipal Code and Zoning Code update and on-line</p> <p>Implement Video Streaming and Archiving of Public Meetings</p> <p>More information and content on web-site</p>	<p>Contract for televising Town Council meetings was modified to include ZDRB meetings and new Parks and Community Services Commission is under consideration. This is an ongoing item.</p> <p>Contract entered for codification of code which will include on-line access to the Municipal Code and Zoning and Design Ordinance. Progress underway with completion anticipated by end of 2010.</p> <p>New Granicus video web-streaming and archiving has been implemented for Town Council and ZDRB meetings. This effort is ongoing.</p> <p>Staff has significantly increased documents including budget, financial reports, and various studies and construction plans to Town Web-site. This will be an ongoing effort.</p>

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	<p data-bbox="492 432 699 464">Citizen Survey</p> <p data-bbox="492 653 686 716">Heritage Oak Tree situation</p> <p data-bbox="492 835 719 934">Update of Town Council Protocols</p>	<p data-bbox="768 212 1469 352"><i>Town staffing launching Nixle service to communicate Town messages to citizens who sign up for the program. Town will launch a January 2009 marketing of the service.</i></p> <p data-bbox="768 432 1479 611">Not completed. Funding is required. Current approach is to include in General Plan Update. <i>An informal parks and recreation survey is underway to help staff evaluate and plan parks and recreation programming.</i></p> <p data-bbox="768 653 1458 793">Establish a citizen and council ad-hoc committee to review Council decision related to tree. This process has concluded. <i>Interpretative education information is ongoing.</i></p> <p data-bbox="768 835 1463 905"><i>This project has went to Council is scheduled for final review by Council in January 2010.</i></p>
<p data-bbox="131 947 418 1052">Maintain the Unique Character that is Yountville</p>	<p data-bbox="492 947 740 1010">Housing Element Update</p> <p data-bbox="492 1094 683 1157">General Plan Update</p> <p data-bbox="492 1493 708 1556">Retail Diversity Policy</p> <p data-bbox="492 1675 724 1780">Planning Process Review and Update</p>	<p data-bbox="768 947 1479 1052">RFP issued and consultant selected, draft housing element update has been presented to Town Council and sent to State for review.</p> <p data-bbox="768 1094 1469 1419">Not completed. Will be focus for FY 2009/10 for issuance and funding in FY 2010/11. <i>Funding for a GP update in the \$500,000 magnitude does not look likely for next year; Town Manager is recommending Town Council engage in a Strategic Plan – visioning process which would include a review of planning issues along with other Council priorities.</i></p> <p data-bbox="768 1493 1469 1640">Town Council adopted a policy encouraging retail diversity in response to public concern related to wine tasting rooms. (also applicable for engaging citizen input)</p> <p data-bbox="768 1675 1479 1854">Council will hold a discussion on possible changes in the planning process “tool bag” and planning policy issues to focus on during summer 2009. <i>This effort has started and is ongoing at a slow but steady pace.</i></p>

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	Climate Change/Green Gas Inventory and Implementation	A climate action plan developed by a NCTPA consultant has established emissions and goals for future reductions. Community discussions on what this means and how to comply will occur over the next two years. Council has established an Ad-Hoc committee to review items under discussion include approaches that makes sense for Yountville.
Assure Long-Term Vitality of our Town through good planning and prudent Financial Management	<p>Water rights sale</p> <p>Improve Software Efficiency</p> <p>Review User Fees</p> <p>Develop Long-Range Financial Plan</p> <p>Active monitoring of TOT and sales tax receipts</p>	<p>Sale was completed. Town Council established Drought Water Reserve and allocation of proceeds.</p> <p>Staff completed RFP and award of contract for new Financial Software. Implementation underway with full completion by end of FY 2009-10. GL and payroll applications go live January 2010.</p> <p>Initial analysis underway on an incremental program basis. Will be emphasis of Town Manager in FY 2009/10. Focus is on Special Event and other parks and recreation user fees.</p> <p>Initial format identified. Not completed due to Finance Director vacancy and transition. Will be emphasis of Finance Director in FY 2009/10. This will be next focus after completion of software implementation due to limited staff resources availability.</p> <p>Ongoing review of tax receipts, monitoring of business activity, and conduct TOT tax audit this Fiscal Year. Town completed RFP to select auditor which is scheduled for January-February 2010. Town is changing effective January 2010 to monthly TOT reporting and collection.</p>

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	Pursue Grant Funding	<p>Staff secured \$240,000 grant for Community Center Project from CA. State Parks and \$1 million for proposed bike trail in federal stimulus money. <i>This is ongoing and staff continues to work towards this effort. Town received a \$200,000 Transportation Enhancement Program grant from MTC for bike route improvements in north Yountville. Staff has secured \$25,000 CEC grant and is working on ESCO proposal for low cost CEC and USDA loans and possible USDA grant.</i></p>