



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: August 6, 2024

TO: Mayor and Town Council

FROM: Celia King, Administrative Service Director

PREPARED BY: Kyle Batista, Financial Analyst; Celia King, Administrative Service Director

RECOMMENDATION

Receive and File Preliminary June 2024 Monthly Financial Report

DISCUSSION/BACKGROUND

Monthly financial reports are presented to provide a summary overview of revenues and expenses of the Town's major funds: General Fund, Capital Projects Fund, Water and Wastewater Enterprise Funds.

This report for June 2024 is considered preliminary. Some of the amounts are subject to change as we complete the fiscal year-end processes. Invoices pertaining to the prior fiscal year are received throughout July and August and posted back to June. Similarly, revenues such as TOT, Sales Tax, and Property Taxes relevant to the prior fiscal year are received in July and August and posted back to June.

Another item that affects this report is the year end true-up conducted with the Veterans Home to determine the true cost of Town water purchases and Veterans Home wastewater treatment.

This report will be brought back to Council once the fiscal year has been closed and the numbers are finalized, which will be once the Town Audit is completed.

June 2024 – 100% of the Fiscal Year

TOT collections included in this preliminary June 2024 monthly financial report are applicable to July 2023 through May 2024 TOT, covering 91.7% of the fiscal year. The Town has exceeded expected TOT revenues for Fiscal Year 2023/2024 and will continue to post back TOT revenues throughout July as hotels report and remit their June revenues.

Sales tax receipts lag 2½ - 3 months behind the actual collection period. Reported sales tax amounts are applicable to July through April sales tax revenues, or 83.3% of the fiscal year.

The Town has now received the majority of the expected property tax allocations from the County of Napa for Fiscal Year 2023/2024. Property tax collected to date have exceeded budget projections by \$5,646. Staff will post back any smaller amounts collected to close out the fiscal year.

All General Fund department expenditures are within budgeted amounts, with the exception of the Yountville Arts Program Department. The amount overbudget in this department is due to art sales commissions, which are not budgeted as art sales are unpredictable. This expense is offset by additional revenue collected into the General Fund from the sale of the art piece.

The expected \$2,000,000 Federal Grant revenue budgeted in Fund 63 Wastewater Capital Joint Treatment Capital Fund is applicable to the USDA low interest loan that the Town is pursuing for the Joint Treatment Plant Modifications project. Both this revenue and the related project have been pushed into Fiscal Year 2024/2025.

The \$1,000,000 Miscellaneous Revenue budgeted in the same fund is applicable to the \$1,000,000 Emergency Recycled Water Transmission Main Repair Project. The Town received this revenue from property damage insurance and is meant to cover the cost of the repairs.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? No

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Responsible Fiscal Policy:** The Town maintains its fiscal health through policies designed to maximize economic opportunities, manage expenses, and ensure prudent reserves.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Monthly budget and actual revenue and expense reports provide timely information and financial transparency. Timely financial information can help control costs by guiding policy and spending decisions.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
June 30, 2024

General Fund Revenues

The following is a summary of General Fund revenue by major category as of June 30, 2024.
June is 100.0% of the Fiscal Year:

Revenues:	Budget*	Actual	Variance	% of Budget	Note
Property Taxes	2,431,280	2,436,926	5,646	100.2%	Note 1
Sales Taxes	1,695,000	1,495,981	(199,019)	88.3%	Note 2
Other Taxes	164,000	157,659	(6,341)	96.1%	
Transient Occupancy Tax	8,000,000	8,876,955	876,955	111.0%	Note 3
Investment Earnings	75,000	189,928	114,928	253.2%	
Licenses & Permits	155,250	205,225	49,975	132.2%	
Fines & Forfeitures	4,000	81,825	77,825	2045.6%	
Rents & Concessions	350,197	394,939	44,742	112.8%	
Intergovernmental	205,000	210,565	5,565	102.7%	
Parks & Recreation Fees	322,550	430,220	107,670	133.4%	
Charges for Services	184,600	306,238	121,638	165.9%	
Impact Fees	-	-	-	0.0%	
Miscellaneous	133,585	179,929	46,344	134.7%	
Other Sources	-	-	-	0.0%	
Total	13,720,462	14,966,390	1,245,928	109.1%	

Transfers:	Budget	Actual	Variance	% of Budget	Note
Tourist Imp. Dist. (Fund 22)	12,958	13,557	599	104.6%	
Total	12,958	13,557	599	104.6%	

Note 1: The Town received its first installment of property taxes in January. The second large installment is expected to be received in April or May.

Note 2: Sales tax receipts lag 2 ½ - 3 months behind the actual collection period.

Note 3: TOT is due one month after the collection period and received within 30 days after the collection period.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
June 30, 2024

General Fund Expenditures

The following is a summary of General Fund Expenditures by major category as of June 30, 2024:
June is 100.0% of the Fiscal Year:

Expenditures		Budget*	Actual	Variance	% of Budget	
Town Council/Mayor	1001	226,858	160,170	(66,688)	70.6%	
Non-Departmental	1010	180,251	116,741	(63,510)	64.8%	
Town Manager	1101	676,434	542,995	(133,439)	80.3%	
Information Technology	1011	-	-	-	0.0%	Note 1
Community Promotion	1015	473,775	430,375	(43,400)	90.8%	
Finance	1102	822,662	650,385	(172,277)	79.1%	
Risk Management	1103	71,150	54,888	(16,262)	77.1%	
Town Attorney	1105	351,000	281,518	(69,482)	80.2%	
Town Clerk	1110	648,508	469,725	(178,783)	72.4%	
Planning & Building	2115	1,414,512	1,221,969	(192,543)	86.4%	
Law Enforcement Services	3200	1,271,620	1,271,120	(500)	100.0%	
Fire & Emergency Services	3201	1,148,000	588,153	(559,847)	51.2%	Note 2
PW Admin. & Engineering	4301	899,324	784,005	(115,319)	87.2%	
PW Street Maintenance	4305	460,864	413,262	(47,602)	89.7%	
PW Park Maintenance	4320	800,827	730,826	(70,001)	91.3%	
PW Government Bldgs.	4325	674,418	650,389	(24,029)	96.4%	
Parks & Rec Admin & Services	5405	571,767	550,868	(20,899)	96.3%	
Parks & Rec Camp Programs	5406	262,182	248,763	(13,419)	94.9%	
Community Center	5408	364,948	348,294	(16,654)	95.4%	
Parks & Rec Leisure Prog.	5410	346,182	286,395	(59,787)	82.7%	
Parks & Rec Sports Prog.	5412	65,118	63,349	(1,769)	97.3%	
Parks & Rec Community Events	5413	209,243	175,763	(33,480)	84.0%	
Yountville Arts	5415	114,648	130,940	16,292	114.2%	
Total Expenditures		12,054,291	10,170,892	(1,883,399)	84.4%	
Transfers Out:						
Capital Projects Fund	7950	7,530,075	7,530,075	-	100.0%	
Facility Replacement Fund	7981	350,000	350,000	-	100.0%	
Fleet/Equip Replacement Fund	7982	200,000	200,000	-	100.0%	
Housing Opportunity Fund	7970	73,700	66,300	7,400	90.0%	
Water Subsidy	7961	6,000	4,675	1,325	77.9%	
Wastewater Subsidy	7962	6,000	4,675	1,325	77.9%	
2017 Lease Rev. Debt Service	7954	545,000	545,000	-	100.0%	
2020 Lease Fin. Debt Service	7955	20,000	20,000	-	100.0%	
Total Transfers Out:		8,730,775	8,720,725	10,050	99.9%	

Note 1: Allocations of information technology are made to each department so no expenses are shown for program.

Note 2: Payments for Fire & Emergency Services are typically made bi-annually, in January and June.

* Budget includes amounts for prior year purchase order rollover and reflects all Fiscal Year 2023/2024 budget adjustments

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
June 30, 2024

CAPITAL PROJECTS

Expenditures		Budget *	Actual	Variance	% of Budget
Shade Structure for Community Center/Hall	CF-0022	150,000	90,121	59,879	60.1%
Enclose BBQ Area for Storage**	CF-0024	-	-	-	0.0%
Exterior Painting of Town Hall	CF-0032	59,200	59,200	-	100.0%
Community Center/Hall HVAC Analysis	CF-0033	100,000	-	100,000	0.0%
Replace Community Center/Hall & Post Office Gutters	CF-0035	50,000	-	50,000	0.0%
Emergency Geothermal HVAC Repair & Replacement	CF-0036	19,753	19,753	-	100.0%
Roof Repair Community Park Restroom	CF-0037	55,000	-	55,000	0.0%
Sheriff Office Interior Maintenance & Repairs	CF-0038	45,800	-	45,800	0.0%
Town Hall Landscaping and Access	CF-0043	75,000	9,715	65,285	13.0%
Bus Shelter Repair	CF-0044	44,400	29,980	14,420	67.5%
Yountville Commons	CF-0046	11,500,000	11,400,846	99,154	99.1%
GIS Mapping Improvements	CP-0007	160,000	5,929	154,071	3.7%
ADA Accessibility Improvements: Forrester Park/Three Weirs P	CP-0018	121,720	37,543	84,177	30.8%
Community Center Restrooms Concrete Counter Replacement	CP-0023	30,600	30,600	-	100.0%
Installation of EV Charging Stations and Fleet	CP-0028	200,000	119,733	80,267	59.9%
LATA Broadband Development Feasibility Study	CP-0029	102,600	27,097	75,503	26.4%
Hyster Lift Truck (Forklift)	CP-0030	38,500	38,413	87	99.8%
ADA Accessibility Improvements Program	CP-2024	122,000	11,223	110,777	9.2%
Hydroflush Weirs from Finnell to Beard Ditch	DF-0018	100,000	53,422	46,579	53.4%
Repair Fence at Pump Station	DF-0019	55,000	54,300	700	98.7%
Town Wide Drainage and Erosion Program	DF-2024	20,500	1,313	19,187	6.4%
Paving Projects - Plan, Specs, and Engineering	GT-3024	136,828	50,124	86,704	36.6%
Annual Street Maintenance & Paving Program	MT-3024	534,990	238,453	296,537	44.6%
Replace 2003 Chevrolet 2500HD	PK-0028	60,000	60,000	-	100.0%
Replace 2013 Chevrolet 2500HD	PK-0029	21,500	3,361	18,139	15.6%
Pump House Rebuild Van De Leur	PK-0030	100,000	-	100,000	0.0%
Vineyard Park Enhancement Project	PK-0032	450,000	51,809	398,191	11.5%
Shade Structure at North Park	PK-0033	150,000	11,950	138,050	8.0%
Replace Tot Lot Play Surface	PK-0035	10,000	-	10,000	0.0%
Replace Play Surface at Yountville Community Park	PK-0037	120,000	109,056	10,944	90.9%
Waxie Compacting Trash Receptacles	PK-0038	108,580	108,234	346	99.7%
Curb, Gutter, and Sidewalk Replacement	SB-6024	79,600	79,600	-	100.0%
Surveys and Monuments	ST-0004	18,500	18,500	-	100.0%
Replacement Muni Ops Truck	ST-0025	70,000	1,733	68,267	2.5%
Washington Street Parking Lot Beautification	ST-0027	300,000	-	300,000	0.0%
Utility Underground Engineering & Design	ST-0029	200,000	-	200,000	0.0%
Traffic Calming Program	ST-4024	18,500	9,868	8,632	53.3%
Total		15,428,570	12,731,877	2,696,694	82.5%

Expenditures - Water & Wastewater		Budget *	Actual	Variance	% of Budget
Upgrade Well SCADA System	WA-0018	110,543	112,784	(2,240)	102.0%
Water System Inter Tie Projects	WA-0020	65,000	10,611	54,389	16.3%
Clay Valve Rebuild at Finnell Rd & Yount / Finnell Rd & Yville Xr	WA-0022	8,000	6,523	1,477	81.5%
Municipal Well #1 VFD Rehab***	WA-0025***	60,000	11,727	48,273	19.5%
Water Meter Replacement Program	WA-2024***	-	-	-	0.0%
Hydrant Repair Replacement	WA-5024***	5,500	-	5,500	0.0%
WWRF Office Modernization	WW-0011	2,008,902	13,957	1,994,945	0.7%
Rebuild Sludge Heater & Add Sludge Mixing System	WW-0019	250,000	-	250,000	0.0%
Design & Construct Headworks Improvements	WW-0027	40,000	-	40,000	0.0%
Safety Net and Safety Hinged Doors at Hand Well Access	WW-0032	10,000	8,712	1,288	87.1%
Pump Station Assessment and Capacity Evaluation	WW-0033	40,000	-	40,000	0.0%
WWRF Component Assessment & Repair Plan	WW-0034	500,000	-	500,000	0.0%
Headworks Grit Screw Chamber Improvement	WW-0037	25,000	-	25,000	0.0%
Pond Site Fencing, Grading & Drainage Improvements	WW-0038	50,000	-	50,000	0.0%
Compliance Analyzers for SCADA System	WW-0039	20,000	9,900	10,100	49.5%
Consultant to Assess Cost, Years, & Design for WWRF Projects	WW-0040	150,000	-	150,000	0.0%
New Vector Truck	WW-0041	400,000	-	400,000	0.0%
Recycled Water Transmission Main Repair	WW-0042	944,892	156,204	788,689	16.5%
Flare System Installation	WW-0043	100,000	-	100,000	0.0%
Asset Management System	WW-0044	45,000	43,000	2,000	95.6%
Inflow & Infiltration Reduction Program	WW-2024	435,766	217,974	217,792	50.0%
Sewer Main Replacement and Repair Program	WW-3024	93,000	7,710	85,290	8.3%
Plant Equipment Replacement Program	WW-4024	138,029	65,208	72,821	47.2%
Town Pump Station Equipment Replacement Program	WW-5024	18,885	18,581	304	98.4%
SCADA Controls	WW-6024	15,000	12,199	2,801	81.3%
Total		5,533,518	695,089	4,838,428	12.6%

* Budget includes amounts for prior year purchase order rollover and reflects all Fiscal Year 2023/2024 budget adjustments.

** \$45,000 budget for CF-0024 Enclose BBQ Area for Storage project was transferred to new CF-0044 Bus Shelter Repair project.

*** WA-2024 total budget of \$30,500 and \$29,500 of original WA-5024 \$35,000 budget was transferred to new WA-0025 Municipal Well #1 VFD Rehab project.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
June 30, 2024

WATER CAPITAL IMPROVEMENT FUND (60)	Budget	Actual	Variance	% of Budget
Revenues - System Replacement Fees	147,600	148,549	949	100.6%
Impact Fees	-	-	-	0.0%
Interest Income	4,500	18,226	13,726	405.0%
Transfers from General Fund (01)	-	-	-	0.0%
Transfers from Wtr Op Fund (61)	-	-	-	0.0%
Total Revenues	152,100	166,775	14,675	109.6%
Capital Improvement (60-4500)	344,043	230,868	(113,175)	67.1%
Total Expenses	344,043	230,868	(113,175)	67.1%
Net Operating Income/(Loss or use of Fund Balance)	(191,943)	(64,093)	127,850	
WATER OPERATING ENTERPRISE FUND (61)	Budget	Actual	Variance	% of Budget
Revenues - Utilities	1,667,000	1,827,625	160,625	109.6%
Interest Income	3,500	20,258	16,758	578.8%
Transfer-Water Subsidy (01)	6,000	4,675	(1,325)	77.9%
Total Revenues	1,676,500	1,852,558	176,058	110.5%
O & M Expenses (61-4505)	787,984	664,731	(123,252)	84.4%
Water Purchases (61-4507)	1,064,420	894,719	(169,701)	84.1%
Total Expenses	1,852,403	1,559,450	(292,954)	84.2%
Net Operating Income/(Loss or use of Fund Balance)	(175,903)	293,108	469,011	

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
June 30, 2024

WASTEWATER OPERATING ENTERPRISE FUND (62)	Budget	Actual	Variance	% of Budget
Revenues - Utilities	2,531,000	2,697,534	166,534	106.6%
Interest Income	7,500	25,089	17,589	334.5%
Transfer-Wastewater Subsidy (01)	6,000	4,675	(1,325)	77.9%
Total Revenues	2,544,500	2,727,299	182,799	107.2%
			-	
WW Collection (62-4510)	515,815	413,667	(102,148)	80.2%
WW Treatment (62-4515)	1,712,934	1,536,595	(176,339)	89.7%
Transfer to Capital (63/64)	500,000	500,000	-	100.0%
Total Expenses	2,728,749	2,450,262	(278,487)	89.8%
Net Operating Income/(Loss or use of Fund Balance)	(184,249)	277,037	461,286	
JOINT TREATMENT CAPITAL FUND (63)	Budget	Actual	Variance	% of Budget
Federal Grant	2,000,000	-	(2,000,000)	0.0%
Miscellaneous Revenue	1,000,000	1,263,857	263,857	126.4%
System Replacement Fees	240,000	242,596	2,596	101.1%
Revenues Capital Recovery Vets	50,000	50,000	-	100.0%
Interest Income	25,000	147,918	122,918	591.7%
Transfer from Wastewater Operating (62)	50,000	50,000	-	100.0%
Total Revenues	3,365,000	1,754,371	(1,610,629)	52.1%
WW Joint Treatment Plant (63-4518)	4,716,484	724,220	(3,992,265)	15.4%
Total Expenses	4,716,484	724,220	(3,992,265)	15.4%
Net Operating Income/(Loss or use of Fund Balance)	(1,351,484)	1,030,151	2,381,636	
WASTEWATER UTILITY CAPITAL FUND (64)	Budget	Actual	Variance	% of Budget
Transfer from WW Operating (62)	450,000	450,000	-	100.0%
Impact Fees	-	-	-	0.0%
Interest Income	6,000	24,124	18,124	402.1%
Total Revenues	456,000	474,124	18,124	104.0%
			-	
WW Capital Improvement (64-4519)	1,069,651	351,279	(718,371)	32.8%
Transfer to Debt Service (55)	30,043	30,043	-	100.0%
Total Expenses	1,099,694	381,322	(718,371)	34.7%
Net Operating Income/(Loss or use of Fund Balance)	(643,694)	92,802	736,495	