

Town Council/Mayor Department Expenditures

General Fund Department 01-1001

Yountville Town Council Vision Statement

To maintain a safe and healthy town that respects its history and natural environment while creating an exceptional quality of life for residents by providing value through amenities and services and promoting sustainable businesses and economic development.

Department Overview

The Town of Yountville was established on February 4, 1965 and is classified as a General Law City under the California Government Code. Yountville is governed by a five-member Town Council and works under the Council/Manager style of government, which combines the locally elected Council's policy leadership experience with a professionally appointed Town Manager who supervises the organization's daily operations. The Town Council is the policy-making body, with final responsibility for the delivery of all programs and Town services to the residents of Yountville. All ordinances, resolutions, and important contracts must be approved by the Council, which also changes and approves the budget and hires the Town Manager and Town Attorney.

To learn more about the Yountville Town Council please visit the [Town of Yountville website](#).

Biennial Budget Goals and Objectives

- Adopt a balanced budget.
- Actively participate on various local and regional committees and boards representing Town interests.
- Provide oversight and direction to staff in implementing Town Council priorities.

Budget Insights

- In Meetings & Training, \$25,500 is budgeted for the Annual Town Council Planning Retreat.
- Also in Meetings & Training, \$7,500 is budgeted for Employee Appreciation activities.

Town Council/Mayor Department Expenditures

Personnel

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Salaries - Part Time	\$45,561	\$46,979	\$46,621	\$46,621	\$52,675	\$57,000
Medicare & Fica	\$4,019	\$4,218	\$3,566	\$3,566	\$4,030	\$4,361
Deferred Compensation	\$0	\$50	\$1,500	\$1,500	\$1,500	\$1,500
Payment-In Lieu Health	\$0	\$3,231	\$18,000	\$18,000	\$12,000	\$12,000
Health Insurance	\$21,916	\$21,207	\$47,368	\$47,368	\$64,599	\$71,059
Dental Insurance	\$2,091	\$2,863	\$3,499	\$3,499	\$3,486	\$3,661
Vision Insurance	\$1,274	\$1,253	\$2,500	\$2,500	\$2,500	\$2,500
Life/Disability Insurance	\$248	\$254	\$177	\$177	\$319	\$328
Cell Phone Allowance	\$0	\$1,680	\$4,800	\$4,800	\$4,800	\$4,800
Other Employee Reimbursement	\$0	\$100	\$600	\$600	\$3,000	\$3,000
Technology Stipend	\$0	\$5,400	\$3,600	\$3,600	\$1,800	\$0

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Allocated Liability Insurance	\$3,110	\$3,361	\$3,314	\$2,979	\$2,997	\$3,596
Allocated Wrks Comp Insurance	\$1,424	\$1,334	\$1,312	\$1,231	\$1,367	\$1,640
TOTAL	\$79,642	\$91,930	\$136,858	\$136,442	\$155,073	\$165,445

Supplies & Services

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Other Supplies & Materials	\$1,615	\$1,283	\$1,500	\$2,064	\$1,600	\$1,700
Conference & Travel	\$7,347	\$6,426	\$25,000	\$24,000	\$25,000	\$26,000
Meetings & Training	\$5,642	\$40,459	\$38,500	\$38,500	\$41,725	\$44,250
Other Community Support	\$1,065	\$11,045	\$25,000	\$25,000	\$22,000	\$23,500
TOTAL	\$15,669	\$59,213	\$90,000	\$89,564	\$90,325	\$95,450

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Council & Mayor	\$95,311	\$151,143	\$226,858	\$226,006	\$245,398	\$260,895
TOTAL	\$95,311	\$151,143	\$226,858	\$226,006	\$245,398	\$260,895



Information Technology & Communications Department Expenditures

General Fund Department 01-1011

Department Overview

The Information Technology & Communications (ITC) 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 ITC department recovers costs from user departments by the ITC allocation which is adjusted annually based on the departments' proportionate share of estimated expenses and assigned/maintained equipment units.

The Town of Yountville's ITC Department is continually evolving its service delivery platforms. Using a mixture of cloud and on premise technologies to provide email, document management, cybersecurity, and financial software solutions. This approach has enabled the Town of Yountville to continually lower its overall carbon footprint through a reduction in the use of electricity.

Biennial Budget Goals and Objectives

- Evaluate additional workflows to make our systems more available and intuitive for members of the public and employees.
- Maintain network/server environment for data storage, growth, and system redundancy.
- Replace employee workstations (per Town replacement schedule).
- Creating content to enhance the Town's ability to communicate with constituents through the Town's website, social media, and video platforms.
- Provide quality video streams of all Town public meetings.
- Continue cybersecurity training and awareness measures.
- See Click Fix implementation for community engagement and requests.

Budget Insights

- This department is used for centralized accounting for the Town's IT costs, which is charged back to departments through an allocation based on number of devices supported.
- \$70,000 increase to Software and Licensing budget due to the IT department taking over costs of software that is now out of its implementation phase and the renewal of licensing for software and hardware.
- Contract services includes \$28,000 in funding for backup support for the Information Systems Administrator and our VoIP phone system.
- \$23,000 in Machinery & Equipment for annual PC and equipment upgrades.
- The 2024/2025 budget is a 16% budget increase over the 2023/2024 budget due to the department incurring costs of software out of its implementation phase, licensing and warrantee costs for hardware, and the natural rate increases for services and software subscriptions.

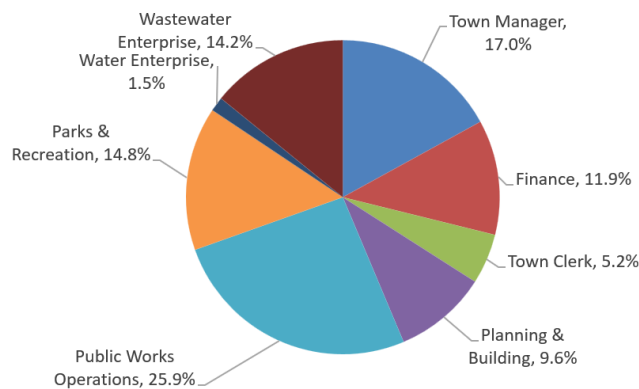
Information Technology & Communications Department Expenditures

All expenditures are allocated to departments (see Allocated IT Costs line item below), so total budget in this department shows zero.

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Office Supplies	\$94	\$2,153	\$2,000	\$2,000	\$2,250	\$2,250
Other Supplies & Materials	\$1,742	\$1,654	\$2,000	\$2,000	\$2,500	\$2,500
Equipment Maintenance	\$0	\$0	\$5,000	\$5,000	\$5,250	\$5,250
Equipment Rental	\$22,511	\$25,359	\$38,000	\$38,000	\$28,000	\$28,000
Telecommunications	\$28,403	\$45,123	\$47,000	\$47,000	\$53,500	\$56,000
Internet & Network	\$849	\$5,446	\$3,000	\$3,000	\$20,000	\$8,000
Software And Licenses	\$169,616	\$209,570	\$306,496	\$306,496	\$376,895	\$391,042
Allocated IT Costs	-\$352,010	-\$418,477	-\$463,496	-\$463,496	-\$539,395	-\$540,542
Contract Services	\$101,997	\$86,726	\$24,000	\$24,000	\$28,000	\$28,000
Machinery & Equipment < \$10k	\$26,799	\$42,447	\$36,000	\$36,000	\$23,000	\$19,500
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

FY 2024/2025 I.T. ALLOCATION & TELECOMMUNICATIONS COSTS
\$539,395
135 DEVICES



Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The information Technology & Telecommunications Department focuses on one of the Town's Strategic Plan Critical Success Factors:



Exceptional Town Services & Staff

Objective: Provide high quality IT and Telecommunication services for the benefit of Town Staff and the community.

See the chart below describing how the Information Technology & Telecommunications Department seeks to achieve this objective.

Information Technology & Telecommunications Department Performance Measures							
Strategic Plan Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
	Continue to maintain network/server environment for data storage, growth and system redundancy.	Number of Desktops and Laptops serviced	64	64	55	55	55
		Network Servers maintained	5	5	3	3	3
		Email Addresses monitored/maintained	96	96	110	112	112
		Spam/fraudulent emails detected/blocked	34,000**	35,000**	36,000	36,000	36,000
	Utilize technology to provide information to the community.	Maintain and update Town Website Metric: Number of annual website visitors	*	*	6,300	7,500	10,000

* data not readily available

** amounts adjusted from prior budget years to account for all spam emails detected/blocked, not just fraudulent emails.

Community Promotion & Programs Department Expenditures

General Fund Department 01-1015

Department Overview

As a division of the Communications Department, the Community Promotions and Programs budget supports a diverse array of community events, services, and programs aimed at providing residents with enriching experiences at little or no cost. This budget provides funding for the contract with the Chamber of Commerce which provides tourism destination marketing and promotion services for the Town. This budget also supports event advertising, community meetings, the Town's newsletter, and subsidizes NVTa's electric bus which provides free rides. These initiatives highlight the Town's commitment to fostering engagement and outreach, aimed at enhancing resident well-being, supporting local businesses, and enhancing environmental stewardship within our community.

Biennial Budget Goals and Objectives

- Enhance civic engagement and participation.
- Expand access to information and resources.
- Foster collaborative partnerships with local organizations.
- Measure and evaluate effectiveness of outreach efforts.
- Provide a continuum of preparedness education and outreach opportunities.
- Formalize community communication program.

Budget Insights

- \$4,500 included in Town Newsletter to transition to a more robust email communications platform.
- \$15,000 in Contract Services to support the implementation of communications strategies.
- \$15,000 included in Other Community Support for community engagement events.
- Increased funding for Emergency Preparedness programming to support additional events programming.

Community Promotion & Programs Department Expenditures

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Other Supplies & Materials	\$0	\$0	\$500	\$500	\$2,500	\$3,000
Advertising	\$4,672	\$2,213	\$4,000	\$4,000	\$5,000	\$5,500
Chamber Of Commerce	\$304,508	\$313,643	\$329,325	\$329,325	\$339,205	\$349,381
Emergency Preparedness	\$0	\$2,482	\$6,000	\$6,000	\$7,500	\$7,875
Leaf Blower Repl. Reimb. Program	\$3,350	\$0	\$0	\$0	\$0	\$0
Blue Zones Project Implementation	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0
Community Clean Up Day	\$5,181	\$0	\$0	\$0	\$0	\$0
Transit Subsidy	-\$303	\$27,928	\$50,000	\$50,000	\$50,000	\$50,000
Town Newsletter	\$2,998	\$3,354	\$3,500	\$3,500	\$4,500	\$4,500
Small Projects Grant Program	\$1,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Other Community Support	\$9,043	\$2,125	\$28,100	\$28,100	\$15,000	\$15,000
TOYCF Administrative Costs	\$20	\$0	\$500	\$500	\$500	\$500
Contract Services	\$0	\$0	\$350	\$350	\$15,350	\$15,350
TOTAL	\$330,469	\$351,745	\$473,775	\$473,775	\$491,055	\$501,106

Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The Community Promotion Department focuses on three of the Town's Strategic Plan Critical Success Factors:



Quality of Life

Objective: Help the Town enhance the livability of Yountville by providing and promoting community events, programs, and services at low cost.



Engaged Residents




Objective: Promote events happening around Town to increase volunteerism, civic engagement, and public participation that enhances the quality of life in Yountville.



Visionary Leadership

Objective: Encourage participation from all members of the community to create open-minded, forward-thinking strategies to enhance community resiliency.

See the chart below describing how the Community Promotion Department seeks to achieve this objective.

Community Promotion Department Performance Measures							
Town Strategic Plan Critical Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
 <i>Quality of Life</i>	Focus on delivery of services that directly benefit Town residents.	Requests for Town-subsidized Bee Bus services.	3,298	5,000	5,000	5,000	5,000
 <i>Engaged Residents</i>	Routinely communicate Town information.	Number of newsletter subscribers	560	560	1,200	1250	1300
		Open rate for sent newsletters	N/A	N/A	60%	65%	70%
 <i>Visionary Leadership</i>	Provide programming to enhance community resiliency.	Number Emergency Preparedness Events	0*	2	10	12	12



Town Clerk & Communications Department Expenditures

General Fund Department 01-1110

Department Overview

The Town Clerk and Communications Department serves as the central hub for legislative proceedings and professional support within the town administration. Responsible for overseeing municipal elections, campaign finance, and conflict of interest regulations, this department ensures adherence to legal standards while maintaining transparency and accessibility of information to the public. Through the town-wide Electronic Records Management Program, documented actions of legislative bodies are maintained with integrity. Committed to upholding the highest standards of governance, the Town Clerk and Communications Office operates in accordance with federal, state, and local legal frameworks, including the United States Constitution, the Constitution of the State of California, State Codes, and the Town of Yountville Municipal Code.

More information regarding the Town Clerk & Communications department is available on the [Town of Yountville website](#).

Biennial Budget Goals and Objectives

- Creation of workflows in Laserfiche to maximize organizational efficiency.
- Proactive recruitment to ensure diversity, equity, and inclusion on Town Boards, Commissions, and Committees.
- Advance archival efforts to digitalize historic documents.
- Formalize communication plans by further developing structured documents such as a Strategic Communications Plan and a Crisis Communications Plan.
- Ensure election and statutory compliance while modernizing the election process.
- Foster professional development in order to provide high-level service delivery.

Budget Insights

- Salary and benefit cost increases reflect proposed department restructure.
- \$40,000 budget for Elections in Fiscal Year 2024/2025 as it is an election year.
- Decrease in Contract Services budget due to DocuSign contract expense transitioning to Information Technology budget.

Town Clerk Department Expenditures

Personnel

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Salaries - Full Time	\$199,727	\$229,629	\$281,797	\$281,797	\$341,721	\$359,048
Salaries - Part Time	\$0	\$0	\$0	\$0	\$26,612	\$27,946
Medicare & Fica	\$2,833	\$3,133	\$4,086	\$4,086	\$6,991	\$7,345
Deferred Compensation	\$9,605	\$7,729	\$19,209	\$19,209	\$24,615	\$25,797
Payment-In Lieu Health	\$7,915	\$5,400	\$5,400	\$5,400	\$0	\$0
Health Insurance	\$10,042	\$13,507	\$21,079	\$20,684	\$63,199	\$69,519
Dental Insurance	\$2,232	\$2,479	\$2,583	\$2,583	\$3,668	\$3,851
Vision Insurance	\$1,400	\$950	\$1,100	\$1,100	\$1,225	\$1,225
Life/Disability Insurance	\$2,209	\$2,435	\$2,851	\$2,851	\$3,142	\$3,237
Tuition Reimbursement	\$120	\$0	\$300	\$300	\$300	\$300

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Automobile Allowance	\$0	\$0	\$360	\$360	\$2,580	\$2,580
Cell Phone Allowance	\$1,280	\$1,952	\$2,112	\$2,112	\$2,352	\$2,352
Other Employee Reimbursement	\$747	\$1,150	\$1,320	\$1,320	\$1,514	\$1,514
Technology Stipend	\$0	\$104	\$90	\$90	\$3,420	\$810
Pers Employer Rate	\$20,012	\$16,530	\$22,282	\$22,282	\$33,734	\$35,487
Allocated PRSP - Payment to Trust	\$0	\$10,844	\$13,721	\$13,721	\$16,511	\$17,355
Allocated OPEB - Payment to Trust	\$0	\$10,844	\$6,860	\$6,860	\$6,605	\$6,942
Allocated Liability Insurance	\$8,905	\$15,107	\$17,398	\$16,481	\$21,055	\$25,266
Allocated Wrks Comp Insurance	\$4,090	\$6,000	\$6,886	\$6,709	\$9,601	\$11,521
TOTAL	\$271,118	\$327,794	\$409,433	\$407,944	\$568,845	\$602,095

Supplies & Services

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Office Supplies	\$333	\$663	\$1,500	\$1,500	\$1,600	\$1,700
Other Supplies & Materials	\$244	\$1,651	\$1,500	\$2,500	\$1,600	\$1,700
Advertising	\$237	\$1,873	\$7,000	\$7,000	\$6,000	\$6,500
Elections	\$1,636	\$36,214	\$2,500	\$27,500	\$42,500	\$3,000
Allocated IT Costs	\$20,227	\$24,055	\$31,690	\$31,690	\$60,940	\$61,070
Conference & Travel	\$125	\$294	\$15,000	\$15,000	\$16,000	\$16,500
Meetings & Training	\$8,922	\$15,242	\$15,000	\$15,000	\$16,000	\$16,500
Dues & Subscriptions	\$1,164	\$1,790	\$2,050	\$2,050	\$2,810	\$2,875
Contract Services	\$89,818	\$73,024	\$122,250	\$121,250	\$97,500	\$92,500
TOTAL	\$122,706	\$154,807	\$198,490	\$223,490	\$244,950	\$202,345

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Town Clerk	\$393,824	\$482,601	\$607,923	\$631,434	\$813,795	\$804,440
TOTAL	\$393,824	\$482,601	\$607,923	\$631,434	\$813,795	\$804,440

Full-Time Staff Allocations*

	2021/2022 Actual	2022/2023 Actual	2023/2024 Actual	2024/2025 Proposed	2025/2026 Proposed
Administrative Assistant II	0.1	0.1	0.1	0.1	0.1
Clerk & Communications Director	0.9	0.9	0.9	0.9	0.9
Code Compliance Officer	0	0	0	0.25	0.25
Deputy Town Clerk	1	1	1	1	1
Information Systems Administrator	0	0.056	0.15	0.15	0.15
Town Manager	0	0	0.05	0.05	0.05
TOTAL	2	2.056	2.2	2.45	2.45

* The "Town Clerk" position changed to "Communications Director/Town Clerk" in Fiscal Year 2024/2025.

Performance Measures

The Town of Yountville considers it crucial to measure how individual department activity ties into the overall Town Strategic Plan. The Town Clerk Department focuses on three of the six Town Strategic Plan Critical Success Factors:



Engaged Residents

Objective: Embrace citizen participation.



Visionary Leadership

Objective: Provide transparency of Town Council decisions.



Exceptional Town Services & Staff

Objective: Provide a high level of service for the community.

See the chart below describing how the Town Clerk Department seeks to achieve these objectives.

Town Clerk Department Performance Measures

Strategic Plan Success Factor	Goal	Activity	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Projected	FY 25/26 Projected
	To encourage residents to participate in the decision-making process of all matters pertaining to the Town.	Board & Commissions Positions Recruited Metric: Number of residents appointed to Town legislative bodies.	15	17	15	16	12
		Post Town Council Agenda Packets for Public Review Metric: Number of agenda packets processed and posted.	25	41	35	35	35
	To maintain the legislative record of the Town Council decisions.	Approved Resolutions Processed Metric: Total resolutions approved by the Council in the Fiscal Year.	62	70	45	50	50
		Approved Ordinance Processed Metric: Total ordinances approved by the Council in the Fiscal Year.	8	9	10	8	8
	To provide transparency of all records maintained by the Town staff.	Public Records Request Received/Addressed Metric: Number of Public Record Act request received.	20	22	30	25	25

Public Education and Government Access Fund

Special Revenue Fund 21 Department 1012

Department Overview

The Public Educational and Government Access Fund (PEG) is a Special Revenue Fund due to its restricted use.

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.

Biennial Budget Goals and Objectives

- The Town does not have any planned upgrades. 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 reduced cable customer base as alternative methods of television programming services are becoming more popular.

Revenue

Data

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
(3022) PEG Fees	\$ 14,176	\$ 18,687	\$ 13,500	\$ 13,500	\$ 14,000	\$ 14,000
(3301) Interest Income	216	1,139	400	400	500	500
Total	\$ 14,392	\$ 19,826	\$ 13,900	\$ 13,900	\$ 14,500	\$ 14,500

Expenditures

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Machinery & Equipment >\$10k	\$0	\$23,500	\$0	\$0	\$0	\$0
Machinery & Equipment < \$10k	\$18,873	\$2,310	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$18,873	\$25,810	\$5,000	\$5,000	\$5,000	\$5,000

Summary of Fund Balance Activity

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

	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 BUDGET	2023/2024 ESTIMATED	2024/2025 PROPOSED	2025/2026 PROPOSED
■ BEGINNING FUND BALANCE	\$ 60,278	\$ 55,797	\$ 41,597	\$ 49,813	\$ 59,113	\$ 68,613
Total Revenue	\$ 14,392	\$ 19,826	\$ 13,900	\$ 14,300	\$ 14,500	\$ 14,500
Total Expenditures	\$ 18,873	\$ 25,810	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Net Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
■ ENDING FUND BALANCE	\$ 55,797	\$ 49,813	\$ 50,497	\$ 59,113	\$ 68,613	\$ 78,113
Net Change in Fund Balance	(4,481)	(5,984)	8,900	9,300	9,500	9,500

Upper Valley Disposal Service Franchise Fees Fund

Special Revenue Fund 29 Department 1016

Department Overview

The purpose of this fund is to account for franchise fees monies received from the County of Napa on behalf of Upper Valley Disposal Service related to garbage, organic recycling, green waste collection services. The collected franchise fees are a non-restricted General Fund revenue source and can be used for a wide range of funding related to the recycling and collection services initiatives for the Town such as additional recycling and collection services and programs, community education and outreach, code compliance efforts, and street repairs related to impacts from heavy garbage trucks on residential streets as illustrative examples only.

Biennial Budget Goals and Objectives

- Use UVDS Franchise Fee revenue to further recycling and collection services initiatives.

Budget Insights

- \$6,500 budgeted for the Annual Community Clean Up Day.
 - With support of the Council, Upper Valley Waste Management, and Upper Valley Disposal Services, the Town is able to hold Shred-It Day and Town Clean Up Day to help residents keep our town clean and beautiful.
- \$25,000 budgeted in Contract Services as a placeholder for assistance with potential projects if needed.
- \$50,000 budgeted for potential Yountville Green Initiatives.

Revenue

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
(3020) Franchise Tax	\$ 20,245	\$ 107,228	\$ 165,000	\$ 165,000	\$ 195,000	\$ 200,000
(3301) Interest Income	17	1,234	1,500	1,500	2,000	2,000
Total	\$ 20,262	\$ 108,463	\$ 166,500	\$ 166,500	\$ 197,000	\$ 202,000

Expenditures

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Community Clean Up Day	\$0	\$3,571	\$6,500	\$6,500	\$6,500	\$6,500
Contract Services	\$0	\$0	\$0	\$0	\$75,000	\$75,000
TOTAL	\$0	\$3,571	\$6,500	\$6,500	\$81,500	\$81,500

Summary of Fund Balance Activity

Town of Yountville
UPPER VALLEY DISPOSAL SERVICE FRANCHISE FEES
Fund 29 - Department 1016

	2021/2022	2022/2023	2023/2024		2024/2025	2025/2026
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
■ BEGINNING FUND BALANCE	\$ -	\$ 20,262	\$ 121,562	\$ 125,153	\$ 287,153	\$ 402,653
Total Revenue	\$ 20,262	\$ 108,462	\$ 166,500	\$ 168,500	\$ 197,000	\$ 202,000
Total Expenditures	\$ -	\$ 3,571	\$ 6,500	\$ 6,500	\$ 81,500	\$ 81,500
■ ENDING FUND BALANCE	\$ 20,262	\$ 125,153	\$ 281,562	\$ 287,153	\$ 402,653	\$ 523,153
Net Change in Fund Balance	20,262	104,891	160,000	162,000	115,500	120,500

Tourism Improvement District Assessment Fund

Special Revenue Fund 22 Department 1015

Department Overview

In 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 2% self-assessment is allocated with 1.5% provided to the Napa Valley Tourism Corporation (NVTC) to administer the valley wide sales and marketing effort and .5% which is allocated to each local jurisdiction for tourism-related expenditures in accordance with the Management Plan in the individual jurisdiction.

The Town 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.

Biennial Budget 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.

Budget Insights

- 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.

Revenues

Data

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
(3040) Tourism Assessment - County	\$ 1,209,223	\$ 1,079,240	\$ 958,917	\$ 986,668	\$ 1,083,557	\$ 1,116,068
(3041) Tourism Assessment-Local	408,521	364,608	323,958	333,333	366,067	377,050
(3042) Tourism Assessment-Admin	16,341	14,584	12,958	13,333	14,643	15,082
(3301) Interest Income	1,039	8,946	1,500	9,000	4,000	4,000
Total	\$ 1,635,124	\$ 1,467,378	\$ 1,297,333	\$ 1,342,334	\$ 1,468,267	\$ 1,512,200

Expenditures and Transfers

Total Expenditures

	2021/2022 Actual	2022/2023 Actual	2023/2024 Adopted	2023/2024 Estimated	2024/2025 Proposed	2025/2026 Proposed
Other Agencies	\$1,209,223	\$1,079,240	\$958,917	\$986,668	\$1,083,557	\$1,116,068
Other Community Support	\$278,839	\$313,657	\$260,000	\$383,000	\$550,000	\$350,000
Interfund Transfer	\$16,341	\$14,496	\$12,958	\$13,333	\$14,643	\$15,082
TOTAL	\$1,504,403	\$1,407,392	\$1,231,875	\$1,383,001	\$1,648,200	\$1,481,150

Summary of Fund Balance Activity

Town of Yountville						
TOURISM IMPROVEMENT DISTRICT ASSESSMENT FUND						
Fund 22 - Department 1015						
	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
■ BEGINNING FUND BALANCE	\$ 327,924	\$ 458,646	\$ 459,605	\$ 518,543	\$ 477,876	\$ 297,943
Total Revenues	\$ 1,635,124	\$ 1,467,378	\$ 1,297,333	\$ 1,342,334	\$ 1,468,267	\$ 1,512,200
Total Expenditures	\$ 1,488,061	\$ 1,392,897	\$ 1,218,917	\$ 1,369,668	\$ 1,633,557	\$ 1,466,068
Total Transfers IN(OUT)	\$ (16,341)	\$ (14,584)	\$ (12,500)	\$ (13,333)	\$ (14,643)	\$ (15,082)
■ ENDING FUND BALANCE	\$ 458,646	\$ 518,543	\$ 525,521	\$ 477,876	\$ 297,943	\$ 328,993
Net Change in Fund Balance	130,722	59,897	65,916	(40,667)	(179,933)	31,050
FUND BALANCE ALLOCATIONS						
Assigned for Local Agency TID Reserve Fund	-	170,000	170,000	170,000	170,000	170,000
Unassigned Fund Balance	458,646	348,543	355,521	307,876	127,943	158,993
■ Total Fund Balance	\$ 458,646	\$ 518,543	\$ 525,521	\$ 477,876	\$ 297,943	\$ 328,993