



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: March 4, 2025
TO: Mayor and Town Council
FROM: Celia King, Administrative Service Director
PREPARED BY: Kyle Batista, Financial Analyst

RECOMMENDATION

Receive and file January 2025 Monthly Financial Report.

DISCUSSION/BACKGROUND

The 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.

See below for the January 2025 financial report.

January 2025 – 58.3% of the Fiscal Year

TOT revenue reflected in the January 2025 monthly financial report is applicable to collections for July through December 2024. TOT revenue collections fluctuate throughout the year and historically, July through October are stronger collection months. TOT revenue collections tend to be lower in the months of November through February due to the slower tourism season.

Sales tax receipts lag 2½ - 3 months behind the actual collection period. The sales tax included in this January report is applicable to July through November, or about 42% of the fiscal year.

The Town received its first sizeable installment of property taxes from Napa County in December. Property tax revenue collections are at 56% of budget projections for the fiscal year. The second large installment of property taxes is expected towards the end of the fiscal year.

Investment Earnings and Intergovernmental revenue collections have been higher than anticipated, both reaching more than 58% of the budgeted amount.

Most General Fund departments' expenditures are at or below 58% of budget as of the end of January. A few departments reflect an expenditure amount higher than 58% of budget, mostly due to payments and programs that happen in the first half of the fiscal year such as insurance premium payments and summer camp.

All capital projects that have been initiated are within budgeted amounts.

Utility Enterprise funds expenditures are within expected budgeted amounts. Town staff processed all

enterprise fund transfers as reflected in this report.

Utility Enterprise funds' revenues are on track with budget projections for this fiscal year. 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.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Various departments.

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

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.

ATTACHMENTS

See below for the January 2025 financial report.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
January 31, 2025

General Fund Revenues

The following is a summary of General Fund revenue by major category as of January 31, 2025.
January is 58.3% of the Fiscal Year:

| Revenues: | Budget* | Actual | Variance | % of Budget | Note |
|-------------------------|-------------------|------------------|--------------------|--------------------|---------------|
| Property Taxes | 2,679,300 | 1,509,401 | (1,169,899) | 56.3% | Note 1 |
| Sales Taxes | 1,737,000 | 746,779 | (990,221) | 43.0% | Note 2 |
| Other Taxes | 175,000 | 24,099 | (150,901) | 13.8% | |
| Transient Occupancy Tax | 8,785,600 | 4,773,513 | (4,012,087) | 54.3% | Note 3 |
| Investment Earnings | 55,000 | 49,417 | (5,583) | 89.8% | |
| Licenses & Permits | 159,775 | 78,057 | (81,718) | 48.9% | |
| Fines & Forfeitures | 4,250 | 1,062 | (3,188) | 25.0% | |
| Rents & Concessions | 363,216 | 236,175 | (127,041) | 65.0% | |
| Intergovernmental | 236,600 | 144,142 | (92,458) | 60.9% | |
| Parks & Recreation Fees | 377,995 | 197,675 | (180,320) | 52.3% | |
| Charges for Services | 182,100 | 148,318 | (33,782) | 81.4% | |
| Impact Fees | - | - | - | 0.0% | |
| Miscellaneous | 143,920 | 123,336 | (20,584) | 85.7% | |
| Other Sources | - | - | - | 0.0% | |
| Total | 14,899,756 | 8,031,976 | (6,867,780) | 53.9% | |

| Transfers: | Budget | Actual | Variance | % of Budget | Note |
|------------------------------|---------------|---------------|-----------------|--------------------|-------------|
| Tourist Imp. Dist. (Fund 22) | 14,643 | 7,997 | (6,646) | 54.6% | |
| Total | 14,643 | 7,997 | (6,646) | 54.6% | |

Note 1: The Town received its first installment of property taxes in December. 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.

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January 31, 2025

General Fund Expenditures

The following is a summary of General Fund Expenditures by major category as of January 31, 2025:
January is 58.3% of the Fiscal Year:

| Expenditures | | Budget* | Actual | Variance | % of Budget | |
|------------------------------|------|------------|-----------|-------------|-------------|---------------|
| Town Council/Mayor | 1001 | 245,688 | 71,093 | (174,595) | 28.9% | |
| Non-Departmental | 1010 | 253,000 | 94,504 | (158,496) | 37.4% | |
| Town Manager | 1101 | 452,567 | 278,989 | (173,578) | 61.6% | |
| Information Technology | 1011 | - | - | - | 0.0% | Note 1 |
| Community Promotion | 1015 | 511,055 | 402,269 | (108,786) | 78.7% | |
| Finance | 1102 | 1,009,784 | 485,183 | (524,602) | 48.0% | |
| Risk Management | 1103 | 80,850 | 25,247 | (55,603) | 31.2% | |
| Town Attorney | 1105 | 301,000 | 126,518 | (174,482) | 42.0% | |
| Town Clerk | 1110 | 821,838 | 328,433 | (493,405) | 40.0% | |
| Planning & Building | 2115 | 1,458,103 | 648,725 | (809,378) | 44.5% | |
| Law Enforcement Services | 3200 | 1,375,052 | 801,822 | (573,230) | 58.3% | |
| Fire & Emergency Services | 3201 | 1,473,976 | - | (1,473,976) | 0.0% | Note 2 |
| PW Admin. & Engineering | 4301 | 907,219 | 477,694 | (429,525) | 52.7% | |
| PW Street Maintenance | 4305 | 468,402 | 257,124 | (211,278) | 54.9% | |
| PW Park Maintenance | 4320 | 986,093 | 474,731 | (511,361) | 48.1% | |
| PW Government Bldgs. | 4325 | 814,118 | 514,569 | (299,548) | 63.2% | |
| Parks & Rec Admin & Services | 5405 | 709,604 | 392,233 | (317,371) | 55.3% | |
| Parks & Rec Camp Programs | 5406 | 244,908 | 188,099 | (56,809) | 76.8% | |
| Community Center | 5408 | 386,652 | 187,224 | (199,428) | 48.4% | |
| Parks & Rec Leisure Prog. | 5410 | 369,438 | 153,518 | (215,920) | 41.6% | |
| Parks & Rec Sports Prog. | 5412 | 59,120 | 30,699 | (28,421) | 51.9% | |
| Parks & Rec Community Events | 5413 | 233,195 | 122,111 | (111,084) | 52.4% | |
| Yountville Arts | 5415 | 178,120 | 49,297 | (128,823) | 27.7% | |
| Total Expenditures | | 13,339,781 | 6,110,081 | (7,229,700) | 45.8% | |
| Transfers Out: | | | | | | |
| General Fund Reserve | 7907 | 350,000 | 350,000 | - | 100.0% | |
| Public Arts Fund | 7923 | 25,000 | - | 25,000 | 0.0% | |
| Capital Projects Fund | 7950 | 2,125,000 | 2,125,000 | - | 100.0% | |
| Facility Replacement Fund | 7981 | 50,000 | 50,000 | - | 100.0% | |
| Fleet/Equip Replacement Fund | 7982 | 100,000 | 100,000 | - | 100.0% | |
| Housing Opportunity Fund | 7970 | 76,100 | - | 76,100 | 0.0% | |
| Water Subsidy | 7961 | 6,000 | - | 6,000 | 0.0% | |
| Wastewater Subsidy | 7962 | 6,000 | - | 6,000 | 0.0% | |
| 2017 Lease Rev. Debt Service | 7954 | 540,000 | 540,000 | - | 100.0% | |
| 2020 Lease Fin. Debt Service | 7955 | 315,000 | 315,000 | - | 100.0% | |
| Total Transfers Out: | | 3,593,100 | 3,480,000 | 113,100 | 96.9% | |

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 2024/2025 budget adjustments.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
January 31, 2025

CAPITAL PROJECTS

| Expenditures | | Budget * | Actual | Variance | % of Budget |
|---|---------|------------------|------------------|------------------|--------------|
| Shade Structure for Community Center/Hall | CF-0022 | 258,000 | 34,682 | 223,318 | 13.4% |
| Community Center/Hall HVAC Analysis | CF-0033 | 33,000 | 15,698 | 17,302 | 47.6% |
| Replace Community Center/Hall & Post Office Gutters | CF-0035 | 28,700 | 28,700 | - | 100.0% |
| Town Hall Landscaping and Access | CF-0043 | 115,484 | 56,800 | 58,684 | 49.2% |
| Replace Basketball Hoops at Community Gym | CF-0045 | 50,000 | - | 50,000 | 0.0% |
| Yountville Commons | CF-0046 | 2,207,467 | 642,293 | 1,565,174 | 29.1% |
| Community Center Gym Floor Maintenance Coating | CF-0047 | 55,000 | 13,300 | 41,700 | 24.2% |
| Town Gall Generator Annex | CF-0086 | 20,000 | - | 20,000 | 0.0% |
| Town Facilities Backflow Maintenance and Repair Program | CF-2025 | 35,000 | - | 35,000 | 0.0% |
| Forrester Park/3 Weirs Park ADA Improvement | CP-0018 | 14,450 | 13,450 | 1,000 | 93.1% |
| Installation of EV Charging Stations and Fleet | CP-0028 | 67,040 | 59,720 | 7,320 | 89.1% |
| LATA Broadband Development Feasibility Study | CP-0029 | 73,693 | 41,793 | 31,900 | 56.7% |
| Replacement Dump Truck | CP-0032 | 148,507 | 99,952 | 48,555 | 67.3% |
| Energy Resiliency Plan | CP-0033 | 120,000 | - | 120,000 | 0.0% |
| ADA Accessibility Improvements Program | CP-2025 | 128,000 | 3,575 | 124,425 | 2.8% |
| Town Wide Drainage and Erosion Program | DF-2025 | 21,500 | 1,260 | 20,240 | 5.9% |
| Hydroflush Weirs and Floodwall Operation Program | DF-3025 | 60,000 | 58,506 | 1,494 | 97.5% |
| Paving Projects - Plan, Specs, and Engineering | GT-3025 | 96,196 | 42,342 | 53,854 | 44.0% |
| Yville Commons (Measure S) | MS-0046 | 237,677 | 120,658 | 117,019 | 50.8% |
| Annual Street Maintenance & Paving Program | MT-3025 | 641,000 | 529,873 | 111,127 | 82.7% |
| Vineyard Park Enhancement Project | PK-0032 | 150,000 | - | 150,000 | 0.0% |
| Shade Structure North Park | PK-0033 | 137,520 | 65,500 | 72,020 | 47.6% |
| Replace Forrester Park play surface | PK-0036 | 10,000 | - | 10,000 | 0.0% |
| Replace Play Surface at Yountville Community Park | PK-0037 | 3,691 | 3,691 | - | 100.0% |
| Veterans Park Bathroom Awning | PK-0038 | 4,174 | 4,174 | - | 100.0% |
| Big Belly Receptacles | PK-0039 | 10,000 | - | 10,000 | 0.0% |
| Vineyard Park Enhancement Project | SB-6025 | 68,000 | 16,170 | 51,830 | 23.8% |
| Shade Structure at North Park | ST-0004 | 19,500 | 14,681 | 4,820 | 75.3% |
| Washington Street Parking Lot Beautification | ST-0027 | 300,000 | - | 300,000 | 0.0% |
| Utility Undergrounding Engineering & Design | ST-0029 | 45,000 | - | 45,000 | 0.0% |
| Replace Bucket Truck | ST-0030 | 116,800 | 115,030 | 1,770 | 98.5% |
| Replace Forrester Park play surface | ST-0035 | 350,000 | 43,724 | 306,276 | 12.5% |
| Traffic Calming Program | ST-4025 | 19,500 | - | 19,500 | 0.0% |
| Total | | 5,644,900 | 2,025,572 | 3,619,328 | 35.9% |

* Budget includes amounts for prior year purchase order rollover and reflects all Fiscal Year 2024/2025 budget adjustments.

TOWN OF YOUNTVILLE
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CAPITAL PROJECTS

| Expenditures - Water & Wastewater | | Budget * | Actual | Variance | % of Budget |
|--|---------|------------------|----------------|------------------|-------------|
| Upgrade Well SCADA System | WA-0018 | 5,737 | 5,737 | - | 100.0% |
| Water System Inter Tie Projects | WA-0020 | 158,045 | 19,415 | 138,630 | 12.3% |
| Replacement Utility Truck | WA-0023 | 100,000 | 90,310 | 9,690 | 90.3% |
| Municipal Well #1 VFD Rehab | WA-0025 | 46,910 | 46,910 | - | 100.0% |
| Active Chlorine Monitoring Equipment at Well | WA-0026 | 25,000 | 3,715 | 21,285 | 14.9% |
| Lateral Lead Testing and Assessment | WA-0027 | 250,000 | 98,300 | 151,700 | 39.3% |
| Chlorine Residual Monitoring PRV's Finnell and TH | WA-0028 | 50,000 | - | 50,000 | 0.0% |
| Water Meter Replacement Program | WA-2025 | 33,500 | - | 33,500 | 0.0% |
| Main and Service Lateral Replacement Program | WA-3025 | 45,000 | - | 45,000 | 0.0% |
| Hydrant & Main Flushing with No-Des | WA-4025 | 60,000 | - | 60,000 | 0.0% |
| Hydrant Repair Replacement | WA-5025 | 35,000 | - | 35,000 | 0.0% |
| SCADA Maintenance | WA-6025 | 15,000 | - | 15,000 | 0.0% |
| WWRF Office Modernization | WW-0011 | 1,960,000 | - | 1,960,000 | 0.0% |
| Rebuild Sludge Heater & Add Sludge Mixing System | WW-0019 | 150,000 | - | 150,000 | 0.0% |
| Design & Construct Headworks Improvements | WW-0027 | 50,000 | - | 50,000 | 0.0% |
| Sludge Handling/Drying/Disposal Improvements | WW-0028 | 50,000 | - | 50,000 | 0.0% |
| WWRF Component Assessment & Repair Plan | WW-0034 | 400,000 | - | 400,000 | 0.0% |
| Pond Site Fencing, Grading & Drainage Improvements | WW-0038 | 110,000 | 33,500 | 76,500 | 30.5% |
| Compliance Analyzers for SCADA System | WW-0039 | 45,000 | - | 45,000 | 0.0% |
| New Vactor Truck | WW-0041 | 397,369 | - | 397,369 | 0.0% |
| Recycled Water Transmission Main Repair | WW-0042 | 1,927,892 | 160,208 | 1,767,684 | 8.3% |
| Flare System Installation | WW-0043 | 160,000 | 1,800 | 158,200 | 1.1% |
| Inflow & Infiltration Reduction Program | WW-2025 | 146,541 | 5,940 | 140,601 | 4.1% |
| Sewer Main Replacement and Repair Program | WW-3025 | 97,500 | - | 97,500 | 0.0% |
| Plant Equipment Replacement Program | WW-4025 | 103,137 | 15,312 | 87,826 | 14.8% |
| Town Pump Station Equipment Replacement Program | WW-5025 | 90,000 | 8,800 | 81,200 | 9.8% |
| SCADA Controls | WW-6025 | 15,000 | 13,604 | 1,396 | 90.7% |
| SCADA Improvements | WW-7025 | 45,000 | - | 45,000 | 0.0% |
| SCADA Control Maintenance Pump Station | WW-8025 | 15,000 | - | 15,000 | 0.0% |
| Total | | 6,586,630 | 503,550 | 6,083,080 | 7.6% |

* Budget includes amounts for prior year purchase order rollover and reflects all Fiscal Year 2024/2025 budget adjustments.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
January 31, 2025

| WATER CAPITAL IMPROVEMENT FUND (60) | Budget | Actual | Variance | % of Budget |
|--|---------------|---------------|-----------------|--------------------|
| Revenues - System Replacement Fees | 156,600 | 91,746 | (64,854) | 58.6% |
| Interest Income | 4,500 | 8,176 | 3,676 | 181.7% |
| Transfers from Water Operating Fund (61) | 125,000 | 125,000 | - | 100.0% |
| Transfers from Util Ent Proj Fund (06) | 250,000 | 250,000 | - | 100.0% |
| Total Revenues | 536,100 | 474,922 | (61,178) | 88.6% |
| Capital Improvement (60-4500) | 922,191 | 264,386 | (657,805) | 28.7% |
| Total Expenses | 922,191 | 264,386 | (657,805) | 28.7% |
| Net Operating Income/(Loss or use of Fund Balance) | (386,091) | 210,536 | 596,627 | |
| WATER OPERATING ENTERPRISE FUND (61) | Budget | Actual | Variance | % of Budget |
| Revenues - Utilities | 1,878,450 | 1,207,601 | (670,849) | 64.3% |
| Interest Income | 3,500 | 16,653 | 13,153 | 475.8% |
| Transfer-Water Subsidy (01) | 6,000 | - | (6,000) | 0.0% |
| Total Revenues | 1,887,950 | 1,224,253 | (663,697) | 64.8% |
| O & M Expenses (61-4505) | 845,271 | 349,696 | (495,575) | 41.4% |
| Water Purchases (61-4507) | 1,064,269 | 630,930 | (433,339) | 59.3% |
| Transfer to Wtr Cap Improv (60-4500) | 125,000 | 125,000 | - | 100.0% |
| Total Expenses | 2,034,540 | 1,105,627 | (928,913) | 54.3% |
| Net Operating Income/(Loss or use of Fund Balance) | (146,590) | 118,627 | 265,217 | |
| WASTEWATER OPERATING ENTERPRISE FUND (62) | Budget | Actual | Variance | % of Budget |
| Revenues - Utilities | 2,739,400 | 1,722,371 | (1,017,030) | 62.9% |
| Interest Income | 7,500 | 22,666 | 15,166 | 302.2% |
| Transfer-Wastewater Subsidy (01) | 6,000 | - | (6,000) | 0.0% |
| Total Revenues | 2,752,900 | 1,745,036 | (1,007,864) | 63.4% |
| WW Collection (62-4510) | 529,649 | 227,629 | (302,019) | 43.0% |
| WW Treatment (62-4515) | 2,064,387 | 970,892 | (1,093,495) | 47.0% |
| Transfer to Capital (63/64) | 200,000 | 200,000 | - | 100.0% |
| Total Expenses | 2,794,035 | 1,398,521 | (1,395,514) | 50.1% |
| Net Operating Income/(Loss or use of Fund Balance) | (41,135) | 346,515 | 387,650 | |

| JOINT TREATMENT CAPITAL FUND (63) | Budget | Actual | Variance | % of Budget |
|--|-------------|----------|-------------|-------------|
| Federal Grant | 2,000,000 | - | (2,000,000) | 0.0% |
| Miscellaneous Revenue | 1,750,000 | - | (1,750,000) | 0.0% |
| System Replacement Fees | 253,800 | 147,677 | (106,123) | 58.2% |
| Revenues Capital Recovery Vets | 282,500 | 50,000 | (232,500) | 17.7% |
| Interest Income | 20,000 | 104,209 | 84,209 | 521.0% |
| Transfer from Wastewater Operating (62) | 75,000 | 75,000 | - | 100.0% |
| Total Revenues | 4,381,300 | 376,886 | (4,004,414) | 8.6% |
| WW Joint Treatment Plant (63-4518) | 5,450,690 | 389,085 | (5,061,605) | 7.1% |
| Total Expenses | 5,450,690 | 389,085 | (5,061,605) | 7.1% |
| Net Operating Income/(Loss or use of Fund Balance) | (1,069,390) | (12,199) | 1,057,191 | |
| WASTEWATER UTILITY CAPITAL FUND (64) | Budget | Actual | Variance | % of Budget |
| Transfer from WW Operating (62) | 125,000 | 125,000 | - | 100.0% |
| Interest Income | 5,000 | 13,864 | 8,864 | 277.3% |
| Total Revenues | 130,000 | 138,864 | 8,864 | 106.8% |
| WW Capital Improvement (64-4519) | 818,410 | 14,740 | (803,670) | 1.8% |
| Transfer to Debt Service (55) | 30,088 | 30,088 | - | 100.0% |
| Total Expenses | 848,498 | 44,828 | (803,670) | 5.3% |
| Net Operating Income/(Loss or use of Fund Balance) | (718,498) | 94,036 | 812,533 | |