



Staff Report

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

Yountville Town Council Staff Report

DATE: February 4, 2025

TO: Mayor and Town Council

FROM: Celia King, Administrative Service Director

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

RECOMMENDATION

Receive and file December 2024 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 December 2024 financial report.

December 2024 – 50.0% of the Fiscal Year

TOT revenue reflected in the December 2024 monthly financial report is applicable to collections for July through November 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 December report is applicable to July through October, or 33.3% of the fiscal year.

In December the Town received a sizeable amount of property tax revenue from Napa County which is reflected in this report. This put property tax revenue collections at about 52% of budget projections for this fiscal year.

Similarly, Investment Earnings and Intergovernmental revenue collections have been higher than anticipated, both reaching more than 50% of the budgeted amount.

Most General Fund departments' expenditures are at or below 50% of budget as of the end of December. A few departments reflect an expenditure amount higher than 50% of budget, mostly due to payments and programs that happen in the beginning months of the fiscal year such as insurance premium payments and summer camp. Staff will be presenting the mid-year budget report to the Town Council in February and will propose budget adjustments for certain departments as needed.

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

Utility Enterprise funds expenditures are mostly within budgeted amounts, except for water purchases. In

this fiscal year, the Town has purchased more water from City of Napa than was originally anticipated. An adjustment to accommodate this increased expenditure will be included in the mid-year budget report. 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 December 2024 financial report.

TOWN OF YOUNTVILLE
MONTHLY FINANCIAL REPORT
December 31, 2024

General Fund Revenues

The following is a summary of General Fund revenue by major category as of December 31, 2024.
 December is 50.0% of the Fiscal Year:

Revenues:	Budget*	Actual	Variance	% of Budget	Note
Property Taxes	2,679,300	1,397,568	(1,281,732)	52.2%	Note 1
Sales Taxes	1,737,000	612,128	(1,124,872)	35.2%	Note 2
Other Taxes	175,000	21,464	(153,536)	12.3%	
Transient Occupancy Tax	8,785,600	4,370,494	(4,415,106)	49.7%	Note 3
Investment Earnings	55,000	49,417	(5,583)	89.8%	
Licenses & Permits	159,775	71,832	(87,943)	45.0%	
Fines & Forfeitures	4,250	832	(3,418)	19.6%	
Rents & Concessions	363,216	228,675	(134,541)	63.0%	
Intergovernmental	236,600	135,600	(101,000)	57.3%	
Parks & Recreation Fees	377,995	173,744	(204,251)	46.0%	
Charges for Services	182,100	64,652	(117,448)	35.5%	
Impact Fees	-	-	-	0.0%	
Miscellaneous	143,920	71,971	(71,950)	50.0%	
Other Sources	-	-	-	0.0%	
Total	14,899,756	7,198,378	(7,701,378)	48.3%	

Transfers:	Budget	Actual	Variance	% of Budget	Note
Tourist Imp. Dist. (Fund 22)	14,643	7,342	(7,301)	50.1%	
Total	14,643	7,342	(7,301)	50.1%	

Note 1: The Town usually receives its first large installment of property taxes in December or January and its second large installment 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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General Fund Expenditures

The following is a summary of General Fund Expenditures by major category as of December 31, 2024:
December is 50.0% of the Fiscal Year:

Expenditures		Budget*	Actual	Variance	% of Budget
Town Council/Mayor	1001	245,688	56,395	(189,293)	23.0%
Non-Departmental	1010	298,000	81,353	(216,647)	27.3%
Town Manager	1101	452,567	253,011	(199,556)	55.9%
Information Technology	1011	-	-	-	0.0% Note 1
Community Promotion	1015	511,055	217,768	(293,287)	42.6%
Finance	1102	1,009,784	439,115	(570,669)	43.5%
Risk Management	1103	80,850	21,155	(59,695)	26.2%
Town Attorney	1105	301,000	107,186	(193,814)	35.6%
Town Clerk	1110	821,838	294,198	(527,640)	35.8%
Planning & Building	2115	1,458,103	584,048	(874,055)	40.1%
Law Enforcement Services	3200	1,375,052	687,276	(687,776)	50.0%
Fire & Emergency Services	3201	1,473,976	-	(1,473,976)	0.0% Note 2
PW Admin. & Engineering	4301	906,458	419,145	(487,313)	46.2%
PW Street Maintenance	4305	466,119	206,825	(259,294)	44.4%
PW Park Maintenance	4320	984,190	430,493	(553,697)	43.7%
PW Government Bldgs.	4325	767,025	467,153	(299,872)	60.9%
Parks & Rec Admin & Services	5405	709,604	351,422	(358,182)	49.5%
Parks & Rec Camp Programs	5406	244,908	159,324	(85,584)	65.1%
Community Center	5408	386,081	169,700	(216,381)	44.0%
Parks & Rec Leisure Prog.	5410	369,438	139,705	(229,733)	37.8%
Parks & Rec Sports Prog.	5412	59,120	26,881	(32,239)	45.5%
Parks & Rec Community Events	5413	233,195	113,422	(119,773)	48.6%
Yountville Arts	5415	178,120	36,842	(141,278)	20.7%
Total Expenditures		13,332,171	5,262,417	(8,069,754)	39.5%
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.

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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	60,484	56,800	3,684	93.9%
Replace Basketball Hoops at Community Gym	CF-0045	50,000	-	50,000	0.0%
Yountville Commons	CF-0046	2,207,467	609,563	1,597,904	27.6%
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	-	14,450	0.0%
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	15,260	58,433	20.7%
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	748	20,752	3.5%
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	40,329	55,867	41.9%
Yville Commons (Measure S)	MS-0046	237,677	57,583	180,094	24.2%
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	4,142	33	99.2%
Big Belly Receptacles	PK-0039	10,000	-	10,000	0.0%
Curb, Gutter, and Sidewalk Replacement	SB-6025	68,000	16,170	51,830	23.8%
Surveys and Monuments	ST-0004	19,500	-	19,500	0.0%
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	150,000	30,724	119,276	20.5%
Traffic Calming Program	ST-4025	19,500	-	19,500	0.0%
Total		5,389,900	1,859,546	3,530,354	34.5%

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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	148,882	1,779,009	7.7%
Flare System Installation	WW-0043	160,000	-	160,000	0.0%
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	963	102,175	0.9%
Town Pump Station Equipment Replacement Program	WW-5025	90,000	8,800	81,200	9.8%
SCADA Controls	WW-6025	15,000	11,105	3,895	74.0%
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	473,576	6,113,054	7.2%

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WATER CAPITAL IMPROVEMENT FUND (60)	Budget	Actual	Variance	% of Budget
Revenues - System Replacement Fees	156,600	77,787	(78,813)	49.7%
Interest Income	4,500	8,176	3,676	181.7%
Transfers from Water Operating Fund (61)	125,000	-	(125,000)	0.0%
Transfers from Util Ent Proj Fund (06)	250,000	-	(250,000)	0.0%
Total Revenues	536,100	85,962	(450,138)	16.0%
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)	(178,424)	207,667	
WATER OPERATING ENTERPRISE FUND (61)	Budget	Actual	Variance	% of Budget
Revenues - Utilities	1,878,450	1,076,782	(801,668)	57.3%
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	1,093,435	(794,515)	57.9%
O & M Expenses (61-4505)	845,271	308,998	(536,273)	36.6%
Water Purchases (61-4507)	1,064,269	585,116	(479,153)	55.0%
Transfer to Wtr Cap Improv (60-4500)	125,000	-	(125,000)	0.0%
Total Expenses	2,034,540	894,114	(1,140,426)	43.9%
Net Operating Income/(Loss or use of Fund Balance)	(146,590)	199,322	345,912	
WASTEWATER OPERATING ENTERPRISE FUND (62)	Budget	Actual	Variance	% of Budget
Revenues - Utilities	2,739,400	1,529,960	(1,209,440)	55.9%
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	1,552,625	(1,200,275)	56.4%
WW Collection (62-4510)	529,649	202,388	(327,261)	38.2%
WW Treatment (62-4515)	2,064,387	824,404	(1,239,982)	39.9%
Transfer to Capital (63/64)	325,000	-	(325,000)	0.0%
Total Expenses	2,919,035	1,026,792	(1,892,243)	35.2%
Net Operating Income/(Loss or use of Fund Balance)	(166,135)	525,833	691,968	

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	125,712	(128,088)	49.5%
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)	0.0%
Total Revenues	4,381,300	279,921	(4,101,379)	6.4%
WW Joint Treatment Plant (63-4518)	5,450,690	359,111	(5,091,579)	6.6%
Total Expenses	5,450,690	359,111	(5,091,579)	6.6%
Net Operating Income/(Loss or use of Fund Balance)	(1,069,390)	(79,190)	990,200	
WASTEWATER UTILITY CAPITAL FUND (64)	Budget	Actual	Variance	% of Budget
Transfer from WW Operating (62)	125,000	-	(125,000)	0.0%
Interest Income	5,000	13,864	8,864	277.3%
Total Revenues	130,000	13,864	(116,136)	10.7%
			-	
WW Capital Improvement (64-4519)	818,410	14,740	(803,670)	1.8%
Transfer to Debt Service (55)	30,088	-	(30,088)	0.0%
Total Expenses	848,498	14,740	(833,758)	1.7%
Net Operating Income/(Loss or use of Fund Balance)	(718,498)	(876)	717,621	