



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

Item #: {{item.number}}

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### Yountville Arts Commission Staff Report

**DATE:** January 8, 2024  
**TO:** Yountville Arts Commission  
**FROM:** Samantha Holland, Parks & Recreation Director

**SUBJECT:**  
Budget Preparation Information and Timeline

#### **DISCUSSION/BACKGROUND**

The Town has begun its budget preparation process for what will now be a TWO-YEAR budget cycle. Meaning, we will be projecting revenues and expenses for Fiscal Year 2024-25 and 2025-26 to be approved by the Town Council in May.

As we begin this process, I am sharing the draft budget we worked on and approved last year as a guide (Attached). I will also be scheduling a meeting with each Subcommittee individually to discuss any new or changing programs or purchases needed in the future so that we can plan for those. These meetings will need to take place by the end of January.

It is important to have your list of ideas and interests ready to go and to be planning two years out. Although we will have the opportunity to request adjustments at Mid-Year (December 2024 and December 2025) as well as Mid-Cycle (June 2025), we should do our best to plan ahead and stick to the budget we have prepared and approved.

#### **Yountville Arts has THREE funding sources:**

General Fund 01-5415 – All programming and events

Art Walk Fund 23 – Only Art Walk Costs

Town of Yountville Community Foundation (TOYCF) Fund – Historically has only been drawn down on for sculpture purchases until this year when we made a transfer to sustain the Art Walk.

At the February 5<sup>th</sup> Yountville Arts Meeting, staff will present the draft budget from the information gathered from the Subcommittee Meetings. The presentation will include any NEW programs/projects being requested from each Subcommittee for the Commission to consider. The draft budget can also offer broad areas for growth and expansion if the new program/event/project hasn't been formally identified. For example, 2 New Literary Programs – \$1,500 for supplies, \$1,000 for marketing, 10 hours of part time staff.

Each Subcommittee budget will be broken up into the following categories per the Town's Budget Process:

1. Part Time Staffing (Event Assistance)
2. Supplies and Materials (Refreshments, Easels, Cups, Ice)
3. Contract Services (Anything we pay anyone for that is not a supply ie: Art Walk Artist Stipends, Performers)
4. Contracted Rentals (Renting Equipment for Events etc.)

5. Marketing (Cost running ads, Printing Cards or Maps, Graphic Design Work)  
Then, combined (Into Big Buckets) as the Yountville Arts Budget in the Town Budget Document that is presented to the Council to consider.

Attached are:

- The Budget that you approved for 2023-24. (Broken Down and Simplified Version)
- The Town Council approved budget for 2023-24 (Big Bucket Version)
- A New Program/Project Request Form that was created by the Commission in 2020.

i will be reaching out to each subcommittee next week to schedule our meetings.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? No

Where is it Budgeted?

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Yes

### **RECOMMENDATION**

Receive and file.