



## Staff Report

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

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### Yountville Town Council Staff Report

**DATE:** June 18, 2024  
**TO:** Mayor and Town Council  
**FROM:** Celia King, Administrative Service Director  
**PREPARED BY:** Kyle Batista, Financial Analyst

#### **RECOMMENDATION**

Receive and File May 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 May 2024 financial report.

#### ***May 2024 – 91.7% of the Fiscal Year***

TOT collections included in the May 2024 monthly financial report are applicable to July through April 2024 TOT, covering 83.3% of the fiscal year.

Sales tax receipts lag 2½ - 3 months behind the actual collection period. Reported sales tax amounts are applicable to July through March sales tax revenues, or 75% of the fiscal year.

The Town has now received its two large allocation of property taxes from the County of Napa for the year and is expecting smaller, final amounts to close out the fiscal year.

General Fund department revenues and expenditures are on track with budget expectations. As the end of the fiscal year approaches, most departments with larger, one-time payments have leveled out as expected.

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. Per recent budget discussions, both this revenue and the related project have been pushed back to next Fiscal Year 2024/2025.

The expected \$1,000,000 Miscellaneous Revenue budgeted in the same fund is applicable to the \$1,000,000 Emergency Recycled Water Transmission Main Repair Project that the Town is anticipating to be covered by Town property damage insurance. Per recent discussions with the Town's insurance provider, this revenue is expected to be collected soon. The related project is scheduled for next Fiscal Year 2024/2025.

## **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.

**TOWN OF YOUNTVILLE**  
**MONTHLY FINANCIAL REPORT**  
**May 31, 2024**

**General Fund Revenues**

The following is a summary of General Fund revenue by major category as of May 31, 2024.  
 May is 91.7% of the Fiscal Year:

<b>Revenues:</b>	<b>Budget*</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>	<b>Note</b>
Property Taxes	2,431,280	2,059,008	(372,272)	84.7%	<b>Note 1</b>
Sales Taxes	1,695,000	1,236,452	(458,548)	72.9%	<b>Note 2</b>
Other Taxes	164,000	157,659	(6,341)	96.1%	
Transient Occupancy Tax	8,000,000	7,039,499	(960,501)	88.0%	<b>Note 3</b>
Investment Earnings	75,000	163,832	88,832	218.4%	
Licenses & Permits	155,250	173,072	17,822	111.5%	
Fines & Forfeitures	4,000	81,817	77,817	2045.4%	
Rents & Concessions	350,197	349,964	(233)	99.9%	
Intergovernmental	205,000	193,105	(11,895)	94.2%	
Parks & Recreation Fees	322,550	404,296	81,746	125.3%	
Charges for Services	184,600	305,815	121,215	165.7%	
Impact Fees	-	-	-	0.0%	
Miscellaneous	133,585	155,411	21,826	116.3%	
Other Sources	-	-	-	0.0%	
<b>Total</b>	<b>13,720,462</b>	<b>12,319,930</b>	<b>(1,400,532)</b>	<b>89.8%</b>	

<b>Transfers:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>	<b>Note</b>
Tourist Imp. Dist. (Fund 22)	12,958	11,896	(1,062)	91.8%	
<b>Total</b>	<b>12,958</b>	<b>11,896</b>	<b>(1,062)</b>	<b>91.8%</b>	

**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**  
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**General Fund Expenditures**

The following is a summary of General Fund Expenditures by major category as of May 31, 2024:  
 May is 91.7% of the Fiscal Year:

Expenditures		Budget*	Actual	Variance	% of Budget
Town Council/Mayor	1001	226,858	138,527	(88,330)	61.1%
Non-Departmental	1010	249,200	113,355	(135,845)	45.5%
Town Manager	1101	650,141	477,507	(172,634)	73.4%
Information Technology	1011	-	-	-	0.0% <b>Note 1</b>
Community Promotion	1015	473,775	427,952	(45,823)	90.3%
Finance	1102	810,798	585,379	(225,420)	72.2%
Risk Management	1103	71,150	49,264	(21,886)	69.2%
Town Attorney	1105	351,000	252,520	(98,480)	71.9%
Town Clerk	1110	640,401	426,194	(214,207)	66.6%
Planning & Building	2115	1,404,035	1,101,024	(303,012)	78.4%
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% <b>Note 2</b>
PW Admin. & Engineering	4301	884,924	699,730	(185,194)	79.1%
PW Street Maintenance	4305	459,551	369,623	(89,928)	80.4%
PW Park Maintenance	4320	800,015	660,061	(139,954)	82.5%
PW Government Bldgs.	4325	630,969	545,129	(85,840)	86.4%
Parks & Rec Admin & Services	5405	560,602	487,908	(72,694)	87.0%
Parks & Rec Camp Programs	5406	251,053	197,973	(53,080)	78.9%
Community Center	5408	360,706	306,143	(54,563)	84.9%
Parks & Rec Leisure Prog.	5410	349,781	261,173	(88,608)	74.7%
Parks & Rec Sports Prog.	5412	59,901	56,304	(3,597)	94.0%
Parks & Rec Community Events	5413	207,711	160,807	(46,905)	77.4%
Yountville Arts	5415	114,574	117,771	3,197	102.8%
<b>Total Expenditures</b>		<b>11,976,765</b>	<b>9,293,616</b>	<b>(2,683,148)</b>	<b>77.6%</b>
<b>Transfers Out:</b>					
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	-	73,700	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	545,000	545,000	-	100.0%
2020 Lease Fin. Debt Service	7955	20,000	20,000	-	100.0%
<b>Total Transfers Out:</b>		<b>8,730,775</b>	<b>8,645,075</b>	<b>85,700</b>	<b>99.0%</b>

**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**  
**May 31, 2024**

**CAPITAL PROJECTS**

Expenditures		Budget *	Actual	Variance	% of Budget
Shade Structure for Community Center/Hall	CF-0022	150,000	-	150,000	0.0%
Enclose BBQ Area for Storage**	CF-0024	-	-	-	0.0%
Exterior Painting of Town Hall	CF-0032	55,000	-	55,000	0.0%
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	50,000	-	50,000	0.0%
Town Hall Landscaping and Access	CF-0043	75,000	9,715	65,285	13.0%
Bus Shelter Repair	CF-0044	44,500	29,980	14,520	67.4%
Yountville Commons	CF-0046	11,500,000	11,095,693	404,307	96.5%
GIS Mapping Improvements	CP-0007	160,000	5,929	154,071	3.7%
ADA Accessibility Improvements: Forrester Park/Three Weirs Park	CP-0018	121,720	5,493	116,227	4.5%
Community Center Restrooms Concrete Counter Replacement	CP-0023	30,500	29,600	900	97.0%
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	10,747	91,853	10.5%
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	32,772	104,056	24.0%
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	5,975	144,025	4.0%
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 Undergrounding Engineering & Design	ST-0029	200,000	-	200,000	0.0%
Traffic Calming Program	ST-4024	18,500	9,868	8,632	53.3%
<b>Total</b>		<b>15,428,570</b>	<b>12,204,674</b>	<b>3,223,896</b>	<b>79.1%</b>

Expenditures - Water & Wastewater		Budget *	Actual	Variance	% of Budget
Upgrade Well SCADA System	WA-0018	110,543	105,853	4,690	95.8%
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 XRd	WA-0022	8,000	6,523	1,477	81.5%
Municipal Well #1 VFD Rehab***	WA-0025***	60,000	-	60,000	0.0%
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 Vactor Truck	WW-0041	400,000	-	400,000	0.0%
Recycled Water Transmission Main Repair	WW-0042	944,892	149,915	794,978	15.9%
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	128,479	65,208	63,271	50.8%
Town Pump Station Equipment Replacement Program	WW-5024	18,885	18,581	304	98.4%
SCADA Controls	WW-6024	24,550	4,935	19,615	20.1%
<b>Total</b>		<b>5,533,518</b>	<b>662,878</b>	<b>4,870,639</b>	<b>12.0%</b>

\* 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**  
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<b>WATER CAPITAL IMPROVEMENT FUND (60)</b>	Budget	Actual	Variance	% of Budget
Revenues - System Replacement Fees	147,600	135,554	(12,046)	91.8%
Impact Fees	-	-	-	0.0%
Interest Income	4,500	13,191	8,691	293.1%
Transfers from General Fund (01)	-	-	-	0.0%
Transfers from Wtr Op Fund (61)	-	-	-	0.0%
<b>Total Revenues</b>	<b>152,100</b>	<b>148,745</b>	<b>(3,355)</b>	<b>97.8%</b>
Capital Improvement (60-4500)	344,043	211,807	(132,236)	61.6%
<b>Total Expenses</b>	<b>344,043</b>	<b>211,807</b>	<b>(132,236)</b>	<b>61.6%</b>
<b>Net Operating Income/(Loss or use of Fund Balance)</b>	<b>(191,943)</b>	<b>(63,062)</b>	<b>128,881</b>	
<b>WATER OPERATING ENTERPRISE FUND (61)</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>
Revenues - Utilities	1,667,000	1,652,028	(14,972)	99.1%
Interest Income	3,500	13,762	10,262	393.2%
Transfer-Water Subsidy (01)	6,000	-	(6,000)	0.0%
<b>Total Revenues</b>	<b>1,676,500</b>	<b>1,665,790</b>	<b>(10,710)</b>	<b>99.4%</b>
O & M Expenses (61-4505)	779,926	585,129	(194,797)	75.0%
Water Purchases (61-4507)	1,063,296	797,178	(266,118)	75.0%
<b>Total Expenses</b>	<b>1,843,221</b>	<b>1,382,307</b>	<b>(460,914)</b>	<b>75.0%</b>
<b>Net Operating Income/(Loss or use of Fund Balance)</b>	<b>(166,721)</b>	<b>283,483</b>	<b>450,204</b>	
<b>WASTEWATER OPERATING ENTERPRISE FUND (62)</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>
Revenues - Utilities	2,531,000	2,418,371	(112,629)	95.6%
Interest Income	7,500	17,978	10,478	239.7%
Transfer-Wastewater Subsidy (01)	6,000	-	(6,000)	0.0%
<b>Total Revenues</b>	<b>2,544,500</b>	<b>2,436,350</b>	<b>(108,151)</b>	<b>95.7%</b>
WW Collection (62-4510)	512,696	374,280	(138,416)	73.0%
WW Treatment (62-4515)	1,703,687	1,388,484	(315,203)	81.5%
Transfer to Capital (63/64)	500,000	500,000	-	100.0%
<b>Total Expenses</b>	<b>2,716,383</b>	<b>2,262,764</b>	<b>(453,619)</b>	<b>83.3%</b>
<b>Net Operating Income/(Loss or use of Fund Balance)</b>	<b>(171,883)</b>	<b>173,585</b>	<b>345,468</b>	

<b>JOINT TREATMENT CAPITAL FUND (63)</b>	Budget	Actual	Variance	% of Budget
Federal Grant	2,000,000	-	(2,000,000)	0.0%
Miscellaneous Revenue	1,000,000	250,000	(750,000)	25.0%
System Replacement Fees	240,000	221,599	(18,401)	92.3%
Revenues Capital Recovery Vets	50,000	50,000	-	100.0%
Interest Income	25,000	106,338	81,338	425.4%
Transfer from Wastewater Operating (62)	50,000	50,000	-	100.0%
<b>Total Revenues</b>	<b>3,365,000</b>	<b>677,937</b>	<b>(2,687,063)</b>	<b>20.1%</b>
WW Joint Treatment Plant (63-4518)	4,716,484	659,242	(4,057,242)	14.0%
<b>Total Expenses</b>	<b>4,716,484</b>	<b>659,242</b>	<b>(4,057,242)</b>	<b>14.0%</b>
<b>Net Operating Income/(Loss or use of Fund Balance)</b>	<b>(1,351,484)</b>	<b>18,695</b>	<b>1,370,179</b>	
<b>WASTEWATER UTILITY CAPITAL FUND (64)</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>
Transfer from WW Operating (62)	450,000	450,000	-	100.0%
Impact Fees	-	-	-	0.0%
Interest Income	6,000	17,041	11,041	284.0%
<b>Total Revenues</b>	<b>456,000</b>	<b>467,041</b>	<b>11,041</b>	<b>102.4%</b>
WW Capital Improvement (64-4519)	1,069,651	318,193	(751,458)	29.7%
Transfer to Debt Service (55)	30,043	30,043	-	100.0%
<b>Total Expenses</b>	<b>1,099,694</b>	<b>348,236</b>	<b>(751,458)</b>	<b>31.7%</b>
<b>Net Operating Income/(Loss or use of Fund Balance)</b>	<b>(643,694)</b>	<b>118,805</b>	<b>762,498</b>	