



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: April 16, 2024
TO: Mayor and Town Council
FROM: Celia King, Administrative Service Director
PREPARED BY: Kyle Batista, Financial Analyst

RECOMMENDATION

Receive and File March 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 March 2024 financial report.

March 2024 – 75.0% of the Fiscal Year

TOT collections included in the March 2024 monthly financial report are applicable to July through February 2024 TOT, covering 66.7% 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 January sales tax revenues, or 58.3% of the fiscal year.

The Town received its first large allocation of property taxes from the County of Napa at the beginning of this calendar year. The second large allocation of property taxes is expected to be received in April or May.

General Fund department revenues and expenditures are on track with budget expectations. Any department expenditures that appear to be higher than the percent of budget to date are because of larger payments that are due throughout the fiscal year, such as the payments to the Chamber of Commerce, premiums for Liability and Worker's Compensation Insurance, and timing of expenditures related to the Parks & Recreation Camp Programs. These expenditure accounts are expected to level out by the end of the 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. 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.

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
March 31, 2024

General Fund Revenues

The following is a summary of General Fund revenue by major category as of March 31, 2024.
 March is 75.0% of the Fiscal Year:

| Revenues: | Budget* | Actual | Variance | % of Budget | Note |
|-------------------------|-------------------|------------------|--------------------|--------------------|---------------|
| Property Taxes | 2,431,280 | 1,425,627 | (1,005,653) | 58.6% | Note 1 |
| Sales Taxes | 1,695,000 | 987,089 | (707,911) | 58.2% | Note 2 |
| Other Taxes | 164,000 | 39,931 | (124,069) | 24.3% | |
| Transient Occupancy Tax | 8,000,000 | 5,804,911 | (2,195,089) | 72.6% | Note 3 |
| Investment Earnings | 75,000 | 105,169 | 30,169 | 140.2% | |
| Licenses & Permits | 155,250 | 123,927 | (31,323) | 79.8% | |
| Fines & Forfeitures | 4,000 | 79,169 | 75,169 | 1979.2% | |
| Rents & Concessions | 350,197 | 302,685 | (47,512) | 86.4% | |
| Intergovernmental | 205,000 | 178,954 | (26,046) | 87.3% | |
| Parks & Recreation Fees | 322,550 | 224,587 | (97,963) | 69.6% | |
| Charges for Services | 184,600 | 152,637 | (31,963) | 82.7% | |
| Impact Fees | - | - | - | 0.0% | |
| Miscellaneous | 133,585 | 106,987 | (26,598) | 80.1% | |
| Other Sources | - | - | - | 0.0% | |
| Total | 13,720,462 | 9,531,675 | (4,188,787) | 69.5% | |

| Transfers: | Budget | Actual | Variance | % of Budget | Note |
|------------------------------|---------------|---------------|-----------------|--------------------|-------------|
| Tourist Imp. Dist. (Fund 22) | 12,958 | 9,796 | (3,162) | 75.6% | |
| Total | 12,958 | 9,796 | (3,162) | 75.6% | |

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.

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General Fund Expenditures

The following is a summary of General Fund Expenditures by major category as of March 31, 2024:
March is 75.0% of the Fiscal Year:

| Expenditures | | Budget* | Actual | Variance | % of Budget | |
|------------------------------|------|------------|-----------|-------------|-------------|---------------|
| Town Council/Mayor | 1001 | 226,858 | 114,672 | (112,186) | 50.5% | |
| Non-Departmental | 1010 | 249,200 | 90,324 | (158,876) | 36.2% | |
| Town Manager | 1101 | 649,266 | 393,630 | (255,636) | 60.6% | |
| Information Technology | 1011 | - | - | - | 0.0% | Note 1 |
| Community Promotion | 1015 | 473,775 | 409,237 | (64,538) | 86.4% | |
| Finance | 1102 | 810,798 | 494,274 | (316,525) | 61.0% | |
| Risk Management | 1103 | 71,150 | 26,713 | (44,437) | 37.5% | |
| Town Attorney | 1105 | 351,000 | 200,500 | (150,500) | 57.1% | |
| Town Clerk | 1110 | 632,528 | 330,036 | (302,492) | 52.2% | |
| Planning & Building | 2115 | 1,404,035 | 885,412 | (518,623) | 63.1% | |
| Law Enforcement Services | 3200 | 1,271,620 | 1,059,260 | (212,360) | 83.3% | |
| Fire & Emergency Services | 3201 | 1,148,000 | 588,153 | (559,847) | 51.2% | Note 2 |
| PW Admin. & Engineering | 4301 | 884,924 | 571,642 | (313,282) | 64.6% | |
| PW Street Maintenance | 4305 | 459,551 | 299,571 | (159,980) | 65.2% | |
| PW Park Maintenance | 4320 | 800,015 | 552,424 | (247,591) | 69.1% | |
| PW Government Bldgs. | 4325 | 630,969 | 458,690 | (172,279) | 72.7% | |
| Parks & Rec Admin & Services | 5405 | 560,602 | 395,020 | (165,582) | 70.5% | |
| Parks & Rec Camp Programs | 5406 | 231,653 | 173,235 | (58,418) | 74.8% | |
| Community Center | 5408 | 360,706 | 227,758 | (132,948) | 63.1% | |
| Parks & Rec Leisure Prog. | 5410 | 336,517 | 233,191 | (103,325) | 69.3% | |
| Parks & Rec Sports Prog. | 5412 | 59,901 | 46,447 | (13,453) | 77.5% | |
| Parks & Rec Community Events | 5413 | 205,371 | 141,124 | (64,247) | 68.7% | |
| Yountville Arts | 5415 | 114,574 | 55,111 | (59,463) | 48.1% | |
| Total Expenditures | | 11,933,012 | 7,746,423 | (4,186,589) | 64.9% | |
| Transfers Out: | | | | | | |
| 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% | |
| Total Transfers Out: | | 8,730,775 | 8,645,075 | 85,700 | 99.0% | |

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
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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 | 45,000 | - | (45,000) | 0.0% |
| Yountville Commons | CF-0046 | 11,500,000 | 100,000 | (11,400,000) | 0.9% |
| 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 | 30,000 | - | (30,000) | 0.0% |
| 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 | 9,087 | (93,513) | 8.9% |
| 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 | 27,164 | (109,664) | 19.9% |
| 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 | 3,800 | (446,200) | 0.8% |
| Shade Structure at North Park | PK-0033 | 150,000 | - | (150,000) | 0.0% |
| 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 Underground Engineering & Design | ST-0029 | 200,000 | - | (200,000) | 0.0% |
| Traffic Calming Program | ST-4024 | 18,500 | 9,868 | (8,632) | 53.3% |
| Total | | 15,428,570 | 1,088,150 | (14,340,420) | 7.1% |

| Expenditures - Water & Wastewater | | Budget * | Actual | Variance | % of Budget |
|--|------------|------------------|----------------|--------------------|--------------|
| Upgrade Well SCADA System | WA-0018 | 110,543 | 101,407 | (9,136) | 91.7% |
| Water System Inter Tie Projects | WA-0020 | 65,000 | 6,171 | (58,829) | 9.5% |
| 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 | 4,212 | (5,788) | 42.1% |
| 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 | 92,918 | (851,974) | 9.8% |
| 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 | 460 | (92,540) | 0.5% |
| Plant Equipment Replacement Program | WW-4024 | 138,029 | 65,208 | (72,821) | 47.2% |
| Town Pump Station Equipment Replacement Program | WW-5024 | 18,885 | 3,885 | (15,000) | 20.6% |
| SCADA Controls | WW-6024 | 15,000 | 3,433 | (11,567) | 22.9% |
| Total | | 5,533,518 | 569,046 | (4,964,471) | 10.3% |

* 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
MONTHLY FINANCIAL REPORT
March 31, 2024

| WATER CAPITAL IMPROVEMENT FUND (60) | Budget | Actual | Variance | % of Budget |
|--|---------------|---------------|-----------------|--------------------|
| Revenues - System Replacement Fees | 147,600 | 109,816 | (37,784) | 74.4% |
| Impact Fees | - | - | - | 0.0% |
| Interest Income | 4,500 | 8,483 | 3,983 | 188.5% |
| Transfers from General Fund (01) | - | - | - | 0.0% |
| Transfers from Wtr Op Fund (61) | - | - | - | 0.0% |
| Total Revenues | 152,100 | 118,299 | (33,801) | 77.8% |
| Capital Improvement (60-4500) | 344,043 | 181,083 | (162,960) | 52.6% |
| Total Expenses | 344,043 | 181,083 | (162,960) | 52.6% |
| Net Operating Income/(Loss or use of Fund Balance) | (191,943) | (62,784) | 129,159 | |
| WATER OPERATING ENTERPRISE FUND (61) | Budget | Actual | Variance | % of Budget |
| Revenues - Utilities | 1,667,000 | 1,342,397 | (324,603) | 80.5% |
| Interest Income | 3,500 | 8,229 | 4,729 | 235.1% |
| Transfer-Water Subsidy (01) | 6,000 | - | (6,000) | 0.0% |
| Total Revenues | 1,676,500 | 1,350,626 | (325,874) | 80.6% |
| O & M Expenses (61-4505) | 779,749 | 473,060 | (306,689) | 60.7% |
| Water Purchases (61-4507) | 1,063,296 | 645,050 | (418,245) | 60.7% |
| Total Expenses | 1,843,045 | 1,118,111 | (724,934) | 60.7% |
| Net Operating Income/(Loss or use of Fund Balance) | (166,545) | 232,515 | 399,060 | |
| WASTEWATER OPERATING ENTERPRISE FUND (62) | Budget | Actual | Variance | % of Budget |
| Revenues - Utilities | 2,531,000 | 1,956,945 | (574,055) | 77.3% |
| Interest Income | 7,500 | 13,105 | 5,605 | 174.7% |
| Transfer-Wastewater Subsidy (01) | 6,000 | - | (6,000) | 0.0% |
| Total Revenues | 2,544,500 | 1,970,050 | (574,450) | 77.4% |
| WW Collection (62-4510) | 511,989 | 310,141 | (201,849) | 60.6% |
| WW Treatment (62-4515) | 1,701,039 | 1,161,333 | (539,705) | 68.3% |
| Transfer to Capital (63/64) | 500,000 | 500,000 | - | 100.0% |
| Total Expenses | 2,713,028 | 1,971,474 | (741,554) | 72.7% |
| Net Operating Income/(Loss or use of Fund Balance) | (168,528) | (1,423) | 167,105 | |

| JOINT TREATMENT CAPITAL FUND (63) | 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 | 180,001 | (59,999) | 75.0% |
| Revenues Capital Recovery Vets | 50,000 | 50,000 | - | 100.0% |
| Interest Income | 25,000 | 67,783 | 42,783 | 271.1% |
| Transfer from Wastewater Operating (62) | 50,000 | 50,000 | - | 100.0% |
| Total Revenues | 3,365,000 | 597,784 | (2,767,216) | 17.8% |
| WW Joint Treatment Plant (63-4518) | 4,716,484 | 562,935 | (4,153,550) | 11.9% |
| Total Expenses | 4,716,484 | 562,935 | (4,153,550) | 11.9% |
| Net Operating Income/(Loss or use of Fund Balance) | (1,351,484) | 34,849 | 1,386,334 | |
| WASTEWATER UTILITY CAPITAL FUND (64) | Budget | Actual | Variance | % of Budget |
| Transfer from WW Operating (62) | 450,000 | 450,000 | - | 100.0% |
| Impact Fees | - | - | - | 0.0% |
| Interest Income | 6,000 | 9,752 | 3,752 | 162.5% |
| Total Revenues | 456,000 | 459,752 | 3,752 | 100.8% |
| WW Capital Improvement (64-4519) | 1,069,651 | 279,875 | (789,776) | 26.2% |
| Transfer to Debt Service (55) | 30,043 | 30,043 | - | 100.0% |
| Total Expenses | 1,099,694 | 309,918 | (789,776) | 28.2% |
| Net Operating Income/(Loss or use of Fund Balance) | (643,694) | 149,834 | 793,527 | |