



Staff Report

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

Yountville Town Council Staff Report

DATE: December 3, 2024
TO: Mayor and Town Council
FROM: Celia King, Administrative Service Director
PREPARED BY: Celia King, Administrative Service Director

RECOMMENDATION

Adopt Resolution Number 24-4323 approving a budget adjustment in Fiscal Year 2024/2025 to increase Yountville Commons Project CF-0046 by \$61,200 and also approving a change to the funding allocation of Amendment #1 to the Kelly+Morgan Architects agreement dated June 18, 2024.

DISCUSSION/BACKGROUND

On March 5, 2024, the Yountville Town Council approved the establishment of project CF-0046 in Capital Projects Fund 50 for the acquisition of the former Yountville Elementary School Site. The original approved budget was \$11.5 million. Of that amount, \$11 million was to accommodate the purchase of the property and \$500,000 was to cover costs related to the initial cleanup and preparation of the site for Town use.

The annual fiscal year end closing and audit process revealed that of the \$500,000 allocated for initial costs, \$438,200 was spent. The remaining \$61,200 was unused and is included in the total fund balance for Capital Projects Fund 50 as of June 30, 2024. Staff recommend that the Town Council approve a budget adjustment that would re-assign this \$61,200 back to project CF-0046 in Fiscal Year 2024/2025 to help cover ongoing cleanup, maintenance, and repair costs.

In addition, staff recommend changing the funding allocation of an agreement amendment that was previously approved by the Town Council. On June 18, 2024, the Town Council adopted Resolution Number 24-4282 which approved Amendment #1 to the Kelly+Morgan Architects agreement and increased the total cost by \$160,000.

The resolution stipulated that the amendment was to be proportioned as follows: \$106,000 Yountville Commons Project CF-0046 (Capital Projects Fund 50) and \$54,000 Yountville Commons Measure S Project MS-0046 (Measure S Fund 71). Upon further analysis of the Yountville Commons budget, staff determined that Kelly+Morgan Architect services related to design and public outreach are appropriate expenditures that can be paid for with Measure S Workforce and Affordable Housing funds.

The recommended change to the original funding allocation is as follows: \$30,000 to Yountville Commons Project CF-0046 (Capital Projects Fund 50) and \$130,000 to Yountville Commons Measure S Project MS-0046 (Measure S Fund 71). Allocating more of these costs to Measure S Fund 71 will allow for more budget in Capital Projects Fund 50 to be available for costs related to construction, repairs, and improvements. It will also provide for more efficient utilization of the amount that the Town Council approved in the budget for Measure S Fund 71.

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? No

Where is it Budgeted? N/A

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. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

Briefly Explain Relationship to Strategic Plan Goal and Objective.

ATTACHMENTS

1. Resolution No. 24-4323
2. Kelly+Morgan Amendment #1