



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: March 2, 2021

TO: Mayor and Town Council

FROM: Kyle Batista, Financial Analyst; Celia King, Finance Director

PREPARED BY: Kyle Batista, Financial Analyst

SUBJECT:

Monthly Financial Reports for January 2021.

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.

The attached financial reports do not reflect the budget adjustments approved at the February 2, 2021 Council Meeting per Resolution Number 21-4043 which will be reflected in the February report.

January 2021 – 58.3% of the Fiscal year

General Fund Revenue

Property Tax – The Town saw a small collection of Property Tax revenue in January applicable to the second half of December 2020. Property Tax revenue projections appear to be on track for the current fiscal year.

Sales Tax – In January, the Town collected revenues that were applicable to November 2020. Sales tax receipts lag 2½ - 3 months behind the actual collection period. Statewide Sales Tax collections were lower than normal due to COVID-19, and this is a contributing factor to the Town's monthly allocation.

TOT – In December, the Town collected revenues that were applicable to the November 2020 reporting period. Due to the second COVID-19 related shelter at home order that was issued on December 11, 2020, the Town is expecting that December 2020 and January 2021 TOT revenue will be minimal.

Other Revenue – The large amount collected for Fines & Forfeitures is related to a settlement the Town received in July 2020. Intergovernmental revenue is higher than the targeted amount due to State CARES CV-19 Relief funding as well as the State COPS Grant received. The increase in Miscellaneous was due to large amount of art sales activity in the Parks and Recreation Department as well as a Reimbursement from the County of Napa for Code Enforcement in the Planning Department.

At the December 1, 2020 council meeting, the Town Council approved \$753,609 to remain in unassigned fund balance. At the February 2, 2021 council meeting, the Town Council approved Resolution Number 21-4043 which included a \$276,080 transfer from the Town's UAAL Savings account to Town funds (split \$192,900 to the General Fund, \$52,855 to the Wastewater Fund, and \$30,325 to the Water Fund). These amounts, as well

as the \$459,595 assigned to budget contingences, will help the General Fund manage revenue shortfalls in the current fiscal year.

General Fund Expenditures

Most expenditures are on track with the FY 2020/2021 budget. The target percentage of budget utilization for January is 58.3%. At this point in the year, most of the larger non-recurring purchases have leveled out throughout the year.

PW Government Bldgs. (60.7%) – In July 2020, the Town made its FY 2020/2021 Property Insurance payment of which a large portion is applicable to government buildings.

The *Community Promotion (70.9%)* account seems to have more expenditures than expected, but in January the Town submitted the second half of the FY 2020/2021 Chamber Support payment. This account is expected to level out before the end of the fiscal year.

Yountville Arts (58.9%) – Typically the Town budgets \$0 for Art Sales revenue and Art Sales Commission paid to artists due to the unpredictable nature of art sales. Art Sales Commission expenditures in the Yountville Arts budget are always offset by larger unbudgeted revenues. The Town has paid multiple commissions to artists that were all offset by related revenues.

Other Highlights

Sports Court Renovation (PK-0017) – In addition to the \$33,904 budget adjustment approved by the Town Council, the Town received a \$2,500 contribution from the Pickle Ball Club into the Capital Projects fund which helps cover the total cost of PK-0017.

Water & Wastewater Funds – Revenues for both operating funds are trending at or slightly above the year-to-date target. 100% of transfers from Wastewater Operating into Wastewater Capital Funds have been completed.

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.

RECOMMENDATION

Receive and File