



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}A

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## Yountville Town Council Staff Report

**DATE:** April 6, 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 February 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 financial reports below reflect the budget adjustments approved at the February 2, 2021 Council Meeting per Resolution Number 21-4043.

### ***February 2021 – 66.7% of the Fiscal year***

#### **General Fund Revenue**

*Property Tax* – The Town saw a small collection of Property Tax revenue in February. Property Tax revenue projections appear to be on track for the current fiscal year.

*Sales Tax* – In February, the Town collected minimal revenues. 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* – Transient Occupancy Tax revenue continues to be low due to the impacts of COVID-19. Current collections are about 21% less than they should be according to the percent of budget calculation. There is hope that revenues will be more aligned with the projected budget amount later in the spring and into the summer months.

*Other Revenue* – The new annual parking lease agreement generated an increase of ~\$96,000 in Rents & Concessions. Collecting the October – December 2020 Comcast Franchise and County of Napa Transfer Tax fees resulted in an increase of ~\$30,000 in Other Taxes .

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 February is 66.7%. At this point in the year, most of the larger non-recurring purchases have leveled out throughout the year.

The *Community Promotion (74.7%)* - In January 2021, 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 (109.1%)* – 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

**TOWN OF YOUNTVILLE**  
**MONTHLY FINANCIAL REPORT**  
**February 28, 2021**

**General Fund Revenues**

The following is a summary of General Fund revenue by major category as of February 28, 2021.  
 February is 66.7% of the Fiscal Year:

<b>Revenues:</b>	<b>Budget*</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>
Property Taxes	1,755,548	1,225,864	(529,684)	69.8%
Sales Taxes	987,000	377,032	(609,968)	38.2% Note 1
Other Taxes	144,452	55,475	(88,977)	38.4%
Transient Occupancy Tax	4,250,000	1,942,861	(2,307,139)	45.7% Note 2
Investment Earnings	45,000	14,480	(30,520)	32.2%
Licenses & Permits	115,250	71,168	(44,082)	61.8%
Fines & Forfeitures	65,900	63,698	(2,202)	96.7%
Rents & Concessions	250,500	183,884	(66,616)	73.4%
Intergovernmental	185,500	172,056	(13,444)	92.8%
Parks & Recreation Fees	224,500	92,733	(131,767)	41.3%
Charges for Services	196,000	100,865	(95,135)	51.5%
Impact Fees	-	-	-	0.0%
Miscellaneous	130,335	105,283	(25,052)	80.8%
Transfers & Other Sources	1,000,000	-	(1,000,000)	0.0%
<b>Total</b>	<b>9,349,985</b>	<b>4,405,398</b>	<b>(4,944,587)</b>	<b>47.1%</b>

<b>Transfers:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>% of Budget</b>
Tourist Business Imp. Dist.	8,750	3,238	(5,512)	37.0%
2013 Bond Closure (Fund 53)	0	49,783	49,783	100.0%

Note 1 - Sales tax receipts lag 2 ½ - 3 months behind the actual collection period. Property taxes are generally not received until December, after the first installment has been collected by Napa County.

Note 2 - TOT is due one month after the collection period and received 45 days after the collection period.

## General Fund Expenditures

The following is a summary of General Fund Expenditures by major category as of February 28, 2021:

Expenditures		Budget*	Actual	Variance	% of Budget
Town Council/Mayor	1001	132,160	57,933	(74,227)	43.8%
Non-Departmental	1010	175,400	53,166	(122,234)	30.3%
Town Manager	1101	482,502	313,676	(168,826)	65.0%
Information Technology	1011	-	-	-	0.0% Note 1
Community Promotion	1015	423,137	315,916	(107,221)	74.7%
Finance	1102	592,100	355,779	(236,321)	60.1%
Risk Management	1103	77,925	31,646	(46,279)	40.6%
Town Attorney	1105	196,500	86,319	(110,181)	43.9%
Town Clerk	1110	513,768	264,745	(249,023)	51.5%
Planning & Building	2115	1,110,713	562,094	(548,619)	50.6%
Law Enforcement Services	3200	1,167,863	680,962	(486,901)	58.3%
Fire & Emergency Services	3201	645,000	-	(645,000)	0.0%
PW Admin. & Engineering	4301	738,624	428,108	(310,516)	58.0%
PW Street Maintenance	4305	398,114	199,870	(198,244)	50.2%
PW Park Maintenance	4320	573,046	347,050	(225,996)	60.6%
PW Government Bldgs.	4325	472,074	318,039	(154,035)	67.4%
Parks & Rec Admin & Services	5405	518,041	291,670	(226,371)	56.3%
Parks & Rec Camp Programs	5406	131,849	79,080	(52,769)	60.0%
Community Center	5408	303,995	147,590	(156,405)	48.6%
Parks & Rec After School Prog.	5409	103,951	47,375	(56,576)	45.6%
Parks & Rec Leisure Prog.	5410	269,133	133,633	(135,500)	49.7%
Parks & Rec Sports Prog.	5412	55,925	23,094	(32,831)	41.3%
Parks & Rec Community Events	5413	170,601	72,412	(98,189)	42.4%
Yountville Arts	5415	53,940	58,823	4,883	109.1%
Total Expenditures		9,306,361	4,868,980	(4,437,381)	52.3%
<b>Transfers Out:</b>					
OPEB-Employee Retiree Ben.		-	-	-	0.0%
PERS UAL		-	-	-	0.0%
Emergency Reserve Fund		-	-	-	0.0%
Revenue Stabilization Fund		-	-	-	0.0%
Capital Projects Fund		100,000	100,000	-	100.0%
Facility Replacement Fund		-	-	-	0.0%
Fleet/Equip Replacement Fund		-	-	-	0.0%
Housing Opportunity Fund		15,000	15,000	-	100.0%
T.O.Y. Community Foundation		-	8,238	(8,238)	0.0% Note 2
Water Subsidy		1,500	-	1,500	0.0%
Wastewater Subsidy		1,500	-	1,500	0.0%
2017 Lease Rev. Debt Service		539,369	539,369	-	100.0%
2020 Lease Fin. Debt Service		289,397	289,397	-	100.0%
Total Transfers Out:		946,766	952,004	(5,238)	100.6%

Note 1: Allocations of information technology are made to each department so no expenses are shown for program

Note 2: Transfer to TOYCF represents excess revenue collected from art sales.

## CAPITAL PROJECTS

Expenditures		Budget *	Actual	Variance	% of Budget
Roof Repair Corp Yard Garages	CF-0027	100,000	72,645	(27,355)	72.6%
Geographic Info. System	CP-0007	52,500	14,285	(38,215)	27.2%
Finnell Path Maintenance/Repair	CP-0014	12,986	12,986	0	100.0%
Community Wifi/Hotspot	CP-0015	75,000	-	(75,000)	0.0%
ADA Acces. Improv. Prog.	CP-2021	98,200	3,785	(94,415)	3.9%
Hydroflush Finnell-Beard Ditch	DF-0018	25,000	24,046	(954)	96.2%
Town-wide Drainage Imp. Prog.	DF-2021	17,500	12,000	(5,500)	68.6%
Paving Projects (Plans, Specs, and Engineering)	GT-3021	72,000	4,280	(67,720)	5.9%
Annual St Maint/Paving Program	MT-3020	18,130	15,721	(2,409)	86.7%
Annual St Maint/Paving Program	MT-3021	510,000	2,418	(507,582)	0.5%
Pedestrian Path-Oak Cir to Mission	PK-0003	536,084	182,427	(353,657)	34.0%
Sports Court Renovation	PK-0017	33,904	36,531	2,627	107.7% Note 1
Ventrac Mower & Containers	PK-0021	77,680	76,651	(1,029)	98.7%
Restroom Const @ Yville Comm Pk	PK-0024	200,000	2,875	(197,125)	1.4%
Curbs, Gutters, and Sidewalk Replacement	SB-6021	50,000	-	(50,000)	0.0%
Surveys & Monuments	ST-0004	16,000	-	(16,000)	0.0%
Traffic Calming Program	ST-4021	16,000	-	(16,000)	0.0%
Total		1,910,984	460,650	(1,450,334)	24.1%

Expenditures - Water & Wastewater		Budget *	Actual	Variance	% of Budget
Hydrant Repair & Replacement	WA-0015	30,000	-	(30,000)	0.0%
Emerg Repl Washinton Pk Main/Laterl	WA-0016	1,204,000	866,654	(337,346)	72.0%
Water Meter Repl Program	WA-2021	28,000	-	(28,000)	0.0%
Joint Treatment Plant Office	WW-0011	503,948	29,284	(474,664)	5.8%
SCADA Controls	WW-0012	50,000	4,782	(45,218)	9.6%
Pipe Burst Town Force Main	WW-0023	50,000	13,345	(36,655)	26.7%
Inflow & Infiltration Reduction Prog	WW-2021	82,500	-	(82,500)	0.0%
Sewer Main Replacement	WW-3021	80,500	-	(80,500)	0.0%
Plant Equipment Repl Program	WW-4021	74,000	-	(74,000)	0.0%
Pump Station Equipment Replcmt	WW-5021	12,500	-	(12,500)	0.0%
Total		2,115,448	914,064	(1,201,384)	43.2%

\* Budget includes amounts for prior year purchase order rollover

Note 1 - Additional \$2,500 contribution from the Pickle Ball Club into the Capital Projects fund helps cover the total cost of PK-0017.

<b>WATER CAPITAL IMPROVEMENT FUND (60)</b>	Budget	Actual	Variance	% of Budget
Revenues - System Replacement Fees	117,790	77,454	(40,336)	65.8%
Impact Fees	-	-	-	0.0%
Interest Income	5,000	1,950	(3,050)	39.0%
Transfers from Wtr Op/Drought Res Fund (57/61)	1,100,000	1,100,000	-	100.0%
Total Revenues	1,222,790	1,179,404	(43,386)	96.5%
Capital Improvement (60-4500)	1,358,680	913,656	(445,024)	67.2%
Total Expenses	1,358,680	913,656	(445,024)	67.2%
Net Operating Income/(Loss)	(135,890)	265,748	401,638	
<b>WATER OPERATING ENTERPRISE FUND (61)</b>	Budget	Actual	Variance	% of Budget
Revenues - Utilities	1,436,720	1,030,950	(405,770)	71.8%
Interest Income	200	307	107	153.5%
Transfer-Water Subsidy (01)	1,500	-	(1,500)	0.0%
Total Revenues	1,438,420	1,031,257	(407,163)	71.7%
O & M Expenses (61-4505)	561,034	337,241	(223,793)	60.1%
Water Purchases (61-4507)	995,673	776,099	(219,574)	77.9%
Total Expenses	1,556,707	1,113,340	(443,367)	71.5%
Net Operating Income/(Loss)	(118,287)	(82,083)	36,204	

<b>WASTEWATER OPERATING ENTERPRISE FUND (62)</b>	Budget	Actual	Variance	% of Budget
Revenues - Utilities	2,311,809	1,656,693	(655,116)	71.7%
Interest Income	15,000	6,423	(8,577)	42.8%
Transfer-Wastewater Subsidy (01)	1,500	-	(1,500)	0.0%
Total Revenues	2,328,309	1,663,115	(665,194)	71.4%
			-	
WW Collection (62-4510)	378,839	201,036	(177,803)	53.1%
WW Treatment (62-4515)	1,242,587	739,518	(503,069)	59.5%
Transfer to Capital (63/64)	1,950,000	1,950,000	-	100.0%
Total Expenses	3,571,426	2,890,554	(680,872)	80.9%
Net Operating Income/(Loss)	(1,243,117)	(1,227,438)	15,679	
<b>JOINT TREATMENT CAPITAL FUND (63)</b>	Budget	Actual	Variance	% of Budget
Revenues System Replacement Fees	179,974	121,716	(58,258)	67.6%
Revenues Capital Recovery Vets	312,000	50,000	(262,000)	16.0%
Interest Income	25,000	6,138	(18,862)	24.6%
Transfer from Wastewater Operating (62)	1,600,000	1,600,000	-	100.0%
Total Revenues	2,116,974	1,777,854	(339,120)	84.0%
WW Joint Treatment Plant (63-4518)	1,054,609	359,201	(695,408)	34.1%
Total Expenses	1,054,609	359,201	(695,408)	34.1%
Net Operating Income/(Loss)	1,062,365	1,418,653	356,288	
<b>WASTEWATER UTILITY CAPITAL FUND (64)</b>	Budget	Actual	Variance	% of Budget
Transfer fr WWtr Operating (62)/JT Cap Fund (63)	350,000	350,000	-	100.0%
Impact Fees	-	-	-	0.0%
Interest Income	3,000	809	(2,191)	27.0%
Total Revenues	353,000	350,809	(2,191)	99.4%
			-	
WW Capital Improvement (64-4519)	310,854	63,809	(247,045)	20.5%
Transfer to Debt Service (55)	29,316	29,838	522	101.8%
Total Expenses	340,170	93,646	(246,524)	27.5%
Net Operating Income/(Loss)	12,830	257,162	244,332	