



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: April 5, 2022

TO: Mayor and Town Council

FROM: Celia King, Finance Director

PREPARED BY: Kyle Batista, Financial Analyst

SUBJECT:

Monthly Financial Report for February 2022.

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.

February 2022 – 66.7% of the Fiscal Year

Highlights

As of February, Transient Occupancy Tax (TOT) exceeded the originally budgeted amount by 6.6% and as a whole, General Fund revenues have reached 86.5% of the Fiscal Year 2021/2022 budget.

Overall General Fund expenditures are holding slightly under budget at 53.2%.

Capital Projects – All Capital Projects expenditures are within budgeted amounts.

Water & Wastewater Funds – Revenues and expenditures for all enterprise funds are continue to trend fairly close to the 66.7% target except for interest income.

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, 2022

General Fund Revenues

The following is a summary of General Fund revenue by major category as of February 28, 2022.
February is 66.7% of the Fiscal Year:

Revenues:	Budget*	Actual	Variance	% of Budget	Note
Property Taxes	2,100,000	1,273,996	(826,004)	60.7%	Note 2
Sales Taxes	1,270,000	900,913	(369,087)	70.9%	Note 1
Other Taxes	181,000	215,707	34,707	119.2%	
Transient Occupancy Tax	5,250,000	5,598,239	348,239	106.6%	Note 3
Investment Earnings	25,000	10,879	(14,121)	43.5%	
Licenses & Permits	138,900	107,763	(31,137)	77.6%	
Fines & Forfeitures	3,500	62,501	59,001	1785.7%	
Rents & Concessions	261,825	217,845	(43,980)	83.2%	
Intergovernmental	504,642	130,586	(374,056)	25.9%	
Parks & Recreation Fees	166,200	153,238	(12,962)	92.2%	
Charges for Services	150,000	51,448	(98,552)	34.3%	
Impact Fees	-	-	-	0.0%	
Miscellaneous	154,500	108,339	(46,161)	70.1%	
Other Sources	-	-	-	0.0%	
Total	10,205,567	8,831,454	(1,374,113)	86.5%	

Transfers:	Budget	Actual	Variance	% of Budget	Note
Tourist Imp. Dist. (Fund 22)	8,750	9,823	1,073	112.3%	
Total	8,750	9,823	1,073	112.3%	

Note 1 - Sales tax receipts lag 2 ½ - 3 months behind the actual collection period.

Note 2 - Property taxes are generally not received until December, after the first installment has been collected by Napa County.

Note 3 - TOT is due one month after the collection period and received 45 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 February 28, 2022:
February is 66.7% of the Fiscal Year:

Expenditures		Budget*	Actual	Variance	% of Budget
Town Council/Mayor	1001	145,812	66,156	(79,656)	45.4%
Non-Departmental	1010	226,866	96,488	(130,378)	42.5%
Town Manager	1101	433,040	289,025	(144,016)	66.7%
Information Technology	1011	-	-	-	0.0% Note 1
Community Promotion	1015	407,633	312,536	(95,097)	76.7%
Finance	1102	565,808	328,818	(236,990)	58.1%
Risk Management	1103	78,350	15,852	(62,498)	20.2%
Town Attorney	1105	196,500	34,673	(161,827)	17.6%
Town Clerk	1110	437,086	235,969	(201,117)	54.0%
Planning & Building	2115	1,094,824	539,101	(555,723)	49.2%
Law Enforcement Services	3200	1,195,299	696,966	(498,333)	58.3%
Fire & Emergency Services	3201	605,050	-	(605,050)	0.0%
PW Admin. & Engineering	4301	703,950	400,685	(303,265)	56.9%
PW Street Maintenance	4305	383,225	222,215	(161,011)	58.0%
PW Park Maintenance	4320	559,279	366,737	(192,542)	65.6%
PW Government Bldgs.	4325	501,898	317,411	(184,486)	63.2%
Parks & Rec Admin & Services	5405	442,759	256,481	(186,278)	57.9%
Parks & Rec Camp Programs	5406	134,451	84,059	(50,392)	62.5%
Community Center	5408	277,580	158,038	(119,542)	56.9%
Parks & Rec After School Prog.	5409	26,042	13,196	(12,847)	50.7%
Parks & Rec Leisure Prog.	5410	261,236	162,334	(98,901)	62.1%
Parks & Rec Sports Prog.	5412	43,628	27,920	(15,708)	64.0%
Parks & Rec Community Events	5413	147,238	91,594	(55,644)	62.2%
Yountville Arts	5415	61,145	38,025	(23,119)	62.2%
Total Expenditures		8,928,700	4,754,280	(4,174,420)	53.2%
Transfers Out:					
OPEB-Employee Retiree Ben.	7902	225,000	225,000	-	100.0%
PERS UAL	7903	325,000	325,000	-	100.0%
Emergency Reserve Fund	7904	350,000	350,000	-	100.0%
Revenue Stabilization Fund	7905	250,000	250,000	-	100.0%
Capital Projects Fund	7950	500,000	500,000	-	100.0%
Facility Replacement Fund	7981	200,000	200,000	-	100.0%
Housing Opportunity Fund	7970	70,400	-	70,400	0.0%
Water Subsidy	7961	5,625	4,125	1,500	73.3%
Wastewater Subsidy	7962	1,500	-	1,500	0.0%
2017 Lease Rev. Debt Service	7954	540,000	540,000	-	100.0%
2020 Lease Fin. Debt Service	7955	357,335	357,335	-	100.0%
Total Transfers Out:		2,824,860	2,751,460	73,400	97.4%

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.

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CAPITAL PROJECTS

Expenditures		Budget *	Actual	Variance	% of Budget
Community Hall Auto Switch	CF-0028	135,300	-	(135,300)	0.0%
GIS Mapping Improvements	CP-0007	25,000	14,520	(10,480)	58.1%
ADA Accessibility Improvements: Forrester Park/Three Weirs Park	CP-0018	160,000	251	(159,749)	0.2%
Installation of EV Charging Stations	CP-0021	21,000	-	(21,000)	0.0%
ADA Accessibility Improvements Program	CP-2022	50,000	-	(50,000)	0.0%
Town Wide Drainage and Erosion Program	DF-2022	9,000	-	(9,000)	0.0%
Paving Projects - Plan, Specs, and Engineering	GT-3022	70,000	43,063	(26,938)	61.5%
Annual Street Maintenance & Paving Program	MT-3022	644,364	623,585	(20,779)	96.8%
Hopper Creek Pedestrian Bridge and Path Project	PK-0003	37,897	37,897	-	100.0%
Restroom Construction at Yountville Community Park	PK-0024	227,607	139,881	(87,726)	61.5%
Curb, Gutter, and Sidewalk Replacement	SB-6022	50,000	-	(50,000)	0.0%
Surveys and Monuments	ST-0004	17,000	1,518	(15,483)	8.9%
Traffic Calming Program	ST-4022	8,500	-	(8,500)	0.0%
Streetlight Replacement Program	ST-5021	11,229	11,229	-	100.0%
Total*		1,466,897	871,943	(594,954)	59.4%

Expenditures - Water & Wastewater		Budget *	Actual	Variance	% of Budget
Hydrant Repair and Replacement	WA-0015	31,500	-	(31,500)	0.0%
Emergency Washington Park Waterline Repair	WA-0016	63,804	61,959	(1,845)	97.1%
Water Meter Replacement Program	WA-2022	57,000	30,377	(26,623)	53.3%
Hydrant and Main Flushing	WA-4022	35,000	-	(35,000)	0.0%
Joint Treatment Plant Office Modernization Project	WW-0011	535,452	23,872	(511,580)	4.5%
SCADA Controls	WW-0012	50,000	10,469	(39,531)	20.9%
Clean and Inspect Primary and Secondary Digester	WW-0020	35,000	-	(35,000)	0.0%
Assess Outfall Pipe to Napa River	WW-0021	40,000	-	(40,000)	0.0%
Inflow and Infiltration Reduction Program (A-Line)	WW-2022	419,474	90,930	(328,544)	21.7%
Sewer Main Replacement and Repair Program	WW-3022	157,026	72,526	(84,500)	46.2%
Plant Equipment Replacement Program	WW-4022	101,202	33,098	(68,105)	32.7%
Town Pump Station Equipment Replacement Program	WW-5022	13,000	-	(13,000)	0.0%
Total*		1,538,459	323,231	(1,215,227)	21.0%

* Budget includes amounts for prior year purchase order rollover

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WATER CAPITAL IMPROVEMENT FUND (60)	Budget	Actual	Variance	% of Budget
Revenues - System Replacement Fees	126,685	83,494	(43,191)	65.9%
Impact Fees	-	-	-	0.0%
Interest Income	3,500	512	(2,988)	14.6%
Transfers from Wtr Op/Drought Res Fund (57/61)	-	-	-	0.0%
Total Revenues	130,185	84,006	(46,179)	64.5%
Capital Improvement (60-4500)	305,984	149,842	(156,142)	49.0%
Total Expenses	305,984	149,842	(156,142)	49.0%
Net Operating Income/(Loss)	(175,799)	(65,837)	109,963	
WATER OPERATING ENTERPRISE FUND (61)	Budget	Actual	Variance	% of Budget
Revenues - Utilities	1,623,957	1,049,210	(574,747)	64.6%
Interest Income	350	117	(233)	33.3%
Transfer-Water Subsidy (01)	5,625	4,125	(1,500)	73.3%
Total Revenues	1,629,932	1,053,452	(576,480)	64.6%
O & M Expenses (61-4505)	550,927	364,330	(186,598)	66.1%
Water Purchases (61-4507)	1,130,721	525,087	(605,634)	46.4%
Total Expenses	1,681,648	889,417	(792,231)	52.9%
Net Operating Income/(Loss)	(51,716)	164,035	215,751	

WASTEWATER OPERATING ENTERPRISE FUND (62)	Budget	Actual	Variance	% of Budget
Revenues - Utilities	2,673,351	1,543,670	(1,129,681)	57.7%
Interest Income	10,000	905	(9,095)	9.1%
Transfer-Wastewater Subsidy (01)	1,500	-	(1,500)	0.0%
Total Revenues	2,684,851	1,544,575	(1,140,276)	57.5%
			-	
WW Collection (62-4510)	370,147	198,223	(171,924)	53.6%
WW Treatment (62-4515)	1,190,107	732,265	(457,842)	61.5%
Transfer to Capital (63/64)	1,000,000	1,000,000	-	100.0%
Total Expenses	2,560,254	1,930,488	(629,766)	75.4%
Net Operating Income/(Loss)	124,597	(385,913)	(510,509)	
JOINT TREATMENT CAPITAL FUND (63)	Budget	Actual	Variance	% of Budget
Revenues System Replacement Fees	206,700	137,381	(69,319)	66.5%
Revenues Capital Recovery Vets	351,500	50,000	(301,500)	14.2%
Interest Income	15,000	3,244	(11,756)	21.6%
Transfer from Wastewater Operating (62)	500,000	500,000	-	100.0%
Total Revenues	1,073,200	690,625	(382,575)	64.4%
WW Joint Treatment Plant (63-4518)	1,191,315	392,784	(798,531)	33.0%
Total Expenses	1,191,315	392,784	(798,531)	33.0%
Net Operating Income/(Loss)	(118,115)	297,841	415,957	
WASTEWATER UTILITY CAPITAL FUND (64)	Budget	Actual	Variance	% of Budget
Transfer fr WWtr Operating (62)/JT Cap Fund (63)	500,000	500,000	-	100.0%
Impact Fees	-	-	-	0.0%
Interest Income	2,500	509	(1,991)	20.3%
Total Revenues	502,500	500,509	(1,991)	99.6%
			-	
WW Capital Improvement (64-4519)	699,500	209,923	(489,577)	30.0%
Transfer to Debt Service (55)	29,755	-	(29,755)	0.0%
Total Expenses	729,255	209,923	(519,332)	28.8%
Net Operating Income/(Loss)	(226,755)	290,585	517,340	