

Department of Finance Quarterly Review

For the Period Ended March 31, 2017

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Executive Dashboard - 2nd Quarter, 2017 Fiscal Year Financial Indicators

Key Revenue Sources	FY2017 Budget	Actual through 03/31/17	% Annual Budget
Ad Valorem Taxes - General Fund	\$ 14,845,124	\$ 14,707,075	99.07%
Non-Property Taxes - General Fund	14,660,000	7,172,729	48.93%
Hotel Tax	6,000,000	2,736,254	45.60%
Franchise Fees - General Fund	2,870,300	1,484,267	51.71%
Service/Permitting/License Fees - General Fund	2,338,900	1,369,091	58.54%
Rental Income - All Funds	5,310,725	2,572,146	48.43%
Fines and Penalties - All Funds	750,000	271,859	36.25%
Special Event Revenue - Hotel Fund	2,691,200	67,542	2.51%
Fuel Flowage Fees - Airport Fund	932,380	462,915	49.65%
Water and Sewer Charges - Utility Fund	10,630,000	4,120,147	38.76%

Key Expenditures	FY2017 Budget	Actual through 03/31/17	% Annual Budget
General Fund	\$ 37,424,915	\$ 16,803,135	44.90%
Hotel Fund	9,065,072	2,438,318	26.90%
Economic Development	2,029,769	637,377	31.40%
Airport Operations	4,403,000	1,924,734	43.71%
Utility Operations	9,775,516	4,284,302	43.83%

Executive Dashboard - 2nd Quarter, 2017 Fiscal Year Financial & Staffing Indicators

Personnel Information:

New Hires - Benefitted Positions								
1/2017-3/2017								
Department	Part-Time Positions	YTD						
City Manager	0	1	1	1				
Finance	0	2	2	2				
Fire	0	0	0	2				
General Services	0	1	1	1				
Info. Technology	0	1	1	1				
Marketing	0	0	0	1				
Municipal Court	1	0	1	1				
Parks	0	5	5	5				
Police	0	3	3	4				
Recreation	0	1	1	2				
Streets	0	0	0	1				
Grand Total	1	14	15	21				

Separations - Benefitted Positions								
	1.	1/2017-3/2017						
Department	Part-Time Positions	YTD						
Conference Centre	0	1	1	1				
Finance	0	1	1	1				
Development	0	1	1	1				
Parks and Recreation	1	2	3	6				
Police	0	1	1	6				
Grand Total	1	6	7	15				

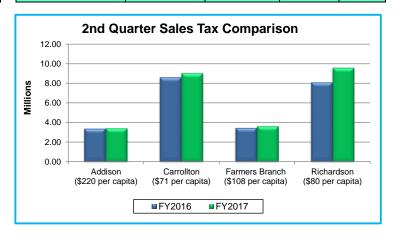
Economic Development Incentives:

Executed Agreements	Amount Paid FY17	Total Incentives Committed
3	0	\$331,000

Purchasing Information:

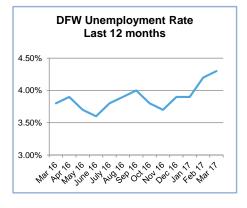
Savings = Difference between Low Bid and Next Highest bid

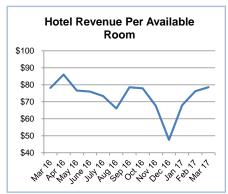
FY16 Bid Savings	YTD FY17 Bid Savings	FY17 Savings Goal
\$955,159	\$59,372	\$650,000



Executive Dashboard - 2nd Quarter, 2017 Fiscal Year

Economic Indicators



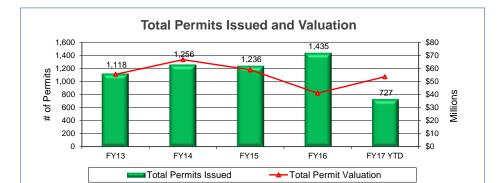






Source: CoStar (compares to prior year)







Executive Dashboard - 2nd Quarter, 2017 Fiscal Year Sales Tax Information





To: Wes Pierson, City Manager

From: Olivia Riley, Chief Financial Officer

Re: Second Quarter Financial Review

Date: May 8, 2017

This is the second quarter report for the 2016-2017 fiscal year. Revenues and expenditures reflect activity from October 1, 2016 through March 31, 2017 or fifty percent of the fiscal year.

GENERAL FUND

- Fiscal year to date revenue totaled above \$25.5 million, which is 71.4 percent of the overall budget amount. Total revenue is approximately \$2.0 million or 8.5 percent more than received this time last year. Sales tax collections totaled approximately \$6.9 million, a 5.4 percent increase over the previous year-to-date collections. Other revenues in total are trending above budgeted amounts.
- Fiscal year to date expenditures and transfers totaled \$16.8 million, which is 44.9 percent of budget and \$1.9 million, or 12.8 percent more than spent this time last year. Emergency Communications expenditures are at 72%; three quarterly payments have been paid to North Texas Emergency Communications Center. Most other departments are on pace with or below their respective budgets.

HOTEL FUND

- ➤ Total fund revenues through the second quarter totaled almost \$3.2 million, a decrease of \$336 thousand or 9.6 percent from the prior year. The decrease in Hotel fund revenues can be attributed to the Hotel occupancy tax collections which are \$291 thousand or 9.6 percent less than at this time last year. Proceeds from Special Events are below budget due to the timing of events; all significant events occur between May and September. The remaining revenue categories (mainly Conference Centre and theatre rentals) are below their budgeted numbers.
- Hotel Fund expenditures of \$2.4 million are 26.9 percent of budget and essentially equal to this time a year ago. Performing Arts is at 83.1 percent of budget due to the advancing of grant payments made to Water Tower Theatre. All other departments are below their respective budgets.

AIRPORT FUND

- Operating revenue through the second quarter totaled approximately \$2.7 million, compared to \$2.8 million in the prior year. This represents a decrease of approximately 2.3 percent, which can be attributed to the timing of a grant receipt, as well as other income received during this quarter last year.
- Year-to-date operating expenses amounted to just over \$1.9 million, with an operating income of \$819 thousand before debt payments. While most expenses are under their budgeted amounts, the operator service contract is slightly up due to the scheduled annual payout of fiscal year 2016 revenue bonus.

UTILITY FUND

- Operating revenue through the second quarter totaled \$4.2 million, compared to \$4.1 million in the prior year. This represents an increase of 2.4 percent, which can be attributed to an increase in tap fees as a result of new tap accounts added this year.
- Operating expenses through the second quarter totaled \$4.3 million, bringing net operating loss to \$80 thousand.

STORMWATER FUND

- Operating revenue through the second quarter totaled \$867 thousand, compared to \$813 thousand in the prior year. This represents an increase of 6.7 percent. Drainage revenues are higher due to addition of new accounts and rate increases implemented in accordance with rate ordinance, on average rates increased 5.5%.
- Operating expenses through the second quarter totaled approximately \$148 thousand, compared to \$199 thousand in the prior year.

GENERAL FUND

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 ACTUAL	FY 2016-17 ACTUAL	ACTUAL YTD as %
CATEGORY	PRIOR YEAR	BUDGET	2ND QTR	YTD	of Budget
Revenues:					
Ad Valorem taxes:	Ф 40 400 C44	Ф 44.00C E4E	Ф 40 E40 EE0	Ф 44 COO 400	00.40/
Current taxes		\$ 14,826,545	\$ 10,548,559		99.1%
Delinquent taxes	(45,520)	3,096	(5,587)	(8,807)	-284.4%
Penalty & interest	32,177	15,483	20,756	22,479	145.2%
Non-property taxes:					
Sales tax	12,831,723	13,400,000	3,420,435	6,872,591	51.3%
Alcoholic beverage tax	1,211,761	1,260,000	300,138	300,138	23.8%
Franchise / right-of-way use fees:					
Electric franchise	1,842,513	1,575,000	361,584	837,991	53.2%
Gas franchise	216,745	217,400	203,779	203,779	93.7%
Sanitation Franchise	-	120,000		-	
Telecommunication access fees	592,062	636,500	138,773	279,077	43.8%
Cable franchise	418,578	316,400	81,432	163,420	51.6%
Street rental fees	4,620	5,000	-	-	0.0%
Licenses and permits:					
Business licenses and permits	137,282	247,800	26,773	50,693	20.5%
Building and construction permits	631,681	598,000	368,583	509,481	85.2%
Service fees:					
General government	106	500	70	121	24.2%
Public safety	921,283	785,200	227,876	427,065	54.4%
Urban development	(1,300)	3,000	2,000	-	0.0%
Streets and sanitation	374,295	282,200	96,795	173,728	61.6%
Recreation	72,293	73,300	18,577	33,549	45.8%
Interfund	347,452	348,900	87,228	174,455	50.0%
Court fines	554,393	675,000	139,529	236,487	35.0%
Interest earnings	101,510	70,000	59,812	81,122	115.9%
Rental income	231,877	175,000	31,100	62,750	35.9%
Other	191,872	70,000	319,582	382,547	546.5%
Total Revenues	34,157,014	35,704,324	16,447,794	25,496,068	71.4%

GENERAL FUND

CATEGORY	FY 2015-16 ACTUAL PRIOR YEAR	FY 2016-17 ADOPTED BUDGET	FY 2016-17 ACTUAL 2ND QTR	FY 2016-17 ACTUAL YTD	ACTUAL YTD as % of Budget
Expenditures:					
General Government:					
City secretary	34	201,159	40,975	63,752	31.7%
City manager	1,359,514	1,044,171	193,419	492,598	47.2%
Finance	1,400,759	1,670,369	478,474	763,800	45.7%
General services	776,252	812,135	157,487	311,870	38.4%
Municipal court	552,161	614,926	161,138	287,632	46.8%
Human resources	559,963	613,588	154,853	285,682	46.6%
Information technology	1,586,922	1,909,265	513,427	751,271	39.3%
Combined services	997,868	2,412,288	223,029	515,310	21.4%
Council projects	360,177	310,819	27,502	137,094	44.1%
Public safety:					
Police	8,107,267	8,641,004	2,194,354	4,054,274	46.9%
Emergency communications	1,412,600	1,410,505	366,499	1,015,698	72.0%
Fire	6,757,245	7,047,475	1,837,197	3,484,700	49.4%
Development services	1,207,874	1,386,767	288,989	559,170	40.3%
Streets	1,791,259	1,748,127	422,865	697,960	39.9%
Parks and Recreation:					
Parks	3,242,441	3,729,590	748,833	1,518,840	40.7%
Recreation	1,663,761	1,727,051	421,716	790,647	45.8%
Other financing uses:					
Transfers to Infrastructure and Econ Development	1,092,000	2,145,676	536,419	1,072,838	50.0%
Total Expenditures	32,868,097	37,424,915	8,767,176	16,803,135	44.9%
Net Change in Fund Balance	1,288,917	(1,720,591)	7,680,618	8,692,932	
Fund Balance at Beginning of Year	11,601,861	11,896,301		12,890,778	34.4%
Fund Balance at End of Year	\$ 12,890,778	\$ 10,175,710	:	\$ 21,583,710	

HOTEL FUND

CATEGORY	FY 2015-16 ACTUAL PRIOR YEAR	FY 2016-17 ADOPTED BUDGET	FY 2016-17 ACTUAL 2ND QTR	FY 2016-17 ACTUAL YTD	ACTUAL YTD as % of Budget
					3
Revenues:					
Hotel/Motel occupancy taxes	\$ 6,138,213	\$ 6,000,000	\$ 1,350,774	2,736,254	45.6%
Proceeds from special events	2,725,943	2,691,200	59,467	67,542	2.5%
Conference centre rental	758,676	678,000	162,243	302,885	44.7%
Visit Addison rental	30,337	-	-	=	0.0%
Theatre centre rental	24,992	111,240	21,468	30,073	27.0%
Interest and miscellaneous	2,019	17,000	13,516	19,998	117.6%
Total Revenues	9,680,180	9,497,440	1,607,468	3,156,751	33.2%
Expenditures:					
Visit Addison	331,854	-	-	-	0.0%
Conference centre	1,156,760	1,449,405	162,934	346,383	23.9%
Marketing	813,446	1,091,773	192,761	334,895	30.7%
Special events	4,115,195	4,155,275	279,583	549,775	13.2%
Addison Theatre Centre	-	400,003	96,220	159,363	39.8%
Performing Arts	569,491	447,000	223,750	371,250	83.1%
General hotel operations	90,625	262,116	22,597	46,903	17.9%
Other financing uses:					
Transfer to debt serv & ED funds	1,257,124	1,259,500	314,875	629,750	50.0%
Total Expenditures	8,334,495	9,065,072	1,292,720	2,438,318	26.9%
Net Change in Fund Balance	1,345,686	432,368	314,748	718,433	
Fund Balance at Beginning of Year	2,040,729	3,644,081	_	3,386,415	37.4%
Fund Balance at End of Year	\$ 3,386,415	\$ 4,076,449	_	\$ 4,104,848	

ECONOMIC DEVELOPMENT FUND

CATEGORY	FY 2015-16 ACTUAL PRIOR YEAR	FY 2016-17 ADOPTED BUDGET	FY 2016-17 ACTUAL 2ND QTR	FY 2016-17 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:					
Current taxes	\$ 965,009	\$ 1,000,000	\$ 711,550	991,140	99.1%
Delinquent taxes	(3,257)	209	(375)	(590)	-282.2%
Penalty & interest	2,268	1,043	1,400	1,516	145.4%
Business license fee	65,276	67,000	54,256	55,770	83.2%
Interest income and other	10,796	6,100	4,711	6,181	101.3%
Transfers from General/Hotel Fund	560,524	973,000	243,250	486,500	50.0%
Total Revenues	1,600,615	2,047,352	1,014,792	1,540,518	75.2%
Expenditures:					
Personnel services	389,360	393,206	109,065	203,738	51.8%
Supplies	41,468	32,450	3,705	7,201	22.2%
Maintenance	52,787	57,362	(321)	8,844	15.4%
Contractual services	840,724	1,523,745	255,052	406,090	26.7%
Capital replacement/lease	25,581	23,006	5,752	11,503	50.0%
Total Expenditures	1,349,920	2,029,769	373,253	637,377	31.4%
Net Change in Fund Balance	250,695	17,583	641,539	903,141	
Fund Balance at Beginning of Year	752,819	660,126		1,003,514	49.4%
Fund Balance at End of Year	\$ 1,003,514	\$ 677,709	= =	\$ 1,906,655	

AIRPORT FUND

CATEGORY		Y 2015-16 ACTUAL RIOR YEAR		FY 2016-17 ADOPTED BUDGET	ı	FY 2016-17 ACTUAL 2ND QTR	FY 2016-17 ACTUAL YTD	ACTUAL YTD as % of Budget
Operating Revenues:								
Operating grants	\$	2,015,621	\$	50,000	\$	_	_	0.0%
Fuel flowage fees	Ψ	828,240	Ψ	932,380	Ψ	221,798	462,915	49.6%
Rental		4,426,111		4,346,485		1,084,022	2,176,439	50.1%
User fees		120,990		48,000		33,403	67,076	139.7%
Other income		170,574		123,293		10,917	36,918	29.9%
Total Operating Revenues		7,561,536		5,500,158		1,350,140	2,743,347	49.9%
Operating Expenses:								
Town - Personnel services		328,233		411,766		82,364	166,124	40.3%
Town - Supplies		9,350		42,000		1,889	4,122	9.8%
Town - Maintenance		113,270		116,150		(5,807)	38,519	33.2%
Town - Contractual services		131,351		192,455		60,032	132,085	68.6%
Town - Capital Replacement/Lease		19,161		27,878		6,970	13,939	50.0%
Grant - Maintenance		-		100,000		-	-	0.0%
Operator - Operations and maintenance		2,853,681		3,125,960		629,146	1,314,380	42.0%
Operator - Service contract		427,703		386,792		84,372	255,566	66.1%
Total Operating Expenses		3,882,749		4,403,000		858,966	1,924,734	43.7%
Operating Income/(Loss)		3,678,788		1,097,158		491,174	818,613	
Non-Operating revenues (expenses):								
Interest earnings		-		24,500		14,729	22,973	93.8%
Principal & interest on debt, fiscal fees & other		(588,719)		(587,016)		(525,433)	(525,433)	89.5%
Net Total Non-Operating revenues (expenses)		(588,719)		(562,516)		(510,704)	(502,460)	89.3%
Net Change to Working Capital		3,090,069		534,641		(19,530)	316,153	
Working Capital at Beginning of Year		1,388,571		4,478,640	_	_	4,478,640	
Working Capital at End of Year	\$	4,478,640	\$	5,013,281	=	=	\$ 4,794,792	

UTILITY FUND

CATEGORY	FY 2015-16 ACTUAL PRIOR YEAR	FY 2016-17 ADOPTED BUDGET	FY 2016-17 ACTUAL 2ND QTR	FY 2016-17 ACTUAL YTD	ACTUAL YTD as % of Budget
Operating revenues:					
Water sales	\$ 6,056,506	\$ 6,040,000	\$ 1,132,231	2,261,750	37.4%
Sewer charges	4,452,519	4,590,000	1,078,010	1,858,397	40.5%
Tap fees	25,275	7,000	26,075	44,100	630.0%
Penalties	79,319	75,000	17,726	35,372	47.2%
Other Income/(Expenses)	570	15,000	35	4,505	30.0%
Total Operating Revenues	10,614,189	10,727,000	2,254,077	4,204,124	39.2%
Operating expenses:					
Water purchases	3,458,701	3,458,701 3,700,000 883,86		1,494,950	40.4%
Wastewater treatment	2,543,156	2,590,000	805,999	1,384,208	53.4%
Utility operations	2,793,254	3,485,516	739,247	1,405,145	40.3%
Total Operating Expenses	8,795,111	9,775,516	2,429,106	4,284,302	43.8%
Operating Income/(Loss) (excluding					
depreciation)	1,819,078	951,484	(175,029)	(80,179)	
Non-Operating revenues (expenses):					
Transfer in from GO Debt Service Fund	-	300,000	-	-	0.0%
Interest earnings and other	268,742	(46,400)	32,001	51,857	-111.8%
Principal and interest on debt, fiscal fees & other	(1,097,486)	(493,689)	(827,672)	(827,672)	167.7%
Transfers Out	-	(800,000)	(200,000)	(400,000)	50.0%
Net Total Non-Operating revenues (expenses)	(828,744)	(1,040,089)	(795,671)	(1,175,815)	113.0%
Net Change to Working Capital	990,334	(88,605)	(970,700)	(1,255,994)	
Working Capital at Beginning of Year	16,053,914	17,044,248	_	17,044,248	
Working Capital at End of Year	\$ 17,044,248	\$ 16,955,643	- -	\$ 15,788,255	

STORM WATER UTILITY FUND

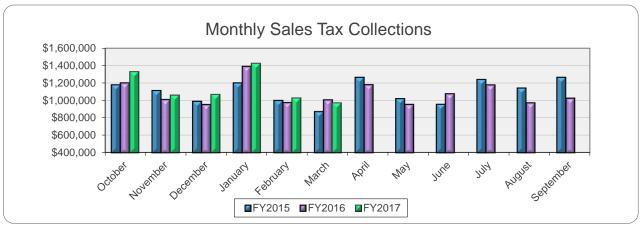
CATEGORY		FY 2015-16 ACTUAL PRIOR YEAR		FY 2016-17 ADOPTED BUDGET		FY 2016-17 ACTUAL 2ND QTR	FY 2016-17 ACTUAL YTD	ACTUAL YTD as % of Budget	
Operating revenues:									
Drainage Fees	\$	1,885,773	\$	1,850,000	\$	512,011	867,464	46.9%	
Total Operating Revenues		1,885,773		1,850,000		512,011	867,464	46.9%	
Operating expenses									
Personnel services		74,338		156,619		19,165	36,956	23.6%	
Supplies		4,663		12,700		985	1,040	8.2%	
Maintenance		57,941		237,200		49,990	61,379	25.9%	
Contractual services		294,295		336,727		37,124	48,226	14.3%	
Capital Replacement/Lease		-		-		=	-	0.0%	
Total Operating Expenses		431,237		743,246		107,264	147,601	19.9%	
Operating Income/(Loss) (excluding									
depreciation)		1,454,535		1,106,754		404,747	719,864		
Non-Operating revenues (expenses):									
Interest earnings and other		92,021		67,700		24,755	39,745	58.7%	
Principal and interest on debt, fiscal fees & other		(546,268)		(544,266)		(411,008)	(411,008)	75.5%	
Net Total Non-Operating revenues (expenses)		(454,247)		(476,566)		(386,253)	(371,263)	77.9%	
Net Change to Working Capital		1,000,288		630,188		18,494	348,601		
Working Capital at Beginning of Year		1,774,178		2,774,466	_	_	2,774,466		
Working Capital at End of Year	\$	2,774,466	\$	3,404,654	=	=	\$ 3,123,067		

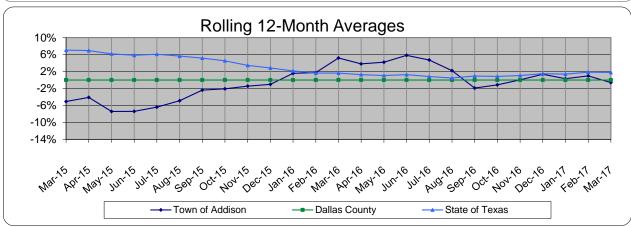
TOWN OF ADDISON Schedule of Sales Tax Collections and Related Analyses

For the period ending March 31, 2017

	TOWN OF ADDISON						DALLAS COUNTY		STATE OF TEXAS	
					nge from	% Change from		% Change from		
	2016-17 Collections		Prior	r Year	Prior	Year	Prior Year			
	Monthly	(Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	
October	\$ 1,326,017	\$	1,326,017	10.7%	10.7%	2.9%	2.9%	0.9%	0.9%	
November	1,059,533		2,385,550	5.1%	8.1%	4.7%	3.7%	0.2%	0.6%	
December	1,066,606		3,452,156	12.1%	9.3%	8.7%	5.2%	4.8%	1.9%	
January	1,421,424		4,873,580	2.6%	7.3%	3.5%	4.7%	-0.9%	1.0%	
February	1,027,098		5,900,678	5.5%	7.0%	6.5%	5.0%	5.2%	1.8%	
March	971,913		6,872,591	-3.2%	5.4%	4.4%	4.9%	2.8%	1.9%	
April	-		-	-	-	-	-	-	-	
May	-		-	-	-	-	-	-	-	
June	-		-	-	-	-	-	-	-	
July	-		-	-	-	-	-	-	-	
August	-		-	-	-	-	-	-	-	
September	-		-	-	-	-	-	-	-	

Budget 16-17: \$ 13,400,000 Projected Year End: \$ 13,400,000





TOWN OF ADDISON HOTEL OCCUPANCY TAX COLLECTION Hotels By Service Type for the Quarter and Year-to-Date Ended March 31, 2017 With Comparative Information from Prior Fiscal Year

	Rooms		Jan - Mar 20	017	17 to 16	YTD FY 2017		17 to 16
	Number	%	Amount	%	% Diff.	YTD FY 2017	%	% Diff.
Full Service								
Marriott Quorum	547	14% \$	191,024	14%	-34%	\$ 436,044	16%	-17%
Intercontinental	528	13%	276,633	20%	2%	484,561	18%	-5%
Crowne Plaza	428	11%	92,662	7%	-45%	254,972	9%	-22%
	1,503	37%	560,319	41%	-23%	1,175,577	43%	-14%
Extended Stay								
Budget Suites	344	9%	3,431	0%	5%	7,318	0%	-5%
Hawthorn Suites	70	2%	22,928	2%	-4%	45,674	2%	7%
Marriott Residence Inn	150	4%	62,862	5%	3%	120,987	4%	3%
Hyatt House	132	3%	63,761	5%	-5%	123,586	5%	-4%
Homewood Suites	120	3%	55,788	4%	-7%	112,744	4%	0%
Home2Suites	132	3%	8,311	1%	0%	8,311	0%	0%
Springhill Suites	159	4%	76,389	6%	-1%	143,525	5%	-5%
	1,107	27%	293,470	22%	0%	562,145	21%	0%
Business Moderate								
Marriott Courtyard Quorum	176	4%	101,964	8%	0%	187,935	7%	-2%
LaQuinta Inn	152	4%	33,054	2%	-42%	75,940	3%	-31%
Marriott Courtyard Proton	145	4%	40,793	3%	-42%	99,970	4%	-25%
Radisson - Addison	101	2%	42,323	3%	-4%	82,086	3%	1%
Hilton Garden Inn	96	2%	54,848	4%	-3%	105,326	4%	-1%
Holiday Inn Express	102	3%	34,807	3%	-30%	73,892	3%	-21%
Best Western Plus	85	2%	30,313	2%	-4%	60,173	2%	3%
	857	21%	338,102	25%	-18%	685,322	25%	-12%
Economy								
Motel 6	124	3%	25,319	2%	-14%	51,543	2%	-8%
Hampton Inn	158	4%	67,308	5%	-6%	130,703	5%	-4%
Red Roof Inn	105	3%	27,608	2%	22%	57,467	2%	28%
Comfort Suites	78	2%	21,384	2%	-24%	40,704	1%	-25%
Super 8	65	2%	9,960	1%	5%	19,099	1%	1%
America's Best Value Inn	50	1%	7,304	1%	39%	13,694	1%	47%
- -	580	14%	158,883	12%	-4%	313,210	11%	-2%
TOTAL	4,047	100% \$	1,350,774	100%	-15%	\$ 2,736,254	100%	-9%

