

Department of Finance Quarterly Review

For the Period Ended September 30, 2019

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To: Wes Pierson, City Manager

From: Bill Hawley, Interim Finance Director

Re: Fourth Quarter Financial Review

Date: 10/30/2019

This is the fourth quarter report for the 2018-2019 fiscal year. Revenues and expenditures reflect activity from October 1, 2018 through September 30, 2019 or one hundred percent of the fiscal year.

GENERAL FUND

- Fiscal year to date revenue totaled \$40.1 million, which is 106.3 percent of the overall budget amount. Property tax revenues are at 102 percent of budget. Sales tax collections are 107.2 percent of the budget. Four quarters of mixed beverage taxes has been received from the state as of September 30, 2019. Municipal court fines are at 117.6 percent of budget.
 - Electric franchise fees were 96.5 percent of budget as of September 30, 2019. Telecommunications access fees were 84.2 percent of budget, the result of both a change in consumer habits as people eliminate their land-lines and a change in legislation that limits the collection of telecommunications and cable franchise fees.
- Fiscal year-to-date expenditures and transfers totaled approximately \$40.1 million, which is 94.5 percent of budget. All departments were at or below their respective budgets for fiscal year 2019.

HOTEL FUND

- Revenues through the fourth quarter totaled approximately \$7.2 million, 80.4 percent of the fiscal year 2019 budget. Hotel occupancy tax collections were 97.7 percent of budget thru twelve months of collections. Special Events revenues are lower than budgeted, but the fiscal year 2019 budget has not been amended to reflect the elimination of Tasty Bucks.
 - 2. Conference Centre revenues ended the fiscal year \$96 thousand below budget.
- Hotel Fund expenditures total \$6.8 million or 75.7 percent of budget. All departments were at or below their respective budgets for fiscal year 2019.

AIRPORT FUND

- Operating revenue through the fourth quarter totaled approximately \$6.9 million or 127.6 percent of the fiscal year 2019 budget.
- Year-to-date operating expenses amounted to \$4.8 million, resulting in operating income of \$2.1 million.

UTILITY FUND

- Operating revenue through the fourth quarter totaled \$11.8 million or 92.2 percent of the fiscal year 2019 budget. With a one-month lag in the collection of utility revenues, eleven months (91.7 percent) of the fiscal year has expired.
 - 3. Water sales are 84.5 percent of the fiscal year 2019 budget, the result of unusually wet weather this spring. Sewer charges are 84.7% of budget, also the result of unusually wet weather.
- Operating expenses through the fourth quarter totaled approximately \$11.8 million, or 97.6 percent of the fiscal year 2019 budget.
 - 4. Wastewater treatment expenses are unusually high due to increased costs from the Trinity River Authority wastewater treatment.
 - 5. Interest costs for Certificates of Obligation issued in the fall of 2018 were higher than projected in the fiscal year 2019 budget.

STORMWATER FUND

- ➤ Operating revenue through the fourth quarter totaled \$2.2 million or 102.9 percent of the fiscal year 2019 budget. With a one-month lag in the collection of stormwater revenues, eleven months (91.7 percent) of the fiscal year has expired.
- Operating expenses through the fourth quarter totaled approximately \$1.6 million or 79.6 percent of the fiscal year 2019 budget. Four quarterly transfers have been made to the Addison Grove Escrow fund.

Executive Dashboard - 4th Quarter, 2019 Fiscal Year Financial Indicators

Positive variance compared to historical trends

Positive

Negative variance of 3%-5% and more than \$50,000 compared to historical trends

Warning

Negative variance of >5% and more than \$50,000 compared to historical trends

Negative

Key Revenue Sources	FY2019 Budget	Actual through 09/30/19	% Annual Budget	
Ad Valorem Taxes - General Fund	\$ 16,950,736	\$ 17,255,718	101.80%	
Non-Property Taxes - General Fund	15,205,000	16,168,138	106.33%	
Hotel Tax	5,530,000	5,465,294	98.83%	
Franchise Fees - General Fund	2,575,000	2,468,993	95.88%	(1)
Service/Permitting/License Fees - General Fund	2,442,570	3,044,398	124.64%	
Rental Income - All Funds	5,013,255	6,107,062	121.82%	
Fines and Penalties - All Funds	395,000	483,955	122.52%	
Special Event Revenue - Hotel Fund	2,647,700	1,043,162	39.40%	
Fuel Flowage Fees - Airport Fund	917,400	1,019,452	111.12%	
Water and Sewer Charges - Utility Fund	12,584,297	10,645,507	84.59%	(3)

Key Expenditures	FY2019 Budget	Actual through 09/30/19	% Annual Budget
General Fund	\$ 42,446,493	\$ 40,123,685	94.53%
Hotel Fund	8,957,261	6,780,992	75.70%
Economic Development	1,860,868	1,548,938	83.24%
Airport Operations	5,576,572	4,786,020	85.82%
Utility Operations	12,035,512	11,749,956	97.63%

Executive Dashboard - 4th Quarter, 2019 Fiscal Year Financial & Staffing Indicators

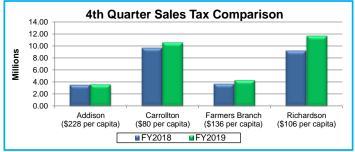
Personnel Information:

New Hires - Benefitted Positions							
	0.	7/2019-09/2019)	FY2019			
Department	Part-Time Positions	Full-time positions	Total, 4th Qtr	YTD			
City Manager	0	0	0	3			
Conference Centre	0	1	1	1			
Development Services	0	0	0	3			
Finance	0	4	4	5			
Fire	0	0	0	3			
General Services	0	0	0	1			
Human Resources	0	0	0	1			
Public Works	0	0	0	6			
Municipal Court	0	1	1	1			
Parks	0	1	1	6			
Police	0	2	2	8			
Recreation	1	0	1	3			
Streets	0	0	0	2			
Grand Total	1	9	10	43			

Separations - Benefitted Positions								
	07	7/2019-09/2019)	FY2019				
Department	Part-Time Positions	Full-time positions	Total, 4th Qtr	YTD				
City Manager	0	0	0	2				
Conference Centre	0	2	2	3				
Development Services	0	0	0	2				
Finance	0	1	1	5				
Fire	0	2	2	5				
Human Resources	0	0	0	1				
Public Works	0	0	0	1				
Municipal Court	0	0	0	1				
Parks	0	1	1	4				
Police	0	1	1	9				
Recreation	1	0	1	2				
Streets	0	1	1	1				
Grand Total	1	8	9	36				

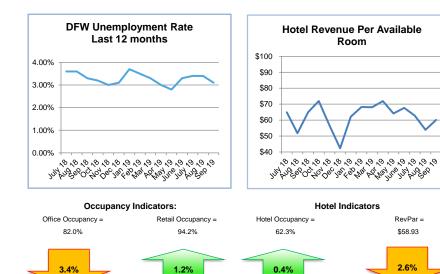
Economic Development Incentives:

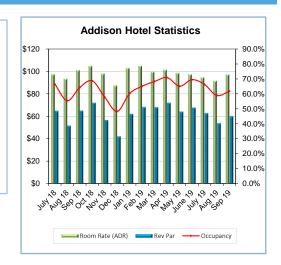
Executed Agreements	Amount Paid FY19	Total Incentives Committed
3	\$357,309	\$505,334

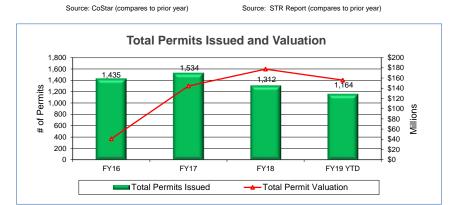


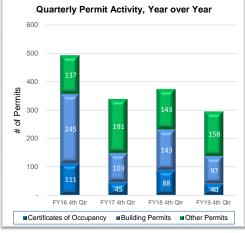
Executive Dashboard - 4th Quarter, 2019 Fiscal Year

Economic Indicators

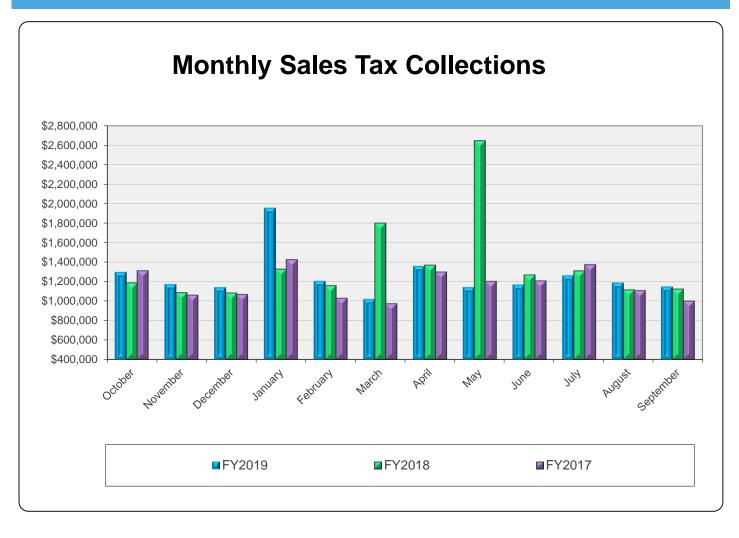








Executive Dashboard - 4th Quarter, 2019 Fiscal Year Sales Tax Information





GENERAL FUND

CATEGORY	FY 2017-18 ACTUAL PRIOR YEAR	FY 2018-19 REVISED ACTUAL BUDGET 4TH QTR		FY 2018-19 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:					
Current taxes	\$ 15,904,272	\$ 16,965,736	\$ (19,013)	\$ 17,311,698	102.0%
Delinquent taxes	(73,767)	(45,000)	3,343	(96,218)	213.8%
Penalty & interest	44,338	30,000	6,188	40,238	134.1%
Non-property taxes:					
Sales tax	16,449,993	14,005,000	3,588,977	15,017,081	107.2%
Alcoholic beverage tax	1,146,633	1,200,000	285,487	1,151,057	95.9%
Franchise / right-of-way use fees:					
Electric franchise	1,568,812	1,600,000	340,191	1,544,669	96.5%
Gas franchise	229,319	200,000	-	253,426	126.7%
Telecommunication access fees	468,770	475,000	96,223	400,099	84.2%
Cable franchise	288,094	300,000	67,030	270,799	90.3%
Street rental fees	11,844	-	-	=	0.0%
Licenses and permits:					
Business licenses and permits	117,157	194,900	126,725	222,420	114.1%
Building and construction permits	1,286,878	603,900	241,231	1,161,087	192.3%
Service fees:				'	
General government	31	100	-	-	0.0%
Public safety	974,914	870,000	211,037	860,710	98.9%
Urban development	890	2,850	490	2,180	76.5%
Streets and sanitation	414,493	371,000	105,586	384,169	103.5%
Recreation	70,715	71,300	17,796	64,452	90.4%
Interfund	530,520	328,520	87,345	349,380	106.3%
Court fines	334,467	320,000	90,413	376,362	117.6%
Interest earnings	333,192	100,000	138,520	643,083	643.1%
Rental income	8,120	6,600	550	6,780	102.7%
Other	193,845	158,000	85,368	185,852	117.6%
Total Revenues	40,303,530	37,757,906	5,473,487	40,149,324	106.3%



GENERAL FUND

	FY 2017-18 ACTUAL	FY 2018-19 REVISED	FY 2018-19 ACTUAL	FY 2018-19 ACTUAL	ACTUAL YTD as %	
CATEGORY Expenditures:	PRIOR YEAR	BUDGET	4TH QTR	YTD	of Budget	
General Government:						
	180,167	100.000	FC CO.4	173,173	96.2%	
City secretary	,	180,089	56,624	,		
City manager	1,098,973	1,148,976	357,323	1,182,714	102.9%	
Finance	1,832,385	2,125,814	464,963	2,025,571	95.3%	
General services	637,461	742,211	227,240	709,740	95.6%	
Municipal court	623,809	737,885	173,780	640,728	86.8%	
Human resources	629,992	696,206	166,431	632,179	90.8%	
Information technology	1,865,571	2,100,593	577,784	1,990,604	94.8%	
Combined services	1,186,403	1,360,626	237,628	1,131,125	83.1%	
Council projects	312,580	341,507	48,975	327,325	95.8%	
Public safety:				_		
Police	8,726,035	9,509,734	2,634,650	9,235,890	97.1%	
Emergency communications	1,375,968	1,383,152	24,704	1,365,005	98.7%	
Fire	7,713,285	7,851,079	2,244,025	7,819,204	99.6%	
Development services	1,374,246	1,611,844	408,915	1,341,451	83.2%	
Streets	1,895,171	2,204,253	678,912	1,597,712	72.5%	
Parks and Recreation:				•		
Parks	3,381,066	4,117,652	1,637,184	3,886,241	94.4%	
Recreation	1,673,500	1,863,368	515,570	1,593,519	85.5%	
Other financing uses:						
Transfers to other funds	1,202,000	4,471,504	1,117,876	4,471,504	100.0%	
Total Expenditures	35,708,612	42,446,493	11,572,584	40,123,685	94.5%	
Net Change in Fund Balance	4,594,918	(4,688,587)	(6,099,097)	25,639		
Fund Balance at Beginning of Year	16,368,038	20,962,956	_	20,962,956		
Fund Balance at End of Year	\$ 20,962,956	\$ 16,274,369	=	\$ 20,988,595		



HOTEL FUND

CATEGORY	FY 2017-18 FY 2018-19 FY 2018-19 ACTUAL REVISED ACTUAL PRIOR YEAR BUDGET 4TH QTR			FY 2018-19 ACTUAL YTD	ACTUAL YTD as % of Budget	
Revenues:						
Hotel/Motel occupancy taxes	\$ 5,552,084	\$ 5,530,000	\$ 1,374,988	\$ 5,401,691	97.7%	
Proceeds from special events	1,570,391	2,647,700	533,400	1,043,162	39.4%	
Conference centre rental	629,278	620,000	125,167	523,710	84.5% (2	
Theatre centre rental	77,992	80,000	28,437	88,460	110.6%	
Interest and miscellaneous	555,313	29,880	32,791	108,265	362.3%	
Total Revenues	8,385,058	8,907,580	2,094,783	7,165,288	80.4%	
Expenditures:						
Addison theatre centre	352,605	408,332	88,687	290,457	71.1%	
Conference centre	1,027,977	1,100,052	254,215	933,014	84.8%	
General hotel operations	150,178	161,470	38,423	141,706	87.8%	
Marketing	922,818	1,083,888	327,507	949,693	87.6%	
Performing arts	500,126	445,000	-	437,900	98.4%	
Special events	2,889,450	4,060,994	1,349,069	2,455,540	60.5%	
Special events operations	937,755	982,525	275,611	857,682	87.3%	
Other financing uses:						
Transfer to Debt service fund	710,800	-	-	-	0.0%	
Transfer to Economic development fund	610,000	715,000	178,750	715,000	100.0%	
Total Expenditures	8,101,709	8,957,261	2,512,262	6,780,992	75.7%	
Net Change in Fund Balance	283,349	(49,681)	(417,479)	384,296		
Fund Balance at Beginning of Year	3,839,188	4,122,537	_	4,122,537		
Fund Balance at End of Year	\$ 4,122,537	\$ 4,072,856	_	\$ 4,506,833		



ECONOMIC DEVELOPMENT FUND

CATEGORY	FY 2017-18 ACTUAL PRIOR YEAR	ACTUAL REVISED		FY 2018-19 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:	\$ 1,024,998	\$ 1,080,834	\$ (612)	\$ 1,114,158	103.1%
Business license fee	58,304	60,500	915	53,295	88.1%
Interest income and other	23,162	7,000	14,421	59,147	845.0%
Transfers from General/Hotel Fund	610,000	715,000	178,750	715,000	100.0%
Total Revenues	1,716,464	1,863,334	193,474	1,941,600	104.2%
Expenditures:					
Personnel services	412,407	463,125	131,170	451,119	97.4%
Supplies	16,200	23,604	4,120	17,769	75.3%
Maintenance	16,980	22,866	6,193	17,721	77.5%
Contractual services	1,011,926	1,329,252	385,205	1,040,308	78.3%
Capital replacement/lease	17,688	22,021	5,505	22,021	100.0%
Other financing uses:				•	
Transfers to other funds	100,000	-	=	-	0.0%
Total Expenditures	1,575,201	1,860,868	532,193	1,548,938	83.2%
Net Change in Fund Balance	141,263	2,466	(338,719)	392,662	
Fund Balance at Beginning of Year	1,295,762	1,437,025		1,437,025	
Fund Balance at End of Year	\$ 1,437,025	\$ 1,439,491	- -	\$ 1,829,687	



AIRPORT FUND

CATEGORY	FY 2017-18 ACTUAL PRIOR YEAR		FY 2018-19 REVISED BUDGET		FY 2018-19 ACTUAL 4TH QTR		Y 2018-19 ACTUAL YTD	ACTUAL YTD as % of Budge	%
Operating Revenues:									
Operating grants	\$ 50,000	\$	50,000	\$	-	\$	-	C	0.0%
Service fees	127,023		145,391		24,703		103,306	71	1.1%
Fuel flowage fees	975,818		917,400		256,281		1,019,452	111	1.1%
Rental income	4,473,583		4,306,655	2	,136,747		5,488,112	127	7.4%
Interest income and other	 719,627		24,500		104,869		334,809	1366	6.6%
Total Operating Revenues:	 6,346,051		5,443,946	2	,522,600		6,945,679	127	7.6%
Operating Expenses:									
Town - Personnel services	378,066		446,673		97,254		319,907	71	1.6%
Town - Supplies	11,795		40,000		24,887		32,394	81	1.0%
Town - Maintenance	36,482		53,000		23,042		58,212	109	9.8%
Town - Contractual services	194,042		249,308		28,103		184,313	73	3.9%
Town - Capital Replacement/Lease	26,823		222,292		52,780		222,292	100	0.0%
Town - Debt service	588,112		902,466		204,715		748,948	83	3.0%
Town - Capital Outlay	279,034		-		-		-	C	0.0%
Operator - Operations and maintenance	2,793,948		3,255,453		731,885		2,761,617	84	1.8%
Operator - Service contract	452,169		407,380		185,621		458,337	112	2.5%
Total Operating Expenses:	 4,760,471		5,576,572	1	,348,287		4,786,020	85	5.8%
Net Change in Fund Balance	1,585,580		(132,626)	1	,174,313		2,159,659		
Fund Balance at Beginning of Year	 5,037,537		6,623,117				6,623,117		
Fund Balance at End of Year	\$ 6,623,117	\$	6,490,491	1		\$	8,782,776		



UTILITY FUND

CATEGORY	FY 2017-18 ACTUAL PRIOR YEAR	ACTUAL REVISED		FY 2018-19 ACTUAL YTD	ACTUAL YTD as % of Budget	
Operating revenues:						
Water sales	\$ 6,997,055	\$ 6,998,344	\$ 2,254,177	\$ 5,913,375	84.5% (3	
Sewer charges	5,073,338	5,585,953	1,416,068	4,732,132	84.7% (3	
Tap fees	18,496	25,275	2,000	7,050	27.9%	
Penalties	89,342	75,000	30,561	107,593	143.5%	
Interest income and other	225,792	79,600	502,312	651,282	818.2%	
Total Operating Revenues:	12,404,023	12,764,172	4,205,118	11,764,432	92.2%	
Operating expenses:						
Personnel services	1,578,303	2,057,126	491,084	1,696,403	82.5%	
Supplies	147,849	202,040	53,616	169,159	83.7%	
Maintenance	358,293	487,177	105,302	315,130	64.7%	
Contractual services						
Water purchases	3,871,343	3,519,797	1,231,081	3,467,867	98.5%	
Wastewater treatment	3,341,843	2,978,229	1,093,317	3,635,316	122.1% (4	
Other services	1,163,952	1,247,802	314,752	855,819	68.6%	
Capital Replacement/Lease	54,394	340,657	85,164	340,657	100.0%	
Debt service	982,597	1,056,684	367,506	1,133,162	107.2% (5	
Capital outlay	255,351	146,000	74,949	74,949	51.3%	
Other financing uses:						
Transfers to other funds	500,000	-	-	61,494	0.0%	
Total Operating Expenses:	12,253,925	12,035,512	3,816,771	11,749,956	97.6%	
Net Change in Fund Balance	150,098	728,660	388,347	14,476		
Fund Balance at Beginning of Year	12,061,540	12,211,638	_	12,211,638		
Fund Balance at End of Year	\$ 12,211,638	\$ 12,940,298	=	\$ 12,226,114		



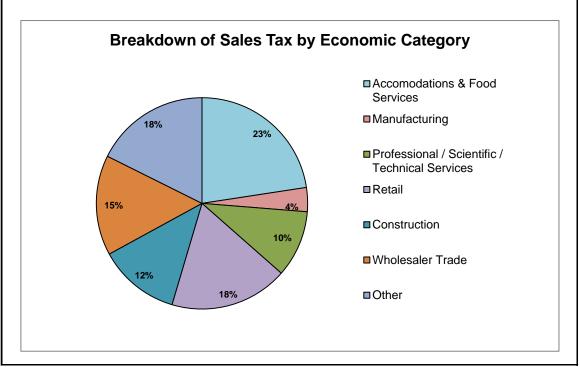
STORMWATER UTILITY FUND

CATEGORY	FY 2017-18 ACTUAL PRIOR YEAR	FY 2018-19 REVISED BUDGET	FY 2018-19 ACTUAL 4TH QTR	FY 2018-19 ACTUAL YTD	ACTUAL YTD as % of Budget	
Operating revenues:						
Drainage Fees	\$ 2,137,942	\$ 2,134,800	\$ 556,107	\$ 2,068,344	96.9%	
Interest income and other	203,768	30,000	38,912	159,182	530.6%	
Total Operating Revenues:	2,341,710	2,164,800	595,019	2,227,526	102.9%	
Operating expenses						
Personnel services	157,845	312,464	82,898	272,726	87.3%	
Supplies	8,084	41,597	1,902	15,392	37.0%	
Maintenance	84,131	216,200	27,545	76,850	35.5%	
Contractual services	189,334	351,083	63,062	173,228	49.3%	
Debt service	522,210	546,108	126,458	546,916	100.1%	
Capital outlay	13,760	50,000	5,340	21,035	42.1%	
Other financing uses:						
Transfers to other funds	-	500,000	125,000	500,000	100.0%	
Total Operating Expenses:	975,364	2,017,452	432,205	1,606,147	79.6%	
Net Change in Fund Balance	1,366,346	147,348	162,814	621,379		
Fund Balance at Beginning of Year	4,050,787	5,417,133	_	5,417,133		
Fund Balance at End of Year	\$ 5,417,133	\$ 5,564,481	=	\$ 6,038,512		

Schedule of Sales Tax Collections

For the quarter ending September 30, 2019

			% Change from				
	FY2019		Prior Year	FY2018			
	Mont	thly Collections		Monthly Collections			
October	\$	1,294,332	9.3%	\$ 1,184,668			
November		1,168,041	7.7%	1,084,154			
December		1,137,218	5.2%	1,080,572			
January		1,951,678	47.1%	1,326,683			
February		1,202,189	3.9%	1,156,819			
March		1,016,343	-43.5%	1,798,199			
April		1,355,558	-0.8%	1,366,196			
May		1,138,099	-56.9%	2,643,325			
June		1,164,646	-8.0%	1,266,269			
July		1,259,503	-3.7%	1,308,045			
August		1,184,583	6.4%	1,113,326			
September		1,144,891	2.1%	1,121,736			
	\$	15,017,081		\$ 16,449,992			
Budget:		13,700,000	109.6%	13,400,000			



TOWN OF ADDISON HOTEL OCCUPANCY TAX COLLECTION

Hotels By Service Type for the Quarter and Year-to-Date Ended September 30, 2019

With Comparative Information from Prior Fiscal Year

	Rooms		July - Sept 2019		19 to 18	YTD FY 2019		19 to 18		
	Number	%		Amount	%	% Diff.		Amount	%	% Diff.
Full Service										
Marriott Quorum	547	13%	\$	234,686	18%	12%	\$	903,631	17%	-7%
Renaissance	528	13%		143,567	11%	0%		755,208	14%	-4%
Crowne Plaza	428	10%		94,535	7%	-29%		433,815	8%	-23%
	1,503	37%		472,788	37%	-3%		2,092,653	39%	-10%
Extended Stay										
Budget Suites	344	8%		8,733	1%	40%		19,294	0%	33%
Hawthorn Suites	70	2%		15,590	1%	4%		70,018	1%	-1%
Marriott Residence Inn	150	4%		68,482	5%	13%		275,163	5%	22%
Hyatt House	132	3%		42,804	3%	-17%		185,576	3%	-10%
Homewood Suites	120	3%		55,269	4%	6%		216,502	4%	16%
Home2Suites	132	3%		76,140	6%	11%		297,741	6%	6%
Springhill Suites	159	4%		72,745	6%	25%		265,631	5%	0%
	1,107	27%		339,764	26%	9%		1,329,924	25%	6%
Business Moderate										
Marriott Courtyard Quorum	176	4%		84,739	7%	1%		355,250	7%	-3%
LaQuinta Inn	152	4%		49,142	4%	-6%		201,834	4%	-6%
Marriott Courtyard Midway	145	4%		53,448	4%	-2%		228,722	4%	-2%
Radisson - Addison	101	2%		31,432	2%	-13%		141,025	3%	-9%
Hilton Garden Inn	96	2%		49,709	4%	1%		201,514	4%	-3%
Holiday Inn Express	97	2%		35,773	3%	100%		156,505	3%	100%
Holiday Inn Beltway	102	2%		12,366	1%	100%		18,145	0%	-51%
Best Western Plus	84	2%		26,580	2%	-5%		108,525	2%	-9%
•	953	23%		343,190	27%	3%		1,411,521	26%	3%
Economy										
Motel 6	127	3%		34,415	3%	35%		117,298	2%	27%
Hampton Inn	158	4%		54,840	4%	-4%		230,584	4%	-7%
Red Roof Inn	105	3%		18,910	1%	-30%		100,300	2%	-9%
Quality Suites North/Galleria	78	2%		24,215	2%	27%		95,826	2%	20%
America's Best Value Inn	60	1%		5,033	0%	-36%		23,585	0%	-19%
	528	13%		137,412	11%	1%		567,592	11%	1%
TOTAL	4,091	100%		1,293,153	100%	2%		5,401,691	100%	-2%

