

# COUNCIL MONTHLY REPORT



## DEPARTMENT: FINANCE

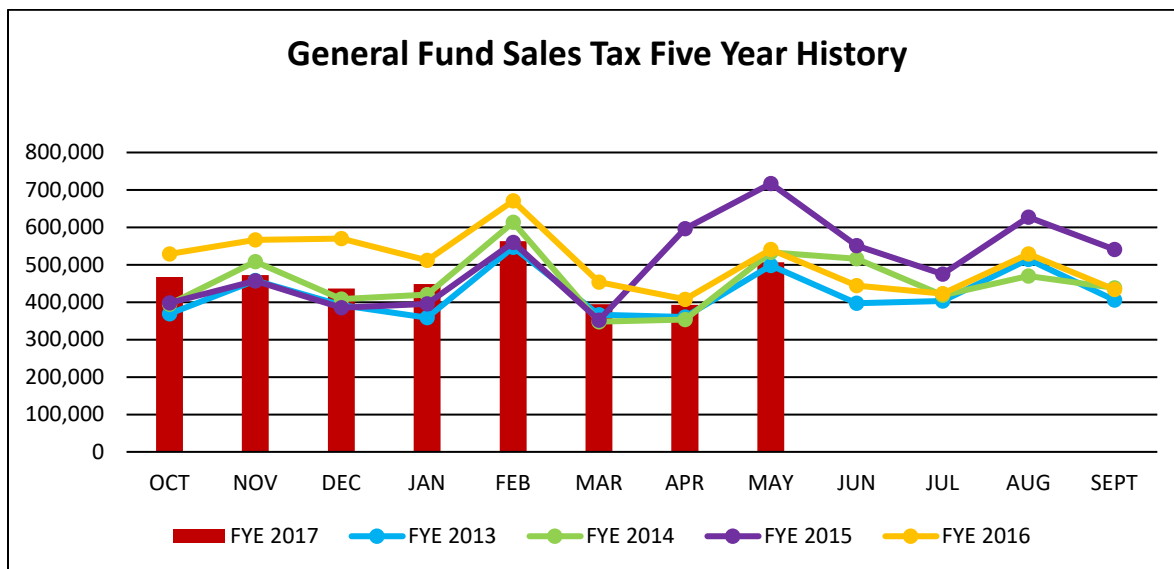
### MONTH: APRIL 2017

#### REVENUE

Sales tax receipts received in March, reported in May are down 6.29% over the same month in 2017. The table below shows a comparison of sales tax receipts for the city over five years: FY 2012 to FY 2016. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers.

General Fund Sales Tax - 5 Year Comparison					
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017
OCT	369,391.25	394,342.33	398,463.01	529,234.52	466,912.55
NOV	457,850.00	508,617.69	456,877.76	566,140.52	472,341.01
DEC	392,284.71	408,659.61	385,601.00	569,854.76	436,159.11
JAN	358,544.76	420,523.80	395,068.35	511,995.45	448,458.28
FEB	546,714.39	613,223.58	559,795.01	670,777.67	562,788.89
MAR	366,007.27	348,002.56	351,977.96	453,860.55	394,952.57
APR	360,029.06	353,675.15	596,287.50	407,769.31	393,008.04
MAY	497,834.09	532,982.48	716,952.48	540,870.98	506,830.45
JUN	397,331.40	515,915.97	551,161.85	444,484.92	
JUL	403,084.53	418,467.34	475,396.14	422,558.02	
AUG	514,693.41	469,711.82	627,396.71	528,924.55	
SEPT	406,130.59	437,844.65	541,138.70	434,327.21	
<b>TOTAL</b>	<b>5,069,895.46</b>	<b>5,421,966.98</b>	<b>6,056,116.47</b>	<b>6,080,798.46</b>	<b>3,681,450.90</b>

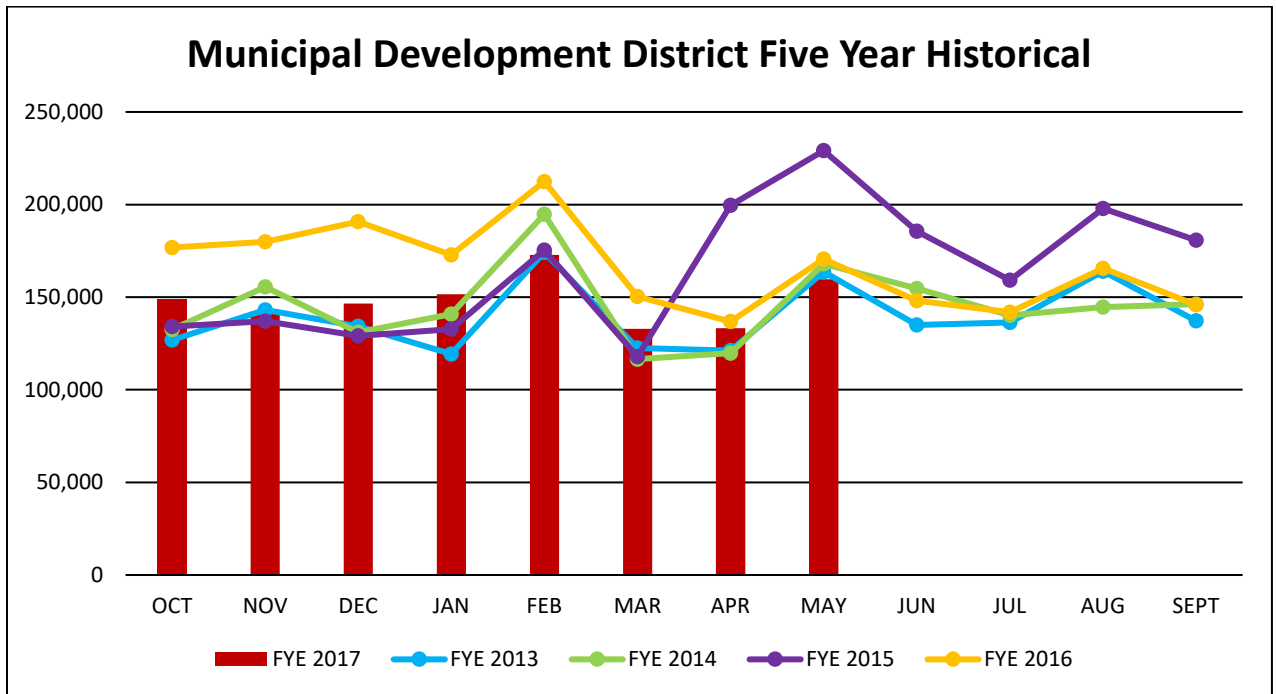
The chart below plots a five year history of sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



For the Shenandoah Municipal Development District (MDD) sales tax receipts received in March, reported in May are down 6.31% over the same month in 2017. The table below shows a five year history. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers.

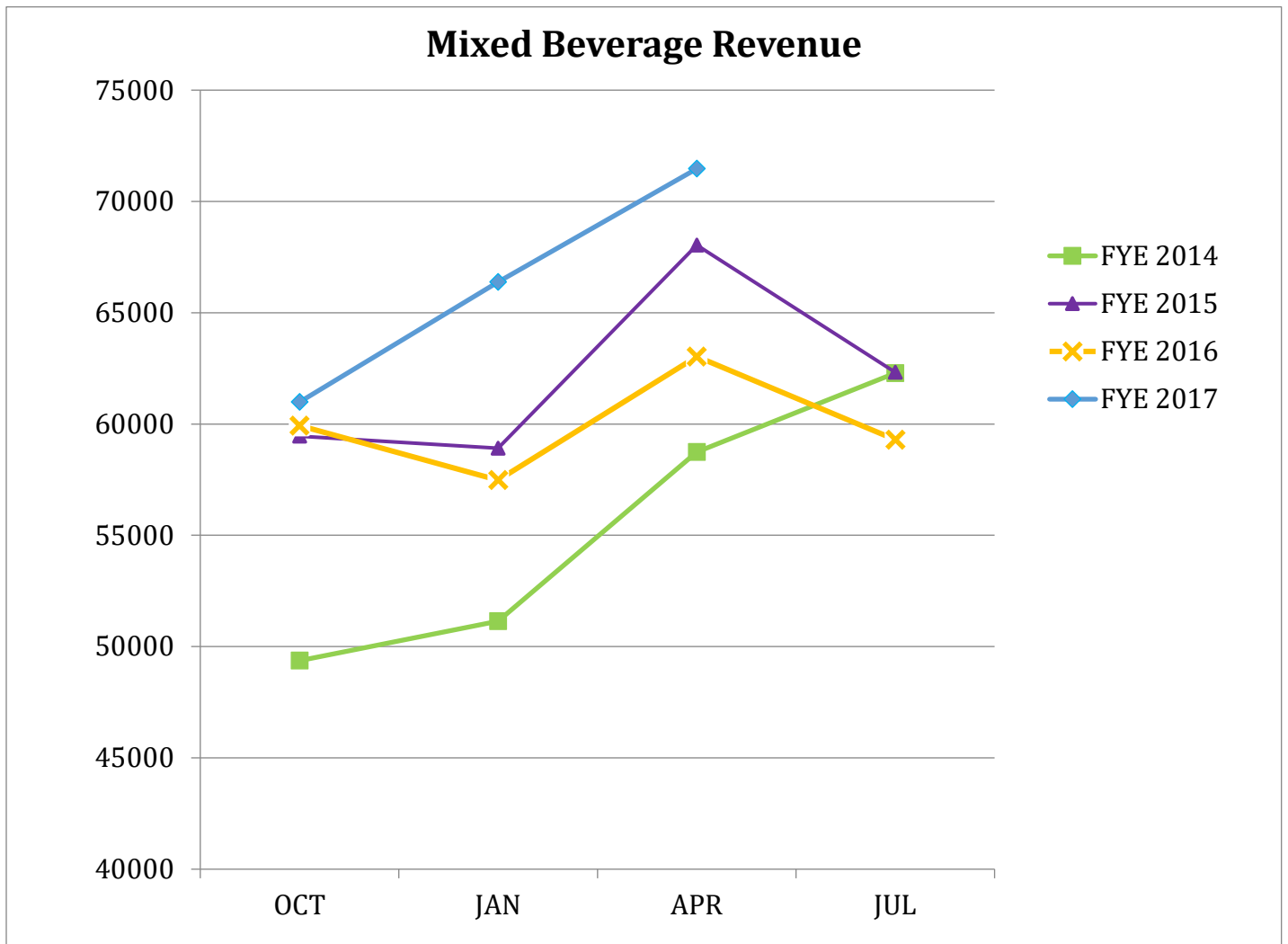
Municipal Development District Sales Tax Report					
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017
OCT	126,891.50	132,531.91	134,121.98	176,792.05	148,740.99
NOV	143,100.77	155,593.35	137,039.48	179,873.46	142,252.94
DEC	134,331.77	130,963.08	129,069.45	190,743.79	146,576.50
JAN	119,334.34	140,870.35	132,715.53	172,779.54	151,645.82
FEB	174,244.21	194,711.99	175,420.84	212,442.67	172,758.57
MAR	122,620.90	116,577.23	117,910.59	150,369.51	132,930.14
APR	121,105.17	119,859.74	199,614.21	136,812.78	133,298.06
MAY	163,670.43	167,939.73	229,109.08	170,507.99	159,755.34
JUN	134,934.74	154,665.14	185,611.00	148,191.12	
JUL	136,413.94	140,109.37	159,123.20	141,933.67	
AUG	164,059.76	144,599.73	197,857.45	165,575.36	
SEPT	137,281.10	146,173.09	180,695.27	145,925.17	
<b>TOTAL</b>	<b>1,677,988.63</b>	<b>1,744,594.71</b>	<b>1,797,592.81</b>	<b>1,991,947.11</b>	<b>1,187,958.36</b>

The chart below plots a five year history of MDD sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



Mixed Beverage tax receipts received in April for January through March 2017 are detailed below. Decreases from the previous year are shown in red. Fiscal year 2017 is on pace to surpass the amounts received in fiscal year 2015.

<b>Mixed Beverage Revenue</b>				
	<b>FY 2013-2014</b>	<b>FY 2014-2015</b>	<b>FY 2015-2016</b>	<b>FY 2016-2017</b>
OCT	49,367.66	59,453.27	59,926.12	60,986.07
JAN	51,138.78	58,912.43	57,476.93	66,379.59
APR	58,740.02	68,036.47	63,028.71	71,467.72
JUL	62,287.56	62,318.74	59,294.13	
<b>Total</b>	<b>221,534.02</b>	<b>248,720.91</b>	<b>239,725.89</b>	<b>198,833.38</b>

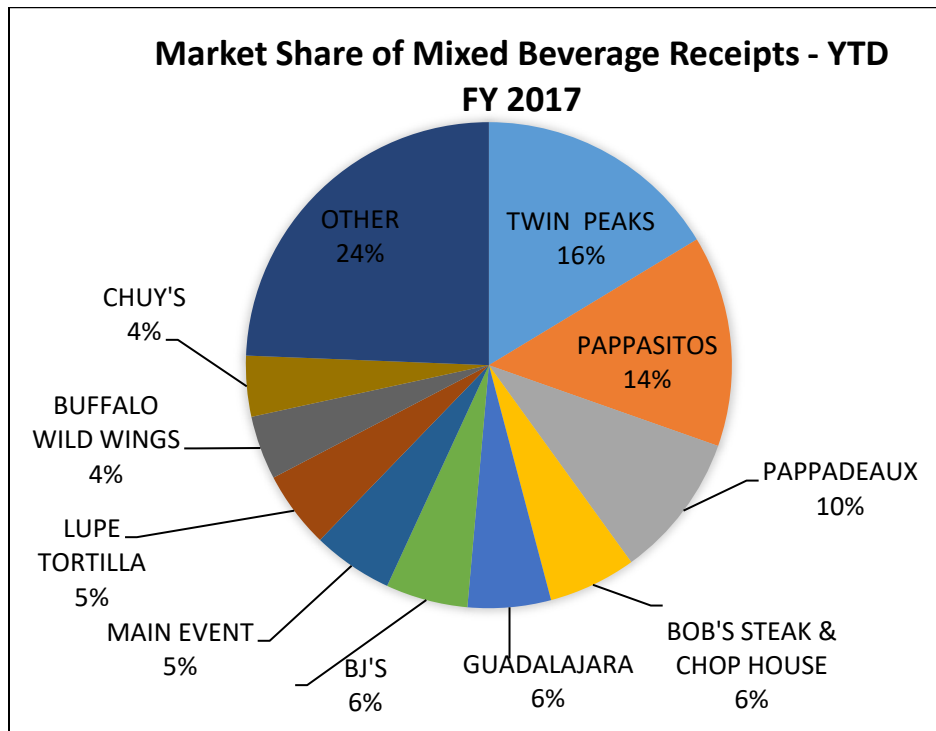


The State Comptroller will continue to publish Mixed Beverage Gross Receipts tax receipts for individual permit holders, however, it will not do the same for Mixed Beverage Sales tax receipts. Gross Receipts for March, reported in April, were \$98,959.41, of which the City receives approximately 11% of the 14.95% (includes 8.25% sales tax charged to customer and 6.7% mixed beverage tax paid by permit holder) tax. The table below shows that Twin Peaks and Pappasitos receive a greater amount of mixed beverage sales receipts over the City's previous top producer, Pappadeaux Seafood.

Out of the 25 restaurants listed, 14 had an increase over the same month last year, two of the increases are new business with no prior year history. Guri Do Sul Steakhouse did not submit a payment for the month of March, they typically average \$650.00 per month. Guri Do Sul has closed and has indicated it will reopen under new ownership. Taxpayers are listed in descending order of monthly receipts for current fiscal year.

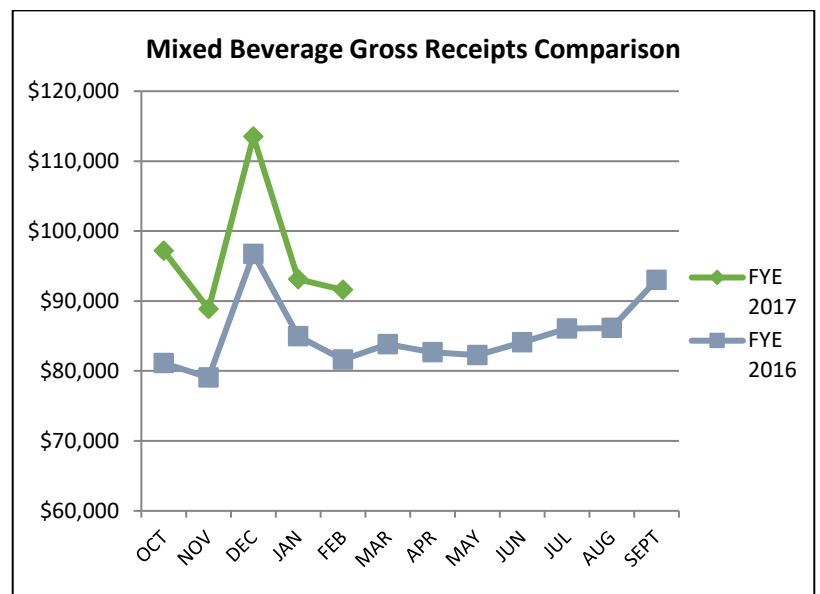
<b>Mixed Beverage Monthly Sales Revenue by Vendor</b>			
	<b>MAR FYE 2016</b>	<b>MAR FYE 2017</b>	<b>Difference</b>
<b>TWIN PEAKS</b>	\$14,543.95	16,665.98	2,122.03
<b>PAPPASITOS</b>	0.00	12,725.17	12,725.17
<b>PAPPADEAUX</b>	\$9,150.65	9,631.25	480.60
<b>MAIN EVENT</b>	\$6,603.92	6,203.99	-399.93
<b>GUADALAJARA</b>	\$5,992.68	5,823.37	-169.31
<b>LUPE TORTILLA</b>	\$5,416.88	5,728.96	312.08
<b>CHUY'S</b>	\$5,215.81	4,942.99	-272.82
<b>BJ'S</b>	\$5,277.18	4,634.65	-642.53
<b>BOB'S STEAK &amp; CHOP HOUSE</b>	\$4,619.11	4,347.29	-271.82
<b>BUFFALO WILD WINGS</b>	\$4,276.20	3,902.21	-373.99
<b>MI RANCHO</b>	\$2,881.06	3,488.62	607.56
<b>FIELDING'S WOOD GRILL</b>	\$3,603.59	3,484.40	-119.19
<b>SALTGRASS STEAKHOUSE</b>	\$3,411.70	3,445.20	33.50
<b>BABIN'S SEAFOOD HOUSE</b>	\$2,336.96	2,356.18	19.22
<b>OUTBACK STEAKHOUSE</b>	\$1,788.43	1,876.26	87.83
<b>HOOTERS</b>	\$1,836.33	1,873.72	37.39
<b>BUCA DE BEPPO</b>	\$1,264.35	1,311.72	47.37
<b>EL BOSQUE</b>	\$1,253.77	1,308.10	54.33
<b>RED LOBSTER #6284</b>	\$1,403.44	1,306.23	-97.21
<b>CASA MEDINA</b>	\$909.92	1,030.05	120.13
<b>JOHNNY'S ITALIAN STEAK HOUSE</b>	0.00	1,026.90	1,026.90
<b>ANOTHER BROKEN EGG</b>	\$536.13	738.07	201.94
<b>RED ROBIN</b>	\$787.18	694.38	-92.80
<b>COURTYARD</b>	\$426.18	413.72	-12.46
<b>GURI DO SUL STEAKHOUSE</b>	\$261.90	0.00	-261.90
<b>TOTAL</b>	<b>83,797.32</b>	<b>98,959.41</b>	<b>15,162.09</b>

Below is a pie chart that shows the percentage breakdown of total mixed beverage receipts held by the 25 participating companies in the city. The information is broken down to show the top 10 companies, which holds 76% of the market share and the additional 15 companies titled as other, which hold 24% of the market share. This chart only shows the year to date receipts for fiscal year 2017.



Mixed Beverage tax receipts for gross receipts received in March are up 18.09% over the same month in 2016 despite one company not submitting payment for the month. The graph and table below show the beverage tax comparisons. Decreases from the previous year are shown in red.

Mixed Beverage Sales Report		
	Mixed Bev Sales FY 2015-2016	Mixed Bev Sales FY 2016-2017
OCT	81,130.20	97,158.79
NOV	79,063.29	88,866.74
DEC	96,737.24	114,217.26
JAN	84,946.58	95,411.98
FEB	81,615.14	93,740.06
MAR	83,797.32	98,959.41
APR	82,673.28	
MAY	82,252.38	
JUN	84,078.05	
JUL	86,042.76	
AUG	86,170.64	
SEPT	93,006.06	



As of April 30, 2017 the City's outstanding property taxes totaled \$83,142.72. Of this amount, \$82,958.09 is from 2007 to 2016 and \$184.63 is from years prior to 2007. The table below shows the remaining balances as reported on the tax collector's monthly report.

<b>Outstanding Property Tax Report FY 2016-2017</b>						
	<b>2007 to Present</b>		<b>Prior to 2007</b>		<b>Total</b>	
<b>Month</b>	<b>Balance</b>	<b>Change from Prev Month</b>	<b>Balance</b>	<b>Change from Prev Month</b>	<b>Balance</b>	<b>Change from Prev Month</b>
OCT	1,944,705.88	1,904,812.10	2,067.63	-871.91	1,946,773.51	1,903,940.19
NOV	1,785,180.77	-159,525.11	2,067.63	0.00	1,787,248.40	-159,525.11
DEC	1,245,905.68	-539,275.09	2,067.63	0.00	1,247,973.31	-539,275.09
JAN	485,805.03	-760,100.65	2,067.63	0.00	487,872.66	-760,100.65
FEB	130,074.33	-355,730.70	184.63	-1,883.00	130,258.96	-357,613.70
MAR	93,550.71	-36,523.62	184.63	0.00	93,735.34	-36,523.62
APR	82,958.09	-10,592.62	184.63	0.00	83,142.72	-10,592.62
MAY	0.00	0.00	0.00	0.00	0.00	0.00
JUN	0.00	0.00	0.00	0.00	0.00	0.00
JUL	0.00	0.00	0.00	0.00	0.00	0.00
AUG	0.00	0.00	0.00	0.00	0.00	0.00
SEPT	0.00	0.00	0.00	0.00	0.00	0.00

The table below shows other revenue receipts for the month of April. Most franchise fees are received on a quarterly basis but may not follow the quarters of the calendar year.

- The majority of property taxes are received in January and February;
- Mixed beverage receipts are received quarterly.

<b>Other Revenue Ending 04/30/17</b>			
	<b>Monthly Activity</b>	<b>YTD</b>	<b>Budgeted Amount</b>
<b>Development Fees:</b>	0.00	5,500.00	0.00
<b>Property Taxes:</b>	26,726.76	1,052,979.48	866,341.00
<b>Mixed Beverage Tax:</b>	71,467.72	198,833.38	242,756.00
<b>Building Permit:</b>	26,017.70	286,090.95	435,000.00
<b>Other Permits:</b>	780.00	11,710.00	8,000.00
<b>Gas Franchise:</b>	0.00	0.00	31,100.00
<b>Electric Franchise:</b>	0.00	22,835.23	259,286.00
<b>Cable Franchise:</b>	0.00	13,348.46	32,000.00
<b>Telephone Franchise:</b>	339.14	70,611.80	120,000.00
<b>Trash Collection:</b>	18,597.14	126,435.24	226,045.00
<b>Recycling:</b>	2,543.22	17,323.14	31,592.00
<b>Pool Use Fees:</b>	350.00	850.00	15,114.00
<b>Court Fines:</b>	597.00	5,995.00	18,700.00
<b>Court Fees:</b>	319.89	2,499.29	12,000.00
<b>Interest:</b>	923.61	6,870.30	5,100.00
<b>Leases:</b>	1,800.00	12,600.00	21,600.00
<b>Undesignated Revenue:</b>	130.43	6,226.99	115,000.00
<b>Payment in Lieu of Taxes:</b>	0.00	58,949.71	60,182.00
<b>Proceeds/Sale of Cap. Assets:</b>	0.00	18,000.00	51,000.00

The City is 58% through the fiscal year and has received 59.97% of original budgeted revenues for the General Fund, 40.94% for Hotel/Motel and 55.23% for Water/Sewer. The table below shows the budget status of each fund and department. The last column on the right shows percent remaining for each department and includes actual expenses as well as encumbrances. All revenue percent remaining will show as a negative due to the software system requirements.

<b>Budget Report</b>					
<b>For Fiscal: 2016-2017 Period Ending: 04/30/2017</b>					
	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Percent Remaining</b>
<b>Fund: 100 - GENERAL FUND</b>					
00 - Revenue	8,540,936.69	8,540,936.69	522,460.29	5,122,419.80	-40.03%
11 - Administration	995,206.00	995,206.00	68,906.47	628,994.38	36.80%
12 - Finance	372,830.00	372,830.00	24,439.55	216,173.59	42.02%
14 - Community Outreach	28,365.00	28,365.00	999.71	20,321.73	28.36%
17 - Non-Department	2,600,670.00	2,600,670.00	390,266.12	1,615,284.24	37.89%
21 - Emergency Management	5,240.00	5,240.00	0.00	374.97	92.84%
22 - Police	2,846,680.00	2,846,680.00	174,879.10	1,563,361.87	45.08%
23 - Municipal Court	77,932.00	77,932.00	5,268.15	42,094.17	45.99%
30 - Public Works	853,302.00	853,302.00	57,341.09	418,617.31	50.94%
31 - Swimming Pool	122,076.00	122,076.00	2,312.39	28,444.42	76.70%
32 - Parks	14,510.00	14,510.00	2,840.02	14,671.01	-1.11%
43- Capital Projects & Infrastructure	468,821.75	468,821.75	10,040.65	222,201.16	52.60%
<b>Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND</b>					
00 - Revenue	0.00	0.00	1,056.15	4,866.15	0.00%
30 - Public Works	0.00	0.00	0.00	0.00	0.00%
<b>Fund: 140 - TRASH AND RECYCLING</b>					
00 - Revenue	259,936.88	259,936.88	21,349.12	145,439.02	-44.05%
33 - Trash & Recycling	258,432.00	258,432.00	22,393.99	125,576.64	51.41%
<b>Fund: 200 - SPECIAL REVENUE</b>					
00 - Revenue	1,412,400.00	1,412,400.00	98,507.71	578,240.74	-59.06%
45 - Hotel / Motel	995,385.87	995,385.87	112,742.19	629,070.67	36.80%
<b>Fund: 300 - DEBT SERVICE</b>					
00 - Revenue	2,345,244.00	2,345,244.00	5,580.55	1,440,924.92	-38.56%
80 - Debt Service	2,334,676.00	2,334,676.00	0.00	392,312.50	83.20%
<b>Fund: 400 - CAPITAL PROJECTS GENERAL FUND</b>					
00 - Revenue	184,737.00	184,737.00	17,821.42	1,177,887.02	537.60%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	0.00	6,295.00	0.00%
60 - Capital Purchases/Projects General Fund	178,456.62	178,456.62	18,972.75	317,641.39	-77.99%
61 - Capital Purchases/Projects Water & Sewer	1,499,075.06	1,499,075.06	0.00	1,192,340.64	20.46%
<b>Fund: 500 - DESIGNATED COURT FUNDS</b>					
00 - Revenue	0.00	0.00	28.44	287.44	0.00%
23 - Office Equip. & Furnishings-Court-Tech. Fund	0.00	0.00	0.00	0.00	0.00%
<b>Fund: 600 - WATER / SEWER</b>					
00 - Revenue	2,654,263.40	2,654,263.40	200,315.77	1,465,847.37	-44.77%
50 - Water & Sewer	2,209,322.00	2,209,322.00	105,434.36	1,861,348.81	15.75%
51 - Utility Billing	34,672.00	34,672.00	2,448.41	15,353.13	55.72%

**Bank Balances**

The table below shows the account balances for all city bank accounts as of April 30, 2017. The city has closed out all accounts at Wells Fargo except the pooled cash, water and sewer, and MDD bank accounts. The water and sewer bank account is holding unclaimed property that will be submitted to the Comptroller in July and then will also be closed.

<b>City of Shenandoah Bank Accounts</b>			
<b>Ending Balances as of April 30, 2017</b>			
<b>Wells Fargo</b>		<b>Texpool</b>	
Pooled Cash	11,216,120.88	General Fund	195,155.48
Water/Sewer	438.40	Hotel/Motel	206,540.30
MDD	4,433,005.67	Debt Service	32,750.72
		Water/Sewer	32,811.06
<b>Land Trust Fund</b>		MDD	1,098,399.65
Woodforest	3,493.75	2011 Go Bond	48,943.56

As of April 30, 2017 the City has 17,531,405.23 pledged securities with BNY Mellon which is 112% of all balances held in Wells Fargo.

**Reserve Balance**

The reserve balance is calculated using cash balances and deducting liabilities; “days” are calculated using average monthly expenditures. This balance is subject to change daily.

<b>Reserve Balance for Major Funds</b>			
<b>As of Date</b>	<b>Fund</b>	<b>Reserve Balance</b>	<b>Days Operating</b>
4/30/2017	100 - General Fund	4,112,484.34	224.32
4/30/2017	200- Special Revenue (CVB)	1,861,509.19	1,595.58
4/30/2017	600- Water & Sewer	1,663,177.90	256.20
4/30/2017	801- Muncial Development District	2,971,405.32	-

**Finance Department Monthly Expenses**

<b>Function: 12 - Finance</b>	<b>Payment Date</b>	<b>Payment Number</b>	<b>Description</b>	<b>Amount</b>
BROOKSCARDIEL, PLLC	04/12/2017	4801	ADDITIONAL 2015-2016 AUDIT PRESENTATION	\$ 250.00
DANIEL OFFICE PRODUCTS	04/12/2017	4811	FINANCE OFFICE SUPPLIES	\$ 64.77
BRANCH BANKING/TRUST CO.	04/12/2017	4796	FRAME/FINANCE TRANSPARANCY STAR AWARD	\$ 13.79
FEDERAL EXPRESS	04/26/2017	4883	MONTHLY OVERNIGHT MAIL FEES MARCH&APRIL	\$ 76.60
JENNIFER CALVERT	04/26/2017	4886	ELECTRONIC DEVICE REIMBURSEMENT MAY 2017	\$ 75.00
			<b>Function 12 - Finance Total:</b>	<b>\$ 480.16</b>

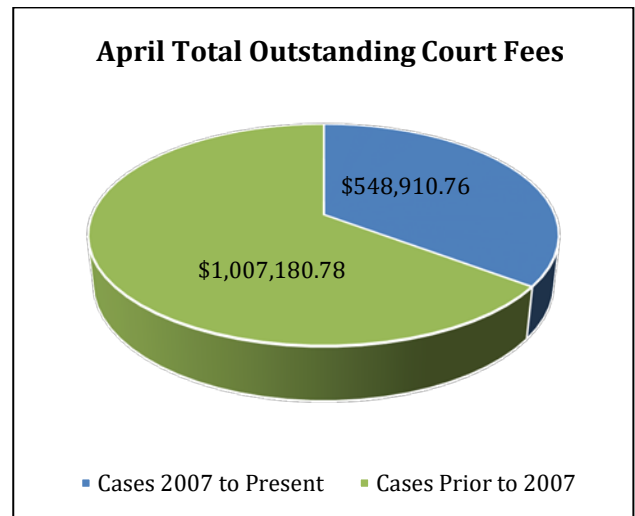
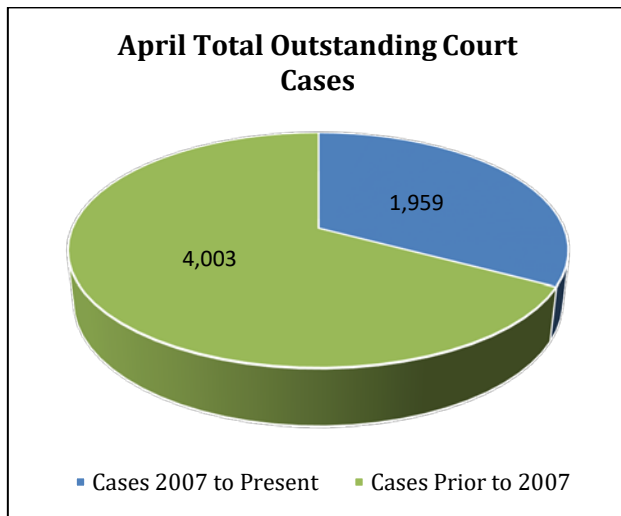


**MUNICIPAL COURT**

In April there were no new cases for code enforcement filed in the court. The City has collected \$1,472.00 in fines and fees this month. To date, there are 5,962 outstanding cases with a balance of \$1,556,091.54. Of the 5,962 cases, 1,959 (\$548,910.76) are from 2007 to 2015; 4,003 (\$1,007,180.78) are prior to 2007. The graph below shows the case count and value.

Status of Outstanding Cases								
	Cases 2007 to Present	Dollar Value	Cases Prior to 2007	Dollar Value	Total Cases	Case Count Change	Total Dollar Value	Total Dollar Value Change
APR	2,027	569,598.06	4,056	1,022,258.88	6,083	16	1,591,856.94	4,362.30
MAY	2,017	566,503.06	4,052	1,021,348.88	6,069	14	1,587,851.94	4,005.00
JUN	1,999	561,062.16	4,047	1,019,833.88	6,046	23	1,580,896.04	6,955.90
JUL	1,992	558,933.96	4,043	1,018,803.88	6,035	11	1,577,737.84	3,158.20
AUG	1,982	556,023.36	4,043	1,018,803.88	6,025	10	1,574,827.24	2,910.60
SEP	1,981	555,800.36	4,039	1,017,844.88	6,020	5	1,573,645.24	1,182.00
OCT	1,976	554,171.16	4,038	1,017,519.88	6,014	6	1,571,691.04	1,954.20
NOV	1,974	553,483.16	4,037	1,017,260.88	6,011	3	1,570,744.04	947.00
DEC	1,972	552,806.86	4,031	1,015,847.88	6,003	8	1,568,654.74	2,089.30
JAN	1,969	551,992.86	4,028	1,014,631.88	5,997	6	1,566,624.74	2,030.00
FEB	1,965	550,790.86	4,021	1,012,643.88	5,986	11	1,563,434.74	3,190.00
MAR	1,959	548,910.76	4,008	1,009,552.88	5,967	19	1,558,463.64	4,971.10
APR	1,959	548,910.76	4,003	1,007,180.78	5,962	5	1,556,091.54	2,372.10

The pie charts below outlines the outstanding court cases and uncollected fees prior to 2007 and 2007 to present.

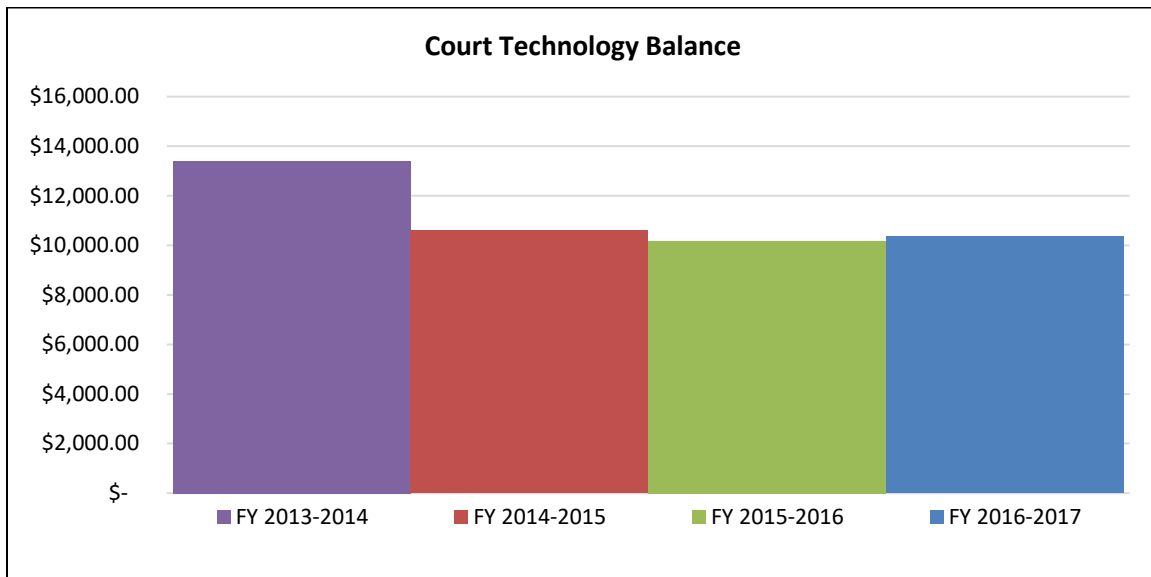


## COURT TECHNOLOGY

The court technology fee is a \$4.00 fee added to most criminal convictions. The fee is designed to help courts enhance technology. In April there were no purchases from the Court Technology account. As of April 2016 the Court Technology fee is down 62% over the same month in 2015. The chart below outlines the Court Technology revenue and the expenses.

Court Technology Balance					
	Balance Forward	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017
Total Rev.	\$ 12,746.22	\$ 667.62	\$ 527.59	\$ 523.61	\$ 164.25
Total Exp.		\$ -	\$ 3,345.89	\$ 933.75	\$ -
<b>Total</b>		<b>\$ 13,413.84</b>	<b>\$ 10,595.54</b>	<b>\$ 10,185.40</b>	<b>\$ 10,349.65</b>

The chart below shows the court technology balance comparison for the last four years: FY 2013 to FY 2017.



## CUSTOMER SERVICE

Below is a snapshot of front desk activity. April has seen an increase in phone calls, warrants issued and plans processed. From March to April some of the front desk activities increased. When comparing the activity to the same month last year:

- phone calls increased by 4%;
- permits issued were flat
- plans processed increased by 26%;
- inspections scheduled decreased by 35%;
- E-Gov requests submitted decreased by 6%;
- payments processed decreased by 37% and
- Warrants issued increased by 100%
- Certificates of Occupancy issued decreased by 45%.

Front Desk Activity													
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Phone Calls Handled	1,632	1,333*	1,647	1,686	1,682	1,598*	1,646	1,596	1,224	1,529	1,914	1,581	1,653
Permits Issued	61	67**	67	95	90	83	95	72	69	84	83	67	67
Plans Processed	66	59	60	51	78	68	67	54	67	65	58	53	72
Inspections Scheduled	378	284**	399	355	411	361	386	339	257	338	319	364	269
E-Gov Requests Submitted	83	92	105	87	114	98	103	86	103	89	69	72	68
Payments Processed	513	541	591	561	637	553	631	513	501	602	586	702	514
Warrants Issued	0	0	5	0	0	2	0	0	2	2	0	0	2
Court Cases Set	0	0	0	0	2	0	0	1	1	0	0	2	0
Certificates of Occupancy	16	12	14	25	15	9	15	25	8	14	9	11	6

\*Phone calls are estimated due to error in Allworx report

\*\*April and May permits and inspections are down due to the weather and decline of residential permits.

SUBMITTED BY: Jennifer Calvert, Director of Finance 