

COUNCIL MONTHLY REPORT



DEPARTMENT: FINANCE

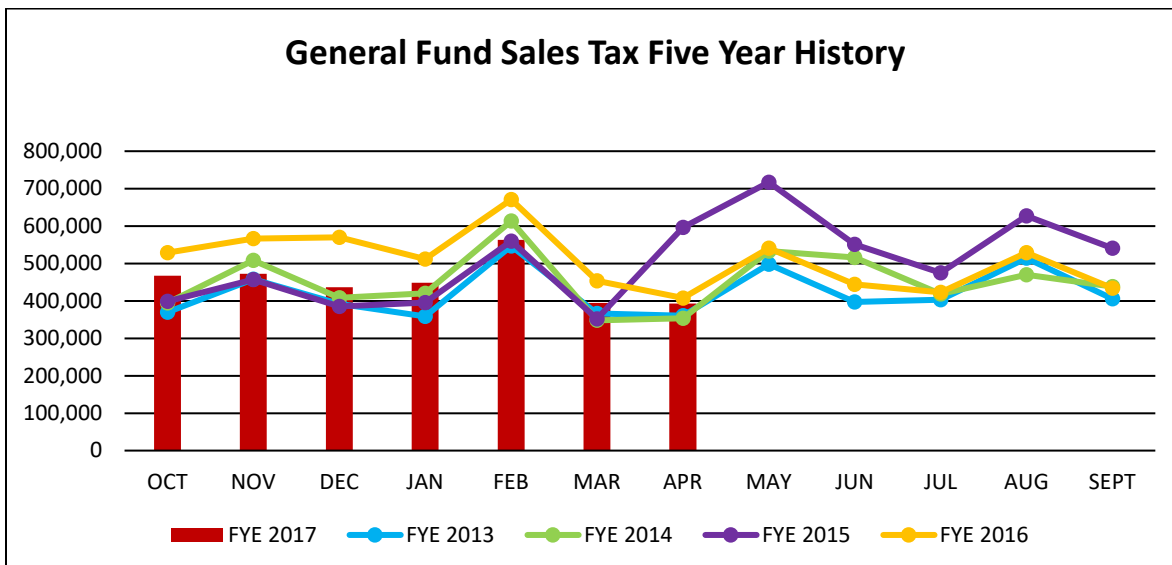
MONTH: MARCH 2017

REVENUE

Sales tax receipts received in February, reported in April are down 3.62% 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	
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	
TOTAL	5,069,895.46	5,421,966.98	6,056,116.47	6,080,798.46	3,174,620.45

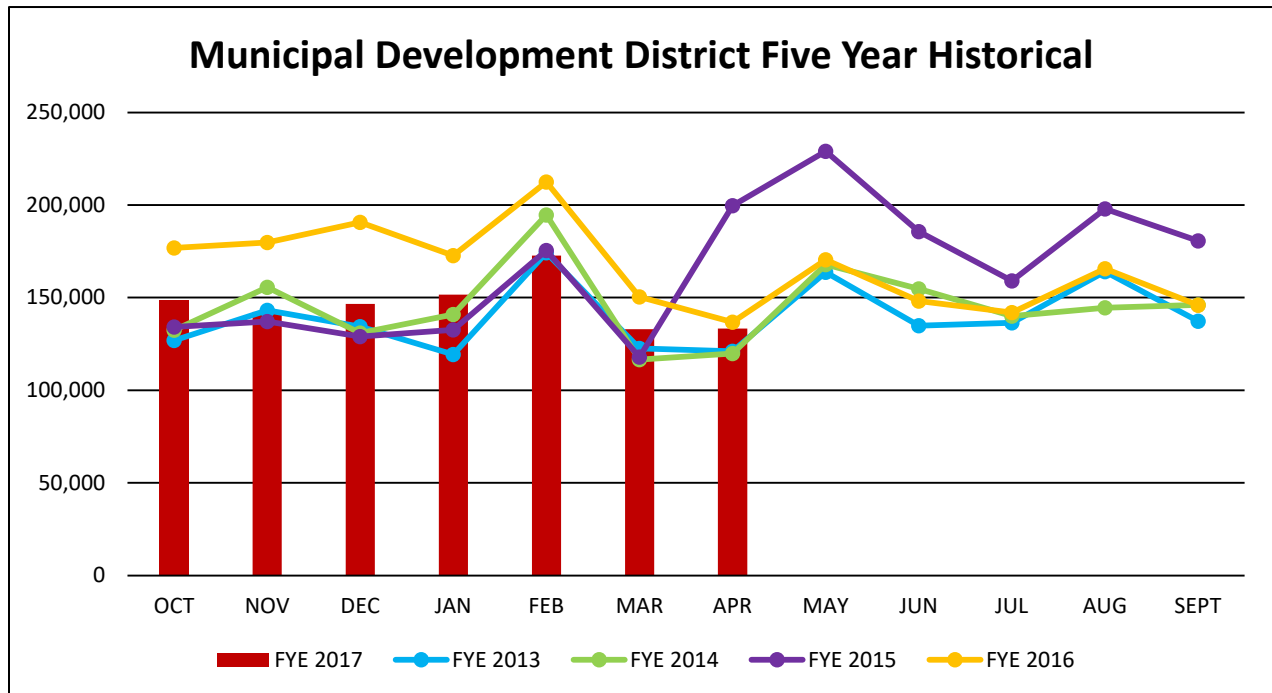
The chart below plots a five year history of sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



For the Shenandoah Municipal Development District (MDD) sales tax receipts received in February, reported in April are down 2.57% 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.

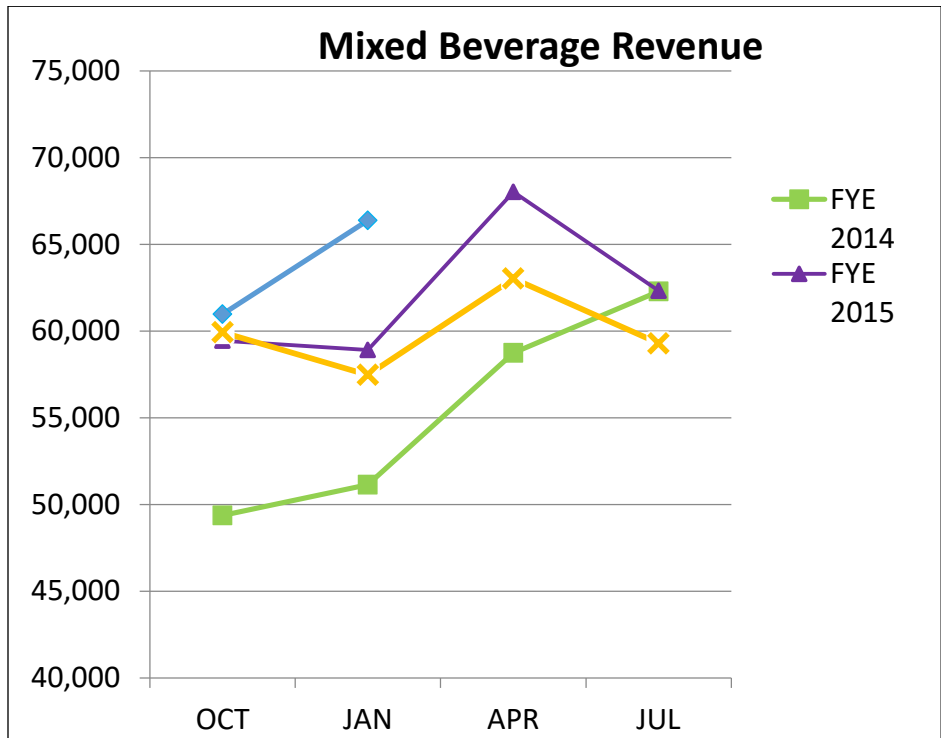
Municipal Development District Sales Tax Report					
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017
OCT	126,891.50	132,531.91	134,121.98	176,792.05	148,740.99
NOV	143,100.77	155,593.35	137,039.48	179,873.46	142,252.94
DEC	134,331.77	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	
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	
TOTAL	1,677,988.63	1,744,594.71	1,797,592.81	1,991,947.11	1,028,203.02

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 January for October through December 2016 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.

Mixed Beverage Revenue				
	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017
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	
JUL	62,287.56	62,318.74	59,294.13	
Total	221,534.02	248,720.91	239,725.89	127,365.66

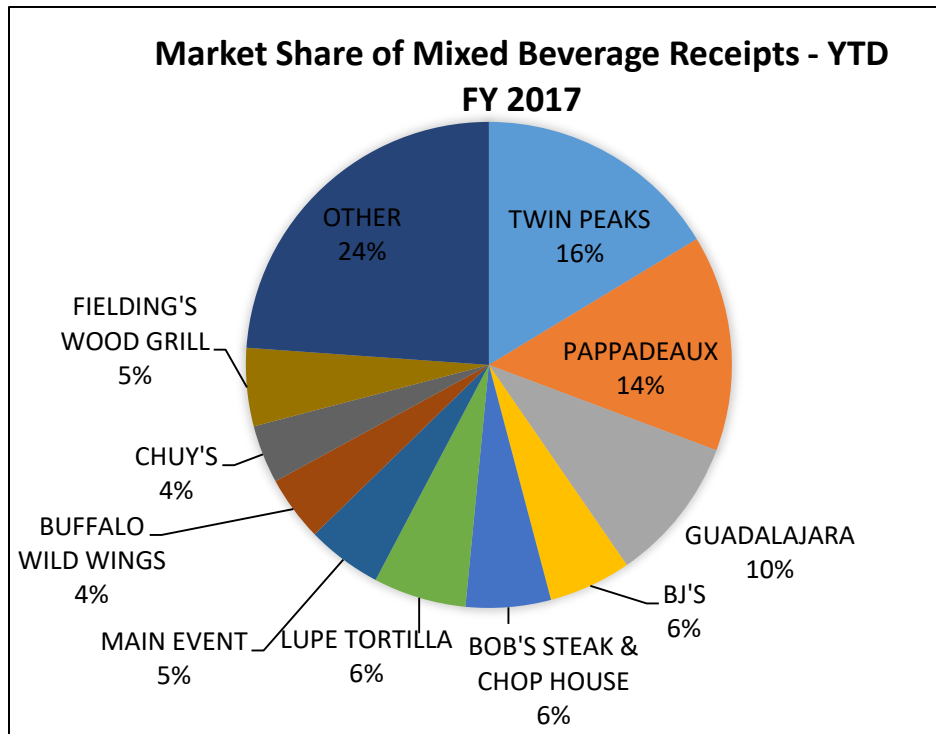


The State Comptroller will continue to publish Mixed Beverage Gross Receipts tax receipts for individual permit holders, however, it will not do the same for Mixed Beverage Sales tax receipts. Gross Receipts for February, reported in March, were \$91,605.51. The table shows that Twin Peaks and Pappasitos receives a significant amount of mixed beverage sales receipts over the City's previous top producer, Pappadeaux Seafood.

Out of the 25 restaurants listed, 9 had an increase over the same month last year, two of the increases are new business with no prior year history. Buca De Beppo and Guri Do Sul Steakhouse did not submit a payment for the month of February, they typically average \$1,500.00 and \$650.00 per month respectively. Taxpayers are listed in descending order of monthly receipts for current fiscal year.

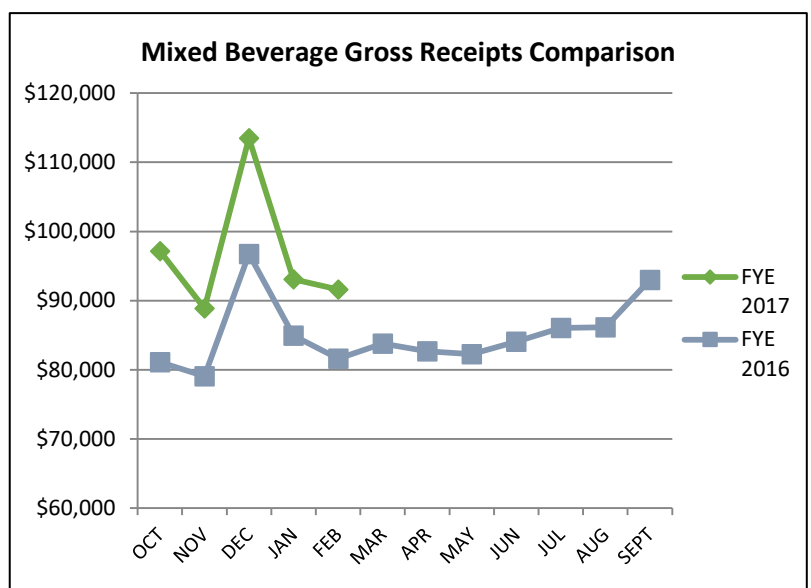
Mixed Beverage Monthly Sales Revenue by Vendor			
	FEB FYE 2016	FEB FYE 2017	Difference
TWIN PEAKS	\$14,930.41	15,738.16	807.75
PAPPASITOS	0.00	12,293.49	12,293.49
PAPPADEAUX	\$9,846.65	9,443.18	-403.47
BJ'S	\$5,038.60	5,842.06	803.46
BOB'S STEAK & CHOP HOUSE	\$5,623.84	5,416.54	-207.30
GUADALAJARA	\$5,714.09	5,191.16	-522.93
LUPE TORTILLA	\$4,791.77	5,097.62	305.85
MAIN EVENT	\$4,370.00	4,335.50	-34.50
SALTGRASS STEAKHOUSE	\$3,597.49	3,589.79	-7.70
CHUY'S	\$3,921.77	3,566.34	-355.43
FIELDING'S WOOD GRILL	\$3,811.83	3,344.97	-466.86
MI RANCHO	\$3,009.37	3,173.05	163.68
BUFFALO WILD WINGS	\$3,703.89	3,048.03	-655.86
BABIN'S SEAFOOD HOUSE	\$2,507.67	2,393.03	-114.64
HOOTERS	\$1,697.84	1,738.04	40.20
OUTBACK STEAKHOUSE	\$1,614.63	1,668.70	54.07
RED LOBSTER #6284	\$1,381.87	1,146.16	-235.71
EL BOSQUE	\$1,213.50	1,139.26	-74.24
CASA MEDINA	\$941.28	879.04	-62.24
JOHNNY'S ITALIAN STEAK HOUSE	0.00	768.82	768.82
RED ROBIN	\$861.48	753.01	-108.47
ANOTHER BROKEN EGG	\$505.85	687.01	181.16
COURTYARD	\$505.78	352.55	-153.23
BUCA DE BEPPO	\$1,470.51	0.00	-1,470.51
GURI DO SUL STEAKHOUSE	\$555.02	0.00	-555.02
TOTAL	81,615.14	91,605.51	9,990.37

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 February are up 12.24% over the same month in 2016 despite two companies 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	88,144.02
DEC	96,737.24	113,494.50
JAN	84,946.58	93,093.93
FEB	81,615.14	91,605.51
MAR	83,797.32	
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 March 31, 2017 the City's outstanding property taxes totaled \$93,735.34. Of this amount, \$93,550.71 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.

Outstanding Property Tax Report FY 2016-2017						
	2007 to Present		Prior to 2007		Total	
Month	Balance	Change from Prev Month	Balance	Change from Prev Month	Balance	Change from Prev Month
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	0.00	0.00	0.00	0.00	0.00	0.00
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 March. 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.

Other Revenue Ending 03/31/17			
	Monthly Activity	YTD	Budgeted Amount
Development Fees:	1,975.00	5,500.00	0.00
Property Taxes:	(1,471.79)	1,026,252.72	866,341.00
Mixed Beverage Tax:	0.00	127,365.66	242,756.00
Building Permit:	55,945.85	260,073.25	435,000.00
Other Permits:	2,435.00	10,930.00	8,000.00
Gas Franchise:	0.00	0.00	31,100.00
Electric Franchise:	22,835.23	22,835.23	259,286.00
Cable Franchise:	47.40	13,348.46	32,000.00
Telephone Franchise:	0.00	70,272.66	120,000.00
Trash Collection:	18,402.82	107,838.10	226,045.00
Recycling:	2,552.39	14,779.92	31,592.00
Pool Use Fees:	500.00	500.00	15,114.00
Court Fines:	967.00	5,398.00	18,700.00
Court Fees:	423.10	2,179.40	12,000.00
Interest:	976.62	5,946.69	5,100.00
Leases:	1,800.00	10,800.00	21,600.00
Undesignated Revenue:	267.98	6,096.56	115,000.00
Payment in Lieu of Taxes:	0.00	58,949.71	60,182.00
Proceeds/Sale of Cap. Assets:	0.00	18,000.00	51,000.00

The City is 50% through the fiscal year and has received 53.86% of original budgeted revenues for the General Fund, 33.97% for Hotel/Motel and 47.68% 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.

Budget Report					
For Fiscal: 2016-2017 Period Ending: 03/31/2017					
	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Percent Remaining
Fund: 100 - GENERAL FUND					
00 - Revenue	8,540,936.69	8,540,936.69	614,085.70	4,599,959.51	-46.14%
11 - Administration	995,206.00	995,206.00	110,454.38	598,160.36	39.90%
12 - Finance	372,830.00	372,830.00	44,627.75	196,490.70	47.30%
14 - Community Outreach	28,365.00	28,365.00	435.24	13,122.02	53.74%
17 - Non-Department	2,600,670.00	2,600,670.00	240,054.64	1,195,340.38	54.04%
21 - Emergency Management	5,240.00	5,240.00	175.00	374.97	92.84%
22 - Police	2,846,680.00	2,846,680.00	199,887.95	1,392,678.04	51.08%
23 - Municipal Court	77,932.00	77,932.00	5,261.80	36,814.99	52.76%
30 - Public Works	853,302.00	853,302.00	52,360.00	353,537.26	58.57%
31 - Swimming Pool	122,076.00	122,076.00	2,436.72	20,198.78	83.45%
32 - Parks	14,510.00	14,510.00	5,962.34	11,830.99	18.46%
43- Capital Projects & Infrastructure	468,821.75	468,821.75	30,210.76	215,623.31	54.01%
Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND					
00 - Revenue	0.00	0.00	800.00	3,810.00	0.00%
30 - Public Works	0.00	0.00	0.00	0.00	0.00%
Fund: 140 - TRASH AND RECYCLING					
00 - Revenue	259,936.88	259,936.88	21,212.33	124,089.90	-52.26%
33 - Trash & Recycling	258,432.00	258,432.00	21,584.36	103,182.65	60.07%
Fund: 200 - SPECIAL REVENUE					
00 - Revenue	1,412,400.00	1,412,400.00	89,660.29	479,733.03	-66.03%
45 - Hotel / Motel	995,385.87	995,385.87	201,240.80	516,328.48	48.13%
Fund: 300 - DEBT SERVICE					
00 - Revenue	2,345,244.00	2,345,244.00	21,642.11	1,435,344.37	-38.80%
80 - Debt Service	2,334,676.00	2,334,676.00	0.00	392,312.50	83.20%
Fund: 400 - CAPITAL PROJECTS GENERAL FUND					
00 - Revenue	184,737.00	184,737.00	374,463.87	1,160,065.60	527.96%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	1,251.25	6,295.00	0.00%
60 - Capital Purchases/Projects General Fund	178,456.62	178,456.62	175,534.69	298,668.64	-67.36%
61 - Capital Purchases/Projects Water & Sewer	1,499,075.06	1,499,075.06	198,929.18	1,192,340.64	20.46%
Fund: 500 - DESIGNATED COURT FUNDS					
00 - Revenue	0.00	0.00	49.00	259.00	0.00%
23 - Office Equip. & Furnishings-Court-Tech. Fund	0.00	0.00	0.00	0.00	0.00%
Fund: 600 - WATER / SEWER					
00 - Revenue	2,654,263.40	2,654,263.40	184,146.01	1,265,531.60	-52.32%
50 - Water & Sewer	2,209,322.00	2,209,322.00	369,646.51	1,755,914.45	20.52%
51 - Utility Billing	34,672.00	34,672.00	1,279.60	12,904.72	62.78%

Bank Balances

The table below shows the account balances for all city bank accounts as of March 31, 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.

City of Shenandoah Bank Accounts			
Ending Balances as of March 31, 2016			
Wells Fargo		Texpool	
Pooled Cash	11,178,791.81	General Fund	195,040.71
Water/Sewer	438.37	Hotel/Motel	206,419.20
MDD	4,812,911.81	Debt Service	32,731.34
		Water/Sewer	32,791.64
Land Trust Fund		MDD	1,097,757.09
Woodforest	3,493.75	2011 Go Bond	48,914.89

As of March 31, 2017 the City has 23,026,586.42 pledged securities with BNY Mellon which is 144% of all balances held in Wells Fargo.

As of April 11, 2017, the General Fund reserve balance was \$3,905,791 or 213 days. 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.

Finance Department Monthly Expenses

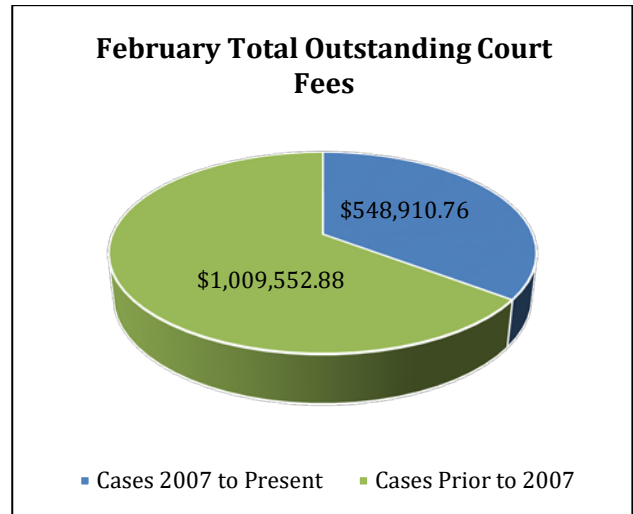
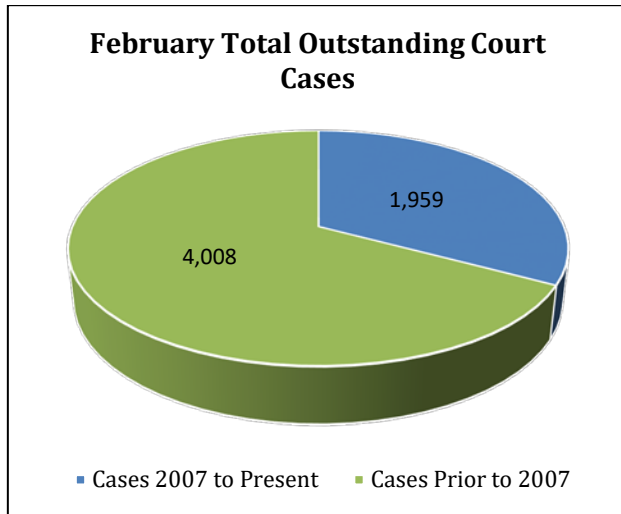
Function: 12 - Finance				
FEDERAL EXPRESS	03/01/2017	4585	MONTHLY OVERNIGHT MAIL FEES	\$ 88.69
JENNIFER CALVERT	03/01/2017	4591	MARCH ELECTRONIC DEVICE REIMBURSEMENT	\$ 75.00
PITNEY BOWES PURCHASE POWER	03/01/2017	4596	MONTHLY POSTAGE FOR FINANCE	\$ 72.80
MONT. CENTRAL APPRAISAL DIST	03/08/2017	4637	JAN-MARCH 2017 APPRAISAL SHARES	\$ 4,221.00
BRACEWELL LLP	03/14/2017	4657	AUDIT LETTER PREPARATION	\$ 127.50
ITERSOURCE CORPORATION	03/14/2017	4666	REPLACEMENT DESK PHONE FOR ACCOUNTANT	\$ 299.00
ITERSOURCE CORPORATION	03/14/2017	4666	ADDITIONAL WARRANTEE FOR REPLACEMENT PHONE	\$ 40.00
BRANCH BANKING AND TRUST CO.	03/29/2017	4708	TYLER CONNECT 2017 REGISTRATION FEE (CALVERT)	\$ 850.00
BRANCH BANKING AND TRUST CO.	03/29/2017	4708	REGISTRATION FEE FOR GFOAT CONF. (L. WASNER)	\$ 345.00
JENNIFER CALVERT	03/29/2017	4727	APRIL ELECTRONIC DEVICE REIMBURSEMENT	\$ 75.00
BROOKSCARDIEL, PLLC	03/29/2017	4711	2015-2016 ANNUAL AUDIT	\$ 16,575.00
PITNEY BOWES PURCHASE POWER	03/29/2017	4736	MONTHLY POSTAGE FOR FINANCE	\$ 53.36
Function 12 - Finance Total:				\$ 22,822.35

MUNICIPAL COURT

In March there was no new cases for code enforcement filed in the court. The City has collected \$2,043.10 in fines and fees this month. To date, there are 5,967 outstanding cases with a balance of \$1,558,463.64. Of the 5,967 cases, 1,959 (\$548,910.76) are from 2007 to 2015; 4,008 (\$1,009,552.88) 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
MAR	2,042	573,737.36	4,057	1,022,481.88	6,099	23	1,596,219.24	5,657.20
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

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

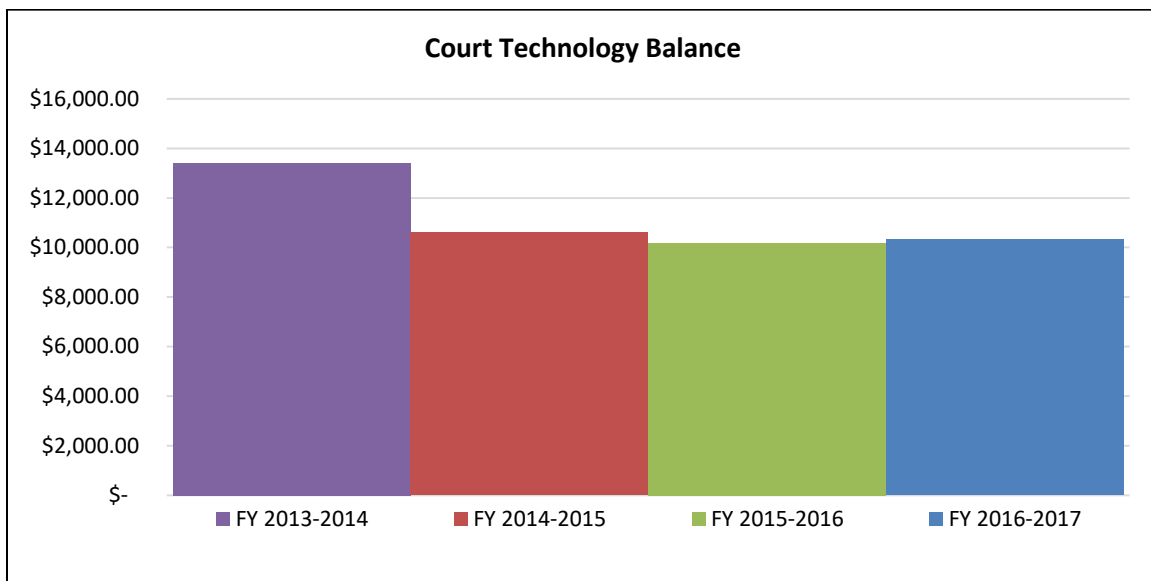


COURT TECHNOLOGY

The court technology fee is a \$4.00 fee added to most criminal convictions. The fee is designed to help courts enhance technology. In March there were no purchases from the Court Technology account. As of March 2016 the Court Technology fee is down 58% 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	\$ 148.00
Total Exp.		\$ -	\$ 3,345.89	\$ 933.75	\$ -
Total		\$ 13,413.84	\$ 10,595.54	\$ 10,185.40	\$ 10,333.40

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



CUSTOMER SERVICE

Below is a snapshot of front desk activity. March has seen an increase in plan processed and payments processed. From February to March majority of the front desk activities increased. When comparing the activity to the same month last year:

- phone calls decreased by 3%;
- permits issued decreased by 13%;
- plans processed increased by 8%;
- inspections scheduled decreased by 38%;
- E-Gov requests submitted decreased by 35%;
- payments processed increased by 13% and
- Certificates of Occupancy issued decreased by 45%.

Front Desk Activity													
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Phone Calls Handled	1,627	1,632*	1,333*	1,647	1,686	1,682	1,598*	1,646	1,596	1,224	1,529	1,914	1,581
Permits Issued	76	61**	67**	67	95	90	83	95	72	69	84	83	67
Plans Processed	49	66	59	60	51	78	68	67	54	67	65	58	53
Inspections Scheduled	504	378**	284**	399	355	411	361	386	339	257	338	319	364
E-Gov Requests Submitted	97	83	92	105	87	114	98	103	86	103	89	69	72
Payments Processed	611	513	541	591	561	637	553	631	513	501	602	586	702
Warrants Issued	2	0	0	5	0	0	2	0	0	2	2	0	0
Court Cases Set	2	0	0	0	0	2	0	0	1	1	0	0	2
Certificates of Occupancy	16	16	12	14	25	15	9	15	25	8	14	9	11

*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

