

# Department of Finance Quarterly Review

For the Period Ended June 30, 2023

### Table of Contents - Quarter Ended 6/30/23

Memorandum to the City Manager.	1-2
Executive Dashboard	3-4
General Fund, Quarterly Statement of Revenues Compared to Budget	5
General Fund, Quarterly Statement of Expenditures Compared to Budget	6
Hotel Fund	7
Economic Development Fund.	8
Airport Fund	9
Utility Fund	10
Stormwater Fund.	11
Schedule of Sales Tax Collections and Related Analyses	12
Hotel Occupancy Tax Collection by Hotel Service Type	13



To: David Gaines, City Manager

From: Steven Glickman, Chief Financial Officer

Re: Third Quarter Financial Review

Date: 8/22/2023

This is the third quarter report for the 2022-2023 fiscal year. Revenues and expenditures reflect activity from April 1, 2023 through June 30, 2023 or 75 percent of the fiscal year.

#### **GENERAL FUND**

- Fiscal year-to-date revenue totals \$41.1 million, which is 93.0 percent of the overall budget amount. Sales tax collections are at 83.1 percent of the fiscal year 2023 budget. Alcoholic beverage tax collections are at 85.6 percent of the fiscal year 2023 budget.
- ➤ Fiscal year-to-date expenditures and transfers total approximately \$31.2 million, which is 70.4 percent of budget. All departments are on pace with or below their respective budgets for fiscal year 2023.

#### **HOTEL FUND**

- Revenues through the third quarter total approximately \$4.9 million, 81.7 percent of the fiscal year 2023 budget. Hotel occupancy tax collections are 84.0 percent of budget for nine months of collections. Collections have not been received by all hoteliers for June. Proceeds from Special Events are below budget due to timing of events; all significant events occur between May and September.
- ➤ Hotel Fund expenditures of \$3.7 million are 53.8 percent of budget, and \$630 thousand more than this time a year ago. Performing Arts expenditures are at 100 percent due to the full payment of the Water Tower Theater primary grant. Special events expenditures are at 35.7 percent due to timing of events.

#### **AIRPORT FUND**

- Operating revenue through the third quarter total approximately \$5.6 million or 83.1 percent of the fiscal year 2023 budget.
- Operating expenses total \$3.9 million, or 70.7 percent of fiscal year 2023 budget.
- Total year-to-date net income for the Airport Fund is \$462 thousand.

#### **UTILITY FUND**

- Operating revenue through the third quarter totals \$11.3 million, or 73.2 percent of the fiscal year 2023 budget. Water revenues for nine months are at 72.2 percent of the fiscal year 2023 budget and sewer revenues are at 72.9 percent of the fiscal year 2023 budget. The year-to-date revenue is higher than the prior year.
- Operating expenses through the third quarter total approximately \$11.5 million, or 73.2 percent of the fiscal year 2023 budget. Water wholesale purchases and wastewater treatment expenses are more than this time a year ago due to the timing of payment for these services.

#### STORMWATER FUND

- Operating revenue through the third quarter total \$2.1 million, or 79.9 percent of the fiscal year 2023 budget.
- ➤ Operating expenses through the third quarter total approximately \$1.2 million, or 69.7 percent of the fiscal year 2023 budget. The percentage to budget is driven by our debt service payment, which is made in the third quarter of the fiscal year.
- Through the third quarter \$1.1 million has been spent on cash-funded capital projects.

### Executive Dashboard - 3rd Quarter, 2023 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

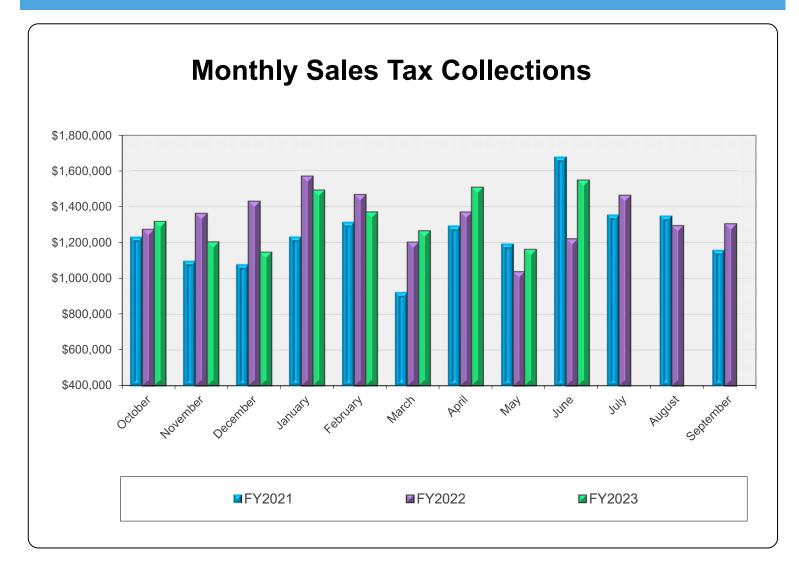
Negative

Key Revenue Sources	FY2023 Budget	Actual through 6/30/23	% Annual Budget
Ad Valorem Taxes - General Fund	\$ 22,409,394	\$ 22,769,355	101.61%
Non-Property Taxes - General Fund	15,680,417	13,055,907	83.26%
Hotel Tax	4,800,000	4,031,350	83.99%
Franchise Fees - General Fund	2,155,000	1,721,942	79.90%
Service/Permitting/License Fees - General Fund	3,238,590	2,525,149	77.97%
Fines and Penalties - All Funds	336,874	361,603	107.34%
Special Event Revenue - Hotel Fund	1,127,000	713,004	63.27%
Fuel Flowage Fees - Airport Fund	1,119,600	919,346	82.11%
Water and Sewer Charges - Utility Fund	15,162,201	10,992,711	72.50%

Key Expenditures	FY2023 Budget	Actual through 6/30/23	% Annual Budget
General Fund	\$ 44,222,065	\$ 31,152,828	70.45%
Hotel Fund	6,906,049	3,713,996	53.78%
Economic Development	2,176,459	1,108,594	50.94%
Airport Operations	5,564,259	3,934,232	70.71%
Utility Operations	15,656,470	11,454,079	73.16%

<sup>&</sup>lt;sup>(1)</sup> Hotel tax revenue has not been collected from all hoteliers

### Executive Dashboard - 3rd Quarter, 2023 Fiscal Year Sales Tax Information





**GENERAL FUND** 

CATEGORY	FY 2021-22 ACTUAL PRIOR YEAR	FY 2022-23 REVISED BUDGET	FY 2022-23 ACTUAL 3RD QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:					
Current taxes	\$ 20,603,683	\$ 22,559,394	\$ 86,006	\$ 22,957,401	101.8%
Delinquent taxes	(207,701)	(200,000)	(92,255)	(241,565)	120.8% <sup>(1)</sup>
Penalty & interest	58,070	50,000	6,554	53,520	107.0%
Non-property taxes:					
Sales tax	15,997,283	14,455,417	4,216,089	12,007,365	83.1%
Alcoholic beverage tax	1,350,605	1,225,000	343,629	1,048,542	85.6%
Franchise / right-of-way use fees:				· ·	
Electric franchise	1,499,435	1,575,000	359,809	1,158,873	73.6%
Gas franchise	275,373	250,000	-	349,536	139.8%
Telecommunication access fees	185,927	200,000	40,526	129,775	64.9%
Cable franchise	124,416	130,000	27,503	83,758	64.4%
Street rental fees	(6,500)	-	-	-	0.0%
Licenses and permits:				·	
Business licenses and permits	148,026	209,700	56,285	117,460	56.0%
Building and construction permits	972,526	960,400	501,727	868,145	90.4%
Intergovernmental	3,982	-	-	-	0.0%
Service fees:					
Public safety	1,093,844	1,026,000	289,350	776,982	75.7%
Urban development	50,110	47,200	18,000	44,315	93.9%
Streets and sanitation	440,857	480,700	116,769	329,318	68.5%
Recreation	39,690	70,300	19,732	55,712	79.2%
Interfund	438,870	444,290	111,073	333,218	75.0%
Court fines	301,404	245,000	98,119	271,185	110.7%
Interest earnings	(1,105,426)	200,000	228,474	510,927	255.5%
Rental income	8,300	8,000	2,390	5,940	74.3%
Other	421,465	290,500	63,055	284,443	97.9%
Total Revenues	42,694,239	44,226,901	6,492,835	41,144,849	93.0%

<sup>&</sup>lt;sup>(1)</sup> Represents prior year tax payment refunds



**GENERAL FUND** 

CATEGORY	FY 2021-22 ACTUAL PRIOR YEAR	FY 2022-23 REVISED BUDGET	FY 2022-23 ACTUAL 3RD QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Expenditures:					
General Government:				_	
City Secretary	187,884	232,150	50,757	143,986	62.0%
City Manager	1,246,441	1,309,782	341,259	861,274	65.8%
Finance	1,750,249	1,861,940	469,932	1,380,768	74.2%
General Services	1,271,406	1,108,609	338,178	868,816	78.4%
Municipal Court	692,928	741,479	173,352	542,056	73.1%
Human Resources	660,144	758,481	179,940	530,748	70.0%
Information Technology	1,952,454	2,418,608	606,631	1,390,670	57.5%
Combined Services	1,215,036	1,485,125	214,577	1,227,719	82.7% <sup>(</sup>
Council Projects	332,678	342,850	98,095	288,391	84.1% <sup>(</sup>
Public Safety:					
Police	10,597,376	11,362,815	2,946,089	8,339,474	73.4%
Emergency Communications	1,607,261	1,764,387	-	1,329,664	75.4%
Fire	9,267,049	9,907,123	2,529,578	7,266,441	73.3%
Development Services	1,643,483	2,037,699	548,398	1,361,682	66.8%
Streets	2,047,734	2,236,000	580,367	1,257,397	56.2%
Parks and Recreation:					
Parks	4,632,050	4,751,045	1,199,103	3,190,717	67.2%
Recreation	1,476,485	1,903,972	425,197	1,173,023	61.6%
Other financing uses:					
Transfers to other funds	1,841,875	-	-	-	0.0%
Total Expenditures	42,422,533	44,222,065	10,701,453	31,152,828	70.4%
Net Change in Fund Balance	271,706	4,836	(4,208,618)	9,992,021	
Fund Balance at Beginning of Year	20,243,675	20,515,381	_	20,515,381	
Fund Balance at End of Year	\$ 20,515,381	\$ 20,520,217	_	\$ 30,507,402	

<sup>(1)</sup> TML insurance and worker's compensation contributions for FY2023 and Village on the Parkway Incentive

 $<sup>^{(2)}</sup>$  Includes primary NPO grant payment for non-profit grant funding.



**HOTEL FUND** 

CATEGORY		ACTUAL RIOR YEAR	ı	Y 2022-23 REVISED BUDGET		Y 2022-23 ACTUAL 3RD QTR		Y 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:									
Hotel/Motel occupancy taxes	\$	4,353,355	\$	4,800,000	\$	1,382,815	\$	4,031,350	84.0% <sup>(1)</sup>
Proceeds from special events	Ψ	1,051,805	Ψ	1,127,000	Ψ	381,137	Ψ	713,004	63.3%
Rental income		113,718		30,000		17,718		42,578	141.9%
Interest and miscellaneous		1,972,830		20,100		39,259		94,266	469.0%
Total Revenues		7,491,708		5,977,100		1,820,928		4,881,199	81.7%
Expenditures:									
Addison theatre centre		273,261		313,279		75,907		213,340	68.1%
Conference centre		229,056		220,510		31,439		136,220	61.8%
General hotel operations		151,625		186,197		39,686		130,325	70.0%
Marketing		887,942		1,193,362		348,858		634,814	53.2%
Performing arts		377,500		379,089		67,701		379,089	100.0% (2)
Special events		825,661		1,088,337		280,514		659,882	60.6%
Special events operations		2,431,963		2,757,275		875,259		984,325	35.7%
Attractions Capital Projects		-		-					0.0%
Other financing uses:								•	
Transfer to Economic Development Fund		384,000		768,000		192,000		576,000	75.0%
Total Expenditures		5,561,008		6,906,049		1,911,364		3,713,996	53.8%
Net Change in Fund Balance		1,930,700		(928,949)		(90,436)		1,167,203	
Fund Balance at Beginning of Year		2,710,600		4,641,300	_			4,641,300	
Fund Balance at End of Year	\$	4,641,300	\$	3,712,351	-		\$	5,808,503	

<sup>&</sup>lt;sup>(1)</sup> Hotel tax collections have not been received by all hoteliers

<sup>(2)</sup> NPO primary grant payment and matching funds for non-profit grant funding to Water Tower Theatre



**ECONOMIC DEVELOPMENT FUND** 

CATEGORY	FY 2021-22 ACTUAL PRIOR YEAR	FY 2022-23 REVISED BUDGET	FY 2022-23 ACTUAL 3RD QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:	\$ 1,179,713	\$ 1,280,691	\$ 17	\$ 1,300,683	101.6%
Business license fee	32,450	50,000	1,100	32,305	64.6%
Interest income and other	(91,704)	30,000	34,770	60,432	201.4%
Transfers from General/Hotel Fund	384,000	768,000	192,000	576,000	75.0%
Total Revenues	1,504,459	2,128,691	227,887	1,969,420	92.5%
Expenditures:					
Personnel services	516,409	577,836	184,577	441,889	76.5%
Supplies	15,843	18,371	3,873	10,880	59.2%
Maintenance	20,582	30,720	2,918	8,715	28.4%
Contractual services	761,946	1,536,160	167,795	637,081	41.5%
Debt Service	221,611	13,372	3,343	10,029	75.0%
Total Expenditures	1,536,391	2,176,459	362,506	1,108,594	50.9%
Net Change in Fund Balance	(31,932)	(47,768)	(134,619)	860,826	
Fund Balance at Beginning of Year	2,012,219	1,980,287		1,980,287	
Fund Balance at End of Year	\$ 1,980,287	\$ 1,932,519	<u>.</u>	\$ 2,841,113	



#### AIRPORT FUND

CATEGORY	FY 2021-22 ACTUAL PRIOR YEAR	FY 2022-23 REVISED BUDGET	FY 2022-23 ACTUAL 3RD QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Operating Revenues:					
Operating grants	\$ 198,000	\$ 50,000	\$ -	\$ -	0.0%
Service fees	148,680	157,000	36,150	129,290	82.4%
Fuel flowage fees	1,357,351	1,119,600	299,825	919,346	82.1%
Rental income	5,584,356	5,301,700	1,414,559	4,187,947	79.0%
Interest income and other	(76,989)	60,000	190,921	320,792	534.7%
Total Operating Revenues:	7,211,398	6,688,300	1,941,455	5,557,375	83.1%
Operating Expenses:					
Personnel services	2,186,867	2,517,439	675,770	1,831,027	72.7%
Supplies	42,962	56,381	9,241	28,846	51.2%
Maintenance	463,108	671,801	307,671	529,122	78.8%
Contractual services	1,104,836	1,164,992	272,855	787,544	67.6%
Capital Replacement/Lease	257,928	232,928	52,758	174,696	75.0%
Debt service	712,246	885,718	-	582,997	65.8%
Capital Outlay	50,346	35,000	-	-	0.0%
Total Operating Expenses:	4,818,293	5,564,259	1,318,296	3,934,232	70.7%
Other financing uses:					
Transfer to Debt service fund	-	508,966	127,242	381,725	75.0%
Capital Projects (Cash Funded)	783,207	2,582,000	733,676	778,966	30.2%
Total Expenses:	5,601,500	8,655,225	2,179,213	5,094,922	58.9%
Net Change in Working Capital	1,609,898	(1,966,925)	(237,758)	462,453	
Working Capital at Beginning of Year	6,146,329	7,756,227	_	7,756,227	
Working Capital at End of Year	\$ 7,756,227	\$ 5,789,302	•	\$ 8,218,680	



#### **UTILITY FUND**

	FY 2021-22 ACTUAL	FY 2022-23 REVISED	FY 2022-23 ACTUAL	FY 2022-23 ACTUAL	ACTUAL YTD as %
CATEGORY	PRIOR YEAR	BUDGET	3RD QTR	YTD	of Budget
Operating revenues:					
Water sales	\$ 9,115,862	\$ 8,452,239	\$ 2,233,476	\$ 6,103,007	72.2%
Sewer charges	6,330,760	6,709,962	1,661,032	4,889,704	72.9%
Tap fees	37,780	10,587	34,290	54,893	518.5%
Penalties	125,985	91,874	17,701	90,417	98.4%
Interest income and other	(198,486)	135,114	45,455	135,007	99.9%
Total Operating Revenues:	15,411,901	15,399,776	3,991,954	11,273,027	73.2%
Operating expenses:					
Personnel services	2,539,000	2,833,900	667,875	1,911,343	67.4%
Supplies	240,249	232,112	53,676	166,031	71.5%
Maintenance	936,177	803,462	227,211	497,808	62.0%
Contractual services					
Water purchases	4,339,663	4,327,486	1,046,773	3,286,482	75.9%
Wastewater treatment	3,631,976	3,831,839	1,049,721	3,093,696	80.7%
Other services	893,725	1,602,058	238,826	870,924	54.4%
Capital Replacement/Lease	231,584	206,584	51,646	154,938	75.0%
Debt service	1,526,320	1,744,029	-	1,402,452	80.4%
Capital outlay	-	75,000	1,493	70,406	93.9%
Total Operating Expenses:	14,338,694	15,656,470	3,337,222	11,454,079	73.2%
Capital Projects (Cash Funded)	-	79,000	-	-	0.0%
Total Expenses:	14,338,694	15,735,470	3,337,222	11,454,079	72.8%
Net Change in Working Capital	1,073,207	(335,694)	654,733	(181,051)	
Working Capital at Beginning of Year	6,393,749	7,466,956	_	7,466,956	
Working Capital at End of Year	\$ 7,466,956	\$ 7,131,262	=	\$ 7,285,905	

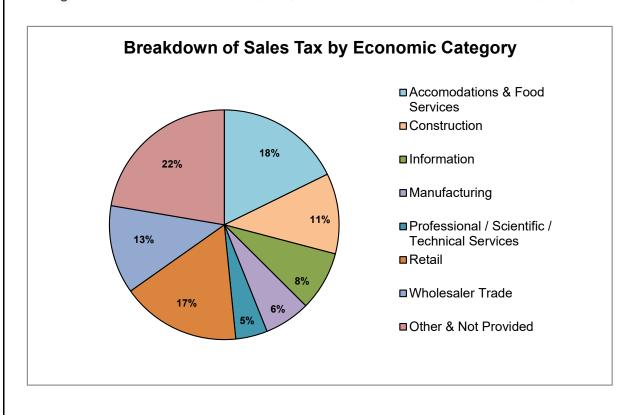


#### STORMWATER UTILITY FUND

CATEGORY	FY 2021-22 ACTUAL PRIOR YEAR	FY 2022-23 REVISED BUDGET	FY 2022-23 ACTUAL 3RD QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Operating revenues:					
Drainage Fees	\$ 2,558,788	\$ 2,554,023	\$ 633,351	\$ 1,948,448	76.3%
Interest income and other	(303,310)	100,000	64,447	171,802	171.8%
Total Operating Revenues:	2,255,478	2,654,023	697,797	2,120,251	79.9%
Operating expenses					
Personnel services	374,451	417,276	119,762	312,824	75.0%
Supplies	16,903	16,100	31,078	35,194	218.6%
Maintenance	101,042	321,280	91,244	116,626	36.3%
Contractual services	294,146	359,710	65,075	179,126	49.8%
Capital Replacement/Lease	10,000	10,000	2,500	7,500	75.0%
Debt service	493,199	491,390	-	460,020	93.6%
Capital outlay	29,457	60,000	56,127	56,127	93.5%
Total Operating Expenses:	1,319,198	1,675,756	365,785	1,167,417	69.7%
Other financing uses:					
Transfer to Debt service fund	-	400,439	100,110	300,329	75.0%
Capital Projects (Cash Funded)	402,532	2,838,033	904,256	1,076,112	37.9%
Total Expenses:	1,721,730	4,914,228	1,370,150	2,543,859	51.8%
Net Change in Working Capital	533,748	(2,260,205)	(672,353)	(423,608)	
Working Capital at Beginning of Year	8,921,610	9,455,358	_	9,455,358	
Working Capital at End of Year	\$ 9,455,358	\$ 7,195,153	<b>:</b>	\$ 9,031,750	

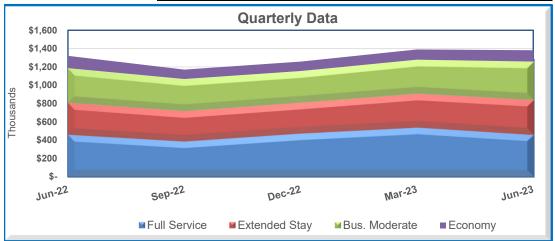
### TOWN OF ADDISON Schedule of Sales Tax Collections For the quarter ending June 30, 2023

			% Change from	
		FY2022	Prior Year	FY2023
	Mont	hly Collections		Monthly Collections
October	\$	1,273,977	3.3%	\$ 1,316,545
November		1,362,516	-11.7%	1,202,884
December		1,430,169	-19.9%	1,145,606
January		1,569,646	-5.0%	1,491,449
February		1,467,367	-6.6%	1,370,185
March		1,202,011	5.2%	1,264,607
April		1,370,124	10.1%	1,507,915
May		1,038,643	11.8%	1,161,332
June		1,220,982	26.7%	1,546,842
July		1,462,725	-100.0%	
August		1,294,958	-100.0%	
September		1,304,166	-100.0%	
	\$	15,997,283	•	12,007,365
Budget:		14,710,875	83.1%	14,455,417



## Executive Dashboard - 3rd Quarter, 2023 Fiscal Year HOTEL OCCUPANCY TAX COLLECTION Hotels By Service Type for the Quarter and Year-to-Date Ended June 30, 2023 With Comparative Information from Prior Fiscal Year

	Rooms		Apr - Jun 202	23	23 to 22
	Number	%	Amount	%	% Diff.
Full Service		•		<del>-</del>	
Marriott Quorum	547	15%	235,545	17%	5%
Renaissance	528	14%	221,651	16%	-6%
_	1,075	29%	457,196	33%	-1%
Extended Stay					
Budget Suites	344	9%	10,401	1%	-19%
Mainstay Suites	70	2%	13,884	1%	26%
Marriott Residence Inn	150	4%	83,933	6%	4%
Hyatt House	132	4%	58,669	4%	23%
Homewood Suites	120	3%	48,209	3%	12%
Home2Suites	132	4%	92,446	7%	1%
Springhill Suites	159	4%	73,361	5%	15%
	1,107	30%	380,904	28%	9%
Business Moderate					
Marriott Courtyard Quorum	176	5%	90,920	7%	-2%
LaQuinta Inn	152	4%	53,636	4%	5%
Marriott Courtyard Midway	145	4%	73,617	5%	14%
Radisson - Addison	101	3%	32,787	2%	-14%
Hilton Garden Inn	96	3%	54,841	4%	4%
Holiday Inn Express	97	3%	51,546	4%	11%
Holiday Inn Beltway	102	3%	35,452	3%	
Best Western Plus	84	2%	27,811	2%	-10%
-	953	26%	420,610	30%	12%
Economy					
Motel 6	127	3%	36,018	3%	-4%
The Addison Inn	158	4%	23,559	2%	-9%
Red Roof Inn	105	3%	30,922	2%	-16%
Quality Suites North/Galleria	78	2%	27,635	2%	18%
(1) America's Best Value Inn	60	2%	5,970	0%	-47%
- -	528	14%	124,105	9%	-8%
TOTAL	3,663	100%	1,382,815	100%	5%



<sup>&</sup>lt;sup>(1)</sup> Not yet received one or more payments for the quarter