

Department of Finance Quarterly Review

For the Period Ended March 31, 2023

Table of Contents - Quarter Ended 3/31/23

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: Second Quarter Financial Review

Date: 5/23/2023

This is the second quarter report for the 2022-2023 fiscal year. Revenues and expenditures reflect activity from January 1, 2023 through March 31, 2023 or 50 percent of the fiscal year.

GENERAL FUND

- Fiscal year-to-date revenue totals \$34.7 million, which is 78.4 percent of the overall budget amount. Sales tax collections are at 54.1 percent of the fiscal year 2023 budget. Alcoholic beverage tax collections are at 57.5 percent of the fiscal year 2023 budget.
- ➤ Fiscal year-to-date expenditures and transfers total approximately \$20.5 million, which is 46.3 percent of budget. All departments are on pace with or below their respective budgets for fiscal year 2023.

HOTEL FUND

- ➤ Revenues through the second quarter total approximately \$3.1 million, 51.2 percent of the fiscal year 2023 budget. Hotel occupancy tax collections are 55.2 percent of budget for six months of collections. Collections have not been received by all hoteliers for March. Proceeds from Special Events are below budget due to timing of events; all significant events occur between May and September.
- ➤ Hotel Fund expenditures of \$1.8 million are 26.1 percent of budget, and \$226 thousand more than this time a year ago. Performing Arts expenditures are at 82.1 percent due to the payment of the Water Tower Theater primary grant. Special events expenditures are at 4.0 percent due to timing of events.

AIRPORT FUND

- Operating revenue through the second quarter total approximately \$3.6 million or 54.1 percent of the fiscal year 2023 budget.
- Operating expenses total \$2.6 million, or 47.0 percent of fiscal year 2023 budget.
- Total year-to-date net income for the Airport Fund is \$700 thousand.



UTILITY FUND

- ➤ Operating revenue through the second quarter totals \$7.2 million, or 46.8 percent of the fiscal year 2023 budget. Water revenues for six months are at 45.8 percent of the fiscal year 2023 budget and sewer revenues are at 48.1 percent of the fiscal year 2023 budget. The year-to-date revenue is higher than the prior year.
- Operating expenses through the second quarter total approximately \$8.1 million, or 51.8 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 second quarter total \$1.4 million, or 53.6 percent of the fiscal year 2023 budget.
- Operating expenses through the second quarter total approximately \$802 thousand, or 47.8 percent of the fiscal year 2023 budget. The percentage to budget is driven by our debt service payment, which is made in the second quarter of the fiscal year.
- Through the second quarter \$172 thousand has been spent on cash funded capital projects.

Executive Dashboard - 2nd 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

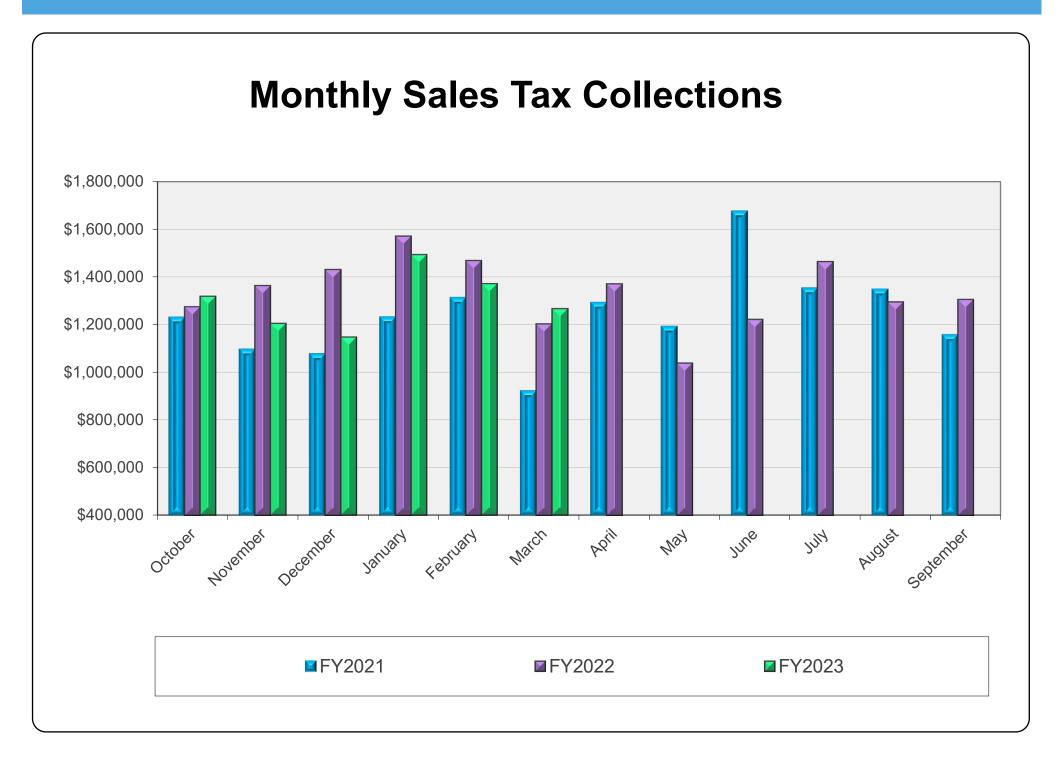
Negative

Key Revenue Sources	FY2023 Budget	Actual through 3/31/23	% Annual Budget
Ad Valorem Taxes - General Fund	\$ 22,409,394	\$ 22,769,050	101.60%
Non-Property Taxes - General Fund	15,625,000	8,496,189	54.38%
Hotel Tax	4,800,000	2,648,536	55.18%
Franchise Fees - General Fund	2,155,000	1,294,104	60.05%
Service/Permitting/License Fees - General Fund	3,238,590	1,412,214	43.61%
Fines and Penalties - All Funds	336,874	245,783	72.96%
Special Event Revenue - Hotel Fund	1,127,000	331,867	29.45%
Fuel Flowage Fees - Airport Fund	1,119,600	619,521	55.33%
Water and Sewer Charges - Utility Fund	15,162,201	7,098,203	46.82%

Key Expenditures	FY2023 Budget	Actual through 3/31/23	% Annual Budget
General Fund	\$ 44,166,648	\$ 20,451,374	46.31%
Hotel Fund	6,906,049	1,802,632	26.10%
Economic Development	2,176,459	746,089	34.28%
Airport Operations	5,564,259	2,615,936	47.01%
Utility Operations	15,656,470	8,116,857	51.84%

⁽¹⁾Hotel tax revenue has not been collected from all hoteliers

Executive Dashboard - 2nd 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 2ND QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:					
Current taxes	\$ 20,603,683	\$ 22,559,394	\$ 16,980,949	\$ 22,871,395	101.4%
Delinquent taxes	(207,701)	(200,000)	(136,554)	(149,310)	74.7%
Penalty & interest	58,070	50,000	41,292	46,965	93.9%
Non-property taxes:					
Sales tax	15,997,283	14,400,000	4,126,241	7,791,276	54.1%
Alcoholic beverage tax	1,350,605	1,225,000	352,459	704,913	57.5%
Franchise / right-of-way use fees:				•	
Electric franchise	1,499,435	1,575,000	335,107	799,064	50.7%
Gas franchise	275,373	250,000	349,536	349,536	139.8%
Telecommunication access fees	185,927	200,000	44,306	89,249	44.6%
Cable franchise	124,416	130,000	28,226	56,255	43.3%
Street rental fees	(6,500)	-	-	-	0.0%
Licenses and permits:				_	
Business licenses and permits	148,026	209,700	25,040	61,175	29.2%
Building and construction permits	972,526	960,400	233,066	366,418	38.2%
Intergovernmental	3,982	-	-		0.0%
Service fees:				•	
General government	-	-	-		0.0%
Public safety	1,093,844	1,026,000	265,032	487,632	47.5%
Urban development	50,110	47,200	15,915	26,315	55.8%
Streets and sanitation	440,857	480,700	118,298	212,549	44.2%
Recreation	39,690	70,300	20,917	35,980	51.2%
Interfund	438,870	444,290	111,073	222,145	50.0%
Court fines	301,404	245,000	88,225	173,067	70.6%
Interest earnings	(1,105,426)	200,000	187,715	282,453	141.2%
Rental income	8,300	8,000	1,650	3,550	44.4%
Other	421,465	290,500	68,282	221,388	76.2%
Total Revenues	42,694,239	44,171,484	23,256,774	34,652,014	78.4%

⁽¹⁾ Represents prior year tax payment refunds



GENERAL FUND

	FY 2021-22 ACTUAL	FY 2022-23 REVISED	FY 2022-23 ACTUAL	FY 2022-23 ACTUAL	ACTUAL YTD as %
CATEGORY Expenditures:	PRIOR YEAR	BUDGET	2ND QTR	YTD	of Budget
General Government:					
City Secretary	187,884	232,150	54,716	93,229	40.2%
City Manager	1,246,441	1,309,782	260,949	520,015	39.7%
Finance	1,750,249	1,861,940	437,586	910,836	48.9%
General Services	1,271,406	1,108,609	274,625	530,638	47.9%
Municipal Court	692,928	741,479	144,302	368,704	49.7%
Human Resources	660,144	758,481	163,052	350,808	46.3%
Information Technology	1,952,454	2,418,608	399,660	784,040	32.4%
Combined Services	1,215,036	1,485,125	598,520	1,013,143	68.2%
Council Projects	332,678	342,850	24,260	190,296	55.5%
Public Safety:				•	
Police	10,597,376	11,362,815	2,860,060	5,393,386	47.5%
Emergency Communications	1,607,261	1,764,387	797,601	1,329,664	75.4%
Fire	9,267,049	9,907,123	2,335,465	4,736,863	47.8%
Development Services	1,643,483	1,982,282	414,820	813,284	41.0%
Streets	2,047,734	2,236,000	391,726	677,029	30.3%
Parks and Recreation:					
Parks	4,632,050	4,751,045	1,046,651	1,991,613	41.9%
Recreation	1,476,485	1,903,972	408,236	747,827	39.3%
Other financing uses:					
Transfers to other funds	1,841,875	-	-	-	0.0%
Total Expenditures	42,422,533	44,166,648	10,612,227	20,451,374	46.3%
Net Change in Fund Balance	271,706	4,836	12,644,547	14,200,640	
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		\$ 34,716,021	

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

⁽²⁾ Includes primary NPO grant payment for non-profit grant funding.



HOTEL FUND

CATEGORY		ACTUAL RIOR YEAR	I	Y 2022-23 REVISED BUDGET		Y 2022-23 ACTUAL 2ND QTR		Y 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:									
Hotel/Motel occupancy taxes	\$	4,353,355	\$	4,800,000	\$	1,390,200	\$	2,648,536	55.2% ⁽¹⁾
Proceeds from special events	Ψ	1,051,805	Ψ	1,127,000	Ψ	219,521	Ψ	331,867	29.4%
Rental income		113,718		30,000		7,513		24,861	82.9%
Interest and miscellaneous		1,972,830		20,100		32,885		55,008	273.7%
Total Revenues		7,491,708		5,977,100		1,650,119		3,060,271	51.2%
Expenditures:									
Addison theatre centre		273,261		313,279		70,487		137,433	43.9%
Conference centre		229,056		220,510		42,271		104,781	47.5%
General hotel operations		151,625		186,197		42,270		90,638	48.7%
Marketing		887,942		1,193,362		121,110		285,956	24.0%
Performing arts		377,500		379,089		83,549		311,388	82.1% ⁽²⁾
Special events		825,661		1,088,337		203,214		379,368	34.9%
Special events operations		2,431,963		2,757,275		78,514		109,067	4.0%
Attractions Capital Projects		-		-					0.0%
Other financing uses:								· ·	
Transfer to Economic Development Fund		384,000		768,000		192,000		384,000	50.0%
Total Expenditures		5,561,008		6,906,049		833,414		1,802,632	26.1%
Net Change in Fund Balance		1,930,700		(928,949)		816,705		1,257,639	
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	=		\$	5,898,939	

⁽¹⁾ Hotel tax collections have not been received by all hoteliers

⁽²⁾ 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 2ND QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Revenues:					
Ad Valorem taxes:	\$ 1,179,713	\$ 1,280,691	\$ 964,583	\$ 1,300,665	101.6%
Business license fee	32,450	50,000	18,655	31,205	62.4%
Interest income and other	(91,704)	30,000	16,551	25,663	85.5%
Transfers from General/Hotel Fund	384,000	768,000	192,000	384,000	50.0%
Total Revenues	1,504,459	2,128,691	1,191,789	1,741,533	81.8%
Expenditures:					
Personnel services	516,409	577,836	123,998	257,313	44.5%
Supplies	15,843	18,371	4,017	7,006	38.1%
Maintenance	20,582	30,720	5,106	5,797	18.9%
Contractual services	761,946	1,536,160	240,828	469,287	30.5%
Debt Service	221,611	13,372	3,343	6,686	50.0%
Total Expenditures	1,536,391	2,176,459	377,292	746,089	34.3%
Net Change in Fund Balance	(31,932)	(47,768)	814,497	995,444	
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	- -	\$ 2,975,731	· !



AIRPORT FUND

	FY 2021-22 ACTUAL	FY 2022-23 REVISED	FY 2022-23 ACTUAL	FY 2022-23 ACTUAL	ACTUAL YTD as %
CATEGORY	PRIOR YEAR	BUDGET	2ND QTR	YTD	of Budget
Operating Revenues:					
Operating grants	\$ 198,000	\$ 50,000	\$ -	\$ -	0.0%
Service fees	148,680	157,000	56,940	93,140	59.3%
Fuel flowage fees	1,357,351	1,119,600	295,230	619,521	55.3%
Rental income	5,584,356	, ,	1,432,472	2,773,388	52.3%
Interest income and other	(76,989)		70,392	129,871	216.5%
Total Operating Revenues:	7,211,398		1,855,034	3,615,920	54.1%
Operating Expenses:					
Personnel services	2,186,867	2,517,439	592,642	1,155,257	45.9%
Supplies	42,962	56,381	7,975	19,605	34.8%
Maintenance	463,108	671,801	153,232	221,450	33.0%
Contractual services	1,104,836	1,164,992	307,709	514,689	44.2%
Capital Replacement/Lease	257,928	232,928	63,706	121,938	52.4%
Debt service	712,246	885,718	572,892	582,997	65.8%
Capital Outlay	50,346	35,000	-	-	0.0%
Total Operating Expenses:	4,818,293	5,564,259	1,698,156	2,615,936	47.0%
Other financing uses:					
Transfer to Debt service fund	-	508,966	127,242	254,483	50.0%
Capital Projects (Cash Funded)	783,207	2,582,000	45,290	45,290	1.8%
Total Expenses:	5,601,500	8,655,225	1,870,688	2,915,709	33.7%
Net Change in Working Capital	1,609,898	(1,966,925)	(15,653)	700,211	
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	=	\$ 8,456,438	



UTILITY FUND

CATECODY	FY 2021-22 ACTUAL	FY 2022-23 REVISED	FY 2022-23 ACTUAL	FY 2022-23 ACTUAL	ACTUAL YTD as %
CATEGORY	PRIOR YEAR	BUDGET	2ND QTR	YTD	of Budget
Operating revenues:					
Water sales	\$ 9,115,862	\$ 8,452,239	\$ 1,669,740	\$ 3,869,531	45.8%
Sewer charges	6,330,760	6,709,962	1,535,930	3,228,672	48.1%
Tap fees	37,780	10,587	1,013	20,603	194.6%
Penalties	125,985	91,874	32,973	72,716	79.1%
Interest income and other	(198,486)	135,114	3,757	8,282	6.1%
Total Operating Revenues:	15,411,901	15,399,776	3,243,413	7,199,803	46.8%
Operating expenses:					
Personnel services	2,539,000	2,833,900	605,621	1,243,467	43.9%
Supplies	240,249	232,112	67,521	112,355	48.4%
Maintenance	936,177	803,462	166,185	270,597	33.7%
Contractual services					
Water purchases	4,339,663	4,327,486	1,526,634	2,239,709	51.8%
Wastewater treatment	3,631,976	3,831,839	1,442,513	2,043,975	53.3%
Other services	893,725	1,602,058	259,757	632,098	39.5%
Capital Replacement/Lease	231,584	206,584	51,646	103,292	50.0%
Debt service	1,526,320	1,744,029	1,402,091	1,402,452	80.4%
Capital outlay	-	75,000	68,913	68,913	91.9%
Total Operating Expenses:	14,338,694	15,656,470	5,590,880	8,116,857	51.8%
Capital Projects (Cash Funded)	-	79,000	-	-	0.0%
Total Expenses:	14,338,694	15,735,470	5,590,880	8,116,857	51.6%
Net Change in Working Capital	1,073,207	(335,694)	(2,347,467)	(917,054)	
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		\$ 6,549,902	

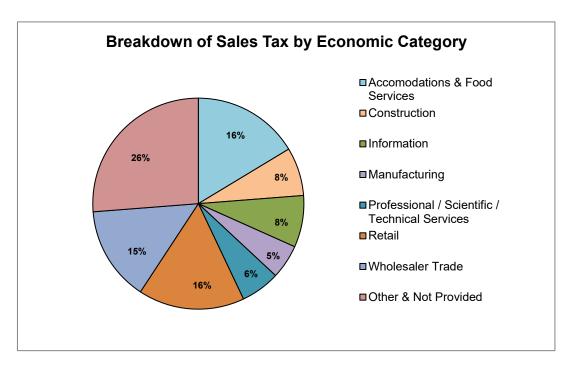


STORMWATER UTILITY FUND

CATEGORY	FY 2021-22 ACTUAL PRIOR YEAR	FY 2022-23 REVISED BUDGET	FY 2022-23 ACTUAL 2ND QTR	FY 2022-23 ACTUAL YTD	ACTUAL YTD as % of Budget
Operating revenues:					
Drainage Fees	\$ 2,558,788	\$ 2,554,023	\$ 638,483	\$ 1,315,097	51.5%
Interest income and other	(303,310)	100,000	61,213	107,356	107.4%
Total Operating Revenues:	2,255,478	2,654,023	699,696	1,422,453	53.6%
Operating expenses					
Personnel services	374,451	417,276	100,339	193,063	46.3%
Supplies	16,903	16,100	2,658	4,116	25.6%
Maintenance	101,042	321,280	8,748	25,382	7.9%
Contractual services	294,146	359,710	55,101	114,051	31.7%
Capital Replacement/Lease	10,000	10,000	2,500	5,000	50.0%
Debt service	493,199	491,390	460,020	460,020	93.6%
Capital outlay	29,457	60,000	-	-	0.0%
Total Operating Expenses:	1,319,198	1,675,756	629,366	801,632	47.8%
Other financing uses:					
Transfer to Debt service fund	-	400,439	100,110	200,220	50.0%
Capital Projects (Cash Funded)	402,532	2,838,033	2,313	171,857	6.1%
Total Expenses:	1,721,730	4,914,228	731,789	1,173,709	23.9%
Net Change in Working Capital	533,748	(2,260,205)	(32,093)	248,745	
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	=	\$ 9,704,103	

TOWN OF ADDISON Schedule of Sales Tax Collections For the quarter ending March 31, 2023

		% Change from	
	FY2022	Prior Year	FY2023
	Monthly 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	-100.0%	
May	1,038,643	-100.0%	
June	1,220,982	-100.0%	
July	1,462,725	-100.0%	
August	1,294,958	-100.0%	
September	1,304,166	-100.0%	
	\$ 15,997,283	•	7,791,276
Budget:	14,710,875	54.1%	14,400,000

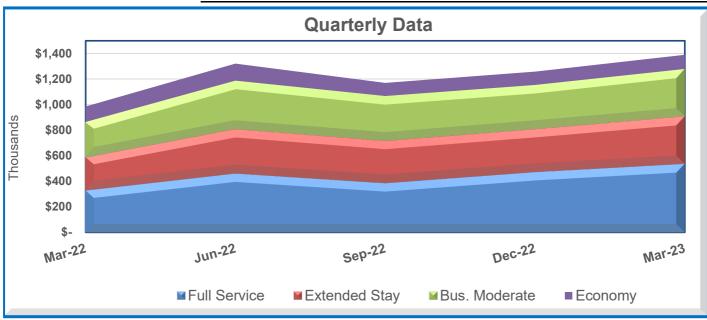


Executive Dashboard - 2nd Quarter, 2023 Fiscal Year HOTEL OCCUPANCY TAX COLLECTION

Hotels By Service Type for the Quarter and Year-to-Date Ended March 31, 2023

With Comparative Information from Prior Fiscal Year

	Rooms		Jan - Mar 202	23	23 to 22
	Number	%	Amount	%	% Diff.
Full Service		-		-	
Marriott Quorum	547	15%	257,558	19%	59%
Renaissance	528	14%	280,171	20%	67%
	1,075	29%	537,729	39%	63%
Extended Stay					
Budget Suites	344	9%	10,184	1%	-2%
Mainstay Suites	70	2%	10,350	1%	-1%
Marriott Residence Inn	150	4%	82,051	6%	100%
Hyatt House	132	4%	57,181	4%	95%
Homewood Suites	120	3%	46,798	3%	3%
Home2Suites	132	4%	92,660	7%	27%
Springhill Suites	159	4%	72,426	5%	42%
_	1,107	30%	371,651	27%	42%
Business Moderate					
Marriott Courtyard Quorum	176	5%	93,576	7%	39%
LaQuinta Inn	152	4%	43,635	3%	31%
Marriott Courtyard Midway	145	4%	63,652	5%	48%
Radisson - Addison	101	3%	28,226	2%	2%
Hilton Garden Inn	96	3%	51,815	4%	32%
Holiday Inn Express	97	3%	49,470	4%	34%
⁽¹⁾ Holiday Inn Beltway	102	3%	16,439	1%	0%
Best Western Plus	84	2%	23,462	2%	-15%
•	953	26%	370,275	27%	35%
Economy					
Motel 6	127	3%	34,089	2%	0%
The Addison Inn	158	4%	10,958	1%	-59%
Red Roof Inn	105	3%	29,938	2%	-5%
Quality Suites North/Galleria	78	2%	26,508	2%	33%
America's Best Value Inn	60	2%	9,053	1%	14%
	528	14%	110,545	8%	-8%
TOTAL	3,663	100%	1,390,200	100%	41%



⁽¹⁾ Not yet received one or more payments for the quarter