



APRIL MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

During the month of April we had two remote training sessions with MUNIS. They went very well and we are progressing as expected with the Financial Implementation. This week we had 2 1/2 days of the HR/Payroll “kickoff” where staff had their first look at the new program.

The finishing touches on the budget document are complete and it is now in the hands of our printer. We will be delivering the documents to the Budget Committee next Friday.

This last week Amanda Bryant, our court clerk/business license clerk, was able to assist with the Grant program. Not only did she make a number of calls to businesses in the community, she also helped Jordan Vance to verify information received from applicants. Next up will be Pam Munsterman and Margie Trader as both have been assigned to work on processing the grant payments.

This month Dillon Jenkins, our senior accountant, created a new report that allows me to track the progress on all of our revenue sources daily. While we have seen a decline in hotel/motel tax and court fines, other revenue sources are on track. This next week should be a big week from Transit Tax as the returns were due on April 30th.

Miss Maya Katko joined the Finance team three weeks ago and she is a cutie. Although slightly sleep deprived, Mom, Dad and baby are all doing great.

Stay Safe!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-April 30, 2020

Please Note: Utility Billing is reported with a one month lag-the numbers reported reflect the first month of the new fiscal year.

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	60,649	Invoices Processed	6,030	Total Citations Issued	1,931
New Customers	753	Payments Processed	3,415	Total Suspensions Issued	60
New Service Locations	69			Ticket Revenue	\$226,840

FY20 Financial Update:

Attached please find the financial reports through April 2020. One question we all have about the COVID- 19 pandemic is how will the economic downturn effect the overall revenues and reserves for the City this fiscal year and beyond. A lot of time is being spent in Finance analyzing data to help us get the level of understanding needed to better understand the overall impact the crisis will have on the City's financial status. New reporting tools have been created to review revenues received on a daily basis, helping us to identify any changes in our revenues streams. Below is a recap through the month of April.

General Fund: Overall, the general fund revenues are on track with the budget with 92% of total revenues received. At this point in time, I expect that our property taxes, franchise fees and privilege taxes should end the fiscal year should be near our estimated budget. Being as this is the single largest funding source for the General Fund, this is great news. Hotel/Motel Tax and Court fines are significantly lower than anticipated. At the current rate, I expect that we will end with \$100K less than anticipated however this will be offset by additional interest revenue the fund will receive by year end. We have also earmarked \$20K of the excess interest revenue received to pay for the gift card program. The single largest reduction we are anticipating will be from overhead charges received from capital projects. We expect about \$300K less than anticipated. The expenditures will be less than we had estimated for the year-end which will help to offset the impact of reduced revenues.

Building Fund: As of April 30th, the permit revenue is short about \$381K for the remainder of the year. Dan Carlson, Building Official, has reviewed the year end projections and estimates that the year will end with revenues close to the amount budgeted. As of April 30th, the Fund has used over \$831K of the fund balance to meet the ongoing expenses.

Community Development Fund: Overall, the CD Fund is on track to slightly exceed it's year end projections for their overall permit revenues. The major change in anticipated revenues come from the project management fees for CIPs. In the past, project management fees have been estimated by project through the capital budget process. The FY2020-21 budget, however has been aligned with actual revenues received in prior years. Through April, the fund has used over \$1.0M of their fund balance to meet ongoing expenses.

Road Operating Fund: Due to the timing of receiving the gas tax receipts, the current revenues show a one month lag in the intergovernmental line item. March's revenue, received in April, came in at the same amount as anticipated. We do anticipate a drop in revenues based on less driving for the month of April. Due to the delay in construction of CIP's, we anticipate the expenditures to be less than anticipated.

FY20 Financial Update con't

Transit Fund: The majority of March's quarterly transit tax payments are currently being processed. Through 5/4/20, approximately \$883K in revenues; we had budgeted to receive over \$1.25M per quarter. While we do not anticipate receiving our budgeted amount this quarter, Transit will be able to use grant funds allocated through the CARES act to help offset expenses incurred since January 2020. Grant funds and the related expenses earmarked specifically for the purchases of new buses will be deferred this fiscal year.

Water, Sewer and Stormwater Funds: Overall, revenues continue to meet expected projections for all of the utility funds. Delayed construction on CIPS have reduced anticipated expenditures in all three funds.

Maya Katko



	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	10,743,597	92%
Intergovernmental	2,265,804	2,068,229	91%
Licenses and Permits	177,750	129,007	73%
Charges for Services	747,100	523,055	70%
Fines	320,000	226,840	71%
Investment Revenue	300,900	417,728	139%
Other Revenues	9,569,070	9,516,999	99%
Transfers	3,767,812	2,756,678	73%
Total Revenue	28,803,686	26,382,133	92%
Personal Services	9,289,445	7,113,540	77%
Materials and Services	20,522,072	15,614,666	76%
Capital Outlay	311,604	79,823	26%
Transfers	4,896,602	1,714,812	35%
Total Expense	35,019,723	24,522,841	70%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	1,144,979	83%
Investment Revenue	23,069	24,120	105%
Other Revenues	0	25,131	-%
Total Revenue	1,397,044	1,194,230	85%
Personal Services	781,630	609,215	78%
Materials and Services	800,055	648,671	81%
Capital Outlay	149,000	70,278	47%
Transfers	2,400	2,000	83%
Total Expense	1,733,085	1,330,164	77%
Fund 230 Building Fund:			
Licenses and Permits	548,000	496,310	91%
Licenses and Permits-Villebois	254,000	102,436	40%
Charges for Services	9,000	6,750	75%
Investment Revenue	70,210	66,875	95%
Transfers	41,986	31,811	76%
Total Revenue	923,196	704,183	76%
Personal Services	1,056,480	791,557	75%
Materials and Services	385,469	305,356	79%
Transfers	936,604	438,285	47%
Total Expense	2,378,553	1,535,197	65%
Fund 235 Community Development Fund:			
Intergovernmental	0	49,500	-%
Licenses and Permits	352,440	563,795	160%
Licenses and Permits-Villebois	203,305	26,618	13%
Charges for Services	1,076,328	469,720	44%
Investment Revenue	55,165	73,831	134%
Other Revenues	400	16,482	4,121%
Transfers	3,201,704	1,356,679	42%
Total Revenue	4,889,342	2,556,625	52%
Personal Services	3,273,480	2,168,497	66%
Materials and Services	1,183,618	914,440	77%
Capital Outlay	0	2,015	-%
Transfers	581,628	481,019	83%
Total Expense	5,038,726	3,565,972	71%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	1,332,210	74%
Investment Revenue	25,075	46,954	187%
Other Revenues	2,000	54,852	2,743%
Total Revenue	1,827,175	1,434,015	78%
Personal Services	373,970	289,823	77%
Materials and Services	586,851	379,831	65%
Debt Service	82,000	81,446	99%
Transfers	1,537,030	643,946	42%
Total Expense	2,579,851	1,395,046	54%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	1,645,520	87%
Investment Revenue	60,180	74,554	124%
Total Revenue	1,959,180	1,720,074	88%
Transfers	4,113,962	2,535,994	62%
Total Expense	4,113,962	2,535,994	62%
Fund 260 Transit Fund:			
Taxes	5,151,000	3,909,885	76%
Intergovernmental	4,217,893	1,713,698	41%
Charges for Services	185,000	118,041	64%
Investment Revenue	55,150	98,250	178%
Other Revenues	14,000	11,087	79%
Total Revenue	9,623,043	5,850,961	61%
Personal Services	4,146,860	3,022,412	73%
Materials and Services	2,902,150	2,104,846	73%
Capital Outlay	2,451,655	56,475	2%
Transfers	637,912	485,905	76%
Total Expense	10,138,577	5,669,638	56%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	7,711,934	84%
Fines	19,000	11,729	62%
Investment Revenue	270,810	320,970	119%
Other Revenues	195,550	210,078	107%
Total Revenue	9,702,360	8,304,711	86%
Personal Services	629,168	418,591	67%
Materials and Services	4,295,104	2,770,025	64%
Capital Outlay	679,000	68,655	10%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	1,079,294	25%
Total Expense	11,817,885	5,100,610	43%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	6,692,862	81%
Fines	0	64,722	-%
Investment Revenue	270,810	330,894	122%
Other Revenues	18,000	22,781	127%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	7,711,258	84%
Personal Services	402,546	251,134	62%
Materials and Services	3,574,439	2,477,114	69%
Capital Outlay	24,000	28,173	117%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	555,682	13%
Total Expense	11,163,421	3,821,234	34%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	437,936	80%
Investment Revenue	25,075	29,315	117%
Total Revenue	570,575	467,251	82%
Materials and Services	373,843	258,080	69%
Transfers	430,103	43,591	10%
Total Expense	803,946	301,671	38%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	2,628,074	83%
Investment Revenue	50,150	46,552	93%
Total Revenue	3,225,150	2,674,626	83%
Personal Services	274,796	182,159	66%
Materials and Services	659,037	374,723	57%
Debt Service	508,000	507,827	100%
Transfers	4,040,765	1,423,334	35%
Total Expense	5,482,598	2,488,044	45%