



FINANCIAL SERVICES DEPARTMENT

Staff Report

To: **Honorable Mayor Cheney and the Frisco City Council**
Thru: **George Purefoy, City Manager**
Nell Lange, Assistant City Manager
From: **Anita Cothran, Director of Financial Services**
Date: **May 10, 2018**
Re: **Monthly Financial Report for April 2018**

Please find our Department Report for April attached. This is the second month of our redesigned reporting format to be more informative and easier to read.

For April, we kicked off Budget Development 2019 on April 4 and most Departments have already submitted their original requests. We will have budget reviews throughout the month of May to review their new requests and program change requests. During the month of April, we welcomed new staff members and we sent staff to several annual trainings. We also developed advertising for our Senior Citizens to let them know about the \$2 per month discount that they can receive for trash collection services. I will let you know next month how successful our advertising has been for this service.

I've included a handout this month that we created for City Hall 101 that shows our Department functions and then tasks from one Friday for most of our 57 staff members.

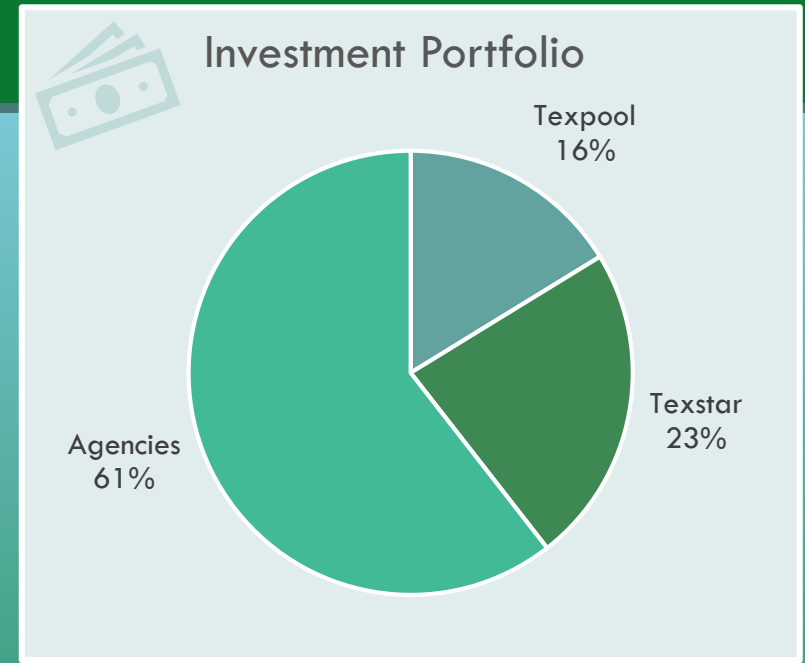
As always, if you have any questions, let me know. 972-292-5510, acothran@friscotexas.gov.

**CITY OF FRISCO TEXAS
FINANCIAL SERVICES
DEPARTMENT
APRIL 30, 2018
MONTHLY REPORT**

Major Funds April 30 (,000)	General	% of Budget		Utility	% of Budget	
		FY 18	FY 17		FY 18	FY 17
Revenue Budget	\$155,708			\$94,824		
YTD Actual	\$121,016	78%	75%	\$53,370	56%	56%
Expense Budget	\$161,000			\$94,553		
YTD Spent	\$ 80,340	50%	52%	\$56,746	60%	63%
Revenues Over (Under) Expenses	\$ 40,676			(\$3,376)		


General Fund: General Fund revenues are 7% higher than prior year, with tax collections strong. Sales Tax collections are tracking at a 10% increase for FY 18 over FY 17. Expenditures are tracking as projected in budget with 50% of the budget expended. All Departments are within budget with seven months of the fiscal year expended.

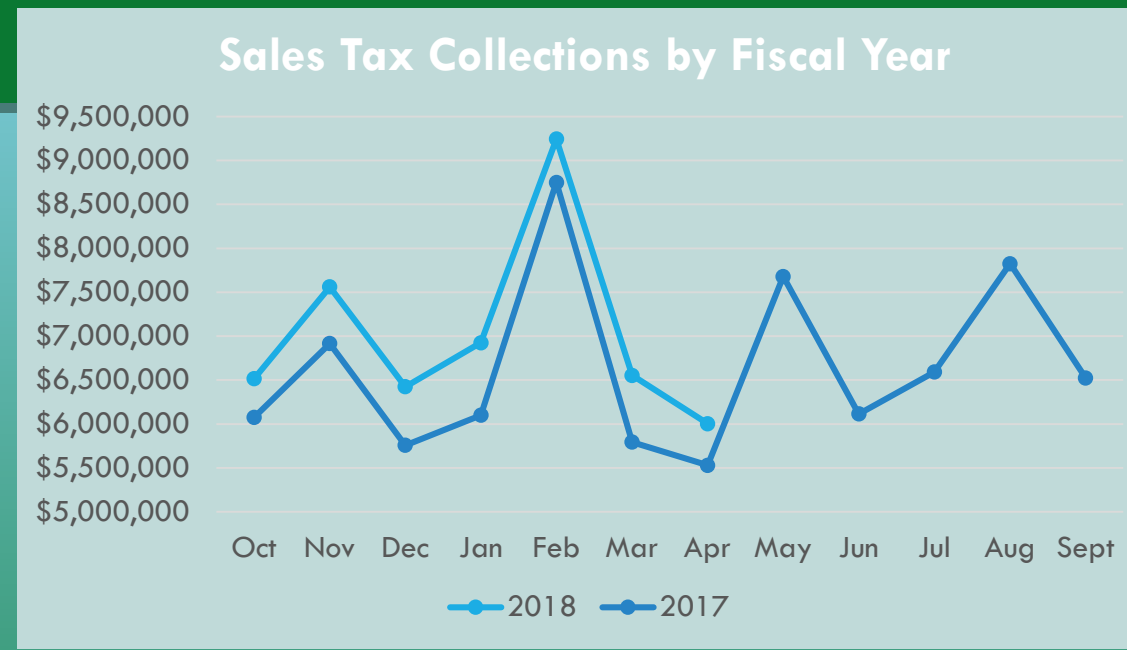
Utility Fund: Utility Fund sales and expenses are tracking as projected and consistent with prior year.



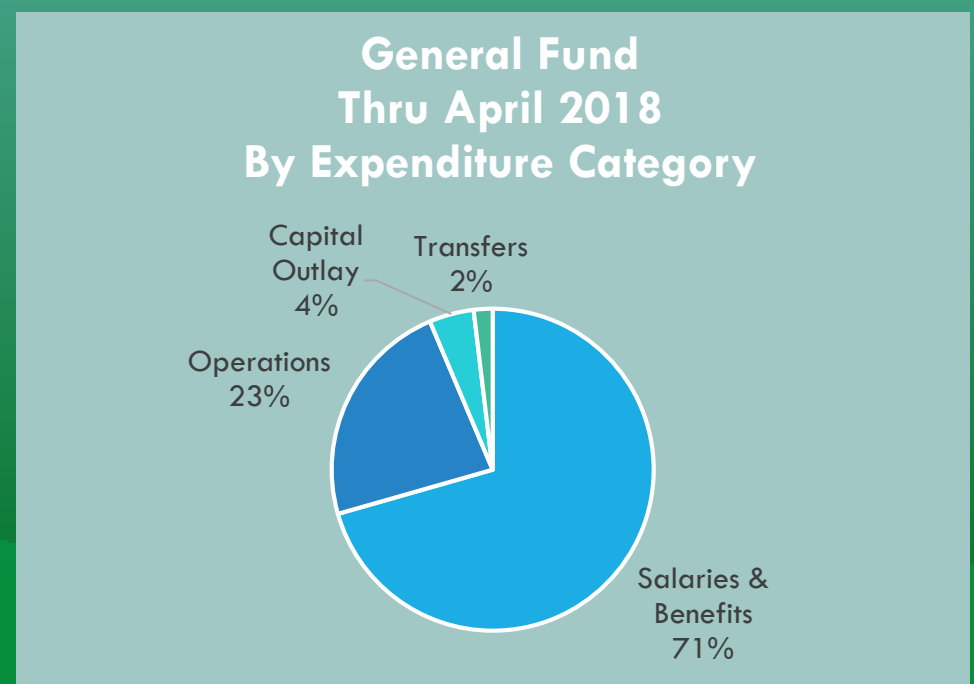
Portfolio Yields	April
Texpool	1.67%
Texstar	1.63%
Agencies	1.48%


Portfolio Balances (,000)	April
Texpool	\$ 82,200
TexStar	\$117,503
Agencies	\$306,295
Total	\$505,998

 Key/Major General Fund Revenues (,000)	April Collections	YTD Collections	% of Budget
Property Tax	\$ 314	\$73,223	99%
Sales Tax	\$ 3,000	\$24,616	58%
Franchise Tax	\$ 58	\$ 5,854	60%
Licenses & Permits	\$ 1,468	\$ 7,248	59%
Parks & Recreation	\$ 135	\$ 2,899	49%
EMS	\$ 211	\$ 1,647	63%




General Fund Expenditures By Function (,000)	April	YTD Expend	% of Budget
General Government	\$2,803	\$22,188	48%
Public Safety	\$6,089	\$40,465	51%
Public Works	\$ 980	\$ 7,063	47%
Culture & Recreation	\$1,553	\$10,624	50%







Building/Development Fees	April Activity
Fees Collected	\$1,331,247
Collin County Permits	938
Denton County Permits	574
Valuation	\$292 Million



Municipal Court	April Activity
# of cases filed	1,553
# of cases closed	1,542
# warrants issued/cleared	337/293
% of on-line/phone payments	32%



Key Other Funds Revenues (,000)	April Collections
Hotel Taxes	\$583
Construction Fees	\$ 90



Utility Billing	April Activity
# of active customers	55,551
# new meter sets	218
# new customers	243
# on line pay/% of total pay	11,921/22%
Fees collected UB	\$5.3 Million

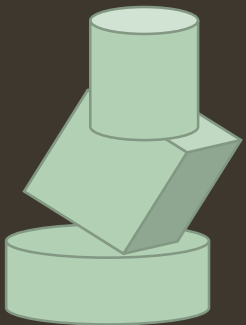
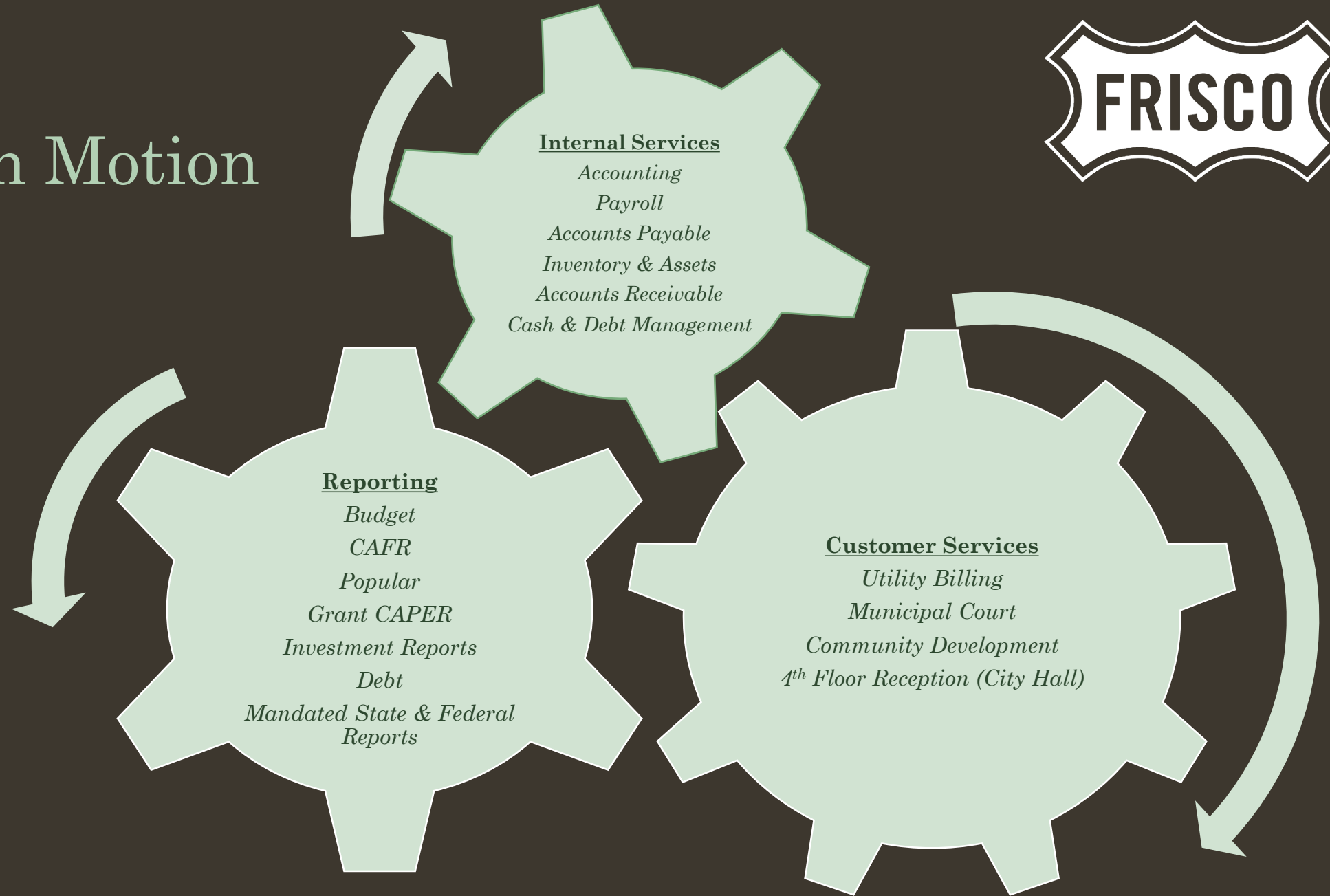
**Budget Summary for April
Fiscal Year 2018
(Compare to 58%)**

	Approved Original FY18 Budget	Revised FY18 Budget	Monthly Actual	% of Bdgt	YTD Actual	% of Bdgt	FY 17 Actual	Monthly Actual	% of YTD Act	YTD Actual	% of YTD Act	% Inc /(Dec) 17/18
Gen Fund Rev												
Property Tax	73,669,831	73,669,831	313,570	0%	73,222,740	99%	69,719,828	239,930	0%	68,354,251	98%	7%
Sales Tax	42,332,481	42,332,481	3,000,036	7%	24,616,470	58%	40,265,592	2,749,009	7%	22,434,454	56%	10%
Beverage Tax	822,935	822,935	268,245	33%	503,627	61%	834,437	204,941	25%	383,967	46%	31%
Franchise Tax	9,705,458	9,705,458	57,693	1%	5,854,034	60%	9,104,999	290,856	3%	5,386,748	59%	9%
Licenses & Permits	12,353,419	12,353,419	1,468,266	12%	7,247,384	59%	12,904,536	796,179	6%	7,044,806	55%	3%
Intergovernmental	1,867,488	1,867,488	32,981	2%	941,867	50%	2,401,473	40,035	2%	818,726	34%	15%
Charges for Services	8,540,637	8,540,637	350,823	4%	4,784,534	56%	9,487,800	682,700	7%	5,027,829	53%	-5%
Fines	1,990,898	1,990,898	149,461	8%	1,233,946	62%	2,044,424	205,100	10%	1,119,543	55%	10%
Interest Income	378,750	378,750	129,362	34%	618,526	163%	493,758	51,096	10%	242,783	49%	155%
Contributions	22,000	22,000	6,001	27%	33,339	152%	26,801	2,160	8%	17,645	66%	89%
Rental Income	1,167,435	1,167,435	87,522	7%	641,115	55%	1,204,041	124,849	10%	675,638	56%	-5%
Other Fees	788,033	788,033	18,610	2%	284,927	36%	708,596	130,161	18%	375,332	53%	-24%
Transfers In	2,068,524	2,068,524	0	0%	1,033,644	50%	984,000	235,000	24%	1,044,000	106%	-1%
Total	155,707,889	155,707,889	5,882,570	4%	121,016,153	78%	150,180,285	5,752,016	4%	112,925,722	75%	7%
Gen Fund Exp												
Administration	6,581,382	6,712,844	544,421	8%	3,443,719	51%	6,461,925	600,108	9%	3,123,417	48%	10%
Financial Services	11,080,152	12,670,221	459,672	4%	4,684,854	37%	9,802,402	476,536	5%	4,409,463	45%	6%
Police	40,009,612	40,929,368	3,139,157	8%	20,540,395	50%	34,745,518	3,003,020	9%	19,049,812	55%	8%
Fire	37,386,597	37,769,607	2,950,295	8%	19,924,707	53%	34,390,338	2,447,863	7%	17,319,707	50%	15%
Public Works	11,274,510	12,483,085	845,479	7%	6,102,840	49%	7,033,338	581,551	8%	3,551,301	50%	72%
Human Resources	2,236,034	2,246,672	145,860	6%	1,088,157	48%	1,985,328	137,248	7%	984,629	50%	11%
Administrative Serv	9,223,956	9,345,988	655,422	7%	4,778,081	51%	7,701,708	562,016	7%	4,245,990	55%	13%
IT Serv	6,427,515	6,706,722	306,812	5%	2,795,671	42%	3,519,091	204,253	6%	1,587,256	45%	76%
Library	4,953,716	4,962,888	347,626	7%	2,716,212	55%	4,451,875	383,079	9%	2,482,243	56%	9%
Parks & Recreation	16,259,759	16,495,598	1,205,646	7%	7,907,388	48%	14,876,129	1,360,053	9%	7,530,447	51%	5%
Engineering Serv	2,279,897	2,414,611	134,332	6%	960,161	40%	5,014,906	551,585	11%	2,526,998	50%	-62%
Development Serv	7,184,826	7,811,323	668,699	9%	3,876,372	50%	6,562,897	525,149	8%	3,573,492	54%	8%
Non-departmental	447,496	451,196	21,982	5%	1,521,530	337%	3,516,530	1,288,079	37%	1,876,417	53%	-19%
Total	155,345,452	161,000,123	11,425,403	7%	80,340,087	50%	140,061,985	12,120,540	9%	72,261,172	52%	11%
Rev-Exp	362,437	(5,292,234)	(5,542,833)		40,676,066		10,118,300	(6,368,524)		40,664,550		

**Budget Summary for April
Fiscal Year 2018
(Compare to 58%)**

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Utility Rev												
Water	50,101,067	50,101,067	3,511,368	7%	26,653,294	53%	47,917,674	3,255,773	7%	24,731,493	52%	8%
Sewer	39,052,741	39,052,741	3,082,218	8%	21,117,989	54%	32,268,008	2,744,479	9%	18,397,140	57%	15%
Licenses & Permits	1,650,000	1,650,000	162,916	10%	1,475,094	89%	3,725,542	236,413	6%	1,998,323	54%	-26%
Interest	150,000	150,000	43,369	29%	249,114	166%	220,719	16,961	8%	113,853	52%	119%
Misc	550,000	550,000	60,216	11%	554,915	101%	1,003,015	91,442	9%	611,576	61%	-9%
Transfers In	3,319,743	3,319,743	0	0%	3,319,743	100%	3,300,281	0	0%	3,300,281	100%	1%
Total	94,823,551	94,823,551	6,860,087	7%	53,370,149	56%	88,435,239	6,345,068	7%	49,152,666	56%	9%
Utility Exp												
Administration	82,977	82,977	11,323	14%	74,422	90%	56,952	51	0%	47,985	84%	55%
Financial Services	1,700,613	1,700,613	118,498	7%	873,275	51%	1,502,578	111,982	7%	800,661	53%	9%
Public Works	69,613,154	69,753,305	5,823,686	8%	40,035,052	57%	63,626,487	5,144,327	8%	36,967,094	58%	8%
Administrative Serv	190,134	190,134	15,498	8%	94,254	50%	141,728	7,034	5%	62,710	44%	50%
IT Serv	2,762,767	2,770,567	170,870	6%	1,296,877	47%	2,319,119	148,820	6%	1,205,994	52%	8%
Engineering Serv	3,796,419	3,891,716	282,274	7%	1,987,138	51%	3,443,054	239,474	7%	1,860,603	54%	7%
Non-departmental	16,164,066	16,164,066	120	0%	12,385,363	77%	14,508,481	0	0%	13,237,750	91%	-6%
Total	94,310,130	94,553,378	6,422,269	7%	56,746,381	60%	85,598,399	5,651,688	7%	54,182,797	63%	5%
Rev-Exp	513,421	270,173	437,818		(3,376,232)		2,836,840	693,380		(5,030,131)		
Utility Stormwater												
Revenue	3,760,598	3,760,598	321,226	9%	2,212,438	59%	3,638,105	304,191	8%	1,955,332	54%	13%
Expenses	3,600,322	3,784,373	529,730	14%	2,793,557	74%	3,073,889	220,060	7%	1,251,958	41%	123%
Rev-Exp	160,276	(23,775)	(208,504)		(581,119)		564,216	84,131		703,374		
Environmental												
Revenue	15,322,579	15,322,579	1,396,056	9%	8,952,427	58%	13,649,525	1,186,216	9%	7,963,606	58%	12%
Expenses	14,565,356	14,565,356	1,325,615	9%	9,229,058	63%	13,712,687	1,145,787	8%	7,967,836	58%	16%
Rev-Exp	757,223	757,223	70,441		(276,631)		-63,162	40,429		(4,230)		

Finance – In Motion



DAY @ WORK

- Assisted Customer in **UB** by processing new account *application*
- *Billed* Zone 6 for water, sewer, trash and storm water services
- Approved & Posted Budget Transfers
- Accepted UB *payments* @ City Hall Cashier Window
- *Invested* \$10 million of Fund Balance in 6 month Agency
- *Approved* Purchase Requisitions
- *Answered* Department Calls regarding **Budget** Development 2019
- Prepared a performance review for staff annual merit raise
- Interviewed candidates for a job opening
- Approved timesheets
- Released **Accounts Payable** Check Run – 254 checks \$5.2 Million
- Funded **payroll** insurance claims
- Filed AP vendor check backup for week
- Prepared **ticket** complaints for Officer signature
- Posted agenda item to City Council Meeting
- Copied videos to DVD to be used as evidence in **Court**
- Assisted *employees* with W-2 reprint and direct deposit form changes
- Verified Documents in 85 court file folders for compliance
- Reviewed Balance Sheet for April in **Accounting Office**
- Reconciled Daily Deposit and Sent Deposit to **Bank**
- Funded Controlled Disbursement Bank Account
- Filed Quarterly State Cost & Fees Report for March 31
- Submitted 941 Federal Payroll Quarterly Report for Tax Withholdings
- Analyzed billed *water consumption* to purchased water billed from NTMWD
- Updated outside *funding* sources for current **CIP** projects with Engineering
- Processed travel reimbursements for city staff
- Scheduled *Court Dates* for Defendants
- Worked AP vendor invoices, receiving reports and purchase orders
- Balanced Vendor Statements
- Issued **warrants** for outstanding court tickets
- Answered Defendants calls on *Court Deferrals*
- Met with a homeowner about a possible Rehab Project with **CDBG** funding
- Updated matrix for social service agency funding
- Reconciled Seizure Police *Accounts* for March
- Opened and Distributed Department *mail*
- Approved **Payroll** personnel actions