



Memo

To: Mayor and Board of Aldermen
From: Donald Yucuis, Director of Finance
CC: Lawrence Perney, City Administrator, Senior Staff, Audit and Finance Committee
Date: May 9, 2019

Re: 2019 Financial Report – First Quarter through March 31, 2019

I am providing the 2019 first quarter financial report for All Funds for the period ending March 31, 2019. The charts below include:

- The Year to Date (YTD) Activity for the three months ended March 31, 2018,
- the 2019 Budget,
- the Year to Date (YTD) Activity for the three months ended March 31, 2019,
- the 2019 Budget Remaining, and
- the 2019 % YTD Activity Rec'd or Spent to Budget

GENERAL FUND (GF) - Overall, FY 2019 first quarter revenues totaled \$3,057,195 and expenses totaled \$2,524,516 or a \$532,679 surplus before transfers in/out and a \$342,686 surplus after transfers out of \$189,994 to the Tax Increment Financing District.

2019 revenues totaled \$3,057,195 or 30.9% of budget and higher than the basic 25% at the end of the first quarter, so good news. 2019 revenue is approximately \$109,748 lower than 2018. The \$109,748 difference from year to year is mainly due to slightly lower Tax revenue (\$43,000) and lower Licenses and Permits (\$52,572) due to timing of businesses paying for their annual license which has been collected in subsequent months.

2019 expenses totaled \$2,524,516 or 25.5% of budget and \$372,192 more than 2018. The \$372,192 increase in 2019 compared to 2018 is due directly to the retirement payout of \$44,313 to former Police Chief Walsh; overall increased wages and benefit costs including the new 2% retirement contribution; closer to full staffing in the Police Department; the two new part-time staff in Finance; and increased workers compensation insurance costs.

I have itemized the General Fund detail of 2019 and 2018 through March 31, 2019 for comparison purposes. I will continue to monitor all 2019 revenue to make certain there is no continuing trend of amounts significantly less than the 2018 amount.

2019 Inter-governmental revenue totaled \$379,686 or 31% of budget and \$16,805 more than 2018.

2019 Miscellaneous revenue totaled \$7,538 and is \$50,781 lower than 2018 due to one-time revenue in 2018 for auction of vehicles.

Fund/Acct	Description	YTD through March 31 2018	Current 2019 Total Budget	YTD through March 31 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 10 - GENERAL FUND						
Revenue						
510 - Taxes						
	1Cent Sales Tax	1,355,470	4,000,000	1,311,074	2,688,926	32.8%
	1/4 Cent Sales Tax	252,449	800,000	230,539	569,461	28.8%
	Prop P Sales Tax	240,180	925,000	267,127	657,873	28.9%
	Ameren UE- Gross Receipts	194,079	730,000	147,001	582,999	20.1%
	Laclede Gas - Gross Receipts	122,549	280,000	126,473	153,527	45.2%
	Southwestern Bell - Gross Receipts	73,211	260,000	57,698	202,302	22.2%
	Missouri-American Water - Gross Receipts	34,114	140,000	38,483	101,517	27.5%
	Charter Cable - Gross Receipts	59,910	225,000	58,366	166,634	25.9%
	Property Taxes	15,282	140,000	54,959	85,041	39.3%
	Railroad/Utility Tax	10,024	20,500	22,605	(2,105)	110.3%
	510 - Taxes Total:	2,357,268	7,520,500	2,314,326	5,206,174	30.8%
520 - Inter-governmental						
	Gasoline Tax	118,299	480,000	118,044	361,956	24.6%
	Vehicle Sales Tax	37,356	165,000	35,499	129,501	21.5%
	Vehicle Fee Increases	19,366	80,000	19,319	60,681	24.1%
	Cigarette Tax	9,837	40,000	7,811	32,189	19.5%
	Road & Bridge Tax	116,263	335,000	127,380	207,620	38.0%
	Grants/Reimbursements	61,759	125,000	71,633	53,367	57.3%
	520 - Inter-governmental Total:	362,881	1,225,000	379,686	845,314	31.0%
	530 - Licenses & Permits	272,150	471,950	219,578	252,372	46.5%
	540 - Municipal Court	66,077	230,000	68,981	161,019	30.0%
	550 - Investments	6,411	41,800	831	40,969	2.0%
	560 - Aquatic Center	6,646	275,000	8,054	266,946	2.9%
	561 - Park Services	37,101	90,000	58,202	31,799	64.7%
	562 - Manchester Arts		3,924	-	3,924	0.0%
	570 - Miscellaneous	58,409	48,000	7,538	40,462	15.7%
	General Fund Revenue Total:	3,166,943	9,906,174	3,057,195	6,848,979	30.9%
Fund: 10 - GENERAL FUND						
Expense						
	410 - Mayor & Board	12,392	63,625	14,623	49,002	23.0%
	420 - Administration	140,616	619,964	138,226	481,738	22.3%
	425 - MIS	84,469	282,050	112,630	169,420	39.9%
	430 - Finance	147,765	622,656	196,756	425,900	31.6%
	440 - Police	823,348	3,986,275	1,034,831	2,951,444	26.0%
	450 - Aquatic Center	12,659	347,600	13,737	333,863	4.0%
	460 - Park	203,440	911,347	232,559	678,788	25.5%
	470 - Public Works	603,603	2,470,955	628,509	1,842,446	25.4%
	475 - Planning & Zoning	69,756	319,032	87,758	231,274	27.5%
	480 - Legal	54,275	254,155	62,025	192,130	24.4%
	485 - Manchester Arts		28,515	2,862	25,653	10.0%
	General Fund Expense Total:	2,152,324	9,906,174	2,524,516	7,381,658	25.5%
	Fund: 10 - Revenues less (Expenses) Before Transfers	722,867	-	532,679		
	600 - Operating Transfers in		500,000	-		
	600 - Operating Transfers out	(291,752)	(370,000)	(189,994)		
	Net Operating Transfers	(291,752)	130,000	(189,994)		
	Fund: 10 - Revenues less (Expenses) and Transfers	431,115	130,000	342,686		

Debt Service Fund accounts for the 2019 General Obligation Bond (Prop S Bonds for streets) property tax revenue levied to pay the principal and interest payments on the bonds as they come due. The 2018 revenue and expenses reflect property tax received and expenses to pay off the 2012 General Obligation Bonds.

Fund: 20 - DEBT SERVICE FUND						
Revenue						
Department : 510 - Taxes						
	Personal Property Taxes	63,035	1,054,632	361,594	693,038	34.3%
Department : 510 - Taxes Total:		63,035	1,054,632	361,594	693,038	34.3%
Revenue Total:						
		63,035	1,054,632	361,594	693,038	34.3%
Expense						
Department : 420 - Administration						
	Professional Fees	309	4,100	-	4,100	0.0%
	Principal Payment	570,000	585,000	585,000	0	100.0%
	Interest Payment	5,700	324,733	181,555	143,178	55.9%
Department : 420 - Administration Total:		576,009	913,833	766,555	147,278	83.9%
Expense Total:						
		576,009	913,833	766,555	147,278	83.9%
Fund: 20 - DEBT SERVICE FUND Revenues less (Expenses)		(512,975)	140,799	(404,962)		

Tax Increment Financing Fund 2019 Revenues exceeded expenses by \$2,665,328.

2019 revenues including transfer in from the General Fund totaled \$2,669,468 or 39% of budget and approximately the same as 2018 revenue and transfer in.

2019 expenses total \$4,140. The Trustee informed us that on May 1, 2019 debt service payments of \$3,438,340 will be made which include mandatory principal of \$2,280,000 and interest of \$1,158,340.

Fund/Acct	Description	YTD through March 31 2018	Current 2019 Total Budget	YTD through March 31 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 30 - TAX INCREMENT FINANCING (TIF) FUND						
Revenue						
Department : 510 - Taxes						
	1Cent Sales Tax	391,007	1,256,000	384,443	871,557	30.6%
	1/2 Cent Transportation Sales Tax	173,888	606,000	192,222	413,778	31.7%
	1/4 Cent Sales Tax	86,649	303,000	96,111	206,889	31.7%
	Metro Tax	22,376	74,000	23,266	50,734	31.4%
	ECC Tax	24,205	76,000	25,094	50,906	33.0%
	CSF Tax	91,220	307,000	100,682	206,318	32.8%
	Property Taxes	820,980	1,250,000	759,975	490,025	60.8%
	Pool,Park,Storm Water Sales Tax	187,649	570,000	194,870	375,130	34.2%
	TDD EATS/Transfers	478,165	1,417,000	429,279	987,721	30.3%
	Capital Improvement Tax	187,649	561,000	194,870	366,130	34.7%
	Interest Income	(23,829)	65,000	78,662	-13,662	121.0%
	Operating Transfers in	222,043	360,000	189,994	170,006	52.8%
	TIF Fund Revenue Total:	2,662,001	6,845,000	2,669,468	4,175,532	39.0%
Expense						
Department : 430 - Finance						
	Tax Increment Financing - PILOTS	252,527	360,000	-	360,000	100.0%
	TIF Bond Redemption	-	4,000,000	-	4,000,000	100.0%
	TIF Bond Interest	-	2,515,000	-	2,515,000	100.0%
	Professional Fees	60	19,660	4,140	15,521	21.1%
	TIF Fund Total Expense Less Transfers out	252,587	6,894,660	4,140	6,890,521	0.1%
Fund: 30 - TIF Revenues less (Expenses)		2,409,414	(49,660)	2,665,328		

Capital Projects Fund 2019 Revenues exceeded expenses by \$484,873.

2019 Revenue for the first quarter totaled \$577,166 or 28% of budget and \$37,659 more than 2018.
 2019 Expenses for the first quarter totaled \$92,293 or 4.6% of budget and \$9,177 more than 2018.

Projects in Progress:

- Police Vehicles/equipment ordered, \$120,000.
- Bridge Repair/Replacement: Spring Meadows Bridge is finishing up; Howard George Bridge and Lindy Blvd. Bridge Deck are out for bid and moving to construction-\$508,000.
- Building & Site Improvements: Storage Building Fabric Cover-\$25,000-in progress; City Hall Exterior Balcony-\$125,000 bid documents being prepared; and Police Facility-\$25,000 will be later in the calendar year.
- Street Improvements: Concrete Streets-\$100,000 is being spent as needed; Dougherty Ferry-\$70,000-design is in progress; Right of way Trees-\$40,000 on-going throughout the year; and GIS mapping-\$5,000 has been spent.
- Concrete Sidewalks will be done throughout the year-\$200,000.
- Machinery and Equipment-\$217,000: Medium Dump-\$135,000 will be purchased; Concrete Saws purchased-\$54,000; Fleet Software-30,000 to be purchased.
- Transfer out-\$500,000 is to General Fund and will occur later in the year.

Fund/Acct	Description	YTD through March 31 2018	Current 2019 Total Budget	YTD through March 31 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 50 - CAPITAL IMPROVEMENT FUND						
Revenue						
	Department : 510 - Taxes					
	1/2 Cent Sales Tax	436,933	1,550,000	432,881	1,117,119	27.9%
	Grants/Reimbursements	102,575	462,000	134,225	327,775	29.1%
	Miscellaneous	-	35,000	-	35,000	0.0%
	Revenue Total:	539,507	2,047,000	577,166	1,469,834	28.2%
Expense						
	Department : 425 - MIS					
	MIS Equipment/ Software	24,892	25,542	15,292	10,250	59.9%
	Police Vehicles and Equipment	-	120,000	-	120,000	0.0%
	Public Works Staff Time		-	976	-976	
	Professional Fees		-	588	-588	
	Capital Improvement		-	773	-773	
	Bridge Repair/Replacement	6,394	508,000	39,191	468,809	7.7%
	Building & Site Improvements	-	175,000	-	175,000	0.0%
	Concrete Street Replacement	13,442	215,000	20,169	194,831	9.4%
	Concrete Sidewalk Replacement	1,373	200,000	12,621	187,379	6.3%
	Machinery and Equipment	537	217,000	346	216,654	0.2%
	Vehicles	24,869	30,000	2,337	27,663	7.8%
	Street Light Installation or Repair	11,609	37,500	-	37,500	0.0%
	Transfer out		500,000	-	500,000	0.0%
	Expense Total:	83,116	2,028,042	92,293	1,935,749	4.6%
	Fund: 50 - CAPITAL IMPROVEMENT FUND- Revenues less (expenses)	456,392	18,958	484,873		

Parks and Storm Water Fund 2019 Revenues exceeded expenses by \$393,706.

2019 Revenue for the first quarter totaled \$509,271 or 31% of budget and \$49,515 more than 2018. The \$700,000 in grants/reimbursement is from MSD and related to the Chadwick Brookvale project.

2019 Expenses for the first quarter totaled \$115,565 or 2.8% of budget.

Projects in Progress:

Aquatic Center:

- Building and site improvements- budget of \$81,000-Pool Pumps and Pipes-expensed \$20,789 to date and work is in progress.
- Furniture, Fixtures-budget of \$13,052-expensed \$4,546 to date and purchases are in progress.
- Machinery and Equipment-budget of \$10,000-nothing spent to date but in progress.

Parks:

- Building and Site Improvements-budget of \$247,500, expensed \$5,135 to date, Schroeder Park Asphalt Seal/Overlay \$175,000 will occur in the fall, all other line items are or will be in progress.
- Machinery and Equipment-budget of \$36,150, none of the budgeted line items have been spent. The \$41,000 spent to date plus an additional \$33,000 to get it up running is for the generator that was planned to be spent in 2018 but was not. Staff will meet to evaluate the 2019 Budget to see if other budgeted line items can be moved to cover this expense or a budget amendment may be needed.
- Vehicles- light duty dump truck-\$70,000 will be purchased; and utility vehicle-\$14,000 budget was purchased for \$7,200.

Public Works

- storm water projects-budget of \$3,637,000: Pontoison Dr.-\$120,000 out to bid; Channel J-\$230,000 and Chadwick Brookvale-\$3,000,000 to be constructed; storm inlets-\$125,000 and Cloverleaf Lane-both in design

Fund/Acct	Description	YTD through March 31 2018	Current 2019 Total Budget	YTD through March 31 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 60 - PARKS & STORM WATER PROJECTS FUND						
	Revenue					
	Department : 510 - Taxes					
	Pool,Park,Storm Water Sales Tax	459,756	1,625,000	509,271	1,115,729	31.3%
	Grants/Reimbursements		700,000	-	700,000	0.0%
	Revenue Total:	459,756	2,325,000	509,271	1,815,729	21.9%
	Expense					
	Department : 450 - Aquatic Center					
	Building & Site Improvements	5,191	96,650	20,789	75,861	21.5%
	Furniture, Fixtures, & Office Equip.	-	13,052	4,546	8,506	34.8%
	Machinery and Equipment	-	10,000	-	10,000	0.0%
	450 - Aquatic Center Total:	5,191	119,702	25,336	94,366	21.2%
	Department : 460 - Park					
	Parks Staff Time		-	1,351	-1,351	
	Building & Site Improvements	1,099	247,500	5,135	242,365	2.1%
	Machinery and Equipment	385	36,150	41,000	-4,850	113.4%
	Vehicles	-	84,000	-	84,000	0.0%
	460 - Park Total:	1,484	367,650	47,486	320,164	12.9%
	Department : 470 - Public Works					
	Storm Water Projects	301,498	3,637,000	42,744	3,594,256	1.2%
	470 - Public Works Total:	301,498	3,637,000	42,744	3,594,256	1.2%
	Expense Total	308,173	4,124,352	115,565	4,008,787	2.8%
	Fund: 60 - PARKS & STORM WATER PROJECTS FUND Revenues less (Expense)	151,582	(1,799,352)	393,706		

Prop S Capital Fund

2019 Revenue budget is from investment income.

2019 Expense budget is \$3,592,680 and \$35,899 has been spent to date. Concrete Streets are the main component of the budgeted expenses and are in progress. Staff will be monitoring expenses throughout the year to determine if a budget amendment is warranted as approximately \$700,000 of 2018 work will be completed in 2019. If all of the 2019 concrete street projects get completed then an amendment will be justified later in the year.

Fund: 80 - PROP S-CAPITAL IMPROVEMENTS						
Revenue						
Department : 550 - Investments						
		Investment Income	-	150,000	62,225	87,775 41.5%
Revenue Total			-	150,000	62,225	87,775 41.5%
Expense						
Department : 470 - Public Works						
		Public Works Staff Time		87,680	17,623	70,057 20.1%
		Professional Fees	-			
		Concrete Streets	-	3,505,000	18,276	3,231,724 0.5%
Public Works Expense Total			-	3,592,680	35,899	3,556,781 1.0%
Fund: 80 - PROP S-CAPITAL IMPROVEMENTS Revenues less (Expense)			-	(3,442,680)	26,326	

Homecoming Fund very little activity has occurred in the first quarter related to homecoming revenue and expense.

Fund/Acct	Description	YTD through March 31 2018	Current 2019 Total Budget	YTD through March 31 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 65 - HOMECOMING FUND						
	Operating Revenue	1,088	30,000	2,775	27,225	9.3%
	Transfer in		10,000	-	10,000	0.0%
Total Revenue and Transfer In		1,088	40,000	2,775	37,225	6.9%
Expense						
Department : 465 - Homecoming						
	Salaries	-	1,500	-	1,500	0.0%
	Overtime Salaries	-	14,750	-	14,750	0.0%
	Payroll Tax	-	1,250	-	1,250	0.0%
	Uniforms & Equipment	-	150	-	150	0.0%
	Professional Fees	3,425	11,910	2,000	9,910	16.8%
	Public Relations	-	4,150	-	4,150	0.0%
	Business Lunch/Dinner	-	830	-	830	0.0%
	Newspaper Notices	-	950	-	950	0.0%
	Program Supplies	-	950	-	950	0.0%
	Office Supplies	-	50	-	50	0.0%
	Field Supplies	-	600	-	600	0.0%
	Equipment Rental	1,625	5,150	-	5,150	0.0%
	Equipment - Maintenance & Repair	-	600	-	600	0.0%
Homecoming Expense Total		5,050	42,840	2,000	40,840	4.7%
Fund: 65 - HOMECOMING FUND Revenues less (Expense)		(3,963)	(2,840)	775		

Sanitary Sewer Repair Fund 2019 Expenses exceeded revenues by \$3,999.

2019 Revenue for the first quarter totaled \$58,031 or 29% of budget and \$3,877 more than 2018. The

2019 Expenses for the first quarter totaled \$62,030 or 24% of budget and \$11,450 more than 2018. The \$11,450 difference is all in Sewer Lateral Program Costs.

Fund/Acct	Description	YTD through March 31 2018	Current 2019 Total Budget	YTD through March 31 2019	2019 Budget Remaining	% YTD Activity Rec'd or Spent to Budget
Fund: 70 - SANITARY SEWER REPAIR FUND						
	Revenue					
	Sewer Lateral Fee	46,254	167,000	45,989	121,011	27.5%
	Sewer Lateral Fee/Resident	7,900	35,000	12,042	22,958	34.4%
	Revenue Total	54,154	202,000	58,031	143,969	28.7%
	Expense					
	Department : 470 - Public Works					
	Salaries	16,117	57,645	19,271	38,374	33.4%
	Overtime Salaries	-	500	153	347	30.5%
	Payroll Tax	1,128	4,050	1,531	2,519	37.8%
	Retirement Contribution	804	4,000	1,022	2,978	25.5%
	Health Insurance	4,175	12,800	1,626	11,174	12.7%
	Dental Insurance	295	960	93	867	9.7%
	Life Insurance	15	150	-	150	0.0%
	Disability Insurance	36	185	5	180	2.9%
	Sewer Lateral Program Costs	27,880	180,000	38,329	141,671	21.3%
	Public Works Expense Total	50,450	260,290	62,030	198,260	23.8%
	Fund: 70 - SANITARY SEWER REPAIR FUND Revenues less (Expense)	3,704	(58,290)	(3,999)		