



# CITY COUNCIL AGENDA REPORT

DATE: April 4, 2022

**AGENDA OF:** April 12, 2022

**DEPARTMENT:** Finance

**SUBJECT:** Quarterly Financial Report for the Period Ending March 31, 2022

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**RECOMMENDATION:**

Accept FY 2022 Second Quarter Financial Reports

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**BACKGROUND:**

The City's Financial Policy requires that City Council receive a financial report on a quarterly basis comparing expenditures and revenues to current budget, for the quarter and fiscal year-to-date, projecting expenditures, and revenues through the end of the fiscal year.

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**DISCUSSION:**

The Second Quarter FY 2022 Financial Report is from January 1 thru March 31, 2022 and represents 50% of the fiscal year.

<u>2<sup>nd</sup> Quarter Revenue</u>	
General Fund	68.67%
Utility Fund	44.00%
Airport Fund	68.38%

<u>2<sup>nd</sup> Quarter Expenditures</u>	
General Fund	48.85%
Utility Fund	43.69%
Airport Fund	64.26%

Revenues and expenditures should be at 50% at the end of the second quarter. For this period, the revenues in the General Fund are higher than expected due to property taxes collected with this quarter. Sales tax collections are approximately 55.36% collected. Revenues in the Utility Fund are on target with Utility sales over 43.85%. Revenues for the Airport Fund are steady. Fuel sales are increasing at 76.90% collected.

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**FISCAL IMPACT/SOURCE OF FUNDING:**

Fiscal Year Budget

Submitted and Approved by:

A handwritten signature in blue ink that reads "Lucy Blales" with "4.4.22" written above it to the right.  
Lucy Blales 4.4.22  
Finance Director

**ATTACHMENTS/ADDITIONAL INFORMATION:**

FY 2022 2<sup>nd</sup> Quarter Financial Report

**General Fund Revenue Expense Report**  
**As of March 31, 2022**  
**Portion of the Year Expired 50%**

	<b>FY 2022 Budget</b>	<b>FY 2022 YTD</b>	<b>% of Budget</b>
<b>REVENUES</b>			
Sales Tax	\$ 1,364,663	\$ 755,534	55.36%
Property Tax	1,179,600	1,250,076	105.97%
Municipal Court	217,330	65,283	30.04%
Parks & Recreation	225,500	97,297	43.15%
Other Revenue	175,650	102,689	58.46%
Transfer In	368,772	154,157	41.80%
	<b>\$ 3,531,515</b>	<b>\$ 2,425,035</b>	<b>68.67%</b>
<b>EXPENDITURES</b>			
<b>City Council</b>			
Personnel Services	\$ 5,491	\$ 2,933	53.41%
Supplies	2,500	-	0.00%
Education & Training	7,500	3,319	44.25%
Miscellaneous	22,750	26,756	117.61%
	<b>\$ 38,241</b>	<b>\$ 33,008</b>	<b>86.32%</b>
<b>City Administration</b>			
Personnel Services	\$ 54,841	\$ 45,270	82.55%
Supplies	3,600	1,037	28.80%
Purchased Services	6,000	2,970	49.50%
Contracted Services	45,000	39,029	86.73%
Education & Training	5,200	3,086	59.36%
Technology	1,600	1,575	98.44%
Repairs & Maintenance	20,200	5,766	28.54%
Miscellaneous	5,100	625	12.26%
	<b>\$ 141,541</b>	<b>\$ 99,359</b>	<b>70.20%</b>
<b>Finance</b>			
Personnel Services	\$ 100,325	\$ 80,091	79.83%
Supplies	6,987	3,029	43.36%
Contracted Services	43,713	37,195	85.09%
Education & Training	9,350	4,392	46.97%
Technology	1,000	-	0.00%
Miscellaneous	4,000	-	0.00%
	<b>\$ 165,375</b>	<b>\$ 124,708</b>	<b>75.41%</b>

**General Fund Revenue Expense Report**  
**As of March 31, 2022**  
**Portion of the Year Expired 50%**

	<b>FY 2022 Budget</b>	<b>FY 2022 YTD</b>	<b>% of Budget</b>	
<b>Library</b>				
Personnel Services	\$ 152,356	\$ 79,922	52.46%	Salaries and Benefits
Supplies	40,927	24,257	59.27%	LoneStar Library Expense, Audio Vis. Exp. & Grant Exp.
Purchased Services	13,100	4,602	35.13%	
Contracted Services	8,000	3,621	45.27%	
Education & Training	1,473	701	47.60%	
Technology	2,500	1,998	79.92%	Samsung TV for Library, Adobe Acrobat Subscription
Repairs & Maintenance	8,300	531	6.39%	
Miscellaneous	2,500	1,485	59.41%	Misc. items for Library Projects
	<b>229,156</b>	<b>117,117</b>	<b>51.11%</b>	
<b>Police</b>				
Personnel Services	\$ 845,219	\$ 392,976	46.49%	
Supplies	52,418	21,142	40.33%	
Purchased Services	41,200	18,670	45.32%	
Contracted Services	9,377	6,040	64.41%	Janitorial Services, Interim Chief of Police Pay
Education & Training	9,250	985	10.65%	
Technology	13,200	9,631	72.96%	Annual Copsync Software Renewal
Repairs & Maintenance	43,250	8,367	19.35%	
Miscellaneous	12,750	3,214	25.20%	
	<b>\$ 1,026,664</b>	<b>\$ 461,025</b>	<b>44.91%</b>	
<b>Municipal Court</b>				
Personnel Services	\$ 99,850	\$ 46,541	46.61%	
Supplies	2,600	565	21.74%	
Purchased Services	800	370	46.31%	
Contracted Services	18,500	3,260	17.62%	
Education & Training	1,000	198	19.78%	
Miscellaneous	1,000	99	9.91%	
Capital Outlay	1,500	-	0.00%	
	<b>\$ 125,250</b>	<b>\$ 51,034</b>	<b>40.75%</b>	
<b>Community Development</b>				
Personnel Services	\$ 153,882	\$ 75,448	49.03%	
Supplies	2,100	604	28.75%	
Purchased Services	7,150	2,068	28.92%	
Contracted Services	100,000	42,444	42.44%	
Education & Training	2,300	60	2.61%	
Technology	2,700	563	20.84%	
Repairs & Maintenance	180	8	4.44%	
Miscellaneous	450	419	93.04%	Overpayment of a permit - Refund issued
	<b>\$ 268,762</b>	<b>\$ 121,613</b>	<b>45.25%</b>	

# General Fund Revenue Expense Report

As of March 31, 2022

Portion of the Year Expired 50%

	FY 2022 Budget	FY 2022 YTD	% of Budget	
<b>Public Services</b>				
Personnel Services	\$ 165,605	\$ 74,196	44.80%	
Supplies	133,000	63,979	48.10%	
Purchased Services	4,500	1,427	31.70%	
Contracted Services	15,000	(4,612)	-30.75%	Engineering Services (Streets Project)
Education & Training	1,500	-	0.00%	
Repairs & Maintenance	120,000	31,283	26.07%	
Miscellaneous	5,000	4,229	84.57%	Traffic Control and Street Signs
Capital Outlay	-	44,406	#DIV/0!	CIP - Streets and Drainage Projects
	<b>\$ 444,605</b>	<b>\$ 214,906</b>	<b>48.34%</b>	
<b>Parks &amp; Recreation</b>				
Personnel Services	\$ 199,669	\$ 129,581	64.90%	Salaries and Benefits
Supplies	50,100	19,276	38.48%	
Purchased Services	13,661	4,426	32.40%	
Contracted Services	6,500	7,920	121.85%	EMC Services (Parks Grant)
Education & Training	2,000	722	36.10%	
Technology	1,400	86	6.17%	
Repairs & Maintenance	24,450	6,152	25.16%	
Miscellaneous	5,100	4,967	97.38%	Park Reimbursements (Cleaning Deposits)
	<b>\$ 302,880</b>	<b>\$ 173,131</b>	<b>57.16%</b>	
<b>Animal Control</b>				
Personnel Services	\$ 58,655	\$ 29,879	50.94%	Salaries and Benefits
Supplies	4,450	1,283	28.83%	
Purchased Services	3,855	871	22.61%	
Education & Training	1,500	764	50.92%	Texas Animal Control Conference (Registration/Hotel)
Repairs & Maintenance	6,540	448	6.86%	
Miscellaneous	100	-	0.00%	
	<b>\$ 75,100</b>	<b>\$ 33,246</b>	<b>44.27%</b>	
<b>Swimming Pool</b>				
Personnel Services	\$ 110,893	\$ 6,026	5.43%	
Supplies	35,650	7,788	21.85%	
Purchased Services	900	225	25.03%	
Contracted Services	2,400	105	4.38%	
Education & Training	1,000	-	0.00%	
Technology	1,500	-	0.00%	
Repairs & Maintenance	13,000	130	1.00%	
Miscellaneous	1,000	150	15.00%	
	<b>\$ 166,343</b>	<b>\$ 14,425</b>	<b>8.67%</b>	

**General Fund Revenue Expense Report**  
**As of March 31, 2022**  
**Portion of the Year Expired 50%**

	<b>FY 2022 Budget</b>	<b>FY 2022 YTD</b>	<b>% of Budget</b>	
<b>City Secretary</b>				
Personnel Services	\$ 67,489	\$ 37,336	55.32%	Salaries and Benefits
Supplies	20,900	6,879	32.91%	
Purchased Services	6,900	3,881	56.24%	Muni Code Corporation
Education & Training	3,300	1,164	35.26%	
Repairs & Maintenance	200	-	0.00%	
Miscellaneous	200	-	0.00%	
	<b>\$ 98,989</b>	<b>\$ 49,259</b>	<b>49.76%</b>	
<b>RV Park</b>				
Supplies	26,500	14,498	54.71%	Utilities Expense
Purchased Services	1,700	930	54.70%	Telecommunications (Internet, Cell Phone)
Contracted Services	2,700	-	0.00%	
Education & Training	1,500	-	0.00%	
Repairs & Maintenance	3,600	206	5.72%	
Miscellaneous	5,000	3,031	60.63%	Misc. Refunds
	<b>\$ 41,000</b>	<b>\$ 18,665</b>	<b>45.52%</b>	
<b>Information Technology</b>				
Purchased Services	\$ 19,000	\$ 5,467	28.78%	
Contracted Services	60,000	34,354	57.26%	Monthly Fee for HTS
Technology	80,000	37,765	47.21%	
	<b>\$ 159,000</b>	<b>\$ 77,586</b>	<b>48.80%</b>	
<b>Emergency Management</b>				
Supplies	\$ 6,000	\$ 1,256	20.93%	
	<b>\$ 6,000</b>	<b>\$ 1,256</b>	<b>20.93%</b>	
<b>Non-Departmental</b>				
Personnel Services	\$ 3,000	\$ 1,188	39.60%	
Supplies	16,000	6,680	41.75%	
Purchased Services	84,876	47,234	55.65%	Postage Rental Fee, Copier Lease Fee, TML Ins., ADP Fee
Miscellaneous	3,000	18,432	614.38%	JACK KIOSK Payment split with enterprise fund
	<b>\$ 106,876</b>	<b>\$ 73,534</b>	<b>68.80%</b>	
<b>Transfer Out</b>				
Transfer Out	\$ 21,223	\$ 5,306	25.00%	
	<b>\$ 21,223</b>	<b>\$ 5,306</b>	<b>25.00%</b>	
<b>Total Expenditures</b>	<b>\$ 3,417,005</b>	<b>\$ 1,669,177</b>	<b>48.85%</b>	
<b>REVENUE OVER EXPENDITURES</b>	<b>\$ 114,510</b>	<b>\$ 755,858</b>		

## Utility Fund Revenue Expense Report

As of March 31, 2022

Portion of the Year Expired 50%

	FY 2022 Budget	FY 2022 YTD	% of Budget	
<b>REVENUES</b>				
Utility Sales	\$ 7,029,417	\$ 3,082,334	43.85%	
Utility Services	85,000	21,667	25.49%	
Other Services	72,967	58,413	80.05%	
	<b>\$ 7,187,384</b>	<b>\$ 3,162,414</b>	<b>44.00%</b>	
<b>EXPENDITURES</b>				
<b>Utility Administration</b>				
Employee Distribution	\$ 1,031,933	\$ 459,970	44.57%	
Supplies	26,100	15,439	59.15%	Janitorial Supplies, Postage Meter Rental, Fuel/Oil, Books
Purchased Services	78,852	33,668	42.70%	
Contracted Services	46,200	29,447	63.74%	Year End Fiscal Audit, Contracted Services
Education & Training	9,200	6,436	69.95%	TWUA Membership dues, AWA Dues
Technology	27,350	17,888	65.40%	Smart Phone Meter Reading Annual Fee/Subscription
Repairs & Maintenance	14,680	3,192	21.74%	
Miscellaneous	7,500	19,274	256.98%	
Transfers Out	138,783	1,891	1.36%	
	<b>\$ 1,380,598</b>	<b>\$ 587,205</b>	<b>42.53%</b>	JACK KIOSK Payment split with general fund
<b>Gas</b>				
Supplies	\$ 202,775	\$ 190,911	94.15%	West Texas monthly bulk gas fee
Contracted Services	134,666	69,882	51.89%	CPS monthly fee, contracted services for repairs
Education and Training	1,700	1,978	116.35%	Railroad Commission Fee, Annual fee Pipeline Safety
Repairs & Maintenance	2,200	-	0.00%	
Transfer Out	90,693	37,789	41.67%	
	<b>\$ 432,034</b>	<b>\$ 300,561</b>	<b>69.57%</b>	
<b>Sewer</b>				
Employee Distribution	\$ 217,216	\$ 111,375	51.27%	Salaries and Benefits
Supplies	209,250	79,769	38.12%	
Purchased Services	5,200	1,002	19.27%	
Contracted Services	265,500	86,677	32.65%	
Education & Training	4,000	1,449	36.23%	
Repairs & Maintenance	111,000	17,970	16.19%	
Capital Outlay	-	167,195	#DIV/0!	Field Surveying, Engineering, Geotech,
Transfer Out	725,957	150,550	20.74%	
	<b>\$ 1,538,123</b>	<b>\$ 615,987</b>	<b>40.05%</b>	
<b>Electric</b>				
Employee Distribution	\$ 311,694	\$ 84,180	27.01%	
Supplies	1,798,660	674,864	37.52%	
Purchased Services	6,263	624	9.97%	
Contracted Services	65,000	54,668	84.10%	Tree Trimming, Rate Study, Engineering Services
Education & Training	5,000	2,339	46.79%	
Repairs & Maintenance	67,500	7,644	11.33%	
Capital Outlay	-	30,243	#DIV/0!	Electrical Upgrades
Transfer Out	90,693	32,492	35.83%	
	<b>\$ 2,344,810</b>	<b>\$ 887,055</b>	<b>37.83%</b>	

# Utility Fund Revenue Expense Report

As of March 31, 2022

Portion of the Year Expired 50%

	FY 2022 Budget	FY 2022 YTD	% of Budget	
<b>Water</b>				
Employee Distribution	\$ 297,675	\$ 113,492	38.13%	
Supplies	118,150	85,193	72.11%	TCEQ Fees, Utilities Expense, Benchstock, Fuel
Purchased Services	14,000	9,671	69.08%	Water Lease - Water Aquisition Fund
Contracted Services	91,300	101,438	111.10%	Concrete work at Lions Park, Misc. Repairs, Rate Study
Education & Training	5,330	4,863	91.24%	Training for Department, Texas Water Utility Association
Repairs & Maintenance	83,000	62,637	75.47%	Misc. Repairs @ Riverbluff, Concrete Work (Well)
Miscellaneous	1,000	325	32.50%	
Capital Outlay	205,000	35,000	17.07%	
Transfer Out	152,364	79,722	52.32%	
	<b>\$ 967,819</b>	<b>\$ 492,341</b>	<b>50.87%</b>	Interest Payments, Transfer to GF for Right of Way, Admin.
<b>Refuse</b>				
Contracted Services	\$ 524,000	\$ 256,930	49.03%	
	<b>\$ 524,000</b>	<b>\$ 256,930</b>	<b>49.03%</b>	
<b>Total Expenditures</b>	<b>\$ 7,187,384</b>	<b>\$ 3,140,079</b>	<b>43.69%</b>	
<b>REVENUE OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 22,335</b>		

**Airport Fund Revenue Expense Report**  
**As of March 31, 2022**  
**Portion of the Year Expired 50%**

	<b>FY 2022</b>	<b>FY 2022</b>	<b>% of</b>	<b>Explanation of</b>
	<b>Budget</b>	<b>YTD</b>	<b>Budget</b>	<b>Overages</b>
<b>REVENUES</b>				
Facility Rentals	\$ 298,963	\$ 166,337	55.64%	
Fuel Sales	178,000	136,888	76.90%	
Other Revenue	55,042	60,565	110.03%	
	<b>\$ 532,005</b>	<b>\$ 363,791</b>	<b>68.38%</b>	
<b>EXPENDITURES</b>				
Personnel Services	\$ 150,937	\$ 70,196	46.51%	
Supplies	183,520	158,646	86.45%	Misc. Office Supplies, Aviation Fuel, Dues
Purchased Services	20,578	11,919	57.92%	TML Insurance, AWOS Line
Contracted Services	32,030	22,035	68.79%	Attorney Fees, AWOS Maint., Lease Refueler
Education & Training	2,000	809	40.47%	
Technology	2,000	18	0.91%	
Repairs & Maintenance	136,250	70,288	51.59%	RAMP Grant Eligible Expenses, Runway Maint.
Miscellaneous	1,400	-	0.00%	
Transfer Out	6,000	9,698	161.63%	Tran. out to General Fund for Admin Fees
<b>Total Expenditures</b>	<b>\$ 534,715</b>	<b>\$ 343,609</b>	<b>64.26%</b>	
<b>REVENUE OVER EXPENDITURES</b>	<b>\$ (2,710.00)</b>	<b>\$ 20,181.43</b>		