



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** April 16, 2018  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** March 2018 Financial Report & Q1 2018 Treasurer's Report

**DISCUSSION:**

As of March 31, or 25% through the fiscal year, the City collected 30.71% of budgeted revenues and spent 18% of budgeted expenditures.

Below are further highlights:

**General Fund**

Revenues

- Overall General Fund revenues are currently tracking at 38% of budget estimates. In March of 2017, General Fund revenues were tracking at 37% of budget estimates.
- Total sales tax revenue collected in the General Fund through March adds up to \$107,510, or 24% of budget estimates. Collections through March of this year came in 0.72% more than what was collected through March 2017.
- Use tax has collected \$27,213 in the General Fund through March, or 25% of budget estimates for the year. Collections show a 7% increase from what was collected through March of 2017.
- Property tax collection is currently tracking at 56% of budget estimates. March included one property tax distribution.
- Building permits collected 31% of budget estimates through March, with collections in March almost doubling total revenue for the year. Collections so far this year are slightly less than what was collected through March of last year, when the new Cornerstone Family Worship Center was included in the permit collections.
- Municipal court fines have collected 24% of budget estimates through March.
- Franchise fees have collected 27% of budget estimates through March. Collections this year are showing an increase from what was collected through March of 2017, mostly due to increased payments from cable and gas utilities.

Expenditures

- Overall General Fund expenditures are tracking at 23% of budgeted expenditures as of the end of March. In March 2017, General Fund expenditures were tracking at 25% of budget.
- The largest expenses which occurred in the General Fund in March are personnel costs and professional services. Departments continue to monitor their budgets closely through the end of the first quarter of 2018. Personal services spending totaled 21% of budget, which is an acceptable level for this point in the year.
- Health Insurance payments have reached 23% of budget authority for 2018.
- Professional services line items have spent about 33% of budget authority in 2018. In particular, Engineering Services has experienced increased levels of spending tied to development activity. Legal services has also spent slightly more than 25% of annual budget authority through March.
- The City has experienced savings so far in 2018 in travel expenses and building & grounds supplies, which have spent 9% and 11% of budget authority respectively.

## Utility Funds

- The Water Operations Fund is tracking at 23% of revenue estimates and 20% of budgeted expenditures. Specifically, water charges collected totaled \$187,679, making up 22% of budget estimates for the year. The 3% rate increase enacted early in 2018 should be reflected in the coming months.
- The Sewer Operations Fund is tracking at 25% of revenue estimates and 18% of budgeted expenditures. Revenues collected through March represent a 3% increase from what was collected at this time last year, a portion of which is due to increased sewer rates in 2018.
- The Sanitation Fund is tracking at 24% of revenue estimates and 26% of budgeted expenditures. This fund has collected 5% more in revenue this year than it did this time last year. The trash rates for 2018 did not increase. Staff will continue to monitor expenditures in 2018 to determine if a budget adjustment will be necessary near the end of the year.

## Other Funds

- The Special Highway Fund is tracking at 15% of revenue estimates for the year and 0% of budgeted expenditures. In March, this fund collected nearly \$12,000 in construction excise taxes, which are paid on new development when the building permit fee is paid. More construction excise taxes are expected in the summer months of 2018, along with the \$150,000 budgeted transfer from the Infrastructure Sales Tax Fund. Expenditures are expected to occur in this fund when the City begins executing the 2018 Street Maintenance program in the warmer summer months.
- The Capital Projects Fund collected 24% of budget estimates for the year and spent 6% of the total budget authority. Additional spending anticipated later this year includes the \$100,000 annual County Road 1 debt payment to the County. This fund's main revenue source is the countywide sales and use tax. So far this year, \$123,530 has been collected from this sales and use tax, which is 26% of the annual budget.
- The Infrastructure Sales Tax Fund collected 25% of estimated revenue for the year, which is very close to what was collected through March of 2017 and on track with budget.
- Last month, the Water Equipment and Sewer Equipment Reserve funds had collected less than normal amounts of revenue. The Water Equipment Reserve fund collected \$11,000 in water tap fees in March, bringing annual revenue to 34% of budget. The Sewer Equipment Reserve Fund collected \$15,125 in sewer inspections revenue in March, which results in collections of 37% of the annual budget. Staff will continue to monitor these funds moving forward in 2018, but March activity took these funds from low performance to better than anticipated.

## Treasurer's Report

- According to KSA 12-1608, cities of the first and second classes must publish a quarterly treasurer's report in the paper of record. The treasurer's report shows the revenues, expenditures, and fund balances of each fund, as well as the City's outstanding debt. The debt in the report represents the outstanding principal balance and does not include any additional interest. The attached report represents what will be published in The Tonganoxie Mirror prior to the end of April to reflect the first quarter of 2018.

**cc:** George Brajkovic, City Manager  
Kent Heskett, Public Works Director  
Jeff Brandau, Police Chief  
John Zimbelman, Fire Chief



City of Tonganoxie, KS

# Revenue Budget Report

## Group Summary

For Fiscal: 2018 Period Ending: 03/31/2018

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100 - General Fund	2867784.00	2,867,784.00	197,895.29	1,100,839.94	-1,766,944.06	38.39 %
210 - Water Operations Fund	1299100.00	1,299,100.00	118,332.04	302,048.96	-997,051.04	23.25 %
220 - Sewer Operations Fund	864000.00	864,000.00	84,886.71	218,019.07	-645,980.93	25.23 %
230 - Sanitation Fund	382000.00	382,000.00	30,109.90	89,899.74	-292,100.26	23.53 %
240 - Storm Water	40000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
310 - Transient Guest Tax	1500.00	1,500.00	0.00	270.21	-1,229.79	18.01 %
320 - Library Operations	393500.00	393,500.00	25,999.65	200,543.62	-192,956.38	50.96 %
330 - Special Parks	5000.00	5,000.00	971.90	971.90	-4,028.10	19.44 %
340 - Special Highway	357100.00	357,100.00	15,602.34	56,757.98	-300,342.02	15.89 %
350 - Infrastructure Sales Tax	405000.00	405,000.00	32,047.20	101,219.65	-303,780.35	24.99 %
360 - Capital Projects	622000.00	622,000.00	64,266.33	148,530.43	-473,469.57	23.88 %
410 - Fire Equipment Reserve	105000.00	105,000.00	6,765.79	20,631.88	-84,368.12	19.65 %
420 - Police Equipment Reserve	20000.00	20,000.00	1,961.00	3,371.00	-16,629.00	16.86 %
430 - Sewer Capital Reserve	60000.00	60,000.00	15,125.00	22,000.00	-38,000.00	36.67 %
440 - Water Capital Reserve	46000.00	46,000.00	11,000.00	16,000.00	-30,000.00	34.78 %
450 - Capital Reserve	20000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
500 - Debt, Bond, and Interest	705157.00	705,157.00	13,094.50	235,179.82	-469,977.18	33.35 %
<b>Report Total:</b>	<b>8,193,141.00</b>	<b>8,193,141.00</b>	<b>618,057.65</b>	<b>2,516,284.20</b>	<b>-5,676,856.80</b>	<b>30.71 %</b>



City of Tonganoxie, KS

# Expenditure Budget Report Group Summary

For Fiscal: 2018 Period Ending: 03/31/2018

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100 - General Fund	2867784.00	2,867,784.00	207,319.13	646,076.28	2,221,707.72	22.53 %
210 - Water Operations Fund	1299100.00	1,299,100.00	122,179.28	253,966.00	1,045,134.00	19.55 %
220 - Sewer Operations Fund	864000.00	864,000.00	52,457.10	156,934.04	707,065.96	18.16 %
230 - Sanitation Fund	382000.00	382,000.00	32,635.50	97,653.33	284,346.67	25.56 %
240 - Storm Water	20000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
310 - Transient Guest Tax	1500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
320 - Library Operations	393500.00	393,500.00	12,922.33	194,036.19	199,463.81	49.31 %
330 - Special Parks	5000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
340 - Special Highway	357100.00	357,100.00	0.00	0.00	357,100.00	0.00 %
350 - Infrastructure Sales Tax	405000.00	405,000.00	0.00	0.00	405,000.00	0.00 %
360 - Capital Projects	522000.00	522,000.00	2,908.83	33,128.83	488,871.17	6.35 %
410 - Fire Equipment Reserve	105000.00	105,000.00	51,709.88	55,119.73	49,880.27	52.49 %
420 - Police Equipment Reserve	25000.00	25,000.00	1,918.00	2,343.00	22,657.00	9.37 %
430 - Sewer Capital Reserve	135000.00	135,000.00	1,750.00	1,750.00	133,250.00	1.30 %
440 - Water Capital Reserve	95000.00	95,000.00	1,182.00	10,443.18	84,556.82	10.99 %
450 - Capital Reserve	20000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
500 - Debt, Bond, and Interest	745269.00	745,269.00	12,253.17	32,209.55	713,059.45	4.32 %
<b>Report Total:</b>	<b>8,242,253.00</b>	<b>8,242,253.00</b>	<b>499,235.22</b>	<b>1,483,660.13</b>	<b>6,758,592.87</b>	<b>18.00 %</b>



<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Revenues</b>	<b>Total Expenses</b>	<b>Ending Balance</b>
100 - General Fund	498,796.37	1,100,839.94	646,076.28	953,560.03
210 - Water Operations Fund	373,363.16	302,048.96	253,966.00	421,446.12
220 - Sewer Operations Fund	301,505.76	218,019.07	156,934.04	362,590.79
230 - Sanitation Fund	122,123.82	89,899.74	97,653.33	114,370.23
240 - Storm Water	0.00	0.00	0.00	0.00
310 - Transient Guest Tax	2,243.18	270.21	0.00	2,513.39
320 - Library Operations	3,786.34	200,543.62	194,036.19	10,293.77
330 - Special Parks	13,692.79	971.90	0.00	14,664.69
340 - Special Highway	291,450.62	56,757.98	0.00	348,208.60
350 - Infrastructure Sales Tax	110,804.29	101,219.65	0.00	212,023.94
360 - Capital Projects	353,746.07	148,530.43	33,128.83	469,147.67
410 - Fire Equipment Reserve	114,646.87	20,631.88	55,119.73	80,159.02
420 - Police Equipment Reserve	33,618.40	3,371.00	2,343.00	34,646.40
430 - Sewer Capital Reserve	300,263.16	22,000.00	1,750.00	320,513.16
440 - Water Capital Reserve	266,769.57	16,000.00	10,443.18	272,326.39
450 - Capital Reserve	915.03	0.00	0.00	915.03
500 - Debt, Bond, and Interest	151,546.38	235,179.82	32,209.55	354,516.65
<b>Report Total:</b>	<b>2,939,271.81</b>	<b>2,516,284.20</b>	<b>1,483,660.13</b>	<b>3,971,895.88</b>

**CITY OF TONGANOXIE, KANSAS**  
**SUMMARY OF RECEIPTS, DISBURSEMENTS & CASH BALANCES**  
**FOR 1ST QUARTER ENDED MARCH 31, 2018**

	12/31/2017				3/31/2018	
	BEGIN. BALANCE		RECEIPTS	DISBURSEMENTS	ENDING BALANCE	
GENERAL	\$ 498,796	\$	1,100,840	\$ 646,076	\$	953,560
<b><u>Enterprise Funds</u></b>						
WATER	\$ 373,363	\$	302,049	\$ 253,966	\$	421,446
SEWER	\$ 301,506	\$	218,019	\$ 156,934	\$	362,591
SANITATION	\$ 122,124	\$	89,900	\$ 97,653	\$	114,370
SEWER CAP IMPROVEMENT	\$ 300,263	\$	22,000	\$ 1,750	\$	320,513
WATER CAP IMPROVEMENT	\$ 266,769	\$	16,000	\$ 10,443	\$	272,326
<b><u>Special Revenue Funds</u></b>						
TRANSIENT GUEST TAX	\$ 2,243	\$	270	\$ -	\$	2,513
LIBRARY	\$ 3,786	\$	200,544	\$ 194,036	\$	10,294
LAW ENFORCEMENT.TRUST	\$ 1,706	\$	-	\$ -	\$	1,706
SPECIAL PARKS	\$ 13,692	\$	972	\$ -	\$	14,664
<b><u>Debt Service Funds</u></b>						
DEBT SERVICE	\$ 151,546	\$	235,180	\$ 32,210	\$	354,516
INFRASTRUCTURE SALES TAX	\$ 110,804	\$	101,220	\$ -	\$	212,024
<b><u>Capital Projects Funds</u></b>						
SPECIAL HIGHWAY	\$ 291,451	\$	56,758	\$ -	\$	348,209
EQUIPMENT RESERVE	\$ 915	\$	-	\$ -	\$	915
CAPITAL PROJECTS	\$ 353,746	\$	148,530	\$ 33,129	\$	469,148
POLICE DEPT EQUIP RESERVE	\$ 33,618	\$	3,371	\$ 2,343	\$	34,646
FIRE DEPT EQUIP RESERVE	\$ 114,647	\$	20,632	\$ 55,120	\$	80,159
<b>TOTALS</b>	<b>\$ 2,940,975</b>	<b>\$</b>	<b>2,516,285</b>	<b>\$ 1,483,660</b>	<b>\$</b>	<b>3,973,600</b>

**OUTSTANDING DEBT**

<b><u>GENERAL OBLIGATION BONDS</u></b>	<b><u>1st quarter</u></b>
2000 4th Street Improvement	\$ 45,000
2007A PW Facility	\$ -
2007B Water Park	\$ -
2009A Streets	\$ 130,000
2010A Streets	\$ 740,000
2013A Industrial Park	\$ 1,535,000
2013B Refunding Rev. Loans	\$ 4,935,000
2017A Refunding 2007A and 2009A	\$ 1,860,000
2018A Library Sales Tax	\$ 3,660,000
<b>Sub-Total</b>	<b>\$ 12,905,000</b>
<b><u>OTHER OBLIGATIONS</u></b>	
Lease Purchases	\$ 1,004,358
Ball Fields - Rec Commission	\$ 152,662
Radio Lease	\$ -
County Road 1	\$ 700,000
<b>Sub-Total</b>	<b>\$ 1,857,020</b>
<b>Grand Total</b>	<b>\$ 14,762,020</b>

I, JoAnn Ferguson, Treasurer of the City of Tonganoxie, do hereby certify that the above statement is correct.

*JoAnn Ferguson*

Signed: JoAnn Ferguson, Treasurer

Attest:  
Subscribed and sworn before me this 16th Day of April, 2018

(Seal)

*Dan Porter*

Signed: Dan Porter, Assistant City Manager

