

# MONTHLY REPORT

## FINANCE DEPARTMENT

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### July 2019

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#### **FINANCE DIRECTOR**

Closing of the 2019 Fiscal Year has begun. All numbers are preliminary due to the many accruals that must take place through August. Amounts appear to be inline with Budget Retreat numbers. Summer Hospitality Taxes and Local Accommodation Taxes have done well. June was down .2% well July was up 9.9%.

Time was also spent during the month working on the installation of new time keeping software. New clocks have been installed and we have used the new software for the last two payrolls. Considerable time has also been spent within the Finance Department of parking issues.

#### **Cash Flow Projections for Next Month**

<b><u>Fund</u></b>	<b><u>Beginning Balance</u></b>	<b><u>Collections</u></b>	<b><u>Expenditures</u></b>	<b><u>Ending Balance</u></b>	<b><u>Yield Spread</u></b>
General Fund	\$ 13,306,131	\$ 3,200,000	\$ 2,500,000	\$ 14,006,131	.75 to 2.6%
Water/Sewer	\$ 2,614,803	1,500,000	1,800,000	\$ 2,314,803	.75 to 2.6%

#### **ACCOUNTING**

In July, 661 Accounts Payable and 1,316 Payroll checks were issued by the Accounting Division. The total dollar amount of all Accounts Payable checks was \$4,401,903.28.

**GENERAL FUND**  
**Monthly Report**  
**July 1, 2019 to July 31, 2019**

	FY2019 Annual Budget	FY2019 YTD Actual	FY2020 Annual Budget	FY2020 YTD Actual	% of Budget
<b><u>REVENUES</u></b>					
Current Taxes	\$ 14,300,000	\$ (25,000)	\$ 15,400,004	\$ -	0%
Delinquent Taxes	375,000	-	410,000	-	0%
Hospitality Fees	5,181,433	-	5,238,153	-	0%
Licenses & Permits	10,321,500	167,546	11,031,500	289,355	3%
Intergovernmental	1,555,810	-	1,398,560	12	0%
Fines/Forfeitures	351,000	-	346,000	1,250	0%
Use of Money/Property	222,000	21,761	272,000	22,485	8%
Sales/Service Charges	460,000	95,167	512,252	191,844	37%
Miscellaneous/Grants	65,000	-	80,000	8,852	11%
Interfund Transfers	1,075,245	-	1,159,766	-	0%
<b>TOTAL</b>	<b><u>\$ 33,906,988</u></b>	<b><u>\$ 259,474</u></b>	<b><u>\$ 35,848,235</u></b>	<b><u>\$ 513,798</u></b>	<b><u>1%</u></b>
<b><u>EXPENDITURES</u></b>					
General Government	\$ 2,625,560	\$ 87,099	\$ 2,742,124	\$ 195,989	7%
Information Services	526,091	48,296	552,726	105,613	19%
Finance	1,096,974	102,308	1,168,246	139,107	12%
Public Safety	15,838,283	1,012,983	16,318,871	906,706	6%
Community Services	1,882,564	117,545	1,982,839	97,952	5%
Public Works	2,347,094	97,316	2,595,138	157,821	6%
Parks & Recreation	4,491,119	248,207	4,812,901	314,278	7%
Support Services	749,370	36,027	740,388	55,655	8%
Debt Service	777,565	56	-	-	0%
Other Financing Uses	3,525,000	-	4,935,000	-	0%
<b>TOTAL</b>	<b><u>\$ 33,859,620</u></b>	<b><u>\$ 1,749,837</u></b>	<b><u>\$ 35,848,233</u></b>	<b><u>\$ 1,973,122</u></b>	<b><u>6%</u></b>

# WATER & SEWER FUND

## Monthly Report

July 1, 2019 to July 31, 2019

	<u>FY2019 Annual Budget</u>	<u>FY2019 YTD Actual</u>	<u>FY2020 Annual Budget</u>	<u>FY2020 YTD Actual</u>	<u>% of Budget</u>
<b><u>REVENUES</u></b>					
Water Usage	\$ 8,110,000	\$ 2,040	\$ 8,300,000	\$ 2,060	0%
Sewer Usage	6,150,000	(4,582)	6,250,000	(4,220)	0%
Water Taps	50,000	5,400	75,000	6,100	8%
Sewer Taps	20,000	1,800	30,000	2,700	9%
Interest on Investments	125,000	265	125,000	-	0%
Service Charges	75,000	5,170	75,000	5,220	7%
Late Payment Penalties	80,000	4,436	80,000	5,511	7%
Grants	-	-	-	-	0%
Miscellaneous	<u>237,500</u>	<u>45,316</u>	<u>237,500</u>	<u>30,807</u>	<u>13%</u>
TOTAL	<u>\$ 14,847,500</u>	<u>\$ 59,844</u>	<u>\$ 15,172,500</u>	<u>\$ 48,177</u>	<u>0%</u>
<b><u>EXPENSES</u></b>					
Water Billing	\$ 676,479	\$ 40,647	\$ 702,741	\$ 36,665	5%
Public Works Admin.	821,329	51,968	864,611	63,005	7%
Wastewater Treatment	2,281,486	68,351	2,290,799	42,041	2%
Wells/Lift Maintenance	1,975,562	74,320	2,180,094	98,594	5%
Construction/Maintenance	4,313,947	244,225	4,856,184	82,100	2%
Overhead Allocation	2,825,404	235,455	2,961,283	246,774	8%
Depreciation	3,236,537	269,711	3,202,500	266,875	8%
Debt Interest	<u>108,888</u>	<u>-</u>	<u>46,275</u>	<u>-</u>	<u>0%</u>
TOTAL	<u>\$ 16,239,632</u>	<u>\$ 984,678</u>	<u>\$ 17,104,487</u>	<u>\$ 836,053</u>	<u>5%</u>

**SOLID WASTE**  
**Monthly Report**  
**July 1, 2019 to July 31, 2019**

	FY2019 Annual Budget	FY2019 YTD Actual	FY2020 Annual Budget	FY2020 YTD Actual	% of Budget
<b><u>REVENUES</u></b>					
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	-
Fees Billed	5,150,000	430,715	5,200,000	437,742	8%
Late Payment Penalties	27,500	1,602	27,500	2,232	8%
Interest on Investments	-	485	-	-	-
Grants	-	-	40,000	-	-
Interfund Transfer - A-Tax	178,959	-	193,833	-	0%
TOTAL	<u>\$ 5,356,459</u>	<u>\$ 432,802</u>	<u>\$ 5,461,333</u>	<u>\$ 439,974</u>	<u>8%</u>
<b><u>EXPENDITURES</u></b>					
Commercial Collection	\$ 484,816	\$ 28,381	\$ 497,226	\$ 21,019	4%
Transfer Station	1,054,648	34,866	1,071,175	14,821	1%
Residential Collection	1,083,746	75,686	1,109,473	45,199	4%
Trash/Litter Collection	338,529	19,391	359,848	14,749	4%
Beach Cleaning	254,657	12,606	257,323	9,167	4%
Recycling	374,714	48,097	417,839	17,295	4%
Depreciation Expense	550,000	45,833	550,000	45,833	8%
Overhead Allocations	806,556	67,000	806,556	67,213	8%
TOTAL	<u>\$ 4,947,666</u>	<u>\$ 331,861</u>	<u>\$ 5,069,440</u>	<u>\$ 235,297</u>	<u>5%</u>

**BEACH SERVICES**  
**Monthly Report**  
**July 1, 2019 to July 31, 2019**

	FY2019 Annual Budget	FY2019 YTD Actual	FY2020 Annual Budget	FY2020 YTD Actual	% of Budget
<b><u>REVENUES</u></b>					
Miscellaneous Revenue	\$ 20,000	\$ 2,071	\$ 20,000	\$ 7,737	39%
NMB Merchandise Sales	-	30	-	-	-
Beach Obstruction Removal Fee	-	-	-	-	-
Rentals	2,250,000	670,610	2,650,000	694,185	26%
All day Wrist Band Sales \$20	27,500	10,240	27,500	7,460	27%
Single Ride Sales \$3	45,000	7,854	45,000	7,632	17%
Weekly Ride Sales \$60	2,500	1,140	2,500	720	29%
Group HIPPO Rate \$5	-	-	-	-	0%
Season Passes	-	1,680	-	1,650	0%
Frozen Lemonade Sales	300,000	165,918	300,000	139,692	47%
Other Sales	10,000	212	10,000	-	0%
Sponsorships	-	-	-	5,535	-
Interfund Transfer - A-Tax	157,805	-	107,567	-	0%
Interfund Transfer- Local A-Tax	363,862	-	363,862	-	0%
Transfer from General Fund	-	-	-	-	0%
Less Sales Tax	(185,000)	(66,884)	(185,000)	-	0%
<b>TOTAL</b>	<b>\$ 2,991,667</b>	<b>\$ 792,871</b>	<b>\$ 3,341,429</b>	<b>\$ 864,611</b>	<b>26%</b>
<b><u>EXPENSES</u></b>					
Personnel - Concessions	\$ 603,452	\$ 113,572	\$ 748,779	\$ 139,725	19%
Oper.& Maint.- Concessions	269,299	65,716	281,137	50,291	18%
Personnel - Lifeguards	683,337	131,184	683,337	142,095	21%
Oper.& Maint.- Lifeguards	52,730	13,800	68,730	21,310	31%
Depreciation	150,000	12,500	150,000	12,500	8%
Overhead Allocations	626,520	52,208	614,189	51,182	8%
Transfer Out NMB Enterprise Fund	200,000	-	300,000	-	0%
<b>TOTAL</b>	<b>\$ 2,585,338</b>	<b>\$ 388,980</b>	<b>\$ 2,846,172</b>	<b>\$ 417,103</b>	<b>15%</b>

# AQUATICS & FITNESS CENTER

## Monthly Report

July 1, 2019 to July 31, 2019

	FY2019 Annual Budget	FY2019 YTD Actual	FY2020 Annual Budget	FY2020 YTD Actual	% of Budget
<b><u>REVENUES</u></b>					
Membership Fees	\$ 1,659,000	\$ 153,279	\$ 1,759,000	\$ 64,703	4%
Enrollment Fees	55,000	5,133	60,000	6,370	11%
Grants	-	-	-	-	0%
Programs - Operating	240,000	34,013	297,500	28,819	10%
Programs - Nonoperating	10,000	4,180	15,000	3,650	24%
Local Accommodations	823,205	-	823,205	-	0%
A-Tax Transfer In	-	-	-	-	0%
Less Sales Tax	-	(508)	-	-	0%
Miscellaneous	1,000.00	-	2,000.00	-	0%
TOTAL	<u>\$ 2,788,205</u>	<u>\$ 196,096</u>	<u>\$ 2,956,705</u>	<u>\$ 103,542</u>	<u>4%</u>
Administration	\$ 863,630	\$ 48,370	\$ 936,601	\$ 38,889	4%
Aquatics	289,558	17,194	315,158	13,295	4%
Activity Specialist	209,858	15,015	194,466	13,563	7%
Fitness	278,268	14,963	279,826	16,179	6%
Custodians	152,888	10,361	158,228	4,844	3%
Depreciation	275,000	22,917	295,000	22,917	8%
Interest	114,658	-	107,522	-	0%
Overhead Allocations	238,448	19,869	237,996	19,833	8%
TOTAL	<u>\$ 2,422,308</u>	<u>\$ 148,689</u>	<u>\$ 2,524,797</u>	<u>\$ 129,521</u>	<u>5%</u>

**NMB ENTERPRISE**  
**Monthly Report**  
**July 1, 2019 to July 31, 2019**

	<u>FY2019 Annual Budget</u>	<u>FY2019 YTD Actual</u>	<u>FY2020 Annual Budget</u>	<u>FY2020 YTD Actual</u>	<u>% of Budget</u>
<b><u>REVENUES</u></b>					
NMB Park Sponsorships	\$ 130,000	\$ 13,250	\$ 130,000	\$ 5,000	4%
NMB Field/Tourn Rentals	105,000	6,490	105,000	19,563	19%
NMB Park Rentals	30,000	620	30,000	1,897	6%
NMB Park Admissions	45,000	-	45,000	-	0%
NMB Park Concessions	330,000	55,771	330,000	65,320	20%
NMB Park Vending	500	-	500	1,093	219%
NMB Merchandise Sales	15,000	-	15,000	-	0%
Revenue Share Activities	75,000	10,000	75,000	5,000	7%
Christmas Light Show	500,000	-	450,000	-	0%
Private Donations	-	-	-	-	0%
Sales Tax	(30,000)	(5,289)	(30,000)	-	0%
Miscellaneous	-	(30)	-	33	0%
Carousel	-	-	100,000	-	0%
General Fund Transfer	150,000	-	365,000	-	0%
Beach Services Fund Transfer	200,000	-	300,000	-	0%
Cap Improve Fund Transfer	-	-	-	-	0%
A-Tax Transfer In	129,859	-	84,500	-	0%
TOTAL	<u>\$ 1,680,359</u>	<u>\$ 80,811</u>	<u>\$ 2,000,000</u>	<u>\$ 97,905</u>	<u>5%</u>
<b><u>EXPENSES</u></b>					
Concessions	\$ 357,580	\$ 26,839	\$ 389,786	\$ 33,007	8%
Christmas Light Show	138,000	16,973	212,600	9,065	4%
Depreciation	985,033	23,333	280,000	23,333	8%
Overhead Allocations	539,605	54,860	657,129	54,761	8%
Transfer - General Fund	-	-	75,000	-	0%
TOTAL	<u>\$ 2,020,218</u>	<u>\$ 122,005</u>	<u>\$ 1,614,515</u>	<u>\$ 120,166</u>	<u>7%</u>

# Utility Billing / Meter Reading

## Monthly Report

8/14/2019

**Reading Dates:**

	Previous Month:	Present Month:
O.D.	05/15 to 05/16	06/18 to 06/20
W.H.	05/21 to 05/22	06/25 to 06/26
C.B.	05/28 to 05/28	07/01 to 07/02
C.G.	06/03 to 06/10	07/03 to 07/08

**Customer Service:**

	O.D.		W.H.		C.B.		C.G.	
	MTD	/ YTD	MTD	/ YTD	MTD	/ YTD	MTD	/ YTD
H2O ON	36	/ 235	33	/ 224	19	/ 136	43	/ 317
H2O OFF	10	/ 84	8	/ 137	7	/ 46	12	/ 153
NEW INSTALLS	5	/ 44	2	/ 33	3	/ 14	3	/ 74
HIGH RDG. CHECKS	41	/ 216	46	/ 218	35	/ 116	44	/ 257

**Maintenance Program**

	Current Period	Year to Date
3/4" Meters Replaced	68	270
3/4" Meters Raised	0	7
Meter Boxes Replaced	2	10
Meter Boxes Raised	6	27
Meter Lids Replaced	1	23

	O.D.		W.H.		C.B.		C.G.	
	MTD	/ YTD	MTD	/ YTD	MTD	/ YTD	MTD	/ YTD
<b>Flow Tests</b>	0	/ 1	0	/ 2	0	/ 0	0	/ 0

**Zero Consumption Replacements**

	MTD	/ YTD
Ocean Drive	7	19
Windy Hill	4	31
Crescent Beach	0	5
Cherry Grove	3	28



## MONTHLY REPORT - FINANCE

### July 2019

### REVENUES

<b>REVENUES</b>	July 2019	FY2020 Actual	FY2020 Budget	% of Budget
Property Taxes	\$95,279.21	\$95,279.21	\$15,400,000	1%
Business Licenses	\$197,904.53	\$197,904.53	\$7,600,000	3%
Business License Penalties	\$20,925.84	\$20,925.84	\$50,000	42%
Hospitality & Local Accom. Taxes	\$1,069,128.61	\$1,069,128.61	\$6,416,220	17%
Hospitality & Local Accom. Penalties	\$7,021.07	\$7,021.07	\$9,000	78%
Santee Cooper Franchise	\$616,723.89	\$616,723.89	\$1,600,000	39%
Local Government Taxes	\$0.00	\$0.00	\$315,000	0%

This Month	Fiscal YTD
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#### **BUSINESS LICENSE INSPECTIONS REPORT**

Hours Spent in Field Enforcement	53	53
Total Businesses Contacted	111	111
New Businesses Licensed	8	8
License Fees Collected	\$106,421.71	\$106,421.71

#### **MISCELLANEOUS REVENUES**

Horry County \$30 Road Tax (Motor Carrier)	\$202,824.00	\$202,824.00
State Aid to Subdividers	\$81,513.00	\$81,513.00
Merchant's Inventory Reimbursement Tax	\$0.00	\$0.00
Spectrum Franchise Fee	\$152,712.34	\$152,712.34
HTC Cable Franchise Fee	\$0.00	\$0.00
Frontier Cable Franchise Fee	\$4,253.78	\$4,253.78
Horry Electric Franchise Fee	\$27,667.71	\$27,667.71
SCANA (SCE&G) Gas Franchise Fee	\$98,372.81	\$98,372.81
Santee Cooper Franchise Fee	\$616,723.89	\$616,723.89
Telcom - Windstream Franchise Fee	\$0.00	\$0.00
ABC Temporary Permits	\$149,990.00	\$149,990.00
Homestead Exemption Tax	\$0.00	\$0.00

#### **INVESTMENT RETURNS**

Repurchase Agreements	1.12%
CD's	2-3%

# UTILITY BILLING JULY 2019

<b>Jul-19</b>	<b><u>WATER</u></b>	<b><u>SEWER</u></b>	<b><u>GARBAGE</u></b>	<b><u>CAPITAL FEES</u></b>	<b><u>STORM WATER</u></b>
TOTALS	\$934,914	\$661,717	\$437,262	\$435	\$244,717

<b>USAGE TOTALS</b>					
	<b><u>H2O USAGE</u></b>	<b><u>SEWER USAGE</u></b>	<b><u>H2O SERVICES</u></b>	<b><u>SEWER SERVICES</u></b>	<b><u>BANK DRAFTS</u></b>
TOTALS	239,472	164,305	14,238	14,117	4,395

<b>BILLING TOTALS</b>			
<b><u>DATE</u></b>	<b><u>WATER</u></b>	<b><u>SEWER</u></b>	<b><u>GARBAGE</u></b>
7/18/2019	934,914	661,717	437,262

PURCHASING  
MONTHLY REPORT

July 2019

## BID REQUIREMENTS:

<b>Bid Number</b>	<b>Description</b>	<b>Dept.</b>	<b>Update</b>
2019-014JS	Website Redesign & App Development	IT	<b>3 Vendors selected for Demonstrations in July &amp; Early August</b>
2019-016JK	Palmetto Palm Tree Trimming	Parks/Grounds	<b>Pro-Turf Mgt Contract</b>
2019-018JK	Bicycle Tours	Parks/Recreation	<b>Due 7/30/19, Under evaluation</b>
2019-019JK	LED Sign Base Construction	Planning	<b>Bid Due 8/9/19</b>
2019-020JK	Surf Rake	Sanitation	<b>PO 73520 H Barber &amp; Sons</b>
2019-021JK	Sign Posts	Streets/Drain	<b>PO 73529 A1 Signs &amp; Graphics</b>
2019-022JK	Commercial Garbage Truck	Sanitation	<b>Bid Due 8/13/19</b>
2019-023JK	Fall/Spring Soccer Uniforms	Parks/Recreation	<b>Bid Due 8/8/19</b>
2019-024JK	Fall Sports Uniforms, Football, Lacrosse, Volleyball	Parks/Recreation	<b>Bid Due 8/9/19</b>
2019-025JK	Fire Station #3 Driveway Replacement	Public Safety	<b>Bid Due 8/20/19</b>
2019-026JK	Electrical Service Additions	Parks/Grounds	<b>Bid Due 8/16/19</b>

## PURCHASING:

Number of Purchase Orders

125

Purchase Order Dollars

\$1,430,082.47

## Grants Update

<i>New Grant Proposal</i>	<i>Request</i>	<i>Department</i>	<i>Amount to be Requested/ Requested</i>	<i>% Match</i>	<i>Proposal Due Date</i>	<i>Expected Notification Date</i>
FY 2020 SCDHEC Solid Waste Reduction & Recycling Grant	Oceanfront Recycling - Phase 3	Public Works	\$25,000	50% (\$35,912)	Awarded \$20,000	
Horry County Solid Waste Authority - Solid Waste Reduction/Recycling Grant	Recycling Igloos (5)	Public Works	\$10,000	NA	Submitted July 24, 2019	Unknown
FEMA Hazard Mitigation Grant Program due to Hurricane Florence	Funding to update City's Hazard Mitigation Plan	Public Works	\$71,250	25% (\$23,750)	31-May-19	Unknown
FY 2019 Bulletproof Vest Partnership	Bulletproof Vests (35)	Public Safety	\$11,890	50% (\$11,890.38)	28-May-19	Unknown
FY 2019 SCDPS Justice Assistance Grant (JAG)	Chevy Tahoe	Public Safety	\$34,200	10% (\$3,800)	15-Mar-19	Fall 2019
FY 2018 Assistance to Firefighters Grant	Mobile Cascade System and Washer/Dryer/Extractors (2)	Public Safety	\$180,395	5% (\$9,495)	26-Oct-18	Unknown

### Other Activities

<i>Grant Administration</i>	Continued grant administration: COPS grant (existing) - prepared and submitted quarterly report and met with HR Director regarding EEO report; SCDOT LPA for East Coast Greenway - continued working on documentation; COPS grant (future) - went through checklist and began prepping for grant opening; PARD grant for Central Park Tennis Courts - contacted P & R to see when project would start; DHEC Oceanfront Recycling- contacted PW to see when project would start; Horry County SWA (new grant) - prepared and submitted grant proposal; JAG grant (Tahoe) - contacted SCDPS for grant status; JAG grant (LiveScan) - worked on close-out documentation and submitted reimbursement request; conference call with City staff and National Park Service staff on Rivers, Trails & Conservation Grant
<i>Research/Review/Miscellaneous</i>	Conducted research to find potential funding sources for various City projects; attended meeting with County staff on proposed Jack's Circle Road/Harrelson Avenue water line project; Asst Building Official and I met with homeowner regarding possible FEMA funding to elevate his house due to repetitive flooding; updated City's routing number in SAM account; contacted local architectural firm about getting all building plans & site plans of City facilities in digital format; prepared and submitted annual HUD letter for SC HUD office; began prepping for Jack's Circle Road/Harrelson Ave water line project meeting at FFA Camp with residents; researched FEMA's Increased Cost of Compliance Coverage and provided documentation to Building Division