

# November 2019 Monthly Financial Report

## GENERAL FUND OVERVIEW

	2019 Budget	YTD Projection	YTD Actuals	YTD Variance (Unfavorable)/ Favorable	YTD % Variance (Unfavorable)/ Favorable
<b>Revenues</b>	\$ 247,926,062	\$ 232,133,582	\$ 233,077,217	\$ 943,635	0.4%
<b>Expenditures</b>	\$ 267,146,749	\$ 236,781,702	\$ 230,665,438	\$ 6,116,264	2.6%
<b>Revenue Over Expenditure Variance (Fund Balance)</b>	\$ (19,220,687)	\$ (4,648,120)	\$ 2,411,779	\$ 7,059,899	

## SUMMARY

Through November 2019, revenues and expenditures were favorable, resulting in an overall \$7.1 million positive position.

### REVENUE OVERVIEW

Through November, General Fund revenues were favorable by approximately \$944 thousand.

- *Property Taxes* (+\$122k)
  - Timing of payments and fewer delinquent payments
- *Business Taxes* (-\$310k)
  - Unfavorable cell phone, telephone, natural gas, and use of tax credits.
  - Offset by service, wholesaling, admission taxes, retailing, and retail services, and manufacturing
- *Utility Taxes* (+\$292k)
  - Favorable Water, Rail, and Environmental Services
- Other Revenues*
  - *Intergovernmental Revenues* (+\$760k)
    - PSE contributions, higher State liquor tax
  - *Fines & Forfeits* (-\$100k)
    - Fewer civil and criminal penalties
  - *Miscellaneous Revenues* (+\$238k)
    - Interest earnings

### EXPENDITURE OVERVIEW

Through November, General Fund expenditures were favorable by approximately \$6.1 million.

- *Community and Economic Development (CED)* (+\$194)
  - Labor Savings
  - External Contracts
- *Finance* (+\$567k)
  - Labor Savings
  - Professional Services Savings
- *Fire* (+\$270k)
  - Labor Savings offset by Overtime
  - Delay in operating supplies
- *Library* (+\$664k)
  - Labor Savings
  - Delay in IT uplift project
- *Municipal Court* (+\$367k)
  - Labor Savings
  - Professional Services Savings
- *Neighborhood & Community Services (NCS)* (+\$888k)
  - Labor Savings
  - Delay in Human Service Contracts
- *Planning & Development Services (PDS)* (+\$809k)
  - Delay in initiative implementation
- *Police* (-\$749k)
  - Overtime
  - Offset by vacancy savings, lower fuel costs, and South Sound 911 contract
- *Public Works* (+\$282k)
  - Labor Savings
  - Delayed Maintenance Contracts
- *Non-Departmental* (+\$2.6M)
  - Retired Police & Fire Medical Expenses
  - Pierce County Jail Contract

Prepared By The Office of Management and Budget

Through November 30, 2019

# November 2019 Monthly Financial Report

CITY OF TACOMA  
**BIENNIAL  
BUDGET**  
2019 - 2020

## GENERAL FUND REVENUE OVERVIEW

	Revenue Category	2019 Budget	YTD Projection	YTD Actuals	YTD Variance (Unfavorable)/ Favorable	YTD % Variance (Unfavorable)/ Favorable
1	Property Tax	\$ 60,465,879	\$ 56,691,432	\$ 56,813,450	\$ 122,018	0.2%
	Sales Tax	59,073,034	53,443,569	53,459,786	16,218	0.0%
2	Business Tax	52,714,759	51,623,403	51,312,991	(310,411)	-0.6%
3	Utility Tax	47,128,927	43,440,009	43,731,526	291,517	0.7%
<i>Other Revenues</i>						
4	Intergovernmental Revenues	11,877,802	11,137,937	11,898,299	760,362	6.8%
	Licenses & Permits	7,344,801	7,359,418	7,269,395	(90,023)	-1.2%
	Charges for Services	3,823,939	3,437,180	3,463,189	26,009	0.8%
	Other Taxes	1,990,896	1,648,570	1,638,848	(9,722)	-0.6%
5	Fines & Forfeits	855,245	783,975	684,025	(99,950)	-12.7%
6	Miscellaneous Revenues	2,650,779	2,568,090	2,805,707	237,617	9.3%
	<b>Total</b>	<b>\$ 247,926,062</b>	<b>\$ 232,133,582</b>	<b>\$ 233,077,217</b>	<b>\$ 943,635</b>	<b>0.4%</b>

Use of Fund Balance (Negative value denotes addition to cash)	\$ 19,220,687	\$ 4,648,120
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<b>Total</b>	<b>\$ 267,146,749</b>	<b>\$ 236,781,702</b>
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Analysis for revenue variances are provided for all line items in which the actual amount differs from the planned amount by at least 10.0% or \$100,000.

### VARIANCE NOTES

- Property Tax** - Variance due to timing of payments (+\$187k), but offset by fewer prior-period property tax payments (-\$113k).
- Library** - Favorable variance due to delay in hiring (+\$207k), a delay in the IT uplift project and Microlibrary purchase (+\$579k), and a delay in some Professional Services Contracts (+\$270k), offset by additional insurance costs (-\$82k), software license & maintenance cost (-\$168k), and internal service costs (-\$23k).
- Utility Tax** - Favorable variance due to higher than expected gross earnings taxes from Water (+\$112k), and Environmental Services (+\$396k), but offset by lower than expected Power (-\$213k) and Rail (-\$138k).
- Intergovernmental Revenues** - Favorable variance due to unbudgeted but anticipated contributions from PSE (+\$500k) and higher than expected liquor taxes from the state (+\$120k).
- Fines & Forfeitures** - Unfavorable variance due to fewer civil (-\$71k) and criminal (-\$29k) penalties.
- Miscellaneous Revenues** - Variance due to interest earnings (+\$146k), and miscellaneous contributions (+\$77k).

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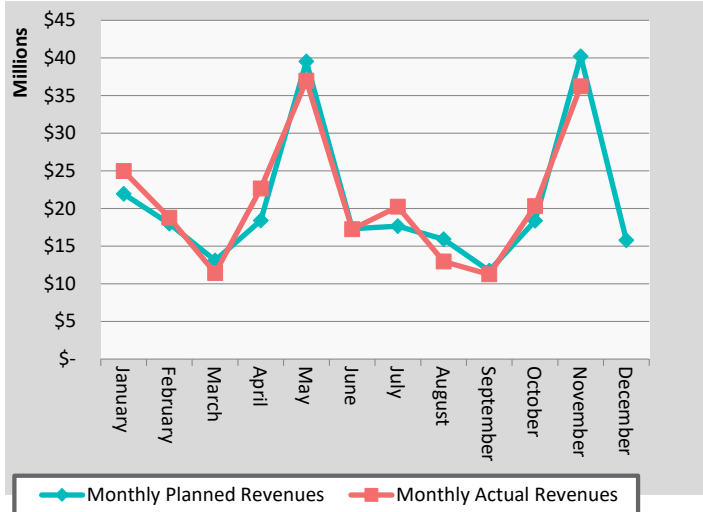
Through November 30, 2019

# November 2019 Monthly Financial Report

CITY OF TACOMA  
**BIENNIAL  
BUDGET**  
2019 - 2020

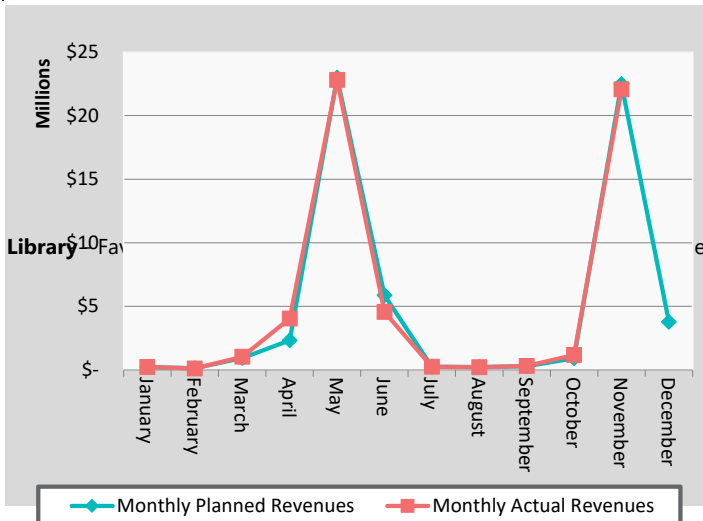
## GENERAL FUND REVENUES

### ALL REVENUE SOURCES



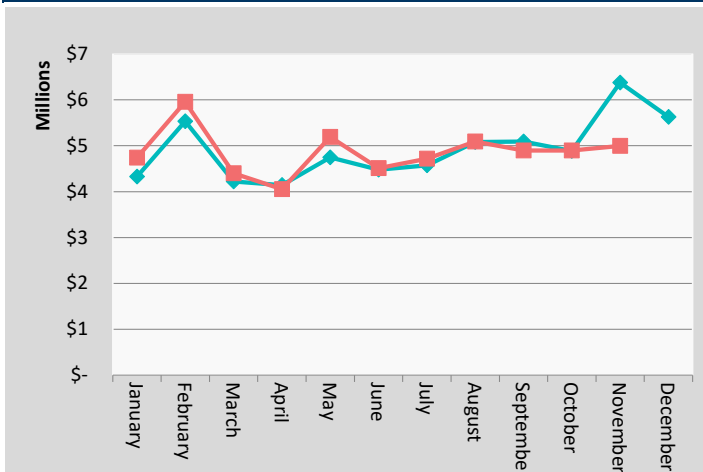
	Monthly Planned Revenues	Monthly Actual Revenues	Variance
January	\$ 21,942,677	\$ 24,974,353	\$ 3,031,676
February	17,982,352	18,791,415	809,063
March	13,105,159	11,411,927	(1,693,231)
April	18,393,642	22,647,694	4,254,052
May	39,518,172	36,995,935	(2,522,237)
June	17,307,802	17,245,673	(62,129)
July	17,640,770	20,243,852	2,603,083
August	15,913,329	12,970,985	(2,942,344)
September	11,719,068	11,241,636	(477,431)
October	18,384,034	20,318,470	1,934,436
November	40,226,577	36,235,275	(3,991,302)
December	15,792,480		
<b>2019 Total</b>	<b>\$ 247,926,062</b>	<b>\$ 233,077,217</b>	<b>\$ 943,635</b>

### PROPERTY TAX



	Monthly Planned Revenues	Monthly Actual Revenues	Variance
January	\$ 242,549	\$ 226,494	\$ (16,054)
February	137,185	120,148	(17,036)
March	930,866	1,033,330	102,464
April	2,332,609	4,033,347	1,700,738
May	22,981,589	22,804,053	(177,535)
June	5,867,938	4,572,315	(1,295,623)
July	260,522	255,339	(5,183)
August	242,979	207,879	(35,099)
September	301,352	315,694	14,342
October	912,239	1,180,067	267,829
November	22,481,609	22,064,783	(416,825)
December	3,774,447		
<b>2019 Total</b>	<b>\$ 60,465,879</b>	<b>\$ 56,813,450</b>	<b>\$ 122,018</b>

### SALES TAX

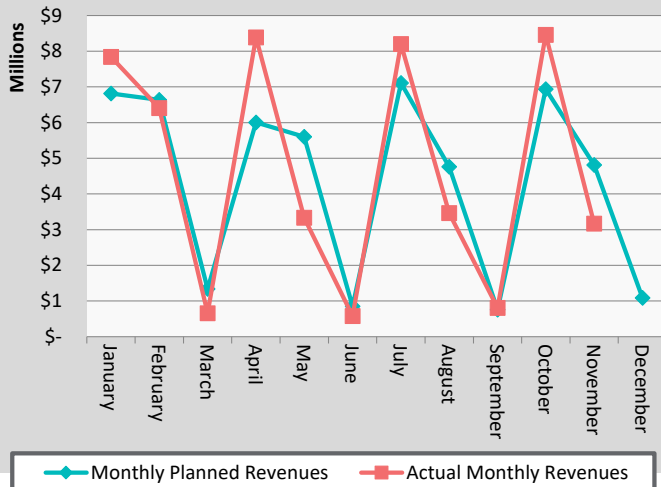


	Monthly Planned Revenues	Monthly Actual Revenues	Variance
January	\$ 4,325,277	\$ 4,740,226	\$ 414,949
February	5,534,459	5,956,641	422,182
March	4,220,443	4,400,035	179,592
April	4,141,280	4,052,915	(88,365)
May	4,748,180	5,194,622	446,442
June	4,475,203	4,510,400	35,197
July	4,569,974	4,720,179	150,205
August	5,079,866	5,093,643	13,777
September	5,089,550	4,897,485	(192,065)
October	4,882,727	4,897,974	15,247
November	6,376,609	4,995,666	(1,380,943)
December	5,629,466		

## GENERAL FUND REVENUES

2019 Total	\$ 59,073,034	\$ 53,459,786	\$ 16,218
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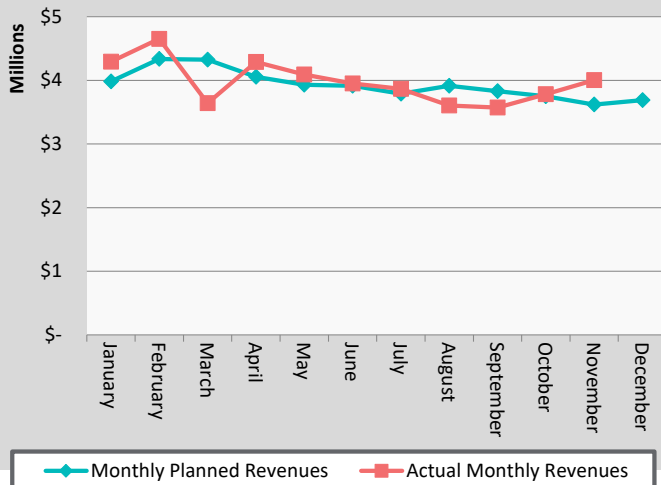
Monthly Planned Revenues Monthly Actual Revenues



### BUSINESS TAX

	Monthly Planned Revenues	Actual Monthly Revenues	Variance
January	\$ 6,815,174	\$ 7,842,395	\$ 1,027,221
February	6,633,616	6,405,102	(228,514)
March	1,338,773	658,305	(680,469)
April	6,004,368	8,390,683	2,386,315
May	5,606,463	3,334,807	(2,271,656)
June	850,669	578,811	(271,858)
July	7,107,918	8,202,957	1,095,039
August	4,763,795	3,463,174	(1,300,621)
September	755,648	809,071	53,422
October	6,936,796	8,461,038	1,524,241
November	4,810,181	3,166,649	(1,643,531)
December	1,091,357		
2019 Total	\$ 52,714,759	\$ 51,312,991	\$ (310,411)

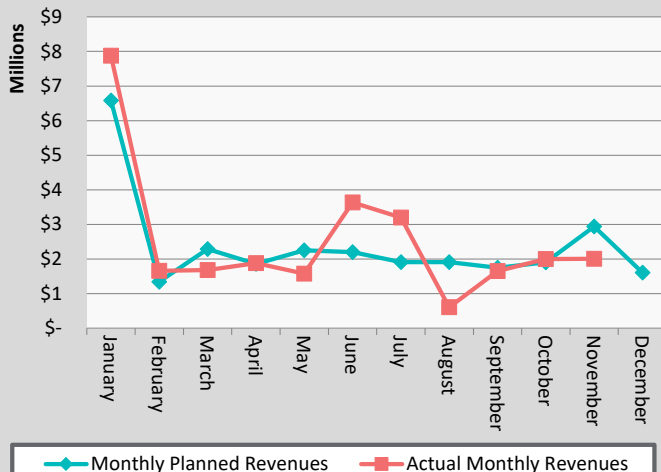
### UTILITY/GROSS EARNINGS TAX



	Monthly Planned Revenues	Actual Monthly Revenues	Variance
January	\$ 3,980,992	\$ 4,290,826	\$ 309,834
February	4,334,715	4,652,372	317,657
March	4,324,419	3,640,187	(684,232)
April	4,054,653	4,287,238	232,585
May	3,931,559	4,089,233	157,674
June	3,912,182	3,948,883	36,702
July	3,790,282	3,866,154	75,873
August	3,913,798	3,602,756	(311,042)
September	3,828,955	3,571,861	(257,094)
October	3,749,685	3,781,262	31,578
November	3,618,769	4,000,753	381,984
December	3,688,918		
2019 Total	\$ 47,128,927	\$ 43,731,526	\$ 291,517

### OTHER REVENUES

(Intergovernmental, Licenses & Permits, Charges for Service, Fines & Forfeits, and Miscellaneous Revenues)



	Monthly Planned Revenues	Actual Monthly Revenues	Variance
January	\$ 6,578,685	\$ 7,874,412	\$ 1,295,726
February	1,342,377	1,657,152	314,775
March	2,290,658	1,680,071	(610,587)
April	1,860,732	1,883,511	22,779
May	2,250,381	1,573,219	(677,161)
June	2,201,811	3,635,264	1,433,453
July	1,912,074	3,199,223	1,287,149
August	1,912,891	603,534	(1,309,358)
September	1,743,563	1,647,526	(96,037)
October	1,902,588	1,998,129	95,541
November	2,939,409	2,007,423	(931,986)
December	1,608,293		
2019 Total	\$ 28,543,463	\$ 27,759,463	\$ 824,294

## GENERAL FUND REVENUES

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Through November 30, 2019

# November 2019 Monthly Financial Report

## GENERAL FUND EXPENDITURE OVERVIEW

	Department	2019 Budget	YTD Projection	YTD Actuals	YTD Variance (Unfavorable)/ Favorable	YTD % Variance (Unfavorable)/ Favorable
	City Attorney's Office	\$ 2,689,104	\$ 2,465,012	\$ 2,427,941	\$ 37,071	1.5%
	City Manager's Office	481,272	441,166	417,166	24,000	5.4%
1	Community & Economic Development	3,603,291	3,201,463	3,007,869	193,593	6.0%
2	Finance	4,445,052	4,046,201	3,479,121	567,080	14.0%
3	Fire	63,320,954	58,022,773	57,752,459	270,314	0.5%
4	Library	14,804,439	13,588,056	12,818,596	769,460	5.7%
5	Municipal Court	4,082,714	3,748,009	3,380,575	367,434	9.8%
6	Neighborhood & Community Services	13,142,189	11,471,077	10,583,324	887,753	7.7%
7	Planning & Development Services	2,546,334	2,334,140	1,525,637	808,503	34.6%
8	Police	86,475,430	79,276,577	80,025,574	(748,996)	-0.9%
9	Public Works	2,885,381	2,644,931	2,362,767	282,164	10.7%
	Tacoma Venues and Events	1,189,179	1,090,080	1,011,624	78,456	7.2%
10	Non-Departmental	67,481,409	54,452,216	51,872,785	2,579,430	4.7%
	<b>Total Expenditures</b>	<b>\$ 267,146,749</b>	<b>\$ 236,781,702</b>	<b>\$ 230,665,438</b>	<b>\$ 6,116,264</b>	<b>2.6%</b>

Analysis for expenditure variances are provided for all departments in which the actual amount differs from the planned amount by at least \$100,000.

### VARIANCE NOTES

- 1 **Community & Economic Development** - Favorable variance due to vacancy savings (+\$48k), delay in public/private development contracts (+\$146k).
- 2 **Finance** - Favorable variance due to vacancy savings (+\$259k), professional services savings (+\$120), and delayed software license and maintenance payments (+\$74k).
- 3 **Fire** - Favorable variance due to delayed procurement of operating supplies (+\$426k) and labor savings (+\$1.8M), offset by increased overtime spending and leave payouts (-\$1.9M).
- 4 **Library** - Favorable variance due to delay in hiring (+\$207k), a delay in the IT uplift project and Microlibrary purchase (+\$579k), and a delay in some Professional Services Contracts (+\$270k), offset by additional insurance costs (-\$82k), software license & maintenance cost (-\$168k), and internal service costs (-\$23k).
- 5 **Municipal Court** - Favorable variance due to personnel savings (+\$193k), underspending in professional services (+\$110k), and delays in front desk renovation project (+\$82k).
- 6 **Neighborhood & Community Services** - Favorable variance due to vacancy savings (+\$563k) and delays in external contract payments (+\$314k) with the majority in Homelessness Phase II and III.
- 7 **Planning & Development Services** - Favorable variance due to vacancy savings (+\$120k) and a delay in implementation of Citywide initiatives (+\$408k) such as the Pacific Avenue Corridor Study, as well as the Tideflats Subarea Plan (+\$208k), which is currently going through the RFP process.
- 8 **Police** - Unfavorable variance due to higher than anticipated overtime (-\$3.1M) and personal time off cash outs/ severance (-\$275k), offset by vacancy savings (+\$530k), secondary labor (+\$935k), lower than anticipated fuel costs (+\$308k), and South Sound 911 contract (+\$325k).
- 9 **Public Works** - Favorable variance due to personnel savings (+\$222k), and delayed maintenance contracts (+\$97k).
- 10 **Non-Departmental** - Favorable variance due to less than expected expenses in police and fire retirement funds and other personnel savings (+\$1.5M) and timing of jail contract payment (+\$672k).

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Through November 30, 2019

# November 2019 Monthly Financial Report

CITY OF TACOMA  
**BIENNIAL  
BUDGET**  
2019 - 2020

## OTHER FUNDS OVERVIEW (REVENUE AND EXPENSE)

	Fund	2019 Budget	YTD Projection	YTD Actuals	YTD Variance (Unfavorable)/ Favorable	YTD % Variance (Unfavorable)/ Favorable
<b>SPECIAL REVENUE FUNDS</b>						
1	<b>PW Street Operations &amp; Engineering</b>					
	Revenues	26,243,907	24,111,462	24,496,606	385,144	1.6%
	Expenditures	26,943,032	24,452,453	22,638,951	1,813,502	7.4%
2	<b>Traffic Enforcement, Engineering &amp; Education</b>					
	Revenues	3,639,182	3,335,917	3,827,830	491,913	14.7%
	Expenditures	3,631,504	3,328,878	3,214,824	114,055	3.4%
<b>ENTERPRISE FUNDS</b>						
3	<b>Permit Services</b>					
	Revenues	17,087,614	15,663,646	15,564,120	(99,526)	(0.6%)
	Expenditures	17,405,115	15,954,687	12,870,549	3,084,138	19.3%
4	<b>TVE Convention Center</b>					
	Revenues	12,466,875	11,408,785	11,288,672	(120,113)	(1.1%)
	Expenditures	12,727,549	8,572,543	6,707,681	1,864,862	21.8%
5	<b>TVE Cheney Stadium</b>					
	Revenues	1,617,089	1,469,140	1,627,896	158,756	10.8%
	Expenditures	1,489,475	733,090	652,148	80,943	11.0%
6	<b>TVE Tacoma Dome</b>					
	Revenues	12,651,321	12,003,285	16,051,391	4,048,106	33.7%
	Expenditures	12,682,761	11,735,519	11,422,839	312,680	2.7%

Note: In instances where revenues for the biennium do not match expenditures, cash balance is being utilized.  
General Fund Supported Funds shaded grey.

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Through November 30, 2019

# November 2019 Monthly Financial Report

CITY OF TACOMA  
**BIENNIAL  
BUDGET**  
2019 - 2020

## OTHER FUNDS OVERVIEW (REVENUE AND EXPENSE)

### VARIANCE NOTES

- 1 **PW Street Operations & Engineering** - Revenue: Unfavorable variance due to timing of contracted maintenance in roadway striping (-\$180k) and grant-funded projects (-\$697k), which is partially offset by higher than expected revenues in utility taxes (+\$425k). Expense: Favorable variance due to personnel savings from vacant positions and increased charges to capital projects (+\$0.8M), pending maintenance projects (+\$1.2M), and savings in street maintenance (+\$1.2M) due to weather, which is partially offset by unplanned spending for February storm response (-\$0.9M).
- 2 **Traffic Enforcement, Engineering & Education** - Revenue: Favorable variance due to higher than expected revenues from speed camera infractions (+\$882k), partially offset by lower than expected revenues from red light cameras (-\$370k). Expense: Favorable variance due to personnel savings (+\$105k).
- 3 **Permit Services** - Expense: Favorable variance due to delays in initiatives (+\$3.4M) such as the 3rd floor remodel, IT projects, and Tenant Improvement Program, offset by increased personnel costs (-\$299k).
- 4 **TVE Convention Center** - Revenue: Unfavorable variance due to shortfall of transfer from General Fund (-\$458k), offset by increased rent and food and beverage revenue (+\$206k). Expense: Favorable variance due to personnel savings (+\$149k), delay in non-capital equipment purchase (+\$700k) and changes in external contracts (+\$929k).
- 5 **TVE Cheney Stadium** - Revenue: Favorable variance due to admission taxes (+\$171k), partially offset by lower attendance for Defiance & Rainiers (-\$16k). Expense: Favorable variance (+\$80k) due to timing of debt service payments.
- 6 **TVE Tacoma Dome** - Revenue: Favorable variance due to increased events: charges for services (+\$2.7M), taxes (+\$792k), and miscellaneous revenue (+\$500k). Expense: Favorable variance due to timing of payment for capital project (+\$749k), self-promote (+\$19k), transfers for the Dome Capital Improvement Program (+\$835k), and debt payments (+\$327k), offset by increased events at the Dome resulting in increased operational expenses (-\$1.7M).

delay in some Professional Services Contracts (+\$270k), offset by additional insurance costs (-\$82k), software license & maintenance cost (-\$168k), and internal servi

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# November 2019 Monthly Financial Report

## GENERAL GOVERNMENT INTERNAL SERVICE FUND OVERVIEW

	Department	2019 Budget	YTD Projection	YTD Actuals	YTD Variance (Unfavorable)/ Favorable	YTD % Variance (Unfavorable)/ Favorable
1	City Attorney's Office	\$ 6,645,251	\$ 6,091,481	\$ 5,919,173	\$ 172,307	2.8%
2	City Council	1,589,350	1,457,737	1,299,742	157,995	10.8%
3	City Manager's Office	4,616,128	4,137,765	3,836,386	301,379	7.3%
	Environmental Services	620,020	568,352	568,620	(269)	0.0%
4	Finance	11,699,740	10,770,015	9,560,790	1,209,225	11.2%
5	Fire	361,516	337,806	208,189	129,617	38.4%
	Hearing Examiner	442,840	405,937	393,434	12,502	3.1%
6	Human Resources	7,538,364	6,942,658	6,489,468	453,190	6.5%
7	Information Technology	30,671,966	27,703,514	23,407,401	4,296,113	15.5%
	<b>Total Expenditures</b>	<b>\$ 64,185,175</b>	<b>\$ 58,415,263</b>	<b>\$ 51,683,204</b>	<b>\$ 6,732,060</b>	<b>11.5%</b>

Analysis for expenditure variances are provided for all departments in which the actual amount differs from the planned amount by at least \$100,000.

### VARIANCE NOTES

- City Attorney's Office** - Favorable variance is due to less than anticipated spending for legal services (+\$49k), professional services (+\$55k), and external contracts (+\$52k).
- City Council** - Favorable variance due to personnel services savings (+\$120k).
- City Manager's Office** - Favorable variance due to timing of hirings (+\$44k), delays in external contracts (+\$38k), association dues for Government Relations (+\$83k), and professional development in Office of Equity and Human Rights (+\$107k).
- Finance** - Favorable variance due to vacancy savings (+\$818k) and delayed billings related to first floor remodel (+\$323k).
- Fire** - Favorable variance due to delay in hiring Emergency Management Officer (+\$69k) and delay in vehicle purchase (+\$45k).
- Human Resources** - Favorable variance due to vacancy savings (+\$107k), delays in professional services and external contracts (+\$193k) such as the Classification and Compensation Study, savings in office supplies (+\$23k), software licenses & maintenance (+\$69k), and the citywide training program (+\$69k).
- Information Technology** - Favorable variance due to labor savings from vacancies and charging labor costs to others (+\$1.6M), timing for Professional Services contracts (+\$1.6M) and timing of software licensing payments (+\$1.4M).

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