



Agenda Item # \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Finance Subcommittee

**THROUGH:** Bruce A. Moe, Director of Finance

**FROM:** Steve S. Charelian, Revenue Services Manager

**DATE:** June 24, 2014

**SUBJECT:** FY 2013/2014 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables.

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### RECOMMENDATION:

Staff recommends that the Finance Subcommittee - Receive and File this Report.

### FISCAL IMPLICATION:

There are no fiscal implications associated with the recommended action.

### DISCUSSION:

Each month the Revenue Services Division invoices and collects for miscellaneous accounts receivable, which includes the schedule of Transient Occupancy Tax (TOT), lease revenue, franchise revenue and other payments.

### Attachments:

1. FY 2013/2014 Monthly Schedule of TOT, Lease and Miscellaneous payments
2. Miscellaneous Accounts Receivables Aging Statistical Report

MONTHLY REVENUES		July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	June 2014	TOTALS
	Due Date	Acct #												
<b>HOTEL BED TAX:</b>														
The Belmar (19)	M 20TH	100-3203	7/22/2013	8/20/2013	9/23/2013	10/24/2013	11/19/2013	12/17/2013	1/16/2014	2/20/2014	3/14/2014	4/17/2014	5/15/2014	
Crimson Hotel (45)	M 20TH	100-3203	7/18/2013	8/21/2013	9/19/2013	10/18/2013	11/21/2013	12/26/2013	1/21/2014	2/28/2014	3/20/2014	4/22/2014	5/21/2014	
Man Village Inn (19)	M 20TH	100-3203	7/18/2013	8/20/2013	9/11/2013	10/16/2013	11/13/2013	12/17/2013	1/18/2014	2/11/2014	3/18/2014	4/14/2014	5/19/2014	6/9/2014
Hawthorn Suites (53)	M 20TH	100-3203	7/17/2013	8/20/2013	9/19/2013	10/16/2013	11/20/2013	12/17/2013	1/24/2014	2/28/2014	3/20/2014	4/21/2014	5/20/2014	
Hi-View Motel (20)	M 20TH	100-3203	7/24/2013	8/20/2013	9/20/2013	10/21/2013	11/20/2013	12/20/2013	1/21/2014	2/20/2014	3/20/2014	4/21/2014	5/20/2014	
Wave Hotel (44)	M 20TH	100-3203	7/19/2013	8/21/2013	9/19/2013	10/18/2013	11/19/2013	12/26/2013	1/21/2014	2/28/2014	3/20/2014	4/22/2014	5/21/2014	
Man Bch Motel (12)	M 20TH	100-3203	7/19/2013	8/20/2013	9/18/2013	10/18/2013	11/19/2013	12/19/2013	1/22/2014	2/20/2014	3/20/2014	4/30/2014	5/13/2014	
Marriott (380)	M 20TH	100-3203	7/22/2013	8/21/2013	9/23/2013	10/21/2013	11/25/2013	12/26/2013	1/22/2014	2/24/2014	3/24/2014	4/22/2014	5/28/2014	
Residence Inn (176)	M 20TH	100-3203	7/24/2013	8/16/2013	9/18/2013	10/21/2013	11/25/2013	12/26/2013	1/24/2014	2/24/2014	3/25/2014	4/24/2014	5/27/2014	
Sea Horse Inn (33)	M 20TH	100-3203	7/10/2013	8/12/2013	9/10/2013	10/16/2013	11/12/2013	12/10/2013	1/10/2014	2/14/2014	3/11/2014	4/8/2014	5/14/2014	
Sea View Inn (18)	M 20TH	100-3203	7/19/2013	8/19/2013	9/20/2013	10/21/2013	11/18/2013	12/20/2013	1/21/2014	2/20/2014	3/20/2014	4/21/2014	5/19/2014	
Shade (38)	M 20TH	100-3203	7/22/2013	8/20/2013	9/20/2013	10/18/2013	11/20/2013	12/20/2013	1/22/2014	2/20/2014	3/20/2014	4/18/2014	5/20/2014	
<b>Sub Total</b>			<b>383,910.85</b>	<b>412,559.52</b>	<b>365,004.34</b>	<b>311,337.53</b>	<b>337,366.06</b>	<b>303,320.52</b>	<b>284,485.98</b>	<b>337,916.96</b>	<b>324,475.43</b>	<b>367,735.78</b>	<b>362,155.20</b>	<b>3,600,268.21</b>
			-15.5%	-16.2%	+13.5%	+12.9%	+14.9%	+7.2%	(18.9%)	-15.9%	+17.2%	-16.9%	-	
<b>RALEIGH STUDIOS:</b>														
Raleigh Studios-Fire	M 20TH	100-3715	7/18/2013	8/13/2013	9/13/2013	10/21/2013	11/19/2013	12/19/2013	1/28/2014	2/24/2014	3/25/2014	4/21/2014	5/19/2014	
Raleigh Studios %	M 20TH	100-3204	7/18/2013	8/13/2013	9/13/2013	10/21/2013	11/19/2013	12/19/2013	1/22/2014	2/26/2014	3/18/2014	4/21/2014	5/19/2014	
Raleigh Studios-Fire Inv.	M 1ST	100-3718	7/18/2013	8/6/2013	8/28/2013	10/4/2013	10/21/2013	12/30/2013	1/22/2014	1/22/2014	3/18/2014	4/14/2014	5/19/2014	6/3/2014
Raleigh Annual Fire Fee	A APRIL	100-3718				10/21/2013								
<b>LEASES:</b>														
1334 Partners-Rent	M 10TH	100-3513	21,825.56	21,825.56	21,825.56	21,825.56	22,109.29	22,109.29	22,109.29	22,109.29	22,109.29	22,109.29	22,109.29	264,176.56
1334 Partners-Parking	M 10TH	100-3531	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	2,636.95	31,696.12
County Library Parking	M 15TH	100-3534	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	6,268.68
Sprint	M 30TH	100-3517	3,949.97	3,949.97	3,949.97	3,949.97	3,949.97	3,949.97	4,147.47	4,147.47	4,147.47	4,147.47	4,147.47	48,584.64
AT & T	M 1ST	100-3517	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	3,790.43	46,083.72
Pay N Play Racquetball	M 1ST	100-3511	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Marriott-Min	M 20TH	100-3516	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	399,999.96
Bohemian Cafe (pier)	M 15TH	522-3511	755.25	879.20	816.40	823.60	600.00	600.00	600.00	600.00	600.00	600.00	614.00	7,868.45
Metlox	M 1ST	100-3519	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33	240,999.96
Metlox - Profit	A FEB	100-3519												152,231.59
Metlox (shared maint.)	Q	520-3910												
United States PO	M 1ST	100-3533	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67	42,800.04
Village Mail Parking	M 25TH	100-3532	13,286.98	1,605.78	1,605.78	1,778.52	13,459.71	13,459.71	13,459.71	13,459.71	13,459.71	13,459.71	13,459.71	125,864.74
Marriott - %	Q 31ST	100-3515	232,215.00		229,769.00		203,206.00					239,276.00		904,466.00
Marriott Golf Course	Q 31ST	100-3512	3,012.00		3,271.00		2,039.00					2,092.00		10,414.00
<b>FRANCHISES:</b>														
Verizon	Q	100-3202		129,533.87			132,759.04			135,589.08			138,231.99	536,113.98
Verizon PEG	A FEB	100-3203								60,153.90				60,153.90
Verizon 16/Valley lease	M 25TH	100-3517	3,583.13	3,583.13	3,583.13	3,583.13	3,583.13	3,583.13	3,583.13	3,583.13	3,762.28	3,762.28	3,762.28	39,951.86
Air Products	A AUGUST	100-3202		4,096.39										4,096.39
Time Warner (PEG)	Q	100-3202		9,773.00			9,440.00			9,057.00			8,719.00	36,989.00
Time Warner (Basic)	Q	100-3202		48,866.00			47,196.00			44,912.71			43,593.00	184,569.71
Van Lingen Towing	M 10TH	100-3713	8,680.00	10,920.00	8,960.00	8,820.00	9,380.00	6,300.00	10,080.00	6,860.00	5,460.00	6,720.00	7,000.00	86,600.00
So Cal Edison	A APRIL	100-3202										438,493.38		438,493.38
So Cal Gas	A APRIL	100-3202										109,712.74		109,712.74
Bell Cab	A AUGUST	100-3201												28,426.00
United Independent Cab	A AUGUST	100-3202												37,406.00
SB Yellow Cab	A AUGUST	100-3202												59,856.00
All Yellow	A AUGUST	100-3202												28,426.00
Plains West Coast Terminals	A APRIL	100-3202										5,455.79		5,455.79

MONTHLY REVENUES		July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	June 2014	TOTALS
	Due Date	Acct #												
MISC. PAYMENTS														
Waste Mgmt-Recycle	A JUNE	30,000.00												30,000.00
Mrs. June Mikrut	A AUG 25		25.00											25.00
Medlan-Hermosa Bch	A AUGUST	2,068.88												2,068.88
Medlan-Redondo Bch	A AUGUST		5,016.15											5,016.15
Panchos-Pkg Spaces	M 1ST	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	9,750.00
Signals-Target	A DEC				3,487.62									3,487.62
Sushi Fusion 270 Sq. Ft	A APRIL													
Summits 44 Sq. Ft.	A APRIL												528.00	528.00
Uncle Billis 195 Sq. Ft	A AUGUST		2,340.00											2,340.00
Ocean View 270 Sq. Ft	M 10TH	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	2,700.00
Storage Shade 909	M 15TH	665.20	665.20	665.20	670.52	670.52	670.52	670.52	670.52	670.52	670.52	670.52	670.52	8,030.28
Triokgy Day Spa	M 15TH	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	7,353.02
Shade	M 15TH	790.23	790.23	790.23	790.23	790.23	790.23	790.23	790.23	790.23	790.23	790.23	790.23	9,493.82
Ohana Valet DOWNTOWN	M 15TH	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	6,435.00
Pier Telescopes	A OCT					767.15								767.15
Legacy Innate Corim	M Nat 30	149.95	239.26	179.39	126.61	266.20	300.07	445.50	287.65	287.59	254.03			2,546.25
Northrup Grumman	A JULY	1,242.64												1,242.64
Crimson Valet - 11/2013	M 10TH					585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	4,880.00
A - Annual														
Q - Quarterly														
M - Monthly														

City of Manhattan Beach Accounts Receivable Aging Statistics Miscellaneous AR										6/2014
Dollars		0-30	30-60	60-90	90-120	>120				
Total AR										
July	306,370.19	113,388.79	63,481.64	6,858.50	2,874.47	119,766.79 *				
August	463,129.20	215,276.17	88,241.77	35,983.01	4,138.50	119,489.75 *				
September	293,047.27	111,144.02	17,907.09	9,715.63	32,096.28	122,184.25 *				
October	327,386.86	212,250.11	74,235.55	3,470.08	7,725.63	29,705.49				
November	259,482.32	149,702.23	31,569.16	44,548.95	2,800.08	30,861.90				
December	200,345.31	159,038.99	9,054.16	1,493.95	2,510.08	28,248.13				
January	138,352.58	33,656.29	70,423.00	6,188.30	3,615.38	24,469.61				
February	178,444.87	111,978.44	11,488.27	35,050.35	1,501.92	18,425.89				
March	167,718.12	67,725.26	60,813.91	6,673.27	15,172.51	17,333.17				
April	326,294.67	281,464.13	6,248.98	3,050.00	4,330.07	31,201.49				
May	217,857.24	42,151.91	135,466.79	6,353.98	1,385.00	32,499.56				
June										
<b>Average</b>	<b>261,675.33</b>	<b>136,161.49</b>	<b>51,720.94</b>	<b>14,489.64</b>	<b>7,104.54</b>	<b>52,198.73</b>				
<b>*\$100,000 of &gt; 120 days are for Calendar Year 2013 Raligh Studio Annual Fire Services</b>										
Percentages		0-30	30-60	60-90	90-120	>120				
Total AR										
July	100%	37%	21%	2%	1%	39%				100%
August	100%	46%	19%	8%	1%	26%				100%
September	100%	38%	6%	3%	11%	42%				100%
October	100%	65%	23%	1%	2%	9%				100%
November	100%	58%	12%	17%	1%	12%				100%
December	100%	79%	5%	1%	1%	14%				100%
January	100%	24%	51%	4%	3%	18%				100%
February	100%	63%	6%	20%	1%	10%				100%
March	100%	40%	36%	4%	9%	10%				100%
April	100%	86%	2%	1%	1%	10%				100%
May	100%	19%	62%	3%	1%	15%				100%
June										
<b>Average</b>	<b>100.00%</b>	<b>51%</b>	<b>22%</b>	<b>6%</b>	<b>3%</b>	<b>19%</b>				<b>100%</b>