



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 16, 2016

**SUBJECT:** FY 2015/2016 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables.

---

**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:**

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 2015/2016 Monthly Schedule of TOT, Lease and Miscellaneous payments
2. Miscellaneous Accounts Receivables Aging Statistical Report

MONTHLY REVENUES		July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	TOTALS
		Due Date	Acc#											
<b>HOTEL BED TAX</b>														
M	20TH	07/17/2015	08/19/2015	09/17/2015	10/19/2015	11/18/2015	12/17/2015	01/20/2016	02/22/2016	03/17/2016	04/20/2016	05/18/2016		
M	20TH	07/17/2015	08/18/2015	09/18/2015	10/19/2015	11/17/2015	12/18/2015	01/12/2016	02/11/2016	03/18/2016	04/19/2016	05/19/2016		
M	20TH	07/12/2015	08/17/2015	09/15/2015	10/19/2015	11/16/2015	12/18/2015	01/20/2016	02/10/2016	03/10/2016	04/13/2016	05/18/2016		
M	20TH	07/21/2015	08/18/2015	09/17/2015	10/22/2015	11/17/2015	12/18/2015	01/26/2016	02/19/2016	03/17/2016	04/18/2016	05/19/2016		
M	20TH	07/21/2015	09/20/2015	09/20/2015	10/22/2015	11/20/2015	12/21/2015	01/20/2016	02/22/2016	03/24/2016	04/20/2016	05/20/2016		
M	20TH	07/17/2015	08/18/2015	09/18/2015	10/19/2015	11/17/2015	12/18/2015	01/12/2016	02/11/2016	03/18/2016	04/19/2016	05/19/2016		
M	20TH	07/15/2015	08/24/2015	09/21/2015	10/20/2015	11/16/2015	12/21/2015	01/20/2016	02/22/2016	03/22/2016	04/25/2016	05/19/2016		
M	20TH	07/22/2015	08/25/2015	09/23/2015	10/28/2015	11/27/2015	12/18/2015	01/26/2016	02/25/2016	03/24/2016	04/25/2016	05/23/2016		
M	20TH	08/10/2015	08/20/2015	09/24/2015	10/19/2015	11/24/2015	12/21/2015	01/25/2016	02/22/2016	03/24/2016	04/18/2016	05/23/2016		
M	20TH	07/13/2015	08/10/2015	09/04/2015	10/15/2015	12/09/2015	02/10/2016	01/12/2016	02/10/2016	03/10/2016	04/12/2016	05/10/2016		
M	20TH	07/20/2015	08/20/2015	09/18/2015	10/20/2015	11/20/2015	12/21/2015	01/15/2016	02/19/2016	03/18/2016	04/20/2016	05/20/2016		
M	20TH	07/20/2015	08/20/2015	09/21/2015	10/20/2015	11/20/2015	12/18/2015	01/21/2016	02/19/2016	03/18/2016	04/20/2016	05/20/2016		
	<b>Sub Total</b>		<b>436,638.99</b>	<b>499,613.47</b>	<b>410,829.95</b>	<b>418,841.05</b>	<b>336,047.67</b>	<b>314,689.68</b>	<b>396,265.37</b>	<b>423,800.01</b>	<b>485,470.81</b>	<b>438,023.82</b>		<b>4,682,934.85</b>
	<b>YY TOT % Change --&gt;</b>		<b>12.4%</b>	<b>9.7%</b>	<b>16.4%</b>	<b>8.7%</b>	<b>6.1%</b>	<b>5.1%</b>	<b>12.1%</b>	<b>14.6%</b>	<b>16.0%</b>	<b>9.9%</b>		
<b>MB STUDIOS:</b>														
M	20TH	07/21/2015	08/18/2015	09/21/2015	10/22/2015	11/24/2015	12/22/2015	02/12/2016	03/07/2016	03/25/2016	04/21/2016	05/09/2016		<b>84,690.58</b>
M	20TH	08/18/2015	08/18/2015	09/21/2015	10/23/2015	11/24/2015	12/22/2015	02/12/2016	03/07/2016	03/17/2016	04/21/2016	05/09/2016		<b>2,769.50</b>
M	20TH	07/17/2015	08/17/2015	09/24/2015	10/19/2015	11/13/2015	12/12/2015	02/24/2016	03/07/2016	03/25/2016	04/25/2016	05/31/2016		<b>20,833.30</b>
M	20TH	08/18/2015	09/24/2015	10/06/2015	10/06/2015	11/25/2015	11/25/2015	01/13/2016	02/22/2016	04/13/2016	04/25/2016			<b>86,666.71</b>
<b>LEASES:</b>														
M	1ST	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	20,083.33	<b>240,999.96</b>
A	MARCH													<b>215,109.93</b>
M	10TH	22,551.48	22,551.48	22,551.48	22,551.48	22,867.20	22,867.20	22,867.20	22,867.20	22,867.20	22,867.20	22,867.20	22,867.20	<b>250,276.32</b>
M	10TH	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	<b>110,000.00</b>
M	10TH	3,539.77	3,539.77	3,539.77	3,539.77	3,589.33	3,589.33	3,589.33	3,589.33	3,589.33	3,589.33	3,589.33	3,589.33	<b>39,284.39</b>
M	10TH	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92	<b>29,501.12</b>
M	15TH	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	522.39	<b>6,268.68</b>
M	30TH	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84	<b>53,564.92</b>
M	1ST	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94	<b>50,774.13</b>
M	25TH	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40	<b>44,046.96</b>
M	1ST	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	<b>3,360.00</b>
M	20TH	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	33,333.33	<b>399,999.96</b>
Q	31ST	314,314.00		349,697.00					254,655.00					<b>1,276,688.00</b>
Q	31ST	2,838.00		3,123.00					1,847.00					<b>9,700.00</b>
M	15th	1,500.00	1,500.00	1,500.00	1,423.56	1,128.99	1,276.86	990.38	1,320.80	1,385.80	1,478.24	1,500.00	1,500.00	<b>16,467.57</b>
M	1ST	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	3,566.67	<b>42,800.04</b>
M	25TH	13,728.90	13,728.90	1,492.61	1,684.81	1,684.80	13,921.10	13,921.10	13,921.10	13,921.10	13,921.10	13,921.10	13,921.10	<b>102,117.72</b>
M	15TH	805.30	805.30	805.30	805.30	805.30	805.30	805.30	805.30	805.30	805.30	805.30	805.30	<b>8,053.60</b>
M	15TH	682.59	682.59	682.59	690.10	690.10	690.10	690.10	690.10	690.10	690.10	690.10	690.10	<b>8,258.67</b>
M	15TH	672.34	672.34	672.34	672.34	672.34	672.34	672.34	672.34	672.34	672.34	672.34	672.34	<b>8,068.08</b>
Q			3,085.21				3,987.99							<b>10,074.28</b>

MONTHLY REVENUES		July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	TOTALS
	Due Date	Acct #												
<b>FRANCHISES:</b>														
Verizon	Q	100-3202		144,668.53		141,042.85			142,969.82	62,010.20		140,105.50		568,786.70
Verizon PEG	A	100-21505												62,010.20
Air Products	A	100-3202			4,213.92									4,213.92
Time Warner (PEG)	Q	100-21503		9,227.00		9,019.00			9,184.00			9,176.00		36,588.00
Time Warner (Basic)	Q	100-3202		46,135.00		45,097.00			45,188.00			45,891.00		182,311.06
Van Lingen Towing	M	100-3713	7,280.00	4,160.00	6,042.00	5,042.00	5,042.00	7,890.00	5,404.00	3,968.00	5,288.00	3,876.00		59,992.00
So Cal Edison	A	100-3202									461,413.49			461,413.49
So Cal Gas	A	100-3202									91,943.43			91,943.43
United Independent Cab	A	JAN					18,951.00							18,951.00
Yellow Cab	A	JAN					61,620.00							61,620.00
Bell Cab	A	JAN					28,440.00							28,440.00
All Yellow	A	JAN					28,440.00							28,440.00
Plains West Coast Terminals	A	APRIL									5,602.45			5,602.45
<b>MISC PAYMENTS</b>														
Waste Mgmt-Recycle	A	510-3747	32,000.00											32,000.00
Mrs. June Mikrut	A	AUG \$25		25.00										25.00
Medlan-Hermosa Bch	A	AUGUST	2,108.83											2,108.83
Medlan-Redondo Bch	A	AUGUST	5,064.07											5,064.07
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		10,725.00
Signals-Target	A	DEC						912.00						912.00
Fusion Sushi 270 Sq. Ft	M	20TH	810.00	810.00	810.00	810.00	810.00	810.00	810.00	810.00	810.00	810.00		9,910.00
Summers 44 Sq. Ft.	A	JULY	1,584.00											1,584.00
Uncle Bills 185 Sq. Ft	M	1ST	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00		6,435.00
Ocean View 270 Sq. Ft	M	1ST	270.00	810.00	810.00	810.00	810.00	810.00	810.00	810.00	810.00	810.00		6,370.00
Legacy Inmate Comm	M	1ST	294.53	380.39	181.80	210.34	195.38	249.90	120.61	161.95	177.56	93.65		2,268.65
Northrop Grumman	A	JULY	1,292.00											1,292.00
Chrimson Valet - 11/2013	M	10TH	610.00	585.00	952.00	787.50	585.00	1,465.00	1,465.00	1,465.00	1,465.00			9,964.50
A - Annual														
Q - Quarterly														
M - Monthly														

City of Manhattan Beach, Accounts Receivable - Aging Statistics Miscellaneous AR									
	Dollars								
	0-30	30-60	60-90	90-120	120-150	150-180	180-210	210-240	240-270
July	233,030.13	63,514.05	106,842.78	29,498.30	13,203.30	19,971.70			
August	259,771.53	183,158.04	28,480.46	5,957.28	16,851.75	25,324.00			
September	274,553.94	149,376.23	87,261.55	4,141.96	4,058.28	29,715.92			
October	317,040.85	176,957.59	16,791.45	88,989.50	3,661.96	30,640.35			
November	367,627.67	185,153.18	70,466.49	13,876.20	84,199.50	13,932.30			
December	416,798.91	125,128.51	198,480.75	10,989.10	14,901.81	67,298.74			
January	282,669.72	114,691.60	92,635.77	7,739.75	10,044.83	57,557.77			
February	276,453.13	192,474.69	8,520.77	62,612.64	871.25	11,973.78			
March	283,121.14	64,074.07	158,189.95	6,445.77	43,529.03	10,882.32			
April	795,053.87	699,876.52	38,901.46	10,292.37	5,780.77	40,204.01			
May	379,013.27	206,305.95	88,703.07	38,901.46	10,242.37	34,860.42			
June									
<b>Average</b>	<b>353,194.01</b>	<b>196,428.22</b>	<b>81,388.59</b>	<b>25,404.03</b>	<b>18,849.53</b>	<b>31,123.76</b>			
Percentages									
July	100%	27%	46%	13%	6%	9%			100%
August	100%	71%	11%	2%	6%	10%			
September	100%	54%	32%	2%	1%	11%			
October	100%	56%	5%	28%	1%	10%			
November	100%	50%	19%	4%	23%	4%			
December	100%	30%	48%	3%	4%	16%			
January	100%	41%	33%	3%	4%	20%			
February	100%	70%	3%	23%	0%	4%			
March	100%	23%	56%	2%	15%	4%			
April	100%	88%	5%	1%	1%	5%			
May	100%	54%	23%	10%	3%	9%			
June									
<b>Average</b>	<b>100.00%</b>	<b>51%</b>	<b>26%</b>	<b>8%</b>	<b>6%</b>	<b>9%</b>			<b>100%</b>