




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:** December 17, 2015

**SUBJECT:** FY 2015/2016 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:**

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		Jan 2016	Dec 2015	Nov 2015	Oct 2015	Sept 2015	Aug 2015	July 2015	June 2015	May 2015	TOTALS
Account #	Due Date										
<b>HOTEL BED TAX:</b>											
The Belamar (19)	M 20TH	100-3203	7/17/2015	8/19/2015	9/17/2015	10/19/2015	11/18/2015				
Crimson Hotel (45)	M 20TH	100-3203	7/17/2015	8/18/2015	9/18/2015	10/19/2015	11/17/2015				
Man Village Inn (19)	M 20TH	100-3203	7/10/2015	8/17/2015	9/15/2015	10/19/2015	11/16/2015				
Hawthorn Suites (53)	M 20TH	100-3203	7/21/2015	8/18/2015	9/17/2015	10/22/2015	11/17/2015				
Hi-View Motel (20)	M 20TH	100-3203	7/21/2015	8/20/2015	9/22/2015	10/22/2015	11/20/2015				
Wave Hotel (44)	M 20TH	100-3203	7/17/2015	8/18/2015	9/18/2015	10/19/2015	11/17/2015				
Man Bch Motel (12)	M 20TH	100-3203	7/15/2015	8/24/2015	9/21/2015	10/20/2015	11/16/2015				
Marriott (380)	M 20TH	100-3203	7/22/2015	8/25/2015	9/23/2015	10/28/2015	11/27/2015				
Residence Inn (176)	M 20TH	100-3203	7/23/2015	8/20/2015	9/24/2015	10/19/2015	11/24/2015				
Sea Horse Inn (33)	M 20TH	100-3203	7/13/2015	8/10/2015	9/8/2015	10/15/2015	11/9/2015				
Sea View Inn (18)	M 20TH	100-3203	7/20/2015	8/20/2015	9/18/2015	10/20/2015	11/20/2015				
Shade (38)	M 20TH	100-3203	7/20/2015	8/20/2015	9/21/2015	10/20/2015	11/20/2015				
<b>Sub Total</b>			<b>436638.99</b>	<b>522505.03</b>	<b>499613.47</b>	<b>410829.95</b>	<b>418841.05</b>	<b>418841.05</b>	<b>418841.05</b>	<b>418841.05</b>	<b>2,288,628.49</b>
<b>STUDIOS:</b>											
CRP MB Studios-Fire	M 20TH	100-3715	8/18/2015	8/18/2015	9/21/2015	10/23/2015	11/24/2015				
CRP MB Studios %	M 20TH	100-3204	7/21/2015	8/16/2015	9/21/2015	10/22/2015	11/24/2015				
CRP MB Studios-Fire Inv.	M 1ST	100-3304	7/17/2015	8/17/2015	9/24/2015	10/19/2015	11/25/2015				
CRP MB Studios Annual Fire Fee	M 20TH	100-3304	8/17/2015	9/24/2015	10/6/2015	10/6/2015	11/25/2015				
<b>LEASINGS:</b>											
Metlox	M 1ST	100-3519	20,083.33	20,083.33	20,083.33	20,083.33	20,083.33				
Metlox - Profit	A MARCH	100-3519									
1334 Partners-Rent	M 10TH	100-3513	22,551.48	22,551.48	22,551.48	22,551.48	22,867.20				
1334 Partners-Parking	M 10TH	100-3531	2,681.92	2,681.92	2,681.92	2,681.92	2,681.92				
1334 Partners-%	M 10TH	100-3514	10000.00	10000.00	10000.00	10000.00	10000.00				
1334 Partners-Golf Rent	M 10TH	100-3518	3539.77	3539.77	3539.77	3539.77	3589.33				
County Library Parking	M 15TH	100-3534	522.39	522.39	522.39	522.39	522.39				
Sprint	M 30TH	100-3517	4,354.84	4,354.84	4,354.84	4,354.84	4,354.84				
AT & T	M 1ST	100-3517	4,178.94	4,178.94	4,178.94	4,178.94	4,178.94				
Pay N Play Racquetball	M 1ST	100-3511	280.00	280.00	280.00	280.00	280.00				
Marriott-Min	M 20TH	100-3516	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33				
Marriott - %	Q 31ST	100-3515	314,314.00								
Marriott Golf Course	Q 31ST	100-3512	2,898.00								
MB Yacht Club (Pier)	M 15th	522-3511	1,500.00	1,500.00	1,500.00	1,423.56	1,128.99				
United States PO	M 1ST	100-3533	3,566.67	3,566.67	3,566.67	3,566.67	3,566.67				
Village Mall Parking	M 25TH	100-3532	13,728.90	13,728.90	1,492.61	1,684.81	1,684.80				
Storage Shade 9/09 #2	M 15TH	100-3511	682.59	682.59	682.59	682.59	682.59				
Trilogy Day Spa	M 15TH	100-3511	672.34	672.34	672.34	672.34	672.34				
Shade #1	M 15TH	100-3511	805.30	805.30	805.30	805.30	805.30				
Metlox (shared maint.)	Q	520-3910		3,085.21							
<b>Sub Total</b>			<b>20,083.33</b>	<b>20,083.33</b>	<b>20,083.33</b>	<b>20,083.33</b>	<b>20,083.33</b>	<b>20,083.33</b>	<b>20,083.33</b>	<b>20,083.33</b>	<b>100,416.65</b>
<b>Sub Total</b>			<b>22,551.48</b>	<b>22,551.48</b>	<b>22,551.48</b>	<b>22,551.48</b>	<b>22,867.20</b>	<b>22,867.20</b>	<b>22,867.20</b>	<b>22,867.20</b>	<b>135,940.32</b>
<b>Sub Total</b>			<b>2,681.92</b>	<b>2,681.92</b>	<b>2,681.92</b>	<b>2,681.92</b>	<b>2,681.92</b>	<b>2,681.92</b>	<b>2,681.92</b>	<b>2,681.92</b>	<b>16,091.52</b>
<b>Sub Total</b>			<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>	<b>60,000.00</b>
<b>Sub Total</b>			<b>3539.77</b>	<b>3539.77</b>	<b>3539.77</b>	<b>3539.77</b>	<b>3589.33</b>	<b>3589.33</b>	<b>3589.33</b>	<b>3589.33</b>	<b>21,337.74</b>
<b>Sub Total</b>			<b>522.39</b>	<b>522.39</b>	<b>522.39</b>	<b>522.39</b>	<b>522.39</b>	<b>522.39</b>	<b>522.39</b>	<b>522.39</b>	<b>2,611.95</b>
<b>Sub Total</b>			<b>4,354.84</b>	<b>4,354.84</b>	<b>4,354.84</b>	<b>4,354.84</b>	<b>4,354.84</b>	<b>4,354.84</b>	<b>4,354.84</b>	<b>4,354.84</b>	<b>21,774.20</b>
<b>Sub Total</b>			<b>4,178.94</b>	<b>4,178.94</b>	<b>4,178.94</b>	<b>4,178.94</b>	<b>4,178.94</b>	<b>4,178.94</b>	<b>4,178.94</b>	<b>4,178.94</b>	<b>20,894.70</b>
<b>Sub Total</b>			<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>1,400.00</b>
<b>Sub Total</b>			<b>33,333.33</b>	<b>33,333.33</b>	<b>33,333.33</b>	<b>33,333.33</b>	<b>33,333.33</b>	<b>33,333.33</b>	<b>33,333.33</b>	<b>33,333.33</b>	<b>166,666.65</b>
<b>Sub Total</b>			<b>314,314.00</b>								<b>314,314.00</b>
<b>Sub Total</b>			<b>2,898.00</b>								<b>2,898.00</b>
<b>Sub Total</b>			<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,423.56</b>	<b>1,128.99</b>	<b>1,128.99</b>	<b>1,128.99</b>	<b>1,128.99</b>	<b>7,052.55</b>
<b>Sub Total</b>			<b>3,566.67</b>	<b>3,566.67</b>	<b>3,566.67</b>	<b>3,566.67</b>	<b>3,566.67</b>	<b>3,566.67</b>	<b>3,566.67</b>	<b>3,566.67</b>	<b>17,833.35</b>
<b>Sub Total</b>			<b>13,728.90</b>	<b>13,728.90</b>	<b>1,492.61</b>	<b>1,684.81</b>	<b>1,684.80</b>	<b>1,684.80</b>	<b>1,684.80</b>	<b>13,921.10</b>	<b>46,241.12</b>
<b>Sub Total</b>			<b>682.59</b>	<b>682.59</b>	<b>682.59</b>	<b>682.59</b>	<b>682.59</b>	<b>682.59</b>	<b>682.59</b>	<b>682.59</b>	<b>3,412.95</b>
<b>Sub Total</b>			<b>672.34</b>	<b>672.34</b>	<b>672.34</b>	<b>672.34</b>	<b>672.34</b>	<b>672.34</b>	<b>672.34</b>	<b>672.34</b>	<b>3,361.70</b>
<b>Sub Total</b>			<b>805.30</b>	<b>805.30</b>	<b>805.30</b>	<b>805.30</b>	<b>805.30</b>	<b>805.30</b>	<b>805.30</b>	<b>805.30</b>	<b>4,026.50</b>
<b>Sub Total</b>			<b>3,085.21</b>								<b>3,085.21</b>

MONTHLY REVENUES		Due Date	Acct #	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	TOTALS
<b>FRANCHISES:</b>											
Verizon	Q		100-3202		144,668.53						144,668.53
Verizon PEG	A	FEB	100-21505								-
Verizon 16/Valley lease	M	25TH	100-3517	3,950.40	3,950.40	3,950.40	3,950.40	3,950.40			19,752.00
Air Products	A	AUGUST	100-3202			4,213.92					4,213.92
Time Warner (PEG)	Q		100-21503		9,227.00			9,019.00			18,246.00
Time Warner (Basic)	Q		100-3202		46,135.00			45,097.00			91,232.00
Van Lingen Towing	M	10TH	100-3713	7,280.00	4,160.00	6,042.00	6,020.00	5,042.00			28,544.00
So Cal Edison	A	APRIL	100-3202								-
So Cal Gas	A	APRIL	100-3202								-
United Independent Cab	A	JAN	100-3202								-
SB Yellow Cab	A	JAN	100-3202								-
Bell Cab	A	JAN	100-3202								-
All Yellow	A	JAN	100-3202								-
Plains West Coast Terminals	A	APRIL	100-3202								-
<b>MISC. PAYMENTS</b>											
Waste Mgmt-Recycle	A	JUNE	510-3747	32,000.00							32,000.00
Mrs. June Mikrut	A	AUG \$25	503-3738		25.00						25.00
Median-Hermosa Bch	A	AUGUST	100-3735	2,108.83							2,108.83
Median-Redondo Bch	A	AUGUST	100-3735	5,064.07							5,064.07
Panchos-Pkg Spaces	M	1ST	520-3995	975.00	975.00	975.00	975.00	975.00			4,875.00
Signals-Target	A	OCT	100-3736								-
Sushi Fusion 270 Sq. Ft	M	20Th	100-3734	810.00	810.00	810.00	810.00	810.00			4,050.00
Summers 44 Sq. Ft.	A	MAY	100-3734		1,584.00						1,584.00
Uncle Bills 195 Sq. Ft	M	20Th	100-3734	585.00	585.00	585.00	585.00	585.00			2,925.00
Ocean View 270 Sq. Ft	M	20Th	100-3734	810.00	810.00	810.00	810.00	810.00			3,240.00
Legacy Inmate Comm	M	Net 30	100-21604	294.53	380.39	181.80	210.34	202.34			1,269.40
Northrop Grumman	A	JULY	100-3734		1,282.00						1,282.00
Crimson Valet - 11/2013	M	10TH	520-3995	610.00	585.00	952.00	787.50	585.00			3,519.50
A - Annual											
Q - Quarterly											
M - Monthly											

City of Manhattan Beach		Accounts Receivable - Aging Statistics						12/2015		
Miscellaneous AR										
Dollars		0-30	30-60	60-90	90-120	>120				
Total AR		151,631.82	61,968.55	28,492.65	24,394.96	23,916.85				
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										
January										
February										
March										
April										
May										
June										
<b>Average</b>	<b>290,404.82</b>	<b>151,631.82</b>	<b>61,968.55</b>	<b>28,492.65</b>	<b>24,394.96</b>	<b>23,916.85</b>	<b>8%</b>	<b>10%</b>	<b>9%</b>	<b>100%</b>
Percentages										
Total AR		440,300	300,000	600,000	900,000	1,200,000				
July	100%	27%	46%	13%	6%	9%				
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										
January										
February										
March										
April										
May										
June										
<b>Average</b>	<b>100.00%</b>	<b>52%</b>	<b>23%</b>	<b>10%</b>	<b>8%</b>	<b>9%</b>	<b>3%</b>	<b>10%</b>	<b>9%</b>	<b>100%</b>