



# CITY OF MOUNT DORA

## Monthly Financial Report and Benchmarks

*October 2017*

This financial overview reflects the City's overall unaudited financial condition through **October 2017** or **8.33%** of the fiscal year. The following tables provides a summary of revenues and expenditures to date by fund.

Fund	Adj Annual Revenue			Adj Annual Expense		
	Budget	YTD Actual	YTD %	Budget	YTD Actual	YTD %
001 - General Fund	\$ 18,813,900	\$ 373,477	2%	\$18,813,900	\$ 1,022,896	5%
111 - Discretionary Sales Tax	2,143,896	15,000	1%	2,143,896	-	-
113 - Public Service Tax	2,239,000	109,117	5%	2,239,000	-	-
117 - Community Redevelopment Agency	1,503,156	150	0%	1,503,156	12,060	1%
118 - Northeast Community Redevelopment Agency	1,355,138	-	-	1,355,138	8,314	1%
123 - Protective Inspections	762,500	57,966	8%	762,500	35,245	5%
124 - Police Impact Fee	55,050	3,582	7%	55,050	-	-
125 - Fire Impact Fee	83,750	5,326	6%	83,750	-	-
126 - Library Impact Fee	161,000	17,981	11%	161,000	-	-
127 - Parks Impact Fee	356,500	33,776	9%	356,500	(15,096)	-
130 - Special Events	566,625	14,203	3%	566,625	17,594	3%
131 - Fire Assessment Fee	417,310	-	-	417,310	-	-
200 - Debt Service	321,200	-	-	321,200	-	-
310 - Capital Projects	602,550	-	-	602,550	-	-
410 - Electric	10,779,900	920,976	9%	10,779,900	596,883	6%
421 - Consolidated Water/Sewer Utility	12,649,154	843,540	7%	12,649,154	171,312	1%
422 - Water/Wastewater Impact Fee	597,452	45,649	8%	597,452	-	-
423 - Water Impact Fee	413,402	30,322	7%	413,402	-	-
430 - Sanitation Utility	2,352,000	185,998	8%	2,352,000	5,367	0%
440 - Stormwater Utility	1,117,913	85,096	8%	1,117,913	19,499	2%
450 - Cemetery	183,092	200	0%	183,092	5,421	3%
501 - Vehicle Replacement	277,693	-	-	277,693	-	-
502 - Information Technology	635,803	-	-	635,803	-	-
503 - Facility Maintenance	986,977	-	-	986,977	-	-
510 - Self Insured Health	3,783,480	212,965	6%	3,783,480	252,188	7%
511 - Workers Compensation	294,415	-	-	294,415	-	-
512 - Loss Fund	580,742	-	-	580,742	-	-
<b>Total All Funds</b>	<b>\$ 64,033,598</b>	<b>\$ 2,955,324</b>	<b>5%</b>	<b>\$64,033,598</b>	<b>\$ 2,131,683</b>	<b>3%</b>

Revenues and expenditures are shown for the completed month of the fiscal year. The City's fiscal year begins on October 1st.

## GENERAL FUND

With 1 month (8.33%) of the fiscal year complete, the City's GF has collected a total of **\$373,477**, or 2% of its projected annual revenues. For the same period, the GF has expended **\$1,022,896**, or 5% of budgeted annual expenditures. The City begins receiving ad valorem taxes (the largest source of income to the City) in the month of November. With the exception of debt service, capital improvements, and insurance premiums, GF operating expenditures are generally incurred in equal amounts over the 12 month period.

## REVENUES

Overall, revenues are being collected at a rate similar to past trends for each month of the fiscal year.

General Fund	Adj. Annual		YTD %
	Budget	YTD Actual	Received
Ad Valorem Taxes	6,030,016	-	0%
Other Taxes and Services	468,500	22,372	5%
Licenses and Permits	794,875	50,247	6%
Intergovernmental	2,093,815	242,269	12%
Charges for Services	477,300	19,642	4%
Fines & Forfeitures	44,500	3,190	7%
Misc Revenue	3,191,725	35,756	1%
Internal Service Charge	2,368,600	-	0%
Transfers In	1,919,000	-	0%
Fund Balance / Reserves	1,425,569	-	0%
<b>Total</b>	<b>\$18,813,900</b>	<b>\$373,477.02</b>	<b>2%</b>

## Taxes

This category reflects the collection of ad valorem taxes, fuel taxes, and service taxes, and communications service taxes. Through October, the City has collected .34% of the budgeted taxes. Of the \$6.5 million projected, \$6.03 million is in the form of ad valorem taxes. Ad valorem taxes on property are collected by the Lake County Tax Collector on an annual basis beginning on October 1<sup>st</sup>. Historically, the City receives the majority of its ad valorem taxes in the

months of November and December. The City budgets for 95% of the projected ad valorem revenues. Certain taxes such as franchise fees and communications service tax lag due to the collection and remittance process.

## Licenses and Permits

This revenue source reflects primarily the collection of building permit fees and utility franchise fees. Fiscal YTD collections total **\$50,247** or **6%** of projected revenue.

## Intergovernmental

Intergovernmental revenues are received (*generally one month in arrears*) from other government agencies such as the State and County. The revenues collected in this category include Sales Tax, County Occupational License, State Revenue Sharing Proceeds, as well as various grant revenue. Fiscal YTD collections are generally running under projected due to the time lag of remittances from the State.

## Charges for Services

This category of revenues includes fees for Payment in Lieu of Franchise Fees, Cost Allocation fees, emergency transport fees, and fees for public record requests, copies, and lien researches.

## Fines and Forfeitures

Fines and forfeiture revenues are primarily received from traffic citations, library fines and code violations. Fiscal YTD collections are running under that projected mainly in traffic citations.

*Misc. Revenue*

Miscellaneous revenues include interest revenue, rents, sales of surplus equipment, special events revenue, and other miscellaneous revenues.

EXPENDITURES

General Fund	Adj Annual		YTD %
	Budget	YTD Actual	Expended
City Council	96,060	6,003	6%
City Manager	289,062	16,615	6%
City Attorney	140,000	13,214	9%
City Clerk	210,878	17,682	8%
Community Building	73,550	3,778	5%
Customer Service	766,763	43,668	6%
Finance	642,984	51,310	8%
Fire	2,993,213	173,440	6%
Historical Museum	2,000	137	7%
Simpson House Program	6,000	257	4%
Human Resources	366,564	20,826	6%
Library	755,655	62,850	8%
Other Government	4,061,437	67,471	2%
Parks	760,061	44,138	6%
Planning	484,686	15,212	3%
Police	4,747,591	309,980	7%
Police Communication	538,869	42,437	8%
Public Relations	162,812	4,873	3%
Engineer	89,732	4,813	5%
Purchasing	176,232	46,992	27%
Recreation	387,802	19,405	5%
Aquatic	87,187	3,770	4%
Roads and Streets	974,762	54,025	6%
<b>Total</b>	<b>\$18,813,900</b>	<b>\$ 1,022,896</b>	<b>5%</b>

Property ad valorem taxes are the largest source of general fund revenue, and make up **32%** of total revenues. Other sources of revenue include building permit fees, state shared revenue, franchise fees, fines, and investment earnings.

The General Fund includes all services that are funded through general taxes. It includes all city programs except those that are paid for through user fees (water and sewer, refuse, and stormwater).

OTHER GOVERNMENTAL FUNDS

Other Governmental Funds include dedicated special revenue source funds, discretionary sales tax fund, debt service fund, protective inspections fund, impact fee funds, special events fund and major capital project fund. Fiscal YTD actual to annual budget comparisons are shown below.

Special Funds	Adj. Annual		YTD %
	Budget	YTD Actual	Received
CRA	1,503,156	150.00	0%
North East CRA	1,355,138	-	0%
Protective Inspections	762,500	57,966.46	8%
Discretionary Sales Tax	2,143,896	15,000.00	1%
Public Service Tax	2,239,000	109,116.81	5%
Fire Impact	83,750	5,325.72	6%
Library Impact	161,000	17,980.92	11%
Parks Impact	356,500	33,775.68	9%
Police Impact	55,050	3,582.24	7%
Fire Assessment Fund	417,310	-	0%
Special Event Fund	566,625	14,203.42	3%
<b>Total</b>	<b>\$ 9,643,925</b>	<b>\$257,101.25</b>	<b>3%</b>

Special Funds	Adj Annual		YTD %
	Budget	YTD Actual	Expended
CRA	1,503,156	12,060.27	1%
North East CRA	1,355,138	8,313.97	1%
Protective Inspections	762,500	35,245.46	5%
Discretionary Sales Tax	2,143,896	-	0%
Public Service Tax	2,239,000	-	0%
Fire Impact	83,750	-	0%
Library Impact	161,000	-	0%
Park Impact	356,500	(15,096.32)	-4%
Police Impact	55,050	-	0%
Fire Assessment Fund	417,310	-	0%
Special Event Fund	566,625	17,594.15	3%
<b>Total</b>	<b>\$ 9,643,925</b>	<b>\$ 58,117.53</b>	<b>1%</b>

EXPENDITURE VARIANCES

Fiscal year to date, the GF division budgets are on pace with or under their annual projections.

## CAPITAL

FY 17-18 capital projects projected under this fund include Downtown Parking Lots and a Community Recreation Center.

Capital	Adj. Annual		YTD %
	Budget	YTD Actual	Received
Investment Income	50	-	0%
Debt Proceeds	602,500	-	0%
<b>Total</b>	<b>\$ 602,550</b>	<b>\$ -</b>	<b>0%</b>

Capital	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Imp Other than Buildings	602,550	-	0%
<b>Total</b>	<b>\$ 602,550</b>	<b>\$ -</b>	<b>0%</b>

## DEBT

The tables below lists the City's current debt proceeds and the scheduled interest and principal payments. Each year payments are made on March 31<sup>st</sup> and September 30<sup>th</sup>. Interest only is paid on March 31<sup>st</sup> and both principal and interest on September 30<sup>th</sup>.

Debt	Adj. Annual		YTD %
	Budget	YTD Actual	Received
Investment Income	1,200	-	0%
Transfer from Public Svc	320,000	-	0%
<b>Total</b>	<b>\$ 321,200</b>	<b>\$ -</b>	<b>0%</b>

Debt	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Principal	279,100	-	0%
Interest	41,000	-	0%
Current Year Fund Balance	1,100	-	0%
<b>Total</b>	<b>\$ 321,200</b>	<b>\$ -</b>	<b>0%</b>

## ENTERPRISE FUNDS

**OVERVIEW-** The City's enterprise funds provide electric, water and sewer, sanitation, stormwater, and cemetery management services to the residents and commercial establishments in the City. The tables below show Fiscal YTD actual to annual budget comparisons are shown below.

Enterprise	Adj. Annual		YTD %
	Budget	YTD Actual	Received
Electric Utility	10,779,900	920,975.59	9%
Water/Wastewater	12,649,154	843,539.65	7%
Wastewater Impact Fee	597,452	45,649.32	8%
Water Impact Fee	413,402	30,321.84	7%
Sanitation	2,352,000	185,998.17	8%
Stormwater	1,117,913	85,095.79	8%
Cemetery	183,092	200.00	0%
<b>Total</b>	<b>\$28,092,913</b>	<b>2,111,780.36</b>	<b>8%</b>

Enterprise	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Electric Utility	10,779,900	596,883.06	6%
Water/Wastewater	12,649,154	171,311.77	1%
Wastewater Impact Fee	597,452	-	0%
Water Impact Fee	413,402	-	0%
Sanitation	2,352,000	5,367.30	0%
Stormwater	1,117,913	19,498.92	2%
Cemetery	183,092	5,420.99	3%
<b>Total</b>	<b>\$28,092,913</b>	<b>798,482.04</b>	<b>3%</b>

### Highlights:

Revenues and expenditures are on track at this time.

## INTERNAL SERVICE FUNDS

The internal service funds include the vehicle replacement fund, information technology, facility maintenance, self-insured health, workers compensation fund and the loss funds.

Internal	Adj. Annual		YTD %
	Budget	YTD Actual	Received
Vehicle Replacement	277,693	-	0%
Information Technology	635,803	-	0%
Facility Maintenance	986,977	-	0%
Self Insured Health	3,783,480	212,965.49	6%
Workers Compensation	294,415	-	0%
Loss Fund	580,742	-	0%
<b>Total</b>	<b>\$ 6,559,110</b>	<b>\$ 212,965.49</b>	<b>3%</b>

Internal	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Vehicle Replacement	277,693	-	0%
Information Technology	635,803	-	0%
Facility Maintenance	986,977	-	0%
Self Insured Health	3,783,480	252,188.01	7%
Workers Compensation	294,415	-	0%
Loss Fund	580,742	-	0%
<b>Total</b>	<b>\$ 6,559,110</b>	<b>\$ 252,188.01</b>	<b>4%</b>

### Highlights:

Revenues are running right on budget. Expenses are running on budget as well.

## CASH

The City's pooled investment account is considered to be cash equivalent since each fund can effectively deposit or withdrawal funds without prior notice or penalty.

Cash in Pooled Investments	10/31/17
General Fund	304,661
Discretionary Sales Tax	1,819,072
Public Services Tax Fund	1,622,543
CRA	765,820
North East CRA	1,504,393
Law Enforcement Trust Fund	13,946
Protective Inspections	1,845,277
Police Impact Fee	104,291
Fire Impact Fee	671,893
Library Impact Fee	208,633
Park Impact Fee	1,372,775
Special Events	(25,552)
Fire Assessment Fund	458,594
Debt Service Fund	95,636
Capital - Designated	79,529
Electric Utility	6,839,915
Water/Wastewater	3,932,263
Wastewater Impact Fee	1,946,234
Water Impact Fee	1,108,582
2014 Note Construction	(270,578)
Sanitation Utility	317,128
Stormwater Utility	885,588
Cemetery	105,211
Vehicle Replacement Fund	1,427,824
I/S Insurance Fund	(131,808)
Firefighters Retirement	(14,686)
Payroll Clearing Fund	177,674
<b>Total</b>	<b>\$27,164,860</b>

## CITY INVESTMENTS

The table below lists the City's current investment holdings. These investment types are contained in the City's investment policy which follows that of most municipalities.

Investments Balance	YTD Actual	%
Bank United	8,318,568	59.95%
Florida Municipal Inv Trust	4,705,611	33.91%
Florida Prime	90,834	0.65%
Certificate of Deposits	747,633	5.39%
FLSAFE	13,014	0.09%
<b>Total</b>	<b>\$13,875,660</b>	<b>100%</b>

## DEPARTMENT BENCHMARKS

City Clerk	
Meeting Minutes Completed	5
Public Records Request	11
Agenda Items Reviewed	-
Conversion of Electronic Records	-
Council Meeting Hours	-
Registered Voters	-
Voter Turnout	-
Qualified Candidates	-
Standing Boards & Committees	-
Special Boards to review a Single Issue	-
Boards or Committee Vacancies	-
Board Appointments	-
Youth Councils	-
Finance	
Payroll Checks Issued	510
Payroll Direct Deposits	471
Payroll Remittance Checks	14
Payroll Remittance ETF	8
A/P Checks Issued Paper	309
A/P Checks Issued Voided	6
A/P Checks Issued ETF	-
A/P Checks Issued ACH	13
Journal Entries	691
Customer Service	
New Customers	
Meter Set Active	34
Meter - Initial Read	204
Closed Accounts	207
Total Accounts Receivable	1,213,271
1-17 days	1,000,773
18-30 days	187,421
30 days	12,710
60 days	7,346
90 days	4,971
180 days	52
Payment Plans	3
Work Orders Issued	824
Disconnect/Reconnects	
WA, EL	84
Door Hangers	126
Meter Exchange	20
Business Tax Receipts	143
Bills Produced	
Dunning Statements	2,573
Regular Statements	9,358

## IT

Trouble Tickets	
BS&A Software	34
Email Work Orders	16
PC Software Issues	44
PC Hardware Issues	22
PC Software Upgrades	-
PC Hardware Upgrades	19
Phones - Cell	1
Phones - Desk	6
Inbound Phone Calls	12,703
Outbound Phone Calls	6,604

## Electric Utility

Residential Electric Rates <sup>(1)</sup> (1,000 kWh)	
Mount Dora Electric Bill	\$116.22
Florida Municipals - Average Bill	\$114.80
Leesburg Bill	\$120.09
Duke Energy Bill	\$120.97
Reliability Statistics <sup>(2)</sup>	
Total Electric Customers	5,892
Number of Outage Events	6
Customers Interrupted	176
L-Bar - Avg. Outage Duration (minutes)	96
SAIDI - Last 12 Months (minutes)	16
Work Load Statistics	
Electric Locates	43
Work Orders	
Distribution System	0
Street Lights	38
Services	14
Banners	5
Special Events/Festivals	2
Other	6

## Purchasing

PO's Issued	10
RFP's Bid	1
Requisitions Processed	13

## Human Resources

Open Positions	13
Applications/Resumes Received	117
Resignations	1
Workers Comp. Cases Filed	-
Employee Requisitions Processed	8
Payroll Authorizations Processed	200+
IT Authorizations	-
Benefit Changes	16
Public Records Request	1
Employee Handbook Updates	-
Pension Invoices Processed	-
No call/No Show Letters	-
Resolutions Issued	-
Applicant Thank You Letters	77
Employment Background Checks	4

## Fire

Calls	
Fire	11
EMS	276
Haz-Mat	4
Service	18
Good Intent	74
False Alarm	10
Special Incident	2
Training Hours	
Company Training	505.59
Multi Company Training	-
Officer Development Training	100
Driver & Operator Training	30
Haz-Mat Training	5
Other Training	5
Fire Inspections	
Annual	83
Reinspections	44
Pre-plan	33
Food Truck	1
Fireworks	-
Public Relation Events	-
Community Function	4
Station Tour	9

## Library

Total Circulation	19,435
Adult Books	6,308
Teen Books	492
Youth Books	5,114
Large Print Books	912
DVDs	3,911
Audio Books	945
Digital Items	1,919
Mount Dora Only Items Circ.	739
Records/Items Added	961
New Library Cards	172
Computer Sessions	2,544
Wi-Fi Sessions	1,669
Door Count	23,842
Adult Program Attendance	575
Adult Technology Class Attendance	142
Children's Program Attendance	1,753
Volunteer Hours	833
Book Nook	375
Children's Library	124
All Other	334

## Police

Open Positions	2
Applications Received	2
Resignations	0
Worker's Comp Cases	1
Purchase Orders	-
RFP Bids	-
Requisitions	-
Police 911 calls	2,717
Police Citations	83
Police Traffic Stops	674
Public Records Request	141
Resolutions	-
Ordinances	-

## Parks & Recreation

Acres Mowed	
Parks & Building Areas	772
Cemetery, School, Ballfields	260
Trash Cans Emptied	2,320
Programs	12
Adults in Fall Softball	-
Kids Registered in Programs	156
Fall Soccer Participants	
Youth	143
Adults, Coaches, Parents	110
Lincoln Ave. Pool Participants	
Open Swim	
Lap Swim	139
Water Aerobics	103
Swim Team	-
Swim lessons	-
Water Kickboxing	42
Special Events	6
Community Building	
Blacked Out Dates	3
Usage of Green Rooms	21 of 31
Usage of Auditorium	4 of 31
Usage of Lobby	9 of 31
Productions Held	4
Facility Rentals	13
Work Orders	26
Buildings Cleaned	20

## Public Works

Water & Sewer Collections	
Lift Station Maintenance	50
Lift Station Generator Repairs	5
Work Orders	18
Call Outs	2
Vac-Con Use	40
Water Plant (Water Production)	80,960,000
Wastewater Plants (Treated)	46,062,000
Water & Sewer Distribution	
Services Installed/Repaired	7
Meter Sets/Changed out	35 set/ 19
Work Orders PW Issued	change out 60
PW Issued WO's Completed	57
CS issued WO's Completed	245
Meter Reader related WO's completed	312
Hydrants Flushed	30
Locates-Water & Sewer	130
Pubic Works	
Work Orders	60

## Planning

Development Applications	7
Annexation Fee Waiver Processed	-
Resolutions	2
Ordinances	1
RFQ/RFP	-
Open Positions	3
Resignations	-
Number of Building, Electrical, Mechanical, Plumbing [BEMP] inspector FTEs	3
Personnel and Operating expenditures for Building, Electrical, Mechanical, Plumbing [BEMP] inspections (including commercial)	3
Number of Building, Electrical, Mechanical, Plumbing [BEMP] building inspections completed (including commercial)	1,071
Percent of Building, Electrical, Mechanical, Plumbing [BEMP] building inspection requests completed on-schedule	1
Number of Building, Electrical, Mechanical, Plumbing [BEMP] re-inspections (residential and commercial)	214
Number of plan reviewer FTEs for building construction plans (residential and commercial)	3
Personnel and Operating expenditures for building construction plan review (residential and commercial)	3
Number of total building construction plans reviewed (residential and commercial)	643
Percent of building construction plan reviews completed by jurisdiction target date (define target date).	1
Number of FTE permit technicians (residential and commercial)	2
Number of BEMP building permits issued (residential and commercial)	97
Percent of permit requests completed within 30 days as required by FS 553	1
Overall customer satisfaction ranking from customer contact cards	N/A
Number of BEMP building inspections per day per inspector FTE	35
Average annual cost per inspection	N/A
Number of building plans reviewed per day per reviewer (residential and commercial)	7
Average annual cost per plan review	N/A
Permits issued per permit technician	49



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