



CITY OF MOUNT DORA

Monthly Financial Report and Benchmarks

December 2017

This financial overview reflects the City's overall unaudited financial condition through **December 2017** or **25%** 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	\$ 6,231,392	33%	\$18,813,900	\$ 4,477,472	24%
111 - Discretionary Sales Tax	2,143,896	197,842	9%	2,143,896	244,629	11%
113 - Public Service Tax	2,239,000	359,709	16%	2,239,000	-	-
117 - Community Redevelopment Agency	1,503,156	1,013,464	67%	1,503,156	170,268	11%
118 - Northeast Community Redevelopment Agency	1,355,138	410,716	30%	1,355,138	36,252	3%
120 - Law Enforcement Trust Fund	-	8,874	-	-	2,247	-
123 - Protective Inspections	762,500	152,416	20%	762,500	127,715	17%
124 - Police Impact Fee	55,050	7,899	14%	55,050	-	-
125 - Fire Impact Fee	83,750	10,584	13%	83,750	-	-
126 - Library Impact Fee	161,000	34,463	21%	161,000	202	0%
127 - Parks Impact Fee	356,500	64,737	18%	356,500	41,085	12%
130 - Special Events	566,625	60,759	11%	566,625	183,513	32%
131 - Fire Assessment Fee	417,310	-	-	417,310	(2,372)	-
200 - Debt Service	321,200	-	-	321,200	-	-
310 - Capital Projects	602,550	-	-	602,550	286	0%
410 - Electric	10,779,900	2,366,827	22%	10,779,900	1,796,589	17%
421 - Consolidated Water/Sewer Utility	12,649,154	2,604,658	21%	12,649,154	861,605	7%
422 - Wastewater Impact Fee	597,452	101,434	17%	597,452	3,800	1%
423 - Water Impact Fee	413,402	68,224	17%	413,402	46,315	11%
425 - 2014 Note Construction	-	292,688	-	-	1,202,106	-
430 - Sanitation Utility	2,352,000	571,165	24%	2,352,000	201,778	9%
440 - Stormwater Utility	1,117,913	256,321	23%	1,117,913	63,937	6%
450 - Cemetery	183,092	15,100	8%	183,092	21,645	12%
501 - Vehicle Replacement	277,693	-	-	277,693	49,389	18%
502 - Information Technology	635,803	-	-	635,803	40,351	6%
503 - Facility Maintenance	986,977	-	-	986,977	7,314	1%
510 - Self Insured Health	3,783,480	645,131	17%	3,783,480	564,354	15%
511 - Workers Compensation	294,415	-	-	294,415	580,748	197%
512 - Loss Fund	580,742	-	-	580,742	-	-
Total All Funds	\$ 64,033,598	\$ 15,474,403	24%	\$64,033,598	\$ 10,721,227	17%

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 3 months (25%) of the fiscal year complete, the City's GF has collected a total of **\$6,231,392**, or **33%** of its projected annual revenues. For the same period, the GF has expended **\$4,477,472**, or **24%** 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	5,338,994	89%
Other Taxes and Services	468,500	66,533	14%
Licenses and Permits	794,875	112,459	14%
Intergovernmental	2,093,815	545,804	26%
Charges for Services	477,300	76,480	16%
Fines & Forfeitures	44,500	10,414	23%
Misc Revenue	3,191,725	80,708	3%
Internal Service Charge	2,368,600	-	0%
Transfers In	1,919,000	-	0%
Fund Balance / Reserves	1,425,569	-	0%
Total	\$18,813,900	\$ 6,231,392	33%

Taxes

This category reflects the collection of ad valorem taxes, fuel taxes, and service taxes, and communications service taxes. Through **December**, the City has collected **33%** 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 1st. 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 **\$112,459** or **14%** 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 as projected.

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 % Expended
	Budget	YTD Actual	
City Council	96,060	15,214	16%
City Manager	289,062	65,893	23%
City Attorney	140,000	34,875	25%
City Clerk	210,878	43,590	21%
Community Building	73,550	8,540	12%
Customer Service	766,763	171,276	22%
Finance	642,984	178,380	28%
Fire	2,993,213	663,941	22%
Historical Museum	2,000	265	13%
Simpson House Program	6,000	486	8%
Human Resources	366,564	83,015	23%
Library	755,655	207,907	28%
Other Government	4,061,437	1,109,223	27%
Parks	760,061	150,235	20%
Planning	484,686	68,394	14%
Police	4,747,591	1,139,824	24%
Police Communication	538,869	143,699	27%
Public Relations	162,812	31,717	19%
Engineer	89,732	19,634	22%
Purchasing	176,232	84,885	48%
Recreation	387,802	66,011	17%
Aquatic	87,187	10,730	12%
Roads and Streets	974,762	179,737	18%
Total	\$18,813,900	\$ 4,477,472	24%

Property ad valorem taxes are the largest source of general fund revenue, and make up **89%** 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 % Received
	Budget	YTD Actual	
CRA	1,503,156	1,013,464	67%
North East CRA	1,355,138	410,716	30%
Law Enforcement Trust Fund	-	8,874	-
Protective Inspections	762,500	152,416	20%
Discretionary Sales Tax	2,143,896	197,842	9%
Public Service Tax	2,239,000	359,709	16%
Fire Impact	83,750	10,584	13%
Library Impact	161,000	34,463	21%
Parks Impact	356,500	64,737	18%
Police Impact	55,050	7,899	14%
Fire Assessment Fund	417,310	-	0%
Special Event Fund	566,625	60,759	11%
Total	\$ 9,643,925	2,321,463	24%

Special Funds	Adj Annual		YTD % Expended
	Budget	YTD Actual	
CRA	1,503,156	170,268	11%
North East CRA	1,355,138	36,252	3%
Law Enforcement Trust Fund	-	2,247	-
Protective Inspections	762,500	127,715	17%
Discretionary Sales Tax	2,143,896	244,629	11%
Public Service Tax	2,239,000	-	0%
Fire Impact	83,750	-	0%
Library Impact	161,000	202	0%
Park Impact	356,500	41,085	12%
Police Impact	55,050	-	0%
Fire Assessment Fund	417,310	(2,372)	-1%
Special Event Fund	566,625	183,513	32%
Total	\$ 9,643,925	803,539	8%

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%
Total	\$ 602,550	\$ -	0%

Capital	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Imp Other than Buildings	602,550	286	0%
Total	\$ 602,550	\$ 286	0%

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 31st and September 30th. Interest only is paid on March 31st and both principal and interest on September 30th.

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

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

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	2,366,827	22%
Water/Wastewater	12,649,154	2,604,658	21%
Wastewater Impact Fee	597,452	101,434	17%
Water Impact Fee	413,402	68,224	17%
2014 Note Construction	-	292,688	-
Sanitation	2,352,000	571,165	24%
Stormwater	1,117,913	256,321	23%
Cemetery	183,092	15,100	8%
Total	\$ 28,092,913	6,276,417	22%

Enterprise	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Electric Utility	10,779,900	1,796,589	17%
Water/Wastewater	12,649,154	861,605	7%
Wastewater Impact Fee	597,452	3,800	1%
Water Impact Fee	413,402	46,315	11%
2014 Note Construction	-	1,202,106	-
Sanitation	2,352,000	201,778	9%
Stormwater	1,117,913	63,937	6%
Cemetery	183,092	21,645	12%
Total	\$ 28,092,913	4,197,775	15%

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	645,131	17%
Workers Compensation	294,415	-	0%
Loss Fund	580,742	-	0%
Total	\$ 6,559,110	645,131	10%

Internal	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Vehicle Replacement	277,693	49,389	18%
Information Technology	635,803	40,351	6%
Facility Maintenance	986,977	7,314	1%
Self Insured Health	3,783,480	564,354	15%
Workers Compensation	294,415	580,748	197%
Loss Fund	580,742	-	0%
Total	\$ 6,559,110	1,242,156	19%

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	12/31/17
General Fund	4,149,705
Discretionary Sales Tax	1,673,064
Public Services Tax Fund	994,401
CRA	1,562,400
North East CRA	1,882,972
Law Enforcement Trust Fund	20,652
Protective Inspections	1,790,164
Police Impact Fee	10,440
Fire Impact Fee	681,014
Library Impact Fee	37,828
Park Impact Fee	1,356,467
Special Events	(170,077)
Fire Assessment Fund	464,849
Debt Service Fund	97,494
Capital - Designated	79,593
Electric Utility	7,115,479
Water/Wastewater	5,063,538
Wastewater Impact Fee	1,745,882
Water Impact Fee	775,670
2014 Note Construction	(160,642)
Sanitation Utility	271,101
Stormwater Utility	923,510
Cemetery	92,489
Vehicle Replacement Fund	1,388,151
Information Technology	(33,786)
Facility Maintenance	(7,314)
I/S Insurance Fund	248,709
Workers Compensation	(580,748)
Firefighters Retirement	(14,686)
Payroll Clearing Fund	141,800
Total	\$ 31,600,119

Investments Balance	YTD Actual	%
Bank United	8,331,030	59.98%
Florida Municipal Inv Trust	4,704,897	33.87%
Florida Prime	91,047	0.66%
Certificate of Deposits	750,000	5.40%
FLSAFE	13,040	0.09%
Total	\$ 13,890,014	100%

DEPARTMENT BENCHMARKS

City Clerk	
Meeting Minutes Completed	3
Public Records Request	25
Agenda Items Reviewed	20
Conversion of Electronic Records	5
Council Meeting Hours	8
Registered Voters	n/a
Voter Turnout	n/a
Qualified Candidates	n/a
Standing Boards & Committees	10
Special Boards to review a Single Issue	-
Boards or Committee Vacancies	2
Board Appointments	34
Youth Councils	in progress

Finance	
Payroll Checks Issued	797
Payroll Direct Deposits	679
Payroll Physical Checks	79
Payroll Remittance Checks	24
Payroll Remittance ETF	15
A/P Checks Issued Paper	328
A/P Checks Issued Voided	1
A/P Checks Issued ETF	-
A/P Checks Issued ACH	16
Journal Entries	10

CITY INVESTMENTS

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

Customer Service

New Customers	
Meter Set Active	10
Meter - Initial Read	185
Closed Accounts	193
Total Accounts Receivable	1,469,340
1-17 days	1,033,726
18-30 days	196,466
30 days	17,530
60 days	11,433
90 days	21,211
180 days	188,974
Payment Plans	3
Work Orders Issued	672
Disconnect/Reconnects	
WA, EL	36
Door Hangers	94
Meter Exchange	13
Business Tax Receipts	7
Bills Produced	
Dunning Statements	2,595
Regular Statements	9,334

IT

Trouble Tickets	
BS&A Software	25
Email Work Orders	15
PC Software Issues	21
PC Hardware Issues	16
PC Software Upgrades	-
PC Hardware Upgrades	5
Phones - Cell	1
Phones - Desk	14
Inbound Phone Calls	11,215
Outbound Phone Calls	5,884

Electric Utility

Residential Electric Rates ⁽¹⁾ (1,000 kWh)	
Mount Dora Electric Bill	\$116.72
Florida Municipals - Average Bill	\$115.04
Leesburg Bill	\$121.72
Duke Energy Bill	\$120.97
Reliability Statistics ⁽²⁾	
Total Electric Customers	5,851
Number of Outage Events	4
Customers Interrupted	58
L-Bar - Avg. Outage Duration (minutes)	41
SAIDI - Last 12 Months (minutes)	16
Work Load Statistics	
Electric Locates	91
Work Orders	
Distribution System	8
Street Lights	25
Services	0
Banners	5
Special Events/Festivals	1
Other	7

Purchasing

PO's Issued	12
RFP's Bid	-
Requisitions Processed	19

Human Resources

Open Positions	6
Applications/Resumes Received	51
Resignations	4
Workers Comp. Cases Filed	1
Employee Requisitions Processed	1
Payroll Authorizations Processed	6
IT Authorizations	4
Benefit Changes	-
Public Records Request	-
Employee Handbook Updates	-
Pension Invoices Processed	2
No call/No Show Letters	3
Resolutions Issued	-
Applicant Thank You Letters	96
Employment Background Checks	4

Fire

Calls	
Fire	10
EMS	283
Haz-Mat	4
Service	30
Good Intent	55
False Alarm	17
Special Incident	-
Training Hours	
Company Training	298
Multi Company Training	5
Officer Development Training	100
Driver & Operator Training	55
Haz-Mat Training	10
Other Training	15
Fire Inspections	
Annual	55
Reinspections	23
Pre-plan	56
Food Truck	2
Fireworks	3
Public Relation Events	-
Community Function	11
Station Tour	7

Library

Total Circulation	16,561
Adult Books	5,826
Teen Books	364
Youth Books	3,638
Large Print Books	825
DVDs	3,738
Audio Books	596
Digital Items	1,658
Mount Dora Only Items Circ.	625
Records/Items Added	426
New Library Cards	93
Computer Sessions	1,827
Wi-Fi Sessions	1,561
Door Count	19,524
Adult Program Attendance	384
Adult Technology Class Attendance	36
Children's Program Attendance	821
Volunteer Hours	785
Book Nook	297
Children's Library	122
All Other	366

Police	
Open Positions	5
Applications Received	2
Resignations	-
Worker's Comp Cases	-
Purchase Orders	-
RFP Bids	-
Requisitions	-
Police 911 calls	2,735
Police Citations	93
Police Traffic Stops	673
Public Records Request	131
Resolutions	-
Ordinances	-

Public Works	
Water & Sewer Collections	
Lift Station Maintenance	50
Lift Station Generator Repairs	-
Work Orders	5
Call Outs	7
Vac-Con Use	34
Water Plant (Water Production)	84,945,000
Wastewater Plants (Treated)	40,992,000
Water & Sewer Distribution	
Services Installed/Repaired	2
Meter Sets/Changed out	14 set / 11 co
Work Orders PW Issued	36
PW Issued WO's Completed	27
CS issued WO's Completed	116
Meter Reader related WO's completed	264
Hydrants Flushed	51
Locates-Water & Sewer	261
Pubic Works	
Work Orders	27

Parks & Recreation	
Acres Mowed	
Parks & Building Areas	386
Cemetery, School, Ballfields	130
Trash Cans Emptied	2,325
Programs	4
Adults in Fall Softball	-
Kids Registered in Programs	151
Fall Soccer Participants	-
Youth	-
Adults, Coaches, Parents	-
Lincoln Ave. Pool Participants	120
Open Swim	
Lap Swim	48
Water Aerobics	62
Swim Team	-
Swim lessons	-
Water Kickboxing	10
Special Events	5
Community Building	
Blacked Out Dates	6
Usage of Green Rooms	12 of 31
Usage of Auditorium	10 of 31
Usage of Lobby	17 of 31
Productions Held	7
Facility Rentals	17
Work Orders	22
Buildings Cleaned	20

Public Information	
Facebook Posts	109
Tweets	74
Videos/live feeds produced	25
Press Releases Written	10
Media Stories printed/produced	17
Events Created/Attended	8
Advertisements Run	4
Code Red Messages Launched	-
After Hours Media Requests	2
Facebook Analytics	
New Facebook Likes	108
Page Views	1,926
Reach	27,393
Twitter Analytics	
Twitter Impressions	18,400
Profile Visits	609
Mentions	55
New Followers	20

Planning	
Development Applications	9
Annexation Fee Waiver Processed	-
Resolutions	-
Ordinances	1
RFQ/RFP	-
Open Positions	1
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 construction inspections)	882
Percent of Building, Electrical, Mechanical, Plumbing [BEMP] building inspection requests completed on-schedule	100%
Number of Building, Electrical, Mechanical, Plumbing [BEMP] re-inspections (residential and commercial)	168
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)	67
Percent of building construction plan reviews completed by jurisdiction target date (define target date).	100%
Number of FTE permit technicians (residential and commercial)	2
Number of BEMP building permits issued (residential and commercial)	101
Percent of permit requests completed within 30 days as required by FS 553	100%
Overall customer satisfaction ranking from customer contact cards	N/A
Number of BEMP building inspections per day per inspector FTE	28
Average annual cost per inspection	N/A
Number of building plans reviewed per day per reviewer (residential and commercial)	4
Average annual cost per plan review	N/A
Permits issued per permit technician	42