



CITY OF MOUNT DORA

Monthly Financial Report and Benchmarks

November 2017

This financial overview reflects the City's overall unaudited financial condition through **November 2017** or **17%** 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	\$ 1,053,313	6%	\$18,813,900	\$ 2,199,320	12%
111 - Discretionary Sales Tax	2,143,896	101,227	5%	2,143,896	24,998	1%
113 - Public Service Tax	2,239,000	279,510	12%	2,239,000	-	-
117 - Community Redevelopment Agency	1,503,156	175	0%	1,503,156	47,119	3%
118 - Northeast Community Redevelopment Agency	1,355,138	-	-	1,355,138	26,559	2%
120 - Law Enforcement Trust Fund	-	-	-	-	2,247	-
123 - Protective Inspections	762,500	112,584	15%	762,500	72,923	10%
124 - Police Impact Fee	55,050	5,809	11%	55,050	-	-
125 - Fire Impact Fee	83,750	7,478	9%	83,750	-	-
126 - Library Impact Fee	161,000	23,975	15%	161,000	49	0%
127 - Parks Impact Fee	356,500	45,034	13%	356,500	34,438	10%
130 - Special Events	566,625	45,962	8%	566,625	119,668	21%
131 - Fire Assessment Fee	417,310	-	-	417,310	(2,372)	-
200 - Debt Service	321,200	-	-	321,200	-	-
310 - Capital Projects	602,550	-	-	602,550	-	-
410 - Electric	10,779,900	1,683,043	16%	10,779,900	1,246,432	12%
421 - Consolidated Water/Sewer Utility	12,649,154	1,721,664	14%	12,649,154	577,647	5%
422 - Water/Wastewater Impact Fee	597,452	74,805	13%	597,452	-	-
423 - Water Impact Fee	413,402	50,536	12%	413,402	3,969	1%
425 - 2014 Note Construction	-	292,688	-	-	771,187	-
430 - Sanitation Utility	2,352,000	385,556	16%	2,352,000	194,109	8%
440 - Stormwater Utility	1,117,913	170,667	15%	1,117,913	37,120	3%
450 - Cemetery	183,092	5,000	3%	183,092	12,838	7%
501 - Vehicle Replacement	277,693	-	-	277,693	49,389	18%
502 - Information Technology	635,803	-	-	635,803	20,219	3%
503 - Facility Maintenance	986,977	-	-	986,977	3,242	0%
510 - Self Insured Health	3,783,480	417,094	11%	3,783,480	515,405	14%
511 - Workers Compensation	294,415	-	-	294,415	580,748	197%
512 - Loss Fund	580,742	-	-	580,742	-	-
Total All Funds	\$ 64,033,598	\$ 6,476,121	10%	\$64,033,598	\$ 6,537,256	10%

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 2 months (17%) of the fiscal year complete, the City's GF has collected a total of **\$1,053,313**, or 6% of its projected annual revenues. For the same period, the GF has expended **\$2,199,320**, or 12% 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	448,756	7%
Other Taxes and Services	468,500	42,770	9%
Licenses and Permits	794,875	72,094	9%
Intergovernmental	2,093,815	386,643	18%
Charges for Services	477,300	42,556	9%
Fines & Forfeitures	44,500	7,627	17%
Misc Revenue	3,191,725	52,868	2%
Internal Service Charge	2,368,600	-	0%
Transfers In	1,919,000	-	0%
Fund Balance / Reserves	1,425,569	-	0%
Total	\$18,813,900	\$ 1,053,313	6%

Taxes

This category reflects the collection of ad valorem taxes, fuel taxes, and service taxes, and communications service taxes. Through November, the City has collected 8% 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 **\$72,094** or **9%** 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	10,926	11%
City Manager	289,062	37,612	13%
City Attorney	140,000	22,940	16%
City Clerk	210,878	26,742	13%
Community Building	73,550	7,512	10%
Customer Service	766,763	102,852	13%
Finance	642,984	104,653	16%
Fire	2,993,213	374,807	13%
Historical Museum	2,000	265	13%
Simpson House Program	6,000	486	8%
Human Resources	366,564	44,152	12%
Library	755,655	105,540	14%
Other Government	4,061,437	222,808	5%
Parks	760,061	91,574	12%
Planning	484,686	35,043	7%
Police	4,747,591	665,778	14%
Police Communication	538,869	84,404	16%
Public Relations	162,812	18,914	12%
Engineer	89,732	11,234	13%
Purchasing	176,232	62,754	36%
Recreation	387,802	41,810	11%
Aquatic	87,187	8,465	10%
Roads and Streets	974,762	118,049	12%
Total	\$18,813,900	\$ 2,199,320	12%

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 % Received
	Budget	YTD Actual	
CRA	1,503,156	175	0%
North East CRA	1,355,138	-	0%
Law Enforcement Trust Fund	-	-	-
Protective Inspections	762,500	112,584	15%
Discretionary Sales Tax	2,143,896	101,227	5%
Public Service Tax	2,239,000	279,510	12%
Fire Impact	83,750	7,478	9%
Library Impact	161,000	23,975	15%
Parks Impact	356,500	45,034	13%
Police Impact	55,050	5,809	11%
Fire Assessment Fund	417,310	-	0%
Special Event Fund	566,625	45,962	8%
Total	\$ 9,643,925	621,754	6%

Special Funds	Adj Annual		YTD % Expended
	Budget	YTD Actual	
CRA	1,503,156	47,119	3%
North East CRA	1,355,138	26,559	2%
Law Enforcement Trust Fund	-	2,247	-
Protective Inspections	762,500	72,923	10%
Discretionary Sales Tax	2,143,896	24,998	1%
Public Service Tax	2,239,000	-	0%
Fire Impact	83,750	-	0%
Library Impact	161,000	49	0%
Park Impact	356,500	34,438	10%
Police Impact	55,050	-	0%
Fire Assessment Fund	417,310	(2,372)	-1%
Special Event Fund	566,625	119,668	21%
Total	\$ 9,643,925	325,630	3%

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	-	0%
Total	\$ 602,550	\$ -	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	1,683,043	16%
Water/Wastewater	12,649,154	1,721,664	14%
Wastewater Impact Fee	597,452	74,805	13%
Water Impact Fee	413,402	50,536	12%
2014 Note Construction	-	292,688	-
Sanitation	2,352,000	385,556	16%
Stormwater	1,117,913	170,667	15%
Cemetery	183,092	5,000	3%
Total	\$ 28,092,913	4,383,959	16%

Enterprise	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Electric Utility	10,779,900	1,246,432	12%
Water/Wastewater	12,649,154	577,647	5%
Wastewater Impact Fee	597,452	-	0%
Water Impact Fee	413,402	3,969	1%
2014 Note Construction	-	771,187	-
Sanitation	2,352,000	194,109	8%
Stormwater	1,117,913	37,120	3%
Cemetery	183,092	12,838	7%
Total	\$ 28,092,913	2,843,302	10%

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	417,094	11%
Workers Compensation	294,415	-	0%
Loss Fund	580,742	-	0%
Total	\$ 6,559,110	417,094	6%

Internal	Adj Annual		YTD %
	Budget	YTD Actual	Expended
Vehicle Replacement	277,693	49,389	18%
Information Technology	635,803	20,219	3%
Facility Maintenance	986,977	3,242	0%
Self Insured Health	3,783,480	515,405	14%
Workers Compensation	294,415	580,748	197%
Loss Fund	580,742	-	0%
Total	\$ 6,559,110	1,169,004	18%

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	11/30/17
General Fund	1,328,887
Discretionary Sales Tax	1,796,079
Public Services Tax Fund	849,456
CRA	677,574
North East CRA	1,482,237
Law Enforcement Trust Fund	11,779
Protective Inspections	1,789,323
Police Impact Fee	8,351
Fire Impact Fee	677,907
Library Impact Fee	27,491
Park Impact Fee	1,391,786
Special Events	(121,788)
Fire Assessment Fund	464,674
Debt Service Fund	97,494
Capital - Designated	79,593
Electric Utility	6,882,643
Water/Wastewater	3,383,701
Wastewater Impact Fee	1,988,517
Water Impact Fee	1,123,546
2014 Note Construction	(159,852)
Sanitation Utility	266,875
Stormwater Utility	926,594
Cemetery	91,987
Vehicle Replacement Fund	1,388,151
Information Technology	(18,598)
Facility Maintenance	(2,513)
I/S Insurance Fund	65,055
Workers Compensation	(580,748)
Firefighters Retirement	(14,686)
Payroll Clearing Fund	(65,803)
Total	\$25,835,713

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.

Investments Balance	YTD Actual	%
Bank United	8,324,695	59.97%
Florida Municipal Inv Trust	4,703,192	33.88%
Florida Prime	90,936	0.66%
Certificate of Deposits	750,000	5.40%
FLSAFE	13,026	0.09%
Total	\$13,881,849	100%

DEPARTMENT BENCHMARKS

City Clerk

Meeting Minutes Completed	3
Public Records Request	9
Agenda Items Reviewed	23
Conversion of Electronic Records	19
Council Meeting Hours	5
Registered Voters	-
Voter Turnout	2,039
Qualified Candidates	2
Standing Boards & Committees	10
Special Boards to review a Single Issue	-
Boards or Committee Vacancies	2
Board Appointments	-
Youth Councils	-

Finance

Payroll Checks Issued	498
Payroll Direct Deposits	426
Payroll Physical Checks	50
Payroll Remittance Checks	14
Payroll Remittance ETF	8
A/P Checks Issued Paper	370
A/P Checks Issued Voided	1
A/P Checks Issued ETF	-
A/P Checks Issued ACH	17
Journal Entries	11

Customer Service

New Customers	
Meter Set Active	6
Meter - Initial Read	188
Closed Accounts	183
Total Accounts Receivable	1,477,264
1-17 days	1,070,906
18-30 days	169,495
30 days	24,277
60 days	6,808
90 days	20,972
180 days	184,856
Payment Plans	2
Work Orders Issued	784
Disconnect/Reconnects	
WA, EL	29
Door Hangers	78
Meter Exchange	12
Business Tax Receipts	26
Bills Produced	
Dunning Statements	2,553
Regular Statements	9,329

IT

Trouble Tickets	
BS&A Software	32
Email Work Orders	24
PC Software Issues	48
PC Hardware Issues	25
PC Software Upgrades	-
PC Hardware Upgrades	16
Phones - Cell	1
Phones - Desk	14
Inbound Phone Calls	11,027
Outbound Phone Calls	5,487

Electric Utility

Residential Electric Rates ⁽¹⁾ (1,000 kWh)	
Mount Dora Electric Bill	\$116.72
Florida Municipals - Average Bill	\$114.33
Leesburg Bill	\$121.72
Duke Energy Bill	\$120.97
Reliability Statistics ⁽²⁾	
Total Electric Customers	5,856
Number of Outage Events	2
Customers Interrupted	41
L-Bar - Avg. Outage Duration (minutes)	33
SAIDI - Last 12 Months (minutes)	16
Work Load Statistics	
Electric Locates	76
Work Orders	
Distribution System	5
Street Lights	23
Services	6
Banners	4
Special Events/Festivals	17
Other	11

Purchasing

PO's Issued	15
RFP's Bid	-
Requisitions Processed	17

Human Resources

Open Positions	12
Applications/Resumes Received	145
Resignations	2
Workers Comp. Cases Filed	-
Employee Requisitions Processed	4
Payroll Authorizations Processed	11
IT Authorizations	3
Benefit Changes	3
Public Records Request	2
Employee Handbook Updates	-
Pension Invoices Processed	1
No call/No Show Letters	2
Resolutions Issued	-
Applicant Thank You Letters	121
Employment Background Checks	6

Fire

Calls	
Fire	5
EMS	275
Haz-Mat	7
Service	23
Good Intent	67
False Alarm	13
Special Incident	-
Training Hours	
Company Training	350
Multi Company Training	-
Officer Development Training	80
Driver & Operator Training	45
Haz-Mat Training	10
Other Training	24
Fire Inspections	
Annual	42
Reinspections	33
Pre-plan	7
Food Truck	1
Fireworks	1
Public Relation Events	-
Community Function	15
Station Tour	4

Library

Total Circulation	18,382
Adult Books	6,040
Teen Books	525
Youth Books	4,880
Large Print Books	660
DVDs	3,637
Audio Books	842
Digital Items	1,797
Mount Dora Only Items Circ.	671
Records/Items Added	501
New Library Cards	98
Computer Sessions	2,068
Wi-Fi Sessions	1,610
Door Count	20,933
Adult Program Attendance	535
Adult Technology Class Attendance	63
Children's Program Attendance	1,199
Volunteer Hours	922
Book Nook	374
Children's Library	147
All Other	401

Police

Open Positions	2
Applications Received	4
Resignations	-
Worker's Comp Cases	1
Purchase Orders	1
RFP Bids	-
Requisitions	-
Police 911 calls	2,433
Police Citations	88
Police Traffic Stops	672
Public Records Request	142
Resolutions	-
Ordinances	-

Public Works

Water & Sewer Collections	
Lift Station Maintenance	50
Lift Station Generator Repairs	-
Work Orders	23
Call Outs	1
Vac-Con Use	34
Water Plant (Water Production)	85,570
Wastewater Plants (Treated)	39,221
Water & Sewer Distribution	
Services Installed/Repaired	12
19 set/ 17	
change out	
Meter Sets/Changed out	71
Work Orders PW Issued	68
PW Issued WO's Completed	187
CS issued WO's Completed	749
Meter Reader related WO's completed	42
Hydrants Flushed	204
Locates-Water & Sewer	
Pubic Works	
Work Orders	45

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	156
Fall Soccer Participants	
Youth	143
Adults, Coaches, Parents	110
Lincoln Ave. Pool Participants	
Open Swim	
Lap Swim	45
Water Aerobics	22
Swim Team	-
Swim lessons	-
Water Kickboxing	11
Special Events	4
Community Building	
Blacked Out Dates	6
Usage of Green Rooms	17 of 30
Usage of Auditorium	4 of 30
Usage of Lobby	11 of 30
Productions Held	2
Facility Rentals	10
Work Orders	18
Buildings Cleaned	20

Public Information

Facebook Posts	120
Tweets	85
Videos/live feeds produced	18
Press Releases Written	14
Media Stories printed/produced	17
Events Created/Attended	9
Advertisements Run	-
Code Red Messages Launched	1
After Hours Media Requests	3
Facebook Analytics	
New Facebook Likes	106
Page Views	1,570
Reach	31,210
Twitter Analytics	
Twitter Impressions	17,500
Profile Visits	633
Mentions	42
New Followers	26

Planning

Development Applications	5
Annexation Fee Waiver Processed	-
Resolutions	-
Ordinances	-
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)	1,000
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)	198
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)	602
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)	114
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	30
Average annual cost per inspection	N/A
Number of building plans reviewed per day per reviewer (residential and commercial)	5
Average annual cost per plan review	N/A
Permits issued per permit technician	45