

M E M O R A N D U M

TO: Town Commission
FROM: Tom Harmer, Town Manager
DATE: April 29, 2019
SUBJECT: FY19 Midyear Update

Recommended Action

None, informational only.

Background

As you are aware, each year the Town Commission adopts an annual operating budget for the upcoming fiscal year. The Town's fiscal year runs from October 1, through September 30.

As of March 31, 2019, we have completed the first six months of the current fiscal year (FY19). I have met with staff to review the status of our FY19 Budget as of March 31, 2019. The Finance Director and I will provide a financial overview at the Town Commission's May 6, 2019, Regular Workshop Meeting.

From a financial standpoint there are no significant variances or concerns to report. Revenues are generally tracking within our original projections and our expenditures are in line with our budgeted funds. This information will be reviewed with the Commission at the meeting.

Attached is a copy of the Midyear Update presentation. In addition to the financial overview, I will also provide an update on some of the key activities and accomplishments over the first six months of the year.

Staff Recommendation

None, informational only.

Attachments

FY19 Midyear Review PowerPoint Presentation



Mid-Year Review FY19

**Town Commission Regular Meeting
May 6, 2019**



Mid-Year Review

- Separate from FY20 budget preparation
- FY19 activity, accomplishments year-to-date
- Evaluates financial status at mid-point of fiscal year; revenues and expenditures



Mid-Year Review – Election March 2019

- Mike Haycock joins Commission
- Commissioner Spoll reelected as Mayor
- Commissioner Zunz reelected as Vice Mayor
- Ballot Initiatives Passed
 - Charter Amendment
 - Zoning Referendum – Mote Property



Commission Meetings

- 6 - Regular Meetings
- 5 - Regular Workshops
- 2 - Special Workshops
- 1 - Special Meetings
- 1 - Statutory Meeting
- 1 - Attorney/Client Session
- 2 - Joint Meetings
 - Sarasota County
 - Manatee County
- Sarasota County Convocation Meeting



Mid-Year Overview

- Received AA+ Bond Rating for Undergrounding Revenue Bonds
- Closed on Undergrounding Bonds
- Completed FEMA/State filing requirements and received \$7.2 million in federal and state grants
- 2018 Comprehensive Financial Report Issued- No reportable conditions
- Published 1st Town Annual Report
- 2019 Citizens' Academy of Gov't
- Annual Community Open House
- Coyote Workshop
- Red Tide Response
- Artist Reception



Mid-Year Overview - Projects

- AV in Commission Chambers
- Demo of former Amore Site
- Colony Emergency Demolition
- Zoning Code Rewrite
- Fire station construction contracts finalized
- Install of WaStop Valves in Village – Flooding Control
- US41 Gulfstream Roundabout Peer Review
- Sand placement – North Shore
- Non-Conforming Redevelopment Ordinances Adoption including: Certificate of Built Conditions, CORD, & PUD amendments.



Mid-Year Activity



Town Clerk

	FY18 (YTD)	FY19 (YTD)
Public Records Processed	127	217
Ordinances/Resolutions/Orders	18	24
Town Commission E-mails Distributed	6,219	5,254
Town Commission Meetings Held/ Attended	22	19
In-House Documents Digitized	1,968	5,243
Microfiche Records Digitized (Image Count)	238,868	109,420



Information Technology

- Stat Comparison - 10/1 to 3/31

	FY18	FY19
Telephone Calls	68,530	82,427
Work Orders	692	684
Website Visits	58,343	240,412



Planning, Zoning & Building

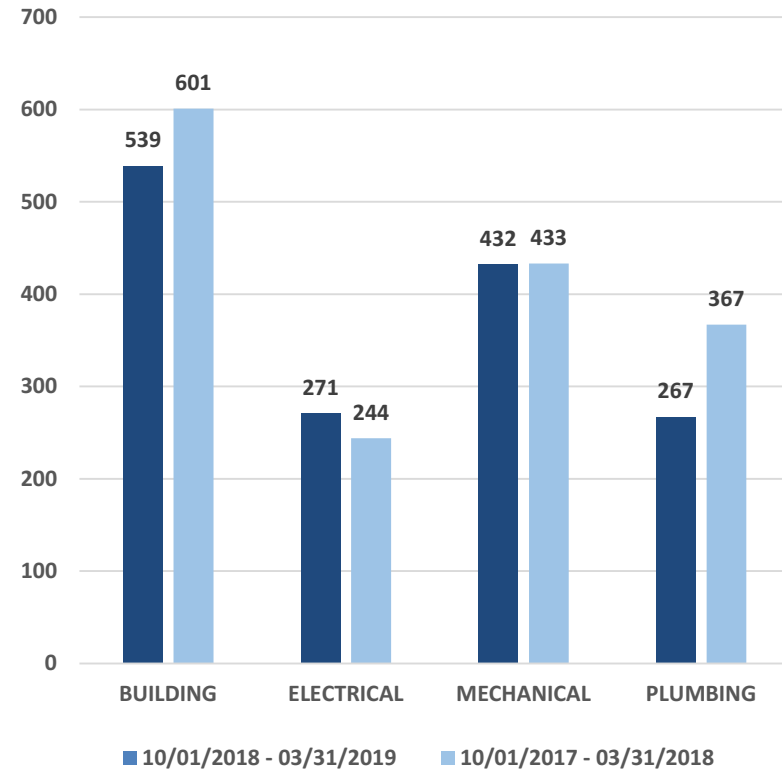
Permit Statistics October 2018 – March 2019

PERMIT STATISTICS

2019	PERMIT TYPE	AMOUNT
1	BUILDING	539
2	ELECTRICAL	271
3	MECHANICAL	432
4	PLUMBING	267
TOTAL		1509

2018	PERMIT TYPE	AMOUNT
1	BUILDING	601
2	ELECTRICAL	244
3	MECHANICAL	433
4	PLUMBING	367
TOTAL		1645

Permit Statistics October - March FY
2018 and 2019





Planning, Zoning & Building

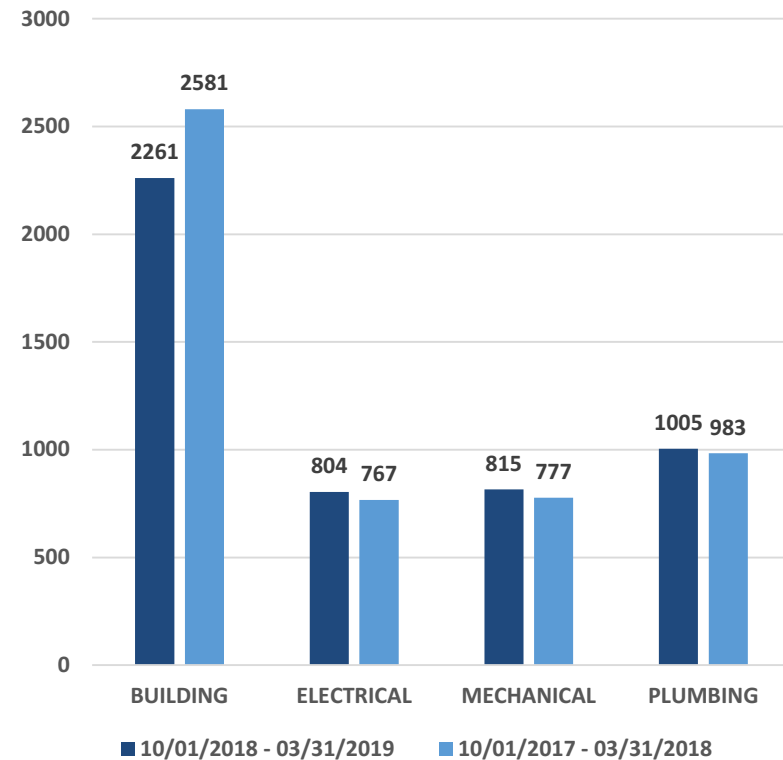
Inspection Statistics October 2018 – March 2019

INSPECTION STATISTICS

2019	INSPECTION TYPE	AMOUNT
1	BUILDING	2261
2	ELECTRICAL	804
3	MECHANICAL	815
4	PLUMBING	1005
TOTAL		4885

2018	INSPECTION TYPE	AMOUNT
1	BUILDING	2581
2	ELECTRICAL	767
3	MECHANICAL	777
4	PLUMBING	983
TOTAL		5108

Inspection Statistics Oct-Mar FY 2018 and 2019





Public Works

Utilities - Midyear

	Water from Manatee County		Waste Water to Manatee County	
	FY 18-19	FY 17-18	FY18-19	FY 17-18
OCT	57.6	53.7	48.2	51.2
NOV	58.6	54.8	45.5	45.9
DEC	58.4	56.7	59.2	47.9
JAN	62.0	59.9	53.8	48.6
FEB	59.9	55.5	50.1	49.2
MAR	67.4	65.7	56.6	57.2
TOTALS	<u>363.9 M GAL</u>	<u>346.3 M GAL</u>	<u>313.4 M GAL</u>	<u>300 M GAL</u>



Police Responses - Midyear

	FY18 (4 th Q)	FY19 (1 st Q)
Calls For Service	1230	1542
Arrests	17	32
Accidents	24	36
Total Tickets/ Warnings	178	201
Marine Calls	17	65



Fire/ EMS Responses - Midyear

	FY18	FY19
Total Responses	944	998
EMS Related	619	506
Fire/Rescue (Non-EMS)	325	424
EMS Patients Treated	613	587
Patients Transported	377	366
Non-Transported Patients	236	221
Average Response Time	4.7 min	4.8 min



Mid-Year Review

Financials

Six Months Ending
March 31, 2019



Mid-Year Financial Update - Overview

Overall Revenues and Expenditures appear to be tracking with no major variances or concerns.

All Funds

- Total revenues collected at 81.2% of budget
- Overall expenditures at 22.9% of budget (compared to 19.2% last year)

General Fund

- Total revenues collected \$13,160,215 (79.8% of Budget compared to 76.9% last year)
- Total expenses \$7,306,059 (44.1% of Budget compared to 46.4% last year)



Fund Balance – General Fund

- FY18 ended with a Total Fund Balance of \$8.4 million, which is an increase of \$1.1 million
- Total Fund Balance of \$8.4 million = 202 Operating Days
- Unassigned Fund Balance of \$5.5 million = 134 Operating Days
- **Staff will continue to monitor throughout the rest of the fiscal year**



Enterprise Fund Revenue

Utility Fund Revenue Type	FY19 Budget	FY19 YTD	Percent Collected	Percent Prior Year
Water Sales	\$4,020,000	\$1,917,811	47.7%	45.5%
Wastewater Sales	\$4,240,000	\$2,138,087	50.4%	50.5%

Building Fund Revenue Type	FY19 Budget	FY19 YTD	Percent Collected	Percent Prior Year
Building permits	\$900,000	\$512,277	56.9%	49.2%
Plumbing Permits	\$80,000	\$27,470	34.3%	48.5%
Electrical Permits	\$64,325	\$25,791	40.1%	33.4%
HVAC Permits	\$85,000	\$36,322	42.7%	43.4%
Staff Review Fees	\$4,800	\$5,239	109.1%	1162.0%
Re-Inspections	<u>\$10,000</u>	<u>\$15,130</u>	<u>151.3%</u>	<u>134.9%</u>
TOTAL	\$1,144,125	\$622,229	54.4%	48.2%



Other Major Revenues Update

Revenue Type	FY19 Budget	FY19 YTD	Percent Collected	Percent Prior Year
Gas Taxes				
Local Option, 2 Cent, 8 th Cent and 9 th Cent taxes on fuel sold in Sarasota and Manatee County; collected by the State and remitted back to the Town based on allocation formula.	\$380,000	\$146,388	38.5%	44.8%
Infrastructure Tax				
One cent (Sarasota) and half cent (Manatee) sales surtax approved by voter referendum to finance Town infrastructure projects; collected by the State and remitted back to the Town.	\$705,000 (S)	\$302,500	42.9%	43.7%
	\$183,000 (M)	\$76,062	41.6%	43.5%
Tennis Sales				
Gross revenue from Memberships, Walk on plays, Script cards (Nine sessions), Lessons and Merchandise Sales.	\$621,533	\$470,597	75.7%	75.2%

Revenues shown are on a cash basis. Most revenues are paid in arrears.

Based on early projections, Gas taxes may be \$29,000 short of budgeted target. Both infrastructure taxes are expected to make or exceed budget. Tennis Center sales are \$29,040 higher compared to the prior year at this time.



General Fund Revenues Update

Revenue Type	FY19 Budget	FY19 YTD	Percent Collected	Percent Prior Year
Half-Cent Sales Tax Collected by the State and remitted back to the Town based on taxable sales within the Counties.	\$614,000	\$256,063	41.7%	42.7%
FPL Franchise Fees 6% fee on the gross sale of electric energy, less write-offs, to residential, commercial or industrial customers within the Town collected by FPL and remitted to the Town. \$300,000 has been allocated to Neighborhood Undergrounding to cover 50% of general benefit.	\$620,000 <u>\$300,000</u> \$920,000	\$363,151	39.5%	43.3%
Communication Services Tax Tax on retail sales of communications services collected by the State and remitted to the Town.	\$578,000	\$249,362	43.1%	44.2%

Revenues shown are on a cash basis. Most revenues are paid in arrears. FPL pays 2 ½ months in arrears.



General Fund Revenues continued

Revenue Type	FY19 Budget	FY19 YTD	Percent Collected	Percent Prior Year
Municipal Revenue Sharing Sales tax revenues collected by the State and remitted to the Town based on an allocation formula.	\$172,800	\$59,962	34.7%	50.7%
Ambulance Fees Fee collected for emergency medical transportation from insured and uninsured users, Medicare and Medicaid collected by 3 rd party provider.	\$260,000	\$125,627	48.3%	49.5%
Investment Income Earnings on pooled cash and investments.	\$178,266	\$261,535	146.7%	177.8%

Revenues shown are on a cash basis. Most revenues are paid in arrears. Municipal Revenue Sharing early projections indicate we may not make budget by \$29,000.



Major Funds Expense Update

Notes:

- Expenses include open PO's.
- This table is presented on a cash basis with transactions posted through March 31.
- R&B Fund 101 – F150 and Chipper purchased; Bucket truck on order.
- Sarasota Infrastructure Fund 102 – Includes Chamber Audio purchase and pickleball planning work.
- TDT Fund 104 – \$500,000 annual transfer of TDT revenues to Beach Fund.
- Manatee Infrastructure Tax Fund 114 – Power lift for stretcher, medication dispenser, video airway and 2 patrol cars purchased.
- Fund 308 – PO's issued for Code enforcement vehicle and irrigation wells.
- Utility Fund 404 – \$2 million of projects encumbered, largely Emerald Harbor subdivision work.

FUND	FY19 AMENDED BUDGET	YTD ACTUAL EXPENSE	PERCENT
Fund 001 - GENERAL FUND	16,570,184	7,451,186	45.0%
Fund 101 - ROAD AND BRIDGE FUND	848,516	202,299	23.8%
Fund 102 - SARASOTA INFRASTRUCTURE SURTAX	429,355	48,734	11.4%
Fund 104 - TOURIST DEVELOPMENT TAX	586,260	500,098	85.3%
Fund 108 - TREE REPLACEMENT FUND	5,026	6	0.1%
Fund 110 - POLICE EDUCATION & TRAINING	10,023	3,739	37.3%
Fund 111 - LAW ENFORCEMENT FUND (LETF)	39,340	18,842	47.9%
Fund 112 - TENNIS CENTER	612,520	338,115	55.2%
Fund 113 - MISC GRANT FUND	173,887	24,511	14.1%
Fund 114 - MANATEE INFRASTRUCTURE SURTAX	183,882	127,953	69.6%
Fund 115 - AUSTRALIAN PINE PROGRAM	50,393	2,956	5.9%
Fund 134 - GMD UNDERGROUNDING ASSESSMENT	1,473,621	38,568	2.6%
Fund 137 - NBH UNDERGROUNDING ASSESSMENT	1,275,900	33,455	2.6%
Fund 300 - FACILITIES (FY19 FIRESTATIONS)	5,521,356	2,878	0.1%
Fund 301 - STREETS	1,581,939	788,413	49.8%
Fund 302 - LAND ACQUISITION	434,836	42,809	9.8%
Fund 303 - BEACH	6,242,208	669,649	10.7%
Fund 304 - GMD UNDERGROUNDING	23,357,651	1,006,619	4.3%
Fund 305 - CANAL DREDGING	1,008,656	192,525	19.1%
Fund 306 - PARK & RECREATION	78,476	41,606	53.0%
Fund 307 - NEIGHBORHOOD UNDERGROUNDING	22,187,124	2,816,472	12.7%
Fund 308 - CAPITAL OR NONRECURRING FUND	304,790	56,864	18.7%
Fund 401 - WATER AND SEWER FUND	9,294,271	4,958,307	53.3%
Fund 402 - BUILDING DEPARTMENT	1,608,798	617,097	38.4%
Fund 404 - WATER & SEWER CAPITAL FUND	6,601,846	2,981,677	45.2%
TOTAL EXPENDITURES - ALL FUNDS	100,480,857	22,965,378	22.9%



General Fund Department Expenses

Notes:

- Expenses exclude open PO's.
- This table is presented on a cash basis with transactions posted through March 31. Many expenses incurred in March have not been invoiced yet.
- Total expenditures mid-year are \$7.3 million (44.09% of budget).
- Total expenditures were at 46.4% in the prior year at the same period.
- New Support Services department replaced costs that were charged to Town Manager budget in the prior year.
- Emergency Management (greater than 50% expended) includes costs billable to the State for Storm Michael (approx. \$12,000).

GENERAL FUND DEPARTMENTS	FY19 AMENDED BUDGET	YTD ACTUAL	PERCENT EXPENDED	PERCENT PRIOR YEAR
00-00 - INVESTMENT EXPENSE	3,802	1,463	38.47	135.41
10-10 - COMMISSION	30,500	8,205	26.90	20.81
10-11 - LEGAL	446,000	120,116	26.93	30.38
10-12 - TOWN MANAGER	414,794	186,452	44.95	43.45
10-13 - TOWN CLERK	398,942	178,969	44.86	47.57
10-14 - FINANCE	712,352	318,803	44.75	46.14
10-15 - INFORMATION TECHNOLOGY	789,002	323,261	40.97	40.97
10-17 - FACILITIES	144,191	46,620	32.33	37.95
10-18 - SUPPORT SERVICES	510,476	224,647	44.01	0.00
10-25 - PLANNING & ZONING	629,237	255,298	40.57	56.05
10-30 - GENERAL SERVICES	397,452	199,860	50.29	46.49
10-31 - CONTINGENCIES	350,000	639	0.18	0.00
20-19 - POLICE	3,114,704	1,408,192	45.21	45.25
20-20 - FIRE/RESCUE	6,925,574	3,224,276	46.56	46.61
20-21 - EMERGENCY MANAGEMENT	32,400	19,119	59.01	57.65
30-22 - PUBLIC WORKS	574,537	267,485	46.56	58.02
40-23 - PARKS	235,566	116,519	49.46	47.49
40-26 - RECREATION CENTER	45,092	11,446	25.38	36.74
50-32 - STREETS	698,063	277,191	39.71	45.91
90-22 - TRANSFER TO A-PINE FUND	0	0	0.00	100.00
90-30 - TRANSFER TO CAPITAL FUND	117,500	117,500	100.00	100.00
	16,570,18			
TOTAL EXPENDITURES - GEN FUND	4	7,306,059	44.09	46.40



General Fund FY19

Revenue Type	FY19 Budget	FY19 YTD Actual	Percent Collected	Percent Prior Year
Ad Valorem	\$12,189,326	\$11,379,021	93.4%	94.0%
Non Ad Valorem	\$2,918,346	\$1,128,909	38.7%	47.8%
*Other Finance Sources	<u>\$1,391,887</u>	<u>\$652,285</u>	<u>46.9%</u>	<u>36.2%</u>
TOTAL REVENUE	\$16,499,559	\$13,160,215	79.8%	76.9%

Budget Type	FY19 Budget	FY19 YTD Actual	Percent Expended	Percent Prior Year
TOTAL EXPENSES	\$16,570,184	\$7,306,059	44.1%	46.4%

Budget Amendment

Resolution 2018-35 \$106,744 Carryover of Open Purchase Orders from FY18

* Other Financing Sources includes Sales of capital assets and transfers from Utility, Road & Bridge, and Building Funds.



Cash and Investments

POOLED CASH AND INVESTMENTS	
Pooled Cash	\$ 25,959,434
Pooled Investments - TD Wealth	33,387,989
Pooled Investments - FL PRIME	21,613,553
Pooled Investments - FL CLASS	<u>18,757,329</u>
TOTAL CASH AND INVESTMENTS	\$ 99,718,305

ALLOCATION BY FUND	
General Fund	\$ 14,271,172
Utility Fund-Restricted Connection Fees	1,409,846
Utility Fund-Unrestricted	12,537,728
Building Fund	1,672,731
Beach Fund	11,021,292
GMD Undergrounding & Assessments	23,193,226
Neighborhood Undergrounding & Assessments	20,870,736
Debt Service Funds	3,158,910
All Other Funds	<u>11,582,663</u>
TOTAL CASH AND INVESTMENTS	\$ 99,718,305



Moving Forward

- Separate From FY20 budget preparation
- FY19 Budget Calendar- Planned Workshops
 - 1st Workshop – May 20 9am Capital Plan and General Fund
 - 2nd Workshop – June 17 9am General Fund Update and All Funds Overview
 - 3rd Workshop – June 25 9am (if needed)
 - 4th Workshop- September 9 (9am if needed)
- Special Meeting- Budget Adoption
 - First Reading - September 9 (5:01pm)
 - Final Adoption - September 23 (5:01pm)

End of Agenda Item