

Fiscal Year 2019

Presentation of Internal Service Funds

Tuesday, August 28th 2018

Helena P. Alves, CGFO, CIA, MBA
Finance Director

Lina Williams
Central Services Manager, Budget Coordinator



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Budget Preparation Timeline

January - March

- First Quarter Review
- Annual Financial Audit
- Presentation of Annual Progress Report
- Survey Results to City Council
- Annual Update of the Strategic Action Plan

April - May

- Review 10 Year Infrastructure Plan
- Departments Begin FY 2019 Budget Preparation
- Second Quarter Review
- Year to Date Budget Results Presentation



Budget Preparation Timeline

May – June

- Fund Accounting & Long Term Planning Presentation
- Property Tax & Other Revenues Presentation

July - August

- General Fund Budget Workshop
- Adopt Maximum Millage Rate (August 4th deadline)
- Third Quarter Review
- Proprietary & Special Revenue Budget Workshop
- Internal Services & Capital Funds Budget Workshop
- Final Proposed Budget Presentation



Budget Preparation Timeline

September

- Public Hearing to Tentatively Adopt Millage Rate & Budget
- Public Hearing to Adopt Final Millage Rate & Budget

October – December

- FY 2018 Year End Close-out
- End of Year Review with Departments



Internal Service Funds



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Fleet Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Internal Charges	3,607,987	3,607,987	3,454,307		
Internal/External Fuel Charges	784,100	750,287	766,304		
Misc. Revenue	45,000	83,000	45,000		
Auction Proceeds	200,000	149,000	200,000		
Transfers for New Equipment	327,300	313,400	700,515		
Appropriated Fund Balance	-	-	498,897		
Total Revenues	4,964,387	4,903,674	5,665,023	700,636	14.1%
Operating Expenditures	2,169,381	2,226,029	2,489,606		
Capital Outlay	2,007,900	1,919,552	3,175,417		
Replacement Reserves	787,106	758,093	-		
Total Expenditures	4,964,387	4,903,674	5,665,023	700,636	14.1%

	Budget 2018	Budget 2019	*Change 2018-2019
Personnel (FTE)	7	9.5	2.5

*50% of PW Manager, Mechanic, Staff Assistant



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Fleet Fund FY 2019 Capital Expenditures

New Equipment	
<u>Streets & Parks Maintenance:</u>	
Chevrolet Quad Cab Truck	\$53,000
Dump Trailer	\$8,700
John Deere 1570 Mower with Lastec Flex deck	\$31,920
Workman HDX - Spray Rig	\$24,150
20ft Tandem Axle Landscape Trailer (inmate crew)	\$5,000
<u>Utility Department:</u>	
Nissan Frontier 4x4	\$27,000
Ford F-250 with Utility Body	\$35,175
Ford F-750 Utility Truck	\$105,000
Ford F-750 5 Yard Dump Truck	\$94,710
(2) Ford F-150 (\$24,150 each)	\$48,300
Caterpillar TL642 Telehandler	\$89,250
40,000 lb. equipment trailer	\$20,160
<u>Fire Department:</u>	
Military HumV Surplus Vehicle	\$6,300
7x20 Tandem Axle Cargo Trailer (training equipment)	\$6,200

New Equipment	
<u>Facilities Division:</u>	
(3) Ford F250/ with Utility Body (\$38,000 each)	\$114,000
<u>Fleet Division:</u>	
Chevrolet Silverado 1500	\$28,000
Vehicle Air Conditioning Maint Machine	\$7,500
Portable Jack System	\$35,000
Fuel Depot Diesel Exhaust Fluid (DEF) Pumping Station	\$10,000
<u>Building Division:</u>	
Ford F150 XL	\$31,650
Total Cost for New Equipment	\$781,015
Replacements	
White Fleet	\$553,492
Mowers/Mower Decks/Utility vehicles	\$195,675
Heavy Equipment	\$1,167,985
Commercial Fire Truck	\$477,250
Total Cost for Replacements	\$2,394,402

Total Capital Expenditures

\$3,175,417



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Facilities Maintenance Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Internal Service Charges	678,599	678,599	936,329		
Appropriated Fund Balance	-	-	74,279		
Total Revenues	678,599	678,599	1,010,608	332,009	48.9%
Operating Expenditures	627,922	654,835	1,010,608		
Replacement Reserves	50,677	23,764	-		
Total Expenditures	678,599	678,599	1,010,608	332,009	48.9%

	Budget 2018	Budget 2019	*Change 2018-2019
Personnel (FTE)	2	4	2

**Facilities Supervisor, Lead Equipment Operator (March 2019 start date)*



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Health Insurance Fund

	Budget 2018	Estimated 2018	*Budget 2019	Change 2018-2019	Percentage Change
Premium Charges	4,646,752	4,568,752	5,321,294		
Stop Loss Insurance	-	84,000	-		
Interest	16,000	35,000	35,000		
Total Revenues	4,662,752	4,687,752	5,356,294	693,542	14.87%
Operating Expenditures	4,662,752	4,687,752	5,004,260		
Contingency	-	-	352,034		
Expenditures*	4,662,752	4,687,752	5,356,294	693,542	14.87%

*Reflects coverage for new positions being added for FY 19

Includes claims, employee clinic, admin fees, stop loss insurance, wellness program and other expenses related to the health insurance program.



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Communications Fund

	Budget 2018	Estimated 2018	Budget 2019	*Change 2018-2019	Percentage Change
Internal Service Charges	275,400	275,400	270,500		
Transfer from Other Funds*	24,000	24,000	324,500		
Interest	6,000	6,000	-		
Appropriated Fund Balance	-	-	1,030,000		
Total Revenues	305,400	305,400	1,625,000	1,319,600	432.1%
Operating Expenditures**	20,000	20,000	50,000		
New Radios	24,000	-	1,575,000		
Replacement Reserves	261,400	285,400	-		
Total Expenditures	305,400	305,400	1,625,000	1,319,600	432.1%

*FY 19 includes Transfer from Fleet Fund reserves for purchase of new radios

**FY 19 includes new monthly maintenance fee



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Looking Ahead

Sept. 4th

Budget Workshop - Final Proposed Budget Presentation
Business Meeting - Approval of Water/Wastewater Utility Rate Adjustments

Sept. 5th

Public Hearing to adopt tentative millage rate and Budget

Sept. 11th

Workshop - Final Stormwater Rate Study

Sept. 18th

Business Meeting - Stormwater Rate Consideration

Sept. 19th

Final Public Hearing to adopt final millage and budget

Future

Amend Budget based on action regarding Stormwater rate



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