VILLAGE OF BISCAYNE PARK
Village Commission Agenda Report **#Item 7.a**

REGULAR MEETING

TO:	Honorable Mayor& Members of the Biscayne Park Village Commission
FROM:	Sharon P. Ragoonan, Village Manager
DATE:	January 10, 2017
TITLE:	Village Manager Report: Monthly Financial Update

Recommendation

The attached summaries take a snapshot approach in examining the revenues and expenditures of each fund for the months of October and November 2016. As was the case last year, a breakdown of each line item in the budget will be provided with the quarterly reports.

Background

The General Fund showed a deficit of $107,586 due to a lack of revenue collected for the month of October. It is rather customary as the bulk of the revenue collection doesn't really start until the months of November and December. Nonetheless, every department was able to stay under the 8.33 % of the budget except for Code Enforcement which went over by 1 percent. The increase of $3,460 is for expenses incurred for a temporary replacement for Mr. Reginald White. (Exhibit 1)

The Special Funds for October were pretty much on par except for Sanitation that showed a deficit of $40,393. Only $500 of sanitation assessment fees were collected for the month. (Exhibit 3 A)

The numbers for the month of November were much better. With the completion of 17 percent of the 2016-2017 fiscal year the revenues were at 17% while the expenses were at 14 percent. Overall the General Fund showed a net revenue of $90,561. (Exhibit 1)

However, it is worth to note the following:

a) The Building and Code Enforcement Departments went over the budget by 2 percent. There was an increase in building permit revenue which in turn generated an increase in Professional Inspectors fees.
b) The increase in Code Enforcement Department was due to the payout of $3934 to former Code Compliance Officer Reginald White, who resigned in November 2016.

Upcoming Initiatives:

- Presentation of the 2014-2015 Comprehensive Annual Financial Report (CAFR) in February.
- Develop the budget calendar for preparation and development of FY 2017/2018 Budget.
- Evaluation on offering payment of permit fees by credit card in-person and online.
- Assessment on providing a public web portal to view code enforcement and building permit activity online.
- Presentation on interest bearing money market accounts.

Resource Impact

The status of the Village bank accounts for the months of October and November 2016 is provided for your analysis (Exhibit 4)

An update of different financial projects as of November 30, 2016 is also included. (Exhibit 5)

Attachment

Exhibit 1
Exhibit 2 A
Exhibit 2 B
Exhibit 3 A
Exhibit 3 B
Exhibit 4
Exhibit 5

Prepared by: Claude Charles, Finance Manager

EXHIBIT 1

FINANCIAL REPORT VILLAGE OF BISCAYNE PARK
FISCAL YEAR 2016-2017

		OCTOBER				NOVEMBER			
	BUDGET COMPLETION	8.33%			BUDGET COMPLETION	16.67%		
DESCRIPTION	2016-2017 AMENDED BUDGET	YTD BALANCE 10/31/2016	AVAILABLE BALANCE	% BDGT USED	2016-2017 AMENDED BUDGET	YTD BALANCE 11/30/2016	AVAILABLE BALANCE	% BDGT USED
ESTIMATED REVENUES								
AD VALOREM TAXES	1,630,082	754	1,629,327.80	0.05%	1,630,082	272,487	1,357,595	16.72%
UTILITY TAXES	275,057	9,078	265,979.05	3.30%	275,057	53,326	221,731	19.39%
CHARGE FOR SERVICES	299,665	18,811	280,853.59	6.28%	299,665	45,589	254,076	15.21%
FRANCHISE FEES	173,079	16,834	156,245.34	9.73%	173,079	37,527	135,552	21.68%
OPERATING CONTRIBUTIONS	8,500	2	8,498.00	0.02%	8,500	222	8,278	2.61%
INTERGOVERNMENTAL REVENUES	310,677	25,862	284,815.09	8.32%	310,677	51,536	259,141	16.59%
JUDGEMENT & FINES	29,550	421	29,128.88	1.43%	29,550	1,612	27,938	5.46%
MISCELLANEOUS REVENUES	2,250	41	2,209.47	1.80%	2,250	115	2,135	5.10%
TOTAL ESTIMATED REVENUES	**2,728,860**	**71,803**	**2,657,057**	**2.63%**	**2,728,860**	**462,414**	**2,266,446**	**16.95%**
EXPENDITURES								
TRANSFER OUT	17,000	0	17,000.00	0.00%	17,000	0	17,000	0.00%
Totals for dept 511-Village Commission	19,318	528	18,790.00	2.73%	19,318	1,481	17,837	7.66%
Totals for dept 512-Administration	214,904	16,160	198,743.57	7.52%	214,904	30,606	184,298	14.24%
Totals for dept 513-Finance	91,994	5,290	86,703.54	5.75%	91,994	13,316	78,678	14.47%
Totals for dept 519-General Government	472,866	28,023	444,843.46	5.93%	472,866	56,121	416,745	11.87%
Totals for dept 524- Building Department	130,194	9,869	120,324.86	7.58%	130,194	23,490	106,704	**18.04%**
Totals for dept 521-Police	1,182,442	87,096	1,095,346.12	7.37%	1,182,442	174,977	1,007,465	14.80%
Totals for dept 529-Code Enforcement	86,932	8,196	78,736.01	**9.43%**	86,932	16,143	70,789	**18.57%**
Totals for dept 539-Public Works	373,760	15,371	358,388.89	4.11%	373,760	35,696	338,064	9.55%
Totals for dept 572-Parks and Recreation	139,450	8,955	130,495.12	6.42%	139,450	20,024	119,426	14.36%
TOTAL EXPENDITURES	**2,728,860**	**179,488**	**2,549,372**	**6.58%**	**2,728,860**	**371,853**	**2,357,007**	**13.63%**
NET OF REVENUES/EXPENDITURES		**(107,686)**				**90,561**		

EXHIBIT 2 A

BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK
FUNDS 101/103/104
OCTOBER 2016
BUDGET COMPLETION **8%**

GL NUMBER	2016-2017 BUDGET	2016-2017 ACTIVITY	AVAILABLE BALANCE	% BUGT USED
Fund 101 - Road Fund				
REVENUES				
LOCAL OPTION GAS TAX	78,406	4,097	74,309	5.23%
CHARGE FOR SERVICES	23,173	1,967	21,206	8.49%
INTERGOVERNMENTAL REVENUES	25,555	8,193	17,362	32.06%
TOTAL REVENUES FUND 101	**127,134**	**14,257**	**112,877**	11.21%
EXPENDITURES				
Dept 541-Streets and Roads	127,134	8,985	118,149	7.07%
TOTAL EXPENDITURES	**127,134**	**8,985**	**118,149**	**7.07%**
NET OF REVENUES/APPROPRIATIONS - FUND 101		**5,272**		
Fund 103 - CITT-Transportation				
REVENUES				
Dept 541-Streets and Roads				
INTERGOVERNMENTAL REVENUES	87,900	3,605	84,295	4.10%
TOTAL REVENUES FUND 103	**87,900**	**3,605**	**84,295**	**4.10%**
EXPENDITURES				
Dept 541-Streets and Roads	87,900	1,914	85,986	2.18%
TOTAL EXPENDITURES FUND 103	**87,900**	**1,914**	**85,986**	**2.18%**
NET OF REVENUES/EXPENDITURES - FUND 103		**1,691**		
Fund 104 - CITT-Transit				
REVENUES				
INTERGOVERNMENTAL REVENUES	21,984	902	21,083	4.10%
TOTAL REVENUES FUND 104	**21,984**	**902**	**21,083**	**4.10%**
EXPENDITURES				
TOTAL EXPENDITURES	**21,984**	**0**	**21,984**	**0.00%**
NET OF REVENUES/EXPENDITURES - FUND 104		**902**		

EXHIBIT 2 B

BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK
FUNDS 101/103/104
NOVEMBER 2016
BUDGET COMPLETION **17%**

GL NUMBER	2016-2017 BUDGET	2016-2017 ACTIVITY	AVAILABLE BALANCE	% BUGT USED
Fund 101 - Road Fund				
REVENUES				
LOCAL OPTION GAS TAX	78,406	8,194	70,212	10.45%
CHARGE FOR SERVICES	23,173	1,967	21,206	8.49%
INTERGOVERNMENTAL REVENUES	25,555	8,193	17,362	32.06%
TOTAL REVENUES FUND 101	**127,134**	**18,353**	**108,781**	14.44%
EXPENDITURES				
Dept 541-Streets and Roads	127,134	18,572	108,562	14.61%
TOTAL EXPENDITURES	**127,134**	**18,572**	**108,562**	**14.61%**
NET OF REVENUES/APPROPRIATIONS - FUND 101		**(219)**		
Fund 103 - CITT-Transportation				
REVENUES				
Dept 541-Streets and Roads				
INTERGOVERNMENTAL REVENUES	87,900	7,210	80,690	8.20%
TOTAL REVENUES FUND 103	**87,900**	**7,210**	**80,690**	**8.20%**
EXPENDITURES				
Dept 541-Streets and Roads	87,900	3,828	84,072	4.35%
TOTAL EXPENDITURES FUND 103	**87,900**	**3,828**	**84,072**	**4.35%**
NET OF REVENUES/EXPENDITURES - FUND 103		**3,382**		
Fund 104 - CITT-Transit				
REVENUES				
INTERGOVERNMENTAL REVENUES	21,984	1,803	20,181	8.20%
TOTAL REVENUES FUND 104	**21,984**	**1,803**	**20,181**	**8.20%**
EXPENDITURES				
TOTAL EXPENDITURES	**21,984**	**0**	**21,984**	**0.00%**
NET OF REVENUES/EXPENDITURES - FUND 104		**1,803**		

EXHIBIT 3 A

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK
PERIOD ENDING 10/31/2016
BUDGET COMPLETION 8%

GL NUMBER	2016-2017 AMENDED BUDGET	YTD BALANCE 10/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 402 - Sanitation Fund				
Charge For Services	496,790	500	496,290	0.00
TOTAL Revenues	**496,790**	**500**	496,290	0.00
534-Garbage/Solid Waste	496,790	40,893	455,897	0.08
TOTAL Expenditures	**496,790**	**40,893**	455,897	0.08
Fund 402 - Sanitation Fund:				
TOTAL REVENUES	496,790	500		
TOTAL EXPENDITURES	496,790	40,893		
NET OF REVENUES & EXPENDITURES	0	(40,393)		

EXHIBIT 3 B

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK
PERIOD ENDING 11/30/2016
BUDGET COMPLETION 17%

GL NUMBER	2016-2017 AMENDED BUDGET	YTD BALANCE 11/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 402 - Sanitation Fund				
Charge For Services	496,790	100,138	396,652	0.20
TOTAL Revenues	**496,790**	**100,138**	396,652	0.20
534-Garbage/Solid Waste	496,790	79,820	416,970	0.16
TOTAL Expenditures	**496,790**	**79,820**	416,970	0.16
Fund 402 - Sanitation Fund:				
TOTAL REVENUES	496,790	100,138		
TOTAL EXPENDITURES	496,790	79,820		
NET OF REVENUES & EXPENDITURES	0	20,319		

EXHIBIT 4

Bank Balances October/November 2016

	October-15	October-16	November-15	November-16
General Fund xxxx5680	359,886	160,537	207,499	469,299
Money Market xxxx9590	400,262	400,644	400,294	400,676
Forfeiture Account Federal xxxx5703	27,191	27,003	27,177	26,986
Forfeiture Account State xxxx5729	8,690	8,690	8,690	8,690
Debt Service xxxx9765	16,200	16,690	2,954	3,426
CITT Transportation xxxx5693	317,497	410,253	324,307	417,455
CITT Transit xxxx5693	79,374	102,553	81,077	104,364
Total CITT	396,872	512,806	405,384	521,819
Total all Funds	**1,209,101**	**1,126,370**	**1,051,998**	**1,430,894**
Florida Prime Investment xxx801	**11,219**	**11,285**	**11,221**	**11,293**

EXHIBIT 5

Village of Biscayne Park
Project Financial Update Report as of November 30, 2016

GL NUMBER	DESCRIPTION/COMMENTS	FINAL ADOPTED BUDGET	FY16/17 Revenue Source	FY16/17 Actual Cost	FY16/17 Remaining Balance	FY16/17 % of Completion
DEPT 519 GENERAL GOVERNMENT						
001-519-5480000.100		3,600	$1,500 advertising revenue	$ -	$ 3,600.00	0%
001-519-5690000.000	General Contingencies - Unbudgeted expenditures.	28,741	$64,793 General Fund	$ -	$ 28,741.00	0%
001-519-5690000.000	General Contingencies - Code rewrite *(from 515 Planning)*	10,000		$ -	$ 10,000.00	0%
001-519-5690000.000	General Contingencies - Community signage (4) installs *(from 539 Public Works)*	12,500		$ -	$ 12,500.00	0%
001-519-5690000.000	General Contingencies - Irrigation repairs *(from 539 Public Works)*	5,000		$ -	$ 5,000.00	0%
001-519-5690000.000	General Contingencies - Repair to shade structure *(from 572 Parks & Rec)*	8,552		$ -	$ 8,552.00	0%
DEPT 512 ADMINISTRATION						
001-512-5520000.000	Laptop computer	1,200	1,300 General Fund	0	$ 1,200.00	0%
001-512-5520000.000	Meeting timer	100		0	$ 100.00	0%
DEPT 519 GENERAL GOVERNMENT						
001-519-5520000.000	Street file folders	750	750 General Fund	0	$ 750.00	0%
DEPT 521 POLICE						
001-521-5460000.225	Installation of police radio in two vehicles	9,400	$3,000 Traffic Fines; $10,950 General Fund	$ 4,025.00	$ 5,375.00	43%
001-521-5460000.225	Replacement shoulder radios @$130 x 5	650		$ -	$ 650.00	0%
001-521-5460000.225	Portable vehicle radio chargers	2,400		0	$ 2,400.00	0%
001-521-5460000.225	General repairs	1,500		0	$ 1,500.00	0%
001-521-5520000.000	CPR masks	300	5,192 General Fund	0	$ 300.00	0%
001-521-5520000.000	First aid kits for all vehicles	800		0	$ 800.00	0%
001-521-5520000.000	Fire extinguishers for all vehicles	400		0	$ 400.00	0%
001-521-5520000.000	ID equipment supplies	500		0	$ 500.00	0%
001-521-5520000.000	Police vehicle tracking (@ $19/mo per vehicle (14)	3,192		0	$ 3,192.00	0%
001-521-5520000.300	Vests and Non-Leathal Weapons - Two Vests	1,400	$1,400 General Fund	0	$ 1,400.00	0%
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2009 Impala 121,360 miles)	6,000		0	$ 6,000.00	0%

GL NUMBER	DESCRIPTION/COMMENTS	FINAL ADOPTED BUDGET	FY16/17 Revenue Source	FY16/17 Actual Cost	FY16/17 Remaining Balance	FY16/17 % of Completion
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2009 Impala 151,778 miles)	6,000	24,000 General Fund	0	$ 6,000.00	0%
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2006 Crown Vic 122,431 miles)	6,000		0	$ 6,000.00	0%
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2007 Crown Vic 122,188 miles)	6,000		0	$ 6,000.00	0%
001-521-5800000.100	Byrne Grant Project	2,000	$2,000 Byrne	0	$ 2,000.00	0%
DEPT 529 CODE COMPLIANCE						
001-529-5310000.000	Landlord permit inspection (CAP Govt @ $75.ea)	13,500	$13,500 Code Fines	6600	$ 6,900.00	49%
001-529-5520000.000	Laptop computer and auto mounting kit	1,500	$1,500 Code Fines	0	$ 1,500.00	0%
DEPT 539 PUBLIC WORKS						
001-539-5460000.100	Village wide medians and buildings (plant materials, mulch, sod, soil)	15,000	32,500 General Fund		#VALUE!	#VALUE!
001-539-5460000.100	Recreation Center Turf maintenance	17,500		$ -	$ 17,500.00	0%
001-539-5460000.275	Paint interior/exterior of Recreation Center	8,000	$24,500 General Fund	$ -	$ 8,000.00	0%
001-539-5460000.275	Village Hall exterior bathroom repair	1,500		$ -	$ 1,500.00	0%
001-539-5460000.275	General maintenance all buildings	8,000		$ 1,526.91	$ 6,473.09	19%
001-539-5460000.275	Fumigation all buildings	5,000		$ -	$ 5,000.00	0%
001-539-5460000.275	Septic tank maintenance/cleaning	2,000		0	$ 2,000.00	0%
001-539-5460000.280	Tree Trimming and Removal	12,000	$12,000 General Fund	0	$ 12,000.00	0%
001-539-5460000.280	Tree Trimming through Forestry Grant match of $4,000	8,000	$4,000 Forestry Grant	0	$ 8,000.00	0%
001-539-5460000.300	Repairs & Maintenance-Sidewalks & Median	1,000	$1,000 General Fund	0	$ 1,000.00	0%
001-539-5640000.000	Auger (for Tree Planting)	1,070	$3,570 General Fund	0	$ 1,070.00	0%
001-539-5640000.000	Leaf Vacuum	1,000		0	$ 1,000.00	0%
001-539-5640000.000	Chainsaw Blades/Chains	500		0	$ 500.00	0%
001-539-5640000.000	Weed Eater	300		0	$ 300.00	0%
001-539-5640000.000	Pallet Jack	300		0	$ 300.00	0%
001-539-5640000.000	Backpack blower	400		0	$ 400.00	0%
001-539-5701000.000	Debt Service - Principal - Lease year 1 (to replace 2001 Chevrolet Flat Bed Truck (95,000+ miles)	6,000	$6,000 General Fund	0	$ 6,000.00	0%
DEPT 572 PARKS & RECREATION						
001-572-5460000.100	Replacement mulch for playground area	4,000	$4,000 General Fund	$ 4,000.00	$ -	100%

GL NUMBER	DESCRIPTION/COMMENTS	FINAL ADOPTED BUDGET	FY16/17 Revenue Source	FY16/17 Actual Cost	FY16/17 Remaining Balance	FY16/17 % of Completion
001-572-5460000.200	Paint for Tot Lot/Playgroud	800	$4,100 General Fund	$ -	$ 800.00	0%
001-572-5460000.200	Two replacement slides for the playground	3,300		$ -	$ 3,300.00	0%
001-572-5460000.275	Recreation Center entrance lighting	4,000	$2,000 BP Foundation; $2,000 General Fund	$ -	$ 4,000.00	0%
001-572-5490000.915	Halloween	2,000	$9,200 General Fund	$ 1,655.54	$ 344.46	83%
001-572-5490000.915	Movie Nights @ $400 per movie rental x 3	1,200		$ -	$ 1,200.00	0%
001-572-5490000.915	Winter Fest	3,500		0	$ 3,500.00	0%
001-572-5490000.915	Spring Fest	2,500		0	$ 2,500.00	0%
ROAD FUND EXPENDITURES						
101-541-5460000.300	Sidewalk repairs/mainenance around Rec Center/ Village Hall	1,250	$1,250 Revenue Sharing	0	$ 1,250.00	0%
CAPITAL IMPROVEMENT EXPENDITURES						
302-539-25800000.260	Repair/Improvements Rec Center parking/paving	14,000	$17,000 General Fund		$ 14,000.00	0%
302-539-25800000.000	Repair / Improvements - fencing for garbage containers at Village Hall and Rec Center	3,000			$ 3,000.00	0%
CITT-TRANSPORTATION EXPENDITURES						
103-541-5300000.200	New Street Address Signs	10,000	$64,500 CITT-Transportation	0	$ 10,000.00	0%
103-541-5310000.350	Professional Services-Road Repair	14,500		0	$ 14,500.00	0%
103-541-5310000.450	Storm Drainage - Village Wide Drain vacuuming/Cleaning	40,000		0	$ 40,000.00	0%
CITT-TRANSIT EXPENDITURES						
104-000-5690000.000	General Contingencies - Bus Shelter	21,984	$21,984 CITT-Transit	0	$ 21,984.00	0%
SANITATION						
402	Recycling Bins for the Recreation Center Area	2,500	$5,000 Contract (In-Kind)	0	$ 2,500.00	0%
402	Refrigerator magnets of collection schedule	2,500		0	$ 2,500.00	0%