



AGENDA ITEM COVER SHEET

Meeting Date: July 18, 2016

Contact Name: Dolly Miller

Department: Finance

Reviewed By:

Department Director: Dolly Miller

City Manager: Jim Gleason

Subject: Resolution 2016-07-583 – Budget Amendment – Water and Sewer Fund (400)

Background Summary: The original budget was adopted on September 21, 2015 and since that time several events have transpired, thus causing Staff to amend the Water and Sewer Fund budget. It was initially adopted with a total budget between both departments of \$1,898,000. This amendment lowers the overall budget to \$1,411,800.

Issue: The City received notification from USDA asking us to either payoff our loan or refinance. It made more sense to pay it off in order to avoid the costly refinancing fees. That was an additional (\$136,700).

It was determined that the technical support (\$4,700) and the communication Services (\$1,000) line items were both underfunded. This is caused by upgrades to the system and a change over in service carriers. That added \$5,700 to the operating portion of the budgets.

Liability insurance increased as well as we received an invoice from an audit that was done in current fiscal year that pertained to the prior year. That added (\$10,400) to the operating portion of both the Water and Sewer Department's budgets.

The CDBG Grant was completed in the current fiscal year, which allowed staff to "true-up" all of the line items associated with the grant. This meant that both revenue and expenditures were reduced dramatically by (<\$618,800>) because, two of the largest payments made to the contractor were paid in the current fiscal year; however because the work happened in prior fiscal year, the auditor had Staff move them back to prior year. This was done during the audit for the prior fiscal year.

The line item for Additions to Reserves was reduced by <\$20,200> in the Water Department. This allowed Staff to use less of operating revenues to balance the budget in the Water and Sewer Fund. The amount used was \$132,600.

Recommendations: Motion to approve Resolution 2016-07-583 – Budget Amendment – Water and Sewer Fund (400)

Attachments: Resolution 2016-07-583, Water and Sewer Fund Worksheets

Financial Impact: \$132,600 is being used of operating revenue

Type of Item:

- Public Hearing
- Ordinance First Reading
- Ordinance Second Reading
- Resolution
- Discussion & Direction

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- Original Document/Contract Attached for Execution by City Clerk
 - Original Document/Contract Held by Department for Execution

Reviewed by city Attorney: _____ N/A

Reviewed by: Jim Gleason _____ Yes _____ N/A

RESOLUTION NO. 2016-07-583

Budget Amendment – Water and Sewer Fund (400)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MASCOTTE, FLORIDA, PURSUANT TO SECTION 29 OF THE CITY CHARTER AMENDING THE BUDGET FOR THE 2015-2016 FISCAL YEAR BY INCREASING AND /OR DECREASING THE AMOUNT OF REVENUES AND EXPENDITURES WITHIN THE WATER AND SEWER FUND, RECEIVED AND INCURRED AFTER THE ORIGINAL BUDGET WAS APPROVED; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the original budget was approved on September 21, 2015, and

WHEREAS, the CDBG Grant was completed, thus allowing staff to true up the revenue and expenditure accounts associated with it resulting in a reduction of <\$618,800> in both revenues and expenditures, and

WHEREAS, it was determined that the Technical Support (\$4,700) and Communication Services (\$1,000) line items were both underfunded due to upgrades to the system and change over in service carriers, and

WHEREAS, it was determined that the Liability Insurance (\$10,400) line item was underfunded due to increased cost and a true-up invoice from fiscal year 2014-15 that was paid and received in 2015-16, and

WHEREAS, the City was faced with paying of a loan from USDA as opposed to refinancing, totaling (\$136,700), and

WHEREAS, the line item “Additions to Reserves” in the Water Department was zeroed out (<\$20,200>) in order to cover some of these additional costs, and

WHEREAS, it was necessary to pull \$132,600 from operating revenue in order to facilitate the balancing of this budget,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MASCOTTE, FLORIDA, AS FOLLOWS:

1. The City of Mascotte's Water and Sewer Fund Budget for the fiscal year 2015-2016 is amended as follows:

	<u>Original</u>	<u>Amended</u>
Revenue		
Grant Funding	\$ 697,900	\$ 79,100
Service Charges	1,192,100	1,192,100
Miscellaneous	8,000	8,000
Use of Operating Revenue	-	132,600
Total Revenues	\$1,898,000	\$1,411,800
Expenditures		
Water		
Personnel	\$ 329,000	\$ 329,000
Operating	266,900	260,100
Capital Outlay	62,500	62,500
Debt Service	200,600	337,300
Total Water Dept.	\$859,000	\$ 989,900
Sewer		
Personnel	\$ 29,300	\$ 29,300
Operating	28,300	31,000
Grant Expenditures	697,900	79,100
Debt Service	283,500	283,500
Total Sewer Dept.	\$1,039,000	\$422,900
Total Expenditures	\$1,898,000	\$1,411,800

2. If any section, sentence, clause or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding in no way shall affect the remaining portion of this resolution.
3. This resolution shall become effective immediately upon passage by the City Council of Mascotte, Florida.

IN WITNESS WHEREOF, this Resolution has been duly adopted this 18 day of July 2016.

Barbara Krull

Barbara Krull, Mayor, City of Mascotte

ATTEST:

Michelle Hawkins

Michelle Hawkins, CMC, City Clerk



CITY OF MASCOTTE, FLORIDA
 FY 2015-2016 BUDGET - Amended
 WATER AND SEWER FUND



REVENUE DETAIL

	FY 2014 ACTUAL	FY 2015 ORIGINAL BUDGET	FY 2016 ADOPTED BUDGET	FY 2016 AMENDED BUDGET
400-331351 CDBG GRANT FUNDING - ADMINISTRATION	16,560	56,000	12,900	4,100
400-331353 CDBG GRANT FUNDING - SEWER FACILITIES	-	644,000	644,000	70,000
400-389901 CDBG CITY'S LEVERAGE	46,863	100,000	41,000	5,000
GRANT FUNDING TOTAL	\$ 63,423	\$ 800,000	\$ 697,900	\$ 79,100
400-341600 PAYMENT CONVENIENCE FEE	14	200	-	-
400-343300 WATER SALES	1,099,017	1,094,000	1,114,000	1,114,000
400-343500 WASTEWATER SALES	-	-	32,100	32,100
400-343310 METER SALES	6,500	2,000	1,000	1,000
400-343320 SERVICE CHARGE	14,555	16,000	15,000	15,000
400-343330 CUT-OFF FEES	30,242	15,000	15,000	15,000
400-343340 BACKFLOW FEES	-	200	-	-
400-343380 WATER-TAMPERING PENALTY	368	-	-	-
400-343390 LATE FEES	18,518	26,300	15,000	15,000
SERVICE CHARGES	\$ 1,169,214	\$ 1,153,700	\$ 1,192,100	\$ 1,192,100
400-361100 INTEREST INCOME	6,090	3,500	6,000	6,000
400-369900 MISCELLANEOUS INCOME	3,942	2,000	2,000	2,000
MISCELLANEOUS	\$ 10,032	\$ 5,500	\$ 8,000	\$ 8,000
400-399000 USE OF RESERVES	-	-	-	132,600
RESERVE TOTAL	\$ -	\$ -	\$ -	\$ 132,600
WATER AND SEWER FUND REVENUE TOTAL	\$ 1,242,669	\$ 1,959,200	\$ 1,898,000	\$ 1,411,800

Water	988,900
Sewer	422,900
Total	<u>1,411,800</u>



CITY OF MASCOTTE, FLORIDA
FY 2015-2016 BUDGET - Amended
WATER AND SEWER FUND

EXPENDITURE DETAIL

WATER DEPARTMENT

	FY 2014 ACTUAL	FY 2015 ORIGINAL BUDGET	FY 2016 ADOPTED BUDGET	FY 2016 AMENDED BUDGET
400-533000-1200 REGULAR SALARIES	189,085	187,700	190,400	190,400
400-533000-1400 OVERTIME	1,048	2,000	2,000	2,000
400-533000-1600 PTO PAY	7,767	14,200	29,900	29,900
400-533000-1700 SICK PAY	8,865	10,700	-	-
400-533000-1800 HOLIDAY PAY	13,148	16,400	17,000	17,000
400-533000-2100 FICA	16,779	17,700	18,300	18,300
400-533000-2200 RETIREMENT CONTRIBUTIONS	16,992	22,900	23,900	23,900
400-533000-2300 HEALTH INSURANCE	20,746	24,500	25,000	25,000
400-533000-2320 INSURANCE / LIFE/DISABILITY	1,065	1,500	1,800	1,800
400-533000-2350 DENTAL INSURANCE	1,877	2,500	2,500	2,500
400-533000-2390 FLEXIBLE SPENDING BENEFIT	12,812	12,800	12,800	12,800
400-533000-2400 WORKER'S COMPENSATION	5,325	6,500	5,400	5,400
400-533000-2450 TESTING AND SCREENING	32	-	-	-
400-533000-2500 UNEMPLOYMENT COMPENSATION	-	-	-	-
<i>PERSONNEL EXPENSES</i>	\$ 295,541	\$ 319,400	\$ 329,000	\$ 329,000
400-533000-3100 PROFESSIONAL SERVICES	20,208	80,000	30,000	30,000
400-533000-3120 ATTORNEY FEES	7,488	2,500	-	-
400-533000-3200 AUDIT SERVICES	16,500	18,000	18,000	18,000
400-533000-3410 TECHNICAL SUPPORT	5,965	5,000	9,000	13,700
400-533000-4100 COMMUNICATION SERVICES	6,763	7,500	8,000	9,000
400-533000-4110 INTERNET SERVICE	561	-	-	-
400-533000-4120 POSTAGE & FREIGHT	4,079	7,000	7,000	7,000
400-533000-4300 PUBLIC UTILITIES	21,266	15,000	18,000	18,000
400-533000-4400 RENTAL AND LEASES	1,049	2,000	2,000	2,000
400-533000-4510 INSURANCE - AUTO	2,264	3,000	3,000	3,000
400-533000-4520 INSURANCE - LIABILITY	15,212	18,000	15,000	22,700
400-533000-4610 R&M - VEHICLES	4,236	3,000	3,000	3,000
400-533000-4620 R&M - BUILDINGS	134	1,000	1,000	1,000
400-533000-4630 R&M STREETS & SIDEWALKS	-	1,500	1,500	1,500
400-533000-4650 R&M EQUIPMENT	2,603	4,000	4,000	4,000
400-533000-4670 R&M GROUNDS	-	500	500	500
400-533000-4690 R&M WELLS, PUMPS, WATER LINES	1,045	10,000	5,000	5,000
400-533000-4700 PRINTING AND BINDING	-	200	200	200
400-533000-4900 ADVERTISING	1,638	1,500	1,700	1,700
400-533000-4960 RECORDING AND TAXES	300	-	-	-



CITY OF MASCOTTE, FLORIDA
FY 2015-2016 BUDGET - Amended
WATER AND SEWER FUND

EXPENDITURE DETAIL

WATER DEPARTMENT

	FY 2014 ACTUAL	FY 2015 ORIGINAL BUDGET	FY 2016 ADOPTED BUDGET	FY 2016 AMENDED BUDGET
400-533000-4990 MISCELLANEOUS EXPENSE	85	2,000	2,000	2,000
400-533000-5100 OFFICE/OPERATING SUPPLIES	1,565	2,000	2,000	2,000
400-533000-5200 UNIFORMS	75	400	400	400
400-533000-5210 WATER ANALYSIS	6,330	2,500	2,500	2,500
400-533000-5220 CHEMICALS	9,243	10,500	10,300	10,300
400-533000-5240 GAS/FUEL	7,960	7,900	7,985	7,985
400-533000-5290 METER SUPPLIES	6,678	8,300	15,000	15,000
400-533000-5400 BOOKS, PUBS, SUB & MEMBERSHIPS	410	500	500	500
400-533000-5410 SCHOOLS & TRAINING	98	1,000	1,000	1,000
400-533000-5430 SEMINARS & MEETINGS	429	-	2,000	2,000
400-533000-5600 SMALL TOOLS AND EQUIPMENT	2,957	2,000	2,000	2,000
400-533000-5700 BAD DEBT EXPENSE	182	-	-	-
400-533000-9191 TRANSFER OUT - Interfund Loan Repaymt	121,500	73,800	74,115	74,115
400-533000-9980 ADDITIONS TO RESERVE	150,000	37,200	20,200	-
<i>OPERATING EXPENSES</i>	\$ 418,823	\$ 327,800	\$ 266,900	\$ 260,100
400-533000-6300 CAPITAL PROJECTS	\$ 2,399		\$ 30,000	30,000
400-533000-6400 CAPITAL EQUIPMENT	21,455		32,500	32,500
<i>CAPITAL OUTLAY</i>	\$ 23,854	\$ -	\$ 62,500	\$ 62,500
400-533000-7100 PRINCIPAL	\$ 163,245	160,700	160,700	296,700
400-533000-7200 INTEREST EXPENSE	\$ 32,192	39,900	39,900	40,600
<i>DEBT SERVICE</i>	\$ 195,437	\$ 200,600	\$ 200,600	\$ 337,300
WATER DEPARTMENT TOTAL	\$ 933,655	\$ 847,800	\$ 859,000	\$ 988,900



**CITY OF MASCOTTE, FLORIDA
 FY 2015-2016 BUDGET - Amended
 WATER AND SEWER FUND**

FY 2014 ACTUAL	FY 2015 ORIGINAL BUDGET	FY 2016 ADOPTED BUDGET	FY 2016 AMENDED BUDGET
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**EXPENDITURE DETAIL
 WATER DEPARTMENT**

Notes**

Water Infrastructure USDA (10/31/83) **Payoff**

<u>7100- Principal</u>	<u>7200-Interest</u>
136,000	700

3100 - Professional Services - Shae Solutions (CIO) (Increased \$2,000)

3410 - Technical Support (Increased \$3,200 + \$1,500 Cloud Hosting)

4100 - Communication Services (\$1,000)

4520 - Insurance Liability (Increased \$7,700)



CITY OF MASCOTTE, FLORIDA
FY 2015-2016 BUDGET - Amended
WATER AND SEWER FUND

	FY 2014 ACTUAL	FY 2015 ORIGINAL BUDGET	FY 2016 ADOPTED BUDGET	FY 2016 AMENDED BUDGET
EXPENDITURE DETAIL				
SEWER DEPARTMENT				
400-535000-1200 REGULAR SALARIES	17,879	17,500	18,400	18,400
400-535000-1400 OVERTIME	-	-	-	-
400-535000-1600 PTO PAY	560	1,600	2,800	2,800
400-535000-1700 SICK PAY	317	1,000	-	-
400-535000-1800 HOLIDAY PAY	1,239	1,500	1,500	1,500
400-535000-2100 FICA	1,474	1,700	1,700	1,700
400-535000-2200 RETIREMENT CONTRIBUTIONS	1,771	2,200	2,300	2,300
400-535000-2300 HEALTH INSURANCE	1,057	1,300	1,300	1,300
400-535000-2320 INSURANCE / LIFE/DISABILITY	70	100	100	100
400-535000-2350 DENTAL INSURANCE	95	100	100	100
400-535000-2390 FLEXIBLE SPENDING BENEFIT	873	700	700	700
400-535000-2400 WORKER'S COMPENSATION	968	600	400	400
400-535000-2500 UNEMPLOYMENT COMPENSATION	-	-	-	-
<i>PERSONNEL EXPENSES</i>	\$ 26,303	\$ 28,300	\$ 29,300	\$ 29,300
400-535000-3100 PROFESSIONAL SERVICES	25,208		1,500	1,500
400-535000-3120 ATTORNEY FEES	1,755			
400-535000-3460 TEMPORARY LABOR			7,600	7,600
400-535000-4000 LOCAL TRAVEL				
400-535000-4100 COMMUNICATION SERVICES	97			
400-535000-4120 POSTAGE & FREIGHT			500	500
400-535000-4300 PUBLIC UTILITIES			8,500	8,500
400-535000-4510 INSURANCE - AUTO				
400-535000-4520 INSURANCE - LIABILITY			5,000	7,700
400-535000-4610 R&M - VEHICLES				
400-535000-4620 R&M - BUILDINGS				
400-535000-4630 R&M STREETS & SIDEWALKS				
400-535000-4650 R&M EQUIPMENT				
400-535000-4670 R&M GROUNDS				
400-535000-4690 WELLS, PUMPS, WATER LINES				
400-535000-4700 PRINTING AND BINDING				
400-535000-4900 ADVERTISING				
400-535000-4990 MISCELLANEOUS EXPENSE			2,500	2,500
400-535000-4999 CONTINGENCY				
400-535000-5100 OFFICE/OPERATING SUPPLIES			500	500
400-535000-5210 WATER ANALYSIS				



CITY OF MASCOTTE, FLORIDA
FY 2015-2016 BUDGET - Amended
WATER AND SEWER FUND

	FY 2014 ACTUAL	FY 2015 ORIGINAL BUDGET	FY 2016 ADOPTED BUDGET	FY 2016 AMENDED BUDGET
EXPENDITURE DETAIL				
SEWER DEPARTMENT				
400-535000-5220 CHEMICALS			200	200
400-535000-5240 GAS/FUEL				
400-535000-5290 METER SUPPLIES				
400-535000-5400 BOOKS, PUBS, SUB & MEMBERSHIPS				
400-535000-5410 SCHOOLS & TRAINING			2,000	2,000
400-535000-5430 SEMINARS & MEETINGS				
400-535000-5600 SMALL TOOLS AND EQUIPMENT				
400-535000-5700 BAD DEBT EXPENSE				
400-535000-9190 TRANSFER OUT				
400-535000-9980 ADDITIONS TO RESERVE	150,000			
<i>OPERATING EXPENSES</i>	\$ 177,060	\$ -	\$ 28,300	\$ 31,000
400-535000-6471 CDBG-ADMINISTRATION	\$ 18,539	56,000	12,900	4,100
400-535000-6473 CDBG-SEWER FACILITIES	\$ -	644,000	644,000	70,000
400-535000-6475 CDBG-CITY'S LEVERAGE	\$ 46,863	100,000	41,000	5,000
<i>GRANT EXPENDITURES (CAPITAL OUTLAY)</i>	\$ 65,402	\$ 800,000	\$ 697,900	\$ 79,100
400-535000-6400 CAPITAL EQUIPMENT				-
<i>CAPITAL OUTLAY</i>	\$ -	\$ -	\$ -	\$ -
400-535000-7100 PRINCIPAL	\$ -	218,000	218,400	218,400
400-535000-7200 INTEREST EXPENSE	\$ -	65,100	65,100	65,100
<i>DEBT SERVICE</i>	\$ -	\$ 283,100	\$ 283,500	\$ 283,500
SEWER DEPARTMENT TOTAL	\$ 268,765	\$ 1,111,400	\$ 1,039,000	\$ 422,900

4520 - Insurance Liability (Increased \$2,700)

6471, 6473, 6475 CDBG Grant Expenditures reduced to actuals