



# V I L L A G E O F K E Y B I S C A Y N E

*Village Council*  
Michael W. Davey, *Mayor*  
Allison McCormick, *Vice Mayor*  
Luis Lauredo  
Edward London  
Brett Moss  
Katie Petros  
Ignacio J. Segurola

## MEMORANDUM

DATE: August 27, 2019  
TO: Honorable Mayor and Council Members  
FROM: Andrea M. Agha, Village Manager *AMA*  
RE: Fiscal Year 2018-19 3rd Quarter Financial Report

Attached is the 3rd quarter report summarized at the fund level for revenue and expenditures incurred from October 1, 2018 to June 30, 2019, nine months of expenses and revenues for FY 2019.

There were 19 pay periods expense as of June 30, 2019, therefore the percentage for personnel expenditures and operating should be approximately 73% for routine and regularly recurring operations. Explanations of variances as compared to the same period in FY18 are included in the report. Staff is developing a budget projection system that will account for business decisions made throughout the year that will impact the year end budget projection. The budget monitoring system will take in to account the timing of expenditures that do not take place in regular monthly cycles.

Intergovernmental revenues such as State Revenue Sharing, Half Cents Sales Tax, Telecommunication Tax and Local Option Gas Tax are lagging by one to two months, and utility revenues are lagging by one to two months as well. Explanations are provided by category for major variances.

### General Fund - Revenues

		FY 19	FY 19	%	FY 18	FY 18	%	FY 18	%
		Budget	as of 6/30/19	of Budget	Budget	as of 6/30/18	of Budget	EOY Revenue	of Budget
Property Tax	1	\$25,128,583	\$24,933,154	99%	\$24,643,294	\$24,717,682	100%	\$24,742,737	100%
Utility Tax	2	2,825,426	1,743,580	62%	2,680,000	1,733,696	65%	2,136,221	80%
Franchise Fees	3	600,000	-	0%	475,000	-	0%	655,599	138%
Permits Licenses Tax Other Fees	4	1,999,500	1,252,351	63%	1,438,500	836,908	58%	1,211,159	84%
Intergovernmental Revenue	5	1,491,323	910,751	61%	1,367,000	978,407	72%	2,343,299	171%
Charges for Services	6	3,334,700	2,077,771	62%	3,400,300	2,325,676	68%	4,538,804	133%
Fines and Forfeitures	7	110,000	170,428	155%	225,000	192,434	86%	158,053	70%
Sales of Assets	8	-	61,000	100%	-	36,350		36,350	
Donations & Contributions	9	-	4,700	100%	-	38,325		38,325	
Grants	10	-	-		-	-		53,210	
Miscellaneous Revenues	11	50,000	112,402	225%	50,000	47,463	95%	87,580	175%
<b>TOTAL</b>		<b>35,539,532</b>	<b>31,266,138</b>	<b>88%</b>	<b>34,279,094</b>	<b>30,906,941</b>	<b>90%</b>	<b>36,001,337</b>	<b>105%</b>

- <sup>1</sup> Property Taxes are not due until April 1, however homeowners receive discounts if paid before April 1 encouraging early payments. Amount compared to FY 18 is slightly lower because at the end of FY 18, the Village has created a Special Revenue Fund for the Land Trust which previously was recorded in the General Fund.
- <sup>2</sup> Electric and gas tax are lagging by 1 month, Water utility is lagging by 2 months. Currently, staff do not foresee any deficit based on current trend.
- <sup>3</sup> Electric franchise fee is to be distributed from the County once a year in August. FY 2019 is final year of County agreement which includes 4 months for FY 2019 and 8 months prepaid for FY 2020.
- <sup>4</sup> Building Permit & Fire Inspection revenues are significantly under budget. Staff reviewed the implementation of the new fee schedule and determined fees were not being assessed properly. Staff is collecting data to validate the fee structure & trained staff to properly assess fees on a go forward basis.
- <sup>5</sup> Half Cent State Sales Tax revenue share is lagging 1 month. October 2018 Revenue was recorded erroneously to FY 2018 instead of FY 2019.
- <sup>6</sup> Decrease is attributed to change in policy for soccer program revenue.
- <sup>7</sup> Lower revenue when compared to FY 18 is attributed to less Fire Code Violations fines.
- <sup>8</sup> In FY 19, the Village received \$61,000 in proceeds for the sale of fire apparatus.
- <sup>9</sup> In FY 18, the Village received a donation from Mashta Island Association for CCTV Cameras, while in FY 19 the Village received \$4,000 for soccer and baseball sponsorships.
- <sup>10</sup> In FY 18, the Village received \$50k grant from FL Department of Environmental Protection and \$2,800 from FL Dept of Law Enforcement.
- <sup>11</sup> The increase in FY 19 is mostly attributed to interests earned in the Certificate of Deposits.

### General Fund Expenditures

		FY 19	FY 19	%	FY 18	FY 18	%	FY 18	%
		Budget	as of 6/30/19	of Budget	Budget	as of 6/30/18	of Budget	EOY Expend.	of Budget
Personnel Expenses	1	\$18,776,379	\$13,442,338	72%	\$17,025,440	\$12,683,626	74%	\$17,876,458	105%
Operating Expenses	2	11,248,457	6,716,347	60%	10,916,981	9,064,042	83%	11,974,840	110%
Capital Outlay		21,500	32,153	150%	119,585	171,255	143%	229,268	192%
Debt Service	3	4,175,764	3,331,804	80%	4,249,255	3,444,597	81%	3,893,032	92%
Interfund Transfers	4	1,262,431	1,012,420	80%	0	2,599,032		15,604,398	
Contingency	5	55,000	59,906	109%	55,000	36,433	66%	47,658	87%
<b>TOTAL</b>		<b>35,539,531</b>	<b>24,594,968</b>	<b>69%</b>	<b>32,366,261</b>	<b>27,998,986</b>	<b>87%</b>	<b>49,625,653</b>	<b>153%</b>

- <sup>1</sup> Salaries reflect 19 of 26, or 73% of annual pay periods in the fiscal year.
- <sup>2</sup> The variance of expenses between FY 18 and FY 19 is attributed to the storm preparations which the City incurred \$1.1 million as of 3/31/2018. Other expenses for FY 19 have not been booked yet as Village staff is reviewing procurement process.
- <sup>3</sup> Debt Service expenditures when compared to FY 18 are comparable in both dollar value and percentage of budget.
- <sup>4</sup> FY 18 EOY Interfund Expenditures include \$9m transferred to the Capital Improvements Fund & \$6m transferred to the PROS Land Trust Fund.
- <sup>5</sup> In FY 19, the expenses on this line item is for Employee of the Year service pins and awards, Ultra Music Festival Public Relations, Thanksgiving luncheon, atmospheric water generators to eliminate single use plastic bottles in the Manager's office and Mast donation.

### Special Revenue Fund - Transportation Revenues

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Revenue	% of Budget
<i>Local Option Gas Tax</i>	\$201,082	\$125,480	62%	\$0	\$125,064		\$213,463	
<i>Intergovernmental Revenue</i>	905,000	604,064	67%	874,274	586,262	67%	905,692	104%
<i>Miscellaneous Revenues</i>	100	155	155%	185	114	62%	170	92%
<b>TOTAL</b>	<b>\$1,106,182</b>	<b>\$729,700</b>	<b>66%</b>	<b>\$874,459</b>	<b>\$711,441</b>	<b>81%</b>	<b>\$1,119,325</b>	<b>128%</b>

<sup>1</sup> This revenue source is projected by the State of Florida. The revenue is lagging by 2 months

### Special Revenue Fund - Transportation Expenditures

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Expend.	% of Budget
<i>Operating Expenses</i>	\$504,494	\$209,240	41%	\$422,000	\$206,616	49%	\$291,199	69%
<i>Capital Outlay</i>				79,345	0	0%	\$0	0%
<i>Debt Service</i>	601,688	388,236	65%	593,114	448,433	76%	\$537,714	91%
<b>TOTAL</b>	<b>\$1,106,182</b>	<b>\$597,476</b>	<b>54%</b>	<b>\$1,094,459</b>	<b>\$655,049</b>	<b>60%</b>	<b>\$828,913</b>	<b>76%</b>

<sup>1</sup> The transit service was not commenced until February 2018. The first payment the Village made is in December 2017 is for a six month services.

### Special Revenue Fund - Land Trust Fund Revenues

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Revenue	% of Budget
<i>Property Tax</i>	-	\$ 251,850		0	0	0%	\$249,926	
<b>TOTAL</b>	<b>\$0</b>	<b>\$251,850</b>		<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$249,926</b>	

<sup>1</sup> Land Trust Fund was created at the end of Fiscal Year 2018, previously it was recorded in the General Fund

### Special Revenue Fund - Land Trust Expenditures

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Expend.	% of Budget
<i>Capital Outlay</i>	0	0		0	0		\$0	
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	

### Enterprise Fund - Stormwater Revenues

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Revenue	% of Budget
<i>Stormwater Fees</i>	991,555	536,984	54%	985,000	468,277	48%	941,302	96%
<i>Miscellaneous Revenues</i>	0	18,612	100%	0	10,274	0%	23,278	
<b>TOTAL</b>	<b>\$991,555</b>	<b>\$555,596</b>	<b>56%</b>	<b>\$985,000</b>	<b>\$478,551</b>	<b>0%</b>	<b>\$964,580</b>	<b>98%</b>

<sup>1</sup> The Stormwater Fees is collected by Dade County under the water utility billing. The distribution from the County is lagging by 2 months

<sup>2</sup> The Miscellaneous revenue reflected the interest earned.

### Enterprise Fund - Stormwater Expenditures

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Expend.	% of Budget
<i>Personnel Expenses</i>	\$111,309	\$64,952	58.35%	\$105,974	\$68,877	64.99%	\$100,204	94.56%
<i>Operating Expenses</i>	404,785	153,943	38.03%	399,399	321,811	80.57%	\$677,459	169.62%
<i>Capital Outlay</i>	716,347	\$0	0.00%	0	0	0.00%	\$0	0.00%
<i>Debt Service</i>	475,461	\$58,337	12.27%	479,627	62,504	13.03%	\$125,008	26.06%
<i>Depreciation Expenses</i>	0	\$0	0.00%	0	0	0.00%	\$332,245	
<b>TOTAL</b>	<b>\$1,707,902</b>	<b>\$277,233</b>	<b>16.23%</b>	<b>\$985,000</b>	<b>\$453,193</b>	<b>46.01%</b>	<b>\$1,234,916</b>	<b>125.37%</b>

<sup>1</sup> More expenses incurred in FY 2018 for Storm drain maintenance

### Enterprise Fund -Solid Waste Revenues

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Revenue	% of Budget
<i>Charges for Services</i>	\$825,600	\$816,252	98.87%	\$807,540	\$817,991	101.29%	\$817,991	101.29%
<i>Miscellaneous Revenues</i>	6,000	14,637	243.95%	0	39,283	100.00%	23,510	
<b>TOTAL</b>	<b>\$831,600</b>	<b>\$830,889</b>	<b>99.91%</b>	<b>\$807,540</b>	<b>\$857,274</b>	<b>106%</b>	<b>\$841,501</b>	<b>104%</b>

<sup>1</sup> The Village performs the annual billing in the month of February for the full fiscal year and revenues are recorded on an accrual basis of accounting. Amount billed for FY 19 is slightly below the budget amount.

### Enterprise Fund -Solid Waste Expenditures

	FY 19 Budget	FY 19 as of 6/30/19	% of Budget	FY 18 Budget	FY 18 as of 6/30/18	% of Budget	FY 18 EOY Expend.	% of Budget
<i>Operating Expenses</i>	\$772,106	\$576,628	74.68%	\$740,958	\$557,580	75.25%	\$698,321	94.25%
<i>Contingency</i>	\$0	0	0.00%	\$0	\$0	0.00%	\$0	0.00%
<b>TOTAL</b>	<b>\$772,106</b>	<b>\$576,628</b>	<b>74.68%</b>	<b>\$740,958</b>	<b>\$557,580</b>	<b>75.25%</b>	<b>\$698,321</b>	<b>94.25%</b>