

1. Discussion Objective:

Work Session Date: May 16, 2011

Review of:

- Budget report for the major operating and capital project funds for Quarter 2 period ending 3/31/2011

2. Submitter of Information:

- Council
- Town Staff – Finance Director
- Town Attorney

3. Estimated Time for this item:

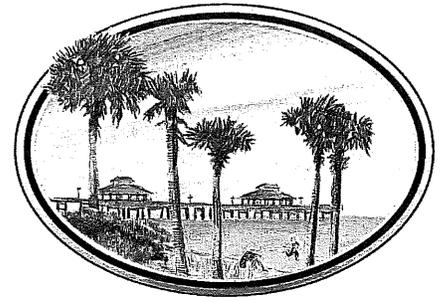
30 minutes

5. Background:

- The 2011 fiscal year for the Town begins October 1st, 2010 and ends September 30th, 2011. The attached budget reports cover the first 6 months of the year for the Town's operating/capital project funds.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Cultural Resources Director	Town Clerk
						

Town of Fort Myers Beach



To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director *Evelyn Wicks*
Date: May 2, 2011
Re: Budget 2011 Financial Overview – Quarter 2 (January – March, 2011)

Attached please find the financial reports for the quarter ending March 31, 2011. These reports are preliminary and unaudited. I have added an additional column to compare period to date. Please let me know if I can provide any additional information.

- **General Fund**
 - Revenue and Expenditures (page # 2)
 - Variance explanations (page # 3)
 - Parks and Recreation revenue and expenditures (page # 5)
 - **All Operating and Special Revenue Funds**
 - Revenue and Expenditures Summary (page #6)
 - Variance explanations (page # 7)
 - **Capital Projects Fund**
 - Expenditure summary by project (page # 8)
 - **Public Works Services**
 - Revenue and Expenditure Detail (page # 9)
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Quarter 2 Budget Review FY 2010-2011 (unaudited)

Town of Fort Myers Beach
General Fund - Detail
March 31, 2011 50.0 % of year complete

	Budget	Actual Year-to-Date		Budget Year-to-Date Expected		FY 2009-10
	2010-11	Year-to-Date	% Received	50.0%	Δ	through 3/31/2010
Revenues						
Property Taxes	\$ 2,426,613	\$ 2,105,123	86.75%	\$ 1,213,307	\$ 891,816	\$ 2,136,963
Franchise Fees	72,000	18,657	25.91%	36,000	(17,343)	36,943
Sales Tax	454,704	143,826	31.63%	227,352	(83,526)	172,904
Utilities Tax	8,000	3,494	43.68%	4,000	(506)	1,642
Other Taxes	782,473	280,318	35.82%	391,237	(110,919)	282,189
Short Term Rentals	66,000	93	0.14%	33,000	(32,907)	-
Licenses & Permits	166,721	159,604	95.73%	83,361	76,244	126,165
Fines & Forfeitures	68,000	11,880	17.47%	34,000	(22,120)	24,399
Operating Grants	274,430	60,096	21.90%	137,215	(77,119)	79,963
Charges for Service	618,500	262,237	42.40%	309,250	(47,013)	251,302
Interest	117,500	328	0.28%	58,750	(58,422)	31,584
Miscellaneous Revenues	256,295	112,801	44.01%	128,148	(15,347)	93,229
Transfers	275,018	2,819	1.03%	137,509	(134,690)	4,116
TOTAL REVENUES	\$ 5,586,254	\$ 3,161,276	56.59%	\$ 2,793,127	\$ 368,149	\$ 3,241,399

	Budget	Actual Year-to-Date		Budget Year-to-Date Expected		FY 2009-10
	2010-11	Year-to-Date	% Spent	50.0%	Δ	through 3/31/2010
Expenditures						
Town Council	\$ 149,542	\$ 61,498	41.12%	\$ 74,771	\$ (13,273)	\$ 85,778
Committees	10,400	888	8.54%	5,200	(4,312)	1,096
Town Manager	205,330	82,398	40.13%	102,665	(20,267)	128,152
Town Clerk	198,164	88,661	44.74%	99,082	(10,421)	75,586
General Services	783,528	477,032	60.88%	391,764	85,268	377,511
Legal Services	190,000	63,704	33.53%	95,000	(31,296)	136,443
Financial Services	255,463	150,704	58.99%	127,732	22,973	131,528
Public Works Administration	346,534	130,193	37.57%	173,267	(43,074)	114,401
Parks and Recreation	840,076	339,434	40.41%	420,038	(80,604)	306,157
Maintenance	586,804	280,059	47.73%	293,402	(13,343)	213,667
Times Square	70,900	33,819	47.70%	35,450	(1,631)	45,143
Maritime	188,009	75,291	40.05%	94,005	(18,714)	90,113
Parking	311,601	150,278	48.23%	155,801	(5,523)	125,335
Community Development Admin.	473,388	205,670	43.45%	236,694	(31,024)	191,586
Building Division	398,220	267,771	67.24%	199,110	68,661	272,195
Code Compliance	172,634	64,065	37.11%	86,317	(22,252)	35,924
LPA	38,895	638	1.64%	19,448	(18,810)	9,291
Mound House	170,716	79,755	46.72%	85,358	(5,603)	82,389
Newton Project Administration	12,700	3,158	24.87%	6,350	(3,192)	1,308
FPAN Program (net)	183,350	10,710	5.84%	91,675	(80,965)	57,145
TOTAL EXPENDITURES	\$ 5,586,254	\$ 2,565,726	45.93%	\$ 2,793,127	\$ (227,401)	\$ 2,480,748

Revenues over (under) Expenditures \$ - \$ 595,550 \$ 760,651

Revenues

The actual year-to date revenues for the General Fund for the quarter ending 03/31/2011 were \$595,550 greater than expenditures for the first six months of this budget year. Overall, revenue performance was consistent with the adopted budget. The third and fourth quarters of the year may be more challenging as revenues are lower and expenditures are generally higher during those months.

- Ad Valorem Taxes – Tax bills are mailed to property owners by Lee County in October. Payment incentives are offered to encourage early payment of taxes. All tax payments are due by March 31st, 2011. The Town has collected 86.75% of taxes levied as of 3/31/2011.
- Licenses and Permits – Building permits and other community development fees are included in this line item. The Town collects permit fees and remits those fees to the County on a monthly basis. The Town also pays Lee County \$25,962 per month to perform plan review, inspections and oversight.

Building Division Fees and Revenues
Quarter 2 - October, 2010 through March, 2011

Month	Fees Collected	Paid/Due to Lee County	Impact Fees Collected/Town	Impact Fees Pass-through*	Inter-local paid to Lee County	Retained by Town
October, 2010	27,120.07	18,817.10	3,006.90	6,468.97	25,962.00	1,834.00
November, 2010	24,650.59	16,029.66	-	651.33	25,962.00	7,969.60
December, 2010	17,928.35	14,357.42	-	384.43	25,962.00	2,796.50
January, 2011	16,353.72	13,199.75	-	658.97	25,962.00	2,420.00
February, 2011	29,093.58	11,301.09	12,692.53	1,361.05	25,962.00	3,738.91
March, 2011	71,000.63	29,706.84	28,558.09	9,422.38	25,962.00	3,043.50
Total YTD	\$ 186,146.94	\$ 103,411.86	\$ 44,257.52	\$ 18,947.13	\$ 155,772.00	\$ 21,802.51

*Impact fees are collected and remitted to other agencies

- Transfers – The adopted budget for the current year includes a number of transfers from other funds and activities. Those transfers will be completed when the funds become available or in the last quarter of the year.

Expenditures

The actual year-to-date expenditures for the General Fund for the quarter ending 3/31/2011 were 45.93% of the budget. Overall, expenditure and department fiscal performance was consistent with the adopted budget. Explanations for budget variances and items that may be of interest are listed below.

- **Building Division** – The Building Division is responsible for managing the inter-local agreement with Lee County and coordinating all building permit requirements for the Town. For the first quarter, the building division has expended 59.33% of their budget. Expenditures are listed below:

Building Division

Salary	\$ 58,400
Social Security	4,468
Retirement	5,840
Life, Health & Disability	17,233
Travel/Training/Meals	-
Telephone & Communications	420
Inter-local Agreement	311,544
Fees due to Lee County <i>(pass through)</i>	-
Memberships and Dues	315
TOTAL EXPENDITURES	\$ 398,220

\$ 29,223	50.04%
2,246	50.27%
2,677	45.84%
9,974	57.88%
138	0.00%
369	87.86%
155,772	50.00%
35,727	0.00%
125	39.68%
\$ 236,251	59.33%

Quarter 2 Budget Review FY 2010-2011 (unaudited)

Town of Fort Myers Beach
 Bay Oaks Recreation Campus
 March 31, 2011 50.0 % of year complete

	Budget 2010-11	Actual Year-to-Date Year-to-Date % Received	Budget Year-to-Date Expected 50.0% Δ	FY 2009-10 through 3/31/2010
Parks and Recreation Revenues				
Bay Oaks Recreation Revenue	\$ 160,850	\$ 46,507 28.91%	\$ 80,425 \$ (33,918)	72,415
Donations	20,000	8,664 43.32%	10,000 (1,336)	13,310
TOTAL REVENUES	\$ 180,850	\$ 35,388 19.57%	\$ 90,425 \$ (35,254)	\$ 85,725

	Budget 2010-11	Actual Year-to-Date Year-to-Date % Spent	Budget Year-to-Date Expected 50.0% Δ	FY 2009-10 through 3/31/2010
Parks and Recreation Expenditures				
BORC Salaries	\$ 269,400	\$ 108,958 40.44%	134,700 \$ (25,742)	\$ 97,147
Overtime	2,200	2,868 130.36%	1,100 1,768	2,005
Social Security	20,609	8,527 41.38%	10,305 (1,778)	7,575
Retirement	18,259	5,570 30.51%	9,130 (3,560)	5,107
Life, Health & Disability	40,341	22,047 54.65%	20,171 1,877	21,236
Repairs and Maintenance	34,000	21,525 63.31%	17,000 4,525	11,667
Teens	14,050	1,838 13.08%	7,025 (5,187)	507
Youth	7,950	304 3.82%	3,975 (3,671)	97
Athletics	18,290	10,923 59.72%	9,145 1,778	7,399
Seniors	37,850	12,683 33.51%	18,925 (6,242)	19,748
Travel/Training/Meals	1,000	21 2.10%	500 (479)	-
Telephone & Communication	-	264 0.00%	- 264	2,593
Utility Service	62,940	26,143 41.54%	31,470 (5,327)	20,546
Banking charges	-	124 0.00%	- 124	795
Membership and dues	350	- 0.00%	175 (175)	-
Marketing	13,750	500 3.64%	6,875 (6,375)	-
Recreation Center Operations/Transition	14,320	12,419 86.72%	7,160 5,259	15,696
Community Marketing	6,615	6,503 98.31%	3,308 3,196	5,255
Special Events	12,120	6,733 55.55%	6,060 673	3,715
Recreation Center	\$ 574,044	\$ 247,950 43.19%	\$ 287,022 \$ (39,072)	\$ 221,088

Pool Salaries	151,870	\$ 50,014 32.93%	75,935 (25,921)	37,893
Pool Social Security	11,618	3,826 32.93%	5,809 (1,983)	2,899
Pool Retirement	3,407	1,550 45.49%	1,704 (154)	1,672
Pool Life, Health & Disability	9,737	5,922 60.82%	4,869 1,054	6,195
Telephone & Communications	-	71 0.00%	- 71	-
Pool Operations	29,600	7,951 26.86%	14,800 (6,849)	8,989
Pool Maintenance	16,000	9,386 58.66%	8,000 1,386	9,546
Pool Utilities	41,800	12,493 29.89%	20,900 (8,407)	17,424
Pool Horticultural	2,000	271 13.55%	1,000 (729)	451
Community Pool	\$ 266,032	\$ 91,484 34.39%	\$ 133,016 \$ (41,532)	\$ 85,069

Total Parks & Recreation	\$ 840,076	\$ 339,434 40.41%	\$ 420,038 \$ (80,604)	\$ 306,157
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Quarter 2 Budget Review FY 2010-2011 (unaudited)

Town of Fort Myers Beach
All Funds - Summary
March 31, 2011 50.0 % of year complete

	Budget 2010-11	Actual Year-to-Date Year-to-Date % Received		Budget Year-to-Date Expected 50.0% Δ		FY 2009-10 through 3/31/2010
Revenues						
General Fund	\$ 5,586,254	\$ 3,161,276	56.59%	2,793,127	368,149	\$ 3,241,399
Road Impact Fees	57,207	15,156	26.49%	28,604	(13,447)	4,293
Park Impact Fees	2,838	1,166	41.08%	1,419	(253)	2,018
Beach Renourishment	75,000	-	0.00%	37,500	(37,500)	18,386
Beach and Shoreline	531,436	-	0.00%	265,718	(265,718)	-
Gas Tax	585,600	95,693	16.34%	292,800	(197,107)	144,654
Emergency Preparedness	1,614	482	29.89%	807	(325)	593
Laguna Shores	-	-	0.00%	-	-	73,622
Capital Projects	5,302,516	-	0.00%	2,651,258	(2,651,258)	172,342
<i>Total Revenues</i>	\$ 12,142,465	\$ 3,273,774	26.96%	\$ 6,071,233	\$ (2,797,459)	\$ 3,657,307

	Budget 2010-11	Actual Year-to-Date Year-to-Date % Spent		Budget Year-to-Date Expected 50.0% Δ		FY 2009-10 through 3/31/2010
Expenditures						
General Fund	\$ 5,586,254	\$ 2,565,726	45.93%	2,793,127	(227,401)	\$ 2,480,748
Road Impact Fees	2,000	1,695	84.74%	1,000	695	1,395
Park Impact Fees	-	766	0.00%	-	766	632
Beach Renourishment	50,000	-	0.00%	25,000	(25,000)	-
Beach Access and Shoreline	531,436	37,099	6.98%	265,718	(228,619)	51,809
Gas Tax	529,000	65,472	12.38%	264,500	(199,028)	233,973
Emergency Preparedness	500,000	-	0.00%	250,000	(250,000)	-
Laguna Shores	-	4,794	0.00%	-	4,794	221
Capital Projects	5,302,516	1,395,169	26.31%	2,651,258	(1,256,089)	1,204,878
<i>Total Expenditures</i>	\$ 12,501,206	\$ 4,070,722	32.56%	\$ 6,250,603	\$ (1,952,480)	\$ 3,973,656

Revenues and Expenditures – All Other Funds

Descriptions of the revenue for all other funds (excluding the Capital Projects Fund) are outlined below. These are self-balancing non-major funds that are used for special purposes.

- Road Impact Fees
 - a. *Revenues* -road impact fees are generated by new construction. Estimates are based on expected building activity. The current economy makes the revenue very difficult to forecast.
 - b. *Expenditures* – impact fees are restricted as to their use. Transfers are generally made to the Capital Projects Fund for authorized projects.

- Park Impact Fees
 - a. *Revenues* -park impact fees are generated by new construction. Estimates are based on expected building activity.
 - b. *Expenditures* – impact fees are restricted as to their use. Transfers are generally made to the Capital Projects Fund for authorized projects.

- Beach and Shoreline
 - a. *Revenues* - this fund has been reorganized to account solely for revenue and expenditures that are reimbursed by the TDC. The Town submits a grant request to the TDC (Tourist Development Council). Once the work is completed, the Town submits a request for reimbursement. Reimbursement requests are usually processed every six months.
 - b. *Expenditures* – include all beach and shoreline maintenance activities.

- Gas Tax
 - a. *Revenues* – this special revenue fund accounts for State, local and federal transportation related revenues. Other local revenues are considered where appropriate and investment earnings are also reported in this fund.
 - b. *Expenditures* – revenues from other governmental agencies for transportation are generally restricted as to their use. Transfers are made to the Capital Projects Fund for authorized projects.

- Emergency Preparedness
 - a. *Revenues* - the only revenue for this fund is interest earned.
 - b. *Expenditures* - expenditures are budgeted in the event of an emergency, but are not expected to be used during the course of the fiscal year.

- Laguna Shores
 - a. *Revenues* - this special assessment district has a limited number of assessments outstanding. Liens have been placed against properties in the district.
 - b. *Expenditures* – any revenue collected will be transferred to other funds. As soon as these assessments are collected, the fund will be eliminated.

▪ Capital Projects Fund

Revenues – revenue for the Capital Projects Fund comes from a number of sources. The majority of revenue is transfers and grant revenues.

Expenditures – expenditures are tracked by project and ultimately matched to the appropriate revenue source. Once the project is completed, it is transferred from this fund to the Town’s fixed asset schedule.

	Budget 2010-11	Actual Year-to-Date	
		Year-to-Date	% Received
Revenues and Transfers			
<i>Transfers</i>			
Transfers from other funds & misc.	\$ 2,441,039	\$ -	0.00%
FEMA	1,429,686	-	0.00%
Mound House	1,114,278	-	0.00%
Newton Park	217,513	-	0.00%
South Florida Water Mgmt District	100,000	-	0.00%
TDC	\$ 5,302,516	\$ -	0.00%

	Budget 2010-11	Actual Year-to-Date	
		Year-to-Date	% Spent
Expenditures - Projects			
Basin Based Project HMPG 1609	\$ 1,200,000	\$ -	0.00%
Stormwater Master Plan	125,000	10,829	8.66%
North Estero Improvements	2,309,556	1,122,050	48.58%
Beach Nourishment	110,000	-	0.00%
Newton Park	217,513	10,716	4.93%
Mound House Improvements	1,160,447	196,245	16.91%
Road Resurfacing	180,000	55,329	0.00%
TOTAL EXPENDITURES	\$ 5,302,516	\$ 1,395,169	26.31%

Quarter 2 Budget Review FY 2010-2011 (unaudited)

Town of Fort Myers Beach

Public Works Services, Inc. - Detail

March 31, 2011 50.0 % of year complete

	Budget	Actual Year-to-Date		Budget Year-to-Date Expected		FY 2009-10 through 3/31/2010
	2010-11	Year-to-Date	% Received	50.0%	Δ	
Revenues						
Water	\$ 3,393,300	\$ 1,550,425	45.7%	\$ 1,696,650	\$ (146,225)	\$ 1,311,869
Water - Late charges	12,000	8,724	72.7%	6,000	2,724	7,822
Water - Administration	80,000	50,039	62.5%	40,000	10,039	42,835
Misc.	3,200	12,941	404.4%	1,600	11,341	6,776
Interest Income	5,000	2,468	0.0%	2,500	(32)	4,423
Deposits	-	17,151	0.0%	-	17,151	18,900
Tap in Charges	-	-	0.0%	-	-	-
Establish service charge	4,300	5,941	138.2%	2,150	3,791	6,027
Trip charges	650	399	61.4%	325	74	515
Reconnection fees	3,200	2,829	88.4%	1,600	1,229	2,435
Fire Service	8,700	11,550	132.8%	4,350	7,200	8,754
Capital Reserves	300,000	155,279	51.8%	150,000	5,279	37,134
TOTAL REVENUES	\$ 3,810,350	\$ 1,817,746	47.71%	\$ 1,905,175	\$ (87,429)	\$ 1,447,491

	Budget	Actual Year-to-Date		Budget Year-to-Date Expected		FY 2009-10 through 3/31/2010
	2010-11	Year-to-Date	% Spent	50.0%	Δ	
Expenditures						
Administrative Exp	\$ 89,806	\$ -	0.00%	\$ 44,903	\$ (44,903)	\$ -
Professional Services	97,860	1,462	1.49%	48,930	(47,468)	26,295
Accounting and Auditing	21,000	19,400	92.38%	10,500	8,900	7,500
Other Contractual Services	34,250	15	0.04%	17,125	(17,110)	12,025
Utility Services	43,800	16,241	37.08%	21,900	(5,659)	12,688
Insurance	74,263	-	0.00%	37,132	(37,132)	-
Repair and Maintenance	307,530	124,382	40.45%	153,765	(29,383)	140,854
Other Current Charges/Misc.	2,591	4,632	178.77%	1,296	3,337	2,506
Deposits	-	5,921	0.00%	-	5,921	5,107
Office Supplies	-	-	0.00%	-	-	169
Operating supplies	11,800	11,149	94.48%	5,900	5,249	11,075
Capital Additions/Operations Equip	60,987	-	0.00%	30,494	(30,494)	-
Depreciation Expense	222,737	-	0.00%	111,369	(111,369)	-
Travel/Training/Meals	3,000	-	0.00%	1,500	(1,500)	-
Professional Services Mgmt	425,000	208,474	49.05%	212,500	(4,026)	189,643
Bank charges	15,000	10,598	0.00%	7,500	3,098	8,640
Membership and dues	600	-	0.00%	300	(300)	-
Bulk water agreement	1,286,816	450,147	34.98%	643,408	(193,261)	450,451
Professional Services - Legal	15,000	10,015	66.77%	7,500	2,515	281
Capital Improvements	575,276	25,504	0.00%	287,638	(262,134)	1,064,444
Notes Interest	300,000	32,582	10.86%	150,000	(117,418)	56,449
Note Principal	43,034	-	0.00%	21,517	(21,517)	-
Capital Reserve	180,000	-	0.00%	90,000	(90,000)	-
TOTAL EXPENDITURES	\$ 3,810,350	\$ 920,522	24.16%	\$ 1,905,175	\$ (984,653)	\$ 1,988,128