



OFFICE OF THE CITY MANAGER
INTEROFFICE MEMORANDUM

To: City Council Members
Through: Howard Kunik, City Manager
From: Macalle Finkle, Paralegal & Executive Assistant
Date: December 6, 2018
Subject: Monthly Departmental Reports

Attached are the monthly departmental reports for September (Fiscal 2018 Year End) and October 2018.

Cc: City Clerk
Finance Department

**CITY OF PUNTA GORDA
GENERAL FUND
Revenue & Expenditures
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY**

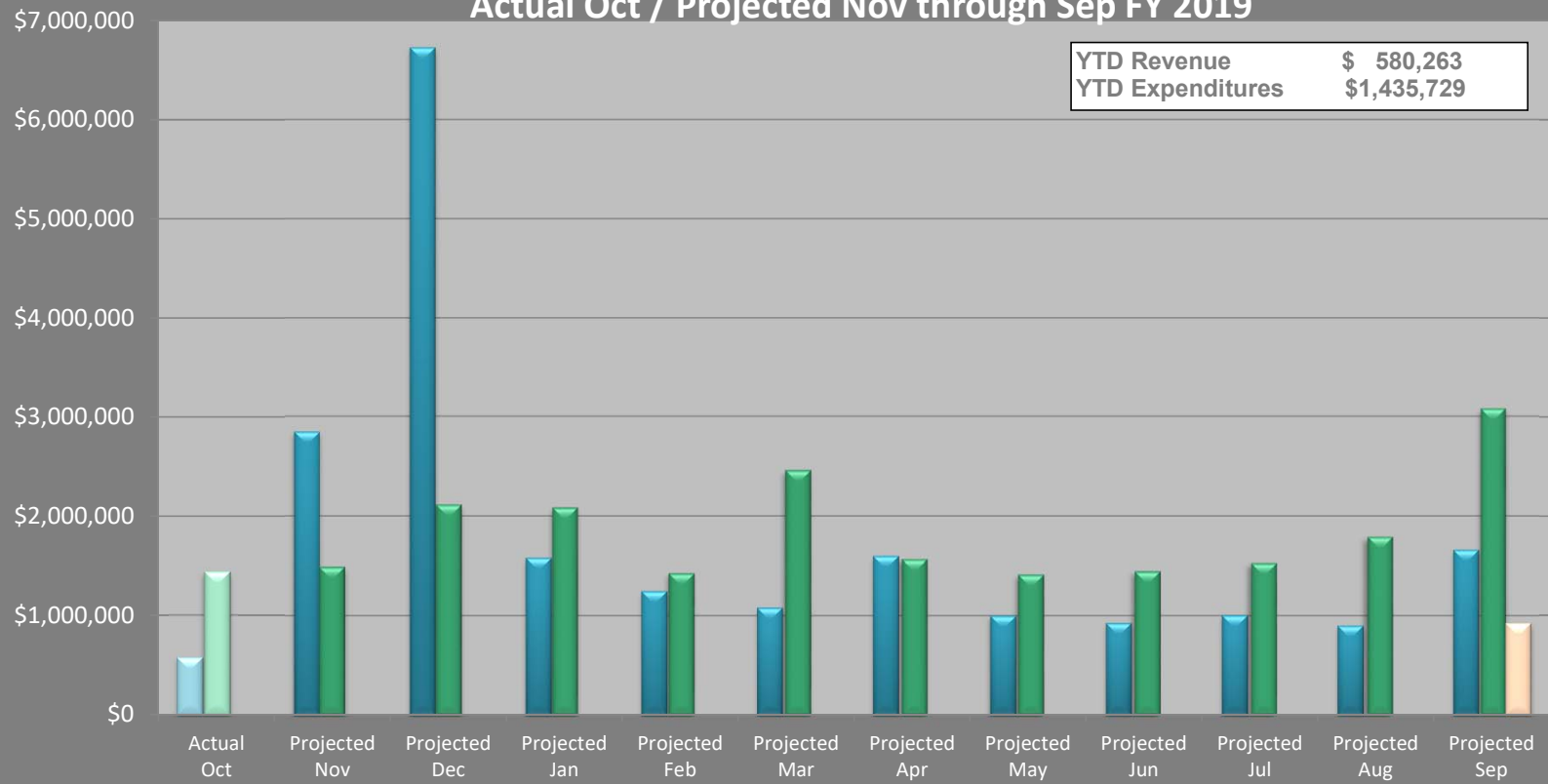
	<u>FY 2019 Annual Budget</u>	<u>Current Annual Projection</u>	<u>Increase (Decrease)</u>	<u>%</u>	<u>Year to Date Actual w/o Encumb</u>	<u>YTD % of Annual Proj w/o Encumb</u>	<u>Year to Date Actual with Encumb</u>	<u>YTD % of Annual Proj with Encumb</u>
REVENUES								
Taxes	\$ 13,019,315	\$ 13,019,315	\$ -	0.00%	\$ 63,043	0.5%	\$ 63,043	0.5%
Licenses & Permits	1,503,240	1,503,240	-	0.00%	3,416	0.2%	3,416	0.2%
Intergovernmental	2,414,660	2,418,160	3,500	0.14%	49,497	2.0%	49,497	2.0%
Charges for Services	394,065	394,065	-	0.00%	3,921	1.0%	3,921	1.0%
Fines & Forfeitures	40,630	40,630	-	0.00%	69,399	170.8%	69,399	170.8%
Administrative Charges	3,019,747	3,019,747	-	0.00%	251,645	8.3%	251,645	8.3%
Miscellaneous	615,011	615,011	-	0.00%	139,341	22.7%	139,342	22.7%
Operating Transfers	90,000	90,000	-	0.00%	-	0.0%	-	0.0%
Total Revenue	<u>21,096,668</u>	<u>21,100,168</u>	<u>3,500</u>	<u>0.02%</u>	<u>580,263</u>	<u>2.8%</u>	<u>580,263</u>	<u>2.8%</u>
EXPENDITURES								
Departmental Operating Expenses	18,532,394	18,570,756	38,362	0.21%	1,418,040	7.6%	2,165,110	11.7%
Non-Departmental	151,250	151,250	-	0.00%	158	0.1%	158	0.1%
Lot Mowing	282,220	282,220	-	0.00%	17,530	6.2%	274,000	97.1%
Capital Outlay	863,800	1,294,829	431,029	49.90%	0	0.0%	427,529	33.0%
Transfers	1,726,534	1,726,534	-	0.00%	0	0.0%	0	0.0%
Total Expenditures	<u>21,556,198</u>	<u>22,025,589</u>	<u>469,391</u>	<u>2.18%</u>	<u>1,435,729</u>	<u>6.5%</u>	<u>2,866,797</u>	<u>13.0%</u>
Revenues in Excess(Shortfall) of Expenditures	<u>\$ (459,530)</u>	<u>\$ (925,421)</u>	<u>\$ (465,891)</u>		<u>\$ (855,466)</u>		<u>\$ (2,286,534)</u>	
Prior Year Purchase Order Encumbrances	\$ -	\$ 465,891						
FY 2019 Operating Reserves (Beg)	<u>3,951,391</u>	<u>3,951,391</u>						
FY 2019 Operating Reserves (End):								
Reserve for future years' budget	512,270	512,270						
Reserve for Fleet/Equipment	104,000	104,000						
8.0% Budgeted Operating Reserve	<u>\$ 2,875,591</u>	<u>\$ 2,875,591</u>						

SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

1. The majority of General Fund Revenues are received a month after they are earned, creating a timing difference for reporting. The major revenues for October will not be received until the month of November. 97% of ad valorem revenues are collected between November and April. October 2018
2. Actual YTD operating expenditures compared to current YTD projections are 90.4%. October 2018
3. The Year to Date column above includes \$1,431,068 of encumbrances. October 2018
4. Prior year purchase orders for incomplete deliveries of \$465,891 were rolled over to FY 2019. October 2018
5. Capital Outlay - Police vehicles, boat, and equip., public works vehicles & equip., warehouse van, and fire equip. October 2018

General Fund Revenue and Expenditures

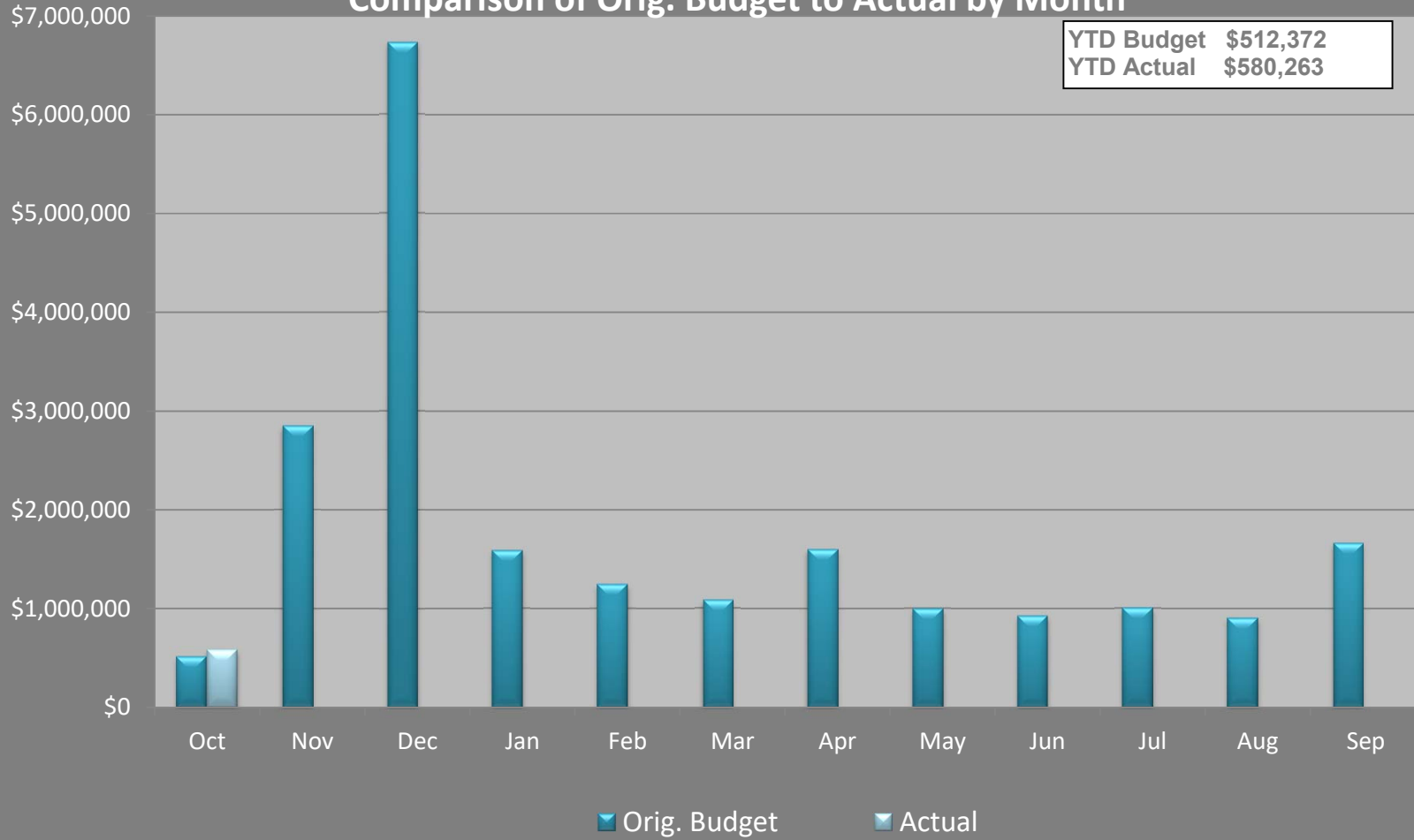
Actual Oct / Projected Nov through Sep FY 2019



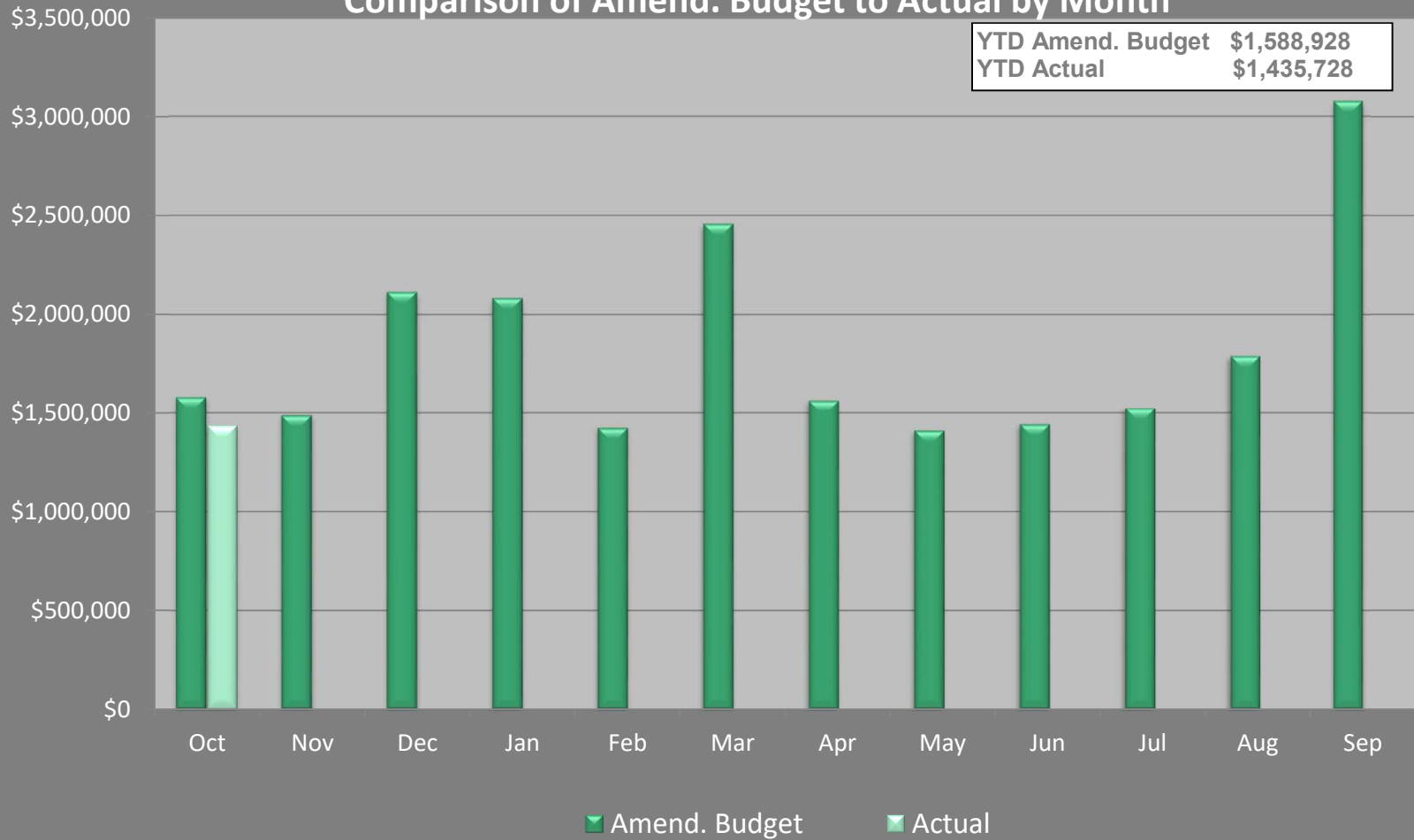
YTD Revenue	\$ 580,263
YTD Expenditures	\$1,435,729

General Fund FY 2019 Revenues

Comparison of Orig. Budget to Actual by Month



General Fund FY 2019 Expenditures Comparison of Amend. Budget to Actual by Month



**CITY OF PUNTA GORDA
GENERAL FUND
Expenditures by Division
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%**

	FY 2019 Annual Budget	Current Annual Projection	Increase (Decrease)	%	Year to Date Actual w/o Encumb	YTD % of Annual Proj w/o Encumb	Year to Date Actual with Encumb	YTD % of Annual Proj with Encumb
<u>Expenditures</u>								
City Council	\$ 133,909	\$ 133,909	-	0.00%	\$ 11,366	8.5%	\$ 11,366	8.5%
City Manager	479,866	479,866	-	0.00%	27,638	5.8%	27,638	5.8%
Human Resources	342,314	342,314	-	0.00%	17,173	5.0%	17,698	5.2%
City Clerk	533,709	533,709	-	0.00%	37,046	6.9%	67,649	12.7%
Finance	942,750	942,750	-	0.00%	79,304	8.4%	88,683	9.4%
Procurement	596,578	596,578	-	0.00%	46,512	7.8%	47,118	7.9%
Legal Counsel	221,459	221,459	-	0.00%	5,812	2.6%	121,812	55.0%
Public Works Admin	330,821	330,821	-	0.00%	25,948	7.8%	29,032	8.8%
Engineering	458,181	458,181	-	0.00%	36,975	8.1%	36,975	8.1%
Right of Way Maint.	1,095,125	1,095,125	-	0.00%	99,979	9.1%	101,179	9.2%
Parks & Grounds Maint.	1,495,591	1,495,591	-	0.00%	85,401	5.7%	373,679	25.0%
Police Department	6,122,778	6,122,778	-	0.00%	483,662	7.9%	565,342	9.2%
Fire Department	3,807,530	3,835,807	28,277	0.74%	305,828	8.0%	369,571	9.6%
Urban Design	591,093	601,178	10,085	1.71%	47,686	7.9%	72,521	12.1%
Zoning & Code Compliance	515,986	515,986	-	0.00%	40,720	7.9%	58,800	11.4%
Facilities Maintenance	864,704	864,704	-	0.00%	66,991	7.7%	176,047	20.4%
Capital Outlay	863,800	1,294,829	431,029	49.90%	-	0.0%	427,529	33.0%
Lot Mowing	282,220	282,220	-	0.00%	17,530	6.2%	274,000	97.1%
Transfers	1,726,534	1,726,534	-	0.00%	-	0.0%	-	0.0%
Non-Departmental	151,250	151,250	-	0.00%	158	0.1%	158	0.1%
Total Expenditures	\$ 21,556,198	\$ 22,025,589	\$ 469,391	2.18%	\$ 1,435,729	6.5%	\$ 2,866,797	13.0%

CITY OF PUNTA GORDA
PUNTA GORDA ISLES CANAL MAINTENANCE
Revenue & Expenses
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY

	FY 2019 Annual Budget	Current Annual Projection	Increase (Decrease)	%	Year to Date Actual w/o Encumb	YTD % of Annual Proj w/o Encumb	Year to Date Actual with Encumb	YTD % of Annual Proj with Encumb
REVENUES								
PGI Canal Assessments	\$ 3,381,400	\$ 3,381,400	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Federal Disaster Relief	8,871,940	20,202,174	11,330,234	127.7%	-	0.0%	-	0.0%
State Disaster Relief	1,478,655	3,367,027	1,888,372	127.7%	-	0.0%	-	0.0%
Financing	-	1,888,372	1,888,372	0.0%	-	0.0%	-	0.0%
Miscellaneous Revenue	15,500	15,500	-	0.0%	-	0.0%	-	0.0%
Total Revenues	13,747,495	28,854,473	15,106,978	109.9%	-	0.0%	-	0.0%
EXPENSES								
Personnel	852,590	852,590	-	0.0%	64,627	7.6%	64,627	7.6%
Mangrove Trimming	50,000	50,000	-	0.0%	11,900	23.8%	50,000	100.0%
Dredging & Channel Markers	53,000	53,000	-	0.0%	-	0.0%	50,000	94.3%
Seawall Replacement, incl. panels	313,125	1,216,597	903,472	288.5%	4,964	0.4%	903,471	74.3%
Seawall Stabilization	10,300	10,300	-	0.0%	-	0.0%	-	0.0%
Other Operating Expenditures	297,580	297,580	-	0.0%	18,221	6.1%	32,552	10.9%
Debt Service	560,000	560,000	-	0.0%	-	-	-	-
Capital Outlay	900	900	-	0.0%	-	0.0%	-	0.0%
Capital Projects - Irma	11,610,000	26,716,978	15,106,978	130.1%	300,009	1.1%	15,513,485	58.1%
Total Expenditures	13,747,495	29,757,945	16,010,450	116.5%	399,721	1.3%	16,614,136	55.8%
Revenues in Excess(Shortfall) of Expenditures	-	(903,472)	\$ (903,472)		\$ (399,721)		\$ (16,614,136)	
Prior Year Purchase Order Encumbrances		903,472						
FY 2019 Operating Reserves (Beg)	1,502,654	1,502,654						
FY 2019 Operating Reserves (End):								
Reserve-Seawall Replacement	425,000	425,000						
Operating Reserves	\$ 1,077,654	\$ 1,077,654						

SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

1. 97% of PGI Canal Assessments are collected between November and April. October 2018
2. Actual YTD departmental operating expenditures compared to original YTD projections are 81%. October 2018
3. Prior year purchase orders of \$16,010,450 were rolled over to FY 2019 for Hurricane Irma seawall repairs. October 2018
4. The Year to Date column, with encumbrances, includes \$16,214,415 of encumbrances. October 2018
5. FY 2019 - Seawall replacement reserve for special projects as approved in five year plan. October 2018

PGI Canal Maintenance Fund Actual Revenues and Actual Expenses by Month FY 2019



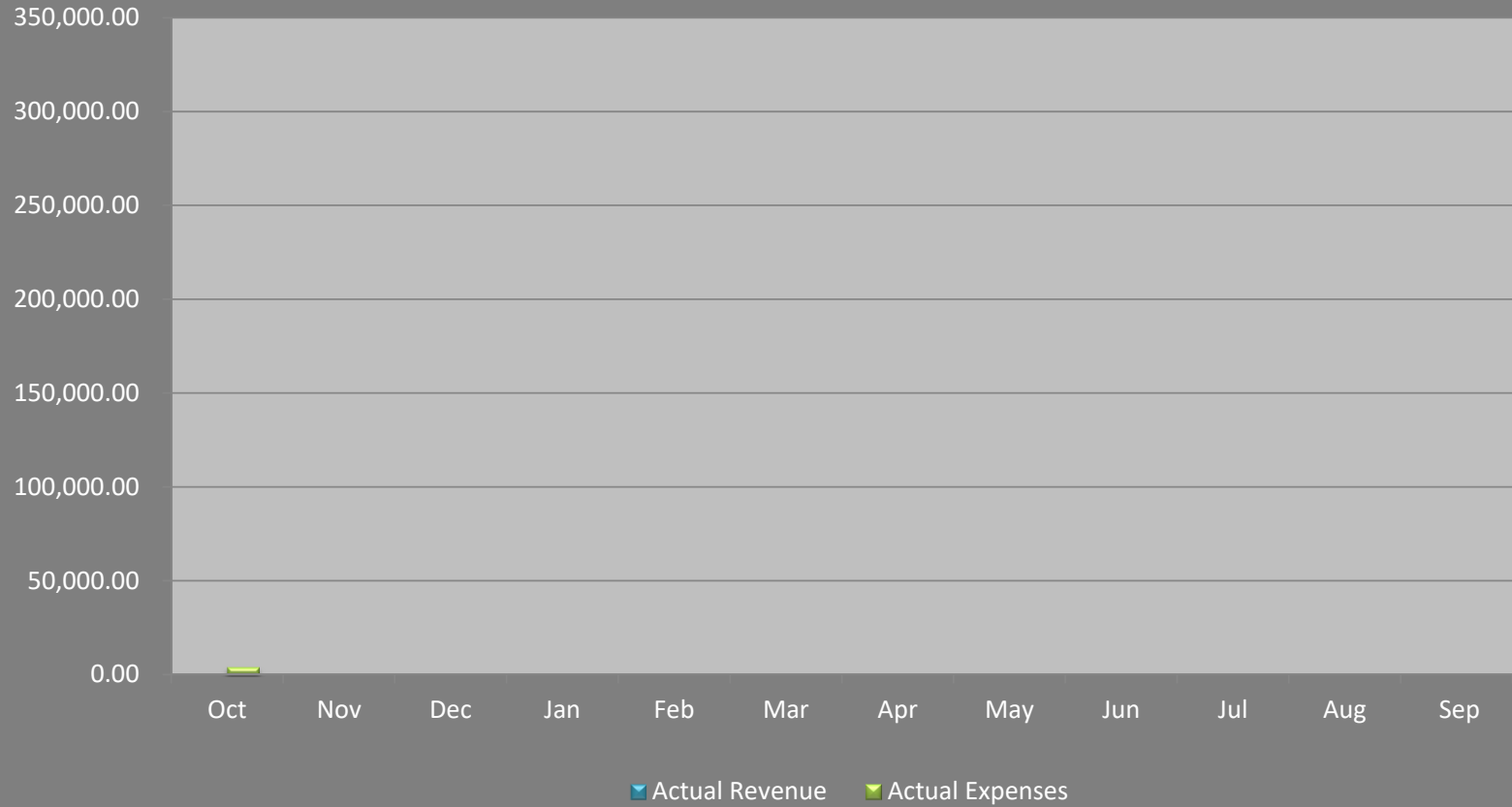
CITY OF PUNTA GORDA
BURNT STORE ISLES CANAL MAINTENANCE
Revenue & Expenses
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY

	FY 2019 Annual Budget	Current Annual Projection	Increase (Decrease)	%	Year to Date Actual w/o Encumb	YTD % of Annual Proj w/o Encumb	Year to Date Actual with Encumb	YTD % of Annual Proj with Encumb
REVENUES								
BSI Canal Assessments	\$ 572,750	\$ 572,750	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Federal Diaster Relief	15,000	654,213	639,213	4261.4%	-	0.0%	-	0.0%
State Disaster Relief	2,500	109,035	106,535	4261.4%	-	0.0%	-	0.0%
Miscellaneous Revenue	3,150	3,150	-	0.0%	-	0.0%	-	0.0%
Financing Revenue	-	106,535	106,535	0.0%	-	0.0%	-	0.0%
Total Revenues	593,400	1,445,683	852,283	143.6%	-	0.0%	-	0.0%
EXPENSES								
Personnel	57,085	57,085	-	0.0%	2,590	4.5%	2,590	4.5%
Mangrove Trimming	26,000	26,000	-	0.0%	-	0.0%	26,000	100.0%
Seawall Replacement, incl. panels	339,000	339,000	-	0.0%	-	0.0%	-	0.0%
Other Operating Expenditures	67,455	67,455	-	0.0%	1,422	2.1%	9,022	13.4%
Debt Service	95,860	95,860	-	0.0%	-	0.0%	-	0.0%
Capital Projects - Irma	-	852,283	-	-	-	-	852,283	-
Total Expenditures	585,400	1,437,683	-	0.0%	4,012	0.3%	889,895	61.9%
Revenues in Excess(Shortfall) of Expenditures	8,000	8,000	\$ 852,283		\$ (4,012)		\$ (889,895)	
FY 2019 Operating Reserves (Beg)	308,004	308,004						
FY 2019 Operating Reserves (End):								
Reserve-Seawall Replacement	110,000	110,000						
Operating Reserves	<u>\$ 206,004</u>	<u>\$ 206,004</u>						

SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

1. 97% of BSI Canal Assessments are collected between November and April. October 2018
2. Actual YTD departmental operating expenditures compared to original YTD projections are 34%. October 2018
3. Prior year purchase orders of \$852,283 for Hurricane Irma seawall repairs were rolled over to FY 2019. October 2018
4. The Year to Date column, with encumbrances, includes \$885,883 of encumbrances. October 2018
5. FY 2019 - Continued funding of \$45,000 annually for seawall replacement reserve from assessments. Special projects utilizes this funding. October 2018

BSI Canal Maintenance Fund Actual Revenues and Actual Expenses by Month FY 2019



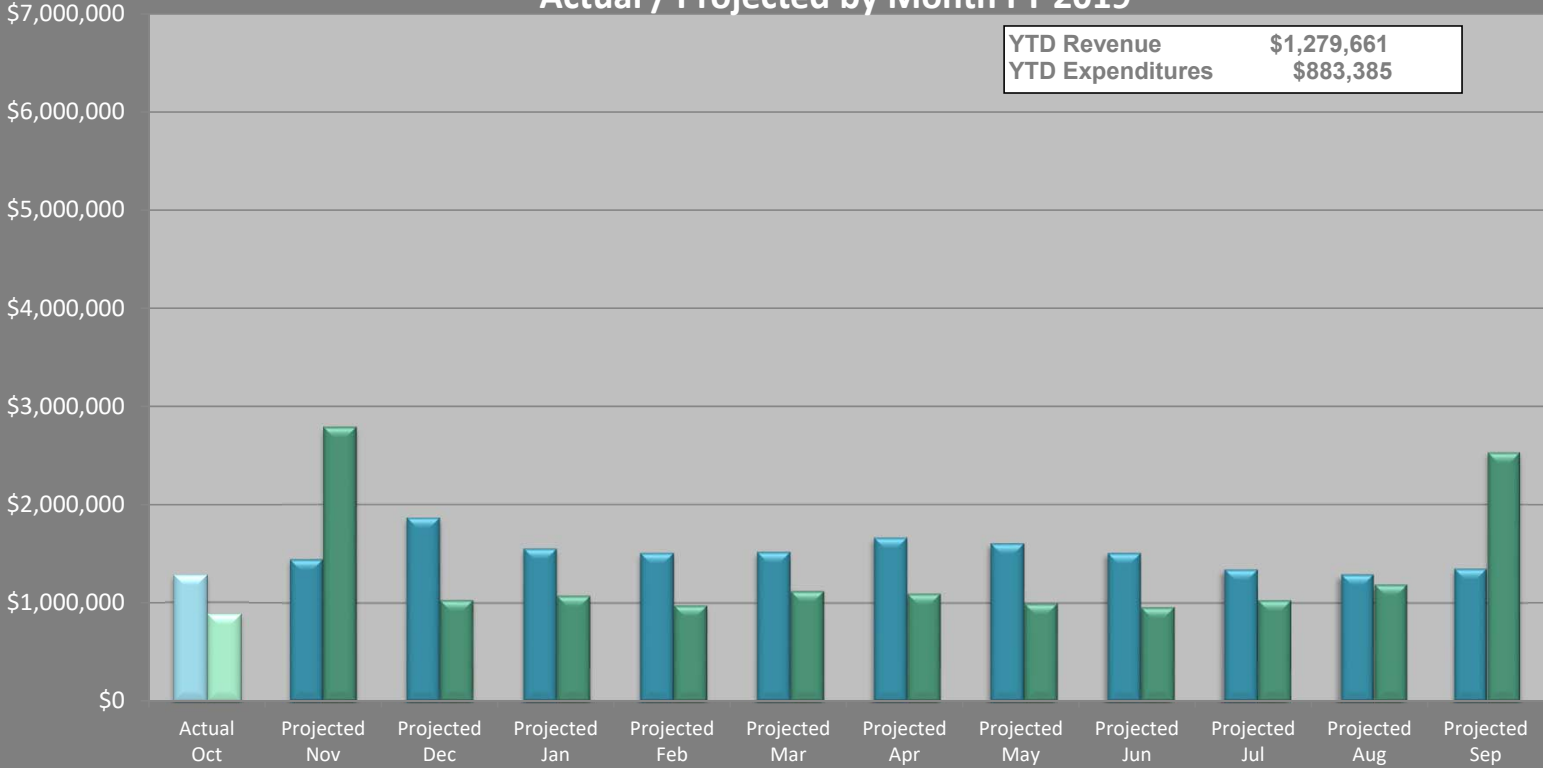
**CITY OF PUNTA GORDA
UTILITIES OM&R FUND
Revenue & Expenses
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY**

	FY 2019 Annual Budget	Current Annual Projection	Increase (Decrease)	%	Year to Date Actual w/o Encumb	YTD % of Annual Proj w/o Encumb	Year to Date Actual with Encumb	YTD % of Annual Proj with Encumb
REVENUES								
Water Billings	\$ 9,941,070	\$ 9,941,070	\$ -	0.0%	\$ 662,474	6.7%	\$ 662,474	6.7%
Sewer Billings	7,335,040	7,335,040	-	0.0%	584,493	8.0%	584,493	8.0%
Other Revenues	295,505	295,505	-	0.0%	32,693	11.1%	32,693	11.1%
Transfer from Water and Sewer Impacts	350,000	350,000	-	0.0%	-	0.0%	-	0.0%
Total Revenues	<u>17,921,615</u>	<u>17,921,615</u>	<u>-</u>	<u>0.0%</u>	<u>1,279,661</u>	<u>7.1%</u>	<u>1,279,661</u>	<u>7.1%</u>
EXPENSES								
Departmental Operating Expenses	12,772,942	12,788,958	16,016	0.1%	883,385	6.9%	1,606,193	12.6%
Capital Outlay	704,090	870,259	166,169	23.6%	-	0.0%	221,178	25.4%
Debt Service	744,200	744,200	-	0.0%	-	0.0%	-	0.0%
Transfer to Utilities Construction Fund	1,585,000	1,585,000	-	0.0%	-	0.0%	-	0.0%
Total Expenses	<u>15,806,232</u>	<u>15,988,417</u>	<u>182,185</u>	<u>1.2%</u>	<u>883,385</u>	<u>5.5%</u>	<u>1,827,371</u>	<u>11.4%</u>
Revenues in Excess(Shortfall) of Expenses	<u>2,115,383</u>	<u>1,933,198</u>	<u>(\$182,185)</u>		<u>\$ 396,276</u>		<u>\$ (547,711)</u>	
Prior Year Purchase Order Encumbrances	\$ -	182,185						
FY 2019 Operating Reserves (Beg)	<u>5,370,259</u>	<u>5,370,259</u>						
FY 2019 Operating Reserves (End)	<u>\$ 7,485,642</u>	<u>\$ 7,485,642</u>						

SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

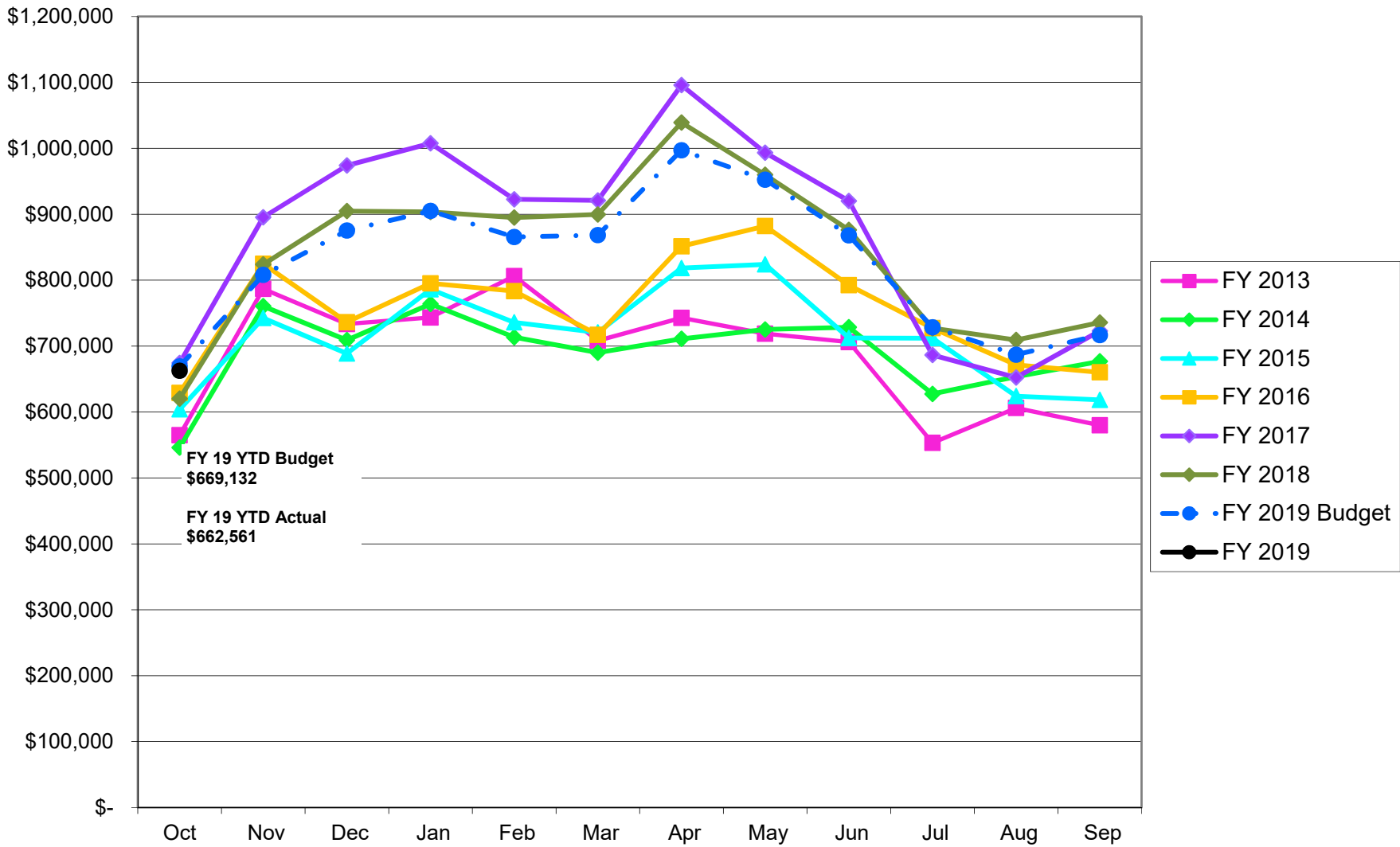
1. Actual YTD revenues compared to original YTD budget projection are 99% for Water billings and 100% for Sewer billings. October 2018
Water billings for October FY 2019 were \$42,196 more than Water billings for October FY 2018.
2. Actual YTD departmental operating expenses compared to original YTD budget projection are 88% October 2018
3. Prior year purchase orders of \$182,185 were rolled over to FY 2019. October 2018
4. The current encumbrance balance is \$946,986. October 2018

**Utilities OM&R Fund
Revenue and Expenditures
Actual / Projected by Month FY 2019**



YTD Revenue	\$1,279,661
YTD Expenditures	\$883,385

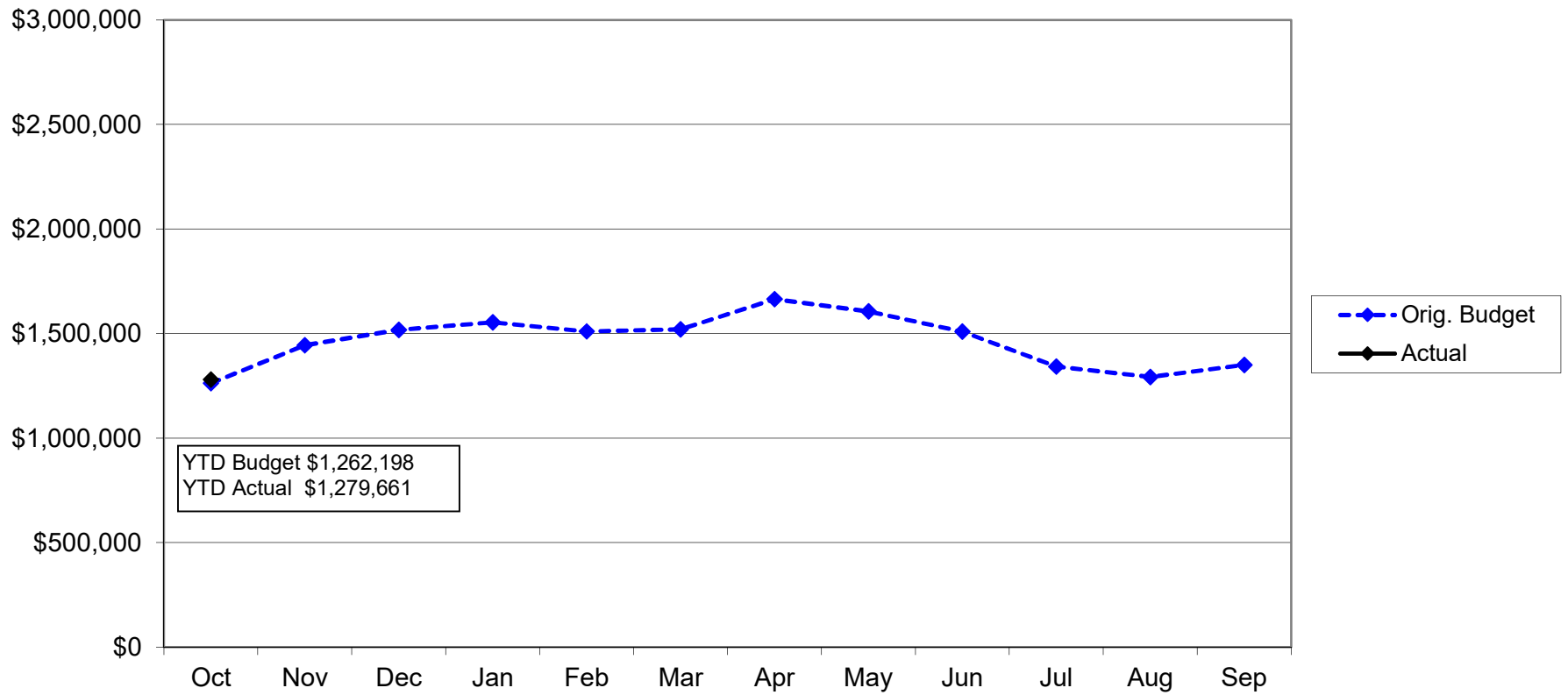
Monthly Comparison of Water Revenues FY13 to FY19



**CITY OF PUNTA GORDA
UTILITIES OM&R FUND
Major Water and Sewer User Fee Revenues
FY 2019 Year-to-Date through October 2018**

<u>Account Number</u>	<u>Description</u>	<u>Original Projection YTD FY 2019</u>	<u>Revised Projection YTD FY 2019</u>	<u>Actual YTD FY 2019</u>	<u>Over/(Under) Original Projection YTD FY 2019</u>	<u>Actual as % of Original Projection YTD FY 2019</u>	<u>Over/(Under) Revised Projection YTD FY 2019</u>	<u>Actual as % of Revised Projection YTD FY 2019</u>
Summary	WATER - BASE CHARGES INSIDE	204,074.00	204,074.00	205,065.79	991.79	100.49%	991.79	100.49%
Summary	WATER - BASE CHARGES OUTSIDE	116,387.00	116,387.00	117,687.20	1,300.20	101.12%	1,300.20	101.12%
Summary	WATER USAGE INSIDE	255,976.00	255,976.00	252,137.97	-3,838.03	98.50%	-3,838.03	98.50%
Summary	WATER USAGE OUTSIDE	92,695.00	92,695.00	87,670.14	-5,024.86	94.58%	-5,024.86	94.58%
402-0000-343.51-62	SEWER USAGE INSIDE	82,478.00	82,478.00	83,553.04	1,075.04	101.30%	1,075.04	101.30%
402-0000-343.51-63	SEWER USAGE OUTSIDE	17,119.00	17,119.00	17,679.61	560.61	103.27%	560.61	103.27%
402-0000-343.51-64	WASTEWATER ERU INSIDE	378,037.00	378,037.00	380,161.77	2,124.77	100.56%	2,124.77	100.56%
402-0000-343.51-65	WASTEWATER ERU OUTSIDE	100,230.00	100,230.00	103,098.85	2,868.85	102.86%	2,868.85	102.86%
		<u>1,246,996.00</u>	<u>1,246,996.00</u>	<u>1,247,054.37</u>	<u>58.37</u>	<u>100.00%</u>	<u>58.37</u>	<u>100.00%</u>
Subtotals by Category								
	Water - Inside	460,050.00	460,050.00	457,203.76	-2,846.24	99.38%	-2,846.24	99.38%
	Water - Outside	209,082.00	209,082.00	205,357.34	-3,724.66	98.22%	-3,724.66	98.22%
	Sewer - Inside	460,515.00	460,515.00	463,714.81	3,199.81	100.69%	3,199.81	100.69%
	Sewer - Outside	117,349.00	117,349.00	120,778.46	3,429.46	102.92%	3,429.46	102.92%
Water Revenue Accounts								
402-0000-343.31-36	WATER 1-5 RATE INSIDE	106,101.00	106,101.00	105,194.93	-906.07	99.15%	-906.07	99.15%
402-0000-343.31-37	WATER 1-5 RATE OUTSIDE	41,363.00	41,363.00	42,755.45	1,392.45	103.37%	1,392.45	103.37%
402-0000-343.31-38	FACILITY CHG/ERU WATER IN	161,987.00	161,987.00	162,803.02	816.02	100.50%	816.02	100.50%
402-0000-343.31-39	FACILITY CHG/ERU WATR OUT	94,557.00	94,557.00	95,429.50	872.50	100.92%	872.50	100.92%
402-0000-343.31-40	WATER 6-10 RATE INSIDE	42,079.00	42,079.00	38,198.03	-3,880.97	90.78%	-3,880.97	90.78%
402-0000-343.31-41	WATER 6-10 RATE OUTSIDE	6,888.00	6,888.00	5,465.30	-1,422.70	79.35%	-1,422.70	79.35%
402-0000-343.31-42	WATER 11-20 RATE INSIDE	35,291.00	35,291.00	30,011.22	-5,279.78	85.04%	-5,279.78	85.04%
402-0000-343.31-43	WATER 11-20 RATE OUTSIDE	3,921.00	3,921.00	2,731.86	-1,189.14	69.67%	-1,189.14	69.67%
402-0000-343.31-44	WATER 21-40 RATE INSIDE	10,645.00	10,645.00	10,147.32	-497.68	95.32%	-497.68	95.32%
402-0000-343.31-45	WATER 21-40 RATE OUTSIDE	1,923.00	1,923.00	625.59	-1,297.41	32.53%	-1,297.41	32.53%
402-0000-343.31-46	WATER >40 RATE INSIDE	4,127.00	4,127.00	3,461.46	-665.54	83.87%	-665.54	83.87%
402-0000-343.31-47	WATER >40 RATE OUTSIDE	1,284.00	1,284.00	464.94	-819.06	36.21%	-819.06	36.21%
402-0000-343.31-50	CUSTOMER BILLING CHG IN	42,087.00	42,087.00	42,262.77	175.77	100.42%	175.77	100.42%
402-0000-343.31-51	CUSTOMER BILLING CHG OUT	21,830.00	21,830.00	22,257.70	427.70	101.96%	427.70	101.96%
402-0000-343.31-62	IRRIGATION 1-10 INSIDE	9,155.00	9,155.00	11,972.79	2,817.79	130.78%	2,817.79	130.78%
402-0000-343.31-63	IRRIGATION 1-10 OUTSIDE	344.00	344.00	720.09	376.09	209.33%	376.09	209.33%
402-0000-343.31-64	IRRIGATION 11-30 INSIDE	7,841.00	7,841.00	10,311.90	2,470.90	131.51%	2,470.90	131.51%
402-0000-343.31-65	IRRIGATION 11-30 OUTSIDE	592.00	592.00	382.25	-209.75	64.57%	-209.75	64.57%
402-0000-343.31-68	IRRIGATION >30 INSIDE	4,637.00	4,637.00	4,819.88	182.88	103.94%	182.88	103.94%
402-0000-343.31-69	IRRIGATION >30 OUTSIDE	0.00	0.00	2,191.14	2,191.14	0.00%	2,191.14	0.00%
402-0000-343.31-74	COMMERCIAL USAGE INSIDE	36,100.00	36,100.00	38,020.44	1,920.44	105.32%	1,920.44	105.32%
402-0000-343.31-75	COMMERCIAL USAGE OUTSIDE	36,380.00	36,380.00	32,333.52	-4,046.48	88.88%	-4,046.48	88.88%
		<u>669,132.00</u>	<u>669,132.00</u>	<u>662,561.10</u>	<u>-6,570.90</u>	<u>99.02%</u>	<u>-6,570.90</u>	<u>99.02%</u>

Total Revenues by Month FY 2019 (excluding Transfers from Impact Fees)



**CITY OF PUNTA GORDA
UTILITIES OM&R FUND
Expenses by Division
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%**

<u>Expense</u>	<u>FY 2019 Annual Budget</u>	<u>Current Annual Projection</u>	<u>Increase (Decrease)</u>	<u>%</u>	<u>Year to Date Actual w/o Encumb</u>	<u>YTD % of Annual Proj w/o Encumb</u>	<u>Year to Date Actual with Encumb</u>	<u>YTD % of Annual Proj with Encumb</u>
Billing and Collections	\$ 731,689	\$ 731,689	\$ -	0.0%	\$ 43,720	6.0%	\$ 96,460	13.2%
Utilities Administration	957,188	957,188	-	0.0%	66,253	6.9%	70,219	7.3%
Water Treatment	3,245,547	3,245,547	-	0.0%	225,547	6.9%	617,050	19.0%
Wastewater Collection	1,855,014	1,855,014	-	0.0%	145,458	7.8%	235,206	12.7%
Wastewater Treatment	2,970,136	2,983,207	13,071	0.4%	192,011	6.4%	267,910	9.0%
Water Distribution	2,053,940	2,056,885	2,945	0.1%	153,111	7.4%	257,328	12.5%
Fleet Maintenance	197,356	197,356	-	0.0%	14,755	7.5%	19,491	9.9%
Non-Departmental Operating	762,072	762,072	-	0.0%	42,530	5.6%	42,530	5.6%
Capital Outlay	704,090	870,259	166,169	23.6%	-	0.0%	221,178	25.4%
Transfer to Debt Services Funds	744,200	744,200	-	0.0%	-	0.0%	-	0.0%
Transfer to Utilities Construction Fund	1,585,000	1,585,000	-	0.0%	-	0.0%	-	0.0%
Total Expense	<u>\$ 15,806,232</u>	<u>\$ 15,988,417</u>	<u>\$ 182,185</u>	1.2%	<u>\$ 883,385</u>	5.5%	<u>\$ 1,827,371</u>	11.4%

**CITY OF PUNTA GORDA
SANITATION FUND
Revenue & Expenses
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY**

	FY 2019 Annual Budget	Current Annual Projection	Increase (Decrease)	%	Year to Date Actual w/o Encumb	YTD % of Annual Proj w/o Encumb	Year to Date Actual with Encumb	YTD % of Annual Proj with Encumb
REVENUES								
Refuse Billings	\$ 3,619,960	\$ 3,619,960	\$ -	0.0%	\$ 300,085	8.3%	\$ 300,085	8.3%
Other Revenue	26,270	26,270	-	0.0%	4,904	18.7%	4,904	18.7%
Total Revenues	<u>3,646,230</u>	<u>3,646,230</u>	<u>-</u>	<u>0.0%</u>	<u>304,989</u>	<u>8.4%</u>	<u>304,989</u>	<u>8.4%</u>
EXPENSES								
Departmental Operating Expenses	3,467,572	3,467,572	-	0.0%	165,028	4.8%	1,615,651	46.6%
Capital Outlay	150,000	177,406	27,406	18.3%	0	0.0%	27,406	15.4%
Total Expenses	<u>3,617,572</u>	<u>3,644,978</u>	<u>27,406</u>	<u>0.8%</u>	<u>165,028</u>	<u>4.5%</u>	<u>1,643,057</u>	<u>45.1%</u>
Revenues in Excess(Shortfall) of Expenses	<u>28,658</u>	<u>1,252</u>	<u>\$ (27,406)</u>		<u>\$ 139,960</u>		<u>\$ (1,338,069)</u>	
Prior Year Encumbrances		27,406						
FY 2019 Operating Reserves (Beg)	<u>1,043,048</u>	<u>1,043,048</u>						
FY 2019 Operating Reserves (End):								
Reserve-Fleet/Equipment	500,000	500,000						
Operating Reserves	\$ 571,706	\$ 571,706						

SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

1. Actual YTD revenues compared to original YTD budget projections for refuse, yardwaste, and recycling billings is 100%. October 2018
2. Actual YTD departmental operating expenses compared to original YTD budget projection are 89%. October 2018
3. Prior year purchase orders of \$27,406 for a truck for supervisor was rolled over to FY 2019. October 2018
4. The current encumbrance balance is \$1,478,029. Many of the encumbrances are for P.O.s authorizing 12 months of expenditures or capital outlay. October 2018
5. Capital Outlay - Clamshell truck. October 2018

Sanitation Fund Actual Revenues and Actual Expenses by Month FY 2019



**CITY OF PUNTA GORDA
BUILDING FUND
Revenue & Expenses
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY**

	<u>FY 2019 Annual Budget</u>	<u>Current Annual Projection</u>	<u>Increase (Decrease)</u>	<u>%</u>	<u>Year to Date Actual w/o Encumb</u>	<u>YTD % of Annual Proj w/o Encumb</u>	<u>Year to Date Actual with Encumb</u>	<u>YTD % of Annual Proj with Encumb</u>
REVENUES								
Building Permits	\$ 850,000	\$ 850,000	\$ -	0.0%	\$ 106,172	12.5%	\$ 106,172	12.5%
Other Revenues	113,000	113,000	-	0.0%	11,797	10.4%	11,797	10.4%
Total Revenues	<u>963,000</u>	<u>963,000</u>	<u>-</u>	<u>0.0%</u>	<u>117,969</u>	<u>12.3%</u>	<u>117,969</u>	<u>12.3%</u>
EXPENSES								
Departmental Operating Expenses	990,480	990,480	-	0.0%	72,518	7.3%	74,931	7.6%
Capital Outlay	25,000	25,000	-	0.0%	-	0.0%	-	0.0%
Total Expenses	<u>1,015,480</u>	<u>1,015,480</u>	<u>-</u>	<u>0.0%</u>	<u>72,518</u>	<u>7.1%</u>	<u>74,931</u>	<u>7.4%</u>
Revenues in Excess(Shortfall) of Expenses	<u>(52,480)</u>	<u>(52,480)</u>	<u>\$ -</u>		<u>\$ 45,451</u>		<u>\$ 43,038</u>	
FY 2019 Operating Reserves (Beg)	<u>1,311,027</u>	<u>1,311,027</u>						
FY 2019 Operating Reserves (End)	<u>\$ 1,258,547</u>	<u>\$ 1,258,547</u>						

SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

1. Actual YTD revenues compared to original YTD budget projections is 165%. October 2018
2. Actual YTD departmental operating expenses compared to current YTD budget projection are 89%. October 2018
3. The current encumbrance balance is \$2,413. October 2018
4. Capital Outlay - New vehicle for added inspector position. October 2018

**Building Fund
Actual Revenues and Actual Expenses
by Month FY 2019**



**CITY OF PUNTA GORDA
LAISHLEY PARK MARINA
Revenue & Expenses
As of October 31, 2018
Percentage of Fiscal Year Elapsed 8.3%
SUMMARY**

	FY 2019 Annual Budget	Current Annual Projection	Increase (Decrease)	%	Year to Date Actual w/o Encumb	YTD % of Annual Proj w/o Encumb	Year to Date Actual with Encumb	YTD % of Annual Proj with Encumb
REVENUES								
Slip and Mooring Field Rentals	\$ 394,000	\$ 394,000	\$ -	0.0%	\$ 33,224	8.4%	\$ 33,224	8.4%
Building Lease & Rentals	25,200	25,200	-	0.0%	1,664	6.6%	1,664	6.6%
Pump Out Boat Grant Revenues	7,000	7,000	-	0.0%	-	0.0%	-	0.0%
Miscellaneous Revenue	2,000	2,000	-	0.0%	145	7.2%	145	7.2%
Total Revenues	428,200	428,200	-	0.0%	35,032	8.2%	35,032	8.2%
EXPENSES								
Marina Operations	411,255	411,255	-	0.0%	41,060	10.0%	53,615	13.0%
Pump Out Boat Operations	15,000	15,000	-	0.0%	63	0.4%	63	0.4%
Capital Outlay	46,000	46,000	-	0.0%	-	0.0%	-	0.0%
Total Expenses	472,255	472,255	-	0.0%	41,124	8.7%	53,679	11.4%
Revenues in Excess(Shortfall) of Expenses	(44,055)	(44,055)	\$ -		\$ (6,092)		\$ (18,647)	
FY 2019 Operating Reserves (Beg)	386,554	386,554						
FY 2019 Operating Reserves (End)	<u>\$ 342,499</u>	<u>\$ 342,499</u>						

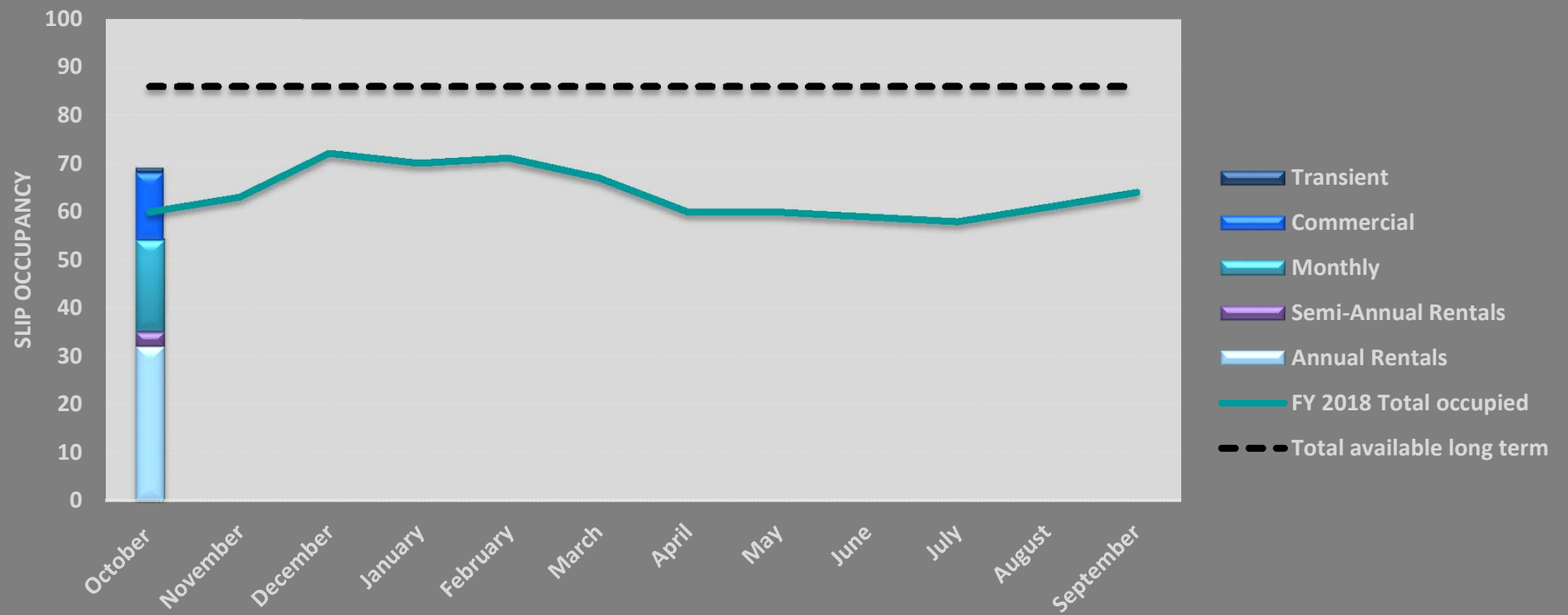
SIGNIFICANT CURRENT INFORMATION TO BE TAKEN INTO CONSIDERATION:

1. Actual YTD revenues compared to original YTD projections are 105%. Slip rental actual YTD revenues compared to original YTD projections are 107%. October 2018
2. Actual YTD departmental operating expenses compared to original YTD projections are 111%. October 2018
3. The Year to Date column, with encumbrances, includes \$12,555 of encumbrances. October 2018

Laishley Park Marina Fund Actual Revenues and Actual Expenses by Month FY 2019

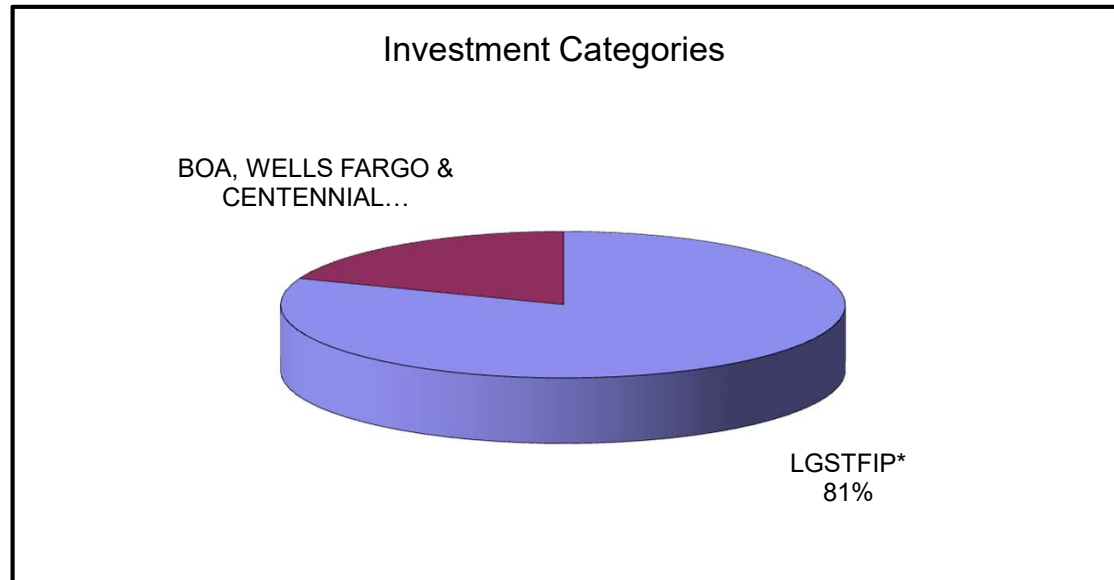


FY 2019 Monthly Slip Occupancy by Category Compared to FY 2018 Monthly Total Occupancy



**CITY OF PUNTA GORDA
Schedule of Investments
October 2018**

<u>Type</u>	<u>Principal Balance</u>	<u>Interest Rate</u>	<u>Market Value</u>
LGSTFIP*	35,954,069.81	2.97%	35,954,069.81
B of A, Wells Fargo, & Centennial	<u>8,533,940.93</u>	1.80%	<u>8,533,940.93</u>
Total Investments	<u><u>\$44,488,010.74</u></u>		<u><u>\$44,488,010.74</u></u>



*Local Government Surplus Trust Funds Investment Pool

CITY OF PUNTA GORDA
 MONTHLY REPORT TO CITY MANAGER
 BUILDING DEPARTMENT

OCTOBER 2018

Number of Inspections

	This Month	Last Month	Same Month Last Year	This Fiscal Year To Date	Last Fiscal Year To Date	Calendar Year To Date
Building	517	416	454	517	454	5,027
Electrical	156	122	124	156	124	1,371
Plumbing	116	79	96	116	96	1,015
A/C	130	82	100	130	100	1,114
Fire	6	2	3	6	3	46
Total	925	701	777	925	777	8,573
Daily Avg	40.22	36.89	35.32	--	--	--

Permits Issued

Building						
Number	247	165	176	247	176	1,487
Value	10,076,514	4,765,009	4,742,500	10,076,514	4,742,500	79,277,874
Permit Fees	89,499	40,720	47,213	89,499	47,213	699,114
Electrical						
Number	68	50	48	68	48	577
Permit Fees	3,300	3,049	2,315	3,300	2,315	29,737
Plumbing						
Number	32	24	25	32	25	307
Permit Fees	2,050	1,550	1,800	2,050	1,800	19,000
A/C						
Number	87	71	61	87	61	773
Permit Fees	8,700	7,100	6,346	8,700	6,346	83,218
Total All Fees	103,549	52,419	57,674	103,549	57,674	831,069

Nature of Building Permits

Number of Permits	Types	Dwelling Units	Units Last Month	Units Last Year	Miscellaneous Fees	Permit Fees	Valuation
14	Single Family	14	5	7		35,210	4,928,036
	Modular Home						
	2 Family		4	4	L & G 1,600		
	Multi-Family						
	Mixed Use (Comm./Res.)				NBP 0		
1	Commercial Buildings					10,550	1,500,000
	Mobile Homes/Const Trl				C/C 4,425		
	Relocation						
11	Swimming Pools				Reinsp 1,700	2,200	385,144
4	Demolish					400	72,780
163	Other-Miscellaneous				Misc 2,878	24,304	1,300,508
19	Alteration/Additions to Dwellings					7,618	869,636
5	Alteration/Additions Commercial Bldgs					6,217	848,693
30	Canal Permits					3,000	171,717
247	Total	14	9	11	10,603	89,499	10,076,514

Building Valuation

This Fiscal Year To Date	This Calendar Year To Date
10,076,514	79,277,874
Last Fiscal Year To Date	Last Calendar Year To Date
4,742,500	70,708,075



PUNTA GORDA FIRE DEPARTMENT

1410 TAMiami TRAIL * PUNTA GORDA, FLORIDA 33950
 PHONE (941) 575-5529 * FAX (941) 575-5565

"Serving our community with pride, honor, and respect"

Monthly Activity Report

Fiscal Year 2019

October 2018

Classification	This month OCTOBER 2018	This month OCTOBER 2017	FY 2019 YTD	FY 2018 TOTAL	% PRIOR FY
FIRE					
Structure	2	1	2	16	12.5
Vehicle	1	1	1	8	12.5
Brush	0	1	0	12	0.0
Other	2	1	2	25	8.0
Mutual aid responses	5	11	5	90	5.6
False alarm - Fire	7	14	7	131	5.3
Hazardous conditions	8	2	8	74	10.8
Good intent	16	25	16	274	5.8
Severe weather/disaster	0	0	0	1	0.0

EMS/RESCUE					
EMS	218	233	218	2724	8.0
False alarm - Medical	4	8	4	70	5.7

Smoke detector -residences	22	38	22	327	6.7
Smoke detectors - serviced	85	119	85	1239	6.9
Agency assist	7	9	7	38	18.4
Lift assist	45	45	45	508	8.9
Service call (other)	3	6	3	86	3.5
Car seat install	0	0	0	1	0.0
Sharps containers	56	43	56	494	11.3
Medicine take-back	159	184	159	1701	9.3

FIRE PREVENTION					
Fire permits issued	24	16	24	168	14.3
Fire permit inspections	30	20	30	285	10.5
Annual inspections	0	4	0	39	0.0
In-Service inspections	73	44	73	1218	6.0
Business Tax inspections	1	0	1	4	25.0



PUNTA GORDA FIRE DEPARTMENT

1410 TAMiami TRAIL * PUNTA GORDA, FLORIDA 33950
 PHONE (941) 575-5529 * FAX (941) 575-5565

"Serving our community with pride, honor, and respect"

Classification	This month OCTOBER 2018	This month OCTOBER 2017	FY 2019 YTD	FY 2018 TOTAL	% PRIOR FY
PUBLIC EDUCATION					
Adults	27	77	27	258	10.5
Children	30	378	30	462	6.5
VOLUNTEER HOURS					
	255	525	255	3381.5	7.5



CITY OF PUNTA GORDA POLICE

A Florida Accredited **EXCELSIOR AGENCY**

1410 Tamiami Trail
Punta Gorda, FL 33950
941-639-4111
www.puntagordapolice.com

Monthly Activity Report Fiscal Year 2018/2019 OCTOBER 2018

Classification	This Month OCTOBER 2018	This Month OCTOBER 2017	FY 2019 Year to Date	FY 2018 Year to Date
EVENTS				
Events ¹	4318	3647	4318	3647
Community Foot Patrols	656	550	656	550
Business Checks	278	267	278	267
Directed Patrols	1588	1111	1588	1111
Directed Patrols – Traffic Related	76	86	76	86
Traffic Stops	375	468	375	468

TRAFFIC CRASHES				
Traffic Crashes – No Injuries	41	39	47	39
Traffic Crashes – With Injuries	7	4	7	4
Traffic Crashes – Fatalities	0	0	0	0
Total Traffic Crashes	48	43	48	43

CITATIONS AND WARNINGS				
Uniform Traffic Citations	47	78	47	78
Written Warnings	390	507	390	507
Parking Citations	7	3	7	3
Parking Warnings	14	14	14	14
Total Traffic/Parking Contacts	458	602	458	602
Code Citations	34	0	34	0
Code Warnings	6	3	6	3
Total Code Violations	40	3	40	3

ARRESTS				
Physical Arrests – Adult	45	47	45	47
Physical Arrests – Juvenile	8	2	8	2
Total Physical Arrests	53	49	53	49
Notice To Appear - Adult	8	3	8	3
Notice To Appear - Juvenile	5	1	5	1
Total Notice to Appear	13	4	13	4
Total Arrests	66	53	66	53

¹ Events are inclusive of Community Foot Patrols (walking and/or talking with citizens), Business Checks (checks of a closed business), Directed Patrols (conducting extra patrol in a specific location or area based upon a citizen or department request), Directed Patrols – Traffic Related (conducting extra patrol in a specific location or area specifically related to traffic enforcement which was based upon a citizen or department request) and Traffic Stops. Excludes Test and Pulled in Error Nature Codes.

PGPD Monthly Activity Report

Fiscal Year 2019

October 2018

	This Month OCTOBER 2018	This Month OCTOBER 2017	FY 2019 Year to Date	FY 2018 Year to Date
DUI AND NARCOTIC ARRESTS²				
DUI Arrests	4	5	4	5
Narcotics Arrests ³	32	20	32	20

CALLS FOR SERVICE AND RESPONSE TIMES				
Calls Answered – Administrative	2439	2278	2439	2278
Calls Answered – 9-1-1	629	629	629	629
Total Calls Answered by Dispatch⁴	3068	2907	3068	2907
Calls for Service Dispatched to Patrol	856	810	856	810
Dispatch Calls for Service Handling Time Average⁵	1:39	1:30	1:39	1:30
Patrol Response Time Average	4:05	3:47	4:05	3:47
Total Response Time Average⁶	5:44	5:17	5:44	5:17

RESERVE OFFICERS				
Reserve Officer Hours Non-Paid	73	319.5	73	319.5

VOLUNTEERS				
Vacant House Checks	133	81	133	81
Marine Volunteer Hours	311	183.5	311	183.5
Volunteers on Patrol Hours	350.5	282	350.5	282
Records and Fingerprinting Hours	285	267.5	285	267.5
All Other Volunteer Hours	319.5	246	319.5	246
Total Volunteer in Policing Hours	1266	979	1266	979

QUALITY ASSURANCE REVIEWS	Yes	No
Was the call-taker courteous and professional?	30	0
Was the phone answered in a timely manner?	30	0
Did the responding officer arrive promptly?	24	2
Did the officer present a professional appearance?	23	0
Was the officer courteous and professional?	23	2
Did the officer carefully listen to your complaint?	25	2
Did the officer provide you with all the information you needed?	20	5
Were you satisfied with the overall level of service provided by the officer?	22	2
Total Quality Assurance Reviews	22	

² DUI and Narcotic Arrests are inclusive of total physical arrests

³ These include Notice To Appear Citations

⁴ These are inclusive of administrative calls and calls for service

⁵ These averages only include calls actually dispatched to patrol and do not include calls held during Hurricane Irma

⁶ Total Response Time Average including calls held during Hurricane Irma was 67:35

**Procurement Division Monthly Report
Month Ending OCTOBER 2018**

Pcard Transactions	# of Transactions Processed	Total Amount of Transactions	Cumulative # of transactions Processed	Cumulative FY Total
OCTOBER 2017	393	\$ 375,112.44	393	\$ 375,112.44
OCTOBER 2018	550	\$ 346,988.74	550	\$ 346,988.74

Pcard Spend Summary	Projected
Avg Mthly Spend	\$ 28,915.73
Est Annual Spend	\$ 346,988.74
Projected Rebate	1.52%

NOTE: The data is estimated and will be confirmed upon receipt of Bank of America monthly report identifying large ticket purchases.

Purchase Orders	# of PO Issued	Total PO Amount
OCTOBER 2017	192	\$ 5,184,983.65
OCTOBER 2018	226	\$ 6,731,087.54

Field Purchase Orders	# of FPO Issued	Total FPO Amount
OCTOBER 2017	48	\$ 72,231.90
OCTOBER 2018	21	\$ 4,408.29

Procurement Efficiencies*	Std-Competed	Negotiated	Audit Recovery	Shopped
OCTOBER 2018	\$ 47,450.00	\$ -	\$ 6,619.49	\$ -
Procurement Efficiencies*	Projects	Rejected Purchase	Admin Fee	# of Efficiencies
OCTOBER 2018	\$ -	\$ -	\$ -	-
Procurement Efficiencies*	ODP			
OCTOBER 2018	\$ 107,726.36			

Total Efficiencies	Monthly	Annual
FY 2017	\$ 666,819.49	\$ 666,819.49
FY 2018	\$ 161,795.85	\$ 161,795.85

***Efficiency Definitions:**

Std-Competed - Savings derived from competed solicitations

Negotiated - Negotiated cost avoidance efficiencies as allowed by policy

Audit Recovery - Results from Procurement's auditing of invoices

Shopped - Results from Procurement open market shopping of contract and department request

Projects - Projects identified by Procurement to find additional savings or cost avoidance opportunities

Rejected Purchase - Department requests deemed by Procurement as unnecessary

Admin Fee - Administration fee for Punta Gorda led cooperative contracts

Sales Tax - Purchases process for contracts as Owner Direct Purchases (ODP) saving sales tax

Projects > \$5,000	New Projects	Completed Projects
OCTOBER 2017	36	36
OCTOBER 2018	55	26

Summary of Projects Awarded =/> \$25,000		
Service/Commodity	Awarded Vendor	Amount
Repair and maintenance of large trucks/equipment	Accurate Diesel & Mr. Front End Punta Gorda, FL	\$ 49,986.74
Marine Grade Ready Mix Concrete	Preferred Materials Lutz, FL	\$ 345,500.00
Buckley's Pass Mitigation	LPI Wetland Mitigation Bank, Pine Island, FL	\$ 90,000.00
Sewer Master Plan - Phase II	Charlotte County BOCC	\$ 48,500.00
Infrastructure Analysis Phase II	Infrastructure Solution Services Sarasota, FL	\$ 29,160.00
Storage Flash Array equipment and maintenance	SHI Somerset, NJ	\$ 172,611.54
Operating Permit Renewal for WWTP	CDM Smith Fort Myers, FL	\$ 40,000.00

Open Projects
23
41

Solicitation Method
Formal Bid
Formal Bid Council Approved
Council Approved
Inter-Local Agreement
Amendment to Master Agreement
State Contract
Amendment to Master Agreement