



City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757
352-735-7126

Mount Dora City Council
Mount Dora City Hall Board Room
510 North Baker Street, Mount Dora, Florida 32757
July 22, 2024, 6:00 PM

WORK SESSION AGENDA

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. Governmental Funds and Internal Services

FUTURE MEETING DATES

- August 6, 2024, 6:00 PM, Regular Session
- August 20, 2024, 6:00 PM, Regular Session
- August 26, 2024, 6:00 PM, Final Budget Workshop
- September 3, 2024 6:00 PM, Regular Session

ADJOURNMENT

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE AT THIS MEETING WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, SUCH PERSON MAY NEED A RECORD OF THESE PROCEEDINGS. FOR SUCH PURPOSE, A PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. VERBATIM RECORD WILL NOT BE PROVIDED BY THE CITY OF MOUNT DORA.

NOTICE: IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS. TELEPHONE (352) 735-7126 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: July 22, 2024

TO: Honorable Mayor and City Council Members

FROM: Vince Sandersfeld, City Manager

SUBJECT: Governmental Funds and Internal Services

Introduction:

This is an opportunity to deliver to City Council a Budget Presentation in reference to the upcoming Fiscal Year 2024-2025 Budget.

Discussion:

City Staff is updating City Council on the following items:

1. Guiding principles
2. Key Drivers in the budget process
3. TRIM Notice
4. General Fund Overview
5. Special Revenue Funds Overview
6. Debt Service Fund Overview
7. Impact Fee Funds Overview
8. Internal Service Funds Overview
9. Next steps

Budget Impact:

Documents will be provided for City Council review and discussion.

Strategic Impact:

N/A

Recommendation:

City Council interactively discuss budget direction with the City Manager and Budget Officer.

Attachment(s):

1. Budget Workshop July 22nd 2024 - Copy

Prepared by: Matthew Dodson, Budget Officer
Reviewed by: Jeanann Hand, City Clerk
Vince Sandersfeld, City Manager

Approved - 7/22/2024
Final Approval - 7/22/2024

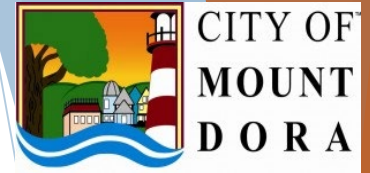


CITY OF
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CITY OF MOUNT DORA, FL

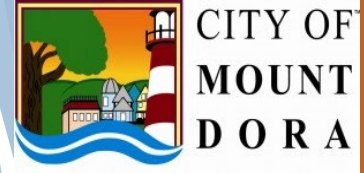
BUDGET WORKSHOP
JULY 22ND, 2024

OVERVIEW



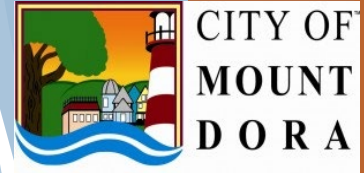
- ▶ Key drivers in budget process
- ▶ TRIM Notice
- ▶ General Fund Overview
- ▶ Special Revenue Funds Overview
- ▶ Debt Service Fund Overview
- ▶ Impact Fee Funds Overview
- ▶ Internal Service Funds Overview
- ▶ Next steps

FY2025 KEY DRIVERS



- ▶ Salaries & Benefits
- ▶ Health Insurance Claim Costs - estimated claims up 55%
- ▶ Uncertain Revenues
- ▶ Inflation - CPI at 3.0% YOY in June 2024

TRIM NOTICE



AUGUST 16, 2024

**PROPOSED
PROPERTY
TAXES
TRIM NOTICE
F.S. 200.065(2)**

This is a task performed by Lake County Property Appraiser. The TRIM notice will have the maximum millage rate shown for all taxing authorities.



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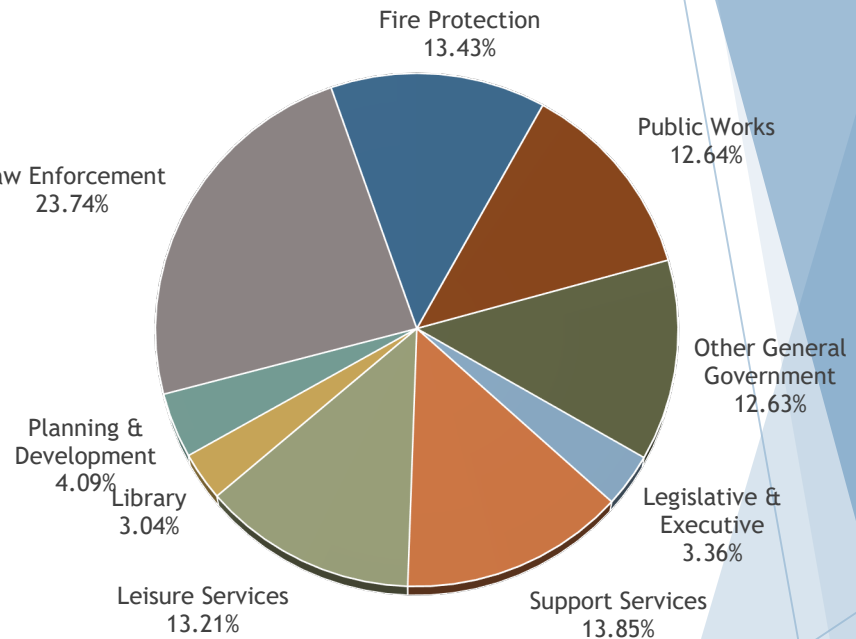
GENERAL FUND

GENERAL FUND DIVISIONS



CITY OF
MOUNT
DORA

General Fund Division Expenditures	FY 2024/25 Proposed	% of Total
Legislative & Executive	\$1,110,827	3.36%
Support Services	\$4,573,873	13.85%
Leisure Services	\$4,362,936	13.21%
Library	\$1,004,217	3.04%
Planning & Development	\$1,350,365	4.09%
Law Enforcement	\$7,838,137	23.74%
Fire Protection	\$4,433,355	13.43%
Public Works	\$4,173,111	12.64%
Other General Government	\$4,169,778	12.63%
Total	\$33,016,599	100%



Budget is not balanced at this time -
awaiting State Revenues estimates
and department's budget cuts

GENERAL FUND

DEPARTMENT COMPARISON OF FY 2023-24 ADOPTED AND FY 2024-25 PROPOSED



**CITY OF
MOUNT
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General Fund Division Expenditures	FY 2023/24 Adopted	FY 2024/25 Dept Requested	Variance
Legislative & Executive	\$1,033,473	\$1,110,827	\$77,354
Support Services	\$4,166,164	\$4,573,873	\$407,709
Library & Leisure Services	\$4,689,572	\$5,367,153	\$677,581
Planning & Development	\$1,381,741	\$1,350,365	-\$31,376
Law Enforcement	\$6,480,441	\$7,838,137	\$1,357,696
Fire Protection	\$3,731,254	\$4,433,355	\$702,101
Public Works	\$2,605,438	\$4,173,111	\$1,567,673
Other General Government	\$6,536,300	\$4,169,778	-\$2,366,522
Total	\$30,624,383	\$33,016,599	\$2,392,216

LEGISLATIVE, EXECUTIVE AND SUPPORT SERVICES EXPENDITURES



CITY OF
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Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Legislation (1010)	\$100,598	\$100,695	\$97
City Manager (1110)	\$409,313	\$343,237	-\$66,076
City Clerk (1120)	\$131,857	\$259,095	\$127,238
PIO (1130)	\$148,455	\$122,800	-\$25,655
City Attorney (1140)	\$243,250	\$285,000	\$41,750
Finance (1210)	\$1,081,158	\$1,148,958	\$67,800
Customer Service (1220)	\$691,332	\$772,409	\$81,077
Warehouse (1230)	\$215,460	\$236,391	\$20,931
Human Resources (1240)	\$536,867	\$564,543	\$27,676
Information Technology (1250)	\$1,641,347	\$1,851,572	\$210,225
Total	\$5,199,637	\$5,684,700	\$485,063

LIBRARY, SIMPSON FARMHOUSE & HISTORIC MUSEUM REVENUES & EXPENDITURES



CITY OF
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Revenues	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Library, Simpson Farmhouse & Historic Museum	\$322,283	\$328,841	\$6,558
Total	\$322,283	\$328,841	\$6,558

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Library, Simpson Farmhouse & Historic Museum (1330)	\$1,002,686	\$1,004,217	\$1,531
Total	\$1,002,686	\$1,004,217	\$1,531

LEISURE SERVICES REVENUES & EXPENDITURES



CITY OF
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Revenues	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Recreation/Parks (0000)	\$1,045,167	\$990,562	-\$54,605
Total	\$1,045,167	\$990,562	-\$54,605

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Leisure Services Admin (1310)	\$316,200	\$353,100	\$36,900
Facility Care (1320)	\$400,412	\$470,791	\$70,379
Recreation/Pool (1340)	\$1,857,199	\$2,094,206	\$237,007
Parks/Community Building (1350)	\$1,113,075	\$1,444,839	\$331,764
Total	\$3,686,886	\$4,362,936	\$676,050

PLANNING & DEVELOPMENT REVENUES & EXPENDITURES



CITY OF
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Revenues	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Permits	\$220,000	\$330,015	\$110,015
Developer's Review Fees	\$25,000	\$79,075	\$54,075
Engineering Fees	\$175,000	\$192,785	\$17,785
Code Enforcement Fines	\$10,000	\$15,442	\$5,442
Total	\$430,000	\$617,317	\$187,317

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Planning & Development (1610)	\$877,401	\$819,020	-\$58,381
Economic Development (1620)	\$504,340	\$531,345	\$27,005
Total	\$1,381,741	\$1,350,365	-\$31,376

LAW ENFORCEMENT REVENUES & EXPENDITURES



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Revenues	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Intergovernmental	\$683,323	\$734,528	\$51,205
Fines & Forfeitures	\$19,737	\$19,737	\$0
Special Details	\$80,000	\$131,966	\$51,966
Other	\$12,000	\$12,619	\$619
Total	\$795,060	\$898,850	\$103,790

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Law Enforcement Operations (1710)	\$6,091,793	\$7,385,281	\$1,293,488
Law Enforcement Communication (1720)	\$205,548	\$250,000	\$44,452
Code Compliance (1730)	\$183,100	\$202,856	\$19,756
Total	\$6,480,441	\$7,838,137	\$1,357,696

Internal Loan

Balance as of 9/30/23	\$684,163.47
Paid up to 6/30/2024	\$100,780.00
NET	\$583,383.47

FIRE PROTECTION – GENERAL REVENUES & EXPENDITURES



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Revenues	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Intergovernmental	\$1,101,812	\$1,185,957	\$84,145
Total	\$1,101,812	\$1,185,957	\$84,145

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Fire (1810)	\$3,731,254	\$4,433,355	\$702,101
Total	\$3,731,254	\$4,433,355	\$702,101

PUBLIC WORKS AND OTHER GENERAL GOVERNMENT EXPENDITURES



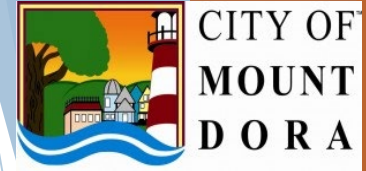
Public Works

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Building Maintenance (1510)	\$621,379	\$705,623	\$84,244
Road & Street Facilities (1520)	\$1,984,059	\$3,467,488	\$1,483,429
Total	\$2,605,438	\$4,173,111	\$1,567,673

Other General Government

Expenditure	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Personnel	\$0	\$119,200	\$119,200
Tax Increment	\$1,477,903	\$1,708,671	\$230,768
Other Uses	\$683,106	\$111,580	-\$571,526
Capital Outlay	\$765,255	\$452,000	-\$313,255
State Pension Contribution	\$266,606	\$322,563	\$55,957
Property Insurance	\$386,558	\$486,355	\$99,797
Transfer to Debt	\$319,402	\$319,409	\$7
Transfer to Construction	\$2,570,620	\$650,000	-\$1,920,620
Total	\$6,536,300	\$4,169,778	-\$2,366,522

GENERAL FUND – DEPARTMENT COMPARISON



General Fund Division Expenditures	FY 2023/24 Adopted	FY 2024/25 Proposed	Variance
Legislative & Executive	\$1,033,473	\$1,110,827	\$77,354
Support Services	\$4,166,164	\$4,573,873	\$407,709
Library, Simpson Farmhouse & Historic Museum	\$1,002,686	\$1,004,217	\$1,531
Leisure Services	\$3,686,886	\$4,362,936	\$676,050
Planning & Development	\$1,381,741	\$1,350,365	-\$31,376
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Law Enforcement	\$6,480,441	\$7,838,137	\$1,357,696
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Other General Government	\$6,536,300	\$4,169,778	-\$2,366,522
Total	\$30,624,383	\$33,016,599	\$2,392,216

Budget is not balanced at this time -
awaiting State Revenues estimates
and department's budget cuts



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SPECIAL REVENUE FUNDS

DISCRETIONARY FUND (111)

REVENUES & EXPENDITURES



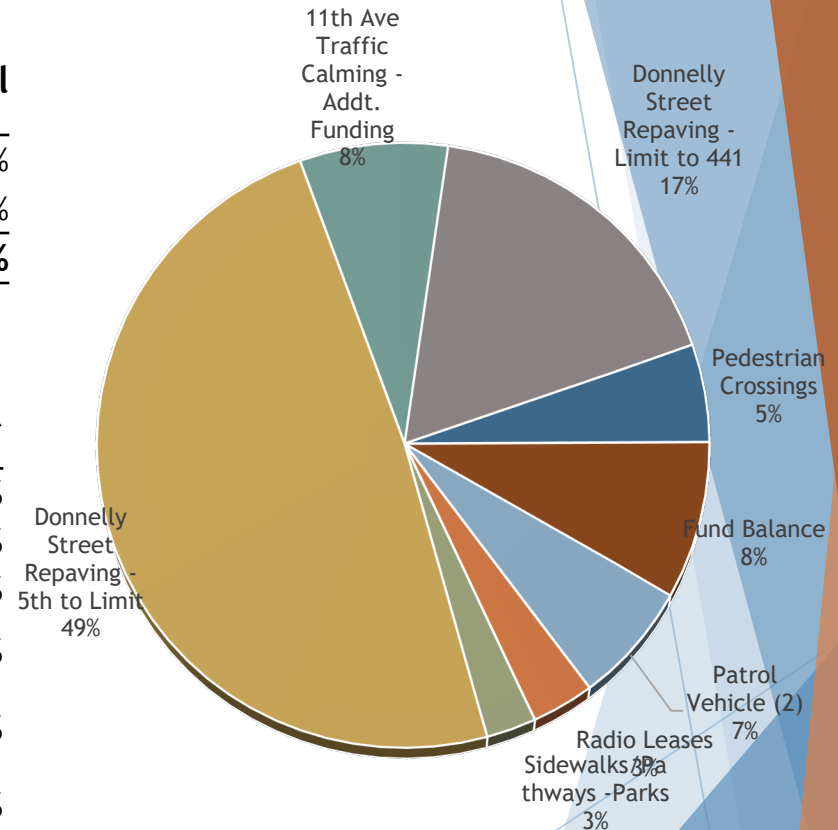
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REVENUES FY 2024/25 Proposed % of Total

Sales & Use Tax	\$2,010,252	100.00%
From Fund Balance/Reserves	\$0	0.00%
Total	\$2,010,252	100%

EXPENDITURE FY 2024/25 Proposed % of Total

Patrol Vehicle (2)	\$130,000	6.47%
Radio Leases	\$66,000	3.28%
Sidewalks/Pathways -Parks	\$52,500	2.61%
Donnelly Street Repaving - 5th to Limit	\$980,000	48.75%
11th Ave Traffic Calming - Addt. Funding	\$157,500	7.83%
Donnelly Street Repaving - Limit to 441	\$350,000	17.41%
Pedestrian Crossings	\$105,000	5.22%
Fund Balance	\$169,252	8.42%
Total	\$2,010,252	100%



COMMUNITY REDEVELOPMENT AGENCY FUND (117) REVENUES & EXPENDITURES



CITY OF
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REVENUES

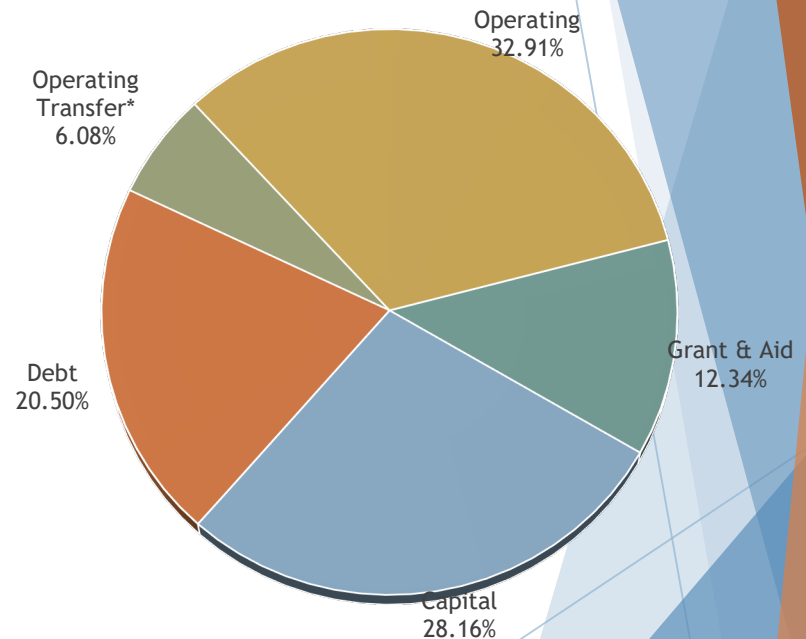
	FY 2024/25 Proposed	% of Total
Intergovernmental	\$1,959,737	96.75%
Fund Balance/Reserves	\$65,905	3.25%
Total	\$2,025,642	100%

Intergovernmental	\$1,959,737	96.75%
Fund Balance/Reserves	\$65,905	3.25%
Total	\$2,025,642	100%

EXPENDITURE

	FY 2024/25 Proposed	% of Total
Capital	\$570,500	28.16%
Debt	\$415,253	20.50%
Operating Transfer*	\$123,213	6.08%
Operating	\$666,676	32.91%
Grant & Aid	\$250,000	12.34%
Total	\$2,025,642	100%

Capital	\$570,500	28.16%
Debt	\$415,253	20.50%
Operating Transfer*	\$123,213	6.08%
Operating	\$666,676	32.91%
Grant & Aid	\$250,000	12.34%
Total	\$2,025,642	100%



* Cost allocation, Insurance, CRA management - overhead

NORTHEAST COMMUNITY REDEVELOPMENT AGENCY FUND (118) REVENUES & EXPENDITURES

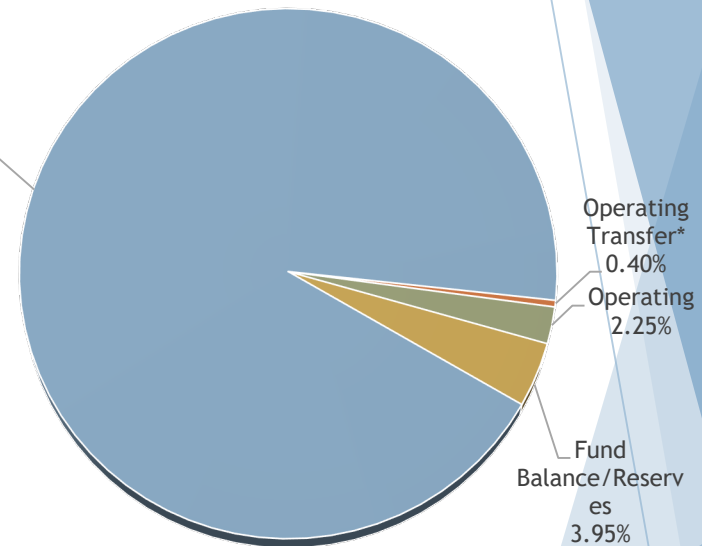


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REVENUES	FY 2024/25 Proposed	% of Total
Debt Proceeds	\$16,000,000	91.99%
Fund Balance/Reserves	\$0	0.00%
Intergovernmental	\$1,393,482	8.01%
Total	\$17,393,482	100%

EXPENDITURE	FY 2024/25 Proposed	% of Total
Capital	\$16,245,000	93.40%
Operating Transfer*	\$69,822	0.40%
Operating	\$390,785	2.25%
Fund Balance/Reserves	\$687,875	3.95%
Total	\$17,393,482	100%

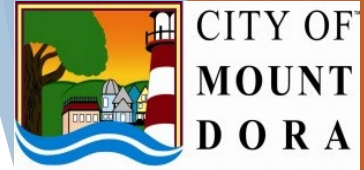
Capital
93.40%



* Cost allocation, Insurance, CRA management - overhead

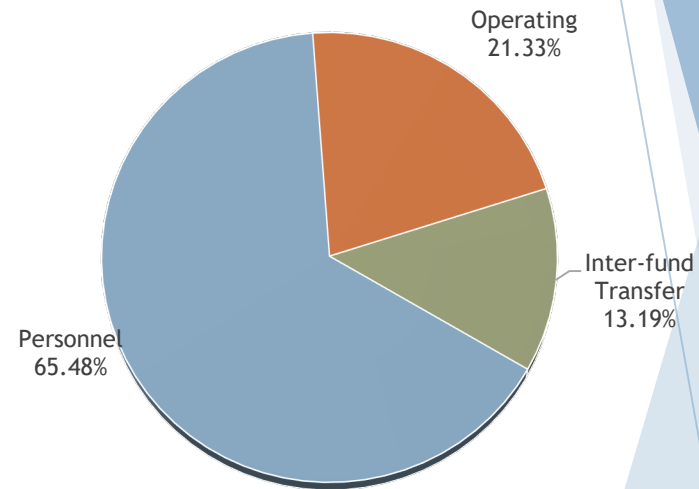
BUILDING DIVISION FUND (123)

REVENUES & EXPENDITURES



REVENUES	FY 2024/25 Proposed	% of Total
Licenses & Permits	1,300,000	60.23%
Charges for Services	126,000	5.84%
Fund Balance/Reserves	732,529	33.94%
Total	\$2,158,529	100%

EXPENDITURE	FY 2024/25 Proposed	% of Total
Personnel	1,413,400	65.48%
Operating	460,314	21.33%
Inter-fund Transfer	284,815	13.19%
Total	\$2,158,529	100%



FIRE ASSESSMENT FEE FUND (131)

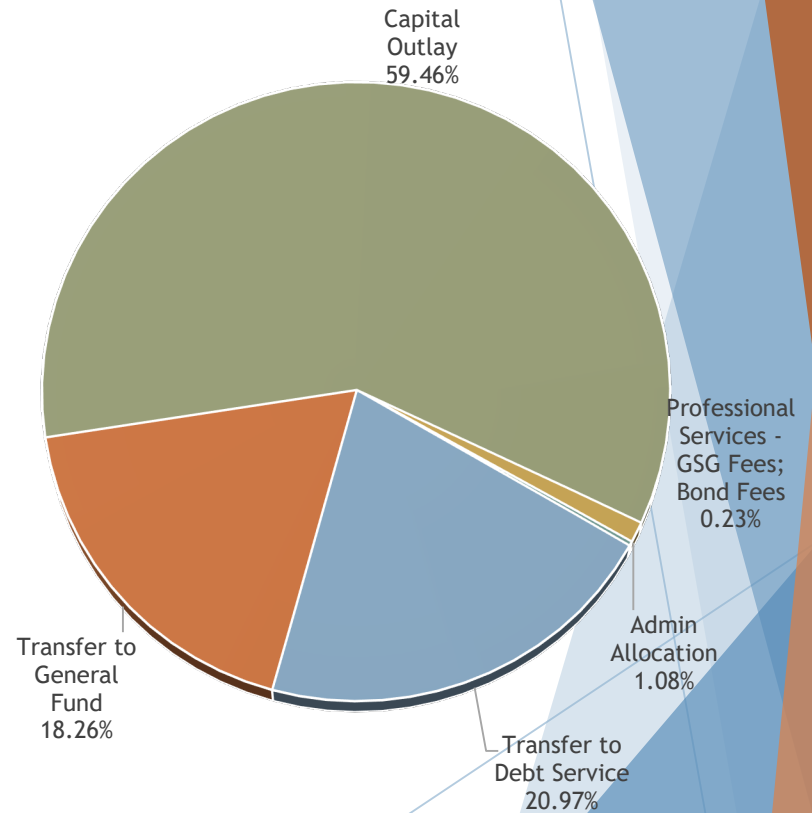
REVENUES & EXPENDITURES



Fire Assessment fee is currently \$209 per residential unit.

REVENUES	FY 2024/25 Proposed	% of Total
Fire Assessment Fee	1,976,844	43.96%
Carryover/Fund balance	2,520,000	56.04%
Total	\$4,496,844	100.00%

EXPENDITURE	FY 2024/25 Proposed	% of Total
Transfer to Debt Service	942,863	20.97%
Transfer to General Fund	820,904	18.26%
Capital Outlay	2,674,000	59.46%
Admin Allocation	48,577	1.08%
Professional Services - GSG Fees; Bond Fees	10,500	0.23%
Total	\$4,496,844	100.00%



CEMETERY (150)

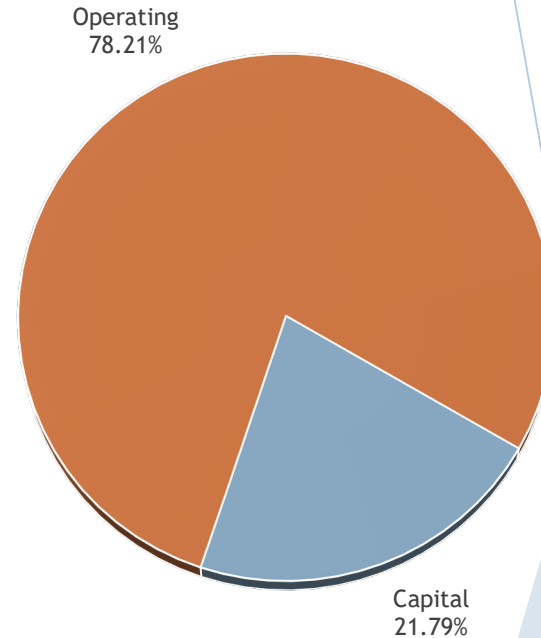
REVENUES & EXPENDITURES



CITY OF
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REVENUES	FY 2024/25 Proposed	% of Total
Fees	\$80,000	53.81%
Fund Balance/Reserves	\$68,677	46.19%
Total	\$148,677	100%

EXPENDITURE	FY 2024/25 Proposed	% of Total
Capital	\$32,400	21.79%
Operating	\$116,277	78.21%
Total	\$148,677	100.00%





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DEBT SERVICE FUND

DEBT SERVICE FUND (200)

REVENUES & EXPENDITURES

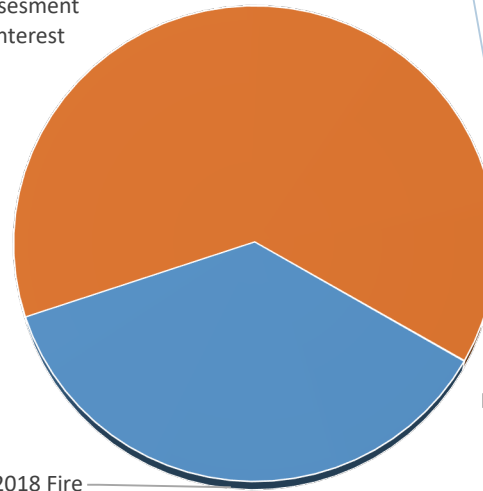


CITY OF
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REVENUES	FY 2024/25 Proposed	% of Total
From Fire Impact Fee (125)	\$300,000	24.11%
From Fire Assesment (131)	\$942,863	75.77%
Investment Income	\$1,500	0.12%
Total	\$1,244,363	100%

EXPENDITURE	FY 2024/25 Proposed	% of Total
2018 Fire Assesment Principal	\$455,000	36.56%
2018 Fire Assesment Interest	\$788,863	63.39%
Capital Imp. Revenue 2018 Note	\$500	0.04%
Total	\$1,244,363	100.00%

2018 Fire
Assesment
Interest



Capital Imp.
Revenue 2018
Note

2018 Fire
Assesment
Principal

IMPACT FEES

IMPACT FEES SUMMARY

REVENUES & EXPENDITURES



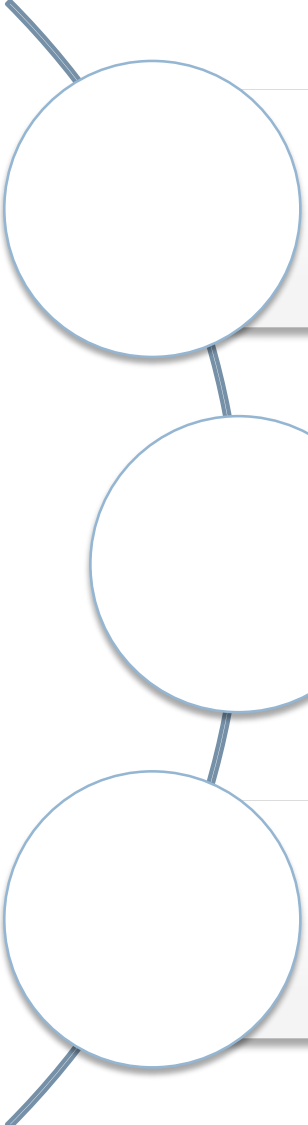
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REVENUES	FY 2024/25 Proposed	% of Total
Police Impact (124)	\$303,565	6.55%
Fire (125)	\$415,513	8.97%
Library (126)	\$1,359,085	29.35%
Park (127)	\$2,552,930	55.13%
Total	\$4,631,093	100%

EXPENDITURE	FY 2024/25 Proposed	% of Total
Police Impact (124)	\$303,565	6.55%
Debt Service	\$303,565	100.00%
Fire (125)	\$415,513	8.97%
Debt Service	\$300,000	72.20%
Fund Balance/Reserves	\$115,513	27.80%
Library (126)	\$1,359,085	29.35%
To General Capital	\$322,040	23.70%
Library Collection	\$93,000	6.84%
Fund Balance/Reserves	\$944,045	69.46%
Park (127)	\$2,552,930	55.13%
Fund Balance/Reserves	\$2,552,930	100.00%
Total	\$4,631,093	100%

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS EXPLAINED



Used to improve financial management of government resources

Ordinance or legislative action authorized; establishment should specify the source of financial resources for operations

Vehicle replacement fund, self insurance fund, property and casualty insurance fund and a newly created Fleet/Warehouse fund

500 FLEET/WAREHOUSE

*This fund is used to track and manage Public Works
Complex Project*

REVENUES	FY 2024/25 Proposed	% of Total
Interfund Transfers	\$694,800	100.00%
Total	\$694,800	100%

EXPENDITURE	FY 2024/25 Proposed	% of Total
Debt Service	\$694,800	100.00%
Total	\$694,800	100%

501 VEHICLE REPLACEMENT FUND

This fund is used to set aside funds for future vehicle replacement

001 General Fund

- General Fund contributing \$30,000

123 Building Division

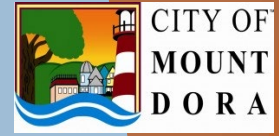
- Restricted amount of \$400,000 for future vehicle replacement

Fund Balance is \$1,341,414
as of 9/30/2023

510 SELF INSURED FUND

EXPENDITURE	FY 2023/24 Adopted	FY 2024/25 Proposed	Variable
City Cost - Premiums	\$3,479,751	\$4,889,912	\$1,410,161
Employee Premiums	\$372,552	\$407,464	\$34,912
Retiree Premiums	\$81,304	\$171,128	\$89,824
Life Insurance	\$37,300	\$37,300	\$0
Other	\$91,335	\$206,000	\$114,665
Total	\$4,062,242	\$5,711,804	\$1,649,562

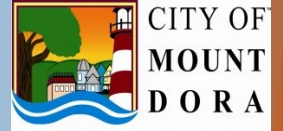
515 PROPERTY/CASUALTY/WORKERS COMPENSATION FUND



This fund assumes 22% increase from prior year

EXPENDITURE	FY 2024/25 Proposed	% of Total
Property	\$579,323	47.62%
Workers Compensation Insurance	\$205,441	16.89%
Public Officials	\$118,530	9.74%
General Liability	\$127,743	10.50%
Automobile Insurance	\$122,856	10.10%
Law Enforcement Liability	\$50,848	4.18%
Inland Marine	\$10,703	0.88%
Crime	\$1,186	0.10%
Total	\$1,216,630	100%

NEXT STEPS



► Budget Workshops

- Final Budget Workshop - August 26th - 6:00 pm

► Trim Notice - August 16th 2024

► Public Hearings

- Fire Assessment September 10th - 6:00 pm
- 1st Tuesday September 3rd - 6:00 pm (Adopt Tentative Millage and Budget)
- 2nd Tuesday September 17th - 6:00 pm (Adopt Final Millage and Budget)

QUESTIONS ?