

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

MEETING DATE: December 2, 2009

AGENDA ITEM SUMMARY NO. K09-0121-2

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
 - ORDINANCE ON SECOND READING
 - ORDINANCE ON FIRST HEARING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

TITLE/SUBJECT: FINANCE DIRECTOR'S SEMI-ANNUAL FINANCIAL REPORT.

RECOMMENDATION / MOTION: ACCEPT REPORT

Assistant City Manager	Library
City Attorney <i>PHK 11/17/09</i>	Marina
City Clerk <i>AS 11/17</i>	Police
Community Development	Public Works
Finance <i>11-23-09</i>	Purchasing
Fire	Recreation & Parks
Human Resources	Utilities
Information Technology	

APPROVED BY CITY MANAGER: *[Signature]* DATE: 11/23/09

Originating Dept. <i>[Signature]</i> Finance Department	Costs: <u>None</u> Current FY: _____ Funding Source: <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other: _____ Budget Account Number: N/A	City Council Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to Staff _____ Attachments: 1. Preliminary Rev. & Exp. Report as of 9/30/09 2. Enterprise funds review 3. Investment report
User Dept. ALL		
Advertised: Date: Paper: <input checked="" type="checkbox"/> Not Required		
Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		

SUMMARY:

Section 2-213 of City Code requires the Finance Director to report "the amount of funds collected by the City during the preceding six months, the source from which collected, the total disbursements of the City during the period, and the general object or purposes for which they were made".

In accordance with these requirements, I am providing a summarized Budgetary Report showing the preliminary amounts for all revenue and expenditure for the period ending September 30, 2009.

In addition to submitting the preliminary 09/30/09 Budgetary Report, which is also a comparison of revenues and expenditures budgeted, versus the actual receipts and expenditures for the fiscal year. I will take this opportunity to present additional informative financial data in the form of a projected fund balance report and cash report and investment report.

Item No. 11

City of Riviera Beach	Fund Balance	Designations & Informal Reserves	Net Fund Bal.
inventory		\$ (173,766)	
reserve CRA		(1,809,400)	
Liab:Sick & Vacation		(5,035,000)	
9/30/2006	<u>\$ 12,051,050</u>	<u>(7,018,166)</u>	<u>\$ 5,032,884</u>
rev'07	52,195,700		
exp'07	(50,438,100)		
encumbrances		(545,000)	
reserve CRA		(1,609,400)	
Liab:Sick & Vacation		(5,035,700)	
9/30/07	<u>13,808,650</u>	<u>(7,190,100)</u>	<u>6,618,550</u>
rev'08	49,887,305		
exp'08	(49,561,980)		
accounts payable (accrual)	(1,186,551)		
encumbrances		660,362	
reserve CRA		(1,429,018)	
Liab:Sick & Vacation		(5,566,133)	
9/30/08 estimate	<u>12,947,424</u>	<u>(6,334,789)</u>	<u>6,612,635</u>
rev'09	53,645,908		
exp'09	(54,092,317)		
Less: Fund Balance used '09 from Gen.Fund	(1,707,603)		
accounts payable (accrual)	(400,000)		
rev.'09 (accrual)	600,000		
encumbrances		(200,000)	
reserve CRA		(1,079,018)	
Liab:Sick & Vacation		(5,566,133)	
9/30/09 estimate	<u>10,993,412</u>	<u>(6,845,151)</u>	<u>4,148,261</u>
Less: added exp'10 any additional exp added	?		
Less: Fund Balance used '10 from Gen.Fund	(2,840,591)		
Less: reduced revenue'10 economic downturn	(150,000)		
reserve CRA		-	
Liab:Sick & Vacation		(6,000,000)	
9/30/10 estimate	<u>\$ 8,002,821</u>	<u>\$ (6,000,000)</u>	<u>\$ 2,002,821</u>

Fund balance policy is to have at least 1/12th of a year's expenditures:	54,092,317
	12
Minimum desired fund balance:	<u>4,507,693</u>
Deficit:	<u>(2,504,872)</u>

The above Fund Balance Projection shows fund balance for the last four years and estimates for next year, if no significant changes are made for Fiscal Year ended September 30, 2010. The rapid reduction over the years '08 and '09 is apparent and will accelerate if reductions in personnel costs are not made.

The Fund Balance for '07 and '08 was \$6.6M. The reduction seen in '09 will be difficult to reverse because '09 used \$1.7M of Fund Balance plus an additional \$2.85M in non-recurring revenue from other funds.

Given the current economic environment and the financial crisis, we are projecting less revenue from various sources including investment earnings and sales taxes. The impact of Amendment 1 and House Bill 1B further erodes the revenue base of the City by limiting property taxes which will also fall because of lowered real estate valuations.

**CITY OF RIVIERA BEACH AND UTILITIES SPECIAL DISTRICT
INVESTMENT REPORT - SEPTEMBER 30, 2009**

Financial Institution	Fund	Account Type	Actual Ending Balance 09/30/2009	Average Interest Rate (p.a.)	Annual Interest Earnings
Bank of America	CITY	Central Paying and Payroll	\$5,218,425	0.07%	\$24,818
	USD	Checking Account	\$4,894,230	0.00%	\$0
			\$10,112,655		\$24,818
Florida Local Gov't Investment Pool (LGIP)	CITY	Investments - Fund A	\$47,297,530	0.85%	\$479,393
	CITY	Investments - Fund B	\$1,965,151	0.00%	\$0
	USD		\$49,262,682		\$479,393
Wells Fargo	CITY	Capital Acquisition Trust	\$24,857,813	0.60%	\$148,827
Total Cash & Investments Balances as of September 30, 2009			\$84,233,150		\$653,037

Florida Local Government Pool (LGIP) Portfolio Composition:

as of September 30, 2009			
LGIP - Fund A	% of Portfolio	LGIP - Fund B	% of Portfolio
Asset backed commercial paper - fixed	17%	Corporate commercial paper - variable	45%
Bank instrument - fixed	26%	Corporate notes - variable	54%
Corporate commercial paper - fixed	19%	Mutual funds - overnight	1%
Corporate notes - variable	1%		
Mutual funds - Money Market	6%		
Repurchase Agreements	32%		
	100%		100%

**CITY OF RIVIERA BEACH AND UTILITIES SPECIAL DISTRICT
CASH AND INVESTMENT BALANCES - SEPTEMBER 30, 2009
(Unaudited Book Balances)**

	Fund	Cash Balance	Pooled Cash Investment ²	Specific Investments	Total
001	General Fund	4,755,542	1,926,876	-	6,682,418
various	Grants and other small funds	481,478	1,306,028	-	1,787,505
150	Law Enforcement Trust Fund	5,069	16,926	-	21,996
201/203	Debt Service: Public Improvemer	133,814	249,324	-	383,139
301	Capital: Paving & Drainage	344,575	678,537	-	1,023,112
302	Capital: Street Renew & Replace	947	27,063	-	28,010
303	Capital: Impact Fees	2,770,100	435,611	-	3,205,710
305	Capital: Public Improvements	10,122	285,869	-	295,991
307	Capital: Street Improvements	13,356	235,098	-	248,454
308	Capital: Debt Construction Fund	146,962	-	-	146,962
310	Capital: Capital Projects '04 Aqui	(7,629,603)	-	24,857,813 ¹	17,228,210
602	Insurance Trust Fund	562,719	13,549,856	-	14,112,575
607	Major Disaster Trust Fund	568,243	1,037,022	-	1,605,265
609	Housing Trust Fund	37,669	289,474	-	327,143
<u>ENTERPRISE FUNDS:</u>					
<u>USD: Utilities Special District (Water & Sewer)</u>					
411	Operating	(856,664)	140	-	(856,524)
412	Renewal & Replacement	410,787	8,861,300	-	9,272,087
413	Capital Construction	56,761	17,301,176	-	17,357,938
414	Debt Service	654,921	-	-	654,921
415	Bond Construction	(17,034)	-	-	(17,034)
<u>Marina</u>					
420	Operating	(1,482,318)	21,421	-	(1,460,897)
421	Debt Service	25,522	61,543	-	87,065
422	Renewal & Replacement	247,815	148,402	-	396,217
424	Improvement & Construction	(638,234)	-	-	(638,234)
425	Capital: Construction	19,255	75,080	-	94,336
440	Refuse	345,615	1,537,417	-	1,883,032
460	Stormwater Management Utility	1,414,869	1,218,516	-	2,633,386
		<u>\$2,382,288</u>	<u>\$49,262,682</u>	<u>\$24,857,813</u>	<u>\$ 76,502,783</u>

¹ Funds held in a trust account. Proceeds from the sale of the Utility Special District.

² State of Florida Local Government Investment Pool (SBA)

**CITY OF RIVIERA BEACH
SEMIANNUAL REPORT
FYE 2009
GEN FUND XR**

REVENUES		BUDGET	YTD	BAL
ADVALOREM TAXES	311 Total	32,131,403	31,282,597	-848,806
SALES TAXES	312 Total	782,000	1,164,548	382,548
FRANCHISE FEES	313 Total	2,748,400	1,626,007	-1,122,393
OTHER TAXES	314 Total	2,980,000	3,047,474	67,474
COMMUNICATIONS	315 Total	1,600,000	1,872,006	272,006
OCCUPATIONAL LICENSE	321 Total	467,500	389,482	-78,018
BUILDING PERMITS	322 Total	769,000	401,584	-367,416
OTHER PERMITS & LICENSE	329 Total	500	5,572	5,072
STATE GRANTS	334 Total	55,175	101,315	46,140
STATE SHARED REVENUE	335 Total	1,011,007	991,840	-19,167
OTHER LOCAL IN LIEU OF TAX	339 Total	142,000	153,357	11,357
GEN GOVERNMENT	341 Total	6,000	12,056	6,056
PUBLIC SAFETY	342 Total	1,322,500	1,513,963	191,463
HUMAN SERVICES	346 Total	750	1,700	950
CULTURE/RECREATION	347 Total	194,950	221,820	26,870
OTHER CHARGES FOR SERVICES	349 Total	4,816,540	4,856,830	40,290
FINES & FORFEITURE	350 Total	236,500	263,787	27,287
INTEREST	361 Total	470,000	72,535	-397,465
RENTS/ROYALTIES	362 Total	77,800	40,731	-37,069
DISPOSITION OF ASSETS	364 Total	10,000	23,116	13,116
DONATIONS/CONTRIBUTIONS	366 Total	0	752	752
CRA LOAN REPAYMENT/ MISCELANEOUS	369 Total	535,168	535,168	0
INERFUND TRANSFERS/SALES TAX	381 Total	5,020,000	4,826,548	-193,452
CRA-BAN REPAYMENT	389 Total	669,650	615,883	-53,767
FUND BALANCE/PRIOR YEAR	399 Total	1,707,603	1,707,603	0
Grand Total		57,754,446	55,728,274	-2,026,172

EXPENDITURES		BUDGET	YTD	BAL
LEGISLATIVE/CITY COUNCIL	0101 Total	585,880	483,239	102,641
EXECUTIVE/CITY MANAGER	0202 Total	1,132,406	1,212,936	-80,530
EXECUTIVE/GENERAL ADMIN	0203 Total	10,433,907	7,744,028	2,689,879
EXECUTIVE/INFO TECH	0243 Total	898,456	1,037,521	-139,065
FINANCE/ADMIN	0304 Total	382,387	364,107	18,280
FINANCE/ACCOUNTING PAYROLL	0305 Total	510,755	496,947	13,808
FINANCE/UTILITY BILL	0308 Total	614,109	571,392	42,717
CITY CLERK/RECORDS	0409 Total	635,089	558,345	76,744
CITY CLERK/ELECTIONS	0410 Total	47,095	68,718	-21,623
H R/ADMIN	0511 Total	610,269	454,857	155,412
H R/LABOR RELATIONS	0512 Total	105,000	59,492	45,508
H R/RISK MANAGEMENT	0539 Total	167,585	144,658	22,927
CITY ATTORNEY	0613 Total	527,260	515,944	11,316
CDEC/PLANNING	0714 Total	379,161	382,437	-3,276
CDED/INSPECTIONS	0715 Total	1,062,950	1,024,323	38,627
CDEC/ENGINEERING	0716 Total	204,312	214,349	-10,037
CDEC/ ADMIN	0717 Total	396,926	470,920	-73,994
POLICE/SUPPORT	0817 Total	5,138,645	5,063,326	75,319
POLICE/OPPS	0822 Total	11,909,580	11,895,323	14,257
CODE ENFORCEMENT	0841 Total	812,766	763,385	49,381
FIRE/OPERATIONS	0920 Total	8,991,706	8,815,075	176,631
FIRE/RESCUE	0921 Total	2,822,473	2,587,757	234,716
PUBLIC WORKS/ADMIN	1123 Total	550,700	551,795	-1,095
PUBLIC WORKS/STREETS	1127 Total	1,830,848	1,554,969	275,879
PUBLIC WORKS/PROPERTY MAINTENANCE	1128 Total	924,440	795,340	129,100
PUBLIC WORKS/VEHICLE MAINTENANCE	1129 Total	731,191	726,949	4,242
PARKS & REC/RECREATIONAL ACTIVITIES	1232 Total	1,393,641	1,161,122	232,519
PARKS & REC/AQUATICS	1233 Total	385,893	277,851	108,042
PARKS & REC/PARK MAINT	1234 Total	1,462,632	1,403,231	59,401
AQUATICS CENTER	1236 Total	728,767	691,485	37,282
LINDSEY DAVIS C. C.	1237 Total	110,992	105,135	5,857
LIBRARY	1336 Total	672,150	524,827	147,323
CIVIL COURT	1618 Total	192,150	194,700	-2,550
PURCHASING	1706 Total	402,325	420,069	-17,744
Grand Total		57,754,446	53,336,550	4,417,896

Enterprise Funds: Activity and recent years' cash balances

Cash & liquid Assets

net of Short-term Obligations, on hand at year end

	9 / 2004	9 / 2005	9 / 2006	9 / 2007	9 / 2008	9/2009
USD	<u>1,488,869</u>	<u>1,184,825</u>	<u>1,036,207</u>	<u>322,865</u>	<u>(617,097)</u>	<u>(532,684)</u>
Marina	<u>60,557</u>	<u>160,693</u>	<u>366,771</u>	<u>106,758</u>	<u>(691,342)</u>	<u>(1,480,696)</u>
Stormwater	<u>449,682</u>	<u>705,498</u>	<u>1,573,054</u>	<u>2,063,018</u>	<u>2,104,070</u>	<u>2,633,203</u>