

Tonight's Meeting Agenda

- Follow up items from previous meeting:
 - White Fleet Lease Program Summary (Handout)
 - P&L Statement for Country Club, Tennis & Pool
 - Membership Information for Country Club, Tennis & Pool
- FY 2019 Summary of Budget Changes
 - General Fund
 - Country Club
- General Government Departments
 - Village Council
 - Village Clerk
 - Village Attorney
 - Village Manager
 - General Services – Village Hall
 - Human Resources
 - Finance
 - IT
 - Debt & Other

Country Club (P&L)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	June 2018 YTD	9/30/17
Revenue	\$2,880,256	\$2,662,405	8.18%	\$217,851	\$2,241,151	\$2,956,706
Expense						
Personnel	828,298	581,761	42.38%	246,537	480,084	649,433
Operating	1,618,269	1,659,485	-2.48%	(41,216)	1,296,878	1,810,557
Capital	0	23,000	-100%	(23,000)	545,118	2,416
Contingency	0	0	0	0	0	10,407
Debt Service	433,689	398,159	8.92%	35,530	199,079	398,159
Total Expense	2,880,256	2,662,405	8.18%	217,851	2,521,160	2,870,972
Net Revenue / Expense					(280,008)	85,734
Rounds	40,000	25,044			25,832	41,979

Country Club Membership Pricing

		FY2018	FY2019	Difference
Resident	Single	\$2,255.00	\$2,067.08	-8%
	Family	\$3,410.00	\$3,125.83	-8%
Non-Resident	Single	\$3,250.00	\$2,979.17	-8%
	Family	\$4,350.00	\$3,987.50	-8%
Golf Plus Resident (Golf, Tennis & Pool)	Single	\$2,527.00	\$2,324.84	-8%
	Family	\$3,820.00	\$3,535.83	-7%
Golf Plus Non-Resident (Golf, Tennis & Pool)	Single	\$3,617.00	\$3,346.17	-7%
	Family	\$4,927.00	\$4,564.50	-7%
Touring Professional	Single	\$2,255.00	\$2,067.08	-8%
N.P.B Business	Single	\$2,700.00	\$2,475.00	-8%
	Family	\$3,800.00	\$3,483.33	-8%
Juniors	Resident	\$300.00	\$300.00	0%
	Non-Resident	\$300.00	\$300.00	0%
Summer	Option A: (Cart Fees Only)	\$495.00	\$649.00	31%
	Option B: (Includes Cart Fees)	\$995.00	\$1,299.00	31%
	Family: (Cart Fees Only)	\$995.00	\$1,299.00	31%
Unlimited Golf Cart Program	Single	\$3,000.00	\$3,000.00	0%
	Each Additional	\$2,750.00	\$2,750.00	0%
Corporate	Silver (Par)	\$10,000.00	\$10,000.00	0%
	Gold (Birdie)	\$14,000.00	\$14,000.00	0%
	Platinum (Eagle)	\$17,500.00	\$17,500.00	0%
	Each Additional	\$2,500.00	\$2,500.00	0%

Country Club Walk-In Rates

Season	Time	18-Hole Rates		9-Hole Rates	
		Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate
Fall Season (Oct. 1, 2018 - Nov. 4, 2018)	Early Morning	\$65.95	\$74.95	\$40.00	\$45.00
	Morning	\$65.95	\$74.95	\$40.00	\$45.00
	Mid-Day	\$55.95	\$64.95	\$34.00	\$39.00
	Twilight	\$45.95	\$54.95	N/A	N/A
Pre-Winter Season (Nov. 5, 2018 - Dec. 9, 2018)	Early Morning	\$79.95	\$89.95	\$48.00	\$54.00
	Morning	\$79.95	\$89.95	\$48.00	\$54.00
	Mid-Day	\$69.95	\$79.95	\$42.00	\$48.00
	Twilight	\$54.95	\$64.95	N/A	N/A
Shoulder Season (Dec. 10, 2018 - Jan. 20, 2019)	Early Morning	\$94.95	\$104.95	\$57.00	\$63.00
	Morning	\$94.95	\$104.95	\$57.00	\$63.00
	Mid-Day	\$84.95	\$94.95	\$51.00	\$57.00
	Twilight	\$59.95	\$69.95	N/A	N/A
High Season (Jan. 21, 2019 - March 31, 2019)	Early Morning	\$114.95	\$124.95	\$69.00	\$75.00
	Morning	\$114.95	\$124.95	\$69.00	\$75.00
	Mid-Day	\$99.95	\$104.95	\$60.00	\$63.00
	Twilight	\$69.95	\$79.95	N/A	N/A
Spring Season (Apr. 1, 2019 - Apr. 30, 2019)	Early Morning	\$84.95	\$94.95	\$51.00	\$57.00
	Morning	\$84.95	\$94.95	\$51.00	\$57.00
	Mid-Day	\$74.95	\$84.95	\$45.00	\$51.00
	Twilight	\$54.95	\$64.95	N/A	N/A
Summer Season (May 1, 2019 – Sep. 30, 2019)	Early Morning	\$49.95	\$59.95	\$30.00	\$36.00
	Morning	\$49.95	\$59.95	\$30.00	\$36.00
	Mid-Day	\$45.95	\$53.95	\$28.00	\$34.00
	Twilight	\$35.95	\$39.95	N/A	N/A

Country Club Memberships & Rounds Summary

Type	FY 2016	FY 2017	FY 2018	FY 2019
Total Resident	153	157	118	186
Total Non-Resident	111	95	62	63
Total Business	1	20	0	1
Total Memberships	265	272	180	250
Total Rounds	42,415	41,979	25,044 (Budget) 25,832 (Actual)	40,000

Tennis (P&L)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	June 2018 YTD	9/30/17
Revenue	\$468,150	\$481,150	-2.74%	\$ (13,200)	365,844	451,010
Expense						
Personnel	417,847	410,132	1.88%	7,715	334,810	129,383
Operating	166,000	155,723	6.60%	10,277	78,317	313,218
Total Expense	583,847	565,855	3.18%	17,992	413,127	442,601
Net Revenue / Expense	\$(115,697)	\$(84,505)		\$(31,192)	\$(47,283)	\$8,409

Tennis Memberships

	FY 2019 Budget	FY 2018 YTD	9/30/17
Resident Single	55	51	50
Resident Family	12	11	11
NR Single	93	87	88
NR Family	10	8	8
Summer Single	7	7	5
Summer Family	1	1	1
Junior	5	1	0
Total Membership	183	166	163

Pool (P&L)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	June 2018 YTD	9/30/17
Revenue	94,000	93,000	1.08%	\$1,000	\$63,492	105,876
Expense						
Personnel	69,354	80,072	-13.39%	(10,718)	54,845	118,308
Operating	95,575	114,724	-16.69%	-19,149	92,628	126,249
Total Expense	164,929	194,796	-15.33%	(29,867)	147,473	244,557
Net Revenue / Expense	(70,929)	(101,796)		30,867	(83,981)	(138,681)

Pool Memberships

	FY 2019 Budget	FY 2018 YTD	9/30/17
Resident Single	15	5	17
Resident Family	5	1	7
NR Single	10	5	17
NR Family	5	0	1
Masters	0	0	13
Total Membership	35	11	55

FY 2019 Summary of Budget Changes General Fund

<u>Change</u>	<u>Impact Positive / (Negative)</u>
State Revenue Share Estimate received from FDOR	\$ 27,071
Revenue Estimates increased for Recreation, Tennis & Pool	27,000
<u>Updated Personnel Costs</u> 1. Updated employee salaries with current data 2. Updated PBA & IAFF calculations for employees at maximum salary 3. Remove addition of PT Fire Administrative Assistant position	(28,544)
<u>Updated Operating Costs</u> 1. Remove costs associated with addition of PT Fire Administrative Assistant position	20,100
Total	\$45,627

No change since last meeting

FY 2019 Summary of Budget Changes Country Club

<u>Change</u>	<u>Impact Positive / (Negative)</u>
<u>Updated Revenue Estimates</u> Revenue Estimates increased for Greens Fees, Cart Rental, Walking Fee & Driving Range	\$81,986
<u>Updated Personnel Costs</u> 1. Vacant Part-time positions are unfunded 2. General Manager position updated 3. Director of Golf position updated	102,393
<u>Updated Operating Costs</u> 1. Reduced estimate for various operating costs: Utility Costs, Materials & Supplies, Repair & Maintenance	70,000
Total	\$254,379

Village Council Projects & Initiatives

Hearing Loop Audio System for Council Chambers

- hearing assistive technology connects the listener directly to the sound source, while eliminating most background noise;
- individuals with a T-coil equipped hearing aid or cochlear implant receive high quality sound directly, without the need for a headset device;
- ability to understand dialog during meetings promotes communication and participation;
- system meets ADA accessibility requirements.



This project requires coordination with the installation of new carpeting in the Council Chambers.

Village Council Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>
Personnel				
Total Salary & Benefits	\$ 50,470	\$ 50,466	0.01%	\$ 4
Operating				
Accounting & Auditing	28,000	27,000	3.70%	1,000
Advertising	10,700	10,500	1.90%	200
Advisory Board Dinner	6,000	6,000	0.00%	0
Conferences & Seminars	1,575	1,500	5.00%	75
Contractual Services	3,700	3,650	1.37%	50
Council Donations	4,500	5,000	-10.00%	(500)
Membership & Dues	11,090	10,851	2.20%	239
Materials & Supplies	7,200	6,970	3.30%	230
Professional Services	7,500	6,350	18.11%	1,150
Repairs & Maintenance	7,000	0	0.00%	7,000
Travel	4,075	5,244	-22.29%	(1,169)
Other Operating Costs	0	0	0.00%	0
Total Operating Costs	91,340	83,065	9.96%	8,275
Total Expenses	\$ 141,810	\$ 133,531	6.20%	\$ 8,279

① new carpet w/ hearing loop system (\$7k)

Village Clerk Projects & Initiatives

Agenda Management Software

Benefits include:

- Improved communication, collaboration, and approval of agenda items;
- ability to track agenda items through the approval process, from submittal to publication;
- request and view changes, using automated workflows;
- cloud based system allows user access 24/7; and
- streamlined agenda packet creation and publication.

Village Clerk Budget Summary

	<u>FY 2019 Budget</u>		<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>
Personnel					
Total Salary & Benefits	③	\$ 375,284	\$ 344,291	9.00%	\$ 30,993
Operating					
Books, Publications & Subscriptions	25		35	-28.57%	(10)
Conferences & Seminars	325		925	-64.86%	(600)
Contractual Services	23,000	①	5,000	360.00%	18,000
Election Expense	25,500		24,300	4.94%	1,200
Materials & Supplies	3,800		3,500	8.57%	300
Memberships & Dues	655		505	29.70%	150
Printing & Binding	600		600	0.00%	0
Professional Services	100		100	0.00%	0
Repairs & Maintenance	3,200	②	0	0.00%	3,200
Travel & Training	1,730		1,410	22.70%	320
Other Operating Costs	1,500		1,150	30.43%	350
Total Operating Costs		60,435	37,525	61.05%	22,910
Total Expenses		\$ 435,719	\$ 381,816	14.12%	\$ 53,903

① Agenda Management Software \$18k

② Carpet replacement \$3,200

③ Employees received a merit increase higher than % budgeted

Village Attorney Budget Summary

	FY 2019 Budget		FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)
Operating					
Legal Services-Village Attorney	125,000		125,000	0.00%	0
Legal Services-Special	10,000		10,000	0.00%	0
Legal Services-Labor	25,000		25,000	0.00%	0
Total Operating Costs		160,000	160,000	0.00%	0
Total Expenses		\$ 160,000	\$ 160,000	0.00%	\$ 0

Village Manager Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>
Personnel				
Total Salary & Benefits	① \$ 685,349	\$ 614,040	11.61%	\$ 71,309
Operating				
Advertising	4,000	3,000	33.33%	1,000
Books, Publications & Subscriptions	500	550	-9.09%	(50)
Conferences & Seminars	3,000	3,300	-9.09%	(300)
Contractual Services	10,000	10,465	-4.44%	(465)
Materials & Supplies	13,500	11,500	17.39%	2,000
Memberships & Dues	3,100	3,500	-11.43%	(400)
Postage	400	600	-33.33%	(200)
Printing & Binding	1,000	1,100	-9.09%	(100)
Professional Services	26,200 ②	7,100	269.01%	19,100
Travel & Training	5,500	3,750	46.67%	1,750
Uniforms	200	200	0.00%	0
Other Operating Costs	1,000	600	66.67%	400
Total Operating Costs	68,400	45,665	49.79%	22,735
Total Expenses	\$ 753,749	\$ 659,705	14.26%	\$ 94,044

① Increase in budgeted salary & benefits for Communications Manager

② Strategic Planning \$20k

General Services – Village Hall Budget Summary

	<u>FY 2019 Budget</u>		<u>FY 2018 Budget</u>		
				% increase / (decrease)	\$ increase / (decrease)
Operating					
Materials & Supplies	\$10,000		\$ 10,000	0.00%	\$ 0
Newsletter	50,000	①	44,000	13.64%	6,000
Postage	25,000		25,000	0.00%	0
Rental	5,310		5,605	-5.26%	(295)
Repairs & Maintenance	3,500	②	0	0.00%	3,500
Utilities	20,330		21,429	-5.13%	(1,099)
Other Operating Costs	80		80	0.00%	0
Total Operating Costs		114,220	106,114	7.64%	8,106
Total Expenses		\$ 114,220	\$ 106,114	7.64%	\$ 8,106

① anticipated increase (Year-to-date July 2018 = \$37,666)

② Maintenance cost for existing HVAC system was not included in FY 2018 budget

Human Resources

- Recruited and hired several key personnel - Communication Manager, Building Official and Sanitation Supervisor for the Village.
- Offered department-wide training to Community Development staff.
- Converted former “contracted” employees in Parks & Recreation to Instructors in accordance with IRS guidelines.
- Re-tooled the Educational Reimbursement Program
- Created a committee for re-vamping the Performance Evaluation System
- Sexual Harassment and Discrimination Training for all employees later this month
- PTSD Training for Public Safety management
- Development Dimensions International (DDI) Management Development Training for front line supervisors began today

Human Resources Budget Summary

	<u>FY 2019 Budget</u>		<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>
Personnel					
Total Salary & Benefits	①	\$ 295,708	\$ 308,734	-4.22%	\$ (13,026)
Operating					
Advertising	1,500		1,000	50.00%	500
Books, Publications & Subscriptions	0		2,816	-100.00%	(2,816)
Conferences & Seminars	900		600	50.00%	300
Contractual Services	20,000		20,000	0.00%	0
Employee Assistance Program	5,200		4,500	15.56%	700
Employee Physical Exams	9,000		8,369	7.54%	631
Employee Relations	20,000		20,000	0.00%	0
Materials & Supplies	2,250		3,200	-29.69%	(950)
Memberships & Dues	650		1,548	-58.01%	(898)
Postage	100		150	-33.33%	(50)
Printing & Binding	0		700	-100.00%	(700)
Professional Services	10,000	③	34,000	-70.59%	(24,000)
Travel & Training	31,000	②	20,000	55.00%	11,000
Other Operating Costs	720		0	0.00%	720
Total Operating Costs		101,320	116,883	-13.32%	(15,563)
Total Expenses		\$ 397,028	\$ 425,617	-6.72%	\$ (28,589)

① A decrease in budgeted salary & benefits for HR Director

② Amount increased to consolidate tuition reimbursement costs for all departments into one budget

③ FY 2018 amount included \$10k for MUNIS training

Finance Budget Summary

	FY 2019 Budget		FY 2018 Budget		% increase / (decrease)	\$ increase / (decrease)
Personnel						
Total Salary & Benefits	①	\$ 618,043	\$ 588,169	5.08%	\$ 29,874	
Operating						
Advertising	250		250	0.00%		
Books, Publications & Subscriptions	300		100	200.00%	200	
Conferences & Seminars	200		200	0.00%	0	
Contractual Services	35,000	②	30,000	16.67%	5,000	
Materials & Supplies	9,500		8,500	11.76%	1,000	
Memberships & Dues	370		370	0.00%	0	
Postage	100		100	0.00%	0	
Printing & Binding	3,000		3,000	0.00%	0	
Professional Services	1,000		1,000	0.00%	0	
Travel & Training	3,000	③	15,600	-80.77%	(12,600)	
Other Operating Costs	0		0	0.00%		
Total Operating Costs		52,720	59,120	-10.83%	(6,400)	
Total Expenses		\$ 670,763	\$ 647,289	3.63%	\$ 23,474	

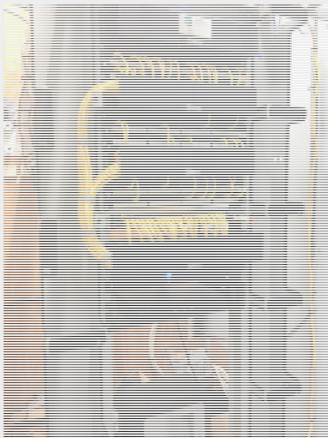
① An employee switched health insurance to a more expensive plan

② Document storage cost wasn't included in FY 2018 budget

③ MUNIS training included in FY 2018

Information Technology

- Re-cabling of the Village Library and computer lab.
- Migration of Village security cameras to new unified system for easier management.
- Setup and cabling of Country Club temp facilities. (data, phones, and surveillance cameras)
- Installation of new IP surveillance system at Public Safety building.
- Migration of all Police wireless devices to ATT First responder network. (lower cost, unlimited bandwidth, first priority and preemption)



Information Technology Budget Summary

	<u>FY 2019 Budget</u>		<u>FY 2018 Budget</u>		<u>% increase /</u> <u>(decrease)</u>	<u>\$ increase /</u> <u>(decrease)</u>
Personnel						
Total Salary & Benefits	②	\$ 339,117	\$ 338,809	0.09%	\$ 308	
Operating						
Contractual Services	47,000		47,000	0.00%	0	
Licenses & Fees	18,000	①	6,000	200.00%	12,000	
Materials & Supplies	8,300		10,300	-19.42%	(2,000)	
Postage	25		25	0.00%	0	
Professional Services	0		3,000	-100.00%	(3,000)	
Repairs & Maintenance	3,000		3,000	0.00%	0	
Travel & Training	1,000		1,000	0.00%	0	
Other Operating Costs	0		0	0.00%	0	
Total Operating Costs		77,325	70,325	9.95%	7,000	
Total Expenses		\$ 416,442	\$ 409,134	1.79%	\$ 7,308	

① 2016 Email server software licenses \$14k

② New employee hired at reduced salary & benefits

Information Technology 5 Year CIP

Project	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Web streaming					\$43,900	\$43,900
Microsoft Office 2016		41,000				41,000
Virtualization		40,000				40,000
Total	\$0	\$81,000	\$0	\$0	\$43,900	\$124,900

Web streaming \$43,900
 Purchase of web streaming cameras and equipment to broadcast Council meetings to residents on the internet.

Microsoft Office 2016 \$41,000
 Upgrade current Microsoft Office 2010 with version 2016.

Virtualization \$40,000
 Upgrade current Virtualization hardware, two (2) servers and a storage area network.

Debt & Other Budget Summary

	<u>FY 2019 Budget</u>		<u>FY 2018 Budget</u>		<u>% increase /</u> <u>(decrease)</u>	<u>\$ increase /</u> <u>(decrease)</u>
Debt Service						
Debt Service	①	\$ 1,431,336	\$ 1,293,101	10.69%	\$ 138,235	
Non-Departmental						
Property/General Liability Insurance	②	258,077	234,077	10.25%	24,000	
Reserves, Contingencies and Transfers						
Transfer to Other Funds		405,042	190,799	112.29%	214,243	
Total Expenses		\$ 2,094,455	\$ 1,717,977	21.91%	\$ 376,478	

① Vehicle Leasing Program

② 9% increase in property/casualty insurance

FY 2018-2019 Budget Workshop Schedule



Wednesday	May 16, 2018	7 – 10 p.m.	Council Strategic Planning and Mid-Year Budget Review
Thursday	July 19, 2018	7 – 10 p.m.	Manager’s Proposed Budget Overview
Thursday	July 26, 2018	7:30 p.m.	Council Meeting Public Hearing to set tentative millage Rate
Tuesday	July 31, 2018	7 – 10 p.m.	Country Club Parks & Recreation Library
Wednesday	August 8, 2018	7 – 10 p.m.	Council/Clerk/Village Attorney/Village Manager HR/Finance/IT/Debt & Other
Tuesday	August 14, 2018	7 – 10 p.m.	Public Works
Monday	August 20, 2018	7 – 10 p.m.	Police/Fire Rescue/ Community Development
Thursday	August 30, 2018	7 – 10 p.m.	Budget Recap and Millage Discussion

