



Legislation Text

File #: 20-2260, **Version:** 1

TO: Honorable Mayor & Members of the North Port Commission

FROM: Peter D. Lear, CPA, CGMA, City Manager

TITLE: Discussion of COVID-19 Related Information Updates

Recommended Action

Discussion of COVID-19 related information requested during the April 28, 2020 Commission meeting.

Background Information

During the April 28, 2020 Commission meeting the Commission requested that the City Manager prepare a COVID-19 budgetary report for the Commission meeting on June 4, 2020 to include the Capital Improvement Program (CIP) status for all projects including the current procurement phase of the project (RFP, Design, Construction, etc.), vacant positions by department, date of opening for vacancies, and expected date of return of 72 employees out on FMLA.

Currently, a total of 8 employees are on Expanded Family and Medical Leave Act (E-FMLA). Of these 8 employees, 4 are on intermittent E-FMLA and 4 are on full-time E-FMLA. There are currently 51 vacant positions citywide as detailed in the Current Vacancy Report attachment.

The status of all Capital Improvement Program projects is summarized in the CIP Status Update for Commission attachment.

Our largest single revenue source in the General Fund is property taxes, which go unaffected in the current year by this event. As you know, sales tax is also a major revenue source for the City, which is broken into many areas. These funding sources include State Shared Revenues, Half-Cent Sales Tax and Surtax. For estimating purposes, the loss from these sources is being estimated at 5% to 10% of annual revenue. The other major revenue source that is being lost as a result of this event is from the Aquatic Facility. For estimating purposes, we are assuming 1 month of lost revenue, even though this revenue source is not consistent every month. The impact to the General Fund of these losses is estimated to range from \$500,000 to \$960,000. The impact to Surtax revenue is estimated to range from \$580,000 to \$1,170,000.

During this event, there has also been an impact to the expenditures for the City. Travel and related expenditures have been eliminated, many contracted services have been either reduced or eliminated as well as various other costs. There have also been some increased costs, most notably overtime for our first responders and the cost of personal protective equipment and supplies. Also, there has been some cost related to the ability to have virtual meetings and information technology related expenditures. Combined, those expenditure increases and decreases are estimated to result in an insignificant change in total citywide expenditures. Many of the increases to expenditures will be eligible for reimbursement through FEMA in the future.

Strategic Plan

Financially responsible City providing quality municipal services

Financial Impact

None

Procurement

N/A

Attachments:

1. E-FMLA list as of 5-22-2020
2. Current Vacancy Report
3. CIP Status Update for Commission

Prepared by: Kimberly Ferrell, CPA, CGFO, CPM, Finance Director

Department Director: Kimberly Ferrell, CPA, CGFO, CPM, Finance Director