

**1. Discussion Objective:**

**Work Session Date: January 17, 2012**

Begin discussions and preparations for the 2012-2013 fiscal year budget.

**2. Submitter of Information:**

- Council
- Town Staff
- Town Attorney

**3. Estimated Time for this item: 60 minutes.**

**5. Background:**

Initiating our discussions on the budget cycle for the next fiscal year will require that we undertake some specific actions in order to help guide us from this point forward. Prior to making any specific decisions about individual projects, programs or capital investments, it is essential for staff to understand the general fiscal philosophy of the Mayor and Council.

**Exhibits include:**

1. 01/05/2012 memorandum from the Town Manager to the Mayor and Council.
2. Summary budget sheets for the 2010-2011 and 2011-2012 fiscal years.
3. Monthly revenue/expenditure reports for October and November 2011.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
						



*Town of Fort Myers Beach*

# **MEMORANDUM**

**To:** Mayor and Town Council  
**From:** Terry Stewart, Town Manager  
**Date:** January 6, 2012  
**Re:** Beginning Budget Preparations for the Fiscal Year 2012/2013

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Initiating our discussions on the budget cycle for the next fiscal year will require that we undertake some specific actions in order to help guide us from this point forward. Prior to making any specific decisions about individual projects, programs or capital investments, it is essential for staff to understand the general fiscal philosophy of the Mayor and Council.

As a guide to assist you in providing this information to staff, it may be helpful for us to provide background information. As an attachment you will find a single sheet document depicting overall categories of the general fund budget with a current 2011\2012 FY. Also included is a first quarter report on revenues and expenditures. As you know, our current millage rate is .8144 and was arrived at after taking into consideration a reduction in property values for the Town of 4.32%, and the implementation of the public service tax which becomes effective April of 2012.

Before we may have any rational understanding of expected revenues for the coming fiscal year, it is imperative that we have estimates of those revenues to assist in budgetary preparations. The first official estimates of property values and expected ad valorem revenues based upon the current millage will not be available until June 1, 2012. Likewise, initial estimates for State of Florida shared revenues will be available during the same time frame.

Current revenue forecasting at this time, does not yield any information that indicates a significant shift in revenues either positive or negative. Of course as we move closer to the June 1<sup>st</sup> date, we will have better information on which to make our judgments.

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January 6, 2012

Memo to Mayor and Town Council

Subject: Beginning Budgetary Preparations for the Fiscal Year 2012/2013

On the expenditure side, you are all cognizant of the prudent and careful fiscal approach taken by our Town for many years. The past two years we have carved back capital costs and paired operational expenses in order to maintain levels of service that our citizens find acceptable and supportable.

Capital projects have been postponed in the recent past and some of those may require our attention for the coming fiscal year. Staff respectfully requests that you assist us in understanding your intended approach on these matters in order to guide our recommendations to you as we continue to move through the budgetary preparation process.

Town of Fort Myers Beach  
Summary Budget Sheets  
2010-2011 and 2011-2012 Fiscal Years

<i>General Fund</i>	Budget FY 2010-2011	Budget FY 2011-2012
Ad Valorem Taxes - rate @ .8144	\$ 2,426,613	\$ 2,057,381
Gas Utility Tax	8,000	8,000
Farmers Market	7,000	5,750
Solid Waste Franchise	72,000	72,000
Public Services Tax @ 10%	-	397,376
Communications Service Tax	672,300	617,759
Local Business Tax	10,000	1,000
State Revenue Sharing	110,173	114,840
Mobile Home Licenses	20,000	20,000
Alcoholic Beverage License	27,500	27,500
Sales Tax	454,704	425,429
Special Event Permits	1,000	1,500
Other Misc. Revenue	50,000	50,000
Donations and Program fees- Mound House	-	9,000
Donations - non-specific	20,000	20,000
CDBG Grant	34,500	33,500
Interest Earnings	12,500	6,500
Investment Earnings	105,000	52,500
Mooring Field Interest	800	800
Sales Tax and Impact Fees (pass through to other agencies)	900	5,000
Building Permit Fees	25,000	164,649
Site Review Fees	1,000	10,499
Zoning Fees	25,000	30,450
Other Licenses/Permits	8,000	8,000
Sign Permits	4,500	4,500
Short Term Rental	66,000	
Code Enforcement	12,000	12,000
Environmental Restoration	3,000	3,000
Neighborhood Landscape - Tree City	6,500	6,500
Other Fines & Forfeitures	56,000	50,000
Cultural Resources Merchandise	5,745	6,000
Cultural Resources Program Fees	3,000	3,000
Pump out services	1,500	500
Pool/Recreation Fees	160,850	160,850
FPAN Grant	183,350	
WCIND Grant - Law Enforce	30,080	54,120
WCIND Grant - Mooring Field Maintenance	-	18,400
Garbage collection- Times Square	35,000	35,000
Table Rental	37,721	37,721
Harborage User Fees	85,000	90,000
Parking Facilities	529,000	400,000
Transfer in - from reserves	50,000	185,527
Transfer In - TDC reimbursement of Maintenance costs	135,212	150,000
Transfer In - Water Utility	89,806	205,000
<i>Total General Fund</i>	<u>\$ 5,586,254</u>	<u>\$ 5,561,551</u>

<i>Expenditures</i>	Budget FY 2010-2011	Budget FY 2011-2012
Town Council	149,542	120,392
Town Manager	205,330	257,799
Town Clerk	198,164	213,737
Legal	190,000	150,400
General Services	783,528	752,928
Committee Activities	10,400	7,000
Finance	255,463	251,628
Public Works Administration	346,534	392,278
Parks and Recreation	840,076	880,954
Maintenance	586,804	591,896
Maritime	188,009	207,389
Times Square	70,900	94,900
Parking	311,601	343,000
Community Development Admin.	473,388	398,997
Building & Safety	398,220	541,390
Code Compliance	172,634	137,862
LPA	38,895	18,300
Mound House	170,716	184,701
Newton Park	12,700	16,000
FPAN	183,350	
<i>Totals General Fund</i>	<u>\$ 5,586,254</u>	<u>\$ 5,561,551</u>

Town of Fort Myers Beach  
Monthly Revenues/Expenditures  
October and November 2011

<i>General Fund</i>	Budget FY 2011-2012	YTD November 30, 2011
Ad Valorem Taxes - rate @ .8144	\$ 2,057,381	\$ 417,931
Gas Utility Tax	8,000	712
Farmers Market	5,750	1,796
Solid Waste Franchise	72,000	17,552
Public Services Tax @ 10%	397,376	
Communications Service Tax	617,759	81,417
Local Business Tax	1,000	2,827
State Revenue Sharing	114,840	12,504
Mobile Home Licenses	20,000	316
Alcoholic Beverage License	27,500	49
Sales Tax	425,429	29,315
Special Event Permits	1,500	1,426
Other Misc. Revenue	50,000	10,185
Donations and Program fees- Mound House	9,000	310
Donations - non-specific	20,000	972
CDBG Grant	33,500	4,176
Interest Earnings	6,500	56
Investment Earnings	52,500	
Mooring Field Interest	800	
Sales Tax and Impact Fees (pass through to other agencies)	5,000	
Building Permit Fees	164,649	29,363
Site Review Fees	10,499	
Zoning Fees	30,450	13,526
Other Licenses/Permits	8,000	6,370
Sign Permits	4,500	
Short Term Rental		
Code Enforcement	12,000	11,700
Environmental Restoration	3,000	
Neighborhood Landscape - Tree City	6,500	
Other Fines & Forfeitures	50,000	147
Cultural Resources Merchandise	6,000	92
Cultural Resources Program Fees	3,000	526
Pump out services	500	30
Pool/Recreation Fees	160,850	13,264
FPAN Grant		
WCIND Grant - Law Enforce	54,120	
WCIND Grant - Mooring Field Maintenance	18,400	
Garbage collection- Times Square	35,000	4,954
Table Rental	37,721	1,692
Harborage User Fees	90,000	9,361
Parking Facilities	400,000	48,705
Transfer in - from reserves	185,527	
Transfer In - TDC reimbursement of Maintenance costs	150,000	
Transfer In - Water Utility	205,000	
<i>Total General Fund</i>	<u>\$ 5,561,551</u>	<u>\$ 721,275</u>

<i>Expenditures</i>	Budget FY 2011-2012	YTD November 30, 2011
Town Council	120,392	21,545
Town Manager	257,799	30,825
Town Clerk	213,737	31,251
Legal	150,400	10,910
General Services	752,928	96,268
Committee Activities	7,000	902
Finance	251,628	26,643
Public Works Administration	392,278	49,155
Parks and Recreation	880,954	107,202
Maintenance	591,896	76,040
Maritime	207,389	17,248
Times Square	94,900	6,148
Parking	343,000	49,958
Community Development Admin.	398,997	57,969
Building & Safety	541,390	101,773
Code Compliance	137,862	19,552
LPA	18,300	203
Mound House	184,701	19,128
Newton Park	16,000	3,470
FPAN		
<i>Totals General Fund</i>	<u>\$ 5,561,551</u>	<u>\$ 726,190</u>