

*Town of  
Fort Myers Beach  
Annual Budget*

*October 1, 2012  
through  
September 30, 2013*



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## BUDGET MESSAGE

**TO: Mayor, Vice-Mayor, Council Members and Citizens**

**FROM: Terrance Stewart, Town Manager**

**DATE: August 22, 2012**

**SUBJECT: FY2012-2013 Budget**

The past several years have created great economic challenges world-wide and many local governments across our nation have experienced significant difficulty in managing the service expectations of their citizens in the face of decreasing revenues. Certainly, the Town of Fort Myers Beach has not been totally immune from many of the same challenges faced by others. However, the Town's careful and prudent fiscal policies have enabled this Town to weather those difficulties and remain a strong and financially solid community.

A fiscally conservative budgetary structure along with a robust reserve funds approach has been in place in Fort Myers Beach for some time now. These philosophies enabled the Town to quickly adapt to the fiscal demands in the early years of the current economic downturn and have provided a solid foundation for the Town's continued success in this arena.

In difficult times, it often becomes too easy to make decisions that are expedient for the moment but not necessarily wise for the long term. Good leadership requires a measured and steady approach to avoid such reactions and our Town is fortunate to have had that leadership from its citizens and elected officials.

As you are aware, the initial Taxable Property Value estimate from the Lee Appraiser's Office projected a 3.37% decrease in overall taxable Town property values. This was quite a bit different than Town staff had projected as we were looking at either a flat value estimate or perhaps a 1 to 2 % decrease. In addition, there was an expectation on our part that revenues from the Communications Tax would experience a reduction. As a result of the Appraiser's projection and our own initial projection of the Communications Tax, it appeared that balancing our expenditure requests against projected revenues would create a greater challenge.

However, the Town is fortunate in benefitting from two turns of events that enable us to move forward with budgetary work that holds a brighter outlook than on June 1<sup>st</sup>, when the initial taxable values were released.

The first good fortune was the follow up estimate from the Appraiser's office in early July which showed that values were actually much closer to that which Town staff had used in our initial work. The Taxable Value estimate was revised by the Property Appraiser to a minus 1.74% instead of the initial minus 3.37%.

The second positive turn of events came from the State of Florida's projections on the Communications Tax revenues. While our forecasting of revenues from the Communications Services Tax created an expectation of fewer revenues for the coming year from this State of Florida shared revenue source, the State actually provided an estimate of increased revenues for Fort Myers Beach. Our Finance Director double checked this estimate and we have waited to see if there would be a downward correcting revision. No such revision has been forthcoming so based upon this, we feel it is now prudent to move forward with the State's estimate.

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## BUDGET MESSAGE – Cont'd

It is important to call attention to how the Town Council and Administrative staff have managed use of revenues through each budget cycle over the past several years. First and foremost the Town Council has established budgets that have been proven to be prudent and rational uses of our revenue resources. Tough economic times sharpen the expectation that realistic budgets be crafted and that those budgets will then be managed in a way that is careful and cautious. Looking at the final budget numbers for the 2010-2011 fiscal year, it can be seen that actual expenditures were incredibly close to the lean budget estimates approved by Town Council.

Another example of sound fiscal management is the status of the Town's reserve funds position. The municipal management profession generally expects that minimum levels of unrestricted reserves must equal no less than fifteen percent (15%) of the general fund budget. A solid level of reserves is recognized when those reserves are equal to at least six months of operating cost or fifty percent (50%). Fort Myers Beach enjoys a reserve level which satisfies that standard.

One might also ask are reserves being used to meet the cost of annual budgetary expenditures, and if so how much is being used and what is the philosophy driving such use. Actual budgetary expenditures for the past several years show that undesignated reserves were not used to balance the budget. And while the Town has not been able to continue building its reserves, that is an expected outcome in tough economic times. The point is that necessary reserves are there to provide a hedge when no other reasonable solutions are available. Efficiency, effectiveness and overall cost savings must be the actions used to address a difficult economic environment well before the decision to use reserves to offset operating costs. Remember, reserves are finite and they are non-replenishing in a down economy. One must look to a reasonable forecast defining how long the down economy will continue in order to gain an understanding of when or if it makes sense to use the reserves for operating expenditures. There may be a bit greater latitude in decisions to use reserves for one time capital expenditures, but we must remember that reserves are non-replenishing in a down economy.

As you examine this proposed budget, you will note that it contains a recommendation for a two percent (2%) across the board raise for all Town employees excluding the Town Manager as the Manager's compensation is established by contract and separate Council action. Our employees have continued to work loyally and diligently for their Town without a raise for the past four years. With this in mind, I previously recommended to the Council that we consider including a raise in this year's proposed budget. Council indicated a willingness to consider the raise and it was included in the very first budget draft presented for the 2012-2013 fiscal year. No objections were raised by Council at that time so the recommendation remains within the current proposed budget draft.

Staff and I have diligently worked to insure that proposed expenditures for this proposed budget would remain within projected revenues and we have accomplished that goal. We have been careful to understand that the status of the economy and its impact upon our community and its taxpayers. As Town Council directed, the millage rate was adjusted downward to account for revenues to be gained from the Public Service Tax.

Finally, no major capital expenditures are included within the General Fund budget. However, should the council wish to consider a project such as the repaving of Times Square and the construction of a Gazebo/bandstand in the square, there are sufficient reserves for that purpose.

Thank you for the opportunity to work together with you in crafting a budget that is both lean and mindful of the needs of this community.

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## BUDGET OVERVIEW

A budget is a plan. It is the Town's blueprint for operations, capital acquisitions and projects not only for the current budget year, but future years as well. At first glance, the budget document may simply appear to be a list of numbers on paper used to limit spending. In reality, the budget is actually a dynamic operations guide which identifies programs, services and activities which the Town feels are important to provide in the upcoming year. The budget document is separated into sections according to fund. Each fund is organized by departments which are unique units with specific responsibilities. Within the department are divisions and sections. A summary page is provided for each department and division which explains the mission and a brief work plan. The summary also includes historical comparisons of expenditures.

The Town uses a traditional line item budget to account for each revenue source and to account for expenditures within each department. The expenditures are classified by type (salaries, supplies, equipment, etc.) and may be further broken down into more descriptive parts such as office supplies and operating supplies. Some departments have lines items that are unique to that department in order to provide a more detailed accounting of expenditures.

The *FY 2013 Operating and Capital Budget* for the Town of Fort Myers Beach, Florida is intended to serve four purposes:

- |                             |   |
|-----------------------------|---|
| <b>Policy Document</b>      | The budget process is guided by the Town's charter and the comprehensive list of goals and objectives adopted by the Town Council. The budget process allows the policy makers an opportunity to review policies and goals that address long-term concerns and evaluate Town services.  |
| <b>Operations Guide</b>     | As an operations guide, the budget indicates how services will be delivered to the community. The Departmental Budgets section provides a description of the planned activities of each Department and Division.  |
| <b>Financial Plan</b>       | The budget is the Town's financial plan for the current fiscal year. The document details how much Town services will cost and how they will be paid for. The budget document is broken down by Fund and then by Department and Division. Line item budget descriptions are included.   |
| <b>Communication Device</b> | The budget seeks to communicate summary information through the use of text, tables and graphs to a diverse audience. The budget document includes the Budget message, department budgets and a glossary of terms. During the budget process, the Town has prepared a comprehensive power point presentation that is broadcast on the local government channel during the budget discussions. |

The purpose of this section is to assist all readers by explaining the way the document is structured, the schedule under which it is developed, and some of the basic policies which shape the final document. To that end, we have included a comprehensive glossary which will define some of the budgetary and financial language that is used in government budgets (*Glossary of Terms*). The Town's budget is prepared using Generally Accepted Accounting Principles (GAAP) for all funds.

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## FINANCIAL STRUCTURE

The budget covers the activities and expenditures for a given time period or fiscal year. The Town of Fort Myers Beach's fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup> of the following year. This budget document is for Fiscal Year 2013 which begins on October 1<sup>st</sup>, 2012 and ends September 30<sup>th</sup>, 2013.

This document is organized by funds. A fund is an independent fiscal and accounting entity, with a self-balancing set of accounts. Funds maintain independent records of cash and/or other resources, together with all related liabilities, obligations, reserves and equities. The purpose of a fund is to carry out specific activities or attain certain objectives in accordance with special financial regulations, restrictions or limitations.

The Town's financial transactions and specific activities are budgeted and accounted for through the use of funds. A fund is a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The Town's funds are arranged in accordance with the *Governmental Accounting Standards Board* and standards set by the *Government Finance Officers Association (GFOA)*.

### GOVERNMENTAL FUND TYPES

General Fund is the major operating fund of the Town. It accounts for all financial resources except those required or designated to be accounted for in another fund. These resources include taxes, state and local shared revenues, license and permit fees, fines, charges for services, interest and investment earnings and other miscellaneous revenues. These revenues may be used for any purpose the Town may legally perform.

The expenditure of these resources provides various services to the community. These services are organized into departments including:

- Town Council
- Town Manager
- Town Clerk
- Finance
- Public Works
- Parks and Recreation
- Community Development

*Special Revenue Funds* are used to account for revenues derived from specific taxes, grants or other restricted governmental revenue sources that are restricted to expenditures for specified purposes.

*Capital Project Funds* are used to account for the receipt and disbursement of monies used for the acquisition of capital facilities other than those financed by special assessments and enterprise funds. Funding for capital projects is available from a variety of sources.

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PRELIMINARY PROPERTY VALUES FROM LEE COUNTY



STATE OF FLORIDA  
LEE COUNTY PROPERTY APPRAISER  
KENNETH M. WILKINSON, C.F.A.



Mailing Address: P.O. Box 546  
Fort Myers, Florida 33902-1546  
Telephone: (251) 533-6100 - Facsimile: (239) 533-5160  
www.lcra.org

Physical Address: 2480 Thompson Street  
Fort Myers, Florida 33901-3074

June 1, 2012

TOWN OF FORT MYERS BEACH 118  
EVELYN WICKS  
2523 ESTERO BLVD  
FORT MYERS BEACH, FL 33931

Dear Taxing Authority:

Pursuant to Florida Statutes 200.065 (7), the Property Appraiser shall provide each taxing authority within the County on June 1, an estimate of the total assessed value of non-exempt property for budget planning purposes. Please be reminded that this value is an estimate of the taxable value on the 2012 Tax Roll and the Property Appraiser's Office is currently in the process of analyzing all values to provide a Roll which is both equitable and at market value.

\$2,441,681,000

The DR-420, "Certification of Taxable Value" issued on July 1 by this office will include the appropriate taxable value for budget preparation and proposed millage rates.

Respectfully,

Kenneth M. Wilkinson, CFA  
Lee County Property Appraiser

1999 Bdot Award - 1993 Republican Party of Florida "Local Government, Stateman of the Year" Award  
1997 FIAO Most Distinguished Assessment Jurisdiction Award - 1994 National Association of Counties Achievement Award  
1989 FIAO Public Information Award

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**FORT MYERS BEACH HISTORICAL TAX RATES AND PROCEEDS**

Taxable value, Millage Rates and Taxes levied since incorporation

Fiscal Year	Final Taxable Value*	Millage	Taxes Levied
1996	\$ 1,097,507,100	1.0604	\$ 1,163,797
1997	1,149,535,220	1.0961	1,260,006
1998	1,192,180,910	1.0961	1,306,749
1999	1,289,215,850	1.0961	1,413,109
2000	1,387,116,900	1.0961	1,520,419
2001	1,616,283,120	1.0400	1,680,934
2002	1,888,027,310	1.0400	1,963,548
2003	2,291,140,270	1.0000	2,291,140
2004	2,655,675,540	0.8500	2,257,324
2005	3,063,418,220	0.7498	2,296,951
2006	3,780,475,940	0.6096	2,304,578
2007	3,910,189,400	0.6053	2,366,838
2008	3,422,119,910	0.7093	2,427,310
2009	3,003,712,140	0.8187	2,459,139
2010	2,639,001,882	0.9144	2,413,102
2011	2,526,745,775	0.8144	2,057,782
2012	2,482,739,973	0.7687	1,908,482

## SUMMARY OF FULL TIME EQUIVALENT EMPLOYEES FROM FY 2009 TO FY 2013

### Changes in staffing levels - by Department

Department	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Town Manager	2.00	1.00	1.00	2.00	2.00
Town Clerk	2.00	3.00	3.00	3.00	3.00
Finance	2.00	2.00	2.00	2.00	2.00
Public Works	5.00	5.00	5.00	5.00	5.00
Harbor & Facilities-Maritime	1.00	1.00	1.00	1.00	1.00
Maintenance	12.00	12.70	8.70	8.70	8.70
Parks and Recreation	-	8.10	16.50	16.50	16.50
Community Development	10.00	9.00	9.50	8.50	9.00
Cultural Resources	2.00	2.00	2.40	3.60	3.60
FPAN	3.00	2.50	2.50	-	-
Public Works Services	-	-	-	1.00	1.00
<i>Total full-time equivalents</i>	<i>39.00</i>	<i>46.30</i>	<i>51.60</i>	<i>51.30</i>	<i>51.80</i>

#### Changes from 2009 to 2010 - increasing from 39.00 to 46.30

Town Manager - transferred Executive Assistant position to Town Clerk - Contracts Manager  
 Maintenance - added .7 maintenance worker to be shared with Bay Oaks  
 Community Development - deleted one planning technician position in 2010  
 FPAN - changed one full-time Administrative Assistant position to part-time  
 Add 8.1 parks and recreation employees.

#### Changes from 2010 to 2011 - increasing from 46.30 to 51.60

Maintenance-reorganized the Division & reduced staffing levels by 4 positions; 2 are to be paid with overtime  
 Parks and Recreation - increased from 8.1 to 16.50  
 Community Development - added 1 Code Enforcement Officer for 1/2 of year  
 Cultural Resources -changed 1 full-time position to several part-time positions

#### Changes from 2011 to 2012 - decreasing from 51.60 to 51.30

Town Manager - transfer Administrative Assistant from Comm. Dev to Town Manager  
 Cultural Resources - add one part-time custodian/maintenance for MH and Newton; increase some part-time hours  
 FPAN program - not budgeted: delete 2.5 full-time equivalent employees  
 Public Works Services, Inc. - add 1 accountant to be shared with Finance and Public Works

#### Changes from 2012 to 2013 - increasing from 51.30 to 51.80

Community Development - delete 1/2 Code Enforcement Officer; add 1 Permitting Clerk

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*GENERAL FUND*

**GENERAL FUND SUMMARY OF REVENUES, EXPENDITURES AND FUNDING GAP**

	Actual FY 2010-2011	Budget FY 2011-2012	Unaudited FY 2011-2012	Budget FY 2012-2013
<b>Revenues</b>				
Property Taxes	\$ 2,330,151	\$ 2,057,381	\$ 1,987,294	\$ 1,908,482
Franchise Fees	73,853	72,000	74,512	75,000
Sales Tax	444,689	425,429	429,701	444,003
Utilities Tax	7,114	405,376	388,624	722,777
Other Taxes	846,379	787,599	850,217	910,206
Short Term Rentals	3,793	-	3,000	-
Licenses & Permits	340,475	234,598	380,520	287,750
Fines & Forfeitures	14,035	50,000	7,942	20,000
Operating Grants	109,801	106,020	119,806	108,520
Charges for Services	646,372	669,100	675,329	591,028
Interest	84,605	59,800	70,251	71,850
Miscellaneous Revenues	148,029	153,721	144,670	135,550
Transfers	148,881	540,527	303,143	504,363
<b>TOTAL REVENUES</b>	<b>\$ 5,198,176</b>	<b>\$ 5,561,551</b>	<b>\$ 5,435,007</b>	<b>\$ 5,779,529</b>

	Actual FY 2010-2011	Budget FY 2011-2012	Unaudited FY 2011-2012	Budget FY 2012-2013
<b>Expenditures</b>				
Town Council	\$ 123,386	\$ 120,392	\$ 116,477	\$ 126,742
Committees	2,915	7,000	1,645	7,500
Town Manager	177,851	257,799	244,519	362,623
Town Clerk	186,341	213,737	191,694	222,521
General Services	872,016	752,928	854,862	946,044
Legal Services	159,067	150,400	153,282	160,400
Financial Services	231,195	251,628	287,842	235,679
Public Works Administration	210,264	392,278	260,035	433,661
Parks and Recreation	797,763	880,954	812,525	887,972
Maintenance	583,313	591,896	537,303	602,950
Times Square	78,668	94,900	80,181	102,900
Maritime	196,988	207,389	202,773	219,109
Parking	307,606	343,000	293,236	343,000
Community Development Admin.	440,433	398,997	373,770	513,783
Building Division	635,601	541,390	328,383	313,582
Code Compliance	125,045	137,862	120,378	131,182
LPA	3,407	18,300	3,372	18,300
Mound House	176,404	184,701	88,894	126,631
Newton Park	15,966	16,000	17,510	24,950
FPAN Program (net)	10,710	-	2	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,334,939</b>	<b>\$ 5,561,551</b>	<b>\$ 4,968,684</b>	<b>\$ 5,779,529</b>

## ESTIMATED REVENUES

Revenues	Actual FY 2010-2011	Budget FY 2011-2012	Unaudited FY 2011-2012	Budget FY 2012-2013
Ad Valorem Taxes	\$ 2,330,151	\$ 2,057,381	\$ 1,987,294	\$ 1,908,482
Gas Utility Tax	7,114	8,000	6,853	7,500
Farmers Market	4,610	5,750	4,476	5,300
Solid Waste Franchise	73,853	72,000	74,512	75,000
Public Services Tax @ 10%	-	397,376	381,770	715,277
Communications Service Tax	687,159	617,759	687,333	736,366
Local Business Tax	9,658	1,000	8,311	7,500
State Revenue Sharing	107,608	114,840	115,751	114,840
Mobile Home Licenses	13,131	20,000	12,643	17,500
Alcoholic Beverage License	25,019	27,500	23,918	27,500
Half Cent Sales Tax	444,689	425,429	429,701	444,003
Special Event Permits	1,568	1,500	10,836	1,750
Other Misc. Revenue	51,910	50,000	45,882	50,000
Mound House Programs	3,425	9,000	-	6,000
Mound House Donations	2,563	-	14,996	2,500
Mound House Grant	-	-	18,500	-
Mound House Classes	1,740	-	1,007	-
Donations - non specific	-	20,000	20,310	250
Newton Park Classes	1,825	-	4,335	2,500
BORC Revenue	90,220	160,850	87,834	135,000
BORC Donations	11,692	-	9,757	5,000
CDBG Grant	34,584	33,500	45,097	33,500
Interest Earnings	486	6,500	684	1,200
Investment Earnings	83,530	52,500	69,567	70,000
Mooring Field Interest	588	800	-	650
Mooring Field Grant	21,338	-	-	-
Donation Account Interest	97	-	52	100
Sales Tax - (pass thru)	969	5,000	-	5,000
Street Performer Licenses (new title: Town Permit Fees)	1,935	-	2,000	25,000
Building Permit Fees (new title: County Building Permit)	230,709	164,649	205,601	180,000
Site Review Fees (new title: Review Fees LDO)	-	10,499	23,875	4,000
Zoning Fees	82,620	30,450	95,365	50,000
Radon Fees - (pass thru)	6,634	-	8,270	-
County Filing Fees	30	-	50	-
Other Licenses/Permits (transfer to: Town Permit Fees)	5,898	8,000	6,224	-
Sign Permits (transfer to: Town Permit Fees)	800	4,500	-	-
Short Term Rental Fees	3,793	-	3,000	-
Code Enforcement	9,559	12,000	28,349	25,000
Environmental Restoration	753	3,000	-	2,000
Election Qualifying Fees	1,922	-	-	1,728
Neighborhood Landscape - Tree City	3,804	6,500	2,260	6,500
Other Fines & Forfeitures	14,035	50,000	7,942	20,000
Cultural Resources Merchandise	1,063	6,000	405	2,500
Cultural Resources Program Fees	150	3,000	110	2,500
FPAN Grant	42,821	-	-	-
Pump out services	1,065	500	1,095	500
Pool Fees	136	-	2,700	-
Pool Revenue	44,164	-	50,138	45,000
WCIND Grant - Law Enforcement	-	54,120	31,815	54,120
WCIND Grant - Mooring Field Maintenance	6,619	18,400	9,397	18,400
Garbage collection- Times Square	29,942	35,000	32,676	35,000
Table Rental	22,799	37,721	33,848	37,700
FEMA Reimbursements	1,875	-	-	-
Harborage User Fees	94,980	90,000	76,107	83,500
Parking Facilities	402,104	400,000	447,477	309,000
Library Impact Fees - (pass thru)	27,726	-	-	-
Fire Impact Fees - (pass thru)	-	-	-	-
School Impact Fees - (pass thru)	-	-	-	-
Admin Fees	1,831	-	1,739	-
Transfer in - from reserves	13,450	185,527	-	-
Transfer In - Investment Earnings Beach Nourishment	-	-	303,143	-
Transfer In - TDC Maintenance cost reimbursement	135,431	150,000	-	233,419
Transfer In-Water Utility (Administrative & Insurance)	-	205,000	-	270,944
<b>Total General Fund</b>	<b>\$ 5,198,176</b>	<b>\$ 5,561,551</b>	<b>\$ 5,435,007</b>	<b>\$ 5,779,529</b>

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***General Fund Department Expenditures***

*Listed by Summary and Detail*

**EXPENDITURE SUMMARY – MAYOR AND COUNCIL**

Fund: General 01  
 Department: Town Council  
 Division: \_\_\_\_\_  
 Division #: 110

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 80,220	\$ 80,092	\$ 80,246	\$ 80,092
Materials, Supplies & Services	43,165	40,300	36,231	46,650
Operating Budget	123,386	120,392	116,477	126,742
Capital Outlay	-	-	-	-
<b>Total Budget</b>	<b>\$ 123,386</b>	<b>\$ 120,392</b>	<b>\$ 116,477</b>	<b>\$ 126,742</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Mayor	1.0	1.0
Vice-Mayor	1.0	1.0
Council members	3.0	3.0
	<u>5.0</u>	<u>5.0</u>

**Department Description, Goals and Objectives**

The Town Council, as the community's legislative body, acts as the decision making authority establishing public policies to meet the needs of the residents. The Town Council is responsible for providing the best possible municipal government and delivering services at levels that reflect community priorities and enhance the quality of life for all residents. The primary goal of the members of the Council is to represent the residents of Fort Myers Beach by formulating and enacting public policy and by providing the leadership necessary to meet community needs and expectations.

		Town Council			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.110.511.5110	Council Compensation	\$ 74,400	\$ 74,400	\$ 74,400	\$ 74,400
01.110.511.5210	Social Security	5,820	5,692	5,846	5,692
01.110.511.5341	Council Meeting minutes	5,044	5,000	4,861	5,000
01.110.511.5342	Committee minutes	4,844	3,000	5,107	7,000
01.110.511.5363	IT System	3,642	-	-	-
01.110.511.5400	Travel/Training/Meals	2,435	4,150	4,144	5,000
01.110.511.5410	Communications	3,201	2,100	5,765	3,600
01.110.511.5446	Advertisements	10,057	4,500	3,945	4,500
01.110.511.5447	Legislative Printing/Binding	7,299	600	-	600
01.110.511.5448	Legal Advertisements	-	13,200	10,819	13,200
01.110.511.5490	Misc. Other Expenses	643	7,500	1,340	7,500
01.110.511.5540	Memberships and Dues	5,750	250	250	250
01.110.511.5595	State Lobbyist	250	-	-	-
		<u>\$ 123,386</u>	<u>\$ 120,392</u>	<u>\$ 116,477</u>	<u>\$ 126,742</u>

**EXPENDITURE DETAIL – MAYOR AND COUNCIL**

#	Computation/Explanation	Amount
5110	Salaries Mayor 16,800 Council Members <u>57,600</u> 74,400	74,400
5210	Social Security (7.65% of full and part-time wages)	5,692
5341	Town Council minutes	5,000
5342	Committee minutes	7,000
5363	IT System	-
5400	Travel/Training/Meals	5,000
5410	Communications Cell phone @ \$60.00 per month (5 x \$60 x 12)	3,600
5447	Legislative Printing and Binding	600
5446	Advertisements	4,500
5448	Legal Advertisements Required notices and other meeting notices	13,200
5490	Miscellaneous Expense-items not included in other line items	7,500
5540	Memberships and Dues	250
5541	Professional Services - State Lobbyist	-
		\$ 126,742

**EXPENDITURE SUMMARY – LEGAL SERVICES**

Fund: General 01  
 Department: Town Council  
 Division: Legal  
 Division #: 140

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	159,067	150,400	153,282	160,400
Operating Budget	159,067	150,400	153,282	160,400
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 159,067</b>	<b>\$ 150,400</b>	<b>\$ 153,282</b>	<b>\$ 160,400</b>

**PERSONAL SERVICES DETAIL**

<b>Classification</b>	<b>Current</b>	<b>Budget</b>
	-	-
	-	-

**Department Description, Goals and Objectives**

The Town Attorney is appointed by the Council and, together with the Town Manager, implements the policy decisions made by Council. The Town Attorney serves as the legal advisor to the Town Council, Town Manager, and all departments, boards, commissions and agencies of the Town. The Town Attorney initiates or defends civil suits, actions and legal proceedings on behalf of the Town. The Town Attorney is responsible for efficiently and effectively providing quality legal services to the residents through the Town Council, Manager, Department, Town corporations and agencies so as to facilitate the achievement of essential governmental goals and objectives.

		<b>Legal</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.140.514.5451	Legal Consultation Town	\$ 105,178	\$ 110,400	\$ 138,694	\$ 120,000
01.140.514.5456	Other Legal Services	53,889	40,000	14,588	40,400
		<b>\$ 159,067</b>	<b>\$ 150,400</b>	<b>\$ 153,282</b>	<b>\$ 160,400</b>

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**EXPENDITURE DETAIL – LEGAL SERVICES**

#	Computation/Explanation	Amount
5451	Legal Consultation for Town	120,000
5456	Other Legal Services	40,400
		\$ 160,400

**EXPENDITURE SUMMARY – COMMITTEES**

Fund: General 01  
 Department: Town Council  
 Division: Committees  
 Division #: 115

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	2,915	7,000	1,645	7,500
Operating Budget	2,915	7,000	1,645	7,500
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 2,915</b>	<b>\$ 7,000</b>	<b>\$ 1,645</b>	<b>\$ 7,500</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-

**Department Description, Goals and Objectives**

Committees are created by action of the Town Council. Each Committee is established for a specific purpose with an overall goal of protecting and enhancing the quality of life for residents and visitors to the community.

<b>Town Council - Committees</b>					
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.115.511.5620	Marine Resources Task Force	\$ 500	\$ 2,000	\$ 1,215	\$ 2,000
01.115.511.5630	Anchorage Advisory	2,041	2,000	403	2,000
01.115.511.5641	CRAB	374	2,000	18	2,000
01.115.511.5642	CELCAB	-	1,000	9	1,500
		<b>\$ 2,915</b>	<b>\$ 7,000</b>	<b>\$ 1,645</b>	<b>\$ 7,500</b>

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**EXPENDITURE DETAIL – COMMITTEES**

#	Computation/Explanation	Amount
5620	Marine Resources Task Force activities	2,000
5630	Anchorage Advisory activities	2,000
5641	CRAB activities	2,000
5642	CELCAB activities	1,500
		\$ 7,500

**EXPENDITURE SUMMARY – TOWN MANAGER**

Fund: General 01  
 Department: Town Manager  
 Division: \_\_\_\_\_  
 Division #: 120

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 168,478	\$ 245,099	\$ 236,779	\$ 243,952
Materials, Supplies & Services	9,373	12,700	7,740	118,671
Operating Budget	177,851	257,799	244,519	362,623
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 177,851</b>	<b>\$ 257,799</b>	<b>\$ 244,519</b>	<b>\$ 362,623</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Town Manager	1.0	1.0
Administrative Assistant	1.0	1.0
	<u>2.0</u>	<u>2.0</u>

**Department Description, Goals and Objectives**

The Town Manager is appointed by the Town Council and is responsible for implementation and enforcement of policies and ordinances as adopted. The Manager is charged with developing a government that represents the needs of the community and provides quality, cost effective services to the public. Working closely with Department Directors, the Manager coordinates the provisions of services to the residents and works to enhance intergovernmental relationships. The Town Manager is responsible for the recruitment and selection of Town employees, the development of personnel policies and procedures and the compensation plan. The primary goals and objectives of the Town Manager are to coordinate and administer all town functions effectively and efficiently; provide leadership, direction and guidance for all town departments, programs and projects.

		<b>Town Manager</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.120.512.5110	Salaries	\$ 110,267	\$ 161,472	\$ 157,170	\$ 162,300
01.120.512.5210	Social Security	9,339	11,939	12,129	14,673
01.120.512.5220	Retirement	13,655	21,899	21,060	20,637
01.120.512.5238	Life, Health & Disability	18,506	43,789	40,420	18,412
01.120.512.5242	Car/Benefits TM	16,711	6,000	6,000	27,930
01.120.512.5400	Travel/Training/Meals	3,897	1,250	2,851	2,500
01.120.512.5410	Telephone	1,396	1,200	1,078	1,500
01.120.512.5540	Memberships and Dues	1,480	1,500	3,311	1,500
01.120.512.5951	Contingency	2,600	8,750	500	113,171
		<u>\$ 177,851</u>	<u>\$ 257,799</u>	<u>\$ 244,519</u>	<u>\$ 362,623</u>



**EXPENDITURE SUMMARY – GENERAL SERVICES**

Fund: General 01  
 Department: Town Manager  
 Division: General Services  
 Division #: 120

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	872,016	752,928	854,862	946,044
Operating Budget	872,016	752,928	854,862	946,044
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 872,016</b>	<b>\$ 752,928</b>	<b>\$ 854,862</b>	<b>\$ 946,044</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

The General Services section of the budget serves as an umbrella for expenditures that are Town-wide in nature. These items include the Town's liability insurance, lease of the Town Hall building and general administrative costs associated with the operation of Town Hall. There are no personnel costs associated with the General Services Department. Community Development Block Grant (CDBG) and special events are included in this program.

<b>General Services</b>		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.130.513.5250	State Unemployment	\$ 12,856	\$ 14,300	\$ 9,494	\$ 10,000
01.130.513.5332	Postage	5,913	6,000	6,533	7,000
01.130.513.5340	Cleaning & Alarm	1,582	-	25,699	-
01.130.513.5346	Repairs & Maintenance	20,679	10,000	37,349	10,000
01.130.513.5349	Elections	15,845	-	-	20,000
01.130.513.5352	Software	28,029	30,100	46,081	100,000
01.130.513.5353	Misc. Supplies	2,299	3,000	6,253	3,000
01.130.513.5355	Town Memberships	14,254	17,500	15,608	17,500
01.130.513.5363	IT System	148,005	80,000	136,873	120,000
01.130.513.5364	Office Furniture/Equip	166	1,500	327	-
01.130.513.5410	Telephone & Comm	42,533	31,500	31,220	25,700
01.130.513.5420	Books and Periodicals	138	650	151	650
01.130.513.5422	GIS	-	-	1,674	-
01.130.513.5441	Town Hall Lease	107,437	111,834	112,817	110,000
01.130.513.5442	Storage	19,233	18,500	23,768	20,000
01.130.513.5443	Copier	12,604	17,500	12,418	16,500
01.130.513.5447	Printing & Binding	-	1,500	-	2,500
01.130.513.5510	Office Supplies	19,475	25,000	20,410	25,000
01.130.513.5511	Emergency Comm.	3,500	-	6,600	5,000
01.130.513.5600	Filing Fee & violations	862	350	760	750
01.130.513.5691	Animal Control	73,031	72,944	79,962	72,944

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**EXPENDITURE SUMMARY – GENERAL SERVICES**

		General Services (continued)			
		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.130.513.5950	Misc. expenses	112,936	15,000	31,774	15,500
01.135.513.5710	Keep Lee Cty Beautiful	-	1,500	-	1,500
01.135.513.5720	National Estuaries	-	3,000	-	3,000
01.135.513.5740	Special Events	12,100	12,500	27,348	25,000
01.135.513.5750	Seasonal Events	35,593	30,500	51,630	76,000
01.155.513.5530	Insurance	167,552	215,000	155,714	225,000
01.155.513.5240	Workers Compensation	195	-	-	-
01.156.513.5724	After School Programs	15,200	33,250	14,400	33,500
		<u>\$ 872,016</u>	<u>\$ 752,928</u>	<u>\$ 854,862</u>	<u>\$ 946,044</u>

**EXPENDITURE DETAIL – GENERAL SERVICES**

#	Computation/Explanation	Amount
5250	State unemployment tax (direct pay)	10,000
5332	Postage	7,000
5346	Repairs and Maintenance-for Town Hall as needed	10,000
5349	Elections - March 2013	20,000
5352	Software	100,000
5353	Misc. supplies	3,000
5355	Town Memberships & donations as approved	17,500
5363	IT System - Town wide	120,000
5364	Office Furniture and Equipment	-
5410	Telephone and communications	25,700
5420	Books and Periodicals	650
5431	Utility Service - Town Hall	-
5441	Town Hall Lease	110,000
5442	Storage - off-site storage for records and equipment	20,000
5443	Copier	16,500
5447	Printing and binding	2,500
5510	Office supplies - Town wide	25,000
5511	Emergency Communications	5,000
5600	Filing fees (county)	750
5691	Animal Control - annual interlocal with Lee County	72,944
		cont'd

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**EXPENDITURE DETAIL – GENERAL SERVICES**

General Services (continued)		
5950	Misc. other expenses	15,500
5710	Keep Lee County Beautiful	1,500
5720	National Estuaries	3,000
5740	Special Events	25,000
5750	Seasonal Events	76,000
5530	Insurance - all coverage (except Health)	225,000
5724	CDBG - After School and Senior programs	33,500
		\$ 946,044

**EXPENDITURE SUMMARY – TOWN CLERK**

Fund: General 01  
 Department: Town Clerk  
 Division: \_\_\_\_\_  
 Division #: 125

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 175,088	\$ 207,237	\$ 187,049	\$ 202,546
Materials, Supplies & Services	11,253	6,500	4,645	19,975
Operating Budget	186,341	213,737	191,694	222,521
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 186,341</b>	<b>\$ 213,737</b>	<b>\$ 191,694</b>	<b>\$ 222,521</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Town Clerk	1.0	1.0
Administrative Assistant	1.0	1.0
Contracts Manager	1.0	1.0
	<u>3.0</u>	<u>3.0</u>

**Department Description, Goals and Objectives**

The Town Clerk's office serves as the central information point for local residents and citizens. It is the mission of this department to provide quality service to Town residents, departments, boards and committees. The Town Clerk is also responsible for accurately compiling and maintaining the records of the actions of the Town Council and directs the management and maintenance of all Town records and documents. The primary goals and objectives of the Clerk's department include continuing work on codification of the Town ordinances and developing and implementing a records management program.

		<b>Town Clerk</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.125.512.5110	Salaries	\$ 118,561	\$ 142,729	\$ 133,596	\$ 144,560
01.125.512.5210	Social Security	9,339	10,919	10,550	11,059
01.125.512.5220	Retirement	12,217	14,273	13,712	14,456
01.125.512.5238	Life, Health & Disability	34,971	39,316	29,191	32,471
01.125.512.5352	Records Mgmt Software	-	-	-	-
01.125.512.5400	Travel/Training/Meals	1,941	2,000	1,595	7,600
01.125.512.5410	Telephone/Comm	2,214	1,600	1,033	1,850
01.125.512.5540	Membership and Dues	285	400	283	525
01.125.512.5550	Municipal Code	-	1,600	1,733	10,000
01.125.512.5950	Misc. Other Expenses	6,814	900	-	-
		<u>\$ 186,341</u>	<u>\$ 213,737</u>	<u>\$ 191,694</u>	<u>\$ 222,521</u>

**EXPENDITURE DETAIL – TOWN CLERK**

#	Computation/Explanation		Amount
5110	Salaries Town Clerk Contracts Manager Administrative Assistant	66,364 43,860 34,336	144,560
5210	Social Security 7.65% of wages and salaries		11,059
5220	Retirement 10% for full-time employees		14,456
5238	Life, Health & Disability		32,471
5400	Travel/Training/Meals		7,600
5410	Telephone and Communications 2 employees @ \$35 per mo; 1 employee @ \$84 p/mo		1,850
5540	Memberships and Dues		525
5550	Municipal Code remaining contract		10,000
5950	Misc. Other Expenses items not included in other line items		-
			\$ 222,521

**EXPENDITURE SUMMARY – FINANCE**

Fund: General 01  
 Department: Finance  
 Division: \_\_\_\_\_  
 Division #: 150

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 144,051	\$ 164,988	\$ 144,690	\$ 166,969
Materials, Supplies & Services	87,144	86,640	143,152	68,710
Operating Budget	231,195	251,628	287,842	235,679
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 231,195</b>	<b>\$ 251,628</b>	<b>\$ 287,842</b>	<b>\$ 235,679</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Finance Director	1.0	1.0
Finance Coordinator	1.0	1.0
	<u>2.0</u>	<u>2.0</u>

**Department Description, Goals and Objectives**

The mission of the Finance Department is to serve the public and staff by providing accurate and current financial data. The Department is committed to providing timely, accurate, clear and complete information. The Department is responsible for the day-to-day financial activities of the Town and the water utility. The Finance staff, with the Town Manager, prepares the Annual Budget and Capital Improvement Plan. The Finance Department prepares the annual audit. The Department goals include: provide payments to all vendors accurately and in a timely manner; maintain employee benefit plans; prepare routine and special reports as necessary; maintain general ledgers and provide up-to-date budget information for all funds and departments on a quarterly basis. Costs for tropical storm damages are subject to transfer to the Emergency Fund.

		<b>Finance</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.150.513.5120	Salaries	\$ 99,136	\$ 120,062	\$ 103,445	\$ 122,462
01.150.513.5210	Social Security	8,967	9,185	9,161	9,367
01.150.513.5220	Retirement	11,731	12,006	12,087	12,246
01.150.513.5238	Life, Health and Disabilit	24,216	23,735	19,997	22,893
01.150.513.5340	Memberships and Dues	440	750	495	750
01.150.513.5400	Travel/Training/Meals	-	-	-	350
01.150.513.5410	Telephone and Commu	811	840	834	1,260
01.150.513.5439	Tropical Storm Isaac	-	-	24,514	-
01.150.513.5440	Tropical Storm Debby	-	-	39,898	-
01.150.513.5531	Annual Audit	61,250	61,250	61,000	42,500
01.150.513.5532	Accounting Services	24,035	20,000	9,033	20,000
01.150.513.5534	Employee holding	(2,567)	-	920	-
01.150.513.5950	Miscellaneous Expense	25	-	-	-
01.150.513.5533	Bank Charges	3,151	3,800	6,459	3,850
		<u>\$ 231,195</u>	<u>\$ 251,628</u>	<u>\$ 287,842</u>	<u>\$ 235,679</u>

**EXPENDITURE DETAIL – FINANCE**

#	Computation/Explanation	Amount
5120	Salaries Director <span style="float:right">80,116</span> Finance Coordinator <span style="float:right"><u>42,346</u></span>	122,462
5210	Social Security (7.65% of full and part-time wages)	9,367
5220	Retirement	12,246
5238	Life, Health and Disability	22,893
5340	Memberships and dues GFOA, AGA and FL GFOA	750
5400	Travel/Training/Meals local conferences & cpe training courses	350
5410	Communications Cell phone @ \$105.00 per month	1,260
5531	Annual Audit	42,500
5532	Accounting and other professional services	20,000
5533	Bank charges	3,850
		\$ 235,679

## EXPENDITURE SUMMARY – PARKS AND RECREATION

Fund: General 01  
 Department: Parks and Recreation  
 Division: Bay Oaks Rec. Ctr.  
 Division #: 170 and 171

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ 483,396	\$ 593,409	\$ 499,988	\$ 579,352
Materials, Supplies & Services	293,659	287,545	312,537	284,820
Operating Budget	777,056	880,954	812,525	864,172
Capital Outlay	20,708	-	-	23,800
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 797,763</b>	<b>\$ 880,954</b>	<b>\$ 812,525</b>	<b>\$ 887,972</b>

### PERSONAL SERVICES DETAIL

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Director	-	1.0
Manager	1.0	-
Aquatics Supervisor	1.0	1.0
Program Coordinators	4.6	4.6
Recreation Aides	3.6	3.6
Maintenance Worker	1.0	1.0
Custodian	0.3	0.3
Lifeguards	5.0	5.0
	16.5	16.5

### Department Description, Goals and Objectives

The Recreation Division serves the Town of Fort Myers Beach and surrounding areas by operating a community center and recreational facility that provides individuals and groups passive and active recreational, social and community activities and events for both residents and visitors. Goals and objectives for the division include: offering programs that are well-rounded and developed to serve the varying needs of the Town's youngest to oldest patrons in a safe, healthy environment; bring people together to develop their sense of community and common interests; promote the development of group and individual health, fitness and personal advancement; seek grants and donations; maintain a core level of service while striving to enhance and expand services and activities offered and collect baseline attendance and user data to help develop future goals. *A number of program costs at the Recreation Center are offset by participant revenue and are noted in the detail explanation.*

		Parks and Recreation			
		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.170.572.5120	Salaries	\$ 253,358	\$ 323,980	\$ 273,961	\$ 318,187
01.170.572.5140	Overtime	4,690	-	1,041	5,000
01.170.572.5210	Social Security	19,699	23,182	21,020	24,724
01.170.572.5220	Retirement	13,319	14,763	15,000	20,592
01.170.572.5238	Life, Health and Disability	41,041	53,571	38,343	61,200
01.170.572.5346	Maintenance and Repairs	36,566	35,750	44,013	35,000
01.170.572.5380	Teens	6,142	11,000	4,922	10,000
01.170.572.5381	Youth	5,451	7,150	5,961	12,000
01.170.572.5382	Athletics	27,307	21,500	32,749	21,500
01.170.572.5383	Seniors	22,952	23,000	13,830	20,000
01.170.572.5400	Travel/Training/Meals	107	1,200	354	3,225
01.170.572.5464	Capital Expenditures	20,708	-	-	23,800
01.170.572.5724	CDBG Capital Projects	-	-	11,299	-
01.170.572.5729	BORC Marketing	2,702	3,675	3,418	17,400

## EXPENDITURE SUMMARY – PARKS AND RECREATION

Parks and Recreation - Bay Oaks Rec. Ctr. (continued)					
	Actual	Budget	Unaudited	Budget	
	FY 11	FY 12	FY 12	FY 13	
01.170.572.5410	Telephone and Comm.	879	-	927	500
01.170.572.5433	BORC - Utilities	66,185	63,000	51,253	64,000
01.170.572.5533	Bank charges	281	-	-	-
01.170.572.5400	Dues and Memberships	-	350	-	800
01.170.572.5732	Bay Oaks Recreation Center	30,177	14,800	47,914	-
01.170.572.5738	Community Marketing	9,830	-	40	-
01.170.572.5740	BORC - Special Events	8,341	8,120	7,077	13,925
01.171.572.5120	Salaries - Pool	127,816	151,870	128,468	127,574
01.171.572.5140	Salaries - Pool - Overtime	-	-	154	-
01.171.572.5210	Social Security - Pool	9,778	11,835	9,840	9,759
01.171.572.5220	Retirement - Pool	3,367	3,276	3,288	3,342
01.171.572.5238	Life, Health & Disability - Pool	10,328	10,932	8,872	8,974
01.171.572.5410	Pool Telephone and Comm.	157	-	228	420
01.171.572.5733	Pool Operations	18,343	54,200	20,692	44,000
01.171.572.5735	Pool Maintenance	22,758	-	43,187	-
01.171.572.5736	Pool Utilities	35,211	41,800	22,310	41,650
01.171.572.5843	Pool Horticulture & Solid Waste	271	2,000	139	400
01.171.572.5849	Pool Sales Tax	-	-	2,226	-
		<u>\$ 797,763</u>	<u>\$ 880,954</u>	<u>\$ 812,525</u>	<u>\$ 887,972</u>

**EXPENDITURE DETAIL – PARKS AND RECREATION**

#	Computation/Explanation	Amount
5120	BORC Salaries and wages	318,187
5140	BORC - Overtime	5,000
5210	BORC - Social Security	24,724
5220	BORC - Pension	20,592
5238	BORC - Life Health and Disability	61,200
5346	Maintenance and Repairs	35,000
5380	Teens	10,000
5381	Youth	12,000
5382	Athletics	21,500
5383	Seniors	20,000
5400	Travel/Training/Meals	3,225
5464	Capital Expenditures	23,800
5724	CDBG Capital Projects	-
5729	BORC Marketing	17,400
		cont'd

**EXPENDITURE DETAIL – PARKS AND RECREATION**

#	Computation/Explanation	Amount
5410	Telephone and Comm.	500
5433	BORC - Utilities	64,000
5400	Dues and Memberships	800
5740	BORC - Special Events	13,925
5120	Salaries - Pool	127,574
5210	Social Security - Pool	9,759
5220	Retirement - Pool	3,342
5238	Life, Health & Disability - Pool	8,974
5410	Pool Telephone and Communications	420
5733	Pool Operations	44,000
5736	Pool Utilities	41,650
5843	Pool Horticulture & Solid Waste	400
5849	Pool Sales Tax	-
		\$ 887,972

**EXPENDITURE SUMMARY – PARKS AND RECREATION – MOUND HOUSE**

Fund: General 01  
 Department: Parks and Recreation  
 Division: Mound House  
 Division #: 280

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 148,286	\$ 142,441	\$ 57,789	\$ 86,271
Materials, Supplies & Services	28,118	42,260	31,106	40,360
Operating Budget	176,404	184,701	88,894	126,631
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 176,404</b>	<b>\$ 184,701</b>	<b>\$ 88,894</b>	<b>\$ 126,631</b>

**PERSONAL SERVICES DETAIL**

<b>Classification</b>	<b>Current</b>	<b>Budget</b>
Administrative Assistant	0.8	0.8
Environmental Education	0.5	0.8
Education Coordinator	0.8	0.8
	<u>2.1</u>	<u>2.4</u>

**Department Description, Goals and Objectives**

The mission of the Parks and Recreation- Mound House Department is to enrich the quality of life for residents and visitors to Ft. Myers Beach by increasing public awareness of Florida's past and offering unique opportunities for individuals to engage in active research, educational programs and recreation. The Mound House is a cultural and environmental learning center focused on past and present inhabitants of south Florida, including the Calusa Indians and the unique estuarine environment upon which they depended. Currently under restoration, the facility will offer restored grounds, a small museum within the historic William H. Case house, and an underground exhibit within the 2,000 year old shell mound.

**Parks and Recreation - Mound House**

	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.280.573.5120 Salaries	\$ 111,544	\$ 108,952	\$ 53,139	\$ 80,140
01.280.573.5131 Interns	3,791	2,200	-	-
01.280.573.5140 Overtime	88	-	-	-
01.280.573.5210 Social Security	8,830	8,503	4,065	6,131
01.280.573.5220 Retirement	7,333	5,335	-	-
01.280.573.5238 Life, Health & Disability	16,700	17,451	584	-
01.280.573.5332 Postage	796	200	-	1,000
01.280.573.5340 Cleaning and alarm	619	1,000	2,157	1,500
01.280.573.5346 Repairs and maintenance	3,436	3,000	6,697	3,000
01.280.573.5347 Newsletters and brochures	-	5,000	7,252	5,500
01.280.573.5350 Emergency supplies	-	1,000	45	1,000
01.280.573.5364 Equipment	492	750	137	1,000
01.280.573.5400 Travel/Training/Meals	2,551	2,000	980	2,000
01.280.573.5410 Telephone and comm.	2,508	2,650	1,444	3,000
01.280.573.5420 Books and periodicals	23	100	32	250
01.280.573.5431 Utility service	2,561	2,500	3,117	2,500

**EXPENDITURE SUMMARY – PARKS AND RECREATION – MOUND HOUSE**

		Parks and Recreation - Mound House (continued)			
		Actual	Budget	Unaudited	Budget
		FY 11	FY 12	FY 12	FY 13
01.280.573.5442	Storage	1,140	1,100	1,194	1,100
01.280.573.5447	Printing and binding	174	1,600	-	1,000
01.280.573.5453	Equipment maintenance	-	350	254	500
01.280.573.5510	Office supplies	2,644	2,000	1,049	2,500
01.280.573.5540	Memberships and dues	532	500	450	500
01.280.573.5744	Pest Control - Indoor	7	250	13	250
01.280.573.5751	Drinking water	-	200	-	200
01.280.573.5352	Software	-	5,500	1,938	-
01.280.573.5552	Uniforms	-	1,000	-	1,000
01.280.573.5780	Classes and Tours	2,035	4,000	-	4,000
01.280.573.5570	Inventory	1,279	500	-	2,000
01.280.573.5786	Shell Mound Exhibit	2,263	-	45	-
01.280.573.5781	Events	-	2,000	172	2,000
01.280.573.5820	Educational supplies	1,238	3,000	617	1,500
01.280.573.5849	Sales Tax (pass thru)	18	60	452	60
01.280.573.5950	Miscellaneous	3,802	2,000	3,059	3,000
		<u>\$ 176,404</u>	<u>\$ 184,701</u>	<u>\$ 88,894</u>	<u>\$ 126,631</u>

**EXPENDITURE DETAIL – PARKS AND RECREATION – MOUND HOUSE**

#	Computation/Explanation	Amount
5120	Salaries	
	Administrative Assistant	25,976
	Environmental Education	27,082
	Education Coordinator	<u>27,082</u>
		80,140
5210	Social Security (7.65% of full and part-time wages)	6,131
5332	Postage	1,000
5340	Cleaning and Alarm Services	1,500
5346	Repairs and Maintenance; Supplies	3,000
5347	Advertising and Marketing	5,500
5350	Emergency Supplies	1,000
5364	Equipment	1,000
5400	Training/Travel/Meals - local travel, school	2,000
5410	Communications - DSL, fax line; landline and cell phone	3,000
5420	Books and periodicals	250
5431	Utilities (electric, water & sewer)	2,500
		cont'd

**EXPENDITURE DETAIL – PARKS AND RECREATION – MOUND HOUSE**

#	Computation/Explanation	Amount
5442	Storage	1,100
5447	Printing and binding	1,000
5453	Equipment maintenance	500
5510	Office supplies	2,500
5540	Memberships and Dues	500
5744	Indoor pest control	250
5751	Drinking water	200
5552	Uniforms	1,000
5780	Classes	4,000
5570	Inventory for resale	2,000
5786	Shell Mound Exhibit	-
5781	Events	2,000
5820	Educational Supplies	1,500
5849	Sale Tax (pass thru)	60
5950	Miscellaneous	3,000
		\$ 126,631

**EXPENDITURE SUMMARY – PARKS AND RECREATION – NEWTON PARK**

Fund: General 01  
 Department: Parks and Recreation  
 Division: Newton Park  
 Division #: 290

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	15,966	16,000	17,510	24,950
Operating Budget	15,966	16,000	17,510	24,950
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 15,966</b>	<b>\$ 16,000</b>	<b>\$ 17,510</b>	<b>\$ 24,950</b>

**PERSONAL SERVICES DETAIL**

<b>Classification</b>	<b>Current</b>	<b>Budget</b>
	-	-
	-	-

**Department Description, Goals and Objectives**

The mission of the Parks and Recreation - Newton Park Department is to enrich the quality of life for residents and visitors to Ft. Myers Beach by increasing public awareness of Florida's past and offering unique opportunities for individuals to engage in active research, educational programs and recreation. Newton Park will serve as a community gathering space; the goal of the Town with this property is to offer active and passive recreation opportunities on the beachfront.

<b>Parks and Recreation - Newton Park</b>					
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.290.573.5332	Postage	\$ 250	\$ 50	\$ -	\$ 250
01.290.573.5340	Cleaning and alarm	3,138	1,000	4,580	3,500
01.290.573.5346	Repairs and maintenance	3,900	5,000	6,049	5,000
01.290.573.5347	Advertising and marketing	-	200	-	1,000
01.290.573.5350	Emergency supplies	1,000	1,000	15	1,500
01.290.573.5410	Telephone and comm.	1,043	900	1,661	1,500
01.290.573.5431	Utility service	2,108	2,000	889	3,500
01.290.573.5510	Office Supplies	200	-	51	200
01.290.573.5447	Printing and binding	-	250	-	500
01.290.573.5744	Pest Control - indoor	198	200	149	250
01.290.573.5751	Drinking water	-	-	-	200
01.290.573.5781	Events	-	500	-	1,000
01.290.573.5780	Classes	1,580	4,000	3,348	4,000
01.290.573.5570	Merchandise for resale	1,806	500	-	1,500
01.290.573.5849	Sales Tax (pass thru)	-	50	3	50
01.290.573.5950	Miscellaneous	743	350	766	1,000
		<b>\$ 15,966</b>	<b>\$ 16,000</b>	<b>\$ 17,510</b>	<b>\$ 24,950</b>

**EXPENDITURE SUMMARY – PARKS AND RECREATION – NEWTON PARK**

#	Computation/Explanation	Amount
5332	Postage	250
5340	Cleaning and alarm	3,500
5346	Repairs and maintenance; supplies	5,000
5347	Advertising and Marketing - newsletter	1,000
5350	Emergency supplies	1,500
5410	Communications - DSL, fax line, telephone & cell phone	1,500
5431	Utilities (electric, water and sewer)	3,500
5510	Office Supplies	200
5447	Printing and Binding	500
5744	Pest control - indoor	250
5751	Drinking Water	200
5781	Events	1,000
5780	Classes	4,000
5570	Merchandise for resale	1,500
5849	Sales Tax (pass thru)	50
5950	Misc. other expense	1,000
		\$ 24,950

**EXPENDITURE SUMMARY – PUBLIC WORKS ADMINISTRATION**

Fund: General 01  
 Department: Public Works  
 Division: Administration  
 Division #: 160

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ 174,032	\$ 343,190	\$ 233,956	\$ 345,641
Materials, Supplies & Services	36,233	49,088	26,079	88,020
Operating Budget	210,264	392,278	260,035	433,661
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 210,264</b>	<b>\$ 392,278</b>	<b>\$ 260,035</b>	<b>\$ 433,661</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Director of Public Works	1.0	1.0
Deputy Director	1.0	1.0
Public Services Supervisor	1.0	1.0
Inspector & Special Projects	1.0	1.0
Administrative Assistant	1.0	1.0
	<u>5.0</u>	<u>5.0</u>

**Department Description, Goals and Objectives**

Public Works Administration provides overall management of all Divisions of the Public Works Department including Maintenance, Maritime, Parking, and Emergency Management. The goals and objectives of the Administrative section of the Public Works Department are to insure that all Divisions are continuing preventive maintenance programs for all Town equipment; improve safety awareness among employees; prepare reports and recommendations for the Council outlining projects that should be considered for approval.

Public Works Administration					
		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.160.530.5120	Salaries	\$ 106,881	\$ 236,967	\$ 144,849	\$ 242,790
01.160.530.5210	Social Security	13,179	18,128	16,547	18,942
01.160.530.5220	Retirement	16,823	23,697	20,194	24,759
01.160.530.5238	Life, Health and Disability	37,148	64,398	47,566	59,151
01.160.530.5242	Car Allowance	-	-	4,800	-
01.160.530.5400	Travel/Training/Meals	1,416	4,400	1,030	6,300
01.160.530.5410	Telephone & Comm	2,088	2,520	2,240	2,520
01.160.530.5947	Public Services	-	10,700	10,469	13,200
01.160.530.5950	Other Contracted Services	31,225	28,468	10,153	61,000
01.160.530.5540	Membership and Dues	657	1,500	722	2,000
01.160.530.5552	Uniforms	846	1,500	1,466	3,000
		<u>\$ 210,264</u>	<u>\$ 392,278</u>	<u>\$ 260,035</u>	<u>\$ 433,661</u>

**EXPENDITURE DETAIL – PUBLIC WORKS ADMINISTRATION**

#	Computation/Explanation	Amount
5120	Salaries Director 66,463 Deputy Director 57,431 Public Services Supervisor 40,948 Inspector & Special Projects 46,888 Administrative Assistant 31,060	242,790
5210	Social Security (7.65% of full and part-time wages)	18,942
5220	Retirement 10% annual contribution per employee	24,759
5238	Life, Health & Disability Insurance	59,151
5242	Car Allowance	-
5400	Travel/Training and Meals	6,300
5947	Public Services	13,200
5410	Communications Cellular 5@ \$35.00 per month (5 employees & insurance)	2,520
5950	Other Contracted Services	61,000
5540	Memberships and Dues APWA 400 FSA 600 PW subscriptions 1,000	2,000
5552	Uniforms	3,000
		\$ 433,661

## EXPENDITURE SUMMARY – MAINTENANCE

Fund: General 01  
 Department: Public Works  
 Division: Maintenance  
 Division #: 180

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ 454,212	\$ 475,196	\$ 410,000	\$ 481,090
Materials, Supplies & Services	129,101	116,700	127,303	121,860
Operating Budget	583,313	591,896	537,303	602,950
Capital Outlay	-	-	-	-
<b>Total Budget</b>	<b>\$ 583,313</b>	<b>\$ 591,896</b>	<b>\$ 537,303</b>	<b>\$ 602,950</b>

### PERSONAL SERVICES DETAIL

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Foreman	1.0	1.0
Maintenance support worker	1.0	1.0
Maintenance workers	6.0	6.0
Custodial Worker (2/3 charged to Maint/ 1/3 to Bay Oaks)	0.7	0.7
	<b>8.7</b>	<b>8.7</b>

### Department Description, Goals and Objectives

The Maintenance Division is responsible for the maintenance of streets, sidewalks, bridges, traffic lights and signs. Maintenance monitors the condition of the Town's drainage system, streets, sidewalks and beach accesses. Maintenance is also responsible for preventive maintenance for all Town equipment and vehicles; improving safety awareness among employees; continuing street resurfacing, maintenance and construction projects as required and authorized.

Public Works - Maintenance					
		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.180.541.5120	Salaries	\$ 249,746	\$ 245,395	\$ 224,735	\$ 261,316
01.180.541.5140	Overtime	56,011	68,520	63,230	70,415
01.180.541.5210	Social Security	23,047	24,014	21,867	25,377
01.180.541.5220	Retirement	31,885	31,392	29,137	33,173
01.180.541.5238	Life/Health/Disability	93,524	105,875	71,031	90,809
01.180.541.5950	Contract Labor	-	-	-	-
01.180.541.5239	Emp. Health & Safety	4,761	7,800	3,514	7,800
01.180.541.5400	Travel/Training/Meals	957	1,000	1,252	1,960
01.180.541.5410	Communications	4,838	4,700	4,150	4,700
01.180.541.5452	Fuel	16,697	30,000	15,853	30,000
01.180.541.5453	Equipment Maintenance	12,599	10,000	5,711	12,200
01.180.541.5454	Vehicle Maintenance	47,381	35,000	35,049	36,000
01.180.541.5464	Equipment - new	9,124	-	1,370	-
01.180.541.5511	Emergency Operations	5,377	4,500	7,343	5,000
01.180.541.5552	Uniforms	13,650	12,500	9,961	13,000
01.180.541.5843	Solid Waste	5,599	11,200	6,918	11,200
01.180.541.5950	Misc. Expense	8,120	-	36,183	-
		<b>\$ 583,313</b>	<b>\$ 591,896</b>	<b>\$ 537,303</b>	<b>\$ 602,950</b>

**EXPENDITURE SUMMARY – MAINTENANCE**

#	Computation/Explanation	Amount
5120	Salaries Foreman 35,006 Maintenance Support 31,852 Maintenance worker (6) 161,387 Custodial maintenance worker <i>(shared with Bay Oaks)</i> 33,071	261,316
5140	Overtime	70,415
5210	Social Security (7.65% of full and part-wages)	25,377
5220	Retirement 10% annual contribution per employee	33,173
5238	Life, Health & Disability Insurance	90,809
5950	Contract Labor	-
5239	Personnel, Health and Wellness	7,800
5400	Travel/Training/Meals	1,960
5410	Communications (10 cell phones @ 470 ); insurance	4,700
5452	Fuel - for all Town vehicles and equipment	30,000
5453	Equipment maintenance	12,200
5454	Vehicle Maintenance	36,000
5511	Emergency communications and preparedness	5,000
5552	Uniforms	13,000
5843	Solid & horticultural waste collection	11,200
		\$ 602,950

**EXPENDITURE SUMMARY – TIMES SQUARE**

Fund: General 01  
 Department: Public Works  
 Division: Times Square  
 Division #: 185

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	78,668	94,900	80,181	102,900
Operating Budget	78,668	94,900	80,181	102,900
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 78,668</b>	<b>\$ 94,900</b>	<b>\$ 80,181</b>	<b>\$ 102,900</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

The Times Square Division is responsible for all maintenance and repair costs associated with the upkeep of this vital pedestrian mall. Daily activities include garbage collection, sweeping and grounds maintenance. Monthly activities include landscaping and tree pruning. Quarterly activities include sidewalk and surface hot water high pressure cleaning. The pavers in the square and the sidewalks outside the square are painted on an annual basis. The overall goals and objectives are to insure that the Times Square area is a safe, attractive area for Town residents and visitors.

Public Works - Times Square					
		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.185.534.5843	Solid Waste	\$ 34,324	\$ 43,000	\$ 35,639	\$ 43,000
01.185.534.5846	Maintenance and utilities	43,444	51,000	42,778	59,000
01.185.534.5849	Sales Tax (pass thru)	899	900	1,764	900
		<u>\$ 78,668</u>	<u>\$ 94,900</u>	<u>\$ 80,181</u>	<u>\$ 102,900</u>

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**EXPENDITURE DETAIL – TIMES SQUARE**

#	Computation/Explanation	Amount
5843	Solid Waste	43,000
5846	Maintenance	59,000
5849	Sales Tax (pass thru)	900
		\$ 102,900

**EXPENDITURE SUMMARY – MARITIME**

Fund: General 01  
 Department: Public Works  
 Division: Maritime  
 Division #: 190

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ 44,994	\$ 47,659	\$ 45,157	\$ 46,279
Materials, Supplies & Services	151,994	159,730	157,615	172,830
Operating Budget	196,988	207,389	202,773	219,109
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 196,988</b>	<b>\$ 207,389</b>	<b>\$ 202,773</b>	<b>\$ 219,109</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Maintenance worker	1.0	1.0
	1.0	1.0

**Department Description, Goals and Objectives**

The Maritime Division provides contract oversight and management for the waterside law enforcement activities in cooperation with Lee County Sheriff's Office and the upland services provider for the Matanzas Harbor Mooring Field. Town maintenance staff provide pump-out services and upkeep and maintenance of the Mooring Field facilities. The goal of the maritime section is to provide exceptional customer service and safety to users of the Mooring Field.

Public Works - Maritime		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.190.543.5120	Salaries	\$ 29,329	\$ 31,200	\$ 30,413	\$ 31,824
01.190.543.5140	Overtime	79	-	602	-
01.190.543.5210	Social Security	2,097	2,387	2,220	2,434
01.190.543.5220	Retirement	2,989	3,120	3,102	3,182
01.190.543.5238	Life, Health and Disability	10,500	10,952	8,821	8,838
01.190.543.5346	Mooring Field Maintenance	19,724	13,730	8,691	16,730
01.190.543.5410	Telephone/Comm	352	450	345	450
01.190.543.5457	Channel maint. and repair	103	-	-	-
01.190.513.5533	Bank charges	3,239	2,750	-	2,750
01.190.543.5542	MLE Enforcement (Wages)	51,540	47,500	55,060	50,000
01.190.543.5543	MLE Enforcement (Fuel)	12,090	11,600	12,400	13,000
01.190.543.5544	Abandoned vessel removal	-	1,800	-	5,000
01.190.543.5545	Mooring Field Operations	64,947	65,000	60,575	65,000
01.190.543.5849	Sales Tax (pass thru)	-	3,900	3,561	3,900
01.190.543.5564	Capital Improvements	-	13,000	16,982	16,000
		<b>\$ 196,988</b>	<b>\$ 207,389</b>	<b>\$ 202,773</b>	<b>\$ 219,109</b>

**EXPENDITURE DETAIL – MARITIME**

#	Computation/Explanation	Amount
5120	Salaries Maintenance Worker <span style="float: right;">31,824</span>	31,824
5210	Social Security (7.65% of full and part-time wages)	2,434
5220	Retirement 10% annual contribution per employee	3,182
5238	Life, Health & Disability Insurance	8,838
5346	Repairs and Maintenance	16,730
5410	Communications Cell phone @ \$37.50 per mo; insurance	450
5533	Bank Charges	2,750
5542	MLE Enforcement (wages)	50,000
5543	MLE Enforcement (fuel)	13,000
5544	Abandoned Vessel Removal	5,000
5545	Mooring Field Upland Services Management Matanzas contract and insurance	65,000
5564	Capital Improvements	16,000
5849	Sales Tax (pass thru)	3,900
		\$ 219,109

**EXPENDITURE SUMMARY – PARKING**

Fund: General 01  
 Department: Public Works  
 Division: Parking  
 Division#: 200

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	299,606	325,000	286,303	343,000
Operating Budget	299,606	325,000	286,303	343,000
Capital Outlay	8,000	18,000	6,933	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 307,606</b>	<b>\$ 343,000</b>	<b>\$ 293,236</b>	<b>\$ 343,000</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

The Parking Division provides contract oversight and management to the parking services provider. This includes Town parking lots and beach patrol. The parking division strives to insure safe and efficient operation of all Town owned parking facilities.

Public Works - Parking				
	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.200.549.5491 Contracted Services	\$ 299,606	\$ 325,000	\$ 274,644	\$ 325,000
01.200.549.5849 Parking Sales Tax			11,659	
01.200.549.5564 Repairs and Maintenance				18,000
01.200.549.5564 Capital-parking meters	8,000	18,000	6,933	-
	<u>\$ 307,606</u>	<u>\$ 343,000</u>	<u>\$ 293,236</u>	<u>\$ 343,000</u>

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**EXPENDITURE DETAIL – PARKING**

#	Computation/Explanation	Amount
5491	Parking administration Contract	325,000
5564	Parking meters Repair and maintenance	18,000
		\$ 343,000

**EXPENDITURE SUMMARY – COMMUNITY DEVELOPMENT ADMINISTRATION**

Fund: General 01  
 Department: Community Development  
 Division: Administration  
 Division #: 230

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ 395,104	\$ 342,997	\$ 350,852	\$ 407,883
Materials, Supplies & Services	45,329	56,000	22,917	105,900
Operating Budget	440,433	398,997	373,770	513,783
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 440,433</b>	<b>\$ 398,997</b>	<b>\$ 373,770</b>	<b>\$ 513,783</b>

**PERSONAL SERVICES DETAIL**

Classification	Current	Budget
Community Development Director	1.0	1.0
Planning Coordinator	1.0	1.0
Community Development Technician	1.0	1.0
Zoning Coordinator	1.0	1.0
Environmental Sciences Coordinator	1.0	1.0
Permitting Technician	1.0	1.0
	<u>5.0</u>	<u>6.0</u>

**Department Description, Goals and Objectives**

The Community Development Department administers and enforces zoning and land development regulations, building regulations, coastal and flood regulations, and local environmental standards, to encourage and promote, in accordance with present and future needs, the safety, health, order, convenience, prosperity and general welfare of the citizens of the Town and to recognize and promote real property rights. The Department provides staff support to the Town Council, Local Planning Agency and Historic Preservation Board regarding land development regulation matters and other matters as assigned. Activity goals for the department include: promote health, safety and welfare of the community; provide information and assistance to the residents, builders and business owners; and process all appeals, variances, rezoning, amendments and comprehensive land use matters.

**Community Development - Administration**

	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
01.230.515.5120 Salaries	\$ 278,051	\$ 243,473	\$ 257,819	\$ 288,223
01.230.515.5140 Overtime	459	-	60	-
01.230.515.5210 Social Security	21,251	18,625	19,720	22,049
01.230.515.5220 Retirement	27,888	24,347	24,037	28,822
01.230.515.5238 Life, Health & Disability	67,456	56,552	49,216	68,789
01.230.515.5374 Neighborhood Landscaping	8,771	12,500	6,174	12,500
01.230.515.5400 Travel/Training/Meals	4,636	10,000	6,951	10,000
01.230.515.5410 Telephone and communications	305	-	1,161	400
01.230.515.5455 Professional Services	28,810	25,000	2,728	70,000
01.230.515.5464 Equipment	771	5,000	1,683	5,000
01.230.515.5540 Memberships and Dues	1,036	3,500	2,061	3,500
01.230.515.5940 Environ. Educ and Restoration	500	-	2,160	4,000
01.230.515.5950 Miscellaneous	500	-	-	500
	<u>\$ 440,433</u>	<u>\$ 398,997</u>	<u>\$ 373,770</u>	<u>\$ 513,783</u>

**EXPENDITURE DETAIL – COMMUNITY DEVELOPMENT ADMINISTRATION**

#	Computation/Explanation	Amount
5120	Salaries Community Development Director 71,676 Planning Coordinator 40,947 Community Development Technician 35,906 Zoning Coordinator 44,880 Environmental Sciences Coordinator 51,000 Permitting Technician 43,814	288,223
5210	FICA Taxes (7.65% for full and part-time wages)	22,049
5220	Retirement - 10% contribution per employee	28,822
5238	Life, Health & Disability Insurance	68,789
5374	Neighborhood Landscaping	12,500
5400	Travel/Training/Meals APA, ASFPM, Conferences, FAPA, FACE Training	10,000
5410	Telephone and Communication	400
5464	Equipment Computer software & upgrades	5,000
5455	Professional Services	70,000
5540	Memberships and Dues APA, ASFPM memberships	3,500
5940	Environmental Education and Restoration	4,000
5950	Miscellaneous Expenses	500
		\$ 513,783

**EXPENDITURE SUMMARY – BUILDING AND SAFETY**

Fund: General 01  
 Department: Community Development  
 Division: Building and Safety  
 Division #: 235

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 85,766	\$ 86,704	\$ 85,063	\$ 84,682
Materials, Supplies & Services	549,835	454,686	243,320	228,900
Operating Budget	635,601	541,390	328,383	313,582
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 635,601</b>	<b>\$ 541,390</b>	<b>\$ 328,383</b>	<b>\$ 313,582</b>

**PERSONAL SERVICES DETAIL**

<b>Classification</b>	<b>Current</b>	<b>Budget</b>
Building Safety Services Coordinator	1.0	1.0
	1.0	1.0

**Department Description, Goals and Objectives**

The Building and Safety Division is dedicated to public safety through professional code administration, plan review, inspections and effective provision of quality building safety service. Goals and objectives include enforcing the provisions of the Town's building and zoning codes; process applications and permits in a timely manner; provide information to various boards, Town Council and Town Manager and coordinate activities relating to the Town's inter-local agreement with Lee County.

**Community Development - Building and Safety**

	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.235.515.5120 Salaries	\$ 58,223	\$ 58,400	\$ 59,623	\$ 59,568
01.235.515.5210 Social Security	4,465	4,468	4,561	4,556
01.235.515.5220 Retirement	5,800	5,840	5,962	5,957
01.235.515.5238 Life, Health & Disability	17,278	17,996	14,917	14,600
01.235.515.5400 Travel/Training/Meals	984	-	50	1,500
01.235.515.5410 Telephone/Comm	808	420	1,012	900
01.235.515.5453 Equipment	-	-	-	-
01.235.515.5535 Inter-local - Lee County	285,582	311,544	44,836	46,000
01.235.515.5601 Fees Collected and Remitted	262,102	142,407	196,926	180,000
01.235.515.5540 Membership and Dues	360	315	496	500
	<b>\$ 635,601</b>	<b>\$ 541,390</b>	<b>\$ 328,383</b>	<b>\$ 313,582</b>

**EXPENDITURE DETAIL – BUILDING AND SAFETY**

#	Computation/Explanation	Amount
5120	Salaries Building Safety Services Coordinator	59,568
		59,568
5210	Social Security (7.65% of full and part-time wages)	4,556
5220	Retirement - 10% annual contribution per employee	5,957
5238	Life, Health & Disability Insurance	14,600
5400	Travel/Training/Meals	1,500
5410	Communications Cell phone @ \$75 per month for 1 employee	900
5532	Contracted Services/Inter-local @ \$3,833 per mo County Building Code and Development review	46,000
5601	Fees Collected and Remitted to Lee County	180,000
5540	Dues/Memberships - ICC membership	500
		\$ 313,582

**EXPENDITURE SUMMARY – CODE COMPLIANCE**

Fund: General 01  
 Department: Community Development  
 Division: Code Compliance  
 Division #: 236

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ 109,416	\$ 113,352	\$ 103,429	\$ 107,512
Materials, Supplies & Services	15,629	24,510	16,949	23,670
Operating Budget	125,045	137,862	120,378	131,182
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 125,045</b>	<b>\$ 137,862</b>	<b>\$ 120,378</b>	<b>\$ 131,182</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
Code Enforcement Officer	2.0	2.0
	2.0	2.0

**Department Description, Goals and Objectives**

The Code Compliance Division is dedicated to enhancing the quality of life for residents by promoting, maintaining and improving a safe and desirable environment to live, work and play. The division stresses effective education and positive efforts to gain compliance with the Land Development Code and all other Town codes and ordinances. The goal of the Division is to significantly reduce the number of ordinance violations within the Town.

**Community Development - Code Compliance**

	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.236.515.5120 Salaries	\$ 73,450	\$ 73,634	\$ 72,149	\$ 75,100
01.236.515.5140 Overtime	918	-	1,446	-
01.236.515.5210 Social Security	5,797	5,633	5,644	5,745
01.236.515.5220 Retirement	7,575	9,117	6,885	7,510
01.236.515.5238 Life, Health & Disability	21,676	24,968	17,306	19,157
01.236.515.5400 Travel/Training/Meals	905	1,000	747	1,000
01.236.515.5410 Telephone/Comm	414	1,260	380	420
01.236.515.5453 Equipment/Maintenance	1,588	2,000	608	2,000
01.236.515.5540 Membership and Dues	100	2,000	1,119	2,000
01.236.515.5631 Special Master/Outside Attorney	12,622	17,000	12,587	17,000
01.236.515.5950 Miscellaneous Expenses	-	1,250	1,508	1,250
	<b>\$ 125,045</b>	<b>\$ 137,862</b>	<b>\$ 120,378</b>	<b>\$ 131,182</b>



**EXPENDITURE SUMMARY – LPA**

Fund: General 01  
 Department: Community Development  
 Division: LPA  
 Division#: 270

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	3,407	18,300	3,372	18,300
Operating Budget	3,407	18,300	3,372	18,300
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 3,407</b>	<b>\$ 18,300</b>	<b>\$ 3,372</b>	<b>\$ 18,300</b>

**PERSONAL SERVICES DETAIL**

<b>Classification</b>	<b>Current</b>	<b>Budget</b>
	-	-
	-	-

**Department Description, Goals and Objectives**

The goal of the LPA (Local Planning Agency) is to enhance the quality of life and the design of the community, foster innovative planning and promoting sustainable development through exercising commitment to public service, fairness, respect, trust and environmental stewardship. Members of the LPA are appointed by the Town Council and meet monthly.

**Community Development - LPA (Local Planning Agency)**

		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
01.270.515.5652	LPA Minutes	\$ 1,200	\$ 2,900	\$ 1,795	\$ 2,900
01.270.515.5657	LPA Miscellaneous	955	1,000	877	1,000
01.270.515.5658	LPA Training	1,253	2,400	700	2,400
01.270.515.5791	Historical Preservation	-	12,000	-	12,000
		<b>\$ 3,407</b>	<b>\$ 18,300</b>	<b>\$ 3,372</b>	<b>\$ 18,300</b>

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**EXPENDITURE DETAIL – LPA**

#	Computation/Explanation	Amount
5652	LPA meeting minutes	2,900
5657	LPA Miscellaneous	1,000
5658	LPA Training	2,400
5791	Historical Preservation	12,000
		\$ 18,300

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*OTHER FUNDS*

**GAS TAX – REVENUE AND EXPENDITURES**

Fund: Gas Tax Fund 11  
 Department: Gas Tax Fund  
 Division: \_\_\_\_\_  
 Division #: \_\_\_\_\_

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	2,400,423	469,135	191,969	469,135
Operating Budget	2,400,423	469,135	191,969	469,135
Capital Outlay (transfer)	-	250,000	-	-
	-	-	-	-
<b>Total Budget</b>	<b>\$2,400,423</b>	<b>\$ 719,135</b>	<b>\$ 191,969</b>	<b>\$ 469,135</b>

**PERSONAL SERVICES DETAIL**

<b>Classification</b>	<b>Current</b>	<b>Budget</b>
	-	-
	-	-

**Department Description, Goals and Objectives**

Gas Tax Fund is used to account for gas taxes and other resources dedicated to road related projects. Transfers to capital projects fund will accomplish long-term road related capital projects.

Revenue: \$ 469,135

		<b>Gas Tax Fund</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
11.300.541.5411	Road Surveys	\$ -	\$ 25,000	\$ 3,724	\$ 25,000
11.300.541.5412	Traffic Control	48,754	50,000	47,380	50,000
11.300.541.5413	Trolleys	20,104	235,000	13,817	235,000
11.300.541.5461	Bridge Maintenance	-	8,335	20	8,335
11.300.541.5831	Street Lighting Utilities	57,704	61,800	54,498	61,800
11.300.541.5832	Street Lighting Repairs	7,477	64,000	2,433	64,000
11.300.541.5833	Traffic signal maintenance	7,054	15,000	3,853	15,000
11.300.541.5853	Road Repair and Maintenance	348	10,000	23,103	10,000
11.300.541.5865	Transfer out	2,251,713	-	33,827	-
11.300.590.5533	Bank Charges	7,269	-	9,315	-
	Capital transfer - Road resurfacing	-	250,000	-	-
	Capital transfer - Road drainage	-	-	-	-
	Capital transfer - Basin based	-	-	-	-
		<b>\$ 2,400,423</b>	<b>\$ 719,135</b>	<b>\$ 191,969</b>	<b>\$ 469,135</b>

**BEACH RENOURISHMENT – REVENUE AND EXPENDITURES**

Fund: Beach Renourishment 06  
 Department Beach Renourishment  
 Division \_\_\_\_\_  
 Division # \_\_\_\_\_

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	16,990	-	-	20,000
Operating Budget	16,990	-	-	20,000
Capital Outlay	-	110,000	301,502	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 16,990</b>	<b>\$ 110,000</b>	<b>\$ 301,502</b>	<b>\$ 20,000</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

Beach Renourishment Fund is used to account for funds used to renourish the Beach in order to ensure the long-term recreational and economic vitality of the Beach. There are no expenses anticipated for this fund other than transfers to the Capital Projects Fund for costs associated with the beach renourishment project.

Revenue: \$ 20,000

		<b>Beach Renourishment</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
06.000.590.5533	Bank charges	\$ 16,990	\$ -	\$ -	\$ 20,000
06.000.590.5995	Transfer to General Fund	-	110,000	301,502	-
		<b>\$ 16,990</b>	<b>\$ 110,000</b>	<b>\$ 301,502</b>	<b>\$ 20,000</b>

## BEACH ACCESS – REVENUE AND EXPENDITURES

Fund: Beach Access 09  
 Department: Beach Access  
 Division: \_\_\_\_\_  
 Division #: \_\_\_\_\_

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ -	\$ 106,900	\$ -	\$ 104,880
Materials, Supplies & Services	327,154	343,735	322,925	698,852
Operating Budget	327,154	450,635	322,925	803,732
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 327,154</b>	<b>\$ 450,635</b>	<b>\$ 322,925</b>	<b>\$ 803,732</b>

### PERSONAL SERVICES DETAIL

Classification	Current	Budget
	-	-
	-	-

### Department Description, Goals and Objectives

Beach Renourishment Fund is used to account for funds used to renourish the beach in order to ensure the long-term recreational and economic vitality of the Beach. There are no expenses anticipated for this fund other than transfers to the Capital Projects Fund for costs associated with the Beach renourishment project.

Revenue: \$ 803,732

		Beach Access			
		Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
09.000.513.5120	Salaries - maint. and benefits	\$ -	\$ 106,900	\$ -	\$ -
09.000.530.5950	Contract Labor	-	-	-	104,880
09.000.541.5464	Equipment - Beach Access	2,667	30,257	10,603	30,257
09.000.541.5955	Beach Raking	-	-	-	30,000
09.000.572.5462	Beach Access repairs & maint.	74,884	116,100	83,351	171,438
09.000.572.5465	ADA Reconstruction	19,045	-	-	-
09.000.572.5843	Horticultural and Solid Waste	16,867	60,000	18,068	57,000
09.000.513.5353	Beach Access Operating Supplies	13,089	58,978	258	51,978
09.000.531.5431	Beach Access Utilities	308	-	626	4,260
09.000.513.5334	Mound House Contracted Services	2,498	31,200	27,546	57,000
09.000.513.5353	Mound House Operating Supplies	915	3,250	3,925	3,250
09.000.530.5346	Mound House Repairs & Maint.	1,623	4,000	827	9,000
09.000.531.5433	Mound House Utilities	16,052	4,000	4,782	5,500
09.000.513.5335	Newton Park Contracted Services	15,919	16,200	29,788	20,000
09.000.513.5510	Newton Park Operating Supplies	1,480	3,750	1,333	3,750
09.000.530.5348	Newton Park Repairs & Maint.	9,080	7,500	619	12,000
09.000.590.5950	Misc. Expenses	6	-	2	-
09.000.591.5995	Transfer to General fund	135,431	-	137,143	233,419
09.000.531.5434	Newton Park Utilities	17,287	8,500	4,055	10,000
		<b>\$ 327,154</b>	<b>\$ 450,635</b>	<b>\$ 322,925</b>	<b>\$ 803,732</b>

**PARK IMPACT – REVENUE AND EXPENDITURES**

Fund: Park Impact Fees 05  
 Department: Park Impact Fees  
 Division: \_\_\_\_\_  
 Division #: \_\_\_\_\_

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	18,379	-	2,266	750
Operating Budget	18,379	-	2,266	750
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 18,379</b>	<b>\$ -</b>	<b>\$ 2,266</b>	<b>\$ 750</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

Park Impact Fees Fund is used to account for funds and other resources dedicated to park related improvement projects. Park Impact Fees may be transferred to the Capital Projects Fund for Parks related projects.

Revenue           \$       750

		<b>Park Impact Fees</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
05.000.590.5533	Bank charges/Projects	\$ 18,379	\$ -	\$ 2,266	\$ 750
		\$ 18,379	\$ -	\$ 2,266	\$ 750

**ROAD IMPACT – REVENUE AND EXPENDITURES**

Fund: Road Impact Fees 04  
 Department Road Impact Fees  
 Division \_\_\_\_\_  
 Division # \_\_\_\_\_

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	303,511	75,000	4,023	31,000
Operating Budget	303,511	75,000	4,023	31,000
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 303,511</b>	<b>\$ 75,000</b>	<b>\$ 4,023</b>	<b>\$ 31,000</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

Park Impact Fees Fund is used to account for funds and other resources dedicated to park related improvement projects. Park Impact Fees may be transferred to the Capital Projects Fund for Parks related projects.

Revenue           \$   31,000

Park Impact Fees				
	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
04.000.590.5533   Bank charges/Projects	\$ 303,511	\$ 75,000	\$ 4,023	\$ 31,000
	<u>\$ 303,511</u>	<u>\$ 75,000</u>	<u>\$ 4,023</u>	<u>\$ 31,000</u>

**EMERGENCY MANAGEMENT– REVENUE AND EXPENDITURES**

Fund: Emergency Preparedness 12  
 Department: Emergency Preparedness  
 Division: \_\_\_\_\_  
 Division #: \_\_\_\_\_

<b>Expenditure Category</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	-	500,000	-	1,000
Operating Budget	-	500,000	-	1,000
Capital Outlay	-	-	-	-
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>

**PERSONAL SERVICES DETAIL**

<u>Classification</u>	<u>Current</u>	<u>Budget</u>
	-	-
	-	-

**Department Description, Goals and Objectives**

This fund will account for payments during a declared emergency. The Town Council must specifically authorize any expenditures from this fund. A transfer from the General Fund unrestricted fund balance established this fund. Interest earned in future years will accrue to the Emergency Preparedness fund balance.

Revenue: \$ 1,000

		<b>Emergency Management</b>			
		<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
12.000.525.5346	Emergency Repairs	\$ -	\$ 500,000	\$ -	\$ 1,000
		\$ -	\$ 500,000	\$ -	\$ 1,000

## CAPITAL PROJECTS FUND – REVENUE AND EXPENDITURES

Fund: Capital Projects 13  
 Department: Capital Projects  
 Division: \_\_\_\_\_  
 Division #: \_\_\_\_\_

Expenditure Category	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
Personnel Costs	\$ -	\$ -	\$ -	\$ -
Materials, Supplies & Services	-	-	-	-
Operating Budget	-	-	-	-
Capital Outlay	1,807,905	2,107,175	312,105	6,747,678
Non-Operating Budget	-	-	-	-
<b>Total Budget</b>	<b>\$ 1,807,905</b>	<b>\$ 2,107,175</b>	<b>\$ 312,105</b>	<b>\$ 6,747,678</b>

### PERSONAL SERVICES DETAIL

Classification	Current	Budget
-	-	-
-	-	-

### Department Description, Goals and Objectives

The Capital Projects fund was developed in the 2008 FY to account for the North Estero Rehab project. For the current year, the Capital projects fund will include all Town-wide capital projects and will reflect the adopted CIP.

#### Revenue:

Capital Projects - Water Utility Improv. - Bond Proceeds	\$ 2,900,000
Capital Projects-All Other-Gas Tax Fund, General Fund, Grants	3,847,678
	\$ 6,747,678

Capital Projects Fund				
	Actual FY 11	Budget FY 12	Unaudited FY 12	Budget FY 13
13.000.541.5414 Stormwater Master Plan Implementation	\$ 31,614	\$ 250,000	\$ 17,200	\$ 1,000,000
13.000.541.5459 Basin Based Project HMPG 1609	-	562,215	-	599,400
13.000.541.5432 Comfort Stations	-	-	-	15,000
13.000.541.5844 Solid Waste Transfer Station	-	-	-	-
13.000.399.3709 North Estero	1,003,889	-	29,367	250,000
<i>new</i> Beach and Bay Access Improvements	-	-	-	209,396
13.000.541.5474 Laguna Shores	-	227,000	102,141	-
<i>new</i> Bay Oaks Partitions, Stor. Bldg, Backstop	-	-	-	24,500
13.000.541.5467 Mound House	535,717	670,447	136,980	1,125,457
13.000.541.5469 Newton Park	-	217,513	-	144,925
<i>new</i> Public Dock	-	-	-	15,000
<i>new</i> Time Square Paver Replacement	-	-	-	185,000
13.000.541.5789 TDC Park Development	10,716	-	-	-
13.000.513.595 Miscellaneous Expense	13,450	-	-	-
13.000.573.5779 WCIND Kayak Shed	4,950	-	6,406	-
<i>new</i> Multi Modal Impr(Crescent, CT, Mantazas)	-	-	-	95,000
13.000.573.5782 Road Repair & Maintenance	207,568	180,000	20,011	180,000
<i>new</i> Purchases - Camera/Computers/GPS	-	-	-	4,000
<i>new</i> Water Utility Improvements - Phase I & IA	-	-	-	2,500,000
<i>new</i> Water Utility Improvements - Phase II	-	-	-	200,000
<i>new</i> Water Utility Improvements - Phase III	-	-	-	200,000
	\$ 1,807,905	\$ 2,107,175	\$ 312,105	\$ 6,747,678

**WATER UTILITY ENTERPRISE FUND – REVENUES AND EXPENDITURES**

<b>Revenues</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Miscellaneous	264,521	2,160	9,357	8,000
Interest Income	4,843	2,000	3,756	2,300
Tap in Charges/Other customer charges	-	1,000	11,561	16,000
Establish service charge	12,269	4,140	13,746	4,000
Trip charges	694	600	1,334	800
Reconnection Fees	4,743	3,200	3,710	3,200
Overpayments	0	-	-	-
Fire Service	11,550	9,000	12,384	10,000
Water	3,407,890	3,393,300	3,426,096	3,393,300
Water - late charges	15,788	11,000	12,825	11,000
Water - Administration	102,043	80,000	102,869	90,000
Deposits	(0)	-	-	-
Water - Capital Reserves	318,635	300,000	317,922	310,000
Water Impact Fees	-	-	13,844	-
<b>Total Revenues</b>	<b>4,142,977</b>	<b>3,806,400</b>	<b>3,929,404</b>	<b>3,848,600</b>

<b>Expenditures</b>	<b>Actual FY 11</b>	<b>Budget FY 12</b>	<b>Unaudited FY 12</b>	<b>Budget FY 13</b>
Salaries	\$ -	\$ -	\$ 34,740	\$ 40,947
FICA	-	-	2,658	3,132
Retirement	-	-	3,474	4,095
Life, Health & Disability	-	-	7,447	9,313
Administrative Expense	89,806	92,949	93,172	190,944
Professional Services	1,462	157,000	1,120	148,000
Accounting & auditing	22,500	21,000	22,500	-
Other Contractual Services	16,455	79,495	18,490	93,500
Utility Services	41,503	41,000	39,400	46,000
Insurance	74,263	80,000	80,000	80,000
Repair and maintenance	378,648	334,901	323,905	452,000
Other Current charges	6,342	2,591	3,123	4,700
Office supplies	-	-	-	5,437
Operating supplies	29,774	17,500	26,603	19,000
Capital Additions/Operations Equipment	63,683	256,000	23,001	198,000
Depreciation expense	250,148	222,737	283,631	222,737
Travel/training/meals	-	3,000	-	3,000
Professional Services Management	435,780	454,612	609,490	468,250
Security Deposit Refunds	1,650	-	-	-
Bank charges	23,134	15,000	26,499	16,000
Membership and dues	545	600	545	600
Bulk water agreement	1,357,157	1,301,735	1,414,574	1,340,787
Professional services - legal	44,836	50,000	-	50,000
Capital Improvements	(19,471)	153,246	-	100,000
Reserve - Capital improvements	-	300,000	-	107,050
Notes payable - interest	65,108	43,034	60,034	65,108
Notes payable - principal	-	180,000	-	180,000
<b>Total Expenses</b>	<b>2,883,322</b>	<b>3,806,400</b>	<b>3,074,407</b>	<b>3,848,600</b>

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*GLOSSARY*

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## GLOSSARY OF TERMS

<b>Ad Valorem</b>	Revenue generated by placing a tax on the value of real and personal property that is subject to taxation, as defined by Florida statutes.
<b>Annual Budget</b>	A budget applicable to a single fiscal year.
<b>Appropriation</b>	A legal authorization granted by a legislative body (e.g. the Council) to incur obligations and make expenditures for specific purposes.
<b>Assessed Valuation</b>	The valuation of real and personal property established by the Property Appraiser as the basis for levying taxes.
<b>Budget</b>	A fiscal plan of operation. The budget is comprised of proposed expenditures and proposed revenues together with specific authorizations and restrictions as appropriate. It also includes the current and prior fiscal period history. The budget quantifies executive and legislative objectives and provides a means to measure performance. As a guide for operations, the budget changes over time in response to changes in conditions. The budget embodies public policy and provides insight into how the policy will be implemented.
<b>Balanced Budget</b>	Total expenditures and other financing (uses) are equal to the total revenues and other financing (sources), resulting in no change to fund balance.
<b>Capital Outlay</b>	Expenditures for capital items such as equipment, machinery or vehicles greater than \$1,000 or more and a useful life in excess of one year.
<b>Capital Improvement Plan</b>	All capital expenditures planned for the next five years. The program specifies both proposed projects and the resources estimated to be available to fund the expenditures:
<b>Charges for Services</b>	This refers to a revenue source for a program which is attributable to a particular service provided. An example would be revenue for the water utility based upon the use of water by a customer.
<b>CDBG</b>	Community Development Block Grant is a grant program administered by the U.S. Department of Housing and Urban Development. The Town participates to provide After School programs and Senior Citizen programs.
<b>Contingency</b>	An appropriation of funds to cover unforeseen expenses that occur during the budget year.
<b>Debt Service</b>	Payment of principal and interest related to debt.
<b>Department</b>	An organizational unit responsible for carrying out a major governmental function, such as Finance or Public Works.

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## GLOSSARY OF TERMS

<b>Expense</b>	A decrease in net total assets. Expenses represent the total cost of operations during a fiscal period. The cost of goods delivered or services rendered, debt service and capital outlay.
<b>Fiscal Year</b>	The annual period applicable to the annual operating budget. The Town's standard fiscal year runs from October 1 through September 30.
<b>FPAN</b>	Florida Public Archaeology Network
<b>Fund</b>	A fiscal and accounting entity which is comprised of a self-balancing set of accounts which reflect all assets, liabilities, equity, revenue and expenses necessary to disclose financial position and the results of operations. Generally, the number of individual funds should be kept at the lowest number which allows effective and efficient management, with activities which are similar in nature and purpose accounted for in the same fund.
<b>General Fund</b>	The fund used to account for both general government activities and those activities not required to be accounted for in another fund.
<b>GIS</b>	Geographical Information System.
<b>Homestead Exemption</b>	A state program which deducts up to \$50,000 from the gross value of the primary residential real estate property occupied by a Florida resident in order to determine the net taxable value.
<b>Infrastructure</b>	The equipment, facilities and other capital improvements necessary to provide services.
<b>Intergovernmental Revenues</b>	Revenues from other governments in the form of grants, entitlements, shared revenues and payments in lieu of taxes.
<b>LAN</b>	Local Area Network. Multiple computers connected by a communications system which enables them to share data.
<b>Millage Rate</b>	The ad valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value.
<b>Modified Accrual</b>	Under the modified accrual basis of accounting, revenues are recognized when they are both measurable and available.
<b>Non-Department</b>	Functions and accounts which are not directly related to a department's primary service activities or which are separate from departmental operations for control purpose. (See General Services)
<b>Objective</b>	A clear statement of what a program is intended to achieve in the short-term, given a certain set of resources.
<b>Other Revenues</b>	Includes miscellaneous revenue items and often are interest earnings on invested fund balances.

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## GLOSSARY OF TERMS

<b>Personal Services</b>	Salaries, wages and fringe benefits such as overtime, pension, workers' compensation and insurance for employees.
<b>Program</b>	A program consists of clearly defined resources applied towards achieving a specific public goal.
<b>Revenue</b>	Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.
<b>Right-of-Way (R.O.W.)</b>	Strip of land over which facilities such as highways, railroads or power lines are built.
<b>Rolled Back Rate</b>	The millage rate which, exclusive of new construction, will provide the same property (ad valorem) tax revenue for each taxing entity as was levied during the prior year. The roll back rate controls for changes in the market value of property and represents "no tax increase". The only source of additional tax revenue, if the rolled-back rate is levied, is the tax upon new construction. Depending upon the circumstances, the rolled back rate may be higher than prior years.
<b>Special Revenue Fund</b>	A fund used to account for the proceeds of specific revenue sources (other than special assessments or expendable trusts) which are legally restricted to expense for specified purposes.
<b>Transfers</b>	Budget amounts transferred from one fund, one program, one unit, or one line item to another to assist in financing the service of the recipient fund, program, unit or line item.
<b>Truth in Millage Law (TRIM)</b>	A 1980 Florida law which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of the various taxing authorities.
<b>User Fee</b>	Fee charged for the use of certain municipal services

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