

INDIALANTIC

FY-13
ADOPTED BUDGET

SEPTEMBER, 2012

MEMORANDUM

TO: Mayor & Council

FROM: Christopher W. Chinault
Town Manager

RE: FY-13 Adopted Budget

DATE: September 19, 2012

The FY-13 Town budget was adopted with a total budget amount of \$4,066,736 and a total general fund budget portion of \$3,190,668. The millage rate has been set at the roll back rate of 6.7395 mills as initially determined by Council on July 17, 2012. One mill equals one dollar for every one thousand dollars of taxable value. The roll-back rate is that rate which is intended to realize the same ad valorem tax revenue in FY-13 as was realized in FY-12.

The FY-12 initially adopted budget totaled \$4,060,999 with the general fund portion totaling \$3,222,185 with an adopted millage of 6.7804 mills.

The budget provides for the normal operation of the police, fire/rescue, public works, protective inspections, and administration departments. The budget addresses providing:

- two tasers for the police department (521.5260);
- replacing the 2001 GMC SUV, which has in excess of 120,000 miles on it, for the police department (521.6400);
- a camera in the replacement police department SUV (521.6400);
- a reflection of grant funds being requested that will include the purchase of bunker gear for fire/rescue personnel (\$45,838 in grant funds in account 338.1400 with an expense of \$48,250 in account 522.5220);
- five sets of bunker gear (i.e. coats and pants) for fire/rescue personnel (522.6400);
- providing \$7,110 for street patching (541.6300);
- providing \$4,000 to repair broken sidewalks (541.6320); and
- providing \$5,500 for 5th Avenue holiday lights (572.4400), the money having been raised by volunteers in the Town.

The budget does not include money for hiring any additional personnel, the general resurfacing of streets, or the replacement of failing storm sewers.

TOWN OF INDIALANTIC

ADOPTED BUDGET

OCTOBER 1, 2012 - SEPTEMBER 30, 2013

INDIALANTIC TOWN COUNCIL

Dave Berkman, Mayor
Loren Goldfarb, Deputy Mayor
Stuart Glass, Councilmember
Randy Greer, Councilmember
Jill Hoffman, Councilmember

BUDGET AND FINANCE COMMITTEE

Eugene Terkoski, Chairman
Bruce Bogert, Member
Orlando Brillante, Member
Mike Melhado, Member
Karen Turja, Member

Christopher W. Chinault, Town Manager
Laura Eaton, Town Clerk/Finance Director

**2012/2013 BUDGET
Personnel Schedule**

Department	Position Classification	11/12 Current	New	12/13 Total
Administrative	Town Manager	1	0	1
	Town Clerk	1	0	1
	Deputy Town Clerk	1	0	1
Police	Police Chief	1	0	1
	Office Manager	1	0	1
	Police Sergeant	3	0	3
	Police Officer	7	0	7
	Police Detective	0	0	0
	Administrative Assistant (Records Clerk)	1	0	1
	Senior Communications Officer	1	0	1
	Communications Officer	3	0	3
	Communications Officer (PT)	3	0	3
	School Crossing Guard (PT)	1	0	1
Fire	Fire Chief	1	0	1
	Fire Fighter/Paramedic	3	0	3
	Fire Fighter/EMT	3	0	3
	Fire Fighter (Volunteer)	14	0	14
Protective Inspection	Building Official/Code Enforcement	1	0	1
Public Works	Public Works Director	1	0	1
	Maintenance Worker II	2	0	2
	Maintenance Worker I	2	0	2
	Maintenance Worker (PT)	1	0	1
	Administrative Assistant	1	0	1
	Parking Enforcement (PT)	4	0	4
Total Full Time		34	0	34
Total Part Time		9	0	9
Total Volunteer		<u>14</u>	<u>0</u>	<u>14</u>
Total		<u>57</u>	<u>0</u>	<u>57</u>

**TOWN OF INDIALANTIC
BUDGET PREPARATION AND ADOPTION SCHEDULE
FISCAL YEAR 2012/2013**

MAY

30 Proposed budgets submitted by Department Heads

JUNE

30 Certification of taxable value by Property Appraiser (form 420)

JULY

10 Budget and Finance Committee meeting

17 Town Council meeting - set proposed millage rate

18 Notification to Property Appraiser of the proposed millage rate, rolled-back rate, and date, time and place of the tentative budget hearing (DR 420)

AUGUST

21 Town Council budget workshop – 6:00 p.m.

NLT 24 Property Appraiser mails notice of proposed property taxes (DR 474 trim notice)

SEPTEMBER

4 First tentative budget and millage rate public hearing (5:30 p.m.)

15 Advertise the tentative budget and millage rate

18 Second public hearing - adopt final millage and budget (7:00 p.m.)

19 Mail copy of millage resolution to Property Appraiser

After the value adjustment board Property Appraiser delivers form DR 422 (final adjusted tax roll)

Within 3 days of the above Complete and certify form DR 422 and deliver to Property Appraiser

OCTOBER

18 Complete and submit form DR 487 with TRIM compliance package within 30 days following the final budget hearing

FUNDS

The Town's operating budget is divided into different funds. Each fund is considered a separate accounting entity with resources allocated based on the purposes for which they are to be used. In effect, the Town has several distinct budgets which must be balanced separately within the one operating budget. The Town's funds are:

General Fund - This fund is the general operating fund of the Town. All general tax revenues and other revenues that are not allocated by law or contractual agreement to another fund are received into the general fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the general fund.

Debt Service Fund - This fund is used to account for the accumulation of resources for, and the payment of, principal and interest on general long-term debt, other than bonds payable from the operations of enterprise funds.

Enterprise Fund - This fund is used to account for operations that provide service to citizens, financed primarily by a user charge. The net income is measured on a periodic basis and deemed appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Trust and Agency Funds - These funds are used to account for assets held by the Town as trustee or agent for individuals, private organizations, other governmental units and/or other funds.

Special Investigative Trust Fund - Monies seized by law enforcement officers in connection with drug activities pursuant to Florida statutes.

REVENUE SOURCES

The Town's municipal revenues are utilized to pay for the services provided to its citizens.

Revenues collected by the Town are ad valorem taxes, municipal utility taxes, franchise fees, user fees, intergovernmental revenues, local option taxes, occupational license taxes, fines and forfeitures, investment income, contributions and donations, miscellaneous revenue, assessments and grants. A general description of each follows:

Ad Valorem Property Taxes - The property tax is the only local tax source authorized by the Constitution of the State of Florida and it is capped at 10 mills. The property tax is based on the value of real and personal property. The value of residential property represents only the value of the real estate, which includes buildings and improvement; while commercial property includes these values in addition to all relevant personal property.

Municipal Utility Taxes - The municipal utility tax is levied by the municipality on specific utility services and collected by the utility provider through the utility bill, even if the provider is the municipality itself. The Communications Services Tax (also referred to as Telecommunications Tax) has replaced utility taxes on telephone service and cable providers.

Franchise Fees - The franchise fee is levied on a company or utility for the privilege of doing business within the municipality's jurisdiction and/or for utilizing municipal rights-of-way to do business. The Communications Services Tax (also referred to as Telecommunications Tax) has replaced franchise fees from telephone and cable television service providers.

User Fees - User fees are voluntary payments based on direct, measurable consumption of publicly provided goods and services.

Intergovernmental Revenues - These revenues are collected by one government, typically the State, and shared with other governmental units. State-shared revenue programs require the local government to meet specific conditions in order to receive such monies and to spend the monies for specific purposes.

Local Option Taxes - These taxes may only be levied in those municipalities where statutory requirements for their imposition have been met. The Town receives local option gasoline taxes and infrastructure sales tax under this option.

Business Tax Receipts - The business tax is levied for the privilege of engaging in or managing any business, profession or occupation within the jurisdiction of the Town.

Fines and Forfeitures - These receipts are collected from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for neglect of official duty.

Investment Income - Investment income is derived from the investment of cash receipts and idle funds through cash management.

Contributions and Donations - Monies received from various sources such as gifts, pledges, requests or grants from non-governmental entities.

Assessment - Revenue generated for certain public improvements authorized by Section 170.01, Florida Statutes which is levied on individual property based on benefit.

Grant - Revenues received by various entities to fund in full or in part certain projects.

Miscellaneous Revenue - Miscellaneous revenues may be received from a variety of other non-designated sources that do not fit any of the aforementioned categories.

12/13

BUDGET SUMMARY

Trust & Agency

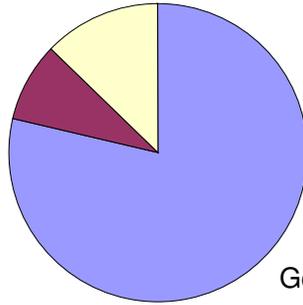
Funds

13%

Enterprise

Funds

9%



General Fund

78%

GENERAL FUND

Department	Personnel	Operating	Capital	Transfer/Reserve	Total
Town Council	10,334	610	-	-	10,944
Administration	273,538	10,404	-	-	283,942
Professional Services	-	51,775	-	-	51,775
Other General Services	1,000	116,143	10,000	10,678	137,821
Law Enforcement	1,278,327	112,046	38,850	-	1,429,223
Fire Control	638,121	110,700	13,750	-	762,571
Protective Inspection	98,342	5,755	-	-	104,097
Roads, Streets, Parks	249,999	123,738	11,110	-	384,847
Recreation/Beautification	-	15,448	-	-	15,448
Capital Improvement	-	-	10,000	-	10,000
TOTAL GENERAL FUND	2,549,661	546,619	83,710	10,678	3,190,668

ENTERPRISE FUND

Department	Personnel	Operating	Capital	Transfer	Total
Enterprise 1	83,211	170,076	4,800	10,984	269,071
Enterprise 2	20,978	63,506	1,200	-	85,684
TOTAL	104,189	233,582	6,000	10,984	354,755

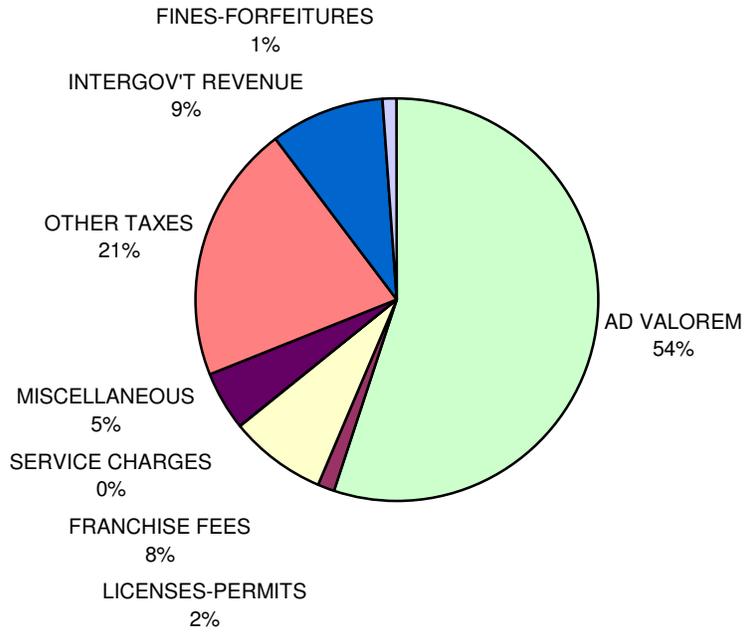
TRUST AND AGENCY FUNDS

Department	Personnel	Operating	Capital	Transfer	Total
Pension Trust Funds	-	499,929	-	-	499,929
Accumulated Leave	-	20,384	-	-	20,384
Special Investigative Trust	-	1,000	-	-	1,000
TOTAL	-	521,313	-	-	521,313

	Personnel	Operating	Capital	Transfer	Total
TOTAL ALL FUNDS	2,653,850	1,301,514	89,710	21,662	4,066,736

GENERAL FUND

2012-2013 REVENUES

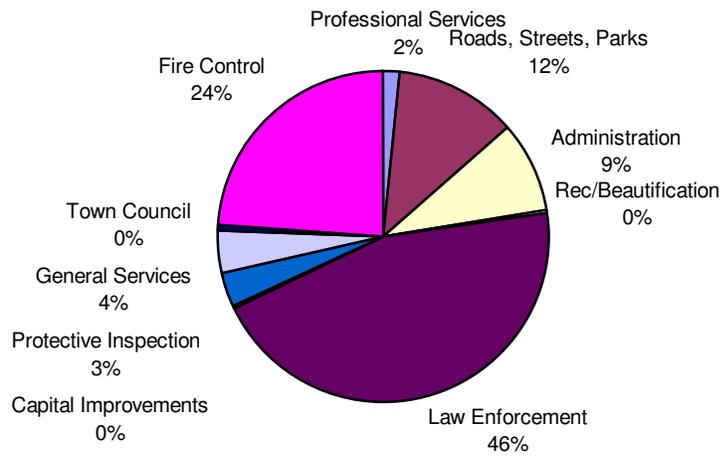


ACCT	GENERAL FUND	11-12	12-13
	TAXES	ADOPTED	ADOPTED
311.1000	Ad Valorem Taxes	1,734,169	1,734,543
312.4000	Local Option Gas Tax	87,208	81,000
312.5100	Fire Insurance Premium Tax (Pension)	43,538	43,538
312.5200	Casualty Insurance Premium Tax (Pension)	37,734	37,734
323.1000	Electric Franchise Fee	217,000	207,000
323.7000	Solid Waste Franchise Fee	42,000	44,000
314.1000	Electric Utility Tax	240,000	235,000
314.3000	Water Utility Tax	50,000	50,000
314.4000	Gas Utility Tax	9,000	9,000
323.3200	Telecommunications Tax	217,000	210,000
	Total Taxes	2,677,649	2,651,815
	LICENSES-PERMITS		
316.0000	Business Tax	31,000	29,500
322.1000	Building Permits	19,000	20,000
	Total Licenses & Permits	50,000	49,500
	INTERGOVERNMENTAL REVENUE		
335.1200	State Revenue Sharing Proceeds	77,000	77,000
335.1500	Alcoholic Beverage Licenses	4,500	4,000
335.1800	Local Government Half-Cent Sales Tax	134,000	132,000
338.1100	County Business Tax	700	500
338.1300	Local Law Enforcement Grant	1,000	1,000
338.1400	FEMA Firefighter Assistance grant-bunker gear	45,838	45,838
338.1600	FDOT Maintenance	6,772	6,772
338.1610	FDOT Signal Maintenance	3,933	4,173
338.3200	TIFT Funds - sidewalk	-	-
338.3300	County EMS First Responder	21,000	23,000
	Total Intergovernmental	294,743	294,283

ACCT	GENERAL FUND	11-12	12-13
	SERVICE CHARGES	ADOPTED	ADOPTED
341.2000	Variance Fees	1,125	675
341.4000	Copying	300	300
	Total Charges for Services	1,425	975
	 FINES-FORFEITURES		
351.1000	Judgments and Fines	45,000	35,000
351.2000	Surplus Property	1,500	1,000
351.3000	Police Education Fund	3,700	3,500
	Total Fines & Forfeitures	50,200	39,500
	 MISCELLANEOUS		
361.3200	Interest-Tax Collector	50	50
362.1000	Lot Mowing	800	800
366.1000	Miscellaneous Income	20,073	20,000
369.2000	Harris Recycling	3,500	3,500
382.1000	Contributions - Enterprise Operations	120,745	120,745
382.4000	Witch Way 5k	3,000	3,000
382.5000	Pavers		1,000
382.6000	Holiday lights		5,500
	Total Miscellaneous	148,168	154,595
	 TOTAL GENERAL FUND	 3,222,185	 3,190,668

**GENERAL FUND EXPENDITURES
2012/2013**

BY DEPARTMENT



SUMMARY

ACCT	NAME	11-12 ADOPTED	12-13 ADOPTED
514	Professional Services	48,275	51,775
541	Roads, Streets, Parks	380,053	384,847
513	Administration	285,962	283,942
572	Rec/Beautification	26,412	15,448
521	Law Enforcement	1,490,359	1,429,223
590	Capital Improvements	5,000	10,000
524	Protective Inspection	106,649	104,097
519	General Services	131,222	137,821
511	Town Council	11,634	10,944
522	Fire Control	736,619	762,571
	TOTAL	3,222,185	3,190,668

GENERAL FUND
TOWN COUNCIL

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
511.1200	Council Compensation	9,600	9,600
511.2100	Fica	734	734
	Subtotal	10,334	10,334
511.4000	Functions/Travel	800	510
511.5100	Photos/Plaques	500	100
	Subtotal	1,300	610
	TOTAL	11,634	10,944

ADMINISTRATION

This Department is responsible for the day-to-day operation of the Town and provides a central point of contact for the public. Administration coordinates the financial operation of the Town, administers the merit pay system, processes payroll and benefits, administers the Town's Personnel/Civil Service Manual, supervises municipal elections, updates the Code of Ordinances and is custodian of the Town's official records.

Administration also issues business tax receipts, publishes the quarterly newsletter and provides current information for the Town's website. In addition, the Department provides administrative support for the Town Council, Boards and Committees and other departments.

Personnel consist of the Town Manager, Town Clerk/Finance Director and Deputy Town Clerk/Deputy Finance Director.

FY-13 Personnel Related	\$ <u>273,538</u>
Operating	\$ <u>10,404</u>
Capital	\$ _____
TOTAL	\$ <u>283,942</u>

GENERAL FUND
ADMINISTRATION

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
513.1200	Salaries	205,894	205,894
513.1400	Overtime	500	500
513.2100	Fica	15,774	15,790
513.2200	Retirement	25,632	22,425
513.2300	Life/Health Insurance	26,530	28,373
513.2400	Workers' Comp	762	556
	Subtotal	275,092	273,538
513.4000	Functions/Travel	2,150	2,100
513.4100	Telephone	2,700	2,160
513.4600	Equipment Maintenance	400	400
513.4650	Computer Maintenance	1,200	1,200
513.4700	Printing	500	500
513.5100	Office Supplies	2,500	2,500
513.5400	Dues/Memberships	1,420	1,544
	Subtotal	10,870	10,404
	TOTAL	285,962	283,942

GENERAL FUND

PROFESSIONAL SERVICES

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
LEGAL SERVICES			
514.3100	Legal Fees	12,000	14,000
514.3110	Labor Attorney	5,000	5,000
	Subtotal	17,000	19,000
ENGINEERING SERVICES			
552.3100	Professional Services	5,000	5,000
	Subtotal	5,000	5,000
FINANCIAL MANAGEMENT			
513.3200	Audit	14,375	15,875
513.3210	Professional Services	900	900
513.3220	Bookkeeping	7,500	7,500
	Subtotal	22,775	24,275
PLANNING SERVICES			
515.3100	Professional Services	1,000	1,000
515.3110	Comprehensive Plan	2,500	2,500
	Subtotal	3,500	3,500
	TOTAL	48,275	51,775

GENERAL FUND
 OTHER GENERAL GOVERNMENT SERVICES

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
519.1200	Personnel Related Expenses	-	-
519.2500	Unemployment	1,000	1,000
	Subtotal	1,000	1,000
519.4100	Postage	3,500	3,500
519.4110	United Parcel Service	1,500	1,500
519.4310	Electricity	5,200	6,000
519.4315	Water/Sewer	460	590
519.4500	Insurance	85,361	85,361
519.4610	Safety Committee - repairs/maintenance	200	200
519.4620	Building cleaning/maintenance	2,600	2,600
519.4650	Computer maintenance	800	800
519.4700	Newsletter	2,667	2,667
519.4710	Codification	200	200
519.4900	Training/Education	1,000	1,000
519.4930	Election Expense	4,950	500
519.4950	Legal Notices	5,000	5,000
519.5200	Copier Expense	3,000	3,000
519.5210	Maintenance Supplies	650	650
519.5220	Computer Supplies	1,300	1,300
519.5400	Books/Subscriptions/Dues	1,275	1,275
	Subtotal	119,663	116,143
519.6400	Capital - network server	-	10,000
	Subtotal	-	10,000
519.9000	Reserve	10,559	10,678
	TOTAL	131,222	137,821

POLICE DEPARTMENT

The Indialantic Police Department is a full time operation, providing police and dispatch services 24 hours a day, 365 days a year. In calendar year 2010 the Department recorded 4,052 calls for service. This is a ten percent decrease over 2009.

The Department consists of 18 full time employees and part-time employees. Sworn law enforcement personnel include the Chief of Police, 3 Sergeants, 1 Detective/Corporal, and 7 Patrol officers.* The Communications Center includes 1 Senior Dispatcher, 3 Dispatchers, 4 part-time Dispatchers. The Department also has a part-time school crossing guard. The Office Manager (records) and an Administrative Assistant (property and evidence) complete the compliment of employees.

The vehicle fleet includes 4 marked police sedans, 1 marked supervisor vehicle (SUV), 1 unmarked detective vehicle, 1 unmarked vehicle for the Chief of Police and 2 police bicycles. Combined patrol mileage for the last year was approximately 73,000 miles.

The Police Department is responsible for providing the following services:

- Response to calls for police services
- Enforcement of applicable federal, state and local laws
- Investigation of criminal activity
- Traffic enforcement and control
- Crime prevention and public education programs
- Dispatch services for police, fire and public work

Other services provided by the Police Department include vacation house check, child I.D. and fingerprinting, home and business security surveys, crime prevention and neighborhood watch programs, elderly well-being program, personal property identification and recording program and a police explorer program.

*Calendar year	2006	2007	2008	2009	2010	2011
Arrests	569	416	700	587	539	351
Traffic Citations	2,830	2,396	3,547	2,793	2,819	2,917
Warnings	1,529	1,439	1,727	1,769	1,368	1,388
Sexual Battery	0	1	2	3	1	1
Burglary	21	22	43	22	23	13
Robbery	4	2	3	3	1	1
Assault/battery	39	38	41	35	26	23
Larceny	70	68	93	111	82	56
Auto Theft	4	2	5	4	0	3
Vandalism	11	13	19	9	16	19
Arson	0	0	0	0	0	0
Narcotics	88	50	31	57	52	28
DUI	42	38	30	32	30	32
Alarms	245	234	220	217	198	147
Traffic Crashes	192	198	200	185	149	151
Disturbances	240	203	202	66	150	137
Total Calls	3,636	3,737	4,261	4,475	4,052	3,672

FY-13 Personnel Related	<u>\$ 1,278,327</u>
Operating	<u>\$ 112,046</u>
Capital	<u>\$ 38,850</u>
TOTAL	<u>\$ 1,429,223</u>

GENERAL FUND

LAW ENFORCEMENT

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
521.1200	Salaries	755,552	720,555
521.1210	Part-time salaries	16,000	16,000
521.1220	Holiday	36,000	36,000
521.1230	Crossing Guard	9,360	9,360
521.1400	Overtime	50,000	50,000
521.1500	Special Pay (Incentive)	9,360	6,840
521.2100	Fica	67,035	64,165
521.2200	Retirement- General	26,817	23,912
521.2210	Retirement - Police/Fire Town	117,119	130,774
	State	37,734	37,734
521.2300	Life/Health Insurance	146,615	157,304
521.2400	Workers' Comp.	23,245	25,683
	Subtotal	1,294,837	1,278,327
521.3100	Medical	100	400
521.4100	Telephone	5,500	4,400
521.4110	800 MHZ. lines	23,762	5,832
521.4120	800 MHZ. Maintenance	3,500	3,500
521.4310	Electricity	6,500	6,200
521.4315	Water/sewer	450	600
521.4600	Communication Maintenance	6,920	5,100
521.4610	Equipment Maintenance	2,240	2,500
521.4620	Building Cleaning/Maintenance	100	100
521.4630	Vehicle Maintenance	14,000	11,000
521.4650	Computer Maintenance	15,500	18,084
521.4700	Printing	1,800	1,000
521.4900	Training	7,800	7,900
521.5100	Office Supplies/copier	1,800	2,200
521.5200	Operating Supplies	3,200	4,000
521.5201	Vehicle Fuel	21,000	24,000
521.5210	Uniforms	7,260	7,260
521.5230	Investigative Expenses	2,540	2,540
521.5240	Photographs	100	100
521.5250	Crime Watch Program	250	200
521.5260	Other Equipment	3,600	4,500
521.5400	Memberships	600	630
	Subtotal	128,522	112,046
521.6400	Capital vehicles (SUV) @ 31,700 in-car camera @ 5,150	65,000	36,850
521.6420	Law Enf. Grant	2,000	2,000
	Subtotal	67,000	38,850
	TOTAL	1,490,359	1,429,223

FIRE RESCUE

The Department of Fire Rescue, established January 18, 1966, is a combination department consisting of seven (7) paid firefighters including the Fire Chief and fourteen volunteer firefighters.

The firehouse is manned 24 hours a day, seven days a week with one (1) Paramedic and one (1) EMT and a reserve of fourteen (14) on-call volunteer firefighters. The Fire Chief is on duty 7:30 am. to 4:30 pm. Monday thru Friday and on call after hours. All firefighter/paramedics and firefighter/EMTs are certified fire inspectors and the Chief holds a certificate as an Instructor II.

The Departments equipment consists of two (2) pumpers; one (1) rescue squad, which carries water rescue equipment; one (1) inflatable rescue boat; one (1) jet ski; one (1) four-wheel drive all-terrain vehicle used for beach rescue; and one (1) fourteen foot enclosed trailer that houses rescue and recovery tools and equipment.

The Department of Fire Rescue provides a full time line of services to the community including fire suppression, advanced life support services, commercial fire inspections, home fire surveys, blood pressure testing, cardio-pulmonary resuscitation classes, free smoke detector program, and fire extinguisher classes. The fire station is also a designated Safe Place for Children and a Safe Baby Point.

The department responded to one thousand and sixty eight (1,068) calls for emergency service last year with a response time of under two minutes. Approximately seventy-nine percent (79%) of the call volume is for emergency medical service.

The Department is also a major player in the Town's annual Halloween Party, Holiday Tree Lighting and Easter Egg Hunt. The Department has trained thirteen (13) new firefighters to meet State standards.

	FY-05	FY-06	FY-07	FY-08	FY-09	FY-10	FY-11
Building Fires	9	4	4	4	9	4	14
Vehicle Fires	4	3	1	2	1	2	0
Other Fires	10	18	143	185	78	34	182
Rescue Calls	507	379	748	663	825	964	843
Hazardous Condition Calls	24	27	0	0	0	0	29
Total Calls	554	619	896	854	913	1005	1068

FY-13 Personnel Related	\$ <u>638,121</u>
Operating	\$ <u>110,700</u>
Capitol	\$ <u>13,750</u>
TOTAL	\$ <u>762,571</u>

GENERAL FUND

FIRE RESCUE

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
522.1200	Full time Salaries	314,560	314,560
522.1400	Overtime/Holiday/FSLA	72,000	72,000
522.1500	Special Pay (Incentive)	11,920	11,920
522.2100	Fica	30,484	30,484
522.2200	Retirement - Police/Fire - Town	65,884	74,601
	State	43,538	43,538
522.2300	Life/Health Insurance	65,789	70,297
522.2400	Workers' Comp	19,964	20,721
	Subtotal	624,139	638,121
522.3100	Medical Supplies/Equipment	3,500	4,200
522.3110	Infection control	300	300
522.3120	Physicals/Immunizations	3,000	3,000
522.3410	Volunteers	5,000	4,265
522.4100	Telephone	1,300	1,040
522.4120	800 MHZ. Maintenance	3,200	3,100
522.4310	Electricity	6,800	6,900
522.4315	Water/Sewer	1,300	1,700
522.4600	Communications Maintenance	2,800	2,800
522.4610	Equipment Maintenance	3,500	3,800
522.4620	Building Maintenance	3,000	4,000
522.4630	Vehicle Maintenance	9,000	9,000
522.4650	Computer Maintenance	960	1,695
522.4900	Training	1,820	2,900
522.5100	Office Supplies	700	600
522.5200	Operating Supplies	3,500	3,500
522.5201	Vehicle Fuel	4,900	5,400
522.5210	Uniforms	2,250	2,250
522.5220	Grant: Bunker Gear	48,250	48,250
522.5400	Books/Subscriptions/Dues	1,000	1,400
522.5410	License/permits ALS	1,400	600
	Subtotal	107,480	110,700
522.6400	Capital Equipment	5,000	13,750
	Bunker gear (5 sets)		
	Subtotal	5,000	13,750
	TOTAL	736,619	762,571

PROTECTIVE INSPECTION

Protective Inspection includes the building and code enforcement programs for the Town, more commonly referred to as the building department. The building department is administered by the building official. The building official is responsible for administration and enforcement of the Florida Building Code and the Town codes and ordinances regulating building construction activities. This is accomplished through the building permitting and inspections process. The building official also acts as the Town's code enforcement officer, as prescribed by Florida Statute Chapter 162 and the Town code of ordinances. The building official participates in the Town's Technical Review Committee (TRC), which reviews site plan applications, and attends the Town's Zoning and Planning Board and Board of Adjustment meetings.

Expenditures include funding for the building department office expenses, purchase of code books, training and associated travel expenses, building department vehicle, fuel and maintenance, and department uniforms. These expenses are partially offset by the collection of permits fee revenues. The table below lists data consisting of historical figures of building department activity:

	FY-07	FY-08	FY-09	FY-10	FY-11
No. of permits issued	265	138	281	320	286
Total construction value	\$6.2m	\$1.5m	3.6m	3.5m	3.0m
New single family residences	5	1	4	2	2
New commercial buildings	0	0	2	0	0
New multi-family buildings	2	0	0	0	0

FY-13 Personnel Related	\$ <u>98,342</u>
Operating	\$ <u>5,755</u>
Capital	\$ <u>0</u>
TOTAL	\$ <u>104,097</u>

GENERAL FUND

PROTECTIVE INSPECTION

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
524.1200	Salaries	73,825	73,825
524.1400	Overtime	50	-
524.2100	Fica	5,648	5,655
524.2200	Retirement	10,749	8,619
524.2300	Life/Health Insurance	7,847	8,291
524.2400	Workers' Comp	2,705	1,952
	Subtotal	100,824	98,342
524.4100	Telephone	850	680
524.4110	Postage	525	525
524.4630	Vehicle Maintenance	200	300
524.4650	Computer Maintenance	300	300
524.4700	Printing	100	100
524.4900	Training/Education	1,200	1,200
524.4910	Radon gas - state	300	300
524.5100	Office Supplies	600	600
524.5200	Operating Supplies	200	200
524.5201	Vehicle Fuel	850	850
524.5210	Uniforms	200	200
524.5400	Publications	500	500
	Subtotal	5,825	5,755
524.6400	Capital		
	Subtotal		
	TOTAL	106,649	104,097

PUBLIC WORKS DEPARTMENT

The Department of Public Works is assigned responsibility to maintain 18.1 miles of Town streets, curbs along portions of streets, a closed and open drainage system, public buildings and grounds, and Town parks. Town personnel patch, and stripe streets as needed. They also maintain all traffic related signs on Town streets. Assistance is provided through contract services for street resurfacing, mowing, and pest control of certain areas, replacing stormwater pipes, street sweeping, and maintaining building systems.

The Town contracts with Brevard County government to maintain traffic signals and with the Florida Department of Transportation (FDOT) enabling the Town to be compensated for maintaining FDOT rights-of-way other than the driving surface.

The Town has the following park properties: Dewey, Douglas, Gus Carey, Indialantic Ocean Beach, Indian River, Lily, Nance, Orlando, Riverside, Sea Park, Sunrise, Sunset, Tradewinds, Wavecrest, and Wavecrest Extended. The parks differ in terms of amenities that are provided and the level of care that is required. Additionally, the Town has 440 metered parking spaces.

Staffing is provided as follows: Director, Maintenance Worker II (2), Maintenance Worker I (2 1/2), Administrative Assistant, and part-time parking enforcement specialists.

The department provides required management over the two enterprise funds that address activities at the Indialantic Ocean Beach, Nance, Sea Park (aka Tampa Avenue), and Sunrise parks. The management of the enterprise fund facilities requires personnel to be available to perform a multitude of duties including cleaning restrooms, emptying trash containers, removing litter, maintaining vegetation, facilities, and equipment and enforcing parking regulations in the parks.

The department functions with the following vehicles/major equipment: four pick-up trucks, dump truck, two golf carts, water truck, tractor, and loader.

FY-13 Personnel Related	\$ <u>249,999</u>
Operating	\$ <u>134,848</u>
Capital	\$ <u>0</u>
TOTAL	\$ <u>384,847</u>

GENERAL FUND

PUBLIC WORKS

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
541.1200	Salaries	149,787	151,737
541.1210	Part time salaries	8,200	8,200
541.1400	Overtime	1,000	1,000
541.2100	Fica	12,163	12,312
541.2200	Retirement	21,809	17,693
541.2300	Life/Health Insurance	40,207	43,382
541.2400	Workers' Comp	15,389	15,675
	Subtotal	248,555	249,999
541.3100	Contractual services/street sweeping	1,200	1,200
541.4100	Telephone	825	660
541.4300	Street/Traffic Lights	52,000	52,000
541.4310	Electricity	2,000	2,000
541.4315	Water/Sewer	600	600
541.4400	Equipment Rental	150	150
541.4600	Traffic Signal Maintenance	1,500	3,000
541.4610	Equipment Repairs	5,000	5,500
541.4615	Generator Maintenance	1,000	1,000
541.4620	Bldg/Grounds Maintenance	4,500	4,500
541.4630	Right-of-way Maintenance	2,500	2,500
541.4640	Street drainage maintenance	3,000	3,000
541.4650	Computer maintenance	250	150
541.4900	Training	300	300
541.5200	Operating Supplies	4,800	4,800
541.5201	Gas & Diesel Fuel	6,300	6,500
541.5210	Uniforms	1,000	1,000
541.5220	Small Tools	900	900
541.5230	Sign Materials	3,000	3,000
541.5240	Lawn Maintenance Equipment	600	600
541.5241	Solid waste	200	200
541.5260	Other Equipment	1,700	500
	Subtotal	93,325	94,060
541.6300	Street Improvements	6,420	7,110
541.6310	Street Drainage	-	-
541.6320	Sidewalks	4,000	4,000
541.6400	Capital	-	-
	Subtotal	10,420	11,110

GENERAL FUND

PUBLIC WORKS

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
541.7500	Orlando Park	4,049	5,396
541.7510	Douglas Park	1,950	2,550
541.7520	Riverside Park	2,470	2,677
541.7530	Lily Park	1,324	1,430
541.7540	Gus Carey Park	270	270
541.7550	Dewey Park	900	125
541.7560	Wavecrest Park	949	800
541.7570	Sunset Park	630	630
541.7580	Town Hall Maintenance	2,440	2,520
541.7590	Causeway Maintenance	3,150	2,700
541.7600	Equipment Repair/Replacement	2,000	3,000
541.7601	Plant replacement	500	500
541.7610	Mulch	1,000	1,000
541.7620	Tradewinds Park	180	180
541.7630	5th Ave. Median Maintenance	5,941	5,900
	Subtotal	27,753	29,678
	TOTAL	380,053	384,847

GENERAL FUND

RECREATION/BEAUTIFICATION

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
572.4400	Holiday Lighting	-	5,500
572.4810	Halloween Party	3,348	3,348
572.4820	Heritage Committee	600	600
572.4900	Recreation Events	2,000	2,000
	Subtotal	5,948	11,448
572.6910	60th Celebration	3,000	-
572.9200	Parks projects	14,464	-
572.9300	Witch Way 5k	3,000	3,000
572.9400	Pavers		1,000
	Subtotal	20,464	4,000
	TOTAL	26,412	15,448

GENERAL FUND

CAPITAL IMPROVEMENTS

ACCT.	NAME	11-12 ADOPTED	12-13 ADOPTED
590.1000	Buildings and equipment	5,000	10,000
	Total	5,000	10,000

ENTERPRISE FUNDS

ACCT #	ENTERPRISE 1 NAME	11-12 ADOPTED	12-13 ADOPTED
REVENUE			
329.1001	Permits	9,500	9,000
344.5001	Meter Revenue	204,400	199,471
359.1001	Parking Fines	61,000	60,000
361.3001	Miscellaneous income	600	600
	TOTAL	275,500	269,071
GENERAL EXPENSES			
545.1200	Full time salaries	46,305	40,768
545.1210	Part time salaries	19,860	17,500
545.1500	Personnel related expenses	-	-
545.2100	Fica	5,062	4,457
545.2200	Retirement	6,742	4,754
545.2300	Life/health insurance	13,008	13,008
545.2400	Workers' Comp	2,189	2,724
	Subtotal	93,166	83,211
545.3100	Engineering	500	500
545.3200	Audit	3,700	3,300
545.3210	Accounting Service	1,000	1,000
545.3400	Charge for Services	96,596	96,596
545.3410	Lifeguards	30,040	30,040
545.3420	Computer Maintenance	3,110	2,800
545.4110	UPS	500	500
545.4400	Equipment Rental	100	100
545.4500	Liability insurance	6,840	6,840
545.4700	Printing	300	300
545.4900	Training	200	200
545.4950	Legal ads	200	200
545.5100	Office Supplies	600	600
545.5200	Operating Supplies	3,800	4,000
545.5201	Vehicle fuel	1,000	1,100
545.5210	Uniforms	400	400
545.5240	Other equipment	300	300
	Subtotal	149,186	148,776
METER ENFORCEMENT			
545.4600	Meter repair/maintenance	8,000	8,000
545.4610	Vehicle repair/maintenance	2,050	2,050
	Subtotal	10,050	10,050
BEACHFRONT			
545.4310	Electricity	1,500	2,300
545.4320	Solid Waste	4,300	4,300
545.4620	Beachfront maintenance	700	700
545.4630	Beautification	200	200
545.4640	Park maintenance	400	400
545.4650	Boardwalk/crossover maintenance	500	500
545.5300	Street maintenance	600	600
545.5310	Signs	226	250
545.5400	Meter replacement	3,000	2,000
	Subtotal	11,426	11,250
CAPITAL EXPENSE			
545.6400	Capital - (Golf cart - 80%)	-	4,800
545.9100	Enterprise 2 transfer	11,672	10,984
	Subtotal	11,672	15,784
	GRAND TOTAL	275,500	269,071

ACCT #	ENTERPRISE 2 NAME	11-12 ADOPTED	12-13 ADOPTED
REVENUE			
344.5002	Meter Revenue	51,000	50,000
359.1002	Parking Fines	17,000	16,700
361.3002	Miscellaneous income	8,000	8,000
381.1000	Enterprise 1 Transfer	11,672	10,984
	TOTAL	87,672	85,684
GENERAL EXPENSES			
546.1200	Full time salaries	11,576	10,192
546.1210	Part time salaries	5,072	4,500
546.1500	Personnel related expenses	-	
546.2100	Fica	1,273	1,123
546.2200	Retirement	1,685	1,185
546.2300	Life/health insurance	3,252	3,430
546.2400	Workers' Comp	548	548
	Subtotal	23,406	20,978
546.3100	Engineering	300	300
546.3200	Audit	925	825
546.3400	Charge for services	24,149	24,149
546.3410	Lifeguards	7,510	7,510
546.3420	Computer maintenance	767	700
546.4110	UPS	200	200
546.4500	Liability insurance	1,700	1,700
546.4700	Printing	100	100
546.4950	Legal ads	50	50
546.5100	Office supplies	50	50
546.5200	Operating supplies	3,660	4,500
546.5201	Vehicle fuel	300	300
546.5210	Uniforms	100	100
	Subtotal	39,811	40,484
METER ENFORCEMENT			
546.4600	Meter repair/maintenance	2,700	2,700
546.4610	Vehicle repair/maintenance	500	500
	Subtotal	3,200	3,200
PUBLIC WORKS			
546.4310	Electricity	1,100	1,200
546.4315	Water/sewer	8,100	8,500
546.4320	Solid waste	1,100	1,100
546.4620	Beachfront maintenance	300	300
546.4630	Beautification	100	100
546.4640	Park Maintenance	8,655	6,722
546.4650	Boardwalk/crossover maintenance	300	300
546.4660	Building Maintenance	1,000	1,000
546.5310	Signs	100	100
546.5400	Meter replacement	500	500
	Subtotal	21,255	19,822
CAPITAL EXPENSE			
546.6400	Capital (Golf cart - 20%)		1,200
546.9000	Renewal & replacement fund		
	Subtotal		1,200
	GRAND TOTAL	87,672	85,684

TRUST AND AGENCY FUNDS

PENSION FUNDS 12-13

	ADOPTED 11-12 BUDGET	ADOPTED 12-13 BUDGET
REVENUES		
Employee Contributions	76,700	68,279
State Contributions		76,312
Town Contributions		275,338
Investment Earnings (Estimate)	377,558	80,000
TOTAL	454,258	499,929
EXPENSES		
Retirement Payments	141,173	162,322
Disability Payments	92,160	115,768
Administrative Fees	30,000	10,000
Training/Education	1,000	1,000
Funds available for reinvestment	189,925	210,839
TOTAL	454,258	499,929

TRUST AND AGENCY FUNDS

	ADOPTED 11-12 BUDGET	ADOPTED 12-13 BUDGET
ACCUMULATED LEAVE *		
Accumulated contributions with interest	20,384	20,384
Total encumbered	20,384	20,384

*Note: This account covers the annual amount needed to pay accumulated sick bank and vacation days for departing employees and is encumbered

SPECIAL INVESTIGATIVE FUND

Revenues

Forfeitures	1,000	1,000
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Expenses

Investigative equipment/supplies	1,000	1,000
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