

FY 2016-2017
Proposed Budget
First Public Hearing
September 6, 2016
5:01 P.M.

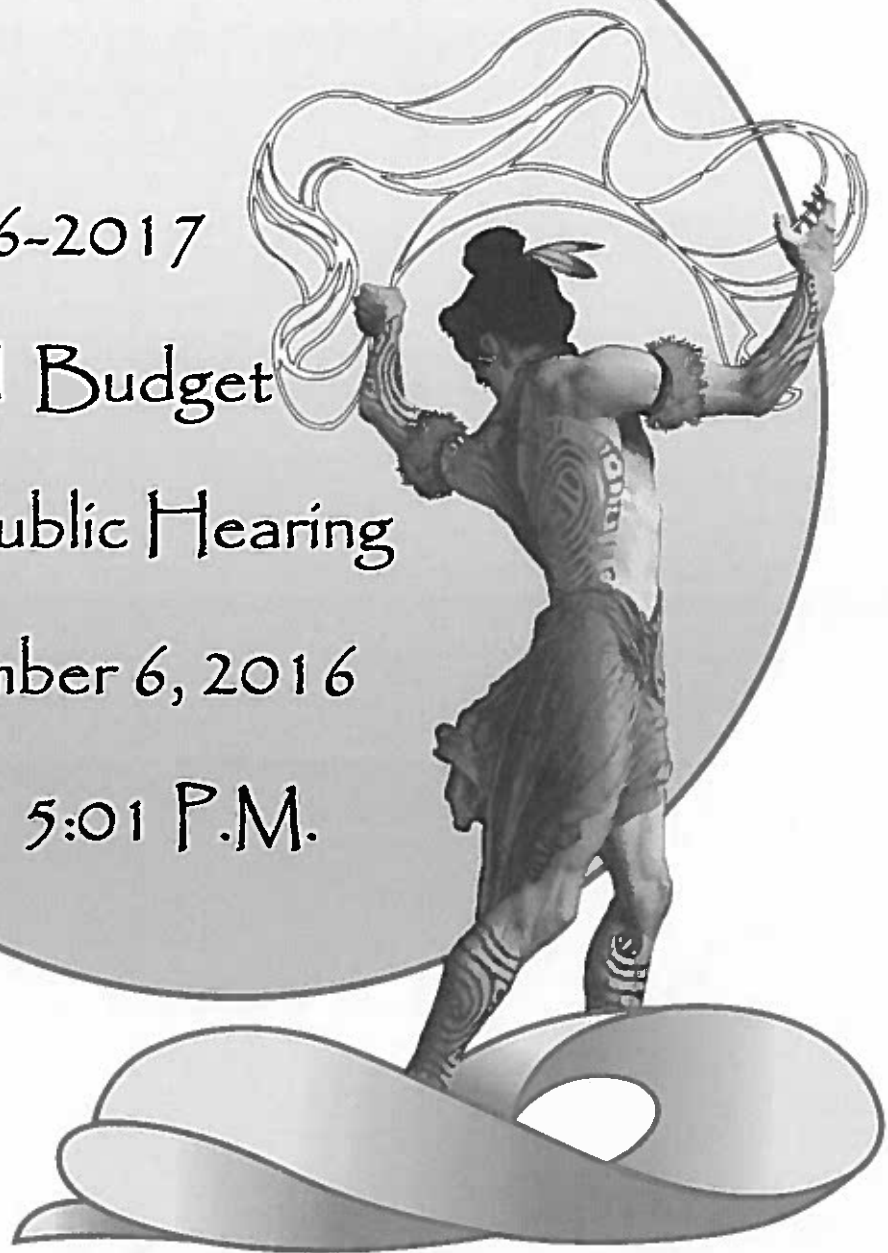
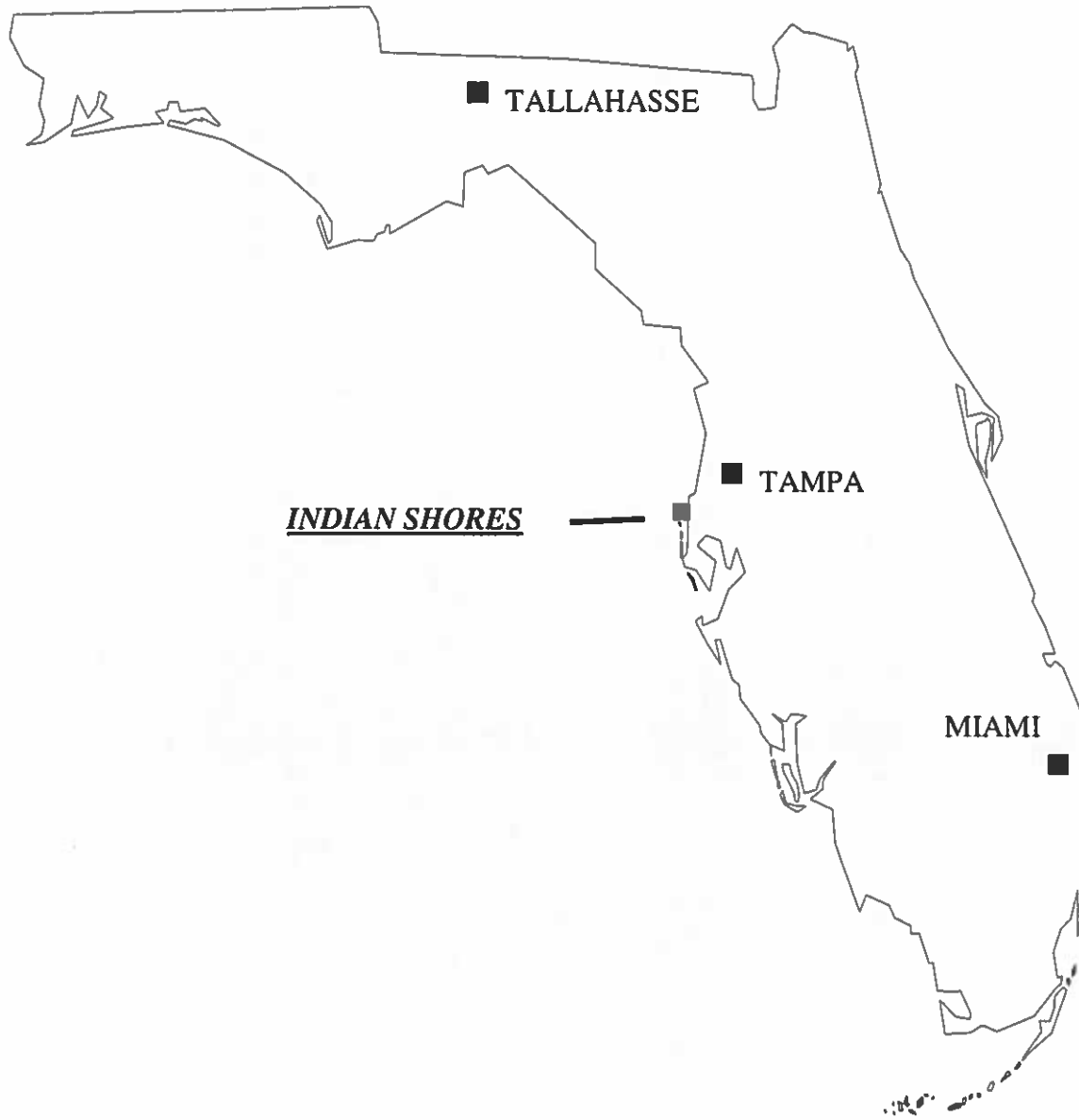


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The Purpose of the Budget

The following information is provided to assist the reader in understanding the purpose of this proposed budget document in addition to finding information. The Town of Indian Shores Proposed FY2016-2017 Annual Budget includes financial and service delivery information combined with policy statements in a means designed to easily communicate the information to the reader. The FY2016-2017 Proposed Budget, therefore, is intended to serve four purposes.

The Budget as a Policy Document

As a policy document, the budget indicates what services the Town will provide during the next year. Additionally, the level of services and reasons for their provision are stated.

The Budget as an Operations Guide

As an operations guide, the Budget indicates how departments and funds are organized to provide services to the residents of Indian Shores and visitors to the community.

The Budget as a Financial Plan

As a financial plan, the Budget summarizes and details the cost to the taxpayers for current and approved service levels plus how they will be funded.

The Budget as a Communications Device

Should the reader have any questions about the Town of Indian Shores' Proposed FY2016-2017 Budget, he or she can contact the Finance and Personnel Department at (727) 474-7779 or by e-mail: sscrogham@myindianshores.com.

BUDGET GUIDE

A budget is a town's financial and operating plan for a period called a "Fiscal Year", and is mandated by Florida Statutes. The Town of Indian Shores Fiscal Year begins October 1st and ends September 30th. The Fiscal Year beginning October 1, 2016, is referred to as "Fiscal Year 2016-2017". The Town Council is required to adopt the budget on or before September 30th each year for the coming Fiscal Year.

The Town cannot spend money unless appropriated within the budget. An appropriation is the legal approval given by the Town Council to the Town staff to spend money for a specific purpose. The budget also contains an estimate of revenues to be received by the Town during the same time period. The legal authorization to collect revenues, such as the property tax and user fees, is established by the Town Council by ordinance. Also included in the budget is the estimate of monies remaining from the prior fiscal year, called available or unrestricted fund balance, which can be appropriated in the New Year and spent. The Town Charter and State law require that expenditures not exceed the combination of available fund balance and revenues. The Town cannot borrow money to operate, as does the Federal government. The Town can only borrow money for major capital projects, such as the purchase of land, major equipment, or the construction of buildings and infrastructure.

The budget may be amended by a budget amendment which increases or decreases expenditures or the spending level of individual departments or a fund, as requested by the Town Administrator and approved by the Town Council. The level of financial control within the organization currently rests at the department level. This means that the department cannot exceed the approved budget without authorization, through a budget amendment, by the Town Council.

THE BUDGET PROCESS

HOW IS THE BUDGET PREPARED AND ADOPTED?

The budget process is a year-round activity. In the early part of the calendar year a comprehensive annual financial report is submitted to the Town Council by the Auditors and adopted which permits the Town Administrator and Finance Director to begin developing the 6 Year Capital and Service Plan and framework for the proposed budget. Later in the spring, the department directors submit their department budgets. The Town Administrator and Finance Director then review these requests and meets individually with the department directors to finalize the Proposed Budget.

In July of each year the Town Administrator and Finance Director submit the proposed new fiscal year Budget to the Town Council. During July the Town Council establishes a maximum proposed property tax rate to be levied for the new fiscal year. This rate is included in the TRIM (Truth in Millage - notice of Proposed Property Tax) notices mailed to all property owners in August by the Pinellas County Property Appraiser. During the month of July and August the Town Council reviews each department's budget during special work sessions.

In the month of September, two public hearings are held regarding the proposed property tax and budget for the new fiscal year with the Town Council voting on the proposed budget at both hearings. On September 30 each year, the existing fiscal year budget closes and the new fiscal year begins October 1st.

BUDGET BASIS

Annually appropriated budgets are legally adopted on a budgetary basis for the General, Special Revenue, and Enterprise Funds and are controlled on a fund and departmental level. Expenditures are recognized as encumbrances when a commitment is made (e.g., through a purchase order).

Unencumbered appropriations lapse at year end.

The Comprehensive Annual Financial Report (CAFR) shows the status of the Town's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the Town prepares its budget. Exceptions are as follows:

- a. Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expensed when paid (Budget).
- b. Capital outlay items within the Capital Improvement Fund are recorded as assets on a GAAP basis and expended on a Budget basis.

WHAT IS A FUND?

The basic building block of governmental finance and budgeting is the "fund". Each fund is independent of all others, and is created to account for the receipt and use of specific revenues.

The General Fund is the Town's largest fund and includes governmental services such as legislative oversight, general and financial administration, law enforcement, public services, streets and roads maintenance, and library services. General Fund activities are primarily funded with property taxes, franchise fees, and certain State-shared revenues. General Fund activities typically comprise approximately 73% of the Town's annual budget.

A Special Revenue Fund is normally established to account for revenues that are restricted by statute or ordinance for a particular purpose, or where the Town wishes a separate accounting of the costs of a special project. The Town maintains two such funds: the Road and Bridge Fund to account for Local Option Gas Tax monies and a portion of the State Revenue Sharing funds designated from gas tax money to be used for street and road maintenance; The Capital Improvement Fund accounts for each separate capital project along with tracking debt payments.

An Enterprise Fund is a self-supporting entity deriving its revenue from charges placed on the users of its services, much like a private business. The Town currently has no enterprise funds.

TRUTH IN MILLAGE (TRIM)

The budget and property tax rate adoption process is governed by the State Statute known as TRIM (Truth in Millage). In Florida, properties are assessed by the county Property Appraiser and property taxes are collected by the county Tax Collector. With the approval of Amendment One by voters on January 29, 2008 property owners are eligible to receive a homestead exemption of \$25,000 plus an additional \$25,000 homestead exemption above just value of \$50,000 on their principal place of residence. All property is assessed at 100% or real value, which is approximately 85% of market value.

The Town is required to hold two public hearings for adoption of a property tax rate and budget. The first public hearing is advertised by the Property Appraiser mailing a TRIM notice to each property owner. In addition to notification of this first public hearing, the TRIM notice contains the following information:

1. The new assessed value and the assessed value for the prior year;
2. The tax bill if the current tax rate is charged for the new year;
3. The tax bill if the rolled-back rate is levied for the new year (the rolled-back rate is that property tax rate which would derive the same amount of revenue based on the new assessed values as was raised in the prior year at the old assessed values for the Town; it discounts for inflation); and
4. The property tax bill if the advertised tax rate is adopted.

The second public hearing is advertised using ¼ page newspaper advertisement. Accompanying this advertisement is a summary of the revenues and expenditures contained within the budget tentatively approved at the first public hearing.

2008 PROPERTY TAX-CUTTING PACKAGE

In January 2008 voters approved additional changes to the Homestead Exemption for real and tangible personal property along with adding a portability feature to the Save Our Homes Cap. For non-homesteaded properties voters approved a 10% cap on value increases beginning in 2010. The Florida Legislature passed an historic tax reform package affecting the Fiscal 2007-2008 taxing year. The Town of Indian Shores reduced its millage rate to 1.6000 which was a 9.2% reduction from the rolled-back rate. There was also a 2.9% reduction in the taxable value of assessed property.

In addition, a cap on future property tax revenues (based on the rate of personal income growth, and new construction) has been imposed to ensure that government cannot grow faster than personal income.

There is an override provision for both the cut and cap for local governments. The method for the override will vary based on the magnitude of the local government's action (escalating from a majority vote of the local governing body, a 2/3rds vote of the governing body, to a unanimous vote of the local governing body, to a referendum.)

FY 2016 TRIM PROCESS

For the FY2016-2017 budget year the Preliminary Taxable Assessed value of property within the Town increased to \$808,833,024. If the Town maintains the current millage rate of 1.8700 it will generate \$120,702 more in taxes than last year.

The calculated rolled-back rate (or rolled forward rate) is 1.7239. The maximum millage levy that can be approved by a majority vote of the council is 2.5547 and by a two-thirds vote of the council 2.8102. A unanimous vote and a referendum vote can increase the rate even higher.

FY 2016-2017

General Fund

Estimated Revenues



TOWN OF INDIAN SHORES
Statement of Estimated Revenues
2016 - 2017 FY BUDGET
GENERAL FUND

REVENUE	ACCT. # FUND #001	Actual 2014/2015	Budget 2015/2016	Budget 2016/2017	5 YR AV
AD VALOREM TAX	311.100	1,251,735	1,346,441	1,467,142	1,166,130
UTILITY TAX - ELECTRIC	314.100	293,009	264,000	264,000	280,530
UTILITY TAX - P. C. WATER	314.300	61,169	58,000	40,800	60,142
UTILITY TAX - GAS	314.400	18,010	20,000	18,000	16,770
COMMUNICATION TAX	315.000	128,540	127,500	124,380	123,720
PERMITS	322.000	127,111	132,000	140,000	78,788
FRANCHISE FEES - ELECTRIC	323.100	253,629	234,000	234,000	241,744
FRANCHISE FEES - GAS	323.400	15,281	14,000	14,000	14,390
SITE PLAN REVIEW	325.000	12,062	14,500	6,000	8,612
OTHER LICENSES & PERMITS	329.000	1,559	1,000	1,000	1,552
FED GRANT POLICE EQUIPMENT	331.202	-	1,000	1,000	784
STATE DISASTER RELIEF	331.300	-	-	-	-
FEDERAL DISASTER RELIEF	331.500	-	-	-	-
STATE REVENUE SHARING	335.120	23,548	23,617	25,047	21,985
STATE ALCOHOL LICENSE	335.150	2,814	4,000	3,000	3,125
1/2 CENT SALES TAX	335.180	92,759	89,294	92,075	83,001
FUEL TAX REIMBURSEMENT	335.410	-	-	-	731
LOCAL GOV GRANT - PUBLIC SAFETY	337.200	-	-	-	690
RECYCLING GRANT - COUNTY	337.300	2,182	1,000	1,100	1,147
ZONING FEE	341.200	500	500	500	100
COPY FEES	341.400	381	350	450	301
QUALIFYING FEES	341.900	141	200	200	154
POLICE SERVICE CONTRACT	342.100	430,204	434,938	418,478	419,070
ROAD & BRIDGE SERVICES CHARGES	342.200	9,600	10,000	10,000	9,651
POLICE SERVICE EXTRA DUTY	342.400	845	2,000	8,000	1,138
CONSERVATION FEE	343.700	13,428	7,000	10,920	7,365
BUILDING OFFICIAL EDUCATION	343.900	876	400	600	753
PARKING MACHINE REVENUE	344.500	44,571	44,500	45,000	39,129
LIBRARY FEES	347.100	2,094	2,500	2,250	2,219
COURT FINES	351.100	11,975	12,000	10,175	16,972
POLICE EDUCATION	351.300	645	1,400	725	1,247
PARKING FINES	351.500	7,895	5,500	7,500	6,688
FINES-LOCAL ORD.VIOLATION	354.000	-	500	-	-
INTEREST - BANK & INVESTMNTS	361.200	8,948	3,500	3,000	5,575
RENTAL FEES	362.000	380	500	500	80,545
COUNTY LEASE PS BLDG	362.400	17,348	17,300	17,348	16,718
ADMIN 4% OF TRANS IMPACT FEES	363.240	399	-	-	80
ADMIN.FEES-RS PKG.TKTS	363.250	652	1,100	750	880
INSURANCE PROCEEDS-TIPS	364.320	-	-	5,000	401
SALE OF EQUIPMENT	364.400	-	-	-	2,713
CONTRIBUTIONS & DONATIONS	366.900	135	1,000	1,000	108
LIBRARY ANNIVERSARY	366.906	821	-	-	325
TOWN FUNCTIONS	366.910	480	1,000	500	3,439
ST. PATRICKS DAY REVENUE	366.940	8,080	8,100	9,000	1,616
RECYCLE METAL REVENUE	366.950	2,660	3,000	2,500	532
MISC REVENUE	369.900	2,223	1,500	2,500	4,991
CONVENIENCE FEE REVENUE	369.901	-	-	500	-
ASSIGNED GEN FUND TO CIP	381.000	663	-	-	133
GEN FUND ASSIGNED TRANSFER	381.001	-	-	-	-
GEN FUND ASSIGNED - ROAD & BRIDGE	381.011	-	43,130	43,130	-
TRANS FRM COMMITTED - PD EDU	381.246	-	-	-	400
TRANS FRM COMMITTED - BEAUT	381.247	-	-	-	-
TRANS FRM COMMITTED - PW EQUIP	381.248	-	-	-	-
UNASSIGNED TRANSFER	381.273	-	-	-	-
TOTAL	GEN REVENUE	\$ 2,849,349	\$ 2,932,270	\$ 3,032,070	\$ 2,727,083

FY 2016-2017

General Fund

Proposed Expenses



**TOWN OF INDIAN SHORES
GENERAL FUND EXPENDITURES**

The General Fund expenditures primarily reflect the cost for operation of the Town's Government. Your Government consists of the following Departments.

Legislative - Department 011: The Legislative Department consists of the Town Council

Administrative - Department 022: The Administrative Department consists of the Town Administrator, Town Clerk, and two Receptionist/Specialist Positions.

Finance - Department 033: The Finance and Personnel Department consists of the Director of Finance and Personnel and part-time Accounting Clerk

Maintenance - Department 044: The Maintenance Department utilizes allocated personnel hours from Public Services and tracks the cost of supplies and contracted services for all facilities.

Parking - Department 045: The General Fund Department that tracks the revenue received by the Town from the parking machine at Tiki Park along with the expenses associated with the collection of the parking fees.

Police - Department 055: The Police Department is comprised of the Chief, the Captain, a Detective, two Master Patrol Officers, a Secretary/Administrative Assistant, Full-Time and Part-Time Dispatchers, Six Officers, and Reserve Officers.

Building - Department 066: The Building Department consists of a full-time Building Official, and a full-time permit clerk.

Library - Department 077: The Library provides services to our residents with no direct personnel costs to the Town through Voluntary service.

Public Service - Department 088: The Public Services Department consists of a Public Services Supervisor, a Skilled Laborer and 1 Contract Laborer.

Each department is responsible for monitoring line item expenditures on a monthly basis.

**TOWN OF INDIAN SHORES
LEGISLATIVE SERVICES**

The expenditures under this section of the budget reflect the following:

1. Council Members and Committee Members salary.
2. Council Retirement along with a 3.0% employee contribution.
3. Council reimbursement for seminars, meetings, travel and per diem.
 - a. Sun Coast League of Cities Annual Conference
 - b. Florida League of Cities Conference
 - c. Representation at the Florida Shore and Beach Preservation Conference

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

LEGISLATIVE DEPARTMENT

EXPENDITURES	ACCT.#	Actual	Amended Budget	Budget	Actual
	011.000	2014/2015	2015/2016	2016/2017	5 YR AV
PERSONAL SERV.	511.100	53,009	57,571	55,000	46,861
EXPENSES	511.300	11,213	2,000	2,000	9,119
OP. EXP - MAYOR	511.301		2,000	2,000	
OP. EXP - VICE-MAYOR	511.302		2,000	2,000	
OP. EXP - PETRUCCELLI	511.303		2,000	2,000	
OP. EXP - SCHEAR	511.304		2,000	2,000	
OP. EXP - SMITH	511.305		2,000	2,000	
TOTAL		64,222	69,571	67,000	58,037

**TOWN OF INDIAN SHORES
ADMINISTRATIVE DEPARTMENT**

The expenditures under this section of the budget reflect the following:

1. Salary and benefits for the Town Clerk, Administrative Specialist, Accounting Specialist, the Town Administrator and funds for additional duties, as required.
2. Professional Services such as consultants, actuarial and engineering services.
3. Communication Services increased internet speed per system Administrator recommendation.
4. Office supplies and maintenance for Town Hall.
5. Education and memberships for Council, Administrative Staff and Police Department.
6. Funds for reimbursement to employees for approved courses and expenses related to their jobs towards an advanced degree.
7. IT Equipment & Supplies budget for FY16/17 increased to \$40,900.00
8. Other Council approved donations or promotional activities.

TOWN OF INDIAN SHORES
2016-2017 FY BUDGET

ADMINISTRATIVE DEPARTMENT

EXPENDITURES	ACCT.#	Actual	Amended	Budget	Actual
			Budget		
	022.000	2014/2015	2015/2016	2016/2017	5 YR AV
PERSONAL SERV	512.100	241,914	283,863	302,710	284,176
PROFESSIONAL SUPPORT	512.310	17,026	35,000	30,000	30,895
CONSULT/COMP PLAN	512.320	-	-	-	-
CONTRACTUAL SERVICES	512.340	5,356	7,100	8,597	2,459
TRAVEL/PER DIEM	512.400	1,332	2,500	3,000	654
COMMUNICATION	512.410	10,408	10,800	12,000	9,722
TRANSPORTATION	512.420	1,825	4,000	4,000	3,243
RENTALS AND LEASES	512.440	4,974	4,600	5,000	4,421
MAINTENANCE	512.460	-	2,600	1,000	3,644
PRINTING	512.470	4,325	6,000	4,000	4,993
OTHER	512.490	1,899	5,500	4,000	4,902
EQUIPMENT-100	512.510	64	100	100	130
SUPPLY	512.520	10,275	13,000	13,000	12,687
PUB'L MEMSHIP/EDUCATION	512.540	7,206	10,500	10,000	6,789
PD RESERVED ED \$	512.541	-	2,300	2,300	2,558
PD TRAINING	512.542	-	5,000	3,000	-
EQUIPMENT	512.640	140	1,500	1,000	1,404
I T EQUIPMENT & SUPPLIES	512.650	20,751	29,445	40,900	17,367
LEGAL SERVICE	514.310	23,508	23,000	30,000	19,962
JUDICIAL COST	516.310	-	-	-	-
UTILITIES	519.430	77,294	76,000	80,000	67,763
PROMOTIONAL	519.480	9,092	6,000	7,000	6,146
ST PAT'S DAY EXPENSES	519.500	4,623	4,000	4,200	1,872
ST PAT'S PROCEED PURCH	519.501			4,800	
AID TO ORG.	519.820	600	1,409	1,000	1,890
OVERTIME	521.140	-	1,000	1,000	349
TOTAL		442,613	535,217	572,607	486,155

**TOWN OF INDIAN SHORES
FINANCE DEPARTMENT**

The expenditures under this section of the budget reflect the following:

1. Salary and benefits for the Director of Finance and a Part Time accounting clerk.
2. Auditor fees and banking service charges.
3. Supplies, education, memberships, and training of the Finance Department.
4. Town Insurance coverage and insurance costs directly related to the Police Department.

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

FINANCE DEPARTMENT

EXPENDITURES	ACCT.#	Actual 2014/2015	Amended	Budget 2016/2017	Actual 5 YR AV
			Budget 2015/2016		
PERSONAL SERV	513.100	104,519	110,327	107,847	121,263
AUDIT SERVICES	513.320	12,450	10,650	11,150	9,970
OTHER CONT SERV.	513.340	12,913	21,700	14,500	7,976
TRAVEL/PER DIEM	513.400	-	2,000	3,000	748
PRINTING & BINDING	513.470	407	450	600	455
SUPPLY	513.520	1,565	2,000	2,000	1,061
MEMBERSHIP/EDUC	513.540	360	3,500	5,000	0
PROFESSIONAL SERV	519.310	103	240	240	395
INSURANCE	519.450	81,100	77,884	79,884	52,220
TOTAL		213,417	228,751	224,221	194,927

**TOWN OF INDIAN SHORES
MAINTENANCE
GENERAL FACILITIES**

The expenditures under this section of the budget reflect the following:

1. Cost of supplies and equipment for Building Maintenance.
2. Under Contracts funds are budgeted to provide Spring Water for the Municipal Center and for the hiring of Temporary Labor on an as needed basis.
3. Maintenance includes monitoring and technical support services with the various agreements for service being shown in the Maintenance/Support Agreements Chart at the end of the Budget.

TOWN OF INDIAN SHORES
2016-2017 FY BUDGET

BUILDING MAINTENANCE DEPARTMENT

EXPENDITURES	ACCT.#	Actual 2014/2015	Amended		Actual 5 YR AV
			Budget 2015/2016	Budget 2016/2017	
PERSONAL SERV	519.100	18,000	18,000	18,000	18,000
CONTRACTS	519.340	38,125	47,080	51,800	23,829
RENTAL	519.440	69	500	500	171
MAINTENANCE	519.460	52,746	57,000	56,000	32,927
SUPPLIES	519.520	9,180	12,500	10,000	7,644
EQUIPMENT	519.640	-	1,000	1,000	776
TOTAL		118,121	136,080	137,300	83,348

**TOWN OF INDIAN SHORES
PARKING DEPARTMENT**

- 1. The Parking Department records the operation and maintenance of the Town-owned parking devices used for the collection of vehicular parking fees in the parking area.**
- 2. The Town of Indian Shores has an interlocal agreement with Pinellas County to reimburse 40% of the revenues net of Sales Tax payments to the County on a quarterly basis.**
- 3. Any improvements to the Tiki Gardens Parking Area is reviewed with Pinellas County and then reimbursed to the town through retainage of the parking fees paid up to the balance due the Town.**
- 4. This department tracks expenses to operate and collect parking fees. With the new Cale parking meter we have the capability to collect the fees through credit cards as well as cash payments. There is a processing fee for credit card payments along with regular maintenance and repairs to the machine.**

TOWN OF INDIAN SHORES
 2016-2017 FY BUDGET
PARKING DEPARTMENT

EXPENDITURES	ACCT/ #	Actual 2014/2015	Amended Budget 2015/2016	Budget 2016/2017	Actual 5 YR AV
MAINTENANCE/REPAIRS	545.460	6,258	4,000	7,000	3,652
TOTAL		<u>6,258</u>	<u>4,000</u>	<u>7,000</u>	<u>3,652</u>

**TOWN OF INDIAN SHORES
POLICE DEPARTMENT**

This budget pertains to the following Police related expenditures:

1. Salaries, benefits and overtime for 14 personnel including the Chief, Captain, Detective, 2 Master Patrol Officers, 6 Police Officers, Administrative Assistant/Secretary, and 1 full-time and 1 part-time Dispatcher.
2. The Police Union will begin negotiating a contract covering the sworn officers and dispatchers in the Spring of 2017.
3. Police related professional services, publications, memberships, travel and per diem.
4. Rental and leases and communication services, repairs and maintenance to vehicles and equipment.
5. Anticipated purchase of machinery and equipment (a police vehicle will be purchased by the Capital Improvement Fund)
6. Office supplies, fuel, uniforms and operating expenses such as insurance and auditing .
7. Police training is a new account. It is reflected in the Administration Department as account #001-022.000-512.542. FY16/17 budgeted funds = \$3,000.

TOWN OF INDIAN SHORES
2016-2017 FY BUDGET

POLICE DEPARTMENT

EXPENDITURES	ACCT. #	Actual 2014/2015	Amended	Budget	Actual
			Budget 2015/2016	Budget 2016/2017	5 YR AV
PERSONAL SERV	521.100	1,035,462	1,078,451	1,010,026	1,029,725
OVERTIME	521.140	23,797	20,000	30,000	28,759
PROFESSIONAL FEE	521.310	1,376	6,500	9,848	1,925
LEGAL	521.311	380	-		76
POLICE AUDIT	521.320	3,500	9,350	9,350	8,180
CONTRACTUAL SERVICES	521.340	8,359	8,107	9,957	7,600
TRAVEL/PER DIEM	521.400	164	750	750	633
COMMUNICATION	521.410	24,940	26,456	26,456	24,507
TRANSPORTATION	521.420	339	300	300	308
RENTAL	521.440	-	150	150	120
INSURANCE	521.450	26,270	39,129	39,129	36,236
MAINTENANCE	521.460	17,860	14,000	16,000	14,772
SUPPLIES - GAS, ETC.	521.520	25,744	39,137	40,337	30,507
MEMBERSHIP/ED	521.540	610	350	350	402
POLICE EDUC/TRAINING	521.542	-	-		
TOTAL		1,168,799	1,242,680	1,192,653	1,183,751

**TOWN OF INDIAN SHORES
BUILDING DEPARTMENT**

The expenditures under this section of the budget reflect the following:

1. The Town budgeted for a Full-Time Building Official and Permit Clerk. Council approved a Full-Time position for the Building Official.
2. Supplies, education and expenditures related to the Building Department.
3. Funds for the Special Magistrate to hear complicated and difficult cases such as FEMA related cases. Budgeted for FY 16-17 is \$2,500 in legal services.
4. Funds in Contractual Services for specific projects and Emergency coverage.
5. Stormwater Maint. was moved to the Public Service Department in FY 15-16.

TOWN OF INDIAN SHORES
2016-2017 FY BUDGET

BUILDING DEPARTMENT

EXPENDITURES	ACCT. #	Actual	Amended Budget	Budget	Actual
	066.000	2014/2015	2015/2016	2016/2017	5 YR AV
PERSONAL SERV	524.100	98,346	103,794	54,996	105,236
OVERTIME	521.140	141	1,000	1,000	588
LEGAL SERVICES	524.311	1,130	2,500	2,500	3,726
CONTRACTUAL SVCS	524.340	9,470	9,000	136,800	30,791
TRAVEL	524.400	702	2,000	2,000	1,665
MAINTENANCE	524.460	1,649	1,000	1,000	-
SUPPLIES	524.520	1,986	3,000	3,500	2,525
MEMBERSHIP	524.540	1,916	4,000	3,000	2,999
EQUIPMENT	524.640	-	1,000	500	150
TOTAL		115,339	127,294	205,296	149,473

**TOWN OF INDIAN SHORES
LIBRARY**

These expenditures under this section of the budget reflect the following:

- 1** Supplies and other costs to operate the Town's Volunteer Library, including \$75.00 per County Library Membership reimbursement to residents.
- 2** Purchase of Library Books.

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

LIBRARY DEPARTMENT

EXPENDITURES	ACCT/ #	Actual	Amended Budget	Budget	Actual
	077.000	2014/2015	2015/2016	2016/2017	5 YR AV
SUPPLY	571.520	230	300	750	286
MEMBERSHIP	571.540	1,275	6,800	1,800	1,055
EQUIPMENT	571.640	-	100	500	80
BOOKS	571.660	2,473	3,400	2,500	3,215
TOTAL		3,978	10,600	5,550	4,636

**TOWN OF INDIAN SHORES
PUBLIC SERVICE DEPARTMENT**

The expenditures under this section of the budget reflect the following:

1. A Supervisor and one full-time Public Service employee. The personnel services account is reduced by \$18,000 to reflect the time allocated in the Building Maintenance Department for janitorial services for Town facilities and street maintenance.
2. Contractual Services in the amount of \$4,800 includes expenses to provide uniforms to staff.
3. Maintenance has been budgeted at \$18,000 to cover regular maintenance.
4. Budgeted \$11,000 for beach raking and clean-up.
5. Supplies have been increased to cover lawn maintenance.
6. Costs necessary to maintain the following items:
 - A. Town Parks, Bathrooms and Medians
 - B. Public Service Building
 - C. Beach Cleaning
 - D. Recycling
7. Overtime has been budgeted at \$1,000.
8. Beautification funds have been budgeted at \$10,000.
9. Stormwater Maint. was placed in Public Service - in FY 15-16 as it was in the Building Department.

TOWN OF INDIAN SHORES

2016-2017 FY BUDGET

DEPARTMENT OF PUBLIC SERVICE

EXPENDITURES	ACCT.# 088.000	Actual 2014/2015	Amended	Budget	Actual
			Budget 2015/2016	Budget 2016/2017	5 YR AV
PERSONAL SERV	519.100	92,080	97,454	107,645	85,076
OVERTIME	521.140	-	1,000	1,000	1,000
CONTRACTUAL SERVICES	519.340	3,079	4,800	4,800	6,810
TRAVEL	519.400	-	1,000	1,000	158
COMMUNICATIONS	519.410	461	705	700	665
RENTALS & LEASES	519.440	1,144	2,000	1,000	829
MAINTENANCE	519.460	15,258	17,000	18,000	11,552
LAWN MAINTENANCE	519.461	4,071	4,000	10,000	7,214
BEACH MAINTENANCE	519.463	513	11,000	11,000	603
STORMWATER MAINTENANCE	519.464	9,731	10,000	10,000	5,606
SUPPLY	519.520	13,655	13,500	15,632	8,531
METAL RECYCLE PROCEED PURCH	519.521			2,500	
CIVIL DEFENSE & TIPS GRANT	519.525	1,972	2,000	7,500	1,594
MEMBERSHIPS/TRAINING	519.540	543	2,500	2,000	359
EQUIPMENT RESV	519.600	-	8,000	8,000	-
EQUIPMENT	519.640	3,124	2,500	3,000	8,257
COST RELATED TO RECYCLING	534.520	2,031	2,300	2,300	2,006
BEAUTIFICATION	575.000	9,431	10,000	10,000	9,206
DEPARTMENT TOTAL		157,092	189,759	216,077	149,466

**TOWN OF INDIAN SHORES
INTERFUND TRANSFERS**

- 1. Transfers are for the Budgeted transfer of Utility Taxes and 2.5% of the Communications Services Tax to the Capital Improvement Fund for debt service.**
- 2. Transfer of funds to the Road and Bridge Fund to supplement funds for Street lighting expenses.**

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

INTERFUND TRANSFERS

EXPENDITURES	ACCT.# 090.000	Actual 2014/2015	Amended Budget 2015/2016	Budget 2016/2017	Actual 5 YR AV
TRANSFER TO CIP for Projects	519.381	-	-		281,441
UTILITY TAX Transfer to CIP for DEBT	519.382	373,207	345,188	325,910	352,871
TRANSFER TO CAP IMP for DEBT	519.383			35,326	
RESERVE Transfer to Rd & Bridge	519.273	43,130	43,130	43,130	49,080
TRANSFERS		416,337	388,318	404,366	683,393

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

DEPARTMENTAL SUMMARY

DEPARTMENT	Actual 2014/2015	Amended Budget 2015/2016	Budget 2016/2017	5 YR AVERAGE
Legislative	64,222	69,571	67,000	58,037
Administrative	442,613	535,217	572,607	486,155
Finance	213,417	228,751	224,221	194,927
Building Maintenance	118,121	136,080	137,300	83,348
Parking	6,258	4,000	7,000	3,652
Police	1,168,799	1,242,680	1,192,653	1,183,751
Building	115,339	127,294	205,296	149,473
Library	3,978	10,600	5,550	4,636
Public Service	157,092	189,759	216,077	149,466
Transfers	416,337	395,255	404,366	683,393
TOTAL	2,706,175	2,939,207	3,032,070	2,996,836

FY 2016-2017

Road & Bridge

Proposed Revenues

& Expenses



**TOWN OF INDIAN SHORES
ROAD AND BRIDGE**

The Road and Bridge Fund reflects a budget for improvements and maintenance of the roads and beach access, street lighting, traffic light maintenance and electricity. This fund controls the use of the restricted revenues.

There are several revenue sources that are restricted to road and transportation purposes only. The State Revenue Sharing program monies are distributed monthly according to Florida Statutes Section 206.605 (3). 23.8% of the Revenue Sharing Funds are credited to the Road and Bridge Fund.

Local Option Gas Tax funds are distributed by the County on a monthly basis and are credited to the Road and Bridge Fund for road and transportation expenses.

Other funds are credited to the Road and Bridge Fund such as reimbursement from the State and County for the maintenance of traffic signals.

Transportation Impact Fees are charged to offset the cost of additional facilities or services necessary as the result of new development.

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

ROAD & BRIDGE FUND

REVENUES	ACCT. #	Actual	Amended Budget	Budget	Actual
	FUND # 011	2014/2015	2015/2016	2016/2017	5 YR AV
STATE REV SHARE	335.120	7,624	7,900	7,823	8,064
STATE ST. LGT. & SIGNL.	335.490	36,379	37,470	45,100	33,993
LOCAL OPTION GAS	338.900	23,295	23,000	19,997	23,432
TRANS G F RESERVE TRANS	381.001	52,071	43,130	43,130	49,080
R&B - RESERVE TRANSFER	381.001	-	-	-	
TOTAL		119,369	111,500	116,050	114,569

ROAD & BRIDGE FUND

EXPENDITURES	ACCT. #	Actual	Amended Budget	Budget	Actual
	088.000	2014/2015	2015/2016	2016/2017	5 YR AV
PERSONAL SERV	541.100	9,600	10,000	10,000	9,651
UTILITIES	541.430	96,346	97,500	97,500	96,171
MAINTENANCE signals & Lights	541.460	7,726	4,000	8,550	8,113
PARKING SPACES	541.632	-	-	-	5,883
TOTAL		113,672	111,500	116,050	119,818

FY 2016-2017

Proposed

Capital Improvement

Plan



**TOWN OF INDIAN SHORES
CAPITAL IMPROVEMENT**

The Capital Improvement Budget reflects anticipated Capital expenditures for the 2016-2017 year as presented in the Town of Indian Shores Capital Improvement Program.

2016 - 2017 FY BUDGET

Police Vehicle	37,132
	<u>37,132</u>
<u>Municipal Center Debt</u>	
Debt Payment - Principal	135,653
Debt Payment - Interest	36,431
	<u>172,084</u>
<u>Undergrounding Debt</u>	
Debt Payment - Principal	227,903
Debt Payment - Interest	143,195
Debt Payment - Charges & Fees	
	<u>371,098</u>
<u>Capital Projects</u>	
Capital Projects	60,000
GBB - Town Signs	333,500
GBB - Monument	500,000
GBB - Streetscape FDOT Grant	195,000
GBB - Streetscape	439,230
GBB - Streetscape/Landscape	16,500
Trans. To Unassigned Fund Balance	-
TOTAL	<u>\$ 2,124,544</u>

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET
CAPITAL IMPROVEMENT FUND**

REVENUE	ACCT. # FUND 300	Actual 2014/2015	Amended Budget 2015/2016	Budget 2016/2017	Actual 5 YR AV
UNDERGROUNDING REIMB FROM P.C.	331.203	400,837	400,837	801,674	403,337
INFRASTRUCTURE TAX	335.180	142,068	145,000	146,642	145,780
ASSIGNED- GEN FD TO CIP	381.000	-	-	-	3,700
TRANS FROM GF - COMM SVC TAX	381.006	3,104	3,188	3,110	3,088
TRANS FROM GF - PUB SVC TAX	381.007	370,330	342,000	322,800	357,109
RESERVE TRANSFER - FD BAL	381.273	-	-	619,992	-
TRANSFER TO CAP IMP - DEBT				35,326	
DOT GRANT - STREETSCAPE				195,000	
TOTAL		916,338	891,025	2,124,544	913,014

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET
CAPITAL IMPROVEMENT FUND**

EXPENDITURES	ACCT. # 300	Actual 2014/2015	Amended Budget 2015/2016	Budget 2016/2017
POLICE VEHICLE	519.272	31,706		37,132
TASERS	519.897	13,200		-
BULLETPROOF VESTS	519.898	12,061		-
POLICE ATV	519.899			-
BIKE RACK				5,000
BUOYS				50,000
LOGO SIGN FOR CHIEF E.D. WILLIAMS PARK				5,000
MUNICIPAL CENTER\ PAINTING INSIDE BLDG. BEAUT.(GULF BLVD) - SIGNS & ART PROJECTS	519.887		12,500 260,973	-
FOOT SHOWER AT NATURE PARK	519.894			-
SEAWALL REPAIR - SOUTH OF PS BLDG	519.895			-
GBB - Streetscape	519.896	3,560	65,000	439,230
GBB - Streetscape - FDOT Grant	519.896			195,000
GBB - Signs - Landscape Project	519.896			16,500
GBB - Town Signs	519.888			333,500
GBB - MONUMENT	519.888	32,493		500,000
BUCKET TRUCK	519.900	34,415		-
REFURBISH TENNIS COURTS & PLAYGROUND	519.907	31,677		-
NEW PAVILLION\ ADD CEILING	519.910	26,797		-
TRANS TO UNASSIGNED FD BAL	381.273			-
DEPT SUB-TOTAL		185,909	338,473	1,581,362
MUNICIPAL CENTER				
DEBT PAYMENT - PRINCIPAL	560.000	135,652	135,653	135,653
DEBT PAYMENT - INTEREST	565.000	48,521	40,572	36,431
		184,173	176,225	172,084
UNDERGROUNDING				
DEBT PAYMENT - PRINCIPAL	571.000	135,000	145,000	227,903
DEBT PAYMENT - INTEREST	572.002	236,065	225,764	143,195
DEBT PAYMENT - FEES	573.000	5,743	5,563	
DEBT SUB-TOTAL		376,808	376,327	371,098
GRAND TOTAL		746,889	891,025	2,124,544

**TOWN OF INDIAN SHORES
2016-2017 FY BUDGET**

INTERFUND TRANSFERS

TRANSFERS FROM	TRANSFER TO			TOTAL TRANSFERS FROM
	General	Capital Improvement	Road and Bridge	
General		1,176,228	43,130	1,219,358
Road and Bridge				-
Capital Improvement				-
TOTAL TRANSFERS TO:	-	1,176,228	43,130	1,219,358

**TOWN OF INDIAN SHORES
MAINTENANCE/SUPPORT AGREEMENTS**

DEPARTMENT ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
22-512.310	Professional Services	I. T. ; Engineering & Actuary	30,000
22-512.340	Audio Visual Innovations	Audio System Annual Maintenance	5,505
22-512.340	P.C. Supv of Elections	Municipal Election	2,681
22-512.440	Pitney Bowes	Postage Machine	780
22-512.440	Zeno Office Solutions	Copy Machine Lease	4,220
22-512.470	Municode	Ordinance Codification	6,000
22-512.650	Pinellas County Sheriff	ACISS (Records Mgmt. Service)	800
22-512.650	Intellichoice (E-Force)	Software support and Annual License	1,848
22-512.650	Tyler Technologies	Accounting Software Support & CLOUD Storage	7,200
86-524.340	Contractual Services	Building Consulting/Site Plans Reviews	9,000
44-519.460	Crystal Springs	Weekly - Spring Water	1,950
44-519.460	Otis Elevator	Annual Elevator Maintenance	6,275
44-519.460	Stanley Security	Fire Alarm ; Key Cards ; CCTV	6,432
44-519.460	ABC Controls	HVAC Annual Service for Controls	1,500
44-519.460	Castle to Cottages	Muni Center Floors and Rugs Cleaning	8,000
44-519.460	ACF Standby Systems	Generator Service 262 KW	1,511
44-519.460	Facility Dude	Annual Support - Facility Management	1,500
44-519.460	Kron & West	A/C System - Periodic & Annual Maint. Supplies	12,000
44-519.460	DBPR -	Elevator Licenses	225
44-519.460	Wiederman Fire/Pye Barker	Fire Extinguisher Insp	300
44-519.460	Piper Fire	Fire Sprinkler Insp	200
44-519.460	Terminex	Monthly Pest Control	1,100
44-519.460	AFA Protective Services	Fire Panel	1,500
88-519.340	AlSCO	Uniforms & Lobby Mat Rental	3,500
88-519.340	Marshall's Pest	Annual Lawn & Tree Care	3,300
88-519.461	Buccaneer Landscaping	Annual Palm Tree Maintenance	4,000
88-519.463	Beach Masonizing	Beach Maintenance	11,000
88-534.520	Progressive Waste Services	Cost related to Solid Waste	3,780
55-521.410	Pinellas County Sheriff	Computer Aided Dispatch	10,099
55-521.340	Pinellas County Sheriff	Forensic Services and Latent Prints	3,865
RD & BDGE			
11-88-541.460	Pinellas County	Rd & Bldg - Traffic Signal Maint.	11,552
		TOTAL	\$ 161,423

2016 BUDGET CALENDAR		Revised 8/29/16
Date	Description	Reference
Wednesday March 16 2:00 P.M.	Council Meeting - Chief presents the FY2016-2017 Targeted Police Budget for approval	
Wednesday March 16 7:00 P.M.	Redington Shores Council Meeting - Chief presents the FY2016-2017 Targeted Budget for approval	
Tuesday May 3 2:00 P.M.	Administration & Finance Committee meeting to recommend a CPI & Merit Pool figure to the Council for approval for the Director of Finance to prepare the preliminary FY2016-2017 Budget.	
Tuesday May 24 2:00 P.M.	Council Workshop to review preliminary budget considerations for FY2016-2017.	
Wednesday June 1	Property Appraiser provides Estimate of Taxable Values.	200.065(7)
Tuesday June 21 2:00 P.M.	Council Workshop - Discussion of Draft FY2016-2017 Budget	
Friday July 1	Property Appraiser delivers certification of taxable value (DR-420) to taxing authorities.	193.023(1)
Tuesday July 5 2:00 P.M.	Council Workshop - Discussion of Draft FY2016-2017 Budget	
Tuesday July 12 5:00 P.M.	Council Meeting - Determine the proposed aggregate millage rate, rolled-back rate, date, time and meeting place of the two (2) required public hearings to adopt a tentative and final budget	
Thursday August 4	Taxing Authorities Notify Property Appraiser of proposed millage rate, date/time and place of 1st public hearing (return completed DR-420)	200.065 (2)(b)
Monday August 22	Property Appraiser mails TRIM notices	200.065(2)(b)
Monday August 29 1:00 P.M.	Council Workshop - Discussion of Draft FY2016-2017 Budget	
Tuesday September 6 5:01 P.M.	Special Council Meeting - 1st Public Hearing to adopt a tentative millage rate and FY2016/2017 Budget	200.065(2)c
Tuesday-Sept. 13	School Board Budget Hearing	200.065(2)
Wednesday-Sept 14	Pinellas County BCC Budget Hearing	200.065(2)
Friday September 16	Publish Budget Advertisement of the Town's intent to hold the final Public Hearing to adopt the final budget and millage rate	200.065(2)(d) 200.065(3)
Wednesday September 16	Deadline for Taxpayers to file a petition with the Value Adjustment Board (within 25 days after TRIM Mailing)	194.011(3)(d)
Wednesday September 21 5:01 P.M.	Special Council Meeting - 2nd Public Hearing to adopt final millage rate and FY 2016-2017 budget	200.065(2)(d)
Friday September 23	Taxing Authorities forward millage rate to Property Appraiser, Tax Collector & DOR (within 3 days after adoption of resolution or ordinance)	200.068(4)

Glossary

GLOSSARY

The following definitions of terms are provided to aid in understanding the terminology employed in the text of the budget and other financial documents.

Account Number:

A system of numbering used to categorize or “group” accounting transactions into common areas, such as salaries, rent, and utilities expense. Account numbers are the numerical equivalent of descriptive terms, e.g., the number .12 represents the account number for regular salaries.

Accounting Period:

A period at the end of which, and for which, financial statements, budgets, or other reports are prepared, typically an annual period. The Town’s annual accounting period begins October 1 and ends September 30.

Accounting Procedures:

All processes which identify, record, classify and summarize financial information to produce financial records.

Accounting System:

The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accrual Basis:

The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Ad Valorem Tax:

A tax levied on the assessed value of real property. This tax is also known as property tax.

Appraise:

To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term “assess” is substituted for this term.

Appropriation:

An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessed Valuation:

A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assessment:

- (1) The process of making the official valuation of property for purposes of taxation.
- (2) The valuation placed upon property as a result of this process.

Available (Unassigned) Fund Balance:

This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balanced Budget:

A budget in which planned funds available equal planned expenditures.

Bond:

A written promise to repay a specified sum of borrowed money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter typically runs for a longer period of time.

Budget:

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budgetary Basis:

Actual expenditures adjusted by the change in the end reserve for encumbrances.

Budgetary Control:

The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital:

Any item with an expected life of more than two years and a value of more than \$5,000, such as automobiles, trucks, furniture, buildings, land, etc.

Capital Improvement Program:

A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have part and specifies the full resources estimated to be available to finance the projected expenditures.

Consumer Price Index (CPI):

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, i.e., economic inflation.

Cost Allocation:

A method used to charge Internal Service Funds and Enterprise Funds for their share of central administration costs.

Debt Service:

The payment of principal and interest on borrowed funds, such as bonds.

Deficit:

An excess of liabilities and reserves of a fund over its assets.

Depreciation:

The decrease in value of physical assets due to use and the passage of time.

Encumbrance:

An amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Fund:

A self-supporting fund designed to account for activities supported by user charges; examples are Parking, Water, Solid Waste and Sewer Funds.

Entitlement:

The amount of payment to which a state or local government is entitled as determined by the Federal government pursuant to an allocation formula contained in applicable statutes.

Fiscal Year:

A 12-month period to which the annual operating budget applies, and at the end of which, a government determines its financial position and the results of its operations. For the Town, the fiscal year begins October 1 and ends September 30.

Fixed Assets:

Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, improvements other than buildings, machinery and equipment.

Franchise:

A special privilege granted by a government permitting the continuing use of public property, such as town streets, and usually involving the elements of monopoly and regulation.

Full-Time Equivalent (FTE):

Equates part-time and temporary positions to full-time positions based on a 2,080-hour work year. A position which works 20 hours per week (1,040 per year) equals .5 FTE.

Full-Time Position:

A position which qualifies for full Town benefits, usually required to work 35 hours per week.

Fund:

A set of interrelated accounts to record assets, liabilities, equity, revenues, and expenditures associated with a specific purpose.

Fund Balance:

The fund equity (excess of assets over liabilities) of governmental funds and trust funds.

Fund Type:

In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GAAP:

Generally accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

General Fund:

A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Town Administration, Finance, Building, Parking, Police, and Public Services.

General Obligation Bonds:

Bonds for the payment of which the full faith and credit of the issuing government are pledged.

Grants:

Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

Homestead Exemption:

Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence and up to an additional \$25,000 of assessed value as approved by voters in January 2008 is exempt from the property tax.

Intergovernmental Revenues:

Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Lease-Purchase Agreements:

Contractual agreements which are termed "leases", but which, in substance, amount to installment purchase contracts.

Levy:

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities.

(Noun) The total amount of taxes, special assessments or service charges imposed by a government.

Liabilities:

Debts or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date. This term does not include encumbrances.

Millage:

The tax rate on real property based on \$1 per \$1,000 of assessed property value.

Modified Accrual Basis:

The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting that, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Operating Budget:

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. The use of an annual operating budget is usually required by law.

Operating Costs:

Outlays for such current period items as expendable supplies, contractual services, and utilities.

Ordinance:

A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution.

Other Costs:

Refers to costs which are not personnel, operating or capital in nature, such as debt service and transfers between funds.

Pay-As-You-Go Basis:

A term used to describe the financial policy of a government which finances all of its capital outlays from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

Part-Time Position:

Part-time employees work less than 35 hours per week and are not entitled to full-time employee benefits.

Personnel Costs:

Refers to all costs directly associated with employees, including salaries and fringe benefits.

Program:

A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit which is budgeted as a sub-unit of a department. A program budget utilizes the separate program budgets as its basic component.

Property Tax:

A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

Purchase Order:

A document which authorizes the delivery of specified merchandise or the rendering of certain services, establishes their cost, and creates a commitment on both the provider and receiver of the product or service.

Reclassification:

The moving of an existing position from one personnel classification (title) to another based on a study by the Personnel Department or a consultant that the person is performing the duties of a classification other than that in which the employee is currently placed.

Committed:

(1) An account used to earmark a portion of fund balance for a particular purpose.

Restricted:

(1) An account used to earmark a portion of fund balance as legally segregated for a specific future use.

Resolution:

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Retained Earnings:

An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Revenue Bonds:

Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

Revenues:

An increase in the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability or a decrease in assets, and does not represent a contribution of fund capital to enterprise or in internal service funds.

Rolled-Back Millage Rate:

Under Florida law, as property values are increased each year by the property appraiser due to inflation, the Town property tax rate is automatically reduced proportionately so that the Town does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base.

Special Assessment:

A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Surplus:

An excess of the assets of a fund over its liabilities and reserved equity.

Tax Rate:

The amount of tax stated in terms of a unit of the tax base; for example, 25 mills per dollar of assessed valuation of taxable property.

Tax Rate Limit:

The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

Tax Roll:

The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases, the two can be distinguished.

Taxable Value:

The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

Temporary Position:

A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular Town benefits.

Trust Funds:

Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

User Charges:

The payment of a fee for direct receipt of a public service by the party benefiting from the service.