



## STAFF REPORT

TO: Honorable Mayor and Town Council  
FROM: Chief Rick Thomas  
DATE: June 1, 2018  
RE: 2018-2019 Proposed Budget

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### **PROPOSED BUDGET HIGHLIGHTS**

The following budget categories are common in all Town Budgets. The three primary categories are Personnel, Operational Expenses and Capital Outlay.

#### **I. Personnel Services Category (estimated costs):**

**Salaries:** requesting a 3% pay increase for 2018-2019.

**Reserves Salaries:** slight increase to reflect 3% raise.

**Note:** FICA, Medicare, Life & Health Insurance, the exact figures are unknown. The Town Clerk updates this information as he/she receives it.

**Police Pension:** *(Hopeful this will be reduced by next year)*

**Off-Duty Details:** I asked Russ to create a new line item to track detail finances. The officers pay taxes (all officers) and pension costs (full time only).

#### **II. Operating Expenses Category:**

**Contractual Services:** This increase is due to the purchase of new radios for the county wide radio system. The County Manager tasked us with this purchase just recently (surprise).

**Rentals and Leases:** Increase for new laptop lease. The old lease only covered 4 laptops and I was able to purchase 2 more through grants. So far, we've had 4 break and only 1 out of the 4 was repairable. We are operating on old outdated computers. Their life expectancy has ended and its time we replace all the them. This cost includes extended warranty to included accidental breakage.

### **III. Capital Outlay Category:**

**Equipment:** We are in desperate need of replacing all the video cameras in the cars. The equipment is old, outdated, and no longer warrantied or supported by the manufacturer. We need a computer software update to continue downloading the ones that work. The software is approximately \$2,000, did not want to spend this money until the purchase could be addressed.

I have previously discussed purchasing the cameras with the Mayor last year. I asked to buy them with Impact Fee funds. However, Hurricane Irma, FEMA paperwork and the purchase of the property has since occurred, so the Mayor suggested to purchase the equipment out of the reserve funds.

The new equipment will maintain officer safety and policy compliance. In addition, protects us (Town) against false allegations, keep officer integrity and hopefully prevention of frivolous civil suits.

#### **Other Options:**

- Buy equipment out right with reserve funds.
- Possible seek a lease agreement to disperse the funds over 36 months

**Vehicles:** Two years ago, during a budget session we agreed to go back to leasing 2 vehicles a year.

Estimated costs for the lease purchase of 2 new vehicles, using a 4-year lease.

- a. I had to seek another vendor for the vehicle equipment this year. I have been shopping around to keep our costs low as possible.
- b. We paid off the 2015 vehicle last FY year.
- c. Any new vehicles will go to road patrol. We will use one of the old spares for code enforcement. The current vehicle in use is not cost effective any more. *(A second vehicle will be reassigned to the new SRO, if approved.)*
- d. Any remaining spare vehicle(s) will be sent to auction.

**NOTE:** The Department of Justice has frozen law enforcement Byrne Grant funding due to the Sanctuary Cities law suits. We received no funding last year and I assume it will be the same this year.

GENERAL FUND BUDGET - FISCAL YEAR:  
EXPENDITURES

2018 - 2019

LAW ENFORCEMENT - 521

ACCT. #	ACCOUNT DESCRIPTION	2016-2017 COUNCIL REQUEST	2017-2018 COUNCIL REQUEST	2018-2019 COUNCIL REQUEST	DIFFERENCE FROM 16-17 BUDGET	
521 -	PERSONNEL SERVICES					
110	EXECUTIVE SALARIES	105,741	113,150	116,547	3,397	TOTAL EXEC SALARIES based on a 3% raise
120	SALARIES	147,083	158,588	158,812	224	SALARIES - FT, including Holiday pay Straight time
130	SALARIES - RESERVE OFFICERS	12,600	14,837	15,689		\$11,5772 X 113 X 12 months
140	SALARIES-OVERTIME	6,196	12,320	10,029	-2,291	Holiday and Detail pay combined
145	OFF-DUTY DETAILS	0	0			NEW LINE ITEM
150	POLICE INCENTIVE PAY	4,320	5,400	5,846	446	Legally Required by Fla. Statute
210	FICA EXPENSE	16,959	18,145	18,832	687	TOTAL FICA- comes from TH
211	MEDICARE EXPENSE	3,966	4,244	4,404	160	TOTAL MEDICARE - comes from TH
220	RETIREMENT CONTRIBUTION	73,000	92,000	92,000	0	Per Actuary Report -
230	LIFE & HEALTH INSURANCE	62,084	49,007	55,373	6,366	TOTAL LIFE & HEALTH
240	WORKMANS COMP				0	
250	UNEMPLOYMENT EXPESES				0	
	TOTAL PERSONNEL	431,949	467,691	477,532	8,989	9,841



ACCT. #	ACCOUNT DESCRIPTION	2016-2017 COUNCIL REQUEST	2017-2018 COUNCIL REQUEST	2018-2019 COUNCIL REQUEST	DIFFERENCE #NAME? BUDGET	COMMENTS/JUSTIFICATIONS
<b>521 -</b>	<b>OPERATING EXPENSES</b>					
310	PROFESSIONAL SERVICES	2,500	0	0	0	
321	Late Fees/Finance charges	0	0	0	0	
340	CONTRACTUAL SERVICES	19,521	11,500	8,250	-3,250	INCREASE - Maint. Agreements increase
	SOUTHERN SOFTWARE					3,200
	IT Support					1500 IT Service
	RADIO MAINT FEES					3,300
	Pest Control					250.00 a year
350	Pre-Employment Screening	300	600	600	0	requirement for new hires, medical and drug screens
400	TRAVEL & PER DIEM	1,000	1,500	1,500	0	
410	COMMUNICATIONS	8,000	8,000	8,000	0	Had to change our plan with the upgraded phone system
	PD Office Phones, cell phone, air cards					
420	POSTAGE	600	300	300	0	
430	UTILITIES	3,700	3,700	3,700	0	
440	RENTALS & LEASES	350	12,138	16,100	3,962	
	Propane tank refill					\$300.00 Propane refill & rental yearly.
	SERVERS					10500 / 48 month lease 2016 to 2020
	LAPTOP LEASE					5300 / 36 months 2019 to 2021
450	INSURANCE	0	0	0	0	
460	REPAIR/MAINT., EQUIPMENT	4,400	4,400	4,400	0	
461	REPAIR/MAINT., COMPUTERS	500	500	500	0	
462	REPAIR/MAINT., BUILDING	0	0	0	0	
463	REPAIR/MAINT., VEHICLES	12,000	16,000	13,000	-3,000	
464	RADIO REPAIRS & SUPPLIES	0	0	0	0	
470	PRINTING	0	0	0	0	
490	MISCELLANEOUS CHARGES	100	100	100	0	
510	OFFICE SUPPLIES	1,500	1,500	1,500	0	paper products, toners
520	OPERATING SUPPLIES	3,168	2,000	2,000	0	Cleaning, water dispenser, misc. products, toiletries,
521	AMMUNITION	0	0	0	0	
522	GAS AND OIL	18,000	16,000	16,000	0	Unpredictable
523	UNIFORMS	1,800	2,300	2,300	0	Uniforms and duty gear
524	INVESTIGATIVE SUPPLIES	0	0	0	0	
525	AMMO/WEAPONS	2,000	2,000	2,000	0	
540	DUES AND SUBSCRIPTIONS	300	500	500	0	Memberships with police organizations
550	Training / Education / Tutution	2,000	2,500	2,500	0	
	<b>TOTAL OPERATING</b>	<b>81,739</b>	<b>85,538</b>	<b>83,250</b>	<b>-2,288</b>	<b>-2,288</b>
<b>521 -</b>	<b>CAPITAL OUTLAY</b>					
640	CAP.OUTLAY-EQUIPMENT	0	6,000	30,000	0	New video cameras for cars
				1,000		\$1000 / Antivirus & Malware software
	New radio purchase			12,000		Mandatory, 10 year purchase, \$12,000 a year
660	CAP.OUTLAY-VEHICLES	30,603	31,724	21,316	-10,408	2015 \$10,408.20 paid off
650	CAP.OUTLAY-VEHICLES	20,000				2017 Ford \$10,451.63, 2017-2020
			0	0		2017 Ford \$10,863.62, 2017-2020
			0	26,000		2019 vehicle(s) (\$26000)
660	CAP.OUTLAY.BLDG. IMPROV	0	0	0	0	
670	CAP.OUTLAY-IMPACT FEES	0	0	0		
804	PD VEST GRANT	3,000	2,400	3,500		vests replacement / 50% reimbursement
807	BYRNE GRANT - TBA	4,266	1,000	0	-1,000	Reimbursement grants / 100% reimbursement
808	BYRNE BLOCK - TBA	1,000	1,000	0		Reimbursement grants / 100% reimbursement
	<b>TOTAL CAPITAL OUTLAY</b>	<b>58,869</b>	<b>42,124</b>	<b>93,816</b>	<b>-11,408</b>	<b>-42,124.00</b>
	<b>TOTAL LAW ENFORCEMENT</b>	<b>572,557</b>	<b>596,461</b>	<b>654,598</b>	<b>-4,707</b>	<b>58,137</b>
						8.88%



OLD Rate ADMIN	PUB SAFETY	2018-2019	INCREASE: CURRENT	66 HDAY/ST	NEW ANNUAL	INCNT	HDAY/OT	0	BUDGET SALARY	0.062 FICA	0.0145 MED	5% DEF COMP	515.00 HOSPT
29 300000	CHIEF	30.179000	62,772.32	-	62,772.32	1,560.00	-	-	64,332.32	3,988.60	932.82	-	9,467.06
25 10000	Lieutenant	25.853000	53,774.24	-	53,774.24	990.00	-	-	54,754.24	3,394.76	793.94	-	8,038.00
	TOTAL EXEC. SALARIES		116,546.56	-	116,546.56	2,540.00	-	-	119,086.56	7,383.37	1,726.76	-	17,505.00
OFFICERS													
17 930000	CPL Brown	18.467900	41,294.22	1,218.88	42,513.11	1,100.00	1,828.32	-	45,441.43	2,817.37	658.90	-	9,467.00
16.950000	Cpl Hamelink	17.458500	39,037.21	1,152.26	40,189.47	1,446.00	1,728.39	-	43,363.86	2,688.56	628.78	-	9,467.00
16.050000	Ofc Knox	16.531500	36,964.43	1,091.08	38,055.51	500.00	1,636.62	-	40,192.13	2,491.91	582.79	-	9,467.00
16.050000	Ofc Scott	16.531000	36,963.32	1,091.05	38,064.36	260.00	1,636.57	-	39,950.93	2,476.96	579.29	-	9,467.00
11.24000	Reserves	11.577200	15,698.68					-	15,698.68	973.32	227.63	-	-
0.000000	CUSTODIAN	0.000000	0.00					-				-	-
	TOTAL REG. SALARIES		154,259.18	4,553.27	158,812.45	3,306.00	6,829.90	-	168,948.35	11,448.12	2,677.38	-	37,866.00
all totals					275,359.01	5,846.00			288,034.91	18,831.48	4,404.14	-	55,373.00
A	B	C	D	E	F	G	H	I	K	L	M	N	O

