



# **The Town of Hilton Head Island Regular Finance & Administrative Committee Meeting**

**Tuesday, September 15, 2015  
1:30 pm. – Conference Room 3**

## **AGENDA**

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**As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting**

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Approval of Minutes**
  - a. Finance and Administrative Committee Meeting of August 4, 2015.
- 4. Unfinished Business**  
None
- 5. New Business**
  - a. Town-wide maintenance as proposed performance audit.
  - b. Discussion of day-to-day management of Public Communication firm.
  - c. Update on Circle-to-Circle by Chairman Gant.
  - d. Post Budget analysis.
- 6. Adjournment**

**Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.**

**TOWN OF HILTON HEAD ISLAND**  
**FINANCE AND ADMINISTRATIVE COMMITTEE MEETING**

**Date:** August 4, 2015 **Time:** 2:30 p.m.  
**Members Present:** John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*  
**Members Absent:** None  
**Staff Present:** Greg Deloach, *Assistant Town Manager*; Tom Fultz, *Director of Administrative Services*, Erica Madhere; Finance Administrator, Cindaia Ervin, *Finance Assistant*  
**Others Present:** Kim Likins, *Council Member*; Ray Deal, *Hilton Head Island-Bluffton Chamber of Commerce/VCB*; Eleanor O'Key, *Lowcountry Inside Track*; Jocelyn Staigar, *Hilton Head Island Realtor's Association*, and other members of the public  
**Media:** None

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**1. Call to Order:**

The meeting was called to order at 2:35 p.m.

**2. FOIA Compliance:**

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**3. Approval of Minutes:**

- a. Mr. Harkins moved to approve the Minutes from the Finance and Administrative Committee Meeting on July 28, 2015 at 10:45 am. Mr. Lennox seconded, and the motion passed with a vote of 3-0.

**4. Unfinished Business:**

None

**5. New Business:**

**a. Discussion of future implementation and process of the Town's new Public Communication Program and discussion of evaluation point factor system**

Mr. McCann opened the meeting by stating that the vision for the Public Communications firm is that Town Council would agree which projects will go to them. He used the project example of Circle to Circle. If that project is nearing completion and ready to go out to the public, Town Council would vote for approval based on information from the hearings. He believes that would be a more uniform way to get the message out to the public.

Tom Fultz, Director of Administrative Services for the Town, explained that the solicitation for the Public Communications Firm has been issued to eight papers in the locations that the committee agreed upon. There were 14 firms that he identified through the Municipal Association and four said that they intend to respond along with one local company. The responses have to be submitted by September 1<sup>st</sup> at 1:30 P.M. He explained that he has developed a weighted point evaluation system for the RFQ that would give the selection committee a universal way to properly evaluate the responding firms.

During this process Mr. Fultz will review the incoming applications and verify that they meet the qualifications in order to be considered. If the application meets the responsive and responsible criteria, then they will be fully evaluated. At that time, the references will be checked and interviewed based on the scope of work the firm did for them. Mr. Fultz stated that based on the information that is received from the interviews; the selection team will rank the firms using the point evaluation system individually. Then the team will meet as a group to review how each firm ranked and determine which will be brought in for interviews.

Greg Deloach, Assistant Town Manager suggested that he and Tom Fultz will go through the responses first using the point evaluation system and narrow down the selections with a complete evaluation and reference checks prior to bringing it to the Finance & Administrative Committee. Mr. McCann stated that he would like to see the Committee and Council Member Kim Likins on the selection team along with Mr. Fultz and Mr. Deloach. He later thought that a smaller selection team would be ideal but would discuss more options later.

The committee asked Kim Likins, Council Member her thoughts. She stated that her concern was that the selection team needs to have someone actively participating that understands and knows Public Communications. Mr. Deloach suggested that a council member participate on the selection team. After consideration, Mr. McCann thought that Mr. Deloach and Mr. Fultz should review incoming applications first and update the Committee at its September 15<sup>th</sup> meeting.

Mr. Deloach stated that once the firm is hired, there should be one point of contact for the day to day operations. Mr. Lennox stated that the firm that is selected will be speaking on behalf of the Town; however, they need to be sure that they go through the proper filters prior to broadcasting information on its behalf. Mr. McCann agreed with Mr. Lennox and added that any actual media releases should come from the Town itself.

The Committee heard public comment from Jane Joseph with the Arts and Cultural Strategic Planning Committee regarding the criteria for the type of media that the Public Communications firm would use to broadcast to the community. Mr. Fultz responded that in the RFQ response the Public Communications firm is to explain its processes and methodologies used successfully in the past on how to reach the citizens and the intended audience.

**6. Adjournment:**

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded and the motion was approved by a vote of 3-0. The meeting was adjourned at 3:13 p.m.

**Approved:**

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**John McCann, Chairman**

**Respectfully submitted:**

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**Cindaia Ervin, Secretary**

# Memo



To: Scott Liggett, Director of PP&F / Chief Engineer  
From: Julian Walls, Facilities Manager  
Subject: Facilities Management Budget  
Date: September 11, 2015

**Summary:** Attached for your information/review are two Facilities Management budget documents that were submitted and approved for the FY 15-16 budget year. Below is a brief synopsis of each document attached.

- **General Fund Budget Worksheet:** This budget worksheet was created and submitted per the request of Finance. It shows a breakdown of the Facilities Personnel budget as well as the Operating budget for the current year, recent past years' actuals and future years' budget projections. Within the Personnel and Operating budget sections, each section is further broken down by account with the corresponding account name and number. The current Personnel budget is \$1,045,756 and the current Operating budget is \$2,955,613 with an additional one time Capital budget of \$27,000 for a total budget of \$4,028,369.
- **General Fund Account Worksheet:** This budget worksheet breaks down the Facilities General Fund Operating Accounts into categories. Each account lists its corresponding total budget with detailed line items showing the breakdown of the funds. The line items shown in purple reflect contracted services. This budget worksheet is used daily by the Facilities staff as a tool when purchasing goods and services throughout the budget year.

Town of Hilton Head Island  
 General Fund Budget Worksheet  
 Year Ending June 30, 2016

Department: Public Projects & Facilities  
 Division: Facilities Management

		FY 2015 Activity											
		FY 2015 Actual				FY 2015 Encumbered			FY 2015				
		Through				Through			Estimated				
Org/Object	Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	April 21, 2015	April 21, 2015	Subtotal	FY 2015 Estimated Actual	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget
<b>Personnel:</b>													
11537010-51100	Salaries	665,516	676,241	694,130	701,435	540,427	-	540,427	727,102	746,143	757,335	768,695	780,226
11537010-51350	Overtime	11,924	13,960	13,594	15,000	11,028	-	11,028	15,000	15,000	15,225	15,453	15,685
11537010-51400	FICA	50,246	50,697	51,999	54,808	40,425	-	40,425	55,202	57,080	57,936	58,805	59,687
11537010-51450	Retirement - ICMA	51,410	53,210	57,502	58,111	46,027	-	46,027	61,607	61,706	62,632	63,571	64,525
11537010-51452	PORS Retirement - 10.65%	9,475	10,061	11,070	11,594	8,925	-	8,925	37,035	12,712	12,903	13,096	13,293
11537010-51454	PORS Life Insurance -.004	333	338	356	3,565	274	-	274	370	381	387	393	398
11537010-51455	Vantage Care Retirement	-	-	-	5,914	-	-	-	-	-	-	-	-
11537010-51456	Vantage Care Annual	1,031	1,275	1,753	1,928	1,145	-	1,145	1,145	1,236	1,255	1,273	1,292
11537010-51460	Health Care Fee (State)	21	21	-	38	-	-	-	-	38	39	39	40
11537010-51461	Administrative Fee (State)	450	468	468	468	390	-	390	468	468	475	482	489
11537010-51462	Premium Fee (State)	31	34	34	44	26	-	26	35	44	45	45	46
11537010-51463	Dependent Care Fee (State)	21	30	57	75	57	-	57	75	39	39	39	40
11537010-51500	Medflex	6,500	6,500	7,800	7,800	2,363	-	2,363	7,800	7,800	7,917	8,036	8,156
11537010-51501	Preventive Health Care	2,506	835	548	2,600	-	-	-	2,600	2,600	2,639	2,679	2,719
11537010-51502	Preventive Dental Care	2,601	1,998	953	1,950	130	-	130	1,950	1,800	1,827	1,854	1,882
11537010-51551	Medical	83,179	96,648	102,902	109,044	91,410	-	91,410	110,454	116,208	117,951	119,720	121,516
11537010-51552	Dental	1,688	1,828	1,723	1,688	1,406	-	1,406	1,688	1,688	1,713	1,739	1,765
11537010-51560	Basic LTD (State)	483	502	502	502	419	-	419	502	502	510	517	525
11537010-51561	STD - Hartford	1,264	1,313	1,365	1,382	1,121	-	1,121	1,318	1,217	1,235	1,254	1,273
11537010-51563	Supplemental LTD (State)	1,060	1,110	1,367	1,724	1,437	-	1,437	1,753	1,989	2,019	2,049	2,080
11537010-51602	Life AD&D (State)	51	53	53	53	41	-	41	48	53	54	55	55
11537010-51603	Life AD&D - Hartford	2,563	2,736	2,825	2,814	2,114	-	2,114	2,379	1,675	1,700	1,726	1,752
11537010-51700	Workers Compensation	11,659	9,385	14,615	16,834	16,911	-	16,911	16,716	15,378	15,609	15,843	16,080
11537010-51761	Personnel Adjustment	-	-	-	24,998	-	-	-	-	-	-	-	-
	Subtotal	904,012	929,243	965,616	1,024,369	766,076	-	766,076	1,045,248	1,045,756	1,061,442	1,077,364	1,093,524
<b>Operating:</b>													
11537020-53010	Travel	154	94	141	4,000	169	-	169	169	1,000	1,015	1,030	1,046
11537020-53020	Meetings & Conferences	1,532	2,392	2,046	2,790	1,358	-	1,358	2,790	3,000	3,045	3,091	3,137
11537020-53130	Landscape/Tree/Grounds Maintenance	-	-	-	956,381	-	242,943	242,943	956,381	1,006,677	1,047,152	1,062,859	1,078,802
11537020-53130-10005	Landscape/Tree/Grounds Maintenance	-	-	-	-	606,379	-	606,379	-	-	-	-	-
11537020-53130-10010	Landscape/Tree/Grounds Maintenance	-	-	-	-	9,914	-	9,914	-	-	-	-	-
11537020-53130-10020	Landscape/Tree/Grounds Maintenance	-	-	-	-	9,538	-	9,538	-	-	-	-	-
11537020-53130-10030	Landscape/Tree/Grounds Maintenance	-	-	-	-	35,405	-	35,405	-	-	-	-	-
11537020-53130-10040	Landscape/Tree/Grounds Maintenance	-	-	-	-	14,626	-	14,626	-	-	-	-	-
11537020-53130-10050	Landscape/Tree/Grounds Maintenance	-	-	-	-	45,666	-	45,666	-	-	-	-	-
11537020-53130-10060	Landscape/Tree/Grounds Maintenance	-	-	-	-	43,116	-	43,116	-	-	-	-	-
11537020-53140	Town Hall Maintenance	65,975	65,283	64,055	-	-	-	-	-	-	-	-	-
11537020-53141	Fire & Rescue Building Maintenance	92,146	87,451	186,504	-	-	-	-	-	-	-	-	-
11537020-53142	BCSO Maintenance	-	46,691	14,793	-	-	-	-	-	-	-	-	-
11537020-53143	S.H.A.R.E. Maintenance	-	4,753	12,195	-	-	-	-	-	-	-	-	-
11537020-53144	58 Shelter Cove General Maintenance	-	27,102	23,310	-	519	-	519	-	-	-	-	-
11537020-53150	Roadways Maintenance	29,821	27,560	51,725	20,000	-	-	-	20,000	20,000	20,300	20,605	20,914
11537020-53150-10060	Roadways Maintenance	-	-	-	-	11,628	-	11,628	-	-	-	-	-
11537020-53160	Litter/Pest/Janitorial Services	-	-	-	426,556	-	142,760	142,760	426,556	317,669	322,434	327,271	332,180
11537020-53160-10005	Litter/Pest/Janitorial Services	-	-	-	-	11,089	-	11,089	-	-	-	-	-
11537020-53160-10010	Litter/Pest/Janitorial Services	-	-	-	-	67,983	-	67,983	-	-	-	-	-
11537020-53160-10020	Litter/Pest/Janitorial Services	-	-	-	-	39,410	-	39,410	-	-	-	-	-
11537020-53160-10030	Litter/Pest/Janitorial Services	-	-	-	-	46,403	-	46,403	-	-	-	-	-
11537020-53160-10040	Litter/Pest/Janitorial Services	-	-	-	-	22,038	-	22,038	-	-	-	-	-
11537020-53160-10050	Litter/Pest/Janitorial Services	-	-	-	-	51,750	-	51,750	-	-	-	-	-
11537020-53160-10060	Litter/Pest/Janitorial Services	-	-	-	-	95,635	-	95,635	-	-	-	-	-
11537020-53175	Beach Park Maintenance	41,837	40,352	176,437	-	-	-	-	-	-	-	-	-
11537020-53190	Water Feature Maintenance	-	-	-	37,083	-	4,674	4,674	26,823	37,083	37,639	38,204	38,777
11537020-53190-10010	Water Feature Maintenance	-	-	-	-	15,299	-	15,299	-	-	-	-	-
11537020-53190-10030	Water Feature Maintenance	-	-	-	-	6,850	-	6,850	-	-	-	-	-
11537020-53195	Abandoned Property Cleanup	-	-	158,685	-	-	-	-	-	-	-	-	-
11537020-53410	Printing & Publishing	1,932	979	2,128	3,200	634	-	634	3,200	3,200	3,248	3,297	3,346
11537020-53415	Advertising	2,398	641	2,111	3,500	536	-	536	1,500	2,500	2,538	2,576	2,614
11537020-53530	Inspections/Monitoring Services	-	-	-	77,870	-	11,525	11,525	77,870	148,826	176,433	179,080	181,766
11537020-53530-10005	Inspections/Monitoring Services	-	-	-	-	4,380	-	4,380	-	-	-	-	-
11537020-53530-10010	Inspections/Monitoring Services	-	-	-	-	1,159	-	1,159	-	-	-	-	-
11537020-53530-10020	Inspections/Monitoring Services	-	-	-	-	38,189	-	38,189	-	-	-	-	-
11537020-53530-10023	Inspections/Monitoring Services	-	-	-	-	2,100	-	2,100	-	-	-	-	-
11537020-53530-10030	Inspections/Monitoring Services	-	-	-	-	841	-	841	-	-	-	-	-
11537020-53530-10040	Inspections/Monitoring Services	-	-	-	-	12,255	-	12,255	-	-	-	-	-
11537020-53530-10050	Inspections/Monitoring Services	-	-	-	-	13,620	-	13,620	-	-	-	-	-
11537020-53700	Maintenance Contracts & Fees	1,182,090	1,206,264	1,220,316	30,000	-	-	-	-	-	-	-	-
11537020-53701	Beach Operations	10,323	8,290	8,123	-	-	-	-	-	-	-	-	-
11537020-53710	Other Properties	54,445	54,092	62,928	-	-	-	-	-	-	-	-	-

Reduced FY16 Budget by \$10,000 and \$15,000

Reduced FY16 Budget by \$25,000

11537020-54100	Tools & Equipment		12,019	10,961	11,768	8,800	51	-	51	8,800	2,500	2,538	2,576	2,614
11537020-54100-10005	Tools & Equipment	Other Properties	-	-	-	-	2,712	-	2,712	-	-	-	-	-
11537020-54100-10020	Tools & Equipment	Town Property	-	-	-	-	1,883	-	1,883	-	-	-	-	-
11537020-54110	Equipment Rental		-	-	-	4,000	-	-	-	4,000	2,000	2,030	2,060	2,091
11537020-54230	Uniforms & Protective Gear		3,985	3,958	3,985	5,500	2,369	-	2,369	5,500	5,500	5,583	5,666	5,751
11537020-54250	Operational Supplies		-	-	-	80,500	1,209	-	1,209	80,500	87,800	89,117	90,454	91,811
11537020-54250-10005	Operational Supplies	Other Properties	-	-	-	-	1,252	-	1,252	-	-	-	-	-
11537020-54250-10010	Operational Supplies	Beach Property	-	-	-	-	29,172	-	29,172	-	-	-	-	-
11537020-54250-10020	Operational Supplies	Town Property	-	-	-	-	12,393	-	12,393	-	-	-	-	-
11537020-54250-10021	Operational Supplies	SHARE Center - Shelter Cove	-	-	-	-	253	-	253	-	-	-	-	-
11537020-54250-10022	Operational Supplies	BCSO - Shelter Cove	-	-	-	-	72	-	72	-	-	-	-	-
11537020-54250-10030	Operational Supplies	Parks	-	-	-	-	258	-	258	-	-	-	-	-
11537020-54250-10040	Operational Supplies	Fire & Rescue	-	-	-	-	1,679	-	1,679	-	-	-	-	-
11537020-54280	Signs		-	-	-	25,000	-	-	-	25,000	30,000	30,450	30,907	31,370
11537020-54280-10005	Signs	Other Properties	-	-	-	-	2,729	-	2,729	-	-	-	-	-
11537020-54280-10010	Signs	Beach Property	-	-	-	-	127	-	127	-	-	-	-	-
11537020-54280-10020	Signs	Town Property	-	-	-	-	276	-	276	-	-	-	-	-
11537020-54280-10022	Signs	BCSO - Shelter Cove	-	-	-	-	345	-	345	-	-	-	-	-
11537020-54280-10030	Signs	Parks	-	-	-	-	1,747	-	1,747	-	-	-	-	-
11537020-54280-10040	Signs	Fire & Rescue	-	-	-	-	42	-	42	-	-	-	-	-
11537020-54280-10050	Signs	Pathways - General Fund	-	-	-	-	2,348	-	2,348	-	-	-	-	-
11537020-54320-10020	Electricity	Town Property	-	-	-	-	4,064	-	4,064	-	-	-	-	-
11537020-54710	Office Supplies		8,539	7,808	5,060	10,063	147	352	499	7,523	7,523	7,636	7,750	7,867
11537020-54710-10005	Office Supplies	Other Properties	-	-	-	-	20	-	20	-	-	-	-	-
11537020-54710-10020	Office Supplies	Town Property	-	-	-	-	4,166	-	4,166	-	-	-	-	-
11537020-54711	OSHA		2,032	2,087	1,528	-	-	-	-	-	-	-	-	-
11537020-54720	Cleaning Supplies		9,913	9,967	9,981	-	-	-	-	-	-	-	-	-
11537020-54940	Repair & Maintenance		-	-	-	907,170	284	15,427	15,711	907,170	1,224,770	1,314,192	1,333,904	1,353,913
11537020-54940-10005	Repair & Maintenance	Other Properties	-	-	-	-	28,005	-	28,005	-	-	-	-	-
11537020-54940-10010	Repair & Maintenance	Beach Property	-	-	-	-	182,004	-	182,004	-	-	-	-	-
11537020-54940-10020	Repair & Maintenance	Town Property	-	-	-	-	93,122	-	93,122	-	-	-	-	-
11537020-54940-10021	Repair & Maintenance	SHARE Center - Shelter Cove	-	-	-	-	-	-	-	-	-	-	-	-
11537020-54940-10022	Repair & Maintenance	BCSO - Shelter Cove	-	-	-	-	10,470	-	10,470	-	-	-	-	-
11537020-54940-10030	Repair & Maintenance	Parks	-	-	-	-	78,759	-	78,759	-	-	-	-	-
11537020-54940-10040	Repair & Maintenance	Fire & Rescue	-	-	-	-	57,005	-	57,005	-	-	-	-	-
11537020-54940-10050	Repair & Maintenance	Pathways - General Fund	-	-	-	-	62,352	-	62,352	-	-	-	-	-
11537020-54950	Equipment Maintenance		3,839	3,789	1,890	-	-	-	-	-	-	-	-	-
11537020-54954-10005	Lease Payments	Other Properties	-	-	-	-	26,710	-	26,710	-	-	-	-	-
11537020-54956	Community Events		-	-	-	42,500	42,438	-	42,438	42,438	55,565	56,398	57,244	58,103
	Subtotal		1,522,980	1,610,514	2,019,709	2,644,913	1,858,949	417,681	2,276,630	2,596,220	2,955,613	3,121,747	3,168,573	3,216,102
<b>Capital:</b>														
	Vehicles		-	-	-	-	-	-	-	-	27,000	-	-	40,000
11537040-55120	Specialized Equipment		-	-	14,120	-	-	-	-	-	-	-	-	-
	Subtotal		-	-	14,120	-	-	-	-	-	27,000	-	-	40,000
	TOTAL		2,426,992	2,539,757	2,999,445	3,669,282	2,625,025	417,681	3,042,706	3,641,468	4,028,369	4,183,190	4,245,937	4,349,626

**Justifications**

**Increase due to...**

- Meetings & Conferences (53020): Accreditations and seminars
- Landscape/Tree/Grounds Maint. (53130): Non-related contracted services, tree work increase, limbing and devining, plants replacements.
- Inspections/Monitoring Services (53530): New beach meter monitoring, assessment and demolition contingency, generator inspections and monitoring.
- Operational Supplies (54250): Cleaning/paper products for parks and stock items
- Signs (54280): New pathways/sign replacement
- Repairs & Maintenance (54940): F&R HVAC replacement, interior replacements and apparatus bay door repairs at F&R, fire station #3 parking lot repairs, dock/parking lot maintenance and amenities replacement at the Parks, interior and exterior maintenance at Town Hall, and parking lot upfits (pavers) at 70 Shelter Cove Lane.
- Community Events (54956): Additional Christmas lights at the new Shelter Cove Park

**Town of Hilton Head Island  
General Fund Accounts (FY 2015-2016)  
Facilities Management-Budget**

Account	Location	Budget	
<b>Overtime (11537010-51350)</b>		\$ 15,000.00	\$ 15,000.00
<b>Travel (1537020-53010)</b>		\$ 1,000.00	\$ 1,000.00
<b>Meetings &amp; Conferences (11537020-53020)</b>		\$ 3,000.00	\$ 3,000.00
<b>Landscape/Tree/Grounds Maint. (11537020-53130)</b>			\$ 1,006,677.00
<u>Breakdown for Munis</u>			
1 Planting Replacement/ADA mulch playground/Tree Work	Beach Parks	\$ 40,000.00	
2 Grounds Maintenance/Repairs	F&R	\$ 15,000.00	
3 Tree Work/Removal	F&R	\$ 30,000.00	
4 Tree Removal	Other Properties	\$ 30,000.00	
5 Landscaping Replacement/ADA/Grounds Maintenance	Other Properties	\$ 80,000.00	
6 Grounds Maintenance/Tree Work	Town Hall	\$ 15,000.00	
7 Tree Work/Landscape	70 Shelter Cove Ln	\$ 10,000.00	
WHP (Sea Pines Circle to Buckingham) *notes litter	Other Properties	\$ 234,324.00	
Cross Island *notes litter	Other Properties	\$ 73,250.00	
North-Island areas *notes litter	Other Properties	\$ 231,661.00	
Mid-Island areas *notes litter	Other Properties	\$ 142,572.00	
South-Island areas *notes litter	Other Properties	\$ 104,870.00	
<b>Roadway Sign Maintenance (11537020-53150)</b>			\$ 20,000.00
<u>Breakdown for Munis</u>			
Replacement or itemized maintenance of the street name signs	Roadways	\$ 20,000.00	
<b>Litter/Pest/Janitorial Services (11537020-53160)</b>			\$ 317,669.35
<u>Breakdown for Munis</u>			
1 Miscellaneous Beach Debris Removal	Beach Parks	\$ 20,000.00	
2 Carcass Removal	Roadways	\$ 17,000.00	
Trash Receptacles	Pathways/Parks	\$ 69,000.00	
Janitorial	Beach Parks/Parks	\$ 125,508.00	
Janitorial	Mltpl Loc	\$ 46,899.00	
Pest Control	Mltpl Loc	\$ 4,872.00	
Carpet Cleaning	Town Hall	\$ 8,366.35	
Dumpster Service	Mltpl Loc	\$ 7,068.00	
Dumpster Service-Extra dumps/Portable Toilets	Mltpl Loc	\$ 18,956.00	
<b>Water Feature Maint. (11537020-53190)</b>			\$ 37,083.00
<u>Breakdown for Munis</u>			
Water Feature Maint	Beach Park	\$ 18,603.00	
Water Feature Maint	Parks	\$ 18,480.00	
<b>Printing &amp; Publishing (11537020-53410)</b>			\$ 3,200.00
<u>Breakdown for Munis</u>			
1 Brochures	Town Wide	\$ 1,500.00	
2 Annual Beach Passes	Beach Parks	\$ 1,000.00	
3 Contingency	F/M	\$ 500.00	
4 Safety Posters	F/M	\$ 200.00	

\$ 15,000.00

<b>Advertising (11537020-53415)</b>			<b>\$ 2,500.00</b>
<u>Breakdown for Munis</u>			
1	Invitations to Bid	\$ 2,500.00	
<b>Inspections/Monitoring Srv. (11537020-53530)</b>			<b>\$ 148,825.84</b>
<u>Breakdown for Munis</u>			
1	Driessen Meter Monitoring	Beach Parks \$ 1,000.00	
2	Assessment Contingency	Other Properties \$ 10,000.00	
3	Demolition Contingency	Other Properties \$ -	
	HVAC-Service	Mltpl Loc \$ 10,475.00	
	Fire Extinguisher & Hood Insp.	Mltpl Loc \$ 2,303.00	
	Security Services (Muni Crt)	Town Hall \$ 43,197.00	
	Alarm Monitoring	Mltpl Loc \$ 9,008.00	
	Termite Bonds	Mltpl Loc \$ 9,450.00	
	Sprinklers/Back Flow Preventers	Mltpl Loc \$ 5,285.00	
	Halon Inspections	Mltpl Loc \$ 1,200.00	
	Elevator	Town Hall \$ 1,379.00	
	Generator Maintenance	Town Hall \$ 6,078.35	
	Generator Maintenance	F&R \$ 49,450.49	
<b>Non-capital Tools &amp; Equipment (11537020-54100)</b>			<b>\$ 2,500.00</b>
<u>Breakdown for Munis</u>			
1	Tools for Trucks/Shop	F/M \$ 2,500.00	
<b>Equipment Rental (11537020-54110)</b>			<b>\$ 2,000.00</b>
<u>Breakdown for Munis</u>			
1	Equipment Rental	Mltpl Loc \$ 2,000.00	
<b>Uniforms &amp; Protective Gear (11537020-54230)</b>			<b>\$ 5,500.00</b>
<u>Breakdown for Munis</u>			
1	Replacement Shirts/Jackets for Staff	F/M \$ 4,000.00	
2	OSHA Required Boots/Goggles/Emergency Management Equipment/Etc	F/M \$ 1,500.00	
<b>Non-capital Operating Supplies (11537020-54250)</b>			<b>\$ 87,800.00</b>
<u>Breakdown for Munis</u>			
1	Dog Bags/Dog Stations	Beach Parks \$ 30,000.00	
2	Meter Paper	Beach Parks \$ 1,500.00	
3	Hurricane Water	F/M \$ 2,500.00	
4	Beach Parks Paper Products	Beach Parks \$ 15,000.00	
5	Gates/Locks	Other Properties \$ 1,800.00	
6	Supplies/Miscellaneous/Furniture	Town Hall \$ 16,500.00	
7	Replacement Parts (Equipment)/Stock Items/Supplies	F/M \$ 10,000.00	
8	Other Properties Paper Products & Cleaning Supplies	Other Properties \$ 7,000.00	
9	Supplies/Miscellaneous	BCSO \$ 500.00	
10	Supplies/Miscellaneous	F&R \$ 3,000.00	
<b>Signs (11537020-54280)</b>			<b>\$ 30,000.00</b>
<u>Breakdown for Munis</u>			
1	Beach/Signs Markers& Posts	Beach Parks \$ 7,000.00	
2	Property Signs	Other Properties \$ 5,000.00	
3	Pathway/Traffic Signs and Posts	Pathways \$ 15,000.00	
4	Door Signs	Town Hall \$ 3,000.00	
<b>Non-capital Office Supplies (11537020-54710)</b>			<b>\$ 7,523.00</b>
<u>Breakdown for Munis</u>			
1	Office Items for F/M	F/M \$ 5,000.00	
2	Training Material	Mltpl Loc \$ 1,000.00	
	Water Cooler Rental	Town Hall \$ 1,523.00	

<b>Repair &amp; Maint. (11537020-54940)</b>			<b>\$ 1,224,770.00</b>
<u>Breakdown for Munis</u>			
1	Playground Repair	Beach Parks	\$ 5,000.00
2	Plumbing & Electrical Repair	Beach Parks	\$ 15,000.00
3	Beach Meter Parts/Repairs	Beach Parks	\$ 5,500.00
4	Mobi Mat	Beach Parks	\$ 25,000.00
5	Dri Decking Replacement	Beach Parks	\$ 5,000.00
6	Decking/Boardwalk Repairs	Beach Parks	\$ 25,000.00
7	Fountain Repairs	Beach Parks	\$ 50,000.00
8	Shower Tower Repairs/Replacement	Beach Parks	\$ 7,000.00
9	Parking lot Pavement Repairs/Restriping/Refurbishment/Sidewalk	Beach Parks	\$ 55,000.00
10	Amenities	Beach Parks	\$ 20,000.00
11	Building Maintenance	Beach Parks	\$ 35,000.00
12	Contingency	Beach Parks	\$ 10,000.00
13	Plumbing and Electrical Repairs	F&R	\$ 30,000.00
14	Dumpster Service-Fire St. 6 Sludge Removal	F&R	\$ 2,200.00
15	Building Maintenance	F&R	\$ 75,000.00
16	HVAC Repairs	F&R	\$ 8,000.00
17	HVAC Replacements	F&R	\$ 31,000.00
18	Replacement/Repair Appliances	F&R	\$ 35,000.00
19	Pavement Repairs/Restriping	F&R	\$ 50,000.00
20	Contingency	F&R	\$ 20,000.00
21	Facilities Management Building Maintenance	F/M	\$ 20,000.00
22	HVAC Repairs	F/M	\$ 2,000.00
23	Plumbing & Electrical Repairs	F/M	\$ 4,000.00
24	Amenities/Playground Sets	Parks	\$ 35,000.00
25	Sidewalk/Dock/Parking Lot Repairs & Maintenance	Parks	\$ 50,000.00
26	Plumbing & Electrical Repairs	Parks	\$ 9,000.00
27	Park Maintenance	Parks	\$ 75,000.00
28	Miscellaneous/Contingency	Other Properties	\$ 7,500.00
29	Striping/Pathway Paint	Pathways	\$ 17,000.00
30	Amenities	Pathways	\$ 15,000.00
31	Pathway Repair/Rejuvenation	Pathways	\$ 210,000.00
32	Emergency Access Road Maintenance	Roadways	\$ 15,000.00
33	A/C heat repairs/replacements	Town Hall	\$ 43,000.00
34	Building Maintenance	Town Hall	\$ 60,000.00
35	Miscellaneous interior repairs/Contingency	Town Hall	\$ 6,000.00
36	Plumbing/Electrical Repairs	Town Hall	\$ 10,000.00
37	Town Hall Parking lot Repairs/Sidewalks	Town Hall	\$ 30,000.00
38	Plumbing and Electrical Repairs	BCSO	\$ 5,000.00
39	HVAC Repairs	BCSO	\$ 5,000.00
40	Plumbing and Electrical Repairs	SHARE Center	\$ 1,000.00
41	HVAC Repairs	SHARE Center	\$ 1,000.00
42	Parking lot Pavement Repairs/Restriping	70 Shelter Cove Ln	\$ 50,000.00
43	HVAC Repairs	70 Shelter Cove Ln	\$ 5,000.00
44	HVAC Replacements	70 Shelter Cove Ln	\$ 6,000.00
45	Building Repairs/Maintenance	70 Shelter Cove Ln	\$ 20,000.00
46	Contingency	70 Shelter Cove Ln	\$ 10,000.00
47	Fire Extinguisher Insp & Hood.-repair/mnt./replcmnt	Mltpl Loc	\$ 4,570.00

<b>Beautification/Island Events (11537020-54956)</b>			<b>\$ 55,564.85</b>
<u>Breakdown for Munis</u>			
1	Christmas Decorations/Lights Contract	Other Properties	\$ 35,500.00
2	Christmas Lights	Other Properties	\$ 16,714.85
3	Misc. Christmas Supplies (ribbon/wreaths/cords/timers/adapters)	Other Properties	\$ 550.00
4	Outdoor Power Maintenance for Christmas Lights	Other Properties	\$ 2,800.00
			\$ 2,955,613.04
			\$ 2,970,613.04
			\$ 2,970,613.04
			\$ 2,970,613.04