



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

**Tuesday, November 17, 2015  
2:00 pm. – Conference Room 3**

## **AGENDA**

---

**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 November 3, 2015.
- 4. Unfinished Business**
  - a. Discussion of Maintenance and Fixed Costs relative to the Town's total budget
  - b. General discussion of Post 2016 / Pre 2017 Budget.
- 5. New Business**

None
- 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:** November 3, 2015 **Time:** 3:00 p.m.  
**Members Present:** John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*  
**Members Absent:** None  
**Staff Present:** Steve Riley, *Town Manager*; Susan Simmons, *Director of Finance*; Cindaia Ervin, *Finance Assistant*  
**Others Present:** Kim Likins, *Council Member*; Charles Brown, *Marriot*; Eleanor O'Key, *Lowcountry Inside Track*; and other members of the community.  
**Media:** Zack Murdock; *Island Packet*

---

**1. Call to Order:**

The meeting was called to order at 3:04 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 October 27, 2015 at 1:00 p.m. Mr. Lennox seconded, and the motion passed with a vote of 3-0.

**4. Unfinished Business:**

None

**5. New Business:**

a. **General discussion of Post 2016/Pre 2017 Budget.**

Mr. McCann opened the meeting and thanked the staff for all the hard work that has been done on the budget. He asked Susan Simmons, Director of Finance, to explain the Non-Departmental Townwide budget processes. She explained how it is divided into three sections; personnel, operating, and Townwide grant. She also explained that if the Town decided to implement zero-based budgeting all costs would fall into the specific department's budget and not the Townwide budget. An example was used of the expenditures of operating a fire station. If using the zero-based budgeting, the Town should be able to capture the costs of electricity, fuel and other costs related to running a fire station to budget for the future.

Mr. Harkins shared a brief definition of zero-based budgeting (ZBB) with the committee members and his views as far as it being a good idea for the Town to consider. He highlighted three key positive points of using zero-based budgeting: it allows individual managers to justify their operations and to demonstrate that they are utilizing funds correctly to the community, and then it allows the Town to demonstrate its performance proficiency Townwide. Steve Riley, Town Manager, discussed his thoughts on changing

budget development processes and the importance of being prepared to implement the budget if the process changes. Much of the conversation was the concern and desire to not implement the proposed zero-based budget process too quickly and receive poor results. Conversely, the Committee preferred to wait another year. It mentioned the possibility of using government sector experienced ZBB consultants to facilitate the process.

Mr. McCann decided concluded that he would like to continue discussion regarding Post 2016/Pre 2017 budgeting and fixed cost relative to the Town's total budget at the November 17<sup>th</sup> meeting.

**6. Adjournment:**

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. The motion passed with a vote of 3-0 and the meeting was adjourned at 3:45 p.m.

**Approved:**

**Respectfully submitted:**

\_\_\_\_\_  
**John McCann, Chairman**

\_\_\_\_\_  
**Cindaia Ervin, Secretary**

## MEMORANDUM

**FROM: Tom Fultz, Director Administrative Services**  
**TO: Chairman, Finance & Administration Committee**

**DATE: October 1, 2015**  
**SUBJ: Fixed Operational Costs**  
**Attach: (1) Administrative Services Budget Spreadsheet**  
**(2) Budget Spread Sheet for ten year vehicle replacement Program**

Attachment (1) reflects the fixed operational cost for those areas for which I am responsible. It includes a total of \$923,999.00 for Information Technology, Record Administration and Municipal Court. Additionally it includes \$744,375.00 for those Town Wide fixed costs such as Insurance, Leases of equipment, Telephone and Cell Phones services that are managed by my Department. Attachment (2) is the ten year program for the replacement of Town staff vehicles (not to include Fire and Rescue) that I use to manage the yearly replacement/purchase of staff vehicles.

Town of Hilton Head Island  
Operations Budget  
Fiscal Year 2015-2016

	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
<b>OPERATING BUDGET</b>							
<b>Travel</b>	<b>11061520-53010</b>						
<b>Administrative Services Director</b>							
Misc. Meeting Meals							
<b>WAN Admin</b>							
Microsoft Exchange 2013 - Network Tech II							
Microsoft Server 2012 - Network Tech II							
Vmware - System Administrator							
Cisco ASA - System Administrator							
Travel Advance							
			07/07/2015	Tr. Advance		327.60	John T.
Lodging - Marietta, GA							
			07/17/2015	Exp. Rept.		925.55	John T.
Fuel - Cisco Training							
			07/17/2015	Exp. Rept.		110.34	John T.
Certification testing @ TCL, Beaufort							
<b>MIS Admin.</b>							
Laserfiche Conference							
Munis Conference							
<b>Website Admin.</b>							
Nat. Assoc of Gov Webmasters Conference							
Taxi							
			09/25/2015	Exp. Rept.		11.00	Hyatt Regency
Lodging							
			09/25/2015	Exp. Rept.		366.72	Hyatt Regency
Per Diem							
			09/25/2015	Exp. Rept.		207.50	Rene
Commercial Carrier							
			09/25/2015	Exp. Rept.		850.20	US Airways
Misc.							
			09/25/2015	Exp. Rept.		45.00	Rene
<b>GIS Admin.</b>							
2016 ESRI Southeast User Conference							
State & Local GIS Meetings							
<b>Total Travel</b>							
<b>Training/Conferences</b>	<b>11061520-53040</b>						
<b>WAN Admin.</b>							
Microsoft Exchange Server 2013							
Windows Server 2012							
Vmware vCenter Site Recovery Manager							
Cisco ASA							
2 ea Systems Administrator - CCNP							
200-101 Interconnting Cisco NW Devices-part 2							
			08/07/2015	P-Card	X	150.00	Pearson VUE
2 ea NetTech II - 2012 MCIT							
<b>MIS Admin.</b>							
Laserfiche Conference							
Munis Conference							
<b>Website Admin.</b>							
Nat. Assoc. of Government Webmasters Conf.							
Misc. Webinars related to projects							
<b>GIS Admin.</b>							
GIS Development & Administration							
2016 ESRI Southeastern User Conference							
State & Local GIS Meetings (Admin. & Analyst II)							
<b>Total Training/Conferences</b>							
<b>Printing &amp; Publishing</b>	<b>11061520-53410</b>	<b>100.00</b>	<b>100.00</b>				
<b>Total Printing &amp; Publishing</b>							
		<b>100.00</b>	<b>100.00</b>				
			<b>100.00</b>				

BUDGmaster	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
<b>Advertising Acct. 11061520-53415</b>	<b>150.00</b>	<b>150.00</b>					
<b>Total Advertising</b>	<b>150.00</b>	<b>150.00</b>					
		<b>150.00</b>					
<b>Maint Contracts - Software 11061520-53700</b>	<b>612,640.00</b>	<b>300,746.76</b>					
<b>WAN ADMIN.</b>							
12 Metro Ethernet Fiber Optic Connections	91,200.00	0.00	07/07/2015	20160012		91,200.00	Hargray
ISP WiFi for Coligny, Shelter Cove & Honey Horn	16,600.00	0.40	07/07/2015	20160014		16,599.60	Hargray
APC Annual Maintenance	4,200.00	4,200.00					
Adobe Acrobat Upgrade Insurance	7,200.00	7,200.00					
Cisco Annual Maintenance	43,300.00	43,300.00					
Quest Archive Manager (DLT Solutions)	3,200.00	3,200.00					
Quest Defender Maintenance	250.00	250.00					
VMWare Maintenance Contract	12,800.00	12,800.00					
Minolta Micro Reader Maint.	2,900.00	191.00	07/09/2015	20160028		2,709.00	Cavin's Business Solutions
McAfee Annual Maintenance & Subscription Fees	9,800.00	0.20	07/07/2015	20160019		9,799.80	McAfee, Inc.
McTrans Center-Civil & Coastal Engineering	500.00	76.00	07/10/2015	P-Card	X	424.00	University of Florida E-Commerce
Ekahau Annual Maintenance	1,200.00	1,200.00					
Fluke Network Test Equipment Annual Support	3,500.00	3,500.00					
Raxco Perfect Disk Maintenance Contract	1,900.00	1,900.00					
iBoss Web Filter Annual Maintenance	2,500.00	2,500.00					
Sophos End Point Protection Annual Maint.	9,100.00	9,100.00					
Infrascale back-up appliances Annual Maint.	7,000.00	250.00	07/13/2015	20160040		6,750.00	Infrascale, Inc.
SolarWinds Annual Maintenance	450.00	450.00					
Dell KACE Desktop Management	3,000.00	3,000.00					
Polycom Video Conferencing System	9,200.00	1,203.00	07/13/2015	20160038		7,997.00	Advanced Video Group
<b>MIS ADMIN</b>							
Selectron Business License IVR Maint. Contract	5,490.00	0.00	07/02/2015	20160003		5,490.00	Selectron Technologies, Inc.
Progressive Bus. Lic./Beach Pass/Cash Recpt.	15,750.00	764.84	07/02/2015	20160005		14,985.16	Progressive Solutions
Energov Software maintenance	20,000.00	20,000.00					
PCSS Court Software Support	34,650.00	34,650.00					
Munis Town & Rec. Dept. Maint. Contract	30,760.00	75.62					
Operating system database admin support			07/02/2015	20160002		5,676.83	Tyler Technologies
GUI Site License Support			07/02/2015	20160002		950.00	Tyler Technologies
Support & Update licenseing various modules			07/02/2015	20160002		24,057.55	Tyler Technologies
Munis Coastal Museum Maint. Contract	11,300.00	3.06	07/02/2015	20160001		11,296.94	Tyler Technologies
MCCI/Laserfiche Records Mngt - RIO	41,000.00	126.60	07/02/2015	20160004		40,873.40	MCC Innovations, Inc.
DPSI - iMaintenance	3,750.00	3,750.00					
AutoCAD Civil Maint Contract	7,500.00	7,500.00					
Autoturn Annual Maintenance	850.00	73.84	07/08/2015	P-Card	X	776.16	Transoft Solutions
3rd Party Software Upgrade Support	20,000.00	20,000.00					
PGP Corporate Desktop for Windows	85.00	85.00					
FMLA Maint. Contract	200.00	200.00					
CuteFTP Professional	150.00	150.00					
Securepay (Munis) Maint. Contract	280.00	35.00	08/10/2015	P-Card	x	245.00	AP Technology
Bentley Maint Contract	850.00	850.00					
Technology Solutions (TSC) Park Cameras Maint.	27,000.00	27,000.00					
Alarm.com mo. Sub for 4 Alarmed parks	2,000.00	0.00	07/07/2015	20160017		2,000.00	Technology Solutions
Hargray Connections for Park Cameras	19,200.00	19,200.00					
Time Warner Camera/Parks DSL Line	7,200.00	0.00	07/07/2015	20160018		7,200.00	Time Warner Cable
Verisign Payflow Pro pay services - Court Software	1,000.00	1,000.00					
Payflow online payment processing-Busines Lic.	800.00	800.00					
Verisign SSL Secure Online Trans-Business Lic.	3,000.00	3,000.00					
PayPal SSL Cert. Online Services-Web Server	1,100.00	1,100.00					
Verisign SSL for Energov-Styx	3,000.00	3,000.00					
Remote Scan	1,000.00	1,000.00					
Stagefront Maintenance Contract	11,500.00	11,500.00					
Beaufort County Broadcast Services	25,000.00	2,500.00	07/07/2015	20150215		22,500.00	Beaufort County
<b>Website ADMIN</b>							
Off-site Dedicated Server Web Hosting Service	14,000.00	12,128.00					
Dedicated Hosting			07/20/2015	P-Card	X	624.00	Dedicated Central
Dedicated Hosting			08/20/2015	P-Card	X	624.00	Dedicated Central
Dedicated Hosting			09/20/2015	P-Card	X	624.00	Dedicated Central
Quark Annual Maintenance	175.00	175.00					
hiltonheadislandsc.gov domain annual reg.	150.00	25.00	07/24/2015	P-Card	X	125.00	<a href="#">Dotgov domains</a>
scpeac.org domain renewal							
GovDelivery Email Service	5,500.00	5,500.00					
Verisign SSL Cert. for Online Serv. - 1 yr. (2)	1,500.00	1,500.00					
Peak Democracy Inc. Public Forum Platform	7,750.00	7,750.00					
PublicStuff Mobile App & CRM	10,500.00	10,500.00					
Hootsuite Pro Yearly Subscription	350.00	158.20	09/19/2015	P-Card	X	191.80	Hootsuite
Backupify Professional Yearly Subscription	1,300.00	1,300.00					
Annual Report - Design and Printing (500 copies)	7,900.00	7,900.00					
<b>GIS ADMIN</b>							

BUDGmaster	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
Trimble GPS Software & Firmware Contract	1,050.00	876.00	08/17/2015	20160135		174.00	Bradshaw Consulting
ESRI Enterprise License Agreement (ELA) Maint.	38,250.00	250.00	08/12/2015	20160130		38,000.00	ESRI
<b>Total Maint. Contracts - Software</b>	<b>612,640.00</b>	<b>300,746.76</b>					
		<b>300,746.76</b>					
<b>Hardware Equip. &lt;\$5,000 11061520-53416</b>	<b>124,594.00</b>	<b>75,192.10</b>					
<b>WAN Admin.</b>							
30 Desktop Computers @ \$1,300 each	32,500.00	16,642.54					
10 Optiplex 9020 desktops			07/13/2015	20160026		14,752.97	Dell Marketing
3 Samsung Hard Drives			08/18/2015	P-Card	X	317.97	Newegg
7 Solid State Drives			08/18/2015	P-Card	X	786.52	SHI
Surplus Equipment Disposal	3,500.00	3,500.00					
15 Laptop Computers @ \$2,000 each APC UPS for facilities	20,000.00	14,885.39	07/21/2015	20160055		5,114.61	Dell Marketing
6 Laser Printers @ \$1417 each	4,400.00	4,400.00					
25 Dell 24" flat panel Monitors @ \$350.00 2 Cisco 48 port switches @\$4,700.00	8,750.00 13,500.00	79.58 2.17	08/19/2015 09/29/2015	20160141 Req. 229		8,670.42 13,497.83	Dell Internetwork Engineering
<b>MIS Admin.</b>							
AV Equipment Yearly Costs	5,000.00	5,000.00					
Camera storm damage - camera upgrades	2,000.00	2,000.00					
Repair Folly Field Damage-to be reimbursed			09/14/2015	20160178		1,443.22	Technology Solutions-to be reimbursed
Reimbursement for Folly Field Damage			09/18/2015	Reimburse		-1,443.22	U.S. Express Inc.
Electronic Ticketing Supplies & Equipment	1,500.00	1,434.74					
Symbot Motorola Charging Cradle			07/29/2015	P-Card	X	43.13	PayPal
AC/DC Adapter for Motorola Symbol			07/30/2015	P-Card	X	22.13	Amazon
Laserfiche Desktop scanners	5,000.00	5,000.00					
<b>Website Admin.</b>							
Microsoft Surface 3 tablet, docking station, etc.	2,500.00	2,500.00					
<b>Finance</b>							
Digital signage solution w/45-70" flat screen	4,400.00	4,400.00					
2 Microsoft Surface Pro, 2 Verizon MiFi	4,772.00	4,772.00					
<b>Engineering - Stormwater</b>							
Tablet and Case	2,372.00	2,372.00					
<b>Fire and Rescue - Emergency Management</b>							
Tablet for Microsoft Surface, keyboard, case	1,200.00	1,200.00					
Class Room Wifi access point	1,000.00	33.10	09/15/2015	P-Card	X	966.90	CDW-G
<b>Human Resources</b>							
Color Printer with Auto Duplexing	2,200.00	2,200.00					
<b>Hardware Reserve</b>	10,000.00	4,770.58					
2 pair computer glasses			07/07/2015	P-Card	X	179.07	Gunnars Optiks
3 APC-UPS Batteries			07/13/2015	P-Card	X	1,340.01	SHI
Motorola HX550 Universal Bluetooth Headset			07/22/2015	P-Card	X	40.09	Amazon
Motorola H720 Bluetooth Headset			07/22/2015	P-Card	X	43.80	Amazon
Lithium Battery for Latitude E4			08/12/2015	P-Card	X	182.30	Dell
HDMI Switch			08/18/2015	P-Card	X	41.32	Newegg
Misc. Cable Adapters			08/21/2015	P-Card	X	629.04	Newegg
2 Cisco power cables (14 ft)			08/27/2015	P-Card	X	30.74	CDW-G
Otterbox			09/02/2015	P-Card	X	47.65	Otterbox.com (John T.)
1 9-Cell Lithium Ion Battery for Latitude E4			09/11/2015	P-Card	X	158.99	Dell
ipad charging cable			09/16/2015	P-Card	X	89.00	Staples (Rene)
Video cables			09/14/2015	P-Card	X	211.79	Newegg (Vince T.)
Enterprise Hard Drives			09/16/2015	P-Card	X	2,013.47	Go Harddrive (Tuttle)
Power Injector			09/17/2015	P-Card	X	264.80	SHI (Tuttle)
Return Otterbox			09/29/2015	P-Card	X	-42.65	Otterbox.com (John T.)
<b>Total Hardware Equipment &lt;\$5,000</b>	<b>124,594.00</b>	<b>75,192.10</b>					
		<b>75,192.10</b>					
<b>Books, Subscriptions &amp; Dues 11061520-54010</b>	<b>1,995.00</b>	<b>1,625.38</b>					
<b>Administration</b>							

BUDGmaster	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
1 yr. sub. - Island Packet	200.00	-16.00	09/30/2015	P-Card	X	216.00	Island Packet
<b>IT/Network</b>							
How2Pass Subscription	80.00	1.38					
How2Pass CCENT/ICND1			07/21/2015	P-Card	X	39.31	BlueSnap, Inc.
How2Pass ICND2 200-101			07/25/2015	P-Card	X	39.31	BlueSnap, Inc.
<b>MIS Admin.</b>							
Online Learning Center-Learndevnow subscription	400.00	400.00					
<b>Website Admin.</b>							
Clipart.com	195.00	195.00					
NAGW yearly dues	125.00	125.00					
<b>GIS Admin.</b>							
State and Local Association Dues	225.00	150.00					
GAASC annual dues - J. Deuel			08/12/2015	20160110		75.00	GAASC
<b>Books - IT/Network</b>	220.00	220.00					
<b>Books - MIS Admin.</b>	300.00	300.00					
<b>Books - Website Admin.</b>	250.00	250.00					
<b>Books - GIS Admin.</b>		0.00					
<b>Total Books, Subscriptions &amp; Dues</b>	<b>1,995.00</b>	<b>1,625.38</b>					
		<b>1,625.38</b>					
<b>Computer Software &lt;\$50,000 (11061520-54400)</b>	<b>74,880.00</b>	<b>74,681.00</b>					
<b>IT/Network</b>							
Microsoft Windows 10 Professional	17,000.00	17,000.00					
<b>MIS Admin</b>							
Laserfiche Named user & scanconnect licenses	5,000.00	5,000.00					
Upgrade Court Software and Vendor Services	10,400.00	10,400.00					
Upgrade Business Lic. Software & Vendor Service	8,280.00	8,280.00					
<b>Website Admin.</b>							
Computer Software Enhancements & Plug-ins	1,000.00	801.00					
FusionCharts Developer License			07/08/2015	P-Card	X	199.00	Avangate
FusionReactor Server License	1,400.00	1,400.00					
Public Information Program Software	3,000.00	3,000.00					
<b>GIS Admin.</b>							
Pictometry Imagery and Software System	5,000.00	5,000.00					
<b>Human Resources</b>							
Performance Management Software	15,000.00	15,000.00					
<b>Public Projects &amp; Facilities</b>							
Synchro Plus Sim Traffic 9	3,800.00	3,800.00					
<b>Software Reserve</b>	5,000.00	5,000.00					
<b>Total Computer Software</b>	<b>74,880.00</b>	<b>74,681.00</b>					
		<b>74,681.00</b>					
<b>Office &amp; Computer Supplies 11061520-54710</b>	<b>4,500.00</b>	<b>4,353.87</b>					
Canon Plotter Supplies (GIS)	2,000.00	2,000.00					
General Office Supplies	2,500.00	2,353.87					
Shipping Charge - New Egg			09/11/2015	P-Card	X	42.01	UPS Store (Vince T.)
White legal pads, compressed air dusters			09/18/2015	P-Card	X	104.12	FSI Office Supplies
<b>Total Office and Computer Supplies</b>	<b>4,500.00</b>	<b>4,353.87</b>					
		<b>4,353.87</b>					
<b>TOTAL OPERATING BUDGET</b>	<b>858,374.00</b>	<b>493,370.20</b>					
		<b>493,370.20</b>					
<b>CAPITAL OUTLAY</b>							



	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
Mandatory CLE Seminars for Judge							
<b>MEETINGS (Judge) (11061220-53020)</b>							
CLE Seminars for Judge							
On-site CSDC Systems Training (2 days)							
Muni Court Assn Bi-Annual Meetings							
<b>INT Language Line (11061220-53340)</b>	<b>1,500.00</b>	<b>1,408.84</b>					
Language Line Translation	900.00	808.84					
Over-the-phone interpretation			08/31/2015	P-Card	X	91.16	Language Line Services
Special Interpreters	600.00	600.00					
<b>CONSULTING SERVICES (11061220-53350)</b>	<b>66,600.00</b>	<b>49,554.60</b>					
Beaufort Bonding Judges/Bond Set Services	36,000.00	27,000.00					
1st Quarter			09/08/2015	20150216		9,000.00	City of Beaufort
Bonding Clerk & Admin Fees	25,500.00	19,125.00					
1st Quarter			09/08/2015	20150216		6,375.00	City of Beaufort
On-call judicial coverage	4,500.00	2,925.00					
Town of Bluffton - Judge Horton			07/30/2015	20150812		675.00	Town of Bluffton
Town of Bluffton - Judge Bush			08/31/2015	20150812		450.00	Town of Bluffton
Town of Bluffton - Judge Horton			09/28/2015	20150812		450.00	Town of Bluffton
Equifax Information Services	600.00	504.60					
Invoice date 7/18/15			07/18/2015	P-Card	X	47.70	Equifax
Invoice date 8/17/15			08/17/2015	P-Card	X	47.70	Equifax
<b>JURY FEES &amp; MILEAGE (11061220-53390)</b>	<b>5,000.00</b>	<b>5,000.00</b>					
<b>PRINTING &amp; PUBLISHING (110061220-53410)</b>	<b>1,200.00</b>	<b>1,200.00</b>					
<b>Total Muni Court Contractual Service</b>	<b>79,150.00</b>	<b>62,013.44</b>					
		<b>62,013.44</b>					
<b>BOOKS, SUB. &amp; DUES (11061220-54010)</b>	<b>2,400.00</b>	<b>2,101.45</b>					
OCA Court Rules, Misc Supplements	1,190.00	1,006.45					
Hearing transcribed THHI vs C. Houston			07/16/2015	P-Card	X	183.55	Coastal Reporting & Video
Lawyers Desk Book	25.00	25.00					
SC Criminal Law & MV Handbook	200.00	200.00					
Jury Wheel (SC Election Commission)	260.00	260.00					
NACM Membership Dues (Benson)	125.00	10.00	08/31/2015	P-Card	X	115.00	Nat. Assoc. for Court Mngt.
SC Bar Fee&Sum Court Dues-Coffey	470.00	470.00					
MCAA Membership Dues (Staff)	80.00	80.00					
SC Summary Ct. Assoc Membership -MC	50.00	50.00					
<b>OFFICE SUPPLIES (11061220-54710)</b>	<b>3,640.00</b>	<b>3,271.12</b>					
Office Supplies	1,200.00	831.12					
Hon Ignition Chair			09/09/2015	P-Card	X	368.88	FSI Office Supplies
Postal Business Reply Mailing Permit	220.00	220.00					



	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
<b>Total Travel</b>							
<b>MEETINGS AND TRAINING (11061620-53020)</b>							
Laserfiche or other related Conference							
<b>Total Meetings</b>							
<b>RECORDS MANAGEMENT (11061620-53200)</b>	<b>21,000.00</b>	<b>20,950.00</b>					
Converting microfilm to digital	20,000.00	20,000.00					
Document shredding	1,000.00	950.00					
On site destruction - 95 gallon container			07/14/2015	P-Card	X	50.00	Seacoast Security Shredding
<b>Total Records Management</b>	<b>21,000.00</b>	<b>20,950.00</b>					
<b>MUNICIPAL ELECTION (11061620-53201)</b>							
<b>Total Municipal Election</b>	<b>0.00</b>	<b>0.00</b>					
<b>Total Travel, Meetings &amp; Contract Services</b>	<b>23,550.00</b>	<b>23,500.00</b>					
		<b>23,500.00</b>					
<b>BOOKS, SUBSCRIPTIONS &amp; DUES (-54010)</b>	<b>300.00</b>	<b>265.00</b>					
ARMA dues	215.00	215.00					
SC Archival Association Dues	15.00	15.00					
SC Public Records Assoc dues (2)	70.00	35.00					
Dues			07/24/2015	2016044		35.00	SC Public Records
<b>Total Books, Subscript. &amp; Dues</b>	<b>300.00</b>	<b>265.00</b>					
		<b>265.00</b>					
<b>OFFICE SUPPLIES (11061620-54710)</b>	<b>3,500.00</b>	<b>3,500.00</b>					
General Office Supplies	350.00	350.00					
Binders for Town Council min, ord, resolutions	650.00	650.00					
Crystal engraving for outgoing B & C members	500.00	500.00					
New Crystal Awards, 25 min order	2,000.00	2,000.00					
<b>Total Office Supplies</b>	<b>3,500.00</b>	<b>3,500.00</b>					
		<b>3,500.00</b>					
<b>Total Records Admin. Dues/ Supplies</b>	<b>3,800.00</b>	<b>3,765.00</b>					
		<b>3,765.00</b>					
<b>TOTAL RECORDS ADMINISTRATION</b>							
<b>TOTAL OPERATING, CAPITAL OUTLAY, MUNICIPAL CT. AND RECORDS ADMIN</b>							
<b>TOWN WIDE NON-DEPARTMENTAL</b>							
<b>OPERATING</b>							
Telephone - Town Hall and Fire & Rescue	<b>225,000.00</b>	<b>168,017.15</b>					
July Service			07/31/2015			19,181.15	Hargray
August Service			08/31/2015			18,864.05	Hargray





BUDGmaster	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
July equipment and copies			07/26/2015	20130645		268.27	ABR
August equipment and copies			08/26/2015	20130645		274.64	ABR
September equipment and copies			09/26/2015	20130645		269.05	ABR
Large Format Plotter Lease and Materials (GIS)	3,800.00	3,800.00					
<b>Total Lease Payments</b>	<b><u>74,800.00</u></b>	<b><u>61,293.51</u></b>					
		<b>61,293.51</b>					
<b>INSURANCE</b>							
Insurance - Public Official (Tort)	73,040.00	0.00				73,040.00	Insurance Reserve Fund
Insurance - Fiduciary Bond	7,125.00	0.00				7,125.00	RLI Insurance
Insurance - Honesty Bonds	1,240.00	527.50					Seacoast Insurance
Honesty Blanket Policy			09/29/2015	Req. 231		712.50	C N A Surety
Insurance - Automotive (Liability)	50,602.50	0.00				50,310.00	Insurance Reserve Fund
Premium Audit			09/15/2015	Req. 206		292.50	Insurance Reserve Fund
Insurance - Automotive (Comp/Coll)	8,700.00	653.09				7,979.13	Insurance Reserve Fund
Drop Ford Ranger - Add Ford E-450 SD			07/08/2015	Req. 206		149.07	Insurance Reserve Fund
Drop Ford Ranger			08/24/2015			-81.29	Insurance Reserve Fund
Insurance -Ambulance - Medical Liability	4,905.00	0.00				4,905.00	Insurance Reserve Fund

BUDGmaster	Budget	Balance	Date of	PO No.	Inv.	Amount	Vendor
	Amount	Remaining	Purchase		Pd		
Insurance - Building	134,839.69	365.54				145,264.47	Insurance Reserve Fund
Reimburse Honey Horn coverage (Payment 1)						-5,430.73	Coastal Discovery Museum
Reimburse Honey Horn coverage (Payment 2)						-5,430.83	Coastal Discovery Museum
11 Office Park Road(agreed value)			09/15/2015	Req. 206		71.24	Insurance Reserve Fund
Insurance - Data Processing	4,650.59	0.00				4,650.59	Insurance Reserve Fund
Insurance Fire/Rescue Apparatus	29,467.50	201.50				29,266.00	Hub International
Insurance - Portable Equipment	4,200.00	0.00				4,200.00	Hub International
Inland Marine - Decking and Boardwalks	21,000.00	-4,093.17				19,948.79	Insurance Reserve Fund
Increase value boardwalks and pathway bridges			09/15/2015	Req. 206		5,144.38	Insurance Reserve Fund
Inland Marine - Generators/Gators	3,500.00	115.10				3,384.90	Insurene Reserve Fund
Inland Marine - Watercraft	79.72	0.00				79.72	Insurance Reserave Fund
Inland Marine - Surveillance Cameras	7,915.00	-467.00				7,074.93	Insurance Reserve Fund
Honey Horn Lightning Strike Damage Repair			09/15/2015	Req. 201		1,307.07	Technology Solutions
Inland Marine - Art Policy	2,090.00	212.60				1,490.89	Insurance Reserve Fund
"Carocol" at Shelter Cove Park			08/06/2015	Req. 206		386.51	Insurance Reserve Fund
Business Interruption - Rent	6,770.00	0.00				7,106.00	Insurance Reserve Fund
Station 6 premium adjustment			07/22/2015	Req. 206		-591.00	Insurance Reserve Fund
Station 6 premium adjustment			07/22/2015	Req. 206		255.00	Insurance Reserve Fund
Prepaid Legal Defense Coverage (Included in Tort Liability Policy Premium)							
<b>Total Non-Departmental Insurance</b>	<b>360,125.00</b>	<b>-2,484.84</b>					
<b>TOTAL TOWN WIDE NON-DEPARTMENTAL</b>	<b>744,375.00</b>	<b>322,908.39</b>					

**TOWN OF HILTON HEAD ISLAND  
VEHICLE REPLACEMENT SCHEDULE**

**Vehicle Replacement for FY 2016**

**July 1, 2015 to June 30, 2016**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2006	Ford	Ranger	80,361	67,775	260	Facilities	Chevy Colorado	\$27,000	Prop Taxes
								<b>\$27,000</b>	

**Vehicle Replacement for FY 2017**

**July 1, 2016 to June 30, 2017**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2005	Toyota	Prius	32,563		253	Comm Develop	Hybird	\$25,000	
2005	Toyota	Prius	55,085		255	Comm Develop	Hybrid	\$25,000	
								<b>\$50,000</b>	

**Vehicle Replacement for FY 2018**

**July 1, 2017 to June 30, 2018**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2006	Ford	Ranger	43,831		259	Facilities	Chevy Colorado	\$28,000	
2006	Honda	Civic	55,391	53,353	266	Finance	Hybrid	\$25,000	
2006	Honda	Civic	63,642	59,040	263	Comm Develop	Hybrid	\$25,000	
2006	Honda	Civic	33,613	29,090	268	Comm Develop	Hybrid	\$25,000	
2006	Ford	F350	45,785		262	Fac Mgt	F350	\$40,000	
2006	Honda	Civic(Loaner)		69,167	269	Comm Develop	Hybrid	\$25,000	
								<b>\$168,000</b>	

**Vehicle Replacement for FY 2019**

**July 1, 2018 to June 30, 2019**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2007	Ford	Ranger	58,892		270	Comm Develop			
								<b>\$0</b>	

**TOWN OF HILTON HEAD ISLAND**  
**VEHICLE REPLACEMENT SCHEDULE**

**Vehicle Replacement for FY 2020**

**July 1, 2019 to June 30, 2020**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2008	Ford	Ranger	43,439	18,188	272	Facilities	Chevy Truck	\$30,000	Prop Taxes
2008	Ford	Ranger	66,451	19470	273	Facilities	Chevy Truck	\$30,000	
2008	Ford	Ranger	38,311	16608	274	Facilities	Chevy Truck	\$30,000	
2008	Ford	Ranger	57,640	15234	276	Facilities	Chevy Truck	\$30,000	
2008	Ford	Explorer Trac	48,465	14365	271	Facilities	Escape 4x4	\$30,000	
2008	Ford	Ranger	13,503	11287	284	Admin Services	Chevy Truck	\$30,000	
								<b>\$180,000</b>	

**Vehicle Replacement for FY 2021**

**July 1, 2020 to June 30, 2021**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2009	Honda	Civic	42,589	38,888	278	Comm Development	Hybrid	\$30,000	
2009	Honda	Civic	39,055	34,912	279	Comm Development	Hybrid	\$30,000	
2009	Honda	Civic	18,221	13,300	280	Finance	Hybrid	\$30,000	
2009	Honda	Civic	23,756	21838	281	Comm Development	Hybrid	\$30,000	
2009	Honda	Civic	12430	8000	291	Admin Service	Hybrid	\$30,000	
								<b>\$150,000</b>	

**Vehicle Replacement for FY 2022**

**July 1, 2021 to June 30, 2022**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2010	Ford	Transit	20,000	1,999	292	Engineering	same	\$35,000	
2010	Ford	Edge	21,100	196	293	Public Projects	same	\$45,000	
2010	Ford	F150	21,936	0	296	Facilities	same	\$35,000	
								<b>\$115,000</b>	

**Vehicle Replacement for FY 2023**

**July 1, 2022 to June 30, 2023**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Last Years</u>	<u>Vehicle #</u>	<u>Department</u>	<u>Replacement</u>	<u>Cost</u>	<u>Source</u>
2011	Ford	F-150			328	Facilities			
2011	Ford	Ranger	13,064		299	Engineering	Chevy Truck	\$30,000	
2011	Ford	Ranger	21,194	19,259	297	Code Enforcement	Chevy Truck	\$30,000	
2011	Ford	Escape	12,166	0	303	Fac Maint	Escape	\$30,000	
2011	Ford	Ranger	9,194	0	315	Fac Maint	Chevy Truck	\$14,500	
2011	Ford	Escape			290	Engineering			
								<b>\$104,500</b>	





## Hilton Head Island Fire Rescue

40 Summit Drive  
Hilton Head Island, SC 29926  
843.682.5100

ACCREDITED AGENCY

2012-2017



**TO:** Finance & Administration Committee  
**FROM:** Brad Tadlock, Fire Chief *Brad Tadlock*  
**VIA:**  
**DATE:** October 1, 2015  
**SUBJECT:** FY 16 Fire Rescue Operating Budget Summary

---

### Summary

The attached worksheets identify the approved FY 16 Operating Budget for Fire Rescue. All personnel costs including overtime and travel/training have been removed. The approved Capital Outlay funding has also been removed from the attached worksheets.

The total operating budget for Fire Rescue is \$1,110,395.

A separate funding source is provided to Fire Rescue through the State E911 funds and those numbers are identified on the last worksheet (E-911 Funding). This funding is the E911 charge found on all phone bills. The funds are collected by the State and distributed back to the County. We request reimbursement from the County. State Law identifies what the funding can be used for and the budget is developed based on that criteria. This source allows us to offset some personnel and operating costs associated with the on-going operation of the Town's E-911 Dispatch Center. As summarized in the budget worksheet, the funding is primarily used to offset allowable personnel costs but \$27,280 is allocated to operational costs of the E911 Center.

**Town of Hilton Head Island  
Fire and Rescue - ADMINISTRATION**

11/16/2015

**FY 2016 Budget - Approved**

Acct. Code	Budget Item	FY 16
------------	-------------	-------

**Operating Expenditures - 12020520**

**53320 - Professional Services**

Annual Retreat	4,000
Self Assessment (annual renewal fee)	1,300
	<b>5,300</b>

**53325 - SC OSHA Medical Requirements**

Drug/Alcohol Testing	10,000
Medical Contract for Department Physicals and New Hire Physicals	78,500
Return To Work and misc. medical fees	500
Third Party Random Selection (EASC)	300
	<b>89,300</b>

**53410 - Printing & Publishing**

F&R Annual Report	3,500
Strategic Plan ( <i>updates</i> )	250
Miscellaneous printing/Fire Dept. cards	500
	<b>4,250</b>

**53416 - Equipment <\$5,000 - Miscellaneous**

**300**

**54010 - Subscriptions & Dues**

BCFireChiefs (Tadlock)	75
Greater Island Committee	145
IAFC	245
NFPA Membership	200
FDSOA Department Membership	385
SC Fire Chiefs (Tadlock)	50
Kiwanis (Tadlock)	400
CLIA Lab	150
	<b>1,650</b>

**54250 - Operating Supplies**

Administrative Asst. Luncheon	250
BCFC Luncheon x1	400
Birthday Cards	-
Christmas Cards	400
Driver's License Check (F/R)	1,000
Flowers/cards Tokens of Sympathy	450
Misc. Non-Specific	300
Posting materials/new Mission Stmt/Mottos, etc.	750
Refreshments (scheduled meetings, TM crew mtgs)	1,000
	<b>4,550</b>

**Fire and Rescue - ADMINISTRATION**

11/16/2015

**FY 2016 Budget - Approved**

Acct. Code	Budget Item	FY 16
<b>54500 - Employee Awards</b>		
	Awards & Pinning Ceremony	11,900
	Employee Recognition	2,500
		<u>14,400</u>
<b>54953</b>	<b>- Furnishings &amp; Fixtures &lt;\$5K</b>	<b>500</b>
	<b>Administration TOTALS</b>	<b>2016</b>
	<b><u>Operating Expenditures TOTAL</u></b>	<b><u>120,250</u></b>

**Town of Hilton Head Island**  
**Fire and Rescue - TRAINING**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
<b><u>Operating Expenditures - 12024520</u></b>		
<b>53320 - Professional Services</b>		
	DHEC-EMS Background Checks	1,000
	Testing and Evaluation-Officers Assessment	11,000
	Paramedic Student Insurance	600
	Trg Ctr - Water Filter Service/Sludge Disposal	2,400
		<u>15,000</u>
<b>53410 - Printing &amp; Publishing</b>		<b>600</b>
<b>53700 - Maintenance Contracts</b>		
	ProSafe Prop Maintenance	5,500
		<u>5,500</u>
<b>54010 - Books, Subscriptions &amp; Dues</b>		
	Monthly EMS Training Materials	6,500
	ACLS Text Books	300
	BCFC	75
	CPR Text Books	300
	IAFC (Waller)	250
	Professional Texts--Library Reference	3,000
	Promotional Test Bank Upgrade (to current version)	650
		<u>11,075</u>
<b>54200 - Training Aids</b>		
	General Training Aids	500
	Fire Behavior Prop (NEW)	2,000
		<u>2,500</u>
<b>54250 - Operational Supplies</b>		
	<b><i>Training Center Operations:</i></b>	
	Assorted Hand Tools	200
	Plywood/Nails for Props	800
	Ventilation Prop Materials (NEW)	1,300
	Sheetrock/Nails for Props	400
	Training Center Class A Fuels	800
	Vehicle Towing--Extrication Classes	2,000
		<u>5,500</u>
<b>54950 - Equipment Maintenance</b>		
	Live Fire Prop Maintenance	1,000
	Burn Room Maintenance	1,000
		<u>2,000</u>
<b>54953 - Furnishings &amp; Fixtures ≤ \$5,000</b>		
	Guest Office Chairs (Waller, T. Gill)	500
		<u>500</u>
<b>Training TOTALS</b>		<b>2016</b>
<b><u>Operating Expenditures TOTAL</u></b>		<b><u>42,675</u></b>

**Town of Hilton Head Island  
Fire Rescue**

11/16/2015

**FY 2016 Budget -FY16 Approved Budgets - Operating Expenses**

	Division	FY 16 Approved
--	----------	-------------------

**Administration**

Total Operating Expenditures 120,250

**Emergency Management**

Total Operating Expenditures 38,200

**Bureau of Fire Prevention**

Total Operating Expenditures 33,490

**Training**

Total Operating Expenditures 42,675

**Fleet Maintenance**

Total Operating Expenditures 259,400

**Support Services**

Total Operating Expenditures 326,150

**Operations**

Total Operating Expenditures 81,325

**Communications**

Total Operating Expenditures 208,905

**TOTALS: 1,110,395**

**Town of Hilton Head Island**  
**Fire and Rescue - SUPPORT SERVICES**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
<b><u>Operating Expenditures - 12029520</u></b>		
<b>53320 - Professional Services</b>		
	Technical Programming Support & Consulting	5,000
		<b>5,000</b>
<b>53410 - Printing &amp; Publishing</b>		
	Forms, Misc.	250
		<b>250</b>
<b>53415 - Advertising</b>		
	IFB & RFP Newspaper Ads	500
		<b>500</b>
<b>53416 - Equipment &lt; \$5K</b>		
	Miscellaneous Equipment ( <i>Support Services /Planning</i> )	750
	Miscellaneous Equipment ( <i>PSS tools, hardware/software</i> )	750
		<b>1,500</b>
<b>53700 - Maintenance Contracts</b>		
	Oberon Form Filler Software (Burn Permits, etc)	3,000
	CDW (MSDN Support)	2,000
	End Point ( <i>Virus Software</i> )	4,000
	Extreme ( <i>Support for mobile network HW-SW</i> )	8,000
	Medtronic Physio-Control ( <i>Life Pak/AED Maint.</i> )	16,825
	Net Motion ( <i>Secure Communication software</i> )	6,000
	Time Warner ( <i>Contract for VPN Internet Service</i> )	16,500
	Verizon ( <i>Contract for Wireless Cards EPCR, InMotion, CAD</i> )	16,000
	VM-ware ( <i>Software Virtualization Support</i> )	10,000
	Sonic ( <i>Cisco Fire Wall Support</i> )	2,500
	Zoll Support ( <i>for Fire RMS + BFP Mobile RMS</i> )	30,000
	Dell Storage area network support	2,500
		<b>117,325</b>
<b>54010 - Books, Subscriptions &amp; Dues</b>		
	BCFireChiefs (Boring)	75
	IAFC (Boring)	250
	Survey subscription - Spider Monkey	250
		<b>575</b>
<b>54230 - Uniforms</b>		
	Alterations	1,150
	New personnel outfitting	31,600
	PPE Repair & Replenishment (Helmets, Gloves, Hoods, etc.for repair/replace)	18,000
	Safety Shoe /Bunker Boot Reimbursement (35 pairs @ \$125)	4,400
	Uniforms	22,000
		<b>77,150</b>

## Fire and Rescue - SUPPORT SERVICES

FY 2016 Budget - *Approved*

Acct. Code	Budget Item	FY 16
<b>10239520-54250 - Operational Supplies</b>		
	Misc. Supplies Accessories	800
		<b>800</b>
<b>54260 - Safety Supplies (F&amp;R Consumable safety items)</b>		
	AED Program Supplies Batteries, signs, accessories	3,500
	Eye Protection	200
	First Aid (Bldgs & Vehicles)	1,000
	Hearing Protection	200
	Insect Repellant & Sunscreen	100
	Lock Out Tag Out R&R	500
	Passport Supplies (name tags/unit cards, etc.)	1,000
	Rehab Supplies	500
	Safety Vests	250
	Work Gloves	300
		<b>7,550</b>
<b>54710 - Office Supplies</b>		
	Administration	1,300
	BFP	800
	Emergency Management	800
	General Office Supplies	7,800
	Maintenance	800
	Operations	3,100
	Training	1,600
	Sup.Services	800
		<b>17,000</b>
<b>54720 - Cleaning Supplies</b>		<b>15,000</b>
<b>54730 - Medical Supply Add O2 Contract</b>		<b>77,000</b>
<b>54735 - Medical Oxygen (Moved from Operations)</b>		<b>6,500</b>
	<b>F&amp;R Support Services TOTALS</b>	<b>2016</b>
	<b><u>Operating Expenditures TOTAL</u></b>	<b><u>\$ 326,150</u></b>

**Town of Hilton Head Island  
Fire and Rescue - OPERATIONS**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
<b><u>Operating Expenditures - 12021020</u></b>		
<b>53320 - Professional Services</b>		
	Co-Medical Control Physician	17,500
	Medical Control Physician	30,000
		<u>47,500</u>
<b>53410 - Printing &amp; Publishing</b>		
	Mapbook Administration	350
	Misc. Printing	400
		<u>750</u>
<b>53415 - Advertising</b>		
		<b>400</b>
<b>53416 - Equipment &lt;\$5,000</b>		
	RAE Air Monitoring System/ New HCN Monitor	
	Equipment for Medics	2,500
	Equipment for Pumpers	3,000
	Misc Equipment Reserve Truck	1,500
	Misc. Tools/Equipment/Air Monitoring Supplies	7,500
		<u>14,500</u>
<b>54010 - Books, Subscriptions &amp; Dues</b>		
	BCFC (Deputy Chief, Lindstrom)	150
	IAFC Membership (Mayers, 3- Line BCs)	1,000
	SC Fire Chiefs (Deputy Chief)	25
		<u>1,175</u>
<b>54250 - Operational Supplies</b>		
	Honor Guard Equipment	500
	Station, Task Supplies, Rehab & Misc Exp.	2,500
		<u>3,000</u>
<b>54953 - Furnishings/Fixtures&lt;\$5,000</b>		
	Exercise Equipment (New & Replacement)	7,000
	Small Appliances and Housewares	2,000
	Station Furnishings	5,000
		<u>14,000</u>
<b>Operations TOTALS</b>		<b>2016</b>
<b><u>Operating Expenditures TOTAL</u></b>		<b><u>81,325</u></b>

**Town of Hilton Head Island**  
**Fire and Rescue - FLEET MAINTENANCE**

**FY 2016 Budget - Approved**

Acct. Code	Budget Item	FY 16
<b><u>Operating Expenditures - 12023520</u></b>		
<b>53140 - Facility Maintenance</b>	<i>(general F&amp;R Maint.)</i>	
	Pond Maintenance	<b>2,500</b>
<b>53416 - Equipment &lt;\$5,000</b>		
	Fire Hose Replacement	9,000
	Cutters Edge Saw Blades	1,000
	Flashlights/Streamlight Replacements	1,000
	K-12 Saw Blades	1,250
	Lawn Care Equipment <i>(F&amp;R Mowers/Blowers)</i>	500
	Lawn Care Equipment -Purchase of small equipment for Facilities Mgmt. Div.	1,800
	TIC Batteries 6 X \$150	900
	Fire Equipment (Small Equip. Replacement and Repairs) Misc.	3,500
		<b>18,950</b>
<b>53700 - Maintenance Contracts</b>		
	Aerial, Ground Ladder & Fire Pump Testing	12,500
	SCBA Compressor Maintenance	6,000
	SCBA Quarterly Air Testing & Monitoring	4,200
	Uniforms & Shop Towels (Cintas)	4,000
		<b>26,700</b>
<b>54010 - Books, Subscriptions &amp; Dues</b>		
	Genesis Scan tools (Ford, GMC, Honda, etc)	1,250
	Cummins Insight (engine diagnostics X3)	1,500
		<b>2,750</b>
<b>54230 - Uniforms (shirts only)</b>		-
<b>54700 - Firefighting supplies</b>		
	Foam - Class A (for replace & replenish)	7,000
	Foam - Class B (for replace & replenish)	9,000
		<b>16,000</b>
<b>54720 - Cleaning Supplies</b>		
	Polishing/Cleaning Supplies	<b>1,500</b>
<b>54950 - Equipment R&amp;M</b>		
	Equipment Maint <i>(Sta/HQ/Shop equip-gas/elec.motors)</i>	6,300
	Equipment Maint - Maintenance of Facilities Mgmt. equipment	4,500
	Genesis Hydraulic Tool Service & Testing	2,000
	Opticom Repairs <i>(not covered in mntnc. contract)</i>	1,200
	Loose Fire Equipment Repair	6,000

## Fire and Rescue - FLEET MAINTENANCE

FY 2016 Budget - Approved

Acct. Code	Budget Item	FY 16
		<b>20,000</b>
<b>54951 - SCBA</b>		
	SCBA Parts & Repair	<b>5,000</b>
<b>54960 - Vehicle R&amp;M</b>		
	Tire Replacement (all Vehicles)	50,000
	On-going repair & maintenance	90,000
		<b>140,000</b>
<b>54972 - Generators R &amp; M</b>		
	Fire & Rescue Generators (10)	19,000
	Facilities Management Generator (1)	3,000
	Town Hall Generator (1)	3,000
	Pump Stations Generators (3) <i>(emerg. repair)</i>	1,000
		<b>26,000</b>
	<b>Fleet Maintenance - TOTALS</b>	<b>2016</b>
	<b><u>Operating Expenditures TOTAL</u></b>	<b>259,400</b>

**Town of Hilton Head Island**  
**Fire and Rescue - BUREAU of FIRE PREVENTION**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
------------	-------------	-------

**Operating Expenditures - 12023020**

**53041 - Public Education**

File of Life Program	1,500
Fire Extinguishers & Smoke Detectors (Combine)	600
Fire Prevention Breakfast	1,600
Public CPR Materials	2,000
Public Education Hand-out Materials	5,300
Special Projects	700
	<b>11,700</b>

**53042 - Investigation**

Evidence Collection Containers	50
Photo Supplies	50
Tools/Equipment	300
	<b>400</b>

**53410 - Printing & Publishing**

Handouts and Flyers	<b>1,000</b>
---------------------	--------------

**53415 - Advertising**

Public Safety Announcements	<b>4,100</b>
-----------------------------	--------------

**53416 - Equipment <\$5,000**

Inspection Equipment	500
	<b>500</b>

**53700 - Maintenance Contracts**

Emerg. Access Gate Service Contract.	2,500
	<b>2,500</b>

**54010 - Books, Subscriptions & Dues**

BCFC	75
Child Passenger Safety Certification (17 techs/1 instructor) (Every 2 years)	-
CFPS Renewal x 3	270
Code Books (new code will be adopted 2016)	2,000
ICC Membership	125
ICC Testing & Recertification (Combined)	450
NAFI Recertification x 7	450
National Information Officers Association x2	170
NFPA Membership	200
NFPA Printed Code Subscription	1,300
SC Fire Marshal Certification x4	300
SCFMA Membership x4	100
IAAI Membership & Fire Investigation Tech	500
	<b>5,940</b>

**Fire and Rescue - BUREAU of FIRE PREVENTION**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
<b>54230 - Uniforms &amp; Protective Gear</b>		
	Public Educator Clothing	300
		<u>300</u>
<b>54250 - Operating Supplies</b>		
	Misc. Operating Supplies	200
	Camera Batteries	100
	Flashlight batteries	100
	Hydrant Supplies	2,000
		<u>2,400</u>
<b>54953 - Furnishings &amp; Fixtures &lt;\$5,000</b>		<b>150</b>
<b>54971 - Emergency Gate R&amp;M</b>		<b>4,500</b>
<b>Bureau of Fire Prevention TOTALS</b>		<b>2016</b>
<b><u>Operating Expenditures TOTAL</u></b>		<b><u>33,490</u></b>

**Town of Hilton Head Island**  
**Fire and Rescue - EMERGENCY MANAGEMENT**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
---------------	-------------	-------

**Operating Expenditures - 12027520**

**53041 - Public Education**

Citizen Education Materials	1,000
	<b>1,000</b>

**53100 - Maintenance Contracts**

Annual Contract for Bold Png (COOP Program)	3,000
Annual Contract for Direct TV/ Time Warner (EOC)	1,850
Weather	2,300
Satellite Phone Service - Emergency (24 Phones)	2,000
Satellite Phone Service - Routine (4 Phones)	2,000
	<b>11,150</b>

**53320 - Professional Services**

Translation Services (Public Education Program)	500
	<b>500</b>

**53410 - Printing & Publishing**

Printing - Internal Use (Plans, Manuals, Documents)	700
Printing - Public Education (All-Hazard Brochures)	5,000
	<b>5,700</b>

**53416 - Equipment <\$5,000**

Water Filtration	1,250
	<b>1,250</b>

**54010 - Books Subscriptions & Dues**

International Association of Fire Chiefs	100
International Association of E.M. Dues (1 Emp)	200
SCEMA	50
Miscellaneous Dues and Books	250
	<b>600</b>

**54230 - Uniforms & Protective Gear**

Uniform Allowance (1 Employee)	300
	<b>300</b>

**54250 - Operational Supplies**

Routine Supplies - Base Camp Ops Support	2,700
Routine Supplies - EOC Operations Support	2,600
Routine Supplies - Field Operations Support	2,500
Emergency Communication	8,000
	<b>15,800</b>

**54953 - Furniture/Fixtures <\$5,000**

**Fire and Rescue - EMERGENCY MANAGEMENT**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
	Furnishings - Emergency Operations Center	1,900
		<u>1,900</u>
	<b>Emergency Management TOTALS</b>	<b>2016</b>
	<b><u>Operating Expenditures</u>TOTAL</b>	<b><u>38,200</u></b>

**Town of Hilton Head Island**  
**Fire and Rescue - COMMUNICATIONS**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
------------	-------------	-------

**Operating Expenditures - 12024020**

**53416 - Equipment <\$5,000**

Console Repairs for dispatch center	5,000
Radio batteries	3,850
	<b>8,850</b>

**53700 - Maintenance Contracts**

Annual Maintenance for Fire Cards	500
Annual Maintenance for EMD Cards	500
Annual Maintenance for PRO QA Software	6,000
Annual Office Building Maintenance	32,640
Everbridge Notification Software (NEW)	5,000
IPS Software Maintenance Contract	57,000
Maintenance - Sav'h Comm	17,000
Maintenance - Card Access System	19,600
	<b>138,240</b>

**53720 - Office Rental**

36,790  
**36,790**

**54010 - Books, Subscriptions & Dues**

APCO Membership Fee for all dispatchers	1,150
BCFC	75
IAFC Membership	250
NENA Membership Fee x 5	750
	<b>2,225</b>

**54250 - Operational Supplies**

Radio Communications Headsets - 6 @ \$300 ea	1,800
Card Access System-HQ/Sta. (add'l cards/misc. repairs)	1,000
	<b>2,800</b>

**54710 - Office Supplies**

**1,500**

**54970 - Radios R & M**

Radio Accessories	11,500
Repairs	7,000
	<b>18,500</b>

**Communications - TOTALS**

**2016**

**Operating Expenditures TOTAL**

**208,905**

**Town of Hilton Head Island  
Fire and Rescue - E-911 FUNDING**

**FY 2016 Budget - *Approved***

Acct. Code	Budget Item	FY 16
------------	-------------	-------

**Personnel Expenditures - 12028510**

**Salaries and Benefits**

Public Safety Systems Administrator (25% of yr. salary)	20,140
Public Safety Systems Administrator (25% of yr. benefits)	4,900
	<b>25,040</b>
Public Safety Systems Analyst (25% of yr. salary)	15,600
Public Safety Systems Analyst (25% of yr. benefits)	4,000
	<b>19,600</b>
Address Database Administrator (100% of yr. salary)	55,645
Address Database Administrator (100% of yr. benefits)	14,650
	<b>70,295</b>

**Operating Expenditures - 12028520**

**53010 - Travel/Lodging/Food**

NENA Conference - Address Tech & Comm Mgr	4,500
Training for 1 NEW Dispatcher (SCCJ Academy)	700
	<b>5,200</b>

**53020 - Meetings & Conferences**

Reimbursable Expenses for above Staff	800
In-Service Training of all Dispatchers	3,600
	<b>4,400</b>

**53416 - Equipment <5K**

Security System for PSAP (to maintain integrity)	<b>1,800</b>
--------------------------------------------------	--------------

**53700 - Maintenance Contracts**

Contract with Savannah Communications	<b>15,000</b>
---------------------------------------	---------------

**54010 - Subscriptions & Dues**

NENA Membership for Address Tech	<b>150</b>
----------------------------------	------------

**54250 - Operating Supplies**

Operational Supplies & Expenditures as needed	<b>600</b>
-----------------------------------------------	------------

**54740 - Postage**

Mailing Expenditures	<b>130</b>
----------------------	------------

**E-911 Funding - TOTALS                      2016**

**Personnel Expenditures Total:                      114,935**

**Operating Expenditures Total:                      27,280**

**GRAND TOTAL:                                              142,215**

# 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

Org/Object	Description	FY 2015 Activity												
		FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual		Subtotal	FY 2015 Estimated Actual	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	
						Through April 21, 2015	Encumbered Through April 21, 2015							
<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	38	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	Reduced FY16 Budget by \$10,000 and \$15,000
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	Reduced FY16 Budget by \$25,000
11537020-53530-10005	Inspections/Monitoring Services	Other Properties	-	-	-	-	4,380	-	4,380	-	-	-	-	-	
11537020-53530-10010	Inspections/Monitoring Services	Beach Property	-	-	-	-	1,159	-	1,159	-	-	-	-	-	
11537020-53530-10020	Inspections/Monitoring Services	Town Property	-	-	-	-	38,189	-	38,189	-	-	-	-	-	
11537020-53530-10023	Inspections/Monitoring Services	Shelter Cove Building	-	-	-	-	2,100	-	2,100	-	-	-	-	-	
11537020-53530-10030	Inspections/Monitoring Services	Parks	-	-	-	-	841	-	841	-	-	-	-	-	
11537020-53530-10040	Inspections/Monitoring Services	Fire & Rescue	-	-	-	-	12,255	-	12,255	-	-	-	-	-	
11537020-53530-10050	Inspections/Monitoring Services	Pathways - General Fund	-	-	-	-	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	-	-	-	-	-	-	-	-	-	
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	Reduced FY16 by \$20,000, \$25,000 and \$25,000.
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	<u>2,426,992</u>	<u>2,539,757</u>	<u>2,999,445</u>	<u>3,669,282</u>	<u>2,625,025</u>	<u>417,681</u>	<u>3,042,706</u>	<u>3,641,468</u>	<u>4,028,369</u>	<u>4,183,190</u>	<u>4,245,937</u>	<u>4,349,626</u>	

**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**

<u>Account</u>	<u>Location</u>		<u>Budget</u>
<b>Overtime (11537010-51350)</b>		<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>
<b>Travel (1537020-53010)</b>		<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>Meetings &amp; Conferences (11537020-53020)</b>		<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
<b>Landscape/Tree/Grounds Maint. (11537020-53130)</b>			<b>\$ 1,006,677.00</b>
<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) <u>*notes litter</u>	Other Properties	\$ 234,324.00	
Cross Island <u>*notes litter</u>	Other Properties	\$ 73,250.00	
North-Island areas <u>*notes litter</u>	Other Properties	\$ 231,661.00	
Mid-Island areas <u>*notes litter</u>	Other Properties	\$ 142,572.00	
South-Island areas <u>*notes litter</u>	Other Properties	\$ 104,870.00	
<b>Roadway Sign Maintenance (11537020-53150)</b>			<b>\$ 20,000.00</b>
<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>			<b>\$ 317,669.35</b>
<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>			<b>\$ 37,083.00</b>
<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>			<b>\$ 3,200.00</b>
<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	
<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	

\$ 15,000.00 Total Personnel

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./replmnt	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	\$ 2,970,613.04