



# Town of Belleair

*Annual Operating and Capital Budget  
Fiscal Year 2018-2019*



TOWN OF BELLEAIR, FLORIDA  
**ORGANIZATIONAL CHART**

**CITIZENS OF BELLEAIR**

BELLEAIR'S ELECTED  
**COMMISSION**



**TOM KUREY**  
Commissioner

**TOM SHELLY**  
Commissioner

**GARY H. KATICA**  
Mayor

**KARLA RETTSTATT**  
Deputy Mayor

**MIKE WILKINSON**  
Commissioner



**DAVID OTTINGER**  
Town Attorney



**JP MURPHY**  
Town Manager

**TOWN STAFF**



# STAFF ORGANIZATIONAL CHART

THE COMMISSION



**TOWN MANAGER**

JP Murphy



**DIRECTOR OF SUPPORT SERVICES**

Stefan Massol



**CHIEF OF POLICE**

Bill Sohl



**DIRECTOR OF PUBLIC WORKS, PARKS & RECREATION**

Ricky Allison



**SUPERVISOR OF SOLID WASTE**

Wilfred Holmes



**DIRECTOR OF WATER UTILITIES**

David Brown

**ADMINISTRATION DEPARTMENT**

Town Clerk (1)  
Construction Project Supervisor (1)  
Management Analyst (2)

**BUILDING DEPARTMENT**

Building & Zoning Tech (1)

**SUPPORT SERVICES DEPARTMENT**

**HUMAN RESOURCES**

HR & Risk Management Coordinator (1)

**FINANCE**

Assistant Finance Director (1)  
Accounting Clerk II (1)  
Accounting Clerk I (2)

**BUILDING MAINTENANCE**

Facilities and Safety Supervisor (1)  
Building Maintenance (2)

**POLICE DEPARTMENT**

**POLICE ADMINISTRATION**

Executive Secretary (1)  
Administrative Assistant (1)  
Customer Service Clerk (2)

**SWORN OFFICERS**

Lieutenant (1)  
Detective (1)  
Code Enforcement Officer (1)  
Patrol Officers (13)

**PUBLIC WORKS DEPARTMENT**

Public Services Manager (1)  
Public Works Operational Supervisor (1)

**PARKS**

Parks Foreman (1)  
Parks Maintenance II (2)

**STREETS**

Stormwater Maintenance II (3)

**RECREATION DEPARTMENT**

**SPECIAL EVENTS**

Special Events Coordinator (1)

**RECREATION**

Recreation Supervisor (1)  
Recreation Programmer II (1)  
Recreation Programmer I (1)  
Customer Service Clerk (2)  
Recreation Leader I (7)  
Assistant Recreation Leader (4)

**SOLID WASTE DEPARTMENT**

Refuse Collector (4)

**WATER DEPARTMENT**

Administrative Assistant (1)

**WATER MAINTENANCE**

Water Utilities Foreman (1)  
Utility Maintenance II (1)  
Utility Maintenance I (3)  
Meter Reader (1)

**WATER TREATMENT**

WTP Operator I (1)  
WTP Operator II (1)



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# TOWN OF BELLEAIR



**MAYOR:**

**GARY H. KATICA**

**COMMISSIONERS:**

**KARLA RETTSTATT  
MICHAEL WILKINSON  
TOM SHELLY  
TOM KUREY**

**TOWN MANAGER:**

**JP MURPHY**

**901 PONCE DE LEON BOULEVARD  
BELLEAIR, FLORIDA 33756-1096**

**PHONE (727) 588-3769**

**WWW.TOWNOFBELLEAIR.COM**

*INC. 1925*

September 13, 2018

Dear Mayor and Commissioners,

I am pleased to present to you the approved 2018-19 Annual Operating and Capital Improvement Budget for the Town of Belleair. This year's total budget of \$18,593,686 reflects an increase of 24.29% compared to the prior year. Additionally, the Town's millage rate was increased to 6.5000 this fiscal year which will help address significant capital improvement needs.

In developing this budget, Town staff and the Finance Board reviewed financial trends and methodologies in order to ensure that all funds are managed responsibly and efficiently. Based on this information, this budget maintains reserves while contributing additional funding for upcoming capital needs. Increases in this budget align with the Town's current strategic goals which include capital funding for key projects such as the Pinellas/Ponce project, water plant upgrades, and bluff stabilization.

This year marks the first year of Belleair's implementation of programmatic budgeting. This new method is an improvement to the budget, demonstrating how line item costs and revenues correspond to services. Breaking down departmental functions into programs allows for greater transparency, while also encouraging discussion and understanding of Town operations.

The following 2018-19 budget also reflects the upcoming development of Belleair's first town-wide strategic plan. In the prior year, the Commission formulated short-term objectives that helped to inform the following budget. This year, the Town will build on those objectives in order to create a strategic plan, developed by the community, that will move Belleair forward. With that being said, I look forward to an effective and exciting year in 2018-19.

Sincerely,

JP Murphy  
Town Manager



# **BUDGET SUMMARY**

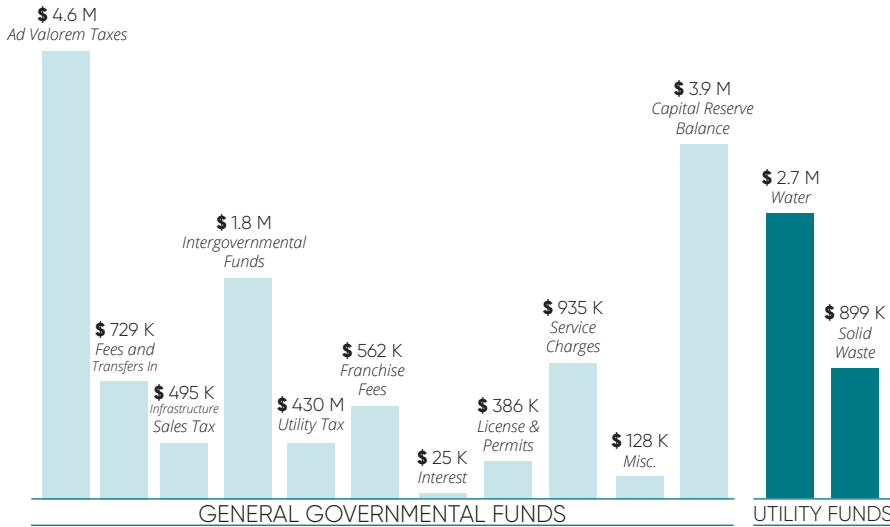


# BUDGET AT A GLANCE

Over the past several months, Belleair's staff and Commission have been finalizing the budget for the next fiscal year. With that, we've put together this overview. To see the full budget document, visit [www.townofbelleair.com/finance](http://www.townofbelleair.com/finance).

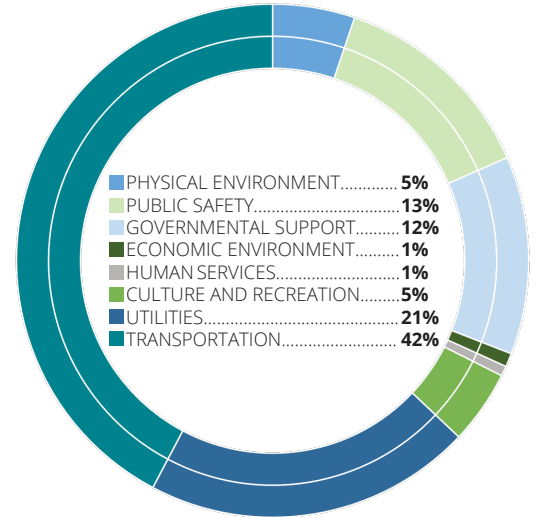
## REVENUES OVERVIEW

WHAT ARE THE TOWN'S FUNDING SOURCES?



## EXPENDITURES

WHAT ARE MY TAXES FUNDING?



## EXPENSES BY DEPARTMENT

HOW ARE FUNDS SPENT BY THE DEPARTMENTS?

\*Not all funds are included in this departmental breakdown

\$ 1.5 M

### SUPPORT SERVICES DEPARTMENT

- Direct Interdepartmental Support
- Town-Wide Employee Administration
- Facility Maintenance
- Financial Management
- Information Technology
- Intradepartmental Administration
- Risk Management
- Town-Wide Professional Services

\$ 782 K

### ADMINISTRATION DEPARTMENT

- Communications and Marketing
- Legislative Programming
- Legal and Statutory Compliance
- Capital Projects
- Town Administration
- Management and Budget Analysis

\$ 1.7 M

### POLICE DEPARTMENT

- General Patrol
- Code Enforcement
- Criminal Investigation
- Community Policing
- Employee Administration

\$ 902 K

### PUBLIC WORKS DEPARTMENT

- Employee Administration
- Beautification
- Urban Forestry
- Sportsfields
- Hardscape Paving
- Stormwater
- Regulatory Signs

\$ 602 K  
**FIRE SERVICES**

- Fire protection and emergency response contracted by the City of Largo

\$ 810 K

### RECREATION DEPARTMENT

- Employee Administration
- Community Events
- Sports Leagues
- Youth Activities
- Adult Activities

\$ 2.7 M

### WATER DEPARTMENT

- Generation
- Treatment and Testing
- Meter Management
- Distribution
- Employee Administration

\$ 149 K

### BUILDING DEPARTMENT

- Permitting
- NPDES
- Floodplain Management
- Employee Administration

\$ 899 K

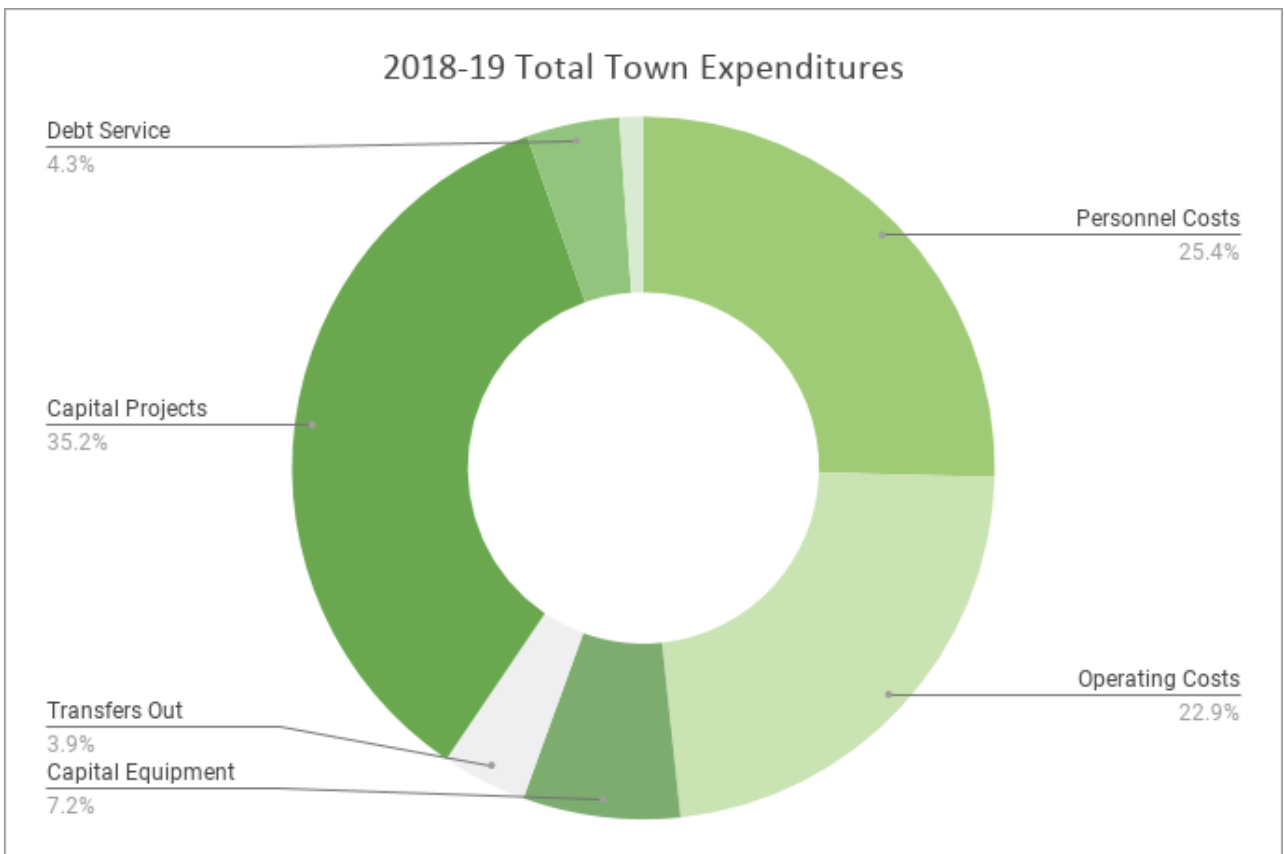
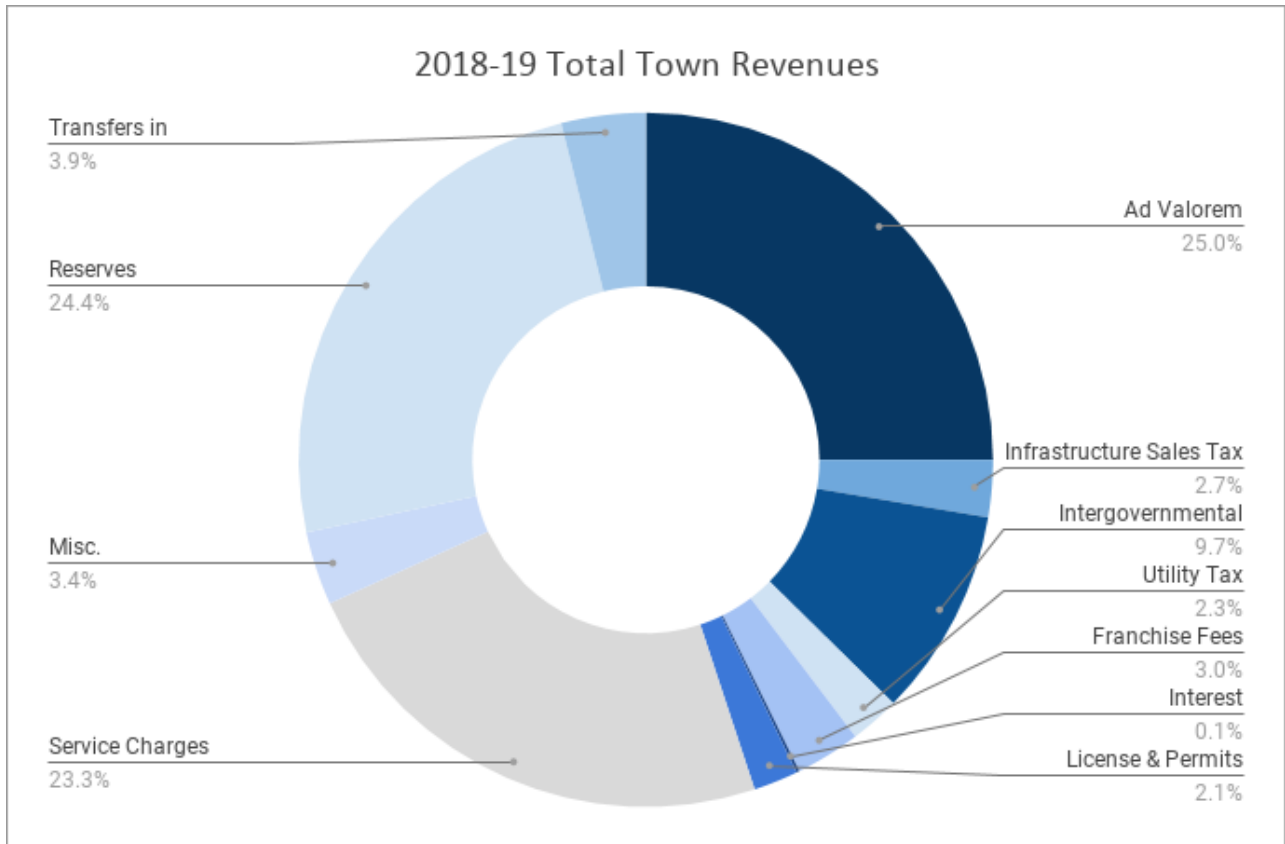
### SOLID WASTE DEPARTMENT

- Disposal
- Recycling
- Collection
- Employee Administration

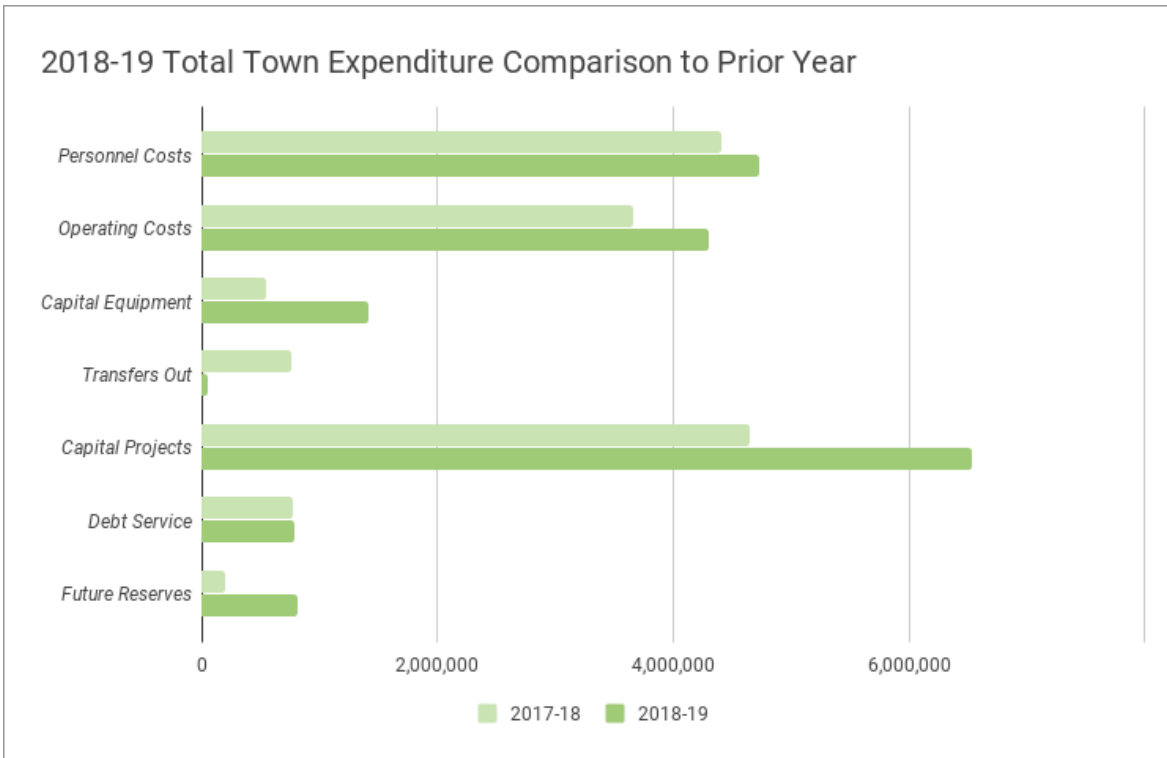
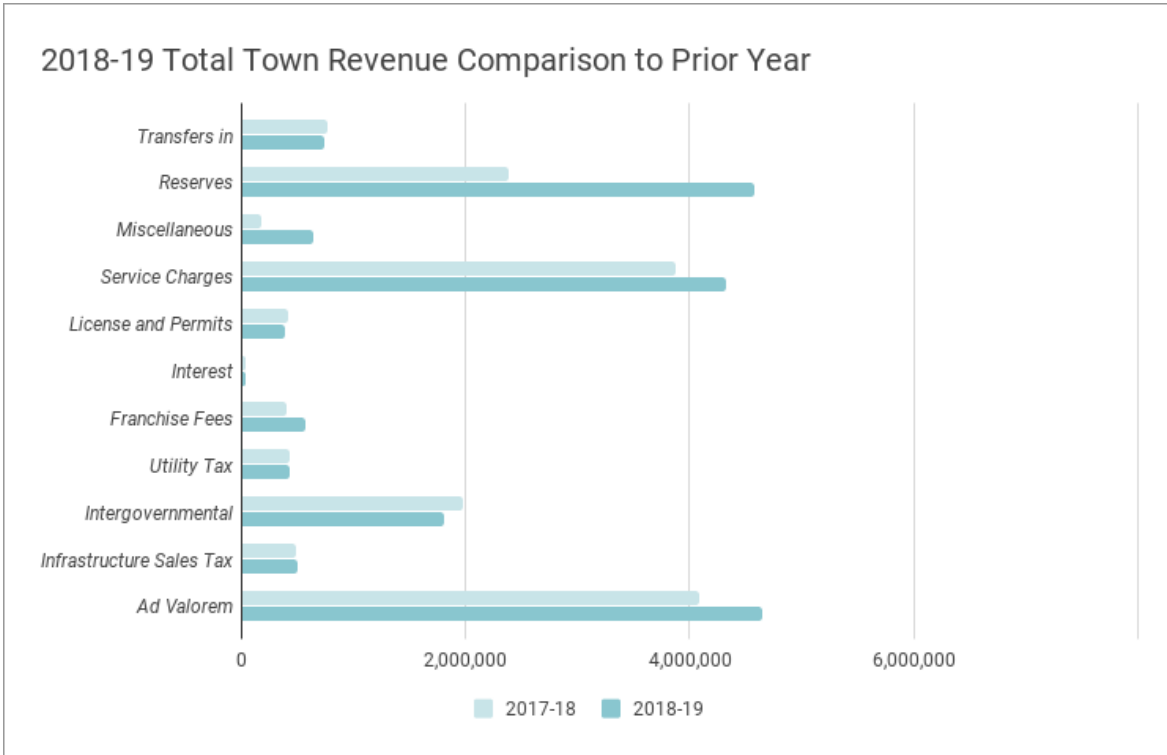


BUDGET SUMMARY																	
TOWN OF BELLEAIR - FISCAL YEAR 2018-2019																	
*THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF BELLEAIR ARE 24.3% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES																	
General Fund		5.2500		1.2500		Local Option		Equip. Repl. Fund		Tree Repl. Fund		Water Fund		Wastewater Fund		TOTAL BUDGET	
Infrastructure Fund		General Fund		Gas Tax Fund		Infrastructure Fund		Water Fund		Solid Waste Fund		Wastewater Fund		TOTAL BUDGET			
<b>REVENUES:</b>																	
Taxes Millage Per \$1000																	
Ad Valorem Taxes	5.2500	3,739,000															3,739,000
Ad Valorem Taxes	1.2500	(dedicated to Infrastructure)															\$908,900
<b>TOTAL AD VALOREM</b>	<b>6.5000</b>																<b>\$4,647,900</b>
Infrastructure Sales Taxes		370,750	57,000														\$494,800
Intergovernmental																	\$1,806,050
Utility Tax																	\$430,000
Franchise Fees		562,200															\$562,200
Interest		25,000															\$26,500
License & Permits		375,800		10,000													\$385,800
Service Charges		597,560															\$4,330,060
Misc.		78,450															\$638,350
From Reserve Balance		107,401	\$0	\$0													\$4,542,426
SUBTOTAL		\$5,856,161	\$57,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,864,086
Transfers in:		665,450	\$0	\$0													\$729,600
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		<b>\$ 6,521,611</b>	<b>\$ 57,000</b>	<b>\$ 10,000</b>	<b>\$ 64,150</b>	<b>\$ 64,150</b>	<b>\$ 7,351,700</b>	<b>\$ 2,690,575</b>	<b>\$ 898,650</b>	<b>\$ 1,000,000</b>	<b>\$ 18,593,686</b>						
<b>EXPENDITURES:</b>																	
Personnel Costs		3,829,150															4,724,150
Operating Costs		2,516,161		10,000													4,259,111
Capital Equipment		112,150															1,345,325
Capital Projects																	6,537,700
Debt Service																	794,000
Subtotal		\$ 6,457,461	\$0	\$10,000	\$0	\$0	\$7,331,700	\$2,172,075	\$689,050	\$1,000,000	\$17,660,286						
Transfers Out:		\$64,150	\$0		\$31,800	\$404,050	\$209,600	\$0	\$0	\$0	\$729,600						
Subtotal		\$ 6,521,611	\$0	\$10,000	\$31,800	\$2,576,125	\$7,351,700	\$898,650	\$1,000,000	\$18,389,886							
Future Reserves			\$57,000		\$32,350	\$0	\$0	\$0	\$0	\$0	\$203,800						
<b>TOTAL APPROPRIATED EXPENDITURES AND RESERVES</b>		<b>\$ 6,521,611</b>	<b>\$ 57,000</b>	<b>\$ 10,000</b>	<b>\$ 64,150</b>	<b>\$ 64,150</b>	<b>\$ 7,351,700</b>	<b>\$ 2,690,575</b>	<b>\$ 898,650</b>	<b>\$ 1,000,000</b>	<b>\$ 18,593,686</b>						
<b>THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD</b>																	

## BUDGET SUMMARY



# BUDGET SUMMARY





## BUDGET SUMMARY

This summary and analysis of the Town of Belleair's budget for Fiscal Year (FY) 2018-19 provides a comprehensive overview of the Town's expenditures and revenues for the upcoming year. The information and data presented here serves as a means to exhibit the needs and services of the town.

### OVERVIEW

Within this programmatic budget is a revised Capital Improvement Plan that forecasts expected projects for the Town over the next ten years, as well as the Capital Equipment Replacement Fund that details expenditures from each department related to capital purchases. The 2018-19 budget for all funds within the Town totals to \$18,628,686, compared to the previous year original proposed budget of \$14,988,375, which equates to an overall increase of 24.29%. A large majority of the increase is related to capital projects for the matching SWFWMD grant, as well as personnel costs that include salary enhancements. The largest components of the budget this year are the Capital Projects Fund (39.36%), the General Fund (35.01%), and the Water Fund (14.44%).

### AD VALOREM AND PROPERTY TAXES

Property taxes, also known as Ad Valorem revenue, is the largest source of revenue for the Town, contributing 24.95% to the total budget. While the millage rate has remained fairly steady for the past few years, the Town Commission adopted a higher millage rate this year of 6.5000 in order to properly fund the 2018-19 budget. This is an increase of 9.69%. The incoming revenue from Ad Valorem is split between the General Fund and the Capital Projects Fund, with 5.2500 going to the General Fund, and the remaining 1.2500 sent to the Capital Projects Fund. The gross taxable value declined due to the recession, though it began to bounce back in FY 2012-13. Since then, property valuations have increased steadily, totaling \$749,565,951 for FY 2018-19. For Fiscal Year 2018-19 there is an increase of 5.19% in total taxable value for Belleair

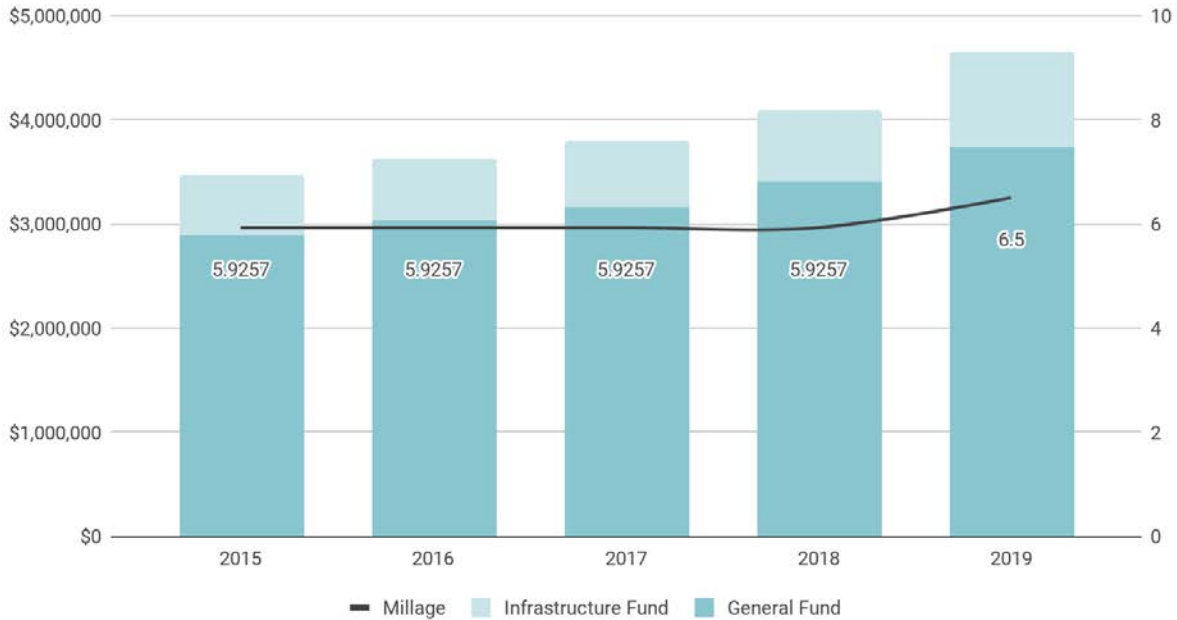
Total Taxable Value 10 Year Trend



## BUDGET SUMMARY

Ad Valorem estimations and proceeds are calculated based on the total taxable value of a property provided by the Pinellas County Property Appraiser (PCPAO), as well as the millage rate. As shown in the chart, there was a heavy decrease in taxable value between 2010 and 2013, which affected Ad Valorem proceeds.

Five-Year Ad Valorem Proceeds



	2015	2016	2017	2018	2019
<i>Millage</i>	5.9257	5.9257	5.9257	5.9257	6.5
<i>General Fund</i>	\$2,898,635	\$3,025,851	\$3,154,000	\$3,410,265	\$3,739,000
<i>Infrastructure Fund</i>	\$576,478	\$601,779	\$638,445	\$678,200	\$908,900

## GENERAL FUND

### Revenues

The General Fund is the principal operating fund of the town, which incorporates the Administration, Building, Support Services, Police, Public Works, and Recreation departments. The major revenue sources are Ad Valorem Tax, the Electric Franchise Fee, Communication Services Tax, State Sales tax distribution, building permits, recreation program activities, and administrative fees.

Ad Valorem continues to be the main contributing revenue source for the fund by generating 65.00% of the General Fund revenue. Other revenue accounts have remained fairly consistent, though small changes have occurred across the departments. Building Permit revenue is experiencing a small decrease of about \$25,000 as the Pelican Golf Course and Belleview Place finish

## BUDGET SUMMARY

up construction. Athletic Programs are also seeing a small decrease as the volleyball program has not been renewed. There is a new line item of revenue, titled Special Duty Police, related to the contracts with the City of Clearwater and Pelican Golf, which will bring in a net of around \$7,000 of revenue.

### ***Expenditures***

Increases in personnel are mainly attributed with increased health insurance costs of 14%, as well as the cost of living adjustments of 1.5%, and potential merit increase for all employees.

This fiscal year, there is a large increase in the Administration department due to amounts held in reserve for capital equipment.

The Building department remains a stable department, being one of three departments that are experiencing an overall decrease in their budget. This is because professional services have been adjusted to reflect the average costs of the contracted building administrator. In addition, fewer inspections should be required this year as the major developments gain their certificates of occupancy.

Support Services is the department with the highest expenditures. Making up nearly 33% of the entire General Fund, a majority of the expenditures are townwide professional services, such as Largo Fire Service, General Liability Insurance, and the Town Attorney. These items alone make up nearly half of the Support Services budget. Though the contract can only increase by a maximum of 5%, this year the contract with Largo Fire Service increased by 4.6%, equating to an addition of \$26,400. The General Liability Insurance line increased by \$20,000 as well, an increase of 8.4% from the prior year. There were significant decreases to the building and A/C maintenance costs as the town enters its first year with the ABM energy savings program.

The Police department is the second largest department when it comes to expenditures, though over 90% of the costs are personnel related. Increases in the 2018-19 budget are attributable to personnel as well, with a large portion of the cost being related to Special Detail Police and the required contributions to the Police Pension

Public Works is another department that is experiencing a decrease in expenditures, though this is directly due to reduced capital purchases.

Recreation is the final department to see a reduction in overall costs, despite an increase in personnel and operating. Within personnel, funding for part-time staff is increasing by \$20,150, bringing the item to a total of \$118,000. This is due to an expected influx of participation in programs offered by the Recreation. In addition to this, accounts associated with youth programming are also seeing an increase, such as Summer Camp and Teen Camp.

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## **ENTERPRISE FUNDS**

### ***Water Fund***

Assessing the Town's water plant and distribution system has been essential in developing a full understanding of the policy solutions to the Town's rising chloride levels. In order to produce a

## **BUDGET SUMMARY**

higher quality of water for our residents, the Town has allocated funds for well-rehabilitation and the chlorine transfer procedure.

### **Revenues**

This year, the Town is expecting an increase in Water Utility revenue as the residences at Belleview Place become occupied.

### **Expenditures**

The Water Department is experiencing an increase in every facet of their budget, but capital expenses are seeing the largest increase due to the Southwest Florida Water Management District (SWFWMD) matching grant, related to well infrastructure improvement. In addition to this, this budget houses costs for well rehabilitation and a refined chlorine injection process.

### ***Solid Waste Fund***

The Solid Waste Department will continue recycling operations with the City of Clearwater and the single stream recycling program.

### **Revenues**

The primary revenue source for the Solid Waste Fund is the monthly sanitation fee. This year, there is an expected increase of \$19,500 related to the opening of Belleview Place and the Pelican Golf Course.

### **Expenditures**

This department is seeing an overall decrease in expenditures this year related to decreased capital purchases and the restructuring of personnel. However, a new refuse vehicle is scheduled for purchase this year.

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## **CAPITAL PROJECTS/INFRASTRUCTURE FUND**

The town continues to pursue its Capital Improvement Plan to address the areas of highest priority for upcoming projects. In FY 2011-12 the town issued a \$10 million revenue bond to accelerate infrastructure improvement. The bond will be repaid over twenty years and will be serviced utilizing revenues from the Municipal Public Services Tax (MPST) on electricity, the Stormwater Utility Fee, and the Penny for Pinellas sales surtax.

### **Revenues**

Aside from bond proceeds, another primary source of funding is the designated 1.2500 mill of Ad Valorem revenue, equating to \$908,900, which is a 44.89% increase from the prior year. The Infrastructure Fund will also be receiving a grant from the Southwest Florida Water Management District (SWFWMD) for \$1,375,000.

### **Expenditures**

The expenditures for capital projects have increased considerably this year, largely due to the increased millage rate resulting in the Town's ability to fund more capital improvement projects. Many projects were able to be scheduled earlier, increasing the costs for this fund during FY 2018-19.

## BUDGET SUMMARY

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### CONCLUSION

In this proposed budget, staff recommends maintaining the current level of service while providing adequate funding to meet fund balance reserve requirements and future capital needs. The Town's transition to a programmatic style of budgeting will improve transparency and facilitate decision-making. In the coming years, it is staff's hope that the town will more easily be able to identify areas for improvement and optimize the use of public funds. In recent months, the Town has identified several upcoming capital projects to be put in motion, all of which have been deemed a necessity to improve our Town's infrastructure. An increase in the millage rate is needed to provide adequate funding for these projects and provide stability for the Capital Projects Fund. The millage rate has remained steady over the past five years and an increase in the rate will ensure sufficient fund balance is maintained in current and future years. This fiscal year, residents, staff, and the Town Commission will work together to develop a strategic planning document that will focus on establishing long range priorities and objectives for the Town. Moreover, this document will be integrated with the new style of programmatic budgeting.



# **BUDGET GUIDE**

## **GOVERNMENTAL ORGANIZATION**

The Town of Belleair operates under the council-manager form of government and was incorporated in 1925. The Town Commission is comprised of five members; a mayor/commissioner, deputy mayor, and three commissioners, elected to specific seats, but on a community wide basis. The Town Commission appoints a professional town manager, who serves as the chief administrative officer of the town.

This budget document includes all funds that are appropriated for the fiscal year beginning October 1, 2018. The Town of Belleair provides a full range of services normally associated with a municipality, including police protection, public works operations, code enforcement activities, permitting and building services, parks, and other recreational services. In addition, the town provides its citizens with water, and solid waste services.

## **BUDGET PROCEDURES**

The Town of Belleair's annual budget is both an expression of public policy and a fiscal plan for the allocation of municipal resources necessary to accomplish specific programs. The budget approval process involves the active participation of the town's elected officials, who collectively establish expenditure priorities and evaluate the town manager's recommended budget and program allocations for the various town service functions. The budget is developed after departmental requests, citizen input during formal public hearings, and ultimately adopted by the Town Commission.



## **BUDGET PRESENTATION**

Belleair's Town Charter requires the town manager to submit to the Town Commission an operating budget for the ensuing fiscal and an accompanying budget message to the Town Commission no later than sixty (60) days prior to the end of the fiscal year.

The town manager's budget message and foreword explain the budget from both fiscal and programmatic perspectives. They also describe the proposed financial policies of the town, the special features of the budget as well as any major changes from the current year financial policies, expenditures and revenues and the reasons for such changes. It may also describe any potential debt of the town, and include other supplementary explanations of organizational changes, and/or budget items requested by the Town Commission.

The operating budget contains a complete financial plan of all town funds and activities for the ensuing fiscal year. In organizing the operating budget, the town manager utilizes a variety of expenditure classifications that adequately and most accurately disclose all material amounts budgeted by fund, organizational unit, program purpose, activity and accounting object. The budget document begins with a clear summary of its contents; details all estimated revenues including sources thereof, and indicates the requisite property tax levy. It also details all proposed expenditures, including any debt service obligations for the fiscal year; and shows comparative figures for both actual and estimated revenues and expenditures of the preceding fiscal year, and both budgeted revenue and expenditures for the current year.

Elements of the budget include the following:

- *Budget summary*
- *Budget guide*
- *Financial policies*
- *Organizational chart*
- *Position analysis*
- *Departmental and fund budgets*
- *Pinellas County tax and rate survey*
- *Glossary of terms*

## **CAPITAL IMPROVEMENT FUND**

The annual operating budget and capital improvement program (CIP) budget are complementary town plans. The annual budget is a guide for the day-to-day operations of the town's programs and services. The CIP is a management, legislative and community tool used to facilitate the planning, control and execution of major capital expenditures. The five-year CIP schedule provides the plan for needed public improvements within the town's fiscal capacity.

For those projects proposed for commission consideration, recommended funding sources are identified; the specific objective from the Belleair comprehensive plan is referenced, and future operating costs are estimated for the commission's and public's edification.

The Town Commission reviews the manager's proposed capital project requests. After public hearings and potential modification, the budgets for the CIP are adopted on a multi-year, program basis. Budget appropriations may not always lapse at year-end, but may extend across five fiscal years of the CIP.

## **PUBLIC PARTICIPATION**

Public participation in the budget process is encouraged. Finance Board budget discussions were held on June 28, 2018, July 16, 2018, August 16, 2018, and September 20, 2018. Commission budget discussions were held on July 17, 2018, August 7, 2018, and August 21, 2018. Two state statutory public hearings, were held on September 4, 2018 and September 18, 2018, during which the 2018-19 millage and budget ordinances were adopted. The mandated public hearings for ordinance adoption in September complete the process of citizen participation in the 2018-19 budget.

## **TRUTH IN MILLAGE (TRIM)**

The budget and property tax (millage rate) adoption process is governed by a state statute known as TRIM (truth in millage). In Florida, property is assessed by the county property appraiser, and property taxes are collected by the county tax collector. Property owners are eligible to receive a homestead exemption of fifty thousand (\$50,000) on their principal place of residence. All property is assessed at one hundred percent of real value, which is on average 85% percent of market value.

The town is required to hold two public hearings for adoption of its property tax (millage) rate and budget. The first public hearing is advertised by a property appraiser mailing to each property owner by way of a TRIM notice. Under the "truth in millage" compliance laws, the town publishes an additional advertisement. The town publishes this advertisement once in a newspaper of general circulation, at least five days prior to its public hearing. This notice contains the general summary of the operating budget, capital improvement budget and program, and the times and places where copies of the budget message, operating budget, capital improvement budget and program are available for inspection by the public; and the times and places for public hearing.

The Town Commission must adopt the operating budget and capital improvement budget and program before the end of each current fiscal year for the ensuing fiscal year.

## **BUDGETARY BASIS**

The Town of Belleair has developed and follows a program based budget format. The budget is prepared in accordance with generally accepted accounting principles (GAAP).

Governmental funds use the modified accrual basis of accounting, whereby expenditures are recognized in the accounting period when the liability is incurred, if measurable, and revenues and other resources are recognized in the accounting period when they become available and measurable. Revenues are considered to meet the availability test if they are collectible within the current period or soon enough thereafter for use in payment of liabilities of the current period.

Proprietary, or "enterprise" funds use the full accrual basis of accounting. Revenues are recognized in the period in which they are earned, and expenses are recognized in the period in which the liabilities are incurred.

The annual budget addresses only the governmental and proprietary groups and does not control resources that are managed in a trustee or fiduciary capacity, such as the pension funds.

All appropriations unspent at year-end lapse, unless funds are encumbered as the result of the issuance of a purchase order. Such purchase orders remain valid until either canceled or final payment is made, or are specifically addressed by town charter.

## FINANCIAL STRUCTURE

The Town of Belleair uses funds to budget for operations and to account for the results of those operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain functions or activities.

Budgets are adopted for funds that are either governmental funds or proprietary funds. Each category is also divided into separate fund groups. The following are the funds of the Town of Belleair for which the commission adopts an annual budget.

**Governmental Funds** - The governmental funds consist of the General Fund, the Special Revenue Funds, and the Capital Projects Funds.

**General Fund** - The General Fund is the general operating fund of the town. This fund was established to account for the revenues and expenditures involved in operating general governmental functions of a non-proprietary nature. Major revenue sources for this fund include: ad valorem taxes; franchise and utility taxes; sales taxes; license and permit fees; administrative charges; and charges for current services. The major operating activities supported by the General Fund include police and fire services, streets, permitting, occupational licenses, public works, parks, recreation, and other general governmental service functions.

**Special Revenue Funds** - Special revenue funds are established to finance particular activities and are created out of receipts of specific taxes or other earmarked revenues. Such funds are authorized by legal, regulatory or administrative action to pay for certain activities with some form of continuing revenues. In the Town of Belleair special revenue funds include the following:

- ***Tree Fund*** - to account for funds designated for town beautification.
- ***Local Option Gas Tax Fund*** - to account for proceeds from the local option gas tax as levied by the Pinellas County, Florida Board of County Commissioners.

**Capital Projects Funds** - Capital project funds are used to account for the acquisition and construction of capital facilities and other fixed assets.

- ***Infrastructure Fund (Capital Projects Fund)***- to account for proceeds from the Pinellas County, Florida one-cent sales surtax collections, stormwater fee, infrastructure mill, other governmental resources and grant revenues used for the acquisition or construction of general fixed assets identified in the town's five-year capital improvement plan.
- ***Equipment Replacement Fund*** - to account for the planned acquisition of equipment, tools, and vehicles. The General Fund and enterprise funds will transfer the funds for purchases within the Capital Equipment Replacement Fund.

**Enterprise Funds** - An enterprise fund is used to account for the town's services and activities that are similar to those found in the private sector. An enterprise fund is self-supporting, deriving its revenue from charges levied on the users of these services. The Town of Belleair's enterprise funds are as follows:

- ***Water Fund*** - to account for the assets, operation and maintenance of the town owned water supply and distribution system.
- ***Solid Waste Fund*** - to account for the assets, operation and maintenance of the town owned refuse collection and disposal system.

- **Wastewater Fund** – to account for wastewater billing, the service is provided by Pinellas County.

## **FREQUENTLY ASKED QUESTIONS**

### ***What is the purpose of the town budget?***

The budget is an annual financial plan for the Town of Belleair. It specifies the level of municipal services to be provided in the coming year and the resources, including personnel positions, capital expenditures and operating expenses needed to provide those services. It reflects the policies and priorities set by the mayor and Town Commission.

### ***How and when is the budget prepared?***

Each spring, the town Support Services Department develops forecasts using economic trends and financial indicators relevant to the town's financial resources. The town departments submit their plans and needs for the coming year to the Support Services Department, which incorporates their submittals into the proposed budget. This is reviewed and revised by the town manager. The town manager then recommends his proposed budget to the Town Commission. The commission reviews the budget, holds two public hearings to obtain citizen input and may make changes to same, based on citizen input. Finally, the commission adopts their approved budget, along with an ordinance that establishes the property tax rate necessary to fund the budget.

### ***Who establishes the rules by which the Town of Belleair adopts its annual budget and property tax rate?***

Both the town charter and state statutes govern the property tax rate and budget adoption process.

### ***Who is the chief executive officer of the Town of Belleair?***

The Town Manager is both the chief executive, administrative, and financial officer of the Town of Belleair. He or she is hired by and reports directly to the Town Commission. All other employees, with the exception of the town attorney, who also reports to and is appointed by the Town Commission, report to the town manager.

### ***What is the property tax rate?***

When the town adopts its annual budget, it determines the tax rate that must be applied to property in order to generate the necessary revenue in addition to all other revenue sources that are available. The approved tax rate for the Town of Belleair is 5.9257 mills, or \$5.93 per \$1,000 of taxable value. The Pinellas County Property Appraiser establishes the taxable value of all property in the town. The town has no control over the taxable value of property. It only has control over the tax rate that is levied.

### ***The total property millage (tax) rate for Fiscal Year 2016-17 on property in the Town of Belleair is 21.4920 mills. How much of that was paid to the Town?***

Only 5.9257 mills of the 21.4920 mills levied in fiscal year 2016-17 are remitted to the town. This represents only 28% of the total property tax levied. Other taxing agencies in Pinellas County include the county services, Pinellas County School Board, county emergency medical services, and the Pinellas Suncoast Transit Authority, along with various special district taxes, such as the Southwest Florida Water Management District.

### ***How do I compute my property tax?***

- ***How to compute my property tax owed to the Town of Belleair:***

First you will need to find the assessed value of your real estate holdings by searching your address on the Pinellas County's Property Appraiser's website (pcpao.org). Next you will need the adopted millage for FY 2018-19, which is **6.5000 mills**. Now you multiply your assessed value by the millage rate and then divide by 1,000 (one mill is equal to \$1 for each \$1,000 of assessed property value).

For example, if your property's assessed value is \$100,000, your taxes will be \$650.00. ( $\$100,000 \times 6.5000 = \$650,000$ ,  $\$650,000/1,000 = \$650.00$ )

- ***How to compute my total property taxes (town and county):***

To compute total taxes for the year, you will use the same methodology as described above and the total millage rate of **21.4920 mills**.

For example, if your property's assessed value is \$100,000, your taxes will be \$2,149.20. ( $\$100,000 \times 21.4920 = \$2,149,200$ ,  $\$2,149,200/1,000 = \$2,149.20$ )

### ***What is homestead exemption?***

Every person who owns and resides on real property in Florida on January 1 and makes the property his or her permanent residence is eligible to receive a homestead exemption up to \$50,000. The first \$25,000 applies to all property taxes, including school district taxes. The additional exemption up to \$25,000, applies to the assessed value between \$50,000 and \$75,000 and only to non-school taxes. (Florida Department of Revenue)

### ***What is the difference between ad valorem tax and property tax?***

There is no difference, they are different names for the same tax.

### ***What is an operating budget?***

An operating budget is an annual financial plan for recurring expenditures, such as salaries, utilities, supplies, insurance and equipment repairs.

### ***What is a capital improvement budget?***

A capital improvement budget is a financial plan for the construction of physical assets, such as buildings, streets, and utility infrastructure exceeding a specified dollar value (\$20,000) with a useful life of at least five years, as stipulated within the town's financial policies.

### ***What is a fund?***

A fund is a separate accounting entity within the town that receives revenues and expends them on specified activities.

### ***What is an enterprise fund?***

An enterprise fund earns its own revenues by charging customers for services that it provides. It receives no tax funds. The Town of Belleair operates its water and solid waste utilities, which are

referred to as enterprise funds. Prior to FY 2003-04, the town also operated its own wastewater utility, but it was sold to Pinellas County.

***What is a fiscal year?***

A fiscal year is a 12-month operating cycle that comprises a budget and financial reporting period. The town's fiscal year, along with other local governments and special districts within the State of Florida, begins on October 1<sup>st</sup>, and ends on September 30<sup>th</sup>.

***What is a budget appropriation?***

A budget appropriation is a specific amount of money that has been approved by the Town Commission for use in a particular manner, for a specific public purpose.

***What is a budget amendment?***

A budget amendment is an ordinance adopted by the Town Commission that modifies their previously approved and adopted budget by appropriating additional monies to a particular department, decreasing appropriations to a particular department, or transferring funds from one department to another.

***Where does the town obtain its revenues?***

All revenues are ultimately derived from citizens in the form of local, state and federal taxes; fees, fines and licenses; intergovernmental revenues; grants; and payments for municipal services, such as recreation fees, and utility services (water, and solid waste user fees).

***What are utility taxes, the stormwater fee, and franchise fees, and why does the Town of Belleair levy them?***

A utility tax is a tax levied on utility bills, to be paid by the user of that utility's services. It is similar to a sales tax, except it only applies to utility bills, and not to any other purchases.

The stormwater fee is calculated based on the approximate square feet of impermeable surface on a property and is used to fund stormwater infrastructure improvements.

The franchise fee is a charge levied by the town on a utility to operate within the town as compensation for that utilities use the public rights-of-way and other public properties where their facilities, pipes, wire, etc., may need to be located within the town in order for such services to be provided. The state allows utilities to pass on the franchise fee directly to customers on their bills.

***Where can I get a copy of the Budget?***

The budget is available for download at <http://www.townofbelleair.com/budget>

***Where can I get a copy of the Comprehensive Annual Financial Report?***

The CAFR is available for download at <http://www.townofbelleair.com/cafr>

2018 TAX ROLL / BUDGET / MILLAGE CALENDAR

<u>DATE</u>	<u>ACTIVITY</u>	<u>REFERENCE</u>
June 1	<u>Property Appraiser</u> delivers <u>estimate of taxable value</u> to taxing authorities	200.065(7)
July 1 (Sun)	<u>Property Appraiser</u> delivers <u>certification of taxable value</u> (DR-420) to taxing authorities. (If roll cert date is earlier, <u>July 1</u> will be used to determine time periods and deadlines. Fla. Stat. s. 200.065(12); Fla. Admin. Code r. 12D-17.003(2) & 12D-17.008.)	193.023(1) 200.065(1)
Aug 3 (Fri)	<u>Taxing Authorities</u> notify Property Appraiser of proposed millage rate, date/time/place of 1st public budget hearing ( <u>return completed DR-420</u> )	200.065(2)(b)
Aug 20 (Mon)	<u>Property Appraiser</u> mails <u>TRIM Notices</u>	200.065(2)(b)
Sept 3 – Sept 18	<u>Taxing Authorities</u> hold <u>1st public hearing</u> to adopt a tentative budget and millage rate (between 65 and 80 days after certification, at least 10 days after TRIM mailing)	200.065(2)(c)
_____	<u>Taxing Authorities</u> <u>advertise</u> intent to adopt a final budget and millage rate and final public hearing schedule (ad to appear within 15 days of adoption of tentative budget). <b><i>Check ad format/content carefully!</i></b>	200.065(2)(d) 200.065(3)
_____ – Oct 2 (Tues)	<u>Taxing Authorities</u> hold <u>final public hearing</u> to adopt final budget and millage rate (between 2 & 5 days after ad appears)	200.065(2)(d)
_____	<u>Taxing Authorities</u> <u>forward</u> millage rate to Property Appraiser, Tax Collector, & DOR (within 3 days after adoption of resolution or ordinance)	200.065(4)
<i>Sept 11 (Tues)</i>	<i>School Board budget hearing</i>	200.065(2)
<i>Sept 13 (Thu.)</i>	<i>Pinellas County BCC budget hearing</i>	200.065(2)
Sept 14 (Fri)	Deadline for <u>taxpayers</u> to file a petition with the Value Adjustment Board (within 25 days after TRIM mailing)	194.011(3)(d)
<i>Sept 25 (Tues)</i>	<i>Pinellas County BCC budget hearing (final)</i>	200.065(2)
Oct 1 (Mon)	<u>Property Appraiser</u> delivers <u>DR-422</u> to taxing authorities	200.065(6)
Oct 2 (Tues)	Tentative - Value Adjustment Board meets for first certification of tax rolls	193.122(1)
Oct 4 (Thurs)	<u>Taxing Authorities</u> <u>return</u> completed <u>DR-422</u> , millage rate is adjusted if an option	200.065(6)
Oct 5 (Fri)	<u>Property Appraiser</u> extends roll to Tax Collector	
Mid Oct (TBD)	<u>Value Adjustment Board</u> hearings begin	194.032(1)(a),(c)
_____	<u>Taxing Authorities</u> certify <u>compliance to DOR</u> (not later than 30 days after adoption of ordinance or resolution establishing final budget and millage rate)	200.068
Oct 31 (Wed)	<u>Tax Collector</u> mails <u>tax bills</u>	197.322(3)
TBD	<u>Value Adjustment Board</u> meets for <u>second certification</u> of tax rolls	193.122(3)

Note on the calculation of time: Fla. Admin. Code r. 12D-17.008 instructs us to include July 1 (the certification date) when calculating dates on the tax roll calendar. The rule also states that the last day of the period shall be included even if it is a weekend day or holiday. If a statutory date lands on a weekend, the weekend date is listed on this calendar. Please keep this in mind as you coordinate your schedule for the budget year. If you have any questions or concerns, please contact the Property Appraiser's office.

12/14/2017





# **FINANCIAL MANAGEMENT POLICIES**

## **TOWN OF BELLEAIR, FLORIDA**

### **FINANCIAL MANAGEMENT POLICIES**

The purpose of this document is to serve as a written policy for the Town of Belleair management and Support Services Department staff. The commission will use these policies as a guideline. The commission can determine that a situation necessitates the need to vary from these policies. If this situation occurs, they will direct the town manager on an alternative course of action.

#### **General**

##### ***Annual Operating & Capital Budget***

1. The community's public service delivery needs shall balance with the town's financial ability. New program services or facilities shall be based on general citizen demand, need or legislated mandate.
2. The budget shall be balanced; that is, the total of the estimated receipts, including balances brought forward, shall equal the total of the appropriations and reserves.
3. Current expenditures (personal services, operating, capital outlay, debt service, transfers and grants) shall balance with current revenues and unobligated fund balances. The town should avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing repair and replacement expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.
4. New expenditure programs (or projects) will be introduced during the annual budget process.
5. The format should allow correlation with the revenues and costs reported in the town's Comprehensive Annual Financial Report.
6. All funds expended shall be in accordance with an adopted annual budget.

##### ***Capital Improvement Program (CIP)***

1. The CIP, consistent with state requirements, will schedule the funding and construction of capital projects for a 5-year period (which includes the current year capital budget).
2. The CIP will incorporate in its projections of expenses and funding sources any amounts relating to previous year's appropriation, but which have yet to be expended.
3. The first year of the 5-year Capital Improvement Program (CIP) will be included in the Annual Operating & Capital Budget.

#### **Comprehensive Annual Financial Report (CAFR)**

1. An independent certified public accounting firm will perform an annual audit of the financial statements of the town and will publicly issue an opinion thereon. The CAFR will include that opinion (*Florida Statutes, 11.45(3)(a)4*).
2. The accounting records shall be maintained in accordance with generally accepted accounting principles (GAAP), applied to governmental units as promulgated by the Governmental

Accounting Standards Board (GASB). (*Codification of Governmental Accounting and Financial Reporting Standards, Section 1200*).

3. The CAFR will be prepared by the auditors and the finance director and shall be presented to the Town Commission within six (6) months following the end of the Town's fiscal year.

### **Annual Financial Activity - All Funds**

#### ***Fund Balance***

1. **Restricted** – Funds at year-end, which can only be spent for specific purposes as stipulated by constitution, external providers, or through legislation.
  - Funds externally restricted for a specific purpose will be disclosed in the budget document.
2. **Unrestricted** – Funds at year-end, which are not classified as “restricted”.
  - **Assigned** – These are unreserved funds at year-end to indicate tentative plans for uses of financial resources in a future year.
    - *Funds internally restricted for a specific purpose (e.g., capital project) will be disclosed in budget documents and the CAFR.*
    - *All funds will have sufficient designated financial resources to fund any outstanding compensated absence (accumulated sick and vacation leave) liability.*
  - **Unassigned** – All remaining funds at year-end which are not reserved or designated.
    - *Unless otherwise stated and approved by the commission, the current year's budgeted unrestricted fund balance at year-end for General Fund should be maintained at a minimum of 20% of prior-year expenditures.*
    - *To the extent that unreserved, undesignated General Fund balance exceeds 20% of prior-year expenditures, the town may draw upon the fund balance to 1) provide funding for capital programs, capital equipment and/or 2) provide funding for nonrecurring expenses.*
    - *Unless otherwise stated and approved by the commission, the current year's budgeted unrestricted Capital Project Fund balance at year-end for General Fund should be maintained at a minimum of \$500,000 for operating reserves.*
    - *Unless otherwise stated and approved by the commission, the current year's budgeted unreserved, undesignated cash reserves at fiscal year-end for proprietary funds (enterprise funds) should be maintained at a minimum of \$250,000 in the Solid Waste Fund and \$450,000 in the Water Fund for operating reserves.*

#### ***Revenues***

1. Revenue estimates will be developed on a conservative basis while considering historical trends, projections and reasonable assumptions of future conditions.
2. The town shall maintain, as permitted by State law, a diversified revenue base to mitigate the effects of short-term fluctuations in any one (1) revenue source.
3. Annually, the town shall calculate the full direct costs of activities supported by user fees and consider such information when establishing user charges.
4. Long-term debt revenues will not be obtained to fund current operating expenditures.

5. Non-recurring revenues will only be used to fund non-recurring expenditures.

### ***Operating Expenditures / Expenses***

#### **1. Interfund Administrative Charges**

- An allocation should be made annually distributing the costs for General Fund administrative support among all proprietary funds (enterprise).

## **Annual Financial Activity - Specific Funds**

### ***General Fund***

1. The General Fund will maintain a separate, designated fund balance reserve sufficient to fully fund the following fiscal year's accrued compensated absences liability applicable to governmental funds.
2. Unless otherwise stated and approved by the commission, the current year's budgeted unreserved, undesignated fund balance at year-end for General Fund should be maintained at a minimum of 20% of prior-year expenditures.
3. To the extent that unreserved, undesignated General Fund balance exceeds 20% of prior-year expenditures, the town may draw upon the fund balance to 1) provide funding for capital programs, capital equipment and/or 2) provide funding for non-recurring expenses.

### ***Proprietary Funds (Enterprise)***

1. All proprietary fund operations shall be self-supporting. Unless otherwise stated and approved by the commission, the current year's budgeted unreserved, undesignated cash reserves at fiscal year-end for proprietary funds (enterprise funds) should be maintained at a minimum of \$250,000 in the Solid Waste Fund and \$450,000 in the Water Fund for operating reserves.

### ***Special Revenue Funds***

#### **1. Capital Projects Fund**

1. **Capital Equipment Replacement Fund:** to account for the planned acquisition of equipment, tools, and vehicles exceeding a specified amount of \$5,000.
2. **Capital Projects Fund (Infrastructure Fund):** to account for the planned construction of physical assets such as buildings, streets, and utility infrastructure exceeding a specified dollar amount of \$20,000. The fund also serves as a capital planning document over a five-year span.

## **Investments**

1. The town shall invest in those financial instruments authorized by resolution to meet the town's investment objectives (safety, liquidity and yield). (*Resolution 2002-26 adopted September 17, 2002*)

## **Capital Programs and Debt Management**

1. For financial management policy purposes, long-term borrowing includes bonds, notes and capitalized leases.
2. Long-term borrowing will not be used to finance current operations or normal maintenance.
3. All long-term borrowing will be repaid within a period not to exceed the expected useful lives of the capital programs financed by the debt.
4. For any fund that is supported by long-term borrowing, an annual revenue analysis shall be performed to ensure that the fees or rates are sufficient to meet the debt requirements (debt service, covenants, etc.).
5. Three general principles should guide the town when selecting a funding source for its capital improvement (capital asset acquisition) and repair and replacement programs: efficiency, effectiveness, and equitableness.
  - *Efficiency is when one financing method is selected over another based on the relative costs.*
  - *Effectiveness is when a funding (financing) source provides a sufficient amount of funding when the funding needed.*
  - *Equitableness is when resident beneficiaries of a capital program pay for that program.*



# **FINANCE RESOLUTIONS AND ORDINANCES**





## **RESOLUTION NO. 2011-27**

### **A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA, ESTBLISHING THE FUND BALANCE POLICY FOR THE TOWN OF BELLEAIR; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Government Accounting Standards issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, in order to clarify the meaning of fund balance on financial statements; and

**WHEREAS**, the town desires to establish a Fund Balance Policy for the General Fund consistent with the Governmental Accounting Standards Board Statement No. 54; and

**WHEREAS**, such a policy has been prepared and copy is attached hereto as Exhibit "A"; and

**WHEREAS**, the town commission believes that it is necessary, appropriate and in the public interest to commit these fund balance reserve funds in the General Fund; and

### **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA AS FOLLOWS:**

**Section 1.** That the foregoing recitals are artifice and confirmed as being true and correct and are made a specific part of this resolution.

**Section 2.** The Town Commission of the Town of Belleair hereby adopts the "Town of Belleair Fund Balance Policy for the General Fund", attached hereto as Exhibit "A", and directs the Town Manager to implement the police.

**Section 3.** All Resolutions or parts of Resolutions, insofar as they are inconsistent or in conflict with the provisions of this Resolution, are hereby repealed.

**Section 4.** This Resolution shall take effect October 1, 2011 and shall continue in effect until amended, extended, or repealed as herein above provided.

**PASSED AND ADOPTED this 22nd day of SEPTEMBER, 2011.**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**Town Clerk**

**RESOLUTION NO. 2018-20**

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,  
RESCINDING RESOLUTION NO. 2002-26; ADOPTING AN  
INVESTMENT POLICY FOR THE TOWN OF BELLEAIR.**

**WHEREAS**, the Town Commission of the Town of Belleair, Florida, did adopt Resolution No. 2002-26 adopting an investment policy for the Town of Belleair; and

**WHEREAS**, it is the desire of the Town Commission to amend the investment policy identified in 2002-26, making it obsolete; and

**WHEREAS**, it is the desire of the Town Commission to approve a new investment policy;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF  
THE TOWN OF BELLEAIR, FLORIDA:**

1. Resolution No. 2002-26 be rescinded
2. The following investment policy be adopted:

**INVESTMENT PROCEDURES AND  
INTERNAL CONTROLS MANUAL**

**A. INVESTMENT DECISIONS**

The Finance staff shall adhere to the guidelines of the Town of Belleair Investment Policy regarding all investments purchases and investment transactions.

**B. SCOPE**

This investment policy applies to all financial assets of the Town of Belleair. These funds are accounted for in the Town's Comprehensive Annual Financial Report and include:

- General Fund
- Capital Projects Fund
- Special Revenue Funds
- Water, Wastewater and Solid Waste Enterprise Funds
- Trust and Agency Funds
- Any new fund created by the Town, unless specifically exempted by the legislative body.

This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

**C. CHAIN OF COMMAND**

The Town commission delegates the authority and responsibilities for control of the Town's cash and investments to the Town Manager and the Town Finance Director who

shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Town Manager and Town Finance Director. The Town Manager and the Town Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Town Commission
2. Town Manager
3. Finance Director

The town may select an Investment Advisor for the purposes of developing an investment strategy and coordinating investment transactions with the Finance Director. The selection of an Investment Advisor will be a competitive process to secure the most qualified firm in conformance with all related laws and policies.

***D. INVESTMENT OBJECTIVES***

The primary objectives, in priority order, of the Town of Belleair's investment activities shall be:

**SAFETY:** Safety of principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**LIQUIDITY:** The investment portfolio of the Town of Belleair will remain sufficiently liquid to enable the Town to meet all operating requirements, which might be reasonably anticipated.

**RETURN ON INVESTMENT:** In investing public funds, the Town will strive to maximize the return on the portfolio and to preserve the purchasing power but will avoid assuming unreasonable investment risk.

***E. PRUDENCE AND ETHICAL STANDARDS***

Investments shall be made with judgment and care (under circumstances then prevailing) which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Finance Administrator any material financial interest in financial institutions that conduct business within this jurisdiction and they shall further disclose any material personal financial/investment positions that could be related to the performance of the portfolio. Employees and officers shall subordinate their personal investment transactions to those transactions made in the portfolio, particularly with regard to the time of purchase and sales.

Bond swaps are appropriate when undertaken with the prudent person test and overall portfolio objectives in order to (a) increase yield to maturity without affecting the asset liability match; (b) reduce maturity while maintaining or increasing the yield to maturity or (c) increasing portfolio quality without affecting the asset liability match while maintaining or increasing the yield to maturity.

The Town should not however, have a policy against selling securities at a loss if undertaken in connection with prudent portfolio management. For the protection of the Town it is imperative that full disclosure be made by the Commission, Manager and Finance Director any material interests which they may hold in a financial institution (broker/dealers, banks, etc.), which conducts business with the Town of Belleair. This disclosure shall be reported to the Town Commission.

***F. AUTHORIZED INVESTMENTS***

In accordance with Section 125.31, Florida Statutes, authorized investments include:

- a. The Florida Local Government Surplus Funds Trust Fund. (administered by the State Board of Administration and commonly referred to as the “SBA”).
- b. Direct obligations of the U.S. Government, such as U.S. Treasury obligations.
- c. Obligations guaranteed by the U.S. Government as to principal and interest.
- d. Interest bearing savings accounts, money market accounts, certificates of deposit, money market certificates or time deposits constituting direct obligations of any bank or savings and loan association certified as a Qualified Public Depository by the State of Florida.
- e. Obligations of the:
  - Federal Farm Credit Banks (FFCB)
  - Federal Home Loan Bank Mortgage Corporation (FHLMC)  
(participation certificate)
  - Federal Home Loan Bank (FHLB) or its banks
  - Government National Mortgage Association (GNMA)
  - Federal National Mortgage Association (FNMA)
  - Student Loan Marketing Association
- f. Securities or, or other interests in, any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided the portfolio is limited to U.S. Government obligations and repurchase agreements fully collateralized by such U.S. Government obligations (i.e. Mutual Funds).

**G. MATURITY AND LIQUIDITY REQUIREMENTS**

The objective will be to match investment cash flow and maturity with know cash needs and anticipated cash flow requirements (i.e., match assets to liabilities) to the extent possible.

Investment of funds shall have effective maturities of not more than five (5) years, except for:

1. SBA – No stated final maturity.
2. Certificates of Deposits as approved by Town Commission.

**H. PORTFOLIO COMPOSITION**

<u>Investment Type</u>	<u>Maximum</u>
1. Florida Local Government Surplus Trust Fund (SBA)*	100%
2. US Government Securities	100%
3. US Federal Agencies	100%
4. Other 2a7-like government investment pools*	100%
5. Instrumentalities	50%
6. Certificates of Deposits	30%
7. Repurchase Agreements	20%

Funds in the Depository Account will not be considered a part of the portfolio for purpose of the section.

Does not include bond proceeds invested in construction funds established under a bond resolution.

\*The SBA Florida Prime fund and other 2a7-like government investment pools must have a rating of AAAM by Standard & Poor’s, or other equivalent rating by another ratings agency, verified periodically by the Finance Director.

**I. RISK AND DIVERSIFICATION**

The Town will diversify its investments by security type, specific maturity, dealer or bank through which financial instruments are bought or sold. Subject to limitation under Portfolio Composition, the following are the limits on individual issuers or dealers of bank:

1. No limitation on SBA, now accounts, US Government Securities, US Federal Agencies or US Federal Instrumentalities.
2. Other individual 2a7-Like governmental investment pools are limited to 50% of total portfolio.
3. Limitations on other approved investments are 10% of total portfolio.

**J. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

The Financial Administrator will maintain a list of the financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Administrator with the following:

1. audited financial statements,.
2. certification that no material adverse events have occurred since the issue of their most recent financial statements,
3. proof of National Association of Securities Dealers, the registration (where applicable) or other securities registration,
4. Proof of state registration, when required,
5. certification of having read and agreeing to abide by the investment Policy and depository contracts in place with the Town, and
6. a copy of the firms established internal oversight and review guidelines controlling business with government entities.

Criteria for addition to or deletion from the list will be based on the following:

1. state law or investment police requirement where applicable,
2. perceived financial difficulties,
3. consistent lack of competitiveness,
4. lack of experience or familiarity of the account representative in providing service to large institutional accounts,
5. request of the institution or broker/dealer, and
6. when deemed in the best interest of the Town.

***K. THIRD PARTY CUSTODIAL AGREEMENTS***

All security transactions including collateral for repurchase agreements, entered into by the Town shall be conducted on a delivery-versus-payment (DVP) basis.

All securities shall be properly designated as an asset of the Town. Securities will be held by a third party custodian authorized by the Finance Administrator and evidenced by safekeeping receipts or advice of the transaction. The third party custodian shall be a third party custodian bank or other third party custodial institution with certified fiduciary powers chartered by the United States Government or the State of Florida and have combined capital and surplus of at least \$100,000,000.

The Finance Administrator will execute third party custodial agreements approved by the Town with the banks and depository institutions. Such agreement will include letters of authority from the Finance Administrator with details as to the responsibility of each party, notification of security purchases, sales, delivery, repurchase agreements and wire transfers, safekeeping and transaction costs, procedures in case of worse failure of other unforeseen mishaps including liability of each party.

***L. MASTER REPURCHASE AGREEMENTS***

1. Each firm involved in a repurchase agreement must execute the Town's Master Repurchase Agreement that will be based on the Public Securities Association (PSA) Master Repurchase Agreement.
2. A third party custodian shall hold collateral for all repurchase agreements with a term more than one business day.

3. Custodial agreements shall be based on economic and financial conditions existing at the time of execution, as well as the credit risk of the institution that enters into the repurchase agreement with the Town.

***M. REPORTING REQUIREMENTS***

The Town Finance Director shall provide to the Town Manager and to the Town Commission a quarterly investment report which provides a comprehensive review of investment activity and performance for the quarter. The Town Finance Director shall provide to the independent auditors and to the Town Commission an annual report of types of investments, book value, market value, risk characteristics and rate of return.

The Town Finance Director shall provide other such reports and information as deemed reasonable, upon request, from other internal and external sources.

***N. SELECTION OF DEALERS AND BANKERS***

As stated in the Town Investment Policy, only primary dealers as designated by the Federal Reserve Bank of New York and through secondary government securities dealers shall be permitted to conduct business with the Town, furthermore, only institutional brokers from institutional departments shall be selected.

***O. SECURITY SELECTION PROCESS***

When purchasing or selling securities, the Town Commission shall approve the security which provides both the highest rate of return within the established parameters for the Investment Policy and satisfies the current objectives and needs of the portfolio. These selections shall be made based on a minimum of three (3) quotes from banks or dealers.

It is also realized that in certain very limited cases the Town will not be able to get three quotes on a certain security. For those cases the Town will obtain market prices from various sources including a daily market pricing provided by the Town custody agent or their corresponding institution.

The Finance Department shall utilize the three (3) quote process to select the securities to be purchased or sold. If for some reason the highest to purchase quote is not selected, then the reason leading to the decision will be clearly indicated in the authorization.

***P. OPERATIONS***

An operation is defined as a necessary procedure and duty required to provide for properly authorized transactions, timely processing, segregation of duties and proper internal controls.

These procedures revolve around the monitoring of the Banks Pooled Cash Account on a monthly basis by the Finance Director.

The basic policy is to ensure that there are the necessary funds available to cover the weekly expenditures. The majority of cash receipts are deposited regularly into the Bank. Some revenue sources have been set up to be electronically deposited into the Bank

thereby saving administrative time in depositing of these proceeds and thus increasing interest earnings.

The policy will be to transfer any excess funds in the Bank into authorized investment accounts keeping in mind the funds that will be necessary for upcoming expenditures. Sufficient fund balance will be maintained in cash and cash-like investments to meet current payment obligations. The Finance Director will maintain such fund balance at a minimum level equivalent to anticipated operating expenditures for the upcoming three-month period.

If it is established that a transfer is necessary, the following procedures are followed:

**1. The following are the procedures that the Town will follow in transferring funds between the State Board of Administration (SBA) and the Bank.**

**BANK to SBA**

The Finance Director will initiate a wire transfer.

In order to receive credit to our account as soon as possible, it is required that we call the SBA and inform them of the funds that are being transferred to the SBA.

A Journal Entry Form is completed to provide the accounting entries. This is signed by the preparer. In the Finance Director's absence the Town Manager will initial the wire transfer.

The completed forms are then given to the Finance Director or Accounts Payable Clerk for entry into the General Ledger.

**2. The following are the procedures that the Town will follow in transferring funds between the SBA and the Bank.**

This process is followed in the event funds are necessary to cover a shortage in the Pooled Cash Account. This process can be initiated by the Finance Director or Town Manager. The first step is to prepare a form authorizing the transfer. It must be signed by the Finance Director or Town Manager. The money transferred out of all SBA accounts is established per agreement to only go into the Bank. The transfer is completed using the SBA automated authorized service. Transfers done before 11:00 A.M. will be posted in the Pooled Cash Account that same day.

The next step is to complete a Journal Entry Form. This form will provide the accounting entries for input into the General Ledger.

The completed forms are then given to the Finance Director or Accounts Payable Clerk for entry into the General Ledger.

**3. Securities' Confirmations**

The processing of securities' confirmations, including filing and reconciling, shall be conducted by the Finance Director. All confirmations for securities, including certificates of deposit, shall be held in the Town's Safety Deposit Box.



Upon receipt, all current investment confirmations shall be reconciled against the appropriate investment documents.

#### **4. Safekeeping Procedures**

Upon purchasing a security, the confirmation from the purchasing agent (faxed confirmation of purchase and settlement date is normally received within two days of purchase) will be attached to a faxed copy of the notification. The faxed copy should state the security, book value of the security and accrued interest to agree to the settlement amount. The settlement date on the fax must be the same date as the settlement date on the confirmation.

The Safekeeping Agent will only accept instructions from the authorized staff identified under C, Chain of Command.

The Safekeeping Account statements will be mailed monthly and reconciled to the supporting documentation and maintained in a file by month for each custodian.

Certificates of deposit are permitted to be safe kept at the issuing bank; however, all certificate of deposit confirmations must be verified against the appropriate investment reports on a quarterly basis.

#### **Q. ACCOUNTING FOR INVESTMENT TRANSACTIONS**

The investment function and the accounting staff will work closely together to ensure the transactions are reported in the month in which they occur. Accounting entries will be prepared the finance staff and overseen by the Finance Director. Whenever possible, persons who perform investment transactions shall not be responsible for the reconciliation of the accounts; furthermore, adequate separation of duties requires that persons who perform investment transactions should not also be responsible for journalizing or reconciling the confirmations and monthly custodial statements.

#### **R. INTERNAL CONTROL REVIEW**

The Town Finance Director and the Town External Auditor will review the Internal Control Manual on an annual basis. As part of the annual financial audit, the external auditor will review the internal controls and verify compliance with the Town's Investment Policy.

#### **S. INVESTMENT TRAINING**

Periodic training and educational opportunities will be provided to authorized staff responsible for the investment function of the Town of Belleair. Those Town officials responsible for making investment decisions should seek continuing education in subjects or course of study related to investment practices and products on an annual basis.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 17<sup>th</sup> day of APRIL, A.D., 2018.**

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**Mayor**

**ATTEST:**

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**Town Clerk**

**ORDINANCE NO. 509**

**AN ORDINANCE OF THE TOWN OF BELLEAIR, FLORIDA AMENDING THE TOWN CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, SECTION 2-51, ESTABLISHMENT OF LOCAL PLANNING AGENCY, ESTABLISHING THE PLANNING AND ZONING BOARD AS THE TOWN'S LOCAL PLANNING AGENCY; AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE III, OFFICERS AND EMPLOYEES, DIVISION 1, GENERALLY, PROVIDING FOR THE TOWN MANAGER, FINANCE OFFICER, AND TOWN CLERK; AMENDING CHAPTER 2, ADMINISTRATION, PROVIDING FOR FISCAL MANAGEMENT; AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE IV, EXEMPTION FROM CERTAIN COUNTYWIDE ORDINANCES, RESERVING SECTION NUMBERS 2-123 THROUGH 2-174 PROVIDING FOR SEVERABILITY; SUPERSEDING ALL ORDINANCES OR PART OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, by referendum election held on November 8, 2016, the electors of the Town approved an amendment to the Town Charter removing the competitive purchasing procedures set for in Section 2.07(e) of the Charter to provide that the Town purchasing and procurement policies and procedures shall be established by ordinance consistent with State law; and

**WHEREAS**, the Town's finance department staff have recommended certain policies and procedures it believes will ensure efficiency, safeguard of the Town's funds, provide for the prudent purchasing of commodities or contractual services by the Town, consistent with the requirements with Florida law with respect to procurements by governmental entities and agencies; and

**WHEREAS**, Florida Statute 163.3174 requires the town to establish a local planning agency; and

**WHEREAS**, the Town Commission of the Town of Belleair desires to have the planning and zoning board act as the town's Local Planning Agency; and

**WHEREAS**, in accordance with the approved charter amendment, the Town Commission of the Town of Belleair desires to establish the prospective purchasing policies and procedures for the Town by this ordinance.

**BE IN ENACTED BY THE PEOPLE OF THE TOWN OF BELLEAIR, FLORIDA:**

**SECTION 1. LEGISLATIVE FINDINGS.** The foregoing recitals incorporate herein by reference is the legislative findings of the Town Commission of the Town of Belleair.

**SECTION 2. AMENDING CHAPTER 2, SECTION 2-51.** The Code of Ordinances of the Town of Belleair, Subpart A, Chapter 2, ARTICLE II, DIVISION 2, Section 2-51 is hereby amended as follows:

Sec. 2-51. – Established.

Pursuant to and in accordance with the Charter of the town and F.S. §§ 163.3161 through 163.3211, the Planning and Zoning Board is hereby designated and established as the local planning agency.

**State Law reference** – Local Planning Agency, F.S. § 163.3174

**Charter reference** – Codification, § 5.04

**Cross reference** – Planning and Zoning Board, Ch. 66, Division 3.

**SECTION 3. AMENDING CHAPTER 2, ARTICLE III, DIVISION 1.** The Code of Ordinances of the Town of Belleair, Subpart A, Chapter 2, ARTICLE III, DIVISION 1 is hereby amended as follows:

**Sec. 2-76. Town Manager.**

The Town Manager shall be the Chief Administrative Officer of the town.

**Charter reference** – Codification, § 3.01-3.07, 4.02

**Sec. 2-77. Finance Officer**

- (a) The Finance Officer shall be the Chief Financial Officer of the town;
- (b) Shall be designated by the Town Manager;
- (c) Must be a department head who has been previously confirmed by the town commission; and
- (d) Any references to “Finance Director” within the town’s code of ordinances or associated policies shall be synonymous with “Finance Officer”.

**Charter reference** – Codification, § 3.07

**Cross reference** – FISCAL MANAGEMENT. Ch. 2, ARTICLE V, Establishment of fund. Sec. 42-121,

**Sec. 2-78. Town Clerk**

- (a) Shall be appointed by the Town Manager and confirmed by the Town Commission;
- (b) Shall be the town’s Records Management Liaison Officer; and
- (c) Shall act as supervisor of elections for all town elections.

**SECTION 4. AMENDING CHAPTER 2, ARTICLE IV.** The Code of Ordinances of the Town of Belleair, Subpart A, Chapter 2, ARTICLE IV, is hereby amended as follows:

Secs. 2-123 – 2-174. - Reserved.

**SECTION 5. ESTABLISHMENT OF FISCAL MANAGEMENT POLICIES AND PROCEDURES.** The Code of Ordinances of the Town of Belleair, Subpart A, Chapter 2 is hereby amended to establish “Article V. – Fiscal Management”, which shall read as follows:

**Article V – FISCAL MANAGEMENT**

**DIVISION 1. – GENERALLY**

**Section 2-175. Authority**

The Finance Officer shall ensure adherence the provisions of this article.

Secs. 2-176 – 2-224. - Reserved.

**DIVISION 2. – PURCHASING**

**Section 2-225 – Generally**

Except as provided in this Article, it shall be unlawful for any employee to order the purchase of, or make a commitment to purchase materials or services other than through the provisions of this article.

**Section 2-226 – Definitions.**

The following words, terms, and phrases shall have the meanings ascribed to them in this article except where the context clearly indicates a different meaning:

***Bid*** means an offer by a bidder to do specified work under specified conditions for a specified price. Bids may be written or electronic.

***Bidder*** means any business that offers materials or service for a given price and specified terms. The terms shall include offerors and respondents to solicitations or request for quotes.

***Business*** means a person or entity that is duly licensed, if required, and authorized to transact business in the State of Florida.

***Change order*** means any adjustment to the original quantities or scope of work of a solicited material or service.

***Emergency*** means a state of emergency as formally declared by the Mayor or majority of the Town Commission, the Pinellas County Commission, the Governor of the State of Florida, or the President of the United States.

***Materials*** means and includes anything that tangible product, including but not limited to vehicles, food, computers, and lumber.

***Purchase order*** means a document issued by the finance department that authorizes a purchase transaction when approved and accepted by both the town and a vendor. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific vendor.

***Quote*** means an estimated price for any service or material. For purposes of this section, it shall also mean price list, advertised price, or any officially offered price. Quotes may be written or electronic.

**Responsible bidder** means a bidder who has the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

**Responsive bidder** means a bidder who has submitted a bid which conforms to that bids specifications and requirements.

**Sealed Competitive Bid** means a bid, containing prospective price and terms for a contract submitted to the town by bidders through an open solicitation process, whereby all responses remain sealed until a specific date and time, after which no more responses may be received, are then opened for inspection.

**Service** means intangible products including but not limited to accounting, cleaning, consultancy, and insurance.

**Solicitation** means the act of obtaining a price and/or terms from another for services or materials

**Sole source** means one (1) vendor, supplier, or contractor that possesses a unique and singular ability to meet the town's requirements for equipment, supplies, or services. The term single source shall take on the same definition as sole source.

**Specifications** means any description of the physical or functional characteristics or the nature of materials or services. It may include a description of any requirement for inspecting, testing, or preparing a supply or service for delivery.

#### **Section 2-227 – Purchasing**

(a) Purchases shall be made in accordance with the following threshold amounts and processes:

a. CATEGORY ONE: \$0.01 to \$299.99

(1) Purchases may be made in the open market

(2) Purchases may be completed with verbal authority of department making purchase

b. CATEGORY TWO: \$300.00 to \$2,999.99

(1) Two (2) quotes must be solicited prior to a request for purchase order.

(2) Purchases shall not be completed prior to a Purchase Order being approved by the Department Head.

(3) The Finance Officer or Town Manager may reduce the minimum number of quotes required if it is shown that the party requesting the purchase made a concerted effort to obtain quotes, but was not able to meet the minimum required for purchase.

c. CATEGORY THREE: \$3,000.00 to \$9,999.99

(1) Three (3) quotes must be solicited prior to a request for purchase order

- (2) Purchases shall not be completed prior to a Purchase Order being approved by the Finance Officer or Town Manager
- (3) The Finance Officer or Town Manager may reduce the minimum number of quotes required if it is shown that the party requesting the purchase made a concerted effort to obtain quotes, but was not able to meet the minimum required for purchase.

d. CATEGORY FOUR: \$10,000.00 to \$34,999.99

- (1) Bids must be solicited prior to a request for purchase order.
- (2) Town provided specifications shall be approved by the Finance Officer and publicly noticed for a minimum of 10 days prior to award.
- (3) Purchases shall not be completed prior to a Purchase Order being approved by the Finance Officer and the Town Manager

e. CATEGORY FIVE: \$35,000 and greater

- (1) Purchases in this category require sealed competitive bids.
- (2) Town provided specifications shall be approved by the Finance Officer
- (3) Solicitations under CATEGORY FIVE will occur in a manner consistent with Section 2-229.
- (4) The Finance Officer may supplement the requirements of 2-229 as needed.
- (5) Purchases shall not be completed without the approval of the Town Commission.
- (6) *Exceptions.*

The Town Commission may waive formal solicitation procedures, under the following conditions:

- a. Purchases made from the State of Florida term contracts, or Federal GSA Contracts as well as contracts awarded by any local, state, or national government agency, cooperative purchasing organizations, purchasing associations or other professional associations;
- b. Work prescribed can be made by a business with a valid continuing contract pursuant to F.S. 287.055.
- c. If for demonstrated good cause shown, the expenditure is best negotiated and is impractical to award on a bid basis.

(b) No contract or purchase shall be subdivided to avoid the requirements of this section.

(c) Purchases may only be made using the following instruments; Claim Checks, Electronic

Claim Checks, Purchase Orders, Purchasing Card, Net Terms billing and Petty Cash under \$50.

(d) Purchases should be made with the same considerations as Section 2-229(d).

### **Section 2-228 – Exemptions**

(a) The solicitation requirements identified in Section 2-227 shall not apply to the following:

1. Inter-agency agreements and memorandum of understanding between the Town Commission and non-profit organizations or governmental entities;
2. Services provided by another governmental entity.
3. Procurement of dues and memberships in trade or professional organizations;
4. Subscriptions to periodicals and newspapers;
5. Purchases of CATEGORY FOUR or less from the State of Florida term contracts, or Federal GSA Contracts as well as contracts awarded by any local, state, or national government agency, cooperative purchasing organizations, purchasing associations or other professional associations;
6. Advertisements;
7. Postage;
8. Water, sewer, gas, electrical, and other utility services;
9. Copyrighted materials;
10. Fees and costs of job-related travel, seminars, tuition, registration and training.
11. Parts and service from original equipment manufacturers (OEM)
12. Items for resale;
13. Used equipment
14. Professional medical services;
15. Recreational service providers;
16. Procurement of music ensembles (bands), artists, and other entertainment providers;
17. Amusement parks;
18. Certified Public Accountants;
19. Employment agreements;



20. On-going payments of fees for maintenance and support of existing software/technology which has been purchased via a competitive process in accordance with this division;
21. Purchase of construction materials included in the scope of an awarded construction contract in order to realize sales tax savings, in accordance with F.S. 212.08(6); Rule 12A-1.094, F.A.C.
22. Animals;
23. Abstracts and academic research;
24. Sole Source Purchases upon certification by the Finance Officer stating the conditions and circumstances necessitating the purchase.
25. Purchases made under a federal, state, or local declaration of emergency or other emergency purchase as defined in section 2-230.
26. Surplus property by any federal, state, or local entity.

#### **Section 2-229 – Sealed Competitive Bid Procedure**

##### **(a) Notice**

Notice of solicitation for sealed competitive bids shall be subject to the following requirements:

1. *Town Hall Posting.* All solicitations shall be advertised by a notice posted on a public bulletin board in Town Hall; and
2. *Newspaper.* All solicitations will be advertised at least one (1) time in a newspaper of general circulation within the region of the town, calling for sealed bids to be received no earlier than fourteen (14) days from the publication of notice of the notice; or
3. *Electronic notice.* Notification of solicitation may be provided electronically provided it is posted at least one (1) time electronically and calls for sealed bids to be received no earlier than fourteen (14) days from the publication of the notice. For the purposes of this section, electronic notice shall mean the posting of the solicitation information to the town's website or through the use of a third party electronic procurement entity.

##### **(b) Bid Responses**

1. Bids shall be submitted in the manner identified in the bid solicitation notice.

##### **(c) Bid Disqualification**

1. A bid may be disqualified by the Finance Officer for any of the following reasons:
  - a. Untimely filing of the bid documents;

- b. Failure to meet the minimum qualifications contained in the procurement bid;
- c. Failure to complete and sign any portion of the bid documents;
- d. Failure to submit materials or information required by the bid;
- e. Being listed on any convicted vendor list as provided by the Florida Department of Management Services; or
- f. Being currently suspended or debarred by the town or any other agency.

**(d) *Basis of Award***

- 1. Award should be made to the lowest, most responsive, and most responsible bidder. Consideration should be given, but not limited to:
- 2. The ability, capacity and skill of the bidder to perform under the terms of the bid documents.
- 3. The quality of workmanship and performance of previous services to the town and/or other entities.
- 4. The previous compliance by the bidder with laws and ordinances of the town.
- 5. Timeliness of delivery or completion
- 6. When the award is not given to the lowest responsive bidder, a statement of the reason for awarding the bid elsewhere shall be prepared and made a part of the record.
- 7. The Town Commission shall have the authority to accept any bid, reject all bids, or reject parts of all bids.
- 8. The Town Commission may award the entirety of, or individual parts of a bid to multiple responsive and responsible bidders.

**(e) *Bid Protest***

- 1. A respondent who is disqualified for any reason outlined in section 2-229(c) shall not have the right to protest the disqualification.

**(f) *Alternative Solicitation Method***

- 1. Should the Town Manager determine that the use of the bid process is either not practicable or not advantageous, an alternative solicitation method may be used.
- 2. Alternative solicitation methods must be approved at a town commission meeting with all rules and parameters being presented at that time.

## **Section 2-230 – Emergency Procurement**

- (a) Subject to requirements of section 4.08 of the town charter, Emergency purchases may be made from any unencumbered funding source as follows:
- (b) In the event of a federal, state, or local declaration of emergency, normal purchasing procedures and requirements shall be suspended, and the following procedures shall apply:
  - 1. The Town Manager shall be authorized to make any purchases he finds necessary to the continued operations of the town.
  - 2. If the cost of any purchase would have normally fallen within CATEGORY FOUR or CATEGORY FIVE, a full report of such purchase shall be made to the Town Commission at the earliest available commission meeting.
  - 3. Waiver of purchasing procedures shall only pertain to purchases directly related to the emergency and restoration operations. At the time the declaration of emergency is lifted, normal purchasing procedures will resume.
- (c) In the event of a situation which does not rise to the level of a declaration of emergency, but has a detrimental impact on the safety and operations of the town if not rectified immediately,
  - 1. The Town Manager shall be authorized to make purchases he finds necessary to alleviate the safety or operational issue.
  - 2. If the cost of any purchase would have normally fallen within CATEGORY FOUR or CATEGORY FIVE, a full report of such purchase shall be made to the Town Commission at the earliest available commission meeting.
  - 3. Such purchases are limited to those directly associated with the specific issue.

## **Section 2-231 – Change Orders**

- (a) All change orders will be provided to the Finance Officer prior to the change occurring.
- (b) Change orders which reflect a 5% or greater increase in the original unit price or the overall dollar value require approval prior to making such order.
- (c) Approval for change orders governed by 2-231(b) shall occur by the same method as the original purchase threshold required, unless the change order causes the contract or purchase order to extend into the next purchasing category.
- (d) Change orders that cause a contract or purchase order to extend into the next purchasing category shall require approval by the same means as the higher purchasing category.
- (e) No change order will occur unless funds have been sufficiently appropriated and are unencumbered.

**SECTION 4. SEVERABILITY.** In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

**SECTION 5. SUPERSEDING CLAUSE.** All ordinances, resolutions or parts thereof in conflict or inconsistent with this ordinance are hereby superseded insofar as there is conflict or inconsistency.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall take effect immediately upon its final passage and adoption.

**PASSED ON THE FIRST READING: March 7, 2017**

**PASSED ON THE SECOND AND FINAL READING: March 21, 2017**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**Town Clerk**

# **POSITION ANALYSIS**



## DEPARTMENTAL POSITIONS FULL-TIME AND PART-TIME STAFF

Position Title	Actual 2014-15	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19
<b>ADMINISTRATION</b>					
Town Manager	1	1	1	1	1
Town Clerk	0	1	1	1	1
Construction Project Supervisor	0	0	1	1	1
Management Analyst II	0	1	1	0	0
Management Analyst	0	1	1	2	2
<b>SUBTOTAL</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>BUILDING</b>					
Building and Zoning Technician	1	1	1	1	1
<b>SUBTOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>SUPPORT SERVICES</b>					
Assistant Town Manager	1	1	1	0	0
Assistant Finance Director	0	0	(a) 1	1	1
Finance Supervisor	1	1	0	0	0
Accounting Clerk II	1	1	1	1	1
Accounting Clerk I	1	1	1	1	1
Utility Billing Clerk	1	1	1	1	1
Facility and Safety Supervisor	0	0	0	1	(a) 1
Building Maintenance	0	0	0	2	2
HR and Risk Management Coordinator	1	1	1	1	1
Management Analyst	1	(b) 0	0	0	0
<b>SUBTOTAL</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>8</b>
<b>POLICE DEPT.</b>					
<b>Sworn Officers</b>					
Chief	1	1	1	1	1
Lieutenant	1	1	1	1	1
Detective	1	1	1	1	1
Police Officers	9	9	9	10	11
Police/Code Enforcement Officer	0	0	1	1	1
<b>TOTAL SWORN OFFICERS</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>Non-Sworn Personnel</b>					
Administrative Assistant	1	1	1	1	1
Executive Secretary	1	1	1	1	1
<b>TOTAL NON-SWORN PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>SUBTOTAL</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>

(a) New Position

(b) Position moved to another department

## DEPARTMENTAL POSITIONS FULL-TIME AND PART-TIME STAFF

Position Title	Actual 2014-15	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19
<b>PUBLIC WORKS</b>					
Director of Parks, Recreation, & Public Works	0	0	0.25	0.25	0.5
Public Services Manager	0	0	0.5	1	1
Public Works Operational Supervisor	0	0	0	0	1 (a)
Construction Project Supervisor	1	1	0 (b)	0	0
Parks Foreman	0	1	1	1	1
Stormwater Maintenance II	2	2	2	3	3
Maintenance Worker II	0	0	0	2	2
<b><i>SUBTOTAL</i></b>	<b>3</b>	<b>4</b>	<b>3.75</b>	<b>7.25</b>	<b>8.5</b>
<b>RECREATION</b>					
Director of Parks, Recreation, & Public Works	0	0	0.75	0.75	0.5
Public Services Manager	0	0	0.5	0 (b)	0
Recreation Supervisor	1	1	1	1	1
Parks Supervisor	1	1	0	0	0
Special Events Coordinator	1	1	1	1	1
Recreation Customer Services Clerk	0	0	0	1	1
Recreation Programmer	2	2	2	2	2
<b><i>SUBTOTAL</i></b>	<b>5</b>	<b>5</b>	<b>5.25</b>	<b>5.75</b>	<b>5.5</b>
<b><i>GENERAL FUND TOTAL</i></b>	<b>31</b>	<b>34</b>	<b>36</b>	<b>43</b>	<b>45</b>
<b>WATER</b>					
Director of Water Utilities	1	1	1	1	1
Water Utilities Foreman	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	0.5
WTP OP II (A OR B LIC)	1	1	1	1	1
WTP OP I (C LIC)	2	1	0	1	1
UTIL MAINT II	1	1	1	1	1
UTIL MAINT I	3	3	3	2.5	2.5
WTP TRNEE	1	1	1	0.5	0.5
Meter Reader	0.5	0.5	0.5	0.5	0.5
<b><i>WATER FUND TOTAL</i></b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>SOLID WASTE</b>					
Supervisor	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	0.5
Solid Waste Foreman	1	1	1	1	1
Refuse Collector	3	3	3	3	3
<b><i>SOLID WASTE FUND TOTAL</i></b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>
<b><i>TOTAL FULL TIME STAFF</i></b>	<b>47.5</b>	<b>49.5</b>	<b>50.5</b>	<b>57.5</b>	<b>59.5</b>

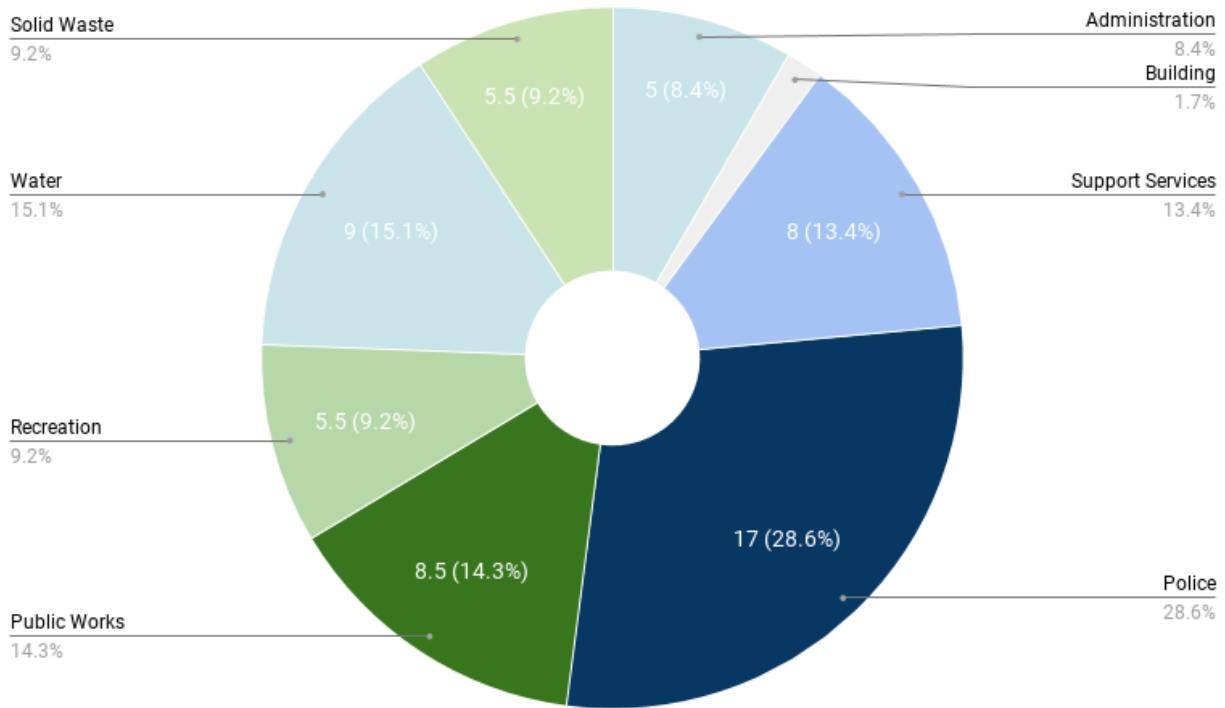
(a) New Position

(b) Position moved to another department

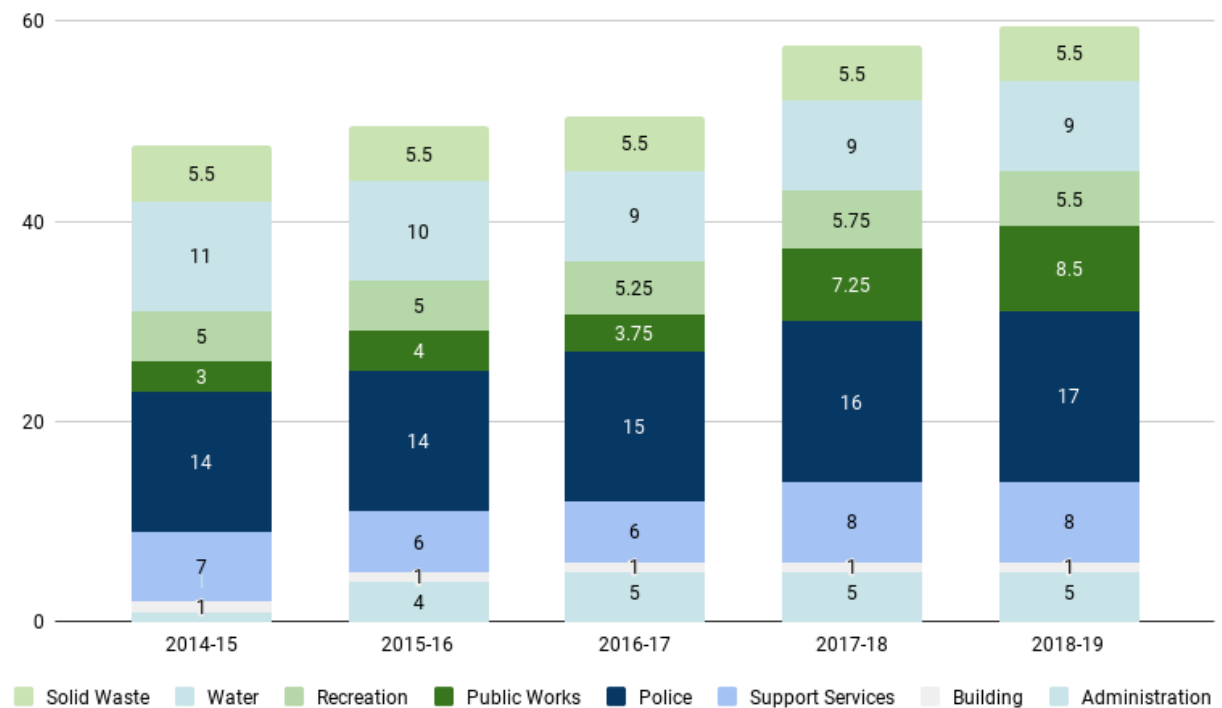


## DEPARTMENTAL POSITIONS FULL-TIME AND PERMANENT PART-TIME STAFF

### FY 2018-19 FTE Personnel Distribution by Department



### Historical FTE Personnel Distribution by Department

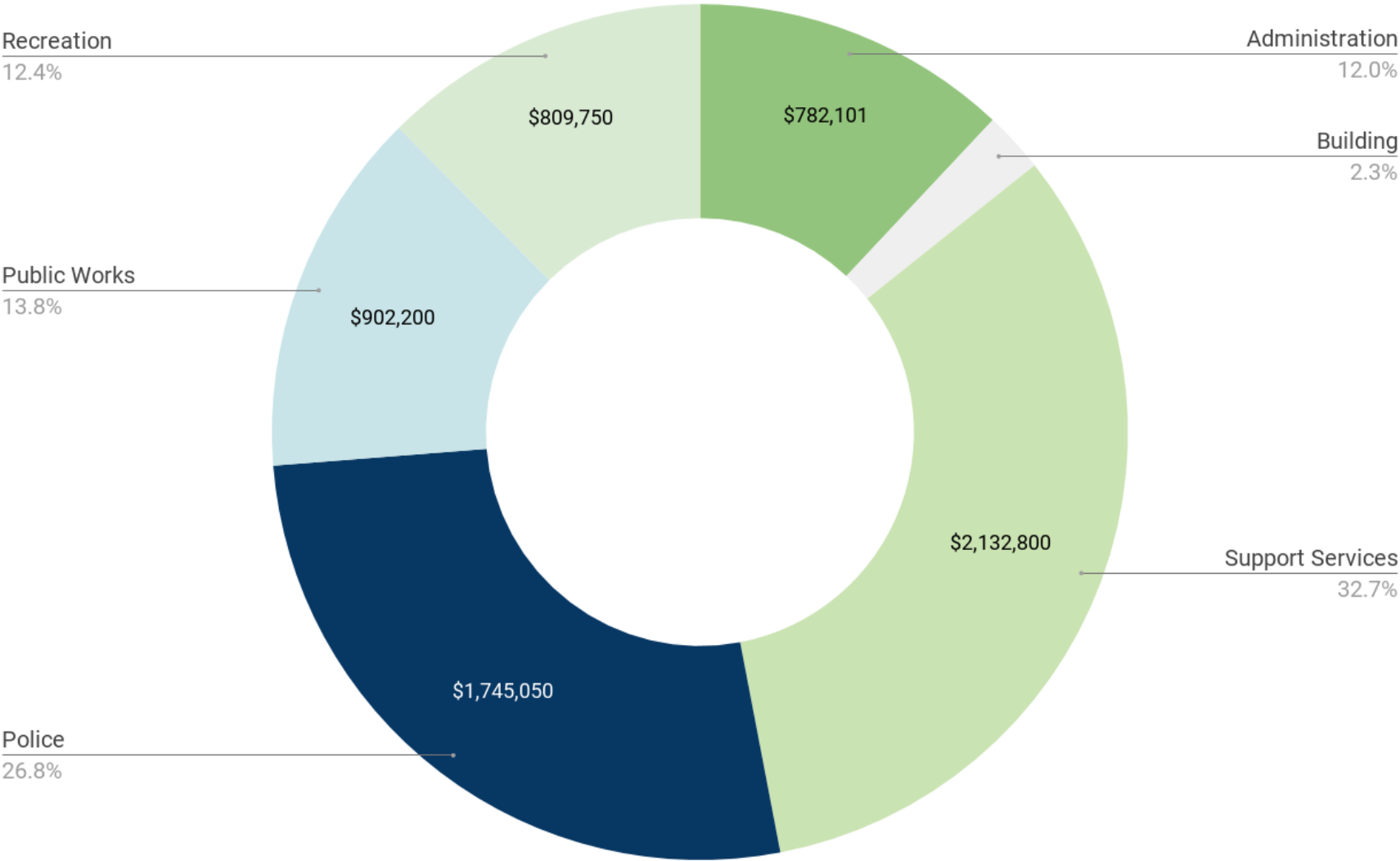




# **GENERAL FUND**

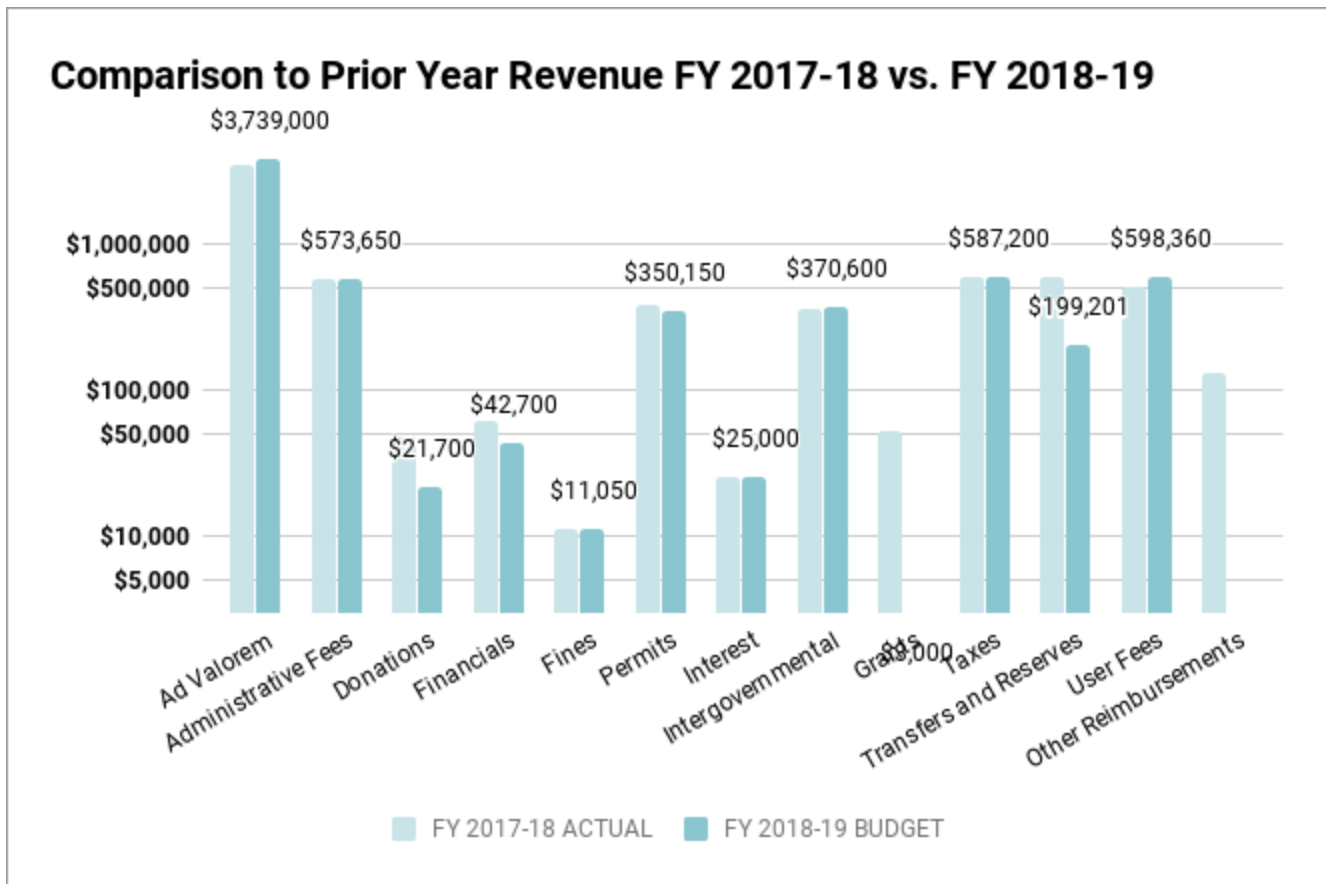


# 2018-19 General Fund Operating Budget by Department



## REVENUES

Revenue Type	FY 2017-18 ACTUAL	Percentage of Budget	FY 2018-19 BUDGET	Percentage of Budget	Percentage Difference
Ad Valorem	\$3,410,250	50.7%	\$3,739,000	57.33%	9.64%
Administrative Fees	\$568,000	8.4%	\$573,650	8.80%	0.99%
Donations	\$47,338	0.7%	\$21,700	0.33%	-54.16%
Financials	\$61,338	0.9%	\$42,700	0.65%	-30.39%
Fines	\$11,050	0.2%	\$11,050	0.17%	0.00%
Permits	\$375,150	5.6%	\$350,150	5.37%	-6.66%
Interest	\$25,000	0.4%	\$25,000	0.38%	0.00%
Intergovernmental	\$360,600	5.4%	\$370,600	5.68%	2.77%
Grants	\$51,500	0.8%	\$3,000	0.05%	-94.17%
Taxes	\$592,300	8.8%	\$587,200	9.00%	-0.86%
Transfers and Reserves	\$594,440	8.8%	\$199,201	3.05%	-66.49%
User Fees	\$502,350	7.5%	\$598,360	9.18%	19.11%
Other Reimbursements	\$131,250	2.0%	\$0	0.00%	-100.00%
<b>TOTAL</b>	<b>\$6,730,566</b>	<b>100.00%</b>	<b>\$6,521,611</b>	<b>100.00%</b>	<b>-3.10%</b>



The largest source of revenue for the Town is the Ad Valorem Tax, which generates 57.33% of General Fund revenue.

## General Fund Revenues

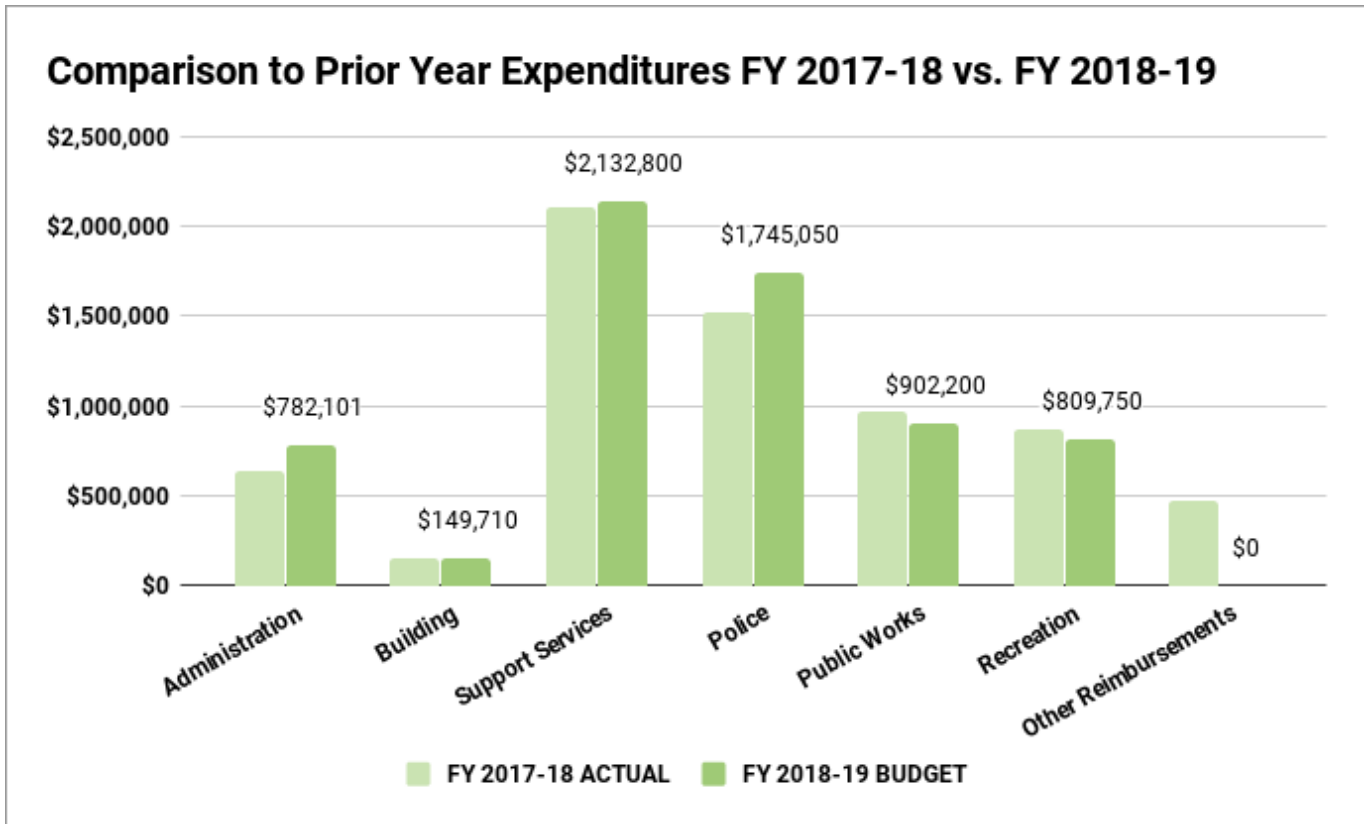
Account	Account Description	FY 2017-18 Actual	FY 2018-19 Proposed
300320	Tennis Annual Permits	2,500	2,500
311100	Ad Valorem	3,410,250	3,739,000
313100	Electric Franchise	367,000	367,000
313400	Gas Franchise	22,000	22,000
315000	Communications Services Tax	178,300	173,200
321100	Occupational License	25,000	25,000
331201	Jag Grant	0	1,000
335100	Alcohol Beverage License	150	150
335120	Revenue Sharing - State	102,900	111,900
335180	Sales Tax	254,700	255,700
335410	Gasoline Rebate	3,000	3,000
337200	Grant	51,500	2,000
341200	Zoning & Variance Fees	800	800
341802	Building Permits	375,000	350,000
342103	Special Duty Police	2,000	91960
343900	Lot Mowing	3,000	3,000
347210	Recreation (Prog. Activity)	282,750	292000
347211	Recreation Permits	24,000	24,800
347213	Rec-Vending Machine Sales	10,000	4,100
347214	Concession Stand Sales	3,500	9,700
347217	Merchandise	0	0
347530	Special Events-Private Parties	6,000	6,150
347540	Special Events-Athletic Prog.	23,000	15000
351100	Court Fines (Police Fines)	4,000	4,000
351300	Police Academy	300	300
351400	Restitution	1,500	1,500
351402	Otc Fines And Tickets	250	250
354000	Ordinance Violations	2,000	2,000
361000	Interest	25,000	25,000
362000	Rental Income	4,800	4,800
364001	Sale of Fixed Asset	6,000	6,000
364100	Insurance Proceeds	9,638	0
365900	Sale Of Surplus Metal	0	0
365901	Sale Of Auctioned Assets	11,000	2,000
366900	Donation-Community Proj.	3,255	0
366903	Donation-Recreation Proj.	24,383	0
366904	BCF Contribution Hunter Park	1,700	1,700
366905	Contribution - Pol. Equip.	3,000	20000

366909	Donation - Vanity Plate	0	0
366911	Special Events	143,000	146,550
366913	Donations	15,000	
369000	Miscellaneous	34,700	34,700
<b>Operating Income</b>		<b>5,436,876</b>	<b>5,748,760</b>
381000	Reserves (Prior Years)	424,796	107,401
381200	Transfer From 301 (CERF)	47,044	31,800
381210	Transfer From 110 (Local Gas Tax)	63,850	0
381302	Transfer from 305	0	20,000
381406	Transfer from 401 (water)	0	40,000
383000	Administrative Fees	568,000	573,650
370201	Reserves	58,750	0
389300	State Crime Prevention Grant	0	0
<b>Total Non-Operating Income</b>		<b>1,162,440</b>	<b>772,851</b>
	FEMA HMGP Generator Grant	131,250	104,000
	FEMA Grant	0	475,000
<b>Other Reimbursements</b>		<b>131,250</b>	<b>579,000</b>
<b>Total Income</b>		<b>6,599,316</b>	<b>6,521,611</b>
<b>Total Income with Other Reimbursements</b>		<b>6,730,566</b>	<b>7,100,611</b>



## EXPENDITURES

Department	FY 2017-18 ACTUAL	Percentage of Budget	FY 2018-19 BUDGET	Percentage of Budget	Percentage Difference
Administration	\$639,290	9.50%	\$782,101	11.99%	22.34%
Building	\$151,010	2.24%	\$149,710	2.30%	-0.86%
Support Services	\$2,100,332	31.21%	\$2,132,800	32.70%	1.55%
Police	\$1,519,500	22.58%	\$1,745,050	26.76%	14.84%
Public Works	\$970,517	14.42%	\$902,200	13.83%	-7.04%
Recreation	\$874,517	12.99%	\$809,750	12.42%	-7.41%
Other Reimbursements	\$475,400	7.06%	\$0	0.00%	-100.00%
<b>TOTAL</b>	<b>\$6,730,566</b>	<b>100.00%</b>	<b>\$6,521,611</b>	<b>100.00%</b>	<b>-76.58%</b>



The largest increase within the General Fund is in the Administration department, which contains a placeholder for capital investments. There was also a sizable increase in the Police department that is directly related to personnel increases.



# **ADMINISTRATION**



# ADMINISTRATION DEPARTMENT

**TOWN MANAGER**  
JP Murphy



## 2018 ACCOMPLISHMENTS

- Created Commission short-term objectives
- Transitioned the organization from line-item to programmatic budget
- Managed and coordinated emergency operations and responses during the landfall of Hurricane Irma
- Negotiated major residential redevelopment, securing green space in perpetuity

## 2019 GOALS

- Complete a Town-wide strategic plan and implement it with the programmatic budget
- Update the Capital Improvement Plan projects to prioritize future objectives before structural failure
- Continue leading the organization to priority-based budgeting

## PROGRAMS

- Town Administration
- Communications and Marketing
- Capital Project Management
- Legislative Programming
- Legal and Statutory Compliance
- Management and Budget Analysis

## PERSONNEL

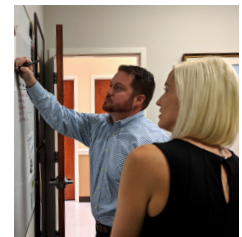
- Town Manager
- Town Clerk
- Construction Project Supervisor
- Management Analyst (2)

## CAPITAL EQUIPMENT

- 2017 Ford Fusion Hybrid
- 2018 Ford Explorer

## DEPARTMENT OVERVIEW

The Administration Department is the executive group responsible for managing and coordinating the day-to-day operations throughout town, as well as coordinating communications, public records management, capital projects, and formulating the Town's annual programmatic budget. Additionally, the department routinely conducts policy studies to inform and advise the Commission on agenda items and reviews the efficiency and effectiveness of various programs town-wide.



## TOWN ADMINISTRATION

The Town Administration program includes administrative costs pertaining to employee and Town management. This area also includes costs related to contract management, training required for staff, and emergency management. This program holds approximately 29.52% of total staff time and 13.26% of the total expenditures for the department.

REVENUES	\$0
PERSONNEL	\$41,421
OPERATING	\$62,321
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$103,743</b>

## COMMUNICATIONS AND MARKETING

This program relates to communications, marketing, and the development of public outreach and internal communication projects. This program is responsible for the Communications Team, day-to-day communications on social media, and long-term projects such as the Resident Information Guide. This is one of the department's smaller programs as it only utilizes 10.32% of staff time and total expenditures.

REVENUES	\$0
PERSONNEL	\$50,883
OPERATING	\$9,740
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$60,622</b>

## LEGISLATIVE PROGRAMMING

The Legislative Programming program is directly responsible for all public meetings, policy management within Town, and legislative coordination. This program holds all costs associated with the advisory boards. Legislative Programming is currently responsible for approximately 16.82% of staff's time, and 15.85% of the department's expenditures.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$101,105
OPERATING	\$22,866
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$123,971</b>

## LEGAL AND STATUTORY COMPLIANCE

One of the most expensive programs found within the Administration department is the Legal and Statutory Compliance program. This is related to the Town's compliance with state regulations. It houses expenditures related to business tax receipts, elections within the Town, public records management, as well as the Town Attorney. While this program is responsible for the smallest portion of staff allocation at 8.40%, it also takes up the largest portion of the Administration department's budget at 23.99%.

<b>REVENUES</b>	<b>\$25,000</b>
PERSONNEL	\$145,541
OPERATING	\$42,078
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$187,620</b>

## CAPITAL PROJECTS

This program includes the management and organization of capital projects for the Town. Though these projects are largely funded through the Infrastructure Fund, this program includes the planning stages for capital projects, any related vendor and grant management, in addition to project management responsibilities. This program also houses any costs related to the Town's historic street lights. The Capital Projects program is currently responsible for housing 18.56% of staff's time and 26.90% of the department's budget.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$82,926
OPERATING	\$127,469
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$210,395</b>

## MANAGEMENT AND BUDGET ANALYSIS

This program is responsible for the larger financial projects within the Town. This program holds costs related to fiscal analysis, such as the creation of the Strategic Financial Plan, procurement responsibilities, asset management, and managing the Town's budget. Approximately 16.39% of staff time is accounted for in this program, as well as 12.24% of the department's expenditures.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$80,824
OPERATING	\$14,926
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$95,750</b>

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES ADMINISTRATION DEPARTMENT

## PROGRAM NET INCOME

Program	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	18-19 Proposed	17-18 Amended
Revenues	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000
Personnel	\$50,883	\$101,105	\$145,541	\$82,926	\$41,421	\$80,824	\$502,700	\$467,150
Operating	\$9,740	\$22,866	\$42,078	\$127,469	\$62,321	\$14,926	\$279,401	\$166,240
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,900
Expense Subtotal	\$60,622	\$123,971	\$187,620	\$210,395	\$103,743	\$95,750	\$782,101	\$639,290
<b>Program Total</b>	<b>(60,622)</b>	<b>(123,971)</b>	<b>(162,620)</b>	<b>(210,395)</b>	<b>(103,743)</b>	<b>(95,750)</b>	<b>(757,101)</b>	<b>(614,290)</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
Communications and Marketing	\$60,622	\$50,883	\$9,740	\$0	7.75%	10%
Legislative Programming	\$123,971	\$101,105	\$22,866	\$0	15.85%	19%
Legal/Statutory Compliance	\$187,620	\$145,541	\$42,078	\$0	23.99%	30%
Capital Projects	\$210,395	\$82,926	\$127,469	\$0	26.90%	17%
Town Administration	\$103,743	\$41,421	\$62,321	\$0	13.26%	8%
Management and Budget Analysis	\$95,750	\$80,824	\$14,926	\$0	12.24%	16%
	<b>\$782,101</b>	<b>\$502,700</b>	<b>\$279,401</b>	<b>\$0</b>	<b>100.00%</b>	<b>100.00%</b>

## REVENUES

	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	FY 2018-19 PROPOSED	FY 2017-18
321100 Occupational License	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000
<b>PROGRAM REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>

## EXPENDITURES

PERSONNEL	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	FY 2018-19 PROPOSED	FY 2017-18
51200 Salaries	\$36,235	\$65,163	\$103,644	\$59,054	\$29,497	\$57,557	\$351,150	\$327,850
52100 FICA	\$2,771	\$4,983	\$7,925	\$4,515	\$2,255	\$4,401	\$26,850	\$25,800
52200 Retirement/401k	\$3,261	\$5,864	\$9,327	\$5,314	\$2,654	\$5,180	\$31,600	\$29,500
52300 Health	\$6,676	\$12,006	\$19,097	\$10,881	\$5,435	\$10,605	\$64,700	\$55,600
52301 Medical Benefit	\$619	\$1,113	\$1,771	\$1,009	\$504	\$983	\$6,000	\$6,000
51500 Sick Leave	\$1,321	\$2,375	\$3,778	\$2,153	\$1,075	\$2,098	\$12,800	\$12,800
51100 Executive Salaries	\$0	\$9,600	\$0	\$0	\$0	\$0	\$9,600	\$9,600
<b>Total</b>	<b>\$50,883</b>	<b>\$101,105</b>	<b>\$145,541</b>	<b>\$82,926</b>	<b>\$41,421</b>	<b>\$80,824</b>	<b>\$502,700</b>	<b>\$467,150</b>

OPERATING	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	FY 2018-19 PROPOSED	FY 2017-18
53151 Professional Services	\$7,445	\$13,389	\$21,296	\$12,134	\$6,061	\$11,826	\$72,150	\$65,575
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$20,100	\$0	\$20,100	\$20,100
54100 Telephone	\$0	\$0	\$0	\$0	\$4,400	\$0	\$4,400	\$4,400
54200 Postage	\$165	\$297	\$472	\$269	\$134	\$262	\$1,600	\$1,600
54620 Maint. Vehicle	\$103	\$186	\$295	\$168	\$84	\$164	\$1,000	\$1,000
54670 Maint. Equip	\$0	\$0	\$0	\$112,411	\$0	\$0	\$112,411	\$0
54700 Ordinance Codes	\$516	\$928	\$1,476	\$841	\$420	\$820	\$5,000	\$6,000
54930 Advertising	\$500	\$1,250	\$1,500	\$0	\$0	\$250	\$3,500	\$3,500
54940 Filing Fees	\$129	\$232	\$369	\$210	\$105	\$205	\$1,250	\$1,250
55100 Office Supplies	\$320	\$575	\$915	\$521	\$260	\$508	\$3,100	\$3,100
55101 Board Expenses	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$5,000
55210 Operating Supplies	\$468	\$842	\$1,340	\$764	\$381	\$744	\$4,540	\$12,415
55222 Records Mgmt Fees	\$0	\$0	\$8,750	\$0	\$0	\$0	\$8,750	\$2,900
55240 Uniforms	\$67	\$121	\$192	\$109	\$55	\$107	\$650	\$650
55260 Protective Clothing	\$26	\$46	\$74	\$42	\$21	\$41	\$250	\$250
55290 Elections	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000	\$5,000
55410 Memberships	\$0	\$0	\$0	\$0	\$10,800	\$0	\$10,800	\$10,800
55420 Training and Aids	\$0	\$0	\$0	\$0	\$19,500	\$0	\$19,500	\$22,300
57900 Archives	\$0	\$0	\$400	\$0	\$0	\$0	\$400	\$400
<b>Total</b>	<b>\$9,740</b>	<b>\$22,866</b>	<b>\$42,078</b>	<b>\$127,469</b>	<b>\$62,321</b>	<b>\$14,926</b>	<b>\$279,401</b>	<b>\$166,240</b>

CAPITAL	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	FY 2018-19 PROPOSED	FY 2017-18
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,900
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,900</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$60,622</b>	<b>\$123,971</b>	<b>\$187,620</b>	<b>\$210,395</b>	<b>\$103,743</b>	<b>\$95,750</b>	<b>\$782,101</b>	<b>\$639,290</b>
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**TOWN OF BELLEAIR  
PROGRAMMATIC SUMMARY  
ADMINISTRATION DEPARTMENT**

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$25,000</b>	<b>\$782,101</b>	<b>\$502,700</b>	<b>\$279,401</b>	<b>\$0</b>	<b>(\$757,101)</b>
<i>Public Outreach</i>	\$0	\$29,367	\$24,642	\$4,725	\$0	-\$29,367
<i>Communications Projects</i>	\$0	\$31,255	\$26,240	\$5,015	\$0	-\$31,255
<i>Public/Board Meetings</i>	\$0	\$65,415	\$51,547	\$13,867	\$0	-\$65,415
<i>Policy Management</i>	\$0	\$14,913	\$12,621	\$2,292	\$0	-\$14,913
<i>Legislative Coordination</i>	\$0	\$43,643	\$36,936	\$6,707	\$0	-\$43,643
<i>Business Tax Receipts</i>	\$25,000	\$72,454	\$61,319	\$11,135	\$0	-\$47,454
<i>Elections</i>	\$0	\$57,131	\$42,850	\$14,281	\$0	-\$57,131
<i>Town Attorney</i>	\$0	\$3,492	\$2,955	\$537	\$0	-\$3,492
<i>Public Records</i>	\$0	\$54,543	\$38,417	\$16,126	\$0	-\$54,543
<i>Planning</i>	\$0	\$18,732	\$15,854	\$2,879	\$0	-\$18,732
<i>Vendor/Grant (CFI) Management</i>	\$0	\$120,336	\$6,707	\$113,629	\$0	-\$120,336
<i>Street Lights</i>	\$0	\$25,757	\$21,799	\$3,958	\$0	-\$25,757
<i>Project Management</i>	\$0	\$45,570	\$38,567	\$7,003	\$0	-\$45,570
<i>Meetings</i>	\$0	\$22,032	\$18,646	\$3,386	\$0	-\$22,032
<i>Internal Communications</i>	\$0	\$18,230	\$11,705	\$6,525	\$0	-\$18,230
<i>Contract Management</i>	\$0	\$6,915	\$5,852	\$1,063	\$0	-\$6,915
<i>Training</i>	\$0	\$53,483	\$2,609	\$50,874	\$0	-\$53,483
<i>Emergency Management</i>	\$0	\$3,083	\$2,609	\$474	\$0	-\$3,083
<i>Fiscal Analysis</i>	\$0	\$23,055	\$19,512	\$3,543	\$0	-\$23,055
<i>Procurement</i>	\$0	\$5,664	\$4,794	\$871	\$0	-\$5,664
<i>Asset Management</i>	\$0	\$3,578	\$3,028	\$550	\$0	-\$3,578
<i>Budget</i>	\$0	\$63,453	\$53,490	\$9,963	\$0	-\$63,453
<b>Communications and Marketing</b>	<b>\$0</b>	<b>\$60,622</b>	<b>\$50,883</b>	<b>\$9,740</b>	<b>\$0</b>	<b>-\$60,622</b>
<i>Public Outreach</i>	\$0	\$29,367	\$24,642	\$4,725	\$0	-\$29,367
<i>Communications Projects</i>	\$0	\$31,255	\$26,240	\$5,015	\$0	-\$31,255
<b>Legislative Programming</b>	<b>\$0</b>	<b>\$123,971</b>	<b>\$101,105</b>	<b>\$22,866</b>	<b>\$0</b>	<b>-\$123,971</b>
<i>Public/Board Meetings</i>	\$0	\$65,415	\$51,547	\$13,867	\$0	-\$65,415
<i>Policy Management</i>	\$0	\$14,913	\$12,621	\$2,292	\$0	-\$14,913
<i>Legislative Coordination</i>	\$0	\$43,643	\$36,936	\$6,707	\$0	-\$43,643
<b>Legal and Statutory Compliance</b>	<b>\$25,000</b>	<b>\$187,620</b>	<b>\$145,541</b>	<b>\$42,078</b>	<b>\$0</b>	<b>-\$162,620</b>
<i>Business Tax Receipts</i>	\$25,000	\$72,454	\$61,319	\$11,135	\$0	-\$47,454
<i>Elections</i>	\$0	\$57,131	\$42,850	\$14,281	\$0	-\$57,131
<i>Town Attorney</i>	\$0	\$3,492	\$2,955	\$537	\$0	-\$3,492
<i>Public Records</i>	\$0	\$54,543	\$38,417	\$16,126	\$0	-\$54,543
<b>Capital Project Management</b>	<b>\$0</b>	<b>\$210,395</b>	<b>\$82,926</b>	<b>\$127,469</b>	<b>\$0</b>	<b>-\$210,395</b>
<i>Planning</i>	\$0	\$18,732	\$15,854	\$2,879	\$0	-\$18,732
<i>Vendor/Grant (CFI) Management</i>	\$0	\$120,336	\$6,707	\$113,629	\$0	-\$120,336
<i>Street Lights</i>	\$0	\$25,757	\$21,799	\$3,958	\$0	-\$25,757
<i>Project Management</i>	\$0	\$45,570	\$38,567	\$7,003	\$0	-\$45,570
<b>Town Administration</b>	<b>\$0</b>	<b>\$103,743</b>	<b>\$41,421</b>	<b>\$62,321</b>	<b>\$0</b>	<b>-\$103,743</b>
<i>Meetings</i>	\$0	\$22,032	\$18,646	\$3,386	\$0	-\$22,032
<i>Internal Communications</i>	\$0	\$18,230	\$11,705	\$6,525	\$0	-\$18,230
<i>Contract Management</i>	\$0	\$6,915	\$5,852	\$1,063	\$0	-\$6,915
<i>Training</i>	\$0	\$53,483	\$2,609	\$50,874	\$0	-\$53,483
<i>Emergency Management</i>	\$0	\$3,083	\$2,609	\$474	\$0	-\$3,083
<b>Management and Budget Analysis</b>	<b>\$0</b>	<b>\$95,750</b>	<b>\$80,824</b>	<b>\$14,926</b>	<b>\$0</b>	<b>-\$95,750</b>
<i>Fiscal Analysis</i>	\$0	\$23,055	\$19,512	\$3,543	\$0	-\$23,055
<i>Procurement</i>	\$0	\$5,664	\$4,794	\$871	\$0	-\$5,664
<i>Asset Management</i>	\$0	\$3,578	\$3,028	\$550	\$0	-\$3,578
<i>Budget</i>	\$0	\$63,453	\$53,490	\$9,963	\$0	-\$63,453



# **BUILDING**



# BUILDING DEPARTMENT

**BUILDING AND ZONING  
TECHNICIAN**  
Gregg Lauda



## 2018 ACCOMPLISHMENTS

- Re-certified the Town of Belleair in the National Flood Insurance Program's Community Rating System (CRS)
- Processed over 600 building permits
- Awarded FEMA generator grant for \$104,000 to fund new generator

## 2019 GOALS

- Achieve the Florida Floodplain Management certification

## PROGRAMS

- Permitting
- National Pollutant Discharge Elimination System (NPDES)
- Floodplain Management
- Employee Administration

## PERSONNEL

- Building and Zoning Technician

## DEPARTMENT OVERVIEW

The Building Department is houses costs and revenues for permitting, zoning, and development functions throughout town. The department advises homeowners and businesses on regulations identified in the Land Development Code, and is responsible for plan review and the issuance of building and tree permits. This department also plays a large role in damage assessment and documentation during emergency operations.

## PERMITTING

The Permitting program within the Building Department holds costs related to the permitting, plan review, and inspection process. This also includes any building permit revenue. This smaller program accounts for a majority of the department's time at 82.00% of personnel allocation, as well as the expenditures with 91.66% of the budget. Building permits, which is the sole souce of revenue for this program, also accounts for 5.37% of the General Fund's total income.

<b>REVENUES</b>	<b>\$350,000</b>
PERSONNEL	\$53,628
OPERATING	\$83,590
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$137,218</b>

## FLOODPLAIN MANAGEMENT

The Floodplain Management program includes training and certification for the Town to use both corrective and preventative measures to reduce the risk of future flooding. This program accounts for 5.00% of staff time and 2.27% of the total Building budget.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$3,270
OPERATING	\$125
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$3,395</b>

## NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

The National Pollutant Discharge Elimination System permit program addresses water pollution by regulating points where discharge pollutes the water. This program holds about 8.00% of personnel time and 3.81% of the expenditures within the department.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$5,232
OPERATING	\$475
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$5,707</b>



## EMPLOYEE ADMINISTRATION

The Employee Administration program houses costs related to personnel time and resources. This includes items such as protective clothing, telephone usage, and office supplies. This is one of the two smallest programs within the department, accounting for 5% of staff time and 2.26% of the total Building budget.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$3,270
OPERATING	\$120
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$3,390</b>

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES BUILDING DEPARTMENT

## PROGRAM NET INCOME

Program	Permitting	NPDES	Floodplain Management	Employee Administration	18-19 Proposed	17-18 Amended
Revenues	\$350,000	\$0	\$0	\$0	\$350,000	\$375,000
Personnel	\$53,628	\$5,232	\$3,270	\$3,270	\$65,400	\$61,700
Operating	\$83,590	\$475	\$125	\$120	\$84,310	\$89,310
Capital	\$0	\$0	\$0	\$0	\$0	\$0
Expense Subtotal	\$137,218	\$5,707	\$3,395	\$3,390	\$149,710	\$151,010
<b>Program Total</b>	<b>212,782</b>	<b>(5,707)</b>	<b>(3,395)</b>	<b>(3,390)</b>	<b>200,290</b>	<b>223,990</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
Permitting	\$137,218	\$53,628	\$83,590	\$0	91.66%	82%
NPDES	\$5,707	\$5,232	\$475	\$0	3.81%	8%
Floodplain Management	\$3,395	\$3,270	\$125	\$0	2.27%	5%
Employee Administration	\$3,390	\$3,270	\$120	\$0	2.26%	5%
	<b>\$149,710</b>	<b>\$65,400</b>	<b>\$84,310</b>	<b>\$0</b>	<b>100.00%</b>	<b>100.00%</b>

## REVENUES

	Permitting	NPDES	Floodplain Management	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
341802 Building Permits	\$350,000	\$0	\$0	\$0	\$350,000	\$375,000
<b>PROGRAM REVENUE TOTALS</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$375,000</b>

## EXPENDITURES

PERSONNEL	Permitting	NPDES	Floodplain Management	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
51200 Salaries	\$36,367	\$3,548	\$2,218	\$2,218	\$44,350	\$42,500
51500 Sick Leave	\$1,804	\$176	\$110	\$110	\$2,200	\$2,150
52100 FICA	\$2,788	\$272	\$170	\$170	\$3,400	\$3,250
52200 Retirement/401k	\$3,280	\$320	\$200	\$200	\$4,000	\$3,850
52300 Life/Hosp.Ins	\$8,405	\$820	\$513	\$513	\$10,250	\$8,750
52301 Medical Benefit	\$984	\$96	\$60	\$60	\$1,200	\$1,200
<b>Total</b>	<b>\$53,628</b>	<b>\$5,232</b>	<b>\$3,270</b>	<b>\$3,270</b>	<b>\$65,400</b>	<b>\$61,700</b>

OPERATING	Permitting	NPDES	Floodplain Management	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
53160 Contract Labor	\$82,360				\$82,360	\$87,360
54100 Telephone		\$250			\$250	\$250
54670 Maint. Equip.	\$410		\$50	\$40	\$500	\$500
55100 Office Supplies	\$410	\$25	\$25	\$40	\$500	\$500
55210 Operating Supp	\$410		\$50	\$40	\$500	\$500
55240 Uniforms		\$200			\$200	\$200
<b>Total</b>	<b>\$83,590</b>	<b>\$475</b>	<b>\$125</b>	<b>\$120</b>	<b>\$84,310</b>	<b>\$89,310</b>

CAPITAL	Permitting	NPDES	Floodplain Management	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$137,218</b>	<b>\$5,707</b>	<b>\$3,395</b>	<b>\$3,390</b>	<b>\$149,710</b>	<b>\$151,010</b>
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**TOWN OF BELLEAIR  
PROGRAMMATIC DETAIL  
BUILDING DEPARTMENT**

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$350,000</b>	<b>\$149,710</b>	<b>\$65,400</b>	<b>\$84,310</b>	<b>\$0</b>	<b>\$200,290</b>
<i>Permitting</i>	\$350,000	\$43,886	\$42,902	\$984	\$0	\$306,114
<i>Inspections</i>	\$0	\$93,332	\$10,726	\$82,606	\$0	-\$93,332
<i>NPDES</i>	\$0	\$5,707	\$5,232	\$475	\$0	-\$5,707
<i>Floodplain Mgmt</i>	\$0	\$3,395	\$3,270	\$125	\$0	-\$3,395
<i>Employee Administration</i>	\$0	\$3,390	\$3,270	\$120	\$0	-\$3,390
<b>Permitting</b>	<b>\$350,000</b>	<b>\$137,218</b>	<b>\$53,628</b>	<b>\$83,590</b>	<b>\$0</b>	<b>\$212,782</b>
<i>Permitting</i>	\$350,000	\$43,886	\$42,902	\$984	\$0	\$306,114
<i>Inspections</i>	\$0	\$93,332	\$10,726	\$82,606	\$0	-\$93,332
<b>NPDES</b>	<b>\$0.00</b>	<b>\$5,707.00</b>	<b>\$5,232.00</b>	<b>\$475.00</b>	<b>\$0.00</b>	<b>(\$5,707)</b>
<b>Floodplain Mgmt</b>	<b>\$0.00</b>	<b>\$3,395.00</b>	<b>\$3,270.00</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>(\$3,395)</b>
<b>Employee Administration</b>	<b>\$0.00</b>	<b>\$3,390.00</b>	<b>\$3,270.00</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>(\$3,390)</b>

# **SUPPORT SERVICES**





# SUPPORT SERVICES DEPARTMENT

**DIRECTOR OF SUPPORT SERVICES**  
Stefan Massol



## 2018 ACCOMPLISHMENTS

- Aided in the implementation of the new Program Based budget
- Onboarded two new staff members in Finance
- Converted to Synerion timekeeping system
- Added a new Health Savings Account (HSA) insurance option for employees

## 2019 GOALS

- Integrate security-based facility upgrades
- Attain the Certificate of Achievement for Excellence in Financial Reporting
- Streamline inventory control process for capital assets
- Improve town-wide safety policies and practices
- Analyze the Town's current utility rate and fee structure
- Review and update the Town's personnel policies, as well as all processing manuals and notes for the department

## PROGRAMS

- Direct Interdepartmental Support
- Employee Administration
- Facility Maintenance
- Financial Management
- Information Technology
- Intradepartmental Administration
- Risk Management
- Townwide Services

## DEPARTMENT OVERVIEW

The Support Services Department produces general financial and administrative support to the Town of Belleair. This department manages financial services, utility billing, human resources, risk mitigation, procurement, information technology, and facility maintenance. This department is also responsible for facilitating the Comprehensive Annual Financial Reporting (CAFR) document and delivering it to the Government Finance Officers Association (GFOA) in order for the Town to achieve the Certificate of Achievement for Excellence in Financial Reporting.



## DIRECT INTERDEPARTMENTAL SUPPORT

The Direct Interdepartmental Support program includes costs for supporting other departments. This can include assisting other departments on a daily basis or filling in when staff members are absent. Additionally, this accounts for certain costs such as fuel and postage that are paid on behalf of the Town overall. This equates to only 3.00% of the department's total staff time and 4.15% of the total expenditures.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$23,308
OPERATING	\$65,292
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$88,600</b>

## TOWNWIDE EMPLOYEE ADMINISTRATION

The Townwide Employee Administration program is responsible for managing the life cycle of the Town's employees. This includes the hiring process, benefits administration, personnel matters, and managing payroll duties. This program houses 15.00% of total staff time, but only 5.16% of the department's total budget.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$96,995
OPERATING	\$12,965
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$109,960</b>

## FACILITY MAINTENANCE

The Facility Maintenance program includes responsibilities for the maintenance and repair of the town's facilities, in addition to custodial duties. This program also holds the costs of the ABM contract. Facility Maintenance includes 26.00% of personnel time and 12.39% of overall expenditures.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$171,671
OPERATING	\$92,554
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$264,225</b>

## FINANCIAL MANAGEMENT

The Financial Management program encompasses all accounting, purchasing, utility billing, and budgeting activities. The majority of costs for this department come from three subprograms: Accounting and Auditing, Accounts Payable, and Accounts Receivable. This program is the largest within the Support Services Department, accounting for approximately 43.00% of staff time, and 15.62% of the total budget.

<b>REVENUES</b>	<b>\$34,700</b>
PERSONNEL	\$280,608
OPERATING	\$52,583
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$333,191</b>

## INFORMATION TECHNOLOGY

The Information Technology program is directly related to the costs of managing computer services and activities. This includes coordinating hardware and software expenditures, voice over IP telephone system management, and any contracts related to information technology. This program houses only 1.00% of the department's personnel time, but 8.92% of the overall costs.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$5,312
OPERATING	\$185,040
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$190,352</b>

## INTRADEPARTMENTAL ADMINISTRATION

The Intradepartmental Administration program accounts for all management activities found within the department. This includes employee administration, duties for Support Services, purchase requests and budget preparation, and records management. This program is responsible for approximately 8.00% of staff time but only 4.27% of the Support Services budget.

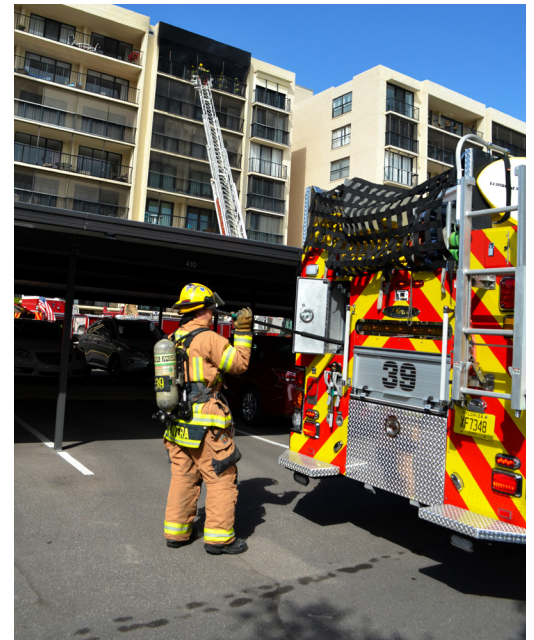
<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$51,935
OPERATING	\$20,657
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$90,969</b>

## PERSONNEL

- Director of Support Services
- Assistant Finance Director
- Accounting Clerk II
- Accounting Clerk I
- Utility Billing Clerk
- Building Maintenance (2)
- Facility and Safety Supervisor
- Human Resources and Risk Management Coordinator

## CAPITAL EQUIPMENT

- 2017 Ford Escape
- 2013 Ford Fusion
- 2016 Ford Transit
- Network upgrades



# SUPPORT SERVICES DEPARTMENT

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## RISK MANAGEMENT

The Risk Management program handles claims, safety management, as well as the insurances for property and casualty. This program entails approximately 4.00% of personnel time and 13.32% of the department's budget.

REVENUES	\$0
PERSONNEL	\$26,422
OPERATING	\$257,659
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$284,081</b>

## TOWNWIDE PROFESSIONAL SERVICES

The final program, called Townwide Services, is responsible for managing professional services distributed in Belleair. This includes costs for Fire/Rescue Services from the City of Largo, the town planner, and the town attorney. While this program accounts for no staff time, it houses 36.17% of the Support Services budget.

REVENUES	\$0
PERSONNEL	\$0
OPERATING	\$771,400
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$771,400</b>

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES SUPPORT SERVICES DEPARTMENT

## PROGRAM NET INCOME

Program	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	18-19 Proposed	17-18 Amended
Revenues	\$0	\$0	\$0	\$34,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700
Personnel	\$23,308	\$96,995	\$171,671	\$280,608	\$5,312	\$51,935	\$26,422	\$0	\$656,250	\$606,000
Operating	\$65,292	\$12,965	\$92,554	\$52,583	\$185,040	\$20,657	\$257,659	\$771,400	\$1,458,150	\$1,463,832
Capital	\$0	\$0	\$0	\$0	\$0	\$18,400	\$0	\$0	\$18,400	\$30,500
Expense Subtotal	\$88,600	\$109,960	\$264,225	\$333,191	\$190,352	\$90,992	\$284,081	\$771,400	\$2,132,800	\$2,100,332
<b>Program Total</b>	<b>(88,600)</b>	<b>(109,960)</b>	<b>(264,225)</b>	<b>(298,491)</b>	<b>(190,352)</b>	<b>(90,992)</b>	<b>(284,081)</b>	<b>(771,400)</b>	<b>(2,098,100)</b>	<b>(2,065,632)</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
Direct Interdept. Support	\$88,600	\$23,308	\$65,292	\$0	4.15%	3.33%
Human Resources	\$109,960	\$96,995	\$12,965	\$0	5.16%	14.75%
Facility Maintenance	\$264,223	\$171,671	\$92,554	\$0	12.39%	26.24%
Financial Management	\$333,191	\$280,608	\$52,583	\$0	15.62%	42.89%
Information Technology	\$190,352	\$5,312	\$185,040	\$0	8.92%	0.81%
Intradept. Administration	\$90,992	\$51,935	\$20,657	\$18,400	4.27%	7.94%
Risk Mgmt	\$284,081	\$26,422	\$257,659	\$0	13.32%	4.04%
Townwide Professional Services	\$771,400	\$0	\$771,400	\$0	36.17%	0.00%
<b>Total</b>	<b>\$2,132,798</b>	<b>\$656,250</b>	<b>\$1,458,150</b>	<b>\$18,400</b>	<b>100.00%</b>	<b>100.00%</b>

## REVENUES

Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
\$0	\$0	\$0	\$34,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700
<b>PROGRAM REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,700</b>	<b>\$34,700</b>

## EXPENDITURES

PERSONNEL	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
51200 Salaries	\$15,317	\$67,771	\$120,570	\$197,079	\$3,731	\$36,475	\$18,557	\$0	\$459,500	\$435,700
52100 FICA	\$1,172	\$5,184	\$9,223	\$15,076	\$285	\$2,790	\$1,420	\$0	\$35,150	\$33,350
52200 Retirement/401k	\$1,380	\$6,106	\$10,863	\$17,756	\$336	\$3,286	\$1,672	\$0	\$41,400	\$39,200
52300 Life/Hosp. Ins.	\$3,070	\$13,584	\$24,166	\$39,502	\$748	\$7,311	\$3,719	\$0	\$92,100	\$76,650
52301 Medical Benefit	\$360	\$1,593	\$2,834	\$4,632	\$88	\$857	\$436	\$0	\$10,800	\$10,200
51500 Sick Leave	\$510	\$2,257	\$4,015	\$6,562	\$124	\$1,215	\$618	\$0	\$15,300	\$8,900
53100 Physical Exams	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
51400 Overtime	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
<b>Total</b>	<b>\$23,308</b>	<b>\$96,995</b>	<b>\$171,671</b>	<b>\$280,608</b>	<b>\$5,312</b>	<b>\$51,935</b>	<b>\$26,422</b>	<b>\$0</b>	<b>\$656,250</b>	<b>\$606,000</b>

**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
SUPPORT SERVICES DEPARTMENT**

OPERATING	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intradepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
51305 Bank Fees	\$0	\$0	\$0	\$7,400	\$0	\$0	\$0	\$0	\$7,400	\$7,400
53110 Town Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,750	\$75,750	\$75,750
53151 Professional Services	\$0	\$0	\$42,000	\$0	\$0	\$0	\$0	\$0	\$42,000	\$50,000
53152 Fire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$602,000	\$602,000	\$575,600
53153 Copies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000	\$38,409
53200 Acct. and Audit	\$0	\$0	\$0	\$38,000	\$0	\$0	\$0	\$0	\$38,000	\$38,000
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$117	\$532	\$1,101	\$1,319	\$10,028	\$278	\$125	\$0	\$13,500	\$13,500
54200 Postage	\$2,625	\$0	\$0	\$875	\$0	\$0	\$0	\$0	\$3,500	\$3,500
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$13,500	\$0	\$0	\$0	\$0	\$0	\$13,500	\$20,500
54301 Water	\$10,000	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$13,500	\$6,400
54302 Sanitation	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$800	\$6,900
54303 Sewer	\$2,900	\$0	\$3,300	\$0	\$0	\$0	\$0	\$0	\$6,200	\$1,000
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0	\$18,100	\$0	\$0	\$18,100	\$18,100
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0	\$0	\$257,000	\$0	\$257,000	\$237,000
54620 Maint. Veh	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
54630 Maint. Building	\$0	\$0	\$24,500	\$0	\$0	\$0	\$0	\$0	\$24,500	\$53,994
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,438
54905 Ahf Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,650	\$28,650	\$27,791
54930 Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$8,500
55100 Office Supplies	\$193	\$879	\$0	\$1,914	\$848	\$459	\$207	\$0	\$4,500	\$4,500
55210 Operating Supplies	\$1,557	\$3,004	\$703	\$2,975	\$464	\$620	\$277	\$0	\$9,600	\$8,400
55215 Planning/Zoning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000
55220 Gasoline and Oil	\$47,500	\$50	\$300	\$100	\$0	\$0	\$50	\$0	\$48,000	\$43,200
55221 Tools	\$0	\$0	\$650	\$0	\$0	\$0	\$0	\$0	\$650	\$650
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$1,200
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500
55260 Protective Clothing	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$600	\$600
55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0	\$0	\$173,700	\$0	\$0	\$0	\$173,700	\$169,000
56568 Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
<b>Total</b>	<b>\$65,292</b>	<b>\$12,965</b>	<b>\$92,554</b>	<b>\$52,583</b>	<b>\$185,040</b>	<b>\$20,657</b>	<b>\$257,659</b>	<b>\$771,400</b>	<b>\$1,458,150</b>	<b>\$1,463,832</b>

**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
SUPPORT SERVICES DEPARTMENT**

	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intradepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
<b>CAPITAL</b>										
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$5,900	\$0	\$0	\$5,900	\$8,000
58101 Capital Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0	\$12,500	\$0	\$0	\$12,500	\$22,500
<i>Capital Total</i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,400</b>	<b>\$30,500</b>
<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$88,600</b>	<b>\$109,960</b>	<b>\$264,225</b>	<b>\$333,191</b>	<b>\$190,352</b>	<b>\$90,992</b>	<b>\$284,081</b>	<b>\$771,400</b>	<b>\$2,132,800</b>	<b>\$2,100,332</b>

**TOWN OF BELLEAIR  
PROGRAMMATIC SUMMARY  
SUPPORT SERVICES DEPARTMENT**

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$34,700</b>	<b>\$2,132,800</b>	<b>\$656,250</b>	<b>\$1,458,150</b>	<b>\$18,400</b>	<b>(\$2,098,100)</b>
<i>Building</i>	\$0	\$7,958	\$7,769	\$189	\$0	-\$7,958
<i>Solid Waste</i>	\$0	\$80,642	\$15,539	\$65,103	\$0	-\$80,642
<i>Human Resources</i>	\$0	\$82,783	\$70,503	\$12,279	\$0	-\$82,783
<i>Payroll</i>	\$0	\$27,178	\$26,492	\$686	\$0	-\$27,178
<i>Custodial</i>	\$0	\$176,302	\$154,476	\$21,826	\$0	-\$176,302
<i>Repairs/Maintenance</i>	\$0	\$87,923	\$17,195	\$70,728	\$0	-\$87,923
<i>Accounting &amp; Auditing</i>	\$0	\$71,373	\$31,524	\$39,849	\$0	-\$71,373
<i>Asset Management</i>	\$0	\$7,134	\$7,130	\$4	\$0	-\$7,134
<i>Budget</i>	\$0	\$15,614	\$15,308	\$306	\$0	-\$15,614
<i>Cash Management</i>	\$0	\$23,193	\$15,517	\$7,676	\$0	-\$23,193
<i>Grants</i>	\$0	\$4,984	\$4,858	\$126	\$0	-\$4,984
<i>Accounts Payable</i>	\$0	\$67,252	\$65,984	\$1,268	\$0	-\$67,252
<i>Accounts Receivable</i>	\$34,700	\$143,640	\$140,286	\$3,354	\$0	-\$108,940
<i>Contract Management</i>	\$0	\$1,363	\$1,328	\$35	\$0	-\$1,363
<i>Hardware</i>	\$0	\$7,763	\$1,328	\$6,435	\$0	-\$7,763
<i>Network Administration</i>	\$0	\$81,800	\$0	\$81,800	\$0	-\$81,800
<i>Software</i>	\$0	\$83,563	\$1,328	\$82,235	\$0	-\$83,563
<i>VOIP System/Internet</i>	\$0	\$15,863	\$1,328	\$14,535	\$0	-\$15,863
<i>Employee Administration</i>	\$0	\$77,225	\$44,144	\$20,581	\$12,500	-\$77,225
<i>Support Services Financial Resp.</i>	\$0	\$11,158	\$5,193	\$65	\$5,900	-\$11,158
<i>Record Management</i>	\$0	\$2,608	\$2,597	\$11	\$0	-\$2,608
<i>Claims Prevention</i>	\$0	\$22,166	\$21,669	\$497	\$0	-\$22,166
<i>Property/Casualty</i>	\$0	\$261,915	\$4,753	\$257,162	\$0	-\$261,915
<i>Fire Services</i>	\$0	\$602,000	\$0	\$602,000	\$0	-\$602,000
<i>Town Management</i>	\$0	\$75,750	\$0	\$75,750	\$0	-\$75,750
<i>Town Planner</i>	\$0	\$10,000	\$0	\$10,000	\$0	-\$10,000
<i>Other</i>	\$0	\$83,650	\$0	\$83,650	\$0	-\$83,650
<b>Direct Interdept. Support</b>	<b>\$0</b>	<b>\$88,600</b>	<b>\$23,308</b>	<b>\$65,292</b>	<b>\$0</b>	<b>-\$88,600</b>
<i>Building</i>	\$0	\$7,958	\$7,769	\$189	\$0	-\$7,958
<i>Solid Waste</i>	\$0	\$80,642	\$15,539	\$65,103	\$0	-\$80,642
<b>Human Resources</b>	<b>\$0</b>	<b>\$109,960</b>	<b>\$96,995</b>	<b>\$12,965</b>	<b>\$0</b>	<b>-\$109,960</b>
<i>Human Resources</i>	\$0	\$82,783	\$70,503	\$12,279	\$0	-\$82,783
<i>Payroll</i>	\$0	\$27,178	\$26,492	\$686	\$0	-\$27,178
<b>Facility Maintenance</b>	<b>\$0</b>	<b>\$264,225</b>	<b>\$171,671</b>	<b>\$92,554</b>	<b>\$0</b>	<b>-\$264,225</b>
<i>Custodial</i>	\$0	\$176,302	\$154,476	\$21,826	\$0	-\$176,302
<i>Repairs/Maintenance</i>	\$0	\$87,923	\$17,195	\$70,728	\$0	-\$87,923
<b>Financial Mgmt</b>	<b>\$34,700</b>	<b>\$333,191</b>	<b>\$280,608</b>	<b>\$52,583</b>	<b>\$0</b>	<b>-\$298,491</b>
<i>Accounting &amp; Auditing</i>	\$0	\$71,373	\$31,524	\$39,849	\$0	-\$71,373
<i>Asset Management</i>	\$0	\$7,134	\$7,130	\$4	\$0	-\$7,134
<i>Budget</i>	\$0	\$15,614	\$15,308	\$306	\$0	-\$15,614
<i>Cash Management</i>	\$0	\$23,193	\$15,517	\$7,676	\$0	-\$23,193
<i>Grants</i>	\$0	\$4,984	\$4,858	\$126	\$0	-\$4,984
<i>Accounts Payable</i>	\$0	\$67,252	\$65,984	\$1,268	\$0	-\$67,252
<i>Accounts Receivable</i>	\$34,700	\$143,640	\$140,286	\$3,354	\$0	-\$108,940
<b>Information Technology</b>	<b>\$0</b>	<b>\$190,352</b>	<b>\$5,312</b>	<b>\$185,040</b>	<b>\$0</b>	<b>-\$190,352</b>
<i>Contract Management</i>	\$0	\$1,363	\$1,328	\$35	\$0	-\$1,363
<i>Hardware</i>	\$0	\$7,763	\$1,328	\$6,435	\$0	-\$7,763
<i>Network Administration</i>	\$0	\$81,800	\$0	\$81,800	\$0	-\$81,800

**TOWN OF BELLEAIR  
PROGRAMMATIC SUMMARY  
SUPPORT SERVICES DEPARTMENT**

<i>Software</i>	\$0	\$83,563	\$1,328	\$82,235	\$0	-\$83,563
<i>VOIP System/Internet</i>	\$0	\$15,863	\$1,328	\$14,535	\$0	-\$15,863
<b>Intradept Administration</b>	<b>\$0</b>	<b>\$90,992</b>	<b>\$51,935</b>	<b>\$20,657</b>	<b>\$18,400</b>	<b>-\$90,992</b>
<i>Employee Administration</i>	\$0	\$77,225	\$44,144	\$20,581	\$12,500	-\$77,225
<i>Support Services Financial Resp.</i>	\$0	\$11,158	\$5,193	\$65	\$5,900	-\$11,158
<i>Record Management</i>	\$0	\$2,608	\$2,597	\$11	\$0	-\$2,608
<b>Risk Mgmt</b>	<b>\$0</b>	<b>\$284,081</b>	<b>\$26,422</b>	<b>\$257,659</b>	<b>\$0</b>	<b>-\$284,081</b>
<i>Claims Prevention</i>	\$0	\$22,166	\$21,669	\$497	\$0	-\$22,166
<i>Property/Casualty</i>	\$0	\$261,915	\$4,753	\$257,162	\$0	-\$261,915
<b>Townwide Professional Services</b>	<b>\$0</b>	<b>\$771,400</b>	<b>\$0</b>	<b>\$771,400</b>	<b>\$0</b>	<b>-\$771,400</b>
<i>Fire Services</i>	\$0	\$602,000	\$0	\$602,000	\$0	-\$602,000
<i>Town Management</i>	\$0	\$75,750	\$0	\$75,750	\$0	-\$75,750
<i>Town Planner</i>	\$0	\$10,000	\$0	\$10,000	\$0	-\$10,000
<i>Other</i>	\$0	\$83,650	\$0	\$83,650	\$0	-\$83,650



**POLICE**



# POLICE DEPARTMENT



**POLICE CHIEF**  
Bill Sohl

## 2018 ACCOMPLISHMENTS

- Coordinated the development of the Jeffery Tackett Memorial Park with Town staff
- Identified 15 repeat and habitual offender properties and brought properties into full compliance
- Successfully completed 550 hours of professional development

## 2019 GOALS

- Increase Town revenues and reduce operational costs
- Increase Code Enforcement efficiency
- Enhance officer safety and operations
- Enhance community aesthetics and maintain property values

## PROGRAMS

- General Patrol
- Code Enforcement
- Criminal Investigations
- Community Oriented Policing
- Employee Administration

## CAPITAL EQUIPMENT

- Ford Interceptor (6)
- 2015 Ford F-150
- 2017 Ford Fusion
- 2015 Ford Fusion
- Tasers and Accessories
- Radio System
- Firearms
- Vehicle Technology

## DEPARTMENT OVERVIEW

The Police Department provides responsive law enforcement services to the Town of Belleair. It is their mission to maintain a safe and desirable community for the residents, businesses, and visitors. The department is responsible for enforcing state laws, local ordinances, and proactively patrol the community to detect and prevent criminal activities. This department currently holds five large programs, with eighteen subprograms distributed within. The most expensive cost allocation for the Police Department is personnel.



## GENERAL PATROL

The General Patrol program holds a large portion of staff time and costs. This consists of dispatch operations, calls for service, traffic and preventative patrol, and special watches. This is the department's largest program, accounting for 69.80% of personnel time, as well as 69.52% of the overall Police budget.

<b>REVENUES</b>	<b>\$17,684</b>
PERSONNEL	\$1,110,171
OPERATING	\$60,680
CAPITAL	\$36,804
<b>EXPENSE SUBTOTAL</b>	<b>\$1,207,654</b>

## CODE ENFORCEMENT

The Code Enforcement program consists of the enforcing the town's ordinances and codes. This program includes two smaller programs, called Investigations and Prosecutions, both of which are specifically related to any ordinance violations. This program houses 5.60% of staff time and 5.76% of the department's expenditures.

<b>REVENUES</b>	<b>\$1,344</b>
PERSONNEL	\$89,458
OPERATING	\$8,155
CAPITAL	\$2,966
<b>EXPENSE SUBTOTAL</b>	<b>\$100,579</b>

## CRIMINAL INVESTIGATIONS

The Criminal Investigation program is responsible for investigations, case management, and property and evidence management related to criminal matters. This program entails 5.08% of personnel time, as well as 5.12% of expenditures.

<b>REVENUES</b>	<b>\$1,221</b>
PERSONNEL	\$81,173
OPERATING	\$5,747
CAPITAL	\$2,691
<b>EXPENSE SUBTOTAL</b>	<b>\$89,611</b>

## COMMUNITY ORIENTED POLICING

The Community Oriented Policing program includes costs related to special duty police activities. This consists of patrols for the Pelican Golf Course, Clearwater and Sheriff's details, and other miscellaneous programs such as bike registration or secure pharmaceutical drug collection. While this program makes up for 2.02% of staff time and budget costs, this program is also largely responsible for the revenue the Police department brings in.

<b>REVENUES</b>	<b>\$92,440</b>
PERSONNEL	\$31,942
OPERATING	\$2,216
CAPITAL	\$1,059
<b>EXPENSE SUBTOTAL</b>	<b>\$35,218</b>

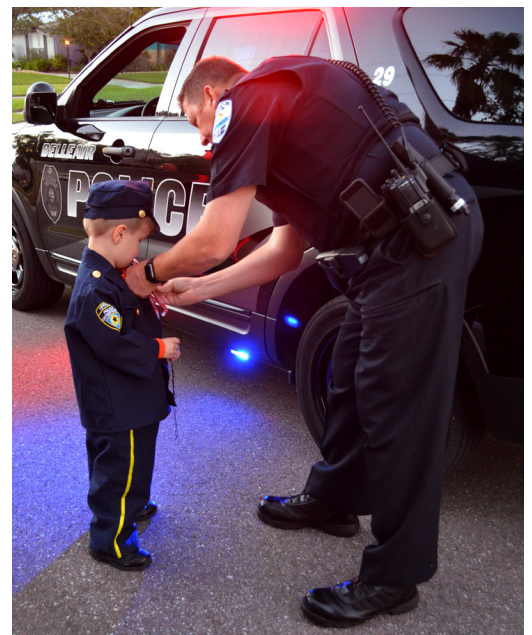
## EMPLOYEE ADMINISTRATION

The final program found within this department, known as Employee Administration, includes costs directly related to trainings, employee life cycles, and asset management. This is the second largest program within the Police department, accounting for 17.80% of personnel time, and 17.88% of the total budget.

<b>REVENUES</b>	<b>\$4,271</b>
PERSONNEL	\$284,206
OPERATING	\$18,352
CAPITAL	\$9,422
<b>EXPENSE SUBTOTAL</b>	<b>\$311,979</b>

## PERSONNEL

- Police Chief
- Lieutenant
- Detective
- Administrative Assistant
- Executive Assistant
- Night Clerk (2)
- Code Enforcement Officer
- Full-Time Police Officer (11)
- Part-Time Police Officers (3)



# TOWN OF BELLEAIR DETAIL OF EXPENDITURES POLICE DEPARTMENT

## PROGRAM NET INCOME

Program	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	18-19 Proposed	17-18 Amended
Revenues	\$17,684	\$1,344	\$1,220	\$92,440	\$4,271	\$116,960	\$24,000
Personnel	\$1,110,171	\$89,458	\$81,173	\$31,942	\$284,206	\$1,596,950	\$1,382,750
Operating	\$60,680	\$8,155	\$5,747	\$2,216	\$18,352	\$95,150	\$109,450
Capital	\$36,813	\$2,966	\$2,691	\$1,059	\$9,422	\$52,950	\$27,300
Expense Subtotal	\$1,207,663	\$100,579	\$89,611	\$35,218	\$311,979	\$1,745,050	\$1,519,500
<b>Program Total</b>	<b>(1,189,979)</b>	<b>(99,235)</b>	<b>(88,391)</b>	<b>57,222</b>	<b>(307,708)</b>	<b>(1,628,090)</b>	<b>-\$1,495,500</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
General Patrol	\$1,207,663	\$1,110,171	\$60,680	\$36,813	69.21%	69.52%
Code Enforcement	\$100,579	\$89,458	\$8,155	\$2,966	5.76%	5.60%
Criminal Investigation	\$89,611	\$81,173	\$5,747	\$2,691	5.14%	5.08%
Community Policing	\$35,218	\$31,942	\$2,216	\$1,059	2.02%	2.00%
Employee Administration	\$311,979	\$284,206	\$18,352	\$9,422	17.88%	17.80%
	\$1,745,050	\$1,596,950	\$95,150	\$52,950	100.00%	100.00%

## REVENUES

	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	ITEM TOTAL	FY 2017-18
342103 Special Duty Police	\$0	\$0	\$0	\$91,960	\$0	\$91,960	\$2,000
351100 Court Fines	\$2,781	\$224	\$203	\$80	\$712	\$4,000	\$4,000
331201 Grants	\$1,000	\$0	\$0	\$0	\$0	\$1,000	\$0
366905 Police Equip	\$13,904	\$1,120	\$1,017	\$400	\$3,559	\$20,000	\$3,000
366913 Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
<b>PROGRAM REVENUE TOTALS</b>	<b>\$17,684</b>	<b>\$1,344</b>	<b>\$1,220</b>	<b>\$92,440</b>	<b>\$4,271</b>	<b>\$116,960</b>	<b>\$24,000</b>

## EXPENDITURES

PERSONNEL	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	ITEM TOTAL	FY 2017-18
51000 Incentive Pay	\$9,037	\$728	\$661	\$260	\$2,314	\$13,000	\$13,000
51200 Salaries	\$613,672	\$49,450	\$44,870	\$17,657	\$157,101	\$882,750	\$875,050
51201 PT Salaries	\$66,008	\$5,319	\$4,826	\$1,899	\$16,898	\$94,950	\$83,650
51400 Overtime	\$67,016	\$5,400	\$4,900	\$1,928	\$17,156	\$96,400	\$13,000
51500 Sick Leave	\$22,524	\$1,815	\$1,647	\$648	\$5,766	\$32,400	\$20,600
52100 FICA	\$57,804	\$4,658	\$4,227	\$1,663	\$14,798	\$83,150	\$75,350
52200 Retirement/401k	\$4,414	\$356	\$323	\$127	\$1,130	\$6,350	\$6,300
52220 Pension	\$189,924	\$15,304	\$13,887	\$5,465	\$48,621	\$273,200	\$181,750
52300 Life/Hosp. Ins.	\$66,077	\$5,325	\$4,831	\$1,901	\$16,916	\$95,050	\$95,050
52301 Medical Benefit	\$13,347	\$1,076	\$976	\$384	\$3,417	\$19,200	\$18,000
53100 Physical Exams	\$348	\$28	\$25	\$10	\$89	\$500	\$1,000
<b>Total</b>	<b>\$1,110,171</b>	<b>\$89,458</b>	<b>\$81,173</b>	<b>\$31,942</b>	<b>\$284,206</b>	<b>\$1,596,950</b>	<b>\$1,382,750</b>

OPERATING	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	ITEM TOTAL	FY 2017-18
52900 Code Enforcement	\$0	\$3,000	\$0	\$0	\$0	\$3,000	\$5,000
53151 Professional Svcs.	\$20,109	\$1,801	\$1,915	\$747	\$5,428	\$30,000	\$26,100
54100 Telephone	\$4,785	\$370	\$467	\$174	\$1,204	\$7,000	\$7,000
54200 Postage	\$320	\$64	\$68	\$26	\$322	\$800	\$800
54401 Equip. Leasing	\$3,449	\$271	\$285	\$111	\$883	\$5,000	\$6,250
54620 Maint. Veh	\$5,469	\$423	\$534	\$199	\$1,275	\$7,900	\$6,500
54650 Maint. Radios	\$3,333	\$254	\$320	\$120	\$973	\$5,000	\$24,455
54670 Maint. Equip	\$2,996	\$320	\$285	\$111	\$987	\$4,700	\$2,945
55100 Office Supp	\$1,498	\$136	\$142	\$56	\$518	\$2,350	\$2,000
55209 Crime Prevention	\$0	\$0	\$0	\$0	\$1,750	\$1,750	\$2,000
55210 Operating Supp	\$5,992	\$542	\$570	\$223	\$1,973	\$9,300	\$11,000
55220 Gasoline	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55221 Tools	\$300	\$22	\$23	\$9	\$196	\$550	\$400

**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
POLICE DEPARTMENT**

55240 Uniforms	\$6,836	\$529	\$667	\$240	\$1,428	\$9,700	\$9,000
55260 Protect Cloth	\$5,591	\$423	\$472	\$199	\$1,414	\$8,100	\$6,000
56405 Computer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$60,680</b>	<b>\$8,155</b>	<b>\$5,747</b>	<b>\$2,216</b>	<b>\$18,352</b>	<b>\$95,150</b>	<b>\$109,450</b>

<b>CAPITAL</b>	<b>General Patrol</b>	<b>Code Enforcement</b>	<b>Criminal Investigation</b>	<b>Community Policing</b>	<b>Employee Administration</b>	<b>ITEM TOTAL</b>	<b>FY 2017-18</b>
57001 Vehicle Debt Svc	\$15,957	\$1,285	\$1,166	\$459	\$4,083	\$22,950	\$23,800
58101 Capital Purchase	\$13,904	\$1,120	\$1,017	\$400	\$3,559	\$20,000	\$0
58102 Trans. to 301	\$6,952	\$560	\$508	\$200	\$1,780	\$10,000	\$3,500
<b>Total</b>	<b>\$36,813</b>	<b>\$2,966</b>	<b>\$2,691</b>	<b>\$1,059</b>	<b>\$9,422</b>	<b>\$52,950</b>	<b>\$27,300</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$1,207,663</b>	<b>\$100,579</b>	<b>\$89,611</b>	<b>\$35,218</b>	<b>\$311,979</b>	<b>\$1,745,050</b>	<b>\$1,519,500</b>
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# TOWN OF BELLEAIR PROGRAMMATIC DETAIL POLICE DEPARTMENT

## PROGRAM DETAIL

Program	Revenues	Total Expenditures	Personnel	Operating	Capital	Net Income
<b>All Programs</b>	<b>\$116,960</b>	<b>\$1,745,050</b>	<b>\$1,596,950</b>	<b>\$95,150</b>	<b>\$52,950</b>	<b>(\$1,628,090)</b>
<i>Calls for Service</i>	\$2,605	\$117,161	\$106,827	\$6,784	\$3,550	-114,556
<i>Preventative Patrol</i>	\$8,557	\$621,486	\$569,370	\$33,241	\$18,875	-612,929
<i>Traffic</i>	\$1,946	\$142,395	\$129,466	\$8,637	\$4,292	-140,449
<i>Dispatch</i>	\$1,857	\$128,423	\$123,536	\$792	\$4,095	-126,567
<i>Special Watches</i>	\$2,720	\$198,198	\$180,972	\$11,226	\$5,999	-195,478
<i>Outreach/Investigations</i>	\$1,281	\$93,917	\$85,265.69	\$5,824	\$2,827	-92,635
<i>Prosecution</i>	\$63	\$6,662	\$4,192.41	\$2,331	\$139	-6,599
<i>Investigations</i>	\$654	\$48,099	\$43,521.24	\$3,135	\$1,443	-47,445
<i>Case Mgmt (Inc JS)</i>	\$516	\$37,849	\$34,337.86	\$2,373	\$1,138	-37,333
<i>Property/Evidence</i>	\$50	\$3,663	\$3,314.00	\$239	\$110	-3,613
<i>Special Events</i>	\$92,398	\$32,151	\$29,147.25	\$2,038	\$966	\$60,247
<i>Miscellaneous</i>	\$42	\$3,066	\$2,794.94	\$179	\$93	-3,024
<i>Training/Meetings/Education</i>	\$1,117	\$83,180	\$74,345.46	\$6,370	\$2,465	-82,063
<i>Supervision/Discipline</i>	\$411	\$30,227	\$27,350.50	\$1,970	\$907	-29,816
<i>Employee Life Cycle</i>	\$558	\$41,039	\$37,132.80	\$2,675	\$1,231	-40,481
<i>Permitting/Records</i>	\$477	\$34,747	\$31,742.56	\$1,952	\$1,052	-34,270
<i>Financial Ops</i>	\$612	\$44,325	\$40,726.30	\$2,248	\$1,350	-43,713
<i>Asset/Fleet Mgmt</i>	\$1,096	\$78,462	\$72,908.06	\$3,137	\$2,417	-77,366
<b>General Patrol</b>	<b>\$17,684</b>	<b>\$1,207,663</b>	<b>\$1,110,171</b>	<b>\$60,680</b>	<b>\$36,813</b>	<b>(\$1,189,979)</b>
<i>Calls for Service</i>	\$2,605	\$117,161	\$106,827	\$6,784	\$3,550	-114,556
<i>Preventative Patrol</i>	\$8,557	\$621,486	\$569,370	\$33,241	\$18,875	-612,929
<i>Traffic</i>	\$1,946	\$142,395	\$129,466	\$8,637	\$4,292	-140,449
<i>Dispatch</i>	\$1,857	\$128,423	\$123,536	\$792	\$4,095	-126,567
<i>Special Watches</i>	\$2,720	\$198,198	\$180,972	\$11,226	\$5,999	-195,478
<b>Code Enforcement</b>	<b>\$1,344</b>	<b>\$100,579</b>	<b>\$89,458</b>	<b>\$8,155</b>	<b>\$2,966</b>	<b>(\$99,235)</b>
<i>Outreach/Investigations</i>	\$1,281	\$93,917	\$85,265.69	\$5,824	\$2,827	-92,635
<i>Prosecution</i>	\$63	\$6,662	\$4,192.41	\$2,331	\$139	-6,599
<b>Criminal Investigation</b>	<b>\$1,220</b>	<b>\$89,611</b>	<b>\$81,173</b>	<b>\$5,747</b>	<b>\$2,691</b>	<b>(\$88,391)</b>
<i>Investigations</i>	\$654	\$48,099	\$43,521.24	\$3,135	\$1,443	-47,445
<i>Case Mgmt (Inc JS)</i>	\$516	\$37,849	\$34,337.86	\$2,373	\$1,138	-37,333
<i>Property/Evidence</i>	\$50	\$3,663	\$3,314.00	\$239	\$110	-3,613
<b>Community Policing</b>	<b>\$92,440</b>	<b>\$35,218</b>	<b>\$31,942</b>	<b>\$2,216</b>	<b>\$1,059</b>	<b>\$57,222</b>
<i>Special Events</i>	\$92,398	\$32,151	\$29,147.25	\$2,038	\$966	\$60,247
<i>Miscellaneous</i>	\$42	\$3,066	\$2,794.94	\$179	\$93	-3,024
<b>Employee Administration</b>	<b>\$4,271</b>	<b>\$311,979</b>	<b>\$284,206</b>	<b>\$18,352</b>	<b>\$9,422</b>	<b>(\$307,708)</b>
<i>Training/Meetings/Education</i>	\$1,117	\$83,180	\$74,345.46	\$6,370	\$2,465	-82,063
<i>Supervision/Discipline</i>	\$411	\$30,227	\$27,350.50	\$1,970	\$907	-29,816
<i>Employee Life Cycle</i>	\$558	\$41,039	\$37,132.80	\$2,675	\$1,231	-40,481
<i>Permitting/Records</i>	\$477	\$34,747	\$31,742.56	\$1,952	\$1,052	-34,270
<i>Financial Ops</i>	\$612	\$44,325	\$40,726.30	\$2,248	\$1,350	-43,713
<i>Asset/Fleet Mgmt</i>	\$1,096	\$78,462	\$72,908.06	\$3,137	\$2,417	-77,366





# **PUBLIC WORKS**



# PUBLIC WORKS DEPARTMENT

**DIRECTOR OF PARKS,  
RECREATION, AND  
PUBLIC WORKS**  
Ricky Allison



## 2018 ACCOMPLISHMENTS

- Provided assistance for all Recreation events, including leisure events and community outreach
- Completed multiple beautification and maintenance projects such as Belleair Creek
- Immediate and efficient clean-up post hurricane Irma

## 2019 GOALS

- Renovate Magnolia and Wall parks
- Renovate Tackett Park
- Renovate Town Hall landscaping
- Stabilize Harold's Lake bank

## PROGRAMS

- Beautification
- Urban Forestry
- Sportsfields
- Hardscape Paving
- Stormwater
- Regulatory Signs
- Employee Administration

## CAPITAL EQUIPMENT

- Steerloader
- Generators
- Vactoron Trailer
- John Deere Tractor
- Reel Mower
- Toro Mower
- Ford F250
- Ford F350
- Boom Truck

## DEPARTMENT OVERVIEW

The Public Works Department is responsible for managing public spaces around Belleair. This includes parks, streets, sidewalks, and sports fields. Because of the high level of dedication from this department, Belleair is a certified Tree City. This department is also responsible for being one of the first lines of defense for debris management after a hurricane or another emergency situation.



## BEAUTIFICATION

The Beautification program consists of maintaining parks and grounds, as well as town decorations. This program makes up 15.89% of staff time, but the largest component of the department's budget with 26.48%. This is also where the personnel time for capital projects such as the Magnolia and Wall Park renovation is held, as the preparation for the project was done by the Town.

REVENUES	\$0
PERSONNEL	\$84,14
OPERATING	\$72,650
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$156,799</b>

## URBAN FORESTRY

The Urban Forestry program is responsible for managing and maintaining trees located on Town property or that have growth extending over Town property. Belleair prides itself on being a Tree City, certified by the Arbor Day Foundation. This program accounts for 10.43% of personnel hours and about 17.57% of the Public Works budget.

REVENUES	\$1,344
PERSONNEL	\$89,458
OPERATING	\$8,155
CAPITAL	\$2,966
<b>EXPENSE SUBTOTAL</b>	<b>\$100,579</b>

## SPORTSFIELDS

The Sportsfields program encompasses all management of the fields used by Recreation for sports leagues. This includes costs related to sod maintenance, irrigation, and contract service. This makes up 7.89% of personnel time and 9.15% of the total expenditures.

<b>REVENUES</b>	<b>\$1,221</b>
PERSONNEL	\$81,173
OPERATING	\$5,747
CAPITAL	\$2,691
<b>EXPENSE SUBTOTAL</b>	<b>\$89,611</b>

## HARDSCAPE PAVING

The Hardscape Paving program houses all costs associated with the management of any streets and sidewalks in Belleair. This program accounts for 15.69% of staff time and 11.49% of the department's budget.

<b>REVENUES</b>	<b>\$92,440</b>
PERSONNEL	\$31,942
OPERATING	\$2,216
CAPITAL	\$1,059
<b>EXPENSE SUBTOTAL</b>	<b>\$35,218</b>

## STORMWATER

The Stormwater program consists of managing the stormwater components and any NPDES related matters. This program makes up for 32.34% of staff time, but only 21.68% of the Public Works budget.

<b>REVENUES</b>	<b>\$4,271</b>
PERSONNEL	\$284,206
OPERATING	\$18,352
CAPITAL	\$9,422
<b>EXPENSE SUBTOTAL</b>	<b>\$311,979</b>

## REGULATORY SIGNS

The Regulatory Signs program includes expenditures related to the traffic and street signs around Belleair. This accounts for 5.36% of personnel time and 3.57% of the department's overall budget.

<b>REVENUES</b>	<b>\$4,271</b>
PERSONNEL	\$284,206
OPERATING	\$18,352
CAPITAL	\$9,422
<b>EXPENSE SUBTOTAL</b>	<b>\$311,979</b>

## PERSONNEL

- Director of Public Works, Parks, and Recreation
- Public Services Manager
- Streets Foreman
- Parks Foreman
- Streets and Stormwater II
- Maintenance Worker II



# TOWN OF BELLEAIR DETAIL OF EXPENDITURES PUBLIC WORKS DEPARTMENT

## PROGRAM NET INCOME

Program	Employee Administration	Beautification	Urban Forestry	Sportsfields	Hardscape Paving	Stormwater	Regulatory Signs	18-19 Proposed	17-18 Amended
Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$65,658	\$84,149	\$55,206	\$41,807	\$83,077	\$171,246	\$28,407	\$529,550	\$514,948
Operating	\$80,900	\$72,650	\$36,933	\$43,933	\$22,100	\$27,250	\$4,233	\$288,000	\$320,081
Capital	\$84,650	\$0	\$0	\$0	\$0	\$0	\$0	\$84,650	\$135,488
Expense Subtotal	\$231,208	\$156,799	\$92,139	\$85,740	\$105,177	\$198,496	\$32,640	\$902,200	\$970,517
<b>Program Total</b>	<b>(231,208)</b>	<b>(156,799)</b>	<b>(92,139)</b>	<b>(85,740)</b>	<b>(105,177)</b>	<b>(198,496)</b>	<b>(32,640)</b>	<b>(902,200)</b>	<b>(970,517)</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
Employee Administration	\$231,208	\$65,658	\$80,900	\$84,650	25.63%	12.40%
Beautification	\$156,799	\$84,149	\$72,650	\$0	17.38%	15.89%
Urban Forestry	\$92,139	\$55,206	\$36,933	\$0	10.21%	10.43%
Sportsfields	\$85,740	\$41,807	\$43,933	\$0	9.50%	7.89%
Hardscape Paving	\$105,177	\$83,077	\$22,100	\$0	11.66%	15.69%
Stormwater	\$198,496	\$171,246	\$27,250	\$0	22.00%	32.34%
Regulatory Signs	\$32,640	\$28,407	\$4,233	\$0	3.62%	5.36%
<b>Total</b>	<b>\$902,200</b>	<b>\$529,550</b>	<b>\$288,000</b>	<b>\$84,650</b>	<b>100.00%</b>	<b>100.00%</b>

## EXPENDITURES

PERSONNEL	Employee Administration	Beautification	Urban Forestry	Sportsfields	Hardscape Paving	Stormwater	Regulatory Signs	FY 2018-19 PROPOSED	FY 2017-18
51200 Salaries	\$44,853	\$57,485	\$37,713	\$28,559	\$56,752	\$116,983	\$19,406	\$361,750	355,094
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	3,143
51400 Overtime	\$105	\$135	\$89	\$67	\$133	\$275	\$46	\$850	850
51500 Sick Leave	\$781	\$1,001	\$657	\$497	\$988	\$2,037	\$338	\$6,300	7,500
52200 FICA	\$3,441	\$4,410	\$2,893	\$2,191	\$4,353	\$8,974	\$1,489	\$27,750	27,145
52300 401k	\$4,048	\$5,188	\$3,404	\$2,578	\$5,122	\$10,558	\$1,751	\$32,650	31,964
52301 Life/Hosp. Ins	\$11,103	\$14,230	\$9,336	\$7,070	\$14,049	\$28,959	\$4,804	\$89,550	81,695
52400 Medical Benefit	\$1,265	\$1,621	\$1,063	\$805	\$1,600	\$3,298	\$547	\$10,200	7,057
53100 Physical Exams	\$62	\$79	\$52	\$39	\$78	\$162	\$27	\$500	500
<b>Total</b>	<b>\$65,658</b>	<b>\$84,149</b>	<b>\$55,206</b>	<b>\$41,807</b>	<b>\$83,077</b>	<b>\$171,246</b>	<b>\$28,407</b>	<b>\$529,550</b>	<b>\$514,948</b>

OPERATING	Employee Administration	Beautification	Urban Forestry	Sportsfields	Hardscape Paving	Stormwater	Regulatory Signs	FY 2018-19 PROPOSED	FY 2017-18
53151 Prof Svcs	\$16,500	\$0	\$0	\$0	\$0	\$0	\$0	\$16,500	16,500
53160 Contract Labor	\$15,000	\$27,800	\$0	\$19,000	\$0	\$0	\$0	\$61,800	70,852
53410 Street Sweeping	\$0	\$0	\$0	\$0	\$0	\$19,500	\$0	\$19,500	19,500
54100 Telephone	\$2,050	\$0	\$0	\$0	\$0	\$0	\$0	\$2,050	2,050
54310 Energy	\$40,250	\$0	\$0	\$0	\$0	\$0	\$0	\$40,250	40,250
54601 Maint. Hunter Park	\$0	\$5,600	\$0	\$0	\$0	\$0	\$0	\$5,600	5,600
54618 Maint. Courts	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	2,000
54619 Fields/Courts	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000	15,000
54620 Maint. Veh	\$0	\$400	\$267	\$267	\$400	\$400	\$267	\$2,000	2,000
54670 Maint. Equip	\$0	\$1,000	\$667	\$667	\$1,000	\$1,000	\$667	\$5,000	5,000
54680 Maint. Grounds	\$0	\$12,000	\$1,000	\$7,000	\$0	\$0	\$0	\$20,000	20,000
54682 Tree Trimming	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000	35,000
54686 Holiday Lighting	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000	8,000
54910 Plantings	\$0	\$4,700	\$0	\$0	\$0	\$0	\$0	\$4,700	4,700
55100 Office Supplies	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$800	800
55210 Operating Supplies	\$2,200	\$3,300	\$0	\$0	\$0	\$0	\$0	\$5,500	5,500
55221 Tools	\$0	\$350	\$0	\$0	\$0	\$350	\$0	\$700	700
55230 Chemicals	\$0	\$9,500	\$0	\$0	\$0	\$0	\$0	\$9,500	9,500
55240 Uniforms	\$1,900	\$0	\$0	\$0	\$0	\$0	\$0	\$1,900	1,900
55260 Prot. Clothing	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700	1,700
55300 Road Material/Supp.	\$0	\$0	\$0	\$0	\$20,700	\$6,000	\$3,300	\$30,000	53,029
54605 Computers	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	500
<b>Total</b>	<b>\$80,900</b>	<b>\$72,650</b>	<b>\$36,933</b>	<b>\$43,933</b>	<b>\$22,100</b>	<b>\$27,250</b>	<b>\$4,233</b>	<b>\$288,000</b>	<b>\$320,081</b>

CAPITAL	Employee Administration	Beautification	Urban Forestry	Sportsfields	Hardscape Paving	Stormwater	Regulatory Signs	FY 2018-19 PROPOSED	FY 2017-18
54602 Cars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
57001 Veh Debt	\$26,300	\$0	\$0	\$0	\$0	\$0	\$0	\$26,300	26150
58101 Capital Purch	\$31,800	\$0	\$0	\$0	\$0	\$0	\$0	\$31,800	95488.02
58102 Transfer to 301	\$26,550	\$0	\$0	\$0	\$0	\$0	\$0	\$26,550	13850
<b>Total</b>	<b>\$84,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,650</b>	<b>\$135,488</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$231,208</b>	<b>\$156,799</b>	<b>\$92,139</b>	<b>\$85,740</b>	<b>\$105,177</b>	<b>\$198,496</b>	<b>\$32,640</b>	<b>\$902,200</b>	<b>\$970,517</b>
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**TOWN OF BELLEAIR  
PROGRAMMATIC DETAIL  
PUBLIC WORKS DEPARTMENT**

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$0</b>	<b>\$902,200</b>	<b>\$529,550</b>	<b>\$288,000</b>	<b>\$84,650</b>	<b>(\$902,200)</b>
Employee Management	\$0	\$124,217	\$30,497	\$9,070	\$84,650	-\$124,217
Customer Service	\$0	\$31,052	\$14,472	\$16,580	\$0	-\$31,052
Capital Improvement	\$0	\$75,939	\$20,689	\$55,250	\$0	-\$75,939
Contract Mowing	\$0	\$34,687	\$6,887	\$27,800	\$0	-\$34,687
Park Maintenance	\$0	\$71,084	\$47,287	\$23,797	\$0	-\$71,084
Park Irrigation	\$0	\$12,822	\$11,135	\$1,687	\$0	-\$12,822
Chemicals	\$0	\$20,988	\$9,621	\$11,367	\$0	-\$20,988
Holiday Lighting	\$0	\$17,219	\$9,219	\$8,000	\$0	-\$17,219
Tree Trimming	\$0	\$54,537	\$49,270	\$5,267	\$0	-\$54,537
Contract Trimming	\$0	\$34,256	\$3,256	\$31,000	\$0	-\$34,256
Permit & Tree Assessment	\$0	\$3,347	\$2,680	\$667	\$0	-\$3,347
Sod Maintenance	\$0	\$46,783	\$26,317	\$20,467	\$0	-\$46,783
Irrigation	\$0	\$17,652	\$13,185	\$4,467	\$0	-\$17,652
Contract Service	\$0	\$21,305	\$2,305	\$19,000	\$0	-\$21,305
Streets	\$0	\$41,212	\$29,345	\$11,867	\$0	-\$41,212
Sidewalk	\$0	\$37,012	\$29,345	\$7,667	\$0	-\$37,012
Miscellaneous	\$0	\$26,954	\$24,387	\$2,567	\$0	-\$26,954
NPDES	\$0	\$61,190	\$54,724	\$6,467	\$0	-\$61,190
Maintenance	\$0	\$67,975	\$67,159	\$817	\$0	-\$67,975
Debris Maintenance	\$0	\$69,331	\$49,364	\$19,967	\$0	-\$69,331
Street Name Signs	\$0	\$12,761	\$11,095	\$1,667	\$0	-\$12,761
Traffic Signs	\$0	\$13,897	\$11,631	\$2,267	\$0	-\$13,897
MOT	\$0	\$5,981	\$5,681	\$300	\$0	-\$5,981
<b>Employee Administration</b>	<b>\$0</b>	<b>\$231,208</b>	<b>\$65,658</b>	<b>\$80,900</b>	<b>\$84,650</b>	<b>(\$231,208)</b>
Employee Management	\$0	\$124,217	\$30,497	\$9,070	\$84,650	-\$124,217
Customer Service	\$0	\$31,052	\$14,472	\$16,580	\$0	-\$31,052
Capital Improvement	\$0	\$75,939	\$20,689	\$55,250	\$0	-\$75,939
<b>Beautification</b>	<b>\$0</b>	<b>\$156,799</b>	<b>\$84,149</b>	<b>\$72,650</b>	<b>\$0</b>	<b>(\$156,799)</b>
Contract Mowing	\$0	\$34,687.37	\$6,887.37	\$27,800	\$0	-\$34,687
Park Maintenance	0	\$71,084	\$47,286.99	\$23,797	\$0	-\$71,084
Park Irrigation	\$0	\$12,821.68	\$11,135.02	\$1,687	\$0	-\$12,822
Chemicals	\$0	\$20,987.53	\$9,620.87	\$11,367	\$0	-\$20,988
Holiday Lighting	\$0	\$17,218.89	\$9,218.89	\$8,000	\$0	-\$17,219
<b>Urban Forestry</b>	<b>\$0</b>	<b>\$92,139</b>	<b>\$55,206</b>	<b>\$36,933</b>	<b>\$0</b>	<b>(\$92,139)</b>
Tree Trimming	\$0	\$54,536.79	\$49,270.13	\$5,267	\$0	-\$54,537
Contract Trimming	\$0	\$34,256.09	\$3,256.09	\$31,000	\$0	-\$34,256
Permit & Tree Assessment	\$0	\$3,346.57	\$2,679.91	\$667	\$0	-\$3,347
<b>Sportsfields</b>	<b>\$0</b>	<b>\$85,740</b>	<b>\$41,807</b>	<b>\$43,933</b>	<b>\$0</b>	<b>(\$85,740)</b>
Sod Maintenance	\$0	\$46,783.37	\$26,316.71	\$20,467	\$0	-\$46,783
Irrigation	\$0	\$17,651.81	\$13,185.15	\$4,467	\$0	-\$17,652
Contract Service	\$0	\$21,304.72	\$2,304.72	\$19,000	\$0	-\$21,305
<b>Hardscape Paving</b>	<b>\$0</b>	<b>\$105,177</b>	<b>\$83,077</b>	<b>\$22,100</b>	<b>\$0</b>	<b>(\$105,177)</b>
Streets	\$0	\$41,211.66	\$29,345.00	\$11,867	\$0	-\$41,212
Sidewalk	\$0	\$37,011.66	\$29,345.00	\$7,667	\$0	-\$37,012
Miscellaneous	\$0	\$26,953.83	\$24,387.17	\$2,567	\$0	-\$26,954
<b>Stormwater</b>	<b>\$0</b>	<b>\$198,496</b>	<b>\$171,246</b>	<b>\$27,250</b>	<b>\$0</b>	<b>(\$198,496)</b>
NPDES	\$0	\$61,190.40	\$54,723.74	\$6,467	\$0	-\$61,190
Maintenance	\$0	\$67,975.18	\$67,158.52	\$817	\$0	-\$67,975
Debris Maintenance	\$0	\$69,330.58	\$49,363.92	\$19,967	\$0	-\$69,331
<b>Regulatory Signs</b>	<b>\$0</b>	<b>\$32,640</b>	<b>\$28,407</b>	<b>\$4,233</b>	<b>\$0</b>	<b>(\$32,640)</b>
Street Name Signs	\$0	\$12,761.48	\$11,094.82	\$1,667	\$0	-\$12,761
Traffic Signs	\$0	\$13,897.46	\$11,630.80	\$2,267	\$0	-\$13,897
MOT	\$0	\$5,981.41	\$5,681.41	\$300	\$0	-\$5,981

# RECREATION





# RECREATION DEPARTMENT

**DIRECTOR OF PARKS, RECREATION, AND PUBLIC WORKS**  
Ricky Allison



## 2018 ACCOMPLISHMENTS

- Orchestrated special events such as holiday celebrations, outdoor functions, and sponsored concerts
- Record numbers in youth attendance

## 2019 GOALS

- Expand marketing with the use of Facebook and Instagram
- Find new ways to engage our community through improved events and social outreach

## PROGRAMS

- Community Promotions and Events
- Sports Leagues
- Youth Activities
- Adult Activities
- Employee Administration

## CAPITAL EQUIPMENT

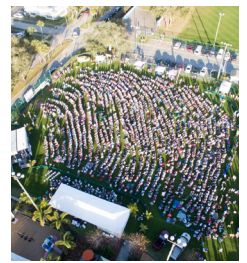
- 2012 Ford Explorer
- 2017 Ford T350 (2)
- Playgrounds
- Tennis Courts
- Recpro Software

## PERSONNEL

- Director of Parks, Recreation, and Public Works
- Recreation Supervisor
- Special Events Coordinator
- Recreation Programmer II
- Recreation Programmer I
- Recreation Assistant I

## DEPARTMENT OVERVIEW

The Recreation Department enhances and enriches the quality of life for the present and future generations of Belleair's residents by providing recreational programming tailored for the community's youth and adult members, as well as community events. Belleair is one of the most active communities for special events, attracting citizens from all over the county to participate.



## COMMUNITY PROMOTIONS AND EVENTS

The Community Promotions and Events program coordinates and manages events within the Town, such as the concerts, and holiday events. This includes three smaller programs called Leisure Events, Community Outreach, and Athletic Events. This program utilizes 15.43% of staff's time, and 25.02% of the department's total budget.

REVENUES	\$146,550
PERSONNEL	\$73,802
OPERATING	\$128,800
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$202,602</b>

## SPORTS LEAGUES

This program provides youth activities such as basketball, dodgeball, and flag football. The Sports Leagues budget houses costs like referees, evaluations, and equipment, which is one of the many reasons why Belleair's sports leagues are so desired by the community. This program accounts for 5.48% of personnel time and 6.16% of the total Recreation budget.

REVENUES	\$39,410
PERSONNEL	\$26,214
OPERATING	\$23,700
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$49,745</b>

## YOUTH ACTIVITIES

The Youth Activities program provides activities and care for youth attendees. This includes after school programs, day camps, summer camps, and overall enrichment. This is the largest of the Recreation department's when it comes to personnel time overall budget, encompassing 26.39% of total staff allocation, and 28.05% of expenditures. of the total expenditures.

<b>REVENUES</b>	<b>\$254,790</b>
PERSONNEL	\$121,263
OPERATING	\$101,200
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$222,463</b>

## ADULT ACTIVITIES

The Adult Activities program includes costs and time related to classes offered for adult attendees. This includes programs offered such as pilates, silver sneakers, and tennis. One of the revenue sources for this program also holds rental income for one of the programs provided. This program accounts for 2.31% of staff time and 2.35% of the Recreation budget.

<b>REVENUES</b>	<b>\$14,498</b>
PERSONNEL	\$11,130
OPERATING	\$8,000
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$19,130</b>

## EMPLOYEE ADMINISTRATION

This is a program that can be found across all departments, as the Employee Administration program encompasses costs directly related to trainings, employee life cycles, asset management, and more. This accounts for 50.39% of personnel time, but 38.41% of all expenditures.

<b>REVENUES</b>	<b>\$49,430</b>
PERSONNEL	\$238,258
OPERATING	\$49,750
CAPITAL	\$20,306
<b>EXPENSE SUBTOTAL</b>	<b>\$308,314</b>

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES RECREATION DEPARTMENT

## PROGRAM NET INCOME

Program	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	18-19 Proposed	17-18 Amended
Revenues	\$49,368	\$146,550	\$39,410	\$253,274	\$16,998	\$505,600	\$499,550
Personnel	\$241,013	\$73,802	\$26,214	\$126,204	\$11,068	\$478,300	\$468,949
Operating	\$49,750	\$128,800	\$23,700	\$100,900	\$8,000	\$311,150	\$322,600
Capital	\$20,300	\$0	\$0	\$0	\$0	\$20,300	\$82,967
Expense Subtotal	\$311,063	\$202,602	\$49,914	\$227,104	\$19,068	\$809,750	\$874,517
<b>Program Total</b>	<b>(261,695)</b>	<b>(56,052)</b>	<b>(10,504)</b>	<b>26,170</b>	<b>(2,070)</b>	<b>(304,151)</b>	<b>(374,967)</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
Employee Administration	\$311,063	\$241,013	\$49,750	\$20,300	38.41%	51.75%
Community Events	\$202,602	\$73,802	\$128,800	\$0	25.02%	18.18%
Sports Leagues	\$49,914	\$26,214	\$23,700	\$0	6.16%	8.57%
Youth Activities	\$227,104	\$126,204	\$100,900	\$0	28.05%	17.83%
Adult Activities	\$19,068	\$11,068	\$8,000	\$0	2.35%	3.67%
	<b>\$809,750</b>	<b>\$478,300</b>	<b>\$311,150</b>	<b>\$20,300</b>	<b>100.00%</b>	<b>100.00%</b>

## REVENUES

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	FY 2018-19 PROPOSED	FY 2017-18
300230 Tennis Permits	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
347210 Rec Prog Activity	\$1,140	\$0	\$38,210	\$239,652	\$12,998	\$292,000	\$282,750
347211 Rec Permits	\$21,800	\$0	\$0	\$1,500	\$1,500	\$24,800	\$24,000
347213 Rec Vending	\$478	\$0	\$0	\$3,623	\$0	\$4,100	\$10,000
347214 Concession	\$0	\$0	\$1,200	\$8,500	\$0	\$9,700	\$3,500
347217 Merchandise	\$0	\$0	\$0	\$0	\$0	\$0	\$0
347530 Private Parties	\$6,150	\$0	\$0	\$0	\$0	\$6,150	\$6,000
347540 Athletic Programs	\$15,000	\$0	\$0	\$0	\$0	\$15,000	\$23,000
362000 Rental Income	\$4,800	\$0	\$0	\$0	\$0	\$4,800	\$4,800
366900 Don: Park Improve.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366903 Don: Rec Projs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366911 Special Events	\$0	\$146,550	\$0	\$0	\$0	\$146,550	\$143,000
<b>PROGRAM REVENUE TOTALS</b>	<b>\$49,368</b>	<b>\$146,550</b>	<b>\$39,410</b>	<b>\$253,274</b>	<b>\$16,998</b>	<b>\$505,600</b>	<b>\$499,550</b>

## EXPENDITURES

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	FY 2018-19 PROPOSED	FY 2017-18
<b>PERSONNEL</b>							
51200 Salaries	\$135,240	\$39,408	\$15,270	\$36,441	\$7,640.22	\$234,000	\$234,050
51201 PT Salaries	\$30,500	\$15,520	\$3,800	\$68,180	\$0.00	\$118,000	\$97,850
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0.00	\$0	\$2,197
51400 Overtime	\$850	\$0	\$0	\$0	\$0.00	\$850	\$850
51500 Sick Leave	\$10,750	\$0	\$0	\$0	\$0.00	\$10,750	\$9,700
52200 FICA	\$12,712	\$4,213	\$1,463	\$8,026	\$586.01	\$27,000	\$25,400
52300 401k	\$12,166	\$3,545	\$1,374	\$3,278	\$687.29	\$21,050	\$21,050
52301 Life/Hosp. Ins	\$34,330	\$10,004	\$3,876	\$9,250	\$1,939.44	\$59,400	\$72,800
52400 Medical Benefit	\$3,814	\$1,112	\$431	\$1,028	\$215.49	\$6,600	\$4,402
53100 Physical Exams	\$650	\$0	\$0	\$0	\$0.00	\$650	\$650
<b>Total</b>	<b>\$241,013</b>	<b>\$73,802</b>	<b>\$26,214</b>	<b>\$126,204</b>	<b>\$11,068.46</b>	<b>\$478,300</b>	<b>\$468,949</b>

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	FY 2018-19 PROPOSED	FY 2017-18
<b>OPERATING</b>							
53151 Prof Svcs	\$0	\$0	\$0	\$45,000	\$8,000	\$53,000	\$60,000
53153 Copies	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$5,000
53154 Food Service	\$0	\$0	\$0	\$3,000	\$0	\$3,000	\$3,000
54100 Telephone	\$4,600	\$0	\$0	\$0	\$0	\$4,600	\$4,600
54300 Electricity	\$21,200	\$0	\$0	\$0	\$0	\$21,200	\$37,000
54618 Fields/Courts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000
55100 Office Supplies	\$1,300	\$0	\$0	\$0	\$0	\$1,300	\$1,300

**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
RECREATION DEPARTMENT**

55210 Operating Supplies	\$6,500	\$0	\$0	\$0	\$0	\$6,500	\$6,500
55221 Tools	\$200	\$0	\$0	\$0	\$0	\$200	\$200
55231 Summer Camp	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$19,000
55232 Teen Camp	\$0	\$0	\$0	\$10,500	\$0	\$10,500	\$6,650
55233 Sports Leagues	\$0	\$0	\$23,700	\$0	\$0	\$23,700	\$27,000
55234 Special Events	\$0	\$128,800	\$0	\$0	\$0	\$128,800	\$127,000
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55237 Day Camps	\$0	\$0	\$0	\$3,200	\$0	\$3,200	\$3,200
55238 Funky Friday	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$5,000
55239 Specialty Camps	\$0	\$0	\$0	\$5,200	\$0	\$5,200	\$5,200
55240 Uniforms	\$1,700	\$0	\$0	\$0	\$0	\$1,700	\$1,700
55260 Prot. Clothing	\$250	\$0	\$0	\$0	\$0	\$250	\$250
54605 Computers	\$6,000	\$0	\$0	\$0	\$0	\$6,000	\$5,000
57201 Rec Vending	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$3,000
<b>Total</b>	<b>\$49,750</b>	<b>\$128,800</b>	<b>\$23,700</b>	<b>\$100,900</b>	<b>\$8,000</b>	<b>\$311,150</b>	<b>\$322,600</b>

**CAPITAL**

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	FY 2018-19 PROPOSED	FY 2017-18
57001 Vehicle Debt Service	\$8,700		\$0	\$0	\$0	\$8,700	
58101 Capital Purch	\$0	\$0	\$0	\$0	\$0	\$0	\$71,367.44
58102 Transfer to 301	\$11,600	\$0	\$0	\$0	\$0	\$11,600	\$11,600.00
<b>Total</b>	<b>\$20,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,300</b>	<b>\$82,967.44</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$311,063</b>	<b>\$202,602</b>	<b>\$49,914</b>	<b>\$227,104</b>	<b>\$19,068</b>	<b>\$809,750</b>	<b>\$874,517</b>
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**TOWN OF BELLEAIR  
PROGRAMMATIC DETAIL  
RECREATION DEPARTMENT**

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$505,600</b>	<b>\$809,750</b>	<b>\$478,300</b>	<b>\$311,150</b>	<b>\$20,300</b>	<b>(\$304,151)</b>
Employee Management	\$0	\$86,279	\$72,729	\$1,950	\$11,600	-\$86,279
Contract Management	\$27,090	\$17,251	\$17,251	\$0	\$0	\$9,839
Customer Service	\$22,278	\$142,190	\$142,190	\$0	\$0	-\$119,912
Training	\$0	\$8,842	\$8,842	\$0	\$0	-\$8,842
Recreation Facilities	\$0	\$56,500	\$0	\$47,800	\$8,700	-\$56,500
Leisure Events	\$62,550	\$78,878	\$15,853	\$63,025	\$0	-\$16,328
Community Outreach	\$2,000	\$51,044	\$36,294	\$14,750	\$0	-\$49,044
Athletic Events	\$82,000	\$72,680	\$21,655	\$51,025	\$0	\$9,320
Flag Football	\$19,400	\$21,445	\$12,445	\$9,000	\$0	-\$2,045
Basketball	\$17,850	\$26,947	\$12,747	\$14,200	\$0	-\$9,097
Dodgeball	\$2,160	\$1,521	\$1,021	\$500	\$0	\$639
Enrichment	\$14,702	\$16,506	\$7,506	\$9,000	\$0	-\$1,804
Afterschool	\$60,443	\$45,527	\$41,827	\$3,700	\$0	\$14,916
Day Camps	\$14,297	\$9,291	\$7,791	\$1,500	\$0	\$5,006
Summer Camps	\$163,833	\$155,780	\$69,080	\$86,700	\$0	\$8,052
Contractual	\$9,598	\$15,862	\$7,862	\$8,000	\$0	-\$6,264
Community Health	\$3,400	\$2,155	\$2,155	\$0	\$0	\$1,245
Tennis	\$4,000	\$1,051	\$1,051	\$0	\$0	\$2,949
<b>Employee Administration</b>	<b>\$49,368</b>	<b>\$311,063</b>	<b>\$241,013</b>	<b>\$49,750</b>	<b>\$20,300</b>	<b>(\$261,695)</b>
Employee Management	\$0	\$86,279	\$72,729	\$1,950	\$11,600	-\$86,279
Contract Management	\$27,090	\$17,251	\$17,251	\$0	\$0	\$9,839
Customer Service	\$22,278	\$142,190	\$142,190	\$0	\$0	-\$119,912
Training	\$0	\$8,842	\$8,842	\$0	\$0	-\$8,842
Recreation Facilities	\$0	\$56,500	\$0	\$47,800	\$8,700	-\$56,500
<b>Community Events</b>	<b>\$146,550</b>	<b>\$202,602</b>	<b>\$73,802</b>	<b>\$128,800</b>	<b>\$0</b>	<b>(\$56,052)</b>
Leisure Events	\$62,550	\$78,878	\$15,853	\$63,025	\$0	-\$16,328
Community Outreach	\$2,000	\$51,044	\$36,294	\$14,750	\$0	-\$49,044
Athletic Events	\$82,000	\$72,680	\$21,655	\$51,025	\$0	\$9,320
<b>Sports Leagues</b>	<b>\$39,410</b>	<b>\$49,914</b>	<b>\$26,214</b>	<b>\$23,700</b>	<b>\$0</b>	<b>(\$10,504)</b>
Flag Football	\$19,400	\$21,445	\$12,445	\$9,000	\$0	-\$2,045
Basketball	\$17,850	\$26,947	\$12,747	\$14,200	\$0	-\$9,097
Dodgeball	\$2,160	\$1,521	\$1,021	\$500	\$0	\$639
<b>Youth Activities</b>	<b>\$253,274</b>	<b>\$227,104</b>	<b>\$126,204</b>	<b>\$100,900</b>	<b>\$0</b>	<b>\$26,170</b>
Enrichment	\$14,702	\$16,506	\$7,506	\$9,000	\$0	-\$1,804
Afterschool	\$60,443	\$45,527	\$41,827	\$3,700	\$0	\$14,916
Day Camps	\$14,297	\$9,291	\$7,791	\$1,500	\$0	\$5,006
Summer Camps	\$163,833	\$155,780	\$69,080	\$86,700	\$0	\$8,052
<b>Adult Activities</b>	<b>\$16,998</b>	<b>\$19,068</b>	<b>\$11,068</b>	<b>\$8,000</b>	<b>\$0</b>	<b>-\$2,070</b>
Contractual	\$9,598	\$15,862	\$7,862	\$8,000	\$0	-\$6,264
Community Health	\$3,400	\$2,155	\$2,155	\$0	\$0	\$1,245
Tennis	\$4,000	\$1,051	\$1,051	\$0	\$0	\$2,949



# **ENTERPRISE FUNDS**





# TOWN OF BELLEAIR ENTERPRISE FUNDS COMPARISON OF PRIOR YEAR

## REVENUES

Fund	FY 2017-18 Budget	FY 2018-19 Adopted	Percent Increase/Decrease
401 Water	\$1,536,600	\$2,690,575	75.10%
402 Solid Waste	\$1,224,853	\$898,650	-26.63%
	<b>\$2,761,453</b>	<b>\$3,589,225</b>	29.98%

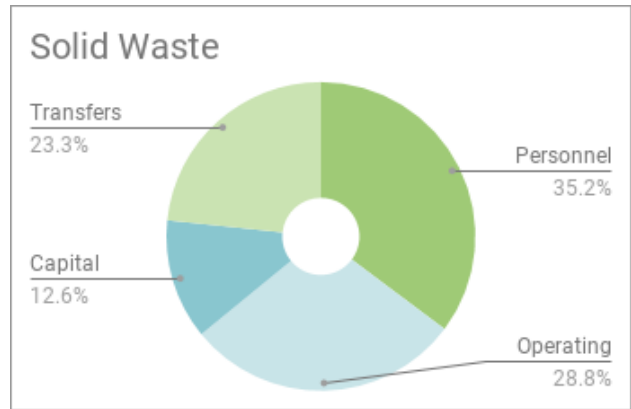
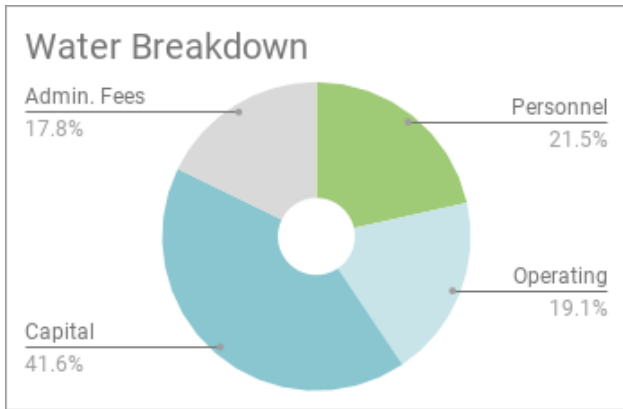
## EXPENDITURES

Fund	FY 2017-18 Budget	FY 2018-19 Adopted	Percent Increase/Decrease
401 Water	\$1,536,600	\$2,690,575	75.10%
402 Solid Waste	\$1,224,853	\$898,650	-26.63%
	<b>\$2,761,453</b>	<b>\$3,589,225</b>	29.98%

Water and Solid Waste revenues are generated primarily from user fees for the provision of water and solid waste services.

Personnel expenses account for 21.5% of Water Fund expenditures. Operating expenses account for approximately 19% of Water Fund expenditures. Approximately 41.7% of expenditures account for purchases of capital equipment. Administrative fees incorporate the remaining 17.8%.

Personnel expenses account for 35% of Solid Waste Fund expenditures. Operating expenses account for 29% of Solid Waste Fund expenditures. The remaining costs are divided between purchases of capital equipment and transfers to other funds, which account for 13% and 23%, respectively.





# **SOLID WASTE**



# SOLID WASTE DEPARTMENT

**SUPERVISOR OF SOLID WASTE**  
Wilfred Holmes



## 2018 ACCOMPLISHMENTS

- Managed a successful Haz-to-Go event, where nearly 200 vehicles came to dispose of household chemicals and waste
- Held a successful shredding event, where an estimation of 70 residents came to safely destroy sensitive documents
- Furthered case study for the feasibility of in-house recycling

## 2019 GOALS

- Purchase an additional refuse vehicle, bringing the fleet total to three vehicles
- Provide excellent and courteous customer service
- Take preventative measures to ensure employee safety
- Continue partnering with Pinellas County for waste events

## PROGRAMS

- Disposal
- Collection
- Recycling
- Employee Administration

## CAPITAL EQUIPMENT

- Hino 338 Refuse Packer
- Grapple Truck
- Ford F-150

## PERSONNEL

- Refuse Collector (4)
- Solid Waste Supervisor
- Administrative Assistant

## DEPARTMENT OVERVIEW

The Solid Waste Department is currently responsible for the collection and disposal of solid waste. The department also funds the collection and disposal of recycling by the City of Clearwater. However, the department is exploring programs to allow for the in-house collection and disposal of recycling, which will ultimately result in the Town saving on costs.



## DISPOSAL

The Disposal program includes the transportation of refuse to its final disposal location, which is generally either the Pinellas County landfill, Angelo's Recycled Materials, or Consolidated Resource Recovery. Within this large program are two smaller programs for disposal known as Commercial and Residential. As a whole, this program represents 8.82% of the departments time and 17.93% of the total expenditure costs.

<b>REVENUES</b>	<b>\$206,250</b>
PERSONNEL	\$27,926
OPERATING	\$133,225
CAPITAL	\$0
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$161,151</b>

## COLLECTION

The Collection program relates to the removal of refuse from each residence and business in the town. The Collection program also has the two smaller Commercial and Residential programs. This program currently represents about 54.19% of the employees time and 36.39% of the departments expenditures.

<b>REVENUES</b>	<b>\$619,250</b>
PERSONNEL	\$171,551
OPERATING	\$42,225
CAPITAL	\$113,200
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$326,976</b>

## EMPLOYEE ADMINISTRATION

The Employee Administration program includes other administrative costs pertaining to service call management and other employee management. This area also includes the administrative fees that are paid to the General Fund by the Solid Waste Fund. The Employee Administration program has two divisions known as Internal and External coordination. This is the largest of the department's programs, as it requires 32.10% of staff time, and 36.03% of the total expenditures.

<b>REVENUES</b>	<b>\$69,850</b>
PERSONNEL	\$101,637
OPERATING	\$12,575
CAPITAL	\$0
TRANSFERS	\$209,600
<b>EXPENSE SUBTOTAL</b>	<b>\$323,812</b>

## RECYCLING

The Recycling program describes the costs relating to collection and disposal of single-stream recycling services, which is provided by the City of Clearwater. This is the final program that shares the divisions of Commercial and Residential programs. The Recycling program currently requires minimal staff time with 4.89%, but this also houses about 9.65% of the departments entire budget.

<b>REVENUES</b>	<b>\$3,300</b>
PERSONNEL	\$15,486
OPERATING	\$71,225
CAPITAL	\$0
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$86,711</b>

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES SOLID WASTE DEPARTMENT

## PROGRAM NET INCOME

Program	Disposal	Recycling	Collection	Employee Administration	18-19 Proposed	17-18 Amended
Revenues	\$206,250	\$3,300	\$619,250	\$69,850	\$898,650	\$1,224,853
Personnel	\$27,926	\$15,486	\$171,551	\$101,637	\$316,600	\$336,200
Operating	\$133,225	\$71,225	\$42,225	\$12,575	\$259,250	\$251,350
Capital	\$0	\$0	\$113,200	\$0	\$113,200	\$433,353
Fees & Transfers	\$0	\$0	\$0	\$209,600	\$209,600	\$203,950
Expense Subtotal	\$161,151	\$86,711	\$326,976	\$323,812	\$898,650	\$1,224,853
<b>Program Total</b>	<b>45,098.77</b>	<b>(83,411.42)</b>	<b>292,274.38</b>	<b>(253,961.73)</b>	<b>0.00</b>	<b>0.00</b>

Program	Program Total	Personnel	Operating	Capital	Fees & Transfers	% of Budget
Disposal	\$161,151	\$27,926	\$133,225	\$0	\$0	17.93%
Recycling	\$86,711	\$15,486	\$71,225	\$0	\$0	9.65%
Collection	\$326,976	\$171,551	\$42,225	\$113,200	\$0	36.39%
Employee & Admin	\$323,812	\$101,637	\$12,575	\$0	\$209,600	36.03%
	\$898,650	\$316,600	\$259,250	\$113,200	\$209,600	100.00%

## REVENUES

	Disposal	Recycling	Collection	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
343400 Sanitation	\$206,250	\$0	\$618,750	\$0	\$825,000	\$805,000
343401 Permit-Roll Off	\$0	\$0	\$500	\$0	\$500	\$500
361000 Interest	\$0	\$0	\$0	\$500	\$500	\$500
337300 Recycling Grant	\$0	\$3,300	\$0	\$0	\$3,300	\$3,000
364000 Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$60,000
381000 Reserve Prior Years	\$0	\$0	\$0	\$69,350	\$69,350	\$355,853
<b>PROGRAM REVENUE TOTALS</b>	<b>\$206,250</b>	<b>\$3,300</b>	<b>\$619,250</b>	<b>\$69,850</b>	<b>\$898,650</b>	<b>\$1,224,853</b>

## EXPENDITURES

PERSONNEL	Disposal	Recycling	Collection	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
51200 Salaries	\$17,962	\$10,264	\$112,906	\$66,717	\$207,850	\$227,100
51400 Overtime	\$825	\$0	\$1,200	\$475	\$2,500	\$2,500
51500 Sick Leave	\$341	\$195	\$2,146	\$1,268	\$3,950	\$1,550
52100 FICA	\$1,391	\$795	\$8,746	\$5,168	\$16,100	\$17,550
52200 Retirement/401k	\$1,638	\$936	\$10,294	\$6,083	\$18,950	\$20,600
52300 Life/Hosp. Ins.	\$5,250	\$3,000	\$33,000	\$19,500	\$60,750	\$58,600
52301 Medical Benefit	\$519	\$296	\$3,259	\$1,926	\$6,000	\$7,800
53100 Physical Exams	\$0	\$0	\$0	\$500	\$500	\$500
<b>Total</b>	<b>\$27,926</b>	<b>\$15,486</b>	<b>\$171,551</b>	<b>\$101,637</b>	<b>\$316,600</b>	<b>\$336,200</b>

OPERATING	Disposal	Recycling	Collection	Employee Administration	FY 2018-19 PROPOSED	FY 2017-18
53151 Contractual Svc	\$0	\$0	\$7,500	\$0	\$7,500	\$7,050
54100 Telephone	\$0	\$0	\$0	\$1,450	\$1,450	\$1,450
54200 Postage	\$0	\$2,500	\$0	\$2,500	\$5,000	\$5,000
54340 Disposal	\$125,000	\$0	\$0	\$0	\$125,000	\$110,400
54342 Recycling	\$0	\$68,000	\$0	\$0	\$68,000	\$75,250
54620 Maint. Veh	\$2,400	\$100	\$17,000	\$500	\$20,000	\$20,000
54670 Maint. Equip	\$625	\$625	\$625	\$625	\$2,500	\$2,500

**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
SOLID WASTE DEPARTMENT**

54900 Bad Debt	\$0	\$0	\$0	\$500	\$500	\$500
55100 Office Supp	\$0	\$0	\$0	\$500	\$500	\$500
55210 Operating Supp	\$2,400	\$0	\$2,400	\$1,700	\$6,500	\$6,500
55220 Gasoline	\$1,900	\$0	\$13,800	\$300	\$16,000	\$16,000
55221 Tools	\$150	\$0	\$150	\$100	\$400	\$300
55240 Uniforms	\$0	\$0	\$0	\$2,350	\$2,350	\$2,350
55260 Protect Cloth	\$750	\$0	\$750	\$850	\$2,350	\$2,350
56405 Computer	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200
<b>Total</b>	<b>\$133,225</b>	<b>\$71,225</b>	<b>\$42,225</b>	<b>\$12,575</b>	<b>\$259,250</b>	<b>\$251,350</b>

<b>CAPITAL</b>	<b>Disposal</b>	<b>Recycling</b>	<b>Collection</b>	<b>Employee Administration</b>	<b>FY 2018-19 PROPOSED</b>	<b>FY 2017-18</b>
59900 Depreciation	\$0	\$0	\$113,200	\$0	\$113,200	\$77,500
56402 Cars	\$0	\$0	\$0	\$0	\$0	\$355,853
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$113,200</b>	<b>\$0</b>	<b>\$113,200</b>	<b>\$433,353</b>

<b>ADMIN FEES</b>	<b>Disposal</b>	<b>Recycling</b>	<b>Collection</b>	<b>Employee Administration</b>	<b>FY 2018-19 PROPOSED</b>	<b>FY 2017-18</b>
59904 SS				\$158,500	\$158,500	\$158,500
59906 Admin				\$51,100	\$51,100	\$45,450
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$209,600</b>	<b>\$209,600</b>	<b>\$203,950</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$161,150</b>	<b>\$86,700</b>	<b>\$327,000</b>	<b>\$323,800</b>	<b>\$898,650</b>	<b>\$1,224,850</b>
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# TOWN OF BELLEAIR PROGRAMMATIC SUMMARY SOLID WASTE DEPARTMENT

## PROGRAM DETAIL

Program	Revenues	Total Expenditures	Personnel	Operating	Capital	Fees & Transfers	Net Income
<b>All Programs</b>	<b>\$898,650</b>	<b>\$898,650</b>	<b>\$316,600</b>	<b>\$259,250</b>	<b>\$113,200</b>	<b>\$209,600</b>	<b>\$0</b>
Disposal - Residential	\$175,300	\$136,907	\$23,737	\$113,170	\$0	\$0	\$38,393
Disposal - Commercial	\$30,950	\$24,244	\$4,189	\$20,055	\$0	\$0	\$6,706
Recycling - Residential	\$0	\$72,813	\$13,163	\$59,650	\$0	\$0	-\$72,813
Recycling - Commercial	\$3,300	\$13,898	\$2,323	\$11,575	\$0	\$0	-\$10,598
Collection - Residential	\$526,375	\$283,518	\$145,818	\$35,820	\$101,880	\$0	\$242,857
Collection - Commercial	\$92,875	\$43,458	\$25,733	\$6,405	\$11,320	\$0	\$49,417
Internal	\$69,350	\$314,653	\$93,428	\$11,625	\$0	\$209,600	-\$245,303
External	\$500	\$9,159	\$8,209	\$950	\$0	\$0	-\$8,659
<b>Disposal</b>	<b>\$206,250</b>	<b>\$161,151</b>	<b>\$27,926</b>	<b>\$133,225</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,099</b>
Residential	\$175,300	\$136,907	\$23,737	\$113,170	\$0	\$0	\$38,393
Commercial	\$30,950	\$24,244	\$4,189	\$20,055	\$0	\$0	\$6,706
<b>Recycling</b>	<b>\$3,300</b>	<b>\$86,711</b>	<b>\$15,486</b>	<b>\$71,225</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$83,411</b>
Residential	\$0	\$72,813	\$13,163	\$59,650	\$0	\$0	-\$72,813
Commercial	\$3,300	\$13,898	\$2,323	\$11,575	\$0	\$0	-\$10,598
<b>Collection</b>	<b>\$619,250</b>	<b>\$326,976</b>	<b>\$171,551</b>	<b>\$42,225</b>	<b>\$113,200</b>	<b>\$0</b>	<b>\$292,274</b>
Residential	\$526,375	\$283,518	\$145,818	\$35,820	\$101,880	\$0	\$242,857
Commercial	\$92,875	\$43,458	\$25,733	\$6,405	\$11,320	\$0	\$49,417
<b>Employee Admin</b>	<b>\$69,850</b>	<b>\$323,812</b>	<b>\$101,637</b>	<b>\$12,575</b>	<b>\$0</b>	<b>\$209,600</b>	<b>-\$253,962</b>
Internal	\$69,350	\$314,653	\$93,428	\$11,625	\$0	\$209,600	-\$245,303
External	\$500	\$9,159	\$8,209	\$950	\$0	\$0	-\$8,659

The chart labeled "Program Detail" further breaks down the categories of expenditures against the major and minor programs they are related to. Along this table there are set revenues, expenditures, the breakdown of the expenditures, and a final net summary of all programs, in addition to their individual components.



**WATER**



# WATER DEPARTMENT

**DIRECTOR OF WATER UTILITIES**  
O. David Brown



## 2018 ACCOMPLISHMENTS

- Repaired 12 main breaks this year, all within an average of 3 hours
- Variable frequency drives (VFDs) installed on wells for energy and operational efficiency
- Hired a local plant operator with 30+ years of experience with RO treatment and management
- Increased accuracy of meter readings to 97% accuracy for monthly billing
- Recognized by the Florida Department of Health for maintaining 12 consecutive months of optimal fluoridation levels

## 2019 GOALS

- Replace current gaseous chlorine disinfection system with a better and safer sodium hypochlorite solution system
- Rehabilitate 1 well to help prepare for the future RO conversion
- Install several new fire hydrants

## PROGRAMS

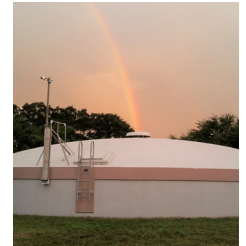
- Generation
- Treatment and Testing
- Meter Management
- Distribution
- Employee Administration

## CAPITAL EQUIPMENT

- 2013 F150 Supercab
- 2014 F250 4X4 Utility Body
- 2015 Ford F250 4x2 Utility Body
- 2017 Ford F250 4x2 Utility Body
- Ditch Witch Trencher

## DEPARTMENT OVERVIEW

The Water Department is currently responsible for sustaining, producing, maintaining, and delivering a high quality water supply to the residents of the Town of Belleair.



## GENERATION

The Generation program consists of pumps processing raw water to the seven wells found within the treatment plant. This process includes aeration, process control testing, and general maintenance in order to proactively ensure the highest water quality the plant can provide. While this program has one of the lowest allocations for personnel time, it holds 44.07% of the department's total budget.

<b>REVENUES</b>	<b>\$509,900</b>
PERSONNEL	\$93,356
OPERATING	\$42,319
CAPITAL	\$1,049,975
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$1,185,650</b>

## TREATMENT AND TESTING

The Treatment and Testing program houses costs related to treating the water with chemicals in order to adhere to EPA and FDEP requirements. This program includes chemical processing, chlorine management for chloramine disinfection, and chart recording for accurate measurements. This program has both the lowest personnel allocation, coming in at 4.38%, and the smallest portion of the budget at 5.44%.

<b>REVENUES</b>	<b>\$975,650</b>
PERSONNEL	\$25,349
OPERATING	\$50,973
CAPITAL	\$70,000
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$146,322</b>

## METER MANAGEMENT

The Meter Management program ensures accurate measurements from the meters found within the Town. This program includes costs related to maintenance and testing of said meters to provide precise measurements for billing and residents' usage. While this program holds the largest portion of personnel time at 41.16%, the overall cost is only 13.79% of the department's expenditures.

<b>REVENUES</b>	<b>\$5,000</b>
PERSONNEL	\$238,068
OPERATING	\$132,914
CAPITAL	\$0
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$370,982</b>

## DISTRIBUTION

The Distribution program is holds expenditures related to the water lines and valves used to deliver water to the Town's residents, as well as maintain water pressure and isolate or redirect water in the event of an emergency. This program also includes costs related to fire hydrant testing and water quality checks. Distribution holds the second smallest allocation for budgetary expense at 6.68% and utilizes 23.52% of personnel time.

<b>REVENUES</b>	<b>\$588,950</b>
PERSONNEL	\$136,013
OPERATING	\$43,744
CAPITAL	\$0
TRANSFERS	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$179,757</b>

## EMPLOYEE ADMINISTRATION

The Employee Administration program is responsible for a variety of smaller programs, such as plant maintenance, internal communications, and trainings for staff. This program is also responsible for scheduling and coordination of staff time and resources. Employee Administration is responsible for 14.80% of personnel time and 30.03% of the department's budget.

<b>REVENUES</b>	<b>\$611,075</b>
PERSONNEL	\$85,614
OPERATING	\$243,749
CAPITAL	\$0
TRANSFERS	\$478,500
<b>EXPENSE SUBTOTAL</b>	<b>\$807,863</b>

## PERSONNEL

- Director of Water Utilities
- Water Foreman
- Administrative Assistant
- Water Plant Operator I
- Water Plant Operator II
- Utility Maintenance I
- Utility Maintenance II
- Meter Reader



# TOWN OF BELLEAIR DETAIL OF EXPENDITURES WATER DEPARTMENT

## PROGRAM NET INCOME

Program	Generation	Treatment & Testing	Meter Management	Distribution	Employee Administration	18-19 Proposed	17-18 Amended
Revenues	\$509,900	\$975,650	\$5,000	\$588,950	\$611,075	\$2,690,575	\$1,536,600
Personnel	\$93,356	\$25,349	\$238,068	\$136,013	\$85,614	\$578,400	\$553,000
Operating	\$42,319	\$50,973	\$132,914	\$43,744	\$243,749	\$513,700	\$433,665
Capital	\$1,049,975	\$70,000	\$0	\$0	\$0	\$1,119,975	\$120,285
Fees and Transfers	\$0	\$0	\$0	\$0	\$478,500	\$478,500	\$429,650
Expense Subtotal	\$1,185,650	\$146,322	\$370,982	\$179,757	\$807,863	\$2,690,575	\$1,536,600
<b>Program Total</b>	<b>(675,750)</b>	<b>829,328</b>	<b>(365,982)</b>	<b>409,193</b>	<b>(196,788)</b>	<b>0</b>	<b>0</b>

Program	Program Total	Personnel	Operating	Capital	Fees/Transfers	% of Budget	% FTE Effort
Generation	\$1,185,650	\$93,356	\$42,319	\$1,049,975	\$0	44.07%	16.14%
Treatment & Testing	\$146,322	\$25,349	\$50,973	\$70,000	\$0	5.44%	4.38%
Meter Management	\$370,982	\$238,068	\$132,914	\$0	\$0	13.79%	41.16%
Distribution	\$179,757	\$136,013	\$43,744	\$0	\$0	6.68%	23.52%
Employee Administration	\$807,863	\$85,614	\$243,749	\$0	\$478,500	30.03%	14.80%
	\$2,690,575	\$578,400	\$513,700	\$1,119,975	\$478,500	100.00%	100.00%

## REVENUES

	Generation	Treatment & Testing	Meter Management	Distribution	Employee Administration	ITEM TOTAL	FY 2017-18
343300 Water Utility Revenue	\$0	\$975,650	\$0	\$588,350	\$0	\$1,564,000	\$1,480,000
343310 Water Tap Fees	\$0	\$0	\$5,000	\$600	\$0	\$5,600	\$600
361000 Interest	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000
381000 Capital Reserves	\$0	\$0	\$0	\$0	\$610,075	\$610,075	
381402 Transfer from 403	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
337901 SWFWMD Grant	\$509,900	\$0	\$0	\$0	\$0	\$509,900	\$0
<b>PROGRAM REVENUE TOTALS</b>	<b>\$509,900</b>	<b>\$975,650</b>	<b>\$5,000</b>	<b>\$588,950</b>	<b>\$611,075</b>	<b>\$2,690,575</b>	<b>\$1,536,600</b>

## EXPENDITURES

PERSONNEL	Generation	Treatment & Testing	Meter Management	Distribution	Employee Administration	ITEM TOTAL	FY 2017-18
51200 Salaries	\$60,187	\$16,343	\$153,485	\$87,689	\$55,196	\$372,900	\$359,550
51201 PT Salaries	\$2,792	\$758	\$7,121	\$4,068	\$2,561	\$17,300	\$16,550
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$883
51400 Overtime	\$1,291	\$351	\$3,293	\$1,881	\$1,184	\$8,000	\$8,000
51500 Sick Leave	\$807	\$219	\$2,058	\$1,176	\$740	\$5,000	\$5,300
52100 FICA	\$4,915	\$1,335	\$12,533	\$7,160	\$4,507	\$30,450	\$28,750
52200 Retirement - 401K General P	\$5,786	\$1,571	\$14,756	\$8,430	\$5,306	\$35,850	\$33,850
52300 Life/Hosp.	\$15,688	\$4,260	\$40,007	\$22,857	\$14,387	\$97,200	\$86,800
52301 Medical Benefit	\$1,840	\$500	\$4,692	\$2,681	\$1,687	\$11,400	\$13,017
53100 Physical Exams	\$48	\$13	\$123	\$71	\$44	\$300	\$300
<b>Total</b>	<b>\$93,356</b>	<b>\$25,349</b>	<b>\$238,068</b>	<b>\$136,013</b>	<b>\$85,614</b>	<b>\$578,400</b>	<b>\$553,000</b>

OPERATING	Generation	Treatment & Testing	Meter Management	Distribution	Employee Administration	ITEM TOTAL	FY 2017-18
53151 Professional Services	\$11,500	\$0	\$33,500	\$0	\$0	\$45,000	\$11,500
54000 Travel & Per Diem	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
54100 Telephone	\$0	\$0	\$0	\$0	\$4,000	\$4,000	\$4,000
54200 Postage	\$0	\$0	\$6,000	\$0	\$0	\$6,000	\$6,000
54300 Electricity	\$9,684	\$2,630	\$24,696	\$14,109	\$8,881	\$60,000	\$60,000
54301 Water	\$60	\$60	\$60	\$60	\$60	\$300	\$300
54302 Sanitation	\$460	\$460	\$460	\$460	\$460	\$2,300	\$2,300
54303 Sewer	\$40	\$40	\$40	\$40	\$40	\$200	\$200
54315 Pin. City Water	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
54400 Equip. Rental	\$0	\$0	\$0	\$2,750	\$0	\$2,750	\$2,750
54614 Maintenance - Meters	\$0	\$0	\$53,000	\$0	\$0	\$53,000	\$31,600
54620 Maintenance - Vehicle	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$4,000	\$4,000

**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
WATER DEPARTMENT**

54630 Maintenance - Building	\$0	\$0	\$0	\$0	\$8,000	\$8,000	\$8,000
54670 Maintenance - Equipment	\$0	\$7,000	\$0	\$7,000	\$7,000	\$21,000	\$18,615
54900 Bad Debt	\$0	\$0	\$0	\$0	\$400	\$400	\$400
55100 Office Supplies	\$0	\$833	\$833	\$0	\$833	\$2,500	\$2,500
55210 Operating Supplies	\$2,000	\$2,000	\$2,000	\$0	\$2,000	\$8,000	\$7,800
55213 Laboratory Test	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000	\$18,200
55214 Lab Supplies	\$4,250	\$4,250	\$0	\$0	\$0	\$8,500	\$8,100
55220 Gasoline & Oil	\$1,875	\$0	\$1,875	\$1,875	\$1,875	\$7,500	\$7,500
55221 Tools	\$750	\$0	\$750	\$750	\$750	\$3,000	\$2,000
55230 Chemicals	\$0	\$23,000	\$0	\$0	\$0	\$23,000	\$22,450
55235 Refund Exp.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$1,500
55260 Protective Clothing	\$700	\$700	\$700	\$700	\$700	\$3,500	\$2,500
55410 Memberships	\$0	\$0	\$0	\$0	\$3,000	\$3,000	\$2,000
55420 Training & Aids	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$4,000
56405 Computer System	\$0	\$0	\$0	\$0	\$13,250	\$13,250	\$13,250
57301 Miscellaneous	\$0	\$0	\$8,000	\$0	\$0	\$8,000	\$7,200
59200 Repay-Loan-GF	\$0	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000
59900 Depreciation	\$0	\$0	\$0	\$0	\$142,000	\$142,000	\$127,500
59912 Loss--Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$42,319</b>	<b>\$50,973</b>	<b>\$132,914</b>	<b>\$43,744</b>	<b>\$243,749</b>	<b>\$513,700</b>	<b>\$433,665</b>

**CAPITAL**

	Generation	Treatment & Testing	Meter Management	Distribution	Employee Administration	ITEM TOTAL	FY 2017-18
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	
58101 Capital Projects	\$1,049,975	\$70,000	\$0	\$0	\$0	\$1,119,975	
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0	\$0	\$120,285
<b>Total</b>	<b>\$1,049,975</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,119,975</b>	<b>\$120,285</b>

**FEES**

	Generation	Treatment & Testing	Meter Management	Distribution	Employee Administration	ITEM TOTAL	FY 2017-18
58001 Transfer of Reserves	\$0	\$0	\$0	\$0	\$114,450	\$114,450	\$65,600
59904 Support Service Fees	\$0	\$0	\$0	\$0	\$275,300	\$275,300	\$275,300
59906 Administration Fees	\$0	\$0	\$0	\$0	\$88,750	\$88,750	\$88,750
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$478,500</b>	<b>\$478,500</b>	<b>\$429,650</b>

<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$1,185,650</b>	<b>\$146,322</b>	<b>\$370,982</b>	<b>\$179,757</b>	<b>\$807,863</b>	<b>\$2,690,575</b>	<b>\$1,536,600</b>
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**TOWN OF BELLEAIR  
DETAIL OF EXPENDITURES  
WATER DEPARTMENT**

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Fees/Transfers</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$2,690,575</b>	<b>\$2,690,575</b>	<b>\$578,400</b>	<b>\$513,700</b>	<b>\$1,119,975</b>	<b>\$478,500</b>	<b>(\$0)</b>
<i>Wells</i>	\$509,900	\$1,100,321	\$38,891	\$11,455	\$1,049,975	\$0	-\$590,421
<i>Generation Maintenance</i>	\$0	\$41,015	\$29,176	\$11,839	\$0	\$0	-\$41,015
<i>Aeration</i>	\$0	\$14,032	\$12,645	\$1,388	\$0	\$0	-\$14,032
<i>Process Control</i>	\$0	\$30,282	\$12,645	\$17,638	\$0	\$0	-\$30,282
<i>Chemical Process</i>	\$975,650	\$38,796	\$9,745	\$29,051	\$0	\$0	\$936,854
<i>Chlorine Management</i>	\$0	\$98,096	\$9,745	\$18,351	\$70,000	\$0	-\$98,096
<i>Records</i>	\$0	\$9,430	\$5,859	\$3,571	\$0	\$0	-\$9,430
<i>Meter Maintenance</i>	\$5,000	\$143,031	\$44,690	\$98,341	\$0	\$0	-\$138,031
<i>Testing</i>	\$0	\$23,817	\$19,430	\$4,386	\$0	\$0	-\$23,817
<i>Usage/Leak Checks</i>	\$0	\$117,274	\$101,068	\$16,205	\$0	\$0	-\$117,274
<i>Upgrades/Additions</i>	\$0	\$55,879	\$50,519	\$5,359	\$0	\$0	-\$55,879
<i>Billing</i>	\$0	\$30,982	\$22,360	\$8,622	\$0	\$0	-\$30,982
<i>Water Lines</i>	\$588,350	\$89,348	\$54,405	\$34,943	\$0	\$0	\$499,002
<i>Valves</i>	\$600	\$55,968	\$50,519	\$5,449	\$0	\$0	-\$55,368
<i>Fire Hydrant Maintenance</i>	\$0	\$34,442	\$31,089	\$3,353	\$0	\$0	-\$34,442
<i>Plant Maintenance</i>	\$611,075	\$521,904	\$23,376	\$20,028	\$0	\$478,500	\$89,171
<i>Meetings/Communications</i>	\$0	\$49,352	\$27,262	\$22,090	\$0	\$0	-\$49,352
<i>Training/Certifications</i>	\$0	\$32,791	\$17,487	\$15,303	\$0	\$0	-\$32,791
<i>Scheduling/Payroll</i>	\$0	\$203,816	\$17,487	\$186,328	\$0	\$0	-\$203,816
<b>    Generation</b>	<b>\$509,900</b>	<b>\$1,185,650</b>	<b>\$93,356</b>	<b>\$42,319</b>	<b>\$1,049,975</b>	<b>\$0</b>	<b>(\$675,750)</b>
<i>Wells</i>	\$509,900	\$1,100,321	\$38,891	\$11,455	\$1,049,975	\$0	-\$590,421
<i>Generation Maintenance</i>	\$0	\$41,014.61	\$29,176	\$11,839	\$0	\$0	-\$41,015
<i>Aeration</i>	\$0	\$14,032.29	\$12,645	\$1,388	\$0	\$0	-\$14,032
<i>Process Control</i>	\$0	\$30,282.29	\$12,645	\$17,638	\$0	\$0	-\$30,282
<b>    Treatment &amp; Testing</b>	<b>\$975,650</b>	<b>\$146,322</b>	<b>\$25,349</b>	<b>\$50,973</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$829,328</b>
<i>Chemical Process</i>	\$975,650	\$38,796.31	\$9,745	\$29,051	\$0	\$0	\$936,854
<i>Chlorine Management</i>	\$0	\$98,096.31	\$9,745	\$18,351	\$70,000	\$0	-\$98,096
<i>Records</i>	\$0	\$9,429.58	\$5,859	\$3,571	\$0	\$0	-\$9,430
<b>    Meter Management</b>	<b>\$5,000</b>	<b>\$370,982</b>	<b>\$238,068</b>	<b>\$132,914</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$365,982)</b>
<i>Meter Maintenance</i>	\$5,000	\$143,031.08	\$44,690	\$98,341	\$0	\$0	-\$138,031
<i>Testing</i>	\$0	\$23,816.78	\$19,430	\$4,386	\$0	\$0	-\$23,817
<i>Usage/Leak Checks</i>	\$0	\$117,273.63	\$101,068	\$16,205	\$0	\$0	-\$117,274
<i>Upgrades/Additions</i>	\$0	\$55,878.62	\$50,519	\$5,359	\$0	\$0	-\$55,879
<i>Billing</i>	\$0	\$30,982.07	\$22,360	\$8,622	\$0	\$0	-\$30,982
<b>    Distribution</b>	<b>\$588,950</b>	<b>\$179,757</b>	<b>\$136,013</b>	<b>\$43,744</b>	<b>\$0</b>	<b>\$0</b>	<b>\$409,193</b>
<i>Water Lines</i>	\$588,350	\$89,348	\$54,405	\$34,943	\$0	\$0	\$499,002
<i>Valves</i>	\$600	\$55,968	\$50,519	\$5,449	\$0	\$0	-\$55,368
<i>Fire Hydrant Maintenance</i>	\$0	\$34,442	\$31,089	\$3,353	\$0	\$0	-\$34,442
<b>Employee Administration</b>	<b>\$611,075</b>	<b>\$807,863</b>	<b>\$85,614</b>	<b>\$243,749</b>	<b>\$0</b>	<b>\$478,500</b>	<b>(\$196,788)</b>
<i>Plant Maintenance</i>	\$611,075	\$521,904.18	\$23,376	\$20,028	\$0	\$478,500	\$89,171
<i>Meetings/Communications</i>	\$0	\$49,352	\$27,262	\$22,090	\$0	\$0	-\$49,352
<i>Training/Certifications</i>	\$0	\$32,791	\$17,487	\$15,303	\$0	\$0	-\$32,791
<i>Scheduling/Payroll</i>	\$0	\$203,816	\$17,487	\$186,328	\$0	\$0	-\$203,816



# **CAPITAL EQUIPMENT REPLACEMENT FUND**



## TOWN OF BELLEAIR CAPITAL EQUIPMENT REPLACEMENT FUND EXPENDITURE SCHEDULE

### Administration - 513100

Vehicles	Purchase Price	Purchase Year	Replacement Year	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23
17' FORD 4D FUSION HYBRID	\$27,613.51	2017	2022	\$3,314	\$3,314	\$3,314	\$3,314	\$0
17 Ford Escape	\$24,401.50	2017	2022	\$0	\$0	\$0	\$0	\$0
17 Ford Explorer	\$30,169.00	2017	2022	\$3,620	\$3,620	\$3,620	\$3,620	\$0
				<b>\$6,934</b>	<b>\$6,934</b>	<b>\$6,934</b>	<b>\$6,934</b>	<b>\$0</b>

### Support Services - 519000

Capital Equipment	Replacement Year	Yearly Set Aside
Network Upgrades	Ongoing	\$5,000
ERP UPGRADE addtl	Ongoing	\$5,000
Air Conditioning/2021	Ongoing	\$10,000
Shortel Phones	2026-27	\$2,500
	<b>Total</b>	<b>\$22,500</b>

Vehicles	Purchase Price	Purchase Year	Replacement Year	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23
13' Ford Fusion	\$18,934.00	2013	2018	\$0	\$0	\$0	\$0	\$0
17' Transit Connect	\$25,219.00	2017	2022	\$3,026	\$3,026	\$3,026	\$3,026	\$0
				<b>\$3,026</b>	<b>\$3,026</b>	<b>\$3,026</b>	<b>\$3,026</b>	<b>\$0</b>

### Police - 521000

Capital Equipment	Replacement Year	Yearly Set Aside
18 MPID Tasers and Acc./2016	Ongoing	\$2,500
Radio System	2028	\$1,000
Firearms	Ongoing	
Vehicle Computers/other tech	Ongoing	
	<b>Total</b>	<b>\$3,500</b>

Vehicles	Purchase Price	Purchase Year	Replacement Year	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23
15' Ford Explorer Interceptor	\$37,678.00	2015	2020	\$4,521	\$4,521	\$0	\$0	\$0
15' Ford Explorer Interceptor	\$37,678.00	2015	2020	\$4,521	\$4,521	\$0	\$0	\$0
15' Ford F150 (LT)	\$29,036.00	2015	2020	\$3,484	\$3,484	\$0	\$0	\$0
15' Ford Explorer Interceptor	\$28,961.00	2015	2020	\$3,475	\$3,475	\$0	\$0	\$0
17' Ford Fusion (Confidential)	\$21,780.50	2017	2022	\$2,614	\$2,614	\$2,614	\$2,614	\$0
17' Ford Explorer Interceptor	\$30,015.00	2017	2022	\$3,602	\$3,602	\$3,602	\$3,602	\$0
17' Ford Explorer Interceptor	\$28,211.00	2017	2022	\$3,385	\$3,385	\$3,385	\$3,385	\$0
14' Ford Fusion SE (Confidential)	\$24,668.50	2014	2019	\$2,960	\$0	\$0	\$0	\$0
14' Ford Explorer Interceptor	\$31,000.00	2014	2019	\$3,720	\$0	\$0	\$0	\$0
				<b>\$32,282</b>	<b>\$25,602</b>	<b>\$9,601</b>	<b>\$9,601</b>	<b>\$0</b>

### Public Works - 572100

Capital Equipment	Replacement Year	Yearly Set Aside
Steerloader/2020	2023	\$4,500
Generators	Ongoing	\$10,000
General Equipment	Ongoing	\$1,000
Vactron Trailer	Ongoing	\$8,000
John Deere Tractor,Frontloader/2016	2026	\$1,500
Quickview Haloptic System Camera	Ongoing	\$1,550
Toro Mower Stock	Ongoing	\$2,700
Reel Mower	2025	\$2,000
14' Dump Trailer	Ongoing	\$550
	<b>Total</b>	<b>\$31,800</b>

**TOWN OF BELLEAIR  
CAPITAL EQUIPMENT REPLACEMENT FUND  
EXPENDITURE SCHEDULE**

Vehicles	Purchase Price	Purchase Year	Replacement Year	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23
16' FORD F250 Utility Body W/ Pipe Rack	\$34,638.00	2016	2021	\$4,157	\$4,157	\$4,157	\$0	\$0
17 Ford F150	\$26,468.00	2017	2022	\$3,176	\$3,176	\$3,176	\$3,176	\$0
17 Ford F150	\$24,402.00	2017	2022	\$2,928	\$2,928	\$2,928	\$2,928	\$0
99' GMC Bucket Truck	\$18,810.00	2013	2018	\$0	\$0	\$0	\$0	\$0
13' Ford F250 Supercab	\$22,741.50	2015	2020	\$0	\$0	\$0	\$0	\$0
14' Ford F350 Supercab Dump	\$41,428.00	2013	2018	\$0	\$0	\$0	\$0	\$0
				<b>\$10,261</b>	<b>\$10,261</b>	<b>\$10,261</b>	<b>\$6,104</b>	<b>\$0</b>

**Recreation - 572200**

Capital Equipment	Replacement Year	Yearly Set Aside
Recpro Software/2021	Ongoing	\$2,000
Playground West/2026	TBD	\$3,400
Playground East	TBD	\$1,400
Tennis Court Refinish/2016	TBD	\$2,000
Toro MD Utility Vehicle	Ongoing	\$1,300
Gym Floor Resurface	2026	\$1,500
	<b>Total</b>	<b>\$11,600</b>

Vehicles	Purchase Price	Purchase Year	Replacement Year	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23
17 Ford T-350 Transit	\$33,390.00	2017	2022	\$4,007	\$4,007	\$4,007	\$4,007	\$0
17 Ford T-350 Transit	\$30,588.00	2017	2022	\$3,671	\$3,671	\$3,671	\$3,671	\$0
17 Ford F150	\$27,941.50	2017	2022	\$3,353	\$3,353	\$3,353	\$3,353	\$0
12' Ford Explorer 4x4 (Expedition XL)	\$27,790.00	2012	2017	\$0	\$0	\$0	\$0	\$0
				<b>\$11,031</b>	<b>\$11,031</b>	<b>\$11,031</b>	<b>\$11,031</b>	<b>\$0</b>

# **INFRASTRUCTURE FUND**





# INFRASTRUCTURE PROJECTS

**CONSTRUCTION  
PROJECT SUPERVISOR**  
Keith Bodeker



## 2018 ACCOMPLISHMENTS

- Began construction on Magnolia and Wall parks
- ABM Projects
- Major street light replacements
- Harold's Lake Cleanout

## 2019 PROJECTS

- Magnolia and Wall park project completed
- Pinellas Road/Ponce de Leon Boulevard Phase II construction
- Palmetto Road
- Carl Avenue
- Bluff edge study
- Indian Rocks Road from Poinsettia to Rosery

## FUND OVERVIEW

The Infrastructure Fund within Belleair is just one of the many that need to be managed and maintained. This fund houses revenues like the Infrastructure Millage, Penny for Pinellas, and Southwest Florida Water Management District grants. It also holds expenditures related to capital improvement projects, such as:

- *Studies*
- *Construction Costs*
- *Engineering Services*

The Capital Improvement Plan is a tool utilized to facilitate the planning, control, and execution of the functions of government. The plan spans five-years and serves as a guide for financial planning when it comes to capital improvement projects. It also helps to document and identify any changes required for future projects.

For the fiscal year 2018-2019, there are twelve projects scheduled, with five projects categorized as high-priority, in addition to two studies.

## REVENUE SOURCES

While there are many revenue sources that help to fund capital improvement projects, there are a few primary accounts that make up a large portion of the inflow.

- **Infrastructure Mill** - Every year the Town of Belleair will determine a millage rate for taxation. This rate is then divided between the General and Infrastructure Funds. This year the millage was set at 6.5000, with 5.7500 dedicated for the General Fund, and the remaining 1.2500 sent to Infrastructure Fund.
- **Penny for Pinellas** - Pinellas County has a sales surtax of 1% which is divided between municipalities that opt in to an interlocal agreement. The Penny for Pinellas is estimated to distribute \$850 million amongst the 24 municipalities in the coming years.
- **Southwest Florida Water Management District (SWFWMD) Grant** - SWFWMD is a regional agency established to protect and preserve water resources. The organization holds a Cooperative Funding Initiative (CFI) program which covers up to 50% of project expenditures related to water resources, conservation efforts, and flood protection.

## CAPITAL IMPROVEMENT PROJECTS

### **PINELLAS/PONCE - \$3,300,000 and \$783,000**

Phase II of this project includes roadway reconstruction, stormwater treatment and conveyance, underdrain facilities and utility improvements, as well as landscape improvement. The scope of Phase II runs from Ponce de Leon Boulevard to Oleander and through the out fall. This project currently sits at a high priority for the Town. Pinellas/Ponce is a cooperative funding candidate for SWFWMD, meaning that half of the project has been approved and funded by a grant.

Phase III of this project also includes roadway reconstruction and improvements, much like Phase II, but this focuses on the segment of roads running from Indian Rocks Road to Osceola, as well as some portion of Pinellas Road.

### **PONCE DE LEON BOULEVARD (Roundabout to Trail) - \$2,035,000**

As a high priority for drainage and safety, this project will require a new stormwater collection system and an upsizing of existing piping. Also needed is full-depth reconstruction, landscape replacement, watermain replacement, and multimodal upgrades.



**Alligator cracking along Pinellas**

# INFRASTRUCTURE PROJECTS

## **PALMETTO ROAD - \$750,000**

This project currently sits as one of the highest priorities for the Town as there is roadway failure in the current condition. The road requires a full depth reconstruction as safety and structural integrity is a priority.

## **CARL AVENUE - \$691,000**

This project consists of a full-depth reconstruction of Carl Road and an improvement of utilities. As well as a possible mill and resurfacing of surrounding roads in the basin. This road has significant drainage, safety, and structural problems.

## **INDIAN ROCKS ROAD (Poinsettia to Rosery) - \$825,000**

This section of Indian Rocks Road will require full-depth roadway reconstruction, installation of a stormwater collection system and underdrain, utility improvement and multimodal upgrades.



***Asphalt degradation along Palmetto Road***

**TOWN OF BELLEAIR  
CAPITAL IMPROVEMENT PLAN  
FY 2018-19 THROUGH FY 2022-23**

<b>Revenues</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
Infrastructure Mill (1.2500)	\$908,900	\$999,850	\$1,041,950	\$1,138,200	\$1,186,100
Penny for Pinellas	\$494,800	\$504,700	\$514,800	\$525,100	\$535,600
Electric Utility Tax	\$430,000	\$430,000	\$430,000	\$430,000	\$430,000
SWFWMD Grant					
<i>Pinellas</i>	\$1,375,000				
<i>Bayview</i>		\$50,000.00	\$139,320	\$580,500	\$580,500
<i>Belleair Creek</i>					
<i>Bluff</i>					
LAP (Federal) Funding (Targets)					
Other Governments				\$500,000	\$3,000,000
Stormwater Management Grant					
Intergovernmental Services Rendered					
Stormwater Fee	\$337,400	\$337,400	\$337,400	\$337,400	\$337,400
Interest					
Donations	\$50,000				
Reserves Prior Years	\$3,735,600				
PY PO Rev					
AHLF Property Sale			\$3,000,000		
Loan Proceeds		\$4,000,000			
AMOUNT TO BALANCE					
<b>Totals</b>	<b>\$7,331,700</b>	<b>\$6,321,950</b>	<b>\$5,463,470</b>	<b>\$3,511,200</b>	<b>\$6,069,600</b>

<b>Expenditures</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
Park Improvements	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Street Light Replacement	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Capital Parks					
<i>Magnolia/Wall</i>	\$100,000				
Street Signs	\$15,000	\$10,000			
Harold's Lake Cleanout					\$225,000
ABM Electrical and Roofing					
ABM Field Lighting					
ABM Base Scope					
Small Roadway Projects					
<i>Pavement Management/Resurfacing</i>	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
<i>Sidewalk/Curb Management</i>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<i>Point Repairs</i>	\$105,500	\$116,500	\$142,500	\$147,500	\$147,500

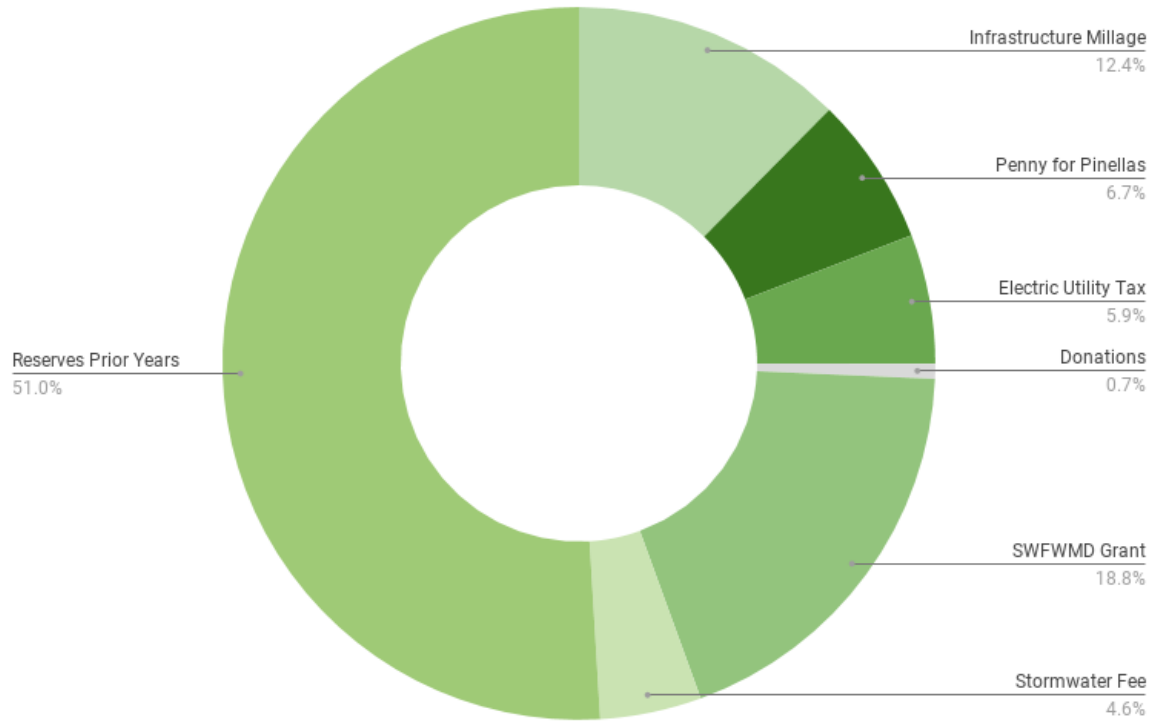
<b>Projects Years 1-5</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
<b>Pinellas/Ponce(Phase 2)</b>					
<i>Professional Services</i>					
<i>Construction</i>	\$3,300,000				
<b>Palmetto</b>					
<i>Professional Services</i>					
<i>Construction</i>	\$750,000				
<b>Carl</b>					
<i>Professional Sevices</i>	\$60,000				
<i>Construction</i>	\$600,000				
<i>Shirley/Varona/Sunny/Barb (Op)</i>	\$31,000				

**TOWN OF BELLEAIR  
CAPITAL IMPROVEMENT PLAN  
FY 2018-19 THROUGH FY 2022-23**

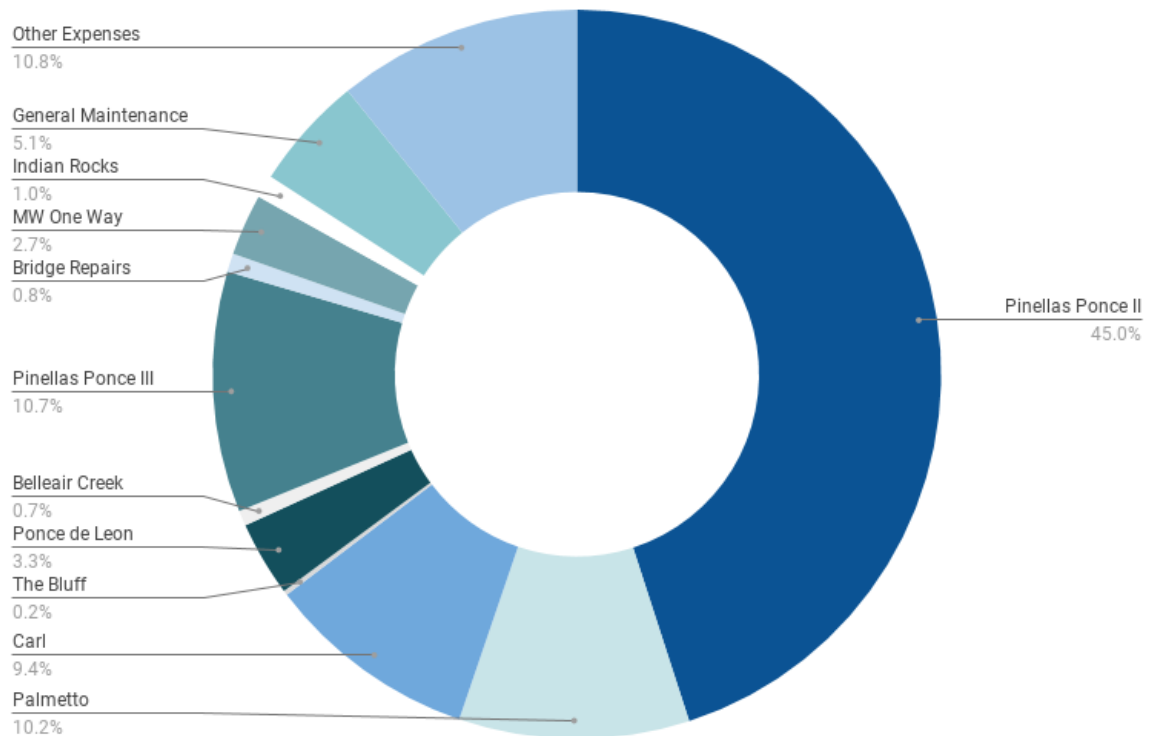
<b>Belforest</b>						
	<i>Construction</i>					
<b>Bayview Bridge to IRR</b>						
	<i>Professional Services</i>		\$27,864.00	\$278,640		
	<i>Construction</i>				\$1,161,000	\$1,161,000
<b>The Bluff</b>						
	<i>Study</i>	\$15,000	\$100,000			
	<i>Point Repairs</i>					
	<i>Professional Services (Conceptual)</i>			\$600,000		
	<i>Construction (Conceptual)</i>				\$5,000,000	
	<i>Seawall Replacement</i>				\$220,000	
<b>Belleair Creek (Ponce to Bridge)</b>						
	<i>Study</i>	\$50,000				
	<i>Professional Services (Conceptual)</i>					\$850,000
	<i>Construction (Conceptual)</i>					\$5,000,000
	<i>Point Repairs</i>					
<b>Ponce from Roundabout to Trail</b>						
	<i>Professional Services (Conceptual)</i>	\$244,200				
	<i>Construction (Conceptual)</i>		\$1,017,500	\$1,017,500		
<b>Pinellas/Ponce(Phase 3)</b>						
	<i>Professional Services</i>	\$32,000				
	<i>Construction</i>	\$750,000				
<b>Bridge Repairs</b>						
	<i>Engineering</i>					
	<i>Scour Protection</i>	\$60,000				
	<i>Seawall Repairs</i>					
	<i>Grout/Deck Repair</i>					
	<i>Replacement</i>					
<b>Magnolia Wall/One Way (Concept)</b>						
	<i>Professional Services</i>	\$15,000				
	<i>Construction</i>	\$185,000				
<b>IRR (Poinsettia to Rosery)</b>						
	<i>Professional Services</i>	\$75,000				
	<i>Construction</i>		\$750,000			
	<i>Point Repairs/Overlay</i>					
<b>Other Expenses</b>						
<b>Transfer to Reserves</b>						
<b>Transfer to 401</b>						
	<b>BB&amp;T Debt Service</b>	\$715,000	\$875,000	\$875,000	\$875,000	\$875,000
	<b>ABM Loan Debt Service</b>	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000
	<b>GF Debt Service</b>					
	<b>Totals</b>	<b>\$7,331,700</b>	<b>\$3,125,864</b>	<b>\$3,142,640</b>	<b>\$7,632,500</b>	<b>\$8,487,500</b>
	<b>Fund Balance</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
	<i>Total Expenditures</i>	\$7,331,700	\$3,125,864	\$3,142,640	\$7,632,500	\$8,487,500
	<i>Total Revenue</i>	\$7,331,700	\$6,321,950	\$5,463,470	\$3,511,200	\$6,069,600
	<b>Change in Fund Balance</b>	<b>\$0</b>	<b>\$3,196,086</b>	<b>\$2,320,830</b>	<b>(\$4,121,300)</b>	<b>(\$2,417,900)</b>
	<b>Ending Fund Balance</b>	<b>\$5,790,135</b>	<b>\$8,986,221</b>	<b>\$11,307,051</b>	<b>\$7,185,751</b>	<b>\$4,767,851</b>

# TOWN OF BELLEAIR DETAIL OF REVENUES AND EXPENDITURES INFRASTRUCTURE FUND

Infrastructure Revenue Detail



Infrastructure Expenditure Detail





# **MINOR FUNDS**





# TOWN OF BELLEAIR MINOR FUNDS DETAIL OF REVENUES AND EXPENDITURES

## Local Gas Option Tax Grant (Fund 110)

The Local Option Gas Tax Fund was created to account for the proceeds from the local option fuel tax as levied by the Pinellas County, Florida Board of County Commissioners. The current interlocal agreement between the Town of Belleair and Pinellas County maintains the County share of the total fuel tax levied is 60% and the municipal share is 40%. Of the 40% of total fuel taxes levied by municipalities, the Town's allocable portion is 0.0059.

REVENUES					EXPENDITURES				
Account	Object	FY 2018-19	FY 2017-18	Change	Account	Object	FY 2018-19	FY 2017-18	Change
312400	Gas Tax	\$57,000	\$55,050	\$1,950	56402	Cars	\$0	\$34,300	-\$34,300
361000	Interest	\$0	\$0	\$0	58001	Transfer of Reserves	\$57,000	\$55,050	\$1,950
381000	Reserves (Prior Years)	\$0	\$98,150	-\$98,150	58105	Transfer to	\$0	\$0	\$0
381200	Transfer from 301	\$0	\$0	\$0	58114	Transfer to 305	\$0	\$0	\$0
		<b>\$57,000</b>	<b>\$153,200</b>	<b>-\$96,200</b>	58115	Transfer to 001	\$0	\$63,850	-\$63,850
							<b>\$57,000</b>	<b>\$153,200</b>	<b>-\$96,200</b>

## Tree Replacement Fund (Fund 113)

The Tree Replacement Fund accounts for funds for Town beautification.

REVENUES					EXPENDITURES				
Account	Object	FY 2018-19	FY 2017-18	Change	Account	Object	FY 2018-19	FY 2017-18	Change
320100	Tree Permits	\$10,000	\$10,000	\$0	54685	Tree Replace	\$10,000	\$15,000	-\$5,000
341800	Building Permits	\$0	\$0	\$0	57283	Tree Grant	\$0	\$0	\$0
361000	Interest	\$0	\$0	\$0	58114	Transfer to 305	\$0	\$0	\$0
366900	Donations - Recreation	\$0	\$0	\$0	58115	Transfer to 001	\$0	\$0	\$0
381000	Reserves (Prior Years)	\$0	\$5,000	-\$5,000			<b>\$10,000</b>	<b>\$15,000</b>	<b>-\$5,000</b>
3814000	Transfer from 001	\$0	\$0	\$0					
		<b>\$10,000</b>	<b>\$15,000</b>	<b>-\$5,000</b>					

## Wastewater Management Fund (Fund 403)

The Town sold the wastewater system to Pinellas County in Fiscal Year 2006 and since the sale, the Town has continued to manage billing operation for wastewater servers.

REVENUES					EXPENDITURES				
Account	Object	FY 2018-19	FY 2017-18	Change	Account	Object	FY 2018-19	FY 2017-18	Change
343500	Wastewater Utility	\$1,000,000	\$750,000	\$250,000	53170	Wastewater Expense	\$1,000,000	\$750,000	\$250,000
361000	Interest	\$0	\$0	\$0	58110	Transfer to 401	\$55,000	\$55,000	\$0
369000	Miscellaneous	\$0	\$0	\$0			<b>\$1,055,000</b>	<b>\$805,000</b>	<b>\$250,000</b>
370201	Reserves	\$55,000	\$55,000	\$0					
		<b>\$1,055,000</b>	<b>\$805,000</b>	<b>\$250,000</b>					



# **DEBT OBLIGATIONS**

## **DEBT OBLIGATIONS**

The debt management policies as outlined by the Town of Belleair's fiscal policies states that:

1. For financial management policy purposes, long-term borrowing includes bonds, notes and capitalized leases.
2. Long-term borrowing will not be used to finance current operations or normal maintenance.
3. All long-term borrowing will be repaid within a period not to exceed the expected useful lives of the capital programs financed by the debt.
4. For any fund that is supported by long-term borrowing, an annual revenue analysis shall be performed to ensure that the fees or rates are sufficient to meet the debt requirements (debt service, covenants, etc.).

### **Capital Improvement Revenue Bond**

Several years ago, the Town Commission and staff devised a capital improvement plan that addressed the significant deterioration and failure of portions of the town's roadway and drainage systems. Chief among a multitude of drainage issues were concerns that much of the concrete pipe, particularly on the west side of town, was undersized, and in many cases collapsed or compromised. Additionally, stormwater regulations were requiring more treatment of the effluent prior to its eventual discharge into the bay. The resulting total improvement and repair plan costs easily exceeded \$10 million dollars, which were outside of the current financial capacity of the town which was utilizing a pay-as-you-go methodology. The decision was made in September 2012 to let a \$ 10 million dollar revenue bond, payable over 20 years, to jumpstart the capital improvement plan. Bond conditions required that the bond proceeds would need to be completely spent within the first three years of the issuance.

No. R-1

\$10,000,000.00

Dated: September 21, 2012

Due: October 1, 2032

**TOWN OF BELLEAIR  
CAPITAL IMPROVEMENT REVENUE BOND, SERIES 2012**

KNOW ALL MEN BY THESE PRESENTS, that the Town of Belleair, Florida, a municipal corporation created and existing under and by virtue of the laws of the State of Florida (the "Issuer"), for value received, hereby promises to pay to Branch Banking and Trust Company, a North Carolina banking corporation (the "Bank"), or registered assigns, the principal sum of TEN MILLION AND 00/100 DOLLARS (\$10,000,000.00), or so much thereof as advanced to the Issuer from the Bank, and to pay interest thereon, from the date of the delivery of this Bond to the purchaser thereof solely from the special funds hereinafter mentioned, at the rate of three and 61/100 percent (3.61%) per annum, subject to adjustment as provided herein, payable on the dates and in the amounts set forth on Schedule 1 attached hereto. The principal and interest of this Bond shall be payable in lawful money of the United States of America. Payment of interest on this Bond on any interest payment date will be made to the person appearing as the registered owner hereof, on the Bond registration books of the Issuer maintained by the Registrar on the 15th day of the month preceding such date (whether or not a business day), such interest to be paid by check or draft mailed to the registered owner at his address as it appears on such registration books.

This Bond is issued to finance a part of the cost of certain capital improvements of the Issuer, hereinafter referred to as the "Project," and other allowable costs, under the authority of and in full compliance with the Constitution and Statutes of the State of Florida, particularly Chapter 166, Part II, Florida Statutes, and a resolution duly adopted by the Issuer on September 19, 2012 (the "Resolution"), and is subject to all the terms and conditions of such Resolution. All capitalized, undefined terms used herein shall have the meanings set forth in the Resolution.

This Bond and the interest hereon are payable solely from and secured by a lien on the Pledged Revenues of the Issuer and to the extent the same are insufficient to pay all of the principal and interest on the Bond, the Issuer has covenanted to budget and appropriate in its annual budget, by amendment, if necessary, from Non-Ad Valorem Funds lawfully available in each Fiscal Year, amounts necessary to pay all sums coming due on the Bond in that Fiscal Year.

It is expressly agreed by the owner of this Bond that the full faith and credit of the Issuer is not pledged to the payment of the principal of and interest on this Bond and that such owner shall never have the right to require or compel the exercise of any ad valorem taxing power of the Issuer to the payment of such principal or interest or the cost of maintaining, repairing and operating the Project. The owner of this Bond shall have no lien upon or claim to any revenues except for the Pledged Revenues, all in the manner set forth in the Resolution. This Bond and the obligation evidenced hereby shall not constitute a lien upon the Project or any part thereof, or upon any other property of the Issuer or situated within its corporate limits, but shall constitute a lien only on the Pledged Revenues, all in the manner provided in the Resolution.

The Bond shall be subject to prepayment on any scheduled principal payment date prior to maturity, in whole, but not in part, at the option of the Issuer, at a redemption price equal to 101% of the principal amount thereof plus accrued interest thereon, if any, to the date of redemption.

Notice of such prepayment shall be given not less than five (5) days prior to the prepayment date, by deposit in the U.S. mails, postage prepaid, to the registered owner of the Bond at its address as it

appears on the registration books to be maintained in accordance with the terms hereof. Notwithstanding anything herein or in the Resolution to the contrary, the holder hereof shall not be required to surrender this Bond for redemption until the Holder is in receipt of the appropriate redemption price plus accrued interest.

If (i) there is a Determination of Taxability (as defined below) or (ii) this Bond shall not be “a qualified tax exempt obligation” as defined in Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, then the Bondholder shall have the right to adjust the interest rate to obtain the same after-tax yield as if such events had not occurred. The obligation of the Issuer contained herein with respect to the payment of amounts required to be paid in the event of a Determination of Taxability shall survive the payment in full of this Bond. As used herein, “Determination of Taxability” means a final decree or judgment of any Federal court or a final action of the Internal Revenue Service determining that interest paid or payable on this Bond is or was includable in the gross income of the Registered Owner for Federal income tax purposes; provided, that no such decree, judgment, or action will be considered final for this purpose, however, unless the Issuer has been given written notice and, if it is so desired and is legally allowed, has been afforded the opportunity to contest the same, either directly or in the name of the Registered Owner, and until the conclusion of any appellate review, if sought.

It is hereby certified and recited that all acts, conditions and things required to exist, to happen and to be performed precedent to and in the issuance of this Bond, exist, have happened and have been performed, in regular and due form and time as required by the laws and Constitution of the State of Florida applicable thereto, and that the issuance of this Bond, and of the issue of Bonds of which this Bond is one, does not violate any constitutional, statutory or charter limitations or provisions.

This Bond is and has all the qualities and incidents of negotiable instruments under the Uniform Commercial Code - Investment Securities Law of the State of Florida.

This Bond is transferable by the owner hereof in person or by his attorney or legal representative at the office of the Registrar in the manner and subject to the conditions provided in the Resolution.

IN WITNESS WHEREOF, the Town of Belleair, Florida, has issued this Bond and has caused the same to be executed in its name and on its behalf by its Mayor and its corporate seal to be impressed hereon, attested and countersigned by its Clerk, all as of September 21, 2012.

TOWN OF BELLEAIR, FLORIDA

(SEAL)

By: \_\_\_\_\_  
Mayor

ATTESTED AND COUNTERSIGNED:

\_\_\_\_\_  
Town Clerk

ASSIGNMENT

For valuable consideration, the \_\_\_\_\_ acting through the \_\_\_\_\_ does hereby assign, transfer and deliver to \_\_\_\_\_ all of its right, title and interest in and to this Bond and all rights belonging or appertaining to the assignor under and by virtue of this Bond.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Witnesses:



### Amortization Schedule

<u>Date</u>	<u>Total Payment</u>	<u>Interest</u>	<u>Principal</u>	<u>Fiscal Year</u>	<u>Annual Payment</u>	<u>Remaining Balance</u>
4/1/2013	\$190,527.78	\$190,527.78		<b>2012-13</b>	\$190,527.78	\$14,032,189.50
10/1/2013	\$520,500.00	\$180,500.00	\$340,000.00			
4/1/2014	\$174,363.00	\$174,363.00		<b>2013-14</b>	\$694,863.00	\$13,337,326.50
10/1/2014	\$539,363.00	\$174,363.00	\$365,000.00			
4/1/2015	\$167,774.75	\$167,774.75		<b>2014-15</b>	\$707,137.75	\$12,630,188.75
10/1/2015	\$542,774.75	\$167,774.75	\$375,000.00			
4/1/2016	\$161,006.00	\$161,006.00		<b>2015-16</b>	\$703,780.75	\$11,926,408.00
10/1/2016	\$551,006.00	\$161,006.00	\$390,000.00			
4/1/2017	\$153,966.50	\$153,966.50		<b>2016-17</b>	\$704,972.50	\$11,221,435.50
10/1/2017	\$558,966.50	\$153,966.50	\$405,000.00			
4/1/2018	\$146,656.25	\$146,656.25		<b>2017-18</b>	\$705,622.75	\$10,515,812.75
10/1/2018	\$566,656.25	\$146,656.25	\$420,000.00			
4/1/2019	\$139,075.25	\$139,075.25		<b>2018-19</b>	\$705,731.50	\$9,810,081.25
10/1/2019	\$574,075.25	\$139,075.25	\$435,000.00			
4/1/2020	\$131,223.50	\$131,223.50		<b>2019-20</b>	\$705,298.75	\$9,104,782.50
10/1/2020	\$581,223.50	\$131,223.50	\$450,000.00			
4/1/2021	\$123,101.00	\$123,101.00		<b>2020-21</b>	\$704,324.50	\$8,400,458.00
10/1/2021	\$588,101.00	\$123,101.00	\$465,000.00			
4/1/2022	\$114,707.75	\$114,707.75		<b>2021-22</b>	\$702,808.75	\$7,697,649.25
10/1/2022	\$594,707.75	\$114,707.75	\$480,000.00			
4/1/2023	\$106,043.75	\$106,043.75		<b>2022-23</b>	\$700,751.50	\$6,996,897.75
10/1/2023	\$606,043.75	\$106,043.75	\$500,000.00			
4/1/2024	\$97,018.75	\$97,018.75		<b>2023-24</b>	\$703,062.50	\$6,293,835.25
10/1/2024	\$612,018.75	\$97,018.75	\$515,000.00			
4/1/2025	\$87,723.00	\$87,723.00		<b>2024-25</b>	\$699,741.75	\$5,594,093.50
10/1/2025	\$622,723.00	\$87,723.00	\$535,000.00			
4/1/2026	\$78,066.25	\$78,066.25		<b>2025-26</b>	\$700,789.25	\$4,893,304.25
10/1/2026	\$633,066.25	\$78,066.25	\$555,000.00			
4/1/2027	\$68,048.50	\$68,048.50		<b>2026-27</b>	\$701,114.75	\$4,192,189.50
10/1/2027	\$643,048.50	\$68,048.50	\$575,000.00			
4/1/2028	\$57,669.75	\$57,669.75		<b>2027-28</b>	\$700,718.25	\$3,491,471.25
10/1/2028	\$652,669.75	\$57,669.75	\$595,000.00			
4/1/2029	\$46,930.00	\$46,930.00		<b>2028-29</b>	\$699,599.75	\$2,791,871.50
10/1/2029	\$661,930.00	\$46,930.00	\$615,000.00			
4/1/2030	\$35,829.25	\$35,829.25		<b>2029-30</b>	\$697,759.25	\$2,094,112.25
10/1/2030	\$675,829.25	\$35,829.25	\$640,000.00			
4/1/2031	\$24,277.25	\$24,277.25		<b>2030-31</b>	\$700,106.50	\$1,394,005.75
10/1/2031	\$684,277.25	\$24,277.25	\$660,000.00			
4/1/2032	\$12,364.25	\$12,364.25		<b>2031-32</b>	\$696,641.50	\$697,364.25
10/1/2032	\$697,364.25	\$12,364.25	\$685,000.00			
				<b>2032-33</b>	\$697,364.25	\$0.00
<b>Total</b>	<b>\$14,222,717.28</b>	<b>\$4,222,717.28</b>	<b>\$10,000,000.00</b>			



## GLOSSARY

<b>ACCRUAL BASIS</b>	The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.
<b>AD VALOREM TAX</b>	A tax levied in proportion to the assessed value of real property (taxable land and improvements thereon). Also known as property tax.
<b>ANNUAL FINANCIAL REPORT</b>	Financial compendium published subsequent to the close of each fiscal year.
<b>APPROPRIATIONS</b>	Financial compendium published subsequent to the close of each fiscal year, encompassing all funds and financial activities of the Town during the previous year, including balance sheets, comparative listing of revenues and expenditures and statements of bonded indebtedness.
<b>ARBITRAGE</b>	Classically, the simultaneous purchase and sale of the same or an equivalent security in order to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.
<b>ASSESSED VALUE</b>	Dollar value given to real estate, utilities and personal property, on which taxes are levied.
<b>ASSETS</b>	Resources owned or held which have monetary value.
<b>ATTRITION</b>	A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.
<b>AUTHORIZED POSITIONS</b>	Employee positions, which are authorized in the adopted budget. to be filled during the fiscal year
<b>AVAILABLE (UNDESIGNATED) RETAINED EARNINGS</b>	This refers to the funds remaining from prior years which are available for appropriation and expenditure in the current year. Also referred to as Unappropriated Retained Earnings.
<b>BALANCE SHEET</b>	The basic financial statement which discloses the assets, liabilities and equities of an entity at a specified date.
<b>BALANCED BUDGET</b>	A budget in which estimated revenues equal estimated expenditures.
<b>BOND (DEBT INSTRUMENT)</b>	A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.
<b>BONDED INDEBTEDNESS</b>	That portion of a governmental units indebtedness which is represented by outstanding bonds.
<b>BUDGET</b>	Financial plan consisting of estimated revenues and expenditures (and purposes) for a specified time. The operating budget provides for direct services and support functions of the Town (e.g. Police, Fire, Public

<b>BUDGET (Continued)</b>	Works, etc.). The capital budget (Capital Improvement Program) provides for improvements to the Town's infrastructure and facilities, and utilizes long-term financing instruments as well as operating revenues.
<b>BUDGET AMENDMENT</b>	Legal means by which an adopted expenditure authorization or limit is increased; includes publication, public hearing and Commission approval.
<b>BUDGET CALENDAR</b>	The schedule of key dates which a government follows in the preparation and adoption of the budget
<b>CAPITAL EXPENDITURES</b>	An expenditure which leads to the acquisition of a physical asset with a cost of at least five thousand dollars with a useful life of at least one year.
<b>CAPITAL IMPROVEMENT PROJECT BUDGET</b>	A long-range plan for the purchase or construction of physical assets such as buildings, streets and sewers. Capital Improvement Projects (CIP) cost in excess of \$25,000 and have a useful life of at least five years.
<b>TOWN COMMISSION</b>	Elected representatives that set policy, approve budget, determine ad valorem tax rates on property within Town limits, and evaluate job performance of Town Manager and Town Attorney.
<b>TOWN MANAGER</b>	The Town Manager is a professional administrator appointed by the Town Commission and serves as chief executive officer. The Manager carries out policies determined by the Town Commission.
<b>CONSTANT DOLLARS</b>	(a.k.a. Deflated Dollars; Real Dollars) An expression of purchasing power, determining the amount of money necessary to purchase goods and services today (or a given year) relative to the amount it would take to purchase the same goods and services during a base year. See Consumer Price Index (CPI).
<b>CONSUMER PRICE INDEX (CPI)</b>	A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, i.e., economic inflation. It tracks the prices of goods and services purchased by the average urban wage earner and average clerical worker. In this document the CPI is measured using March as the base period.
<b>CONTRACTUAL SERVICES</b>	Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.
<b>COST CENTER</b>	An organizational budget/operating unit within each City department or program, i.e., Traffic Enforcement Unit is a cost center within the Police Department's Patrol program.
<b>COST-OF-LIVING ADJUSTMENT (COLA)</b>	An increase in salaries to offset the adverse effect of inflation on compensation.
<b>DEBT</b>	An obligation resulting from the borrowing of money or the purchase of goods and services.
<b>DEBT SERVICE</b>	The payment of principal and interest on borrowed funds and required contributions to accumulate monies for future retirement of bonds.

<b>DEMOGRAPHY (DEMOGRAPHICS)</b>	The statistical study of human populations, especially as they relate to density, distribution, and vital statistics.
<b>ENCUMBRANCE</b>	An amount of money committed for the payment of goods and services not yet received.
<b>ENTERPRISE FUNDS</b>	Independent funds used to account for ongoing organizations and activities, which are supported primarily by user charges. The Enterprise Funds of the town are the Utilities Funds: Water, Wastewater and Solid Waste.
<b>EXPENDITURE</b>	Payment for goods and/or services provided.
<b>EXPENDITURE CATEGORIES</b>	<p>Belleair's expenditure categories encompass the following:</p> <ul style="list-style-type: none"> <li>• <b><i>Personnel Services:</i></b> Expenditures relating to personnel and associated costs (e.g., medical insurance, life insurance, pension, social security, workers' compensation, etc.).</li> <li>• <b><i>Operating Expenses:</i></b> Various costs incurred in the operation of a unit of government, including utility charges, office supplies, travel, postage, equipment rental, subscriptions, etc.</li> <li>• <b><i>Capital:</i></b> Expenditures for the acquisition of capital equipment, vehicles and machinery. These items have a cost exceeding \$5,000.</li> <li>• <b><i>Transfer:</i></b> Payments from one department or fund to another, generally for Capital Improvement Projects.</li> </ul>
<b>FIDUCIARY FUNDS</b>	Used to account for resources that are managed in a trustee capacity or as an agent for other parties or funds. The police pension fund is a fiduciary fund.
<b>FINANCIAL POLICIES</b>	The town's policies with respect to taxes, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
<b>FINANCIAL TREND MONITORING SYSTEM</b>	A series of inter-related financial factors and indicators developed by the International City Management Association to assess the financial condition of a local government based on historical and current fiscal and economic data.
<b>FISCAL YEAR (FY)</b>	Any consecutive twelve-month period designated as the official budget year, and at the end of which a government determines its financial position and results of operation. The city's fiscal year begins on October 1 and ends the next September 30.
<b>FRANCHISE TAXES/FEEES</b>	Charges levied against a corporation or individual by a local government in return for granting a privilege or permitting the use of public property.
<b>FRINGE BENEFITS</b>	Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security, retirement pension, medical, and life insurance plans.
<b>FULL TIME EQUIVALENT (FTE)</b>	Term used to convert the part-time employee positions to equate to full-time positions by dividing the total annual hours worked of the part-time employee by the total annual hours worked by the full-time employee.

<b>FUND ACCOUNTING</b>	Accounts organized on the basis of funds and groups of accounts each of which is considered to be a separate reporting entity. The operations of each fund is accounted for by providing a separate set of self-balancing accounts which comprise its assets, liability, fund equity, revenues and expenditures. In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust & Agency.
<b>GAAP</b>	General Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standards setting bodies.
<b>GASB ST. NO. 54</b>	Classifies fund balance of government funds into the following five categories: <ul style="list-style-type: none"> <li>• <b><i>Nonspendable:</i></b> generally means that it is not expected to be converted to cash</li> <li>• <b><i>Restricted:</i></b> funds with constraints placed on the use of resources, either externally by creditors or laws of other governments, or imposed by law through constitutional provisions of enabling legislation.</li> <li>• <b><i>Committed:</i></b> funds with constraints on use, imposed by formal action of the government's highest level of decision-making authority.</li> <li>• <b><i>Assigned:</i></b> amounts constrained by the government's intent to be used for a specific purpose, but are neither restricted nor committed.</li> <li>• <b><i>Unassigned:</i></b> this is the residual amount for the General Fund, and represents fund balance that has not been restricted, committed, or assigned.</li> </ul>
<b>GENERAL FUND</b>	Fund used to account for resources, such as property taxes, which are not designated or dedicated for a specific purpose.
<b>GENERAL FUND RESERVE</b>	Town Commission policy requires that the unappropriated retained earnings of the General Fund be maintained at no less than 20% of prior year's expenditures.
<b>GENERAL OBLIGATION BONDS</b>	When the Town pledges its full faith and credit to the repayment of the bonds it issues, than those bonds are general obligation (G.O.) bonds. In Florida G.O. bonds must be authorized by public referendum.
<b>GOVERNMENTAL FUNDS</b>	Funds primarily used to account for tax-supported serves (as distinguished from those services supported primarily from user charges). The three governmental fund types in the Town of Belleair are the general, special revenue, and capital projects.
<b>GRANTS</b>	Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity, or facility.
<b>HOMESTEAD EXEMPTION</b>	Pursuant to the Florida State Constitution, the first \$50,000 of assessed value of a home, which the owner occupies as principal residence, is exempt from property tax.
<b>INFRASTRUCTURE</b>	The physical assets of a government (e.g., streets, water and sewer systems, public buildings, parks, etc.).
<b>INFRASTRUCTURE TAX</b>	The one-cent sales tax in Pinellas County approved by voters for two

<b>INFRASTRUCTURE TAX (Continued)</b>	back-to-back ten year periods beginning in 1990. It may be spent only on capital infrastructure. It is also known as "Penny for Pinellas".
<b>INTERFUND TRANSFERS</b>	The movement of monies between funds of the same governmental entity.
<b>INTERGOVERNMENTAL REVENUES</b>	A major revenue category that includes all revenues received from federal, state, and other local government sources in the form of grants, shared revenues, and payment in lieu of taxes.
<b>LINE ITEM</b>	The smallest expenditure detail provided in department budgets. The line item also is referred to as an "object", with numerical "object codes" used to identify expenditures in the accounting system.
<b>LONG-TERM DEBT</b>	Debt with a maturity of more than one year including General Obligation Bonds, revenue bonds, special assessment bonds, notes, leases and contracts.
<b>NET BUDGET</b>	The legally adopted budget less all interfund transfers and inter-departmental charges.
<b>MILLAGE</b>	The tax rate on real property which generates ad valorem revenue. The millage rate is established annually and is based on \$1 per \$1,000 of taxable value.
<b>OPERATING BUDGET</b>	Plan of current expenditures and the proposed means of financing them. Operating expenditures include salaries, supplies, employee travel, postage, current debt service and transfer. (See Expenditure Categories).
<b>ORDINANCE</b>	A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution.
<b>PENNY FOR PINELLAS</b>	Florida State Sales Tax was increased from 6% to 7% in Pinellas County effective in February 1990. Initially approved for ten years, it was approved by voters for another ten years and will remain in effect until 2010. This revenue may be used only for capital infrastructure and specific public safety vehicle expenditures. It is also known as Infrastructure Tax.
<b>PER CAPITA</b>	An average per person estimate of a given factor.
<b>PERFORMANCE INDICATORS</b>	Measurable means of evaluating the effectiveness of a program in accomplishing its defined objectives.
<b>PRIOR YEAR ENCUMBRANCES</b>	Obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
<b>PROPERTY TAX</b>	A tax levied in proportion to the assessed value of real property (taxable land and improvements). Also known as ad valorem tax.

<b>PROPRIETARY FUNDS</b>	Used to account for the town's ongoing organizations and activities which are similar to those often found in the private sector operating on a "for profit" basis. These include the Enterprise and Internal Service Funds.
<b>RESOLUTION</b>	A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.
<b>RETAINED EARNINGS</b>	An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.
<b>REVENUE</b>	Income received by the town. These are receipts, which increase a fund's financial resources. They exclude: debt issue proceeds, increases in liabilities and contributions of fund capital in Enterprise and Internal Services Funds.
<b>ROLLED-BACK</b>	The millage rate which when applied to the tax base, would generate prior year tax revenues less allowance for new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations and deletions.
<b>MILLAGE RATE</b>	Rate used in calculating taxes based upon the value of property, expresses in mills per dollar of property value; a mill is equal to 0.1 percent.
<b>SPECIAL ASSESSMENT</b>	Compulsory contributions collected from the owners of property benefited by specific public improvements (paving, drainage, etc.) to defray costs of such improvements. Costs are apportioned according to the presumed relative benefits to the property.
<b>STORMWATER FEE</b>	A fee based on the amount of impermeable surface on a given property whose revenues fund stormwater infrastructure projects.
<b>SURPLUS</b>	An excess of the assets of a fund over its liabilities and reserved equity.
<b>TAX</b>	Compulsory charge levied by a government to finance services performed for the common benefit.
<b>TAXABLE VALUE</b>	The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.
<b>TAX COLLECTION RATIO</b>	Ratio of ad valorem taxes collected to total ad valorem taxes levied.
<b>TREND</b>	A systematic, measurable drift in a series of data, either positively or negatively, over a sustained period of time.
<b>TRIM ACT</b>	The "Truth in Millage" Act, incorporated in Florida Statutes 200.065, requires that property owners be notified by mail of the proposed property taxes for the next fiscal year based on "tentative" budgets approved by the City, County, School Board, and other taxing districts. The TRIM Act also includes specific requirements for newspaper advertisements of budget public hearings, and the content and order of business of the hearings.
<b>UNAPPROPRIATED</b>	Retained Earnings the funds remaining from prior years which are available for appropriation and expenditure in the current year. Also referred to as Available (Undesignated) Fund Balance.



<b>UTILITY TAX</b>	A tax levied by cities on the consumers on various utilities such as electricity, telephone, gas, water, etc.
<b>USER FEES</b>	The payment of a fee for a direct receipt of a public service by the party benefiting from the service. Also known as Charges for Service.



# **SUPPORTING DOCUMENTS**



# **ADMINISTRATION**



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT  
COMMUNICATIONS AND MARKETING**

**REVENUES**

	Public Outreach	Communication Projects	TOTAL
	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Public Outreach	Communication Projects	TOTAL
51100 Salaries Executive	\$0	\$0	\$0
51200 Salaries	\$17,549	\$18,686	\$36,235
52100 FICA	\$1,342	\$1,429	\$2,771
52200 Retirement/401k	\$1,579	\$1,682	\$3,261
52300 Health	\$3,233	\$3,443	\$6,676
52301 Medical Benefit	\$300	\$319	\$619
51500 Sick Leave	\$640	\$681	\$1,321
<b>Personnel Total</b>	<b>\$24,642</b>	<b>\$26,240</b>	<b>\$50,883</b>

<b>OPERATING</b>	Public Outreach	Communication Projects	TOTAL
53151 Professional Services	\$3,606	\$3,839	\$7,445
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0
54200 Postage	\$80	\$85	\$165
54620 Maint. Vehicle	\$50	\$53	\$103
54670 Maint. Equip	\$0	\$0	\$0
54700 Ordinance Codes	\$250	\$266	\$516
54930 Advertising	\$250	\$250	\$500
54940 Filing Fees	\$62	\$67	\$129
55100 Office Supplies	\$155	\$165	\$320
55101 Board Expenses	\$0	\$0	\$0
55210 Operating Supplies	\$227	\$242	\$468
55222 Records Mgmt Fees	\$0	\$0	\$0
55240 Uniforms	\$32	\$35	\$67
55260 Protective Clothing	\$12	\$13	\$26
55290 Elections	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

55420 Training and Aids	\$0	\$0	\$0
57900 Archives	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$4,725</b>	<b>\$5,015</b>	<b>\$9,740</b>

	Public Outreach	Communication Projects	TOTAL
<b>CAPITAL</b>			
57001 Vehicle Debt Service	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Public Outreach	Communication Projects	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$29,367</b>	<b>\$31,255</b>	<b>\$60,622</b>
	48.44%	51.56%	100.00%

**NET INCOME**

	Public Outreach	Communication Projects	TOTAL
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$29,367	\$31,255	\$60,622
<b>NET INCOME</b>	<b>-\$29,367</b>	<b>-\$31,255</b>	<b>-\$60,622</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

**LEGISLATIVE PROGRAMMING**

**REVENUES**

	Public/Board Meetings	Policy Management	Legislative Coordination	TOTAL
	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Public/Board Meetings	Policy Management	Legislative Coordination	TOTAL
51200 Salaries	\$29,872	\$8,988	\$26,303	\$65,163
52100 FICA	\$2,284	\$687	\$2,011	\$4,983
52200 Retirement/401k	\$2,688	\$809	\$2,367	\$5,864
52300 Health	\$5,504	\$1,656	\$4,846	\$12,006
52301 Medical Benefit	\$510	\$154	\$449	\$1,113
51500 Sick Leave	\$1,089	\$328	\$959	\$2,375
51100 Executive Salaries	\$9,600	\$0	\$0	\$9,600
<b>Personnel Total</b>	<b>\$51,547</b>	<b>\$12,621</b>	<b>\$36,936</b>	<b>\$101,105</b>

<b>OPERATING</b>	Public/Board Meetings	Policy Management	Legislative Coordination	TOTAL
53151 Prof. Svcs	\$6,138	\$1,847	\$5,404	\$13,389
54000 Travel/Per Diem	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54200 Postage	\$136	\$41	\$120	\$297
54620 Maint. Vehicle.	\$85	\$26	\$75	\$186
54670 Maint. Equip	\$0	\$0	\$0	\$0
54700 Ordinance Codes	\$425	\$128	\$375	\$928
54930 Advertising	\$1,250	\$0	\$0	\$1,250
54940 Filing Fees	\$106	\$32	\$94	\$232
55100 Office Supplies	\$264	\$79	\$232	\$575
55101 Board Expense	\$5,000	\$0	\$0	\$5,000
55210 Oper. Supplies	\$386	\$116	\$340	\$842
55222 Records Mgmt	\$0	\$0	\$0	\$0
55240 Uniforms	\$55	\$17	\$49	\$121
55260 Prot. Clothing	\$21	\$6	\$19	\$46
55290 Elections	\$0	\$0	\$0	\$0
55410 Membership	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

55420 Training/Aids	\$0	\$0	\$0	\$0
57900 Archives	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$13,867</b>	<b>\$2,292</b>	<b>\$6,707</b>	<b>\$22,866</b>

	Public/Board Meetings	Policy Management	Legislative Coordination	TOTAL
<b>CAPITAL</b>				
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Public/Board Meetings	Policy Management	Legislative Coordination	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$65,415</b>	<b>\$14,913</b>	<b>\$43,643</b>	<b>\$123,971</b>
	52.77%	12.03%	35.20%	100.00%

**NET INCOME**

	Public/Board Meetings	Policy Management	Legislative Coordination	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$65,415	\$14,913	\$43,643	\$123,971
<b>NET INCOME</b>	<b>-\$65,415</b>	<b>-\$14,913</b>	<b>-\$43,643</b>	<b>-\$123,971</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

**LEGAL/STATUTORY COMPLIANCE**

**REVENUES**

	<b>Business Tax Receipts</b>	<b>Elections</b>	<b>Town Attorney</b>	<b>Public Records</b>	<b>TOTAL</b>
321100 Occupational License	\$25,000	\$0	\$0	\$0	\$25,000
<b>REVENUE TOTALS</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Business Tax Receipts</b>	<b>Elections</b>	<b>Town Attorney</b>	<b>Public Records</b>	<b>TOTAL</b>
51200 Salaries	\$43,667	\$30,514	\$2,104	\$27,358	\$103,644
52100 FICA	\$3,339	\$2,333	\$161	\$2,092	\$7,925
52200 Retirement/401k	\$3,930	\$2,746	\$189	\$2,462	\$9,327
52300 Health	\$8,046	\$5,622	\$388	\$5,041	\$19,097
52301 Medical Benefit	\$746	\$521	\$36	\$467	\$1,771
51500 Sick Leave	\$1,592	\$1,112	\$77	\$997	\$3,778
51100 Executive Salaries	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$61,319</b>	<b>\$42,850</b>	<b>\$2,955</b>	<b>\$38,417</b>	<b>\$145,541</b>

<b>OPERATING</b>	<b>Business Tax Receipts</b>	<b>Elections</b>	<b>Town Attorney</b>	<b>Public Records</b>	<b>TOTAL</b>
53151 Professional Services	\$8,972	\$6,270	\$432	\$5,621	\$21,296
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54200 Postage	\$199	\$139	\$10	\$125	\$472
54620 Maint. Vehicle	\$124	\$87	\$6	\$78	\$295
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0
54700 Ordinance Codes	\$622	\$434	\$30	\$390	\$1,476
54930 Advertising	\$0	\$1,500	\$0	\$0	\$1,500
54940 Filing Fees	\$155	\$109	\$7	\$97	\$369
55100 Office Supplies	\$386	\$269	\$19	\$242	\$915
55101 Board Expenses	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$565	\$395	\$27	\$354	\$1,340
55222 Records Mgmt Fees	\$0	\$0	\$0	\$8,750	\$8,750
55240 Uniforms	\$81	\$56	\$4	\$51	\$192
55260 Protective Clothing	\$31	\$22	\$1	\$19	\$74
55290 Elections	\$0	\$5,000	\$0	\$0	\$5,000
55410 Memberships	\$0	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

55420 Training and Aids	\$0	\$0	\$0	\$0	\$0
57900 Archives	\$0	\$0	\$0	\$400	\$400
<b>Operating Total</b>	<b>\$11,135</b>	<b>\$14,281</b>	<b>\$537</b>	<b>\$16,126</b>	<b>\$42,078</b>

<b>CAPITAL</b>	<b>Business Tax Receipts</b>	<b>Elections</b>	<b>Town Attorney</b>	<b>Public Records</b>	<b>TOTAL</b>
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Business Tax Receipts</b>	<b>Elections</b>	<b>Town Attorney</b>	<b>Public Records</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$72,454</b>	<b>\$57,131</b>	<b>\$3,492</b>	<b>\$54,543</b>	<b>\$187,620</b>
	38.62%	30.45%	1.86%	29.07%	100.00%

**NET INCOME**

	<b>Business Tax Receipts</b>	<b>Elections</b>	<b>Town Attorney</b>	<b>Public Records</b>	<b>TOTAL</b>
TOTAL REVENUES	\$25,000	\$0	\$0	\$0	\$25,000
TOTAL EXPENDITURES	\$72,454	\$57,131	\$3,492	\$54,543	\$187,620
<b>NET INCOME</b>	<b>-\$47,454</b>	<b>-\$57,131</b>	<b>-\$3,492</b>	<b>-\$54,543</b>	<b>-\$162,620</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

**CAPITAL PROJECT MANAGEMENT**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Planning</b>	<b>Vendor/Grant</b>	<b>Street Lights</b>	<b>Project Management</b>	<b>TOTAL</b>
51200 Salaries	\$11,290	\$4,776	\$15,523	\$27,464	\$59,054
52100 FICA	\$863	\$365	\$1,187	\$2,100	\$4,515
52200 Retirement/401k	\$1,016	\$430	\$1,397	\$2,472	\$5,314
52300 Health	\$2,080	\$880	\$2,860	\$5,060	\$10,881
52301 Medical Benefit	\$193	\$82	\$265	\$469	\$1,009
51500 Sick Leave	\$412	\$174	\$566	\$1,001	\$2,153
51100 Executive Salaries	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$15,854</b>	<b>\$6,707</b>	<b>\$21,799</b>	<b>\$38,567</b>	<b>\$82,926</b>

<b>Operating</b>	<b>Planning</b>	<b>Vendor/Grant</b>	<b>Street Lights</b>	<b>Project Management</b>	<b>TOTAL</b>
53151 Professional Services	\$2,320	\$981	\$3,190	\$5,643	\$12,134
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54200 Postage	\$51	\$22	\$71	\$125	\$269
54620 Maint. Vehicle	\$32	\$14	\$44	\$78	\$168
54670 Maint. Equip.	\$0	\$112,411	\$0	\$0	\$112,411
54700 Ordinance Codes	\$161	\$68	\$221	\$391	\$841
54930 Advertising	\$0	\$0	\$0	\$0	\$0
54940 Filing Fees	\$40	\$17	\$55	\$98	\$210
55100 Office Supplies	\$100	\$42	\$137	\$242	\$521
55101 Board Expenses	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$146	\$62	\$201	\$355	\$764
55222 Records Mgmt Fees	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$21	\$9	\$29	\$51	\$109
55260 Protective Clothing	\$8	\$3	\$11	\$20	\$42
55290 Elections	\$0	\$0	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0	\$0	\$0
55420 Training and Aids	\$0	\$0	\$0	\$0	\$0
57900 Archives	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$2,879</b>	<b>\$113,629</b>	<b>\$3,958</b>	<b>\$7,003</b>	<b>\$127,469</b>

<b>CAPITAL</b>	<b>Planning</b>	<b>Vendor/Grant</b>	<b>Street Lights</b>	<b>Project Management</b>	<b>TOTAL</b>
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

	Planning	Vendor/Grant	Street Lights	Project Management	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$18,732</b>	<b>\$120,336</b>	<b>\$25,757</b>	<b>\$45,570</b>	<b>\$210,395</b>
	8.90%	57.20%	12.24%	21.66%	100.00%

**NET INCOME**

	Planning	Vendor/Grant	Street Lights	Project Management	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$18,732	\$120,336	\$25,757	\$45,570	\$210,395
<b>NET INCOME</b>	<b>-\$18,732</b>	<b>-\$120,336</b>	<b>-\$25,757</b>	<b>-\$45,570</b>	<b>-\$210,395</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

**TOWN ADMINISTRATION**

**EXPENDITURES**

		Meetings	Internal Communications	Contract Management	Training	Emergency Management	TOTAL
<b>PERSONNEL</b>							
51200	Salaries	\$13,278	\$8,335	\$4,168	\$1,858	\$1,858	\$29,497
52100	FICA	\$1,015	\$637	\$319	\$142	\$142	\$2,255
52200	Retirement/401k	\$1,195	\$750	\$375	\$167	\$167	\$2,654
52300	Health	\$2,447	\$1,536	\$768	\$342	\$342	\$5,435
52301	Medical Benefit	\$227	\$142	\$71	\$32	\$32	\$504
51500	Sick Leave	\$484	\$304	\$152	\$68	\$68	\$1,075
51100	Executive Salaries	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>		<b>\$18,646</b>	<b>\$11,705</b>	<b>\$5,852</b>	<b>\$2,609</b>	<b>\$2,609</b>	<b>\$41,421</b>
<b>OPERATING</b>							
53151	Professional Services	\$2,728	\$1,713	\$856	\$382	\$382	\$6,061
54000	Travel and Per Diem	\$0	\$0	\$0	\$20,100	\$0	\$20,100
54100	Telephone	\$0	\$4,400	\$0	\$0	\$0	\$4,400
54200	Postage	\$61	\$38	\$19	\$8	\$8	\$134
54620	Maint. Vehicle	\$38	\$24	\$12	\$5	\$5	\$84
54670	Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0
54700	Ordinance Codes	\$189	\$119	\$59	\$26	\$26	\$420
54930	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
54940	Filing Fees	\$47	\$30	\$15	\$7	\$7	\$105
55100	Office Supplies	\$117	\$74	\$37	\$16	\$16	\$260
55101	Board Expenses	\$0	\$0	\$0	\$0	\$0	\$0
55210	Operating Supplies	\$172	\$108	\$54	\$24	\$24	\$381
55222	Records Mgmt Fees	\$0	\$0	\$0	\$0	\$0	\$0
55240	Uniforms	\$25	\$15	\$8	\$3	\$3	\$55
55260	Protective Clothing	\$9	\$6	\$3	\$1	\$1	\$21
55290	Elections	\$0	\$0	\$0	\$0	\$0	\$0
55410	Memberships	\$0	\$0	\$0	\$10,800	\$0	\$10,800
55420	Training and Aids	\$0	\$0	\$0	\$19,500	\$0	\$19,500
57900	Archives	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$3,386</b>	<b>\$6,525</b>	<b>\$1,063</b>	<b>\$50,874</b>	<b>\$474</b>	<b>\$62,321</b>
<b>CAPITAL</b>							
57001	Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURE TOTALS</b>		<b>\$22,032</b>	<b>\$18,230</b>	<b>\$6,915</b>	<b>\$53,483</b>	<b>\$3,083</b>	<b>\$103,743</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

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21.24%                      17.57%                      6.67%                      51.55%                      2.97%                      100.00%

**NET INCOME**

	<b>Meetings</b>	<b>Internal Communications</b>	<b>Contract Management</b>	<b>Training</b>	<b>Emergency Management</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,032	\$18,230	\$6,915	\$53,483	\$3,083	\$103,743
<b>NET INCOME</b>	<b>-\$22,032</b>	<b>-\$18,230</b>	<b>-\$6,915</b>	<b>-\$53,483</b>	<b>-\$3,083</b>	<b>-\$103,743</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT  
MANAGEMENT AND BUDGET ANALYSIS**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Fiscal Analysis</b>	<b>Procurement</b>	<b>Asset Management</b>	<b>Budget</b>	<b>TOTAL</b>
51200 Salaries	\$13,895	\$3,414	\$2,156	\$38,092	\$57,557
52100 FICA	\$1,062	\$261	\$165	\$2,913	\$4,401
52200 Retirement/401k	\$1,250	\$307	\$194	\$3,428	\$5,180
52300 Health	\$2,560	\$629	\$397	\$7,018	\$10,605
52301 Medical Benefit	\$237	\$58	\$37	\$651	\$983
51500 Sick Leave	\$506	\$124	\$79	\$1,389	\$2,098
51100 Executive Salaries	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$19,512</b>	<b>\$4,794</b>	<b>\$3,028</b>	<b>\$53,490</b>	<b>\$80,824</b>

<b>OPERATING</b>	<b>Fiscal Analysis</b>	<b>Procurement</b>	<b>Asset Management</b>	<b>Budget</b>	<b>TOTAL</b>
53151 Professional Services	\$2,855	\$701	\$443	\$7,827	\$11,826
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54200 Postage	\$63	\$16	\$10	\$174	\$262
54620 Maint. Vehicle	\$40	\$10	\$6	\$108	\$164
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0
54700 Ordinance Codes	\$198	\$49	\$31	\$542	\$820
54930 Advertising	\$0	\$0	\$0	\$250	\$250
54940 Filing Fees	\$49	\$12	\$8	\$136	\$205
55100 Office Supplies	\$123	\$30	\$19	\$336	\$508
55101 Board Expenses	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$180	\$44	\$28	\$492	\$744
55222 Records Mgmt Fees	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$26	\$6	\$4	\$71	\$107
55260 Protective Clothing	\$10	\$2	\$2	\$27	\$41
55290 Elections	\$0	\$0	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0	\$0	\$0
55420 Training and Aids	\$0	\$0	\$0	\$0	\$0
57900 Archives	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$3,543</b>	<b>\$871</b>	<b>\$550</b>	<b>\$9,963</b>	<b>\$14,926</b>

<b>CAPITAL</b>	<b>Fiscal Analysis</b>	<b>Procurement</b>	<b>Asset Management</b>	<b>Budget</b>	<b>TOTAL</b>
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
ADMINISTRATION DEPARTMENT**

	Fiscal Analysis	Procurement	Asset Management	Budget	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$23,055</b>	<b>\$5,664</b>	<b>\$3,578</b>	<b>\$63,453</b>	<b>\$95,750</b>
	24.08%	5.92%	3.74%	66.27%	100.00%

**NET INCOME**

	Fiscal Analysis	Procurement	Asset Management	Budget	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,055	\$5,664	\$3,578	\$63,453	\$95,750
<b>NET INCOME</b>	<b>-\$23,055</b>	<b>-\$5,664</b>	<b>-\$3,578</b>	<b>-\$63,453</b>	<b>-\$95,750</b>

# **BUILDING**



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
BUILDING DEPARTMENT**

**PERMITTING**

**REVENUES**

	Permitting	Inspections	TOTAL
341802 Building Permits	\$350,000	\$0	\$350,000
<b>REVENUE TOTALS</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$350,000</b>

**EXPENDITURES**

PERSONNEL	Permitting	Inspections	TOTAL
51200 Salaries	\$29,094	\$7,273	\$36,367
51500 Sick Leave	\$1,443	\$361	\$1,804
52100 FICA	\$2,230	\$558	\$2,788
52200 Retirement/401k	\$2,624	\$656	\$3,280
52300 Life/Hosp.Ins	\$6,724	\$1,681	\$8,405
52301 Medical Benefit	\$787	\$197	\$984
<b>Personnel Total</b>	<b>\$42,902</b>	<b>\$10,726</b>	<b>\$53,628</b>

OPERATING	Permitting	Inspections	TOTAL
53160 Contract Labor	\$0	\$82,360	\$82,360
54100 Telephone	\$0	\$0	\$0
54670 Maint. Equip.	\$328	\$82	\$410
55100 Office Supplies	\$328	\$82	\$410
55210 Operating Supp	\$328	\$82	\$410
55240 Uniforms	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$984</b>	<b>\$82,606</b>	<b>\$83,590</b>

	Permitting	Inspections	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$43,886</b>	<b>\$93,332</b>	<b>\$137,218</b>
	31.98%	68.02%	100.00%

**NET INCOME**

	Permitting	Inspections	TOTAL
TOTAL REVENUES	\$350,000	\$0	\$350,000
TOTAL EXPENDITURES	\$43,886	\$93,332	\$137,218
<b>NET INCOME</b>	<b>\$306,114</b>	<b>-\$93,332</b>	<b>\$212,782</b>



# **SUPPORT SERVICES**





**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT  
DIRECT INTERDEPARTMENTAL SUPPORT**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
51200 Salaries	\$5,106	\$10,211	\$15,317
52100 FICA	\$391	\$781	\$1,172
52200 Retirement/401k	\$460	\$920	\$1,380
52300 Health	\$1,023	\$2,047	\$3,070
52301 Medical Benefit	\$120	\$240	\$360
51500 Sick Leave	\$170	\$340	\$510
51400 Overtime	\$500	\$1,000	\$1,500
<b>Personnel Total</b>	<b>\$7,769</b>	<b>\$15,539</b>	<b>\$23,308</b>
<b>OPERATING</b>	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$39	\$78	\$117
54200 Postage	\$0	\$2,625	\$2,625
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0
54301 Water	\$0	\$10,000	\$10,000
54302 Sanitation	\$0	\$400	\$400
54303 Sewer	\$0	\$2,900	\$2,900
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0
54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

55100 Office Supplies	\$64	\$129	\$193
55210 Operating Supplies	\$86	\$1,471	\$1,557
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$47,500	\$47,500
55221 Tools	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$189</b>	<b>\$65,103</b>	<b>\$65,292</b>

<b>CAPITAL</b>	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$7,958</b>	<b>\$80,642</b>	<b>\$88,600</b>
	8.98%	91.02%	100.00%

**NET INCOME**

	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$7,958	\$80,642	\$88,600
<b>NET INCOME</b>	<b>-\$7,958</b>	<b>-\$80,642</b>	<b>-\$88,600</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

**HUMAN RESOURCES**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
51200 Salaries	\$49,166	\$18,606	\$67,771
52100 FICA	\$3,761	\$1,423	\$5,184
52200 Retirement/401k	\$4,430	\$1,676	\$6,106
52300 Health	\$9,855	\$3,729	\$13,584
52301 Medical Benefit	\$1,156	\$437	\$1,593
51500 Sick Leave	\$1,637	\$620	\$2,257
51400 Overtime	\$0	\$0	\$0
53100 Physical Exams	\$500	\$0	\$500
<b>Personnel Total</b>	<b>\$70,503</b>	<b>\$26,492</b>	<b>\$96,995</b>

<b>OPERATING</b>	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	0	\$0
53110 Town Attorney	\$0	0	\$0
53151 Professional Services	\$0	0	\$0
53152 Fire Services	\$0	0	\$0
53153 Copies	\$0	0	\$0
53155 Comm. Dev. Svcs	\$0	0	\$0
53200 Acct. and Audit	\$0	0	\$0
54000 Travel and Per Diem	\$0	0	\$0
54100 Telephone	\$390	\$142	\$532
54200 Postage	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$8,500	\$0	\$8,500
55100 Office Supplies	\$645	\$234	\$879
55210 Operating Supplies	\$2,694	\$310	\$3,004
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$50	\$0	\$50
55221 Tools	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$12,279</b>	<b>\$686</b>	<b>\$12,965</b>

<b>CAPITAL</b>	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$82,783</b>	<b>\$27,178</b>	<b>\$109,960</b>
	75.28%	24.72%	100.00%

**NET INCOME**

	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$82,783	\$27,178	\$109,960
<b>NET INCOME</b>	<b>-\$82,783</b>	<b>-\$27,178</b>	<b>-\$109,960</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

**FACILITY MAINTENANCE**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
51200 Salaries	\$108,493	\$12,077	\$120,570
52100 FICA	\$8,299	\$924	\$9,223
52200 Retirement/401k	\$9,775	\$1,088	\$10,863
52300 Health	\$21,746	\$2,421	\$24,166
52301 Medical Benefit	\$2,550	\$284	\$2,834
51500 Sick Leave	\$3,613	\$402	\$4,015
54100 Overtime	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$154,476</b>	<b>\$17,195</b>	<b>\$171,671</b>

<b>OPERATING</b>	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0
53151 Professional Services	\$0	\$42,000	\$42,000
53152 Fire Services	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$826	\$275	\$1,101
54200 Postage	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$13,500	\$13,500
54301 Water	\$0	\$3,500	\$3,500
54302 Sanitation	\$0	\$400	\$400
54303 Sewer	\$0	\$3,300	\$3,300
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$2,000	\$2,000
54630 Maint. Building	\$20,500	\$4,000	\$24,500
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0
55210 Operating Supplies	\$350	\$353	\$703
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$150	\$150	\$300
55221 Tools	\$0	\$650	\$650
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$600	\$600
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$21,826</b>	<b>\$70,728</b>	<b>\$92,554</b>

<b>CAPITAL</b>	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$176,302</b>	<b>\$87,923</b>	<b>\$264,225</b>
	66.72%	33.28%	100.00%

**NET INCOME**

	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$176,302	\$87,923	\$264,225
<b>NET INCOME</b>	<b>-\$176,302</b>	<b>-\$87,923</b>	<b>-\$264,225</b>

# TOWN OF BELLEAIR SUPPORTING DOCUMENTS SUPPORT SERVICES DEPARTMENT

## FINANCIAL MANAGEMENT

### REVENUES

	Acct. & Audit.	Asset Management	Budget	Cash Management	Grants	AP	AR	TOTAL
369000 Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$34,700	\$34,700
<b>REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,700</b>	<b>\$34,700</b>

### EXPENDITURES

	Acct. & Audit.	Asset Management	Budget	Cash Management	Grants	AP	AR	TOTAL
<b>PERSONNEL</b>								
51200 Salaries	\$22,140	\$5,007	\$10,751	\$10,898	\$3,412	\$46,343	\$98,527	\$197,079
52100 FICA	\$1,694	\$383	\$822	\$834	\$261	\$3,545	\$7,537	\$15,076
52200 Retirement/401k	\$1,995	\$451	\$969	\$982	\$307	\$4,175	\$8,877	\$17,756
52300 Health	\$4,438	\$1,004	\$2,155	\$2,184	\$684	\$9,289	\$19,748	\$39,502
52301 Medical Benefit	\$520	\$118	\$253	\$256	\$80	\$1,089	\$2,316	\$4,632
51500 Sick Leave	\$737	\$167	\$358	\$363	\$114	\$1,543	\$3,281	\$6,562
54100 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$31,524</b>	<b>\$7,130</b>	<b>\$15,308</b>	<b>\$15,517</b>	<b>\$4,858</b>	<b>\$65,984</b>	<b>\$140,286</b>	<b>\$280,608</b>

	Acct. & Audit.	Asset Management	Budget	Cash Management	Grants	AP	AR	TOTAL
<b>OPERATING</b>								
51305 Bank Fees	\$0	\$0	\$0	\$7,400	\$0	\$0	\$0	\$7,400
53110 Town Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53200 Acct. and Audit	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$127	\$1	\$63	\$36	\$26	\$316	\$750	\$1,319
54200 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$875	\$875
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54930 Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$209	\$1	\$104	\$60	\$43	\$256	\$1,241	\$1,914
55210 Operating Supplies	\$1,513	\$2	\$139	\$80	\$57	\$696	\$488	\$2,975
55215 Planning/Zoning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100
55221 Tools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# TOWN OF BELLEAIR SUPPORTING DOCUMENTS SUPPORT SERVICES DEPARTMENT

<i>Operating Total</i>	\$39,849	\$4	\$306	\$7,676	\$126	\$1,268	\$3,354	\$52,583
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	Acct. & Audit.	Asset Management	Budget	Cash Management	Grants	AP	AR	TOTAL
<b>CAPITAL</b>								
56402 Cars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Expense Total</i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Acct. & Audit.	Asset Management	Budget	Cash Management	Grants	AP	AR	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$71,373</b>	<b>\$7,134</b>	<b>\$15,614</b>	<b>\$23,193</b>	<b>\$4,984</b>	<b>\$67,252</b>	<b>\$143,640</b>	<b>\$333,191</b>
	21.42%	2.14%	4.69%	6.96%	1.50%	20.18%	43.11%	100.00%

## NET INCOME

	Acct. & Audit.	Asset Management	Budget	Cash Management	Grants	AP	AR	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$34,700	\$34,700
TOTAL EXPENDITURES	\$71,373	\$7,134	\$15,614	\$23,193	\$4,984	\$67,252	\$143,640	\$333,191
<b>NET INCOME</b>	<b>-\$71,373</b>	<b>-\$7,134</b>	<b>-\$15,614</b>	<b>-\$23,193</b>	<b>-\$4,984</b>	<b>-\$67,252</b>	<b>-\$108,940</b>	<b>-\$298,491</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

**INFORMATION TECHNOLOGY**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
51200 Salaries	\$933	\$933	\$0	\$933	\$933	\$3,731
52100 FICA	\$71	\$71	\$0	\$71	\$71	\$285
52200 Retirement/401k	\$84	\$84	\$0	\$84	\$84	\$336
52300 Health	\$187	\$187	\$0	\$187	\$187	\$748
52301 Medical Benefit	\$22	\$22	\$0	\$22	\$22	\$88
51500 Sick Leave	\$31	\$31	\$0	\$31	\$31	\$124
54100 Overtime	\$0	\$0	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$1,328</b>	<b>\$1,328</b>	<b>\$0</b>	<b>\$1,328</b>	<b>\$1,328</b>	<b>\$5,312</b>

<b>OPERATING</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$7	\$7	\$0	\$7	\$10,007	\$10,028
54200 Postage	\$0	\$0	\$0	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0	\$0	\$0	\$0
54930 Advertising	\$0	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$12	\$812	\$0	\$12	\$12	\$848
55210 Operating Supplies	\$16	\$316	\$0	\$116	\$16	\$464
55215 Planning/Zoning	\$0	\$0	\$0	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$0	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$5,300	\$81,800	\$82,100	\$4,500	\$173,700
56568 Renovations	\$0	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$35</b>	<b>\$6,435</b>	<b>\$81,800</b>	<b>\$82,235</b>	<b>\$14,535</b>	<b>\$185,040</b>

<b>CAPITAL</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$1,363</b>	<b>\$7,763</b>	<b>\$81,800</b>	<b>\$83,563</b>	<b>\$15,863</b>	<b>\$190,352</b>
	0.72%	4.08%	42.97%	43.90%	8.33%	100.00%

**NET INCOME**

	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,363	\$7,763	\$81,800	\$83,563	\$15,863	\$190,352
<b>NET INCOME</b>	<b>-\$1,363</b>	<b>-\$7,763</b>	<b>-\$81,800</b>	<b>-\$83,563</b>	<b>-\$15,863</b>	<b>-\$190,352</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

**INTRADEPARTMENTAL ADMINISTRATION**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
51200 Salaries	\$31,004	\$3,648	\$1,824	\$36,475
52100 FICA	\$2,372	\$279	\$140	\$2,790
52200 Retirement/401k	\$2,793	\$329	\$164	\$3,286
52300 Health	\$6,214	\$731	\$366	\$7,311
52301 Medical Benefit	\$729	\$86	\$43	\$857
51500 Sick Leave	\$1,032	\$121	\$61	\$1,215
51400 Overtime	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$44,144</b>	<b>\$5,193</b>	<b>\$2,597</b>	<b>\$51,935</b>

<b>OPERATING</b>	<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0	\$0
54100 Telephone	\$264	\$13	\$1	\$278
54200 Postage	\$0	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$18,100	\$0	\$0	\$18,100
54510 Insurance-GL	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

54905	Ahlf Property	\$0	\$0	\$0	\$0
54930	Advertising	\$0	\$0	\$0	\$0
54950	Employee Relations	\$0	\$0	\$0	\$0
55100	Office Supplies	\$436	\$22	\$1	\$459
55210	Operating Supplies	\$581	\$30	\$9	\$620
55215	Planning/Zoning	\$0	\$0	\$0	\$0
55220	Gasoline and Oil	\$0	\$0	\$0	\$0
55221	Tools	\$0	\$0	\$0	\$0
55235	Refund Exp	\$0	\$0	\$0	\$0
55240	Uniforms	\$1,200	\$0	\$0	\$1,200
55250	Cleaning Supplies	\$0	\$0	\$0	\$0
55260	Protective Clothing	\$0	\$0	\$0	\$0
55410	Memberships	\$0	\$0	\$0	\$0
55420	Training/Aids	\$0	\$0	\$0	\$0
56405	Computer	\$0	\$0	\$0	\$0
56568	Renovations	\$0	\$0	\$0	\$0
57100	Library	\$0	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$20,581</b>	<b>\$65</b>	<b>\$11</b>	<b>\$20,657</b>

<b>CAPITAL</b>		<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
57001	Veh Debt Svc	\$0	\$5,900	\$0	\$5,900
56402	Cars	\$0	\$0	\$0	\$0
58102	Transfer to 301	\$12,500	\$0	\$0	\$12,500
<b>Capital Expense Total</b>		<b>\$12,500</b>	<b>\$5,900</b>	<b>\$0</b>	<b>\$18,400</b>

<b>EXPENDITURE TOTALS</b>		<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
		<b>\$77,225</b>	<b>\$11,158</b>	<b>\$2,608</b>	<b>\$90,992</b>
		84.87%	12.26%	2.87%	100.00%

**NET INCOME**

		<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
TOTAL REVENUES		\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$77,225	\$11,158	\$2,608	\$90,992
<b>NET INCOME</b>		<b>-\$77,225</b>	<b>-\$11,158</b>	<b>-\$2,608</b>	<b>-\$90,992</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

**RISK MANAGEMENT**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
51200 Salaries	\$15,218	\$3,338	\$18,557
52100 FICA	\$1,164	\$255	\$1,420
52200 Retirement/401k	\$1,371	\$301	\$1,672
52300 Health	\$3,050	\$669	\$3,719
52301 Medical Benefit	\$358	\$78	\$436
51500 Sick Leave	\$507	\$111	\$618
54100 Overtime	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$21,669</b>	<b>\$4,753</b>	<b>\$26,422</b>

<b>OPERATING</b>	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$102	\$23	\$125
54200 Postage	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$257,000	\$257,000
54620 Maint. Veh	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0
55100 Office Supplies	\$169	\$38	\$207
55210 Operating Supplies	\$226	\$51	\$277
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$50	\$50
55221 Tools	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$497</b>	<b>\$257,162</b>	<b>\$257,659</b>

<b>CAPITAL</b>	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
	<b>\$22,166</b>	<b>\$261,915</b>	<b>\$284,081</b>
	7.80%	92.20%	100.00%

**NET INCOME**

	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,166	\$261,915	\$284,081
<b>NET INCOME</b>	<b>-\$22,166</b>	<b>-\$261,915</b>	<b>-\$284,081</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

**TOWNWIDE PROFESSIONAL SERVICES**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
51200 Salaries	\$0	\$0	\$0	\$0	\$0
52100 FICA	\$0	\$0	\$0	\$0	\$0
52200 Retirement/401k	\$0	\$0	\$0	\$0	\$0
52300 Health	\$0	\$0	\$0	\$0	\$0
52301 Medical Benefit	\$0	\$0	\$0	\$0	\$0
51500 Sick Leave	\$0	\$0	\$0	\$0	\$0
54100 Overtime	\$0	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>OPERATING</b>	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0	\$0	\$0
53110 Town Attorney	\$0	\$75,750	\$0	\$0	\$75,750
53151 Professional Services	\$0	\$0	\$0	\$0	\$0
53152 Fire Services	\$602,000	\$0	\$0	\$0	\$602,000
53153 Copies	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$40,000	\$40,000
53200 Acct. and Audit	\$0	\$0	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0	\$28,650	\$28,650
54930 Advertising	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0	\$0
55215 Planning/Zoning	\$0	\$0	\$10,000	\$0	\$10,000
55220 Gasoline and Oil	\$0	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SUPPORT SERVICES DEPARTMENT**

55221 Tools	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$15,000	\$15,000
<b>Operating Total</b>	<b>\$602,000</b>	<b>\$75,750</b>	<b>\$10,000</b>	<b>\$83,650</b>	<b>\$771,400</b>

<b>CAPITAL</b>	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0	0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
	<b>\$602,000</b>	<b>\$75,750</b>	<b>\$10,000</b>	<b>\$83,650</b>	<b>\$771,400</b>
	78.04%	9.82%	1.30%	10.84%	100.00%

**NET INCOME**

	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$602,000	\$75,750	\$10,000	\$83,650	\$771,400
<b>NET INCOME</b>	<b>-\$602,000</b>	<b>-\$75,750</b>	<b>-\$10,000</b>	<b>-\$83,650</b>	<b>-\$771,400</b>



**POLICE**



# TOWN OF BELLEAIR SUPPORTING DOCUMENTS POLICE DEPARTMENT

## GENERAL PATROL

### REVENUES

	Calls for Service	Preventative Patrol	Traffic	Comm/Dispatch	Special Watches	TOTAL
342103 Special Duty Police	\$0	\$0	\$0	\$0	\$0	\$0
351100 Court Fines	\$268	\$1,426	\$324	\$309	\$453	\$2,781
337200 Grants	\$1,000	\$0	\$0	\$0	\$0	\$1,000
366905 Police Equip	\$1,338	\$7,131	\$1,621	\$1,547	\$2,266	\$13,904
366913 Donations	\$0	\$0	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$2,605</b>	<b>\$8,557</b>	<b>\$1,946</b>	<b>\$1,857</b>	<b>\$2,720</b>	<b>\$17,684</b>

### EXPENDITURES

PERSONNEL	Calls for Service	Preventative Patrol	Traffic	Comm/Dispatch	Special Watches	TOTAL
51000 Incentive Pay	\$870	\$4,635	\$1,054	\$1,006	\$1,473	\$9,037
51200 Salaries	\$59,051	\$314,732	\$71,565	\$68,288	\$100,037	\$613,672
51201 PT Salaries	\$6,352	\$33,853	\$7,698	\$7,345	\$10,760	\$66,008
51400 Overtime	\$6,449	\$34,370	\$7,815	\$7,457	\$10,924	\$67,016
51500 Sick Leave	\$2,167	\$11,552	\$2,627	\$2,506	\$3,672	\$22,524
52100 FICA	\$5,562	\$29,646	\$6,741	\$6,432	\$9,423	\$57,804
52200 Retirement/401k	\$425	\$2,264	\$515	\$491	\$720	\$4,414
52220 Pension	\$18,275	\$97,406	\$22,148	\$21,134	\$30,960	\$189,924
52300 Life/Hosp. Ins.	\$6,358	\$33,889	\$7,706	\$7,353	\$10,771	\$66,077
52301 Medical Benefit	\$1,284	\$6,845	\$1,557	\$1,485	\$2,176	\$13,347
53100 Physical Exams	\$33	\$178	\$41	\$39	\$57	\$348
<b>Personnel Total</b>	<b>\$106,827</b>	<b>\$569,370</b>	<b>\$129,466</b>	<b>\$123,536</b>	<b>\$180,972</b>	<b>\$1,110,171</b>

OPERATING	Calls for Service	Preventative Patrol	Traffic	Comm/Dispatch	Special Watches	TOTAL
52900 Code Enforcement	\$0	\$0	\$0	\$0	\$0	\$0
53151 Professional Svcs.	\$2,184	\$10,960	\$2,801	\$411	\$3,754	\$20,109
54100 Telephone	\$540	\$2,708	\$634	\$5	\$899	\$4,785
54200 Postage	\$77	\$0	\$99	\$15	\$128	\$320
54401 Equip. Leasing	\$325	\$1,823	\$799	\$63	\$440	\$3,449
54620 Maint. Veh	\$617	\$3,095	\$724	\$5	\$1,028	\$5,469
54650 Maint. Radios	\$370	\$1,857	\$434	\$55	\$617	\$3,333
54670 Maint. Equip	\$325	\$1,630	\$419	\$63	\$560	\$2,996
55100 Office Supp	\$162	\$815	\$210	\$32	\$280	\$1,498
55209 Crime Prevention	\$0	\$0	\$0	\$0	\$0	\$0
55210 Operating Supp	\$650	\$3,259	\$838	\$126	\$1,119	\$5,992
55220 Gasoline	\$0	\$0	\$0	\$0	\$0	\$0
55221 Tools	\$26	\$130	\$50	\$5	\$90	\$300
55240 Uniforms	\$771	\$3,869	\$905	\$7	\$1,285	\$6,836
55260 Protect Cloth	\$739	\$3,095	\$724	\$5	\$1,028	\$5,591
56405 Computer	\$0	\$0	\$0	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$6,784</b>	<b>\$33,241</b>	<b>\$8,637</b>	<b>\$792</b>	<b>\$11,226</b>	<b>\$60,680</b>

CAPITAL	Calls for Service	Preventative Patrol	Traffic	Comm/Dispatch	Special Watches	TOTAL
57001 Vehicle Debt Svc	\$1,544	\$8,179	\$1,860	\$1,775	\$2,600	\$15,957
58101 Capital Purchase	\$1,338	\$7,131	\$1,621	\$1,547	\$2,266	\$13,904

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

58102 Trans. to 301	\$669	\$3,565	\$811	\$774	\$1,133	\$6,952
<b>Capital Expense Total</b>	<b>\$3,550</b>	<b>\$18,875</b>	<b>\$4,292</b>	<b>\$4,095</b>	<b>\$5,999</b>	<b>\$36,813</b>

	Calls for Service	Preventative Patrol	Traffic	Comm/Dispatch	Special Watches	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$117,150</b>	<b>\$621,500</b>	<b>\$142,400</b>	<b>\$128,400</b>	<b>\$198,200</b>	<b>\$1,207,650</b>
	9.70%	51.46%	11.79%	10.63%	16.41%	100.00%

**NET INCOME**

	Calls for Service	Preventative Patrol	Traffic	Comm/Dispatch	Special Watches	TOTAL
TOTAL REVENUES	\$2,605	\$8,557	\$1,946	\$1,857	\$2,720	\$17,684
TOTAL EXPENDITURES	\$117,150	\$621,500	\$142,400	\$128,400	\$198,200	\$1,207,650
<b>NET INCOME</b>	<b>-\$114,545</b>	<b>-\$612,943</b>	<b>-\$140,454</b>	<b>-\$126,543</b>	<b>-\$195,480</b>	<b>-\$1,189,966</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

**CODE ENFORCEMENT**

**REVENUES**

	Outreach	Prosecution	TOTAL
342103 Special Duty Police	\$0	\$0	\$0
351100 Court Fines	\$214	\$11	\$224
337200 Grants	\$0	\$0	\$0
366905 Police Equip	\$1,068	\$53	\$1,120
366913 Donations	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$1,281</b>	<b>\$63</b>	<b>\$1,344</b>

**EXPENDITURES**

PERSONNEL	Outreach	Prosecution	TOTAL
51000 Incentive Pay	\$694	\$34	\$728
51200 Salaries	\$47,133	\$2,317	\$49,450
51201 PT Salaries	\$5,070	\$249	\$5,319
51400 Overtime	\$5,147	\$253	\$5,400
51500 Sick Leave	\$1,730	\$85	\$1,815
52100 FICA	\$4,440	\$218	\$4,658
52200 Retirement/401k	\$339	\$17	\$356
52220 Pension	\$14,587	\$717	\$15,304
52300 Life/Hosp. Ins.	\$5,075	\$250	\$5,325
52301 Medical Benefit	\$1,025	\$50	\$1,076
53100 Physical Exams	\$27	\$1	\$28
<b>Personnel Total</b>	<b>\$85,266</b>	<b>\$4,192</b>	<b>\$89,458</b>

OPERATING	Outreach	Prosecution	TOTAL
52900 Code Enforcement	\$1,000	\$2,000	\$3,000
53151 Professional Svcs.	\$1,703	\$98	\$1,801
54100 Telephone	\$349	\$21	\$370
54200 Postage	\$61	\$3	\$64
54401 Equip. Leasing	\$256	\$15	\$271
54620 Maint. Veh	\$399	\$24	\$423
54650 Maint. Radios	\$240	\$14	\$254
54670 Maint. Equip	\$256	\$64	\$320
55100 Office Supp	\$128	\$7	\$136
55209 Crime Prevention	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

55210 Operating Supp	\$513	\$29	\$542
55220 Gasoline	\$0	\$0	\$0
55221 Tools	\$21	\$1	\$22
55240 Uniforms	\$499	\$30	\$529
55260 Protect Cloth	\$399	\$24	\$423
56405 Computer	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$5,824</b>	<b>\$2,331</b>	<b>\$8,155</b>

<b>CAPITAL</b>	<b>Outreach</b>	<b>Prosecution</b>	<b>TOTAL</b>
57001 Vehicle Debt Svc	\$1,225	\$60	\$1,285
58101 Capital Purchase	\$1,068	\$53	\$1,120
58102 Trans. to 301	\$534	\$26	\$560
<b>Capital Expense Total</b>	<b>\$2,827</b>	<b>\$139</b>	<b>\$2,966</b>

	<b>Outreach</b>	<b>Prosecution</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$93,900</b>	<b>\$6,650</b>	<b>\$100,600</b>
	93.34%	6.61%	100.00%

**NET INCOME**

	<b>Outreach</b>	<b>Prosecution</b>	<b>TOTAL</b>
TOTAL REVENUES	\$1,281	\$63	\$1,344
TOTAL EXPENDITURES	\$93,900	\$6,650	\$100,600
<b>NET INCOME</b>	<b>-\$92,619</b>	<b>-\$6,587</b>	<b>-\$99,256</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

**CRIMINAL INVESTIGATIONS**

**REVENUES**

	Investigations	Case Management	Property/ Evidence	TOTAL
342103 Special Duty Police	\$0	\$0	\$0	\$0
351100 Court Fines	\$109	\$86	\$8	\$203
337200 Grants	\$0	\$0	\$0	\$0
366905 Police Equip	\$545	\$430	\$42	\$1,017
366913 Donations	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$654</b>	<b>\$516</b>	<b>\$50</b>	<b>\$1,220</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Investigations	Case Management	Property/ Evidence	TOTAL
51000 Incentive Pay	\$354	\$280	\$27	\$661
51200 Salaries	\$24,057	\$18,981	\$1,832	\$44,870
51201 PT Salaries	\$2,588	\$2,042	\$197	\$4,826
51400 Overtime	\$2,627	\$2,073	\$200	\$4,900
51500 Sick Leave	\$883	\$697	\$67	\$1,647
52100 FICA	\$2,266	\$1,788	\$173	\$4,227
52200 Retirement/401k	\$173	\$137	\$13	\$323
52220 Pension	\$7,445	\$5,874	\$567	\$13,887
52300 Life/Hosp. Ins.	\$2,590	\$2,044	\$197	\$4,831
52301 Medical Benefit	\$523	\$413	\$40	\$976
53100 Physical Exams	\$14	\$11	\$1	\$25
<b>Personnel Total</b>	<b>\$43,521</b>	<b>\$34,338</b>	<b>\$3,314</b>	<b>\$81,173</b>

<b>OPERATING</b>	Investigations	Case Management	Property/ Evidence	TOTAL
52900 Code Enforcement	\$0	\$0	\$0	\$0
53151 Professional Svcs.	\$1,028	\$809	\$78	\$1,915
54100 Telephone	\$254	\$193	\$19	\$467
54200 Postage	\$36	\$29	\$3	\$68
54401 Equip. Leasing	\$153	\$121	\$12	\$285
54620 Maint. Veh	\$290	\$221	\$22	\$534
54650 Maint. Radios	\$174	\$133	\$13	\$320
54670 Maint. Equip	\$153	\$121	\$12	\$285

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

55100 Office Supp	\$76	\$60	\$6	\$142
55209 Crime Prevention	\$0	\$0	\$0	\$0
55210 Operating Supp	\$306	\$241	\$23	\$570
55220 Gasoline	\$0	\$0	\$0	\$0
55221 Tools	\$12	\$10	\$1	\$23
55240 Uniforms	\$363	\$276	\$28	\$667
55260 Protect Cloth	\$290	\$160	\$22	\$472
56405 Computer	\$0	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$3,135</b>	<b>\$2,373</b>	<b>\$239</b>	<b>\$5,747</b>

<b>CAPITAL</b>	<b>Investigations</b>	<b>Case Management</b>	<b>Property/ Evidence</b>	<b>TOTAL</b>
57001 Vehicle Debt Svc	\$625	\$493	\$48	\$1,166
58101 Capital Purchase	\$545	\$430	\$42	\$1,017
58102 Trans. to 301	\$273	\$215	\$21	\$508
<b>Capital Expense Total</b>	<b>\$1,443</b>	<b>\$1,138</b>	<b>\$110</b>	<b>\$2,691</b>

	<b>Investigations</b>	<b>Case Management</b>	<b>Property/ Evidence</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$48,100</b>	<b>\$37,850</b>	<b>\$3,650</b>	<b>\$89,600</b>
	53.68%	42.24%	4.07%	100.00%

**NET INCOME**

	<b>Investigations</b>	<b>Case Management</b>	<b>Property/ Evidence</b>	<b>TOTAL</b>
TOTAL REVENUES	\$654	\$516	\$50	\$1,220
TOTAL EXPENDITURES	\$48,100	\$37,850	\$3,650	\$89,600
<b>NET INCOME</b>	<b>-\$47,446</b>	<b>-\$37,334</b>	<b>-\$3,600</b>	<b>-\$88,380</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

**COMMUNITY POLICING**

**REVENUES**

	Special Events	Misc	TOTAL
342103 Special Duty Police	\$91,960	\$0	\$91,960
351100 Court Fines	\$73	\$7	\$80
337200 Grants	\$0	\$0	\$0
366905 Police Equip	\$365	\$35	\$400
366913 Donations	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$92,398</b>	<b>\$42</b>	<b>\$92,440</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Special Events	Misc	TOTAL
51000 Incentive Pay	\$237	\$23	\$260
51200 Salaries	\$16,112	\$1,545	\$17,657
51201 PT Salaries	\$1,733	\$166	\$1,899
51400 Overtime	\$1,759	\$169	\$1,928
51500 Sick Leave	\$591	\$57	\$648
52100 FICA	\$1,518	\$146	\$1,663
52200 Retirement/401k	\$116	\$11	\$127
52220 Pension	\$4,986	\$478	\$5,465
52300 Life/Hosp. Ins.	\$1,735	\$166	\$1,901
52301 Medical Benefit	\$350	\$34	\$384
53100 Physical Exams	\$9	\$1	\$10
<b>Personnel Total</b>	<b>\$29,147</b>	<b>\$2,795</b>	<b>\$31,942</b>

<b>OPERATING</b>	Special Events	Misc	TOTAL
52900 Code Enforcement	\$0	\$0	\$0
53151 Professional Svcs.	\$686	\$61	\$747
54100 Telephone	\$161	\$14	\$174
54200 Postage	\$24	\$2	\$26
54401 Equip. Leasing	\$102	\$9	\$111
54620 Maint. Veh	\$184	\$16	\$199
54650 Maint. Radios	\$110	\$9	\$120
54670 Maint. Equip	\$102	\$9	\$111
55100 Office Supp	\$51	\$5	\$56
55209 Crime Prevention	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
POLICE DEPARTMENT**

55210 Operating Supp	\$205	\$18	\$223
55220 Gasoline	\$0	\$0	\$0
55221 Tools	\$8	\$1	\$9
55240 Uniforms	\$221	\$20	\$240
55260 Protect Cloth	\$184	\$16	\$199
56405 Computer	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$2,038</b>	<b>\$179</b>	<b>\$2,216</b>

<b>CAPITAL</b>	<b>Special Events</b>	<b>Misc</b>	<b>TOTAL</b>
57001 Vehicle Debt Svc	\$419	\$40	\$459
58101 Capital Purchase	\$365	\$35	\$400
58102 Trans. to 301	\$183	\$18	\$200
<b>Capital Expense Total</b>	<b>\$966</b>	<b>\$93</b>	<b>\$1,059</b>

	<b>Special Events</b>	<b>Misc</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$31,550</b>	<b>\$3,000</b>	<b>\$34,550</b>
	91.32%	8.68%	100.00%

**NET INCOME**

	<b>Special Events</b>	<b>Misc</b>	<b>TOTAL</b>
TOTAL REVENUES	\$92,398	\$42	\$92,440
TOTAL EXPENDITURES	\$31,550	\$3,000	\$34,550
<b>NET INCOME</b>	<b>\$60,848</b>	<b>-\$2,958</b>	<b>\$57,890</b>

# TOWN OF BELLEAIR SUPPORTING DOCUMENTS POLICE DEPARTMENT

## EMPLOYEE ADMINISTRATION

### REVENUES

	Training/ Meetings/ Education	Supervision/ Discipline	Employee Life Cycle	Permit/Records	Financial Ops	Asset/Fleet Management	TOTAL
342103 Special Duty Police	\$0	\$0	\$0	\$0	\$0	\$0	\$0
351100 Court Fines	\$186	\$69	\$93	\$80	\$102	\$183	\$712
337200 Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366905 Police Equip	\$931	\$343	\$465	\$398	\$510	\$913	\$3,559
366913 Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$1,117</b>	<b>\$411</b>	<b>\$558</b>	<b>\$477</b>	<b>\$612</b>	<b>\$1,096</b>	<b>\$4,271</b>

### EXPENDITURES

	Training/ Meetings/ Education	Supervision/ Discipline	Employee Life Cycle	Permit/Records	Financial Ops	Asset/Fleet Management	TOTAL
<b>PERSONNEL</b>							
51000 Incentive Pay	\$605	\$223	\$302	\$258	\$332	\$594	\$2,314
51200 Salaries	\$41,096	\$15,119	\$20,526	\$17,546	\$22,512	\$40,302	\$157,101
51201 PT Salaries	\$4,420	\$1,626	\$2,208	\$1,887	\$2,421	\$4,335	\$16,898
51400 Overtime	\$4,488	\$1,651	\$2,242	\$1,916	\$2,458	\$4,401	\$17,156
51500 Sick Leave	\$1,508	\$555	\$753	\$644	\$826	\$1,479	\$5,766
52100 FICA	\$3,871	\$1,424	\$1,933	\$1,653	\$2,121	\$3,796	\$14,798
52200 Retirement/401k	\$296	\$109	\$148	\$126	\$162	\$290	\$1,130
52220 Pension	\$12,719	\$4,679	\$6,353	\$5,430	\$6,967	\$12,473	\$48,621
52300 Life/Hosp. Ins.	\$4,425	\$1,628	\$2,210	\$1,889	\$2,424	\$4,339	\$16,916
52301 Medical Benefit	\$894	\$329	\$446	\$382	\$490	\$877	\$3,417
53100 Physical Exams	\$23	\$9	\$12	\$10	\$13	\$23	\$89
<b>Personnel Total</b>	<b>\$74,345</b>	<b>\$27,351</b>	<b>\$37,133</b>	<b>\$31,743</b>	<b>\$40,726</b>	<b>\$72,908</b>	<b>\$284,206</b>

	Training/ Meetings/ Education	Supervision/ Discipline	Employee Life Cycle	Permit/Records	Financial Ops	Asset/Fleet Management	TOTAL
<b>OPERATING</b>							
52900 Code Enforcement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53151 Professional Svcs.	\$1,631	\$645	\$877	\$736	\$503	\$1,036	\$5,428
54100 Telephone	\$214	\$160	\$217	\$257	\$196	\$161	\$1,204
54200 Postage	\$147	\$23	\$31	\$27	\$34	\$60	\$322
54401 Equip. Leasing	\$146	\$96	\$130	\$114	\$143	\$253	\$883
54620 Maint. Veh	\$340	\$182	\$248	\$85	\$224	\$197	\$1,275
54650 Maint. Radios	\$351	\$109	\$149	\$120	\$134	\$110	\$973
54670 Maint. Equip	\$250	\$96	\$130.4	\$114	143	253.2	\$987
55100 Office Supp	\$150	\$48	\$65	\$57	\$72	\$127	\$518
55209 Crime Prevention	\$1,750	\$0	\$0	\$0	\$0	\$0	\$1,750
55210 Operating Supp	\$487	\$192	\$261	\$241	\$286	\$506	\$1,973
55220 Gasoline	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55221 Tools	\$137	\$8	\$10	\$9	\$11	\$20	\$196
55240 Uniforms	\$275	\$228	\$310	\$106	\$280	\$230	\$1,428
55260 Protect Cloth	\$492	\$182	\$248	\$85	\$224	\$183	\$1,414
56405 Computer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$6,370</b>	<b>\$1,970</b>	<b>\$2,675</b>	<b>\$1,952</b>	<b>\$2,248</b>	<b>\$3,137</b>	<b>\$18,352</b>

	Training/ Meetings/ Education	Supervision/ Discipline	Employee Life Cycle	Permit/Records	Financial Ops	Asset/Fleet Management	TOTAL
<b>CAPITAL</b>							
57001 Vehicle Debt Svc	\$1,068	\$393	\$533	\$456	\$585	\$1,047	\$4,083
58101 Capital Purchase	\$931	\$343	\$465	\$398	\$510	\$913	\$3,559
58102 Trans. to 301	\$466	\$171	\$233	\$199	\$255	\$457	\$1,780

# TOWN OF BELLEAIR SUPPORTING DOCUMENTS POLICE DEPARTMENT

<i>Capital Expense Total</i>	\$2,465	\$907	\$1,231	\$1,052	\$1,350	\$2,417	\$9,422
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	Training/ Meetings/ Education	Supervision/ Discipline	Employee Life Cycle	Permit/Records	Financial Ops	Asset/Fleet Management	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$83,200</b>	<b>\$30,250</b>	<b>\$41,050</b>	<b>\$34,750</b>	<b>\$44,300</b>	<b>\$78,450</b>	<b>\$312,000</b>
	26.67%	9.70%	13.16%	11.14%	14.20%	25.14%	100.00%

## NET INCOME

	Training/ Meetings/ Education	Supervision/ Discipline	Employee Life Cycle	Permit/Records	Financial Ops	Asset/Fleet Management	TOTAL
TOTAL REVENUES	\$1,117	\$411	\$558	\$477	\$612	\$1,096	\$4,271
TOTAL EXPENDITURES	\$83,200	\$30,250	\$41,050	\$34,750	\$44,300	\$78,450	\$312,000
<b>NET INCOME</b>	<b>-\$82,083</b>	<b>-\$29,839</b>	<b>-\$40,492</b>	<b>-\$34,273</b>	<b>-\$43,688</b>	<b>-\$77,354</b>	<b>-\$307,729</b>

# **PUBLIC WORKS**



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**EMPLOYEE ADMINISTRATION**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Employee Management</b>	<b>Customer Service</b>	<b>Capital Improvement</b>	<b>TOTAL</b>
51200 Salaries	\$20,834	\$9,886	\$14,133	\$44,853
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$49	\$23	\$33	\$105
51500 Sick Leave	\$363	\$172	\$246	\$781
52200 FICA	\$1,598	\$758	\$1,084	\$3,441
52300 401k	\$1,880	\$892	\$1,276	\$4,048
52301 Life/Hosp. Ins	\$5,157	\$2,447	\$3,499	\$11,103
52400 Medical Benefit	\$587	\$279	\$399	\$1,265
53100 Physical Exams	\$29	\$14	\$20	\$62
<b>Personnel Total</b>	<b>\$30,497</b>	<b>\$14,472</b>	<b>\$20,689</b>	<b>\$65,658</b>

<b>OPERATING</b>	<b>Employee Management</b>	<b>Customer Service</b>	<b>Capital Improvement</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$16,500	\$0	\$16,500
53160 Contract Labor	\$0	\$0	\$15,000	\$15,000
53410 Street Sweeping	\$0	\$0	\$0	\$0
54100 Telephone	\$2,050	\$0	\$0	\$2,050
54310 Energy	\$0	\$0	\$40,250	\$40,250
54601 Maint. Hunter Park	\$0	\$0	\$0	\$0
54618 Maint. Courts	\$0	\$0	\$0	\$0
54619 Fields/Courts	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0
54680 Maint. Grounds	\$0	\$0	\$0	\$0
54682 Tree Trimming	\$0	\$0	\$0	\$0
54683 Park Improvements	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0
54910 Plantings	\$0	\$0	\$0	\$0
55100 Office Supplies	\$720	\$80	\$0	\$800
55210 Operating Supplies	\$2,200	\$0	\$0	\$2,200
55221 Tools	\$0	\$0	\$0	\$0
55230 Chemicals	\$0	\$0	\$0	\$0
55240 Uniforms	\$1,900	\$0	\$0	\$1,900
55260 Prot. Clothing	\$1,700	\$0	\$0	\$1,700
55300 Road Material/Supp.	\$0	\$0	\$0	\$0
54605 Computers	\$500	\$0	\$0	\$500

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

<b>Operating Total</b>	<b>\$9,070</b>	<b>\$16,580</b>	<b>\$55,250</b>	<b>\$80,900</b>
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	Employee Management	Customer Service	Capital Improvement	TOTAL
<b>CAPITAL</b>				
54602 Cars	\$0	\$0	\$0	\$0
57001 Veh Debt	\$26,300	\$0	\$0	\$26,300
58101 Capital Purch	\$31,800	\$0	\$0	\$31,800
58102 Transfer to 301	\$26,550	\$0	\$0	\$26,550
<b>Capital Expense Total</b>	<b>\$84,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,650</b>

	Employee Management	Customer Service	Capital Improvement	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$124,217</b>	<b>\$31,052</b>	<b>\$75,939</b>	<b>\$231,208</b>
	53.73%	13.43%	32.84%	100.00%

**NET INCOME**

	Employee Management	Customer Service	Capital Improvement	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$124,217	\$31,052	\$75,939	\$231,208
<b>NET INCOME</b>	<b>-\$124,217</b>	<b>-\$31,052</b>	<b>-\$75,939</b>	<b>-\$231,208</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**BEAUTIFICATION**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Contract Mowing</b>	<b>Park Maintenance</b>	<b>Park Irrigation</b>	<b>Chemicals</b>	<b>Holiday Lights</b>	<b>TOTAL</b>
51200 Salaries	\$4,705	\$32,303	\$7,607	\$6,572	\$6,298	\$57,485
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0
51400 Overtime	\$11	\$76	\$18	\$15	\$15	\$135
51500 Sick Leave	\$82	\$563	\$132	\$114	\$110	\$1,001
52200 FICA	\$361	\$2,478	\$584	\$504	\$483	\$4,410
52300 401k	\$425	\$2,916	\$687	\$593	\$568	\$5,188
52301 Life/Hosp. Ins	\$1,165	\$7,997	\$1,883	\$1,627	\$1,559	\$14,230
52400 Medical Benefit	\$133	\$911	\$214	\$185	\$178	\$1,621
53100 Physical Exams	\$7	\$45	\$11	\$9	\$9	\$79
<b>Personnel Total</b>	<b>\$6,887</b>	<b>\$47,287</b>	<b>\$11,135</b>	<b>\$9,621</b>	<b>\$9,219</b>	<b>\$84,149</b>

<b>OPERATING</b>	<b>Contract Mowing</b>	<b>Park Maintenance</b>	<b>Park Irrigation</b>	<b>Chemicals</b>	<b>Holiday Lights</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$0	\$0	\$0	\$0	\$0
53160 Contract Labor	\$27,800	\$0	\$0	\$0	\$0	\$27,800
53410 Street Sweeping	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0	\$0
54310 Energy	\$0	\$0	\$0	\$0	\$0	\$0
54601 Maint. Hunter Park	\$0	\$5,600	\$0	\$0	\$0	\$5,600
54618 Maint. Courts	\$0	\$0	\$0	\$0	\$0	\$0
54619 Fields/Courts	\$0	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$133	\$133	\$133	\$0	\$400
54670 Maint. Equip	\$0	\$333	\$333	\$333	\$0	\$1,000
54680 Maint. Grounds	\$0	\$10,600	\$0	\$1,400	\$0	\$12,000
54682 Tree Trimming	\$0	\$0	\$0	\$0	\$0	\$0
54683 Park Improve	\$0	\$0	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0	\$8,000	\$8,000
54910 Plantings	\$0	\$4,700	\$0	\$0	\$0	\$4,700
55100 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$2,255	\$1,045	\$0	\$0	\$3,300
55221 Tools	\$0	\$175	\$175	\$0	\$0	\$350
55230 Chemicals	\$0	\$0	\$0	\$9,500	\$0	\$9,500
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0	\$0	\$0
55300 Road Material/Supp.	\$0	\$0	\$0	\$0	\$0	\$0
54605 Computers	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$27,800</b>	<b>\$23,797</b>	<b>\$1,687</b>	<b>\$11,367</b>	<b>\$8,000</b>	<b>\$72,650</b>

<b>CAPITAL</b>	<b>Contract Mowing</b>	<b>Park Maintenance</b>	<b>Park Irrigation</b>	<b>Chemicals</b>	<b>Holiday Lights</b>	<b>TOTAL</b>
54602 Cars	\$0	\$0	\$0	\$0	\$0	\$0
57001 Veh Debt	\$0	\$0	\$0	\$0	\$0	\$0
58101 Capital Purch	\$0	\$0	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

	Contract Mowing	Park Maintenance	Park Irrigation	Chemicals	Holiday Lights	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$34,687</b>	<b>\$71,084</b>	<b>\$12,822</b>	<b>\$20,988</b>	<b>\$17,219</b>	<b>\$156,799</b>
	22.12%	45.33%	8.18%	13.38%	10.98%	100.00%

**NET INCOME**

	Contract Mowing	Park Maintenance	Park Irrigation	Chemicals	Holiday Lights	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$34,687	\$71,084	\$12,822	\$20,988	\$17,219	\$156,799
<b>NET INCOME</b>	<b>-\$34,687</b>	<b>-\$71,084</b>	<b>-\$12,822</b>	<b>-\$20,988</b>	<b>-\$17,219</b>	<b>-\$156,799</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**URBAN FORESTRY**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Tree Trimming</b>	<b>Contract Trimming</b>	<b>Permit &amp; Tree Assessment</b>	<b>TOTAL</b>
51200 Salaries	\$33,658	\$2,224	\$1,831	\$37,713
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$79	\$5	\$4	\$89
51500 Sick Leave	\$586	\$39	\$32	\$657
52200 FICA	\$2,582	\$171	\$140	\$2,893
52300 401k	\$3,038	\$201	\$165	\$3,404
52301 Life/Hosp. Ins	\$8,332	\$551	\$453	\$9,336
52400 Medical Benefit	\$949	\$63	\$52	\$1,063
53100 Physical Exams	\$47	\$3	\$3	\$52
<b>Personnel Total</b>	<b>\$49,270</b>	<b>\$3,256</b>	<b>\$2,680</b>	<b>\$55,206</b>

<b>OPERATING</b>	<b>Tree Trimming</b>	<b>Contract Trimming</b>	<b>Permit &amp; Tree Assessment</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$0	\$0	\$0
53160 Contract Labor	\$0	\$0	\$0	\$0
53410 Street Sweeping	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54310 Energy	\$0	\$0	\$0	\$0
54601 Maint. Hunter Park	\$0	\$0	\$0	\$0
54618 Maint. Courts	\$0	\$0	\$0	\$0
54619 Fields/Courts	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$133	\$0	\$133	\$267
54670 Maint. Equip	\$333	\$0	\$333	\$667
54680 Maint. Grounds	\$800	\$0	\$200	\$1,000
54682 Tree Trimming	\$4,000	\$31,000	\$0	\$35,000
54683 Park Improve	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0
54910 Plantings	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0	\$0
55230 Chemicals	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0
55300 Road Material/Supp.	\$0	\$0	\$0	\$0
54605 Computers	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

<b>Operating Total</b>	<b>\$5,267</b>	<b>\$31,000</b>	<b>\$667</b>	<b>\$36,933</b>
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	Tree Trimming	Contract Trimming	Permit & Tree Assessment	TOTAL
<b>CAPITAL</b>				
54602 Cars	\$0	\$0	\$0	\$0
57001 Veh Debt	\$0	\$0	\$0	\$0
58101 Capital Purch	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Tree Trimming	Contract Trimming	Permit & Tree Assessment	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$54,537</b>	<b>\$34,256</b>	<b>\$3,347</b>	<b>\$92,139</b>
	59.19%	37.18%	3.63%	100.00%

**NET INCOME**

	Tree Trimming	Contract Trimming	Permit & Tree Assessment	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$54,537	\$34,256	\$3,347	\$92,139
<b>NET INCOME</b>	<b>-\$54,537</b>	<b>-\$34,256</b>	<b>-\$3,347</b>	<b>-\$92,139</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**HARDSCAPE PAVING**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Streets</b>	<b>Sidewalk</b>	<b>Misc</b>	<b>TOTAL</b>
51200 Salaries	\$20,046	\$20,046	\$16,660	\$56,752
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$47	\$47	\$39	\$133
51500 Sick Leave	\$349	\$349	\$290	\$988
52200 FICA	\$1,538	\$1,538	\$1,278	\$4,353
52300 401k	\$1,809	\$1,809	\$1,504	\$5,122
52301 Life/Hosp. Ins	\$4,962	\$4,962	\$4,124	\$14,049
52400 Medical Benefit	\$565	\$565	\$470	\$1,600
53100 Physical Exams	\$28	\$28	\$23	\$78
<b>Personnel Total</b>	<b>\$29,345</b>	<b>\$29,345</b>	<b>\$24,387</b>	<b>\$83,077</b>

<b>OPERATING</b>	<b>Streets</b>	<b>Sidewalk</b>	<b>Misc</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$0	\$0	\$0
53160 Contract Labor	\$0	\$0	\$0	\$0
53410 Street Sweeping	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54310 Energy	\$0	\$0	\$0	\$0
54601 Maint. Hunter Park	\$0	\$0	\$0	\$0
54618 Maint. Courts	\$0	\$0	\$0	\$0
54619 Fields/Courts	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$133	\$133	\$133	\$400
54670 Maint. Equip	\$333	\$333	\$333	\$1,000
54680 Maint. Grounds	\$0	\$0	\$0	\$0
54682 Tree Trimming	\$0	\$0	\$0	\$0
54683 Park Improve	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0
54910 Plantings	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0	\$0
55230 Chemicals	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0
55300 Road Material/Supp.	\$11,400	\$7,200	\$2,100	\$20,700
54605 Computers	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$11,867</b>	<b>\$7,667</b>	<b>\$2,567</b>	<b>\$22,100</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

<b>CAPITAL</b>	<b>Streets</b>	<b>Sidewalk</b>	<b>Misc</b>	<b>TOTAL</b>
54602 Cars	\$0	\$0	\$0	\$0
57001 Veh Debt	\$0	\$0	\$0	\$0
58101 Capital Purch	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Streets</b>	<b>Sidewalk</b>	<b>Misc</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$41,212</b>	<b>\$37,012</b>	<b>\$26,954</b>	<b>\$105,177</b>
	39.18%	35.19%	25.63%	100.00%

**NET INCOME**

	<b>Streets</b>	<b>Sidewalk</b>	<b>Misc</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$41,212	\$37,012	\$26,954	\$105,177
<b>NET INCOME</b>	<b>-\$41,212</b>	<b>-\$37,012</b>	<b>-\$26,954</b>	<b>-\$105,177</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**SPORTSFIELDS**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Sod Maintenance</b>	<b>Irrigation</b>	<b>Contract Services</b>	<b>TOTAL</b>
51200 Salaries	\$17,978	\$9,007	\$1,574	\$28,559
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$42	\$21	\$4	\$67
51500 Sick Leave	\$313	\$157	\$27	\$497
52200 FICA	\$1,379	\$691	\$121	\$2,191
52300 401k	\$1,623	\$813	\$142	\$2,578
52301 Life/Hosp. Ins	\$4,450	\$2,230	\$390	\$7,070
52400 Medical Benefit	\$507	\$254	\$44	\$805
53100 Physical Exams	\$25	\$12	\$2	\$39
<b>Personnel Total</b>	<b>\$26,317</b>	<b>\$13,185</b>	<b>\$2,305</b>	<b>\$41,807</b>

<b>OPERATING</b>	<b>Sod Maintenance</b>	<b>Irrigation</b>	<b>Contract Services</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$0	\$0	\$0
53160 Contract Labor	\$12,000	\$0	\$7,000	\$19,000
53410 Street Sweeping	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54310 Energy	\$0	\$0	\$0	\$0
54601 Maint. Hunter Park	\$0	\$0	\$0	\$0
54618 Maint. Courts	\$2,000	\$0	\$0	\$2,000
54619 Fields/Courts	\$3,000	\$0	\$12,000	\$15,000
54620 Maint. Veh	\$133	\$133	\$0	\$267
54670 Maint. Equip	\$333	\$333	\$0	\$667
54680 Maint. Grounds	\$3,000	\$4,000	\$0	\$7,000
54682 Tree Trimming	\$0	\$0	\$0	\$0
54683 Park Improve	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0
54910 Plantings	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0	\$0
55230 Chemicals	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0
55300 Road Material/Supp.	\$0	\$0	\$0	\$0
54605 Computers	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

<b>Operating Total</b>	<b>\$20,467</b>	<b>\$4,467</b>	<b>\$19,000</b>	<b>\$43,933</b>
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	Sod Maintenance	Irrigation	Contract Services	TOTAL
<b>CAPITAL</b>				
54602 Cars	\$0	\$0	\$0	\$0
57001 Veh Debt	\$0	\$0	\$0	\$0
58101 Capital Purch	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Sod Maintenance	Irrigation	Contract Services	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$46,783</b>	<b>\$17,652</b>	<b>\$21,305</b>	<b>\$85,740</b>
	54.56%	20.59%	24.85%	100.00%

**NET INCOME**

	Sod Maintenance	Irrigation	Contract Services	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$46,783	\$17,652	\$21,305	\$85,740
<b>NET INCOME</b>	<b>-\$46,783</b>	<b>-\$17,652</b>	<b>-\$21,305</b>	<b>-\$85,740</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**STORMWATER**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>NPDES</b>	<b>Maintenance</b>	<b>Debris Maintenance</b>	<b>TOTAL</b>
51200 Salaries	\$37,383	\$45,878	\$33,722	\$116,983
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$88	\$108	\$79	\$275
51500 Sick Leave	\$651	\$799	\$587	\$2,037
52200 FICA	\$2,868	\$3,519	\$2,587	\$8,974
52300 401k	\$3,374	\$4,141	\$3,044	\$10,558
52301 Life/Hosp. Ins	\$9,254	\$11,357	\$8,348	\$28,959
52400 Medical Benefit	\$1,054	\$1,294	\$951	\$3,298
53100 Physical Exams	\$52	\$63	\$47	\$162
<b>Personnel Total</b>	<b>\$54,724</b>	<b>\$67,159</b>	<b>\$49,364</b>	<b>\$171,246</b>

<b>OPERATING</b>	<b>NPDES</b>	<b>Maintenance</b>	<b>Debris Maintenance</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$0	\$0	\$0
53160 Contract Labor	\$0	\$0	\$0	\$0
53410 Street Sweeping	\$0	\$0	\$19,500	\$19,500
54100 Telephone	\$0	\$0	\$0	\$0
54310 Energy	\$0	\$0	\$0	\$0
54601 Maint. Hunter Park	\$0	\$0	\$0	\$0
54618 Maint. Courts	\$0	\$0	\$0	\$0
54619 Fields/Courts	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$133	\$133	\$133	\$400
54670 Maint. Equip	\$333	\$333	\$333	\$1,000
54680 Maint. Grounds	\$0	\$0	\$0	\$0
54682 Tree Trimming	\$0	\$0	\$0	\$0
54683 Park Improve	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0
54910 Plantings	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$350	\$0	\$350
55230 Chemicals	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0
55300 Road Material/Supp.	\$6,000	\$0	\$0	\$6,000
54605 Computers	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

<b>Operating Total</b>	<b>\$6,467</b>	<b>\$817</b>	<b>\$19,967</b>	<b>\$27,250</b>
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	NPDES	Maintenance	Debris Maintenance	TOTAL
<b>CAPITAL</b>				
54602 Cars	\$0	\$0	\$0	\$0
57001 Veh Debt	\$0	\$0	\$0	\$0
58101 Capital Purch	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	NPDES	Maintenance	Debris Maintenance	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$61,190</b>	<b>\$67,975</b>	<b>\$69,331</b>	<b>\$198,496</b>
	30.83%	34.25%	34.93%	100.00%

**NET INCOME**

	NPDES	Maintenance	Debris Maintenance	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$61,190	\$67,975	\$69,331	\$198,496
<b>NET INCOME</b>	<b>-\$61,190</b>	<b>-\$67,975</b>	<b>-\$69,331</b>	<b>-\$198,496</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

**REGULATORY SIGNS**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Street Name Signs</b>	<b>Traffic Signs</b>	<b>MOT</b>	<b>TOTAL</b>
51200 Salaries	\$7,579	\$7,945	\$3,881	\$19,406
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$18	\$19	\$9	\$46
51500 Sick Leave	\$132	\$138	\$68	\$338
52200 FICA	\$581	\$609	\$298	\$1,489
52300 401k	\$684	\$717	\$350	\$1,751
52301 Life/Hosp. Ins	\$1,876	\$1,967	\$961	\$4,804
52400 Medical Benefit	\$214	\$224	\$109	\$547
53100 Physical Exams	\$10	\$11	\$5	\$27
<b>Personnel Total</b>	<b>\$11,095</b>	<b>\$11,631</b>	<b>\$5,681</b>	<b>\$28,407</b>

<b>OPERATING</b>	<b>Street Name Signs</b>	<b>Traffic Signs</b>	<b>MOT</b>	<b>TOTAL</b>
53151 Prof Svcs	\$0	\$0	\$0	\$0
53160 Contract Labor	\$0	\$0	\$0	\$0
53410 Street Sweeping	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54310 Energy	\$0	\$0	\$0	\$0
54601 Maint. Hunter Park	\$0	\$0	\$0	\$0
54618 Maint. Courts	\$0	\$0	\$0	\$0
54619 Fields/Courts	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$133	\$133	\$0	\$267
54670 Maint. Equip	\$333	\$333	\$0	\$667
54680 Maint. Grounds	\$0	\$0	\$0	\$0
54682 Tree Trimming	\$0	\$0	\$0	\$0
54683 Park Improve	\$0	\$0	\$0	\$0
54686 Holiday Lighting	\$0	\$0	\$0	\$0
54910 Plantings	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0	\$0
55230 Chemicals	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0
55300 Road Material/Supp.	\$1,200	\$1,800	\$300	\$3,300
54605 Computers	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
PUBLIC WORKS DEPARTMENT**

<b>Operating Total</b>	<b>\$1,667</b>	<b>\$2,267</b>	<b>\$300</b>	<b>\$4,233</b>
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	Street Name Signs	Traffic Signs	MOT	TOTAL
<b>CAPITAL</b>				
54602 Cars	\$0	\$0	\$0	\$0
57001 Veh Debt	\$0	\$0	\$0	\$0
58101 Capital Purch	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Street Name Signs	Traffic Signs	MOT	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$12,761</b>	<b>\$13,897</b>	<b>\$5,981</b>	<b>\$32,640</b>
	39.10%	42.58%	18.33%	100.00%

**NET INCOME**

	Street Name Signs	Traffic Signs	MOT	TOTAL
TOTAL REVENUES	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$12,761	\$13,897	\$5,981	\$32,640
<b>NET INCOME</b>	<b>-\$12,761</b>	<b>-\$13,897</b>	<b>-\$5,981</b>	<b>-\$32,640</b>

# RECREATION



# TOWN OF BELLEAIR SUPPORTING DOCUMENTS RECREATION DEPARTMENT

## EMPLOYEE ADMINISTRATION

### REVENUES

	Employee Management	Contract Management	Customer Service	Training	Recreation Facilities	TOTAL
300230 Tennis Permits						\$0
347210 Rec Prog Activity		\$1,140				\$1,140
347211 Rec Permits			\$21,800			\$21,800
347213 Rec Vending			\$478			\$478
347214 Concession						\$0
347217 Merchandise						\$0
347530 Private Parties		\$6,150				\$6,150
347540 Athletic Programs		\$15,000				\$15,000
362000 Rental Income		\$4,800				\$4,800
366900 Don: Park Improve.						\$0
366903 Don: Rec Projs						\$0
366911 Special Events						\$0
<b>REVENUE TOTALS</b>	<b>\$0</b>	<b>\$27,090</b>	<b>\$22,278</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,368</b>

### EXPENDITURES

	Employee Management	Contract Management	Customer Service	Training	Recreation Facilities	TOTAL
<b>PERSONNEL</b>						
51200 Salaries	\$40,811	\$9,680	\$79,787	\$4,962		\$135,240
51201 PT Salaries	\$9,204	\$2,183	\$17,994	\$1,119		\$30,500
51210 Unused Medical	\$0	\$0	\$0	\$0		\$0
51400 Overtime	\$257	\$61	\$501	\$31		\$850
51500 Sick Leave	\$3,244	\$769	\$6,342	\$394		\$10,750
52200 FICA	\$3,836	\$910	\$7,500	\$466		\$12,712
52300 401k	\$3,671	\$871	\$7,177	\$446		\$12,166
52301 Life/Hosp. Ins	\$10,360	\$2,457	\$20,254	\$1,260		\$34,330
52400 Medical Benefit	\$1,151	\$273	\$2,250	\$140		\$3,814
53100 Physical Exams	\$196	\$47	\$383	\$24		\$650
<b>Personnel Total</b>	<b>\$72,729</b>	<b>\$17,251</b>	<b>\$142,190</b>	<b>\$8,842</b>	<b>\$0</b>	<b>\$241,013</b>

#### OPERATING

	Employee Management	Contract Management	Customer Service	Training	Recreation Facilities	TOTAL
53151 Prof Svcs						\$0
53153 Copies					\$5,000	\$5,000
53154 Food Service						\$0
54100 Telephone					\$4,600	\$4,600
54300 Electricity					\$21,200	\$21,200
54618 Fields/Courts						\$0
54620 Maint. Veh						\$0
54670 Maint. Equip						\$0
55100 Office Supplies					\$1,300	\$1,300
55210 Operating Supplies					\$6,500	\$6,500
55221 Tools					\$200	\$200
55231 Summer Camp						\$0
55232 Teen Camp						\$0
55233 Sports Leagues						\$0
55234 Special Events						\$0
55235 Refund Exp						\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

55237 Day Camps						\$0
55238 Funky Friday						\$0
55239 Specialty Camps						\$0
55240 Uniforms	\$1,700					\$1,700
55260 Prot. Clothing	\$250					\$250
54605 Computers					\$6,000	\$6,000
57201 Rec Vending					\$3,000	\$3,000
<b>Operating Total</b>	<b>\$1,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,800</b>	<b>\$49,750</b>

<b>CAPITAL</b>	<b>Employee Management</b>	<b>Contract Management</b>	<b>Customer Service</b>	<b>Training</b>	<b>Recreation Facilities</b>	<b>TOTAL</b>
57001 Vehicle Debt Service					\$8,700	\$8,700
58101 Capital Purch						\$0
58102                   301	\$11,600					\$11,600
<b>Capital Expense Total</b>	<b>\$11,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,700</b>	<b>\$20,300</b>

<b>EXPENDITURE TOTALS</b>	<b>Employee Management</b>	<b>Contract Management</b>	<b>Customer Service</b>	<b>Training</b>	<b>Recreation Facilities</b>	<b>TOTAL</b>
	<b>\$86,279</b>	<b>\$17,251</b>	<b>\$142,190</b>	<b>\$8,842</b>	<b>\$56,500</b>	<b>\$311,063</b>
	27.74%	5.55%	45.71%	2.84%	18.16%	100.00%

**NET INCOME**

	<b>Employee Management</b>	<b>Contract Management</b>	<b>Customer Service</b>	<b>Training</b>	<b>Recreation Facilities</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$27,090	\$22,278	\$0	\$0	\$49,368
TOTAL EXPENDITURES	\$86,279	\$17,251	\$142,190	\$8,842	\$56,500	\$311,063
<b>NET INCOME</b>	<b>-\$86,279</b>	<b>\$9,839</b>	<b>-\$119,912</b>	<b>-\$8,842</b>	<b>-\$56,500</b>	<b>-\$261,695</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

**COMMUNITY EVENTS**

**REVENUES**

	Leisure Events	Communitiy Outreach	Athletic Events	TOTAL
300230 Tennis Permits	\$0	\$0	\$0	\$0
347210 Rec Prog Activity	\$0	\$0	\$0	\$0
347211 Rec Permits	\$0	\$0	\$0	\$0
347213 Rec Vending	\$0	\$0	\$0	\$0
347214 Concession	\$0	\$0	\$0	\$0
347217 Merchandise	\$0	\$0	\$0	\$0
347530 Private Parties	\$0	\$0	\$0	\$0
347540 Athletic Programs	\$0	\$0	\$0	\$0
362000 Rental Income	\$0	\$0	\$0	\$0
366900 Don: Park Improve.	\$0	\$0	\$0	\$0
366903 Don: Rec Projs	\$0	\$0	\$0	\$0
366911 Special Events	\$62,550	\$2,000	\$82,000	\$146,550
<b>REVENUE TOTALS</b>	<b>\$62,550</b>	<b>\$2,000</b>	<b>\$82,000</b>	<b>\$146,550</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Leisure Events	Communitiy Outreach	Athletic Events	TOTAL
51200 Salaries	\$8,465	\$19,380	\$11,563	\$39,408
51201 PT Salaries	\$3,334	\$7,632	\$4,554	\$15,520
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$0	\$0	\$0	\$0
51500 Sick Leave	\$0	\$0	\$0	\$0
52200 FICA	\$905	\$2,072	\$1,236	\$4,213
52300 401k	\$762	\$1,743	\$1,040	\$3,545
52301 Life/Hosp. Ins	\$2,149	\$4,920	\$2,935	\$10,004
52400 Medical Benefit	\$239	\$547	\$326	\$1,112
53100 Physical Exams	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$15,853</b>	<b>\$36,294</b>	<b>\$21,655</b>	<b>\$73,802</b>

	Leisure Events	Communitiy Outreach	Athletic Events	TOTAL
<b>OPERATING</b>				0
53151 Prof Svcs				0
53153 Copies				0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

53154 Food Service				0
54100 Telephone				0
54300 Electricity				0
54618 Fields/Courts				0
54620 Maint. Veh				0
54670 Maint. Equip				0
55100 Office Supplies				0
55210 Operating Supplies				0
55221 Tools				0
55231 Summer Camp				0
55232 Teen Camp				0
55233 Sports Leagues				0
55234 Special Events	63,025	14,750	51,025	128,800
55235 Refund Exp				0
55237 Day Camps				0
55238 Funky Friday				0
55239 Specialty Camps				0
55240 Uniforms				0
55260 Prot. Clothing				0
54605 Computers				0
57201 Rec Vending				0
<b>Operating Total</b>	<b>\$63,025</b>	<b>\$14,750</b>	<b>\$51,025</b>	<b>\$128,800</b>

	Leisure Events	Communtiy Outreach	Athletic Events	TOTAL
<b>CAPITAL</b>				
57001 Vehicle Debt Service				0
57201 Rec Vending				0
58101 Capital Purch				0
58102 Transfer to 301				\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Leisure Events	Communtiy Outreach	Athletic Events	TOTAL
<b>EXPENDITURE TOTALS</b>	<b>\$78,878</b>	<b>\$51,044</b>	<b>\$72,680</b>	<b>\$202,602</b>
	38.933%	25.194%	35.873%	100.00%

**NET INCOME**

	Leisure Events	Communtiy Outreach	Athletic Events	TOTAL
TOTAL REVENUES	\$62,550	\$2,000	\$82,000	\$146,550
TOTAL EXPENDITURES	\$78,878	\$51,044	\$72,680	\$202,602
<b>NET INCOME</b>	<b>-\$16,328</b>	<b>-\$49,044</b>	<b>\$9,320</b>	<b>-\$56,052</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

**SPORTS LEAGUES**

**REVENUES**

	Flag Football	Basketball	Dodgeball	TOTAL
300230 Tennis Permits	\$0	\$0	\$0	\$0
347210 Rec Prog Activity	\$18,200	\$17,850	\$2,160	\$38,210
347211 Rec Permits	\$0	\$0	\$0	\$0
347213 Rec Vending	\$0	\$0	\$0	\$0
347214 Concession	\$1,200	\$0	\$0	\$1,200
347217 Merchandise	\$0	\$0	\$0	\$0
347530 Private Parties	\$0	\$0	\$0	\$0
347540 Athletic Programs	\$0	\$0	\$0	\$0
362000 Rental Income	\$0	\$0	\$0	\$0
366900 Don: Park Improve.	\$0	\$0	\$0	\$0
366903 Don: Rec Projs	\$0	\$0	\$0	\$0
366911 Special Events	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$19,400</b>	<b>\$17,850</b>	<b>\$2,160</b>	<b>\$39,410</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Flag Football	Basketball	Dodgeball	TOTAL
51200 Salaries	\$7,250	\$7,426	\$595	\$15,270
51201 PT Salaries	\$1,804	\$1,848	\$148	\$3,800
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$0	\$0	\$0	\$0
51500 Sick Leave	\$0	\$0	\$0	\$0
52200 FICA	\$694	\$711	\$57	\$1,463
52300 401k	\$652	\$668	\$54	\$1,374
52301 Life/Hosp. Ins	\$1,840	\$1,885	\$151	\$3,876
52400 Medical Benefit	\$204	\$209	\$17	\$431
53100 Physical Exams	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$12,445</b>	<b>\$12,747</b>	<b>\$1,021</b>	<b>\$26,214</b>

<b>OPERATING</b>	Flag Football	Basketball	Dodgeball	TOTAL
53151 Prof Svcs	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0
53154 Food Service	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

54618	Fields/Courts	\$0	\$0	\$0	\$0
54620	Maint. Veh	\$0	\$0	\$0	\$0
54670	Maint. Equip	\$0	\$0	\$0	\$0
55100	Office Supplies	\$0	\$0	\$0	\$0
55210	Operating Supplies	\$0	\$0	\$0	\$0
55221	Tools	\$0	\$0	\$0	\$0
55231	Summer Camp	\$0	\$0	\$0	\$0
55232	Teen Camp	\$0	\$0	\$0	\$0
55233	Sports Leagues	\$9,000	\$14,200	\$500	\$23,700
55234	Special Events	\$0	\$0	\$0	\$0
55235	Refund Exp	\$0	\$0	\$0	\$0
55237	Day Camps	\$0	\$0	\$0	\$0
55238	Funky Friday	\$0	\$0	\$0	\$0
55239	Specialty Camps	\$0	\$0	\$0	\$0
55240	Uniforms	\$0	\$0	\$0	\$0
55260	Prot. Clothing	\$0	\$0	\$0	\$0
54605	Computers	\$0	\$0	\$0	\$0
57201	Rec Vending	\$0	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$9,000</b>	<b>\$14,200</b>	<b>\$500</b>	<b>\$23,700</b>

<b>CAPITAL</b>		Flag Football	Basketball	Dodgeball	TOTAL
57001	Vehicle Debt Service	\$0	\$0	\$0	\$0
57201	Rec Vending	\$0	\$0	\$0	\$0
58101	Capital Purch	\$0	\$0	\$0	\$0
58102	301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	Flag Football	Basketball	Dodgeball	TOTAL
	<b>\$21,445</b>	<b>\$26,947</b>	<b>\$1,521</b>	<b>\$49,914</b>
	42.96%	53.99%	3.05%	100.00%

**NET INCOME**

	Flag Football	Basketball	Dodgeball	TOTAL
TOTAL REVENUES	\$19,400	\$17,850	\$2,160	\$39,410
TOTAL EXPENDITURES	\$21,445	\$26,947	\$1,521	\$49,914
<b>NET INCOME</b>	<b>-\$2,045</b>	<b>-\$9,097</b>	<b>\$639</b>	<b>-\$10,504</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

**YOUTH ACTIVITIES**

**REVENUES**

	Enrichment	Afterschool	Day Camps	Summer Camp	TOTAL
300230 Tennis Permits	\$0	\$0	\$0	\$0	\$0
347210 Rec Prog Activity	\$13,202	\$57,600	\$12,000	\$156,850	\$239,652
347211 Rec Permits	\$1,500	\$0	\$0	\$0	\$1,500
347213 Rec Vending	\$0	\$2,843	\$0	\$780	\$3,623
347214 Concession	\$0	\$0	\$2,297	\$6,203	\$8,500
347217 Merchandise	\$0	\$0	\$0	\$0	\$0
347530 Private Parties	\$0	\$0	\$0	\$0	\$0
347540 Athletic Programs	\$0	\$0	\$0	\$0	\$0
362000 Rental Income	\$0	\$0	\$0	\$0	\$0
366900 Don: Park Improve.	\$0	\$0	\$0	\$0	\$0
366903 Don: Rec Projs	\$0	\$0	\$0	\$0	\$0
366911 Special Events	\$0	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$14,702</b>	<b>\$60,443</b>	<b>\$14,297</b>	<b>\$163,833</b>	<b>\$253,274</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Enrichment	Afterschool	Day Camps	Summer Camp	TOTAL
51200 Salaries	\$2,167	\$12,078	\$2,250	\$19,947	\$36,441
51201 PT Salaries	\$4,055	\$22,597	\$4,209	\$37,320	\$68,180
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0
51400 Overtime	\$0	\$0	\$0	\$0	\$0
51500 Sick Leave	\$0	\$0	\$0	\$0	\$0
52200 FICA	\$477	\$2,660	\$495	\$4,393	\$8,026
52300 401k	\$195	\$1,086	\$202	\$1,794	\$3,278
52301 Life/Hosp. Ins	\$550	\$3,066	\$571	\$5,063	\$9,250
52400 Medical Benefit	\$61	\$341	\$63	\$563	\$1,028
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$7,506</b>	<b>\$41,827</b>	<b>\$7,791</b>	<b>\$69,080</b>	<b>\$126,204</b>

<b>OPERATING</b>	Enrichment	Afterschool	Day Camps	Summer Camp	TOTAL
53151 Prof Svcs	\$7,000	\$0	\$0	\$38,000	\$45,000
53153 Copies	\$0	\$0	\$0	\$0	\$0
53154 Food Service	\$0	\$0	\$0	\$3,000	\$3,000
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0
54618 Fields/Courts	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$2,000	\$0	\$0	\$2,000
55100 Office Supplies	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

55221 Tools	\$0	\$0	\$0	\$0	\$0
55231 Summer Camp	\$0	\$0	\$0	\$30,000	\$30,000
55232 Teen Camp	\$0	\$0	\$0	\$10,500	\$10,500
55233 Sports Leagues	\$0	\$0	\$0	\$0	\$0
55234 Special Events	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0
55237 Day Camps	\$0	\$1,700	\$1,500	\$0	\$3,200
55238 Funky Friday	\$2,000	\$0	\$0	\$0	\$2,000
55239 Specialty Camps	\$0	\$0	\$0	\$5,200	\$5,200
55240 Uniforms	\$0	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0	\$0
54605 Computers	\$0	\$0	\$0	\$0	\$0
57201 Rec Vending	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$9,000</b>	<b>\$3,700</b>	<b>\$1,500</b>	<b>\$86,700</b>	<b>\$100,900</b>

<b>CAPITAL</b>		<b>Enrichment</b>	<b>Afterschool</b>	<b>Day Camps</b>	<b>Summer Camp</b>	<b>TOTAL</b>
57001 Vehicle Debt Service		\$0	\$0	\$0	\$0	\$0
57201 Rec Vending		\$0	\$0	\$0	\$0	\$0
58101 Capital Purch		\$0	\$0	\$0	\$0	\$0
58102	301	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Enrichment</b>	<b>Afterschool</b>	<b>Day Camps</b>	<b>Summer Camp</b>	<b>TOTAL</b>
	<b>\$16,506</b>	<b>\$45,527</b>	<b>\$9,291</b>	<b>\$155,780</b>	<b>\$227,104</b>
	7.27%	20.05%	4.09%	68.59%	100.00%

**NET INCOME**

	<b>Enrichment</b>	<b>Afterschool</b>	<b>Day Camps</b>	<b>Summer Camp</b>	<b>TOTAL</b>
TOTAL REVENUES	\$14,702	\$60,443	\$14,297	\$163,833	\$253,274
TOTAL EXPENDITURES	\$16,506	\$45,527	\$9,291	\$155,780	\$227,104
<b>NET INCOME</b>	<b>-\$1,804</b>	<b>\$14,916</b>	<b>\$5,006</b>	<b>\$8,052</b>	<b>\$26,170</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

**ADULT ACTIVITIES**

**REVENUES**

	Contractual	Communtiy Health	Tennis	TOTAL
300230 Tennis Permits	\$0	\$0	\$2,500	\$2,500
347210 Rec Prog Activity	\$9,598	\$3,400		\$12,998
347211 Rec Permits			\$1,500	\$1,500
347213 Rec Vending	\$0	\$0	\$0	\$0
347214 Concession	\$0	\$0	\$0	\$0
347217 Merchandise	\$0	\$0	\$0	\$0
347530 Private Parties	\$0	\$0	\$0	\$0
347540 Athletic Programs	\$0	\$0	\$0	\$0
362000 Rental Income	\$0	\$0	\$0	\$0
366900 Don: Park Improve.	\$0	\$0	\$0	\$0
366903 Don: Rec Projs	\$0	\$0	\$0	\$0
366911 Special Events	\$0	\$0	\$0	\$0
<b>PROGRAM REVENUE TOTALS</b>	<b>\$9,598</b>	<b>\$3,400</b>	<b>\$4,000</b>	<b>\$16,998</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Contractual	Communtiy Health	Tennis	TOTAL
51200 Salaries	\$5,427.24	\$1,487.65	\$725.32	\$7,640.22
51210 Unused Medical	\$0.00	\$0.00	\$0.00	\$0.00
51400 Overtime	\$0.00	\$0.00	\$0.00	\$0.00
51500 Sick Leave	\$0.00	\$0.00	\$0.00	\$0.00
52200 FICA	\$416.27	\$114.10	\$55.63	\$586.01
52300 401k	\$488.22	\$133.83	\$65.25	\$687.29
52301 Life/Hosp. Ins	\$1,377.68	\$377.64	\$184.12	\$1,939.44
52400 Medical Benefit	\$153.08	\$41.96	\$20.46	\$215.49
53100 Physical Exams	\$0.00	\$0.00	\$0.00	\$0.00
<b>Personnel Total</b>	<b>7,862</b>	<b>2,155</b>	<b>1,051</b>	<b>11,068</b>

<b>OPERATING</b>	Contractual	Communtiy Health	Tennis	TOTAL
53151 Prof Svcs	\$8,000			\$8,000
53153 Copies	\$0	\$0	\$0	\$0
53154 Food Service	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0
54618 Fields/Courts	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
RECREATION DEPARTMENT**

55221 Tools	\$0	\$0	\$0	\$0
55231 Summer Camp	\$0	\$0	\$0	\$0
55232 Teen Camp	\$0	\$0	\$0	\$0
55233 Sports Leagues	\$0	\$0	\$0	\$0
55234 Special Events	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0
55237 Day Camps	\$0	\$0	\$0	\$0
55238 Funky Friday	\$0	\$0	\$0	\$0
55239 Specialty Camps	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0
55260 Prot. Clothing	\$0	\$0	\$0	\$0
54605 Computers	\$0	\$0	\$0	\$0
57201 Rec Vending	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>

<b>CAPITAL</b>		<b>Contractual</b>	<b>Communtiy Health</b>	<b>Tennis</b>	<b>TOTAL</b>
57001 Vehicle Debt Service		\$0	\$0	\$0	\$0
57201 Rec Vending		\$0	\$0	\$0	\$0
58101 Capital Purch		\$0	\$0	\$0	\$0
58102	301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Contractual</b>	<b>Communtiy Health</b>	<b>Tennis</b>	<b>TOTAL</b>
	<b>\$15,862</b>	<b>\$2,155</b>	<b>\$1,051</b>	<b>\$19,068</b>
	83.19%	11.30%	5.51%	100.00%

**NET INCOME**

	<b>Contractual</b>	<b>Communtiy Health</b>	<b>Tennis</b>	<b>TOTAL</b>
TOTAL REVENUES	\$9,598	\$3,400	\$4,000	\$16,998
TOTAL EXPENDITURES	\$15,862	\$2,155	\$1,051	\$19,068
<b>NET INCOME</b>	<b>-\$6,264</b>	<b>\$1,245</b>	<b>\$2,949</b>	<b>-\$2,070</b>



# **SOLID WASTE**



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

**DISPOSAL**

**REVENUES**

	Residential	Commercial	TOTAL
343400 Sanitation	\$175,300	\$30,950	\$206,250
343401 Permit-Roll Off	\$0	\$0	\$0
361000 Interest	\$0	\$0	\$0
337300 Recycling Grant	\$0	\$0	\$0
364000 Sale of Assets	\$0	\$0	\$0
381000 Reserve Prior Years	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$175,300</b>	<b>\$30,950</b>	<b>\$206,250</b>

**EXPENDITURES**

PERSONNEL	Residential	Commercial	TOTAL
51200 Salaries	\$15,267.99	\$2,694.35	\$17,962.35
51400 Overtime	\$701.25	\$123.75	\$825
51500 Sick Leave	\$290.15	\$51.20	\$341.36
52100 FICA	\$1,182.65	\$208.70	\$1,391.36
52200 Retirement/401k	\$1,392.01	\$245.65	\$1,637.65
52300 Life/Hosp. Ins.	\$4,462.50	\$787.50	\$5,250.00
52301 Medical Benefit	\$440.74	\$77.78	\$519
53100 Physical Exams	\$0.00	\$0.00	\$0
<b>Personnel Total</b>	<b>\$23,737</b>	<b>\$4,189</b>	<b>\$27,926</b>

OPERATING	Residential	Commercial	TOTAL
53151 Contractual Svc	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0
54340 Disposal	\$106,250	\$18,750	\$125,000
54342 Recycling	\$0	\$0	\$0
54620 Maint. Veh	\$2,040	\$360	\$2,400
54670 Maint. Equip	\$500	\$125	\$625
54900 Bad Debt	\$0	\$0	\$0
55100 Office Supp	\$0	\$0	\$0
55210 Operating Supp	\$2,040	\$360	\$2,400
55220 Gasoline	\$1,615	\$285	\$1,900
55221 Tools	\$75	\$75	\$150

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

55240	Uniforms	\$0	\$0	\$0
55260	Protect Cloth	\$650	\$100	\$750
56405	Computer	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$113,170</b>	<b>\$20,055</b>	<b>\$133,225</b>

<b>CAPITAL</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>	
59900	Depreciation	\$0	\$0	\$0
56402	Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>ADMIN FEES</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>	
59904	SS	\$0	\$0	\$0
59906	Admin	\$0	\$0	\$0
<b>Transfers Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
	<b>\$136,900</b>	<b>\$24,250</b>	<b>\$161,151</b>
	84.95%	15.05%	100.00%

**NET INCOME**

	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
TOTAL REVENUES	\$175,300	\$30,950	\$206,250
TOTAL EXPENDITURES	\$136,900	\$24,250	\$161,151
<b>NET INCOME</b>	<b>\$38,400</b>	<b>\$6,700</b>	<b>\$45,099</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

**COLLECTION**

**REVENUES**

	Residential	Commercial	TOTAL
343400 Sanitation	\$525,950	\$92,800	\$618,750
343401 Permit-Roll Off	\$425	\$75	\$500
361000 Interest	\$0	\$0	\$0
337300 Recycling Grant	\$0	\$0	\$0
364000 Sale of Assets	\$0	\$0	\$0
381000 Reserve Prior Year	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$526,375</b>	<b>\$92,875</b>	<b>\$619,250</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Residential	Commercial	TOTAL
51200 Salaries	\$95,970	\$16,936	\$112,906
51400 Overtime	\$1,020	\$180	\$1,200
51500 Sick Leave	\$1,824	\$322	\$2,146
52100 FICA	\$7,434	\$1,312	\$8,746
52200 Retirement/401k	\$8,750	\$1,544	\$10,294
52300 Life/Hosp. Ins.	\$28,050	\$4,950	\$33,000
52301 Medical Benefit	\$2,770	\$489	\$3,259
53100 Physical Exams	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$145,818</b>	<b>\$25,733</b>	<b>\$171,551</b>

<b>OPERATING</b>	Residential	Commercial	TOTAL
53151 Contractual Svc	\$6,375	\$1,125	\$7,500
54100 Telephone	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0
54340 Disposal	\$0	\$0	\$0
54342 Recycling	\$0	\$0	\$0
54620 Maint. Veh	\$14,450	\$2,550	\$17,000
54670 Maint. Equip	\$500	\$125	\$625
54900 Bad Debt	\$0	\$0	\$0
55100 Office Supp	\$0	\$0	\$0
55210 Operating Supp	\$2,040	\$360	\$2,400
55220 Gasoline	\$11,730	\$2,070	\$13,800

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

55221 Tools	\$75	\$75	\$150
55240 Uniforms	\$0	\$0	\$0
55260 Protect Cloth	\$650	\$100	\$750
56405 Computer	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$35,820</b>	<b>\$6,405</b>	<b>\$42,225</b>

<b>CAPITAL</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
59900 Depreciation	\$101,880	\$11,320	\$113,200
56402 Cars			\$0
<b>Capital Expense Total</b>	<b>\$101,880</b>	<b>\$11,320</b>	<b>\$113,200</b>

<b>ADMIN FEES</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
59904 SS	\$0	\$0	\$0
59906 Admin	\$0	\$0	\$0
<b>Transfers Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$283,500</b>	<b>\$43,450</b>	<b>\$327,000</b>
	86.70%	13.29%	100.00%

**NET INCOME**

	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
TOTAL REVENUES	\$526,375	\$92,875	\$619,250
TOTAL EXPENDITURES	\$283,500	\$43,450	\$327,000
<b>NET INCOME</b>	<b>\$242,875</b>	<b>\$49,425</b>	<b>\$292,250</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

**RECYCLING**

**REVENUES**

	Residential	Commercial	TOTAL
343400 Sanitation	\$0	\$0	\$0
343401 Permit-Roll Off	\$0	\$0	\$0
361000 Interest	\$0	\$0	\$0
337300 Recycling Grant	\$0	\$3,300	\$3,300
364000 Sale of Assets	\$0	\$0	\$0
381000 Reserve Prior Years	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$0</b>	<b>\$3,300</b>	<b>\$3,300</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Residential	Commercial	TOTAL
51200 Salaries	\$8,724.57	\$1,539.63	\$10,264.20
51400 Overtime	\$0.00	\$0.00	\$0.00
51500 Sick Leave	\$165.80	\$29.26	\$195.06
52100 FICA	\$675.80	\$119.26	\$795.06
52200 Retirement/401k	\$795.43	\$140.37	\$935.80
52300 Life/Hosp. Ins.	\$2,550.00	\$450.00	\$3,000.00
52301 Medical Benefit	\$251.85	\$44.44	\$296.30
53100 Physical Exams	\$0.00	\$0.00	\$0.00
<b>Personnel Total</b>	<b>\$13,163</b>	<b>\$2,323</b>	<b>\$15,486</b>

<b>OPERATING</b>	Residential	Commercial	TOTAL
53151 Contractual Svc	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0
54200 Postage	\$1,250	\$1,250	\$2,500
54340 Disposal	\$0	\$0	\$0
54342 Recycling	\$57,800	\$10,200	\$68,000
54620 Maint. Veh	\$100	\$0	\$100
54670 Maint. Equip	\$500	\$125	\$625
54900 Bad Debt	\$0	\$0	\$0
55100 Office Supp	\$0	\$0	\$0
55210 Operating Supp	\$0	\$0	\$0
55220 Gasoline	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

55240 Uniforms	\$0	\$0	\$0
55260 Protect Cloth	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$59,650</b>	<b>\$11,575</b>	<b>\$71,225</b>

<b>CAPITAL</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
59900 Depreciation	\$0	\$0	\$0
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>ADMIN FEES</b>	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
59904 SS	\$0	\$0	\$0
59906 Admin	\$0	\$0	\$0
<b>Transfers Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$72,800</b>	<b>\$13,900</b>	<b>\$86,700</b>
	#DIV/0!	#DIV/0!	100.00%

**NET INCOME**

	<b>Residential</b>	<b>Commercial</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$3,300	\$3,300
TOTAL EXPENDITURES	\$72,800	\$13,900	\$86,700
<b>NET INCOME</b>	<b>-\$72,800</b>	<b>-\$10,600</b>	<b>-\$83,400</b>



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

**EMPLOYEE ADMINISTRATION**

**REVENUES**

	Internal	External	TOTAL
343400 Sanitation	\$0	\$0	\$0
343401 Permit-Roll Off	\$0	\$0	\$0
361000 Interest	\$0	\$500	\$500
337300 Recycling Grant	\$0	\$0	\$0
364000 Sale of Assets	\$0	\$0	\$0
381000 Reserve Prior Year	\$69,350	\$0	\$69,350
<b>REVENUE TOTALS</b>	<b>\$69,350</b>	<b>\$500</b>	<b>\$69,850</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Internal	External	TOTAL
51200 Salaries	\$61,329	\$5,389	\$66,717
51400 Overtime	\$437	\$38	\$475
51500 Sick Leave	\$1,165	\$102	\$1,268
52100 FICA	\$4,750	\$417	\$5,168
52200 Retirement/401k	\$5,591	\$491	\$6,083
52300 Life/Hosp. Ins.	\$17,925	\$1,575	\$19,500
52301 Medical Benefit	\$1,770	\$156	\$1,926
53100 Physical Exams	\$460	\$40	\$500
<b>Personnel Total</b>	<b>\$93,428</b>	<b>\$8,209</b>	<b>\$101,637</b>

<b>OPERATING</b>	Internal	External	TOTAL
53151 Contractual Svc	\$0	\$0	\$0
54100 Telephone	\$1,450	\$0	\$1,450
54200 Postage	\$1,750	\$750	\$2,500
54340 Disposal	\$0	\$0	\$0
54342 Recycling	\$0	\$0	\$0
54620 Maint. Veh	\$500	\$0	\$500
54670 Maint. Equip	\$625	\$0	\$625
54900 Bad Debt	\$500	\$0	\$500
55100 Office Supp	\$500	\$0	\$500
55210 Operating Supp	\$1,700	\$0	\$1,700
55220 Gasoline	\$300	\$0	\$300

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
SOLID WASTE DEPARTMENT**

55221 Tools	\$50	\$50	\$100
55240 Uniforms	\$2,350	\$0	\$2,350
55260 Protect Cloth	\$700	\$150	\$850
56405 Computer	\$1,200	\$0	\$1,200
<b>Operating Total</b>	<b>\$11,625</b>	<b>\$950</b>	<b>\$12,575</b>

<b>CAPITAL</b>	<b>Internal</b>	<b>External</b>	<b>TOTAL</b>
59900 Depreciation	\$0	\$0	\$0
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>ADMIN FEES</b>	<b>Internal</b>	<b>External</b>	<b>TOTAL</b>
59904 SS	\$158,500	\$0	\$158,500
59906 Admin	\$51,100	\$0	\$51,100
<b>Transfers Total</b>	<b>\$209,600</b>	<b>\$0</b>	<b>\$209,600</b>

	<b>Internal</b>	<b>External</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$314,650</b>	<b>\$9,150</b>	<b>\$323,800</b>
	97.17%	2.83%	100%

**NET INCOME**

	<b>Internal</b>	<b>External</b>	<b>TOTAL</b>
TOTAL REVENUES	\$69,350	\$500	\$69,850
TOTAL EXPENDITURES	\$314,650	\$9,150	\$323,800
<b>NET INCOME</b>	<b>-\$245,300</b>	<b>-\$8,650</b>	<b>-\$253,950</b>

**WATER**



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

**GENERATION**

**REVENUES**

	Wells	Generation Maintenance	Aeration	Process Control	TOTAL
343300 Water Utility Revenue	\$0	\$0	\$0	\$0	\$0
343310 Water Tap Fees	\$0	\$0	\$0	\$0	\$0
361000 Interest	\$0	\$0	\$0	\$0	\$0
381000 Reserves	\$0	\$0	\$0	\$0	\$0
337901 SWFWMD Grant	\$509,900	\$0	\$0	\$0	\$509,900
<b>REVENUE TOTALS</b>	<b>\$509,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$509,900</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Wells	Generation Maintenance	Aeration	Process Control	TOTAL
51200 Salaries	\$25,073	\$18,810	\$8,152	\$8,152	\$60,187
51201 PT Salaries	\$1,163	\$873	\$378	\$378	\$2,792
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0
51400 Overtime	\$538	\$404	\$175	\$175	\$1,291
51500 Sick Leave	\$336	\$252	\$109	\$109	\$807
52100 FICA	\$2,047	\$1,536	\$666	\$666	\$4,915
52200 Retirement - 401K General P	\$2,411	\$1,808	\$784	\$784	\$5,786
52300 Life/Hosp.	\$6,536	\$4,903	\$2,125	\$2,125	\$15,688
52301 Medical Benefit	\$767	\$575	\$249	\$249	\$1,840
53100 Physical Exams	\$20	\$15	\$7	\$7	\$48
<b>Personnel Total</b>	<b>\$38,891</b>	<b>\$29,176</b>	<b>\$12,645</b>	<b>\$12,645</b>	<b>\$93,356</b>

<b>OPERATING</b>	Wells	Generation Maintenance	Aeration	Process Control	TOTAL
53151 Professional Services	\$5,750	\$5,750	\$0	\$0	\$11,500
54000 Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$4,034	\$3,027	\$1,312	\$1,312	\$9,684
54301 Water	\$25	\$19	\$8	\$8	\$60
54302 Sanitation	\$192	\$144	\$62	\$62	\$460
54303 Sewer	\$17	\$13	\$5	\$5	\$40
54315 Pin. City Water	\$0	\$0	\$0	\$0	\$0
54400 Equip. Rental	\$0	\$0	\$0	\$0	\$0
54614 Maintenance - Meters	\$0	\$0	\$0	\$0	\$0
54620 Maintenance - Vehicle	\$500	\$500	\$0	\$0	\$1,000
54630 Maintenance - Building	\$0	\$0	\$0	\$0	\$0
54670 Maintenance - Equipment	\$0	\$0	\$0	\$0	\$0
54900 Bad Debt	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$2,000	\$2,000

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

55213 Laboratory Test	\$0	\$0	\$0	\$10,000	\$10,000
55214 Lab Supplies	\$0	\$0	\$0	\$4,250	\$4,250
55220 Gasoline & Oil	\$938	\$938	\$0	\$0	\$1,875
55221 Tools	\$0	\$750	\$0	\$0	\$750
55230 Chemicals	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp.	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$700	\$0	\$0	\$700
55410 Memberships	\$0	\$0	\$0	\$0	\$0
55420 Training & Aids	\$0	\$0	\$0	\$0	\$0
56405 Computer System	\$0	\$0	\$0	\$0	\$0
57301 Miscellaneous	\$0	\$0	\$0	\$0	\$0
59200 Repay-Loan-GF	\$0	\$0	\$0	\$0	\$0
59900 Depreciation	\$0	\$0	\$0	\$0	\$0
59912 Loss--Disposal	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$11,455</b>	<b>\$11,839</b>	<b>\$1,388</b>	<b>\$17,638</b>	<b>\$42,319</b>

<b>CAPITAL</b>	<b>Wells</b>	<b>Generation Maintenance</b>	<b>Aeration</b>	<b>Process Control</b>	<b>TOTAL</b>
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0
58101 Capital Projects	\$1,049,975	\$0	\$0	\$0	\$1,049,975
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$1,049,975</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,049,975</b>

<b>FEES AND TRANSFERS</b>	<b>Wells</b>	<b>Generation Maintenance</b>	<b>Aeration</b>	<b>Process Control</b>	<b>TOTAL</b>
58001 Transfer of Reserves	\$0	\$0	\$0	\$0	\$0
59904 Support Service Fees	\$0	\$0	\$0	\$0	\$0
59906 Administration Fees	\$0	\$0	\$0	\$0	\$0
<b>Fees and Transfers Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Wells</b>	<b>Generation Maintenance</b>	<b>Aeration</b>	<b>Process Control</b>	<b>TOTAL</b>
	<b>\$1,100,321</b>	<b>\$41,015</b>	<b>\$14,032</b>	<b>\$30,282</b>	<b>\$1,185,650</b>
	92.80%	3.46%	1.18%	2.55%	100.00%

**NET INCOME**

	<b>Wells</b>	<b>Generation Maintenance</b>	<b>Aeration</b>	<b>Process Control</b>	<b>TOTAL</b>
TOTAL REVENUES	\$509,900	\$0	\$0	\$0	\$509,900
TOTAL EXPENDITURES	\$1,100,321	\$41,015	\$14,032	\$30,282	\$1,185,650
<b>NET INCOME</b>	<b>-\$590,421</b>	<b>-\$41,015</b>	<b>-\$14,032</b>	<b>-\$30,282</b>	<b>-\$675,750</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

**TREATMENT AND TESTING**

**REVENUES**

	Chemical Process	Chlorine Management	Records	TOTAL
343300 Water Utility Revenue	\$975,650	\$0	\$0	\$975,650
343310 Water Tap Fees	\$0	\$0	\$0	\$0
361000 Interest	\$0	\$0	\$0	\$0
381000 Reserves	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$975,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$975,650</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Chemical Process	Chlorine Management	Records	TOTAL
51200 Salaries	\$6,283	\$6,283	\$3,777	\$16,343
51201 PT Salaries	\$291	\$291	\$175	\$758
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$135	\$135	\$81	\$351
51500 Sick Leave	\$84	\$84	\$51	\$219
52100 FICA	\$513	\$513	\$308	\$1,335
52200 Retirement - 401K General P	\$604	\$604	\$363	\$1,571
52300 Life/Hosp.	\$1,638	\$1,638	\$985	\$4,260
52301 Medical Benefit	\$192	\$192	\$115	\$500
53100 Physical Exams	\$5	\$5	\$3	\$13
<b>Personnel Total</b>	<b>\$9,745</b>	<b>\$9,745</b>	<b>\$5,859</b>	<b>\$25,349</b>

<b>OPERATING</b>	Chemical Process	Chlorine Management	Records	TOTAL
53151 Professional Services	\$0	\$0	\$0	\$0
54000 Travel & Per Diem	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0	\$0
54300 Electricity	\$1,011	\$1,011	\$608	\$2,630
54301 Water	\$23	\$23	\$14	\$60
54302 Sanitation	\$177	\$177	\$106	\$460
54303 Sewer	\$15	\$15	\$9	\$40
54315 Pin. City Water	\$0	\$0	\$0	\$0
54400 Equip. Rental	\$0	\$0	\$0	\$0
54614 Maintenance - Meters	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

54620	Maintenance - Vehicle	\$0	\$0	\$0	\$0
54630	Maintenance - Building	\$0	\$0	\$0	\$0
54670	Maintenance - Equipment	\$3,500	\$3,500	\$0	\$7,000
54900	Bad Debt	\$0	\$0	\$0	\$0
55100	Office Supplies	\$0	\$0	\$833	\$833
55210	Operating Supplies	\$0	\$0	\$2,000	\$2,000
55213	Laboratory Test	\$10,000	\$0	\$0	\$10,000
55214	Lab Supplies	\$2,125	\$2,125	\$0	\$4,250
55220	Gasoline & Oil	\$0	\$0	\$0	\$0
55221	Tools	\$0	\$0	\$0	\$0
55230	Chemicals	\$11,500	\$11,500	\$0	\$23,000
55235	Refund Exp.	\$0	\$0	\$0	\$0
55240	Uniforms	\$0	\$0	\$0	\$0
55260	Protective Clothing	\$700	\$0	\$0	\$700
55410	Memberships	\$0	\$0	\$0	\$0
55420	Training & Aids	\$0	\$0	\$0	\$0
56405	Computer System	\$0	\$0	\$0	\$0
57301	Miscellaneous	\$0	\$0	\$0	\$0
59200	Repay-Loan-GF	\$0	\$0	\$0	\$0
59900	Depreciation	\$0	\$0	\$0	\$0
59912	Loss--Disposal	\$0	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$29,051</b>	<b>\$18,351</b>	<b>\$3,571</b>	<b>\$50,973</b>

<b>CAPITAL</b>		<b>Chemical Process</b>	<b>Chlorine Management</b>	<b>Records</b>	<b>TOTAL</b>
57001	Vehicle Debt Service	\$0	\$0	\$0	\$0
58101	Capital Purchase	\$0	\$70,000	\$0	\$70,000
58102	Transfer to 301	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>		<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$70,000</b>

<b>FEES AND TRANSFERS</b>		<b>Chemical Process</b>	<b>Chlorine Management</b>	<b>Records</b>	<b>TOTAL</b>
58001	Transfer of Reserves	\$0	\$0	\$0	\$0
59904	Support Service Fees	\$0	\$0	\$0	\$0
59906	Administration Fees	\$0	\$0	\$0	\$0
<b>Fees and Transfers Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>		<b>Chemical Process</b>	<b>Chlorine Management</b>	<b>Records</b>	<b>TOTAL</b>
		<b>\$38,796</b>	<b>\$98,096</b>	<b>\$9,430</b>	<b>\$146,322</b>
		26.51%	67.04%	6.44%	100.00%



**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

**NET INCOME**

	<b>Chemical Process</b>	<b>Chlorine Management</b>	<b>Records</b>	<b>TOTAL</b>
TOTAL REVENUES	\$975,650	\$0	\$0	\$975,650
TOTAL EXPENDITURES	\$38,796	\$98,096	\$9,430	\$146,322
<b>NET INCOME</b>	<b>\$936,854</b>	<b>-\$98,096</b>	<b>-\$9,430</b>	<b>\$829,328</b>

# TOWN OF BELLEAIR SUPPORTING DOCUMENTS WATER DEPARTMENT

## METER MANAGEMENT

### REVENUES

REVENUES	Meter Maintenance	Testing	Usage/Leak Checks	Upgrades/ Additions	Billing	TOTAL
343300 Water Utility Revenue	\$0	\$0	\$0	\$0	\$0	\$0.00
343310 Water Tap Fees	\$5,000	\$0	\$0	\$0	\$0	\$5,000.00
361000 Interest	\$0	\$0	\$0	\$0	\$0	\$0.00
381000 Reserves	\$0	\$0	\$0	\$0	\$0	\$0.00
<b>REVENUE TOTALS</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>

### EXPENDITURES

PERSONNEL	Meter Maintenance	Testing	Usage/Leak Checks	Upgrades/ Additions	Billing	TOTAL
51200 Salaries	\$28,812	\$12,527	\$65,160	\$32,570	\$14,416	\$153,485
51201 PT Salaries	\$1,337	\$581	\$3,023	\$1,511	\$669	\$7,121
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0
51400 Overtime	\$618	\$269	\$1,398	\$699	\$309	\$3,293
51500 Sick Leave	\$386	\$168	\$874	\$437	\$193	\$2,058
52100 FICA	\$2,353	\$1,023	\$5,321	\$2,660	\$1,177	\$12,533
52200 Retirement - 401K General P	\$2,770	\$1,204	\$6,264	\$3,131	\$1,386	\$14,756
52300 Life/Hosp.	\$7,510	\$3,265	\$16,985	\$8,490	\$3,758	\$40,007
52301 Medical Benefit	\$881	\$383	\$1,992	\$996	\$441	\$4,692
53100 Physical Exams	\$23	\$10	\$52	\$26	\$12	\$123
<b>Personnel Total</b>	<b>\$44,690</b>	<b>\$19,430</b>	<b>\$101,068</b>	<b>\$50,519</b>	<b>\$22,360</b>	<b>\$238,068</b>

OPERATING	Meter Maintenance	Testing	Usage/Leak Checks	Upgrades/ Additions	Billing	TOTAL
53151 Professional Services	33500	\$0	\$0	\$0	\$0	\$33,500.00
54000 Travel & Per Diem	\$0	\$0	\$0	\$0	\$0	\$0.00
54100 Telephone	\$0	\$0	\$0	\$0	\$0	\$0.00
54200 Postage	\$0	\$0	\$0	\$0	\$6,000	\$6,000.00
54300 Electricity	\$4,636	\$2,016	\$10,484	\$5,241	\$2,319	\$24,695.85
54301 Water	\$11	\$5	\$25	\$13	\$6	\$60.00
54302 Sanitation	\$86	\$38	\$195	\$98	\$43	\$460.00
54303 Sewer	\$8	\$3	\$17	\$8	\$4	\$40.00
54315 Pin. City Water	\$0	\$0	\$0	\$0	\$0	\$0.00
54400 Equip. Rental	\$0	\$0	\$0	\$0	\$0	\$0.00
54614 Maintenance - Meters	\$50,350	\$1,325	\$1,325	\$0	\$0	\$53,000.00
54620 Maintenance - Vehicle	\$0	\$0	\$1,000	\$0	\$0	\$1,000.00
54630 Maintenance - Building	\$0	\$0	\$0	\$0	\$0	\$0.00
54670 Maintenance - Equipment	\$0	\$0	\$0	\$0	\$0	\$0.00
54900 Bad Debt	\$0	\$0	\$0	\$0	\$0	\$0.00
55100 Office Supplies	\$0	\$0	\$583	\$0	\$250	\$833.33
55210 Operating Supplies	\$1,000	\$1,000	\$0	\$0	\$0	\$2,000.00
55213 Laboratory Test	\$0	\$0	\$0	\$0	\$0	\$0.00
55214 Lab Supplies	\$0	\$0	\$0	\$0	\$0	\$0.00
55220 Gasoline & Oil	\$0	\$0	\$1,875	\$0	\$0	\$1,875.00
55221 Tools	\$750	\$0	\$0	\$0	\$0	\$750.00
55230 Chemicals	\$0	\$0	\$0	\$0	\$0	\$0.00
55235 Refund Exp.	\$0	\$0	\$0	\$0	\$0	\$0.00
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0.00

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

55260 Protective Clothing	\$0	\$0	\$700	\$0	\$0	\$700.00
55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0.00
55420 Training & Aids	\$0	\$0	\$0	\$0	\$0	\$0.00
56405 Computer System	\$0	\$0	\$0	\$0	\$0	\$0.00
57301 Miscellaneous	\$8,000	\$0	\$0	\$0	\$0	\$8,000.00
59200 Repay-Loan-GF	\$0	\$0	\$0	\$0	\$0	\$0.00
59900 Depreciation	\$0	\$0	\$0	\$0	\$0	\$0.00
59912 Loss--Disposal	\$0	\$0	\$0	\$0	\$0	\$0.00
<b>Operating Total</b>	<b>\$98,341</b>	<b>\$4,386</b>	<b>\$16,205</b>	<b>\$5,359</b>	<b>\$8,622</b>	<b>\$132,914</b>

<b>CAPITAL</b>	<b>Meter Maintenance</b>	<b>Testing</b>	<b>Usage/Leak Checks</b>	<b>Upgrades/ Additions</b>	<b>Billing</b>	<b>TOTAL</b>
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
58101 Capital Purchase	\$0	\$0	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>FEES AND TRANSFERS</b>	<b>Meter Maintenance</b>	<b>Testing</b>	<b>Usage/Leak Checks</b>	<b>Upgrades/ Additions</b>	<b>Billing</b>	<b>TOTAL</b>
58001 Transfer of Reserves	\$0	\$0	\$0	\$0	\$0	\$0
59904 Support Service Fees	\$0	\$0	\$0	\$0	\$0	\$0
59906 Administration Fees	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fees and Transfers Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Meter Maintenance</b>	<b>Testing</b>	<b>Usage/Leak Checks</b>	<b>Upgrades/ Additions</b>	<b>Billing</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$143,031</b>	<b>\$23,817</b>	<b>\$117,274</b>	<b>\$55,879</b>	<b>\$30,982</b>	<b>\$370,982</b>
	38.55%	6.42%	31.61%	15.06%	8.35%	100.00%

**NET INCOME**

	<b>Meter Maintenance</b>	<b>Testing</b>	<b>Usage/Leak Checks</b>	<b>Upgrades/ Additions</b>	<b>Billing</b>	<b>TOTAL</b>
TOTAL REVENUES	\$5,000	\$0	\$0	\$0	\$0	\$5,000
TOTAL EXPENDITURES	\$143,031	\$23,817	\$117,274	\$55,879	\$30,982	\$370,982
<b>NET INCOME</b>	<b>-\$138,031</b>	<b>-\$23,817</b>	<b>-\$117,274</b>	<b>-\$55,879</b>	<b>-\$30,982</b>	<b>-\$365,982</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

**DISTRIBUTION**

**REVENUES**

	Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
343300 Water Utility Revenue	\$588,350	\$0	\$0	\$588,350
343310 Water Tap Fees	\$0	\$600	\$0	\$600
361000 Interest	\$0	\$0	\$0	\$0
381000 Reserves	\$0	\$0	\$0	\$0
<b>REVENUE TOTALS</b>	<b>\$588,350</b>	<b>\$600</b>	<b>\$0</b>	<b>\$588,950</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
51200 Salaries	\$35,076	\$32,570	\$20,043	\$87,689
51201 PT Salaries	\$1,627	\$1,511	\$930	\$4,068
51210 Unused Medical	\$0	\$0	\$0	\$0
51400 Overtime	\$752	\$699	\$430	\$1,881
51500 Sick Leave	\$470	\$437	\$269	\$1,176
52100 FICA	\$2,864	\$2,660	\$1,637	\$7,160
52200 Retirement - 401K General P	\$3,372	\$3,131	\$1,927	\$8,430
52300 Life/Hosp.	\$9,143	\$8,490	\$5,224	\$22,857
52301 Medical Benefit	\$1,072	\$996	\$613	\$2,681
53100 Physical Exams	\$28	\$26	\$16	\$71
<b>Personnel Total</b>	<b>\$54,405</b>	<b>\$50,519</b>	<b>\$31,089</b>	<b>\$136,013</b>

<b>OPERATING</b>	Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
53151 Professional Services	\$0	\$0	\$0	\$0
54000 Travel & Per Diem	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0	\$0
54300 Electricity	\$5,644	\$5,241	\$3,225	\$14,109
54301 Water	\$24	\$22	\$14	\$60
54302 Sanitation	\$184	\$171	\$105	\$460
54303 Sewer	\$16	\$15	\$9	\$40
54315 Pin. City Water	\$15,000	\$0	\$0	\$15,000
54400 Equip. Rental	\$2,750	\$0	\$0	\$2,750
54614 Maintenance - Meters	\$0	\$0	\$0	\$0

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

54620	Maintenance - Vehicle	\$1,000	\$0	\$0	\$1,000
54630	Maintenance - Building	\$0	\$0	\$0	\$0
54670	Maintenance - Equipment	\$7,000	\$0	\$0	\$7,000
54900	Bad Debt	\$0	\$0	\$0	\$0
55100	Office Supplies	\$0	\$0	\$0	\$0
55210	Operating Supplies	\$0	\$0	\$0	\$0
55213	Laboratory Test	\$0	\$0	\$0	\$0
55214	Lab Supplies	\$0	\$0	\$0	\$0
55220	Gasoline & Oil	\$1,875	\$0	\$0	\$1,875
55221	Tools	\$750	\$0	\$0	\$750
55230	Chemicals	\$0	\$0	\$0	\$0
55235	Refund Exp.	\$0	\$0	\$0	\$0
55240	Uniforms	\$0	\$0	\$0	\$0
55260	Protective Clothing	\$700	\$0	\$0	\$700
55410	Memberships	\$0	\$0	\$0	\$0
55420	Training & Aids	\$0	\$0	\$0	\$0
56405	Computer System	\$0	\$0	\$0	\$0
57301	Miscellaneous	\$0	\$0	\$0	\$0
59200	Repay-Loan-GF	\$0	\$0	\$0	\$0
59900	Depreciation	\$0	\$0	\$0	\$0
59912	Loss--Disposal	\$0	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$34,943</b>	<b>\$5,449</b>	<b>\$3,353</b>	<b>\$43,744</b>

<b>CAPITAL</b>		Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
58001	Transfer of Reserves	\$0	\$0	\$0	\$0
59904	Support Service Fees	\$0	\$0	\$0	\$0
59906	Administration Fees	\$0	\$0	\$0	\$0
<b>Fees and Transfers Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>FEES AND TRANSFERS</b>		Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
58001	Transfer of Reserves	\$0	\$0	\$0	\$0
59904	Support Service Fees	\$0	\$0	\$0	\$0
59906	Administration Fees	\$0	\$0	\$0	\$0
<b>Fees and Transfers Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>		Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
		<b>\$89,348</b>	<b>\$55,968</b>	<b>\$34,442</b>	<b>\$179,757</b>
		49.70%	31.14%	19.16%	100.00%

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

**NET INCOME**

	Water Lines	Valves	Fire Hydrant Maintenance	TOTAL
TOTAL REVENUES	\$588,350	\$600	\$0	\$588,950
TOTAL EXPENDITURES	\$89,348	\$55,968	\$34,442	\$179,757
<b>NET INCOME</b>	<b>\$499,002</b>	<b>-\$55,368</b>	<b>-\$34,442</b>	<b>\$409,193</b>

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

**EMPLOYEE ADMINISTRATION**

**REVENUES**

	Plant Maintenance	Meetings/ Communications	Training/ Certifications	Scheduling/ Payroll	TOTAL
343300 Water Utility Revenue	\$0	\$0	\$0	\$0	\$0
343310 Water Tap Fees	\$0	\$0	\$0	\$0	\$0
361000 Interest	\$1,000	\$0	\$0	\$0	\$1,000
381000 Reserves	\$610,075	\$0	\$0	\$0	\$610,075
<b>REVENUE TOTALS</b>	<b>\$611,075</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$611,075</b>

**EXPENDITURES**

<b>PERSONNEL</b>	Plant Maintenance	Meetings/ Communications	Training/ Certifications	Scheduling/ Payroll	TOTAL
51200 Salaries	\$15,071	\$17,576	\$11,274	\$11,274	\$55,196
51201 PT Salaries	\$699	\$815	\$523	\$523	\$2,561
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0
51400 Overtime	\$323	\$377	\$242	\$242	\$1,184
51500 Sick Leave	\$202	\$236	\$151	\$151	\$740
52100 FICA	\$1,231	\$1,435	\$921	\$921	\$4,507
52200 Retirement - 401K General P	\$1,449	\$1,690	\$1,084	\$1,084	\$5,306
52300 Life/Hosp.	\$3,928	\$4,581	\$2,939	\$2,939	\$14,387
52301 Medical Benefit	\$461	\$537	\$345	\$345	\$1,687
53100 Physical Exams	\$12	\$14	\$9	\$9	\$44
<b>Personnel Totals</b>	<b>\$23,376</b>	<b>\$27,262</b>	<b>\$17,487</b>	<b>\$17,487</b>	<b>\$85,614</b>

<b>OPERATING</b>	Plant Maintenance	Meetings/ Communications	Training/ Certifications	Scheduling/ Payroll	TOTAL
53151 Professional Services	\$0	\$0	\$0	\$0	\$0
54000 Travel & Per Diem	\$0	\$0	\$2,500	\$0	\$2,500
54100 Telephone	\$0	\$4,000	\$0	\$0	\$4,000
54200 Postage	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$2,425	\$2,828	\$1,814	\$1,814	\$8,881
54301 Water	\$16	\$19	\$12	\$12	\$60
54302 Sanitation	\$126	\$146	\$94	\$94	\$460
54303 Sewer	\$11	\$13	\$8	\$8	\$40
54315 Pin. City Water	\$0	\$0	\$0	\$0	\$0
54400 Equip. Rental	\$0	\$0	\$0	\$0	\$0
54614 Maintenance - Meters	\$0	\$0	\$0	\$0	\$0
54620 Maintenance - Vehicle	\$0	\$0	\$1,000	\$0	\$1,000
54630 Maintenance - Building	\$8,000	\$0	\$0	\$0	\$8,000
54670 Maintenance - Equipment	\$7,000	\$0	\$0	\$0	\$7,000
54900 Bad Debt	\$0	\$0	\$0	\$400	\$400
55100 Office Supplies	\$0	\$833	\$0	\$0	\$833
55210 Operating Supplies	\$1,000	\$1,000	\$0	\$0	\$2,000

**TOWN OF BELLEAIR  
SUPPORTING DOCUMENTS  
WATER DEPARTMENT**

55213 Laboratory Test	\$0	\$0	\$0	\$0	\$0
55214 Lab Supplies	\$0	\$0	\$0	\$0	\$0
55220 Gasoline & Oil	\$0	\$0	\$1,875	\$0	\$1,875
55221 Tools	\$750	\$0	\$0	\$0	\$750
55230 Chemicals	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp.	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$2,000	\$2,000
55260 Protective Clothing	\$700	\$0	\$0	\$0	\$700
55410 Memberships	\$0	\$0	\$3,000	\$0	\$3,000
55420 Training & Aids	\$0	\$0	\$5,000	\$0	\$5,000
56405 Computer System	\$0	\$13,250	\$0	\$0	\$13,250
57301 Miscellaneous	\$0	\$0	\$0	\$0	\$0
59200 Repay-Loan-GF	\$0	\$0	\$0	\$40,000	\$40,000
59900 Depreciation	\$0	\$0	\$0	\$142,000	\$142,000
59912 Loss--Disposal	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$20,028</b>	<b>\$22,090</b>	<b>\$15,303</b>	<b>\$186,328</b>	<b>\$243,749</b>

<b>CAPITAL</b>		<b>Plant Maintenance</b>	<b>Meetings/ Communications</b>	<b>Training/ Certifications</b>	<b>Scheduling/ Payroll</b>	<b>TOTAL</b>
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
58101 Capital Purchase	\$0	\$0	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>FEES AND TRANSFERS</b>		<b>Plant Maintenance</b>	<b>Meetings/ Communications</b>	<b>Training/ Certifications</b>	<b>Scheduling/ Payroll</b>	<b>TOTAL</b>
58001 Transfer of Reserves	\$114,450	\$0	\$0	\$0	\$0	\$114,450
59904 Support Service Fees	\$275,300	\$0	\$0	\$0	\$0	\$275,300
59906 Administration Fees	\$88,750	\$0	\$0	\$0	\$0	\$88,750
<b>Fees and Transfers Total</b>	<b>\$478,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$478,500</b>

<b>EXPENDITURE TOTALS</b>		<b>Plant Maintenance</b>	<b>Meetings/ Communications</b>	<b>Training/ Certifications</b>	<b>Scheduling/ Payroll</b>	<b>TOTAL</b>
		<b>\$521,904</b>	<b>\$49,352</b>	<b>\$32,791</b>	<b>\$203,816</b>	<b>\$807,863</b>
		64.60%	6.11%	4.06%	25.23%	100.00%

**NET INCOME**

	<b>Plant Maintenance</b>	<b>Meetings/ Communications</b>	<b>Training/ Certifications</b>	<b>Scheduling/ Payroll</b>	<b>TOTAL</b>
TOTAL REVENUES	\$611,075	\$0	\$0	\$0	\$611,075
TOTAL EXPENDITURES	\$521,904	\$49,352	\$32,791	\$203,816	\$807,863
<b>NET INCOME</b>	<b>\$89,171</b>	<b>-\$49,352</b>	<b>-\$32,791</b>	<b>-\$203,816</b>	<b>-\$196,788</b>



**TOWN OF BELLEAIR, FLORIDA**

**OPERATING INDICATORS BY FUNCTION  
LAST TEN FISCAL YEARS**

<b>Function</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Police:</b>											
<i>Physical Arrests</i>	26	12	31	46	56	45	125	146	70	72	70
<i>Parking Violations</i>	23	21	12	142	140	10	12	9	23	1	0
<i>Traffic Violations</i>	80	76	110	157	7	397	397	133	156	328	411
<b>Transportation:</b>											
<i>Resurfacing (in Miles)</i>	0.7	0.7	0.5	0.5	4.5	0.5	1	0	0	0	0
<i>Pothole Repaired</i>	50	50	110	120	150	~100	240	184	150	110	192
<b>Culture and Recreation:</b>											
<i>Athletic Permits Issued</i>	800	800	800	822	832	600	600	600	400	510	480
<b>Water:</b>											
<i>New Connections</i>	3	3	6	5	0	2	2	3	2	8	43
<i>Main Breaks</i>	3	3	0	0	10	12	12	8	11	6	11
<i>Average Consumption</i>	762,427	762,427	613,627	517,567	681,789	693,150	768,950	692,830	807,000	911,000	895,000
<b>Solid Waste Management:</b>											
<i>Refuse Collected Tons Per/Day</i>	10.5	10.5	7.12	7.19	7.78	11.83	8.01	10.06	10.75	12	11
<i>Recyclables Collected</i>	2.78	2.78	0.6	1.19	0.429	0.8	0.75	0.76	1.14	1	1

**TOWN OF BELLEAIR, FLORIDA**

**CAPITAL ASSETS STATISTICS  
LAST TEN FISCAL YEARS**

<b>Function</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Public Safety:</b>											
Police											
<i>Stations</i>	1	1	1	1	1	1	1	1	1	1	1
<i>Patrol units</i>	6	6	5	5	5	6	6	5	5	4	4
<b>Transportation:</b>											
<i>Streets (Miles)</i>	22	22	22	22	22	22	22	22	22	22	22
<i>Traffic signs</i>	250	250	250	250	250	0.5	0.5	0.5	0.5	1	1
<b>Culture and Recreation:</b>											
<i>Park acreage</i>	24	24	33	33	33	33	33	33	33	32	32
<i>Parks</i>	17	17	19	19	19	19	19	19	19	19	18
<i>Tennis Courts</i>	3	3	3	3	3	3	3	3	3	4	4
<b>Community Centers:</b>											
			1	1	1	1	1	1	1	1	1
<b>Water Mains (Miles):</b>											
<i>Fire Hydrants</i>	36	36	36	36	36	80	80	80	80	80	80
<i>Maximum Daily Capacity (in thousands of Gallons)</i>	135	135	135	135	135	135	135	135	135	135	135
	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD	2.2 MGD
<b>Solid Waste Management:</b>											
<i>Trucks</i>	8	8	8	8	9	9	10	10	10	10	10

**Miscellaneous Statistical Data**

<b>Date of Incorporation</b>	<b>1925</b>
<b>Date First Charter Adopted</b>	<b>1925</b>
<b>Date Present Charter Adopted</b>	<b>1970</b>
<b>Form of Government:</b>	<b>Commission - Manager</b>
<b>Commission Composed of:</b>	<b>Mayor and Four Commissioners</b>
<b>Terms of Office:</b>	
Mayor:	3 years
Commissioners:	3 years
Manager:	Appointed by Commission

**Municipal Utilities, Services and Events**

**Police Protection:**

Number of Employees	14
Number of Vehicular Patrol	9
Number of Law Violations:	
<i>Physical Arrestss</i>	26
<i>Traffic Violations</i>	80
<i>Parking Violations</i>	23

**Parks and Recreation:**

<i>Community Centers</i>	1
<i>Playgrounds</i>	2
<i>Athletic Fields</i>	2
<i>Parkland Acreage</i>	24
<i>Walking Trails</i>	1
<i>Tennis Courts</i>	3
<i>Basketball Courts</i>	1
<i>Restroom Building</i>	1
<i>Picnic Shelter</i>	1

**Sanitation Service System:**

<i>Number of accounts</i>	1588
<i>Annual tonnage</i>	2684

**Transportation:**

<i>Paved Street</i>	22 miles
<i>Stormwater Lines</i>	18 miles
<i>Area</i>	2.5 square miles

**Water System:**

<i>Miles of Water Mains</i>	36
<i>Daily Average Consumption (MGD)</i>	.762
<i>Number of Lift Stations</i>	0
<i>Plant Capacity (MGD)</i>	2.2 MGD
<i>Number of Service Collections</i>	1,545
<i>Deep Wells Active</i>	7
<i>Number of Fire Hydrants</i>	135
<i>Number of customers</i>	1565

**Cultural Facilities Available in Belleair and Tampa Bay Area:**

Florida Gulf Coast Art Center, Inc.	<i>Largo, Florida</i>
Performing Arts Center and Theatre	<i>Clearwater, Florida</i>
Bayfront Center, Mahaffey Theater	<i>St. Petersburg, Florida</i>
Tampa Bay Performing Arts Center	<i>Tampa, Florida; St. Petersburg, Florida</i>
Asolo Performing Arts Center	<i>Sarasota, Florida</i>
Ruth Eckerd Hall	<i>Clearwater, Florida</i>

**Major Annual Community Events (attendance):**

<i>Halloween Party</i>	1000
<i>Christmas Tree Lighting</i>	900
<i>Easter Egg Hunt</i>	500
<i>Arbor Day Celebration</i>	500
<i>Run for the Rec. 5k race</i>	1000
<i>Concerts</i>	6000

**Weather:**

<i>Average Annual Temperature</i>	74 degrees Fahrenheit
<i>Average Annual Rainfall</i>	54.7 inches