



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda Town Commission

Tuesday, August 2, 2016

5:30 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

[16-0121](#) First Reading of Ordinance 506 - Charter Amendment Referendum

Attachments: [Report of 2016 Charter Review Committee](#)
[506 - Charter Amendment Referendum 2016](#)

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

CONSENT AGENDA

[16-0172](#) Approval of July 19, 2016 Regular Meeting Minutes

Attachments: [RM 07-19-2016](#)

GENERAL AGENDA

[16-0175](#) Preliminary FY 2016-17 Budget

Attachments: [Preliminary FY 2016-17 Budget_7.25.16](#)

[16-0125](#) Approval of the Maximum Millage Preliminary Rate

Attachments: [DR-420MMP_2016-17](#)
[DR-420_2016-17](#)

[16-0111](#) Street Light Bid Award Approval

Attachments: [Notice of Award_PW16-1](#)
[Annual Streetlight Maintenance Bid Tabulation](#)
[Street Light Maintenance Scenarios](#)
[PW16-1_Street Light Maintenance](#)

[16-0173](#) Disposal of Capital Assets #2016-2

Attachments: [2015-16 Disposals 2016-2](#)

[16-0174](#) Belleview Biltmore Golf Course site plan application

Attachments: [SKMBT_C45216071921030](#)

TOWN MANAGER'S REPORT

TOWN ATTORNEY'S REPORT

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

OTHER BUSINESS

ADJOURNMENT

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



Legislation Details (With Text)

File #: 16-0121 **Version:** 1 **Name:**

Type: Ordinance **Status:** Public Hearing

File created: 5/9/2016 **In control:** Town Commission

On agenda: 8/2/2016 **Final action:**

Title: First Reading of Ordinance 506 - Charter Amendment Referendum

Sponsors:

Indexes:

Code sections:

Attachments: [Report of 2016 Charter Reveiw Committee](#)
[506 - Charter Amendment Referendum 2016](#)

Date	Ver.	Action By	Action	Result
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REPORT OF 2016 TOWN OF BELLEAIR CHARTER REVIEW COMMITTEE

To the Mayor and Commissioners of the Town of Belleair:

The Town of Belleair Charter Review Committee has concluded its decennial review of the Town Charter pursuant to the requirements of Article X of the Town Charter. Based upon the Committee's review and discussion of the Charter, the Committee recommends to the Town Commission the following four (4) amendments to the Town Charter:

1. Amend Section 2.11(a)(1) to remove the thirty (30) day wait for new ordinances to become effective.
2. Amend Section 2.07(e) to remove the competitive purchasing policy and provide for purchasing policies and procedures to be determined by ordinance.
3. Add a provision to Section 2.07 requiring two (2) independent appraisals prior to the sale of Town real property.
4. Amend Section 2.09 to remove the prohibition on salaries to the Mayor and Commission and provide that they can be established by ordinance effective after expiration of the term of the adopting commissioners.

Following are, for each of the proposed amendments, an explanation of purpose, a draft of the charter text amendment and the proposed form of referendum ballot title and question/summary.

**TOWN OF BELLEAIR
2016 CHARTER REVIEW COMMITTEE
PROPOSED AMENDMENTS TO TOWN CHARTER**

PROPOSED CHARTER AMENDMENT NO. 1

(AMENDS INITIAL EFFECTIVE DATE OF TOWN ORDINANCES)

Charter Section 2.11(a)(1) currently provides “No ordinance shall have an effective date less than thirty (30) days following its enactment.”

Florida Statutes Section 166.041, which sets forth required procedures for adoption of municipal ordinances and resolutions provides in its subsection (4): “All ordinances or resolutions passed by the governing body shall become effective ten (10) days after passage or as otherwise provided therein.” The Charter Review Committee believes the current charter provision unnecessarily delays the effective date of ordinances adopted by the Town Commission for 30 days.

Amendment Text:

Charter section 2.11(a)(1) shall be amended to provide that town ordinances shall become effective on the date provided in the ordinance or otherwise as provided by state law.

BALLOT TITLE:

**NO. 1
CHARTER AMENDMENT
Amends Charter to Change Effective Date of Enacted Ordinances**

BALLOT QUESTION: Shall subsection 2.11(a)(1) of the Town Charter be amended to allow ordinances to have an effective date as provided in the enacted ordinance or as provided by State law instead of thirty (30) days after enactment? (38 words)

Yes _____

No _____

PROPOSED CHARTER AMENDMENT NO. 2

(AMENDS TOWN'S PURCHASING PROCEDURE)

Charter Section 2.07(e) of the Charter entitled Competitive Purchasing Procedure states as follows:

“Except as herein otherwise provided, all contracts for over Ten Thousand Dollars (\$10,000.00) shall be awarded to the lowest responsible bidder. The Commission may waive any formalities in any bid, may reject any or all bids, and may award the bid to other than the low bidder, if in its judgment such shall be in the best interest of the Town. It is recognized that some expenditures in excess of Ten Thousand Dollars (\$10,000.00), including, but not limited to, contracts relating to insurance and pension plans, best negotiated and are unpractical to award on a bid basis, and for demonstrated good cause shown, may be made without bid.”

The Charter Review Committee believes that this imposes unnecessary restrictions on the Town's ability to procure products and services. In particular, the \$10,000.00 threshold is considered too low to invoke the competitive bidding process. The Committee believes the procurement policies and procedures are better established by the Town Commission from time to time by ordinance rather than imposing absolute restrictions in the Town Charter. Town Staff and the Town Finance Committee also recommended that purchasing procedures and policies be established by ordinance rather than dictated by the Charter; however, Staff and the Finance Committee proposed to retain a threshold amount of \$35,000.00 in the Charter for which competitive bids would be required. Upon further consideration, the Committee decided that it would be preferable to also establish any minimum contract amount requiring competitive bids to also be established by ordinance instead of a charter provision.

Amendment Text:

Section 2.07(e) of the Charter entitled Competitive Purchasing Procedure, is removed and replaced with the following provision:

“(e) *Purchasing Procedure.* The Commission shall adopt a purchasing and procurement policy by ordinance consistent with state law.”

BALLOT TITLE:

NO. 2

CHARTER AMENDMENT

Provides for Establishment of Town Purchasing Policies and Procedures by Ordinance

BALLOT QUESTION: Shall Section 2.17(e) of the Town Charter be amended to remove the Competitive Purchasing Procedure to provide that Town purchasing and procurement policies and procedures shall be established by ordinance consistent with state law? (36 words)

Yes _____

No _____

PROPOSED CHARTER AMENDMENT NO. 3

(ESTABLISHES CONDITIONS AND REQUIREMENTS FOR DISPOSITION OF TOWN OWNED REAL PROPERTY)

The Town Charter currently has no provision dealing with the Town's sale or disposition of its real property. The Charter Review Committee believes certain conditions should be satisfied prior to the sale or disposition of Town owned real property, mainly to help ensure the Town is receiving adequate consideration for the property.

Proposed Amendment Text: It is proposed that a new Section 2.07(g) be added to the Town Charter to read as follows:

“No real property owned by the Town shall be sold, alienated or conveyed until the same has been appraised by two (2) independent appraisers who are members of an appraisal organization listed in Section 253.025, Florida Statutes, or its successor.”

BALLOT TITLE:

NO. 3 CHARTER AMENDMENT

Adds Requirement for Two Independent Appraisals Prior to Sale of Town Real Property

BALLOT QUESTION: Shall Section 2.07 of the Town Charter be amended to create a requirement that the Town shall not sell or dispose of any Town owned real property until the property has been appraised by two (2) independent appraisers? (40 words)

Yes _____

No _____

PROPOSED CHARTER AMENDMENT NO. 4

(REMOVING PROHIBITION ON SALARIES FOR MAYOR AND COMMISSIONERS AND PERMITTING ESTABLISHMENT BY ORDINANCE)

The Town Charter now provides that no salary shall be paid to the Mayor or any Commissioner. The Charter does provide that the Commission will establish annual expense allowance to reimburse the Mayor and Commissioners for expenses attributable to their offices which allowance is to be not less than One Hundred Dollars (\$100.00) per month for the Mayor and Twenty-Five Dollars (\$25.00) per month for a Commissioner. The Charter Review Committee acknowledges that the Mayor and Commissioners devote considerable time in the performance of their duties as the elected officials of the Town without compensation. Although the Town has historically had qualified candidates seek the office of Mayor and Commissioners, even though no compensation is paid for those positions, the Committee believes that the time may come that it might become difficult to attract candidates to make that commitment of time with no compensation. The Town of Belleair is the only Pinellas County city that does not pay some salary to its elected officials. The amendment would remove the prohibition on salaries, but the establishment of salaries would need to be done by ordinance.

Proposed Amendment Text: Amend Section 2.09, *Compensation and Expenses* to remove the prohibition on salaries to Mayor and Commissioners and replace with the following:

“The Commission may determine a reasonable annual salary for the Mayor and Commissioners by ordinance, but no ordinance establishing or increasing such salary shall become effective as to any Commissioner or the Mayor sitting on the Commission at the time of the passage of the ordinance until the expiration of the then present term of office for that individual. Members of the Commission shall also receive their actual and necessary expenses incurred in the performance of their duties of office.”

BALLOT TITLE:

NO. 4 CHARTER AMENDMENT Permits Determination of Salaries for Mayor and Commissioners by Ordinance

BALLOT QUESTION: Shall Section 2.09 of the Town Charter be amended to remove the prohibition on salaries for the Mayor and Commissioners and provide that the Commission may determine reasonable salaries of Mayor and Commissioners to be effective after expiration of the sitting officials’ terms of office? (47 words)

Yes _____

No _____

Respectively submitted:

Katherine Cole, Chair

ORDINANCE NO. 506

AN ORDINANCE OF THE TOWN OF BELLEAIR, FLORIDA PERTAINING TO THE TOWN CHARTER; AMENDING THE TOWN CHARTER TO (A) CHANGE EFFECTIVE DATE OF ENACTED ORDINANCES, (B) PROVIDE FOR ESTABLISHMENT OF TOWN PURCHASING POLICIES AND PROCEDURES BY ORDINANCE, (C) ADD REQUIREMENT FOR TWO INDEPENDENT APPRAISALS PRIOR TO SALE OF TOWN REAL PROPERTY, AND (D) PERMIT DETERMINATION OF SALARIES FOR MAYOR AND COMMISSIONERS BY ORDINANCE; PROVIDING FOR A REFERENDUM ON THE FOUR CHARTER AMENDMENTS; CONDITIONING THE EFFECTIVENESS OF THE CHARTER AMENDMENTS ON APPROVAL AT REFERENDUM; PROVIDING FOR OTHER RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. AUTHORITY FOR THIS ORDINANCE. This ordinance is enacted pursuant to Chapters 100 and 166, Florida Statutes, and other applicable provisions of law.

SECTION 2. TOWN COMMISSION FINDINGS AND DECLARATION OF INTENT.

(a) Following the conclusion of the proceedings of the Town's 2016 Charter Review Committee, the Charter Review Committee proposed amendments to the Town Charter and the Town Commission has held two (2) public hearings for consideration of such proposed amendments by the Town Commission and the residents of Belleair.

(b) Following the full consideration of the proposed charter amendments at such public hearings the Town Commission found the charter amendments set forth in Section 3 hereof to be necessary and appropriate for the purposes set forth in the report of the Charter Review Committee and by this Ordinance establishes final text of the proposed amendments and provides for such amendments to be placed to a vote of the electors of the Town in accordance with Florida Statutes Section 166.031.

SECTION 3. AMENDMENTS TO TOWN OF BELLEAIR CHARTER. The Town Commission hereby proposes to amend the Town Charter as follows:

Amendment No. 1 Changes Effective Date of Enacted Ordinances

Charter section 2.11(a)(1) of the Charter shall be amended to provide that town ordinances shall become effective on the date provided in the ordinance or otherwise as provided by state law.

Amendment No. 2 Provides for Establishment of Town Purchasing Policies and Procedures by Ordinance

Section 2.07(e) of the Charter entitled Competitive Purchasing Procedure, is removed and replaced with the following provision:

“(e) *Purchasing Procedure.* The Commission shall adopt a purchasing and procurement policy by ordinance consistent with state law.”

Amendment No. 3 Adds Requirement for Two Independent Appraisals Prior to Sale of Town Real Property

New Section 2.07(g) shall be added to the Town Charter to read as follows:

“No real property owned by the Town shall be sold, alienated or conveyed until the same has been appraised by two (2) independent appraisers who are members of an appraisal organization listed in Section 253.025, Florida Statutes, or its successor.”

Amendment No. 4: Permits Determination of Salaries for Mayor and Commissioners by Ordinance

Section 2.09 of the Charter entitled Compensation and Expenses is amended to read in its entirety as follows:

“The Commission may determine a reasonable annual salary for the Mayor and Commissioners by ordinance, but no ordinance establishing or increasing such salary shall become effective as to any Commissioner or the Mayor sitting on the Commission at the time of the passage of the ordinance until the expiration of the then present term of office for that individual. Members of the Commission shall also receive their actual and necessary expenses incurred in the performance of their duties of office.”

SECTION 4. REFERENDUM. The Town Clerk is hereby authorized and directed to place on the ballot for the general election to be held on November 8, the following four (4) ballot titles and questions:

BALLOT TITLE:

**NO. 1
CHARTER AMENDMENT
Amends Charter to Change Effective Date of Enacted Ordinances**

BALLOT QUESTION: Shall subsection 2.11(a)(1) of the Town Charter be amended to allow ordinances to have an effective date as provided in the enacted ordinance or as provided by State law instead of thirty (30) days after enactment?

Yes _____

No _____

BALLOT TITLE:

NO. 2

CHARTER AMENDMENT

Provides for Establishment of Town Purchasing Policies and Procedures by Ordinance

BALLOT QUESTION: Shall Section 2.17(e) of the Town Charter be amended to remove the Competitive Purchasing Procedure to provide that Town purchasing and procurement policies and procedures shall be established by ordinance consistent with state law?

Yes _____

No _____

BALLOT TITLE:

NO. 3

CHARTER AMENDMENT

Adds Requirement for Two Independent Appraisals Prior to Sale of Town Real Property

BALLOT QUESTION: Shall Section 2.07 of the Town Charter be amended to create a requirement that the Town shall not sell or dispose of any Town owned real property until the property has been appraised by two (2) independent appraisers?

Yes _____

No _____

BALLOT TITLE:

NO. 4

CHARTER AMENDMENT

Permits Determination of Salaries for Mayor and Commissioners by Ordinance

BALLOT QUESTION: Shall Section 2.09 of the Town Charter be amended to remove the prohibition on salaries for the Mayor and Commissioners and provide that the Commission may determine reasonable salaries of Mayor and Commissioners to be effective after expiration of the sitting officials' terms of office?

Yes _____

No _____

SECTION 5. 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 6. 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 7. EFFECTIVE DATE. Section 3 of this ordinance shall take effect only if and when approved by a majority of the electors of the Town voting in the referendum called in Section 4 of this ordinance. All other sections of this ordinance shall take effect thirty (30) days after final passage and adoption.

PASSED ON FIRST READING: **August 2, 2016*

PASSED ON THE SECOND AND FINAL READING: **August 16, 2016*

Mayor

ATTEST:

Town Clerk



Legislation Details (With Text)

File #: 16-0172 **Version:** 1 **Name:**
Type: Minutes **Status:** Minutes Approval
File created: 7/21/2016 **In control:** Town Commission
On agenda: 8/2/2016 **Final action:**
Title: Approval of July 19, 2016 Regular Meeting Minutes
Sponsors:
Indexes:
Code sections:
Attachments: [RM 07-19-2016](#)

Date	Ver.	Action By	Action	Result
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Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Town Commission

Tuesday, July 19, 2016

6:30 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

Present: 4 - Mayor Gary H. Katica
Deputy Mayor Karla Rettstatt
Commissioner Michael Wilkinson
Commissioner Tom Shelly
Absent: 1 - Commissioner Tom Kurey

SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

[16-0163](#)

Variance for 1 Country Club Lane

JP Murphy-Assistant Town Manager-Introduced case; applicant requesting signs on three different zoned parcels; Mr. Dave Healey will provide staff analysis.

Town Clerk swore in James White and Dave Healey; Michael Cheezum arrived at 6:35 PM and was sworn in.

Dave Healey-Calvin Giordano and Associates, Town Planning Consultant-Provided background information; joint project between Belleair Country Club and JMC Communities; three proposed signs replace existing country club signs; signs were briefly described as follows:

First sign (1 A & B)-sign A is an additional sign for country club; sign B is an additional and off premise sign for Belleview Place and Inn. Belleview Place will be removed from sign once residences are sold.

Second and thirds signs-brick pillars located at intersection of Indian Rocks Rd. and Belleview Blvd; one for the country club and one for the inn.

Fourth sign (4 A & B) on Alexander Rd and Druid Rd; existing sign at location; property zoned R-1 and requires variance; also an additional off premise sign for

Bellevue Place and Inn.

Fifth sign-located on south side of main entry to Bellevue Place and Inn; country club sign is an additional sign.

Mr. Healey noted three signs are replacing current signs; commented on variance criteria; available for questions.

Mr. Murphy noted the Planning and Zoning Board recommended Commission approval.

No ex parte communications from the Commission.

Public comments heard

Jim White-Resident (3 Seaside Lane)-Spoke in favor of granting variance; also thanked police department for their service.

Michael Cheezum-JMC Communities, Applicant-Commented on project; signs create a gateway to area; bricks from hotel to be used; feels criteria met.

Closed to public comment

Deputy Mayor Rettstatt commented on a Verizon box by one column sign; should move box is possible.

Mayor Katica noted it would be up to Verizon to move; Mr. Cheezum thinks pillar will be ok, not sure it can be relocated.

Commissioner Shelly moved approval of the variance; seconded by Deputy Mayor Rettstatt.

Aye: 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Shelly

Absent: 1 - Commissioner Kurey

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

Kurt Steinmann-Resident-Requesting Airbnb property rentals be permitted; commented on successful experiences; spoke on code section regarding temporary lodging; seeking Commission approval.

Mayor Katica stated there is a zoning issue and needs to go under advisement. David Ottinger-Town Attorney-Unable to comment at this time; needs to review.

Deputy Mayor Rettstatt commented on difference between family and unknown persons; safety concerns.

Dan Hartshorne-Resident-Commented on potential sale of property to Belleair Country

Club; requesting a map that clearly identifies boundaries for Finance Board to review.

Mr. Maxwell noted Finance Board will hear item in August; information can be provided.

Patricia Higgins-Resident-Commented on potential sale; possibility of country club maintaining entire seawall and lift station area; supports town considering sale.

Mayor Katica briefly commented on sea wall maintenance; in favor of the sale.

Ed Shaughnessey-CEO Belleair Country Club-Commented on purchasing additional area; can grant easement for lift station and beautify area.

Jack Gay-Resident-Spoke in support of selling property to the country club.

Laura Hulley-Resident-Commented on problems with trash and noise in park; supports sale of park property.

Nancy Hartshorne-Resident-Spoke on the need to remove dead Washingtonian palms around town; concerned with safety.

Neil Palenzuela-Resident-Commented on golf course sale negotiations and conservation easement; wants public have all information.

Mr. Ottinger stated still in feasibility stage; commented on importance of development to buyer, can walk away if not approved.

Mr. Maxwell spoke with engineer; working through items regarding development proposal; property sale must be done by ordinance; intends to hold three meetings; advisory boards will also hear item.

Mayor Katica stated nothing will happen without easement; Deputy Mayor Rettstatt noted it is a priority, will be brought as a package.

CONSENT AGENDA

[16-0162](#)

Approval of July 5, 2016 Regular Meeting Minutes

Commissioner Shelly moved approval of the consent agenda; seconded by Deputy Mayor Rettstatt.

Aye: 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Shelly

Absent: 1 - Commissioner Kurey

GENERAL AGENDA[16-0123](#)

Resolution No. 2016-19: Fiscal Year 2015-2016 Budget Amendment No. 1

Micah Badana-Management Analyst II-Staff requesting first budgetary amendment for FY 2015/2016; \$233,700 for General Fund; \$24,000 for Tree Fund; expenditure increases offset by unappropriated excess revenue or previously assigned reserve dollars.

Mr. Maxwell noted majority is carryover amount from previous year; large amount of Town Hall renovations done this year.

Commissioner Shelly moved approval of Resolution No. 2016-19 amending fiscal year 2015-2016 budget; seconded by Deputy Mayor Rettstatt.

Aye: 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Shelly

Absent: 1 - Commissioner Kurey

TOWN MANAGER'S REPORT

Mr. Maxwell had nothing to report.

TOWN ATTORNEY'S REPORT

Mr. Ottinger provided an update on the Charter Review Committee, four amendments will be presented at first meeting in August.

Bill Sohl-Belleair Police Chief-had nothing to report.

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

Commissioner Kurey was not in attendance.

Commissioner Shelly-Park and Tree Board did not meet; Fire Chief to present new fire station at August 16th meeting.

Mayor Katica-Nothing to report.

Deputy Mayor Rettstatt-Nothing to report.

Commissioner Wilkinson-Nothing to report; thanked Commission for approving his son's employment; commented on the passing of Dr. Bob Allen. Also commented on Danielle Felten leaving recreation center; thanked her for service and dedication to the town.

OTHER BUSINESS

No other business.

ADJOURNMENT

No further business; meeting adjourned in due form at 7:23 PM.

Commissioner Shelly moved to adjourn; seconded by Commissioner Wilkinson.

Aye: 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Shelly

Absent: 1 - Commissioner Kurey

TOWN CLERK

APPROVED:

MAYOR



Legislation Details (With Text)

File #: 16-0175 **Version:** 1 **Name:**
Type: Action Item **Status:** General Agenda
File created: 7/25/2016 **In control:** Town Commission
On agenda: 8/2/2016 **Final action:**
Title: Preliminary FY 2016-17 Budget
Sponsors:
Indexes:
Code sections:
Attachments: [Preliminary FY 2016-17 Budget 7.25.16](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica, Commissioners
From: Micah Badana
Date: 7/25/2016

Subject:

Preliminary FY2016-17 Budget

Summary:

At this time, we are at a net positive of \$2,700 for the next budget year. A few revenue and expenditure impacts are;

- Staff received the certified taxable value from the property appraiser
- State revenues estimations have been completed
- The salary adjustment was modified to reflect the average from the current 2015-16 budget. The previous preliminary budget estimated merit increase at 2.7%, staff has decreased this to 2.5%.
- Health Increase will be a 4.1% increase instead of the 10% originally estimated
- The Fire Service Agreement is currently being discussed and the current fee structure has estimated an impact of \$559,000, a \$68,700 increase from prior year.
- Reevaluation of the vehicle lease program

We still have a number of major items that will effect this number, to include:

- General Liability estimates
- Ongoing review of some recreation based revenues
- Discussions about the payback of the General Fund loan being paid back by the Water Fund.
- Three items not included because not enough information was available:
 - A request for a part time to full time upgrade
 - Increase to sports leagues
 - Increase to teen camp.

Previous Commission Action: N/A

Background/Problem Discussion:

Revenues

Staff has received the certified taxable property values and property taxes are estimated to rise 5.79%. This equates to an increase of \$171,000.

Electric Franchise this fiscal year is trending an increase and staff has estimated an additional \$26,900.

Communication Services Tax as estimated by the state, dropped \$13,000 compared to prior year's budget. State revenue sharing is estimated at 4% increase, which is a \$3,950 impact. State Sales Tax revenue increased by 3% and provides an additional \$7,750.

As part of the roll out of Biltmore site related revenues, Building Permits has increased by \$18,000. This will be higher again next year and then the revenues should begin to shift from permit based to tax based. This helped to offset the transfer from 305 revenue, as we have a plan to reduce that annual transfer to \$0.

Miscellaneous Revenue has fallen off recently, and we have dropped the line item accordingly.

Staff is currently reviewing the administrative fees to make sure the appropriately allocate costs. It is unclear if there will be changes.

The golf course revenues are still shown based on the town owning the course, this could of course change.

Expenditures

Administration - The majority of the increase is related to the transfer of the construction project supervisor from Public Works to Administration. This is \$71,450 of the shown change. The bulk of the remainder (\$6,800) is health cost and merit related.

Building - Increased costs are again related to health cost and merit. The department is estimating \$20,000 less in contracted costs, due mainly to the experience of the last two years which has provided a better understanding of demand.

Support Services - General liability is a large part of the estimated shift. Also, increases to in computer system are related to the required upgrade of our records management system, as well as the new telecom system now that the Public Works building is operational. There was also an error in last year's budget and the expense for one employee's health insurance was not budgeted for. We have corrected that problem, which impacted the budget by about \$8,000. Staff reduced professional services by transitioning the responsibilities to the assistant finance director position.

Police - The major increase in Police relates to the pension plan. The actuarial report calls for an additional \$24,150 to be allocated. Other cost changes mainly surround health and merit increases. Also, the department has requested transitioning the code enforcement officer from a part time to full time position, however administration is still discussing this change.

Public Works - Just as the Administration departments increased by \$71,000, the Public Works Department decreased that same amount. We have added back in to the budget the \$8,000 that we removed last year for medical for one of the employees. It was intended to try and make that position a part time position, but at this time we feel that going back to fulltime is the correct move. The department has reduced the amount of future capital equipment it is budgeting for this year by \$16,650. On the building maintenance side, there is a request for up to \$5,000 for a weekend cleaner for the recreation center. This item is included and still being reviewed.

Parks and Recreation - A large part of the increase in Parks and Recreation personnel costs is related to health and merit increases, as with other departments. Parks and Recreation has asked for increases to the maintenance of grounds and tree trimming accounts, which administration has no issues with. We are still reviewing, but have included the request for an increase in holiday lighting. The department has also increased the amount of future capital equipment to be replaced by \$16,550.

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: N/A

Proposed Motion N/A

Summary Page

	FY 2015-16	FY 2016-17	
	Budget	Budget	
Revenues	\$ 5,613,500	\$ 5,762,600	\$ 149,100

Expenditures	FY 2015-16	FY 2016-17	Change Between FY
Administration	\$ 484,100	\$ 562,350	\$ 78,250
Building	\$ 163,450	\$ 142,300	\$ (21,150)
Support Services	\$ 1,726,400	\$ 1,816,300	\$ 89,900
Police	\$ 1,398,950	\$ 1,455,750	\$ 56,800
Public Works	\$ 643,550	\$ 557,350	\$ (86,200)
Parks & Rec	\$ 1,197,050	\$ 1,243,850	\$ 46,800
Total	\$ 5,613,500	\$ 5,777,900	\$ 164,400

\$	-	\$ (15,300)
		\$ 18,000
Net	\$	2,700

Administration

513100 ADMINISTRATION		2012-13 <u>ACTUAL</u>	2013-14 <u>ACTUAL</u>	2014-15 <u>BUDGET</u>	2015-16 <u>BUDGET</u>	2016-17 <u>BUDGET</u>	
Account #	PERSONNEL						
51100	Salaries: Executive		\$ -	\$ 6,600	\$ 6,600	\$ -	\$ 6,600
51200	Salaries	106,638	124,836	210,950	283,000	\$ 56,200	339,200
51201	PT Salaries	996	121	-		\$ -	-
51500	Sick Leave	1,223	6,003	10,750	12,600	\$ 2,650	15,250
52100	FICA	8,367	9,827	15,900	21,300	\$ 4,650	25,950
52200	Retirement- 401K General	9,707	11,699	18,650	25,000	\$ 5,550	30,550
52300	Life/Hospital Insurance	15,753	15,731	34,550	42,100	\$ 10,800	52,900
52301	Medical Benefit	1,555	1,530	2,400	4,800	\$ 1,200	6,000
	TOTAL PERSONNEL	<u>\$144,239</u>	<u>\$169,747</u>	<u>\$ 299,800</u>	<u>\$395,400</u>	\$ 81,050	<u>\$476,450</u>
	OPERATING						
54000	Travel & Per Diem	\$ 3,027	\$ 7,202	\$ 19,800	\$ 19,800	\$ -	\$ 19,800
54100	Telephone	3,302	2,511	2,100	3,600	\$ 800	4,400
54200	Postage		-	1,000	1,500	\$ 100	1,600
54620	Maint. Vehicle	719	129	-	-	\$ 1,000	1,000
54670	Maint. Equipment		-	500	500	\$ (500)	-
54700	Ordinance Codes		-	3,000	3,000	\$ -	3,000
54930	Advertising		-	2,500	3,500	\$ -	3,500
54940	Filing Fees		-	1,000	1,500	\$ -	1,500
55100	Office Supplies	118	-	1,000	3,000	\$ 100	3,100
55101	Board Expenses		-	9,000	5,000	\$ -	5,000
55210	Operating Supplies	2,343	1,112	2,800	2,500	\$ -	2,500
55222	Records Management Fees		-	4,600	3,000	\$ -	3,000
55240	Uniforms	-	60	200	300	\$ 350	650
55260	Protective Clothing					\$ 250	250
55290	Elections		-	9,400	5,000	\$ (5,000)	-
55410	Memberships	3,916	5,067	10,800	10,800	\$ -	10,800
55420	Training & Aids	1,760	3,823	19,500	19,500	\$ -	19,500
56405	Computer System		-	18,300	-	\$ -	-
57900	Archives		-	200	400	\$ -	400
	TOTAL OPERATING	<u>\$ 15,185</u>	<u>\$ 19,904</u>	<u>\$ 105,700</u>	<u>\$ 82,900</u>	\$ (2,900)	<u>\$ 80,000</u>
	CAPITAL EXPENSES						
56402	Cars	\$ -	\$ 9,917	\$ -	\$ -	\$ -	\$ -
57001	Vehicle Debt Service	-	-	-	5,800	\$ 100	5,900
58102	Equipment Replacement	6,000	6,000	6,000	-	-	-
	TOTAL CAPITAL	<u>\$ 6,000</u>	<u>\$ 15,917</u>	<u>\$ 6,000</u>	<u>\$ 5,800</u>	\$ 100	<u>\$ 5,900</u>
	ADMINISTRATION TOTAL	<u>\$165,424</u>	<u>\$205,568</u>	<u>\$ 411,500</u>	<u>\$484,100</u>	\$ 78,250	<u>\$562,350</u>

Building

515000 BUILDING		2012-13 <u>ACTUAL</u>	2013-14 <u>ACTUAL</u>	2014-15 <u>BUDGET</u>	2015-16 <u>BUDGET</u>	2016-17 <u>BUDGET</u>	
Account # PERSONNEL							
51200	Salaries	\$ 109,719	\$ 40,544	\$ 41,100	\$ 42,150	\$ -	\$ 42,150
51400	Overtime	-	262	-	-	\$ -	-
51500	Sick Leave	287	1,478	1,500	2,050	\$ (250)	1,800
52100	FICA	8,363	3,177	3,250	3,250	\$ -	3,250
52200	Retirement-401K General	9,900	3,806	3,850	3,800	\$ -	3,800
52300	Life/Hospital Insurance	15,331	6,741	7,400	8,050	\$ 300	8,350
52301	Medical Benefit	1,204	1,154	1,200	1,200	\$ -	1,200
TOTAL PERSONNEL		<u>\$ 144,804</u>	<u>\$ 57,162</u>	<u>\$ 58,300</u>	<u>\$ 60,500</u>	\$ 50	<u>\$ 60,550</u>
OPERATING							
53160	Contract Labor	\$ 33,807	\$ 105,649	\$ 100,000	\$ 100,000	\$(20,000)	\$ 80,000
54000	Travel & Per Diem	-	-	-	-	\$ -	-
54100	Telephone	704	306	1,900	250	\$ -	250
54670	Maintenance-Equipment	3,914	2,306	1,000	500	\$ -	500
55100	Office Supplies	688	399	-	300	\$ -	300
55210	Operating Supplies	1,595	352	1,000	500	\$ -	500
55240	Uniforms	214	154	200	200	\$ -	200
55410	Memberships	150	-	-	-	\$ -	-
55420	Training & Aids	-	289	-	-	\$ -	-
56405	Computer System	107	-	1,200	1,200	\$ (1,200)	-
TOTAL OPERATING		<u>\$ 41,179</u>	<u>\$ 109,455</u>	<u>\$ 105,300</u>	<u>\$ 102,950</u>	\$(21,200)	<u>\$ 81,750</u>
CAPITAL							
58102	Equipment Replacement	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL		<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	\$ -	<u>\$ -</u>
BUILDING TOTAL		<u>\$ 195,983</u>	<u>\$ 166,617</u>	<u>\$ 163,600</u>	<u>\$ 163,450</u>	\$(21,150)	<u>\$ 142,300</u>

Support Services

519000	SUPPORT SERVICES	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	
Account #	PERSONNEL						
51200	Salaries	\$ 336,641	\$ 353,296	\$ 344,050	\$ 321,200	\$ 2,400	\$ 323,600
51201	PT Salaries	2,676	-	-	-	\$ -	-
51210	Unused Medical	364	691	-	-	\$ -	-
51400	Overtime	930	1,567	400	400	\$ 600	1,000
51500	Sick Leave	2,097	15,240	15,050	11,600	\$ (3,200)	8,400
52100	FICA	26,151	28,179	27,500	24,600	\$ 150	24,750
52200	Retirement-401K General	30,603	33,247	32,350	28,900	\$ 250	29,150
52300	Life/Hospital Insurance	49,565	56,329	54,300	50,000	\$ 11,250	61,250
52301	Medical Benefit	8,489	6,958	7,200	6,000	\$ -	6,000
52400	Worker's Comp.	-	-	-	-	\$ -	-
52500	Unemployment Comp.	173	-	-	-	\$ -	-
53100	Physical Exams	-	38	-	-	\$ -	-
54212	Insurance-OPEB	-	-	-	20,500	\$ -	20,500
	TOTAL PERSONNEL	\$ 457,689	\$ 495,545	\$ 480,850	\$ 463,200	\$ 11,450	\$ 474,650
						\$ -	
	OPERATING					\$ -	
53110	Town Attorney	\$ 99,929	\$ 128,268	\$ 90,000	\$ 75,000	\$ 750	\$ 75,750
53151	Professional Services	40,914	81,213	9,300	9,300	\$ (9,300)	-
53152	Fire Services	471,711	480,155	490,300	490,300	\$ 68,700	559,000
53153	Copies	398	16,289	-	-	\$ -	-
53155	Community Develop. Services	-	35,813	40,000	40,000	\$ (10,000)	30,000
53200	Accounting & Audit	30,904	32,189	32,000	32,000	\$ -	32,000
54000	Travel & Per Diem	3,513	5,911	-	-	\$ -	-
54100	Telephone	8,612	9,095	8,000	8,000	\$ 4,100	12,100
54200	Postage	5,429	6,299	3,500	3,500	\$ -	3,500
54300	Electricity	21,361	24,413	28,600	25,000	\$ (3,750)	21,250
54301	Water	-	-	6,400	6,400	\$ -	6,400
54302	Sanitation	-	-	6,900	6,900	\$ -	6,900
54303	Sewer	-	-	8,000	8,000	\$ -	8,000
54401	Equipment Leasing	5,909	2,229	1,400	2,400	\$ 13,200	15,600
54510	Insurance-General Liability	159,523	183,543	207,000	216,700	\$ 21,700	238,400
54620	Maintenance-Vehicle	2,068	3,189	3,500	3,500	\$ (1,500)	2,000
54630	Maintenance-Building	15	53	-	-	\$ -	-
54670	Maintenance-Equipment	13,075	10,103	12,900	11,500	\$ (11,500)	-
54905	AHLF Property	19,446	19,253	19,000	25,700	\$ 1,000	26,700
54930	Advertising	2,112	3,538	2,000	2,000	\$ -	2,000
54950	Employee Relations	5,509	6,946	7,500	8,500	\$ -	8,500
55100	Office Supplies	3,326	3,441	4,100	4,500	\$ -	4,500
55210	Operating Supplies	22,602	23,282	15,400	16,000	\$ 100	16,100
55215	Planning & Zoning	16,640	41,585	10,000	10,000	\$ 100	10,100
55220	Gasoline & Oil	107,635	101,907	68,200	52,500	\$ (6,000)	46,500
55221	Tools	221	-	230	250	\$ -	250
55240	Uniforms	697	489	700	1,050	\$ (350)	700
55250	Cleaning Supplies	-	-	-	-	\$ -	-
55410	Memberships	2,956	3,020	-	-	\$ -	-
55420	Training & Aids	4,683	5,189	-	-	\$ -	-
56405	Computer System	48,474	43,940	102,500	145,300	\$ 12,700	158,000
57100	Library	14,980	15,540	15,000	15,000	\$ -	15,000
	TOTAL OPERATING	\$ 1,112,642	\$ 1,286,892	\$ 1,192,430	\$ 1,219,300	\$ 79,950	\$ 1,299,250

Support Services

		2012-13	2013-14	2014-15	2015-16	2016-17	
519000	SUPPORT SERVICES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	
	CAPITAL						
56402	Cars	\$ 18,934	\$ -	\$ -	\$ -	\$ -	\$ -
57001	Vehicle Debt Service	-	-	-	-		5,500
58101	Capital Purchase	-	-	-	32,000	(14,000)	18,000
58102	Equipment Replacement	8,000	19,900	17,500	11,900	7,000	18,900
	TOTAL CAPITAL	<u>\$ 26,934</u>	<u>\$ 19,900</u>	<u>\$ 17,500</u>	<u>\$ 43,900</u>	\$ (1,500)	<u>\$ 42,400</u>
	TRANSFERS						
	Interfund Transfers	\$ 620,126	\$ 10,684	\$ -			\$ -
	TOTAL TRANSFER	<u>\$ 620,126</u>	<u>\$ 10,684</u>	<u>\$ -</u>	<u>\$ -</u>	\$ -	<u>\$ -</u>
	SUPPORT SERVICES TOTAL	<u>\$ 2,217,391</u>	<u>\$ 1,813,021</u>	<u>\$ 1,690,780</u>	<u>\$ 1,726,400</u>	\$ 89,900	<u>\$ 1,816,300</u>

Police

521000 POLICE		2012-13 <u>ACTUAL</u>	2013-14 <u>ACTUAL</u>	2014-15 <u>BUDGET</u>	2015-16 <u>BUDGET</u>	2016-17 <u>BUDGET</u>	
Account # PERSONNEL							
51000	Incentive Pay	\$ 15,718	\$ 13,565	\$ 13,000	\$ 15,000	\$ -	\$ 15,000
51200	Salaries	783,276	806,878	767,950	758,850	\$ 50,700	809,550
51201	PT Salaries	120,553	107,830	107,400	132,600	\$(29,000)	103,600
51210	Unused Medical	1,661	1,702	-	-	\$ -	-
51400	Overtime	9,552	11,677	15,000	13,000	\$ -	13,000
51500	Sick Leave	3,416	15,020	19,270	18,500	\$ 4,300	22,800
52100	FICA	71,392	73,068	68,450	68,200	\$ 1,800	70,000
52200	Retirement-401K General	11,966	13,280	11,650	5,850	\$ -	5,850
52220	Retirement-Police Officer	101,821	286,041	220,000	152,000	\$ 24,150	176,150
52300	Life/Hospital Insurance	84,381	82,311	93,300	84,950	\$ 6,500	91,450
52301	Medical Benefit	13,409	11,619	14,400	14,400	\$ 1,200	15,600
53100	Physical Exams	395	1,038	1,000	1,000	\$ -	1,000
	TOTAL PERSONNEL	<u>\$1,217,540</u>	<u>\$1,424,029</u>	<u>\$1,331,420</u>	<u>\$1,264,350</u>	\$ 59,650	<u>\$1,324,000</u>
OPERATING							
52900	Code Enforcement	\$ 3,059	\$ 2,789	\$ 5,500	\$ 5,500	\$ (500)	\$ 5,000
53151	Professional Services	24,141	31,869	21,300	26,100	\$ -	26,100
54000	Travel & Per Diem	707	-	-	-	\$ -	-
54100	Telephone	7,995	8,584	8,300	9,000	\$ (2,000)	7,000
54200	Postage	406	853	1,000	1,000	\$ (200)	800
54401	Equipment Leasing	5,285	5,300	6,250	6,250	\$ -	6,250
54620	Maintenance-Vehicles	15,468	20,403	13,500	5,000	\$ -	5,000
54650	Maintenance-Radios	3,730	159	4,300	4,300	\$ 300	4,600
54670	Maintenance-Equipment	6,074	8,973	5,000	5,000	\$ -	5,000
55100	Office Supplies	1,967	938	3,000	2,000	\$ -	2,000
55209	Crime Prevention	-	753	750	750	\$ 250	1,000
55210	Operating Supplies	3,243	5,857	12,200	11,000	\$ -	11,000
55221	Tools	216	51	400	400	\$ -	400
55223	Traffic Control Equipment	164	-	-	4,500	\$ (4,500)	-
55240	Uniforms	7,951	5,399	6,000	6,000	\$ -	6,000
55260	Protective Clothing	1,200	7,116	2,000	2,000	\$ 1,000	3,000
55410	Memberships	238	50	-	-	\$ -	-
55420	Training & Aids	3,852	4,878	-	-	\$ -	-
	TOTAL OPERATING	<u>\$ 85,696</u>	<u>\$ 103,972</u>	<u>\$ 89,500</u>	<u>\$ 88,800</u>	\$ (5,650)	<u>\$ 83,150</u>
CAPITAL							
56402	Cars	\$ -	\$ 30,067	\$ -	\$ -	\$ -	\$ -
57001	Vehicle Debt Service	-	-	-	23,800		35,700
58102	Equipment Replacement	25,000	5,000	32,000	22,000	(9,100)	12,900
	TOTAL CAPITAL	<u>\$ 25,000</u>	<u>\$ 35,067</u>	<u>\$ 32,000</u>	<u>\$ 45,800</u>	\$ 2,800	<u>\$ 48,600</u>
POLICE TOTAL		<u>\$1,328,236</u>	<u>\$1,563,068</u>	<u>\$1,452,920</u>	<u>\$1,398,950</u>	\$ 56,800	<u>\$1,455,750</u>

Public Works

572100 PUBLIC WORKS		2012-13 <u>ACTUAL</u>	2013-14 <u>ACTUAL</u>	2014-15 <u>BUDGET</u>	2015-16 <u>BUDGET</u>	2016-17 <u>BUDGET</u>	
Account #	PERSONNEL						
51200	Salaries	\$268,977	\$321,889	\$ 242,350	\$ 256,950	\$ (51,400)	\$ 205,550
51201	PT Salaries	13,410	-	-	-	\$ -	-
51210	Unused Medical	1,108	1,542	-	-	\$ -	-
51400	Overtime	-	-	1,300	1,300	\$ (300)	1,000
51500	Sick Leave	1,119	1,214	1,150	4,350	\$ 1,350	5,700
52100	FICA	21,663	24,192	18,550	19,700	\$ (3,950)	15,750
52200	Retirement-401K General	20,330	27,820	21,800	20,600	\$ (2,100)	18,500
52300	Life/Hospital Insurance	43,179	50,535	51,850	48,300	\$ 1,850	50,150
52301	Medical Benefit	6,534	6,575	8,400	7,200	\$ -	7,200
53100	Physical Exams	745	639	450	450	\$ (50)	400
	TOTAL PERSONNEL	<u>\$377,065</u>	<u>\$434,406</u>	<u>\$ 345,850</u>	<u>\$ 358,850</u>	\$ (54,600)	<u>\$ 304,250</u>
	OPERATING						
53151	Professional Services	\$ -	\$ -	\$ 10,000	\$ 16,000	\$ 4,500	\$ 20,500
53410	Street Sweeping	20,400	6,819	16,000	19,500	\$ -	19,500
54000	Travel & Per Diem	1,288	924	-	-	\$ -	-
54100	Telephone	3,099	2,835	1,500	2,000	\$ 150	2,150
54310	Energy	5,382	12,830	3,000	8,800	\$ 31,450	40,250
54312	Energy-Street Light	24,674	24,548	32,300	30,000	\$ (30,000)	-
54321	Patching Materials	33,849	30,379	-	-	\$ -	-
54620	Maintenance-Vehicle	3,267	2,798	3,000	3,000	\$ (1,000)	2,000
54630	Maintenance-Building	44,637	38,733	41,000	42,000	\$ (1,000)	41,000
54640	Maintenance-A/C	22,451	27,769	15,000	19,500	\$ (3,500)	16,000
54670	Maintenance-Equipment	1,729	3,678	2,000	2,000	\$ -	2,000
55100	Office Supplies	502	940	500	500	\$ (200)	300
55210	Operating Supplies	2,009	813	2,500	2,500	\$ (500)	2,000
55217	Traffic Control Energy	414	-	-	-	\$ -	-
55221	Tools	972	1,653	1,000	1,000	\$ (200)	800
55240	Uniforms	1,632	2,612	1,500	1,500	\$ 100	1,600
55250	Cleaning Supplies	-	-	-	3,000	\$ 1,500	4,500
55260	Protective Clothing	2,521	1,467	1,000	1,800	\$ (900)	900
55300	Road Materials & Supplies	-	-	30,000	30,000	\$ -	30,000
55410	Memberships	672	490	-	-	\$ -	-
55420	Training & Aids	1,377	2,184	-	-	\$ -	-
	TOTAL OPERATING	<u>\$170,875</u>	<u>\$161,472</u>	<u>\$ 160,300</u>	<u>\$ 183,100</u>	\$ 400	<u>\$ 183,500</u>
	CAPITAL						
56402	Cars	\$ 73,326	\$ 41,428	\$ -	\$ -	\$ -	\$ -
56568	Renovations	-	-	130,000	-	\$ -	-
57001	Vehicle Debt Service	-	-	-	25,000	-	22,950
58101	Capital Purchase	-	25,000	-	15,300	\$ (15,300)	-
58102	Equipment Replacement	17,800	31,000	97,100	61,300	\$ (14,650)	46,650
	TOTAL CAPITAL	<u>\$ 91,126</u>	<u>\$ 97,428</u>	<u>\$ 227,100</u>	<u>\$ 101,600</u>	\$ (32,000)	<u>\$ 69,600</u>
	PUBLIC WORKS TOTAL	<u>\$639,066</u>	<u>\$693,306</u>	<u>\$ 733,250</u>	<u>\$ 643,550</u>	\$ (86,200)	<u>\$ 557,350</u>

Parks & Recreation

572200	PARKS & RECREATION	2012-13 <u>ACTUAL</u>	2013-14 <u>ACTUAL</u>	2014-15 <u>BUDGET</u>	2015-16 <u>BUDGET</u>	2016-17 <u>BUDGET</u>
Account #	PERSONNEL					
51200	Salaries	\$ 354,177	\$ 379,265	\$ 346,850	\$ 363,000	\$ 23,200 \$ 386,200
51201	PT Salaries	87,431	121,546	127,950	112,000	\$ - 112,000
51205	Longevity	-	-	-		\$ - -
51210	Unused Medical	1,667	1,941	-		\$ - -
51400	Overtime	1,027	46	1,200	1,200	\$ - 1,200
51500	Sick Leave	2,489	9,519	9,250	15,650	\$ (1,050) 14,600
52100	FICA	34,077	38,863	37,000	35,800	\$ 2,450 38,250
52200	Retirement-401K General	31,404	33,985	32,050	32,700	\$ 2,050 34,750
52300	Life/Hospital Insurance	90,872	94,746	95,350	87,600	\$ 3,400 91,000
52301	Medical Benefit	7,894	7,039	9,600	9,600	\$ - 9,600
53100	Physical Exams	179	946	500	750	\$ - 750
	TOTAL PERSONNEL	\$ 611,217	\$ 687,896	\$ 659,750	\$ 658,300	\$ 30,050 \$ 688,350
	OPERATING					
53151	Professional Services	\$ 64,867	\$ 77,085	\$ 70,000	\$ 70,000	\$ (5,000) \$ 65,000
53153	Copies	4,458	3,791	5,000	5,000	\$ - 5,000
53154	Food Service	750	2,116	-	800	\$ 2,200 3,000
53160	Contract Labor	-	65,782	57,800	61,800	\$ - 61,800
54000	Travel & Per Diem	2,819	2,748	-	-	\$ - -
54100	Telephone	6,162	5,657	5,600	5,600	\$ - 5,600
54300	Electricity	33,605	38,953	36,300	37,000	\$ - 37,000
54601	Maintenance-Hunter Park	-	-	5,600	5,600	\$ - 5,600
54618	Maintenance-Tennis Courts	1,114	382	1,000	12,000	\$ (10,000) 2,000
54619	Fields/Courts	11,000	17,539	13,000	13,500	\$ 1,500 15,000
54670	Maintenance-Equipment	3,634	4,716	5,300	7,000	\$ - 7,000
54680	Maintenance-Grounds	43,340	17,592	16,500	16,500	\$ 3,500 20,000
54682	Tree Trimming	60,469	20,584	14,700	31,000	\$ 4,000 35,000
54685	Tree Replacement	4,000	4,583	4,400	-	\$ - -
54686	Holiday Lighting	7,615	6,767	7,000	7,000	\$ 3,000 10,000
54910	Plantings	4,263	3,175	4,500	4,700	\$ - 4,700
55100	Office Supplies	1,110	1,943	1,800	1,800	\$ - 1,800
55210	Operating Supplies	12,985	9,810	11,000	10,000	\$ - 10,000
55218	Beautification	9,393	13,823	11,000	-	\$ - -
55221	Tools	441	447	500	500	\$ - 500
55230	Chemicals	9,388	9,071	9,500	9,500	\$ - 9,500
55231	Summer Camp	17,064	18,454	18,000	19,000	\$ - 19,000
55232	Teen Camp	3,897	3,415	4,450	4,450	\$ - 4,450
55233	Sports Leagues	24,657	25,679	28,500	25,000	\$ - 25,000
55234	Special Events	156,484	139,871	140,000	120,000	\$ - 120,000
55235	Refund Expenditures	5,430	4,870	-	-	\$ - -
55237	Day Camps	3,000	1,924	2,000	2,500	\$ - 2,500
55238	Funky Friday	9,376	3,504	7,500	5,000	\$ - 5,000
55239	Specialty Camps	-	2,354	4,150	5,200	\$ - 5,200
55240	Uniforms	1,757	1,479	2,000	2,500	\$ - 2,500
55260	Protect. Cloth.	-	1,117	1,000	1,250	\$ - 1,250
55410	Memberships	2,164	1,821	-		\$ - -
55420	Training & Aids	4,443	10,045	-	-	\$ - -
56405	Computer System	4,565	7,321	5,500	5,500	\$ - 5,500
57201	Rec-Vending	2,130	2,471	3,000	3,000	\$ - 3,000
	TOTAL OPERATING	\$ 516,380	\$ 530,889	\$ 496,600	\$ 492,700	\$ (800) \$ 491,900

Parks & Recreation

CAPITAL									
56402	Cars	\$	-	\$	-	\$	-	\$	-
56686	Mowing Stock		2,900		-		-	\$	-
57001	Vehicle Debt Service		-		-		7,400	\$	4,500
58101	Capital Purchase		6,711		26,338		14,000	\$	(3,500)
58102	Equipment Replacement		17,800		32,500		38,050	\$	16,550
	TOTAL CAPITAL	\$	27,411	\$	58,838	\$	52,050	\$	46,050
								\$	17,550
								\$	63,600
PARKS & RECREATION TOTAL		\$	1,155,008	\$	1,277,623	\$	1,208,400	\$	1,197,050
								\$	46,800
								\$	1,243,850



Legislation Details (With Text)

File #: 16-0125 **Version:** 1 **Name:**
Type: Action Item **Status:** General Agenda
File created: 5/10/2016 **In control:** Town Commission
On agenda: 8/2/2016 **Final action:**
Title: Approval of the Maximum Millage Preliminary Rate
Sponsors:
Indexes:
Code sections:
Attachments: [DR-420MMP 2016-17](#)
[DR-420 2016-17](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katika, Commissioners
From: Micah Badana
Date: 7/22/2016

Subject:

Approval of the Maximum Millage Preliminary Rate

Summary:

As part of the Truth in Millage Process, local taxing authorities must set and notify the tax collector of, the Maximum Millage Preliminary (MMP) Rate to be levied for collection of Ad Valorem Property Tax. The final millage rate shall not exceed the previously set maximum millage rate. The Commission may set a final rate equal to, or less than the MMP. The fiscal year 2015-16 millage is 5.9257: 4.9247 to the General Fund, and 0.9830 to the Infrastructure Fund (CIP). The fiscal year 2015-16 millage calculation is based upon the certified total taxable value of \$634,941,314 dollars.

Fiscal Year 2016-17 Total Taxable Value is 671,698,069 dollars and the statutory mandate of 95% percent collection of the total taxable value is \$638,113,166 dollars. The taxable value represents an increase of 5.79% over the prior year's total taxable value.

At the July 21, 2016 meeting the Finance Board approved setting the Maximum Millage Preliminary Rate at 5.9257.

Previous Commission Action: The Commission must set a maximum millage rate to be published on the TRIM notices pursuant to F.S. 200.065(5)

Background/Problem Discussion:

Staff has identified three "benchmarked" rates.

1. The current fiscal year rate of 5.9257. If this rate is retained, Total AD Valorem Proceeds will increase by 5.79%.

2. The Current Year Rolled Back Rate as per the DR-420 MMP. This rate assumes that the increase to the millage rate only reflects an adjustment to bring proceeds commensurate with the preceding year. The calculation is based on 100% collection of current year total taxable value. Staff identified this rate at 5.6058.
3. The final benchmarked rate utilizes the statutorily approved calculations for setting the maximum millage rate allowed. This rate factors in a change in per capita Florida income (CPI) of 1.0196. This calculated rate of 6.2634 results in a net increase to the General Fund of \$229,458 dollars and \$45,626 dollars to the Infrastructure Fund

Expenditure Challenges N/A**Financial Implications:**

The MMP greatly affects the amount of Ad Valorem Revenue to the general governmental funds.

Total Taxable Value at 95% Collection- \$638,113,166

Recap

Description	Rate	Net Proceeds	General Fund	CIP
FY 15-16 Rate	5.9257	\$ 3,781,250	\$ 3,154,000	\$ 627,250
95% Adjusted RBR	5.6801	\$ 3,602,340	\$ 3,004,747	\$ 597,593
RBR-Adjusted for CPI	6.5294	\$ 4,024,963	\$ 3,333,758	\$ 691,204
Tenth Mill Reduction	5.8257	\$ 3,717,456	\$ 3,100,783	\$ 616,673

Recommendation: Staff recommends setting the Maximum Millage Preliminary Rate at the current millage rate of 5.9257.

Proposed Motion I move approval of setting the Maximum Millage Preliminary Rate at the current millage rate of 5.9257.




Reset Form

Print Form


MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2016		County: PINELLAS	
Principal Authority : TOWN OF BELLEAIR		Taxing Authority: TOWN OF BELLEAIR	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (1)
IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	5.6453	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2015 Form DR-420MM, Line 13	6.3815	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	5.9257	per \$1,000 (4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 634,941,314	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 4,051,878	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 0	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 4,051,878	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 666,475,690	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	6.0796	per \$1,000 (10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	6.0796	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0375	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	6.3076	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	6.9384	per \$1,000 (14)
15.	Current year proposed millage rate	5.9257	per \$1,000 (15)
16.	Minimum vote required to levy proposed millage: (Check one)		
<input checked="" type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
<input type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	6.3076	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 671,698,069	(18)

Continued on page 2

Taxing Authority : TOWN OF BELLEAIR		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 3,980,281	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 4,236,803	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 3,980,281	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 4,236,803	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="checked" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : MICAHA MAXWELL, TOWN MGR.	Contact Name and Contact Title : J. P. MURPHY,	
	Mailing Address : 901 PONCE DE LEON BLVD	Physical Address : 901 PONCE DE LEON BLVD	
	City, State, Zip : BELLEAIR, FL 33756	Phone Number : 7276477483	Fax Number : 7275883778

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12


Year : 2016	County : PINELLAS
Principal Authority : TOWN OF BELLEAIR	Taxing Authority : TOWN OF BELLEAIR

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$ 666,364,085	(1)									
2.	Current year taxable value of personal property for operating purposes	\$ 5,333,984	(2)									
3.	Current year taxable value of centrally assessed property for operating purposes	\$ 0	(3)									
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$ 671,698,069	(4)									
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$ 5,222,379	(5)									
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$ 666,475,690	(6)									
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$ 634,941,314	(7)									
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Number 0	(8)									
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Number 0	(9)									
SIGN HERE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Property Appraiser Certification</td> <td colspan="2" style="padding: 5px;">I certify the taxable values above are correct to the best of my knowledge.</td> </tr> <tr> <td style="padding: 5px;">Signature of Property Appraiser:</td> <td colspan="2" style="padding: 5px;">Date :</td> </tr> <tr> <td style="padding: 5px;">Electronically Certified by Property Appraiser</td> <td colspan="2" style="padding: 5px;">6/29/2016 10:31 AM</td> </tr> </table>			Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		Signature of Property Appraiser:	Date :		Electronically Certified by Property Appraiser	6/29/2016 10:31 AM	
Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.											
Signature of Property Appraiser:	Date :											
Electronically Certified by Property Appraiser	6/29/2016 10:31 AM											

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.			
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	5.9257 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$ 3,762,472	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$ 0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$ 3,762,472	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$ 0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$ 666,475,690	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	5.6453 per \$1000	(16)
17.	Current year proposed operating millage rate	5.9257 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$ 3,980,281	(18)

19.	TYPE of principal authority (check one)		<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
			<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)		<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
			<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs					
			STOP HERE - SIGN AND SUBMIT		
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 3,762,472	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			5.6453 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 3,791,937	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 3,980,281	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			5.9257 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			4.97 %	(27)
First public budget hearing		Date :	Time :	Place :	
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title : MICAHA MAXWELL, TOWN MGR.		Contact Name and Contact Title : J. P. MURPHY,		
	Mailing Address : 901 PONCE DE LEON BLVD		Physical Address : 901 PONCE DE LEON BLVD		
	City, State, Zip : BELLEAIR, FL 33756		Phone Number : 7276477483		Fax Number : 7275883778



Legislation Details (With Text)

File #: 16-0111 **Version:** 1 **Name:**
Type: Action Item **Status:** General Agenda
File created: 5/9/2016 **In control:** Town Commission
On agenda: 8/2/2016 **Final action:**
Title: Street Light Bid Award Approval
Sponsors:
Indexes:
Code sections:
Attachments: [Notice of Award PW16-1](#)
[Annual Streetlight Maintenance Bid Tabulation](#)
[Street Light Maintenance Scenarios](#)
[PW16-1 Street Light Maintenance](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica, Commissioners
From: Keith Bodeker
Date: 6/28/2016

Subject:

Street Light Maintenance Award Approval

Summary:

The town received two responses to its solicitation for Annual Street Light Maintenance. Cole Electrical Contractors, LLC was the lowest responsive and responsible bidder. The bid tabulation, Notice to Award and the bid package are included as attachments for review.

Previous Commission Action: N/A

Background/Problem Discussion: In the past, the Town had previously contracted street light maintenance. Due to the extensive amount of work currently being performed, staff has solicited for proposals.

Expenditure Challenges N/A

Financial Implications: The annual street light maintenance is a budgeted expenditure. The item is currently held under street light replacement and is budgeted at \$50,000.

Recommendation: Staff recommends approval of awarding the Annual Streetlight Maintenance Contract to Cole Electrical Contractors, LLC as the Primary contractor and Tamco Electric, INC as the Secondary contractor.

Proposed Motion I move to award the Annual Streetlight Maintenance, Bid # PW16-1, to Cole Electrical Contractors, LLC as the Primary contractor and Tamco Electric, INC as the Secondary contractor.

TOWN OF BELLEAIR

MAYOR: GARY H. KATICA

DEPUTY MAYOR: KARLA RETTSTATT

COMMISSIONERS: TOM SHELLY
MICHAEL WILKINSON
TOM KUREY

TOWN MANAGER: MICAH MAXWELL



901 PONCE DE LEON BOULEVARD
BELLEAIR, FLORIDA 33756-1096

PHONE (727) 588-3769

FAX (727) 588-3778

WWW.TOWNOFBELLEAIR.COM

INC. 1925

NOTICE TO AWARD

Dated: 05/23/2016

PROJECT: Annual Streetlight Maintenance

OWNER'S CONTRACT NO. PW16-1

CONTRACT FOR: Town of Belleair

This Notice is in regard to the subject Request For Proposal issued by the Town of Belleair for Annual Streetlight Maintenance. The Town has evaluated the bids received using the evaluation criteria identified in the contract documents, and the Town of Belleair is hereby announcing its conditional contract award to the following bidders:

- Cole Electrical Contractors, LLC as the Primary contractor and Tamco Electric, INC as the Secondary contractor

The bidder listed above was the lowest responsive and responsible bidder. As provided in the contract document, the award is subject to an approval by the Town Commission, as a result, this Notice does NOT constitute the formation of a contract between the Town and the apparent successful contractor. The contractor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Town is executed.

As stated in the bid solicitation, following announcement of this award decision, all submissions in response to the bid are considered public records available for public inspection pursuant to Chapter 119, of the Florida Statutes.

This award decision is conditioned upon final approval by the Town Commission.

A tabulation of the RFP is available on the Town website:
<http://www.townofbelleair.com/Bids.aspx>.

Annual Street Light Maintenance Bid Tabulation

			Cole Electrical Contractors, LLC	Tamco Electric, Inc.
ITEM NO.	Description of Item	Unit	Unit Price	Unit Price
1	Labor Rate: 1 Man	Hour	\$ 75.00	\$ 39.00
2	Labor Rate: 2 Man	Hour	\$ 110.00	\$ 78.00
3	Concrete Pole Install	Each	\$ 400.00	\$ 810.00
4	Intermatic Timer: 1 Pole	Each	\$ 170.00	\$ 120.00
5	Intermatic Timer: 2 Pole	Each	\$ 195.00	\$ 120.00
6	Fuse Repairment	Each	\$ 85.00	\$ 53.00
7	New Electrical Service (Duke)	Each	\$ 875.00	\$ 1,750.00
8	Paver Remove/Reinstall	Squar Foot	\$ 10.50	\$ 4.00
9	1" PVC Conduit	Linear Foot	\$ 1.50	\$ 3.45
10	Direct Wire Splices Burial	Each	\$ 25.00	\$ 55.00
11	#8 THHN Wire	Linear Foot	\$ 0.85	\$ 2.50
12	Trenching: Grass	Linear Foot	\$ 6.50	\$ 10.00
13	Trenching: Roadway	Linear Foot	\$ 17.00	\$ 10.00
14	Replace Acorn Globe	Each	\$ 75.00	\$ 108.00
15	Ground Boxes 14" x 19"	Each	\$ 175.00	\$ 450.00
16	Water Jetting: Sidewalk	Linear Foot	\$ 8.00	\$ 15.00
17	Water Jetting: Driveway	Linear Foot	\$ 8.00	\$ 16.00
18	#10 THHN Wire	Linear Foot	\$ 0.75	\$ 2.00
19	Replace Ballast Only	Each	\$ 75.00	\$ 152.00
20	Replace Entire Fixture	Each	\$ 75.00	\$ 228.00
21	#12 UF Cable From Pole Head to Hand Hold	Linear Foot	\$ 3.50	\$ 2.40
Notes: Minimum charge for all service trips			\$ 75.00	

Street Light Maintenance Scenarios

Ballast Replacement							
		Cole Electrical Contractors, INC			Tamco Electric, INC		
Item No.	Description	Unit Price	QTY	Extended Price	Unit Price	QTY	Extended Price
19	Replace Ballast Only	1	\$ 75.00	\$ 75.00	1	152	\$ 152.00
1	1 Crew Member	1	\$ 75.00	\$ 75.00	1	39	\$ 39.00
				Total		Total	\$ 191.00

Conduit 160ft Run							
		Cole Electrical Contractors, INC			Tamco Electric, INC		
Item No.	Description	Unit Price	QTY	Extended Price	Unit Price	QTY	Extended Price
9	1 inch Conduit 160 ft	\$ 1.50	160.00	\$ 240.00	\$ 3.45	160.00	\$ 552.00
18	#10 Wire, 3 strands of wire, 160 ft	\$ 0.75	480.00	\$ 360.00	\$ 2.00	480.00	\$ 960.00
15	2 pull boxes, 1 at each end	\$ 175.00	2.00	\$ 350.00	\$ 450.00	2.00	\$ 900.00
12	Trenching Grass	\$ 6.50	160.00	\$ 1,040.00	\$ 10.00	160.00	\$ 1,600.00
1	1 Crew Member	\$ 75.00	8.00	\$ 600.00	\$ 39.00	8.00	\$ 312.00
				Total		Total	\$ 4,324.00

Downed Pole							
		Cole Electrical Contractors, INC			Tamco Electric, INC		
Item No.	Description	Unit Price	QTY	Extended Price	Unit Price	QTY	Extended Price
1	1 Hour Labor, Disconnect	\$ 75.00	1	\$ 75.00	\$ 39.00	1	\$ 39.00
3	Concrete Pole Install	\$ 400.00	1	\$ 400.00	\$ 810.00	1	\$ 810.00
20	Replace Entire Fixture	\$ 75.00	1	\$ 75.00	\$ 228.00	1	\$ 228.00
21	#12 UF Cable From Pole Head to Hand Hold, 20 ft	\$ 3.50	20	\$ 70.00	\$ 2.40	20	\$ 48.00
2	2 Crew Member Labor	\$ 110.00	3	\$ 330.00	\$ 78.00	3	\$ 234.00
9	1 inch Conduit 6 ft	\$ 1.50	6	\$ 9.00	\$ 3.45	6	\$ 20.70
				Total		Total	\$ 1,379.70

TOWN OF BELLEAIR REQUEST FOR PROPOSAL

APRIL 14, 2016

Solicitation Number: PW16-1

Department Issuing Solicitation: Public Works

Summary Item(s) of Bid: Annual Streetlight Maintenance

Number of Addenda as of above date: [Click here to enter text.](#)

Date and Time Due: 5/16/2016 11:00 AM

Company Name:		
Federal Tax Identification Number:		
Legal Street Address:		
City:	State:	Zip:
Respondent:	Title:	
Authorized Signature:		
Phone:		
Email:		

Section 1. Introduction and General Information

1.1 Introduction

The Town of Belleair, FL (hereinafter referred to as the "Town"), invites you to bid to serve as an independent electrical contractor for the maintenance of decorative streetlights throughout town. The Town will be awarding the contract to more than one contractor if it deems necessary. Any contractor awarded work is not guaranteed any specified amount of work for this contract.

1.2 General Contract Conditions

Any errors, omissions or contradictions in this solicitation shall be liberally construed to favor the town and the intents expressed in section 1.1.

1.3 Question and Answer Period

The Town will accept and answer all questions related to this solicitation from 04/15/2016 8:00AM EST. to 04/29/2016 4:30PM EST. All questions and answers will be posted in compliance with Section 2 of this solicitation document. All answers will be posted by 05/06/2016 4:30PM EST. After which time, no further questions or answers will be posted.

1.4 Pre-Bid meetings, Q&A session, Other mandatory variables.

There is no pre-bid meeting for this solicitation

1.5 General Instructions to Respondents

It is expected that the Town Commission will award the contract at the 06/07/2016 commission meeting. Work should be expected to begin no later than 06/08/2016.

1.6 Cost Structure

Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extensions or totals, unit amounts shall govern.

Discrepancies in the multiplication of units of work and unit prices will be resolved for the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved for the correct sum.

All applicable discounts shall be included in the proposal price for materials and services and will be considered as determining factors in recommending an award in the case of tie bids. Discounts extended to Town shall include but not be limited to those discounts normally extended to governmental agencies as well as the private sector.

The proposal price shall include all, royalties, license fees and other costs arising from the use of such design, device or materials in any way involved in the work as well as all costs of packaging, transporting and delivery to the designated location within the Town of Belleair.

Section 2. Special Conditions

2.1 Additional Requirements

(This section has been left blank).

2.2 Calendar of Events

The process of soliciting and selecting replies will follow the general schedule given below:

DATE	EVENT
04/15/2016	Date on which the RFP is advertised
04/29/2016	Deadline for submitting written questions relating to this RFP
05/06/2016	Last date responses to written questions received relating to this RFP will be posted. Answers will be posted on a continual basis until this date.
05/16/2016 11:00 AM EST	Deadline for receipt of replies to this solicitation (Section 1.3) NO EXCEPTIONS OR LATE SUBMITTALS WILL BE ACCEPTED
06/07/2016	Expected date for Town Commission action on award

2.3 Procurement Officer

The Procurement Officer, acting on the behalf of the Town, is the sole point of contact outside of official conferences and meetings, with regard to all procurement matters relating to this solicitation, from the date of release of the solicitation until the Town's Notice of Intended Award or Decision is posted. All questions and requests for clarification outside the above-referenced meetings are to be directed to:

Micah Badana
Management Analyst II
Administration Department
Town of Belleair
901 Ponce de Leon Boulevard
Belleair, FL 33756

Telephone: 727-588-3769 ext.237
Email: mbadana@townofbelleair.net

Florida Statute Section 287.057(23) requires that respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer

or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any questions arising from this solicitation must be forwarded, in writing, to the Procurement Officer identified above. Email is acceptable. Please include the solicitation number above in the subject line. The Town's written response to those inquiries will be posted on the Town of Belleair's website (<http://www.townofbelleair.com/Bids.aspx>) under the above-referenced solicitation number. It is the responsibility of all potential proposers to monitor this site for any changing information before submitting their proposal.

2.4 Bid Information

All questions about this bid document, bid requirements or technical requirements should be addressed to the Purchasing Officer. It shall be the responsibility of each bidder to raise any questions prior to bid opening concerning the specifications or bid procedures as written and submit questions to the Town in accordance with the Calendar of Events. The written interpretation of the appropriate representative of the Town of Belleair shall prevail.

2.5 Code of Silence, Anti-Lobbying & Discussions

A Code of Silence shall be in effect during the solicitation process. The Code of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences before the recommendation of contract award. The Code of Silence prohibits any communication regarding each bid between a) a potential vendor, service provider, or lobbyist and the staff of Belleair, including a potential vendor, service provider, bidder, or lobbyist and anyone or more of the Town Commission members.

Unless specifically provided otherwise in the bid document, the Code of Silence does not apply to communications at duly noticed pre-bid meetings and site visits before bid opening if deemed necessary. The Code of Silence terminates at the time the Town acts on a contract award; provided, however, that communications are permitted when Belleair receives public comment at the meeting when the recommendation is presented to the Town Commission.

Violation of this policy by a potential vendor, service provider, bidder, or lobbyist may, in the discretion of the Town, may result in rejection of said bidder, proposer, respondent and/or representative's bid, proposal, or offer and may render any contract award to said bidder, proposer or respondent voidable.

No negotiations, decisions or actions shall be initiated or executed by the bidder as a result of any discussions with any town employee prior to the opening of bids. Prior to the opening of bids, bidders are not to divulge bid costs to any town or representative of the town. Further, bids/proposals submitted to the Town will remain unopened until the time for opening bid/proposal at the Town's Administration Department Offices. During this period, any discussion by the bidder with any employee or authorized representative of the Town involving cost information will result in rejection of said bidder's response.

Only those communications, which are in writing or electronically submitted from the Town's Purchasing Officer, may be considered as a duly authorized expression on behalf of the Town.

Only communications from bidders, which are in writing and signed or electronically submitted, will be recognized by the Town as duly authorized expressions on behalf of the bidder.

2.6 Addenda

The Town reserves the right to modify this solicitation. All addenda to this solicitation will be in writing with content and number of pages described to all Bidders. Any addenda or answers to written questions supplied by the Town to participating Bidders shall include an Addenda Acknowledgement Form. This form shall be signed by an authorized representative of the Bidder, dated, and returned with the Bidder's response to this solicitation. **All addenda will be provided via the Town of Belleair's website at <http://www.townofbelleair.com/Bids.aspx>. It is the sole responsibility of the Bidder to monitor the website for any addenda issued in reference to this solicitation.**

2.7 Special Accommodations

Any person with a qualified disability shall not be denied equal access and effective communication regarding any solicitation documents or the attendance at any related meeting or solicitation opening. If accommodations are needed because of disability, please contact the Purchasing Officer.

2.8 Mandatory Requirement

The Town has established certain requirements with respect to bids to be submitted by bidders. The use of "shall", "must" or "will" (except to indicate simple futurity) in this solicitation indicates a requirement or condition from which a material deviation may not be waived by the town. A deviation is material if, in the town's sole discretion, the deficient response is not in substantial accord with the solicitation requirements, provides an advantage to one bidder over other bidders, has a potentially significant effect on the quantity or quality of items bid, or on the cost to the town. Material deviations cannot be waived. The words "should" or "may" in this solicitation indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a bid.

2.9 Contractually Mandatory

A Bidder's response to this solicitation shall be considered as the Bidder's formal offer. The issuance of Purchase Order(s) and/or Contract(s) for the purchase of the commodities and/or services shall constitute the Town's written acceptance of the successful bid and the signed Purchase Order(s) and/or Contract(s) will be forwarded to the successful Bidder.

2.10 Notice to Contractor

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017,

Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The Town of Belleair does not award publicly funded contracts to those who knowingly employ unauthorized alien workers. The Town shall consider this a violation of Section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

As required by Section 287.134, Florida Statutes (2000) [Chapter 2000-286, Section 6, Laws of Florida], an entity or affiliate which has been placed on the discriminatory vendor list may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

2.11 Subcontractors

The Bidder is fully responsible for all work performed under the contract and/or Direct Order resulting from this solicitation. If applicable, the Bidder may, with the consent of the Town, enter into written subcontract(s) for the performance of a certain function under the contract and/or purchase order. The subcontractors and the amount of the subcontract shall be identified in Bidder's response to this RFP. Any subsequent subcontracts entered into by the Bidder after award of contract and/or purchase order resulting from this RFP shall be approved in writing by the Town Purchasing Officer, listed in section 2.3, before the effective date of any subcontract. No subcontract, which the Bidder enters into with respect to performance under the contract and/or purchase order resulting from this RFP, shall in any way relieve the Bidder of any responsibility for the performance of its duties. The Contractor shall not subcontract more than fifty percent (50%) of assigned project work.

2.12 Submission Requirements

Bidders shall submit hard copy written bids that address each of the requirements specified in this solicitation. Bidders shall provide sufficient information the Town to make a fully informed decision.

The solicitation package must be clearly marked "Solicitation Number: PW16-1" and addressed as follows.

**ATTN: Micah Badana
Management Analyst II
Administration Department
Town of Belleair
901 Ponce de Leon Boulevard
Belleair, FL 33756**

Solicitation Number: PW16-1, Annual Street Light Maintenance, 5/16/2016 11:00 AM

ALL RESPONSES MUST CLEARLY IDENTIFY THE BID NUMBER, TITLE, AND OPENING DATE. BIDS TRANSMITTED BY FACSIMILE OR EMAIL WILL NOT BE CONSIDERED.

2.13 Submission of Mandatory Forms

The Solicitation Questionnaire (Attachment A) shall be completed and signed by a representative who is authorized to bind contractually the Bidder for submission to this solicitation.

The Rate Proposal Form (Attachment B) shall be completed and signed by a representative who is authorized to bind contractually the Bidder for submission to this solicitation.

The Drug-Free Workplace Certificate (Attachment C) shall be completed and signed by a representative who is authorized to bind contractually the Bidder and returned with the Bidder's proposal.

The Town has provided a solicitation CHECKLIST (Attachment D) which guides the Bidder in assuring that all mandatory information and documents are included.

Any addenda supplied by the Town to participating Bidders shall include an Addenda Acknowledgment Form. The form(s) shall be signed by an authorized representative, dated, and returned with the Bidder's proposal.

FAILURE TO INCLUDE ANY INFORMATION OR DOCUMENTATION REQUESTED WITHIN THIS INVITATION TO BID MAY LEAD TO REJECTION OF THE RFP FOR NON-RESPONSIVENESS. IF YOU ARE UNSURE OF THE REQUIRED INFORMATION OR DOCUMENTATION, ASK THE PROCUREMENT OFFICER LISTED IN SECTION 2.3. DO NOT MAKE ASSUMPTIONS.

2.14 Basis of Award

The award shall be made to the responsive and responsible bidder meeting all of the requirements as specified in this solicitation and who was awarded the most points according to the scoring methodology enumerated in Section 4.3. Bids will remain firm for 60 days after bid opening.

2.15 Bid Evaluation

The Bidder must bid on all items as specified in the specifications and as listed on "ATTACHMENT A – SOLICITATION QUESTIONNAIRE" and "ATTACHMENT B – RATE PROPOSAL FORM." Bids which do not meet the requirements specified in the solicitation will not be considered for selection. Materially incomplete questionnaires may, at the discretion of the Procurement Officer, not be considered for selection.

2.18 Certification of a Drug-Free Workplace

In accordance with the requirements of Section 287.087 Florida Statutes regarding a Vendor Drug-Free Workplace, in the event of identical tie bids, preference shall be given to bidders with drug-free workplace programs. The applicant shall complete and submit the Drug-Free Workplace Certification form included as "ATTACHMENT C" in this solicitation.

2.19 Posting of Tabulations

Bid tabulations will be posted electronically to <http://www.townofbelleair.com/Bids.aspx>, as a public notice. The selection decisions and Notice of the Recommendation of Contract Award may be viewed and will remain posted for 72 hours.

2.20 Protest

Any actual or prospective Bidder or Respondent who is aggrieved in connection with the solicitation of proposals may seek resolution of his/her complaints by contacting the Procurement Officer. The deadline for filing a protest is not later than three (3) business days after the date the Notice of the Recommendation of Contract Award has been publicly posted. Should the matter not be resolved to the satisfaction of the Bidder or Respondent, the appeal shall be heard by the Town Commission. The Procurement Officer shall act as the Town's representative, in the issuance and administration of all contracts, and shall issue and receive all documents, notices, and all correspondence relating to the bidding process. All costs accruing from a protest shall be assumed by the challenger. The decision of the Town Commission shall be final and conclusive. The Town Commission's decision shall be binding on all parties concerned, subject to review only on the grounds that it constitutes an arbitrary action, in a court of competent jurisdiction in Pinellas County in accordance with laws of the State of Florida.

2.21 Discretion of the Town

The Town reserves the right to accept any proposal, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The Town reserves the right to select any applicant submitting a proposal that meets the requirements of this solicitation, and shall have sole discretion to determine which Bid is in the best interests of the Town. Following selection, any items not materially listed the successful applicant shall negotiate an agreement with the Town to carry out the terms of its proposal.

2.22 No Corrections

Once competitive proposals are submitted, the Town shall not accept any request to correct errors or omissions in any submitted information.

2.23 Openness of Procurement Process

Written competitive responses, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 of the Florida Statutes. The Town gives no assurance as to the confidentiality of any portion of any response once submitted.

The Bidder understands that upon receipt of the proposal by the Town, the proposal documents become a "public record", as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with Chapter 119.

2.24 Appropriation Clause

The Town, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow any continuation of its performance in accordance with the terms and conditions of a contract resulting from this solicitation, for each and every fiscal year

following the fiscal year in which the contract shall remain in effect. Upon notice that sufficient funds are not available in subsequent fiscal years, the Town shall thereafter be released on all terms and conditions.

2.25 Discrimination

Minority/Women's' Business Enterprises (MBE) (WBE) are encouraged to submit bids. The Town does not discriminate against any Proposer or Respondent because of race, creed, color, national origin, sex or age in the selection of successful Proposer or Respondent. Vendors doing business with Belleair are prohibited from discriminating against any person because of race, creed, color, national origin, sex or age with regard, but not limited to the following: employment practices, rates of pay or other compensation methods and training selections.

2.26 Compliance with Laws

Each Bidder or Respondent is responsible for full and complete compliance with all Federal, State, and local laws, rules, and regulations. Failure or inability on the part of the Proposer or Respondent to comply with such laws, rules and regulations shall not relieve any Proposer or Respondent from its obligations to honor its proposal and to perform completely in accordance with its proposal

2.27 Indemnification

The Proposer or Respondent agrees to indemnify, hold harmless, and save and defend the Town from and against all claims, liens, liability, loss or damage, including, but not limited to, costs, expenses, and attorney's fees whether or not caused by actual or claimed negligence (active or passive) of the Town, its agents or employees, either as the sole or contributing cause of damage to property, wherever situated or owned or leased by the Town or any other person, bodily or personal injuries, including death at any time resulting there from, sustained by any person or persons including, but not limited to; any employees or representatives of any subcontractor, which damage or injuries arise out of or in connection with, directly or indirectly, performance of duties or the execution of the contract between the Town and any amendments, thereto, by the Proposer or Respondent, his agents or representatives, thereto, by the Proposer or Respondent, his agents, or representatives.

2.28 Non-Performance Clause

The Town may terminate this contract upon written notice for the breach by the Contractor of any material term, condition or provision of this contract if such breach is not cured within the period specified in the Town's notice of breach or any subsequent notice or correspondence delivered by the Town to Contractor.

Section 3. Technical Specifications

3.1 Scope of Work

The Town of Belleair requests competitive bids for the procurement of electrical services to maintain the decorative street lights throughout town. The Town will be awarding the contract to more than one contractor if it deems necessary. Any contractor awarded work is not guaranteed any specified amount of work for this contract period.

3.2 Specifications

- I. Streetlight replacements and new installations shall be paid on a Time-and-Material basis as approved and authorized by the Town.
- II. The contractor shall provide hourly costs for all necessary equipment, labor, and overhead to perform any of the work.
- III. Maintenance will include, but is not limited to repairing cable faults, repairing street light knock-downs, locating underground wire, street light part replacements, replacing photocells with manual timers, and installing new conduit.
- IV. For reference, the street light specifications are found in Attachment E
- V. Each 20 amp circuit must contain an individual neutral

3.3 Responsibilities

3.3.1 Contractor Responsibilities

- I. Contractor shall be required to get all permits and inspections as necessary from the Town of Belleair's Building Department. All Permit fees shall be waived.
- II. Provide qualified personnel and adequate equipment.
- III. Replace any defective lamps, ballasts, or timers, as necessary, within 10 working days after notification from the Town
- IV. In emergencies such as a live circuit, time is of the essence because of public safety considerations. The contractor shall respond to such emergency within 4 hours from the time of notification between the hours of 7:00 am to 11:00 pm.
- V. Cable faults requiring directional boring shall be repaired within 15 working days, and regular cable faults shall be repaired within 10 working days.
- VI. Non-emergency pole knock-downs shall be repaired within 5 working days.
- VII. Contractor shall notify the Town via email of completion of all assigned work within 24 hours of completing the work.
- VIII. Any damage made to irrigation or other utilities are the contractor's responsibility.
- IX. Contractor shall provide written documentation (map/sketch) of lighting installation and/or wire placement before invoicing for work will be processed.
- X. The contractor may be required to use an electronic application provided by the Town to document all installations.

3.3.2 Town Responsibilities

- I. Provide routine patrolling of the system to identify lamp outages
- II. Notify the contractor via phone or e-mail of lamp outages and other requests for services
- III. Determine appropriate cable fault replacement after initial investigation and before repairs begin.
- IV. The Town may choose to purchase supplies for any lighting repair if it deems beneficial to the Town.
- V. The Town will purchase and maintain an inventory of all concrete street light poles, fixtures, and ballasts. All inventory is stored at the John J. Osborne Public Works Building, located at 1075 Ponce de Leon Blvd, Belleair, FL 33756.

3.4 Qualifications

All individuals or companies submitting proposals are required to be registered and licensed with the Pinellas County Licensing Board. All workers employed by the Contractor shall be properly licensed, trained, certified and insured to perform installation, removal, replacement, relocation, transfer and maintenance of work on street lighting equipment in proximity to high voltage electrical conductors. Additionally, any subcontractors utilized for work within town must be registered with the Pinellas County Licensing Board.

3.5 Acceptance Period

Following installation, there shall be a 30-day acceptance period. A project shall be considered to have completed the acceptance period if there have been no contractor-related problems for thirty days. A project that experiences a contractor-related problem will be considered to have failed the acceptance period. In the event the project fails the acceptance period, the acceptance period shall begin anew when the contractor notifies the Town that the project has been repaired and is ready to begin the acceptance period. In the event the project has not passed the acceptance period within three months from the date that the Town has been notified that the project is "Ready For Use", the contractor must replace the entire project at the failed site.

3.6 Invoicing and Payment

Upon acceptance by the Town of Belleair, invoices will reference an issued Purchase Order Number and be submitted to:

Town of Belleair
Support Services Department
ATTN: Joyce Sparkman
901 Ponce de Leon Blvd.
Belleair FL, 33756
(727) 588-3769x212
isparkman@townofbelleair.net

Accepted invoices will be paid within 30 days of the date the Town receives the invoice. Any dispute or protest to an invoice will be provided in writing to the selected vendor. The period for payment of a disputed invoice shall be tolled until such time both parties agree to the correct

form of the disputed invoice. Late payment penalties shall not exceed 1.5% of the amount past due.

3.7 Insurance

The successful respondent(s) agrees to maintain such insurance as will fully protect both the contractor and the town from any and all claims pursuant to the Workers Compensation Act or Employers Liability Laws, and from any and all other claims whatsoever, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the contractor, any subcontractor or by anyone directly or indirectly engaged or employed by either of them.

Please see the attached insurance guide – Attachment F, for further insurance requirements.

3.8 Term of Contract

The initial term of this Agreement shall expire one year from the date the contract is signed, and it shall renew for an additional one year (12 months) period unless Owner notifies the Contractor of its intent not to renew at least 60 days before the expiration of the current annual contract term. If renewing, the contractor may resubmit an updated unit pricing in writing 60 days before the end of the first year.

3.9 Emergency Service Provider

The awarded bidder and the town shall draft a separate schedule of services for priority provision of services during a town declared state of emergency. The town shall receive priority service over other clients including private businesses and citizens. Any emergency service provision may occur after servicing clients who have a direct life-safety mission. Such vendors include hospitals, fire departments, police departments, other critical first response resources and public utility infrastructure.

Section 4. Solicitation Evaluation Criteria

4.1 Method of Award

The town anticipates entering into a contract with the Proposer or Proposers who submit the proposals judged by the town to be most advantageous. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the town and executed by all parties. Town Commission may waive any informalities in any bid, may reject any or all bids, and may award the bid to other than the low bidder, if in its judgment such shall be in the best interest of the town.

4.2 Selection Criteria

The Town's evaluation criterion may include but shall not be limited to the following:

1. Overall responsiveness to the RFP and understanding of the work to be performed.
2. Qualifications and experiences

3. Cost of services. Although a significant factor, fees and expenses may not be the dominant factor. Unit pricing will be a particularly important factor when all the other evaluation criteria are relatively equal.

4.3 Scoring

Bidders will be scored on a combination of price, value, and qualifications.

Based on a total of 50 points

POINTS	DESCRIPTION
30	Price proposal. Lowest total prices will receive a higher point value.
10	Experience-Based on Questionnaire.
10	Ratings & References-Automatic 10 point award, points will be deducted for negative items.

4.4 Scoring Committee

The scoring committee shall consist of five members:

Micah Badana- Management Analyst II
Keith Bodeker- Construction Project Supervisor
Stefan Massol-Finance Supervisor
Micah Maxwell-Town Manager
JP Murphy- Assistant Town Manager

Attachment A

Solicitation Questionnaire

- 1) What year was the company established: _____
- 2) Name of parent company, if any: _____
- 3) Please list and describe any/all license holder(s) who will be performing the work specified in the solicitation (please attach additional sheets if necessary):

Name of License Holder 1:	
PCCLB No.:	State License No.:
Years with company:	Years Electrical experience:
Name of License Holder 2:	
PCCLB No.:	State License No.:
Years with company:	Years Electrical experience:
Name of License Holder 3:	
PCCLB No.:	State License No.:
Years with company:	Years Electrical experience:

- 4) Please list and describe the three most recent jobs performed by the company as primary contractor for a commercial client within the past five years:

Name of Client 1:	
Job site address:	Completion date:
Point of contact:	Phone:
Job cost:	
Scope of work:	
Equipment installed:	
Name of Client 2:	
Job site address:	Completion date:
Point of contact:	Phone:
Job cost:	
Scope of work:	
Equipment installed:	
Name of Client 3:	
Job site address:	Completion date:
Point of contact:	Phone:
Job cost:	
Scope of work:	
Equipment installed:	

- 5) Point of contact for insurer: Name: _____ Phone: _____
- 6) Please list any additional certifications held by the company or employees to be assigned to this task:

ATTACHMENT B

PRICE PROPOSAL FORM

Contractor hereby proposes and agrees to furnish street light maintenance items at the following price, to-wit:

ITEM NO.	Description of Item	Unit	Unit Price
1	Labor Rate: 1 Man	Hour	
2	Labor Rate: 2 Man	Hour	
3	Concrete Pole Install	Each	
4	Intermatic Timer: 1 Pole	Each	
5	Intermatic Timer: 2 Pole	Each	
6	Fuse Repairment	Each	
7	New Electrical Service (Duke)	Each	
8	Paver Remove/Reinstall	Squar Foot	
9	1" PVC Conduit	Linear Foot	
10	Direct Wire Splices Burial	Each	
11	#8 THHN Wire	Linear Foot	
12	Trenching: Grass	Linear Foot	
13	Trenching: Roadway	Linear Foot	
14	Replace Acorn Globe	Each	
15	Ground Boxes 14" x 19"	Each	
16	Water Jetting: Sidewalk	Linear Foot	
17	Water Jetting: Driveway	Linear Foot	
18	#10 THHN Wire	Linear Foot	
19	Replace Ballast Only	Each	
20	Replace Entire Fixture	Each	
21	#12 UF Cable From Pole Head to Hand Hold	Linear Foot	

ATTACHMENT C
DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

BUSINESS NAME

PROVIDER'S SIGNATURE

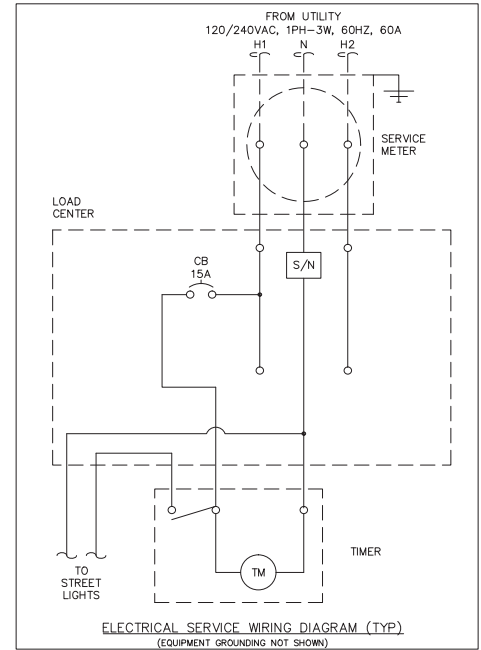
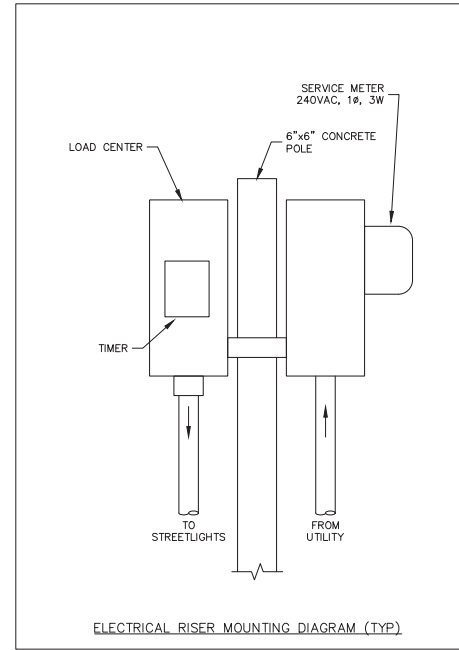
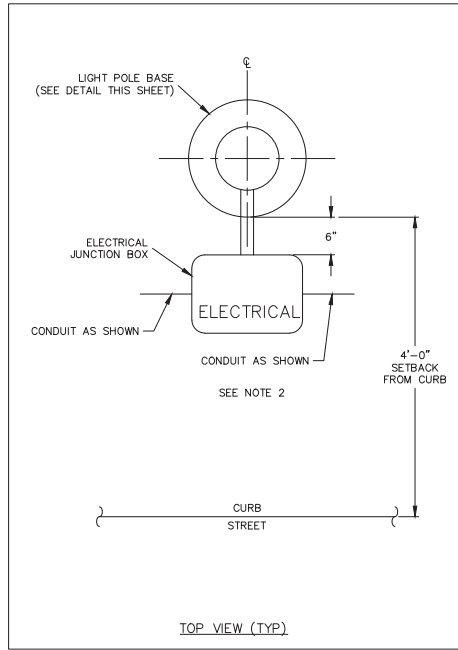
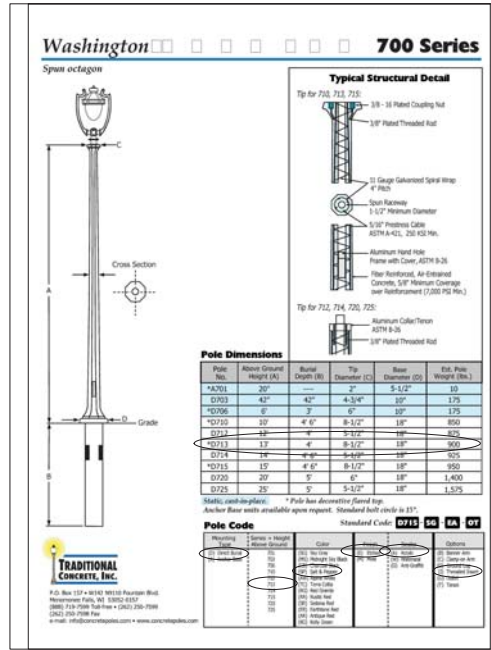
Attachment D

Submittal Checklist

<i>Completed Coversheet</i>	<input type="checkbox"/>
<i>Completed Questionnaire</i> <i>(Attachment A)</i>	<input type="checkbox"/>
<i>Completed Rate Proposal Form</i> <i>(Attachment B)</i>	<input type="checkbox"/>
<i>Completed Drug Free Workplace Certification</i> <i>(Attachment C)</i>	<input type="checkbox"/>
<i>Package Labeled as Required by Section 2.12</i>	<input type="checkbox"/>
<i>Reviewed the Town website before submitting proposal</i>	<input type="checkbox"/>
<i>Package Due by 5/16/2016 11:00AM EST</i>	<input type="checkbox"/>
<i>Attached any Addendum Acknowledgement Forms if posted</i> <i>at www.TownofBelleair.com\Bids.aspx</i>	<input type="checkbox"/>

Attachment E

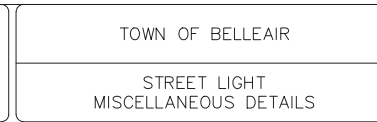
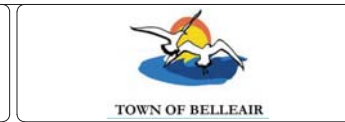
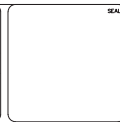
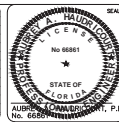
Street Light Specifications



NOTES:

- STREET LIGHT TO BE MANUFACTURED BY: TRADITIONAL CONCRETE, INC., WASHINGTON STYLE, SERIES 700, MODEL #D713, STD. CODE D713-SP-EA-L, COLOR: SALT & PEPPER. LUMINAIRE: P/N CP-3091-LA-512-48W-300K-120-RAL9005TX HEAD MODULE: ROUND, CLEAR FROSTED ACRYLIC, IP 66 WEATHERPROOF FILTER: OCTAGONAL TRANSITION PLATE: OCTAGONAL, P/N CP3752-RAL9005TX OPTICAL/ELECTRICAL : LED, 48W, WARM WHITE, TYPE 5 OPTIC, 120-277 VAC DRIVER MODULE WIRING: #14-7 AWG, 12\"/>
- PULL BOX TO BE HDPE, LIGHT DUTY (PEDESTRIAN), 300 LB/FT², APPROX. 17\"/>
- PROVIDE ALL WORK TO MEET OR EXCEED REGULATORY REQUIREMENTS, INCLUDING LATEST EDITION OF THE NATIONAL ELECTRIC CODE (NEC), FLORIDA BUILDING CODE AND LOCAL REQUIREMENTS AND BUILDING CODES FOR ELECTRICAL SYSTEMS.
- PROVIDE ALL EQUIPMENT AND APPURTENANCES FOR A COMPLETE OPERATING INSTALLATION OF ALL ELECTRICAL SYSTEMS.
- PROVIDE ENGRAVED NAMEPLATES ATTACHED WITH STAINLESS STEEL SCREWS FOR ALL ELECTRICAL EQUIPMENT.
- PROVIDE ALL REQUIRED CONDUIT & CABLE PENETRATIONS THROUGH PARTITIONS, WALLS, FLOORS, SLABS, AND ROOFS WITH APPROVED FIRE SEALANT COMPOUND.
- ALL CONDUCTORS IN CONDUIT SHALL BE COPPER, 600 VOLT STRANDED WITH MINIMUM SIZE # 12 AWG THIN-2, UNLESS OTHERWISE SPECIFIED.
- ALL EQUIPMENT SHALL BE RATED FOR MAXIMUM AVAILABLE VOLTAGE AND GROUND FAULT CURRENT. ALL EQUIPMENT SHALL BE UL LISTED.
- CONTRACTOR SHALL COORDINATE ELECTRICAL REQUIREMENTS AND MAKE FINAL CONNECTIONS OF EQUIPMENT FURNISHED BY OTHER TRADES.
- ALL NEW CONDUIT SHALL BE SCHEDULE 80 PVC.
- PROVIDE GREEN GROUND WIRE IN EACH RACEWAY. SIZE WIRE IN ACCORDANCE WITH TABLE 250.122 OF THE NEC.
- ALL WIREWAYS AND JUNCTION BOXES TO BE PROPERLY SIZED PER THE NEC. ALL WIRING TO HAVE WIRE OR CABLE MARKERS.
- OUTDOOR EQUIPMENT, CONDUIT AND CONNECTIONS SHALL BE WATERPROOF.
- WHEN MORE THAN ONE CIRCUIT IS CONTAINED IN A CONDUIT RUN, EACH LOAD CONDUCTOR SHALL HAVE ITS OWN SEPARATE NEUTRAL. NO SHARED NEUTRALS SHALL BE PERMITTED.
- STREET LIGHT SPACING TO BE ON ALTERNATING SIDES OF STREET AT APPROXIMATELY 180 FT. +/- INTERVALS, IDEALLY LOCATED ON PROPERTY BOUNDARIES WHENEVER POSSIBLE.
- TIMER TO BE MOUNTED TO LOAD CONTROL CENTER BOX.
- LOAD CENTER TO BE SUITABLE AS SERVICE ENTRANCE EQUIPMENT, 10K AIC, MAIN LUGS ONLY, 120/240VAC, 1PH - 3W, AMPACITY AND SIZE PER PANEL SCHEDULES. PROVIDE ALL CIRCUIT BREAKERS, SPACES, AND BRANCH CIRCUIT WIRING PER PANEL SCHEDULES.
- PROVIDE A CIRCUIT DIRECTORY FOR ALL LOAD CENTERS.
- PROVIDE A SERVICE ENTRANCE LIGHTNING ARRESTOR DEVICE AT THE MAIN SERVICE ENTRANCE.
- ALL ELECTRICAL GEAR SHALL BE OF THE SAME MANUFACTURER.
- WIND LOAD ANALYSIS, IF REQUIRED, WILL BE THE RESPONSIBILITY OF THE TOWN.

REVISION	DESCRIPTION	DATE



DATE: OCTOBER 2015	SCALE: HORIZONTAL: NA	DRAWING NUMBER: E-3.0
MCE PROJ. # 1131-0009	DESIGNED: AAH	CHECKED: AAH
DESIGNED: AAH	PROJ. MGR: AAH	REVISION: FOR CONSTRUCTION

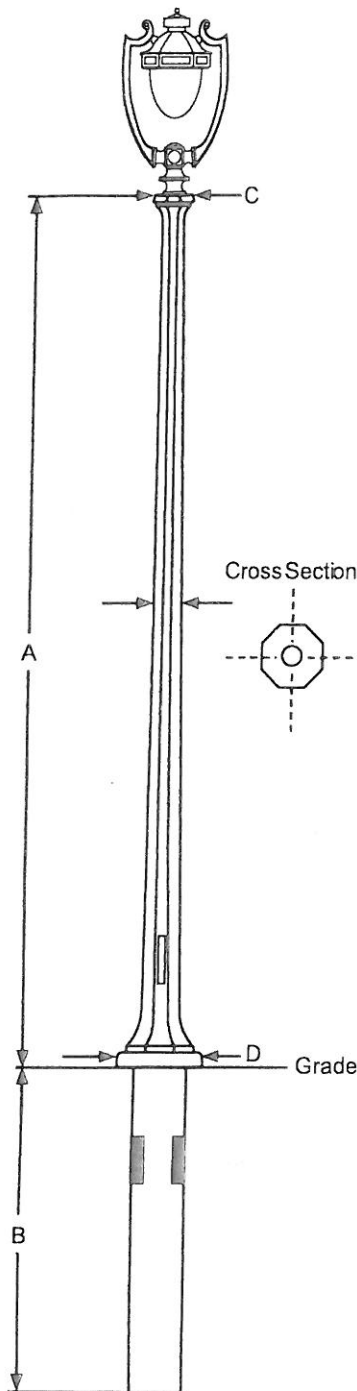
Attachment E

Street Light Specifications

Washington

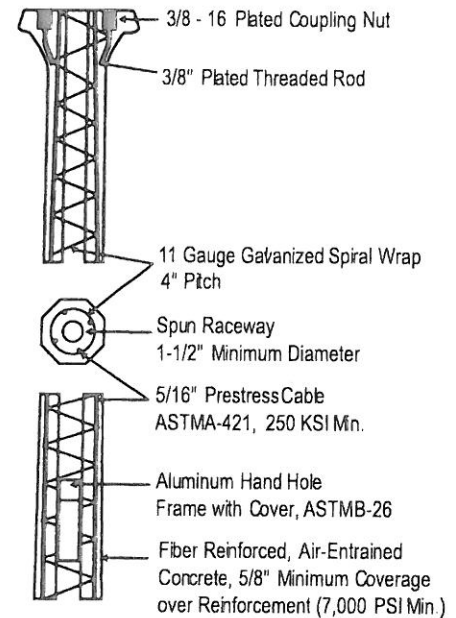
700 Series

Spun octagon

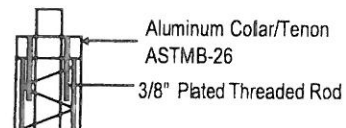


Typical Structural Detail

Tip for 710, 713, 715:



Tip for 712, 714, 720, 725:



Pole Dimensions

Pole No.	Above Ground Height (A)	Burial Depth (B)	Tip Diameter (C)	Base Diameter (D)	Est. Pole Weight (lbs.)
*A701	20"	----	2"	5-1/2"	10
D703	42"	42"	4-3/4"	10"	175
*D706	6'	3'	6"	10"	175
*D710	10'	4' 6"	8-1/2"	18"	850
D712	12'	4'	5-1/2"	18"	875
*D713	13'	4'	8-1/2"	18"	900
D714	14'	4' 6"	5-1/2"	18"	925
*D715	15'	4' 6"	8-1/2"	18"	950
D720	20'	5'	6"	18"	1,400
D725	25'	5'	5-1/2"	18"	1,575

Static, cast-in-place.

* Pole has decorative flared top.

Anchor Base units available upon request. Standard bolt circle is 15".

Pole Code

Standard Code: **D715** - **SG** - **EA** - **OT**

Mounting Type	Series + Height Above Ground	Color	Finish	Sealer	Options
(D) Direct Burial	701	(SG) Sky Gray	(E) Etched	(A) Acrylic	(B) Banner Arm
(A) Anchor Base	703	(MS) Midnight Sky Black	(M) Mold	(W) Waterseal	(C) Clamp-on Arm
	706	(CB) Charcoal Black		(G) Anti-Graffiti	(G) Ground Lug
	710	(SP) Salt & Pepper			(I) Threaded Insert
	712	(AW) Alpine White			(O) Outlet
	713	(TC) Terra Cotta			(T) Tenon
	714	(RG) Red Granite			
	715	(RR) Rustic Red			
	720	(SR) Sedona Red			
	725	(ER) Earthtone Red			
		(AR) Antique Red			
		(KG) Kelly Green			

Project : Town of Belleair Eagle's Nest Lighting

Order:

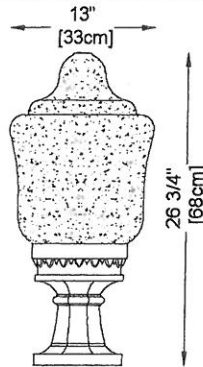
Type: A Luminaire : CP3091-LAF-S12-48W-3000K-120-RAL9005TX

Qty:82

Type: A Transition plate : CP3752-RAL9005TX

Page: 1/1

Qty:82



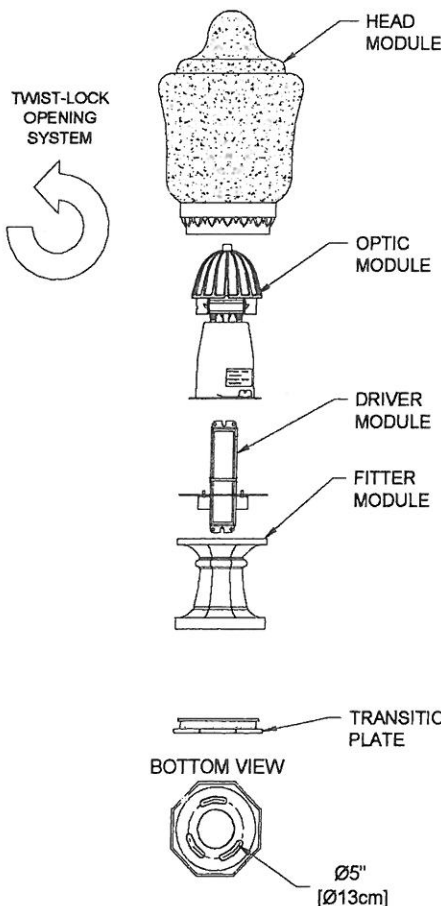
Luminaire components

Head module: Round shape, made of one-piece clear frosted acrylic (LAF) vessel. UV polymer resistant. The vessel is assembled with an aluminum die-cast ring on the locking system.

Opening system: A quarter-turn locking mechanism with constant pressure points. Allows a tool-free access inside the luminaire, to the lamp and ballast tray. Made with cast aluminum parts and sealed with a gasket compression system. The luminaire offers an IP66 weatherproof protection.

Fitter module: Octagonal shape, a cast aluminum fitter secured with 5/16-18 UNC set screws. Slip-fits on transition plate.

Transition plate: Octagonal shape, a cast aluminum plate having a 5"(13cm)Ø bolt circle for 3/8" screws. Slip-fits on a 6 3/4"(17cm) outside diameter x 3/8"(1cm) long tenon.



Optical/electrical components

LED: 48 watts , warm White (3000K), Super high flux output and high luminance, design for high current operation. Fast tool-free maintenance (LED Quick) that allows individual replacement of a defectuous LED by pulling out the proper unit.

Optic: I.E.S. type 5 (S12). The optic uses a multi-faceted reflector pre-anodized aluminum sheet (86% min. reflection), segmented in multiple facets and ventilated by multiple perforations and by heat sink radiator to keep the lamps temperature down and increase their longevity. The orientation of each facet has been meticulously calculated to optimise the light distribution for each application.

Driver module: With driver, primary voltage 120 to 277 volts. 60 Hz. Assembled on a tool-free removable stainless steel tray with quick-disconnect connectors. High power factor of 90%. Minimum starting temperature: -40°F (-40°C).

Generals/Options

Wiring/hardware: Type TEW 14-7. 12" (30cm) minimum exceeding from luminaire. All electrical connections are made with quick-disconnect connectors. All exposed hardware is stainless steel. Silicone gasketing are applied.

Color: RAL9005TX (Jet black) / **Finish:** textured ☒ or smooth ☐. Application of a polyester powder coat of paint. (5 mils /127 microns). The finish meets the ASTM G7, B117 and D1654 requirements relative to salt spray and humidity resistance. Cyclone recommends the textured finish for this product.

EPA : 0.9 ft²

Weight: 25 Lbs / 11 Kg

Stamp/Approval

Name :

Date :

File : CP3091 - TOWN OF BELLEAIR EAGLE'S NEST LIGHTING.DOC

Date : 04/09/2012 Page : 1/1

Designer : fricard

Attachment F

INSURANCE GUIDE I – MINOR CONTRACTS FOR SERVICE

Insurance.

- 1) The CONTRACTOR agrees to maintain such insurance as will fully protect both the CONTRACTOR and the TOWN from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from any and all other claims of whatsoever kind or nature, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the CONTRACTOR, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them.
- 2) The insurance required by the terms of this Agreement shall in no event be less than:
 - (a) WORKERS' COMPENSATION:

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

- (b) COMMERCIAL GENERAL LIABILITY - OCCURRENCE FORM REQUIRED:

CONTRACTOR shall maintain commercial general liability (CGL) insurance with a limit of not less than \$300,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$600,000. Products and completed operations aggregate shall be \$600,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at \$100,000 if applicable.

- (c) COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:

CONTRACTOR shall maintain automobile liability insurance with a limit of not less than \$300,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-- owned autos). The policy shall be endorsed to provide contractual liability coverage.

- 3) EVIDENCE OF INSURANCE:

The CONTRACTOR shall furnish the TOWN with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The TOWN is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the TOWN before the commencement of any work activities.

- 4) INDEMNIFICATION:

To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the TOWN, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the CONTRACTOR resulting from the CONTRACTOR's work as further described in this contract, which may arise in favor of any person or persons resulting from the CONTRACTOR's performance or non-performance of its

Attachment F

obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the TOWN, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, CONTRACTOR hereby agrees to indemnify the TOWN for all reasonable expenses and attorney's fees incurred by or imposed upon the TOWN in connection therewith for any loss, damage, injury or other casualty. CONTRACTOR additionally agrees that the TOWN may employ an attorney of the TOWN's own selection to appear and defend any such action on behalf of the TOWN, at the expense of the CONTRACTOR. The CONTRACTOR further agrees to pay all reasonable expenses and attorney's fees incurred by the TOWN in establishing the right to indemnity.



Legislation Details (With Text)

File #: 16-0173 **Version:** 1 **Name:**
Type: Action Item **Status:** General Agenda
File created: 7/25/2016 **In control:** Town Commission
On agenda: 8/2/2016 **Final action:**
Title: Disposal of Capital Assets #2016-2
Sponsors:
Indexes:
Code sections:
Attachments: [2015-16 Disposals 2016-2](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica, Commissioners
From: Micah Badana
Date: 7/25/2016

Subject:

Disposal of Capital Assets #2016-2

Summary:

Staff is requesting Commission approval to dispose of the attached capital asset listing.

Previous Commission Action: As a matter of practice, the commission hears the disposal of all capital assets.

Background/Problem Discussion: Staff has review the fixed asset listing and found several items are no longer in use. All assets in the attached listing will either be auctioned on GovDeals.com or destroyed.

Expenditure Challenges None.

Financial Implications: Gain or loss is dependent on proceeds from sale, most assets have been fully depreciated.

Recommendation: Staff recommends that the Town Commission move approval of the disposal of capital assets listed on the attached schedule.

Proposed Motion I move approval to dispose of the capital assets listed on the attached schedule.

Capital Assets To Be Removed From Listing

Fund 001

Department	Asset Tag	Description	Current Life	Useful Life	Acquisition Date	Acquisition Cost
Administration	187	2009 Toyota Camry Hybrid (A-45)	7	10	3/6/2009	\$ 25,187.98
Administration	339	Lanier #RHSD Reformatter	21	10	10/20/1995	\$ 1,746.50
Administration	515	Lanier LCR-5 Recording System	21	10	10/20/1995	\$ 2,096.50
Administration	606	Lanier Advocate Transcriber	32	10	4/19/1984	\$ 746.50
Administration	607	Advocate V Transcriber	14	10	12/31/2002	\$ 1,015.98
Police	186	2008 Ford Crown Victoria (B-19)	8	9	7/31/2008	\$ 32,101.04
Police	662	2010 Ford Crown Victoria (B-20)	6	5	1/8/2010	\$ 25,348.00
Support Service	106	Auditorium HVAC System	22	15	2/18/1994	\$ 35,338.00
Support Service	261	Dais-Commission Chamber	17	20	12/23/1999	\$ 5,613.00
Support Service	412	Wireless Microphone System	8	6	5/9/2008	\$ 1,062.87
Support Service	429	Sound System	17	15	12/15/1999	\$ 17,977.85
Support Service	450	Past Mayor- Picture Frames	26	10	10/1/1990	\$ 2,647.77
Support Service	670	Compressor Replacement Auditorium HVAC	6	10	10/20/2010	\$ 8,400.00

Fund 401

Department	Asset Tag	Description	Current Life	Useful Life	Acquisition Date	Acquisition Cost
Water	137	1996 John Deere 310 Backhoe/loader	20	15	2/8/1996	\$ 43,582.00
Water	448	2006 Ford F250 Utility Truck (A44)	10	10	11/4/2005	\$ 17,441.35



Legislation Details (With Text)

File #: 16-0174 **Version:** 2 **Name:**
Type: Action Item **Status:** General Agenda
File created: 7/25/2016 **In control:** Town Commission
On agenda: 8/2/2016 **Final action:**
Title: Belleview Biltmore Golf Course site plan application

Sponsors:

Indexes:

Code sections:

Attachments: [SKMBT_C45216071921030](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor and Commissioner's
From: Micah Maxwell, Town Manager
Date: 7/25/2016

Subject:

Belleview Biltmore Golf Course site plan application

Summary:

Pelican Golf LLC has requested that the town authorize their file a development application for the property.

Previous Commission Action: None

Background/Problem Discussion: Pelican Golf LLC and the town have a contract to purchase/sell the Belleview Biltmore Golf Course. Prior to that transaction occurring, Pelican Golf LLC would like to make application for a site plan change, similar to what JMC Communities did prior to the closing of the Hotel site. Should the transaction not occur, there would be no obligation by the town to retain the site plan, if one is approved, and this action does not authorize Pelican Golf LLC to begin any construction of any kind on the property.

Expenditure Challenges None

Financial Implications: None

Recommendation: Staff recommends authorizing Pelican Golf LLC to file a development application on behalf of the Town of Belleair.

Proposed Motion I move that we grant Pelican Golf LLC authorization to file a development permit application on behalf of the Town of Belleair.

MACFARLANE FERGUSON & McMULLEN

ATTORNEYS AND COUNSELORS AT LAW

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www.mfmlegal.com
EMAIL: info@mfmlegal.com

625 COURT STREET
P.O. BOX 1669 (ZIP 33757)
CLEARWATER, FLORIDA 33756
(727) 441-8966 FAX (727) 442-8470

IN REPLY REFER TO:

Clearwater

July 19, 2016

ATTN: Micah Maxwell
Town of Belleair
901 Ponce de Leon Boulevard
Belleair, FL 33756

RE: Tow of Belleair sale of 1501 Indian Rocks Road to Pelican Golf LLC and
Clubhouse Property (the "Property")

Dear Micah:

This letter is being sent to you in my capacity as counsel for Pelican Golf LLC as the purchaser of the above-referenced Property.

As you know pursuant to Purchaser's proposed development plans, a development application is scheduled to be filed next month. This is a unique situation since the applicant does not yet own the property. Therefore please allow this letter to serve as a formal request to your office and the Town Commission that Pelican Golf LLC be authorized to file the development application as the contract vendee, on behalf of the Town of Belleair, as the owner and contract vendor.

Thank you for your cooperation in this regard

Sincerely yours,



Thomas C. Nash, II

TCN:koh