



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Agenda Town Commission

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Tuesday, September 4, 2018

6:00 PM

Town Hall

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**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.

[18-0253](#) First Budget Hearing - Approval of Tentative Millage Rate for Fiscal Year 2018-2019

**Attachments:** [2018-37 adopting millage](#)

[18-0254](#) First Budget Hearing - Approval of Tentative Fiscal Year 2018-2019 Town Budget

**Attachments:** [Budget 2018-19](#)

[Budget Draft 8.31.18-2](#)

[2018-38 adopting budget](#)

[18-0252](#) Ordinance 522 - Amending Appendix B - Fee Schedule

**Attachments:** [Ordinance 522 - Appendix B](#)

[Exhibit A - Appendix B - Fee Schedule Adjustment](#)

### **CITIZENS COMMENTS**

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

### **CONSENT AGENDA**

[18-0251](#) Approval of August 7, 2018 Regular Meeting Minutes

**Attachments:** [RM 8-21-2018](#)

**GENERAL AGENDA**

[18-0255](#) Hallett Park Maintenance Discussion

**Attachments:** [SKM\\_C36818083117320](#)  
[TOB Grounds Maint \(2\)](#)

[18-0257](#) Approval of Shared Use Agreement between the Town and Pelican Golf LLC, for shared use of Public Works and Golf Maintenance facilities

**Attachments:** [Shared Facilities Agreement-Draft](#)  
[Lot Overhead](#)  
[Lot Sketch](#)

[18-0256](#) Discussion Logo Ideas

**Attachments:** [Town of Belleair - Rebranding - Logo Variations](#)

**POLICE CHIEF'S REPORT****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 #:** 18-0253      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Public Hearing  
**File created:** 8/31/2018      **In control:** Town Commission  
**On agenda:** 9/4/2018      **Final action:**  
**Title:** First Budget Hearing - Approval of Tentative Millage Rate for Fiscal Year 2018-2019  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2018-37 adopting millage](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Summary

To: Town Commission  
From: Stefan Massol, Director of Support Services  
Date: 9/4/2018

**Subject:**  
Resolution 2018-37, Adopting the millage rate for fiscal year 2018-2019.

**Summary:**  
This is the first hearing for the approval of the Fiscal Year 2018-19 Millage Rate  
**Previous Commission Action:** The Town Commission approved a maximum millage preliminary rate of 6.5000 and reviewed the budget in August.

**Background/Problem Discussion:** The Fiscal Year 2018-19 millage rate is 6.5000 which is greater than the rolled-back rate of 5.6392 by 15.26%.

The final millage rate cannot exceed the previously set maximum millage rate (MMP) of 6.5000. The Commission may set a final rate equal to, or less than the MMP. The proposed fiscal year 2018-19 millage is 6.5000: 5.2500 to the General Fund, and 1.2500 to the Infrastructure Fund. All millage calculations are based upon the certified total taxable value of \$749,673,716, a 5.12% increase from the prior year. All funds are balanced at the proposed millage.

**Financial Implications:** See Budget Attachments.

**Recommendation:** None. This item is for Discussion Purposes Only.

**Proposed Motion:** None. This item is for Discussion Purposes Only.

## **RESOLUTION NO. 2018-37**

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA, FIXING AND ADOPTING THE FINAL MILLAGE RATE TO BE LEVIED TO FUND THE 2018-2019 FISCAL YEAR BUDGET FOR THE TOWN OF BELLEAIR; PROVIDING THAT THE MILLAGE RATE IS MORE THAN THE ROLLED BACK RATE; PROVIDING FOR DISTRIBUTION OF THE RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the town commission of the Town of Belleair, Florida, had estimated that amount of money necessary to carry on town government for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

**WHEREAS**, the estimated revenue to be received by the town during said period, from ad valorem and other sources, has been determined by the town commission; and

**WHEREAS**, the gross taxable value for operating purpose not exempt from taxation within Pinellas County has been certified by the County Property Appraiser to the Town of Belleair as \$749,673,716 dollars; and

**WHEREAS**, in accordance with the laws of Florida, the town commission has scheduled and held public hearings on September 4, 2018 and September 18, 2018 regarding the tentative and final budget amount and millage rate to be levied for ad valorem tax revenue.

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

1. That a tax of 6.5000 mills of assessed valuation against all real and personal property within the Town, not exempt from taxation by law, is necessary to raise sufficient revenue to fund the budget, and said rate of millage is hereby assessed against said property. (Operating BL-BLO).
2. That the millage rate levied (6.5000) is 15.26% greater than the rolled back millage rate (5.6392). As calculated by  $[(\text{Tentative/Final Millage rate} \div \text{Rolled Back Rate}) - 1.00] \times 100$
3. That the local tax millage of assessed valuation is:

BL Operating 6.5000

BLO 6.5000



4. A copy of this resolution shall be forwarded to the Pinellas County Property Appraiser, the Pinellas County Tax Collector and the Florida Department of Revenue.
5. This resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA this 18<sup>th</sup> day of SEPTEMBER, A.D., 2018.**

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**Mayor**

**ATTEST:**

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**Town Clerk**



## Legislation Details (With Text)

**File #:** 18-0254      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** Public Hearing  
**File created:** 8/31/2018      **In control:** Town Commission  
**On agenda:** 9/4/2018      **Final action:**  
**Title:** First Budget Hearing - Approval of Tentative Fiscal Year 2018-2019 Town Budget  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Budget 2018-19](#)  
[Budget Draft 8.31.18-2](#)  
[2018-38 adopting budget](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Summary

To: Town Commission  
From: Stefan Massol, Director of Support Services  
Date: 9/4/2018

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#### Subject:

First Budget Hearing - Resolution 2018-38, Adopting the Fiscal Year 2018-19 Town Budget

#### Summary:

This is the first public hearing for the adopting of the Fiscal Year 2018-19 Budget.

**Previous Commission Action:** The Town Commission approved a maximum millage preliminary rate of 6.5000 for the town and reviewed the budget in August.

**Background/Problem Discussion:** See attachments.

**Financial Implications:** See attachments.

**Recommendation:** None, this item is for discussion purposes only.

**Proposed Motion:** None, this item is for discussion purposes only.

**BUDGET SUMMARY**

**TOWN OF BELLEAIR - FISCAL YEAR 2018-2019**

**\*THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF BELLEAIR ARE 24.29% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES**

| General Fund  |        | 5.2500                        |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
|---|--------|-------------------------------|--------------|------------|--------------|----------------|-------------|-------------|-------------|--------------|----|---------|----|-----------|----|------------|
| Infrastructure Fund   |        | 1.2500                        |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
| General   | Fund   | Gas Tax Fund                  | Local Option | Tree Repl. | Equip. Repl. | Infrastructure | Water       | Solid Waste | Wastewater  | TOTAL        |    |         |    |           |    |            |
|   |        |                               |              | Fund       | Fund         | Fund           | Fund        | Fund        | Fund        | BUDGET       |    |         |    |           |    |            |
| REVENUES:   |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
| Taxes Millage Per \$1000  |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
| Ad Valorem Taxes  | 5.2500 | 3,739,000                     |              |            |              |                |             |             |             | 3,739,000    |    |         |    |           |    |            |
| Ad Valorem Taxes  | 1.2500 | (dedicated to Infrastructure) |              |            |              | \$908,900      |             |             |             | \$908,900    |    |         |    |           |    |            |
| TOTAL AD VALOREM  | 6.5000 |                               |              |            |              |                |             |             |             | \$4,647,900  |    |         |    |           |    |            |
| Infrastructure Sales Taxes  |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
| Intergovernmental   |        | 370,750                       | 57,000       |            |              | \$494,800      |             | \$3,300     |             | \$1,806,050  |    |         |    |           |    |            |
| Utility Tax   |        |                               |              |            |              | \$1,375,000    |             |             |             | \$430,000    |    |         |    |           |    |            |
| Franchise Fees  |        | 562,200                       |              |            |              |                | \$1,000     | \$500       |             | \$562,200    |    |         |    |           |    |            |
| Interest  |        | 25,000                        |              |            |              |                |             |             |             | \$26,500     |    |         |    |           |    |            |
| License & Permits   |        | 375,800                       | 10,000       |            |              |                |             |             |             | \$385,800    |    |         |    |           |    |            |
| Service Charges   |        | 597,560                       |              |            |              | \$337,400      | \$1,569,600 | \$825,500   | \$1,000,000 | \$4,330,060  |    |         |    |           |    |            |
| Misc.   |        | 78,450                        |              |            |              | \$50,000       | \$509,900   | \$0         |             | \$638,350    |    |         |    |           |    |            |
| From Reserve Balance  |        | 107,401                       | \$0          | \$0        |              | \$3,755,600    | \$610,075   | \$69,350    | \$0         | \$4,542,426  |    |         |    |           |    |            |
| SUBTOTAL  |        | \$5,856,161                   | \$57,000     | \$10,000   | \$0          | \$7,351,700    | \$2,690,575 | \$898,650   | \$1,000,000 | \$17,864,086 |    |         |    |           |    |            |
| Transfers in:   |        | 665,450                       | \$0          |            | 64,150       | \$0            | \$0         |             |             | \$729,600    |    |         |    |           |    |            |
| TOTAL REVENUES AND OTHER FINANCING SOURCES  |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
|   | \$     | 6,521,611                     | \$           | 57,000     | \$           | 10,000         | \$          | 64,150      | \$          | 2,690,575    | \$ | 898,650 | \$ | 1,000,000 | \$ | 18,593,686 |
| EXPENDITURES:   |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
| Personnel Costs   |        | 3,829,150                     |              |            |              |                |             |             |             |              |    |         |    |           |    | 4,724,150  |
| Operating Costs   |        | 2,516,161                     |              | 10,000     |              |                |             |             |             |              |    |         |    | 1,000,000 |    | 4,259,111  |
| Capital Equipment   |        | 112,150                       |              |            |              |                |             |             |             |              |    |         |    | 113,200   |    | 1,345,325  |
| Capital Projects  |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    | 6,537,700  |
| Debt Service  |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    | 794,000    |
| Subtotal  | \$     | 6,457,461                     | \$0          | \$10,000   | \$0          | \$7,331,700    | \$2,172,075 | \$689,050   | \$1,000,000 |              |    |         |    |           |    | 17,660,286 |
| Transfers Out:  |        | \$64,150                      | \$0          |            | \$31,800     | \$20,000       | \$404,050   | \$209,600   | \$0         |              |    |         |    |           |    | \$729,600  |
| Subtotal  | \$     | 6,521,611                     | \$0          | \$10,000   | \$31,800     | \$7,351,700    | \$2,576,125 | \$898,650   | \$1,000,000 |              |    |         |    |           |    | 18,389,886 |
| Future Reserves   |        |                               | \$57,000     |            | \$32,350     | \$0            | 114,450     |             |             |              |    |         |    |           |    | 203,800    |
| TOTAL APPROPRIATED EXPENDITURES AND RESERVES  |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |
|   | \$     | 6,521,611                     | \$           | 57,000     | \$           | 10,000         | \$          | 64,150      | \$          | 2,690,575    | \$ | 898,650 | \$ | 1,000,000 | \$ | 18,593,686 |
| THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE-MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD |        |                               |              |            |              |                |             |             |             |              |    |         |    |           |    |            |

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

B250  
Report ID:

1 GENERAL FUND

| Account                                    | 14-15     | 15-16     | Actuals | 16-17     | 17-18     | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|--|-----------|-----------|---------|-----------|-----------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 300300                                     |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 300320 TENNIS ANNUAL PERMITS               | 2,199     | 2,369     |         | 1,080     | 711       | 2,500                      | 28%                       | 2,500                      |                           | 2,500                    | 100%                     |
| Group:                                     | 2,199     | 2,369     |         | 1,080     | 711       | 2,500                      | 28%                       | 2,500                      | 0                         | 2,500                    | 100%                     |
| 311100 AD VALOREM                          |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 311100 AD VALOREM                          | 2,898,636 | 3,025,852 |         | 3,210,217 | 3,402,766 | 3,410,250                  | 100%                      | 3,410,250                  | 328,750                   | 3,739,000                | 109%                     |
| Group:                                     | 2,898,636 | 3,025,852 |         | 3,210,217 | 3,402,766 | 3,410,250                  | 100%                      | 3,410,250                  | 328,750                   | 3,739,000                | 109%                     |
| 313100 ELECTRIC FRANCHISE                  |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 313100 ELECTRIC FRANCHISE                  | 367,005   | 348,537   |         | 346,025   | 282,642   | 367,000                    | 77%                       | 367,000                    |                           | 367,000                  | 100%                     |
| Group:                                     | 367,005   | 348,537   |         | 346,025   | 282,642   | 367,000                    | 77%                       | 367,000                    | 0                         | 367,000                  | 100%                     |
| 313400 GAS FRANCHISE                       |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 313400 GAS FRANCHISE                       | 21,058    | 21,174    |         | 21,072    | 17,612    | 22,000                     | 80%                       | 22,000                     |                           | 22,000                   | 100%                     |
| Group:                                     | 21,058    | 21,174    |         | 21,072    | 17,612    | 22,000                     | 80%                       | 22,000                     | 0                         | 22,000                   | 100%                     |
| 315000 COMMUNICATION SERVICES TAX          |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 315000 COMMUNICATION SERVICES              | 182,915   | 173,413   |         | 172,563   | 118,038   | 178,300                    | 66%                       | 178,300                    | -5,100                    | 173,200                  | 97%                      |
| Group:                                     | 182,915   | 173,413   |         | 172,563   | 118,038   | 178,300                    | 66%                       | 178,300                    | -5,100                    | 173,200                  | 97%                      |
| 321100 OCCUPATIONAL LICENSE (TOWN LICENSE) |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 321100 OCCUPATIONAL LICENSE                | 23,815    | 24,364    |         | 20,064    | 15,861    | 25,000                     | 63%                       | 25,000                     |                           | 25,000                   | 100%                     |
| Group:                                     | 23,815    | 24,364    |         | 20,064    | 15,861    | 25,000                     | 63%                       | 25,000                     | 0                         | 25,000                   | 100%                     |
| 331200 FEDERAL GRANT-PUBLIC SAFETY         |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 331201 JAG GRANT                           |           | 3,117     |         |           |           | 0                          | 0%                        |                            | 1,000                     | 1,000                    | *****%                   |
| Group:                                     |           | 3,117     |         |           |           | 0                          | 0%                        | 0                          | 1,000                     | 1,000                    | *****%                   |
| 331600                                     |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 331620 Public Assistance Grants            |           |           |         |           |           | 131,250                    | 0%                        | 131,250                    | -131,250                  | 0                        | 0%                       |
| Group:                                     |           |           |         |           |           | 131,250                    | 0%                        | 131,250                    | -131,250                  | 0                        | 0%                       |
| 335100 ALCOHOL BEVERAGE LICENSE            |           |           |         |           |           |                            |                           |                            |                           |                          |                          |
| 335100 ALCOHOL BEVERAGE LICENSE            | 916       | 916       |         |           | 210       | 150                        | 140%                      | 150                        |                           | 150                      | 100%                     |
| 335120 STATE REVENUE SHARING               | 96,097    | 97,630    |         | 101,460   | 86,997    | 102,900                    | 85%                       | 102,900                    | 9,000                     | 111,900                  | 108%                     |
| 335180 SALES TAX                           | 237,384   | 244,096   |         | 245,186   | 173,159   | 254,700                    | 68%                       | 254,700                    | 1,000                     | 255,700                  | 100%                     |
| Group:                                     | 334,397   | 342,642   |         | 346,646   | 260,366   | 357,750                    | 73%                       | 357,750                    | 10,000                    | 367,750                  | 102%                     |

08/31/18  
09:42:43

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

B250  
Report ID:

1 GENERAL FUND

| Account   | 14-15   | 15-16   | 16-17   | 17-18   | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|---|---------|---------|---------|---------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 335400 TRANSPORTATION STATE REVENUE SHARING         |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 335410 GASOLINE REBATE                              | 3,947   | 2,051   | 3,826   |         | 3,000                      | 0%                        | 3,000                      |                           | 3,000                    | 100%                     |
| Group:  | 3,947   | 2,051   | 3,826   |         | 3,000                      | 0%                        | 3,000                      | 0                         | 3,000                    | 100%                     |
| 337200 GRANTS                                       |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 337200 GRANTS                                       | 765     | 480     | 61,765  | 50,000  | 51,500                     | 97%                       | 51,500                     | -49,500                   | 2,000                    | 3%                       |
| Group:  | 765     | 480     | 61,765  | 50,000  | 51,500                     | 97%                       | 51,500                     | -49,500                   | 2,000                    | 3%                       |
| 341200 ZONING & VARIANCE FEES                       |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 341200 ZONING & VARIANCE FEES                       | 600     | 3,100   | 1,200   | 2,100   | 800                        | 263%                      | 800                        |                           | 800                      | 100%                     |
| Group:  | 600     | 3,100   | 1,200   | 2,100   | 800                        | 263%                      | 800                        | 0                         | 800                      | 100%                     |
| 341800 COUNTY OFFICER COMMISSION AND FEES           |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 341802 BUILDING PERMITS                             | 325,425 | 382,371 | 526,281 | 442,849 | 375,000                    | 118%                      | 375,000                    | -25,000                   | 350,000                  | 93%                      |
| Group:  | 325,425 | 382,371 | 526,281 | 442,849 | 375,000                    | 118%                      | 375,000                    | -25,000                   | 350,000                  | 93%                      |
| 342100 SERVICE CHARGE-LAW ENFORCEMENT SERVICES      |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 342103 SPECIAL DUTY POLICE                          | 4,611   | 4,685   | 1,103   | 41,386  | 2,000                      | ***%                      | 2,000                      | 89,960                    | 91,960                   | 4598%                    |
| Group:  | 4,611   | 4,685   | 1,103   | 41,386  | 2,000                      | ***%                      | 2,000                      | 89,960                    | 91,960                   | 4598%                    |
| 343900 LOT MOWING                                   |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 343900 LOT MOWING                                   | 5,017   | 259     | 3,176   | 295     | 3,000                      | 10%                       | 3,000                      |                           | 3,000                    | 100%                     |
| Group:  | 5,017   | 259     | 3,176   | 295     | 3,000                      | 10%                       | 3,000                      | 0                         | 3,000                    | 100%                     |
| 347200 SERVICE CHARGE-PARKS AND RECREATION          |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 347210 RECREATION (PROG.                            | 268,709 | 242,621 | 267,052 | 290,326 | 282,750                    | 103%                      | 282,750                    | 9,250                     | 292,000                  | 103%                     |
| 347211 RECREATION PERMITS                           | 24,844  | 21,370  | 23,715  | 24,050  | 24,000                     | 100%                      | 24,000                     | 800                       | 24,800                   | 103%                     |
| 347213 REC-VENDING MACHINE SALES                    | 3,976   | 3,553   | 3,570   | 2,000   | 10,000                     | 20%                       | 10,000                     | -5,900                    | 4,100                    | 41%                      |
| 347214 Concession Stand Sales                       | 11,056  | 8,182   | 10,388  | 10,890  | 3,500                      | 311%                      | 3,500                      | 6,200                     | 9,700                    | 277%                     |
| 347217 MERCHANDISE                                  | 125     | 25      | 28      |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| Group:  | 308,710 | 275,751 | 304,753 | 327,266 | 320,250                    | 102%                      | 320,250                    | 10,350                    | 330,600                  | 103%                     |
| 347500 SERVICE CHARGE-SPECIAL RECREATION FACILITIES |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 347530 SPECIAL EVENTS-Private                       | 6,069   | 5,654   | 6,280   | 5,419   | 6,000                      | 90%                       | 6,000                      | 150                       | 6,150                    | 102%                     |
| 347540 SPECIAL EVENTS-ATHLETIC                      | 23,562  | 19,705  | 15,685  | 14,050  | 23,000                     | 61%                       | 23,000                     | -8,000                    | 15,000                   | 65%                      |
| Group:  | 29,631  | 25,359  | 21,965  | 19,469  | 29,000                     | 67%                       | 29,000                     | -7,850                    | 21,150                   | 72%                      |
| 351100 COURT FINES (POLICE FINES)                   |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 351100 COURT FINES (POLICE                          | 3,006   | 2,027   | 3,485   | 5,517   | 4,000                      | 138%                      | 4,000                      |                           | 4,000                    | 100%                     |
| Group:  | 3,006   | 2,027   | 3,485   | 5,517   | 4,000                      | 138%                      | 4,000                      | 0                         | 4,000                    | 100%                     |

08/31/18  
09:42:43

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:  
B250

1 GENERAL FUND

| Account                             | 14-15   | 15-16   | 16-17   | 17-18   | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|-------------------------------------|---------|---------|---------|---------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 351300 POLICE ACADEMY               | 223     | 174     | 252     | 312     | 300                        | 104%                      | 300                        |                           | 300                      | 100%                     |
| 351300 POLICE ACADEMY               |         |         |         |         |                            |                           |                            |                           |                          |                          |
| Group:                              | 223     | 174     | 252     | 312     | 300                        | 104%                      | 300                        | 0                         | 300                      | 100%                     |
| 351400 RESTITUTION                  |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 351400 RESTITUTION                  | 2,042   | 535     | 1,545   | 1,888   | 1,500                      | 126%                      | 1,500                      |                           | 1,500                    | 100%                     |
| 351402 OTC FINES AND TICKETS        | 270     | 920     | 720     | 1,260   | 250                        | 504%                      | 250                        |                           | 250                      | 100%                     |
| Group:                              | 2,312   | 1,455   | 2,265   | 3,148   | 1,750                      | 180%                      | 1,750                      | 0                         | 1,750                    | 100%                     |
| 354000 ORDINANCE VIOLATION          |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 354000 ORDINANCE VIOLATION          | 151,418 | 4,972   |         |         | 2,000                      | 0%                        | 2,000                      |                           | 2,000                    | 100%                     |
| Group:                              | 151,418 | 4,972   |         |         | 2,000                      | 0%                        | 2,000                      | 0                         | 2,000                    | 100%                     |
| 361000 INTEREST                     |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 361000 INTEREST                     | 17,971  | 747     | 4,867   | 41,722  | 25,000                     | 167%                      | 25,000                     |                           | 25,000                   | 100%                     |
| Group:                              | 17,971  | 747     | 4,867   | 41,722  | 25,000                     | 167%                      | 25,000                     | 0                         | 25,000                   | 100%                     |
| 362000 RENTAL INCOME                |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 362000 RENTAL INCOME                | 4,800   | 4,600   | 4,400   | 4,400   | 4,800                      | 92%                       | 4,800                      |                           | 4,800                    | 100%                     |
| Group:                              | 4,800   | 4,600   | 4,400   | 4,400   | 4,800                      | 92%                       | 4,800                      | 0                         | 4,800                    | 100%                     |
| 364000 GAIN ON SALE OF FIXED ASSETS |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 364001 SALE OF FIXED ASSETS         | 239,585 |         |         |         | 6,000                      | 0%                        | 6,000                      |                           | 6,000                    | 100%                     |
| Group:                              | 239,585 |         |         |         | 6,000                      | 0%                        | 6,000                      | 0                         | 6,000                    | 100%                     |
| 364100 INSURANCE PROCEEDS           |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 364100 INSURANCE PROCEEDS           | 1,000   |         | 2,076   | 10,940  | 9,638                      | 114%                      | 4,388                      | -4,388                    | 0                        | 0%                       |
| Group:                              | 1,000   |         | 2,076   | 10,940  | 9,638                      | 114%                      | 4,388                      | -4,388                    | 0                        | 0%                       |
| 365900 SALE OF SURPLUS METAL        |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 365900 SALE OF SURPLUS METAL        | 168     |         |         |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| 365901 SALE OF AUCTIONED ASSETS     | 1,353   | 3,961   | 2,034   | 81,795  | 11,000                     | 744%                      | 11,000                     | -9,000                    | 2,000                    | 18%                      |
| Group:                              | 1,521   | 3,961   | 2,034   | 81,795  | 11,000                     | 744%                      | 11,000                     | -9,000                    | 2,000                    | 18%                      |
| 366900 DONATIONS-PARK IMPROVE. FD.  |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 366900 DONATIONS-PARK IMPROVE.      |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 366903 DONATION-RECREATION          | 15,060  | 26,549  | 53,358  | 22,338  | 3,255                      | 0%                        | 3,255                      | -3,255                    | 0                        | 0%                       |
| 366904 BCF CONTRIBUTION HUNTER      | 2,000   | 1,700   | 3,400   |         | 24,383                     | 92%                       | 24,383                     | -24,383                   | 0                        | 0%                       |
| 366905 CONTRIBUTION - POL.          | 200     | 5,412   | 11,420  | 820     | 1,700                      | 0%                        | 1,700                      |                           | 1,700                    | 100%                     |
| 366909 DONATION - VANITY PLATE      | 25      | 15      | 20      | 5       | 3,000                      | 27%                       | 3,000                      | 17,000                    | 20,000                   | 666%                     |
| 366911 SPECIAL EVENTS               | 160,555 | 140,029 | 154,018 | 132,869 | 0                          | ***                       |                            |                           | 0                        | 0%                       |
|                                     |         |         |         |         | 143,000                    | 93%                       | 143,000                    | 3,550                     | 146,550                  | 102%                     |

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:  
B250

1 GENERAL FUND

| Account                               | 14-15   | 15-16   | Actuals | 16-17  | 17-18   | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|---------------------------------------|---------|---------|---------|--------|---------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 366913 DONATIONS                      | 1,700   |         |         |        | 10,000  | 15,000                     | 67%                       | 15,000                     | -15,000                   |                          | 0%                       |
| Group:                                | 179,540 | 173,705 | 222,216 |        | 166,032 | 190,338                    | 87%                       | 190,338                    | -22,088                   | 168,250                  | 88%                      |
| 369000 MISCELLANEOUS                  |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 369000 MISCELLANEOUS                  | 21,358  | 16,478  |         | 31,753 | 18,389  | 34,700                     | 53%                       | 34,700                     |                           | 34,700                   | 100%                     |
| Group:                                | 21,358  | 16,478  | 31,753  |        | 18,389  | 34,700                     | 53%                       | 34,700                     | 0                         | 34,700                   | 100%                     |
| 369900 OTHER MISCELLANEOUS REVENUES   |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 369901 VENDING MACHINE PROCEEDS       | 67      | 212     |         |        |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| Group:                                | 67      | 212     |         |        |         | 0                          | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| 370200 PARKER PROPERTY RESERVES       |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 370201 RESERVES                       |         |         |         |        |         | 58,750                     | 0%                        |                            |                           | 0                        | 0%                       |
| Group:                                |         |         |         |        |         | 58,750                     | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| 381000 RESERVES (PRIOR YEARS)         |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 381000 RESERVES (PRIOR YEARS)         |         |         |         |        |         | 424,796                    | 0%                        | 424,796                    | -317,395                  | 107,401                  | 25%                      |
| Group:                                |         |         |         |        |         | 424,796                    | 0%                        | 424,796                    | -317,395                  | 107,401                  | 25%                      |
| 381200 TRANSFER FROM 301              |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 381200 TRANSFER FROM 301              |         | 65,050  |         | 25,400 |         | 47,044                     | 0%                        | 47,044                     | -15,244                   | 31,800                   | 67%                      |
| 381210 TRANSFER FROM 110              |         |         |         |        |         | 63,850                     | 0%                        | 63,850                     | -63,850                   | 0                        | 0%                       |
| Group:                                |         | 65,050  | 25,400  |        |         | 110,894                    | 0%                        | 110,894                    | -79,094                   | 31,800                   | 28%                      |
| 381300 TRANSFER FROM LAND DEVELOPMENT |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 381302 TRANSFER FROM 305              | 175,000 | 150,000 | 135,000 |        |         | 0                          | 0%                        |                            | 20,000                    | 20,000                   | *****%                   |
| Group:                                | 175,000 | 150,000 | 135,000 |        |         | 0                          | 0%                        | 0                          | 20,000                    | 20,000                   | *****%                   |
| 381400 TRANSFER FROM 001              |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 381401 TRANSFER FROM 401              |         | 14,700  |         |        |         | 0                          | 0%                        |                            | 40,000                    | 40,000                   | *****%                   |
| 381406 TRANSFER FROM 113 (TREE        | 4,500   |         |         |        |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| 381407 TRANSFER FROM 115 (GOLF        | 111,000 | 43,000  | 887,750 |        |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| Group:                                | 115,500 | 57,700  | 887,750 |        |         | 0                          | 0%                        | 0                          | 40,000                    | 40,000                   | *****%                   |
| 383000 ADMINISTRATIVE FEES            |         |         |         |        |         |                            |                           |                            |                           |                          |                          |
| 383000 ADMINISTRATIVE FEES            | 469,750 | 485,750 | 505,800 |        |         | 568,000                    | 0%                        | 568,000                    | 5,650                     | 573,650                  | 100%                     |
| Group:                                | 469,750 | 485,750 | 505,800 |        |         | 568,000                    | 0%                        | 568,000                    | 5,650                     | 573,650                  | 100%                     |

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:  
B250

1 GENERAL FUND

| Account                    | 14-15     | 15-16     | 16-17     | 17-18     | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|----------------------------|-----------|-----------|-----------|-----------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| -----                      | -----     | -----     | -----     | -----     | -----                      | -----                     | -----                      | -----                     | -----                    | -----                    |
| 384000 LOAN FROM OPERATING |           | 259,091   |           |           | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| 384010 DEBT PROCEEDS       |           | 259,091   |           |           | 0                          | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| Group:                     |           |           |           |           |                            |                           |                            |                           |                          |                          |
| 399900                     |           |           |           | 1,287     | 0                          | ***%                      |                            |                           | 0                        | 0%                       |
| 399999 PRIOR YEAR PO FUND  |           |           |           | 1,287     | 0                          | ***%                      | 0                          | 0                         | 0                        | 0%                       |
| Group:                     |           |           |           |           |                            |                           |                            |                           |                          |                          |
| Fund:                      | 5,891,782 | 5,861,446 | 6,869,034 | 5,314,903 | 6,730,566                  | 79%                       | 6,666,566                  | -144,955                  | 6,521,611                | 96%                      |



TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:

B240

1 GENERAL FUND

| Account Object                  |  | Actuals |         |         | Current Budget |         | % Exp. | Prelim. Budget | Budget Changes | Final Budget | % Old Budget |
|---------------------------------|--|---------|---------|---------|----------------|---------|--------|----------------|----------------|--------------|--------------|
|                                 |  | 14-15   | 15-16   | 16-17   | 17-18          | 17-18   | 17-18  | 18-19          | 18-19          | 18-19        | 18-19        |
| 513100 ADMINISTRATION           |  |         |         |         |                |         |        |                |                |              |              |
| 51100 SALARIES:EXEC.            |  | 1,086   | 9,314   | 9,657   | 7,543          | 9,600   | 79%    | 9,600          |                | 9,600        | 100%         |
| 51200 SALARIES                  |  | 148,532 | 273,410 | 367,490 | 279,231        | 327,850 | 85%    | 327,850        | 23,300         | 351,150      | 107%         |
| 51201 PT SALARIES               |  |         |         | 7,097   |                |         | 0      |                |                | 0            | 0%           |
| 51210 Unused Medical            |  |         | 807     | 1,918   | 1,989          | 2,436   | 82%    |                |                | 0            | 0%           |
| 51400 OVERTIME                  |  |         |         | 5,947   |                |         | 0      |                |                | 0            | 0%           |
| 51500 SICK LEAVE                |  | 3,375   | 10,688  |         |                | 12,800  | 0%     |                |                |              |              |
| 52100 FICA                      |  | 10,905  | 21,876  | 28,689  | 21,089         | 25,800  | 82%    | 25,800         | 1,050          | 26,850       | 104%         |
| 52200 RETIREMENT-401K GENERAL P |  | 13,672  | 21,522  | 30,058  | 24,111         | 29,500  | 82%    | 29,500         | 2,100          | 31,600       | 107%         |
| 52300 LIFE/HOSP. INS.           |  | 21,910  | 43,386  | 50,736  | 49,498         | 55,600  | 89%    | 55,600         | 9,100          | 64,700       | 116%         |
| 52301 MEDICAL BENEFIT           |  | 2,066   | 4,178   | 3,116   | 3,090          | 3,564   | 87%    | 6,000          |                | 6,000        | 168%         |
| 53151 PROF. SERVICES            |  |         |         |         | 55,575         | 53,575  | 104%   | 72,150         |                | 72,150       | 135%         |
| 54000 TRAV & PER DIEM           |  | 22,415  | 18,659  | 26,587  | 25,518         | 26,100  | 98%    | 20,100         |                | 20,100       | 77%          |
| 54100 TELEPHONE                 |  | 2,809   | 3,564   | 2,691   | 2,308          | 4,400   | 52%    | 4,400          |                | 4,400        | 100%         |
| 54200 POSTAGE                   |  |         | 1,828   | 1,029   | 1,679          | 1,600   | 105%   | 1,600          |                | 1,600        | 100%         |
| 54620 MAIN. - VEHICLE           |  | 794     |         | 1,705   | 1,290          | 1,000   | 129%   | 1,000          |                | 1,000        | 100%         |
| 54670 MAINT. - EQUIP            |  |         |         |         |                |         | 0      | 95,000         | 17,411         | 112,411      | *****        |
| 54700 ORDINANCE CODES           |  | 2,775   | 1,184   | 3,296   | 5,995          | 6,000   | 100%   | 5,000          |                | 5,000        | 83%          |
| 54930 ADVERTISING               |  | 500     | 3,188   | 5,242   | 3,889          | 3,500   | 111%   | 3,500          |                | 3,500        | 100%         |
| 54940 FILING FEES               |  | 318     | 489     | 316     | 185            | 1,250   | 15%    | 1,250          |                | 1,250        | 100%         |
| 55100 OFFICE SUPPLIES           |  | 199     | 2,281   | 1,477   | 1,451          | 3,100   | 47%    | 3,100          |                | 3,100        | 100%         |
| 55101 BOARDS EXPENSES           |  | 812     | 3,892   | 1,503   | 5,557          | 6,000   | 93%    | 5,000          |                | 5,000        | 83%          |
| 55210 OPERATING SUPPL           |  | 1,980   | 3,720   | 2,792   | 11,334         | 12,415  | 91%    | 4,540          |                | 4,540        | 37%          |
| 55222 RECORDS MGMT. -FEES       |  | 787     | 2,498   | 11,102  | 4,485          | 5,900   | 76%    | 3,000          | 5,750          | 8,750        | 148%         |
| 55240 UNIFORMS                  |  | 89      | 139     | 308     | 642            | 650     | 99%    | 650            |                | 650          | 100%         |
| 55260 PROTECT. CLOTH.           |  |         |         | 140     |                | 250     | 0%     | 250            |                | 250          | 100%         |
| 55290 ELECTIONS                 |  |         | 1,996   |         | 4,949          | 5,000   | 99%    | 5,000          |                | 5,000        | 100%         |
| 55410 MEMBERSHIPS               |  | 7,584   | 10,995  | 7,590   | 10,704         | 10,800  | 99%    | 10,800         |                | 10,800       | 100%         |
| 55420 TRAINING, AIDS            |  | 21,707  | 25,091  | 14,518  | 23,346         | 24,300  | 96%    | 19,500         |                | 19,500       | 80%          |
| 56402 CARS                      |  |         | 27,614  |         |                |         | 0      |                |                | 0            | 0%           |
| 56405 COMPUTER SYSTEM           |  | 4,325   |         | 4,084   |                |         | 0      |                |                | 0            | 0%           |
| 57001 VEHICLE DEBT SERVICE      |  |         | 2,938   | 5,900   | 5,900          | 5,900   | 100%   |                | -5,900         | 0            | 0%           |
| 57900 ARCHIVES                  |  | 38      | 137     | 283     | 122            | 400     | 31%    | 400            |                | 400          | 100%         |
| 58102 TRANSFER TO 301           |  | 6,000   |         |         |                |         | 0      |                |                | 0            | 0%           |
| Account:                        |  | 274,678 | 495,394 | 595,271 | 551,480        | 639,290 | 86%    | 729,290        | 52,811         | 782,101      | 122%         |
| 515000 BUILDING DEPT.           |  |         |         |         |                |         |        |                |                |              |              |
| 51200 SALARIES                  |  | 41,145  | 40,469  | 44,436  | 36,113         | 42,500  | 85%    | 42,500         | 1,850          | 44,350       | 104%         |
| 51400 OVERTIME                  |  |         | 59      | 357     | 372            |         | 0      |                |                | 0            | 0%           |
| 51500 SICK LEAVE                |  | 1,735   | 1,281   |         |                | 2,150   | 0%     | 2,150          | 50             | 2,200        | 102%         |
| 52100 FICA                      |  | 3,187   | 3,109   | 3,355   | 2,724          | 3,250   | 84%    | 3,250          | 150            | 3,400        | 105%         |
| 52200 RETIREMENT-401K GENERAL P |  | 3,859   | 3,763   | 4,031   | 3,284          | 3,850   | 85%    | 3,850          | 150            | 4,000        | 104%         |
| 52300 LIFE/HOSP. INS.           |  | 7,476   | 8,023   | 8,528   | 7,672          | 8,750   | 88%    | 8,750          | 1,500          | 10,250       | 117%         |
| 52301 MEDICAL BENEFIT           |  | 1,204   | 1,182   | 1,204   | 1,021          | 1,200   | 85%    | 1,200          |                | 1,200        | 100%         |
| 53160 CONTRAC. LABOR            |  | 80,824  | 70,700  | 72,310  | 75,240         | 87,360  | 86%    | 87,360         | -5,000         | 82,360       | 94%          |
| 54100 TELEPHONE                 |  | 10      | 9       | 6       | 5              | 250     | 2%     | 250            |                | 250          | 100%         |
| 54670 MAINT. - EQUIP            |  | 208     | 200     | 424     | 6              | 500     | 1%     | 500            |                | 500          | 100%         |
| 55100 OFFICE SUPPLIES           |  | 360     | 276     | 246     | 742            | 500     | 148%   | 500            |                | 500          | 100%         |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
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Report ID:  
B240

1 GENERAL FUND

| Account  | Object                    | 14-15   | 15-16   | 16-17   | 17-18   | Current<br>Budget | %<br>Exp. | Prelim.<br>Budget | Budget<br>Changes | Final<br>Budget | % Old<br>Budget |
|----------|---------------------------|---------|---------|---------|---------|-------------------|-----------|-------------------|-------------------|-----------------|-----------------|
|          |                           | 14-15   | 15-16   | 16-17   | 17-18   | 17-18             | 17-18     | 18-19             | 18-19             | 18-19           | 18-19           |
| 55210    | OPERATING SUPPL           | 4,886   | 174     | 228     | 266     | 500               | 53%       | 500               |                   | 500             | 100%            |
| 55240    | UNIFORMS                  | 265     |         | 127     | 99      | 200               | 50%       | 200               |                   | 200             | 100%            |
| 56405    | COMPUTER SYSTEM           | 1,103   | 298     |         |         | 0                 | 0%        |                   |                   | 0               | 0%              |
| 58102    | TRANSFER TO 301           |         | 4,706   |         |         | 0                 | 0%        |                   |                   | 0               | 0%              |
| Account: |                           | 146,262 | 134,249 | 135,252 | 127,544 | 151,010           | 84%       | 151,010           | -1,300            | 149,710         | 99%             |
| 519000   | SUPPORT SERVICES          |         |         |         |         |                   |           |                   |                   |                 |                 |
| 51200    | SALARIES                  | 355,190 | 306,410 | 330,340 | 341,421 | 432,100           | 79%       | 435,700           | 23,800            | 459,500         | 106%            |
| 51201    | PT SALARIES               |         |         |         | 3,211   | 3,600             | 89%       |                   |                   | 0               | 0%              |
| 51210    | Unused Medical            | 486     | 875     | 1,934   | 655     | 799               | 82%       |                   |                   | 0               | 0%              |
| 51305    | BANK FEES                 |         |         |         | 677     | 7,400             | 9%        | 7,400             |                   | 7,400           | 100%            |
| 51400    | OVERTIME                  |         |         | 2,489   | 880     | 1,500             | 59%       | 1,500             |                   | 1,500           | 100%            |
| 51500    | SICK LEAVE                | 11,279  | 9,895   |         |         | 8,900             | 0%        | 8,900             |                   | 8,900           | 100%            |
| 52100    | FICA                      | 28,041  | 24,139  | 25,477  | 25,239  | 33,350            | 76%       | 33,350            | 6,400             | 15,300          | 172%            |
| 52200    | RETIREMENT-401K           | 33,175  | 28,556  | 28,325  | 30,007  | 39,200            | 77%       | 39,200            | 1,800             | 35,150          | 105%            |
| 52300    | LIFE/HOSP. INS.           | 63,554  | 58,105  | 57,435  | 66,376  | 76,650            | 87%       | 76,650            | 2,200             | 41,400          | 106%            |
| 52301    | MEDICAL BENEFIT           | 6,748   | 5,662   | 5,909   | 6,342   | 9,401             | 67%       | 10,200            | 15,450            | 92,100          | 120%            |
| 53100    | PHYSICAL EXAMS            |         | 5,063   | 455     | 145     | 500               | 29%       | 500               | 600               | 10,800          | 115%            |
| 53110    | TOWN ATTORNEY             | 191,595 | 73,623  | 121,143 | 60,368  | 75,750            | 80%       | 75,750            |                   | 500             | 100%            |
| 53151    | PROF. SERVICES            | 16,390  | 771     |         | 47,973  | 50,000            | 96%       | 50,000            | -8,000            | 75,750          | 100%            |
| 53152    | FIRE SERVICES             | 490,286 | 487,540 | 559,594 | 575,525 | 575,600           | 100%      | 575,600           | 26,400            | 42,000          | 84%             |
| 53153    | COPIES                    | 458     | 38      | 138     |         | 0                 | 0%        |                   |                   | 602,000         | 105%            |
| 53155    | COMMUNITY DEVELOPMENT SER |         |         |         |         | 0                 | 0%        |                   |                   | 0               | 0%              |
| 53200    | ACCTG. & AUDIT.           | 41,488  | 38,828  | 1,000   | 7,450   | 24,409            | 31%       | 40,000            |                   | 40,000          | 164%            |
| 54000    | TRAV & PER DIEM           | 218     |         | 34,433  | 38,000  | 38,000            | 100%      | 38,000            |                   | 38,000          | 100%            |
| 54100    | TELEPHONE                 | 12,966  | 12,737  | 10,951  | 11,427  | 13,500            | 85%       | 13,500            |                   | 13,500          | 100%            |
| 54200    | POSTAGE                   | 3,714   | 6,885   | 2,316   | 3,564   | 3,500             | 102%      | 3,500             |                   | 3,500           | 100%            |
| 54212    | INSURANCE-OPEB            | 2,958   | 20,475  | 23,863  |         | 0                 | 0%        |                   |                   | 0               | 0%              |
| 54300    | ELECTRICITY               | 22,175  | 19,425  | 21,068  | 16,235  | 20,500            | 79%       | 20,500            | -7,000            | 13,500          | 66%             |
| 54301    | WATER                     |         |         |         |         | 6,400             | 0%        | 6,400             | 7,100             | 13,500          | 211%            |
| 54302    | SANITATION                |         |         |         |         | 6,900             | 0%        | 6,900             | -6,100            | 800             | 12%             |
| 54303    | SEWER                     |         |         |         |         | 1,000             | 0%        | 1,000             | 5,200             | 6,200           | 620%            |
| 54401    | EQUIP LEASING             | 914     | 3,295   | 11,570  | 6,832   | 18,100            | 38%       | 18,100            |                   | 18,100          | 100%            |
| 54510    | INS. GEN. LIAB.           | 215,758 | 218,215 | 234,810 | 242,624 | 242,700           | 100%      | 237,000           | 20,000            | 257,000         | 106%            |
| 54620    | MAIN. - VEHICLE           | 920     | 2,541   | 1,902   | 376     | 2,000             | 19%       | 2,000             |                   | 2,000           | 100%            |
| 54630    | MAINT.-BLDG.              | 271     |         | 1,261   | 58,560  | 58,994            | 99%       | 41,000            | -16,500           | 24,500          | 42%             |
| 54640    | MAINT.-AIR COND           |         |         | 618     | 618     | 1,300             | 48%       | 16,000            | -16,000           | 0               | 0%              |
| 54670    | MAINT. - EQUIP            | 11,271  | 11,127  |         |         | 0                 | 0%        |                   |                   | 0               | 0%              |
| 54901    | CLAIMS/SETTLEMENTS        | 721     |         |         | 10,467  | 10,438            | 100%      |                   |                   | 0               | 0%              |
| 54905    | AHLF PROPERTY             | 22,668  | 24,612  | 26,272  | 27,791  | 27,791            | 100%      | 26,200            | 2,450             | 28,650          | 103%            |
| 54930    | ADVERTISING               | 1,836   | 1,577   | 333     | 1,371   | 0                 | ***%      |                   |                   | 0               | 0%              |
| 54950    | EMPLOY.RELATION           | 10,746  | 8,487   | 8,481   | 6,193   | 8,500             | 73%       | 8,500             |                   | 8,500           | 100%            |
| 55100    | OFFICE SUPPLIES           | 3,402   | 3,070   | 3,320   | 3,915   | 4,500             | 87%       | 4,500             |                   | 4,500           | 100%            |
| 55210    | OPERATING SUPPL           | 25,796  | 9,073   | 18,568  | 8,453   | 8,400             | 101%      | 9,200             | 400               | 9,600           | 114%            |
| 55215    | PLANNING & ZON.           | 31,366  | 54,068  | 35,029  | 18,074  | 24,000            | 75%       | 10,000            |                   | 10,000          | 42%             |
| 55220    | GASOLINE & OIL            | 48,756  | 33,579  | 42,867  | 33,737  | 43,200            | 78%       | 43,200            | 4,800             | 48,000          | 111%            |
| 55221    | TOOLS                     | 38      | 648     | 246     | 257     | 650               | 40%       | 650               |                   | 650             | 100%            |
| 55235    | REFUND EXP                | 9,475   |         |         |         | 0                 | 0%        |                   |                   | 0               | 0%              |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:  
B240

1 GENERAL FUND

| Account  | Object                    | 14-15     | 15-16     | Actuals   | 16-17     | 17-18     | Current<br>Budget<br>17-18 | %<br>Exp.<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Changes<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|----------|---------------------------|-----------|-----------|-----------|-----------|-----------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| -----    |                           | -----     | -----     | -----     | -----     | -----     | -----                      | -----              | -----                      | -----                      | -----                    | -----                    |
| 55240    | UNIFORMS                  | 522       |           |           | 65        | 263       | 1,200                      | 22%                | 1,200                      |                            | 1,200                    | 100%                     |
| 55250    | CLEANING SPLIES           |           | 12        |           |           | 235       | 4,500                      | 5%                 | 4,500                      | -4,500                     | 0                        | 0%                       |
| 55260    | PROTECT. CLOTH.           |           |           |           |           |           | 600                        | 0%                 | 600                        |                            | 600                      | 100%                     |
| 55410    | MEMBERSHIPS               | 263       |           |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 55420    | TRAINING, AIDS            | 45        |           |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 56402    | CARS                      |           | 500       |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 56405    | COMPUTER SYSTEM           |           | 154,334   |           |           |           | 169,000                    | 99%                | 169,000                    | 4,700                      | 173,700                  | 103%                     |
| 57001    | VEHICLE DEBT SERVICE      | 132,716   | 4,177     |           | 176,475   | 166,823   | 8,000                      | 100%               | 8,000                      | -2,100                     | 5,900                    | 74%                      |
| 57100    | LIBRARY                   | 14,300    | 14,340    |           | 13,200    | 13,940    | 15,000                     | 93%                | 15,000                     |                            | 15,000                   | 100%                     |
| 58001    | TRANSFER OF RESERVES      | 7,285     | -13,974   |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 58101    | CAPITAL PURCH.            |           | 64,804    |           | 500       | 8,994     | 0                          | ***%               |                            |                            | 0                        | 0%                       |
| 58102    | TRANSFER TO 301           | 17,500    | 11,900    |           | 12,400    |           | 22,500                     | 0%                 | 22,500                     | -10,000                    | 12,500                   | 56%                      |
| 58113    | TRANSFER TO 113 (TREE FUN |           | 4,000     |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 58114    | TRANSFER TO 305           |           |           |           | 60,000    |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| Account: |                           | 1,837,560 | 1,709,523 | 1,882,780 | 1,853,034 | 2,100,332 | 88%                        |                    | 2,081,700                  | 51,100                     | 2,132,800                | 102%                     |
|          |                           |           |           |           |           |           |                            |                    |                            |                            |                          |                          |
| 521000   | POLICE                    |           |           |           |           |           |                            |                    |                            |                            |                          |                          |
| 51000    | INCENTIVE PAY             | 11,729    | 12,446    |           | 12,557    | 10,199    | 13,000                     | 78%                | 13,000                     |                            | 13,000                   | 100%                     |
| 51200    | SALARIES                  | 776,768   | 762,777   |           | 841,288   | 716,484   | 875,050                    | 82%                | 875,050                    | 7,700                      | 882,750                  | 101%                     |
| 51201    | PT SALARIES               | 134,711   | 152,341   |           | 81,258    | 71,864    | 83,650                     | 86%                | 83,650                     | 11,300                     | 94,950                   | 114%                     |
| 51210    | Unused Medical            | 1,309     | 1,304     |           | 5,768     | 4,374     | 5,370                      | 81%                |                            |                            | 0                        | 0%                       |
| 51400    | OVERTIME                  | 11,960    | 8,735     |           | 55,942    | 44,086    | 13,000                     | 339%               | 13,000                     | 83,400                     | 96,400                   | 742%                     |
| 51500    | SICK LEAVE                | 10,825    | 10,897    |           |           | 296       | 20,600                     | 1%                 | 20,600                     | 11,800                     | 32,400                   | 157%                     |
| 52100    | FICA                      | 72,241    | 72,409    |           | 76,079    | 65,548    | 75,350                     | 87%                | 75,350                     | 7,800                      | 83,150                   | 110%                     |
| 52200    | RETIREMENT-401K GENERAL P | 4,816     | 5,916     |           | 6,337     | 5,458     | 6,300                      | 87%                | 6,300                      | 50                         | 6,350                    | 101%                     |
| 52220    | RETIREMENT-POLICE OFFICER | 213,361   | 147,375   |           | 176,105   |           | 181,750                    | 0%                 | 181,750                    | 91,450                     | 273,200                  | 150%                     |
| 52300    | LIFE/HOSP. INS.           | 77,410    | 74,118    |           | 76,761    | 70,591    | 95,050                     | 74%                | 95,050                     | 1,200                      | 95,050                   | 100%                     |
| 52301    | MEDICAL BENEFIT           | 13,656    | 14,103    |           | 11,994    | 10,842    | 12,630                     | 86%                | 18,000                     | -2,000                     | 19,200                   | 152%                     |
| 52900    | CODE ENFORCE.             | 2,598     | 3,553     |           | 2,693     | 1,830     | 2,585                      | 71%                | 5,000                      |                            | 3,000                    | 116%                     |
| 53100    | PHYSICAL EXAMS            | 1,546     | 559       |           | 945       | 295       | 1,000                      | 30%                | 1,000                      | -500                       | 500                      | 50%                      |
| 53151    | PROF. SERVICES            | 25,609    | 22,296    |           | 27,736    | 28,765    | 29,415                     | 98%                | 26,100                     | 3,900                      | 30,000                   | 102%                     |
| 53160    | CONTRAC. LABOR            |           |           |           |           | 9,738     | 0                          | ***%               |                            |                            | 0                        | 0%                       |
| 54100    | TELEPHONE                 | 5,966     | 6,859     |           | 7,318     | 6,944     | 7,000                      | 99%                | 7,000                      |                            | 7,000                    | 100%                     |
| 54200    | POSTAGE                   | 292       | 704       |           | 380       | 282       | 800                        | 35%                | 800                        |                            | 800                      | 100%                     |
| 54401    | EQUIP LEASING             | 5,087     | 5,176     |           | 4,883     | 2,790     | 6,250                      | 45%                | 6,250                      | -1,250                     | 5,000                    | 80%                      |
| 54510    | INS. GEN. LIAB.           |           | -44       |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 54604    | LOT MOWING                |           | 150       |           | 100       |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 54620    | MAIN. - VEHICLE           | 15,391    | 16,578    |           | 4,996     | 6,467     | 6,500                      | 99%                | 6,500                      | 1,400                      | 7,900                    | 122%                     |
| 54650    | MAINT. - RADIOS           | 4,247     | 11,144    |           | 4,574     | 24,454    | 24,455                     | 100%               | 20,000                     | -15,000                    | 5,000                    | 20%                      |
| 54670    | MAINT. - EQUIP            | 6,145     | 2,497     |           | 2,833     | 4,148     | 2,945                      | 141%               | 7,400                      | -2,700                     | 4,700                    | 160%                     |
| 55100    | OFFICE SUPPLIES           | 597       | 1,174     |           | 816       | 1,893     | 2,000                      | 95%                | 2,000                      | 350                        | 2,350                    | 118%                     |
| 55209    | CRIME PREVENTIO           | 239       | 1,392     |           | 961       | 1,987     | 2,000                      | 99%                | 2,000                      | -250                       | 1,750                    | 88%                      |
| 55210    | OPERATING SUPPL           | 10,908    | 18,240    |           | 18,315    | 10,203    | 11,000                     | 93%                | 11,000                     | -1,700                     | 9,300                    | 85%                      |
| 55221    | TOOLS                     |           | 11        |           | 383       | 287       | 400                        | 72%                | 400                        | 150                        | 550                      | 138%                     |
| 55223    | TRAF CONT EQUIP           |           | 5,760     |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 55240    | UNIFORMS                  | 7,614     | 5,313     |           | 8,205     | 7,930     | 8,100                      | 98%                | 9,000                      | 700                        | 9,700                    | 120%                     |
| 55260    | PROTECT. CLOTH.           | 2,891     | 100       |           | 3,175     | 5,053     | 6,000                      | 84%                | 3,000                      | 5,100                      | 8,100                    | 135%                     |
| 55410    | MEMBERSHIPS               |           | 15        |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019Report ID:  
B240

## 1 GENERAL FUND

| Account | Object                               | 14-15     | 15-16     | 16-17     | 17-18     | Current<br>Budget | %<br>Exp. | Prelim.<br>Budget | Budget<br>Changes | Final<br>Budget | % Old<br>Budget |
|---------|--------------------------------------|-----------|-----------|-----------|-----------|-------------------|-----------|-------------------|-------------------|-----------------|-----------------|
|         |                                      | 14-15     | 15-16     | 16-17     | 17-18     | 17-18             | 17-18     | 18-19             | 18-19             | 18-19           | 18-19           |
| 56402   | CARS                                 | 34,230    | 133,353   |           |           | 0                 | 0%        |                   |                   |                 | 0%              |
| 57001   | VEHICLE DEBT SERVICE                 |           | 11,471    | 23,800    | 23,800    | 23,800            | 100%      | 23,800            | -850              | 22,950          | 96%             |
| 58101   | CAPITAL PURCH.                       | 23,500    | 9,092     |           |           | 0                 | 0%        |                   | 20,000            | 20,000          | ***%            |
| 58102   | TRANSFER TO 301                      |           | 22,000    | 4,900     |           | 3,500             | 0%        | 3,500             | 6,500             | 10,000          | 286%            |
|         | Account: 1,475,646                   | 1,539,814 | 1,461,102 | 1,136,608 | 1,519,500 | 75%               |           | 1,516,500         | 228,550           | 1,745,050       | 115%            |
| 525000  | EMERGENCY & DISASTER RELIEF SERVICES |           |           |           |           |                   |           |                   |                   |                 |                 |
| 55210   | OPERATING SUPPL                      |           |           | 79,735    | 474,047   | 475,400           | 100%      | 150,000           | -150,000          | 0               | 0%              |
|         | Account:                             |           |           | 79,735    | 474,047   | 475,400           | 100%      | 150,000           | -150,000          | 0               | 0%              |
| 572100  | PUBLIC WORKS                         |           |           |           |           |                   |           |                   |                   |                 |                 |
| 51200   | SALARIES                             | 228,585   | 222,124   | 185,950   | 285,516   | 355,094           | 80%       | 361,050           | 700               | 361,750         | 102%            |
| 51210   | Unused Medical                       | 969       | 893       | 817       | 2,646     | 3,143             | 84%       |                   |                   | 0               | 0%              |
| 51400   | OVERTIME                             | 15        | 210       | 350       | 146       | 850               | 17%       | 850               |                   | 850             | 100%            |
| 51500   | SICK LEAVE                           | 3,596     | 3,552     |           |           | 7,500             | 0%        | 7,500             | -1,200            | 6,300           | 84%             |
| 52100   | FICA                                 | 16,650    | 16,124    | 13,126    | 21,140    | 27,145            | 78%       | 27,600            | 150               | 27,750          | 102%            |
| 52200   | RETIREMENT-401K GENERAL P            | 20,985    | 20,400    | 13,792    | 25,451    | 31,964            | 80%       | 32,500            | 150               | 32,650          | 102%            |
| 52300   | LIFE/HOSP. INS.                      | 46,854    | 49,244    | 42,168    | 66,994    | 81,695            | 82%       | 83,800            | 5,750             | 89,550          | 110%            |
| 52301   | MEDICAL BENEFIT                      | 4,838     | 3,842     | 2,692     | 3,855     | 7,057             | 55%       | 10,200            |                   | 10,200          | 145%            |
| 52500   | UNEMPLOY. COMP.                      |           |           | 3,300     |           | 0                 | 0%        |                   |                   | 0               | 0%              |
| 53100   | PHYSICAL EXAMS                       | 230       | 100       | 150       | 140       | 500               | 28%       | 500               |                   | 500             | 100%            |
| 53151   | PROF. SERVICES                       | 12,537    | 14,515    | 17,586    | 8,610     | 16,500            | 52%       | 16,500            |                   | 16,500          | 100%            |
| 53153   | COPIES                               |           | 137       |           |           | 0                 | 0%        |                   |                   | 0               | 0%              |
| 53160   | CONTRAC. LABOR                       |           |           |           | 55,681    | 70,852            | 79%       | 61,800            |                   | 61,800          | 87%             |
| 53410   | STREET SWEEPING                      | 17,273    | 14,805    | 14,805    | 15,000    | 19,500            | 77%       | 19,500            |                   | 19,500          | 100%            |
| 54100   | TELEPHONE                            | 2,774     | 2,928     | 2,839     | 2,996     | 2,050             | 146%      | 2,050             |                   | 2,050           | 100%            |
| 54310   | ENERGY                               | 8,768     | 9,479     | 39,211    | 34,870    | 40,250            | 87%       | 40,250            |                   | 40,250          | 100%            |
| 54312   | ENERGY-STREET LIGHT                  | 32,046    | 27,555    | 2,175     |           | 0                 | 0%        |                   |                   | 0               | 0%              |
| 54601   | MAINT.-HUNTER PARK                   |           |           |           | 4,118     | 5,600             | 74%       | 5,600             |                   | 5,600           | 100%            |
| 54618   | TENNIS COURTS-MAINT                  |           |           |           | 1,556     | 2,000             | 78%       | 2,000             |                   | 2,000           | 100%            |
| 54619   | FIELDS/COURTS                        |           |           |           | 14,327    | 15,000            | 96%       | 15,000            |                   | 15,000          | 100%            |
| 54620   | MAIN. - VEHICLE                      |           |           |           | 1,980     | 2,000             | 99%       | 2,000             |                   | 2,000           | 100%            |
| 54630   | MAINT.-BLDG.                         | 10,334    | 1,991     | 1,507     |           | 0                 | 0%        |                   |                   | 0               | 0%              |
| 54640   | MAINT.-AIR COND                      | 49,738    | 56,845    | 39,313    |           |                   |           |                   |                   |                 |                 |
| 54670   | MAINT. - EQUIP                       | 17,555    | 23,969    | 7,871     |           |                   |           |                   |                   |                 |                 |
| 54680   | MAINT.-GROUNDS                       | 939       | 1,861     | 1,097     |           |                   |           |                   |                   |                 |                 |
| 54682   | TREE TRIMMING                        |           |           | 200       |           |                   |           |                   |                   |                 |                 |
| 54686   | HOLIDAY LIGHTIN                      |           |           |           |           |                   |           |                   |                   |                 |                 |
| 54910   | PLANTINGS                            |           |           |           |           |                   |           |                   |                   |                 |                 |
| 55100   | OFFICE SUPPLIES                      | 707       | 253       | 277       | 538       | 800               | 67%       | 800               |                   | 800             | 100%            |
| 55210   | OPERATING SUPPL                      | 2,114     | 1,942     | 2,143     | 5,479     | 5,500             | 100%      | 5,500             |                   | 5,500           | 100%            |
| 55221   | TOOLS                                | 836       | 469       | 667       | 380       | 700               | 54%       | 700               |                   | 700             | 100%            |
| 55223   | TRAF CONT EQUIP                      | 1,933     | 3,687     |           |           | 0                 | 0%        |                   |                   | 0               | 0%              |
| 55230   | CHEMICALS                            |           |           |           |           |                   |           |                   |                   |                 |                 |
| 55240   | UNIFORMS                             | 1,161     | 1,182     | 1,436     | 9,492     | 9,500             | 100%      | 9,500             |                   | 9,500           | 100%            |
| 55260   | PROTECT. CLOTH.                      | 903       | 1,496     | 824       | 1,507     | 1,900             | 79%       | 1,900             |                   | 1,900           | 100%            |
| 55300   | ROAD MATERIALS & SUPPLIES            | 29,722    | 26,809    | 68,497    | 44,001    | 53,029            | 83%       | 30,000            |                   | 30,000          | 57%             |
| 56402   | CARS                                 |           | 87,728    |           | 415       | 0                 | ***%      |                   |                   | 0               | 0%              |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:

B240

1 GENERAL FUND

| Account  | Object               | Actuals |         |         |         | Current |       | % Exp. | Prelim. Budget | Budget Changes | Final Budget | % Old Budget |
|----------|----------------------|---------|---------|---------|---------|---------|-------|--------|----------------|----------------|--------------|--------------|
|          |                      | 14-15   | 15-16   | 16-17   | 17-18   | Budget  | 17-18 |        |                |                |              |              |
| 56405    | COMPUTER SYSTEM      |         |         |         | 90      | 500     | 18%   |        | 500            |                | 500          | 100%         |
| 56568    | RENOVATIONS          | 40,733  | 283,264 |         |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 57001    | VEHICLE DEBT SERVICE |         | 9,335   | 18,500  | 26,150  | 26,150  | 100%  |        | 26,150         | 150            | 26,300       | 101%         |
| 58101    | CAPITAL PURCH.       |         | 24,239  |         | 95,047  | 95,488  | 100%  |        | 8,100          | 23,700         | 31,800       | 33%          |
| 58102    | TRANSFER TO 301      | 97,100  | 50,144  | 47,900  |         | 13,850  | 0%    |        | 26,550         |                | 26,550       | 192%         |
| Account: |                      | 649,895 | 961,122 | 529,193 | 798,519 | 970,517 | 82%   |        | 872,800        | 29,400         | 902,200      | 93%          |
| 572200   | RECREATION           |         |         |         |         |         |       |        |                |                |              |              |
| 51200    | SALARIES             | 351,059 | 378,819 | 447,789 | 199,483 | 234,050 | 85%   |        | 234,050        | -50            | 234,000      | 100%         |
| 51201    | PT SALARIES          | 126,092 | 116,786 | 98,848  | 97,905  | 97,850  | 100%  |        | 97,850         | 20,150         | 118,000      | 121%         |
| 51210    | Unused Medical       | 1,415   | 1,158   | 3,760   | 2,955   | 3,622   | 82%   |        |                |                | 0            | 0%           |
| 51400    | OVERTIME             | 28      | 526     | 4,271   | 2,823   | 850     | 332%  |        | 850            |                | 850          | 100%         |
| 51500    | SICK LEAVE           | 12,474  | 13,570  |         |         | 9,700   | 0%    |        | 9,700          | 1,050          | 10,750       | 111%         |
| 52100    | FICA                 | 36,885  | 38,617  | 46,744  | 23,406  | 25,400  | 92%   |        | 25,400         | 1,600          | 27,000       | 106%         |
| 52200    | RETIREMENT-401K      | 32,848  | 35,455  | 38,639  | 18,205  | 21,050  | 86%   |        | 21,050         |                | 21,050       | 100%         |
| 52300    | LIFE/HOSP. INS.      | 97,729  | 86,566  | 92,521  | 58,662  | 72,800  | 81%   |        | 72,800         | -13,400        | 59,400       | 82%          |
| 52301    | MEDICAL BENEFIT      | 6,372   | 7,188   | 5,726   | 2,940   | 2,978   | 99%   |        | 6,600          |                | 6,600        | 222%         |
| 52400    | WORKMEN'S COMP.      | 250     | -250    |         |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 53100    | PHYSICAL EXAMS       | 1,282   | 873     | 724     | 213     | 650     | 33%   |        | 650            |                | 650          | 100%         |
| 53151    | PROF. SERVICES       | 62,883  | 60,557  | 51,673  | 60,098  | 61,700  | 97%   |        | 60,000         | -7,000         | 53,000       | 86%          |
| 53153    | COPIES               | 4,788   | 2,989   | 2,731   | 3,524   | 5,000   | 70%   |        | 5,000          |                | 5,000        | 100%         |
| 53154    | FOOD SERVICE         | 3,368   | 2,742   | 3,126   | 2,999   | 3,000   | 100%  |        | 3,000          |                | 3,000        | 100%         |
| 53160    | CONTRAC. LABOR       | 61,787  | 58,088  | 55,079  |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54000    | TRAV & PER DIEM      | 179     |         |         |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54100    | TELEPHONE            | 5,085   | 4,981   | 4,913   | 6,641   | 4,600   | 144%  |        | 4,600          |                | 4,600        | 100%         |
| 54300    | ELECTRICITY          | 37,706  | 34,134  | 29,978  | 23,380  | 37,000  | 63%   |        | 37,000         | -15,800        | 21,200       | 57%          |
| 54601    | MAINT.-HUNTER PARK   | 2,192   | 7,944   | 5,382   |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54618    | TENNIS COURTS-MAINT  | 1,243   | 12,467  | 33      | 1,950   | 0       | ***%  |        |                |                | 0            | 0%           |
| 54619    | FIELDS/COURTS        | 17,501  | 16,770  | 14,321  |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54670    | MAINT. - EQUIP       | 5,484   | 11,571  | 5,855   | 436     | 1,000   | 44%   |        | 2,000          |                | 2,000        | 200%         |
| 54680    | MAINT.-GROUNDS       | 16,815  | 15,666  | 18,802  |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54682    | TREE TRIMMING        | 20,023  | 38,007  | 38,847  |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54684    | PARK (HUNTER)        | 1,268   |         |         |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54685    | TREE REPLACE.        | 5,978   | 2,231   |         |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54686    | HOLIDAY LIGHTIN      | 7,768   | 8,822   | 9,494   |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 54910    | PLANTINGS            | 5,691   | 4,371   | 3,628   |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 55100    | OFFICE SUPPLIES      | 1,798   | 1,612   | 1,769   | 908     | 1,300   | 70%   |        | 1,300          |                | 1,300        | 100%         |
| 55210    | OPERATING SUPPL      | 13,699  | 14,359  | 11,109  | 5,452   | 5,500   | 99%   |        | 6,500          |                | 6,500        | 118%         |
| 55218    | BEAUTIFICATION       | 8,717   |         |         |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 55221    | TOOLS                | 279     | 529     | 406     | 44      | 200     | 22%   |        | 200            |                | 200          | 100%         |
| 55230    | CHEMICALS            | 8,806   | 7,404   | 9,099   |         | 0       | 0%    |        |                |                | 0            | 0%           |
| 55231    | SUMMER CAMP          | 17,405  | 16,032  | 17,379  | 20,014  | 20,200  | 99%   |        | 19,000         | 11,000         | 30,000       | 149%         |
| 55232    | TEEN CAMP            | 4,264   | 5,207   | 1,726   | 10,230  | 10,250  | 100%  |        | 6,650          | 3,850          | 10,500       | 102%         |
| 55233    | SPORTS LEAGUES       | 23,421  | 22,951  | 23,334  | 23,156  | 25,500  | 91%   |        | 27,000         | -3,300         | 23,700       | 93%          |
| 55234    | SPECIAL EVENTS       | 127,760 | 136,545 | 126,919 | 127,000 | 127,000 | 100%  |        | 127,000        | 1,800          | 128,800      | 101%         |
| 55235    | REFUND EXP           | 6,013   | 4,659   | 285     | 611     | 0       | ***%  |        |                |                | 0            | 0%           |
| 55237    | DAY CAMPS            | 2,300   | 2,808   | 2,713   | 2,555   | 3,200   | 80%   |        | 3,200          |                | 3,200        | 100%         |
| 55238    | FUNKY FRIDAY         | 5,297   | 4,682   | 3,117   | 1,770   | 2,000   | 89%   |        | 5,000          | -3,000         | 2,000        | 100%         |

TOWN OF BELLEAIR  
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B240

1 GENERAL FUND

| Account Object             | 14-15     | 15-16     | 16-17     | 17-18     | Current<br>Budget<br>17-18 | %<br>Exp.<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Changes<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|----------------------------|-----------|-----------|-----------|-----------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| 55239 SPECIALTY CAMPS      | 3,183     | 2,463     | 4,509     | 4,550     | 5,200                      | 88%                | 5,200                      |                            | 5,200                    | 100%                     |
| 55240 UNIFORMS             | 1,951     | 1,995     | 1,411     | 1,622     | 1,700                      | 95%                | 1,700                      |                            | 1,700                    | 100%                     |
| 55260 PROTECT. CLOTH.      | 892       | 503       | 1,007     |           | 250                        | 0%                 | 250                        |                            | 250                      | 100%                     |
| 55410 MEMBERSHIPS          | 20        |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 55420 TRAINING, AIDS       | 16        |           |           |           | 0                          | 0%                 |                            |                            | 0                        | 0%                       |
| 56402 CARS                 |           | 35,948    | 33,390    | 415       | 0                          | ***%               |                            |                            | 0                        | 0%                       |
| 56405 COMPUTER SYSTEM      | 5,957     | 5,142     | 5,500     | 4,639     | 5,000                      | 93%                | 5,000                      | 1,000                      | 6,000                    | 120%                     |
| 57001 VEHICLE DEBT SERVICE |           | 4,001     | 7,650     |           | 0                          | 0%                 |                            | 8,700                      | 8,700                    | ***%                     |
| 57201 REC-VENDING          | 3,371     | 993       | 2,348     | 2,467     | 3,000                      | 82%                | 3,000                      |                            | 3,000                    | 100%                     |
| 58101 CAPITAL PURCH.       | 12,968    | 29,435    | 29,033    | 56,927    | 71,367                     | 80%                | 26,900                     | -26,900                    | 0                        | 0%                       |
| 58102 TRANSFER TO 301      | 38,050    | 28,650    | 22,150    |           | 11,600                     | 0%                 | 11,600                     |                            | 11,600                   | 100%                     |
| Account:                   | 1,212,360 | 1,286,566 | 1,287,738 | 767,980   | 874,517                    | 88%                | 830,050                    | -20,300                    | 809,750                  | 93%                      |
| Fund:                      | 5,596,401 | 6,126,668 | 5,971,071 | 5,709,212 | 6,730,566                  | 85%                | 6,331,350                  | 190,261                    | 6,521,611                | 97%                      |

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TOWN OF BELLEAIR  
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110 LOCAL GAS OPTION TAX GRANT

| Account                       | 14-15  | 15-16  | 16-17   | 17-18  | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|-------------------------------|--------|--------|---------|--------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 312400 LOCAL OPTION FUEL TAX  | 55,230 | 56,790 | 57,276  | 37,180 | 55,050                     | 68%                       | 55,050                     | 1,950                     | 57,000                   | 103%                     |
| 312410 GAS TAX                |        |        |         |        |                            |                           |                            |                           |                          |                          |
| Group:                        | 55,230 | 56,790 | 57,276  | 37,180 | 55,050                     | 68%                       | 55,050                     | 1,950                     | 57,000                   | 103%                     |
| 361000 INTEREST               |        |        |         |        |                            |                           |                            |                           |                          |                          |
| 361000 INTEREST               | 193    | 16     | 32      | 38     | 0                          | ***%                      |                            |                           | 0                        | 0%                       |
| Group:                        | 193    | 16     | 32      | 38     | 0                          | ***%                      | 0                          | 0                         | 0                        | 0%                       |
| 381000 RESERVES (PRIOR YEARS) |        |        |         |        |                            |                           |                            |                           |                          |                          |
| 381000 RESERVES (PRIOR YEARS) |        |        |         |        | 98,150                     | 0%                        | 98,150                     | -98,150                   | 0                        | 0%                       |
| Group:                        |        |        |         |        | 98,150                     | 0%                        | 98,150                     | -98,150                   | 0                        | 0%                       |
| 381200 TRANSFER FROM 301      |        |        | 127,500 |        | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| 381200 TRANSFER FROM 301      |        |        | 127,500 |        | 0                          | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| Group:                        |        |        |         |        |                            |                           |                            |                           |                          |                          |
| Fund:                         | 55,423 | 56,806 | 184,808 | 37,218 | 153,200                    | 24%                       | 153,200                    | -96,200                   | 57,000                   | 37%                      |

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110 LOCAL GAS OPTION TAX GRANT

| Account | Object               | 14-15   | 15-16  | 16-17   | 17-18  | Current<br>Budget<br>17-18 | %<br>Exp.<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Changes<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|---------|----------------------|---------|--------|---------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| -----   |                      |         |        |         |        |                            |                    |                            |                            |                          |                          |
| 541600  | CAPITAL PROJECTS     |         |        |         |        |                            |                    |                            |                            |                          |                          |
| 56402   | CARS                 |         |        | 251,611 | 13,177 | 34,300                     | 38%                | 55,050                     | 1,950                      | 57,000                   | 0                        |
| 58001   | TRANSFER OF RESERVES |         |        |         |        | 55,050                     | 0%                 |                            |                            |                          | 104%                     |
| 58105   | TRANSFER TO          | 135,300 |        |         |        | 0                          | 0%                 |                            |                            |                          | 0                        |
| 58114   | TRANSFER TO 305      |         | 60,300 |         |        | 0                          | 0%                 |                            |                            |                          | 0                        |
| 58115   | TRANSFER TO 001      |         |        |         |        | 63,850                     | 0%                 | 63,850                     | -63,850                    | 0                        | 0%                       |
|         | Account:             | 135,300 | 60,300 | 251,611 | 13,177 | 153,200                    | 9%                 | 118,900                    | -61,900                    | 57,000                   | 37%                      |
|         | Fund:                | 135,300 | 60,300 | 251,611 | 13,177 | 153,200                    | 9%                 | 118,900                    | -61,900                    | 57,000                   | 37%                      |



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113 TREE REPLACEMENT

| Account                                   | 14-15  | 15-16  | 16-17 | 17-18  | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|---|--------|--------|-------|--------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 320100 TREE PERMITS                       |        |        |       |        | 10,000                     | 0%                        | 10,000                     |                           | 10,000                   | 100%                     |
| 320100 TREE PERMITS                       |        |        |       |        | 10,000                     | 0%                        | 10,000                     | 0                         | 10,000                   | 100%                     |
| Group:                                    |        |        |       |        |                            |                           |                            |                           |                          |                          |
| 341800 COUNTY OFFICER COMMISSION AND FEES |        |        |       |        |                            |                           |                            |                           |                          |                          |
| 341802 BUILDING PERMITS                   |        | 11,148 |       | 20,720 |                            | 0 ***%                    |                            |                           | 0                        | 0%                       |
| Group:                                    |        | 11,148 |       | 20,720 |                            | 0 ***%                    | 0                          | 0                         | 0                        | 0%                       |
| 361000 INTEREST                           |        |        |       |        |                            |                           |                            |                           |                          |                          |
| 361000 INTEREST                           | 8      | 1      | 1     | 27     |                            | 0 ***%                    |                            |                           | 0                        | 0%                       |
| Group:                                    | 8      | 1      | 1     | 27     |                            | 0 ***%                    | 0                          | 0                         | 0                        | 0%                       |
| 366900 DONATIONS-PARK IMPROVE. FD.        |        |        |       |        |                            |                           |                            |                           |                          |                          |
| 366903 DONATION-RECREATION                |        | 20,000 |       |        |                            | 0 0%                      |                            |                           | 0                        | 0%                       |
| Group:                                    |        | 20,000 |       |        |                            | 0 0%                      | 0                          | 0                         | 0                        | 0%                       |
| 381000 RESERVES (PRIOR YEARS)             |        |        |       |        | 5,000                      | 0%                        | 5,000                      | -5,000                    | 0                        | 0%                       |
| 381000 RESERVES (PRIOR YEARS)             |        |        |       |        | 5,000                      | 0%                        | 5,000                      | -5,000                    | 0                        | 0%                       |
| Group:                                    |        |        |       |        |                            |                           |                            |                           |                          |                          |
| 381400 TRANSFER FROM 001                  |        | 4,000  |       |        |                            | 0 0%                      |                            |                           | 0                        | 0%                       |
| 381400 TRANSFER FROM 001                  |        | 4,000  |       |        |                            | 0 0%                      | 0                          | 0                         | 0                        | 0%                       |
| Group:                                    |        |        |       |        |                            |                           |                            |                           |                          |                          |
| Fund:                                     | 13,833 | 35,149 | 1     | 20,747 | 15,000                     | 138%                      | 15,000                     | -5,000                    | 10,000                   | 66%                      |

TOWN OF BELLEAIR

Expenditure Budget Report -- MultiYear Actuals  
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113 TREE REPLACEMENT

| Account Object          | 14-15 | 15-16  | 16-17  | 17-18 | 17-18 | Current<br>Budget | 17-18 | %<br>Exp. | Prelim.<br>Budget | Budget<br>Changes | Final<br>Budget | % Old<br>Budget |
|-------------------------|-------|--------|--------|-------|-------|-------------------|-------|-----------|-------------------|-------------------|-----------------|-----------------|
|                         | ----- | -----  | -----  | ----- | ----- | -----             | ----- | -----     | -----             | -----             | -----           | -----           |
| 541600 CAPITAL PROJECTS |       |        |        |       |       |                   |       |           |                   |                   |                 |                 |
| 54685 TREE REPLACE.     |       | 67,140 |        |       | 479   | 15,000            | 3%    | 0%        | 15,000            | -5,000            | 10,000          | 67%             |
| 57283 TREE GRANT        |       | 10,541 |        |       |       | 0                 | 0%    | 0%        |                   |                   | 0               | 0%              |
| 58114 TRANSFER TO 305   |       |        | 15,000 |       |       | 0                 | 0%    | 0%        |                   |                   | 0               | 0%              |
| 58115 TRANSFER TO 001   | 4,500 |        |        |       |       | 0                 | 0%    | 0%        |                   |                   | 0               | 0%              |
| Account:                | 4,500 | 77,681 | 15,000 |       | 479   | 15,000            | 3%    | 3%        | 15,000            | -5,000            | 10,000          | 67%             |
| Fund:                   | 4,500 | 77,681 | 15,000 |       | 479   | 15,000            | 3%    | 3%        | 15,000            | -5,000            | 10,000          | 67%             |

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301 EQUIPMENT REPLACEMENT FUND

| Account                       | 14-15   | 15-16   | 16-17   | 17-18 | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|-------------------------------|---------|---------|---------|-------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 381000 RESERVES (PRIOR YEARS) |         |         |         |       |                            |                           |                            |                           |                          |                          |
| 381000 RESERVES (PRIOR YEARS) |         |         |         |       | 59,744                     | 0%                        | 59,744                     | -59,744                   | 0                        | 0%                       |
| Group:                        |         |         |         |       | 59,744                     | 0%                        | 59,744                     | -59,744                   | 0                        | 0%                       |
| 381400 TRANSFER FROM 001      |         |         |         |       |                            |                           |                            |                           |                          |                          |
| 381400 TRANSFER FROM 001      | 158,650 | 111,250 | 87,350  |       | 51,450                     | 0%                        | 51,450                     | 12,700                    | 64,150                   | 124%                     |
| 381401 TRANSFER FROM 401      | 36,700  | 24,600  | 33,400  |       | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| 381403 TRANSFER FROM 402      | 67,000  | 86,500  | 85,000  |       | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| Group:                        | 262,350 | 222,350 | 205,750 |       | 51,450                     | 0%                        | 51,450                     | 12,700                    | 64,150                   | 124%                     |
| Fund:                         | 262,350 | 222,350 | 205,750 |       | 111,194                    | 0%                        | 111,194                    | -47,044                   | 64,150                   | 57%                      |

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301 EQUIPMENT REPLACEMENT FUND

| Account Object             | 14-15  | 15-16   | 16-17   | 17-18 | Current<br>Budget 17-18 | %<br>Exp. Budget 17-18 | Prelim.<br>Budget 18-19 | Budget<br>Changes 18-19 | Final<br>Budget 18-19 | % Old<br>Budget 18-19 |
|----------------------------|--------|---------|---------|-------|-------------------------|------------------------|-------------------------|-------------------------|-----------------------|-----------------------|
| 541600 CAPITAL PROJECTS    |        |         |         |       |                         |                        |                         |                         |                       |                       |
| 58001 TRANSFER OF RESERVES |        |         |         |       | 64,150                  | 0%                     | 64,150                  | -31,800                 | 32,350                | 50%                   |
| 58110 TRANSFER TO 401      | 14,500 | 26,700  | 26,800  |       | 0                       | 0%                     |                         |                         | 0                     | 0%                    |
| 58111 TRANSFER TO 110      |        |         | 127,500 |       | 0                       | 0%                     |                         |                         | 0                     | 0%                    |
| 58115 TRANSFER TO 001      |        | 65,050  | 25,400  |       | 47,044                  | 0%                     |                         | 31,800                  | 31,800                | 68%                   |
| 58116 TRANSFER TO 402      | 12,000 | 125,700 | 100,500 |       | 0                       | 0%                     |                         |                         | 0                     | 0%                    |
| Account:                   | 26,500 | 217,450 | 280,200 |       | 111,194                 | 0%                     | 64,150                  | 0                       | 64,150                | 58%                   |
| Fund:                      | 26,500 | 217,450 | 280,200 |       | 111,194                 | 0%                     | 64,150                  | 0                       | 64,150                | 58%                   |

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305 CAPITAL PROJECTS FUND

| Account                            | 14-15   | 15-16   | Actuals | 16-17   | 17-18     | Current<br>Budget | 17-18     | %<br>Rec. | Prelim.<br>Budget | Budget<br>Change | Final<br>Budget | % Old<br>Budget |
|------------------------------------|---------|---------|---------|---------|-----------|-------------------|-----------|-----------|-------------------|------------------|-----------------|-----------------|
|                                    |         |         |         |         |           |                   |           | 17-18     | 18-19             | 18-19            | 18-19           |                 |
| 311100 AD VALOREM                  | 576,478 | 601,779 | 638,445 | 676,739 | 678,200   | 100%              | 678,200   | 230,700   | 908,900           | 134%             |                 |                 |
| 311100 AD VALOREM                  | 576,478 | 601,779 | 638,445 | 676,739 | 678,200   | 100%              | 678,200   | 230,700   | 908,900           | 134%             |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 312600 PENNY INFRASTRUCTURE TAX    | 379,217 | 398,838 | 409,965 | 284,565 | 485,100   | 59%               | 485,100   | 9,700     | 494,800           | 102%             |                 |                 |
| 312600 PENNY INFRASTRUCTURE TAX    | 379,217 | 398,838 | 409,965 | 284,565 | 485,100   | 59%               | 485,100   | 9,700     | 494,800           | 102%             |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 314100 ELECTRIC UTILITY TAX        | 423,379 | 437,310 | 436,610 | 345,829 | 430,000   | 80%               | 430,000   | 430,000   | 430,000           | 100%             |                 |                 |
| 314100 ELECTRIC UTILITY TAX        | 423,379 | 437,310 | 436,610 | 345,829 | 430,000   | 80%               | 430,000   | 0         | 430,000           | 100%             |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 337900 LOCAL GOV UNIT GRANT        | 708,142 | 708,142 | 583,095 | 749,683 | 1,375,000 | 55%               | 1,375,000 | 1,375,000 | 1,375,000         | 100%             |                 |                 |
| 337902 STORMWATER MANAGEMENT       | 708,142 | 708,142 | 583,095 | 749,683 | 1,375,000 | 55%               | 1,375,000 | 0         | 1,375,000         | 100%             |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 343600 STORMWATER FEE REVENUE      | 338,819 | 238,912 | 336,845 | 265,495 | 337,400   | 79%               | 337,400   | 337,400   | 337,400           | 100%             |                 |                 |
| 343600 STORMWATER FEE REVENUE      | 338,819 | 238,912 | 336,845 | 265,495 | 337,400   | 79%               | 337,400   | 0         | 337,400           | 100%             |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 361000 INTEREST                    | 1,544   | 127     | 255     | 5,293   | 0         | ***%              | 0         | 0         | 0                 | 0%               |                 |                 |
| 361000 INTEREST                    | 1,544   | 127     | 255     | 5,293   | 0         | ***%              | 0         | 0         | 0                 | 0%               |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 366900 DONATIONS-PARK IMPROVE. FD. |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 366900 DONATIONS-PARK IMPROVE.     |         | 3,811   |         |         | 115,000   | 100,000           | 115%      | 100,000   | 50,000            | 50%              |                 |                 |
| 366913 DONATIONS                   |         |         |         |         | 115,000   | 100,000           | 115%      | 100,000   | 50,000            | 50%              |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 369000 MISCELLANEOUS               |         | 72      |         |         | 0         | 0%                | 0         | 0         | 0                 | 0%               |                 |                 |
| 369000 MISCELLANEOUS               |         | 72      |         |         | 0         | 0%                | 0         | 0         | 0                 | 0%               |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |
| 381000 RESERVES (PRIOR YEARS)      |         |         |         |         | 2,351,925 | 0%                | 2,351,925 | 1,403,675 | 3,755,600         | 159%             |                 |                 |
| 381000 RESERVES (PRIOR YEARS)      |         |         |         |         | 2,351,925 | 0%                | 2,351,925 | 1,403,675 | 3,755,600         | 159%             |                 |                 |
| Group:                             |         |         |         |         |           |                   |           |           |                   |                  |                 |                 |

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305 CAPITAL PROJECTS FUND

| Account                        | 14-15     | 15-16     | 16-17     | 17-18     | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|--------------------------------|-----------|-----------|-----------|-----------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 381200 TRANSFER FROM 301       | 135,300   | 60,300    |           |           | 0                          | 0%                        |                            |                           |                          | 0                        |
| 381210 TRANSFER FROM 110       |           |           |           |           |                            |                           |                            |                           |                          | 0%                       |
| Group:                         | 135,300   | 60,300    |           |           | 0                          | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| 381400 TRANSFER FROM 001       |           |           |           |           |                            |                           |                            |                           |                          |                          |
| 381400 TRANSFER FROM 001       |           |           | 60,000    |           | 0                          | 0%                        |                            |                           |                          | 0                        |
| 381406 TRANSFER FROM 113 (TREE |           |           | 15,000    |           | 0                          | 0%                        |                            |                           |                          | 0                        |
| 381407 TRANSFER FROM 115 (GOLF | 29,000    | 97,000    | 3,960,615 |           | 0                          | 0%                        |                            |                           |                          | 0                        |
| Group:                         | 29,000    | 97,000    | 4,035,615 |           | 0                          | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| 384000 LOAN FROM OPERATING     |           |           |           |           |                            |                           |                            |                           |                          |                          |
| 384010 DEBT PROCEEDS           |           |           |           |           | 787,000                    | 0%                        | 787,000                    | -787,000                  | 0                        | 0%                       |
| Group:                         |           |           |           |           | 787,000                    | 0%                        | 787,000                    | -787,000                  | 0                        | 0%                       |
| 399900                         |           |           |           |           |                            |                           |                            |                           |                          |                          |
| 399999 PRIOR YEAR PO FUND      |           |           | 1,800     | 12        | 0                          | ***%                      |                            |                           | 0                        | 0%                       |
| Group:                         |           |           | 1,800     | 12        | 0                          | ***%                      | 0                          | 0                         | 0                        | 0%                       |
| Fund:                          | 1,883,737 | 2,546,291 | 6,442,630 | 2,442,616 | 6,544,625                  | 37%                       | 6,544,625                  | 807,075                   | 7,351,700                | 112%                     |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
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Report ID:  
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305 CAPITAL PROJECTS FUND

| Account  | Object                    | 14-15     | 15-16     | Actuals | 16-17     | 17-18     | Current<br>Budget | 17-18 | 17-18 | %<br>Exp. | Prelim.<br>Budget | 18-19 | Budget<br>Changes | Final<br>Budget | 18-19 | %<br>Old<br>Budget |
|----------|---------------------------|-----------|-----------|---------|-----------|-----------|-------------------|-------|-------|-----------|-------------------|-------|-------------------|-----------------|-------|--------------------|
| 541600   | CAPITAL PROJECTS          |           |           |         |           |           |                   |       |       |           |                   |       |                   |                 |       |                    |
| 54603    | PALMETTO ROAD             | 27        |           |         | 37,862    | 12,430    | 609,700           | 2%    |       |           | 609,700           |       | 140,300           | 750,000         |       | 123%               |
| 54683    | PARK IMPROVEMENTS         | 1,500     | 24,968    |         | 36,316    | 10,807    | 25,000            | 43%   |       |           | 25,000            |       | -50,000           | 25,000          |       | 100%               |
| 54684    | PARK (HUNTER)             | 261,814   | 4,750     |         |           |           | 0                 | 0%    |       |           | 50,000            |       | 300,000           | 300,000         |       | 0%                 |
| 54687    | MAGNOLIA/WALL PARK IMPROV |           |           |         |           | 2,501     | 50,000            | 5%    |       |           |                   |       |                   |                 |       | 600%               |
| 54921    | PAVEMENT MGMT             | 3,444     |           |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 55223    | TRAF CONT EQUIP           | 9,538     | 4,085     |         | 4,485     |           | 0                 | 0%    |       |           |                   |       | 15,000            | 15,000          |       | ****%              |
| 55235    | REFUND EXP                | 6,951     |           |         |           | 12        | 0                 | ***%  |       |           |                   |       |                   |                 |       | 0%                 |
| 56301    | BAYVIEW DR                | 744,783   | 1,727,354 |         | 373,821   |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56302    | PINELLAS RD               | 200       | 5,025     |         | 19,000    | 137,881   | 2,731,525         | 5%    |       |           | 2,731,525         |       | 1,350,475         | 4,082,000       |       | 149%               |
| 56303    | ATHEA RD                  | 1,188,700 | 393,275   |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56304    | STREET LIGHT REPLACEMENT  | 94,616    | 142,062   |         | 58,778    | 255,516   | 250,000           | 102%  |       |           | 250,000           |       | -225,000          | 25,000          |       | 10%                |
| 56305    | INDIAN ROCKS RD           |           | 13,098    |         | 4,363     |           | 0                 | 0%    |       |           |                   |       | 75,000            | 75,000          |       | *****%             |
| 56502    | TELECOMMUNICATIONS SYSTEM | 2,081     |           |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56517    | ROSEY RD LINES            | 6,150     | 1,074,542 |         | 2,578,211 | 59,551    | 11,000            | 541%  |       |           |                   |       |                   |                 |       | 0%                 |
| 56524    | BELLEAIR CREEK            |           |           |         |           |           | 0                 | 0%    |       |           |                   |       | 50,000            | 50,000          |       | *****%             |
| 56554    | WATER LINE REP            |           | 7,700     |         | 4,875     |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56569    | STREETS-INTERSECTION IMPR | 469,227   |           |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56581    | Curbs and Sidwalks-Capita | 14,300    | 78,976    |         | 40,731    |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56606    | BAYVIEW/MANATEE           | 2,988     |           |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56701    | SOUTH PINE/EAGLES NEST    | 274,477   |           |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56709    | OSCEOLA ROAD              | 1,188     |           |         |           |           | 0                 | 0%    |       |           |                   |       |                   |                 |       | 0%                 |
| 56719    | SM.ROADWAY PROJ           | 353,905   | 120,214   |         | 113,964   | 120,830   | 230,000           | 53%   |       |           | 230,000           |       | -24,500           | 205,500         |       | 89%                |
| 56731    | HAROLDS LAKE              |           |           |         | 7,349     | 177,000   | 207,000           | 86%   |       |           | 155,000           |       | -155,000          | 0               |       | 0%                 |
| 56738    | CARL AVE RECONSTRUCTION   |           |           |         |           |           | 600,000           | 0%    |       |           | 600,000           |       | 91,000            | 691,000         |       | 115%               |
| 56739    | CAPITAL IMPROVEMENTS      |           |           |         |           | 1,117,000 | 1,117,000         | 100%  |       |           |                   |       | 319,200           | 319,200         |       | 29%                |
| 58115    | TRANSFER TO 001           | 175,000   | 150,000   |         | 135,000   |           | 0                 | 0%    |       |           |                   |       | 20,000            | 20,000          |       | *****%             |
| 58119    | BB&T Debt Service         | 1,249,912 | 712,012   |         | 543,966   | 705,623   | 713,400           | 99%   |       |           | 713,400           |       | 80,600            | 794,000         |       | 111%               |
| Account: |                           | 4,860,801 | 4,458,061 |         | 3,958,721 | 2,599,151 | 6,544,625         | 40%   |       |           | 5,364,625         |       | 1,987,075         | 7,351,700       |       | 112%               |
| Fund:    |                           | 4,860,801 | 4,458,061 |         | 3,958,721 | 2,599,151 | 6,544,625         | 40%   |       |           | 5,364,625         |       | 1,987,075         | 7,351,700       |       | 112%               |

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TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

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B250

| 401 ENTERPRISE - WATER FUND      |           |           |           |           |           |                |               |                |               |              |        |  |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|----------------|---------------|----------------|---------------|--------------|--------|--|
| Account                          | 14-15     | 15-16     | Actuals   |           | 17-18     | Current Budget | % Rec. Budget | Prelim. Budget | Budget Change | Final Budget | % Old  |  |
|                                  |           |           | 16-17     | 17-18     |           |                | 17-18         | 18-19          | 18-19         | 18-19        | 18-19  |  |
| 337900 LOCAL GOV UNIT GRANT      |           |           |           |           |           |                |               |                |               |              |        |  |
| 337901 WATER SUPPLY/DIST GRANT   | 10,575    | 7,713     |           |           |           |                | 0             | 0%             | 509,900       | 509,900      | *****% |  |
| Group:                           | 10,575    | 7,713     |           |           |           |                | 0             | 0%             | 509,900       | 509,900      | *****% |  |
| 343300 WATER UTILITY REVENUE     |           |           |           |           |           |                |               |                |               |              |        |  |
| 343300 WATER UTILITY REVENUE     | 1,421,489 | 1,035,776 | 1,730,516 | 1,365,453 | 1,480,000 | 92%            | 1,480,000     | 84,000         | 1,564,000     | 105%         |        |  |
| 343310 WATER TAP FEES            | 5,370     | 7,908     | 3,175     | 9,894     | 600       | ***%           | 600           | 5,000          | 5,600         | 933%         |        |  |
| Group:                           | 1,426,859 | 1,043,684 | 1,733,691 | 1,375,347 | 1,480,600 | 93%            | 1,480,600     | 89,000         | 1,569,600     | 106%         |        |  |
| 343400 SANITATION                |           |           |           |           |           |                |               |                |               |              |        |  |
| 343400 SANITATION                |           | 55        |           |           |           | 0              | 0%            |                | 0             | 0%           |        |  |
| Group:                           |           | 55        |           |           |           | 0              | 0%            | 0              | 0             | 0%           |        |  |
| 361000 INTEREST                  |           |           |           |           |           |                |               |                |               |              |        |  |
| 361000 INTEREST                  | 1,831     | 149       | 299       | 358       | 1,000     | 36%            | 1,000         |                | 1,000         | 100%         |        |  |
| Group:                           | 1,831     | 149       | 299       | 358       | 1,000     | 36%            | 1,000         | 0              | 1,000         | 100%         |        |  |
| 361100 INTEREST - METER DEPOSITS |           |           |           |           |           |                |               |                |               |              |        |  |
| 361100 INTEREST - METER DEPOSITS | 15        | 8         | 35        | 3         | 0         | ***%           |               |                | 0             | 0%           |        |  |
| Group:                           | 15        | 8         | 35        | 3         | 0         | ***%           | 0             | 0              | 0             | 0%           |        |  |
| 365900 SALE OF SURPLUS METAL     |           |           |           |           |           |                |               |                |               |              |        |  |
| 365900 SALE OF SURPLUS METAL     | 2,376     | 815       | 619       | 810       | 0         | ***%           |               |                | 0             | 0%           |        |  |
| 365901 SALE OF AUCTIONED ASSETS  |           | 29,277    | -4,278    |           | 0         | 0%             |               |                | 0             | 0%           |        |  |
| Group:                           | 2,376     | 30,092    | -3,659    | 810       | 0         | ***%           | 0             | 0              | 0             | 0%           |        |  |
| 369000 MISCELLANEOUS             |           |           |           |           |           |                |               |                |               |              |        |  |
| 369000 MISCELLANEOUS             | 16,024    | 70        | 1,800     | 10        | 0         | ***%           |               |                | 0             | 0%           |        |  |
| Group:                           | 16,024    | 70        | 1,800     | 10        | 0         | ***%           | 0             | 0              | 0             | 0%           |        |  |
| 381000 RESERVES (PRIOR YEARS)    |           |           |           |           |           |                |               |                |               |              |        |  |
| 381000 RESERVES (PRIOR YEARS)    |           |           |           |           | 0         | 0%             |               | 610,075        | 610,075       | *****%       |        |  |
| Group:                           |           |           |           |           | 0         | 0%             | 0             | 610,075        | 610,075       | *****%       |        |  |
| 381200 TRANSFER FROM 301         |           |           |           |           |           |                |               |                |               |              |        |  |
| 381200 TRANSFER FROM 301         | 14,500    | 26,700    | 26,800    |           | 0         | 0%             |               |                | 0             | 0%           |        |  |
| Group:                           | 14,500    | 26,700    | 26,800    |           | 0         | 0%             | 0             | 0              | 0             | 0%           |        |  |



TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
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401 ENTERPRISE - WATER FUND

| Account                  | 14-15     | 15-16     | 16-17     | 17-18     | 17-18     | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|--------------------------|-----------|-----------|-----------|-----------|-----------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| -----                    | -----     | -----     | -----     | -----     | -----     | -----                      | -----                     | -----                      | -----                     | -----                    | -----                    |
| 381400 TRANSFER FROM 001 |           |           |           |           |           | 55,000                     | 0%                        | 55,000                     | -55,000                   | 0                        | 0%                       |
| 381402 TRANSFER FROM 403 |           |           |           |           |           | 55,000                     | 0%                        | 55,000                     | -55,000                   | 0                        | 0%                       |
| Group:                   |           |           |           |           |           |                            |                           |                            |                           |                          |                          |
| Fund:                    | 1,472,180 | 1,108,471 | 1,758,966 | 1,376,528 | 1,536,600 | 1,536,600                  | 90%                       | 1,536,600                  | 1,153,975                 | 2,690,575                | 175%                     |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
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401 ENTERPRISE - WATER FUND

| Account | Object                    | 14-15   | 15-16   | 16-17   | 17-18   | Current<br>Budget<br>17-18 | %<br>Exp.<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Changes<br>18-19 | Final<br>Budget<br>18-19 | %<br>Old<br>Budget<br>18-19 |
|---------|---------------------------|---------|---------|---------|---------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|-----------------------------|
| -----   |                           |         |         |         |         |                            |                    |                            |                            |                          |                             |
| 533000  | WATER                     |         |         |         |         |                            |                    |                            |                            |                          |                             |
| 51200   | SALARIES                  | 397,935 | 372,830 | 378,039 | 302,716 | 359,550                    | 84%                | 359,550                    | 13,350                     | 372,900                  | 104%                        |
| 51201   | PT SALARIES               | 160     |         |         | 8,031   | 16,550                     | 49%                | 16,550                     | 750                        | 17,300                   | 105%                        |
| 51210   | Unused Medical            | 1,363   | 429     | 2,602   | 1,705   | 2,083                      | 82%                |                            |                            | 0                        | 0%                          |
| 51400   | OVERTIME                  | 2,108   | 1,170   | 6,547   | 5,698   | 8,000                      | 71%                | 8,000                      |                            | 8,000                    | 100%                        |
| 51500   | SICK LEAVE                | 6,339   | 3,715   |         |         | 5,300                      | 0%                 | 5,300                      | -300                       | 5,000                    | 94%                         |
| 52100   | FICA                      | 31,742  | 28,781  | 30,298  | 24,197  | 28,750                     | 84%                | 28,750                     | 1,700                      | 30,450                   | 106%                        |
| 52200   | RETIREMENT-401K GENERAL P | 35,128  | 34,033  | 33,159  | 26,993  | 33,850                     | 80%                | 33,850                     | 2,000                      | 35,850                   | 106%                        |
| 52300   | LIFE/HOSP. INS.           | 76,381  | 76,219  | 79,903  | 70,431  | 86,800                     | 81%                | 87,400                     | 9,800                      | 97,200                   | 112%                        |
| 52301   | MEDICAL BENEFIT           | 10,908  | 10,803  | 8,731   | 7,655   | 11,817                     | 65%                | 13,300                     | -1,900                     | 11,400                   | 96%                         |
| 53100   | PHYSICAL EXAMS            | 75      | 70      | 420     | 255     | 300                        | 85%                | 300                        |                            | 300                      | 100%                        |
| 53151   | PROF. SERVICES            | 47,075  | 19,900  | 23,949  | 12,074  | 11,500                     | 105%               | 11,500                     | 33,500                     | 45,000                   | 391%                        |
| 54000   | TRAV & PER DIEM           | 2,358   | 1,876   | 727     | 1,049   | 2,500                      | 42%                | 2,500                      |                            | 2,500                    | 100%                        |
| 54100   | TELEPHONE                 | 2,450   | 2,304   | 4,018   | 3,785   | 4,000                      | 95%                | 4,000                      |                            | 4,000                    | 100%                        |
| 54200   | POSTAGE                   | 6,206   | 5,768   | 5,145   | 5,678   | 6,000                      | 95%                | 6,000                      |                            | 6,000                    | 100%                        |
| 54300   | ELECTRICITY               | 62,528  | 58,068  | 66,183  | 56,381  | 60,000                     | 94%                | 60,000                     |                            | 60,000                   | 100%                        |
| 54301   | WATER                     |         |         |         |         | 300                        | 0%                 | 300                        |                            | 300                      | 100%                        |
| 54302   | SANITATION                |         |         |         |         | 2,300                      | 0%                 | 2,300                      |                            | 2,300                    | 100%                        |
| 54303   | SEWER                     |         |         |         |         | 200                        | 0%                 | 200                        |                            | 200                      | 100%                        |
| 54315   | PIN. CTY. WATER           | 13,496  | 14,274  | 18,215  | 14,591  | 15,000                     | 97%                | 15,000                     |                            | 15,000                   | 100%                        |
| 54400   | EQUIP. RENTAL             |         |         | 2,203   | 2,696   | 2,750                      | 98%                | 2,750                      |                            | 2,750                    | 100%                        |
| 54614   | MAINT. - METERS           | 103,299 | 52,387  | 23,255  | 30,658  | 31,600                     | 97%                | 31,600                     | 21,400                     | 53,000                   | 168%                        |
| 54620   | MAIN. - VEHICLE           | 2,325   | 4,271   | 4,037   | 2,061   | 4,000                      | 52%                | 4,000                      |                            | 4,000                    | 100%                        |
| 54630   | MAINT.-BLDG.              | 10,471  | 5,340   | 4,362   | 7,736   | 8,000                      | 97%                | 8,000                      |                            | 8,000                    | 100%                        |
| 54670   | MAINT. - EQUIP            | 19,053  | 11,177  | 9,706   | 17,647  | 18,615                     | 95%                | 5,000                      | 16,000                     | 21,000                   | 113%                        |
| 54680   | MAINT.-GROUNDS            |         |         |         | -59     | 0                          | ***%               |                            |                            | 0                        | 0%                          |
| 54900   | BAD DEBT                  |         |         |         |         | 400                        | 0%                 | 400                        |                            | 400                      | 100%                        |
| 55100   | OFFICE SUPPLIES           | 1,419   | 2,126   | 1,876   | 1,899   | 2,500                      | 76%                | 2,500                      |                            | 2,500                    | 100%                        |
| 55210   | OPERATING SUPPL           | 4,738   | 5,834   | 6,368   | 7,381   | 7,800                      | 95%                | 7,800                      | 200                        | 8,000                    | 103%                        |
| 55213   | LABORATORY TEST           | 14,415  | 14,089  | 15,464  | 17,917  | 18,200                     | 98%                | 18,200                     | 1,800                      | 20,000                   | 110%                        |
| 55214   | LAB SUPPLIES              | 6,040   | 2,597   | 6,515   | 8,161   | 8,100                      | 101%               | 8,100                      | 400                        | 8,500                    | 105%                        |
| 55220   | GASOLINE & OIL            | 7,647   | 7,080   | 7,300   | 5,411   | 7,500                      | 72%                | 7,500                      |                            | 7,500                    | 100%                        |
| 55221   | TOOLS                     | 1,339   | 2,148   | 987     | 1,850   | 2,000                      | 93%                | 2,000                      | 1,000                      | 3,000                    | 150%                        |
| 55230   | CHEMICALS                 | 18,493  | 19,759  | 21,047  | 21,728  | 22,450                     | 97%                | 22,450                     | 550                        | 23,000                   | 102%                        |
| 55235   | REFUND EXP                | 219     |         |         | 804     | 0                          | ***%               |                            |                            | 0                        | 0%                          |
| 55240   | UNIFORMS                  | 1,499   | 1,576   | 1,407   | 1,352   | 1,500                      | 90%                | 1,500                      | 500                        | 2,000                    | 133%                        |
| 55260   | PROTECT. CLOTH.           | 1,688   | 1,923   | 2,213   | 1,749   | 2,500                      | 70%                | 2,500                      | 1,000                      | 3,500                    | 140%                        |
| 55410   | MEMBERSHIPS               | 1,394   | 2,043   | 1,447   | 1,957   | 2,000                      | 98%                | 2,000                      | 1,000                      | 3,000                    | 150%                        |
| 55420   | TRAINING, AIDS            | 1,788   | 4,129   | 3,643   | 2,037   | 4,000                      | 51%                | 4,000                      | 1,000                      | 5,000                    | 125%                        |
| 56402   | CARS                      | 32,200  |         | 61,756  |         | 0                          | 0%                 |                            |                            | 0                        | 0%                          |
| 56405   | COMPUTER SYSTEM           | 500     | 13,221  | 11,209  | 12,934  | 13,250                     | 98%                | 13,250                     |                            | 13,250                   | 100%                        |
| 57001   | VEHICLE DEBT SERVICE      |         |         |         |         | 0                          | 0%                 | 25,850                     | -25,850                    | 0                        | 0%                          |
| 57301   | MISCELLANEOUS             | 7,425   | 4,456   | 6,944   | 7,477   | 7,200                      | 104%               | 7,200                      | 800                        | 8,000                    | 111%                        |
| 58001   | TRANSFER OF RESERVES      |         |         |         |         | 65,600                     | 0%                 | 65,600                     | 48,850                     | 114,450                  | 174%                        |
| 58101   | CAPITAL PURCH.            |         | 3,702   | 31,976  | 42,515  | 120,285                    | 35%                | 133,900                    | 986,075                    | 1,119,975                | 931%                        |
| 58102   | TRANSFER TO 301           | 36,700  | 24,600  | 33,400  |         | 0                          | 0%                 |                            |                            | 0                        | 0%                          |
| 58115   | TRANSFER TO 001           |         | 14,700  |         |         | 0                          | 0%                 |                            |                            | 0                        | 0%                          |
| 59200   | REPAY-LOAN-GF             |         |         |         |         | 40,000                     | 0%                 | 40,000                     |                            | 40,000                   | 100%                        |

TOWN OF BELLEAIR

Expenditure Budget Report -- MultiYear Actuals  
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Report ID:

401 ENTERPRISE - WATER FUND

| Account Object        | 14-15     | 15-16     | 16-17     | 17-18   | Current<br>Budget 17-18 | %<br>Exp. 17-18 | Prelim.<br>Budget 18-19 | Budget<br>Changes 18-19 | Final<br>Budget 18-19 | % Old<br>Budget 18-19 |
|-----------------------|-----------|-----------|-----------|---------|-------------------------|-----------------|-------------------------|-------------------------|-----------------------|-----------------------|
| 59900 DEPRECIATION    |           |           |           |         | 127,500                 | 0%              | 127,500                 | 14,500                  | 142,000               | 111%                  |
| 59904 FEES-SPT SERVIC | 264,600   | 274,300   | 242,100   |         | 275,300                 | 0%              | 275,300                 |                         | 275,300               | 100%                  |
| 59906 FEES-PUB. WORKS | 38,450    | 39,100    | 81,600    |         | 88,750                  | 0%              | 88,750                  |                         | 88,750                | 100%                  |
| Account:              | 1,271,954 | 1,140,798 | 1,238,751 | 737,150 | 1,536,600               | 48%             | 1,562,450               | 1,128,125               | 2,690,575             | 175%                  |
| Fund:                 | 1,271,954 | 1,140,798 | 1,238,751 | 737,150 | 1,536,600               | 48%             | 1,562,450               | 1,128,125               | 2,690,575             | 175%                  |

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:

B250

402 ENTERPRISE - SOLID WASTE/RECYCLING

| Account                               | 14-15   | 15-16   | 16-17   | 17-18   | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|---------------------------------------|---------|---------|---------|---------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 337300 RECYC GRANT (STATE OF FLORIDA) | 2,978   | 2,941   | 2,900   | 2,883   | 3,000                      | 96%                       | 3,000                      | 300                       | 3,300                    | 110%                     |
| 337300 RECYC GRANT (STATE OF          |         |         |         |         |                            |                           |                            |                           |                          |                          |
| Group:                                | 2,978   | 2,941   | 2,900   | 2,883   | 3,000                      | 96%                       | 3,000                      | 300                       | 3,300                    | 110%                     |
| 343400 SANITATION                     |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 343400 SANITATION                     | 788,562 | 551,332 | 793,354 | 645,741 | 805,000                    | 80%                       | 805,000                    | 20,000                    | 825,000                  | 102%                     |
| 343401 PERMIT-ROLL OFF CONTAINER      | 950     | 1,000   | 1,050   | 950     | 500                        | 190%                      | 500                        |                           | 500                      | 100%                     |
| Group:                                | 789,512 | 552,332 | 794,404 | 646,691 | 805,500                    | 80%                       | 805,500                    | 20,000                    | 825,500                  | 102%                     |
| 361000 INTEREST                       |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 361000 INTEREST                       | 1,831   | 134     | 270     | 324     | 500                        | 65%                       | 500                        |                           | 500                      | 100%                     |
| Group:                                | 1,831   | 134     | 270     | 324     | 500                        | 65%                       | 500                        | 0                         | 500                      | 100%                     |
| 364000 GAIN ON SALE OF FIXED ASSETS   |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 364000 GAIN ON SALE OF FIXED          |         |         |         |         |                            |                           |                            |                           |                          |                          |
| Group:                                |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 365900 SALE OF SURPLUS METAL          |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 365900 SALE OF SURPLUS METAL          |         | 134     |         |         | 60,000                     | 0%                        | 60,000                     | -60,000                   | 0                        | 0%                       |
| Group:                                |         | 134     |         |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| 369000 MISCELLANEOUS                  |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 369000 MISCELLANEOUS                  | 2,414   | 1,240   | 899     | 108     | 0                          | ***%                      |                            |                           | 0                        | 0%                       |
| Group:                                | 2,414   | 1,240   | 899     | 108     | 0                          | ***%                      | 0                          | 0                         | 0                        | 0%                       |
| 381000 RESERVES (PRIOR YEARS)         |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 381000 RESERVES (PRIOR YEARS)         |         |         |         |         | 355,853                    | 0%                        | 355,853                    | -286,503                  | 69,350                   | 19%                      |
| Group:                                |         |         |         |         | 355,853                    | 0%                        | 355,853                    | -286,503                  | 69,350                   | 19%                      |
| 381200 TRANSFER FROM 301              |         |         |         |         |                            |                           |                            |                           |                          |                          |
| 381200 TRANSFER FROM 301              | 12,000  | 125,700 | 100,500 |         | 0                          | 0%                        |                            |                           | 0                        | 0%                       |
| Group:                                | 12,000  | 125,700 | 100,500 |         | 0                          | 0%                        | 0                          | 0                         | 0                        | 0%                       |
| Fund:                                 | 808,735 | 682,481 | 898,973 | 650,006 | 1,224,853                  | 53%                       | 1,224,853                  | -326,203                  | 898,650                  | 73%                      |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:  
B240

402 ENTERPRISE - SOLID WASTE/RECYCLING

| Account Object |                                  | 14-15   | 15-16   | Actuals |         | Current Budget |           | % Exp. | Prelim. Budget | Budget Changes | Final Budget | % Old Budget |
|----------------|----------------------------------|---------|---------|---------|---------|----------------|-----------|--------|----------------|----------------|--------------|--------------|
|                |                                  |         |         | 16-17   | 17-18   | 17-18          | 18-19     | 17-18  | 18-19          | 18-19          | 18-19        | 18-19        |
| 534000         | SOLID WASTE MANAGEMENT/RECYCLING | 189,337 | 191,742 | 224,225 | 178,389 | 227,100        | 229,100   | 79%    | 229,100        | -21,250        | 207,850      | 92%          |
| 51200          | SALARIES                         |         | 1,052   |         |         |                |           | 0      |                |                | 0            | 0%           |
| 51201          | PT SALARIES                      |         | 396     | 3,272   | 1,248   | 1,402          |           | 89%    |                |                | 0            | 0%           |
| 51210          | Unused Medical                   | 93      | 2,501   | 6,325   | 3,895   | 2,500          | 2,500     | 156%   | 2,500          |                | 2,500        | 100%         |
| 51400          | OVERTIME                         | 1,857   | 775     |         |         | 1,550          | 1,550     | 0%     |                | 2,400          | 3,950        | 255%         |
| 51500          | SICK LEAVE                       | 2,200   |         |         |         |                |           |        |                |                |              |              |
| 52100          | FICA                             | 14,274  | 14,696  | 16,690  | 13,980  | 17,550         | 17,550    | 80%    | 17,550         | -1,450         | 16,100       | 92%          |
| 52200          | RETIREMENT-401K GENERAL P        | 16,279  | 16,619  | 17,331  | 16,540  | 20,600         | 20,600    | 80%    | 20,600         | -1,650         | 18,950       | 92%          |
| 52300          | LIFE/HOSP. INS.                  | 41,529  | 41,352  | 50,214  | 42,329  | 57,723         | 58,600    | 73%    | 58,600         | 2,150          | 60,750       | 105%         |
| 52301          | MEDICAL BENEFIT                  | 5,170   | 5,174   | 4,077   | 4,529   | 7,275          | 7,800     | 62%    | 7,800          | -1,800         | 6,000        | 82%          |
| 53100          | PHYSICAL EXAMS                   | 263     | 813     | 373     | 460     | 500            | 500       | 92%    |                |                | 500          | 100%         |
| 53151          | PROF. SERVICES                   |         | 600     |         |         | 0              |           | 0%     |                |                | 0            | 0%           |
| 53160          | CONTRAC. LABOR                   | 2,705   | 8,990   | 3,367   | 7,020   | 7,050          | 5,050     | 100%   | 5,050          | 2,450          | 7,500        | 106%         |
| 54000          | TRAV & PER DIEM                  | 74      |         |         |         | 0              |           | 0%     |                |                | 0            | 0%           |
| 54100          | TELEPHONE                        | 744     | 706     | 602     | 562     | 1,450          | 1,450     | 39%    | 1,450          |                | 1,450        | 100%         |
| 54200          | POSTAGE                          | 5,585   | 5,651   | 5,206   | 5,570   | 5,000          | 5,000     | 111%   | 5,000          |                | 5,000        | 100%         |
| 54340          | GAR. & TRA DIS.                  | 103,404 | 113,838 | 97,354  | 106,178 | 110,400        | 125,400   | 96%    | 125,400        | -400           | 125,000      | 113%         |
| 54342          | RECYCLING                        | 83,000  | 84,578  | 83,728  | 71,181  | 75,250         | 60,250    | 95%    | 60,250         | 7,750          | 68,000       | 90%          |
| 54620          | MAIN. - VEHICLE                  | 20,683  | 20,347  | 19,837  | 19,393  | 20,000         | 20,000    | 97%    | 20,000         |                | 20,000       | 100%         |
| 54630          | MAINT.-BLDG.                     | 142     | 1,714   |         |         | 0              |           | 0%     |                |                | 0            | 0%           |
| 54670          | MAINT. - EQUIP                   | 171     | 104     | 497     | 180     | 2,500          | 2,500     | 7%     | 2,500          |                | 2,500        | 100%         |
| 54900          | BAD DEBT                         |         |         |         |         | 500            | 500       | 0%     | 500            |                | 500          | 100%         |
| 55100          | OFFICE SUPPLIES                  | 153     | 142     | 26      | 10      | 500            | 500       | 2%     | 500            |                | 500          | 100%         |
| 55210          | OPERATING SUPPL                  | 7,410   | 5,275   | 6,124   | 6,118   | 6,500          | 6,500     | 94%    | 6,500          |                | 6,500        | 100%         |
| 55220          | GASOLINE & OIL                   | 14,399  | 11,723  | 15,289  | 15,488  | 16,000         | 16,000    | 97%    | 16,000         |                | 16,000       | 100%         |
| 55221          | TOOLS                            | 173     |         |         |         | 300            | 300       | 0%     |                | 100            | 400          | 133%         |
| 55240          | UNIFORMS                         | 1,575   | 2,091   | 586     | 470     | 2,350          | 2,350     | 20%    | 2,350          |                | 2,350        | 100%         |
| 55260          | PROTECT. CLOTH.                  | 1,682   | 975     | 916     | 1,277   | 2,350          | 2,350     | 54%    | 2,350          |                | 2,350        | 100%         |
| 55410          | MEMBERSHIPS                      | 200     | 302     |         |         | 0              |           | 0%     |                |                | 0            | 0%           |
| 55420          | TRAINING, AIDS                   | 665     | 694     | 693     |         | 0              |           | 0%     |                |                | 0            | 0%           |
| 56402          | CARS                             | 110,200 | 146,868 |         | 203,049 | 355,853        | 150,000   | 57%    | 150,000        | -150,000       | 0            | 0%           |
| 56405          | COMPUTER SYSTEM                  | 9       |         | 1,200   | 1,200   | 1,200          | 1,200     | 100%   | 1,200          |                | 1,200        | 100%         |
| 58102          | TRANSFER TO 301                  | 67,000  | 86,500  | 85,000  |         | 0              |           | 0%     |                |                | 0            | 0%           |
| 59900          | DEPRECIATION                     |         |         |         |         | 77,500         | 77,500    | 0%     |                | 35,700         | 113,200      | 146%         |
| 59904          | FEES-SPT SERVIC                  | 145,550 | 150,850 | 136,200 | 158,500 | 158,500        | 158,500   | 0%     | 158,500        |                | 158,500      | 100%         |
| 59906          | FEES-PUB. WORKS                  | 21,150  | 21,500  | 45,900  | 45,450  | 45,450         | 45,450    | 0%     | 45,450         | 5,650          | 51,100       | 112%         |
| Account:       |                                  | 857,676 | 938,568 | 825,032 | 699,066 | 1,224,853      | 1,019,000 | 57%    | 1,019,000      | -120,350       | 898,650      | 73%          |
| Fund:          |                                  | 857,676 | 938,568 | 825,032 | 699,066 | 1,224,853      | 1,019,000 | 57%    | 1,019,000      | -120,350       | 898,650      | 73%          |

TOWN OF BELLEAIR  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

Report ID:  
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403 ENTERPRISE-WASTEWATER MANAGEMENT

| Account                           | 14-15     | 15-16   | 16-17     | 17-18   | Current<br>Budget<br>17-18 | %<br>Rec. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Change<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
|-----------------------------------|-----------|---------|-----------|---------|----------------------------|---------------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 343500 WASTEWATER UTILITY REVENUE |           |         |           |         |                            |                           |                            |                           |                          |                          |
| 343500 WASTEWATER UTILITY         | 1,089,009 | 794,566 | 1,167,614 | 914,739 | 750,000                    | 122%                      | 750,000                    | 250,000                   | 1,000,000                | 133%                     |
| Group:                            | 1,089,009 | 794,566 | 1,167,614 | 914,739 | 750,000                    | 122%                      | 750,000                    | 250,000                   | 1,000,000                | 133%                     |
| 361000 INTEREST                   |           |         |           |         |                            |                           |                            |                           |                          |                          |
| 361000 INTEREST                   | 3,717     | 313     | 629       | 755     | 0                          | ***%                      |                            |                           | 0                        | 0%                       |
| Group:                            | 3,717     | 313     | 629       | 755     | 0                          | ***%                      | 0                          | 0                         | 0                        | 0%                       |
| 369000 MISCELLANEOUS              |           |         |           |         |                            |                           |                            |                           |                          |                          |
| 369000 MISCELLANEOUS              |           |         |           |         | -37                        | 0 ***%                    |                            |                           | 0                        | 0%                       |
| Group:                            |           |         |           |         | -37                        | 0 ***%                    | 0                          | 0                         | 0                        | 0%                       |
| 370200 PARKER PROPERTY RESERVES   |           |         |           |         |                            |                           |                            |                           |                          |                          |
| 370201 RESERVES                   |           |         |           |         | 55,000                     | 0%                        | 55,000                     | -55,000                   | 0                        | 0%                       |
| Group:                            |           |         |           |         | 55,000                     | 0%                        | 55,000                     | -55,000                   | 0                        | 0%                       |
| Fund:                             | 1,092,726 | 794,879 | 1,168,243 | 915,457 | 805,000                    | 114%                      | 805,000                    | 195,000                   | 1,000,000                | 124%                     |

TOWN OF BELLEAIR  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

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| 403 ENTERPRISE-WASTEWATER MANAGEMENT |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |
|--------------------------------------|--------------------|-----------|-----------|-----------|---------|----------------------------|---------------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| Account                              | Object             | 14-15     | 15-16     | 16-17     | 17-18   | Current<br>Budget<br>17-18 | %<br>Exp. Budget<br>17-18 | Prelim.<br>Budget<br>18-19 | Budget<br>Changes<br>18-19 | Final<br>Budget<br>18-19 | % Old<br>Budget<br>18-19 |
| -----                                |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |
| 535000 WASTEWATER MANAGEMENT         |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |
| 53170                                | Wastewater Expense | 1,029,745 | 1,090,771 | 1,159,742 | 942,040 | 750,000                    | 126%                      | 750,000                    | 250,000                    | 1,000,000                | 133%                     |
| Account:                             |                    | 1,029,745 | 1,090,771 | 1,159,742 | 942,040 | 750,000                    | 126%                      | 750,000                    | 250,000                    | 1,000,000                | 133%                     |
|                                      |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |
| 541600 CAPITAL PROJECTS              |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |
| 58110                                | TRANSFER TO 401    |           |           |           |         | 55,000                     | 0%                        | 55,000                     | -55,000                    | 0                        | 0%                       |
| Account:                             |                    |           |           |           |         | 55,000                     | 0%                        | 55,000                     | -55,000                    | 0                        | 0%                       |
|                                      |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |
| Fund:                                |                    | 1,029,745 | 1,090,771 | 1,159,742 | 942,040 | 805,000                    | 117%                      | 805,000                    | 195,000                    | 1,000,000                | 124%                     |
| %                                    |                    |           |           |           |         |                            |                           |                            |                            |                          |                          |

**1st Budget Hearing Draft**  
**09/04/18**





# **TOWN OF BELLEAIR, FLORIDA**

## **TOWN ELECTED OFFICIALS**

Mayor

Gary H. Katica

Commissioners

Karla Rettstatt, Deputy Mayor

Tom Shelly

Mike Wilkinson

Tom Kurey



## **TOWN MANAGER**

*JP Murphy*

## **TOWN ATTORNEY**

*David Ottinger*

## **STAFF**

Director of Support Services

Police Chief

Parks, Recreation, & Public Works Director

Water Utility Director

*Stefan Massol*

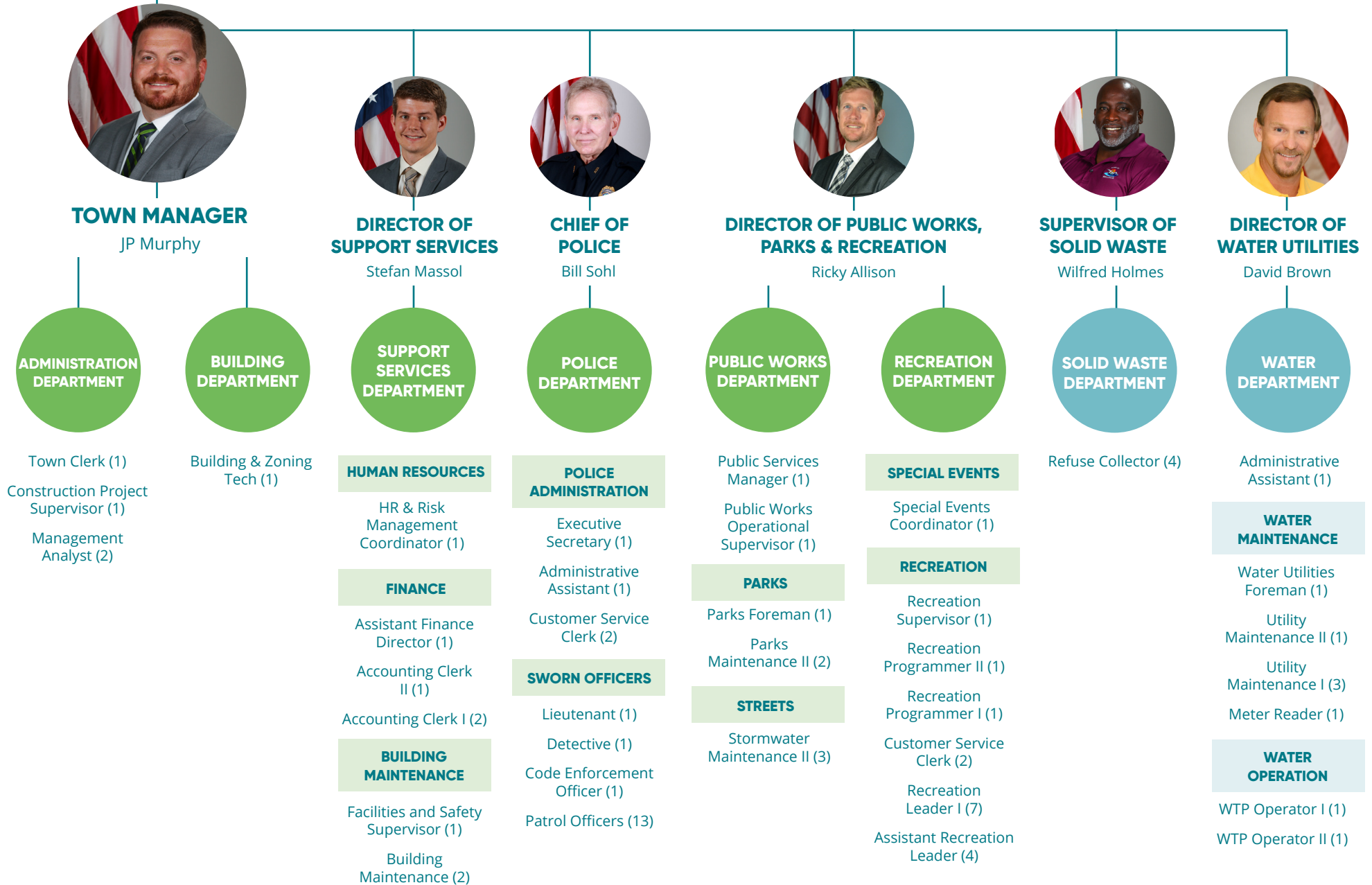
*William Sohl*

*Ricky Allison*

*O. David Brown*



## 2018-2019 ORGANIZATIONAL CHART





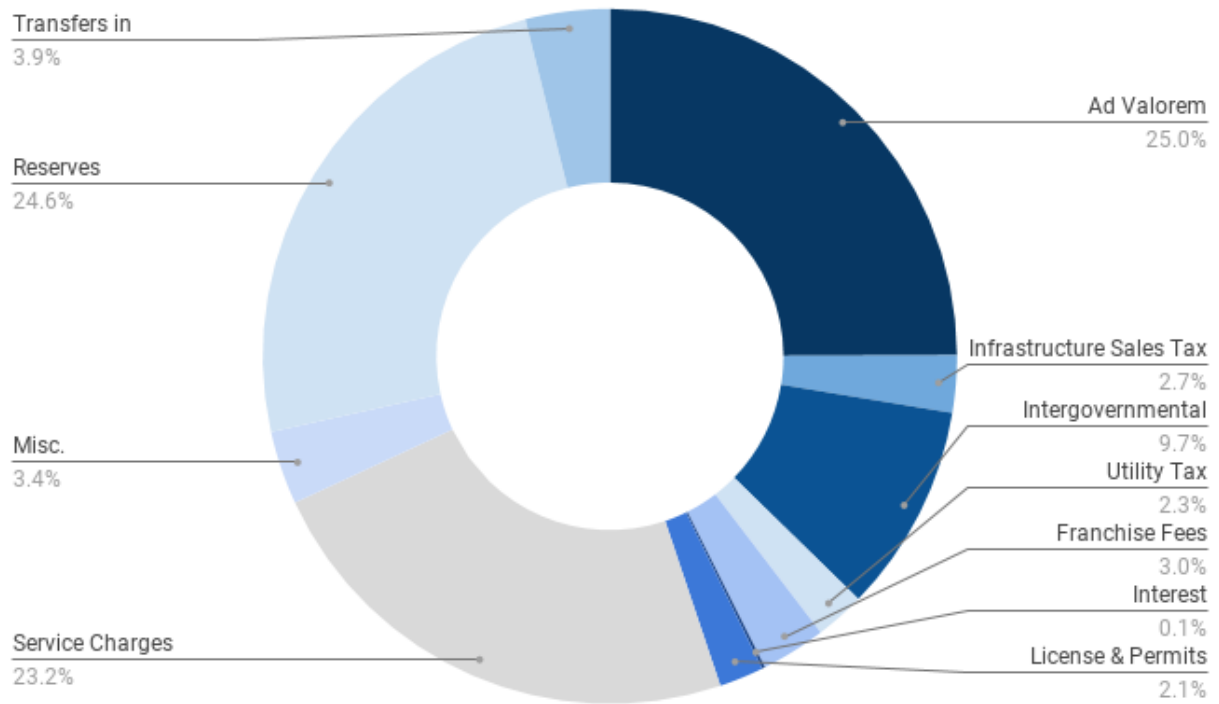
# **BUDGET SUMMARY**



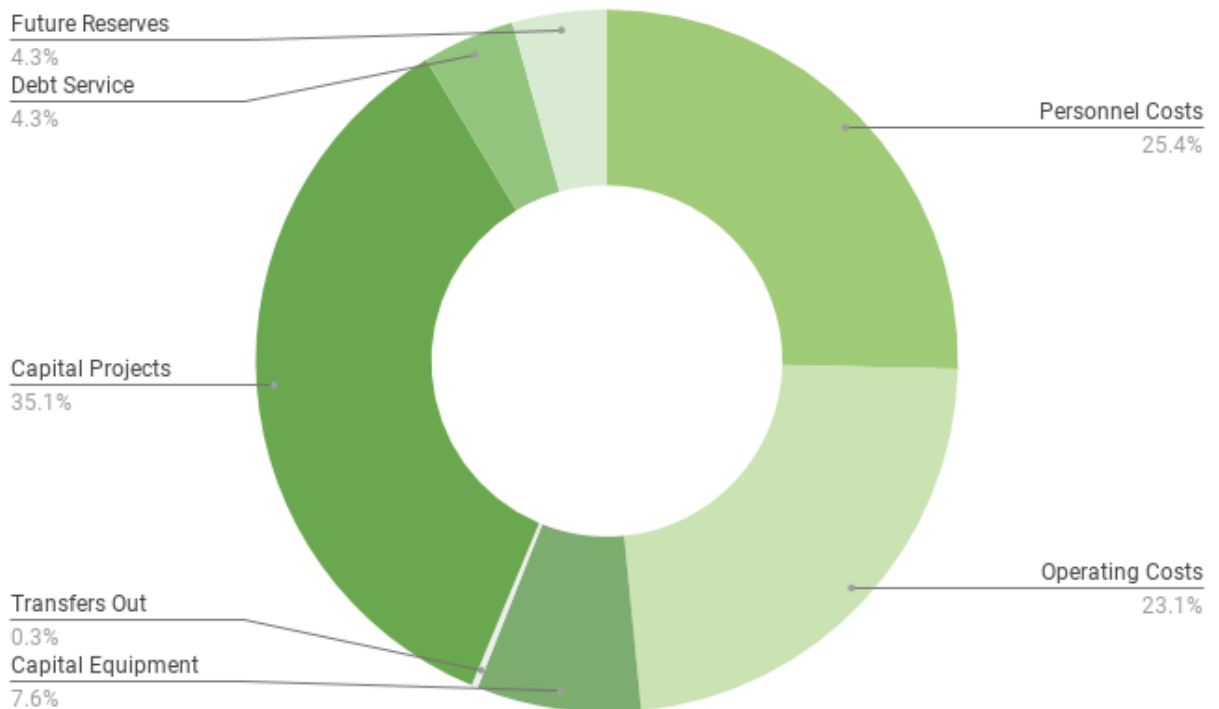
| BUDGET SUMMARY  |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
|---|--------|-------------------------------|--------------|---------------------------|-----------------|-------------------|---------------------|------------|------------------|-----------------|--------------|-------------|-------------|-------------|
| TOWN OF BELLEAIR - FISCAL YEAR 2018-2019  |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
| *THE PROPOSED OPERATING BUDGET EXPEDNITURES OF THE TOWN OF BELLEAIR ARE 24.29% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES  |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
| General Fund  |        | 5.2500                        |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
| Infrastructure Fund   |        | 1.2500                        |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
|   |        |                               | General      | Local Option              | Tree Repl.      | Equip. Repl.      | Infrastructure      | Water      | Solid Waste      | Wastewater      | TOTAL        |             |             |             |
|   |        |                               | Fund         | Gas Tax Fund              | Fund            | Fund              | Fund                | Fund       | Fund             | Fund            | BUDGET       |             |             |             |
| REVENUES:   |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
| Taxes Millage Per \$1000  |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
| Ad Valorem Taxes  | 5.2500 | 3,739,000                     |              |                           |                 |                   |                     |            |                  |                 | 3,739,000    |             |             |             |
| Ad Valorem Taxes  | 1.2500 | (dedicated to Infrastructure) |              |                           |                 |                   |                     | \$908,900  |                  |                 | \$908,900    |             |             |             |
| TOTAL AD VALOREM  | 6.5000 |                               |              |                           |                 |                   |                     |            |                  |                 | \$4,647,900  |             |             |             |
| Infrastructure Sales Taxes  |        |                               |              |                           |                 |                   |                     | \$494,800  |                  |                 | \$494,800    |             |             |             |
| Intergovernmental   |        | 370,750                       | 57,000       |                           |                 |                   |                     |            | \$1,375,000      | \$3,300         | \$1,806,050  |             |             |             |
| Utility Tax   |        |                               |              |                           |                 |                   |                     |            | \$430,000        |                 | \$430,000    |             |             |             |
| Franchise Fees  |        | 562,200                       |              |                           |                 |                   |                     |            |                  |                 | \$562,200    |             |             |             |
| Interest  |        | 25,000                        |              |                           |                 |                   |                     |            | \$1,000          | \$500           | \$26,500     |             |             |             |
| License & Permits   |        | 375,800                       | 10,000       |                           |                 |                   |                     |            |                  |                 | \$385,800    |             |             |             |
| Service Charges   |        | 597,560                       |              |                           |                 |                   |                     |            | \$337,400        | \$1,569,600     | \$825,500    | \$1,000,000 | \$4,330,060 |             |
| Misc.   |        | 78,450                        |              |                           |                 |                   |                     |            | \$50,000         | \$509,900       | \$0          | \$638,350   |             |             |
| From Reserve Balance  |        | 107,401                       | \$0          | \$0                       |                 |                   |                     |            |                  | \$3,755,600     | \$610,075    | \$69,350    | \$0         | \$4,542,426 |
| SUBTOTAL  |        | \$5,856,161                   | \$57,000     | \$10,000                  | \$0             | \$7,351,700       | \$2,690,575         | \$898,650  | \$1,000,000      | \$17,864,086    |              |             |             |             |
| Transfers in:   |        | 665,450                       | \$0          | 64,150                    | \$0             | \$0               | \$0                 |            |                  | \$729,600       |              |             |             |             |
| TOTAL REVENUES AND OTHER FINANCING SOURCES  |        | \$ 6,521,611                  | \$ 57,000    | \$ 10,000                 | \$ 64,150       | \$ 7,351,700      | \$ 2,690,575        | \$ 898,650 | \$ 1,000,000     | \$ 18,593,686   |              |             |             |             |
|   |        |                               | General Fund | Local Option Gas Tax Fund | Tree Repl. Fund | Equip. Repl. Fund | Infrastructure Fund | Water Fund | Solid Waste Fund | Wastewater Fund | TOTAL BUDGET |             |             |             |
| EXPENDITURES:   |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |
| Personnel Costs   |        | 3,829,150                     |              |                           |                 |                   |                     | 578,400    | 316,600          |                 | 4,724,150    |             |             |             |
| Operating Costs   |        | 2,516,161                     |              | 10,000                    |                 |                   |                     | 473,700    | 259,250          | 1,000,000       | 4,259,111    |             |             |             |
| Capital Equipment   |        | 112,150                       |              |                           |                 |                   |                     | 1,119,975  | 113,200          |                 | 1,345,325    |             |             |             |
| Capital Projects  |        |                               |              |                           |                 | 6,537,700         |                     |            |                  |                 | 6,537,700    |             |             |             |
| Debt Service  |        |                               |              |                           |                 | 794,000           |                     |            |                  |                 | 794,000      |             |             |             |
| Subtotal  | \$     | 6,457,461                     | \$0          | \$10,000                  | \$0             | \$7,331,700       | \$2,172,075         | \$689,050  | \$1,000,000      | 17,660,286      |              |             |             |             |
| Transfers Out:  |        | \$64,150                      | \$0          |                           | \$31,800        | \$20,000          | \$404,050           | \$209,600  | \$0              | \$729,600       |              |             |             |             |
| Subtotal  | \$     | 6,521,611                     | \$0          | \$10,000                  | \$31,800        | \$7,351,700       | \$2,576,125         | \$898,650  | \$1,000,000      | 18,386,886      |              |             |             |             |
| Future Reserves   |        |                               | \$57,000     |                           | \$32,350        | \$0               | 114,450             | \$0        |                  | 203,800         |              |             |             |             |
| TOTAL APPROPRIATED EXPENDITURES AND RESERVES  |        | \$ 6,521,611                  | \$ 57,000    | \$ 10,000                 | \$ 64,150       | \$ 7,351,700      | \$ 2,690,575        | \$ 898,650 | \$ 1,000,000     | \$ 18,593,686   |              |             |             |             |
| THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD |        |                               |              |                           |                 |                   |                     |            |                  |                 |              |             |             |             |

## BUDGET SUMMARY

2018-19 Total Town Revenues

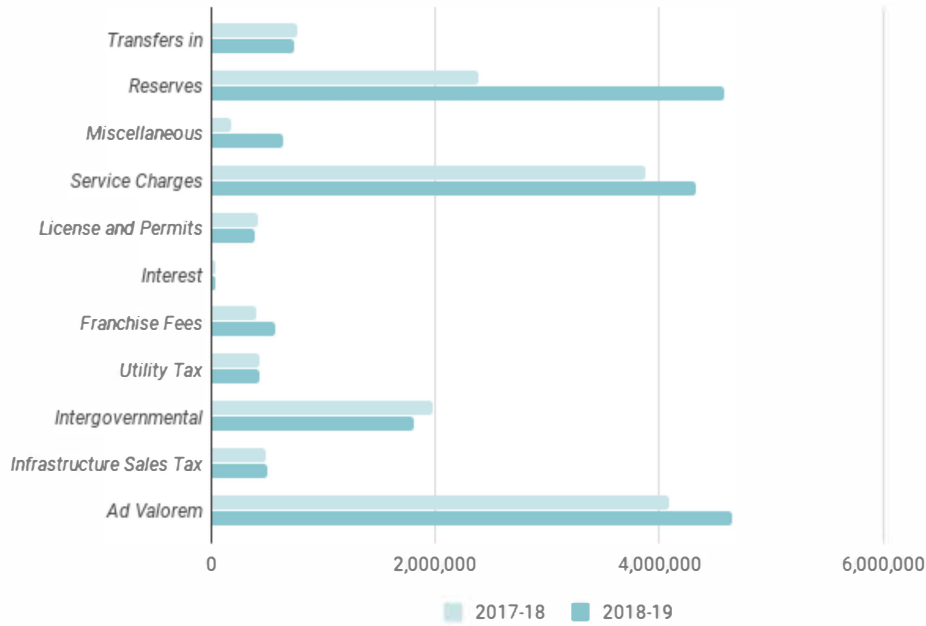


2018-19 Total Town Expenditures

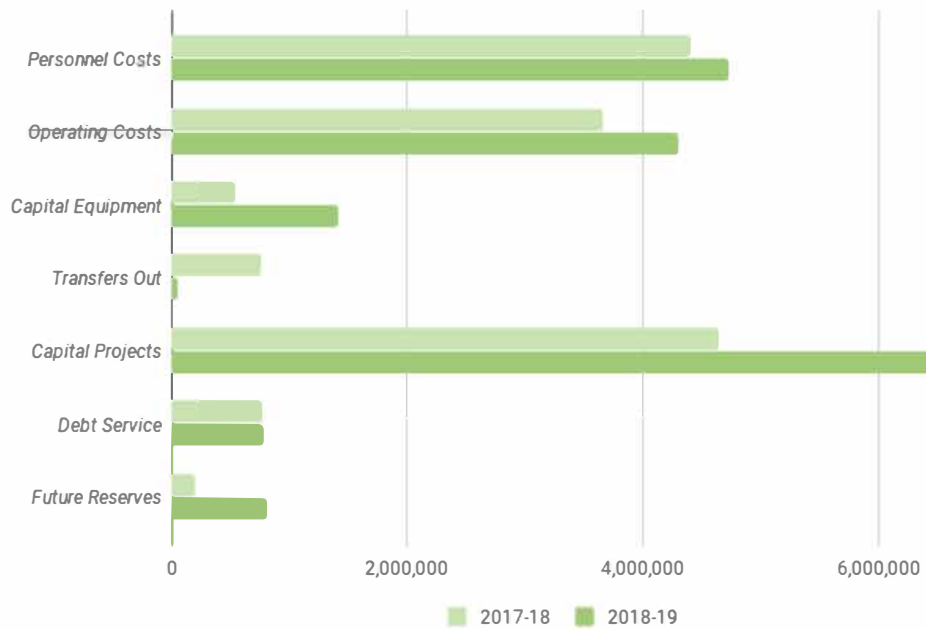


## BUDGET SUMMARY

### 2018-19 Total Town Revenue Comparison to Prior Year



### 2018-19 Total Town Expenditure Comparison to Prior Year



## BUDGET SUMMARY

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

### OVERVIEW

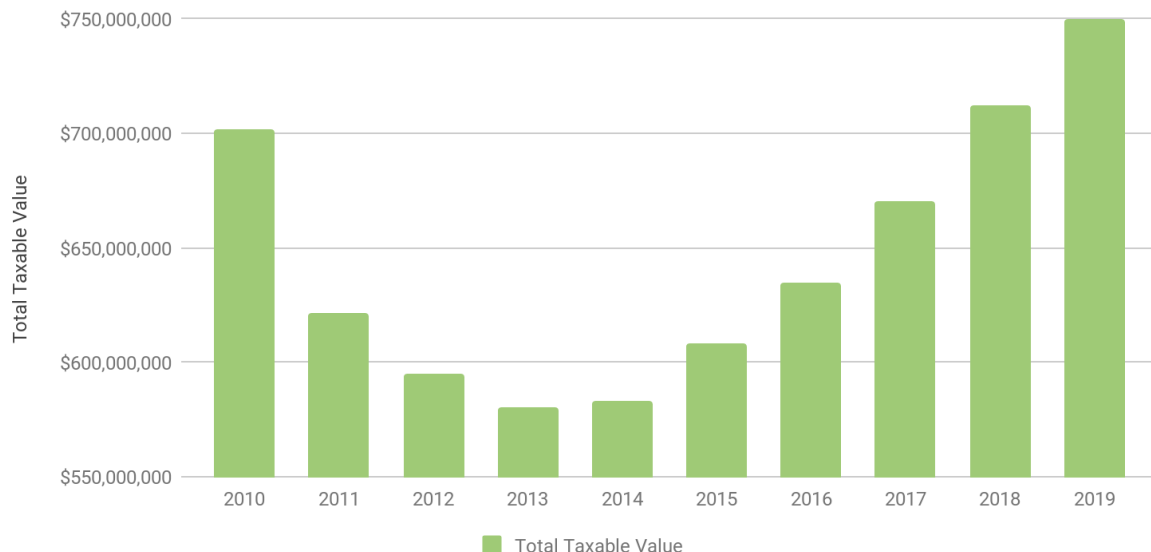
Within this programmatic budget is a revised Capital Improvement Plan that forecasts expected projects for the Town over the next ten years, as well as the Capital Equipment Replacement Fund that details expenditures from each department related to capital purchases. The 2018-19 budget for all funds within the Town totals to \$18,593,686, compared to the previous year original proposed budget of \$14,988,375, which equates to an overall increase of 24.29%. A large majority of the increase is related to capital projects for the matching SWFWMD grant, as well as personnel costs that include salary enhancements. The largest components of the budget this year are the Capital Projects Fund (39.36%), the General Fund (35.01%), and the Water Fund (14.44%).

### AD VALOREM AND PROPERTY TAXES

Property taxes, also known as Ad Valorem revenue, is the largest source of revenue for the Town, contributing 24.95% to the total budget. While the millage rate has remained fairly steady for the past few years, the Town Commission adopted a higher millage rate this year of 6.5000 in order to properly fund the 2018-19 budget. This is an increase of 9.69%. The incoming revenue from Ad Valorem is split between the General Fund and the Capital Projects Fund, with 5.2500 going to the General Fund, and the remaining 1.2500 sent to the Capital Projects Fund.

The gross taxable value declined due to the recession, though it began to bounce back in FY 2012-13. Since then, property valuations have increased steadily, totaling \$749,565,951 for FY 2018-19. For Fiscal Year 2018-19 there is an increase of 5.19% in total taxable value for Belleair.

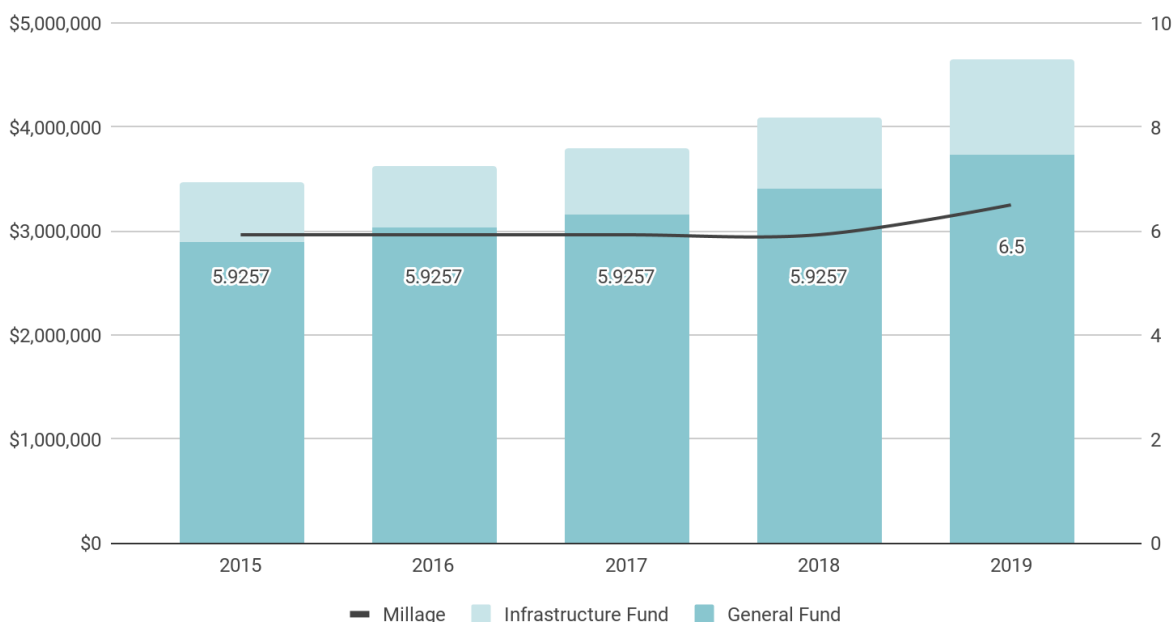
Total Taxable Value 10 Year Trend



## BUDGET SUMMARY

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

Five-Year Ad Valorem Proceeds



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

## GENERAL FUND

### Revenues

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

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

## **BUDGET SUMMARY**

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

### ***Expenditures***

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

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

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

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

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

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

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

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## **ENTERPRISE FUNDS**

### ***Water Fund***

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

## **BUDGET SUMMARY**

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

### **Revenues**

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

### **Expenditures**

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

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

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

### **Revenues**

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

### **Expenditures**

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

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## **CAPITAL PROJECTS/INFRASTRUCTURE FUND**

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

### **Revenues**

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

### **Expenditures**

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

## BUDGET SUMMARY

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### CONCLUSION

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



# **BUDGET GUIDE**

## **GOVERNMENTAL ORGANIZATION**

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

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

## **BUDGET PROCEDURES**

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

## **BUDGET PRESENTATION**

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

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

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

Elements of the budget include the following:

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

## **CAPITAL IMPROVEMENT FUND**

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

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

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

## **PUBLIC PARTICIPATION**

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

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

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

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

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

## **BUDGETARY BASIS**

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

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

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

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

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

## FINANCIAL STRUCTURE

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

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

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

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

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

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

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

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

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

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

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

## **FREQUENTLY ASKED QUESTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# **FINANCIAL MANAGEMENT POLICIES**

## **TOWN OF BELLEAIR, FLORIDA FINANCIAL MANAGEMENT POLICIES**

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

### **General**

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

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

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

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

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

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

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

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

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

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

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

#### ***Revenues***

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

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

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

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

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

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

#### ***General Fund***

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

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

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

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

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

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

### **Investments**

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

### **Capital Programs and Debt Management**

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

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

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

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

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

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

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

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

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

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

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

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

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

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**Mayor**

**ATTEST:**

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**Town Clerk**

## **RESOLUTION NO. 2002-26**

### **A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA, ADOPTING AN INVESTMENT POLICY FOR THE TOWN OF BELLEAIR.**

**WHEREAS**, the Town Commission of the Town of Belleair, Florida, is desirous of obtaining the maximum income possible on the Town's investments; and

**WHEREAS**, the Town is desirous of providing a policy to allow the Town to obtain the best interest rate and to provide for the proper cash flow to operate the Town, and further providing the standards to be addressed in the required written policies; and

**WHEREAS**, the Florida Legislature passed FS 218.415, mandating that local government units shall have an investment policy for any public funds in excess of the amounts needed to meet current expenses.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA**, that the Town hereby adopt the following alternative investment policy:

**A. INVESTMENT DECISIONS**

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

**B. SCOPE**

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

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

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

**C. CHAIN OF COMMAND**

The Town commission delegates the authority and responsibilities for control of the Town's cash and investments to the Town Manager and the Town Finance Director who shall establish written procedures for the operation of the investment program consistent

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

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

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

***D. INVESTMENT OBJECTIVES***

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

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

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

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

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

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



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

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

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

#### ***F. AUTHORIZED INVESTMENTS***

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

- a. The Florida Local Government Surplus Funds Trust Fund. (administered by the State Board of Administration and commonly referred to as the “SBA”).
- b. Direct obligations of the U.S. Government, such as U.S. Treasury obligations.
- c. Obligations guaranteed by the U.S. Government as to principal and interest.
- d. Interest bearing savings accounts, money market accounts, certificates of deposit, money market certificates or time deposits constituting direct obligations of any bank or savings and loan association certified as a Qualified Public Depository by the State of Florida.
- e. Obligations of the:
  - Federal Farm Credit Banks (FFCB)
  - Federal Home Loan Bank Mortgage Corporation (FHLMC) (participation certificate)
  - Federal Home Loan Bank (FHLB) or its banks
  - Government National Mortgage Association (GNMA)
  - Federal National Mortgage Association (FNMA)
  - Student Loan Marketing Association

- f. Securities or, or other interests in, any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided the portfolio is limited to U.S. Government obligations and repurchase agreements fully collateralized by such U.S. Government obligations (i.e. Mutual Funds).

***G. MATURITY AND LIQUIDITY REQUIREMENTS***

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

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

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

***H. PORTFOLIO COMPOSITION***

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

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

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

***I. RISK AND DIVERSIFICATION***

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

1. No limitation on SBA, now accounts, US Government Securities, US Federal Agencies or US Federal Instrumentalities.
2. Limitations on other approved investments are 10% of total portfolio.

***J. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS***

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

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

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

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

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

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

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

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

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

***L.     MASTER REPURCHASE AGREEMENTS***

1.     Each firm involved in a repurchase agreement must execute the Town's Master Repurchase Agreement that will be based on the Public Securities Association (PSA) Master Repurchase Agreement.
2.     A third party custodian shall hold collateral for all repurchase agreements with a term of more than one business day.
3.     Custodial agreements shall be based on economic and financial conditions existing at the time of execution, as well as the credit risk of the institution that enters into the repurchase agreement with the Town.

***M.     REPORTING REQUIREMENTS***

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

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

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

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

***O.     SECURITY SELECTION PROCESS***

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

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

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

***P.     OPERATIONS***

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

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

The basic policy is to ensure that there are the necessary funds available to cover the weekly expenditures. The majority of cash receipts are deposited regularly into the Bank. Some revenue from the State, County, and Florida Power have been set up to be electronically deposited into the Bank thereby saving administrative time in depositing of these proceeds and thus increasing interest earnings.

The policy will be to transfer any excess funds in the Bank, over \$50,000 into the SBA accounts keeping in mind the funds that will be necessary for upcoming expenditures. There may be occasions based on capital project drawdowns that the balance in the Bank may exceed this threshold for short periods of time. The SBA on average pays interest at approximately 25 basis points or one-quarter of one percent more than the Bank. If the balance in the Bank falls below \$10,000 it will be closely monitored keeping in mind upcoming cash receipts and expenditures, and if it is deemed necessary a transfer will be done from the SBA into the Bank.

The balance in the Bank can be found by a weekly review of the Accounts Payable Reconciliation.

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

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

**BANK to SBA**

The Finance Director will initiate a wire transfer.

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

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

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

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

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

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

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

**3. Securities' Confirmations**

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

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

**4. Safekeeping Procedures**

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

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

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

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

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

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

***R. INTERNAL CONTROL REVIEW***

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

***S. INVESTMENT TRAINING***

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

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 17<sup>th</sup> day of SEPTEMBER, A.D., 2002.**

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**Mayor**

**ATTEST:**

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**Town Clerk**

## **RESOLUTION NO. 2010-38**

### **A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA; ADOPTING A PURCHASE POLICY AND PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Commission is desirous of adopting a purchase policy and procedures in order to control expenditures of municipal funds; and

**WHEREAS**, all personnel are expected to exercise good judgment to insure the town receives the best price possible; and

**WHEREAS**, except as otherwise provided in state law, town charter or town code, purchases of commodities or services of a value of \$20,000 or less, may be made in the open market , with no simultaneous competitive negotiations, pursuant to the adopted policy and procedures and with approval of the town manager.

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

1. **\$999.99 or less.** For all purchases of \$999.99 or less the check request process will be used. In most cases informal quotations (phone) should be obtained to insure the town is obtaining the best price. A department head can authorize the spending of less than \$1000. In order to pay the invoice each department must submit a check request form to the finance department. The applicable supervisors and department head signatures must already be on the form. No check request shall be processed until a final signature of either the town manager or finance director has been obtained.
2. **Minimum number of quotations.** For open market purchases of \$1000 or less, quotations should be obtained when practical. Open market purchases in excess of \$1000 shall be based on at least three quotations and shall be awarded to the vendor making the lowest responsible quote. Sole source provider and emergency purchases should be noted on the purchase order request. In all cases personnel are expected to exercise good judgment to insure that the town receives the best possible price.
3. **Purchase for more than \$10,000 but less than \$20,000.** The Town of Belleair charter (section 2.07.e) requires that all contracts over \$10,000 shall be awarded to the lowest bidder. The commission may waive any informality in any bid, may reject any or all bids, and may award the bid to other than the low bidder, if in the commission's judgment it is in the best interest of the town.
4. **Purchase for more than \$20,000.** Any purchase for more than \$20,000 must comply with the formal bidding process and be approved by the town commission.
5. **Notice inviting quotations.** Quotations shall be solicited either by written request, which may include facsimile transmission, electronic mail or by telephone.



6. **Rejection of quotations.** The town manager as purchasing agent may:

- a. Reject all quotations; or
- b. Reject all quotations and re-obtain quotations pursuant to the procedures prescribed in this document.

7. **Award of contracts.** Except as otherwise provided in this division, each contract shall be awarded to the lowest responsible vendor.

8. **Purchase orders or contracts to be used.** Purchases less than \$1000 do not require a purchase order. All purchases of commodities and services for more than \$1000 shall be made only by purchase orders and require quotations. No purchase order shall be issued unless the prior approval executed by the town manager or finance director has been obtained. The town manager or finance director shall sign the purchase order authorizing the expenditure of funds.

9. **Submittal of requests to purchase commodities or services.** Departments shall submit requests to purchase commodities or services to the finance department on purchase requisitions or by other means as may be prescribed by the finance department. The department director's signature or the signature of the department director's designated representative on the requisition indicates that the purchase has been coordinated and approved within that department or other departments as necessary. The department director's signature also indicates that quantities, item descriptions and specifications describe the minimum needs of that department and that the department is authorized to acquire the commodities or services. All purchases more than \$5000 require prior approval of either the town manager or his/her designee.

10. **Effective date.** This Resolution shall take effect immediately and shall continue in effect until amended, extended or repealed.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE  
TOWN OF BELLEAIR, FLORIDA**

**ATTEST:**

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

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



# **POSITION ANALYSIS**

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

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

(a) New Position

(b) Position moved to another department

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

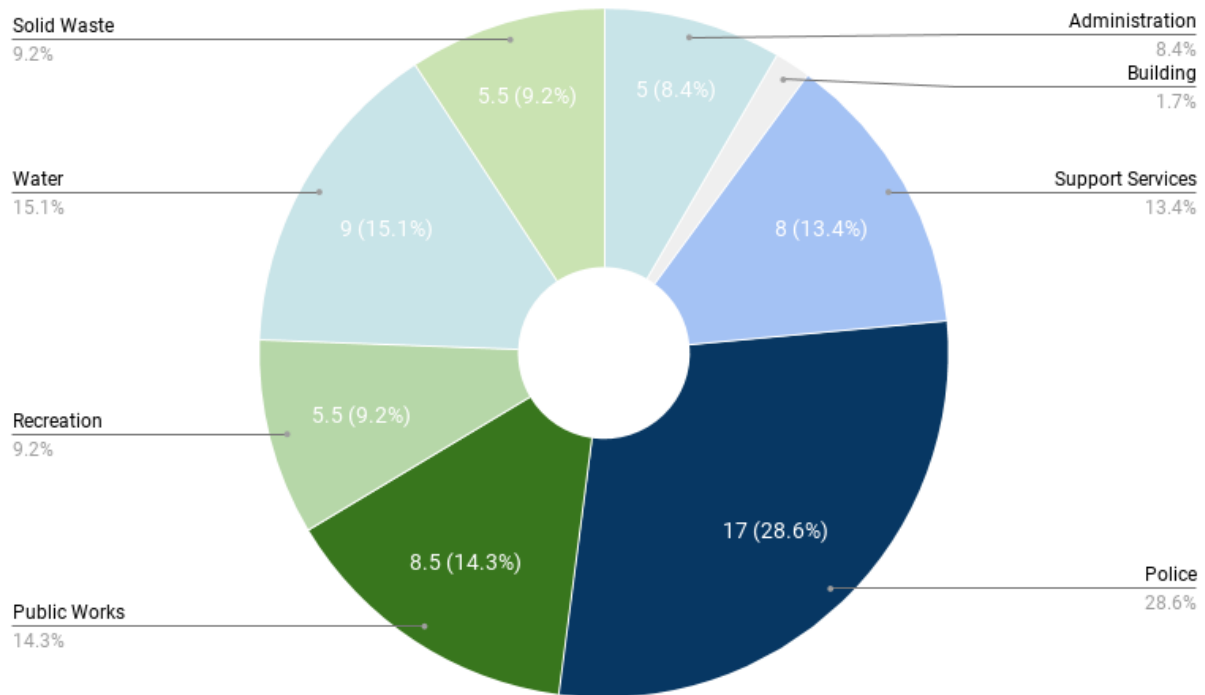
| POSITION TITLE                                | Actual<br>2014-15 | Actual<br>2015-16 | Actual<br>2016-17 | Adopted<br>2017-18 | Proposed<br>2018-19 |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|
| <b>PUBLIC WORKS</b>                 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

(a) New Position

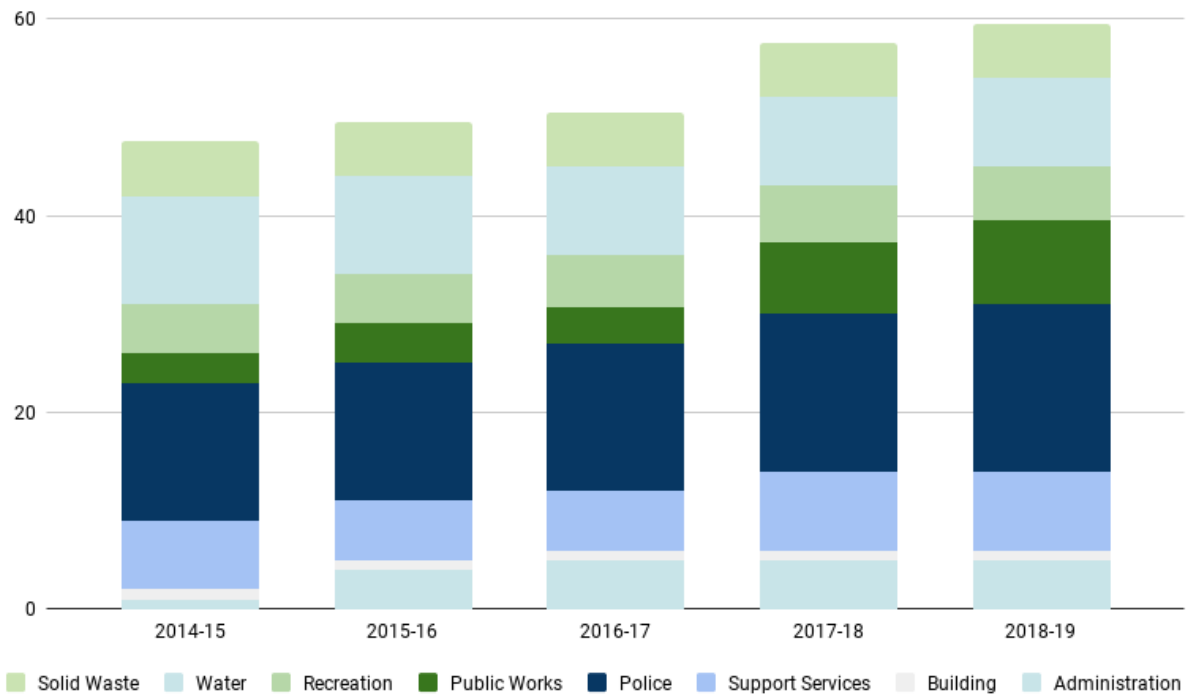
(b) Position moved to another department

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

## FY 2018-19 FTE Personnel Distribution by Department

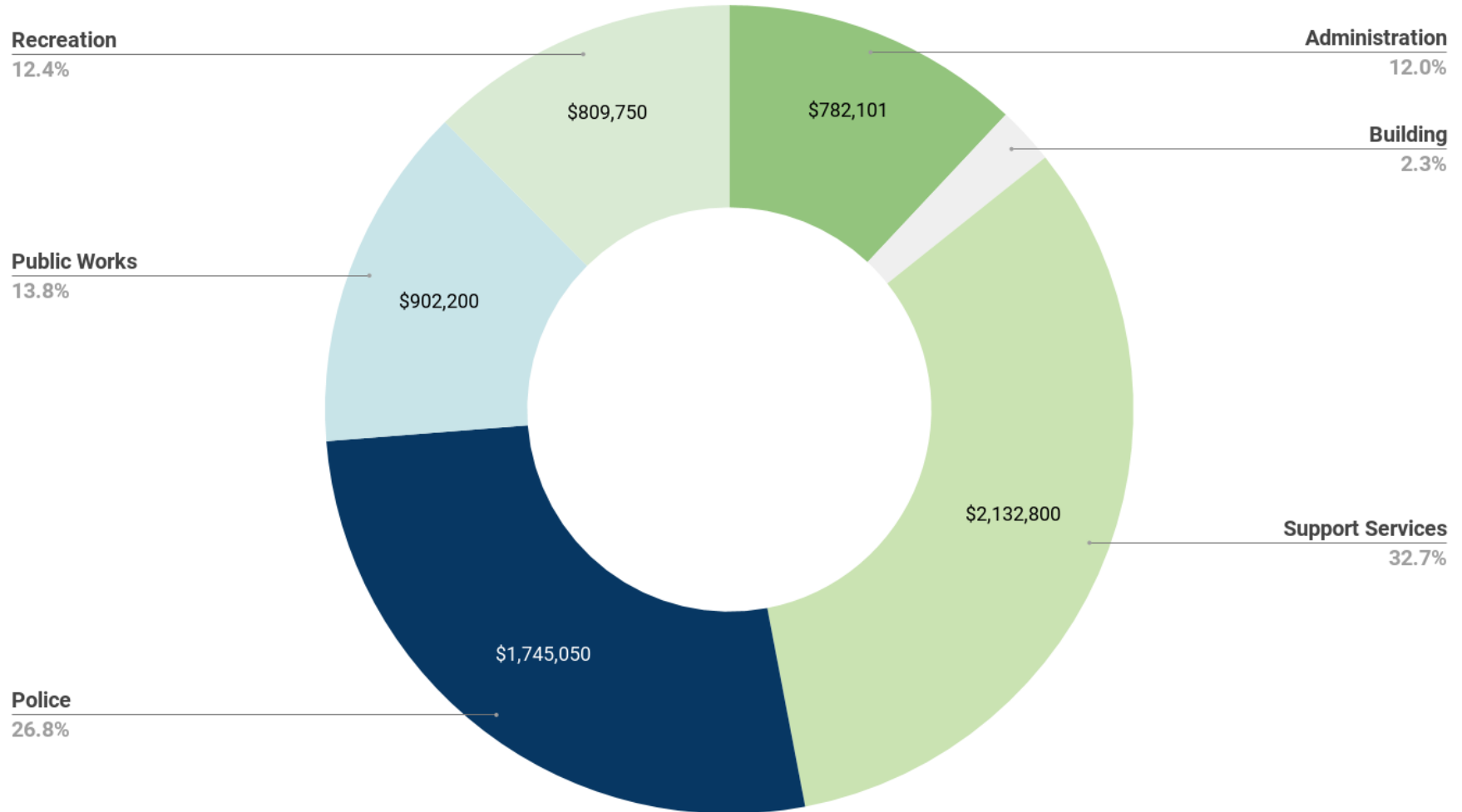


## Historical FTE Personnel Distribution by Department



# **GENERAL FUND**

## 2018-19 General Fund Operating Budget by Department

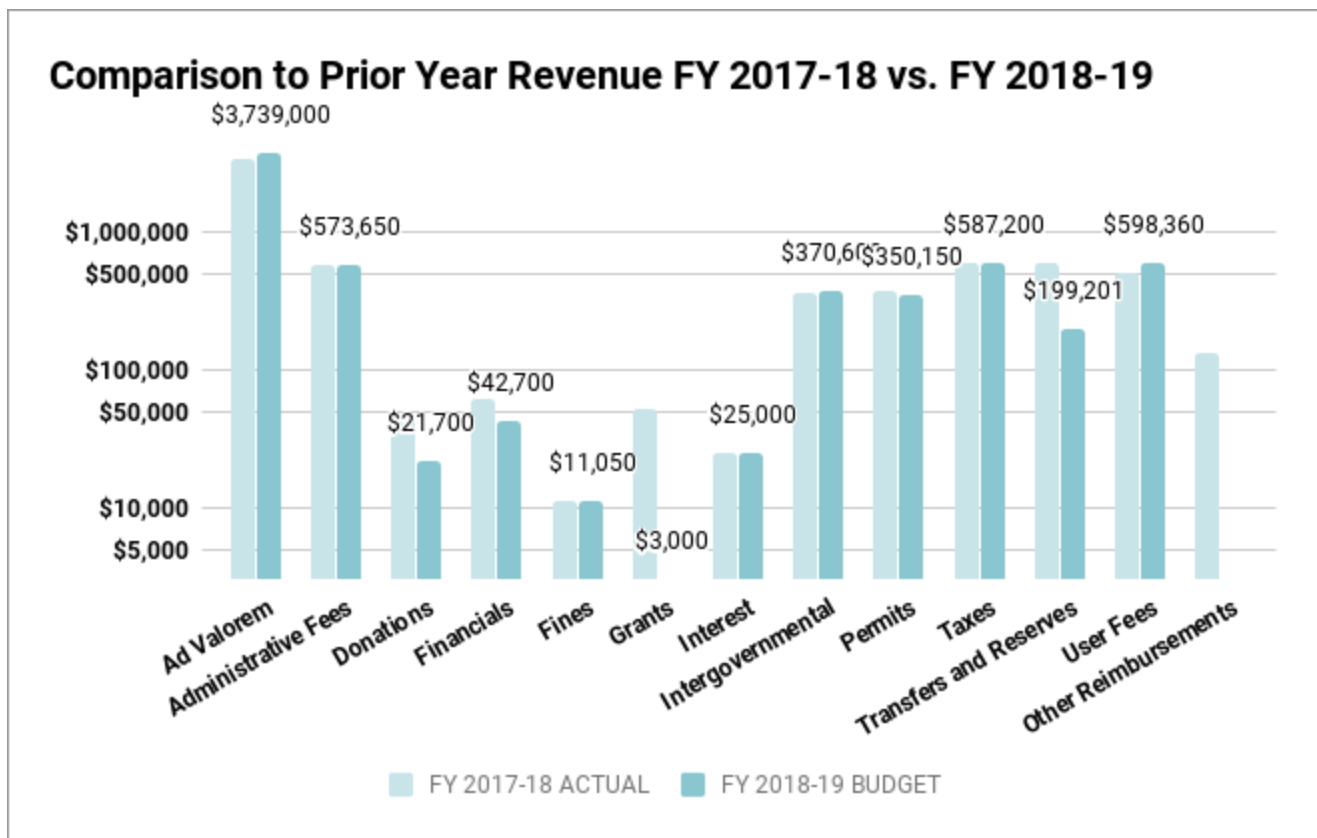




**TOWN OF BELLEAIR  
GENERAL FUND  
COMPARISON TO PRIOR YEAR**

**REVENUES**

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



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

**TOWN OF BELLEAIR  
GENERAL FUND  
DETAIL OF REVENUES**

**General Fund Revenues**

| <b>Account</b> | <b>Account Description</b>     | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Proposed</b> |
|----------------|--------------------------------|------------------------------|--------------------------------|
| 300320         | Tennis Annual Permits          | 2,500                        | 2,500                          |
| 311100         | Ad Valorem                     | 3,410,250                    | 3,739,000                      |
| 313100         | Electric Franchise             | 367,000                      | 367,000                        |
| 313400         | Gas Franchise                  | 22,000                       | 22,000                         |
| 315000         | Communications Services Tax    | 178,300                      | 173,200                        |
| 321100         | Occupational License           | 25,000                       | 25,000                         |
| 331201         | Jag Grant                      | 0                            | 1,000                          |
| 335100         | Alcohol Beverage License       | 150                          | 150                            |
| 335120         | Revenue Sharing - State        | 102,900                      | 111,900                        |
| 335180         | Sales Tax                      | 254,700                      | 255,700                        |
| 335410         | Gasoline Rebate                | 3,000                        | 3,000                          |
| 337200         | Grant                          | 51,500                       | 2,000                          |
| 341200         | Zoning & Variance Fees         | 800                          | 800                            |
| 341802         | Building Permits               | 375,000                      | 350,000                        |
| 342103         | Special Duty Police            | 2,000                        | 91960                          |
| 343900         | Lot Mowing                     | 3,000                        | 3,000                          |
| 347210         | Recreation (Prog. Activity)    | 282,750                      | 292000                         |
| 347211         | Recreation Permits             | 24,000                       | 24,800                         |
| 347213         | Rec-Vending Machine Sales      | 10,000                       | 4,100                          |
| 347214         | Concession Stand Sales         | 3,500                        | 9,700                          |
| 347217         | Merchandise                    | 0                            | 0                              |
| 347530         | Special Events-Private Parties | 6,000                        | 6,150                          |
| 347540         | Special Events-Athletic Prog.  | 23,000                       | 15000                          |
| 351100         | Court Fines (Police Fines)     | 4,000                        | 4,000                          |
| 351300         | Police Academy                 | 300                          | 300                            |
| 351400         | Restitution                    | 1,500                        | 1,500                          |
| 351402         | Otc Fines And Tickets          | 250                          | 250                            |
| 354000         | Ordinance Violations           | 2,000                        | 2,000                          |
| 361000         | Interest                       | 25,000                       | 25,000                         |
| 362000         | Rental Income                  | 4,800                        | 4,800                          |
| 364001         | Sale of Fixed Asset            | 6,000                        | 6,000                          |
| 364100         | Insurance Proceeds             | 9,638                        | 0                              |
| 365900         | Sale Of Surplus Metal          | 0                            | 0                              |
| 365901         | Sale Of Auctioned Assets       | 11,000                       | 2,000                          |
| 366900         | Donation-Community Proj.       | 3,255                        | 0                              |
| 366903         | Donation-Recreation Proj.      | 24,383                       | 0                              |
| 366904         | BCF Contribution Hunter Park   | 1,700                        | 1,700                          |
| 366905         | Contribution - Pol. Equip.     | 3,000                        | 20000                          |
| 366909         | Donation - Vanity Plate        | 0                            | 0                              |

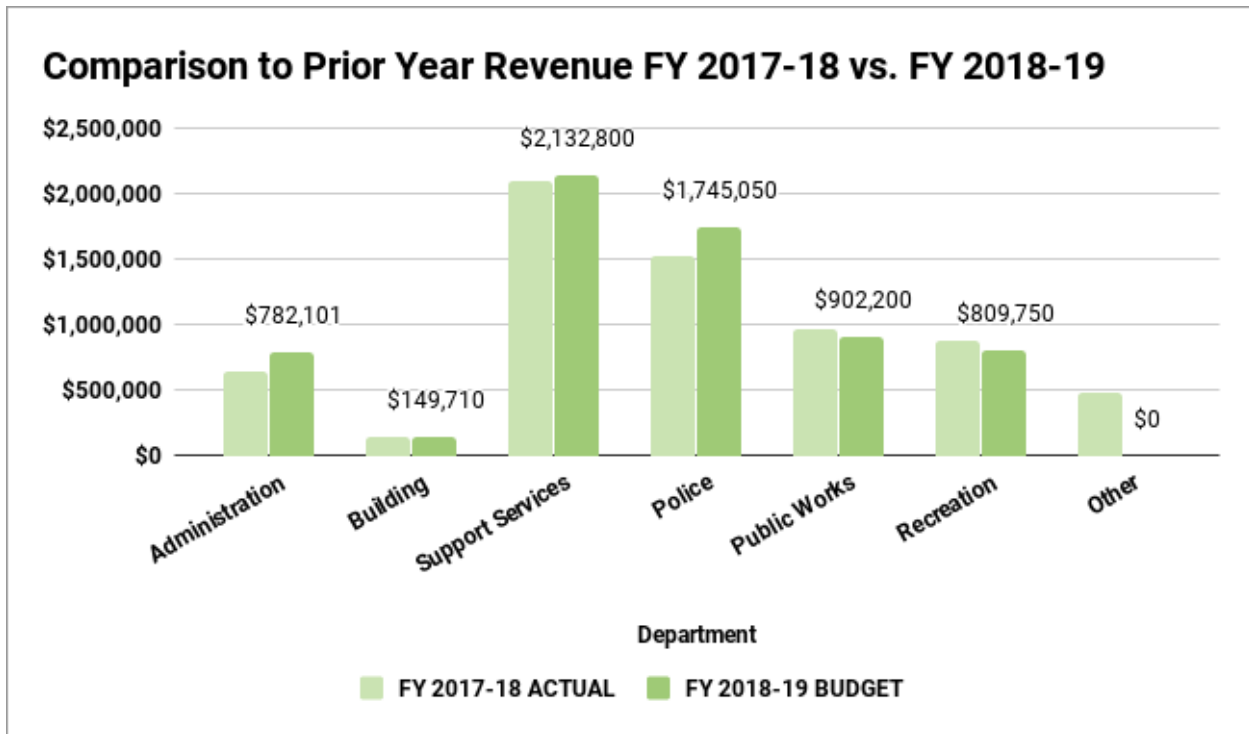
**TOWN OF BELLEAIR  
GENERAL FUND  
DETAIL OF REVENUES**

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

**TOWN OF BELLEAIR  
GENERAL FUND  
DETAIL OF EXPENDITURES**

**EXPENDITURES**

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



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

# **ADMINISTRATION**

# ADMINISTRATION DEPARTMENT

**TOWN MANAGER**  
JP Murphy



## 2018 ACCOMPLISHMENTS

- Created Commission short term objectives
- Transitioned organization from line-item to programmatic budget
- Managed and coordinated emergency operations and responses during the landfall of Hurricane Irma

## 2019 GOALS

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

## PROGRAMS

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

## PERSONNEL

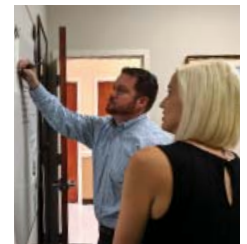
- Town Manager
- Town Clerk
- Construction Project Supervisor
- Management Analyst (2)

## CAPITAL EQUIPMENT

- 2017 Ford Fusion Hybrid
- 2018 Ford Explorer

## DEPARTMENT OVERVIEW

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



## TOWN ADMINISTRATION

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

| REVENUES         | \$0       |
|------------------|-----------|
| PERSONNEL        | \$41,421  |
| OPERATING        | \$62,321  |
| CAPITAL          | \$0       |
| EXPENSE SUBTOTAL | \$103,743 |

## COMMUNICATIONS AND MARKETING

This program relates to communications coordination and development of public outreach and internal communication projects. This program is responsible for the creation of the Communication Team, BNN, and an increase in community activity on the town's social media accounts. This is one of the department's smaller programs as it only utilizes 10.32% of staff time and total expenditures.

| REVENUES         | \$0      |
|------------------|----------|
| PERSONNEL        | \$50,883 |
| OPERATING        | \$9,740  |
| CAPITAL          | \$0      |
| EXPENSE SUBTOTAL | \$60,622 |

## LEGISLATIVE PROGRAMMING

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

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

## LEGAL AND STATUTORY COMPLIANCE

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

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

## CAPITAL PROJECTS

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

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

## MANAGEMENT AND BUDGET ANALYSIS

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

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

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### ADMINISTRATION DEPARTMENT

#### PROGRAM NET INCOME

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

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

#### REVENUES

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

#### EXPENDITURES

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

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

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

|                                   |                 |                  |                  |                  |                  |                 |                  |                  |
|-----------------------------------|-----------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$60,622</b> | <b>\$123,971</b> | <b>\$187,620</b> | <b>\$210,395</b> | <b>\$103,743</b> | <b>\$95,750</b> | <b>\$782,101</b> | <b>\$639,290</b> |
|-----------------------------------|-----------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|



# TOWN OF BELLEAIR

## PROGRAMMATIC SUMMARY

### ADMINISTRATION DEPARTMENT

#### PROGRAM DETAIL

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



# **BUILDING**

# BUILDING DEPARTMENT

**BUILDING AND ZONING  
TECHNICIAN**  
Gregg Lauda



## 2018 ACCOMPLISHMENTS

- Re-certified the Town of Belleair in the National Flood Insurance Program's Community Rating System (CRS)
- Processed XXXX building permits
- Awarded Generator Grant for \$104,000 to fund the purchase of a new generator

## 2019 GOALS

- Achieve the Florida Floodplain Management certification

## PROGRAMS

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

## PERSONNEL

- Building and Zoning Technician



## DEPARTMENT OVERVIEW

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

## PERMITTING

The Permitting program within the Building Department holds costs related to the permitting, plan review, and inspection process. This also includes any building permit revenue. This smaller program accounts for a majority of the department's time at 82% of personnel allocation, as well as the expenditures with 91.66% of the budget. Building permits, which is the sole source of revenue for this program, also accounts for 5.37% of the General Fund's total income.

| REVENUES         | \$350,000 |
|------------------|-----------|
| PERSONNEL        | \$53,628  |
| OPERATING        | \$83,590  |
| CAPITAL          | \$0       |
| EXPENSE SUBTOTAL | \$137,218 |

## FLOODPLAIN MANAGEMENT

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

| REVENUES         | \$0     |
|------------------|---------|
| PERSONNEL        | \$3,270 |
| OPERATING        | \$125   |
| CAPITAL          | \$0     |
| EXPENSE SUBTOTAL | \$3,395 |

## NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

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

| REVENUES         | \$0     |
|------------------|---------|
| PERSONNEL        | \$5,232 |
| OPERATING        | \$475   |
| CAPITAL          | \$0     |
| EXPENSE SUBTOTAL | \$5,707 |

**EMPLOYEE ADMINISTRATION**

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

|                  |         |
|------------------|---------|
| REVENUES         | \$0     |
| PERSONNEL        | \$3,270 |
| OPERATING        | \$120   |
| CAPITAL          | \$0     |
| EXPENSE SUBTOTAL | \$3,390 |

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### BUILDING DEPARTMENT

#### PROGRAM NET INCOME

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

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

#### REVENUES

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

#### EXPENDITURES

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

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

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

|                                   |                  |                |                |                |                  |                  |
|-----------------------------------|------------------|----------------|----------------|----------------|------------------|------------------|
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$137,218</b> | <b>\$5,707</b> | <b>\$3,395</b> | <b>\$3,390</b> | <b>\$149,710</b> | <b>\$151,010</b> |
|-----------------------------------|------------------|----------------|----------------|----------------|------------------|------------------|

# TOWN OF BELLEAIR PROGRAMMATIC SUMMARY BUILDING DEPARTMENT

## PROGRAM DETAIL

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





# **SUPPORT SERVICES**

# SUPPORT SERVICES DEPARTMENT

**DIRECTOR OF  
SUPPORT SERVICES**  
Stefan Massol



## 2018 ACCOMPLISHMENTS

- Aided in the implementation of the new Program Based budget
- Onboarding of two new staff members in Finance
- Conversion to the new Synerion timekeeping system
- Addition of new Health Savings Account insurance option for employees

## 2019 GOALS

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

## PROGRAMS

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

## DEPARTMENT OVERVIEW

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



## DIRECT INTERDEPARTMENTAL SUPPORT

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

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

## TOWNWIDE EMPLOYEE ADMINISTRATION

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

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

## FACILITY MAINTENANCE

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

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

## FINANCIAL MANAGEMENT

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

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

## INFORMATION TECHNOLOGY

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

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

## INTRADEPARTMENTAL ADMINISTRATION

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

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

## PERSONNEL

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

## CAPITAL EQUIPMENT

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



# SUPPORT SERVICES DEPARTMENT

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## RISK MANAGEMENT

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

| REVENUES         | \$0       |
|------------------|-----------|
| PERSONNEL        | \$26,422  |
| OPERATING        | \$257,659 |
| CAPITAL          | \$0       |
| EXPENSE SUBTOTAL | \$284,081 |

## TOWNWIDE PROFESSIONAL SERVICES

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

| REVENUES         | \$0       |
|------------------|-----------|
| PERSONNEL        | \$0       |
| OPERATING        | \$771,400 |
| CAPITAL          | \$0       |
| EXPENSE SUBTOTAL | \$771,400 |

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES SUPPORT SERVICES DEPARTMENT

## PROGRAM NET INCOME

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

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

## REVENUES

|                               | Direct Interdepartmental Support | Townwide Employee Administration | Facility Maintenance | Financial Management | Information Technology | Intrdepartmental Administration | Risk Management | Townwide Professional Services | ITEM TOTAL      | FY 2017-18      |
|-------------------------------|----------------------------------|----------------------------------|----------------------|----------------------|------------------------|---------------------------------|-----------------|--------------------------------|-----------------|-----------------|
| 369000 Miscellaneous          | \$0                              | \$0                              | \$0                  | \$34,700             | \$0                    | \$0                             | \$0             | \$0                            | \$34,700        | \$34,700        |
| <b>PROGRAM REVENUE TOTALS</b> | <b>\$0</b>                       | <b>\$0</b>                       | <b>\$0</b>           | <b>\$34,700</b>      | <b>\$0</b>             | <b>\$0</b>                      | <b>\$0</b>      | <b>\$0</b>                     | <b>\$34,700</b> | <b>\$34,700</b> |

## EXPENDITURES

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

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### SUPPORT SERVICES DEPARTMENT

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

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### SUPPORT SERVICES DEPARTMENT

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

# TOWN OF BELLEAIR

## PROGRAMMATIC SUMMARY

### SUPPORT SERVICES DEPARTMENT

| PROGRAM DETAIL                          |                 |                    |                  |                    |                 |                      |
|---|-----------------|--------------------|------------------|--------------------|-----------------|----------------------|
| Program                                 | Revenues        | Total Expenditures | Personnel        | Operating          | Capital         | Net Income           |
| <b>All Programs</b>                     | <b>\$34,700</b> | <b>\$2,132,800</b> | <b>\$656,250</b> | <b>\$1,458,150</b> | <b>\$18,400</b> | <b>(\$2,098,100)</b> |
| <i>Building</i>                         | \$0             | \$7,958            | \$7,769          | \$189              | \$0             | -\$7,958             |
| <i>Solid Waste</i>                      | \$0             | \$80,642           | \$15,539         | \$65,103           | \$0             | -\$80,642            |
| <i>HR</i>                               | \$0             | \$82,782.60        | \$70,503         | \$12,279           | \$0             | -\$82,783            |
| <i>Payroll</i>                          | \$0             | \$27,177.52        | \$26,492         | \$686              | \$0             | -\$27,178            |
| <i>Custodial</i>                        | \$0             | \$176,302.08       | \$154,476        | \$21,826           | \$0             | -\$176,302           |
| <i>Repairs/Maintenance</i>              | \$0             | \$87,923.02        | \$17,195         | \$70,728           | \$0             | -\$87,923            |
| <i>Accounting &amp; Auditing</i>        | \$0             | \$71,373           | \$31,524         | \$39,849           | \$0             | -\$71,373            |
| <i>Asset Management</i>                 | \$0             | \$7,134            | \$7,130          | \$4                | \$0             | -\$7,134             |
| <i>Budget</i>                           | \$0             | \$15,614           | \$15,308         | \$306              | \$0             | -\$15,614            |
| <i>Cash Management</i>                  | \$0             | \$23,193           | \$15,517         | \$7,676            | \$0             | -\$23,193            |
| <i>Grants</i>                           | \$0             | \$4,984            | \$4,858          | \$126              | \$0             | -\$4,984             |
| <i>AP</i>                               | \$0             | \$67,252           | \$65,984         | \$1,268            | \$0             | -\$67,252            |
| <i>AR</i>                               | \$34,700        | \$143,640.30       | \$140,286        | \$3,354            | \$0             | -\$108,940           |
| <i>Contract Management</i>              | \$0             | \$1,363.07         | \$1,328          | \$35               | \$0             | -\$1,363             |
| <i>Hardware</i>                         | \$0             | \$7,763            | \$1,328          | \$6,435            | \$0             | -\$7,763             |
| <i>Network Administration</i>           | \$0             | \$81,800           | \$0              | \$81,800           | \$0             | -\$81,800            |
| <i>Software</i>                         | \$0             | \$83,563           | \$1,328          | \$82,235           | \$0             | -\$83,563            |
| <i>VOIP System/Internet</i>             | \$0             | \$15,863.07        | \$1,328          | \$14,535           | \$0             | -\$15,863            |
| <i>Employee Administration</i>          | \$0             | \$77,225.40        | \$44,144         | \$20,581           | \$12,500        | -\$77,225            |
| <i>Support Services Financial Resp.</i> | \$0             | \$11,158           | \$5,193          | \$65               | \$5,900         | -\$11,158            |
| <i>Record Management</i>                | \$0             | \$2,607.73         | \$2,597          | \$11               | \$0             | -\$2,608             |
| <i>Claims Prevention</i>                | \$0             | \$22,165.54        | \$21,669         | \$497              | \$0             | -\$22,166            |
| <i>Property/Casualty</i>                | \$0             | \$261,915.10       | \$4,753          | \$257,162          | \$0             | -\$261,915           |
| <i>Fire Serves</i>                      | \$0             | \$602,000.00       | \$0              | \$602,000          | \$0             | -\$602,000           |
| <i>Town Management</i>                  | \$0             | \$75,750           | \$0              | \$75,750           | \$0             | -\$75,750            |
| <i>Town Planner</i>                     | \$0             | \$10,000           | \$0              | \$10,000           | \$0             | -\$10,000            |
| <i>Other</i>                            | \$0             | \$83,650.00        | \$0              | \$83,650           | \$0             | -\$83,650            |
| <b>Direct Interdept. Support</b>        | <b>\$0</b>      | <b>\$88,600</b>    | <b>\$23,308</b>  | <b>\$65,292</b>    | <b>\$0</b>      | <b>(\$88,600)</b>    |
| <i>Building</i>                         | \$0             | \$7,958            | \$7,769          | \$189              | \$0             | -\$7,958             |
| <i>Solid Waste</i>                      | \$0             | \$80,642           | \$15,539         | \$65,103           | \$0             | -\$80,642            |
| <b>Human Resources</b>                  | <b>\$0</b>      | <b>\$109,960</b>   | <b>\$96,995</b>  | <b>\$12,965</b>    | <b>\$0</b>      | <b>(\$109,960)</b>   |
| <i>HR</i>                               | \$0             | \$82,782.60        | \$70,503         | \$12,279           | \$0             | -\$82,783            |
| <i>Payroll</i>                          | \$0             | \$27,177.52        | \$26,492         | \$686              | \$0             | -\$27,178            |
| <b>Facility Maintenance</b>             | <b>\$0</b>      | <b>\$264,225</b>   | <b>\$171,671</b> | <b>\$92,554</b>    | <b>\$0</b>      | <b>(\$264,225)</b>   |
| <i>Custodial</i>                        | \$0             | \$176,302.08       | \$154,476        | \$21,826           | \$0             | -\$176,302           |
| <i>Repairs/Maintenance</i>              | \$0             | \$87,923.02        | \$17,195         | \$70,728           | \$0             | -\$87,923            |
| <b>Financial Mgmt</b>                   | <b>\$34,700</b> | <b>\$333,191</b>   | <b>\$280,608</b> | <b>\$52,583</b>    | <b>\$0</b>      | <b>(\$298,491)</b>   |
| <i>Accounting &amp; Auditing</i>        | \$0             | \$71,373           | \$31,524         | \$39,849           | \$0             | -\$71,373            |
| <i>Asset Management</i>                 | \$0             | \$7,134            | \$7,130          | \$4                | \$0             | -\$7,134             |
| <i>Budget</i>                           | \$0             | \$15,614           | \$15,308         | \$306              | \$0             | -\$15,614            |
| <i>Cash Management</i>                  | \$0             | \$23,193           | \$15,517         | \$7,676            | \$0             | -\$23,193            |
| <i>Grants</i>                           | \$0             | \$4,984            | \$4,858          | \$126              | \$0             | -\$4,984             |
| <i>AP</i>                               | \$0             | \$67,252           | \$65,984         | \$1,268            | \$0             | -\$67,252            |
| <i>AR</i>                               | \$34,700        | \$143,640.30       | \$140,286        | \$3,354            | \$0             | -\$108,940           |
| <b>Information Technology</b>           | <b>\$0</b>      | <b>\$190,352</b>   | <b>\$5,312</b>   | <b>\$185,040</b>   | <b>\$0</b>      | <b>(\$190,352)</b>   |
| <i>Contract Management</i>              | \$0             | \$1,363.07         | \$1,328          | \$35               | \$0             | -\$1,363             |
| <i>Hardware</i>                         | \$0             | \$7,763            | \$1,328          | \$6,435            | \$0             | -\$7,763             |
| <i>Network Administration</i>           | \$0             | \$81,800           | \$0              | \$81,800           | \$0             | -\$81,800            |
| <i>Software</i>                         | \$0             | \$83,563           | \$1,328          | \$82,235           | \$0             | -\$83,563            |
| <i>VOIP System/Internet</i>             | \$0             | \$15,863.07        | \$1,328          | \$14,535           | \$0             | -\$15,863            |
| <b>Intradept Administration</b>         | <b>\$0</b>      | <b>\$90,992</b>    | <b>\$51,935</b>  | <b>\$20,657</b>    | <b>\$18,400</b> | <b>(\$90,992)</b>    |
| <i>Employee Administration</i>          | \$0             | \$77,225.40        | \$44,144         | \$20,581           | \$12,500        | -\$77,225            |
| <i>Support Services Financial Resp.</i> | \$0             | \$11,158           | \$5,193          | \$65               | \$5,900         | -\$11,158            |
| <i>Record Management</i>                | \$0             | \$2,607.73         | \$2,597          | \$11               | \$0             | -\$2,608             |
| <b>Risk Mgmt</b>                        | <b>\$0</b>      | <b>\$284,081</b>   | <b>\$26,422</b>  | <b>\$257,659</b>   | <b>\$0</b>      | <b>(\$284,081)</b>   |
| <i>Claims Prevention</i>                | \$0             | \$22,165.54        | \$21,669         | \$497              | \$0             | -\$22,166            |
| <i>Property/Casualty</i>                | \$0             | \$261,915.10       | \$4,753          | \$257,162          | \$0             | -\$261,915           |
| <b>Townwide Professional Services</b>   | <b>\$0</b>      | <b>\$771,400</b>   | <b>\$0</b>       | <b>\$771,400</b>   | <b>\$0</b>      | <b>(\$771,400)</b>   |
| <i>Fire Serves</i>                      | \$0             | \$602,000.00       | \$0              | \$602,000          | \$0             | -\$602,000           |
| <i>Town Management</i>                  | \$0             | \$75,750           | \$0              | \$75,750           | \$0             | -\$75,750            |
| <i>Town Planner</i>                     | \$0             | \$10,000           | \$0              | \$10,000           | \$0             | -\$10,000            |
| <i>Other</i>                            | \$0             | \$83,650.00        | \$0              | \$83,650           | \$0             | -\$83,650            |



**POLICE**

# POLICE DEPARTMENT

**POLICE CHIEF**  
Bill Sohl



## 2018 ACCOMPLISHMENTS

- Accomplishment 1 filler text until next meeting
- Accomplishment 2 filler text until next meeting
- Accomplishment 3 filler text until next meeting
- Accomplishment 4 filler text until next meeting

## 2019 GOALS

- Goal 1 as filler text also until next meeting
- Goal 2 as filler text also until next meeting
- Goal 3 as filler text also until next meeting
- Goal 4 as filler text also until next meeting

## PROGRAMS

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

## CAPITAL EQUIPMENT

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

## DEPARTMENT OVERVIEW

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



## GENERAL PATROL

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

|                  |             |
|------------------|-------------|
| REVENUES         | \$17,684    |
| PERSONNEL        | \$1,110,171 |
| OPERATING        | \$60,680    |
| CAPITAL          | \$36,804    |
| EXPENSE SUBTOTAL | \$1,207,654 |

## CODE ENFORCEMENT

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

|                  |           |
|------------------|-----------|
| REVENUES         | \$1,344   |
| PERSONNEL        | \$89,458  |
| OPERATING        | \$8,155   |
| CAPITAL          | \$2,966   |
| EXPENSE SUBTOTAL | \$100,579 |

## CRIMINAL INVESTIGATIONS

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

|                  |          |
|------------------|----------|
| REVENUES         | \$1,221  |
| PERSONNEL        | \$81,173 |
| OPERATING        | \$5,747  |
| CAPITAL          | \$2,691  |
| EXPENSE SUBTOTAL | \$89,611 |

## COMMUNITY ORIENTED POLICING

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

|                  |          |
|------------------|----------|
| REVENUES         | \$92,440 |
| PERSONNEL        | \$31,942 |
| OPERATING        | \$2,216  |
| CAPITAL          | \$1,059  |
| EXPENSE SUBTOTAL | \$35,218 |

## EMPLOYEE ADMINISTRATION

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

|                  |           |
|------------------|-----------|
| REVENUES         | \$4,271   |
| PERSONNEL        | \$284,206 |
| OPERATING        | \$18,352  |
| CAPITAL          | \$9,422   |
| EXPENSE SUBTOTAL | \$311,979 |

## PERSONNEL

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



# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### POLICE DEPARTMENT

#### PROGRAM NET INCOME

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

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

#### REVENUES

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

#### EXPENDITURES

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

| OPERATING                | General Patrol | Code Enforcement | Criminal Investigation | Community Policing | Employee Administration | ITEM TOTAL | FY 2017-18 |
|--------------------------|----------------|------------------|------------------------|--------------------|-------------------------|------------|------------|
| 52900 Code Enforcement   | \$0            | \$3,000          | \$0                    | \$0                | \$0                     | \$3,000    | \$5,000    |
| 53151 Professional Svcs. | \$20,109       | \$1,801          | \$1,915                | \$747              | \$5,428                 | \$30,000   | \$26,100   |
| 54100 Telephone          | \$4,785        | \$370            | \$467                  | \$174              | \$1,204                 | \$7,000    | \$7,000    |
| 54200 Postage            | \$320          | \$64             | \$68                   | \$26               | \$322                   | \$800      | \$800      |
| 54401 Equip. Leasing     | \$3,449        | \$271            | \$285                  | \$111              | \$883                   | \$5,000    | \$6,250    |
| 54620 Maint. Veh         | \$5,469        | \$423            | \$534                  | \$199              | \$1,275                 | \$7,900    | \$6,500    |
| 54650 Maint. Radios      | \$3,333        | \$254            | \$320                  | \$120              | \$973                   | \$5,000    | \$24,455   |
| 54670 Maint. Equip       | \$2,996        | \$320            | \$285                  | \$111              | \$987                   | \$4,700    | \$2,945    |
| 55100 Office Supp        | \$1,498        | \$136            | \$142                  | \$56               | \$518                   | \$2,350    | \$2,000    |
| 55209 Crime Prevention   | \$0            | \$0              | \$0                    | \$0                | \$1,750                 | \$1,750    | \$2,000    |
| 55210 Operating Supp     | \$5,992        | \$542            | \$570                  | \$223              | \$1,973                 | \$9,300    | \$11,000   |
| 55220 Gasoline           | \$0            | \$0              | \$0                    | \$0                | \$0                     | \$0        | \$0        |
| 55221 Tools              | \$300          | \$22             | \$23                   | \$9                | \$196                   | \$550      | \$400      |
| 55240 Uniforms           | \$6,836        | \$529            | \$667                  | \$240              | \$1,428                 | \$9,700    | \$9,000    |

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### POLICE DEPARTMENT

|                     |                 |                |                |                |                 |                 |                  |
|---------------------|-----------------|----------------|----------------|----------------|-----------------|-----------------|------------------|
| 55260 Protect Cloth | \$5,591         | \$423          | \$472          | \$199          | \$1,414         | \$8,100         | \$6,000          |
| 56405 Computer      | \$0             | \$0            | \$0            | \$0            | \$0             | \$0             | \$0              |
| 59900 Depreciation  | \$0             | \$0            | \$0            | \$0            | \$0             | \$0             | \$0              |
| <b>Total</b>        | <b>\$60,680</b> | <b>\$8,155</b> | <b>\$5,747</b> | <b>\$2,216</b> | <b>\$18,352</b> | <b>\$95,150</b> | <b>\$109,450</b> |

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

|                                   |                    |                  |                 |                 |                  |                    |                    |
|-----------------------------------|--------------------|------------------|-----------------|-----------------|------------------|--------------------|--------------------|
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$1,207,663</b> | <b>\$100,579</b> | <b>\$89,611</b> | <b>\$35,218</b> | <b>\$311,979</b> | <b>\$1,745,050</b> | <b>\$1,519,500</b> |
|-----------------------------------|--------------------|------------------|-----------------|-----------------|------------------|--------------------|--------------------|

# TOWN OF BELLEAIR PROGRAMMATIC SUMMARY POLICE DEPARTMENT

## PROGRAM DETAIL

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

# **PUBLIC WORKS**



# PUBLIC WORKS DEPARTMENT

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



## 2018 ACCOMPLISHMENTS

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

## 2019 GOALS

- PLACEHOLDER
- PLACEHOLDER
- PLACEHOLDER

## PROGRAMS

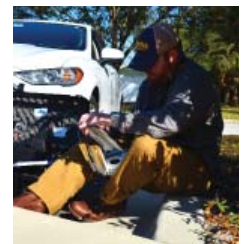
- Beautification
- Urban Forestry
- Sportsfields
- Hardscape Paving
- Stormwater
- Regulatory Signs
- Employee Administration

## CAPITAL EQUIPMENT

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

## DEPARTMENT OVERVIEW

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



## BEAUTIFICATION

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

| REVENUES         | \$0       |
|------------------|-----------|
| PERSONNEL        | \$84,14   |
| OPERATING        | \$72,650  |
| CAPITAL          | \$0       |
| EXPENSE SUBTOTAL | \$156,799 |

## URBAN FORESTRY

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

| REVENUES         | \$1,344   |
|------------------|-----------|
| PERSONNEL        | \$89,458  |
| OPERATING        | \$8,155   |
| CAPITAL          | \$2,966   |
| EXPENSE SUBTOTAL | \$100,579 |



## SPORTSFIELDS

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

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

## HARDSCAPE PAVING

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

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

## STORMWATER

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

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

## REGULATORY SIGNS

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

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

## PERSONNEL

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



# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### PUBLIC WORKS DEPARTMENT

#### PROGRAM NET INCOME

| Program              | Employee Administration | Beautification   | Urban Forestry  | Sportsfields    | Hardscape Paving | Stormwater       | Regulatory Signs | 18-19 Proposed   | 17-18 Amended    |
|----------------------|-------------------------|------------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Revenues             | \$0                     | \$0              | \$0             | \$0             | \$0              | \$0              | \$0              | \$0              | \$0              |
| Personnel            | \$65,658                | \$84,149         | \$55,206        | \$41,807        | \$83,077         | \$171,246        | \$28,407         | \$529,550        | \$514,948        |
| Operating            | \$80,900                | \$72,650         | \$36,933        | \$43,933        | \$22,100         | \$27,250         | \$4,233          | \$288,000        | \$320,080        |
| Capital              | \$84,650                | \$0              | \$0             | \$0             | \$0              | \$0              | \$0              | \$84,650         | \$135,489        |
| Expense Subtotal     | \$231,208               | \$156,799        | \$92,139        | \$85,740        | \$105,177        | \$198,496        | \$32,640         | \$902,200        | \$970,517        |
| <b>Program Total</b> | <b>(231,208)</b>        | <b>(156,799)</b> | <b>(92,139)</b> | <b>(85,740)</b> | <b>(105,177)</b> | <b>(198,496)</b> | <b>(32,640)</b>  | <b>(902,200)</b> | <b>(970,517)</b> |

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

#### EXPENDITURES

| PERSONNEL             | Employee Administration | Beautification  | Urban Forestry  | Sportsfields    | Hardscape Paving | Stormwater       | Regulatory Signs | FY 2018-19 PROPOSED | FY 2017-18       |
|-----------------------|-------------------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|---------------------|------------------|
| 51200 Salaries        | \$44,853                | \$57,485        | \$37,713        | \$28,559        | \$56,752         | \$116,983        | \$19,406         | \$361,750           | 355,094          |
| 51210 Unused Medical  | \$0                     | \$0             | \$0             | \$0             | \$0              | \$0              | \$0              | \$0                 | 563              |
| 51400 Overtime        | \$105                   | \$135           | \$89            | \$67            | \$133            | \$275            | \$46             | \$850               | 850              |
| 51500 Sick Leave      | \$781                   | \$1,001         | \$657           | \$497           | \$988            | \$2,037          | \$338            | \$6,300             | 7,500            |
| 52200 FICA            | \$3,441                 | \$4,410         | \$2,893         | \$2,191         | \$4,353          | \$8,974          | \$1,489          | \$27,750            | 27,145           |
| 52300 401k            | \$4,048                 | \$5,188         | \$3,404         | \$2,578         | \$5,122          | \$10,558         | \$1,751          | \$32,650            | 31,964           |
| 52301 Life/Hosp. Ins  | \$11,103                | \$14,230        | \$9,336         | \$7,070         | \$14,049         | \$28,959         | \$4,804          | \$89,550            | 81,695           |
| 52400 Medical Benefit | \$1,265                 | \$1,621         | \$1,063         | \$805           | \$1,600          | \$3,298          | \$547            | \$10,200            | 9,637            |
| 53100 Physical Exams  | \$62                    | \$79            | \$52            | \$39            | \$78             | \$162            | \$27             | \$500               | 500              |
| <b>Total</b>          | <b>\$65,658</b>         | <b>\$84,149</b> | <b>\$55,206</b> | <b>\$41,807</b> | <b>\$83,077</b>  | <b>\$171,246</b> | <b>\$28,407</b>  | <b>\$529,550</b>    | <b>\$514,948</b> |

| OPERATING                 | Employee Administration | Beautification  | Urban Forestry  | Sportsfields    | Hardscape Paving | Stormwater      | Regulatory Signs | FY 2018-19 PROPOSED | FY 2017-18       |
|---------------------------|-------------------------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|---------------------|------------------|
| 53151 Prof Svcs           | \$16,500                | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$16,500            | 16,500           |
| 53160 Contract Labor      | \$15,000                | \$27,800        | \$0             | \$19,000        | \$0              | \$0             | \$0              | \$61,800            | 70,852           |
| 53410 Street Sweeping     | \$0                     | \$0             | \$0             | \$0             | \$0              | \$19,500        | \$0              | \$19,500            | 19,500           |
| 54100 Telephone           | \$2,050                 | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$2,050             | 2,050            |
| 54310 Energy              | \$40,250                | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$40,250            | 40,250           |
| 54601 Maint. Hunter Park  | \$0                     | \$5,600         | \$0             | \$0             | \$0              | \$0             | \$0              | \$5,600             | 5,600            |
| 54618 Maint. Courts       | \$0                     | \$0             | \$0             | \$2,000         | \$0              | \$0             | \$0              | \$2,000             | 2,000            |
| 54619 Fields/Courts       | \$0                     | \$0             | \$0             | \$15,000        | \$0              | \$0             | \$0              | \$15,000            | 15,000           |
| 54620 Maint. Veh          | \$0                     | \$400           | \$267           | \$267           | \$400            | \$400           | \$267            | \$2,000             | 2,000            |
| 54670 Maint. Equip        | \$0                     | \$1,000         | \$667           | \$667           | \$1,000          | \$1,000         | \$667            | \$5,000             | 5,000            |
| 54680 Maint. Grounds      | \$0                     | \$12,000        | \$1,000         | \$7,000         | \$0              | \$0             | \$0              | \$20,000            | 20,000           |
| 54682 Tree Trimming       | \$0                     | \$0             | \$35,000        | \$0             | \$0              | \$0             | \$0              | \$35,000            | 35,000           |
| 54686 Holiday Lighting    | \$0                     | \$8,000         | \$0             | \$0             | \$0              | \$0             | \$0              | \$8,000             | 8,000            |
| 54910 Plantings           | \$0                     | \$4,700         | \$0             | \$0             | \$0              | \$0             | \$0              | \$4,700             | 4,700            |
| 55100 Office Supplies     | \$800                   | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$800               | 800              |
| 55210 Operating Supplies  | \$2,200                 | \$3,300         | \$0             | \$0             | \$0              | \$0             | \$0              | \$5,500             | 5,500            |
| 55221 Tools               | \$0                     | \$350           | \$0             | \$0             | \$0              | \$350           | \$0              | \$700               | 700              |
| 55230 Chemicals           | \$0                     | \$9,500         | \$0             | \$0             | \$0              | \$0             | \$0              | \$9,500             | 9,500            |
| 55240 Uniforms            | \$1,900                 | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$1,900             | 1,900            |
| 55260 Prot. Clothing      | \$1,700                 | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$1,700             | 1,700            |
| 55300 Road Material/Supp. | \$0                     | \$0             | \$0             | \$0             | \$20,700         | \$6,000         | \$3,300          | \$30,000            | 53,028           |
| 54605 Computers           | \$500                   | \$0             | \$0             | \$0             | \$0              | \$0             | \$0              | \$500               | 500              |
| <b>Total</b>              | <b>\$80,900</b>         | <b>\$72,650</b> | <b>\$36,933</b> | <b>\$43,933</b> | <b>\$22,100</b>  | <b>\$27,250</b> | <b>\$4,233</b>   | <b>\$288,000</b>    | <b>\$320,080</b> |

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

|                                   |                  |                  |                 |                 |                  |                  |                 |                  |                  |
|-----------------------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|-----------------|------------------|------------------|
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$231,208</b> | <b>\$156,799</b> | <b>\$92,139</b> | <b>\$85,740</b> | <b>\$105,177</b> | <b>\$198,496</b> | <b>\$32,640</b> | <b>\$902,200</b> | <b>\$970,516</b> |
|-----------------------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|-----------------|------------------|------------------|

# TOWN OF BELLEAIR

## PROGRAMMATIC SUMMARY

### PUBLIC WORKS DEPARTMENT

#### PROGRAM DETAIL

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



# **RECREATION**

# RECREATION DEPARTMENT

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



## 2018 ACCOMPLISHMENTS

- Hired an intern to help with budget and sfp
- Did not lose any staff due to death or maiming
- sweffwef

## 2019 GOALS

- Amend Capital Improvement Plan to include world domination
- Complete and implement the strategic plan with the new budget format

## PROGRAMS

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

## CAPITAL EQUIPMENT

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

## PERSONNEL

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

## DEPARTMENT OVERVIEW

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



## COMMUNITY PROMOTIONS AND EVENTS

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

|                  |           |
|------------------|-----------|
| REVENUES         | \$146,550 |
| PERSONNEL        | \$73,802  |
| OPERATING        | \$128,800 |
| CAPITAL          | \$0       |
| EXPENSE SUBTOTAL | \$202,602 |

## SPORTS LEAGUES

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

|                  |          |
|------------------|----------|
| REVENUES         | \$39,410 |
| PERSONNEL        | \$26,214 |
| OPERATING        | \$23,700 |
| CAPITAL          | \$0      |
| EXPENSE SUBTOTAL | \$49,745 |

## YOUTH ACTIVITIES

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

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

## ADULT ACTIVITIES

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

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

## EMPLOYEE ADMINISTRATION

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

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

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### RECREATION DEPARTMENT

#### PROGRAM NET INCOME

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

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

#### REVENUES

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

#### EXPENDITURES

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

| <b>OPERATING</b>         | <b>Employee Administration</b> | <b>Community Events</b> | <b>Sports Leagues</b> | <b>Youth Activities</b> | <b>Adult Activities</b> | <b>FY 2018-19 PROPOSED</b> | <b>FY 2017-18</b> |
|--------------------------|--------------------------------|-------------------------|-----------------------|-------------------------|-------------------------|----------------------------|-------------------|
| 53151 Prof Svcs          | \$0                            | \$0                     | \$0                   | \$45,000                | \$8,000                 | \$53,000                   | \$60,000          |
| 53153 Copies             | \$5,000                        | \$0                     | \$0                   | \$0                     | \$0                     | \$5,000                    | \$5,000           |
| 53154 Food Service       | \$0                            | \$0                     | \$0                   | \$3,000                 | \$0                     | \$3,000                    | \$3,000           |
| 54100 Telephone          | \$4,600                        | \$0                     | \$0                   | \$0                     | \$0                     | \$4,600                    | \$4,600           |
| 54300 Electricity        | \$21,200                       | \$0                     | \$0                   | \$0                     | \$0                     | \$21,200                   | \$37,000          |
| 54618 Fields/Courts      | \$0                            | \$0                     | \$0                   | \$0                     | \$0                     | \$0                        | \$0               |
| 54620 Maint. Veh         | \$0                            | \$0                     | \$0                   | \$0                     | \$0                     | \$0                        | \$0               |
| 54670 Maint. Equip       | \$0                            | \$0                     | \$0                   | \$2,000                 | \$0                     | \$2,000                    | \$2,000           |
| 55100 Office Supplies    | \$1,300                        | \$0                     | \$0                   | \$0                     | \$0                     | \$1,300                    | \$1,300           |
| 55210 Operating Supplies | \$6,500                        | \$0                     | \$0                   | \$0                     | \$0                     | \$6,500                    | \$6,500           |



# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### RECREATION DEPARTMENT

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

| <b>CAPITAL</b>                    | <b>Employee Administration</b> | <b>Community Events</b> | <b>Sports Leagues</b> | <b>Youth Activities</b> | <b>Adult Activities</b> | <b>FY 2018-19 PROPOSED</b> | <b>FY 2017-18</b>  |
|-----------------------------------|--------------------------------|-------------------------|-----------------------|-------------------------|-------------------------|----------------------------|--------------------|
| 57001 Vehicle Debt Service        | \$8,700                        |                         | \$0                   | \$0                     | \$0                     | \$8,700                    |                    |
| 58101 Capital Purch               | \$0                            | \$0                     | \$0                   | \$0                     | \$0                     | \$0                        | \$71,367.44        |
| 58102 Transfer to 301             | \$11,600                       | \$0                     | \$0                   | \$0                     | \$0                     | \$11,600                   | \$11,600.00        |
| <b>Total</b>                      | <b>\$20,300</b>                | <b>\$0</b>              | <b>\$0</b>            | <b>\$0</b>              | <b>\$0</b>              | <b>\$20,300</b>            | <b>\$82,967.44</b> |
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$311,063</b>               | <b>\$202,602</b>        | <b>\$49,914</b>       | <b>\$227,104</b>        | <b>\$19,068</b>         | <b>\$809,750</b>           | <b>\$874,517</b>   |

# TOWN OF BELLEAIR PROGRAMMATIC SUMMARY RECREATION DEPARTMENT

## PROGRAM DETAIL

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

# **ENTERPRISE FUND**

# TOWN OF BELLEAIR ENTERPRISE FUNDS COMPARISON OF PRIOR YEAR

## REVENUES

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

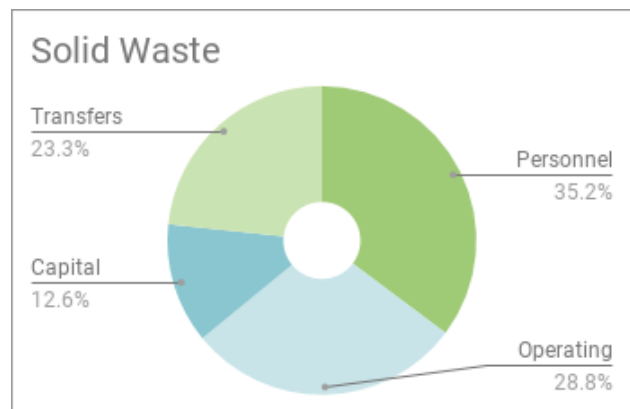
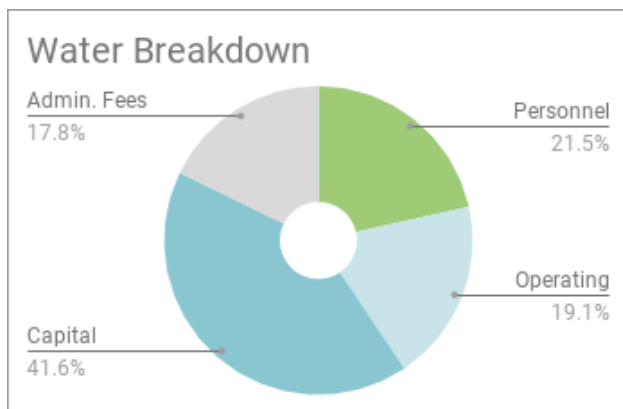
## EXPENDITURES

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

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

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

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



# **SOLID WASTE**

# SOLID WASTE DEPARTMENT

**SUPERVISOR OF  
SOLID WASTE**  
Wilfred Holmes



## 2018 ACCOMPLISHMENTS

- Two successful events for residents: Hazard-to-Go and Shredding Event
- Furthered case study for the feasibility of in-house recycling

## 2019 GOALS

- Purchase an additional refuse vehicle
- Provide excellent and courteous customer service
- Take preventative measures to ensure employee safety

## PROGRAMS

- Disposal
- Collection
- Recycling
- Employee Administration

## CAPITAL EQUIPMENT

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

## PERSONNEL

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

## DEPARTMENT OVERVIEW

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

## DISPOSAL

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

| REVENUES         | \$206,250 |
|------------------|-----------|
| PERSONNEL        | \$27,926  |
| OPERATING        | \$133,225 |
| CAPITAL          | \$0       |
| TRANSFERS        | \$0       |
| EXPENSE SUBTOTAL | \$161,151 |

## COLLECTION

The Collection program relates to the removal of refuse from each residence and business in the town. Most refuse is collected from cans, however there are also several dumpsters from which refuse is collected, as well as small debris piles. The Collection program also has the two smaller Commercial and Residential programs. This program currently represents about 54.19% of the employees time and 36.39% of the departments expenditures.

| REVENUES         | \$619,250 |
|------------------|-----------|
| PERSONNEL        | \$171,551 |
| OPERATING        | \$42,225  |
| CAPITAL          | \$113,200 |
| TRANSFERS        | \$0       |
| EXPENSE SUBTOTAL | \$326,976 |



## EMPLOYEE ADMINISTRATION

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

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

## RECYCLING

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

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

# TOWN OF BELLEAIR DETAIL OF EXPENDITURES SOLID WASTE DEPARTMENT

## PROGRAM NET INCOME

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

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

## REVENUES

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

## EXPENDITURES

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

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



# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### SOLID WASTE DEPARTMENT

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

#### CAPITAL

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

#### ADMIN FEES

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

|                                   |                  |                 |                  |                  |                  |                    |
|-----------------------------------|------------------|-----------------|------------------|------------------|------------------|--------------------|
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$161,150</b> | <b>\$86,700</b> | <b>\$327,000</b> | <b>\$323,800</b> | <b>\$898,650</b> | <b>\$1,224,850</b> |
|-----------------------------------|------------------|-----------------|------------------|------------------|------------------|--------------------|

# TOWN OF BELLEAIR PROGRAMMATIC SUMMARY SOLID WASTE DEPARTMENT

## PROGRAM DETAIL

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

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

**WATER**

# WATER DEPARTMENT

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



## 2018 ACCOMPLISHMENTS

- Repaired 12 main breaks this year, all within an average of 3 hours
- VFDs installed on wells for energy and operational efficiency
- Hired a local plant operator with 30+ years of experience with RO treatment and management

## 2019 GOALS

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

## PROGRAMS

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

## CAPITAL EQUIPMENT

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

## DEPARTMENT OVERVIEW

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



## GENERATION

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

| REVENUES         | \$509,900   |
|------------------|-------------|
| PERSONNEL        | \$93,356    |
| OPERATING        | \$42,319    |
| CAPITAL          | \$1,049,975 |
| TRANSFERS        | \$0         |
| EXPENSE SUBTOTAL | \$1,185,650 |

## TREATMENT AND TESTING

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

| REVENUES         | \$975,650 |
|------------------|-----------|
| PERSONNEL        | \$25,349  |
| OPERATING        | \$50,973  |
| CAPITAL          | \$70,000  |
| TRANSFERS        | \$0       |
| EXPENSE SUBTOTAL | \$146,322 |

## METER MANAGEMENT

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

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

## DISTRIBUTION

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

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

## EMPLOYEE ADMINISTRATION

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

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

## PERSONNEL

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



# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### WATER DEPARTMENT

#### PROGRAM NET INCOME

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

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

#### REVENUES

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

#### EXPENDITURES

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

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

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### WATER DEPARTMENT

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

#### CAPITAL

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

#### FEES

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

|                                   |                    |                  |                  |                  |                  |                    |                    |
|-----------------------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|
| <b>PROGRAM EXPENDITURE TOTALS</b> | <b>\$1,185,650</b> | <b>\$146,322</b> | <b>\$370,982</b> | <b>\$179,757</b> | <b>\$807,863</b> | <b>\$2,690,575</b> | <b>\$1,536,600</b> |
|-----------------------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|

# TOWN OF BELLEAIR

## DETAIL OF EXPENDITURES

### WATER DEPARTMENT

#### PROGRAM DETAIL

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



# **CAPITAL EQUIPMENT REPLACEMENT FUND**

# TOWN OF BELLEAIR CAPITAL EQUIPMENT REPLACEMENT FUND EXPENDITURE SCHEDULE

## Administration - 513100

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

## Support Services - 519000

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

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

## Police - 521000

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

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

## Public Works - 572100

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

# TOWN OF BELLEAIR CAPITAL EQUIPMENT REPLACEMENT FUND EXPENDITURE SCHEDULE

**Total      \$31,800**

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

## Recreation - 572200

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

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



# **INFRASTRUCTURE FUND**

# INFRASTRUCTURE PROJECTS

**CONSTRUCTION  
PROJECT SUPERVISOR**  
Keith Bodeker



## 2018 ACCOMPLISHMENTS

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

## 2019 PROJECTS

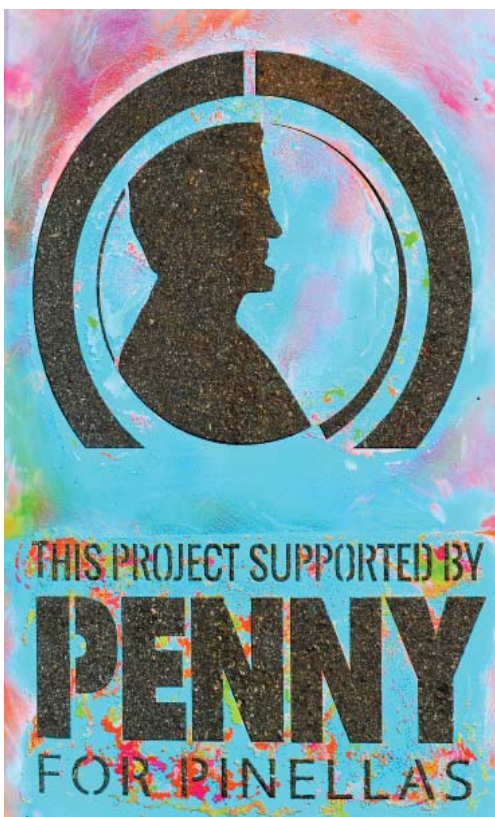
- Magnolia and Wall park project completed
- Pinellas Road/Ponce de Leon Boulevard Phase II construction
- Palmetto Road
- Carl Avenue
- Bluff edge study
- Indian Rocks Road from Poinsettia to Rosery

## FUND OVERVIEW

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

- Studies
- Construction Costs
- Engineering Services

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



## REVENUE SOURCES

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

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

## CAPITAL IMPROVEMENT PROJECTS

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

Phase II of this project includes roadway reconstruction, stormwater treatment and conveyance, underdrain facilities and utility improvements, as well as landscape improvement. This project currently sits at a high priority for the Town. Pinellas/Ponce is a cooperative funding candidate for SWFWMD, meaning that half of the project is funded by a grant.

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

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

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

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

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

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

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

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



***Alligator cracking along Pinellas***



***Asphalt degradation along Palmetto Road***

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

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

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

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

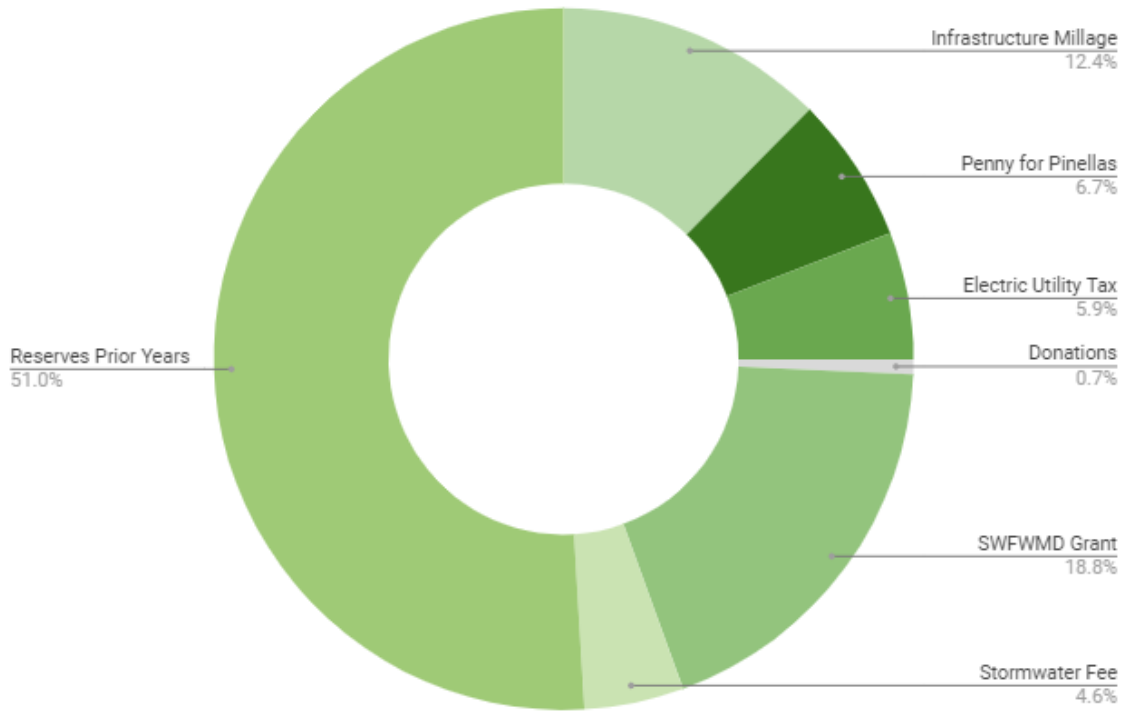


**TOWN OF BELLEAIR  
CAPITAL IMPROVEMENT PLAN  
FY 2018-19 THROUGH FY 2022-23**

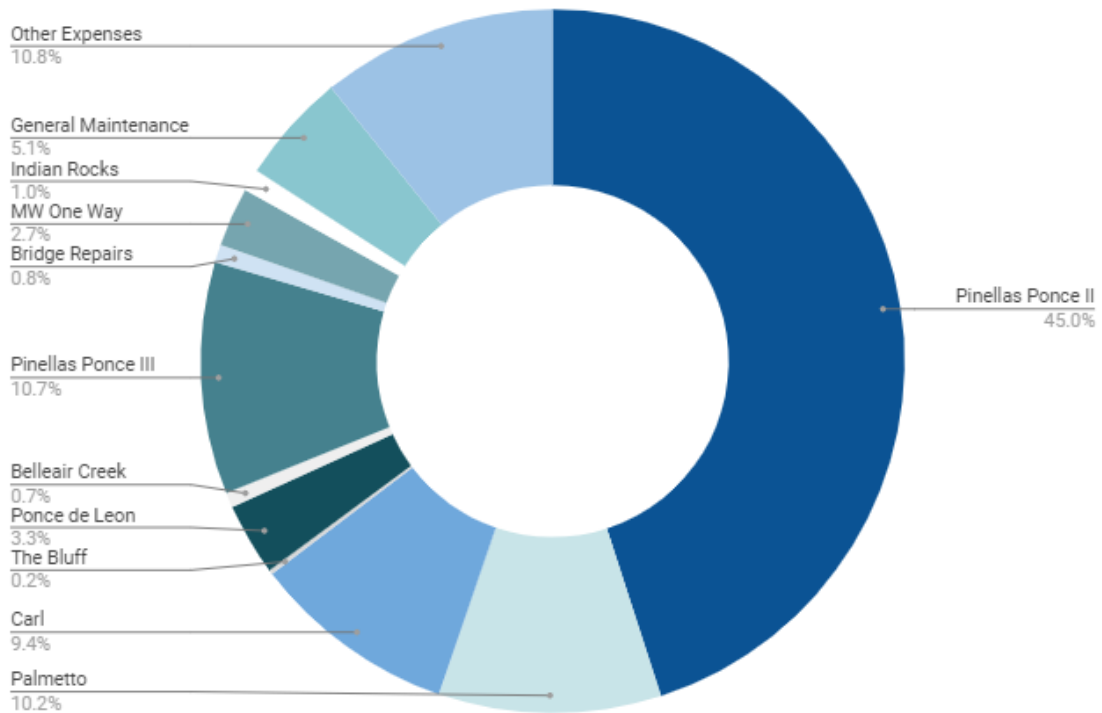
|   |   |                    |                     |                      |                      |                    |
|---|---|--------------------|---------------------|----------------------|----------------------|--------------------|
| <b>Belforest</b>                        |   |             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

# TOWN OF BELLEAIR DETAIL OF REVENUES AND EXPENDITURES INFRASTRUCTURE FUND

## Infrastructure Revenue Detail



## Infrastructure Expenditure Detail



## **MINOR FUNDS**

# TOWN OF BELLEAIR MINOR FUNDS DETAIL OF EXPENDITURES AND REVENUES

## Local Gas Option Tax Grant (Fund 110)

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

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

## Tree Replacement Fund (Fund 113)

The Tree Replacement Fund accounts for funds for Town beautification.

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

## Wastewater Management Fund (Fund 403)

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

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

## **DEBT OBLIGATIONS**

## **DEBT OBLIGATIONS**

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

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

### **Capital Improvement Revenue Bond**

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

No. R-1

\$10,000,000.00

Dated: September 21, 2012

Due: October 1, 2032

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

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

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

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

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

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

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

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

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

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

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

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



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

TOWN OF BELLEAIR, FLORIDA

(SEAL)

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

ATTESTED AND COUNTERSIGNED:

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

ASSIGNMENT

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

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

Witnesses:

### Amortization Schedule

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



## GLOSSARY

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

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

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

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



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

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

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



# **PROGRAM BREAKDOWNS**



# **ADMINISTRATION**

## COMMUNICATIONS AND MARKETING

### REVENUES

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

### EXPENDITURES

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

| <b>OPERATING</b>            | Public Outreach | Communication Projects | TOTAL   |
|-----------------------------|-----------------|------------------------|---------|
| 53151 Professional Services | \$3,606         | \$3,839                | \$7,445 |
| 54000 Travel and Per Diem   | \$0             | \$0                    | \$0     |
| 54100 Telephone             | \$0             | \$0                    | \$0     |
| 54200 Postage               | \$80            | \$85                   | \$165   |
| 54620 Maint. Vehicle        | \$50            | \$53                   | \$103   |
| 54670 Maint. Equip          | \$0             | \$0                    | \$0     |
| 54700 Ordinance Codes       | \$250           | \$266                  | \$516   |
| 54930 Advertising           | \$250           | \$250                  | \$500   |
| 54940 Filing Fees           | \$62            | \$67                   | \$129   |
| 55100 Office Supplies       | \$155           | \$165                  | \$320   |
| 55101 Board Expenses        | \$0             | \$0                    | \$0     |
| 55210 Operating Supplies    | \$227           | \$242                  | \$468   |
| 55222 Records Mgmt Fees     | \$0             | \$0                    | \$0     |
| 55240 Uniforms              | \$32            | \$35                   | \$67    |
| 55260 Protective Clothing   | \$12            | \$13                   | \$26    |
| 55290 Elections             | \$0             | \$0                    | \$0     |
| 55410 Memberships           | \$0             | \$0                    | \$0     |
| 55420 Training and Aids     | \$0             | \$0                    | \$0     |



|                        |                |                |                |
|------------------------|----------------|----------------|----------------|
| 57900 Archives         | \$0            | \$0            | \$0            |
| <b>Operating Total</b> | <b>\$4,725</b> | <b>\$5,015</b> | <b>\$9,740</b> |

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

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

## NET INCOME

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

## LEGISLATIVE PROGRAMMING

### REVENUES

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

### EXPENDITURES

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

| OPERATING             | Public/Board Meetings | Policy Management | Legislative Coordination | TOTAL    |
|-----------------------|-----------------------|-------------------|--------------------------|----------|
| 53151 Prof. Svcs      | \$6,138               | \$1,847           | \$5,404                  | \$13,389 |
| 54000 Travel/Per Diem | \$0                   | \$0               | \$0                      | \$0      |
| 54100 Telephone       | \$0                   | \$0               | \$0                      | \$0      |
| 54200 Postage         | \$136                 | \$41              | \$120                    | \$297    |
| 54620 Maint. Vehicle. | \$85                  | \$26              | \$75                     | \$186    |
| 54670 Maint. Equip    | \$0                   | \$0               | \$0                      | \$0      |
| 54700 Ordinance Codes | \$425                 | \$128             | \$375                    | \$928    |
| 54930 Advertising     | \$1,250               | \$0               | \$0                      | \$1,250  |
| 54940 Filing Fees     | \$106                 | \$32              | \$94                     | \$232    |
| 55100 Office Supplies | \$264                 | \$79              | \$232                    | \$575    |
| 55101 Board Expense   | \$5,000               | \$0               | \$0                      | \$5,000  |
| 55210 Oper. Supplies  | \$386                 | \$116             | \$340                    | \$842    |
| 55222 Records Mgmt    | \$0                   | \$0               | \$0                      | \$0      |
| 55240 Uniforms        | \$55                  | \$17              | \$49                     | \$121    |
| 55260 Prot. Clothing  | \$21                  | \$6               | \$19                     | \$46     |
| 55290 Elections       | \$0                   | \$0               | \$0                      | \$0      |
| 55410 Membership      | \$0                   | \$0               | \$0                      | \$0      |
| 55420 Training/Aids   | \$0                   | \$0               | \$0                      | \$0      |

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

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

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

## NET INCOME

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

## LEGAL/STATUTORY COMPLIANCE

### REVENUES

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

### EXPENDITURES

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

| OPERATING                   | Business Tax Receipts | Elections       | Town Attorney | Public Records  | TOTAL           |
|-----------------------------|-----------------------|-----------------|---------------|-----------------|-----------------|
| 53151 Professional Services | \$8,972               | \$6,270         | \$432         | \$5,621         | \$21,296        |
| 54000 Travel and Per Diem   | \$0                   | \$0             | \$0           | \$0             | \$0             |
| 54100 Telephone             | \$0                   | \$0             | \$0           | \$0             | \$0             |
| 54200 Postage               | \$199                 | \$139           | \$10          | \$125           | \$472           |
| 54620 Maint. Vehicle        | \$124                 | \$87            | \$6           | \$78            | \$295           |
| 54670 Maint. Equip          | \$0                   | \$0             | \$0           | \$0             | \$0             |
| 54700 Ordinance Codes       | \$622                 | \$434           | \$30          | \$390           | \$1,476         |
| 54930 Advertising           | \$0                   | \$1,500         | \$0           | \$0             | \$1,500         |
| 54940 Filing Fees           | \$155                 | \$109           | \$7           | \$97            | \$369           |
| 55100 Office Supplies       | \$386                 | \$269           | \$19          | \$242           | \$915           |
| 55101 Board Expenses        | \$0                   | \$0             | \$0           | \$0             | \$0             |
| 55210 Operating Supplies    | \$565                 | \$395           | \$27          | \$354           | \$1,340         |
| 55222 Records Mgmt Fees     | \$0                   | \$0             | \$0           | \$8,750         | \$8,750         |
| 55240 Uniforms              | \$81                  | \$56            | \$4           | \$51            | \$192           |
| 55260 Protective Clothing   | \$31                  | \$22            | \$1           | \$19            | \$74            |
| 55290 Elections             | \$0                   | \$5,000         | \$0           | \$0             | \$5,000         |
| 55410 Memberships           | \$0                   | \$0             | \$0           | \$0             | \$0             |
| 55420 Training and Aids     | \$0                   | \$0             | \$0           | \$0             | \$0             |
| 57900 Archives              | \$0                   | \$0             | \$0           | \$400           | \$400           |
| <b>Operating Total</b>      | <b>\$11,135</b>       | <b>\$14,281</b> | <b>\$537</b>  | <b>\$16,126</b> | <b>\$42,078</b> |

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

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

## NET INCOME

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

## CAPITAL PROJECT MANAGEMENT

### EXPENDITURES

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

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

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

|                           | Planning        | Vendor/Grant     | Street Lights   | Project Management | TOTAL            |
|---------------------------|-----------------|------------------|-----------------|--------------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$18,732</b> | <b>\$120,336</b> | <b>\$25,757</b> | <b>\$45,570</b>    | <b>\$210,395</b> |

|       |        |        |        |         |
|-------|--------|--------|--------|---------|
| 8.90% | 57.20% | 12.24% | 21.66% | 100.00% |
|-------|--------|--------|--------|---------|

**NET INCOME**

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

## TOWN ADMINISTRATION

### EXPENDITURES

| PERSONNEL                    | Meetings        | Internal Communications | Contract Management | Training        | Emergency Management | TOTAL           |
|------------------------------|-----------------|-------------------------|---------------------|-----------------|----------------------|-----------------|
| 51200 Salaries               | \$13,278        | \$8,335                 | \$4,168             | \$1,858         | \$1,858              | \$29,497        |
| 52100 FICA                   | \$1,015         | \$637                   | \$319               | \$142           | \$142                | \$2,255         |
| 52200 Retirement/401k        | \$1,195         | \$750                   | \$375               | \$167           | \$167                | \$2,654         |
| 52300 Health                 | \$2,447         | \$1,536                 | \$768               | \$342           | \$342                | \$5,435         |
| 52301 Medical Benefit        | \$227           | \$142                   | \$71                | \$32            | \$32                 | \$504           |
| 51500 Sick Leave             | \$484           | \$304                   | \$152               | \$68            | \$68                 | \$1,075         |
| 51100 Executive Salaries     | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| <b>Personnel Total</b>       | <b>\$18,646</b> | <b>\$11,705</b>         | <b>\$5,852</b>      | <b>\$2,609</b>  | <b>\$2,609</b>       | <b>\$41,421</b> |
| OPERATING                    | Meetings        | Internal Communications | Contract Management | Training        | Emergency Management | TOTAL           |
| 53151 Professional Services  | \$2,728         | \$1,713                 | \$856               | \$382           | \$382                | \$6,061         |
| 54000 Travel and Per Diem    | \$0             | \$0                     | \$0                 | \$20,100        | \$0                  | \$20,100        |
| 54100 Telephone              | \$0             | \$4,400                 | \$0                 | \$0             | \$0                  | \$4,400         |
| 54200 Postage                | \$61            | \$38                    | \$19                | \$8             | \$8                  | \$134           |
| 54620 Maint. Vehicle         | \$38            | \$24                    | \$12                | \$5             | \$5                  | \$84            |
| 54670 Maint. Equip           | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| 54700 Ordinance Codes        | \$189           | \$119                   | \$59                | \$26            | \$26                 | \$420           |
| 54930 Advertising            | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| 54940 Filing Fees            | \$47            | \$30                    | \$15                | \$7             | \$7                  | \$105           |
| 55100 Office Supplies        | \$117           | \$74                    | \$37                | \$16            | \$16                 | \$260           |
| 55101 Board Expenses         | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| 55210 Operating Supplies     | \$172           | \$108                   | \$54                | \$24            | \$24                 | \$381           |
| 55222 Records Mgmt Fees      | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| 55240 Uniforms               | \$25            | \$15                    | \$8                 | \$3             | \$3                  | \$55            |
| 55260 Protective Clothing    | \$9             | \$6                     | \$3                 | \$1             | \$1                  | \$21            |
| 55290 Elections              | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| 55410 Memberships            | \$0             | \$0                     | \$0                 | \$10,800        | \$0                  | \$10,800        |
| 55420 Training and Aids      | \$0             | \$0                     | \$0                 | \$19,500        | \$0                  | \$19,500        |
| 57900 Archives               | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| <b>Operating Total</b>       | <b>\$3,386</b>  | <b>\$6,525</b>          | <b>\$1,063</b>      | <b>\$50,874</b> | <b>\$474</b>         | <b>\$62,321</b> |
| CAPITAL                      | Meetings        | Internal Communications | Contract Management | Training        | Emergency Management | TOTAL           |
| 57001 Vehicle Debt Service   | \$0             | \$0                     | \$0                 | \$0             | \$0                  | \$0             |
| <b>Capital Expense Total</b> | <b>\$0</b>      | <b>\$0</b>              | <b>\$0</b>          | <b>\$0</b>      | <b>\$0</b>           | <b>\$0</b>      |
| EXPENDITURE TOTALS           | Meetings        | Internal Communications | Contract Management | Training        | Emergency Management | TOTAL           |
|                              | \$22,032        | \$18,230                | \$6,915             | \$53,483        | \$3,083              | \$103,743       |
|                              | 21.24%          | 17.57%                  | 6.67%               | 51.55%          | 2.97%                | 100.00%         |

### NET INCOME

| Meetings | Internal Communications | Contract Management | Training | Emergency Management | TOTAL |
|----------|-------------------------|---------------------|----------|----------------------|-------|
|----------|-------------------------|---------------------|----------|----------------------|-------|



|                    |                  |                  |                 |                  |                 |                   |
|--------------------|------------------|------------------|-----------------|------------------|-----------------|-------------------|
| TOTAL REVENUES     | \$0              | \$0              | \$0             | \$0              | \$0             | \$0               |
| TOTAL EXPENDITURES | \$22,032         | \$18,230         | \$6,915         | \$53,483         | \$3,083         | \$103,743         |
| <b>NET INCOME</b>  | <b>-\$22,032</b> | <b>-\$18,230</b> | <b>-\$6,915</b> | <b>-\$53,483</b> | <b>-\$3,083</b> | <b>-\$103,743</b> |

## MANAGEMENT AND BUDGET ANALYSIS

### EXPENDITURES

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

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

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

|                           | Fiscal Analysis | Procurement    | Asset Management | Budget          | TOTAL           |
|---------------------------|-----------------|----------------|------------------|-----------------|-----------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$23,055</b> | <b>\$5,664</b> | <b>\$3,578</b>   | <b>\$63,453</b> | <b>\$95,750</b> |

|        |       |       |        |         |
|--------|-------|-------|--------|---------|
| 24.08% | 5.92% | 3.74% | 66.27% | 100.00% |
|--------|-------|-------|--------|---------|

# NET INCOME

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



# **BUILDING**

## PERMITTING

### REVENUES

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

### EXPENDITURES

| PERSONNEL                 | Permitting      | Inspections     | TOTAL            |
|---------------------------|-----------------|-----------------|------------------|
| 51200 Salaries            | \$29,094        | \$7,273         | \$36,367         |
| 51500 Sick Leave          | \$1,443         | \$361           | \$1,804          |
| 52100 FICA                | \$2,230         | \$558           | \$2,788          |
| 52200 Retirement/401k     | \$2,624         | \$656           | \$3,280          |
| 52300 Life/Hosp.Ins       | \$6,724         | \$1,681         | \$8,405          |
| 52301 Medical Benefit     | \$787           | \$197           | \$984            |
| <b>Personnel Total</b>    | <b>\$42,902</b> | <b>\$10,726</b> | <b>\$53,628</b>  |
| OPERATING                 | Permitting      | Inspections     | TOTAL            |
| 53160 Contract Labor      | \$0             | \$82,360        | \$82,360         |
| 54100 Telephone           | \$0             | \$0             | \$0              |
| 54670 Maint. Equip.       | \$328           | \$82            | \$410            |
| 55100 Office Supplies     | \$328           | \$82            | \$410            |
| 55210 Operating Supp      | \$328           | \$82            | \$410            |
| 55240 Uniforms            | \$0             | \$0             | \$0              |
| <b>Operating Total</b>    | <b>\$984</b>    | <b>\$82,606</b> | <b>\$83,590</b>  |
|                           | Permitting      | Inspections     | TOTAL            |
| <b>EXPENDITURE TOTALS</b> | <b>\$43,886</b> | <b>\$93,332</b> | <b>\$137,218</b> |
|                           | 31.98%          | 68.02%          | 100.00%          |

### NET INCOME

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

# **SUPPORT SERVICES**

## DIRECT INTERDEPARTMENTAL SUPPORT

### EXPENDITURES

| PERSONNEL              | Building       | Solid Waste     | TOTAL           |
|------------------------|----------------|-----------------|-----------------|
| 51200 Salaries         | \$5,106        | \$10,211        | \$15,317        |
| 52100 FICA             | \$391          | \$781           | \$1,172         |
| 52200 Retirement/401k  | \$460          | \$920           | \$1,380         |
| 52300 Health           | \$1,023        | \$2,047         | \$3,070         |
| 52301 Medical Benefit  | \$120          | \$240           | \$360           |
| 51500 Sick Leave       | \$170          | \$340           | \$510           |
| 51400 Overtime         | \$500          | \$1,000         | \$1,500         |
| <b>Personnel Total</b> | <b>\$7,769</b> | <b>\$15,539</b> | <b>\$23,308</b> |

| OPERATING                   | Building | Solid Waste | TOTAL    |
|-----------------------------|----------|-------------|----------|
| 51305 Bank Fees             | \$0      | \$0         | \$0      |
| 53110 Town Attorney         | \$0      | \$0         | \$0      |
| 53151 Professional Services | \$0      | \$0         | \$0      |
| 53152 Fire Services         | \$0      | \$0         | \$0      |
| 53153 Copies                | \$0      | \$0         | \$0      |
| 53155 Comm. Dev. Svcs       | \$0      | \$0         | \$0      |
| 53200 Acct. and Audit       | \$0      | \$0         | \$0      |
| 54000 Travel and Per Diem   | \$0      | \$0         | \$0      |
| 54100 Telephone             | \$39     | \$78        | \$117    |
| 54200 Postage               | \$0      | \$2,625     | \$2,625  |
| 54212 Insurance-OPEB        | \$0      | \$0         | \$0      |
| 54300 Electricity           | \$0      | \$0         | \$0      |
| 54301 Water                 | \$0      | \$10,000    | \$10,000 |
| 54302 Sanitation            | \$0      | \$400       | \$400    |
| 54303 Sewer                 | \$0      | \$2,900     | \$2,900  |
| 54401 Equipment Leasing     | \$0      | \$0         | \$0      |
| 54510 Insurance-GL          | \$0      | \$0         | \$0      |
| 54620 Maint. Veh            | \$0      | \$0         | \$0      |
| 54630 Maint. Building       | \$0      | \$0         | \$0      |
| 54640 Maint. A/C            | \$0      | \$0         | \$0      |
| 54670 Maint. Equip          | \$0      | \$0         | \$0      |
| 54901 Claims/Settlements    | \$0      | \$0         | \$0      |
| 54905 Ahlf Property         | \$0      | \$0         | \$0      |
| 54930 Advertising           | \$0      | \$0         | \$0      |
| 54950 Employee Relations    | \$0      | \$0         | \$0      |
| 55100 Office Supplies       | \$64     | \$129       | \$193    |



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

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

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

## NET INCOME

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

## HUMAN RESOURCES

### EXPENDITURES

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

| OPERATING                   | HR    | Payroll | TOTAL |
|-----------------------------|-------|---------|-------|
| 51305 Bank Fees             | \$0   | 0       | \$0   |
| 53110 Town Attorney         | \$0   | 0       | \$0   |
| 53151 Professional Services | \$0   | 0       | \$0   |
| 53152 Fire Services         | \$0   | 0       | \$0   |
| 53153 Copies                | \$0   | 0       | \$0   |
| 53155 Comm. Dev. Svcs       | \$0   | 0       | \$0   |
| 53200 Acct. and Audit       | \$0   | 0       | \$0   |
| 54000 Travel and Per Diem   | \$0   | 0       | \$0   |
| 54100 Telephone             | \$390 | \$142   | \$532 |
| 54200 Postage               | \$0   | \$0     | \$0   |
| 54212 Insurance-OPEB        | \$0   | \$0     | \$0   |
| 54300 Electricity           | \$0   | \$0     | \$0   |
| 54301 Water                 | \$0   | \$0     | \$0   |
| 54302 Sanitation            | \$0   | \$0     | \$0   |
| 54303 Sewer                 | \$0   | \$0     | \$0   |
| 54401 Equipment Leasing     | \$0   | \$0     | \$0   |
| 54510 Insurance-GL          | \$0   | \$0     | \$0   |
| 54620 Maint. Veh            | \$0   | \$0     | \$0   |
| 54630 Maint. Building       | \$0   | \$0     | \$0   |
| 54640 Maint. A/C            | \$0   | \$0     | \$0   |
| 54670 Maint. Equip          | \$0   | \$0     | \$0   |
| 54901 Claims/Settlements    | \$0   | \$0     | \$0   |
| 54905 Ahlf Property         | \$0   | \$0     | \$0   |
| 54930 Advertising           | \$0   | \$0     | \$0   |

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

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

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

## NET INCOME

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

## FACILITY MAINTENANCE

### EXPENDITURES

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

| OPERATING                   | Custodial | Repairs/<br>Maintenance | TOTAL    |
|-----------------------------|-----------|-------------------------|----------|
| 51305 Bank Fees             | \$0       | \$0                     | \$0      |
| 53110 Town Attorney         | \$0       | \$0                     | \$0      |
| 53151 Professional Services | \$0       | \$42,000                | \$42,000 |
| 53152 Fire Services         | \$0       | \$0                     | \$0      |
| 53153 Copies                | \$0       | \$0                     | \$0      |
| 53155 Comm. Dev. Svcs       | \$0       | \$0                     | \$0      |
| 53200 Acct. and Audit       | \$0       | \$0                     | \$0      |
| 54000 Travel and Per Diem   | \$0       | \$0                     | \$0      |
| 54100 Telephone             | \$826     | \$275                   | \$1,101  |
| 54200 Postage               | \$0       | \$0                     | \$0      |
| 54212 Insurance-OPEB        | \$0       | \$0                     | \$0      |
| 54300 Electricity           | \$0       | \$13,500                | \$13,500 |
| 54301 Water                 | \$0       | \$3,500                 | \$3,500  |
| 54302 Sanitation            | \$0       | \$400                   | \$400    |
| 54303 Sewer                 | \$0       | \$3,300                 | \$3,300  |
| 54401 Equipment Leasing     | \$0       | \$0                     | \$0      |
| 54510 Insurance-GL          | \$0       | \$0                     | \$0      |
| 54620 Maint. Veh            | \$0       | \$2,000                 | \$2,000  |
| 54630 Maint. Building       | \$20,500  | \$4,000                 | \$24,500 |
| 54640 Maint. A/C            | \$0       | \$0                     | \$0      |
| 54670 Maint. Equip          | \$0       | \$0                     | \$0      |
| 54901 Claims/Settlements    | \$0       | \$0                     | \$0      |
| 54905 Ahlf Property         | \$0       | \$0                     | \$0      |
| 54930 Advertising           | \$0       | \$0                     | \$0      |

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

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

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

## NET INCOME

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

# FINANCIAL MANAGEMENT

## REVENUES

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

## EXPENDITURES

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

| <b>OPERATING</b>            | Acct. & Audit.  | Asset Management | Budget       | Cash Management | Grants       | AP             | AR             | TOTAL           |
|-----------------------------|-----------------|------------------|--------------|-----------------|--------------|----------------|----------------|-----------------|
| 51305 Bank Fees             | \$0             | \$0              | \$0          | \$7,400         | \$0          | \$0            | \$0            | \$7,400         |
| 53110 Town Attorney         | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 53151 Professional Services | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 53152 Fire Services         | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 53153 Copies                | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 53155 Comm. Dev. Svcs       | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 53200 Acct. and Audit       | \$38,000        | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$38,000        |
| 54000 Travel and Per Diem   | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54100 Telephone             | \$127           | \$1              | \$63         | \$36            | \$26         | \$316          | \$750          | \$1,319         |
| 54200 Postage               | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$875          | \$875           |
| 54212 Insurance-OPEB        | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54300 Electricity           | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54301 Water                 | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54302 Sanitation            | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54303 Sewer                 | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54401 Equipment Leasing     | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54510 Insurance-GL          | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54620 Maint. Veh            | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54630 Maint. Building       | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54640 Maint. A/C            | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54670 Maint. Equip          | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54901 Claims/Settlements    | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54905 Ahlf Property         | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54930 Advertising           | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 54950 Employee Relations    | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55100 Office Supplies       | \$209           | \$1              | \$104        | \$60            | \$43         | \$256          | \$1,241        | \$1,914         |
| 55210 Operating Supplies    | \$1,513         | \$2              | \$139        | \$80            | \$57         | \$696          | \$488          | \$2,975         |
| 55215 Planning/Zoning       | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55220 Gasoline and Oil      | \$0             | \$0              | \$0          | \$100           | \$0          | \$0            | \$0            | \$100           |
| 55221 Tools                 | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55235 Refund Exp            | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55240 Uniforms              | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55250 Cleaning Supplies     | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55260 Protective Clothing   | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55410 Memberships           | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 55420 Training/Aids         | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 56405 Computer              | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 56568 Renovations           | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| 57100 Library               | \$0             | \$0              | \$0          | \$0             | \$0          | \$0            | \$0            | \$0             |
| <b>Operating Total</b>      | <b>\$39,849</b> | <b>\$4</b>       | <b>\$306</b> | <b>\$7,676</b>  | <b>\$126</b> | <b>\$1,268</b> | <b>\$3,354</b> | <b>\$52,583</b> |

| CAPITAL                      |      | Acct. & Audit. | Asset Management | Budget     | Cash Management | Grants     | AP         | AR         | TOTAL      |
|------------------------------|------|----------------|------------------|------------|-----------------|------------|------------|------------|------------|
| 56402                        | Cars | \$0            | \$0              | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        |
| <b>Capital Expense Total</b> |      | <b>\$0</b>     | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

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

## NET INCOME

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

## INFORMATION TECHNOLOGY

### EXPENDITURES

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

| OPERATING                   | Contract Management | Hardware | Network Administration | Software | VOIP Sys./Int. | TOTAL    |
|-----------------------------|---------------------|----------|------------------------|----------|----------------|----------|
| 51305 Bank Fees             | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 53110 Town Attorney         | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 53151 Professional Services | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 53152 Fire Services         | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 53153 Copies                | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 53155 Comm. Dev. Svcs       | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 53200 Acct. and Audit       | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54000 Travel and Per Diem   | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54100 Telephone             | \$7                 | \$7      | \$0                    | \$7      | \$10,007       | \$10,028 |
| 54200 Postage               | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54212 Insurance-OPEB        | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54300 Electricity           | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54301 Water                 | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54302 Sanitation            | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54303 Sewer                 | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54401 Equipment Leasing     | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54510 Insurance-GL          | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54620 Maint. Veh            | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54630 Maint. Building       | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54640 Maint. A/C            | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54670 Maint. Equip          | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54901 Claims/Settlements    | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54905 Ahlf Property         | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54930 Advertising           | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 54950 Employee Relations    | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55100 Office Supplies       | \$12                | \$812    | \$0                    | \$12     | \$12           | \$848    |
| 55210 Operating Supplies    | \$16                | \$316    | \$0                    | \$116    | \$16           | \$464    |
| 55215 Planning/Zoning       | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55220 Gasoline and Oil      | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55221 Tools                 | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55235 Refund Exp            | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55240 Uniforms              | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55250 Cleaning Supplies     | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55260 Protective Clothing   | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |
| 55410 Memberships           | \$0                 | \$0      | \$0                    | \$0      | \$0            | \$0      |



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

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

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

## NET INCOME

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

## INTRADEPARTMENTAL ADMINISTRATION

### EXPENDITURES

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

| OPERATING                   | Employee<br>Administration | Support Services<br>Finance<br>Responsibility | Records<br>Management | TOTAL    |
|-----------------------------|----------------------------|---|-----------------------|----------|
| 51305 Bank Fees             | \$0                        | \$0   | \$0                   | \$0      |
| 53110 Town Attorney         | \$0                        | \$0   | \$0                   | \$0      |
| 53151 Professional Services | \$0                        | \$0   | \$0                   | \$0      |
| 53152 Fire Services         | \$0                        | \$0   | \$0                   | \$0      |
| 53153 Copies                | \$0                        | \$0   | \$0                   | \$0      |
| 53155 Comm. Dev. Svcs       | \$0                        | \$0   | \$0                   | \$0      |
| 53200 Acct. and Audit       | \$0                        | \$0   | \$0                   | \$0      |
| 54000 Travel and Per Diem   | \$0                        | \$0   | \$0                   | \$0      |
| 54100 Telephone             | \$264                      | \$13  | \$1                   | \$278    |
| 54200 Postage               | \$0                        | \$0   | \$0                   | \$0      |
| 54212 Insurance-OPEB        | \$0                        | \$0   | \$0                   | \$0      |
| 54300 Electricity           | \$0                        | \$0   | \$0                   | \$0      |
| 54301 Water                 | \$0                        | \$0   | \$0                   | \$0      |
| 54302 Sanitation            | \$0                        | \$0   | \$0                   | \$0      |
| 54303 Sewer                 | \$0                        | \$0   | \$0                   | \$0      |
| 54401 Equipment Leasing     | \$18,100                   | \$0   | \$0                   | \$18,100 |
| 54510 Insurance-GL          | \$0                        | \$0   | \$0                   | \$0      |
| 54620 Maint. Veh            | \$0                        | \$0   | \$0                   | \$0      |
| 54630 Maint. Building       | \$0                        | \$0   | \$0                   | \$0      |
| 54640 Maint. A/C            | \$0                        | \$0   | \$0                   | \$0      |
| 54670 Maint. Equip          | \$0                        | \$0   | \$0                   | \$0      |
| 54901 Claims/Settlements    | \$0                        | \$0   | \$0                   | \$0      |
| 54905 Ahlf Property         | \$0                        | \$0   | \$0                   | \$0      |

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

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

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

## NET INCOME

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

## RISK MANAGEMENT

### EXPENDITURES

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

| OPERATING                   | Claims<br>Prevention | Property/<br>Casualty | TOTAL     |
|-----------------------------|----------------------|-----------------------|-----------|
| 51305 Bank Fees             | \$0                  | \$0                   | \$0       |
| 53110 Town Attorney         | \$0                  | \$0                   | \$0       |
| 53151 Professional Services | \$0                  | \$0                   | \$0       |
| 53152 Fire Services         | \$0                  | \$0                   | \$0       |
| 53153 Copies                | \$0                  | \$0                   | \$0       |
| 53155 Comm. Dev. Svcs       | \$0                  | \$0                   | \$0       |
| 53200 Acct. and Audit       | \$0                  | \$0                   | \$0       |
| 54000 Travel and Per Diem   | \$0                  | \$0                   | \$0       |
| 54100 Telephone             | \$102                | \$23                  | \$125     |
| 54200 Postage               | \$0                  | \$0                   | \$0       |
| 54212 Insurance-OPEB        | \$0                  | \$0                   | \$0       |
| 54300 Electricity           | \$0                  | \$0                   | \$0       |
| 54301 Water                 | \$0                  | \$0                   | \$0       |
| 54302 Sanitation            | \$0                  | \$0                   | \$0       |
| 54303 Sewer                 | \$0                  | \$0                   | \$0       |
| 54401 Equipment Leasing     | \$0                  | \$0                   | \$0       |
| 54510 Insurance-GL          | \$0                  | \$257,000             | \$257,000 |
| 54620 Maint. Veh            | \$0                  | \$0                   | \$0       |
| 54630 Maint. Building       | \$0                  | \$0                   | \$0       |
| 54640 Maint. A/C            | \$0                  | \$0                   | \$0       |
| 54670 Maint. Equip          | \$0                  | \$0                   | \$0       |
| 54901 Claims/Settlements    | \$0                  | \$0                   | \$0       |
| 54905 Ahlf Property         | \$0                  | \$0                   | \$0       |
| 54930 Advertising           | \$0                  | \$0                   | \$0       |

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

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

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

## NET INCOME

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

## TOWNWIDE PROFESSIONAL SERVICES

### EXPENDITURES

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

| OPERATING                   | Fire Services | Town Attorney | Town Planner | Other    | TOTAL     |
|-----------------------------|---------------|---------------|--------------|----------|-----------|
| 51305 Bank Fees             | \$0           | \$0           | \$0          | \$0      | \$0       |
| 53110 Town Attorney         | \$0           | \$75,750      | \$0          | \$0      | \$75,750  |
| 53151 Professional Services | \$0           | \$0           | \$0          | \$0      | \$0       |
| 53152 Fire Services         | \$602,000     | \$0           | \$0          | \$0      | \$602,000 |
| 53153 Copies                | \$0           | \$0           | \$0          | \$0      | \$0       |
| 53155 Comm. Dev. Svcs       | \$0           | \$0           | \$0          | \$40,000 | \$40,000  |
| 53200 Acct. and Audit       | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54000 Travel and Per Diem   | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54100 Telephone             | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54200 Postage               | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54212 Insurance-OPEB        | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54300 Electricity           | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54301 Water                 | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54302 Sanitation            | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54303 Sewer                 | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54401 Equipment Leasing     | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54510 Insurance-GL          | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54620 Maint. Veh            | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54630 Maint. Building       | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54640 Maint. A/C            | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54670 Maint. Equip          | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54901 Claims/Settlements    | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54905 Ahlf Property         | \$0           | \$0           | \$0          | \$28,650 | \$28,650  |
| 54930 Advertising           | \$0           | \$0           | \$0          | \$0      | \$0       |
| 54950 Employee Relations    | \$0           | \$0           | \$0          | \$0      | \$0       |
| 55100 Office Supplies       | \$0           | \$0           | \$0          | \$0      | \$0       |
| 55210 Operating Supplies    | \$0           | \$0           | \$0          | \$0      | \$0       |
| 55215 Planning/Zoning       | \$0           | \$0           | \$10,000     | \$0      | \$10,000  |
| 55220 Gasoline and Oil      | \$0           | \$0           | \$0          | \$0      | \$0       |
| 55221 Tools                 | \$0           | \$0           | \$0          | \$0      | \$0       |

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

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

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

## NET INCOME

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





**POLICE**

## GENERAL PATROL

### REVENUES

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

### EXPENDITURES

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

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

| CAPITAL                | Calls for Service | Preventative Patrol | Traffic | Comm/Dispatch | Special Watches | TOTAL    |
|------------------------|-------------------|---------------------|---------|---------------|-----------------|----------|
| 57001 Vehicle Debt Svc | \$1,544           | \$8,179             | \$1,860 | \$1,775       | \$2,600         | \$15,957 |
| 58101 Capital Purchase | \$1,338           | \$7,131             | \$1,621 | \$1,547       | \$2,266         | \$13,904 |
| 58102 Trans. to 301    | \$669             | \$3,565             | \$811   | \$774         | \$1,133         | \$6,952  |

|                              |                          |                            |                  |                      |                        |                    |
|------------------------------|--------------------------|----------------------------|------------------|----------------------|------------------------|--------------------|
| <b>Capital Expense Total</b> | \$3,550                  | \$18,875                   | \$4,292          | \$4,095              | \$5,999                | \$36,813           |
|                              | <b>Calls for Service</b> | <b>Preventative Patrol</b> | <b>Traffic</b>   | <b>Comm/Dispatch</b> | <b>Special Watches</b> | <b>TOTAL</b>       |
| <b>EXPENDITURE TOTALS</b>    | <b>\$117,150</b>         | <b>\$621,500</b>           | <b>\$142,400</b> | <b>\$128,400</b>     | <b>\$198,200</b>       | <b>\$1,207,650</b> |
|                              | 9.70%                    | 51.46%                     | 11.79%           | 10.63%               | 16.41%                 | 100.00%            |

NET INCOME

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

## CODE ENFORCEMENT

### REVENUES

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

### EXPENDITURES

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

| OPERATING                | Outreach | Prosecution | TOTAL   |
|--------------------------|----------|-------------|---------|
| 52900 Code Enforcement   | \$1,000  | \$2,000     | \$3,000 |
| 53151 Professional Svcs. | \$1,703  | \$98        | \$1,801 |
| 54100 Telephone          | \$349    | \$21        | \$370   |
| 54200 Postage            | \$61     | \$3         | \$64    |
| 54401 Equip. Leasing     | \$256    | \$15        | \$271   |
| 54620 Maint. Veh         | \$399    | \$24        | \$423   |
| 54650 Maint. Radios      | \$240    | \$14        | \$254   |
| 54670 Maint. Equip       | \$256    | \$64        | \$320   |
| 55100 Office Supp        | \$128    | \$7         | \$136   |
| 55209 Crime Prevention   | \$0      | \$0         | \$0     |
| 55210 Operating Supp     | \$513    | \$29        | \$542   |

|                     |       |      |       |
|---------------------|-------|------|-------|
| 55220 Gasoline      | \$0   | \$0  | \$0   |
| 55221 Tools         | \$21  | \$1  | \$22  |
| 55240 Uniforms      | \$499 | \$30 | \$529 |
| 55260 Protect Cloth | \$399 | \$24 | \$423 |
| 56405 Computer      | \$0   | \$0  | \$0   |
| 59900 Depreciation  | \$0   | \$0  | \$0   |

|                        |                |                |                |
|------------------------|----------------|----------------|----------------|
| <b>Operating Total</b> | <b>\$5,824</b> | <b>\$2,331</b> | <b>\$8,155</b> |
|------------------------|----------------|----------------|----------------|

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

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

## NET INCOME

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

## CRIMINAL INVESTIGATIONS

### REVENUES

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

### EXPENDITURES

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

| OPERATING                | Investigations | Case Management | Property/<br>Evidence | TOTAL   |
|--------------------------|----------------|-----------------|-----------------------|---------|
| 52900 Code Enforcement   | \$0            | \$0             | \$0                   | \$0     |
| 53151 Professional Svcs. | \$1,028        | \$809           | \$78                  | \$1,915 |
| 54100 Telephone          | \$254          | \$193           | \$19                  | \$467   |
| 54200 Postage            | \$36           | \$29            | \$3                   | \$68    |
| 54401 Equip. Leasing     | \$153          | \$121           | \$12                  | \$285   |
| 54620 Maint. Veh         | \$290          | \$221           | \$22                  | \$534   |
| 54650 Maint. Radios      | \$174          | \$133           | \$13                  | \$320   |
| 54670 Maint. Equip       | \$153          | \$121           | \$12                  | \$285   |
| 55100 Office Supp        | \$76           | \$60            | \$6                   | \$142   |

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

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

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

## NET INCOME

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

## COMMUNITY POLICING

### REVENUES

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

### EXPENDITURES

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

| OPERATING                | Special Events | Misc | TOTAL |
|--------------------------|----------------|------|-------|
| 52900 Code Enforcement   | \$0            | \$0  | \$0   |
| 53151 Professional Svcs. | \$686          | \$61 | \$747 |
| 54100 Telephone          | \$161          | \$14 | \$174 |
| 54200 Postage            | \$24           | \$2  | \$26  |
| 54401 Equip. Leasing     | \$102          | \$9  | \$111 |
| 54620 Maint. Veh         | \$184          | \$16 | \$199 |
| 54650 Maint. Radios      | \$110          | \$9  | \$120 |
| 54670 Maint. Equip       | \$102          | \$9  | \$111 |
| 55100 Office Supp        | \$51           | \$5  | \$56  |
| 55209 Crime Prevention   | \$0            | \$0  | \$0   |
| 55210 Operating Supp     | \$205          | \$18 | \$223 |



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

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

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

## NET INCOME

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

## EMPLOYEE ADMINISTRATION

### REVENUES

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

### EXPENDITURES

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

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

| CAPITAL                      | Training/<br>Meetings/<br>Education | Supervision/<br>Discipline | Employee Life<br>Cycle | Permit/Records | Financial Ops  | Asset/Fleet<br>Management | TOTAL          |
|------------------------------|-------------------------------------|----------------------------|------------------------|----------------|----------------|---------------------------|----------------|
| 57001 Vehicle Debt Svc       | \$1,068                             | \$393                      | \$533                  | \$456          | \$585          | \$1,047                   | \$4,083        |
| 58101 Capital Purchase       | \$931                               | \$343                      | \$465                  | \$398          | \$510          | \$913                     | \$3,559        |
| 58102 Trans. to 301          | \$466                               | \$171                      | \$233                  | \$199          | \$255          | \$457                     | \$1,780        |
| <b>Capital Expense Total</b> | <b>\$2,465</b>                      | <b>\$907</b>               | <b>\$1,231</b>         | <b>\$1,052</b> | <b>\$1,350</b> | <b>\$2,417</b>            | <b>\$9,422</b> |

|                    | Training/<br>Meetings/<br>Education | Supervision/<br>Discipline | Employee Life<br>Cycle | Permit/Records | Financial Ops | Asset/Fleet<br>Management | TOTAL     |
|--------------------|-------------------------------------|----------------------------|------------------------|----------------|---------------|---------------------------|-----------|
| EXPENDITURE TOTALS | \$83,200                            | \$30,250                   | \$41,050               | \$34,750       | \$44,300      | \$78,450                  | \$312,000 |
|                    | 26.67%                              | 9.70%                      | 13.16%                 | 11.14%         | 14.20%        | 25.14%                    | 100.00%   |

NET INCOME

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



# **PUBLIC WORKS**

## EMPLOYEE ADMINISTRATION

### EXPENDITURES

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

| OPERATING                 | Employee Management | Customer Service | Capital Improvement | TOTAL           |
|---------------------------|---------------------|------------------|---------------------|-----------------|
| 53151 Prof Svcs           | \$0                 | \$16,500         | \$0                 | \$16,500        |
| 53160 Contract Labor      | \$0                 | \$0              | \$15,000            | \$15,000        |
| 53410 Street Sweeping     | \$0                 | \$0              | \$0                 | \$0             |
| 54100 Telephone           | \$2,050             | \$0              | \$0                 | \$2,050         |
| 54310 Energy              | \$0                 | \$0              | \$40,250            | \$40,250        |
| 54601 Maint. Hunter Park  | \$0                 | \$0              | \$0                 | \$0             |
| 54618 Maint. Courts       | \$0                 | \$0              | \$0                 | \$0             |
| 54619 Fields/Courts       | \$0                 | \$0              | \$0                 | \$0             |
| 54620 Maint. Veh          | \$0                 | \$0              | \$0                 | \$0             |
| 54670 Maint. Equip        | \$0                 | \$0              | \$0                 | \$0             |
| 54680 Maint. Grounds      | \$0                 | \$0              | \$0                 | \$0             |
| 54682 Tree Trimming       | \$0                 | \$0              | \$0                 | \$0             |
| 54683 Park Improvements   | \$0                 | \$0              | \$0                 | \$0             |
| 54686 Holiday Lighting    | \$0                 | \$0              | \$0                 | \$0             |
| 54910 Plantings           | \$0                 | \$0              | \$0                 | \$0             |
| 55100 Office Supplies     | \$720               | \$80             | \$0                 | \$800           |
| 55210 Operating Supplies  | \$2,200             | \$0              | \$0                 | \$2,200         |
| 55221 Tools               | \$0                 | \$0              | \$0                 | \$0             |
| 55230 Chemicals           | \$0                 | \$0              | \$0                 | \$0             |
| 55240 Uniforms            | \$1,900             | \$0              | \$0                 | \$1,900         |
| 55260 Prot. Clothing      | \$1,700             | \$0              | \$0                 | \$1,700         |
| 55300 Road Material/Supp. | \$0                 | \$0              | \$0                 | \$0             |
| 54605 Computers           | \$500               | \$0              | \$0                 | \$500           |
| <b>Operating Total</b>    | <b>\$9,070</b>      | <b>\$16,580</b>  | <b>\$55,250</b>     | <b>\$80,900</b> |

| <b>CAPITAL</b>                      | <b>Employee<br/>Management</b> | <b>Customer<br/>Service</b> | <b>Capital<br/>Improvement</b> | <b>TOTAL</b>    |
|-------------------------------------|--------------------------------|-----------------------------|--------------------------------|-----------------|
| 54602 Cars                          | \$0                            | \$0                         | \$0                            | \$0             |
| 57001 Veh Debt                      | \$26,300                       | \$0                         | \$0                            | \$26,300        |
| 58101 Capital Purch                 | \$31,800                       | \$0                         | \$0                            | \$31,800        |
| 58102 Transfer to 301               | \$26,550                       | \$0                         | \$0                            | \$26,550        |
| <b><i>Capital Expense Total</i></b> | <b>\$84,650</b>                | <b>\$0</b>                  | <b>\$0</b>                     | <b>\$84,650</b> |

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

## NET INCOME

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

## BEAUTIFICATION

### EXPENDITURES

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

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

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

| Contract Mowing | Park Maintenance | Park Irrigation | Chemicals | Holiday Lights | TOTAL |
|-----------------|------------------|-----------------|-----------|----------------|-------|
|-----------------|------------------|-----------------|-----------|----------------|-------|



|                    |          |          |          |          |          |           |
|--------------------|----------|----------|----------|----------|----------|-----------|
| EXPENDITURE TOTALS | \$34,687 | \$71,084 | \$12,822 | \$20,988 | \$17,219 | \$156,799 |
|                    | 22.12%   | 45.33%   | 8.18%    | 13.38%   | 10.98%   | 100.00%   |

NET INCOME

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

## URBAN FORESTRY

### EXPENDITURES

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

| OPERATING                 | Tree Trimming  | Contract Trimming | Permit & Tree Assessment | TOTAL           |
|---------------------------|----------------|-------------------|--------------------------|-----------------|
| 53151 Prof Svcs           | \$0            | \$0               | \$0                      | \$0             |
| 53160 Contract Labor      | \$0            | \$0               | \$0                      | \$0             |
| 53410 Street Sweeping     | \$0            | \$0               | \$0                      | \$0             |
| 54100 Telephone           | \$0            | \$0               | \$0                      | \$0             |
| 54310 Energy              | \$0            | \$0               | \$0                      | \$0             |
| 54601 Maint. Hunter Park  | \$0            | \$0               | \$0                      | \$0             |
| 54618 Maint. Courts       | \$0            | \$0               | \$0                      | \$0             |
| 54619 Fields/Courts       | \$0            | \$0               | \$0                      | \$0             |
| 54620 Maint. Veh          | \$133          | \$0               | \$133                    | \$267           |
| 54670 Maint. Equip        | \$333          | \$0               | \$333                    | \$667           |
| 54680 Maint. Grounds      | \$800          | \$0               | \$200                    | \$1,000         |
| 54682 Tree Trimming       | \$4,000        | \$31,000          | \$0                      | \$35,000        |
| 54683 Park Improve        | \$0            | \$0               | \$0                      | \$0             |
| 54686 Holiday Lighting    | \$0            | \$0               | \$0                      | \$0             |
| 54910 Plantings           | \$0            | \$0               | \$0                      | \$0             |
| 55100 Office Supplies     | \$0            | \$0               | \$0                      | \$0             |
| 55210 Operating Supplies  | \$0            | \$0               | \$0                      | \$0             |
| 55221 Tools               | \$0            | \$0               | \$0                      | \$0             |
| 55230 Chemicals           | \$0            | \$0               | \$0                      | \$0             |
| 55240 Uniforms            | \$0            | \$0               | \$0                      | \$0             |
| 55260 Prot. Clothing      | \$0            | \$0               | \$0                      | \$0             |
| 55300 Road Material/Supp. | \$0            | \$0               | \$0                      | \$0             |
| 54605 Computers           | \$0            | \$0               | \$0                      | \$0             |
| <b>Operating Total</b>    | <b>\$5,267</b> | <b>\$31,000</b>   | <b>\$667</b>             | <b>\$36,933</b> |

| <b>CAPITAL</b>                      | <b>Tree Trimming</b> | <b>Contract Trimming</b> | <b>Permit &amp; Tree Assessment</b> | <b>TOTAL</b> |
|-------------------------------------|----------------------|--------------------------|-------------------------------------|--------------|
| 54602 Cars                          | \$0                  | \$0                      | \$0                                 | \$0          |
| 57001 Veh Debt                      | \$0                  | \$0                      | \$0                                 | \$0          |
| 58101 Capital Purch                 | \$0                  | \$0                      | \$0                                 | \$0          |
| 58102 Transfer to 301               | \$0                  | \$0                      | \$0                                 | \$0          |
| <b><i>Capital Expense Total</i></b> | <b>\$0</b>           | <b>\$0</b>               | <b>\$0</b>                          | <b>\$0</b>   |

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

## NET INCOME

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

## HARDSCAPE PAVING

### EXPENDITURES

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

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

| CAPITAL | Streets | Sidewalk | Misc | TOTAL |
|---------|---------|----------|------|-------|
|---------|---------|----------|------|-------|

|                              |            |            |            |            |
|------------------------------|------------|------------|------------|------------|
| 54602 Cars                   | \$0        | \$0        | \$0        | \$0        |
| 57001 Veh Debt               | \$0        | \$0        | \$0        | \$0        |
| 58101 Capital Purch          | \$0        | \$0        | \$0        | \$0        |
| 58102 Transfer to 301        | \$0        | \$0        | \$0        | \$0        |
| <b>Capital Expense Total</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

|                           | Streets         | Sidewalk        | Misc            | TOTAL            |
|---------------------------|-----------------|-----------------|-----------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$41,212</b> | <b>\$37,012</b> | <b>\$26,954</b> | <b>\$105,177</b> |
|                           | 39.18%          | 35.19%          | 25.63%          | 100.00%          |

## NET INCOME

|                    | Streets          | Sidewalk         | Misc             | TOTAL             |
|--------------------|------------------|------------------|------------------|-------------------|
| TOTAL REVENUES     | \$0              | \$0              | \$0              | \$0               |
| TOTAL EXPENDITURES | \$41,212         | \$37,012         | \$26,954         | \$105,177         |
| <b>NET INCOME</b>  | <b>-\$41,212</b> | <b>-\$37,012</b> | <b>-\$26,954</b> | <b>-\$105,177</b> |

## SPORTSFIELDS

### EXPENDITURES

| PERSONNEL              | Sod<br>Maintenance | Irrigation      | Contract<br>Services | TOTAL           |
|------------------------|--------------------|-----------------|----------------------|-----------------|
| 51200 Salaries         | \$17,978           | \$9,007         | \$1,574              | \$28,559        |
| 51210 Unused Medical   | \$0                | \$0             | \$0                  | \$0             |
| 51400 Overtime         | \$42               | \$21            | \$4                  | \$67            |
| 51500 Sick Leave       | \$313              | \$157           | \$27                 | \$497           |
| 52200 FICA             | \$1,379            | \$691           | \$121                | \$2,191         |
| 52300 401k             | \$1,623            | \$813           | \$142                | \$2,578         |
| 52301 Life/Hosp. Ins   | \$4,450            | \$2,230         | \$390                | \$7,070         |
| 52400 Medical Benefit  | \$507              | \$254           | \$44                 | \$805           |
| 53100 Physical Exams   | \$25               | \$12            | \$2                  | \$39            |
| <b>Personnel Total</b> | <b>\$26,317</b>    | <b>\$13,185</b> | <b>\$2,305</b>       | <b>\$41,807</b> |

| OPERATING                 | Sod<br>Maintenance | Irrigation     | Contract<br>Services | TOTAL           |
|---------------------------|--------------------|----------------|----------------------|-----------------|
| 53151 Prof Svcs           | \$0                | \$0            | \$0                  | \$0             |
| 53160 Contract Labor      | \$12,000           | \$0            | \$7,000              | \$19,000        |
| 53410 Street Sweeping     | \$0                | \$0            | \$0                  | \$0             |
| 54100 Telephone           | \$0                | \$0            | \$0                  | \$0             |
| 54310 Energy              | \$0                | \$0            | \$0                  | \$0             |
| 54601 Maint. Hunter Park  | \$0                | \$0            | \$0                  | \$0             |
| 54618 Maint. Courts       | \$2,000            | \$0            | \$0                  | \$2,000         |
| 54619 Fields/Courts       | \$3,000            | \$0            | \$12,000             | \$15,000        |
| 54620 Maint. Veh          | \$133              | \$133          | \$0                  | \$267           |
| 54670 Maint. Equip        | \$333              | \$333          | \$0                  | \$667           |
| 54680 Maint. Grounds      | \$3,000            | \$4,000        | \$0                  | \$7,000         |
| 54682 Tree Trimming       | \$0                | \$0            | \$0                  | \$0             |
| 54683 Park Improve        | \$0                | \$0            | \$0                  | \$0             |
| 54686 Holiday Lighting    | \$0                | \$0            | \$0                  | \$0             |
| 54910 Plantings           | \$0                | \$0            | \$0                  | \$0             |
| 55100 Office Supplies     | \$0                | \$0            | \$0                  | \$0             |
| 55210 Operating Supplies  | \$0                | \$0            | \$0                  | \$0             |
| 55221 Tools               | \$0                | \$0            | \$0                  | \$0             |
| 55230 Chemicals           | \$0                | \$0            | \$0                  | \$0             |
| 55240 Uniforms            | \$0                | \$0            | \$0                  | \$0             |
| 55260 Prot. Clothing      | \$0                | \$0            | \$0                  | \$0             |
| 55300 Road Material/Supp. | \$0                | \$0            | \$0                  | \$0             |
| 54605 Computers           | \$0                | \$0            | \$0                  | \$0             |
| <b>Operating Total</b>    | <b>\$20,467</b>    | <b>\$4,467</b> | <b>\$19,000</b>      | <b>\$43,933</b> |

| <b>CAPITAL</b>                      | <b>Sod<br/>Maintenance</b> | <b>Irrigation</b> | <b>Contract<br/>Services</b> | <b>TOTAL</b> |
|-------------------------------------|----------------------------|-------------------|------------------------------|--------------|
| 54602 Cars                          | \$0                        | \$0               | \$0                          | \$0          |
| 57001 Veh Debt                      | \$0                        | \$0               | \$0                          | \$0          |
| 58101 Capital Purch                 | \$0                        | \$0               | \$0                          | \$0          |
| 58102 Transfer to 301               | \$0                        | \$0               | \$0                          | \$0          |
| <b><i>Capital Expense Total</i></b> | <b>\$0</b>                 | <b>\$0</b>        | <b>\$0</b>                   | <b>\$0</b>   |

|                           | <b>Sod<br/>Maintenance</b> | <b>Irrigation</b> | <b>Contract<br/>Services</b> | <b>TOTAL</b>    |
|---------------------------|----------------------------|-------------------|------------------------------|-----------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$46,783</b>            | <b>\$17,652</b>   | <b>\$21,305</b>              | <b>\$85,740</b> |
|                           | 54.56%                     | 20.59%            | 24.85%                       | 100.00%         |

## NET INCOME

|                    | <b>Sod<br/>Maintenance</b> | <b>Irrigation</b> | <b>Contract<br/>Services</b> | <b>TOTAL</b>     |
|--------------------|----------------------------|-------------------|------------------------------|------------------|
| TOTAL REVENUES     | \$0                        | \$0               | \$0                          | \$0              |
| TOTAL EXPENDITURES | \$46,783                   | \$17,652          | \$21,305                     | \$85,740         |
| <b>NET INCOME</b>  | <b>-\$46,783</b>           | <b>-\$17,652</b>  | <b>-\$21,305</b>             | <b>-\$85,740</b> |

## STORMWATER

### EXPENDITURES

| PERSONNEL              | NPDES           | Maintenance     | Debris<br>Maintenance | TOTAL            |
|------------------------|-----------------|-----------------|-----------------------|------------------|
| 51200 Salaries         | \$37,383        | \$45,878        | \$33,722              | \$116,983        |
| 51210 Unused Medical   | \$0             | \$0             | \$0                   | \$0              |
| 51400 Overtime         | \$88            | \$108           | \$79                  | \$275            |
| 51500 Sick Leave       | \$651           | \$799           | \$587                 | \$2,037          |
| 52200 FICA             | \$2,868         | \$3,519         | \$2,587               | \$8,974          |
| 52300 401k             | \$3,374         | \$4,141         | \$3,044               | \$10,558         |
| 52301 Life/Hosp. Ins   | \$9,254         | \$11,357        | \$8,348               | \$28,959         |
| 52400 Medical Benefit  | \$1,054         | \$1,294         | \$951                 | \$3,298          |
| 53100 Physical Exams   | \$52            | \$63            | \$47                  | \$162            |
| <b>Personnel Total</b> | <b>\$54,724</b> | <b>\$67,159</b> | <b>\$49,364</b>       | <b>\$171,246</b> |

| OPERATING                 | NPDES          | Maintenance  | Debris<br>Maintenance | TOTAL           |
|---------------------------|----------------|--------------|-----------------------|-----------------|
| 53151 Prof Svcs           | \$0            | \$0          | \$0                   | \$0             |
| 53160 Contract Labor      | \$0            | \$0          | \$0                   | \$0             |
| 53410 Street Sweeping     | \$0            | \$0          | \$19,500              | \$19,500        |
| 54100 Telephone           | \$0            | \$0          | \$0                   | \$0             |
| 54310 Energy              | \$0            | \$0          | \$0                   | \$0             |
| 54601 Maint. Hunter Park  | \$0            | \$0          | \$0                   | \$0             |
| 54618 Maint. Courts       | \$0            | \$0          | \$0                   | \$0             |
| 54619 Fields/Courts       | \$0            | \$0          | \$0                   | \$0             |
| 54620 Maint. Veh          | \$133          | \$133        | \$133                 | \$400           |
| 54670 Maint. Equip        | \$333          | \$333        | \$333                 | \$1,000         |
| 54680 Maint. Grounds      | \$0            | \$0          | \$0                   | \$0             |
| 54682 Tree Trimming       | \$0            | \$0          | \$0                   | \$0             |
| 54683 Park Improve        | \$0            | \$0          | \$0                   | \$0             |
| 54686 Holiday Lighting    | \$0            | \$0          | \$0                   | \$0             |
| 54910 Plantings           | \$0            | \$0          | \$0                   | \$0             |
| 55100 Office Supplies     | \$0            | \$0          | \$0                   | \$0             |
| 55210 Operating Supplies  | \$0            | \$0          | \$0                   | \$0             |
| 55221 Tools               | \$0            | \$350        | \$0                   | \$350           |
| 55230 Chemicals           | \$0            | \$0          | \$0                   | \$0             |
| 55240 Uniforms            | \$0            | \$0          | \$0                   | \$0             |
| 55260 Prot. Clothing      | \$0            | \$0          | \$0                   | \$0             |
| 55300 Road Material/Supp. | \$6,000        | \$0          | \$0                   | \$6,000         |
| 54605 Computers           | \$0            | \$0          | \$0                   | \$0             |
| <b>Operating Total</b>    | <b>\$6,467</b> | <b>\$817</b> | <b>\$19,967</b>       | <b>\$27,250</b> |



| <b>CAPITAL</b>                      | <b>NPDES</b> | <b>Maintenance</b> | <b>Debris<br/>Maintenance</b> | <b>TOTAL</b> |
|-------------------------------------|--------------|--------------------|-------------------------------|--------------|
| 54602 Cars                          | \$0          | \$0                | \$0                           | \$0          |
| 57001 Veh Debt                      | \$0          | \$0                | \$0                           | \$0          |
| 58101 Capital Purch                 | \$0          | \$0                | \$0                           | \$0          |
| 58102 Transfer to 301               | \$0          | \$0                | \$0                           | \$0          |
| <b><i>Capital Expense Total</i></b> | <b>\$0</b>   | <b>\$0</b>         | <b>\$0</b>                    | <b>\$0</b>   |

|                           | <b>NPDES</b>    | <b>Maintenance</b> | <b>Debris<br/>Maintenance</b> | <b>TOTAL</b>     |
|---------------------------|-----------------|--------------------|-------------------------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$61,190</b> | <b>\$67,975</b>    | <b>\$69,331</b>               | <b>\$198,496</b> |
|                           | 30.83%          | 34.25%             | 34.93%                        | 100.00%          |

## NET INCOME

|                    | <b>NPDES</b>     | <b>Maintenance</b> | <b>Debris<br/>Maintenance</b> | <b>TOTAL</b>      |
|--------------------|------------------|--------------------|-------------------------------|-------------------|
| TOTAL REVENUES     | \$0              | \$0                | \$0                           | \$0               |
| TOTAL EXPENDITURES | \$61,190         | \$67,975           | \$69,331                      | \$198,496         |
| <b>NET INCOME</b>  | <b>-\$61,190</b> | <b>-\$67,975</b>   | <b>-\$69,331</b>              | <b>-\$198,496</b> |

## REGULATORY SIGNS

### EXPENDITURES

| PERSONNEL              | Street Name Signs | Traffic Signs   | MOT            | TOTAL           |
|------------------------|-------------------|-----------------|----------------|-----------------|
| 51200 Salaries         | \$7,579           | \$7,945         | \$3,881        | \$19,406        |
| 51210 Unused Medical   | \$0               | \$0             | \$0            | \$0             |
| 51400 Overtime         | \$18              | \$19            | \$9            | \$46            |
| 51500 Sick Leave       | \$132             | \$138           | \$68           | \$338           |
| 52200 FICA             | \$581             | \$609           | \$298          | \$1,489         |
| 52300 401k             | \$684             | \$717           | \$350          | \$1,751         |
| 52301 Life/Hosp. Ins   | \$1,876           | \$1,967         | \$961          | \$4,804         |
| 52400 Medical Benefit  | \$214             | \$224           | \$109          | \$547           |
| 53100 Physical Exams   | \$10              | \$11            | \$5            | \$27            |
| <b>Personnel Total</b> | <b>\$11,095</b>   | <b>\$11,631</b> | <b>\$5,681</b> | <b>\$28,407</b> |

| OPERATING                 | Street Name Signs | Traffic Signs  | MOT          | TOTAL          |
|---------------------------|-------------------|----------------|--------------|----------------|
| 53151 Prof Svcs           | \$0               | \$0            | \$0          | \$0            |
| 53160 Contract Labor      | \$0               | \$0            | \$0          | \$0            |
| 53410 Street Sweeping     | \$0               | \$0            | \$0          | \$0            |
| 54100 Telephone           | \$0               | \$0            | \$0          | \$0            |
| 54310 Energy              | \$0               | \$0            | \$0          | \$0            |
| 54601 Maint. Hunter Park  | \$0               | \$0            | \$0          | \$0            |
| 54618 Maint. Courts       | \$0               | \$0            | \$0          | \$0            |
| 54619 Fields/Courts       | \$0               | \$0            | \$0          | \$0            |
| 54620 Maint. Veh          | \$133             | \$133          | \$0          | \$267          |
| 54670 Maint. Equip        | \$333             | \$333          | \$0          | \$667          |
| 54680 Maint. Grounds      | \$0               | \$0            | \$0          | \$0            |
| 54682 Tree Trimming       | \$0               | \$0            | \$0          | \$0            |
| 54683 Park Improve        | \$0               | \$0            | \$0          | \$0            |
| 54686 Holiday Lighting    | \$0               | \$0            | \$0          | \$0            |
| 54910 Plantings           | \$0               | \$0            | \$0          | \$0            |
| 55100 Office Supplies     | \$0               | \$0            | \$0          | \$0            |
| 55210 Operating Supplies  | \$0               | \$0            | \$0          | \$0            |
| 55221 Tools               | \$0               | \$0            | \$0          | \$0            |
| 55230 Chemicals           | \$0               | \$0            | \$0          | \$0            |
| 55240 Uniforms            | \$0               | \$0            | \$0          | \$0            |
| 55260 Prot. Clothing      | \$0               | \$0            | \$0          | \$0            |
| 55300 Road Material/Supp. | \$1,200           | \$1,800        | \$300        | \$3,300        |
| 54605 Computers           | \$0               | \$0            | \$0          | \$0            |
| <b>Operating Total</b>    | <b>\$1,667</b>    | <b>\$2,267</b> | <b>\$300</b> | <b>\$4,233</b> |

| <b>CAPITAL</b>                      | <b>Street Name Signs</b> | <b>Traffic Signs</b> | <b>MOT</b> | <b>TOTAL</b> |
|-------------------------------------|--------------------------|----------------------|------------|--------------|
| 54602 Cars                          | \$0                      | \$0                  | \$0        | \$0          |
| 57001 Veh Debt                      | \$0                      | \$0                  | \$0        | \$0          |
| 58101 Capital Purch                 | \$0                      | \$0                  | \$0        | \$0          |
| 58102 Transfer to 301               | \$0                      | \$0                  | \$0        | \$0          |
| <b><i>Capital Expense Total</i></b> | <b>\$0</b>               | <b>\$0</b>           | <b>\$0</b> | <b>\$0</b>   |

|                           | <b>Street Name Signs</b> | <b>Traffic Signs</b> | <b>MOT</b>     | <b>TOTAL</b>    |
|---------------------------|--------------------------|----------------------|----------------|-----------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$12,761</b>          | <b>\$13,897</b>      | <b>\$5,981</b> | <b>\$32,640</b> |
|                           | 39.10%                   | 42.58%               | 18.33%         | 100.00%         |

## NET INCOME

|                    | <b>Street Name Signs</b> | <b>Traffic Signs</b> | <b>MOT</b>      | <b>TOTAL</b>     |
|--------------------|--------------------------|----------------------|-----------------|------------------|
| TOTAL REVENUES     | \$0                      | \$0                  | \$0             | \$0              |
| TOTAL EXPENDITURES | \$12,761                 | \$13,897             | \$5,981         | \$32,640         |
| <b>NET INCOME</b>  | <b>-\$12,761</b>         | <b>-\$13,897</b>     | <b>-\$5,981</b> | <b>-\$32,640</b> |



# **RECREATION**

## EMPLOYEE ADMINISTRATION

### REVENUES

|                           | Employee Management | Contract Management | Customer Service | Training   | Recreation Facilities | TOTAL           |
|---------------------------|---------------------|---------------------|------------------|------------|-----------------------|-----------------|
| 300230 Tennis Permits     |                     |                     |                  |            |                       | \$0             |
| 347210 Rec Prog Activity  |                     | \$1,140             |                  |            |                       | \$1,140         |
| 347211 Rec Permits        |                     |                     | \$21,800         |            |                       | \$21,800        |
| 347213 Rec Vending        |                     |                     | \$478            |            |                       | \$478           |
| 347214 Concession         |                     |                     |                  |            |                       | \$0             |
| 347217 Merchandise        |                     |                     |                  |            |                       | \$0             |
| 347530 Private Parties    |                     | \$6,150             |                  |            |                       | \$6,150         |
| 347540 Athletic Programs  |                     | \$15,000            |                  |            |                       | \$15,000        |
| 362000 Rental Income      |                     | \$4,800             |                  |            |                       | \$4,800         |
| 366900 Don: Park Improve. |                     |                     |                  |            |                       | \$0             |
| 366903 Don: Rec Projs     |                     |                     |                  |            |                       | \$0             |
| 366911 Special Events     |                     |                     |                  |            |                       | \$0             |
| <b>REVENUE TOTALS</b>     | <b>\$0</b>          | <b>\$27,090</b>     | <b>\$22,278</b>  | <b>\$0</b> | <b>\$0</b>            | <b>\$49,368</b> |

### EXPENDITURES

| PERSONNEL              | Employee Management | Contract Management | Customer Service | Training       | Recreation Facilities | TOTAL            |
|------------------------|---------------------|---------------------|------------------|----------------|-----------------------|------------------|
| 51200 Salaries         | \$40,811            | \$9,680             | \$79,787         | \$4,962        |                       | \$135,240        |
| 51201 PT Salaries      | \$9,204             | \$2,183             | \$17,994         | \$1,119        |                       | \$30,500         |
| 51210 Unused Medical   | \$0                 | \$0                 | \$0              | \$0            |                       | \$0              |
| 51400 Overtime         | \$257               | \$61                | \$501            | \$31           |                       | \$850            |
| 51500 Sick Leave       | \$3,244             | \$769               | \$6,342          | \$394          |                       | \$10,750         |
| 52200 FICA             | \$3,836             | \$910               | \$7,500          | \$466          |                       | \$12,712         |
| 52300 401k             | \$3,671             | \$871               | \$7,177          | \$446          |                       | \$12,166         |
| 52301 Life/Hosp. Ins   | \$10,360            | \$2,457             | \$20,254         | \$1,260        |                       | \$34,330         |
| 52400 Medical Benefit  | \$1,151             | \$273               | \$2,250          | \$140          |                       | \$3,814          |
| 53100 Physical Exams   | \$196               | \$47                | \$383            | \$24           |                       | \$650            |
| <b>Personnel Total</b> | <b>\$72,729</b>     | <b>\$17,251</b>     | <b>\$142,190</b> | <b>\$8,842</b> | <b>\$0</b>            | <b>\$241,013</b> |

| OPERATING                | Employee Management | Contract Management | Customer Service | Training | Recreation Facilities | TOTAL    |
|--------------------------|---------------------|---------------------|------------------|----------|-----------------------|----------|
| 53151 Prof Svcs          |                     |                     |                  |          |                       | \$0      |
| 53153 Copies             |                     |                     |                  |          | \$5,000               | \$5,000  |
| 53154 Food Service       |                     |                     |                  |          |                       | \$0      |
| 54100 Telephone          |                     |                     |                  |          | \$4,600               | \$4,600  |
| 54300 Electricity        |                     |                     |                  |          | \$21,200              | \$21,200 |
| 54618 Fields/Courts      |                     |                     |                  |          |                       | \$0      |
| 54620 Maint. Veh         |                     |                     |                  |          |                       | \$0      |
| 54670 Maint. Equip       |                     |                     |                  |          |                       | \$0      |
| 55100 Office Supplies    |                     |                     |                  |          | \$1,300               | \$1,300  |
| 55210 Operating Supplies |                     |                     |                  |          | \$6,500               | \$6,500  |
| 55221 Tools              |                     |                     |                  |          | \$200                 | \$200    |
| 55231 Summer Camp        |                     |                     |                  |          |                       | \$0      |
| 55232 Teen Camp          |                     |                     |                  |          |                       | \$0      |
| 55233 Sports Leagues     |                     |                     |                  |          |                       | \$0      |
| 55234 Special Events     |                     |                     |                  |          |                       | \$0      |
| 55235 Refund Exp         |                     |                     |                  |          |                       | \$0      |
| 55237 Day Camps          |                     |                     |                  |          |                       | \$0      |

|                        |                 |                |            |            |            |                 |                 |
|------------------------|-----------------|----------------|------------|------------|------------|-----------------|-----------------|
| 55238                  | Funky Friday    |                |            |            |            |                 | \$0             |
| 55239                  | Specialty Camps |                |            |            |            |                 | \$0             |
| 55240                  | Uniforms        | \$1,700        |            |            |            |                 | \$1,700         |
| 55260                  | Prot. Clothing  | \$250          |            |            |            |                 | \$250           |
| 54605                  | Computers       |                |            |            |            | \$6,000         | \$6,000         |
| 57201                  | Rec Vending     |                |            |            |            | \$3,000         | \$3,000         |
| <b>Operating Total</b> |                 | <b>\$1,950</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$47,800</b> | <b>\$49,750</b> |

| <b>CAPITAL</b>               |                      | <b>Employee Management</b> | <b>Contract Management</b> | <b>Customer Service</b> | <b>Training</b> | <b>Recreation Facilites</b> | <b>TOTAL</b>    |
|------------------------------|----------------------|----------------------------|----------------------------|-------------------------|-----------------|-----------------------------|-----------------|
| 57001                        | Vehicle Debt Service |                            |                            |                         |                 | \$8,700                     | \$8,700         |
| 58101                        | Capital Purch        |                            |                            |                         |                 |                             | \$0             |
| 58102                        | 301                  | \$11,600                   |                            |                         |                 |                             | \$11,600        |
| <b>Capital Expense Total</b> |                      | <b>\$11,600</b>            | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>      | <b>\$8,700</b>              | <b>\$20,300</b> |

|                           |  | <b>Employee Management</b> | <b>Contract Management</b> | <b>Customer Service</b> | <b>Training</b> | <b>Recreation Facilites</b> | <b>TOTAL</b>     |
|---------------------------|--|----------------------------|----------------------------|-------------------------|-----------------|-----------------------------|------------------|
| <b>EXPENDITURE TOTALS</b> |  | <b>\$86,279</b>            | <b>\$17,251</b>            | <b>\$142,190</b>        | <b>\$8,842</b>  | <b>\$56,500</b>             | <b>\$311,063</b> |
|                           |  | 27.74%                     | 5.55%                      | 45.71%                  | 2.84%           | 18.16%                      | 100.00%          |

### NET INCOME

|                    |  | <b>Employee Management</b> | <b>Contract Management</b> | <b>Customer Service</b> | <b>Training</b> | <b>Recreation Facilites</b> | <b>TOTAL</b>      |
|--------------------|--|----------------------------|----------------------------|-------------------------|-----------------|-----------------------------|-------------------|
| TOTAL REVENUES     |  | \$0                        | \$27,090                   | \$22,278                | \$0             | \$0                         | \$49,368          |
| TOTAL EXPENDITURES |  | \$86,279                   | \$17,251                   | \$142,190               | \$8,842         | \$56,500                    | \$311,063         |
| <b>NET INCOME</b>  |  | <b>-\$86,279</b>           | <b>\$9,839</b>             | <b>-\$119,912</b>       | <b>-\$8,842</b> | <b>-\$56,500</b>            | <b>-\$261,695</b> |

## COMMUNITY EVENTS

### REVENUES

|                           | Leisure Events  | Communitiy Outreach | Athletic Events | TOTAL            |
|---------------------------|-----------------|---------------------|-----------------|------------------|
| 300230 Tennis Permits     | \$0             | \$0                 | \$0             | \$0              |
| 347210 Rec Prog Activity  | \$0             | \$0                 | \$0             | \$0              |
| 347211 Rec Permits        | \$0             | \$0                 | \$0             | \$0              |
| 347213 Rec Vending        | \$0             | \$0                 | \$0             | \$0              |
| 347214 Concession         | \$0             | \$0                 | \$0             | \$0              |
| 347217 Merchandise        | \$0             | \$0                 | \$0             | \$0              |
| 347530 Private Parties    | \$0             | \$0                 | \$0             | \$0              |
| 347540 Athletic Programs  | \$0             | \$0                 | \$0             | \$0              |
| 362000 Rental Income      | \$0             | \$0                 | \$0             | \$0              |
| 366900 Don: Park Improve. | \$0             | \$0                 | \$0             | \$0              |
| 366903 Don: Rec Projs     | \$0             | \$0                 | \$0             | \$0              |
| 366911 Special Events     | \$62,550        | \$2,000             | \$82,000        | \$146,550        |
| <b>REVENUE TOTALS</b>     | <b>\$62,550</b> | <b>\$2,000</b>      | <b>\$82,000</b> | <b>\$146,550</b> |

### EXPENDITURES

| PERSONNEL              | Leisure Events  | Communitiy Outreach | Athletic Events | TOTAL           |
|------------------------|-----------------|---------------------|-----------------|-----------------|
| 51200 Salaries         | \$8,465         | \$19,380            | \$11,563        | \$39,408        |
| 51201 PT Salaries      | \$3,334         | \$7,632             | \$4,554         | \$15,520        |
| 51210 Unused Medical   | \$0             | \$0                 | \$0             | \$0             |
| 51400 Overtime         | \$0             | \$0                 | \$0             | \$0             |
| 51500 Sick Leave       | \$0             | \$0                 | \$0             | \$0             |
| 52200 FICA             | \$905           | \$2,072             | \$1,236         | \$4,213         |
| 52300 401k             | \$762           | \$1,743             | \$1,040         | \$3,545         |
| 52301 Life/Hosp. Ins   | \$2,149         | \$4,920             | \$2,935         | \$10,004        |
| 52400 Medical Benefit  | \$239           | \$547               | \$326           | \$1,112         |
| 53100 Physical Exams   | \$0             | \$0                 | \$0             | \$0             |
| <b>Personnel Total</b> | <b>\$15,853</b> | <b>\$36,294</b>     | <b>\$21,655</b> | <b>\$73,802</b> |

|                    | Leisure Events | Communitiy Outreach | Athletic Events | TOTAL |
|--------------------|----------------|---------------------|-----------------|-------|
| <b>OPERATING</b>   |                |                     |                 | 0     |
| 53151 Prof Svcs    |                |                     |                 | 0     |
| 53153 Copies       |                |                     |                 | 0     |
| 53154 Food Service |                |                     |                 | 0     |



|                          |                 |                 |                 |                  |
|--------------------------|-----------------|-----------------|-----------------|------------------|
| 54100 Telephone          |                 |                 |                 | 0                |
| 54300 Electricity        |                 |                 |                 | 0                |
| 54618 Fields/Courts      |                 |                 |                 | 0                |
| 54620 Maint. Veh         |                 |                 |                 | 0                |
| 54670 Maint. Equip       |                 |                 |                 | 0                |
| 55100 Office Supplies    |                 |                 |                 | 0                |
| 55210 Operating Supplies |                 |                 |                 | 0                |
| 55221 Tools              |                 |                 |                 | 0                |
| 55231 Summer Camp        |                 |                 |                 | 0                |
| 55232 Teen Camp          |                 |                 |                 | 0                |
| 55233 Sports Leagues     |                 |                 |                 | 0                |
| 55234 Special Events     | 63,025          | 14,750          | 51,025          | 128,800          |
| 55235 Refund Exp         |                 |                 |                 | 0                |
| 55237 Day Camps          |                 |                 |                 | 0                |
| 55238 Funky Friday       |                 |                 |                 | 0                |
| 55239 Specialty Camps    |                 |                 |                 | 0                |
| 55240 Uniforms           |                 |                 |                 | 0                |
| 55260 Prot. Clothing     |                 |                 |                 | 0                |
| 54605 Computers          |                 |                 |                 | 0                |
| 57201 Rec Vending        |                 |                 |                 | 0                |
| <b>Operating Total</b>   | <b>\$63,025</b> | <b>\$14,750</b> | <b>\$51,025</b> | <b>\$128,800</b> |

| <b>CAPITAL</b>               | <b>Leisure Events</b> | <b>Communtiy Outreach</b> | <b>Athletic Events</b> | <b>TOTAL</b> |
|------------------------------|-----------------------|---------------------------|------------------------|--------------|
| 57001 Vehicle Debt Service   |                       |                           |                        | 0            |
| 57201 Rec Vending            |                       |                           |                        | 0            |
| 58101 Capital Purch          |                       |                           |                        | 0            |
| 58102 Transfer to 301        |                       |                           |                        | \$0          |
| <b>Capital Expense Total</b> | <b>\$0</b>            | <b>\$0</b>                | <b>\$0</b>             | <b>\$0</b>   |

|                           | <b>Leisure Events</b> | <b>Communtiy Outreach</b> | <b>Athletic Events</b> | <b>TOTAL</b>     |
|---------------------------|-----------------------|---------------------------|------------------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$78,878</b>       | <b>\$51,044</b>           | <b>\$72,680</b>        | <b>\$202,602</b> |
|                           | 38.933%               | 25.194%                   | 35.873%                | 100.00%          |

## NET INCOME

|                    | <b>Leisure Events</b> | <b>Communtiy Outreach</b> | <b>Athletic Events</b> | <b>TOTAL</b>     |
|--------------------|-----------------------|---------------------------|------------------------|------------------|
| TOTAL REVENUES     | \$62,550              | \$2,000                   | \$82,000               | \$146,550        |
| TOTAL EXPENDITURES | \$78,878              | \$51,044                  | \$72,680               | \$202,602        |
| <b>NET INCOME</b>  | <b>-\$16,328</b>      | <b>-\$49,044</b>          | <b>\$9,320</b>         | <b>-\$56,052</b> |

## SPORTS LEAGUES

### REVENUES

|                           | Flag Football   | Basketball      | Dodgeball      | TOTAL           |
|---------------------------|-----------------|-----------------|----------------|-----------------|
| 300230 Tennis Permits     | \$0             | \$0             | \$0            | \$0             |
| 347210 Rec Prog Activity  | \$18,200        | \$17,850        | \$2,160        | \$38,210        |
| 347211 Rec Permits        | \$0             | \$0             | \$0            | \$0             |
| 347213 Rec Vending        | \$0             | \$0             | \$0            | \$0             |
| 347214 Concession         | \$1,200         | \$0             | \$0            | \$1,200         |
| 347217 Merchandise        | \$0             | \$0             | \$0            | \$0             |
| 347530 Private Parties    | \$0             | \$0             | \$0            | \$0             |
| 347540 Athletic Programs  | \$0             | \$0             | \$0            | \$0             |
| 362000 Rental Income      | \$0             | \$0             | \$0            | \$0             |
| 366900 Don: Park Improve. | \$0             | \$0             | \$0            | \$0             |
| 366903 Don: Rec Projs     | \$0             | \$0             | \$0            | \$0             |
| 366911 Special Events     | \$0             | \$0             | \$0            | \$0             |
| <b>REVENUE TOTALS</b>     | <b>\$19,400</b> | <b>\$17,850</b> | <b>\$2,160</b> | <b>\$39,410</b> |

### EXPENDITURES

| PERSONNEL              | Flag Football   | Basketball      | Dodgeball      | TOTAL           |
|------------------------|-----------------|-----------------|----------------|-----------------|
| 51200 Salaries         | \$7,250         | \$7,426         | \$595          | \$15,270        |
| 51201 PT Salaries      | \$1,804         | \$1,848         | \$148          | \$3,800         |
| 51210 Unused Medical   | \$0             | \$0             | \$0            | \$0             |
| 51400 Overtime         | \$0             | \$0             | \$0            | \$0             |
| 51500 Sick Leave       | \$0             | \$0             | \$0            | \$0             |
| 52200 FICA             | \$694           | \$711           | \$57           | \$1,463         |
| 52300 401k             | \$652           | \$668           | \$54           | \$1,374         |
| 52301 Life/Hosp. Ins   | \$1,840         | \$1,885         | \$151          | \$3,876         |
| 52400 Medical Benefit  | \$204           | \$209           | \$17           | \$431           |
| 53100 Physical Exams   | \$0             | \$0             | \$0            | \$0             |
| <b>Personnel Total</b> | <b>\$12,445</b> | <b>\$12,747</b> | <b>\$1,021</b> | <b>\$26,214</b> |

| OPERATING          | Flag Football | Basketball | Dodgeball | TOTAL |
|--------------------|---------------|------------|-----------|-------|
| 53151 Prof Svcs    | \$0           | \$0        | \$0       | \$0   |
| 53153 Copies       | \$0           | \$0        | \$0       | \$0   |
| 53154 Food Service | \$0           | \$0        | \$0       | \$0   |
| 54100 Telephone    | \$0           | \$0        | \$0       | \$0   |
| 54300 Electricity  | \$0           | \$0        | \$0       | \$0   |

|                        |                    |                |                 |              |                 |
|------------------------|--------------------|----------------|-----------------|--------------|-----------------|
| 54618                  | Fields/Courts      | \$0            | \$0             | \$0          | \$0             |
| 54620                  | Maint. Veh         | \$0            | \$0             | \$0          | \$0             |
| 54670                  | Maint. Equip       | \$0            | \$0             | \$0          | \$0             |
| 55100                  | Office Supplies    | \$0            | \$0             | \$0          | \$0             |
| 55210                  | Operating Supplies | \$0            | \$0             | \$0          | \$0             |
| 55221                  | Tools              | \$0            | \$0             | \$0          | \$0             |
| 55231                  | Summer Camp        | \$0            | \$0             | \$0          | \$0             |
| 55232                  | Teen Camp          | \$0            | \$0             | \$0          | \$0             |
| 55233                  | Sports Leagues     | \$9,000        | \$14,200        | \$500        | \$23,700        |
| 55234                  | Special Events     | \$0            | \$0             | \$0          | \$0             |
| 55235                  | Refund Exp         | \$0            | \$0             | \$0          | \$0             |
| 55237                  | Day Camps          | \$0            | \$0             | \$0          | \$0             |
| 55238                  | Funky Friday       | \$0            | \$0             | \$0          | \$0             |
| 55239                  | Specialty Camps    | \$0            | \$0             | \$0          | \$0             |
| 55240                  | Uniforms           | \$0            | \$0             | \$0          | \$0             |
| 55260                  | Prot. Clothing     | \$0            | \$0             | \$0          | \$0             |
| 54605                  | Computers          | \$0            | \$0             | \$0          | \$0             |
| 57201                  | Rec Vending        | \$0            | \$0             | \$0          | \$0             |
| <b>Operating Total</b> |                    | <b>\$9,000</b> | <b>\$14,200</b> | <b>\$500</b> | <b>\$23,700</b> |

| <b>CAPITAL</b>               |                      | <b>Flag Football</b> | <b>Basketball</b> | <b>Dodgeball</b> | <b>TOTAL</b> |
|------------------------------|----------------------|----------------------|-------------------|------------------|--------------|
| 57001                        | Vehicle Debt Service | \$0                  | \$0               | \$0              | \$0          |
| 57201                        | Rec Vending          | \$0                  | \$0               | \$0              | \$0          |
| 58101                        | Capital Purch        | \$0                  | \$0               | \$0              | \$0          |
| 58102                        | 301                  | \$0                  | \$0               | \$0              | \$0          |
| <b>Capital Expense Total</b> |                      | <b>\$0</b>           | <b>\$0</b>        | <b>\$0</b>       | <b>\$0</b>   |

|                           | <b>Flag Football</b> | <b>Basketball</b> | <b>Dodgeball</b> | <b>TOTAL</b>    |
|---------------------------|----------------------|-------------------|------------------|-----------------|
| <b>EXPENDITURE TOTALS</b> |                      |                   |                  |                 |
|                           | <b>\$21,445</b>      | <b>\$26,947</b>   | <b>\$1,521</b>   | <b>\$49,914</b> |
|                           | 42.96%               | 53.99%            | 3.05%            | 100.00%         |

## NET INCOME

|                    | <b>Flag Football</b> | <b>Basketball</b> | <b>Dodgeball</b> | <b>TOTAL</b>     |
|--------------------|----------------------|-------------------|------------------|------------------|
| TOTAL REVENUES     | \$19,400             | \$17,850          | \$2,160          | \$39,410         |
| TOTAL EXPENDITURES | \$21,445             | \$26,947          | \$1,521          | \$49,914         |
| <b>NET INCOME</b>  | <b>-\$2,045</b>      | <b>-\$9,097</b>   | <b>\$639</b>     | <b>-\$10,504</b> |

## YOUTH ACTIVITIES

### REVENUES

|                           | Enrichment      | Afterschool     | Day Camps       | Summer Camp      | TOTAL            |
|---------------------------|-----------------|-----------------|-----------------|------------------|------------------|
| 300230 Tennis Permits     | \$0             | \$0             | \$0             | \$0              | \$0              |
| 347210 Rec Prog Activity  | \$13,202        | \$57,600        | \$12,000        | \$156,850        | \$239,652        |
| 347211 Rec Permits        | \$1,500         | \$0             | \$0             | \$0              | \$1,500          |
| 347213 Rec Vending        | \$0             | \$2,843         | \$0             | \$780            | \$3,623          |
| 347214 Concession         | \$0             | \$0             | \$2,297         | \$6,203          | \$8,500          |
| 347217 Merchandise        | \$0             | \$0             | \$0             | \$0              | \$0              |
| 347530 Private Parties    | \$0             | \$0             | \$0             | \$0              | \$0              |
| 347540 Athletic Programs  | \$0             | \$0             | \$0             | \$0              | \$0              |
| 362000 Rental Income      | \$0             | \$0             | \$0             | \$0              | \$0              |
| 366900 Don: Park Improve. | \$0             | \$0             | \$0             | \$0              | \$0              |
| 366903 Don: Rec Projs     | \$0             | \$0             | \$0             | \$0              | \$0              |
| 366911 Special Events     | \$0             | \$0             | \$0             | \$0              | \$0              |
| <b>REVENUE TOTALS</b>     | <b>\$14,702</b> | <b>\$60,443</b> | <b>\$14,297</b> | <b>\$163,833</b> | <b>\$253,274</b> |

### EXPENDITURES

| PERSONNEL              | Enrichment     | Afterschool     | Day Camps      | Summer Camp     | TOTAL            |
|------------------------|----------------|-----------------|----------------|-----------------|------------------|
| 51200 Salaries         | \$2,167        | \$12,078        | \$2,250        | \$19,947        | \$36,441         |
| 51201 PT Salaries      | \$4,055        | \$22,597        | \$4,209        | \$37,320        | \$68,180         |
| 51210 Unused Medical   | \$0            | \$0             | \$0            | \$0             | \$0              |
| 51400 Overtime         | \$0            | \$0             | \$0            | \$0             | \$0              |
| 51500 Sick Leave       | \$0            | \$0             | \$0            | \$0             | \$0              |
| 52200 FICA             | \$477          | \$2,660         | \$495          | \$4,393         | \$8,026          |
| 52300 401k             | \$195          | \$1,086         | \$202          | \$1,794         | \$3,278          |
| 52301 Life/Hosp. Ins   | \$550          | \$3,066         | \$571          | \$5,063         | \$9,250          |
| 52400 Medical Benefit  | \$61           | \$341           | \$63           | \$563           | \$1,028          |
| 53100 Physical Exams   | \$0            | \$0             | \$0            | \$0             | \$0              |
| <b>Personnel Total</b> | <b>\$7,506</b> | <b>\$41,827</b> | <b>\$7,791</b> | <b>\$69,080</b> | <b>\$126,204</b> |

| OPERATING                | Enrichment | Afterschool | Day Camps | Summer Camp | TOTAL    |
|--------------------------|------------|-------------|-----------|-------------|----------|
| 53151 Prof Svcs          | \$7,000    | \$0         | \$0       | \$38,000    | \$45,000 |
| 53153 Copies             | \$0        | \$0         | \$0       | \$0         | \$0      |
| 53154 Food Service       | \$0        | \$0         | \$0       | \$3,000     | \$3,000  |
| 54100 Telephone          | \$0        | \$0         | \$0       | \$0         | \$0      |
| 54300 Electricity        | \$0        | \$0         | \$0       | \$0         | \$0      |
| 54618 Fields/Courts      | \$0        | \$0         | \$0       | \$0         | \$0      |
| 54620 Maint. Veh         | \$0        | \$0         | \$0       | \$0         | \$0      |
| 54670 Maint. Equip       | \$0        | \$2,000     | \$0       | \$0         | \$2,000  |
| 55100 Office Supplies    | \$0        | \$0         | \$0       | \$0         | \$0      |
| 55210 Operating Supplies | \$0        | \$0         | \$0       | \$0         | \$0      |
| 55221 Tools              | \$0        | \$0         | \$0       | \$0         | \$0      |

|       |                 |         |         |         |          |          |
|-------|-----------------|---------|---------|---------|----------|----------|
| 55231 | Summer Camp     | \$0     | \$0     | \$0     | \$30,000 | \$30,000 |
| 55232 | Teen Camp       | \$0     | \$0     | \$0     | \$10,500 | \$10,500 |
| 55233 | Sports Leagues  | \$0     | \$0     | \$0     | \$0      | \$0      |
| 55234 | Special Events  | \$0     | \$0     | \$0     | \$0      | \$0      |
| 55235 | Refund Exp      | \$0     | \$0     | \$0     | \$0      | \$0      |
| 55237 | Day Camps       | \$0     | \$1,700 | \$1,500 | \$0      | \$3,200  |
| 55238 | Funky Friday    | \$2,000 | \$0     | \$0     | \$0      | \$2,000  |
| 55239 | Specialty Camps | \$0     | \$0     | \$0     | \$5,200  | \$5,200  |
| 55240 | Uniforms        | \$0     | \$0     | \$0     | \$0      | \$0      |
| 55260 | Prot. Clothing  | \$0     | \$0     | \$0     | \$0      | \$0      |
| 54605 | Computers       | \$0     | \$0     | \$0     | \$0      | \$0      |
| 57201 | Rec Vending     | \$0     | \$0     | \$0     | \$0      | \$0      |

|                        |                |                |                |                 |                  |
|------------------------|----------------|----------------|----------------|-----------------|------------------|
| <b>Operating Total</b> | <b>\$9,000</b> | <b>\$3,700</b> | <b>\$1,500</b> | <b>\$86,700</b> | <b>\$100,900</b> |
|------------------------|----------------|----------------|----------------|-----------------|------------------|

| CAPITAL                      |                      | Enrichment | Afterschool | Day Camps  | Summer Camp | TOTAL      |
|------------------------------|----------------------|------------|-------------|------------|-------------|------------|
| 57001                        | Vehicle Debt Service | \$0        | \$0         | \$0        | \$0         | \$0        |
| 57201                        | Rec Vending          | \$0        | \$0         | \$0        | \$0         | \$0        |
| 58101                        | Capital Purch        | \$0        | \$0         | \$0        | \$0         | \$0        |
| 58102                        | 301                  | \$0        | \$0         | \$0        | \$0         | \$0        |
| <b>Capital Expense Total</b> |                      | <b>\$0</b> | <b>\$0</b>  | <b>\$0</b> | <b>\$0</b>  | <b>\$0</b> |

|                           |  | Enrichment      | Afterschool     | Day Camps      | Summer Camp      | TOTAL            |
|---------------------------|--|-----------------|-----------------|----------------|------------------|------------------|
| <b>EXPENDITURE TOTALS</b> |  | <b>\$16,506</b> | <b>\$45,527</b> | <b>\$9,291</b> | <b>\$155,780</b> | <b>\$227,104</b> |
|                           |  | 7.27%           | 20.05%          | 4.09%          | 68.59%           | 100.00%          |

## NET INCOME

|                    | Enrichment      | Afterschool     | Day Camps      | Summer Camp    | TOTAL           |
|--------------------|-----------------|-----------------|----------------|----------------|-----------------|
| TOTAL REVENUES     | \$14,702        | \$60,443        | \$14,297       | \$163,833      | \$253,274       |
| TOTAL EXPENDITURES | \$16,506        | \$45,527        | \$9,291        | \$155,780      | \$227,104       |
| <b>NET INCOME</b>  | <b>-\$1,804</b> | <b>\$14,916</b> | <b>\$5,006</b> | <b>\$8,052</b> | <b>\$26,170</b> |

## ADULT ACTIVITIES

### REVENUES

|                               | Contractual    | Communtiy Health | Tennis         | TOTAL           |
|-------------------------------|----------------|------------------|----------------|-----------------|
| 300230 Tennis Permits         | \$0            | \$0              | \$2,500        | \$2,500         |
| 347210 Rec Prog Activity      | \$9,598        | \$3,400          |                | \$12,998        |
| 347211 Rec Permits            |                |                  | \$1,500        | \$1,500         |
| 347213 Rec Vending            | \$0            | \$0              | \$0            | \$0             |
| 347214 Concession             | \$0            | \$0              | \$0            | \$0             |
| 347217 Merchandise            | \$0            | \$0              | \$0            | \$0             |
| 347530 Private Parties        | \$0            | \$0              | \$0            | \$0             |
| 347540 Athletic Programs      | \$0            | \$0              | \$0            | \$0             |
| 362000 Rental Income          | \$0            | \$0              | \$0            | \$0             |
| 366900 Don: Park Improve.     | \$0            | \$0              | \$0            | \$0             |
| 366903 Don: Rec Projs         | \$0            | \$0              | \$0            | \$0             |
| 366911 Special Events         | \$0            | \$0              | \$0            | \$0             |
| <b>PROGRAM REVENUE TOTALS</b> | <b>\$9,598</b> | <b>\$3,400</b>   | <b>\$4,000</b> | <b>\$16,998</b> |

### EXPENDITURES

| PERSONNEL              | Contractual  | Communtiy Health | Tennis       | TOTAL         |
|------------------------|--------------|------------------|--------------|---------------|
| 51200 Salaries         | \$5,427.24   | \$1,487.65       | \$725.32     | \$7,640.22    |
| 51210 Unused Medical   | \$0.00       | \$0.00           | \$0.00       | \$0.00        |
| 51400 Overtime         | \$0.00       | \$0.00           | \$0.00       | \$0.00        |
| 51500 Sick Leave       | \$0.00       | \$0.00           | \$0.00       | \$0.00        |
| 52200 FICA             | \$416.27     | \$114.10         | \$55.63      | \$586.01      |
| 52300 401k             | \$488.22     | \$133.83         | \$65.25      | \$687.29      |
| 52301 Life/Hosp. Ins   | \$1,377.68   | \$377.64         | \$184.12     | \$1,939.44    |
| 52400 Medical Benefit  | \$153.08     | \$41.96          | \$20.46      | \$215.49      |
| 53100 Physical Exams   | \$0.00       | \$0.00           | \$0.00       | \$0.00        |
| <b>Personnel Total</b> | <b>7,862</b> | <b>2,155</b>     | <b>1,051</b> | <b>11,068</b> |

| OPERATING                | Contractual | Communtiy Health | Tennis | TOTAL   |
|--------------------------|-------------|------------------|--------|---------|
| 53151 Prof Svcs          | \$8,000     |                  |        | \$8,000 |
| 53153 Copies             | \$0         | \$0              | \$0    | \$0     |
| 53154 Food Service       | \$0         | \$0              | \$0    | \$0     |
| 54100 Telephone          | \$0         | \$0              | \$0    | \$0     |
| 54300 Electricity        | \$0         | \$0              | \$0    | \$0     |
| 54618 Fields/Courts      | \$0         | \$0              | \$0    | \$0     |
| 54620 Maint. Veh         | \$0         | \$0              | \$0    | \$0     |
| 54670 Maint. Equip       | \$0         | \$0              | \$0    | \$0     |
| 55100 Office Supplies    | \$0         | \$0              | \$0    | \$0     |
| 55210 Operating Supplies | \$0         | \$0              | \$0    | \$0     |
| 55221 Tools              | \$0         | \$0              | \$0    | \$0     |

|       |                 |     |     |     |     |
|-------|-----------------|-----|-----|-----|-----|
| 55231 | Summer Camp     | \$0 | \$0 | \$0 | \$0 |
| 55232 | Teen Camp       | \$0 | \$0 | \$0 | \$0 |
| 55233 | Sports Leagues  | \$0 | \$0 | \$0 | \$0 |
| 55234 | Special Events  | \$0 | \$0 | \$0 | \$0 |
| 55235 | Refund Exp      | \$0 | \$0 | \$0 | \$0 |
| 55237 | Day Camps       | \$0 | \$0 | \$0 | \$0 |
| 55238 | Funky Friday    | \$0 | \$0 | \$0 | \$0 |
| 55239 | Specialty Camps | \$0 | \$0 | \$0 | \$0 |
| 55240 | Uniforms        | \$0 | \$0 | \$0 | \$0 |
| 55260 | Prot. Clothing  | \$0 | \$0 | \$0 | \$0 |
| 54605 | Computers       | \$0 | \$0 | \$0 | \$0 |
| 57201 | Rec Vending     | \$0 | \$0 | \$0 | \$0 |

|                        |                |            |            |                |
|------------------------|----------------|------------|------------|----------------|
| <b>Operating Total</b> | <b>\$8,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$8,000</b> |
|------------------------|----------------|------------|------------|----------------|

| CAPITAL                      |                      | Contractual | Communtiy Health | Tennis     | TOTAL      |
|------------------------------|----------------------|-------------|------------------|------------|------------|
| 57001                        | Vehicle Debt Service | \$0         | \$0              | \$0        | \$0        |
| 57201                        | Rec Vending          | \$0         | \$0              | \$0        | \$0        |
| 58101                        | Capital Purch        | \$0         | \$0              | \$0        | \$0        |
| 58102                        | 301                  | \$0         | \$0              | \$0        | \$0        |
| <b>Capital Expense Total</b> |                      | <b>\$0</b>  | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> |

|                           |  | Contractual     | Communtiy Health | Tennis         | TOTAL           |
|---------------------------|--|-----------------|------------------|----------------|-----------------|
| <b>EXPENDITURE TOTALS</b> |  | <b>\$15,862</b> | <b>\$2,155</b>   | <b>\$1,051</b> | <b>\$19,068</b> |
|                           |  | 83.19%          | 11.30%           | 5.51%          | 100.00%         |

## NET INCOME

|                    | Contractual     | Communtiy Health | Tennis         | TOTAL           |
|--------------------|-----------------|------------------|----------------|-----------------|
| TOTAL REVENUES     | \$9,598         | \$3,400          | \$4,000        | \$16,998        |
| TOTAL EXPENDITURES | \$15,862        | \$2,155          | \$1,051        | \$19,068        |
| <b>NET INCOME</b>  | <b>-\$6,264</b> | <b>\$1,245</b>   | <b>\$2,949</b> | <b>-\$2,070</b> |





# **SOLID WASTE**

## DISPOSAL

### REVENUES

|                            | Residential      | Commercial      | TOTAL            |
|----------------------------|------------------|-----------------|------------------|
| 343400 Sanitation          | \$175,300        | \$30,950        | \$206,250        |
| 343401 Permit-Roll Off     | \$0              | \$0             | \$0              |
| 361000 Interest            | \$0              | \$0             | \$0              |
| 337300 Recycling Grant     | \$0              | \$0             | \$0              |
| 364000 Sale of Assets      | \$0              | \$0             | \$0              |
| 381000 Reserve Prior Years | \$0              | \$0             | \$0              |
| <b>REVENUE TOTALS</b>      | <b>\$175,300</b> | <b>\$30,950</b> | <b>\$206,250</b> |

### EXPENDITURES

| PERSONNEL              | Residential     | Commercial     | TOTAL           |
|------------------------|-----------------|----------------|-----------------|
| 51200 Salaries         | \$15,267.99     | \$2,694.35     | \$17,962.35     |
| 51400 Overtime         | \$701.25        | \$123.75       | \$825           |
| 51500 Sick Leave       | \$290.15        | \$51.20        | \$341.36        |
| 52100 FICA             | \$1,182.65      | \$208.70       | \$1,391.36      |
| 52200 Retirement/401k  | \$1,392.01      | \$245.65       | \$1,637.65      |
| 52300 Life/Hosp. Ins.  | \$4,462.50      | \$787.50       | \$5,250.00      |
| 52301 Medical Benefit  | \$440.74        | \$77.78        | \$519           |
| 53100 Physical Exams   | \$0.00          | \$0.00         | \$0             |
| <b>Personnel Total</b> | <b>\$23,737</b> | <b>\$4,189</b> | <b>\$27,926</b> |

| OPERATING             | Residential | Commercial | TOTAL     |
|-----------------------|-------------|------------|-----------|
| 53151 Contractual Svc | \$0         | \$0        | \$0       |
| 54100 Telephone       | \$0         | \$0        | \$0       |
| 54200 Postage         | \$0         | \$0        | \$0       |
| 54340 Disposal        | \$106,250   | \$18,750   | \$125,000 |
| 54342 Recycling       | \$0         | \$0        | \$0       |
| 54620 Maint. Veh      | \$2,040     | \$360      | \$2,400   |
| 54670 Maint. Equip    | \$500       | \$125      | \$625     |
| 54900 Bad Debt        | \$0         | \$0        | \$0       |
| 55100 Office Supp     | \$0         | \$0        | \$0       |
| 55210 Operating Supp  | \$2,040     | \$360      | \$2,400   |
| 55220 Gasoline        | \$1,615     | \$285      | \$1,900   |
| 55221 Tools           | \$75        | \$75       | \$150     |
| 55240 Uniforms        | \$0         | \$0        | \$0       |

|                        |                  |                 |                  |
|------------------------|------------------|-----------------|------------------|
| 55260 Protect Cloth    | \$650            | \$100           | \$750            |
| 56405 Computer         | \$0              | \$0             | \$0              |
| <b>Operating Total</b> | <b>\$113,170</b> | <b>\$20,055</b> | <b>\$133,225</b> |

| <b>CAPITAL</b>               | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b> |
|------------------------------|--------------------|-------------------|--------------|
| 59900 Depreciation           | \$0                | \$0               | \$0          |
| 56402 Cars                   | \$0                | \$0               | \$0          |
| <b>Capital Expense Total</b> | <b>\$0</b>         | <b>\$0</b>        | <b>\$0</b>   |

| <b>ADMIN FEES</b>      | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b> |
|------------------------|--------------------|-------------------|--------------|
| 59904 SS               | \$0                | \$0               | \$0          |
| 59906 Admin            | \$0                | \$0               | \$0          |
| <b>Transfers Total</b> | <b>\$0</b>         | <b>\$0</b>        | <b>\$0</b>   |

|                           | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>     |
|---------------------------|--------------------|-------------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$136,900</b>   | <b>\$24,250</b>   | <b>\$161,151</b> |
|                           | 84.95%             | 15.05%            | 100.00%          |

## NET INCOME

|                    | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>    |
|--------------------|--------------------|-------------------|-----------------|
| TOTAL REVENUES     | \$175,300          | \$30,950          | \$206,250       |
| TOTAL EXPENDITURES | \$136,900          | \$24,250          | \$161,151       |
| <b>NET INCOME</b>  | <b>\$38,400</b>    | <b>\$6,700</b>    | <b>\$45,099</b> |

## COLLECTION

### REVENUES

|                           | Residential      | Commercial      | TOTAL            |
|---------------------------|------------------|-----------------|------------------|
| 343400 Sanitation         | \$525,950        | \$92,800        | \$618,750        |
| 343401 Permit-Roll Off    | \$425            | \$75            | \$500            |
| 361000 Interest           | \$0              | \$0             | \$0              |
| 337300 Recycling Grant    | \$0              | \$0             | \$0              |
| 364000 Sale of Assets     | \$0              | \$0             | \$0              |
| 381000 Reserve Prior Year | \$0              | \$0             | \$0              |
| <b>REVENUE TOTALS</b>     | <b>\$526,375</b> | <b>\$92,875</b> | <b>\$619,250</b> |

### EXPENDITURES

| PERSONNEL              | Residential      | Commercial      | TOTAL            |
|------------------------|------------------|-----------------|------------------|
| 51200 Salaries         | \$95,970         | \$16,936        | \$112,906        |
| 51400 Overtime         | \$1,020          | \$180           | \$1,200          |
| 51500 Sick Leave       | \$1,824          | \$322           | \$2,146          |
| 52100 FICA             | \$7,434          | \$1,312         | \$8,746          |
| 52200 Retirement/401k  | \$8,750          | \$1,544         | \$10,294         |
| 52300 Life/Hosp. Ins.  | \$28,050         | \$4,950         | \$33,000         |
| 52301 Medical Benefit  | \$2,770          | \$489           | \$3,259          |
| 53100 Physical Exams   | \$0              | \$0             | \$0              |
| <b>Personnel Total</b> | <b>\$145,818</b> | <b>\$25,733</b> | <b>\$171,551</b> |

| OPERATING             | Residential | Commercial | TOTAL    |
|-----------------------|-------------|------------|----------|
| 53151 Contractual Svc | \$6,375     | \$1,125    | \$7,500  |
| 54100 Telephone       | \$0         | \$0        | \$0      |
| 54200 Postage         | \$0         | \$0        | \$0      |
| 54340 Disposal        | \$0         | \$0        | \$0      |
| 54342 Recycling       | \$0         | \$0        | \$0      |
| 54620 Maint. Veh      | \$14,450    | \$2,550    | \$17,000 |
| 54670 Maint. Equip    | \$500       | \$125      | \$625    |
| 54900 Bad Debt        | \$0         | \$0        | \$0      |
| 55100 Office Supp     | \$0         | \$0        | \$0      |
| 55210 Operating Supp  | \$2,040     | \$360      | \$2,400  |
| 55220 Gasoline        | \$11,730    | \$2,070    | \$13,800 |
| 55221 Tools           | \$75        | \$75       | \$150    |

|                        |               |                 |                |                 |
|------------------------|---------------|-----------------|----------------|-----------------|
| 55240                  | Uniforms      | \$0             | \$0            | \$0             |
| 55260                  | Protect Cloth | \$650           | \$100          | \$750           |
| 56405                  | Computer      | \$0             | \$0            | \$0             |
| <b>Operating Total</b> |               | <b>\$35,820</b> | <b>\$6,405</b> | <b>\$42,225</b> |

| <b>CAPITAL</b>               |              | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>     |
|------------------------------|--------------|--------------------|-------------------|------------------|
| 59900                        | Depreciation | \$101,880          | \$11,320          | \$113,200        |
| 56402                        | Cars         |                    |                   | \$0              |
| <b>Capital Expense Total</b> |              | <b>\$101,880</b>   | <b>\$11,320</b>   | <b>\$113,200</b> |

| <b>ADMIN FEES</b>      |       | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b> |
|------------------------|-------|--------------------|-------------------|--------------|
| 59904                  | SS    | \$0                | \$0               | \$0          |
| 59906                  | Admin | \$0                | \$0               | \$0          |
| <b>Transfers Total</b> |       | <b>\$0</b>         | <b>\$0</b>        | <b>\$0</b>   |

|                           |  | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>     |
|---------------------------|--|--------------------|-------------------|------------------|
| <b>EXPENDITURE TOTALS</b> |  | <b>\$283,500</b>   | <b>\$43,450</b>   | <b>\$327,000</b> |
|                           |  | 86.70%             | 13.29%            | 100.00%          |

## NET INCOME

|                    | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>     |
|--------------------|--------------------|-------------------|------------------|
| TOTAL REVENUES     | \$526,375          | \$92,875          | \$619,250        |
| TOTAL EXPENDITURES | \$283,500          | \$43,450          | \$327,000        |
| <b>NET INCOME</b>  | <b>\$242,875</b>   | <b>\$49,425</b>   | <b>\$292,250</b> |

## RECYCLING

### REVENUES

|                            | Residential | Commercial     | TOTAL          |
|----------------------------|-------------|----------------|----------------|
| 343400 Sanitation          | \$0         | \$0            | \$0            |
| 343401 Permit-Roll Off     | \$0         | \$0            | \$0            |
| 361000 Interest            | \$0         | \$0            | \$0            |
| 337300 Recycling Grant     | \$0         | \$3,300        | \$3,300        |
| 364000 Sale of Assets      | \$0         | \$0            | \$0            |
| 381000 Reserve Prior Years | \$0         | \$0            | \$0            |
| <b>REVENUE TOTALS</b>      | <b>\$0</b>  | <b>\$3,300</b> | <b>\$3,300</b> |

### EXPENDITURES

| PERSONNEL              | Residential     | Commercial     | TOTAL           |
|------------------------|-----------------|----------------|-----------------|
| 51200 Salaries         | \$8,724.57      | \$1,539.63     | \$10,264.20     |
| 51400 Overtime         | \$0.00          | \$0.00         | \$0.00          |
| 51500 Sick Leave       | \$165.80        | \$29.26        | \$195.06        |
| 52100 FICA             | \$675.80        | \$119.26       | \$795.06        |
| 52200 Retirement/401k  | \$795.43        | \$140.37       | \$935.80        |
| 52300 Life/Hosp. Ins.  | \$2,550.00      | \$450.00       | \$3,000.00      |
| 52301 Medical Benefit  | \$251.85        | \$44.44        | \$296.30        |
| 53100 Physical Exams   | \$0.00          | \$0.00         | \$0.00          |
| <b>Personnel Total</b> | <b>\$13,163</b> | <b>\$2,323</b> | <b>\$15,486</b> |

| OPERATING             | Residential | Commercial | TOTAL    |
|-----------------------|-------------|------------|----------|
| 53151 Contractual Svc | \$0         | \$0        | \$0      |
| 54100 Telephone       | \$0         | \$0        | \$0      |
| 54200 Postage         | \$1,250     | \$1,250    | \$2,500  |
| 54340 Disposal        | \$0         | \$0        | \$0      |
| 54342 Recycling       | \$57,800    | \$10,200   | \$68,000 |
| 54620 Maint. Veh      | \$100       | \$0        | \$100    |
| 54670 Maint. Equip    | \$500       | \$125      | \$625    |
| 54900 Bad Debt        | \$0         | \$0        | \$0      |
| 55100 Office Supp     | \$0         | \$0        | \$0      |
| 55210 Operating Supp  | \$0         | \$0        | \$0      |
| 55220 Gasoline        | \$0         | \$0        | \$0      |
| 55221 Tools           | \$0         | \$0        | \$0      |
| 55240 Uniforms        | \$0         | \$0        | \$0      |

|                        |                 |                 |                 |
|------------------------|-----------------|-----------------|-----------------|
| 55260 Protect Cloth    | \$0             | \$0             | \$0             |
| 56405 Computer         | \$0             | \$0             | \$0             |
| <b>Operating Total</b> | <b>\$59,650</b> | <b>\$11,575</b> | <b>\$71,225</b> |

| <b>CAPITAL</b>               | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b> |
|------------------------------|--------------------|-------------------|--------------|
| 59900 Depreciation           | \$0                | \$0               | \$0          |
| 56402 Cars                   | \$0                | \$0               | \$0          |
| <b>Capital Expense Total</b> | <b>\$0</b>         | <b>\$0</b>        | <b>\$0</b>   |

| <b>ADMIN FEES</b>      | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b> |
|------------------------|--------------------|-------------------|--------------|
| 59904 SS               | \$0                | \$0               | \$0          |
| 59906 Admin            | \$0                | \$0               | \$0          |
| <b>Transfers Total</b> | <b>\$0</b>         | <b>\$0</b>        | <b>\$0</b>   |

|                           | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>    |
|---------------------------|--------------------|-------------------|-----------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$72,800</b>    | <b>\$13,900</b>   | <b>\$86,700</b> |
|                           | #DIV/0!            | #DIV/0!           | 100.00%         |

## NET INCOME

|                    | <b>Residential</b> | <b>Commercial</b> | <b>TOTAL</b>     |
|--------------------|--------------------|-------------------|------------------|
| TOTAL REVENUES     | \$0                | \$3,300           | \$3,300          |
| TOTAL EXPENDITURES | \$72,800           | \$13,900          | \$86,700         |
| <b>NET INCOME</b>  | <b>-\$72,800</b>   | <b>-\$10,600</b>  | <b>-\$83,400</b> |

## EMPLOYEE ADMINISTRATION

### REVENUES

|                           | Internal        | External     | TOTAL           |
|---------------------------|-----------------|--------------|-----------------|
| 343400 Sanitation         | \$0             | \$0          | \$0             |
| 343401 Permit-Roll Off    | \$0             | \$0          | \$0             |
| 361000 Interest           | \$0             | \$500        | \$500           |
| 337300 Recycling Grant    | \$0             | \$0          | \$0             |
| 364000 Sale of Assets     | \$0             | \$0          | \$0             |
| 381000 Reserve Prior Year | \$69,350        | \$0          | \$69,350        |
| <b>REVENUE TOTALS</b>     | <b>\$69,350</b> | <b>\$500</b> | <b>\$69,850</b> |

### EXPENDITURES

| PERSONNEL              | Internal        | External       | TOTAL            |
|------------------------|-----------------|----------------|------------------|
| 51200 Salaries         | \$61,329        | \$5,389        | \$66,717         |
| 51400 Overtime         | \$437           | \$38           | \$475            |
| 51500 Sick Leave       | \$1,165         | \$102          | \$1,268          |
| 52100 FICA             | \$4,750         | \$417          | \$5,168          |
| 52200 Retirement/401k  | \$5,591         | \$491          | \$6,083          |
| 52300 Life/Hosp. Ins.  | \$17,925        | \$1,575        | \$19,500         |
| 52301 Medical Benefit  | \$1,770         | \$156          | \$1,926          |
| 53100 Physical Exams   | \$460           | \$40           | \$500            |
| <b>Personnel Total</b> | <b>\$93,428</b> | <b>\$8,209</b> | <b>\$101,637</b> |

| OPERATING             | Internal | External | TOTAL   |
|-----------------------|----------|----------|---------|
| 53151 Contractual Svc | \$0      | \$0      | \$0     |
| 54100 Telephone       | \$1,450  | \$0      | \$1,450 |
| 54200 Postage         | \$1,750  | \$750    | \$2,500 |
| 54340 Disposal        | \$0      | \$0      | \$0     |
| 54342 Recycling       | \$0      | \$0      | \$0     |
| 54620 Maint. Veh      | \$500    | \$0      | \$500   |
| 54670 Maint. Equip    | \$625    | \$0      | \$625   |
| 54900 Bad Debt        | \$500    | \$0      | \$500   |
| 55100 Office Supp     | \$500    | \$0      | \$500   |
| 55210 Operating Supp  | \$1,700  | \$0      | \$1,700 |
| 55220 Gasoline        | \$300    | \$0      | \$300   |



|                        |                 |              |                 |
|------------------------|-----------------|--------------|-----------------|
| 55221 Tools            | \$50            | \$50         | \$100           |
| 55240 Uniforms         | \$2,350         | \$0          | \$2,350         |
| 55260 Protect Cloth    | \$700           | \$150        | \$850           |
| 56405 Computer         | \$1,200         | \$0          | \$1,200         |
| <b>Operating Total</b> | <b>\$11,625</b> | <b>\$950</b> | <b>\$12,575</b> |

| <b>CAPITAL</b>               | <b>Internal</b> | <b>External</b> | <b>TOTAL</b> |
|------------------------------|-----------------|-----------------|--------------|
| 59900 Depreciation           | \$0             | \$0             | \$0          |
| 56402 Cars                   | \$0             | \$0             | \$0          |
| <b>Capital Expense Total</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>   |

| <b>ADMIN FEES</b>      | <b>Internal</b>  | <b>External</b> | <b>TOTAL</b>     |
|------------------------|------------------|-----------------|------------------|
| 59904 SS               | \$158,500        | \$0             | \$158,500        |
| 59906 Admin            | \$51,100         | \$0             | \$51,100         |
| <b>Transfers Total</b> | <b>\$209,600</b> | <b>\$0</b>      | <b>\$209,600</b> |

|                           | <b>Internal</b>  | <b>External</b> | <b>TOTAL</b>     |
|---------------------------|------------------|-----------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$314,650</b> | <b>\$9,150</b>  | <b>\$323,800</b> |
|                           | 97.17%           | 2.83%           | 100%             |

## NET INCOME

|                    | <b>Internal</b>   | <b>External</b> | <b>TOTAL</b>      |
|--------------------|-------------------|-----------------|-------------------|
| TOTAL REVENUES     | \$69,350          | \$500           | \$69,850          |
| TOTAL EXPENDITURES | \$314,650         | \$9,150         | \$323,800         |
| <b>NET INCOME</b>  | <b>-\$245,300</b> | <b>-\$8,650</b> | <b>-\$253,950</b> |



**WATER**

## GENERATION

### REVENUES

|                              | Wells            | Generation Maintenance | Aeration   | Process Control | TOTAL            |
|------------------------------|------------------|------------------------|------------|-----------------|------------------|
| 343300 Water Utility Revenue | \$0              | \$0                    | \$0        | \$0             | <b>\$0</b>       |
| 343310 Water Tap Fees        | \$0              | \$0                    | \$0        | \$0             | <b>\$0</b>       |
| 361000 Interest              | \$0              | \$0                    | \$0        | \$0             | <b>\$0</b>       |
| 381000 Reserves              | \$0              | \$0                    | \$0        | \$0             | <b>\$0</b>       |
| 337901 SWFWMD Grant          | \$509,900        | \$0                    | \$0        | \$0             | <b>\$509,900</b> |
| <b>REVENUE TOTALS</b>        | <b>\$509,900</b> | <b>\$0</b>             | <b>\$0</b> | <b>\$0</b>      | <b>\$509,900</b> |

### EXPENDITURES

| PERSONNEL                         | Wells           | Generation Maintenance | Aeration        | Process Control | TOTAL           |
|-----------------------------------|-----------------|------------------------|-----------------|-----------------|-----------------|
| 51200 Salaries                    | \$25,073        | \$18,810               | \$8,152         | \$8,152         | \$60,187        |
| 51201 PT Salaries                 | \$1,163         | \$873                  | \$378           | \$378           | \$2,792         |
| 51210 Unused Medical              | \$0             | \$0                    | \$0             | \$0             | \$0             |
| 51400 Overtime                    | \$538           | \$404                  | \$175           | \$175           | \$1,291         |
| 51500 Sick Leave                  | \$336           | \$252                  | \$109           | \$109           | \$807           |
| 52100 FICA                        | \$2,047         | \$1,536                | \$666           | \$666           | \$4,915         |
| 52200 Retirement - 401K General P | \$2,411         | \$1,808                | \$784           | \$784           | \$5,786         |
| 52300 Life/Hosp.                  | \$6,536         | \$4,903                | \$2,125         | \$2,125         | \$15,688        |
| 52301 Medical Benefit             | \$767           | \$575                  | \$249           | \$249           | \$1,840         |
| 53100 Physical Exams              | \$20            | \$15                   | \$7             | \$7             | \$48            |
| <b>Personnel Total</b>            | <b>\$38,891</b> | <b>\$29,176</b>        | <b>\$12,645</b> | <b>\$12,645</b> | <b>\$93,356</b> |

| OPERATING                     | Wells   | Generation Maintenance | Aeration | Process Control | TOTAL    |
|-------------------------------|---------|------------------------|----------|-----------------|----------|
| 53151 Professional Services   | \$5,750 | \$5,750                | \$0      | \$0             | \$11,500 |
| 54000 Travel & Per Diem       | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54100 Telephone               | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54200 Postage                 | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54300 Electricity             | \$4,034 | \$3,027                | \$1,312  | \$1,312         | \$9,684  |
| 54301 Water                   | \$25    | \$19                   | \$8      | \$8             | \$60     |
| 54302 Sanitation              | \$192   | \$144                  | \$62     | \$62            | \$460    |
| 54303 Sewer                   | \$17    | \$13                   | \$5      | \$5             | \$40     |
| 54315 Pin. City Water         | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54400 Equip. Rental           | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54614 Maintenance - Meters    | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54620 Maintenance - Vehicle   | \$500   | \$500                  | \$0      | \$0             | \$1,000  |
| 54630 Maintenance - Building  | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54670 Maintenance - Equipment | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 54900 Bad Debt                | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 55100 Office Supplies         | \$0     | \$0                    | \$0      | \$0             | \$0      |
| 55210 Operating Supplies      | \$0     | \$0                    | \$0      | \$2,000         | \$2,000  |

|                           |                 |                 |                |                 |                 |
|---------------------------|-----------------|-----------------|----------------|-----------------|-----------------|
| 55213 Laboratory Test     | \$0             | \$0             | \$0            | \$10,000        | \$10,000        |
| 55214 Lab Supplies        | \$0             | \$0             | \$0            | \$4,250         | \$4,250         |
| 55220 Gasoline & Oil      | \$938           | \$938           | \$0            | \$0             | \$1,875         |
| 55221 Tools               | \$0             | \$750           | \$0            | \$0             | \$750           |
| 55230 Chemicals           | \$0             | \$0             | \$0            | \$0             | \$0             |
| 55235 Refund Exp.         | \$0             | \$0             | \$0            | \$0             | \$0             |
| 55240 Uniforms            | \$0             | \$0             | \$0            | \$0             | \$0             |
| 55260 Protective Clothing | \$0             | \$700           | \$0            | \$0             | \$700           |
| 55410 Memberships         | \$0             | \$0             | \$0            | \$0             | \$0             |
| 55420 Training & Aids     | \$0             | \$0             | \$0            | \$0             | \$0             |
| 56405 Computer System     | \$0             | \$0             | \$0            | \$0             | \$0             |
| 57301 Miscellaneous       | \$0             | \$0             | \$0            | \$0             | \$0             |
| 59200 Repay-Loan-GF       | \$0             | \$0             | \$0            | \$0             | \$0             |
| 59900 Depreciation        | \$0             | \$0             | \$0            | \$0             | \$0             |
| 59912 Loss--Disposal      | \$0             | \$0             | \$0            | \$0             | \$0             |
| <b>Operating Total</b>    | <b>\$11,455</b> | <b>\$11,839</b> | <b>\$1,388</b> | <b>\$17,638</b> | <b>\$42,319</b> |

| <b>CAPITAL</b>               | <b>Wells</b>       | <b>Generation Maintenance</b> | <b>Aeration</b> | <b>Process Control</b> | <b>TOTAL</b>       |
|------------------------------|--------------------|-------------------------------|-----------------|------------------------|--------------------|
| 57001 Vehicle Debt Service   | \$0                | \$0                           | \$0             | \$0                    | \$0                |
| 58101 Capital Projects       | \$1,049,975        | \$0                           | \$0             | \$0                    | \$1,049,975        |
| 58102 Transfer to 301        | \$0                | \$0                           | \$0             | \$0                    | \$0                |
| <b>Capital Expense Total</b> | <b>\$1,049,975</b> | <b>\$0</b>                    | <b>\$0</b>      | <b>\$0</b>             | <b>\$1,049,975</b> |

| <b>FEES AND TRANSFERS</b>       | <b>Wells</b> | <b>Generation Maintenance</b> | <b>Aeration</b> | <b>Process Control</b> | <b>TOTAL</b> |
|---------------------------------|--------------|-------------------------------|-----------------|------------------------|--------------|
| 58001 Transfer of Reserves      | \$0          | \$0                           | \$0             | \$0                    | \$0          |
| 59904 Support Service Fees      | \$0          | \$0                           | \$0             | \$0                    | \$0          |
| 59906 Administration Fees       | \$0          | \$0                           | \$0             | \$0                    | \$0          |
| <b>Fees and Transfers Total</b> | <b>\$0</b>   | <b>\$0</b>                    | <b>\$0</b>      | <b>\$0</b>             | <b>\$0</b>   |

| <b>EXPENDITURE TOTALS</b> | <b>Wells</b>       | <b>Generation Maintenance</b> | <b>Aeration</b> | <b>Process Control</b> | <b>TOTAL</b>       |
|---------------------------|--------------------|-------------------------------|-----------------|------------------------|--------------------|
|                           | <b>\$1,100,321</b> | <b>\$41,015</b>               | <b>\$14,032</b> | <b>\$30,282</b>        | <b>\$1,185,650</b> |
|                           | 92.80%             | 3.46%                         | 1.18%           | 2.55%                  | 100.00%            |

## NET INCOME

|                    | <b>Wells</b>      | <b>Generation Maintenance</b> | <b>Aeration</b>  | <b>Process Control</b> | <b>TOTAL</b>      |
|--------------------|-------------------|-------------------------------|------------------|------------------------|-------------------|
| TOTAL REVENUES     | \$509,900         | \$0                           | \$0              | \$0                    | \$509,900         |
| TOTAL EXPENDITURES | \$1,100,321       | \$41,015                      | \$14,032         | \$30,282               | \$1,185,650       |
| <b>NET INCOME</b>  | <b>-\$590,421</b> | <b>-\$41,015</b>              | <b>-\$14,032</b> | <b>-\$30,282</b>       | <b>-\$675,750</b> |

## TREATMENT AND TESTING

### REVENUES

|                              | Chemical<br>Process | Chlorine<br>Management | Records    | TOTAL            |
|------------------------------|---------------------|------------------------|------------|------------------|
| 343300 Water Utility Revenue | \$975,650           | \$0                    | \$0        | \$975,650        |
| 343310 Water Tap Fees        | \$0                 | \$0                    | \$0        | \$0              |
| 361000 Interest              | \$0                 | \$0                    | \$0        | \$0              |
| 381000 Reserves              | \$0                 | \$0                    | \$0        | \$0              |
| <b>REVENUE TOTALS</b>        | <b>\$975,650</b>    | <b>\$0</b>             | <b>\$0</b> | <b>\$975,650</b> |

### EXPENDITURES

| PERSONNEL                         | Chemical<br>Process | Chlorine<br>Management | Records        | TOTAL           |
|-----------------------------------|---------------------|------------------------|----------------|-----------------|
| 51200 Salaries                    | \$6,283             | \$6,283                | \$3,777        | \$16,343        |
| 51201 PT Salaries                 | \$291               | \$291                  | \$175          | \$758           |
| 51210 Unused Medical              | \$0                 | \$0                    | \$0            | \$0             |
| 51400 Overtime                    | \$135               | \$135                  | \$81           | \$351           |
| 51500 Sick Leave                  | \$84                | \$84                   | \$51           | \$219           |
| 52100 FICA                        | \$513               | \$513                  | \$308          | \$1,335         |
| 52200 Retirement - 401K General P | \$604               | \$604                  | \$363          | \$1,571         |
| 52300 Life/Hosp.                  | \$1,638             | \$1,638                | \$985          | \$4,260         |
| 52301 Medical Benefit             | \$192               | \$192                  | \$115          | \$500           |
| 53100 Physical Exams              | \$5                 | \$5                    | \$3            | \$13            |
| <b>Personnel Total</b>            | <b>\$9,745</b>      | <b>\$9,745</b>         | <b>\$5,859</b> | <b>\$25,349</b> |

| OPERATING                   | Chemical<br>Process | Chlorine<br>Management | Records | TOTAL   |
|-----------------------------|---------------------|------------------------|---------|---------|
| 53151 Professional Services | \$0                 | \$0                    | \$0     | \$0     |
| 54000 Travel & Per Diem     | \$0                 | \$0                    | \$0     | \$0     |
| 54100 Telephone             | \$0                 | \$0                    | \$0     | \$0     |
| 54200 Postage               | \$0                 | \$0                    | \$0     | \$0     |
| 54300 Electricity           | \$1,011             | \$1,011                | \$608   | \$2,630 |
| 54301 Water                 | \$23                | \$23                   | \$14    | \$60    |
| 54302 Sanitation            | \$177               | \$177                  | \$106   | \$460   |
| 54303 Sewer                 | \$15                | \$15                   | \$9     | \$40    |
| 54315 Pin. City Water       | \$0                 | \$0                    | \$0     | \$0     |
| 54400 Equip. Rental         | \$0                 | \$0                    | \$0     | \$0     |
| 54614 Maintenance - Meters  | \$0                 | \$0                    | \$0     | \$0     |
| 54620 Maintenance - Vehicle | \$0                 | \$0                    | \$0     | \$0     |

|                        |                         |                 |                 |                |                 |
|------------------------|-------------------------|-----------------|-----------------|----------------|-----------------|
| 54630                  | Maintenance - Building  | \$0             | \$0             | \$0            | \$0             |
| 54670                  | Maintenance - Equipment | \$3,500         | \$3,500         | \$0            | \$7,000         |
| 54900                  | Bad Debt                | \$0             | \$0             | \$0            | \$0             |
| 55100                  | Office Supplies         | \$0             | \$0             | \$833          | \$833           |
| 55210                  | Operating Supplies      | \$0             | \$0             | \$2,000        | \$2,000         |
| 55213                  | Laboratory Test         | \$10,000        | \$0             | \$0            | \$10,000        |
| 55214                  | Lab Supplies            | \$2,125         | \$2,125         | \$0            | \$4,250         |
| 55220                  | Gasoline & Oil          | \$0             | \$0             | \$0            | \$0             |
| 55221                  | Tools                   | \$0             | \$0             | \$0            | \$0             |
| 55230                  | Chemicals               | \$11,500        | \$11,500        | \$0            | \$23,000        |
| 55235                  | Refund Exp.             | \$0             | \$0             | \$0            | \$0             |
| 55240                  | Uniforms                | \$0             | \$0             | \$0            | \$0             |
| 55260                  | Protective Clothing     | \$700           | \$0             | \$0            | \$700           |
| 55410                  | Memberships             | \$0             | \$0             | \$0            | \$0             |
| 55420                  | Training & Aids         | \$0             | \$0             | \$0            | \$0             |
| 56405                  | Computer System         | \$0             | \$0             | \$0            | \$0             |
| 57301                  | Miscellaneous           | \$0             | \$0             | \$0            | \$0             |
| 59200                  | Repay-Loan-GF           | \$0             | \$0             | \$0            | \$0             |
| 59900                  | Depreciation            | \$0             | \$0             | \$0            | \$0             |
| 59912                  | Loss--Disposal          | \$0             | \$0             | \$0            | \$0             |
| <b>Operating Total</b> |                         | <b>\$29,051</b> | <b>\$18,351</b> | <b>\$3,571</b> | <b>\$50,973</b> |

| <b>CAPITAL</b>               |                      | <b>Chemical Process</b> | <b>Chlorine Management</b> | <b>Records</b> | <b>TOTAL</b>    |
|------------------------------|----------------------|-------------------------|----------------------------|----------------|-----------------|
| 57001                        | Vehicle Debt Service | \$0                     | \$0                        | \$0            | \$0             |
| 58101                        | Capital Purchase     | \$0                     | \$70,000                   | \$0            | \$70,000        |
| 58102                        | Transfer to 301      | \$0                     | \$0                        | \$0            | \$0             |
| <b>Capital Expense Total</b> |                      | <b>\$0</b>              | <b>\$70,000</b>            | <b>\$0</b>     | <b>\$70,000</b> |

| <b>FEES AND TRANSFERS</b>       |                      | <b>Chemical Process</b> | <b>Chlorine Management</b> | <b>Records</b> | <b>TOTAL</b> |
|---------------------------------|----------------------|-------------------------|----------------------------|----------------|--------------|
| 58001                           | Transfer of Reserves | \$0                     | \$0                        | \$0            | \$0          |
| 59904                           | Support Service Fees | \$0                     | \$0                        | \$0            | \$0          |
| 59906                           | Administration Fees  | \$0                     | \$0                        | \$0            | \$0          |
| <b>Fees and Transfers Total</b> |                      | <b>\$0</b>              | <b>\$0</b>                 | <b>\$0</b>     | <b>\$0</b>   |

| <b>EXPENDITURE TOTALS</b> |  | <b>Chemical Process</b> | <b>Chlorine Management</b> | <b>Records</b> | <b>TOTAL</b>     |
|---------------------------|--|-------------------------|----------------------------|----------------|------------------|
|                           |  | <b>\$38,796</b>         | <b>\$98,096</b>            | <b>\$9,430</b> | <b>\$146,322</b> |
|                           |  | 26.51%                  | 67.04%                     | 6.44%          | 100.00%          |

NET INCOME

|                    | Chemical<br>Process | Chlorine<br>Management | Records  | TOTAL     |
|--------------------|---------------------|------------------------|----------|-----------|
| TOTAL REVENUES     | \$975,650           | \$0                    | \$0      | \$975,650 |
| TOTAL EXPENDITURES | \$38,796            | \$98,096               | \$9,430  | \$146,322 |
| NET INCOME         | \$936,854           | -\$98,096              | -\$9,430 | \$829,328 |



## METER MANAGEMENT

### REVENUES

| REVENUES                     | Meter Maintenance | Testing    | Usage/Leak Checks | Upgrades/ Additions | Billing    | TOTAL          |
|------------------------------|-------------------|------------|-------------------|---------------------|------------|----------------|
| 343300 Water Utility Revenue | \$0               | \$0        | \$0               | \$0                 | \$0        | \$0.00         |
| 343310 Water Tap Fees        | \$5,000           | \$0        | \$0               | \$0                 | \$0        | \$5,000.00     |
| 361000 Interest              | \$0               | \$0        | \$0               | \$0                 | \$0        | \$0.00         |
| 381000 Reserves              | \$0               | \$0        | \$0               | \$0                 | \$0        | \$0.00         |
| <b>REVENUE TOTALS</b>        | <b>\$5,000</b>    | <b>\$0</b> | <b>\$0</b>        | <b>\$0</b>          | <b>\$0</b> | <b>\$5,000</b> |

### EXPENDITURES

| PERSONNEL                         | Meter Maintenance | Testing         | Usage/Leak Checks | Upgrades/ Additions | Billing         | TOTAL            |
|-----------------------------------|-------------------|-----------------|-------------------|---------------------|-----------------|------------------|
| 51200 Salaries                    | \$28,812          | \$12,527        | \$65,160          | \$32,570            | \$14,416        | \$153,485        |
| 51201 PT Salaries                 | \$1,337           | \$581           | \$3,023           | \$1,511             | \$669           | \$7,121          |
| 51210 Unused Medical              | \$0               | \$0             | \$0               | \$0                 | \$0             | \$0              |
| 51400 Overtime                    | \$618             | \$269           | \$1,398           | \$699               | \$309           | \$3,293          |
| 51500 Sick Leave                  | \$386             | \$168           | \$874             | \$437               | \$193           | \$2,058          |
| 52100 FICA                        | \$2,353           | \$1,023         | \$5,321           | \$2,660             | \$1,177         | \$12,533         |
| 52200 Retirement - 401K General P | \$2,770           | \$1,204         | \$6,264           | \$3,131             | \$1,386         | \$14,756         |
| 52300 Life/Hosp.                  | \$7,510           | \$3,265         | \$16,985          | \$8,490             | \$3,758         | \$40,007         |
| 52301 Medical Benefit             | \$881             | \$383           | \$1,992           | \$996               | \$441           | \$4,692          |
| 53100 Physical Exams              | \$23              | \$10            | \$52              | \$26                | \$12            | \$123            |
| <b>Personnel Total</b>            | <b>\$44,690</b>   | <b>\$19,430</b> | <b>\$101,068</b>  | <b>\$50,519</b>     | <b>\$22,360</b> | <b>\$238,068</b> |

| OPERATING                     | Meter Maintenance | Testing | Usage/Leak Checks | Upgrades/ Additions | Billing | TOTAL       |
|-------------------------------|-------------------|---------|-------------------|---------------------|---------|-------------|
| 53151 Professional Services   | 33500             | \$0     | \$0               | \$0                 | \$0     | \$33,500.00 |
| 54000 Travel & Per Diem       | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 54100 Telephone               | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 54200 Postage                 | \$0               | \$0     | \$0               | \$0                 | \$6,000 | \$6,000.00  |
| 54300 Electricity             | \$4,636           | \$2,016 | \$10,484          | \$5,241             | \$2,319 | \$24,695.85 |
| 54301 Water                   | \$11              | \$5     | \$25              | \$13                | \$6     | \$60.00     |
| 54302 Sanitation              | \$86              | \$38    | \$195             | \$98                | \$43    | \$460.00    |
| 54303 Sewer                   | \$8               | \$3     | \$17              | \$8                 | \$4     | \$40.00     |
| 54315 Pin. City Water         | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 54400 Equip. Rental           | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 54614 Maintenance - Meters    | \$50,350          | \$1,325 | \$1,325           | \$0                 | \$0     | \$53,000.00 |
| 54620 Maintenance - Vehicle   | \$0               | \$0     | \$1,000           | \$0                 | \$0     | \$1,000.00  |
| 54630 Maintenance - Building  | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 54670 Maintenance - Equipment | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 54900 Bad Debt                | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 55100 Office Supplies         | \$0               | \$0     | \$583             | \$0                 | \$250   | \$833.33    |
| 55210 Operating Supplies      | \$1,000           | \$1,000 | \$0               | \$0                 | \$0     | \$2,000.00  |
| 55213 Laboratory Test         | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 55214 Lab Supplies            | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 55220 Gasoline & Oil          | \$0               | \$0     | \$1,875           | \$0                 | \$0     | \$1,875.00  |
| 55221 Tools                   | \$750             | \$0     | \$0               | \$0                 | \$0     | \$750.00    |
| 55230 Chemicals               | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 55235 Refund Exp.             | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 55240 Uniforms                | \$0               | \$0     | \$0               | \$0                 | \$0     | \$0.00      |
| 55260 Protective Clothing     | \$0               | \$0     | \$700             | \$0                 | \$0     | \$700.00    |

|                        |                 |                |                 |                |                |                  |
|------------------------|-----------------|----------------|-----------------|----------------|----------------|------------------|
| 55410 Memberships      | \$0             | \$0            | \$0             | \$0            | \$0            | \$0.00           |
| 55420 Training & Aids  | \$0             | \$0            | \$0             | \$0            | \$0            | \$0.00           |
| 56405 Computer System  | \$0             | \$0            | \$0             | \$0            | \$0            | \$0.00           |
| 57301 Miscellaneous    | \$8,000         | \$0            | \$0             | \$0            | \$0            | \$8,000.00       |
| 59200 Repay-Loan-GF    | \$0             | \$0            | \$0             | \$0            | \$0            | \$0.00           |
| 59900 Depreciation     | \$0             | \$0            | \$0             | \$0            | \$0            | \$0.00           |
| 59912 Loss--Disposal   | \$0             | \$0            | \$0             | \$0            | \$0            | \$0.00           |
| <b>Operating Total</b> | <b>\$98,341</b> | <b>\$4,386</b> | <b>\$16,205</b> | <b>\$5,359</b> | <b>\$8,622</b> | <b>\$132,914</b> |

| <b>CAPITAL</b>               | <b>Meter Maintenance</b> | <b>Testing</b> | <b>Usage/Leak Checks</b> | <b>Upgrades/ Additions</b> | <b>Billing</b> | <b>TOTAL</b> |
|------------------------------|--------------------------|----------------|--------------------------|----------------------------|----------------|--------------|
| 57001 Vehicle Debt Service   | \$0                      | \$0            | \$0                      | \$0                        | \$0            | \$0          |
| 58101 Capital Purchase       | \$0                      | \$0            | \$0                      | \$0                        | \$0            | \$0          |
| 58102 Transfer to 301        | \$0                      | \$0            | \$0                      | \$0                        | \$0            | \$0          |
| <b>Capital Expense Total</b> | <b>\$0</b>               | <b>\$0</b>     | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>     | <b>\$0</b>   |

| <b>FEES AND TRANSFERS</b>       | <b>Meter Maintenance</b> | <b>Testing</b> | <b>Usage/Leak Checks</b> | <b>Upgrades/ Additions</b> | <b>Billing</b> | <b>TOTAL</b> |
|---------------------------------|--------------------------|----------------|--------------------------|----------------------------|----------------|--------------|
| 58001 Transfer of Reserves      | \$0                      | \$0            | \$0                      | \$0                        | \$0            | \$0          |
| 59904 Support Service Fees      | \$0                      | \$0            | \$0                      | \$0                        | \$0            | \$0          |
| 59906 Administration Fees       | \$0                      | \$0            | \$0                      | \$0                        | \$0            | \$0          |
| <b>Fees and Transfers Total</b> | <b>\$0</b>               | <b>\$0</b>     | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>     | <b>\$0</b>   |

|                           | <b>Meter Maintenance</b> | <b>Testing</b>  | <b>Usage/Leak Checks</b> | <b>Upgrades/ Additions</b> | <b>Billing</b>  | <b>TOTAL</b>     |
|---------------------------|--------------------------|-----------------|--------------------------|----------------------------|-----------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$143,031</b>         | <b>\$23,817</b> | <b>\$117,274</b>         | <b>\$55,879</b>            | <b>\$30,982</b> | <b>\$370,982</b> |
|                           | 38.55%                   | 6.42%           | 31.61%                   | 15.06%                     | 8.35%           | 100.00%          |

## NET INCOME

|                    | <b>Meter Maintenance</b> | <b>Testing</b>   | <b>Usage/Leak Checks</b> | <b>Upgrades/ Additions</b> | <b>Billing</b>   | <b>TOTAL</b>      |
|--------------------|--------------------------|------------------|--------------------------|----------------------------|------------------|-------------------|
| TOTAL REVENUES     | \$5,000                  | \$0              | \$0                      | \$0                        | \$0              | \$5,000           |
| TOTAL EXPENDITURES | \$143,031                | \$23,817         | \$117,274                | \$55,879                   | \$30,982         | \$370,982         |
| <b>NET INCOME</b>  | <b>-\$138,031</b>        | <b>-\$23,817</b> | <b>-\$117,274</b>        | <b>-\$55,879</b>           | <b>-\$30,982</b> | <b>-\$365,982</b> |

## DISTRIBUTION

### REVENUES

|                              | Water Lines      | Valves       | Fire Hydrant Maintenance | TOTAL            |
|------------------------------|------------------|--------------|--------------------------|------------------|
| 343300 Water Utility Revenue | \$588,350        | \$0          | \$0                      | \$588,350        |
| 343310 Water Tap Fees        | \$0              | \$600        | \$0                      | \$600            |
| 361000 Interest              | \$0              | \$0          | \$0                      | \$0              |
| 381000 Reserves              | \$0              | \$0          | \$0                      | \$0              |
| <b>REVENUE TOTALS</b>        | <b>\$588,350</b> | <b>\$600</b> | <b>\$0</b>               | <b>\$588,950</b> |

### EXPENDITURES

| PERSONNEL                         | Water Lines     | Valves          | Fire Hydrant Maintenance | TOTAL            |
|-----------------------------------|-----------------|-----------------|--------------------------|------------------|
| 51200 Salaries                    | \$35,076        | \$32,570        | \$20,043                 | \$87,689         |
| 51201 PT Salaries                 | \$1,627         | \$1,511         | \$930                    | \$4,068          |
| 51210 Unused Medical              | \$0             | \$0             | \$0                      | \$0              |
| 51400 Overtime                    | \$752           | \$699           | \$430                    | \$1,881          |
| 51500 Sick Leave                  | \$470           | \$437           | \$269                    | \$1,176          |
| 52100 FICA                        | \$2,864         | \$2,660         | \$1,637                  | \$7,160          |
| 52200 Retirement - 401K General P | \$3,372         | \$3,131         | \$1,927                  | \$8,430          |
| 52300 Life/Hosp.                  | \$9,143         | \$8,490         | \$5,224                  | \$22,857         |
| 52301 Medical Benefit             | \$1,072         | \$996           | \$613                    | \$2,681          |
| 53100 Physical Exams              | \$28            | \$26            | \$16                     | \$71             |
| <b>Personnel Total</b>            | <b>\$54,405</b> | <b>\$50,519</b> | <b>\$31,089</b>          | <b>\$136,013</b> |

| OPERATING                   | Water Lines | Valves  | Fire Hydrant Maintenance | TOTAL    |
|-----------------------------|-------------|---------|--------------------------|----------|
| 53151 Professional Services | \$0         | \$0     | \$0                      | \$0      |
| 54000 Travel & Per Diem     | \$0         | \$0     | \$0                      | \$0      |
| 54100 Telephone             | \$0         | \$0     | \$0                      | \$0      |
| 54200 Postage               | \$0         | \$0     | \$0                      | \$0      |
| 54300 Electricity           | \$5,644     | \$5,241 | \$3,225                  | \$14,109 |
| 54301 Water                 | \$24        | \$22    | \$14                     | \$60     |
| 54302 Sanitation            | \$184       | \$171   | \$105                    | \$460    |
| 54303 Sewer                 | \$16        | \$15    | \$9                      | \$40     |
| 54315 Pin. City Water       | \$15,000    | \$0     | \$0                      | \$15,000 |
| 54400 Equip. Rental         | \$2,750     | \$0     | \$0                      | \$2,750  |
| 54614 Maintenance - Meters  | \$0         | \$0     | \$0                      | \$0      |
| 54620 Maintenance - Vehicle | \$1,000     | \$0     | \$0                      | \$1,000  |

|                               |                 |                |                |                 |
|-------------------------------|-----------------|----------------|----------------|-----------------|
| 54630 Maintenance - Building  | \$0             | \$0            | \$0            | \$0             |
| 54670 Maintenance - Equipment | \$7,000         | \$0            | \$0            | \$7,000         |
| 54900 Bad Debt                | \$0             | \$0            | \$0            | \$0             |
| 55100 Office Supplies         | \$0             | \$0            | \$0            | \$0             |
| 55210 Operating Supplies      | \$0             | \$0            | \$0            | \$0             |
| 55213 Laboratory Test         | \$0             | \$0            | \$0            | \$0             |
| 55214 Lab Supplies            | \$0             | \$0            | \$0            | \$0             |
| 55220 Gasoline & Oil          | \$1,875         | \$0            | \$0            | \$1,875         |
| 55221 Tools                   | \$750           | \$0            | \$0            | \$750           |
| 55230 Chemicals               | \$0             | \$0            | \$0            | \$0             |
| 55235 Refund Exp.             | \$0             | \$0            | \$0            | \$0             |
| 55240 Uniforms                | \$0             | \$0            | \$0            | \$0             |
| 55260 Protective Clothing     | \$700           | \$0            | \$0            | \$700           |
| 55410 Memberships             | \$0             | \$0            | \$0            | \$0             |
| 55420 Training & Aids         | \$0             | \$0            | \$0            | \$0             |
| 56405 Computer System         | \$0             | \$0            | \$0            | \$0             |
| 57301 Miscellaneous           | \$0             | \$0            | \$0            | \$0             |
| 59200 Repay-Loan-GF           | \$0             | \$0            | \$0            | \$0             |
| 59900 Depreciation            | \$0             | \$0            | \$0            | \$0             |
| 59912 Loss--Disposal          | \$0             | \$0            | \$0            | \$0             |
| <b>Operating Total</b>        | <b>\$34,943</b> | <b>\$5,449</b> | <b>\$3,353</b> | <b>\$43,744</b> |

| <b>CAPITAL</b>                  | <b>Water Lines</b> | <b>Valves</b> | <b>Fire Hydrant Maintenance</b> | <b>TOTAL</b> |
|---------------------------------|--------------------|---------------|---------------------------------|--------------|
| 58001 Transfer of Reserves      | \$0                | \$0           | \$0                             | \$0          |
| 59904 Support Service Fees      | \$0                | \$0           | \$0                             | \$0          |
| 59906 Administration Fees       | \$0                | \$0           | \$0                             | \$0          |
| <b>Fees and Transfers Total</b> | <b>\$0</b>         | <b>\$0</b>    | <b>\$0</b>                      | <b>\$0</b>   |

| <b>FEES AND TRANSFERS</b>       | <b>Water Lines</b> | <b>Valves</b> | <b>Fire Hydrant Maintenance</b> | <b>TOTAL</b> |
|---------------------------------|--------------------|---------------|---------------------------------|--------------|
| 58001 Transfer of Reserves      | \$0                | \$0           | \$0                             | \$0          |
| 59904 Support Service Fees      | \$0                | \$0           | \$0                             | \$0          |
| 59906 Administration Fees       | \$0                | \$0           | \$0                             | \$0          |
| <b>Fees and Transfers Total</b> | <b>\$0</b>         | <b>\$0</b>    | <b>\$0</b>                      | <b>\$0</b>   |

|                           | <b>Water Lines</b> | <b>Valves</b>   | <b>Fire Hydrant Maintenance</b> | <b>TOTAL</b>     |
|---------------------------|--------------------|-----------------|---------------------------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$89,348</b>    | <b>\$55,968</b> | <b>\$34,442</b>                 | <b>\$179,757</b> |
|                           | 49.70%             | 31.14%          | 19.16%                          | 100.00%          |

**NET INCOME**

|                    | Water Lines      | Valves           | Fire Hydrant<br>Maintenance | TOTAL            |
|--------------------|------------------|------------------|-----------------------------|------------------|
| TOTAL REVENUES     | \$588,350        | \$600            | \$0                         | \$588,950        |
| TOTAL EXPENDITURES | \$89,348         | \$55,968         | \$34,442                    | \$179,757        |
| <b>NET INCOME</b>  | <b>\$499,002</b> | <b>-\$55,368</b> | <b>-\$34,442</b>            | <b>\$409,193</b> |

## EMPLOYEE ADMINISTRATION

### REVENUES

|                              | Plant<br>Maintenance | Meetings/<br>Communications | Training/<br>Certifications | Scheduling/<br>Payroll | TOTAL            |
|------------------------------|----------------------|-----------------------------|-----------------------------|------------------------|------------------|
| 343300 Water Utility Revenue | \$0                  | \$0                         | \$0                         | \$0                    | \$0              |
| 343310 Water Tap Fees        | \$0                  | \$0                         | \$0                         | \$0                    | \$0              |
| 361000 Interest              | \$1,000              | \$0                         | \$0                         | \$0                    | \$1,000          |
| 381000 Reserves              | \$610,075            | \$0                         | \$0                         | \$0                    | \$610,075        |
| <b>REVENUE TOTALS</b>        | <b>\$611,075</b>     | <b>\$0</b>                  | <b>\$0</b>                  | <b>\$0</b>             | <b>\$611,075</b> |

### EXPENDITURES

| <b>PERSONNEL</b>                  | Plant<br>Maintenance | Meetings/<br>Communications | Training/<br>Certifications | Scheduling/<br>Payroll | TOTAL           |
|-----------------------------------|----------------------|-----------------------------|-----------------------------|------------------------|-----------------|
| 51200 Salaries                    | \$15,071             | \$17,576                    | \$11,274                    | \$11,274               | \$55,196        |
| 51201 PT Salaries                 | \$699                | \$815                       | \$523                       | \$523                  | \$2,561         |
| 51210 Unused Medical              | \$0                  | \$0                         | \$0                         | \$0                    | \$0             |
| 51400 Overtime                    | \$323                | \$377                       | \$242                       | \$242                  | \$1,184         |
| 51500 Sick Leave                  | \$202                | \$236                       | \$151                       | \$151                  | \$740           |
| 52100 FICA                        | \$1,231              | \$1,435                     | \$921                       | \$921                  | \$4,507         |
| 52200 Retirement - 401K General P | \$1,449              | \$1,690                     | \$1,084                     | \$1,084                | \$5,306         |
| 52300 Life/Hosp.                  | \$3,928              | \$4,581                     | \$2,939                     | \$2,939                | \$14,387        |
| 52301 Medical Benefit             | \$461                | \$537                       | \$345                       | \$345                  | \$1,687         |
| 53100 Physical Exams              | \$12                 | \$14                        | \$9                         | \$9                    | \$44            |
| <b>Personnel Totals</b>           | <b>\$23,376</b>      | <b>\$27,262</b>             | <b>\$17,487</b>             | <b>\$17,487</b>        | <b>\$85,614</b> |

| <b>OPERATING</b>              | Plant<br>Maintenance | Meetings/<br>Communications | Training/<br>Certifications | Scheduling/<br>Payroll | TOTAL   |
|-------------------------------|----------------------|-----------------------------|-----------------------------|------------------------|---------|
| 53151 Professional Services   | \$0                  | \$0                         | \$0                         | \$0                    | \$0     |
| 54000 Travel & Per Diem       | \$0                  | \$0                         | \$2,500                     | \$0                    | \$2,500 |
| 54100 Telephone               | \$0                  | \$4,000                     | \$0                         | \$0                    | \$4,000 |
| 54200 Postage                 | \$0                  | \$0                         | \$0                         | \$0                    | \$0     |
| 54300 Electricity             | \$2,425              | \$2,828                     | \$1,814                     | \$1,814                | \$8,881 |
| 54301 Water                   | \$16                 | \$19                        | \$12                        | \$12                   | \$60    |
| 54302 Sanitation              | \$126                | \$146                       | \$94                        | \$94                   | \$460   |
| 54303 Sewer                   | \$11                 | \$13                        | \$8                         | \$8                    | \$40    |
| 54315 Pin. City Water         | \$0                  | \$0                         | \$0                         | \$0                    | \$0     |
| 54400 Equip. Rental           | \$0                  | \$0                         | \$0                         | \$0                    | \$0     |
| 54614 Maintenance - Meters    | \$0                  | \$0                         | \$0                         | \$0                    | \$0     |
| 54620 Maintenance - Vehicle   | \$0                  | \$0                         | \$1,000                     | \$0                    | \$1,000 |
| 54630 Maintenance - Building  | \$8,000              | \$0                         | \$0                         | \$0                    | \$8,000 |
| 54670 Maintenance - Equipment | \$7,000              | \$0                         | \$0                         | \$0                    | \$7,000 |
| 54900 Bad Debt                | \$0                  | \$0                         | \$0                         | \$400                  | \$400   |
| 55100 Office Supplies         | \$0                  | \$833                       | \$0                         | \$0                    | \$833   |
| 55210 Operating Supplies      | \$1,000              | \$1,000                     | \$0                         | \$0                    | \$2,000 |
| 55213 Laboratory Test         | \$0                  | \$0                         | \$0                         | \$0                    | \$0     |

|                           |                 |                 |                 |                  |                  |
|---------------------------|-----------------|-----------------|-----------------|------------------|------------------|
| 55214 Lab Supplies        | \$0             | \$0             | \$0             | \$0              | \$0              |
| 55220 Gasoline & Oil      | \$0             | \$0             | \$1,875         | \$0              | \$1,875          |
| 55221 Tools               | \$750           | \$0             | \$0             | \$0              | \$750            |
| 55230 Chemicals           | \$0             | \$0             | \$0             | \$0              | \$0              |
| 55235 Refund Exp.         | \$0             | \$0             | \$0             | \$0              | \$0              |
| 55240 Uniforms            | \$0             | \$0             | \$0             | \$2,000          | \$2,000          |
| 55260 Protective Clothing | \$700           | \$0             | \$0             | \$0              | \$700            |
| 55410 Memberships         | \$0             | \$0             | \$3,000         | \$0              | \$3,000          |
| 55420 Training & Aids     | \$0             | \$0             | \$5,000         | \$0              | \$5,000          |
| 56405 Computer System     | \$0             | \$13,250        | \$0             | \$0              | \$13,250         |
| 57301 Miscellaneous       | \$0             | \$0             | \$0             | \$0              | \$0              |
| 59200 Repay-Loan-GF       | \$0             | \$0             | \$0             | \$40,000         | \$40,000         |
| 59900 Depreciation        | \$0             | \$0             | \$0             | \$142,000        | \$142,000        |
| 59912 Loss--Disposal      | \$0             | \$0             | \$0             | \$0              | \$0              |
| <b>Operating Total</b>    | <b>\$20,028</b> | <b>\$22,090</b> | <b>\$15,303</b> | <b>\$186,328</b> | <b>\$243,749</b> |

| <b>CAPITAL</b>               | <b>Plant Maintenance</b> | <b>Meetings/ Communications</b> | <b>Training/ Certifications</b> | <b>Scheduling/ Payroll</b> | <b>TOTAL</b> |
|------------------------------|--------------------------|---------------------------------|---------------------------------|----------------------------|--------------|
| 57001 Vehicle Debt Service   | \$0                      | \$0                             | \$0                             | \$0                        | \$0          |
| 58101 Capital Purchase       | \$0                      | \$0                             | \$0                             | \$0                        | \$0          |
| 58102 Transfer to 301        | \$0                      | \$0                             | \$0                             | \$0                        | \$0          |
| <b>Capital Expense Total</b> | <b>\$0</b>               | <b>\$0</b>                      | <b>\$0</b>                      | <b>\$0</b>                 | <b>\$0</b>   |

| <b>FEES AND TRANSFERS</b>       | <b>Plant Maintenance</b> | <b>Meetings/ Communications</b> | <b>Training/ Certifications</b> | <b>Scheduling/ Payroll</b> | <b>TOTAL</b>     |
|---------------------------------|--------------------------|---------------------------------|---------------------------------|----------------------------|------------------|
| 58001 Transfer of Reserves      | \$114,450                | \$0                             | \$0                             | \$0                        | \$114,450        |
| 59904 Support Service Fees      | \$275,300                | \$0                             | \$0                             | \$0                        | \$275,300        |
| 59906 Administration Fees       | \$88,750                 | \$0                             | \$0                             | \$0                        | \$88,750         |
| <b>Fees and Transfers Total</b> | <b>\$478,500</b>         | <b>\$0</b>                      | <b>\$0</b>                      | <b>\$0</b>                 | <b>\$478,500</b> |

|                           | <b>Plant Maintenance</b> | <b>Meetings/ Communications</b> | <b>Training/ Certifications</b> | <b>Scheduling/ Payroll</b> | <b>TOTAL</b>     |
|---------------------------|--------------------------|---------------------------------|---------------------------------|----------------------------|------------------|
| <b>EXPENDITURE TOTALS</b> | <b>\$521,904</b>         | <b>\$49,352</b>                 | <b>\$32,791</b>                 | <b>\$203,816</b>           | <b>\$807,863</b> |
|                           | 64.60%                   | 6.11%                           | 4.06%                           | 25.23%                     | 100.00%          |

## NET INCOME

|                    | <b>Plant Maintenance</b> | <b>Meetings/ Communications</b> | <b>Training/ Certifications</b> | <b>Scheduling/ Payroll</b> | <b>TOTAL</b>      |
|--------------------|--------------------------|---------------------------------|---------------------------------|----------------------------|-------------------|
| TOTAL REVENUES     | \$611,075                | \$0                             | \$0                             | \$0                        | \$611,075         |
| TOTAL EXPENDITURES | \$521,904                | \$49,352                        | \$32,791                        | \$203,816                  | \$807,863         |
| <b>NET INCOME</b>  | <b>\$89,171</b>          | <b>-\$49,352</b>                | <b>-\$32,791</b>                | <b>-\$203,816</b>          | <b>-\$196,788</b> |





# **DEMOGRAPHICS AND STATISTICS**

**TOWN OF BELLEAIR, FLORIDA**

**OPERATING INDICATORS BY FUNCTION**

**LAST TEN FISCAL YEARS**

| <b>Function</b>                      | <b>2017</b> | <b>2016</b> | <b>2015</b> | <b>2014</b> | <b>2013</b> | <b>2012</b> | <b>2011</b> | <b>2010</b> | <b>2009</b> | <b>2008</b> | <b>2007</b> |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Police:</b>                       |             |             |             |             |             |             |             |             |             |             |             |
| <i>Physical Arrests</i>              | 26          | 12          | 31          | 46          | 56          | 45          | 125         | 146         | 70          | 72          | 70          |
| <i>Parking Violations</i>            | 23          | 21          | 12          | 142         | 140         | 10          | 12          | 9           | 23          | 1           | 0           |
| <i>Traffic Violations</i>            | 80          | 76          | 110         | 157         | 7           | 397         | 397         | 133         | 156         | 328         | 411         |
| <b>Transportation:</b>               |             |             |             |             |             |             |             |             |             |             |             |
| <i>Resurfacing (in Miles)</i>        | 0.7         | 0.7         | 0.5         | 0.5         | 4.5         | 0.5         | 1           | 0           | 0           | 0           | 0           |
| <i>Pothole Repaired</i>              | 50          | 50          | 110         | 120         | 150         | ~100        | 240         | 184         | 150         | 110         | 192         |
| <b>Culture and Recreation:</b>       |             |             |             |             |             |             |             |             |             |             |             |
| <i>Athletic Permits Issued</i>       | 800         | 800         | 800         | 822         | 832         | 600         | 600         | 600         | 400         | 510         | 480         |
| <b>Water:</b>                        |             |             |             |             |             |             |             |             |             |             |             |
| <i>New Connections</i>               | 3           | 3           | 6           | 5           | 0           | 2           | 2           | 3           | 2           | 8           | 43          |
| <i>Main Breaks</i>                   | 3           | 3           | 0           | 0           | 10          | 12          | 12          | 8           | 11          | 6           | 11          |
| <i>Average Consumption</i>           | 762,427     | 762,427     | 613,627     | 517,567     | 681,789     | 693,150     | 768,950     | 692,830     | 807,000     | 911,000     | 895,000     |
| <b>Solid Waste Management:</b>       |             |             |             |             |             |             |             |             |             |             |             |
| <i>Refuse Collected Tons Per/Day</i> | 10.5        | 10.5        | 7.12        | 7.19        | 7.78        | 11.83       | 8.01        | 10.06       | 10.75       | 12          | 11          |
| <i>Recyclables Collected</i>         | 2.78        | 2.78        | 0.6         | 1.19        | 0.429       | 0.8         | 0.75        | 0.76        | 1.14        | 1           | 1           |

**TOWN OF BELLEAIR, FLORIDA**

**CAPITAL ASSETS STATISTICS**

**LAST TEN FISCAL YEARS**

| Function  | 2017    | 2016    | 2015    | 2014    | 2013    | 2012    | 2011    | 2010    | 2009    | 2008    | 2007    |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Public Safety:</b>   |         |         |         |         |         |         |         |         |         |         |         |
| Police  |         |         |         |         |         |         |         |         |         |         |         |
| <i>Stations</i>   | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       |
| <i>Patrol units</i>   | 6       | 6       | 5       | 5       | 5       | 6       | 6       | 5       | 5       | 4       | 4       |
| <b>Transportation:</b>  |         |         |         |         |         |         |         |         |         |         |         |
| <i>Streets (Miles)</i>  | 22      | 22      | 22      | 22      | 22      | 22      | 22      | 22      | 22      | 22      | 22      |
| <i>Traffic signs</i>  | 250     | 250     | 250     | 250     | 250     | 0.5     | 0.5     | 0.5     | 0.5     | 1       | 1       |
| <b>Culture and Recreation:</b>                                  |         |         |         |         |         |         |         |         |         |         |         |
| <i>Park acreage</i>   | 24      | 24      | 33      | 33      | 33      | 33      | 33      | 33      | 33      | 32      | 32      |
| <i>Parks</i>  | 17      | 17      | 19      | 19      | 19      | 19      | 19      | 19      | 19      | 19      | 18      |
| <i>Tennis Courts</i>  | 3       | 3       | 3       | 3       | 3       | 3       | 3       | 3       | 3       | 4       | 4       |
| <b>Community Centers:</b>                                       |         |         | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       |
| <b>Water Mains (Miles):</b>                                     | 36      | 36      | 36      | 36      | 36      | 80      | 80      | 80      | 80      | 80      | 80      |
| <i>Fire Hydrants</i>  | 135     | 135     | 135     | 135     | 135     | 135     | 135     | 135     | 135     | 135     | 135     |
| <i>Maximum Daily Capacity<br/>    (in thousands of Gallons)</i> | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD | 2.2 MGD |
| <b>Solid Waste Management:</b>                                  |         |         |         |         |         |         |         |         |         |         |         |
| <i>Trucks</i>   | 8       | 8       | 8       | 8       | 9       | 9       | 10      | 10      | 10      | 10      | 10      |

## **TOWN OF BELLEAIR, FLORIDA**

### **Miscellaneous Statistical Data**

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>Date of Incorporation</b>        | <b>1925</b>                         |
| <b>Date First Charter Adopted</b>   | <b>1925</b>                         |
| <b>Date Present Charter Adopted</b> | <b>1970</b>                         |
| <b>Form of Government:</b>          | <b>Commission - Manager</b>         |
| <b>Commission Composed of:</b>      | <b>Mayor and Four Commissioners</b> |
| <b>Terms of Office:</b>             |                                     |
| Mayor:                              | 3 years                             |
| Commissioners:                      | 3 years                             |
| Manager:                            | Appointed by Commission             |

### **Municipal Utilities, Services and Events**

#### **Police Protection:**

|                            |    |
|----------------------------|----|
| Number of Employees        | 14 |
| Number of Vehicular Patrol | 9  |
| Number of Law Violations:  |    |
| Physical Arrestss          | 26 |
| Traffic Violations         | 80 |
| Parking Violations         | 23 |

#### **Parks and Recreation:**

|                   |    |
|-------------------|----|
| Community Centers | 1  |
| Playgrounds       | 2  |
| Athletic Fields   | 2  |
| Parkland Acreage  | 24 |
| Walking Trails    | 1  |
| Tennis Courts     | 3  |
| Basketball Courts | 1  |
| Restroom Building | 1  |
| Picnic Shelter    | 1  |

#### **Sanitation Service System:**

|                    |      |
|--------------------|------|
| Number of accounts | 1588 |
| Annual tonnage     | 2684 |

#### **Transporation:**

|                  |                  |
|------------------|------------------|
| Paved Street     | 22 miles         |
| Stormwater Lines | 18 miles         |
| Area             | 2.5 square miles |

#### **Water System:**

|                                 |         |
|---------------------------------|---------|
| Miles of Water Mains            | 36      |
| Daily Average Consumption (MGD) | .762    |
| Number of Lift Stations         | 0       |
| Plant Capacity (MGD)            | 2.2 MGD |
| Number of Service Collections   | 1,545   |
| Deep Wells Active               | 7       |
| Number of Fire Hydrants         | 135     |
| Number of customers             | 1565    |

#### **Cultural Facilities Available in Belleair and Tampa Bay Area:**

|                                     |   |
|-------------------------------------|---|
| Florida Gulf Coast Art Center, Inc. | Largo, Florida                          |
| Performing Arts Center and Theatre  | Clearwater, Florida                     |
| Bayfront Center, Mahaffey Theater   | St. Petersburg, Florida                 |
| Tampa Bay Performing Arts Center    | Tampa, Florida; St. Petersburg, Florida |
| Asolo Performing Arts Center        | Sarasota, Florida                       |
| Ruth Eckerd Hall                    | Clearwater, Florida                     |

#### **Major Annual Community Events (attendance):**

|                         |      |
|-------------------------|------|
| Halloween Party         | 1000 |
| Holiday Tree Lighting   | 900  |
| Easter Egg Hunt Arbor   | 500  |
| Day Celebration Run for | 500  |
| the Rec. 5k race        | 1000 |
| Concerts                | 6000 |

#### **Weather:**

|                            |                       |
|----------------------------|-----------------------|
| Average Annual Temperature | 74 degrees Fahrenheit |
| Average Annual Rainfall    | 54.7 inches           |

**RESOLUTION NO. 2018-38**

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019 FOR CARRYING ON THE GOVERNMENT OF THE TOWN; PROVIDING FOR DISTRIBUTION OF THE RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Commission of the Town of Belleair, Florida, has estimated that amount of money necessary to carry on Town government for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

**WHEREAS**, the estimated revenue to be received by the Town during said period, from ad valorem and other sources, has been determined by the Town Commission;

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

1. That the final budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, as presented this date, in the total amount of \$18,593,686 be adopted as the budget for the Town of Belleair, Florida. (A copy of the budget is attached as Exhibit 1 hereto and made a part hereof by reference thereto.)
2. That this budget is adopted in accordance with Section 4.06 of the Town Charter.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 18<sup>th</sup> day of SEPTEMBER, A.D., 2018.**

**Mayor**

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**ATTEST:**

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**Town Clerk**

## **RESOLUTION NO. 2018-38**

### **Exhibit 1**

- Budget Summary and Adopted Budget Fiscal Year 2018-2019



## Legislation Details (With Text)

**File #:** 18-0252      **Version:** 1      **Name:**  
**Type:** Ordinance      **Status:** Public Hearing  
**File created:** 8/31/2018      **In control:** Town Commission  
**On agenda:** 9/4/2018      **Final action:**  
**Title:** Ordinance 522 - Amending Appendix B - Fee Schedule  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Ordinance 522 - Appendix B](#)  
[Exhibit A - Appendix B - Fee Schedule Adjustment](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Summary

To: Town Commission  
From: Town Staff  
Date: 9/4/2018

### Subject:

Ordinance 522 - Amending Appendix B - Fee Schedule

### Summary:

Beginning this fiscal year, Town staff would like to begin completing annual reviews and updates of Appendix B - Fee Schedule in the Code of Ordinances in order to maximize the accuracy of our Code.

**Previous Commission Action:** Appendix B - Fee Schedule was last updated in May of 2017 to reflect minor changes.

**Background/Problem Discussion:** In the attached Ordinance 522 - Amending Appendix B - Fee Schedule, four sections have been altered to reflect current fee structures:

- Wireless Communications Fees: Ordinance 515 set fees for the registration and installation of wireless communications facilities in the Town of Belleair. These fees are being added to Appendix B via this ordinance.
- Special Event Permitting: Ordinance 521 establishing a special event permitting process that the Town Commission may use to allow for special exemptions from the Code. Town staff has recently set fees for this application process, housed under "Appeals to the Commission." These fees are being added to Appendix B via this ordinance.
- Solid Waste Fees: The solid waste fees included in the previous update to Appendix B were published incorrectly, and are being amended in this ordinance.

- Recreation Fees: Prior to this ordinance, no recreation-related fees were included in Appendix B. While program fees are often difficult to include due to their fluctuating nature and were not specifically prescribed in this ordinance, membership fees are fairly static and have been broken out in it.

**Expenditure Challenges** N/A

**Financial Implications:** N/A

**Recommendation:** Town staff recommends passing Ordinance 522 - Amending Appendix B - Fee Schedule on first reading.

**Proposed Motion** I move approval of Ordinance 522 - Amending Appendix B - Fee Schedule on first reading.



**ORDINANCE NO. 522**

**AN ORDINANCE OF THE TOWN OF BELLEAIR, FLORIDA, AMENDING ORDINANCE NO. 438 OF THE TOWN OF BELLEAIR PROVIDING FOR CHANGE IN RATES FOR APPENDIX B - FEE SCHEDULE FOR OF THE CODE OF ORDINANCES OF THE TOWN OF BELLEAIR; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING RATES FOR WIRELESS COMMUNICATIONS FACILITIES; PROVIDING RATES FOR SPECIAL EVENT PERMITTING; AMENDING RATES PERTAINING TO GARBAGE AND TRASH; PROVIDING FOR RATES FOR RECREATION MEMBERSHIPS AND PROGRAMS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**Whereas**, the Town Commission of the Town of Belleair adopted Ordinance No. 515 in January of 2018, which established rates for the registration and installation of wireless communications facilities which shall now be included in Appendix B - Fee Schedule; and

**Whereas**, the Town Commission of the Town of Belleair adopted Ordinance No. 521 in May of 2018, which established a process for special event permitting, for which Town of Belleair staff has set rates which shall now be included in Appendix B - Fee Schedule; and

**Whereas**, the previous update to Appendix B - Fee Schedule included incorrect garbage and trash rates which will now be amended to reflect the correct rates; and

**Whereas**, prior to this ordinance, rates for recreation memberships and programs had been absent from Appendix B - Fee Schedule and shall now be included;

**NOW THEREFORE**, be it ordained by the Town Commission of the Town of Belleair, Florida, as follows:

**SECTION 1:**           **That Appendix B - Fee Schedule of the Code of Ordinances of the Town of Belleair, is hereby amended to provide the information included in “Exhibit A” of this ordinance.**

**PASSED ON FIRST READING**

**SEPTEMBER 4, 2018**

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

**ATTEST:**

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

**EXHIBIT A**

## APPENDIX B - FEE SCHEDULE

## FEE SCHEDULE SUBPART A. GENERAL ORDINANCES

| Description                        |   | Amount  | Code Section    |
|------------------------------------|---|---|-----------------|
| Animals                            |   |   |                 |
|                                    | Impoundment of dogs, penalty .....  | \$ 2.50   | <u>10-40</u>    |
| Wireless communications fees ..... |   |   | 74-283          |
|                                    | Wireless communications registration fee  | 500.00  |                 |
|                                    | Annual wireless fee for collocation fee (per pole) .....  | 150.00  |                 |
|                                    | Annual wireless fee for utility poles (per pole) .....  | 500.00  |                 |
|                                    | Annual wireless fee for light poles (per pole) .....  | 500.00  |                 |
| Peddlers and Solicitors            |   | 25.00   | <u>38-90</u>    |
| (1)                                | Application fee .....   | 10.00   | <u>38-93</u>    |
| (2)                                | Renewal of permit .....   |   |                 |
| Solid Waste                        |   |   | <u>46-39</u>    |
| (1)                                | <i>Residential.</i> Garbage cans and trash containers collected on regularly scheduled days, two garbage pickups plus two trash pickups weekly: |   |                 |
|                                    | Monthly Service Charge  | 35.09   |                 |
|                                    | Single family .....   | 13.30   |                 |
|                                    | Multifamily .....   |   | <u>46-39</u>    |
| (2)                                | Monthly commercial and professional users rates:  |   |                 |
|                                    | Commercial without dumpster   | 30.22   |                 |
|                                    | Monthly service charge .....  | \$ 51.29  | <u>46-39(c)</u> |
|                                    | Commercial with dumpster  | 2x / week    3x / week    4x / week    5x / week  |                 |
|                                    | 1 cubic yard  | \$ 91.68    \$ 137.52    \$ 183.37    \$ 229.20   |                 |
|                                    | 2 cubic yards   | \$ 183.37    \$ 301.86    \$ 366.80    \$ 458.42  |                 |
|                                    | 4 cubic yards   | \$ 343.18    \$ 514.44    \$ 686.35    \$ 857.63  |                 |
|                                    | 6 cubic yards   | \$ 486.44    \$ 729.65    \$ 972.87    \$ 1216.08 |                 |
|                                    |   |   |                 |

|          |      |  |        |                 |
|----------|------|--|--------|-----------------|
|          | (3)  | Special pickups, per hour (excluding palm fronds) which does not conform to the above specifications, and all building materials ..... | 17.19  |                 |
|          |      | Minimum charge per pickup .....  | 50.00  | <u>46-39</u>    |
|          |      | Additionally, if the special pickup requires the entirety of the truck will be billed on an actual-cost basis                          |        |                 |
|          | (4)  | Annual permit fee for private collection and disposal service .....  | 50.00  | <u>46-37(a)</u> |
|          |      | Fee for each permitted construction dumpster .....   |        |                 |
| Taxation |      |  | 3.00   | <u>54-44</u>    |
|          |      | Transfer of occupational license .....   |        |                 |
|          |      | License tax schedule:  | 50.00  |                 |
|          | (1)  | Advertising .....  | 50.00  |                 |
|          | (2)  | Alarm system, fire, burglary—Sales and service .....   | 200.00 |                 |
|          | (3)  | Auctioneer .....   | 150.00 |                 |
|          | (4)  | Banks .....  | 40.00  |                 |
|          | (5)  | Barbershop .....   | 40.00  |                 |
|          | (6)  | Beauty parlor .....  | 40.00  |                 |
|          | (7)  | Cabaret .....  | 50.00  |                 |
|          | (8)  | Cabinetmaker, and furniture and woodshop .....   | 40.00  |                 |
|          | (9)  | Cocktail lounge .....  |        |                 |
|          | (10) | Contractor, general construction:  | 200.00 |                 |
|          |      | Class A .....  | 100.00 |                 |
|          |      | Class B .....  | 50.00  |                 |
|          |      | Class C .....  | 20.00  |                 |
|          |      | Certificate of good standing .....   | 50.00  |                 |
|          | (11) | Contractor or subcontractor, others .....  | 200.00 |                 |
|          | (12) | Developer .....  | 25.00  |                 |
|          | (13) | Electric power company .....   | 50.00  |                 |
|          | (14) | Equipment rental .....   | 50.00  |                 |
|          | (15) | Florist .....  | 50.00  |                 |
|          | (16) | Garage—Auto repair .....   | 40.00  |                 |
|          | (17) | Garage, estate, household or yard sales by other than owner, provided no fee shall be charged to charitable organizations              | 200.00 |                 |
|          | (18) | Golf course, each 18 holes .....   | 40.00  |                 |

|  |      |  |        |
|--|------|--|--------|
|  | (19) | Golf range, driving .....  | 10.00  |
|  | (20) | Golf cart rental, each riding cart .....   |        |
|  | (21) | Inside storage and warehouse:  | 180.00 |
|  |      | 25,000 square feet or less .....   | 305.00 |
|  |      | 25,001 square feet or more .....   |        |
|  |      |  | 60.00  |
|  |      | Any company writing insurance placed in the town .....   | 50.00  |
|  |      | Adjustor, per person .....   | 40.00  |
|  |      | Agency (covers only one principal owner or manager) .....  | 20.00  |
|  |      | Each additional agent or solicitor .....   | 50.00  |
|  | (23) | Iron works (ornamental) .....  | 20.00  |
|  | (24) | Lawn service .....   |        |
|  | (25) | Merchant or merchandising:   | 30.00  |
|  |      | Inventory value \$1,000.00 or less .....   | 40.00  |
|  |      | Over \$1,000.00 but less than \$2,000.00 .....   | 50.00  |
|  |      | Over \$2,000.00 but less than \$3,000.00 .....   | 50.00  |
|  |      | \$3,000.00 and over .....  | 6.00   |
|  |      | Plus, per \$1,000.00 or any fraction thereof over \$3,000.00 .....   | 40.00  |
|  | (26) | Newsstand .....  | 60.00  |
|  | (27) | Pavilion, bathing, including concessions .....   | 50.00  |
|  | (28) | Photographer .....   | 70.00  |
|  | (29) | Professions: Accountant, architect, artist, attorney, auditor, chiropract, chiropractor, commodity broker, court reporter, dental hygienist, dentist, draftsman, engineer, oculist, optician, optometrist, | 50.00  |
|  | (30) | Radio, television, sound recording and reproducing—Service and repair .....  | 50.00  |
|  | (31) | Real estate broker .....   | 20.00  |
|  | (32) | Real estate salesperson .....  |        |
|  | (33) | Rental units non-residential .....   | 20.00  |

|         |   |        |
|---------|---|--------|
|         | 2 to 5 units .....  | 4.00   |
|         | 6 to 10 units, per unit .....   | 2.00   |
|         | Over 10 units, per unit .....   |        |
| (33.01) | Hotel/temporary lodging .....   | 20.00  |
|         | 2 to 5 units .....  | 4.00   |
|         | 6 to 10 units, per unit .....   | 2.00   |
|         | Over 10 units, per unit .....   | 50.00  |
| (33.10) | Single-family rental (fees set by resolution) .....                             | 100.00 |
| (33.11) | Multi-family rental (per parcel) (fees set by resolution) .....                 | 100.00 |
| (34)    | Rehabilitation center .....   | 70.00  |
|         | Plus, for each professional .....   | 50.00  |
| (35)    | Repair and service not otherwise classified .....                               |        |
| (36)    | Restaurant:   | 30.00  |
|         | 1 to 10 seating capacity .....  | 50.00  |
|         | 11 to 25 seating capacity .....   | 100.00 |
|         | 26 to 50 seating capacity .....   | 150.00 |
|         | 51 to 100 seating capacity .....  | 200.00 |
|         | 101 or more seating capacity .....  | 40.00  |
|         | Stand or counter without seats .....  | 70.00  |
|         | Drive-in .....  | 50.00  |
| (37)    | School, studio and instruction .....  | 20.00  |
| (38)    | Storage space rental, outdoor, each 1,000 square feet or fraction thereof ..... | 10.00  |
| (39)    | Taxi, each vehicle .....  | 50.00  |
| (40)    | Telephone company .....   | 50.00  |
| (41)    | Tree surgery; includes trimming and removal .....                               |        |
| (42)    | Vehicle rental:   | 100.00 |
|         | Auto .....  | 100.00 |
|         | Truck .....   | 150.00 |
|         | Combination—Auto, truck .....   | 70.00  |
|         | Cargo and U-haul container .....  |        |
| (43)    | Vending machines and/or amusement machines:                                     | 50.00  |
|         | Dealer or lessor .....  | 10.00  |

|                      |  |        |              |
|----------------------|--|--------|--------------|
|                      | Operator or lessee .....   |        |              |
| Traffic and Vehicles |  |        | <u>58-36</u> |
|                      | Parking fine schedule:   |        |              |
| (1)                  | Overtime parking .....   | 30.00  |              |
| (2)                  | Parking in fire lane or blocking fire hydrant .....                  | 100.00 |              |
| (3)                  | Double parking .....   | 30.00  |              |
| (4)                  | Parking in no parking zone .....                                     | 30.00  |              |
| (5)                  | Leaving keys in ignition .....                                       | 30.00  |              |
| (6)                  | Leaving motor running in unattended vehicle .....                    | 30.00  |              |
| (7)                  | Parking in designated handicapped/disabled space without permit..... | 250.00 |              |
| (8)                  | All other improper parking .....                                     | 30.00  |              |

Utilities

Sewage Disposal - Refer to the Pinellas County rate schedule

|              |   |          |               |
|--------------|---|----------|---------------|
|              |   |          |               |
|              |   |          | <u>62-163</u> |
| Water System |   | \$580.00 |               |
| (1)          | Water connection fees:  | 660.00   |               |
|              | 5/8 -inch meter .....   | 760.00   |               |
|              | 1-inch meter .....  | 900.00   |               |
|              | 1½-inch meter .....   |          | <u>62-171</u> |
|              | 2-inch meter .....  | 100.00   |               |
| (2)          | Water meter tests:  |          |               |
|              | 1½-inch or smaller meter .....  | 250.00   | <u>62-191</u> |
|              | Testing of meters larger than 1½-inch will be charged at actual cost to town by the testing laboratory plus a 50 percent surcharge. |          |               |
| (3)          | Deposit for water service .....   | 15.00    | <u>62-192</u> |
|              | or five times the average monthly bill, whichever is the larger sum.  |          | <u>62-193</u> |
| (4)          | Water turn-on or turn-off fee .....   |          |               |
| (5)          | Residential single-family unit:   | 12.99    |               |
|              |   |          |               |
|              | Minimum charge for residential water usage service .....  | 1.95     |               |
|              |   |          |               |
|              | Plus, per 1,000 gallons for usage between 1,000 and 4,000 gallons .....   | 6.52     |               |

|  |       |   |       |               |
|--|-------|---|-------|---------------|
|  |       |   |       |               |
|  |       | For each 1,000 gallons between 5,000 and 25,000 gallons .....   | 7.82  |               |
|  |       |   |       |               |
|  |       | For each 1,000 gallons over 25,000 gallons of usage .....   |       | <u>62-193</u> |
|  |       |   |       |               |
|  | (6)   | Multifamily residential:  | 12.99 |               |
|  |       |   |       |               |
|  |       | The minimum service charge is calculated on a per unit basis. For example, in a 100-unit condominium complex, the minimum bi-monthly bill for the complex will be: (100 units × | 1.95  |               |
|  |       |   |       |               |
|  |       | Plus, per 1,000 gallons for usage between 1,000 and 4,000 gallons on a per unit basis .....   | 6.52  |               |
|  |       |   |       |               |
|  |       | For each 1,000 gallons over 4,000 gallons of usage, up to 25,000 gallons on a per unit basis .....  | 7.82  |               |
|  |       |   |       | <u>62-192</u> |
|  |       | For each 1,000 gallons over 25,000 gallons of usage on a per unit   |       |               |
|  | (7)   | Separate meter charge:  | 6.95  |               |
|  |       |   |       |               |
|  |       |   |       | <u>62-193</u> |
|  |       | There shall be a charge for each additional meter for residential   |       |               |
|  | (8)   | Nonresidential Customers:   | 25.98 |               |
|  |       |   |       |               |
|  |       | Minimum charge for nonresidential water usage service .....   | 6.52  |               |
|  |       |   |       |               |
|  |       | Plus, per 1,000 gallons for usage 0 and 25,000 gallons .....  | 7.82  |               |
|  |       |   |       | <u>62-193</u> |
|  |       | Plus, per 1,000 gallons over 25,000 .....   |       |               |
|  | (8.5) | Separate meter charge nonresidential:   | 6.95  |               |
|  |       |   |       |               |
|  |       | Nonresidential customers, at their option may install a separate meter, at their own cost and expense, for the purpose of lawn and  |       | <u>62-229</u> |

|                       |  |  |                   |                                   |
|-----------------------|--|--|-------------------|-----------------------------------|
|                       |  |  |                   |                                   |
| (9)                   | Installation of backflow prevention devices:   |  |                   | Reduced Pressure Principle Device |
|                       | Potable water services:  |  |                   | \$ 375.00                         |
| Service Size (inches) |  | Double Check Valve Assembly                | 475.00            |                                   |
| 5/8                   |  | \$115.00                                   | 775.00            |                                   |
| 1                     |  | 150.00                                     | 1,100.00          |                                   |
| 1½                    |  | 250.00                                     | Amount            | Code Section                      |
| 2                     |  | 375.00                                     |                   | <u>62-230</u>                     |
| Description           |  |  |                   |                                   |
| (10)                  | Annual backflow prevention device maintenance fee (not applicable to dual checkvalue): |  |                   | Reduced Pressure Principle Device |
|                       | a.   | Potable water services inside city limits: |                   | \$100.00                          |
| Service Size (inches) |  | Double Checkvalv                           | 100.00            |                                   |
| 5/8                   |  |  | 100.00            |                                   |
| 1                     |  |  | 200.00            |                                   |
| 1½                    |  |  | 200.00            |                                   |
| 2                     |  |  | 200.00            |                                   |
| 3                     |  |  | 400.00            |                                   |
| 4                     |  |  | 400.00            |                                   |
| 6                     |  |  |                   |                                   |
| b. Fire services:     |  |  | Double Checkvalve |                                   |
|                       |  |  | \$ 50.00          |                                   |
|                       |  |  | 50.00             |                                   |
|                       |  |  | 100.00            |                                   |
|                       |  |  | 200.00            |                                   |
|                       |  |  | 200.00            |                                   |
|                       |  |  | Code Section      |                                   |
|                       |  |  | <u>62-286</u>     |                                   |
| Description           |  | Amount                                     | <u>62-288</u>     |                                   |
| (11)                  | Disconnection of water service   | 20.00                                      | <u>62-288</u>     |                                   |
| (12)                  | Reconnection of water service  | 20.00                                      |                   |                                   |



|  |                              |  |  |        |
|--|------------------------------|--|--|--------|
| Recreation fees  |                              |  |  |        |
| Membership fees  |                              |  |  |        |
| Resident individual annual membership fee  |                              |  |  | 30.00  |
| Resident individual six-month membership fee                                     |                              |  |  | 20.00  |
| Resident family six-month membership fee   |                              |  |  | 60.00  |
| Resident family annual membership fee  |                              |  |  | 95.00  |
| Non-resident individual annual membership fee                                    |                              |  |  | 95.00  |
| Non-resident recreation individual annual membership fee                         |                              |  |  | 95.00  |
| Non-resident recreation individual six-month membership fee                      |                              |  |  | 60.00  |
| Non-resident recreation family six-month membership fee                          |                              |  |  | 160.00 |
| Non-resident recreation family annual membership fee                             |                              |  |  | 290.00 |
| Individual annual Funky Friday only membership fee                               |                              |  |  | 50.00  |
| Resident annual tennis membership fee (may be pro-rated throughout the year)     |                              |  |  | 50.00  |
| Non-resident annual tennis membership fee (may be pro-rated throughout the year) |                              |  |  | 100.00 |
| Program fees   | Program fees vary by program |  |  |        |

SUBPART B. LAND DEVELOPMENT CODE

|  |              |
|--|--------------|
|  | Code Section |
|--|--------------|

|   |        |               |
|---|--------|---------------|
| Description                                 | Amount | <u>66-207</u> |
| Administration and General Provisions       |        |               |
| Development permit fee and inspection fees: |        | <u>66-207</u> |

|                      |     |  |          |               |
|----------------------|-----|--|----------|---------------|
|                      | (1) | Inspection fee when permit fee is waived (work under \$500.00 in value) .....  | \$25.00  |               |
|                      | (2) | Permit fee: Two percent of the total project value not exceeding \$1,000,000.00, plus \$3.30 for each \$1,000.00 of                    | Amount   | Code Section  |
|                      |     | The administrative fee for all permits for nonfloodplain area projects shall be \$25.00 for projects with values of \$1,000.00         | \$ 50.00 |               |
| Description          |     |  | 25.00    |               |
|                      | (3) | Reinspection .....   |          |               |
|                      | (4) | Extra inspections .....  | 25.00    |               |
|                      | (5) | Special inspection:  | 50.00    |               |
|                      | a.  | In lieu of normal required inspection .....  | 35.00    | 74-163        |
|                      | b.  | In addition to normal required inspection .....  |          |               |
|                      | (6) | Fee in lieu of tree replacement, per inch  | 35.00    | <u>74-213</u> |
| Land Use Regulations |     |  | 25.00    | <u>74-213</u> |
|                      |     | Permit and inspection for shallow wells .....  | 25.00    | <u>74-485</u> |
|                      |     | Annual renewal permit for deep well .....  | 25.00    | <u>74-572</u> |
|                      |     | Special exception hardship permit for work producing disturbing noise .....  |          |               |
|                      |     | Removal of illegal temporary signs by town .....   |          |               |
|                      |     | Requests for changes. Fees for requests for rezoning, variances, and other matters relating thereto are hereby established as follows: | 300.00   |               |
|                      | (1) | Request for zoning change or variance  | 1,000.00 |               |
|                      | a.  | Request for variance .....   | 200.00   |               |
|                      | b.  | Request for zoning change .....  |          |               |
|                      | (2) | Appeal to the Commission .....   | 200.00   |               |
|                      |     | Appeal to Commission temporary relief applications .....   |          |               |
|                      | a.  | Government entities .....  | 0.00     |               |
|                      | b.  | Non-profit organizations .....   | 50.00    |               |
|                      | c.  | Events with fewer than 100 attendees .....   | 50.00    |               |
|                      | d.  | Events with more than 100 attendees .....  | 200.00   |               |
|                      |     | The Town Commission may waive or refund any fees, as deemed necessary  | 1,000.00 |               |
|                      | (3) | Application for RPD zoning:  | 300.00   |               |

|  |      |   |   |          |
|--|------|---|---|----------|
|  |      | a.  | Initial request or major modification ..... | 1,500.00 |
|  |      | b.  | Minor modification .....                    | 1,500.00 |
|  | (4)  | Comprehensive land use plan amendment (Text) .....  |   | 560.00   |
|  |      | a.  | Map amendment .....                         | 560.00   |
|  |      | b.  | Advertising fee .....                       | 200.00   |
|  |      | c.  | Re-advertising fee .....                    | 200.00   |
|  | (5)  | Petition to vacate street .....   |   | 200.00   |
|  | (6)  | Petition to vacate alley .....  |   | 200.00   |
|  | (7)  | Petition to vacate pedestrian walkway .....   |   | 200.00   |
|  | (8)  | Petition to vacate other .....  |   | 1,000.00 |
|  | (9)  | Street name change .....  |   | 50.00    |
|  | (10) | Major development .....   |   | 100.00   |
|  | (11) | Address (house number) change .....   |   | 500.00   |
|  | (12) | Subdivision request .....   |   | 200.00   |
|  | (13) | Site plan review .....  |   |          |
|  |      | The fee schedule established herein shall not apply to town initiated actions unless required by the town commission.                 |   |          |
|  |      | A new application for the same change request made on the same parcel, lot or tract shall be considered within a period of six months |   | 100.00   |
|  | (14) | Temporary use structures permit (construction trailers, real estate   |   |          |
|  | (15) | Temporary use structures permit extension .....   |   |          |

(Ord. No. 345, § 1, 11-16-93; Ord. No. 351, § 1, 6-21-94; Ord. No. 353, § 1, 8-24-94; Ord. No. 367, § 1, 8-21-96; Ord. No. 375, § 1, 8-20-97; Res. No. 00-27, §§ 1—3, 8-23-00; Ord. No. 397, § 1, 9-19-00; Ord. No. 398, § 1, 9-19-00; Ord. No. 406, § 1, 9-17-02; Ord. No. 425, § 1, 3-15-05; Ord. No. 431, § 1, 2-21-06; Ord. No. 432, §§ 1—3, 2-21-06; Ord. No. 436, §§ 1—3, 6-20-06; Ord. No. 438, § 1, 8-15-06; Ord. No. 439, §§ 1—3, 8-15-06; Ord. No. 446, § 2, 12-4-07; Ord. No. 453, § 1, 9-3-08; Ord. No. 455, §§ 1—3, 10-21-08; Ord. No. 456, § 1, 10-21-08; Ord. No. 459, § 2, 4-21-09; Ord. No. 461, § 1, 7-7-09; Ord. No. 467, §§ 1—3, 8-18-09; Ord. No. 473, § 1, 8-17-10; Ord. No. 488, § 2, 9-18-13; Ord. No. 508, § 1, 2-7-17)



## Legislation Details (With Text)

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**File #:** 18-0251      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Minutes Approval  
**File created:** 8/23/2018      **In control:** Town Commission  
**On agenda:** 9/4/2018      **Final action:**  
**Title:** Approval of August 7, 2018 Regular Meeting Minutes  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [RM 8-21-2018](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Town Commission

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Tuesday, August 21, 2018

6:00 PM

Town Hall

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**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.**

meeting called to order 6:00 PM

### **PLEDGE OF ALLEGIANCE**

### **COMMISSIONER ROLL CALL**

**Present:** 5 - Mayor Gary H. Katica  
Deputy Mayor Karla Rettstatt  
Commissioner Michael Wilkinson  
Commissioner Tom Shelly  
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.

No items

### **CITIZENS COMMENTS**

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

None to be heard

### **CONSENT AGENDA**

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

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[18-0232](#) Approval of August 7, 2018 Regular Meeting Minutes

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

[18-0229](#) Resolution 2018-34 - Condemning Cyberbullying

(Consent agenda approved)

[18-0228](#) Resolution 2018-35 - Appointing Robert Barris to the Historic Preservation Board

(Consent agenda approved)

[18-0245](#) Resolution 2018-36 - Amending Budget for Fiscal Year 2017-2018

(Consent agenda approved)

## **GENERAL AGENDA**

[18-0247](#) Easement Agreement for Retaining Wall on Ahlf Property

JP Murphy-Town Manager-Provided details of request for easement; town holds deed and title to property; aerial images shown from Pinellas County Appraisers Office website; details of history of properties provided.

Town Attorney David Ottinger provided a brief explanation of request; stated that James and Meredith Clark were requesting a 5 ft. access easement to build a retaining wall and to maintain wall.

Discussion ensued regarding the history of the properties involved with easement request.

Commissioner Kurey inquired as to whether the easement would result in any negative value to the properties; Mr. Ottinger stated that it does not encroach; that it was a non-exclusive easement; for construction and repair.

Commissioner Shelly questioned buying out the life estate of Robert Ahlf and selling property; discussion ensued regarding tax savings and potential advantages; consensus to have staff investigate.

**Commissioner Shelly moved approval of the easement agreement between the Town of Belleair, Robert Ahlf and Mr. Clark; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[18-0238](#) Approval of Tackett Park Plan

Mr. Murphy stated Park and Tree Board approved plan unanimously; discussed amenities and layout, design, and cost.

Lil Cromer-Resident-Commented on retention area and entrance.

**Commissioner Shelly moved approval of the park plan and budget in order to construct a park in honor of Officer Tackett; seconded by Deputy Mayor Rettstatt.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[18-0239](#)

## Adoption of Pinellas County Stormwater Manual

Mr. Murphy stated this approval goes along with the previously adoption of the County MS4; Pinellas County Stormwater Manual would need to be adopted.

**Deputy Mayor Rettstatt moved approval of the Adoption of Pinellas County Stormwater Manual; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[18-0244](#)

## Award of Bid ADM18-1: Engineer of Record Professional Services

Mr. Murphy stated engineering contracts have expired; Request For Proposal process done and interviews conducted; in the future a primary engineer of record will be selected; provided ranking and history of selected firms.

Commissioner Kurey commented on new consultant to Infrastructure Board; the consultant knew most of these firms and believes they are all good choices.

**Commissioner Shelly moved to award continuing service contracts to Jones Edmunds, McKim & Creed, Cardno TBE, RS&H, and Pennoni and further allow the Town Attorney and Town Manager to negotiate and execute continuing service contracts with the five selected firms; seconded by Deputy Mayor Rettstatt.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[18-0246](#)

## Award of Bid ADM18-2: Request for Qualifications for a Strategic Plan

Mr. Murphy provided details on selection process; stated four firms were interviewed; the top two firms were the Florida Institute of Government at USF and the other was the Novack Consulting Group; staff recommends the Florida Institute of Government at USF.

**Deputy Mayor Rettstatt moved approval of award of request for qualifications for a strategic plan to USF; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[18-0243](#)

## 2018-2019 Budget Discussion

Mr. Murphy summarized general fund; currently balanced; discussed enterprise funds, also balanced; no proposed increases to utilities at this time. Capital improvement budget and Capital Improvement Plan (CIP) were unanimously approved by Infrastructure Board; discussed CIP and projects.

Discussion ensued regarding phasing of Palmetto; resurfacing in interim; Mr. Murphy discussed option to re-engineer and possibility of SWFWMD funding by diverting water to golf course; SWFWMD funding; engineering and accelerating project.

**POLICE CHIEF'S REPORT**

Jeff Wolfe-Lieutenant, Belleair PD-Provided update on crime statistics, traffic details, total calls for service; speed boards up to encourage traffic to slow down; various code enforcement violations; Officer Phillips received a letter from resident on house check thanking him.

**TOWN MANAGER'S REPORT**

Mr. Murphy commented on letter received from Mr. Whidden and neighbors who requested to contract Boen's Tree Service to trim bluff and donate to pay for cost; suggested placing on agenda for September 4th meeting; also to inquire from Boen's as to where the trimming would be along the Bluff, where the debris was going and that it be managed by the Town.

Discussion ensued on changing ordinance; staff will work on a recommendation for the September 4th meeting.

**TOWN ATTORNEY'S REPORT**

Mr. Ottinger provided update on shared use agreements with golf course.

**MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS**

Mayor Katica-Still recuperating; glad to be back.

Deputy Mayor Rettstatt-Commended staff for presentation at Finance Board; Recreation and Infrastructure Boards heading in good direction, attended meetings; SeeClickFix and Nextdoor uses. Mr. Murphy commented on limitations of Nextdoor and town's best platforms.

Commissioner Shelly-Attended Florida League of Cities conference; possible source of funding for water.

Commissioner Kurey-Ordinances and enforcement; strategic plan process and program based budgeting; exploring additional borrowing to excel infrastructure projects.

Commissioner Wilkinson-Recreation board looking into analyzing programs; welcomed Mayor Katica back; commended Deputy Mayor Rettstatt on a job well done in Mayor Katica's absence; Gracie's Big Splash a successful event; flag football next week.

**OTHER BUSINESS**

None



**ADJOURNMENT**

No further business; meeting adjourned in due form at 7:01 PM

**Commissioner Wilkinson moved to adjourn; seconded by Deputy Mayor Rettstatt.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly,  
and Commissioner Kurey

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**TOWN CLERK**

**APPROVED:**

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**MAYOR**



## Legislation Details (With Text)

**File #:** 18-0255      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** Agenda Ready  
**File created:** 8/31/2018      **In control:** Town Commission  
**On agenda:** 9/4/2018      **Final action:**  
**Title:** Hallett Park Maintenance Discussion  
**Sponsors:** JP Murphy  
**Indexes:**  
**Code sections:**  
**Attachments:** [SKM\\_C36818083117320](#)  
[TOB Grounds Maint \(2\)](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Summary

To: Mayor & Commissioners  
From: JP Murphy  
Date: 8/31/2018

**Subject:** Hallett Park Maintenance

#### Summary:

The Town is in receipt of a letter (see attached) where Mr. Whiddon and his surrounding neighbors have offered to have Boen's Tree service, trim the bluff. Their proposed methodology would trim 6 to 12 inches above grade, down the bluff and remove invasive species and trees smaller than 4". This one-time maintenance would be provided at their shared expense. Staff would recommend that the project, if approved, be executed as a grant-funded project, with project management and oversight conducted by Public Works.

**Previous Commission Action:** The Commission previously approved simply conducting reach mower cuts as far as practical. The means and methods being proposed are more invasive than a simple "trim off the top" if you will, but staff does not believe it will affect the stability of the bluff. The vendors the town solicited to do the work last time declined to bid on the work again citing safety concerns. Mr. Allison previously spoke with Mr. Boen and was assured that they thought they could do the job safely.

**Background/Problem Discussion:** The Master Landscape Plan (Adopted in 1997, Sec. 50-2 in code of ordinances), gives direction on how the bluff edge at Hallett Park should be maintained. The exact language is summarized below:

"The Grounds Maintenance Personnel shall mow the existing slope vegetation of the Hallett Park embankment with a 12 to 15 foot reach sickle bar mower. Mowing frequency will be as soon as the vegetation within the reach of the mower blade is 2 feet above the top of the slope. More frequent mowing may occur at the direction of the Town to maintain a clear "view shed" of the waterway. The mowing shall be at an angle of - 30 degrees to the top of the slope to minimize mowing frequency. Maintenance of the "view" shall include the full length of the linear park and any other peripheral areas as directed by the Town.

Regular maintenance will be restricted to mowing or trimming vegetation other than desirable trees and shrubs or protected species at the top 12 - 15 feet of the embankment only. Trimming of any protected species shall be done at direction of the Town and only after all proper permits have been acquired. No work on the slope of the embankment, other than routine maintenance operations, shall be undertaken without the express direction from the Public Works Director and the Town Engineer”

Based on the fact that neither the land development code, nor the Comprehensive Plan carry any jurisdiction over the activity in question, staff has to look to the general section of the Code of Ordinances for guidance. That guidance very clearly states the means and methods of mowing the embankment, and provides for deviation only with the authorization of the Town Commission. Since the Commission previously ruled on a methodology, they will have to also find that this trimming would be appropriate for this one-time. The trimming likely cannot wait until the town takes delivery of the Urban Forestry Truck, Though Boen’s may be able to cut the bluff this way. Staff is reaching out to Boen’s for more information. More information can be found by following the related files links on the agenda site.

**Expenditure Challenges:** We do not currently have estimates for the work. I would suggest that the town cooperatively fund this project either through amounts from the maintenance budget and/or through in-kind services.

**Recommendation:** N/A

**Proposed Motion:**N/A

COPY

RECEIVED  
BELLEAIR TOWN HALL

AUG 13 2018

TIME REC. \_\_\_\_\_

Town of Belleair  
Attn: Tom Shelly, Town Commissioner  
901 Ponce de Leon, Blvd.  
Belleair, FL 33756

August 9, 2018

Dear Tom,

On behalf of Marion Rich who resides at 201 Bayview, George and Maria Cantonis who reside at 205 Bayview, Siri Rawson who resides at 209 Bayview, and my wife, Connie, and me, who reside at 155 Bayview, I write in response to your request of Josh Ford of Land Care Solutions to describe the maintenance we are willing to perform on the bluff directly west of our respective properties.

As our homes are directly across Bayview from Hallett Park we have a special interest in the Town of Belleair maintaining the Park to the standards required by the deed of that property to the Town. Such is not being done. The property we own is specially zoned and is valued for tax purposes as water view property. We are not complaining about our taxes. Instead, we have complained that the Town has failed to maintain the Park to the standards required by the deed and such failure deprives us of the water view value. George and Maria Cantonis and Connie and I have listed our respective homes for sale. Being deprived of the water view these properties are entitled to enjoy is adversely affecting our marketing efforts.

We have been told that the Town does not deny the obligation to maintain the Park but simply lacks the equipment necessary to perform such maintenance. We have been told that the Town hopes to have the use of such equipment in the future. None of us should have to wait until such equipment is available to the Town.

We are willing, collectively, to engage Boen Tree Service, a licensed, fully insured, and a well-known arborist, to cut down the weeds, noxious vegetation, and vines from the top of the bank down 15 feet to a height of 6" to 12" from grade and to remove the debris. Boen will not remove any trees having a trunk greater than 4 inches in diameter. This deferred maintenance will be done to help the Town temporarily perform its maintenance obligations. While we are not willing to assume this maintenance obligation in the future, performing this deferred maintenance should enable the Town to more easily meet its obligation in the future.

Please reply authorizing us to proceed to have this work completed at the expense of these families and we will contract with Boen Tree Service to perform this maintenance immediately.

Thank you for your attention.

Sincerely,



Thomas E. Whiddon

Cc: George Cantonis, Marion Rich & Siri Rawson

**TOWN OF BELLEAIR, FLORIDA**  
**GROUNDS MAINTENANCE SPECIFICATIONS**

**Prepared By**

**PHIL GRAHAM & COMPANY, P.A.**  
**Landscape Architects**  
**436 Second Street North**  
**St. Petersburg, FL 33701**  
**(813) 821-5225**

**March 7, 1997**



**TOWN OF BELLEAIR, FLORIDA  
GROUNDS MAINTENANCE SPECIFICATIONS**

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**REFERENCES**





# **TOWN OF BELLEAIR, FLORIDA**

## **GROUNDS MAINTENANCE SPECIFICATIONS**

### **I. STATEMENT OF INTENT**

The Town of Belleair is one of the premier residential communities in Florida. This waterfront community offers a high quality of life in a park like setting for its residents. An in-depth approach to landscape management is necessary to assure the high standards for appearance and grounds maintenance desired by the Town.

This specification is provided as a technical support and reference document to the Town of Belleair Ordinance No. 370 and Resolution No. 97-6 governing the design and policy of Town parks and public areas.

The term Grounds Maintenance Personnel used throughout this specification can be defined as a grounds maintenance firm, arborist, chemical applicator, etc. contracted by the Town to provide various grounds maintenance services or Town of Belleair staff personnel employed by the Town to provide similar services. The Grounds Maintenance Specifications is designed to be a technical specification support document to a Grounds Maintenance Agreement contracted with a grounds maintenance firm, but will also serve as the maintenance specifications for Town staff personnel engaged in grounds maintenance activities.

This specification has been prepared to guide the Grounds Maintenance Personnel and his trained representatives in the execution of a complete and comprehensive maintenance program for the parks and public lands of the Town of Belleair. All work to be performed such as mowing, edging, pruning, trimming, fertilization, weeding, chemical applications, aerating, mulching, plant replacement and clean-up shall be strictly managed, and executed by experienced personnel. The Grounds Maintenance Personnel shall be responsible for the complete care of all planted trees, shrubs, ground covers, flowers, and lawn areas within the boundaries of the Town of Belleair. The Town shall be insured that the quality of the landscape does not deteriorate, but maintains vitality and healthy growth for the duration of the Grounds Maintenance Agreement. All elements of this specification, unless expressly stated otherwise herein, shall become part of the services required by the Grounds Maintenance Agreement.

## II. GENERAL REQUIREMENTS

- A. Unit costs for mulch, replacement plants, and labor per hour for irrigation repairs shall be furnished by the Contractor at time of Bid (for landscape installation, refer to the Town of Belleair Master Plan Details, Notes, and Specifications). These approved unit prices will become part of the Contract Documents and shall be used as the basis for billing of all such items. Adjustments to these unit costs must be approved and authorized in writing by the Town.
- B. Estimates will be provided to the Town for any remedial landscape or irrigation work requested. The estimates will include unit costs for additional materials and labor (i.e., mulch, fertilizer, conditioners, plants, soils, irrigation parts, etc.) and shall be presented to the Town for approval and authorization prior to commencement of any work.
- C. The Grounds Maintenance Personnel before commencing the Work under this Agreement shall assure the Town (by furnishing Certificates of Insurance) that the following kinds and amounts of insurance are in full force and are maintained in force at all times for the life of the Grounds Maintenance Agreement and as required by law on the Contractor's operators and employees and require same of any sub-Contractors and provide proof of same to the Town:
  - 1. Workman's Compensation Insurance, including Employers Liability Insurance, for a limit of not less than \$1,000,000.00.
  - 2. Comprehensive General Liability Insurance for protection of the Grounds Maintenance Personnel during performance of the Work and all operations incidental thereto, subject to bodily injury liability limits of not less than \$300,000.00 for an accident involving any number of persons and subject to a property damage liability limit of not less than \$100,000.00 per accident.
  - 3. Automobile Liability Insurance for the protection of the Grounds Maintenance Personnel in connection with the operation and use of owned, non-owned, hired or leased automotive equipment in the performance of the Work hereunder, subject to Bodily Injury Liability limits of not less than \$100,000.00 for an accident involving any one person and not less than \$300,000.00 for an accident involving two or more persons, and subject to a Property Damage Liability limit of not less than \$100,000.00 per accident.
- D. The Grounds Maintenance Personnel is responsible for obtaining any licenses and/or permits required by law for activities on Town property.
- E. The Grounds Maintenance Personnel shall be responsible for any damage due to operations of equipment in performing the contract, damage to any plant material due to improper

horticultural practices or carelessness, improper replacement or retrofitting of irrigation components, and injury to non-target organisms in application of pesticides. Damage or neglect to any areas of the Town by the Contractor's crews or their machinery, shall be promptly resolved through repair or reimbursement.

- F. The Grounds Maintenance Personnel is responsible for contacting "Sunshine" and the Town of Belleair to verify all existing utility locations prior to any excavations.
- G. Equipment: The Grounds Maintenance Personnel will furnish and maintain, all mowing and trimming equipment, including fuel. This equipment includes all tractors, decks, sweepers, edgers, hand mowers and reel-type mowers. A list of this equipment owned by the Contractor and required for this contract should accompany the Bid.
- H. Manager: A full-time, on-site manager will be assigned by the Grounds Maintenance Personnel to schedule, assign, and supervise duties. This person will coordinate all services with the Town of Belleair, Director of Public Works, or his assign.
- I. Grounds Maintenance Personnel: All personnel will be skilled in the field in which they work; that is, no minimum-wage, unskilled laborers will perform the work. The Grounds Maintenance Personnel will provide a list to the Director of Public Works containing the number of people assigned to various tasks. All grounds maintenance crews will be appropriately dressed, in full uniform, at all times while on Town of Belleair public property.
- J. Any damage done to the site by Acts of Nature, such as drought, fire, storms, severe freeze, vandalism, flooding, etc. shall not be the responsibility of the Grounds Maintenance Personnel.
- K. Any complaints by the Town of Belleair or the Grounds Maintenance Personnel shall be addressed in writing and shall be acted upon promptly.
- L. The Grounds Maintenance Agreement shall be a contract renewable annually with termination by either party with thirty (30) days written notice at any time during the contract period.
- M. The Contract has been divided into 3 areas: AREA LEVEL 1 - includes the entries and high visibility areas, AREA LEVEL 2 - includes other public areas of lower visibility as well as the athletic fields, and AREA LEVEL 3 - includes several small pocket parks (see appendix for list of parks).
- N. On a daily basis, the Grounds Maintenance Personnel is responsible for leaving the job in a clean, orderly, and safe condition. The Grounds Maintenance Personnel shall be responsible for cleaning any stains from pavement, walls, or buildings caused by his operation, by irrigation or by pest control measures.

- O. The Grounds Maintenance Personnel or his representative will meet with the Town of Belleair Director of Public Works or his representative once per month for a complete inspection of the maintained grounds.
- P. A representative of the Park and Tree Board may meet when required with the Public Works Director or his designee to identify diseased and/or dying plant materials to consider their replacement.

### III. LAWN GRASS MAINTENANCE

#### A. Mowing, Edging, and Trimming

1. Town grass areas shall be mowed once every five (5) working days at all times during the year, with the exception of the Town Hall (north and west sides of the building up to the parking lot only) which shall be mowed twice every five (5) working days. The Athletic fields are comprised primarily of Bermuda "Tifway 419" grass. Bermuda "Tifway 419" must be mowed with a reel mower according to proper maintenance practices and at heights stated herein.

2. Lawn mower blades shall be kept sharp and well-adjusted to provide a clean cut.

3. Town grass areas shall be maintained at the appropriate height indicated below:

| <u>TURF GRASS</u>                            | <u>MOWING HEIGHT</u> |
|--|----------------------|
| St. Augustine (Floritam, Bitter Blue, FX 10) | 3.0-4.0"             |
| Bahia  | 3.0-4.0"             |
| Bermuda (Hybrids: Tifway)                    | 1.0-1.5"             |

4. No more than 1/3 of the total grass blade shall be removed per mowing. Cutting grass too closely (scalping) shall be avoided.

5. All extraneous leaves, weeds, trash, limbs and debris shall be removed from the lawn prior to mowing so that it will not shred or otherwise adversely affect the appearance of the mowed turf.

6. Mowing patterns shall be changed regularly to avoid rutting. Mow entire extent of large areas in one operation if possible. Use small mowers for difficult or tight areas where commercial mowers cannot maneuver.

7. Edging with blade and line trimmers shall be performed at the same frequency as mowing and shall include walks, drives, curbs, planting bed perimeters, and tree wells. No edging around the base of trees shall be performed without a tree protection

guard. Isolated trees and shrubs growing in lawn areas will require a mulched area around them (minimum 2-foot diameter) to avoid bark injury from mowers and filament line trimmers and to reduce root competition from grass. Grass abutting buildings, poles, benches, etc. that cannot be cut by normal mowing procedures, shall be regularly trimmed using a line trimmer to eliminate uneven edges. Grass adjacent to all sprinkler heads, valve boxes and quick couplers shall be trimmed weekly to maintain a clean appearance and good irrigation coverage. Chemical defoliant or herbicides shall not be used as an "edger", unless approved in writing by the Town.

8. Mowing shall be done optimally when the grass is dry; however, mowing wet turf is acceptable. Grass clippings can be left on the grass so long as no readily visible clumps remain on the grass surface after mowing. If clippings are excessive or diseased, they shall be removed after mowing to enhance overall turf appearance and to prevent matting, clumping and thatch buildup. In the case of fungal disease outbreaks, clippings will be collected until the disease is controlled. Grounds Maintenance Personnel will clean all clippings, dirt and debris from sidewalks, curbs, and roadways immediately after mowing and/or edging. Clippings will not be swept, blown or otherwise disposed of in sewer drains, catch basins, drain pipes, storm drains and open culverts of storm sewers. The final appearance after mowing shall present a neat appearance.
9. In the event that the grass becomes sparse or barren due to neglect by the Grounds Maintenance Personnel, he shall repair or replace sod to meet its previous healthy condition at no additional cost to the Town. Grassed areas shall be kept as green and healthy as possible at all times in all areas to maintain a high level of appearance.
10. Care shall be taken when mowing to avoid obstructions such as trees, shrubs, utility boxes, signage, buildings, etc. Grounds Maintenance Personnel shall be responsible for damage caused by its mowing activities.
11. Dethatching of Bahia and Bermuda grassed areas will be performed, when necessary, with the approval of the Town. The Grounds Maintenance Personnel shall provide the Town with a written cost estimate of the work to be performed. The estimate shall then be approved by the Town in writing prior to commencement of services.
12. All reseeding or resodding not required by this specification and at an additional charge to the contract must be approved by the Town in writing.
13. See Section VIII. for Fertilization and Section IX. for Diseases and Pests

B. Thatch Removal

(Optional Program: Do not bid in basic services contract. Grounds Maintenance Personnel to provide estimate each time work is required).

1. Removal of thatch (spongy, build-up of dead and living grass shoots, stems, and roots) should be considered when thatch thickness exceeds one inch. The best time for thatch removal is March through August when the turf grass is rapidly growing.
2. If the lawn has excessive thatch, dethatch with a power vertical mower or power rake. Verticutting using a vertical mower is the recommended method of removing thatch from Bermuda and St. Augustine. Blade spacing shall be 3 inches for St. Augustine and Bahia grass, and 1 to 2 inches for Bermuda grass. Rake the turf of all debris as a result of the dethatching. Mow and irrigate remaining turf. Fertilization with a soluble nitrogen source at 1 pound nitrogen per 1000 square feet will be applied one week after dethatching. Scalping (close mowing) is not a substitute for vertical mowing.

#### C. Rye Grass Seeding and Maintenance

1. For winter color, all lawns will be overseeded with rye grass seed, except predominantly healthy St. Augustine lawns, as the rye grass will contribute to thatch, unless otherwise directed by the Town.
2. Mow the sod to the closest (shortest) recommended height for the predominant variety of sod in the area. Bag the clippings or rake the grass afterwards.
3. To prepare the lawn for overseeding, rake all debris from the turf.
4. The more soil surface exposed, the better the contact of the seed with the soil, and the germination rate.
5. Rye grass seed will be fungicide-treated seed. Put out seed no later than mid-November. Use a mechanical drop seeder at a rate of 10-20 pounds per 1000 square feet to distribute the rye grass seed in one direction, then spread the remaining seed at right angles, taking care not to sow seed in landscaped beds or tree rings. After seeding, rake the ground with a stiff broom to ensure the seed gets through the grass and is in contact with the soil. Irrigate rye seed the same day it has been sown. Re-sow rye seed to fill in gaps in lawn as required throughout the winter months.
6. Where automatic irrigation exists, apply water lightly to moisten the top of the soil once per day for the first 30 days or as needed. Afterward irrigate or hand water once per week on the Town designated watering day as needed. Do not over water, as this can result in seed washing out or clumping in low areas or encouraging disease, usually fungus.
7. Begin mowing when the grass is around 1 to 2 inches tall. After turf has been mowed several times, water only on an "as-needed" basis.



6. The Grounds Maintenance Personnel shall exercise care during pruning to ensure that branches or trimmings do not endanger traffic or cause damage to property. Any damage resulting from the Grounds Maintenance Personnel's negligence shall be repaired or replaced at no cost to the Town.

**B. Storm Damage**

1. In the event of storm damage, the Grounds Maintenance Personnel shall remove all minor felled or broken tree branches, and secure same from causing property damage. This work shall be provided for in the Grounds Maintenance Agreement. All litter will be disposed of by the Grounds Maintenance Personnel.
2. Major damage such as large felled trees or limbs shall be negotiated with the Town and the Grounds Maintenance Personnel on a per incidence basis.

**C. Tree Cavity Work**

1. When necessary, tree cavity work necessitated by disease, damage or deterioration will be performed by a licensed arborist. Decayed or diseased wood shall be removed to expose healthy tissue. Cavities shall be shaped to provide drainage. Exposed cambium layers around cavities shall be painted with appropriate tree wound dressing. This shall be additional work, approved and authorized by the Town, outside of the Grounds Maintenance Agreement.

**V. PALM MAINTENANCE**

**A. Pruning**

1. Regularly remove sucker growth to provide an attractive and clean trunk as characteristic of each particular palm species.
2. Remove dead or unsightly fronds and seed heads from palms. No green palm fronds shall be removed unless the foliage is interfering with an access for pedestrians, bike riders, or vehicular traffic. Trimming and shucking shall be done one time per year in March/April. During the balance of the year, dead, yellowing or unsightly fronds should be removed as needed in routine maintenance. The objective is to retain the arching form of the fronds. Care shall be taken not to cause trauma or damage to the bud of the palm during trimming.
3. Canary Island Date Palms should never have any frond removed above 30 degrees from horizontal.

8. Follow all pertinent turf specifications as listed in Section III. Lawn Grass Maintenance.
9. Do not over fertilize the turf. Monitor the turf for Pythium outbreaks and *treat immediately*, as the disease can kill an entire winter lawn in 24 to 48 hours.
10. To reestablish the permanent lawn during the transition period in late spring, discontinue the rye grass fertilization program in February and water as infrequently as possible.

#### IV. TREE MAINTENANCE

##### A. Pruning

1. Trees shall be pruned, trimmed and shaped (see appendix) as needed to encourage intended growth, maintain a pleasing natural appearance and to prevent obstruction of curbs, sidewalks, parking areas, roadways, street lights and signs. Trees shall not be trimmed into balled forms unless specifically required by the landscape design. Trees will be pruned as necessary to develop proper branching, and to remove any dead or damaged branches. All sucker growth, defined as shoots that sprout out around the base of a tree trunk, shall be removed by hand taking care not to damage the trunk. No herbicides will be used for this purpose.
2. Tree trimming will be done once every three (3) years and is limited to trimming below 20 feet in height to remove all dead and damaged limbs, crossing branches, and to maintain their natural shape and form without disrupting their growth pattern. Good pruning techniques, such as heading back and thinning out will be used to maintain proper balance of foliage. Major tree trimming operations will be done preferably between mid-November to mid-December. If not complete, tree trimming will continue during the winter months and be completed by the end of February. No trees will be pruned during or immediately following growth flushes.
3. All pruning cuts shall be made with sharp instruments, and shall be pruned just outside the branch collar. Pruning paint will not be applied. "Headback" cuts at right angles to line of growth shall be permitted. Trees shall not be poled or the leader removed.
4. Any trimming above 20 feet in height will be additional work to the Contract. A written proposal and cost estimate will be provided to the Town for approval and authorization prior to commencement of the work.
5. Trimmings shall be removed from the site by the Grounds Maintenance Personnel on the same day that the work is done.



4. No spikes or sharp objects are to be used that would penetrate the trunks of the palms during trimming of fronds. Ladders or "cherry picker" type vehicles shall be used to accomplish this task.
5. All dead and/or trimmed fronds, seeds, seed heads, and suckers are to be removed from the site the same day by the Grounds Maintenance Personnel.

## **VI. SHRUB AND GROUND COVER MAINTENANCE**

### **A. Pruning and Trimming**

1. Definitions: PRUNING is the selective elimination of branches to maintain or improve the size or shape of a plant. TRIMMING, as defined for shrubs and ground cover, is cutting of the overall tips of a plant to give a smooth, squared, hedge-like appearance (see appendix). The growth characteristics of some plant species require pruning; others require trimming to look their best. All plant materials shall be maintained in a neat, well-manicured fashion at all times.
2. All shrubs and ground covers shall be pruned to maintain the suitable size and character of the plant. Maintained height of shrubs shall be determined by the Town at the monthly maintenance inspection.
3. Plants that have a naturally "unpruned" form should be pruned very little except for removal of dead or damaged branches and leaves, or to maintain a certain height required by the plant material usage. These shrubs will be pruned with hand shears as needed to provide an informal shape, fullness, and bloom. Examples of these types of plants are parson's juniper, bird-of-paradise, crinum lily, cardboard palm, king sago, heavenly bamboo, split-leaf philodendron, red fountain grass, schefflera, and plumbago.
4. For azaleas, prune once annually back to desired heights the last two weeks of May or after flowering. Later prunings will result in less bloom in the coming year.
5. Plants used as hedges or borders should be trimmed squarely with top of hedge slightly narrower than the bottom to facilitate exposure to sun and prevent heavy shading of lower foliage. Use a "rounding" method when the hedge forms the bordering edge of a serpentine bed design, in which case round only vertical faces of border. As new foliage fills in, remove excessively long branches to encourage fullness and good shape. Examples of these types of plants are pittosporum, podocarpus, silverthorn, oleander, boxthorn, viburnum, and india hawthorn.

6. Ground cover shall be confined within the perimeter of a planting bed with little pruning required other than to cut long branches growing outside of the planting bed. Examples of these types of plants are confederate jasmine, lantana, liriope, aztec grass, ivy, and mondo grass. Wedelia and dune sunflower are exceptions, and must be mowed down to approximately 4" once a year in early spring. Supplemental top shearing may be required to present a neat appearance during the remainder of the year.
7. During the growing season (April-October), all high and moderate maintenance shrubs/hedges shall be trimmed once every 2 weeks; all low maintenance shrubs/hedges will be trimmed as needed (usually once every 4 to 6 weeks.) During the dormant season, all shrubs and hedges shall be trimmed as needed to maintain a neat appearance.
8. Do not prune shrubs into individual shapes or balls unless specifically requested by the Town for a particular plant. Allow shrubs to form a dense mass of plants at the height determined by the Town.

## VII. FLOWERS

### A. Preparation and Installation

1. Annuals will be planted 3 times per year at the Town entrance from Mehlenbacher Road/Indian Rocks Road to South Magnolia Park. The Grounds Maintenance Personnel shall be responsible for the installation and full care of all seasonal color plantings on a weekly basis (including watering, border mulching, spraying, drenching, fertilization, pruning, pinching spent blooms, etc.). The Town shall be guaranteed that every annual/perennial planting mass is maintained in a healthy, vigorous, continually blooming environment, and is the finest quality color planting possible. (See Appendix for Annual Bed Preparation/Planting Detail).
2. Annuals planted at the south entrance to the Town shall be installed in October, March and July. The Park and Tree Board shall be consulted on the selection of flowers to be planted after proposals have been submitted. The quantity of annuals to be planted each season shall be determined by the Town and shall become a part of the Ground Maintenance Agreement. Other areas to be planted with seasonal color shall be recommended by the Park and Tree Board after reviewing proposals for design and planting.
3. Annual flower installation and cost will be part of the Grounds Maintenance Agreement. Size of annuals will be 4 inch pots. Smaller sizes may not be used.

4. The Grounds Maintenance Personnel shall remove all old flowers at the end of the growing season. Within 4 months of starting the contracted maintenance work, the Grounds Maintenance Personnel shall fully excavate 6 inches of existing soil from the planting bed prior to new installation, adding 8 to 10 inches of an approved, prepared soil mix (blended specifically for annual flowers) back into the bed above a well-drained subgrade. Prepare subgrade by rototilling, or loosening by use of hand methods. At each change of annuals the Grounds Maintenance Personnel shall install additional planting soil as needed to fulfill the requirements as specified in this section on flowers. All annual beds will be "crowned" to insure that surface drainage, percolation, and aeration occur at rapid rates.
5. Annuals in 4" pots, at least 3" in height, shall be installed in an orderly fashion with staggered spacing, 8" on center. Leggy plant material or plants which require staking to remain upright will be rejected. Install annuals which have a full head of buds but with a minimum of or no open blooms; annuals should be selected so that blooms will open within 1 week after installation. The goal shall be the growth within several weeks of a solid tightly massed bed of flowers, in one color only, planted so that none of the planting soil is visible. Skippy flower beds will not be acceptable. The Grounds Maintenance Personnel will warranty until bed replacement all flowers upon installation.
6. Top-dress the annual bed with a time release fertilizer such as Osmocote 18-18-18 or equal at each rotation of annuals. Follow manufacturer's directions for application rates.

B. Maintenance

1. Flower beds shall be inspected weekly and dead flowers removed by "pinching back" to produce a longer blooming cycle. Hand weeding will be done as necessary to keep flower beds weed free. A 12 inch-wide mulch border will be replenished and maintained as necessary. The mulch band shall not come in contact with flower bed.
2. Any flowers damaged or destroyed due to pests or the negligence of the Grounds Maintenance Personnel will be replaced with the same species and color at no additional charge to the Town. Where a bed of established annuals has reached a mature height, the Grounds Maintenance Personnel will replace the dead annuals with full 6 inch baskets at the appropriate spacing to create a tight planting without gaps at the time of installation at no addition charge to the Town.
3. The Grounds Maintenance Personnel will provide a written proposal and cost estimate for replacement of stolen or vandalized annuals (4 inch and 6 inch pots) to the Town for approval and authorization prior to replacement.

## **VIII. FERTILIZATION**

### **A. General Requirements**

1. Fertilizer shall be adjusted for xeriscape areas of the landscape, with ratios kept low and number of applications kept to a minimum.
2. Established trees (palms not included) and shrubs 3 years and older exposed to lawn fertilization will not be fertilized supplementally. Fertilizer applied to trees planted in landscape beds shall be broadcast over the entire plant bed.
3. Fertilizer shall be applied when the leaves are dry and shall be properly and thoroughly watered-in after application. After fertilization, all plant materials must be thoroughly watered with a minimum of 1/4 inch of water applied by the Grounds Maintenance Personnel. Fertilization operations must be scheduled with the Town.
4. All fertilizer to be evenly distributed by a hand-held mechanical broadcast spreader or by a hand-propelled broadcast spreader, with no fertilizer left on leaves or branches of plant material. No fertilizer shall be placed within 6 inches of the trunk.
5. Fertilizer shall not be applied during windy weather conditions.
6. Fertilizer shall be swept from all paved surfaces and back into planting beds or lawns following application.
7. Fertilizer may be pressed into the soil on berms and slopes where runoff is likely.
8. As required and with Town approval, the Grounds Maintenance Personnel may obtain soil samples to be analyzed by an approved laboratory to evaluate soil conditions. Results shall be reported to the Town and shall include analysis of test results and amount and type of materials required to accomplish recommended curative program. The cost of all soil or other testing analyses will be the responsibility of the Grounds Maintenance Personnel.
9. Nutrient deficiencies shall be treated with supplemental applications of the specific lacking nutrient according to University of Florida Cooperative Extension Service recommendations.

### **B. Fertilization: Turf**

1. The Grounds Maintenance Personnel shall be responsible for regularly-scheduled fertilizer applications on all grassed areas. All turf areas shall be fertilized 3 times per year in February/March, June/July, and October.

2. A complete fertilizer shall be applied on Bahia and St. Augustine grass at the rate of one (1) pound of nitrogen per one thousand (1,000) square feet. Fertilizer shall be commercial grade, mixed granules, with 30%- 50% of the nitrogen being in slow or controlled release form. The ratio of nitrogen to potash will be 1:1 or 2:1 for complete fertilizer formulations. Phosphorus shall be no more than 1/4 the nitrogen level. They shall also contain magnesium and micronutrients (i.e. manganese, iron, zinc, copper, etc.).
3. On the athletic fields, Bermuda "Tifway 419" shall be fertilized with a 100% organic 6-6-6 fertilizer. The application rate shall be twenty-five (25) pounds per one thousand (1000) square feet of lawn.
4. If requested by the Town, provide a proposal and cost estimate to fertilize the rye grass after the second mowing with 0.5 pound nitrogen per 1000 square feet using a complete fertilizer such as 16-4-8, or 6-6-6. Thereafter, use a nitrogen fertilizer such as ammonium sulfate or ammonium nitrate every 4 weeks at 0.5 pound nitrogen per 1000 square feet.

C. Fertilization: Trees

1. The following services shall be provided as part of the Maintenance Agreement: Trees in planting beds less than 3 years old shall be fertilized 3 times per year. Applications shall be made during the months of February, April, and October.
2. All fertilizers shall be commercial grade, mixed granules, containing equal amounts of nitrogen and potassium and at least 30% of both elements should be available to slow release form as required for each species. The fertilizer should also contain a complete micro-nutrient amendment. The fertilizer analysis shall be similar to 8-2-8, 10-5-10, and 12-4-12 of which not less than 50-60% of the total nitrogen is slowly soluble. The application rate will be 1 pound of nitrogen per 1,000 square feet per application.

D. Fertilization: Palms

1. All fertilizer shall be a complete, granular, balanced fertilizer formulated for palms ("Palm Special") and should have 10-20% nitrogen, 5% phosphorus, 10-20% potassium (equal to the % of nitrogen), 1-3% magnesium, and 0.5% of manganese and iron, with the nitrogen, potassium and magnesium in controlled release forms such as resin or sulfur coated. The fertilizer should contain sulfur, minor elements of manganese, magnesium, and iron, and trace amounts of zinc, copper, and boron.
2. Palms shall be closely monitored for any sign of nutritional deficiency, especially concerning the following elements: nitrogen, potassium, magnesium, manganese, and

iron. Palms shall be closely monitored for any sign of rot, smut, or spotting. Diagnosis and correction of the deficiency or condition should begin following notification to the Town.

3. Mature palms (sabal palm not included) shall be fertilized 2 times per year at a rate of 1/2 pound per 2 feet of height (2-5 pounds for palms under 8 feet height), and 5 to 15 pounds for large palms. Palms under 8 feet tall will receive 2 to 5 pounds per application. Applications shall be made during the months of April/May and September/October. Fertilizers should be broadcast or banded under the canopy of the palm, but should not be placed up against the trunk.

E. Fertilization: Shrubs and Ground Covers

1. Shrubs and ground cover less than 3 years old shall be fertilized 4 times per year. Applications shall be made during the months of February, April, June, and October. Shrubs and ground cover more than 3 years old in the landscape shall be fertilized 2 times per year in March and September. The application rate will be 1 pound of nitrogen per 1,000 square feet per application.
2. All fertilizers shall be commercial grade, mixed granules, containing equal amounts of nitrogen and potassium and at least 30% of both elements should be available to slow release form. The fertilizer should also contain magnesium and a complete micro-nutrient amendment. The fertilizer analysis shall be similar to 8-2-8, 10-5-10, and 12-4-12.
3. All *flowering* shrubs and ground cover shall be fertilized with "Bloom Master" or similar product with a ratio such as 6-10-10. The product shall be 50-60% organic to provide slow release and less potential to burn plants.
4. For azaleas, gardenias, and camellias, use a "Special" formulation with iron and manganese.

F. Fertilization: Annual Flowers

1. In addition to a top-dressing of Osmocote 18-18-18 with each rotation of annuals, flowers may require supplemental fertilization, at least once every other month, with a "Bloom Special" (or similar product) granulated fertilizer mix, to keep flowers in an attractive, healthy and thriving condition.
2. Fertilizer shall be carefully applied around base of flowers and shall not be allowed to remain on or damage blooms or leaves.



3. Flowers or leaves damaged or burnt by fertilizer shall be replaced at no cost to the Town.

## IX. DISEASES AND PESTS

### A. General Requirements (Grounds Maintenance Personnel only)

1. The Grounds Maintenance Personnel shall practice Integrated Pest Management (I.P.M.) to control insects, diseases, and weeds around trees. First choice will be insecticidal soaps, horticultural oils, and biological controls such as *Bacillus thuringiensis* (Bt) formulations.
2. Upon confirmation of a specific problem requiring treatment, pesticides will be reported immediately to the Town, and with its authorization treatment applied on a spot treatment basis using the least toxic, effective pesticide. No pesticide will be applied to plant material areas without the express approval and authorization of the Town. This includes "weed and feed" formulations.
3. Specific diagnosis of plant diseases and/or pests shall be the responsibility of the Grounds Maintenance Personnel or his consultant. Records will be kept on pests identified and treatment(s) rendered for control. Approved insecticides or biological controls shall be prescribed and applied by State of Florida Licensed Applicators only, according to manufacturer's recommendations and in compliance with the Federal Insecticide, Fungicide and Rodenticide Act.
4. Grounds Maintenance Personnel warrants and represents that every chemical substance delivered hereunder shall be on the list of chemical substances, or have been submitted for inclusion on such list, as compiled by the Environmental Protection Agency pursuant to the Toxic Substances Control Act.
5. Pesticide applications will be made in accordance with the rules and regulations governing use of pesticides in Florida. Posting and notification of pesticide sensitive persons will be done. The pest control applicator will be operating under License #\_\_\_\_\_. Expiration Date\_\_\_\_\_. (Numbers to be provided by the Grounds Maintenance Personnel).
6. All spraying of pesticides will be performed when temperatures are below 90 degrees Fahrenheit and wind drift is negligible.
7. A continuing effort shall be made to abate all gophers, mole crickets, and other lawn/vegetation damaging rodents in a timely manner to minimize damage. Fire ants, bees, and wasps, as well as any other damaging or health-endangering pest, will be treated promptly so as not to present a hazard.

8. All damage occurring from improper or careless application of chemicals shall be the responsibility of the Grounds Maintenance Personnel.

B. General Requirements (Town of Belleair only)

1. The Town shall practice Integrated Pest Management (I.P.M.) to control insects, diseases, and weeds around trees. First choice will be insecticidal soaps, horticultural oils, biological controls such as *Bacillus thuringiensis* (Bt) formulations, and "over-the-counter" products which do not require the pest control applicator to work with restricted chemicals or operate under licensing regulations.

C. Diseases and Pests: Turf

1. The Grounds Maintenance Personnel shall inspect lawn areas each visit for indications of pest infestation and to provide prompt attention to any diseases or pests. Any brown or questionable-looking areas of grass shall be reported immediately to the Town by the Grounds Maintenance Personnel.

D. Diseases and Pests: Trees, Shrubs, and Ground Covers

1. Trees shall be routinely checked during each maintenance visit for abnormal conditions such as insects, borers, scale, caterpillars, milky spore disease, web worms, red spider mites, lace bugs, Japanese beetles, etc. Treat the effected plant material as required.

E. Diseases and Pests: Palms

1. Routinely check palms for signs of distress or disease in the trunks, buds, or fronds. Any evidence of disease affecting the palms is to be reported to the Town at once. With Town authorization, the Grounds Maintenance Personnel shall make arrangements for proper evaluation and treatment of the problem. Inspect all palms, especially the Phoenix varieties during the month of March for infestation of Palmetto Weevil. As required, apply a bud drench as recommended by the University of Florida Cooperative Extension Service.
2. The Grounds Maintenance Personnel shall monitor those palms which are susceptible to Ganoderma butt rot. Should this disease be found on any palm, the Town shall be notified in writing. Every precaution will be made to contain the disease and keep it from spreading to other palms. Proper care and procedures with equipment and maintenance around Ganoderma infected palms will be followed in accord with Cooperative Extension Service recommendations.



F. Diseases and Pests: Annual Flowers

1. During each weekly maintenance visit, all flowers shall be inspected for pests and treated as required for pest and disease control. Preventative measures shall be taken to minimize pests and disease.

**X. WEED CONTROL**

A. Weeding Bed Areas

1. Weeding shall be done in conjunction with mowing as a regular duty. All planting beds and tree wells are to be kept weed free throughout the year to avoid competition with desirable plants for water and fertilizer, as well as to enhance the appearance of the overall design. At no time shall any weed exceed the height of 4" prior to removal.
2. Weeds may be removed by hand, or chemically killed and removed with products approved by the EPA for weed control, such as Monsanto's "Round-Up" or a pre-emergent product, used according to manufacturer's recommendations. Should any plant material in the same, or adjacent beds, be damaged by these chemicals, the same size, quantity and quality of plants shall be immediately replaced by the Grounds Maintenance Personnel at no cost to the Town.
3. "Volunteers", i.e., invasive plants created by seeds dropped by birds or spread by wind, which take root in a planting bed and are not of the same species, shall be removed like a weed.
4. Care shall be taken not to disturb soil around shallow rooted shrub material.
5. All weeds removed from beds shall be removed from the site on the same day by the Grounds Maintenance Personnel.

**XI. MULCHING**

A. Planting Beds

1. All planting beds shall be weed-free prior to mulching. All curb, roadway, and bed line edges will be "trenched" to help contain the applied mulch. Mulch will not be placed against the trunks of plant materials or foundations of buildings. Maintain a minimum 6 inches of clearance.

2. Type of mulch used shall be as follows: In Area Level 1 landscapes, use Cypress mulch Grade "B" or better as a 1 inch top-dressing *over* 1 inch of recycled mulch. 100% recycled mulch shall be used in all Area Level 2 and Area Level 3 landscapes. The Town reserves the right to use all recycled mulch at any future time, whereby the Grounds Maintenance Personnel will provide a credit for the unused Cypress mulch. The Town also reserves the right to discontinue using the recycled mulch or to use any other mulch it deems desirable, at which time the Grounds Maintenance Personnel will provide a proposal for any additional costs or credits due the Town. "Alternative" mulches (pine needles, eucalyptus, melaleuca, etc.) could be considered.
3. Mulch in all planting beds shall be *maintained* at a level of 2 inches thick, *after compaction*. Planting beds shall be periodically checked for sufficient mulch coverage in order to retard weed growth and retain soil moisture.
4. Mulch should be top-dressed to maintain a 2 inch overall coverage at least once per year, preferably during the winter months (November through February).
5. The Grounds Maintenance Personnel is responsible for the maintenance and mulching of all existing Town landscaped beds.
6. Annual flower beds shall not be mulched, except for the 12" wide border in front of annuals.

B. Trees and Palms

1. A mulch ring will be constructed and maintained around individual trees and palms in turf areas. The mulch ring shall be a minimum of 12 inches wide from the trunk of the tree.

## **XII. SOIL pH MONITORING**

A. Testing

1. The Grounds Maintenance Personnel shall take soil samples as needed in turf areas and landscaped beds to determine the pH level at least once per year. The pH level should be maintained between 5.5 and 6.5 for optimum growing conditions in turf and most shrubs and trees. Add necessary soil amendments of sulfur to lower the pH or lime to raise the pH according to the county agricultural extension service recommendations.
2. Testing may be done at any time by the Grounds Maintenance Personnel at the Grounds Maintenance Personnel's expense.

### XIII. TRANSPLANTING PLANT MATERIAL

- A. The Town may request that certain trees, palms, specimen plants, or shrubs be transplanted from Town property to a new location on Town property. The Grounds Maintenance Personnel shall provide an estimate every time work is requested by the Town.
- B. In general, trees and palms under 6 feet height may be moved by Town personnel. Palms over 6 feet height will be moved by a licensed and insured contractor upon written approval of the Town. All necessary permits, fees, transportation, utility location, and other relevant activities will be the responsibility of the Contractor to secure prior to relocation of the plant material. Large palms should be hand-dug, moved, and relocated with the proper equipment. A tree spade can be used for appropriately-sized palms.
- C. Single and multi-trunked trees shall be moved with a tree spade or by the pin/dowel method as follows: 1-4 inch caliper will be moved with a 60 inch tree spade, and 4-8 inch caliper will be moved with an 85 inch tree spade. 10 inch caliper and larger trees shall be moved by the pin/dowel method. (Caliper is measured at about 4 feet above grade).
- D. Trees shall be transplanted during the dormant winter months (November through January) whenever possible.
- E. The minimum width of the root ball shall be at least 10 inches of ball diameter for each 1 inch of trunk diameter at 1 foot above the ground.. The minimum depth of the root ball shall be 18 to 20 inches. Allow for a larger root ball when soil fractures easily to ensure an adequate amount of dirt retained on the root ball. (See the following chart).

| <u>Tree diameter</u><br>(in inches) | <u>Root ball size</u><br>(in feet) | <u>Root ball depth</u><br>(in inches) |
|-------------------------------------|------------------------------------|---------------------------------------|
| 5                                   | 4                                  | 30                                    |
| 6                                   | 5                                  | 32                                    |
| 7                                   | 6                                  | 34                                    |
| 8                                   | 7                                  | 36                                    |
| 9                                   | 7-1/2                              | 36                                    |
| 10                                  | 8                                  | 38                                    |
| 11                                  | 9                                  | 40                                    |
| 12                                  | 10                                 | 40                                    |

- F. Wrap root ball with burlap or plastic shrunk wrap. Place root ball in a wire basket and securely fasten to the basket with biodegradable ties. At planting, remove the burlap or plastic shrink wrap from the top 4 inches of the root ball.

- G. Pruning of existing branches will be limited to removal of damaged, dead, crossed, or broken branches. Do not thin tree of excess branches. (See Section IV.A. Tree Maintenance for specifications on Pruning).
- H. All transplanted plant materials shall be fertilized with Agriform 20-10-5 planting tablets (or approved equal) at the time of transplanting, and prior to completion of pit backfilling. Agriform planting tablets shall be placed uniformly around the root mass at a depth that is between the middle and the bottom of the root mass. Place tablets in the planting hole according to the following application rates:

| <u>Plant material size</u> | <u>Number of tablets</u>        |
|----------------------------|---------------------------------|
| 1 gallon                   | 1 - 21 gram tablet              |
| 3 gallon                   | 2 - 21 gram tablet              |
| 5 gallon                   | 3 - 21 gram tablet              |
| 7 gallon                   | 4 - 21 gram tablet              |
| Trees                      | 3 tablets each 1/2 inch caliper |

- I. Fertilize all palms with a "Palm Special" granular fertilizer according to the manufacturers directions. (See Section VIII.D. Fertilization: Palms for specifications).
- J. Install drip irrigation on all newly transplanted trees and palms. Run drip irrigation for 2 to 4 months, or until plant is established. A watering truck may be used in lieu of an irrigation system. Grounds Maintenance Personnel to provide water quantities and frequency of watering as stated in Section XIII. for tree establishment.
- K. Transplanted material shall be moved, relocated, and planted using current accepted nursery practices (See Tree and Shrub Planting Details in the Appendix).

#### **XIV. ESTABLISHMENT WATERING PERIOD**

- A. New and transplanted plant materials shall be provided with adequate water until established based on the following 13-week watering schedule. Watering may be provided by an automatic or manual irrigation system or by watering truck.

## WATERING SCHEDULE

| <u>Description/Quantity</u>                 | <u>Time Period</u> | <u>Number of Waterings/ Week</u> |
|---|--------------------|----------------------------------|
| 1 gallon plants<br>2 gallons/watering       | first 4<br>weeks   | 3 waterings/week                 |
| 3 gallon plants<br>5 gallons/watering       | next 4<br>weeks    | 2 waterings/week                 |
| 30 gallon, B&B trees<br>20 gallons/watering | next 5<br>weeks    | 1 watering/week                  |

- B. For water conservation purposes, reclaimed water (effluent water) should be used whenever possible.

## **XV. EMBANKMENT/SLOPE MAINTENANCE AT HALLETT PARK**

- A. The Grounds Maintenance Personnel shall mow the existing slope vegetation of the Hallett Park embankment with a 12 to 15 foot reach sickle bar mower. Mowing frequency will be as soon as the vegetation within the reach of the mower blade is 2 feet above the top of the slope. More frequent mowings may occur at the direction of the Town to maintain a clear "view shed" of the waterway. The mowing shall be at an angle of - 30 degrees to the top of the slope to minimize mowing frequency. Maintenance of the "view" shall include the full length of the linear park and any other peripheral areas as directed by the Town.
- B. Regular maintenance will be restricted to mowing or trimming vegetation other than desirable trees and shrubs or protected species at the top 12 - 15 feet of the embankment only. Trimming of any protected species shall be done at direction of the Town and only after all proper permits have been acquired. No work on the slope of the embankment, other than routine maintenance operations, shall be undertaken without the express direction from the Public Works Director and the Town Engineer.
- C. The Town may engage in special maintenance operations for the slope itself consisting of, but not limited to: invasive plant removal or trimming, planting of approved species for erosion control, trimming or thinning of existing trees, repair or stabilization of slope through approved non-organic means, and trimming of protected species with proper permitting and within legal limits. This work may be done by Town personnel or by contract. In either case, the Town will provide a specific scope of work in collaboration with the Town Engineer.

It is recommended that the slope should be intruded upon as little as possible to limit activity that would be detrimental to the slope's stability. Removal of invasive plants must be coordinated with a replanting program so as not to leave the slope exposed to further erosion due to bare soil. Slope and intertidal planting should be attempted only after close scrutiny of the resulting impact and with full consensus of the appropriate professionals.

- D. Bamboo clumps present on the slopes shall be confined. Dead canes shall be routinely removed. No mature canes shall be topped unless they are diseased or broken.
- E. At the direction and approval of the Town, intertidal planting of *Spartina alterniflora* (smooth cordgrass) shall be installed per recommendations of the Ad Hoc Committee and Rich Paul's reports.
- F. No trees are to be planted on the slopes. Before removal of any tree that grows through natural means, it will be evaluated for its species type, growth characteristics, and relative value to slope stability.
- G. Trimming of mangroves shall comply with Florida State Law and any County or local ordinances applicable at the time of trimming for this species. When in compliance with said laws and regulations mangroves that grow in excess of 2 feet above the horizontal line of the top of the slope at any point may be trimmed to 2 feet below the top of the slope or to a height as legally allowed at the time of trimming, whichever is less.
- H. Mangroves shall be planted in the intertidal areas as authorized by Ordinance No. 370.

## **XVI. WATERFRONTS, DRAINAGE EASEMENTS, LAKES, AND PONDS**

(Optional Program: Do not bid in basic services contract. Grounds Maintenance Personnel to provide estimate each time work is requested by the Town).

### **A. Maintenance**

- 1. An annual program of aquatic weed controls will be provided for all waterfront areas, lakes, retention ponds, and drainage easements at the request of the Town. This will include monthly applications of EPA approved aquatic herbicides and pesticides to control algae and noxious weeds.
- 2. These weed controls will be determined by the Town and priced by the Grounds Maintenance Personnel for the Town's approval.

3. In the event of a fish kill, the removal of dead fish, and their burial, will be covered under the Grounds Maintenance Agreement.

## **XVII. PARKING LOT/PAVEMENT AREAS**

### **A. Maintenance**

1. During each scheduled maintenance visit, cleaning of the entire grounds shall be performed as part of regular maintenance. All paper, trash, leaves, twigs, branches, dead plants, trimmings, prunings, and other objectionable materials shall be picked up and removed from all planted areas, and adjacent parking lots, driveways, sidewalks, walkways, and entrances. All sand, gravel, dirt and mud shall be thoroughly swept from all pavement adjacent to maintenance areas and disposed of off-site.
2. Grounds Maintenance Personnel shall not allow landscape debris and trash to accumulate in any area. All waste materials generated by Grounds Maintenance Personnel's operations will be disposed of off-site by the Grounds Maintenance Personnel. Under no circumstances will trash or debris be swept in or disposed of in catch basins, drain pipes, storm drains and open culverts of storm sewers.
3. Weeds in walkways, parking lots, pavement cracks, and any other paved areas, including rights-of-ways and adjacent work areas within the contract limits shall be removed by hand or chemically killed and removed on a regular basis.
4. Removal of heavy accumulations of trash and debris such as roadside dumping or homeowner refuse will not be the responsibility of the Grounds Maintenance Personnel.

## **XVIII. ATHLETIC FIELD MAINTENANCE**

### **A. Soccer Field**

1. The Athletic fields are to be comprised primarily of Bermuda "Tifway 419" grass. Bermuda "Tifway 419" must be mowed with a reel mower according to proper maintenance practices (see Section III. Lawn Grass Maintenance).
2. Aeration of the athletic playing fields shall take place once a year. Aeration should be scheduled to minimize its effect on play. Aeration should occur immediately after the playing season has ended. Aeration operations are to be coordinated with the Town.



3. Dethatching of Bahia and Bermuda grassed areas will be performed, when necessary, in the Spring with the approval of the Town (see Section III. B.). The Grounds Maintenance Personnel shall provide the Town with a written cost estimate of the work to be performed. The estimate shall then be approved by the Town in writing prior to commencement of services.
4. All sprigging or resodding at an additional charge to the contract must be approved by the Town.
5. Athletic field lawn areas should receive one inch of water per week. Care should be taken during the rainy season to ensure that the fields are not watered excessively when they are receiving substantial water through rainfall.

## **XIX. IRRIGATION MAINTENANCE**

### **A. Inspections**

1. Within ten (10) days of Grounds Maintenance Agreement start date, the Grounds Maintenance Personnel shall perform a complete inspection of the entire irrigation system including controllers and note in detail any deficiencies that must be corrected to make the system fully operational. This list of deficiencies, along with associated costs to repair them, will be promptly submitted to the Town which will be responsible to authorize corrective action.
2. The Grounds Maintenance Personnel shall inspect and test all components and zones in the irrigation system *monthly* and shall *reset zone times according to seasonal changes or governing regulations*. This will consist of checking the controller, valves and irrigation heads to ensure that the proper amount of water is being provided to all plant material. Drainage problems noted on site, in planted or paved areas, shall be reported to the Town. Any corrective measures will be promptly reported.
3. Irrigation frequency of use depends on rainfall, time (season) of year, and age of the landscape. In general, as per Town regulations, irrigation may be turned on one day per week. During weekly inspections, the Grounds Maintenance Personnel will note and report to the Town inadequate or excessive irrigation, drainage problems, or if plant material appears to be damaged by too much water.
4. Replacement irrigation products shall be of the same or equal in size, quality, and brand/manufacturer as the original product(s) being replaced and as approved by the Town. Should a controller be temporarily removed for repairs, a replacement controller shall be installed in its place until the original is re-installed.



5. Irrigation heads in athletic fields shall be inspected on a regular basis to insure they are not excessively exposed in the closed position creating a safety hazard.

**B. Repair**

1. The Grounds Maintenance Personnel will make all repairs and adjustments to the Town irrigation system. Minor adjustments and repairs such as head/emitter cleaning or replacement, filter cleaning, small leaks, and timer adjustments shall be made by the Grounds Maintenance Personnel at no charge. This includes piping, sprinkler heads, and valves. Heights of risers, pop-up, and rotor heads shall be adjusted to maintain an operational height in relation to maturing plant material and turf.
2. All breaks will be immediately reported to the Superintendent of Parks and Street Maintenance and/or the Director of Public Works, and repairs made as quickly as possible.
3. Excessive repairs beyond the scope of work listed above will be charged to the Town at an hourly rate per man plus parts and must be approved and authorized by the Town prior to carrying out the work. The Grounds Maintenance Personnel will provide the hourly rate per man for irrigation repair along with the maintenance bid.

**XX. EXTRA DUTIES INCLUDED IN GROUNDS MAINTENANCE CONTRACT**

**A. Trash Receptacles**

1. Trash receptacles will be emptied of litter twice per week with a new plastic liner installed at least once per week. Trash receptacles will be pressure-washed inside and outside a minimum of once per month.
2. Trash receptacles which are in need of painting or new decals, or which have been vandalized will be reported to the Town.

**B. Nature Park (Trails)**

1. The Grounds Maintenance Personnel shall remove loose trash and debris along the nature trails and remove vegetation which is restricting the walkways or causing a hazard.

**C. Undesirable Plant Materials**

1. Trees and/or shrubs which appear on Town property by means of natural succession or by other means, and are not shown on the Landscape Master Plan shall be removed

or relocated at the discretion of the Town. A contractor shall provide a cost estimate prior to commencement of the work each time work is requested, and must be approved by the Town.

D. Public Property

1. The Grounds Maintenance Personnel will assist the Town in reporting vandalism, damage, or need of repair/refurbishing of public property; for example, traffic signs, buildings, fences, utilities, and paving.

E. Special Situations

1. The Grounds Maintenance Personnel will be responsive to special conditions or unexpected problems that may occur during the course of the maintenance agreement. The Town expects the full cooperation and prompt response by the Grounds Maintenance Personnel.

## XXI. MEMORIAL TREES

- A. The Town, through review and coordination of the Park and Tree Board, shall designate and record certain trees within the parks and public areas as memorial trees. These trees shall be of a species and location as shown on the Master Plan and shall receive regular maintenance as stated within this document. In addition, memorial trees shall be given special consideration by receiving timely maintenance attention when disease or damage is observed or reported and these trees shall be replaced immediately upon major decline or death.

## XXII. DEFINITIONS AND ABBREVIATIONS

- A. The following information is provided for clarification of terms and abbreviations used within this specification:

1. Abbreviations

|              |  |
|--------------|--|
| O.A. or HT.: | The over-all height of the plant from the ground.        |
| C.T.:        | Clear trunk, no foliage from ground to specified height. |
| SPR.:        | Spread, branches measured in natural untied position.    |
| ST. TR.:     | Straight trunk without staking or guying.                |
| MIN.:        | Minimum.   |
| GAL.:        | Gallon container size, for example 1 gal., 3 gal., etc.  |
| PLT.:        | Plant  |
| O.C.:        | On center, distance between plant centers.               |

|            |   |
|------------|---|
| C.C.:      | Center to center, as above.   |
| DIA.:      | Diameter.   |
| LVS.:      | Leaves.   |
| D.B.H.:    | Diameter of plant or tree as measured at breast height (approximately 4 feet).  |
| CAL.:      | Caliper, the outside diameter of up to four inch tree is measured six inches above the ground line, trees of a larger size are measured at 12 inches above ground line. |
| B&B:       | Balled and burlapped in accordance with horticultural standards of the American Association of Nurserymen.  |
| TREE-FORM: | A large shrub that is propagated or pruned to the shape of a tree. This shrub can have a single or multi trunk  |

## 2. Definitions

**Town:** The Public Works Director, Parks Director or other person designated by the Town Manager to administer Town maintenance operations. This term may also apply to the Town Commission when overall Town policy decisions are required with regard to parks and public lands.

**Volunteer tree or shrub:** Vegetation that grows within Town parks or public areas that has been created by seeds dropped by birds or spread by wind, and/or takes root in a planting area and are not of the same species, and/or are not designated on the Master Landscape Plan. This material may be a tree or a shrub and is to be treated as an invasive plant and shall be removed like a weed. An exception to this description are mangrove species which are encouraged to grow through natural succession in the intertidal areas and which are protected by Florida State Law. There also may be instances when a "volunteer" may be a desirable tree or shrub for a given location. In such cases the Public Works Director in consultation with the Town Arborist will determine whether to remove or retain the plant.

**Mature tree:** A tree that 6" minimum caliper measured at 1' above grade. Mature Palms should have at least 3 feet of clear trunk for dwarf species and 8 foot of clear trunk for large-growing species. These trees must be reviewed by Town Staff and Park Board members prior to removal or relocation.

**Unauthorized tree or shrub:** This plant may be a volunteer or a plant installed that was not specified or properly located per the Master Landscape Plan. In such cases the Public Works Director may engage a specialist to assist him in deciding in making a determination for the plant.



**TOWN OF BELLEAIR, FLORIDA**  
**GROUNDS MAINTENANCE SPECIFICATIONS**

**APPENDIX**

# Town of Belleair

## LANDSCAPE MAINTENANCE SPECIFICATIONS

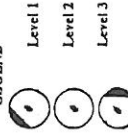
### LANDSCAPE MAINTENANCE

#### AREA LOCATION AND PRIORITY LEVEL

| No. | Land Location   | Priority Level |
|-----|---|----------------|
| 1   | Waterfall West Park   | 1              |
| 2   | Fairview Park   | 2              |
| 3   | Palmetto Park   | 2              |
| 4   | Palm View Avenue - North  | 2              |
| 5   | Palm View Avenue - South  | 2              |
| 6   | Gardenia Parks  | 2              |
| 7   | Itasca Park and the Mall - North  | 1              |
| 8   | The Mall - South  | 1              |
| 9   | Rex Beach Park  | 2              |
| 10  | Pinellas Park   | 2              |
| 11  | DeSoto Park   | 2              |
| 12  | Park Avenue - North   | 2              |
| 13  | Park Avenue - South   | 2              |
| 14  | Fountain Square and Sunny Lane Parks  | 2              |
| 15  | Sunset Bay Drive, Winston Drive, and North Pine Circle (col de sac)   | 2              |
| 16  | Winston Park  | 2              |
| 17  | Magnolia Parks (2)  | 2              |
| 18  | Entrance to the Town from Mehlensbrucher Road/Indian Rocks Road to South Magnolia Park  | 1              |
| 19  | Ponce de Leon Boulevard   | 2              |
| 20  | Ponce de Leon Boulevard   | 2              |
| 21  | Ponce de Leon Boulevard   | 2              |
| 22  | Ponce de Leon Boulevard   | 2              |
| 23  | Ponce de Leon Boulevard   | 2              |
| 24  | Ponce de Leon Boulevard   | 2              |
| 25  | Town Hall and Entrance to the Town from the Pinellas County Trail to Indian Rocks Road  | 1              |
| 26  | Entrance to the Town from the Pinellas County Trail to Indian Rocks Road, Tennis Court Grounds, Soccer Field (practice), and Brewster Field | 1              |
| 27  | Entrance to the Town from the Pinellas County Trail to Indian Rocks Road and Town Garage Grounds  | 1              |
| 28  | Town Entrance Gateways  | 1              |
| 29  | Nature Park (Waterfall East)  | 2              |
| 30  | Hallett Park  | 1              |
| 31  | Garden Circle   | 3              |
| 32  | Rosary Road   | 3              |
| 33  | Water Plant Grounds   | 3              |
| 34  | Barbara Circle  | 3              |
| 35  | Alexander Road  | 3              |
| 36  | Coe Road  | 3              |
| 37  | Overbrook Drive Bridge  | 3              |
| 38  | Indian Rocks Road Bridge  | 3              |
| 39  | Belleair Creek, Fairview Road   | 3              |
| 40  | Ibiscus Road  | 3              |
| 41  | Eastleigh Drive   | 3              |
| 42  | Belleair Creek, North Roebing Road  | 3              |

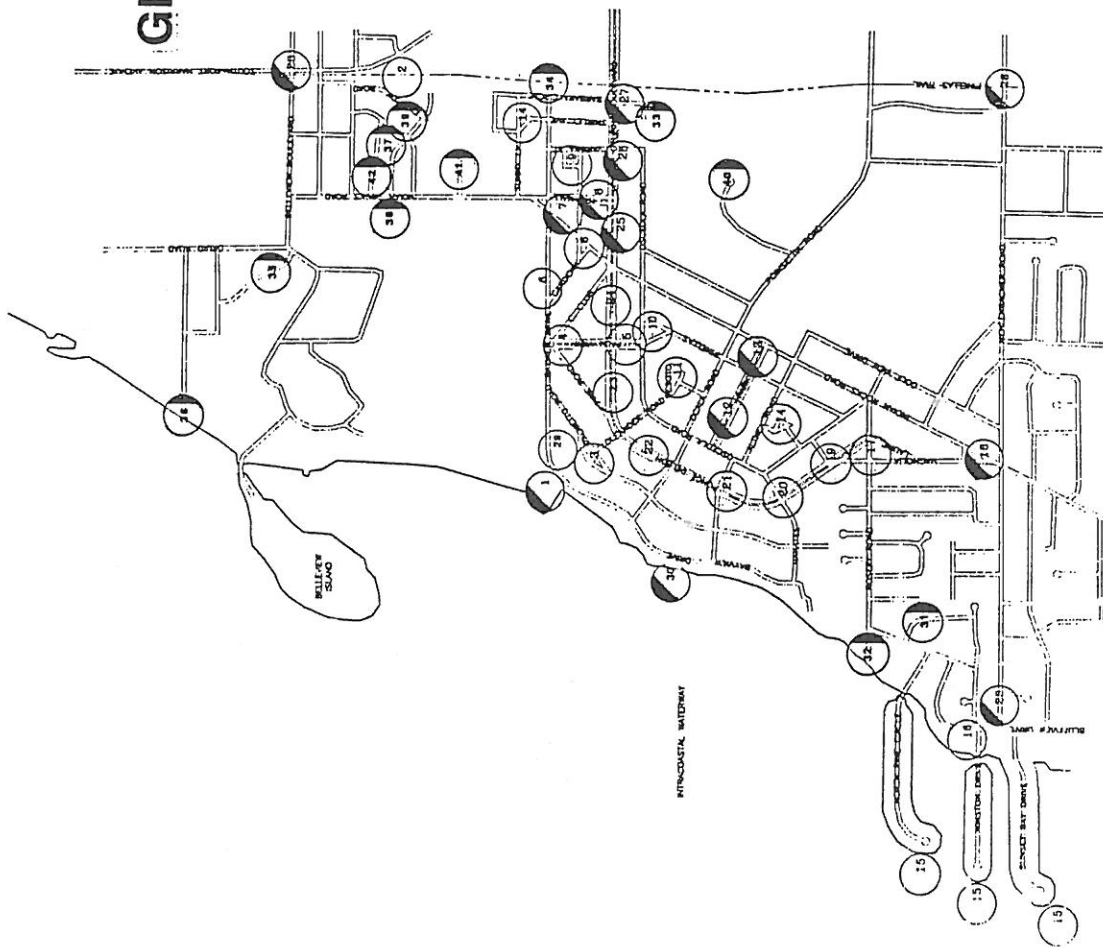
Parks are listed from Level 1 to Level 3. Level 1 parks have highest priority.

#### LEGEND

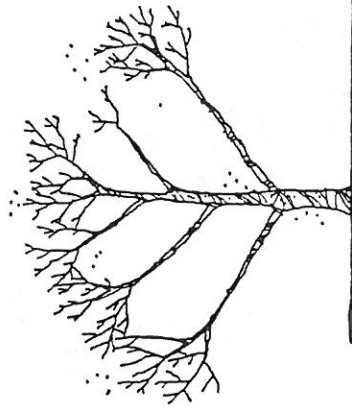


The Design  
Offices of  
**Phil Graham & Company, P.A.**  
Landscape  
Architects

436 Second Street North • St. Petersburg, FL 33701 • (813) 821-5225



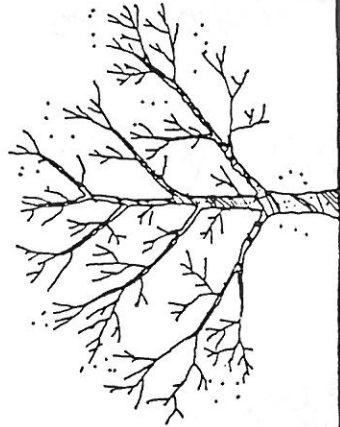
LOCATION PLAN



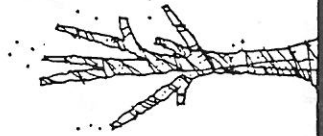
INCORRECT

### THINNING

PROPER THINNING REMOVES OR REDUCES THE LENGTH OF SOME BRANCHES FROM ALONG THE MAIN BRANCHES. IMPROPER THINNING REMOVES ALL INTERIOR BRANCHES.



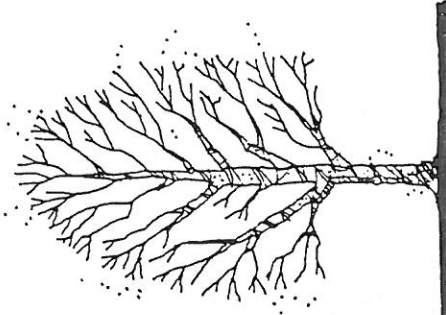
CORRECT



INCORRECT

### PRUNING

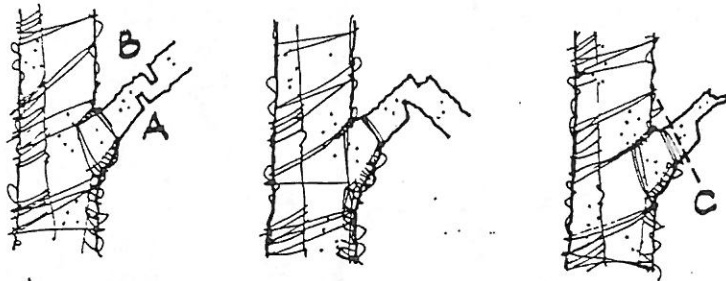
NEVER TOP A TREE. PRUNE IT TO RETAIN ITS NATURAL SHAPE.



CORRECT

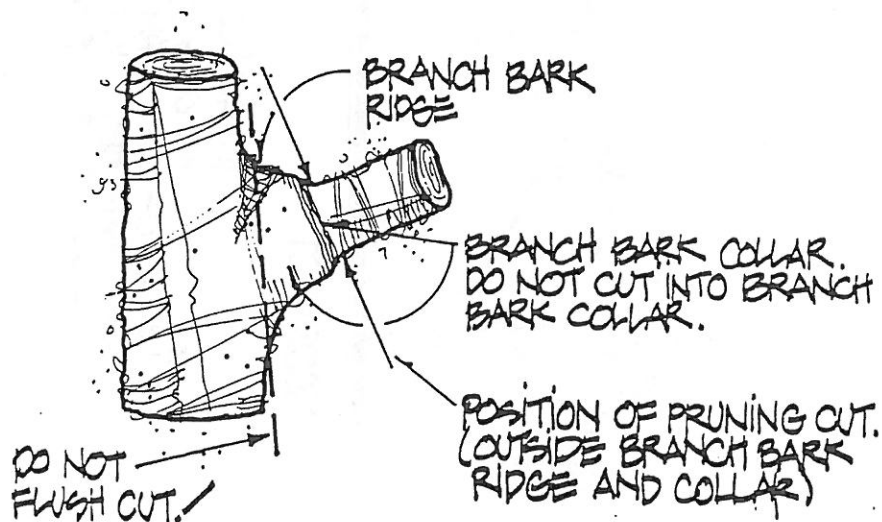
NOTE: ORNAMENTAL OR SPECIAL PRUNING, IF SPECIFIED, IS TO BE AT THE DIRECTION OF THE L.A.

## THINNING AND PRUNING TREES



FIRST CUT AT "A" UNTIL SAW BINDS, THEN CUT AT "B" 2"-4" (50-100mm) BEYOND "A" UNTIL THE BRANCH FALLS, THEN CUT AT "C", OUTSIDE OF THE BRANCH COLLAR.

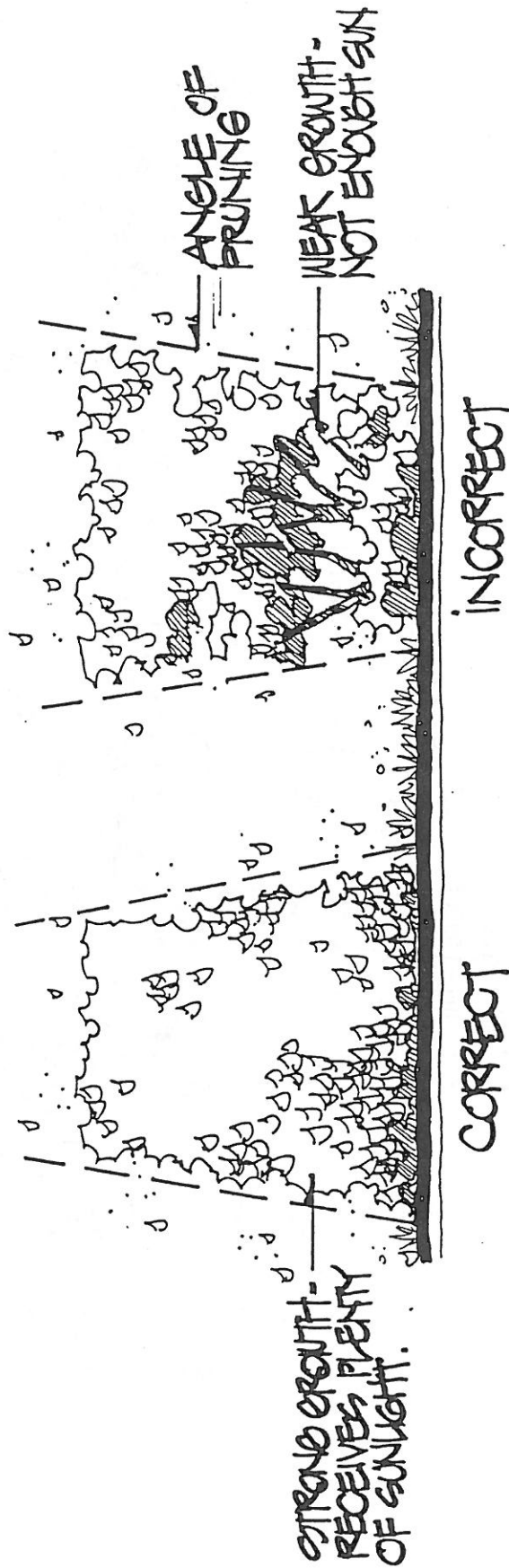
## REMOVING A BRANCH OVER 40mm DIAMETER



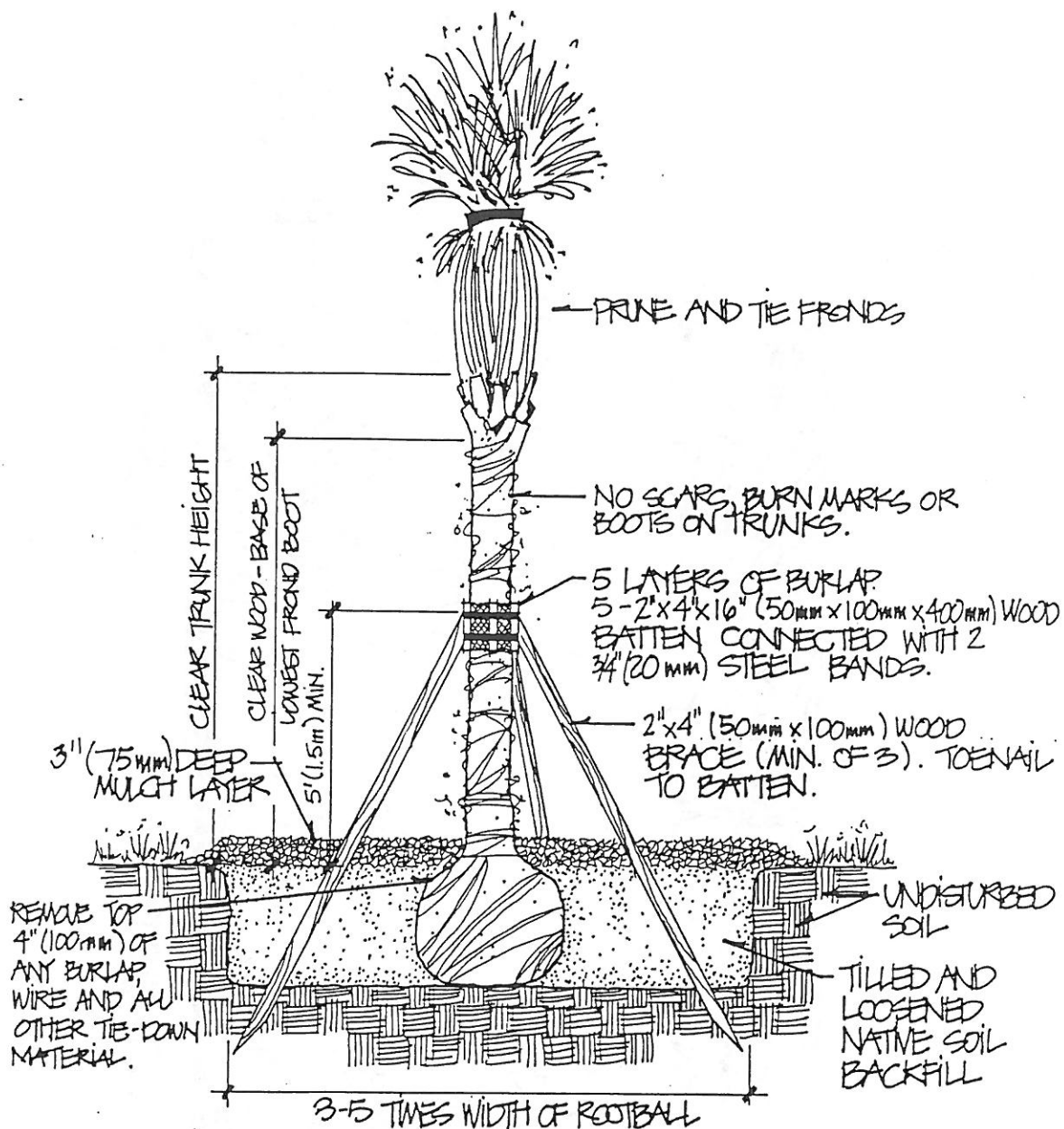
## TREE BRANCH PRUNING



WHERE MAXIMUM SCREENING IS DESIRED,  
HEDGE SHOULD BE PRUNED WIDER AT THE  
BASE THAN AT THE TOP. THIS ALLOWS MORE  
SUNLIGHT TO REACH THE BASE OF THE PLANT

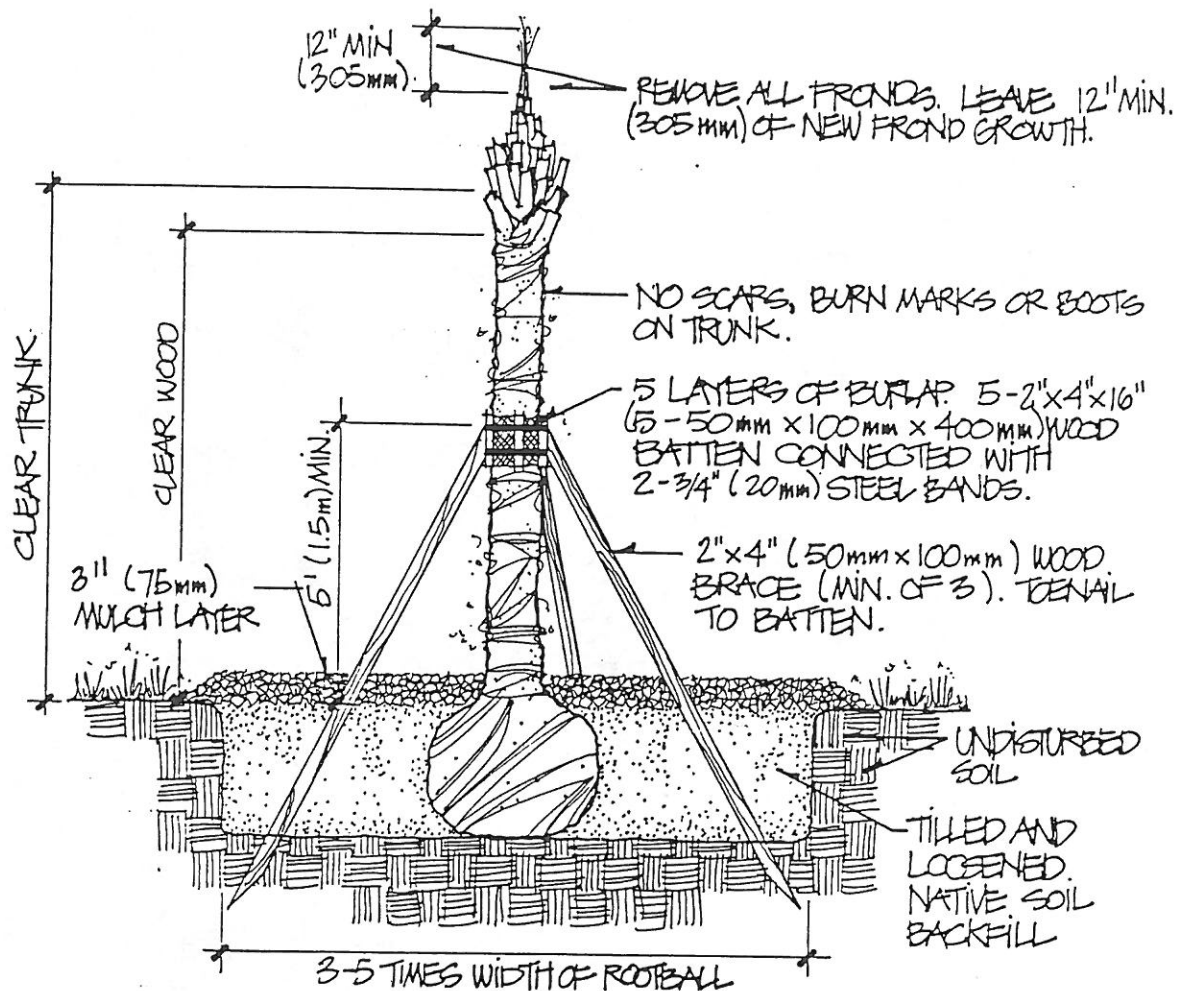


## HEDGE PRUNING



NOTE: STAKE ONLY THE FOLLOWING: ① PALMS REQUIRING SUPPORT TO MAINTAIN A PLUMB POSITION. ② PALMS IN A POTENTIALLY HAZARDOUS SITUATION.

## PALM PLANTING DETAIL (EXCEPT FOR SABAL PALMS)



NOTE: STAKE ONLY THE FOLLOWING: ① PALMS REQUIRING SUPPORT TO MAINTAIN A PLUMB POSITION. ② PALMS IN A POTENTIALLY HAZARDOUS SITUATION.

## SABAL PALM PLANTING DETAIL

NOTE: USE 2" x 2" (50mm x 50mm) STAKES FOR TREES 1" TO 2" (25mm TO 50mm) CALIPER

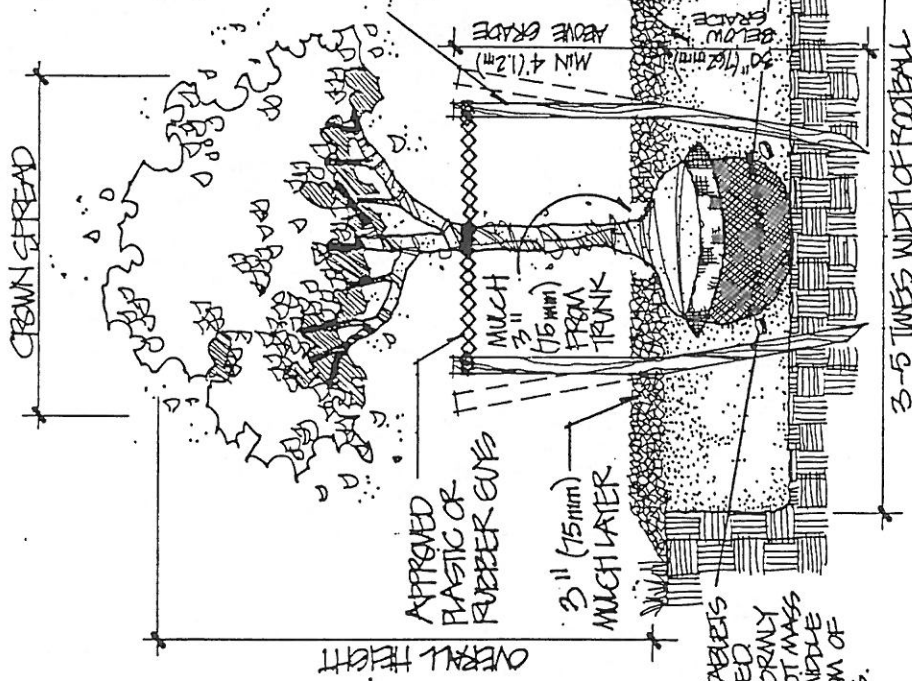
OTHER TREE STAKING SYSTEMS MAY BE ACCEPTABLE IF APPROVED

2" x 4" (50mm x 100mm) STAKES DRIVEN AT ANGLE THEN TIGHTENED TO VERTICAL. (MIN. 2 STAKES) (OPTIONAL 3 STAKES PLACED AT 120° ANGLE).

TILLED AND LOOSENED NATIVE SOIL BACKFILL

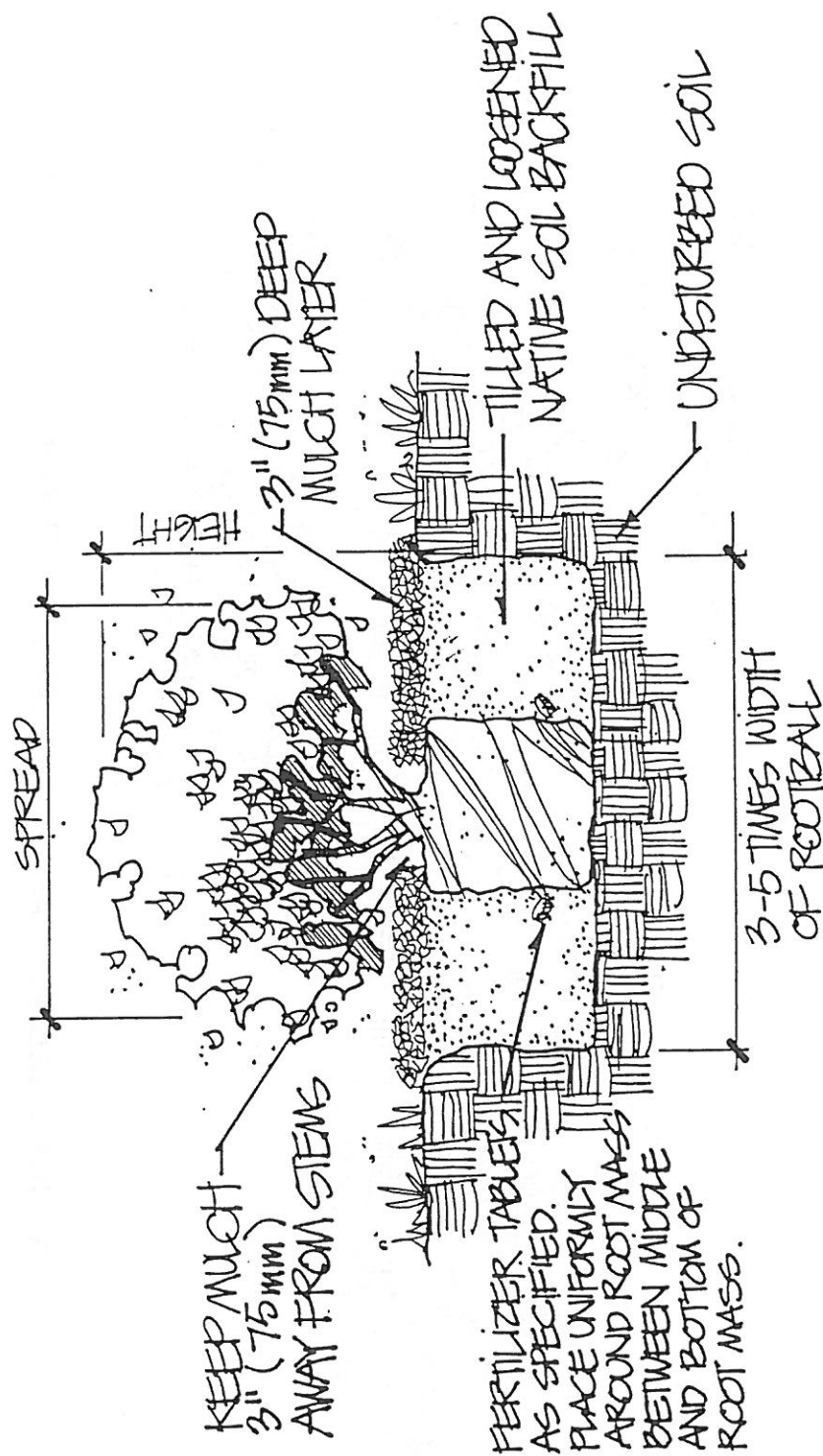
UNDISTURBED SOIL

CONTAINER GROWN OR B&P TREE. REMOVE TOP 4" (100mm) OF BURLAP, WIRE AND ALL OTHER TIE-DOWN MATERIAL.

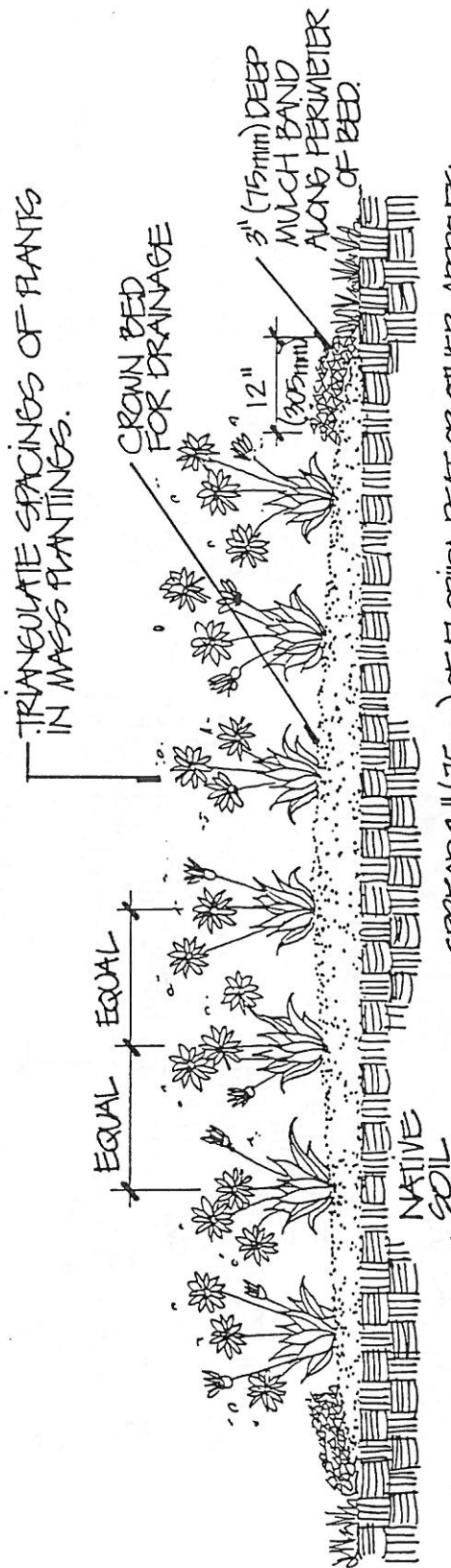


NOTE: STAKE ONLY THE FOLLOWING: ① TREES REQUIRING SUPPORT TO MAINTAIN A PLUMB POSITION. ② TREES IN A POTENTIALLY HAZARDOUS SITUATION.

## TREE PLANTING DETAIL



# SHRUB AND GROUND COVER PLANTING DETAIL



SPREAD 3" (75mm) OF FLORIDA PEAT OR OTHER APPROVED ORGANIC SOIL AMENDMENT (SEE WRITTEN SPECIFICATIONS) OVER FULL LENGTH AND WIDTH OF PLANTING AREA FOR ANNUALS. ROTO-TILL ORGANIC LAYER 6"-8" (150mm - 200mm) INTO NATIVE SOIL. ADD TIME-RELEASE FERTILIZER AS SPECIFIED.

## ANNUAL BED PREPARATION/PLANTING DETAIL

## NOXIOUS PLANT MATERIALS

| BOTANICAL NAME           | COMMON NAME           |
|--------------------------|-----------------------|
| Acacia auriculiformis    | Earleaf acacia        |
| Albizia julibrissin      | Mimosa tree           |
| Albizia lebbbeck         | Woman's tongue        |
| Broussonetia papyrifera  | Paper mulberry        |
| Casuarina equisetifolia  | Australian pine       |
| Cinnamomum camphora      | Camphor tree          |
| Eucalyptus species       | Eucalyptus tree       |
| Ficus species            | Ficus tree            |
| Grevillea robusta        | Silk oak tree         |
| Hibiscus tiliaceus       | Mahoe                 |
| Melaleuca quinquenervia  | Punk tree             |
| Melia azedarach          | Chinaberry            |
| Morus rubra              | American mulberry     |
| Sapium sebiferum         | Chinese tallow tree   |
| Schinus terebinthifolius | Brazilian pepper tree |
| Imperata cylindrica      | Cogon grass           |
| Eupatorium capillifolium | Dog fennel            |





## REFERENCES

Support documents that shall be consulted and referenced in the implementation of this specification are as follows:

1. Ordinance No. 370, Town of Belleair, Florida.
2. The Report of the Committee for Hallett Park/Master landscape Plan Review as approved by the Town Commission, November 2, 1995.
3. The "Concept of Proposed Maintenance and Erosion Control Berm in Hallett Park and Recommendations for Construction" as submitted on November 13, 1995 by James W. Macfarlane, P.E. as Belleair Town Engineer.
4. Rich Paul (Manager, National Audubon Society - Tampa Bay Sanctuaries) Reports of September 18 and 26, 1995 "Wildlife Protection, Shoreline Protection and Protection of Bluff Face at Hallett Park".
5. Dr. Brandt Henningsen letter of April, 1995.
6. Appropriate sections of "An Introduction to Planting and Maintaining Selected Common Coastal Plants in Florida", produced by The Florida Sea Grant Salt-Tolerant Vegetation Advisory Panel, May 1990.
7. State of Florida Mangrove Trimming and Preservation Act as amended.





## Legislation Details (With Text)

|                       |  |                      |   |                 |  |
|-----------------------|--|----------------------|---|-----------------|--|
| <b>File #:</b>        | 18-0257  | <b>Version:</b>      | 1 | <b>Name:</b>    |  |
| <b>Type:</b>          | Discussion Items   | <b>Status:</b>       |   | Agenda Ready    |  |
| <b>File created:</b>  | 8/31/2018  | <b>In control:</b>   |   | Town Commission |  |
| <b>On agenda:</b>     | 9/4/2018   | <b>Final action:</b> |   |                 |  |
| <b>Title:</b>         | Approval of Shared Use Agreement between the Town and Pelican Golf LLC, for shared use of Public Works and Golf Maintenance facilities |                      |   |                 |  |
| <b>Sponsors:</b>      | JP Murphy  |                      |   |                 |  |
| <b>Indexes:</b>       |  |                      |   |                 |  |
| <b>Code sections:</b> |  |                      |   |                 |  |
| <b>Attachments:</b>   | <a href="#">Shared Facilities Agreement-Draft</a><br><a href="#">Lot Overhead</a><br><a href="#">Lot Sketch</a>                        |                      |   |                 |  |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Summary

To: Mayor & Commissioners  
From: JP Murphy  
Date: 8/31/2018

**Subject:** Approval of Shared Use Agreement between the Town and Pelican Golf LLC, for shared use of Public Works and Golf Maintenance Facilities.

#### Summary:

Due to the size constraints presented by the property sizes adjacent to public works and the Pelican golf maintenance facilities, both parties have agreed to terms that will allow shared use of both areas by the Town and Pelican Golf. In exchange, the town will receive additional coverage storage, structured storage bins, a joint use lay-down area, and easier ingress/egress by way of a new joint use drive aisle. Preliminary drawings are attached and staff would condition the agreement upon receipt of an adequate site plan. A non-engineered sketch is attached as to the agreed upon placement. A final draft of the agreement will be provided at the meeting. Any subsequent changes may be ratified by the commission at a later meeting if required.

**Previous Commission Action:** N/A

**Background/Problem Discussion:** Here is summary of main terms we will have in the agreement:

#### A. Pelican Golf obligations for site improvements and new structures:

1. Pelican to construct at its expense 160 ft equipment garage on town's property next to the Pinellas Trail (will call this the East Building)
2. Pelican to construct similar sized garage on its property (both as depicted in the site plan we will attach as exhibit)
3. Pelican will construct all site improvements, paving, storm water structures, curbing, landscaping, etc.
4. Pelican will construct 6 relocated materials storage bins on south side of East Building for town's use
5. Pelican will pay the cost of the new and larger electric access gate

**B. Shared uses:**

1. Town will have exclusive use of 3 bays in the new East Building garage, the other 6 will be for Pelican
2. Town will have exclusive use of the storage bins on its property
3. Pelican will be responsible for all maintenance of the new East Building and paving and site improvements inside the gate, except for the town's existing fleet parking area which will be the town's responsibility
4. Pelican and town will have access cards or codes for the gate access with no restrictions on access times
5. Parking of town fleet vehicles will be limited to existing fleet parking area. Parking of golf course vehicles will be only on golf course property (temporary parking to access stored equipment or materials is excepted)
6. Both Town and Pelican to have unlimited access over Town and Pelican property drive areas to access stored equipment and materials.
7. Town and Pelican will share the cost of continuing maintenance of the access gate.

**Expenditure Challenges:** The town will share the cost of the gate improvements, install security cameras for its own purposes, install door access cards and replace the fence along the trail.

**Financial Implications:** Staff is compiling estimates.

**Recommendation:** Move approval subject to an acceptable site plan.

**Proposed Motion:** I move approval of the proposed shared use agreement subject to an acceptable site plan as approved by the Town Manager.

**PREPARED BY AND RETURN TO:**

David J. Ottinger, Esq.  
Gray Robinson, P.A.  
401 East Jackson Street, Suite 2700  
Tampa, Florida 33602

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*Space above this line for recorder's use only*

**SHARED FACILITIES USE AND EASEMENT AGREEMENT**

THIS SHARED FACILITIES USE AND EASEMENT AGREEMENT (this (“**Agreement**”)) is made and entered into as of the Effective Date (as defined herein), by and between the TOWN OF BELLEAIR, a Florida municipal corporation, whose mailing address is 901 Ponce de Leon Boulevard, Belleair, Florida 33756 (the “**Town**”) and PELICAN GOLF LLC, a Florida limited liability company, whose mailing address is 1501 Indian Rocks Road, Belleair Florida 33756 (“**Pelican**”). The Town and Pelican are collectively referred to herein as the “**Parties**.”

**RECITALS**

A. Pelican purchased the Belleview Biltmore Golf Course and Club from the Town (the “**Golf Course Property**”) in 2017 and is in the process of renovating and upgrading the Golf Course Property and will operate the renovated Golf Course Property as a golf course and club and other related uses under the name “**Pelican Golf Club**”.

B. The Town owns certain property adjacent to the Golf Course Property at the southern end of Belleair Avenue between the Town’s water plant property and the Pinellas Trail (the “**Town’s Property**”), as more particularly depicted on the Site Plan attached hereto as **Exhibit A** (the “**Site Plan**”).

C. As part of the renovation and upgrading of the Golf Course Property, Pelican will be constructing, at its sole cost and expense, two (2) metal equipment storage garages (the “**New Garages**”) east of the of the existing metal equipment storage garage (the “**Existing Garage**”) as shown on the Site Plan. The New Garages shall be substantially similar in appearance and be built with similar construction materials as the Existing Garage and will be approximately 160’ feet in length and 22’ in width. The New Garage to be located the furthest east as shown on the Site Plan will be on the Town’s Property and is hereinafter referred to as the “**East Garage**” and the New Garage to be constructed between the Existing Garage and the East Garage as shown on the Site Plan will be on the Golf Course Property and is hereinafter referred to as the “**Middle Garage**”.

D. The East Garage shall contain nine (9) bays and Pelican shall have a license from the Town to have possession and use of (6) contiguous bays (the “**Pelican Bays**”) as shown on the Site Plan for storage and other uses consistent with the operation of the Pelican Golf Club and the Town shall have possession of the remaining three (3) contiguous bays (the “**Town’s Bays**”) for use by the Town.

E. In addition to the construction of the East Garage on the Town Property, Pelican has agreed to construct and install, at its sole cost and expense, six (6) storage bins for use by the Town (the “**Town’s Storage Bins**”) on the south side of the East Garage as shown on the Site Plan. The Town’s Storage Bins shall be of the same size and appearance as the existing storage bins located on the Golf Course Property (the “**Existing Storage Bins**”). Pelican has agreed to remove the Existing Storage Bins from the Golf Course Property, at Pelican’s sole cost and expense.

F. There is an existing access gate as shown on the Site Plan being used by the Parties to provide access to the Golf Course Property and the Town Property. Pelican has agreed to remove the exiting access gate and replace it with a new and larger electric gate, at Pelican’s sole cost and expense (the “**New Access Gate**”).

G. The site improvements associated with all of the work to be performed by Pelican under this Agreement, including, but not limited to, paving, curbing, storm water structures, landscaping improvements and other related improvements (the “**Site Improvements**”) shall be constructed, and thereafter maintained, by Pelican.

H. The Town has agreed to grant Pelican an easement for ingress and egress over the existing driveway inside of the existing access gate to provide access to the Golf Course Property and the Pelican Bays and Pelican has agreed to grant an easement to the Town for ingress and egress over that portion of the Golf Course Property that is reasonably necessary to access the East Garage, the Town’s Bays and the Town’s Storage Bins.

I. All of the work and improvements that Pelican has agreed to perform under this Agreement shall be commenced when the Plans and Specifications (as hereinafter defined) have been finalized and Pelican has obtained all necessary permits and approvals from the Town to commence construction and shall thereafter be completed on or before December 31, 2018 (the “**Completion Date**”).

J. In addition to the above, the Parties have agreed to make certain other agreements that are more particularly set forth hereinafter.

NOW, THEREFORE, in consideration of the mutual covenants and promises as hereinafter expressed, and Ten Dollars (\$10.00) and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties covenant and agree as follows:

1. **Recitals and Defined Terms.** The above recitals are true and correct and are incorporated herein by reference.

2. Access Easements. The Town hereby grants to Pelican, and its employees, contractors, and other agents, a perpetual non-exclusive easement over and across the existing drive as shown on the Site Plan for ingress and egress to provide access to the Golf Course Property and the Pelican Bays, such easement area being more particularly described on Exhibit A-1 attached hereto (the “Pelican Access Easement Area”). Pelican hereby grants to the Town, and its employees and agents, a perpetual non-exclusive easement over and across that portion of the Golf Course Property that is reasonably necessary for in ingress and egress to access and use of the East Garage, the Town’s Bays and the Town’s Storage Bins as shown on the Site Plan, such easement area being more particularly described on Exhibit A-2 attached hereto (the “Town Access Easement Area”).

3. Temporary Parking Easement. The Town hereby grants to Pelican, and its employees, contractors and other agents, a non-exclusive temporary easement to park no more than five (5) maintenance, delivery or construction work related vehicles on the Town’s existing fleet parking area as shown on the Site Plan during the period of time that Pelican is completing the work that Pelican has agreed to perform under this Agreement. Upon completion of such work, Pelican shall no longer have any parking rights over the Town’s fleet parking area. The maintenance of the Town’s existing fleet parking area shall be at the sole cost of the Town.

4. Plans and Specifications; Permits and Approvals. On or before ten (10) days from the Effective Date, Pelican shall provide a detailed set of plans and specifications to the Town for all the work to be performed by Pelican under this Agreement, which shall include all Site Improvements, the construction of the East Building, the Town’s Storage Bins and the East Building, and the New Access gate, for the Town’s approval (the “Plans and Specifications”). The Town agrees to reasonably approve the Plans and Specifications so long as they are consistent with all of the terms and conditions of this Agreement and contain adequate detail for the Town confirm that the construction of all improvements as shown on the Plan and Specifications, when completed, shall comply with all rules, regulations, ordinances and other applicable requirements of the Town. Pelican agrees not commence construction until the Plans and Specifications have been approved by the Town and all appropriate permits and approvals have been obtained by Pelican that are required to commence construction from the various applicable departments of the Town.

5. East Building. Pelican hereby agrees to construct the East Building, and associated Site Improvements, on the Town’s Property in the location as shown on the Site Plan in accordance with the Plans and Specifications and to complete construction of the East Building, and associated Site Improvements, on or before the Completion Date. The construction of the East Building, including the associated Site Improvements, shall be at the sole cost of Pelican. Pelican, at its sole cost and expense, shall keep the East Garage in good condition and repair, normal wear and tear excepted. Upon completion of the construction of the East Building and the associated Site Improvements, the Town hereby grants to Pelican, and it’s employees, a license to use the Pelican Bays for uses consistent with the operation of the Pelican Golf Club, without the payment of any consideration to the Town for so long as the Pelican Golf Club is being operated on the Golf Course Property. In the event that Pelican abandons the use of the Pelican Bays or defaults under the terms of this Agreement, Pelican’s license to use the Pelican Bays may be terminated by the Town. The license granted to Pelican under this Paragraph 5 shall not

be assignable or transferable and Pelican shall not allow any other entity or person to use and/or occupy the Pelican Bays.

6. Storage Bins. Pelican hereby agrees to remove the Existing Storage Bins and complete the construction and installation of the Town's Storage Bins in accordance with the Plans and Specifications on or before the Completion Date. The Town shall have the exclusive possession and use of the Town's Storage Bins.

7. East Boundary Fencing. The Town agrees to have installed a security/privacy fence along the eastern boundary of the Town's Property following completion of the Site Improvements on the Town's Property at the Town's cost.

8. Height Considerations/Restrictions. In order to obscure stored equipment from the golf course play areas, the Town agrees that it will not park or store equipment or materials exceeding seventy eight inches (78") within the Town's Property located south of the Town's Storage Bins except as may be required to address emergency situations or temporary maintenance projects, and provided Pelican adheres to the same restriction on the Golf Course Property.

9. New Access Gate. Pelican hereby agrees to remove the existing access gate providing access to the Golf Course Property and the Town's Property and install the New Access Gate on or before the Completion Date, at Pelican's sole cost and expense. The installation of the New Access Gate by Pelican shall be accordance with the Plans and Specifications and Pelican and the Town will have access cards or codes to open the New Access Gate, without any restrictions on the days and times that access is available. The costs and expenses associated with maintaining and repairing the New Access Gate shall be shared equally between the Parties.

10. Insurance. The Town shall insure the East Garage, the Access Gate and other structures on the Town's Property against casualty loss under its casualty insurance policy. The other garages and structures on the Golf Course Property shall be insured by Pelican.

11. Indemnification. The Town hereby holds harmless and indemnifies Pelican, including all of its members, managers, officers, and employees, from and against any claim, loss, damage, cost, or expense, including attorney's fees and any costs they incur arising out of any act, error, omission, occurrence, or negligent act by the Town or its agents or employees relating to or involving the use and possession of the Golf Course Property granted under the terms of this Agreement; provided, however, nothing herein shall be construed to waive or modify the provisions of Section 768.28, Florida Statutes or the doctrine of sovereign immunity. Pelican hereby holds harmless and indemnifies the Town, including all of its officials, representatives, officers, and employees, from and against any claim, loss, damage, cost, or expense, including attorney's fees and any costs they incur arising out of any act, error, omission, occurrence, or negligent act by Pelican or its agents or employees relating to or involving the use and possession of the Town's Property, including the East Garage, granted under the terms of this Agreement.

12. Default. In the event of a breach of any of the terms, covenants and conditions of this Agreement, the non-defaulting party shall be entitled to any and all remedies available at law or in equity, including, but not limited to, a claim for actual or consequential damages, or the



claim for the equitable remedy of specific performance or mandatory or prohibitory injunction by a court of appropriate jurisdiction.

13. Attorneys' Fees. The prevailing Party in any litigation involving this Agreement shall be entitled to recover from the non-prevailing party all attorneys' fees, paralegal fees and costs and expenses incurred in connection with such litigation, including all costs of appeal or otherwise, including reasonable attorneys' fees and paralegal fees in the enforcement of this Agreement.

14. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid and unenforceable, the remainder of this Agreement and the application of such terms or provision to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each term or provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law.

15. Covenants Running With the Land. The provisions, agreements, rights, powers, covenants, conditions and obligations contained in this Agreement shall be binding upon the Parties and each of their successors and assigns, and all other persons acquiring any interest in any property described herein or any portion thereof, whether by operation of law or in any manner whatsoever, and shall inure to the benefit of the owners of such properties and their respective heirs, successors (by merger, consolidation or otherwise) and assigns. All of the provisions of this Agreement shall constitute covenants running with the land pursuant to Florida law.

16. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida. Venue with respect to any litigation shall be in Pinellas County, Florida.

17. Notices. Any notice, request, demand, instruction or other communication to be given to any party hereunder shall be in writing and shall either be (i) hand-delivered; (ii) sent by Federal Express or a comparable overnight delivery service; (iii) sent by facsimile transmission, provided that an original copy of the transmission shall be sent by overnight delivery service for receipt to be effective; or (iv) sent by certified mail, return receipt requested. Notice shall be deemed to have been given upon mailing of such notice. The addresses for the purpose of this paragraph may be changed by giving written notice. Unless and until such written notice is received, the last address for a party stated in the first paragraph of this Agreement shall be deemed to continue in effect for all purposes hereunder. Notice delivered on a Saturday, Sunday or a national holiday shall be deemed delivered on the next business day.

18. No Waiver. No waiver of any of the provisions of this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted and any such written waiver shall only be applicable to the specific instance to which it relates and shall not be deemed to be a continuing or future waiver.

19. Reliance. The Parties each represent that they have relied upon, or had the opportunity to rely upon, the advice of an attorney of their own choice, have completely read

the terms of this Agreement, and fully understand and voluntarily accept the terms set forth herein.

20. Authority. The Parties each represent and warrant they have lawful right, power, authority and capacity to bind themselves to the terms of this Agreement. The execution and delivery of this Agreement does not (i) violate or conflict with the organizational documents of either Party, or (ii) breach the provisions of, or constitute a default under, any contract, agreement, instrument or obligation to which either Party is bound.

21. Effective Date; Counterparts. The **“Effective Date”** of this Agreement shall be the date on which the last of the Town or Pelican executes this Agreement. This Agreement may be executed in counterparts, each and all of which when taken together shall constitute one agreement and be binding on the Parties hereto.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the parties have hereto executed this Agreement the date and year first above written.

In the presence of:

PELICAN GOLF LLC, a Florida limited liability company

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_

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

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_, as \_\_\_\_\_ of PELICAN GOLF LLC, a Florida limited liability company, on behalf of the corporation, who is ☐ personally known to me, or who has ☐ produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission expires:

In the presence of:

TOWN OF BELLEAIR, FLORIDA, a Florida  
municipal corporation

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

Print Name: \_\_\_\_\_

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

Name: JP Murphy, Town Manager

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

Print Name: \_\_\_\_\_

Attest:

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

Approved as to Form:

\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by JP Murphy, as Town Manager of the Town of Belleair, Florida, who is ☐ personally known to me or who has ☐ produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Expires

**EXHIBIT A**

**Site Plan**

**EXHIBIT A-1**

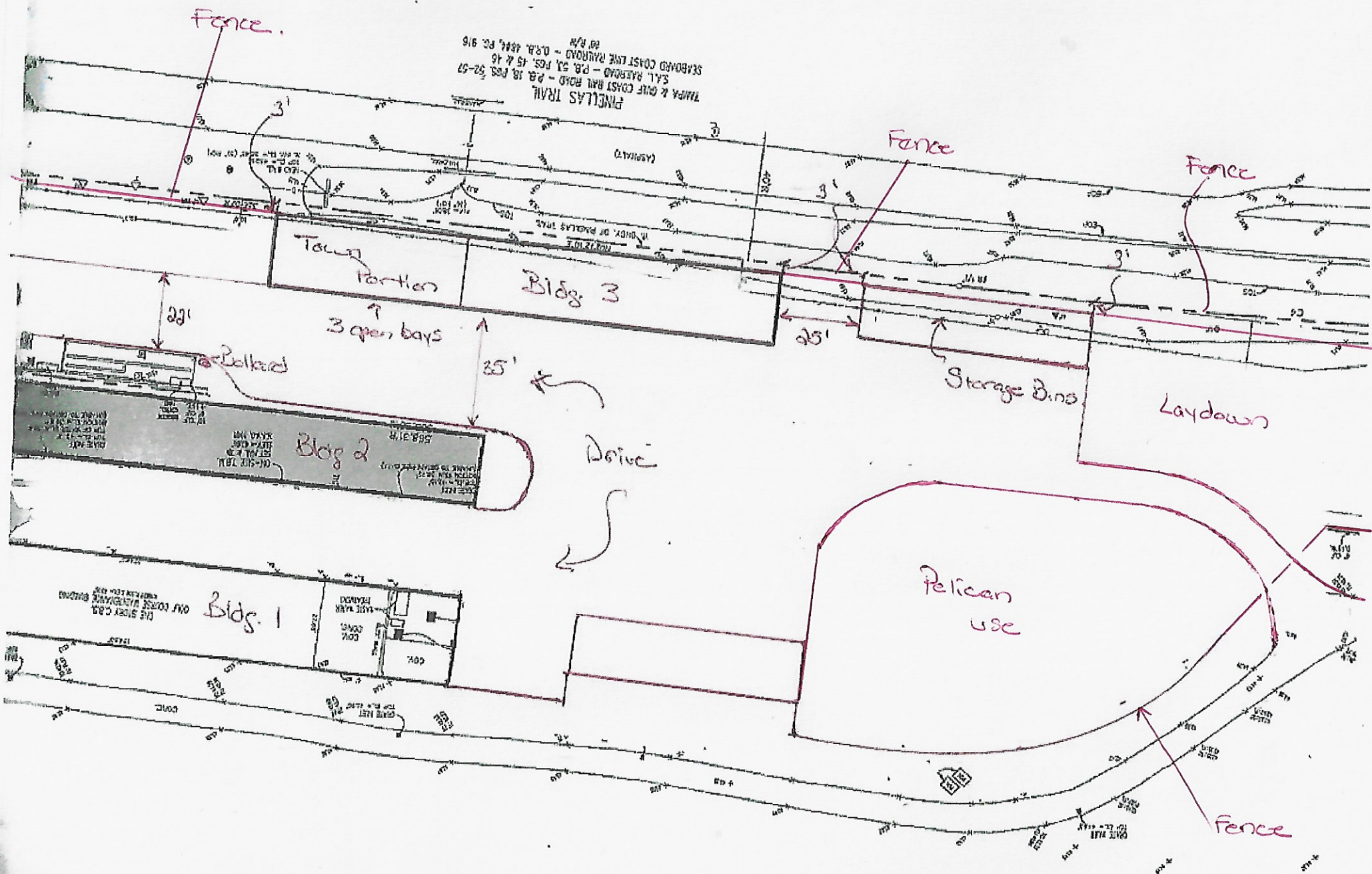
**Pelican Access Easement Area**

**EXHIBIT A-2**

**Town Access Easement Area**









## Legislation Details (With Text)

**File #:** 18-0256      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** Agenda Ready  
**File created:** 8/31/2018      **In control:** Town Commission  
**On agenda:** 9/4/2018      **Final action:**  
**Title:** Discussion Logo Ideas  
**Sponsors:** JP Murphy  
**Indexes:**  
**Code sections:**  
**Attachments:** [Town of Belleair - Rebranding - Logo Variations](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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### Summary

To: Mayor & Commissioners  
From: JP Murphy  
Date: 8/31/2018

**Subject:**  
Logo Idea Discussion

### Summary:

Last year the Commission decided to retain the “Sunset & Two Birds” logo over the “Three Birds” Town Seal, to use as a town-wide logo, citing cost as a primary factor for not making any changes. As a result, staff attempted to have the Sunset and Two Birds updated because original artwork no longer existed and several versions were floating around. The costs to update the Sunset & Two Birds would have been nearly the cost to simply start from scratch. It is important for any brand to have standards of use, the definition of colors, fonts, and acceptable alternatives. We simply didn’t have any of those things. This lead to our vehicles, print materials and uniforms having different colors, different text, and an overall lack of uniformity. Understanding that brand regulation is necessary of professional organizations and that an opportunity presented itself to allow for a redesign, Deputy Mayor Rettstatt and I were able to retain the services of a great designer at no cost to the town. We’d like to discuss our progress, and perhaps colorways that are appealing. Please see the attached file for the proposed options thus far.

**Previous Commission Action:** Last year the Commission decided to retain the “Sunset & Two Birds” logo over the “Three Birds” Town Seal, to use as a town-wide logo, citing cost as a primary factor for not making any changes.

**Background/Problem Discussion:** The timing of the rebranding would seem to work well with the explosive growth of our communications efforts, as well as with our steps to redefine the town through our strategic planning.

**Expenditure Challenges:** Relatively minor, Staff has put off most purchases of logo items, including vehicle graphics since the discovery of the need to redraw the old logo. Average annual costs should remain the same.

**Recommendation:** None required unless there seems to be a consensus. Input on the colorways and layout would be greatly appreciated.

**Proposed Motion:** N/a



















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HISTORIC TOWN OF

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BELLEAIR

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EST. 1925



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HISTORIC TOWN OF

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**BELLEAIR**

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EST. 1925



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HISTORIC TOWN OF

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**BELLEAIR**

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EST. 1925



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HISTORIC TOWN OF

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BELLEAIR

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EST. 1925



