



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda

Finance Board

Thursday, November 21, 2019

4:00 PM

Town Hall

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

ROLL CALL

CITIZENS COMMENTS

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

APPROVAL OF MINUTES

[19-0313](#) Approval of September 16, 2019 Meeting Minutes

Attachments: [Minutes-September 16, 2019](#)

GENERAL AGENDA

[19-0322](#) Discussion of Strategic Plan Goals, Objectives and Action Plans

Attachments: [Executive Summary](#)
[Finance Board Items](#)
[Strategic Plan Themes, Goals & Objectives](#)

[19-0317](#) Review of Investments Performance FY 2018-19

Attachments: [Investments and Performance FY 18-19](#)
[S&P PRIMESPFundProfile](#)
[S&P FL SAFE Stable NAV March 2019](#)

[19-0321](#) Refresher on Sunshine Law

[19-0323](#) Departmental Overviews - Building and Solid Waste

Attachments: [19-20 Budget Pages Bldg and Solid Waste](#)

OTHER BUSINESS

COMMISSION ADVISOR REPORT

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 #: 19-0313 **Version:** 1 **Name:**

Type: Minutes **Status:** Minutes Approval

File created: 11/6/2019 **In control:** Finance Board

On agenda: 11/21/2019 **Final action:**

Title: Approval of September 16, 2019 Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [Minutes-September 16, 2019](#)

Date	Ver.	Action By	Action	Result
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Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Finance Board

Monday, September 16, 2019

4:00 PM

Town Hall

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

ROLL CALL

Present 4 - Chairman Tom Olson, Vice Chairman Dan Hartshorne, Kevin Piccarreto, and John Hail

Excused 3 - John Prevas, Mary Griffith, and James Ingersoll

Others present: Richard Cristini and Deputy Mayor Rettstatt

CITIZENS COMMENTS

APPROVAL OF MINUTES

[19-0224](#)

Approval of August 1, 2019 and August 15, 2019 Meeting Minutes

Chairman Olson stated the board had before them the approval of the August 1, 2019 and August 15, 2019 meetings; need motion to approve August 1, 2019 meeting.

Chairman Olson called for approval of the minutes of August 15, 2019.

Kevin Piccarreto moved to approve minutes of August 1, 2019. Seconded by Dan Hartshorne.

Aye: 4 - Chairman Olson, Vice Chairman Hartshorne, Piccarreto, and Hail

Absent: 3 - Prevas, Griffith, and Ingersoll

Dan Hatshorne moved to approve minutes of August 15, 2019. Seconded by Kevin Piccarreto.

Aye: 4 - Chairman Olson, Vice Chairman Hartshorne, Piccarreto, and Hail

Absent: 3 - Prevas, Griffith, and Ingersoll

GENERAL AGENDA

[19-0254](#)

Discussion and Evaluation of BB&T Revenue Bond Refinance

JP Murphy, Town Manager, discussed previous action and discussion from the board and the Commission related to current market rates and debt issuances. Staff re-engaged Mr. Jay Glover, who previously spoke on this matter, to begin a

conversation with BB&T. After much discussion, BB&T would honor a fifteen year deal with 2.46%. The agreement also eliminates the prepayment penalty on the current agreement. The prepayment penalty portion of the conversation was a major discussion piece. There are some options, but Mr. Glover suggested taking the non-callable options and the Town will most likely not be able to prepay these items.

Mr. Murphy stated the two deals represent savings of \$400,000 to the town. Mr. Murphy recommends that the town should partner with BB&T instead of going out to search more markets for opportunities.

Mr. Hartshorne asked about the two costs, requesting clarification on the 2.516%. Mr. Murphy stated that the \$22,000 and \$26,500 of fees would be split between the two deals. The rate stays the same, even though it affectively is more than the 2.46%.

Mr. Olson asked if the debt service will be recorded as a \$2 million increase of \$4 million increase? Mr. Murphy stated that it will show as \$4 million of new funds. Mr. Olson asked where the slack will be picked up in future budgets. Mr. Murphy stated that there are some major revenues for the infrastructure fund which bring in more than \$330,000 per year, which would cover the additional \$258,000 of debt payments. Ultimately, these three sources would be more than enough to cover the increase in the debt service payment.

Mr. Hail asked about the plan for the \$4 million, to which Mr. Murphy stated that it is going towards the Capital Improvement Plan, or however the Commission wishes to utilize it - which would most likely be towards the CIP.

Mr. Murphy discussed various roadway and other capital improvement projects.

Mr. Olson raised a few instances of concern, such as Penny for Pinellas potentially ending in 2030, which would result in \$500,000 loss of being able to pay the debt service. European interest rates are also unmanageable, but Mr. Hartshorne does not think that America will experience negative interest rates. However, they could go closer to 0%.

Mr. Murphy stated that staff was concerned about Penny IV not going through, but we have a number of tools available, such as increasing stormwater fees, which have not been touched since early 2000's. Any of these other fund sources could be used to support the debt service payment. Mr. Murphy stated that a gas tax may be coming in the future years.

Mr. Olson asked for clarification on the recommendation.

Mr. Hartshorne made a comment on the initial borrowing of funds; stated that Belleair needs to pick projects that are needed and visible to reduce blowback from residents.

Mr. Olson asked the board to have to motions; the first should be to approve the non-Callable for the first five years.

Mr. Olson stated the next item would be to make a motion to accept the BB&T offer of financing at 2.46%.

Kevin Piccarreto moved to go with non-callable options for the first five years. Seconded by Dan Hartshorne.

Aye: 7 - Chairman Olson, Vice Chairman Hartshorne, Prevas, Griffith, Piccarreto, Hail, and Ingersoll

Mr. Hartshorne moved to accept BB&T's offer for 2 bond issues totaling \$12 million dollars at 2.46% for 15 years. Seconded by Kevin Piccarreto.

Aye: 4 - Chairman Olson, Vice Chairman Hartshorne, Piccarreto, and Hail

Absent: 3 - Prevas, Griffith, and Ingersoll

19-0252

Discussion of the Audited Comprehensive Annual Financial Report for Fiscal Year 2017-18

Mr. Stefan Massol, Director of Support Services, opened the discussion by talking about the draft of the CAFR. Mr. Cristini is present for this presentation. Mr. Massol recapped what goes into producing the CAFR; important pieces to look at are the fund financial statements, as well as the management discussion and analysis portion (MD&A); MD&A section noted an increase of \$621,197 to the town's overall net position; trend of positive net position is continuing.

Mr. Olson asked about the foreseeable future of the fund balance, to which Mr. Massol stated there is no current foreseeable pressure that it would experience. Mr. Murphy requested an update on the FEMA Hurricane funds. Mr. Massol stated the town expected to see \$470,000 in revenue, but we are now projected to receive over \$600,000.

Mr. Massol stated the only fund to experience a net decrease in fund balance was the general fund. Every other fund experienced an increase in their respective net position. Mr. Massol continued by discussing the total net position of funds town-wide. He also explained what is new within the 2017-18 CAFR.

Mr. Olson asked Mr. Cristini about his notes in the letter, asking if there were any major issues. Mr. Cristini said there were no major deficiencies. Mr. Cristini noted that the finance department is not fully staffed, and that it has not made a significant difference in the net effect. His only recommendation is more staff. Mr. Olson echoed this. Mr. Olson stated that the numbers staff needs to be beefed up.

John Hail moved to approve the CAFR after review to the commission. Seconded by Dan Hartshorne.

Aye: 4 - Chairman Olson, Vice Chairman Hartshorne, Piccarreto, and Hail

Absent: 3 - Prevas, Griffith, and Ingersoll

19-0255

FOP Negotiations Update

Mr. Murphy opened the conversation stating that there have been some updates on the FOP negotiations; Foster & Foster ran a few scenarios so that the Town can determine and estimate the impact on the pension. The commission approved a \$500 stipend to individuals who are eligible. This resulted in an additional \$24-\$32k to the police department budget.

Mr. Murphy stated that as long as current members are not affected, the 5-year tenure can be reduced to 3-years for future members. Mr. Murphy showed the chart that Foster & Foster generated, discussing the options. There seems to be support for the 55 & 10 Normal Retirement. It is important to note that these changes would occur in the 20-21 fiscal year. The maximum amount of savings is \$173,000. The second tier of options would result in savings of \$126,000. The salary basis includes 3% merit and the 1.5%

raise standards.

Mr. Olson asked if these unique benefits package would be offered to other employees as well.

Mr. Murphy stated that the HSA options are currently being offered and will be encouraged among staff.

OTHER BUSINESS

No further business.

STAFF REPORT

Mr. Murphy state the appraisal on Ahlf properties should be finalized in next day or so, which the plan for selling properties will go before commission; discussed process for sale of property; selling will start with inland property; interested parties.

Mr. Murphy stated the Golf course was engaged for appraiser, some title work needs to be done; a clear title transfer document has not been found, but staff is checking with county records.

COMMISSION ADVISOR REPORT

No report given.

ADJOURNMENT

Meeting adjourned in due form at 5:10 PM.

APPROVED:

Chairman



Legislation Details (With Text)

File #: 19-0322 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 11/9/2019 **In control:** Finance Board
On agenda: 11/21/2019 **Final action:**
Title: Discussion of Strategic Plan Goals, Objectives and Action Plans
Sponsors:
Indexes:
Code sections:
Attachments: [Executive Summary](#)
[Finance Board Items](#)
[Strategic Plan Themes, Goals & Objectives](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 11/21/2019

Subject:

Discussion of Strategic Plan Goals, Objectives and Action Plans

Summary:

Discussing the process and timeline for remaining Strategic Plan steps and assistance from the Finance Board in developing objectives for relevant strategic goals.

Background/Problem Discussion: Over the past year the Town of Belleair has been working with USF's Florida Institute of Government to draft a Strategic Plan for the Town of Belleair. This five-year plan will include a vision for the future, succinct mission statement, and a series of goals, objectives and action plans. Working with the community, staff and the Town Commission, goals have been drafted and prioritized. For each goal, there is a list of objectives to be achieved.

The goals have been grouped into subject matter areas, two of which fall into the category of "Leadership and Management: Fiscal Soundness". These goals are as follows:

- 1) Strong financial reserves to meet unforeseeable issues
- 2) Maintain a strong and stable financial position

Staff would like to work with the Finance Board to draft objectives for these two goals. These objectives need not only be aspirational. If there are valuable work products or management methods the Town is currently performing, the plan should include them for purposes of reaffirming their relevance to each goal.

Town Commission is expecting the Strategic Plan to be prepared by April 2020. Therefore, staff is requesting

that the objectives be drafted no later than the meeting on January 16th and finalized during the meeting on February 20th.

Recommendation: None. This item is for discussion purposes only.

TOWN OF BELLEAIR, FLORIDA

STRATEGIC PLAN EXECUTIVE SUMMARY

In the fall of 2018, the residents of Belleair came together to produce our town's first strategic plan. It took the whole community to assemble this plan, and we, the Commission of the Town of Belleair, can not thank you all enough for the time, dedication, and passion you have shown to our local government throughout the process.

In its essence, this plan is by, from, and for you - Belleair's residents. For over a year, we and our consultants engaged with you through interviews, community forums, surveys, and conversations that informed the outcomes of this plan.

Now, we are ready to hit the ground running with a plan that reflects our community's needs, wishes, and goals. This plan will help us make better, more informed decisions based on data and achievable goals, and will set us on a path to achieve a future that we have envisioned together. Some of the key takeaways from the plan are displayed below.

TO VIEW A DIGITAL COPY OF THE PLAN, VISIT WWW.TOWNOFBELLEAIR.COM/STRATPLAN.

6 MAIN THEMES



5 TOP OBJECTIVES



Belleair Strategic Plan Action Item Setting

Finance Board

Discuss on Thursday, November 21

Leadership and Management Goal 5: Maintain a strong and stable financial position

LM 5.1	Obj. 5.1 Not operate in a deficit
LM 5.2	Obj. 5.2 Develop and maintain a diverse portfolio of funding sources
LM 5.3	Obj. 5.3 Increase consideration and use of creative funding opportunities

Leadership and Management Goal 6: Ensuring the Town has adequate financial reserves

Town of Belleair Strategic Planning Process Goals and Objectives

Themes	Goals and Objectives	Action Items
Infrastructure	Road Goal 1 A road maintenance program that delivers consistently high levels of pavement quality throughout all areas of town	
	Obj 1.1 A road maintenance program that delivers a PCI of 70 or greater within 5 years	Need time frame discussion re: resource prioritization Any roadways with a PCL score of XX or under need to be addressed in X years
	Obj 1.2 Not allowing a road to fall below a PCI Score of 50 within 3 years	Revise the prioritization algorithm to give greater emphasis to pavement conditions Develop two maintenance schedules (and related algorithms), one for pavement condition and one for complete streets? other road-related infrastructure
	Obj 1.3 Conduct continuous pavement condition evaluation in order to devise a pavement management plan within 2 years with a continued evaluation to take place every 3 years	Training for staff to conduct analyses in-house
	Obj 1.4 Explore creative strategies to accelerate road maintenance projects continuously over the next 18-36 months	Annually apply for State appropriations
	Traffic Goal 2: Street designs that control speed and minimize traffic volume throughout town	
	Obj 2.1 Conduct a long-term traffic study to understand speed , traffic patterns and volume within 18-24 months	
	Obj 2.2 Develop a plan based on the results of the traffic study to manage speed and cut through traffic with traffic calming measures (including environmentally friendly plantings) on key roads within 12 months of completion of the traffic study.	
	Obj 2.3 Investigate alternatives ways to reducing speed to 25 mph throughout town within 6 months completion of traffic study	*Need to wordsmith
	Traffic Goal 3: Provide a system of multi-modal safe (sidewalks, trails, bike lanes, crosswalks) routes throughout Town	
	Obj 3.1 Conduct a connectivity study that assess the safe connection of the Town's public spaces (6-12 month process)	
	Obj 3.2 Develop a Town plan for multi-modal transportation based on the results of the connectivity study within 12-24 months of completing the study	
	Obj 3.3 Develop an accessibility transition plan and implement recommendations to accommodate needs within Town right of way within 12-24 months	
	Water Goal 4: Secure and Reliable supply of high-quality potable water at a consistent and reliable cost	
	Obj 4.1 Complete evaluation of the cost of retaining an updating the water plant vs the cost of transferring ownership of the water plant within 24 months	Complete RO Pilot Study Complete Rate Study Complete Injection well pilot study Update Preliminary Engineering Report Update water model
	Obj 4.2 Develop a plan based on the results of the above studies to present to commission for final decision making within 12 months of the first objective being complete	
	Obj 4.3 Actively identify and pursue state and alternative funding sources. Annually apply for State appropriations	
	Underground Utilities Goal 5: Research the feasibility of undergrounding utilities that enhance the resilience and aesthetics of Belleair	

	Obj 5.1 Host a presentation by Duke Energy on the possible costs of undergrounding Town utilities within 6 - 12 months.	
	Obj 5.2 Based on information from Duke Energy, consider conducting a feasibility study for the undergrounding of Town utilities within 18-24 months from the presentation from Duke Energy	Involve an EOR to further assess
	Obj 5.3 For all upcoming capital projects, evaluate costs to underground utilities within project scope	
	Drainage Goal 6: Stormwater system that provides protection of roadways, persons and property, and public health	
	Obj 6.1 Develop stormwater management design standards to preclude street flooding to meet the requirements of a 10-year storm event within 6 - 12 months	
	Obj 6.2 Identify areas within Town that do not meet the management design standards and prioritize these roadway segments based on traffic volume within 18 - 24 months	
	Obj 6.3 Evaluate the cost of a stormwater utility over the next 24 months to determine if fee increases are necessary	
	Drainage Goal 7: Proactive system of stormwater treatment that meets or exceeds federal water quality standards to promote environmental sustainability	
	Obj 7.1. Annually create an action plan based on Pinellas County's annual water quality report recommendations in order to improve water quality and reduce nutrient runoff each year	Intergovernmental cooperation for the rehabilitation of rattlesnake creek Best management practices for Harold's Lake
	Obj 7.2 Develop construction standards to avoid/mitigate nutrient runoff consistent with the stormwater management design standards to be developed under Objective 6.1. (Timeframe?)	
	Obj 7.3 Develop a maintenance plan for all major stormwater outfalls within 12 months.	Propose levels of service for treatment of stormwater
	Obj 7.4. Issue communication and education pieces to residents on doing their part to reduce stormwater nutrient runoff annually	
	Smart City Goal 8: Develop Smart City infrastructure	
	Obj 8.1 Inventory and evaluate smart city tools already available to the Town	Robust training plan-we have a lot of resources we need to learn how to
	Smart City Goal 9: Utilizing technological advances to improve Town services	
	Obj 9.1 Public safety, , cameras, license plate readers,	*modify and define
	Obj 9.2 Blue tooth beaconing	
	Community Character Goal 1: Public facilities and spaces, programs, and services that encourage Belleair residents to know each other and identify as part of the Belleair community	
	Obj 1.1 Conduct a citizen satisfaction survey within 12 months (and at least every two years)	
	Obj 1.2 Use the results of the citizen satisfaction survey to develop new programs, improve existing services and develop and implement best practices	
	Obj 1.3 Annually evaluate opportunities to preserve existing green spaces in order to encourage community use and promote community gathering	
	Obj 1.4 Design or renovate public spaces to accommodate community-building activities as opportunities arise and/or as infrastructure improvements are made in adjacent locations	
	Obj 1.5 Develop design guidelines and standards to maintain a high level of maintenance for Belleair parks within 12 months	
	Community Character Goal 2: Preservation and protection of the Bluff and natural resources	

Community Character	Obj 2.1 Cooperative with the Southwest Florida Water Management District, conduct a feasibility study of the bluff to see what repair solutions are permissible within 24 months	
	Obj 2.2 Implement findings of the feasibility study to mitigate further erosion of the bluff	Apply for cooperative funding
	Obj 2.3 Protect trees and the urban canopy within 12 months	Revisit tree protection ordinances that further protect trees and urban canopy Enact "grand tree" ordinance
	Community Character Goal 3: Optimize aesthetics, planning and development with an emphasis maintain an attractive park-like atmosphere. Maintaining a natural/native green appearance throughout the Town of Belleair	
	Obj 3.1 Consider developing residential landscape standards	* Need clarification
	Obj 3.2 Develop a landscape master plan for parks within 12 months.	Includes a unifying design pallet for Belleair parks and public green spaces, high standards for maintenance, and resident-centered design
	Community Character Goal 4: Future land use decisions that have an emphasis on low-density development	
	Obj 4.1 Annually review and monitor legislation to minimize use of short-term rentals in Belleair	
	Obj 4.2. Develop land use regulations that encourage re-development of existing single-family housing stock in order to maximize property value	
	Obj 4.3 Consider land use regulations that maximize traditional single-family streetscapes and curb appeal?	
	Obj 4.4 Consistent with the low-density character of Belleair, and as opportunities arise, consider whether and where additional commercial and multi-family development may be appropriate for the purposes of economic development	*reword around single-family
	Goal 5: Historical Preservation	ACTION NEEDED
Town Services	Public Safety Goal 1: Community-oriented proactive police services	
	Obj 1.1 Adopt Town charter amendment within 12 months	
	Obj 1.2 The Commission should develop level-of-service standards within 9 months following the citizen satisfaction survey that sets expectations for a community-oriented Police Department; these standards should include specific deliverables such as house checks, a visible presence, code enforcement, etc.	Education piece
	Public Safety Goal 2: Maximize intergovernmental relationships	
	clarify emergency management	**
	Public Safety Goal 3: Continue provision of Fire/EMS services with a contracted entity for a consistently low response time and excellent fire prevention services	
	Obj 3.1 Maintain response time of under 5 minutes	
	Obj 3.2 The Commission should develop level-of-service standards within 9 months following the citizen satisfaction survey that sets expectations for fire/EMS services	
	Obj 3.3 Review any fire/EMS contracts every 6 months to ensure that desired levels of service continue	
	Trash Collection Goal 1: Continue concierge level service delivery	
	Obj 4.1 continue 2x week residential pickup	
	Obj 4.2 Increase education and marketing around side year pick-up, including multi-modal messaging at least once per year	
	Obj 4.3 evaluate recycling disposal alternatives with the next 18 months	
	Obj 4.4. The Commission should develop level-of-service standards within 9 months following the citizen satisfaction survey that sets expectations for trash collection	
	Events Goal 5: Town-wide events that foster a sense of community in Belleair	
	Obj 5.1 Increase resident participation in events	-Seek better messaging for events-- providing opportunities for residents to engage through events. -Gather data on resident participation

	Obj 5.2 Understanding the types of events your residents would attend (from citizen satisfaction survey)	
	Obj 5.3 Evaluate the cost-benefit of events	
	Obj 5.4 Develop a strategy that defines the objectives of Town events	support community orgs -Develop a range of Town events that engages residents and showcases the community
Partnering and Intergovernmental Collaboration	Partnering Goal 1 maintain mutually beneficial relations with surrounding agencies	
	Obj 1.1 Seek out capital improvement projects that engage multiple agencies or entities to leverage resources	
	Obj 1.2 Seek out and prioritize shared purchasing approaches resources with neighbors	
	Obj 1.3 Explore opportunities to join with neighboring communities to take advantage of economies of scales for operational maintenance	
	Obj 1.4 Proactively identify projects that are good candidates for State funding every year	
	Obj 1.5	
Communication	Goal 1: Expanding communication to foster a connected and engaged community	
	Obj 1.1: Proactively maintain an array of communication modalities	
	Obj 1.2: Review analytics from Town communications tools annually and report to the commission	
	Obj 1.3: Use survey or qualitative tools to assess how residents want to communicate annually	
	Obj 1.4: Ensure communications are accessible	
	Goal 2: A Town commission and staff that is accessible and responsive to communication from residents	
	Obj 2.1 Develop strategies that combine online and in person opportunities for residents to explore their preferences and offer their input on high priority issues	
	Obj 2.2 Consider unusual approaches to soliciting public input on a decision	
	Obj 2.3	
	Goal 3:	
	Goal 1: Utilizing a data-driven approach to make better decisions	*management and workplace issues or leadership management and workforce Include leadership section for goals and objectives
	obj. 1.1 consider a system that connects various data points	* COME BACK TO THIS
	obj. 1.2 In all policy decisions the Town should collect data to inform decision-making processes	
	obj. 1.3 Where appropriate, the Town should share data and be transparent when appropriate	
	Goal 2: Engage, train, and retain a high quality workforce	
	obj. 2.1 research employee healthcare costs	Circle back **
	obj. 2.2 develop a competitive healthcare plan to retain employees	
	obj. 2.3 conduct a salary survey to evaluate the market and make adjustments as necessary triannually	

Leadership and Management	obj. 2.4 Seek and develop for cross training employees	
	obj. 2.5 develop a diverse program of incentive and promotion that encourages employee growth and development. Career path	
	obj. 2.6 Develop a program of continual and consistent training. ACTION: Stay current with technology	
	obj. 2.7 Develop succession plans	
	Goal 3: Consistently deliver high quality public services	
	obj. 3.1	
	Goal 4: Strong financial reserves to meet unforeseeable issues	
	obj. 4.1 Annual conduct strategic financial forecast	
	obj. 4.2 Consider developing emergency management fund	
	Goal 5: Maintain a strong and stable financial position	
	obj. 5.1 Not Operate in a deficit	
	obj. 5.2 Develop and maintain a diverse portfolio of funding sources	
	obj. 5.3 increase consideration and use of creative funding opportunities	ACTION P3, bequests, borrowing...
	Goal 6: Ensuring your Town has adequate financial reserves	



Legislation Details (With Text)

File #: 19-0317 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 11/7/2019 **In control:** Finance Board
On agenda: 11/21/2019 **Final action:**
Title: Review of Investments Performance FY 2018-19
Sponsors:
Indexes:
Code sections:
Attachments: [Investments and Performance FY 18-19](#)
[S&P PRIMESPFundProfile](#)
[S&P FL SAFE Stable NAV March 2019](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 11/21/2019

Subject:
Review of Investments Performance FY 2018-19

Summary:

Staff will present an overview of investment performance for the Town's pooled cash

Background/Problem Discussion: This past fiscal year was the first full fiscal year since the Town expanded its investment of pooled cash, entering into a second local government investment pool named Florida SAFE. The Town's monthly amount of investment varied from \$8.4 Million to \$13.3 Million, depending on timing of revenues and expenditures throughout the year. Composite rate of return remained relatively steady throughout the year, with a monthly low of 2.23% per year and a monthly high of 2.63% per year.

In total the Town has earned interest proceeds of \$284,800 during fiscal year 2018-19. The interest proceeds are credited to each fund based on their share of the idle pooled cash that is invested. The largest share of interest earnings were realized in the Capital Projects Fund for a total of \$140,000 in FY 2018-19. Below is a listing of investment earnings by fund:

Fund	SBA	FLSAFE	TTL
General	\$ 49,620.10	\$ 4,182.59	\$ 53,802.69
Local Option Gas Tax	\$ 78.10	\$ 2,679.56	\$ 2,757.66
Transportation Impact Fee	\$ 27.06		\$ 27.06
Tree Replacement	\$ 3.28		\$ 3.28

Capital Projects	\$ 103,122.85	\$ 37,050.49	\$ 140,173.34
Water	\$ 12,135.78	\$ 52,143.35	\$ 64,279.13
Solid Waste	\$ 1,542.80	\$ 22,232.35	\$ 23,775.15
Total All Funds	\$ 166,529.97	\$ 118,288.34	\$ 284,818.31

The investment strategy has been focused on maintaining a near-term position, giving maximum flexibility with the ability to liquidate in as little as one business day. Rate of return in the local government investment pools (LGIPs) has been comparable to 12-month CDs, and in many months over the past year there were higher rates of return in our LGIPs than in CDs we surveyed. Staff does not believe there is significant benefit in changing strategies at this time.

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

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

Summary of Investments and Performance FY 2018-19 – Town of Belleair

SBA													
	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19	Aug '19	Sep '19	FY TTL
Beginning Balance	\$ 4,400,538.13	\$ 4,409,397.22	\$ 4,418,223.79	\$ 5,429,112.82	\$ 7,442,615.42	\$ 7,457,810.79	\$ 7,474,623.97	\$ 7,490,679.21	\$ 7,507,101.58	\$ 7,322,797.71	\$ 7,338,468.09	\$ 7,353,120.75	\$ 4,400,538.13
Net													
Deposits/Withdrawals	\$ -	\$ -	\$ 1,000,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ (200,000.00)	\$ -	\$ -	\$ -	\$ 2,800,000.00
Interest	\$ 8,859.50	\$ 8,826.57	\$ 10,889.03	\$ 13,502.60	\$ 15,195.37	\$ 16,813.18	\$ 16,055.24	\$ 16,422.37	\$ 15,696.13	\$ 15,670.38	\$ 14,652.66	\$ 13,946.94	\$ 166,529.97
Ending Balance	\$ 4,409,397.63	\$ 4,418,223.79	\$ 5,429,112.82	\$ 7,442,615.42	\$ 7,457,810.79	\$ 7,474,623.97	\$ 7,490,679.21	\$ 7,507,101.58	\$ 7,322,797.71	\$ 7,338,468.09	\$ 7,353,120.75	\$ 7,367,067.69	\$ 7,367,068.10
Annual Rate of Return by Month	2.37%	2.44%	2.56%	2.67%	2.66%	2.65%	2.61%	2.58%	2.55%	2.52%	2.35%	2.31%	2.52%
Calculated Town Share of Fees**	\$ 126.33	\$ 111.99	\$ 147.76	\$ 166.14	\$ 171.87	\$ 204.60	\$ 192.31	\$ 209.96	\$ 119.50	\$ 129.27	\$ 127.28	\$ 121.96	\$ 1,828.97
FL SAFE													
	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19	Aug '19	Sep '19	FY TTL
Beginning Balance	\$ -	\$ 4,006,471.14	\$ 4,014,025.61	\$ 5,023,709.68	\$ 5,034,754.44	\$ 5,044,587.79	\$ 5,055,134.67	\$ 5,065,298.29	\$ 5,876,659.15	\$ 5,888,147.51	\$ 5,899,661.62	\$ 5,309,766.08	\$ -
Net													
Deposits/Withdrawals	\$ 4,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 800,000.00	\$ -	\$ -	\$ (600,000.00)	\$ (1,400,000.00)	\$ 3,800,000.00
Interest	\$ 6,471.14	\$ 7,554.47	\$ 9,684.07	\$ 11,044.76	\$ 9,833.35	\$ 10,546.88	\$ 10,163.62	\$ 11,360.86	\$ 11,488.36	\$ 11,514.11	\$ 10,104.46	\$ 8,522.25	\$ 118,288.33
Ending Balance	\$ 4,006,471.14	\$ 4,014,025.61	\$ 5,023,709.68	\$ 5,034,754.44	\$ 5,044,587.79	\$ 5,055,134.67	\$ 5,065,298.29	\$ 5,876,659.15	\$ 5,888,147.51	\$ 5,899,661.62	\$ 5,309,766.08	\$ 3,918,288.33	\$ 3,918,288.33
Annual Rate of Return by Month	2.18%	2.29%	2.46%	2.59%	2.55%	2.46%	2.45%	2.42%	2.38%	2.30%	2.21%	2.13%	2.37%
Calculated Town Share of Fees**	\$ 562.23	\$ 592.78	\$ 707.40	\$ 768.06	\$ 656.63	\$ 728.40	\$ 747.93	\$ 892.40	\$ 917.78	\$ 950.23	\$ 867.75	\$ 758.45	\$ 9,150.05
Combined All Investments													
	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19	Aug '19	Sep '19	FY TTL
Beginning Balance	\$ 4,400,538.13	\$ 8,415,868.36	\$ 8,432,249.40	\$ 10,452,822.50	\$ 12,477,369.86	\$ 12,502,398.58	\$ 12,529,758.64	\$ 12,555,977.50	\$ 13,383,760.73	\$ 13,210,945.22	\$ 13,238,129.71	\$ 12,662,886.83	\$ 4,400,538.13
Net													
Deposits/Withdrawals	\$ 4,000,000.00	\$ -	\$ 2,000,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ 800,000.00	\$ (200,000.00)	\$ -	\$ (600,000.00)	\$ (1,400,000.00)	\$ 6,600,000.00
Interest	\$ 15,330.64	\$ 16,381.04	\$ 20,573.10	\$ 24,547.36	\$ 25,028.72	\$ 27,360.06	\$ 26,218.86	\$ 27,783.23	\$ 27,184.49	\$ 27,184.49	\$ 24,757.12	\$ 22,469.19	\$ 284,818.30
Ending Balance	\$ 8,415,868.77	\$ 8,432,249.40	\$ 10,452,822.50	\$ 12,477,369.86	\$ 12,502,398.58	\$ 12,529,758.64	\$ 12,555,977.50	\$ 13,383,760.73	\$ 13,210,945.22	\$ 13,238,129.71	\$ 12,662,886.83	\$ 11,285,356.02	\$ 11,285,356.43
Annual Rate of Return by Month*	2.37%	2.37%	2.51%	2.63%	2.62%	2.57%	2.55%	2.52%	2.48%	2.42%	2.29%	2.23%	2.46%
Calculated Town Share of Fees**	\$ 688.56	\$ 704.77	\$ 855.16	\$ 934.20	\$ 828.50	\$ 933.01	\$ 940.24	\$ 1,102.36	\$ 1,037.28	\$ 1,079.50	\$ 995.03	\$ 880.41	\$ 10,979.02

* Combined annual rate of return by month is calculated as a weighted average across all investments based on monthly beginning balance

**Fees are reported on a monthly basis by each Money Market Fund, and converted into an Expense Ratio. The Expense Ratio is the total fees for a given month, multiplied by 12 (to annualize), and divided by the average opening and closing monthly balances for the fund as a whole. The Town's daily share is calculated by taking the annualized expense ratio, dividing by 365 (to make daily), and multiplying by each day's closing balance. Daily balances are summed for each month to calculate the town's monthly share of fees. These fees are paid by the fund as a whole before calculation of interest and the respective dividend shares for each pool participant.

Florida PRIME

Principal Stability Fund Ratings Definitions

AAAm A fund rated 'AAAm' demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. 'AAAm' is the highest principal stability fund rating assigned by S&P Global Ratings

AAm A fund rated 'AAm' demonstrates very strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. It differs from the highest-rated funds only to a small degree.

Am A fund rated 'Am' demonstrates strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk, but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than funds in higher-rated categories

BBBm A fund rated 'BBBm' demonstrates adequate capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. However, adverse economic conditions or changing circumstances are more likely to lead to a reduced capacity to maintain principal stability.

BBm A fund rated 'BBm' demonstrates speculative characteristics and uncertain capacity to maintain principal stability. It is vulnerable to principal losses due to credit risk. While such funds will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.

Dm A fund rated 'Dm' has failed to maintain principal stability resulting in a realized or unrealized loss of principal.

Plus (+) or Minus (-)
The ratings may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the rating categories.

About the Pool

Pool Rating

AAAm

Pool Type

Stable NAV Government Investment Pool

Investment Adviser

State Board of Administration of Florida

www.sbafla.com/prime
850-488-7311

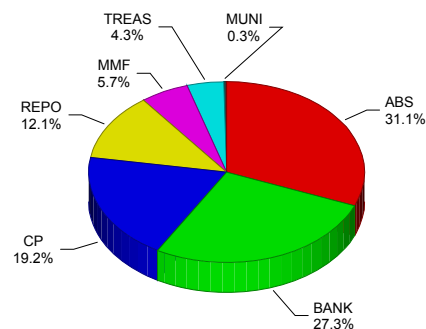
Portfolio Manager

Federated Investors, Inc. (Since 2008)

Pool Rated Since
Custodian

December 2007
Bank of New York Mellon Corp.

Portfolio Composition as of March 28, 2019



ABS - Asset-backed security; BANK - Bank Deposits; CP - Commercial Paper; REPO - Repurchase Agreement; MMF - Money Market Fund; TREAS - Treasury; MUNI - Municipal Debt

Fund Highlights

- Florida PRIME has two layers of oversight: a board of trustees and an Investment Advisory Council (IAC)
- Florida PRIME is structured as an SEC regulated 'Rule 2a-7 like' money-market fund, with the primary objective of preservation of principal.
- Florida PRIME's net asset value (NAV) is monitored on a daily basis.

Rationale

S&P Global Ratings rates Florida PRIME 'AAAm'. This rating is based on its analysis of the pool's credit quality, market price exposure, and management. The rating signifies our forward-looking opinion about a fixed-income fund's ability to maintain principal value (i.e., stable net asset value, or 'NAV'). This is accomplished through conservative investment practices and strict internal controls. S&P Global Ratings' monitors investment pools that carry principal stability fund ratings (PSFRs) on a weekly basis.

Overview

Florida PRIME is an open-pool investment fund operated by the State Board of Administration (SBA) of Florida. The fund operates in the same manner as institutional money-market funds and is available to all Florida governmental entities. It operates essentially in the same fashion as a mutual funds and is open to non-pension assets of all Florida governmental entities.

'AAAm'-rated Florida PRIME will buy only money-market assets of the highest quality. Structured as a Rule 2a-7 like fund, it has two objectives: first, pool investments from participants in a portfolio of eligible securities that principally provide liquidity yet preserve capital; second, provide competitive yields that are net of fees. Florida PRIME's goal to preserve capital is consistent with its intent to maintain an NAV of \$1.00. The fund's benchmark is the S&P AAA & AA Rated GIP All 30-Day Net Yield

Index.

Management

Federated Investors, Inc. (NYSE: FII) is the investment manager for Florida PRIME. As of March 31, 2019 Federated managed \$318.4 billion in money market products and is one of the largest managers of AAA-rated money market funds in the U.S., according to iMoneyNet. Federated manages public sector money in every state, servicing 5,000 public entities directly.

Portfolio Assets

Florida PRIME's investment policy guidelines were created to be Rule 2a-7 like as well as adhere to Standard & Poor's 'AAAm' guidelines. The weighted average maturity to reset (WAM(R)) for Florida PRIME will be managed to 60 days or less. The pool's guidelines allow for the purchase of only money-market assets of the highest quality (at least 50% rated 'A-1+' by Standard & Poor's and no more than 50% rated 'A-1') such as: U.S. Treasury and U.S. agency obligations; corporate obligations (including commercial paper and asset-backed commercial paper); municipal securities; bank obligations (such as certificates of deposit, banker's acceptances, time deposits); repurchase agreements; and money-market mutual funds.

S&P Global Ratings Analyst: Peter Rizzo - (1) 212-438-5059

www.spratings.com

Participants should consider the investment objectives, risks and charges and expenses of the pool before investing. The investment guidelines which can be obtained from your broker-dealer, contain this and other information about the pool and should be read carefully before investing.

Principal Stability Rating Approach and Criteria

A S&P Global Ratings principal stability fund rating, also known as a "money market fund rating", is a forward-looking opinion about a fixed income fund's capacity to maintain stable principal (net asset value). When assigning a principal stability rating to a fund, S&P Global Ratings analysis focuses primarily on the creditworthiness of the fund's investments and counterparties, and also its investments' maturity structure and management's ability and policies to maintain the fund's stable net asset value. Principal stability fund ratings are assigned to funds that seek to maintain a stable or an accumulating net asset value.

Generally, when faced with an unanticipated level of redemption requests during periods of high market stress, the manager of any fund may suspend redemptions for up to five business days or meet redemption requests with payments in-kind in lieu of cash. A temporary suspension of redemptions or meeting redemption requests with distributions in-kind does not constitute a failure to maintain stable net asset values. However, higher rated funds are expected to have stronger capacities to pay investor redemptions in cash during times of high market stress because they generally comprise shorter maturity and higher quality investments.

Principal stability fund ratings, or money market fund ratings, are identified by the 'm' suffix (e.g., 'AAAm') to distinguish the principal stability rating from a S&P Global Ratings traditional issue or issuer credit rating. A traditional issue or issuer credit rating reflects S&P Global Ratings view of a borrower's ability to meet its financial obligations. Principal stability fund ratings are not commentaries on yield levels.

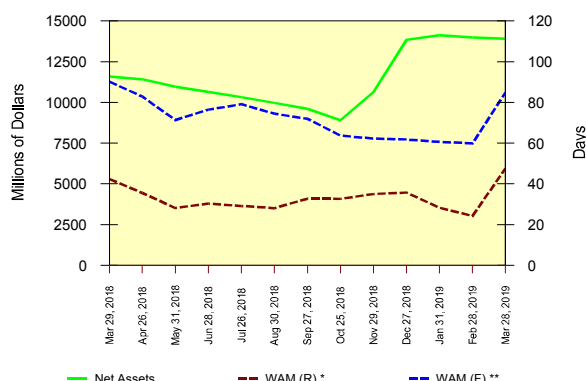
Florida PRIME

AAAm

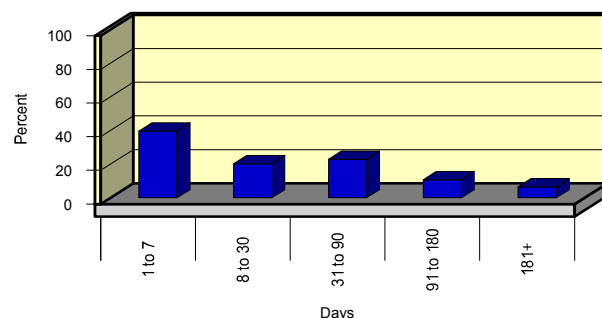
Data Bank as of March 28, 2019

Net Asset Value per Share.....	\$1.00013	Net Assets (millions).....	\$13,898.13	Inception Date.....	October 1977
WAM (R) *	48 days	WAM (F) **	85 days	7 Day Yield.....	2.62%
* Weighted Average Maturity (Reset)		** Weighted Average Maturity (Final)			

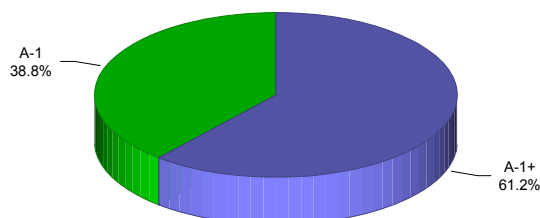
Net Assets, WAM (R) and WAM (F)



Portfolio Maturity Distribution as of March 28, 2019

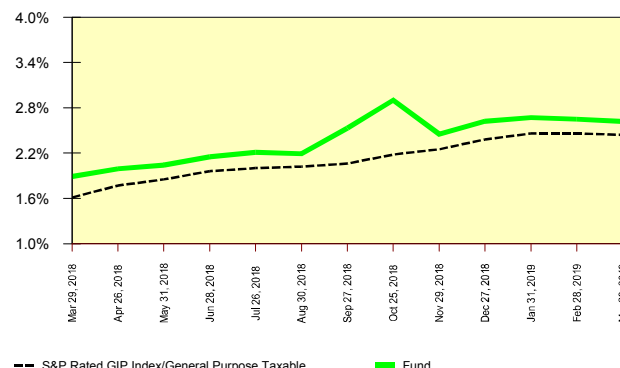


Portfolio Credit Quality as of March 28, 2019 *



*As assessed by S&P Global Ratings

Portfolio 7 Day Net-Yield Comparison *



*S&P 'AAAm' Money Fund Indices are calculated weekly by iMoneyNet, Inc., and are comprised of funds rated or assessed by S&P Global Ratings to within the specific rating categories. The S&P Global Ratings Rated LGIP Indices are calculated weekly by S&P Global Ratings and are comprised of 'AAAm' and 'AAAm' government investment pools.

The yield quoted represents past performance. Past performance does not guarantee future results. Current yield may be lower or higher than the yield quoted.

Pool portfolios are monitored weekly for developments that could cause changes in the ratings. Rating decisions are based on periodic meetings with senior pool executives and public information.

S&P Global Ratings is neither associated nor affiliated with the fund.

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FL SAFE Stable NAV Fund

Principal Stability Fund Ratings Definitions

AAAm A fund rated 'AAAm' demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. 'AAAm' is the highest principal stability fund rating assigned by S&P Global Ratings

AAm A fund rated 'AAm' demonstrates very strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. It differs from the highest-rated funds only to a small degree.

Am A fund rated 'Am' demonstrates strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk, but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than funds in higher-rated categories

BBBm A fund rated 'BBBm' demonstrates adequate capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. However, adverse economic conditions or changing circumstances are more likely to lead to a reduced capacity to maintain principal stability.

BBm A fund rated 'BBm' demonstrates speculative characteristics and uncertain capacity to maintain principal stability. It is vulnerable to principal losses due to credit risk. While such funds will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.

Dm A fund rated 'Dm' has failed to maintain principal stability resulting in a realized or unrealized loss of principal.

Plus (+) or Minus (-)
The ratings may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the rating categories.

About the Pool

Pool Rating **AAAm**
Pool Type Stable NAV Government Investment Pool
Investment Adviser Prudent Man Advisors, LLC

Portfolio Manager Team Managed
Pool Rated Since December 2007
Custodian BMO Harris Bank National Assn.
Distributor PMA Securities, LLC

Fund Highlights

- FL SAFE Stable NAV Fund was created to offer local governments in Florida an investment pool with an objective of stability of principal.

Rationale

FL SAFE Stable NAV Fund is rated 'AAAm' by S&P Global Ratings. The rating is based on an analysis of the pool's management, investment guidelines, portfolio holdings, and market price exposure. The rating signifies our forward-looking opinion about a fixed-income fund's ability to maintain principal value (i.e., stable net asset value, or 'NAV'). This is accomplished through conservative investment practices and strict internal controls. S&P Global Ratings monitors the fund's portfolio on a weekly basis.

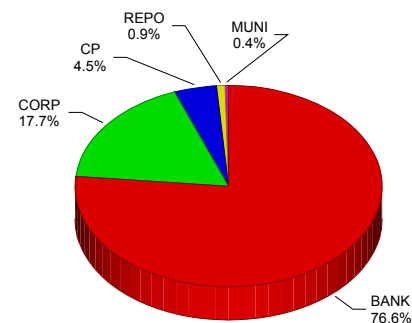
Overview

FL SAFE is a local government investment trust established on December 11, 2007. The trust provides for the opportunity for Florida units of local governments to pool their funds to invest pursuant to Florida statutes 218.415 and 163.01. FL SAFE offers the following series to its participants: the FL SAFE Stable NAV Fund, the FL SAFE Variable NAV Fund, and Term Series. The objective of the trust is to provide safety and preservation of principal, liquidity, transparency, and competitive yields. S&P Global rates the FL SAFE Stable NAV Fund and the FL SAFE Variable NAV Fund.

Management

The pool's investment adviser is Prudent Man Advisors, LLC, a registered investment adviser that provides investment management services for local government investment pools and other institutional clients. As of March 2019, Prudent Man Advisors had over \$7.1 billion in assets under management,

Portfolio Composition as of March 28, 2019



BANK - Bank Deposits; CORP - Corporate; CP - Commercial Paper; REPO - Repurchase Agreement; MUNI - Municipal Debt

with approximately \$615.0 million of that amount under management with a sub-advisor. In addition to FL SAFE, Prudent Man Advisors also serves as investment adviser for other 'AAAm' rated local government investment pools. PMA Financial Network, LLC serves as the operational manager for the pool and PMA Securities, LLC serves as the distributor for the pool. The administrator for the pool is Florida Management and Administrative Services, LLC (FMAS) and the custodian is BMO Harris Bank, N.A. Oversight for the pool is provided by a board of trustees, which is currently comprised as of this date of five members who represent participating local government entities.

Portfolio Assets

The pool is comprised solely of investments that are permissible under its indenture of trust and its adopted investment policy and it is managed to be consistent with S&P Global's 'AAAm' principal stability fund rating criteria. The pool also complies with Sections 218.415 and 163.01 of Florida state statutes that govern the types of investments in which local governments can place public funds. The pool invests primarily in U.S. Treasuries, U.S. government agencies, repurchase agreements, bank deposits, 'AAAm' rated and SEC registered money-market funds and highly-rated commercial paper. The final maturity of any and all securities purchased by the pool may not exceed 397 days. To provide the pool with sufficient liquidity and to limit fluctuations in the NAV, the weighted average maturity to reset is managed under 60 days or less.

S&P Global Ratings Analyst: Joseph Giarratano - + 1 (212) 438 8942

www.spratings.com

Participants should consider the investment objectives, risks and charges and expenses of the pool before investing. The investment guidelines which can be obtained from your broker-dealer, contain this and other information about the pool and should be read carefully before investing.

Principal Stability Rating Approach and Criteria

A S&P Global Ratings principal stability fund rating, also known as a "money market fund rating", is a forward-looking opinion about a fixed income fund's capacity to maintain stable principal (net asset value). When assigning a principal stability rating to a fund, S&P Global Ratings analysis focuses primarily on the creditworthiness of the fund's investments and counterparties, and also its investments' maturity structure and management's ability and policies to maintain the fund's stable net asset value. Principal stability fund ratings are assigned to funds that seek to maintain a stable or an accumulating net asset value.

Generally, when faced with an unanticipated level of redemption requests during periods of high market stress, the manager of any fund may suspend redemptions for up to five business days or meet redemption requests with payments in-kind in lieu of cash. A temporary suspension of redemptions or meeting redemption requests with distributions in-kind does not constitute a failure to maintain stable net asset values. However, higher rated funds are expected to have stronger capacities to pay investor redemptions in cash during times of high market stress because they generally comprise shorter maturity and higher quality investments.

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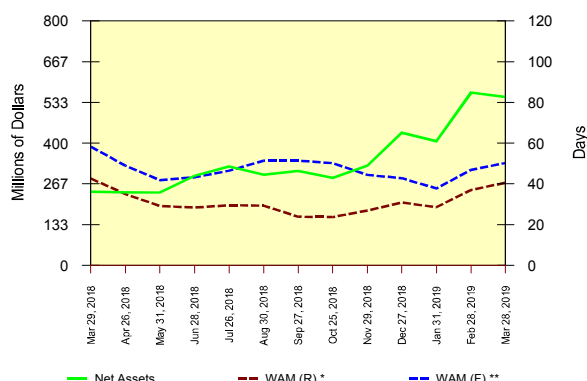
FL SAFE Stable NAV Fund

AAAm

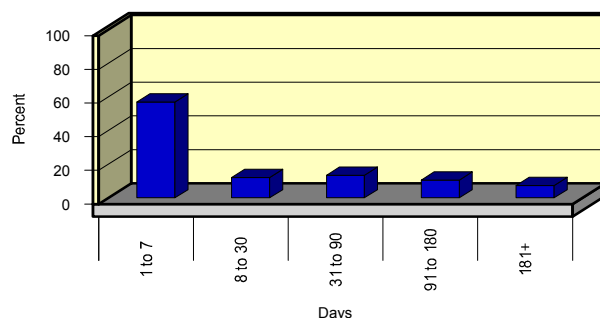
Data Bank as of March 28, 2019

Net Asset Value per Share.....	\$1.00011	Net Assets (millions).....	\$550.41	Inception Date.....	February 2008
WAM (R) *	41 days	WAM (F) **	50 days	7 Day Yield.....	2.46%
* Weighted Average Maturity (Reset)		** Weighted Average Maturity (Final)			

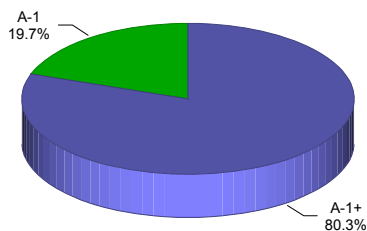
Net Assets, WAM (R) and WAM (F)



Portfolio Maturity Distribution as of March 28, 2019

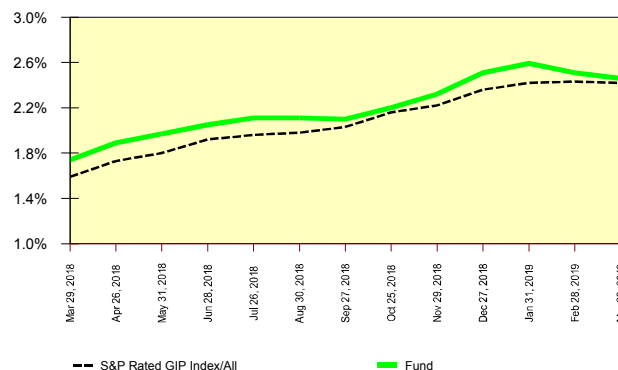


Portfolio Credit Quality as of March 28, 2019 *



*As assessed by S&P Global Ratings

Portfolio 7 Day Net-Yield Comparison *



*S&P 'AAAm' Money Fund Indices are calculated weekly by iMoneyNet, Inc., and are comprised of funds rated or assessed by S&P Global Ratings to within the specific rating categories. The S&P Global Ratings Rated LGIP Indices are calculated weekly by S&P Global Ratings and are comprised of 'AAAm' and 'AAm' government investment pools.

The yield quoted represents past performance. Past performance does not guarantee future results. Current yield may be lower or higher than the yield quoted.

Pool portfolios are monitored weekly for developments that could cause changes in the ratings. Rating decisions are based on periodic meetings with senior pool executives and public information.

S&P Global Ratings is neither associated nor affiliated with the fund.

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Legislation Details (With Text)

File #: 19-0321 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 11/8/2019 **In control:** Finance Board
On agenda: 11/21/2019 **Final action:**
Title: Refresher on Sunshine Law
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 11/21/2019

Subject:
Refresher on Sunshine Law

Summary:

The Sunshine Law will be reviewed along with some commonly asked questions

Background/Problem Discussion: Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access.

Below are some commonly asked questions and answers as provided by the Florida Attorney General's Office:

1) What qualifies as a meeting?

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

2) Can a public agency hold closed meetings?

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state

agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

3) Does the law require that a public meeting be audio taped?

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

4) Can a city restrict a citizen's right to speak at a meeting?

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.

5) As a private citizen, can I videotape a public meeting?

A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.

6) Can a board vote by secret ballot?

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

7) Can two members of a public board attend social functions together?

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

There are special considerations to observe related to written correspondence, E-mail and text messages. The Sunshine Law requires boards to meet in public; boards may not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages, or other electronic communications. Thus, members of an advisory committee created to make recommendations to the superintendent on school attendance boundaries violated the Sunshine Law when they exchanged private electronic communications (emails and Facebook messages) relating to committee business. *Linares v. District School Board of Pasco County*, No. 17-00230 (Fla. 6th Cir. Ct. January 10, 2018). See also AGO 89-39 (members of a public board may not use computers to conduct private discussions among themselves about board business).

If you have any questions or would like more information you can download a copy of the 2019 Sunshine Manual from myfloridalegal.com. You may also request information from Christine Nicole, the Town Clerk.

Recommendation: This item is for discussion purposes only.



Legislation Details (With Text)

File #: 19-0323 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 11/9/2019 **In control:** Finance Board
On agenda: 11/21/2019 **Final action:**
Title: Departmental Overviews - Building and Solid Waste
Sponsors:
Indexes:
Code sections:
Attachments: [19-20 Budget Pages Bldg and Solid Waste](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 11/21/2019

Subject:
Departmental Overviews - Building and Solid Waste

Summary:

Staff will provide a general overview of the Building and Solid Waste Departments

Background/Problem Discussion: A presentation will be provided at the meeting. Enclosed are pages from the FY 2019-20 annual budget for the Building and Solid Waste Departments.

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

BUILDING DEPARTMENT

**BUILDING AND ZONING
TECHNICIAN**
Gregg Lauda



2019 ACCOMPLISHMENTS

- Processed over 600 building permits
- Achieved the Florida Floodplain Management certification

2019 GOALS

- Re-certify the Town of Belleair in the National Flood Insurance Program's Community Rating System (CRS)
- Streamline the permitting process and conduct more efficient department processes

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 the issuance of building and tree permits. This department also plays a large role in damage assessment and documentation during emergency operations.

PERMITTING

The Permitting program within the Building Department holds costs related to the permitting, plan review, and inspection process. This also includes any building permit revenue. This smaller program accounts for a majority of the department's time at 79.56% of personnel allocation, as well as the expenditures with 90.53% 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	\$290,000
PERSONNEL	\$58,200
OPERATING	\$133,100
CAPITAL	\$0
EXPENSE SUBTOTAL	\$191,300

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 4.85% of staff time and 2.20% of the total Building budget.

REVENUES	\$0
PERSONNEL	\$3,550
OPERATING	\$1,100
CAPITAL	\$0
EXPENSE SUBTOTAL	\$4,650

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

The National Pollutant Discharge Elimination System permit program addresses water pollution by regulating points where discharge pollutes the water. This program holds about 7.72% of personnel time and 2.70% of the expenditures within the department.

REVENUES	\$0
PERSONNEL	\$5,650
OPERATING	\$50
CAPITAL	\$0
EXPENSE SUBTOTAL	\$5,700



EMPLOYEE ADMINISTRATION

The Employee Administration program houses costs related to personnel time and resources. This includes items such as protective clothing, telephone usage, and office supplies. This is one of the two smallest programs within the department, accounting for 7.86% of staff time and 4.57% of the total Building budget.

REVENUES	\$0
PERSONNEL	\$5,750
OPERATING	\$3,900
CAPITAL	\$0
EXPENSE SUBTOTAL	\$9,650

TOWN OF BELLEAIR

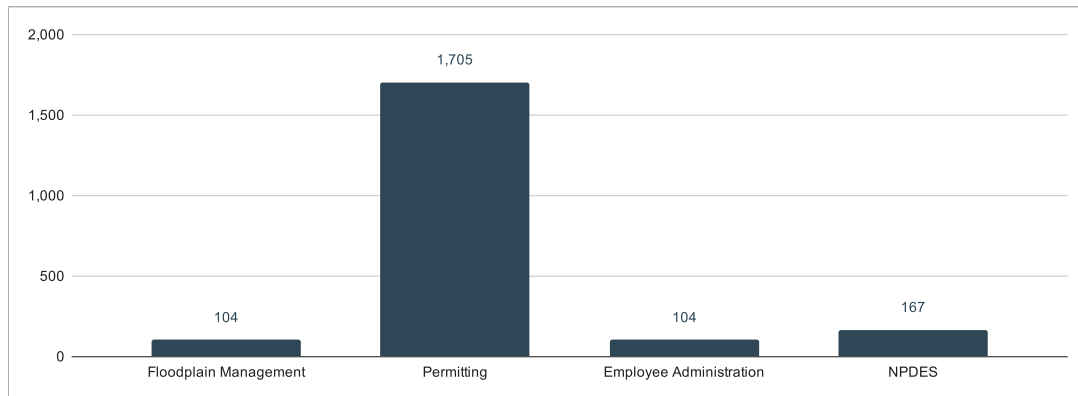
DETAIL OF EXPENDITURES

BUILDING DEPARTMENT

PROGRAM NET INCOME

Program	310: Permitting	320: NPDES	330: Floodplain Management	340: Employee Administration	19-20 Proposed	18-19 Budget
Revenues	\$290,000	\$0	\$0	\$0	\$290,000	\$350,000
Personnel	\$58,200	\$5,650	\$3,550	\$5,750	\$73,150	\$65,400
Operating	\$133,100	\$50	\$1,100	\$3,900	\$138,150	\$84,310
Capital	\$0	\$0	\$0	\$0	\$0	\$0
Expense Subtotal	\$191,300	\$5,700	\$4,650	\$9,650	\$211,300	\$149,710
Program Total	98,700	(5,700)	(4,650)	(9,650)	78,700	200,290

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	310: Permitting	320: NPDES	330: Floodplain Management	340: Employee Administration	19-20 Proposed	18-19 Budget
341802 Building Permit Revenue	\$290,000	\$0	\$0	\$0	\$290,000	\$350,000
PROGRAM REVENUE TOTALS	\$290,000	\$0	\$0	\$0	\$290,000	\$350,000

EXPENDITURES

PERSONNEL	310: Permitting	320: NPDES	330: Floodplain Management	340: Employee Administration	19-20 Proposed	18-19 Budget
51200 SALARIES	\$41,900.00	\$4,100.00	\$2,550.00	\$2,550.00	\$51,100	\$44,350.00
51500 SICK LEAVE				\$2,200	\$2,200	\$2,200
52100 FICA	\$3,200	\$300	\$200	\$200	\$3,900	\$3,400
52200 RETIREMENT-401K GENERAL PENSION	\$3,750	\$350	\$250	\$250	\$4,600	\$4,000
52300 LIFE/HOSP. INS.	\$8,350	\$800	\$500	\$500	\$10,150	\$10,250
52301 MEDICAL BENEFIT	\$1,000	\$100	\$50	\$50	\$1,200	\$1,200
Total	\$58,200	\$5,650	\$3,550	\$5,750	\$73,150	\$65,400

OPERATING	310: Permitting	320: NPDES	330: Floodplain Management	340: Employee Administration	19-20 Proposed	18-19 Budget
53155 COMMUNITY DEVELOPMENT SERVICES	\$40,000.00				\$40,000	\$0.00
53160 CONTRAC. LABOR	\$82,350				\$82,350	\$82,360
54000 TRAV & PER DIEM				\$600	\$600	\$0
54100 TELEPHONE				\$250	\$250	\$250
54670 MAINT. - EQUIP	\$400		\$50	\$50	\$500	\$500
55100 OFFICE SUPPLIES			\$500	\$500	\$1,000	\$500
55210 OPERATING SUPPL	\$350	\$50	\$550	\$1,700	\$2,650	\$500
55215 PLANNING & ZON.	\$10,000				\$10,000	\$0
55240 UNIFORMS				\$200	\$200	\$200
55410 MEMBERSHIPS				\$300	\$300	\$0
55420 TRAINING, AIDS				\$300	\$300	\$0
Total	\$133,100	\$50	\$1,100	\$3,900	\$138,150	\$84,310

CAPITAL	310: Permitting	320: NPDES	330: Floodplain Management	340: Employee Administration	19-20 Proposed	18-19 Budget
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

PROGRAM EXPENDITURE TOTALS	\$191,300	\$5,700	\$4,650	\$9,650	\$211,300	\$149,710
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SOLID WASTE DEPARTMENT

**SUPERVISOR OF
SOLID WASTE**
Wilfred Holmes



2019 ACCOMPLISHMENTS

- Managed two successful Haz-to-Go events, where over 30,000 pounds of hazardous waste material was collected
- Held a successful shredding event, where over eight tons of unwanted and confidential documents were safely disposed of
- Purchased three additional vehicles to replace outdated vehicles

2020 GOALS

- Focus on customer satisfaction by providing a high-level of service
- Continue to assess the recycling program
- Take preventative measures to ensure employee safety
- Continue partnering with Pinellas County for Haz-to-Go and ProShred events

PROGRAMS

- Disposal
- Collection
- Recycling
- Employee Administration

CAPITAL EQUIPMENT

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

PERSONNEL

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

DEPARTMENT OVERVIEW

The Solid Waste Department is responsible for the collection and disposal of solid waste. The department also funds the collection and disposal of recycling 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 5.92% of the departments time and 13.94% of the total expenditure costs.

REVENUES	\$258,800
PERSONNEL	\$24,900
OPERATING	\$141,850
CAPITAL	\$0
TRANSFERS	\$0
EXPENSE SUBTOTAL	\$166,750

COLLECTION

The Collection program relates to the removal of refuse from each residence and business in the Town. The Collection program also has the two smaller Commercial and Residential programs. This program currently represents about 36.47% of the employees time and 38.40% of the departments expenditures.

REVENUES	\$3,300
PERSONNEL	\$18,950
OPERATING	\$118,750
CAPITAL	\$0
TRANSFERS	\$0
EXPENSE SUBTOTAL	\$137,700

SOLID WASTE DEPARTMENT

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 7.78%, but this also houses about 16.89% of the departments entire budget.

REVENUES	\$619,250
PERSONNEL	\$159,500
OPERATING	\$42,150
CAPITAL	\$142,000
TRANSFERS	\$0
EXPENSE SUBTOTAL	\$343,850

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 49.83% of staff time, and 20.42% of the total expenditures.

REVENUES	\$106,200
PERSONNEL	\$116,750
OPERATING	\$12,900
CAPITAL	\$0
TRANSFERS	\$209,600
EXPENSE SUBTOTAL	\$339,250

TOWN OF BELLEAIR

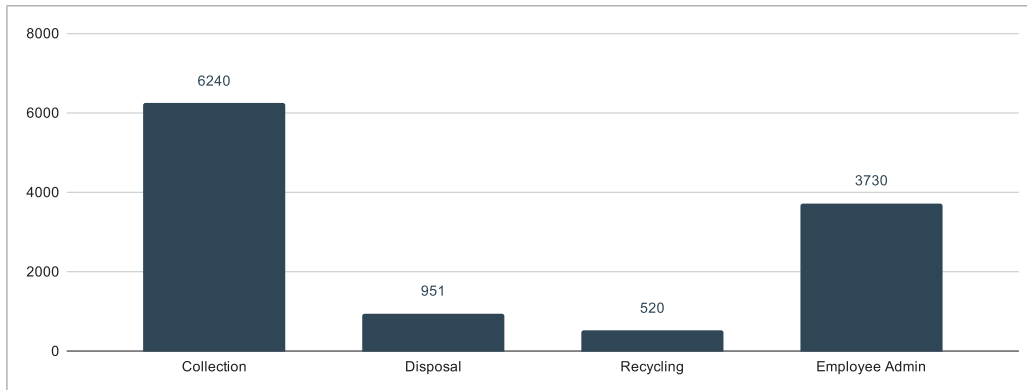
DETAIL OF EXPENDITURES

SOLID WASTE DEPARTMENT

PROGRAM NET INCOME

Program	710: Disposal	720: Recycling	730: Collection	740: Employee Administration	19-20 Proposed	18-19 Budget
Revenues	\$258,800	\$3,300	\$619,250	\$106,200	\$987,550	\$898,650
Personnel	\$24,900	\$18,950	\$159,500	\$116,750	\$320,100	\$316,600
Operating	\$141,850	\$118,750	\$42,150	\$12,900	\$315,650	\$259,250
Capital	\$0	\$0	\$142,200	\$0	\$142,200	\$113,200
Fees	\$0	\$0	\$0	\$209,600	\$209,600	\$209,600
Expense Subtotal	\$166,750	\$137,700	\$343,850	\$339,250	\$987,550	\$898,650
Program Total	92,050	(134,400)	275,400	(233,050)	0	0

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	710: Disposal	720: Recycling	730: Collection	740: Employee Administration	19-20 Proposed	18-19 Budget
337300 Recycling Grant		\$3,300			\$3,300	\$3,300
343400 Sanitation	\$258,800		\$618,750		\$877,550	\$825,000
343401 Permit - Roll Off Container			\$500		\$500	\$500
361000 Interest				\$500	\$500	\$500
381000 Reserves (Prior Years)				\$105,700	\$105,700	\$69,350
PROGRAM REVENUE TOTALS	\$258,800	\$3,300	\$619,250	\$106,200	\$987,550	\$895,350

EXPENDITURES

PERSONNEL	710: Disposal	720: Recycling	730: Collection	740: Employee Administration	19-20 Proposed	18-19 Budget
51200 SALARIES	\$16,600.00	\$13,600	\$105,550	\$78,900	\$214,650	\$207,850.00
51400 OVERTIME	\$0		\$0	\$2,500	\$2,500	\$2,500
51500 SICK LEAVE	\$350	\$250	\$2,100	\$1,250	\$3,950	\$3,950
52100 FICA	\$1,250	\$1,000	\$8,050	\$6,000	\$16,300	\$16,100
52200 RETIREMENT-401K GENERAL PENSION	\$1,500	\$1,200	\$9,500	\$7,100	\$19,300	\$18,950
52300 LIFE/HOSP. INS.	\$4,650	\$2,600	\$30,700	\$18,300	\$56,250	\$60,750
52301 MEDICAL BENEFIT	\$550	\$300	\$3,600	\$2,200	\$6,650	\$6,000
53100 PHYSICAL EXAMS				\$500	\$500	\$500
Total	\$24,900	\$18,950	\$159,500	\$116,750	\$320,100	\$316,600

OPERATING

	710: Disposal	720: Recycling	730: Collection	740: Employee Administration	19-20 Proposed	18-19 Budget
53151 PROF. SERVICES			\$7,550		\$7,550	\$7,500.00
54100 TELEPHONE				\$1,450	\$1,450	\$1,450
54200 POSTAGE		\$0		\$2,500	\$2,500	\$5,000
54340 DISPOSAL	\$133,750				\$133,750	\$125,000
54342 RECYCLING		\$118,000			\$118,000	\$68,000
54620 MAIN. - VEHICLE	\$2,400	\$100	\$17,000	\$500	\$20,000	\$20,000
54670 MAINT. - EQUIP	\$650	\$650	\$650	\$650	\$2,600	\$2,500
54900 ORDINANCE CODES				\$500	\$500	\$500
55100 OFFICE SUPPLIES				\$500	\$500	\$500
55210 OPERATING SUPPL	\$2,400		\$2,400	\$1,700	\$6,500	\$6,500
55220 GASOLINE & OIL	\$1,900		\$13,800	\$300	\$16,000	\$16,000
55221 TOOLS	\$0		\$0	\$400	\$400	\$400
55240 UNIFORMS				\$2,350	\$2,350	\$2,350

TOWN OF BELLEAIR
DETAIL OF EXPENDITURES
SOLID WASTE DEPARTMENT

55260	PROTECT. CLOTH.	\$750	\$750	\$850	\$2,350	\$2,350
56405	COMPUTER SYSTEM			\$1,200	\$1,200	\$1,200

Total	\$141,850	\$118,750	\$42,150	\$12,900	\$315,650	\$259,250
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CAPITAL

59900	DEPRECIATION			\$142,200	\$142,200	\$113,200
Total	\$0	\$0	\$142,200	\$0	\$142,200	\$113,200

FEES

59904	SS FEES			\$158,500	\$158,500	\$158,500
59906	ADMIN FEES			\$51,100	\$51,100	\$51,100
Total	\$0	\$0	\$0	\$209,600	\$209,600	\$209,600

PROGRAM EXPENDITURE TOTALS	\$166,750	\$137,700	\$343,850	\$129,650	\$987,550	\$898,650
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**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
BUILDING DEPARTMENT**

PERMITTING

REVENUES

	311: Permitting	312: Inspections
341802 Building Permit Revenue	\$290,000	
TOTAL	\$290,000	

EXPENDITURES

PERSONNEL

	311: Permitting	312: Inspections
51200 SALARIES	\$33,550	\$8,350
51500 SICK LEAVE		
52100 FICA	\$2,550	\$650
52200 RETIREMENT-401K GENERAL PENSION	\$3,000	\$750
52300 LIFE/HOSP. INS.	\$6,700	\$1,650
52301 MEDICAL BENEFIT	\$800	\$200
TOTAL	\$46,600	\$11,600

OPERATING

53155 COMMUNITY DEVELOPMENT SERVICES	\$40,000	
53160 CONTRAC. LABOR		\$82,350
54000 TRAV & PER DIEM		
54100 TELEPHONE		
54670 MAINT. - EQUIP	\$300	\$100
55100 OFFICE SUPPLIES		
55210 OPERATING SUPPL	\$300	\$50
55215 PLANNING & ZON.	\$10,000	
55240 UNIFORMS		
55410 MEMBERSHIPS		
55420 TRAINING, AIDS		
TOTAL	\$50,600	\$82,500

PROGRAM TOTALS	\$97,200	\$94,100
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**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
BUILDING DEPARTMENT**

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

EXPENDITURES

PERSONNEL

320: NPDES

51200 SALARIES	\$4,100
51500 SICK LEAVE	
52100 FICA	\$300
52200 RETIREMENT-401K GENERAL PENSION	\$350
52300 LIFE/HOSP. INS.	\$800
52301 MEDICAL BENEFIT	\$100
TOTAL	\$5,650

OPERATING

53155 COMMUNITY DEVELOPMENT SERVICES	
53160 CONTRAC. LABOR	
54000 TRAV & PER DIEM	
54100 TELEPHONE	
54670 MAINT. - EQUIP	
55100 OFFICE SUPPLIES	
55210 OPERATING SUPPL	\$50
55215 PLANNING & ZON.	
55240 UNIFORMS	
55410 MEMBERSHIPS	
55420 TRAINING, AIDS	
TOTAL	\$50

PROGRAM TOTALS	\$5,700
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**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
BUILDING DEPARTMENT**

FLOODPLAIN MANAGEMENT

EXPENDITURES

PERSONNEL

330: Floodplain
Management

51200 SALARIES	\$2,550
51500 SICK LEAVE	
52100 FICA	\$200
52200 RETIREMENT-401K GENERAL PENSION	\$250
52300 LIFE/HOSP. INS.	\$500
52301 MEDICAL BENEFIT	\$50

TOTAL	\$3,550
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OPERATING

53155 COMMUNITY DEVELOPMENT SERVICES	
53160 CONTRAC. LABOR	
54000 TRAV & PER DIEM	
54100 TELEPHONE	
54670 MAINT. - EQUIP	\$50
55100 OFFICE SUPPLIES	\$500
55210 OPERATING SUPPL	\$550
55215 PLANNING & ZON.	
55240 UNIFORMS	
55410 MEMBERSHIPS	
55420 TRAINING, AIDS	

TOTAL	\$1,100
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PROGRAM TOTALS	\$4,650
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**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
BUILDING DEPARTMENT**

EMPLOYEE ADMINISTRATION

EXPENDITURES

PERSONNEL

340: Employee
Administration

51200 SALARIES	\$2,550
51500 SICK LEAVE	\$2,200
52100 FICA	\$200
52200 RETIREMENT-401K GENERAL PENSION	\$250
52300 LIFE/HOSP. INS.	\$500
52301 MEDICAL BENEFIT	\$50

TOTAL	\$5,750
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OPERATING

53155 COMMUNITY DEVELOPMENT SERVICES	
53160 CONTRAC. LABOR	
54000 TRAV & PER DIEM	\$600
54100 TELEPHONE	\$250
54670 MAINT. - EQUIP	\$50
55100 OFFICE SUPPLIES	\$500
55210 OPERATING SUPPL	\$1,700
55215 PLANNING & ZON.	
55240 UNIFORMS	\$200
55410 MEMBERSHIPS	\$300
55420 TRAINING, AIDS	\$300

TOTAL	\$3,900
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PROGRAM TOTALS	\$9,650
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WATER

**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT**

DISPOSAL

REVENUES

ACCOUNT	711: Disposal - Residential	712: Disposal - Commercial
337300 Recycling Grant		
343400 Sanitation	\$200,300	\$58,500
361000 Interest		
343401 Permit Roll Off Fees		
364000 Sale of Assets		
381000 Reserves		
TOTAL	\$200,300	\$58,500

EXPENDITURES

PERSONNEL	711: Disposal - Residential	712: Disposal - Commercial
51200 SALARIES	\$8,600	\$8,000
51400 OVERTIME	\$0	\$0
51500 SICK LEAVE	\$300	\$50
52100 FICA	\$650	\$600
52200 RETIREMENT-401K GENERAL PENSION	\$800	\$700
52300 LIFE/HOSP. INS.	\$2,400	\$2,250
52301 MEDICAL BENEFIT	\$300	\$250
53100 PHYSICAL EXAMS		
TOTAL	\$13,050	\$11,850

OPERATING

53151 PROF. SERVICES		
54100 TELEPHONE		
54200 POSTAGE		
54340 DISPOSAL	\$113,700	\$20,050
54342 RECYCLING		
54620 MAIN. - VEHICLE	\$2,050	\$350
54670 MAINT. - EQUIP	\$500	\$150
54900 ORDINANCE CODES		
55100 OFFICE SUPPLIES		
55210 OPERATING SUPPL	\$2,050	\$350
55220 GASOLINE & OIL	\$1,600	\$300
55221 TOOLS	\$0	\$0

TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT

55240	UNIFORMS		
55260	PROTECT. CLOTH.	\$650	\$100
56405	COMPUTER SYSTEM		
TOTAL		\$120,550	\$21,300

CAPITAL

59900	DEPRECIATION		
TOTAL		\$0	\$0

FEES AND TRANSFERS

59904	SS FEES		
59906	ADMIN FEES		
TOTAL		\$0	\$0
Grand Total		\$133,600	\$33,150

**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT**

RECYCLING

REVENUES

ACCOUNT	721: Recycling - Residential	722: Recycling - Commercial
337300 Recycling Grant		\$3,300
343400 Sanitation		
361000 Interest		
343401 Permit Roll Off Fees		
364000 Sale of Assets		
381000 Reserves		
TOTAL	\$0	\$3,300

EXPENDITURES

PERSONNEL	721: Recycling - Residential	722: Recycling - Commercial
51200 SALARIES	\$6,800	\$6,800
51400 OVERTIME		
51500 SICK LEAVE	\$200	\$50
52100 FICA	\$500	\$500
52200 RETIREMENT-401K GENERAL PENSION	\$600	\$600
52300 LIFE/HOSP. INS.	\$1,300	\$1,300
52301 MEDICAL BENEFIT	\$150	\$150
53100 PHYSICAL EXAMS		
TOTAL	\$9,550	\$9,400

OPERATING

53151 PROF. SERVICES		
54100 TELEPHONE		
54200 POSTAGE	\$0	\$0
54340 DISPOSAL		
54342 RECYCLING	\$116,500	\$1,500
54620 MAIN. - VEHICLE	\$100	
54670 MAINT. - EQUIP	\$500	\$150
54900 ORDINANCE CODES		
55100 OFFICE SUPPLIES		
55210 OPERATING SUPPL		
55220 GASOLINE & OIL		
55221 TOOLS		

TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT

55240 UNIFORMS

55260 PROTECT. CLOTH.

56405 COMPUTER SYSTEM

TOTAL	\$117,100	\$1,650
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CAPITAL

59900 DEPRECIATION

TOTAL	\$0	\$0
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FEES AND TRANSFERS

59904 SS FEES

59906 ADMIN FEES

TOTAL	\$0	\$0
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Grand Total	\$126,650	\$11,050
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**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT**

COLLECTION

REVENUES

ACCOUNT	731: Collection - Residential	732: Collection - Commercial
337300 Recycling Grant		
343400 Sanitation	\$525,900	\$92,850
361000 Interest		
343401 Permit Roll Off Fees	\$500	
364000 Sale of Assets		
381000 Reserves		
TOTAL	\$526,400	\$92,850

EXPENDITURES

PERSONNEL	731: Collection - Residential	732: Collection - Commercial
51200 SALARIES	\$87,650	\$17,900
51400 OVERTIME	\$0	\$0
51500 SICK LEAVE	\$1,800	\$300
52100 FICA	\$6,700	\$1,350
52200 RETIREMENT-401K GENERAL PENSION	\$7,900	\$1,600
52300 LIFE/HOSP. INS.	\$25,800	\$4,900
52301 MEDICAL BENEFIT	\$3,050	\$550
53100 PHYSICAL EXAMS		
TOTAL	\$132,900	\$26,600

OPERATING

53151 PROF. SERVICES	\$6,400	\$1,150
54100 TELEPHONE		
54200 POSTAGE		
54340 DISPOSAL		
54342 RECYCLING		
54620 MAIN. - VEHICLE	\$14,450	\$2,550
54670 MAINT. - EQUIP	\$500	\$150
54900 ORDINANCE CODES		
55100 OFFICE SUPPLIES		
55210 OPERATING SUPPL	\$2,050	\$350
55220 GASOLINE & OIL	\$11,750	\$2,050
55221 TOOLS	\$0	\$0

TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT

55240	UNIFORMS		
55260	PROTECT. CLOTH.	\$650	\$100
56405	COMPUTER SYSTEM		
TOTAL		\$35,800	\$6,350

CAPITAL

59900	DEPRECIATION	\$128,900	\$13,300
TOTAL		\$128,900	\$13,300

FEES AND TRANSFERS

59904	SS FEES		
59906	ADMIN FEES		
TOTAL		\$0	\$0
Grand Total		\$297,600	\$46,250

**TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT**

EMPLOYEE ADMINISTRATION

REVENUES

ACCOUNT	741: Employee Administration - Internal	742: Employee Administration - External
337300 Recycling Grant		
343400 Sanitation		
361000 Interest	\$500	
343401 Permit Roll Off Fees		
364000 Sale of Assets		
381000 Reserves	\$105,700	
TOTAL	\$106,200	\$0

EXPENDITURES

PERSONNEL	741: Employee Administration - Internal	742: Employee Administration - External
51200 SALARIES	\$39,450	\$39,450
51400 OVERTIME	\$0	\$2,500
51500 SICK LEAVE	\$1,150	\$100
52100 FICA	\$3,000	\$3,000
52200 RETIREMENT-401K GENERAL PENSION	\$3,550	\$3,550
52300 LIFE/HOSP. INS.	\$9,150	\$9,150
52301 MEDICAL BENEFIT	\$1,100	\$1,100
53100 PHYSICAL EXAMS	\$500	\$0
TOTAL	\$57,900	\$58,850

OPERATING

53151 PROF. SERVICES		
54100 TELEPHONE	\$1,450	
54200 POSTAGE	\$1,750	\$750
54340 DISPOSAL		
54342 RECYCLING		
54620 MAIN. - VEHICLE	\$500	
54670 MAINT. - EQUIP	\$650	
54900 ORDINANCE CODES	\$500	
55100 OFFICE SUPPLIES	\$500	
55210 OPERATING SUPPL	\$1,700	
55220 GASOLINE & OIL	\$300	

TOWN OF BELLEAIR
MINOR PROGRAMMATIC DETAIL
SOLID WASTE DEPARTMENT

55221	TOOLS	\$400	\$0
55240	UNIFORMS	\$2,350	
55260	PROTECT. CLOTH.	\$700	\$150
56405	COMPUTER SYSTEM	\$1,200	
TOTAL		\$12,000	\$900

CAPITAL

59900	DEPRECIATION		
TOTAL		\$0	\$0

FEES AND TRANSFERS

59904	SS FEES	\$158,500	
59906	ADMIN FEES	\$51,100	
TOTAL		\$209,600	\$0
Grand Total		\$279,500	\$59,750