

**BELLEAIR FINANCE BOARD
NOTICE**

Date: March 5, 2014

TO: Thomas Olson, Chairman
Daniel H. Hartshorne, Vice Chairman
Mary Griffith
Ernest Whittle
Tom Lokey
John Prevas
Tom Kurey

Gary H. Katica, Commission Advisor
Richard Cristini, Advisor

There will be a meeting of the **Belleair Finance Board on Thursday, March 13, 2014 at 4:00 p.m. in the Town Hall auditorium.**

Please plan to attend. In the event you are unable to attend this meeting, please notify the Town Clerk's office at 588-3769 Ext. 214 or 312.

Your attendance is very important!

The following agenda items are provided for your consideration:

1. Approval of Minutes - February 20, 2014
Documents: [MINUTES-FEBRUARY 20, 2014 .PDF](#)
2. Citizen's Comments
(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)
3. Update of Capital Improvement Projects
Discussion of Capital Improvement Plan and Capital Projects Funds - Perry Lopez, Director of Public Works
Documents: [CIP.PDF](#), [CAPITAL PROJECTS.PDF](#)
4. Discussion of Duties and Responsibilities of the Finance Board
Documents: [FINANCE BOARD ROLE.PDF](#), [RESOL. NO. 95-15 - DUTIES AND RESPONSIBILITIES OF FB.PDF](#), [CHARTER - ARTICLE IV - FINANCE.PDF](#), [66.42 CITIZEN BOARDS - BOARDS, COMMITTEES AND COMMISSIONS.PDF](#), [RESOLUTION NO. 95-13 - ESTABLISHING RULES AND REGULATIONS FOR ALL ADVISORY BOARDS.PDF](#), [BELLEAIR FINANCIAL MANAGEMENT POLICIES.PDF](#)
5. Commission Advisor Report
6. Adjournment

** To be distributed.
* Previously distributed.

Copy to: Micah Maxwell, Town Manager
Donna Carlen, Town Clerk

JP Murphy, Assistant Town Manager

**MINUTES OF THE FINANCE BOARD MEETING HELD AT BELLEAIR TOWN HALL
ON FEBRUARY 20, 2014 AT 4:00 P.M.**

MEMBERS PRESENT: Thomas Olson, Chairman
Dan Hartshorne, Vice Chairman
Mary Griffith
Ernest Whittle
Tom Lokey
Tom Kurey

MEMBERS ABSENT: John Prevas

OTHERS PRESENT: JP Murphy, Assistant Town Manager
Mayor Katica, Commission Advisor

Quorum present on roll call with Mr. Olson presiding. Meeting was called to order at 4:00 P.M.

APPROVAL OF MINUTES

Mr. Olson stated that the board had for consideration the approval of minutes for the January 2, 2014 and the January 16, 2014 board meetings; asked if there were any corrections or changes.

Mr. Whittle moved approval of the minutes of the January 2, 2014 and the January 16, 2014 board meetings as submitted. Motion was seconded by Mr. Hartshorne and was approved unanimously.

CITIZEN'S COMMENTS

There were no citizen's comments.

FIRST QUARTER UPDATE ON WATER RATE PERFORMANCE

Mr. Murphy stated that the town had completed 3 months of billing on the new water rate structure; stated that the revenues were trending according to staff's forecast; stated that there was less than a 1% variance; that because of having only 3 months of data, that he could not overlay what last year's actual usage was over what had been used this year; that in the month of January there was some down use of the water of about 2 million gallons; that the average town wide consumption was at 21,183,000 gallons per month.

Mr. Olson inquired about the January expenses.

Mr. Murphy stated that in January there was a bulk order of chemicals, meter parts and some ongoing maintenance items; stated that those items were easier to purchase in bulk.

Discussion ensued regarding the chemicals being used in the water and clouding.

Mr. Olson stated that there would be discussion regarding billing comparisons at the next meeting.

CONSIDERATION OF BUILDING SERVICES

Mr. Murphy stated that Mr. Massol would be presenting the item to the board; stated that Fred Hawes retire just before the budget process last year; that during the process they talked about a privatization option with a group that the County had been using as well as Madeira Beach and Treasure Island; that at that time they made some budgetary decisions based on some preliminary estimates they had provided on a piggybacking option; that staff wanted to bring back before the board to have discussion as to whether we should look at it as in-house, stay with the County or look at a third party solution.

Stefan Massol, town financial analyst, stated that staff wanted to examine some options in the private sector as well as other governments nearby that could provide interlocal service; that the town had been using Pinellas County and have not been able to have some of the flexibility needed to schedule inspections at a particular time; stated that typically the County was available to do inspections on the day that the contractors need them; that the issue was that the inspectors do not have the flexibility to give in advance, a time certain for the inspections; stated that previously residents had the capability to call in and ask the past building official for an early time or time certain for the inspection; that staff would like to have a more tailored attention to inspections.

Mr. Murphy provided a review of the previous building department procedures with an application and plan review; stated that plan review had gone from a one day to a several week process; that one thing that was missing was to have one person looking at the plans and having that quick turnaround; spoke about permitting procedures and code review; stated that with the previous building official, it was difficult to have meetings with contractors and residents because of time constraints; that staff would like to have that flexibility.

Mr. Massol stated that the service level, from the private level worked in a team of sorts; that even though there would be one person designated to work on our behalf, there would be more expertise at our disposal in using a larger group; provided an overview of the financial impact and estimated costs associated with each option.

Mr. Olson inquired about the bids for the private entities.

Mr. Murphy stated that staff solicited quotes but did not go out for bid; that if we did not go with a piggyback contract with another interlocal, we would have to solicit for bids; that the quotes were of varying ranges; that the one that staff looked at was the lowest of the three.

Mr. Massol stated that there had not been a request for proposal presented; stated that one of the private entities provided a quote based on three days per week, 24 hours of work per week which came up to an annual cost of \$96,000; that it was the least of three options of those being private contract, Pinellas County or to bring it back in-house; that the quote was for \$75.00 per hour.

Mr. Olson inquired about the flexibility of billing of hours and whether it would be billed for 3 days a week.

CONSIDERATION OF BUILDING SERVICES, cont.

Mr. Massol stated that staff believed that there were close to 3 full days needed on any given week; stated that there could be some potential for a 4th day per week, depending on the work load.

Discussion ensued regarding private entities; regarding the costs associated with using a private entity; regarding being able to cancel the contract; regarding the length and terms of the contract; regarding the costs of using a private entity versus going with an in-house inspector; regarding the flexibility offered by using a private entity.

Mrs. Griffith moved to recommend to the commission staff's recommendation to use an outside private provider for building inspections. Motion was seconded by Mr. Whittle and was approved unanimously.

GENERAL STAFF UPDATE

Mr. Murphy provided a brief update regarding a few items that were happening in town and at Town Hall.

Mr. Murphy stated that the recycling program was well underway; stated that there was a lot of great feedback about the recycling; spoke about some issues regarding some residents not having enough storage space for the can or did not want to participate; that the first Thursday, that the new single stream recycling took place, they collected 12 tons of recycling; that there was 3 tons diverted from going directly to the landfill; that it looked like the new program will be very positive; that staff was waiting on WSI as to whether they can accommodate our recycling; spoke about the tippers; spoke about Pelican Place's recycling.

Discussion ensued regarding recycling and the amount that had been diverted.

Mr. Murphy stated that the public works building was now open and invited the board to take a tour of the facility; stated that the commission had for discussion at the work session, the naming of the facility after John Osborne or some other naming rights.

Mr. Murphy stated that staff was beginning the budget process early this year; that Mr. Maxwell was beginning to work with the department directors to start working on some budgetary processes; that the board may see a budget much earlier this year.

Mr. Murphy stated that he had been asked where staff was at with the water study; that staff was able to get grant money for the study at 50% funding with SWFWMD; stated that it has taken some time to get that document and agreement back from SWFWMD.

Mr. Massol stated that SWFWMD informed staff that it would take approximately 3 weeks to receive the documents; that 3 weeks became 3 months; that they had explained that it became part of the product of the holidays and their legal department; that it had turned into a very long process.

GENERAL STAFF UPDATE, continued

Mr. Murphy stated that their contractor was ready to go however; stated there was very specific language in the SWFMUD contract that said any work done prior to execution would not be reimbursed.

Mr. Murphy stated that the audit would begin at the end of the month; stated that Stefan Massol would be taking the lead role in the audit this year and Micah Badana would be taking the lead on the budget; that he would be working closely with both of them on these items; stated that big item for this board would be the strategic plan; spoke about reaching out to residents to receive input; that the program will be getting on the ground very soon.

Mr. Whittle inquired about the Ponce de Leon/Indian Rocks Road roadway improvements and roundabout.

Mr. Murphy stated that the project would begin early next month; stated that Verizon was finishing up their prep work moving the fiber optic and telephone lines.

Mr. Kurey inquired about the golf course final numbers.

Mr. Murphy stated that staff was still working on the internal audit; that there was two separate audits to be completed; that there was to be a 9/30 audit for the golf course before doing the January 1st audit.

Discussion ensued regarding the structural projects with the pipes and the roads.

Mr. Kurey inquired about a project that had to be redone and if the town had to pay for the repairs; inquired about the various projects being done throughout the town as far as any over runs or under runs and where they sat as far as the budget.

Mr. Murphy stated that staff could bring the discussion of projects forward to the board at the next meeting; stated that typically it was something that staff would bring to the infrastructure board; spoke about change orders; that the only change order that was brought back to the commission was the \$100,000 dollar change order for the Druid Road project because of the water pipes; that the issue regarding the Manatee and Palmetto project was something they found out when going through inspections; that the construction of the project had not been done correctly; that the costs for the correction, in that case, was the responsibility of the contractor; that anything with a problem with constructability was the responsibility of the contractor.

Mr. Kurey stated that he had spoken at the commission meeting on Tuesday evening; stated that one of the things that the commissioners had asked relating to the golf course lease, was had the finance committee looked at the lease; that he would like to be as responsive as possible to the commission when they had questions; spoke about the past loan review by the board; stated that he was not sure if they needed to change the function and responsibilities of the finance board; that he was looking

for guidance from the Mayor and Mr. Olson; that he wanted to speak with someone about this issue sooner, but knew that the discussion had to be done at a public meeting.

Discussion ensued regarding the golf course lease; regarding the board's review and vote concerning the golf course lease; regarding the board's responsibilities in reviewing leases and contracts.

Mr. Olson expressed his views regarding the duties of the finance board; stated that in terms of the board, that he as chairman, had to make determinations as the most efficient way for the board to run business; that he wanted the board to concentrate on the financial aspects for the town; stated that Green Golf Partners would be reporting to the board quarterly and would not report monthly as they had in the past.

COMMISSION ADVISOR REPORT

Mayor Katica spoke favorably of Gregg Lauda who works in the building department; stated that he was doing a great job and handled things smoothly; spoke briefly about the hotel property.

ADJOURNMENT

There being no further business to come before the board the meeting was adjourned in due form at 5:10 PM.

CAPITAL IMPROVEMENT PLAN FY 2012-13 THRU 2017-18

Revenues	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Infrastructure Mill	\$ 549,000	\$ 555,600	\$ 557,000	\$ 557,000	\$ 557,000	\$ 557,000
Penny	\$ 374,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000
Grants		\$ 750,000	\$ 550,000	\$ 550,000		
Interest						
Loan						
utility	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Stormwater	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
LOGT XFERIN	\$ 75,200	\$ 75,200	\$ 60,300	\$ 60,300	\$ 60,300	\$ 60,300
GF Transfer						
Transfer From Reserves	\$ 6,670,425	\$ 4,335,200	\$ 3,355,700			\$ 355,700
Totals	\$ 8,318,625	\$ 6,686,000	\$ 5,493,000	\$ 2,137,300	\$ 1,587,300	\$ 1,943,000
Expenditures	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Entrance Ways						
Engineering						
Street Light	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Street Signs	\$ 12,000	\$ 12,000				
Regulatory signs						
Belleair Creek		\$ 150,000	\$ 500,000	\$ 500,000		
Curbs/Sidewalks		\$ 100,000				
Pavement Management		\$ 30,000				
Drainage						
Bayview	\$ 500,000	\$ 1,500,000				
Manatee	\$ 500,000	\$ 1,600,000				
Plant Improvement						
Eagle's Nest	\$ 3,100,000					
Oleander						
Bellevue						
Small Roadway		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Pinellas/Althea	\$ 5,000	\$ 1,500,000	\$ 500,000			
Rosery			\$ 1,650,000	\$ 550,000		
Druid	\$ 2,400,000					
IRR N+						
IRR S						
Osceola		\$ 150,000	1,300,000			
Poinsettia						
Palmetto			\$ 500,000			
Ponce E						
Ponce W						\$ 1,000,000
Intersections		\$ 500,000				
Carl/Barbra/Sunny		\$ -				
Mill/Resurface		\$ -				
Debt Service	\$ 80,000	\$ 715,000	\$ 715,000	\$ 715,000	\$ 715,000	\$ 715,000
PW Building	\$ 1,300,000	\$ 50,000				
Landscape Plan						
Roadway Mains						
Field Lights			\$ 75,000			
Hunter Park	\$ 108,625					
Harold's Lake						
Winston Park		\$ 36,000				
Telecommunications		\$ 65,000				
GF Loan	\$ 200,000	\$ 200,000	\$ 175,000	\$ 175,000	\$ 150,000	\$ 150,000
Transfer to Reserves				\$ 119,300	\$ 644,300	
Orange Ave/Fairview	\$ 45,000					
Beautification	\$ 40,000					
Totals	\$ 8,318,625	\$ 6,686,000	\$ 5,493,000	\$ 2,137,300	\$ 1,587,300	\$ 1,943,000
Fund Balance	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Exp	\$ 8,318,625	\$ 6,686,000	\$ 5,493,000	\$ 2,018,000	\$ 943,000	\$ 1,943,000
Rev	\$ 1,648,200	\$ 2,350,800	\$ 2,137,300	\$ 2,137,300	\$ 1,587,300	\$ 1,587,300
Change in FB	\$ (6,670,425)	\$ (4,335,200)	\$ (3,355,700)	\$ 119,300	\$ 644,300	\$ (355,700)
Fund Balance	\$ 9,651,014	\$ 5,315,814	\$ 1,960,114	\$ 2,079,414	\$ 2,723,714	\$ 2,368,014

**TOWN OF BELLEAIR
CAPITAL PROJECTS FUNDS
DETAIL OF MAJOR PROJECTS**

Project: Bayview Drive

Description: The Bayview Drive project will provide paving and drainage improvements. The project is approximately 0.5 miles in length beginning at Manatee Rd. and continuing north to the existing bridge. Multiple outfall pipes will be plugged, filled and consolidated into a single outfall (constructed by others) at the intersection of Bayview Dr. and Manatee Ave. Drainage structures will be added on Bayview Dr. along a single trunk line to convey stormwater runoff to a single outfall location. The drainage design will locate inlet locations based on a spread analysis and size the system based on a hydraulic analysis.

Schedule:	
Start	October 2014
Completion	November 2015

Project Budget	
Description	Amount
Project Cost	\$ 1,500,000



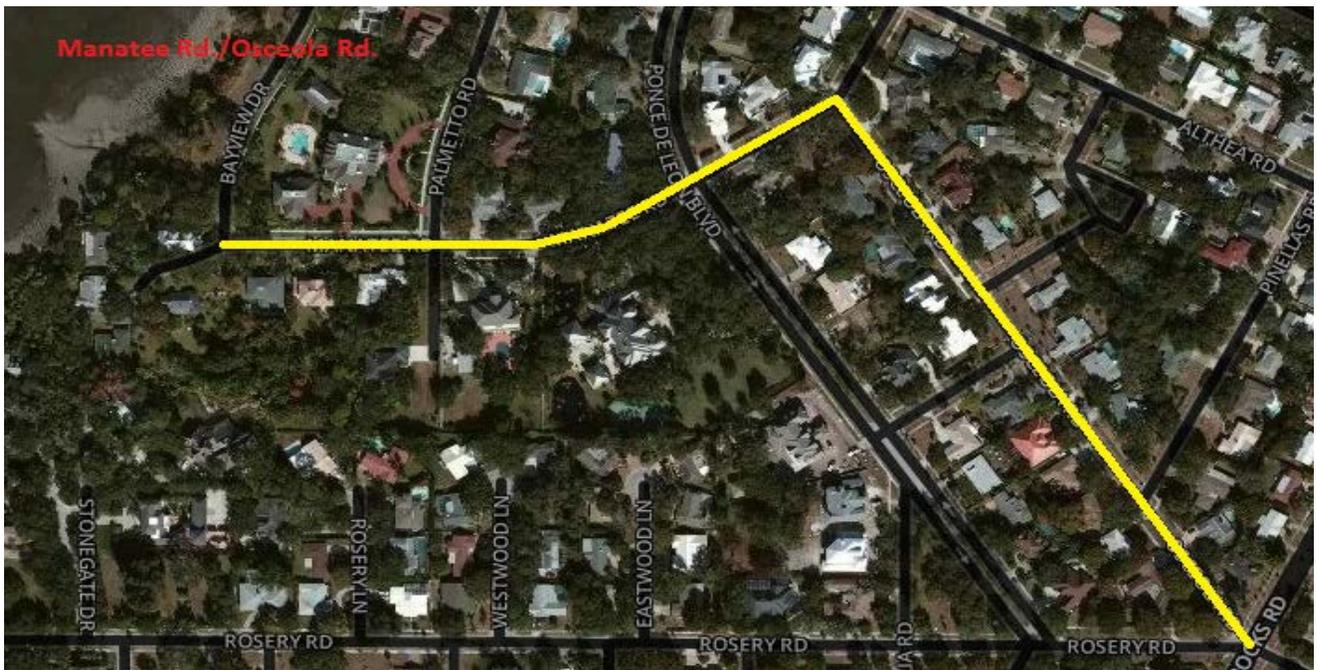
TOWN OF BELLEAIR CAPITAL PROJECTS FUNDS DETAIL OF MAJOR PROJECTS

Project: Manatee Road Project

Description: The Manatee Road project includes rehabilitation of the existing stormwater and roadway system to improve the overall conditions within the limits of this development. As part of the drainage improvements, the existing stormwater conveyance system has been evaluated and as a result of this evaluation additional inlets and pipes have been incorporated into the design to substantially improve overall conditions of the system. The roadway improvements consist of standardization of road width, asphalt milling & resurfacing, full depth pavement reconstruction, curbs and gutters. An underdrain system in areas with high groundwater levels will be installed to improve the durability of the proposed pavement.

Schedule:	
Start	July 2013
Completion	June 2014

Project Budget	
Description	Amount
Project Cost	\$ 1,600,000



TOWN OF BELLEAIR CAPITAL PROJECTS FUNDS DETAIL OF MAJOR PROJECTS

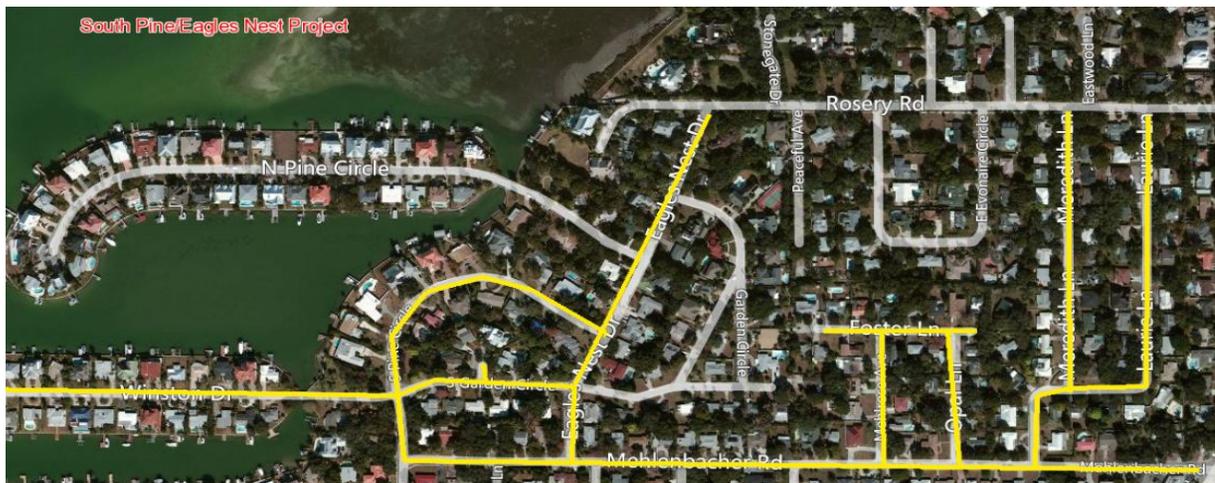
Project: South Pine and Eagles Nest Project

Description: The South Pine and Eagles Nest project includes rehabilitation of the existing stormwater and roadway system to improve the overall condition within the limits of this development. As part of the drainage improvements, several existing outfalls will be removed and consolidated into proposed structures, including Baffle boxes, to provide water quality treatment. The existing stormwater conveyance system has been evaluated and as a result additional inlets and pipes have been incorporated into the system to substantially improve overall conditions of the system. The roadway improvements consist of standardization of road width, asphalt milling & resurfacing, full-depth pavement reconstruction, and curbs & gutters. An underdrain system in areas with high groundwater levels will be installed to improve the durability of the

Schedule:	
Start	September 2012
Completion	November 2013

Project Budget	
Description	Amount
Project Cost	\$ 3,267,420

Belleair Funding Schedule	
2012-13 Expenditure	\$ 2,490,471
2013-14 Budget	\$ 776,946



TOWN OF BELLEAIR CAPITAL PROJECTS FUNDS DETAIL OF MAJOR PROJECTS

Project: Druid Road and Corbett Street Project

Description: The Druid Road and Corbett Street project includes roadway reconstruction and milling & resurfacing. The project also includes the construction of a stormwater collection system with underdrain system, water main replacement, concrete sidewalks and Deco Pave crosswalks.

Schedule:	
Start	April 2013
Completion	February 2014

Project Budget	
Description	Amount
Project Cost	\$ 3,707,561

Belleair Funding Schedule	
2012-13 Expenditure	\$ 2,263,941
2013-14 Budget	\$ 1,443,620



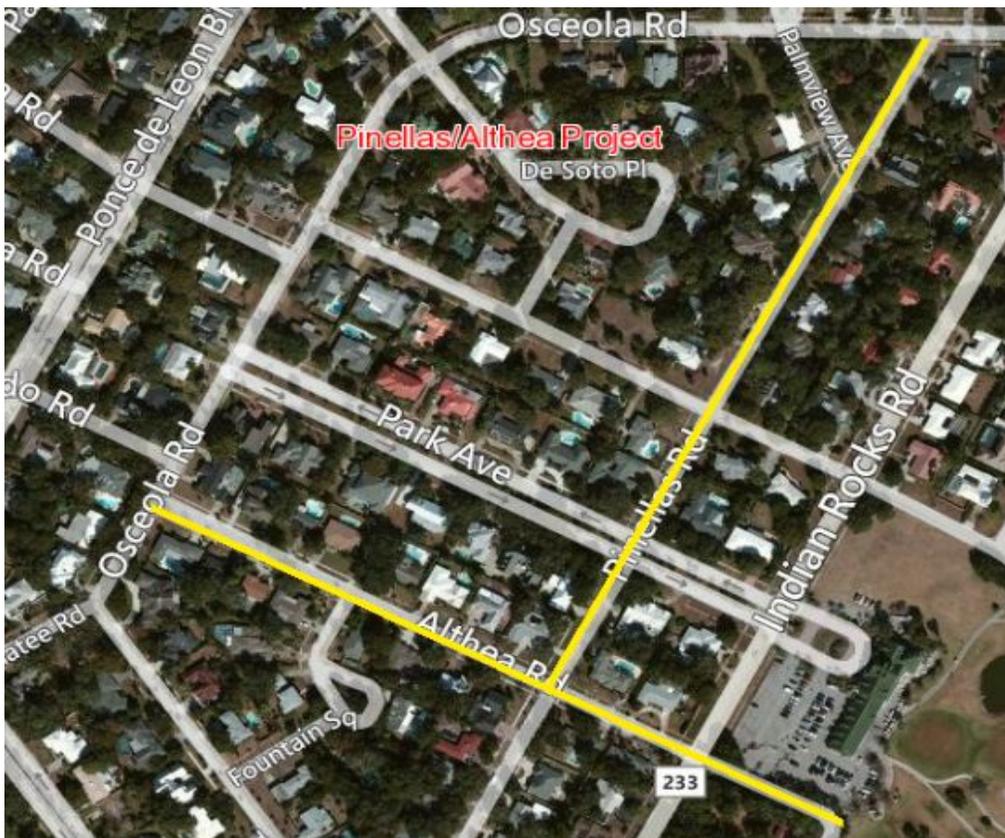
**TOWN OF BELLEAIR
CAPITAL PROJECTS FUNDS
DETAIL OF MAJOR PROJECTS**

Project: Pinellas and Althea Road Project

Description: The Pinellas and Althea Road project will include the roadway reconstruction of Pinellas Rd., Althea Rd, Fountain Square Rd., Osceola Rd., Palm View Ave., and Ponce De Leon Rd. The project includes the construction of a stormwater collection system with drainage system, two- foot water main, curbs and concrete sidewalks.

Schedule:	
Start	April 2014
Completion	February 2015

Project Budget	
Description	Amount
Project Cost	\$ 1,500,000



**TOWN OF BELLEAIR
CAPITAL PROJECTS FUNDS
DETAIL OF MAJOR PROJECTS**

Project: Public Works Building

Description: The Public Works Building project will consist of an administration facility to house the Public Works supervisory staff and a breakroom for the field staff. It also will be the new facility of the Public Works field staffs' workshops and for the Solid Waste Department's vehicle garage.

Schedule:	
Start	May 2013
Administration Building Completion	December 2013

Project Budget	
Description	Amount
Project Cost	\$ 1,668,970
FF&E	\$ 50,000
Total Project	\$ 1,718,970



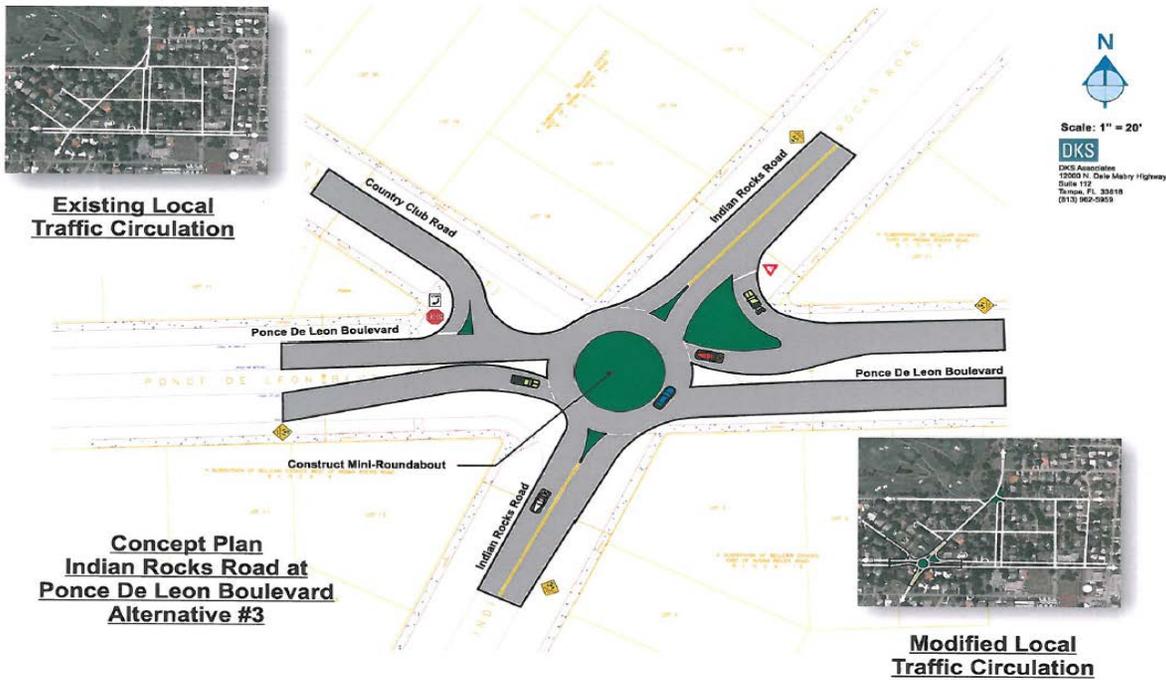
TOWN OF BELLEAIR CAPITAL PROJECTS FUNDS DETAIL OF MAJOR PROJECTS

Project: Ponce de Leon Blvd., Country Club Road, and Indian Rocks Road

Description: The Ponce de Leon Blvd., Country Club Road and Indian Rocks Road Traffic Calming project includes reconstruction of the intersection with a mini-roundabout. The project also includes the construction of a stormwater collection system, concrete sidewalks, water main, utility relocations, crosswalks, traffic signing and marking.

Schedule:	
Start	January 2014
Completion	September 2014

Project Budget	
Description	Amount
Project Cost	\$ 500,000



10 CAPITAL PROJECTS

Available

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Appropriation/ PO #
110 LOCAL GAS OPTION TAX GRANT							
541600 CAPITAL PROJECTS							
58105 TRANSFER TO 305							
			/ /				
		Object Total:		0.00	0.00	175,200.00	175,200.00
		Account Total:		0.00	0.00	175,200.00	175,200.00
		Fund Total:		0.00	0.00	175,200.00	175,200.00
115 GOLF FUND							
541600 CAPITAL PROJECTS							
53151 PROF. SERVICES							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
		Fund Total:		0.00	0.00	0.00	0.00
301 EQUIPMENT REPLACEMENT FUND							
541600 CAPITAL PROJECTS							
58001 TRANSFER OF RESERVES							
			/ /				
		Object Total:		0.00	0.00	147,500.00	147,500.00
58110 TRANSFER TO 401							
			/ /				
		Object Total:		0.00	0.00	9,000.00	9,000.00
58115 TRANSFER TO 001							
			/ /				
		Object Total:		0.00	0.00	32,200.00	32,200.00
58116 TRANSFER TO 402							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	188,700.00	188,700.00
		Fund Total:		0.00	0.00	188,700.00	188,700.00

10 CAPITAL PROJECTS

Available

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Appropriation/ PO #
302 WATER REPAIR, REPLACE & IMPROVEMENT FD. 533100 WATER PLANT IMPROVEMENTS 56679 PLANT IMPROVE.			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541100 MAINS, ROADWAY 56554 WATER LINE REP			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541600 CAPITAL PROJECTS 56579 HYDRANT/MAIN- replacement			/ /				
		Object Total:		0.00	0.00	0.00	0.00
56679 PLANT IMPROVE.			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
		Fund Total:		0.00	0.00	0.00	0.00

10 CAPITAL PROJECTS

							Available
Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Appropriation/ PO #
305 CAPITAL PROJECTS FUND							
529100 RENOVATIONS (TOWN HALL)							
56568 RENOVATIONS							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
535600 WWTP DEMO PROJECT							
53505 WASTEWATER DEMO							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541200 INFRASTRUCTURE IMPROVEMENTS							
56719 SM.ROADWAY PROJ							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541300 CURBS/SIDEWALKS							
56581 Curbs and Sidwalks-Capital Projects							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541400 '03 ROADWAY IMP							
56600 DRAINAGE SYSTEM							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541500 BAYVIEW/MANATEE ROADWAY IMPROVEMENTS							
56606 BAYVIEW/MANATEE							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	0.00	0.00
541600 CAPITAL PROJECTS							
0							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
53140 ENGINEERING							
			/ /				
		Object Total:		0.00	0.00	0.00	0.00

10 CAPITAL PROJECTS

Available

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Appropriation/ PO #
305 CAPITAL PROJECTS FUND								
541600 CAPITAL PROJECTS								
54312 STREET LIGHT								
CL 11580	1 409612	Proj: 105-Install Pedestal for	599838	10/04/13	455.42	10/13	1859 DUKE ENERGY FLORIDA,	11727
CL 11580	2 409612	Proj: 105-Inst. Riser & Pedest	599833	10/04/13	588.35	10/13	1859 DUKE ENERGY FLORIDA,	11728
CL 11753	1 409788	Proj: 105-10/13 street lt main	25	10/31/13	600.00	11/13	128 M.C. DEAN INC.	11962
CL 11856	1 409860	Proj: 105-Service Repair	25-10C007	08/28/13	357.00	11/13	128 M.C. DEAN INC.	12133
CL 11856	2 409860	Proj: 105-Reinstall Serv. Pede	24-10C007	08/28/13	350.00	11/13	128 M.C. DEAN INC.	12132
CL 11966	1 409989	Proj: 105-Annual Street Light	26	11/30/13	600.00	12/13	128 M.C. DEAN INC.	11962
CL 12068	1 410063	Proj: 105-Service to Light Pol	ce011	12/04/13	3,769.00	12/13	128 M.C. DEAN INC.	12365
CL 12153	1 410147	Proj: 105-Pedestal for Street	642228	12/12/13	333.44	1/14	1859 DUKE ENERGY FLORIDA,	12397
CL 12153	2 410147	Proj: 105-Upgrade Riser & pede	642222	12/30/13	593.63	1/14	1859 DUKE ENERGY FLORIDA,	12440
CL 12338	1 410316	Proj: 105-st lt-498 park	677983	01/31/14	327.50	1/14	1859 DUKE ENERGY FLORIDA,	12707
CL 12355	1 410354	Proj: 105-dec 13 Street Light	27	12/20/13	600.00	2/14	128 M.C. DEAN INC.	11962
CL 12355	2 410354	Proj: 105-Annual Street Light	28	01/23/14	600.00	2/14	128 M.C. DEAN INC.	11962
CL 12371	1 410330	Proj: 105-Install Riser & Pede	642215	02/05/14	480.77	2/14	2494 DUKE ENERGY	12737
CL 12380	1 410354	Proj: 105-Re4place Pole & Ligh	10C007-028	02/03/14	1,037.00	2/14	128 M.C. DEAN INC.	12761
CL 12438	1 410405	Proj: 105-Reovmal of OH Wire &	679066	02/07/14	285.17	2/14	1859 DUKE ENERGY FLORIDA,	12816
CL 12585	1 410562	Proj: 105- Street Light Contr	29	02/24/14	600.00	3/14	128 M.C. DEAN INC.	11962
PO 11727	1 10	Proj: 105-Install Pedestal for	/ /	/ /	455.42	10/13	1859 DUKE ENERGY FLORIDA,	
PO 11728	1 10	Proj: 105-Inst. Riser & Pedest	/ /	/ /	588.35	10/13	1859 DUKE ENERGY FLORIDA,	
PO 11962	1 10	Proj: 105-Annual Street Light	/ /	/ /	7,200.00	11/13	128 M.C. DEAN INC.	
PO 12132	1 10	Proj: 105-Reinstall Serv. Pede	/ /	/ /	350.00	11/13	128 M.C. DEAN INC.	
PO 12133	1 10	Proj: 105-Service Repair	/ /	/ /	357.00	11/13	128 M.C. DEAN INC.	
PO 12365	1 10	Proj: 105-Service to Light Pol	/ /	/ /	3,769.00	12/13	128 M.C. DEAN INC.	
PO 12397	1 10	Proj: 105-Pedestal for Street	/ /	/ /	333.44	12/13	1859 DUKE ENERGY FLORIDA,	
PO 12440	1 10	Proj: 105-Upgrade Riser & pede	/ /	/ /	593.63	12/13	1859 DUKE ENERGY FLORIDA,	
PO 12707	1 10	Proj: 105-st lt-498 park	/ /	/ /	327.50	1/14	1859 DUKE ENERGY FLORIDA,	
PO 12737	1 10	Proj: 105-Install Riser & Pede	/ /	/ /	480.77	2/14	2494 DUKE ENERGY	
PO 12761	1 10	Proj: 105-Re4place Pole & Ligh	/ /	/ /	1,037.00	2/14	128 M.C. DEAN INC.	
PO 12816	1 10	Proj: 105-Reovmal of OH Wire &	/ /	/ /	285.17	2/14	1859 DUKE ENERGY FLORIDA,	
		Object Total:			0.00	15,777.28	28,000.00	12,222.72
54683 PARK IMPROVEMENTS								
PO 12686	1 10	Proj: 126-bushings, tees,pvc	/ /	/ /	3,007.48	1/14	1657 FIS OUTDOOR	
PO 12756	1 10	Proj: 126-benches,receptacles	/ /	/ /	6,007.20	2/14	2785 WABASH VALLEY	
		Object Total:			0.00	9,014.68	36,000.00	26,985.32
54684 PARK (HUNTER)								
		Object Total:			0.00	0.00	0.00	0.00
54734 ORANGE AVE/FAIRVIEW AVE								
		Object Total:			0.00	0.00	0.00	0.00

10 CAPITAL PROJECTS

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305 CAPITAL PROJECTS FUND								
541600 CAPITAL PROJECTS								
54920 MASTER-LANDSCAPE-PLANNING								
			Object Total:		0.00	0.00	0.00	0.00
54921	PAVEMENT MGMT							
CL 12363	1	410382	Proj: 130-Professional Service	0176305	01/21/14	2,645.00	2/14 2712 VANASSE HANGEN	12124
CL 12630	1	410580	Proj: 130-Professional Service	0177535	02/20/14	9,657.00	3/14 2712 VANASSE HANGEN	12124
PO 12124	1	10	Proj: 130-Professional Service		/ /	26,690.00	11/13 2712 VANASSE HANGEN	
			Object Total:		0.00	26,690.00	30,000.00	3,310.00
55201 DESIGNATED ITEM								
			Object Total:		0.00	0.00	0.00	0.00
55223 TRAF CONT EQUIP								
			Object Total:		0.00	0.00	12,000.00	12,000.00
56436 ROADWAY MAINS								
			Object Total:		0.00	0.00	0.00	0.00
56502 TELECOMMUNICATIONS SYSTEM								
CC 502	1		Proj: 127-patch cables	1992	11/18/13	77.54	11/13 1906 WRIGHT EXPRESS	J SPAR
CC 552	1		Proj: 127-ethernet cables	1992	02/04/14	100.80	2/14 1906 WRIGHT EXPRESS	J MURP
CL 11813	1	409871	Proj: 127-Aerial Fiber run Tow	12960-1003	11/13/13	14,315.00	11/13 2655 Precision Contracting	11591
CL 11911	1	409939	Proj: 127-8 port analog gatewa	MS95132	11/20/13	1,957.07	12/13 2698 MYRIAD COMPUTERS	12063
CL 11932	1	409939	Proj: 127-shoretel small bus p	MS95111	12/01/13	19,986.50	12/13 2698 MYRIAD COMPUTERS	11941
CL 11932	2	409939	Proj: 127-implementation srvc	MS95111	12/01/13	10,695.00	12/13 2698 MYRIAD COMPUTERS	11941
CL 11933	1	409940	Proj: 127-gbic,s switches	1200222764	11/26/13	2,811.05	12/13 1345 NEWEGG.COM	12161
CL 12064	1	410049	Proj: 127-telecom project	5313600	12/05/13	238.77	12/13 40 HOME DEPOT CREDIT	12375
CL 12075	1	410087	Proj: 127-phone	9000772133	12/06/13	107.95	12/13 198 TIGER DIRECT INC.	12377
CL 12099	1	410125	Proj: 127-supplies for project	9000077767	12/18/13	96.71	12/13 198 TIGER DIRECT INC.	12396
CL 12170	1	410178	Proj: 127-4cisco	1200252838	12/18/13	645.82	1/14 1345 NEWEGG.COM	12545
CL 12510	1	410437	Proj: 127-shore tel phone kit	MS95312	02/18/14	534.13	2/14 2698 MYRIAD COMPUTERS	12681
CL 12518	1	410510	Proj: 127-shore-tel ip phone	MS95214	12/19/13	1,298.26	2/14 2698 MYRIAD COMPUTERS	12343
CL 12518	2	410510	Proj: 127-wall mount kit	MS95214	12/19/13	112.70	2/14 2698 MYRIAD COMPUTERS	12343
CL 12518	3	410510	Proj: 127-freight charges	MS95214	12/19/13	50.00	2/14 2698 MYRIAD COMPUTERS	12343
PO 11591	1	10	Proj: 127-Aerial Fiber run Tow		/ /	14,315.00	10/13 2655 Precision Contracting	
PO 11941	1	10	Proj: 127-shoretel small bus p		/ /	19,986.50	11/13 2698 MYRIAD COMPUTERS	
PO 11941	2	10	Proj: 127-implementation srvc		/ /	10,695.20	11/13 2698 MYRIAD COMPUTERS	
PO 12063	1	10	Proj: 127-8 port analog gatewa		/ /	1,948.44	11/13 2698 MYRIAD COMPUTERS	
PO 12161	1	10	Proj: 127-gbic,s switches		/ /	2,811.05	11/13 1345 NEWEGG.COM	
PO 12343	1	10	Proj: 127-shore-tel ip phone		/ /	1,298.26	12/13 2698 MYRIAD COMPUTERS	
PO 12343	2	10	Proj: 127-wall mount kit		/ /	112.70	12/13 2698 MYRIAD COMPUTERS	
PO 12375	1	10	Proj: 127-telecom project		/ /	238.77	12/13 40 HOME DEPOT CREDIT	
PO 12377	1	10	Proj: 127-phone		/ /	107.95	12/13 198 TIGER DIRECT INC.	
PO 12396	1	10	Proj: 127-supplies for project		/ /	96.71	12/13 198 TIGER DIRECT INC.	
PO 12545	1	10	Proj: 127-4cisco		/ /	645.82	1/14 1345 NEWEGG.COM	
PO 12681	1	10	Proj: 127-shore tel phone kit		/ /	519.13	1/14 2698 MYRIAD COMPUTERS	

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305 CAPITAL PROJECTS FUND							
541600 CAPITAL PROJECTS							
56502 TELECOMMUNICATIONS SYSTEM							
			/ /				
		Object Total:		0.00	53,027.30	55,807.11	2,779.81
56517	ROSEY RD LINES						
CL 12291 2 410271	Proj: 115-Rosery Rd proj 115	1180239	11/01/13	6,449.39	1/14	1407 ATKINS NORTH AMERICA,	11985
PO 11985 1 10	Proj: 115-Rosery Rd proj 115		/ /	41,094.46	11/13	1407 ATKINS NORTH AMERICA,	
			/ /				
		Object Total:		0.00	41,094.46	41,100.00	5.54
56524	BELLEAIR CREEK						
			/ /				
		Object Total:		0.00	0.00	150,000.00	150,000.00
56554	WATER LINE REP						
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
56569	STREETS-INTERSECTION IMPROVEMENTS						
CL 12619 1 410558	Proj: 124-Copies	295081	03/04/14	34.70	3/14	45 JIFFY REPROGRAPHICS,	13058
PO 12122 1 10	Proj: 124-PO Indian Rocks/Ponc		/ /	537,887.90	11/13	1896 CALADESI CONSTRUCTION	
PO 13058 1 10	Proj: 124-Copies		/ /	34.70	3/14	45 JIFFY REPROGRAPHICS,	
			/ /				
		Object Total:		0.00	537,922.60	500,000.00	-37,922.60
56579	HYDRANT/MAIN- replacement						
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
56581	Curbs and Sidwalks-Capital Projects						
			/ /				
		Object Total:		0.00	0.00	100,000.00	100,000.00
56600	DRAINAGE SYSTEM						
			/ /				
		Object Total:		0.00	0.00	0.00	0.00
56606	BAYVIEW/MANATEE						
CL 11590 1 409624	Proj: 102-manatee/osceola rd	3	09/25/13	213,886.80	10/13	2474 GIBBS & REGISTER,	11749
CL 11953 1 409973	Proj: 102-manatee/osceola rd	4	12/04/13	214,396.00	12/13	2474 GIBBS & REGISTER,	11749
CL 11975 1 410000	Proj: 102-eng bayview-102	004	10/28/13	27,259.60	12/13	2131 RS & H, REYNOLDS,	11988
CL 12039 1 410013	Proj: 102-ap id no. 687748	687748	12/11/13	182.00	12/13	297 SOUTHWEST FLORIDA	12302
CL 12071 1 410072	Proj: 102-Manatee Rd./Osceola	0024644	09/30/13	9,067.50	12/13	2429 PROFESSIONAL SERVICE	12370
CL 12071 2 410072	Proj: 102-Manatee Rd./Osceola	251448	10/31/13	9,930.00	12/13	2429 PROFESSIONAL SERVICE	12370
CL 12071 3 410072	Proj: 102-Manatee Rd./Osceola	256775	11/30/13	5,300.00	12/13	2429 PROFESSIONAL SERVICE	12370
CL 12299 1 410294	Proj: 102-manatee/osceola rd	5	12/19/13	365,434.66	1/14	2474 GIBBS & REGISTER,	11749
CL 12393 1 410377	Proj: 102-Consulting Services	99751	01/03/14	4,585.48	2/14	200 TBE GROUP, INC.	12763
CL 12480 2 410463	Proj: 102-Postage	3899	12/18/13	23.85	2/14	156 THE UPS STORE	12840
CL 12495 1 410447	Proj: 102-Manatee Rd./Osceola	00265227	12/31/13	4,650.00	2/14	2429 PROFESSIONAL SERVICE	12370
CL 12576 1 410543	Proj: 102-Install UR Ped.-217	680755	02/28/14	491.00	3/14	1859 DUKE ENERGY FLORIDA,	12949
CL 12627 1 410576	Proj: 102-Engineering Services	99802	02/19/14	5,421.63	3/14	200 TBE GROUP, INC.	13080
PO 11749 1 10	Proj: 102-manatee/osceola rd		/ /	1,631,040.14	10/13	2474 GIBBS & REGISTER,	
PO 11987 1 10	Proj: 102-Manatee-proj 102		/ /	2,335.00	11/13	2429 PROFESSIONAL SERVICE	
PO 11988 1 10	Proj: 102-eng bayview-102		/ /	50,455.08	11/13	2131 RS & H, REYNOLDS,	

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305 CAPITAL PROJECTS FUND								
541600 CAPITAL PROJECTS								
56606 BAYVIEW/MANATEE								
PO 11989	1	10	Proj: 102-bayview design 102	/ /	19,966.50	11/13	2131 RS & H, REYNOLDS,	
PO 12302	1	10	Proj: 102-Bayview Dr. Project	/ /	182.00	12/13	297 SOUTHWEST FLORIDA	
PO 12370	1	10	Proj: 102-Manatee Rd./Osceola	/ /	34,130.00	12/13	2429 PROFESSIONAL SERVICE	
PO 12763	1	10	Proj: 102-Consulting Services	/ /	4,585.48	2/14	200 TBE GROUP, INC.	
PO 12840	1	10	Proj: 102-Postage	/ /	23.85	2/14	156 THE UPS STORE	
PO 12949	1	10	Proj: 102-Install UR Ped.-217	/ /	491.00	2/14	1859 DUKE ENERGY FLORIDA,	
PO 13080	1	10	Proj: 102-Engineering Services	/ /	5,421.63	3/14	200 TBE GROUP, INC.	
				/ /				
			Object Total:		0.00	1,746,343.38	3,100,000.00	1,353,656.62
56679 PLANT IMPROVE.								
				/ /				
			Object Total:		0.00	0.00	0.00	0.00
56701 SOUTH PINE/EAGLES NEST								
CL 11542	1	409579	Proj: 111-irrigation design-wi 2677	09/29/13	750.00	10/13	1435 COPLEY DESIGN	11706
CL 11559	1	409611	Proj: 111-winston/s garden 100813	10/08/13	2,024.00	10/13	2630 THE GROVES PALM	11707
CL 11798	1	409824	Proj: 111-eagles nest rdwy 10	09/26/13	132,717.75	11/13	2140 AJAX PAVING	11931
CL 12291	1	410271	Proj: 111-Eagles nest 111 1177475	09/23/13	3,706.30	1/14	1407 ATKINS NORTH AMERICA,	11986
PO 11706	1	10	Proj: 111-irrigation design-wi	/ /	750.00	10/13	1435 COPLEY DESIGN	
PO 11707	1	9	Proj: 111-winston/s garden	/ /	2,024.00	10/13	2630 THE GROVES PALM	
PO 11931	1	10	Proj: 111-eagles nest rdwy	/ /	753,589.51	11/13	2140 AJAX PAVING	
PO 11986	1	10	Proj: 111-Eagles nest 111	/ /	26,128.91	11/13	1407 ATKINS NORTH AMERICA,	
				/ /				
			Object Total:		0.00	782,492.42	779,720.00	-2,772.42
56708 OLEANDER ROAD								
CL 11626	1	409645	Proj: 113-FINAL SETTLEMENT AGREEMENT	10/09/13	33,750.00	10/13	1654 ASPHALT ENGINEERING	11802
PO 11802	1	10	Proj: 113-FINAL SETTLEMENT	/ /	33,750.00	10/13	1654 ASPHALT ENGINEERING	
				/ /				
			Object Total:		0.00	33,750.00	33,750.00	0.00
56709 OSCEOLA ROAD								
CL 12370	1	410329	Proj: 129-Engineering Services 138497	01/24/14	29,197.94	2/14	2713 DRMP, INC.	12130
CL 12612	1	410542	Proj: 129-Engineering Services 0138679	02/19/14	34,493.51	3/14	2713 DRMP, INC.	12130
PO 12130	1	10	Proj: 129-Engineering Services	/ /	245,659.00	11/13	2713 DRMP, INC.	
				/ /				
			Object Total:		0.00	245,659.00	150,000.00	-95,659.00
56718 RECLAIM-WAT-SYS								
				/ /				
			Object Total:		0.00	0.00	0.00	0.00
56719 SM.ROADWAY PROJ								
CL 12431	1	410394	Proj: 109-Treatment 17691	01/13/14	485.00	2/14	365 BLUE WATER AQUATICS	12839
JV 1205	2		To correct expend. 001 to 305	/ /	2,983.00	12/13		
PO 12759	1	10	Proj: 109-TV Inspection & Clea	/ /	19,236.00	2/14	2789 LAYNE INLINER	
PO 12839	1	10	Proj: 109-Treatment	/ /	485.00	2/14	365 BLUE WATER AQUATICS	
				/ /				
			Object Total:		0.00	22,704.00	50,000.00	27,296.00

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305 CAPITAL PROJECTS FUND								
541600 CAPITAL PROJECTS								
56730 BELLEVIEW WIDENING								
			Object Total:	/ /	0.00	0.00	0.00	0.00
56731 HAROLDS LAKE								
			Object Total:	/ /	0.00	0.00	0.00	0.00
56732 DRUID RD PROJECT								
CL	11615	1 409653	Proj: 116-40 x 10 schedule	7022276	10/14/13	51.12	10/13	40 HOME DEPOT CREDIT 11798
CL	11698	1 409731	Proj: 116-druid/corbett-116	9	10/31/03	170,522.91	11/13	1375 KEYSTONE EXCAVATORS, 11940
CL	11769	1 409806	Proj: 116-brass letters	8734	10/30/13	410.00	11/13	2701 SIGNATURE SIGNS INC. 12031
CL	12093	1 410114	Proj: 116-druid/corbett-116	11	12/09/13	277,006.09	12/13	1375 KEYSTONE EXCAVATORS, 11940
CL	12218	1 410219	Proj: 116-Purchase Order-2 Amb	WR 653309	01/10/14	569.61	1/14	1859 DUKE ENERGY FLORIDA, 12538
CL	12353	1 410349	Proj: 116-druid/corbett-116	12	01/31/14	429,277.19	2/14	1375 KEYSTONE EXCAVATORS, 11940
CL	12439	1 410401	Proj: 116-druid add-116	2013-165E	12/30/13	125.00	2/14	26 DEUEL & ASSOCIATES 11990
CL	12577	2 410543	Proj: 116-9x14 Ped for Meter	682923	02/28/14	463.75	3/14	1859 DUKE ENERGY FLORIDA, 12948
CL	12602	1 410561	Proj: 116-druid/corbett-116	13	01/31/14	239,375.37	3/14	1375 KEYSTONE EXCAVATORS, 11940
PO	11622	1 10	Proj: 116-Change Order No. 1		/ /	100,000.00	10/13	1375 KEYSTONE EXCAVATORS,
PO	11798	1 10	Proj: 116-40 x 10 schedule		/ /	51.12	10/13	40 HOME DEPOT CREDIT
PO	11940	1 10	Proj: 116-druid/corbett-116		/ /	1,429,775.99	11/13	1375 KEYSTONE EXCAVATORS,
PO	11990	1 10	Proj: 116-druid add-116		/ /	11,762.50	11/13	26 DEUEL & ASSOCIATES
PO	11991	1 10	Proj: 116-druid/corbett-116		/ /	2,077.75	11/13	26 DEUEL & ASSOCIATES
PO	12031	1 10	Proj: 116-brass letters		/ /	410.00	11/13	2701 SIGNATURE SIGNS INC.
PO	12538	1 10	Proj: 116-Purchase Order-2 Amb		/ /	569.61	1/14	1859 DUKE ENERGY FLORIDA,
PO	12948	1 10	Proj: 116-9x14 Ped for Meter		/ /	463.75	2/14	1859 DUKE ENERGY FLORIDA,
			Object Total:	/ /	0.00	1,545,110.72	1,443,620.00	-101,490.72
56733 PINELLAS/ALTHEA PROJECT								
PO	11576	1 10	Proj: 118-Purchase Order -Outf		/ /	19,100.00	10/13	26 DEUEL & ASSOCIATES
PO	11992	1 10	Proj: 118-althea rd-118		/ /	2,053.25	11/13	26 DEUEL & ASSOCIATES
PO	12742	1 10	Proj: 118-Consulting Services		/ /	7,975.00	2/14	2361 MCKIM & CREED
			Object Total:	/ /	0.00	29,128.25	1,500,000.00	1,470,871.75
56734 ORANGE AVE/FAIRVIEW RD.								
			Object Total:	/ /	0.00	0.00	0.00	0.00
56735 PALM AND PINELAND								
			Object Total:	/ /	0.00	0.00	0.00	0.00
56736 PW DESIGN BUILD								
CC	513	1	Proj: 121-tv for new pub wrks	1843	11/25/13	427.99	12/13	1906 WRIGHT EXPRESS PLOPEZ
CC	514	1	Proj: 121-tv for new pw bldg	1843	12/25/13	427.99	12/13	1906 WRIGHT EXPRESS J SPAR
CC	515	1	Proj: 121-tv for new pw bldg	1843	11/25/13	427.99	12/13	1906 WRIGHT EXPRESS J MURP
CC	524	1	Proj: 121-Coffee Makers, etc..	2049	12/17/13	86.04	1/14	1906 WRIGHT EXPRESS PLOPEZ
CC	525	1	Proj: 121-Scissors & Ribbon	2077	12/12/13	11.99	1/14	1906 WRIGHT EXPRESS PLOPEZ
CC	526	1	Proj: 121-Two Cakes	2664	12/16/13	120.61	1/14	1906 WRIGHT EXPRESS PLOPEZ
CC	527	1	Proj: 121-Paper Plates, Napkin	2757	12/12/13	23.23	1/14	1906 WRIGHT EXPRESS PLOPEZ

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305 CAPITAL PROJECTS FUND								
541600 CAPITAL PROJECTS								
56736 PW DESIGN BUILD								
CC	528	1	Proj: 121-Gift Card for Christ	40	12/17/13	25.00	1/14 1906 WRIGHT EXPRESS	PLOPEZ
CC	529	1	Proj: 121-Gift Card for Lunche	2664	12/17/13	25.00	1/14 1906 WRIGHT EXPRESS	PLOPEZ
CC	533	1	Proj: 121-Brackets For TV	1977	12/09/13	130.66	1/14 1906 WRIGHT EXPRESS	PLOPEZ
CC	546	1	Proj: 121-Picture & Frame	2769	11/01/04	184.47	1/14 1906 WRIGHT EXPRESS	PLOPEZ
CC	568	1	Proj: 121-Wall Clock	2815	02/18/14	49.99	3/14 1906 WRIGHT EXPRESS	PLOPEZ
CI	89	1	Proj: 121-returned shower rod	2103942	12/18/13	25.96	1/14 40 HOME DEPOT CREDIT	
CI	91	1	Proj: 121-rt shower rings, rod	14598	12/18/13	13.47	1/14 92 HAMMERHEAD'S HARDWARE	
CL	11696	1	409700 Proj: 121-pub works building	5	09/30/13	355,462.25	11/13 2244 DAVID NELSON	11930
CL	11800	1	409834 Proj: 121-pub works building	6	11/06/13	288,968.87	11/13 2244 DAVID NELSON	11930
CL	12042	1	410036 Proj: 121-8831236614-WMIS 6502	650257	12/17/13	469.36	12/13 1859 DUKE ENERGY FLORIDA,	12301
CL	12158	1	410159 Proj: 121-Frig.	4103221	11/26/13	577.59	1/14 40 HOME DEPOT CREDIT	12533
CL	12217	1	410214 Proj: 121-pub works building	7	12/26/13	304,483.69	1/14 2244 DAVID NELSON	11930
CL	12223	1	410233 Proj: 121-Shower Curtin Rod	n 2013807	12/18/13	15.16	1/14 40 HOME DEPOT CREDIT	12570
CL	12223	3	410233 Proj: 121-Misc.	1010575	01/08/14	23.66	1/14 40 HOME DEPOT CREDIT	12568
CL	12223***	410233	Proj: 121-returned shower rod	2103942	12/18/13	-25.96	1/14 40 HOME DEPOT CREDIT	
CL	12224	1	410234 Proj: 121-Hard Hat Key Chains	58681	12/03/13	230.00	1/14 44 IMAGE DEPOT	12564
CL	12273***	410232	Proj: 121-rt shower rings, rod	14598	12/18/13	-13.47	1/14 92 HAMMERHEAD'S HARDWARE	
CL	12294	1	410284 Proj: 121-Office Furniture	1	01/22/14	39,687.80	1/14 2244 DAVID NELSON	11574
CL	12339	1	410318 Proj: 121-Roll Off	170677	12/07/13	375.00	2/14 16 ANGELO'S RECYCLED	12703
CL	12344	1	410326 Proj: 121-install data cabling	1	01/22/14	8,273.60	2/14 2244 DAVID NELSON	12700
CL	12444	1	410410 Proj: 121-Irrigation System	3199116-00	12/13/13	940.77	2/14 1657 FIS OUTDOOR	12720
CL	12444	2	410410 Proj: 121-sc	12914-99	01/29/14	14.11	2/14 1657 FIS OUTDOOR	12720
CL	12452	1	410420 Proj: 121-Cans & Dolly	9126815753	12/18/13	105.98	2/14 359 HD SUPPLY FACILITIES	12719
CL	12452	2	410420 Proj: 121-Waste Baskets	9126919921	12/26/13	63.92	2/14 359 HD SUPPLY FACILITIES	12712
CL	12453	1	410421 Proj: 121-Window Shades	22492	01/20/14	3,633.00	2/14 2656 HILES CURTAIN	12162
CL	12456	1	410427 Proj: 121-Print	293818	01/30/14	81.00	2/14 45 JIFFY REPROGRAPHICS,	12841
CL	12467	9	410440 Printers & Cartidges	1646362970	01/07/14	487.96	2/14 55 OFFICE DEPOT	12829
PO	11574	1	10 Proj: 121-Office Furniture	/ /	/ /	39,687.80	10/13 2244 DAVID NELSON	
PO	11930	1	10 Proj: 121-pub works building	/ /	/ /	1,066,792.82	11/13 2244 DAVID NELSON	
PO	12162	1	10 Proj: 121-Window Shades	/ /	/ /	3,633.00	11/13 2656 HILES CURTAIN	
PO	12301	1	10 Proj: 121-Relocate Down GUYS f	/ /	/ /	469.36	12/13 1859 DUKE ENERGY FLORIDA,	
PO	12533	1	10 Proj: 121-Frig.	/ /	/ /	577.59	1/14 40 HOME DEPOT CREDIT	
PO	12564	1	10 Proj: 121-Hard Hat Key Chains	/ /	/ /	230.00	1/14 44 IMAGE DEPOT	
PO	12568	1	10 Proj: 121-Misc.	/ /	/ /	25.32	1/14 40 HOME DEPOT CREDIT	
PO	12570	1	10 Proj: 121-Shower Curtin Rod	/ /	/ /	16.23	1/14 40 HOME DEPOT CREDIT	
PO	12700	1	10 Proj: 121-install data cabling	/ /	/ /	9,192.89	1/14 2244 DAVID NELSON	
PO	12703	1	10 Proj: 121-Roll Off	/ /	/ /	375.00	1/14 16 ANGELO'S RECYCLED	
PO	12712	1	10 Proj: 121-Waste Baskets	/ /	/ /	63.92	2/14 359 HD SUPPLY FACILITIES	
PO	12719	1	10 Proj: 121-Cans & Dolly	/ /	/ /	105.98	2/14 359 HD SUPPLY FACILITIES	
PO	12720	1	10 Proj: 121-Irrigation System	/ /	/ /	940.77	2/14 1657 FIS OUTDOOR	
PO	12780	1	10 Proj: 121-Construction Work	/ /	/ /	7,378.16	2/14 2244 DAVID NELSON	
PO	12829	1	10 Printers & Cartidges	/ /	/ /	487.96	2/14 55 OFFICE DEPOT	
PO	12841	1	10 Proj: 121-Print	/ /	/ /	81.00	2/14 45 JIFFY REPROGRAPHICS,	
PO	12994	1	10 Proj: 121-Street Light Poles	/ /	/ /	6,640.00	2/14 2236 JAG LIGHTING	
RQ	13939	1	8 Proj: 121-Transmitters	/ /	/ /	125.00	3/14 2822 GOOD NEIGHBOR FENCE	

10 CAPITAL PROJECTS

Available

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Appropriation/ PO #
305 CAPITAL PROJECTS FUND							
541600 CAPITAL PROJECTS							
56736 PW DESIGN BUILD							
RQ 13941 1 10	Proj: 121-Brace & Relocate Guy		/ /	956.35	3/14	2494 DUKE ENERGY	
			/ /				
	Object Total:			0.00	1,140,027.21	1,728,162.89	588,135.68
56737 GOLF COURSE PURCHASE							
			/ /				
	Object Total:			0.00	0.00	0.00	0.00
58115 TRANSFER TO 001							
			/ /				
	Object Total:			0.00	0.00	200,000.00	200,000.00
58119 TRANS-SUNTRUST							
CL 11459 1 409510	BOND PAYMENT	091113	09/11/13	520,500.01	10/13	2453 BB&T GOVERNMENTAL	11567
PO 11567 1 10	BOND PAYMENT		/ /	520,500.01	10/13	2453 BB&T GOVERNMENTAL	
			/ /				
	Object Total:			0.00	520,500.01	715,000.00	194,499.99
	Account Total:			0.00	6,749,241.31	10,653,160.00	3,903,918.69
	Fund Total:			0.00	6,749,241.31	10,653,160.00	3,903,918.69
403 ENTERPRISE-WASTEWATER MANAGEMENT							
535000 WASTEWATER MANAGEMENT							
53170 Line relocations							
CL 11972 1 409996	ww 10/13	10 2013	10/30/13	131,378.08	12/13	234 PINELLAS COUNTY	12237
CL 11972 2 409996	ww 11/13	11 2013	11/30/13	85,952.21	12/13	234 PINELLAS COUNTY	12237
CL 12113 1 410118	11/13 additional pymt	123013	12/30/13	499.00	12/13	234 PINELLAS COUNTY	12458
CL 12259 1 410245	ww, december 2013	12 2013	12/30/13	88,093.47	1/14	234 PINELLAS COUNTY	12610
CL 12385 1 410363	ww 01/14-rtes 11-31	01 2014	01/30/14	80,627.67	2/14	234 PINELLAS COUNTY	12779
CL 12638 1 410568	ww-Feb 2014	feb 2014	03/06/14	87,352.57	3/14	234 PINELLAS COUNTY	13095
PO 12237 1 7	ww 10/13		/ /	131,378.08	12/13	234 PINELLAS COUNTY	
PO 12237 2 7	ww 11/13		/ /	85,952.21	12/13	234 PINELLAS COUNTY	
PO 12458 1 6	11/13 additional pymt		/ /	499.00	12/13	234 PINELLAS COUNTY	
PO 12610 1 6	ww, december 2013		/ /	88,093.47	1/14	234 PINELLAS COUNTY	
PO 12779 1 7	ww 01/14-rtes 11-31		/ /	80,627.67	2/14	234 PINELLAS COUNTY	
PO 13095 1 7	ww-Feb 2014		/ /	87,352.57	3/14	234 PINELLAS COUNTY	
			/ /				
	Object Total:			0.00	473,903.00	0.00	-473,903.00
54100 TELEPHONE							
			/ /				
	Object Total:			0.00	0.00	0.00	0.00
54900 BAD DEBT							
			/ /				
	Object Total:			0.00	0.00	0.00	0.00

10 CAPITAL PROJECTS

Available

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Appropriation/ PO #
403 ENTERPRISE-WASTEWATER MANAGEMENT							
535000 WASTEWATER MANAGEMENT							
59900 DEPRECIATION			/ /				
		Object Total:		0.00	0.00	0.00	0.00
59905 FEES-FINANCE			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	473,903.00	0.00	-473,903.00
541600 CAPITAL PROJECTS							
54303 SEWER			/ /				
		Object Total:		0.00	0.00	750,000.00	750,000.00
58105 TRANSFER TO 305			/ /				
		Object Total:		0.00	0.00	0.00	0.00
58110 TRANSFER TO 401			/ /				
		Object Total:		0.00	0.00	0.00	0.00
58116 TRANSFER TO 402			/ /				
		Object Total:		0.00	0.00	0.00	0.00
		Account Total:		0.00	0.00	750,000.00	750,000.00
		Fund Total:		0.00	473,903.00	750,000.00	276,097.00
		Orgn Total:		0.00	7,223,144.31	11,767,060.00	4,543,915.69

Summary

To: Finance Board
From Micah Maxwell, Town Manager
Subject: Role of the Finance Board
Date: 03/6/2014

Summary: As part of the Commission's annual review of its policies and procedures, staff is reviewing the role of citizen boards as it relates to town business and looking to make changes if needed.

Previous Board Action: None

Background/Problem Discussion: The town has not recently reviewed the roles and duties of the different citizen boards in the town. Staff is attempting to do that now and has gathered the documents that provide various duties and responsibilities for the finance board. |

Resolution 95-15 – This resolution identifies the main duties and responsibilities of the finance board, which are listed below.

1. Make recommendations to the Commission on the matters below;
2. Review and analyze the present and future financial needs of the Town;
3. Make recommendations to the Town Commission relative to both short and long range fiscal planning;
4. Conduct surveys and fact-finding studies as requested by the Town Commission;

Financial Management Policies – The Strategic Financial Plan section of the Financial Management Policies provide the finance board the following duty.

1. Review Financial Management Policies annually; **Historically, these have not been reviewed annually, but the board has had a hand in the generation of new financial policies and the amendment of existing financial policies.**

Resolution 95-13 – This resolution identifies the role of the board advisor to the commission.

1. Serve as Chair pro-tem when necessary;
2. Keep the Board informed of Town matters that are related to the duties and responsibilities of the Board;
3. Is the instrument through which the Board asks for assistance or guidance from the Commission;
4. Shall not vote, hold office nor actively participate in the decision making process of the Board.

Alternative/Options:

1. Recommend changes to resolution 95-15 or the Financial Management Policies on the role of the board to the commission

2. Do nothing

Financial Implications: N/A

Proposed Motion: None

RESOLUTION NO. 95-15

A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
RE-ESTABLISHING THE FINANCE BOARD, AND SETTING
FORTH ITS DUTIES AND RESPONSIBILITIES.

WHEREAS, the Town Commission has adopted Resolution No. 95-13, which prescribes the procedural Rules and Regulations for all Advisory Boards and Regulatory Boards of the Town; and

WHEREAS, the Town Commission now deems it in the best interest of the Town also to adopt a new resolution amending and restating the substantive Duties and Responsibilities of the Finance Board;

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

Section I. That the Finance Board is hereby re-established to serve in an advisory capacity, to make recommendations to the Commission on matters set forth herein. The substantive duties and responsibilities of the Finance Board shall be governed by the following provisions:

- (a) The Finance Board shall continually review and analyze the present and future financial needs of the Town and shall report its factual findings to the Town Manager, in writing, who in turn shall furnish all such reports to the Town Commission.
- (b) All recommendations by the Finance Board for action by the Town shall be made by the Chairman of the Board, or his or her designee, directly to the Town Commission. Such recommendation shall be in writing, and may also be presented orally to the Commission at a scheduled Commission meeting.
- (c) The Finance Board shall, when it deems appropriate, make recommendations to the Town Commission relative to both short and long range fiscal planning.
- (d) The Finance Board shall conduct surveys and fact-finding studies as requested by the Town Commission and/or Mayor, and report thereon as set forth in paragraph (a) above.

Section II. That Resolutions No. 80-12 and 89-9 are hereby repealed in their entirety, and all other Resolutions or parts of Resolutions in conflict with Section I above also are to the extent of such conflict hereby repealed.

Section III. The procedural Rules and Regulations of Resolution 95-13 shall apply to the Finance Board.

PASSED AND ADOPTED by the Town Commission of the Town of Belleair, Florida, this 16th day May, A.D., 1995.



MAYOR

ATTEST:


TOWN CLERK

and operation of his department. All department heads shall comply with such administrative policies and procedures as may be established by the commission for the manager.
(Ord. No. 227, § 23, 10-28-80/12-2-80)

ARTICLE IV. FINANCE*

Sec. 4.01. Fiscal year.

The fiscal year of the town shall begin on the first day of October and end on the last day of September of the following year, or as provided by state law.
(Ord. No. 227, §§ 26, 27, 10-28-80/12-2-80)

State law reference—Fiscal year mandated, F.S. §§ 166.241, 218.33.

Sec. 4.02. Submission of budget and budget message.

No later than sixty (60) days prior to October first of each year, the manager shall submit to the commission a budget for the ensuing fiscal year and an accompanying message.

State law reference—Budget adoption procedure, F.S. ch. 205.

Sec. 4.03. Budget message.

The manager's message shall explain the budget both in fiscal terms and in terms of the work program. It shall outline the proposed financial policies of the town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the town's debt position, any accumulated funds, and include such other materials as the manager deems desirable.

If the ad valorem rateables are not available from the county tax assessor and limits imposed by the state legislature are subject to change, then the best estimates of these factors should be used.

(Ord. No. 227, §§ 26, 28, 10-28-80/12-2-80)

Sec. 4.04. Budget [requirements generally].

The budget shall provide a complete financial plan of all town funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the manager deems desirable or the commission may require. In organizing the budget, the manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. It shall begin with a clear general summary of its contents; and shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year and shall be so arranged as to show comparative figures where possible for actual and

***State law reference**—Municipal finance, F.S. § 166.101 et seq.

estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- (a) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures.
- (b) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure.
- (c) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the town and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income and any accumulated funds.

(Ord. No. 227, § 26, 10-28-80/12-2-80)

Sec. 4.05. Capital program.

(a) *Submission to commission.* The manager shall prepare and submit to the commission at the time of the budget presentation a capital program for not less than three (3) years. The commission may adopt by resolution the capital program as submitted by the manager with or without amendments.

(b) *Contents.* The capital program shall include:

- (1) A clear general summary of its contents.
- (2) A list of all capital improvements which are proposed to be undertaken during the next budget year and the ensuing fiscal years programmed, with appropriate supporting information as to the necessity for such improvements.
- (3) Cost estimates, method of financing and recommended time schedules for each such improvement.
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired, and the proposed means to finance such costs.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(Ord. No. 227, § 26, 10-28-80/12-2-80)

Sec. 4.06. Commission action on budget.

(a) *Notice and hearing.* The commission shall publish in one or more newspapers of general circulation in the town a notice of the proposed annual budget stating:

- (1) The time and place of a public hearing on the budget to be held not less than two (2) weeks after such publication.

- (2) The times and places where copies of the message and budget are available for inspection by the public.

(b) *Amendment before adoption.* After the public hearing, the commission, by resolution, may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income and any accumulated funds.

(c) *Adoption.* The commission shall adopt the budget by resolution on or before the twenty-fifth day of the last month of the fiscal year currently ending. If it fails to adopt the budget by this date, the amounts appropriate for current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the commission adopts a budget for the ensuing fiscal year. Adoption of the budget shall constitute appropriations for the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

(Ord. No. 227, § 26, 10-28-80/12-2-80)

State law reference—Budget adoption procedure, mandated, F.S. § 200.061.

Sec. 4.07. Public records.

Copies of the budget and the capital program as adopted shall be public records and shall be made available to the public at the town hall.

(Ord. No. 227, § 26, 10-28-80/12-2-80)

State law reference—Public records act, F.S. ch. 119.

Sec. 4.08. Amendments after adoption [of budget].

(a) *Supplemental appropriations.* If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the commission by resolution may make supplemental appropriations for the year up to the amount of such excess.

(b) *Emergency appropriations.* To meet a public emergency affecting life, health, property or the public peace, the commission may make appropriations. Such appropriations may be made by resolution, amending the budget. To the extent that there are no available unappropriated revenues to meet such appropriations, the commission may, by emergency ordinance in accordance with the provisions of this Charter, authorize the issuance of emergency notes, which may be renewed when necessary notwithstanding the automatic repeal provision of section 2.11(a)(3) but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

(c) *Reduction of appropriations.* If at any time during the fiscal year it appears probable to the manager that the revenues available will be insufficient to meet the amount appropriated, he shall report to the commission without delay, indicating the estimated amount of the deficit, any remedial action taken by him and his recommendations as to any other steps to be taken. The commission shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by resolution reduce one or more appropriations.

(d) *Transfer of appropriations.* After the first six (6) months of the fiscal year, the manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency. Upon written request by the manager, the commission may by resolution transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

(e) *Limitations, effective date.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

(Ord. No. 227, §§ 26, 29, 30, 10-28-80/12-2-80)

Sec. 4.09. Lapse of appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if five (5) years pass without any disbursement from or encumbrance of the appropriation.

(Ord. No. 227, §§ 26, 31, 10-28-80/12-2-80)

Sec. 4.10. Administration of budget.

Payments and obligations prohibited. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the manager or his designee first certifies that there is a sufficient unencumbered balance in such allotment and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any person who knowingly authorized or made such payment or incurred such obligation, and he shall also be liable to the town for any amount so paid. However, except where prohibited by law, nothing in this Charter shall be construed to prevent the making or authorizing of payments or making

presently developing and constantly changing, in conducting such hearings the town commission and administrative boards will abide by rules and procedures adopted by the town commission and set forth in full in appendix C of this Code. Appendix C shall be amended as provided therein by resolution.

(Ord. No. 357, § 1, 4-18-95; Ord. No. 399, § 1, 11-20-01)

Secs. 66-17—66-40. Reserved.

ARTICLE II. BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 1. GENERALLY

Sec. 66-41. Purpose.

The boards and agencies described in this article are created to administer the provisions of this land development code under the authority prescribed by this Code, the town Charter and state law.

(Ord. No. 300, § III(13.00.00), 11-7-90; Ord. No. 399, § 1, 11-20-01)

Sec. 66-42. Citizen boards.

All citizen boards created to administer this land development code shall be governed by the following provisions:

- (1) Membership; organization; funding.
 - a. Each board shall have no more than seven members appointed by the town commission.
 - b. Each member shall reside in the town.
 - c. When a position becomes vacant before the end of the term, the town commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
 - d. Members may be removed without notice and without assignment of cause by a majority vote of the town commission.
 - e. The members of each board shall annually elect a chair and vice-chair from among the members and may create and fill other offices as the board deems needed.
 - f. Each board shall create whatever subcommittees it deems needed to carry out the purposes of the board.
 - g. The chair of the board shall annually appoint the membership of each subcommittee from the members of the board.

- h. The manager shall appoint a town employee to serve as secretary to the board, recorder and custodian of all board records.
 - i. Members shall not be compensated, but may be paid for travel and other expenses incurred on board business under procedures prescribed in advance by the town commission.
 - j. The town commission shall appropriate funds to permit each board to perform its prescribed functions.
 - k. If any member fails to attend three successive meetings, the board shall notify the town commission.
- (2) Rules of procedure; meetings.
- a. Each board shall adopt rules of procedure to carry out its purposes. All rules must conform to this land development code, other town ordinances and state law.
 - b. Each board shall meet at least once each calendar month, unless cancelled by the board or its chair, and more often at the call of the chair or the town commission.
 - c. Each board shall keep minutes of its proceedings, indicating the attendance of each member and the decision on every question.
 - d. Four members shall constitute a quorum.
 - e. Each decision of a board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting.

(Ord. No. 300, § III(13.01.00), 11-7-90; Ord. No. 363, § 1, 3-19-96; Ord. No. 399, § 1, 11-20-01)

Secs. 66-43—66-60. Reserved.

DIVISION 2. BUILDING BOARD OF ADJUSTMENT AND APPEALS

Sec. 66-61. Established; membership.

There is hereby established the building board of adjustment and appeals, also referred to in this article as the building board, which shall consist of five members. The membership of the board shall be composed of one architect, one general contractor or engineer, and three members at large from the building industry. The members shall be appointed by the town commission.

(Code 1980, § 6-52; Ord. No. 399, § 1, 11-20-01)

Sec. 66-62. Term of office; removal of members.

- (a) The members of the initial building board shall be appointed as follows:
 - (1) Two members of the initial board shall be appointed for a term of one year; and
 - (2) Three members shall be appointed for a term of two years.

RESOLUTION NO. 95-13

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
ESTABLISHING RULES AND REGULATIONS FOR ALL ADVISORY
BOARDS AND REGULATORY BOARDS CREATED BY THE BELLEAIR
TOWN COMMISSION.**

WHEREAS, Article II, TOWN COMMISSION, Section 2.08 of the Belleair Charter provides for the Commission to appoint by resolution or ordinance such advisory boards or regulatory boards as it deems necessary; and

WHEREAS, said resolution or ordinance shall define the terms of appointment, the function, duties and authority of any Board created.

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

Section I. That all boards created shall be governed by the following provisions:

(1) Membership: Organization:

- a) Each Board shall have no more than seven voting members appointed by the Commission.
- b) Each member shall be appointed for a two-year term. In order to provide continuity, a majority number of members shall be appointed in odd numbered years and a minority number of members shall be appointed in even numbered years. (Example - on a 7-member board, 4 members will be appointed in odd numbered years, and 3 will be appointed in even numbered years)
- c) When a position becomes vacant before the end of the term, the Town Commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
- d) If any member fails to attend three successive meetings, the Board shall notify the Town Commission.
- e) Members may be removed without notice and without assignment of cause by a majority vote of the Town Commission.
- f) The members of each Board shall annually elect a Chair, Vice-Chair and Secretary from among the members and may create and fill other offices as the Board deems necessary.
- g) The Town Manager may appoint a Town employee to serve as Secretary to a Board as he deems necessary.
- h) The Town Clerk is custodian of all Board records.
- i) Each Board shall create whatever sub-committees it deems necessary to carry out the purposes of the Board.
- j) The Chair of the Board shall annually appoint the membership of each sub-committee from members of the Board.
- k) The Commission may appoint a consultant(s) to a Board. A consultant may not vote or hold office.

- l) The Mayor shall appoint a member of the Town Commission to serve as Commission Advisor to the Board. The Advisor shall serve as Chair pro-tem when necessary; shall endeavor to keep the Board informed of Town matters that are related to the duties and responsibilities of the Board; may be the instrument through which the Board asks for assistance or guidance from the Town; and provided further that the Commission Advisor shall not vote, hold office nor actively participate in the decision making process of the Board.
- m) An appointed member of any Board must resign from said Board if the member is elected to the Town Commission. The resignation to be effective no later than the date the Commission begins.

(2) Rules of Procedure: Meetings:

- a) Each Board shall adopt rules of procedure to carry out its purposes. All rules must conform to the Town Charter, Town Ordinances and State Law. In the absence of specific rules, Robert's Rules of Order, (current edition) shall govern the deliberations of the Board.
- b) Each Board shall meet at regular intervals, such meetings to be called by the Town, the Board Chair, or scheduled by the Board.
- c) Minutes of all Board meetings shall be kept, indicating the attendance of each member and the decision on every question. The minutes are to be approved by the Board at the next meeting and original signed copies of such minutes shall be filed with the Town Clerk immediately.
- d) A majority of the members shall constitute a quorum.
- e) Each decision of a Board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. Each vote shall be recorded in the minutes of the meeting.

Section II. That if any portion of this resolution is in conflict with the Town Code, the Town Code shall prevail for the named Board only.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 4TH day of APRIL, A.D., 1995



MAYOR

ATTEST:



TOWN CLERK

TOWN OF BELLEAIR, FLORIDA

FINANCIAL MANGEMENT POLICIES

The purpose of this document is to serve as a written policy document for the Town of Belleair management and finance department staff. The commission will use these polices 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

Strategic Financial Management Plan

1. The Strategic Financial Management Plan shall be the foundation for budget development.
2. The Strategic Financial Management Plan shall consider five (5) year projections of the town's financial activity.
3. The board of finance and the town commission will review these Financial Management Policies annually. These policies will assist in framing the Strategic Financial Management Plan.

Annual Operating 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 6-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 6-year Capital Improvement Program (CIP) will be included in the Annual Operating 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 City Commission within six (6) months following the end of the City's fiscal year.

Annual Financial Activity – All Funds

Fund Balance and Reserves

1. **Reserved** - (Funds at year-end, which are legally segregated for specific future use).
 - Funds externally restricted for a specific purpose (e.g., sinking fund) will be disclosed in budget document.
2. **Unreserved** – (Funds at year-end, which is not classified as “reserved”).
 - Designated – (This is 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.
 - Undesignated (or unobligated) – (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 unreserved, undesignated 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 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 nonrecurring expenses.

Proprietary Funds (Enterprise)

1. All Proprietary Fund operations shall be self-supporting.
2. Utility Revenue Funds
 - 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.

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 principals should guide the town when selecting a funding source for its capital improvement (capital asset acquisition) and repair and replacement programs: equitableness, effectiveness and efficiency.
 - 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.