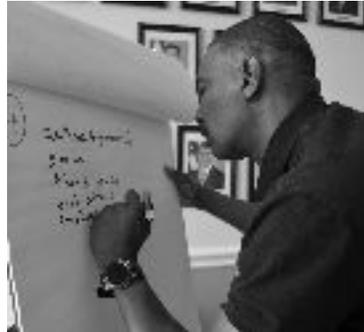


2020-2021
Annual Operating and Capital Budget



TOWN OF
BELLEAIR
INC. 1925

TOWN OF BELLEAIR, FLORIDA
ORGANIZATIONAL CHART

CITIZENS OF BELLEAIR

BELLEAIR'S ELECTED
COMMISSION



TOM KUREY
Commissioner

TOM SHELLY
Commissioner

GARY H. KATICA
Mayor

KARLA RETTSTATT
Deputy Mayor

MIKE WILKINSON
Commissioner



DAVID OTTINGER
Town Attorney



JP MURPHY
Town Manager

TOWN STAFF

2021 STAFF ORGANIZATIONAL CHART

THE COMMISSION



TOWN MANAGER

JP Murphy



DIRECTOR OF SUPPORT SERVICES

Stefan Massol



CHIEF OF POLICE

Rick Doyle



DIRECTOR OF PUBLIC WORKS, PARKS & RECREATION

Ricky Allison



SUPERVISOR OF SOLID WASTE

Wilfred Holmes



DIRECTOR OF WATER UTILITIES

David Brown



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

Building & Zoning Tech (1)

HUMAN RESOURCES

HR & Risk Management Coordinator (1)

FINANCE

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

BUILDING MAINTENANCE

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

POLICE ADMINISTRATION

Executive Secretary (1)

Administrative Assistant (1)
Customer Service Clerk (2)

SWORN OFFICERS

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

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

PARKS

Parks Foreman (1)
Parks Maintenance II (2)

STREETS

Stormwater Maintenance II (3)

SPECIAL EVENTS

Special Events Coordinator (1)

RECREATION

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

Refuse Collector (4)

Administrative Assistant (1)

WATER MAINTENANCE

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

WATER TREATMENT

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

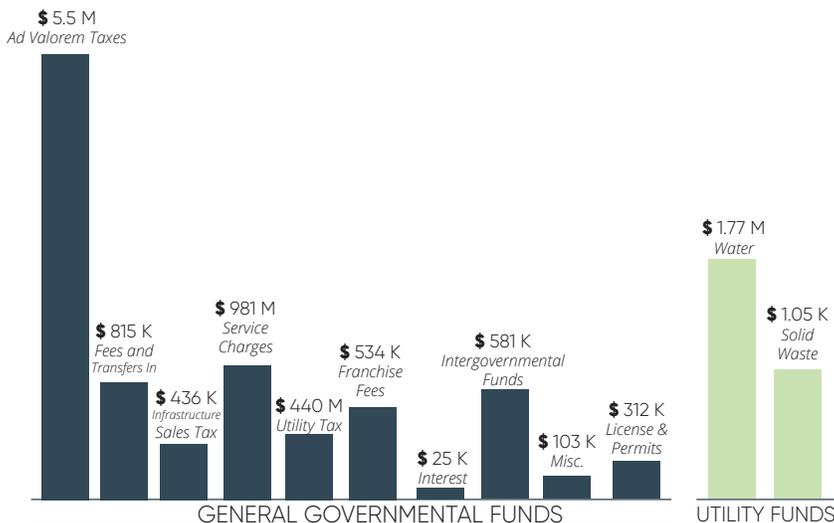
BUDGET SUMMARY

BUDGET AT A GLANCE

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

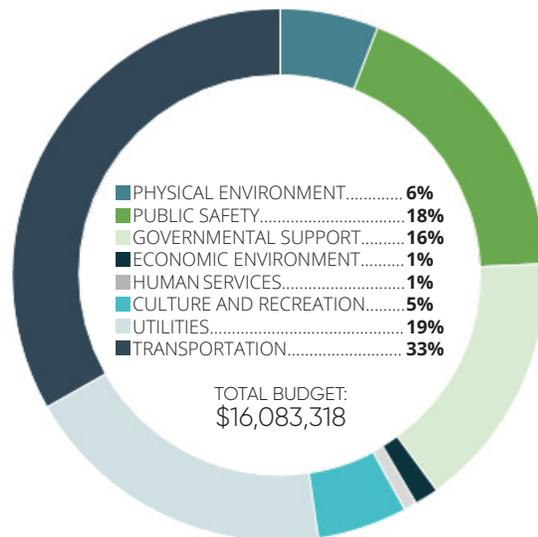
REVENUES OVERVIEW

WHAT ARE THE TOWN'S FUNDING SOURCES?



EXPENDITURES

WHAT ARE MY TAXES AND FEES FUNDING?



EXPENSES BY DEPARTMENT

HOW ARE FUNDS SPENT BY THE DEPARTMENTS?

*Not all funds are included in this departmental breakdown

\$ 1.6 M SUPPORT SERVICES DEPARTMENT

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



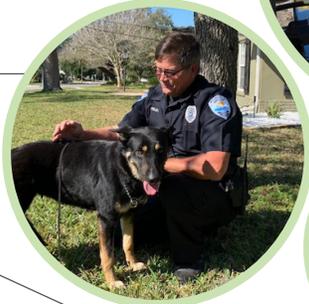
\$ 857 K ADMINISTRATION DEPARTMENT

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



\$ 2.05 M POLICE DEPARTMENT

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



\$ 886 K PUBLIC WORKS DEPARTMENT

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



\$ 654 K FIRE SERVICES

Fire protection and emergency response contracted by the City of Largo

\$ 1.77 M WATER DEPARTMENT

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



\$ 4.9 M INFRASTRUCTURE

Capital project budgets such as Pinellas-Ponce, Carl, and Palmetto



\$ 805 K RECREATION DEPARTMENT

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



\$ 210 K BUILDING DEPARTMENT

- Permitting
- NPDES
- Floodplain Management
- Employee Administration



\$ 1.04 M SOLID WASTE DEPARTMENT

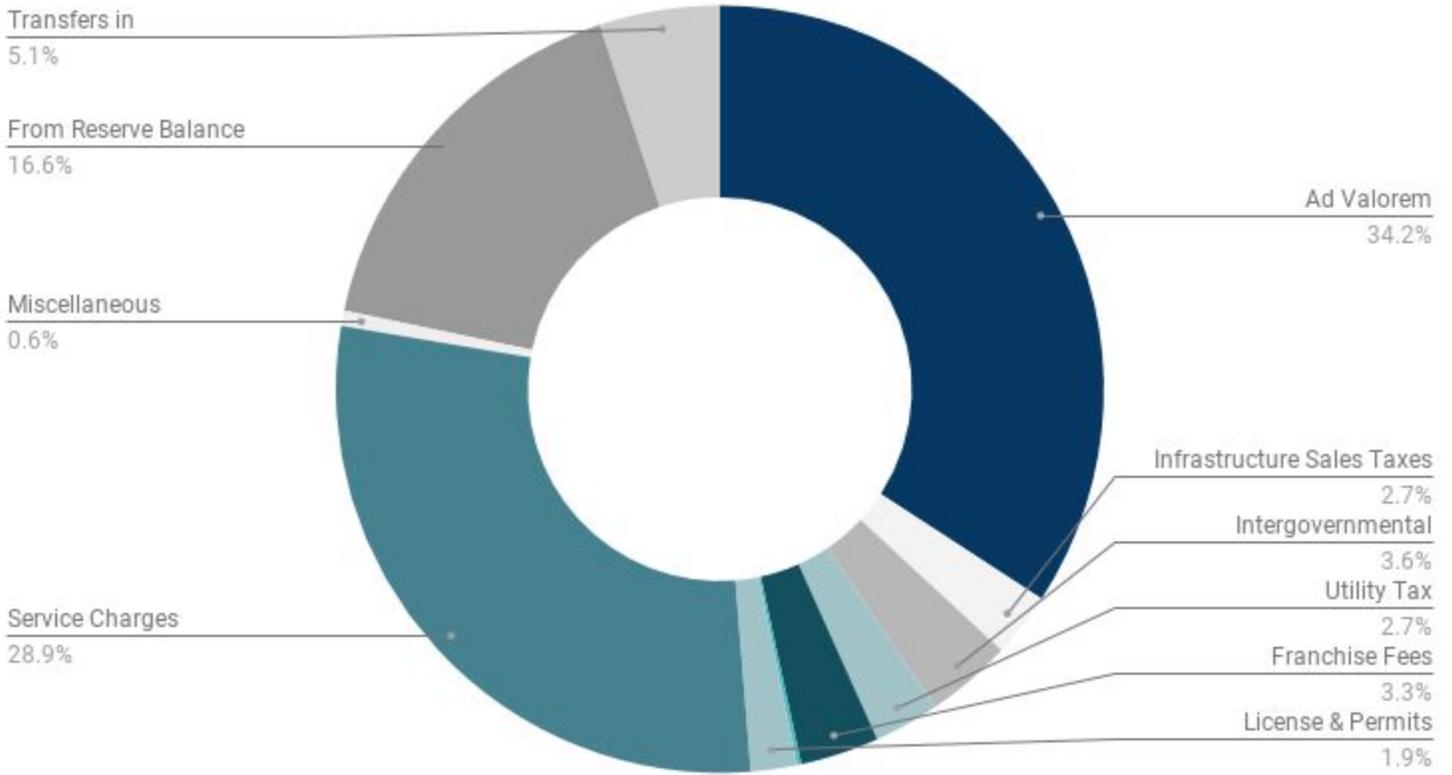
- Disposal
- Recycling
- Collection
- Employee Administration



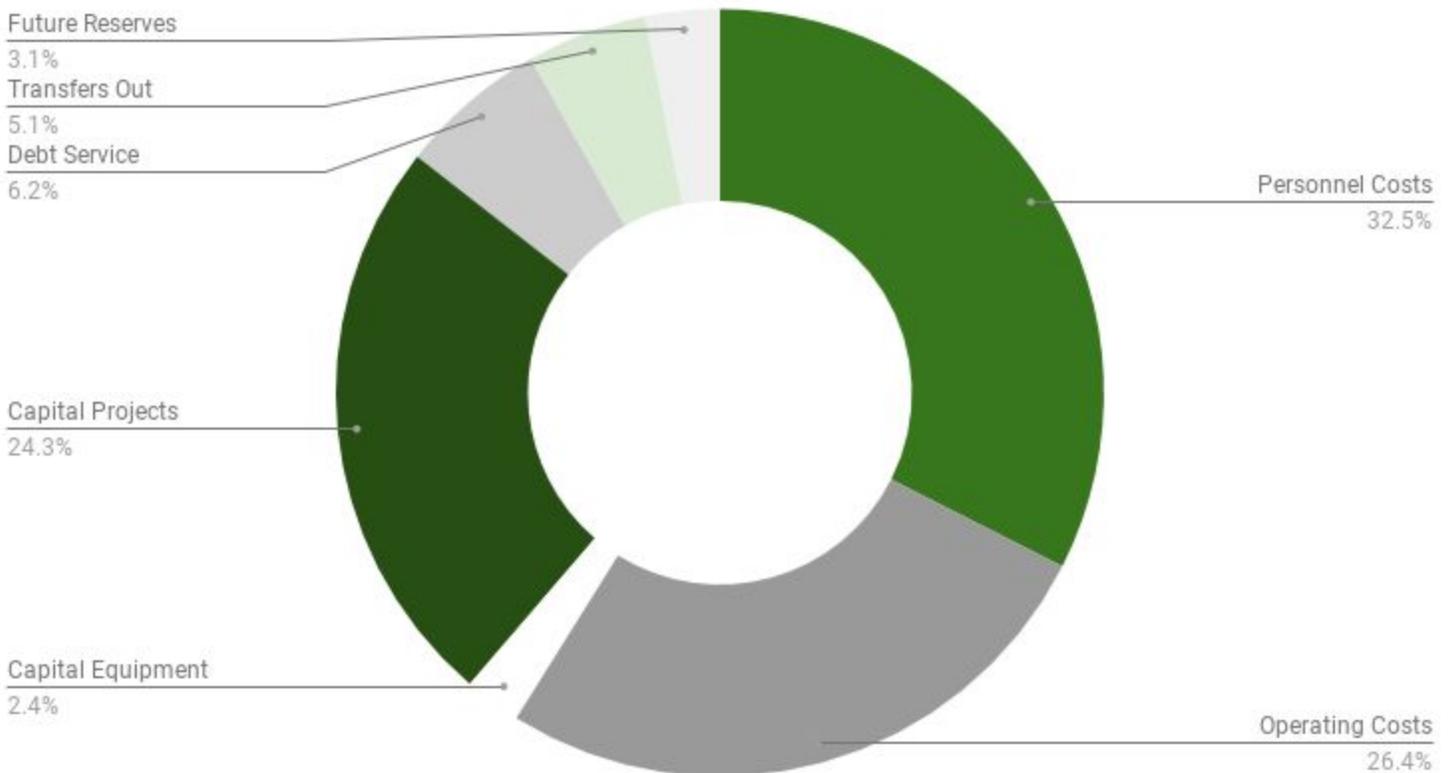
BUDGET SUMMARY										
TOWN OF BELLEAIR - FISCAL YEAR 2020-2021										
*THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF BELLEAIR ARE 2.3% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES										
	General Fund	5.2500								
	Infrastructure Fund	1.2500								
	General Fund	Local Option Gas Tax Fund	Tree Repl. Fund	Equip. Repl. Fund	Infrastructure Fund	Water Fund	Solid Waste Fund	Wastewater Fund	TOTAL BUDGET	
REVENUES:										
Taxes Millage Per \$1000										
Ad Valorem Taxes	5.2500	4,442,050							4,442,050	
Ad Valorem Taxes	1.2500	(dedicated to Infrastructure)			1,057,630				1,057,630	
TOTAL AD VALOREM	6.5000								5,499,680	
Infrastructure Sales Taxes					436,000				436,000	
Intergovernmental	367,550	56,000			157,500		3,300		584,350	
Utility Tax	10,694				430,000				440,694	
Franchise Fees	534,200								534,200	
Interest	25,000			2,000		1,000	500		28,500	
License & Permits	307,400		5,000				500		312,900	
Service Charges	647,310				333,948	1,772,200	897,868	1,000,000	4,651,326	
Misc.	93,631			10,000		0	0		103,631	
Debt Proceeds									0	
From Reserve Balance	40,000		0		2,492,136	0	144,451	0	2,676,587	
SUBTOTAL	6,467,835	56,000	5,000	12,000	4,907,214	1,773,200	1,046,619	1,000,000	15,267,868	
Transfers in:	613,650			201,800		0			815,450	
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 7,081,485	\$ 56,000	\$ 5,000	\$ 213,800	\$ 4,907,214	\$ 1,773,200	\$ 1,046,619	\$ 1,000,000	\$ 16,083,318	
	General Fund	Local Option Gas Tax Fund	Tree Repl. Fund	Equip. Repl. Fund	Infrastructure Fund	Water Fund	Solid Waste Fund	Wastewater Fund	TOTAL BUDGET	
EXPENDITURES:										
Personnel Costs	4,236,715					626,050	360,024		5,222,789	
Operating Costs	2,510,130		5,000			398,700	334,795	1,000,000	4,248,625	
Capital Equipment	36,900					205,714	142,200		384,814	
Capital Projects					3,903,214				3,903,214	
Debt Service					1,004,000				1,004,000	
Subtotal	6,783,745	0	5,000	0	4,907,214	1,230,464	837,019	1,000,000	14,763,442	
Transfers Out:	145,800	56,000				404,050	209,600	0	815,450	
Subtotal	6,929,545	56,000	5,000	0	4,907,214	1,634,514	1,046,619	1,000,000	15,578,892	
Future Reserves	151,940			213,800	0	138,686			504,426	
TOTAL APPROPRIATED EXPENDITURES AND RESERVES	\$ 7,081,485	\$ 56,000	\$ 5,000	\$ 213,800	\$ 4,907,214	\$ 1,773,200	\$ 1,046,619	\$ 1,000,000	\$ 16,083,318	
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD										

TOWN OF BELLEAIR
2020-2021 SUMMARY CHARTS

2020-2021 Total Town Revenues

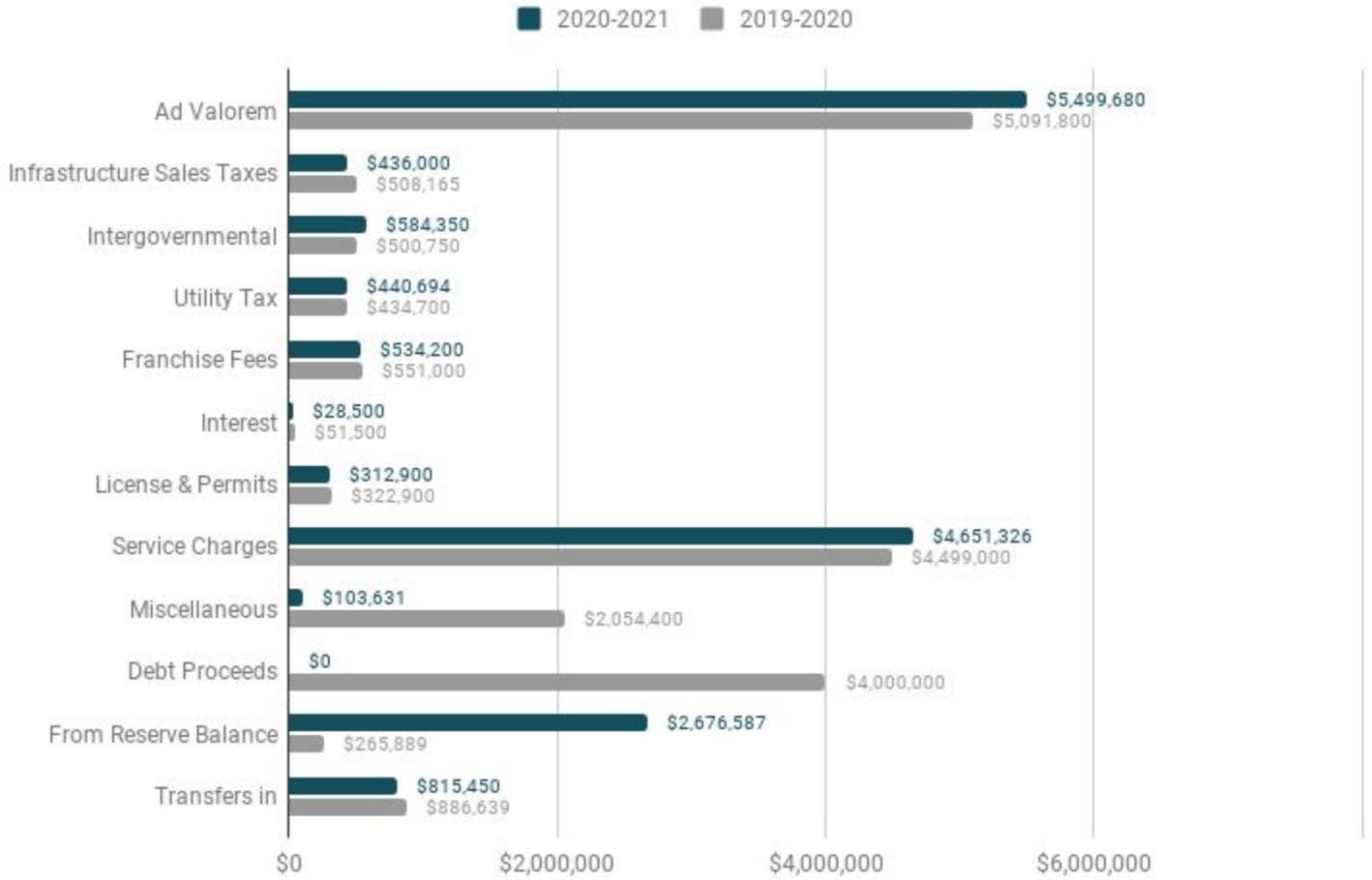


2020-2021 Total Town Expenditures

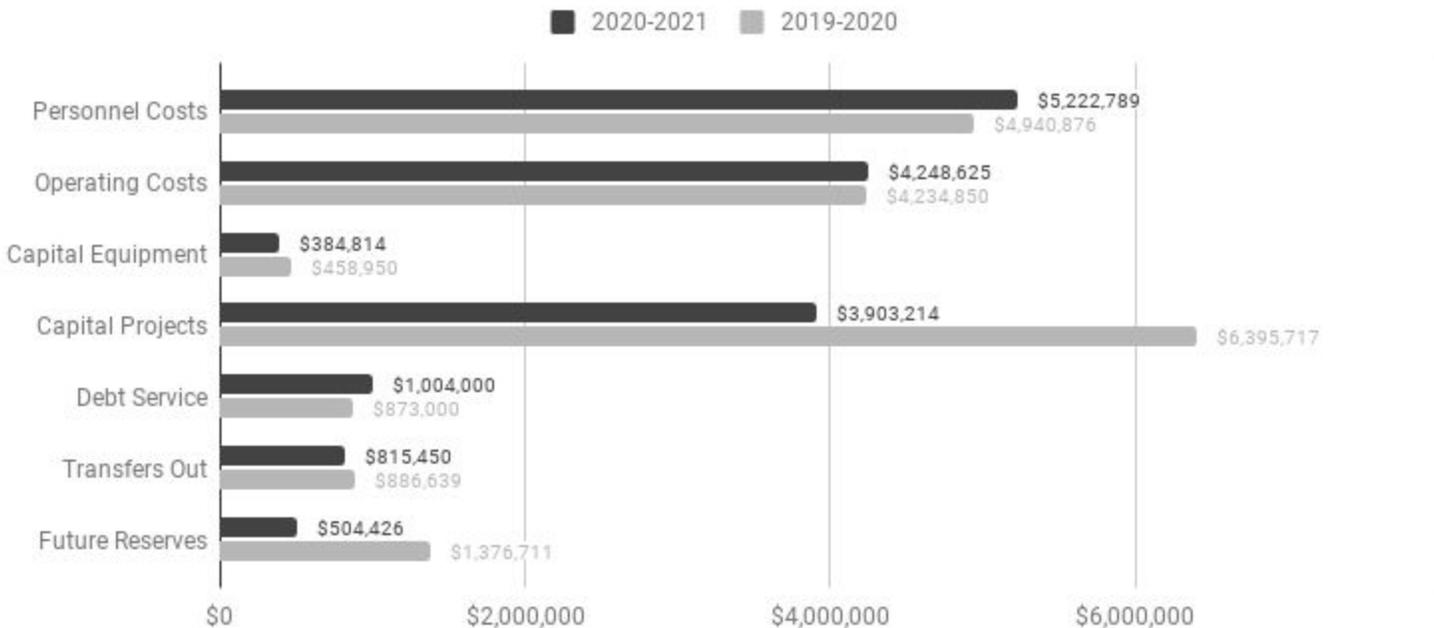


**TOWN OF BELLEAIR
2020-2021 COMPARISON CHARTS**

2020-2021 Total Town Revenue Comparison to Prior Year



2020-2021 Total Town Expenditures Comparison to Prior Year



BUDGET GUIDE

GOVERNMENTAL ORGANIZATION

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

This budget document includes all funds that are appropriated for the fiscal year beginning October 1, 2019. The Town of Belleair provides a full range of services normally associated with a municipality, including police protection, public works operations, code enforcement activities, permitting and building services, parks, and other recreational services. In addition, the town provides its citizens with water, and solid waste services.

BUDGET PROCEDURES

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

PROGRAMMATIC BUDGETING

In 2018, the Town of Belleair decided to transition to the style of programmatic budgeting, also known as performance-based budgeting, outcome-based budgeting, or priority-based budgeting. This means that the funds allocated by the Town of Belleair are stylized in to major and minor programs, as opposed to the traditional line item way. Program based budgeting allows towns and cities to strengthen the budgetary process for resources by using objective criteria to:

- determine resource allocation;
- ensure accountability among those responsible for management;
- shift the budget focus to city priorities rather than department- or agency-specific goals;
- make the budget process more transparent; and
- engage the community in the budgeting process.

This will be the second year of programmatic based budgeting for Belleair. Please see the back of the budget document to see the minor programs of each department.

BUDGET PRESENTATION

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

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

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

Elements of the budget include the following:

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

CAPITAL IMPROVEMENT FUND

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

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

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

PUBLIC PARTICIPATION

Public participation in the budget process is encouraged. Finance Board budget discussions were held on June 18, 2020, July 16, 2020, and August 20, 2020. Commission budget discussions were held on June 16, 2020, and July 21, 2020. Two state statutory public hearings were held on September 3, 2020 and September 17, 2020, during which the 2020-21 millage and budget ordinances were adopted. The mandated public hearings for ordinance adoption in September complete the process of citizen participation in the 2020-21 budget.

TRUTH IN MILLAGE (TRIM)

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

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

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

BUDGETARY BASIS

The Town of Belleair has developed and follows a program based budget format. The budget is prepared in accordance with generally accepted accounting principles (GAAP). The budgeting basis of accounting for each fund corresponds with the basis used in Belleair's audited financial statements as well.

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

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

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

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

FINANCIAL STRUCTURE

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

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

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

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

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

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

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

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

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

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

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

FREQUENTLY ASKED QUESTIONS

What is the purpose of the town budget?

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

How and when is the budget prepared?

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

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

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

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

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

What is the property tax rate?

When the town adopts its annual budget, it determines the tax rate that must be applied to property in order to generate the necessary revenue in addition to all other revenue sources that are available. The approved tax rate for the Town of Belleair is 6.5000 mills, or \$6.50 per \$1,000 of taxable value. The Pinellas County Property Appraiser establishes the taxable value of all property in the town. The town has no control over the taxable value of property. It only has control over the tax rate that is levied.

The total property millage (tax) rate for Fiscal Year 2020-21 on property in the Town of Belleair is 21.1318 mills. How much of that was paid to the Town?

Only 6.5000 mills of the 21.1318 mills levied in fiscal year 2020-21 are remitted to the town. This represents only 30.75% of the total property tax levied. Other taxing agencies in Pinellas County include the county services, Pinellas County School Board, county emergency medical services, and the Pinellas Suncoast Transit Authority, along with various special district taxes, such as the Southwest Florida Water Management District.

How do I compute my property tax?

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

First you will need to find the assessed value of your real estate holdings by searching your address on the Pinellas County's Property Appraiser's website (pcpao.org). Next you will need the adopted millage for FY 2020-21, which is **6.5000 mills**. Now you multiply your assessed value by the millage rate and then divide by 1,000 (one mill is equal to \$1 for each \$1,000 of assessed property value).

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

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

To compute total taxes for the year, you will use the same methodology as described above and the total millage rate of **21.1318 mills**.

For example, if your property's assessed value is \$100,000, your taxes will be \$2,113.18. ($\$100,000 \times 21.1318 = \$2,113,180$, $\$2,113,180/1,000 = \$2,113.18$)

What is homestead exemption?

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

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

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

What is an operating budget?

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

What is a capital improvement budget?

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

What is a fund?

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

What is an enterprise fund?

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

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

What is a fiscal year?

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

What is a budget appropriation?

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

What is a budget amendment?

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

Where does the town obtain its revenues?

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

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

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

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

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

Where can I get a copy of the Budget?

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

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

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

FINANCIAL MANAGEMENT POLICIES

TOWN OF BELLEAIR, FLORIDA
FINANCIAL MANAGEMENT POLICIES

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

General

Annual Operating & Capital Budget

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

Capital Improvement Program (CIP)

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

Comprehensive Annual Financial Report (CAFR)

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

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

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

Annual Financial Activity - All Funds

Fund Balance

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

Revenues

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

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

Operating Expenditures / Expenses

1. Interfund Administrative Charges

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

Annual Financial Activity - Specific Funds

General Fund

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

Proprietary Funds (Enterprise)

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

Special Revenue Funds

1. Capital Projects Fund

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

Investments

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

Capital Programs and Debt Management

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

**FINANCE RESOLUTIONS AND
ORDINANCES**

RESOLUTION NO. 2011-27

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

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

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

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

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

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

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

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

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

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

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

Mayor

ATTEST:

Town Clerk

RESOLUTION NO. 2018-20

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

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

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

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

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

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

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

A. INVESTMENT DECISIONS

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

B. SCOPE

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

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

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

C. CHAIN OF COMMAND

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

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

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

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

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

D. INVESTMENT OBJECTIVES

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

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

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

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

E. PRUDENCE AND ETHICAL STANDARDS

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

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

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

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

F. AUTHORIZED INVESTMENTS

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

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

G. MATURITY AND LIQUIDITY REQUIREMENTS

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

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

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

H. PORTFOLIO COMPOSITION

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

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

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

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

I. RISK AND DIVERSIFICATION

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

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

J. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

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

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

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

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

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

K. THIRD PARTY CUSTODIAL AGREEMENTS

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

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

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

L. MASTER REPURCHASE AGREEMENTS

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

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

M. REPORTING REQUIREMENTS

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

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

N. SELECTION OF DEALERS AND BANKERS

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

O. SECURITY SELECTION PROCESS

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

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

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

P. OPERATIONS

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

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

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

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

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

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

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

BANK to SBA

The Finance Director will initiate a wire transfer.

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

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

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

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

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

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

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

3. Securities' Confirmations

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

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

4. Safekeeping Procedures

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

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

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

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

Q. ACCOUNTING FOR INVESTMENT TRANSACTIONS

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

R. INTERNAL CONTROL REVIEW

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

S. INVESTMENT TRAINING

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

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

Mayor

ATTEST:

Town Clerk

ORDINANCE NO. 509

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

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

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

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

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

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

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

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

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

Sec. 2-51. – Established.

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

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

Charter reference – Codification, § 5.04

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

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

Sec. 2-76. Town Manager.

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

Charter reference – Codification, § 3.01-3.07, 4.02

Sec. 2-77. Finance Officer

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

Charter reference – Codification, § 3.07

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

Sec. 2-78. Town Clerk

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

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

Secs. 2-123 – 2-174. - Reserved.

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

Article V – FISCAL MANAGEMENT

DIVISION 1. – GENERALLY

Section 2-175. Authority

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

Secs. 2-176 – 2-224. - Reserved.

DIVISION 2. – PURCHASING

Section 2-225 – Generally

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

Section 2-226 – Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 2-227 – Purchasing

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

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

(1) Purchases may be made in the open market

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 2-228 – Exemptions

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

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

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

Section 2-229 – Sealed Competitive Bid Procedure

(a) Notice

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

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

(b) Bid Responses

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

(c) Bid Disqualification

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

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

(d) *Basis of Award*

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

(e) *Bid Protest*

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

(f) *Alternative Solicitation Method*

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

Section 2-230 – Emergency Procurement

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

Section 2-231 – Change Orders

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

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

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

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

PASSED ON THE FIRST READING: March 7, 2017

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

Mayor

ATTEST:

Town Clerk

POSITION ANALYSIS

Position Title	Adopted 2016-17	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Proposed 2020-21
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ADMINISTRATION

Town Manager	1	1	1	1	1
Town Clerk	1	1	1	1	1
Construction Project Supervisor	1	1	1	1	1
Management Analyst II	1	0	0	0	0
Management Analyst	1	2	2	2	2
<i>SUBTOTAL</i>	5	5	5	5	5

BUILDING

Building and Zoning Technician	1	1	1	1	1
<i>SUBTOTAL</i>	1	1	1	1	1

SUPPORT SERVICES

Assistant Town Manager	1	0	0	0	0
Assistant Finance Director	1	1	1	1	0
Finance Supervisor	0	0	0	0	0
Accounting Clerk II	1	1	1	1	1
Accounting Clerk I	1	1	1	1	1
Utility Billing Clerk	1	1	1	1	1
Facility and Safety Supervisor	0	1	(a) 1	1	1
Building Maintenance	0	2	2	2	2
HR and Risk Management Coordinator	1	1	1	1	1
<i>SUBTOTAL</i>	6	8	8	8	7

POLICE DEPT.

<i>Sworn Officers</i>					
Chief	1	1	1	1	1
Lieutenant	1	1	1	1	1
Detective	1	1	1	1	1
Police Officers	9	10	10	10	9
Police/Code Enforcement Officer	1	1	1	1	1
<i>TOTAL SWORN OFFICERS</i>	13	14	14	14	13
<i>Non-Sworn Personnel</i>					
Administrative Assistant	1	1	1	1	1
Executive Secretary	1	1	1	1	1
<i>TOTAL NON-SWORN PERSONNEL</i>	2	2	2	2	2
<i>SUBTOTAL</i>	15	16	16	16	15

(a) New Position

(b) Position moved to another department

Position Title	Adopted 2016-17	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Proposed 2020-21
PUBLIC WORKS					
Director of Parks, Recreation, & Public Works	0.25	0.25	0.5	0.5	0.5
Public Services Manager	0.5	1	1	1	1
Public Works Operational Supervisor	0	0	1 (a)	1	1
Parks Foreman	1	1	1	1	1
Stormwater Maintenance II	2	3	2	2	2
Maintenance Worker II	0	2	2	2	2
<i>SUBTOTAL</i>	3.75	7.25	7.5	7.5	7.5
RECREATION					
Director of Parks, Recreation, & Public Works	0.75	0.75	0.5	0.5	0.5
Public Services Manager	0.5	0 (b)	0	0	0
Recreation Supervisor	1	1	1	1	1
Parks Supervisor	0	0	0	0	0
Special Events Coordinator	1	1	1	1	1
Recreation Customer Services Clerk	0	1	1	1	1
Recreation Programmer	2	2	2	2	2
<i>SUBTOTAL</i>	5.25	5.75	5.5	5.5	5.5
<i>GENERAL FUND TOTAL</i>	36	43	43	43	41
WATER					
Director of Water Utilities	1	1	1	1	1
Water Utilities Foreman	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	0.5
WTP OP II (A OR B LIC)	1	1	1	1	1
WTP OP I (C LIC)	0	1	1	1	1
UTIL MAINT II	1	1	1	1	0
UTIL MAINT I	3	2.5	2.5	2.5	3
WTP TRNEE	1	0.5	0.5	0.5	0
Meter Reader	0.5	0.5	0.5	0.5	0.5
<i>WATER FUND TOTAL</i>	9	9	9	9	8
SOLID WASTE					
Director of Solid Waste	0	0	0	1 (a)	1
Supervisor	1	1	1	0	0
Administrative Assistant	0.5	0.5	0.5	0.5	0.5
Solid Waste Foreman	1	0	0	0	0
Refuse Collector	3	3	3	3	3
<i>SOLID WASTE FUND TOTAL</i>	5.5	4.5	4.5	4.5	4.5
<i>TOTAL FULL TIME STAFF</i>	50.5	56.5	56.5	56.5	53.5

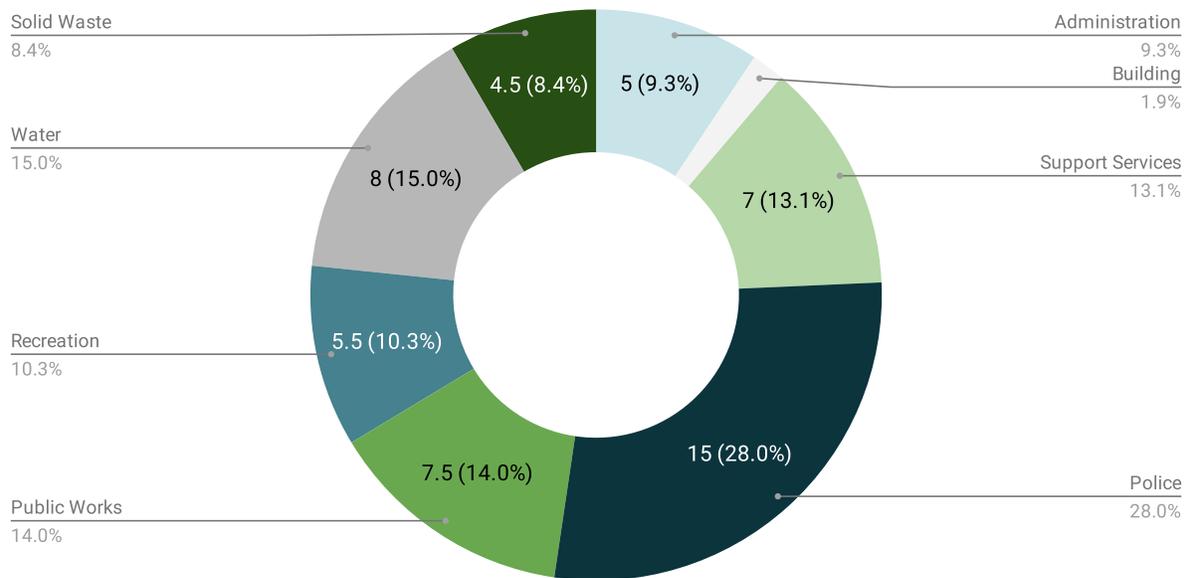
(a) New Position

(b) Position moved to another department

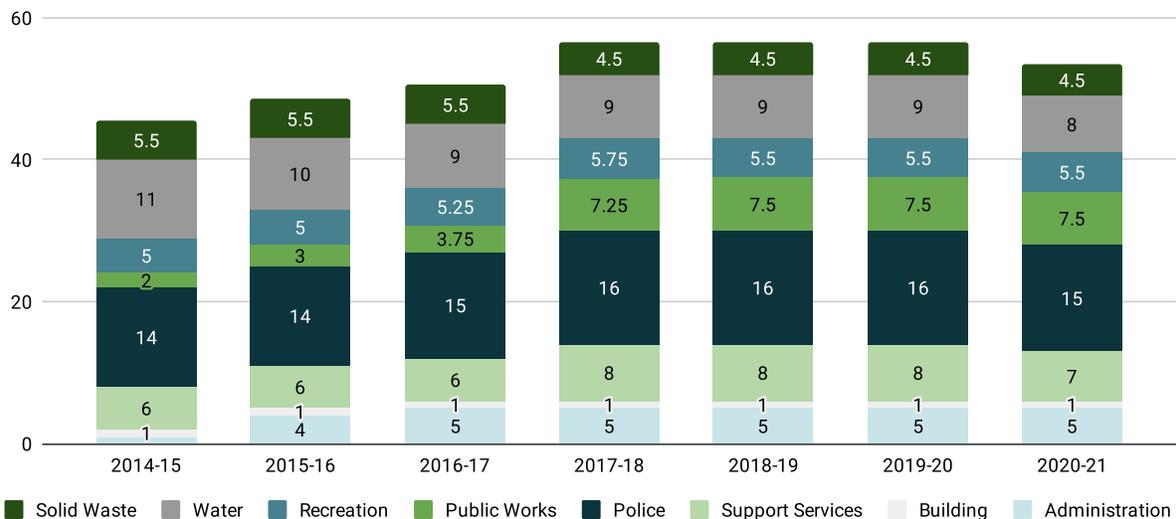
FTE Personnel Distribution by Department

Department	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Administration	1	4	5	5	5	5	5
Building	1	1	1	1	1	1	1
Support Services	6	6	6	8	8	8	7
Police	14	14	15	16	16	16	15
Public Works	2	3	3.75	7.25	7.5	7.5	7.5
Recreation	5	5	5.25	5.75	5.5	5.5	5.5
Water	11	10	9	9	9	9	8
Solid Waste	5.5	5.5	5.5	4.5	4.5	4.5	4.5
	45.5	48.5	50.5	56.5	56.5	56.5	53.5

FY 2020-21 FTE Personnel Distribution by Department



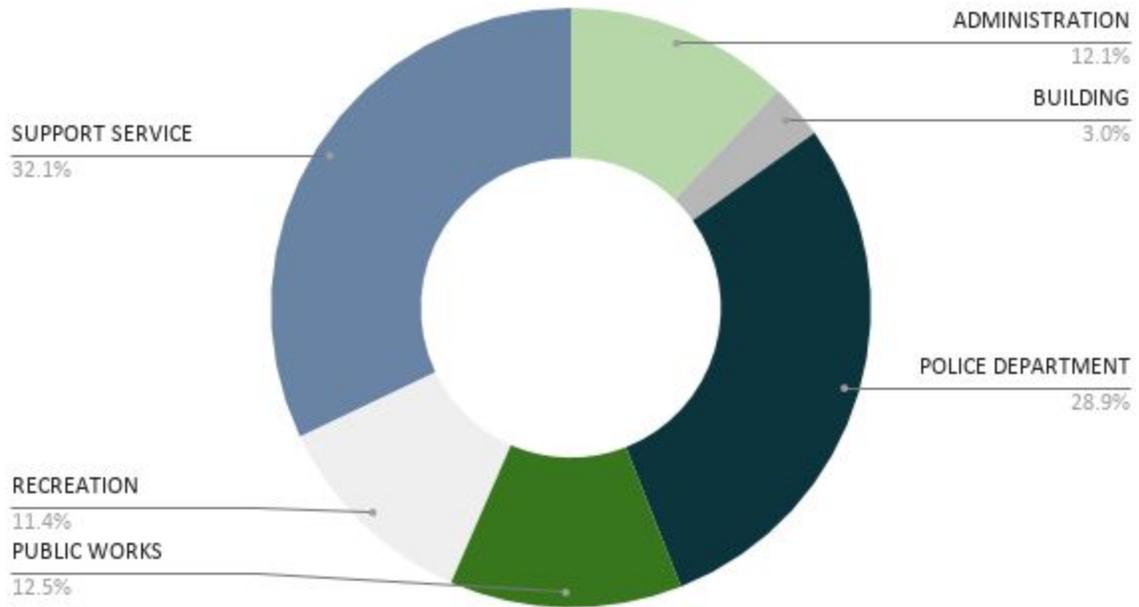
Historical FTE Personnel Distribution by Department



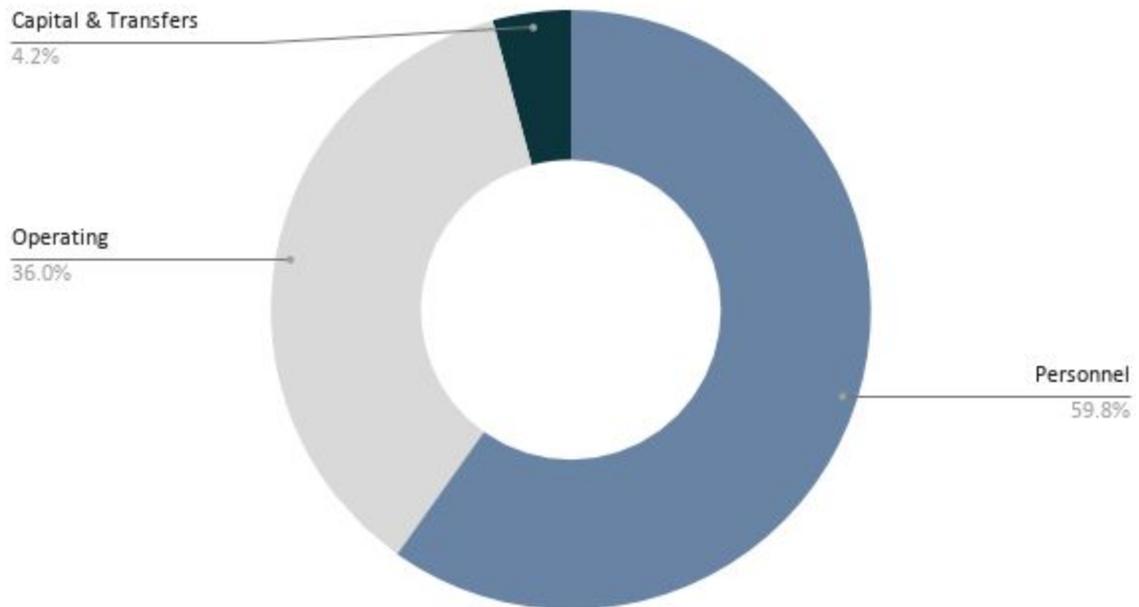
GENERAL FUND

**TOWN OF BELLEAIR
GENERAL FUND
EXPENDITURE SUMMARY CHARTS**

20-21 Proposed General Fund Budget - Fundwide by Department



20-21 Proposed General Fund Budget Expense by Type-Fundwide

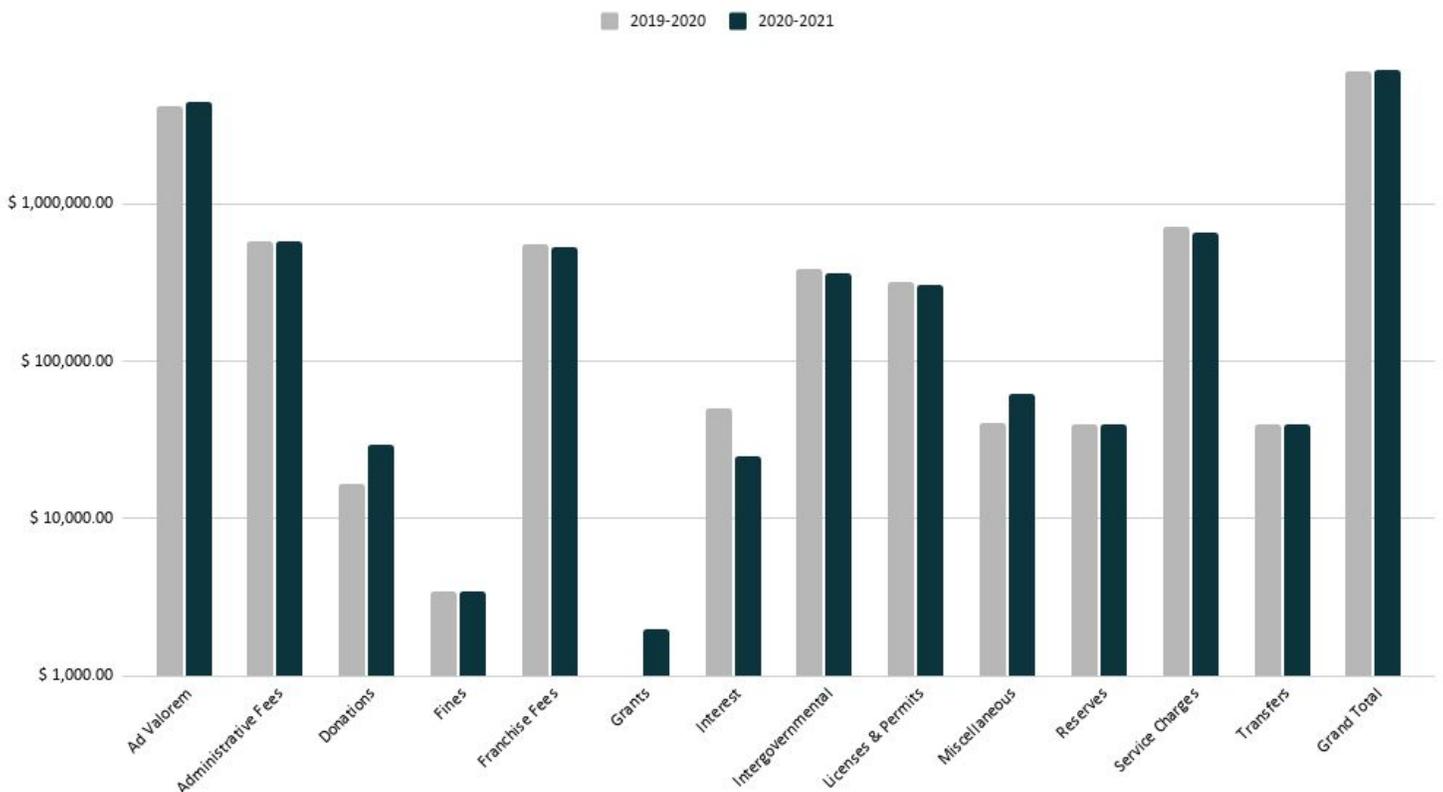


**TOWN OF BELLEAIR
GENERAL FUND
DETAIL OF REVENUES AND EXPENDITURES**

REVENUES BY TYPE

Revenue by Type	2019-2020	Percentage of Budget	2020-2021	Percentage of Budget	Percentage Difference
Ad Valorem	\$4,112,650	60.01%	\$4,442,050	62.73%	8.01%
Administrative Fees	\$573,650	8.37%	\$573,650	8.10%	0.00%
Donations	\$16,700	0.24%	\$29,700	0.42%	77.84%
Fines	\$3,450	0.05%	\$3,450	0.05%	0.00%
Franchise Fees	\$551,000	8.04%	\$534,200	7.54%	-3.05%
Grants	\$1,000	0.01%	\$2,000	0.03%	100.00%
Interest	\$50,000	0.73%	\$25,000	0.35%	-50.00%
Intergovernmental	\$387,000	5.65%	\$364,100	5.14%	-5.92%
Licenses & Permits	\$317,400	4.63%	\$307,400	4.34%	-3.15%
Miscellaneous	\$40,850	0.60%	\$61,931	0.87%	51.61%
Reserves	\$40,000	0.58%	\$40,000	0.56%	0.00%
Service Charges	\$720,000	10.51%	\$658,004	9.29%	-8.61%
Transfers	\$40,000	0.58%	\$40,000	0.56%	0.00%
Grand Total	\$6,853,700	100.00%	\$7,081,485	100.00%	3.32%

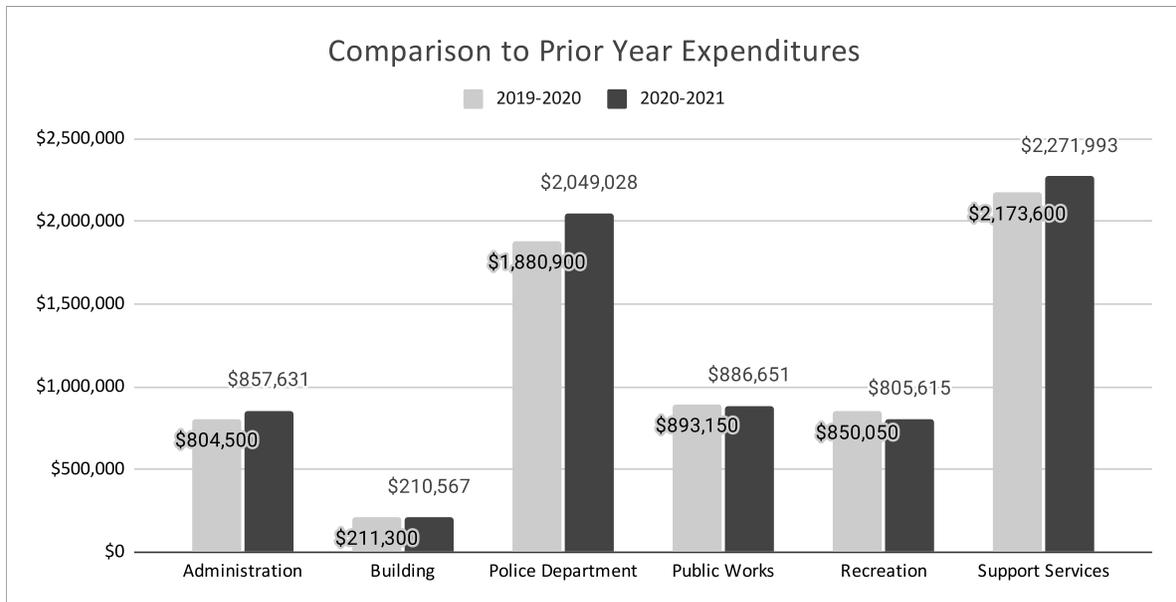
Comparison of Prior Year Revenues



General Fund Proposed Revenue Budget

Account Name	2019-20 Budget	Proposed Budget
AD VALOREM	4,112,650	4,442,050
ADMINISTRATIVE FEES	573,650	573,650
ALCOHOL BEVERAGE LICENSE	1,200	1,200
BCF CONTRIBUTION HUNTER PARK (EQUIP)	1,700	1,700
BUILDING PERMITS	290,000	280,000
COMMUNICATION SERVICES TAX	172,000	155,200
Concession Stand Sales	9,700	10,694
CONTRIBUTION - POL. EQUIPMENT	0	18,000
COURT FINES (POLICE FINES)	3,200	3,200
DONATION-COMMUNITY PROJECTS	15,000	10,000
ELECTRIC FRANCHISE	357,000	357,000
GAS FRANCHISE	22,000	22,000
GASOLINE REBATE	3,500	3,500
GRANTS	0	0
INTEREST	50,000	25,000
JAG GRANT	1,000	2,000
LOT MOWING	3,000	3,000
MISCELLANEOUS	34,700	54,700
OCCUPATIONAL LICENSE (TOWN LICENSE)	25,000	25,000
ORDINANCE VIOLATION	2,000	0
OTC FINES AND TICKETS	250	250
POLICE ACADEMY	300	300
REC-VENDING MACHINE SALES	4,150	3,231
RECREATION (PROG. ACTIVITY)	316,400	321,560
RECREATION PERMITS	22,550	21,750
RENTAL INCOME	4,800	4,800
RESERVES (PRIOR YEARS)	40,000	40,000
RESTITUTION	1,500	1,500
SALE OF AUCTIONED ASSETS	2,000	4,000
SALE OF FIXED ASSETS	0	0
SALES TAX	265,900	251,900
SPECIAL DUTY POLICE	187,200	169,200
SPECIAL EVENTS	153,300	102,750
SPECIAL EVENTS-ATHLETIC PROGRAMS	19,200	20,400
SPECIAL EVENTS-Private Parties	6,150	6,150
STATE REVENUE SHARING	109,000	102,100
TENNIS ANNUAL PERMITS	2,500	2,500
TRANSFER FROM 301	0	0
TRANSFER FROM 305	0	0
TRANSFER FROM 401	40,000	40,000
ZONING & VARIANCE FEES	1,200	1,200
Grand Total	\$6,853,700	\$7,081,485

Expenditure Type	2019-2020	2020-2021
ADMINISTRATION		
<i>Personnel</i>	\$567,450	\$614,741
<i>Operating</i>	\$237,050	\$148,950
<i>Capital & Transfers</i>	\$0	\$93,940
TOTAL	\$804,500	\$857,631
BUILDING		
<i>Personnel</i>	\$73,150	\$75,437
<i>Operating</i>	\$138,150	\$135,130
TOTAL	\$211,300	\$210,567
SUPPORT SERVICES		
<i>Personnel</i>	\$685,450	\$622,668
<i>Operating</i>	\$1,465,650	\$1,586,825
<i>Capital & Transfers</i>	\$22,500	\$62,500
TOTAL	\$2,173,600	\$2,271,993
POLICE		
<i>Personnel</i>	\$1,696,100	\$1,841,678
<i>Operating</i>	\$122,300	\$116,850
<i>Capital & Transfers</i>	\$62,500	\$90,500
TOTAL	\$1,880,900	\$2,049,028
PUBLIC WORKS		
<i>Personnel</i>	\$542,950	\$556,626
<i>Operating</i>	\$315,550	\$295,375
<i>Capital & Transfers</i>	\$34,650	\$34,650
TOTAL	\$893,150	\$886,651
RECREATION		
<i>Personnel</i>	\$500,550	\$525,565
<i>Operating</i>	\$333,350	\$263,900
<i>Capital & Transfers</i>	\$16,150	\$16,150
TOTAL	\$850,050	\$805,615
GRAND TOTAL	\$6,813,500	\$7,081,485



ADMINISTRATION DEPARTMENT

LEGISLATIVE PROGRAMMING

The Legislative Programming program is directly responsible for all public meetings, policy management within Town, and legislative coordination. This program holds all costs associated with the advisory boards. Legislative Programming is currently responsible for approximately 30.78% of staff's time, and 24.52% of the department's expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$25,000	\$25,000	\$25,000
PERSONNEL	\$187,602	\$174,650	\$101,105
OPERATING	\$22,650	\$22,650	\$22,866
CAPITAL	\$0	\$0	\$0

LEGAL AND STATUTORY COMPLIANCE

One of the most expensive programs found within the Administration department is the Legal and Statutory Compliance program. This is related to the Town's compliance with state regulations. It houses expenditures related to business tax receipts, elections within the Town, public records management, as well as the Town Attorney. This program houses 12.12% of the departments staff time, as well as 13.21% of the total expenditures for Administration.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$56,188	\$68,750	\$145,541
OPERATING	\$25,250	\$40,750	\$42,078
CAPITAL	\$0	\$0	\$0

CAPITAL PROJECTS

This program includes the management and organization of capital projects for the Town. Though these projects are largely funded through the Infrastructure Fund, this program includes the planning stages for capital projects, any related vendor and grant management, in addition to project management responsibilities. This program also houses any costs related to the Town's historic street lights. The Capital Projects program is currently responsible for housing 16.20% of staff's time and 13.07% of the department's budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$98,859	\$91,900	\$82,926
OPERATING	\$13,250	\$103,350	\$127,469
CAPITAL	\$0	\$0	\$0

MANAGEMENT AND BUDGET ANALYSIS

This program is responsible for the larger financial projects within the Town. This program holds costs related to fiscal analysis, such as the creation of the Strategic Financial Plan, procurement responsibilities, asset management, and managing the Town's budget. Approximately 17.17% of staff time is accounted for in this program, as well as 25.50% of the department's expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$105,534	\$97,450	\$80,824
OPERATING	\$19,200	\$14,200	\$14,926
CAPITAL	\$93,940	\$0	\$0

ADMINISTRATION

ADMINISTRATION DEPARTMENT

TOWN MANAGER
JP Murphy



2020 ACCOMPLISHMENTS

- Completed a Town-wide strategic plan and implemented it with the programmatic budget
- Created and adhered to a Capital Projects Communications Guide
- Negotiated contract for lease of the Waterfall West parcel for a total value of over \$1 million

2021 GOALS

- Approve Emergency Management Plan (EMP)
- Launch town-wide Citizen Satisfaction Survey
- Empower employee engagement and success through proactive training initiatives
- Partner with departments to finalize the ADA transition plan

PROGRAMS

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

PERSONNEL

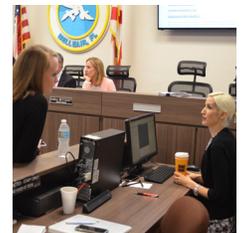
- Town Manager
- Town Clerk
- Construction Project Supervisor
- Management Analyst (2)

CAPITAL EQUIPMENT

- 2018 Ford Escape
- DJI Phantom 4 Pro
- Skydio Drone

DEPARTMENT OVERVIEW

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



TOWN ADMINISTRATION

The Town Administration program includes administrative costs pertaining to employee and Town management. This area also includes costs related to contract management, training required for staff, and emergency management. This program holds approximately 15.02% of total staff time and 16.78% of the total expenditures for the department.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$99,239	\$85,250	\$41,421
OPERATING	\$44,700	\$44,700	\$62,321
CAPITAL	\$0	\$0	\$0

COMMUNICATIONS AND MARKETING

This program relates to communications, marketing, and the development of public outreach and internal communication projects. This program is responsible for the Communications Team, day-to-day communications on social media, and long-term projects such as the Resident Information Guide. This is one of the department's smallest programs as it only utilizes less than 7% of total expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$50,954	\$49,450	\$50,883
OPERATING	\$8,400	\$8,400	\$9,740
CAPITAL	\$0	\$0	\$0

ADMINISTRATION DEPARTMENT

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OPERATING	\$22,650	\$22,650	\$22,866
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OPERATING	\$25,250	\$40,750	\$42,078
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CAPITAL	\$0	\$0	\$0

MANAGEMENT AND BUDGET ANALYSIS

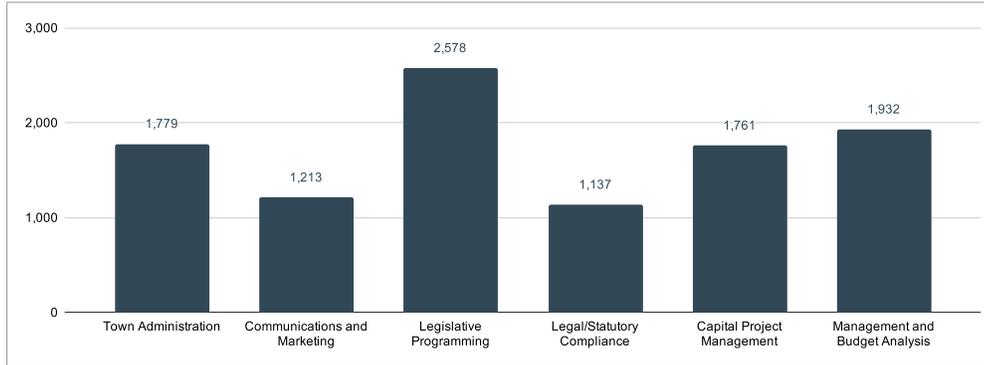
This program is responsible for the larger financial projects within the Town. This program holds costs related to fiscal analysis, such as the creation of the Strategic Financial Plan, procurement responsibilities, asset management, and managing the Town's budget. Approximately 17.17% of staff time is accounted for in this program, as well as 25.50% of the department's expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$105,534	\$97,450	\$80,824
OPERATING	\$19,200	\$14,200	\$14,926
CAPITAL	\$93,940	\$0	\$0

PROGRAM NET INCOME

Program	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	2020-2021	2019-2020
Revenues	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000
Personnel	\$50,954	\$187,602	\$72,556	\$98,858	\$99,239	\$105,535	\$614,744	\$567,450
Operating	\$8,400	\$22,650	\$40,750	\$13,250	\$44,700	\$19,200	\$148,950	\$279,401
Capital	\$0	\$0	\$0	\$0	\$0	\$93,940	\$93,940	\$0
Expense Subtotal	\$59,354	\$210,252	\$113,306	\$112,108	\$143,939	\$218,675	\$857,634	\$846,851
Program Total	(59,354)	(210,252)	(88,306)	(112,108)	(143,939)	(218,675)	(832,634)	(821,851)

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	2020-2021	2019-2020
321100 Occupational License	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000
PROGRAM REVENUE TOTALS	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000

EXPENDITURES

	Communications and Marketing	Legislative Programming	Legal/Statutory Compliance	Capital Projects	Town Administration	Management and Budget Analysis	2020-2021	2019-2020
PERSONNEL								
51100 SALARIES:EXEC.	0	\$9,600	\$0	\$0	0	\$0	\$9,600	\$9,600
51200 SALARIES	\$37,249	\$132,977	\$54,994	\$73,196	55,879	\$77,329	\$431,624	\$405,400
51201 UNUSED MEDICAL	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0
51500 SICK LEAVE	\$0	\$0	\$0	\$0	23,350	\$0	\$23,350	\$14,050
52100 FICA	\$2,850	\$10,173	\$4,208	\$5,599	4,275	\$5,916	\$33,021	\$31,100
52200 RETIREMENT-401K GENERAL PENSION	\$3,352	\$11,968	\$4,951	\$6,588	5,029	\$6,961	\$38,849	\$36,500
52300 LIFE/HOSP. INS.	\$6,803	\$21,384	\$7,753	\$12,425	9,706	\$14,229	\$72,300	\$64,800
52301 MEDICAL BENEFIT	\$700	\$1,500	\$650	\$1,050	1,000	\$1,100	\$6,000	\$6,000
Total	\$50,954	\$187,602	\$72,556	\$98,858	\$99,239	\$105,535	\$614,744	\$567,450
OPERATING								
53151 PROF. SERVICES	7,500	\$13,400	\$21,300	\$12,100	6,050	\$11,800	\$72,150	\$72,150
54000 TRAV & PER DIEM	\$0	\$0	\$0	\$0	9,400	\$0	\$9,400	\$20,100
54100 TELEPHONE	\$0	\$0	\$0	\$0	4,400	\$0	\$4,400	\$4,400
54200 POSTAGE	\$300	\$300	\$0	\$0	1,000	\$0	\$1,600	\$1,600
54620 MAIN. - VEHICLE	\$0	\$0	\$0	\$400	0	\$600	\$1,000	\$1,000
54670 MAINT. - EQUIP	\$0	\$0	\$0	\$0	0	\$0	\$0	\$112,411
54700 ORDINANCE CODES	\$0	\$1,900	\$1,900	\$0	400	\$800	\$5,000	\$5,000
54930 ADVERTISING	\$0	\$800	\$1,500	\$0	0	\$250	\$2,550	\$3,500
54940 FILING FEES	\$0	\$550	\$550	\$0	150	\$0	\$1,250	\$1,250
55100 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	3,100	\$0	\$3,100	\$3,100
55101 BOARDS EXPENSES	\$0	\$5,000	\$0	\$0	0	\$0	\$5,000	\$5,000
55210 OPERATING SUPPL	\$600	\$700	\$1,350	\$750	400	\$5,750	\$9,550	\$4,540
55222 RECORDS MGMT.-FEES	\$0	\$0	\$8,750	\$0	0	\$0	\$8,750	\$8,750
55240 UNIFORMS	\$0	\$0	\$0	\$0	650	\$0	\$650	\$650
55260 PROTECT. CLOTH.	\$0	\$0	\$0	\$0	250	\$0	\$250	\$250
55290 ELECTIONS	\$0	\$0	\$5,000	\$0	0	\$0	\$5,000	\$5,000
55410 MEMBERSHIPS	\$0	\$0	\$0	\$0	10,800	\$0	\$10,800	\$10,800
55420 TRAINING, AIDS	\$0	\$0	\$0	\$0	8,100	\$0	\$8,100	\$19,500
57900 ARCHIVES	\$0	\$0	\$400	\$0	0	\$0	\$400	\$400
Total	\$8,400	\$22,650	\$40,750	\$13,250	\$44,700	\$19,200	\$148,950	\$279,401
CAPITAL								
58001 TRANSFER OF RESERVES	\$0	\$0	\$0	\$0	\$0	\$93,940	\$93,940	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$93,940	\$93,940	\$0
PROGRAM EXPENDITURE TOTALS	\$59,354	\$210,252	\$113,306	\$112,108	\$143,939	\$218,675	\$857,634	\$846,851

BUILDING

BUILDING DEPARTMENT

**BUILDING AND ZONING
TECHNICIAN**
Gregg Lauda



2020 ACCOMPLISHMENTS

- Began implementation of cloud based permitting software
- Processed over 750 building permits
- Successfully recertified for Floodplain Administration for an additional 2 years
- Completed 1,700 inspections

2021 GOALS

- Streamline cloud based permitting process

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 is also responsible for damage assessment during emergency events.

PERMITTING

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$280,000	\$290,000	\$350,000
PERSONNEL	\$59,858	\$58,200	\$53,628
OPERATING	\$132,280	\$133,100	\$83,590
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$192,138	\$191,300	\$137,218

FLOODPLAIN MANAGEMENT

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$3,684	\$3,550	\$3,270
OPERATING	\$1,100	\$1,100	\$125
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$4,784	\$4,650	\$3,395

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$5,913	\$5,650	\$5,232
OPERATING	\$50	\$50	\$475
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$5,963	\$5,700	\$5,707



EMPLOYEE ADMINISTRATION

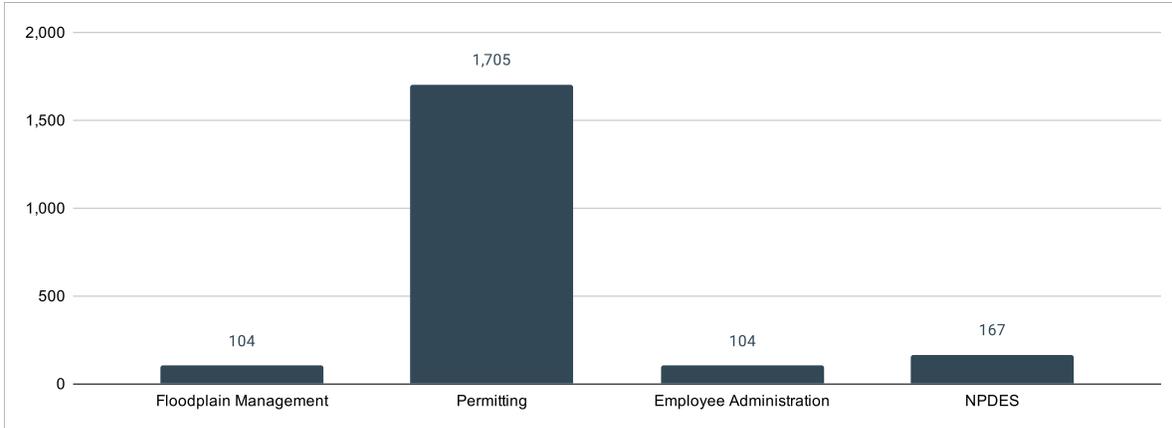
The Employee Administration program houses costs related to personnel time and resources. This includes items such as protective clothing, telephone usage, and office supplies. This is one of the two smallest programs within the department, accounting for 5% of staff time and 2.26% of the total Building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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$5,984	\$5,750	\$3,270
OPERATING	\$1,700	\$3,900	\$120
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$7,684	\$9,650	\$3,390

PROGRAM NET INCOME

Program	Permitting	NPDES	Floodplain Management	Employee Administration	2020-2021	2019-2020
Revenues	\$280,000	\$0	\$0	\$0	\$280,000	\$350,000
Personnel	\$59,858	\$5,913	\$3,684	\$5,984	\$75,439	\$65,400
Operating	\$132,280	\$50	\$1,100	\$1,700	\$135,130	\$84,310
Capital	\$0	\$0	\$0	\$0	\$0	\$0
Expense Subtotal	\$192,138	\$5,963	\$4,784	\$7,684	\$210,569	\$149,710
Program Total	87,862	(5,963)	(4,784)	(7,684)	69,431	200,290

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	Permitting	NPDES	Floodplain Management	Employee Administration	2020-2021	2019-2020
341802 Building Permit Revenue	\$280,000	\$0	\$0	\$0	\$280,000	\$290,000
PROGRAM REVENUE TOTALS	\$280,000	\$0	\$0	\$0	\$280,000	\$290,000

EXPENDITURES

PERSONNEL	Permitting	NPDES	Floodplain Management	Employee Administration	2020-2021	2019-2020
51200 SALARIES	42,274	4,175	2,610	2,610	\$51,669	\$11,100
51500 SICK LEAVE	\$0	\$0	\$0	\$2,300	\$2,300	\$2,200
52100 FICA	\$3,234	\$319	\$200	\$200	\$3,953	\$3,900
52200 RETIREMENT-401K GENERAL PENSION	\$3,805	\$376	\$235	\$235	\$4,651	\$4,600
52300 LIFE/HOSP. INS.	\$9,545	\$943	\$589	\$589	\$11,666	\$10,150
52301 MEDICAL BENEFIT	\$1,000	\$100	\$50	\$50	\$1,200	\$1,200
Total	\$59,858	\$5,913	\$3,684	\$5,984	\$75,439	\$73,150

OPERATING	Permitting	NPDES	Floodplain Management	Employee Administration	2020-2021	2019-2020
53155 COMMUNITY DEVELOPMENT SERVICES	40,000	\$0	\$0	\$0	\$40,000	40,000
53160 CONTRAC. LABOR	\$81,530	\$0	\$0	\$0	\$81,530	\$82,350
54000 TRAV & PER DIEM	\$0	\$0	\$0	\$600	\$600	\$600
54100 TELEPHONE	\$0	\$0	\$0	\$250	\$250	\$250
54670 MAINT. - EQUIP	\$400	\$0	\$50	\$50	\$500	\$500
55100 OFFICE SUPPLIES	\$0	\$0	\$500	\$0	\$500	\$1,000
55210 OPERATING SUPPL	\$350	\$50	\$550	\$0	\$950	\$2,650
55215 PLANNING & ZON.	\$10,000	\$0	\$0	\$0	\$10,000	\$10,000
55240 UNIFORMS	\$0	\$0	\$0	\$200	\$200	\$200
55410 MEMBERSHIPS	\$0	\$0	\$0	\$300	\$300	\$300
55420 TRAINING, AIDS	\$0	\$0	\$0	\$300	\$300	\$300
Total	\$132,280	\$50	\$1,100	\$1,700	\$135,130	\$138,150

PROGRAM EXPENDITURE TOTALS	\$192,138	\$5,963	\$4,784	\$7,684	\$210,569	\$211,300
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SUPPORT SERVICES

SUPPORT SERVICES DEPARTMENT

DIRECTOR OF SUPPORT SERVICES
Stefan Massol



2020 ACCOMPLISHMENTS

- COVID-19 response such as building improvements and remote working capabilities
- Contract solicitations completed for Pay & Compensation study, renovations, and fuel pump
- Secured a paid ELGL fellow to design a new Popular Annual Financial Report (PAFR)

2021 GOALS

- Facility improvements to security, aesthetics, and renovation of the Town Hall restrooms
- Review and recommend updates to the Town's personnel policies
- Telecom improvements
- Submit the new Popular Annual Financial Report for award
- Cybersecurity improvements and action plans for threat mitigation
- Compensation study and considering related policies and financial impacts to the town and employees

PROGRAMS

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

DEPARTMENT OVERVIEW

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



DIRECT INTERDEPARTMENTAL SUPPORT

The Direct Interdepartmental Support program includes costs for supporting other departments on daily basis or filling in when staff members are absent. This equates to only 3.00% of the department's total staff time and 3.94% of the total expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$39,290	\$36,350	\$23,308
OPERATING	\$50,000	\$63,750	\$65,292
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$89,288	\$100,100	\$88,600

TOWNWIDE EMPLOYEE ADMINISTRATION

The Townwide Employee Administration program is responsible for managing the life cycle of the Town's employees. This includes the hiring process, benefits administration, personnel matters, and managing payroll duties. This program houses 15.00% of total staff time, but only 5.26% of the department's total budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$103,787	\$93,950	\$96,995
OPERATING	\$15,300	\$12,050	\$12,965
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$119,087	\$106,000	\$109,960

SUPPORT SERVICES DEPARTMENT

FACILITY MAINTENANCE

The Facility Maintenance program includes responsibilities for the maintenance and repair of the town's facilities, in addition to custodial duties. This program also holds the costs of the ABM contract. Facility Maintenance includes 26.00% of personnel time and 10.12% of overall expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$121,386	\$115,950	\$171,671
OPERATING	\$107,800	\$100,250	\$92,554
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$229,185	\$216,000	\$264,225

FINANCIAL MANAGEMENT

The Financial Management program encompasses all accounting, purchasing, and utility billing activities. The majority of costs for this department come from three subprograms: Accounting and Auditing, Accounts Payable, and Accounts Receivable. This program is the largest within the Support Services Department, accounting for approximately 43.00% of staff time, and 13.52% of the total budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$54,700	\$34,700	\$34,700
PERSONNEL	\$216,137	\$281,900	\$280,608
OPERATING	\$50,100	\$47,500	\$52,583
CAPITAL	\$40,000	\$0	\$0
EXPENSE SUBTOTAL	\$306,237	\$329,400	\$333,191

INFORMATION TECHNOLOGY

The Information Technology program is related to the costs of managing computer services and activities. This includes coordinating hardware and software expenditures and any contracts related to information technology. This program houses only 1.00% of the department's personnel time, but 12.36% of the overall costs.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$8,341	\$8,750	\$5,312
OPERATING	\$249,050	\$206,550	\$185,040
CAPITAL	\$22,500	\$0	\$0
EXPENSE SUBTOTAL	\$279,891	\$215,300	\$190,352

INTRADEPARTMENTAL ADMINISTRATION

The Intradepartmental Administration program accounts for all management activities found within the department. This includes employee administration, duties for Support Services, purchase requests and budget preparation, and records management. This program is responsible for approximately 8.00% of staff time but only 6.03% of the Support Services budget.

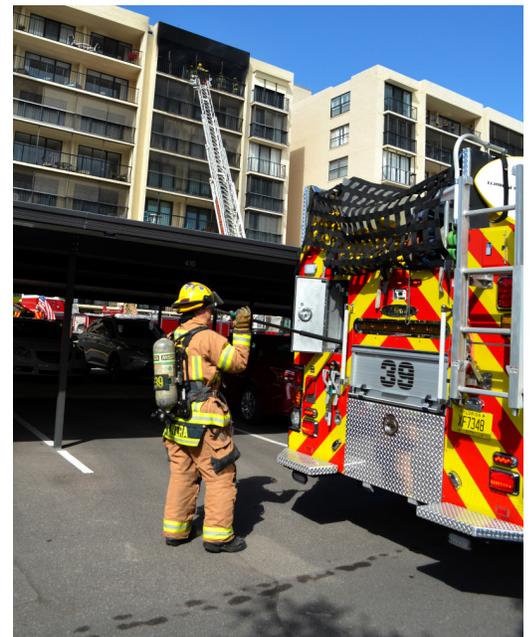
	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$94,536	\$111,900	\$51,935
OPERATING	\$41,950	\$47,750	\$20,657
CAPITAL	\$0	\$28,500	\$18,400
EXPENSE SUBTOTAL	\$136,486	\$188,150	\$90,992

PERSONNEL

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

CAPITAL EQUIPMENT

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



SUPPORT SERVICES DEPARTMENT

RISK MANAGEMENT

The Risk Management program handles claims, safety management, as well as the insurances for property and casualty. This program entails approximately 4.00% of personnel time and 15.90% of the department's budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$31,800	\$29,750	\$26,422
OPERATING	\$328,250	\$274,450	\$257,659
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$360,050	\$305,200	\$284,081

TOWNWIDE PROFESSIONAL SERVICES

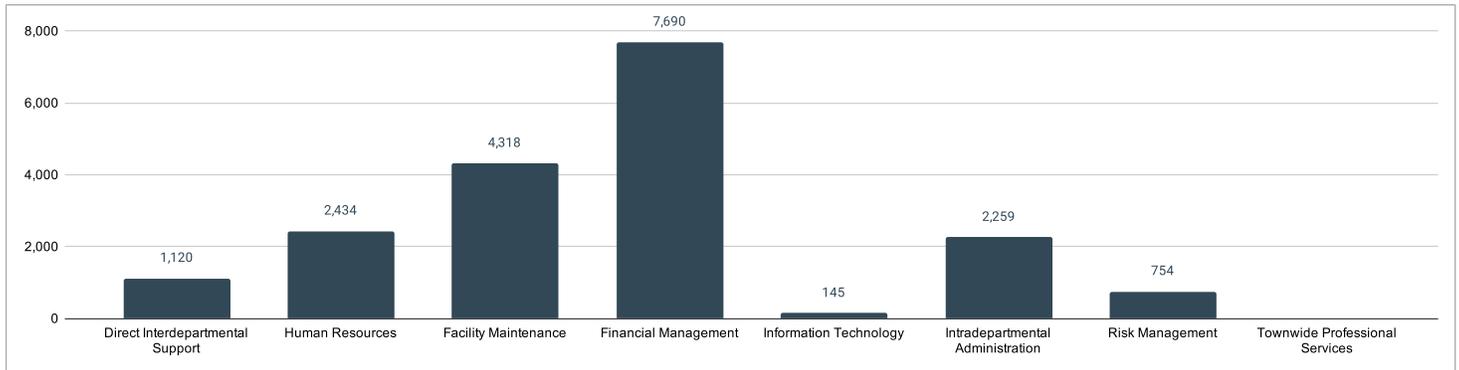
The final program, called Townwide Services, is responsible for managing professional services distributed in Belleair. This includes costs for Fire/Rescue Services from the City of Largo, the town planner, and the town attorney. While this program accounts for no staff time, it houses 32.87% of the Support Services budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$0	\$0	\$0
OPERATING	\$744,375	\$698,250	\$771,400
CAPITAL	\$0	\$15,000	\$0
EXPENSE SUBTOTAL	\$744,375	\$713,250	\$771,400

PROGRAM NET INCOME

Program	Direct Interdepartmental Services	Human Resources	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	2020-2021	2019-2020
Revenues	\$0	\$0	\$0	\$34,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700
Personnel	\$39,290	\$103,787	\$121,386	\$216,137	\$8,341	\$94,536	\$31,800	\$0	\$615,277	\$678,050
Operating	\$50,000	\$15,300	\$107,800	\$50,100	\$249,050	\$41,950	\$328,250	\$744,375	\$1,586,825	\$1,476,050
Capital	\$0	\$0	\$0	\$40,000	\$22,500	\$0	\$0	\$0	\$62,500	\$22,500
Expense Subtotal	\$89,290	\$119,087	\$229,186	\$306,237	\$279,891	\$136,486	\$360,050	\$744,375	\$2,264,602	\$2,176,600
Program Total	(89,290)	(119,087)	(229,186)	(271,537)	(279,891)	(136,486)	(360,050)	(744,375)	(2,229,902)	(2,141,900)

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	Direct Interdepartmental Services	Human Resources	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	2020-2021	2019-2020
369000 Miscellaneous	\$0	\$0	\$0	\$54,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700
PROGRAM REVENUE TOTALS	\$0	\$0	\$0	\$54,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700

EXPENDITURES

	Direct Interdepartmental Services	Human Resources	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	2020-2021	2019-2020
PERSONNEL										
51200 SALARIES	26,237	\$77,554	\$81,005	\$147,307	\$6,448	\$64,517	\$23,231	\$0	\$426,299	481,900
51201 PT SALARIES	0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000	0
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51400 OVERTIME	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,000
51500 SICK LEAVE	\$170	\$0	\$0	\$100	\$0	\$6,900	\$0	\$0	\$7,170	\$12,050
52100 FICA	\$2,008	\$5,129	\$6,197	\$11,269	\$494	\$4,935	\$1,777	\$0	\$31,809	\$36,900
52200 RETIREMENT-401K GENERAL PENSION	\$2,361	\$6,035	\$7,291	\$13,259	\$582	\$5,807	\$2,091	\$0	\$37,426	\$43,400
52300 LIFE/HOSP. INS.	\$6,364	\$13,669	\$24,393	\$33,702	\$767	\$11,077	\$4,301	\$0	\$94,273	\$92,000
52301 MEDICAL BENEFIT	\$650	\$1,400	\$2,500	\$4,500	\$50	\$1,300	\$400	\$0	\$10,800	\$10,800
Total	\$39,290	\$103,787	\$121,386	\$216,137	\$8,341	\$94,536	\$31,800	\$0	\$615,277	\$678,050

	Direct Interdepartmental Services	Human Resources	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	2020-2021	2019-2020
OPERATING										
51305 BANK FEES	\$0	\$0	\$0	\$7,400	\$0	\$0	\$0	\$0	\$7,400	\$7,400
53100 PHYSICAL EXAMS	0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	500
53110 TOWN ATTORNEY	0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,750	\$75,750	75,750
53151 PROF. SERVICES	\$0	\$0	\$43,500	\$0	\$17,000	\$0	\$0	\$0	\$60,500	\$42,000
53152 FIRE SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$653,625	\$653,625	\$622,500
53200 ACCTG. & AUDIT.	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000	\$35,000
54000 TRAV & PER DIEM	\$0	\$0	\$0	\$0	\$0	\$4,050	\$0	\$0	\$4,050	\$4,050
54100 TELEPHONE	\$0	\$0	\$0	\$0	\$14,000	\$4,600	\$0	\$0	\$18,600	\$13,600
54200 POSTAGE	\$3,000	\$0	\$0	\$900	\$0	\$0	\$0	\$0	\$3,900	\$3,550
54300 ELECTRICITY	\$0	\$0	\$13,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000
54301 WATER	\$0	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$3,500	\$13,500
54302 SANITATION	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$400	\$800
54303 SEWER	\$0	\$0	\$3,300	\$0	\$0	\$0	\$0	\$0	\$3,300	\$6,200
54320 GAS (NATURAL)	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0
54401 EQUIP LEASING	\$0	\$0	\$0	\$0	\$0	\$18,100	\$0	\$0	\$18,100	\$18,100
54510 INS. GEN. LIAB.	\$0	\$0	\$0	\$0	\$0	\$0	\$327,800	\$0	\$327,800	\$275,000
54620 MAIN. - VEHICLE	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
54630 MAINT.-BLDG.	\$0	\$0	\$37,300	\$0	\$0	\$0	\$0	\$0	\$37,300	\$32,000
54905 AHLF PROPERTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54950 EMPLOY.RELATION	\$0	\$13,000	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$10,500

55100 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$4,700	\$0	\$0	\$4,700	\$4,500
55210 OPERATING SUPPL	\$0	\$1,800	\$2,550	\$4,100	\$100	\$750	\$400	\$0	\$9,700	\$9,650
55220 GASOLINE & OIL	\$47,000	\$0	\$0	\$100	\$0	\$0	\$50	\$0	\$47,150	\$48,000
55221 TOOLS	\$0	\$0	\$650	\$0	\$0	\$0	\$0	\$0	\$650	\$650
55240 UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$1,200
55260 PROTECT. CLOTH.	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$600	\$600
55410 MEMBERSHIPS	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$1,200
55420 TRAINING, AIDS	\$0	\$0	\$0	\$0	\$0	\$4,350	\$0	\$0	\$4,350	\$4,350
56405 COMPUTER SYSTEM	\$0	\$0	\$0	\$0	\$217,950	\$0	\$0	\$0	\$217,950	\$209,450
57001 VEHICLE DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$3,000	\$6,000
57100 LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
Total	\$50,000	\$15,300	\$107,800	\$50,100	\$249,050	\$41,950	\$328,250	\$744,375	\$1,594,225	\$1,476,050

CAPITAL

	Direct Interdepartmental Services	Human Resources	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	2020-2021	2019-2020
58001 TRANSFER OF RESERVES	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000	0
58102 TRANSFER TO 301	\$0	\$0	\$0	\$0	\$22,500	\$0	\$0	\$0	\$22,500	\$22,500
Total	\$0	\$0	\$0	\$40,000	\$22,500	\$0	\$0	\$0	\$62,500	\$22,500

PROGRAM EXPENDITURE TOTALS	\$89,290	\$119,087	\$229,186	\$306,237	\$279,891	\$136,486	\$360,050	\$744,375	\$2,272,002	\$2,176,600
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POLICE

POLICE DEPARTMENT

POLICE CHIEF
Rick Doyle`



2020 ACCOMPLISHMENTS

- Improved the aesthetics of the Town through proactive Code Enforcement
- Expanded and improved educational programs involving scams, and internet safety
- Improved the traffic enforcement while managing budget

2021 GOALS

- Continue the successful management of the increased fleet
- Roll out community fraud prevention programs
- Continue to seek new ways to operate more efficiently while maintaining high level of quality service for residents

PROGRAMS

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

CAPITAL EQUIPMENT

- Ford Interceptor (9)
- Ford F-150 (3)
- Chevrolet Tahoe (3)
- Ford Fusion (2)
- Tasers and Accessories
- Radio System
- Firearms
- Vehicle Technology

DEPARTMENT OVERVIEW

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



GENERAL PATROL

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$1,500	\$4,050	\$17,684
PERSONNEL	\$755,334	\$717,300	\$1,110,171
OPERATING	\$32,850	\$36,500	\$60,680
CAPITAL	\$0	\$0	\$36,813

CODE ENFORCEMENT

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$600	\$600	\$1,344
PERSONNEL	\$221,265	\$203,000	\$89,458
OPERATING	\$9,300	\$9,300	\$8,155
CAPITAL	\$0	\$0	\$2,966

CRIMINAL INVESTIGATIONS

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$600	\$600	\$1,220
PERSONNEL	\$240,305	\$220,700	\$81,173
OPERATING	\$9,600	\$9,600	\$5,747
CAPITAL	\$0	\$0	\$2,691

COMMUNITY ORIENTED POLICING

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$187,200	\$187,200	\$92,440
PERSONNEL	\$329,239	\$310,450	\$31,942
OPERATING	\$4,150	\$4,150	\$2,216
CAPITAL	\$18,000	\$0	\$1,059

EMPLOYEE ADMINISTRATION

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$2,500	\$1,000	\$4,271
PERSONNEL	\$284,538	\$246,150	\$284,206
OPERATING	\$60,950	\$38,000	\$18,352
CAPITAL	\$72,500	\$85,750	\$9,422

PERSONNEL

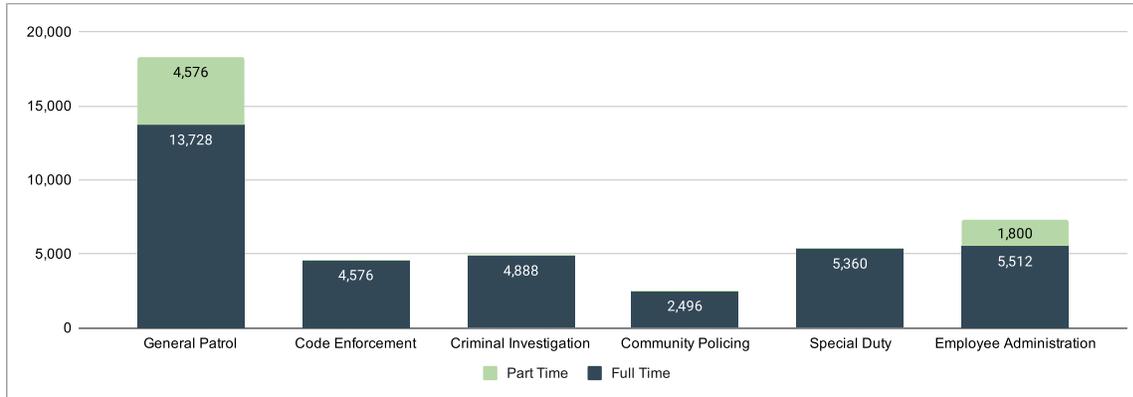
- Police Chief
- Lieutenant (2)
- Detective
- Administrative Assistant
- Executive Assistant
- Night Clerk (2)
- Code Enforcement Officer
- Full-Time Police Officer (11)
- Part-Time Police Officers (3)



PROGRAM NET INCOME

Program	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	2020-2021	2019-2020
Revenues	\$1,500	\$600	\$600	\$187,200	\$2,500	\$192,400	\$193,450
Personnel	\$766,334	\$221,265	\$240,305	\$329,239	\$284,538	\$1,841,681	\$1,697,600
Operating	\$32,850	\$9,300	\$9,600	\$4,150	\$60,950	\$116,850	\$97,550
Capital	\$0	\$0	\$0	\$18,000	\$72,500	\$90,500	\$85,750
Expense Subtotal	\$799,184	\$230,565	\$249,905	\$351,389	\$417,988	\$2,049,031	\$1,880,900
Program Total	(797,684)	(229,965)	(249,305)	(164,189)	(415,488)	(1,856,631)	(1,687,450)

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	2020-2021	2019-2020
331201 JAG GRANT	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000
337200 GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
342103 SPECIAL DUTY POLICE	\$1,500	\$0	\$0	\$169,200	\$1,500	\$172,200	\$187,200
351100 COURT FINES (POLICE FINES)	\$0	\$600	\$600	\$0	\$0	\$1,200	\$3,200
351300 POLICE ACADEMY	\$0	\$0	\$0	\$0	\$0	\$0	\$300
351400 RESTITUTION	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
351402 OTC FINES AND TICKETS	\$0	\$0	\$0	\$0	\$0	\$0	\$250
354000 ORDINANCE VIOLATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366905 CONTRIBUTION - POL. EQUIPMENT	\$0	\$0	\$0	\$18,000	\$0	\$18,000	\$0
PROGRAM REVENUE TOTALS	\$1,500	\$600	\$600	\$187,200	\$2,500	\$192,400	\$193,450

EXPENDITURES

PERSONNEL	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	2020-2021	2019-2020
51000 INCENTIVE PAY	7,800	\$1,950	\$1,950	\$650	650	\$13,000	\$13,000
51200 SALARIES	\$375,877	\$134,585	\$151,210	\$125,192	183,866	\$970,730	\$1,075,900
51201 PT SALARIES	\$82,550	\$0	\$0	\$0	5,450	\$88,000	\$88,000
51202 SPECIAL DUTY PAY	\$0	\$0	\$0	\$156,700	0	\$156,700	\$156,700
51210 Unused Medical	\$0	\$0	\$0	\$0	0	\$0	\$0
51400 OVERTIME	\$7,800	\$0	\$4,800	\$1,750	4,400	\$18,750	\$18,750
51500 SICK LEAVE	\$0	\$1,850	\$0	\$0	18,800	\$20,650	\$25,750
52100 FICA	\$35,504	\$10,296	\$11,568	\$5,465	14,067	\$76,900	\$72,950
52200 RETIREMENT-401K GENERAL PENSION	\$2,994	\$0	\$0	\$1,233	2,778	\$7,005	\$4,200
52220 RETIREMENT-POLICE OFFICERS	\$184,700	\$44,175	\$43,725	\$23,175	18,725	\$314,500	\$298,000
52300 LIFE/HOSP. INS.	\$61,509	\$25,809	\$24,252	\$13,624	32,952	\$158,146	\$82,250
52301 MEDICAL BENEFIT	\$7,600	\$2,600	\$2,800	\$1,450	2,850	\$17,300	\$17,300
Total	\$766,334	\$221,265	\$240,305	\$329,239	\$284,538	\$1,841,681	\$1,852,800

OPERATING	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	2020-2021	2019-2020
52900 CODE ENFORCE.	1,800	\$650	\$750	\$0	0	\$3,200	\$3,200
53100 PHYSICAL EXAMS	\$0	\$0	\$0	\$0	1,500	\$1,500	\$1,500
53151 PROF. SERVICES	\$14,950	\$4,700	\$4,700	\$1,000	1,650	\$27,000	\$30,650
54000 TRAV & PER DIEM	\$0	\$0	\$0	\$0	1,000	\$1,000	\$1,000
54100 TELEPHONE	\$0	\$0	\$0	\$0	7,000	\$7,000	\$7,000
54200 POSTAGE	\$0	\$0	\$0	\$0	800	\$800	\$800

54401 EQUIP LEASING	\$0	\$0	\$0	\$0	5,000	\$5,000	\$5,000
54620 MAIN. - VEHICLE	\$4,850	\$1,300	\$1,300	\$450	0	\$7,900	\$7,900
54650 MAINT. - RADIOS	\$5,650	\$1,450	\$1,450	\$500	500	\$9,550	\$9,550
54670 MAINT. - EQUIP	\$0	\$0	\$0	\$0	0	\$0	\$0
55100 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	2,350	\$2,350	\$2,350
55209 CRIME PREVENTIO	\$0	\$0	\$0	\$1,750	0	\$1,750	\$1,750
55210 OPERATING SUPPL	\$5,600	\$1,200	\$1,400	\$450	450	\$9,100	\$9,100
55221 TOOLS	\$0	\$0	\$0	\$0	550	\$550	\$550
55240 UNIFORMS	\$0	\$0	\$0	\$0	9,700	\$9,700	\$9,700
55260 PROTECT. CLOTH.	\$0	\$0	\$0	\$0	8,100	\$8,100	\$8,100
55410 MEMBERSHIPS	\$0	\$0	\$0	\$0	700	\$700	\$700
55420 TRAINING, AIDS	\$0	\$0	\$0	\$0	10,000	\$10,000	\$200
57001 VEHICLE DEBT SERVICE	\$0	\$0	\$0	\$0	11,650	\$11,650	\$23,250
Total	\$32,850	\$9,300	\$9,600	\$4,150	\$60,950	\$116,850	\$122,300

CAPITAL

	General Patrol	Code Enforcement	Criminal Investigation	Community Policing	Employee Administration	2020-2021	2019-2020
58001 TRANSFER OF RESERVES	\$0	\$0	\$0	\$18,000	\$0	\$18,000	\$0
58102 TRANSFER TO 301	\$0	\$0	\$0	\$0	\$72,500	\$72,500	\$62,500
Total	\$0	\$0	\$0	\$18,000	\$72,500	\$90,500	\$62,500

PROGRAM EXPENDITURE TOTALS	\$799,184	\$230,565	\$249,905	\$351,389	\$417,988	\$2,049,031	\$2,037,600
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PUBLIC WORKS

PUBLIC WORKS DEPARTMENT

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



2020 ACCOMPLISHMENTS

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

2021 GOALS

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

PROGRAMS

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

CAPITAL EQUIPMENT

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

DEPARTMENT OVERVIEW

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



BEAUTIFICATION

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$95,537	\$91,200	\$81,149
OPERATING	\$78,650	\$74,700	\$72,650
CAPITAL	\$0	\$0	\$0

URBAN FORESTRY

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$65,992	\$63,400	\$55,206
OPERATING	\$38,900	\$38,550	\$36,933
CAPITAL	\$0	\$0	\$0

SPORTSFIELDS

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$54,837	\$50,550	\$41,807
OPERATING	\$34,600	\$37,000	\$43,933
CAPITAL	\$0	\$0	\$0

HARDSCAPE PAVING

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$69,236	\$69,100	\$83,077
OPERATING	\$22,150	\$15,000	\$22,100
CAPITAL	\$0	\$0	\$0

STORMWATER

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$140,828	\$139,200	\$171,246
OPERATING	\$23,300	\$27,350	\$65,292
CAPITAL	\$0	\$0	\$0

REGULATORY SIGNS

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

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$24,042	\$24,200	\$28,407
OPERATING	\$4,900	\$4,300	\$4,233
CAPITAL	\$0	\$0	\$0

PERSONNEL

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



PUBLIC WORKS DEPARTMENT

EMPLOYEE ADMINISTRATION

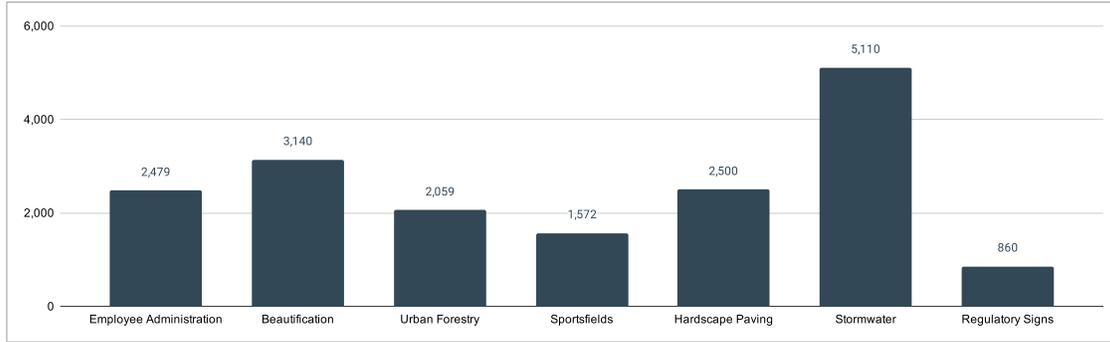
The Employee Administration program accounts for all management activities found within the department. This includes employee management, duties for Public Works, customer service, and training.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$0
PERSONNEL	\$106,154	\$105,800	\$65,658
OPERATING	\$92,875	\$91,650	\$80,900
CAPITAL	\$34,650	\$61,360	\$84,650

PROGRAM NET INCOME

Program	Employee Administration	Beautification	Urban Forestry	Sportsfields	Hardscape Paving	Stormwater	Regulatory Signs	2020-2021	2019-2020
Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$106,154	\$95,537	\$65,992	\$54,837	\$69,236	\$140,828	\$24,042	\$556,626	\$542,950
Operating	\$92,875	\$78,650	\$38,900	\$34,600	\$22,150	\$23,300	\$4,900	\$295,375	\$315,750
Capital	\$34,650	\$0	\$0	\$0	\$0	\$0	\$0	\$34,650	\$34,650
Expense Subtotal	\$233,679	\$174,187	\$104,892	\$89,437	\$91,386	\$164,128	\$28,942	\$886,651	\$893,350
Program Total	(233,679)	(174,187)	(104,892)	(89,437)	(91,386)	(164,128)	(28,942)	(886,651)	(893,350)

PERSONNEL ALLOCATIONS BY HOURS



EXPENDITURES

	Employee Administration	Beautification	Urban Forestry	Sportsfields	Hardscape Paving	Stormwater	Regulatory Signs	2020-2021	2019-2020
PERSONNEL									
51200 SALARIES	74,067	\$65,205	\$45,586	\$38,359	\$46,132	\$93,448	\$16,040	\$378,837	373,250
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51400 OVERTIME	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$850	\$850
51500 SICK LEAVE	\$3,600	\$0	\$0	\$0	\$0	\$0	\$0	\$3,600	\$5,200
52100 FICA	\$5,666	\$4,988	\$3,487	\$2,934	\$3,529	\$7,149	\$1,227	\$28,980	\$28,600
52200 RETIREMENT-401K GENERAL PENSION	\$6,666	\$5,868	\$4,103	\$3,452	\$4,152	\$8,410	\$1,444	\$34,095	\$33,650
52300 LIFE/HOSP. INS.	\$13,905	\$17,676	\$11,666	\$9,192	\$14,023	\$28,871	\$4,831	\$100,164	\$91,300
52301 MEDICAL BENEFIT	\$1,400	\$1,800	\$1,150	\$900	\$1,400	\$2,950	\$500	\$10,100	\$10,100
Total	\$106,154	\$95,537	\$65,992	\$54,837	\$69,236	\$140,828	\$24,042	\$556,626	\$542,950
OPERATING									
52400 WORKMEN'S COMP.	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
53100 PHYSICAL EXAMS	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
53151 PROF. SERVICES	\$6,000	\$0	\$0	\$0	\$0	\$6,000	\$0	\$12,000	\$19,000
53160 CONTRAC. LABOR	\$10,000	\$33,700	\$0	\$12,000	\$0	\$0	\$0	\$55,700	\$56,200
53410 STREET SWEEPING	\$0	\$0	\$0	\$0	\$0	\$14,000	\$0	\$14,000	\$19,500
54000 TRAV & PER DIEM	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
54100 TELEPHONE	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,050
54310 ENERGY	\$40,250	\$0	\$0	\$0	\$0	\$0	\$0	\$40,250	\$40,250
54601 MAINT.-HUNTER PARK	\$0	\$5,600	\$0	\$0	\$0	\$0	\$0	\$5,600	\$5,600
54618 TENNIS COURTS-MAINT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
54619 FIELDS/COURTS	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000	\$15,000
54620 MAIN. - VEHICLE	\$0	\$600	\$400	\$400	\$600	\$500	\$400	\$2,900	\$2,250
54670 MAINT. - EQUIP	\$0	\$1,800	\$1,200	\$1,200	\$2,150	\$1,300	\$1,200	\$8,850	\$5,250
54680 MAINT.-GROUNDS	\$0	\$12,000	\$800	\$6,000	\$0	\$0	\$0	\$18,800	\$20,000
54682 TREE TRIMMING	\$0	\$0	\$36,000	\$0	\$0	\$0	\$0	\$36,000	\$36,550
54686 HOLIDAY LIGHTIN	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000	\$8,000
54910 PLANTINGS	\$0	\$4,700	\$0	\$0	\$0	\$0	\$0	\$4,700	\$4,700
55100 OFFICE SUPPLIES	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$800	\$800
55210 OPERATING SUPPL	\$2,500	\$2,550	\$500	\$0	\$0	\$0	\$0	\$5,550	\$5,500
55221 TOOLS	\$0	\$700	\$0	\$0	\$0	\$500	\$0	\$1,200	\$750
55230 CHEMICALS	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
55240 UNIFORMS	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600	\$1,900
55260 PROTECT. CLOTH.	\$2,125	\$0	\$0	\$0	\$0	\$0	\$0	\$2,125	\$1,700
55300 ROAD MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0	\$19,400	\$1,000	\$3,300	\$23,700	\$22,800
55410 MEMBERSHIPS	\$3,050	\$0	\$0	\$0	\$0	\$0	\$0	\$3,050	\$3,050
55420 TRAINING, AIDS	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$3,200	\$3,200
56405 COMPUTER SYSTEM	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
57001 VEHICLE DEBT SERVICE	\$17,850	\$0	\$0	\$0	\$0	\$0	\$0	\$17,850	\$26,700
Total	\$92,875	\$78,650	\$38,900	\$34,600	\$22,150	\$23,300	\$4,900	\$295,375	\$315,750
CAPITAL									
58101 CAPITAL PURCH.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
58102 TRANSFER TO 301	\$34,650	\$0	\$0	\$0	\$0	\$0	\$0	\$34,650	\$34,650
Total	\$34,650	\$0	\$0	\$0	\$0	\$0	\$0	\$34,650	\$34,650
PROGRAM EXPENDITURE TOTALS	\$233,679	\$174,187	\$104,892	\$89,437	\$91,386	\$164,128	\$28,942	\$886,651	\$893,350

RECREATION

RECREATION DEPARTMENT

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



2020 ACCOMPLISHMENTS

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

2021 GOALS

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

PROGRAMS

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

CAPITAL EQUIPMENT

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

PERSONNEL

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

DEPARTMENT OVERVIEW

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



COMMUNITY EVENTS

The Community Promotions and Events program coordinates and manages events within the Town, such as the concerts, and holiday events. This includes three smaller programs called Leisure Events, Community Outreach, and Athletic Events. This program utilizes 15.43% of staff's time and 20.25% of the department's total budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$102,750	\$153,300	\$146,550
PERSONNEL	\$85,613	\$83,900	\$73,802
OPERATING	\$77,500	\$128,850	\$128,800
CAPITAL	\$0	\$0	\$0

SPORTS LEAGUES

This program provides youth activities such as basketball, dodgeball, and flag football. The Sports Leagues budget houses costs like referees, evaluations, and equipment. This program accounts for 5.48% of personnel time and 6.32% of the total Recreation budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$37,250	\$37,250	\$39,410
PERSONNEL	\$31,508	\$30,950	\$26,214
OPERATING	\$19,400	\$23,200	\$23,700
CAPITAL	\$0	\$0	\$0

RECREATION DEPARTMENT

YOUTH ACTIVITIES

The Youth Activities program provides activities and care for youth attendees. This includes after school programs, day camps, summer camps, and overall enrichment. This is the largest of the Recreation department's when it comes to personnel time overall budget, encompassing 26.39% of total staff allocation, and 31.76% of the total expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$284,275	\$279,100	\$253,274
PERSONNEL	\$161,097	\$162,700	\$126,204
OPERATING	\$94,800	\$102,700	\$100,900
CAPITAL	\$0	\$0	\$0

ADULT ACTIVITIES

The Adult Activities program includes costs and time related to classes offered for adult attendees. This includes programs offered such as pilates, silver sneakers, and tennis. One of the revenue sources for this program also holds rental income for one of the programs provided. This program accounts for 2.31% of staff time and 2.65% of the Recreation budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$18,600	\$15,500	\$16,998
PERSONNEL	\$12,328	\$12,750	\$11,068
OPERATING	\$9,000	\$8,000	\$8,000
CAPITAL	\$0	\$0	\$0

EMPLOYEE ADMINISTRATION

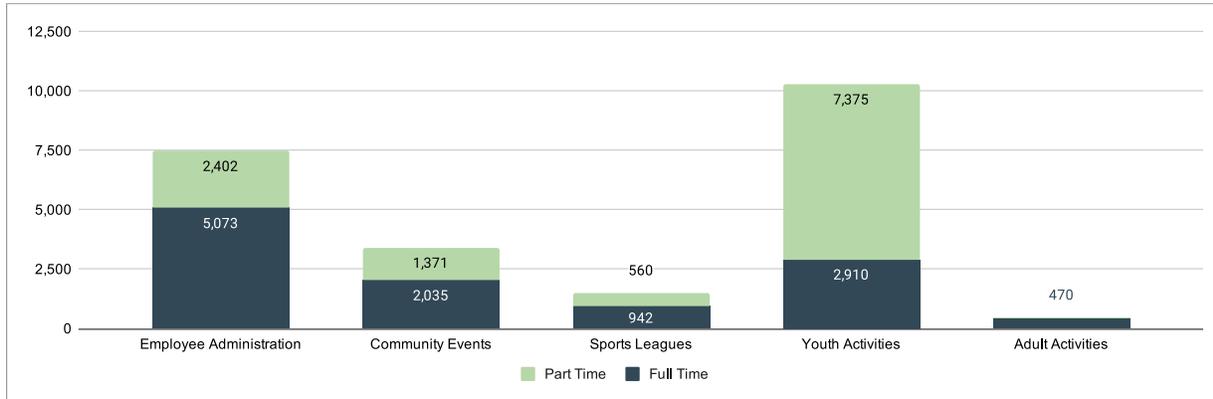
This is a program that can be found across all departments, as the Employee Administration program encompasses costs directly related to trainings, employee life cycles, asset management, and more. This accounts for 50.39% of personnel time, but 39.02% of all expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$60,690	\$68,600	\$49,368
PERSONNEL	\$235,020	\$210,900	\$241,013
OPERATING	\$63,200	\$61,150	\$49,750
CAPITAL	\$16,150	\$24,950	\$20,300

PROGRAM NET INCOME

Program	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	2020-2021	2019-2020
Revenues	\$60,960	\$102,750	\$37,250	\$284,275	\$18,600	\$503,835	\$553,750
Personnel	\$235,020	\$85,613	\$31,508	\$161,097	\$12,328	\$525,566	\$500,550
Operating	\$63,200	\$77,500	\$19,400	\$94,800	\$9,000	\$263,900	\$333,350
Capital	\$16,150	\$0	\$0	\$0	\$0	\$16,150	\$16,150
Expense Subtotal	\$314,370	\$163,113	\$50,908	\$255,897	\$21,328	\$805,616	\$850,050
Program Total	(253,410)	(60,363)	(13,658)	28,378	(2,728)	(301,781)	(296,300)

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	2020-2021	2019-2020
300320 TENNIS ANNUAL PERMITS	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
347210 RECREATION (PROG. ACTIVITY)	\$1,260	\$0	\$36,050	\$268,150	\$16,100	\$321,560	\$316,400
347211 RECREATION PERMITS	\$18,350	\$0	\$0	\$3,400	\$0	\$21,750	\$22,550
347213 REC-VENDING MACHINE SALES	\$0	\$0	\$0	\$3,231	\$0	\$3,231	\$4,150
347214 Concession Stand Sales	\$0	\$0	\$1,200	\$9,494	\$0	\$10,694	\$9,700
347530 SPECIAL EVENTS-Private Parties	\$6,150	\$0	\$0	\$0	\$0	\$6,150	\$6,150
347540 SPECIAL EVENTS-ATHLETIC PROGRAMS	\$20,400	\$0	\$0	\$0	\$0	\$20,400	\$19,200
362000 RENTAL INCOME	\$4,800	\$0	\$0	\$0	\$0	\$4,800	\$4,800
366902 DONATION-COMMUNITY PROJECTS	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$15,000
366911 SPECIAL EVENTS	\$0	\$102,750	\$0	\$0	\$0	\$102,750	\$153,300
PROGRAM REVENUE TOTALS	\$60,960	\$102,750	\$37,250	\$284,275	\$18,600	\$503,835	\$553,750

EXPENDITURES

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	2020-2021	2019-2020
PERSONNEL							
51200 SALARIES	128,379	\$50,841	\$17,371	\$53,355	\$8,232	\$258,178	246,450
51201 PT SALARIES	\$34,600	\$12,750	\$4,950	\$74,650	\$0	\$126,950	\$127,950
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51400 OVERTIME	\$850	\$0	\$0	\$0	\$0	\$850	\$850
51500 SICK LEAVE	\$14,500	\$0	\$0	\$0	\$0	\$14,500	\$11,800
52100 FICA	\$12,471	\$4,865	\$1,704	\$9,907	\$630	\$29,577	\$19,000
52200 RETIREMENT-401K GENERAL PENSION	\$11,554	\$4,576	\$1,563	\$4,801	\$741	\$23,235	\$22,200
52300 LIFE/HOSP. INS.	\$29,166	\$11,431	\$5,420	\$16,734	\$2,475	\$65,226	\$65,250
52301 MEDICAL BENEFIT	\$3,500	\$1,150	\$500	\$1,650	\$250	\$7,050	\$7,050
Total	\$235,020	\$85,613	\$31,508	\$161,097	\$12,328	\$525,566	\$500,550
OPERATING							
53100 PHYSICAL EXAMS	650	\$0	\$0	\$0	\$0	\$650	650
53151 PROF. SERVICES	\$0	\$0	\$0	\$39,500	\$7,000	\$46,500	\$53,000
53153 COPIES	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$5,000
53154 FOOD SERVICE	\$0	\$0	\$0	\$3,700	\$0	\$3,700	\$3,000
54000 TRAV & PER DIEM	\$5,200	\$0	\$0	\$0	\$0	\$5,200	\$5,200
54100 TELEPHONE	\$4,600	\$0	\$0	\$0	\$0	\$4,600	\$4,600
54300 ELECTRICITY	\$21,200	\$0	\$0	\$0	\$0	\$21,200	\$21,200

54618 TENNIS COURTS-MAINT	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$0
54670 MAINT. - EQUIP	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000
55100 OFFICE SUPPLIES	\$1,300	\$0	\$0	\$0	\$0	\$1,300	\$1,300
55210 OPERATING SUPPL	\$6,500	\$0	\$0	\$0	\$0	\$6,500	\$6,500
55221 TOOLS	\$200	\$0	\$0	\$0	\$0	\$200	\$200
55231 SUMMER CAMP	\$0	\$0	\$0	\$31,000	\$0	\$31,000	\$30,000
55232 TEEN CAMP	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
55233 SPORTS LEAGUES	\$0	\$0	\$18,800	\$0	\$0	\$18,800	\$23,200
55234 SPECIAL EVENTS	\$0	\$77,500	\$0	\$0	\$0	\$77,500	\$128,850
55237 DAY CAMPS	\$0	\$0	\$0	\$3,200	\$0	\$3,200	\$4,000
55238 FUNKY FRIDAY	\$0	\$0	\$0	\$7,800	\$0	\$7,800	\$3,000
55239 SPECIALTY CAMPS	\$0	\$0	\$0	\$5,200	\$0	\$5,200	\$5,200
55240 UNIFORMS	\$1,700	\$0	\$0	\$0	\$0	\$1,700	\$1,700
55260 PROTECT. CLOTH.	\$250	\$0	\$0	\$0	\$0	\$250	\$250
55410 MEMBERSHIPS	\$1,800	\$0	\$0	\$0	\$0	\$1,800	\$1,800
55420 TRAINING, AIDS	\$4,400	\$0	\$0	\$0	\$0	\$4,400	\$4,400
56405 COMPUTER SYSTEM	\$6,000	\$0	\$0	\$0	\$0	\$6,000	\$6,000
57001 VEHICLE DEBT SERVICE	\$4,400	\$0	\$0	\$0	\$0	\$4,400	\$8,800
57201 REC-VENDING	\$0	\$0	\$600	\$2,400	\$0	\$3,000	\$3,000
Total	\$63,200	\$77,500	\$19,400	\$94,800	\$9,000	\$263,900	\$333,350

CAPITAL

	Employee Administration	Community Events	Sports Leagues	Youth Activities	Adult Activities	2020-2021	2019-2020
58102 TRANSFER TO 301	\$16,150	\$0	\$0	\$0	\$0	\$16,150	\$16,150
Total	\$16,150	\$0	\$0	\$0	\$0	\$16,150	\$16,150

PROGRAM EXPENDITURE TOTALS	\$314,370	\$163,113	\$50,908	\$255,897	\$21,328	\$805,616	\$850,050
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ENTERPRISE FUNDS

WATER

WATER DEPARTMENT

DIRECTOR OF WATER UTILITIES
O. David Brown



2020 ACCOMPLISHMENTS

- Replaced rotating assembly of high-service pump
- Installed SCADA (supervisory control and data acquisition) to monitor flow, pressure, and chemical residuals
- Zenner meter system reporting up to 98% on average
- Maintained compliance with Florida Department of Environmental Protection's Triennial Sanitary Survey of the Water Plant

2021 GOALS

- 2020-21 Objectives
- Replace 2" galvanized water lines and repair water main valves
- Replace 15-year old reclaim lift station pumps
- Troubleshoot electrical system components and update deficiencies
- Add data points to SCADA system

PROGRAMS

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

CAPITAL EQUIPMENT

- 2013 F150 Supercab
- 2014 F250 4X4 Utility Body
- 2015 Ford F250
- 2016 Ford F250 4x2 Utility Body
- 2017 Ford F250 4x2 Utility Body

DEPARTMENT OVERVIEW

The Water Department is responsible for sustaining, producing, maintaining, and delivering a high-quality water supply to the residents of the Town of Belleair. The Town is currently one of the few municipalities with its own water supply in Pinellas.



GENERATION

The Generation program consists of pumps processing raw water to the seven wells. This process includes aeration, process control testing, and general maintenance in order to proactively ensure the highest water quality the plant can provide. This program has one of the lowest allocations for personnel time, as well as holds 4.41% of the department's total budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$0	\$0	\$509,000
PERSONNEL	\$44,934	\$76,550	\$93,356
OPERATING	\$33,250	\$30,250	\$42,319
CAPITAL/TRANSFERS	\$0	\$0	\$1,049,975

TREATMENT AND TESTING

The Treatment and Testing program houses costs related to treating water with chemicals in order to adhere to EPA and FDEP requirements. This program includes chemical processing, chlorine management for chloramine disinfection, and chart recording for accurate measurements. This program has both the lowest personnel allocation, coming in at 2.19%, and occupies 8.65% of total expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$1,101,400	\$975,650	\$975,650
PERSONNEL	\$13,404	\$24,450	\$25,349
OPERATING	\$60,000	\$60,000	\$50,973
CAPITAL/TRANSFERS	\$80,000	\$70,000	\$70,000

METER MANAGEMENT

The Meter Management program ensures accurate measurements from the meters found within the Town. This program includes costs related to maintenance and testing of said meters to provide precise measurements for the billing of residents usage. While this program holds the largest portion of personnel time at 48.10%, the overall cost is only 23.13% of the department's expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$5,000	\$5,000	\$5,000
PERSONNEL	\$293,310	\$222,250	\$238,068
OPERATING	\$116,750	\$108,750	\$132,914
CAPITAL/TRANSFERS	\$0	\$0	\$0

DISTRIBUTION

The Distribution program holds expenditures related to the water lines and valves used to deliver water to the Town's residents, as well as maintain water pressure and redirect water in the event of an emergency. This program also includes costs related to fire hydrant testing and water quality checks. Distribution holds budgetary expense at 12.66% of the department and utilizes 27.40% of personnel time.

	2020-2021	2019-2020	2018-2019
REVENUES	\$665,800	\$588,950	\$588,950
PERSONNEL	\$167,073	\$147,300	\$136,013
OPERATING	\$57,450	\$35,450	\$43,744
CAPITAL/TRANSFERS	\$0	\$0	\$0

EMPLOYEE ADMINISTRATION

The Employee Administration program is responsible for a variety of smaller programs, such as Plant Maintenance, Internal Communications, and trainings for staff. This program is also responsible for scheduling and coordination of staff time and resources. Employee Administration is responsible for 14.93% of personnel time and 51.15% of the department's budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$1,000	\$1,000	\$611,075
PERSONNEL	\$91,043	\$89,200	\$85,614
OPERATING	\$131,250	\$167,650	\$243,749
CAPITAL/TRANSFERS	\$684,736	\$538,750	\$478,500

PERSONNEL

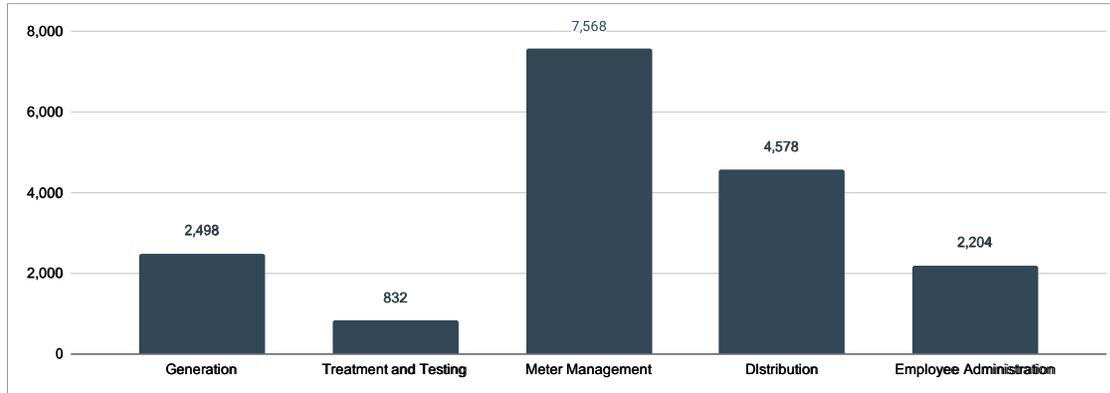
- Director of Water Utilities
- Water Foreman
- Administrative Assistant
- Water Plant Operator I
- Water Plant Operator II
- Utility Maintenance I
- Utility Maintenance II
- Meter Reader



PROGRAM NET INCOME

Program	Generation	Treatment and Testing	Meter Management	Distribution	Employee Administration	2020-2021	2019-2020
Revenues	\$0	\$1,101,400	\$5,000	\$665,800	\$1,000	\$1,773,200	\$1,570,600
Personnel	\$44,934	\$13,404	\$293,310	\$167,073	\$91,043	\$609,764	\$559,450
Operating	\$33,250	\$60,000	\$116,750	\$57,450	\$131,250	\$398,700	\$362,400
Capital and Transfers	\$0	\$80,000	\$0	\$0	\$684,736	\$764,736	\$648,750
Expense Subtotal	\$78,184	\$153,404	\$410,060	\$224,523	\$907,029	\$1,773,200	\$1,570,600
Program Total	(78,184)	947,996	(405,060)	441,277	(906,029)	0	0

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	Generation	Treatment and Testing	Meter Management	Distribution	Employee Administration	2020-2021	2019-2020
343300 WATER UTILITY REVENUE	\$0	\$1,101,400	\$0	\$665,200	\$0	\$1,766,600	\$1,564,000
343310 WATER TAP FEES	\$0	\$0	\$5,000	\$600	\$0	\$5,600	\$5,600
361000 INTEREST	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000
381000 RESERVES (PRIOR YEARS)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROGRAM REVENUE TOTALS	\$0	\$1,101,400	\$5,000	\$665,800	\$1,000	\$1,773,200	\$1,570,600

EXPENDITURES

PERSONNEL	Generation	Treatment and Testing	Meter Management	Distribution	Employee Administration	2020-2021	2019-2020
51200 SALARIES	28,157	\$6,366	\$193,338	\$113,003	\$55,320	\$396,184	365050
51201 PT SALARIES	\$2,080	\$3,120	\$13,150	\$4,500	\$2,500	\$25,350	\$20,150
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51400 OVERTIME	\$0	\$0	\$0	\$0	\$8,000	\$8,000	\$8,000
51500 SICK LEAVE	\$250	\$0	\$0	\$0	\$3,450	\$3,700	\$5,000
52100 FICA	\$2,155	\$488	\$14,790	\$8,645	\$4,232	\$30,310	\$29,050
52200 RETIREMENT-401K GENERAL PENSION	\$2,534	\$573	\$17,400	\$10,170	\$4,978	\$35,655	\$34,800
52300 LIFE/HOSP. INS.	\$8,308	\$2,357	\$50,082	\$28,105	\$11,313	\$100,165	\$87,000
52301 MEDICAL BENEFIT	\$1,450	\$500	\$4,550	\$2,650	\$1,250	\$10,400	\$10,400
Total	\$44,934	\$13,404	\$293,310	\$167,073	\$91,043	\$609,764	\$559,450

OPERATING	Generation	Treatment and Testing	Meter Management	Distribution	Employee Administration	2020-2021	2019-2020
53100 PHYSICAL EXAMS	0	\$0	\$0	\$0	\$300	\$300	300
53151 PROF. SERVICES	\$11,500	\$0	\$33,500	\$10,000	\$0	\$55,000	\$45,000
54000 TRAV & PER DIEM	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
54100 TELEPHONE	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$4,000
54200 POSTAGE	\$0	\$0	\$6,000	\$0	\$0	\$6,000	\$6,000
54300 ELECTRICITY	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000
54301 WATER	\$0	\$0	\$0	\$0	\$300	\$300	\$300
54302 SANITATION	\$0	\$0	\$0	\$0	\$2,300	\$2,300	\$2,300
54303 SEWER	\$0	\$0	\$0	\$0	\$200	\$200	\$200
54315 PIN. CTY. WATER	\$0	\$0	\$0	\$18,000	\$0	\$18,000	\$18,000
54400 EQUIP. RENTAL	\$0	\$0	\$0	\$2,750	\$0	\$2,750	\$2,750
54614 MAINT. - METERS	\$0	\$0	\$65,000	\$0	\$0	\$65,000	\$57,000
54620 MAIN. - VEHICLE	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$4,000	\$4,000
54630 MAINT.-BLDG.	\$0	\$0	\$0	\$0	\$8,000	\$8,000	\$8,000

54670 MAINT. - EQUIP	\$3,000	\$14,000	\$0	\$21,000	\$10,000	\$48,000	\$34,000
54900 BAD DEBT	\$0	\$0	\$0	\$0	\$400	\$400	\$400
55100 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
55210 OPERATING SUPPL	\$2,000	\$2,000	\$2,000	\$0	\$3,300	\$9,300	\$8,000
55213 LABORATORY TEST	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000	\$20,000
55214 LAB SUPPLIES	\$4,250	\$4,300	\$0	\$0	\$0	\$8,550	\$8,550
55220 GASOLINE & OIL	\$0	\$0	\$0	\$0	\$7,500	\$7,500	\$7,500
55221 TOOLS	\$800	\$0	\$550	\$4,000	\$3,000	\$8,350	\$7,350
55230 CHEMICALS	\$0	\$29,000	\$0	\$0	\$0	\$29,000	\$29,000
55240 UNIFORMS	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000
55260 PROTECT. CLOTH.	\$700	\$700	\$700	\$700	\$700	\$3,500	\$3,500
55410 MEMBERSHIPS	\$0	\$0	\$0	\$0	\$3,000	\$3,000	\$3,000
55420 TRAINING, AIDS	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000
56405 COMPUTER SYSTEM	\$0	\$0	\$0	\$0	\$13,250	\$13,250	\$13,250
56739 CAPITAL IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
57301 MISCELLANEOUS	\$0	\$0	\$8,000	\$0	\$0	\$8,000	\$8,000
Total	\$33,250	\$60,000	\$116,750	\$57,450	\$131,250	\$398,700	\$362,400

CAPITAL AND TRANSFERS

	Generation	Treatment and Testing	Meter Management	Distribution	Employee Administration	2020-2021	2019-2020
58001 TRANSFER OF RESERVES	\$0	\$0	\$0	\$0	\$138,686	\$138,686	\$32,700
58101 CAPITAL PURCH.	\$0	\$80,000	\$0	\$0	\$0	\$80,000	\$70,000
59200 REPAY-LOAN-GF	\$0	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000
59900 DEPRECIATION	\$0	\$0	\$0	\$0	\$142,000	\$142,000	\$142,000
59904 FEES-SPT SERVIC	\$0	\$0	\$0	\$0	\$275,300	\$275,300	\$275,300
59906 FEES-PUB. WORKS	\$0	\$0	\$0	\$0	\$88,750	\$88,750	\$88,750
Total	\$0	\$80,000	\$0	\$0	\$684,736	\$764,736	\$648,750

PROGRAM EXPENDITURE TOTALS	\$78,184	\$153,404	\$410,060	\$224,523	\$907,029	\$1,773,200	\$1,570,600
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SOLID WASTE

SOLID WASTE DEPARTMENT

SUPERVISOR OF SOLID WASTE
Wilfred Holmes



2020 ACCOMPLISHMENTS

- Department continued case study for the feasibility of in-house recycling, which will eliminate some expense from City of Clearwater and improve service level of program
- Provided service to over 75 additional condo units and 18 additional townhomes
- Collected over 3,584 tons of refuse throughout COVID-19

2021 GOALS

- Engage consultant and complete analysis of recycling programs
- Continue partnership with Pinellas County Haz-to-Go operations and Proshred
- Focus on mitigating injuries to employees, continue safety training, and provide excellent, courteous customer service

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 24.89% of the departments time and 17.06% of the total expenditure costs.

	2020-2021	2019-2020	2018-2019
REVENUES	\$260,555	\$258,800	\$206,250
PERSONNEL	\$28,786	\$24,900	\$27,926
OPERATING	\$149,125	\$141,850	\$133,225
CAPITAL/TRANSFERS	\$0	\$0	\$0

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 60.94% of the employees time and 34.12% of the departments expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$637,813	\$619,250	\$619,250
PERSONNEL	\$172,253	\$159,500	\$171,551
OPERATING	\$41,400	\$42,150	\$42,225
CAPITAL/TRANSFERS	\$0	\$0	\$0

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 0,32%, but this also houses about 14.50% of the departments entire budget.

	2020-2021	2019-2020	2018-2019
REVENUES	\$3,300	\$3,300	\$3,300
PERSONNEL	\$21,824	\$18,950	\$15,486
OPERATING	\$129,370	\$118,750	\$71,225
CAPITAL/TRANSFERS	\$0	\$0	\$0

EMPLOYEE ADMINISTRATION

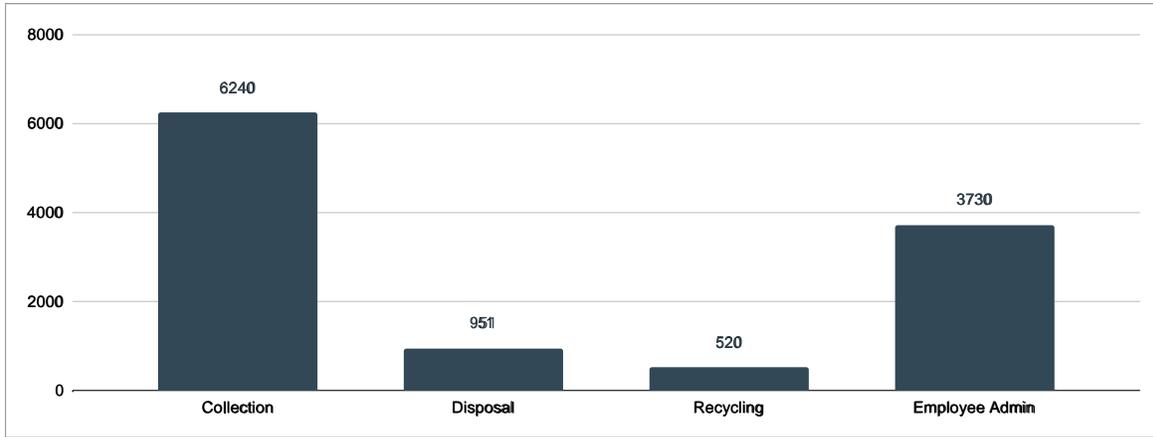
The Employee Administration program includes other administrative costs pertaining to service call management and other employee management. This area also includes the administrative fees that are paid to the General Fund by the Solid Waste Fund. The Employee Administration program has two divisions known as Internal and External coordination. This a larger program of the department, as it requires 13.85% of staff time, and 34.33% of the total expenditures.

	2020-2021	2019-2020	2018-2019
REVENUES	\$144,951	\$106,200	\$69,850
PERSONNEL	\$137,161	\$116,750	\$101,637
OPERATING	\$11,350	\$12,900	\$12,575
CAPITAL/TRANSFERS	\$209,600	\$209,600	\$209,600

PROGRAM NET INCOME

Program	Disposal	Recycling	Collection	Employee Administration	2020-2021	2019-2020
Revenues	\$260,555	\$3,300	\$637,813	\$144,951	\$1,046,619	\$898,650
Personnel	\$28,786	\$21,824	\$172,253	\$137,161	\$360,024	\$319,600
Operating	\$149,125	\$129,370	\$41,400	\$11,350	\$331,245	\$316,150
Capital	\$0	\$0	\$142,200	\$209,600	\$351,800	\$351,800
Expense Subtotal	\$177,911	\$151,194	\$355,853	\$358,111	\$1,043,069	\$987,550
Program Total	82,644	(147,894)	281,960	(213,160)	3,550	(88,900)

PERSONNEL ALLOCATIONS BY HOURS



REVENUES

	Disposal	Recycling	Collection	Employee Administration	2020-2021	2019-2020
337300 RECYC GRANT (STATE OF FLORIDA)	\$0	\$3,300	\$0	\$0	\$3,300	\$3,300
343400 SANITATION	\$260,555	\$0	\$637,313	\$0	\$897,868	\$877,550
343401 PERMIT-ROLL OFF CONTAINER	\$0	\$0	\$500	\$0	\$500	\$500
361000 INTEREST	\$0	\$0	\$0	\$500	\$500	\$500
381000 RESERVES (PRIOR YEARS)	\$0	\$0	\$0	\$144,451	\$144,451	\$105,700
PROGRAM REVENUE TOTALS	\$260,555	\$3,300	\$637,813	\$144,951	\$1,046,619	\$987,550

EXPENDITURES

PERSONNEL	Disposal	Recycling	Collection	Employee Administration	2020-2021	2019-2020
51200 SALARIES	18,852	\$15,196	\$111,649	\$91,605	\$237,302	214650
51210 Unused Medical	\$0	\$0	\$0	\$0	\$0	\$0
51400 OVERTIME	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
51500 SICK LEAVE	\$350	\$250	\$2,100	\$550	\$3,250	\$3,950
52100 FICA	\$1,442	\$1,162	\$8,541	\$7,008	\$18,153	\$16,300
52200 RETIREMENT-401K GENERAL PENSION	\$1,696	\$1,368	\$10,049	\$8,244	\$21,357	\$19,300
52300 LIFE/HOSP. INS.	\$5,896	\$3,548	\$36,314	\$25,054	\$70,812	\$56,250
52301 MEDICAL BENEFIT	\$550	\$300	\$3,600	\$2,200	\$6,650	\$6,650
Total	\$28,786	\$21,824	\$172,253	\$137,161	\$360,024	\$319,600

OPERATING

	Disposal	Recycling	Collection	Employee Administration	2020-2021	2019-2020
53100 PHYSICAL EXAMS	0	\$0	\$0	\$500	\$500	500
53151 PROF. SERVICES	\$0	\$0	\$7,550	\$0	\$7,550	7550
54100 TELEPHONE	\$0	\$0	\$0	\$1,450	\$1,450	\$1,450
54200 POSTAGE	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
54340 GAR. & TRA DIS.	\$141,775	\$0	\$0	\$0	\$141,775	\$133,750
54342 RECYCLING	\$0	\$128,620	\$0	\$0	\$128,620	\$118,000

54402 Enterprise Vehicle Lease	\$0	\$0	\$0	\$0	\$0	\$0
54620 MAIN. - VEHICLE	\$2,400	\$100	\$17,000	\$500	\$20,000	\$20,000
54670 MAINT. - EQUIP	\$650	\$650	\$650	\$650	\$2,600	\$2,600
54900 BAD DEBT	\$0	\$0	\$0	\$500	\$500	\$500
55100 OFFICE SUPPLIES	\$0	\$0	\$0	\$500	\$500	\$500
55210 OPERATING SUPPL	\$2,400	\$0	\$2,400	\$1,700	\$6,500	\$6,500
55220 GASOLINE & OIL	\$1,900	\$0	\$13,800	\$300	\$16,000	\$16,000
55221 TOOLS	\$0	\$0	\$0	\$400	\$400	\$400
55240 UNIFORMS	\$0	\$0	\$0	\$2,350	\$2,350	\$2,350
55260 PROTECT. CLOTH.	\$750	\$0	\$750	\$850	\$2,350	\$2,350
56405 COMPUTER SYSTEM	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200
Total	\$149,125	\$129,370	\$41,400	\$11,350	\$334,795	\$316,150

CAPITAL AND TRANSFERS

	Disposal	Recycling	Collection	Employee Administration	2020-2021	2019-2020
58001 TRANSFER OF RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
59900 DEPRECIATION	\$0	\$0	\$142,200	\$0	\$142,200	\$142,200
59904 FEES-SPT SERVIC	\$0	\$0	\$0	\$158,500	\$158,500	\$158,500
59906 FEES-PUB. WORKS	\$0	\$0	\$0	\$51,100	\$51,100	\$51,100
Total	\$0	\$0	\$142,200	\$209,600	\$351,800	\$351,800

PROGRAM EXPENDITURE TOTALS	\$177,911	\$151,194	\$355,853	\$358,111	\$1,046,619	\$987,550
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INFRASTRUCTURE FUND

Capital Infrastructure Fund Budget FY20-21

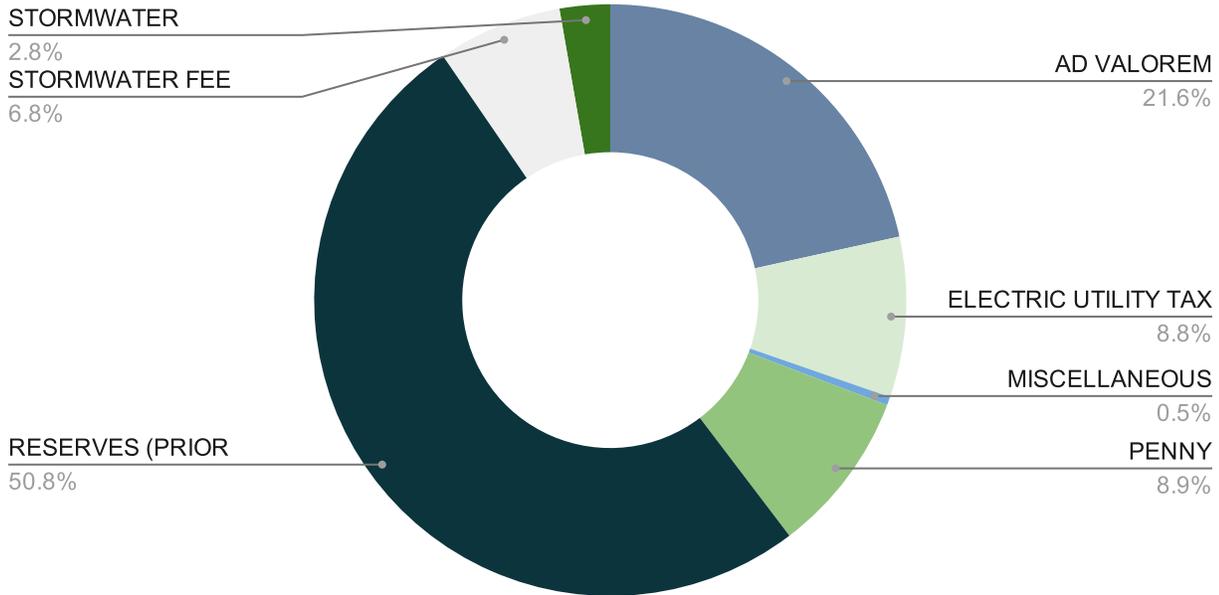
Revenues

Account Name	2020-2021	2019-2020	Difference
ABM IMPROVEMENTS LEASE	\$0	\$0	\$0
AD VALOREM	\$1,057,630	\$979,150	\$78,480
ELECTRIC UTILITY TAX	\$430,000	\$425,000	\$5,000
GAIN/LOSS ON SALE	\$0	\$2,000,000	-\$2,000,000
MISCELLANEOUS	\$22,500	\$0	\$22,500
PENNY INFRASTRUCTURE TAX	\$436,000	\$508,165	-\$72,165
RESERVES (PRIOR YEARS)	\$2,492,136	\$0	\$2,492,136
STORMWATER FEE REVENUE	\$333,948	\$337,400	-\$3,452
STORMWATER MANAGEMENT GRANT	\$135,000	\$50,000	\$85,000
TRANSFER FROM 001	\$0	\$57,000	-\$57,000
Revenues Total	\$4,907,214	\$4,356,715	\$550,499

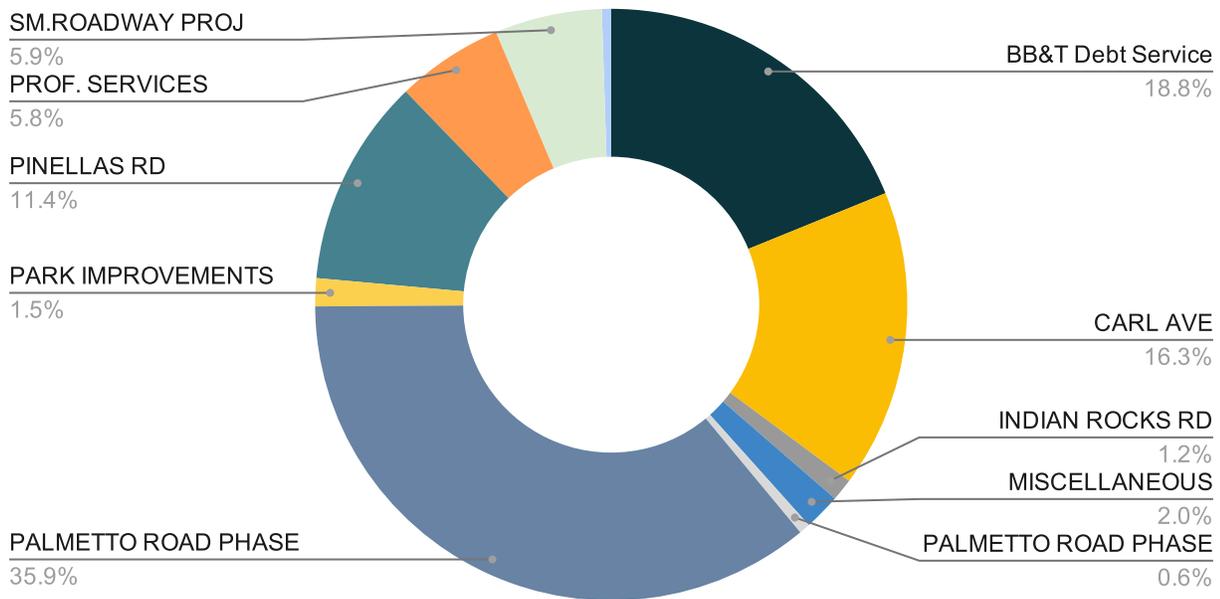
Expenses

Account Name	2020-2021	2019-2020	Difference
BB&T Debt Service	\$925,000	\$782,000	\$143,000
CAPITAL IMPROVEMENTS	\$0	\$0	\$0
CARL AVE RECONSTRUCTION	\$800,000	\$691,000	\$109,000
ENGINEERING	\$0	\$75,000	-\$75,000
INDIAN ROCKS RD	\$60,000	\$0	\$60,000
MISCELLANEOUS	\$98,000	\$0	\$98,000
PALMETTO ROAD PHASE 1/ SOUTH	\$29,709	\$980,349	-\$950,640
PALMETTO ROAD PHASE 2/NORTH	\$1,763,061	\$962,000	\$801,061
PARK IMPROVEMENTS	\$75,000	\$25,000	\$50,000
PINELLAS RD	\$557,624	\$3,470,868	-\$2,913,244
PROF. SERVICES	\$286,320	\$0	\$286,320
SM.ROADWAY PROJ	\$287,500	\$307,500	-\$20,000
STREET LIGHT REPLACEMENT	\$25,000	\$25,000	\$0
TRAF CONT EQUIP	\$0	\$10,000	-\$10,000
TRANSFER OF RESERVES	\$0	\$1,087,998	-\$1,087,998
Expenses Total	\$4,907,214	\$8,416,715	-\$3,509,501

20-21 Proposed Infrastructure Revenues



20-21 Proposed Infrastructure Expenditures



MINOR FUNDS

Capital Equipment Replacement (Fund 305)

The Capital Equipment Replacement Fund is responsible for organizing and planning for replacement of equipment such as heavy machinery, hardware and software, and other assets. This is typically reserved for items over \$5,000 that would be categorized as Capital Assets within the Town of Belleair. This also applies to supplemental equipment, such as lights, ladders, or other installations that could be applied to vehicles.

REVENUES				
Account	Object	FY 2020-21	FY 2019-20	Change
	Interest	\$2,000	\$0	
	Sale of Auctioned Assets	\$10,000	\$0	\$10,000
	Transfer from 001	\$145,800	\$135,800	\$10,000
312400	Transfer from 110	\$56,000	\$120,189	-\$64,189
		\$213,800	\$255,989	-\$64,189

EXPENDITURES				
Account	Object	FY 2020-21	FY 2019-20	Change
	Transfer of Reserves	\$213,800	\$255,989	-\$42,189
		\$0	\$0	\$0

Local Gas Option Tax Grant (Fund 110)

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

REVENUES				
Account	Object	FY 2020-21	FY 2019-20	Change
312400	Gas Tax	\$57,000	\$57,000	\$0
		\$57,000	\$57,000	\$0

EXPENDITURES				
Account	Object	FY 2020-21	FY 2019-20	Change
58102	Transfer to 301	\$0	\$120,189	-\$120,189
58114	Transfer to 305	\$57,000	\$57,000	\$0
		\$57,000	\$177,189	-\$120,189

Tree Replacement Fund (Fund 113)

The Tree Replacement Fund accounts for funds for Town beautification.

REVENUES				
Account	Object	FY 2020-21	FY 2019-20	Change
320100	Tree Permits	\$5,000	\$5,000	\$0
		\$5,000	\$5,000	\$0

EXPENDITURES				
Account	Object	FY 2020-21	FY 2019-20	Change
54685	Tree Replace	\$5,000	\$5,000	\$0
		\$5,000	\$5,000	\$0

Wastewater Management Fund (Fund 403)

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

REVENUES				
Account	Object	FY 2020-21	FY 2019-20	Change
343500	Wastewater Utility	\$1,000,000	\$1,000,000	\$0
		\$1,000,000	\$1,000,000	\$0

EXPENDITURES				
Account	Object	FY 2020-21	FY 2019-20	Change
53170	Wastewater Expense	\$1,000,000	\$1,000,000	\$0
		\$1,000,000	\$1,000,000	\$0

DEBT OBLIGATIONS

DEBT OBLIGATIONS

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

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

Capital Improvement Revenue Bond

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

No. R-1

\$10,000,000.00

Dated: September 21, 2012

Due: October 1, 2032

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

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

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

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

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

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

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

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

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

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

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

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

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

TOWN OF BELLEAIR, FLORIDA

(SEAL)

By: _____
Mayor

ATTESTED AND COUNTERSIGNED:

Town Clerk

ASSIGNMENT

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

By: _____
Title: _____

Witnesses:

Amortization Schedule

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

GLOSSARY

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

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

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

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

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

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

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

SUPPORTING DOCUMENTS

ADMINISTRATION

COMMUNICATIONS AND MARKETING

Public Outreach

Communication Projects

Total

PERSONNEL

51100 SALARIES:EXEC.	0	0	0
51200 SALARIES	20,546	16,703	37,249
51210 Unused Medical	0	0	0
51500 SICK LEAVE	0	0	0
52100 FICA	1,572	1,278	2,850
52200 RETIREMENT-401K GENERAL PENSION	1,849	1,503	3,352
52300 LIFE/HOSP. INS.	3,724	3,079	6,803
52301 MEDICAL BENEFIT	350	350	700

TOTAL	\$28,041	\$22,913	\$50,954
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OPERATING

53151 PROF. SERVICES	3,750	3,750	7,500
54000 TRAV & PER DIEM	0	0	0
54100 TELEPHONE	0	0	0
54200 POSTAGE	100	200	300
54620 MAIN. - VEHICLE	0	0	0
54670 MAINT. - EQUIP	0	0	0
54700 ORDINANCE CODES	0	0	0
54930 ADVERTISING	0	0	0
54940 FILING FEES	0	0	0
55100 OFFICE SUPPLIES	0	0	0
55101 BOARDS EXPENSES	0	0	0
55210 OPERATING SUPPL	300	300	600
55222 RECORDS MGMT.-FEES	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
55290 ELECTIONS	0	0	0
55410 MEMBERSHIPS	0	0	0
55420 TRAINING, AIDS	0	0	0
57900 ARCHIVES	0	0	0

TOTAL	\$4,150	\$4,250	\$8,400
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CAPITAL

58001 TRANSFER OF RESERVES	0	0	0
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TOTAL	\$0	\$0	\$0
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GRAND TOTAL	\$32,191	\$27,163	\$59,354
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CAPITAL PROJECT MANAGEMENT					
	Planning	Vendor/Grant Management	Street Lights	Project Management	Total
PERSONNEL					
51100 SALARIES:EXEC.	0	0	0	0	0
51200 SALARIES	19,635	7,227	15,599	30,735	73,196
51210 Unused Medical	0	0	0	0	0
51500 SICK LEAVE	0	0	0	0	0
52100 FICA	1,502	553	1,193	2,351	5,599
52200 RETIREMENT-401K GENERAL PENSION	1,767	650	1,404	2,766	6,588
52300 LIFE/HOSP. INS.	3,377	1,227	2,617	5,205	12,425
52301 MEDICAL BENEFIT	250	100	250	450	1,050
TOTAL	\$26,531	\$9,757	\$21,063	\$41,508	\$98,858
OPERATING					
53151 PROF. SERVICES	2,400	1,250	3,000	5,450	12,100
54000 TRAV & PER DIEM	0	0	0	0	0
54100 TELEPHONE	0	0	0	0	0
54200 POSTAGE	0	0	0	0	0
54620 MAIN. - VEHICLE	0	0	400	0	400
54670 MAINT. - EQUIP	0	0	0	0	0
54700 ORDINANCE CODES	0	0	0	0	0
54930 ADVERTISING	0	0	0	0	0
54940 FILING FEES	0	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0	0
55101 BOARDS EXPENSES	0	0	0	0	0
55210 OPERATING SUPPL	150	100	150	350	750
55222 RECORDS MGMT.-FEES	0	0	0	0	0
55240 UNIFORMS	0	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0	0
55290 ELECTIONS	0	0	0	0	0
55410 MEMBERSHIPS	0	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0	0
57900 ARCHIVES	0	0	0	0	0
TOTAL	\$2,550	\$1,350	\$3,550	\$5,800	\$13,250
CAPITAL					
58001 TRANSFER OF RESERVES	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$29,081	\$11,107	\$24,613	\$47,308	\$112,108

TOWN ADMINISTRATION						
	Meetings	Internal Communications	Construct Management	Training	Emergency Management	Total
PERSONNEL						
51100 SALARIES:EXEC.	0	0	0	0	0	0
51200 SALARIES	20,331	13,170	12,444	3,523	6,412	55,879
51210 Unused Medical	0	0	0	0	0	0
51500 SICK LEAVE	0	0	0	23,350	0	23,350
52100 FICA	1,555	1,007	952	270	490	4,275
52200 RETIREMENT-401K GENERAL PENSION	1,830	1,185	1,120	317	577	5,029
52300 LIFE/HOSP. INS.	3,552	2,189	2,214	581	1,170	9,706
52301 MEDICAL BENEFIT	350	250	250	50	100	1,000
TOTAL	\$27,618	\$17,801	\$16,980	\$28,091	\$8,749	\$99,239
OPERATING						
53151 PROF. SERVICES	2,100	1,500	1,550	900	0	6,050
54000 TRAV & PER DIEM	0	0	0	9,400	0	9,400
54100 TELEPHONE	0	0	0	4,400	0	4,400
54200 POSTAGE	0	0	0	1,000	0	1,000
54620 MAIN. - VEHICLE	0	0	0	0	0	0
54670 MAINT. - EQUIP	0	0	0	0	0	0
54700 ORDINANCE CODES	200	200	0	0	0	400
54930 ADVERTISING	0	0	0	0	0	0
54940 FILING FEES	150	0	0	0	0	150
55100 OFFICE SUPPLIES	0	0	0	3,100	0	3,100
55101 BOARDS EXPENSES	0	0	0	0	0	0
55210 OPERATING SUPPL	200	100	0	0	100	400
55222 RECORDS MGMT.-FEES	0	0	0	0	0	0
55240 UNIFORMS	0	0	0	650	0	650
55260 PROTECT. CLOTH.	0	0	0	250	0	250
55290 ELECTIONS	0	0	0	0	0	0
55410 MEMBERSHIPS	0	0	0	10,800	0	10,800
55420 TRAINING, AIDS	0	0	0	8,100	0	8,100
57900 ARCHIVES	0	0	0	0	0	0
TOTAL	\$2,650	\$1,800	\$1,550	\$38,600	\$100	\$44,700
CAPITAL						
58001 TRANSFER OF RESERVES	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$30,268	\$19,601	\$18,530	\$66,691	\$8,849	\$143,939

LEGISLATIVE PROGRAMMING

	Public/Board Meetings	Policy Management	Legislative Coordination	Total
PERSONNEL				
51100 SALARIES:EXEC.	9,600	0	0	9,600
51200 SALARIES	51,986	20,393	60,598	132,977
51210 Unused Medical	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	3,977	1,560	4,636	10,173
52200 RETIREMENT-401K GENERAL PENSION	4,679	1,835	5,454	11,968
52300 LIFE/HOSP. INS.	8,133	3,501	9,750	21,384
52301 MEDICAL BENEFIT	650	250	600	1,500
TOTAL	\$79,025	\$27,539	\$81,038	\$187,602
OPERATING				
53151 PROF. SERVICES	6,000	2,000	5,400	13,400
54000 TRAV & PER DIEM	0	0	0	0
54100 TELEPHONE	0	0	0	0
54200 POSTAGE	300	0	0	300
54620 MAIN. - VEHICLE	0	0	0	0
54670 MAINT. - EQUIP	0	0	0	0
54700 ORDINANCE CODES	850	300	750	1,900
54930 ADVERTISING	800	0	0	800
54940 FILING FEES	350	0	200	550
55100 OFFICE SUPPLIES	0	0	0	0
55101 BOARDS EXPENSES	5,000	0	0	5,000
55210 OPERATING SUPPL	300	150	250	700
55222 RECORDS MGMT.-FEES	0	0	0	0
55240 UNIFORMS	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0
55290 ELECTIONS	0	0	0	0
55410 MEMBERSHIPS	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0
57900 ARCHIVES	0	0	0	0
TOTAL	\$13,600	\$2,450	\$6,600	\$22,650
CAPITAL				
58001 TRANSFER OF RESERVES	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0
GRAND TOTAL	\$92,625	\$29,989	\$87,638	\$210,252

LEGAL AND STATUTORY COMPLIANCE

	Business Tax Receipts	Elections	Town Attorney	Public Records	Total
PERSONNEL					
51100 SALARIES:EXEC.	0	0	0	0	0
51200 SALARIES	18,375	12,862	11,406	12,351	54,994
51210 Unused Medical	0	0	0	0	0
51500 SICK LEAVE	0	0	0	0	0
52100 FICA	1,406	984	873	945	4,208
52200 RETIREMENT-401K GENERAL PENSION	1,654	1,158	1,027	1,112	4,951
52300 LIFE/HOSP. INS.	2,357	1,650	1,938	1,808	7,753
52301 MEDICAL BENEFIT	250	150	100	150	650
TOTAL	\$24,042	\$16,804	\$15,344	\$16,366	\$72,556
OPERATING					
53151 PROF. SERVICES	7,500	5,300	3,200	5,300	21,300
54000 TRAV & PER DIEM	0	0	0	0	0
54100 TELEPHONE	0	0	0	0	0
54200 POSTAGE	0	0	0	0	0
54620 MAIN. - VEHICLE	0	0	0	0	0
54670 MAINT. - EQUIP	0	0	0	0	0
54700 ORDINANCE CODES	0	700	500	700	1,900
54930 ADVERTISING	0	1,500	0	0	1,500
54940 FILING FEES	350	200	0	0	550
55100 OFFICE SUPPLIES	0	0	0	0	0
55101 BOARDS EXPENSES	0	0	0	0	0
55210 OPERATING SUPPL	400	300	300	350	1,350
55222 RECORDS MGMT.-FEES	0	0	0	8,750	8,750
55240 UNIFORMS	0	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0	0
55290 ELECTIONS	0	5,000	0	0	5,000
55410 MEMBERSHIPS	0	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0	0
57900 ARCHIVES	0	0	0	400	400
TOTAL	\$8,250	\$13,000	\$4,000	\$15,500	\$40,750
CAPITAL					
58001 TRANSFER OF RESERVES	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$32,292	\$29,804	\$19,344	\$31,866	\$113,306

MANAGEMENT AND BUDGET ANALYSIS

	Fiscal Analysis	Procurement	Asset Management	Budget	Total
PERSONNEL					
51100 SALARIES:EXEC.	0	0	0	0	0
51200 SALARIES	27,628	9,787	2,397	37,517	77,329
51210 Unused Medical	0	0	0	0	0
51500 SICK LEAVE	0	0	0	0	0
52100 FICA	2,114	749	183	2,870	5,916
52200 RETIREMENT-401K GENERAL PENSION	2,487	881	216	3,377	6,961
52300 LIFE/HOSP. INS.	4,925	1,722	471	7,111	14,229
52301 MEDICAL BENEFIT	300	100	50	650	1,100
TOTAL	\$37,454	\$13,239	\$3,317	\$51,525	\$105,535
OPERATING					
53151 PROF. SERVICES	3,000	1,100	600	7,100	11,800
54000 TRAV & PER DIEM	0	0	0	0	0
54100 TELEPHONE	0	0	0	0	0
54200 POSTAGE	0	0	0	0	0
54620 MAIN. - VEHICLE	0	0	600	0	600
54670 MAINT. - EQUIP	0	0	0	0	0
54700 ORDINANCE CODES	0	0	0	800	800
54930 ADVERTISING	0	0	0	250	250
54940 FILING FEES	0	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0	0
55101 BOARDS EXPENSES	0	0	0	0	0
55210 OPERATING SUPPL	250	0	250	5,250	5,750
55222 RECORDS MGMT.-FEES	0	0	0	0	0
55240 UNIFORMS	0	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0	0
55290 ELECTIONS	0	0	0	0	0
55410 MEMBERSHIPS	0	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0	0
57900 ARCHIVES	0	0	0	0	0
TOTAL	\$3,250	\$1,100	\$1,450	\$13,400	\$19,200
CAPITAL					
58001 TRANSFER OF RESERVES	0	0	0	93,940	93,940
TOTAL	\$0	\$0	\$0	\$93,940	\$93,940
GRAND TOTAL	\$40,704	\$14,339	\$4,767	\$64,925	\$124,735

BUILDING

				PERMITTING		
				Permitting	Inspections	Total
PERSONNEL						
51200	SALARIES			33,924	8,350	42,274
51500	SICK LEAVE			0	0	0
52100	FICA			2,595	639	3,234
52200	RETIREMENT-401K GENERAL PENSION			3,053	752	3,805
52300	LIFE/HOSP. INS.			7,660	1,885	9,545
52301	MEDICAL BENEFIT			800	200	1,000
TOTAL				\$48,032	\$11,826	\$59,858
OPERATING						
53155	COMMUNITY DEVELOPMENT SERVICES			40,000	0	40,000
53160	CONTRAC. LABOR			0	81,530	81,530
54000	TRAV & PER DIEM			0	0	0
54100	TELEPHONE			0	0	0
54670	MAINT. - EQUIP			300	100	400
55100	OFFICE SUPPLIES			0	0	0
55210	OPERATING SUPPL			300	50	350
55215	PLANNING & ZON.			10,000	0	10,000
55240	UNIFORMS			0	0	0
55410	MEMBERSHIPS			0	0	0
55420	TRAINING, AIDS			0	0	0
TOTAL				\$50,600	\$81,680	\$132,280
GRAND TOTAL				\$98,632	\$93,506	\$192,138

**NATIONAL POLLUTANT DISCHARGE
ELIMINATION SYSTEM (NPDES)**

	NPDES	Total
PERSONNEL		
51200 SALARIES	4,175	4,175
51500 SICK LEAVE	0	0
52100 FICA	319	319
52200 RETIREMENT-401K GENERAL PENSION	376	376
52300 LIFE/HOSP. INS.	943	943
52301 MEDICAL BENEFIT	100	100
TOTAL	\$5,913	\$5,913
OPERATING		
53155 COMMUNITY DEVELOPMENT SERVICES	0	0
53160 CONTRAC. LABOR	0	0
54000 TRAV & PER DIEM	0	0
54100 TELEPHONE	0	0
54670 MAINT. - EQUIP	0	0
55100 OFFICE SUPPLIES	0	0
55210 OPERATING SUPPL	50	50
55215 PLANNING & ZON.	0	0
55240 UNIFORMS	0	0
55410 MEMBERSHIPS	0	0
55420 TRAINING, AIDS	0	0
TOTAL	\$50	\$50
GRAND TOTAL	\$5,963	\$5,963

FLOODPLAIN MANAGEMENT

	Floodplain Management	Total
PERSONNEL		
51200 SALARIES	2,610	2,610
51500 SICK LEAVE	0	0
52100 FICA	200	200
52200 RETIREMENT-401K GENERAL PENSION	235	235
52300 LIFE/HOSP. INS.	589	589
52301 MEDICAL BENEFIT	50	50
TOTAL	\$3,684	\$3,684
OPERATING		
53155 COMMUNITY DEVELOPMENT SERVICES	0	0
53160 CONTRAC. LABOR	0	0
54000 TRAV & PER DIEM	0	0
54100 TELEPHONE	0	0
54670 MAINT. - EQUIP	50	50
55100 OFFICE SUPPLIES	500	500
55210 OPERATING SUPPL	550	550
55215 PLANNING & ZON.	0	0
55240 UNIFORMS	0	0
55410 MEMBERSHIPS	0	0
55420 TRAINING, AIDS	0	0
TOTAL	\$1,100	\$1,100
GRAND TOTAL	\$4,784	\$4,784

EMPLOYEE ADMINISTRATION

	Employee Administration	Total
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PERSONNEL

51200 SALARIES	2,610	2,610
51500 SICK LEAVE	2,300	2,300
52100 FICA	200	200
52200 RETIREMENT-401K GENERAL PENSION	235	235
52300 LIFE/HOSP. INS.	589	589
52301 MEDICAL BENEFIT	50	50

TOTAL	\$5,984	\$5,984
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OPERATING

53155 COMMUNITY DEVELOPMENT SERVICES	0	0
53160 CONTRAC. LABOR	0	0
54000 TRAV & PER DIEM	600	600
54100 TELEPHONE	250	250
54670 MAINT. - EQUIP	50	50
55100 OFFICE SUPPLIES	0	0
55210 OPERATING SUPPL	0	0
55215 PLANNING & ZON.	0	0
55240 UNIFORMS	200	200
55410 MEMBERSHIPS	300	300
55420 TRAINING, AIDS	300	300

TOTAL	\$1,700	\$1,700
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GRAND TOTAL	\$7,684	\$7,684
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SUPPORT SERVICES

DIRECT INTERDEPARTMENTAL SUPPORT

Building

Solid Waste

Total

REVENUE

	369000 Miscellaneous	0	0	0
	TOTAL	\$0	\$0	\$0

PERSONNEL

	51200 SALARIES	24,779	1,458	26,237
	51201 PT SALARIES	0	0	0
	51210 Unused Medical	0	0	0
	51305 BANK FEES	0	0	0
	51400 OVERTIME	500	1,000	1,500
	51500 SICK LEAVE	170	0	170
	52100 FICA	1,896	112	2,008
	52200 RETIREMENT-401K GENERAL PENSION	2,230	131	2,361
	52300 LIFE/HOSP. INS.	6,010	354	6,364
	52301 MEDICAL BENEFIT	600	50	650
	TOTAL	\$36,185	\$3,105	\$39,290

OPERATING

	53100 PHYSICAL EXAMS	0	0	0
	53110 TOWN ATTORNEY	0	0	0
	53151 PROF. SERVICES	0	0	0
	53152 FIRE SERVICES	0	0	0
	53155 COMMUNITY DEVELOPMENT SERVICES	0	0	0
	53200 ACCTG. & AUDIT.	0	0	0
	54000 TRAV & PER DIEM	0	0	0
	54100 TELEPHONE	0	0	0
	54200 POSTAGE	0	3,000	3,000
	54300 ELECTRICITY	0	0	0
	54301 WATER	0	0	0
	54302 SANITATION	0	0	0
	54303 SEWER	0	0	0
	54320 GAS (NATURAL)	0	0	0
	54401 EQUIP LEASING	0	0	0
	54510 INS. GEN. LIAB.	0	0	0
	54620 MAIN. - VEHICLE	0	0	0
	54630 MAINT.-BLDG.	0	0	0
	54905 AHLF PROPERTY	0	0	0
	54950 EMPLOY.RELATION	0	0	0
	55100 OFFICE SUPPLIES	0	0	0

55210 OPERATING SUPPL	0	0	0
55220 GASOLINE & OIL	0	47,000	47,000
55221 TOOLS	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
55290 ELECTIONS	0	0	0
55410 MEMBERSHIPS	0	0	0
55420 TRAINING, AIDS	0	0	0
56405 COMPUTER SYSTEM	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0
57100 LIBRARY	0	0	0
TOTAL	\$0	\$50,000	\$50,000
CAPITAL			
58001 TRANSFER OF RESERVES	0	0	0
58101 CAPITAL PURCH.	0	0	0
58102 TRANSFER TO 301	0	0	0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$36,185	\$53,105	\$89,290

EMPLOYEE ADMINISTRATION

Human Resources

Payroll

Total

REVENUE

369000 Miscellaneous	0	0	0
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TOTAL	\$0	\$0	\$0
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PERSONNEL

51200 SALARIES	54,059	23,495	77,554
51201 PT SALARIES	0	0	0
51210 Unused Medical	0	0	0
51305 BANK FEES	0	0	0
51400 OVERTIME	0	0	0
51500 SICK LEAVE	0	0	0
52100 FICA	3,332	1,797	5,129
52200 RETIREMENT-401K GENERAL PENSION	3,920	2,115	6,035
52300 LIFE/HOSP. INS.	7,777	5,892	13,669
52301 MEDICAL BENEFIT	800	600	1,400

TOTAL	\$69,888	\$33,899	\$103,787
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OPERATING

53100 PHYSICAL EXAMS	0	500	500
53110 TOWN ATTORNEY	0	0	0
53151 PROF. SERVICES	0	0	0
53152 FIRE SERVICES	0	0	0
53155 COMMUNITY DEVELOPMENT SERVICES	0	0	0
53200 ACCTG. & AUDIT.	0	0	0
54000 TRAV & PER DIEM	0	0	0
54100 TELEPHONE	0	0	0
54200 POSTAGE	0	0	0
54300 ELECTRICITY	0	0	0
54301 WATER	0	0	0
54302 SANITATION	0	0	0
54303 SEWER	0	0	0
54320 GAS (NATURAL)	0	0	0
54401 EQUIP LEASING	0	0	0
54510 INS. GEN. LIAB.	0	0	0
54620 MAIN. - VEHICLE	0	0	0
54630 MAINT.-BLDG.	0	0	0
54905 AHLF PROPERTY	0	0	0
54950 EMPLOY.RELATION	0	13,000	13,000
55100 OFFICE SUPPLIES	0	0	0

55210 OPERATING SUPPL	800	1,000	1,800
55220 GASOLINE & OIL	0	0	0
55221 TOOLS	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
55290 ELECTIONS	0	0	0
55410 MEMBERSHIPS	0	0	0
55420 TRAINING, AIDS	0	0	0
56405 COMPUTER SYSTEM	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0
57100 LIBRARY	0	0	0
TOTAL	\$800	\$14,500	\$15,300
CAPITAL			
58001 TRANSFER OF RESERVES	0	0	0
58101 CAPITAL PURCH.	0	0	0
58102 TRANSFER TO 301	0	0	0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$70,688	\$48,399	\$119,087

GENERAL PATROL

Custodial

Maintenance and Repairs

Total

REVENUE

	369000 Miscellaneous	0	0	0
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	TOTAL	\$0	\$0	\$0
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PERSONNEL

	51200 SALARIES	58,510	22,495	81,005
	51201 PT SALARIES	0	0	0
	51210 Unused Medical	0	0	0
	51305 BANK FEES	0	0	0
	51400 OVERTIME	0	0	0
	51500 SICK LEAVE	0	0	0
	52100 FICA	4,476	1,721	6,197
	52200 RETIREMENT-401K GENERAL PENSION	5,266	2,025	7,291
	52300 LIFE/HOSP. INS.	17,912	6,481	24,393
	52301 MEDICAL BENEFIT	1,850	650	2,500

	TOTAL	\$88,014	\$33,372	\$121,386
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OPERATING

	53100 PHYSICAL EXAMS	0	0	0
	53110 TOWN ATTORNEY	0	0	0
	53151 PROF. SERVICES	0	43,500	43,500
	53152 FIRE SERVICES	0	0	0
	53155 COMMUNITY DEVELOPMENT SERVICES	0	0	0
	53200 ACCTG. & AUDIT.	0	0	0
	54000 TRAV & PER DIEM	0	0	0
	54100 TELEPHONE	0	0	0
	54200 POSTAGE	0	0	0
	54300 ELECTRICITY	0	13,000	13,000
	54301 WATER	0	3,500	3,500
	54302 SANITATION	0	400	400
	54303 SEWER	0	3,300	3,300
	54320 GAS (NATURAL)	0	1,000	1,000
	54401 EQUIP LEASING	0	0	0
	54510 INS. GEN. LIAB.	0	0	0
	54620 MAIN. - VEHICLE	0	2,000	2,000
	54630 MAINT.-BLDG.	26,800	10,500	37,300
	54905 AHLF PROPERTY	0	0	0
	54950 EMPLOY.RELATION	0	0	0
	55100 OFFICE SUPPLIES	0	0	0

55210 OPERATING SUPPL	1,300	1,250	2,550
55220 GASOLINE & OIL	0	0	0
55221 TOOLS	0	650	650
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	600	600
55290 ELECTIONS	0	0	0
55410 MEMBERSHIPS	0	0	0
55420 TRAINING, AIDS	0	0	0
56405 COMPUTER SYSTEM	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0
57100 LIBRARY	0	0	0
TOTAL	\$28,100	\$79,700	\$107,800
CAPITAL			
58001 TRANSFER OF RESERVES	0	0	0
58101 CAPITAL PURCH.	0	0	0
58102 TRANSFER TO 301	0	0	0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$116,114	\$113,072	\$229,186

FINANCIAL MANAGEMENT									
	Accounting and Auditing	Asset Management	Budget	Cash Management	Grants	Accounts Payable	Billing and Accounts Receivable	Total	

REVENUE									
369000 Miscellaneous								54,700	54,700
TOTAL	\$0	\$54,700	\$54,700						

PERSONNEL									
51200 SALARIES	11,244	7,784	14,876	3,709	9,918	37,659	62,117	147,307	
51201 PT SALARIES	6,000	0	0	0	0	0	0	6,000	
51210 Unused Medical	0	0	0	0	0	0	0	0	
51305 BANK FEES	0	0	0	7,400	0	0	0	7,400	
51400 OVERTIME	0	0	0	0	0	0	0	0	
51500 SICK LEAVE	0	0	0	0	100	0	0	100	
52100 FICA	860	595	1,138	284	759	2,881	4,752	11,269	
52200 RETIREMENT-401K GENERAL PENSION	1,012	701	1,339	334	893	3,389	5,591	13,259	
52300 LIFE/HOSP. INS.	2,887	1,827	1,768	707	1,178	8,013	17,322	33,702	
52301 MEDICAL BENEFIT	900	200	200	200	100	850	2,050	4,500	
TOTAL	\$22,903	\$11,107	\$19,321	\$12,634	\$12,948	\$52,792	\$91,832	\$223,537	

OPERATING									
53100 PHYSICAL EXAMS	0	0	0	0	0	0	0	0	
53110 TOWN ATTORNEY	0	0	0	0	0	0	0	0	
53151 PROF. SERVICES	0	0	0	0	0	0	0	0	
53152 FIRE SERVICES	0	0	0	0	0	0	0	0	
53155 COMMUNITY DEVELOPMENT SERVICES	0	0	0	0	0	0	0	0	
53200 ACCTG. & AUDIT.	45,000	0	0	0	0	0	0	45,000	
54000 TRAV & PER DIEM	0	0	0	0	0	0	0	0	
54100 TELEPHONE	0	0	0	0	0	0	0	0	
54200 POSTAGE	0	0	0	0	0	0	900	900	
54300 ELECTRICITY	0	0	0	0	0	0	0	0	
54301 WATER	0	0	0	0	0	0	0	0	
54302 SANITATION	0	0	0	0	0	0	0	0	
54303 SEWER	0	0	0	0	0	0	0	0	
54320 GAS (NATURAL)	0	0	0	0	0	0	0	0	
54401 EQUIP LEASING	0	0	0	0	0	0	0	0	
54510 INS. GEN. LIAB.	0	0	0	0	0	0	0	0	
54620 MAIN. - VEHICLE	0	0	0	0	0	0	0	0	
54630 MAINT.-BLDG.	0	0	0	0	0	0	0	0	
54905 AHLF PROPERTY	0	0	0	0	0	0	0	0	
54950 EMPLOY.RELATION	0	0	0	0	0	0	0	0	
55100 OFFICE SUPPLIES	0	0	0	0	0	0	0	0	
55210 OPERATING SUPPL.	0	400	300	300	300	900	1,900	4,100	
55220 GASOLINE & OIL	0	0	0	100	0	0	0	100	
55221 TOOLS	0	0	0	0	0	0	0	0	
55240 UNIFORMS	0	0	0	0	0	0	0	0	
55260 PROTECT. CLOTH.	0	0	0	0	0	0	0	0	
55290 ELECTIONS	0	0	0	0	0	0	0	0	
55410 MEMBERSHIPS	0	0	0	0	0	0	0	0	
55420 TRAINING, AIDS	0	0	0	0	0	0	0	0	
56405 COMPUTER SYSTEM	0	0	0	0	0	0	0	0	
57001 VEHICLE DEBT SERVICE	0	0	0	0	0	0	0	0	
57100 LIBRARY	0	0	0	0	0	0	0	0	
TOTAL	\$45,000	\$400	\$300	\$400	\$300	\$900	\$2,800	\$50,100	

CAPITAL									
58001 TRANSFER OF RESERVES	0	0	0	0	0	0	40,000	40,000	
58101 CAPITAL PURCH.	0	0	0	0	0	0	0	0	
58102 TRANSFER TO 301	0	0	0	0	0	0	0	0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000	

GRAND TOTAL	\$67,903	\$11,507	\$19,621	\$13,034	\$13,248	\$53,692	\$134,632	\$313,637	
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		INFORMATION TECHNOLOGY					
		Contract Management	Hardware	Network Administration	Software	VOIP System and Internet	Total
REVENUE							
369000	Miscellaneous	0	0	0	0	0	0
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0
PERSONNEL							
51200	SALARIES	1,984	1,984	0	1,984	496	6,448
51201	PT SALARIES	0	0	0	0	0	0
51210	Unused Medical	0	0	0	0	0	0
51305	BANK FEES	0	0	0	0	0	0
51400	OVERTIME	0	0	0	0	0	0
51500	SICK LEAVE	0	0	0	0	0	0
52100	FICA	152	152	0	152	38	494
52200	RETIREMENT-401K GENERAL PENSION	179	179	0	179	45	582
52300	LIFE/HOSP. INS.	236	236	0	236	59	767
52301	MEDICAL BENEFIT	0	0	0	50	0	50
TOTAL		\$2,551	\$2,551	\$0	\$2,601	\$638	\$8,341
OPERATING							
53100	PHYSICAL EXAMS	0	0	0	0	0	0
53110	TOWN ATTORNEY	0	0	0	0	0	0
53151	PROF. SERVICES	0	0	12,000	0	5,000	17,000
53152	FIRE SERVICES	0	0	0	0	0	0
53155	COMMUNITY DEVELOPMENT SERVICES	0	0	0	0	0	0
53200	ACCTG. & AUDIT.	0	0	0	0	0	0
54000	TRAV & PER DIEM	0	0	0	0	0	0
54100	TELEPHONE	0	0	0	0	14,000	14,000
54200	POSTAGE	0	0	0	0	0	0
54300	ELECTRICITY	0	0	0	0	0	0
54301	WATER	0	0	0	0	0	0
54302	SANITATION	0	0	0	0	0	0
54303	SEWER	0	0	0	0	0	0
54320	GAS (NATURAL)	0	0	0	0	0	0
54401	EQUIP LEASING	0	0	0	0	0	0
54510	INS. GEN. LIAB.	0	0	0	0	0	0
54620	MAIN. - VEHICLE	0	0	0	0	0	0
54630	MAINT.-BLDG.	0	0	0	0	0	0
54905	AHLF PROPERTY	0	0	0	0	0	0
54950	EMPLOY.RELATION	0	0	0	0	0	0
55100	OFFICE SUPPLIES	0	0	0	0	0	0
55210	OPERATING SUPPL	50	0	0	50	0	100
55220	GASOLINE & OIL	0	0	0	0	0	0
55221	TOOLS	0	0	0	0	0	0
55240	UNIFORMS	0	0	0	0	0	0
55260	PROTECT. CLOTH.	0	0	0	0	0	0
55290	ELECTIONS	0	0	0	0	0	0
55410	MEMBERSHIPS	0	0	0	0	0	0
55420	TRAINING, AIDS	0	0	0	0	0	0
56405	COMPUTER SYSTEM	0	6,500	91,650	115,300	4,500	217,950
57001	VEHICLE DEBT SERVICE	0	0	0	0	0	0
57100	LIBRARY	0	0	0	0	0	0
TOTAL		\$50	\$6,500	\$103,650	\$115,350	\$23,500	\$249,050
CAPITAL							
58001	TRANSFER OF RESERVES	0	0	0	0	0	0
58101	CAPITAL PURCH.	0	0	0	0	0	0
58102	TRANSFER TO 301	0	0	0	0	0	0
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL		\$2,601	\$9,051	\$103,650	\$117,951	\$24,138	\$257,391

INFORMATION TECHNOLOGY

	Employee Administration	Support Services Financial Responsibilities	Record Management	Total
REVENUE				
369000 Miscellaneous	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0
PERSONNEL				
51200 SALARIES	51,639	10,033	2,845	64,517
51201 PT SALARIES				0
51210 Unused Medical				0
51305 BANK FEES				0
51400 OVERTIME				0
51500 SICK LEAVE	6,900	0	0	6,900
52100 FICA	3,950	767	218	4,935
52200 RETIREMENT-401K GENERAL PENSION	4,648	903	256	5,807
52300 LIFE/HOSP. INS.	8,838	1,591	648	11,077
52301 MEDICAL BENEFIT	1,100	150	50	1,300
TOTAL	\$77,075	\$13,444	\$4,017	\$94,536
OPERATING				
53100 PHYSICAL EXAMS				0
53110 TOWN ATTORNEY				0
53151 PROF. SERVICES				0
53152 FIRE SERVICES				0
53155 COMMUNITY DEVELOPMENT SERVICES				0
53200 ACCTG. & AUDIT.				0
54000 TRAV & PER DIEM	4,050			4,050
54100 TELEPHONE	4,600	0	0	4,600
54200 POSTAGE				0
54300 ELECTRICITY				0
54301 WATER				0
54302 SANITATION				0
54303 SEWER				0
54320 GAS (NATURAL)				0
54401 EQUIP LEASING	18,100			18,100
54510 INS. GEN. LIAB.				0
54620 MAIN. - VEHICLE				0
54630 MAINT.-BLDG.				0
54905 AHLF PROPERTY				0
54950 EMPLOY.RELATION				0
55100 OFFICE SUPPLIES	4,700	0	0	4,700
55210 OPERATING SUPPL	250	250	250	750
55220 GASOLINE & OIL			0	0
55221 TOOLS			0	0
55240 UNIFORMS	1,200		0	1,200
55260 PROTECT. CLOTH.			0	0
55290 ELECTIONS			0	0
55410 MEMBERSHIPS	1,200		0	1,200

55420	TRAINING, AIDS	4,350		0	4,350
56405	COMPUTER SYSTEM	0		0	0
57001	VEHICLE DEBT SERVICE	0	3,000	0	3,000
57100	LIBRARY	0	0	0	0
TOTAL		\$38,450	\$3,250	\$250	\$41,950
CAPITAL					
58001	TRANSFER OF RESERVES	0	0	0	0
58101	CAPITAL PURCH.	0	0	0	0
58102	TRANSFER TO 301	22,500	0	0	22,500
TOTAL		\$22,500	\$0	\$0	\$22,500
GRAND TOTAL		\$138,025	\$16,694	\$4,267	\$158,986

RISK MANAGEMENT

Claims Prevention

Property/Casualty

Total

REVENUE

369000 Miscellaneous

0

0

0

TOTAL

\$0

\$0

\$0

PERSONNEL

51200 SALARIES

5,779

17,452

23,231

51201 PT SALARIES

0

51210 Unused Medical

0

0

0

51305 BANK FEES

0

51400 OVERTIME

0

51500 SICK LEAVE

0

0

0

52100 FICA

442

1,335

1,777

52200 RETIREMENT-401K GENERAL PENSION

520

1,571

2,091

52300 LIFE/HOSP. INS.

1,178

3,123

4,301

52301 MEDICAL BENEFIT

100

300

400

TOTAL

\$8,019

\$23,781

\$31,800

OPERATING

53100 PHYSICAL EXAMS

0

0

0

53110 TOWN ATTORNEY

0

0

0

53151 PROF. SERVICES

0

0

0

53152 FIRE SERVICES

0

0

0

53155 COMMUNITY DEVELOPMENT SERVICES

0

0

0

53200 ACCTG. & AUDIT.

0

0

0

54000 TRAV & PER DIEM

0

0

0

54100 TELEPHONE

0

0

0

54200 POSTAGE

0

0

0

54300 ELECTRICITY

0

0

0

54301 WATER

0

0

0

54302 SANITATION

0

0

0

54303 SEWER

0

0

0

54320 GAS (NATURAL)

0

0

0

54401 EQUIP LEASING

0

0

0

54510 INS. GEN. LIAB.

0

327,800

327,800

54620 MAIN. - VEHICLE

0

0

0

54630 MAINT.-BLDG.

0

0

0

54905 AHLF PROPERTY

0

0

0

54950 EMPLOY.RELATION

0

0

0

55100 OFFICE SUPPLIES

0

0

0

55210 OPERATING SUPPL	50	350	400
55220 GASOLINE & OIL	0	50	50
55221 TOOLS	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
55290 ELECTIONS	0	0	0
55410 MEMBERSHIPS	0	0	0
55420 TRAINING, AIDS	0	0	0
56405 COMPUTER SYSTEM	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0
57100 LIBRARY	0	0	0
TOTAL	\$50	\$328,200	\$328,250
CAPITAL			
58001 TRANSFER OF RESERVES	0	0	0
58101 CAPITAL PURCH.	0	0	0
58102 TRANSFER TO 301	0	0	0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$8,069	\$351,981	\$360,050

TOWNWIDE PROFESSIONAL SERVICES

Fire Services

Townwide Management
Services

Total

REVENUE

369000 Miscellaneous

0

0

0

TOTAL

\$0

\$0

\$0

PERSONNEL

51200 SALARIES

0

0

0

51201 PT SALARIES

0

0

0

51210 Unused Medical

0

0

0

51305 BANK FEES

0

0

0

51400 OVERTIME

0

0

0

51500 SICK LEAVE

0

0

0

52100 FICA

0

0

0

52200 RETIREMENT-401K GENERAL PENSION

0

0

0

52300 LIFE/HOSP. INS.

0

0

0

52301 MEDICAL BENEFIT

0

0

0

TOTAL

\$0

\$0

\$0

OPERATING

53100 PHYSICAL EXAMS

0

0

0

53110 TOWN ATTORNEY

0

75,750

75,750

53151 PROF. SERVICES

0

0

0

53152 FIRE SERVICES

653,625

0

653,625

53155 COMMUNITY DEVELOPMENT SERVICES

0

0

0

53200 ACCTG. & AUDIT.

0

0

0

54000 TRAV & PER DIEM

0

0

0

54100 TELEPHONE

0

0

0

54200 POSTAGE

0

0

0

54300 ELECTRICITY

0

0

0

54301 WATER

0

0

0

54302 SANITATION

0

0

0

54303 SEWER

0

0

0

54320 GAS (NATURAL)

0

0

0

54401 EQUIP LEASING

0

0

0

54510 INS. GEN. LIAB.

0

0

0

54620 MAIN. - VEHICLE

0

0

0

54630 MAINT.-BLDG.

0

0

0

54905 AHLF PROPERTY

0

0

0

54950 EMPLOY.RELATION

0

0

0

55100 OFFICE SUPPLIES

0

0

0

55210 OPERATING SUPPL	0	0	0
55220 GASOLINE & OIL	0	0	0
55221 TOOLS	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
55290 ELECTIONS	0	0	0
55410 MEMBERSHIPS	0	0	0
55420 TRAINING, AIDS	0	0	0
56405 COMPUTER SYSTEM	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0
57100 LIBRARY	0	15,000	15,000
TOTAL	\$653,625	\$90,750	\$744,375
CAPITAL			
58001 TRANSFER OF RESERVES	0	0	0
58101 CAPITAL PURCH.	0	0	0
58102 TRANSFER TO 301	0	0	0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$653,625	\$90,750	\$744,375

POLICE

GENERAL PATROL						
	Calls for Service	Preventative Patrol	Traffic	Dispatch and Communications	Special Watches	Total
REVENUE						
331201 JAG GRANT						0
337200 GRANTS						0
342103 SPECIAL DUTY POLICE		500	500	500		1500
351100 COURT FINES (POLICE FINES)						0
351300 POLICE ACADEMY						0
351400 RESTITUTION						0
351402 OTC FINES AND TICKETS						0
354000 ORDINANCE VIOLATION		0	0	0		0
366905 CONTRIBUTION - POL. EQUIPMENT						0
TOTAL	\$0	\$500	\$500	\$500	\$0	\$1,500
PERSONNEL						
51000 INCENTIVE PAY	2,300	2,300	1,600	800	800	7,800
51200 SALARIES	107,574	119,042	89,822	33,265	26,174	375,877
51201 PT SALARIES	20,800	20,750	20,700	0	20,300	82,550
51202 SPECIAL DUTY PAY	0	0	0	0	0	0
51210 Unused Medical	0	0	0	0	0	0
51400 OVERTIME	2,600	2,600	1,950	0	650	7,800
51500 SICK LEAVE	0	0	0	0	0	0
52100 FICA	10,479	11,357	9,121	2,545	2,002	35,504
52200 RETIREMENT-401K GENERAL PENSION	0	0	0	2,994	0	2,994
52220 RETIREMENT-POLICE OFFICERS	61,900	61,900	46,175	0	14,725	184,700
52300 LIFE/HOSP. INS.	16,422	17,843	14,545	8,741	3,958	61,509
52301 MEDICAL BENEFIT	2,200	2,350	1,800	1,000	250	7,600
TOTAL	\$224,275	\$238,142	\$185,713	\$49,345	\$68,859	\$766,334
OPERATING						
52900 CODE ENFORCE.	550	550	400	300		1,800
53100 PHYSICAL EXAMS	0	0	0	0	0	0
53151 PROF. SERVICES	4,600	4,600	2,700	1,500	1,550	14,950
54000 TRAV & PER DIEM						0
54100 TELEPHONE	0	0	0	0	0	0
54200 POSTAGE	0	0	0	0	0	0
54401 EQUIP LEASING	0	0	0	0	0	0
54620 MAIN. - VEHICLE	1,450	1,450	1,050	450	450	4,850
54650 MAINT. - RADIOS	1,750	1,750	1,150	450	550	5,650
54670 MAINT. - EQUIP	0	0	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0	0	0
55209 CRIME PREVENTIO						0
55210 OPERATING SUPPL	1,700	1,700	1,100	550	550	5,600
55221 TOOLS	0	0	0	0	0	0
55240 UNIFORMS	0	0	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0	0	0
55410 MEMBERSHIPS						0
55420 TRAINING, AIDS						0
57001 VEHICLE DEBT SERVICE	0	0	0	0	0	0
TOTAL	\$10,050	\$10,050	\$6,400	\$3,250	\$3,100	\$32,850
CAPITAL						
58001 TRANSFER OF RESERVES	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$234,325	\$248,192	\$192,113	\$52,595	\$71,959	\$799,184

CODE ENFORCEMENT

Outreach

Prosecution

Compliance

Total

REVENUE

331201	JAG GRANT				0
337200	GRANTS				0
342103	SPECIAL DUTY POLICE				0
351100	COURT FINES (POLICE FINES)	300	300		600
351300	POLICE ACADEMY				0
351400	RESTITUTION				0
351402	OTC FINES AND TICKETS				0
354000	ORDINANCE VIOLATION				0
366905	CONTRIBUTION - POL. EQUIPMENT	0	0		0
TOTAL		\$300	\$300	\$0	\$600

PERSONNEL

51000	INCENTIVE PAY	1,250	300	400	1,950
51200	SALARIES	86,093	21,748	26,744	134,585
51201	PT SALARIES	0	0		0
51202	SPECIAL DUTY PAY	0	0		0
51210	Unused Medical	0	0		0
51400	OVERTIME	0	0		0
51500	SICK LEAVE	1,750	100		1,850
52100	FICA	6,586	1,664	2,046	10,296
52200	RETIREMENT-401K GENERAL PENSION	0	0		0
52220	RETIREMENT-POLICE OFFICERS	30,450	5,290	8,435	44,175
52300	LIFE/HOSP. INS.	16,291	4,447	5,071	25,809
52301	MEDICAL BENEFIT	1,700	400	500	2,600
TOTAL		\$144,120	\$33,949	\$43,196	\$221,265

OPERATING

52900	CODE ENFORCE.	50	300	300	650
53100	PHYSICAL EXAMS	0	0		0
53151	PROF. SERVICES	3,050	700	950	4,700
54000	TRAV & PER DIEM				0
54100	TELEPHONE	0	0		0
54200	POSTAGE	0	0		0
54401	EQUIP LEASING	0	0		0
54620	MAIN. - VEHICLE	850	200	250	1,300
54650	MAINT. - RADIOS	950	200	300	1,450
54670	MAINT. - EQUIP	0	0		0
55100	OFFICE SUPPLIES	0	0		0
55209	CRIME PREVENTIO				0
55210	OPERATING SUPPL	900		300	1,200
55221	TOOLS	0	0		0
55240	UNIFORMS	0	0		0
55260	PROTECT. CLOTH.	0	0		0
55410	MEMBERSHIPS				0
55420	TRAINING, AIDS				0

57001 VEHICLE DEBT SERVICE	0	0	0
TOTAL	\$5,800	\$1,400	\$9,300
CAPITAL			
58001 TRANSFER OF RESERVES	0	0	0
TOTAL	\$0	\$0	\$0
			\$0
GRAND TOTAL	\$149,920	\$35,349	\$185,269

CRIMINAL INVESTIGATIONS

	Investigations	Case Management	Property/Evidence	Total
REVENUE				
331201 JAG GRANT				0
337200 GRANTS				0
342103 SPECIAL DUTY POLICE				0
351100 COURT FINES (POLICE FINES)	200	200	200	600
351300 POLICE ACADEMY				0
351400 RESTITUTION				0
351402 OTC FINES AND TICKETS				0
354000 ORDINANCE VIOLATION	0			0
366905 CONTRIBUTION - POL. EQUIPMENT	0	0	0	0
TOTAL	\$200	\$200	\$200	\$600
PERSONNEL				
51000 INCENTIVE PAY	1,250	400	300	1,950
51200 SALARIES	98,637	30,647	21,926	151,210
51201 PT SALARIES	0	0	0	0
51202 SPECIAL DUTY PAY				0
51210 Unused Medical	0	0	0	0
51400 OVERTIME	2,600	2,000	200	4,800
51500 SICK LEAVE	0	0	0	0
52100 FICA	7,546	2,345	1,677	11,568
52200 RETIREMENT-401K GENERAL PENSION	0	0	0	0
52220 RETIREMENT-POLICE OFFICERS	30,450	7,435	5,840	43,725
52300 LIFE/HOSP. INS.	15,857	4,966	3,429	24,252
52301 MEDICAL BENEFIT	1,800	600	400	2,800
TOTAL	\$158,140	\$48,393	\$33,772	\$240,305
OPERATING				
52900 CODE ENFORCE.	200	150	400	750
53100 PHYSICAL EXAMS	0	0	0	0
53151 PROF. SERVICES	3,050	950	700	4,700
54000 TRAV & PER DIEM				0
54100 TELEPHONE	0	0	0	0
54200 POSTAGE	0	0	0	0
54401 EQUIP LEASING	0	0	0	0
54620 MAIN. - VEHICLE	850	250	200	1,300
54650 MAINT. - RADIOS	950	300	200	1,450
54670 MAINT. - EQUIP	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0
55209 CRIME PREVENTIO				0
55210 OPERATING SUPPL	900	300	200	1,400
55221 TOOLS	0	0	0	0
55240 UNIFORMS	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0
55410 MEMBERSHIPS				0
55420 TRAINING, AIDS				0

57001 VEHICLE DEBT SERVICE	0	0	0	0
TOTAL	\$5,950	\$1,950	\$1,700	\$9,600
CAPITAL				
58001 TRANSFER OF RESERVES	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0
				\$0
GRAND TOTAL	\$164,090	\$50,343	\$35,472	\$249,905

COMMUNITY ORIENTED POLICING

Special Events

Miscellaneous

Total

REVENUE

331201 JAG GRANT			0
337200 GRANTS			0
342103 SPECIAL DUTY POLICE	169200	0	169200
351100 COURT FINES (POLICE FINES)	0		0
351300 POLICE ACADEMY			0
351400 RESTITUTION			0
351402 OTC FINES AND TICKETS			0
354000 ORDINANCE VIOLATION		0	0
366905 CONTRIBUTION - POL. EQUIPMENT	18000		18000
TOTAL	\$187,200	\$0	\$187,200

PERSONNEL

51000 INCENTIVE PAY	650	0	650
51200 SALARIES	71,442	53,750	125,192
51201 PT SALARIES	0	0	0
51202 SPECIAL DUTY PAY	0	156,700	156,700
51210 Unused Medical	0	0	0
51400 OVERTIME	1,750	0	1,750
51500 SICK LEAVE	0	0	0
52100 FICA	5,465	0	5,465
52200 RETIREMENT-401K GENERAL PENSION	1,233	0	1,233
52220 RETIREMENT-POLICE OFFICERS	15,725	7,450	23,175
52300 LIFE/HOSP. INS.	13,624	0	13,624
52301 MEDICAL BENEFIT	1,450	0	1,450
TOTAL	\$111,339	\$217,900	\$329,239

OPERATING

52900 CODE ENFORCE.	0		0
53100 PHYSICAL EXAMS	0	0	0
53151 PROF. SERVICES	1,000	0	1,000
54000 TRAV & PER DIEM			0
54100 TELEPHONE	0	0	0
54200 POSTAGE	0	0	0
54401 EQUIP LEASING	0	0	0
54620 MAIN. - VEHICLE	450	0	450
54650 MAINT. - RADIOS	500	0	500
54670 MAINT. - EQUIP	0	0	0
55100 OFFICE SUPPLIES	0	0	0
55209 CRIME PREVENTIO	1,750		1,750

55210 OPERATING SUPPL	450	0	450
55221 TOOLS	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
55410 MEMBERSHIPS			0
55420 TRAINING, AIDS			0
57001 VEHICLE DEBT SERVICE	0	0	0
TOTAL	\$4,150	\$0	\$4,150
CAPITAL			
58001 TRANSFER OF RESERVES	0	18,000	18000
TOTAL	\$0	\$18,000	\$0
			\$0
GRAND TOTAL	\$115,489	\$235,900	\$351,389

		EMPLOYEE ADMINISTRATION					
		Training/Meetings/Education	Supervision and Discipline	Employee Life Cycle	Permitting and Records	Asset and Fleet Management	Total
REVENUE							
331201	JAG GRANT	1000					1000
337200	GRANTS						0
342103	SPECIAL DUTY POLICE		500	500	500		1500
351100	COURT FINES (POLICE FINES)	0					0
351300	POLICE ACADEMY						0
351400	RESTITUTION						0
351402	OTC FINES AND TICKETS						0
354000	ORDINANCE VIOLATION		0	0	0		0
366905	CONTRIBUTION - POL. EQUIPMENT	0					0
TOTAL		\$1,000	\$500	\$500	\$500	\$0	\$2,500
PERSONNEL							
51000	INCENTIVE PAY	0	0	650	0	0	650
51200	SALARIES	78,256	37,328	21,646	15,144	31,492	183,866
51201	PT SALARIES	5,450	0	0	0	0	5,450
51202	SPECIAL DUTY PAY	0				0	0
51210	Unused Medical	0	0	0	0	0	0
51400	OVERTIME	0	0	0	0	4,400	4,400
51500	SICK LEAVE	0	0	18,800	0	0	18,800
52100	FICA	5,987	2,856	1,656	1,159	2,409	14,067
52200	RETIREMENT-401K GENERAL PENSION	523	0	173	700	1,382	2,778
52220	RETIREMENT-POLICE OFFICERS	15,725	0	0	0	3,000	18,725
52300	LIFE/HOSP. INS.	14,153	5,789	3,645	2,791	6,574	32,952
52301	MEDICAL BENEFIT	1,300	550	250	100	650	2,850
TOTAL		\$121,394	\$46,523	\$46,820	\$19,894	\$49,907	\$284,538
OPERATING							
52900	CODE ENFORCE.						0
53100	PHYSICAL EXAMS	0	0	1,500	0	0	1,500
53151	PROF. SERVICES	600	300	150	150	450	1,650
54000	TRAV & PER DIEM	1,000					1,000
54100	TELEPHONE	0	0	7,000	0	0	7,000
54200	POSTAGE	0	0	800	0	0	800
54401	EQUIP LEASING	0	0	5,000	0	0	5,000
54620	MAIN. - VEHICLE	0	0	0	0	0	0
54650	MAINT. - RADIOS	200	200	0	0	100	500
54670	MAINT. - EQUIP	0	0	0	0	0	0
55100	OFFICE SUPPLIES	0	0	2,350	0	0	2,350
55209	CRIME PREVENTIO	0					0
55210	OPERATING SUPPL	450	0	0	0	0	450
55221	TOOLS	0	0	550	0	0	550
55240	UNIFORMS	0	0	9,700	0	0	9,700
55260	PROTECT. CLOTH.	0	0	8,100	0	0	8,100
55410	MEMBERSHIPS	700					700
55420	TRAINING, AIDS	10,000					10,000
57001	VEHICLE DEBT SERVICE	0	0	11,650	0	0	11,650
TOTAL		\$12,950	\$500	\$46,800	\$150	\$550	\$60,950
CAPITAL							
58001	TRANSFER OF RESERVES	0	0	72,500		0	72,500
TOTAL		\$0	\$0	\$72,500		\$0	\$0
GRAND TOTAL		\$134,344	\$47,023	\$166,120	\$20,044	\$50,457	\$417,988

PUBLIC WORKS

EMPLOYEE ADMINISTRATION

	Employee Management	Customer Service	Capital Improvement	Training	Total
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PERSONNEL					
51200 SALARIES	33,887	15,209	24,971	0	74,067
51210 Unused Medical	0	0	0	0	0
51400 OVERTIME	850	0	0	0	850
51500 SICK LEAVE	3,600	0	0	0	3,600
52100 FICA	2,592	1,163	1,910	0	5,666
52200 RETIREMENT-401K GENERAL PENSION	3,050	1,369	2,247	0	6,666
52300 LIFE/HOSP. INS.	6,481	3,064	4,360	0	13,905
52301 MEDICAL BENEFIT	650	300	450	0	1,400
TOTAL	\$51,110	\$21,105	\$33,938	\$0	\$106,154
OPERATING					
52400 WORKMEN'S COMP.	0	0	0	0	0
53100 PHYSICAL EXAMS	500	0	0	0	500
53151 PROF. SERVICES	0	6,000	0	0	6,000
53160 CONTRAC. LABOR	0	0	10,000	0	10,000
53410 STREET SWEEPING	0	0	0	0	0
54000 TRAV & PER DIEM	0	0	0	2,000	2,000
54100 TELEPHONE	2,500	0	0	0	2,500
54310 ENERGY	0	0	40,250	0	40,250
54601 MAINT.-HUNTER PARK	0	0	0	0	0
54618 TENNIS COURTS-MAINT	0	0	0	0	0
54619 FIELDS/COURTS	0	0	0	0	0
54620 MAIN. - VEHICLE	0	0	0	0	0
54670 MAINT. - EQUIP	0	0	0	0	0
54680 MAINT.-GROUNDS	0	0	0	0	0
54682 TREE TRIMMING	0	0	0	0	0
54686 HOLIDAY LIGHTIN	0	0	0	0	0
54910 PLANTINGS	0	0	0	0	0
55100 OFFICE SUPPLIES	800	0	0	0	800
55210 OPERATING SUPPL	2,500	0	0	0	2,500
55221 TOOLS	0	0	0	0	0
55230 CHEMICALS	0	0	0	0	0
55240 UNIFORMS	1,600	0	0	0	1,600
55260 PROTECT. CLOTH.	2,125	0	0	0	2,125
55300 ROAD MATERIALS & SUPPLIES	0	0	0	0	0
55410 MEMBERSHIPS	0	0	0	3,050	3,050
55420 TRAINING, AIDS	0	0	0	3,200	3,200
56405 COMPUTER SYSTEM	500	0	0	0	500
57001 VEHICLE DEBT SERVICE	17,850	0	0	0	17,850
TOTAL	\$28,375	\$6,000	\$50,250	\$8,250	\$92,875
CAPITAL					
58101 CAPITAL PURCH.	0	0	0	0	0
58102 TRANSFER TO 301	34650	0	0	0	34650
TOTAL	\$34,650	\$0	\$0	\$0	\$34,650
GRAND TOTAL	\$114,135	\$27,105	\$84,188	\$8,250	\$233,679

BEAUTIFICATION						
	Contract Mowing	Park Maintenance	Park Irrigation	Chemicals	Holiday Lighting	Total
PERSONNEL						
51200 SALARIES	5,303	35,219	9,040	8,174	7,470	65,205
51210 Unused Medical	0	0	0	0	0	0
51400 OVERTIME	0	0	0	0	0	0
51500 SICK LEAVE	0	0	0	0	0	0
52100 FICA	406	2,694	692	625	571	4,988
52200 RETIREMENT-401K GENERAL PENSION	477	3,170	814	736	672	5,868
52300 LIFE/HOSP. INS.	1,414	10,016	2,239	2,121	1,885	17,676
52301 MEDICAL BENEFIT	150	1,000	250	200	200	1,800
TOTAL	\$7,750	\$52,099	\$13,034	\$11,856	\$10,799	\$95,538
OPERATING						
52400 WORKMEN'S COMP.	0					0
53100 PHYSICAL EXAMS	0	0	0	0	0	0
53151 PROF. SERVICES	0					0
53160 CONTRAC. LABOR	33,700					33,700
53410 STREET SWEEPING	0					0
54000 TRAV & PER DIEM	0					0
54100 TELEPHONE	0					0
54310 ENERGY	0					0
54601 MAINT.-HUNTER PARK	0	5,600				5,600
54618 TENNIS COURTS-MAINT	0					0
54619 FIELDS/COURTS	0					0
54620 MAIN. - VEHICLE	0	200	200	200		600
54670 MAINT. - EQUIP	0	600	600	600		1,800
54680 MAINT.-GROUNDS	0	10,600		1,400		12,000
54682 TREE TRIMMING	0					0
54686 HOLIDAY LIGHTIN	0				7,000	7,000
54910 PLANTINGS	0	4,700			0	4,700
55100 OFFICE SUPPLIES	0				0	0
55210 OPERATING SUPPL	0	1,500	1,050		0	2,550
55221 TOOLS	0	700	0		0	700
55230 CHEMICALS	0			10,000	0	10,000
55240 UNIFORMS	0			0	0	0
55260 PROTECT. CLOTH.	0			0	0	0
55300 ROAD MATERIALS & SUPPLIES	0			0	0	0
55410 MEMBERSHIPS	0			0	0	0
55420 TRAINING, AIDS	0			0	0	0
56405 COMPUTER SYSTEM	0			0	0	0
57001 VEHICLE DEBT SERVICE	0			0	0	0
TOTAL	\$33,700	\$23,900	\$1,850	\$12,200	\$7,000	\$78,650
CAPITAL						
58101 CAPITAL PURCH.	0	0	0	0	0	0
58102 TRANSFER TO 301	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$41,450	\$75,999	\$14,884	\$24,056	\$17,799	\$174,188

URBAN FORESTRY

Tree Trimming

Contract Trimming

Permit and Tree
Assessment

Total

PERSONNEL

51200 SALARIES	36,923	3,995	4,667	45,586
51210 Unused Medical	0	0		0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	2,825	306	357	3,487
52200 RETIREMENT-401K GENERAL PENSION	3,323	360	420	4,103
52300 LIFE/HOSP. INS.	10,370	707	589	11,666
52301 MEDICAL BENEFIT	1,050	50	50	1,150

TOTAL	\$54,491	\$5,417	\$6,084	\$65,992
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OPERATING

52400 WORKMEN'S COMP.				0
53100 PHYSICAL EXAMS	0	0	0	0
53151 PROF. SERVICES				0
53160 CONTRAC. LABOR				0
53410 STREET SWEEPING				0
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54310 ENERGY				0
54601 MAINT.-HUNTER PARK				0
54618 TENNIS COURTS-MAINT				0
54619 FIELDS/COURTS				0
54620 MAIN. - VEHICLE	200		200	400
54670 MAINT. - EQUIP	600		600	1,200
54680 MAINT.-GROUNDS	800			800
54682 TREE TRIMMING	5,000	31,000		36,000
54686 HOLIDAY LIGHTIN	0	0		0
54910 PLANTINGS	0	0		0
55100 OFFICE SUPPLIES	0	0		0
55210 OPERATING SUPPL	0	0	500	500
55221 TOOLS	0	0	0	0
55230 CHEMICALS	0	0	0	0
55240 UNIFORMS	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0
55300 ROAD MATERIALS & SUPPLIES	0	0	0	0
55410 MEMBERSHIPS	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0
56405 COMPUTER SYSTEM	0	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0	0

TOTAL	\$6,600	\$31,000	\$1,300	\$38,900
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CAPITAL

58101 CAPITAL PURCH.	0	0	0	0
58102 TRANSFER TO 301	0	0	0	0

TOTAL	\$0	\$0	\$0	\$0
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GRAND TOTAL	\$61,091	\$36,417	\$7,384	\$104,892
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SPORTSFIELDS

	Sod Maintenance	Irrigation	Contract Service	Total
PERSONNEL				
51200 SALARIES	21,823	12,557	3,978	38,359
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	1,669	961	304	2,934
52200 RETIREMENT-401K GENERAL PENSION	1,964	1,130	358	3,452
52300 LIFE/HOSP. INS.	5,656	2,828	707	9,192
52301 MEDICAL BENEFIT	550	300	50	900
TOTAL	\$31,663	\$17,776	\$5,398	\$54,837
OPERATING				
52400 WORKMEN'S COMP.				0
53100 PHYSICAL EXAMS	0	0	0	0
53151 PROF. SERVICES				0
53160 CONTRAC. LABOR	5,000		7,000	12,000
53410 STREET SWEEPING				0
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54310 ENERGY				0
54601 MAINT.-HUNTER PARK				0
54618 TENNIS COURTS-MAINT	0			0
54619 FIELDS/COURTS	3,000		12,000	15,000
54620 MAIN. - VEHICLE	200	200	0	400
54670 MAINT. - EQUIP	600	600	0	1,200
54680 MAINT.-GROUNDS	2,000	4,000	0	6,000
54682 TREE TRIMMING	0	0	0	0
54686 HOLIDAY LIGHTIN	0	0	0	0
54910 PLANTINGS	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0
55210 OPERATING SUPPL	0	0	0	0
55221 TOOLS	0	0	0	0
55230 CHEMICALS	0	0	0	0
55240 UNIFORMS	0	0	0	0
55260 PROTECT. CLOTH.	0	0	0	0
55300 ROAD MATERIALS & SUPPLIES	0	0	0	0
55410 MEMBERSHIPS	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0
56405 COMPUTER SYSTEM	0	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0	0
TOTAL	\$10,800	\$4,800	\$19,000	\$34,600
CAPITAL				
58101 CAPITAL PURCH.	0	0	0	0
58102 TRANSFER TO 301	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0



GRAND TOTAL	\$42,463	\$22,576	\$24,398	\$89,437
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HARDSCAPE PAVING

	Streets	Sidewalk	Miscellaneous	Total
PERSONNEL				
51200 SALARIES	15,874	16,500	13,758	46,132
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	1,214	1,262	1,052	3,529
52200 RETIREMENT-401K GENERAL PENSION	1,429	1,485	1,238	4,152
52300 LIFE/HOSP. INS.	4,831	4,949	4,242	14,023
52301 MEDICAL BENEFIT	500	500	400	1,400
TOTAL	\$23,849	\$24,696	\$20,690	\$69,235
OPERATING				
52400 WORKMEN'S COMP.	0			0
53100 PHYSICAL EXAMS	0	0	0	0
53151 PROF. SERVICES				0
53160 CONTRAC. LABOR				0
53410 STREET SWEEPING				0
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54310 ENERGY				0
54601 MAINT.-HUNTER PARK				0
54618 TENNIS COURTS-MAINT				0
54619 FIELDS/COURTS				0
54620 MAIN. - VEHICLE	200	200	200	600
54670 MAINT. - EQUIP	600	600	950	2,150
54680 MAINT.-GROUNDS				0
54682 TREE TRIMMING				0
54686 HOLIDAY LIGHTIN				0
54910 PLANTINGS				0
55100 OFFICE SUPPLIES				0
55210 OPERATING SUPPL				0
55221 TOOLS				0
55230 CHEMICALS				0
55240 UNIFORMS				0
55260 PROTECT. CLOTH.				0
55300 ROAD MATERIALS & SUPPLIES	11,400	7,000	1,000	19,400
55410 MEMBERSHIPS	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0
56405 COMPUTER SYSTEM	0	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0	0
TOTAL	\$12,200	\$7,800	\$2,150	\$22,150
CAPITAL				
58101 CAPITAL PURCH.	0	0	0	0
58102 TRANSFER TO 301	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0



GRAND TOTAL	\$36,049	\$32,496	\$22,840	\$91,385
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STORMWATER

	NPDES	Maintenance	Debris Maintenance	Total
PERSONNEL				
51200 SALARIES	31,725	36,248	25,475	93,448
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	2,427	2,773	1,949	7,149
52200 RETIREMENT-401K GENERAL PENSION	2,855	3,262	2,293	8,410
52300 LIFE/HOSP. INS.	9,309	11,430	8,131	28,871
52301 MEDICAL BENEFIT	950	1,150	850	2,950
TOTAL	\$47,267	\$54,864	\$38,697	\$140,828
OPERATING				
52400 WORKMEN'S COMP.				0
53100 PHYSICAL EXAMS		0	0	0
53151 PROF. SERVICES	6,000			6,000
53160 CONTRAC. LABOR				0
53410 STREET SWEEPING			14,000	14,000
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54310 ENERGY				0
54601 MAINT.-HUNTER PARK				0
54618 TENNIS COURTS-MAINT				0
54619 FIELDS/COURTS				0
54620 MAIN. - VEHICLE	150	150	200	500
54670 MAINT. - EQUIP	350	350	600	1,300
54680 MAINT.-GROUNDS				0
54682 TREE TRIMMING				0
54686 HOLIDAY LIGHTIN				0
54910 PLANTINGS				0
55100 OFFICE SUPPLIES				0
55210 OPERATING SUPPL				0
55221 TOOLS		500		500
55230 CHEMICALS				0
55240 UNIFORMS				0
55260 PROTECT. CLOTH.				0
55300 ROAD MATERIALS & SUPPLIES	1,000	0	0	1,000
55410 MEMBERSHIPS	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0
56405 COMPUTER SYSTEM	0	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0	0
TOTAL	\$7,500	\$1,000	\$14,800	\$23,300
CAPITAL				
58101 CAPITAL PURCH.	0	0	0	0
58102 TRANSFER TO 301	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0



GRAND TOTAL	\$54,767	\$55,864	\$53,497	\$164,128
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REGULATORY SIGNS

Street Name Signs

Traffic Signs

Maintenance of Traffic

Total

PERSONNEL

51200 SALARIES	6,133	6,758	3,149	16,040
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	469	517	241	1,227
52200 RETIREMENT-401K GENERAL PENSION	552	608	283	1,444
52300 LIFE/HOSP. INS.	1,885	2,003	943	4,831
52301 MEDICAL BENEFIT	200	200	100	500

TOTAL	\$9,239	\$10,086	\$4,716	\$24,042
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OPERATING

52400 WORKMEN'S COMP.				0
53100 PHYSICAL EXAMS	0	0	0	0
53151 PROF. SERVICES				0
53160 CONTRAC. LABOR				0
53410 STREET SWEEPING				0
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54310 ENERGY				0
54601 MAINT.-HUNTER PARK				0
54618 TENNIS COURTS-MAINT				0
54619 FIELDS/COURTS				0
54620 MAIN. - VEHICLE	200	200		400
54670 MAINT. - EQUIP	600	600		1,200
54680 MAINT.-GROUNDS				0
54682 TREE TRIMMING				0
54686 HOLIDAY LIGHTIN				0
54910 PLANTINGS				0
55100 OFFICE SUPPLIES				0
55210 OPERATING SUPPL				0
55221 TOOLS				0
55230 CHEMICALS				0
55240 UNIFORMS				0
55260 PROTECT. CLOTH.				0
55300 ROAD MATERIALS & SUPPLIES	1,200	1,800	300	3,300
55410 MEMBERSHIPS	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0
56405 COMPUTER SYSTEM	0	0	0	0
57001 VEHICLE DEBT SERVICE	0	0	0	0

TOTAL	\$2,000	\$2,600	\$300	\$4,900
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CAPITAL

58101 CAPITAL PURCH.	0	0	0	0
58102 TRANSFER TO 301	0	0	0	0

TOTAL	\$0	\$0	\$0	\$0
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GRAND TOTAL	\$11,239	\$12,686	\$5,016	\$28,942
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RECREATION

EMPLOYEE ADMINISTRATION						
	Employee Management	Contract Management	Customer Service	Training	Recreation Facilities	Total
REVENUE						
300320	TENNIS ANNUAL PERMITS					0
347210	RECREATION (PROG. ACTIVITY)	1,260				1260
347211	RECREATION PERMITS		18,350			18350
347213	REC-VENDING MACHINE SALES		0			0
347214	Concession Stand Sales					0
347530	SPECIAL EVENTS-Private Parties	6,150				6150
347540	SPECIAL EVENTS-ATHLETIC PROGRAMS	20,400				20400
362000	RENTAL INCOME	4,800				4800
366902	DONATION-COMMUNITY PROJECTS	10,000				10000
366911	SPECIAL EVENTS					0
TOTAL	\$0	\$42,610	\$18,350	\$0	\$0	\$60,960
PERSONNEL						
51200	SALARIES	48,772	9,678	61,524	8,405	128,379
51201	PT SALARIES	0	4,600	30,000	0	34,600
51210	Unused Medical	0	0	0	0	0
51400	OVERTIME	850	0	0	0	850
51500	SICK LEAVE	14,500	0	0	0	14,500
52100	FICA	3,731	1,090	7,007	643	12,471
52200	RETIREMENT-401K GENERAL PENSION	4,390	871	5,537	756	11,554
52300	LIFE/HOSP. INS.	8,779	2,475	16,144	1,768	29,166
52301	MEDICAL BENEFIT	850	250	2,200	200	3,500
TOTAL	\$81,872	\$18,964	\$122,412	\$11,772	\$0	\$235,020
OPERATING						
53100	PHYSICAL EXAMS	650				650
53151	PROF. SERVICES					0
53153	COPIES				5,000	5,000
53154	FOOD SERVICE					0
54000	TRAV & PER DIEM	0		5,200		5,200
54100	TELEPHONE				4,600	4,600
54300	ELECTRICITY				21,200	21,200
54618	TENNIS COURTS-MAINT					0
54670	MAINT. - EQUIP					0
55100	OFFICE SUPPLIES				1,300	1,300
55210	OPERATING SUPPL				6,500	6,500
55221	TOOLS				200	200
55231	SUMMER CAMP					0
55232	TEEN CAMP					0
55233	SPORTS LEAGUES					0
55234	SPECIAL EVENTS					0
55237	DAY CAMPS					0
55238	FUNKY FRIDAY					0
55239	SPECIALTY CAMPS					0
55240	UNIFORMS	1,700				1,700
55260	PROTECT. CLOTH.	250				250
55410	MEMBERSHIPS	0		1,800		1,800
55420	TRAINING, AIDS	0		4,400		4,400
56405	COMPUTER SYSTEM				6,000	6,000
57001	VEHICLE DEBT SERVICE				4,400	4,400
57201	REC-VENDING				0	0
TOTAL	\$2,600	\$0	\$0	\$11,400	\$49,200	\$14,000
CAPITAL						
58102	TRANSFER TO 301	16150	0	0	0	16150
TOTAL	\$16,150	\$0	\$0	\$0	\$0	\$16,150
GRAND TOTAL	\$100,622	\$18,964	\$122,412	\$23,172	\$49,200	\$265,170

SPECIAL EVENTS				
	Leisure Events	Community Outreach	Athletic Events	Total
REVENUE				
300320 TENNIS ANNUAL PERMITS				0
347210 RECREATION (PROG. ACTIVITY)				0
347211 RECREATION PERMITS				0
347213 REC-VENDING MACHINE SALES				0
347214 Concession Stand Sales				0
347530 SPECIAL EVENTS-Private Parties				0
347540 SPECIAL EVENTS-ATHLETIC PROGRAMS				0
362000 RENTAL INCOME				0
366902 DONATION-COMMUNITY PROJECTS				0
366911 SPECIAL EVENTS	18,750	2,000	82,000	102,750
TOTAL	\$18,750	\$2,000	\$82,000	\$102,750
PERSONNEL				
51200 SALARIES	9,523	27,553	13,765	50,841
51201 PT SALARIES	2,850	6,650	3,250	12,750
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE				0
52100 FICA	954	2,608	1,303	4,865
52200 RETIREMENT-401K GENERAL PENSION	857	2,480	1,239	4,576
52300 LIFE/HOSP. INS.	2,239	6,010	3,182	11,431
52301 MEDICAL BENEFIT	200	600	350	1,150
TOTAL	\$16,623	\$45,901	\$23,089	\$85,613
OPERATING				
53100 PHYSICAL EXAMS				0
53151 PROF. SERVICES				0
53153 COPIES				0
53154 FOOD SERVICE				0
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54300 ELECTRICITY				0
54618 TENNIS COURTS-MAINT				0
54670 MAINT. - EQUIP				0
55100 OFFICE SUPPLIES				0
55210 OPERATING SUPPL				0
55221 TOOLS				0
55231 SUMMER CAMP				0
55232 TEEN CAMP				0
55233 SPORTS LEAGUES				0
55234 SPECIAL EVENTS	8,700	17,750	51,050	77,500

55237 DAY CAMPS				0
55238 FUNKY FRIDAY				0
55239 SPECIALTY CAMPS				0
55240 UNIFORMS				0
55260 PROTECT. CLOTH.				0
55410 MEMBERSHIPS				0
55420 TRAINING, AIDS				0
56405 COMPUTER SYSTEM				0
57001 VEHICLE DEBT SERVICE				0
57201 REC-VENDING				0

TOTAL	\$8,700	\$17,750	\$51,050	\$77,500
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CAPITAL

58102 TRANSFER TO 301		0	0	0
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TOTAL	\$0	\$0	\$0	\$0
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GRAND TOTAL	\$25,323	\$63,651	\$74,139	\$163,113
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SPORTS LEAGUES

Flag Football

Basketball

Total

REVENUE

300320	TENNIS ANNUAL PERMITS			0
347210	RECREATION (PROG. ACTIVITY)	18,200	17,850	36,050
347211	RECREATION PERMITS			0
347213	REC-VENDING MACHINE SALES			0
347214	Concession Stand Sales	1,200		1,200
347530	SPECIAL EVENTS-Private Parties			0
347540	SPECIAL EVENTS-ATHLETIC PROGRAMS			0
362000	RENTAL INCOME			0
366902	DONATION-COMMUNITY PROJECTS			0
366911	SPECIAL EVENTS			0
TOTAL		\$19,400	\$17,850	\$37,250

PERSONNEL

51200	SALARIES	9,015	8,356	17,371
51201	PT SALARIES	2,700	2,250	4,950
51210	Unused Medical	0	0	0
51400	OVERTIME	0	0	0
51500	SICK LEAVE			0
52100	FICA	890	814	1,704
52200	RETIREMENT-401K GENERAL PENSION	811	752	1,563
52300	LIFE/HOSP. INS.	2,828	2,592	5,420
52301	MEDICAL BENEFIT	250	250	500
TOTAL		\$16,494	\$15,014	\$31,508

OPERATING

53100	PHYSICAL EXAMS			0
53151	PROF. SERVICES			0
53153	COPIES			0
53154	FOOD SERVICE			0
54000	TRAV & PER DIEM			0
54100	TELEPHONE			0
54300	ELECTRICITY			0
54618	TENNIS COURTS-MAINT			0
54670	MAINT. - EQUIP			0
55100	OFFICE SUPPLIES			0

55210 OPERATING SUPPL			0
55221 TOOLS			0
55231 SUMMER CAMP			0
55232 TEEN CAMP			0
55233 SPORTS LEAGUES	8,000	10,800	18,800
55234 SPECIAL EVENTS			0
55237 DAY CAMPS			0
55238 FUNKY FRIDAY			0
55239 SPECIALTY CAMPS			0
55240 UNIFORMS			0
55260 PROTECT. CLOTH.			0
55410 MEMBERSHIPS			0
55420 TRAINING, AIDS			0
56405 COMPUTER SYSTEM			0
57001 VEHICLE DEBT SERVICE			0
57201 REC-VENDING	600		600

TOTAL	\$8,600	\$10,800	\$19,400
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CAPITAL

58102 TRANSFER TO 301		0	0
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TOTAL	\$0	\$0	\$0
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GRAND TOTAL	\$25,094	\$25,814	\$50,908
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YOUTH ACTIVITIES

	Enrichment	Afterschool	Day Camps	Summer Camps	Total
REVENUE					
300320 TENNIS ANNUAL PERMITS					0
347210 RECREATION (PROG. ACTIVITY)	15,000	71,300	16,300	165,550	268,150
347211 RECREATION PERMITS	0	3,400			3400
347213 REC-VENDING MACHINE SALES		1,500	200	1,531	3231
347214 Concession Stand Sales		1,200	1,544	6,750	9494
347530 SPECIAL EVENTS-Private Parties					0
347540 SPECIAL EVENTS-ATHLETIC PROGRAMS					0
362000 RENTAL INCOME					0
366902 DONATION-COMMUNITY PROJECTS					0
366911 SPECIAL EVENTS					0
TOTAL	\$15,000	\$77,400	\$18,044	\$173,831	\$284,275
PERSONNEL					
51200 SALARIES	1,525	16,392	5,816	29,622	53,355
51201 PT SALARIES	2,500	31,500	2,900	37,750	74,650
51210 Unused Medical	0	0	0	0	0
51400 OVERTIME	0	0	0	0	0
51500 SICK LEAVE					0
52100 FICA	392	3,654	695	5,166	9,907
52200 RETIREMENT-401K GENERAL PENSION	137	1,475	523	2,666	4,801
52300 LIFE/HOSP. INS.	471	5,303	1,768	9,192	16,734
52301 MEDICAL BENEFIT	50	500	150	950	1,650
TOTAL	\$5,075	\$58,824	\$11,852	\$85,346	\$161,097
OPERATING					
53100 PHYSICAL EXAMS					0
53151 PROF. SERVICES	1,500			38,000	39,500
53153 COPIES					0
53154 FOOD SERVICE			700	3,000	3,700
54000 TRAV & PER DIEM					0
54100 TELEPHONE					0
54300 ELECTRICITY					0
54618 TENNIS COURTS-MAINT					0
54670 MAINT. - EQUIP		2,000			2,000
55100 OFFICE SUPPLIES					0
55210 OPERATING SUPPL					0
55221 TOOLS					0
55231 SUMMER CAMP				31,000	31,000
55232 TEEN CAMP				0	0
55233 SPORTS LEAGUES					0
55234 SPECIAL EVENTS					0
55237 DAY CAMPS		2,200	1,000		3,200
55238 FUNKY FRIDAY	7,800				7,800
55239 SPECIALTY CAMPS				5,200	5,200
55240 UNIFORMS					0
55260 PROTECT. CLOTH.					0
55410 MEMBERSHIPS					0
55420 TRAINING, AIDS	0				0
56405 COMPUTER SYSTEM					0

57001 VEHICLE DEBT SERVICE				0	
57201 REC-VENDING		1,000		1,400	2,400
TOTAL	\$9,300	\$5,200	\$1,700	\$78,600	\$94,800
CAPITAL					
58102 TRANSFER TO 301		0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$14,375	\$64,024	\$13,552	\$163,946	\$255,897

ADULT ACTIVITIES

	Contactual	Community Health	Tennis	Total
REVENUE				
300320 TENNIS ANNUAL PERMITS			2,500	2500
347210 RECREATION (PROG. ACTIVITY)	9,800	4,200	2,100	16,100
347211 RECREATION PERMITS	0		0	0
347213 REC-VENDING MACHINE SALES				0
347214 Concession Stand Sales				0
347530 SPECIAL EVENTS-Private Parties				0
347540 SPECIAL EVENTS-ATHLETIC PROGRAMS				0
362000 RENTAL INCOME				0
366902 DONATION-COMMUNITY PROJECTS				0
366911 SPECIAL EVENTS				0
TOTAL	\$9,800	\$4,200	\$4,600	\$18,600
PERSONNEL				
51200 SALARIES	5,580	1,924	728	8,232
51201 PT SALARIES				0
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE				0
52100 FICA	427	147	56	630
52200 RETIREMENT-401K GENERAL PENSION	502	173	66	741
52300 LIFE/HOSP. INS.	1,650	589	236	2,475
52301 MEDICAL BENEFIT	150	50	50	250
TOTAL	\$8,309	\$2,883	\$1,136	\$12,328
OPERATING				
53100 PHYSICAL EXAMS				0
53151 PROF. SERVICES	7,000			7,000
53153 COPIES				0
53154 FOOD SERVICE				0
54000 TRAV & PER DIEM				0
54100 TELEPHONE				0
54300 ELECTRICITY				0
54618 TENNIS COURTS-MAINT			2,000	2,000
54670 MAINT. - EQUIP		0		0
55100 OFFICE SUPPLIES				0
55210 OPERATING SUPPL				0
55221 TOOLS				0
55231 SUMMER CAMP				0
55232 TEEN CAMP				0
55233 SPORTS LEAGUES				0
55234 SPECIAL EVENTS				0

55237 DAY CAMPS		0		0
55238 FUNKY FRIDAY				0
55239 SPECIALTY CAMPS				0
55240 UNIFORMS				0
55260 PROTECT. CLOTH.				0
55410 MEMBERSHIPS				0
55420 TRAINING, AIDS				0
56405 COMPUTER SYSTEM				0
57001 VEHICLE DEBT SERVICE				0
57201 REC-VENDING				0
TOTAL	\$7,000	\$0	\$2,000	\$9,000
CAPITAL				
58102 TRANSFER TO 301		0	0	0
TOTAL	\$0	\$0	\$0	\$0
GRAND TOTAL	\$15,309	\$2,883	\$3,136	\$21,328

WATER

	GENERATION				
	Wells	Maintenance	Aeration	Process Control Testing	Total
REVENUE					
343300 WATER UTILITY REVENUE					0
343310 WATER TAP FEES					0
361000 INTEREST					0
381000 RESERVES (PRIOR YEARS)					0
TOTAL	\$0	\$0	\$0	\$0	\$0
PERSONNEL					
51200 SALARIES	6,048	12,833	2,012	7,264	28,157
51201 PT SALARIES	1,040	0	1,040	0	2,080
51210 Unused Medical	0	0	0	0	0
51400 OVERTIME	0	0	0	0	0
51500 SICK LEAVE	0	250	0	0	250
52100 FICA	463	982	154	556	2,155
52200 RETIREMENT-401K GENERAL PENSION	544	1,155	181	654	2,534
52300 LIFE/HOSP. INS.	2,239	2,946	589	2,534	8,308
52301 MEDICAL BENEFIT	450	400	100	500	1,450
TOTAL	\$10,784	\$18,566	\$4,076	\$11,508	\$44,934
OPERATING					
53100 PHYSICAL EXAMS	0	0	0	0	0
53151 PROF. SERVICES	5,750	5,750	0	0	11,500
54000 TRAV & PER DIEM	0	0	0	0	0
54100 TELEPHONE	0	0	0	0	0
54200 POSTAGE	0	0	0	0	0
54300 ELECTRICITY	0	0	0	0	0
54301 WATER	0	0	0	0	0
54302 SANITATION	0	0	0	0	0
54303 SEWER	0	0	0	0	0
54315 PIN. CTY. WATER	0	0	0	0	0
54400 EQUIP. RENTAL	0	0	0	0	0
54614 MAINT. - METERS	0	0	0	0	0
54620 MAIN. - VEHICLE	500	500	0	0	1,000
54630 MAINT.-BLDG.	0	0	0	0	0
54670 MAINT. - EQUIP	3,000	0	0	0	3,000
54900 BAD DEBT	0	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0	0
55210 OPERATING SUPPL	0	0	0	2,000	2,000
55213 LABORATORY TEST	0	0	0	10,000	10,000
55214 LAB SUPPLIES	0	0	0	4,250	4,250
55220 GASOLINE & OIL	0	0	0	0	0
55221 TOOLS	0	800	0	0	800
55230 CHEMICALS	0	0	0	0	0
55240 UNIFORMS	0	0	0	0	0
55260 PROTECT. CLOTH.	0	700	0	0	700
55410 MEMBERSHIPS	0	0	0	0	0
55420 TRAINING, AIDS	0	0	0	0	0
56405 COMPUTER SYSTEM	0	0	0	0	0
56739 CAPITAL IMPROVEMENTS	0	0	0	0	0
57301 MISCELLANEOUS	0	0	0	0	0
TOTAL	\$9,250	\$7,750	\$0	\$16,250	\$33,250

CAPITAL AND TRANSFERS

58001	TRANSFER OF RESERVES	0	0	0	0	0
58101	CAPITAL PURCH.	0	0	0	0	0
59200	REPAY-LOAN-GF	0	0	0	0	0
59900	DEPRECIATION	0	0	0	0	0
59904	FEES-SPT SERVIC	0	0	0	0	0
59906	FEES-PUB. WORKS	0	0	0	0	0

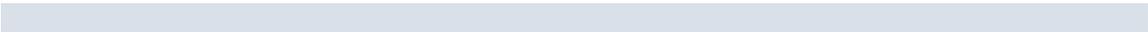
TOTAL		\$0	\$0	\$0	\$0	\$0
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GRAND TOTAL		\$20,034	\$26,316	\$4,076	\$27,758	\$78,184
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TREATMENT AND TESTING

	Chemical Processing	Chlorine Management	Chart Records	Total
REVENUE				
343300 WATER UTILITY REVENUE	1,101,400			1,101,400
343310 WATER TAP FEES				0
361000 INTEREST				0
381000 RESERVES (PRIOR YEARS)			0	0
TOTAL	\$1,101,400	\$0	\$0	\$1,101,400
PERSONNEL				
51200 SALARIES	1,592	2,387	2,387	6,366
51201 PT SALARIES	1,040	1,040	1,040	3,120
51210 Unused Medical	0	0	0	0
51400 OVERTIME	0	0	0	0
51500 SICK LEAVE	0	0	0	0
52100 FICA	122	183	183	488
52200 RETIREMENT-401K GENERAL PENSION	143	215	215	573
52300 LIFE/HOSP. INS.	589	884	884	2,357
52301 MEDICAL BENEFIT	100	200	200	500
TOTAL	\$3,586	\$4,909	\$4,909	\$13,404
OPERATING				
53100 PHYSICAL EXAMS	0	0	0	0
53151 PROF. SERVICES	0	0	0	0
54000 TRAV & PER DIEM	0	0	0	0
54100 TELEPHONE	0	0	0	0
54200 POSTAGE	0	0	0	0
54300 ELECTRICITY	0	0	0	0
54301 WATER	0	0	0	0
54302 SANITATION	0	0	0	0
54303 SEWER	0	0	0	0
54315 PIN. CTY. WATER	0	0	0	0
54400 EQUIP. RENTAL	0	0	0	0
54614 MAINT. - METERS	0	0	0	0
54620 MAIN. - VEHICLE	0	0	0	0
54630 MAINT.-BLDG.	0	0	0	0
54670 MAINT. - EQUIP	7,000	7,000		14,000
54900 BAD DEBT	0	0	0	0
55100 OFFICE SUPPLIES	0	0	0	0
55210 OPERATING SUPPL	0	0	2,000	2,000
55213 LABORATORY TEST	10,000	0	0	10,000
55214 LAB SUPPLIES	2,150	2,150	0	4,300
55220 GASOLINE & OIL	0	0	0	0
55221 TOOLS	0	0	0	0

55230	CHEMICALS	14,500	14,500	0	29,000
55240	UNIFORMS	0	0	0	0
55260	PROTECT. CLOTH.	700	0	0	700
55410	MEMBERSHIPS	0	0	0	0
55420	TRAINING, AIDS	0	0	0	0
56405	COMPUTER SYSTEM	0	0	0	0
56739	CAPITAL IMPROVEMENTS	0	0	0	0
57301	MISCELLANEOUS	0	0	0	0
TOTAL		\$34,350	\$23,650	\$2,000	\$60,000
CAPITAL AND TRANSFERS					
58001	TRANSFER OF RESERVES	0	0	0	0
58101	CAPITAL PURCH.	0	70,000	10,000	80,000
59200	REPAY-LOAN-GF	0	0	0	0
59900	DEPRECIATION	0	0	0	0
59904	FEES-SPT SERVIC	0	0	0	0
59906	FEES-PUB. WORKS	0	0	0	0
TOTAL		\$0	\$70,000	\$10,000	\$80,000
GRAND TOTAL		\$37,936	\$98,559	\$16,909	\$153,404



GRAND TOTAL	\$226,758	\$33,120	\$95,790	\$21,707	\$24,685	\$402,060
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		DISTRIBUTION			
		Water Lines	Valves	Fire Hydrant Maintenance	Total
REVENUE					
343300	WATER UTILITY REVENUE	665,200			665,200
343310	WATER TAP FEES		600		600
361000	INTEREST				0
381000	RESERVES (PRIOR YEARS)				0
	TOTAL	\$665,200	\$600	\$0	\$665,800
PERSONNEL					
51200	SALARIES	76,391	27,301	9,311	113,003
51201	PT SALARIES	2,750	1,750	0	4,500
51210	Unused Medical	0	0	0	0
51400	OVERTIME	0	0	0	0
51500	SICK LEAVE	0	0	0	0
52100	FICA	5,844	2,089	712	8,645
52200	RETIREMENT-401K GENERAL PENSION	6,875	2,457	838	10,170
52300	LIFE/HOSP. INS.	19,090	6,835	2,180	28,105
52301	MEDICAL BENEFIT	1,800	600	250	2,650
	TOTAL	\$112,750	\$41,032	\$13,291	\$167,073
OPERATING					
53100	PHYSICAL EXAMS	0	0	0	0
53151	PROF. SERVICES		10,000		10,000
54000	TRAV & PER DIEM				0
54100	TELEPHONE				0
54200	POSTAGE				0
54300	ELECTRICITY	0	0	0	0
54301	WATER	0	0	0	0
54302	SANITATION	0	0	0	0
54303	SEWER	0	0	0	0
54315	PIN. CTY. WATER	18,000			18,000
54400	EQUIP. RENTAL	2,750			2,750
54614	MAINT. - METERS				0
54620	MAIN. - VEHICLE	1,000			1,000
54630	MAINT.-BLDG.				0
54670	MAINT. - EQUIP	10,000	5,000	6,000	21,000
54900	BAD DEBT				0
55100	OFFICE SUPPLIES				0
55210	OPERATING SUPPL				0
55213	LABORATORY TEST				0
55214	LAB SUPPLIES				0
55220	GASOLINE & OIL	0			0
55221	TOOLS	3,000		1,000	4,000

55230	CHEMICALS				0
55240	UNIFORMS				0
55260	PROTECT. CLOTH.	700			700
55410	MEMBERSHIPS				0
55420	TRAINING, AIDS				0
56405	COMPUTER SYSTEM				0
56739	CAPITAL IMPROVEMENTS	0			0
57301	MISCELLANEOUS				0
TOTAL		\$35,450	\$15,000	\$7,000	\$57,450
CAPITAL AND TRANSFERS					
58001	TRANSFER OF RESERVES				0
58101	CAPITAL PURCH.				0
59200	REPAY-LOAN-GF				0
59900	DEPRECIATION				0
59904	FEES-SPT SERVIC				0
59906	FEES-PUB. WORKS				0
TOTAL		\$0	\$0	\$0	\$0
GRAND TOTAL		\$148,200	\$56,032	\$20,291	\$224,523

EMPLOYEE ADMINISTRATION					
	Plant Maintenance	Meetings and Communications	Trainings and Certifications	Scheduling and Payroll	Total
REVENUE					
343300 WATER UTILITY REVENUE					0
343310 WATER TAP FEES					0
361000 INTEREST	1,000				1,000
381000 RESERVES (PRIOR YEARS)	0		0		0
TOTAL	\$1,000	\$0	\$0	\$0	\$1,000
PERSONNEL					
51200 SALARIES	17,716	14,923	7,245	15,436	55,320
51201 PT SALARIES	2,500	0	0	0	2,500
51210 Unused Medical	0	0	0	0	0
51400 OVERTIME	0	0	0	8,000	8,000
51500 SICK LEAVE	0	0	0	3,450	3,450
52100 FICA	1,355	1,142	554	1,181	4,232
52200 RETIREMENT-401K GENERAL PENSION	1,594	1,343	652	1,389	4,978
52300 LIFE/HOSP. INS.	3,889	3,123	1,473	2,828	11,313
52301 MEDICAL BENEFIT	400	350	150	350	1,250
TOTAL	\$27,454	\$20,881	\$10,074	\$32,634	\$91,043
OPERATING					
53100 PHYSICAL EXAMS	0	0	300	0	300
53151 PROF. SERVICES					0
54000 TRAV & PER DIEM			2,500		2,500
54100 TELEPHONE		6,000			6,000
54200 POSTAGE					0
54300 ELECTRICITY	60,000	0	0	0	60,000
54301 WATER	300	0	0	0	300
54302 SANITATION	2,300	0	0	0	2,300
54303 SEWER	200	0	0	0	200
54315 PIN. CTY. WATER					0
54400 EQUIP. RENTAL					0
54614 MAINT. - METERS					0
54620 MAIN. - VEHICLE			1,000		1,000
54630 MAINT.-BLDG.	8,000				8,000
54670 MAINT. - EQUIP	10,000				10,000
54900 BAD DEBT				400	400
55100 OFFICE SUPPLIES		2,500			2,500
55210 OPERATING SUPPL	2,300	1,000			3,300
55213 LABORATORY TEST					0
55214 LAB SUPPLIES					0
55220 GASOLINE & OIL			7,500		7,500
55221 TOOLS	3,000				3,000
55230 CHEMICALS					0
55240 UNIFORMS				2,000	2,000
55260 PROTECT. CLOTH.	700				700
55410 MEMBERSHIPS			3,000		3,000
55420 TRAINING, AIDS			5,000		5,000
56405 COMPUTER SYSTEM		13,250			13,250
56739 CAPITAL IMPROVEMENTS					0
57301 MISCELLANEOUS					0
TOTAL	\$86,800	\$9,500	\$14,300	\$2,400	\$113,000

CAPITAL AND TRANSFERS

58001	TRANSFER OF RESERVES	138,686			138,686
58101	CAPITAL PURCH.				0
59200	REPAY-LOAN-GF		40,000		40000
59900	DEPRECIATION		142,000		142000
59904	FEES-SPT SERVIC	275,300			275,300
59906	FEES-PUB. WORKS	88,750			88,750

TOTAL		\$502,736	\$0	\$0	\$182,000	\$684,736
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GRAND TOTAL		\$616,990	\$30,381	\$24,374	\$217,034	\$888,779
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SOLID WASTE

	DISPOSAL		
	Residential	Commercial	Total
REVENUES			
337300 RECYC GRANT (STATE OF FLORIDA)			0
343400 SANITATION	200,300	60,255	260,555
343401 PERMIT-ROLL OFF CONTAINER			0
361000 INTEREST			0
381000 RESERVES (PRIOR YEARS)			0
TOTAL	\$200,300	\$60,255	\$260,555
PERSONNEL			
51200 SALARIES	9,426	9,426	18,852
51210 Unused Medical	0	0	0
51400 OVERTIME	0	0	0
51500 SICK LEAVE	300	50	350
52100 FICA	721	721	1,442
52200 RETIREMENT-401K GENERAL PENSION	848	848	1,696
52300 LIFE/HOSP. INS.	2,948	2,948	5,896
52301 MEDICAL BENEFIT	300	250	550
TOTAL	\$14,543	\$14,243	\$28,786
OPERATING			
53100 PHYSICAL EXAMS			0
53151 PROF. SERVICES			0
54100 TELEPHONE			0
54200 POSTAGE			0
54340 GAR. & TRA DIS.	120,522	21,253	141,775
54342 RECYCLING	0		0
54402 Enterprise Vehicle Lease			0
54620 MAIN. - VEHICLE	2,050	350	2,400
54670 MAINT. - EQUIP	500	150	650
54900 BAD DEBT			0
55100 OFFICE SUPPLIES			0
55210 OPERATING SUPPL	2,050	350	2,400
55220 GASOLINE & OIL	1,600	300	1,900
55221 TOOLS	0	0	0
55240 UNIFORMS			0
55260 PROTECT. CLOTH.	650	100	750
56405 COMPUTER SYSTEM	0	0	0
TOTAL	\$127,372	\$22,503	\$149,875
CAPITAL AND TRANSFERS			
58001 TRANSFER OF RESERVES			\$0
59900 DEPRECIATION			\$0
59904 FEES-SPT SERVIC			\$0
59906 FEES-PUB. WORKS			\$0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$141,915	\$36,746	\$178,661

	RECYCLING		
	Residential	Commercial	Total
REVENUES			
337300 RECYC GRANT (STATE OF FLORIDA)		3,300	3300
343400 SANITATION			0
343401 PERMIT-ROLL OFF CONTAINER			0
361000 INTEREST			0
381000 RESERVES (PRIOR YEARS)			0
TOTAL	\$0	\$3,300	\$3,300
PERSONNEL			
51200 SALARIES	7,598	7,598	15,196
51210 Unused Medical			0
51400 OVERTIME	0	0	0
51500 SICK LEAVE	200	50	250
52100 FICA	581	581	1,162
52200 RETIREMENT-401K GENERAL PENSION	684	684	1,368
52300 LIFE/HOSP. INS.	1,774	1,774	3,548
52301 MEDICAL BENEFIT	150	150	300
TOTAL	\$10,987	\$10,837	\$21,824
OPERATING			
53100 PHYSICAL EXAMS			0
53151 PROF. SERVICES			0
54100 TELEPHONE			0
54200 POSTAGE	0	0	0
54340 GAR. & TRA DIS.			0
54342 RECYCLING	126,985	1,635	128,620
54402 Enterprise Vehicle Lease			0
54620 MAIN. - VEHICLE	100		100
54670 MAINT. - EQUIP	500	150	650
54900 BAD DEBT	0	0	0
55100 OFFICE SUPPLIES	0	0	0
55210 OPERATING SUPPL	0	0	0
55220 GASOLINE & OIL	0	0	0
55221 TOOLS	0	0	0
55240 UNIFORMS	0	0	0
55260 PROTECT. CLOTH.	0	0	0
56405 COMPUTER SYSTEM	0	0	0
TOTAL	\$127,585	\$1,785	\$129,370
CAPITAL AND TRANSFERS			
58001 TRANSFER OF RESERVES			\$0
59900 DEPRECIATION			\$0
59904 FEES-SPT SERVIC			\$0
59906 FEES-PUB. WORKS			\$0
TOTAL	\$0	\$0	\$0
GRAND TOTAL	\$138,572	\$12,622	\$151,194

	COLLECTION		
	Residential	Commercial	Total
REVENUES			
337300 RECYC GRANT (STATE OF FLORIDA)			0
343400 SANITATION	541,677	95,636	637,313
343401 PERMIT-ROLL OFF CONTAINER	500	0	500
361000 INTEREST			0
381000 RESERVES (PRIOR YEARS)			0
TOTAL	\$542,177	\$95,636	\$637,813
PERSONNEL			
51200 SALARIES	91,896	19,753	111,649
51210 Unused Medical	0	0	0
51400 OVERTIME	0	0	0
51500 SICK LEAVE	1,800	300	2,100
52100 FICA	7,030	1,511	8,541
52200 RETIREMENT-401K GENERAL PENSION	8,271	1,778	10,049
52300 LIFE/HOSP. INS.	30,180	6,134	36,314
52301 MEDICAL BENEFIT	3,050	550	3,600
TOTAL	\$142,227	\$30,026	\$172,253
OPERATING			
53100 PHYSICAL EXAMS			0
53151 PROF. SERVICES	6,400	1,150	7,550
54100 TELEPHONE			0
54200 POSTAGE			0
54340 GAR. & TRA DIS.			0
54342 RECYCLING			0
54402 Enterprise Vehicle Lease			0
54620 MAIN. - VEHICLE	14,450	2,550	17,000
54670 MAINT. - EQUIP	500	150	650
54900 BAD DEBT			0
55100 OFFICE SUPPLIES			0
55210 OPERATING SUPPL	2,050	350	2,400
55220 GASOLINE & OIL	11,750	2,050	13,800
55221 TOOLS	0	0	0
55240 UNIFORMS			0
55260 PROTECT. CLOTH.	650	100	750
56405 COMPUTER SYSTEM	0	0	0
TOTAL	\$35,800	\$6,350	\$42,150
CAPITAL AND TRANSFERS			
58001 TRANSFER OF RESERVES			\$0
59900 DEPRECIATION	\$128,900	\$13,300	\$142,200
59904 FEES-SPT SERVIC			\$0
59906 FEES-PUB. WORKS			\$0
TOTAL	\$128,900	\$13,300	\$142,200
GRAND TOTAL	\$306,927	\$49,676	\$356,603

EMPLOYEE ADMINISTRATION

	Internal	External	Total
REVENUES			
337300 RECYC GRANT (STATE OF FLORIDA)			0
343400 SANITATION			0
343401 PERMIT-ROLL OFF CONTAINER			0
361000 INTEREST	500		500
381000 RESERVES (PRIOR YEARS)	144,451		144,451
TOTAL	\$144,951	\$0	\$144,951
PERSONNEL			
51200 SALARIES	45,803	45,802	91,605
51210 Unused Medical	0		0
51400 OVERTIME	0	2,500	2,500
51500 SICK LEAVE	450	100	550
52100 FICA	3,504	3,504	7,008
52200 RETIREMENT-401K GENERAL PENSION	4,122	4,122	8,244
52300 LIFE/HOSP. INS.	12,527	12,527	25,054
52301 MEDICAL BENEFIT	1,100	1,100	2,200
TOTAL	\$67,506	\$69,655	\$137,161
OPERATING			
53100 PHYSICAL EXAMS	500	0	500
53151 PROF. SERVICES			0
54100 TELEPHONE	1,450		1,450
54200 POSTAGE	1,750	750	2,500
54340 GAR. & TRA DIS.			0
54342 RECYCLING			0
54402 Enterprise Vehicle Lease	0		0
54620 MAIN. - VEHICLE	500		500
54670 MAINT. - EQUIP	650		650
54900 BAD DEBT	500		500
55100 OFFICE SUPPLIES	500		500
55210 OPERATING SUPPL	1,700		1,700
55220 GASOLINE & OIL	300		300
55221 TOOLS	400	0	400
55240 UNIFORMS	2,350		2,350
55260 PROTECT. CLOTH.	700	150	850
56405 COMPUTER SYSTEM	1,200	0	1,200
TOTAL	\$12,500	\$900	\$13,400
CAPITAL AND TRANSFERS			
58001 TRANSFER OF RESERVES	\$0		\$0
59900 DEPRECIATION			\$0
59904 FEES-SPT SERVIC	\$158,500		\$158,500
59906 FEES-PUB. WORKS	\$51,100		\$51,100
TOTAL	\$209,600	\$0	\$209,600
GRAND TOTAL	\$289,606	\$70,555	\$360,161