City Of Belleair Beach, Florida

ADOPTED ANNUAL BUDGET

Fiscal Year 2012-2013

October 1, 2012 - September 30, 2013

Public Viewing

CITY OF BELLEAIR BEACH, FLORIDA

ADOPTED ANNUAL BUDGET

FISCAL YEAR 2012-2013

OCTOBER 1, 2012- SPETEMBER 30, 2013

Prepared by City of Belleair Beach Finance Department

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MISSION STATEMENT

OF THE CITY OF BELLEAIR BEACH, FLORIDA

To assure that the City of Belleair Beach remains as one of Florida's premier cities and a recognized leader in providing its residents with an outstanding quality of life. To maintain and perpetuate this quality of life by adhering to the highest municipal finance and operating standards through a team approach combining the skills of our elected officials, our resident advisory committees and our professional management, supervisors and staff.

THE CITY OF BELLEAIR BEACH, FLORIDA

COMMUNITY PROFILE

The City of Belleair Beach is primarily a single family, low density residential community located in Southwest Florida in the Tampa Bay area. The City is part of Pinellas County, the most densely populated county in the Sate of Florida. The City of Belleair Beach is bordered by the City of Clearwater on the North, by Indian Rocks Beach on the South, by Clearwater Harbor on the East and by the Gulf of Mexico and the Town of Belleair Shore on the West.

DATE INCORPORATED:	1950
FORM OF GOVERNMENT:	COUNCIL-MANAGER The City Council has seven (7) members who are elected for staggered three-year terms. The City Manager is the Chief Executive Officer. The Mayor acts as the presiding officer of the City Council. The Vice-Mayor will preside over Council meetings in the absence of the Mayor.
COUNCIL MEETINGS:	City Council holds a Regular Meeting the first Monday of each month at 6:00 P.M.
POPULATION:	1,558 (latest as of 4/1/12-University of Florida)
SERVICES:	The Pinellas Sun Coast Fire/Rescue District provides Fire Service. Effective June 1, 2007, the City has contracted the Pinellas County Sheriff 's Office for Law Enforcement services per Referendum approved by voters in March , 2007.
RECREATIONAL FACILITIES:	The City has about 4,500 feet of beautiful beaches; 12 parks (5 acres); four fishing docks; three picnic areas, two tennis courts, a playground, and a Basketball court. Also, the City Marina provides twenty (20) boat slips for residents and non-resident property owners. The City offers payment for residents' library cards either by direct payment to a Pinellas Library or by reimbursement to a resident. Belleair Beach proudly offers a wonderful living environment to its residents.
REGISTERED VOTERS:	1,246 (May 2011)

CITY OF BELLEAIR BEACH, FLORIDA
LISTING OF CITY OFFICIALS

ELECTED OFFICIALS

MAYOR

Kathleen Mortensen

COUNCIL MEMBERS

David Dumville - Vice Mayor

Jeril Cohen

Robert Baldwin

Leslie Notaro

John Pietrowski

Wanda Schwerer

CHARTER OFFICERS

City Manager
Nancy G. Gonzalez

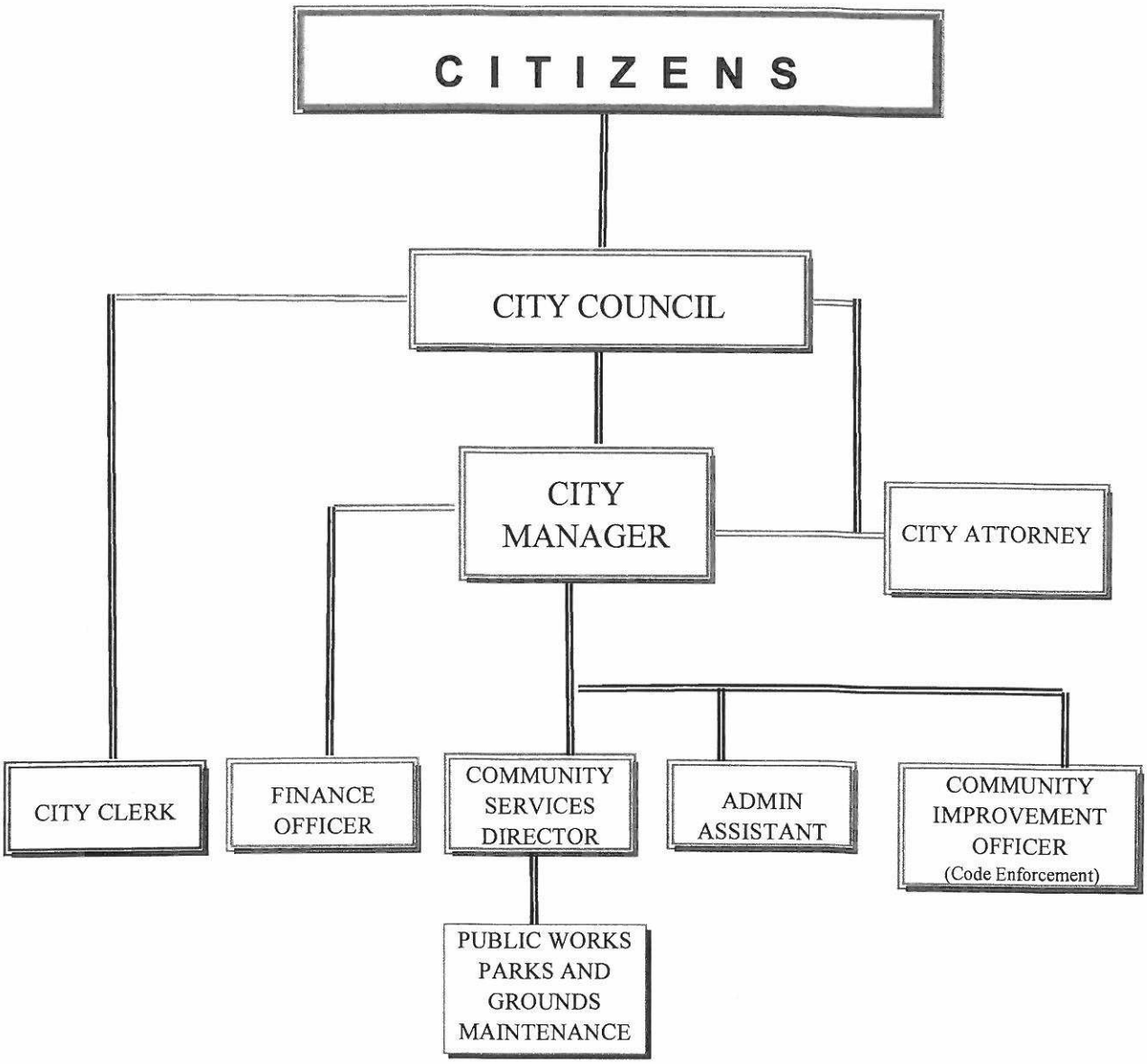
City Treasurer
Melanie M. Neumann

City Clerk
Patricia A. Gentry

APPOINTED OFFICIALS

City Attorney
Paul J. Marino

CITY OF BELLEAIR BEACH, FLORIDA
ORGANIZATIONAL CHART
FY 2012-2013



City Manager's Budget Message

August 27, 2012

Honorable Mayor, City Councilmembers and Citizens:

In compliance with the City Charter, it is my pleasure to submit the City Manager's Recommended Budget for Fiscal Year 2012/2013. This Proposed Budget has been prepared using the Gross Taxable Value as of June 29, 2012 of $374,486,383 provided by the Pinellas County Property Appraiser's Office.

The proposed Budget builds upon preserving and improving the community's quality of life while being fiscally responsible.

The key principles on which this budget has been developed include:

- Finance basic services to respond to community requirements in a fiscally responsible manner
- Project revenues at realistic levels
- Recognize that our employees are our most valued resource
- Maintain employee benefits and salaries at competitive levels
- Maintain and enhance quality of life with City-wide infrastructure and capital improvements
- Maintain Unassigned Fund Balance Reserves at a fiscally responsible level
- Improve environment and quality of life for our citizens
- Continuation of programs to stabilize or improve City operations
- Respond to the needs of the community as expressed by citizens and Council

There are a number of issues, both immediate and within the short-term financial planning horizon, which pose future challenges for the City. Our immediate budget decisions set the stage for how critical these challenges become for the City. In particular, there is concern for stability of revenues over time and the ability to maintain the General Fund for long-term operating and capital needs.

Property Values used for the FY 2012-2013 Budget represent a decrease of 2.256% per Pinellas County Property Appraiser's Office. Of the 24 municipalities in Pinellas County, all but 4 showed a decrease in property value for 2012 versus 2011. This translates to lower estimated ad valorem tax revenue at the roll forward rate of $728,250 for FY 2012-2013 after allowing for a 4% discount for early payment or a decrease of ($1,375) or -.19% over FY 2011-12. As such the budget is being prepared with a millage rate of 2.0394 mills. This translates into ad valorem revenues of $733,178 after the 4% discount.

Following is a brief summary by fund of the total proposed Budget:

	Revenues	Expenditures
General Fund	$1,759,550	$1,759,550
Capital Projects Fund	$307,558	$307,558
Marina Fund	$55,930	$55,930
Total	$2,123,038	$2,123,038

A. General Fund:

1. Revenues: As previously mentioned the decrease in property values has an impact on Ad Valorem tax revenues. To maintain ad valorem revenues and the current level of city services the budget is being prepared with a higher millage rate of 2.0394.

Also, approval of Amendment I including Portability of "Save Our Homes" Cap in January 2008 has a continuous effect on Ad Valorem taxes. Amendment I created an additional Homestead Exemption of $25,000 which doubled Regular Homestead Exemption to $50,000. Portability of "Save Our Homes" Cap may allow a homeowner to carry forward the value of a previous home, covered by a 3% maximum cap on taxable value, to a new home purchased for a higher price.

The City Manager Recommended Budget provides for a property tax rate of 2.0394 mills ($2.0394 per $1,000 of taxable valuation). Based on the Pinellas County Property Appraiser's Estimate of Taxable Value as of June 29, 2012, the preliminary gross taxable value is $374,486,383. This represents a decrease of $8,641,564 or -2.26% over the 2011 Final Gross Taxable Value of $383,127,947.

Also, commitments/encumbrances for projects started and documented by contracts or purchase orders will be rolled forward and honored in FY 2012-2013. The costs for the commitments/encumbrances rolled forward will be charged against the Fund Balance.

B. Capital Projects Fund:

The Capital Projects fund is intended to account for financial resources allocated for the acquisition or construction of major capital facilities.

Revenue: Revenue accounted for in the Capital Projects Fund include infrastructure sales tax (Penny for Pinellas) and rent revenue from weddings, parties and fitness programs.

Expenditures: A Street Resurfacing Project that will include 7th Street to Harbor Drive and 8th Street to Gulf Blvd is budgeted in the Capital Projects Fund in the amount of $45,000. A

Stormwater System Project consisting of valley curb replacement at 7th Street and 17st Street for $15,000 is included in the Capital Projects Fund. Additionally $5,000 has been projected each year for the construction of a Gazebo for the Community Center.

A significant part of expenditures represents debt service on the Community Center loan for a total of $236,563 consisting of $160,000 for principal and $76,563 for interest payment.

C. Marina Fund:

The Marina Fund is the City's only Enterprise Fund and is intended to account for the revenue and expenses of the City's 20 slip marina located on Gulf Boulevard. The only sources of funding for the Marina are the revenues derived from rental of slips and interest earnings on Fund balance. Revenues in excess of operating costs are transferred to the General Fund to offset expenses incurred by the General Fund for management and staff time provided to the Marina Fund. The Budget projects revenues of $55,930 derived from rental fees and interest income. While these revenues will provide for operational costs, the City will begin construction of new docks and walkways at the Marina for $5,000, to be spread out over several years.

The expense side of the FY 2012/2013 Marina Fund Budget includes Operating expenses of $9,245. Estimated depreciation of $14,525 and $5,000 will be spent for repairs and replacement in order to bring the Marina to current code standards and will include aesthetic consideration for the overall appearance of the site. $27,160 will be transferred to the General Fund as reimbursement for management and staff time spent on Marina operations.

D. Future Issues:

There is continuous evaluation of infrastructure facilities in order to provide an excellent quality of life for our residents. Also, concerns dealing with environmental issues will be crucial. The City takes all of these into consideration in developing its long term Financial Plans and Capital Improvement Plan.

I would like to thank Melanie Neumann, Finance Officer; Patricia A. Gentry, City Clerk, Allen Godfrey, Community Services Director and staff for the effort made to put together workable departmental budgets. In closing, staff would like to express appreciation to the City Council for their continued support and favorable consideration of the FY 2012/2013 Budget.

Respectfully Submitted,

Nancy G. Gonzalez

City Manager

CITY OF BELLEAIR BEACH
FINANCIAL POLICIES AND GOALS

Presented below are the significant financial policies and goals adhered to during the budget process:

Balanced Budget

The budget should be balanced. This means that current Fiscal Year's revenues should be equal to or greater than current expenditures/expenses. In order to achieve this objective, the followings strategies are evaluated: maximize revenues, create new services fees, increase existing fees for services provided, improve productivity, look for cost savings opportunities, eliminate or reduce programs, eliminate services or use fund balances and prior years' accumulated funds.

The City has been able to adhere to the Balanced Budget policy without increasing fees or reducing programs or services while continuously improving productivity. The Fiscal Year 2012-2013 General Fund budget was balanced primarily by cost savings in all departments and a strict focus on critical projects.

Ad Valorem Tax Rate

The property tax rate should be within reasonable range comparable with local government and cities around the area. Importantly, the tax rate should be adequate to produce revenues needed to pay for necessary services to citizens as approved by City Council. For Fiscal Year 2012-2013, the proposed property tax millage rate of 2.0394 is less than 1% or 0.68% higher than the roll-forward rate of 2.0257. The roll forward rate would produce ad valorem tax less than the previous years in the amount of ($1,375). It is this reason that a millage rate of 2.0394 is proposed which would produce ad valorem tax in the amount of $733,178, or $3,553 more than the prior fiscal year. This year the roll forward rate is 2.31% greater than the prior fiscal year's millage rate, due to a decrease in property values.

Of the 24 municipalities in Pinellas County, all but 4 showed a decrease in property value for 2012 versus 2011. Belleair Beach's property values decreased by 2.256%. This translates to lower estimated ad valorem tax revenue of $728,250 for FY 2012-2013 after allowing for a 4% discount for early payment or a decrease of ($1,375) or -.19% over FY 2011-12.

Tax Exemptions

Under Amendment I approved by voters in January 2008, the City of Belleair Beach shall allow a $50,000 Homestead tax exemption to help relieve taxpayers from the burden of taxation. This includes the increase of $25,000 in Homestead tax exemption. An additional $25,000 Homestead exemption is granted by the City to senior citizens who qualify under certain criteria.

Sales Tax

Sales tax revenue trends should be watched closely. There has been a downward trend in sales tax revenue in the past two years primarily due to a tremendous decline in consumer spending. But based upon recent actual sales tax collections consumer spending pattern has improved and consequently a slight increase in sales tax volume is expected.

CITY OF BELLEAIR BEACH
FINANCIAL POLICIES AND GOALS (cont'd.)

General and Administrative Expenses

The General Fund is reimbursed by the Enterprise Fund for general and administrative services such as management and finance, and the use of the City's infrastructure. For Fiscal Year 2012-2013, the Marina fund will contribution to the General Fund, recorded through an intra governmental revenue transfer, is budgeted at $27,160.

Fund Balance

Fund balance is the difference between governmental fund assets and liabilities, using the current financial resources measurement concept or "near term inflows, outflows and balances of expendable financial resources" in a governmental fund. This maybe used as a measure of liquidity or as an indicator of financial resources available for appropriation at the end of the current fiscal period. However, this should be reviewed for 1) financial resources that are not expendable such as prepaid items; 2) restrictions from outside parties such as commitments for outstanding purchase orders/ contracts, or imposed by enabling legislation such as environmental laws; 3) commitments set by Council such as for Contingency; and 4) assigned by Council or another official or group designated for that purpose.

City Council approval is necessary to use fund balance as a source of funding for expenses/expenditures that are not included in the current fiscal year's budget.

General Fund Reserves

The General Fund balance should be maintained at a level that can handle unexpected decline in revenues and unbudgeted and/or unexpected expenditures that are necessary. Some form of reserves maybe set up to indicate that financial resources are not available. After the necessary reserves are established, the remaining unassigned fund balance may be used as a measure of possible financial resources available for appropriation at the start of the new fiscal year.

Investment Policy

It is the policy of the City of Belleair Beach "to invest funds in a manner that will ensure safety of principal while meeting daily cash flow demands. The optimization of investment income shall be secondary to the requirements of safety and liquidity". The investment policy applies to all public funds, except pension funds, in excess of those required to meet current expenses. This includes the General Fund, Enterprise Fund (Marina) and the Capital Projects Fund. In order to implement this City policy, specific investment objectives have been drawn up as follows:

- Safety of principal- investments shall seek to ensure preservation of capital through appropriate diversification. To minimize credit risk or the risk of loss due to failure of issuer, participation will be limited to the safest kind of investment and financial institutions and intermediaries will be pre qualified. Further, to minimize interest risk or risk of loss due to fluctuations in interest rates, investments will be structured so that maturities will match cash requirements and operating funds will be invested in shorter-term instruments.

Investment Policy (cont'd.)

- Liquidity- investments will be made to provide sufficient cash flow in order to meet all operating cash requirements that can be anticipated.
- Yield- investments will be made to obtain a rate of return comparable to market rates after taking into consideration safety of principal and liquidity.

Cash Management

Cash management includes monitoring cash inflows and disbursements, investing surplus cash and implementation of a comprehensive framework of internal controls. Most importantly, this takes into consideration the City's fiduciary responsibility to safeguard public funds.

Internal control guidelines cover cash handling, cash receipts and cash disbursements. Daily deposit of cash receipts is required to be made exclusively with qualified public depositories in the State of Florida per Section 280.17 Florida Statutes. The list of qualified public depositories published by the Office of the Chief Financial Officer, State of Florida should be reviewed and public deposit accounts should be transferred when the financial institution is no longer included on the qualified public depository list. The Public Depositor Annual Report must be submitted to the State of Florida Chief Financial Officer stating that confirmation of all open public deposit accounts has been made and acknowledged with depository banks.

Segregation of duties whenever possible in regards to cash receipts and disbursements is necessary. The amount and timeliness of deposits are verified. Sufficient documentation is required for all disbursements and purchases over $1,000.00 and should be authorized by a purchase order. City Policy on authorization, approvals, formal bids and public advertising should be followed. Bank reconciliations are prepared by a person who does not handle cash collections.

Debt

There is no formal long term debt policy. The Finance Officer may present to City Council and management information in regards to viable options available to the City for debt financing. Comparison of interest rates, terms, fees and other criteria are reviewed and analyzed and the best debt financing plan is then selected.

The Finance Department ensures timely payment of outstanding debt service consisting of principal and interest and monitors compliance with financial institution's and other regulatory requirements.

CITY OF BELLEAIR BEACH
BUDGET HIGHLIGHTS
FY 2012-2013

AD VALOREM MILLAGE RATE- the proposed millage rate is 2.0394, which is 0.68% more than the roll forward rate and 3.0% more than last years millage rate of 1.9800

TAXABLE PROPERTY VALUE- the City's overall assessed valuation by the Pinellas County Property Appraiser's Office is $374,486,383, showing an decrease of $8,641,564. or 2.26% from last year's final gross taxable value of $383,127,947. Most other municipalilties also showed a decrease in properrty value. Only four municipalilties showed an increase.

INFRASTRUCTURE SALES TAX- the 7th cent sales tax (Penny for Pinellas) remains as a source of financing for capital projects. Based upon recent actual sales tax collections, this is expected to increase over last year's budget by 2.64% or $3,034 due to some improvement in consumers' spending pattern.

BUDGET HIGHLIGHTS BY FUND

FUND	COMMENTARY
GENERAL FUND	the chief operating fund for the City, this is used to account for all financial resources, unless required to be accounted for in another fund
Revenue- Ad Valorem	increased by $3,553 or 0.49% primarily due to an increased millage rate and lower property values
ENTERPRISE FUND	is used to account for activities for which a fee is charged to external users of goods and services. The Municipal Marina is the City's only Enterprise Fund
Revenue- Boat Slip Rental	decreased by $2,004 or 3.78% primarily due to vacant boat slips
CAPITAL PROJECTS FUNI	is used to account for acquisition or construction of major capital facilities with large dollar amount in order to avoid distortion of financial trend information in the other funds
Revenue- 7th Cent Sales Tax (Penny for Pinellas)	expected to increased by $3,034 or 2.63% primarily due to an improvement in consumer spending trends.

CITY OF BELLEAIR BEACH
BUDGET DEVELOPMENT GUIDELINES
FY 2012-2013

The goals and short- term initiatives that were used as guidelines in the budget development process are discussed below:

City Wide Goals

- Continue to preserve a healthy and clean environment and an excellent quality of life
- Provide exceptional service to citizens that is accessible and cost effective
- Provide high quality and reliable public safety
- Provide recreational opportunities
- Provide up to date qualitative and quantitative information with regards to City's activities and programs
- Develop community pride and participation
- Recognize the value of employees and encourage professionalism

Budget Development Guidelines

In order to achieve the above-mentioned goals, the following short- term initiatives were adopted for Fiscal Year 2012-2013:

Environment, quality of life and various services- The FY 2012-2013 Budget includes $ 24,455 to provide for street sweeping, tree trimming and mangrove trimming projects, and $6,500 for Storm drains and CDS Unit cleaning. The FY 2012-2013 budget also includes $ 4,600 for the National Pollutant Discharge Elimination System (NPDES) annual report, Pinellas County ambient water quality monitoring fees, FDEP permit review and NPDES litter control program. These are mandated under the Federal Clean Water Act and compliance is necessary in order that storm water can be discharged from the City's streets to inter coastal waterways, Clearwater Harbor and the Gulf of Mexico. The NPDES annual report mentions detailed specifics of the City's storm water discharge program

Public Safety- A total of $419,874 is included in the FY 2012-2013 Budget in order to provide residents with high quality and reliable law enforcement services.

Education and Recreation- The FY 2012-2013 Budget provides $15,000 for library services. This offers residents membership in the Pinellas County Library cooperative. The amount of $9,000 is budgeted for replacing the 20th St. Park dock with composite decking/ handrail. In FY 2012-13, there is also a budget of $13,625 for replacing and repairing buoys and seawall repairs and beach improvements.

Citizens' Information- The FY 2012-2013 Budget includes $ 375 to continue to provide Web Hosting and the E-newsletter to residents. The City's website offers information on City's services, schedule of activities, available facilities and City Officials and staff. Financial and budgetary information are available on the City's website. There is also a budget of $ 1,790 for a City newsletter issued during the Hurricane Season in printed format and Flood Facts. These are mailed to residents.

CITY OF BELLEAIR BEACH
BUDGET DEVELOPMENT GUIDELINES (cont'd.)
FY 2012-2013

Beautification and participation- A total of $5,410 is included in the FY 2012-2013 budget for park upgrades and plant replacement, irrigation parts, replacements for soil, sod, mulch and wash shell and new park benches.

Infrastructure - The FY 2012-2013 budget includes a Street Resurfacing Project that will include 7th Street to Harbor Drive and 8th Street to Gulf Blvd is budgeted in the Capital Projects Fund in the amount of $45,000. A Stormwater System Project consisting of valley curb replacement at 7th Street and 17st Street for $15,000 is included in the Capital Projects Fund. Repairs to valley curb on 20th and 21st St. and asphalt resurfacing/ milling of 6th St., 5th St. and Harbor Dr. were completed in FYE 2011-2012. Major repairs of the 22nd Street Bridge have been completed in FY 2010-11. And construction of the Harrison Avenue Bridge's superstructure is finished. From FY 2007-08 through FY 2008-09 street resurfacing/curb work were completed at Harrison, Hibiscus W., Tiffany, Bayshore, Louisa Dr, 22nd Street and 24th Street; asphalt repairs were completed at Bayshore, Louisa Dr., Harrison Ave. and Belle Isle. . Emergency repairs to Harrison St. bridge of $10,000 and 22nd St bridge repairs of $20,000 are budgeted in the 2012-2013 FY.

Employees' Pay and Professional Development- The FY 2012-2013 includes a 2.0% merit pay adjustment for all full and part time employees. There is no cost of living allowance (COLA). In FY 2010-2011, there was no merit pay increase for full time and part time employees. And there was no COLA either.

Community Center- Construction of the new Community Center consisting of a 10,000 square foot facility was completed in September 2009. This replaced the former City Hall which was no longer compliant with building codes and was demolished in May 2008. The new Community Center is expected to enhance services provided to citizens, result in more efficient risk management and improve the aesthetics of the City. The primary sources of funding are: bank loan of $3.0 million, infrastructure sales tax (Penny for Pinellas) and contributions from the General Fund. The total cost of the new Community Center including architect's fees, engineering and other professional services and contractor's charges, is $4.0 million.

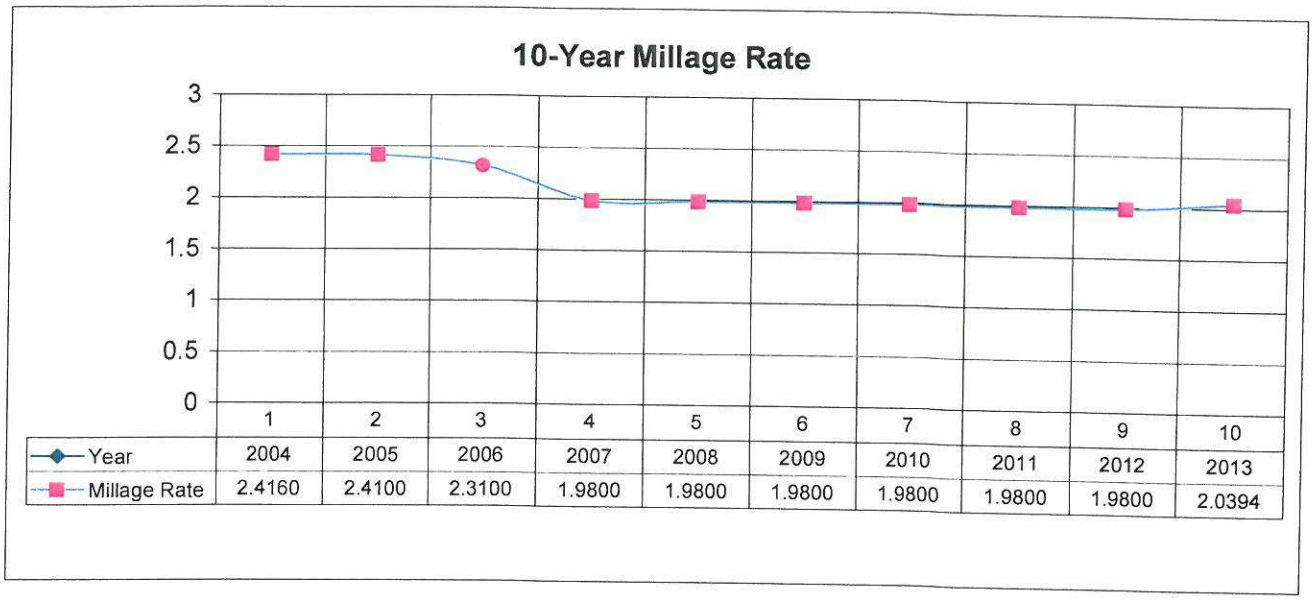
For FY 2012-13 the Community Center is expected to generate rental revenue from weddings, parties, banquet furniture, fitness programs, DVD equipment, meetings and voting/ polling place rental.

CITY OF BELLEAIR BEACH
BUDGET SUMMARY

	ADOPTED BUDGET FY 20112012	AMENDED BUDGET FY 2011-2012	ADOPTED BUDGET FY 2012-2013	$ Change fr. Amended FY 2011-2012 Budget increase/(decr)	% Change incr/-decr
GENERAL FUND					
Revenues					
Taxes	1.98 millage rate	1.98 millage rate	2.0394 millage rate		
Ad Valorem	$ 729,625	$ 729,625	$ 733,178	$3,553	0.49%
Local Option Gas Tax	21,100	21,100	21,100	0	0.00%
Franchise Fees	168,295	168,295	167,785	(510)	-0.30%
Utility Taxes	215,140	215,140	220,500	5,360	2.49%
Communications Service Taxes	93,585	93,585	93,585	0	0.00%
Total Taxes	1,227,745	1,227,745	1,236,148	8,403	0.68%
Licenses and Permits	15,100	15,100	15,100	0	0.00%
Grants	1,000	1,000	1,200	200	20.00%
State Shared Revenues	120,180	120,180	122,060	1,880	1.56%
Charges for Services	300,910	300,910	325,460	24,550	8.16%
Fines and Forfeitures	11,000	11,000	8,285	(2,715)	-24.68%
Interest	16,040	16,040	15,252	(788)	-4.91%
Miscellaneous	6,840	6,840	8,885	2,045	29.90%
Contribution from Marina Fund	21,985	21,985	27,160	5,175	23.54%
Total Revenues	1,720,800	1,720,800	1,759,550	38,750	2.25%
Expenditures					
Mayor/Council	14,875	14,875	11,150	(3,725)	-25.04%
City Manager	111,159	111,159	114,067	2,908	2.62%
City Clerk	80,337	83,206	86,419	3,213	3.86%
Finance	112,699	112,699	104,824	(7,875)	-6.99%
Information Technology	12,865	12,865	9,815	(3,050)	-23.71%
Non-Departmental	202,955	202,955	206,782	3,827	1.89%
Law Enforcement/ Police	427,667	427,801	419,874	(7,927)	-1.85%
Code Enforcement	19,846	19,846	19,242	(604)	-3.04%
Sanitation	227,835	227,835	234,090	6,255	2.75%
Public Works	351,249	354,822	392,109	37,287	10.51%
	1,561,487	1,568,063	1,598,372	30,309	1.93%
Transfers out to CPF	159,313	159,313	161,178	1,865	1.17%
Total Expenditures	1,720,800	1,727,376	1,759,550	32,174	1.86%
MARINA FUND					
Revenues					
Boat Slip Rental	53,035	53,035	51,121	(1,914)	-3.61%
Parking Fees Marina	-	-	3,700		
Interest	980	980	990	10	1.02%
Miscellaneous	90	90	119	29	32.22%
Total Revenues	54,105	54,105	55,930	(1,875)	3.37%
Expenditures					
Operating Expenditures	18,365	18,365	9,245	(9,120)	-49.66%
Capital Improvements	-	3,855	5,000	1,145	29.70%
Depreciation	13,755	13,755	14,525	770	5.60%
Contributions to General Fund	21,985	21,985	27,160	5,175	23.54%
Total Expenditures	54,105	57,960	55,930	(2,030)	-3.50%
CAPITAL PROJECTS FUND (CPF)					
Revenues					
Taxes	115,145	115,145	118,180	3,035	2.64%
Rent Revenue	19,350	19,350	27,100	7,750	40.05%
Interest Income	935	935	1,100	165	17.65%
Transfers in from Gen. Fund	159,313	159,313	161,178	1,865	1.17%
Total Revenues	294,743	294,743	307,558	12,815	4.35%
Expenditures					
Debt Service	243,970	243,970	236,563	(7,407)	-3.04%
Operating Expenditures	3,125	3,125	5,995	2,870	91.84%
Capital Improvements	47,648	50,245	65,000	14,755	29.37%
Total Expenditures	294,743	297,340	307,558	10,218	3.44%
TOTAL ALL FUNDS					
Revenues	1,910,335	1,910,335	1,961,860	51,525	2.70%
Interfund Transfers in	159,313	159,313	161,178	1,865	1.17%
Total Revenues	2,069,648	2,069,648	2,123,038	53,390	2.58%
Expenditures	1,910,335	1,923,363	1,961,860	38,497	2.00%
Interfund Transfers out	159,313	159,313	161,178	1,865	1.17%
Total Expenditures	2,069,648	2,082,676	2,123,038	40,362	1.94%
Excess/ (deficit) of Revenue over Expend.	$ (0)	$ (13,028)	$ -	$ 13,028	-100.00%
		forwarded obligations from FY 2010-2011			

CITY OF BELLEAIR BEACH, FLORIDA
PRELIMINARY MILLAGE RATE COMPUTATION
FISCAL YEAR 2011-2012
Based upon Estimated Taxable Value as of July 1, 2012

				Finance's Recommendation		
		FY 2012-2013	FY 2012-2013	FY 2012-2013	FY 2012-2013	FY 2012-2013
Proposed Millage Rate change		no change	Increase 2.31% rolled-forward rate	Increase 3.00%	Increase 5.00%	Increase 10.00%
Proposed Millage Rate		1.9800	2.0257	2.0394	2.0790	2.1780
2012 Taxable Value for 2012 preliminary millage rate		374,486,383	$ 374,486,383	$ 374,486,383	$ 374,486,383	$ 374,486,383
Budgeted Net Ad Valorem Tax (net of 4% discount)		**$ 711,824**	**$ 728,250**	**$ 733,178**	**$ 747,415**	**$ 783,006**
Gross Ad Valorem Generated at proposed millage		$ 741,483	$ 758,593	**$ 763,728**	$ 778,557	$ 815,631
Millage rate (per $1,000 of value)		**1.9800**	**2.0257**	**2.0394**	**2.0790**	**2.1780**
Additional revenue vs. 1.9800 millage (@96% collection rate)		**$ -**	**$ 16,426**	**$ 21,355**	**$ 35,591**	**$ 71,182**
Prior year Final Taxable Value DR-422 Line 2	**$ 383,127,947**					
Prior year millage rate	1.9800					
Prior Year Ad Valorem Proceeds FY 2011-12	$ 758,593					
Current Year Taxable Value	**$ 376,202,436**					
Deduct Current Year net new construction N/A	**$ (1,716,053)**					
Current Year Adjusted Taxable Value (Line 6)	**$ 374,486,383**					
Current Year Rolled- back rate	**2.0257**					
Proposed Rate as a Percentage Change of Rolled-back Rate		**-2.26%**	**0.00%**	**0.68%**	**2.63%**	**7.52%**
FY 2011-2012 Budgeted Net Ad Valorem Tax		**$729,625**	**$729,625**	**$729,625**	**$729,625**	**$729,625**
FY 2012-2013 increase (decrease) in Net Ad Valorem Budget over FY 2011-2012		**$ (17,801)**	**$ (1,375)**	**$ 3,553**	**$ 17,790**	**$ 53,381**
% increase/ -decrease over FY 2011-2012		**-2.44%**	**-0.19%**	**0.49%**	**2.44%**	**7.32%**



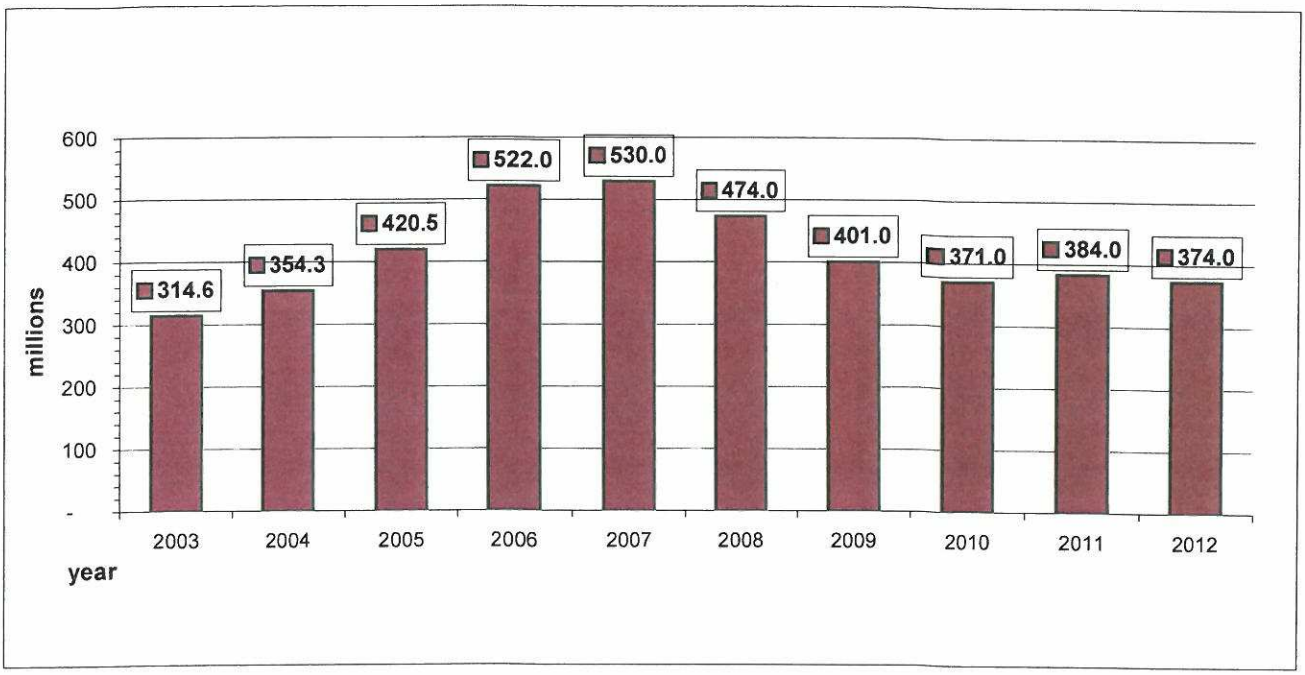
	1	2	3	4	5	6	7	8	9	10
Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Millage Rate	2.4160	2.4100	2.3100	1.9800	1.9800	1.9800	1.9800	1.9800	1.9800	2.0394

Average Tax Bills for FY 2012-2013

Example: A home assessed at $200,000 less $50,000 homestead exemption. (JUST THE CITY OF BELLEAIR BEACH PROPERTY TAX)

FISCAL YEAR	MILLAGE TAX RATE	TAX DOLLARS
2013	2.0394	$ 304.25
2012	1.9800	$ 297.00
Difference	$ 0.0594	$ 7.25

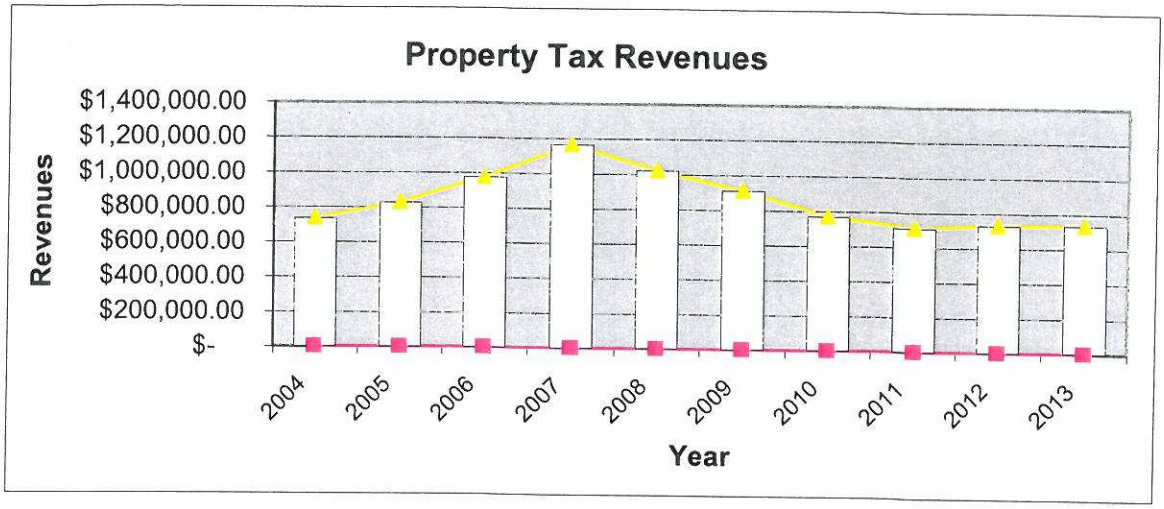
CITY OF BELLEAIR BEACH, FLORIDA
TAXABLE VALUE
2012-2013



Year	Adjusted Taxable Value
2003	314,647,590
2004	354,314,040
2005	420,514,480
2006	522,795,679
2007	530,430,421
2008	474,436,130
2009	400,624,140
2010	371,223,287
2011	383,851,306
2012	374,486,383

As shown above, the values show a consistently upward trend from Year 2003 through 2007, then downward starting 2008. There was a slight increase in 2011 of 3.4% which is slightly offset with another downward trend in 2012 of 2.26%.

CITY OF BELLEAIR BEACH
PROPERTY TAX REVENUE HISTORY



The total taxable value of the City decreased approximately $8,641,564 from 2011 to 2012. This decrease is due to decreased valuation of existing properties, and the balance is due to new construction. The City budgets 96% of the tax levy as revenue. Amounts actually collected will vary.

	Fiscal Year	Millage	Revenue
Actual	2004	2.4160	$735,579
Actual	2005	2.4100	$827,146
Actual	2006	2.3100	$975,877
Actual	2007	1.9800	$1,165,311
Actual	2008	1.9800	$1,021,943
Actual	2009	1.9800	$911,776
Actual	2010	1.9800	$768,538
Actual	2011	1.9800	$709,887
Actual	2012	1.9800	$729,625
Estimated	2013	2.0394	$733,178

CITY OF BELLEAIR BEACH, FLORIDA
PROPERTY VALUES AND MILLAGE RATES
LAST TEN YEARS
2003 - 2012

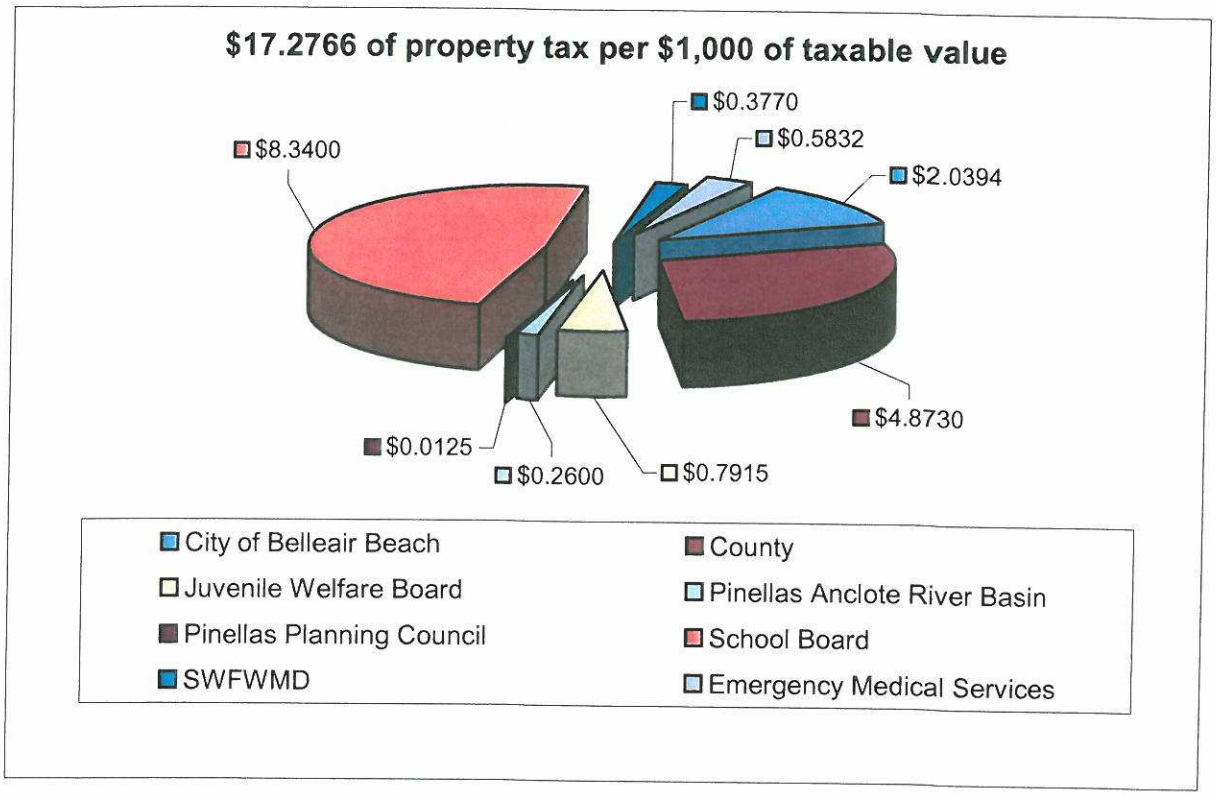
	TAXABLE VALUE			MILLAGE RATE		
Year	Gross Taxable Value	Change over Previous Year	% Change	Millage Levy	Change over Previous Year	% Change
2003	314,647,590	39,424,360	14.32%	2.4160	-0.0530	-2.15%
2004	354,314,040	39,666,450	12.61%	2.4100	-0.0060	-0.25%
2005	420,514,480	66,200,440	18.68%	2.4100	0.0000	0.00%
2006	519,954,139	99,439,659	23.65%	2.3100	-0.1000	-4.15%
2007	530,430,241	10,476,102	2.01%	1.9800	-0.3300	-14.29%
2008	474,436,130	(55,994,111)	-10.56%	1.9800	0.0000	0.00%
2009	400,624,140	(73,811,990)	-15.56%	1.9800	0.0000	0.00%
2010	371,223,287	(29,400,853)	-7.34%	1.9800	0.0000	0.00%
2011	383,851,306	12,628,019	3.40%	1.9800	0.0000	0.00%
2012	374,486,383 a	(9,364,923)	-2.44%	2.0394 b	0.0594	3.00%

a 2012- per Certification of Taxable Value DR-420 (4), July 1, 2011 from Property Appraiser

b 2012- Adopted Millage Rate

CITY OF BELLEAIR BEACH

YOUR TOTAL TAX BILL



Property owners in the City of Belleair Beach are taxed by the following agencies:

City of Belleair Beach	2.0394	11.80%
County	4.8730	28.21%
Juvenile Welfare Board	0.7915	4.58%
Pinellas Anclote River Basin	0.2600	1.50%
Pinellas Planning Council	0.0125	0.07%
School Board	8.3400	48.27%
SWFWMD	0.3770	2.18%
Emergency Medical Services	0.5832	3.38%
Total Millage Rate	17.2766	100.00%

Note: Millage rates may be revised

total tax

CITY OF BELLEAIR BEACH
BUDGET PROCESS
FY 2012-2013

POLICY AND PROCEDURES

Budget Preparation and Review

The annual budget process starts in March when the updated Budget Manual including instructions, standard forms and preparation guidelines are released by Finance to Department Directors and the City Manager. The electronic worksheets for expenses/expenditures, revenue forecasts, staffing and capital outlay are updated by Department Directors and returned to Finance in April and May.

Revenue forecasts are primarily the responsibility of the Finance Officer. In FY 2012-2013, revenue from taxes represents about 43% of the total General Fund Estimated Revenue. And 97% of the total taxes are from Ad Valorem Tax Revenue. The basis for Ad Valorem Tax calculations are taxable values released by the Pinellas Property Appraiser's Office. Estimates of Taxable Value were released in June, and the Certification of Taxable Value (DR-420 on page XXIV) in July.

Also for the FY 2012-2013 budget, the State has continued to require the Maximum Levy Calculation Disclosure setting the maximum millage rate allowed by law (DR-420 MM-P on page XXVI). This also defines the minimum vote from the governing body required to levy the proposed millage rate.

The other revenue forecasts are based on historical data, future trends and Pinellas County and State of Florida information on revenue sharing and transfers. In the Enterprise Fund (City's Marina), Revenue from Boat Slip Rental are supported by a Schedule of Boat Slip Rental (on page 88) showing actual rental rates for the boat slips. In the Capital Projects Fund (CPF) 81% of operating revenue from outside sources is 7th Cent Sales Tax or Penny for Pinellas. This has been extended for another nine years by voters' referendum.

In May through June the proposed budget requests are reviewed by the City Manager with Department Directors. Adjustments are reviewed, analyzed and keyed into the computer system in Finance.

For FY 2012-2013 two budget workshops are scheduled for July and August prior to the First Public Hearing on the proposed millage rate, budget and capital plan. Different scenarios will be presented to City Council using different millage rates and their impact on revenue levels. Finance will then put together revised drafts of the proposed budget by Department, by Fund and Consolidated for all funds for further review with the City Manager and Department Directors.

Budget Calendar

The Budget Schedule/Calendar is developed taking into consideration the City's requirements, Pinellas County's deadlines and State of Florida's Compliance package timetable. This is revised periodically to reflect changes and other timing adjustments.

Budget Adoption

As approved by citizens in March 2011, the City Manager has to deliver the Proposed Budget to City Council in a timely manner every year. The City Council reviews and approves the tentative millage rate and date, time and place for the first public hearing. For FY 2012-2013 City Council will review details of the budget at the two budget workshops. Changes made at these workshops will be implemented by the City Manager and the Finance Officer and budget documents will be updated.

In September the first public hearing is held and the public is invited to attend. The required advertisement is published in September to communicate budget information to the citizens and again the public is invited to attend the final hearing. The Budget for the fiscal year starting on October 1st and ending on September 30th is adopted at a series of two public hearings. At these same public hearings, the Ad Valorem millage rate to fund the budget is adopted. A Resolution that incorporates the millage rate and the Budget appropriations is passed and adopted by City Council at the two public hearings where the public is encouraged to participate.

All public hearings details, advertisements, millage certifications, compliance package and other requirements are established by Florida Statutes (F.S. 200.065).

Budgetary Control

The legal limit of budgetary control is implemented throughout the fiscal year starting at the department level. The budget process allows for budget adjustments with the necessary approval from the Finance Officer and the City Manager depending on the amount and circumstances. Budget changes from one department to another are verified by the Finance Officer, need approval by the City Manager. These will apply to budget changes where the total dollar amount of the City's Budget will not change. However, a budget amendment that will result in changing the total dollar amount of the City's Budget will require a Resolution authorizing a Budget Amendment by City Council. All budget adjustments and amendments will be supported by specific funding sources.

Budgetary Basis

The budgets for the governmental funds consisting of the general fund and the capital projects fund are prepared using the modified accrual basis of accounting. The revenues are recognized as soon as they become measurable and available, while expenditures are recognized when the liability is incurred, if measurable or when the obligation is due such as debt principal and interest payments. The budget for the enterprise fund (Marina) is prepared using the accrual basis where revenues are recognized when earned (slip rental fees are recognized as soon as the services are provided) and expenses are recognized when incurred regardless of the timing of the related cash flows. In both governmental funds and enterprise funds, appropriations will expire at the end of the fiscal year if goods are not received or services are not rendered by year end.

Budgetary integration is utilized with the City's financial computer system through the use of budgetary accounts every time a transaction is completed. Comparisons of actual revenue, expenses/expenditures and debt service with budgeted amounts are available as a useful tool for budget monitoring and control. The budgetary integration is implemented as soon as City Council adopts Budget Resolutions for current fiscal year's appropriations and commitments forwarded from the prior fiscal year and other approved budget adjustments and amendments.

CITY OF BELLEAIR BEACH, FLORIDA

PROPOSED BUDGET SCHEDULE

Fiscal Year 2012-2013

Thursday, March 29, 2012	Instructional Departmental Meeting
Thursday, April 5, 2012	Return to Finance: Staffing request forms
Monday, April 16, 2012	Return to Finance: Revenue Forecast Forms
Thursday, April 26, 2012	**Capital Improvement Projects due to Finance**
Monday, May 7, 2012	Departmental operating and capital budget requests due to Finance **(must use proper justification forms)**
Friday, June 1, 2012	Estimate of Taxable Value provided by Property Appraiser
Mon.-Fri., June 4-8, 2012	City Manager will review budget requests with Department Directors
Friday, June 29, 2012	Budget due from Finance to City Manager
Friday, July 1, 2012	**Property Appraiser delivers Certification of Taxable Value (DR-420)**
Thursday, July 5, 2012	City Manager to complete Budget Message
Monday, July 9, 2012	**City Manager to deliver Proposed Budget to City Council**
Monday, July 9, 2012	**Regular City Council Meeting 6:00 P.M.**
Monday, July 16, 2012	**Budget Workshop 4:00 P.M.**
Monday, July 30, 2012	**Budget Workshop 4:00 P.M.** **Special Council Meeting immediately to follow to Adopt Tentative Millage Rate**
Friday, August 3, 2012	Last day for Finance to advise Property Appraiser's Office of proposed millage rate and date/time/place of first public hearing (DR-420, DR-420MM-P)
Monday, August 6, 2012	**Regular City Council Meeting 6:00 P.M.**
Monday, August 20, 2012	TRIM Notices mailed by Pinellas County
Friday, August 31, 2012	Post on City's Website: Budget Book for First Public Hearing FY 2012-2013
Wed., Sept. 5, 2012	**First Public Hearing on the Proposed Millage Rate, Budget and Capital Plan 5:01P.M.** **Regular City Council Meeting immediately to follow**
Wed., Sept. 12, 2012	City Clerk to advertise intent to adopt a final millage rate and final budget *(within 15 days after 1st Public Hearing and 2-5 days before 2nd Public Hearing)*
Wed, Sept. 12, 2012	Post on City's Website: Budget Book for Final Public Hearing FY 2012-2013
Mon., Sept. 17, 2012	**Final Public Hearing on Budget 6:00 P.M.** (Adopt final millage rate and budget)
Thursday, Sept. 20, 2012	Finance to forward Resolution Adopting Final Millage Rate to Property Appraiser and Tax Collector (within 3 days of adoption)
Wednesday, Sept. 26, 2012	Finance to forward Completed TRIM Compliance Package to Tallahassee (within 30 days of Final Public Hearing)
Thursday, Oct. 4, 2012	Post on City's Website: Budget Book for Adopted Budget FY 2012-2013
Friday, Oct. 5, 2012	Property Appraiser delivers DR-422, Final Taxable Value Certification, to taxing authorities
Tuesday, Oct. 9, 2012	Finance to return completed DR-422 to County Property Appraiser, copy to State

7/18/2012

FLORIDA DEPARTMENT OF REVENUE

Reset Form | Print Form

CERTIFICATION OF TAXABLE VALUE

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

Year : 2012	County : PINELLAS
Principal Authority : CITY OF BELLEAIR BEACH	Taxing Authority : CITY OF BELLEAIR BEACH

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	$ 374,182,840			(1)
2.	Current year taxable value of personal property for operating purposes	$ 2,019,596			(2)
3.	Current year taxable value of centrally assessed property for operating purposes	$ 0			(3)
4.	Current year gross taxable value for operating purposes *(Line 1 plus Line 2 plus Line 3)*	$ 376,202,436			(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	$ 1,716,053			(5)
6.	Current year adjusted taxable value *(Line 4 minus Line 5)*	$ 374,486,383			(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	$ 383,127,947			(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☐ YES	☑ NO	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, *Certification of Voted Debt Millage* forms attached. If none, enter 0	☐ YES	☑ NO	Number 0	(9)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser on 6/29/2012 11:01 AM	Date :

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy *(If prior year millage was adjusted then use adjusted millage from Form DR-422)*	1.9800	per $1,000	(10)
11.	Prior year ad valorem proceeds *(Line 7 multiplied by Line 10, divided by 1,000)*	$ 758,593		(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value *(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)*	$ 0		(12)
13.	Adjusted prior year ad valorem proceeds *(Line 11 minus Line 12)*	$ 758,593		(13)
14.	Dedicated increment value, if any *(Sum of either Line 6b or Line 7e for all DR-420TIF forms)*	$ 0		(14)
15.	Adjusted current year taxable value *(Line 6 minus Line 14)*	$ 374,486,383		(15)
16.	Current year rolled-back rate *(Line 13 divided by Line 15, multiplied by 1,000)*	2.0257	per $1000	(16)
17.	Current year proposed operating millage rate	2.1780	per $1000	(17)
18.	Total taxes to be levied at proposed millage rate *(Line 17 multiplied by Line 4, divided by 1,000)*	$ 819,369		(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County ☑ Municipality	☐ Independent Special District ☐ Water Management District	(19)
20.	Applicable taxing authority (check one)	☑ Principal Authority ☐ MSTU	☐ Dependent Special District ☐ Water Management District Basin	(20)
21.	Is millage levied in more than one county? (check one)	☐ Yes	☑ No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP **STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. *(The sum of Line 13 from all DR-420 forms)*	$ 758,593	(22)
23.	Current year aggregate rolled-back rate *(Line 22 divided by Line 15, multiplied by 1,000)*	2.0257 per $1,000	(23)
24.	Current year aggregate rolled-back taxes *(Line 4 multiplied by Line 23, divided by 1,000)*	$ 762,073	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. *(The sum of Line 18 from all DR-420 forms)*	$ 819,369	(25)
26.	Current year proposed aggregate millage rate *(Line 25 divided by Line 4, multiplied by 1,000)*	2.1780 per $1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate *(Line 26 divided by Line 23, **minus 1**, multiplied by 100)*	7.52 %	(27)

First public budget hearing	Date : 9/5/2012	Time : 5:01 PM	Place : City of Belleair Beach Community Center, 444 Causeway Blvd, Belleair Beach, FL 33786

SIGN HERE

Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
Signature of Chief Administrative Officer :	Date :
Title : NANCY G. GONZALEZ, CITY MGR	Contact Name and Contact Title : MELANIE M. NEUMANN, FINANCE OFFICER
Mailing Address : 444 CAUSEWAY BLVD	Physical Address : 444 CAUSEWAY BLVD
City, State, Zip : BELLEAIR BEACH, FL 33786	Phone Number : 727-595-4646 / Fax Number : 727-593-1409

Instructions on page 3

FLORIDA DEPARTMENT OF REVENUE

MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
For municipal governments, counties, and special districts

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

Year : 2012	County : PINELLAS
Principal Authority : CITY OF BELLEAIR BEACH	Taxing Authority : CITY OF BELLEAIR BEACH

1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☐ No	(1)

IF YES, STOP *STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.*

2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	2.0257	per $1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2011 Form DR-420MM, Line 13	2.8619	per $1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	1.9800	per $1,000	(4)

If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.

Adjust rolled-back rate based on prior year majority-vote maximum millage rate

5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	$	383,127,947	(5)
6.	Prior year maximum ad valorem proceeds with majority vote *(Line 3 multiplied by Line 5 divided by 1,000)*	$	1,096,474	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	$	0	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote *(Line 6 minus Line 7)*	$	1,096,474	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	$	374,486,383	(9)
10.	Adjusted current year rolled-back rate *(Line 8 divided by Line 9, multiplied by 1,000)*	2.9279	per $1,000	(10)

Calculate maximum millage levy

11.	Rolled-back rate to be used for maximum millage levy calculation *(Enter Line 10 if adjusted or else enter Line 2)*	2.9279	per $1,000	(11)
12.	Change in per capita Florida personal income *(See Line 12 Instructions)*	1.0447		(12)
13.	Majority vote maximum millage rate allowed *(Line 11 multiplied by Line 12)*	3.0588	per $1,000	(13)
14.	Two-thirds vote maximum millage rate allowed *(Multiply Line 13 by 1.10)*	3.3647	per $1,000	(14)
15.	Current year proposed millage rate	2.1780	per $1,000	(15)
16.	**Minimum vote required to levy proposed millage:** (Check one)			(16)

☒ a. Majority vote of the governing body: Check here, if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. *Enter Line 13 on Line 17.*

☐ b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. *Enter Line 15 on Line 17.*

☐ c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

☐ d. Referendum: The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

17.	The selection on Line 16 allows a maximum millage rate of *(Enter rate indicated by choice on Line 16)*	3.0588	per $1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	$	376,202,436	(18)

Continued on page 2

Taxing Authority : CITY OF BELLEAIR BEACH			DR-420MM-P R. 5/12 Page 2
19.	Current year proposed taxes *(Line 15 multiplied by Line 18, divided by 1,000)*	$ 819,369	(19)
20.	Total taxes levied at the maximum millage rate *(Line 17 multiplied by Line 18, divided by 1,000)*	$ 1,150,728	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs	STOP	**STOP HERE. SIGN AND SUBMIT.**	
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. *(The sum of all Lines 19 from each district's Form DR-420MM)*	$ 0	(21)
22.	Total current year proposed taxes *(Line 19 plus Line 21)*	$ 819,369	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage *(The sum of all Lines 20 from each district's Form DR-420MM)*	$ 0	(23)
24.	Total taxes at maximum millage rate *(Line 20 plus line 23)*	$ 1,150,728	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)

SIGN HERE			
	Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :	Date :	
	Title : NANCY G. GONZALEZ, CITY MGR	Contact Name and Contact Title : MELANIE M. NEUMANN, FINANCE OFFICER	
	Mailing Address : 444 CAUSEWAY BLVD	Physical Address : 444 CAUSEWAY BLVD	
	City, State, Zip : BELLEAIR BEACH, FL 33786	Phone Number : 727-595-4646	Fax Number : 727-593-1409

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

Instructions on page 3

City of Belleair Beach, Florida

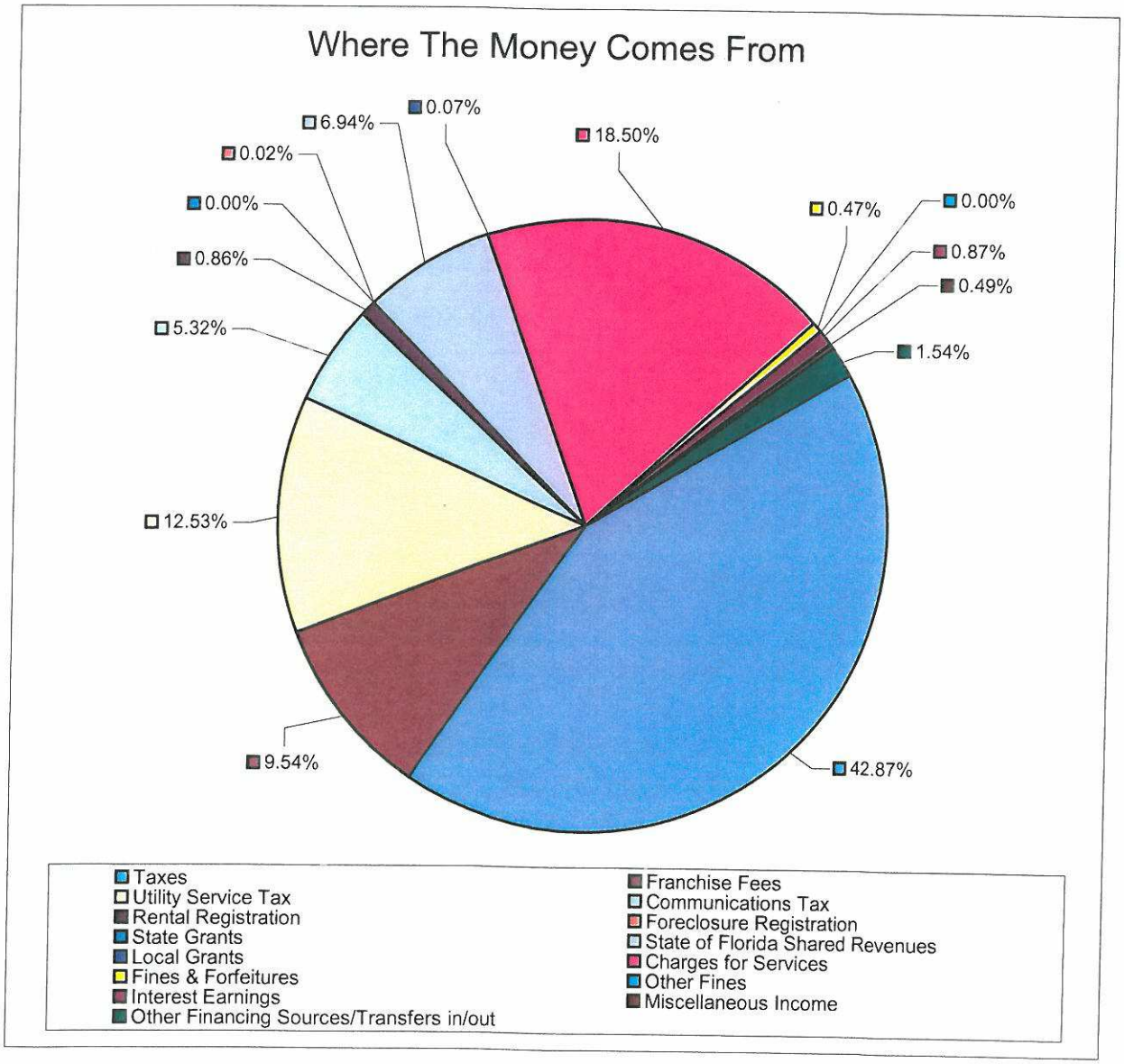
Revenue Projections

GENERAL FUND
FISCAL YEAR 2012-2013

CITY OF BELLEAIR BEACH, FLORIDA
GENERAL FUND

WHERE THE MONEY COMES FROM

Taxes	42.87%	$	754,278
Franchise Fees	9.54%	$	167,785
Utility Service Tax	12.53%	$	220,500
Communications Tax	5.32%	$	93,585
Rental Registration	0.86%	$	15,100
Foreclosure Registration	0.02%	$	300
State Grants	0.00%	$	-
State of Florida Shared Revenues	6.94%	$	122,060
Local Grants	0.07%	$	1,200
Charges for Services	18.50%	$	325,460
Fines & Forfeitures	0.47%	$	8,285
Other Fines	0.00%	$	-
Interest Earnings	0.87%	$	15,252
Miscellaneous Income	0.49%	$	8,585
Other Financing Sources/Transfers in/out	1.54%	$	27,160
Total Estimated Revenue	100.00%	$	1,759,550



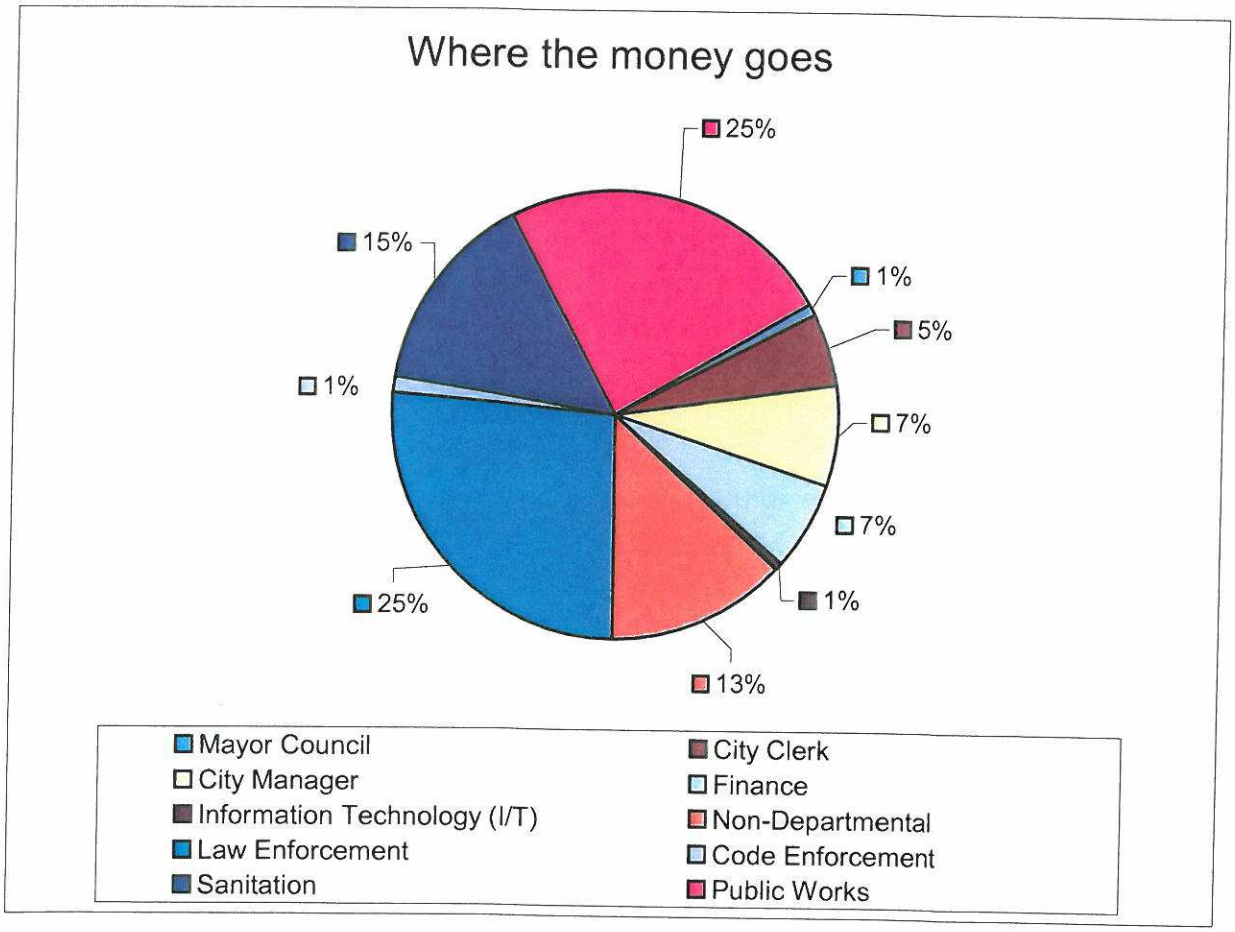
Rev-graph

CITY OF BELLEAIR BEACH, FLORIDA
FY 2012-2013

GENERAL FUND

WHERE THE MONEY GOES

Mayor Council	0.63%	$	11,150
City Clerk	4.91%	$	86,419
City Manager	6.48%	$	114,067
Finance	5.96%	$	104,824
Information Technology (I/T)	0.56%	$	9,815
Non-Departmental	11.75%	$	206,782
Law Enforcement	23.86%	$	419,874
Code Enforcement	1.09%	$	19,242
Sanitation	13.30%	$	234,090
Public Works	22.28%	$	392,109
Transger Out	9.16%	$	161,178
Total Appropriations	100.00%	$	1,759,550



Exp-graph

CITY OF BELLEAIR BEACH
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND - 001
FISCAL YEAR 2012-2013
MILLAGE RATE ADJUSTED TO 2.0394 or 0.68% MORE THAN THE ROLL FORWARD RATE

A/C #	ACCOUNT TITLE	ACTUAL 2010-2011	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	ADOPTED BUDGET 2012-2013	INCREASE/ (DECREASE) Adopted 2011-12 to 2012-2013 Amount	%
	FUND BALANCE, beginning OCTOBER 1	3,520,836	3,659,096	3,621,308	3,621,308	3,614,731		
	ADD REVENUES:	1.9800 mills	1.9800 mills	1.9800 mills	1.9800 mills	**2.0394 mills**		
	Taxes:							
311.100	Ad Valorem - Current	768,538	733,912	729,625	729,625	733,178	3,553	0.49%
312.410	Local Option Gas Tax	21,200	14,119	21,100	21,100	21,100	-	0.00%
	Total Taxes	**789,739**	**748,031**	**750,725**	**750,725**	**754,278**	**3,553**	**0.47%**
	Franchise Fees:							
313.100	Electricity	174,310	99,662	162,070	162,070	161,500	(570)	-0.35%
313.400	Peoples Gas	6,110	5,230	6,225	6,225	6,285	60	0.96%
	Total Franchise Fees	**180,420**	**104,892**	**168,295**	**168,295**	**167,785**	**(510)**	**-0.30%**
	Utility Service Taxes:							
314.100	Electricity	193,984	110,763	170,510	170,510	**174,950**	4,440	2.60%
314.300	Water	33,719	28,172	36,180	36,180	36,900	720	1.99%
314.400	Gas	6,936	5,949	6,885	6,885	7,250	365	5.30%
314.700	Fuel Oil	-	-	-	-	-	-	
314.800	Propane	1,561	1,173	1,565	1,565	1,400	(165)	-10.54%
	Total Utility Service Taxes	**236,200**	**146,057**	**215,140**	**215,140**	**220,500**	**5,360**	**2.49%**
	Communications Service Tax:							
315.000	Communications Service Tax	93,389	59,222	93,585	93,585	93,585	-	0.00%
	Total Communications Service Tax	**93,389**	**59,222**	**93,585**	**93,585**	**93,585**	**-**	**0.00%**
	Rental Registration							
329.200	Renters rental registration	13,505	47,605	15,100	15,100	15,100	-	0.00%
	Total Rental Registration	**13,505**	**47,605**	**15,100**	**15,100**	**15,100**	**-**	**0.00%**
	Foreclosure Registraion							
329.300	Forclosure registration	-	800	-	-	300	300	
	Total Foreclosure Registration	**-**	**800**	**-**	**-**	**300**	**300**	
	State Grants:							
334.299	Public Safety	-	4,231	-	-	-	-	
334.500	Morgan Park	-						
334.600	Bayside Tennis Courts	-						
334.700	State Grants	-	-		-		-	
	Total State Grants	**-**	**4,231**	**-**	**-**	**-**	**-**	
	State Shared Revenues:							
335.120	State Revenue Sharing	42,091	31,577	41,915	41,915	42,000	85	0.20%
335.180	Half Cent Sales Tax	76,672	55,597	78,205	78,205	80,000	1,795	2.30%
335.410	Fuel Tax Rebate	62	33	60	60	60	-	0.00%
335.490	FEMA Reimbursements	-	-		-			
335.500	State Emergency Mgt Reimb.	60	-	-	-	-		0.00%
	Total State Shared Revenues	**118,885**	**87,207**	**120,180**	**120,180**	**122,060**	**1,880**	**1.56%**
	Local Grants:							
331.800	Recycling Grant	-	1,208	1,000	1,000	1,200		
343.450	SWFWMD Grant-Stormwater Quality Imp	-	-	-	-	-	-	
	Total Local Grants	**-**	**1,208**	**1,000**	**1,000**	**1,200**	200	**20.00%**
	Charges for Services:							
343.410	BOCC Garbage Collection	264,586	222,037	279,625	279,625	300,000	20,375	7.29%
343.900	Lot Mowing	6,220	1,243	-	-	-	-	
343.910	Claim of Lien Maintenance	-	655	-	-	-		
347.200	Causeway Maintenance	-	-	-	-	-	-	
347.250	Parking Fee - Morgan Park	1,572	22,452	21,285	21,285	**25,460**	4,175	0.00%
347.290	Parking Permit Stickers	928	74		-	-	-	
	Total General Government	**273,306**	**246,461**	**300,910**	**300,910**	**325,460**	**24,550**	**8.16%**

CITY OF BELLEAIR BEACH
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND - 001
FISCAL YEAR 2012-2013
MILLAGE RATE ADJUSTED TO 2.0394 or 0.68% MORE THAN THE ROLL FORWARD RATE

A/C #	ACCOUNT TITLE	ACTUAL 2010-2011	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	ADOPTED BUDGET 2012-2013	INCREASE/ (DECREASE) Adopted 2011-12 to 2012-2013 Amount	%
	Fines & Forfeitures:							
351.100	Fines & Forfeitures	9,915	6,639	11,000	11,000	8,285	(2,715)	-24.68%
	Total Fines & Forfeitures	**9,915**	**6,639**	**11,000**	**11,000**	**8,285**	**(2,715)**	**-24.68%**
	Other Fines:							
351.300	Police Education	-	-	-	-	-	-	
351.400	Civil Citation	-	-	-	-	-	-	
354.000	Code Violation Fines	-	-	-	-	-	-	
	Total Other Fines	-	-	-	-	-	-	
	Interest Earnings:							
361.100	Interest Earned	23,748	10,950	16,040	16,040	15,252	(788)	-4.91%
361.200	Unrealized Gain/(Loss) FundB	34,465	9,385					
	Total Interest Earned	**58,212**	**20,335**	**16,040**	**16,040**	**15,252**	**(788)**	**-4.91%**
	Sale of Fixed Assets:							
364.410	Sale of Equipment	-	-	-	-	-	-	
	Total Sale of Fixed Assets	-	-	-	-	-		
	Other Miscellaneous:							
362.200	Tennis Court Rental	65	447	195	195	300	105	53.85%
366.000	Donations	-	-	-	-	-	-	
369.910	Miscellaneous Copies	74	85	140	140	75	(65)	-46.43%
369.911	Assessment Searches	650	825	600	600	900	300	50.00%
369.914	License Plate	178	150	225	225	150	(75)	-33.33%
369.920	Garage Sale Permit	-	-	-	-	-	-	
369.925	POD Permit Fees	15	30	30	30	10	(20)	-66.67%
369.930	Variance Fees	1,500	300	900	900	600	(300)	-33.33%
369.940	NPDES Fees	480	750	480	480	750	270	56.25%
369.990	Miscellaneous Revenue	14,084	9,391	4,270	4,270	5,800	1,530	35.83%
	Total Miscellaneous	**17,047**	**11,978**	**6,840**	**6,840**	**8,585**	**1,745**	25.51%
	Other Financing Sources:							
382.000	Interfund Transfer-Marina Contr.	36,682	-	21,985	21,985	**27,160**	5,175	23.54%
	Interfund Transfers Out-CPF	-	-	-	-		-	
	Interfund Transfers-Sewer	-	-	-	-		-	
380.200	Transfers from Unappropriated Rsv	-	-	-	-		-	
380.100	Transfers from Reserves	-	-	-	-		-	
	Total Other Financing Sources	**36,682**	-	**21,985**	**21,985**	**27,160**	**5,175**	23.54%
	TOTAL REVENUES	**1,827,299**	**1,484,666**	**1,720,800**	**1,720,800**	**1,759,550**	**38,749**	2.25%
	TOTAL REVENUES	**1,827,299**	**1,484,666**	**1,720,800**	**1,720,800**	**1,759,550**	**38,749**	2.25%

CITY OF BELLEAIR BEACH
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND - 001
FISCAL YEAR 2012-2013
MILLAGE RATE ADJUSTED TO 2.0394 or 0.68% MORE THAN THE ROLL FORWARD RATE

A/C #	ACCOUNT TITLE	ACTUAL 2010-2011	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	ADOPTED BUDGET 2012-2013	INCREASE/ (DECREASE) Adopted 2011-12 to 2012-2013 Amount	%
	LESS: EXPENDITURES BY DEPT.							
	Mayor/Council	9,609	9,687	14,875	14,875	11,150	(3,725)	-25.04%
	City Manager	104,695	85,894	111,159	111,159	114,067	2,908	2.62%
	City Clerk	65,878	52,721	80,337	83,206	86,419	3,213	3.86%
	Finance	101,239	84,942	112,699	112,699	104,824	(7,875)	-6.99%
	Information Technology (IT)	8,711	5,007	12,865	12,865	9,815		
	Non-Departmental	202,181	154,830	202,955	202,955	206,782	3,827	1.89%
	Law Enforcement	414,958	354,687	427,667	427,801	419,874	(7,927)	-1.85%
	Code Enforcement	16,994	13,647	19,846	19,846	19,242	(604)	-3.04%
	Sanitation	223,076	170,197	227,835	227,835	234,090	6,254	2.75%
	Public Works	467,679	232,970	351,249	354,822	392,109	37,287	10.51%
	Sub Total Expenditures by Dept.	**1,615,020**	**1,164,582**	**1,561,487**	**1,568,064**	**1,598,372**	**33,358**	**1.93%**
	Transfers out to CPF	74,017	178,706	159,313	159,313	161,178		**1.17%**
	Total Expenditures	1,689,037	1,343,288	1,720,800	1,727,377	1,759,550	33,358	**1.86%**
	EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	138,262	141,378	0	(6,577)	0		
	Increase/ (decrease) in fund balance	$ 138,262	$ 141,378	$ -	$ (6,577)	$ 0		
	FUND BALANCE, ending September 30	3,659,098			3,614,731	3,614,731		

City of Belleair Beach, Florida

Mayor & Council Operating Budget

FISCAL YEAR 2012-2013

MAYOR & CITY COUNCIL

Mission

The Charter of the City of Belleair Beach vests the City Council with all of the legislative power of the City. The City Council is empowered to adopt, amend and repeal ordinances and resolutions in order to maintain a totally residential character for the City and promote a healthful and safe environment for its citizens. The City Council consists of six council members and a mayor. The Mayor acts as the presiding officer at all meetings which include regular and special Council meetings and work sessions.

Goals and Objectives

- Set zoning and land use policy consistent with the residential character of the City
- Set the local millage rate and levy other taxes in accordance with local ordinances and FL State statutes
- Adopt a balanced City Budget where planned revenues are equal to or exceed planned expenditures
- Grant, renew or extend franchises in the City's best interest
- Set service or user charges for municipal services that are competitive with similar government entities
- Appoint a City Clerk and City Manager to the person who is best qualified for the job
- Appoint board and committee members willing to serve citizens' interest

Programs and Tasks

OFFICIAL CITIZENS' LIAISON - The office serves as a liaison for citizens in their communications with the Mayor and Council members.

CITY COUNCIL MEETINGS- Regular and special Council meetings which are open to the public are held throughout the year. Regular City Council meetings are held on the first Monday of each month beginning at 6:00 p.m. at the Council chambers of the Community Center. Special Council meetings are held "as needed" and are recommended by the Mayor or the City Manager. These are held any day at any time. City Council can vote during regular and special City Council Meetings.

WORK SESSIONS - are held for discussion purposes only and City Council members cannot vote at these sessions. Work sessions are usually held for budget workshops and capital projects.

ELECTIONS - City elections are held on the second Tuesday in March of each year.

EXPENDITURE SUMMARY

	ACTUAL FY 2010-2011	ACTUAL 7/31/2012 FY 2011-2013	ADOPTED BUDGET FY 2011-2012	AMENDED BUDGET FY 2011-2012	ADOPTED BUDGET FY 2012-2013
PERSONNEL SERVICES	$0	$0	$0	$0	$0
OPERATING EXPENDITURES	9,034	4,815	10,805	10,805	11,150
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	9,034	4,815	10,805	10,805	11,150
Adjusted Total	$9,034	$4,815	$10,805	$10,805	$11,150

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
MAYOR COUNCIL DEPARTMENT #511
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	OPERATING:							
511.0340	**Other Contractual Services**	$ -	$ -	$ -	$ -	$ -	0.0%	
	Election Poll Workers	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
	Registered Voter fee 1,393 @ $0.40	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
511.0400	**Travel & Per Diem**	$ 2,207	$ 3,850	$ 3,850	$ 588	$ 4,425	14.9%	
	FLOC Ann Cnf Hotel x 2 attendees	$ 1,102	$ 1,100	$ 1,100	$ -	$ 960		$160 x 3 nights x 2
Add	FLOC Ann Cnf Meals x 2 attendees					$ 145		
Add	FLOC Ann Cnf Mileage x 2					$ 210		188 miles RT x .55 x 2
	SLOC Ann Cnf Mileage x 2	$ 90	$ 50	$ 50	$ 90	$ 45		40 miles RT x .55 x 2
Add	SLOC Monthly Business Meeting					$ 480		$20 x12 mtgs x 2
	IEMO Hotel x 2 attendees	$ 492	$ 1,100	$ 1,100	$ -	$ 600		$150 x 2 nights x 2
Add	IEMO Meals x 2					$ 145		
Add	IEMO Mileage x 2					$ 500		448 miles RT x .555 x 2
	IEMO ADV Hotel x 2 attendees	$ -	$ 545	$ 545	$ -	$ 600		$150 x 2 nights x 2
Add	IEMO ADV Meals x 2					$ 120		
Add	IEMO ADV Mileage @ .55					$ 355		318 miles RT x .555 x 2
	Mileage 1,700 @.55 for 4 events	$ 373	$ 890	$ 890	$ 348	$ -		split between events above
	Mayors' Council Holiday Luncheon	$ 105	$ 150	$ 150	$ 150	$ 250		$25 x 10
	Legislative Breakfast- Clw Chamber of Commerce		$ -	$ -	$ -	$ -		
	Tampa Bay Beaches Chamber of Commerce	$ 30	$ -	$ -	$ -	$ -		
	Mayors' Prayer Brunch	$ 15	$ 15	$ 15	$ -	$ 15		
511.0440	**Rentals & Leases**	$ -	$ -	$ -	$ -	$ -		
	Voting equip rental- from Pinellas County	$ -	$ -	$ -	$ -	$ -		part of registered voter fee
	Delivery/ transportation of voting equip	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
511.0470	**Printing and Binding**	$ 212	$ 140	$ 140	$ -	$ 135	-3.6%	
	Business Cards - New Councilmembers	$ 212	$ 140	$ 140	$ -	$ 135		Mayor & 3 Councilmembers
	Precinct Ballot 625 @ $0.22 March '12	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
	Provisional Ballot 25 @ $0.22 March '12	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
	Absentee Ballot kits 550 @ $.90	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
Transf to 510	Misc-candidate petition cards, voter list							trf to 510.0470

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
MAYOR COUNCIL DEPARTMENT #511
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
511.0490	**Miscellaneous**	**$ 1,592**	**$ 1,195**	**$ 1,175**	**$ 528**	**$ 1,660**	**41.3%**	
	Mayor/Council Misc	$ -	$ -	$ -	$ -	$ -		
	City Council Shirts	$ 277	$ 195	$ 195	$ 111	$ 160		$40 - 4 shirts
TnsfNon-Dep	Employee Holiday Gift Certificates from Council	$ 325	$ 400	$ 400	$ 400	$ 400		$50 x 8 employees
	Tour Bus /City tour	$ -	$ -	$ -	$ -	$ -		
	BIG-C Breakfast	$ 409	$ 400	$ 400	$ -	$ 400		
	Board Appreciation Lunch	$ 581				$ 500		
	Activation of modem line-March '12 election	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
	Miscellaneous-reimb medical, frames, etc	$ -	$ 200	$ 200	$ 17	$ 200		
	Trf to 511.490 for GFOA Finance booklet per IEMO	$ -	$ -	$ (20)	$ -	$ -		
511.0491	**Advertising**	**$ 200**	**$ 200**	**$ 200**	**$ 413**	**$ 200**	**0.0%**	
Moved to clerk	Notice of Election	$ -	$ -	$ -	$ -	$ -		
Moved to clerk	Legal Ad Sample Ballot	$ -	$ -	$ -	$ -	$ -		
	FLOC Quality Cities Magazine Advertisement	$ 200	$ 200	$ 200	$ -	$ 200		
	Undergrounding of Utilities postcard	$ -	$ -	$ -	$ 413	$ -		
Moved to clerk	Miscellaneous Advertising-BOA, etc	$ -	$ -	$ -	$ -	$ -		
511.0492	**Contributions & Donations**	**$ 1,105**	**$ 650**	**$ 650**	**$ 180**	**$ 100**	**-84.6%**	
	BIG-C contributions	$ -	$ 500	$ 500	$ 80	$ -		
	Donations TBD by Mayors' Council of Pinellas	$ 105	$ 150	$ 150	$ 100	$ 100		
	Florida Shore & Beach Preservation Assoc. Contrib.	$ -			$ -	$ -		
	Pinellas Safe Harbor	$ 1,000	$ -	$ -	$ -	$ -		
511.0520	**Operating Supplies - Total**	**$ 331**	**$ 550**	**$ 550**	**$ 8**	**$ 550**	**0.0%**	
	Signature verifications-Suprv of Elections	$ -	$ -	$ -	$ -	$ -		Trf to 511.0350 Election Exp
	Photo sessions, photo supplies	$ 212	$ 250	$ 250	$ 8	$ 250		
	Misc-name inserts, badges, video tapes	$ 119	$ 300	$ 300	$ -	$ 300		

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
MAYOR COUNCIL DEPARTMENT #511
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
511.0540	**Membership & Publications - Total**	**$ 2,377**	**$ 2,280**	**$ 2,300**	**$ 2,113**	**$ 2,150**	**-6.5%**	
	BIG-C Annual Dues	$ 550	$ 550	$ 550	$ 550	$ 550		
	BIG-C Bay Watch Share-Assesment Fee	$ -	$ -	$ -	$ -	$ -		
	Florida Shore & Beaches Preservation Assoc Dues	$ 500	$ 500	$ 500	$ 500	$ 500		
	FLOC- City, Mayor	$ 370	$ 370	$ 370	$ 370	$ 370		
	SLOC	$ 500	$ 500	$ 500	$ 500	$ 500		
	Florida League of Mayors	$ -	$ -	$ -	$ -	$ -		
	Mayors' Council of Pinellas County	$ 150	$ 150	$ 150	$ -	$ -		
	Tampa Bay Times Subscription	$ 207	$ 210	$ 210	$ 173	$ 230		
	ASFPM Flood Plain Management- Mayor	$ 100	$ -	$ -	$ -	$ -		
	Trf from 511.490 for GFOA Finance booklet per IEMO	$ -	$ -	$ 20	$ 20			
511.0541	**Prof. Dev - Education - Total**	**$ 1,010**	**$ 1,940**	**$ 1,940**	**$ 985**	**$ 1,930**	**-0.5%**	
	Regist. FLOC Ann Cnf $325 x 2 August 2013	$ 650	$ 650	$ 650	$ -	$ 650		Orlando World Center Marriott
	Regist. SLOC Ann Cnf $120 x 2 May 2013	$ 85	$ 240	$ 240	$ 190	$ 240		Local Conference
	Regist. IEMO $275 x 2	$ 275	$ 550	$ 550	$ 550	$ 550		Jacksonville Omni Hotel
	Regist. IEMO ADV $245 x 2	$ -	$ 500	$ 500	$ 245	$ 490		Cocoa Beach
	Clearwater Bar Seminar- Vice Mayor	$ -	$ -	$ -	$ -	$ -		
	Subtotal Operating Expenditures:	**$ 9,034**	**$ 10,805**	**$ 10,805**	**$ 4,815**	**$ 11,150**	**3.2%**	
	CAPITAL EXPENDITURE:							
511.0640	**Capital Plan -Machinery & Equip. - Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**	
		$ -						
	TOTAL MAYOR & COUNCIL BUDGET	**$ 9,034**	**$ 10,805**	**$ 10,805**	**$ 4,815**	**$ 11,150**	**3.2%**	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 511 COUNCIL
GENERAL FUND - 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013
MAYOR	1	1	1
COUNCIL MEMBERS	6	6	6
TOTAL AUTHORIZED POSITIONS	7	7	7

CAPITAL OUTLAY

6400 - EQUIPMENT: No Capital Outlay budgeted in Fiscal Year 2012-2013

City of Belleair Beach, Florida

City Manager Operating Budget

FISCAL YEAR 2012-2013

CITY MANAGER

Mission

The City Manager is the chief administrative official for the City, responsible for establishing organizational goals and providing overall administration and direction to all City Departments. The City Manager coordinates, implements, and evaluates all policies, procedures and programs.

Goals and Objectives

- Prepare and review agenda items for all regular and special Council meetings in a timely fashion
- Submit the Annual City Budget to City Council in order to comply with City Ordinance
- Provide leadership and direction to Department Directors for all aspects of City projects and address citizens' concerns to ensure smooth running of operation
- Serve as a liaison between departments, the media and the citizens to facilitate better communication
- Prepare reports, monitor expenditures and provide and coordinate support services and resources to City Council to provide feedback
- Develop recommendations and provide information that City Council requires in order to establish policies and directives

Programs and Tasks

ADMINISTRATION - The Administration provides overall direction and supervision for all City departments and is responsible for advising and carrying out policies established by the City Council. Activities include: providing leadership and guidance to the various departments of the City to carry out the day to day functions of the City, administering contracts on behalf of the City pursuant to the provisions of appropriations ordinances, preparing and submitting the annual budget and capital program to the City Council; acts as chief purchasing agent of the City.

ADMINISTRATIVE POLICIES- The City Manager is responsible for developing Administrative Policies on various aspects of City Government. The City Manager distributes policies and ensures Department Directors are adhering to the policy.

AGENDA PREPARATION- The City Manager is responsible for developing the agenda for all City Council meetings and preparing/reviewing/revising the staff reports submitted as backup for the various items to ensure the Council and the public is provided accurate, concise and understandable information on matters being considered by the body.

CITY MANAGER

Programs and Tasks (cont'd.)

FLOOD INSURANCE- The City Manager is responsible for maintaining records for compliance with FEMA requirements in order to maintain eligibility of property owners to purchase Flood Insurance.

ORDINANCES- The City Manager is responsible for developing ordinances relating to Land Development Codes, administrative matters such as purchasing requirements and Code Enforcement activities in order to implement the policies of the City Council.

PERSONNEL ADMINISTRATION - This department, in coordination with the City Clerk, is responsible for the maintenance of City personnel files; training and development programs; compliance with all local, state and federal labor and employment laws; processing, administering and updating benefits.

RISK MANAGEMENT – Is responsible for the provision and promotion of an effective program to protect all of the City's assets from loss or damage including physical property, people and intellectual property. Risk management's programs include: to identify, analyze and minimize risk exposure using the most cost effective means and maintain updated records of all City owned property.

MUNICIPAL CENTER- The City Manager was the project manager for the construction of the 10,000 sq. ft. Municipal Center. This included all aspects of the project including purchase of furnishings and arranging the move to the new facilities. Construction of the new Community Center was completed in September 2009 and the move to the new facilities was completed in late 2009.

EAR-COMPREHENSIVE PLAN-LDC- The City embarked on the State mandated cycle of Evaluation and Appraisal of its Comprehensive Plan, followed by preparation of necessary amendments to the Plan which were then implemented by reviewing and revising its Land Development Codes. This process is guided by the City Manager and the Planning Board and will take about 3 years to complete.

The "City of Belleair Beach 2008 Comprehensive Plan" was adopted and passed by City Council in February 2008 per Ordinance No. 07-15.

CITY OF BELLEAIR BEACH
CITY MANAGER

EXPENDITURE SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONNEL SERVICES	$104,024	$87,709	$109,254	$109,254	$112,310
OPERATING EXPENDITURES	2,460	1,632	1,905	1,905	1,757
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	$106,484	$89,341	$111,159	$111,159	$114,067

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
CITY MANAGER DEPARTMENT #512
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	PERSONNEL SERVICES:							
512.0120	**Salaries & Wages-Full Time - Total**	$ 74,500	$ 77,183	$ 77,183	$ 61,751	$ 78,733	2.0%	
	CM	$ 74,500	$ 77,183	$ 77,183	$ 61,751	$ 78,733		Salary rate 5/31/2012 plus 2% merit no COLA
512.0160	**Salaries & Wages - Perform. Bonus-Total**	$ -	$ -	$ -	$ -	$ -		
	CM	$ -	$ -		$ -	$ -		
512.0161	**Salaries & Wages - Car Allowance -Total**	$ 2,400	$ 2,400	$ 2,400	$ 2,000	$ 2,400	0.0%	
	CM	$ 2,400	$ 2,400	$ 2,400	$ 2,000	$ 2,400		$200 per month
512.0210	**Fica Taxes~ Social Security - 6.2%- Ttl**	$ 4,768	$ 4,934	$ 4,934	$ 3,953	$ 5,030	1.9%	6.2% of salaries and car allowance
	CM	$ 4,768	$ 4,934	$ 4,934	$ 3,953	$ 5,030		
512.0211	**Fica Taxes~ Medicare - 1.45% - Ttl**	$ 1,115	$ 1,154	$ 1,154	$ 924	$ 1,176	1.9%	1.45% of salaries and car allowance
	CM	$ 1,115	$ 1,154	$ 1,154	$ 924	$ 1,176		
512.0220	**Retirement Contributions - Total**	$ 10,604	$ 11,577	$ 11,577	$ 9,263	$ 11,810	2.0%	
	CM	$ 10,604	$ 11,577	$ 11,577	$ 9,263	$ 11,810		15% of salaries: 10% to 401(a), 5% to 457(b) deferred comp
512.0230	**Life & Health Insurance - Total**	$ 10,397	$ 11,750	$ 11,750	$ 9,658	$ 12,990	10.6%	
	Health	$ 7,624	$ 8,760	$ 8,760	$ 7,233	$ 9,880		Per CM +15% increase in health ins. +10% inc in dental, Life LTD +
	Dental	$ 475	$ 525	$ 525	$ 395	$ 520		
	Life, LTD, AD&D	$ 2,298	$ 2,465	$ 2,465	$ 2,030	$ 2,590		
512.0240	**Worker's Compensation - Total**	$ 240	$ 255	$ 255	$ 160	$ 170	-33.3%	
	CM	$ 240	$ 255	$ 255	$ 160	$ 170		FYE '12 $40x4qtr=160 includes 5% inc
	Subtotal Personnel Services:	$ 104,024	$ 109,254	$ 109,254	$ 87,709	$ 112,310	2.8%	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
CITY MANAGER DEPARTMENT #512
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	OPERATING:							
512.0310	**Professional Services - Total**	**$ 214**	**$ -**	**$ -**	**$ -**	**$ -**		
	Miscellaneous- alloc for Nyhart OPEB	$ 214	$ -	$ -	$ -	$ -		
512.0340	**Other Contractual Services - Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**	
512.0400	**Travel & Per Diem - Total**	**$ 330**	**$ 345**	**$ 345**	**$ 325**	**$ 320**	**-7.2%**	
	ICMA Conference-City Manager	$ 35	$ -	$ -	$ -	$ -		will not attend 2012 conference
	FCCMA State Conf -CM	$ -	$ -	$ -	$ -	$ -		will not attend 2012 conference
	FCCMA Luncheon	$ -	$ -	$ -	$ -	$ -		
	Mileage reimbursemnt 196.08 RT @.55	$ -	$ -	$ -	$ -	$ -		
	CM Consortium Luncheon Largo City Hall	$ 164	$ 200	$ 200	$ 196	$ 200		20-25 attendees @ $10
	SCRAM luncheon (beach communities)	$ 131	$ 120	$ 120	$ 104	$ 120		8 SCRAM
	Mayor's Council of Pinellas County- Cty Mgr	$ -	$ 25	$ 25	$ 25	$ -		Holiday luncheon
512.0410	**Telephone & Communications - Total**	**$ 649**	**$ 720**	**$ 720**	**$ 458**	**$ 585**	**-18.8%**	
	Nextel/ Verizon-cell phone 12 @ .75	$ 4	$ 25	$ 25	$ 1	$ 10		
	State of FL DMS new contract	$ 645	$ 695	$ 695	$ 457	$ 575		pending state contract -10%
512.0490	**Miscellaneous - Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
512.0520	**Operating Supplies - Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	Aerials and maps of city		$ -	$ -		$ -		
	Misc. Supplies-gold subplate for picture	$ -	$ -	$ -	$ -	$ -		
512.0540	**Membership & Publications - Total**	**$ 817**	**$ 840**	**$ 840**	**$ 849**	**$ 852**	**1.4%**	
	ICMA City Manager	$ 594	$ 610	$ 610	$ 617	$ 620		
	FCCMA City Manager	$ 223	$ 230	$ 230	$ 232	$ 232		
	IIMC	$ -	$ -	$ -	$ -	$ -		
512.0541	**Prof. Dev - Education - Total**	**$ 450**	**$ -**	**$ -**	**$ -**	**$ -**		
	ICMA -CM	$ -	$ -	$ -	$ -	$ -		
	FCCMA Annual Conference- CM regist.	$ 450	$ -	$ -	$ -	$ -		will not attend 2012 conference
	Other Seminars	$ -	$ -	$ -	$ -	$ -		
	Subtotal Operating:	**$ 2,460**	**$ 1,905**	**$ 1,905**	**$ 1,632**	**$ 1,757**	**-7.8%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
CITY MANAGER DEPARTMENT #512
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	CAPITAL:							
512.0640	Capital Plan -Machinery & Equip. - Total	$ -	$ -	$ -	$ -	$ -		
	TOTAL CITY MANAGER BUDGET	$ 106,484	$ 111,159	$ 111,159	$ 89,341	$ 114,067	2.6%	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 512 CITY MANAGER
GENERAL FUND - 001

POSITION COUNTS

	2009/ 2010	2010/ 2011	2011/ 2012
CITY MANAGER	1	1	1
ASSISTANT TO THE CITY MANAGER	-	-	-
TOTAL AUTHORIZED POSITIONS	1	1	1

CAPITAL OUTLAY

There are no capital outlay requests.

City of Belleair Beach, Florida

City Clerk Operating Budget

FISCAL YEAR 2012-2013

CITY CLERK

Mission

The Office of the Clerk provides administrative support to the Mayor and City Councilmembers. The Office maintains the City's vital records, ordinances and resolutions and is custodian of the City Seal. The Office obtains and maintains information for departments of the government and the public.

Goals and Objectives

- Maintain and safeguard all City documents on file to ensure security of information
- Prepare and maintain minutes of all public meetings in accordance with City Codes
- Keep electronic records of all City Council meetings to comply with City Codes and FL State statutes
- Fulfill record requests from the public and other agencies in a timely manner
- Prepare legal advertisements in order to fulfill regulatory compliance requirements

Programs and Tasks

COMMUNITY CENTER- The City Clerk facilitates rental licensing of the Community Center to residents and non- residents for various types of events. The Office maintains the License Agreements and coordinates with Licensees for their events.

MARINA- The City Clerk facilitates rental licensing of boat slips, provides information for all inquires, and oversees maintenance and operations of the City's Marina.

ORDINANCES AND RESOLUTIONS- The City Clerk maintains and indexes all Ordinances and Resolutions for immediate retrieval.

MINUTES- The City Clerk is responsible for recording and preparing minutes of City Council meetings and meetings of several boards.

RECORDS- As custodian of the records, the City Clerk fulfills record requests for the public and other agencies. The City Clerk's office maintains and safeguards all documents on file.

ELECTIONS - City elections are held on the second Tuesday in March of each year. The Clerk's office advises candidates of procedures for running for office, places all required legal advertisements and serves as the Supervisor of Municipal Elections.

ADVERTISING- The City Clerk prepares legal advertisements and sends notices to citizens pertaining to Hearings that affect their property. Also, The City Clerk prepares all legal advertisements of Ordinances.

CITY EVENTS- The City Clerk coordinates and organizes City events as needed.

CITY CLERK

Programs and Tasks (cont'd.)

NOTARY- Notaries are available at the Community Center to assist in the execution of documents.

VOTER REGISTRATION- Applications are available for anyone eighteen years or older.

PERSONNEL ADMINISTRATION- The City Clerk coordinates, in cooperation with the Finance Department, the City's personnel files, compliance with all local, state and federal labor and employment laws and administering workers' compensation claims.

RISK MANAGEMENT- The City Clerk coordinates in cooperation with the Finance Department and the City Manager the City's insurance needs, both health/dental/life and general liability insurance to ensure that all of the city's assets are properly insured and safeguarded from loss.

EXPENDITURE SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONNEL SERVICES	$59,493	$56,791	$70,512	$70,512	$73,069
OPERATING EXPENDITURES	9,343	8,575	14,295	17,164	13,350
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	$68,836	$65,366	$84,807	$87,676	$86,419

CITY OF BELLEAIR BEACH, FL
PROPOSED APPROPRIATIONS
CITY CLERK DEPARTMENT #510
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	PERSONNEL SERVICES:							
510.0120	Salaries & Wages-Full Time	42,947	51,000	51,000	40,801	52,022	2.0%	Merit Increase
510.0210	Fica Taxes~ Social Security	$ 2,663	$ 3,162	$ 3,162	$ 2,529	$ 3,225	2.0%	6.2% of salaries
	City Clerk	$ 2,663	$ 3,162	$ 3,162	$ 2,529	$ 3,225		
510.0211	Fica Taxes~ Medicare	$ 623	$ 740	$ 740	$ 592	$ 754	2.0%	1.45% of salaries
	City Clerk	$ 623	$ 740	$ 740	$ 592	$ 754		
510.0220	Retirement Contributions	$ 3,965	$ 5,100	$ 5,100	$ 4,080	$ 5,202	2.0%	10.00% of salaries
510.0230	Life & Health Insurance	$ 9,146	$ 10,355	$ 10,355	$ 8,692	$ 11,760	13.6%	actual FYE 2012 rates + 15 increase in health insurance 10% in dental, & 8% rate ncrease in Life, LTD, AD&D
	Health	$ 7,625	$ 8,760	$ 8,760	$ 7,229	$ 9,880		
	Dental	$ 475	$ 525	$ 525	$ 400	$ 520		
	Life, LTD, AD&D	$ 1,046	$ 1,070	$ 1,070	$ 1,063	$ 1,360		
510.0240	Worker's Compensation	$ 149	$ 155	$ 155	$ 97	$ 105	-32.3%	actual allocation for FYE '12 plus 5% increas
	Subtotal Personnel Services	$ 59,493	$ 70,512	$ 70,512	$ 56,791	$ 73,069	3.6%	

CITY OF BELLEAIR BEACH, FL
PROPOSED APPROPRIATIONS
CITY CLERK DEPARTMENT #510
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	OPERATING:							
510.0310	**Professional Services - Total**	$ 214	$ -	$ -	$ -			
	Misc-allocation for OPEB per audit	$ 214	$ -	$ -	$ -	$ -		
510.0340	**Other Contractual Services**	$ 400	$ 400	$ 400	$ 550	$ 550	37.5%	Tsf fr Mayor/Council
fr 511	Annual code on the internet	$ 400	$ 400	$ 400	$ 550	$ 550		
510.0350	**Election Expenses fr Supervisor of Elect.**	$ 2,838	$ 2,885	$ 2,885	$ 2,334	$ 2,580	-10.6%	Tsf fr Mayor/Council
	Election Admin- Registered Voters 1398 @.40	546	$ 550	$ 550	559	$ 560		
	Election Poll Workers	1374	$ 1,370	$ 1,370	958	$ 1,030		
	Equipment Delivery- carts 4 @31	62	$ 125	$ 125	122	$ 125		
	Precinct Ballot 700 @ $0.22	132	$ 180	$ 180	684	$ 155		
	Provisional Ballot 25 @ $0.22	6	$ 5	$ 5		$ 5		
	Duplicate Ballots 5 @ $.40	1	$ 5	$ 5		$ 5		
	Test Ballots 10 @ $.40	8	$ 5	$ 5		$ 5		
	Absentee/ Mail Ballot kits 590 @ $.90	505	$ 490	$ 490		$ 535		
	Replacement Mail Ballot Kits 17 @ $1.30	0	$ 20	$ 20		$ 25		
	Modem Line Activation	191	$ 95	$ 95		$ 95		
	Book closing data	8	$ -	$ -	8	$ -		
	Signature verifications-Suprv of Elections	5	$ 40	$ 40	3	$ 40		
510.0400	**Travel & Per Diem**	$ 1,072	$ 760	$ 760	$ 580	$ 1,360	78.9%	
	FACC Fall Academy Oct '12	$ 870	$ 455	$ 455	$ 512	$ 865		$144 x 6 nights
	FACC Fall Academy Meals					$ 175		
	FACC Fall Academy Mileage					$ 105		187 miles RT x .55
	FACC Annual Conference	$ -	$ -	$ -	$ -	$ -		will not attend
	FRMA Florida Records Mgmt Assoc 2 days	$ -	$ 25	$ 25	$ -	$ 10		18 miles RT x .55
	Mileage reimbursement 147 @ .55	$ 126	$ 75	$ 75	$ 29	$ -		
	Pinellas Cnty Clrk Luncheons 12 @ $15	$ 76	$ 180	$ 180	$ 14	$ 180		$15 x 12 luncheons
	Mayor's Council Holiday luncheon-Clerk	$ -	$ 25	$ 25	$ 25	$ 25		Holiday luncheon
510.0410	**Telephone & Communications**	$ 647	$ 740	$ 740	$ 464	$ 580	-21.6%	
	State of FL DMS - New contract	$ 645	$ 675	$ 675	$ 462	$ 575		Lower contract with the state
	Verizon Wireless- cell 6 @ 1, 6 @ 10	$ 2	$ 65	$ 65	$ 2	$ 5		primarily for emergency
510.0460	**Repairs & Maintenance**	$ -	$ 150	$ 150	$ 13	$ 150	0.0%	
	Repair of recording equipment	$ -	$ 150	$ 150	$ 13	$ 150		regular maintenance

CITY OF BELLEAIR BEACH, FL
PROPOSED APPROPRIATIONS
CITY CLERK DEPARTMENT #510
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
510.0470	**Printing and Binding**	**$ 455**	**$ 3,450**	**$ 6,319**	**$ 1,995**	**$ 3,450**	**-45.4%**	
	Municipal Code Corp-codification	$ -	$ 3,000	$ 3,000	$ 1,901	$ 3,000		
	Manual/ code book	$ 354	$ -	$ -	$ -	$ -		
	Various print projects	$ 67	$ 400	$ 400	$ -	$ 400		
	Business cards CMC		$ -	$ -	$ 33	$ -		
	Records management leaflet		$ -		$ 18	$ -		
from 511	Misc-candidate petition cards, voter list	$ 34	$ 50	$ 50	$ 43	$ 50		
	Fwrd fr FYE 2011Muni Code suppl 10	$ -		$ 2,869	$ -	$ -		open P.O. 11-22004
510.0490	**Misc. Other Expenses**	**$ 657**	**$ 540**	**$ 540**	**$ 237**	**$ 640**	**18.5%**	
	Flowers for Staff/Council/Board	$ 180	$ 200	$ 200	$ 80	$ 200		
	Other Misc Expenses-Notary renewal	$ 121	$ -	$ -	$ -	$ -		not up for renewal
	Name inserts/ badges 8 @5	$ 53	$ 40	$ 40	$ 7	$ 40		$5 X 8
	Plaques/clocks	$ 303	$ 300	$ 300	$ 150	$ 400		$100 x 4
510.0491	**Advertising Total**	**$ 2,086**	**$ 4,170**	**$ 4,170**	**$ 1,346**	**$ 2,955**	**-29.1%**	
	Ordinances	$ 1,170	$ 1,000	$ 1,000	$ 521	$ 1,000		
	Variance applications	$ 98	$ 900	$ 900	$ -	$ 900		$300 x 3 application
	RFPs - Invitation to Bid	$ -	$ 765	$ 765	$ -	$ 400		$400 x 1 Ad
	Solid Waste Management Cost Acctg	$ 267	$ 270	$ 270	$ 212	$ -		
	Notice of Election	$ 105	$ 150	$ 150	$ 145	$ 145		frm 511.0491
	Legal Ad Sample Ballot	$ 385	$ 385	$ 385	$ 408	$ 410		frm 511.0491
	Misc Advertising -BOA, etc..	$ -	$ 600	$ 600	$ -	$ -		frm 511.0491
	Miscellaneous- includes yard sale	$ 61	$ 100	$ 100	$ 60	$ 100		
510.0520	**Operating Supplies**	**$ 77**	**$ 125**	**$ 125**	**$ 21**	**$ 125**	**0.0%**	
	Printer Desk Jet HP	$ -	$ -	$ -	$ -	$ -		
	Audio tapes/ cassettes	$ 77	$ 125	$ 125	$ 21	$ 125		
510.0531	**Claim of Lien Fees**	**$ 202**	**$ -**	**$ -**	**$ 130**	**$ 250**		
	Filing of lien fees	$ 163	$ -	$ -	$ 130	$ 200		
	Lien satisfaction	$ 39	$ -	$ -	$ -	$ 50		
510.0540	**Membership & Publications - Total**	**$ 360**	**$ 645**	**$ 645**	**$ 655**	**$ 335**	**-48.1%**	
	IIMC Internt'l Inst of Municipal Clerks	$ 135	$ 135	$ 135	$ 135	$ 135		
	FACC- Florida Assoc of City Clerks	$ 75	$ 60	$ 60	$ 75	$ 75		
	FRMA-Florida Records Mgmt Assoc	$ 125	$ 125	$ 125	$ 100	$ 100		
	PCMCA-Pinellas Cty Municipal Clerks	$ 25	$ 25	$ 25	$ 25	$ 25		
	Florida Statutes	$ -	$ 300	$ 300	$ 320	$ -		
510.0541	**Prof. Dev - Education - Total**	**$ 335**	**$ 430**	**$ 430**	**$ 250**	**$ 375**	**-12.8%**	
	Registration FACC Academy Oct '12	$ 200	$ 250	$ 250	$ 175	$ 250		
	Public Records Mgt	$ -	$ -	$ -	$ -	$ 75		
	IIMC Application for MMC Designation	$ -	$ -		$ -	$ 50		
	CMC admission/ certification fee	$ 135			$ -	$ -		
	FRMA Florida Records Mgmt Assoc	$ -	$ 180	$ 180	$ 75	$ -		
	Subtotal Operating Expenditures	**$ 9,343**	**$ 14,295**	**$ 17,164**	**$ 8,575**	**$ 13,350**	**-22.2%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED APPROPRIATIONS
CITY CLERK DEPARTMENT #510
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	CAPITAL:							
510.0640	Capital Plan -Machinery & Equip. - Total	$ -	$ -	$ -	$ -	$ -		
					$ -	$ -		
	Subtotal Capital	$ -	$ -	$ -	$ -	$ -		
	TOTAL CITY CLERK BUDGET	$ 68,836	$ 84,807	$ 87,676	$ 65,366	$ 86,419	-1.4%	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 510 CLERK
GENERAL FUND - 001

POSITION COUNTS

	2,010 2011	2,011 2012	2,012 2013
CITY CLERK	1	1	1
DEPUTY CITY CLERK	-	-	-
TOTAL AUTHORIZED POSITIONS	1	1	1

CAPITAL OUTLAY

6400 - EQUIPMENT: No Capital Outlay is budgeted for Fiscal Year 2012-2013

City of Belleair Beach, Florida

Finance Operating Budget

FISCAL YEAR 2012-2013

FINANCE

Mission

The Finance Department is in charge of the administration of the financial affairs of the City and identification and development of fiscal policies and practices to enhance public benefit. The Finance Officer reports to the City Manager.

Goals and Objectives

- Manage City's financial resources through accurate and timely financial reporting and regular financial planning
- Maintain and update a comprehensive system of internal controls to safeguard the City's resources and maintain integrity of financial information
- Record cash receipts and cash disbursements transactions in City's financial computer system to ensure accuracy and timeliness of transaction data flow
- Process payroll, pension and tax reports in order to comply with FL State statutes and Federal laws and regulations
- Prepare, assemble and publish City Budget in accordance with City Ordinance and FL State statutes
- Monitor compliance with City Budget to conserve the City's financial resources
- Implement the City's Investment Policy to make sure that sound investments decisions are made while implementing safety, liquidity and yield guidelines
- Evaluate debt financing plan options to allow availability of choices that serve the best interest of the City

Programs and Tasks

BUDGETING COMPLIANCE - Involves expenditure, commitments/ encumbrance and authority monitoring as well as compliance for supplemental appropriations and transfers.

BUDGET AND MANAGEMENT - Is responsible for the coordination and development of the Annual Budget and Capital Improvement Program (CIP).

CASH RECEIPTS PROCESSING - This involves processing of City cash receipts as well as accounting and reconciling.

FINANCIAL REPORTING - Provides monthly revenue and expenditure reports and balance sheets; responsible for the Comprehensive Annual Financial Report (CAFR).

PAYROLL - Provides auditing of all departments' time sheets, master file maintenance, preparation of transmittal payroll input, and reconciliation of output, checking account and tax reports.

FINANCE

Programs and Tasks (cont'd.)

PURCHASING/CASH DISBURSEMENTS - This program involves verification and input of invoices, authorization for payment, reconciliation of vendor accounts, preparation of payments and reconciliation of bank accounts.

INVESTMENT AND FINANCIAL STRATEGIES - Implements the City's Cash and Investment Policy; monitors the Cash and Investment portfolio of all funds to ensure that these primary objectives are being achieved: safety of principal, liquidity and yield or rate of return; verifies compliance with applicable Florida State Statutes in regards to deposits and investments of public money; and prepares timely and complete reporting to City Council, management, citizens and oversight agencies.

DEBT ADMINISTRATION - Recommends to City Council and management the best debt financing plan after a careful review and analysis of all viable options available to the City; ensures the timely payment of outstanding principal and interest per Bank amortization schedule on existing loan; monitors compliance with Bank and oversight agencies' requirements.

FIXED ASSET CONTROL - Controls the purchase of fixed assets, changes, perpetual inventory, data base preparation and oversight of annual physical inventory.

EXPENDITURE SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONNEL SERVICES	$ 80,058	$ 71,014	$ 84,264	$ 84,264	$ 77,707
OPERATING EXPENDITURES	$ 21,856	$ 20,175	$ 28,435	$ 28,435	$ 27,117
CAPITAL OUTLAY	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 101,914	$ 91,189	$ 112,699	$ 112,699	$ 104,824

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
FINANCE DEPARTMENT #513
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	PERSONNEL SERVICES:							
513.0120	**Salaries & Wages - Total**	**$ 59,612**	**$ 61,759**	**$ 61,759**	**$ 55,668**	**$ 56,100**	**-9.2%**	
	Finance Officer	$ 59,612	$ 61,759	$ 61,759	$ 55,668	$ 56,100		salary rate 5/31/12 plus 2% merit, no COLA
513.0210	**Fica Taxes~Social Security**	**$ 3,696**	**$ 3,829**	**$ 3,829**	**$ 3,451**	**$ 3,478**	**-9.2%**	6.2% of salaries
	Finance Officer	$ 3,696	$ 3,829	$ 3,829	$ 3,451	$ 3,478		
513.0211	**Fica Taxes~Medicare**	**$ 864**	**$ 896**	**$ 896**	**$ 807**	**$ 813**	**-9.2%**	1.45% of salaries
	Finance Officer	$ 864	$ 896	$ 896	$ 807	$ 813		
513.0220	**Retirement Contributions - Total**	**$ 5,504**	**$ 6,176**	**$ 6,176**	**$ 4,721**	**$ 5,610**	**-9.2%**	10.00% of salaries
	Finance Officer	$ 5,504	$ 6,176	$ 6,176	$ 4,721	$ 5,610		
513.0230	**Life & Health Insurance - Total**	**$ 10,238**	**$ 11,455**	**$ 11,455**	**$ 6,273**	**$ 11,600**	**1.3%**	
	Health	$ 7,625	$ 8,760	$ 8,760	$ 4,206	$ 9,880		Actual FYE12 Health x 15%, Dental x 10% and Life x 8% Inc per Cty Mgr. See Detailed Schedul;e
	Dental	$ 475	$ 525	$ 525	$ 396	$ 520		
	Life, LTD, AD&D	$ 2,138	$ 2,170	$ 2,170	$ 1,671	$ 1,200		
513.0240	**Worker's Compensation - Total**	**$ 144**	**$ 150**	**$ 150**	**$ 94**	**$ 105**	**-30.0%**	actual allocation for FY2011-12 plus 95x8% increase lower due to lower salary budget.
	Finance Officer	$ 144	$ 150	$ 150	$ 94	$ 105		
	Subtotal Personnel Services:	**$ 80,058**	**$ 84,264**	**$ 84,264**	**$ 71,014**	**$ 77,707**	**-7.8%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
FINANCE DEPARTMENT #513
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	OPERATING:							
513.0310	**Professional Services - Total**	**$ 214**	**$ -**	**$ -**	**$ -**	**$ -**		
	Allocation for Nyhart study- OPEB disclosure	214			$ -	$ -		
513.0320	**Accounting and Auditing - Total**	**$ 17,100**	**$ 17,100**	**$ 17,100**	**$ 17,100**	**$ 17,100**	**0.0%**	
	Annual Audit	$ 17,100	$ 17,100	$ 17,100	$ 17,100	$ 17,100		per renewal agreement with Davidson, Jamieson & Cristini, P.L. CPA's
513.0340	**Other Contractual Services - Total**	**$ 926**	**$ 575**	**$ 575**	**$ 544**	**$ 695**	**20.9%**	
	QuickBooks 2011 Edition	$ 320	$ -	$ -	$ -	$ -		
	QuickBooks Enhanced Payroll 2011 upgrade	$ 182	$ -	$ -	$ -	$ -		
	Quickbks Tech support $25 x 12	$ 149	$ 300	$ 300	$ 149	$ 300		annual Enhanced P/R tech support renewal & upgrades, standard P/R phased out
	QuickBooks Payroll upgrade and support	$ 275	$ 275	$ 275	$ 395	$ 395		annual recurring charge
513.0400	**Travel & Per Diem - Total**	**$ 54**	**$ 900**	**$ 900**	**$ -**	**$ 1,837**	**104.1%**	
	FGFOA School Govt. Fin.- Nov 2012 Sarasota	$ -	$ -	$ -	$ -	$ 685		600 lodging, 82 meals
	FGFOA Conference- Jun 2013 Boca Raton	$ -	$ 725	$ 725	$ -	$ 725		660 lodging, 62 meals
	Mileage reimbursements 642.38 miles @.55	$ -	$ 105	$ 105	$ -	$ 355		96.58 miles FGOA School -Sarasota, 545.80 miles FGFOA Conference-Boca Raton
	Local FGFOA luncheons 4 @ $18	$ 54	$ 70	$ 70	$ -	$ 72		
513.0410	**Telephone/Communications - Total**	**$ 645**	**$ 685**	**$ 685**	**$ 456**	**$ 565**	**-17.5%**	
	State of Fl DMS - new contract	$ 645	$ 685	$ 685	$ 456	$ 565		pending State contract PY less 10%
513.0440	**Rentals & Leases - Total**	**$ 125**	**$ 170**	**$ 170**	**$ -**	**$ 135**	**-20.6%**	
	Safe deposit rental	$ 125	$ 170	$ 170	$ -	$ 135		FYE 2012 actual + 5% incr
513.0470	**Printing & Binding - Total**	**$ 975**	**$ 1,000**	**$ 1,000**	**$ 1,220**	**$ 1,210**	**21.0%**	
	Payroll checks/ direct deposit	$ -	$ -	$ -	$ 111	$ 110		
	A/P checks/ envelopes/ deposit tkts printed	$ 398	$ 255	$ 255	$ 262	$ 275		FYE 2012 actual + 5% incr
	CAFR & Internal Control & Compliance	$ 536	$ 705	$ 705	$ 783	$ 785		18 bks, 1 PDF CD-State mandate
	Budget Package for Awards Program	$ -	$ -	$ -	$ -	$ -		
	Tax forms, all other	$ 41	$ 40	$ 40	$ 64	$ 40		W2/ W3, 1099/1096

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
FINANCE DEPARTMENT #513
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
513.0491	**Advertising - Total**	**$ 730**	**$ 590**	**$ 590**	**$ -**	**$ 730**	**23.7%**	
	Budget & Millage Ads	$ 730	$ 590	$ 590	$ -	$ 730		Tampa Bay Times ads-budget summary/ budget hearing
513.0520	**Operating Supplies- Total**	**$ 781**	**$ 1,750**	**$ 1,750**	**$ 606**	**$ 555**	**-68.3%**	
	Bank Charges	$ 781	$ 1,750	$ 1,750	$ 606	$ 555		ave. actual rate- last 18 months
513.0539	**Hurricane Expenses-Total**	**$ 11**	**$ 5,080**	**$ 5,080**	**$ 4**	**$ 3,550**	**-30.1%**	
	Emergency Hurricane Funds	$ -	$ 5,000	$ 5,000	$ -	$ 3,500		various Hurricane cash expenses
	Emergency cell phones- Mayor, Finance	$ 11	$ 80	$ 80	$ 4	$ 50		Mayor, Finance Officer-seasonal
513.0540	**Membership & Publications - Total**	**$ 215**	**$ 300**	**$ 300**	**$ 215**	**$ 310**	**3.3%**	
	Miscellaneous- Govt. Finance handbooks	$ -	$ 90	$ 90	$ -	$ 90		
	FGFOA Renewal	$ 35	$ 25	$ 25	$ 35	$ 35		
	Gulf Coast Chapter FGFOA Renewal	$ 20	$ 20	$ 20	$ 20	$ 20		
	GFOA Membership	$ 160	$ 165	$ 165	$ 160	$ 165		actual FYE 2012 + 3% increase
513.0541	**Professional Development - Total**	**$ 80**	**$ 285**	**$ 285**	**$ 30**	**$ 430**	**50.9%**	
	School of Govt. Finance registration	$ -	$ -	$ -	$ -	$ 170		Nov 2012 Sarasota
	FGFOA Annual Conference registration	$ -	$ 200	$ 200	$ -	$ 200		Jun 2013 Boca Raton
	Cash & Investments, Fin. Reporting Seminars	$ 80	$ 85	$ 85	$ 30	$ 60		Feb & Oct local seminars
	Subtotal Operating:	**$ 21,856**	**$ 28,435**	**$ 28,435**	**$ 20,175**	**$ 27,117**	**-4.6%**	
	CAPITAL:							
513.0640	**Capital Plan -Machinery & Equip. -Total**	**$ -**	**$ -**	**$ -**	$ -	**$ -**		
								Current Fin Comptuter is over 5 yrs old
	Subtotal Capital	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	TOTAL FINANCE BUDGET	**$ 101,914**	**$ 112,699**	**$ 112,699**	**$ 91,189**	**$ 104,824**	**-7.0%**	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 513 FINANCE
GENERAL FUND - 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013
FINANCE OFFICER	1	1	1
TOTAL AUTHORIZED POSITIONS	1	1	1

CAPITAL OUTLAY

6400 - CAPITAL EQUIPMENT:

City of Belleair Beach, Florida

Information Technology (IT) Operating Budget

FISCAL YEAR 2012-2013

INFORMATION TECHNOLOGY (IT)

Mission

The Information Technology (IT) area is responsible for various services relating to the smooth flow of computerized information. This includes electronic exchange of data between the City and citizens as well as between the individual departments within the City.

At present an outside consultant provides IT services consisting of maintenance, support services and special projects. On the other hand, the City's website is maintained by City staff.

Goals and Objectives

- Maintain City's website as primary source of information for citizens
- Maintain network connectivity for eight (8) personal computers and work stations and one (1) laptop computer to two (2) Microsoft and Linux servers to ensure continuous availability of technological resources
- Research quotations for City computer purchases in order to make sure that product requirements and pricing are the best available options for the City

Programs and Tasks

NETWORK CONNECTIVITY - maintains server, City wide e-mail and Internet connections

WEB SITE - designs, implements and maintains City's web site

APPLICATION SOFTWARE- is responsible for software license renewal and upgrades

COMPUTER REPAIRS - is responsible for hardware repairs and upgrades

STORAGE- is responsible for storage of backup computer data

SUPPORT SERVICES- helps City employees with IT related problems and issues

CITY OF BELLEAIR BEACH
INFORMATION TECHNOLOGY (IT)

EXPENDITURE SUMMARY

	ACTUAL FY 2010-2011	ACTUAL 7/31/2012 FY 2011-2012	ADOPTED BUDGET FY 2011-2012	AMENDED BUDGET FY 2011-2012	ADOPTED BUDGET FY 2012-2013
OPERATING EXPENDITURES	$ 6,959	$ 4,626	$ 7,535	$ 7,535	$ 8,465
CAPITAL OUTLAY	0	5,414	5,330	5,330	1,350
TOTAL	$ 6,959	$ 10,040	$ 12,865	$ 12,865	$ 9,815

CITY OF BELLEAIR BEACH, FL
BUDGET APPROPRIATIONS
INFORMATION TECHNOLOGY (IT) DEPT #517
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
517.0340	**Other Contractual Services**	**$ 3,456**	**$ 5,525**	**$ 5,525**	**$ 3,532**	**$ 5,575**	**0.9%**	
	Domain Name Registration	$ -	$ 215	$ 215	$ 188	$ 220		mybelleairbeach, cityofbellea web-forwarding, private reg s
	Website and Intranet Development	$ -	$ -	$ -	$ -	$ -		
	Constant Contact e-mail marketing/ archive	$ 210	$ 210	$ 210	$ 235	$ 235		Newsletter/ Fastblasts
	Web Hosting	$ 336	$ 120	$ 120	$ 139	$ 140		Network Solutions
	Hardware/Software Support- consultant	$ 2,910	$ 4,980	$ 4,980	$ 2,970	$ 4,980		2 hrs/wk x 52 wks; 80% or 83 hrs at $60/ hr support svc
	Photos for website- Jerry Lukas	$ -	$ -	$ -	$ -	$ -		
517.0400	**Travel & Per Diem**	**$ 294**	**$ -**	**$ -**	**$ -**	**$ -**		
	Revolabs Conference Feb 2011 Orlando	$ 180	$ -	$ -	$ -	$ -		
	Mileage reimbursement	$ 114	$ -	$ -	$ -	$ -		
517.0460	**Repairs & Maintenance-Total**	**$ 2,606**	**$ 1,725**	**$ 1,725**	**$ 1,094**	**$ 1,390**	**-19.4%**	
	Computer Repairs - consultant	$ 1,650	$ 1,260	$ 1,260	$ 1,065	$ 1,260		21 hrs @ $60 for server, desktop &
	A/V microphones replacement/ repair	$ -	$ -	$ -	$ -	$ -		
	A/V microphones batteries	$ 499	$ 370	$ 370	$ -	$ -		New microphones
	connected HVAC computer/server	$ 214				$ -		
	Miscellaneous IT-Related Supplies	$ 243	$ 95	$ 95	$ 29	$ 50		
	Battery for Server					$ 80		
517.0521	**Computer Software Expense-Total**	**$ 220**	**$ -**	**$ -**	**$ -**	**$ 1,050**		
	Software License Renewal	$ -	$ -	$ -	$ -	$ -		
	Software- Windows 2010 upgrade	$ -	$ -	$ -	$ -	$ 220		
	Norton System, Network Solutions	$ -	$ -	$ -	$ -	$ -		
	Trend Micro - AntiVirus	$ -	$ -	$ -	$ -	$ 600		Symantic Endpoint Protection
	Website/ Miscellaneous Software	$ -	$ -	$ -	$ -	$ 230		TBD- Virus/Spam/Malware
	Memory modules	$ 220	$ -	$ -	$ -	$ -		
517.0522	**Computer Hardware Expense-Total**	**$ 350**	**$ 255**	**$ 255**	**$ -**	**$ 450**	**76.5%**	
	Flat screen monitor for City Clerk	$ -	$ 150	$ 150	$ -	$ 200		
	NetGear Gigabit Ethernet Switch	$ -	$ -	$ -	$ -	$ 250		
	Printers	$ 206	$ 105	$ 105	$ -	$ -		1 printer
	Keyboard/ wireless mouse/ cable	$ -	$ -	$ -	$ -	$ -		
	Hard drive for server	$ 144	$ -	$ -	$ -	$ -		
	APC XS 1500- Uninterrupted Power Supplies	$ -	$ -	$ -	$ -	$ -		
	All-in-one photo smart	$ -	$ -	$ -	$ -	$ -		
	Computer Hardware- PORTS, HUB,USB	$ -	$ -	$ -	$ -	$ -		
517.0540	**Membership & Publications- Total**	**$ 33**	**$ 30**	**$ 30**	**$ -**	**$ -**	**-100.0%**	
	Computer books, publications, references	$ 33	$ 30	$ 30	$ -	$ -		
517.0541	**Professional Development - Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	FLGISA Annual Conference- Registration	$ -	$ -	$ -	$ -	$ -		

CITY OF BELLEAIR BEACH, FL
BUDGET APPROPRIATIONS
INFORMATION TECHNOLOGY (IT) DEPT #517
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	Subtotal Operating	**$ 6,959**	**$ 7,535**	**$ 7,535**	**$ 4,626**	**$ 8,465**	**12.3%**	
517.0642	**Capital Plan-Computer Hdwr-Total**	**$ -**	**$ 5,330**	**$ 5,330**	**$ 5,414**	**$ 1,350**	**-74.7%**	
	Server- PowerEdge	$ -	$ 4,570	$ 4,570	$ 4,566	$ -		
	Desktop computer Finance					$ 675		
	Desktop computer City Manager	$ -	$ 760	$ 760	$ 848	$ -		
	Desktop computer for City Clerk	$ -	$ -	$ -	$ -	$ 675		
517.0643	**Capital Plan-Computer Software-Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	Miscellaneous Software for Server	$ -	$ -	$ -	$ -			
	Subtotal Capital	**$ -**	**$ 5,330**	**$ 5,330**	**$ 5,414**	**$ 1,350**	**-74.7%**	
	TOTAL IT BUDGET	**$ 6,959**	**$ 12,865**	**$ 12,865**	**$ 10,040**	**$ 9,815**	**-23.7%**	

CITY OF BELEAIR BEACH, FLORIDA
DEPARTMENT: 517
INFORMATION TECHNOLOGY (IT)
GENERAL FUND 001

POSITION COUNTS

2010/ 2011	2011/ 2012	2012/ 2013
-	-	-

NETWORKING, WEB AND COMPUTER REPAIR SERVICES ARE PROVIDED BOTH IN-HOUSE AND WITH THE ASSISTANCE OF AN OUTSIDE CONSULTANT.

CAPITAL OUTLAY

0642 - Capital Plan-Computer Hdwr-Total

Desk top computer for Finance	$	675
Desk top computer for City Clerk	$	675
TOTAL CAPITAL OUTLAY	$	1,350

City of Belleair Beach, Florida

Non-Departmental Operating Budget

FISCAL YEAR 2012-2013

NON-DEPARTMENTAL

Mission

The Non-Departmental area is responsible for an efficient operation of the front office. The first point of contact when there is a visitor to City Hall is the Administrative Assistant who runs the front office, greeting citizens and vendors, answering and/ or directing questions and concerns to those who can best serve the individual's inquiry or need. This area is also responsible for timely and accurate processing of cash receipts and sending out check disbursements to vendors. All costs that cannot be assigned to a specific department are accounted for in Non Departmental. Insurance policies that apply to all departments as well as Utilities are budgeted in this department. This also includes office supplies and general operating supplies used by all departments of the City.

Goals and Objectives

- Process cash receipts and prepare bank deposit forms to comply with City's policy of daily deposit of collections
- Ensure that all rental property are registered and applicable fees are collected to protect citizens' interest
- Assist residents in obtaining beach parking stickers to help ensure that City codes are enforced
- Process/ verify library reimbursement requests in order to facilitate citizens' usage of Pinellas County library resources
- Prepare informative, timely and attractive monthly electronic newsletter and annual printed newsletter to better communicate with residents
- Document citizens' complaints to make sure that all issues are handled promptly
- Maintains City Website and BBTV 6158- Verizon 40

Programs and Tasks

CASH RECEIPTS PROCESSING - This involves processing of City cash receipts, preparing the daily bank deposits and reconciling the cash drawer.

PETTY CASH CUSTODIAN - Non-Departmental staff also serves as the petty cash custodian.

CITIZEN COMPLAINTS - Non-Departmental staff also handles all citizen complaints and requests. Ensures that proper paper work is filed.

NPDES - Non-Departmental staff also handles the acceptance of NPDES registration.

PURCHASING - Non-Departmental staff is in charge of ordering all office supplies, copy and fax machine supplies and repairs.

RECORDS - Non-Departmental staff keeps records of maps and plans of all residents' homes. These are available for inspection or to be copied for a small service fee.

CITY OF BELLEAIR BEACH, FLORIDA
NON-DEPARTMENTAL

EXPENDITURE SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONAL SERVICES	$ 45,464	$ 38,922	$ 48,357	$ 48,357	$ 50,313
OPERATING	$ 132,865	$ 105,787	$ 146,698	$ 146,698	$ 148,969
CAPITAL OUTLAY	$ -	$ 6,825	$ 7,500	$ 7,500	$ 7,500
TOTAL	$ 178,329	$ 151,534	$ 202,555	$ 202,555	$ 206,782

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
NON DEPARTMENTAL - DEPT #519
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	PERSONNEL SERVICES:							
519.0120	**Salaries & Wages - Regular - Total**	**$ 31,299**	**$ 32,426**	**$ 32,426**	**$ 25,930**	**$ 33,076**	**2.0%**	Merit
	Administrative Assistant	$ 31,299	$ 32,426	$ 32,426	$ 25,930	$ 33,076		
519.0140	**Salaries & Wages - Overtime- Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	Administrative Assistant	$ -	$ -	$ -	$ -	$ -		
519.0210	**Fica Taxes~Social Security- Total**	**$ 1,941**	**$ 2,010**	**$ 2,010**	**$ 1,608**	**$ 2,051**	**2.0%**	6.2% of salaries
	Administrative Assistant	$ 1,941	$ 2,010	$ 2,010	$ 1,608	$ 2,051		
	Overtime SS Tax		$ -	$ -	$ -	$ -		
519.0211	**Fica Taxes~Medicare- Total**	**$ 454**	**$ 470**	**$ 470**	**$ 376**	**$ 480**	**2.0%**	1.45% of salaries
	Administrative Assistant	$ 454	$ 470	$ 470	$ 376	$ 480		
	Overtime Med tax		$ -	$ -	$ -	$ -		
519.0220	**Retirement Contributions - Total**	**$ 2,890**	**$ 3,243**	**$ 3,243**	**$ 2,593**	**$ 3,308**	**2.0%**	10.00% of salaries
	Administrative Assistant	$ 2,890	$ 3,243	$ 3,243	$ 2,593	$ 3,308		
519.0230	**Life & Health Insurance - Total**	**$ 8,794**	**$ 10,118**	**$ 10,118**	**$ 8,363**	**$ 11,345**	**12.1%**	
	Health	$ 7,625	$ 8,760	$ 8,760	$ 7,233	$ 9,880		Per Cty Mgr 15% Inc Health, 10% in Dental 8% in Life See detailed schedule for backup.
	Dental	$ 475	$ 524	$ 524	$ 396	$ 520		
	Life, AD&D, LTD	$ 694	$ 834	$ 834	$ 734	$ 945		
519.0240	**Worker's Compensation - Total**	**$ 86**	**$ 90**	**$ 90**	**$ 52**	**$ 54**	**-40.0%**	FYE 2012 + 5% increase
	Administrative Assistant	$ 86	$ 90	$ 90	$ 52	$ 54		
	Subtotal Personnel Services:	**$ 45,464**	**$ 48,357**	**$ 48,357**	**$ 38,922**	**$ 50,313**	**4.0%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
NON DEPARTMENTAL - DEPT #519
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	OPERATING:							
519.0310	**Professional Services - Total**	**$ 214**	**$ -**	**$ -**	**$ -**	**$ -**		
	Miscellaneous- alloc for Nyhart OPEB	$ 214	$ -	$ -	$ -	$ -		not required for FY 2011-12 per auditor (J. Bettinger)
519.0311	**Prof Services - Legal - Total**	**$ 19,829**	**$ 25,000**	**$ 25,000**	**$ 14,533**	**$ 35,000**	**40.0%**	
	City Attorney	$ 19,829	$ 25,000	$ 25,000	$ 14,533	$ 25,000		City atty's estimate, rate 135/ hr
	Extraordinary legal fees	$ -	$ -	$ -	$ -	$ 10,000		per City attorney's estimate
519.0340	**Other Contractual Services - Total**	**$ 13,294**	**$ 12,875**	**$ 12,875**	**$ 9,270**	**$ 11,445**	**-11.1%**	
	Employee physicals 1 @ $224	$ 448	$ 225	$ 225	$ 224	$ 225		
	Southern Telephone Maint. Agrmnt	$ 1,222	$ 1,225	$ 1,225	$ 1,222	$ 1,225		
	London Security Systems, Inc. (alarm system)	$ 485	$ 420	$ 420	$ 385	$ 420		$35/month
	Wireless security- reception area	$ 715	$ -	$ -	$ -	$ -		
	Fire alarm monitoring- Advanced Engr	$ -	$ 380	$ 380	$ 360	$ 405		6% increase- contract renewal
	Fire alarm inspection- Piper Fire Protection	$ 250	$ 250	$ 250	$ -	$ 250		
	Fire extinguisher inspect-Piper Fire Protect	$ 242	$ -	$ -	$ -	$ -		
	Municipal Center Maint- All Clean Svc	$ 5,600	$ 6,000	$ 6,000	$ 4,955	$ 6,000		500/ month includes supplies
	ConServ Building Svc- HVAC maintenance	$ 2,832	$ 2,875	$ 2,875	$ 2,124	$ 2,920		730/ qtr x 4, includes 3% incr
	Roof inspection/ maintenance	$ 1,500	$ 1,500	$ 1,500	$ -	$ -		community ctr for next fiscal year
519.0400	**Travel & Per Diem - Total**	$ -	$ 45	$ 45	$ -	$ -		
	CareerTrack-Communicate with Tact/Skill	$ -	$ 10	$ 10	$ -	$ -		
	Parking/ incidentals	$ -	$ 15	$ 15	$ -	$ -		
	Mileage reimbursements 41.40 @ .55	$ -	$ 20	$ 20	$ -	$ -		
519.0410	**Telephone/Communications - Total**	**$ 4,098**	**$ 4,835**	**$ 4,835**	**$ 2,937**	**$ 4,101**	**-15.2%**	
	Verizon Wireless cell phone 6 @1, 6@10	$ 3	$ 65	$ 65	$ 2	$ 5		for emergency
	State of Florida DMS -new contract	$ 1,777	$ 2,040	$ 2,040	$ 1,421	$ 1,741		PY -10%State contract pending
	Brighthouse Network 12 @ $46 monthly	$ -	$ 555	$ 555	$ -	$ 555		no charges since FY 2009-10
	Fire - State of Florida DMS -new contract	$ 2,318	$ 2,175	$ 2,175	$ 1,514	$ 1,800		PY -10%State contract pending
519-0420	**Postage - Total**	**$ 1,766**	**$ 1,945**	**$ 1,945**	**$ 1,602**	**$ 2,085**	**7.2%**	
	Postage	$ 1,159	$ 1,300	$ 1,300	$ 1,270	$ 1,400		Pitney Bowes-average refil 107
	UPS, FedEx, Misc.	$ 23	$ 120	$ 120	$ -	$ 50		
	Newsletter 1 issue	$ 269	$ 285	$ 285	$ -	$ 285		actual FYE 2012 + 5% increase
	Flood Facts	$ 228	$ 240	$ 240	$ 245	$ 260		actual FYE 2012 + 5% increase
	Other-Tax Collector, CRS	$ 87	$ -	$ -	$ 87	$ 90		Pinellas Cnty allocation-tax bills
519.0430	**Utilities - Total**	**$ 22,793**	**$ 27,215**	**$ 27,215**	**$ 16,113**	**$ 25,415**	**-6.6%**	
	Progress Energy- Community Center	$ 18,842	$ 23,640	$ 23,640	$ 12,814	$ 21,090		1415 ,O,N,D,J,F, M, 1475, A, M, J,J, A, S, 1660 + 5% incr
	Progress Energy- 1001 Cedar Dr.	$ 379	$ 240	$ 240	$ 241	$ 400		average FYE 2012 + 5% increase
	Progress Energy- Tennis courts @ $98/month	$ 620	$ 650	$ 650	$ 1,015	$ 725		average FYE 2012 + 5% increase
	Pinellas Cnty Utilities Community Ctr	$ 2,720	$ 2,400	$ 2,400	$ 1,901	$ 2,900		average FYE 2012 + 5% increase
	Pinellas Cnty Utilities 1001 Cedar	$ 232	$ 285	$ 285	$ 142	$ 300		average FYE 2012 + 5% increase

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
NON DEPARTMENTAL - DEPT #519
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
519.0440	**Rentals & Leases**	**$ 6,713**	**$ 6,505**	**$ 6,505**	**$ 4,817**	**$ 5,245**	**-19.4%**	
	Copier lease Konica Minolta 12 @ $260/mo	$ 4,498	$ 4,500	$ 4,500	$ 3,373	$ 3,120		FYE 2013 4,110 + 7% incr, 64k ded
	Copier 652 meter usage	$ 1,411	$ 1,200	$ 1,200	$ 841	$ 1,320		110 monthly average- FYE 2012
	Postage Meter/Scale Pitney Bowes	$ 804	$ 805	$ 805	$ 603	$ 805		66.99 x 12
519.0450	**Insurance - Total**	**$ 33,928**	**$ 35,863**	**$ 35,863**	**$ 33,645**	**$ 35,245**	**-1.7%**	
	Property- Community Center	$ 10,555	$ 11,295	$ 11,295	$ 10,667	$ 10,920		70%/30% split CC & other
	Property- all other	$ 4,747	$ 5,060	$ 5,060	$ 4,187	$ 4,680		FY 2011 4,728+ 5% increase
	General Liability	$ 10,862	$ 11,135	$ 11,135	$ 10,305	$ 10,820		FYE 2013 5% increase
	Windstorm- Community Center	$ 3,965	$ 4,050	$ 4,050	$ 4,110	$ 4,320		
	Windstorm 1001 Cedar Dr.	$ -	$ -	$ -	$ -	$ -		
	Flood insurance- Community Center	$ 1,279	$ 1,305	$ 1,305	$ 1,404	$ 1,395		5% increase per FLC
	Flood- insurance Cedar Dr. thru 3/6/12	$ 1,767	$ 2,715	$ 2,715	$ 2,668	$ 2,805		5% increase per FLC
	Bonds (includes Notary Bond $40.00))	$ 303	$ 303	$ 303	$ 304	$ 305		
	CRS flood insur- field work/ recov	$ 450	$ -	$ -	$ -	$ -		
519.0460	**Repairs & Maintenance - Total**	**$ 1,135**	**$ 2,540**	**$ 2,540**	**$ 1,723**	**$ 1,888**	**-25.7%**	
	Pest Control- 1001 Cedar & Community Cntr	$ 840	$ 840	$ 840	$ 634	$ 888		Orkin $70/ month pkg deal
	Water main to sprinkler system	$ -	$ -	$ -	$ 220	$ -		
	Electrical/ plumbing/ hardware	$ 295	$ 1,700	$ 1,700	$ 869	$ 1,000		for Community Ctr/ Cedar Dr, trf fr 519.0493 Other OP Exp
519.0470	**Printing & Binding - Total**	**$ 1,671**	**$ 1,810**	**$ 1,810**	**$ 1,645**	**$ 1,790**	**-1.1%**	
	Beach parking stickers/permits/forms	$ 221	$ 220	$ 220	$ 213	$ 235		Pride Graphics 703 4/26/11+ 10%
	Newsletter 1 issue	$ 703	$ 775	$ 775	$ 670	$ 775		.
	Flood Facts- Sir Speedy	$ 418	$ 440	$ 440	$ 418	$ 440		4-6-2012 $417.75
	Belleair Beach license plates	$ 106	$ 130	$ 130	$ 101	$ 110		actual cost + 5% incr 25 qty, offset by revenue
	Parking ticket books	$ 145	$ 145	$ 145	$ 150	$ 150		
	misc.- business cards, other	$ 78	$ 100	$ 100	$ 93	$ 80		offset by revenue

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
NON DEPARTMENTAL - DEPT #519
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
519.0480	**Promotional Activities - Total**	**$ 3,642**	**$ 2,350**	**$ 2,350**	**$ 1,175**	**$ 1,975**	**-16.0%**	
	Halloween- children's pumpkin carving	$ 200	$ 200	$ 200	$ 200	$ 200		share with IRB
	Memorial Day- 1/2 share	$ 101	$ 100	$ 100	$ -	$ -		Mayor attends Bay Pines ceremony
	City Board Luncheon	$ -	$ 550	$ 550	$ -	$ 550		
	Holiday Dinner	$ 886	$ 1,000	$ 1,000	$ 950	$ 1,000		Council/ staff Holiday Dinner
	Holiday Decorations -Community Center	$ -	$ -	$ -	$ -	$ -		remove per City Council 7/18/11
	Holiday Decorations- throughout City	$ 2,455	$ -	$ -	$ -	$ -		remove per City Council 7/18/11
	Mayor's Council Holiday luncheon-P. Marino	$ -	$ -	$ -	$ 25	$ 25		
	Miscellaneous Promotional Event	$ -	$ 500	$ 500	$ -	$ 200		per City Manager
519.0490	**Miscellaneous - Total**	**$ 289**	**$ 400**	**$ 400**	**$ 86**	**$ 400**	**0.0%**	
								move to Mayor & City Council
	Tax collector's tax refund	$ -	$ -	$ -	$ -	$ -		
	Notary renewal- Admin Asst	$ 116	$ -	$ -	$ -	$ -		locked shredder for highly confidential documents
	Misc.- shredding services, maps & deeds	$ 173	$ 400	$ 400	$ 86	$ 400		
519.0491	**Advertising Total**	**$ -**	**$ 450**	**$ 450**	**$ 112**	**$ 115**		
	Job opening ad	$ -	$ 450	$ 450	$ 112	$ 115		
519.0493	**Other Operating Exp- Community Center**	**$ 433**	**$ -**	**$ -**	**$ -**	**$ -**		
	Acrylic inserts- Community Center sign	$ -	$ -	$ -	$ -	$ -		Trf to 519.0520 Oper Supplies
	Electrical labor/ material	$ -	$ -	$ -	$ -	$ -		Trf to 519.0460 Repairs/ Maint
	Roof inspection	$ -	$ -	$ -	$ -	$ -		Trf to 519.0340 Other Contr Svc
	Other Oper Exp Community Center- A/C	$ 433	$ -	$ -	$ -	$ -		per Community Services Dir.
	ConServ- HVAC maint	$ -	$ -	$ -	$ -	$ -		Trf to 519.0340 Other Contr Svc
	Fire alarm inspection	$ -	$ -	$ -	$ -	$ -		Trf to 519.0340 Other Contr Svc
	Fire extinguisher inspection	$ -	$ -	$ -	$ -	$ -		Trf to 519.0340 Other Contr Svc
	Wireless security- reception area	$ -	$ -	$ -	$ -	$ -		Trf to 519.0340 Other Contr Svc
519.0510	**Office Supplies-Total**	**$ 6,974**	**$ 5,525**	**$ 5,525**	**$ 3,793**	**$ 5,055**	**-8.5%**	
	Printer & ink Cartridges, CD/audio tapes	$ 1,399	$ 1,200	$ 1,200	$ 820	$ 1,450		
	Coffee, creamer, chocolate, stirrers	$ 1,099	$ 900	$ 900	$ 795	$ 950		pre approval by City Mgr, will keep lower inventory levels
	Various office supplies	$ 1,493	$ 1,000	$ 1,000	$ 760	$ 635		FYE 2012 average
	Zephyrhills water	$ 920	$ 725	$ 725	$ 816	$ 1,010		$84 monthly- ave. for 18 months
	Paper, letterhead stationery, envelopes	$ 1,139	$ 1,000	$ 1,000	$ 548	$ 660		FYE 2012 average
	Binders	$ 405	$ 400	$ 400	$ 33	$ 75		
	Folders, files, organizers, storage	$ 520	$ 300	$ 300	$ 21	$ 275		FYE 2012 average
519.0520	**Operating Supplies - Total**	**$ 165**	**$ 620**	**$ 620**	**$ 188**	**$ 530**	**-14.5%**	
	Acrylic inserts- Community Center sign	$ 88	$ 200	$ 200	$ 188	$ 150		incl Trf fr 519.0493 Othr Oper Exp
	Employment Posters	$ -	$ 70	$ 70	$ -	$ 70		per City Manager
	Community Ctr lobby- plants, art, display	$ -	$ 100	$ 100	$ -	$ 50		per City Manager
	U.S. flags for Community Center		$ 200	$ 200		$ 200		
	Misc-shirts, hats City logo	$ 77	$ 50	$ 50	$ -	$ 60		2 shirts- new empl Fin Officer

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
NON DEPARTMENTAL - DEPT #519
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
519.0530	**Parking Meter Expenses**	**$ 1,026**	**$ 820**	**$ 820**	**$ 2,012**	**$ 1,930**		
	Subscription fees	$ -	$ -	$ -	$ 540	$ 545		
	Coin sorter/ wrapper	$ -	$ -	$ -	$ -	$ -		
	Merchant/ interchange fees	$ 900	$ 820	$ 820	$ 623	$ 985		18-mo ave + 5%, offset by revenue
	Repair broken parking meter	$ 126			$ 849	$ 400		
519.0541	**Professional Development - Total**	**$ -**	**$ 150**	**$ 150**	**$ 108**	**$ -**		
	CareerTrack-CD Communicate with Tact/Skill	$ -	$ 150	$ 150	$ 108	$ -		
519-0610	**Temporary City Hall Expenses- Total**	**$ 1,795**	**$ 1,750**	**$ 1,750**	**$ 1,428**	**$ 1,750**	**0.0%**	
519.441	Rental/ retrieval fees- offsite storage	$ 1,730	$ 1,750	$ 1,750	$ 1,428	$ 1,750		under review: Iron Mountain rental 142 x 12, retrieval fee average 11 x 12
	Minutes research for City Clerk	$ 65	$ -	$ -	$ -	$ -		
519-0810	**Library Services**	**$ 13,100**	**$ 16,000**	**$ 16,000**	**$ 10,600**	**$ 15,000**	**-6.3%**	
	Library Services	$ 13,100	$ 16,000	$ 16,000	$ 10,600	$ 15,000		
	Subtotal Operating Expenditures	**$ 132,865**	**$ 146,698**	**$ 146,698**	**$ 105,787**	**$ 148,969**	**1.5%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
NON DEPARTMENTAL - DEPT #519
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	CAPITAL:							
519.0620	**Capital Plan -Misc. - Total**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**	
519.0634	**Capital Improvements**	$ -	$ -	$ -	**$ -**	**$ -**		
519.0640	**Capital Plan-Machinery & Equipt - Total**	**$ -**	**$ 7,500**	**$ 7,500**	**$ 6,825**	**$ 7,500**	**0.0%**	
	HVAC compressor/ rotor	$ -	$ 7,500	$ 7,500	$ 2,685	$ 7,500		if necessary, replace HVAC
	Voice mail system- Southern Telephone	$ -	$ -	$ -	$ -	$ -		
	Channel system, microphones	$ -	$ -	$ -	$ 4,140	$ -		
	City Reader Board Announcements	$ -	$ -	$ -	$ -	$ -		
	Patio furniture	$ -	$ -	$ -	$ -	$ -		
	Subtotal Capital Expenditures	**$ -**	**$ 7,500**	**$ 7,500**	**$ 6,825**	**$ 7,500**		
	TOTAL NON DEPARTMENTAL BUDGET	**$ 178,329**	**$ 202,555**	**$ 202,555**	**$ 151,534**	**$ 206,782**	**2.1%**	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 519 NON DEPARTMENTAL
GENERAL FUND - 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013
ADMINISTRATIVE SECRETARY	1	1	1
TOTAL AUTHORIZED POSITIONS	1	1	1

CAPITAL OUTLAY

6400 - CAPITAL EQUIPMENT:

HVAC compressor/ rotor	$ 7,500
TOTAL CAPITAL OUTLAY	$ 7,500

SPECIAL PROJECTS CARRRYOVERS

City of Belleair Beach, Florida

Law Enforcement Operating Budget

Fiscal Year 2012-2013

LAW ENFORCEMENT

Mission

Law enforcement services for the City of Belleair Beach are provided by the Pinellas County Sheriff's Office effective June 1, 2007 as approved in the March 2007 referendum. Per contract, the Sheriff's Office is in charge of maintaining a safe and secure community for the citizens. Sheriff's deputies are assigned to the City for day, evening and midnight shifts in order to ensure continuous around-the-clock public safety.

Goals and Objectives

- Protect citizens through enforcement of laws, statutes and local ordinances
- Investigate and document reported crimes
- Recover stolen private and public property
- Enforce traffic laws and regulations
- Investigate accidents and prepare applicable reports

Programs and Tasks

PATROLS - go around City streets, parks and beaches regularly to provide protection, maintain order and help prevent crime

PARKING REGULATIONS - enforce parking regulations and make sure that on street parking has been previously authorized through appropriate completed backup forms from the Community Center

HOUSE CHECKS - as requested by citizens and documented with completed Community Center form, visit the house to make sure that there are no unauthorized persons or situations when the owner is away and the property is unattended

BANK DEPOSIT- make daily deposit of Administrative Assistant's cash receipts to City's qualified public depository banks

EMERGENCY RESPONSE – respond to emergency situations and to citizens in need of help

REPORTS – prepare parking and traffic citations and release reports on incidents, arrests and offenses that occurred within City limits

CITY OF BELLEAIR BEACH, FLORIDA
LAW ENFORCEMENT

SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONAL SERVICES	$ -	$ -	$ -	$ -	$ -
OPERATING	$ 426,364	$ 356,467	$ 427,667	$ 427,801	$ 419,874
CAPITAL OUTLAY	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 426,364	$ 356,467	$ 427,667	$ 427,801	$ 419,874

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
POLICE DEPARTMENT #521
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	PERSONNEL SERVICES:							
521.0310	**Professional Services**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**	
521.0340	**Contractual Services**	**$ 425,304**	**$ 427,327**	**$ 427,327**	**$ 356,106**	**$ 419,574**	**-1.8%**	Sheriff's worksheet FY '12 net of credit for Belleair Shore of 20,042
	Law Enforcement- Pinellas County con	$ 425,304	$ 427,327	$ 427,327	$ 356,106	$ 419,574		
521.0410	**Telephone/Communications**	**$ 322**	**$ 340**	**$ 340**	**$ 227**	$ 300	**-11.8%**	
	State of FL DMS	$ 322	$ 340	$ 340	$ 227	$ 300		pending State Contract effec 5/23
521.0460	**Repairs & Maintenance**	$ -			$ -	$ -	**0.0%**	
521.0490	**Miscellaneous**	**$ 738**	**$ -**	**$ 134**	**$ 134**	**$ -**	**0.0%**	
	Miscellaneous expenses	$ -	$ -	$ -	$ -	$ -		
	Return employees' pension contrib	$ 738	$ -	$ 134	$ 134	$ -		
	Subtotal Operating Costs:	**$ 426,364**	**$ 427,667**	**$ 427,801**	**$ 356,467**	**$ 419,874**	**-1.9%**	
	CAPITAL:							
521.0630	**Capital Equipment**	$ -	**$ -**	**$ -**	**$ -**	**$ -**		
521.0640	**Capital Plan -Machinery & Equip.**	**$ -**	$ -	$ -	**$ -**	$ -	**0.0%**	
		$ -						
521.0641	**Capital Plan - Automobile**	$ -	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**	
	Subtotal Capital Costs:	$ -	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**	
	TOTAL LAW ENFORCEMENT	**$ 426,364**	**$ 427,667**	**$ 427,801**	**$ 356,467**	**$ 419,874**	**-1.9%**	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 521 LAW ENFORCEMENT
GENERAL FUND - 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013
POLICE CHIEF	-	-	-
FULL TIME POLICE OFFICERS	-	-	-
PART TIME OFFICERS	-	-	-
TOTAL AUTHORIZED POSITIONS	0	0	0

* Effective June 1, 2007 law enforcement services have been contracted out to the Pinellas County Sheriff's office, per voter's referendum in March 2007.

CAPITAL OUTLAY

6400 No Capital Outlay Budgeted FYE 2012-2013

City of Belleair Beach, Florida

Code Enforcement Operating Budget

FISCAL YEAR 2012-2013

CODE ENFORCEMENT

Mission

The Code Enforcement Department is responsible for enforcing non-criminal ordinances in the City. Its goal is to promote an attractive, clean and safe environment for the citizens.

Goals and Objectives

- Investigate citizens' complaints in regard to City code/ ordinance violations to ensure prompt response to issues/ problems
- If necessary, pursue compliance through code enforcement hearings with an independent Special Magistrate in order to avail of an objective third party decision in a timely manner
- Inspect neighborhoods to ensure a clean and attractive environment and help adherence with City codes and ordinances
- Review NPDES (National Pollutant Discharge Elimination System) applications to make sure that environmental directives are followed

Programs and Tasks

CITIZENS' COMPLAINTS - this involves listening to citizens, evaluating and investigating their complaints and being knowledgeable with applicable City ordinances and codes

NPDES REGISTRATION - review pre-construction permitting application documents and survey for construction that require ground excavations, inform applicant about specific requirements and inspect construction site

SPECIAL MAGISTRATE HEARINGS - communicate with alleged offender through letters or Code violation notices sent through registered mail and if code violation is still not corrected within the required time line, refer the situation to an independent Special Magistrate; coordinate code violation hearings held at City Hall; implement the Special Magistrate's decision which is final and the timetable set for compliance

RECORDS – keep complete detailed documentation of a citizen's complaint from the time the telephone call is received to: investigate facts, enumerate findings, develop recommendations and continue with follow up

CITY OF BELLEAIR BEACH, FLORIDA
CODE ENFORCEMENT

SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONAL SERVICES	$ 14,721	$ 12,300	$ 15,986	$ 15,986	$ 16,297
OPERATING	$ 2,238	$ 1,401	$ 3,860	$ 3,860	$ 2,945
TOTAL	$ 16,959	$ 13,701	$ 19,846	$ 19,846	$ 19,242

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
CODE ENFORCEMENT DEPT # 524
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	PERSONNEL SERVICES:							
524.0120	Salaries & Wages-Full Time	$ -	$ -	$ -	$ -	$ -	0.0%	
			$ -	$ -		$ -		
524.0130	Salaries & Wages- Part Time	$ 13,562	$ 14,730	$ 14,730	$ 11,384	$ 15,023	2.0%	2 % Merit
	Code Enforcement Officer- PT	$ 13,562	$ 14,730	$ 14,730	$ 11,384	$ 15,023		
524.0140	Salaries & Wages- Overtime	$ 56	$ 60	$ 60	$ -	$ 60		
	Code Enforcement Officer- PT	$ 56	$ 60	$ 60	$ -	$ 60		2 hours @ 29.963
524.0210	Fica Taxes~Social Security	$ 844	$ 917	$ 917	$ 706	$ 935	2.0%	6.2% of salaries
	Code Enforcement Officer- PT	$ 844	$ 917	$ 917	$ 706	$ 935		
524.0211	Fica Taxes~Medicare	$ 197	$ 214	$ 214	$ 165	$ 219	2.4%	1.45% of salaries
	Code Enforcement Officer- PT	$ 197	$ 214	$ 214	$ 165	$ 219		
524.0220	Retirement Contributions	$ -	$ -	$ -	$ -	$ -		
	Code Enforcement Officer- PT	$ -	$ -	$ -		$ -		not eligible due to part time hours
524.0230	Life & Health Insurance	$ -	$ -	$ -	$ -	$ -		
	Health	$ -	$ -	$ -	$ -	$ -		
	Dental	$ -	$ -	$ -	$ -	$ -		not eligible due to part time hours
	Life	$ -	$ -	$ -	$ -	$ -		
524.0240	Worker's Compensation	$ 62	$ 65	$ 65	$ 45	$ 60	-7.7%	
	Code Enforcement Officer- PT	$ 62	$ 65	$ 65	$ 45	$ 60		actual allocation for FYE '12 plus 5% increase-FLC
	Subtotal Personal Services;	$ 14,721	$ 15,986	$ 15,986	$ 12,300	$ 16,297	1.9%	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
CODE ENFORCEMENT DEPT # 524
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	OPERATING:							
524.0310	**Professional Services**	$ 300	$ 1,000	$ 1,000	$ -	$ 500	-50.0%	
	Special Magistrate/ Legal	$ 300	$ 1,000	$ 1,000	$ -	$ 500		
524.0340	**Contractual Services**	$ -	$ 500	$ 500	$ -	$ 250	-50.0%	
	Independent contractor/ mowing abate.	$ -	$ 500	$ 500	$ -	$ 250		for independent contractor's services; PW staff do some mowing for abatements
524.0400	**Travel & Per Diem**	$ -	$ -	$ -	$ -	$ -		
524.0410	**Telephone & Communications**	$ 1,016	$ 1,090	$ 1,090	$ 725	$ 950	-12.8%	
	State of Fl - new contract	$ 967	$ 1,015	$ 1,015	$ 684	$ 900		Less 10% State Ctrct
	Cell phone- Verizon Wireless	$ 49	$ 75	$ 75	$ 41	$ 50		
524.0460	**Repairs & Maint.**	$ 125	$ -	$ -	$ -	$ 75		
	Ford Ranger- allocation	$ 125	$ -	$ -	$ -	$ -		
	Miscellaneous	$ -	$ -	$ -	$ -	$ 75		per City Manager
524.0470	**Postage**	$ -	$ -	$ -	$ -	$ -		
	Certified mail		$ -	$ -	$ -	$ -		
524.0493	**Code Violation Costs**	$ -	$ -	$ -	$ -	$ -		
524.0520	**Operating Supplies**	$ 797	$ 1,270	$ 1,270	$ 676	$ 1,170	-7.9%	
	Fuel	$ 645	$ 600	$ 600	$ 376	$ 600		allocation fr. PW 541.0520
	Mosquito dunk 6 pk	$ -	$ 200	$ 200	$ -	$ 200		120 pcs (6 pcs for $10)
	Electronic access- Pinellas County	$ 32	$ 70	$ 70	$ 23	$ 70		12 @ 6
	Uniforms, safety shoes, misc.	$ 120	$ 400	$ 400	$ 277	$ 300		City logo, shirts/ caps, safet shoes & raincoat
524.0540	**Membership & Publications**	$ -	$ -	$ -	$ -	$ -		
524.0541	**Prof Dev - Education**	$ -	$ -	$ -	$ -	$ -		
	Subtotal Operating	$ 2,238	$ 3,860	$ 3,860	$ 1,401	$ 2,945		
524.0640	**Capital Equipment**	$ -	$ -	$ -	$ -	$ -	0.0%	
	Furniture & Fixtures	$ -	$ -	$ -	$ -	$ -		
	Subtotal Capital	$ -	$ -	$ -	$ -	$ -	0.0%	
	TOTAL CODE ENFORCEMENT BUDGET	$ 16,959	$ 19,846	$ 19,846	$ 13,701	$ 19,242	-3.0%	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 534
CODE ENFORCEMENT
GENERAL FUND 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013
CODE ENFORCEMENT OFFICER			1

CAPITAL OUTLAY

Total	$ -

City of Belleair Beach, Florida

Sanitation Operating Budget

FISCAL YEAR 2012-2013

SANITATION

Mission

The Sanitation Department is responsible for solid waste removal to keep the environment free from hazard and unsightliness. Garbage and trash collection and recycling services are provided under contract with a third party.

Goals and Objectives

- Ensure the health, safety and welfare of the community
- Respond to citizens' requests in regard to special bulk pick up

Programs and Tasks

GARBAGE REMOVAL - make sure that garbage containers are picked up in a timely manner; arrange for requested special bulk pick up promptly

CITIZENS' REQUESTS - communicate to citizens and Community Center employees reasons for missed garbage pick up such as incorrect location and schedule additional pick up

RECYCLE PROGRAM - to help maintain a healthy environment, encourage utilization of recycling services through dissemination of useful information, availability of recycling containers and regular pick up schedules

CITY OF BELLEAIR BEACH, FLORIDA
SANITATION

SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONAL SERVICES					
OPERATING	$ 227,420	$ 170,471	$ 227,835	$ 227,835	$ 234,090
TOTAL	$ 227,420	$ 170,471	$ 227,835	$ 227,835	$ 234,090

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
SANITATION DEPT # 534
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
534.0310	Professional Services	$ -	$ -	$ -	$ -	$ -		
534.0340	Other Contractual Services	$ -	$ -	$ -	$ -	$ -		
534.0341	Garbage & Trash - Regular	$ 223,724	$ 224,065	$ 224,065	$ 168,038	$ 230,340	2.8%	Per contract, amount increased by CPI 2.8%
534.0342	Contract. Svc - refuse bills mailed	$ 3,696	$ 3,770	$ 3,770	$ 2,433	$ 3,750	-0.5%	actual FYE 2012 plus 3% increase= 625 bi monthly
	TOTAL SANITATION	$ 227,420	$ 227,835	$ 227,835	$ 170,471	$ 234,090	2.7%	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 534
SANITATION
GENERAL FUND 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013

CONTRACTED OUT TO A THIRD PARTY. NO PERSONNEL

CAPITAL OUTLAY

City of Belleair Beach, Florida

Public Works Operating Budget

FISCAL YEAR 2012-2013

PUBLIC WORKS

Mission

The Department of Public Works is responsible for the planning, construction, management, repair and maintenance of City owned infrastructure, right-of-way, buildings, land and other assets of the City of Belleair Beach. Most of these services are contracted out to third party vendors.

Goals and Objectives

- Provide prompt, reliable and cost-effective services to the community's stakeholders to be delivered in a professional, customer- friendly, attentive and efficient manner taking into consideration good environmental alternatives
- Maintain and install street signs to offer better visibility and enhance City appearance
- Oversee preparation of NPDES Annual Report in order to comply with Federal laws and regulations
- Oversee maintenance of parks and right of ways to improve aesthetics, promote safety and maintain a healthful environment
- Oversee maintenance and repairs of streets and curbs to help improve safety and conserve City property

Programs and Tasks

Transportation – make sure that roads, curbs and bridges are in good working condition and street signs allow for excellent visibility

Parks/ Public Areas - ensure that City Parks, cul-de-sacs, walking easements and signs are well maintained and attractive

Facilities, Fleet and Equipment - this involves making sure that Community Center and Morgan Park restroom facilities are in good working condition; that trucks, tractors and ATV's are properly maintained

Storm Drainage – make sure that CDS units and storm drainage inlets are regularly cleaned and well-maintained

Scheduling – of public works staff

Budgeting – of the public works department and 5 year CIP Plan projects and budgeting

Intercoastal waterfront – ensure that beaches are raked, and docks and buoys are safe and in good working condition. Weekly city wide inspections including beach areas

Marina – Oversees maintenance and operations of the City's marina

Emergency management – coordinate preparation and implementation of the City's plans for dealing with major storm/hurricanes and ad hoc emergencies

Right of Way - make sure that proper permits are in place for utility work within the City's territorial limits

CITY OF BELLEAIR BEACH
PUBLIC WORKS

SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONAL SERVICES	$163,315	$152,149	$192,779	$192,779	$194,412
OPERATING	99,690	80,184	115,520	117,393	134,772
CAPITAL OUTLAY	20,646	31,660	42,950	44,650	62,925
TOTAL	$283,651	$263,992	$351,249	$354,822	$392,109

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
PUBLIC WORKS DEPARTMENT # 541
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	PERSONNEL SERVICES:							
541.0120	**Salaries & Wages - Regular - Total**	**$ 114,270**	**$ 127,136**	**$ 127,136**	**$ 102,394**	**$ 130,903**	**3.0%**	
	Community Services Director	$ 40,195	$ 52,003	$ 52,003	$ 41,710	$ 53,040	**2.0%**	2% merit raise for all per City Mgr
	Maintenance Worker III	$ 41,746	$ 44,973	$ 44,973	$ 35,359	$ 45,869	**2.0%**	
	Maintenance Worker I	$ 17,016	$ 30,160	$ 30,160	$ 25,325	$ 31,994	**6.1%**	Jana's 4% merit raise was approved but not included in the 11/12 budget.
	Former Community Services/IT Director	$ 15,313	$ -	$ -	$ -	$ -		
541.0140	**Salaries & Wages - Overtime- Total**	**$ 388**	**$ 1,085**	**$ 1,085**	**$ 353**	**$ 1,085**	**0.0%**	1.5 x current rate: Main Worker III 15 hrs @ 33.08, Maint Worker I 15 hrs @ 23.07 for volunteer proj, weekend response & other services; 8 hrs each to be used for Mobile Hazardous/ Household Electronics Collection in IRB
	Maintenance Worker III	$ 250	$ 650	$ 650	$ 195	$ 650		
	Maintenance Worker I	$ 138	$ 435	$ 435	$ 158	$ 435		
541.0161	**PW Dir. Car Allowance**	**$ 3,000**	**$ 3,000**	**$ 3,000**	**$ 2,500**	**$ 3,000**	**0.0%**	
	Community Services Director	$ 2,250	$ 3,000	$ 3,000	$ 2,500	$ 3,000		$250 per month
541.0210	**Fica Taxes~Social Security- 6.2% - Total**	**$ 6,770**	**$ 8,136**	**$ 8,136**	**$ 5,770**	**$ 7,307**	**-10.2%**	6.2% of salaries & car allowance
	Community Services Director	$ 2,632	$ 3,410	$ 3,410	$ 2,741	$ 3,474		
	Maintenance Worker III	$ 1,872	$ 2,829	$ 2,829	$ 1,449	$ 1,822		Howards SS is taxed on his Salary less his pmt for health and dental which is $17,137.51 out of pocket for 12/13. 46,519-17137.51 x.062 = . 1812.
	Maintenance Worker I	$ 1,063	$ 1,897	$ 1,897	$ 1,580	$ 2,011		
	Former Community Services/IT Director	$ 893	$ -	$ -	$ -	$ -		
541.0211	**Fica Taxes Medicare- 1.45% - Total**	**$ 1,583**	**$ 1,903**	**$ 1,903**	**$ 1,349**	**$ 1,709**	**-10.2%**	1.45% of salaries & car allowance
	Community Services Director	$ 615	$ 798	$ 798	$ 641	$ 813		
	Maintenance Worker III	$ 437	$ 662	$ 662	$ 338	$ 426		Howards SS is taxed on his Salary less his pmt for helath and dental which is $17,137.51 out of pocket for 12/13. 46,519-17137.51 x.0145 = . 423.
	Maintenance Worker I	$ 249	$ 444	$ 444	$ 370	$ 470		
	Former Community Services/IT Director	$ 209	$ -	$ -	$ -	$ -		
541.0220	**Retirement Contributions - Total**	**$ 5,365**	**$ 8,740**	**$ 8,740**	**$ 6,301**	**$ 10,957**	**25.4%**	
	Community Services Director	$ -	$ 4,335	$ 4,335	$ 3,172	$ 5,304	**22.4%**	Full year, last year he did not start till Dec.
	Maintenance Worker III	$ 4,000	$ 2,395	$ 2,395	$ 1,785	$ 2,410	**0.6%**	new FRS rate: 5.18% Jul12-Sep '13
	Maintenance Worker I	$ -	$ 2,010	$ 2,010	$ 1,344	$ 3,243	**61.3%**	
		$ 1,365	$ -	$ -	$ -	$ -		10% of salary effec. Feb 2012
541.0230	**Life & Health Insurance - Total**	**$ 26,413**	**$ 36,035**	**$ 36,035**	**$ 29,260**	**$ 35,020**	**-2.8%**	
	Community Services Director	$ 6,148	$ 10,510	$ 10,510	$ 8,531	$ 9,880		Budgeted for a 15% increase over our current rates, which are lower than last years, resulting in only a 10.7% effective increase this year.
	Maintenance Worker III	$ 13,984	$ 16,060	$ 16,060	$ 12,750	$ 15,260		
	Maintenance Worker I	$ 4,462	$ 9,465	$ 9,465	$ 7,979	$ 9,880		
		$ 1,819	$ -	$ -	$ -	$ -		
541.0240	**Worker's Compensation - Total**	**$ 5,526**	**$ 6,745**	**$ 6,745**	**$ 4,222**	**$ 4,433**	**-34.3%**	
	Community Services Director	$ 1,268	$ 2,765	$ 2,765	$ 1,731	$ 1,818		actual allocation FYE '12, $4,222 + 5% incr = $4,433Comm Svc Dir 41%, MW III 32%, MWI 27%
	Maintenance Worker III	$ 2,056	$ 2,160	$ 2,160	$ 1,352	$ 1,419		
	Maintenance Worker I	$ 835	$ 1,820	$ 1,820	$ 1,139	$ 1,197		
		$ 1,367	$ -	$ -	$ -	$ -		
	Subtotal Personnel Services	**$ 163,315**	**$ 192,779**	**$ 192,779**	**$ 152,149**	**$ 194,412**	**0.8%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
PUBLIC WORKS DEPARTMENT # 541
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	OPERATING COSTS							
541.0310	**Professional Services**	**$ 7,344**	**$ 6,600**	**$ 4,600**	**$ -**	**$ 4,600**	**0.0%**	
	NPDES Annual Report	$ 6,000	$ 6,000	$ 6,000	$ -	$ 4,000		NPDES compliance-mandated program to discharge collected stormwater to State/Fed waters.
	Water Quality Monitoring Fee	$ 701	$ 600	$ 600	$ -	$ 600		
	Miscellaneous- alloc for Nyhart OPEB	$ 643	$ -	$ -	$ -	$ -		
	Trf to 541.312- forensic investigation	$ -	$ -	$ (2,000)	$ -			
541.0312	**Prof Services - Engineering - Total**	**$ 1,127**	**$ 600**	**$ 4,473**	**$ 3,996**	**$ 3,000**	**-32.9%**	
	Engineering/Professional Services	$ 500	$ 600	$ 600	$ 145	$ 3,000		for Swiftmud permitting-Engineering, consulting, surveying
	Frwd fr FYE 2011 forensic invesigation	$ 627		$ 1,873	$ 1,873	$ -		
	Trf from 541.310- forensic investigation	$ -	$ -	$ 2,000	$ 1,978			
541.0340	**Other Contractual Services**	**$ 22,194**	**$ 26,500**	**$ 26,500**	**$ 15,242**	**$ 24,455**	**-7.7%**	
	Chemical Application Contract Parks	$ -	$ -	$ -	$ -	$ -		Trf- to 541.034A Parks Contr Svc
	City Hall Property.- Ameri-Pride Fert.	$ -	$ 1,810	$ 1,810	$ 1,850	$ 1,940		1.4% incr. Feb '12 monitoring
	Tree Trimming Contract	$ 9,400	$ 9,400	$ 9,400	$ 2,950	$ 9,000		includes 99 Palms- Comm Ctr
	City Hall Irrigation , Ameri-Pride	$ 1,467	$ 1,815	$ 1,815	$ 909	$ 1,940		1.4% increase-Feb '12 renewal
	Bayside Park Mangrove Trimming Project	$ -	$ -	$ -	$ -	$ -		Trf- to 541.034A Parks Contr Svc
	Beach Raking	$ 90	$ 2,500	$ 2,500	$ -	$ -		Purchasing a rake, PW to do this in-house.
	Street Sweeping USA Services	$ 4,977	$ 4,975	$ 4,975	$ 3,732	$ 5,000		
	CDS Unit Cleaning (2 @ 4 times)	$ 661	$ -	$ -	$ -	$ -		Trf- to 541.463 Storm Drain Maint.
	Clean/televise storm water lines encumbr	$ -	$ -	$ -	$ -	$ -		
	Morgan Park facilities cleaning	$ -	$ -	$ -	$ -	$ -		Trf- to 541.034A Parks Contr Svc
	Sunshine One Call - Utility Locate Service	$ -	$ -	$ -	$ -	$ -		remove per Community Svc Dir.
	NPDES Annual Regulatory Program Fee	$ -	$ -	$ -	$ -	$ -		Trf- to 541.049A NPDES Fee
	Traffic Signal Maintenance- Pinellas Cty	$ 5,449	$ 5,450	$ 5,450	$ 5,651	$ 6,000		Pinellas County - Pedestrian beacons and stop light at Causeway/Gulf
	Contract/Temp Labor	$ -	$ -	$ -	$ -	$ -		
	City Hall Fire sprinkler inspection Piper Fire	$ 150	$ 150	$ 150	$ 150	$ 175		
	Fire Extinguisher	$ -	$ 400	$ 400	$ -	$ 400		Cedar Dr., Parks Trf- from 541.046 Repr
541.034A	**Parks Contractual Services**	**$ 3,416**	**$ 10,075**	**$ 10,075**	**$ 6,971**	**$ 10,500**	**4.2%**	
	Chemical Applications Contract Parks	$ 3,416	$ 5,855	$ 5,855	$ 3,471	$ 6,500		
	Bayside Park Mangrove Trimming Project	$ -	$ 3,500	$ 3,500	$ 3,500	$ 4,000		
	Morgan Park facilities cleaning	$ -	$ 720	$ 720	$ -	$ -		Howard & Jana do this.
541.0400	**Travel**	**$ -**	**$ 1,120**	**$ 1,120**	**$ 792**	**$ 1,324**	**18.2%**	
	APWA Conference - Jacksonville	$ -	$ 855	$ 855	$ 502	$ 1,200		lodging approx $1,170
	Mileage Reimbursement	$ -	$ 265	$ 265	$ 290	$ 124		Mileage Jax 225.43mi RT @ .55
541.0410	**Telecommunications**	**$ 1,501**	**$ 1,520**	**$ 1,520**	**$ 1,308**	**$ 1,365**	**-10.2%**	
	Verizon Wireless	$ 211	$ 200	$ 200	$ 351	$ 215		
	State of FL - Dept Mgmt Svcs	$ 1,290	$ 1,320	$ 1,320	$ 957	$ 1,150		New State contract
541.0430	**Utilities**	**$ 36,468**	**$ 34,035**	**$ 34,035**	**$ 29,808**	**$ 39,509**	**16.1%**	
	Parks & Streets Lights 12 @ $2,037	$ 26,438	$ 27,900	$ 27,900	$ 22,718	$ 28,874		Average FYE 2012 Ele $2291/ water $886 mo. Exp+5% incr.
	Water and reclaimed water 12 @ $788	$ 10,030	$ 6,135	$ 6,135	$ 7,090	$ 10,635		

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
PUBLIC WORKS DEPARTMENT # 541
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
541.0440	**Rentals & Leases**	**$ -**	**$ 3,000**	**$ 3,000**	**$ -**	**$ 1,000**	**-66.7%**	
	Equipment Rental (All Programs)	$ -	$ 2,000	$ 2,000	$ -	$ 1,000		Compactors, trenchers, augurs, etc. Misc needs related to landscape maintenance, code enforcement, etc. after FEMA
	Emergency Equipment Rental	$ -	$ 1,000	$ 1,000	$ -	$ -		
541.0450	**Insurance**	**$ 1,240**	**$ 1,365**	**$ 1,365**	**$ 972**	**$ 1,265**	**-7.3%**	
	Trucks (2)	$ 1,240	$ 1,365	$ 1,365	$ 972	$ 1,265		FYE '12 FL Lg of Cts auto Ins + 30% incr. Rates in the state of Fl are all going up. '12=$972
541.0460	**Repairs & Maintenance**	**$ 6,439**	**$ 3,600**	**$ 3,600**	**$ 3,695**	**$ 9,700**	**169.4%**	
	Tractor Repair	$ 1,707	$ 300	$ 300	$ -	$ 800		
	Truck Repair	$ 378	$ 1,000	$ 1,000	$ -	$ 1,200		
	Mower Repair	$ 941	$ 300	$ 300	$ 1,466	$ 500		
	Lawn trailer	$ -	$ -	$ -	$ 120	$ 100		
	Park repairs, upgrades, plant replacement	$ -	$ -	$ -	$ -	$ -		Trf- to 541.046B Repr/ Maint Parks
	Facilities/ Building Repairs	$ 1,767	$ -	$ -	$ 1,098	$ 4,000		ADA front door
	Equip Repr-A/C, Fire Extinguisher	$ -	$ -	$ -	$ -	$ -		Trf- to 541.034 Other Contr Svc
	Emergency Seawall Repairs	$ -	$ 1,000	$ 1,000	$ -	$ -		for joints- for City owned property
	Various street/ sidewalk work	$ 293	$ -	$ -	$ -	$ -		
	Asphalt Patching	$ -	$ 500	$ 500	$ -	$ 500		
	Irrigation repairs- Community Center	$ -	$ -	$ -	$ 645	$ 2,100		irrigation improvement for new sod
	Irrigation Repairs for Parks	$ -	$ -	$ -	$ -	$ -		Trf- to 541.046B Repr/ Maint Parks
	Miscellaneous Repairs	$ 186	$ 500	$ 500	$ 30	$ 500		
	Electrical service calls	$ 1,167	$ -	$ -	$ 336	$ -		Alarm inspection
	U.S. outdoor flags	$ -	$ -	$ -	$ -	$ -		Trf- to 541.052 Operating Supplies
541.046B	**Repairs & Maintenance-Parks**	**$ 2,635**	**$ 2,800**	**$ 2,800**	**$ 1,357**	**$ 4,700**	**67.9%**	
	Park repairs & upgrades	$ 1,750	$ 1,500	$ 1,500	$ 1,357	$ 3,200		Paint & new doors at rr Morgan Park
	Dock repair	$ -	$ 100	$ 100	$ -	$ 500		Trf 541.064 R&M
	Tennise court repainting					$ -		
	Irrigation Repairs for Parks	$ 885	$ 1,200	$ 1,200	$ -	$ 1,000		Trf 541.046 R&M
541.0463	**Storm Drain Maintenance**	**$ 615**	**$ 6,000**	**$ 6,000**	**$ 1,700**	**$ 6,500**	**8.3%**	
	Storm/ Drains repair and maint	$ -	$ 3,000	$ 3,000	$ 1,000	$ 3,500		
	Storm drainage repair	$ -	$ -	$ -	$ -			
	Storm grates- 2	$ 615			$ -			
	CDS Unit Cleaning (2 @ 4 times)	$ -	$ 3,000	$ 3,000	$ 700	$ 3,000		Stormwater drains 12th & 13th street
541.0471	**Printing & Reproduction**	**$ 53**	**$ 40**	**$ 40**	**$ -**	**$ 20**	**-50.0%**	
	Business Cards	$ 38	$ 40	$ 40	$ -	$ 20		
	Dry pond print- SWFTMUD	$ 15			$ -			
541.0480	**Promotional Activities-Total**	**$ -**	**$ 50**	**$ 50**	**$ 50**	**$ 50**	**0.0%**	
	Contr. to IRB- Chemicals Collection Day	$ -	$ 50	$ 50	$ 50	$ 50		
	Volunteer Activities	$ -	$ -	$ -	$ -	$ -		
541.0485	**Park & Recreation Board Activities**	**$ 477**	**$ 200**	**$ 200**	**$ -**	**$ -**	**-100.0%**	
	Park & Recreation Board Events	$ 66	$ 200	$ 200	$ -	$ -		
	Park & Rec Board Children's Holiday Party	$ 411	$ -	$ -	$ -	$ -		

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
PUBLIC WORKS DEPARTMENT # 541
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
541.0490	**Miscellaneous**	**$ 11**	**$ -**	**$ -**	**$ -**	**$ 500**		
	FDEP Permit Review Fee NPDES	$ -	$ -	$ -	$ -	$ -		
	NPDES Litter Control Program	$ -	$ -	$ -	$ -	$ -		
	Misc- construction activity permit	$ 11	$ -	$ -	$ -	$ 500		
541.0490A	**NPDES Compliance Fees**	**$ 67**	**$ 650**	**$ 650**	**$ 66**	**$ 850**	**30.8%**	
	NPDES Annual Regulatory Program Fee	$ 67	$ -	$ -	$ 66	$ 150		
	FDEP Permit Review Fee NPDES	$ -	$ 500	$ 500	$ -	$ 550		
	NPDES Litter Control Program	$ -	$ 150	$ 150	$ -	$ 150		
541.0491	**Advertising**	**$ 1,540**	**$ -**	**$ -**	**$ -**	**$ -**		
	Community Svc Director ad- job opening	$ 1,137	$ -	$ -	$ -	$ -		
	Maintenance Worker I ad- job opening	$ 403	$ -	$ -	$ -	$ -		
541.0495	**Safety Program Supplies**	**$ 100**	**$ 500**	**$ 500**	**$ 128**	**$ 500**	**0.0%**	
	Safety Shoes 2 X 2 sets X $75	$ 100	$ 300	$ 300	$ 128	$ 300		Safety boots
	Personal Protective Equipment	$ -	$ 200	$ 200	$ -	$ 200		Includes safety glasses
541.0520	**Operating Supplies**	**$ 7,059**	**$ 7,925**	**$ 7,925**	**$ 10,074**	**$ 13,800**	**74.1%**	
	Fuel *(all programs)*	$ 1,738	$ 2,000	$ 2,000	$ 1,859	$ 2,000		
	Beach Rake	$ -	$ 2,400	$ 2,400	$ -	$ 700		
	Hand Tools *(all programs)*	$ 475	$ 200	$ 200	$ 1,059	$ 400		
	Herbicide, insecticide	$ -	$ 200	$ 200	$ 169	$ 300		
	Irrigation supplies	$ -	$ -	$ -	$ -	$ 200		Trf- to 541.052A Oper Supp Parks
	Miscellaneous Supplies *(all programs)*	$ 589	$ 875	$ 875	$ 714	$ 200		
	Janitorial Supplies	$ 2,372	$ 1,100	$ 1,100	$ 870	$ 1,400		
	Uniforms 2 @ $250	$ 284	$ 750	$ 750	$ 446	$ 500		
	Shirts, hats for Community Svc Director	$ 102	$ -	$ -	$ 290	$ -		
	Mulch/ soil/ wash shell	$ -	$ -	$ -	$ -	$ 1,000		for bridge areas, around bulk heads
	Sand	$ -	$ -	$ -	$ 400	$ -		22nd & Harrison
	Banner flags	$ 261	$ -	$ -	$ -	$ 2,500		Am. flagsfor Gulf Blvd
	Gatorade	$ -	$ 200	$ 200	$ -	$ 100		safety related
	Icemaker	$ 373	$ -	$ -	$ -	$ -		
	Garbage Cans for Parks	$ -	$ -	$ -	$ -	$ -		
	Park benches/ supplies	$ -	$ -	$ -	$ -	$ -		
	New sod for Community Center	$ -	$ -	$ -	$ 2,975	$ 4,000		new sod- 3,500 sq ft @ .85
	Plants for Community Center	$ -	$ -	$ -	$ 541	$ -		
	U.S. outdoor flags	$ 865	$ 200	$ 200	$ 751	$ 500		Community center
541.052A	**Operating Supplies- Parks**	**$ 3,287**	**$ 5,900**	**$ 5,900**	**$ 2,977**	**$ 5,410**	**-8.3%**	
	Plant replacement	$ -	$ 600	$ 600	$ 1,150	$ 600		
	Irrigation supplies	$ 68	$ 300	$ 300	$ 71	$ 300		
	2.5 gallon backpack sprayer				$ 430	$ -		
	Janitorial Supplies	$ -	$ 500	$ 500	$ 720	$ 550		
	Mulch/ soil/ wash shell	$ 789	$ 2,000	$ 2,000	$ 170	$ 1,200		
	Sod	$ 43	$ 500	$ 500	$ -	$ 1,500		
	Garbage Cans for parks & beaches	$ 1,818	$ 1,200	$ 1,200	$ -	$ 860		w/ reimb fr County, trf- fr Oper Supp
	Park benches/supplies	$ 569	$ 800	$ 800	$ 436	$ 400		

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
PUBLIC WORKS DEPARTMENT # 541
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
541.0530	**Repair Roads & Signs**	**$ 2,161**	**$ 1,200**	**$ 1,200**	**$ 478**	**$ 3,760**	**213.3%**	
	Street and Regulatory Signs and Posts	$ 278	$ 1,000	$ 1,000	$ 444	$ 2,800		22 new Stop signs and relective posts.
	Speed limit sign	$ 1,883	$ -	$ -	$ -	$ 860		posting new speed limit sign.
	Annual General Permit	$ -	$ -	$ -	$ 11			
	Stop Bars for road resurfacing project	$ -	$ 200	$ 200	$ -	$ -		
	Supplies	$ -	$ -	$ -	$ 23	$ 100		
541.0538	**Disaster Supplies (Emergency Response)**	**$ 1,510**	**$ 1,200**	**$ 1,200**	**$ 250**	**$ 1,200**	**0.0%**	
	Generator Maintenance (1)	$ 1,494	$ 1,200	$ 1,200	$ 236	$ 1,200		
	Misc. services and supplies-cell phones	$ 16	$ -	$ -	$ 14	$ -		
541.0540	**Membership & Publications**	**$ 446**	**$ 440**	**$ 440**	**$ 145**	**$ 464**	**5.5%**	
	APWA Membership (CSD)	$ 141	$ 140	$ 140	$ 145	$ 164		$15.00 increase in dues
	FWPCOA City Membership	$ -	$ -	$ -	$ -	$ -		
	FEPA City Membership	$ -	$ -	$ -	$ -	$ -		
	ICMA	$ -	$ 300	$ 300	$ -	$ 300		City Managers Association- affiliate
	ISA (SW III)	$ 155	$ -	$ -	$ -	$ -		
	FCCMA (CSD)	$ 150	$ -	$ -	$ -	$ -		
	Books & publications	$ -	$ -	$ -	$ -	$ -		
541.0541	**Professional Development**	**$ -**	**$ 200**	**$ 200**	**$ 175**	**$ 300**	**50.0%**	
	Governor's Hurricane Conf.- Registr May 2011	$ -	$ 200	$ 200	$ 175	$ -		
	APWA Conference - Jacksonville	$ -	$ -	$ -	$ -	$ 300		
	Subtotal Operating	**$ 99,690**	**$ 115,520**	**$ 117,393**	**$ 80,184**	**$ 134,772**	**14.8%**	

CITY OF BELLEAIR BEACH, FL
PROPOSED BUDGET APPROPRIATIONS
PUBLIC WORKS DEPARTMENT # 541
FISCAL YEAR 2012-2013

Revised: 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification Line
	CAPITAL OUTLAY							
541.0630	**Improvements Other than Bldg**	**$ 3,500**	**$ -**	**$ 1,700**	**$ -**	**$ 30,000**	**1664.7%**	
541630F	Harrison bulkhead emergency repair				$ -	$ 10,000		Harrison bulkhead emergency repair
541630E	22nd St. Bridge Inspection/Repairs	$ 3,500		$ 1,700	$ -	$ 20,000		
					$ -			
541.0631	**Park & Recreation Board Landscaping**	**$ 6,358**	**$ 4,000**	**$ 4,000**	**$ 2,895**	**$ 500**	**-87.5%**	
	Park/Recreation Brd Landscaping Projects	$ -	$ 4,000	$ 4,000	$ -	$ 500		
	Morgan Park sign	$ 1,795				$ -		
	Bayside Park sign	$ -	$ -	$ -	$ 1,845	$ -		
	Crossman Park sign	$ -	$ -	$ -	$ 1,050	$ -		
	Irrigation system	$ -	$ -			$ -		
	Bench- 4' sandstone- 3 qty	$ 2,272	$ -	$ -	$ -	$ -		
	Outdoor showers	$ 2,291			$ -	$ -		
541.046A	**Parks Board Maintenance**	**$ 1,180**	**$ -**	**$ -**	**$ -**	**$ -**		
	Repairs to beach showers	$ 1,180	$ -	$ -	$ -	$ -		
541.0632	**Capital Impr Resurfacing/ Curb**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	Street Resurfacing/ Curb Program	$ -	$ -	$ -	$ -	$ -		
	Concrete work, pave, repair 22nd St.	$ -	$ -	$ -	$ -	$ -		
541.0633	**Capital Improvements- Stormwater Imp**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	Master Plan Phase I Bayshore -16th Ave. Av	$ -	$ -	$ -	$ -	$ -		
	Citywide Repairs	$ -	$ -	$ -	$ -	$ -		
541.0634	**Capital Improvements- Misc.**	**$ 2,411**	**$ 15,900**	**$ 15,900**	**$ 11,031**	**$ 13,625**	**-14.3%**	
	Buoy Refurbishment/Replacement	$ 2,411	$ 2,400	$ 2,400	$ -	$ 9,000		only for Belleair Beach
	Beach Improvements					$ 2,625		per council, from reductions in travel, prof-
	Replace Bayside Park ramp	$ -	$ 8,500	$ 8,500	$ 8,461	$ -		essional development.
	Replace rusted play equip- Bayside Park	$ -	$ 3,000	$ 3,000	$ 2,570	$ -		
	Seawall Repairs	$ -	$ 2,000	$ 2,000	$ -	$ 2,000		Per CIP
541.0635	**Capital Improvements-Dock Replacement**	**$ 7,197**	**$ 8,500**	**$ 8,500**	**$ 8,185**	**$ 9,000**	**5.9%**	
	Dock Replacements 16th St. Park	$ -	$ 8,500	$ 8,500	$ 8,185	$ -		Per CIP- replace w/ composite
	Dock Replacements 20th St. Park	$ 7,197	$ -	$ -	$ -	$ 9,000		decking/ handrail
541.0638	**Capital Impr.- PED Crosswalk**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	Solar PED signal, ADA ramps, crosswalks	$ -	$ -	$ -	$ -			
541.0640	**Capital Plan- Equipment**	**$ -**	**$ 14,550**	**$ 14,550**	**$ 9,549**	**$ 9,800**	**-32.6%**	
	Z- Mower replacement	$ -	$ 3,800	$ 3,800	$ -	$ 3,800		Per CIP-replace 10 yr old mower
	New 2011 Mule 4010	$ -	$ 10,750	$ 10,750	$ 9,549	$ -		
	Ford F350	$ -	$ -	$ -	$ -	$ 6,000		Per CIP- replace Dodge 2001 p/u with Ford F-350
	Subtotal Capital	**$ 20,646**	**$ 42,950**	**$ 44,650**	**$ 31,660**	**$ 62,925**	**40.9%**	
	TOTAL PUBLIC WORKS	**$ 283,651**	**$ 351,249**	**$ 354,822**	**$ 263,992**	**$ 392,109**	**10.5%**	

CITY OF BELLEAIR BEACH, FLORIDA
DEPARTMENT: 541 PUBLIC WORKS ADMINISTRATION
GENERAL FUND - 001

POSITION COUNTS

	2010/ 2011	2011/ 2012	2012/ 2013
Community Services Director	1	1	1
Maintenance Worker I	-	1	1
Maintenance Worker II	1		
Maintenance Worker III	1	1	1
TOTAL AUTHORIZED POSITIONS	3	3	3

CAPITAL OUTLAY

6300 - CAPITAL IMPROVEMENT:

Total 22nd St. Bridge	20,000.00	
Harrison bulkhead emergency repair	10,000.00	
Park/Recreation Brd Landscaping Projects	500.00	
Beach Improvements	2,625.00	
Seawall Repairs	2,000.00	
Dock Replacements 20th St. Park	9,000.00	
Buoy Refurbishment/Replacement	9,000.00	
		53,125

6400 - EQUIPMENT:

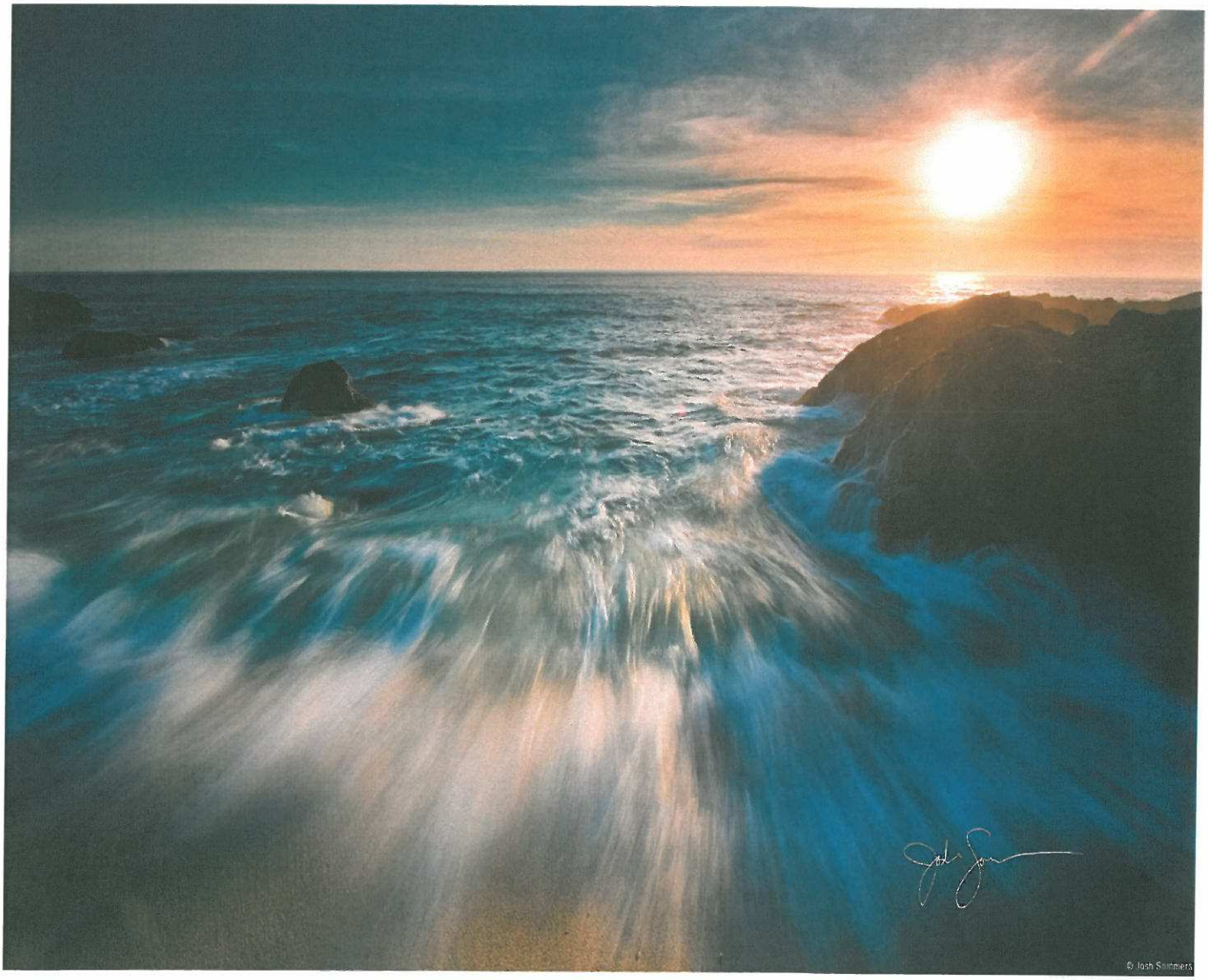
Z- Mower replacement	3,800.00	
Ford F250	6,000.00	
		9,800

TOTAL CAPITAL OUTLAY	$ 62,925

City of Belleair Beach, Florida

Transfers Out

FISCAL YEAR 2012-2013



CITY OF BELLEAIR BEACH
TRANSFERS OUT

SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
PERSONAL SERVICES	$0	$0	$0	$0	$0
OPERATING	178,706	159,313	159,313	159,313	161,178
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	$178,706	$159,313	$159,313	$159,313	$161,178

CITY OF BELLEAIR BEACH, FL
BUDGET APPROPRIATIONS
TRANSFERS OUT DEPT #571
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
	TRANSFERS OUT							
570.1000	Community Center Contingency	$ -	$ -	$ -	$ -	$ -		
570.2000	Contribution to Capital Projects Fund (CPF)	$ 178,706	$ 159,313	$ 159,313	$ 159,313	$ 161,178	1.2%	
	TOTAL TRANSFERS OUT	$ 178,706	$ 159,313	$ 159,313	$ 159,313	$ 161,178	1.2%	

CITY OF BELLEAIR BEACH, FLORIDA
PRPOSED BUDGET APPROPRIATIONS
FISCAL YEAR BUDGET 2012-2013

Revised 9/25/2012

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% OF INC. OVER LAST YRS' BUDGET
510	City Clerk	$ 68,836	$ 84,807	$ 87,676	$ 65,366	$ 86,419	-1.4%
511	Mayor/Council	$ 9,034	$ 10,805	$ 10,805	$ 4,815	$ 11,150	3.2%
512	City Manager	$ 106,484	$ 111,159	$ 111,159	$ 89,341	$ 114,067	2.6%
513	Finance	$ 101,916	$ 112,699	$ 112,699	$ 53,246	$ 104,824	-7.0%
517	Information Technology	$ 6,959	$ 12,865	$ 12,865	$ 10,040	$ 9,815	-23.7%
519	Non Departmental	$ 178,329	$ 202,555	$ 202,555	$ 151,534	$ 206,782	2.1%
521	Public Safety	$ 426,364	$ 427,667	$ 427,801	$ 356,467	$ 419,874	-1.9%
524	Building/Code Enforc.	$ 16,959	$ 19,846	$ 19,846	$ 13,701	$ 19,242	-3.0%
534	Sanitation	$ 227,420	$ 227,835	$ 227,835	$ 170,471	$ 234,090	2.7%
541	Public Works	$ 283,651	$ 351,249	$ 354,822	$ 263,992	$ 392,109	10.5%
571	Transfer Out	$ 178,706	$ 159,313	$ 159,313	$ 159,313	$ 161,178	1.2%
TOTALS		**$ 1,604,658**	**$ 1,720,799**	**$ 1,727,375**	**$ 1,338,286**	**$ 1,759,550**	**1.9%**

GF Expense Summary

City of Belleair Beach, Florida

MARINA FUND

Operating Budget

FISCAL YEAR 2012-2013

MARINA (ENTERPRISE FUND)

Mission

The Marina's focus is on providing a safe, attractive and efficient boat docking facility for City residents, non-resident property owners and other boat owners depending on availability of boat slips.

Responsibility for the Marina is shared by some departments under the General Fund including: City Clerk for rentals of boat slips; Non Departmental for collections of boat slip rentals; Finance for recording and analysis of cash receipts and collections, issuing checks to Marina vendors, preparing bank reconciliations and dealing with depository bank, monitoring budgets and preparing financial reports; and Public Works for helping ensure proper maintenance of facilities

Goals and Objectives

- Promote an efficient operation of the City owned boat docking facility
- Keep facilities well-maintained to promote a safe environment
- Make sure that surroundings are attractive to enhance City appearance and to keep boat slip tenants happy
- Issue Marina gate keys to promote a secure and safe atmosphere
- Coordinate leasing of boat slips and arranging of boat transfers promptly

Programs and Tasks

BOAT SLIP RENTALS - renting boat slips is the responsibility of the City Clerk who reviews all documentation such as applications/lease agreements and makes sure that security deposits are collected

MARINA GATE KEYS - for better security the boat slip tenants are provided with keys and security deposits are required

REPAIRS & MAINTENANCE - to help ensure the smooth operation of the Marina, some boat slip tenants keep City Hall informed of the status of the physical facilities and identify possible repair work

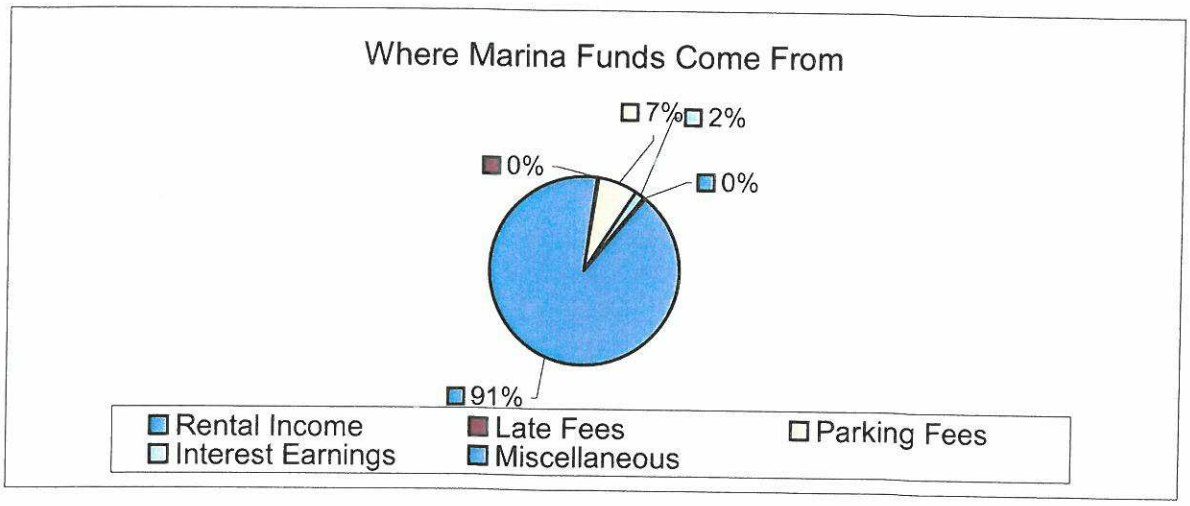
CAPITAL IMPROVEMENTS - there is a plan to hire an outside consultant who will prepare a feasibility study- the scope of work will include looking into upgrades, repairs and replacement for compliance with code standards and for aesthetic reasons; subsequently, a long range plan for improving landscaping, lighting, replacement of pilings and other projects will be developed and implemented.

CITY OF BELLEAIR BEACH, FLORIDA

MARINA FUND

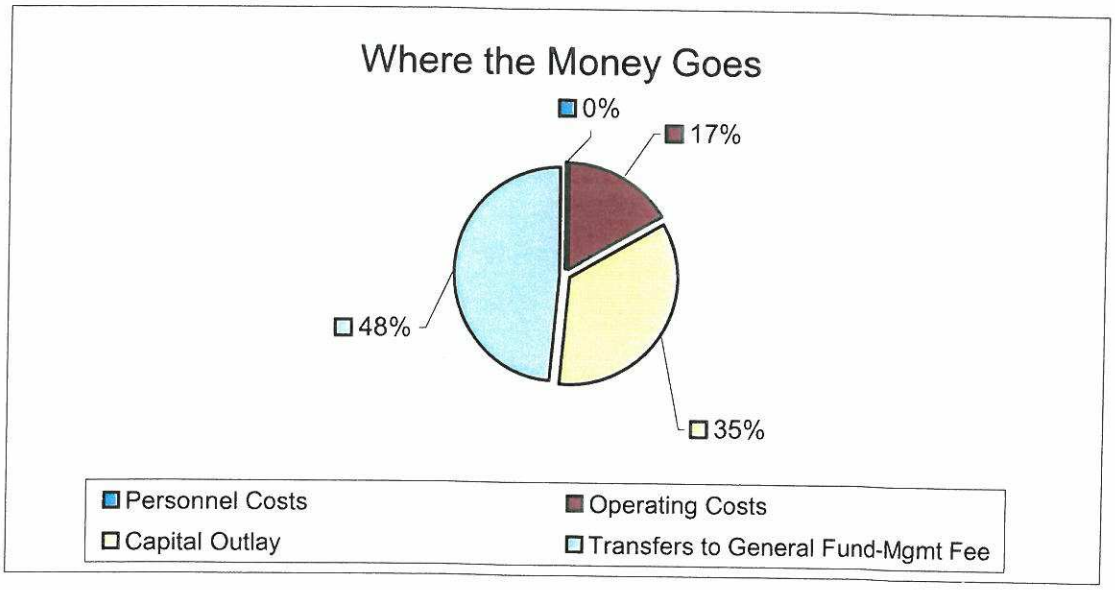
WHERE THE MONEY COMES FROM

Rental Income	91.24%	$51,031
Late Fees	0.16%	90
Parking Fees	6.62%	3,700
Interest Earnings	1.77%	990
Miscellaneous	0.21%	119
Total Estimated Revenue	100.00%	$55,930



WHERE THE MONEY GOES

Personnel Costs	0.00%	$0
Operating Costs	16.53%	9,245
Capital Outlay	34.91%	19,525
Transfers to General Fund-Mgmt Fee	48.56%	27,160
Total Appropriations	100.00%	$55,930



CITY OF BELLEAIR BEACH, FLORIDA
MARINA FUND 005

REVENUE/ EXPENDITURE SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
OPERATING REVENUES	$ 54,734	$ 39,902	$ 54,105	$ 54,105	$ 55,930
EXPENDITURES					
PERSONNEL SERVICES	$ -	$ -	$ -	$ -	$ -
OPERATING EXPENDITURES	**$ 9,085**	**$ 12,232**	**$ 18,365**	**$ 18,365**	**$ 9,245**
CAPITAL OUTLAY	$ 13,752	$ 3,835	$ 13,755	$ 17,610	$ 19,525
OTHER					
Contributions to Gen Fund	$ 28,145	$ -	$ 21,985	$ 21,985	$ 27,160
TOTAL EXPENDITURES	**$ 50,982**	**$ 16,067**	**$ 54,105**	**$ 57,960**	**$ 55,930**
Excess (deficit) of Revenue over Expenditures	$ 3,752		$ -	$ (3,855)	$ -

CITY OF BELLEAIR BEACH, FLORIDA
ESTIMATED REVENUES APPROPRIATIONS
MARINA FUND 005
FY 2012-2013

A/C #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	INCREASE/ -DECR OVER LAST YR'S AMENDED BUDGET AMOUNT	%	Justification Line
	FUND EQUITY BALANCE, OCTOBER 1	$ 222,235	$ 225,987	$ 225,987	$ 222,132	$ 222,132			
	ADD REVENUES:								
347.0901	Late fees	105	-	-	60	90	90		
347.2500	Parking fee-Marina	2	-	-	1,278	3,700	3,700		
362.0000	Slip rental income	53,014	53,035	53,035	37,762	51,031	(2,004)	-3.78%	
361.1000	Interest Income	1,434	980	980	660	990	10	1.02%	
369.9900	Misc Income	179	90	90	142	119	29	32.22%	
	Total Operating Revenues	**54,734**	**54,105**	**54,105**	**39,902**	**55,930**	1,825	3.37%	
	Other Financing Sources:								
	Transfer from General Fund	-	-	-	-	-	-		
	Total Other Financing Sources	**-**	**-**	**-**	**-**	**-**	-		
	TOTAL REVENUES	**54,734**	**54,105**	**54,105**	**39,902**	**55,930**	1,825	3.37%	
	LESS: EXPENDITURES	**50,982**	**54,105**	**57,960**	**16,067**	**55,930**	(2,030)	-3.50%	
	Increase/ decrease in fund equity	3,752	-	(3,855)	-	-	3,855		
	FUND EQUITY BALANCE, SEPTEMBER 30	**$ 225,987**	**$ 225,987**	**$ 222,132**		**$ 222,132**			
	EXPENDITURES								
575.0310	Contractual Services	-	500	500	-	500	-		
575.3150	Marina Feasibility	-	7,200	7,200	7,208	-	(7,200)		
575.0312	Professional Services-Engineer	550	-	-	(550)	1,000	1,000		
575.0410	Telephone & Communications	662	695	695	388	545	(150)	-21.58%	State contract
575.0430	Utility Services	3,599	3,865	3,865	2,468	3,700	(165)	-4.27%	
575.0450	Insurance	2,537	2,525	2,525	2,047	2,200	(325)	-12.87%	per FLC premium quotation
575.0460	Repairs & Maintenance	1,012	1,235	1,235	401	1,000	(235)	-19.03%	103 /mo. ave.
575.0490	Miscellaneous Expense	25	65	65	49	-	(65)	-100.00%	
575.0520	Operating Supplies	160	280	280	41	100	(180)	-64.29%	
575.0530	Parking Meter expense	540	-	-	180	200	200		
575.0550	Contingencies	-	2,000	2,000	-	-	(2,000)	-100.00%	unforeseen emergency exp
	Total Operating Expenditures	9,085	18,365	18,365	12,232	**9,245**	(9,120)	-49.66%	
	CAPITAL								
575.0631	Depreciation Expense	13,752	13,755	13,755	-	14,525	770	5.60%	add the fence to FA inc depr
575.0640	Capital Improvements	-	0	3,855	3,835	5,000	1,145	29.70%	Per CIP, 2 docks replaced per ye
	Total Capital	**13,752**	**13,755**	**17,610**	**3,835**	**19,525**	1,915	10.87%	
575.0910	Contributions to General Fund	**28,145**	**21,985**	**21,985**	-	**27,160**	5,175	23.54%	
TOTAL	**Total Expenditures**	**50,982**	**54,105**	**57,960**	**16,067**	**55,930**	(2,030)	**-3.50%**	

CITY OF BELLEAIR BEACH, FL
MARINA FUND
SCHEDULE OF BOAT SLIP RENTAL
As of June 12, 2012

Boat Slip No.	Tenant's Name	Status/ rate used	Boat Length	Monthly Rent	Sales Tax paid by Tenant	Total Payment
1- Lift	Steven Sellers	Resident	22'	$ 210.00	$ 14.70	$ 224.70
2	Stephen Greenberg	Property owner	41'	$ 287.00	$ 20.09	$ 307.09
3- owner Lift	Jerry Hawkins	Resident	33'	$ 231.00	$ 16.17	$ 247.17
4- owner Lift	Henry Levin	Property owner	35 1/2'	$ 248.50	$ 17.40	$ 265.90
5- Lift	Walter McComb	Non-Resident	34' 6"	$ 340.00	$ 23.80	$ 363.80
6- Lift	William Lusk	Resident	19'	$ 210.00	$ 14.70	$ 224.70
7	John Nikas	Resident	27'	$ 210.00	$ 14.70	$ 224.70
8- Lift	Ed & Sandee Wisniowski	Resident	29'	$ -	$ -	$ -
9- Lift	Bruce Van Fleet	Non-Resident	32'	$ 320.00	$ 22.40	$ 342.40
10	VACANT					
11- Lift	Aldo Giustizia	Non-Resident	27'	$ 300.00	$ 21.00	$ 321.00
12- Lift	Daniel Knapp	Resident	19 1/2 '	$ 210.00	$ 14.70	$ 224.70
13- Lift	Mark Mitchell	Non-Resident	33'	$ 330.00	$ 23.10	$ 353.10
14	Chester Lawrence	Non-Resident	39'	$ 390.00	$ 27.30	$ 417.30
15- Lift	Deborah Zimmerman	Property owner	32'	$ 224.00	$ 15.68	$ 239.68
16	Raymond Cutro	Resident	46'	$ 322.00	$ 22.54	$ 344.54
17- Lift	Deborah Zimmerman	Property owner	22'	$ 210.00	$ 14.70	$ 224.70
18	VACANT			$ -	$ -	$ -
19- Lift	Thomas McDevitt Jr.	Resident	17'	$ 210.00	$ 14.70	$ 224.70
20	VACANT			$ -	$ -	$ -
	Monthly Total			$ 4,252.50	$ 297.68	$ 4,550.18
	Rental Estimate	existing tenants		$ 51,030		
	Add: Boat Slip #8	yearly rent		$ 1		
	Vacant Boat Slip #18			$ -		
	Vacant Boat Slip #20			$ -		
	Estimated Total Yearly Rental			$ 51,031		
	Estimated Collection rate			100%		
	Estimated Total FY 2012-2013 Slip Rental Income			**$ 51,031**		

Monthly Rental Pricing:
Resident/non resident property owners- $210.00 up to 30' boat length plus $7.00 per foot in excess of 30'
Non-Resident - $300.00 up to 30' boat length plus $10.00 per foot in excess of 30'

City of Belleair Beach, Florida
CAPITAL PROJECTS FUND (CPF)
OPERATING BUDGET
FISCAL YEAR 2012-2013

CAPITAL PROJECTS FUND

Mission

The Capital Projects Fund (CPF) is used to segregate accountability for the acquisition or construction of major capital facilities, other than those projects financed by enterprise/proprietary funds or trust funds; it is recommended to set up a reporting system for major capital acquisition and construction which is separate from ongoing operating activities in order to:

- provide focus on major construction and acquisition projects
- avoid distortions in financial trend information that would occur when capital and operating information are not separately reported, for example, a department's expenses may significantly decrease in the fiscal year after a major capital project is completed, thus affecting the reasonableness of comparative financial information and
- better understand the City's capital asset activities

Criteria

The main criteria in determining if it is best to use the CPF are the estimated useful life of the completed project and the total project cost as follows:

- estimated useful life- should be a minimum of ten years from the date of acquisition or the date that construction is completed.
- for purposes of the City's financial reporting system, the total cost of acquisition or construction should be a minimum of $25,000 in order to be considered eligible for inclusion in the Capital Projects Fund. The cost components should be directly identified with the acquisition of the major capital project and may exclude the cost of a feasibility study before the decision to acquire or construct the capital project was made.

This is primarily funded by the Local Option Sales Tax (Penny for Pinellas) and the Local Option Gas Tax. Other sources of funding are contributions from the General Fund and outside financing such as bank loans.

Goals and Objectives

- Continue to promote healthful, safe and natural environment factors in major acquisition or construction projects
- Ensure that infrastructure projects shall enhance the residential character of the neighborhoods
- Maximize visibility of available water views as part of aesthetics and property value factors

Programs and Tasks

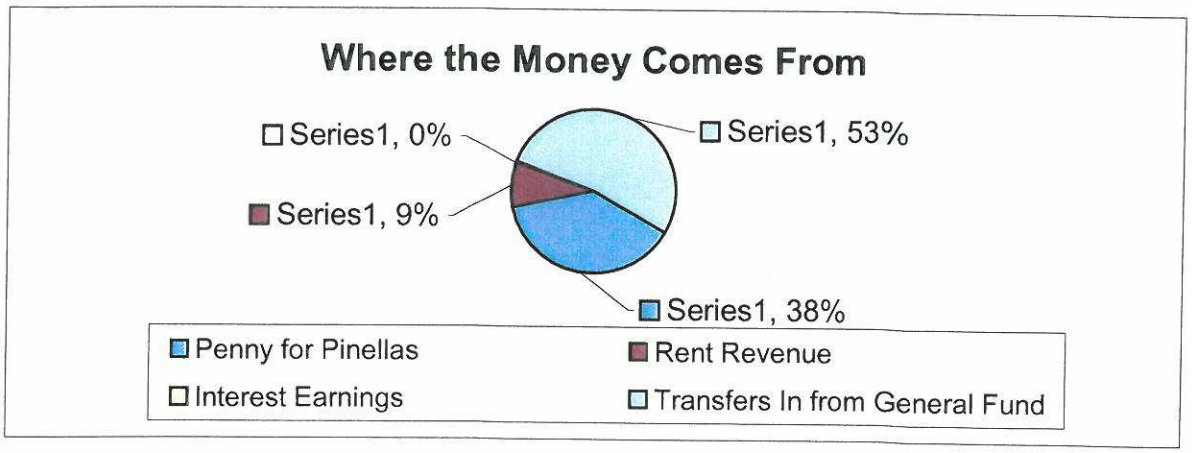
CAPITAL PROJECTS - identify funding source for nonrecurring capital projects with an estimated useful life of at least ten (10) years and/or a minimum cost of $25,000.

COMMUNITY CENTER – continue to provide for superior structure and excellent environmental character for new Community Center facilities that are compliant to building and safety codes, improve community aesthetics and enhance services to citizens; maximize rental licensing for various events such as weddings, parties, meetings and fitness programs to residents and non residents.

CAPITAL PROJECTS FUND

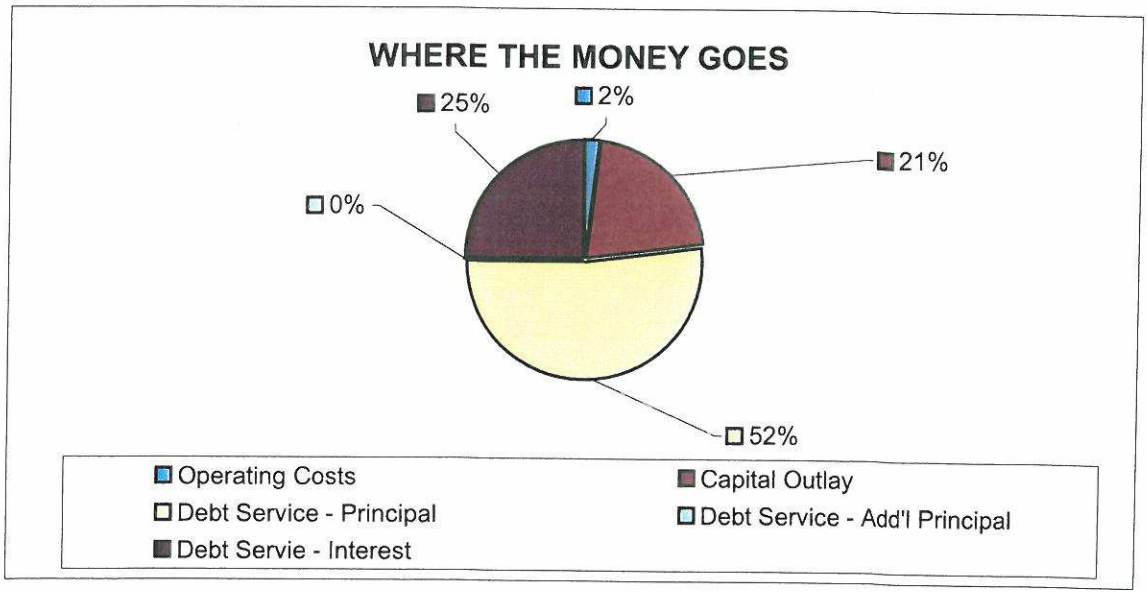
WHERE THE MONEY COMES FROM

Penny for Pinellas	38.43%	$118,180
Rent Revenue	8.81%	27,100
Interest Earnings	0.36%	1,100
Transfers In from General Fund	52.41%	161,178
	100.00%	307,558



WHERE THE MONEY GOES

Operating Costs	1.95%		5,995
Capital Outlay	21.13%		65,000
Debt Service - Principal	52.02%		160,000
Debt Service - Add'l Principal	0.00%	$	-
Debt Servie - Interest	24.89%	$	76,563
	100.00%		307,558



008 CPF~Graph

CITY OF BELLEAIR BEACH, FLORIDA
CAPITAL PROJECTS FUND 008

REVENUE/ EXPENDITURE SUMMARY

	ACTUAL FY 2010-11	ACTUAL 7/31/2012 FY 2011-12	ADOPTED BUDGET FY 2011-12	AMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2012-13
REVENUES					
OPERATING REVENUES	$ 131,377	$ 97,849	$ 135,430	$ 135,430	$ 146,380
OTHER FINANCING SOURCES					
Transfer from General Fund	$ 178,706	$ 159,313	$ 159,313	$ 159,313	$ 161,178
TOTAL REVENUES	$ 310,083	$ 257,162	$ 294,743	$ 294,743	$ 307,558
EXPENDITURES					
PERSONNEL SERVICES	$ -	$ -	$ -	$ -	$ -
OPERATING EXPENDITURES	$ 6,847	$ 1,338	$ 3,125	$ 3,125	$ 5,995
CAPITAL OUTLAY	$ 42,453	$ 45,151	$ 47,648	$ 50,245	$ 65,000
DEBT SERVICE	$ 248,536	$ 242,584	$ 243,970	$ 243,970	$ 236,563
OTHER	$ -	$ -	$ -	$ -	$ -
TOTAL EXPENDITURES	$ 297,836	$ 289,073	$ 294,743	$ 297,340	$ 307,558
Excess (deficit) of Revenues over Expenditures	$ 12,247		$ -	$ (2,597)	$ -

CITY OF BELLEAIR BEACH, FL
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
CAPITAL PROJECTS FUND - 008
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCR/ -DECR OVER LAST YR'S AMENDED BUDGET
	FUND BALANCE, OCTOBER 1	$ 537,964	$ 537,964	$ 537,964	$ 535,367	$ 535,367	
	ADD REVENUES:						
312.600	7th Cent Sales Tax (Penny for Pinellas)	117,308	115,145	115,145	72,784	118,180	2.64%
315.000	Rent Revenue- see note a						
315.100	Rent Revenue- wedding	7,800	12,000	12,000	13,465	16,650	
315.200	Rent Revenue- party	1,991	2,650	2,650	1,775	1,500	
315.300	Rent Revenue- fitness	1,091	1,185	1,185	1,784	1,700	
315.400	Rent Revenue- meeting	105	250	250	-	-	
315.500	Rent Revenue- other (DVD, polling place)	800	1,140	1,140	350	-	
315.600	Rent Revenue- banquet furniture	1,073	2,125	2,125	5,545	7,250	
		12,860	19,350	19,350	22,919	27,100	40.05%
361.100	Interest Income	882	935	935	1,034	1,100	
366.000	Donations received	300	-	-	1,059	-	
369.990	Misc. Revenue	27	-	-	53	-	
	Total Operating Revenues	131,377	135,430	135,430	97,849	146,380	8.09%
	Other Financing Sources:						
381.010	Loan Proceeds	-	-	-	-	-	
381.100	Transfer In from General Fund	178,706	159,313	159,313	159,313	161,178	
	Total Other Financing Sources	178,706	159,313	159,313	159,313	161,178	1.17%
	TOTAL REVENUES	310,083	294,743	294,743	257,162	307,558	4.35%
	LESS: EXPENDITURES	297,836	294,743	297,340	289,073	307,558	3.44%
	REVENUES IN EXCESS OF EXP/ (shortfall)	12,247	-	(2,597)		-	
	Transfers out	-	-	-	-	-	
	Increases/ (decreases) in fund balance	12,247	-	(2,597)		-	
	Fund Balance, beginning October 1	537,964	537,964	537,964		-	
	FUND BALANCE, ending September 30	550,211	537,964	535,367		-	

CITY OF BELLEAIR BEACH, FLORIDA
PROPOSED BUDGET APPROPRIATIONS
CAPITAL PROJECTS FUND 008
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCR/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
EXPENDITURES								
	OPERATING:							
008-570521A	**Events expenses**	**$ 6,643**	**$ 2,775**	**$ 2,775**	**$ 1,292**	**$ 5,795**	108.83%	
570.462	Janitorial service- special events	$ 636	$ 1,295	$ 1,295		$ 1,295		36 x $36 ave
570491A	Advertising- events	$ 858	$ 1,000	$ 1,000	$ -	$ 2,500		
	1/2 page color- Chamber of Comm							
	TBT wedding ad	$ 252						
	Beach Bee Welcome Back	$ 490						
	TB Beaches Chamber- breakfast	$ 108						
	Other- brochures	$ 8						
	Advertising- Community Center		$ 1,000	$ 1,000		$ 2,500		
570.521	Operating Supplies- events	$ 163	$ 180	$ 180	$ -	$ -	-100.00%	
	Piano cover	$ -			$ -	$ -		
	Wireless keyfob	$ -			$ -	$ -		
	Coat rack/ wrap- bridal suite	$ -			$ -	$ -		
	Table covers/cloths	$ 152			$ -	$ -		
	Other- includes floor plans	$ 11	$ 180	$ 180	$ -	$ -		
570521B	Furniture- events	$ 4,778	$ 300	$ 300	$ 1,292	$ 2,000		
	Banquet chairs	$ 2,611			$ -	$ -		
	Round tables	$ 912			$ 783	$ 1,000		
	Banquet tables	$ -	$ 300	$ 300	$ -	$ 1,000		
	Dance floor	$ 1,255			$ 509			
	Mirror full length	$ -			$ -	$ -		
570521C	Other expense- events	$ 208	$ -	$ -	$ -	$ -		
	background check- instructors	$ 168						
	membership- Sam's Club	$ 40						
008-570.0490	**Miscellaneous Expense**	**$ 204**	**$ 350**	**$ 350**	**$ 46**	**$ 200**	-42.86%	includes bank charges
	Subtotal Operating	**$ 6,847**	**$ 3,125**	**$ 3,125**	**$ 1,338**	**$ 5,995**	91.84%	
	CAPITAL OUTLAY:							

CITY OF BELLEAIR BEACH, FLORIDA
PROPOSED BUDGET APPROPRIATIONS
CAPITAL PROJECTS FUND 008
FISCAL YEAR 2012-2013

ACCT #	ACCOUNT TITLE	ACTUAL FY 2010-2011	ADOPTED BUDGET 2011-2012	AMENDED BUDGET 2011-2012	TO DATE ACTUAL 7/31/2012	ADOPTED BUDGET 2012-2013	% INCR/ -DECR OVER LAST YR'S AMENDED BUDGET	Justification
008-570.0640	**Capital Improvements**	**$ 42,453**	**$ 47,648**	**$ 50,245**	**$ 45,151**	**$ 65,000**	29.37%	
008-570.0640A	Gazebo Community Center	$ -	$ -	$ -	$ -	$ 5,000		Addl site for weddings events
008-570.0641	Roads/ streets	$ -	$ 31,648	$ 31,648	$ 26,999	$ 45,000	42.19%	CIP
008-570.0642	Total Stormwater system project	$ 42,453	$ 16,000	$ 18,597	$ 18,152	$ 15,000	-19.34%	CIP
	Valley curb/ stormwater project	$ 42,453	$ 16,000	$ 16,000	$ 18,152	$ 15,000		per CIP- replace/ repair valley curbs 20th & 21st
	Frwd fr FYE 2011- Valley Curb	$ -	$ -	$ 2,597	$ -	$ -		
008-570.0683	Contingency-Comm. Ctr Other	$ -	$ -	$ -	$ -	$ -		
570340A	Other Contractual Svc-Cables	$ -	$ -	$ -	$ -	$ -		
570502C	Emergency generator conversion	$ -	$ -	$ -	$ -	$ -		
570502D	Other Electrical Work	$ -	$ -	$ -	$ -	$ -		
	Subtotal Capital Outlay	**$ 42,453**	**$ 47,648**	**$ 50,245**	**$ 45,151**	**$ 65,000**	29.37%	
	DEBT SERVICE:							
008-570.0710	Debt Service - Principal	$ 160,000	$ 160,000	$ 160,000	$ 160,000	$ 160,000	0.00%	Comm. Ctr loan principal pmyt. 4 qtrs @ $40,000 per bank amortization
008-570.0710	Debt Service - Principal - add'l	$ -	$ -	$ -	$ -	$ -	0.00%	
008-570.0720	Debt Service - Interest	$ 88,536	$ 83,970	$ 83,970	$ 82,584	$ 76,563	-8.82%	
	Subtotal Debt Service	**$ 248,536**	**$ 243,970**	**$ 243,970**	**$ 242,584**	**$ 236,563**	-3.04%	
TOTAL EXPENDITURES		**$ 297,836**	**$ 294,743**	**$ 297,340**	**$ 289,073**	**$ 307,558**	3.44%	

CITY OF BELLEAIR BEACH, FL
PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP)
EXPENDITURES/ PROJECTS BY FUNCTION
FY 2012-13 to FY 2016-17

DESCRIPTION	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	Total- 5 years	account number
FUND: GENERAL FUND							
GENERAL GOVERNMENT							
Information Technology (IT)							
	0	0	0	0	0	0	517.0642
Oct 2012 City Clerk	675	0	0	0	0	675	517.0642
Nov 2012 Finance Officer	675	0	0	0	0	675	517.0642
Feb 2013 Administrative Asst	0	760	0	0	0	760	517.0642
Jan 2014 Community Services Dir	0	760	0	0	0	760	517.0642
Sep 2015 Code Enforcement	0	0	760	0	0	760	517.0642
Sub total desktop computers	1,350	1,520	760	0	0	3,630	
Sub total Information Technology (	1,350	1,520	760	0	0	3,630	
replacement of HVAC compressor/ rotor	7,500	7,500	7,500	7,500	7,500	37,500	519.0640
	7,500	7,500	7,500	7,500	7,500	37,500	
TOTAL GENERAL GOVERNMENT	**8,850**	**9,020**	**8,260**	**7,500**	**7,500**	**41,130**	

CITY OF BELLEAIR BEACH, FL
PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP)
EXPENDITURES/ PROJECTS BY FUNCTION
FY 2012-13 to FY 2016-17

	DESCRIPTION	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	Total- 5 years	account number
IMPROVEMENTS OTHER THAN BLDG								
Harrison bulkhead repair	Emergency repair	10,000					10,000	541-0630
22nd St. Bridge Repair	bridge built in 1965 needing repair	20,000					20,000	541-0630
	Total Improvements	30,000	0	0	0	0	30,000	
PARKS & RECREATION								
Bayside Park	Replace Bayside Park ramp	0	0	0	0	0	0	541.0634
Bayside Park	Build new ramp 53 ft. out past Mangroves	0	0	0	0	0	0	541.0635
Bayside Park	Replace rusted metal playground equip	0	0	0	0	0	0	541.0634
Seawall Repairs	Various sea wall repairs throughout City	2,000	2,000	2,000	2,000	2,000	10,000	541.0634
Buoy Refurbishment/Replacement	Belleair Beach only	9,000					9,000	541.0634
16th Street Park dock replacement	Replace dock w/ composite decking/handrail	0	0	0	0	0	0	541.0635
20th Street Park dock replacement	Replace dock w/ composite decking/handrail	9,000	0	0	0	0	9,000	541.0635
Z- Mower Replacement	Replace 10-year old mower	3,800	0	0	0	0	3,800	541.0640
Total Parks and Recreation		23,800	2,000	2,000	2,000	2,000	31,800	
PUBLIC WORKS								
		0	0	0	0	0	0	541.0640
Ford F350 pickup truck (6.7 diesel)	Replace 2001 Dodge Utility Truck	6,000	6,000	6,000	6,000	6,000	30,000	541.0640
Total Public Works		6,000	6,000	6,000	6,000	6,000	30,000	
TOTAL GENERAL FUND		**68,650**	**17,020**	**16,260**	**15,500**	**15,500**	**132,930 0**	**0**
FUND: MARINA FUND								
Various beautification projects	projects based upon feasibility study	0	0	0	0	0	0	TBD
Facility Improvement Program	New Docks and walkways	5,000	6,000	6,000	6,000	7,000	30,000	575-0640
TOTAL MARINA FUND		**5,000**	**6,000**	**6,000**	**6,000**	**7,000**	**30,000**	

CITY OF BELLEAIR BEACH, FL
PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP)
EXPENDITURES/ PROJECTS BY FUNCTION
FY 2012-13 to FY 2016-17

FUND: CAPITAL PROJECTS FUND (CPF) *	DESCRIPTION	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	Total- 5 years	account number
Capital Improvements; Comm. Ctr	Gazebo for Community Center	5,000	5,000	5,000	5,000	500	20,500	519.0640
Street Resurfacing								
	Asphalt resurfacing/milling of 7th St., 17h St.	45,000	32,000	65,000	33,000	45,000	220,000	570.0641
Stormwater System Project								
Valley Curb Repair/ Replacement	Replace/ repair valley curbs7th - Harbor & 8th to Gulf	15,000	33,000	49,500	19,800	56,100	173,400	570.0642
TOTAL CPF		**65,000**	**70,000**	**119,500**	**57,800**	**101,600**	**413,900**	
GRAND TOTAL		**138,650**	**93,020**	**141,760**	**79,300**	**124,100**	**576,830**	

Notes: The CIP includes equipment, vehicles, improvements and construction projects with a minimum estimated cost of $1,000 and an estimated useful life of at least two years.

* The Capital Projects Fund includes major capital projects with a minimum estimated cost of $25,000 and an estimated useful life of at least ten years.

CAPITAL IMPROVEMENT PROGRAM (CIP)
MAJOR CAPITAL PROJECTS DESCRIPTION
FY 2012-2013 TO FY 2016-2017

Definition: Major capital projects include projects that have a minimum total estimated cost of $25,000 and/or minimum useful life of ten years. Listed below are the individual project description, total estimated cost for five fiscal years starting in FY 2012-2013 through FY 2016-2017, and the estimated cost included in the budget for FY 2012-2013.

Expenditure Recognition: The project costs for the first year of the CIP are included in that fiscal year's operating budget, for example the first year's costs of the five year CIP starting in FY 2012-13 to FY 2016-17 are included/accounted for in the FY 2012-13 budget.

IMPROVEMENTS-OTHER THAN BLDG- Total Estimated Cost FY 2012-13 to FY 2016-17 $30,000

1. **Bridge Repairs- Estimated Cost FY 2012-13 to FY 2016-17 $30,000**

   The 22nd Street Bridge and the Harrison Avenue bulkhead are scheduled for repair. **The FY 2012-2013 budget is $20,000 for 22nd Street and $10,000 for Emergency repairs to Harrison for a total of $30,000: (acct. number 541.630).**

PUBLIC WORKS - Total Estimated Cost FY 2012-13 to FY 2016-17 $30,000

2. **Equipment Replacement Program - Estimated Cost FY 2012-13 to FY 2016-17 $30,000**

   This program plans to replace the Dodge pick up truck with the purchase of a Ford F350 pickup truck (6.7 diesel). **The FY 2012-13 budget is $6,000(acct. number 541.640).**

MARINA FUND- Total Estimated Cost FY 2012-13 to FY 2016-17 $30,000

3. The feasibility study determined that to bring the Marina into compliance with current code standards and to improve the aesthetic appearance of the Marina site will cost $30,000. $5,000 is budgeted for the replacement of 2 docks this coming fiscal year. **The FY 2012-13 budget is $5,000 (acct. number 575.640).**

CAPITAL PROJECTS FUND (CPF)- Total Estimated Cost FY 2012-13 to FY 2016-17 $413,900

4. **Street Resurfacing Estimated Cost FY 2012-13 to FY 2016-17 $220,000**

This project's goal is to resurface the City's 8.5 miles of roadways in order to effectively provide for transportation of vehicles throughout the City and to improve the aesthetic quality of the streets. The following roads have been identified for asphalt resurfacing: 6th Street from Gulf Blvd/ Harbor Dr., to 5th Street/ Gulf Blvd; 7th Street Gulf Blvd/ Harbor Dr.; 20th Street from Gulf Blvd to Bayshore Dr., and 21st Street from Gulf Blvd to Bayshore Dr.; Bayshore Dr.; and Donato Dr. **The FY 2012-13 budget is $45,000 (acct. number 570.641).**

5. **Stormwater System Project - Estimated Cost FY 2012-13 to FY 2016-17 $173,400**

This project aims to replace the City's valley curb system in order to provide proper street drainage and maintain the aesthetic quality of the streets. Valley curb replacements are planned at these locations: 20th and 21st Streets, Bayshore Dr., Donato Dr., Aleta Dr. and Louisa Dr. and 22nd Street. The **FY 2012-2013 budget is $15,000 (acct. number 570.642).**

6. **Gazebo for Community Center- Estimated Cost FY 2012-13 to FY 2016-17 $20,500**

This project is to build a gazebo on the concrete pad that is between the Community Center and the inter-coastal waterway for the purpose of rental for weddings and other events. The **FY 2012-2013 budget is $5,000 (acct. number 519.0640).**

CAPITAL IMPROVEMENT PROGRAM (CIP)
CAPITAL OUTLAY
FY 2012-2013 TO FY 2016-2017

Definition: Capital outlays include expenditures for acquisition or addition to property and equipment that have a minimum estimated cost of $1,000 and have an estimated useful life of more than one year but less than ten years. Listed below, by Fund and by Department are the capital items requested that have an impact on the FY 2012-13 budget, their description, and the total estimated cost for five years from FY 2012-13 through FY 2016-17.

FUND	DEPARTMENT	DESCRIPTION	Cost FY 2012-13	Total Cost FY 2012-13 to FY 2016-17
General Fund	Information Technology			
		New desktop computers	1,350	3,630 (acct # 517.0642)
	Non Departmental			
		Replacement of HVAC compressor	7,500	37,500 (acct #519.0640)
	Parks & Recreation (Public Works)			
		Seawall Repairs	2,000	10,000 (acct #541.0634)
		20th Street Park dock replacement	9,000	9,000 (acct #541.0635)
		Z-mower replacement	3,800	3,800 (acct #541.0640)
		Buoy Replacement	9,000	9,000 (acct #541.0640)
			23,800	31,800
Total General Fund			$ **32,650**	$ **72,930**

Enterprise Fund
(Marina)

- None -

Capital Projects Fund

- None -

GLOSSARY

The following abbreviations are used in this budget book:

CIP	Capital Improvement Program
CPF	Capital Projects Fund
FY	Fiscal Year
FS	Florida Statute
IT	Information Technology
N/A	Not available or not applicable

Discussed below are definitions of concepts and principles presented in this budget book.

Accrual basis- under an accrual basis of accounting, revenues are recognized when earned and expenses are recognized when the liability is incurred, regardless of the timing of the related cash inflows/ outflows.

Ad Valorem Taxes- real and personal property taxes assessed "in proportion to value". The local governments set the levy.

Adjusted final millage- actual tax rate levied by a local government when tax bills are issued. The rate is adjusted for errors in property assessments for tax purposes and for changes in assessed valued as determined by local adjustment value boards.

Aggregate Millage Rate- the total of all property tax levied by the governing board of a municipality and the County. Under Florida State Law the aggregate rate for a municipality or county is set at a maximum rate of $10 per $1,000 of assessed taxable value.

Amendment- the process of formally changing, altering or adding to a record or document

Amendment I- approved by Florida voters in January 2008, created an additional homestead tax exemption of $25,000, allowed portability of "Save our Homes" cap and eliminated some tangible personal property from tax rolls

Appropriation- A specific amount authorized for the purchase of goods or services by City Council.

Assessment- the value determined by the property appraiser for a particular real or personal property for taxation purposes.

Balanced Budget- a budget where planned revenue and funds available are equal to or exceed planned expenditures.

Basis of Accounting- the timing of recognition when effects of a transaction or event are recognized for financial reporting. This can be cash basis, when cash is received or paid, or accrual basis, when the transaction or event takes place, irrespective of when cash receipt or payment took place.

GLOSSARY (cont'd.)

Budget- a document that shows in detail how much revenue or income is expected and how it will be spent during a calendar or fiscal year.

Budgetary guidelines- consist of recommendations in regards to municipal budgeting issued by the National Advisory Council on State and Local Budgeting (NACSLB); these guidelines include performance measurement as an important phase of the budget process.

Budgeting basis- is the method used to determine when the revenues and expenses/ expenditures are recognized for purposes of budget preparation

Capital Asset- represents costs incurred in acquiring a tangible item such as land, improvements or intangibles such as easements that has an estimated useful life of at least two years from date of acquisition and a minimum cost of $1,000.

Capital Expenditures- the cost of acquiring land, buildings, machinery, equipment, automobiles, traffic lights, structures and other facilities under the capital improvement classification.

Capital Improvement- should increase the asset's value by extending the asset's useful life and/or by increasing the asset's ability to provide service through better efficiency or higher level of effectiveness; this includes buildings, machinery, equipment, automobiles, traffic lights, structures and other facilities.

Capital Outlay- includes expenditures for acquisition or addition to property and equipment that have a minimum useful life of two years but less than ten years and a minimum cost of $1,000.

Cash basis- under a cash basis of accounting, revenues and expenses are recognized or recorded when the related cash flows are actually received or disbursed.

Contingency funds- funds that are not earmarked for any specific purpose and may be used for emergency or unbudgeted but necessary expenses.

Cost allocation- methodology used to charge the Enterprise Fund for the share in general or central administrative expenses.

Debt service- the payment of principal and interest for purposes of liquidating or retiring debts such as loans and bond issues.

Depreciation- the periodic allocation of the cost of an asset over its estimated useful life. This is required in Enterprise funds (Marina) and the amount is charged as an expense until the asset is written off. Depreciation is a non-cash expense since the cash outlay is recognized when the asset is acquired. However, it is necessary to include depreciation in the Enterprise fund to ensure that the revenue can cover this expense. The most common depreciation method is the straight line basis which is calculated by dividing the cost over the estimated useful life of the asset.

GLOSSARY (cont'd.)

Encumbrance- the amount of funds committed for the payment of goods or services not yet received but supported by contracts or purchase orders, or for projects that have been started.

Enterprise fund- a fund set up to account for activities supported by user fees and should be self-supporting, such as the Marina.

Exemption- the amount that Florida State law determines should be deducted from the assessed value of property for purposes of calculating taxes. The tax rate is then applied to the balance or non exempt portion of the assessed value. The State Constitution set the Homestead exemption at $25,000. However, this was increased to $50,000 per Amendment I which was approved by Florida voters in January 2008. Homeowners eligible for the homestead exemption must apply by March 1st of each year. Some exemptions are granted to agricultural land, property owned by widows and to partially or totally disabled persons under certain criteria.

Expenditure- uses of /decreases in financial resources that benefit more than one reporting period

Expense- use of financial resource and in proprietary funds accounted for on accrual basis

Final Millage rate- tax rate adopted at the second public hearing of a taxing authority

Fiscal Year (FY) - the budget year from October 1 through September 30

Franchise fee- a fee assessed on a public utility for the exclusive right to operate inside City limits

Fund- a fiscal and accounting entity which is segregated for specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations; this has a self-balancing set of accounts that include cash and other financial resources, related liabilities and residual equities

Fund Balance- in the City's governmental fund, such as the General Fund, fund balance is the difference between the assets and liabilities; this also represents unspent funds that can be a source of funding in the following year's budget.

General Fund- serves as chief operating fund of a government and is supported by revenues, such as property taxes, and not required by law for special purpose

Government Finance Officers Association (GFOA)- an association of public finance professionals founded in 1906 as the Municipal Finance Officers Association; has played a major role in the development of GAAP for state and local government; has sponsored the Certificate of Achievement for Excellence in Financial Reporting Program since 1946 and the Distinguished Budget Presentation Award since 1984. These awards programs "encourage state and local governments to prepare documents of the highest quality per established guidelines."

Governmental funds- generally used for tax supported activities; there are five different kinds of governmental funds: general fund, special revenue funds, debt service, capital projects fund and permanent funds.

GLOSSARY (cont'd.)

Homestead Exemption- is a deduction from the total taxable assessed value of property occupied by the owner in the State of Florida; the current homestead exemption has been increased to $50,000 from $25,000, based upon Amendment I which was approved by Florida voters in January 2008.

House Bill 1B- signed into law in June 2007, under this bill the Florida Legislature mandated property tax cuts for municipalities effective FY 2007-2008 budget

Interest- the price paid for the use of / borrowing money, expressed as a percentage, over a period of time.

Major Capital Projects- include expenditures for capital assets that have a minimum estimated useful life of ten years and total minimum cost of $25,000.

Mill- is equal to 1/1000 of one dollar; for tax calculations the taxable value is multiplied by the millage rate divided by 1,000.

Modified accrual basis- under the modified accrual basis of accounting, revenues are recognized when they are measurable and available and expenditures are recognized when the liability is normally liquidated.

Object code- an account to which an expenditure/ expense is recorded , usually maintained by the Florida State Uniform Accounting System, to facilitate account analysis, grouping and financial reporting.

Personnel Services- are costs associated with compensating employees such as salaries, wages, payroll taxes and benefits.

Principal- total amount of money originally borrowed

Proprietary Funds- focus on determination of operating income, financial position, cash flows and changes in net assets; the two kinds of proprietary fund are enterprise funds and internal service funds; these are expected to be supported by user fees.

Repairs and maintenance- will retain or maintain the asset's existing value and service capacity but is not expected to result in additional value; it should be noted that inadequate or irregular maintenance may significantly decrease or shorten the useful life of a capital asset.

Revenue- an increase in or source of fund financial resources other than from debt proceeds or inter fund transfers

Rolled-Back Rate- the millage rate that when multiplied by the taxable value would result in the same amount of revenue as in the previous year

Tax Base- is the total property valuations on which the taxing authority levies the tax rate

GLOSSARY (cont'd.)

Tax Year – the calendar year from January 1 through December 31, on which tax rolls are based

Tentative Millage- the tax rate adopted at the first public budget hearing of a taxing authority; the taxing authority may reduce but not increase the tentative millage rate at the second public hearing of the budget

Truth in Millage Law (TRIM)- the objective of this 1980 law is to keep the public informed of the taxing intentions of taxing agencies such as municipalities and counties

Uniform Accounting System- consists of the chart of accounts from the Office of the State Comptroller in order to standardize financial information for meaningful comparisons and evaluation of financial reports

User charges- fees paid in exchange for direct receipt of public services, for the City of Belleair Beach these would be the boat slip rental fees at the Marina

Utility Tax- a tax levied by municipalities on consumers of utilities such as electricity, water and gas