



CITY OF BELLE ISLE, FL

SECOND PUBLIC BUDGET HEARING AND CITY COUNCIL MEETING

Held in City Hall Chambers, 1600 Nela Avenue, Belle Isle, FL 32809

Held the 1st and 3rd Tuesday of Every Month

Wednesday, September 23, 2026 * 6:30 PM

AGENDA

City Council

Mayor Jason Carson

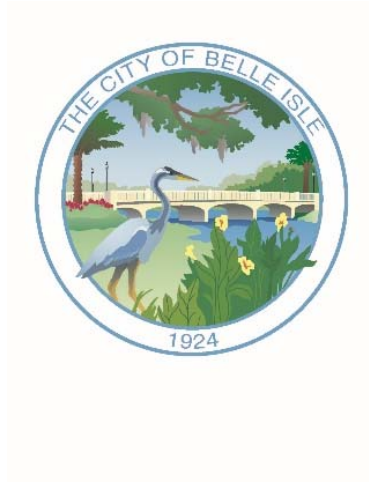
Vice-Mayor – Comm Beth Lowell, District 5

District 1 Comm – Ed Gold | District 2 Comm – Holly Bobrowski | District 3 Comm – Karl Shuck | District 4 Comm – Bobby Lance
District 6 Commissioner – Christopher Oller | District 7 Commissioner – Jim Partin

Welcome to the City of Belle Isle City Council meeting. Please silence all technology during the session. Thank you for participating in your City Government.

1. **Call to Order and Confirmation of Quorum**
2. **Invocation and Pledge to Flag** - Comm Partin, District 7
3. **Second Budget Hearing & Adoption FY 2026/2027**
 - a. Proposed Budget FY 2026/2027 by City Manager Rudometkin - State the % increase over the rolled-back rate and the reasons for the increase.
 - b. Citizen Comments
 - c. Council Discussion
 - d. State the taxing authority, rolled-back rate, % increase over the rolled-back rate, and the millage rate to be levied
 - e. RESOLUTION 26-13 - A RESOLUTION OF THE CITY OF BELLE ISLE OF ORANGE COUNTY, FLORIDA, ADOPTING THE FINAL MILLAGE RATE FOR THE LEVYING OF AD VALOREM TAXES FOR THE CITY OF BELLE ISLE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING ON SEPTEMBER 30, 2027; PROVIDING FOR AN EFFECTIVE DATE.
 - f. RESOLUTION 26-14 - A RESOLUTION OF THE CITY OF BELLE ISLE OF ORANGE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF BELLE ISLE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING ON SEPTEMBER 30, 2027; PROVIDING FOR AN EFFECTIVE DATE.
 - g. Close Second Budget Public Hearing
4. **Public Hearing to Adopt Five-Year CIP Included in FY 2026/2027 Budget**
 - a. Proposed Five-Year CIP Included in FY 2026/2027 Budget
 - b. Citizen Comments
 - c. Council Discussion
 - d. RESOLUTION 26-15 - A RESOLUTION OF THE CITY OF BELLE ISLE OF ORANGE COUNTY, FLORIDA, ADOPTING THE FIVE-YEAR CAPITAL PROGRAM FOR THE PERIOD BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2031; PROVIDING FOR AN EFFECTIVE DATE.
 - e. Close Public Hearing to Adopt Five-Year CIP Included in FY 2026/2027 Budget
5. **Public Comments & Announcements** - Persons desiring to address the Council must complete and provide the City Clerk with a yellow "Request to Speak" form, limited to three (3) minutes, with no discussion. When the Mayor recognizes you, state your name and address and direct all remarks to the Council as a body.
6. **Presentations**
 - a. CE Appeal 26-0405 - 5275 Jade Circle
7. **Consent Items** - *These items are considered routine, and one motion will adopt them unless a commissioner requests to have an item removed from the consent agenda and considered separately.*
 - a. Approval of the FY 2026/2027 Fee Schedule
 - b. RESOLUTION NO. 26-16 - A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING THE CITY OF BELLE ISLE PERSONNEL POLICIES AND PROCEDURES; SUPERSEDING THE REMAINING PROVISIONS OF THE POLICE PAY PLAN; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
 - c. August 2026 Monthly Reports: PD, Finance (<https://cleargov.com/florida/orange/city/belle-isle>), and OC Fire
8. **Unfinished Business**

9. **New Business**
 - a. Pine Castle ES Site - Purchase Consideration
10. **Attorney's Report**
11. **City Manager's Report**
 - a. City Manager's Report and Work Plan
 - b. Chief's Report
 - c. Public Works Report
 - d. Code Compliance Report
12. **Mayor's Report**
13. **Commissioners Report**
14. **Adjournment**



City of Belle Isle, Florida

PROPOSED BUDGET

FISCAL YEAR 2026/2027

VERSION / DATE

V5.090926

Overall Summary

This proposed budget includes a 3% decrease in General Fund revenue and a 3% decrease in expenditures compared to the FY 25/26 projected actuals, leaving an ending fund balance of \$2,516,472. This ending fund balance equates to 23.7% of General Fund revenue. This proposed budget maintains the millage rate of 4.7845.

GENERAL FUND (001)

Revenue Highlights

Ad Valorem Taxes – 001-311-100

Increase reflects the growth in taxable value.

Building Permits – 001-322-000

Budgeted at a lower level to reflect a more typical permitting baseline following elevated activity associated with Cornerstone Charter School projects.

State Shared Revenue – 001-335-120 / 001-335-125

Revenue was reclassified to Municipal Revenue Sharing for accounting alignment.

Police Off-Duty Detail Reimbursements – 001-369-905 / 001-342-905

Revenue was reclassified to 001-342-905 for accounting alignment. No revenue is budgeted because off-duty details are requested by outside entities on an as-needed basis and cannot be reasonably estimated in advance.

Personnel Highlights

Position Changes

- No new positions added.
- Public Works Foreman position eliminated.
- One Public Works Technician reclassified to Public Works Supervisor.
- Code Enforcement Officer/CSO retitled Community Compliance Officer and moved from Dept. 521 to Dept. 513.

Compensation & Benefits

- Salary adjustments reflect applicable step advancements under the adopted Compensation Plan.
- Cost-of-living adjustment (COLA) of 2.5% for full-time employees as approved at the August 20, 2026 City Council meeting.
- No increase in medical, dental, or vision insurance rates.
- Disability insurance rates decreased.
- Hourly rate increase for Crossing Guards from \$17.50/hour to \$20.00/hour.

Expenditure Highlights

Legislative – Dept. 511

Dental & Vision Insurance – 001-511-00-2310

Combined Council dental and vision insurance into one line instead of separate district lines.

Software Subscriptions, Maintenance, & Support – 001-511-00-4650

New line for Council email hosting costs previously recorded in Dept. 519.

Travel & Per Diem – 001-511-00-4000

Reduced from prior-year level.

Other Current Charges / Office & Operating Supplies – 001-511-00-4900 / 001-511-00-5200

Other Current Charges eliminated and funding moved to Office & Operating Supplies for more accurate classification.

Executive Mayor – Dept. 512

Software Subscriptions, Maintenance, & Support – 001-512-00-4650

New line for Mayor email hosting costs previously recorded in Dept. 519.

Other Current Charges / Office & Operating Supplies – 001-512-00-4900 / 001-512-00-5200

Other Current Charges eliminated and funding moved to Office & Operating Supplies for more accurate classification.

Finance, Administration, & Planning – Dept. 513

Overall Expenditures

Overall increase of 23%, including a 20% increase in personnel expenditures and a 33% increase in operating expenditures, primarily due to the transfer of the Community Compliance position from Dept. 521 and the related personnel and operating costs.

Regular Salaries & Wages – 001-513-00-1200

Increased to reflect salary adjustments and the transfer of the Community Compliance position into Dept. 513.

Vehicle Allowance – 001-513-00-1250

Eliminated; the City Manager vehicle allowance was replaced with a City-provided leased vehicle.

IT Services & Support – 001-513-00-3140

New line for IT support costs previously recorded in Dept. 519.

Communications Services – 001-513-00-4100

New line for communications and data service costs previously recorded in Dept. 519.

Rentals & Leases - Vehicles – 001-513-00-4410

Increased due to the addition of a leased vehicle for the City Manager during FY 25/26 and the transfer of the Community Compliance position.

Software Subscriptions, Maintenance, & Support – 001-513-00-4650

Includes software costs such as Laserfiche, Edmunds, code enforcement software, email hosting, and Office 365. This line also reflects costs reclassified from Professional Services – 001-513-00-3100.

Codification Expenses / Codification Services – 001-513-00-4710 / 001-519-00-3490

Codification costs moved from Dept. 513 to Dept. 519 so the expense is budgeted in the department receiving the service.

Office & Operating Supplies – 001-513-00-5200

New line for office & operating supply costs previously recorded in Dept. 519, so the costs are budgeted in the department receiving the service.

General Government – Dept. 519

Overall Expenditures

Overall increase of less than 1%, including less than 1% increase in operating expenditures and a 10% decrease in capital expenditures.

Professional Services – 001-519-00-3100

Includes \$50,000 for an annexation study and \$50,000 for a fire assessment study.

IT Services & Support – 001-519-00-3140

Decreased because certain IT costs were moved to Depts. 511, 512, and 513 so the costs are budgeted in the departments receiving the service.

Building Permits – 001-519-00-3405

Reduced to reflect lower building permit revenue assumptions. The expenditure is budgeted at 80% of building permit revenue.

Codification Services – 001-519-00-3490

New line for codification costs previously recorded in Dept. 513.

Communications Services – 001-519-00-4100

Increased for phone and internet service upgrades, including improvements to support livestreaming of public meetings.

Solid Waste & Recycling Services – 001-519-00-4310

Increased primarily due to a 26% increase in landfill costs.

Capital - Equipment - City Hall – 001-519-00-6491

\$25,000 budgeted for equipment to modernize the Council Chambers audiovisual system.

Police Department – Dept. 521

Overall Expenditures

Overall increase of 2%, including a 4% increase in personnel expenditures, a 4% decrease in operating expenditures, and a 128% increase in capital expenditures.

Regular Salaries & Wages – 001-521-00-1200

Increased to reflect salary adjustments, while also reflecting the transfer of the Community Compliance position to Dept. 513.

IT Services & Support – 001-521-00-3140

New line for IT support costs previously recorded under Technology Support/Services.

License Plate Reader Services – 001-521-00-3406

Funding removed due to discontinuation of the City's current license plate reader program.

Software Subscriptions, Maintenance, & Support – 001-521-00-4650

New line for software and technology-related costs previously recorded under Technology Support/Services.

Computer Equipment & Accessories – 001-521-00-5205

\$69,400 budgeted, including \$10,000 for vehicle laptop/printer chargers and \$59,400 for replacement of 18 laptops.

Capital - Equipment – 001-521-00-6400

\$15,000 budgeted for a climate-controlled evidence storage locker and \$42,000 budgeted for 7 replacement radios.

Public Works – Dept. 541

Overall Expenditures

Overall decrease of 35%, including a 20% increase in personnel, 2% increase in operating, and 84% decrease in capital expenditures. Overall decrease is primarily due to lower capital spending compared with FY 25/26 projected activity.

Regular Salaries & Wages – 001-541-00-1200

Increased to reflect salary adjustments, elimination of the Public Works Foreman position, and reclassification of one Public Works Technician position to Public Works Supervisor.

Rentals & Leases - Vehicles – 001-541-00-4410

Increased due to replacement of one leased vehicle and the addition of a leased vehicle to replace one City-owned vehicle.

Software Subscriptions, Maintenance, & Support – 001-541-00-4695

New line for Office 365 and email hosting costs previously recorded under IT Services & Support.

CIP - Sidewalk/Curbing/Gutter Improvements – 001-541-00-6325

\$50,000 budgeted for sidewalk, curbing, and gutter improvements.

CIP - Nela Bridge Improvements – 001-541-00-6335

\$15,000 budgeted for replacement and upgrade of pedestrian and landscape lighting on the Nela Bridge.

CIP - Park Improvements – 001-541-00-6380

\$50,000 budgeted for park upgrades and playground equipment at Trimble Park.

STORMWATER FUND (103)

Revenue Highlights

Service Charge - Stormwater – 103-343-900

Non-ad valorem assessment remains at \$140 per ERU for FY 26/27; no rate increase is proposed.

Expenditure Highlights

Overall Expenditures

Increase of 43% is primarily driven by planned capital improvements in FY 26/27.

CIP - Capital Improvements – 103-541-00-6300

\$300,000 budgeted, including:

- \$20,000 for engineering/design of Nela Avenue swales;
- \$20,000 for engineering/design of Seminole Drive swales;
- \$10,000 for stormwater inlet trash baskets; and
- \$250,000 for replacement of pumps and motors at the Jade Pump Station.

CHANGES MADE IN BUDGET DRAFT V2.072926

Ad Valorem Taxes – 001-311-100

Revised the proposed millage rate from 5.0000 to 4.9999, consistent with the City Council's motion establishing the maximum proposed millage rate.

Health/Dental/Vision Insurance – Lines ending in 2300 and 2310

Removed the previously budgeted increases of 8% for health insurance, 5% for dental insurance, and 3% for vision insurance, based on updated renewal information.

Disability Insurance – Lines ending in 2330

Reduced budgeted disability insurance costs based on lower rates reflected in the updated renewal information.

Charter School Rent – 001-362-100

Reduced revenue to reflect decreased additional service costs associated with removal of the CSO position from traffic-control duties and included 2% base rent adjustment.

CHANGES MADE IN BUDGET DRAFT V3.081426

Charter School Rent – 001-362-100

Revised revenue to reflect updated Crossing Guard pay and total service hours.

Regular Salaries & Wages - Crossing Guard – 001-521-00-1210

Increased the Crossing Guard hourly rate from \$17.50 to \$20.00.

Regular Salaries & Wages – 001-513-00-1200 / 001-521-00-1200 / 001-541-00-1200 / 103-541-00-1200

Reduced budgeted salaries to reflect a 3.4% COLA based on the July 2026 CPI, replacing the previously budgeted 4% COLA.

FICA/Medicare Taxes – 001-513-00-2100 / 001-521-00-2100 / 001-541-00-2100 / 103-541-00-2100

Adjusted budgeted FICA/Medicare costs to reflect revised salary and Crossing Guard pay calculations.

Retirement Contributions – 001-521-00-2200 / 001-541-00-2200

Adjusted budgeted retirement contributions to reflect revised salary calculations.

Life Insurance – 001-513-00-2320 / 001-541-00-2320

Adjusted budgeted life insurance costs based on revised salary calculations.

Disability Insurance – 103-541-00-2330

Adjusted budgeted disability insurance costs based on revised salary calculations.

Software Subscriptions, Maintenance, & Support – 001-513-00-4650

Increased budgeted costs to reflect updated code enforcement software pricing.

State Grant-FDLE Drone Replacement Prgm – 001-334-202

Recorded \$25,000 in grant revenue received in FY 25/26, increasing the projected FY 26/27 beginning fund balance.

Five-Year Capital Improvement Program

Changed the description of Police Evidence Refrigerator to Climate-Controlled Evidence Storage Locker.

Lease Proceeds – 001-384-000

Separated Lease Proceeds from Revenues and presented them under a new Other Financing Sources classification to more appropriately distinguish financing activity from operating revenues.

CHANGES MADE IN PROPOSED BUDGET V4.090326

FY 2025/2026 Projected Actuals

Updated projected revenues and expenditures based on current year-end estimates.

Municipal Revenue Sharing – 001-335-125

Reduced revenue from \$485,000 to \$475,000 to reflect published State revenue estimate.

Half-Cent Sales Tax – 001-335-180

Reduced revenue from \$1,350,000 to \$1,340,000 to reflect published State revenue estimate.

Regular Salaries & Wages – 001-513-00-1200 / 001-521-00-1200 / 001-541-00-1200 / 103-541-00-1200

Reduced budgeted salaries to reflect a 2.5% COLA, replacing the previously budgeted 3.4% COLA. Added PTO buyout for employee in Dept. 513.

FICA/Medicare Taxes – 001-513-00-2100 / 001-521-00-2100 / 001-541-00-2100 / 103-541-00-2100

Adjusted budgeted FICA/Medicare costs to reflect revised salary calculations.

Retirement Contributions – 001-521-00-2200 / 103-541-00-2200

Adjusted budgeted retirement contributions to reflect revised salary calculations.

Life Insurance – 103-541-00-2320

Adjusted budgeted life insurance costs based on revised salary calculations.

Health Insurance – 001-521-00-2300

Adjusted due to coverage level changes submitted during open enrollment.

License Plate Reader Services – 001-521-00-3406

Removed funding for license plate readers due to discontinuation of the City's current program.

Flock Security Camera Services – 001-521-00-3407

Removed funding for security cameras as City will not be moving forward with the planned implementation.

Insurance – 001-519-00-4500

Reduced insurance cost based on renewal received.

CHANGES MADE IN PROPOSED BUDGET V5.090926

Ad Valorem Taxes – 001-311-100

Revised the proposed millage rate from 4.9999 to 4.7845, consistent with the tentative millage rate adopted by the City Council through Resolution 26-09.

BUDGET SUMMARY

ALL FUNDS

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	TOTAL ALL FUNDS
REVENUES				
Ad Valorem Taxes	5,512,053	0	0	5,512,053
Local Option, Use, & Fuel Taxes	215,000	0	0	215,000
Utility and Services Taxes	292,000	0	0	292,000
Local Business Taxes	15,000	0	0	15,000
Permits, Fees, & Special Assessments	640,800	0	0	640,800
Intergovernmental Revenue	1,824,488	0	0	1,824,488
Charges for Services	984,344	467,639	0	1,451,983
Fines & Forfeitures	604,000	6,000	0	610,000
Interest & Other Earnings	40,000	4,100	100	44,200
Rents & Royalties	492,002	0	0	492,002
Other Miscellaneous Revenue	0	0	0	0
Total Revenues	10,619,687	477,739	100	11,097,526
Other Financing Sources and Transfers In	0	0	0	0
Fund Balances/Reserves	3,722,235	593,658	15,652	4,331,545
Total Beginning Fund Balance, Revenues, & Transfers In	14,341,922	1,071,397	15,752	15,429,071
EXPENDITURES				
General Government	1,982,217	0	0	1,982,217
Public Safety	7,821,342	20,000	0	7,841,342
Physical Environment	1,863,891	791,018	0	2,654,909
Debt Service	158,000	0	0	158,000
Total Expenditures	11,825,450	811,018	0	12,636,468
Transfers Out	0	0	0	0
Fund Balances/Reserves	2,516,472	260,379	15,752	2,792,603
Total Expenditures, Transfers Out, & Ending Fund Balance	14,341,922	1,071,397	15,752	15,429,071

CHANGE IN FUND BALANCE

ALL FUNDS

FUND	General Fund (001)	Transportation Impact Fund (102)	Stormwater Fund (103)	Law Enforcement Education Fund (104)	Parks Impact Fee Fund (105)	General Government Impact Fee Fund (106)	Capital Equipment Replacement Fund (301)	Grand Total
<u>Projected</u> Beginning Fund								
Balance October 1, 2026	3,722,235	136,298	435,258	16,631	2,370	3,101	15,652	4,331,545
Appropriation TO (FROM)								
Fund Balance	(1,205,763)	1,000	(320,379)	(13,900)	0	0	100	(1,538,942)
<u>Projected</u> Ending Fund								
Balance September 30, 2027	2,516,472	137,298	114,879	2,731	2,370	3,101	15,752	2,792,603

Fund Balance Guidelines for the General Fund

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular fund operating revenues or regular general fund operating expenditures. This equates to approximately 17%.

The City of Belle Isle Budget Committee recommended maintaining a general fund balance reserve of 25% of revenues.

FY 26/27 General Fund Budgeted Revenue:	\$ 10,619,687			
FY 26/27 General Fund Reserves Balance:	\$ 2,516,472	which is	23.7%	in Reserves
An Ending Reserves Balance of:	\$ 1,805,347	would be	17.0%	in Reserves
	\$ 2,123,937	would be	20.0%	in Reserves
	\$ 2,654,922	would be	25.0%	in Reserves

Fund Balance History (General Fund)

FYE	Total Revenue	Ending Fund Balance	% of Revenue in Reserves	
9/30/2026*	10,928,480	3,722,235	34%	* projected
9/30/2025	11,776,979	4,947,846	42%	
9/30/2024	11,161,522	4,494,090	40%	
9/30/2023	10,338,379	3,691,219	36%	
9/30/2022	8,753,536	4,023,928	46%	
9/30/2021	7,250,116	3,198,256	44%	

REVENUES: DETAIL

GENERAL FUND (FUND 001)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
Beginning Fund Balance		4,494,090	3,900,000	4,947,846	3,722,235	-25%
REVENUES						
Ad Valorem Taxes						
001-311-100	AD VALOREM TAXES	4,755,004	5,322,016	5,391,169	5,512,053	2%
Total Ad Valorem Taxes		4,755,004	5,322,016	5,391,169	5,512,053	2%
Local Option, Use, & Fuel Taxes						
001-312-410	LOCAL OPTION FUEL TAX	219,308	220,000	210,000	215,000	2%
Total Local Option, Use, & Fuel Taxes		219,308	220,000	210,000	215,000	2%
Utility and Services Taxes						
001-314-800	UTILITY SERVICE TAX - PROPANE	7,341	6,500	7,000	7,000	0%
001-315-000	COMMUNICATIONS SERVICES TAX	289,389	270,000	255,000	285,000	12%
Total Utility and Services Taxes		296,730	276,500	262,000	292,000	11%
Local Business Taxes						
001-316-000	LOCAL BUSINESS TAX	22,322	15,000	18,000	15,000	-17%
Total Local Business Taxes		22,322	15,000	18,000	15,000	-17%
Permits, Fees, & Special Assessments						
001-322-000	BUILDING PERMITS	396,431	200,000	247,000	150,000	-39%
001-322-100	BUILDING PERMIT SURCHARGES	10,217	0	6,000	5,000	-17%
001-322-200	BUILDING PERMIT RETENTION FEES	1,124	0	1,000	900	-10%
001-323-100	FRANCHISE FEE - ELECTRICITY	343,085	290,000	310,000	335,000	8%
001-323-700	FRANCHISE FEE - SOLID WASTE	108,135	95,000	101,000	100,000	-1%
001-329-000	ZONING FEES	32,115	25,000	28,000	25,000	-11%
001-329-100	GARAGE SALE PERMITS	595	300	400	400	0%
001-329-130	BOAT RAMP DECALS & REGISTRATIONS	3,700	2,000	2,500	2,000	-20%
001-329-140	GOLF CART PERMITS	1,650	1,000	1,200	1,500	25%
001-329-510	LIEN SEARCH FEES	8,800	0	7,300	7,000	-4%
001-329-900	TREE REMOVAL PERMITS/FEES	1,955	0	1,600	0	-100%
001-367-000	RENTAL LICENSES	15,900	14,000	14,000	14,000	0%
Total Permits, Fees, & Special Assessments		923,707	627,300	720,000	640,800	-11%
Intergovernmental Revenue						
001-331-100	FEMA REIMBURSEMENT - FEDERAL	372,796	0	0	0	0
001-331-120	FDOT TRAFFIC SIGNAL MAINT REIMBURSEMENT	8,854	9,122	9,122	0	-100%
001-331-900	ARPA FUNDS	670,473	0	120,045	0	-100%
001-334-201	FDOT UNF HIGH VISIBILITY ENFORCEMENT GRANT	0	0	4,574	0	-100%
001-334-202	STATE GRANT-FDLE DRONE REPLACEMENT PRGM	0	0	25,000	0	-100%
001-334-396	OJP BULLETPROOF VEST GRANT	2,915	0	422	0	-100%
001-334-490	FDOT TRAFFIC SIGNAL MAINT REIMBURSEMENT	0	0	0	9,390	0
001-334-560	FDLE JAG GRANT	10,000	0	1,000	0	-100%
001-335-120	STATE SHARED REVENUE	466,961	470,000	460,000	0	-100%
001-335-125	MUNICIPAL REVENUE SHARING	0	0	0	475,000	0
001-335-150	ALCOHOLIC BEVERAGE LICENSE TAX	98	0	98	98	0%
001-335-180	HALF-CENT SALES TAX	1,370,279	1,300,000	1,350,000	1,340,000	-1%
Total Intergovernmental Revenue		2,902,375	1,779,122	1,970,261	1,824,488	-7%
Charges for Services						
001-337-200	SRO REIMBURSEMENT - CHARTER SCHOOL	100,162	181,121	181,121	187,844	4%
001-341-900	QUALIFYING FEES	440	0	320	0	-100%
001-342-905	POLICE OFF-DUTY DETAIL REIMBURSEMENTS	0	0	0	0	0
001-342-906	POLICE MARINE PATROL REIMBURSEMENTS	0	0	0	28,236	0
001-343-410	SOLID WASTE FEES - RESIDENTIAL	782,340	767,684	781,000	768,264	-2%
001-347-400	SPECIAL EVENT FEES	7,460	0	7,467	0	-100%
001-369-905	POLICE OFF-DUTY DETAIL REIMBURSEMENTS	170,192	0	121,827	0	-100%
001-369-906	POLICE MARINE PATROL REIMBURSEMENTS	35,436	28,236	35,295	0	-100%

REVENUES: DETAIL

GENERAL FUND (FUND 001)

Account Id	Account Description	ACTUALS	ORIGINAL	PROJECTED	PROPOSED	(from PFY
		2024/2025	BUDGET	ACTUALS	BUDGET	Proj Act)
			2025/2026	2025/2026	2026/2027	% CHG
	Total Charges for Services	1,096,030	977,041	1,127,030	984,344	-13%
	Fines and Forfeitures					
001-351-100	JUDGEMENTS & FINES - MOVING VIOLATIONS	239,647	150,000	175,000	180,000	3%
001-351-110	RED LIGHT CAMERA FINES	693,900	600,000	455,000	420,000	-8%
001-354-000	JUDGEMENTS & FINES - LOCAL ORDINANCE VIOL	16,248	0	25,000	0	-100%
001-359-000	JUDGEMENTS & FINES - PARKING VIOLATIONS	7,500	1,000	3,000	1,000	-67%
001-359-200	INVESTIGATIVE COST REIMBURSEMENT	6,494	2,000	4,500	3,000	-33%
	Total Fines and Forfeitures	963,789	753,000	662,500	604,000	-9%
	Interest & Other Earnings					
001-361-100	INTEREST - GENERAL FUND	74,173	10,000	39,000	20,000	-49%
001-361-200	INTEREST - SBA INVESTMENTS	1,874	0	7,700	20,000	160%
	Total Interest & Other Earnings	76,047	10,000	46,700	40,000	-14%
	Rents & Royalties					
001-362-100	CHARTER SCHOOL RENT	479,481	483,830	488,920	492,002	1%
	Total Rents & Royalties	479,481	483,830	488,920	492,002	1%
	Other Miscellaneous Revenue					
001-366-000	CONTRIBUTIONS & DONATIONS	1,500	0	500	0	-100%
001-369-900	OTHER MISCELLANEOUS REVENUE	37,884	0	30,000	0	-100%
001-369-909	RED LIGHT CAMERA HEARING FEES	2,600	0	800	0	-100%
001-369-910	VACANT FORECLOSURE	200	0	600	0	-100%
	Total Other Miscellaneous Revenue	42,184	0	31,900	0	-100%
TOTAL REVENUES		11,776,979	10,463,809	10,928,480	10,619,687	-3%
	Other Financing Sources					
001-384-000	LEASE PROCEEDS	737,464	0	0	0	0
	TRANSFERS IN	0	0	0	0	0
Total Other Financing Sources		737,464	0	0	0	0
Total Beginning Fund Balance, Revenues, & Other Financing Sources		17,008,532	14,363,809	15,876,326	14,341,922	

EXPENDITURES: LINE ITEM DETAIL

GENERAL FUND (FUND 001)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
EXPENDITURES						
Legislative						
001-511-00-2310	DENTAL & VISION INSURANCE	0	0	0	3,304	0
001-511-00-2311	DENTAL & VISION INSURANCE - DISTRICT 1	498	472	472	0	-100%
001-511-00-2312	DENTAL & VISION INSURANCE - DISTRICT 2	0	472	404	0	-100%
001-511-00-2313	DENTAL & VISION INSURANCE - DISTRICT 3	208	472	472	0	-100%
001-511-00-2314	DENTAL & VISION INSURANCE - DISTRICT 4	33	472	69	0	-100%
001-511-00-2315	DENTAL & VISION INSURANCE - DISTRICT 5	498	472	472	0	-100%
001-511-00-2316	DENTAL & VISION INSURANCE - DISTRICT 6	498	472	472	0	-100%
001-511-00-2317	DENTAL & VISION INSURANCE - DISTRICT 7	498	472	472	0	-100%
001-511-00-3150	ELECTION EXPENSES	10,422	30,000	5,000	25,000	400%
001-511-00-4000	TRAVEL & PER DIEM	1,194	3,500	3,500	1,500	-57%
001-511-00-4100	COMMUNICATIONS SERVICES	6,385	7,500	6,000	7,500	25%
001-511-00-4650	SOFTWARE SUBSCRIPTIONS, MAINT, & SUPPORT	0	0	0	500	0
001-511-00-4900	OTHER CURRENT CHARGES	195	500	0	0	0
001-511-00-5200	OFFICE & OPERATING SUPPLIES	170	500	500	1,000	100%
001-511-00-5400	MEMBERSHIPS, DUES, & REGISTRATIONS	4,388	4,500	4,500	4,500	0%
Total Legislative		24,989	49,804	22,333	43,304	94%
Executive Mayor						
001-512-00-2310	DENTAL & VISION INSURANCE	210	472	0	472	0
001-512-00-4000	TRAVEL & PER DIEM	0	500	500	500	0%
001-512-00-4100	COMMUNICATIONS SERVICES	957	1,000	1,000	1,000	0%
001-512-00-4650	SOFTWARE SUBSCRIPTIONS, MAINT, & SUPPORT	0	0	0	100	0
001-512-00-4900	OTHER CURRENT CHARGES	262	500	500	0	-100%
001-512-00-5200	OFFICE & OPERATING SUPPLIES	0	0	0	500	0
001-512-00-5400	MEMBERSHIPS, DUES, & REGISTRATIONS	930	650	650	650	0%
Total Executive Mayor		2,359	3,122	2,650	3,222	22%
Finance, Admin, & Planning						
001-513-00-1200	REGULAR SALARIES & WAGES	453,024	427,000	469,000	554,000	18%
001-513-00-1220	LONGEVITY PAY	0	3,000	3,000	2,250	-25%
001-513-00-1250	VEHICLE ALLOWANCE - CM	8,400	8,400	5,170	0	-100%
001-513-00-1400	OVERTIME PAY	598	500	1,000	500	-50%
001-513-00-1530	BILINGUAL PAY	1,300	1,300	1,300	1,300	0%
001-513-00-2100	FICA & MEDICARE TAXES	34,508	33,675	36,679	42,691	16%
001-513-00-2200	RETIREMENT CONTRIBUTIONS	71,910	69,000	73,000	89,000	22%
001-513-00-2300	HEALTH INSURANCE	69,613	87,000	80,000	119,000	49%
001-513-00-2310	DENTAL & VISION INSURANCE	4,476	4,500	4,500	4,500	0%
001-513-00-2320	LIFE INSURANCE	2,066	2,000	2,200	2,600	18%
001-513-00-2330	DISABILITY INSURANCE	4,829	5,000	5,000	2,200	-56%
001-513-00-3100	PROFESSIONAL SERVICES	20,305	35,000	35,000	0	-100%
001-513-00-3140	IT SERVICES & SUPPORT	0	0	0	11,000	0
001-513-00-3400	PLANNING SERVICES	44,895	72,000	72,000	78,000	8%
001-513-00-4000	TRAVEL & PER DIEM	2,256	2,500	7,000	6,500	-7%
001-513-00-4100	COMMUNICATIONS SERVICES	0	0	0	3,000	0
001-513-00-4410	RENTALS & LEASES - VEHICLES	92	7,200	12,930	27,000	109%
001-513-00-4420	RENTALS & LEASES - STORAGE	3,406	4,000	4,000	4,000	0%
001-513-00-4610	REPAIRS & MAINTENANCE - VEHICLES	92	800	5,800	2,500	-57%
001-513-00-4650	SOFTWARE SUBSCRIPTIONS, MAINT, & SUPPORT	0	0	0	51,000	0
001-513-00-4700	PRINTING EXPENSES	0	200	200	1,000	400%
001-513-00-4710	CODIFICATION EXPENSES	5,104	6,500	6,500	0	-100%
001-513-00-4900	OTHER CURRENT CHARGES	109	500	600	0	-100%
001-513-00-4910	LEGAL ADVERTISING	1,545	2,500	2,500	2,500	0%
001-513-00-5200	OFFICE & OPERATING SUPPLIES	0	0	0	5,000	0
001-513-00-5210	UNIFORMS	0	0	100	700	600%
001-513-00-5230	FUEL	171	500	1,000	5,000	400%
001-513-00-5400	MEMBERSHIPS, DUES, & REGISTRATIONS	3,147	7,000	7,000	9,000	29%
001-513-00-5500	TRAINING	1,646	1,000	0	0	0

EXPENDITURES: LINE ITEM DETAIL

GENERAL FUND (FUND 001)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
001-513-00-6417	CAPITAL - VEHICLES	0	0	0	0	0
001-513-00-7100	LEASE & SBITA PRINCIPAL	5,297	0	0	0	0
001-513-00-7200	LEASE & SBITA INTEREST	1,828	0	0	0	0
	Total Finance, Admin, & Planning	740,618	781,075	835,479	1,024,241	23%
	General Government					
001-519-00-3100	PROFESSIONAL SERVICES	3,200	55,000	115,000	100,000	-13%
001-519-00-3110	LEGAL SERVICES	211,944	190,000	263,000	190,000	-28%
001-519-00-3120	ENGINEERING SERVICES	21,681	45,000	65,000	47,250	-27%
001-519-00-3140	IT SERVICES & SUPPORT	11,602	12,000	12,500	3,500	-72%
001-519-00-3200	ACCOUNTING & AUDITING SERVICES	27,460	32,000	28,505	32,000	12%
001-519-00-3400	CONTRACTUAL SERVICES	56,959	41,500	44,000	45,000	2%
001-519-00-3405	BUILDING PERMITS	298,489	160,000	197,600	120,000	-39%
001-519-00-3406	BUILDING PERMIT SURCHARGES	11,423	0	6,000	5,000	-17%
001-519-00-3410	JANITORIAL SERVICES	2,472	3,000	3,000	3,000	0%
001-519-00-3415	WEBSITE & SOCIAL MEDIA SERVICES	4,834	6,000	6,000	6,000	0%
001-519-00-3417	EMERGENCY EXPENSES - HURRICANE	364,903	0	0	0	0
001-519-00-3420	LANDSCAPING SERVICES	27,573	0	0	0	0
001-519-00-3440	FIRE PROTECTION SERVICES	2,814,235	2,981,361	2,967,137	3,076,806	4%
001-519-00-3490	CODIFICATION SERVICES	0	0	0	5,700	0
001-519-00-4100	COMMUNICATIONS SERVICES	10,387	13,000	22,000	29,000	32%
001-519-00-4200	POSTAGE & FREIGHT	2,435	4,700	4,700	4,000	-15%
001-519-00-4300	UTILITIES - ELECTRIC & WATER	8,635	10,000	9,000	8,000	-11%
001-519-00-4310	SOLID WASTE & RECYCLING SERVICES	807,950	812,000	812,000	872,000	7%
001-519-00-4500	INSURANCE	158,499	200,000	152,000	175,000	15%
001-519-00-4600	REPAIRS & MAINTENANCE - GENERAL	24,155	5,000	7,000	5,000	-29%
001-519-00-4700	PRINTING & SHREDDING	6,440	14,500	10,000	11,000	10%
001-519-00-4800	SPECIAL EVENTS	44,358	25,000	25,000	25,000	0%
001-519-00-4810	TREE BOARD PROMOTIONS & EVENTS	1,270	6,000	6,000	6,000	0%
001-519-00-4820	SOLID WASTE COMMITTEE PROMOTIONS & EVENTS	485	1,500	1,500	1,000	-33%
001-519-00-4900	OTHER CURRENT CHARGES	1,235	2,500	2,500	500	-80%
001-519-00-4910	LEGAL ADVERTISING	3,927	5,000	5,000	5,000	0%
001-519-00-5200	OFFICE & OPERATING SUPPLIES	17,793	14,000	14,000	12,000	-14%
001-519-00-5400	MEMBERSHIPS, DUES, & REGISTRATIONS	3,100	4,000	4,000	4,000	0%
001-519-00-6210	CIP - CITY HALL IMPROVEMENTS	0	30,000	27,900	0	-100%
001-519-00-6300	CIP - INFRASTRUCTURE	0	0	0	0	0
001-519-00-6491	CAPITAL - EQUIPMENT - CITY HALL	0	0	0	25,000	0
001-519-00-8300	CONTRIBUTIONS & DONATIONS	3,100	3,500	3,500	3,500	0%
001-519-00-8310	NEIGHBORHOOD GRANT PROGRAM	26,608	40,000	40,000	40,000	0%
	Total General Government	4,977,151	4,716,561	4,853,842	4,860,256	0%
	Police					
001-521-00-1200	REGULAR SALARIES & WAGES	1,758,996	1,945,000	2,011,000	2,182,000	9%
001-521-00-1210	REGULAR SALARIES & WAGES - CROSSING GUARD	52,198	64,750	64,750	72,360	12%
001-521-00-1215	HOLIDAY PAY	55,029	66,000	66,000	74,000	12%
001-521-00-1220	LONGEVITY PAY	8,000	11,750	11,750	11,500	-2%
001-521-00-1400	OVERTIME PAY	28,585	25,000	30,000	28,000	-7%
001-521-00-1500	INCENTIVE PAY	17,141	20,000	22,000	22,000	0%
001-521-00-1505	POLICE OFF-DUTY DETAIL PAY	163,921	0	110,000	0	-100%
001-521-00-1506	POLICE LAKE CONWAY MARINE PATROL PAY	30,540	33,600	33,600	33,600	0%
001-521-00-1520	SPECIAL ASSIGNMENT PAY	20,693	27,140	23,000	27,490	20%
001-521-00-1530	BILINGUAL PAY	2,925	3,900	3,250	3,900	20%
001-521-00-2100	FICA/MEDICARE TAXES	161,524	168,540	181,714	187,796	3%
001-521-00-2200	RETIREMENT CONTRIBUTIONS	358,698	383,000	392,000	432,000	10%
001-521-00-2300	HEALTH INSURANCE	303,101	425,000	425,000	431,000	1%
001-521-00-2310	DENTAL & VISION INSURANCE	16,119	18,000	17,000	17,000	0%
001-521-00-2320	LIFE INSURANCE	8,213	9,500	9,500	11,000	16%
001-521-00-2330	DISABILITY INSURANCE	21,057	25,500	24,000	11,000	-54%
001-521-00-3100	TECHNOLOGY SUPPORT/SERVICES	49,471	172,000	172,000	0	-100%

EXPENDITURES: LINE ITEM DETAIL

GENERAL FUND (FUND 001)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
001-521-00-3105	OTHER PROFESSIONAL SERVICES	6,675	0	825	0	-100%
001-521-00-3110	LEGAL SERVICES	17,147	15,000	15,000	15,000	0%
001-521-00-3120	PRE-EMPLOYMENT SCREENING	4,600	2,000	2,000	2,000	0%
001-521-00-3140	IT SERVICES & SUPPORT	0	0	0	38,000	0
001-521-00-3400	CONTRACTUAL SERVICES	0	6,000	6,000	6,400	7%
001-521-00-3405	RED LIGHT CAMERA FEES	335,198	336,000	336,000	336,000	0%
001-521-00-3406	LICENSE PLATE READER SERVICES	0	53,500	53,500	0	-100%
001-521-00-3407	FLOCK SECURITY CAMERA SERVICES	0	0	0	0	0
001-521-00-3410	JANITORIAL SERVICES	2,748	3,000	3,000	3,000	0%
001-521-00-3415	DISPATCH SERVICES	0	0	0	73,000	0
001-521-00-4000	TRAVEL & PER DIEM	9,722	7,500	7,500	8,000	7%
001-521-00-4100	COMMUNICATIONS SERVICES	26,484	30,000	27,000	27,000	0%
001-521-00-4110	DISPATCH SERVICE	61,451	73,000	73,000	0	-100%
001-521-00-4200	POSTAGE & FREIGHT	12	2,000	1,500	1,500	0%
001-521-00-4300	UTILITIES - ELECTRIC & WATER	5,433	6,000	6,000	6,000	0%
001-521-00-4410	RENTALS & LEASES - VEHICLES	81,807	259,600	259,600	240,000	-8%
001-521-00-4420	RENTALS & LEASES - STORAGE	1,388	1,500	1,452	1,600	10%
001-521-00-4600	REPAIRS & MAINTENANCE - GENERAL	3,387	5,000	5,000	4,000	-20%
001-521-00-4610	REPAIRS & MAINTENANCE - VEHICLES	17,691	15,000	32,643	15,000	-54%
001-521-00-4620	REPAIRS & MAINTENANCE - RADAR GUNS	3,555	5,000	5,000	3,690	-26%
001-521-00-4650	SOFTWARE SUBSCRIPTIONS, MAINT, & SUPPORT	0	0	0	113,000	0
001-521-00-4700	PRINTING EXPENSES	4,025	4,500	4,500	4,000	-11%
001-521-00-4800	COMMUNITY PROMOTIONS	5,363	5,000	5,000	5,000	0%
001-521-00-4900	OTHER CURRENT CHARGES	2,531	2,500	2,500	500	-80%
001-521-00-4910	LEGAL ADVERTISING	0	500	500	500	0%
001-521-00-4920	MARINE EXPENSES	9,726	12,500	12,500	12,500	0%
001-521-00-4925	POLICE K-9 EXPENSES	13,038	1,000	6,000	2,000	-67%
001-521-00-5200	OFFICE & OPERATING SUPPLIES	11,643	10,000	15,000	12,000	-20%
001-521-00-5205	COMPUTER EQUIPMENT & ACCESSORIES	2,039	10,100	10,100	69,400	587%
001-521-00-5210	UNIFORMS	33,628	19,500	19,500	19,500	0%
001-521-00-5230	FUEL	65,693	80,000	80,000	90,000	13%
001-521-00-5240	COLLEGE TUITION REIMBURSEMENT	3,867	9,000	9,000	0	-100%
001-521-00-5245	RADIO EQUIPMENT	0	12,500	11,313	12,500	10%
001-521-00-5250	POLICE NON-CAPITAL EQUIPMENT	9,310	1,500	2,687	1,500	-44%
001-521-00-5400	MEMBERSHIPS, DUES, & REGISTRATIONS	1,074	2,000	2,000	2,000	0%
001-521-00-5500	TRAINING - POLICE	565	7,500	5,677	7,500	32%
001-521-00-5510	TUITION REIMBURSEMENT	0	0	0	10,800	0
001-521-00-6305	POLICE DEPT BOAT DOCK	166,838	0	0	0	0
001-521-00-6400	CAPITAL - EQUIPMENT	59,351	0	25,000	57,000	128%
001-521-00-6417	CAPITAL - VEHICLES	678,113	0	0	0	0
001-521-00-7100	LEASE & SBITA PRINCIPAL	207,801	0	0	0	0
001-521-00-7200	LEASE & SBITA INTEREST	39,073	0	0	0	0
	Total Police	4,947,184	4,396,880	4,642,861	4,744,536	2%
	Public Works					
001-541-00-1200	REGULAR SALARIES & WAGES	169,898	237,000	190,000	247,000	30%
001-541-00-1220	LONGEVITY PAY	0	750	750	750	0%
001-541-00-1400	OVERTIME PAY	233	500	500	500	0%
001-541-00-1530	BILINGUAL PAY	650	650	650	650	0%
001-541-00-2100	FICA/MEDICARE TAXES	12,848	18,226	14,681	19,041	30%
001-541-00-2200	RETIREMENT CONTRIBUTIONS	27,005	38,000	38,000	40,000	5%
001-541-00-2300	HEALTH INSURANCE	40,480	78,100	55,000	56,000	2%
001-541-00-2310	DENTAL & VISION INSURANCE	1,712	3,000	3,000	1,900	-37%
001-541-00-2320	LIFE INSURANCE	819	1,200	1,200	1,200	0%
001-541-00-2330	DISABILITY INSURANCE	2,312	3,500	3,500	1,300	-63%
001-541-00-3100	PROFESSIONAL SERVICES	0	500	500	500	0%
001-541-00-3140	TEMPORARY LABOR	2,843	1,000	10,000	0	-100%
001-541-00-3150	IT SERVICES & SUPPORT	7,807	10,000	10,000	8,000	-20%
001-541-00-3400	CONTRACTUAL SERVICES	14,128	15,000	15,000	17,000	13%

EXPENDITURES: LINE ITEM DETAIL

GENERAL FUND (FUND 001)

Account Id	Account Description	ACTUALS	ORIGINAL	PROJECTED	PROPOSED	(from PFY
		2024/2025	BUDGET	ACTUALS	BUDGET	Proj Act)
			2025/2026	2025/2026	2026/2027	% CHG
001-541-00-3420	LANDSCAPING SERVICES	50,976	55,000	55,000	55,000	0%
001-541-00-4000	TRAVEL & PER DIEM	0	1,000	1,000	500	-50%
001-541-00-4100	COMMUNICATIONS SERVICES	6,269	7,500	6,000	6,500	8%
001-541-00-4300	UTILITIES - ELECTRIC & WATER	99,953	120,000	105,000	115,000	10%
001-541-00-4310	LANDFILL & YARD WASTE DISPOSAL	0	0	0	1,800	0
001-541-00-4410	RENTALS & LEASES - VEHICLES	10,607	42,000	42,000	55,000	31%
001-541-00-4420	RENTALS & LEASES - EQUIPMENT	0	2,500	2,500	1,500	-40%
001-541-00-4600	REPAIRS & MAINTENANCE - GENERAL	3,579	15,000	15,000	10,000	-33%
001-541-00-4610	REPAIRS & MAINTENANCE - VEHICLES & EQUIP	22,499	18,000	18,000	15,000	-17%
001-541-00-4670	REPAIRS & MAINTENANCE - PARKS	5,789	25,000	25,000	25,000	0%
001-541-00-4675	REPAIRS & MAINTENANCE - BOAT RAMPS	932	1,500	1,500	1,500	0%
001-541-00-4680	REPAIRS & MAINTENANCE - ROADS	9,808	35,000	35,000	35,000	0%
001-541-00-4690	URBAN FORESTRY	122,356	125,000	125,000	125,000	0%
001-541-00-4695	SOFTWARE SUBSCRIPTIONS, MAINT, & SUPPORT	0	0	0	2,500	0
001-541-00-4700	PRINTING EXPENSES	2,586	3,000	3,000	3,000	0%
001-541-00-4900	OTHER CURRENT CHARGES	162	100	100	0	-100%
001-541-00-5200	OFFICE & OPERATING SUPPLIES	2,083	6,000	6,000	5,000	-17%
001-541-00-5210	UNIFORMS	518	1,500	1,800	2,000	11%
001-541-00-5220	PROTECTIVE CLOTHING	992	1,000	1,000	1,500	50%
001-541-00-5230	FUEL	9,561	12,000	13,000	15,000	15%
001-541-00-5240	SMALL TOOLS & EQUIPMENT	2,166	4,500	4,500	4,000	-11%
001-541-00-5400	MEMBERSHIPS, DUES, & REGISTRATIONS	254	750	750	750	0%
001-541-00-5500	TRAINING	259	2,500	2,500	2,500	0%
001-541-00-6320	CIP - RESURFACING & CURBING	0	300,000	300,000	0	-100%
001-541-00-6325	CIP - SIDEWALK/CURBING/GUTTER IMPROVEMENTS	0	0	0	50,000	0
001-541-00-6330	CIP - SIDEWALKS	432,005	50,000	419,495	0	-100%
001-541-00-6335	CIP - NELA BRIDGE IMPROVEMENTS	0	15,000	0	15,000	0
001-541-00-6380	CIP - PARK IMPROVEMENTS	0	70,000	0	50,000	0
001-541-00-6420	CIP - TRAFFIC CALMING	13,500	30,000	0	0	0
001-541-00-6430	CAPITAL - EQUIPMENT	5,258	0	0	0	0
001-541-00-7100	LEASE & SBITA PRINCIPAL	10,383	0	0	0	0
001-541-00-7200	LEASE & SBITA INTEREST	8,150	0	0	0	0
	Total Public Works	1,101,377	1,351,276	1,525,926	991,891	-35%
	Debt Service					
001-584-00-7100	BOND PRINCIPAL	218,148	221,000	221,000	118,000	-47%
001-584-00-7200	BOND INTEREST	48,859	50,000	50,000	40,000	-20%
	Total Debt Service	267,007	271,000	271,000	158,000	-42%
TOTAL EXPENDITURES		12,060,686	11,569,718	12,154,091	11,825,450	-3%
	Transfers Out					
001-581-00-9100	TRANSFER TO CAPITAL EQUIP REPL FUND 301	0	0	0	0	0
	Total Transfers Out	0	0	0	0	0
Ending Fund Balance		4,947,846	2,794,091	3,722,235	2,516,472	-32%
Total Expenditures, Transfers Out, & Ending Fund Balance		17,008,532	14,363,809	15,876,326	14,341,922	

BUDGET: DETAIL

TRANSPORTATION IMPACT FEE FUND (FUND 102)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
	Beginning Fund Balance	128,153	130,153	134,798	136,298	1%
REVENUES						
102-324-310	IMPACT FEES - RESIDENTIAL - TRANSPORTATION	3,936	0	0	0	0
102-361-100	INTEREST	2,709	500	1,500	1,000	-33%
	Total Revenues	6,645	500	1,500	1,000	-33%
Total Beginning Fund Balance, Revenues, & Transfers In		134,798	130,653	136,298	137,298	
EXPENDITURES						
102-541-00-3100	PROFESSIONAL SERVICES	0	65,000	0	0	0
	Total Expenditures	0	65,000	0	0	0
	Ending Fund Balance	134,798	65,653	136,298	137,298	1%
Total Expenditures, Transfers Out, & Ending Fund Balance		134,798	130,653	136,298	137,298	

BUDGET: DETAIL

STORMWATER FUND (FUND 103)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
	Beginning Fund Balance	47,236	130,000	234,347	435,258	86%
REVENUES						
103-331-900	ARPA - CORONAVIRUS LOCAL FISCAL RECOVERY	301,722	0	75,209	0	-100%
103-334-360	STATE RESILIENCY GRANT	0	0	196,862	0	-100%
103-343-900	SERVICE CHARGE - STORMWATER	476,025	466,011	475,000	467,639	-2%
103-361-100	INTEREST	9,124	0	5,200	3,000	-42%
	Total Revenues	786,871	466,011	752,271	470,639	-37%
Total Beginning Fund Balance, Revenues, & Transfers In		834,107	596,011	986,618	905,897	
EXPENDITURES						
103-541-00-1200	REGULAR SALARIES & WAGES	153,775	188,000	180,000	212,000	18%
103-541-00-2100	FICA/MEDICARE TAXES	11,290	14,382	13,770	16,218	18%
103-541-00-2200	RETIREMENT CONTRIBUTIONS	24,893	30,500	30,000	34,000	13%
103-541-00-2300	HEALTH INSURANCE	29,608	50,000	38,000	40,000	5%
103-541-00-2310	DENTAL & VISION INSURANCE	1,291	1,700	1,400	1,400	0%
103-541-00-2320	LIFE INSURANCE	730	900	850	1,000	18%
103-541-00-2330	DISABILITY INSURANCE	1,692	2,200	1,800	900	-50%
103-541-00-3100	PROFESSIONAL SERVICES	11,410	6,000	12,330	6,000	-51%
103-541-00-3120	ENGINEERING FEES	41,699	90,000	90,000	94,500	5%
103-541-00-3430	NPDES	8,210	10,000	10,000	10,000	0%
103-541-00-3450	LAKE CONSERVATION	12,900	18,000	18,000	15,000	-17%
103-541-00-4600	REPAIRS & MAINTENANCE	540	80,000	80,000	60,000	-25%
103-541-00-4910	LEGAL ADVERTISING	0	500	0	0	0
103-541-00-6300	CIP - CAPITAL IMPROVEMENTS	0	40,000	0	300,000	0
103-541-00-6319	CIP - CAPITAL IMPROVEMENTS - ARPA	301,722	0	75,210	0	-100%
	Total Expenditures	599,760	532,182	551,360	791,018	43%
	Transfers					
103-581-00-9100	TRANSFER TO CAPITAL EQUIP REPL FUND 301	0	0	0	0	0
	Total Transfers Out	0	0	0	0	0
	Ending Fund Balance	234,347	63,829	435,258	114,879	-74%
Total Expenditures, Transfers Out, & Ending Fund Balance		834,107	596,011	986,618	905,897	

BUDGET: DETAIL

LAW ENFORCEMENT EDUCATION FUND (FUND 104)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
	Beginning Fund Balance	24,777	23,077	28,431	16,631	-42%
REVENUES						
104-351-200	JUDGEMENTS & FINES - LE EDUCATION FUND	10,281	5,000	8,000	6,000	-25%
104-361-100	INTEREST	377	100	200	100	-50%
	Total Revenues	10,658	5,100	8,200	6,100	-26%
Total Beginning Fund Balance, Revenues, & Transfers In		35,435	28,177	36,631	22,731	-38%
EXPENDITURES						
104-521-00-5500	TRAINING	7,004	20,000	20,000	20,000	0%
	Total Expenditures	7,004	20,000	20,000	20,000	0%
	Ending Fund Balance	28,431	8,177	16,631	2,731	-84%
Total Expenditures, Transfers Out, & Ending Fund Balance		35,435	28,177	36,631	22,731	

BUDGET: DETAIL

PARKS IMPACT FEE FUND (FUND 105)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
	Beginning Fund Balance	781	2,358	2,360	2,370	0%
REVENUES						
105-324-610	IMPACT FEES - RESIDENTIAL - PARKS	1,562	0	0	0	0
105-324-620	IMPACT FEES - COMMERCIAL - PARKS	0	0	0	0	0
105-361-100	INTEREST	17	0	10	0	-100%
	Total Revenues	1,579	0	10	0	-100%
Total Beginning Fund Balance, Revenues, & Transfers In		2,360	2,358	2,370	2,370	0%
EXPENDITURES						
		0	0	0	0	0
	Total Expenditures	0	0	0	0	0
	Ending Fund Balance	2,360	2,358	2,370	2,370	0%
Total Expenditures, Transfers Out, & Ending Fund Balance		2,360	2,358	2,370	2,370	

BUDGET: DETAIL

GENERAL GOVERNMENT IMPACT FEE FUND (FUND 106)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
	Beginning Fund Balance	1,023	3,084	3,091	3,101	0%
REVENUES						
106-324-910	IMPACT FEES - RESIDENTIAL - GEN GOV FACI	2,046	0	0	0	0
106-324-920	IMPACT FEES - COMMERCIAL - GEN GOV FACIL	0	0	0	0	0
106-361-100	INTEREST	22	0	10	0	-100%
	Total Revenues	2,068	0	10	0	-100%
Total Beginning Fund Balance, Revenues, & Transfers In		3,091	3,084	3,101	3,101	
EXPENDITURES						
		0	0	0	0	0
	Total Expenditures	0	0	0	0	0
	Ending Fund Balance	3,091	3,084	3,101	3,101	0%
Total Expenditures, Transfers Out, & Ending Fund Balance		3,091	3,084	3,101	3,101	

BUDGET: DETAIL

CAPITAL EQUIPMENT REPLACEMENT FUND (FUND 301)

Account Id	Account Description	ACTUALS 2024/2025	ORIGINAL BUDGET 2025/2026	PROJECTED ACTUALS 2025/2026	PROPOSED BUDGET 2026/2027	(from PFY Proj Act) % CHG
	Beginning Fund Balance	15,132	15,382	15,452	15,652	1%
REVENUES						
301-361-100	INTEREST	320	200	200	100	-50%
	Total Revenues	320	200	200	100	-50%
	Transfers					
301-381-000	TRANSFER IN FROM GENERAL FUND 001	0	0	0	0	0
301-381-103	TRANSFER FROM STORMWATER FUND 103	0	0	0	0	0
	Total Transfers In	0	0	0	0	0
Total Beginning Fund Balance, Revenues, & Transfers In		15,452	15,582	15,652	15,752	
EXPENDITURES						
	NONE	0	0	0	0	0
	Total Expenditures	0	0	0	0	0
	Ending Fund Balance	15,452	15,582	15,652	15,752	1%
Total Expenditures, Transfers Out, & Ending Fund Balance		15,452	15,582	15,652	15,752	

FIVE YEAR CAPITAL IMPROVEMENT PLAN

FY 26/27 THROUGH FY 30/31

The Five-Year CIP is a planning schedule and does not, by itself, appropriate funds or authorize expenditure. Projects are accounted for within the applicable fund and may be funded by fund revenues/fund balance, restricted revenues, grants, or other sources. Grant-funded projects will be budgeted and appropriated when the grant award, agreement, or related funding authorization is received and approved, as applicable.

FUND 001 - GENERAL FUND CAPITAL PROJECTS

Project	Anticipated Funding Source	Estimated 5 Year Cost	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
AV System for City Hall	General Fund	25,000	25,000	-	-	-	-
City Hall Renovation	Unfunded	3,000,000	-	-	3,000,000	-	-
New Vehicle Purchase Program	General Fund	700,000	-	-	-	300,000	400,000
Climate-Controlled Evidence Storage Locker	General Fund	15,000	15,000	-	-	-	-
(7) Radios for Police Dept	General Fund	42,000	42,000	-	-	-	-
Marine Dock Driveway/Building/Bathroom	General Fund	250,000	-	-	250,000	-	-
Motor for Police Marine Patrol Vessel	General Fund	62,000	-	-	30,000	-	32,000
In-Dash Camera/LPR for all Patrol Vehicles	General Fund	200,000	-	100,000	100,000	-	-
Police Marine Patrol Vessel Replacements	Grant Funded	350,000	350,000	-	-	-	-
Radar for Speed Detection	General Fund	15,000	-	-	15,000	-	-
New Patrol and Office Computers	General Fund	60,000	-	-	60,000	-	-
Road Resurfacing/Striping	General Fund	600,000	-	-	300,000	300,000	-
Sidewalk/Curbing/Gutter Improvements	General Fund	350,000	50,000	50,000	50,000	100,000	100,000
Nela Bridge Lights	General Fund	15,000	15,000	-	-	-	-
Park Playgrounds/Upgrades	General Fund	80,000	50,000	30,000	-	-	-
Judge/Daetwyler Improvements	HUD Grant	745,000	745,000	-	-	-	-
Daetwyler/McCoy Intersection Improvements	General Fund	100,000	-	100,000	-	-	-
Hoffner Ave Improvements	Unfunded / DOT Grant	500,000	500,000	-	-	-	-
Dump Truck for Public Works	General Fund	70,000	-	70,000	-	-	-
Total General Fund		7,179,000	1,792,000	350,000	3,805,000	700,000	532,000

FUND 103 - STORMWATER FUND CAPITAL PROJECTS

Project	Anticipated Funding Source	Estimated 5 Year Cost	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
Hoffner Swales	Stormwater Fund	270,000	-	20,000	250,000	-	-
Nela Ave Swales	Stormwater Fund	270,000	20,000	250,000	-	-	-
Seminole Dr Swales	Stormwater Fund	220,000	20,000	200,000	-	-	-
Cove Dr Drainage	Stormwater Fund	525,000	-	25,000	500,000	-	-
Stormwater Trash Baskets	Stormwater Fund	50,000	10,000	10,000	10,000	10,000	10,000
Seminole/Daetwyler Drainage Improvements	Stormwater Fund	225,000	-	-	25,000	200,000	-
CCTV/Clean Storm Pipes	Stormwater Fund	300,000	-	-	150,000	150,000	-
Stormwater Baffle Box	Stormwater Fund	700,000	-	-	-	-	700,000
St. Moritz Pipe Lining	HUD Grant	650,000	-	650,000	-	-	-
McCoy Rd ROW Drainage Improvements	Stormwater Fund	170,000	-	-	20,000	150,000	-
Hoffner Drainage Issues (West Side)	Stormwater Fund	225,000	-	25,000	200,000	-	-
Jade Pump Station Rehabilitation	Stormwater Fund	250,000	250,000	-	-	-	-
Total Stormwater Fund		3,855,000	300,000	1,180,000	1,155,000	510,000	710,000

ALL FUNDS

	Estimated 5 Year Cost	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
General Fund	7,179,000	1,792,000	350,000	3,805,000	700,000	532,000
Stormwater Fund	3,855,000	300,000	1,180,000	1,155,000	510,000	710,000
Totals	\$ 11,034,000	\$ 2,092,000	\$ 1,530,000	\$ 4,960,000	\$ 1,210,000	\$ 1,242,000

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A RESOLUTION OF THE CITY OF BELLE ISLE OF ORANGE COUNTY, FLORIDA,
ADOPTING THE FINAL MILLAGE RATE FOR THE LEVYING OF AD VALOREM TAXES FOR
THE CITY OF BELLE ISLE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026,
AND ENDING ON SEPTEMBER 30, 2027; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Belle Isle adopted a tentative millage rate on September 9, 2026, following a public hearing as required by Section 200.065, Florida Statutes, for the fiscal year beginning October 1, 2026, and ending on September 30, 2027; and

WHEREAS, on September 23, 2026, the City of Belle Isle held a final public hearing on the millage rate for the fiscal year beginning October 1, 2026, and ending on September 30, 2027, as required by Section 200.065, Florida Statutes; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Belle Isle has been certified by the Orange County Property Appraiser to the City of Belle Isle as \$1,212,699,462; and

WHEREAS, the City Council of the City of Belle Isle has determined that the millage rate of 4.7845 mills is necessary to provide the revenue to fund the budget for the fiscal year beginning October 1, 2026, and ending on September 30, 2027.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belle Isle, Florida, that:

SECTION 1. The City Council adopts the final millage rate of 4.7845 mills for the fiscal year beginning on October 1, 2026, and ending on September 30, 2027.

SECTION 2. The final millage rate of 4.7845 mills is greater than the rolled-back rate of 4.6449 mills by 3.01%.

SECTION 3. This resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing of and by the City Council of the City of Belle Isle, Florida, this 23rd day of September 2026.

Jason Carson, Mayor

Attest: _____
Yolanda Quiceno, CMC-City Clerk

Approved as to form and legality
City Attorney

STATE OF FLORIDA

COUNTY OF ORANGE

I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do hereby certify that the above and foregoing Resolution No. 26-13 was duly and legally passed and adopted by the Belle Isle City Council in session assembled. At this session, a quorum of its members was present on the _____ day of _____, 2026.

Yolanda Quiceno, CMC-City Clerk

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A RESOLUTION OF THE CITY OF BELLE ISLE OF ORANGE COUNTY, FLORIDA,
ADOPTING THE FINAL BUDGET FOR THE CITY OF BELLE ISLE FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2026, AND ENDING ON SEPTEMBER 30, 2027; PROVIDING
FOR AN EFFECTIVE DATE.

WHEREAS, the City of Belle Isle adopted a tentative budget on September 9, 2026, following a public hearing as required by Section 200.065, Florida Statutes, for the fiscal year beginning October 1, 2026, and ending September 30, 2027; and

WHEREAS, on September 23, 2026, the City of Belle Isle held a final public hearing on the budget for the fiscal year beginning October 1, 2026, and ending September 30, 2027; and

WHEREAS, the final budget for the City of Belle Isle for the fiscal year beginning October 1, 2026, and ending on September 30, 2027, provides for total appropriations and reserves of \$15,429,071 as set forth in Attachment "FY 26-27 Proposed Budget V5.090926", including any amendments adopted by the City Council at the public hearing held on September 23, 2026; and

WHEREAS, the City Council desires to adopt the final budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belle Isle, Florida, that:

SECTION 1. The City Council adopts the final budget for the fiscal year beginning October 1, 2026, and ending September 30, 2027, as set forth in Attachment

"FY 26-27 Proposed Budget V5.090926", including any amendments adopted by the City Council at the public hearing held on September 23, 2026.

SECTION 2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing of and by the City Council of the City of Belle Isle, Florida, this 23rd day of September 2026.

Jason Carson, Mayor

Attest:

Yolanda Quiceno, CMC-City Clerk

Approved as to form and legality
City Attorney

STATE OF FLORIDA

COUNTY OF ORANGE

I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do hereby certify that the above and foregoing Resolution No. 26-14 was duly and legally passed and adopted by the Belle Isle City Council in session assembled, at which session a quorum of its members were present on the _____ day of _____, 2026.

Yolanda Quiceno, CMC-City Clerk

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A RESOLUTION OF THE CITY OF BELLE ISLE OF ORANGE COUNTY, FLORIDA,
ADOPTING THE FIVE-YEAR CAPITAL PROGRAM FOR THE PERIOD BEGINNING
OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2031; PROVIDING FOR AN
EFFECTIVE DATE.

WHEREAS, the Charter of the City of Belle Isle requires that a Five-Year Capital Program be prepared by the City Manager, submitted to the City Council, and considered at a public hearing; and

WHEREAS, the Five-Year Capital Program for the period beginning October 1, 2026, and ending September 30, 2031, has been prepared and submitted to the City Council by the City Manager; and

WHEREAS, notice of the public hearing on the proposed Capital Program was published in a newspaper of general circulation and the proposed Capital Program was made available for public inspection; and

WHEREAS, the City Council held a public hearing on the proposed Five-Year Capital Program on September 23, 2026; and

WHEREAS, the City Council has reviewed the proposed Five-Year Capital Program and finds its adoption to be in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belle Isle, Florida, that:

SECTION 1. The City Council hereby approves and adopts the Five-Year Capital Program for the City of Belle Isle for the period beginning October 1, 2026, and ending September 30, 2031, a copy of which is included as part

of "FY 26-27 Proposed Budget V5.090926", attached hereto and incorporated herein by reference.

SECTION 2. The Five-Year Capital Program is a planning document and does not, by itself, appropriate funds or authorize expenditures. Expenditures for capital projects remain subject to available funding and applicable annual budget appropriations and other funding authorizations by the City Council.

SECTION 3. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing of and by the City Council of the City of Belle Isle, Florida, this 23rd day of September 2026.

Jason Carson, Mayor

Attest:

Yolanda Quiceno, CMC-City Clerk

Approved as to form and legality
City Attorney

1 STATE OF FLORIDA

2 COUNTY OF ORANGE

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4 I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do
5 hereby certify that the above and foregoing Resolution No. 26-15 was duly and
6 legally passed and adopted by the Belle Isle City Council in session
7 assembled, at which session a quorum of its members were present on the
8 _____ day of _____, 2026.

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10 _____
11 Yolanda Quiceno, CMC-City Clerk

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SEP 11 '26 PM12:05

September 11th, 2026

Dear City of Belle Isle,

We received a Code Violation on September 4th, 2026 for Accessory Structures (Code Section: 50-102). We would like to request an opportunity to present our case at the next City Council Meeting on September 23rd, 2026 at 6:30pm. We have provided our payment of a fee of \$50.00 in cash today.

We have had a canopy in place behind our fence to protect our boat since May 2024. We are protecting an asset on our property from the Florida elements. We are a boating community here in Belle Isle, one of the reasons we fell in love with this city, a slice of paradise. We feel blessed to have found a home here with neighborhood boat ramp access to Lake Conway and have grown a family here. We researched what we could implement to protect our boat and found this option. We chose a white canopy to match our house and gate color, along with our neighbor's house color. It was a huge surprise to come home to a Code Violation Notice for this canopy after having this in place over 2 years with no complaints. The canopy is not obstructing a house view or causing any issues to surrounding neighbors. We have an optional HOA in our neighborhood as well in which we participate. The HOA board has not mentioned this being an issue either over the years. We feel that this Code Violation is minor, not disruptive to the City and would like this to be reviewed further.

When driving around Belle Isle, you see boats rotting away in driveways and homes and yards unkept. Since receiving this Code Violation Notice, we have driven around and have counted many homes that still have accessory structures in place, as the code states. We would like to speak on behalf of our case to our City Council as this is an important asset to protect.

We look forward to speaking with you and appreciate your time with our concerns.

Thank you,

Janelle and Neil Garcia
5275 Jade Cir Belle Isle, FL 32812

Case No: CE-26-0405 APN: 30-23-20-4395-00-730

NOTICE OF VIOLATION

City of Belle Isle, Code Enforcement Division, 1600 Nela Avenue. Belle Isle, FL 32809

GARCIA NEIL
GRALL JANELLE ELIZABETH
5275 JADE CIR
BELLE ISLE, FL 328122104

Case No: CE-26-0405
RE: 5275 JADE CI
APN: 30-23-20-4395-00-730

RE: CODE VIOLATIONS at 5275 JADE CI, APN#: 30-23-20-4395-00-730

Dear OWNER,

September 4, 2026

An inspection on September 4, 2026 resulted in apparent violations of code. In an effort to improve and restore the community, we are actively enforcing the Belle Isle Municipal Codes and Ordinances. According to available records, you are listed as an owner or other interested party regarding this property / vehicle. This Notice of Violation is submitted to you, requiring your cooperation in correcting the violations below.

Code Violation:	Code Section:	Violation:
Accessory structures	50-102	(a)Accessory buildings. Canopy shelter means a canvas, polyester or other fabric structure built in a tent-like manner, with or without a permanent foundation, and used as a shelter for the storage of motor vehicles, watercraft, recreational vehicles, utility trailers or other equipment. (9)Canopy shelters shall not be permitted in residential districts. This prohibition shall not apply to any canopy shelter for which a zoning permit was granted by the city prior to the adoption of this article; however, no replacement of a previously authorized canopy shelter shall be permitted and any such previously authorized canopy shelter shall be removed.

Date	Fee/Payment Name	Fee Details/Notes	Fee/Payment Amount
09/03/2026	Fee		\$50.00
Total Fees Due:			\$50.00

Failure to comply with this notice may result in prosecution before the Code Enforcement Special Magistrate.

If you have any questions regarding this matter, please do not hesitate to call me at 407-849-8450.

If there are fines attached to this citation you may pay at City Hall, 1600 Nela Avenue. Again, thank you for doing your part to maintain the preservation, welfare, and safety of the community as a whole.

30-76(b) Hearing request by person cited. Any person summoned by a parking violation citation, upon the payment of a fee of \$50.00 in cash, money order or cashier's check, may within five

Courtesy Notice

City of Belle Isle, Code Enforcement Division, 1600 Nela Avenue. Belle Isle, FL 32809

GARCIA NEIL
GRALL JANELLE ELIZABETH
5275 JADE CIR
BELLE ISLE, FL 328122104

Case No: CE-26-0405
RE: 5275 JADE CI
APN: 30-23-20-4395-00-730

RE: CODE VIOLATIONS at 5275 JADE CI, APN#: 30-23-20-4395-00-730

Dear OWNER,

August 7, 2026

The City of Belle Isle has worked hard to promote and maintain a quality living environment for residents and businesses. This letter is to inform you that it has come to the City's attention that conditions in violation of the City's Municipal Code exist at the property located at **5275 JADE CI**.

Specifically, your property is in violation of the following:

Code Violation:	Code Section:	Violation:
Accessory structures	50-102	(a)Accessory buildings.Canopy shelter means a canvas, polyester or other fabric structure built in a tent-like manner, with or without a permanent foundation, and used as a shelter for the storage of motor vehicles, watercraft, recreational vehicles, utility trailers or other equipment. (9)Canopy shelters shall not be permitted in residential districts. This prohibition shall not apply to any canopy shelter for which a zoning permit was granted by the city prior to the adoption of this article; however, no replacement of a previously authorized canopy shelter shall be permitted and any such previously authorized canopy shelter shall be removed.

Code Section:	Corrective Action:	Compliance Due Date:
50-102	Remove any canopy structures from the property. Failure to correct the violation by compliance date will result in a \$50 fine.	August 21, 2026

This is a warning.

Please take corrective action(s) outlined above by the deadline date listed above to avoid further enforcement action. To avoid further action the listed violations must be abated by August 21, 2026. A re-inspection of your property will be conducted to ensure compliance.

If you have any questions regarding this matter, please do not hesitate to call us at 407-849-8450. Again, thank you for doing your part to maintain the preservation, welfare, and safety of the community as a whole. Your cooperation is appreciated.

Code Enforcement Case: CE-26-0405

a.

Entered on: 08/06/2026 2:21 PM

Printed on: 09/11/2026

Topic: Accessory structures
 Due Date: 08/31/26
 Initiated by: Code Enforcement

Status: Open
 Assigned To: Maureen McKuhen

Permit

Permit #: Business name: License #:

Property Location

Occupant Name:

Address: 5275 JADE CI , 32812

Phone:

Cell #:

APN : 30-23-20-4395-00-730

Owner Information

Owner Name: GARCIA NEIL

Address: GRALL JANELLE ELIZABETH

5275 JADE CIR

BELLE ISLE, FL 328122104

Phone:

Cell #:

Actions

Action	By	Date	Time	Note/Observation
Courtesy Notice	Maureen McKuhen	08/07/2026	8:10 am	Send to (Owner)
Case Notes	Maureen McKuhen	08/07/2026	1:12 pm	No one was home when I came by, they had a camera on the property I explained the reason of my visit and left the warning on the door. Image of the warning attached for our records.
Case Notes	Maureen McKuhen	08/07/2026	3:28 pm	Janelle called me to ask about the warning to have a better understand why they got it and when did the new rule go into place. I explained that the code was put into place back in 2008 and that I have been going around the community giving everyone warnings to have them come down per code.
Case Notes	Maureen McKuhen	08/21/2026	8:37 pm	Janelle texted the Code phone requesting an extension on the canopy after hours. On Aug 22nd, I responded to her message letting her know that I can give her 5 more days. I have included a screen shoot of the text for our records.
Case Notes	Maureen McKuhen	08/24/2026	4:41 pm	I received another call from Janelle asking instead of the 5 days if they can take down after the weekend due to their son birthday party they were going to have on Sunday. I told her over the phone that it was fine that it will need to be done on Monday by the end of the day. She had agreed and thank me for understanding.
Case Notes	Maureen McKuhen	09/03/2026	2:06 pm	I sent a text to the Janelle asking if they got the canopy down before I had gone over to that around to drive around. I will include the message in the attachment for our records. I had got to the around of the neighborhood around 2:35pm, I drove past the house and saw the canopy structure was still up. Do to it still being up and they had till the end of the day on 8/31/2026 to take down they will now be getting NOV for \$50.
Case Notes	Maureen McKuhen	09/03/2026	4:17 pm	I had got a call from the husband, Neil, telling me that his wife told him about the canopy structure that needs to come down and why does he need to take it down. I explain to him that it is a City Code that has been in place since 2008 by the council. He went on to mention about the other guy, did his job and didn't have a problem with it because he understood our assets and I don't. I explain that even HOAs covens have rules and that from most of them don't allow canopies either. He went to tell me that he doesn't live in an HOA and that why he can do what he wants with his property. I explained that the pass code guy didn't do his job correctly and that in the City Code you are not to have the canopies. He continues to get rude over the phone telling me that I don't care for his assets and he did and he did a great job. I again said that per City Code that you cannot have the canopy that has been in place since 2008 by the council. the next comment was that clearly the community needs to have a vote to get someone out of their job. I told him that it was placed by the council and that the canopies were already mentioned back in our last council meeting that we had this come up and that the commissioner still agree there are to be no canopies. He asked when the next meeting will be held, I gave him the date Sept 23 at 6:30pm. He continues to talk rudely after I gave him the information, and I was done with the disrespect and hung up on him.

Notice of Violation Maureen 09/04/2026 8:43 am Send to (Owner)
McKuhlen

a.

Case Notes Maureen 09/04/2026 11:55 am Went to the property to speak with the homeowner about the violation for the canopy
McKuhlen still being up on the property.

Case Notes Maureen 09/11/2026 12:09 pm Submitted to appeal the NOV for the canopy.
McKuhlen

Violations

#	Violation Type	Due Date	Status	Closed Date
	Accessory structures		Open	
1	Corrections Required: Remove any canopy structures from the property. Failure to correct the violation by compliance date will result in a \$50 fine.			

Fees

Fee Type	Date	Charges	Payments	Details
Fee	09/03/2026	50.00		
		50.00	0.00	

Inspection Notes

Date: _____ Time: _____

Findings: _____

Photographs



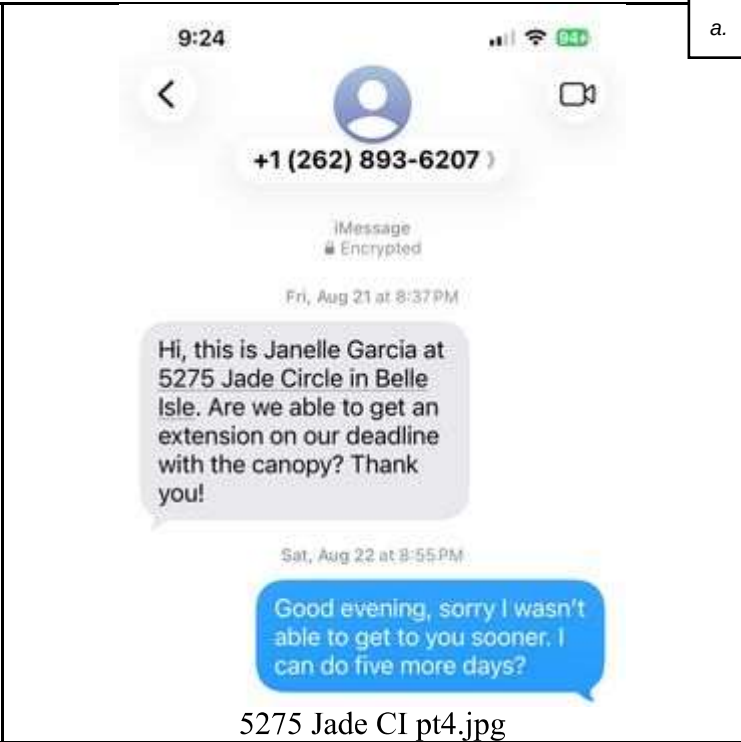
5275 JADE CIR.jpeg



5275 JADE CIR PT2.jpeg



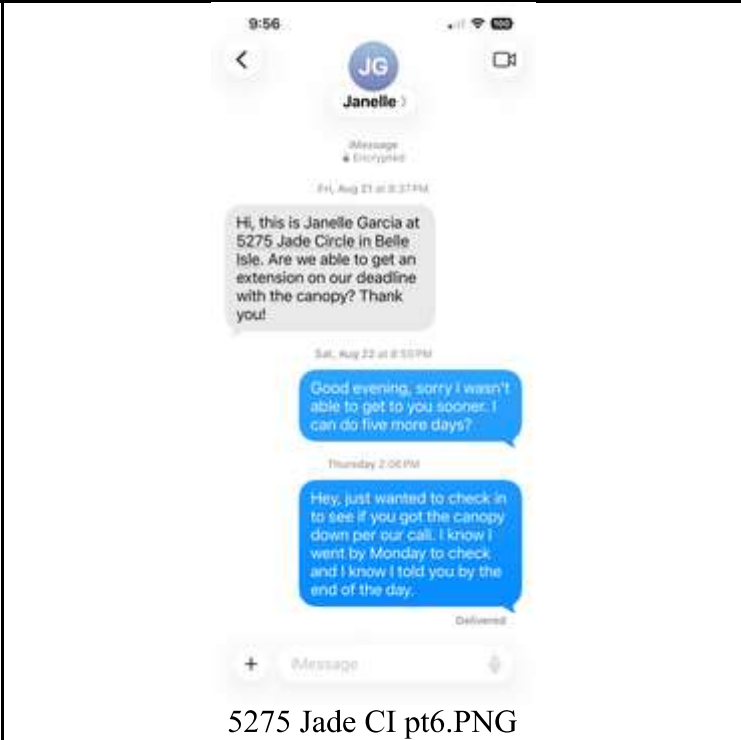
5275 Jade Ci pt3.jpeg



5275 Jade CI pt4.jpg



5275 JADE CI PT5.jpeg



5275 Jade CI pt6.PNG

Case ID	Topic	Property	Owner	Assigned To	Status
26-0448	Accessory structures	1701 COLLEEN DR ORLANDO FL 32809	WILLIAM JAMES STRICKLER III TRUST	Maureen McKuhen	Open
26-0446	Accessory structures	1801 WIND WILLOW RD ORLANDO FL 32809	BLASCO THOMAS A	Maureen McKuhen	Open
26-0444	Accessory structures	1732 WIND DRIFT RD ORLANDO FL 32809	DAILEY JOHN L SR	Maureen McKuhen	Open
26-0445	Accessory structures	1800 WIND HARBOR RD ORLANDO FL 32809	JERVIS KELLY E	Maureen McKuhen	Open
26-0442	Accessory structures	5701 PENINSULAR DR ORLANDO FL 32809	MCINTYRE MARK ALLEN	Maureen McKuhen	Open
26-0441	Accessory structures	2506 NELA AV ORLANDO FL 32809	PECK DANNY R	Maureen McKuhen	Closed
26-0438	Accessory structures	1609 COLLEEN DR ORLANDO FL 32809	SUGGS LINDA B	Maureen McKuhen	Open
26-0432	Accessory structures	3214 TRENTWOOD BL ORLANDO FL 32812	CULVER MICHAEL	Maureen McKuhen	Closed
26-0405	Accessory structures	5275 JADE CI ORLANDO FL 32812	GARCIA NEIL	Maureen McKuhen	Open
26-0396	Accessory structures	4316 QUANDO DR ORLANDO FL 32812	ASHLEY JOANNA	Maureen McKuhen	Closed
26-0395	Accessory structures	4206 QUANDO DR ORLANDO FL 32812	LARSON EDWARD A JR	Maureen McKuhen	Open
26-0394	Accessory structures	4216 QUANDO DR ORLANDO FL 32812	GEDDINGS DANIEL V	Maureen McKuhen	Open
26-0393	Accessory structures	3619 QUANDO DR ORLANDO FL 32812	KOONCE JAMES C	Maureen McKuhen	Closed
26-0392	Accessory structures	5901 COVE DR ORLANDO FL 32812	CARTER RICHARD D	Maureen McKuhen	Closed
26-0390	Accessory structures	7311 MATCHETT RD BELLE ISLE FL 32809	ALAIMO MARGUERITE C	Maureen McKuhen	Closed
26-0388	Accessory structures	5124 ST MARIE AV ORLANDO FL 32812	CASEY ROBERT K	Maureen McKuhen	Closed
26-0387	Accessory structures	1615 WIND HARBOR RD BELLE ISLE FL 32809	DESCHANE HARRY G	Maureen McKuhen	Closed

CITY OF BELLE SLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: September 23, 2026
 To: Honorable Mayor and City Council Members
 From: Yolanda Quiceno – City Clerk
 Subject: Amending Fee Schedule FY 2026-2027

Background:

In 2019 (Resolution 24-09), the City updated the fees and fines listed in the Municipal Code and consolidated them into a single document. This consolidated fee schedule made it easier for staff and residents to find costs and fines without reviewing the municipal code. The Fee Schedule is presented with the Budget each year.

The changes presented for FY 2026-2027 are marked in **red** in the attached draft and are as follows:

2026-2027

Page		Proposed Change
8	Updated	Updated the name of the Code Compliance Officer and added the City Hall address and contact information
9	Updated	OC School Impact Fee reference was updated to the 2020-35 ordinance
22-23	New	Engineering, Stormwater, BMP, and Erosion-Control Review Fees – This section was established because these services extend beyond ordinary building-plan review and may involve separate City regulatory responsibilities, specialized engineering analysis, inspections, and consultant services. The fee is structured as a cost-recovery mechanism for engineering review and related services performed in connection with an applicant's project, helping ensure that project-specific engineering costs are appropriately assigned to the project requiring those services rather than absorbed by the City. All permits submitted for review are subject to the engineering-review fee. The fee applies regardless of whether a particular permit requires additional review by the City Engineer or the City's engineering consultant. Engineering review may include, but is not limited to, building permits, site work, grading, drainage, stormwater, erosion and sediment control, shoreline work, land disturbance, and related activities.
24	New	HOA Garage Sale Permit - The \$25 permit provides one permit for the organized community event rather than requiring each participating residence to obtain an individual \$5 garage sale permit.
25	New	Temporary Storage Shed 30-day extension – allows for an extension to allow for unforeseen project changes
26-27	Update	(hourly rate + 7.65% employer FICA)
28	New	Public Works Regular Rates - Public Works service fees were added to the consolidated Fee Schedule to provide consistency with the City's existing Police Department service-fee structure. The fees establish published rates for City Public Works personnel and equipment when services are provided outside normal departmental operations or for activities requiring dedicated staff time or City resources.

Clarification

Page 15, 17, 19

Consistent amount to reflect the minimum fee for an electrical, mechanical, and plumbing permit

Staff Recommendation: The Council should review the fees and determine whether to adjust any of the fees presented, then approve the updated fee schedule commencing October 1st.

Suggested Motion: NA-The Fee Schedule will be presented at the September 30th meeting for adoption.

Alternatives: Do not approve the changes and provide further direction to staff.

Fiscal Impact: TBD

Attachments: Updated Consolidated Fee Schedule

CITY OF BELLE ISLE

FEE SCHEDULE

This document may not reflect the rates and fees adopted outside this annual schedule. Please call City Hall to confirm the current rates.

● FY 2026/2027

Building Department
Universal Engineering Services
cobipermits@teamues.com

City Hall
Administration
yquiceno@belleislefl.gov

Engineering Services
Harris Engineering Services
nicolel@harriscivilengineers.com

Police Department
1521 Nela Avenue, Belle Isle, FL 32809
tgrimm@belleislepolice.org

Zoning Department
Fisher Planning & Dev Services
aprilfisher73@gmail.com



 www.belleislefl.gov

 1600 Nela Avenue, Belle Isle, FL 32809

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GENERAL GOVERNMENT FEES

ADMINISTRATIVE FEES:

Lien Recording Fees	\$75
Certification charge	\$2
Lien and foreclosure research	\$35
City map and aerial photographs	\$10
City map (oversized/laminated).....	\$Actual
Plus postage and handling	\$Actual

CITY CODE AND SUPPLEMENTS TO CITY CODE

Can be purchased from the Municipal Code Corporation

P. O. Box 2235

Tallahassee, FL 32316

Or accessed online at https://library.municode.com/fl/belle_isle/codes/code_of_ordinances

Copy on USB	\$Actual
Copy charge per page	\$0.15
Copy Double-sided	\$0.20

CITY LOGO

Use of City Logo Agreement (See Branding Style Guide)

For Profit 5% of gross sales

Give-Away Items \$50 application fee

COPY FEES, INCLUDING PUBLIC RECORDS (See Resolution 10-05 for all copying-related fees)**BLACK AND WHITE PRINTS**

One-sided copies, up to 8.5" x 14"	\$.15 per page
Two-sided copies, up to 8.5" x 14"	\$.20 per page
Certified copies (Cost per certified copy of a public record)	\$5
All other copies	\$Actual

COLOR PRINTS

One-sided records, per page	\$.70
Two-sided records, per page	\$1.40

MAPS

per page (pp)

Zoning and future land use map (digital form)	
Zoning map (Letter/Legal)	\$.15/.20
Future land use map (Letter/Legal)	\$.15/.20
1990-2010 Comprehensive Policy Evaluation and Appraisal Report	\$.15 per page

NOTE: The charge for copies of county maps or aerial photographs supplied by City/County Constitutional Officers may include a charge for the labor and overhead associated with duplication. Public records requests will be charged under section 119.07, Florida Statutes, and other charges. Specific 'Clerk's fees are established in section 28.24, Florida Statutes. Research/Public Request service is charged after the first 15 minutes at the labor rate of the employee completing the request. Rates are computed based on the minimum of the employee's salary range. See the Public Records Policy on the following page.

MEDIA CHARGES

USB	\$Actual-Cost of USB
Sale of Code Book	\$100

RESEARCH FEE / SERVICE CHARGE

Per hour, for labor (salary and benefits) incurred for more than 15 minutes	\$Actual
CERTIFYING COPY OF ANY INSTRUMENT	\$5
COPY ANY INSTRUMENT in Official Records	\$5
By photographic process, up to 8-1/2" x 14", per page	\$5
OATH (administering, attesting, and sealing)	\$5

NOTARY SERVICE CHARGE

Resident	No Charge
Non-Resident	\$10

CITY MEMORABILIA

MEMORABILIA	Appropriate sales tax will be charged on all items sold.
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Public Records Policy

The City of Belle Isle policy is that all records shall be open for personal inspection by any person unless those records are exempted under the terms of Chapter 119, Florida Statutes.

This policy allows access to public records during regular working hours – Monday to Friday, 8:00 a.m. to 5:00 p.m. The City will make every effort to respond fully to all public records requests within a reasonable time.

A service charge, in addition to the actual Cost of duplication, will be assessed if the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology, resources, comprehensive clerical or supervisory assistance by personnel of the City, or both. This service charge shall be based on the actual Cost incurred for such extensive use of information technology resources and the labor cost of the personnel providing the service, based on the actual labor (base hourly salary) of the employee who performs the task.

Special Service Charge: The special service charge will not be charged unless the estimated time for fulfilling the request exceeds 15 minutes. The City may also charge an employee to sit with the requestor during the inspection to safeguard the City's records from theft, destruction, or alteration.

Deposit: The records custodian will provide the requester with a cost estimate for fulfilling the public records request. Suppose the estimated Cost is less than \$100. In that case, the requester shall be required to pay the total amount before the records custodian begins collecting, duplicating, and redacting the requested records. If the estimated cost exceeds \$100, the requester shall pay 50% of the estimated cost before the records custodian begins collecting, duplicating, and redacting the requested records. Upon completion of document collection, reproduction, and redaction, a cost invoice will be provided to the requester that reflects the time and expenses incurred to fulfill the request. Fees collected exceeding the actual Cost incurred shall be returned to the requester.

Unpaid requests: If a requestor has any outstanding public records requests for which the City completed the work to fulfill the request but has not received full payment, the requestor shall be required to pay for the previously unpaid request(s) before the City will process a new public records request.

Payment: Cash, personal check from a local bank, money order, or certified check shall be paid before delivering the materials. Any check, money order, or certified check shall be payable to the City of Belle Isle.

FINANCE FEES:

Printed copy of annual budget document	\$25
Printed copy of CAFR	\$25

Dishonored Check Fees: *

Check amount \$0.01 to \$50.00	\$25
Check amount \$51.00 to \$300.00	\$30
Check amount \$300.01 or greater	\$60

(5% of the check amount, whichever is greater)

Return Check: * If payment is not received within 30 days, the City may file a civil action suit against the check writer for three times the check amount, but in no case less than \$50.00. In addition to paying the check plus any court costs, reasonable attorney fees, and any bank fees incurred by the City in taking action.

NOTE: 166.251 Service fee for dishonored check. The municipality's governing body may adopt a service fee that does not exceed the service fees authorized under s. 832.08(5) or 5 percent of the face amount of the check, draft, or order, whichever is greater, for collecting a dishonored check, draft, or other order to pay money to a municipal official or agency. The service fee shall be in addition to all other penalties imposed by law. Proceeds from this fee, if charged, shall be retained by the collector of the fee.

FACILITIES, PARK ADMISSION, AND PARKING	COST
PERKINS BOAT RAMP (Annually)	
Boat ramp, annual stickers (residents only), May-May Annual Registration.....	\$50
<i>Prorated: June-August - \$50, Sept-Nov - \$37.50, Dec-Feb - \$25, and Mar-May \$12.50</i>	
VENETIAN BOAT RAMP	No Parking Allowed-only as posted or <i>Parking Pass approved by the City Manager - \$25.00</i>
WALLACE PROPERTY	
Athletic Field Rental (per hour/4 hour minimum)	\$175 (Requires City Manager Approval)
CHAMBERS (CITY HALL) PROPERTY	
Chambers (City Hall) – non-refundable.....	\$50
Cleaning and damages are charged at actual cost	

SERVICES

SERVICE	BELLE ISLE CODE SECTION	FEE	PENALTY
Notice of Hearing	14-34(b)	\$25	-
Appeal to the Special Magistrate within 15 days	14-50(c-d)	\$50	-
ANIMALS			
Dog At-Large	4-2	Adopted OC Code-CH 5 SEC 5-26 thru 5-31	\$250
Failure to Clean up After Dog	4-2		\$150
OTHER			
Delivery of Flyers After Notice/Solicitation without a Permit	10-39	-	\$100
Exterior Property Area	10-35	-	\$50
Grass Violation	10-153	-	\$50
Light Violation (per occurrence)	10-65	-	\$75
Noise Violation (per occurrence)	10-65	-	\$75
Outdoor Burning	12-1	-	\$500
Public Nuisance (City Removal)	10-35	-	Actual Cost
Registration of Abandoned Property	10-185	\$200	\$200
Shopping Cart Return (p/cart)	10-1	-	\$25
LAWN WATERING VIOLATIONS	32-39		
First Offense		-	Warning
Second Offense		-	\$50
Third and Additional Offenses		-	≤\$500
RECYCLING AND YARD WASTE	Recycling 24-29, Yard 24-40		
First Offense		-	Warning
Second Offense		-	\$25
Third and Additional Offenses		-	\$100 p/offense

CONTACT INFORMATION:

CODE ENFORCEMENT OFFICER

City of Belle Isle

1600 Nela Avenue

Belle Isle, FL 32809

Phone: (407) 851-7730 Admin Office

Cell: (407) 849-8450

Email: codecompliance@belleislefl.govCode References:Belle Isle Code of Ordinances – www.municode.com

ICC Standard Housing Code

SBCCI Standard Building Code

LAND DEVELOPMENT FEES:

Application Fee Schedule:

Annexations	\$500
(In-fill/enclave or City-initiated – no charge)	
Annexations requiring a citywide referendum, plus the actual Cost of notice	\$500
Appeals of Planning & Zoning Board/City Manager Decisions	\$500

Review Fee:

Residential Rezone (up to one (1) acre)	\$600
Commercial or greater than one (1) acre	\$1,200**
Informal Subdivision – Sec 54-171(A)	\$500 *
PD/Formal Subdivision – Sec 54-171(A)	\$1,200**
Site Plan Review.....	\$75
Lot Split Review – Sec 50-33(6) and 54-171(C).....	\$125
Lot Split Application – Sec 54-171(C).....	\$300***
Co-locate on Cell Towers	\$500
Equipment Cabinet & Slab for Cell Towers	\$250

Comprehensive Plan Amendments and Rezoning:

Less than ten (10) acres (small scale)	\$1,500*
More than ten (10) acres (large scale/text amendment)	\$3,500**

Special Exceptions (including extensions/re-establishments).....\$750

Variance / Development Review Application Fees:

Concept or preliminary plan review	\$300
Site plan submittal	\$1200**
Zoning Certification Letter.....	\$50

*** Plus Consultant Deposit of \$1,000**

**** Plus Consultant Deposit of \$5,000**

*****Plus Third Party Review – at cost, if required**

Impact Fees:

Transportation, Parks and General GovernmentSee Page 11
Ordinance 21-15

School ConcurrencyOC Website
www.orangecountyfl.net

SCHOOL IMPACT FEE SCHEDULE *See Orange County Ordinance [2020-35](#)*

Land Use Type –_Effective 1-1-17)

<https://www.orangecountyfl.net/PermitsLicenses/Permits/ImpactFeesAtAGlance.aspx>

Impact fees are approved separately from service fees and are not subject to inflationary indexing unless expressly authorized.

See Orange County Code: Please visit the County's website for all updates.

Section 23-60, Fire Rescue Impact Fees, and Section 23-141, School Impact Fees

The Building Department collects impact Fees before building permits are issued.

PLANNING FEES (CONTINUED)

Lakefront site plan reviews:

Boat Dock Plan Review\$175

Street abandonments (Section 54-171 thru 54-174 Legal Admin Fees)\$500

Planning and Zoning Applications (Rezoning requests)\$150

Appeal of P&Z Application to City Council\$200Variances:

Single-family residential\$300

Multi-family and commercial\$400/Add'l Consulting Fees, if applicable.

City Engineering Team ReviewAt Cost

Applications tabled at the applicant's request within ten days of the Planning and Zoning meeting will be charged for additional advertising and notification.

Costs incurred by the City for additional consultant investigation, traffic analysis, and Planning activities prompted by the proposal shall be assessed for the project at 110%. This charge shall be added at the next logical development review point when a fee to the City is required, e.g., a rezoning, subdivision, conditional use, or building permits.

Under Ordinance 21-15, the Belle Isle Impact Fee Study for Transportation, Parks, and General Government Facilities, dated October 2021, establishes the proportionate share of new development's impacts on transportation, parks, and general government through 2025.

(1) The following fee schedule will be effective from April 1, 2022, through March 31, 2023.

<u>Land Use Type</u>	<u>Unit</u>	<u>Transp.</u>	<u>Parks</u>	<u>Gen.</u>	
				<u>Gov't</u>	<u>Total</u>
<u>Single-Family Detached</u>	<u>Dwelling</u>	<u>\$1,609</u>	<u>\$781</u>	<u>\$1,023</u>	<u>\$3,414</u>
<u>Multi-Family</u>	<u>Dwelling</u>	<u>\$1,457</u>	<u>\$687</u>	<u>\$900</u>	<u>\$3,044</u>
<u>Retail/Commercial</u>	<u>1,000 sq. ft.</u>	<u>\$2,912</u>	<u>n/a</u>	<u>\$940</u>	<u>\$3,852</u>
<u>Office</u>	<u>1,000 sq. ft.</u>	<u>\$2,755</u>	<u>n/a</u>	<u>\$470</u>	<u>\$3,225</u>
<u>Industrial/Warehouse</u>	<u>1,000 sq. ft.</u>	<u>\$499</u>	<u>n/a</u>	<u>\$91</u>	<u>\$590</u>
<u>Public/Institutional</u>	<u>1,000 sq. ft.</u>	<u>\$1,140</u>	<u>n/a</u>	<u>\$238</u>	<u>\$1,378</u>

(2) The following fee schedule will be effective from April 1, 2023, through March 31, 2024.

<u>Land Use Type</u>	<u>Unit</u>	<u>Transp.</u>	<u>Parks</u>	<u>Gen.</u>	
				<u>Gov't</u>	<u>Total</u>
<u>Single-Family Detached</u>	<u>Dwelling</u>	<u>\$1,788</u>	<u>\$781</u>	<u>\$1,023</u>	<u>\$3,593</u>
<u>Multi-Family</u>	<u>Dwelling</u>	<u>\$1,483</u>	<u>\$687</u>	<u>\$900</u>	<u>\$3,070</u>
<u>Retail/Commercial</u>	<u>1,000 sq. ft.</u>	<u>\$2,912</u>	<u>n/a</u>	<u>\$940</u>	<u>\$3,852</u>
<u>Office</u>	<u>1,000 sq. ft.</u>	<u>\$2,755</u>	<u>n/a</u>	<u>\$470</u>	<u>\$3,225</u>
<u>Industrial/Warehouse</u>	<u>1,000 sq. ft.</u>	<u>\$499</u>	<u>n/a</u>	<u>\$91</u>	<u>\$590</u>
<u>Public/Institutional</u>	<u>1,000 sq. ft.</u>	<u>\$1,140</u>	<u>n/a</u>	<u>\$238</u>	<u>\$1,378</u>

(3) The following fee schedule will be effective from April 1, 2024, through March 31, 2025.

<u>Land Use Type</u>	<u>Unit</u>	<u>Transp.</u>	<u>Parks</u>	<u>Gen.</u>	
				<u>Gov't</u>	<u>Total</u>
<u>Single-Family Detached</u>	<u>Dwelling</u>	<u>\$1,967</u>	<u>\$781</u>	<u>\$1,023</u>	<u>\$3,772</u>
<u>Multi-Family</u>	<u>Dwelling</u>	<u>\$1,509</u>	<u>\$687</u>	<u>\$900</u>	<u>\$3,096</u>
<u>Retail/Commercial</u>	<u>1,000 sq. ft.</u>	<u>\$2,912</u>	<u>n/a</u>	<u>\$940</u>	<u>\$3,852</u>
<u>Office</u>	<u>1,000 sq. ft.</u>	<u>\$2,755</u>	<u>n/a</u>	<u>\$470</u>	<u>\$3,225</u>
<u>Industrial/Warehouse</u>	<u>1,000 sq. ft.</u>	<u>\$499</u>	<u>n/a</u>	<u>\$91</u>	<u>\$590</u>
<u>Public/Institutional</u>	<u>1,000 sq. ft.</u>	<u>\$1,140</u>	<u>n/a</u>	<u>\$238</u>	<u>\$1,378</u>

(4) The following fee schedule will be in effect after March 31, 2025.

<u>Land Use Type</u>	<u>Unit</u>	<u>Transp.</u>	<u>Parks</u>	<u>Gen.</u>	
				<u>Gov't</u>	<u>Total</u>
<u>Single-Family Detached</u>	<u>Dwelling</u>	<u>\$2,146</u>	<u>\$781</u>	<u>\$1,023</u>	<u>\$3,951</u>
<u>Multi-Family</u>	<u>Dwelling</u>	<u>\$1,536</u>	<u>\$687</u>	<u>\$900</u>	<u>\$3,123</u>
<u>Retail/Commercial</u>	<u>1,000 sq. ft.</u>	<u>\$2,912</u>	<u>n/a</u>	<u>\$940</u>	<u>\$3,852</u>
<u>Office</u>	<u>1,000 sq. ft.</u>	<u>\$2,755</u>	<u>n/a</u>	<u>\$470</u>	<u>\$3,225</u>
<u>Industrial/Warehouse</u>	<u>1,000 sq. ft.</u>	<u>\$499</u>	<u>n/a</u>	<u>\$91</u>	<u>\$590</u>
<u>Public/Institutional</u>	<u>1,000 sq. ft.</u>	<u>\$1,140</u>	<u>n/a</u>	<u>\$238</u>	<u>\$1,378</u>

BUILDING AND PERMITTING FEES

- In addition to all typically required permit and inspection fees, a penalty equal to the sum of all costs imposed by the City and any and all other building permit authorities is a prerequisite to issuing the building permit.
- Private Third-Party Inspection Fee(s) may be assessed (See Resolution 25-11 – Private Provider Inspection Policy (PPI))

% of valuation cost is based

BUILDING PERMIT FEES

Permit Submittal Fee-1% of the value of work, with a minimum fee of \$50.00 and a maximum fee of \$250.00-Non-Refundable.

Building and Construction Support Fees

Minimum permit fee: \$150 for a re-roof permit and \$100 for every other building, electrical, mechanical, plumbing, or gas permit. Calculate the fee using the applicable line item below; if the result is less than the applicable minimum, charge the minimum. A lower amount shown in a line item does not override this minimum. Fees for services that are not permit fees, such as reinspections, are charged as separately listed.

On sq ft.

Total Valuation

+1/2 of total = review fee plus the FL surcharges and applicable zoning fees:

Residential

Single Family Dwelling - up to and including \$1000

Subject to the applicable minimum permit fee on page 13

+1/2 of total = review fee

For each additional \$1000 or fraction thereof

\$5

Accessory Structures and Uses - up to and including \$1000

\$50

For each additional \$1000 or fraction thereof

\$5

Reroofs do not incur a review fee

New/Re-Roof - up to and including \$1000 (2 inspections)

\$50

For each additional \$1000 or fraction thereof

\$5.00

Commercial

New Construction - up to and including \$1000

\$100

+1/2 of total = review fee

For each additional \$1000 or fraction thereof

\$6

Other than New Construction - up to and including \$1000

\$100

For each additional \$1000 or fraction thereof

\$6

Roof permit - up to and including \$1000

\$100

For each additional \$1000 or fraction thereof

\$6

Reroofs do not incur a review fee

Re-Roof - up to and including \$1000

\$100

For each additional \$1000 or fraction thereof

\$6

Permits for Site Work Only

\$75

Garage Door-up to and including \$1000 (2 inspections Frame/Completion)

\$100

For each additional \$1000 or fraction thereof

\$5

Valuation and Type (Average Cost Per SqFt)**Single Family Residence**

+1/2 of total = review fee

Type IA

\$130

Type IB

\$125

Type IV

\$110

Type IIA

\$100

Type IIB

\$100

Type IIIA

\$120

Type IIIB

\$120

Type VA

\$120

Type VB

\$100

Private Garage and/or Shed (Detached and Unfinished)

Type IA

\$60

Type IB

\$60

Type IV

\$70

Type IIA

\$60

Type IIB

\$55

Type IIIA	\$70
Type IIIB	\$60
Type VA	\$60
Type VB	\$55

Miscellaneous		<i>+1/2 of total = review fee</i>
Aluminum Structures (Based on Sq Ft)		
Aluminum Screen Room or Pool Enclosure	\$25	
Aluminum Vinyl Room	\$25	
Aluminum Carport	\$25	
Boat Dock or Boat House	\$40	<i>+1/2 of total = review fee</i>
Concrete Slab (Driveway, Patio, or Sidewalk) or		
Non-covered Wood Deck not included on new construction plans	\$5	<i>+1/2 of total = review fee</i>
Greenhouse		<i>+1/2 of total = review fee</i>
Type IIB	\$35	
Type VB	\$30	
Greenhouse with Polyvinyl wall covering and roof covering	\$25	
Residential -roofed, unenclosed areas (carports, porches, etc.)	\$35	
Swimming Pool (per sq ft)	\$50	
Moving Structures	\$300	
Office or commercial use moves shall be processed through the Commercial site plan review process and charged a fee accordingly.		
Tent	\$55	
More than one tent within 100 ft. of each other per additional tent	\$35	
Trailer Set Up & Tie Down	\$30	
Demolition Permit		
Seven dollars (\$7.00) for every 25,000 cubic feet or fraction thereof, with a minimum of \$25.00 and a maximum fee of \$400.00		
Use Permit with one inspection	\$30	
Fire Damage Inspection - Residential	\$50	
Fire Damage Inspection – Commercial	\$100	
Pre-Demolition Inspection	\$50	
Lot Grading Site Plan Review	\$50	

PERMIT REFUNDS

- A. A written request is required to obtain a refund. No refunds will be given on a submittal, license, or temporary electrical construction service unless issued in error by the City. The fee for refunding original building, roof, electrical, gas, mechanical, or plumbing permit fees would be a minimum of \$31.00 or 1/3 of the permit fee, whichever is greater, unless the license was issued in error by the City.
- B. No refund will be issued on any permit on which construction has begun.
- C. No refund will be issued on any permit for three months or more.
- D. No refunds will be issued on Engineering, Planning, or Zoning fees where the review has begun.
- E. Fees may be adjusted annually for changes in the Consumer Price Index or 3%, whichever is less.

BUILDING AND PERMITTING FEES**Electrical**

ELECTRICAL PERMIT FEES: Electrical permit fees are based upon the total amperage of the service required to meet the needs of all fixtures, etc., installed. Service is determined by the KVA Load available to the premises (Refer to Paragraph C for charges not requiring a change of service). Typically, one Electrical Permit is required for each recording watt-hour meter service. Should circumstances (as determined by the Building Official) make it more practical to issue one Permit involving more than one service, the fee shall be calculated using the sum of the costs of all individual services included in the Permit.

Electrical Permit Fees

The minimum Fee for Electric Permits is \$100.00.

Minimum Electrical Permit Fee**\$100***+1/2 of total =
review fee***1 Phase 240 Volt: AMPERES**

0 to 150	\$75
151 to 200	\$90
201 to 400	\$120
401 to 600	\$175
601 to 800	\$260
801 to 1000	\$320
Over 1000 per ea additional 1,000 amp or fraction	\$175

*+1/2 of total =
review fee***3 Phase 208 or 240 Volt: AMPERES**

0 to 150	\$120
151 to 200	\$150
201 to 400	\$185
401 to 600	\$275
601 to 800	\$375
801 to 1000	\$465
Over 1000 per ea additional 1,000 amp or fraction	\$280

*+1/2 of total =
review fee***3 Phase 480 Volt: AMPERES**

0 to 150	\$260
151 to 200	\$325
201 to 400	\$400
401 to 600	\$600
601 to 800	\$800
801 to 1000	\$1,000
Over 1000 per ea additional 1,000 amp or fraction	\$600

*+1/2 of total =
review fee*

Over 480 Volt: Fee will be determined by a proportional increase over the Cost for 480V

For Example, 48,000 Volts are available from the transformer to 600 AMP Main:

For Example: 48,000 Volts available
from the transformer to 600 AMP
Main:

600 AMP at 480 Volts	\$518.00
48,000 divided by 480	\$100.00
100 x \$518.00	\$51,800.00

*+1/2 of total =
review fee*

Exception: Temporary construction service (Maximum 60 amps/240
volts/single phase) for single-family dwelling construction sites shall be

\$100

BUILDING AND PERMITTING FEES**Electrical (Continued)**

Low Voltage Permit			<i>+1/2 of total = review fee</i>
Up to and including a \$1000 valuation		\$50	
For each additional \$1000 or fraction thereof		\$6	NEC CH7 and CH8
Alterations Requiring a Change in Service:			
	The fee shall be determined by the difference between the new and previous service amperage, which is then applied to the above chart.	see above	
Additions, Alterations, and Repairs not Requiring a Change in Service			<i>+1/2 of total = review fee</i>
	Up to and including \$1000 valuation	\$50	NEC CH3
	For each additional \$1000 valuation or fraction thereof	\$12	
	(All evaluations are based on material and labor costs)		
Installation of Equipment:			<i>+1/2 of total = review fee</i>
	Simple Installation of one item of Equipment		
	Regardless of Amperage	\$50	
Tent (Temporary Service Included)		\$65	<i>+1/2 of total = review fee</i>
	For each additional tent	\$12	
Pool Wiring		\$65	<i>+1/2 of total = review fee</i>
TUG Agreement (Temporary Under Ground)		\$120	<i>+1/2 of total = review fee</i>

BUILDING AND PERMITTING FEES

Mechanical

MECHANICAL PERMIT FEES: HEATING, AIR CONDITIONING, REFRIGERATION, VENTILATION

The minimum Fee for Mechanical Permits is \$100.00.

Air Conditioning Installation
(including Heat Pumps):
Tonnage

*+1/2 of total =
review fee*

Up to 3 Tons	\$100
+ 3 Tons up to 10 tons, per ton or fraction thereof	\$15
+ 10 Tons up to 25 tons	\$160
Plus, per ton or fraction thereof over 10 tons	\$15
+ 25 Tons up to 50 tons	\$300
Plus, per ton or fraction thereof over 25 tons	\$7
Over 50 Tons	\$390
Plus, per ton or fraction thereof over 50 tons	\$6

SCH A

Exceptions to Air Conditioning
Permits:

Existing air conditioner condensers & air handling units relocated or Replaced per ton or any fraction
Calculated fee, subject to the \$100 minimum permit fee on page 13

\$7

*+1/2 of total =
review fee*

Trailer air conditioner and residential self-contained wall unit installations, per unit, per ton, or any fraction thereof

\$7

*+1/2 of total =
review fee*

With a minimum fee of

\$50

Mechanical permits or inspections are not required for residential window air conditioner installations in single-family dwellings.

Replacement in single-family dwellings of an existing condenser or air handling unit that does not require an update of existing wiring may be reconnected by a mechanical or air conditioning contractor and inspected by a mechanical inspector, at a fee of

\$50

*+1/2 of total =
review fee*

Refrigeration, Ductwork, Hoods, Ventilation, Boilers, and Any Other
Installations(s) which require a Mechanical Permit:

*Valuation based on the Cost of all units, equipment supplied by the owner or contractor, materials & labor

Up to and including the first \$1000	\$100
For each additional \$1000 or fraction thereof to \$25,000	\$15
For each additional \$1000 or fraction thereof above \$25,000	\$7

SCH B

BUILDING AND PERMITTING FEES**Mechanical (Continued)**

*According to the Florida Power Plant Siting Act, Chapter 403, Part II, Florida Statutes, a local government may only charge an "appropriate fee" and mechanical equipment directly related to electrical power generation as a disproportionate part of the total valuation. Therefore, the Belle Isle Town Council deems it appropriate, in those situations of construction permitted under Chapter 403, Part II, to value mechanical equipment directly related to electrical power generation at a rate of twenty-five percent (25%) of the actual Cost of such mechanical equipment in the calculation of "total valuation" hereunder.

Re-inspection Fee

\$75

BUILDING AND PERMITTING FEES

Plumbing

Plumbing Permit Fees

The minimum Fee for Plumbing Permits is \$100.00.

Minimum Permit Fee, New Construction or Alteration	\$100	<i>+1/2 of total = review fee</i>
(Unless specified otherwise)		
Replacement permit fee calculation — \$50; subject to the \$100 minimum permit fee on page 13		<i>+1/2 of total = review fee</i>
Each Plumbing Fixture	\$7	
Each Plugged or Future Opening	\$7	
Mobile Home Plumbing	\$50	<i>+1/2 of total = review fee</i>
Roof Drain or Area Drain	\$7	
Water Heater (Only) \$37.00	\$7	
Solar Water Heater $(64.50=(37 \times 6)+50\% \text{ PX Fee})$	\$7	
Residential Disposal Unit	\$7	
Process Piping/Specialty Outlet	\$7	
Backflow Preventer (Only) \$37.00	\$7	
Commercial Ice maker	\$7	
Water Softener (Only) \$37.00	\$7	
Swimming Pool Permit	\$70	<i>+1/2 of total = review fee</i>
Spa with Permanent Connections	\$50	<i>+1/2 of total = review fee</i>
Sewer Replacement	\$50	<i>+1/2 of total = review fee</i>
Re-pipe (Only-per bathroom)	\$50	<i>+1/2 of total = review fee</i>
Lawn Irrigation System:		
1 - 100 Heads, Minimum Fee	\$100	<i>+1/2 of total = review fee</i>
101 - 200 Heads	\$60	<i>+1/2 of total = review fee</i>
201 & up	\$70	<i>+1/2 of total = review fee</i>

BUILDING AND PERMITTING FEES**Gas****Gas Permit Fees**

The minimum Fee for Gas Permits is \$100.00.

Equipment, Ductwork, Ventilation, Combustion Air, Piping, Boilers, and any other installation(s) which require a Gas Permit:

Valuation is based on the Cost of all equipment supplied by the owner or contractor, materials, and labor

+1/2 of total = review fee

Up to and including the first \$1000	\$100
For each additional \$1000 or fraction thereof to \$25,000	\$10

Sign Permit Fees

Signs up to 25 sq. ft.	\$50
26 to 32 sq. ft.	\$65

+1/2 of total = review fee
Greater than 32sqft fee based on the value

Windows

Windows - up to and including \$1000	\$30
For each additional \$1000 or fraction thereof	\$5

+1/2 of total = review fee

Inspection Fees

Re-inspection Fees	\$75
Re-inspection fees that remain unpaid for more than 60 days will be assessed a \$11.00 collection fee per account, plus the re-inspection fee due.	

Meter Reset	\$50
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Special (After Working Hours) Inspection Fees:

Requests for special after-hours (regular working hours, weekends, or holidays) inspections must be submitted in writing by the developer/ contractor to the Building Division Official twenty-four hours in advance of the requested inspection. The minimum number of hours approved is four hours per inspector. No inspection(s) will be performed until the assessed fee has been paid

\$250

**After the initial four hours, an additional fee will be charged. The per-hour fee \$75*

BUILDING AND PERMITTING FEES**Other****Other Fees**

Extension Request: Only one administrative extension (90 days) shall be granted per Permit before each permit expiration date by the Building Official \$40

Permit Amendment Fee \$35

Plan Submittal Fee:

All applications for project building plan approvals (where all building permits are issued simultaneously) will be accompanied by the appropriate number of copies of drawings and specifications, and a non-refundable submittal fee will be collected based upon the following fee schedule:

Archival/Scan Retention Fee – construction plans		\$40 flat fee
Archival/Scan Retention Fee – Letter and Legal size	Dble Sided/Each side	\$.15 p/page
Single Family Dwellings		\$125
Commercial		\$250
Early Start Permit		\$125
Informational Letters		\$18
Application for Temporary Commercial Certificates of Occupancy and all Pre-Power		\$110
(Plus Fire Division Fee)		\$70
Review of Additional Sets of Reviewed Plans per page		\$4
Records research and retrieval other than public records requests, per hour		\$50
A final inspection is required on an expired permit within six months of the permit expiration date		\$5
Certificate of Occupancy		\$100
Certificate of Completion		\$100

Work Without a Permit

If any work is commenced without a permit, the penalty will be double the permit fee or \$103.00, whichever is greater. This penalty will be assessed in addition to the permit fee.

Permit Replacement – Expired Permit (Must be within six months of the permit expiration date) \$50

Contractor Local Business Tax Receipt

At the time of application, applicants must submit a copy of their valid Orange County License. A copy of their State of Florida license must be submitted when applicable. (Ref: Belle Isle Code of Ordinances Chapter 4)

General Contractor	NA
Sub-Contractor	NA

SURCHARGE FEES

Building Permit Surcharge	1/2 cent per sq. ft. under the roof floor space permitted
Operating Trust Fund Surcharge Fee	1/2 cent per sq. ft. under the roof floor space permitted
CONDO Inspections/Insurance	
SENATE Bill 4D – 2022	Review Fees:
	Phase 1-3 stories or greater in height – up to \$300
	Phase 2 up to \$300
Condos and Condo Cooperatives	Administrative Fees may be imposed up to \$100

BUILDING AND PERMITTING FEES
ENGINEERING, STORMWATER, BMP AND EROSION-CONTROL REVIEW

All permits submitted for review are subject to the engineering-review fee. The fee applies regardless of whether a particular permit requires additional review by the City Engineer or the City's engineering consultant. Engineering review may include, but is not limited to, building permits, site work, grading, drainage, stormwater, erosion and sediment control, shoreline work, land disturbance, and related activities.

SERVICE	FEE
Initial engineering review	10% of the applicable City permit fee; \$150 minimum and \$1,500 maximum
Reviews included in initial fee	Initial review and two corrected resubmittals (three review cycles total)
Fourth and each subsequent review	110% of the City's actual consultant cost; \$150 minimum per review
Additional engineering services	110% of the City's actual consultant cost
Engineering field inspection or reinspection	110% of the City's actual consultant cost; \$150 minimum
Special meeting requested by applicant	110% of the City's actual consultant cost
<i>Work commencing without required BMP approval</i>	<i>Double the applicable engineering-review fee, subject to authorization in the City Code</i>

Example:

Permit fee of \$500 → engineering fee is the \$150 minimum.

Permit fee of \$2,500 → engineering fee is \$250.

Permit fee of \$8,000 → engineering fee is \$800.

Permit fee of \$20,000 → fee is capped at \$1,500 unless additional review costs are incurred.

APPLICATION AND ADMINISTRATION

1. The applicable City permit fee means the permit fee before state surcharges, impact fees, zoning fees, penalties, or other unrelated charges.
2. For counting review cycles, the original submittal is the first review, the first corrected resubmittal is the second review, and the second corrected resubmittal is the third review.
3. Additional charges apply when a fourth or subsequent review is required because plans remain incomplete, previously identified deficiencies have not been corrected, or the applicant materially revises the proposed work.
4. Beginning with the fourth review, the City will invoice the applicant after receiving the engineering consultant's charges. Each invoice will equal 110% of the actual consultant cost incurred by the City, subject to the applicable minimum fee stated in this schedule.
5. *As applicable to the permit, application, project, or regulated activity under review, no additional engineering review, approval of revised plans, final engineering approval, permit issuance, certificate of completion, or certificate of occupancy shall proceed until all outstanding engineering-review charges have been paid.*
6. The initial engineering-review fee is nonrefundable once engineering review has begun. Charges based on actual consultant costs are due upon invoice and are nonrefundable after the consultant services have been performed.
7. The City Manager or designee may waive engineering review when the proposed work presents no material drainage, stormwater, erosion-control, shoreline, right-of-way, or other engineering issue.

STATUTORY AND ACCOUNTING NOTICE

Fees attributable to enforcement of the Florida Building Code shall be administered and accounted for in accordance with section 553.80, Florida Statutes. Consultant charges attributable to stormwater, drainage, grading, BMP, erosion-control, shoreline, land-development, or other local regulatory review are separate regulatory cost-recovery charges imposed pursuant to the applicable City Code and fee schedule. Such charges shall not be treated as Florida Building Code fee revenue except to the extent that the underlying services directly relate to enforcement of the Florida Building Code.

The enhanced repeat-review fee required by section 553.80(2)(b), Florida Statutes, for repeated rejection of design-professional documents involving the same continuously noted Florida Building Code violation is separate from the consultant cost-recovery fees stated above and shall be imposed when the statutory conditions are met.

Engineering, Stormwater, BMP and Erosion-Control Review

All permits submitted for review are subject to the initial engineering-review fee shown on page 22, regardless of whether a particular permit requires review by the City Engineer or the City's engineering consultant. The applicant shall pay an engineering review fee equal to ten percent of the applicable City permit fee, subject to a minimum fee of \$150 and a maximum initial fee of \$1,500.

No escrow/deposit required: The City will invoice additional consultant-based charges after the services are performed, at the rates stated on page 22. The City does not require an escrow deposit for those charges.

The initial engineering review fee includes the initial review and two corrected resubmittals, for a total of three review cycles. For purposes of this schedule, the initial review is the first review, the first corrected resubmittal is the second review, and the second corrected resubmittal is the third review.

Beginning with the fourth review, each additional review shall be charged to the applicant at 110% of the actual consultant cost incurred by the City, subject to a minimum charge of \$150 per additional review.

Engineering consultant charges shall be associated with the applicable permit, application, project, or regulated activity so that the City can identify the services performed and properly account for the related regulatory review costs.

The applicant shall also reimburse the City at 110% of the actual engineering-consultant cost incurred by the City for special studies, meetings, field inspections, re-inspections, drainage evaluations, erosion-control evaluations, BMP compliance, plan revisions, or other engineering services exceeding the review services included in the initial fee.

When engineering services result in charges exceeding the initial engineering-review fee, all outstanding engineering-review fees and consultant charges shall be paid before further engineering review, issuance of the permit, approval of a revised plan, scheduling of a final engineering inspection, or issuance of a certificate of completion or certificate of occupancy, as applicable. (Example: Harris performs the additional service → City receives the charge → City invoices applicant → applicant pays before the project proceeds).

Engineering-review fees shall be consistently applied and shall not exceed the reasonable cost of providing the applicable review and related services. Fees attributable to enforcement of the Florida Building Code shall be administered and accounted for in accordance with section 553.80, Florida Statutes. Consultant charges attributable to stormwater, drainage, grading, BMP, erosion-control, shoreline, land-development, or other local regulatory review are separate regulatory cost-recovery charges imposed pursuant to the applicable City Code and fee schedule. Such charges shall not be treated as Florida Building Code fee revenue except to the extent that the underlying services directly relate to enforcement of the Florida Building Code.

ZONING FEES

CITY CODE OR ORDINANCES - CHAPTER 6, ARTICLE 1, SECTION 6-5 – Last Update Ordinance 21-01

(d) AFTER THE FACT FEE (ATF) and WORKING WITHOUT A PERMIT (WWP) Permit Fees/Penalties:

1. (i.e., Project Completed) The fee for an ATF permit is the Cost of the Permit plus any inspection costs related to inspections conducted by the City in accordance therewith.
2. (i.e., Project Is Not Completed) The fees for a WWP permit is \$500 plus double the Cost of the applicable permit fee plus all costs related to the City's issuance of the Permit and inspections. Mere payment of a WWP fee may not be used as a defense in a Code Enforcement or other similar case for performing work for which a permit was required without first obtaining a necessary permit. Full and timely compliance with this code is required.

(e) Additional Procedures and Regulations: The City Council may, by Resolution, provide for further clarification of or additional procedures for this section 6.5 – Failure to Obtain Permit as may be necessary, so long as such clarifications or procedures are not inconsistent with this section 6.5 or the City's code.

Permit Type	Code Section	Zoning Permit Fee/Review	After the Fact Permit
Accessory Structure	Sec 50-102	\$175	See Section 6.5
Artificial Turf	Sec 50-74 and 50-78	\$375	See Ord 23-04
Comp Plan Amendments	Sec 42-135	All reasonable expenses associated with the evaluation	
Boat Dock/Decks/House	Sec 48-31	\$175	See Section 6.5
Business Tax License (Occupational License)			
-Residential	Sec 28-92 Oct 1-+10%, Nov 1-+20% and Dec 1-25%	\$40	25% of Fee+ License Fee
-Commercial		\$80 +\$1 for every parking space	
Demolition (only if Zoning Reviews)	8.06	\$50	See Section 6.5
Detached Garage	50-102	\$175	See Section 6.5
Drain field/Septic	Orange County Issued		See Section 6.5
Driveway	50-74 thru 50-77	\$50	\$150
Dumpster Permit (Temporary)	Vendors allowed with Franchise Agreement on File at City Hall - At Cost		
Facia/Soffit/Gutters/Siding		Building Permit	See Section 6.5
Fence Residential	50-102	\$50	\$100
Fence Commercial		\$75 (+\$6.00 per \$1000 of contract value)	See Section 6.5
Flood Plain Permit	48-144	Building Permit	\$250
For Sale	30-79	\$10	\$25
Garage Sale (Residential)	54-133	\$5	\$10
Garage Sale (HOA/Community Garage Sale)		\$25	\$75
Golf Cart	30-203	\$25	\$25
Lien Search		\$50	-
Live Local Act	54-85	\$2,642 w/\$111/acre w/Consultant Deposit of \$5,000	
Multiple Tract Development		Building Permit	See Section 6.5
Nela Bridge (Name on Brick Program)		\$100 Military \$35	-

Zoning Permit Type	Code Section	Zoning Permit Fee/Review	After the Fact Permit
New Single Family	7-27	\$225	See Section 6.5
Perkins Boat Ramp Decal (May-May)	18-20 (See Prorated Page 7)	\$50	\$150
Pool	50-102	\$175	See Section 6.5
Pool Enclosure	50-102	\$175	See Section 6.5
PUD Application	All reasonable expenses associated with the evaluation		
Remodel Single-Family (if no change to footprint)	7-27	Building Permit	See Section 6.5
Rental Unit License	7-28	\$50	Up to \$500/day
ROW (subsection for minor residential work)	ROW Policy Agreement	\$100	Double the Fee
ROW (review on walkways in residential)	Zoning Review	\$50	Double the Fee
ROW (including pavers) <i>driveway permit separate</i>	Zoning Permit – does not include recording fee	\$250	\$500
ROW Engineering Review (Harris Engineering)		See Eng, Stormwater, BMP Review P22-23	
ROW Agreement Recording Fee	Orange County Recording	\$75	na
Room Additions	-	Building Permit	See Section 6.5
Retaining Wall (not at lakeshore)	-	Building Permit	See Section 6.5
Seawall	48-31	EPD Permit	See Section 6.5
Shoreline or Waterfront Vegetation Removal	48-62	EPD Permit	
Signage	52-33	175	\$250
Spas	50-102	Building Permit	See Section 6.5
Special Events Permit	26-21		
-Application Required	For-Profit	Non-Profit	Penalty
-Processing	\$100	\$10	Any person who violates or fails to comply may be assessed a monetary penalty not to exceed \$250 for each day the Violation occurs.
-Permit	\$50	\$30	
-Street Closures (up to 400 people)	\$100	\$100	
-Street Closures (401+people)	\$200	\$200	
Structural Modifications to Dwelling	-	Building Permit	See Section 6.5
Solicitation Permit (Door-to-Door)	20-4	\$25	See Code Enforcement
Temporary Pod - 7 days	50-102	\$25	\$75
Temporary Storage Shed		\$30	\$75
Temporary Storage Shed (30-day extension)		\$15	See Code Enforcement
Tree Removal Permit	48-63 / CS/HB 1159	\$35	\$70
Tree Removals without an Arborist Report or Permit.	46-63	DBH < 12 inches	\$200
		DBH < 18 inches	\$400
		DBH > 18 inches	\$600
Tree Trust Fund - requires City Manager approval and amount set by Council	48-63(E)(2)		Set by City Council
Tree Arborist Report			Actual
Variances	10-67	\$300	-
Windows (New/Replacement)	-	Building Permit	See Section 6.5

CS/HB 1159: Private Property Rights, City of Belle Isle Code Section 48-63, <https://flsenate.gov/session/bill/2019/1159>

Private Property Rights: Prohibits local governments from requiring notices, applications, approvals, permits, fees, or mitigation for pruning, trimming, or removal of trees on residential property if the property owner obtains specified documentation; prohibits local governments from requiring property owners to replant such trees; provides an exception for mangrove protection actions; deletes a provision that authorizes electric utilities to perform certain right-of-way tree maintenance only if the property owner has received local government approval; creates Property Owner Bill of Rights; requires county property appraisers to provide specified information on their websites.

CONTACT INFORMATION: Belle Isle Police Department
1521 Nela Avenue
Belle Isle, FL 32809

Police Department Admin Office: (407) 240-2473 (M-F, 8 am-4 pm)
Police Department Non-Emergency Number: 407-836-4357

Note:

- Fees are presented for convenience only and are subject to change without notice.
- Please contact the Belle Isle Police Department for updated fees or additional details.
- Non-exempt documents, logs, and other records are available under the terms of the public records policy
- Public records requests, including any estimate, deposit, duplication charge, or special service charge, are governed by the City's Public Records Policy on page 5. Any special service charge shall be based on the actual cost incurred for qualifying extensive use of information technology resources or personnel assistance, as described in that policy.

Police Department Administration Fees/Fines:

Copies:

Parking or uniform traffic citation	\$0.15
Double-sided copies	\$.20
Certified copies	\$5
Reports, except for traffic or homicide (per page)	\$0.15
Fingerprinting (Not available)	N/A
Case Photographs, recordings, and videos on CD	Hourly Rate
Audiotapes (including 911 calls)	OC Dispatch
Video copy of DUI cases	Hourly Rate
Background checks	FDLE
Crash Report	www.FLHSMU.GOV

Off-Duty Police Services (four-hour minimum per officer):

Regular Off-Duty Rates:

Police Officer (hourly rate + 7.65% employer FICA)	\$60/hour
Vehicles (per officer for traffic detail only)	\$15 Flat per vehicle
PD Boat (Flat Fee)	\$60 Flat per boat

Holiday Off-Duty Rates (four-hour minimum per officer):

Police officer (hourly rate + 7.65% employer FICA)	\$120/hour
Vehicles (per officer for traffic detail only)	\$15 Flat per vehicle
PD Boat (Flat Fee)	\$60 Flat per boat

Responding to false alarms:

First response	Warning
Second response	\$50
Third response within six months of first response	\$150

Business:

Fourth response within 12 months	\$250
For all succeeding responses within six months of the last reply	\$250

PUBLIC SAFETY / LAW ENFORCEMENT and CODE ENFORCEMENT (CONTINUED)

Type	Code Section		Fine
Commercial Vehicle Parking Violation	Sec 30-71 thru 30-84	Sec 30-74	
-First Violation			\$150
-Second and Additional Violations			\$150
Recreational Vehicle Parking Violation			
-First Violation			\$150
-Second and Additional Violations			\$150
-Parking at Boat Ramp Violations-Perkins (per occurrence)		18-20	\$250
-Blocking roadway (travel lane/obstructing traffic)			\$150
-Disabled only/Permit required (FSS)			\$250
-Double Parking			\$150
-Fire lane/Hydrant/Red Curb			\$250
-Loading Zone (commercial vehicles only)			\$150
-On Sidewalk/Crosswalk			\$150
-Overweight Limit (Nela & Hoffner Bridge)			\$250
-Parking Prohibited			\$150
-Parking at Boat Ramps (per occurrence)			\$250
-Parking on Front Lawn			\$150
-Parking on ROW w/o Permit			\$150
-Parking Prohibited (yellow curb/no sign)			\$150
-Rear or Left Wheels to Curb (Parking in the opposite direction)			\$150
-Unauthorized (reserved) Space			\$150
-Where Signs Posted Prohibit			\$150
- Drop-off/Pick-up at Ramps			\$150
Temporary Parking Permit (City Manager Approval)	30-81 & 30-73		\$25
Appeal of Parking Violation to City Council Hearing Request		\$25 refundable if not found at fault	\$75
Unregistered Tree Removal Service	Sec 48-63(d)(4)	Fine no more than \$5K per violation	CE Violation
Red Light Camera Violation	Sec. 30-180 through 30-190		
-Citation			\$158
-Hearing Plead No Contest			\$158+\$50
-Forego A Hearing and Found in Violation			\$158+\$200

CONTACT INFORMATION: Belle Isle Public Works Department
1600 Nela Avenue
Belle Isle, FL 32809

Public Works Director: (689) 500-3473 (M-F, 8 am-5 pm)

- Note:
- Fees are presented for convenience only and are subject to change without notice.
 - Please contact City Hall for updated fees or additional details.
 - Non-exempt documents, logs, and other records are available under the terms of the public records policy
 - Research for public records requests of thirty minutes or more will require a deposit based on the estimated time to complete the request, the employee's hourly rate, and computer time.

Public Works Fees

Regular Rates (two-hour minimum per staff member):

Regular Rates:

Maintenance Worker (hourly rate + 7.65% employer FICA)	\$25/hour
Crew-1 Supervisor and 2 Workers (hourly rate + 7.65% employer FICA)	\$79/hour
Street Sweeper/Operator 1 (hourly rate + 7.65% employer FICA)	\$40/hour

Holiday Off-Duty Rates (two-hour minimum per staff member):

Maintenance Worker (an hour + ½ FICA 7.65%)	\$36.50/hour
Crew-1 Supervisor and 2 Workers (an hour + ½ FICA 7.65%)	\$119.50/hour

JJ'S WASTE AND RECYCLING

City Contractor for Waste, Yard, and Recycling
Phone: 407.298.3932

LANDFILL LOCATIONS

-McLeod Road: 407.245.0931
-Young Pine Road: 407.836.6600

OIA NOISE ABATEMENT HOTLINE

Phone: 407.825.2674

ORANGE COUNTY MOSQUITO CONTROL

Phone: 407.254.9120 or 311

ORANGE COUNTY WATER

Phone: 407.836.5515

ORLANDO UTILITY WATER

Phone: 407.423.9018

STORMWATER MANAGEMENT DIVISION

The Stormwater Management Division is also responsible for the implementation of the Federal Emergency Management Agency's (FEMA) floodplain management program, National Flood Insurance Program (NFIP), and the Community Rating System (CRS), and participates in the National Pollutant Discharge Elimination System (NPDES) and Total Maximum Daily Load (TMDL). The Division works with other departments to ensure that all potential homebuyers are notified if the property is in a flood area.

ORANGE COUNTY PUBLIC WORKS COMPLEX

4200 South John Young Parkway – 1ST Floor
Orlando, Florida 32839
PHONE: 407.836.7990
Fax: 407.836.7770

ORANGE COUNTY FIRE RESCUE

FIRE. LIFE SAFETY INSPECTION AND PERMIT SERVICES
Phone: 407.836.9000

ENVIRONMENTAL PROTECTION DEPARTMENT

3319 Maguire Blvd, Orlando, FL 32803
407. 897.4100

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLDEP.GOV

ORANGE COUNTY ANIMAL SERVICES

2769 Conroy Road
 Orlando, FL 32839-2162
 Main Number: 407.254.9140

ORANGE COUNTY COMPTROLLER'S OFFICE

201 South Rosalind
 Orlando, FL
 Phone: 407.836.5690
 For Notice of Commencement Recording

ORANGE COUNTY TAX COLLECTOR

200 South Orange Avenue - 16th Floor
 Orlando, FL
 Phone: 407.836.5650
 For Occupational License Information

UNIVERSAL ENGINEERING SERVICES

3532 Maggie Boulevard
 Orlando, FL 32811
 Phone: 407.581.8161
 Fax: 407.581.0313
 Permit Submittal - cobipermits@teamues.com
 Inspection Request – BIDScheduling@universalengineering.com

ORANGE COUNTY – JAIL INMATE SERVICES

<http://www.ocfl.net/JailInmateServices.aspx>

COUNTY HEALTH DEPARTMENT

VITAL STATISTICS AND SEPTIC TANK INSTALLS/REPAIRS
 Phone: 407.858.1400

EMERGENCY MEDICAL SERVICES

2002-A East Michigan St.
 Orlando, FL 32806
 Phone: 407.836.8960
 Fax: 407.836.7625

DISTRICT NINE MEDICAL EXAMINER'S OFFICE

2350 E. Michigan Street
 Orlando, Florida 32806
 Phone: 407.836.9400
 Fax: 407.836.9450
 Email: Medical.Examiner@ocfl.net

**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

b.

Meeting Date: September 23, 2026

To: Honorable Mayor and City Council

From: Rick J. Rudometkin, City Manager

Subject: Amendment to City's Personnel Policies and Procedures

Background:

The City's Personnel Policies and Procedures provide that revisions or amendments become effective upon recommendation of the City Manager and approval by the City Council. Resolution 26-16 is presented to formally adopt amendments to the Personnel Policies and Procedures and consolidate several previously approved or separately administered personnel and compensation provisions into the Personnel Manual.

The proposed amendments are summarized below:

- Incorporation of applicable provisions of the Police Pay Plan that are intended to continue following its expiration on September 30, 2026;
- Alignment of pay administration and performance evaluation provisions with the City's Compensation Plan and related Compensation Policy;
- Incorporation of previously implemented longevity and bilingual pay provisions;
- Incorporation of the Employee Bonus Policy previously approved by Resolution 21-15, which provided that the policy would be incorporated into the Personnel Manual;
- Incorporation of the previously approved Military Activation Pay and Benefits Policy, which was intended to be included in the City's next Personnel Manual update, together with replacement of the existing military leave provisions with updated language provided by the City's insurance provider;
- Updates to holiday provisions to reflect current City-observed holidays and clarify holiday observance and compensation;
- Updates to the Drug-Free Workplace Policy, including provisions concerning medical marijuana, based on recommendations received from the City's insurance provider;
- Addition of the statutory health insurance benefit applicable to full-time law enforcement officers who suffer a qualifying catastrophic injury;
- Updates to the Family and Medical Leave Act provisions to reflect current federal requirements relating to military qualifying exigency leave;
- Updates to statutory references, personnel terminology, and related administrative provisions for consistency and accuracy;
- Updates to the City's Vision and Mission statements reflected in the Personnel Manual; and

- Formatting, numbering, table of contents, and other administrative cleanup necessary to accurately reflect the amended Personnel Policies and Procedures.

The Personnel Policies and Procedures currently contain a general education reimbursement provision applicable to City employees, while the Police Pay Plan contains separate reimbursement criteria, including different eligibility, grade, and reimbursement provisions. The Police Pay Plan education reimbursement provisions are not being incorporated into the Personnel Policies and Procedures as part of this amendment. Staff will further review the existing education reimbursement provisions and return to Council with any recommended revisions necessary to establish an appropriate and consistent approach for City employees.

Staff Recommendation:

Consider Resolution 26-16 and the proposed amendments to the City's Personnel Policies and Procedures.

Suggested Motion:

If Council elects to adopt the Resolution:

"I move to adopt Resolution No. 26-16, amending the City of Belle Isle Personnel Policies and Procedures and superseding the remaining provisions of the Belle Isle Police Department Salary Adjustment and Agreement."

Fiscal Impact:

The amendments primarily formalize or update existing, previously approved, or legally required compensation and benefit provisions. No additional appropriation is requested as part of Resolution 26-16. Applicable compensation and benefit provisions remain subject to the City's adopted budget and available funding.

Alternative:

Council may adopt the Resolution as presented, adopt it with revisions, or take no action.

Attachments:

Resolution No. 26-16

Exhibit "A" – Personnel Policies and Procedures, Redlined Amendments – September 2026

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A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING THE CITY OF BELLE ISLE PERSONNEL POLICIES AND PROCEDURES; SUPERSEDING THE REMAINING PROVISIONS OF THE POLICE PAY PLAN; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Belle Isle has adopted Personnel Policies and Procedures governing personnel administration and the terms and conditions of employment for City employees; and

WHEREAS, the City's Personnel Policies and Procedures provide that revisions or amendments become effective upon recommendation of the City Manager and approval by the City Council; and

WHEREAS, certain compensation and employment provisions applicable to employees of the Belle Isle Police Department are currently addressed in the *Belle Isle Police Department Salary Adjustment and Agreement*, which expires September 30, 2026; and

WHEREAS, the City Council desires to incorporate into the Personnel Policies and Procedures those provisions of the *Belle Isle Police Department Salary Adjustment and Agreement* that are intended to continue, with revisions as necessary to accurately reflect the City's intended personnel and compensation practices; and

WHEREAS, pursuant to Resolution 26-03, the City Council adopted a Unified Step Pay Plan and Pay Grade Assignments for City employees and authorized the City Manager to implement the Plan and take such additional

1 actions as may be necessary for its implementation; and

2 WHEREAS, a Compensation Policy was established to provide
3 administrative procedures for implementation and ongoing administration of
4 the City's Compensation Plan, and certain provisions of the Personnel
5 Policies and Procedures require amendment to ensure consistency with the
6 Compensation Plan and related Compensation Policy; and

7 WHEREAS, certain compensation practices, including longevity pay and
8 bilingual pay, have previously been implemented by the City and funded
9 through the City's adopted budget, and the City Council now desires to
10 formally incorporate those practices into the City's Personnel Policies and
11 Procedures; and

12 WHEREAS, the City Council previously approved an Employee Bonus Policy,
13 and the City desires to incorporate that previously approved policy into the
14 Personnel Policies and Procedures; and

15 WHEREAS, certain provisions of the Personnel Policies and Procedures
16 require clarification or revision to address circumstances not expressly or
17 adequately addressed by the existing policies, to provide consistent
18 administration of personnel and compensation practices, and to accurately
19 reflect current City practices and procedures; and

20 WHEREAS, the City Council previously approved a Military Activation
21 Pay and Benefits Policy for immediate implementation and incorporation into
22 the City's next update of the Personnel Policies and Procedures, and the City
23 desires to incorporate that previously approved policy and update the related
24 military leave provisions to more accurately reflect applicable requirements
25 and City practices; and

1 WHEREAS, the City also desires to update its Drug-Free Workplace
2 Policy, including provisions concerning marijuana and medical marijuana,
3 consistent with recommendations received from the City's insurance provider
4 and the City's workplace safety and risk-management practices; and

5 WHEREAS, the City Manager has recommended the amendments to the
6 Personnel Policies and Procedures reflected in the redlined Personnel
7 Policies and Procedures attached hereto as Exhibit "A"; and

8 WHEREAS, the City Council finds that adoption of the amendments is in
9 the best interest of the City and its employees.

10
11 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELLE ISLE, FLORIDA, HEREBY
12 RESOLVES:

13
14 SECTION 1. Recitals.

15 The foregoing recitals are hereby confirmed, adopted, and incorporated herein
16 and made a part hereof by this reference.

17 SECTION 2. Amendment of Personnel Policies and Procedures.

18 The City Council hereby approves and adopts the amendments to the City of
19 Belle Isle Personnel Policies and Procedures as reflected in the redlined
20 Personnel Policies and Procedures attached hereto as Exhibit "A" and
21 incorporated herein by reference.

22 SECTION 3. Continuing Effect.

23 Except as specifically amended by this Resolution, all provisions of the City
24 of Belle Isle Personnel Policies and Procedures shall remain in full force
25 and effect.

1 SECTION 4. Supersession of Police Pay Plan.

2 Effective upon adoption of this Resolution, the *Belle Isle Police Department*
3 *Salary Adjustment and Agreement*, adopted as Attachment A to Resolution 23-15
4 and subsequently amended by Resolution 26-03, is hereby superseded in its
5 entirety and shall have no further force or effect. Personnel and
6 compensation matters previously addressed by the Agreement shall thereafter
7 be governed, as applicable, by the City's Personnel Policies and Procedures,
8 Compensation Plan, related Compensation Policy, and other applicable City
9 policies.

10 SECTION 5. Implementation.

11 The City Manager, or designee, is authorized to incorporate the amendments
12 approved by this Resolution into the City of Belle Isle Personnel Policies
13 and Procedures and to take such administrative actions as are necessary to
14 implement the amendments.

15 SECTION 6. Severability.

16 If any section, sentence, clause, or provision of this Resolution or the
17 amendments adopted herein is held invalid or unenforceable by a court of
18 competent jurisdiction, such invalidity or unenforceability shall not affect
19 the validity of any other section, sentence, clause, or provision of this
20 Resolution or the Personnel Policies and Procedures.

21 SECTION 7. Effective Date.

22 This Resolution and the amendments to the City of Belle Isle Personnel
23 Policies and Procedures adopted herein shall become effective immediately
24 upon adoption.

1 Adopted by the City Council on this 23rd day of September 2026.

2

3

4

JASON CARSON, MAYOR

5

Attest: _____

6

Yolanda Quiceno, CMC-City Clerk

7

8

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10

Approved as to form and legality

11

City Attorney

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STATE OF FLORIDA

15

COUNTY OF ORANGE

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17

I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do
hereby certify that the above and foregoing Resolution No. 26-16 was duly and
legally passed and adopted by the Belle Isle City Council in session
assembled, at which session a quorum of its members was present on the
_____ day of September 2026.

21

22

23

Yolanda Quiceno, CMC-City Clerk

24

25

**EXHIBIT “A”
CITY OF BELLE ISLE
PERSONNEL POLICIES AND PROCEDURES
REDLINED AMENDMENTS – SEPTEMBER 2026**

Attached to and incorporated into Resolution No. 26-16



City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809
Tel 407-851-7730 * Fax 407-240-2222 * www.cityofbelleislefl.orggov

b.

Welcome to the City of Belle Isle,

The City of Belle Isle is a beautiful, predominantly residential community situated on the Conway Lake chain in the heart of Central Florida.

Our staff is dedicated to providing the residents of our city with the best possible service while keeping the cost of providing those services to a minimum. As a public employee, you will find your work challenging in providing the services, but rewarding in the knowledge that you are part of a team that helps the City of Belle Isle maintain its high level of responsiveness to our residents.

Please take time to familiarize yourself with our City and the Personnel Manual. The personnel manual is intended to outline your responsibilities as an employee of the City of Belle Isle and contains information on the benefits that are available to you as an employee of the City. If you have any questions pertaining to the handbook or the City, you may address these to the Finance Director or me.

The Mayor and City Commissioners join me in welcoming you to our fine City and are pleased that you have chosen to join our team of dedicated, professional and courteous staff members.

Sincerely,

Rick Rudometkin
City Manager



City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809
Tel 407-851-7730 * Fax 407-240-2222 * www.cityofbelleislefl.orggov

b.

EMPLOYEE ACKNOWLEDGMENT FORM

This employee handbook describes important information about the City and its employment policies, and I understand that I should consult my supervisor, the Finance Director, or the City Manager regarding any questions not answered in the handbook.

Because the information, policies, and benefits described in this handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur and that I am subject to whatever policy is in effect at the time an event occurs. All changes to the handbook will be communicated through official notices, and I am aware that revised information may supersede, modify, or eliminate existing policies. Only the City Council of the City has the authority to adopt any revisions to the policies in this handbook.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that this handbook is not to be construed by myself, or any employee, as binding terms and conditions of employment.

As an employee of the City of Belle Isle, you are an "at will" employee. This means that either you or the City of Belle Isle may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees.

I acknowledge that I have received a copy of this handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I further understand that this handbook supersedes any previous handbook or written policies or oral communications.

I acknowledge that I have read and understood the above paragraphs.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

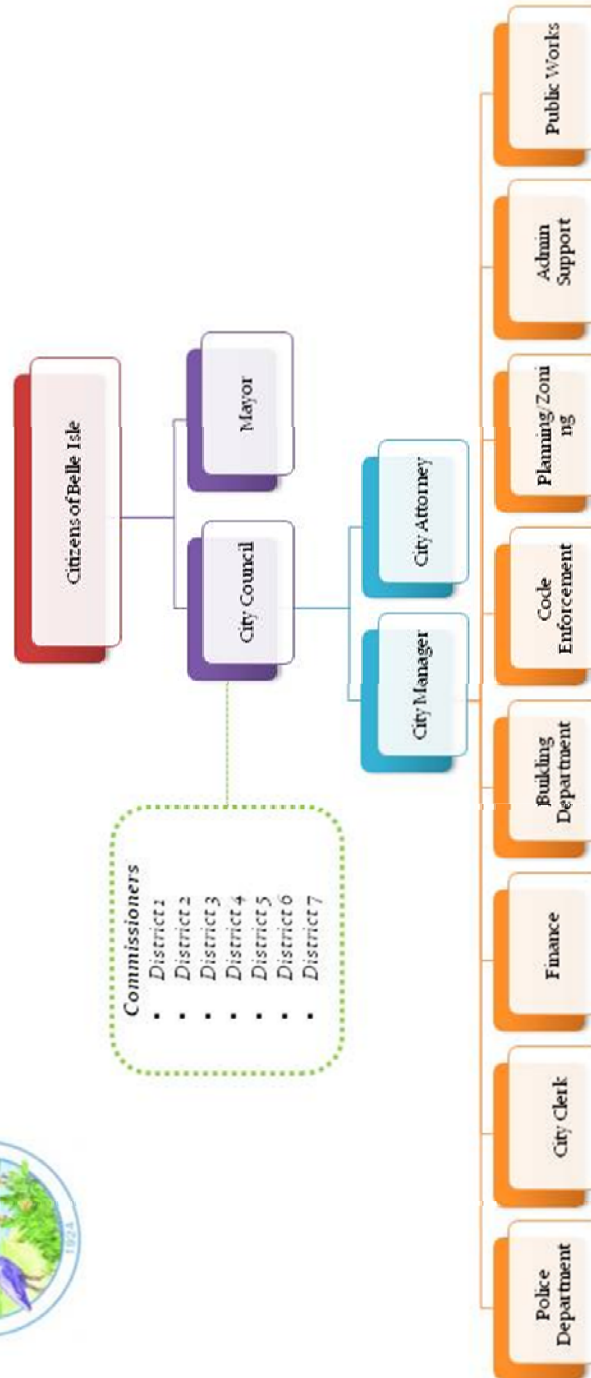
HANDBOOK DATE: _____

(Please sign and date this acknowledgment and return it to your supervisor for placement in your personnel file).





City of Belle Isle Organizational Chart



Updated July 2018

viii



VISION AND MISSION STATEMENT

VISION

~~To be Central Florida's premier community, where residents and business can thrive in a healthy environment centered on Lake Conway with the support of a responsive city government.~~
A safe, serene Florida Community where families desire to reside, raise a family, enjoy our natural surroundings, excellent schools and quiet way of life.

MISSION STATEMENT

~~To preserve the quality of life and community identity and to provide needed services to our residents through careful and meaningful growth management and sound fiscal control.~~
The City of Belle Isle continuously preserves our natural resources and enhances our quality of life through intelligent, inclusive leadership and outstanding municipal services.



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SECTION 1 – INTRODUCTION

1.0 GENERAL POLICY

It is the Policy of the City Council of the City of Belle Isle to:

- A. Attract and recruit qualified employees from the competitive market.
- B. Create a positive and productive environment by providing employees with opportunities for advancement and career development.
- C. Provide compensation, benefits, assurance, and safeguards to its employees.
- D. Maintain public confidence in productivity, fairness and cost-effectiveness through the establishment of a system of personnel administration maintained and governed by principles and affirmative action guidelines which shall be based upon fair and objective personnel standards and measures.

Nothing in these Personnel Policies and Procedures is intended as a contract of employment.

Florida is an “at-will” employment state, meaning that either the employee or the employer can terminate employment at any time and without any advance warning.

The City Manager, Chief of Police and Finance Manager shall be provided an Employment Contract separate from the following provisions unless specifically referred to in the agreement.

Authority for the Personnel Policies and Procedures is established by the City of Belle Isle Charter and by the City of Belle Isle Code of Ordinances. The provisions of the Personnel Policies and Procedures shall be applicable to all City of Belle Isle departments, divisions, offices, operations, and agencies unless specifically identified in the City Code of Ordinances, department S.O.P.’s or by State Statutes.

Police Officers have additional rights and privileges under Florida Statute 112.532.

All employees of the City have the responsibility to follow and carry out the policies outlined in this section. Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are expected to bring any questions, issues or complaints to the attention of their supervisor. If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you should report the matter immediately to any supervisor or City Manager. If the complaint is in regard to an alleged violation of these policies by the City Manager, the complaint may be directed to the Mayor. The City will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

1.1 PURPOSE

- A. The purpose of these Personnel Policies is to foster and promote a positive employment environment of mutual benefit and protection for employees and the City of Belle Isle; which encourages employee and public confidence in the administration of personnel management, consistent with the policies of the City Council. The policies and procedures



provide a means for equitable recruitment, selection, development, retention, and eventual retirement of employees, and ensure that:

1. Economy and effectiveness in government services are mutually beneficial to City officials, employees and the citizens of the City of Belle Isle.
 2. Employment in the service of the City shall be attractive as a career.
 3. All employees are encouraged to render their best services to the City.
 4. Fair and equitable treatment of all employees will be maintained by fair administration of these policies and procedures and by consideration of the rights and interests of the employees consistent with the best interests of the citizens and the City.
 5. The City of Belle Isle is an equal employment opportunity employer.
 6. The relationship between City management and its employees shall continue to be open and direct.
- B. If any section, subsection, or provision of these policies and procedures is found to be invalid by any Court, legislation, an authorized board or public official, the ruling shall not affect the validity, intent, and effect of any sections not in question.
- C. The policies and procedures are intended to cover most personnel actions and employee conduct. The City Manager or designee, who may request advice from the City Attorney, will interpret those not specifically covered.
- D. Guidelines for Using the Personnel Policies and Procedures:
1. Pronouns “he,” “him” and “his” are in generic usage and do not denote sex.
 2. The words “shall” and “will” are to be construed to be mandatory and the word “may” as permissive.
 3. “City” refers to the City of Belle Isle.
 4. “Supervisor” means an individual with the authority to assign, direct, and review the work of subordinates.
 5. “Control Date” is utilized to establish probationary periods and scheduling of an employee’s performance review.
 6. “Anniversary Date” is the date the employee is hired.
 7. “Continuous Service Date” is the employee’s most recent date of hire. Temporary appointments do not have a continuous service date until they are hired into a full-time position classified as career service.
 8. In the absence of a Personnel Department/Officer, the City Manager shall act in that capacity. Personnel Department/Officer shall be interchangeable with Human Resources in this manual.
 9. “Fiscal year-end” is the City’s fiscal year-end of September 30th.
 - 9-10. “Sworn Employee” means an employee of the City of Belle Isle Police Department serving in a sworn law enforcement position.



- E. The policies and procedures of departments take precedence over these Personnel Policies and Procedures only when their functional operations require separate and unique guidelines, especially in the Police Department.



1.2 **EQUAL EMPLOYMENT OPPORTUNITY**

- A. The City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, union participation, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.
- B. The City's policy of equality of opportunity applies to all levels of employment in the City and to all job classifications. In addition, it is the responsibility of each department supervisor to give the City's non-discrimination policy full support through leadership and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to and which reflects the City's commitment to equal employment opportunity.
- C. Any communication from an employment applicant, an employee, a government agency or an attorney concerning any equal opportunity matter shall be referred to the City Manager or designee.
- D. Any individual who feels they have experienced employment discrimination in violation of this policy should bring their complaint to the immediate attention of the City Manager in accordance with Section 12 below. Complaints should be filed in writing and should include: 1) the name and address of the person filing the complaint; 2) a description of the discrimination leading to the complaint; and 3) any other pertinent information that will help in the investigation process. Following receipt of the complaint, the City Manager will institute an investigation and respond in writing as soon as practicable thereafter. A written record will be kept of the investigation and resolution.
- E. The City prohibits retaliation against any employee for filing a complaint under this policy, or for assisting in a complaint investigation. All employees of the City are required to refrain from any conduct or practice that is in violation of this policy. If an employee believes there has been a violation of this policy, follow the complaint procedure outlined in this section.

1.3 **LIMITED ENGLISH PROFICIENCY (LEP)**

It is the policy of the City of Belle Isle not to discriminate against any person who is Limited English Proficient (LEP). In accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the City will take reasonable steps to provide LEP persons meaningful access to its programs and activities and an equal opportunity to participate in our services, activities, programs and other benefits. Language assistance will be provided through the use of competent bilingual staff or by obtaining an outside interpreter if a bilingual staff is not available or does not speak the needed language.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered.



All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

1.4 DISABILITY ACCOMMODATION

The Americans with Disabilities Act (ADA) comprehensive federal civil rights law specifically protects individuals with physical and mental disabilities. Individuals still need to be “qualified” for the job, and not pose a “direct threat.”

Individuals may be protected under the ADA if any of the following conditions exist:

They currently have a physical or mental impairment that substantially limits a major life activity.

- They have a record of such an impairment, physical or mental, that substantially limits a major life activity; or;
- They are perceived to have such impairment.

Episodic or in remission conditions may meet the definition of a disability if it would substantially limit a major life activity when active.

Temporary, non-chronic impairments of short duration, with little or no residual effects, usually are not considered disabilities under ADA. Examples of, but not limited to, impairments that typically would not meet the ADA definition of a disability: common cold, seasonal or common influenza, joint sprain, minor and non-chronic gastrointestinal disorders or broken bones that are expected to heal completely.

The use of ordinary eyeglasses or contact lenses that are intended to fully correct visual acuity or eliminate refractive error, typically is not considered disabilities under ADA.

Pregnancy is not considered impairment under the ADA.

Individuals who currently engage in illegal use of drugs are excluded from ADA protection.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse/significant other, etc.) with a disability.

The City offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but are still able to perform the essential functions of the job. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought by a disabled individual. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or the function is so highly specialized that an expert must be specially hired to perform it.

Reasonable accommodation may be available to employees and applicants, as long as the accommodation doesn't cause undue hardship for The City. Individuals protected by the ADA should discuss their need for possible accommodation with their manager, Human Resources representative, or City Manager.



1.5 RESIDENCY REQUIREMENTS

Although there is no current residency requirement for employees, City Department Heads are encouraged to establish and maintain residency within a reasonable commute time of their official office within 6 months from the date of hire. Department Heads employed with the City as of the date of this manual change are exempt from this requirement.

1.6 WHISTLEBLOWER

The City does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations.

1.7 RELIGIOUS ACCOMMODATION

The City may provide reasonable accommodation for religious observances or practices of employees unless providing the accommodation would impose an undue hardship on the City; this may also include accommodating the wearing of religious clothing.

With management approval, an employee may use vacation or other available leave for religious activities; if accrued leave is not available, then an employee may request to take unpaid leave.

1.8 DOMESTIC VIOLENCE

The City does not discriminate against employees who are victims of domestic violence, sexual assault, or stalking.

1.9 RETALIATION

If the employee believes they have been discriminated against or harassed, or if the employee witnesses or suspects any violation of our policies, they should report the matter immediately to any supervisor or the City Manager. If the complaint is in regard to an alleged violation of these policies by the City Manager, the complaint may be directed to the Mayor. The City will not retaliate against you for filing a complaint in good faith, even if accusations are not substantiated, or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

The City will not tolerate unlawful retaliation or adverse actions against employees for engaging in protected activity. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and Amendments Act, all prohibit an employer from retaliating against an employee engaged in a protected activity.

A protected activity is defined as opposing an unlawful practice prohibited by employment discrimination laws or participating in any way in an investigation, proceeding, or hearing of an Equal Employment Opportunity charge.

Any act of retaliation by a manager and/or coworker may result in serious adverse disciplinary action up to and including termination. Any staff member may file a complaint with the City Manager if he/she feels that they have experienced retaliation in any form.





1.10 COPIES OF THE PERSONNEL POLICIES AND PROCEDURES

- A. Copies of the Personnel Policies and Procedures shall be made available to all City employees. All policy and procedure changes will be posted and every employee is responsible to read all changes or request to have changes read to them if they cannot read.
- B. All newly hired employees will be required to read the Personnel Policies and Procedures within two weeks of beginning work and will sign a statement that they have done so. This statement will be placed in the employee's personnel record.
- C. Revisions or amendments to these policies and procedures will become effective when recommended by the City Manager and approved by the City Council.
- D. Employees will be required to sign a receipt of this policy upon initial employment and when updates or amendments are made.

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SECTION 2 – PERSONNEL OFFICER

2.0 POLICY

It is the policy of the City of Belle Isle that the City Manager is the City's Personnel (Human Resources) Officer. The City Manager or designee acts as a consultant to the City Staff by providing professional expertise in planning the City's personnel policies and provides assistance to supervisors and department supervisors in carrying out these policies.

- A. The City Manager staffs and organizes the work of the City Departments.
- B. Responsibilities:
 - 1. Formatting general personnel policies, including staffing and organization planning.
 - 2. Development and implementation of all policies related to equal employment opportunities.
 - 3. Recruiting, interviewing, testing, selection, placement, and orientation of new employees.
 - 4. Coordination of the promotion, demotion, transfer, layoff, recall, and termination of employees, except for police department employees, which are hired by and work for the Police Chief as designated by the City Manager.
 - 5. Administration of classification and pay programs for exempt and non-exempt employees, including job evaluations, job description preparation, and pay surveys and analyses.
 - 6. Administration of employee benefits plans and programs, and disclosure of information concerning benefits to employees.
 - 7. Implementing disciplinary and grievance procedures, taking care that such procedure does not form a contract or promise, expressed or implied.
 - 8. Monitoring compliance with Federal and State laws and regulations concerning employee safety.
 - 9. Maintaining and safeguarding personnel records.

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SECTION 3 – RECRUITMENT AND SELECTION

3.0 POLICY

- A. In accordance with the City of Belle Isle Equal Employment Opportunity policy, attracting and recruiting the best-qualified candidates shall remain the City's policy for employment recruitment and selection. This policy also assures that all employment decisions will be made on job-related factors and comply with the City's equal employment opportunity commitment.
- B. In compliance with the Americans with Disabilities Act of 1990, as amended, the City of Belle Isle shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.
- C. When filling vacancies the City Manager may give first consideration to individuals currently employed with the City of Belle Isle and qualified individuals who are in layoff status. This does not preclude the consideration and selection of external applicants for any vacancy.
- D. Written job descriptions are developed and maintained, and continually reviewed for all City positions. They are utilized as a basis for establishing the minimum recruitment qualifications for attracting candidates for employment. These include, but are not limited to, job objective, essential job functions, and the minimum qualifications.

3.1 ANNOUNCEMENT OF JOB VACANCIES

- A. Job vacancies established under announcements, at the discretion of the City Manager, shall be posted through the placement of job postings on the City department bulletin board and work locations, and outside recruitment sources as established by the City Manager or his designee.
- B. Job announcements shall specify the job title, the salary range for the position, the time, place, and manner for making application, minimum qualification(s) requirements for consideration, any special requirements, and the following statements:
 - "The City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, union participation, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed."
 - "As part of our commitment to a drug-free workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to



again submit to a drug test as requested. Your refusal, or failure to pass the test according to minimum standards, will result in termination.”

- C. Job vacancies may be announced by utilizing a variety of media resources. This decision is based on the availability of funds, as determined by the City Manager or his designee.
- D. The City Manager initiates all job vacancy advertisements. If contact with an employment agency or professional recruiter is necessary to fill a key management or professional position, approval by the City Manager or his designee is required.
- E. A job vacancy announcement may be postponed or canceled if requested by the department supervisor and approved by the City Manager or his designee. In this event, each applicant will be notified by the City Manager of the postponement or cancellation.

3.2 FILING AND MAINTAINING APPLICATIONS FOR ANNOUNCED VACANCIES

- A. No individual from the general public is denied the right to file an application for any vacant position in City service. However, an application for employment is not intended as an employment contract.
- B. Filing Procedures for Applicants from the General Public. In order to be considered as a valid applicant for a position, each applicant must:
 - 1. File a written application on the City's standard employment application form before the application deadline. Resumes are accepted until a standard City application form can be completed within a reasonable time.
 - 2. Supply requested information that is complete, clear and accurate.
 - 3. Sign the application attesting to the truth of all statements and information contained on the application.
 - 4. Amend, correct or add requested information/documentation within the time limits established by the City Manager or his designee.
- C. Employment applications received by the City become the property of the City and cannot be returned. Misrepresentations, falsifications, or material omissions in any of the information or data may result in the exclusion of the individual from further consideration for employment or if the person is hired, termination of employment.
- D. Veterans' Preference. The City will treat all external applicants who request and meet all eligibility requirements for Veteran Preference in appointment and retention in accordance with applicable State and Federal laws and regulations. Individuals who claim Veterans Preference consideration must submit appropriate documentation to verify eligibility. A copy of this documentation will be maintained with the employment application.



3.3 CONSIDERATION OF APPLICATIONS

A. It is the City's policy to consider City employees (internal applicants) for promotional opportunities before applicants from the general public (external applicants) are considered.

B. ~~Procedures:~~

1. An employee who wishes to apply for a vacant position must submit an application to his supervisor. The supervisor will ensure that this form is submitted to the City Manager as soon as practical.
2. The City Manager will review the completed forms and refer qualified applicants to the department supervisor for consideration.

C. Family Employment Restrictions

1. The City will not permit the employment of family members in positions in which either family member would be supervised by or supervising, influenced by or influencing the activities or employment conditions of the other. These criteria will also apply when assigning, transferring or promoting an employee unless otherwise authorized by the Council.
2. In accordance with Section 112.3135 (1) (~~ed~~), Florida Statutes, family members include: the employee's father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or domestic partner. A domestic partner includes an individual involved in a dating relationship with an employee. This applies to all employees without regard to gender or sexual orientation, or genetic relationship. A member of the household is any person who resides with the employee.
3. Employees who marry or become members of the same household may continue employment as long as there is not a direct or indirect supervisor/subordinate relationship between such employees; or an actual conflict of interest or the appearance of a conflict of interest. If this occurs, the City will attempt to find a suitable position for one of the employees to transfer to. If this is not feasible, the employees will be permitted to determine which of them will resign.

3.4 PRE-EMPLOYMENT SCREENING AND REFERRAL

A. Methods

~~A.~~ ÷ The methods utilized to consider, evaluate and screen applicants for employment can be any or a combination of the following:

1. Evaluation and rating of training and experience.
2. Oral interview.



3. Other criteria which have been determined to be fair and impartial by the department supervisor and the City Manager or his designee.
- B. All pre-employment examinations and screening methods will be job-related and impartial in evaluating applicants' qualifications, knowledge, skills, and abilities.
 - C. The City Manager or his designee and department supervisor are jointly responsible for determining the job-related factors and validity of all pre-employment examinations and screening methods. The City Manager or his designee is responsible for approving any pre-employment examinations and will advise and/or assist in the design and/or implementation of pre-employment examinations.
 - D. Offers of employment will be made by letter to the applicant and signed by the City Manager or his designee after coordination with the department supervisor concerned. Verbal offers of employment are expressly prohibited. A copy of the Offer of Employment shall be maintained in the applicant's personnel file.
 - E. Notification of Rejection: The City Manager or his designee will notify all candidates who have been granted final interviews for a position but are not selected, in writing.

3.5 REFERENCE CHECKS

- A. The City Manager is responsible for responding to inquiries concerning current and former employees. The City Manager will only provide information, which can be disclosed in accordance with Florida Law.
- B. When required, a thorough background investigation check may be conducted.

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SECTION 4 – CONDITIONS OF EMPLOYMENT

4.0 MEDICAL EXAMINATIONS

A. Conditional offer of employment medical examinations:

1. As a condition of employment, a selected candidate may be requested to take and pass a medical examination. The examination will be administered by a physician designated and approved by the City and will include a drug screening. Costs will be paid by the City.
2. A selected candidate who is medically determined to physically be unable to meet the job requirements of the position by the City designated physician shall not be appointed to that position; or if the candidate started his employment with the City pending the results of the pre-employment medical examination, shall be separated from employment.

4.1 TYPES OF EMPLOYMENT

City employment consists of all existing full-time positions (and any future positions which may be created) that are paid from regular salary accounts and includes non-exempt and exempt positions.

A. Initial employment status in the City service as either a full-time or part-time employee falls into one of the following categories:

1. Regular position: One which is permanently budgeted and authorized. Persons employed to fill these positions on a full-time basis shall be deemed regular employees after satisfactory completion of the probationary period. Filling such a position does not imply a contract of employment.
2. Part-time position: One that is permanently budgeted and the employee works less than thirty-two (32) hours per week for a 16-week average. Employees that are classified as part-time shall not be eligible for City benefits.
3. Temporary Appointment: Temporary appointments may be made to fill any authorized full-time or part-time budgeted position and may be made for short-term, seasonal, substitute, or emergency employment, subject to approved funding. Employees that are classified as temporary appointments shall not be eligible for City benefits.

4.2 PROBATIONARY PERIOD

The probationary period is an important part of the employee review process and shall be utilized for evaluation of an employee's performance, adaptability to the position, and for rejecting any employee who does not meet the desired standards of performance.

An employee hired into a regular full-time position is subject to the satisfactory completion of a 180-day probationary period, and a one-year probationary period applies to for police officers sworn law enforcement employees. "At will" employees who do not successfully complete



the initial probationary period may be discharged and may not be eligible for any City benefits, programs or grievance procedures.

The probation of any employee may be extended by a department supervisor for just and reasonable cause. The extended period should not exceed ninety (90) days.

During the probationary period, the employee's supervisor will carefully observe job performance. Where appropriate, weakness in performance and attitude will be brought to the employee's attention for self-correction.

Before the end of the probationary period, the supervisor will prepare a performance appraisal on the employee. The evaluation will include a recommendation as to granting regular status. Copies of the evaluation will be forwarded to the department supervisor and the Personnel Officer for inclusion in the employee's personnel record.

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SECTION 5 – CLASSIFICATION AND COMPENSATION

5.0 JOB DESCRIPTIONS

- A. Job descriptions and job classifications are established and maintained by the City Manager or the designee.
- B. Job descriptions include the job objective, essential job functions, job location, equipment used, non-essential job functions, and minimum training, education and experience qualifications. Minimum training, education and experience requirements are based on projected job responsibilities and work to be performed. Job descriptions do not necessarily incorporate all of the duties performed and shall not exclude or limit the immediate supervisor in assigning other duties.
- C. The City Manager or designee may change job descriptions from time to time to expand, reduce or clarify the job duties and/or responsibilities of any classification. The City Manager or designee will notify affected employees of any proposed change, and again when the City Manager or designee approves the proposed change.
- D. The position title of each classification, as identified in the job description, shall be the official title of the position and shall be used for all administrative purposes, such as payroll, budget and personnel records.
- E. The City Manager shall assist departments in the drafting of job descriptions for new positions, revision of existing positions, and maintain the official record of these job descriptions.

5.1 CITY SERVICE

- A. Continuous Service
 - 1. An employee's continuous service date is established as the most recent date of hire and cannot precede the date the employee reported for and began work. Paid absences do not affect the date of continuous service.
 - 2. Authorized leaves of absence without pay for a period of thirty (30) days or less is not considered a break in continuous service.

5.2 PAY ADMINISTRATION

- A. ~~Classifications are placed in salary ranges based on several factors, including job analysis and evaluation. All new or newly promoted employees generally begin at the base level. However, upon the recommendation of the Department Head and with the approval of the City Manager, an employee may be hired up to any level of the range. Whether an employee qualifies for a higher level will depend on the employee's education and experience, market factors, and budget. Employees hired at advanced levels in the range due to their education and experiences receive increases at the interval appropriate to that level. The City maintains a Compensation Plan establishing pay grades, salary steps, and position-to-grade assignments for full-time positions covered by the plan.~~



Compensation for positions not included in the Compensation Plan shall be established by the City in accordance with the approved budget and applicable City policies.

- B. ~~It is the City's policy to grant regular employees, who are performing satisfactorily, level increases according to the schedule in their classification. Performance appraisals must be completed prior to receiving a level increase. Review dates for eligibility for level increases will be adjusted by any unpaid leave of absence of more than one full pay period. Initial placement, prior experience credit, step advancement, promotions, transfers, and demotions for employees covered by the Compensation Plan shall be administered in accordance with the City's compensation structure and applicable administrative procedures. Salary administration for employees not covered by the Compensation Plan shall be administered in accordance with applicable City policies and the approved budget.~~

Salary is administered within the budgetary constraints of the City. If in the discretion of the City Council, insufficient funds exist, compensation practices may be altered or suspended.

C. Promotion

1. A promotion is defined as the advancement of an employee from the current pay grade to another pay grade that is higher.
2. ~~The difference between an employee's current minimum pay rate and the promotion minimum pay rate shall be added to an employee's existing salary. Promotional pay and step placement shall be determined in accordance with the City's Compensation Policy and Compensation Plan, subject to approval by the City Manager or designee.~~

D. Demotion:

- ~~D-1. A demotion occurs when an employee is reassigned from to a position in a lower/higher pay grade classification and/or a job classification having a lower salary than the position from which the assignment is made to a position in a lower pay grade. A demotion may be voluntary or involuntary and may result from operational needs, performance-related reasons, or an employee request. The new rate of pay is determined by the type of demotion. Types of demotions are:~~
- ~~2. Operational: When a demotion is initiated due to operational requirements or for the convenience of the City, the rate of pay shall not be reduced. Upon demotion, the employee will be placed at an appropriate step within the lower pay grade. As a general rule, the employee's rate of pay will be placed at the step closest to, but not greater than, the employee's current rate of pay, subject to internal equity and the limits of the new pay grade.~~
 - ~~4-3. Detailed salary placement and future step progression following a demotion will be administered in accordance with the City's Compensation Policy and Compensation Plan, subject to approval by the City Manager or designee.~~
 - ~~2. Performance: When an employee is demoted due to inability to meet performance requirements, the employee will have his pay adjusted to a rate of pay recommended by the department supervisor and approved by the City Manager or designee.~~



- ~~3. Voluntary or Employee Requested Demotion: When an employee requests a demotion, the employee will have his pay adjusted to a rate of pay recommended by the department supervisor and approved by the City Manager or designee.~~

E. Transfer

1. When an employee transfers to another position or job classification ~~and the minimum of the two assigned pay ranges are equal~~ within the same pay grade, there is no pay change, ~~except as otherwise provided by the City's Compensation Policy and Compensation Plan.~~
2. An employee may voluntarily seek a transfer by applying for a vacant position through the normal promotional process. This may be within the same classification in a different department or in a different classification with the same ~~minimum pay range grade.~~
- ~~3.~~ An employee may be involuntarily transferred from a job classification in one department to the same or equivalent classification in another department. No transfer may be made without the approval of the City Manager or designee.

F. Supplemental Compensation

1. Bilingual Pay

- a. ~~Bilingual pay is provided to employees who have demonstrated bilingual proficiency and whose bilingual skills are necessary in the performance of their job duties or are considered beneficial to the City's delivery of service.~~
- b. ~~Employees shall be eligible for bilingual pay based upon recommendation by the Department Director and approval by the City Manager.~~
- c. ~~Department Directors are responsible for ensuring that employees receiving bilingual pay possess, demonstrate, and maintain bilingual proficiency.~~
- d. ~~Employees who are approved for bilingual pay will be compensated at the rate of \$25.00 bi-weekly.~~
- e. ~~Bilingual pay will be discontinued if the employee's bilingual skills are no longer necessary in the performance of job duties and/or no longer beneficial to the City's delivery of service or if the employee does not maintain proficiency.~~
- f. ~~Compensation of bilingual pay is subject to budgetary constraints.~~

2. Longevity Pay

- a. ~~Full-time employees with five (5) or more years of service as of October 1 will be eligible for longevity pay based on years of service as of that date.~~
- b. ~~Longevity pay will be distributed annually during the first pay period in October.~~
- c. ~~The following longevity schedule will be used:~~

<u>Years of Service</u>	<u>Annual Longevity Pay</u>
<u>5 to less than 10 years</u>	<u>\$750.00</u>



<u>10 to less than 15 years</u>	<u>\$1,000.00</u>
<u>15 to less than 20 years</u>	<u>\$1,250.00</u>
<u>20 to less than 22 years</u>	<u>\$1,500.00</u>
<u>22 years or more</u>	<u>\$2,000.00</u>

3. Educational Incentive Pay

Employees eligible for Criminal Justice Standards Training Center educational incentive pay will receive their entitled monthly amount in equal biweekly payments.

4. Special Assignment Pay

Employees permanently assigned to Special Operations, including Criminal Investigations, Traffic/Marine, and School Resource Officer (SRO) assignments, will receive twenty-five dollars (\$25.00) biweekly. Sergeants permanently assigned to Special Operations will receive thirty dollars (\$30.00) biweekly.

5. Field Training Officer Pay

Employees assigned to perform the duties of a Field Training Officer (FTO) will receive forty dollars (\$40.00) for each day the employee performs FTO duties.

6. Annual Boot/Shoe Allowance for Non-Exempt Sworn Employees

Non-exempt sworn employees will receive an annual shoe allowance of one hundred sixty-five dollars (\$165.00), payable in the second paycheck of October each year.

7. Employee Bonus Program

a. Purpose

The City may award one-time, lump-sum compensation outside of base salary or wages to recognize and reward exemplary job performance that exceeds the usual expectations of an employee's position.

b. Eligibility

To be eligible for a bonus, an employee must:

- Be an active, full-time or permanent part-time employee of the City;
- Not have received disciplinary action during the previous year; and
- Have completed the applicable probationary period.

c. Consideration for a Bonus

Consideration for a bonus shall be based on factors that include, but are not limited to:

- Exemplary work on a special project;
- Achievement of significant departmental or project goals;
- Development of or assistance with implementation of an idea or initiative that improves a process, results in cost-savings, improves safety, or supports a City strategic goal; or
- Consistent exemplary performance in all areas that goes well above and beyond normal expectations.



d. Bonus consideration shall not be based on:

- Holidays, length of service, or work anniversaries;
- Consistently meeting the normal performance expectations of the employee's position;
- Situations for which salary increases are provided under other rules and/or agreements;
- Changes in duties or responsibilities resulting from the transfer or reassignment of responsibilities to another person; or
- Perfect attendance.

e. Other Provisions

- The bonus program shall not apply to an employee represented by an employment agreement if a bonus provision is contained in the agreement, or to an employee whose position is funded in whole or in part by external grant funds unless the applicable grant permits the use of grant funds for bonuses.
- Bonuses are discretionary and the City's bonus policy creates no enforceable contractual right.
- Bonuses are dependent upon the availability of funds as determined by the City Manager and approved by City Council in the annual operating budget.
- A bonus is a one-time payment and shall not be added to base salary.
- Funding of bonuses shall be the responsibility of the employing department.
- Bonuses will be processed through the City's payroll system, and applicable deductions and taxes shall be withheld.
- The minimum bonus payable under the City's bonus policy is two hundred fifty dollars (\$250.00), and the maximum bonus is two thousand dollars (\$2,000.00). The total amount of bonuses awarded within a department shall not exceed ten thousand dollars (\$10,000.00).
- A bonus below the minimum amount, above the maximum amount, or under circumstances not otherwise provided for by the City's bonus policy requires prior approval of the City Council.
- Bonus payments shall comply with all applicable state and federal laws and regulations.

f. Procedure

- A bonus may be recommended by the Department Director or City Manager. A Department Director recommending a bonus shall submit a request to the City Manager stating the reason(s) for the bonus and the proposed amount.
- If approved, the City Manager shall forward the request to the Finance Department for processing. For a bonus to a Department Director, the City Manager shall forward a written request to the Finance Department identifying the reason(s) for the bonus and the amount of the bonus as part of the Department Director's annual evaluation.



- The City Manager may adjust the amount of the bonus based on available funds and the reasons stated in the request. The City Manager's decision is final and is not subject to appeal or further review.
- The City Council shall determine and approve any bonus for the City Manager as part of the City Manager's annual evaluation.
- The City Manager shall provide final approval or disapproval, in consultation with the Finance Director, to ensure the request meets the required criteria.
- Approved bonus payments shall be processed with the first payroll in May.

8. Additional Compensation

- a. In addition to wages, employees may receive additional compensation that is not part of the employee's pay and benefits package. Additional compensation may take the form of (1) occasional business-related meals and entertainment of employees and their guests; (2) the ability to take vacation days in conjunction with a conference or meeting requiring out of area travel, provided that no cost accrues to the City; (3) the ability to include a non-City employee as a guest in conjunction with a conference or meeting requiring out of area travel, provided that no costs accrue to the City. Employees receiving these forms of compensation are liable for any tax consequences of this compensation.

F. Merit Increase

- ~~1. The purpose of the merit increase is to reward an employee's job performance. Merit increases are not automatic but are granted or denied at the City's discretion.~~
- ~~2. Performance reviews for consideration of a merit increase shall be conducted for eligible employees at the City's fiscal year end.~~

G. Merit Bonus

~~From time to time the City may authorize a merit bonus to deserving employees based on their outstanding performance. Merit bonuses are subject to the availability of funds and approval of the City Manager.~~

- ~~HE.~~ The City Manager or designee must administer these policies and procedures within the budgetary constraints established each fiscal year. Accordingly, all employees are hereby placed on notice that the payment of salaries and the granting of salary increases are always subject to the availability of adequate funding.

5.3 EMPLOYEE RECORDS

A. Workplace Privacy and Confidentiality

The City recognizes our employees' right to privacy. In achieving this goal, the City adopts these basic principles:



1. The collection of employee information typically is limited to information the City needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. An employee is permitted to review their personnel file, except for some exceptions (such as background screening information), and the employee may correct inaccurate information or submit written comments in disagreement with any material contained in their personnel records.
6. All employees have a responsibility not to disclose information about employees through overheard conversations, mislaid documentation, faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
7. The City maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in the City systems.

All employees are required to follow these principles, as well as any other City policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.

B. Entity

Florida law provides that “every person has a right to inspect any public record of a public body in this state.” “Public body” includes cities and counties and other public entities, such as the City. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of the City to be responsive to requests for public records. Employees are to forward all requests for public information to our Custodian of Records (presently City Clerk).

C. Background Screening

The City stores background screening information in access-protected files. This file is not considered part of your personnel file, so it is not available to employees for review.

D. Personnel Files

The City Manager maintains the personnel records for all City employees. These files are the only authorized record of an employee’s status and history with the City. The file may be kept indefinitely, even after termination of employment. Only the City Manager may remove documents or information from a personnel file.

The personnel file includes information such as application forms, resumes, transcripts, reference letters, background investigations and other employment-related documents



submitted to the City for original employment or subsequent position changes, training records, performance appraisals, copies of all official correspondence with the employee regarding commendations, discipline, grievances and employee comments regarding their performance or items in their file, and other employment records.

Personnel files are the property of the City and are considered and kept confidential, with a few exceptions. Only the employee (or a person designated by the employee in writing), the employee's supervisor and management personnel have a legitimate reason to review information in a personnel file and are allowed to do so. Information in the personnel files may be treated as exempt from public disclosure under FS Title X, Chapter 119. Information which cannot be treated as confidential under the law includes name, job title, salary, and dates of employment with the City. Other information in the files may be subject to public disclosure by order of a court of competent jurisdiction.

Materials that may be construed as derogatory toward the employee will not be placed in the personnel file without the employee's written acknowledgment. The employee's written acknowledgment only acknowledges that the employee is aware that the material is to be placed in the file and does not constitute the employee's agreement with the contents of the material. The employee may include their own written statement of explanation or rebuttal with any material placed in the file.

E. Right to Examine Personnel File

An employee or former employee may request to view the employee's personnel file or may request a certified copy of the employee's personnel file at any time. The City must comply with the request within 45 days after receipt of the request. Upon termination, the City must retain the employee's personnel file according to the Florida Public Records Retention Laws. The City may charge an amount to the employee or former employee to recover the actual cost of providing locating, copying, and certifying services.

F. Change in Personnel Data

Since personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits, and other matters. If you have changes in any of the following items, please notify the Finance Director to assure that the proper updates/paperwork is completed as quickly as possible:

- | | |
|---|---|
| ▪ Name | ▪ Status changes to dependent benefits |
| ▪ Marital status/Domestic Partnership (for purposes of benefits eligibility determination only) | ▪ Person to be notified in case of emergency |
| ▪ Address | ▪ Other information having a bearing on your employment |
| ▪ Telephone number | ▪ Tax withholding |

G. Medical Records



All information regarding medical examinations of employees is collected and maintained in separate medical files and treated as a confidential medical record in accordance with applicable federal and state laws and regulations (including HIPAA). However, employee medical information needed by the City to carry out its obligations under federal and state laws, such as ADA and FMLA, will be placed in the employee's personnel file and is not protected under HIPAA.

Generally, employees "own" their medical information, which means that without the employee's permission, the City does not typically inform other employees of an individual's medical condition(s).

5.4 **PAY DEDUCTIONS**

The City makes certain pay deductions from an employee's earnings in accordance with state and federal law, such as income taxes, social security taxes, and Medicare. Additional deductions may be authorized by an employee in writing to cover costs of participation in City provided programs, such as insurance.

Court ordered wage withholding or garnishments on an employee's wages will be processed in accordance with applicable law.

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SECTION 6 – HOURS OF WORK

6.0 DEFINED

A. Workweek

1. The standard City work week is a 40-hour week, beginning and ending Thursday at midnight. The normal workweek is five 8-hour days, with general office hours 8 AM to 5 PM, Monday-Friday. Department Heads or the City Manager may authorize alternative work schedules (AWS). AWS is a schedule that varies from the standard work week but is not adjustable by the employee on a daily or weekly basis without the approval of the City Manager. The City may terminate or alter AWS at any time with reasonable notice.
2. If the employee is a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your supervisor or City Manager. Hours worked for the City are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws, or by the City policy. Please consult with your supervisor regarding these conditions. These provisions do not apply to exempt positions.
3. Employee work schedules vary throughout the City's departments. Supervisors will advise each employee of their individual work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled in each day and week.
3. All full-time employees are required to be present and working in their assigned jobs for the total hours in the workweek unless absence from duty is authorized by proper department authority. All absences must be properly recorded and charged to an employee's applicable leave balance. If there is no balance, the absence will be considered time off without pay. This also applies to part-time employees, except they are required to be present and working for the total number of hours for which compensation is being received.
5. Lunch periods will be determined by department supervisors so as to ensure sufficient personnel is available to handle department business during lunch periods.
6. Department supervisors may vary start and end times of the workday for specific employees, at the approval of the City Manager.

7. Non-Exempt Sworn Employees

- a. The work cycle shall be a twenty-eight (28) day work period under the FLSA 7(k) exemption.



- b. Employees assigned to ten-and-a-half (10.5) hour shifts shall be scheduled to work forty-two (42) hours per seven (7) day week.
- 6-c. Employees assigned to twelve (12) hour shifts shall be scheduled to work eighty-four (84) hours per fourteen (14) day pay period.

B. Work Break

1. Supervisors will advise employees of the regular rest and meal period length and schedule. To the extent possible, a rest period of 15 minutes will be provided in the approximate midpoint of each work period of four hours or longer. This time is counted and paid as time worked. Meal periods may be either one-half hour or one hour in length and will be granted during shifts of five hours or longer. This time is not counted or paid as time worked and employees are relieved of all active responsibilities during meal periods.
2. Non-exempt employees are not permitted to work through a meal period unless approval from the supervisor is obtained prior to the scheduled meal break. If the employee is a non-exempt employee and is required to work during their meal period, they will be paid for their mealtime. If an employee frequently works through a meal and/or rest period, without City Manager approval, the employee may be subject to disciplinary action. These provisions do not apply to exempt positions, as there are not any required meal and rest periods for such positions.
3. An employee may not shorten the workday or receive overtime by foregoing a break or meal period. It is important for employees and supervisors to understand that under State law, and unless otherwise provided in a collective bargaining agreement, or other written agreement, employees must take all required rest and meal breaks and the breaks cannot be deducted from the beginning or end of the work period. Supervisors will be expected to make sure employees do not skip breaks and to discipline employees who refuse to take required breaks.
4. An employee shall not accumulate unused work breaks, and work breaks cannot be used to cover an employee's late arrival or early departure from duty.
5. Sworn Employees who work eight (8) or more hours per day may take a paid meal break of thirty (30) minutes, which shall be counted toward hours worked. Employees are only partially relieved from duty during their meal break.

C. Time Sheets

1. All employees are responsible for accurately recording time worked and leave used. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.
2. All employees are required to accurately record the number of hours worked each day on their time sheets. Timesheets are submitted bi-weekly. Time sheets must be signed by the employee to certify the accuracy of all time recorded and



approved by the employee's Department Head before submitting the time sheet for payroll processing. The Department Head, or designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her manager during the review process. The employee's electronic or written signature on the time record each pay period verifies that the times and dates are true and accurate to the best of your knowledge. The employee should never allow someone else to make entries on your time record. Willfully falsifying a time record may be grounds for corrective action, up to and including termination. Timesheets must be submitted on the dates specified by the Finance Department or the employee's paycheck will reflect base salary only.

~~2.~~



6.1 OVERTIME WORK

- A. The employee may be required to work overtime. Prior approval must be obtained from the employee's supervisor before working overtime hours. Supervisors are to ensure that no unauthorized overtime hours are worked. The City complies with the provisions for overtime for our non-exempt employees, as outlined in the Fair Labor Standards Act and State wage and hour laws. Supervisors and employees will make every effort to keep the hours worked, to the regular 40 hour work week. This may be accomplished by flexing the hours worked during the week, with the department heads approval. This may enable the employee to maintain his/her regular hours in the week and reduce the accumulation of overtime. However, managers should attempt to avoid accumulated overtime by employees.
- B. Overtime is calculated on the basis of hours actually worked in excess of forty (40) hours in a work-week, with the exception of ~~the police officers~~ non-exempt sworn employees. Non-exempt sworn employees are regularly scheduled to work eighty-four (84) hours per fourteen (14) day pay period. which Hours worked in excess of eighty-four (84) hours through eighty-six (86) hours will be paid at the employee's regular straight-time rate. Overtime will be calculated on the basis of hours actually worked in excess of eighty-six (86) hours during the fourteen (14) day per pay period.; however, police officers will receive a pay differential for hours worked between 80 and 86 hours in the pay period. Paid time off (PTO), holiday pay for hours not actually worked, bereavement leave, and other paid absences from duty is/are not counted as hours worked for purposes of calculating overtime.
- C. The employment and work programs of each department, except in the police department, should be scheduled to reduce or eliminate overtime work. It is anticipated, however, that employees may be required to work when necessary to complete work assignments or meet deadlines. Any overtime work shall be pre-approved, in writing, by the City Manager prior to the occurrence with the exception of an emergency situation.
- D. Payment
1. Job classifications are designated by the City as either exempt or non-exempt for overtime pay purposes in accordance with the Federal Fair Labor Standards Act. Non-exempt employees ~~who work more than their regularly scheduled hours~~ will be paid/compensated at their regular straight-time rate ~~of pay~~ for all hours worked up to ~~and including forty (40) hours in a week~~ the applicable overtime threshold. Hours worked in excess of ~~forty (40)~~ the applicable overtime threshold will be paid at one and one-half (1½) times the employee's regular rate of pay.
 2. The policy regarding overtime pay may vary with different departments in order to comply with the provisions established by the Federal Fair Labor Standards Act.
- E. ~~Holidays and Non-Exempt Employees Pay~~
- E. ~~Holiday pay and compensation for employees required to work on a holiday are addressed in Section 7.1 Holidays.~~



1. ~~The City requires that employees who are scheduled to work the day prior to and the day after a holiday must report to work as scheduled to be eligible to receive holiday pay.~~
2. ~~If an employee has requested and been granted the day off prior to or immediately following a holiday, he/she would be eligible for holiday pay, providing he/she still reported to work the days prior to and immediately following the requested day off.~~
3. ~~Non-exempt employees required to work on a holiday will be paid at a rate of two (2) times the normal rate of pay.~~

F. Overtime Exclusions

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F. Paid Time Off (PTO), bereavement leave, jury leave and absences from duty are not considered as time worked to accumulate total weekly hours required to be eligible for overtime.

6.2 OTHER COMPENSATION

A. Standby Compensation

1. A standby duty assignment may be ordered by a supervisor who requires an employee to be immediately available for work because of a likelihood of an urgent situation arising from the employee's off-duty time. This may include nights, weekends, or holidays.
2. Non-exempt employees, except police department, who are assigned to standby duty, receive two (2) hours of straight-time pay on regular workdays (24-hour period) and on regularly scheduled days off. This compensation is not considered as hours worked for the purpose of premium overtime pay eligibility.
3. When called to work, employees on standby duty are paid for actual hours worked and standby pay, but are not eligible for call back pay. Only the hours actually worked count for premium overtime pay.
3. _____

B. Minimum Call Back Pay

1. Minimum call back pay is provided to compensate non-exempt off-duty employees who are not assigned standby duty, and who are required to return to work outside of their regularly scheduled shift, except in the police department.
- ~~1.2.~~ An employee eligible for call back pay ~~is will be~~ paid for the actual hours worked or a minimum guarantee of three (3) hours straight-time pay, whichever is greater.
- ~~2.3.~~ Only hours actually worked count toward eligibility for overtime pay.
4. Except for non-exempt sworn employees, ~~t~~To be eligible for call back pay, the reporting time must be more than three (3) hours before the start of the employee's next regularly scheduled shift. When an employee is on duty and directed to continue to remain at work, the extra time is considered ~~as~~ scheduled work and the employee is not eligible for call back pay.



3.5. For non-exempt sworn employees, call back time begins upon notice to report.

C. Department Business and Meetings Outside Regular Work Hours

1. Non-exempt sworn employees required to attend department business outside their regularly scheduled shift will be compensated for the actual time worked, with a minimum of two (2) hours of straight-time pay. Department business occurring immediately before or after the employee's regularly scheduled shift will not be subject to the two (2) hour minimum.
2. Non-exempt sworn employees ordered to attend meetings outside of their regularly scheduled work hours will be compensated for the actual hours worked.

D. Court Time for Non-Exempt Sworn Employees

1. Non-exempt sworn employees required to appear in court during off-duty hours on behalf of the City, or as a result of exercising their lawful authority, will receive a minimum of three (3) hours of straight-time pay. The three (3) hour minimum will not apply when the court appearance is scheduled to begin within one (1) hour of the start or end of the employee's regularly scheduled shift. In such circumstances, the employee's shift will be extended and the employee will be compensated for the actual hours worked.
2. If an employee is required to appear in court two or more times on the same date, the employee will receive only one three (3) hour minimum when the proceedings occur within the same three-hour period. If a subsequent court appearance extends beyond the original three-hour period, the employee will be compensated for the additional time. An additional three (3) hour minimum will apply only when a subsequent court appearance is scheduled to begin outside the original three-hour minimum period.
3. Employees required to attend virtual court during off-duty hours will receive a minimum of one (1) hour of straight-time pay or compensation for the actual time worked, whichever is greater.
4. Employees may retain any subpoena fees legally due to them.

E. Midnight Shift Pay

Employees assigned to the midnight shift, 1800 to 0600 hours, will receive a one dollar (\$1.00) per hour shift differential for each hour actually worked during the shift.

F. K-9 Handler Pay

Employees assigned as K-9 Handlers will receive twenty-five dollars (\$25.00) biweekly. K-9 Handlers will also receive one (1) hour per workday of paid on-duty time for the care and maintenance of their assigned K-9. Such time will be treated as hours worked.

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~~C. In addition to wages, employees may receive additional compensation that is not part of the employee's pay and benefits package. Additional compensation may take the form of (1) occasional business-related meals and entertainment of employees and their guests; (2) the ability to take vacation days in conjunction with a conference or meeting requiring out of area travel, provided that no cost accrues to the City; (3) the ability to include a non-City employee as a guest in conjunction with a conference or meeting requiring out of area travel, provided that no costs accrue to the City. Employees receiving these forms of compensation are liable for any tax consequences of this compensation.~~

~~D. For Police Officers, additional compensation will be in accordance with Police Department Policy A-BIPD-22.~~



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SECTION 7 – EMPLOYEE BENEFITS

7.0 PURPOSE

In order to achieve the City's general policy to provide reasonable compensation, benefits, assurances, and safeguards to its employees, the City has developed and maintains a comprehensive package of benefits and programs for its employees.

7.1 HOLIDAYS

- A. The following are official holidays, where employees shall receive regular rate of pay and are not required to perform any work, which shall be observed by all departments in which functions can be discontinued without adversely affecting required services to the public.

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day
	<u>New Year's Eve</u>

Full-time employees are also provided with one "Personal Day", and, in recognition of Juneteenth, one floating holiday. (with the approval of the City Manager, employees may choose to combine their personal day with another holiday). Each will be equal to the number of hours in the employee's regularly scheduled workday and The Personal Day will be deposited in the employee's PTO bank October 1st of each year.

B. Holiday Observance and Pay

1. When a holiday falls on a Saturday, the preceding Friday will be observed as the official City holiday. When a holiday falls on a Sunday, the following Monday will be observed as the official City holiday.
2. Full-time employees will receive holiday pay at their regular straight-time rate based on the number of hours in their regularly scheduled workday.
3. If the City's observed holiday falls on an employee's regularly scheduled day off, the employee will receive holiday pay based on the employee's regularly scheduled workday, unless the employee is regularly scheduled to work on the actual calendar holiday.
4. If an employee is regularly scheduled to work on the actual calendar holiday, the actual calendar holiday will be considered that employee's observed holiday in place of the City's substitute observance date.
5. An employee who does not work on the holiday observed by that employee will receive holiday pay at the employee's regular straight-time rate for the number of hours in the employee's regularly scheduled workday.
6. An employee who works on the holiday observed by that employee will be paid the employee's regular straight-time rate for the actual hours worked and will also



receive holiday-work compensation at one and one-half (1½) times the employee's regular rate for the actual hours worked. Any remaining hours in the employee's regularly scheduled workday that are not worked due to the holiday will be paid as holiday pay at the employee's regular straight-time rate.

7. Employees who are scheduled to work on the workday immediately before and immediately after a holiday must report to work as scheduled to be eligible for holiday pay.

B. 8. An employee who has requested and been granted approved leave on the scheduled workday immediately before or after a holiday will remain eligible for holiday pay, provided the employee reports to work as scheduled on the employee's other required workdays.

C. If a holiday occurs during an employee's paid absence ~~(personal leave)~~, the employee will not be charged for the absence but will be credited and paid for the holiday. An employee who is in a non-paid status the day immediately preceding and immediately after the holiday will not be entitled to holiday pay.

D. Temporary employees/part-time employees are not eligible for holiday pay.

D.

7.2 **PAID TIME OFF (PTO)**

A. Eligibility

1. All full-time employees are eligible to accrue Paid Time Off (PTO) beginning the first of the month following the date of hire. Part-time and temporary employees are not eligible to accrue PTO.



B. Accrual of PTO

1. Eligible employees shall accrue PTO during every completed pay period the employee is in active pay status at the accrual rates shown below.

Length of Service	Accrual Rate per Pay Period
Under 5 years	6.16 hours
5 years and under 10 years	7.50 hours
10 years+	9.00 hours

2. Employees are expected to use accrued PTO responsibly to assure the necessary rest and relaxation away from work. Employees are also expected to maintain an appropriate balance of PTO for use in unexpected emergencies or in cases of serious illness or injury.

C. Maximum PTO Accrual and Payout

1. The accrual period is from October 1 to September 30 each year. An employee can accrue over the maximum during the fiscal year but cannot carry over more than the maximum accrual into the next year unless the City Manager authorizes an exception in the case of an emergency.

4. _____

Maximum Accrual Limits

2. ~~Exempt and Non-Exempt Employees have separate maximum accrual schedules as shown below.~~

a. General Accrual Limits

2. Except as otherwise provided for Non-Exempt Sworn Employees below, exempt and non-exempt employees are subject to the following maximum PTO accrual limits:

Length of Service	Maximum Accrual Hours	
	Non-Exempt	Exempt
Under 5 years	240	350
5 years and under 10 years	280	380
10 years+	300	380

b. Non-Exempt Sworn Employees

Non-Exempt Sworn Employees are subject to the following maximum PTO accrual and payout limits:



<u>Length of Service</u>	<u>Maximum Accrual</u>	<u>Maximum Pay-Out</u>
<u>Under 5 years</u>	<u>350</u>	<u>300</u>
<u>5 years and under 10 years</u>	<u>450</u>	<u>400</u>
<u>10 years+</u>	<u>550</u>	<u>500</u>

D. Use of PTO

1. PTO shall not be authorized prior to the time it is earned and credited to the employee.
2. Granting of requests for PTO use is subject to operational demands and approval of the supervisor or designee. PTO must be used in quarter hour increments.
3. Employees are responsible for knowing the amount of PTO available for their use. Any employee requesting time off without PTO hours accrued will be subject to disciplinary action, except when covered under FMLA, disability or worker's compensation.
4. PTO may be used only with prior approval of the department supervisor or designee, except in the event of an unforeseen absence.
5. PTO scheduled on a City approved holiday designated in Section 7.1 is not chargeable against the employee's available PTO but will instead be paid as holiday pay.
6. Employees who become sick while on PTO may be required to present a doctor's note if additional time off is needed beyond the originally approved time off.
7. Exempt Employees are expected to normally work forty (40) hours per week or more. If an exempt employee does average greater than forty (40) hours per week, then occasionally if the employee requests less than four (4) hours off on any one day, the City Manager may approve flex time rather than charge PTO. This policy is not subject to employee interpretation but only if the City Manager believes the employee is eligible for this flex time consideration.

E. Request for PTO - Scheduled Leave

1. PTO should be requested as far in advance as possible but not less than one (1) work ~~the~~ day before the leave is to commence unless the failure to make a timely request is determined by the City Manager to be for a reason beyond the control of the employee.



2. PTO may be requested for the following scheduled purposes:
 - a. Vacation leave
 - b. Medical, dental and vision appointments which are necessary during working hours
 - c. Personal business
 - d. Holidays other than those designated in Section 7.1.
 - e. Maternity/Paternity leave
 - f. To supplement FMLA leave, STD, LTD or worker's compensation, but only to the extent necessary to make up the difference in all compensation received from any source and the employee's straight time weekly earnings



F. Request for PTO - **Unscheduled Leave**

1. PTO may be requested for the following unscheduled purposes:
 - a. Illness or injury of the employee
 - b. Illness or injury of a family member
 - c. Unforeseen emergency or circumstances necessitating the employee's absence from work
2. Each employee is responsible for notifying their supervisor that they will be unable to report for scheduled duty under these circumstances. This notification must be given as soon as possible but not later than the employee's scheduled reporting time unless prohibited from doing so for reasons to be beyond the control of the employee, as determined by the City Manager or designee.
3. Any unscheduled absence of three (3) or more consecutive days for an illness or injury must be accompanied by a doctor's note before the employee will be able to return to work.
4. If an employee is absent for three (3) consecutive workdays without reporting to their supervisor, the employee will be deemed to have resigned (quit without notice).
5. Supervisors are responsible for determining to their satisfaction that an employee is too ill to work and may require the employee present medical evidence from a physician if the supervisor has reasonable cause to doubt the illness of the employee.
6. A supervisor, with City Manager approval, may direct an employee to undergo a physical, mental, or other examination, at City's expense, to reveal an employee's fitness for duty in his assigned job classification at any time during the employee's employment.

G. PTO Upon Separation

1. Upon separation from employment with the City by resignation with proper notice, full-time employees who have completed six (6) months of continuous employment shall be entitled to compensation for any earned but unused PTO hours, not to exceed the maximum amount allowed to be accrued. Full-time employees who are terminated for cause shall not be entitled to pay for any accrued PTO. The City Manager will determine if an employee who resigns in lieu of termination may receive any accrued PTO earned but unused.

In the case of an employee's death, the payment for any unused PTO is made to the employee's spouse, beneficiary, estate, or as provided by law.



7.3 DONATION OF PTO

The purpose of donated PTO is to assist any eligible employees with additional leave through the donations of eligible co-workers. All regular employees are eligible to request or donate PTO in cases deemed as "hardship" by the City Manager on the recommendation by the Department Manager. All donations will be kept confidential and donors will remain anonymous. Hardship donations are the only time PTO may be transferred between employees.

Donated hours must not be processed in an amount greater than that which is approximately necessary to cover the employee's next occurring pay period unless additional time is approved by the City Manager. Hours will be put to a pool for the employee in the order received by the Finance Dept. and drawn from the Pool in that same order. This donation is irrevocable but that if donated hours are not needed the hours unused will be returned to the donor's Accrual.

Donated PTO may be used to provide paid Family & Medical Leave that would otherwise be unpaid, but may not extend the length of Family & Medical Leave entitlement.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician.
- Have exhausted all accrued PTO and not be on, or eligible for, disability leave or pay.
- Have worked one full year at the City and have received satisfactory performance evaluations.
- Submit a request for donated PTO to their immediate supervisor indicating reason and anticipated amount of lost work time.

The Donating Employee:

- Must complete and submit a designated form indicating the desire to donate to the Finance Department representative with City Manager's approval.
 - May donate up to a maximum of 40 hours of PTO per the calendar year but must retain a minimum of 40 hours vacation leave.
1. Any decision by the City Manager regarding PTO Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage. Hours of PTO donated from co-workers will be converted to a dollar amount and then applied to the recipient's account at their own hourly rate.



7.4 ADMINISTRATIVE LEAVE

- A. Exempt employees shall be credited with forty (40) hours of leave time on October 1 of each year. Administrative Leave time shall be used in accordance with the provisions in the Paid Time Off (Section 7.2). Any Administrative Leave not used by September 30th shall not accrue and will not roll over into the next Fiscal Year. Any Administrative Leave not used shall not be paid out upon separation.

7.5 LEAVE OF ABSENCE WITH PAY

A. Bereavement Leave:

~~A.~~ All full-time employees are entitled to five (5) paid days for bereavement leave not charged to any leave balance for the death of a member of the employee's immediate family. If additional time is requested, PTO may be taken with the department supervisor's approval. Immediate family shall be defined as spouse, domestic partner, mother, father, son, daughter, grandson, granddaughter, sister, brother, legal guardian, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparents, stepchildren, and grandparents. Should the death and service occur out of state, the City Manager may authorize an additional two days to leave time.

B. Court Appearance/Jury Duty

1. A full-time employee who is summoned to jury duty or subpoenaed to appear in court as a witness in relation to his position with the City or as a citizen shall be granted time off with pay for jury duty or court appearance. The employee must:
 - a. Notify his supervisor of the summons or subpoena immediately upon receipt, produce the summons or subpoena to the supervisor, with a copy to be placed in the employee file, and provide an estimate of the duration of the absence; and
 - b. Report to the supervisor immediately upon the conclusion of such jury duty or court appearance.
2. The City, in its discretion, may reschedule the working hours and days of work of any part-time employee who is summoned to jury duty or subpoenaed to appear in court as a witness in relation to his position with the City. If this is not feasible, the City shall grant the employee time off with pay for the time actually spent on jury duty or in the court appearance.
3. If an employee is subpoenaed as a witness other than in the specific circumstances described above, the City will grant the employee personal leave or leave without pay.

C. Meetings

~~C.~~ In the case where it is deemed by the City Manager as beneficial to the City, an employee may be granted leave with pay to attend professional meetings or conferences which may contribute to the effectiveness of the employee's work performance.



D. Examinations:

~~D.~~ An employee shall be granted leave with pay while taking examinations before a Federal, State or County agency, provided such examinations are pertinent to his City employment.

~~7.6 **MILITARY LEAVE** Military Leave: Employee's rights to military leave for reserve or National Guard training shall be governed by Section 115.07, Florida Statutes.~~

~~7.6~~

A. Leave for Active Military Service

Employees who are members of the U.S. Armed Forces Reserves or the National Guard will be granted a leave of absence to perform active military service. The first thirty (30) calendar days of such leave will be with full pay for active federal military service that is equal to or greater than ninety (90) consecutive calendar days.

After the first thirty (30) days of qualifying active military service, the City will provide differential pay when the employee's base military pay is less than the employee's applicable City compensation. For purposes of calculating military differential pay, City compensation will include step pay, educational incentive pay, longevity pay, and rank/classification pay. Specialty pay, shift differential pay, and off-duty earnings will not be included. Military differential pay will equal the difference between the employee's applicable City compensation and base military pay. No differential payment will be due when base military pay equals or exceeds the employee's applicable City compensation.

Employees receiving military differential pay must provide a Leave and Earnings Statement or other acceptable documentation of military base pay for each applicable pay period. The City will reconcile any overpayment or underpayment in the next payroll cycle.

For any unpaid leave under this policy, employees may elect, at their option, to use any accrued unused PTO. The City will continue to pay its share of any health insurance coverage for up to thirty (30) days of military leave. Health insurance, retirement service credit, and other applicable benefits will thereafter be continued or administered consistent with USERRA and Florida law.

Employees are required to provide as much advance notice as possible of the need for military leave unless giving notice is impossible or precluded by military necessity.

Reinstatement or re-employment by the City following a period of active military service will be granted as follows:

1. If discharged from the military, the employee must have received an honorable discharge.
2. The employee's military leave from the City did not cumulatively exceed five (5) years.
3. The employee reported back to work or applied for reinstatement:



- a. within ninety (90) days after release from military service lasting more than one hundred eighty (180) days;
- b. within fourteen (14) days after release from military service lasting between thirty-one (31) and one hundred eighty (180) days; or,
- c. on the next regularly scheduled workday following release from military service of less than thirty-one (31) days.

The employee will be reinstated in the position the employee would have attained if not for the military leave absence, or a similar one in terms of status, pay, and seniority, and will receive full credit for time spent in the military, provided the above requirements are met.

B. Leave for Reserve or Guard Training

Employees who are members of the Reserve or National Guard will be granted a military leave of absence for all time in which the employee is ordered to engage in training. The employee is required to provide his or her supervisor as much advance notice as possible of the need and intent to be away for Reserve/Guard training.

Up to two hundred forty (240) hours per fiscal year for Reserve or Guard training shall be paid leave. Any training hours required in excess of two hundred forty (240) hours per fiscal year shall be without pay, unless the employee elects to use available accrued PTO.

C. Leave for Named Event or Declared Emergency

A military leave of absence will also be granted to any employee who is a member of the Florida National Guard and is called to active state duty for a named event or an officially-declared emergency or disaster pursuant to Florida Statutes, Section 250.48. Official orders for any such service shall be presented to the employee's immediate supervisor. Leave under this section shall be with pay for the first thirty (30) days of the named event or emergency, and thereafter shall be without pay.

7.87.7 LEAVE OF ABSENCE WITHOUT PAY

A. Personal Reasons

A. ÷ An employee with at least one (1) year of satisfactory service may be granted leave without pay for reasons other than those stated previously for a period not to exceed six (6) months, provided the City Manager deems such leave to be justified and not detrimental to the operations of the city. A general leave of absence without pay is available to regular full-time employees. A general leave of absence is a temporary suspension of employment for a period of not more than 12 months. Only the City Manager may grant general leaves of absence.

B. Written Request

B. ÷ A request for a leave of absence must be made in writing to the Department Head (or in the case of a Department Head requesting leave, to the City Manager), who will



provide a recommendation to the City Manager. The written request must state the purpose, and beginning and ending dates of the proposed leave.

C. Benefits

~~C.~~ Employees granted a general leave of absence does not receive any pay while on leave. All benefits will cease to accrue during this period of leave. However, the employee will be offered COBRA coverage and may continue to receive insurance coverage if the employee pays the insurance premiums. Arrangements should be made with the City Manager prior to beginning any leave in order for insurance to continue.

D. Reinstatement

~~D.~~ Reinstatement following a general leave of absence is not guaranteed. When taking a general leave of absence, the employee should thoroughly understand that their former position may not be available. The vacated position may be filled or operating conditions may change during the period of leave to such an extent as to make reinstatement impracticable. An employee must notify their Department Head of their intention to return to work 15 (fifteen) days prior to the anticipated date of return. Failure of the employee to return to work on the day following the expiration of the approved general leave will be considered a voluntary termination of employment.

E. Military Leave

- ~~1. Military leave will be granted to an employee who is absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Act (USERRA) and the Florida Military Leave Laws (F.S. Title X, Chapter 115. Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable.~~
- ~~2. An employee requesting military leave may use any available and appropriate paid time off for the absence. If an employee wishes to use their accrued paid time off for military leave, they must make a request to do so in writing to the City Manager.~~
- ~~3. All employees who are members of the Florida National Guard or any reserve component of the armed forces of the United States are entitled to a paid leave of absence for up to 15 days in any federal fiscal year (October 1 to September 30) for training, provided the employee has been employed by the City at least six months prior to the leave. This provision does not apply to weekend duty.~~
- ~~4. Continuation of health and dental insurance benefits is available as required by USERRA based on the length of leave and subject to terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.~~
- ~~5. An employee on military leave for up to 30 days is required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable~~



~~travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA.~~

- ~~6. An employee returning from military leave that did not exceed 90 days will be placed in their former position. If the military leave exceeded 90 days, the employee will be returned to a position they would have attained had they remained continuously employed in a comparable position depending on the length of military service in accordance with USERRA. The employee will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees who have not completed their probationary period prior to the time the military leave commences must complete the remainder of the probationary period upon return.~~

7.97.8 WORKERS' COMPENSATION CLAIMS

A. Procedures

1. Any employee injured in the line of duty must immediately report the injury to his supervisor regardless of the extent of the injury.
2. Within twenty-four (24) hours, the supervisor will provide a written accident report and any related documents to the City Manager for processing. In the event of any injury in which an employee needs medical attention, the supervisor must immediately report the accident to the servicing workers' compensation medical provider for the City.
3. Employees must follow specific procedures in the event of job-related accidents resulting in injury to employees. Information and forms to initiate the claims process can be obtained from the City Manager. Failure of an employee to report an accident or injury may result in delay or denial of coverage.

B. Benefits

1. An employee who misses work as a result of a work-related injury that is compensable under the Workers' Compensation Law, Chapter 440, Florida Statutes (or subsequently amended), shall receive their normal salary for the time actually missed, up to a maximum of seven (7) calendar days, beginning with the day of injury.
2. The seven (7) calendar day benefit shall be chargeable to the employee's accrued PTO.
3. If the employee is unable to resume work at the end of the seven (7) calendar days, workers' compensation will begin on the eighth (8) day at the rate of 66 2/3 percent of the employee's gross salary computed on the average weekly wage paid for the last thirteen (13) weeks prior to injury.
- ~~4.~~ The City will continue to make contributions toward health insurance on behalf of an employee receiving Workers' Compensation benefits for a work-related injury



to the extent permitted by the City's health insurance administrator guidelines, after which the employee may be required to obtain COBRA coverage in order to continue to receive benefits. Leave benefits do not continue to accrue beyond 30 days of disability.

4.5. Notwithstanding the foregoing, a full-time law enforcement officer who suffers a catastrophic injury in the line of duty or while engaged in an official training exercise shall be provided health insurance benefits for the officer, the officer's spouse, and dependent children in accordance with Section 112.19, Florida Statutes, as amended from time to time.

7.107.9 TEMPORARY LIGHT DUTY

Whenever possible, an employee affected by a work-related illness or injury may be offered temporary light duty within the restrictions provided by the employee's treating physician. Temporary light duty may be to any department in the City and will be paid at the employee's regular rate of pay.

Employees unable to perform their regular job duties because of non-work related illness or injury may be offered temporary light duty based on the needs of the department in which the employee works. Temporary light duty is offered only at the discretion of the Department Head and City Manager. If there is no business need, the employee will be expected to use available leave time.

7.117.10 EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. Purpose

A. ÷ The purpose of the EAP is to benefit both the employee and the City by providing professional and confidential personal assistance to employees who are having any type of personal problems. Through this program, personal problems for the employee can be minimized and employees can receive meaningful help in improving their personal lives. The EAP also benefits the City by improving the on-the-job performance of employees.

B. City Responsibilities

1. The City recognizes that any employee having a work-hampering personal problem should receive the same careful consideration and professional and confidential assistance that is extended to employees with health problems.
2. The City's concern with personal problems is strictly limited to the effect of these problems on the employees' work performance and/or attendance.
3. The City assures that the decision to seek or accept assistance through the EAP will in no way be detrimental to an employee's job security or advancement opportunities.
4. All records pertaining to the EAP will be treated with the same confidentiality afforded employees' medical records. Self-referred individuals seeking assistance will be able to do so with complete anonymity unless written consent is given to make such information available to their supervisor or another party.



5. Treatment and rehabilitation benefits for any condition identified through the EAP will be provided in accordance with the City's group health insurance as delineated in the existing program of insurance benefits, or as provided by the City.
6. This policy will not require, or result in, any special regulations, privileges or exceptions from City administrative practices applicable to job performance standards. Nothing in this policy or in the EAP is to be interpreted as a waiver of management's right to maintain discipline or invoke disciplinary measures in the case of misconduct which may result from or be associated with a personal problem.

C. Supervisor Responsibilities

~~C.~~ Supervisors at all levels are responsible for implementing this policy by remaining alert to all instances of substandard work performance and to bring these to the attention of the employee along with offers of assistance at the earliest indication of a recurrent pattern.

D. Employee Responsibilities:

1. Employees are responsible for seeking assistance through, or accepting the referral, to the EAP and for complying with the recommended action plan when personal problems are affecting job performance.
2. Participating in the EAP in no way relieves the employee of responsibility to meet accepted work performance standards. Participating in the EAP must never be used as an excuse for poor work performance. Similarly, an employee cannot escape proper discipline by seeking assistance through the EAP.
3. Employees are afforded twelve EAP visits per the calendar year. After 12 visits, the employee will utilize their personal health care provider.

7.127.11 GROUP INSURANCE

Employees are considered Benefit Eligible the first full month from the date of hire.

A. Life Insurance:

The City provides a basic term life insurance policy for each regular and probationary employee, at no cost to the employee.

B. Accidental Death and Dismemberment (AD&D)

~~A.~~ The City ~~also~~ provides an Accidental Death and Dismemberment (AD&D) policy to all regular and probationary employees, at no cost to the employee. The AD&D policy provides additional financial protection in the event of accidental death or dismemberment as defined in the policy. Additional supplemental life insurance and AD&D coverage may also be purchased by the employee. Eligible employees may participate in the life insurance and AD&D plans subject to all terms and conditions of the agreement between the City and the insurance carrier. The City shall pay all premiums to provide all full-time benefit eligible employees with term life insurance to the employee at a rate of one times the employee's salary.



C. Health Insurance

~~B.~~ B. The City provides all full-time benefit eligible employees with the opportunity to participate in the group insurance plan.

D. Insurance for Dependents

~~C.~~ C. Optional dependent health insurance coverage is available to all full-time benefit eligible employees as long as the dependent falls within guidelines established for coverage of dependents by the insurance carrier and the City, at a cost to be set periodically by the City. The employee share of dependent coverage will be paid through regular payroll deduction.

E. Other Optional Insurance Coverage(s)

~~D.~~ In the event, the City offers other optional insurance coverage(s), employees may exercise their option to enroll in accordance with City procedures.

F. Continued Coverage

~~E.~~ E. Employees may continue their group medical coverage under the following conditions:

1. An employee and/or his surviving dependents have the right to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1996. The employee or his surviving dependents will pay the full group premium for a continued period of coverage as specified in the Act. The City will provide assistance in making an application.
2. Application Procedures: Any authorized applicant who wishes to continue insurance coverage as provided in this section must contact the City within forty-five (45) calendar days following the date of the employee's separation from City service, death or placement on leave of absence without pay. At that time, the necessary arrangements for the payment of the required premium will be made.

~~F.G.~~ F.G. The City will enroll authorized applicants in the various insurance programs and assist in resolving problems, changing levels of coverage, adding or dropping coverage(s) for dependents, changing carriers and changing beneficiaries. The City Manager will also periodically review insurance program for budgetary costs and performance and recommend changes where necessary.

~~G.H.~~ G.H. All benefits granted in this section and all of the agreements made by the City are expressly conditioned upon, subject to and limited by, all of the rights granted to and reserved by the City as described in these policies and procedures, including the rights to change and/or eliminate any and all benefits not required to be provided by law.

Voluntary Employees' Beneficiary Association (VEBA): Subject to budgetary allocations, the City may contribute a set dollar amount into a VEBA account on your behalf, on a semi-annual basis. The amount of the contribution is based upon your enrollment status in the City's medical benefits program. The dollar amount of your contribution is subject to



the number of dependents you cover in the City's medical benefits plan: employee only, employee +1, or employee +2 or more. You must be enrolled in the City's medical benefits program in order to qualify for a VEBA contribution.



7.137.12 RETIREMENT SYSTEM

A. Retirement System

1. Benefit eligible employees (see Group Insurance 7.1~~19~~) are eligible for participation in the City sponsored retirement plan. The City pays one hundred (100) percent of the contribution for employee participation at a rate determined annually by the City Council. The City will assist employees with changing beneficiaries, requesting an audit of an employee's retirement account, and processing retirement applications.

B. Deferred Compensation

1. All full-time employees shall be eligible to participate in the City's Deferred Compensation Plan.

7.147.13 OTHER EMPLOYEE BENEFITS

- A. Section 125 Cafeteria Plan: Employees may elect to have a certain employee paid insurance premiums paid with pre-tax dollars in accordance with Section 125 of the Federal Internal Revenue Code.

B. Employee Discounts

1. The City may provide employee discount cards for major area attractions to all employees. Upon presentation of the card at the respective attraction, the employee is entitled to a discount or reduction in price according to the provisions of the card and/or any agreement between the attraction and the authorized signatory for the City.
2. The City Manager, authorized signatory or an official attraction representative may terminate the respective discount program(s) without prior notice.

7.157.14 FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. FMLA provides certain employees up to 12 weeks of unpaid, job-protected leave per twelve (12) month period.

A. Eligibility

1. An employee is eligible for FMLA if he or she has worked for the City for at least twelve (12) months and for at least 1,250 hours of service during the twelve (12) months immediately preceding the commencement of the leave.

B. Basic Entitlement

1. An eligible employee may take FMLA for the following reasons:
 - a. For the birth and care of the newborn child of an employee



- b. For placement with the employee of a child for adoption or foster care
- c. To care for an immediate family member (spouse, child, or parent) with a serious health condition
- d. To take medical leave when the employee is unable to work because of a serious health condition
- e. A qualifying exigency (as defined below) arising out of the fact that the employee's spouse, child (of any age or a child who the employee assumes the role of caring regardless of the legal or biological relationship) or parent is ~~a retired or reservist member of the military on covered active duty, or has been notified of an impending call or order to covered active duty, as defined under the FMLA, in support of a contingency operation. Leave under this subsection is not available for an employee whose family member is on active duty as a member of the Regular Armed Forces.~~ covered active duty, or has been notified of an impending call or order to covered active duty, as defined under the FMLA, in support of a contingency operation. Leave under this subsection is not available for an employee whose family member is on active duty as a member of the Regular Armed Forces.

- 2. An employee is entitled to a combined maximum of up to twelve (12) weeks leave in a rolling twelve (12) month period for one or a combination of the reason(s) listed above.
- 3. Leave for birth, adoption or fostering a child is expected to be taken within twelve (12) months of the event.
- 4. If both spouses work for the City and are both eligible for FMLA leave, together they are limited to a combined total of twelve (12) weeks of leaving during any twelve-month period if the leave is taken for the birth, adoption, or foster care placement of a child, or to care for the employee's parent with a serious health condition.

C. Military Entitlement

- 1. Under basic entitlement, a qualifying exigency entitles the employee to twelve (12) weeks of FMLA.
- 2. An employee may take up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period in order to care for the employee's spouse, child (of any age or a child who the employee assumes the role of caring regardless of the legal or biological relationship), parent or next of kin who is a military service member who is undergoing medical treatment, recuperation, or therapy, or who is in outpatient status, or who is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces.

D. Definitions

- 1. Child: "Child" includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.



2. In Loco Parentis: The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave.
3. Next of Kin: The “next of kin” of a military service member means the nearest blood relative other than the service member’s spouse, parent or child, in the following order of priority (unless the service member has specifically designated in writing another blood relative as his/her nearest blood relative for purposes of military caregiver): (1) A blood relative who has been granted legal custody of the service member, (2) brothers and sisters, (3) grandparents, (4) aunts and uncles and (5) first cousins.
4. Parent: “Parent” is defined as a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law”.
5. Qualifying Exigency: A “qualifying exigency” includes leave taken for any of the following reasons: (1) to address any issue resulting from an impending call to active duty deployment on less than seven days’ notice, (2) to attend military events and related activities (such as military ceremony, briefing, family support program, etc.), (3) to make arrangements relating to childcare and school activities, (4) to make financial and legal arrangements, (5) to attend counseling, (6) to spend time with a covered military member who is on a short-term, temporary rest and recuperation leave during the period of deployment, (7) to attend post-deployment activities (such as a military ceremony, event, reintegration briefing, etc.), and (8) any other exigency agreed upon by the City and the employee.
6. Serious Health Condition: A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either: (1) in-patient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with in-patient care, or (2) continuing treatment by a health care provider, as defined by the FMLA and the pertinent regulations.
7. Serious Injury or Illness: A “serious injury or illness” means an injury or illness incurred by a military service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.
8. Spouse: “Spouse” is defined as husband or wife.



E. Computation of Leave Period

1. An eligible employee is entitled to 12 weeks of FMLA leave in a rolling twelve-month period for one or a combination of the FMLA reasons listed above, measured backward from the date an employee uses any leave under this policy.
2. Each time an employee takes FMLA to leave, the remaining FMLA leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding twelve months. For example, if an employee takes eight (8) weeks of FMLA qualifying leave during a rolling twelve-month period, an additional four (4) weeks of FMLA leave could be taken during the same twelve-month period.
3. For leave taken for the reason listed in Section 7.1~~24~~(C)(2), the single twelve (12) month period for calculating leave needed to care for a military service member begins when the employee first starts taking leave for that reason and ends twelve (12) months after that date. Leave may not exceed twenty-six (26) weeks in any single twelve (12) month period when combined with other FMLA-qualifying leave under any section of this policy.

F. Employee Notice and Certification Requirements

1. For the leave that is foreseeable, the employee must provide the City with at least thirty (30) days' notice. If the need for leave is not foreseeable, the employee is required to provide the City with as much notice as is practicable once the need for leave becomes known.
2. The City will require that leave based upon a serious health condition, or a service member's serious injury or illness, be supported by a medical certification from a health care provider. The certification must state the date on which the serious health condition commenced, the probable duration of the condition and a statement regarding the need for the employee to care for the family member.
3. The City will require that leave based upon a qualifying exigency also be supported by a certification and supporting documentation, including a copy of the military member's active duty orders or other similar documentation.
4. For leave taken because of the employee's own serious health condition, the employee is required to furnish a medical certification from their health care provider advising that they are able to safely resume performing the essential functions of their position before they will be allowed to return to work.
5. An employee shall first use all accrued PTO before commencing any leave of absence without pay. The cumulative total of PTO and leave of absence without



pay used for this purpose shall not exceed the twelve (12) week total in the twelve (12) month period.

6. An employee returning from a leave of absence without pay shall be entitled to employment in the same department and the same, or equivalent, classification wherein employed when the leave began, provided the employee is physically and mentally capable of performing the essential functions of the job with reasonable accommodations.

A full-time employee who is on a leave of absence without pay for their illness or a family illness shall continue to have his group health insurance premiums paid by the City. However, should an employee fail to voluntarily return from leave, the City will recover premiums paid to the employee during the absence.

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SECTION 8 - PERFORMANCE EVALUATIONS

8.0 PURPOSE

- A. The City Manager or designee shall establish and administer a program to evaluate the quality of each employee's work performance and work behavior.
- B. Employee performance evaluations shall be used for, but not limited to, the following purposes:
 1. Documenting the supervisor's perception of the quality of each employee's work performance and work behavior.
 2. Advising the employee of strengths and weakness of his work performance and work behavior.
 3. Providing the employee with the supervisor's recommendations and expectations for improvement.
 4. Aiding supervisors in improving the effectiveness and efficiency of their operations.
 5. Documenting the basis for employee promotion, counseling, demotion or disciplinary action. However, the performance evaluation should not be used as the sole preponderant document for disciplinary action.
 6. Aiding in determining an employee's eligibility for ~~any merit increase~~ annual step advancement.
 7. Aiding in determining an employee's training needs.
 8. Setting performance objectives for the next evaluation period.

8.1 PROCEDURES

- A. To ensure a meaningful performance evaluation system upon which the City can monitor the effectiveness of our organization and its operations, employees typically receive annual performance evaluations.
- B. The objectives of our annual performance management and formal appraisal process are:
 - To ensure that each person in our organization knows how he/she is performing against established performance standards;
 - To determine how well the city managers are performing in assisting employees with work performance and objectives;
 - To ensure communication and two-way feedback;
 - To provide a consistent, objective, and fair method for making compensation decisions;
 - To identify areas where an employee may need more training;
 - To provide a tool for career planning; and,
 - To provide a record of employee performance and contributions.
- C. Supervisors are accountable for providing employee development actions designed to improve and enhance employee performance, such as:



- Reasonable employee training, including computer software proficiencies;
- Assigning, directing, controlling and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

D. The performance appraisal program is intended to be participatory, involving your input as much as that of your manager, thereby helping you to contribute to the growth and improvement of the City. You are encouraged to:

- Inquire about your performance from time to time;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement; and,
- Learn about training available to assist you in improving your skills.

~~E. Employees will receive an annual performance evaluation based on the City's fiscal year evaluation cycle of October 1 through September 30. Annual evaluations will be completed prior to the beginning of the new fiscal year, absent documented extenuating circumstances. The first performance evaluations are conducted at the completion of 6 months of service and 12 months of service, and annually thereafter in June of each year. Depending on your date of hire, the 12-month performance may be adjusted.~~

~~E. To be eligible for annual step advancement, an employee must receive an overall performance rating of Meets Expectations or Exceeds Expectations and meet the other eligibility requirements established by the City's Compensation Policy.~~

Performance reviews serve as one factor in decisions related to employment such as training, ~~merit pay increases~~ step advancement, job assignments, employee development, promotions, and retention. Written reports identify specific performance levels as compared to established standards, to acknowledge the merit of above standard performance, and to prescribe the means and methods for correcting performance deficiencies to the required level of performance. Supervisors and managers are accountable for providing employee development actions designed to improve and enhance employee performance.

A copy of the evaluation signed by the employee and supervisor will become part of the employee's personnel record.

F. Performance Evaluations shall be completed upon the following occasions:

1. ~~Annually in accordance with the City's fiscal year evaluation cycle. After the first 6 months of service and 12 months of service, and annually thereafter in June of each year.~~
2. When an employee is assigned to a new supervisor, the releasing supervisor shall complete a performance evaluation and forward it to the receiving supervisor.

The job performance of each employee shall be evaluated on the basis of the degree of attainment of previously set objectives.

Supervisors shall accomplish the following:



1. During the employee's orientation outline for the employee the performance objectives of the job, give the employee written performance goals for the job and explain the performance evaluation process.
2. Six months after setting the objectives, review the objectives with the employee and amend as necessary.
3. Anytime the employee is experiencing performance problems, review the objectives during coaching sessions, and discuss with the employee how the employee might improve performance.
4. During the probationary and/or annual performance evaluation, let the employee read the evaluation, explain to the employee how the performance evaluation for the period reflects the employee's success in meeting the objectives. Let the employee read the objectives for the next period, discuss them and answer questions about them.
5. Have the employee sign the performance evaluation and offer him the opportunity to make written comments if he desires. (If an employee refuses to sign the performance evaluation, note this on the evaluation form).
6. Department supervisors will review and sign the performance evaluation, making comments is not necessary, and forward it to the City Manager or designee for review and filing in the employee's personnel record.

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SECTION 9 - TRAINING, EDUCATION, TRAVEL, AND EXPENSES

9.0 TRAINING AND EDUCATION

The City encourages employees to further their training and education in pursuit of improving job skills and enhancing their contribution to the City.

The term “training” as used in this section includes conferences, seminars, workshops, one-day courses at an educational facility or online, or other professional development programs of a similar nature. The term “college courses” is used to describe coursework taken through or online from an accredited college, university, and/or business or technical school.

The policy outlined in this section applies only to training or education programs that:

- Enhance the employee’s job performance;
- Serve as a beneficial retention tool in keeping high-quality employees; or
- Are required for certification or licensing.

9.1 TRAINING AND EDUCATION PLAN

Funding for any training or education programs will only be provided if the Department Head has prepared a written departmental Training and Education Plan as part of their annual budget submittal. The Training and Education Plan must include an explanation of the following:

The requested funding for training and education for the department, by the employee.

A clear justification for each requested amount. The Department Head should consider whether the proposed training is the best way to acquire the information for the City or to achieve a Training and Education Plan goal. Training programs may be mandatory or voluntary.

An explanation of how these expenditures relate to an employee’s performance goals.

A prioritization of these requested expenditures in the event, not all requests approved.

Training and Education Plans are submitted to the City Manager for review and approval.

Only training and education consistent with the Training and Education Plan will be approved for funding and expense reimbursement.

Supervisors should discuss training and education goals with the employee in their regular performance evaluation session and these goals should be specifically detailed in the written evaluation form.



9.2 TRAINING CLASSES AND PROGRAMS

The City will pay for all registration fees for training classes and programs included in the employee's Training and Education Plan. Employees should consult the Travel and Expense Guidelines below to determine what expenses related to travel, meals, and lodging in conjunction with training are reimbursable. In some cases, you will be required to obtain an advance for some expenses in lieu of reimbursement. Travel and attendance time for training classes and programs required by the City will be considered time worked, as allowed by state or federal law.

When appropriate, employees may be asked to share/present information they have received from their training to others in the department.

All arrangements for training must be made in the most cost and time efficient manner as possible.

Only expenses for the employee will be paid for. All books and materials paid for by the City will become the property of the city.

9.3 TRAINING, SEMINARS AND CONFERENCES

Outside training required by the City will be paid for by the City and time spent in required training will be considered time worked. Similarly, the City will pay for training and/or testing associated with certifications and professional licenses that must be maintained or upgraded solely as a continuing requirement for an employee's current position. With Department Head approval, paid time off may be granted in lieu of considering the time spent in required training or participating in examinations for the required certification as time worked.

9.4 EDUCATION CLASSES AND PROGRAMS (COLLEGE COURSES)

The City will pay for tuition, books and related materials for education classes and programs included in the employee's Training and Education Program. Books and related materials will become the property of the City. Employees should consult the Training and Expense Guidelines below to determine what expenses related to travel, meals, and lodging in conjunction with education are reimbursable. In some cases, you will be required to obtain an advance for some expenses in lieu of reimbursement. Travel and attendance time for education classes and programs required by the City will be considered time worked, as allowed by state or federal law.

Reimbursement for education is made only if the employee receives a grade of "C" or better for undergraduate coursework or a grade of "B" or better for graduate coursework. Non-graded courses will require a written statement from the instructor indicating the employee successfully completed or passed the course.

The City will provide tuition reimbursement for college coursework not to exceed the tuition level established college. Department Heads should explore less costly college courses available at other institutions before approving and finalizing a Training and Education Plan.

Prior to participating in a reimbursable education class or program, employees must sign a written authorization to have any costs reimbursed by the City deducted from their final paycheck, should they fail to comply with the following reimbursement guidelines:



The following reimbursement guidelines apply when an employee's employment with the City terminates for any reason:

If termination is within one year of the completion date of the class, 100% of the amount of reimbursement for the education class or program will be deducted from the employee's final paycheck.

If termination is prior to three (3) years after the completion date of the class, 50% of the amount of the reimbursement will be deducted from the employee's final paycheck.

If termination occurs after three (3) years from the completion date of the class, no amount will be deducted.

If the reimbursement amount owed is more than the final paycheck, the employee must pay off the remaining amount. Failure to repay the amount owed to the City will result in the outstanding amount being turned over to a collection agency.

9.5 PROFESSIONAL ORGANIZATIONS

The City may authorize membership in professional organizations where the membership is of benefit to the City in terms of keeping the employee abreast of current developments in their field or profession. Additionally, the City recognizes the value of community service through applicable organizations and in membership in those programs. In all cases, membership fees must be approved by the Department Head in advance of payment.

The City encourages attendance at related meetings and the employee's supervisor may approve periodic absences to attend these meetings. If participation in the organization is not part of the employee's Training and Education Plan, the employee must use accrued leave for these purposes.

Miscellaneous expenses associated with the programs conducted by professional organizations (luncheons and seminars) may be reimbursed in accordance with the Travel and Expense Guidelines if there has been prior approval from the Department Head in accordance with this section.

9.6 TRAVEL AND EXPENSE GUIDELINES

For Travel and Expenses please refer to the City Policy for travel, lodging and expense reimbursement.

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SECTION 10 – CODE OF CONDUCT

10.0 GENERAL STATEMENT

The City believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that everyone can act in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate work behaviors considered important to the City.

The employee is expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your manager prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate managerial representative.

The employee is expected to regard your workplace with respect and attention. The City records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

The employee is expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory bodies.

The employee is expected to conduct yourself in a professional and respectful manner, exhibiting a high regard for our citizens, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing the City in a business or social capacity.

The employee is expected to maintain the confidentiality of the City information or member information in your possession (i.e., personal information, executive session materials, etc.).

The employee's personal appearance at work should be neat and consistent with a professional atmosphere, keeping in mind the impression made on citizens, visitors, and other employees, and the need to promote the City and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.

This information regarding unacceptable practice/behavior may help in providing guidance for employee actions. The employee is urged to use reasonable judgment at all times and to seek advice from your supervisor in any doubtful or unclear situation. By everyone doing their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. As a matter of policy, the City seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, when someone does not conduct her/himself within the intent of the work rules, the action may be taken to correct the situation promptly and completely. Violations of workplace rules may result in corrective action, up to and including immediate discharge.

We also believe that all City employees should be given an opportunity to be heard in matters involving discipline if termination is the likely outcome. We have adopted a policy of allowing an employee to present his/her perspective prior to the imposition of termination.



We encourage all employees to become familiar with the non-discrimination policy and complaint procedures outlined in this manual.

10.1 CODE OF ETHICS

At the City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of the City or its citizens, or situations that may compromise its reputation and integrity.

The successful operation and reputation of the City of Belle Isle are based on the ethical conduct of the City's employees. The City's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, regard for the highest standards of conduct and personal integrity, and fairness.

All City employees are considered public officials and are subject to the State of Florida's Ethics Rules. The City will comply with these and all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Information on these laws is available at the Florida Government Ethics Commission website, www.ethics.state.fl.us.

In general, the use of good judgment based on high ethical principles will guide you with respect to lines of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed with your supervisor and, if necessary, Department Head, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. If you believe anyone has violated this code of ethics, you should report it to a supervisor immediately.

Employees who violate the Ethics Policy or who create an equally detrimental impact on the City may be subject to disciplinary action up to and including discharge.

All employees are expected to report immediately to their supervisor any and all suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

10.2 CONFLICT OF INTEREST

Employees must conduct the City's business in such a way that prevents actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision or gains information that is not available to the public that may result in a personal gain for that employee, or for a relative, as a result of the City's business dealings. For the purpose of this Section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The mere existence of a relationship with an outside firm or member of the public seeking a City service does not necessarily create a conflict of interest. However, if an employee has an



influence on transactions or a decision-making process, the disclosure of the relationship must be made immediately to the employee's supervisor or Department Head so that safeguards can be established if necessary to protect all parties.

City employees who may be in a position to influence City decisions shall refrain from relationships which may adversely affect their judgment in dealing with City suppliers of goods and services or with other public agencies.

- A. An outside personal or business/economic relationship which affords present or future financial benefits to an employee, an employee's family, or to individuals with whom the employee has a business or financial ties, may be considered a conflict of interest requiring evaluation by City officials or designated representative when:
 - 1. The employee acts as director, officer, agent, sole proprietor, partner, stockholder (if owning in excess of ten (10) percent of securities outstanding), an employee, paid consultant or advisor to a City supplier or with other public agencies.
 - 2. The employee is engaged in a private business or financial relationship which may secure the advantage of goods, services or influence due to the employee's position with the City.
 - 3. The employee procures or designates sources for the procurement of any parts, materials, services, supplies, and facilities for City purchase or lease in the employee's name or in the name of others.
- B. An employee having an outside personal or business/economic relationship under the conditions specified above shall disclose in a written sworn statement to his department supervisor, or City Manager or designee, in case the department supervisor is the employee, at six (6) month intervals the nature and scope of the relationship and the extent of financial benefits received.
- C. The City Manager or designee is responsible for investigating the situation; determining if a conflict of interest does exist; and making any changes that are necessary to eliminate the conflict of interest or the appearance of a conflict of interest.

10.3 GIFTS AND GRATUITIES

- A. No employee shall solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor or service, based upon an understanding that the official action or judgment of the employee would be influenced thereby.
- B. No employee or his spouse or minor child shall at any time, accept any compensation, payment, or thing of value when such employee knows or with the exercise of reasonable care should know, that it was given to influence any action in which the employee was expected to participate in his official capacity.
- C. Employees that regulate, enforce code provisions or review project proposals, procurement or bids under evaluation shall not accept anything of value (meals included) from a person who currently has a project, proposal, procurement or bid before the employee or a committee on which he serves.



- D. Employees shall report in writing immediately to the City Manager or designee the attempt by anyone to offer any above-described gift or gratuity.

However, unsolicited gifts such as flowers and candy are considered “de minimus” and may be accepted so long as the gift does not provide the employee with any personal gain. If you are offered a gift and are not sure whether to accept or deny it, you should contact your supervisor or the City Manager for guidance.

10.4 DISCLOSURE OF INFORMATION

Information which is obtained in the course of official duties shall not be released by any employee unless the employee is charged with its release as a part of their official duties. Any release of City business information shall be approved by the City Manager.

Employees may not, either directly or indirectly, use their official positions with the City or information obtained in connection with their duties for private gain or personal benefits. Employees who prepare requests for quotes, requests for bids, requests for proposal, evaluate quotes, bids, or proposals, or who recommend awards shall not release information that would give an unfair advantage to one offerer over another offerer. If any employee is aware of such release, he shall immediately notify the City Manager or designee in writing. If the procurement process continues, the City Manager or designee shall notify the Council of the incident at the time approval of the procurement is requested of Council.

10.5 CONFIDENTIALITY

Employees working at the City have access to highly confidential, legally protected, and proprietary information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the City and not generally available to the public, including legally protected information. Financial data, payroll information, formulas, business plans and member data such as enrollment data are typical examples of information that the City considers to be proprietary and confidential. The unauthorized disclosure of such information would have a material adverse impact on the integrity of the City and would have an adverse impact on our relationships with our employees.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City) may be removed from our premises without permission from the City. Additionally, the contents of records or information otherwise obtained in regard to the City business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, dismissal for revealing information of a confidential nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the City unless employees have received prior approval from their manager.

All information acquired by an employee during the course of employment is to be used solely for the benefit of the City and, through the City, for the benefit of our employees. The use of such information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs is the property of the City. Employees may not take this material with them when they leave our employment, remove it from



the offices for non-work related reasons, or copy or distribute it to persons or companies, other than as required in the course of business, without written approval from the City Clerk as Custodian of Records.

10.6 MISREPRESENTATION

As a City employee, you should consider how you represent us in your business transactions and interactions. An employee should be careful not to misrepresent our policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. An employee may not use the City name, logo likeness, facilities, assets or other resources, or the authority of your position with the City for personal gain or private interests.

10.7 PUBLIC INFORMATION

The City Manager is designated by the City to be the Public Information Officer (PIO). Media inquiries or other similar inquiries should always be referred to the City Manager before responding. If an employee has received permission to communicate to others, such as the media, on behalf of the City in the course of their work duties, the employee should remember that they are representing the City and should ensure that any comments made reflect the City's position on the issue being discussed.

The City has an obligation to keep citizens informed about issues of public interest. Citizens will be provided information through a variety of sources such as newsletters, website, press releases, etc. Citizen request for written information is subject to the Florida Sunshine Law. All public records requests should be processed through the City Clerk, who is designated as the City's Custodian of Records.

10.8 DRESS AND APPEARANCE

- A. The City respects an employee's individuality and the use of common sense in choosing appropriate clothing to be worn during business hours. Each employee should recognize the importance of personal appearance to the professional image of the City and dress and groom according to the requirements of the position. This is particularly true if the job involves dealing with members of the public.
- ~~B.~~ Generally, neat and casual businesslike or professional apparel is appropriate. Jeans, shorts, and T-shirts, are not, although jeans are acceptable if permitted by your supervisor. Employees performing labor or fieldwork may have additional guidelines and may be given a clothing allowance. In some cases, such as police and public works employees, uniforms are required, in which case uniforms will be provided at the City's expense.
- ~~B.~~
- C. Employees shall not consume alcoholic beverages while on duty, inclusive of meal time, nor on off-duty hours while in uniform.



10.9 DRIVING RECORD

- A. An employee who is required as a condition of employment to possess and maintain a valid Florida driver's license or Florida commercial driver's license (CDL), must immediately inform their supervisor in the event the license is denied, expired, suspended or revoked.
- B. The number and expiration date of the employee's driver's license or CDL shall be recorded in the department's files with periodic reviews to verify compliance with this policy.
- C. For initial employment purposes, a valid license is defined as an issued license which has not expired, nor been denied, restricted, revoked or suspended within the past three (3) years.
- D. If a valid driver's license or CDL is not required as a condition of employment, it shall be the City's policy to require that the employee possess a valid license if the employee is required to operate City vehicles or equipment.

10.10 DRUG-FREE WORKPLACE POLICY

A. General Policy

The City of Belle Isle's Drug-Free Workplace Policy is aimed at ensuring zero tolerance to illegal drugs at all times and its alcohol-free policy to zero tolerance under circumstances that affect or might affect the safety and well-being of employees, citizens, and others, or that adversely affect or might affect the effective operation of City operations. This policy has been implemented in accordance with sections 440.101 and 440.102 of the Florida Statutes.

B. Prohibitions

- 1. Illegal Controlled Substances. The City prohibits the use, distribution, possession, manufacture, cultivation, sale, or attempt to manufacture, sell or distribute illegal controlled substances at any time whether on or off duty and whether on or off City property. Illegal controlled substances are defined by applicable state and federal laws. ~~Please be advised that marijuana, even if prescribed for a medical purpose and even if deemed lawful by some states for other purposes, remains an illegal controlled substance under federal law. As such, the City strictly prohibits the use of marijuana for any purpose.~~
- 2. Alcohol Abuse. Employees of the City are prohibited from using or possessing alcohol while on duty; while on City premises; while driving a City vehicle; while operating a piece of City equipment; or while being transported in City vehicles at any time. In addition, employees are prohibited from reporting to work under the influence of alcohol and from otherwise using alcohol in a manner at any time which adversely affects or might adversely affect the interests or operations of the City.

C. Definitions



1. Mandatory Testing Position. Mandatory testing position shall mean a job assignment that requires the employee to:

- a. Carry a firearm;
- b. Work closely with an employee who carries a firearm;
- c. Perform life-threatening procedures;
- d. Work with heavy or dangerous machinery;
- e. Work as a safety inspector;
- f. Work with children;
- g. Work with detainees in the correctional system;
- h. Work with confidential information or documents pertaining to criminal investigations;
- i. Work with controlled substances;
- j. Undergo an employee security background check pursuant to section 110.1127 of the Florida Statutes;
- k. Perform job assignments in which a momentary lapse in attention could result in injury or death to another person; or,
- l. Perform safety-sensitive job duties and responsibilities.

2. Special Risk Position. Special risk position shall mean a position that is required to be filled by a person who is certified under:

- a. Chapter 633 of the Florida Statutes (Fire Prevention and Control); or,
- b. Chapter 943 of the Florida Statutes (Law Enforcement).

D. Legal Use of Prescription and Non-Prescription Drugs

1. The legal use of prescription and non-prescription drugs is often necessary. Unless used in accordance with a valid prescription from a medical professional, ~~lawful medical authorization~~, or in accordance with accepted over the counter uses, the City prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to sell or distribute prescription drugs. Employees are required to advise his or her supervisor if he or she is taking prescription or non-prescription drugs, ~~including medical marijuana, whether on duty or off duty~~, which have the potential to adversely impact the employee's job performance, ~~judgment, alertness, reaction time, ability to safely operate vehicles or equipment, ability to possess or use firearms (if required by the employee's job)~~, or ~~the employee's ability to perform the essential functions of the employee's position~~ work in a safe and efficient manner. ~~As marijuana remains an illegal controlled substance under federal law, the City strictly prohibits its use, even if otherwise prescribed for a medical purpose under state law. Disclosure allows the City to determine whether the employee can safely perform the essential functions of the position, whether temporary work restrictions are necessary, whether any reasonable accommodation is available and appropriate, and whether any safeguards need to be implemented. Employees may be required to provide medical documentation or submit to a fitness-for-duty evaluation concerning their ability to safely and effectively perform the essential job functions of their position.~~

2. It should be emphasized that this policy generally prohibits the use of marijuana both on and off duty. However, as a qualified physician may issue a physician



certification permitting the use of medical marijuana for a qualifying medical condition under Florida law, the City will consider granting exceptions to the general prohibition on off duty marijuana use as a reasonable medical accommodation. Exceptions will be reviewed and decided on a case-by-case basis dependent on all relevant facts and circumstances. In all cases, exceptions must be requested **in advance** of an employee's use of medical marijuana so that the City can engage in the analysis referenced in Section 1 above. If an employee tests positive for marijuana and has not previously been granted a reasonable accommodation exception, it will be considered a violation of this policy and grounds for disciplinary action.

E. Drug and Alcohol Testing

1. Job Applicant Testing and Testing for Assignment to Special Risk/Mandatory Testing Position. Applicants for employment in special-risk and/or mandatory testing positions are subject to pre-employment drug and alcohol test as a prerequisite to employment with the City. Current employees who are assigned to a special-risk and/or mandatory testing position from a non-special-risk or non-mandatory testing position are subject to being tested at the time of the assignment.
2. Routine Fitness-for-Duty Testing. Employees may be required to submit to drug and alcohol testing as part of any routinely scheduled employee fitness-for-duty medical examinations.
3. Follow-up Testing. Employees who enter into an employee assistance program or any similar rehabilitation program will be subject to drug and alcohol testing as a follow-up to such program. Follow-up testing will be conducted without advanced notice and at least once per year for a period of no less than two years.
4. Reasonable Suspicion Testing. An employee will be subject to drug and alcohol testing whenever reasonable suspicion exists to believe the employee is using drugs or alcohol in violation of this policy or otherwise engaging in conduct in violation of this policy. Reasonable suspicion shall be based on specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of experience. In making this determination, relevant factors may include, but are not limited to:
 - a. Observable phenomena, such as direct observation of drug use or of physical symptoms or manifestation of being under the influence of a drug or alcohol;
 - b. Abnormal conduct, erratic behavior or a significant unexplained deterioration in work performance;
 - c. A report of drug use, provided by a reliable source;
 - d. Evidence that an individual has tampered with a drug test during his or her employment with the City;



- e. Information that an employee has caused or contributed to an accident or injury while at work;
- f. Evidence that an employee has negligently or recklessly operated a vehicle, equipment or machinery while at work;
- g. Evidence that an employee has used, possessed, manufactured, cultivated, sold, solicited, or transferred drugs.

Supervisors who determine that reasonable suspicion exists to require an employee to submit to a drug and/or alcohol test are required to promptly document in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing.

5. Random and/or Suspicionless Testing. Employees who hold special risk or mandatory testing positions are subject to drug and alcohol testing on either a random or a suspicionless basis.
6. Other Lawful Testing. The City reserves the right to conduct any other type of lawful drug or alcohol testing. Employees who are subject to the drug and alcohol testing requirements imposed by the Department of Transportation on operators of commercial motor vehicles must fully comply with this policy as well as the DOT-mandated Substance Abuse Policy for Commercial Motor Vehicle Operators. When safety-sensitive CDL employees are being tested pursuant to this policy (i.e., the non-DOT policy), the testing procedures set forth below shall apply. When safety-sensitive CDL employees are being tested pursuant to the DOT-mandated policy, the procedures set forth in that policy shall apply.

F. Drugs Tested for and Common Medications that may Affect Results

1. Drugs Tested For. Employees will be subject to drug testing for the detection of the following illegal drugs/drug groups, as well as others that may from time to time, be declared illegal by state or federal law:
 - Alcohol (including a distilled spirit, wine, malt beverage or other intoxicating liquor)
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cannabinoids (marijuana)
 - Cocaine
 - Methadone
 - Methaqualone
 - Opiates (heroin, morphine, codeine)
 - Phencyclidine (PCP)
 - Propoxyphene
 - Any other hallucinogen, synthetic narcotic, designer drug or a metabolite of any of the substances listed above



2. Common Medications Which Could Alter or Affect Test Results. Certain prescription and non-prescription medications may alter or affect a drug or alcohol test. Employees and applicants that are subject to testing are obligated to report any prescription or non-prescription medication, which could alter or affect test results to the independent Medical Review Officer ("MRO"). The MRO is Dr. Seth Howard Portnoy, who can be reached at Total Compliance Network, 5646 West Atlantic Blvd., Margate, FL 33063 800.881.4826. Employees and applicants subject to testing have the right to confidentially consult with the MRO for additional or technical information regarding medications, which may alter or affect test results. The most common medications which may alter or affect a test include, but are not limited to:

<u>Drug</u>	<u>Medication Which May Alter or Affect Test</u>
Alcohol	Liquid medications containing ethyl alcohol (ethanol). For example, many cough syrups, Vicks Nyquil, Comtrex, Listerine contain alcohol
Cannabinoids	Marinol (Dronabinol, Tetrahydrocannabinol (THC))
Amphetamines	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine
Cocaine	Cocaine HCl topical solution (Roxanne)
Phencyclidine	Not legal by prescription
Methaqualone	Not legal by prescription
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Pectoral Syrup, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guafacis AC, Novahistine DH, Novahistine Expectorant, Dilaudid (hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbituates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Activan, Azene, Clonopin, Dalmane, Diazepam, Halcion, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Paxipam, Restoril, Centrax
Methadone	Dolphine, Metadose



Propoxyphene	Davocet, Darvon N, Dolene, etc.
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G. Test Results

The following procedures will be followed if an employee or job applicant has a confirmed positive test result:

1. An employee or applicant who receives a positive confirmed test result may contest or explain the result to the MRO identified above within five working days. If the MRO determines that the employee's explanation is unsatisfactory, the MRO will report the positive test to the City. The employee or applicant may contest a positive confirmed test result pursuant to this policy, section 440.102 of the Florida Statutes, or other applicable law. If an employee or applicant seeks to contest the laboratory result, it is his or her responsibility to contact the laboratory to advise of any administrative or civil proceeding challenging the results and to request that the test sample be preserved.
2. Within 180 days of receiving written notification of a positive test result, an employee or applicant may, at his or her expense, have the positive sample retested at a different laboratory licensed and approved by the Agency for Health Care Administration.
3. Within five working days after receipt of a positive confirmed test result from the MRO, the City will inform the employee or applicant in writing of the test result, the consequences of the test result and any options that the City may elect to afford the employee or applicant in accordance with this policy. Within five working days after receiving notice of a positive confirmed test result from the City, the employee or job applicant may submit information to the employer explaining or contesting the test result and explaining why the test result does not constitute a violation of this policy. If the City determines that the explanation is unsatisfactory, the City will provide a copy of the test result to the employee or applicant along with a written reason as to why the explanation was deemed unsatisfactory.

H. Consequences of a Positive Confirmed Test, a Refusal to Submit to Testing or Tampering With a Test

An employee who has a positive confirmed test, who refuses to submit to a test or who tampers with a test is subject to disciplinary action up to and including termination may forfeit eligibility for workers' compensation medical and indemnity benefits and may forfeit entitlement to unemployment compensation. A job applicant who has a positive confirmed test, who refuses to submit to a test or who tampers with a test will be ineligible for employment.

I. Confidentiality

Absent written consent, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of the City's drug-testing program are confidential and exempt from the provisions of Chapter 119 of the Florida Statutes (Public Records Law) and may not be used or disclosed except as otherwise provided by section 440.102 of the Florida Statutes or other applicable law.



J. Employee Assistance Programs

Employee Assistance Programs (EAP) are available to assist employees who voluntarily self-report, prior to being requested to test, drug, or alcohol-related problems that have not yet adversely affected their job or City operations. Employees who voluntarily seek help, who have not had a positive drug test and who are not participating in EAP at the time or at any previous time, will not be subject to discipline. Employees with drug or alcohol-related problems who wish to seek voluntary assistance through the EAP may contact one of the following EAP providers (or any other similar provider):

~~*Heartspoken Counseling Inc d.b.a. Gilstrap & Associates, Restoring Lives. Healing Hearts.*~~

~~*7601 Conroy Windermere Road Suite 202 1920 Woodward Street
Orlando, FL 3283503
407-522-9919*~~

Other Helpful Numbers

Drug-Free Workplace Helpline 1-800-Workplace (967-5752)

Substance Abuse & Mental Health Services Admin Helpline: 1-800-662-HELP(4357)

Employees and applicants who violate this Policy will ordinarily not be eligible to elect participation in EAP in lieu of disciplinary action. The City may permit exceptions to this provision where the City Manager determines, in his or her exclusive discretion, that the specific circumstances warrant. In such circumstances, the City may require that an employee in violation of this policy participate and successfully complete the EAP as a condition of continued employment.

Employees employed in a mandatory testing or special-risk position who enter into EAP, whether voluntarily or involuntarily, will be removed from their mandatory testing or special-risk position and transferred to another position or placed on leave until the successful completion of the EAP. An employee placed on leave may utilize his or her accrued leave, if any; otherwise, the leave shall be unpaid.

K. Reporting Violation of the Policy

It is the obligation of every employee to report violations of this Policy. Failure to report may subject employees to discipline up to and including termination of employment.

L. Coordination with the City Manager

All actions taken by supervisors under this policy must be coordinated through the City Manager to ensure compliance with all applicable laws.

M. Reporting and Conviction of Arrests and/or Alleged Crimes Including Drugs or Alcohol

1. All employees must report to their supervisor any arrest, indictment, conviction, plea, or pretrial interventions of any type, of a drug or alcohol-related violation or



alleged violation of law not later than the next workday after they become aware of it. Failure to so report may result in immediate termination.

2. Upon conviction of a crime involving illegal drugs, the employee will be immediately terminated.
3. Without regard to prosecution or conviction by appropriate governmental entities, the City may, at its option, conduct its own independent investigation to determine whether this policy has been violated. If in the opinion of the City, it believes a violation has occurred, it will take whatever disciplinary action it deems appropriate regardless of the ultimate outcome of any criminal case that may be brought against the employee. The City shall not be obligated to await the outcome of any pending criminal or legal action prior to taking disciplinary action.

3.

10.11 WORKPLACE VIOLENCE

In addition to providing a safe place to work, the City is committed to providing a violence-free place to work. To this end, employees, visitors, or anyone else on City premises or engaging in City-related activities are prohibited from behaving in a violent manner or threatening to behave in a violent manner. In order to prevent any workplace violence before it begins, the City reserves the right to address any behavior suggesting a propensity towards violence, even prior to the occurrence of any violent behavior.

Workplace violence includes the following:

- Threatening words or behavior of any kind;
- Behavior that is threatening, physically aggressive, or violent, such as intimidation or attempts to instill fear in others;
- Belligerent speech, excessive arguing, swearing, threats of sabotage, or any other verbally violent behavior;
- Causing physical damage to property; or

Any employee who believes that workplace violence has occurred should report the circumstances immediately to their supervisor or any other person in a supervisory position with whom the employee feels comfortable. No employee will suffer any adverse consequences as a result of acting in good faith to bring the violence to the City's attention or participate in an investigation.

Any report of workplace violence will be promptly investigated and prompt corrective action taken to address any workplace violence found to have taken place, including action against the party engaging in workplace violence. If an employee is found to have committed workplace violence, the employee will be subject to discipline, including termination.

10.12 GENERAL SAFETY AND HEALTH

- A. The City is committed to providing its employees with a safe and healthful work environment. To accomplish this goal, everyone must diligently undertake efforts to promote safety. Safety is everybody's responsibility!
- B. The City, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual resides with the Safety



Committee Chair who maintains and makes the document available for viewing. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. The City will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

- C. The City provides for the continuous monitoring of the working conditions of its employees and equipment for the observance of safety requirements.
- D. Employees will observe all safety rules and regulations established in the City Safety Policies and Procedures. Employees will report all unsafe conditions or practices to their supervisor. Employees are responsible for reporting all injuries, no matter how minor, to their supervisor.
- E. The City provides, at its expense, certain items of safety equipment that must be worn by employees to whom the safety equipment has been issued at all times during the working hours unless directed otherwise by immediate supervisors.
- F. Failure of an employee to use issued safety devices and/or failure of an employee to file a written report of injury sustained and/or causing any damage on the job, or vehicle accident, may result in disciplinary action up to and including termination.
- G. City vehicles shall be operated in strict compliance with all laws which apply to motor vehicles in the State of Florida. This includes the Florida Seat Belt Law. Violators will be responsible for any fines incurred and subject to disciplinary action.

10.13 ACCIDENT/INCIDENT REPORTING

Employees should always report accidents as promptly as possible because prompt reporting will help mitigate damage or processing delays after an incident. Each employee is expected to cooperate fully and assist in reporting and gathering accident information. This policy applies equally whether the employee is at work or on business or other City-related travel.

A city accident report should be completed whenever:

- An employee is involved in an accident that results in injury or damage to any person or property;
- An employee is involved in an accident that may result in injury or damage to any person or property;
- City property is lost, damaged or stolen; or
- An employee is injured on-the-job.

A. Medical Assistance.

Employees should render first aid consistent with their first aid/CPR training or seek medical attention as soon as possible for any injured person. Do not render first aid assistance unless you have been trained to do so, and possess a current first aid card.

B. Accident Reports.



Employees should report accidents to the supervisor immediately. As soon as possible after the accident, the employee and supervisor must complete a City accident report. The accident report is submitted to the City Manager with the supervisor retaining a copy for the department's records.

C. Accidents or Incidents Involving Private Parties.

Accidents involving private parties can and do occur. In these situations, never discuss who was at fault or who should pay for any costs. Doing so may prejudice the City's rights in any subsequent dispute and ability to recover from insurance companies. Always complete an accident report with as much information as possible and, if possible, take pictures to ensure complete documentation of the incident.

10.14 **JOB-RELATED HEARINGS**

As a condition of employment, any employee may be required, upon due notice, to cooperate with respect to any job-related hearing or inquiry conducted by any person authorized by law to conduct such hearing or inquiry, and, in particular by the City Manager.

- A. If any employee willfully refuses or fails to appear or appears but refuses to answer any questions relating to matters arising out of City employment which may be asked by the department supervisor or any other authorized person or official, the employee will be subject to discipline up to and including termination.
- B. Indictment
 - 1. An employee is responsible for immediately notifying their supervisor when information has been filed by a prosecuting official against him for any offense or violation of the law (including moving traffic violations) and/or when indicted by a Grand Jury.
 - 2. If the employee pleads no contender or guilty to any charge or is tried and found guilty, the employee will be subject to discipline up to and including termination.
 - 3. If the incident or charge is directly working-related, nothing shall preclude the City from initiating disciplinary action independent of any judicial hearings or proceedings.

10.15 **OUTSIDE EMPLOYMENT**

Full-time employees are discouraged, but not restricted, from engaging in other employment during their off-duty hours. However, City employment must be considered the primary employment and employees may not engage in outside employment which would interfere with the performance of the City duties or be in conflict with City interests. Outside employment must be submitted in writing to the City Manager for approval.

- A. An employee must consult with their supervisor prior to accepting outside employment.
- B. Where a conflict of interest is determined to exist, the employee will be directed to make a choice between City employment and outside employment.



- C. The employee must make arrangements with the outside employer to be relieved of their duties if called for emergency work by the City.
- D. Injuries sustained during outside employment must be reported to the employee's supervisor.
- E. Police Officers, refer to BIPD Policy, A-BIPD 22, Extra Duty and Outside Employment.

10.16 PROMOTION OF PRIVATE BUSINESS

Employees are prohibited from promoting or conducting personal or private business for gain or personal benefit from within any City building or property on City time.

10.17 POLITICAL ACTIVITY RESTRICTIONS

It is the City's intent to promote more efficient public service by relieving public employees of political pressure and to protect against a clear, substantial, and direct threat to the efficiency, integrity, or morale of City employees, by regulating the political activities of its employees. Toward this end, the following provisions apply to all City employees subject to these policies:

- A. No City officer or employee shall use their official authority or influence for the purpose of interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the results thereof.
- B. No City officer or employee shall directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his salary, or any money or anything else of value to any party, committee, organization, agency or person for political purposes. Contributions which are strictly voluntary in nature for political purposes are permitted.
- C. All employees retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.
- D. Employees may participate in political campaigns only during off-duty hours. No employee can take part in a political campaign while in uniform, or while wearing the City of Belle Isle insignia.
- E. An employee who seeks paid public office while in the employment of the City must comply with Section 99.012, Florida Statutes and should seek an opinion from the Division of Elections, Florida Department of State.

10.18 SEXUAL HARASSMENT AND HOSTILE WORK ENVIRONMENT HARASSMENT

- A. City policy dictates that all employees be able to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably



interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Any action which involves implicit coercive sexual behavior to control, influence or affect the career, salary or position of another employee or applicant also constitutes sexual harassment.

- B. Hostile work environment harassment occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment – a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
 - Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
 - Comments about an individual's skin color or other racial/ethnic characteristics
 - Making disparaging remarks about an individual's gender that are not sexual in nature
 - Negative comments about an employee's religious beliefs (or lack of religious beliefs)
 - Expressing negative stereotypes regarding an employee's birthplace or ancestry
 - Negative comments regarding an employee's age when referring to employees 40 and over
 - Derogatory or intimidating references to an employee's mental or physical impairment.
- C. It is a violation of City policy for a City employee to engage in any act or behavior as defined herein as sexual harassment. The City will take action against any employee deemed to have violated this policy. Such action will include a range of disciplinary measures, up to and including termination.
- D. Any employee who experiences or witnesses sexual or other unlawful harassment in the workplace, you must report it immediately to your supervisor. If the supervisor is unavailable or is the subject of your complaint, you should immediately contact the City Manager. If the City Manager is unavailable or is the subject of your complaint, you should



immediately contact the City Attorney. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated by the City Manager or designee. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the City Manager, or if the City Manager is the subject of the complaint, the City Attorney, so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

- E. All employees are responsible for knowing the City's policy on sexual harassment and following this policy. All supervisors are responsible for maintaining a workplace free of any form of sexual harassment and for enforcing this policy. To ensure this policy is followed, supervisors shall require all employees to participate in at least one sexual harassment training program each year. If a department is experiencing any issues with respect to sexual harassment, additional training programs should be added. Supervisors will be required to have each participating employee certify their attendance in writing and to place the written certification in the employee's personnel file.

10.19 USE OF CITY PROPERTY

- A. Employees are expected to exercise reasonable care in the safekeeping, use, and preservation of City equipment, tools, vehicles, materials, uniforms, etc. Personal use of City equipment, materials, tools, supplies, etc., is strictly prohibited and may constitute a criminal offense.
- B. All employees shall promptly report in writing to their supervisor the loss, damage or unserviceable condition of any City property.
- C. Negligence in the use and care of City property, including abuse, misuse, willful or negligent loss or destruction can result in disciplinary action and/or restitution. More serious cases may result in civil or criminal action in the courts.
- D. Members of the Belle Isle Police Department are authorized to take vehicles home in accordance with BIPD Policy A-BIPD 6, Use of City Vehicles.

10.20 TELECOMMUNICATIONS

- A. City telephones and related equipment are to be used primarily for the performance of City business. The printed record of a telephone call or text message, generated and distributed internally by the City or received externally from a telephone company, is as much a public record, and as such is subject to the standards applied to public records, as any other City document.
- B. For additional information, please refer to the City's policy on Social Media.

10.21 USE OF ELECTRONIC MAIL/WEB ACCESS

- A. Electronic mail ("email") and web access are provided to the City of Belle Isle employees and others working on behalf of the City to assist and facilitate business and communications. All information stored, transmitted, received or contained in the City of



Belle Isle email system is the City of Belle Isle's sole property. All emails must conform with the City of Belle Isle's policies, practices, and commitment to ensuring a work environment where all persons are treated with respect and dignity. Employees must treat all correspondence sent using the City of Belle Isle's email systems as if public and printed on City of Belle Isle letterhead.

- B. The City of Belle Isle recognizes that work and family responsibility place demands on associate and that email communication can be helpful in dealing with family and other personal matters. Employees may use the City's email systems to send and/or receive occasional personal email messages, provided that such use does not interfere with work responsibilities or other business needs or violate the law or the City of Belle Isle's Policy set forth herein. Such messages shall be treated no differently from business messages and, like all email usage subject to this Policy can be included in the City's reviews of the City of Belle Isle property, equipment, phone lines, computers, and information, as described below.

The City of Belle Isle strictly prohibits all of the following:

1. Communications that may constitute verbal abuse, slander, defamation, or trade disparagement of City employees, vendors, suppliers, or others.
2. Communications that may constitute offensive, harassing, vulgar, obscene, or threatening language, including disparagement of others based on race, national origin, marital status, sex, sexual orientation, age, disability, pregnancy, religious or political beliefs, or any other characteristic protected under federal law, state law, local law, and City Policy.
3. Communications that involve conducting business on behalf of an entity other than the City of Belle Isle, or on behalf of any individual, including the employee.
4. Creation, distribution or solicitation of sexually oriented messages or images, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature.

- C. For additional information, please refer to the City's policy on Social Media.

10.22 SMOKING/TOBACCO PRODUCTS

The City seeks to provide a healthy and safe environment. Accordingly, the use of tobacco products is prohibited in all City buildings, vehicles, and equipment. Supervisors are responsible for determining appropriate designated employee areas. An employee may utilize the rest and meal periods for the use of tobacco.

10.23 SECURITY INSPECTIONS

The City provides desks, drawers, lockers, vehicles, appliances, and other spaces to employees to use in the performance of a job or for personal use. These items remain the property of the City at all times and are subject to search, seizure, transfer, or removal by the City with or without notice at any time. Consequently, employees should have no expectation of privacy when using any property or equipment owned by the City.



The City may search any City property for any reason with or without a legal warrant. The City may retain items found during a search for use in any legal matter, disciplinary process, or for any other lawful purpose.

10.24 EMERGENCY CLOSING

Emergencies, such as severe weather, fires, etc., can disrupt City operations. In extreme circumstances, this may require the closing of a City work facility. If the event occurs during nonworking hours, media outlets will be asked to broadcast notification of the closing. The City Manager, or his designee, will contact each supervisor, who is responsible for contacting affected employees to notify them of the closure.



SECTION 11 – DISCIPLINARY ACTION

11.0 GENERAL

- A. It is the intent of the City that effective management and supervision, as well as good employee-employer relations, will be preventive mechanisms avoiding most situations necessitating disciplinary actions.
- B. The interrelationship between employee performance review and evaluations, employee conduct relating to the City work program, and the use of constructive discipline are seen to be an integral part of successful management of the City.
- C. The policies and procedures contained herein are intended to provide department supervisors and managers with direction and guidelines for fair, equitable, and consistent application of constructive discipline.
- D. The initiation of disciplinary action for all employees shall:
 - 1. Identify and recognize elements of an employee's conduct, work habits and/or performance contrary to the rules, regulations, policies, procedures, and/or objectives of the department, and/or the City.
 - 2. Provide constructive feedback to the employee.
 - 3. Encourage employees to cooperate and be productive members of the workforce.
 - 4. Correct or improve improper or deficient employee performance or behavior which is seen, or viewed by the supervisor, to be less than acceptable.
 - 5. Provide documentation of the supervisor's efforts and communication with the employee regarding their performance.

11.1 DISCIPLINARY ACTION AUTHORITY

It shall be the responsibility of the respective supervisor to:

- A. Review the performance of assigned employees.
- B. Identify and recognize employee offenses against or contrary to these policies, procedures, and/or department operating procedures.
- C. Document, initiate and select appropriate preventive and corrective disciplinary measures.
- D. Forward proposed appropriate disciplinary actions to the department supervisor and the City Manager or designee for review.
- E. Carry out the appropriate disciplinary actions after the department supervisors and the City Manager or designee's clearance is provided.
- F. Assure that the completed copies of all official disciplinary actions taken against any employee at any time are placed within the personnel file of the affected employee.



11.2 TYPES OF OFFENSES

The following list constitutes examples of offenses under this policy which, depending upon the serious nature of an offense, may subject the employee to immediate termination without regard to the employee's length of service, prior conduct and performance record.

- A. Insubordination: Failure, or unreasonable delay, in carrying out specific instructions given by a supervisor. Blatant disregard of supervisory instructions. Failure to cooperate with supervisory direction.
- B. Physical Harm/Assault: Assault on or inflicting bodily harm on another employee, supervisor, or member of the public. Assault is defined as an (indirect or direct) threatening or aggressive action or language toward another employee, supervisor, or member of the public.
- C. Theft or Pilfering: Possessing, taking, removing, destroying, or tampering with City property without proper authorization.
- D. Malicious or Willful Destruction (Abuse) of City Property: Malicious or willful destruction, negligence or abuse of City property, equipment or facilities. Damage to property by failing to use proper equipment, care, and/or good judgment.
- E. Fraud or Dishonesty: Falsification of City records or record keeping, e.g., employment applications, attendance records, payroll records, purchasing activities, etc.
- F. Drug/Alcohol Use: Using alcohol and/or controlled substances or having alcohol and/or controlled substances on City property and/or City time. Possession or sale of alcohol or controlled substances on City property and/or City time.
- G. Violations of Law:
 - 1. Pleading guilty or noo contendre to a felony, job-related misdemeanor or misdemeanor involving moral turpitude. Being found guilty of a felony, job-related misdemeanor or misdemeanor involving moral turpitude.
 - 2. "Crimes or moral turpitude," as that term is used herein, includes any criminal conviction or plea of nolo contendre, under a City, county, state, or federal ordinance, regulation, statute, or law, where the criminal act or conduct involves conduct contrary to justice, honesty, modesty, community morality, or good morals, generally. A crime of moral turpitude thus includes, but is not limited to, any crime, the commission of which, reflects adversely on a person's reputation, integrity, or reliability, or which otherwise brings, tends to bring, or may reasonably be expected to bring, discredit or disrepute upon that person or that person's employer.
- H. Conflict of Interest: Beginning or maintaining an outside personal business economic relationship which affords present or future financial benefits to the employee and may be considered a conflict of interest in securing advantage of goods, services, or influence due to the position of the employee with the City.



- I. Safety Violations: Unauthorized exhibition and/or use of weapons, ammunition or explosives, to the extent not volatile of any provision of the Preservation & Protection of the Right to Keep & Bear Arms in Motor Vehicles Act of 2008. Neglect in the safety of others or the committing of unsafe acts in the use and care of City property or equipment.
- J. Unauthorized and/or Excessive Absences: Failure to report to work for three (3) or more consecutive working days without prior authorization from the employee's supervisor or his designee and excessive absenteeism.
- K. Dangerous Horseplay: Pranks resulting in physical harm or property damage.
- L. Misconduct:
 - 1. Gambling on City time and property.
 - 2. Smoking in restricted areas.
 - 3. Any act or language which adversely affects morale, production, or the maintenance of discipline.
 - 4. Rudeness or acts of disrespect to the public, supervisors or co-workers.
 - 5. On or off the job conduct which adversely affects the ability of the employee to perform their job duties and/or adversely affects the efficient operation of the City government or any department or area of City government.
- M. Absenteeism/Unauthorized Absences: Habitual or excessive absences from work even if caused by legitimate illness.
- N. Incompetence: Incompetence or inefficiency in the performance of assigned duties.
- O. Tardiness: Failure to be present at the beginning of the workday, the start of a work shift, or when work assignments are being issued.
- P. Misuse of City Time: Sleeping or other acts of inattention or neglect of duty.
- Q. Abuse or Violation of City Policies: Abuse or violation of City policies, including the provisions of these policies and procedures, any department operating policies or procedures, or otherwise established rules and regulations not constituting a major offense.
- R. Leaving Assigned Work Areas: Leaving assigned work area or work site, except for emergencies or when approved by the supervisor.
- S. Inducement: Attempting to induce any officer or employee of the City to commit an act in violation of any lawful or reasonable policy or regulation.
- T. Safety Violations: Failure to observe City safety practices and regulations and failure to report accident or property damage.



U. Illegal Driving:

1. Failure to notify the supervisor if a license becomes denied, expired, restricted, suspended, or revoked, where a valid driver's license is required in the employee's job description.
2. Driving a private or City vehicle while on City business when not possessing a valid driver's license.
3. Permitting unauthorized individuals to ride in or drive a City vehicle.
4. Failure of a driver and/or passengers to wear seat belts while driving or riding in a City vehicle.

V. Loss of Minimum Qualification(s) Required for Current Position: Loss of a required license or certificate or another job requirement during employment.

W. Nepotism: The City believes that decisions concerning the employment, evaluation, promotion, and compensation of employees should be based in every instance on considerations of individual merit. Favoritism based on family or personal relationships between employees derogates from the merit principle of employment.

X. False Statements: Making intentionally false statements, either verbally or in writing, about the City, other employees, themselves, supervisors, or work situations.

Y. Personal Use of City Property: Personal use of City equipment, materials, tools, supplies, computers etc., is normally not permitted and may constitute a criminal offense. Where any City equipment, materials, tools, supplies, etc., is to be used for any non-City purpose (e.g. a civic or charitable event), such must be approved by the City Manager or designee in writing.

Z. Promotion of Private Business: Promotion of private business for personal gain or benefit within any City building, or on City property, on City time.

AA. Gifts and Gratuities: Employee acceptance of money, loans, advances, gifts, gratuities, favors, and/or entertainment from a supplier, bidder, or other parties doing business or having an interest in/with City government.

BB. Personal Mail/Calls: Receiving an excessive amount of personal phone calls or personal mail includes email and/or use of personal social networks while on City compensated time. "Excessive" shall be defined as that which has a significantly negative impact on the specific work operation of the employee as determined by the supervisor.

CC. Incarceration: Failure to notify the supervisor of incarceration for an offense, charge, or alleged crime.

DD. Behaviors exhibited by employees at work or during time away from work that lead to embarrassment to the City and as such demeanor diminish the image and/or integrity of the City.



- EE. Off-Duty Conduct: As a general rule, the City regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on the City's reputation within the communities we serve. For that reason, employees who either engage in, or are associated with, criminal acts, or other conduct, the nature of which adversely affects the City or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including discharge.
- FF. Criminal Acts: Employees are required to report if they are convicted of any misdemeanor or felony, including a DUII. Upon conviction, the employee must report the matter to the supervisor or, (City Manager), within two business days and must submit documentation concerning the conviction.

Conviction of a crime is not an automatic bar to continued employment. The City will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At the City, actions may range from no action to disciplinary action including discharge.

Failing to report a conviction constitutes grounds for discharge. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for discharge.

Employees who are unavailable to report for work due to incarceration may be subject to disciplinary action, including discharge.

- GG. Rehire Policy:

No employee discharged for prohibited conduct is eligible for rehire prior to the fifth (5th) anniversary of the termination date, unless specifically documented in the employee's exit interview conducted under Section 13. Employees discharged for reasons related to performance standards and for reasons other than prohibited conduct may be eligible for rehire after the third (3rd) anniversary of the termination date. Employees discharged for reasons other than those related to performance standards or prohibited conduct may be eligible for rehire immediately.

11.3 DISCIPLINARY PROCEDURES

Discipline should be considered by supervisors as a constructive means of dealing with unacceptable behavior or performance deficiencies on the part of employees. Disciplinary actions should be appropriate to the seriousness of the infractions or performance deficiency. Department Heads are authorized to take any of the following actions and to recommend termination for cause subject to the guidelines in this section. Other supervisors are authorized only to issue warnings and reprimands. Only the City Manager has the authority to decide whether to discharge an employee. Therefore, a supervisor may only recommend discharging an employee by the City Manager.

The corrective action process will not always commence with a verbal warning or include a sequence of steps. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in



which the offense took place. There may also be circumstances that are serious enough to justify immediate suspension, or in extreme situations, immediate termination.

Also, in addition to the actions listed below, other non-disciplinary actions may be appropriate as part, or in lieu, of a corrective action program. These include performance evaluation, additional supervision or training, restructuring of job assignment(s), or other actions as deemed appropriate.

All disciplinary actions except oral warnings must be in writing and submitted to the City Manager and include: 1) the purpose of the action; 2) the specific nature of performance or conduct problems with supporting facts; 3) the corrective action required; 4) the fact that more corrective action will be taken (including termination) if the employee does not correct or improve the performance or conduct problems; and 5) the employee's right to appeal the action by filing a grievance under Section 12. The document will be included in the employee's personnel file.

Some disciplinary actions may be preceded by an investigatory interview with the employee.

A. Warnings

A warning, whether oral or written, is an official communication to the employee that performance or conduct improvements need to be made. Supervisors may issue warnings. A written warning should be used when a verbal warning has not produced the necessary corrective action and where the possibility of disciplinary action exists if the improvements are not made. Both types of warnings should indicate to the employee the specific problem, what action is required for correction and that disciplinary action will follow if the employee does not satisfactorily correct the problem. A warning is not subject to the grievance procedure because no punitive action is taken. A written record of a verbal warning and copies of written warnings are kept by the supervisor but do not go into the employee's personnel file.

B. Suspension With Pay

The City Manager may suspend employees with pay while investigating allegations made by the employee or about the employee. The employee will suffer no loss of benefits or accruals during this period of suspension. Upon completion of the investigation, disciplinary action may be taken, or the employee may be reinstated. If no further disciplinary action is taken, no record of the suspension need be made in the employee's personnel file.

C. Written Reprimand

Supervisors or Department Heads may issue written reprimands. A written reprimand is given when oral or written warnings have not led to the desired conduct or performance improvements. A copy of a written reprimand is placed in the employee's personnel file.

D. Suspension Without Pay

Department Heads may suspend employees without pay with the prior approval of the City Manager. Suspension without pay is involuntary leave without pay coupled with formal notice of unsatisfactory performance or conduct. The period of suspension may not exceed 20 working days. At the conclusion of the suspension period, the employee will be reinstated or subject to further disciplinary action, such as demotion, disciplinary probation, or termination.



E. Disciplinary Probation

An employee may be placed on disciplinary probation by their Department Head with the prior approval of the City Manager as a final attempt to improve performance or conduct. The probationary period and the consequences for failure to successfully complete the probationary period must be specified in writing. As noted above in Section 4.2, employees on disciplinary probation may be terminated at any time in the City's discretion during the probationary period if termination is a consequence of unsatisfactory performance.

F. "Last Chance Agreement"

At any point in the discipline process a Department Head, with the prior approval of the City Manager, may draw up a "Last Chance Agreement" which will list all of the conditions that must be met, now, and in the future, for the employee to continue working for the City. If the employee signs the agreement and meets all of the conditions, the employee will be allowed to continue employment as long as conditions of the agreement are met. If the employee does not meet the conditions of the agreement, the employee will be discharged.

G. Discharge

Discharge is the involuntary termination of employment based on unsatisfactory performance or conduct. Department Heads may only recommend discharge and generally should not do so unless at least one other form of disciplinary action has been taken. However, as noted above, there may also be circumstances that are serious enough or extreme situations warranting immediate termination.

Only the City Manager has the authority to decide whether to discharge an employee. Therefore, a supervisor may discharge an employee only with the prior written approval of the City Manager. In some cases, the employee may be offered the option of resigning in lieu of discharge. If the employee chooses to resign, the employee will be required to sign a statement indicating that the resignation was voluntary. An exit interview will be conducted with all discharged employees.

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SECTION 12 – EMPLOYEE GRIEVANCE POLICY

12.0 GENERAL

- A. A grievance, other than those addressed pursuant to Section 10.18 above, is a job-related complaint made by an employee who believes that he has not been treated in accordance with these personnel policies.
- B. Decisions on grievances shall be considered on a case by case basis are not binding on future grievances unless officially stated in a City policy. Decisions will be retroactive to the date of the employee's official complaint whenever possible.
- C. Time Limits
 - 1. If a grievant fails for any reason to file a grievance or to advance a grievance to a next succeeding step within the time periods set forth in Section 12.1 below, the grievance and underlying dispute shall be deemed resolved with finality and no further action may be taken.
 - 2. If the City fails to respond to a grievance which has been taken to Step I or Step II in the manner required and within the prescribed time limit, the grievance will proceed to the next step, provided the grievant elects in writing for advancing an unresolved grievance to such next step.
- D. Computing Time Limits: In computing all time limits under this procedure, official working days Monday through Friday, and holidays are excluded from the computation.

12.1 PROCEDURES

- A. The grievant first must bring a grievance to the attention of the immediate supervisor within five (5) working days after the cause of the complaint arose. The supervisor investigates the grievance and answers the grievant in writing within five (5) working days, following receipt of the grievance (Step I).
- B. If the grievant is unsatisfied with the department supervisor's response, the grievant presents the grievance to the City Manager or his designee within five (5) working days after receiving the department supervisor's response. The City Manager will review the grievance and discuss the grievance with the employee, supervisor, department supervisor, or any other appropriate personnel in order to make a fair decision concerning the grievance. The City Manager will then respond in writing to the grievant within thirty (30) working days of receipt of the grievance (Step II). The City Manager's decision shall be final and no other appeal procedure shall be afforded to the employee.

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SECTION 13 – SEPARATIONS FROM EMPLOYMENT

13.0 TYPES OF SEPARATIONS

A. Resignation

Resignation is a voluntary act by the employee to terminate employment with the City. The City requests that all employees provide at least two weeks' written notice specifying the employee's anticipated final day of employment. Employees absent from work without reporting for a period of three days or more or who fail to return to work following a leave of absence are considered to have resigned voluntarily. The employee's last day of work will be considered the termination date.

Resigning employees will be asked their reasons for resignation at the exit interview.

B. Layoff

A layoff is the termination of an employee due to the elimination of a position. A position may be eliminated as part of a reorganization, elimination or contracting out of a program or service, lack of work or funds, or other reasons. The layoff is not an alternative to a disciplinary termination or demotion of an employee (see Section 11 above).

C. Retirement

An employee is considered to have voluntarily terminated employment when they are eligible for and to receive a monthly benefit from a qualified retirement plan offered by the City.

D. Disability

Loss of ability to perform job requirements through illness or injury may result in termination for disability.

E. Disciplinary Termination

Disciplinary termination (or discharge) is the termination of an employee for cause as described in Section 11 above. Only the City Manager may discharge an employee.

When disciplinary termination is recommended by a Department Head, the Department Head should provide their written recommendation to the City Manager and attach all supporting documentation. The final decision to discharge is made by the City Manager.

F. At Will Employment

As an employee of the City, you are engaged in an "at will" employment relationship. This means that either you or the City may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a separate employment agreement or collective bargaining agreement.



No one other than the City Manager has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook and the Handbook cannot be altered except by City Council. The City is also not bound by any oral promises concerning your length or conditions of employment.

G. PRE-TERMINATION HEARING

Pre-termination hearings are not required but are always recommended. A pre-termination hearing may be required by a collective bargaining agreement. Pre-termination hearings should always be documented in writing by the supervisors in attendance.

H. TERMINATION PROCEDURE/EXIT INTERVIEW

An exit interview must be conducted with all terminating employees prior to or at the time of resignation or termination. The purposes of the interview are to secure forwarding addresses, review final hours accrued and due at termination, complete all retirement and insurance forms, and explain the final check due to the employee. In some cases, the purposes will also include an explanation of reasons for termination in the case of discharge and resignation. The City Manager or Department Head shall conduct the exit interview.

Except as provided through COBRA, all pay and benefits shall cease as of the date an employee terminates with the exception of health benefits which will terminate on the last day of the month in which the employee was terminated. The final check will include all accrued leaves that are payable at termination.

Upon termination, the Department Head is responsible for ensuring that the terminated employee has turned in all keys, tools, uniforms, and/or other City property used by them or in their possession.

Employees will be asked to sign a Reference Request Release pursuant to which the City will release only the information specified on the form to persons seeking information regarding the employee's employment with the City. If the employee requests that the City Manager, Department Head, a supervisor or other employee serve as a reference for the employee, the employee must make the request on the Reference Request Release.

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CITY OF BELLE ISLE

REFERENCE CHECKING AND AUTHORIZATION FORM DISCLOSURE

Please read the information on this form carefully and completely.

I have applied for employment with the City of Belle Isle, Florida and have provided information about my previous employment. I authorize the City of Belle Isle, Florida to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history.

My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the City of Belle Isle, Florida, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references, and the City of Belle Isle, Florida from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City of Belle Isle, Florida.

I further authorize the City of Belle Isle, Florida to obtain feedback and references from my supervisors over the course of my employment with the City of Belle Isle, Florida. I understand that subsequent and continued employment with the City of Belle Isle, Florida may be subject to this feedback.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Printed Name: _____ Signature: _____

Date: _____

Cell Phone: _____ Alternate Phone: _____

Email Address: _____



CITY OF BELLE ISLE

AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION

(Please read the following statements, sign below and return to the City Manager office.)

I, _____, hereby authorize the City of Belle Isle to release any and all information relating to my employment with them to _____ (requesting company's name). I further release and hold harmless both the City of Belle Isle and _____ (requesting company's name) from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

Signature of Employee

Date

Employee's Name - Printed



CITY OF BELLE ISLE

LEAVE DONATION AUTHORIZATION FORM

This form permits the City of Belle Isle to transfer an authorized number of Paid Time Off (PTO) hours I have accrued to (Name of Employee) _____ to receive this benefit.

I understand this will lower the number of PTO hours available to me.

Hours will be donated in the order received by the Finance Department and drawn for use in that same order.

I understand that this donation is irrevocable but that if my donated hours are not needed by the end of the recipient's FMLA/OFLA status, the hours unused will be returned to my PTO bank.

Hours of my Accrual Leave that I wish to donate: _____

Printed Employee Name _____

Employee Signature _____ Date _____

Initials, Date & Time Rcvd by Finance: _____



BELLE ISLE

POLICE DEPARTMENT

★ ★ ★

AUGUST 2026

MONTH IN REVIEW



MONTHLY ACTIVITY SUMMARY



CALLS FOR SERVICE



509

TRAFFIC CITATIONS



302

TRAFFIC WARNINGS



95

CRASH REPORTS



15

BOATING CITATIONS



44

IMPAIRED DRIVING ARRESTS



3

DRUG-RELATED ARRESTS



5

HTO ARRESTS



3

VEHICLE CRIME CASES



5

INVOLUNTARY EXAMS



3

FIREARM RECOVERED



1



AUGUST 2026 HIGHLIGHTS



WORKLOAD

509 calls for service, including 201 traffic stops.



TRAFFIC SAFETY

302 citations, including 158 issued on Hoffner Avenue.



MARINE SAFETY

44 boating citations, including 9 for careless operation.



SERIOUS BUI CASE

Vessel crash investigation led to a BUI serious-bodily-injury charge.



DRUG ENFORCEMENT

Five drug-related arrests included fentanyl, cocaine, THC, and cannabis.



COORDINATED RESPONSE

K-9 units, a helicopter, and a drone assisted in a vehicle-burglary search.

CITY OF BELLE ISLE

CHIEF’S MONTHLY REPORT

August 2026

Executive overview of public safety activity, enforcement, investigations, and traffic crash response.

509 CALLS FOR SERVICE	302 TRAFFIC CITATIONS	95 TRAFFIC WARNINGS
44 BOATING CITATIONS	15 CRASH REPORTS	3 INVOLUNTARY EXAMS

EXECUTIVE PERSPECTIVE

August was an exceptionally active month for the Belle Isle Police Department. Officers responded to 509 calls for service, conducted 201 traffic stops, issued 302 traffic citations and 95 traffic warnings, and issued 44 boating citations. The Department also completed 31 incident reports, 15 supplemental reports, and 15 traffic-crash investigations.

The month included significant arrests and investigations involving impaired driving, fleeing and eluding, controlled substances, domestic violence, vehicle burglaries, identity theft, and property crimes. A serious vessel crash on Little Lake Conway resulted in a boating-under-the-influence arrest and a charge of boating under the influence causing serious bodily injury. Officers also responded to three mental-health crises requiring involuntary examinations.

August’s activity reflects both increased demand for police services and sustained proactive enforcement on the city’s roadways and waterways. I remain proud of the professionalism, persistence, and sound judgment our officers demonstrated while managing this diverse workload and protecting the Belle Isle community.

MONTH AT A GLANCE: August combined substantially higher roadway and marine enforcement with serious criminal investigations, mental-health response, and a boating-under-the-influence crash involving serious bodily injury.

ACTIVITY SUMMARY

Key workload and enforcement measures recorded during August 2026.

ACTIVITY MEASURE	AUGUST TOTAL	REPORTING FOCUS
Boating Citations	44	Marine safety
Involuntary Exam	3	Crisis response
Parking Citations	2	Parking enforcement
Traffic Warnings	95	Education
Traffic Citations	302	Traffic enforcement
Trespass Reports	3	Property safety
Supplemental Reports	15	Follow-up
Field Information Report	1	Intelligence
Crash Reports	15	Crash response
Incident Reports	31	Incident documentation
Calls for Service	509	Total demand

ENFORCEMENT & WORKLOAD ANALYSIS

Executive context drawn from the attached calls-for-service, traffic-citation, traffic-warning, and marine-enforcement reports.

MEASURE	TOTAL	EXECUTIVE CONTEXT
Calls for Service	509	Includes 201 traffic stops and other dispatched or officer-initiated activity.
Traffic Citations	302	Multiple citations may result from a single traffic stop.
Traffic Warnings	95	Reflects educational and discretionary traffic enforcement.
Boating Citations	44	Supports safe operation on the Conway Chain of Lakes.
Traffic Crashes	15	Includes roadway, parking-lot, school-bus, e-scooter, and property-damage investigations.

WHAT THE NUMBERS SHOW

- Traffic enforcement: Hoffner Avenue accounted for 158 of the 302 traffic citations, followed by Daetwyler Drive with 51 and McCoy Road with 38.
- Most common violations: Suspended or revoked license violations accounted for 55 citations, expired-registration violations accounted for 52, and traffic-control-device violations accounted for 19.
- Marine safety: The 44 boating citations included nine for careless vessel operation, nine for failure to comply with boater-education requirements, and nine involving vessel-registration documentation or display violations.

SUPPORTING PUBLIC RECORDS Detailed calls-for-service, traffic-citation, traffic-warning, and marine-enforcement reports are included as attachments to the monthly Chief’s Report package.

ARRESTS & NOTABLE INCIDENTS

Selected cases are summarized for executive and public review. Personal names and residential addresses are intentionally omitted.

July 31 – Hospice Death Investigation – No Suspicious Circumstances

Belle Isle officers responded to a residence regarding an unresponsive adult female. Orange County Fire Rescue pronounced the individual deceased at the scene. Family members advised that she was receiving hospice care and had several serious medical conditions.

The Medical Examiner's Office was contacted and declined to respond because the individual was under hospice care and no suspicious circumstances were identified. A hospice nurse responded and coordinated with the funeral home. No further law enforcement action was required.

August 2 – Stolen License Plate Decal at Palm Square Condominium – No Prosecution

Belle Isle officers responded to Palm Square Condominium, 2323 McCoy Road, after a resident reported that someone removed the registration decal from the license plate of his parked vehicle. The resident requested a police report to obtain a replacement decal.

The decal was entered into state and national law-enforcement databases as stolen. The resident provided a sworn written statement but declined prosecution.

August 4 – Suspected Gunfire Damages Condominium Window

Belle Isle officers responded to a condominium complex after a resident discovered a shattered window and damage consistent with a possible projectile strike. The resident reported hearing a popping sound during the early morning hours but did not discover the damage until later that afternoon.

Officers located a 9mm cartridge casing in the parking lot near the damaged window. Its location appeared consistent with the possible trajectory of the suspected projectile; however, no bullet was recovered from inside the residence. Officers canvassed the surrounding area for surveillance footage but could not locate any cameras that captured the incident.

Officers collected the casing and submitted it into evidence. Officers also documented photographs of the damage and surrounding area. No injuries were reported.

August 5 – DUI, Cocaine, THC, Cannabis, and Evidence-Tampering Arrest

Belle Isle officers conducted a traffic stop near McCoy Road and Lindos Drive after observing a vehicle traveling at night without headlights. The vehicle briefly swerved while stopping, and the driver appeared to throw an object toward the passenger side. During the stop, officers detected a strong odor of cannabis and observed several indicators of possible impairment, including bloodshot eyes, severely dilated pupils, body tremors, poor coordination, difficulty following instructions, and inconsistent statements regarding recent cannabis use.

Officers observed a glass smoking pipe on the passenger-side floorboard that the driver admitted attempting to conceal. A probable-cause search of the vehicle recovered suspected cannabis, a THC vape pen, drug paraphernalia, alcoholic beverages, and a bag containing white powder that field-tested

positive for cocaine. The driver displayed multiple indicators of impairment during field sobriety exercises and was arrested.

At the Orange County DUI Center, the driver provided two breath samples registering 0.000 and submitted a urine sample for further testing. A Drug Recognition Expert also conducted an independent evaluation. The driver was charged with driving under the influence, possession of cocaine, possession of THC, possession of cannabis under 20 grams, possession of drug paraphernalia, and tampering with or concealing physical evidence. All recovered items and the urine sample were submitted into evidence.

August 6 – Attempted Vehicle Burglaries – Investigation Active

Belle Isle officers responded to a residential neighborhood after a homeowner received a security-camera notification showing an unknown suspect walking through his driveway and pulling on the door handles of parked vehicles. The suspect was wearing long pants, a T-shirt, a hat, a face covering, and a backpack, and appeared to use a cloth or napkin while attempting to open one of the vehicles.

The Orange County Sheriff's Office assisted with K-9 units, a helicopter, and a drone. A K-9 tracked the suspect west toward Homewood Drive before losing the scent. Despite an extensive search, officers did not locate the suspect.

During the neighborhood canvass, officers discovered another vehicle with its doors unlocked. The owner confirmed that nothing had been stolen and declined prosecution. Officers collected surveillance footage and images of the suspect as evidence. The original victim expressed a desire to prosecute if the suspect is identified, and the investigation remains active.

August 6 – Reported Trailer Theft Determined to Be Civil Matter

Belle Isle officers investigated the reported theft of a utility trailer from a residence. The owner advised that an unknown man and woman arrived in a pickup truck, connected the trailer, and removed it from the property. A battery charger valued at approximately \$50 was also placed inside the trailer before it was removed.

The owner had concealed two Apple AirTags inside the trailer. Although one AirTag was reportedly discovered and removed, the second transmitted the trailer's location to Premier Portable Buildings and Trailers of Lake Wales. The trailer was initially entered into state and national law-enforcement databases as stolen, and Polk County law enforcement responded to the location.

The subsequent investigation determined that the trailer had been removed pursuant to a valid writ of replevin. After reviewing the supporting court documentation, officers determined that the removal did not constitute a criminal theft and was a civil matter. Officers removed the stolen-vehicle entry and documented the incident for informational purposes.

August 7 – Vehicle Window Damaged at Crunch Fitness – No Property Stolen

Belle Isle officers responded to Crunch Fitness, 4400 Hoffner Avenue, after a customer discovered that the front passenger-side window of his parked vehicle had been shattered. No property was reported stolen from inside the vehicle, and the damage was estimated at approximately \$1,000.

Officers did not locate the object used to break the window and could not process the vehicle for latent fingerprints because of morning condensation. The victim provided a sworn written statement and expressed a desire to prosecute if officers identify a suspect.

August 7 – Vehicle Burglary at Planet Fitness – Property Stolen

Belle Isle officers responded to Planet Fitness, 5130 Conway Road, after a customer's parked vehicle was burglarized. The front passenger-side window had been shattered, and a gym bag containing a headphone case and personal items was stolen. The property loss was estimated at approximately \$550, with an additional \$1,000 in vehicle damage.

No witnesses observed the burglary, and investigators could not access surveillance footage at the time of the initial investigation. Officers also could not process the vehicle for latent fingerprints because of morning condensation. Planet Fitness staff reported that an unknown male wearing a gray hooded sweatshirt had been seen looking into vehicles the previous day, but it is unknown whether that individual was involved.

A similar incident involving a shattered passenger-side window was reported at Crunch Fitness on Hoffner Avenue during the same morning. No connection between the two incidents has been confirmed. The victim provided a sworn written statement and expressed a desire to prosecute if police identify a suspect.

August 7 – Vehicle Burglary at Extended Stay America – Cash and Property Stolen

Belle Isle officers responded to Extended Stay America, 1934 McCoy Road, after a guest discovered that her parked vehicle had been burglarized. The suspect appeared to use an unknown object to pry the driver's door away from the roof, damaging the door frame and interior liner.

A gym bag, children's shoes, an ashtray, and approximately \$200 in cash were reported stolen. The combined value of the missing property was estimated at about \$340, with an additional \$1,000 in vehicle damage.

Officers processed the vehicle for latent fingerprints but found no usable evidence. The victim reported seeing a suspicious individual near the property earlier but could not provide enough information to identify him. An area search was unsuccessful, and surveillance cameras did not cover the portion of the parking lot where the burglary occurred. The victim provided a sworn written statement.

August 7 – Stolen Vehicle Recovered at Towlando

Belle Isle officers responded to Towlando, 3101 McCoy Road, after employees learned that a vehicle towed to the business the previous night had been reported stolen.

A records check confirmed that the vehicle had been entered as stolen by the Seminole County Sheriff's Office. That agency was notified of the recovery, and the vehicle was removed from state and national stolen-vehicle databases. The vehicle remained secured at Towlando pending arrangements by the investigating agency.

August 8 – Habitual Traffic Offender Arrest

Belle Isle officers conducted a traffic stop near Daetwyler Drive and Warren Park Road after observing a vehicle operating without a functioning license-plate light. The driver could not provide a driver's license and said he had a pending court matter involving unlicensed driving.

A records check revealed that the driver's license had been revoked and that he had been designated a habitual traffic offender. Officers arrested the driver for driving while his license was revoked and transported him to the Orange County Jail without incident. He was also cited for the equipment violation, and the vehicle was released to its registered owner.

August 9 – Habitual Traffic Offender Arrest

While conducting patrol near 5170 Conway Road, Belle Isle officers observed a vehicle illegally parked in a clearly marked safety zone. A records check revealed that the vehicle's registration had been expired since May 2023.

Further investigation determined that the driver had been designated a habitual traffic offender and that her driving privileges had been revoked for five years. The driver was arrested for driving with a revoked license as a habitual traffic offender and transported to the Orange County Booking and Release Center without incident. The vehicle was left secured at the scene at the driver's request.

August 12 – Firearm and Suspected Methamphetamine Recovered from Lost Bag

An Uber driver brought a passenger's lost bag to the Belle Isle Police Department after being unable to identify or contact the passenger who had left it inside the vehicle. An inventory of the bag located a wallet containing identification, a rusted 9mm handgun, approximately 10 grams of suspected methamphetamine, and a used smoking pipe.

The firearm's muzzle and chamber were obstructed. An agency armorer inspected the weapon and determined that it was inoperable and safe for storage. The bag, wallet, identification, and firearm were submitted into evidence as found property. The suspected narcotics and drug paraphernalia were submitted for destruction. The incident was documented for informational purposes.

August 14 – Revoked License and Unassigned Tag Arrest

Belle Isle officers conducted a traffic stop near McCoy Road and Lindos Drive after observing a motorcycle operating without rear lights. A records check revealed that the operator's driver's license had been revoked since 2022 and had not been reinstated.

Further investigation determined that the motorcycle was unregistered and displayed a license plate assigned to a different motorcycle. The operator admitted transferring the plate from a previously owned motorcycle so that he could ride the unregistered motorcycle home.

The operator was arrested for driving with a revoked license, operating an unregistered motor vehicle, and attaching an unassigned license plate. The motorcycle was towed, and the operator was transported to the Orange County Jail without incident. Personal property was submitted for safekeeping.

August 15 – Unattended Death at Days Inn – No Signs of Foul Play

Belle Isle officers responded to Days Inn, 1853 McCoy Road, after hotel staff located an unresponsive guest who had failed to check out of his room. Officers found the individual deceased inside the room, and Orange County Fire Rescue formally pronounced the death at the scene.

Officers observed no signs of foul play. A Belle Isle Police detective and the Medical Examiner's Office were notified, and a funeral home responded to transport the deceased. A victim advocate contacted the individual's next of kin.

August 15 – Vehicle Burglary at Wyndham Garden Orlando Airport

Belle Isle officers responded to Wyndham Garden Orlando Airport, 2635 McCoy Road, after a guest discovered that a company-owned work truck had been burglarized overnight. There were no signs of forced entry, and the victim believed that a door may have been left unlocked. The vehicle's interior had

been rummaged through, and sunglasses and a cooling hat valued at approximately \$330 were reported stolen.

Hotel surveillance footage showed an unidentified male attempting to open the doors of seven vehicles before entering the work truck. The suspect was later seen leaving the vehicle and walking toward the rear of the hotel before disappearing from camera view.

The victim provided a sworn written statement and expressed a desire to prosecute. Officers collected surveillance footage and photographs of the vehicle and stolen property as evidence.

August 15 – THC, Cannabis, and Drug-Paraphernalia Arrest

Belle Isle officers conducted a traffic stop near McCoy Road and Via Flora after observing a bicyclist operating at night with an intermittently functioning headlight and crossing multiple traffic lanes while traveling in the wrong direction. The bicyclist continued to Waffle House before stopping and appeared nervous during the encounter.

During the investigation, officers recovered two THC vape pens, approximately 1.4 grams of cannabis, several small plastic bags containing suspected cocaine residue, a razor blade with residue, and a short straw commonly used to ingest narcotics. The THC vape pens tested above the legal concentration threshold.

The bicyclist was arrested for possession of THC, possession of cannabis under 20 grams, and possession of drug paraphernalia. He was transported to the Orange County Jail without incident, and the bicycle and other personal belongings were submitted for safekeeping. The recovered contraband was submitted into evidence.

August 15 – Boating Under the Influence Crash with Serious Bodily Injury

Belle Isle officers responded to a vessel crash involving a boat and a personal watercraft on Little Lake Conway. The two occupants of the personal watercraft were transported to Orlando Regional Medical Center, including one who sustained serious injuries. Officers later located the boat at Perkins Boat Ramp and identified its operator.

During the investigation, the boat operator displayed multiple indicators of alcohol impairment, including bloodshot and watery eyes, slow movements, poor balance, and an odor of alcohol. He admitted consuming alcohol earlier in the day and performed poorly during field sobriety exercises. Officers arrested him for boating under the influence.

At the Orange County DUI Center, the operator refused to provide a breath sample after being advised of the consequences under Florida's boating implied-consent law. He was charged with boating under the influence and refusal to submit to a lawful test and was transported to the Orange County Jail.

A follow-up investigation with the Orange County Sheriff's Office included interviews and a review of video footage documenting the crash and identifying the boat's operator. After investigators confirmed that a passenger on the personal watercraft suffered serious bodily injuries, the charge was amended to boating under the influence causing serious bodily injury. The Orange County Sheriff's Office is handling the related vessel-crash investigation.

August 15 – Domestic Disturbance at Wyndham Garden – No Arrest

Belle Isle officers responded to Wyndham Garden Orlando Airport, 2635 McCoy Road, after a caller reported being pushed during a dispute with her dating partner. Officers separated the individuals and conducted independent interviews with assistance from a Spanish-language interpreter.

Both individuals ultimately stated that the disagreement had not become physical. One party acknowledged taking and throwing the other person's cellular phone during the argument, worsening existing damage. The phone's owner declined prosecution; neither party reported an injury, and both declined medical attention.

Officers found no probable cause that a criminal offense had occurred. The individuals agreed to separate for the remainder of the night, and the incident was documented for informational purposes.

August 17 – Habitual Traffic Offender Arrest

Belle Isle officers conducted a traffic stop on McCoy Road after a records check showed that the registered owner of the vehicle had a suspended driver's license. The driver was not the registered owner but acknowledged that he had been designated a habitual traffic offender.

A subsequent records check confirmed that the driver's license had been revoked for five years following his habitual traffic offender designation in June 2025. The driver was arrested for operating a motor vehicle with a revoked license as a habitual traffic offender and transported to the Orange County Booking and Release Center without incident. The vehicle was legally parked and released to a person designated by the driver.

August 18 – Family Disturbance – No Arrest

Belle Isle officers responded to a residence following a reported battery between a father and his adult daughter. The dispute began over the placement of outdoor plants and escalated after the father sprayed his daughter with a garden hose.

The father reported that his daughter kicked him and attempted to scratch him, while the daughter stated that her father grabbed her and that she kicked him in self-defense. Neither party reported an injury related to the incident, requested medical attention, or displayed visible signs of injury.

Because of the conflicting accounts and lack of physical evidence, officers could not determine a primary aggressor or establish probable cause for an arrest. The father declined prosecution and refused to provide a written statement. Both individuals agreed to remain separated for the remainder of the night.

August 19 – Domestic-Violence Battery Arrest

Belle Isle officers responded to a residence following a reported battery between a father and his adult daughter, who lived together. The father reported that his daughter scratched his hand and neck after becoming angry when he entered her room. Officers observed a small scratch on his hand and a red mark on his neck.

The daughter denied becoming physical with her father. Based on the victim's sworn statement, the observed injuries, and the totality of the circumstances, officers established probable cause for domestic-violence battery. The daughter was arrested and transported to the Orange County Booking and Release Center without incident. The father was provided the required domestic-violence information and resources.

August 20 – Fentanyl and Drug-Paraphernalia Arrest at Comfort Suites

While patrolling Comfort Suites, 1936 McCoy Road, Belle Isle officers observed an individual seated behind the wheel of a running vehicle. During the encounter, the individual displayed several indicators of possible impairment and admitted to recently using crack cocaine. She also surrendered a glass smoking pipe containing suspected drug residue.

During the investigation, the individual produced a container holding a substance that field-tested positive for fentanyl. A search conducted with assistance from the Orange County Sheriff's Office also recovered a white, crystal-like substance from her clothing. Officers located an alcoholic beverage and a sealed bottle of liquor inside the vehicle.

The individual was arrested for possession of fentanyl and possession of drug paraphernalia and transported to the Orange County Jail without incident. Approximately 4.8 grams of field-tested fentanyl and the drug paraphernalia were submitted into evidence. The vehicle and other personal property were released to a person designated by the arrestee.

August 21 – Suspected Roadway Material Damages Vehicle

Belle Isle officers met with a resident who reported discovering a black, tar-like substance splattered along both sides of her vehicle after driving on Hoffner Avenue to Crunch Fitness. The resident reported observing a similar substance on the roadway between Venetian Drive and Conway Road.

Officers observed a black spray pattern extending from the vehicle's front quarter panels to the rear bumper. The substance could not be easily removed and appeared to have damaged the vehicle's clear coat. The resident planned to have the vehicle professionally inspected and provide an updated damage estimate. The incident was documented pending additional information.

August 21 – Unattended Death – No Signs of Foul Play

Belle Isle officers responded to a residence after an adult male was found unresponsive. An officer immediately began lifesaving measures until Orange County Fire Rescue arrived and assumed medical care. Despite those efforts, the individual was pronounced deceased at the scene.

The investigation found no signs of foul play or suspicious circumstances. The individual's physician agreed to sign the death certificate, and the Medical Examiner's Office declined jurisdiction after reviewing the circumstances. A funeral home responded and transported the deceased.

August 22 – DUI and Suspended-License Arrest

Belle Isle officers were alerted by a passing motorist to a vehicle being driven erratically on Hoffner Avenue. An officer located the vehicle traveling partially off the roadway and onto the grassy shoulder in a residential area. The driver continued for several blocks before stopping and displayed multiple indicators of alcohol impairment, including bloodshot and watery eyes, slurred speech, poor balance, confusion, and a strong odor of alcohol.

With assistance from Spanish-speaking officers, the driver agreed to perform field sobriety exercises and displayed numerous indicators of impairment. An inventory of the vehicle located several open containers of alcohol. A records check also revealed that the driver's license had been suspended following a prior alcohol-related driving offense.

The driver was arrested for driving under the influence and knowingly driving with a suspended license. At the Orange County DUI Center, breath samples registered 0.134 and 0.139, both above Florida's legal

limit of 0.08. The driver was also cited for careless driving and possessing an open container of alcohol and was transported to the Orange County Booking and Release Center without incident.

August 24 – Identity Theft Involving Fraudulent COVID-19 Loan

Belle Isle officers met with a resident who reported that an unknown person had used his name and Social Security number to obtain a COVID-19 relief loan during the pandemic. The resident learned of the fraudulent loan after two Social Security payments were reduced by \$460 each because the delinquent debt had been associated with his identity.

The resident advised that he had no knowledge of the loan and that it did not appear on his credit reports. The Social Security Administration required a police report before proceeding with his claim. The resident provided a sworn written statement and received identity-theft documentation and related case information.

The debt-management company handling the disputed loan is conducting the underlying investigation. The Belle Isle Police Department completed the report for informational and documentation purposes.

August 24 – Felony Cannabis-Possession Arrest

Belle Isle officers conducted a traffic stop near Hoffner Avenue and Dorian Avenue after observing an electric bicycle being operated at night without required lights. During the encounter, officers detected a strong odor of fresh and burnt cannabis. The rider admitted to recently smoking cannabis and stated that additional cannabis was inside a bag.

A probable-cause search recovered two bags of cannabis, a partially smoked cannabis cigar, and rolling papers containing residue. The cannabis weighed approximately 22.6 grams and field-tested above the legal THC concentration threshold.

The rider was arrested for possession of more than 20 grams of cannabis and transported to the Orange County Jail without incident. The cannabis was submitted into evidence, and the bicycle and other personal property were released to a family member.

August 25 – Retail Theft and Unwanted Contact at Wawa – Investigation Active

Belle Isle officers investigated a disturbance and retail theft at Wawa, 4416 Hoffner Avenue. A customer reported that an intoxicated male repeatedly approached her, requested personal information, and intentionally touched her thigh without permission. When she objected, the male allegedly threatened to strike her. Surveillance footage corroborated the reported unwanted contact; however, the customer declined to pursue criminal charges.

Wawa management reported that the same male opened an alcoholic beverage valued at \$4.25 and consumed it without paying. A second male removed four additional alcoholic beverages valued at \$15.93 and left the store without paying. Surveillance footage showed the second suspect temporarily discarding several beverages when a patrol vehicle arrived, retrieving them after the officer entered the store, and leaving with the other suspect in a nearby vehicle. Wawa reported a combined loss of \$20.18 and said it wants to prosecute both individuals for the thefts.

Officers identified one suspect through a prior contact and vehicle registration information. Officers have not positively identified the second suspect. Officers collected surveillance footage, receipts, and photographs as evidence, and the investigation remains active.

August 26 – Fleeing and Eluding and Resisting Arrest

Belle Isle officers attempted to stop a vehicle near McCoy Road and Lindos Drive after observing the driver run a red traffic light. The driver then proceeded through a second red light. After officers activated emergency lights and sirens, the vehicle continued onto Jetport Drive, turned off its headlights and taillights, accelerated through another red light, and drove off the roadway into the grass.

The vehicle eventually stopped in a marked safety zone near Jetport Drive and Tradeport Drive. The driver initially refused commands to exit and physically resisted officers by pulling away, retreating into the vehicle, and attempting to turn toward the arresting officer. Officers removed the driver and secured him in handcuffs without further incident.

The driver was arrested for fleeing and eluding and resisting an officer without violence. He was also cited for failing to stop at a red light. Officers towed the vehicle and transported the driver to the Orange County Booking and Release Center without incident.

August 30 – THC and Cannabis-Possession Arrest

Belle Isle officers conducted a pedestrian stop near Hoffner Avenue and Conway Isle Circle after observing an individual walking a bicycle in the middle of the roadway despite unobstructed sidewalks being available. When the individual opened a shoulder bag to retrieve identification, an officer observed cannabis in plain view.

A probable-cause search recovered loose cannabis, two bags containing cannabis flower or residue, and a container of concentrated cannabis resin labeled as containing more than 75% THC. The resin field-tested above the legal THC concentration threshold.

The individual was arrested for possession of THC and possession of cannabis under 20 grams and was transported to the Orange County Jail without incident. The recovered substances were submitted into evidence, and family members were released with the bicycle and personal property. Officers also issued a citation for the pedestrian violation.

TRAFFIC CRASH REPORTS

Summary of reported traffic crashes handled by the Belle Isle Police Department during August.

August 4 – Rear-End Crash on Wet Roadway – No Injuries

Belle Isle officers responded to a two-vehicle crash on Hoffner Avenue near Conway Road. One vehicle was stopped at a red light when the approaching driver reported experiencing brake failure. The driver applied the emergency brake but lost traction on the wet roadway, striking the rear of the stopped vehicle and the curb.

Damage was estimated at approximately \$1,000 to the striking vehicle and \$50 to the stopped vehicle. Both drivers and two passengers declined medical attention, and the drivers removed both vehicles.

August 6 – Intersection Crash – Two Transported

Belle Isle officers responded to a two-vehicle crash at Warren Park Road and Daetwyler Drive. A vehicle stopped at the stop sign on Warren Park Road and then attempted to enter the northbound lane of Daetwyler Drive without clearing the intersection, colliding with a southbound vehicle.

Orange County Fire Rescue transported the southbound vehicle's driver and passenger for medical evaluation. No other injuries were reported, and the drivers removed both vehicles.

The driver who entered the intersection was cited for careless driving.

August 9 – Box Truck Strikes Low-Hanging Tree Branch – No Injuries

Belle Isle officers responded to a single-vehicle crash on Gramont Avenue. A box truck traveling northbound struck a low-hanging tree branch extending over the roadway, causing approximately \$4,000 in damage to the roof of the vehicle.

The driver and passenger declined medical attention, and the driver removed the truck from the scene.

August 13 – Commercial Truck Damages Wendy's Landscaping and Leaves Scene

Belle Isle officers investigated a hit-and-run crash at Wendy's, 4426 Hoffner Avenue. Surveillance footage showed a white Ryder semi-truck pulling a full-length trailer entering the parking lot from the neighboring Wawa property and attempting to travel the wrong direction through the drive-through lane.

The truck drove over a curb and through a landscaped area, damaging water lines and destroying shrubbery. The driver then reversed over the landscaping and left without reporting the damage or providing identifying information.

Surveillance footage did not capture the truck number or license plate. Ryder was contacted but could not identify the vehicle or access its GPS information without either identifier.

August 17 – Sideswipe Crash During Lane Merge – No Injuries

Belle Isle officers responded to a two-vehicle crash on Hoffner Avenue near Darden Avenue. Both vehicles were traveling westbound when a vehicle in the right merge lane entered the continuing travel lane and sideswiped the vehicle beside it.

Each vehicle sustained approximately \$2,000 in damage. Both drivers and three passengers declined medical attention, and both drivers drove the vehicles from the scene.

The merging driver was cited for careless driving.

August 18 – Vehicle Strikes Marked Patrol Vehicle – No Injuries

Belle Isle officers investigated a two-vehicle crash on Hoffner Avenue near Pleasure Island Road involving a marked Belle Isle Police Department patrol vehicle. The patrol vehicle was stationary on the shoulder with its emergency lights activated while the officer conducted a traffic stop. A passing vehicle struck the left rear corner of the patrol vehicle.

Each vehicle sustained approximately \$3,000 in damage. No injuries were reported, and both vehicles were driven from the scene.

The driver of the passing vehicle was cited for careless driving and operating with a learner's permit without a licensed driver present.

August 19 – Parking Lot Crash at Crunch Fitness – No Injuries

Belle Isle officers responded to a two-vehicle crash in the Crunch Fitness parking lot at 4400 Hoffner Avenue. One vehicle had finished backing out of a parking space and stopped after the driver observed a second vehicle backing out of a handicapped parking space. The second vehicle continued in reverse and struck the stopped vehicle's driver-side door.

The striking vehicle initially left the parking lot but returned several minutes later. Damage to the stopped vehicle was estimated at approximately \$1,000, and no injuries were reported.

The driver of the striking vehicle was cited for improper backing.

August 19 – Trailer Strikes School Bus – No Injuries

Belle Isle officers responded to a two-vehicle crash on Wallace Street near Hansel Avenue involving an Orange County school bus. A vehicle was backing a trailer from a parking lot onto Wallace Street when the trailer struck the front of the eastbound school bus.

The school bus was carrying 33 student passengers. No injuries were reported, and an Orange County Public Schools supervisor advised that the parents of the involved students would be notified. Both vehicles were removed by their drivers.

The driver backing the trailer was cited for careless driving.

August 20 – Vehicle Backs into Stopped Traffic – No Injuries

Belle Isle officers responded to a two-vehicle crash on Fairlane Avenue near Orange Avenue. One vehicle was stopped in westbound traffic when a second vehicle backed from a commercial parking lot and struck its passenger-side front door.

Each vehicle sustained approximately \$2,000 in damage. No injuries were reported, and both vehicles were driven from the scene.

The backing driver was cited for careless driving.

August 21 – Vehicle Leaves Roadway and Strikes Traffic Signs

Belle Isle officers responded to a single-vehicle crash on Hoffner Avenue near Oak Island Road. The vehicle left the roadway while navigating a curve and struck two traffic-control signs on the shoulder.

The vehicle sustained about \$500 in damage and a tow truck removed it. The City's Public Works Department estimated the damage to the traffic signs at approximately \$500.

The driver was cited for careless driving and unknowingly operating a motor vehicle with a suspended license.

August 22 – Rear-End Crash on Judge Road – No Injuries

Belle Isle officers responded to a two-vehicle crash on Judge Road near Conway Road. Both vehicles were traveling eastbound in the designated turn lane when the following vehicle struck the rear of the vehicle ahead.

Both drivers and three passengers declined medical attention, and their drivers or owners removed both vehicles from the scene.

The driver of the following vehicle was cited for following too closely.

August 24 – Vehicle and E-Scooter Crash – No Injuries

Belle Isle officers investigated a crash involving a vehicle and a juvenile riding an electric scooter at Wallace Street and Hansel Avenue. The vehicle began crossing the intersection after receiving a green light as the juvenile traveled southbound from the sidewalk and entered the roadway without slowing. The vehicle struck the scooter's rear tire, causing the rider to fall.

The juvenile immediately stood, returned to the scooter, and left the scene. Officers later contacted the juvenile's parents, who confirmed her involvement and advised that she was not injured.

No damage was reported, and officers issued no citations.

August 26 – Turning Vehicle Struck on Hoffner Avenue

Belle Isle officers responded to a two-vehicle crash on Hoffner Avenue near Darden Avenue. A westbound vehicle attempted to turn left across two eastbound travel lanes after traffic in the first lane stopped to allow it through. As the vehicle entered the second eastbound lane, an approaching vehicle struck it and was unable to stop.

Damage was estimated at approximately \$10,000 to the turning vehicle and \$2,000 to the eastbound vehicle. Orange County Fire Rescue evaluated the turning driver, who was released at the scene. The turning vehicle was disabled and towed, while the other vehicle was removed by its owner.

Officers cited the turning driver for careless driving.

August 27 – Rear-End Crash on McCoy Road – No Injuries

Belle Isle officers responded to a two-vehicle crash on McCoy Road near Boggy Creek Road. Both vehicles were traveling westbound when the leading vehicle stopped suddenly for traffic and was struck from behind.

Each vehicle sustained approximately \$200 in damage. No injuries were reported, and both drivers drove the vehicles from the scene.

The following driver was cited for careless driving and failing to carry or display a driver's license upon demand.

August 31 – Sideswipe Crash Following Improper Turns – No Injuries

Belle Isle officers responded to a two-vehicle crash at Hansel Avenue and Fairlane Avenue. One vehicle turned left onto Hansel Avenue while another turned right from Fairlane Avenue. As both vehicles traveled northbound, they collided in a sideswipe crash.

Both drivers declined medical attention, and both vehicles were removed from the scene by their owners.

One driver was cited for making an improper left turn, and the other was cited for making an improper right turn.

Prepared and respectfully submitted,

Chief Travis Grimm

Belle Isle Police Department

For questions or additional information, contact the Belle Isle Police Department at (407) 240-2473 or visit www.cityofbelleislefl.gov.

Stay safe. Stay prepared.



Calls For Service by Jurisdiction 8/1/2026 - 8/31/2026

This report contains data from 8/17/23 and later.

Jurisdiction: Belle Isle; Null Call Numbers Excluded

Jurisdiction	Calls	Calls YTD
Belle Isle PD	509	0
Total	509	

Call Type	Belle Isle PD	Total
(None)	8	8
911 Emergency	1	1
911 Non-Emergency	2	2
Abandoned Veh	2	2
Agg Battery O/W	1	1
Alarm Commercial Audible	1	1
Alarm Commercial Audible Emer	2	2
Alarm Panic	4	4
Alarm Residential Audible	9	9
Alarm Residential Audible Emer	1	1
Assist FD	1	1
Att To Contact	30	30
Battery O/W 1/2 GOA	2	2
Burglary Vehicle	3	3
Burglary Vehicle I/P	1	1
Check Well-being	11	11
Child Neglect I/P	1	1
Citizen Assist	4	4
Crim Mischief	2	2
Dead Person	1	1
Drunk Driver	1	1



Calls For Service by Jurisdiction 8/1/2026 - 8/31/2026

This report contains data from 8/17/23 and later.

Jurisdiction: Belle Isle; Null Call Numbers Excluded

Felony	3	3
Felony Drugs	2	2
Fire	2	2
Found Property	3	3
Fraud/Counter	2	2
General Dist	30	30
General Invest	23	23
Hit And Run	2	2
Hs/Busn/Area/Ch k	2	2
Man Down	1	1
Meal Break	4	4
Mentally IIINV	5	5
Mentally IIIV	1	1
Missing Person	1	1
Ob/Har/Thr Calls	2	2
Obstruct On Hwy	4	4
Off Duty Job	11	11
Open Door	1	1
Parking Viol	1	1
Petit Theft	1	1
Reckless Driver	2	2
Reckless Driver Wrong-way	1	1
Rescue/Medical Only	4	4
SRO Duty	18	18
Strong-Arm Rob O/W	1	1
Subj Stop	20	20
Suicide Attempt	1	1
Susp Incident	18	18
Susp Person	4	4



Calls For Service by Jurisdiction 8/1/2026 - 8/31/2026

This report contains data from 8/17/23 and later.

Jurisdiction: Belle Isle; Null Call Numbers Excluded

Susp Vehicle	26	26
Threats/Assault	1	1
Traffic Stop	201	201
Trespasser	5	5
Vehicle Crash	11	11
Vehicle Crash with Injuries	1	1
Verbal All 10-12	5	5
Verbal Disturb	1	1
Total	509	509

Contact Date	WARNINGS - ViolationCharge	DOTIntersectingStreetName	DOTStreetName
8/1/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	HOFFNER AVE	LAKE CONWAY SHORES DR
8/1/2026	INSURANCE - DRIVER IS NOT OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	HOFFNER AVE	LAKE CONWAY SHORES DR
8/1/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	PARKWAY DR	VENETIAN AVE
8/1/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	ISLAND ST	NELA AVE
8/3/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	LAKE DR	NELA AVE
8/3/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	RANDOLPH AVE	FAIRLANE AVE
8/4/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	WARREN PARK RD	DAETWYLER DR
8/4/2026	DWLS - UNKNOWNLY OPERATING VEHICLE WHILE DL SUSPENDED/CANCELED/REVOKED [CAN ONLY BE USED FOR FAIL TO PAY OR FINANCIAL RESPONSIBILITY PER 322.34(2)] (DOES NOT APPLY TO HTO/CMV DRIVER	ST MICHAEL AVE	HOFFNER AVE
8/5/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	WARREN PARK RD	DAETWYLER DR
8/5/2026	VEHICLE WITHOUT LIGHTS AT NIGHT	LINDOS DR	MCCOY RD

8/6/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	WARREN PARK RD	DAETWYLER DR
8/7/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	FAIRLANE AVE	RANDOLPH AVE
8/8/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	VIA FLORA	MCCOY RD
8/8/2026	VEHICLE WITHOUT LIGHTS AT NIGHT	CONWAY RD	HOFFNER AVE
8/8/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	MORTIER AVE	HOFFNER AVE
8/9/2026	SOUND - SOUND TOO LOUD/25 FEET	VENETIAN AVE	HOFFNER AVE
8/10/2026	FAIL TO OBEY TRAFFIC CONTROL SIGNAL (FAILED TO STOP AT TRAFFIC SIGNAL/RED LIGHT)	SEMINOLE DR	DAETWYLER DR
8/10/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	SAINT MICHAEL AVE	HOFFNER AVE
8/10/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	DARDEN AVE	HOFFNER AVE
8/10/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	SAINT GERMAIN AVE	HOFFNER AVE
8/11/2026	NO TAG LIGHT (DUMP TRUCKS AND DUMP BODIES ARE EXEMPT	SAINT GERMAIN AVE	HOFFNER AVE
8/11/2026	WINDSHIELDS - SIGN/COVERING/SUNSCREEN MATERIAL ON	OAK ISLAND RD	HOFFNER AVE
8/11/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	OAK ISLAND RD	HOFFNER AVE
8/12/2026	PASSING IN NO PASSING ZONE	PLEASURE ISL RD	HOFFNER AVE
8/12/2026	IMPROPER CENTER LANE USE	VIA FLORA DR	MCCOY RD
8/12/2026	TRAFFIC CONTROL DEVICE - CUTTING ACROSS TO AVOID	HOFFNER AVE	RANDOLPH AVE
8/12/2026	TAG - NONE/OBSCURED/DEFACED/IMPROPER DISPLAY	LINDOS DR	MCCOY RD
8/12/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	LINDOS DR	MCCOY RD
8/12/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	LINDOS DR	MCCOY RD
8/12/2026	DWLS - UNKNOWNLY OPERATING VEHICLE WHILE DL SUSPENDED/CANCELED/REVOKED [CAN ONLY BE USED FOR FAIL TO PAY OR FINANCIAL RESPONSIBILITY PER 322.34(2)] (DOES NOT APPLY TO HTO/CMV DRIVER	PENINSULAR DR	HOFFNER AVE
8/12/2026	IMPROPER CENTER LANE USE	VIA FLORA	MCCOY RD
8/13/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	SAINT GERMAIN AVE	WANDSWORTH AVE

8/13/2026	TAILLIGHTS - NO/IMPROPER - 2 RED LIGHTS REQUIRED EXCEPT ON VEHICLES MADE PRIOR TO 01/72 WITH 1 LIGHT	LINDOS DR	MCCOY RD
8/13/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	DARDEN AVE	HOFFNER AVE
8/14/2026	TAILLIGHTS - NO/IMPROPER - 2 RED LIGHTS REQUIRED EXCEPT ON VEHICLES MADE PRIOR TO 01/72 WITH 1 LIGHT	DRISCOLL CT	HOFFNER AVE
8/14/2026	HEADLIGHTS - AT LEAST 1 ON EACH SIDE OF A MOTOR VEHICLE, SHOWING A WHITE LIGHT NOT MORE THAN 54", OR LESS THAN 24" FROM ROAD LEVEL	LINDOS DR	MCCOY RD
8/14/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	DRISCOLL CT	HOFFNER AVE
8/14/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	OAK ISLAND RD	HOFFNER AVE
8/14/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	HOMEWOOD DR	NELA AVE
8/15/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	VIA FLORA	MCCOY RD
8/15/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	TRENTWOOD BLVD	DAETWYLER DR
8/16/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	LAKE CONWAY SHORES DR	HOFFNER AVE
8/16/2026	PEDESTRIAN FAILED TO CROSS IN CROSSWALK	LINDOS DR	MCCOY RD
8/17/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	DUBAN AVE	HOFFNER AVE
8/18/2026	MOTORCYCLE - NO APPROVED EYE PROTECTION DEVICE OVER OPERATOR'S EYES	MONET AVE	HOFFNER AVE
8/18/2026	INSURANCE - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	HANSEL AVE	E WALLACE ST
8/18/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	TRENTWOOD BLVD	DAETWYLER DR
8/18/2026	SPEED POSTED MUNICIPALITY/COUNTY ROAD (REQUIRES SPEEDS)	SEMINOLE DR	DAETWYLER DR
8/19/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	WARREN PARK RD	DAETWYLER DR

8/19/2026	DL NOT CARRIED/EXHIBIT ON DEMAND	DAETWYLER DR	MCCOY RD
8/19/2026	REGISTRATION - FAIL TO DISPLAY REGISTRATION/TEMPORARY INTERNET RECEIPT; POSSESSION REQUIRED - SEE 320.37 FOR OUT OF STATE REQUIREMENTS(IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 C	DAETWYLER DR	MCCOY RD
8/20/2026	RAN STOP SIGN/VIOlation OF RIGHT OF WAY FROM STOP SIGN		HOFFNER AVE
8/21/2026	VIOlation MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	SAINT GERMAIN AVE	HOFFNER AVE
8/21/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	SAINT MARIE AVE	HOFFNER AVE
8/21/2026	NO TAG LIGHT (DUMP TRUCKS AND DUMP BODIES ARE EXEMPT	VIA FLORA	MCCOY RD
8/21/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	DARDEN AVE	HOFFNER AVE
8/21/2026	TAILLIGHTS - NO/IMPROPER - 2 RED LIGHTS REQUIRED EXCEPT ON VEHICLES MADE PRIOR TO 01/72 WITH 1 LIGHT	DRISCOLL COURT	HOFFNER AVENUE
8/21/2026	HEADLIGHTS - AT LEAST 1 ON EACH SIDE OF A MOTOR VEHICLE, SHOWING A WHITE LIGHT NOT MORE THAN 54", OR LESS THAN 24" FROM ROAD LEVEL	SAINT MICHAEL AVE	HOFFNER AVE
8/21/2026	HEADLIGHTS - FAIL TO DIM	SAINT DENIS CT	HOFFNER AVE
8/21/2026	TAILLIGHTS - NO/IMPROPER - 2 RED LIGHTS REQUIRED EXCEPT ON VEHICLES MADE PRIOR TO 01/72 WITH 1 LIGHT	BOGGY CREEK RD	MCCOY RD
8/22/2026	BRAKES - NO/IMPROPER	MORTIER AVE	HOFFNER AVE
8/22/2026	TAILLIGHTS - NO/IMPROPER - 2 RED LIGHTS REQUIRED EXCEPT ON VEHICLES MADE PRIOR TO 01/72 WITH 1 LIGHT	VIA FLORA	MCCOY RD
8/23/2026	VIOlation MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	PELLEPORT AVE	HOFFNER AVE
8/23/2026	NO TAG LIGHT (DUMP TRUCKS AND DUMP BODIES ARE EXEMPT	OAK ISLAND RD	HOFFNER AVE
8/23/2026	NO TAG LIGHT (DUMP TRUCKS AND DUMP BODIES ARE EXEMPT	WARREN PARK RD	DAETWYLER DR
8/23/2026	TAILLIGHTS - NO/IMPROPER - 2 RED LIGHTS REQUIRED EXCEPT ON VEHICLES MADE PRIOR TO 01/72 WITH 1 LIGHT	LINDOS DRIVE`	MCCOY ROAD
8/23/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	RANDOLPH AVE	WALTHAM AVE
8/23/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	SAINT MICHAEL AVE	HOFFNER AVE

8/24/2026	VIOLATION BICYCLE REGULATIONS	LAKE CONWAY SHORES DR	HOFFNER AVE
8/24/2026	VIOLATION BICYCLE REGULATIONS		HOFFNER AVE
8/25/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	VIA FLORA	MCCOY RD
8/25/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	DAETWYLER DR	MCCOY RD
8/25/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	SAINT GERMAIN AVE	HOFFNER AVE
8/25/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	SAINT GERMAIN AVE	HOFFNER AVE
8/25/2026	FAIL TO CHANGE ADDRESS ON DL	SAINT GERMAIN AVE	HOFFNER AVE
8/25/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	WARREN PARK RD	DAETWYLER DR
8/25/2026	VIOLATION BICYCLE REGULATIONS	LINDOS DRIVE	MCCOY RD
8/26/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	WILKS AVE	RANDOLPH AVE
8/27/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	WILKS AVE	RANDOLPH AVE
8/28/2026	RAN STOP SIGN/VIOLATION OF RIGHT OF WAY FROM STOP SIGN	ISLAND ST	NELA AVE
8/28/2026	REGISTRATION - OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION: EXPIRED 6 MONTHS OR LESS - (IF VALID AT TIME CITATION WAS ISSUED, A DISMISSAL FEE UP TO \$10 CAN BE PAID, WHEN	DRISCOLL CT	HOFFNER AVE
8/28/2026	IMPROPER CENTER LANE USE	VIA FLORA	MCCOY RD
8/28/2026	FAIL TO DRIVE IN SINGLE LANE	VIA FLORA	MCCOY RD
8/29/2026	TRAFFIC CONTROL DEVICE FAIL TO OBEY TRAFFIC CONTROL DEVICE (SIGN)	WARREN PARK RD	DAETWYLER DR
8/29/2026	TINT - SIDE WINDOWS - RESTRICTION ON SUNSCREEN MATERIAL	SEMINOLE DR	DAETWYLER DR
8/29/2026	IMPEDING TRAFFIC	SAINT GERMAIN AVE	HOFFNER AVE
8/29/2026	FAIL TO CHANGE ADDRESS ON DL	SAINT GERMAIN AVE	HOFFNER AVE
8/29/2026	REGISTRATION - (1ST OFFENSE) OPERATING A MOTOR VEHICLE/USING A MOBILE HOME WITH AN EXPIRED REGISTRATION FOR MORE THAN 6 MONTHS (1ST OFFENSE)	SAINT GERMAIN AVE	HOFFNER AVE
8/29/2026	INSURANCE - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	SAINT GERMAIN AVE	HOFFNER AVE
8/30/2026	FAIL TO OBEY TRAFFIC CONTROL SIGNAL (FAILED TO STOP AT TRAFFIC SIGNAL/RED LIGHT)	WARREN PARK RD	

8/30/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	DORIAN AVE	HOFFNER AVE
8/30/2026	VIOLATION MUNICIPAL SPEED/POSTED (REQUIRES SPEEDS)	DUBAN AVE	HOFFNER AVE
8/31/2026	HEADLIGHTS - DRIVING WITHOUT (TWILIGHT TO SUNRISE, SMOKE/RAIN/FOG	AVOCADO LN	HOFFNER AVE
8/31/2026	VIOLATION BICYCLE REGULATIONS	CONWAY RD	JUDGE RD
8/31/2026	SOUND - UNLAWFUL OPERATION OF RADIOS/SOUND-MAKING DEVICES OR INSTRUMENTS (IF PLAINLY AUDIBLE AT A DISTANCE OF 25 FEET OR MORE, OR PLAINLY AUDIBLE TO PERSONS OUTSIDE OF THE VEHICLE WHEN IN AREAS ADJOIN	HANSEL AVE	WALLACE ST

Contact Date	CITATION - Violation	DOTIntersectingStreet	DOTStreetName
8/1/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	AVOCADO LN	HOFFNER AVE
8/1/2026	316.2398(2) - Unlawful display red flash light	AVOCADO LN	HOFFNER AVE
8/1/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/1/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DARDEN AVE	HOFFNER AVE
8/1/2026	322.03(1) - DL - NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	INDIAN DR	NELA AVE
8/1/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/1/2026	322.1615(2)(b) - DL - Learner's Driver License violation restriction - Person less than 21 years of age	WARREN PARK RD	DAETWYLER DR
8/1/2026	320.0605 - Registration - Fail to display REGISTRATION/TEMPORARY INTERNET RECEIPT; POSSESSION REQUIRED - See 320.37 for out of state req (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	HOFFNER AVE	LAKE CONWAY SHORES DR
8/2/2026	322.34(5) - DWLS - Operating while DL REVOKED for Habitual Traffic Offender	WARREN PARK RD	DAETWYLER DR
8/2/2026	316.221(2) - No Tag Light (Dump trucks and dump bodies are exempt	WARREN PARK RD	DAETWYLER DR

8/2/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/2/2026	316.183(2) - Unlawful Speed (requires speeds)-Exceeding speed limit	SAINT MARIE AVE	HOFFNER AVE
8/2/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	ALSACE CT	MONTMART DR
8/2/2026	316.0875 - PASSING in NO PASSING ZONE	MONET AVE	HOFFNER AVE
8/3/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DARDEN AVE	HOFFNER AVE
8/3/2026	316.1925(1) - Careless Driving	HANSEL AVE	FAIRLANE AVE
8/3/2026	316.646(1) - Insurance - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	RANDOLPH AVE	FAIRLANE AVE
8/3/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS		HOFFNER AVE
8/3/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver		HOFFNER AVE
8/3/2026	316.221(1) - Tail Lights None/improper		HOFFNER AVE

8/4/2026	322.19 - DRIVER LICENSE - Change in NAME/ADDRESS	SEMINOLE DR	DAETWYLER DR
8/4/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	SEMINOLE DR	DAETWYLER DR
8/4/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	MONET AVE	HOFFNER AVE
8/4/2026	322.03(1) - DL - NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	CONWAY RD	HOFFNER AVE
8/4/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/4/2026	322.03(1) - DL - NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DARDEN AVE	HOFFNER AVE
8/4/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	CONWAY RD	JUDGE RD
8/4/2026	316.3045(1)(a) - Sound - Sound too loud/25 feet	OAK ISLAND RD	HOFFNER AVE
8/4/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	OAK ISLAND RD	HOFFNER AVE
8/4/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	OAK ISLAND RD	HOFFNER AVE

8/4/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	VIA FLORA DR	MCCOY RD
8/4/2026	403.413(4)(a) - Litter on Public Highway with Motor Vehicle (infraction)	VIA FLORA DR	MCCOY RD
8/4/2026	403.413(4)(a) - Litter on Public Highway with Motor Vehicle (infraction)	VIA FLORA DR	MCCOY RD
8/4/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	SEMINOLE DR	DAETWYLER RD
8/4/2026	316.613 - Seatbelt - CHILD RESTRAINT - Infant thru 3 years MUST be in SEPARATE carrier, 4-5 years in carrier/booster. Applies to ANY location in vehicle (Driver to be cited)	SEMINOLE DR	DAETWYLER RD
8/5/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/5/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	ST MICHAEL AVE	HOFFNER AVE
8/5/2026	316.2952(2) - WINDSHIELDS - Sign/covering/sunscreen material on	WARREN PARK RD	DAETWYLER DR
8/5/2026	316.217 - HEADLIGHTS - driving without (twilight to sunrise, smoke/rain/fog	LINDOS DR	MCCOY RD
8/5/2026	316.1936(2)(a) - Possession of open container in motor vehicle (Driver cited)	LINDOS DR	MCCOY RD

8/5/2026	316.193(1) - DUI - (Misdemeanor)	LINDOS DR	MCCOY RD
8/6/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	ST MICHAEL AVE	HOFFNER AVE
8/6/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	SAINT DENIS CT	HOFFNER AVE
8/6/2026	316.1925 - CARELESS DRIVING	DAETWYLER DR	WARREN PARK RD
8/7/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/7/2026	322.15(1) - DL NOT CARRIED/EXHIBIT ON DEMAND	DARDEN AVE	HOFFNER AVE
8/7/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	FAIRLANE AVE	RANDOLPH AVE
8/7/2026	316.646(1) - Insurance - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	FAIRLANE AVE	RANDOLPH AVE
8/7/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	FAIRLANE AVE	RANDOLPH AVE
8/7/2026	316.614(4)(b) - Seatbelt - DRIVER not belted - to be cited	FAIRLANE AVE	RANDOLPH AVE

8/7/2026	316.646(1) - Insurance - DRIVER IS NOT OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	DARDEN AVE	HOFFNER AVE
8/7/2026	316.0875 - PASSING in NO PASSING ZONE	DAETWYLER DR	MCCOY RD
8/7/2026	316.121 - FAILED TO YIELD - approaching/entering intersection	PRAIRIE FOX LN	DAETWYLER DR
8/7/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DRISCOLL CT	HOFFNER AVE
8/7/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	SAINT MARIE AVE	HOFFNER AVE
8/7/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS		HOFFNER AVE
8/7/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	SEMINOLE DR	DAETWYLER RD
8/8/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DRISCOLL CT	HOFFNER AVE
8/8/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DAETWYLER DR	MCCOY RD
8/8/2026	316.183(4) - TOO fast for conditions	DAETWYLER DR	MCCOY RD

8/8/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver)	PENINSULAR DR	HOFFNER AVE
8/8/2026	322.19(2) - Fail to change address on DL	PENINSULAR DR	HOFFNER AVE
8/9/2026	322.34(5) - DWLS - Operating while DL REVOKED for Habitual Traffic Offender		CONWAY RD
8/9/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	DARDEN AVE	HOFFNER RD
8/9/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	VENETIAN AVE	HOFFNER AVE
8/9/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	FAIRLANE AVE	HANSEL AVE
8/9/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	SAINT MICHAEL AVE	HOFFNER AVE
8/9/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DRISCOLL CT	HOFFNER AVE
8/9/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	LAKE CONWAY SHORE	HOFFNER AVE

8/9/2026	316.0875 - PASSING in NO PASSING ZONE	SAINT GERMAIN AVE	HOFFNER AVE
8/9/2026	316.217 - HEADLIGHTS - driving without (twilight to sunrise, smoke/rain/fog	SAINT GERMAIN AVE	HOFFNER AVE
8/9/2026	316.183(2) - Unlawful Speed (if no speeds are indicated on citation)-Exceeding speed limit	SEMINOLE DR	DAETWYLER RD
8/9/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	CONWAY RD	HOFFNER ROAD
8/10/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	SAINT GERMAIN AVE	HOFFNER AVE
8/10/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	VENETIAN AVE	HOFFNER AVE
8/10/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	AVOCADO LN	HOFFNER AVE
8/10/2026	316.189(4) - Speed Posted Municipality/County Road (requires speeds)	MONET AVE	HOFFNER AVE
8/10/2026	316.189(4) - Speed Posted Municipality/County Road (requires speeds)	MONET AVE	HOFFNER AVE
8/10/2026	322.065 - EXPIRED DL (6 months or less)	SEMINOLE DR	DAETWYLER DR

8/10/2026	316.085(2) - IMPROPER-CHANGE-OF-LANE, pulling out in front of vehicle going in same direction	VIA FLORA RD	MCCOY RD
8/10/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	OAK ISLAND RD	HOFFNER AVE
8/10/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	OAK ISLAND RD	HOFFNER AVE
8/10/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN AVE	HOFFNER AVE
8/10/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN AVE	HOFFNER AVE
8/10/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN AVE	HOFFNER AVE
8/10/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	VENETIAN AVE	HOFFNER AVE
8/11/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	SEMINOLE DR	DAETWYLER DR
8/11/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver)	DARDEN AVE	HOFFNER AVE

8/11/2026	322.03(6) - DL - Expired DL (MORE THAN 6 MONTHS) (If expired less than 6 months see 322.065)	DARDEN AVE	HOFFNER AVE
8/11/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	HANSEL AVE	WALLACE AVE
8/11/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/11/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	SEMINOLE DR	DAETWYLER DR
8/11/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	RAMPART DR	DAETWYLER DR
8/11/2026	316.126(1)(b) - Failure to move over/slow down for emergency vehicle/wrecker/sanitation/utility vehicles	DRISCOLL CT	HOFFNER AVE
8/11/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DRISCOLL CT	HOFFNER AVE
8/11/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DUBAN AVE	HOFFNER AVE
8/11/2026	322.1615(2) - DL - Learner's Driver License violation restriction - Person accompanying driver	DUBAN AVE	HOFFNER AVE

8/11/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	VENETIAN AVE	HOFFNER AVE
8/11/2026	316.183(2) - Unlawful Speed (requires speeds)-Exceeding speed limit	VENETIAN AVE	HOFFNER AVE
8/11/2026	316.085(1) - IMPROPER-CHANGE-OF-LANE, passing when meeting oncoming vehicle	VENETIAN AVE	HOFFNER AVE
8/11/2026	316.183(2) - Unlawful Speed (requires speeds)-Exceeding speed limit	DUBAN AVE	HOFFNER AVE
8/12/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/12/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/12/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/12/2026	322.19(2) - Fail to change address on DL	HOFFNER AVE	RANDOLPH AVE
8/12/2026	322.031(1) - DL - Violation of NONRESIDENT REQUIREMENTS for a DL	LINDOS DR	MCCOY RD
8/12/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	ST MICHAEL AVE	HOFFNER AVE

8/12/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	PENINSULAR DR	HOFFNER AVE
8/12/2026	322.34(2) - DWLS - Operating while DL SUSPENDED/CANCELED/REVOKED (specify reason)		HOFFNER AVE
8/12/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	VENETIAN AVE	HOFFNER AVE
8/13/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/13/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DRISCOLL CT	HOFFNER AVE
8/14/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	MONET AVE	HOFFNER AVE
8/14/2026	316.646(1) - Insurance - DRIVER IS NOT OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	DRISCOLL CT	HOFFNER AVE
8/14/2026	316.221(1) - Tail Lights None/improper	LINDOS DR	MCCOY RD
8/14/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	VIA FLORA	MCCOY RD
8/14/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	VIA FLORA	MCCOY RD

8/14/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	OAK ISLAND RD	HOFFNER AVE
8/14/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	ALSACE CT	HOFFNER AVE
8/14/2026	322.34(2) - DWLS - Operating while DL SUSPENDED/CANCELED/REVOKED (specify reason)	LINDOS DR	MCCOY RD
8/14/2026	320.02(1) - Registration - No MOTOR VEHICLE REGISTRATION - See 320.37 for out of state driver requirement	LINDOS DR	MCCOY RD
8/14/2026	320.261 - Attaching TAG (license plate) not assigned	LINDOS DR	MCCOY RD
8/14/2026	316.221(1) - Tail Lights None/improper	LINDOS DR	MCCOY RD
8/15/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/15/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	CONWAY RD S	HOFFNER AVE
8/15/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	CONWAY RD S	HOFFNER AVE
8/16/2026	322.065 - EXPIRED DL (6 months or less)	SAINT MARIE AVE	HOFFNER AVE

8/16/2026	322.34(2) - DWLS - Operating while DL SUSPENDED/CANCELED/REVOKED (specify reason)	SAINT GERMAIN AVE	HOFFNER AVE
8/16/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	LAKE CONWAY SHORE	HOFFNER AVE
8/16/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	CONWAY RD S	HOFFNER AVE
8/16/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	LAKE CONWAY SHORE	HOFFNER AVE
8/16/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	LAKE CONWAY SHORE	HOFFNER AVE
8/17/2026	322.34(5) - DWLS - Operating while DL REVOKED for Habitual Traffic Offender	DAETWYLER DR	MCCOY RD
8/17/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	SAINT GERMAIN AVE	HOFFNER AVE
8/17/2026	316.1925(1) - Careless Driving	CONWAY RD	HOFFNER AVE
8/17/2026	316.221(2) - No Tag Light (Dump trucks and dump bodies are exempt	GRAN LAC AVE	HOFFNER AVE
8/17/2026	322.03(1) - DL - NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	GRAN LAC AVE	HOFFNER AVE

8/17/2026	316.0875 - PASSING in NO PASSING ZONE	WARREN PARK RD	DAETWYLER DR
8/17/2026	322.34(2) - DWLS - Operating while DL SUSPENDED/CANCELED/REVOKED (specify reason)	VIA FLORA	MCCOY RD
8/17/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	VENETIAN AVE	HOFFNER AVE
8/17/2026	322.19(2) - Fail to change address on DL		HOFFNER AVE
8/17/2026	322.1615 - DL - LEARNER'S DRIVER LICENSE - Violation of RESTRICTION	LINDOS DR	MCCOY RD
8/17/2026	320.0605 - Registration - Fail to display REGISTRATION/TEMPORARY INTERNET RECEIPT; POSSESSION REQUIRED - See 320.37 for out of state req (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	LINDOS DR	MCCOY RD
8/18/2026	322.1615(2)(c) - DL - Learner's Driver License violation restriction - Person not in seat closest to right of driver	SAINT DENIS CT	HOFFNER AVE
8/18/2026	316.1925(1) - Careless Driving	SAINT DENIS CT	HOFFNER AVE
8/18/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DRISCOLL CT	HOFFNER AVE
8/18/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DRISCOLL CT	HOFFNER AVE

8/18/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	OAK ISLAND RD	HOFFNER AVE
8/18/2026	316.0895(1) - Following too closely	MORTIER AVE	HOFFNER AVE
8/18/2026	316.0875 - PASSING in NO PASSING ZONE	OAK ISLAND RD	HOFFNER AVE
8/18/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	PENINSULAR DR	HOFFNER AVE
8/18/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	DRISCOLL CT	HOFFNER AVE
8/18/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	DRISCOLL CT	HOFFNER AVE
8/18/2026	316.1925 - CARELESS DRIVING	HANSEL AVE	E WALLACE ST
8/19/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/19/2026	320.0605 - Registration - Fail to display REGISTRATION/TEMPORARY INTERNET RECEIPT; POSSESSION REQUIRED - See 320.37 for out of state req (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	RAMPART DR	DAETWYLER DR
8/19/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	SEMINOLE DR	DAETWYLER DR

8/19/2026	316.1985(1) - BACKING - improper		HOFFNER AVENUE
8/19/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DAETWYLER DR	MCCOY RD
8/19/2026	316.1925 - CARELESS DRIVING	HANSEL AVE	E WALLACE ST
8/19/2026	320.02(1) - Registration - No MOTOR VEHICLE REGISTRATION - See 320.37 for out of state driver requirement	AVOCADO LANE	HOFFNER AVENUE
8/19/2026	320.261 - Attaching TAG (license plate) not assigned	AVOCADO LANE	HOFFNER AVENUE
8/20/2026	316.1925(1) - Careless Driving	ORANGE AVE S	FAIRLANE AVE
8/20/2026	316.0875 - PASSING in NO PASSING ZONE	BOGGY CREEK RD	JETPORT DR
8/20/2026	316.0875 - PASSING in NO PASSING ZONE	SAINT MARIE AVE	HOFFNER AVE
8/20/2026	316.183(5) - Impeding traffic	CULLEN LAKE SHORE D	HOFFNER AVENUE
8/20/2026	316.1936(2)(b) - Possession of open container parked vehicle (Driver cited)		MCCOY ROAD

8/21/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	DARDEN AVE	HOFFNER AVE
8/21/2026	322.34(2)(a) - DWLS - Operating while DL Susp/Canceled/Revoked, 1st conviction	DARDEN AVE	HOFFNER AVE
8/21/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DARDEN AVE	HOFFNER AVE
8/21/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	OAK ISLAND RD	HOFFNER AVE
8/21/2026	316.1925 - CARELESS DRIVING	OAK ISLAND RD	HOFFNER AVE
8/21/2026	316.2953 - Tint - SIDE WINDOWS - restriction on sunscreen material	DARDEN AVE	HOFFNER AVE
8/21/2026	322.1615(2) - DL - Learner's Driver License violation restriction - Person accompanying driver	DARDEN AVE	HOFFNER AVE
8/21/2026	322.15(1) - DL NOT CARRIED/EXHIBIT ON DEMAND	DARDEN AVE	HOFFNER AVE
8/21/2026	316.646(1) - Insurance - DRIVER IS NOT OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	DARDEN AVE	HOFFNER AVE
8/21/2026	316.1925(1) - Careless Driving		WALTHAM

8/21/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	HOMEWOOD DRIVE	NELA AVENUE
8/21/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	LINDOS DRIVE	MCCOY ROAD
8/21/2026	316.081 - WRONG SIDE OF ROADWAY - Driving on	E WALLACE ST	HANSEL AVE
8/21/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	SEMINOLE DR	DAETWYLER RD
8/21/2026	322.065 - EXPIRED DL (6 months or less)	SEMINOLE DR	DAETWYLER RD
8/21/2026	316.1936(2)(b) - Possession of open container parked vehicle (Driver cited)		MCCOY ROAD
8/22/2026	322.03(6) - DL - Expired DL (MORE THAN 6 MONTHS) (If expired less than 6 months see 322.065)	DAETWYLER DR	MCCOY ROAD
8/22/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DAETWYLER DR	MCCOY RD
8/22/2026	316.646(1) - Insurance - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	DAETWYLER DR	MCCOY RD
8/22/2026	316.0895 - FOLLOWING TOO CLOSELY	CONWAY RD S	JUDGE RD

8/22/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)		HOFFNER AVENUE
8/22/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)		HOFFNER AVENUE
8/22/2026	322.031(1) - DL - Violation of NONRESIDENT REQUIREMENTS for a DL		HOFFNER AVENUE
8/22/2026	322.1615(2)(b) - DL - Learner's Driver License violation restriction - Person less than 21 years of age	FAIRLANE AVENUE	HANSEL AVENUE
8/22/2026	316.1515 - U-TURN - Improper/unsafe/prohibited	CONWAY ROAD	HOFFNER AVENUE
8/22/2026	322.34(2) - DWLS - Operating while DL SUSPENDED/CANCELED/REVOKED (specify reason)	AVOCADO LANE	HOFFNER AVENUE
8/22/2026	316.1936(2)(a) - Possession of open container in motor vehicle (Driver cited)	AVOCADO LANE	HOFFNER AVENUE
8/22/2026	316.1925 - CARELESS DRIVING	AVOCADO LANE	HOFFNER AVENUE
8/22/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver)	SEMINOLE DR	DAETWYLER RD
8/22/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	SEMINOLE DR	DAETWYLER RD

8/22/2026	316.183(2) - Unlawful Speed (if no speeds are indicated on citation)-Exceeding speed limit	SEMINOLE DR	DAETWYLER RD
8/23/2026	322.065 - EXPIRED DL (6 months or less)	MONET AVE	HOFFNER AVE
8/23/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	CONWAY RD S	ROTHBURY DR
8/23/2026	316.1936(2)(b) - Possession of open container parked vehicle (Driver cited)		MCCOY RD
8/23/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DUBAN AVE	HOFFNER AVE
8/23/2026	316.646(1) - Insurance - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	DUBAN AVE	HOFFNER AVE
8/23/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	WALLACE STREET	HANSEL AVENUE
8/23/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DRISCOLL COURT	HOFFNER AVENUE
8/23/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	VENETIAN AVENUE	HOFFNER AVENUE
8/23/2026	316.1515 - U-TURN - Improper/unsafe/prohibited	CONWAY ROAD	HOFFNER AVENUE

8/23/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	DORIAN AVE	HOFFNER AVE
8/23/2026	316.1955(1) - HANDICAP parking area - illegally parking in space (see local county ordinance for fines other than stated) (CITATION MUST BE HAND DELIVERED TO DRIVER) (If proof of a valid permit/plate or affidavit that owner was present a dismissal fee up		HOFFNER AVE
8/23/2026	316.1925 - CARELESS DRIVING	BOGGY CREEK RD	MCCOY RD
8/24/2026	316.172(1)(a) - SCHOOL BUS - failure to stop for (school election available to have adjudication withheld)	PRAIRIE FOX LN	DAETWYLER DR
8/24/2026	316.172(1)(a) - SCHOOL BUS - failure to stop for (school election available to have adjudication withheld)	PRAIRIE FOX LN	DAETWYLER DR
8/24/2026	316.075(1)(c)1 - Steady RED light, vehicle facing, failed to yield right-of-way while turning (previously violation code 516)	MCCOY ROAD	LINDOS DRIVE
8/24/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	SAINT GERMAIN AVE	WANDSWORTH AVE
8/24/2026	320.261 - Attaching TAG (license plate) not assigned	SAINT GERMAIN AVE	WANDSWORTH AVE
8/24/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DARDEN AVE	HOFFNER AVE
8/24/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	LAKE CONWAY SHORE	HOFFNER AVE

8/24/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	LAKE CONWAY SHORE	HOFFNER AVE
8/25/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/25/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/25/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	TRENTWOOD BLVD	DAETWYLER DR
8/25/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/25/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/25/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	SAINT GERMAIN AVE	HOFFNER AVE
8/25/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	INDIAN DR	SEMINOLE DR
8/25/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	INDIAN DR	SEMINOLE DR

8/25/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN	HOFFNER AVE
8/25/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN	HOFFNER AVE
8/25/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN	HOFFNER AVE
8/25/2026	316.293(5)(a) - Noise - Altered Exhaust System	DARDEN AVE	HOFFNER AVE
8/25/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	LINDOS DR	MCCOY RD
8/25/2026	316.2065(1) - Violation Bicycle Regulations	DORIAN AVE	HOFFNER AVE
8/26/2026	316.217 - HEADLIGHTS - driving without (twilight to sunrise, smoke/rain/fog	VENETIAN AVE	HOFFNER AVE
8/26/2026	316.089 - Failed to use DESIGNATED LANE/ Failed to DRIVE WITHIN SINGLE LANE	E OAK RIDGE RD	HANSEL AVE
8/26/2026	322.35 - PERMITTING UNAUTHORIZED - MINOR (under 18) to drive (MUST BE PARENT/GUARDIAN to be cited under this statute)	E OAK RIDGE RD	HANSEL AVE
8/26/2026	322.34(2) - DWLS - Operating while DL SUSPENDED/CANCELED/REVOKED (specify reason)	MORTIER AVE	HOFFNER AVE

8/26/2026	316.646(1) - Insurance - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	MORTIER AVE	HOFFNER AVE
8/26/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	DARDEN AVE	HOFFNER AVE
8/26/2026	316.1925 - CARELESS DRIVING	DARDEN AVE	HOFFNER AVE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	WALTHAM AVENUE	RANDOLPH AVENUE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	FAIRLANE AVENUE	RANDOLPH AVENUE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	WALLACE STREET	RANDOLPH AVENUE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	OVERLOOK ROAD	NELA AVENUE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	HOMWOOD DRIVE	NELA AVENUE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	EASTER STREET	NELA AVENUE
8/26/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	ISLAND STREET	NELA AVENUE

8/26/2026	316.646(1) - Insurance - DRIVER IS OWNER - OPERATING A NON-CMV NOT PROPERLY INSURED - PROOF OF INSURANCE REQUIRED	WILKS AVE	RANDOLPH AVE
8/27/2026	316.0875 - PASSING in NO PASSING ZONE	MCCOY RD	LINDOS DR
8/27/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	MCCOY RD	LINDOS DR
8/27/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DORIAN AVE	HOFFNER AVE
8/27/2026	316.1925 - CARELESS DRIVING	BOGGY CREEK RD	MCCOY RD
8/27/2026	322.15(1) - DL NOT CARRIED/EXHIBIT ON DEMAND	BOGGY CREEK RD	MCCOY RD
8/27/2026	316.1935(1) - Fail obey police officer/flee	LINDOS DRIVE	MCCOY ROAD
8/27/2026	316.074(1) - Fail to obey traffic control signal (Failed to stop at traffic signal/red light)	LINDOS DRIVE	MCCOY ROAD
8/27/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	EASTER STREET	NELA AVENUE
8/28/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	TRENTWOOD BLVD	DAETWYLER DR

8/28/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	PRAIRIE FOX LN	DAETWYLER DR
8/28/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	PRAIRIE FOX LN	DAETWYLER DR
8/28/2026	316.2952(2)(b) - Improper Sunscreen at top of windshield	PRAIRIE FOX LN	DAETWYLER DR
8/28/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/28/2026	316.123(2)(a) - Ran Stop Sign/Violation of Right of Way from Stop Sign	IDAHO AVE	GONDOLA DR
8/28/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	SEMINOLE DR	DAETWYLER DR
8/28/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	SAINT GERMAIN AVE	HOFFNER AVE
8/28/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	VIA FLORA	MCCOY RD
8/28/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WALTHAM AVE	HANSEL AVE
8/28/2026	316.074(1) - TRAFFIC CONTROL DEVICE Fail to obey traffic control device (sign)	DUBAN	HOFFNER AVE

8/28/2026	316.2952(2) - WINDSHIELDS - Sign/covering/sunscreen material on	WARREN PARK RD	DAETWYLER DR
8/28/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	WARREN PARK RD	DAETWYLER DR
8/29/2026	316.189(1) - Violation Municipal speed/posted (requires speeds)	WARREN PARK RD	DAETWYLER DR
8/29/2026	322.03(6) - DL - Expired DL (MORE THAN 6 MONTHS) (If expired less than 6 months see 322.065)	CONWAY ISLE CIR	HOFFNER AVE
8/29/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver)	SAINT GERMAIN AVE	HOFFNER AVE
8/29/2026	320.02(4) - Registration - Failure of registered OWNER of vehicle to notify DHSMV of CHANGE-OF-ADDRESS within 30 days	SAINT GERMAIN AVE	HOFFNER AVE
8/29/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	CONWAY RD S	HOFFNER AVE
8/29/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	DRISCOLL CT	HOFFNER AVE
8/29/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	WARREN PARK RD	DAETWYLER DR
8/29/2026	316.0875 - PASSING in NO PASSING ZONE	VENETIAN AVE	HOFFNER AVE

8/29/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	LAKE CONWAY SHORE	HOFFNER AVE
8/29/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	LAKE CONWAY SHORE	HOFFNER AVE
8/29/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver		CONWAY RD
8/29/2026	322.03(1) - DL - NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	PRAIRIE FOX LN	DAETWYLER DR
8/29/2026	316.220 - HEADLIGHTS - At least 1 on each side of a motor vehicle, showing a white light not more than 54", or less than 24" from road level	PRAIRIE FOX LN	DAETWYLER DR
8/30/2026	322.065 - EXPIRED DL (6 months or less)	WARREN PARK RD	DAETWYLER DR
8/30/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/30/2026	322.34(1) - DWLS - Unknowingly operating vehicle while DL SUSPENDED/CANCELED/REVOKED [Can only be used for fail to pay or financial responsibility per 322.34(2)] (Does not apply to HTO/CMV driver	WARREN PARK RD	DAETWYLER DR
8/30/2026	322.19(2) - Fail to change address on DL	DUBAN AVE	HOFFNER AVE

8/30/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DARDEN AVE	HOFFNER AVE
8/30/2026	316.0875 - PASSING in NO PASSING ZONE	DAETWYLER DR	WARREN PARK RD
8/30/2026	316.0875 - PASSING in NO PASSING ZONE	DRISCOLL CT	HOFFNER AVE
8/30/2026	316.183(2) - Unlawful Speed (requires speeds)-Exceeding speed limit	MORTIER AVE	HOFFNER AVE
8/30/2026	316.304 - WEARING HEADSETS (covering both ears)	CONWAY RD S	JUDGE RD
8/30/2026	316.130(3) - Pedestrian fail to use sidewalk	CONWAY ISLE CIR	HOFFNER AVE
8/31/2026	316.151(1)(a) - Improper right turn	CONWAY RD S	HOFFNER AVE
8/31/2026	316.1936(2)(a) - Possession of open container in motor vehicle (Driver cited)	CONWAY RD S	HOFFNER AVE
8/31/2026	316.151(1)(b) - Improper left turn	FAIRLANE AVE	HANSEL AVE
8/31/2026	316.151(1)(a) - Improper right turn	FAIRLANE AVE	HANSEL AVE

8/31/2026	316.2953 - Tint - SIDE WINDOWS - restriction on sunscreen material	DARDEN AVE	HOFFNER AVE
8/31/2026	322.03(1) - DL - NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DARDEN AVE	HOFFNER AVE
8/31/2026	320.07(3)(a) - Registration - Operating a motor vehicle/using a mobile home with an expired registration: expired 6 months or less - (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	DARDEN AVE	HOFFNER AVE
8/31/2026	316.2954(1)(a) - Tint - WINDOWS BEHIND the driver - restrictions on SUNSCREEN material	DARDEN AVE	HOFFNER AVE
8/31/2026	316.074(1) - Fail to obey traffic control signal (Failed to stop at traffic signal/red light)	LINDOS BLVD	MCCOY RD
8/31/2026	320.02(1) - Registration - No MOTOR VEHICLE REGISTRATION - See 320.37 for out of state driver requirement	EQUINOX AVE	JUDGE RD
8/31/2026	320.07(3)(b) - Registration - (1st offense) Operating a motor vehicle/using a mobile home with an expired registration for MORE THAN 6 MONTHS	WALLACE STREET	HANSEL AVENUE

Contact Date	MARINE - Violation	CitationLocation
8/2/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	VENETIAN BOAT RAMP
8/2/2026	327.39(1) - PWC - PFD NOT WORN	VENETIAN BOAT RAMP
8/22/2026	327.50(1)(a) - EQUIPMENT - FAILED TO CARRY/NOT OPERATIONAL REQUIRED SAFETY EQUIPMENT(PFD, SPD, VSD, ETC.)	LAKE CONWAY
8/22/2026	328.48(4) - REGISTRATION NUMBER NOT PROPERLY DISPLAYED: SIZE,SHAPE,COLOR,MISSING LETTER/NUMBER	LAKE CONWAY
8/22/2026	327.39(1) - PWC - PFD NOT WORN	LAKE CONWAY
8/22/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY
8/1/2026	328.48(4) - REGISTRATION NUMBER NOT PROPERLY DISPLAYED: SIZE,SHAPE,COLOR,MISSING LETTER/NUMBER	LAKE CONWAY CANAL
8/15/2026	328.48(4) - REGISTRATION NUMBER NOT PROPERLY DISPLAYED: SIZE,SHAPE,COLOR,MISSING LETTER/NUMBER	LAKE CONWAY CANAL
8/15/2026	327.46(2) - RESTRICTED AREA - STATE RULE	LAKE CONWAY CANAL
8/15/2026	327.46(2) - RESTRICTED AREA - STATE RULE	LAKE CONWAY CANAL
8/15/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY CANAL
8/15/2026	328.48(4) - REGISTRATION NUMBER NOT PROPERLY DISPLAYED: SIZE,SHAPE,COLOR,MISSING LETTER/NUMBER	LAKE CONWAY CANAL
8/16/2026	327.46(2) - RESTRICTED AREA - STATE RULE	LAKE CONWAY CANAL
8/16/2026	327.46(2) - RESTRICTED AREA - STATE RULE	LAKE CONWAY CANAL
8/16/2026	327.35(1)(a) - BUI - OPERATING A VESSEL WHILE IMPAIRED	LITTLE LAKE CONWAY
8/16/2026	327.359 - BUI, REFUSAL TO SUBMIT TO 2ND OR SUBSEQUENT TEST (BREATH TEST)	1609 PERKINS ROAD
8/8/2026	327.33(3b) - VIOLATION OF NAVIGATION RULES	LAKE CONWAY HOFFNER CANAL
8/8/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY HOFFNER CANAL
8/8/2026	328.48(4) - NO CURRENT /VALID CERTIFICATE OF REGISTRATION ON BOARD	LAKE CONWAY HOFFNER CANAL
8/8/2026	327.33(3b) - VIOLATION OF NAVIGATION RULES	LAKE CONWAY HOFFNER CANAL

8/8/2026	327.39(1) - PWC - PFD NOT WORN	LAKE CONWAY HOFFNER CANAL
8/8/2026	328.48(4) - NO CURRENT /VALID CERTIFICATE OF REGISTRATION ON BOARD	LAKE CONWAY HOFFNER CANAL
8/9/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY SAND BAR
8/10/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/10/2026	328.48(4) - NO CURRENT /VALID CERTIFICATE OF REGISTRATION ON BOARD	LAKE CONWAY
8/10/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY
8/10/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/10/2026	328.48(4) - NO CURRENT /VALID CERTIFICATE OF REGISTRATION ON BOARD	LAKE CONWAY
8/10/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY
8/10/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/10/2026	328.48(5) - FAILURE TO DISPLAY/IMPROPER DISPLAY OF REGISTRATION DECAL, FAILURE TO REMOVE EXPIRED DECAL	LAKE CONWAY
8/10/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/10/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/15/2026	327.33(3b) - VIOLATION OF NAVIGATION RULES	LAKE CONWAY HOFFNER CANAL
8/15/2026	328.48(5) - FAILURE TO DISPLAY/IMPROPER DISPLAY OF REGISTRATION DECAL, FAILURE TO REMOVE EXPIRED DECAL	LAKE CONWAY HOFFNER CANAL
8/15/2026	327.33(3b) - VIOLATION OF NAVIGATION RULES	LAKE CONWAY HOFFNER CANAL
8/15/2026	328.48(5) - FAILURE TO DISPLAY/IMPROPER DISPLAY OF REGISTRATION DECAL, FAILURE TO REMOVE EXPIRED DECAL	LAKE CONWAY HOFFNER CANAL
8/15/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY HOFFNER CANAL
8/29/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY HOFFNER CANAL
8/30/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/30/2026	328.48(4) - NO CURRENT /VALID CERTIFICATE OF REGISTRATION ON BOARD	LAKE CONWAY
8/30/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY
8/30/2026	327.33(2) - CARELESS OPERATION OF VESSEL, WATER SKIS, PWC	LAKE CONWAY
8/30/2026	327.395(1) - OPERATING A VESSEL W/O COMPLYING WITH BOATER EDUCATION LAW(no boater education, ID Card, or Photo ID)	LAKE CONWAY

CITY OF BELLE ISLE
Statement of Revenue and Expenditures - Standard

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Revenue Account Range: First to zzz-zzz-zzz**Include Non-Anticipated:** Yes**Year To Date As Of:** 08/31/26**Expend Account Range:** First to zzz-zzz-zz-zzzz**Include Non-Budget:** No**Current Period:** 10/01/25 to 08/31/26**Print Zero YTD Activity:** No**Prior Year:** Thru 09/30/25

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
001-311-100	AD VALOREM TAX	4,755,003.62	5,322,016.00	5,391,169.49	5,391,169.49	69,153.49	101
001-312-410	LOCAL OPTION GAS TAX	219,308.12	220,000.00	176,242.58	176,242.58	43,757.42-	80
001-314-800	UTILITY SERVICE TAX - PROPANE	7,341.19	6,500.00	7,073.78	7,073.78	573.78	109
001-315-000	COMMUNICATIONS SERVICES TAXES	289,388.97	270,000.00	221,056.31	221,056.31	48,943.69-	82
001-316-000	BUSINESS TAX LICENSES	22,322.44	15,000.00	18,008.19	18,008.19	3,008.19	120
001-322-000	BUILDING PERMITS	396,431.05	200,000.00	249,074.37	249,074.37	49,074.37	125
001-322-100	BUILDING PERMIT SURCHARGES	10,217.49	0.00	6,505.49	6,505.49	6,505.49	0
001-322-200	BUILDING PERMIT RETENTION FEES	1,123.90	0.00	1,080.00	1,080.00	1,080.00	0
001-323-100	FRANCHISE FEE - ELECTRICITY	343,084.50	290,000.00	254,373.39	254,373.39	35,626.61-	88
001-323-700	FRANCHISE FEE - SOLID WASTE	108,135.49	95,000.00	101,829.07	101,829.07	6,829.07	107
001-329-000	ZONING FEES	32,115.00	25,000.00	28,396.35	28,396.35	3,396.35	114
001-329-100	PERMITS - GARAGE SALE	595.00	300.00	415.00	415.00	115.00	138
001-329-130	BOAT RAMPS - DECAL AND REG	3,700.00	2,000.00	2,537.50	2,537.50	537.50	127
001-329-140	GOLF CART PERMITS	1,650.00	1,000.00	1,200.00	1,200.00	200.00	120
001-329-510	LIEN SEARCH FEES	8,800.00	0.00	7,350.00	7,350.00	7,350.00	0
001-329-900	TREE REMOVAL	1,955.00	0.00	1,700.00	1,700.00	1,700.00	0
001-331-100	FEMA REIMBURSEMENT - FEDERAL	372,795.86	0.00	0.00	0.00	0.00	0
001-331-120	FDOT TRAFFIC SIGNAL MAINT REIMBURSEMI	8,854.00	9,122.00	9,122.00	9,122.00	0.00	100
001-331-900	ARPA-CORONAVIRUS LOCAL FISCAL RECOVER	670,472.88	0.00	120,045.33	120,045.33	120,045.33	0
001-334-201	FDOT UNF HIGH VISABILITY ENFORCEMENT	0.00	0.00	4,574.92	4,574.92	4,574.92	0
001-334-202	STATE GRANT-FDLE DRONE REPLACEMENT	0.00	0.00	25,000.00	25,000.00	25,000.00	0
001-334-396	OJP BULLETPROOF VEST GRANT	2,915.00	0.00	422.00	422.00	422.00	0
001-334-560	FDLE JAG GRANT	10,000.00	0.00	1,000.00	1,000.00	1,000.00	0
001-335-120	STATE SHARED REVENUE	466,961.13	470,000.00	424,935.83	424,935.83	45,064.17-	90

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
001-335-150	ALCOHOLIC BEVERAGE LICENSE TAX	97.89	0.00	97.89	97.89	97.89	0
001-335-180	HALF-CENT SALES TAX	1,370,278.61	1,300,000.00	1,144,824.43	1,144,824.43	155,175.57-	88
001-337-200	SRO - CHARTER CONTRIBUTION	100,161.88	181,121.00	181,121.52	181,121.52	0.52	100
001-341-900	QUALIFYING FEES	440.00	0.00	320.00	320.00	320.00	0
001-343-410	SOLID WASTE FEES - RESIDENTIAL	782,340.43	767,684.00	781,016.32	781,016.32	13,332.32	102
001-347-400	SPECIAL EVENTS	7,460.01	0.00	7,467.46	7,467.46	7,467.46	0
001-351-100	JUDGEMENT & FINES - MOVING VIOLATIONS	239,647.32	150,000.00	172,877.48	172,877.48	22,877.48	115
001-351-110	RED LIGHT CAMERAS	693,900.00	600,000.00	394,200.00	394,200.00	205,800.00-	66
001-354-000	JUDGEMENT & FINES - LOCAL ORDINANCE V	16,247.80	0.00	28,212.50	28,212.50	28,212.50	0
001-359-000	JUDGEMENT & FINES - PARKING VIOLATIONS	7,500.00	1,000.00	3,150.00	3,150.00	2,150.00	315
001-359-200	INVESTIGATIVE COST REIMBURSEMENT	6,494.29	2,000.00	4,589.10	4,589.10	2,589.10	229
001-361-100	INTEREST - GENERAL FUND	74,172.83	10,000.00	39,321.75	39,321.75	29,321.75	393
001-361-200	INTEREST - SBA	1,874.18	0.00	7,725.75	7,725.75	7,725.75	0
001-362-100	CHARTER SCHOOL RENT	479,481.00	483,830.00	488,920.44	488,920.44	5,090.44	101
001-362-200	LANCASTER HOUSE RENT	0.00	0.00	1.00	1.00	1.00	0
001-366-000	CONTRIBUTIONS & DONATIONS	1,500.00	0.00	500.00	500.00	500.00	0
001-367-000	RENTAL LICENSES	15,900.00	14,000.00	7,500.00	7,500.00	6,500.00-	54
001-369-900	OTHER MISCELLANEOUS REVENUE	37,883.84	0.00	30,530.89	30,530.89	30,530.89	0
001-369-905	POLICE OFF-DUTY DETAIL REIMBURSEMENT	170,191.93	0.00	121,827.78	121,827.78	121,827.78	0
001-369-906	POLICE MARINE PATROL REIMBURSEMENTS	35,436.18	28,236.00	35,295.00	35,295.00	7,059.00	125
001-369-909	RED LIGHT CAMERA HEARING FEES	2,600.00	0.00	800.00	800.00	800.00	0
001-369-910	VACANT FORECLOSURE	200.00	0.00	600.00	600.00	600.00	0
001-369-920	CREDIT CARD REWARDS REVENUE	0.00	0.00	1,000.00	1,000.00	1,000.00	0
001-384-000	DEBT PROCEEDS	737,463.67	0.00	0.00	0.00	0.00	0
001-389-200	BEGINNING FUND BALANCE	0.00	4,150,000.00	0.00	0.00	4,150,000.00-	0
GENERAL FUND Revenue Totals		12,514,442.50	14,613,809.00	10,505,010.91	10,505,010.91	4,108,798.09-	71

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-511-00-0000	LEGISLATIVE	0.00	0.00	0.00	0.00	0.00	0
001-511-00-2311	DENTAL & VISION INSURANCE - DISTRICT 1	498.48	472.00	432.52	432.52	39.48	92
001-511-00-2312	DENTAL & VISION INSURANCE - DISTRICT 2	0.00	472.00	369.71	369.71	102.29	78
001-511-00-2313	DENTAL & VISION INSURANCE - DISTRICT 3	207.70	472.00	432.52	432.52	39.48	92
001-511-00-2314	DENTAL & VISION INSURANCE - DISTRICT 4	32.75	472.00	62.81	62.81	409.19	13
001-511-00-2315	DENTAL & VISION INSURANCE - DISTRICT 5	498.48	472.00	432.52	432.52	39.48	92
001-511-00-2316	DENTAL & VISION INSURANCE - DISTRICT 6	498.48	472.00	432.52	432.52	39.48	92
001-511-00-2317	DENTAL & VISION INSURANCE - DISTRICT 7	498.48	472.00	432.52	432.52	39.48	92
001-511-00-3150	ELECTION EXPENSE	10,422.11	30,000.00	2,512.21	2,512.21	27,487.79	8
001-511-00-4000	TRAVEL & PER DIEM	1,193.91	3,500.00	82.82	82.82	3,417.18	2
001-511-00-4100	COMMUNICATIONS SERVICES	6,384.70	7,500.00	5,502.45	5,502.45	1,997.55	73
001-511-00-4900	OTHER CURRENT CHARGES	195.19	500.00	12.67	0.00	500.00	0
001-511-00-5200	OFFICE & OPERATING SUPPLIES	170.42	500.00	183.00	183.00	317.00	37
001-511-00-5400	MEMBERSHIPS, DUES, & CONF REGS	4,388.24	4,500.00	2,042.66	2,042.66	2,457.34	45
	511 LEGISLATIVE	24,988.94	49,804.00	12,930.93	12,918.26	36,885.74	26
001-512-00-0000	EXECUTIVE MAYOR	0.00	0.00	0.00	0.00	0.00	0
001-512-00-2310	DENTAL & VISION INSURANCE	209.94	472.00	0.00	0.00	472.00	0
001-512-00-4000	TRAVEL & PER DIEM	0.00	500.00	0.00	0.00	500.00	0
001-512-00-4100	COMMUNICATIONS SERVICES	957.09	1,000.00	808.68	808.68	191.32	81
001-512-00-4900	OTHER CURRENT CHARGES	262.12	500.00	0.00	0.00	500.00	0
001-512-00-5400	MEMBERSHIPS, DUES, & CONF REGS	929.88	650.00	642.67	642.67	7.33	99
	512 EXECUTIVE MAYOR	2,359.03	3,122.00	1,451.35	1,451.35	1,670.65	46
001-513-00-0000	FINANCE ADMIN & PLANNING	0.00	0.00	0.00	0.00	0.00	0
001-513-00-1200	REGULAR SALARIES & WAGES	453,024.25	456,000.00	455,764.12	455,764.12	235.88	100
001-513-00-1220	LONGEVITY PAY	0.00	3,000.00	3,000.00	3,000.00	0.00	100

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-513-00-1250	VEHICLE ALLOWANCE - CITY MANAGER	8,400.08	8,400.00	5,169.28	5,169.28	3,230.72	62
001-513-00-1400	OVERTIME PAY	597.90	500.00	717.46	717.46	217.46-	143
001-513-00-1530	BILINGUAL PAY	1,300.00	1,300.00	1,200.00	1,200.00	100.00	92
001-513-00-2100	FICA/MEDICARE TAXES	34,508.19	35,894.00	34,396.93	34,396.93	1,497.07	96
001-513-00-2200	RETIREMENT CONTRIBUTIONS	71,909.69	73,000.00	70,126.36	70,126.36	2,873.64	96
001-513-00-2300	HEALTH INSURANCE	69,613.17	87,000.00	79,223.45	79,223.45	7,776.55	91
001-513-00-2310	DENTAL & VISION INSURANCE	4,476.20	4,500.00	3,273.03	3,273.03	1,226.97	73
001-513-00-2320	LIFE INSURANCE	2,065.74	2,200.00	2,043.91	2,043.91	156.09	93
001-513-00-2330	DISABILITY INSURANCE	4,829.29	5,000.00	4,685.37	4,685.37	314.63	94
001-513-00-3100	PROFESSIONAL SERVICES	20,304.67	35,000.00	33,879.42	33,879.42	1,120.58	97
001-513-00-3400	PLANNING SERVICE	44,895.00	72,000.00	65,450.00	65,450.00	6,550.00	91
001-513-00-4000	TRAVEL & PER DIEM	2,256.13	2,500.00	5,696.34	5,696.34	3,196.34-	228
001-513-00-4410	RENTALS & LEASES - VEHICLES	92.16	7,200.00	10,393.16	10,393.16	3,193.16-	144
001-513-00-4420	RENTALS & LEASES - STORAGE UNIT	3,406.00	4,000.00	2,620.00	2,620.00	1,380.00	66
001-513-00-4610	REPAIRS & MAINTENANCE - VEHICLES	92.15	800.00	5,085.00	5,085.00	4,285.00-	636
001-513-00-4700	PRINTING EXPENSES	0.00	200.00	195.00	195.00	5.00	98
001-513-00-4710	CODIFICATION EXPENSES	5,103.80	6,500.00	5,358.99	5,358.99	1,141.01	82
001-513-00-4900	OTHER CURRENT CHARGES	108.71	500.00	517.79	570.50	70.50-	114
001-513-00-4910	LEGAL ADVERTISING	1,545.31	2,500.00	1,964.78	1,964.78	535.22	79
001-513-00-5230	FUEL EXPENSE	171.37	500.00	922.29	922.29	422.29-	184
001-513-00-5400	MEMBERSHIPS, DUES, & CONF REGS	3,146.76	7,000.00	7,958.98	7,958.98	958.98-	114
001-513-00-5500	TRAINING	1,646.21	1,000.00	0.00	0.00	1,000.00	0
001-513-00-7100	PRINCIPAL	5,297.23	0.00	0.00	0.00	0.00	0
001-513-00-7200	INTEREST	1,827.65	0.00	0.00	0.00	0.00	0
513 FINANCE ADMIN & PLANNING		740,617.66	816,494.00	799,641.66	799,694.37	16,799.63	98
001-519-00-0000	GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-519-00-3100	PROFESSIONAL SERVICES	3,200.00	55,000.00	115,000.00	115,000.00	60,000.00-	209
001-519-00-3110	LEGAL SERVICES	211,943.97	190,000.00	246,028.35	246,028.35	56,028.35-	129
001-519-00-3120	ENGINEERING FEES	21,681.35	45,000.00	58,516.03	58,516.03	13,516.03-	130
001-519-00-3140	INFORMATION TECHNOLOGY EXPENSE	11,601.80	12,000.00	11,857.60	11,857.60	142.40	99
001-519-00-3200	AUDITING & ACCOUNTING	27,460.00	32,000.00	28,505.00	28,505.00	3,495.00	89
001-519-00-3400	CONTRACTUAL SERVICES	56,958.59	41,500.00	43,402.88	43,402.88	1,902.88-	105
001-519-00-3405	BUILDING PERMITS	298,489.24	160,000.00	171,570.71	171,570.71	11,570.71-	107
001-519-00-3406	BUILDING PERMIT SURCHARGES	11,422.87	0.00	4,994.39	4,994.39	4,994.39-	0
001-519-00-3410	JANITORIAL SERVICES	2,472.00	3,000.00	2,332.00	2,332.00	668.00	78
001-519-00-3415	WEBSITE/SOCIAL MEDIA	4,833.94	6,000.00	5,123.32	5,123.32	876.68	85
001-519-00-3417	EMERGENCY EXPENSES - HURRICANE	364,903.39	0.00	0.00	0.00	0.00	0
001-519-00-3420	LANDSCAPING SERVICES	27,573.00	0.00	0.00	0.00	0.00	0
001-519-00-3440	FIRE PROTECTION	2,814,234.72	2,981,361.00	2,967,136.91	2,967,136.91	14,224.09	100
001-519-00-4100	COMMUNICATIONS SERVICES	10,387.21	13,000.00	19,189.81	19,189.81	6,189.81-	148
001-519-00-4200	POSTAGE & FREIGHT	2,435.15	4,700.00	2,548.53	2,548.53	2,151.47	54
001-519-00-4300	UTILITY/ELECTRIC/WATER	8,635.07	10,000.00	6,636.96	6,636.96	3,363.04	66
001-519-00-4310	SOLID WASTE DISPOSAL/YARDWASTE	807,949.93	812,000.00	740,838.47	740,838.47	71,161.53	91
001-519-00-4500	INSURANCE	158,499.00	200,000.00	151,531.00	151,531.00	48,469.00	76
001-519-00-4600	REPAIRS & MAINTENANCE - GENERAL	24,154.51	5,000.00	6,533.46	6,533.46	1,533.46-	131
001-519-00-4700	PRINTING & SHREDDING	6,440.15	14,500.00	8,244.36	8,244.36	6,255.64	57
001-519-00-4800	SPECIAL EVENTS	44,358.09	25,000.00	23,224.09	23,739.98	1,260.02	95
001-519-00-4810	TREE BOARD PROMOTIONS & EVENTS	1,269.79	6,000.00	1,999.82	1,999.82	4,000.18	33
001-519-00-4820	SOLID WASTE COMMITTEE PROMOTIONS & E	484.95	1,500.00	629.90	629.90	870.10	42
001-519-00-4900	OTHER CURRENT CHARGES	1,234.56	2,500.00	2,250.47	2,369.78	130.22	95
001-519-00-4910	LEGAL ADVERTISING	3,926.75	5,000.00	2,028.71	2,028.71	2,971.29	41
001-519-00-5200	OFFICE & OPERATING SUPPLIES	17,792.80	14,000.00	9,988.98	9,988.98	4,011.02	71
001-519-00-5400	MEMBERSHIPS, DUES, & CONF REGS	3,100.16	4,000.00	3,193.86	3,193.86	806.14	80

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-519-00-6210	CIP - CITY HALL IMPROVEMENTS	0.00	30,000.00	27,900.00	27,900.00	2,100.00	93
001-519-00-8300	CONTRIBUTIONS & DONATIONS	3,100.00	3,500.00	3,500.00	3,500.00	0.00	100
001-519-00-8310	NEIGHBORHOOD GRANT PROGRAM	26,608.00	40,000.00	24,385.00	24,385.00	15,615.00	61
519 GENERAL GOVERNMENT		4,977,150.99	4,716,561.00	4,689,090.61	4,689,725.81	26,835.19	99
001-521-00-0000	POLICE	0.00	0.00	0.00	0.00	0.00	0
001-521-00-1200	REGULAR SALARIES & WAGES	1,758,995.90	2,036,000.00	1,805,130.28	1,805,130.28	230,869.72	89
001-521-00-1210	REGULAR SALARIES & WAGES - CROSSING (	52,198.16	64,750.00	54,473.13	54,473.13	10,276.87	84
001-521-00-1215	HOLIDAY PAY	55,028.56	66,000.00	55,758.81	55,758.81	10,241.19	84
001-521-00-1220	LONGEVITY PAY	8,000.00	11,750.00	11,750.00	11,750.00	0.00	100
001-521-00-1400	OVERTIME PAY	28,584.72	25,000.00	29,726.51	29,726.51	4,726.51 -	119
001-521-00-1500	INCENTIVE PAY	17,141.31	20,000.00	18,932.05	18,932.05	1,067.95	95
001-521-00-1505	POLICE OFF-DUTY DETAIL PAY	163,920.83	0.00	109,612.63	109,612.63	109,612.63 -	0
001-521-00-1506	POLICE LAKE CONWAY MARINE PATROL PAY	30,540.00	33,600.00	24,120.00	24,120.00	9,480.00	72
001-521-00-1520	SPECIAL ASSIGNMENT PAY	20,692.50	27,140.00	20,166.00	20,166.00	6,974.00	74
001-521-00-1530	BILINGUAL PAY	2,925.00	3,900.00	2,900.00	2,900.00	1,000.00	74
001-521-00-2100	FICA/MEDICARE TAXES	161,524.27	175,502.00	160,522.90	160,522.90	14,979.10	91
001-521-00-2200	RETIREMENT CONTRIBUTIONS	358,698.40	384,000.00	346,325.59	346,325.59	37,674.41	90
001-521-00-2300	HEALTH INSURANCE	303,101.05	425,000.00	386,379.49	386,379.49	38,620.51	91
001-521-00-2310	DENTAL & VISION INSURANCE	16,119.00	18,000.00	15,001.67	15,001.67	2,998.33	83
001-521-00-2320	LIFE INSURANCE	8,213.05	9,500.00	8,668.51	8,668.51	831.49	91
001-521-00-2330	DISABILITY INSURANCE	21,056.72	25,500.00	23,287.63	23,287.63	2,212.37	91
001-521-00-3100	TECHNOLOGY SUPPORT/SERVICES	49,471.16	172,000.00	169,513.18	169,513.18	2,486.82	99
001-521-00-3105	OTHER PROFESSIONAL SERVICES	6,675.00	0.00	825.00	825.00	825.00 -	0
001-521-00-3110	LEGAL SERVICES	17,146.50	15,000.00	9,779.00	9,779.00	5,221.00	65
001-521-00-3120	NEW HIRE EXPENSES	4,600.00	2,000.00	458.39	458.39	1,541.61	23
001-521-00-3400	CONTRACTUAL SERVICES	0.00	6,000.00	5,500.00	5,500.00	500.00	92

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-521-00-3405	RED LIGHT CAMERA FEES	335,198.38	336,000.00	280,000.00	280,000.00	56,000.00	83
001-521-00-3406	LICENSE PLATE READERS/VIDEO MONITORING	0.00	53,500.00	53,500.00	53,500.00	0.00	100
001-521-00-3410	JANITORIAL SERVICES	2,748.00	3,000.00	2,596.00	2,596.00	404.00	87
001-521-00-4000	TRAVEL & PER DIEM	9,721.89	7,500.00	9,739.92	9,739.92	2,239.92-	130
001-521-00-4100	COMMUNICATIONS SERVICES	26,483.62	30,000.00	24,945.83	24,945.83	5,054.17	83
001-521-00-4110	DISPATCH SERVICE	61,450.90	73,000.00	32,456.70	32,456.70	40,543.30	44
001-521-00-4200	POSTAGE & FREIGHT	12.02	2,000.00	59.81	59.81	1,940.19	3
001-521-00-4300	UTILITY/ELECTRIC/WATER	5,432.67	6,000.00	4,272.23	4,272.23	1,727.77	71
001-521-00-4410	RENTALS & LEASES - VEHICLES	81,806.80	259,600.00	197,625.11	197,625.11	61,974.89	76
001-521-00-4420	RENTALS & LEASES - STORAGE UNIT	1,388.00	1,500.00	1,333.00	1,333.00	167.00	89
001-521-00-4600	REPAIRS & MAINTENANCE - GENERAL	3,387.35	5,000.00	1,479.74	1,479.74	3,520.26	30
001-521-00-4610	REPAIRS & MAINTENANCE - VEHICLES	17,690.89	15,000.00	31,039.42	31,039.42	16,039.42-	207
001-521-00-4620	REPAIRS & MAINTENANCE - RADAR GUNS	3,555.00	5,000.00	1,185.00	1,185.00	3,815.00	24
001-521-00-4700	PRINTING EXPENSES	4,024.87	4,500.00	3,504.01	3,504.01	995.99	78
001-521-00-4800	COMMUNITY PROMOTIONS	5,363.29	5,000.00	1,515.63	1,515.63	3,484.37	30
001-521-00-4900	OTHER CURRENT CHARGES	2,531.12	2,500.00	1,591.87	1,591.87	908.13	64
001-521-00-4910	LEGAL ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
001-521-00-4920	MARINE EXPENSES	9,725.85	12,500.00	6,105.20	7,706.53	4,793.47	62
001-521-00-4925	POLICE K-9 EXPENSES	13,037.83	1,000.00	6,531.40	6,668.12	5,668.12-	667
001-521-00-5200	OFFICE & OPERATING SUPPLIES	11,642.73	11,823.00	14,285.29	14,479.63	2,656.63-	122
001-521-00-5205	COMPUTER AND SOFTWARE	2,038.66	10,100.00	7,265.09	7,321.05	2,778.95	72
001-521-00-5210	UNIFORMS	33,627.74	19,500.00	17,583.62	17,583.62	1,916.38	90
001-521-00-5230	FUEL EXPENSE	65,692.94	80,000.00	72,844.49	72,844.49	7,155.51	91
001-521-00-5240	COLLEGE TUITION REIMBURSEMENT	3,866.54	9,000.00	1,800.00	1,800.00	7,200.00	20
001-521-00-5245	RADIOS	0.00	11,313.00	8,748.21	8,748.21	2,564.79	77
001-521-00-5250	POLICE NON-CAPITAL EQUIPMENT	9,309.94	2,687.00	2,633.92	2,633.92	53.08	98
001-521-00-5400	MEMBERSHIPS, DUES, & CONF REGS	1,074.30	2,000.00	1,721.00	1,721.00	279.00	86

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-521-00-5500	TRAINING	564.82	5,677.00	3,922.72	3,922.72	1,754.28	69
001-521-00-6305	CIP - POLICE DEPT BOAT DOCK	166,838.00	0.00	0.00	0.00	0.00	0
001-521-00-6400	CAPITAL - EQUIPMENT	59,350.72	0.00	25,000.00	25,000.00	25,000.00-	0
001-521-00-6417	CAPITAL - VEHICLES	678,112.95	0.00	0.00	0.00	0.00	0
001-521-00-7100	PRINCIPAL	207,800.98	0.00	0.00	0.00	0.00	0
001-521-00-7200	INTEREST	39,073.48	0.00	0.00	0.00	0.00	0
	521 POLICE	4,947,184.41	4,495,842.00	4,074,115.98	4,076,104.33	419,737.67	91
001-541-00-0000	PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00	0
001-541-00-1200	REGULAR SALARIES & WAGES	169,898.25	188,000.00	210,002.32	210,002.32	22,002.32-	112
001-541-00-1220	LONGEVITY PAY	0.00	750.00	750.00	750.00	0.00	100
001-541-00-1400	OVERTIME PAY	233.10	500.00	0.00	0.00	500.00	0
001-541-00-1530	BILINGUAL PAY	650.00	650.00	600.00	600.00	50.00	92
001-541-00-2100	FICA/MEDICARE TAXES	12,847.86	14,477.00	15,776.60	15,776.60	1,299.60-	109
001-541-00-2200	RETIREMENT CONTRIBUTIONS	27,004.52	38,000.00	32,607.89	32,607.89	5,392.11	86
001-541-00-2300	HEALTH INSURANCE	40,479.71	78,100.00	53,750.51	53,750.51	24,349.49	69
001-541-00-2310	DENTAL & VISION INSURANCE	1,712.08	3,000.00	1,776.06	1,776.06	1,223.94	59
001-541-00-2320	LIFE INSURANCE	818.82	1,200.00	987.72	987.72	212.28	82
001-541-00-2330	DISABILITY INSURANCE	2,312.37	3,500.00	2,865.21	2,865.21	634.79	82
001-541-00-3100	PROFESSIONAL SERVICES	0.00	500.00	25.00	25.00	475.00	5
001-541-00-3140	TEMPORARY LABOR	2,843.25	1,000.00	7,101.75	7,101.75	6,101.75-	710
001-541-00-3150	INFORMATION TECHNOLOGY EXPENSE	7,806.93	10,000.00	6,301.96	6,301.96	3,698.04	63
001-541-00-3400	CONTRACTUAL SERVICES	14,127.57	15,000.00	9,671.36	9,671.36	5,328.64	64
001-541-00-3420	LANDSCAPING SERVICES	50,976.00	55,000.00	46,728.00	46,728.00	8,272.00	85
001-541-00-4000	TRAVEL & PER DIEM	0.00	1,000.00	0.00	0.00	1,000.00	0
001-541-00-4100	COMMUNICATIONS SERVICES	6,268.80	7,500.00	5,077.69	5,078.68	2,421.32	68
001-541-00-4300	UTILITY/ELECTRIC/WATER	99,952.70	120,000.00	82,636.98	82,636.98	37,363.02	69

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-541-00-4410	RENTALS & LEASES - VEHICLES	10,607.14	42,000.00	30,383.79	30,383.79	11,616.21	72
001-541-00-4420	RENTALS & LEASES - EQUIPMENT	0.00	2,500.00	0.00	0.00	2,500.00	0
001-541-00-4600	REPAIRS & MAINTENANCE - GENERAL	3,578.61	15,000.00	2,166.12	2,166.12	12,833.88	14
001-541-00-4610	REPAIRS & MAINTENANCE - VEHICLES & EQL	22,498.58	18,000.00	11,907.57	12,006.03	5,993.97	67
001-541-00-4670	REPAIRS & MAINTENANCE - PARKS	5,789.35	25,000.00	12,017.69	12,048.99	12,951.01	48
001-541-00-4675	REPAIRS & MAINTENANCE - BOAT RAMPS	932.01	1,500.00	600.00	600.00	900.00	40
001-541-00-4680	REPAIRS & MAINTENANCE - ROADS	9,807.84	35,000.00	10,810.63	10,810.63	24,189.37	31
001-541-00-4690	URBAN FORESTRY	122,356.00	125,000.00	51,902.09	51,902.09	73,097.91	42
001-541-00-4700	PRINTING EXPENSES	2,585.93	3,000.00	2,385.19	2,385.19	614.81	80
001-541-00-4900	OTHER CURRENT CHARGES	162.20	100.00	173.05	173.05	73.05-	173
001-541-00-5200	OFFICE & OPERATING SUPPLIES	2,082.84	6,000.00	3,285.39	3,295.39	2,704.61	55
001-541-00-5210	UNIFORMS	517.71	1,500.00	1,579.00	1,752.71	252.71-	117
001-541-00-5220	PROTECTIVE CLOTHING	991.67	1,000.00	150.01-	199.96	800.04	20
001-541-00-5230	FUEL EXPENSE	9,561.30	12,000.00	10,119.58	10,119.58	1,880.42	84
001-541-00-5240	SMALL TOOLS & EQUIPMENT	2,166.45	4,500.00	926.05	926.05	3,573.95	21
001-541-00-5400	MEMBERSHIPS, DUES, & CONF REGS	254.34	750.00	215.95	359.95	390.05	48
001-541-00-5500	TRAINING	258.75	2,500.00	0.00	0.00	2,500.00	0
001-541-00-6320	CIP - RESURFACING & CURBING	0.00	300,000.00	0.00	0.00	300,000.00	0
001-541-00-6330	CIP - SIDEWALKS	432,004.50	300,000.00	248,818.50	248,818.50	51,181.50	83
001-541-00-6335	CIP - NELA BRIDGE IMPROVEMENTS	0.00	15,000.00	0.00	0.00	15,000.00	0
001-541-00-6380	CIP - PARK IMPROVEMENTS	0.00	70,000.00	0.00	0.00	70,000.00	0
001-541-00-6420	CIP - TRAFFIC CALMING	13,500.00	30,000.00	0.00	0.00	30,000.00	0
001-541-00-6430	CAPITAL - EQUIPMENT	5,257.63	0.00	0.00	0.00	0.00	0
001-541-00-7100	PRINCIPAL	10,382.82	0.00	0.00	0.00	0.00	0
001-541-00-7200	INTEREST	8,149.62	0.00	0.00	0.00	0.00	0
	541 PUBLIC WORKS	1,101,377.25	1,548,527.00	863,799.64	864,608.07	683,918.93	56
001-584-00-0000	NON-OPERATING	0.00	0.00	0.00	0.00	0.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
001-584-00-7100	PRINCIPAL	218,147.91	221,000.00	0.00	0.00	221,000.00	0
001-584-00-7200	INTEREST	48,859.23	50,000.00	22,042.15	22,042.15	27,957.85	44
584 NON-OPERATING		267,007.14	271,000.00	22,042.15	22,042.15	248,957.85	8
001-590-00-0000	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0
001-590-00-2710	ENDING FUND BALANCE	0.00	2,712,459.00	0.00	0.00	2,712,459.00	0
590 FUND BALANCE		0.00	2,712,459.00	0.00	0.00	2,712,459.00	0
GENERAL FUND Expenditure Totals		12,060,685.42	14,613,809.00	10,463,072.32	10,466,544.34	4,147,264.66	72

001 GENERAL FUND	Prior	Current	YTD
Revenues:	12,514,442.50	10,505,010.91	10,505,010.91
Expenditures:	12,060,685.42	10,463,072.32	10,466,544.34
Net Income:	453,757.08	41,938.59	38,466.57

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
102-324-310	IMPACT FEES - RESIDENTIAL - TRANSPORTA	3,936.00	0.00	2,146.00	2,146.00	2,146.00	0
102-361-100	INTEREST - TRANSPORTATION IMPACT	2,709.74	500.00	1,529.34	1,529.34	1,029.34	306
102-389-200	BEGINNING FUND BALANCE	0.00	130,153.00	0.00	0.00	130,153.00-	0
TRANSPORTATION IMPACT FEE FUND Reven		6,645.74	130,653.00	3,675.34	3,675.34	126,977.66-	2

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
102-541-00-3100	PROFESSIONAL SERVICES	0.00	65,000.00	0.00	0.00	65,000.00	0
541 Total		0.00	65,000.00	0.00	0.00	65,000.00	0
102-590-00-2710	ENDING FUND BALANCE	0.00	65,653.00	0.00	0.00	65,653.00	0
590 Total		0.00	65,653.00	0.00	0.00	65,653.00	0
TRANSPORTATION IMPACT F Expenditure To		0.00	130,653.00	0.00	0.00	130,653.00	0

102 TRANSPORTATION IMPACT FEE FUND	Prior	Current	YTD
Revenues:	6,645.74	3,675.34	3,675.34
Expenditures:	0.00	0.00	0.00
Net Income:	6,645.74	3,675.34	3,675.34

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
103-331-900	ARPA-CORONAVIRUS LOCAL FISCAL RECOVER	301,722.36	0.00	75,209.06	75,209.06	75,209.06	0
103-334-360	STATE RESILIENCY GRANT	0.00	0.00	196,862.00	196,862.00	196,862.00	0
103-343-900	SERVICE CHARGE - STORMWATER	476,025.21	466,011.00	472,921.01	472,921.01	6,910.01	101
103-361-100	INTEREST - STORMWATER	9,123.54	0.00	5,118.82	5,118.82	5,118.82	0
103-389-200	BEGINNING FUND BALANCE	0.00	130,000.00	0.00	0.00	130,000.00-	0
STORMWATER FUND Revenue Totals		786,871.11	596,011.00	750,110.89	750,110.89	154,099.89	125

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
103-541-00-1200	REGULAR SALARIES & WAGES	153,775.39	195,000.00	80,123.94	80,123.94	114,876.06	41
103-541-00-2100	FICA/MEDICARE TAXES	11,289.75	14,918.00	5,894.77	5,894.77	9,023.23	40
103-541-00-2200	RETIREMENT CONTRIBUTIONS	24,893.32	32,000.00	12,767.43	12,767.43	19,232.57	40
103-541-00-2300	HEALTH INSURANCE	29,608.11	50,000.00	17,884.64	17,884.64	32,115.36	36
103-541-00-2310	DENTAL & VISION INSURANCE	1,291.06	1,700.00	650.09	650.09	1,049.91	38
103-541-00-2320	LIFE INSURANCE	729.96	950.00	376.97	376.97	573.03	40
103-541-00-2330	DISABILITY INSURANCE	1,692.21	2,200.00	845.54	845.54	1,354.46	38
103-541-00-3100	PROFESSIONAL SERVICES	11,410.00	6,000.00	18,310.00	18,310.00	12,310.00-	305
103-541-00-3120	ENGINEERING FEES	41,698.70	90,000.00	16,531.42	16,531.42	73,468.58	18
103-541-00-3430	NPDES	8,210.00	10,000.00	8,210.00	8,210.00	1,790.00	82
103-541-00-3450	LAKE CONSERVATION	12,900.00	18,000.00	8,968.00	8,968.00	9,032.00	50
103-541-00-4600	REPAIRS & MAINTENANCE	540.00	80,000.00	18,269.50	18,269.50	61,730.50	23
103-541-00-4910	LEGAL ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
103-541-00-6300	CIP - CAPITAL IMPROVEMENTS	0.00	40,000.00	0.00	0.00	40,000.00	0
103-541-00-6319	CIP - CAPITAL IMPROVEMENTS - ARPA	301,722.36	0.00	75,209.06	75,209.06	75,209.06-	0
541 Total		599,760.86	541,268.00	264,041.36	264,041.36	277,226.64	49

103-590-00-2710	ENDING FUND BALANCE	0.00	54,743.00	0.00	0.00	54,743.00	0
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CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	590 Total	0.00	54,743.00	0.00	0.00	54,743.00	0
	STORMWATER FUND Expenditure Totals	599,760.86	596,011.00	264,041.36	264,041.36	331,969.64	44

103 STORMWATER FUND	Prior	Current	YTD
Revenues:	786,871.11	750,110.89	750,110.89
Expenditures:	599,760.86	264,041.36	264,041.36
Net Income:	187,110.25	486,069.53	486,069.53

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
104-351-200	JUDGEMENT & FINES - LE EDUCATION FUND	10,281.08	5,000.00	8,112.81	8,112.81	3,112.81	162
104-361-100	INTEREST - EDUCATION FUND	376.13	100.00	211.04	211.04	111.04	211
104-389-200	BEGINNING FUND BALANCE	0.00	23,077.00	0.00	0.00	23,077.00-	0
LAW ENFORCEMENT EDUCATION FUND Rev		10,657.21	28,177.00	8,323.85	8,323.85	19,853.15-	29

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
104-521-00-5500	TRAINING	7,003.60	20,000.00	9,487.90	9,487.90	10,512.10	47
521 Total		7,003.60	20,000.00	9,487.90	9,487.90	10,512.10	47
104-590-00-2710	ENDING FUND BALANCE	0.00	8,177.00	0.00	0.00	8,177.00	0
590 Total		0.00	8,177.00	0.00	0.00	8,177.00	0

LAW ENFORCEMENT EDUCATION FUND Expenditure T		7,003.60	28,177.00	9,487.90	9,487.90	18,689.10	34
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104 LAW ENFORCEMENT EDUCATION FUND	Prior	Current	YTD
Revenues:	10,657.21	8,323.85	8,323.85
Expenditures:	7,003.60	9,487.90	9,487.90
Net Income:	3,653.61	1,164.05-	1,164.05-

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
105-324-610	IMPACT FEES - RESIDENTIAL - PARKS	1,562.00	0.00	781.00	781.00	781.00	0
105-361-100	INTEREST - PARKS IMPACT FEE FUND	16.50	0.00	12.86	12.86	12.86	0
105-389-200	BEGINNING FUND BALANCE	0.00	2,358.00	0.00	0.00	2,358.00-	0
PARKS IMPACT FEE FUND Revenue Totals		1,578.50	2,358.00	793.86	793.86	1,564.14-	33

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
105-590-00-2710	ENDING FUND BALANCE	0.00	2,358.00	0.00	0.00	2,358.00	0
590 Total		0.00	2,358.00	0.00	0.00	2,358.00	0
PARKS IMPACT FEE FUND Expenditure Total		0.00	2,358.00	0.00	0.00	2,358.00	0

105 PARKS IMPACT FEE FUND	Prior	Current	YTD
Revenues:	1,578.50	793.86	793.86
Expenditures:	0.00	0.00	0.00
Net Income:	1,578.50	793.86	793.86

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
106-324-910	IMPACT FEES - RESIDENTIAL - GEN GOV FAC	2,046.00	0.00	1,023.00	1,023.00	1,023.00	0
106-361-100	INTEREST - GEN GOVT IMPACT FEE FUND	21.62	0.00	16.84	16.84	16.84	0
106-389-200	BEGINNING FUND BALANCE	0.00	3,084.00	0.00	0.00	3,084.00-	0
GENERAL GOVERNMENT IMPACT FEE FUND		2,067.62	3,084.00	1,039.84	1,039.84	2,044.16-	33

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
106-590-00-2710	ENDING FUND BALANCE	0.00	3,084.00	0.00	0.00	3,084.00	0
590 Total		0.00	3,084.00	0.00	0.00	3,084.00	0

GENERAL GOVERNMENT IMPA Expenditure 1	0.00	3,084.00	0.00	0.00	3,084.00	0
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106 GENERAL GOVERNMENT IMPACT FEE FI	Prior	Current	YTD
Revenues:	2,067.62	1,039.84	1,039.84
Expenditures:	0.00	0.00	0.00
Net Income:	2,067.62	1,039.84	1,039.84

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
107-358-200	CONTRABAND FORFEITURE PROCEEDS	0.00	0.00	20,500.00	20,500.00	20,500.00	0
	LAW ENFORCEMENT TRUST FUND Revenue	0.00	0.00	20,500.00	20,500.00	20,500.00	0

107 LAW ENFORCEMENT TRUST FUND	Prior	Current	YTD
Revenues:	0.00	20,500.00	20,500.00
Expenditures:	0.00	0.00	0.00
Net Income:	0.00	20,500.00	20,500.00

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
301-361-100	INTEREST - CAP EQUIP REPL FUND	319.94	200.00	179.51	179.51	20.49-	90
301-389-200	BEGINNING FUND BALANCE	0.00	15,382.00	0.00	0.00	15,382.00-	0
CAPITAL EQUIPMENT REPLACEMENT FUND		319.94	15,582.00	179.51	179.51	15,402.49-	1

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
301-590-00-2710	ENDING FUND BALANCE	0.00	15,582.00	0.00	0.00	15,582.00	0
590 Total		0.00	15,582.00	0.00	0.00	15,582.00	0

CAPITAL EQUIPMENT REPLA Expenditure Tot		0.00	15,582.00	0.00	0.00	15,582.00	0
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301 CAPITAL EQUIPMENT REPLACEMENT FU	Prior	Current	YTD
Revenues:	319.94	179.51	179.51
Expenditures:	0.00	0.00	0.00
Net Income:	319.94	179.51	179.51

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

09/18/2
05:19

c.

Grand Totals	Prior	Current	YTD
Revenues:	13,322,582.62	11,289,634.20	11,289,634.20
Expenditures:	12,667,449.88	10,736,601.58	10,740,073.60
Net Income:	655,132.74	553,032.62	549,560.60

Maureen McKuhen

407-849-8450

codecompliance@belleislfl.gov

BELLE ISLE**COMMUNITY COMPLIANCE OFFICER****AUGUST 2026
MONTH IN REVIEW****MONTHLY TOTAL CASES: 82****OPEN vs CLOSED CASES:****OPEN**

- 40 CASES

CLOSED

- 42 CASES

TOP 3 CONCERNS:**TALL GRASS AND WEEDS**

- 11 OPEN 10 CLOSED

PUBLIC NUISANCE

- 7 OPEN 3 CLOSED

ACCESSORY STRUCTURES

- 5 OPEN 6 CLOSED

SEC. 10-153

- Cannot exceed 12 inches in height
- The accumulation of rank growth of weeds, grass, invasive species, trees, plants, or undergrowth in the condition that may serve to communicate fire or serve as a breeding place or harbor insects, rodents, snakes, vermin, or other pests

AUGUST 2026 HIGHLIGHTS**Property Maintenance**

- Addressed unsafe and unsightly property conditions throughout the City.

**High Grass & Weed Enforcement**

- Working with property owners to maintain attractive neighborhoods.

**Junk Vehicle Compliance**

- Investigated abandoned and inoperable vehicle complaints.

**Right-of-Way & Roadway Safety**

- Obstructions, improperly placed vehicles, and other conditions affecting public rights-of-way.

**Fair & Consistent Enforcement**

- Applied City codes consistently while working with property owners to achieve compliance and maintain equitable enforcement throughout the community.

**Sec. 50-102**

- Canvas, polyester or fabric structure
- Used for shelter storage
- No replacement/allowed



Orange County Fire Rescue Unit Activity in Belle Isle for August 2026



Total Calls: **59**

Unit Responses: **133**

Transports: **30**

EMS: 35 Fire: 17 Auto Accident: 7

Report#	Date & Time	RD	Station	Call Type	Address
OF260096591	8/1/2026 6:29:03AM	70773B	70	EMDA	2121 Mccoy Rd
E73	Total Time: 0:44:26				
R73	Total Time: 1:21:40			Transport: Yes	
OF260096676	8/1/2026 11:25:05AM	70773B	70	AA	Mccoy Rd / Gondola Dr
E73	Total Time: 0:15:43				
R73	Total Time: 0:41:31			Transport: Yes	
OF260096681	8/1/2026 11:27:47AM	72733B	72	EMDD	4814 CONWAY RD
E71	Total Time: 0:03:15				
E72	Total Time: 0:18:38				
R71	Total Time: 0:51:31			Transport: Yes	
OF260097013	8/2/2026 3:26:46AM	73277B	73	EMDD	2323 MCCOY RD
E73	Total Time: 0:29:18				
R73	Total Time: 1:01:49			Transport: Yes	
OF260097125	8/2/2026 11:29:32AM	70773B	70	EMDC	7211 LAKE DR
E73	Total Time: 0:15:32				
R73	Total Time: 1:11:44			Transport: Yes	
OF260097439	8/3/2026 3:39:26AM	70735B	70	EMDD	1448 CONWAY ISLE CIR
E70	Total Time: 0:38:47				
R70	Total Time: 1:18:22			Transport: Yes	
OF260097455	8/3/2026 6:05:43AM	72733B	72	EMDC	5111 PELLEPORT AVE
E72	Total Time: 0:12:20				
R72	Total Time: 0:47:05			Transport: Yes	
OF260097880	8/4/2026 5:50:37AM	70773B	70	COALARM	1748 COLLEEN DR
E51	Total Time: 0:03:07				
E73	Total Time: 0:22:55				
TR51	Total Time: 0:20:59				
OF260097966	8/4/2026 9:43:28AM	73377B	73	EMDD	1934 MCCOY RD
E70	Total Time: 0:03:33				
E73	Total Time: 0:13:56				
R73	Total Time: 0:53:54			Transport: Yes	
OF260098611	8/5/2026 2:12:55PM	70735B	70	EMDD	2501 KISSAM CT
E70	Total Time: 0:20:50				
R70	Total Time: 1:39:03			Transport: Yes	
OF260098662	8/5/2026 4:28:45PM	70773B	70	EMDC	1951 MCCOY RD
R73	Total Time: 1:18:57			Transport: Yes	
OF260098720	8/5/2026 7:02:56PM	70737B	70	EMDB	6723 MATCHETT RD
CPT4	Total Time: 0:03:21				
E70	Total Time: 0:21:15				
R70	Total Time: 1:09:32			Transport: Yes	
OF260099071	8/6/2026 1:54:22PM	70773B	70	EMDD	1825 WIND WILLOW RD
E70	Total Time: 0:24:44				

Report#	Date & Time	RD	Station	Call Type	Address	c.
	R70 Total Time: 1:05:28	Transport: Yes				
OF260099115	8/6/2026 3:04:40PM	70773B	70	AA	Gondola Dr / Mccoy Rd	
	E51 Total Time: 0:02:25					
OF260099153	8/6/2026 4:08:42PM	70769B	70	AA	Warren Park Rd / Daetwyler Dr	
	E72 Total Time: 0:24:18					
	R72 Total Time: 0:51:34	Transport: Yes				
OF260099209	8/6/2026 5:50:04PM	70773B	70	AA	Gondola Dr / Mccoy Rd	
	E70 Total Time: 0:17:25					
	R70 Total Time: 0:17:31					
OF260099222	8/6/2026 6:29:12PM	70735B	70	ELECK	5245 OAK ISLAND RD	
	E70 Total Time: 0:15:37					
OF260099330	8/6/2026 11:58:59PM	73277B	73	EMDA	2635 MCCOY RD	
	E73 Total Time: 0:02:40					
	R73 Total Time: 0:50:25	Transport: Yes				
OF260099468	8/7/2026 9:40:38AM	70736B	70	EMDD	Waltham Ave / Hansel Ave	
	E70 Total Time: 0:08:11					
	R70 Total Time: 0:34:34	Transport: Yes				
OF260099482	8/7/2026 9:56:53AM	72734B	72	EMDB	5124 BELLEVILLE AVE	
	E72 Total Time: 0:24:04					
	R72 Total Time: 1:27:19	Transport: Yes				
OF260099614	8/7/2026 1:31:03PM	72733B	72	LOCKOUT	4400 HOFFNER AVE	
	E72 Total Time: 0:11:53					
	R72 Total Time: 0:11:18					
OF260099751	8/7/2026 5:59:09PM	72732B	72	EMDA	4323 KANDRA CT	
	E71 Total Time: 0:05:37					
	R72 Total Time: 0:58:58	Transport: Yes				
OF260099894	8/8/2026 3:36:06AM	70737B	70	EMDB	7318 GONDOLA DR	
	R70 Total Time: 0:13:39					
OF260099905	8/8/2026 4:35:01AM	73277B	73	AFA	2323 MCCOY RD	
	E73 Total Time: 0:20:44					
OF260100332	8/9/2026 1:43:43AM	70773B	70	PA	1748 COLLEEN DR	
	E73 Total Time: 0:24:34					
	R73 Total Time: 0:03:35					
OF260100341	8/9/2026 2:23:04AM	72733B	72	EMDC	5256 JADE CIR	
	R72 Total Time: 0:24:52					
OF260100392	8/9/2026 7:54:56AM	72733B	72	EMDD	4416 HOFFNER AVE	
	E72 Total Time: 0:20:47					
	R72 Total Time: 0:20:56					
OF260100745	8/9/2026 11:41:29PM	70773B	70	AFA	7238 LAKE DR	
	E70 Total Time: 0:12:26					
OF260101594	8/11/2026 5:08:39PM	72733B	72	EMDD	5125 GRAMONT AVE	
	E72 Total Time: 0:20:24					
	R72 Total Time: 0:50:54	Transport: Yes				
OF260101597	8/11/2026 5:09:26PM	70736B	70	AFA	2801 HOFFNER AVE	
	E70 Total Time: 0:15:19					
OF260102006	8/12/2026 1:17:56PM	72733B	72	EMDC	3714 ST MORITZ ST	
	R71 Total Time: 1:03:15	Transport: Yes				

Report#	Date & Time	RD	Station	Call Type	Address	c.
OF260102380	8/13/2026 10:13:11AM	72733B	72	EMDA	5019 MORTIER AVE	
E72	Total Time: 0:31:37					
R72	Total Time: 0:58:06			Transport: Yes		
OF260103328	8/15/2026 3:07:31AM	73177B	73	EMDD	3504 BRIGHTON PARK CIR	
E73	Total Time: 0:26:01					
R73	Total Time: 0:58:12			Transport: Yes		
OF260103460	8/15/2026 11:53:20AM	73277B	73	EMDD	1853 MCCOY RD	
E73	Total Time: 0:15:49					
R73	Total Time: 0:15:32					
OF260103508	8/15/2026 1:52:32PM	73277B	73	ASSTSO	1853 MCCOY RD	
E73	Total Time: 0:15:22					
OF260103560	8/15/2026 3:31:12PM	73277B	73	ASSTSO	1853 MCCOY RD	
B4	Total Time: 0:33:41					
E70	Total Time: 0:29:38					
E73	Total Time: 0:35:20					
R73	Total Time: 0:32:41					
OF260103982	8/16/2026 1:03:58PM	72733B	72	EMDA	2826 CULLEN LAKE SHORE DR	
R72	Total Time: 0:47:17			Transport: Yes		
OF260104223	8/17/2026 12:20:09AM	73277B	73	PA	1748 COLLEEN DR	
E73	Total Time: 0:27:51					
R73	Total Time: 0:04:07					
OF260105119	8/18/2026 4:22:45PM	72733B	72	AA	5250 CONWAY RD	
E72	Total Time: 0:12:22					
R70	Total Time: 0:07:55					
REHAB1	Total Time: 0:10:15					
OF260105521	8/19/2026 1:24:42PM	70736B	70	AA	6001 S ORANGE AVE	
E51	Total Time: 0:02:22					
R70	Total Time: 0:35:28			Transport: Yes		
OF260105794	8/20/2026 6:03:00AM	72732B	72	ANMLRES	5851 COVE DR	
E72	Total Time: 0:02:00					
OF260106293	8/21/2026 7:37:32AM	72732B	72	EMDE	3556 COUNTRY LAKES DR	
E72	Total Time: 0:52:08					
R72	Total Time: 0:52:36					
OF260106605	8/21/2026 6:09:47PM	70736B	70	EMDA	2106 BELLE ISLE AVE	
E70	Total Time: 0:02:12					
R70	Total Time: 1:53:49			Transport: Yes		
OF260106656	8/21/2026 7:32:31PM	70736B	70	EMDD	1526 CONWAY ISLE CIR	
M5	Total Time: 0:01:28					
R151	Total Time: 0:00:30					
TR51	Total Time: 0:15:16					
OF260107910	8/24/2026 2:54:53PM	70736B	70	AA	Hansel Ave / E Wallace St	
E70	Total Time: 0:07:45					
R70	Total Time: 0:07:53					
OF260108912	8/26/2026 5:26:30PM	70737B	70	HOUSE	1723 WIND DRIFT RD	
B4	Total Time: 0:04:46					
CPT4	Total Time: 0:04:19					
E51	Total Time: 0:04:19					
E53	Total Time: 0:04:51					
E70	Total Time: 0:36:16					

Report#	Date & Time	RD	Station	Call Type	Address	c.
R53	Total Time: 0:04:30					
R73	Total Time: 0:05:03					
TR51	Total Time: 0:05:12					
OF260108916	8/26/2026 5:29:54PM	73277B	73	AFA	1903 WIND WILLOW RD	
E73	Total Time: 0:29:27					
OF260108922	8/26/2026 5:33:14PM	73277B	73	AFA	1921 WIND WILLOW RD	
E52	Total Time: 0:05:28					
E73	Total Time: 0:21:24					
OF260108951	8/26/2026 5:58:00PM	72732B	72	HOUSE	7210 SEMINOLE DR	
B4	Total Time: 0:11:24					
CPT4	Total Time: 0:11:04					
E51	Total Time: 0:13:43					
E53	Total Time: 0:11:27					
E70	Total Time: 0:21:24					
E73	Total Time: 0:12:26					
R70	Total Time: 0:30:04					
R72	Total Time: 0:12:35					
TR54	Total Time: 0:11:12					
OF260109062	8/26/2026 8:40:51PM	73277B	73	ELVRESN	2323 MCCOY RD	
E73	Total Time: 0:18:31					
OF260109565	8/27/2026 6:49:11PM	73177B	73	HAZ3	3782 BRIGHTON PARK CIR	
B4	Total Time: 0:25:45					
E72	Total Time: 0:26:02					
E73	Total Time: 0:11:03					
R73	Total Time: 0:27:23					
SQ1	Total Time: 0:26:00					
OF260109572	8/27/2026 7:14:49PM	72732B	72	COALARM	4327 ARAJO CT	
E71	Total Time: 0:01:12					
E72	Total Time: 0:31:38					
R72	Total Time: 0:15:32					
SQ1	Total Time: 0:28:52					
OF260110130	8/28/2026 9:19:55PM	72733B	72	EMDA	5208 DRISCOLL CT	
E72	Total Time: 0:17:19					
R70	Total Time: 0:17:12					
OF260110266	8/29/2026 8:59:48AM	72733B	72	EMDD	5225 DRISCOLL CT	
E72	Total Time: 0:15:58					
R72	Total Time: 1:24:53			Transport: Yes		
OF260110333	8/29/2026 11:27:49AM	72732B	72	PUBASST	4201 PLAYA CT	
E73	Total Time: 0:30:13					
R73	Total Time: 0:30:37					
OF260110421	8/29/2026 2:18:17PM	72733B	72	EMDD	5225 DRISCOLL CT	
E70	Total Time: 0:27:25					
R71	Total Time: 1:04:40			Transport: Yes		
OF260110620	8/29/2026 10:00:18PM	72732B	72	PA	4328 ARAJO CT	
E72	Total Time: 0:40:39					
R72	Total Time: 0:02:50					
OF260110727	8/30/2026 6:06:35AM	70737B	70	EMDD	1613 WIND DRIFT RD	
E70	Total Time: 0:25:51					
R70	Total Time: 0:59:10			Transport: Yes		
OF260111046	8/30/2026 8:49:33PM	70736B	70	EMDC	2812 MONTMART DR	

<u>Report#</u>	<u>Date & Time</u>	<u>RD</u>	<u>Station</u>	<u>Call Type</u>	<u>Address</u>	c.
E70	Total Time: 0:24:52					
R70	Total Time: 1:04:56			Transport: Yes		

**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: September 23, 2026

To: Honorable Mayor and City Council

From: Rick J. Rudometkin, City Manager

Subject: Pine Castle ES Site – Purchase Consideration

Background:

The old Pine Castle ES site has been demolished by OCPS. There has been questions on what that site will be used for. We have found out that an offer has been made on the property to purchase it and it looks like OCPS is willing to sell this property.

With this option now looking like it is available, OCPS has told the city that if it is interested in purchasing the property, that the city should submit a written offer for consideration.

This question is now in front of council. Is the council interested in putting in an offer on the ES site?

Staff Recommendation:

No recommendation.

Suggested Motion:

None at this time

Fiscal Impact: Sizeable amount to purchase. Will affect budget.

Alternative: No interest

Attachments:

N/A

City Manager Work Plan Items:

- Venetian Canals/other Canals:

Waiting for a response from the county. Byron Brooks said that it is taking a little longer than anticipated on their research. Council put a 60-day timeframe.

- FY 26/27 Budget:

The FY 26/27 final budget public hearing is September 23.

- Review/change City Charter/Code:

We will start discussions and have workshops starting in FY 26/27. Some code items will also be looked at.

- Annexation:

The city council has put a future annexation study on hold until after the November 2026 election process.

- RFPs:

Modernize Audio/Visual System – RFP is out

- Stormwater Appropriation – THUD:

We are still waiting for an answer on the new appropriation request for FY 2027 – flood mitigation, through Rep. Darren Soto for \$3.6M.

- Judge/Daetwyler Dr. Transportation Grant:

FY 26/27 is the anticipated start of this project. We are discussing an environmental study with the county.

- Hurricane Ian:

We have sent a letter disagreeing with the state findings on our reimbursement. Our letter has been sent to FEMA so they can give us the final determination. We are ready to appeal if necessary. Our senator sent an email to help get a final determination. We continue to wait...

- Hoffner Ave Traffic Improvements Grant:

The city has the fully executed State Funded Grant Agreement (SFGA agreement) between the city and the Florida Department of Transportation (FDOT). The city has no match money for this project. We are waiting for DOT to do a new scope amendment.

- Healthcare Providers:

Council has asked staff to look into healthcare providers in FY 26/27 to see if there could be cost savings by changing vendors.