

2019-20 PRELIMINARY BUDGET DISCUSSION

This document provides a financial summary of each program found within the General Fund. In the table below, revenues and expenditures are listed along with changes that occurred between Fiscal Year 2018-19 and 2019-20.

Revenues			
	2018 19	2019 20	Difference
Ad Valorem	\$3,739,000	\$4,065,000	\$326,000
Operating (Non Ad Valorem)	\$2,009,760	\$2,068,450	\$58,690
Administrative Fees	\$573,650	\$573,650	\$0
Non Operating	\$91,800	\$0	-\$91,800
General Fund Subtotal	\$6,414,210	\$6,707,100	\$292,890
Reserves	\$107,401	\$0	-\$107,401
Other Reimbursements (FEMA)	\$579,000	\$0	-\$579,000
Total Income	\$7,100,611	\$6,707,100	-\$393,511
Expenditures			
	2018 19	2019 20	Difference
Administration	\$782,100	\$826,595	\$44,495
Building	\$149,710	\$156,575	\$6,865
Support Services	\$2,132,800	\$2,173,549	\$40,749
Police	\$1,745,050	\$1,941,198	\$196,148
Public Works	\$902,200	\$917,159	\$14,959
Recreation	\$809,751	\$845,802	\$36,051
Total General Fund	\$6,521,611	\$6,860,878	\$339,267

As the table shows, while Ad Valorem and Operating revenues are increasing, the net change in revenue is a decrease. A majority of this is due to the nonrecurring FEMA Public Assistance and Hazard Mitigation grants which impacts the budget by \$579,000. At this time, a majority of the expenditure changes are related to personnel increases standard to town operations. At this time, the budget is currently at a deficit of \$153,000. The reasons for these increases are explained within the document, though higher-level items are stated on page 3.

General Fund Department Details			
Administration	2018 19	2019 20	Difference
<i>Personnel</i>	\$502,700	\$547,195	\$44,495
<i>Operating</i>	\$279,400	\$279,400	\$0
<i>Vehicle Debt Service</i>	\$0	\$0	\$0
<i>Transfer for Capital</i>	\$0	\$0	\$0
Administration Total	\$782,100	\$826,595	\$44,495
Building	2018 19	2019 20	Difference
<i>Personnel</i>	\$65,400	\$70,065	\$4,665
<i>Operating</i>	\$84,310	\$86,510	\$2,200
<i>Vehicle Debt Service</i>	\$0	\$0	\$0
<i>Transfer for Capital</i>	\$0	\$0	\$0
Building Total	\$149,710	\$156,575	\$6,865
Support Services	2018 19	2019 20	Difference
<i>Personnel</i>	\$656,251	\$664,799	\$8,548
<i>Operating</i>	\$1,458,149	\$1,471,250	\$13,101
<i>Vehicle Debt Service</i>	\$5,900	\$6,000	\$100
<i>Transfer for Capital</i>	\$12,500	\$31,500	\$19,000
Support Services Total	\$2,132,800	\$2,173,549	\$40,749
Police	2018 19	2019 20	Difference
<i>Personnel</i>	\$1,596,950	\$1,760,298	\$163,348
<i>Operating</i>	\$95,150	\$95,150	\$0
<i>Vehicle Debt Service</i>	\$22,950	\$23,250	\$300
<i>Transfer for Capital</i>	\$30,000	\$62,500	\$32,500
Police Total	\$1,745,050	\$1,941,198	\$196,148
Public Works	2018 19	2019 20	Difference
<i>Personnel</i>	\$529,550	\$544,309	\$14,759
<i>Operating</i>	\$288,000	\$288,000	\$0
<i>Vehicle Debt Service</i>	\$26,300	\$26,700	\$400
<i>Transfer for Capital</i>	\$58,350	\$58,150	-\$200
Public Works Total	\$902,200	\$917,159	\$14,959
Recreation	2018 19	2019 20	Difference
<i>Personnel</i>	\$478,301	\$487,702	\$9,401
<i>Operating</i>	\$311,150	\$311,150	\$0

<i>Vehicle Debt Service</i>	\$8,700	\$8,800	\$100
<i>Transfer for Capital</i>	\$11,600	\$38,150	\$26,550
Recreation Total	\$809,751	\$845,802	\$36,051
Total General Fund	\$6,521,611	\$6,860,878	\$339,267

Shown here are the changes within the subcategories of each department's budget: Personnel, Operating, Equipment Lease, and Transfer to Capital Equipment. Equipment Lease is the amount paid by each department for leased vehicles and equipment. A further breakdown of Capital Equipment Fund and the fund's activity is listed on the following page. Listed below is a summary of the General Fund activity.

In most departments, the allocation of hours has not changed from last year in operations, but has been better reflected based on research from the first year of program based budgeting. This year staff has built a tool in order to provide a more accurate calculation of staff time. The only department that will experience a shift in personnel costs due to changes in operation is the Police department, as they are rededicating their time to certain programs in their budget.

Major expenditure increases within the General Fund budget are as follows:

- \$20,000 - Police Pension increase
- \$30,000 - Largo Fire contract increase
- \$20,000 - Personnel health increases
- \$30,000 - Software and Cybersecurity contractual increases
- \$39,000 - Cost of Living Adjustment
- \$69,000 - Merit increases
- \$18,000 - General Liability insurance increase

Summary			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$6,414,210	\$6,707,100	\$292,890
Expenditures (Less Reserves)	\$6,521,611	\$6,860,878	\$339,267
Surplus / (Deficit)	-\$107,401	-\$153,778	-\$46,377

CAPITAL EQUIPMENT REPLACEMENT FUND

Capital Equipment Fund Revenues			
Transfer of Reserves	\$60,500	\$0	-\$60,500
Transfer from General Fund	\$64,150	\$190,300	\$126,150
Sale of Capital Assets	\$0	\$40,000	\$40,000
Subtotal Revenues	\$124,650	\$230,300	\$105,650
Capital Equipment Fund Expenditure			
Transfer of Reserves	\$32,350	\$230,300	\$197,950
Transfer to General Fund	\$92,300	\$0	-\$92,300
Subtotal Expenditures	\$124,650	\$230,300	\$105,650
Surplus / (Deficit)	\$0	\$0	\$0

The table above represents activity for the Capital Equipment Fund. The transfer from General Fund comprises more than 80% of the revenues in this preliminary budget.

This year, staff has worked to identify vehicle and equipment funding requirements in various departments while seeking opportunities to reduce total cost of ownership for the fleet. There is a significant increase this year because funding for future vehicle purchases has been included as a set-aside for future reserves. Staff is recommending the town continue implementing its strategy of replacing most vehicles on a 5-year plan. Once the town has phased out its older vehicles and is able to utilize the higher residual values from sale of newer vehicles, it is expected that a portion of the set-aside amount could be repurposed for non-vehicle capital needs in future years.

Capital Equipment Fund Summary			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$64,150	\$230,300	\$166,150
Expenditures (Less Reserves)	\$31,800	\$0	-\$31,800
Surplus / (Deficit)	\$32,350	\$230,300	\$197,950
Total Revenues (with Reserves)	\$124,650	\$230,300	\$105,650
Total Expenditures (with Reserves)	\$124,650	\$230,300	\$105,650
Surplus / (Deficit)	\$0	\$0	

Comparison of Change in Fund Balances			
	2018 19	2019 20	Difference
Surplus / (Deficit) General	-\$107,401	-\$153,778	-\$46,377
Surplus / (Deficit) Capital Equipment	\$32,350	\$230,300	\$197,950
Total Change of Fund Balances	-\$75,051	\$76,522	

The table above compares the net change in fund balances of the General Fund and the Capital Equipment Replacement Fund. As shown above, the proposed net change for the General Fund shows a deficit of \$154,000, while, the Capital Equipment Replacement fund shows a positive change in fund balance of just over \$230,000.

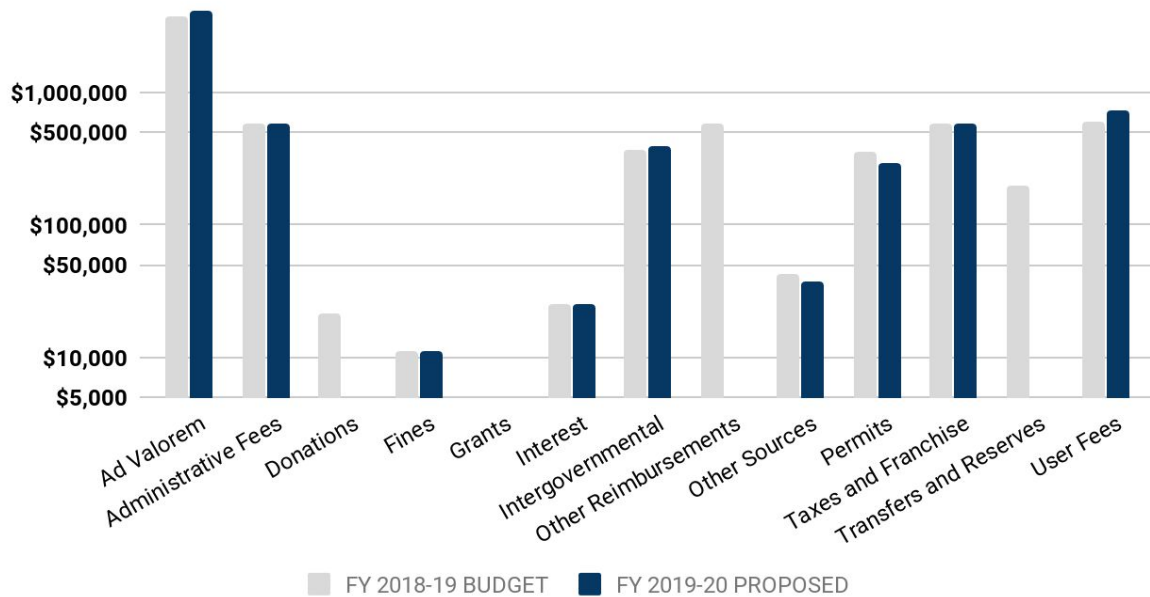
Summary			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$6,414,210	\$6,707,100	\$292,890
Expenditures (Less Reserves)	\$6,521,611	\$6,860,878	\$339,267
Surplus / (Deficit)	-\$107,401	-\$153,778	-\$46,377
Total Revenues (with Reserves)	\$7,100,611	\$6,707,100	-\$393,511
Total Expenditures (with Reserves)	\$6,521,611	\$6,860,878	\$339,267
Surplus / (Deficit)	\$579,000	-\$153,778	

The preliminary General Fund summary is restated above. The “surplus” of \$579,000 is not actually a surplus, as these funds are a nonrecurring FEMA Public Assistance and Hazard Mitigation grant, as mentioned previously. These funds had one express purpose of being used as reimbursement from hurricane damage, as well as the purchase and installation of the new generator for Town Hall. Below is a detailed review of revenue and expenditure changes in the programs for each department. These preliminary amounts are subject to change as staff is still reviewing some departmental requests related to next year’s budget.

REVENUES

Revenue Type	FY 2018-19 BUDGET	Percentage of Budget	FY 2019-20 PROPOSED	Percentage of Budget	Percentage Change
Ad Valorem	\$3,739,000	52.7%	\$4,065,000	60.61%	8.72%
Administrative Fees	\$573,650	8.1%	\$573,650	8.55%	0.00%
Donations	\$21,700	0.3%	\$1,700	0.03%	-92.17%
Fines	\$11,050	0.2%	\$11,050	0.16%	0.00%
Grants	\$3,000	0.0%	\$1,000	0.01%	-66.67%
Interest	\$25,000	0.4%	\$25,000	0.37%	0.00%
Intergovernmental	\$370,600	5.2%	\$387,100	5.77%	4.45%
Other Reimbursements	\$579,000	8.2%	\$0	0.00%	-100.00%
Other Sources	\$42,700	0.6%	\$36,700	0.55%	-14.05%
Permits	\$350,150	4.9%	\$290,450	4.33%	-17.05%
Taxes and Franchise Fees	\$587,200	8.3%	\$581,500	8.67%	-0.97%
Transfers and Reserves	\$199,201	2.8%	\$0	0.00%	-100.00%
User Fees	\$598,360	8.4%	\$733,950	10.94%	22.66%
TOTAL	\$7,100,611	100.00%	\$6,707,100	100.00%	-5.54%

Comparison to Prior Year Revenue FY 2018-19 vs. FY 2019-20



DETAIL OF GENERAL FUND REVENUES

Account	Account Description	FY 2018-19 Budget	FY 2019-20 Proposed	Difference
300320	Tennis Annual Permits	\$2,500	\$2,500	\$0
311100	Ad Valorem	3,739,000	4,065,000	326,000
313100	Electric Franchise	367,000	367,000	0
313400	Gas Franchise	22,000	22,000	0
315000	Communications Services Tax	173,200	167,500	-5,700
321100	Occupational License	25,000	25,000	0
331201	Jag Grant	1,000	1,000	0
335100	Alcohol Beverage License	150	450	300
335120	Revenue Sharing - State	111,900	115,100	3,200
335180	Sales Tax	255,700	268,500	12,800
335410	Gasoline Rebate	3,000	3,500	500
337200	Grant	2,000	0	-2,000
341200	Zoning & Variance Fees	800	1,000	200
341802	Building Permits	350,000	290,000	-60,000
342103	Special Duty Police	91,960	187,200	95,240
343900	Lot Mowing	3,000	3,000	0
347210	Recreation (Prog. Activity)	292,000	311,000	19,000
347211	Recreation Permits	24,800	24,000	-800
347213	Rec-Vending Machine Sales	4,100	4,100	0
347214	Concession Stand Sales	9,700	9,700	0
347217	Merchandise	0	0	0
347530	Special Events-Private Parties	6,150	6,000	-150
347540	Special Events-Athletic Prog.	15,000	23,000	8,000
351100	Court Fines (Police Fines)	4,000	4,000	0
351300	Police Academy	300	300	0
351400	Restitution	1,500	1,500	0
351402	Otc Fines And Tickets	250	250	0
354000	Ordinance Violations	2,000	2,000	0
361000	Interest	25,000	25,000	0
362000	Rental Income	4,800	4,800	0
364100	Insurance Proceeds	0	0	0

365900	Sale of Capital Assets	6,000	0	-6,000
365901	Sale Of Auctioned Assets	2,000	2,000	0
366900	Donation-Community Proj.	0	0	0
366903	Donation-Recreation Proj.	0	0	0
366904	BCF Contribution Hunter Park	1,700	1,700	0
366905	Contribution - Pol. Equip.	20,000	0	-20,000
366909	Donation - Vanity Plate	0	0	0
366911	Special Events	146,550	160,650	14,100
366913	Donations	0	0	0
369000	Miscellaneous	34,700	34,700	0
Operating Income		\$5,748,760	\$6,133,450	\$384,690
381000	Reserves (Prior Years)	\$107,401	\$0	-\$107,401
381200	Transfer From 301 (CERF)	31,800	0	-31,800
381210	Transfer From 110 (Local Gas Tax)	0	0	0
381302	Transfer from 305	20,000	0	-20,000
381406	Transfer from 401 (water)	40,000	0	-40,000
383000	Administrative Fees	573,650	573,650	0
370201	Reserves	0	0	0
389300	State Crime Prevention Grant	0	0	0
Total Non-Operating Income		\$772,851	\$573,650	-\$199,201
	FEMA HMGP Generator Grant	\$104,000	\$0	-\$104,000
	FEMA Grant	475,000	0	-475,000
Other Reimbursements		\$579,000	\$0	-\$579,000
Total Income		\$6,521,611	\$6,707,100	\$185,489
Total Income with Other Reimbursements		\$7,100,611	\$6,707,100	-\$393,511

There are both major increases and decreases within the General Fund revenues this year. The largest increase, Ad Valorem (\$326,000), is consistent with estimates for Ad valorem receipts for Belleview Place, as well as increases in taxable value townwide. Special Duty Police (\$95,240) is doubling due to the new contract with Pelican Golf Course, which raises the contractual service hours of police officers from 40 to 70, and includes some special events.

The largest decrease this year, though not related to recurring revenues, is the Hazard Mitigation Grant Program and FEMA grant from last year, totaling \$579,000. The largest reduction in recurring revenues this year is in Building Permits (-\$60,000). These revenues are expected to decrease in the

following year as the Belleview Property and Pelican Golf Course projects finish entirely. The net change in General Fund revenue is \$185,489 dollars.

These programs are subject to change due to restructuring of personnel hours. Any increases not related to personnel are listed in the description of the programs.

ADMINISTRATION

DEPARTMENT OVERVIEW

The Administration Department is responsible for managing and coordinating the day-to-day operations throughout town, as well as coordinating communications, public records management, capital projects, and formulating the Town's annual programmatic budget. Additionally, the Department routinely conducts policy studies to inform and advise the Commission on agenda items and reviews the efficiency and effectiveness of various programs town-wide. Currently the only increases in this Department are personnel, but the costs for training, memberships, and travel are expected to decrease as the departments absorb their respective costs. For budgetary purposes, these numbers are currently included in the Administration Department, but will be distributed to the other departments by the next meeting.

	2018-19	2019-20	Change
REVENUES	\$25,000	\$25,000	\$0
PERSONNEL	\$502,700	\$547,195	\$44,495
OPERATING	\$279,400	\$279,400	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$782,100	\$826,595	\$44,495

TOWN ADMINISTRATION

The Town Administration program includes administrative costs pertaining to employee and Town management. This area also includes costs related to contract management, training required for staff, and emergency management. The change in personnel is related to a reallocation of staff time in order to accurately portray how time is spent in programs, as well as three staff members receiving increases due to certifications.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$41,421	\$72,617	\$31,196
OPERATING	\$62,321	\$62,321	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$103,742	\$134,938	\$31,196

COMMUNICATIONS AND MARKETING

This program relates to communications, marketing, and the development of public outreach and internal communication projects. The program is responsible for the Communications Team, day-to-day messaging on social media, and special projects such as the Resident Information Guide.

The change in personnel is related to a reallocation of staff time in order to accurately portray how time is spent in programs, specifically regarding additional staff time spent in on Legislative Programming.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$50,883	\$50,447	-\$436
OPERATING	\$9,740	\$9,740	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$60,623	\$60,187	-\$436

LEGISLATIVE PROGRAMMING

The Legislative Programming program is directly responsible for all public meetings, policy management within Town, and legislative coordination. This program contains all costs associated with the advisory boards. The change in personnel is related to a reallocation of staff time in order to accurately portray how time is spent in this program, as well as three staff members receiving increases due to certifications.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$101,105	\$164,207	\$63,102
OPERATING	\$22,866	\$22,866	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$123,971	\$187,073	\$63,102

LEGAL AND STATUTORY COMPLIANCE

One of the most expensive programs found within the Administration Department is the Legal and Statutory Compliance program, which is related to the Town's compliance with federal, state, and local regulations. It consists of expenditures related to business tax receipts, elections within the Town, and public records management. The change in personnel is related to a reallocation of staff time in order to accurately portray how time is spent in programs, specifically regarding additional staff time related to Legislative Programming.

	2018-19	2019-20	Change
REVENUES	\$25,000	\$25,000	\$0
PERSONNEL	\$145,541	\$68,209	-\$77,332
OPERATING	\$42,078	\$42,078	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$187,619	\$110,287	-\$77,332

CAPITAL PROJECT MANAGEMENT

This program includes the management and organization of capital projects for the Town. Though these projects are largely funded through the Infrastructure Fund, this program includes the planning stages for capital projects, any related vendor and grant management, in addition to project management responsibilities. This program also houses any costs related to the Town's historic street lights. The change in personnel is related to a reallocation of staff time in order to accurately portray how time is spent in programs, as well as three staff members receiving increases due to completion of educational certifications.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$82,926	\$94,151	\$11,225
OPERATING	\$127,469	\$127,469	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$210,395	\$221,620	\$11,225

MANAGEMENT AND BUDGET ANALYSIS

This program is responsible for the larger financial projects within the Town. This program incorporates costs related to fiscal analysis, such as the creation of the Financial Forecast, procurement responsibilities, asset management, and managing the Town's budget. The change in personnel is related to a reallocation of staff time in order to accurately portray how time is spent in programs, specifically moving time from Communications and Legal and Statutory Compliance programs in to Management and Budget Analysis.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$80,824	\$97,564	\$16,740
OPERATING	\$14,926	\$14,926	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$95,750	\$112,490	\$16,740

BUILDING

DEPARTMENT OVERVIEW

The Building Department contains revenues and expenditures for permitting, zoning, and development functions throughout town. The Department advises homeowners and businesses on regulations identified in the Land Development Code and is responsible for plan review, as well as issuance of building permits and inspections. This department also plays a large role in damage assessment and documentation during emergency operations. This year, the Building Department is also looking to scan valuable historical documents and update damage assessment technology. There is a request of increase in funds related to the purchasing of some new equipment to help with Damage Assessment and the National Pollutant Discharge Elimination System (NPDES).

	2018-19	2019-20	Change
REVENUES	\$350,000	\$290,000	-\$60,000
PERSONNEL	\$65,400	\$70,065	\$4,665
OPERATING	\$84,310	\$86,510	\$2,200
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$149,710	\$156,575	\$6,865

PERMITTING

The Permitting program within the Building Department carries costs related to the permitting, plan review, and the inspection process. This program accounts for a majority of the Department's expenditures, as well as the entirety of revenue, as the Building Permits account is housed here. In the upcoming year, Building Permits will experience a decrease of \$60,000 due to the completion of the Pelican Golf Course and the Belleview Place projects.

	2018-19	2019-20	Change
REVENUES	\$350,000	\$290,000	-\$60,000
PERSONNEL	\$53,628	\$56,533	\$2,905
OPERATING	\$83,590	\$83,590	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$137,218	\$140,123	\$2,905

FLOODPLAIN MANAGEMENT

The Floodplain Management program includes operational costs, as well as training and certification, for the Town to use both corrective and preventative measures to reduce the risk of future flooding. Increases in this program's operating budget are due to the request for two new iPads in order to help with Floodplain Management, National Pollutant Discharge Elimination System (NPDES), and Damage Assessment for the emergency operations.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$3,270	\$6,026	\$2,756
OPERATING	\$125	\$475	\$350
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$3,395	\$6,501	\$3,106

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

The National Pollutant Discharge Elimination System (NPDES) permit program addresses water pollution by regulating points where discharge pollutes the water. The Building Department is currently requesting two new iPads for Damage Assessment and NPDES work, as the Town's current tablets can not support the new application software. Some of this extra cost will be offset by selling the two Android tablets that are presently used. Increases in this program's operating budget are due to the request for two new iPads in order to help with Floodplain Management, National Pollutant Discharge Elimination System (NPDES), and Damage Assessment for the emergency operations.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$5,232	\$3,753	-\$1,479
OPERATING	\$475	\$1,125	\$650
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$5,707	\$4,878	-\$829

EMPLOYEE ADMINISTRATION

The Employee Administration program houses costs related to personnel time and resources. This includes items such as protective clothing, telephone usage, and office supplies. The increase in operating for this program is related to Administration breaking out Training, Travel and Per Diem, and Memberships into each respective department.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$3,270	\$3,753	\$483
OPERATING	\$120	\$1,320	\$1,200
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$3,390	\$5,073	\$1,683

SUPPORT SERVICES

DEPARTMENT OVERVIEW

The Support Services Department provides general financial and administrative support to the Town of Belleair. This department manages financial services, utility billing, human resources, risk mitigation, procurement, information technology, and facility maintenance. The Support Services Department is also responsible for facilitating the Comprehensive Annual Financial Reporting (CAFR) document and delivering it to the Government Finance Officers Association (GFOA) in order for the Town to achieve the Certificate of Achievement for Excellence in Financial Reporting. Many of the increases in this department are contractual, meaning that they are non-negotiable at this time. It should also be noted that there is an increase in capital lines for Support Services this year due to planning for the replacement of vehicles.

	2018-19	2019-20	Change
REVENUES	\$34,700	\$34,700	\$0
PERSONNEL	\$656,251	\$664,799	\$8,548
OPERATING	\$1,458,149	\$1,471,250	\$13,101
CAPITAL	\$18,400	\$37,500	\$19,100
EXPENSE SUBTOTAL	\$2,132,800	\$2,173,549	\$40,749

DIRECT INTERDEPARTMENTAL SUPPORT

The Direct Interdepartmental Support program includes costs for supporting other departments. This can include assisting other departments with operations on a daily basis or filling in when staff members are absent. Additionally, this program accounts for certain costs such as fuel and postage that are paid on behalf of the Town overall. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$23,308	\$19,843	-\$3,465
OPERATING	\$65,292	\$64,275	-\$1,017
CAPITAL	\$0	\$945	\$945
EXPENSE SUBTOTAL	\$88,600	\$85,063	-\$3,537

TOWNWIDE EMPLOYEE ADMINISTRATION

The Townwide Employee Administration program is responsible for managing the life cycle of the Town's employees. This includes the hiring process, benefits administration, personnel matters, and managing payroll duties. There is an increase in capital in the program this year due to replacing future vehicles, but the decrease in personnel and operating is related to a recalculation of staff time and distribution of expenditures in order to accurately depict programs.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$96,995	\$106,708	\$9,713
OPERATING	\$12,965	\$12,750	-\$215
CAPITAL	\$0	\$4,725	\$4,725
EXPENSE SUBTOTAL	\$109,960	\$124,183	\$14,223

FACILITY MAINTENANCE

The Facility Maintenance program includes responsibilities for the maintenance and repair of the Town's facilities, in addition to custodial duties. There are no operational increases in Facility Maintenance this year, but staff will be evaluating opportunities for efficiencies in how services are rendered. These options will be presented to the board as a decision package. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$171,671	\$135,885	-\$35,786
OPERATING	\$92,554	\$104,350	\$11,796
CAPITAL	\$0	\$8,190	\$8,190
EXPENSE SUBTOTAL	\$264,225	\$248,425	-\$15,800

FINANCIAL MANAGEMENT

The Financial Management program encompasses all accounting, purchasing, utility billing, and budgeting activities. The majority of costs for this program come from three subprograms: Accounting and Auditing, Accounts Payable, and Accounts Receivable. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$34,700	\$34,700	\$0
PERSONNEL	\$280,608	\$288,662	\$8,054
OPERATING	\$52,583	\$55,325	\$2,742
CAPITAL	\$0	\$13,545	\$13,545
EXPENSE SUBTOTAL	\$333,191	\$357,532	\$24,341

INFORMATION TECHNOLOGY

The Information Technology program is directly related to the costs of managing computer services and activities. This includes coordinating hardware and software expenditures, voice over IP telephone system management, and any contracts related to information technology. There is a sharp increase in this program's operational budget this year, mainly related to pricing increases

and additional cybersecurity software purchases. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$5,312	\$9,266	\$3,954
OPERATING	\$185,040	\$204,000	\$18,960
CAPITAL	\$0	\$6,315	\$6,315
EXPENSE SUBTOTAL	\$190,352	\$219,581	\$29,229

INTRADEPARTMENTAL ADMINISTRATION

The Intradepartmental Administration program accounts for all management activities found within the Support Services Department. This includes employee administration, duties for Support Services, purchase requests, budget preparation, and records management. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities, which determines how the capital is distributed as well.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$51,935	\$77,162	\$25,227
OPERATING	\$20,656	\$21,500	\$844
CAPITAL	\$18,400	\$2,520	-\$15,880
EXPENSE SUBTOTAL	\$90,991	\$101,182	\$10,191

RISK MANAGEMENT

The Risk Management program handles claims, safety management, as well as the insurance for property and casualty. Premium expenses for property and casualty insurance are expected to rise by 7% percent, estimated at \$18,000 dollars. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$26,422	\$27,273	\$851
OPERATING	\$257,659	\$276,200	\$18,541
CAPITAL	\$0	\$1,260	\$1,260
EXPENSE SUBTOTAL	\$284,081	\$304,733	\$20,652

TOWNWIDE PROFESSIONAL SERVICES

The Townwide Professional Services program is responsible for managing professional services distributed in Belleair. This includes the Town planner, and the Town Attorney. The program is decreasing this year, as Fire Services is being broken out into its own program.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$0	\$0	\$0
OPERATING	\$169,400	\$100,750	-\$68,650
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$169,400	\$100,750	-\$68,650

FIRE SERVICES

This year, Support Services has broken out the cost of Largo Fire expenses into its own program. This showcases the cost of the fire contract, which is increasing by the maximum rate of 5%.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$0	\$0	\$0
OPERATING	\$602,000	\$632,100	\$30,100
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$602,000	\$632,100	\$30,100

POLICE

DEPARTMENT OVERVIEW

The Police Department provides responsive law enforcement services to the Town of Belleair. It is their mission to maintain a safe and desirable community for the residents, businesses, and visitors. The Department is responsible for enforcing state laws, local ordinances, and proactively patrol the community to detect and prevent criminal activities. This department currently carries five large programs, with eighteen subprograms distributed within them. The most significant cost center for the Police Department is personnel. This year the increase is distinctly related to the police pension, Special Duty Police contract increasing the required hours, and prioritizing state mandated training for officers. It should also be noted that there is an increase in capital lines for the Police Department due to planning for the replacement of vehicles.

	2018-19	2019-20	Change
REVENUES	\$116,960	\$192,200	\$75,240
PERSONNEL	\$1,596,950	\$1,760,298	\$163,348
OPERATING	\$95,150	\$95,150	\$0
CAPITAL	\$52,950	\$85,750	\$32,800
EXPENSE SUBTOTAL	\$1,745,050	\$1,941,198	\$196,148

GENERAL PATROL

The General Patrol program carries a large portion of staff time and costs. This consists of dispatch operations, calls for service, traffic and preventative patrol, and special watches. The changes in this program are mainly related to the restructuring of personnel time into different programs, which affects how the operating funds are distributed.

	2018-19	2019-20	Change
REVENUES	\$17,684	\$3,000	-\$14,684
PERSONNEL	\$1,110,171	\$752,036	-\$358,135
OPERATING	\$60,680	\$57,090	-\$3,590
CAPITAL	\$36,813	\$51,450	\$14,637
EXPENSE SUBTOTAL	\$1,207,664	\$860,576	-\$347,088

CODE ENFORCEMENT

The Code Enforcement program consists of enforcing the Town's ordinances and codes. This program includes two smaller programs (Investigations and Prosecutions), both of which are specifically related to any ordinance violations. This program is increasing largely due to personnel restructuring and a new cost distribution methodology based on personnel time. Code Enforcement is now estimated to take around 15% of officers' scheduled time, as opposed to the 5% of last year.

	2018-19	2019-20	Change
REVENUES	\$1,344	\$750	-\$594
PERSONNEL	\$89,458	\$208,141	\$118,683
OPERATING	\$8,155	\$14,274	\$6,119
CAPITAL	\$2,965	\$12,863	\$9,898
EXPENSE SUBTOTAL	\$100,578	\$235,278	\$134,700

CRIMINAL INVESTIGATIONS

The Criminal Investigations program is responsible for investigations, case management, and property and evidence management related to criminal matters. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities, which affects how the operating and capital funds are distributed.

	2018-19	2019-20	Change
REVENUES	\$1,221	\$750	-\$471
PERSONNEL	\$81,173	\$220,782	\$139,609
OPERATING	\$5,747	\$14,274	\$8,527
CAPITAL	\$2,691	\$12,863	\$10,172
EXPENSE SUBTOTAL	\$89,611	\$247,919	\$158,308

COMMUNITY ORIENTED POLICING

The Community Oriented Policing program includes costs related to special duty police activities. This consists of patrols for the Pelican Golf Course, City of Clearwater and Sheriff's Office details, and other miscellaneous programs such as bike registration or secure pharmaceutical drug collection. This program is largely responsible for the revenue that the Police Department acquires. In Fiscal Year 2018-19, the Pelican Golf Course contracted Belleair Police Officers to work 40 hours a week in as the golf course was being built. This year, the contract has actually increased to 70 hours a week in details, which accounts for a majority of the increases seen in this department. Another major factor for increases is the restructuring of personnel, which also influences how operating and capital costs are distributed in the programs.

	2018-19	2019-20	Change
REVENUES	\$92,440	\$187,450	\$95,010
PERSONNEL	\$31,942	\$155,024	\$123,082
SPECIAL DUTY	\$0	\$156,707	\$156,707
OPERATING	\$2,216	\$4,756	\$2,540
CAPITAL	\$1,059	\$4,288	\$3,229
EXPENSE SUBTOTAL	\$35,217	\$320,775	\$285,558

EMPLOYEE ADMINISTRATION

The final program found within this department, known as Employee Administration, includes costs directly related to training, employee life cycles, and asset management. The change in this program's budget is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$4,271	\$250	-\$4,021
PERSONNEL	\$284,206	\$267,608	-\$16,598
OPERATING	\$18,352	\$4,756	-\$13,596
CAPITAL	\$9,422	\$4,288	-\$5,135
EXPENSE SUBTOTAL	\$311,980	\$276,652	-\$35,328

PUBLIC WORKS

DEPARTMENT OVERVIEW

The Public Works Department is responsible for managing the public spaces within Belleair, including parks, streets, sidewalks, and athletic fields. This department is also responsible for clearing access to Town roads from debris after a hurricane or other emergency situation. The programs for the Public Works Department are subject to change in the coming weeks due to potential restructuring of personnel time. It should also be noted that there is an increase in capital lines for this department due to planning for the replacement of vehicles.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$529,550	\$544,309	\$14,759
OPERATING	\$288,000	\$288,000	\$0
CAPITAL	\$84,650	\$84,850	\$200
EXPENSE SUBTOTAL	\$902,200	\$917,159	\$14,959

BEAUTIFICATION

The Beautification program consists of maintaining parks and grounds, as well as Town holiday decorations. This is also where the personnel time for capital projects, such as new parks, is held, as a majority of the preparation for a project is done by the staff in the General Fund. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$84,149	\$91,890	\$7,741
OPERATING	\$72,650	\$72,650	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$156,799	\$164,540	\$7,741

URBAN FORESTRY

The Urban Forestry program is responsible for managing and maintaining trees located on Town property or that have growth extending over Town property. Belleair prides itself on being a Tree City USA, certified by the Arbor Day Foundation. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$55,206	\$64,041	\$8,835
OPERATING	\$36,934	\$36,934	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$92,140	\$100,975	\$8,835

SPORTSFIELDS

The Sportsfields program encompasses all management of the fields used by recreational programs, events, and sports leagues. This includes costs related to sod maintenance, irrigation, and contracted services. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$41,807	\$50,654	\$8,847
OPERATING	\$43,934	\$43,934	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$85,741	\$94,588	\$8,847

HARDSCAPE PAVING

The Hardscape Paving program houses all costs associated with the management of any streets and sidewalks in Belleair. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$83,077	\$70,398	-\$12,679
OPERATING	\$22,100	\$22,100	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$105,177	\$92,498	-\$12,679

STORMWATER

The Stormwater program consists of managing the stormwater components and any NPDES related matters. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$171,246	\$141,728	-\$29,518
OPERATING	\$27,250	\$27,250	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$198,496	\$168,978	-\$29,518

REGULATORY SIGNS

The Regulatory Signs program includes expenditures related to the traffic and street signs around Belleair. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$28,407	\$24,587	-\$3,820
OPERATING	\$4,232	\$4,232	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$32,639	\$28,819	-\$3,820

EMPLOYEE ADMINISTRATION

This program contains the expenditures related to the overhead costs of the Public Works Department, including objects such as Telephone, Uniforms, and Capital expenditure. As the budget season continues, these items will most likely be distributed to show an accurate depiction of the programs. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities, as well as some considerations for training time that have been proactively included.

	2018-19	2019-20	Change
REVENUES	\$0	\$0	\$0
PERSONNEL	\$65,658	\$101,011	\$35,353
OPERATING	\$80,900	\$80,900	\$0
CAPITAL	\$84,650	\$84,850	\$200
EXPENSE SUBTOTAL	\$231,208	\$266,761	\$35,553

RECREATION

DEPARTMENT OVERVIEW

The Recreation Department enhances and enriches the quality-of-life for the present and future generations of Belleair's residents by providing recreational programming tailored for the community's youth and adult members, as well as community events. Belleair is one of the most active communities for special events, attracting citizens from all over the county to participate. These programs are subject to change due to potential restructuring of overhead cost allocations. It should also be noted that there is an increase in capital lines due to planning for the replacement of vehicles.

	2018-19	2019-20	Change
REVENUES	\$505,870	\$545,751	\$39,881
PERSONNEL	\$478,301	\$487,702	\$9,401
OPERATING	\$311,150	\$311,150	\$0
CAPITAL	\$20,300	\$46,950	\$26,650
EXPENSE SUBTOTAL	\$809,751	\$845,802	\$36,051

COMMUNITY PROMOTIONS AND EVENTS

The Community Promotions and Events program coordinates and manages events within the Town, such as concerts and holiday events. This includes three smaller programs: Leisure Events, Community Outreach, and Athletic Events. This year, staff is working on a new methodology to increase revenues with special events. This method was previously tested with the Sunset 5k and Fun Run, which showed an increase. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$146,550	\$160,650	\$14,100
PERSONNEL	\$73,802	\$96,661	\$22,859
OPERATING	\$128,800	\$128,800	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$202,602	\$225,461	\$22,859

SPORTS LEAGUES

This program provides for the Departments' youth basketball, dodgeball, and flag football leagues. The Sports Leagues budget houses costs for referees, evaluations, and equipment. The change in personnel is related to raises standard to our organization.

	2018-19	2019-20	Change
REVENUES	\$39,410	\$41,896	\$2,486
PERSONNEL	\$26,214	\$30,047	\$3,833
OPERATING	\$23,700	\$23,700	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$49,914	\$53,747	\$3,833

YOUTH ACTIVITIES

The Youth Activities program provides activities and care for youth participants. This includes the Department's afterschool program, day camps, summer camps, and community enrichment. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$253,274	\$268,869	\$15,595
PERSONNEL	\$126,204	\$134,527	\$8,323
OPERATING	\$100,900	\$100,900	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$227,104	\$235,427	\$8,323

ADULT ACTIVITIES

The Adult Activities program includes costs and time related to classes offered for adult participants for classes such as Pilates, Silver Sneakers, and Jazzercise. One of the revenue sources for this program also carries rental income for Pilates. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$16,998	\$17,844	\$846
PERSONNEL	\$11,068	\$11,590	\$522
OPERATING	\$8,000	\$8,000	\$0
CAPITAL	\$0	\$0	\$0
EXPENSE SUBTOTAL	\$19,068	\$19,590	\$522

EMPLOYEE ADMINISTRATION

This program that can be found across all departments, as the Employee Administration program encompasses costs directly related to training, employee life cycles, asset management, and more. The change in personnel is related to a recalculation of staff time to accurately depict staff time in program activities.

	2018-19	2019-20	Change
REVENUES	\$49,638	\$56,492	\$6,854
PERSONNEL	\$241,013	\$214,877	-\$26,136
OPERATING	\$49,750	\$49,750	\$0
CAPITAL	\$20,300	\$46,950	\$26,650
EXPENSE SUBTOTAL	\$311,063	\$311,577	\$514

ENTERPRISE FUNDS

ENTERPRISE FUNDS OVERVIEW

Enterprise Funds Revenues			
	2018 19	2019 20	Total
User Fees	\$2,395,100	\$2,404,100	\$9,000
Non Operating	\$1,500	\$1,500	\$0
Grants	\$513,200	\$3,300	-\$509,900
Subtotal	\$2,909,800	\$2,408,900	-\$500,900
Reserves	\$679,425	\$0	-\$679,425
Total Income	\$3,589,225	\$2,408,900	-\$1,180,325
Enterprise Funds Expenditures			
	2018 19	2019 20	Difference
Personnel	\$895,000	\$903,839	\$8,839
Operating	\$772,950	\$784,450	\$11,500
Capital	\$1,347,625	\$211,276	-\$1,136,349
Transfers	\$573,650	\$573,650	\$0
Enterprise Funds Total Expenditures	\$3,589,225	\$2,473,215	-\$1,116,010

This year, the Enterprise Funds are experiencing a decrease in revenues, though the majority of the decrease is related to the nonrecurring Southwest Florida Water Management District grant of \$610,075. At this time, currently the Solid Waste department is operating at a deficit of \$66,700. A breakdown of each department within the Enterprise Fund is listed in the following pages, along with details of the department's respective programs.

Enterprise Funds Summary			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$2,909,800	\$2,408,900	-\$500,900
Total Revenues (with Reserves)	\$3,589,225	\$2,408,900	-\$1,180,325
Increase / (Decrease)	\$679,425	\$0	-\$679,425
Expenditures (Less Reserves)	\$3,589,225	\$2,473,215	-\$1,116,010
Total Expenditures (with Reserves)	\$3,589,225	\$2,473,215	-\$1,116,010
Increase / (Decrease)	\$0	\$0	

Enterprise Funds Summary			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$2,909,800	\$2,408,900	-\$500,900
Expenditures (Less Reserves)	\$3,589,225	\$2,473,215	-\$1,116,010
Surplus / (Deficit)	-\$679,425	-\$64,315	\$615,110
Total Revenues (with Reserves)	\$3,589,225	\$2,408,900	-\$1,180,325
Total Expenditures (with Reserves)	\$3,589,225	\$2,473,215	-\$1,116,010
Surplus / (Deficit)	\$0	-\$64,315	

The following table details the change in fund balance for Solid Waste and Water. At this time, the Water fund is balanced with no use of reserves. The Solid Waste fund is operating at a deficit of \$64,381, which will be explained in the following pages.

Fund Balance Change in Solid Waste			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$829,300	\$838,300	\$9,000
Expenditures (Less Reserves)	\$898,650	\$906,681	\$8,031
Surplus / (Deficit)	-\$69,350	-\$68,381	\$969

Fund Balance Change in Water			
	2018 19	2019 20	Difference
Revenues (Less Reserves)	\$2,080,500	\$1,570,600	-\$509,900
Expenditures (Less Reserves)	\$2,690,575	\$1,566,533	-\$1,124,042
Surplus / (Deficit)	-\$610,075	\$4,067	\$614,142

SOLID WASTE

DEPARTMENT SUMMARY

	\$825,500	\$834,500	\$9,000
	\$500	\$500	\$0
	\$3,300	\$3,300	\$0
	\$829,300	\$838,300	\$9,000
	\$69,350	\$0	-\$69,350
	\$898,650	\$838,300	<u>-\$60,350</u>
	\$316,600	\$313,131	-\$3,469
	\$259,250	\$270,750	\$11,500
	\$113,200	\$113,200	\$0
	\$209,600	\$209,600	\$0
	\$898,650	\$906,681	<u>\$8,031</u>

DEPARTMENT OVERVIEW

The Solid Waste Department is responsible for the collection and disposal of solid waste. The Department also funds the collection and disposal of recycling via the City of Clearwater. This year, Tipping Fees are increasing by 6%, which is about \$7,500. At this time, staff is planning to keep the Administrative Fees paid to General Fund the same as the prior year.

Due to the increase in Tipping Fees and Recycling costs, this department is experiencing a deficit of nearly \$68,400. Staff has considered a rate change and analyzed the impact of a multitude of different rates. Based on the current expenditures, an increase in rates of about 5% is recommended

\$898,650	\$838,300	-\$60,350
\$316,600	\$313,131	-\$3,469
\$259,250	\$270,750	\$11,500
\$113,200	\$113,200	\$0

\$209,600	\$209,600	\$0
\$898,650	\$906,681	\$8,031

DISPOSAL

The Disposal program includes the transportation of refuse to its final disposal location, which is generally either the Pinellas County landfill, Angelo’s Recycled Materials, or Consolidated Resource Recovery. Within this large program are two smaller programs for disposal: Commercial and Residential. There is an increase of \$7,500 related to the

\$206,250	\$208,500	\$2,250
\$27,926	\$24,592	-\$3,334
\$133,225	\$140,725	\$7,500
\$0	\$0	\$0
\$0	\$0	\$0
\$161,151	\$165,317	\$4,166

COLLECTION

The Collection program relates to the removal of refuse from each residence and business in the Town. The Collection program also has the two smaller Commercial and Residential programs.

\$619,250	\$626,000	\$6,750
\$171,551	\$157,367	-\$14,184
\$42,225	\$42,225	\$0
\$113,200	\$113,200	\$0
\$0	\$0	\$0
\$326,976	\$312,792	-\$14,184

EMPLOYEE ADMINISTRATION

The Employee Administration program includes other administrative costs pertaining to service call management and other employee management. This area also includes the administrative fees that are paid to the General Fund by the Solid Waste Fund. The Employee Administration program has two divisions known as Internal and External coordination. This program carries the transfer from reserve used to balance the Solid Waste budget.

\$69,850	\$500	-\$69,350
\$101,637	\$112,481	\$10,844
\$12,575	\$12,575	\$0
\$0	\$0	\$0
\$209,600	\$209,600	\$0
\$323,812	\$334,656	\$10,844

RECYCLING

The Recycling program describes the costs relating to the collection and disposal of single-stream recycling services, which is provided by the City of Clearwater. This is the final program that shares the divisions of Commercial and Residential programs. There is an expected increase of \$4,000 in this program related to the cost of recycling inflating.

\$3,300	\$3,300	\$0
\$15,486	\$18,691	\$3,205
\$71,225	\$75,225	\$4,000
\$0	\$0	\$0
\$0	\$0	\$0
\$86,711	\$93,916	\$7,205

WATER

DEPARTMENT SUMMARY

\$1,569,600	\$1,569,600	\$0
\$1,000	\$1,000	\$0
\$509,900	\$0	-\$509,900
\$2,080,500	\$1,570,600	-\$509,900
\$610,075	\$0	-\$610,075
\$2,690,575	\$1,570,600	-\$1,119,975

\$578,400	\$590,707	\$12,307
\$513,700	\$513,700	\$0
\$1,234,425	\$98,076	-\$1,136,349
\$364,050	\$364,050	\$0
\$2,690,575	\$1,566,533	-\$1,124,042

DEPARTMENT OVERVIEW

The Water Department is currently responsible for generating, treating, maintaining, and delivering a high-quality water supply to the residents of the Town of Belleair. This year, the Department is seeking funding in order to pursue a study for the reverse osmosis model. The South West Florida Water Management District (SWFWMD) grant is non-recurring, meaning the only revenues supporting the Water Department are Water Utility Revenue, Water Tap Fees, and Interest.

\$2,690,575	\$1,570,600	-\$1,119,975
\$578,400	\$590,707	\$12,307
\$513,700	\$513,700	\$0
\$1,234,425	\$98,076	-\$1,136,349
\$364,050	\$364,050	\$0
\$2,690,575	\$1,566,533	-\$1,124,042

GENERATION

The Generation program consists of extracting water using pumps from the seven wells in Belleair in order to process it at the treatment plant. This process includes aeration, process control testing, and general maintenance in order to proactively ensure the highest water quality the plant can provide. This program contains the costs of capital expenditures, as well as transfer to reserves.

\$509,900	\$0	-\$509,900
\$93,356	\$75,806	-\$17,550
\$42,319	\$42,319	\$0
\$1,164,425	\$98,076	-\$1,066,349
\$0	\$0	\$0
\$1,300,100	\$216,201	-\$1,083,899

TREATMENT AND TESTING

The Treatment and Testing program houses costs related to treating the Town's water supply with chemicals in order to adhere to EPA and FDEP requirements. This program includes chemical processing, chlorine management for chloramine disinfection, and chart recording for accurate measurements.

\$975,650	\$975,650	\$0
\$25,349	\$24,127	-\$1,222
\$50,973	\$50,973	\$0
\$70,000	\$0	-\$70,000
\$0	\$0	\$0
\$146,322	\$75,100	-\$71,222

METER MANAGEMENT

The Meter Management program ensures accurate and timely measurements of water consumption from the meters found within the Town. This program includes costs related to maintenance and testing of said meters to provide precise measurements for billing and residents' usage.

\$5,000	\$5,000	\$0
\$238,068	\$267,314	\$29,246
\$132,914	\$132,915	\$1
\$0	\$0	\$0
\$0	\$0	\$0

\$370,982	\$400,229	\$29,247
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DISTRIBUTION

The Distribution program carries expenditures related to the water lines and valves used to deliver water to the Town’s residents, in addition to and isolating or redirecting water in the event of an emergency. This program also includes costs related to fire hydrant testing and water quality checks.

\$588,950	\$588,950	\$0
\$136,013	\$208,166	\$72,153
\$43,744	\$43,744	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$179,757	\$251,910	\$72,153

EMPLOYEE ADMINISTRATION

The Employee Administration program is responsible for a variety of smaller programs, such as Plant Maintenance, Internal Communications, and Training for staff. This program is also responsible for scheduling and coordination of staff time and resources, as well as the expenditures for Administrative Fees.

\$611,075	\$1,000	-\$610,075
\$85,614	\$15,294	-\$70,320
\$243,749	\$243,749	\$0
\$0	\$0	\$0
\$364,050	\$364,050	\$0
\$693,413	\$623,093	-\$70,320