



Meeting Minutes
Special Meeting

Tuesday, April 30, 2024

2:00 PM

Town Hall

Town Commission - Budget Workshop

Meeting was called to order at 2:02 PM with Mayor Wilkinson presiding,

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

Present 5 - Mayor Michael Wilkinson, Deputy Mayor Tom Shelly, Commissioner Patricia Barris, Commissioner Thomas Kelly, and Todd Jennings

CITIZENS COMMENTS

None to be heard

GENERAL AGENDA

[24-0070](#)

Preliminary FY 2024-2025 Budget Discussion

Gay Lancaster-Town Manager-provided brief overview of historical budget, changes from previous process to new; Belleair is a full service municipality, budget reflects cost of doing business; this is first review, property tax revenues and insurance numbers not yet received; best estimates and very conservative.

Tina Porter-Finance Director-updated slides will be posted to online agenda later; spoke on revenues; general fund has a deficit as well as enterprise funds; conservative in estimating ad valorem revenues, but have not yet received numbers from tax collector; important to provide last year's numbers for better comparison.

Commissioner Kelly questioned transfer amount from general fund; Ms. porter addressed. General operating and maintenance not previously budgeted for.

Ms. Porter continued presentation discussing equipment replacement; increase costs in personnel, operating, capital equipment.

Commissioner Barris questioned changes to capital projects; Ms. Porter stated fewer capital projects included this year. Ms. Lancaster clarified further.

Ms. Porter spoke on special revenue fund; some expenditures could be allocated here to help balance the budget; Park, Rec & Tree Board will be

discussing; spoke on debt service fund.

Ms. Porter spoke on each department beginning with the legislative program; next was executive budget which is town administration, increased expenditures for legal fees, contractual services where consultants are used fall to administration if not tied to a specific department; comprehensive planning budget also contract services; other governmental services has a significant increase, discussed items; contingencies for facilities built in.

Commissioner Kelly requested sewer cost clarification; Ms. Porter addressed. Ms. Lancaster spoke on permitting fees and a study being done, not currently covering costs.

Ms. Porter next spoke on support services department; consists of accounting, human resources, communications, software, asset management; increases to the fire services contract anticipated as well as consultants; grant assistance will be needed; general liability insurance increasing; increased training budget.

Ms. Porter reviewed police department next; major increase to capital; conservative basis of seven year replacement for vehicles; equipment also included in replacement plan.

Mayor Wilkinson questioned transfer. Ms. Porter stated number may decrease once final audit is completed, spoke on it being under-funded; line by line capital equipment fund and capital equipment replacement fund will be reviewed at June meeting. Ms. Lancaster spoke on setting aside the large amount upfront.

Chief Doyle spoke on police department vehicles not included in previous lease practice; addressed questions regarding costs; off duty revenue line; spoke on take home car program and extended longevity of vehicles.

Ms. Porter continued discussing equipment replacement fund; building up reserves; addressed questions, will be able to dive deeper in June meeting. Continued presentation by discussing recreation department; change is modest, personnel changes, no director, split between recreation and streets; Ms. Lancaster noted that after school transportation has been eliminated.

Presentation continued with public works; discussion on grounds maintenance line; includes sidewalks etc. Ms. Lancaster commented on Ryan's team for items handled in-house to save on expenses.

Commissioner Jennings questioned increases; Ms. Porter stated lines consolidated, some contractual services, many items now housed in other services. Mr. Womack detailed items in services. Comments on mowing throughout town.

Ms. Porter spoke on water enterprise fund; Pinellas County increase of 6%, factored in, fund still not balanced even with increase; working with Florida Rural Water Association to assess needs for this budget and in future years; payments for RO plant and lead service line loans to be made; Ms. Lancaster spoke on while the loan is forgiven, it doesn't cover all items, Florida Rural

Water Association helping to provide true numbers; labor intensive efforts and unexpected costs occurring, need to establish a better reserve.

Mayor Wilkinson questioned equipment replacement for the water department; Ms. Porter addressed.

Ms. Porter discussed the solid waste enterprise fund next; increase in personnel due to anticipated merit increases, one vacant position which is not being funded; cost of recycling is significant, contract has an automatic increase; changes anticipated once rates can be assessed, anticipates increase needed.

Commissioner Kelly questioned a rate comparison with other municipalities our size. Ms. Lancaster stated one can be provided, need to cover operating costs; recycling increase is annual increase.

Ms. Porter continued discussing solid waste fund; spoke on equipment replacement fund; Mayor Wilkinson commented on replacement costs.

Ms. Porter moved on to capital improvement fund; spoke on revenue sources and debt funding; stormwater fee has not increased, may need analysis; Deputy Mayor Shelly commented on potential for need to review stormwater fees and adjust as appropriate.

Capital Improvement fund revenues were further reviewed; Ms. Lancaster stated funding for Indian Rocks Road Phase 3 has been secured; spoke on not diving into reserves for funding, need to set aside dollars for when bill comes due; provided comment that this is not a fat budget, but it is the right number for cost of work that needs done.

Ms. Porter continued discussing capital improvement fund, replacements; seeking grant funding where possible; spoke on ABM facility lease agreement repayment obligations; Ms. Lancaster spoke on dissatisfaction, it was financed over time and we are obligated to repay; Ms. Porter noted final revenue bond will be concluded in 2034.

Ms. Lancaster requested discussion on minimum required fund balances. Ms. Porter stated upcoming review of financial management policy at next meeting; fund balance required by policy needs reviewed, recommendations will be brought forward. Ms. Porter spoke on current numbers, general operating has reserves for 90 days.

Commissioner Kelly questioned options to raise revenue; Ms. Porter discussed various options, can use a combination. Ms. Lancaster stated incurring additional debt would not be a good option, to which the Commission was in agreement. Further discussion on areas for adjustments.

Ms. Lancaster spoke on importance of keeping up with maintenance and addressing infrastructure needs; spoke on dramatic increases projected from Tampa Bay water by consultant, Town is wise in keeping it's own supply.

Ms. Porter concluded presentation.

Mayor Wilkinson stated having different scenarios would be helpful; Ms. Lancaster spoke on very limited commercial properties and how that affects the tax revenue; will have the Finance Board recommendations brought forward as well as projected scenarios and individual meetings with each Commissioner for the June meeting.

Commissioner Kelly questioned maintenance agreement with ABM; Ms. Lancaster clarified, the separate annual agreement with them has been canceled.

ADJOURNMENT

No further business; Meeting adjourned in due form at 3:43 PM.

TOWN CLERK

APPROVED:

MAYOR