



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Town Commission

---

Tuesday, July 9, 2024

6:00 PM

Town Hall

---

Meeting called to order at 6:00 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  
Commissioner Todd Jennings

### SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

[24-0098](#) 456 Gardenia Street; Special Certificate of Appropriateness; Renovation  
Ashley Bernal-Assistant to the Town Manager-spoke on request; board recommended approval.

Luis Serna, Town Planner available for questions.

No comments.

**Commissioner Kelly moved approval of 24-0098. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

### CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed to speak once for a maximum of 3 minutes.)

None to be heard

### CONSENT AGENDA

[24-0104](#) Approval of June 11, 2024 Regular Meeting Minutes

[24-0108](#) RS&H Task Authorization

**Deputy Mayor Shelly moved approval of the Consent Agenda. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

## **GENERAL AGENDA**

### 24-0100

Acceptance of Annual Financial Statement Audit for FYE 9-30-23

Gay Lancaster, Town Manager- introduced auditor.

Chuck Landers-Saltmarsh, Cleveland and Gund- commended staff for efforts; spoke on clean opinion, best that can be received; internal controls and compliance are the best received; no significant deficiencies related to major state projects; unmodified opinion for 5th item; no major findings; findings in financial statement audit -no findings; no findings in question related to major state project; summary of scheduled prior audit findings, no summary required.

Deputy Mayor Shelly said he was appreciative of a clean audit; spoke on need for timeliness.

Mr. Landers discussed end of contract; requests a RFP.

**Deputy Mayor Shelly moved to accept the fiscal year end 9/30/23 fiscal statement audit. Seconded by Commissioner Kelly.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

### 24-0105

Budget Resolution 2024-16 amending the FY 2023-24 budget

Ms. Lancaster spoke on routineness of adjustments.

Tina Porter, Finance Director- spoke on process of providing budget amendments ongoing versus year end; some items were awaiting completion of audit; spoke on general fund adjustments; tree replacement fund; equipment replacement fund; capital improvement fund changes due to grant funding not received; water enterprise fund revenues realigned, significant changes to appropriations; solid waste adjusted to reflect anticipated revenue; wastewater fund, goal is to close it by this fiscal year end, recognize charges collected on behalf of Pinellas County.

Attorney Tom Trask read Resolution 2024-016 by title only.

**Deputy Mayor Shelly moved approval of Resolution 2024-16 amending the fiscal year 2023-2024 annual budget. Seconded by Commissioner Kelly.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

### 24-0109

Resolution 2024-17 Designation of Signers for Town Accounts

Attorney Trask read Resolution 2024-17 into record by title only.

Ms. Lancaster stated it removed Tina Porter and adds Amy Lockhart.

**Deputy Mayor Shelly moved approval of Resolution 2024-17 designation of signers for Town accounts. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0110](#)

Approval of Resolution 2024-18 and the new Agreement for the State Revolving Fund Loan Program (SLFLP) Resolution - Lead Service Line Loan

Attorney Trask read Resolution 2024-18 into record by title only.

Ms. Lancaster stated additional funding has been made available from the state; shared percentage of 51 percent.

**Deputy Mayor Shelly moved approval of Resolution 2024-18 authorizing the new loan agreement, increasing the Loan Repayment Reserve Account, and establishing the Town Manager as the authorized representative to provide assurances and commitments required by the loan application. Seconded by Commissioner Kelly.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0106](#)

Maximum Millage Levy FY 2024-25

Ms. Lancaster spoke on properties and values; average parcel taxable values; community atmosphere; spoke on services such as police security and response, solid waste, streets and sidewalks, family parks; minimal commercial properties, residential community; thanked finance for making budget in line with financial standards. Ms. Lancaster spoke on steps taken such as flattening organization, eliminated non-productive contracts, maximized revenues and continue to do so; utilized part-time staff; increase to construction costs and consumables; last increase was 2019; health care and personnel taxes have increased, staff number has remained the same; believes this is a prudent budget; spoke on legislature proposing an additional \$25,000 homestead exemption which will effect most households if passed.

Ms. Lancaster spoke on continued repairs needed to infrastructure; continuing progress and lifestyle; a modest millage increase is being recommended.

Ms. Porter provided an overview of the property tax process; updated numbers received from the property appraiser on July 1st; maximum millage must be set and provided to property appraiser so they can send to residents; proposed budget hearing dates are September 4th and 17th; taxes are received generally by the Town in December.

Ms. Porter provided example of the property appraiser's TRIM guide; spoke on general fund operating expenses, capital asset purchases and equipment replacement reserve; all leave a deficit of almost \$700,000; equipment replacement has been pared down from original proposal; spoke on building a reserve of 15%.

Mayor Wilkinson questioned 15% reserve; Ms. Porter stated best practice is having a 20% reserve; requesting additional funding to build a 15%.

Ms. Porter spoke on rising costs of roadway projects, changes from initial costs estimates to final completions; spoke on last millage increase in FY 2018-2019; provided overview of potential increases and revenue gained; spoke on projected impact to residents, provided average monthly impact based on home value, does not include exemptions provided by Property Appraiser. No significant variations from property appraiser numbers are anticipated; will continue to work looking for potential revenues and reduction of expenditures, but does not anticipate anything that will

significantly change the budget; if deficit is not covered through increase revenue, millage increase or reduction expenses, then unreserved fund balance will need to be used to offset the deficit; spoke on numbers required; spoke on purpose of reserve funds; staff is recommending a maximum millage rate be set a level to eliminate that is sufficient to eliminate the majority of the budget deficit.

Commissioner Kelly questioned Chief Doyle if 3rd party resources have been used; Richard Doyle, Chief of Police-addressed; a number of donations have been received; have equipment fund; spoke on longevity of 5-7 years, plan is to keep vehicles as long as possible and use fund sparingly; Commissioner Kelly noted importance of not relying on donations.

Commissioner Kelly spoke on connection to Pinellas County water and if the Town had not switched when it did; Ms. Lancaster addressed, plant collapsed 10 days later; extreme financial hardship to the Town had the switch not occurred when it did; Ms. Lancaster addressed question regarding loan reimbursement for the RO plant; reserves help provide for gap between end of fiscal year and when taxes are received.

Commissioner Jennings provided clarification that tonight's action is not setting the final millage, it's providing flexibility.

Deputy Mayor Shelly stated tonight is the maximum it could be; Ms. Lancaster affirmed.

Estelle DeMusey-resident-questioned money received (ARPA); questioned revenue collected in 2023 and increase.

Ms. Lancaster spoke on 2.1 million is available from ARPA funds, but it has conditions on how it is to be designated. Ms. Porter stated the Town selected to use funds for reoccurring operating expenses so it has to be used in a specific way. Spoke on anticipated revenue numbers for 2024.

Ms. Porter stated 2023 revenue was right at 9 million.

No further public comments.

Mayor Wilkinson reiterated this is the maximum number; budget hearing dates in September.

Deputy Mayor Shelly spoke on exemptions.

**Deputy Mayor Shelly moved approval of maximum millage rate levy of 6.9777. Seconded by Commissioner Kelly.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

## **TOWN MANAGER'S REPORT**

Ms. Lancaster stated 60% plans reviewed for the RO plant; McKim and Creed will finalize; south interconnect construction to begin; summer camp is half-way through; parks and streets doing summer maintenance; Tina Porter leaving and taking a job at Indian Shores; Amy Lockhart will be stepping in as Interim Finance Director.

**24-0121** Lien Settlement Request 1723 Cypress Ave.

Request for lien reduction from a homeowner, Casey Jones, being represented by

council; settlement reduction amount of \$45,000 for a lien totaling \$89,418.13; property is under a cash sale contract and set to close on July 17th.

Attorney Trask has reviewed and recommends accepting offer.

Victoria McDougal-resident-spoke in favor of reducing liens as long as the property sells. Mr. Trask stated if sale falls through it will be sold by judicial sales.

**Deputy Mayor Shelly moved to accept the offer of \$45,000 for the satisfaction of liens on 1723 Cypress Ave., Belleair. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

**TOWN ATTORNEY'S REPORT**

Nothing to report.

**MAYOR AND COMMISSIONERS' COMMENTS**

Commissioner Kelly had no comment.

Deputy Mayor Shelly commented on Ms. Porter's leaving.

Commissioner Barris spoke on attending a green stormwater workshop.

Commissioner Jennings had no comment.

Mayor Wilkinson commended Ms. Porter's work; summer camp; next meeting.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT**

No further business; meeting adjourned in due form at 7:15 PM.

\_\_\_\_\_  
**TOWN CLERK**

**APPROVED:**

\_\_\_\_\_  
**MAYOR**