



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda

Finance Board

Thursday, January 17, 2019

4:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

ROLL CALL

SCHEDULED PUBLIC HEARING

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.

CITIZENS COMMENTS

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

APPROVAL OF MINUTES

[18-0344](#) Approval of November 15, 2018 Meeting Minutes

Attachments: [Minutes-November 15, 2018](#)

GENERAL AGENDA

[19-0009](#) Presentation of Police Department

[19-0002](#) Review of Delinquency Charges for Utility Accounts

[19-0013](#) Slides from Strategic Planning Session II

Attachments: [AT A GLANCE](#)

[19-0010](#) General discussion of Strategic Financial Plan

OTHER BUSINESS

[19-0011](#) Discussion of Upcoming Agenda Items

STAFF REPORT

COMMISSION ADVISOR REPORT

ADJOURNMENT

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



Legislation Details (With Text)

File #: 18-0344 **Version:** 1 **Name:**

Type: Minutes **Status:** Minutes Approval

File created: 12/4/2018 **In control:** Finance Board

On agenda: 1/17/2019 **Final action:**

Title: Approval of November 15, 2018 Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [Minutes-November 15, 2018](#)

Date	Ver.	Action By	Action	Result
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Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Finance Board

Thursday, November 15, 2018

4:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

Meeting was called to order at 4:04 PM with Chairman Olson presiding. Meeting was held in the Public Works break room.

ROLL CALL

Present 4 - Chairman Tom Olson, Vice Chairman Dan Hartshorne, John Prevas, and John Hail

Absent 1 - Kevin Piccarreto

Excused 2 - Mary Griffith, and James Ingersoll

Also present:
JP Murphy
Stefan Massol
Ashley Bernal
Richard Cristini

CITIZENS COMMENTS

None to be heard.

APPROVAL OF MINUTES

[18-0227](#) Approval of July 16, 2018 and August 16, 2018 Meeting Minutes

**Dan Hartshorne moved approval of the July 16, 2018 and August 16, 2018 meeting minutes.
Motion seconded by John Prevas.**

Aye: 4 - Chairman Olson, Vice Chairman Hartshorne, Prevas, and Hail

Absent: 1 - Piccarreto

GENERAL AGENDA

[18-0323](#) Discussion of Comprehensive Annual Financial Report for Fiscal Year ended 2017

Stefan Massol spoke on the process since the last board meeting and how the audit was performed and approved; provided a brief overview of the CAFR; spoke on the various funds and audit report and opinion of Mr. Richard Cristini, auditor; stated the

management analysis discusses the condition of the Town and trends from past years; recent years have seen purchase and sale of the golf course, cooperative funding from SWFWMD, donations from community benefactors (Mr. Osborne and BCF), in addition to capital expenditures and improvements; net position of Town pool increased by \$1,868,000; discussed general fund balance and expenditures.

Discussion ensued regarding FEMA funding; regarding the state and federal process.

Mr. Cristini spoke on the increased requirements for future auditing procedures; audit report; recording standards and requirements; sees overall process improvement from previous year.

Mr. Prevas spoke about the golf course purchase, police and staff pension; asked for clarification on the police pension board members, being that there are two actual officers on the board.

Mr. Cristini stated that the State of Florida requires officers to be on the board in order to hold appropriate protection over their interests; stated that fire boards are structured the same way.

JP Murphy-Town Manager-Stated that the officers cannot grant themselves additional benefits, the Town Commission approves or rejects those matters.

Mr. Prevas stated that the Town should have a 401k plan committee, comprised of the Town Manager, the Mayor, and two finance board members, as stated on page 34 of the CAFR. Mr. Murphy spoke that there has not been a committee since he has worked here, nor does he believe that it is stated in any ordinance.

Discussion ensued regarding number of officers with previous pensions; calculation method for officer pensions; Police Department is 50% of the Town's budget. Questino arose as to if Town should vote on this; Mr. Murphy stated that the Town did vote and continued to speak on the matter.

Brief discussion regarding selection of a new chief; Mr. Murphy stated that a new chief, Rick Doyle, had already been approved.

Mr. Hartshorne asked how much the budgets total amount compares to the Ad Valorem tax revenue; Mr. Murphy and Mr. Massol stated the number is approximately 20%.

Mr. Hartshorne stated that the Town is not as dependent on this revenue item as he initially thought.

[18-0329](#)

Capital Improvement Plan and Borrowing Overview

Mr. Murphy spoke about the 1-year capital budget and the 3-year capital plan; budget itself is locked into place, but there was some concern about advanced borrowing, which could increase the Town's debt from \$10 million to \$12 million; stated commission has expressed interest considering current number of capital projects at a critical need; current debt payment per year totals about \$794,000; spoke about revenue, non-revenue services and cash flow.

Mr. Hartshorne questioned ability to obtain same interest rate. Mr. Murphy said that the Town would shop around for rates; spoke about the different services and revenue sources.

Mr. Massol stated the current revenue sources are expected to slowly inflate until 2023, ultimately stating that it would be \$954,000 of a yearly service to the debt, leaving a cushion of about \$300,000.

Mr. Olson asked if this matter was an advisory piece placed before the board members.

Mr. Murphy would like to bring forward a plan for funding sources, pitfalls, and more for board member discussion, unless there is a recommendation to not do it at all.

Mr. Prevas stated that there is no recommendation required for now, only that the members need to state their concerns for the record; he has concerns about taking on more debt, especially with the cost of the Police Department.

Mr. Hail stated he was in agreement and does not wish to see more debt; spoke about additional future revenue; infrastructure projects; Police Department.

Mr. Hartshorne stated he was in agreement with previous comments; not to go over the 10 million.

Mr. Olson stated that he is not inclined on increasing the debt.

Mr. Prevas asked about a bond, to which Mr. Murphy stated that was what we currently have, a \$10 million bond from BBT series.

Mr. Murphy stated his concern is that there are a couple critically-natured projects, such as the Bluff and Harold's lake. The bluff was a \$5 million project a decade ago. The creek costs a minimum of \$5 million (Belleair/Rattlesnake Creek/668); various roadway projects.

Mr. Olson would like to see concrete proposals that show how staff plans to fund these projects without increasing pressure on the mil levy or using other sources.

[18-0322](#)

Discussion of FY 19-20 Budget and Strategic Financial Plan

Mr. Massol stated item will take more shape over the next meeting; current budget is available to view on the website; this year is the fastest the budget has ever been completed; next fiscal year, the Finance Board will be included heavily in strategic financial plan and the programmatic budget; requested the board have involvement as last year when the revenue guide was also generated. Process will most likely be in January, with completion in March; noted that staff will be moving toward a fully programmatic budget as a whole.

Mr. Olson requested staff contact Mr. Piccarreto regarding his missed meetings.

OTHER BUSINESS

Mr. Christni provide to the board a report of the pension plans in the state of Florida; highlighted Belleair's; provided a brief overview.

Discussion ensued regarding pension funds; assumptions.

COMMISSION ADVISOR REPORT

None

ADJOURNMENT

Meeting adjourned in due form at 5:25 PM

APPROVED:

Chairman



Legislation Details (With Text)

File #: 19-0009 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 1/11/2019 **In control:** Finance Board
On agenda: 1/17/2019 **Final action:**
Title: Presentation of Police Department
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 1/17/2019

Subject:
Presentation of Police Department

Summary:

Chief Doyle will provide a presentation on the Police Department and be available following the meeting to answer any questions.

Background/Problem Discussion: At the request of the board and in preparation for the annual budget, leaders from the various town departments will provide an overview of operations in their functional areas. Chief Doyle has offered to begin this process with a discussion of the Police Department and will be available to take questions from the Finance Board.

Financial Implications: For information on each of the town departments please consult the FY 2018/19 Budget at townofbelleair.com/budget.

Recommendation: This item is for discussion purposes only.

Proposed Motion: N/A



Legislation Details (With Text)

File #: 19-0002 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 1/9/2019 **In control:** Finance Board
On agenda: 1/17/2019 **Final action:**
Title: Review of Delinquency Charges for Utility Accounts
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 1/17/2019

Subject:
Review of Delinquency Charges for Utility Accounts

Summary:
The Town of Belleair currently does not have a ceiling for monthly late charges billed for past-due utility accounts, unlike neighboring jurisdictions. Staff would like to hear thoughts of the Finance Board on adding a maximum monthly late fee charge.

Background/Problem Discussion: For many years the Town charged a late fee equal to 3% of the past-due balance each month. Beginning in 2017, the Town raised the late fee rate from 3% to 8% monthly when the water utility rates were last updated. Since that time, there was a rare, but notable, instance where a vacant property that had no consumption incurred significant late fee charges which were ultimately impossible to collect through the foreclosure process.

The City of Clearwater has a monthly late charge of 3%, not to exceed \$250 and Pinellas County has a bimonthly late charge of 10% not to exceed \$500. In the interest of not overstating revenues beyond what is reasonably collectible, staff would like the Finance Board to consider recommending a ceiling to the monthly late charge for Town Commission approval.

Financial Implications: This impact would depend on the ceiling selected for monthly late charges. Staff will provide general information on late fees incurred over the past 12-months by town utility customers, as well as multiple scenarios for consideration.

Below is a table showing some basic statistics on late fees for calendar year 2018:

Late Fees during Calendar Year 2018 by amount range			
Fee Amt Range	# of Late Penalties	Total \$ Amt.	# of accts
All	1774	\$ 65,264.24	675
Minimum \$10	1002	\$ 10,020.00	
\$10.01-\$100	745	\$ 14,675.50	
\$100.01-\$200	6	\$ 931.20	
\$200.01-\$300	7	\$ 1,857.98	
\$300.01-\$400	3	\$ 1,043.33	
\$400.01-\$500	2	\$ 910.89	
\$500.01-\$600	1	\$ 591.30	
\$600.01-\$700	2	\$ 1,310.18	
>\$700	6	\$ 33,923.86	1

Proposed Motion: N/A.



Legislation Details (With Text)

File #: 19-0013 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 1/11/2019 **In control:** Finance Board
On agenda: 1/17/2019 **Final action:**
Title: Slides from Strategic Planning Session II
Sponsors:
Indexes:
Code sections:
Attachments: [AT A GLANCE](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: JP Murphy
Date: 1/11/2019

Subject:

Slides from Strategic Planning Forum II

Summary:

Chairman Olson requested the board be furnished a copy of the slides from the second strategic planning community forum. Staff is available to answer any questions.

Previous Commission Action: N/A

Background/Problem Discussion: N/Ae

Expenditure Challenges N/A

Financial Implications: N/A

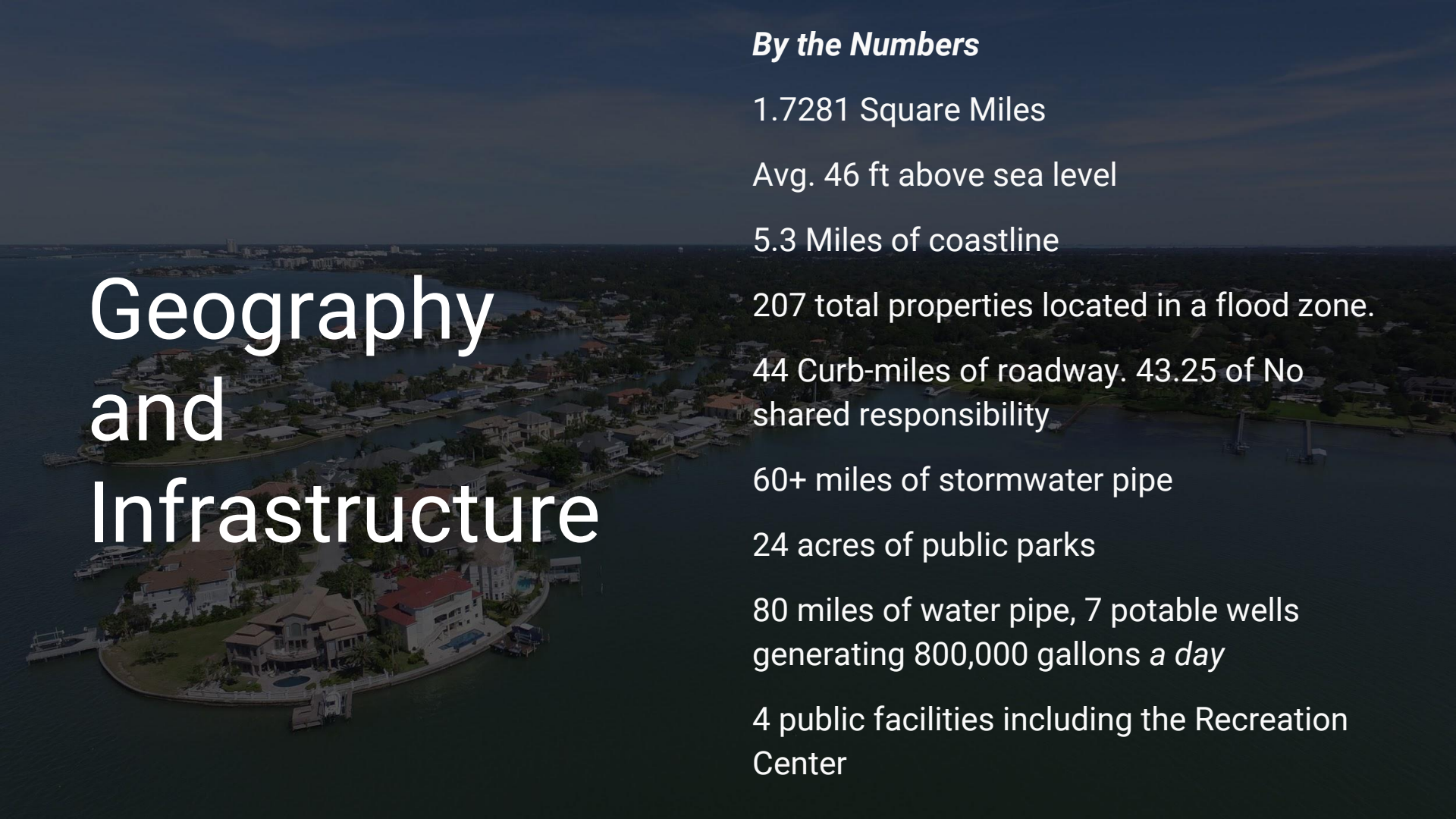
Recommendation: N/A

Proposed Motion N/A

An aerial photograph of a coastal town, likely in Florida, featuring numerous houses with swimming pools and private docks along a large body of water. The image is darkened to serve as a background for the text.

State of the Town

An extremely brief statistical overview



Geography and Infrastructure

By the Numbers

1.7281 Square Miles

Avg. 46 ft above sea level

5.3 Miles of coastline

207 total properties located in a flood zone.

44 Curb-miles of roadway. 43.25 of No
shared responsibility

60+ miles of stormwater pipe

24 acres of public parks

80 miles of water pipe, 7 potable wells
generating 800,000 gallons *a day*

4 public facilities including the Recreation
Center

Fast Facts About People and Property:

Est. population of 4,088:

50.4% Male- 49.6% Female

16.2% 14 and under

51.5% 15 to 64

32.4% 65 and up

61.6% have a college degree and above!

1.68 times the national average!

Median Household income is \$70,179 1.32
x NA

Per capita income was \$51,020 1.81 x NA

3.6% of our population live below the
poverty line .236 x NA

2,511 Parcels

1,311- Single Family

5- Vacant Lots

997- Multi-Family

1 - Hotel

~20- Commercial Parcels

1496 Homesteaded, 946 No Homestead Ex.

Total Just Value of \$1,079,225,503 up
3.51%

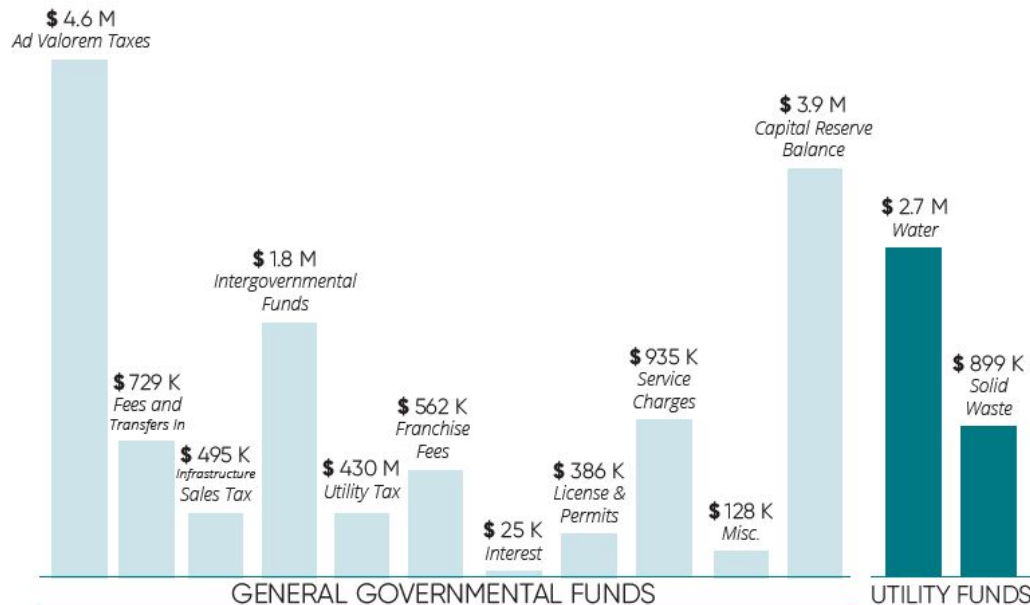
Total Taxable Value of \$749,673,716
9th among 24 Cities
11th in value per capita

BUDGET AT A GLANCE

Over the past several months, Belleair's staff and Commission have been finalizing the budget for the next fiscal year. With that, we've put together this overview. To see the full budget document, visit www.townofbelleair.com/finance.

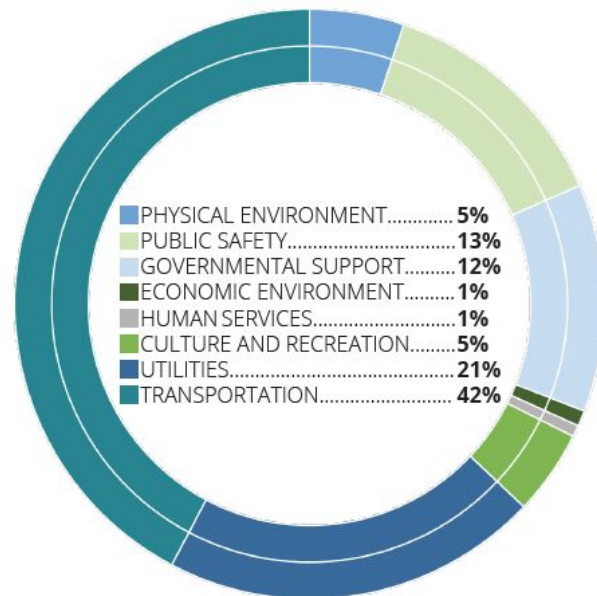
REVENUES OVERVIEW

WHAT ARE THE TOWN'S FUNDING SOURCES?



EXPENDITURES

WHAT ARE MY TAXES FUNDING?



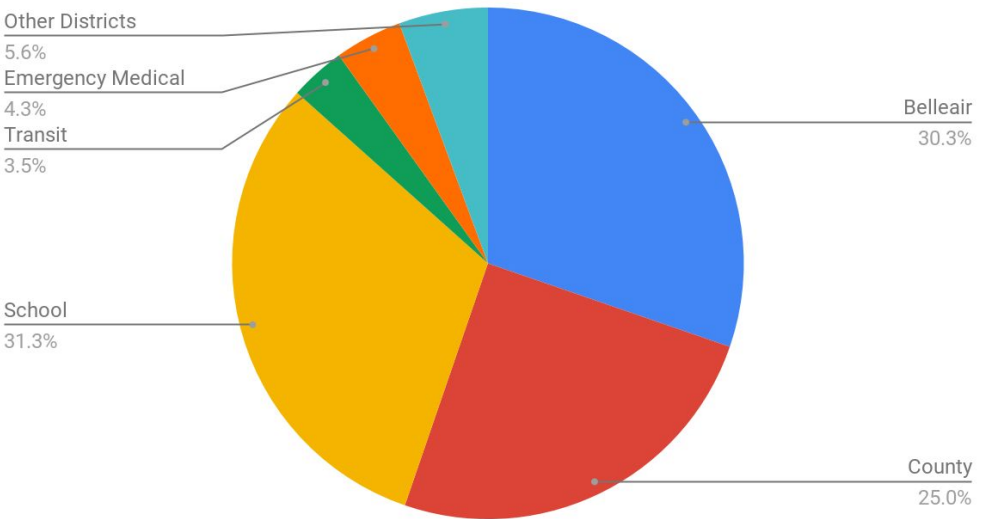
Property Tax Breakdown

Total Property Tax Proceeds to Belleair
Annually:
\$4,647,900
 \$3,739,000 to General Fund
 \$908,900 Dedicated to Infrastructure

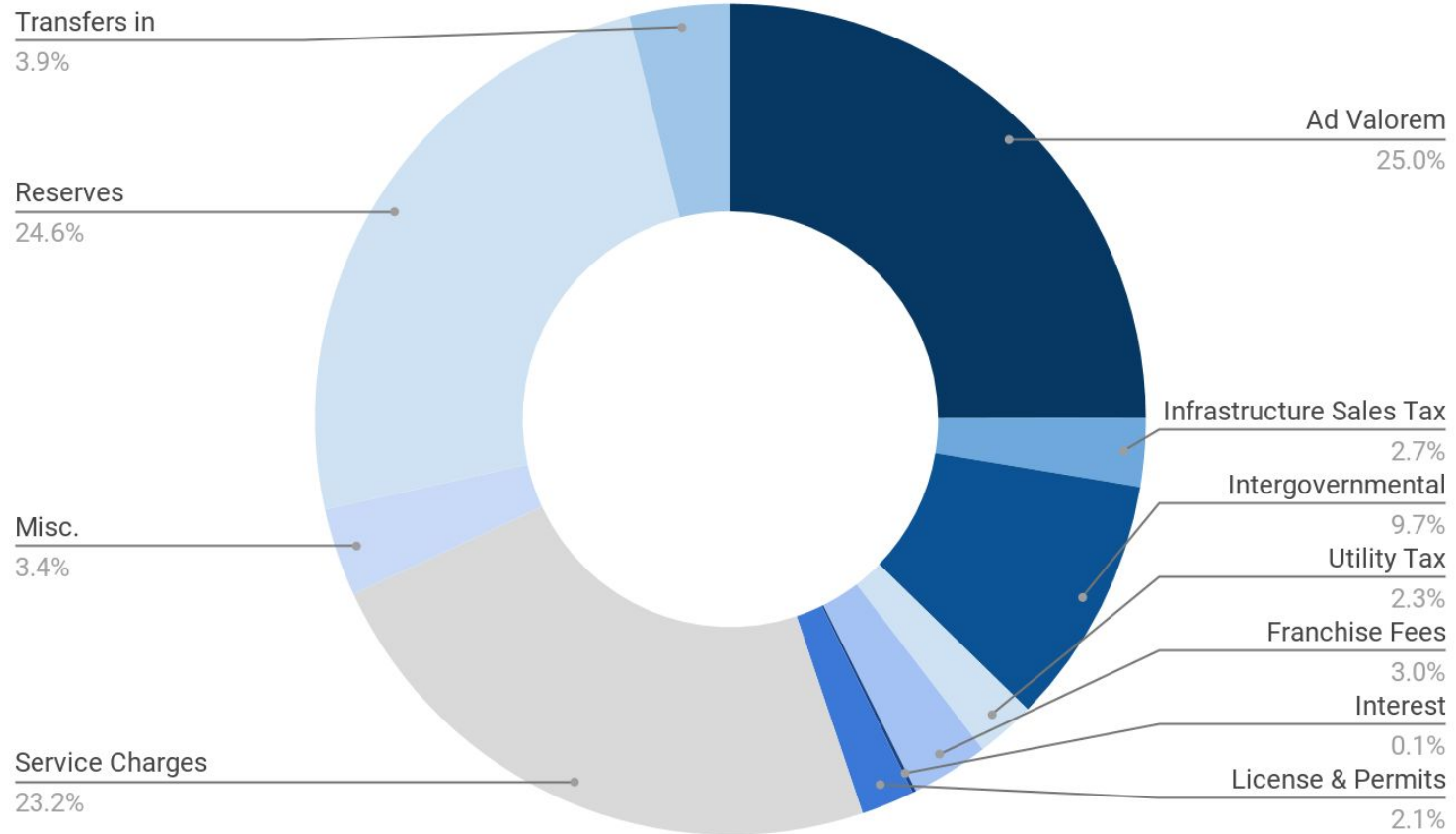
Average Price Condo: \$250,000

Average Price SFR: \$450,000

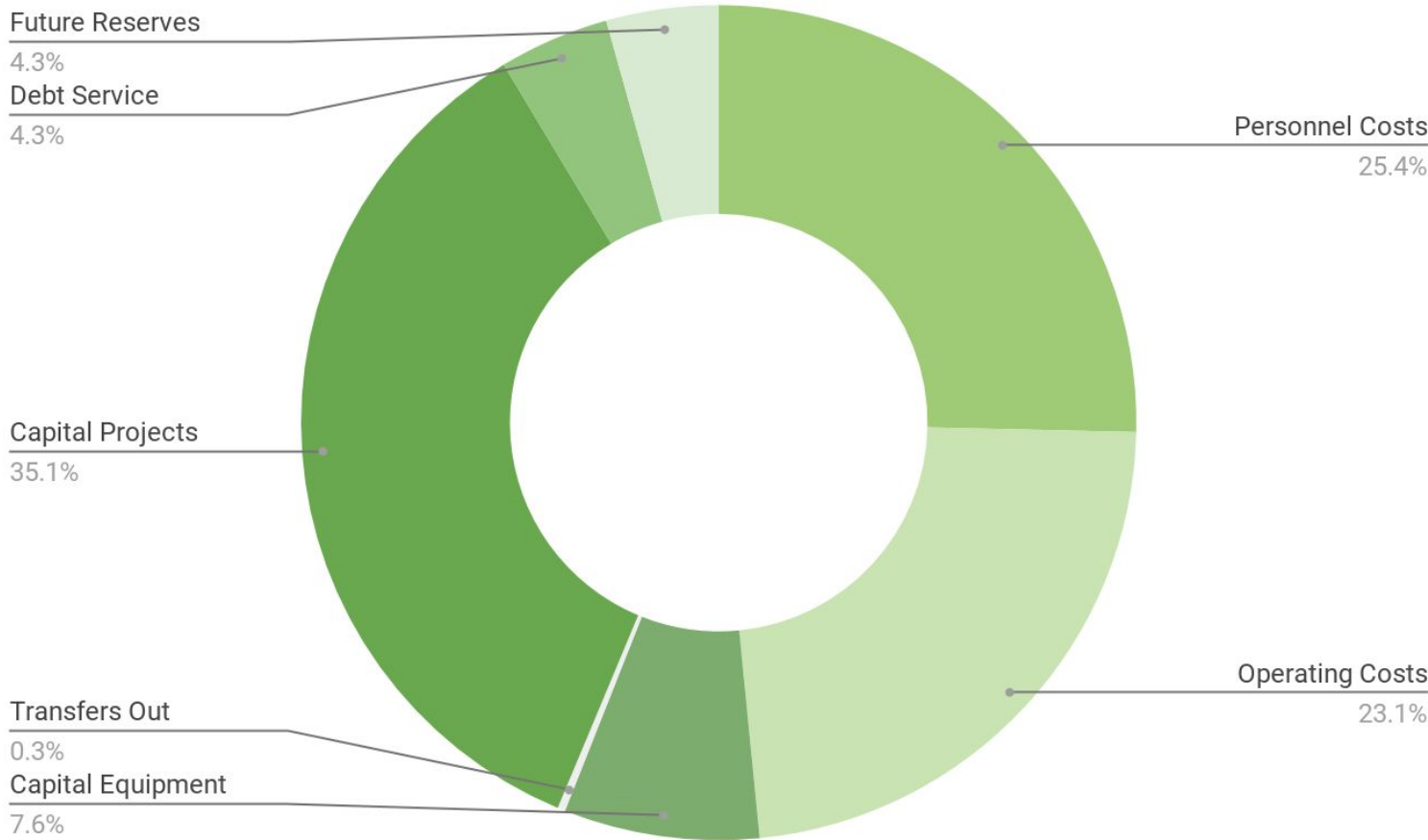
Percentage of Millage by Taxing District



Total Revenues



Total Appropriated Expenditures



EXPENSES BY DEPARTMENT

HOW ARE FUNDS SPENT BY THE DEPARTMENTS?

**Not all funds are included in this departmental breakdown*

\$ 1.5 M

SUPPORT SERVICES DEPARTMENT

Direct Interdepartmental Support
Town-Wide Employee Administration
Facility Maintenance
Financial Management
Information Technology
Intradepartmental Administration
Risk Management
Town-Wide Professional Services

\$ 782 K

ADMINISTRATION DEPARTMENT

Communications and Marketing
Legislative Programming
Legal and Statutory Compliance
Capital Projects
Town Administration
Management and Budget Analysis

\$ 1.7 M

POLICE DEPARTMENT

General Patrol
Code Enforcement
Criminal Investigation
Community Policing
Employee Administration

\$ 902 K

PUBLIC WORKS DEPARTMENT

Employee Administration
Beautification
Urban Forestry
Sportsfields
Hardscape Paving
Stormwater
Regulatory Signs



\$ 602 K

FIRE SERVICES

Fire protection and emergency response
contracted by the City of Largo

\$ 810 K

RECREATION DEPARTMENT

Employee Administration
Community Events
Sports Leagues
Youth Activities
Adult Activities

\$ 2.7 M

WATER DEPARTMENT

Generation
Treatment and Testing
Meter Management
Distribution
Employee Administration

\$ 149 K

BUILDING DEPARTMENT

Permitting
NPDES
Floodplain Management
Employee Administration

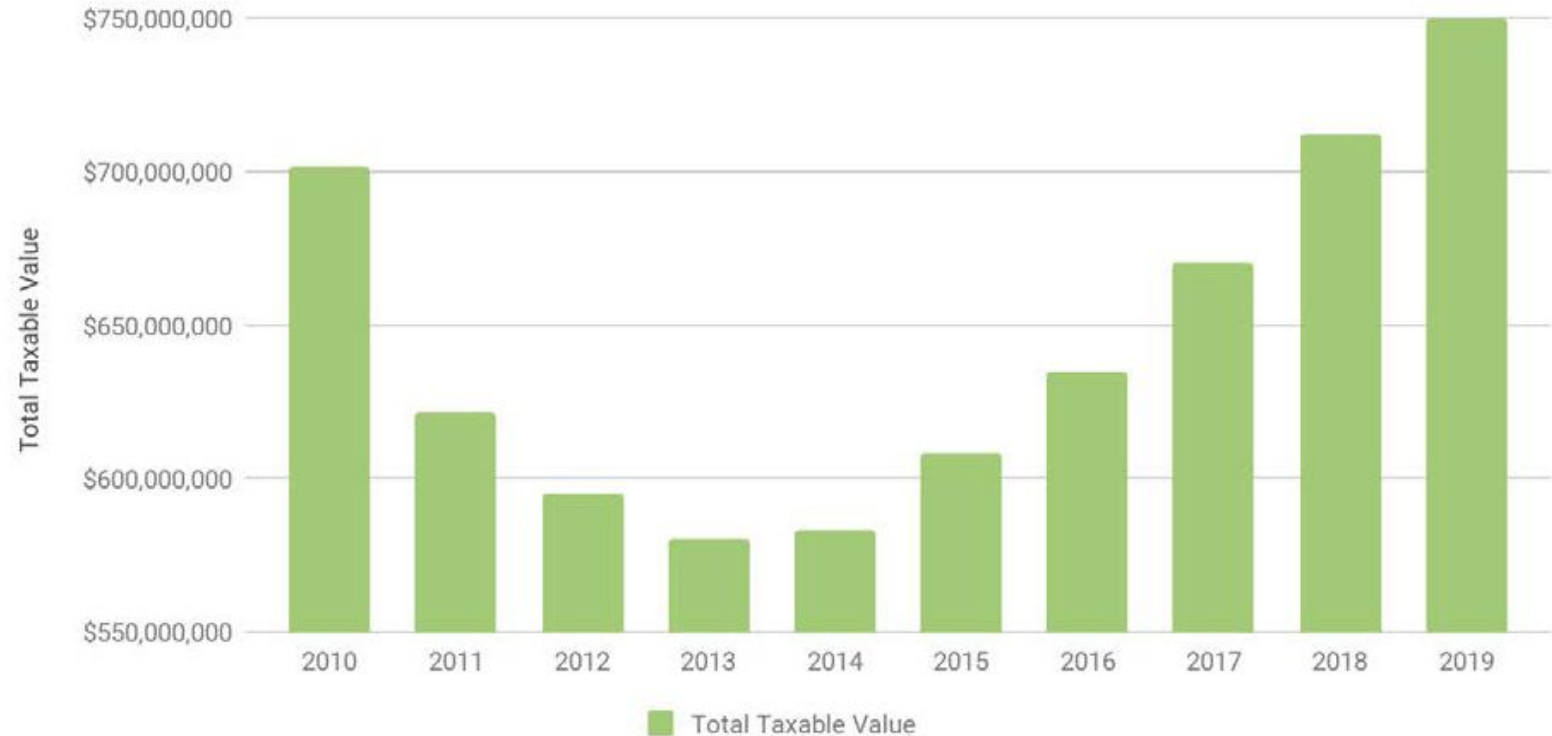
\$ 899 K

SOLID WASTE DEPARTMENT

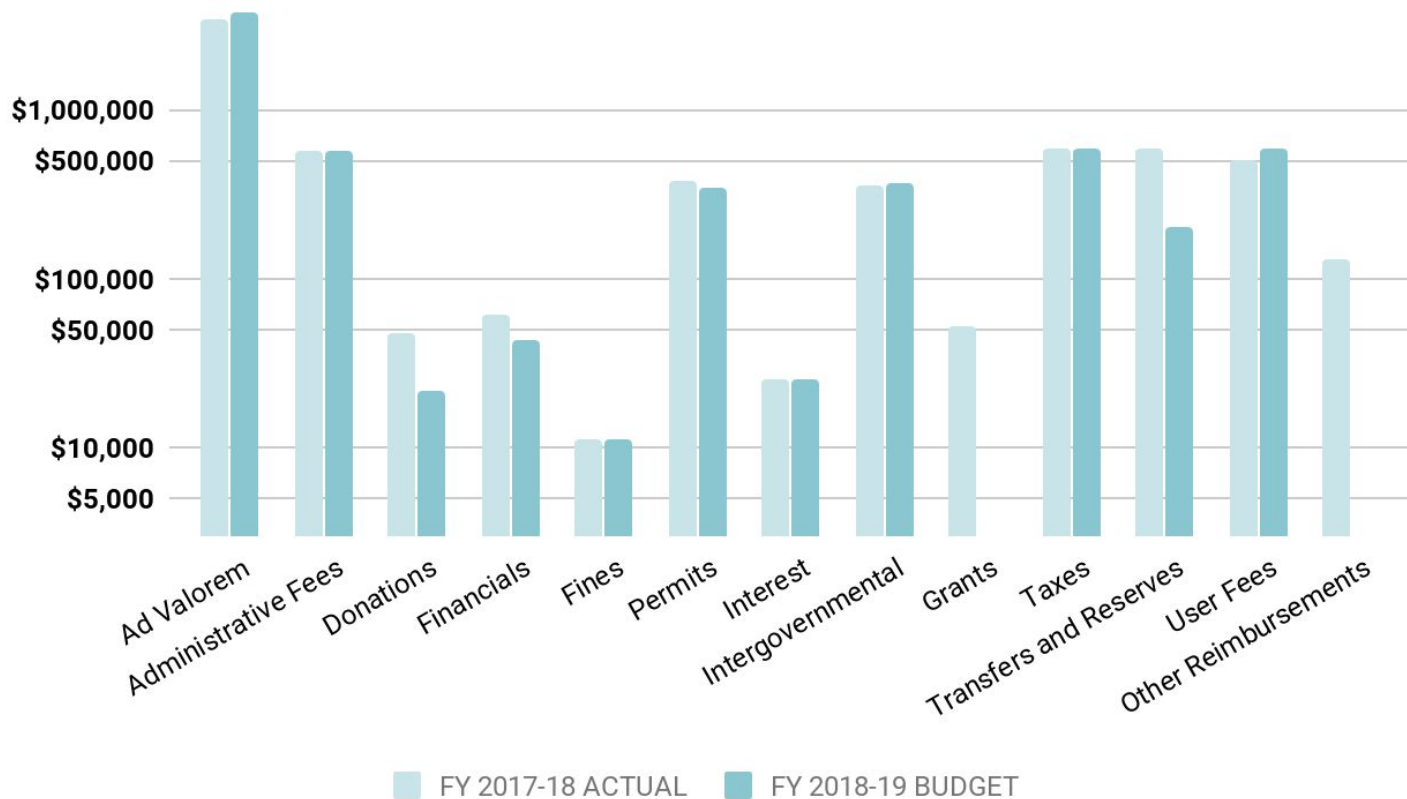
Disposal
Recycling
Collection
Employee Administration

Ad Valorem (Property Taxes)

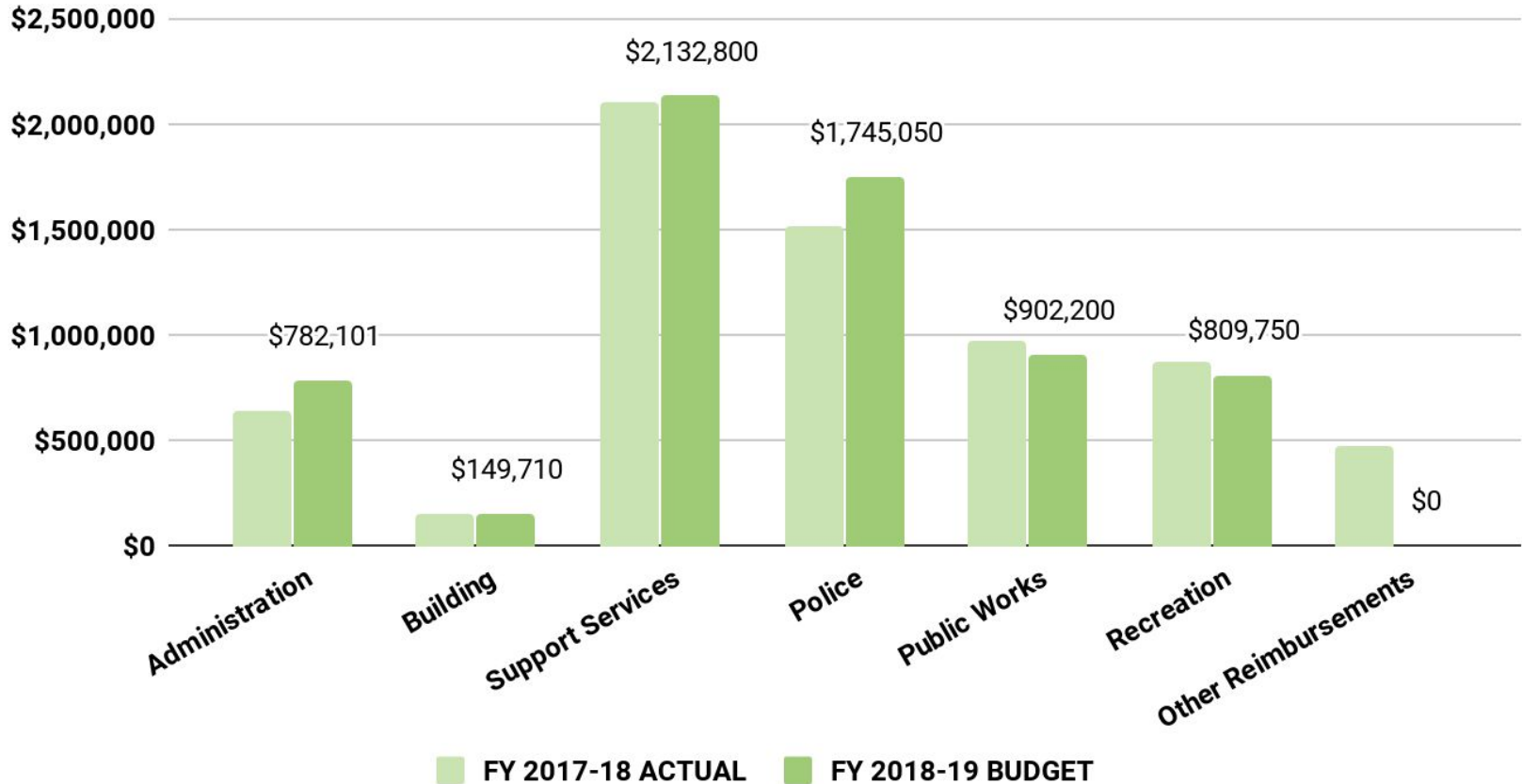
Total Taxable Value 10 Year Trend



Comparison to Prior Year Revenue FY 2017-18 vs. FY 2018-19



Comparison to Prior Year Expenditures FY 2017-18 vs. FY 2018-19

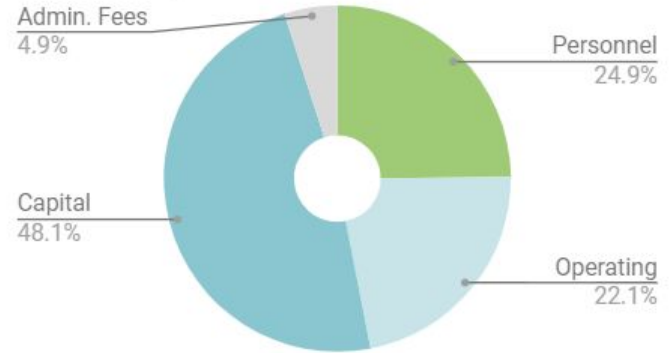


Water Fund

Total Revenue: \$1,536,600

- Funded solely by water fees
- 80 miles of pipes
 - *36 miles of water mains*
- 7 deep wells active
- Fully managed by the Town of Belleair

Water Expenditures Breakdown

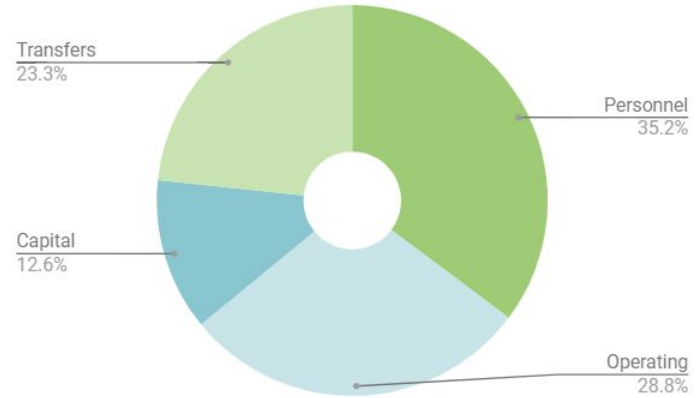


Solid Waste Fund

Total Revenue: \$2,690,575

- Funded solely by sanitation fees
- 2,684 annual tons of waste disposal
- Fully managed by the Town of Belleair

Solid Waste Expenditures Breakdown



Infrastructure Spending

Recurring Funding:

\$900,000 from Ad Valorem (Taxes)
\$494,800 Penny 4 Pinellas
\$430,000 Electric Service Tax
\$337,400 Stormwater Fee
\$50,000 Local Option Gas Tax
\$2,707,900 Annually

Debt Service of (\$794,000)

Expenditures over the prior 10 years:

\$32,300,000-

\$24m on Roads & Utilities

\$7.3m on Facilities

\$ 800k on Parks & Beautification

\$5 million in Grants from SWFWMD and other Sources.

BELLEAIR IS THE SOLE FUNDING SOURCE FOR ALL OF IT'S INFRASTRUCTURE PROJECTS UNLESS A GRANT IS AVAILABLE

Culture and Recreation

- The Recreation Department hosts a multitude of events annually, such as:
 - *The Sunset 5k Fun Run*
 - *Holiday Events*
 - *Concerts*
 - The Department also offers after school care, day camps, and summer camps for children and teens.
 - There is also a variety of programming for adults, such as:
 - *Silver Sneakers*
 - *Pickleball*
-
- Revenues: \$505,600
 - *Increase of \$6,000*
 - Expenditures: \$809,750
 - *Decrease of nearly \$65,000*

Crime

Crime Remains Low:

	2018	2017	2016
Total Walk in calls for police services	1445	1363	1390
Total telephone calls handled	17,106	16,755	17,455
Community Contacts	147	88	31
Alarm Calls	442	413	423
House Checks	6540	6163	7046
Offense Reports*	269	309	268
Incident Reports**	314	367	340
Accident Reports	55	83	62
Supplement Reports***	65	43	15
Field Interview Reports****	49	112	112
Traffic Control Details (Targeted traffic enforcement)	1771	1766	1478
Traffic Stops	1325	1360	1027
Warnings issued	1034	1396	1340
Citations issued	203	181	150
Ordinance Violations	1656	1372	653
Domestic Violence Calls	27	23	27
Deceased Person Calls	6	8	6
Suicidal Subject Calls	9	4	6

LOOK

FOR SUSPICIOUS ACTIVITY AND REPORT IT IMMEDIATELY

LIGHT

UP THE EXTERIOR OF YOUR HOME

LOCK!

YOUR VEHICLE DOORS AT ALL TIMES

IF YOU SEE SOMETHING, SAY SOMETHING

*For emergencies, call **911***

*For non-emergencies, call **(727) 582-6200***

Transparency, Communication, and Strategic Planning

- Due to staff initiatives, the Town of Belleair has:
 - Increased resident communication and online presence through social media platforms, such as Facebook and Twitter
 - Generated instant alerts through NextDoor for emergency and special events
 - Decreased response time to town issues via SeeClickFix
 - Created the Quarterly Newsletter in order to educate and inform residents about projects and events in town
- The Town has adopted a short term strategic plan, though we are currently undergoing a longer-term planning process.



Legislation Details (With Text)

File #: 19-0010 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 1/11/2019 **In control:** Finance Board
On agenda: 1/17/2019 **Final action:**
Title: General discussion of Strategic Financial Plan
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Finance Board
From: Stefan Massol, Director of Support Services
Date: 1/17/2019

Subject:
General discussion of Strategic Financial Plan

Summary:

Staff will provide an overview of the process from the previous year and requests input from the Finance Board on the level of detail desired for the upcoming year.

Background/Problem Discussion: In the prior year, the Finance Board worked closely with Town Staff to provide a detailed review of assumptions used for the Strategic Financial Plan, which is the forecast of Revenues, Expenditures and Fund Balance for the various funds of the Town of Belleair. Last year was also the first year for the town's new method of budgeting, based on programs in each town department.

Staff would like to provide a forecast in the upcoming year that is based on assumptions developed in the prior year. Those assumptions would still be based on the individual line items that may have differing methodologies, and would be subject to Finance Board approval before the final presentation is compiled. Our hope would be to have those assumptions available for discussion at a meeting in March, along with the revenue guide. At the following meeting in April, staff would like to provide a presentation, focused at the programmatic level for each department, that shows a forecast of Revenues, Expenditures, and Fund Balance.

Financial Implications: N/A.

Recommendation: This item is for discussion purposes only.

Proposed Motion: N/A.



Legislation Details (With Text)

File #: 19-0011 **Version:** 1 **Name:**

Type: Discussion Items **Status:** Other Business

File created: 1/11/2019 **In control:** Finance Board

On agenda: 1/17/2019 **Final action:**

Title: Discussion of Upcoming Agenda Items

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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