



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Special Meeting

Thursday, August 13, 2020

5:00 PM

Town Hall

Budget Workshop

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 5:06 PM with Deputy Mayor Rettstatt presiding.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

Present 4 - Deputy Mayor Karla Rettstatt, Commissioner Michael Wilkinson, Commissioner Tom Shelly, and Commissioner Tom Kurey
Absent 1 - Mayor Gary H. Katica

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

GENERAL AGENDA

[20-0197](#) Budget Workshop

JP Murphy, Town Manager stated all department heads are attending either virtually or in person; process began in difficult position, especially with the effects of COVID-19; had a balance budget; at time of compilation, budget was at a \$840 surplus to reserves for balancing; administration utilized cushion of transfer to reserve in order to help if revenue shortfall continues; not effect high quality service to residents.

Mr. Murphy discussed 2019-2020 updates; COVID-19 impacts; Strategic plan to be implemented, recycling inspection, new water model; pay study; recycling; in person training changed - emphasizing online training; thanked staff for working hard to close gap created by major decrease in revenues.

Mr. Murphy reviewed 2020-2021 budget process; future effects of COVID-19 and issues on the horizon; legal requirement to have a balanced budget; begin with revenues first;

Town responsibilities; health and safety of residents is #1 priority; discussed mission statement.

Mr. Murphy provided a brief review of mileage and history; truth in millage requirements; 6.5 recommended millage rate.

Mr. Murphy discussed major historical revenue impacts; general fund revenue; 1% of millage in present fiscal year equates to around \$46,000; staff has utilized 96% of estimated Ad Valorem proceeds, as there may be shortfalls; building permits is currently placed at \$280,000 as the line item approaches a normal baseline; Communication Services Tax (CST) is reduced nearly every year; donations reductions of \$5,000 - \$15,000 of donations unrealistic to balance a budget on; consumption based revenues heavily impacted and reduced - overall increase of \$191,385 in General Fund revenue.

Mr. Massol discussed JMC Development numbers in terms of revenue; estimates applied 20% reduction, the actual number came out to be 13% above sensitivity number; the Alameda building is on the tax rolls currently, estimated adjust market value is around 22% higher than the sensitivity estimate was set. The only other property to hit the tax rolls is the 2nd mid-rise; end results after sensitivity estimates are actually higher than calculations normally; there were four more mid-rises (3.5) to come online.

Discussion ensued regarding townhomes and mid-rises.

Mr. Massol stated there was about \$68 million yet to hit tax roll (with 20% sensitivity). Pelican Club House to be determined; bistro and clubhouse will likely be on tax roll in next fiscal year; budget contains 1/3 of the properties that have been completed, which likely means that the Ad Valorem proceeds will continue to increase. Mr. Murphy stated about 63% of the General Fund is funded through Ad Valorem; discussed franchise fees; future revenue options.

Mr. Murphy reviewed personnel expenses; pay scales approved in current fiscal year; health and benefits; salary enhancements.

Mr. Murphy discussed General Fund; provided the general fund breakdown; support services leading departments in expenditures. Administration: summary of six programs; discussed accomplishments and goals; summary of expenditures - biggest expenditure is personnel. Building department: highlighted accomplishments and objective; discussed building general expenses and revenue.

Mr. Massol and Mr. Murphy provided overview of Support Services-summary of eight major programs; assistant finance director position cut after year of vacancy - should not impact customer service to residents; suggestion of utilizing some of those funds for part-time graduate level position; many accomplishments and goals; Objectives; general expenses and revenue.

Chief Doyle reviewed the police department; provided summary of five major program areas; reduction of expenditures and PCSO; listed accomplishments and summarized objectives for 2020-202; COVID and civil unrest created issues; executive assistant-cross training supporting financial operations in support services; BCF and citizens making donations to help with area remodels; general expenses and revenue; police department charged incorrectly for health insurances which will be corrected in upcoming fiscal year; reducing professional services; training increased to \$10,000 - \$500 per sworn employee- 20 hours mandated employee training - fleet maintenance

will increase; FOP contract accomplishments.

Mr. Allison Director of Public Works, Parks and Recreation- Public Works: discussed seven major program areas; operate in two divisions streets (sidewalks and stormwater) and parks (ball fields and parks obviously); accomplishments and objectives summarized; street sweeping deal is a \$50,000 swing in our benefit; savings into tree trimming, street sweeping, and NPDES are major areas of savings; Michael Shumaker performed extra work and sought out to reduce street sweeping contract event more; Mr. Murphy commended Mr. Shumaker.

Mr. Allison reviewed Recreation: five major program areas; 5 full time staff and 8-10 support staff; 14 week of programs and 11th week of summer camp; reduction of around \$50,000 in revenue area; smaller movie nights to replace larger concerts; rather than having larger events or series on the board, staff was challenged to identify events throughout the year that would encourage small town feel and resident engagement;recreation board recommendation.

Deputy Mayor Rettstatt inquired about special events and how special events revenue was calculated. Mr. Allison stated they removed revenue from concerts; special event lines are leisure events, athletic events, and community outreach. (leisure events - movie nights; community outreach - holiday events; athletic events - athletic events)

Discussion ensued regarding food truck rental and other options being pursued with alcohol permit; changes to flag football season only in present fiscal year.

Commissioner Wilkinson inquired about additional funds of Funky Friday. Mr. Allison stated decreased revenue and expenditures due to teen camp program removal; teen camp program is not realistic to operate in this environment - to be reassessed; department utilized portion of funds moved into Funky Friday line to be renamed "Third Fridays"; prior to COVID three "third Fridays" were placed into budget as pilot programs; \$7800 is cost - \$3,000 was to put on pilot programs of Third Fridays; proposal is to increase number of Third Fridays to 6 - 9 in next fiscal year and to include 3 teen nights.

Deputy Mayor Rettstatt asked if tennis maintenance was placed with revenue, program was moved. Mr. Allison stated Kevin worked with instructors to look at rental process instead of revenue sharing process; roughly \$2,000 in part-time hours to handle level of service of program for maintenance of courts; discussed new trainer or contractor dollar amount; discussion ensued regarding maintenance of courts.

Commissioner Wilkinson - asked about present staff being able to blow off courts and why new position would be needed; Mr. Allison provided explanation about part-time person and hours needed.

Discussion ensued regarding windscreen costs; maintenance; current number of memberships.

Resident-commented on tennis courts; potential to convert one into a pickle-ball court.

Minor Funds: Mr. Murphy reviewed revenues and expenditures of the minor funds - local option gas tax at \$56,000; tree replacement fund at 5,000; discussed tree removal; wastewater management fund at 1 million.

David Brown, Water Department Director, reviewed five major program areas summarizing accomplishments and objectives; professional engineering report (PER)

and water model is being updated and will be presented to Finance Board and commission later; water dept has invested money in operations with high service pumps - age is showing; this year new service pump installed; pleased with SCADA (supervisory control and data acquisition) system; Greg Turman identified a free SCADA system for up to 50 points of input to identify where things could go wrong; minimal cost to department, now using SCADA in order to track water plant progress; ATA-90% read at all times; Zenner system reads the meter for the town and it is used for billing; discussed customer ability to identify leaks, irrigation, or water softener issues; shallow well discussion; spoke on potential capital projects in coming year, one being an injection well; receipt of cooperative funding from Southwest Florida Water Management District (SWFWMD); last funding cycle; capital pieces regardless of which direction we go will include clear well repairs and protection, injection well; town would like to eventually convert to liquid chlorine; maintenance of equipment \$14,000 high service pumps - new pump and casing is typically around \$15,000; other equipment is well management related; steel pipes were rusted and were replaced with plastic PVC pipe with all new pump and motors; each well touched cost about \$6,000; high service pump will be replaced; hotel previously 20% of revenue, flows and usage have increased and SWFWMD report usage increased by 10% ; usage from the new properties.

Mr. Murphy provided a brief overview of solid waste department; discussed costs and increases.

Wilford Holmes, Solid Waste Director discussed four major program areas; temporarily there is a balancing with reserves until we know what will be done with recycling; there's a 6% increase in disposal costs and a 9% increase in recycling expenditures; extra recycle costs can be subsidized; no additional cuts could be found within solid waste; accomplishments and objectives summary; through the months of April to June additional 400 tons added to solid waste load due to COVID-19; thanked Dave and Ricky's staff for stepping up and helping on the routes.

Mr. Murphy discussed capital improvements; COVID-19 has impacted Penny (Penny for Pinellas), estimated \$434,000 for upcoming fiscal year; discussed potential use for park funds; \$350,000 utilized for capital park improvements; residents requested utilizing \$350,000 to Hallett and Waterfall parks; use lease proceeds to in-house maintenance of Hallett Park, remaining revenues can be utilized for other parks. Mr. Allison stated amenities in year 1 would be largely for Hallett Park but also around town (only a few items).

Mr. Murphy wished for some consensus among commissioners; resolution requested to set \$350,000 as capital aside for Hallett and Waterfall parks; or \$325,000 for those and \$25,000 for park renovations; about \$10,000 additional annual maintenance to enhance and beautify Hallett and Waterfall park; strong interest that proceeds from that property stayed invested in that area;

Commission discussion ensued regarding need to maintain all parks better; conducting inventory of what needs to be done in parks; importance of having numbers behind it; initial cost of Hallett Park around \$350,000 which included sidewalks; need to add pathways; replace water fountain, benches and doggy pots; park renovations may increase resident usage.

Commissioner Kurey stated parks are great asset and funds should be allocated from infrastructure towards parks; does not want to get narrowly into earmarking funds; supports upgrading the parks to increase usage.

Commissioner Shelly supports the plan presented; Hallett is largest park with least amenities; supports Mr. Allison's plans and future resolution in future; parks are being used more than ever because of COVID-19, wants to make all parks usable.

Deputy Mayor Rettstatt inquired about funds required for matching grant; grant process to find water access; Coe road would be better; possible kayak launch or leisure place there; suggests \$300,000 total for Hallett and Waterfall Parks with the rest for other parks as needed.

Mr. Murphy stated they need to open the floor for citizens comments.

There were no citizens comments.

ADJOURNMENT

Meeting adjourned in due form at 8:16 PM.

TOWN CLERK

APPROVED:

DEPUTY MAYOR