



***CITY OF BELLE ISLE, FL***  
**Budget Advisory Committee Minutes**

**March 26, 2021 3:00PM**

1600 Nela Avenue, Belle Isle, Florida 32809  
(407) 851-7730 • FAX (407) 240-2222  
www.cityofbelleislefl.org

The Belle Isle Budget Advisory Committee met in person March 26, 2021, 3:00PM.

**Members present were:** Rick Miller, Clayton Van Camp, Charlotte Brown, Nash Shook. Also present were; City Manager Bob Francis, Finance Manager Tracey Richardson, and Acting City Clerk- Heidi Peacock.

Members- Rick Wilson and Ralph Yarbrough joined via phone line.

**Absent:** City Clerk Quiceno

**Call to Order**

Chairman Miller at 3:04PM asked acting- City Clerk Peacock to confirm there was a quorum present.

**Citizen Comments**

Chairman Miller inquired if there were any Citizen Comments—there being none—this item was closed.

**Approval of Minutes**

- a. February 12, 2021 minutes—Chairman Miller stated that a correction was needed on member absent. Board member Wilson was absent not Chairman Miller.
- b. February 16, 2021 minutes-- not available for review—will review minutes at next scheduled meeting.

Board member VanCamp made motion to approve February 12, 2021 minutes with the correction noted. Board Member Shook seconded motion, which passed unanimously.

**Review of Revenue and Expenses**

- a. January 2021 Finance Reports
- b. February 2021 Finance Reports

Board member Shook had questions regarding vendor name Archive Social, Inc. and the recurring payment of \$2388.00—this was paid February 4, 2021.

Finance Manager Richardson asked if the check number was indicated—Board member Shook responded with check number 10840—Finance Manager Richardson provided information regarding this account—which is a social media support—this is an annual charge—they archive and handle the City's Facebook account.

Board Member Shook and Board Member VanCamp had open discussion regarding the Card Services monthly payment in the amount of approximately \$2k for City Employee Expenditures--- Finance Manager Richardson stated that approximately 3-5 City Employees are issued credit cards that have threshold amounts that are allowed to be charged.

Board member Shook asked City Manager Francis – has it been explored to use credit cards for rebate and cash back revenue source---Chairman Miller discussed this also stating---even small amount assist with revenue---

Board member Shook inquired about the Axon Enterprise account for tasers in the amount of \$4480.00---is this the 3<sup>rd</sup> yr. payment---Finance Manager Richardson confirmed this was the 3<sup>rd</sup> yr. Payment.

Board member VanCamp asked if we received FEMA payment.--City Manager Francis responded – still waiting ---funds will go into stormwater fund---

Chairman Miller discussed the Cares Act---asking does Belle Isle have any funding coming from that designation---City Manager Francis stated---if coming to local government---Florida League of Cities---not sure if Belle Isle has any funding coming.

Finance Manager Richardson informed committee that BI Police Chief applied for funding for COVID---however--still waiting for response.

Board Member VanCamp discussed concerns with Forestry Cost---stating--spending is approximately \$1K/monthly over budget---with costs at \$83K in 4 weeks. City Manager Francis – stated---work is not done by hourly rate---done by service required---also--some charges were from last year (2020)---he also discussed that there are lots of old---rotted---trees in the City which are on Public property and must be removed.

Board member VanCamp stated he would like the Tree Board committee to be more involved with the cost and budget of this service. City Manager Francis agreed that this is part of their responsibility and would like to have them more involved.

City Manager Francis suggested going out with RFP (request for proposal) and “Starting Continuing Service Contracts” so in the event one (1) vendor is not available---the other vendor would be called---

City Manager Francis requested a motion to “go out for RFP”.

Board Member VanCamp made a motion to go out for RFP for Tree Service for City of Belle Isle--selecting two (2) vendors to provide this service based on availability and cost. Board Member Shook seconded---which passed unanimously.

Board Member VanCamp discussed the resurfacing road costs---City Manager Francis stated that the 200K would be rolled into project to re-build Sol Avenue.

Board Member VanCamp inquired if we have a payment requirement yet for the Bond for the BOA (Bank of America) building. City Manager Francis stated---yes--\$169K/yr.

Board Member Shook made a motion to accept the finance reports as written---Board Member VanCamp seconded motion---which passed unanimously.

## **AGENDA ITEMS:**

### **a. Mid-Year Report Discussion**

Chairman Miller stated to Finance Manager Richardson—Excellent on Mid-Year Report—this covers areas that committee members wanted to review—Thank-you for the effort and report provided for review.

### **b. Discussion on Market Rent for CCA Lease**

Chairman Miller and Board Member VanCamp had open discussion regarding annual rent of 845K/yr—with increase to 1.2M/yr on completed project—Discussion of Tenant responsible for Real Estate Taxes—however--this property is exempt—so there are no Real Estate Taxes. Further discussion included –should Belle Isle be charging higher rent since they (Tenant) would be paying for improvements?

City Manager Francis—if you look at evaluating School Net Lease—the City is going to be the landlord—group Triple Net Ground Lease (TNG lease)-- lease ground only—--all buildings paid for by School—maintenance—--Insurance--BI City has no other responsibility—expansion—default on payment—Bank takes over building—but BI City owns ground. He stated that discussion with City Council was--if we refinance Bond--we don't get money coming in--we want money coming in-- currently fee of \$700/per student//funds are sent to Trustee--pays all expenses-- BI City clears approximately 150K/yr---In speaking with people in charge with the School--pay BI City 120K/yr--- appraiser could go back and do analysis on TNG Lease.

Chairman Miller-- stated there is significant asset in buildings and we don't want to loose that

City Manager Francis discussed ground leases--buildings already there—new buildings are turned over to BI City—School must come to BI City for any improvements—Board Member VanCamp asked--how much are we charging-- School --Financial Adviser-refinance Bond--City Manager Francis responded-- don't know number to plug in for rent--420K/yr?

Chairman Miller stated sounds in line with what he is thinking.

City Manager Francis stated—then City is responsible for everything--

Board Member Shook asked if a market study was done for leverage--- City Manager Francis stated—No--study done to determine market rent number—come up with fair market lease--

Board Member Shook asked if there was a “time-line” for re-finance decision—City Manager Francis stated—No push right now---rates very low---Board Member Shook stated—so not up against a deadline.

City Manager Francis stated – discussions with School individual are looking at 120K/yr--with BI City not doing anything.

Chairman Miller stated-- how about the Resource Officer—bundle services---

City Manager Francis stated—tax exempt entity—would they pay more for Fire—Police services—and would they obtain a discount for higher enrollment from Belle Isle residents—  
Chairman Miller stated possibly reduce rent to 300K/yr—City Manager Francis stated we were going to leave that open for School to come back with something—Chairman Miller stated—have Resource Officer cost absorbed in rent payment—discount as incentive with higher Belle Isle resident enrollment—

City Manager Francis discussed School Crossing Guard—SRO –Attorney cost--\$700/per student—funds sent to Trustee—average \$28K/month--\$340K/annual--if satisfactory--move forward—BOA cost depends if School is going to use the building—all improvements come back to City at end of Lease--10-12% higher rent increase/ YR—the first (1<sup>st</sup>) Packet had been sent to School which included a market analysis—Cost--City Employee – Legal—approximately \$137K City Costs come out of \$340K/yr—Capital Expense has been reduced—by HVAC—Roof--Doors--Windows--

Chairman Miller stated—rent adjusted with escalation clause—  
Board Member Shook—asked what is committee’s obligation to Council—City Manager Francis stated—what rent dollar amount should be--He stated Finance Manager Richardson to add up and forward to Council.  
Board Member Shook stated—no decision today--  
Chairman Miller stated—all costs rolled together to determine “Number” --have ready for April Council meeting to review--

Board Member VanCamp asked—does BI City own property no matter what is done to property—

City Manager Francis—stated--that just recently the School passed a resolution to change the charter from—City Belle Isle Charter School—to Corner Stone Charter Academy Inc.--He spoke to School attorney--and was informed that the School does not have to abide by Statue 286-- (quorum present in person) they can “call in” to vote--only 3 people are required to be in person-- the School falls under 1002 Statue--

### **c. Review of Impact Fee Study Bid—Duncan Associates**

City Manager Francis informed committee that he sent out RFP to three (3) different companies—this was the only response back--proposal seems good--price range as aligned with other municipalities--City only doing Residential Impact Fee at this time--funds for this study would come from Transportation Impact Fee--

Board Member VanCamp inquired –since part of Orange County--can we use “their” impact fee study--

City Manager Francis stated—no--we are considered “separate government”.

City Manager Francis requested a motion to be made to use Duncan Associates.

Board Member VanCamp inquired – can we get impact fees rather quickly--

City Manager Francis responded—thinks so with Commercial Impact Fees—if BI grows.

Chairman Miller stated- good idea to have Impact Study in place.

City Manager Francis stated—Timeline for study—approximately 6 months--monthly fee—or as deliverable-- for fixed fee costs--

Board Member Shook—Recommendation for single response for Impact Fee Study Bid to be given to Duncan Associates--\$50K--inquired--who makes decision of Completion of Tasks prior to payment--

City Manager Francis stated—City Manger will review completion of tasks as “Project Manager” and will have Professional Services Contract prepared by City Attorney.

Board Member Shook—made Recommendation use of Duncan Associates to Council—with Payments broken into four (4) categories—

**TASK** -First/Second (1-2) Project Organization & Staff Review Draft—**TASK** three (3) Public Review Draft/Ordinance—**TASK** four (4) Public Meetings (3)--**TASK** five (5) Final Study/Ordinance--  
Board Member VanCamp seconded motion which passed unanimously.

#### **d. Review of Lobbyist Bid—The Southern Group, Ballard partners, and, Gray Robinson**

Board Member VanCamp stated—all are qualified—concerned with cost. City Manager Francis stated he had supported—The Southern Group--if presentations are needed—all three (3) stated they would provide presentations.

Chairman Miller stated after presentations—review--costs--

City Manager Francis stated he will provide “score sheet” for selection process—have them come in at next Budget Meeting--he could brief the three (3) companies to center on the City and achieving goals—timeline would be 15 minute presentation with 5-10 minute follow-up for questions---

City Manager Francis asked—set up for Budget Meeting or Separate Meeting?

Chairman Miller—sated separate meeting is probably necessary—

City Manager Francis asked that committee members email him with dates/time to put out to companies-- Separate meeting at night—5:30PM start time--or wold Zoom meeting work if there is a conflict--would push for “in person” meeting---Not on Tuesday or Friday night for this “Separate Meeting” and schedule prior to next Budget Advisory Committee meeting which is scheduled for April 16, 2021--3:00PM.

#### **Next Meeting Schedule**

Next meeting scheduled for, Friday, April 16, 2021--3:00PM. In person.

#### **Adjournment**

There being no further business, meeting adjourned at 4:21PM.