



**CITY OF BELLE ISLE, FL**  
**BUDGET COMMITTEE MEETING**

Held in City Hall Chambers, 1600 Nela Avenue, Belle Isle, FL  
Held the Friday before the 3rd Tuesday of Every Month  
Friday, May 14, 2021 \* 3:00 PM

**AGENDA**

1. **Call to Order and Confirmation of Quorum**
2. **Citizen Comments**
3. **Approval of Minutes**
  - a. Approval of the April 16, 2021 meeting minutes
4. **Agenda Items**
  - a. Discussion on the CCA Lease
  - b. Discussion on Budget Schedule for the upcoming FY21-22 Budget
5. **Agenda Items**
6. **Adjournment**



**CITY OF BELLE ISLE, FL**  
**Budget Advisory Committee Minutes**  
**April 16, 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 April 16, 2021, 3:00PM

**Members present:** Rick Miller, Ralph Yarbrough, Charlotte Brown, Clayton VanCamp, Rick Wilson, and Nash Shook. Also in attendance, City Manager Bob Francis, Finance Manager Tracey Richardson, and City Clerk Yolanda Quiceno.

**Call to Order:** Chairman Miller at 3:01PM asked City Clerk Quiceno to confirm quorum. Quorum confirmed.

**Citizen Comments:**

City Clerk Quiceno advised committee, No Citizen Comments received.

**Presentation of Audit:**

Presentation complete by McDirmit Davis—Matthew Lee

Chairman Miller asked questions regarding the “zero” fund balance---due to back-log projects—are there any Grants to complete projects?

City Manager Francis discussed the need for repairs to the Stormwater System—2016-2017 were not taken care of—pipe collapse---corrugated metal pipe---major flooding issues---money not put into Stormwater Fund like needed---additional funds allocated---within next 5 years—most major projects done---infrastructure issues---resin lined pipe replacements.

Board member VanCamp asked Mr. Lee what cities are covered: Mr. Lee responded -Ocoee, Tavares, Umatilla, Clermont, Windermere, Winter Springs, Longwood, and Lake Mary to name several.

Board member VanCamp asked if there are Cities in Scope and Size of Belle Isle for comparison—Mr. Lee stated—Windermere was good comparison—Windermere has a Financial Director as well as an individual that provides payroll assistance--

Board member VanCamp asked if Belle Isle is understaffed? Mr. Lee stated he did not think so—the City Manager--Bob Francis is very involved in day-to-day transactions--

Board member VanCamp discussed the need for segregation of duties to review work possibility of “volunteer” to assist---Mr. Lee discussed that the individual would need to be a City employee since “Volunteer” may not be able to dedicate time required.

Board member Shook asked—What are measures of performance for Financial Health for City--

Mr. Lee stated the largest thing looked at—number of months for expenditures—Cash Balance---September 30th—GFOA recommends 20% minimum reserve (cash on hand) of expenditures.

Board member VanCamp discussed—not flat on revenues—Increase by 43%---from 2011-2020---4% increase over 10yr---Values of properties—upon review – Windermere City budget seems very close to what anticipated---

Mr. Lee stated—they are very on top of spending---1 Budget amendment at year end---Budget amendments very common---

Board member VanCamstated—would like “punch list”--how to help Financial Manager--

**Approval of Minutes:**

a. February 16, 2021

b. March 26, 2021

c. April 8, 2021

Chairman Miller asked if there were any corrections---there being none—he asked if the group wanted to approve minutes separately or “group them together” – consensus from group was to approve minutes all together--

Board member Shook made motion to approve minutes as stated- Board member VanCamp seconded the motion— which passed unanimously.

**Review of Revenue and Expenses:**

City Manager Francis and Financial Manager Richardson discussed the number of tickets issued since February 1, 2021 for Red Light Camera—1200 Tickets have been issued—with a total of \$177K anticipated revenue—current fees paid-- \$57,670K---after sixty (60) days—late fee assessed.

**AGENDA ITEMS:**

**a. Budget Amendment:**

Financial Manager Richardson stated – Red Light Camera fees amended—only One (1) line for fees-- Added money received from Care’s Act—Jag Grant—Covid Funding—Solid Waste fee-- Red Light Camera payment not paid yet due to not enough revenues received---a “flat fee” \$3500-per system—per month is current method of payment.  
Board member VanCamp asked--- “revenue side”--FEMA--Stormwater--50/50 General Fund--\$290K total—Financial Manager Richardson stated- Expenditures—Fire Protection—adjusted from Orange County--- New Police vehicles still delayed due to “chip” delay issue.  
Budget for Police Department—waiting for “timing of vehicles”--

Board member VanCamp inquired about Jade Circle—Stormwater issues—City Manager Francis responded—work done in house—regular Maintenance Fund--

Board member VanCamp asked if any Paving and/or Sidewalks to be done this year—City Manager Francis stated— Sol Avenue re-build—no other this year—doing assessment on all roads—come up with capitol plan to budget on annual basis.  
Chairman Miller made motion to accept amendments with Public Works- Regular Salaries & Wages of \$9622.00 stricken---Board member Wilson seconded motion which passed unanimously.

**b. Recommendation on Lobbyists RFP:**

Committee group discussed need for representation with Lobbyist on many issues for City as well as FWC involvement with swimming zone issue.  
Board member Shook made motion to recommend to pursue relationship with GRAY ROBINSON CONSULTANT GROUP-- Board member Yarbrough seconded—which passed unanimously.

**c. Discussion NNN Appraisal for CCA:**

City Manager Francis discussed Entegra Realty Resources-Triple Net Analysis-- did as “Absolute Net”--small difference—Market Rent - \$20K/acre---11.91 acres--\$238,200K/yr  
Ground Lease—Include in “rent” Personnel—RSO--Crossing Guards--\$169,500K/yr  
Taylor Smith--(original Financial Architect) working with School now---CCA may want to occupy BOA building---to discuss with CC-Chairman Brooks--  
Taxable values on buildings—OCPA site--\$205K (Fire/Police)---60% General Fund budget--\$123K debt service on BOA 80%--(\$125,800K) 20% stormwater---\$487K/yr Lease---  
Chairman Miller discussed offering a discount for increased Belle Isle resident student enrollment—Board member Wilson verified—no property taxes paid for school—City Manager Francis confirmed—no property taxes—and CCA is a 503C organization---  
Chairman Miller stated –not liking renting based on “ground lease” due to assets associated with buildings on ground—  
City Manager Francis discussed—Triple Net Lease requires School to absorb all maintenance responsibilities---must come to City for approval to perform modifications (Raise existing buildings--and/or new construction on property)

Board member Shook asked—What is standard or expectation for maintenance requirements? Is that covered in Lease?  
 City Manager Francis responded—Yes--in Lease—and deposit of \$250K for access if repairs are not met—funds available for City to use--  
 City Manager Francis discussed-Single Net Lease—currently \$7/sq. ft. = \$120K---expand to \$8/sq.ft. \$150K—  
 Insurance –Repairs—If School picks up maintenance---what number is reasonable “number” between City and  
 School---\$487K --\$500K annual—with caveats---negotiate Belle Isle resident student enrollment—more credits—  
 current population for School—1500--Charter states 1600 total enrollment--  
 Chairman Miller discussed-- 20% discount – need to bridge gap with larger incentive—Board member Wilson stated –  
 appraisal indicates \$20K/acre-- Board member Shook discussed- if CCA does not accept Ground Lease and BOA  
 building—then look at options---

Board member VanCamp made motion to recommend to Belle Isle Council- Triple Net Lease at \$500K/yr—Incentive  
 discount program with increased enrollment of Belle Isle resident students—20%cap- discount program—Board  
 member Wilson seconded—**Board members voting AYE-** VanCamp, Wilson, Shook and Brown---**Board members  
 voting NAY**—Miller and Yarbrough.

**Next meeting:**

City Manager Francis asked if Committee had discussed going to quarterly meetings—Board member VanCamp and  
 Chairman Millers both discussed that too many issues still required meeting on regular basis—however--meetings can  
 be canceled if no items on Agenda---also discussed the need to fill Committee seat for District 4 and District 5 which  
 are now searching “At Large” since no interest from residents within assigned District vacancy.

Next meeting scheduled, Friday, May 14, 2021 at 3:00PM in person.

**Adjournment:**

There being no further business, meeting adjourned at 4:39PM.