

**WORKSHOP MEETING**  
**BOARD OF COMMISSIONERS**  
**TOWN OF REDINGTON SHORES**  
**WEDNESDAY, APRIL 28, 2021 – 6:00 P.M.**  
**MINUTES**

**CALL TO ORDER:** Meeting was called to order at 6:00pm by Mayor Henderson.

**ROLL CALL:** Present upon roll call were Commissioners Blackburn, Krajewski, Krouk, Vice Mayor Robinson, and Mayor Henderson. Also present were K. Howell and C. Henderson from the Financial Advisory Committee (FAC).

**OLD BUSINESS**

**Stormwater Management:** Commissioner Krajewski announced his desire to establish a routine for regular cleaning and maintenance of the stormwater system. He deferred to T. Watson of Seminole Septic to provide an update on the stormwater system project. T. Watson showed photos of pipes containing hardened stucco, concrete, and grout, and including issues such as collapsed pipes, root intrusion, directional boring and oyster shells. He then showed photos of pipes after clean-out. Commissioner Krouk asked whether photo/video documentation was kept for the project and if she could get a copy of the work from 1<sup>st</sup> St and Long Point Dr. Mayor Henderson asked if T. Watson had any suggestions as to how to avoid the identified issues, especially the construction debris build-up, in the future. T. Watson stated that there is a marriphite wrap that can be placed around storm drains during construction to reduce what flows in. Vice Mayor Robinson asked if the slides shown could be shared with the Town to use for public information for future flood workshops and website posting. Commissioner Krajewski provided a summary of proposed continued work, stating that they continued to jet clean and camera the lines, follow up with potential repairs, potential additions of valves to the end of the outfalls, and possibly transition mis-sized pipes so they are uniform, but he indicated they may run into issues due to the closeness of some of the pipes to homes. Commissioner Krouk stated there was consistent flooding due to rainwater not reaching storm drains in the areas surrounding 1<sup>st</sup> St E. Commissioner Krajewski confirmed the issue and identified the build-up in the lines as a large contributing factor. Commissioner Krouk then asked if anything was being done to verify or check on outfalls when seawall work was being done. Commissioner Krajewski stated that he had identified some issues and would need to gather more information to address for the future. M. Palmer stated that, as part of our NPDES obligations, follow up on calls of complaints of potential dumping into drains and water. She explained that, as part of the annual audit, the forms used to document this activity are reviewed. She also stated, and Commissioner Krajewski and T. Watson confirmed, that the work being done to camera and clear the lines has never been done in the nearly 30 years that Seminole Septic has been hired to assist in the maintenance of the lines. T. Watson explained that the maintenance done each year is a vacuuming of the lines to clear debris but drilling and video investigation has not been done. Mayor Henderson opened for public comment.

T. DeBoy, 636 182<sup>nd</sup> Ave E – spoke about a situation with a storm drain between him and his neighbor's house, where the engineer involved in the job had told him that a certain size pipe was planned to be installed, however, due to the risk of compromising the foundations of the two homes, a smaller pipe was installed. Commissioner Krajewski remarked that the example had confirmed some of their findings in certain areas where smaller pipes were located, but included that the real issue was that, if that was being done, it was never marked on the Town maps. T. DeBoy also stated that when the

seawall in front of his and his neighbor's house was replaced some years ago, and included that he remembered that they had to bring the line through, but he assumed the seawall contractor knew how to properly replace the line, so he stated he felt many homeowners probably rely on the contractor. Vice Mayor Robinson stated he would like to outline some takeaways from the stormwater discussion. He recommended research be done on the best way to protect storm drains from debris and develop a one-page detail to provide to contractors to educate them on NPDES requirements. He offered to work with Commissioner Krouk, who announced that the building department had begun implementing a plan already once she became aware of the issue. Vice Mayor Robinson included that, from an CRS/LMS standpoint, would like to work on communicating to residents the importance of keeping stormwater drains clear.

**Discussion – Commission and FAC Members – FY 21/22 Budget:** Vice Mayor Robinson provided an objective for discussion, stating that it was the responsibility of the Commission to spend responsibly and with the new budget for 2021/2022 due to begin in October, he felt it important for the Commission and Financial Advisory Committee to know where the Town was going by identifying strategic priorities and objectives, how long it would take to achieve these objectives, and how much would need to be spent in each budget year. FAC Chair K. Howell began by indicating that, in preparation of the budget, the committee was looking for projects, including costs, for priority project to include in the budget for next fiscal year.

FAC Committee Member C. Henderson provided an outline for his presentation. He outlined tasks, beginning with an overview of the three funds, an update on the financial performance in the first six months of the budget year, and provide a foundation on which to build the FY 21/22 annual budget. He explained that the next fiscal year begins October 1, 2021 and ends September 30, 2022. He began by outlining the general fund revenues, stating that approximately 50% of the Town's revenue came from ad valorem taxes, with \$1.17MM out of the \$1.25MM collected in the first half of FY 20/21. He explained that ad valorem taxes were calculated by using the assessed taxable values determines by Pinellas County, multiplied by the millage rate. He further explained that a large portion of the ad valorem tax went outside of the Town, the Town only receiving approximately 10%, while the rest went to outside county and state taxing authorities. He provided a description of the rollback rate by stating that it reduces the millage so that when values go up, net collections remain the same. He then referred to when the ad valorem was reduced from 1.8 to 1.69, the collection amount remained the same. C. Henderson summarized revenues for the building department, indicating the Town received \$95K out of \$65K budgeted in fees over the last 6 months, equating to \$30K or 45% ahead of budget. He summarized the parking meter budget, indicating that out of \$100K budgeted, \$37.5K between the County and Town meters were collect, but indicated that, although under budget at this point, should make up for over the busy spring and summer months. He indicated that garbage fee revenues were in line, however interest income was at a negative variance due to declining interest rates.

C. Henderson provided a summary of year-to-date position for general fund expenses. He stated that salary expenses were generally in line with the exception of the building department which required an unbudgeted part-time hire and additional building official hours to handle the increased volume of permits, including that the extra expense was covered by the increase revenues for the building department. When providing an overview of legal expenses, he indicated a \$8,000 negative variance due to unbudgeted expense related to the Town's defense of a property owner legal matter. He moved on to detailing the overages in insurance expenses, stating that the figure could be explained by two main factors: timing of payments included 3 quarterly payments in the 6-month budget number instead of 2 and the increase in insurance costs, occurring in March, making it difficult to estimate a budgetary

number. He included that, overall, revenues exceeded expenses by \$622,000 YTD, but noted that the majority of that comes from ad valorem taxes, which are mainly collected at the beginning of the year, so he predicted the year to end near projected.

C. Henderson then summarized the capital improvement YTD budget numbers, indicating that the revenues for the capital improvement fund included the one-cent sales tax, LDU, and county grant funds. He stated one-cent sales tax revenues were at \$123K YTD, approximately \$10,000 over budget, LDU/transportation impact fee revenues were at a shortfall of \$21,000 due to no new home permits issued during the collection period, and that although \$195K was budgeted for undergrounding expense, no funds were spent, so nothing was requested for reimbursement from the County, leading to a variance in both revenues and expenditures. He provided a detail of the capital improvement fund expenditures, explaining that the Town had taken out a \$5MM loan for undergrounding utilities on side streets. He included that there was a remaining balance of \$1.28MM at a rate of 4.72%, set to be paid off in 2025 and suggested there be a discussion to payoff early to yield savings of approximately \$100K.

C. Henderson outlined sewer fund revenues and expenditures, indicating that YTD revenues were at \$478K, approximately \$10K over budget. He summarized expenses, pointing out a \$71,000 negative variance in sewer treatment charges from the County, indicating heavier rainfall early in the season could be a factor and stressed the importance of the work being done on the sewers to reduce infiltration. Vice Mayor Robinson asked that each Commissioner consider priority projects, develop a cost and level of priority, and bring back to the Commission. Commissioner Krajewski provided findings on infiltration into the sewer system and provided some explanation of why the sewer bills were elevated. Vice Mayor Robinson suggested selling the sewer system to the County if the Town had to spend so much money to fix it. Commissioner Krajewski responded that he did not think there was enough data to make a determination, including that was the reason they were doing the investigative work. He then explained that required repairs quoted by Miller Pipeline came to an estimated \$1.5MM, far less than the \$8MM projected by the County. He stated that the reason there was such a significant amount in the sewer fund is that regular maintenance was not performed on the system over the years. He stated that performing the required maintenance to the system would be a priority he would introduce to the Commission to include in next year's budget, suggesting there may be grant monies available to offset costs. He included that the purchase of generators for the lift stations was a priority and estimated the cost to be \$30,000. FAC Chair K. Howell suggested that, as the analysis was being done on the sewer system, that both paths be looked at to determine the best course of action. He also noted that outsourcing may not be a bad idea with only two individuals on staff. Commissioner Blackburn stated that she thought the County wanted to Town to invest \$8MM in repairs to the system before considering purchase. K. Howell explained that the proposal documents were not clear and that he would need to investigate further. Commissioner Blackburn expressed her concern over the County trying to overstate the condition of the sewer system in order to obtain at a lower purchase price. Vice Mayor Robinson conveyed his willingness to continue the investigative work on the sewers to gain better knowledge of the state of the system and urged Commissioner Krajewski, K. Howell, and C. Henderson to work with the County on settling on figures for possible purchase.

Commissioner Krouk outlined projected fiscal year end revenues and expenses for the building department at \$143K in expenses and \$178K projected revenues. She provided a 21/22 projection at \$180K in revenues and \$180K in expenses. She also provided several scenarios for the building department going forward and urged the Board to provide feedback, explaining that the department, as stated in previous meetings, was in desperate need of a new permitting system. Her first scenario was to maintain the status quo with an outsourced part-time building official but included a \$40,000 system

upgrade plus \$10,000 annual maintenance cost. Her second scenario included hiring a full time in house building official and system upgrade costs. The third option presented was to completely outsource the building department. Mayor Henderson suggested the Town approach another small town to share building official hours. Commissioner Krouk stated that the current workflow and volume of permits supported a full time building official, however Mayor Henderson and Commissioner Krouk both agreed that future sustaining the same heavy volume of permits was uncertain. Vice Mayor Robinson expressed his understanding that the building department was having difficulty keeping up with the workflow and suggested that investing in a new system could increase efficiency and voiced concern over finding a qualified candidate for a building official position. Commissioner Krouk expressed her belief that a full-time building official would better serve the residents of the Town, while Commissioner Blackburn voiced concern over quality of service if the department was completely outsourced. Discussion continued over concerns about the best way to structure the department moving forward with no clear decision.

Commissioner Blackburn stated that she didn't feel the budget discussion was a strategic planning session, including that the Commission hadn't asked the people what they felt the priorities were for the Town. She explained that the maintenance department had been in the habit of "putting band-aids" on issues over the years and listed potential needs such as shade trees for Spitzer Park, landscaping in all parks, shutters for the Constitution Park pavilion, and a potential dog park.

Vice Mayor Robinson recommended the Financial Advisory Committee consider finding costs comparisons for legal and insurance services and consider paying down debt.

Mayor Henderson announced the following meetings:

Regular Meeting – Wednesday, May 12, 2021 – 6:00 p.m.

Workshop Meeting – Wednesday, May 26, 2021 – 6:00 p.m.

## **ADJOURNMENT**

Respectfully Submitted,

Cheri A. Zindars  
Deputy Clerk