

**FINANCE & BUDGET REVIEW COMMITTEE MEETING MINUTES**  
**August 7, 2024 – 10:00 A.M.**

**PRESENT:** Joanne Melodayo, Chair  
Col, Mike Greiger, Member  
Tim Polanowski, Member  
Jack Samorajczyk, Member

**STAFF PRESENT:** Al Braithwaite, Finance Director; Frances Robustelli, City Manager (via Zoom); Ginny Bodkin, Deputy City Clerk; Jennifer McMahon, Chief Operating Officer

Chair Melodayo called the meeting to order at 10:00 AM.

**1. Approval of the Agenda** – There were no changes to the agenda.

**Motion: Member Samorajczyk moved, and Member Polanowski seconded to approve the August 7, 2024 agenda as presented; the motion carried unanimously by voice vote.**

**2. a. Approval of the Minutes** – August 2, 2023

**Motion: Member Samorajczyk moved, and Member Polanowski seconded to approve the minutes for the August 2, 2023 meeting as presented; the motion passed unanimously.**

**3. Audience Comments** - There were no audience comments.

**4. Action Items** -

**a. CIP Rankings Review**

Chair Melodayo explained that Finance Director Al Braithwaite had sent pages for ranking each of the City's 42 current CIP Projects in advance along with criteria and weighting to do so. He had requested that members evaluate each criterion and rank each with a range of 0 (lowest priority) to 5 (highest priority). Once each factor was ranked, a score was calculated from extending the weighting times the priority ranking for each of the 15 criteria. The total score would be the sum of those figures, and the results, when compared to the scores of the other projects, establishing a ranking for each, and an ultimate recommendation to the Commission once priorities of the entire Committee had been averaged and calculated.

Mr. Braithwaite displayed the results, which are part of the meeting record, sorted highest rank to lowest, and then again with weighting factors included. A discussion on grant funding and expenditures followed. A Grant Manager position was strongly recommended by the Committee.

The Committee reviewed and discussed the ranking totals of each of the projects beginning with the top (highest) ranked to the bottom (lowest) ranked using the weighted results, to determine if any changes needed to be made. Below is the order in which they finalized their recommendations. The Finance Director's finalized ranking sheet will be made part of the meeting record.

Inflow & Infiltration Repair: All were in favor of this ranking. Sanitary Sewer Cleaning & Televising was discussed in conjunction with this project and the need to move it to second on the priority list.

Sanitary Sewer Cleaning & Televising: All were in favor of this revised ranking.

Fire Station 22: Discussion on Penny for Pinellas and grant funding. **All were in favor of this ranking.**

Seawall Improvements: Discussion of the need to prioritize the 5-foot seawall standard regulation. **All were in favor of this ranking.**

Force Main 1: **All were in favor of this ranking.**

Watershed Mgmt. Master Plan Development: **All were in favor of this ranking.**

Street Rehabilitation Program: Discussion on the priority of this project. The Committee's recommendation to fund this project at \$500K for FY 25 and \$1 Million for FY 26 will be communicated by Mr. Braithwaite to the City Commission. **All were in favor of this ranking.**

Apparatus Replacements: **All were in favor of this ranking.**

Pass-A-Grille Seawall Ph 2 : **All were in favor of this ranking.**

Chief Operating Officer Jennifer McMahon entered the meeting at 11:02 AM. She answered Committee questions and provided information as they ranked.

Belle Vista &

Don Cesar Baffle Box Installations &

Don Cesar Outfall Improvements Ph 2: Discussion on keeping all of the baffle box installations and Outfall as the same priority ranking. **All were in favor of these three projects being ranked the same.**

Don CeSar Boat Ramp: Ms. McMahon updated the Committee on State grant funding for this project. **All were in favor of this ranking.**

Gulf Blvd. Undergrounding Ph. 2: Ms. McMahon provided an update to the Committee on Gulf Blvd. undergrounding, the County, and Penny for Pinellas; there are still \$6 Million in funds available for reimbursement from the County. **All were in favor of this ranking.**

Storm Drainage Improvements: **All were in favor of this ranking.**

Air Release Valve Installation & Rehab: **All were in favor of this ranking.**

Dune Walkovers: **All were in favor of this ranking.**

Pass-A-Grille Check Valves: **All were in favor of this ranking.**

Reclaimed System Repair & Replacement: **All were in favor of this ranking.**

45<sup>th</sup> Avenue Drainage Improvements: **All were in favor of this ranking.**

80<sup>th</sup> Avenue Living Shoreline: **All were in favor of this ranking.**

Pig Port Installation: **All were in favor of this ranking.**

Community Center Pool Resurfacing: **All were in favor of this ranking.**

Public Works Roof: **All were in favor of this ranking.**

Playground Equipment Replacement: **All were in favor of this ranking.**

Asset Management: **All were in favor of this ranking.**

Gulf Way Resurfacing: **All were in favor of this ranking.**

Facility Renovations: **All were in favor of this ranking.**

City Hall HVAC: **All were in favor of this ranking.**

Egan Park Improvements: **All were in favor of this ranking.**

Alleyway Maintenance Program: **All were in favor of this ranking.**

Gulf Winds Rehab: **All were in favor of moving this ranking above Boca Ciega Rehab.**

Boca Ciega Rehab: **All were in favor of this ranking.**

Public Works Generator Power & City Hall Generator: More information is needed to make these recommendations; the Committee deferred these items. Ms. McMahon will follow up.

I.T. Innovation Fund: **All were in favor of this ranking.**

Public Works Building Improvements: **All were in favor of this ranking.**

City Hall Generator: All were in favor of this ranking.

Public Works Yard Expansion: All were in favor of this ranking.

Horan Park Docks: All were in favor of this ranking.

The Finance Director's finalized tally will become part of the meeting record.

## **5. Discussion Items -**

### **a. Fiscal Year ending 9/30/23 ACFR Review and Discussion**

Mr. Braithwaite explained that this is the fiscal report for 2023. This is basically an annual audit report and he wanted the Committee to see it. He spoke about staffing changes and related challenges. The increase Public Safety expenditures in the General Fund was discussed. Member Greiger mentioned his observation of the excessive cost increase for Public Safety (\$1.4 million). The Committee recommended that the Commission review these completely.

### **b. Fiscal Year 2024 Third Quarter Financial Report**

There was no discussion on this item.

Joe Moholland of 199 21<sup>st</sup> Avenue thanked the Committee for their work and expressed hope that regularly scheduled meetings will begin again.

**6. Adjournment** – A date for the next meeting has not yet been determined.

**Member Greiger moved, and Member Samorajczyk seconded adjournment at 12:19 PM.**

*These minutes were approved at the November 6, 2024 Finance and Budget Review Committee meeting.*