

**FINANCE & BUDGET REVIEW COMMITTEE MEETING MINUTES**  
**November 5, 2025– 3:00 P.M.**

**PRESENT:** Jack Samorajczyk, Chair  
Col. Mike Grieger, Vice Chair  
Stacy Allen, Member  
Kathy English, Member  
Tim Polanowski, Member

**STAFF PRESENT:** Devon Schmidt, Finance Director; Frances Robustelli, City Manager,  
Ginny Bodkin, Deputy City Clerk

Chair Samorajczyk called the meeting to order at 3:00 PM.

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

**Motion:** Vice Chair Grieger moved, and Member English seconded to approve the November 5, 2025 agenda as presented; the motion carried unanimously by a voice vote.

**2. Audience Comments** – There were no comments.

**3. Action Items**

**a. Approval of Minutes - Finance and Budget Committee meeting February 5, 2025 and Workshops #1 - #5**

**Motion:** Chair Samorajczyk moved, and Vice Chair Greiger seconded to approve the minutes for the February 5, 2025 regular meeting and Workshop #1, Workshop #2, Workshop #3, Workshop #4, and Workshop #5; the motions carried unanimously by a voice vote.

**4. Discussion Items**

**a. After Action Review: What worked well in the budget process? Additional information the Committee would like or proposed changes?**

Finance Director Devon Schmidt asked for feedback to the recent budget process to gain insights for next year. Committee members noted that the budget workshop process was well organized. Ms. Schmidt was recognized for improving clarity and structure of information. The prioritization categories used for ranking projects (e.g., large/medium/small or critical/non-critical) were helpful for decision-making. Having department managers available for questions during workshops was valuable and increased understanding.

Areas for improvement and suggested adjustments included an earlier distribution of meeting materials (target: 10–14 days prior) to allow adequate review time and consider tailoring department head attendance to agenda relevance to maximize staff efficiency. Clarification was requested on the definition of a balanced budget, particularly regarding use of reserves. Staff noted that the City’s current policy requires at least 25% reserves, plus an additional 10% disaster

reserve. The Committee would like exploration of a revised operational definition of “balanced” = ongoing revenues matching ongoing expenditures, without reliance on reserves. The Committee requested that revenue source breakdowns (e.g., Penny for Pinellas, ad valorem—residential vs. commercial, county contributions, fee revenues) be presented publicly to improve transparency. Staff confirmed that Budget Workshop #1 can include a deep-dive revenue presentation, including source breakdowns and historical trends. Ms. Schmidt reported that Finance staff is forming a Revenue Working Group to explore revenue diversification, funding alternatives for major capital projects, and grant and partnership opportunities. Staff will also begin preparing a 10-year revenue forecast model.

Based on the Committee’s request, quarterly Budget vs. Actual reporting will begin and will be provided to both the Commission and the Committee. The members requested that preliminary financial statements be posted on the City website rather than waiting for full audit completion. Ms. Schmidt reported that the fee and parking study updates will be available early next year and the members requested to review fee study results at a proposed February meeting.

Members inquired about a full list of all capital projects and whether that could be posted on the finance website page in an Excel version. Ms. Schmidt reported that staff is developing a GIS-based mapping tool showing locations and status of CIP projects across the city. The Committee stressed the importance of communicating the rationale for project prioritization, especially to address concerns over distribution between districts, and they would like to help shape and document the City’s CIP prioritization criteria for public transparency. Staff will prepare a draft capital prioritization framework for discussion in February.

Member Polanowski noted some needed updates to the finance page on the website and requested an update on 501(c)3 status. Residents have expressed that they want to contribute to shuffleboard, parks, etc. Ms. Schmidt added that staff is looking at public/private partnerships as part of the revenue diversification strategy and she is also awaiting a legal opinion on the 501(c)3.

The Committee requested a complete list of City parks and their addresses for review. Discussion followed regarding upcoming City lease renewals (included in the GASB 87 report) including the Merry Pier and Paradise Grill. The Committee discussed whether use of facilities aligns with highest community benefit and whether broker assistance should be considered for future leasing opportunities. Staff will verify timing and legal considerations for lease renewals and report back.

Staff is monitoring potential State legislative changes to property tax exemptions that could significantly reduce City ad valorem revenue. The Committee acknowledged that staff should plan conservatively but avoid overcommitting resources to scenarios that may change rapidly.

#### **b. Proposed Draft 2026 Budget Calendar (meeting dates, staff deadlines)**

In addition to the meeting dates listed on the draft budget calendar, the Committee asked to add a meeting February 4, 2026 at 2:30 PM to include a review of the FY Q4 financial reports, revenue diversification proposals, CIP prioritization criteria and preliminary capital project prioritization (sent ahead of time), and fee study initial results. It was suggested that Public Services Director Camden Mills be in attendance.

## **5. Adjournment**

The next meeting is scheduled for February 4, 2026.

**There being no further business, Chair Samorajczyk adjourned the meeting at 3:44 PM.**

*These minutes were approved at the February 4, 2026 Finance and Budget Review Committee meeting.*