CITY OF BELLEVIEW AGENDA
City Commission Meeting

Belleview City Hall
Commission Room
5343 SE Abshier Blvd.
Belleview, FL
December 2, 2025
6:00 PM

Christine Dobkowski, Mayor
Seat 2 Ray Dwyer, Commissioner
Seat 3 Ronald T Livsey, Commissioner
Seat 4 Robert "BO" Smith, Commissioner
Seat 1 Michael Goldman, Commissioner

Welcome to the City of Belleview Commission meeting. The Commission regularly meets the first and third Tuesday of every month at 6:00 pm, unless otherwise noted. The Commission meetings are open to the public, and the Commission encourages and values your opinions as they move forward in the decision-making process.

As a courtesy to others, please silence your cell phone or other electronic devices before entering the Commission Chambers. If you need to take a call, please step outside.
In accordance with the Americans with Disabilities Act, persons needing assistance with any of these proceedings should contact the City Clerk's office at least 48 hours in advance of the meeting at Lmerritt@belleviewfl.org or 352-245-7021 extension 2109.

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE - COMMISSIONER DWYER

ROLL CALL

APPROVAL OF MINUTES

Approval of the 11-18-2025 Commission Meeting Minutes
11-18-2025 Commission Meeting Minutes

SCHEDULED AUDIENCE:

Scheduled Audience: Belleview CEP

UNSCHEDULED AUDIENCE:

Unscheduled Audience

OTHER CITY BUSINESS/DEPARTMENT UPDATES:

Community Engagement Liaison: 2026 America250 Fireworks Event

City Clerk: Updates

Development Services: Updates

Finance Department: Updates

Public Works: Updates

Chief of Police: Updates

Information Technology: Updates

City Attorney: Updates

City Administrator: Utility Billing Write-Off Analysis and Solutions
Bad Debt - Analysis and Potential Solutions

COMMISSION UPDATES:

Commission Updates

Approval of Meeting Minutes

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Approval of the 11-18-2025 Commission Meeting Minutes

PRESENTING PARTY:

Mayor Dobkowski

ITEM TYPE:

Approval of Minutes

BACKGROUND:

RECOMMENDED ACTIONS:

Motion to approve as received or as amended the 11-18-2025 Commission Meeting Minutes

ATTACHMENTS:

11-18-2025 Commission Meeting Minutes

The Commission reserves the right to postpone any decision on audience, or walk-in requests until sufficient time has been allowed for review of documentation.

CITY OF BELLEVIEW
CITY COMMISSION MEETING
MINUTES

Belleview City Hall
Commission Room
5343 SE Abshier Blvd.
Belleview, FL
November 18, 2025
6:00 PM

Mayor CHRISTINE K. DOBKOWSKI
Seat 1 MICHAEL J. GOLDMAN
Seat 2 RAY DWYER
Seat 3 RONALD T. LIVSEY
Seat 4 ROBERT "BO" SMITH

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE – Commissioner Dwyer

ROLL CALL OF COMMISSIONERS: Present: Livsey, Smith, Goldman, Dobkowski
Absent: Dwyer

APPROVAL OF MINUTES:

a. **11-04-2025 Commission Meeting Minutes**

Motion made by Commissioner Smith to approve the 11-04-2025 Commission Meeting Minutes as presented; seconded by Commissioner Livsey.

Motion was called by a roll call vote. Ayes: Livsey, Smith, Goldman, Dobkowski

PROCLAMATION:

a. **National GIS Day**

Mayor Dobkowski read the Proclamation declaring November 19, 2025 as National GIS Day and presented it to Tom Kukitz, GIS Mapping & Asset Specialist. Mr. Kukitz discussed the City's maps that have been created over the last three years and thanked the Commission.

PUBLIC HEARING: FIRST READING

a. **Ordinance 2025-10 Annexation of 45367-000-00**

Mayor Dobkowski read Ordinance 2025-10, Annexation of 45367-000-00, Title Only. Development Services Director Chancey reviewed the Ordinance that annexes the property into the City of Belleview. The property is surrounded by agricultural properties and has access to US HWY 441. While it is currently served by a well and septic, future development will remove all structures from the parcel to provide an on-site drainage area and part of a retail building.

Mayor Dobkowski stated this is a Public Hearing and asked if anyone in the audience had any comments. No one came forward.

Motion made by Commissioner Livsey to approve Ordinance 2025-10 on First Reading, Title Only; seconded by Commissioner Goldman.

Motion was called by a roll call vote. Ayes: Livsey, Goldman, Dobkowski
Nays: Smith

b. Ordinance 2025-11 Rezoning of 45367-000-01

Mayor Dobkowski read Ordinance 2025-11, Rezoning of 45367-000-01, Title Only. DSD Chancey stated the subject property is owned by Carole Anne Delucian and is currently zoned AG with a commercial land use. Leader's Companies, LLC, is purchasing the property along with several others in the area to develop them for commercial use. This Ordinance rezones 45367-000-01 from AG to B-5

Mayor Dobkowski stated this is a Public Hearing and asked if anyone in the audience had any comments. No one came forward.

Motion made by Commissioner Livsey to approve Ordinance 2025-11 on First Reading, Title Only; seconded by Commissioner Goldman.

Motion was called by a roll call vote. Ayes: Livsey, Goldman, Dobkowski
Nays: Smith

UNSCHEDULED AUDIENCE:

No one came forward.

OTHER CITY BUSINESS/DEPARTMENT UPDATES:

a. City Clerk: N/A

b. Development Services: 484 Business Park North Phase 1 Master Plan

DSD Chancey presented the Master Plan for the 484 Business Park North, which is located along SE 132nd Street Road and the SE HWY 484 junction. The plan covers seven (7) lots for Phase 1 with the remainder of the lot to be developed in the future. A variance from lot coverage requirements was requested, which will allow each lot to plan for 80% lot coverage. The variance has been approved by the Planning & Zoning Board.

Mayor Dobkowski stated this is a Public Meeting and asked if anyone in the audience had any comments. No one came forward.

Motion made by Commissioner Smith to approve the 484 Business Park North Phase 1 Master Plan; seconded by Commissioner Goldman.

Motion was called by a roll call vote. Ayes: Livsey, Smith, Goldman, Dobkowski

c. **Finance Department:** Deputy Finance Director Morse provided an update on the 24/25 Fiscal Year Budget. In discussion with the City's accounting consultant, Donna Collins, budget amendments were not performed and some line items will need to be fixed.

d. **Public Works:** N/A

e. **Police Department:** N/A

f. **Information Technology:** *Absent*

g. **Legal Services:** N/A

h. **Administrator:** Administrator Moody stated that they have advertised the Comptroller position and three applications have been received to date.

COMMISSION UPDATES:

Commissioner Dwyer: *Absent*

Commissioner Livsey: N/A

Commissioner Goldman: N/A

Commissioner Smith:

Commissioner Smith inquired whether the City was still making phone calls leading up to cut off. Administrator Moody stated that due to the massive amount of staff time required, they have discontinued the calls. However, the process of cut off was improved this month and other problems are being addressed. A new texting alert system will be going live soon to keep the citizens informed.

Commissioner Smith stated that he received calls from citizens that were frustrated with not receiving calls back after leaving voicemails. He further stated that he has also had trouble getting through to customer service. DFD Morse recognized that they had an issue this month in responding to all voicemails.

Mayor Dobkowski: N/A

Adjournment: Meeting adjourned by Mayor Dobkowski at 6:17 PM.

Attest:

_____

Lezli Merritt, MPA
City Clerk

Scheduled Audience: Belleview CEP

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Scheduled Audience: Belleview CEP

PRESENTING PARTY:

Lezli Merritt, City Clerk

ITEM TYPE:

Scheduled Audience

BACKGROUND:

Monthly updates on the Belleview CEP

RECOMMENDED ACTIONS:

ATTACHMENTS:

The Commission reserves the right to postpone any decision on audience, or walk-in requests until sufficient time has been allowed for review of documentation.

Unscheduled Audience

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Unscheduled Audience

PRESENTING PARTY:

Mayor Dobkowski

ITEM TYPE:

Unscheduled Audience

BACKGROUND:

Protocol:

1. Please speak clearly, stating your name and address for the record.
2. Each speaker is allowed a maximum of three (3) minutes, unless allotted more time by the Mayor.
3. Citizen comments will be directed to the City Commission and not addressed to a single staff person or the City Attorney, unless so directed by the Mayor.
4. Please give any documents or packets you may have for distribution to the Commission to the City Clerk. If you wish to have them distributed immediately, eight copies will be required.
5. After stating your concern or suggestion to the Commission, please take your seat.

While we understand the emotional aspect of some topics, we ask that you remain civil and respectful.

RECOMMENDED ACTIONS:

ATTACHMENTS:

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Community Engagement Liaison: 2026 America250 Fireworks Event

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Community Engagement Liaison: 2026 America250 Fireworks Event

PRESENTING PARTY:

Robert Vass, Community Engagement Liaison

ITEM TYPE:

General Information Items

BACKGROUND:

At the request of the Commission, staff continue to explore planning for fireworks on July 4, 2026, as part of a collaboration with Marion County for the America250 celebration a planning meeting was held with members of the Belleview Police Department and Public Works Department to determine potential needs and costs.

Updated estimates:

- Tents with tables and chairs:
  - 10x20, qty 10: $165/ea = $1650
  - 10x10, qty 6: $95/ea = $560
  - 20x60, qty 1: $820/ea = $820
- Face painting, 2 setups: $1500-$2000
- DJ: $500
- Cart rentals: 6 carts, 2 two-seaters, 2 four-seaters, 2 cargo bed: $2000-$2500
- RVs for setup stations: working on sponsorship; will need two for PD/Control Center
- Food/Water/Material/Supplies: $5000
- Staffing cost: $20,000
- Waste Management: Working with provider to determine options; requesting 3 dumpsters, collapsible waste cans/liners, 12 portable bathroom setups with ADA, traditional, and handwashing stations.

- Fire/Rescue: Awaiting cost for detail assigned to event

Additional Information

- Working to connect with Armstrong to use their land; tentative approval has been received.
- Marion County has secured the Sports Complex.
- Parking will be determined based on additional information after meeting with fireworks vendor.

RECOMMENDED ACTIONS:

ATTACHMENTS:

City Clerk: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

City Clerk: Updates

PRESENTING PARTY:

Lezli Merritt, City Clerk

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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Development Services: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Development Services: Updates

PRESENTING PARTY:

Shawna Chancey, Development Services Director

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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Finance Department: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Finance Department: Updates

PRESENTING PARTY:

Donna Morse, Deputy Finance Director

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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Public Works: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Public Works: Updates

PRESENTING PARTY:

Bob Titterington, Public Works Director

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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Chief of Police: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Chief of Police: Updates

PRESENTING PARTY:

Terry Holland, Chief of Police

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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Information Technology: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Information Technology: Updates

PRESENTING PARTY:

Kevin Towne, IT Director

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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City Attorney: Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

City Attorney: Updates

PRESENTING PARTY:

Fred Landt, Attorney

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

RECOMMENDED ACTIONS:

ATTACHMENTS:

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City Administrator: Utility Billing Write-Off Analysis and Solutions

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

City Administrator: Utility Billing Write-Off Analysis and Solutions

PRESENTING PARTY:

Mariah Moody, City Administrator

ITEM TYPE:

Other City Business/Department Updates

BACKGROUND:

After a thorough analysis of the 2024/2025 Utility Billing Bad Debt Write-off, there are several ways in which the City can reduce the bad debt expense up to 40% by 2029. If the measures below were implemented, the City could have reduced the bad debt by approximately $8600.

- Deposits will not be refunded until account is terminated
- All customers must pay a deposit
- Change non-payment status penalty from $60 to $50
- Collect $10 additional deposit when account is reconnected
- Continue to observe strict dates and procedures for disconnections

RECOMMENDED ACTIONS:

Discuss

ATTACHMENTS:

Bad Debt - Analysis and Potential Solutions

The Commission reserves the right to postpone any decision on audience, or walk-in requests until sufficient time has been allowed for review of documentation.

CITY OF BELLEVIEW

City with Small Town Charm
www.belleviewfl.org

Administration
5343 SE Abshier Boulevard
Belleview, FL 34420
Office: 352-245-7021
Fax: 352-245-6532

Analysis of the 2024/2025 Utility Billing Write-Off

In the 2024/2025 Fiscal year, the Utility Billing Write-Off amount was $20,033.20. This amount covered 157 customers with amounts ranging from $0.09 to $1,982.29. The average write-off amount was $127.60; with the outlier removed, the average write-off amount was $115.71.

There are four main elements that should be looked at to reduce these numbers: deposit refunds, deposit exceptions, collecting additional deposits, and changing the cut-off threshold.

Of the 157 customers on the write-off list, 57 customers, or 36% had their deposit refunded for good standing or were not required to put up a deposit. If deposits had been on these accounts, $5,966.58 would not have needed to be written off.

42% of customers had been cut off for non-payment, some as many as 20 times. Approximately 10 years ago, UB used to collect additional deposits for non-payment and returned checks. If an additional deposit of $10 was collected at the time of reconnection, $2,944.72 wouldn't have had to be written off.

Potential Solutions

Discontinue Refunding Deposits for Good Standing

- Currently customer deposits are refunded after three (3) years of good payment history.
- Good payment history is zero disconnections, not zero late payments.
- In the 2024/2025 write-off, over $5,966.58 would not have to be written off if deposits were held until the account was closed.
- Policies of 25 nearby municipalities and counties were examined. 40% keep deposits until account closure; 4% keep deposits for five (5) years, 8% keep deposits for three (3) years, 36% keep deposits for two (2) years, and 12% keep deposits for one (1) year.

No Exceptions to Deposit Collection Policy

- If a customer has or previously had an account with the City and it was in good standing, the deposit requirement was waived.
- When account is closed, there is no deposit to cover the final bill.
- No exceptions should be granted.

Institute Additional Deposit Rules

- This policy existed previously for customers writing checks with insufficient funds, but the policy was removed within the last 10 years.

- The previous policy included additional deposits of $15 and $25 dollars on top of the reconnection fee.
- Proposed change – take the $60 non-payment penalty and instead institute a $50 non-payment penalty and collect an additional $10 deposit.
- This would have saved $2,944.72 from being written off.
- Some customers with frequent reconnections would receive a refund check, bettering their circumstances after leaving the City of Belleview.

Lower the Cut-off Threshold

- Current threshold for disconnection is $60.
- All minimum bills are under $60.
- If a customer has moved out and did not disconnect services, the water account will remain active and generate bills. This results in larger final balances due to the extra month(s) of billing.
- Proposed cut-off threshold – $30

Continue Implementing Strict Cut-off Dates

- Up until very recently, cut off dates were more likely to change from month-to-month or cut-off did not occur at all.
- 12% of the customers on the write-off list did not have their services disconnected when they should have been and accrued extra months of billing by the time cut-off did occur.
- Utility Billing has started to keep a strict schedule of dates, which will also reduce the amount of bad debt write-off in future years.

If these changes are instituted beginning in the 2025/2026 Fiscal Year, Bad Debt Write-Off should start to decrease from 15% to 40% by 2029.

<u>Action Items:</u>

- No refunding of deposits
- All customers must pay a deposit
- Change non-payment penalty to $50
- Collect $10 additional deposit when reconnecting account
- Lower cut-off threshold to $30
- Continue to observe strict dates for disconnections

Savings If…

Deposits were Kept	$ 5,966.58
Additional Deposits Collected	$ 2,944.72
Deposits Kept & Collected	$ 8,645.36

Saving Percentage

Deposits were Kept	30%
Additional Deposits Collected	15%
Deposits Kept & Collected	43%

Savings Over Last 5 Years (assuming 40%)

Year	Write-Off	Savings	Total
2023/2024	20921.39	$ 8,368.56	$12,552.83
2022/2023	$ 31,880.48	$12,752.19	$19,128.29
2021/2022	$ 17,464.15	$ 6,985.66	$10,478.49
2020/2021	$ 16,658.80	$ 6,663.52	$ 9,995.28
2019/2020	$ 14,939.21	$ 5,975.68	$ 8,963.53
Write offs if deposits were kept and additional collected			$61,118.42

Commission Updates

CITY COMMISSION MEETING AGENDA ITEM REPORT

DATE OF MEETING: December 2, 2025

AGENDA ITEM:

Commission Updates

PRESENTING PARTY:

Mayor Dobkowski

ITEM TYPE:

Commission Updates

BACKGROUND:

Updates From:

- Commissioner Ray Dwyer
- Commissioner Ron Livsey
- Commissioner Michael Goldman
- Commissioner Bo Smith
- Mayor Christine Dobkowski

RECOMMENDED ACTIONS:

ATTACHMENTS:

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