



**FINANCE AND BUDGET REVIEW COMMITTEE MEETING
CITY OF ST. PETE BEACH**

155 Corey Avenue
St. Pete Beach, FL 33706

Wednesday, August 4, 2021 - 3:00 PM

REGULAR MEETING

Call to Order
Pledge of Allegiance
Roll Call

1. Changes to the Agenda
2. Audience Comments - Comments shall be limited to 3 minutes per person
3. Action Items
 - a. **Approval of Minutes 5/05/2021 and 6/16/2021**
 - b. **Fiscal Year 2021 Third Quarter Financial Report**
4. Other Items
5. Adjournment

APPEAL: In accordance with 286.0105, Florida Statute (Notices of meetings and hearings must advise that a record is required to appeal), if a person decides to appeal any decision made by this committee, board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AMERICANS WITH DISABILITIES ACT (ADA): In accordance with the Americans with Disabilities Act and Florida Statutes, if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact City Hall at (727) 367-2735.

The public is cordially invited to attend this meeting.
All agenda material is available for review at City Hall or www.stpetebeach.org.

DRAFT FINANCE & BUDGET REVIEW COMMITTEE MEETING MINUTES

May 5, 2021 – 3:00 P.M.

PRESENT: Rebecca Lyons, Vice Chair
Joanne Melodayo, Member
Jack Samorajczyk, Member

EXCUSED: Mary Hacker, Chair
Justin Hilliard, Member

STAFF PRESENT: Vince Tenaglia, Finance Director & Assistant City Manager
Ginny Bodkin, Deputy City Clerk

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

1. Changes to the Agenda – Assistant City Manager Vince Tenaglia requested the addition of items d. Budget Calendar and e. Comprehensive Annual Financial Report discussion.

2. Audience Comments - There were no audience comments.

3. Action Items

a. Approval of Minutes February 3, 2021

Member Melodayo moved to accept the minutes from February 3, 2021 as presented. The motion was seconded by Vice Chair Lyons and the motion passed unanimously.

b. Election of Officers 2021-2022

Member Samorajczyk moved and Member Melodayo seconded to postpone the election of officers to the next meeting. The motion was carried unanimously.

c. Fiscal Year 2021 Second Quarter Financial Report

Mr. Tenaglia began the review of the report, which is made part of these minutes. The Budget Status Summary, representing 50% completion of the fiscal year, showed 37% of budgeted revenue received, 37% of budgeted expenditures disbursed, and revenue exceeding expenditures by \$433,000. He reviewed any notable items in the revenues and expenditures of the General, Building, Fleet, Capital, Wastewater, Reclaimed, and Stormwater Funds, which are mostly on track; the Building Fund is exceeding expectations.

Notables in the General Fund Revenue Fund review were that plan reviews were up 78% year-over-year, parking citations up 60%, lien revenue up 22%, and an unexpected legal settlement of \$11,400 was recognized. These gains helped offset lagging interest earnings. Mr. Tenaglia reported that there were no General Fund Expenditures exceeding 50%, and he gave an overview of those and Enterprise Funds, answering Committee questions throughout.

Capital Improvement Project (CIP) Status review followed, with no variances to report. Notable items were the completion of the Library renovation and the pause of the Upham Beach Parking Lot project due to an easement matter. Those funds may be reappropriated to another project included in the CIP and the parking lot deferred to a later date. Concurrency due to redevelopment

was discussed in terms of infrastructure expenditures, including the expansion and upgrades of Force Main and Pump Station #1; these types of projects are being evaluated.

In the final section of the report, Cash Balance, Mr. Tenaglia pointed out that the FL Safe Local Government Investment Pool Account full balance was utilized for the Sewer Expansion Project. He indicated that interest rates are watched closely, and reallocations are made accordingly. Interest rates in general are underperforming.

Following the Financial Review, Mr. Tenaglia explained that Chair Hacker found it necessary to resign from this Committee; the City Commission will go through the appointment process for a new member. Mr. Tenaglia and the Committee members praised Mrs. Hacker for her many years of service and the tremendous knowledge and value that she brought to the Committee.

d. Budget Calendar (Added)

Dates for the Budget Calendar were discussed. The CIP Project Review was scheduled for June 16th from 10:00 AM to 2:00 PM and the Finance and Budget Workshop for July 14th from 9:00 AM to 5:00 PM. Mr. Tenaglia will reach out to Member Hilliard with the dates.

e. Comprehensive Annual Financial Report (CAFR)

Mr. Tenaglia asked to call attention to a few items in this report, as they are relevant to recent discussions at the City Commission level.

Next Tuesday, there will be a final reading of an Ordinance with changes to the Firefighter's Pension, as Union negotiations have concluded. Unique to the Firefighter's Pension, the members bear a portion of the burden (which may be uncapped in an unfavorable actuarial experience) and the City funds a multiplier. Mr. Tenaglia explained the differences in the three pensions (Fire, Police, and General). The General Pension is the most traditional. He directed the Committee to Page 63 of the CAFR Report which shows the current net liability of each plan and sensitivity to rates of return.

Mr. Tenaglia finally directed the Committee to the General Fund Unassigned Balance on Page 29 of the CAFR. This is the most available source of funds the City has, and it is discretionary. The fund balance is healthy at \$9.2 million, and it is practical to refine a framework on how to manage that for emergency response, recessions, and similar purposes.

An agenda item will be added to the next meeting to schedule a review of the CAFR (including pensions), after the FY 2022-23 budget has been finalized.

4. Adjournment

Member Melodayo moved and Vice Chair Lyons seconded adjournment at 4:12 PM.

These minutes will be considered for approval at the August 4, 2021 Finance and Budget Review Committee meeting.

DRAFT FINANCE & BUDGET REVIEW COMMITTEE SPECIAL MEETING
June 16, 2021 – 10:00 A.M.

PRESENT: Rebecca Lyons, Vice Chair
Joanne Melodayo, Member
Jack Samorajczyk, Member
Justin Hilliard, Member

STAFF PRESENT: Vince Tenaglia, Finance Director & Assistant City Manager
Amber LaRowe, City Clerk
Mike Clarke, Public Works Director
Wesley Wright, Planning Manager

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

1. **Changes to the Agenda** – No changes were made.
2. **Audience Comments** - There were no audience comments.
3. **Action Items**
 - a. Schedule Date for Comprehensive Annual Financial Report (CAFR) Meeting

Vince Tenaglia, Finance Director and Assistant City Manager, informed the Board that he would prefer to table this item until after the 5th position is filled; the Board agreed.

- b. Capital Improvement Project (CIP) Priority Ranking

Mr. Tenaglia reminded the Committee of their role for ranking of the Capital Improvement Projects for FY 2022-2026 as emailed out earlier this month. A copy of this list is made a part of the minutes. Before the Committee began, Planning Manager Wesley Wright discussed the Comprehensive Plan, which is currently under review for consistency with the Land Development Code as well as County and State laws and regulations. The Plan is required to be reviewed by staff every seven years with the next evaluation in 2023.

Mr. Tenaglia gave an overview of the City's Strategic Goals and the Mission Statement; he will provide the Committee with a copy of what was adopted.

The following projects were reviewed and ranked previously with no changes:

- Pass-A-Grille Way Seawall from 1st Avenue to 12th Avenue
 - City has applied for a grant, no feedback regarding the status of this
- Dock, Pier, and Boat Ramp Improvements
- Generator Power for City Facilities
 - Mr. Tenaglia noted that there are four pending grant applications in progress
- Fire Station 22 Reconstruction
- HVAC Replacement Equipment
- Reclaimed Water Lateral Replacements
- Reclaimed Water Transmission Main Replacement
- Reclaimed Water Meter Installation
- Pass-A-Grille Park Gulf to Bay Corridor Improvements
- Sanitary Sewer Force Main Replacements

- Mike Clarke, Public Works Director, reported that Force Main 10 is projected to be replaced in FY 2022. Force Main 1 will need to be the next priority. Design is planned in FY 2024 with possible construction to begin in FY 2026.
- Inflow & Infiltration Program
- Lift Station Repair and Replacement
- Upham Beach Parking Lot Renovation
 - This is on hold due to easement conflicts
- Street Rehabilitation Program
 - Street paving is coordinated with sanitary sewer, reclaimed water, and other utility repairs
- Electric Vehicle Charging Stations
- Apparatus Replacements
 - The Ladder Truck will be replaced in FY 2022 at an estimated cost of \$1.2M

The following projects will not be funded in FY 2022 and did not need to be ranked/discussed:

- Asset Management
- Dune Crossover Project
 - Army Corps of Engineers current redesign of the dunes will affect the crossovers
- City Hall Audio/Visual Room Equipment

The following project the Board felt was a nice concept; however, would prefer that staff review the project to ascertain benefits versus risks:

- St. John's Partnership

The following projects were ranked by the Committee in the categories of Public Health & Safety, Employee Health & Safety, Regulatory Mandate, Frequent Problems, Ability to Finance, Cost of Project, Generates Revenue, Generates Cost Savings, Ongoing Operation Costs, Age/Condition of Existing, Public Benefit, Public Demand, Synergy with Other Projects, Strategic Goal, and Comprehensive Plan Component (in this order) ---

- 17th Avenue Seawall Replacement
- Coastal Resiliency Program
- Public Works Campus Project
- Egan Park Concession Building Restoration
- Gulf Winds Drive Reconstruction
- Boca Ciega Drive Reconstruction
- Public Restroom Renovations
- Enterprise Resource Planning Software

Following the ranking, Mr. Tenaglia summarized the upcoming timeline of the annual budget process.

The next meeting will be the FY 2022 budget discussion with the regularly scheduled quarterly meeting in August.

There being no further business, the meeting was adjourned at 11:48 a.m.

These minutes will be considered for approval at the August 4, 2021 Finance and Budget Review Committee meeting.