



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

155 Corey Avenue
St. Pete Beach, FL 33706

Wednesday, August 3, 2022
3:00 PM

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING

1. Changes to the Agenda -
2. Audience Comments - **Comments shall be limited to 3 minutes per person**
3. Action Items
 - a. **Approval of minutes: Regular meeting 2/02/22; CIP Workshop 6/29/22**
 - b. **Election of Officers 2022-23**

Current: Chair is vacant; Vice Chair - Rebecca Lyons

Sec. 22-73. - Election of officers; conduct of meetings.
(a)The finance and budget review committee shall annually, at the first meeting held following the appointment of members, organize by electing a chairman and vice-chairman and such other officers as may be necessary from among its members.

Requested Motions:
Motion to elect _____ as Committee Chair for 2022-23.
Motion to elect _____ as Committee Vice Chair for 2022-23.
 - c. **Fiscal Year 2022 Third Quarter Financial Report**
4. Adjournment
 - a. **Next Regular Meeting November 2, 2022**

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
February 2, 2022 – 3:00 P.M.

PRESENT: Rebecca Lyons, Vice Chair
Natalie Conner, Member
Justin Hilliard, Member
Jack Samorajczyk, Member
Joanne Melodayo, 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 – Finance Director Vince Tenaglia reminded the members that the annual election of the Board Chair and Vice Chair were on hold until the fifth member was appointed. When given the option, the members chose to continue that election until the next meeting in May since that would be the usual time to appoint for the upcoming year. Mr. Tenaglia added that Item 3b. would need to be removed from this agenda as the timeline still needs some adjustment. He mentioned that he would be adding some miscellaneous finance updates following the Financial Report.

2. Audience Comments - There were no audience comments.

3. Action Items

a. Approval of Minutes November 3, 2021

Member Samorajczyk moved, and Vice Chair Lyons seconded to accept the minutes from November 3, 2021 as presented. The motion carried unanimously.

b. ~~Scheduling of 2022 Budget Meetings~~

Removed from agenda.

c. Fiscal Year 2022 First Quarter Financial Report

Mr. Tenaglia reviewed the Budget Status Report; a copy of the report will become part of the meeting record. In the summary, he pointed out two new funds for FY2022 - Multimodal and ARPA. The Multimodal Fund accounts for transportation impact fees and projects that would address that. The ARPA (American Rescue Plan Act) Fund represents the \$4.8 million in revenue given to the City from Federal Government (all state and local governments received varying amounts). Half has been received to date and it is anticipated that the funds will pay for four things: premium pay for frontline workers during pandemic and infrastructure improvements for stormwater, inflow and infiltration of the sanitary sewer system, and Pump Station One. He briefly discussed County transportation impact fees.

Mr. Tenaglia reviewed the Financial Report sections - General Fund Revenue and Expenses, Enterprise Funds, Capital Project Status, and Treasury Report. He explained any variances and items of particular interest. He indicated that the City's investment policy has not been updated in years and that may be addressed soon.

Member Melodayo left room at 3:25 PM and returned a few moments later.

Following the Q1 Financial Review, Mr. Tenaglia provided miscellaneous finance updates:

- He reviewed a PowerPoint that he had presented at the last City Commission meeting outlining Ordinance 2022-01 which addresses Supplemental Budget Appropriations, including the City's new fund balance policy (a copy of the presentation will become part of this record). The recommendation, using industry standard guidance, was to maintain a 26-35% (assigned) fund balance plus two months of the General Fund Operating Budget. This creates a benchmark 42-51% combined. He continued with a review of a Reappropriations Summary.
- The City Commission has authorized the financial accounting software project
- Negotiations were recently closed with the CWA Labor Union. As a result, the General Pension system has been closed to new employees (but will have 401a arrangement).

4. Adjournment

Vice Chair Lyons adjourned the meeting at 4:03 PM.

These minutes will be considered for approval at the May 4, 2022 Finance and Budget Review Committee meeting.

DRAFT FINANCE & BUDGET REVIEW COMMITTEE SPECIAL MEETING
CAPITAL IMPROVEMENT PROJECT (CIP) PRIORITY RANKING

June 29, 2022 – 10:00 AM

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

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

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

- 1. Changes to the Agenda** – There were no changes to the agenda.
- 2. Audience Comments** - There were no audience comments.
- 3. Action Items**
 - a. Capital Improvement Project (CIP) Priority Ranking

Mr. Tenaglia explained the approach for this meeting. Historically, the Committee has numbered the projects, but today can be an open discussion of each project to gain better understanding and ask questions, then score individually (each project/each criteria) and return scores to him within a week. Discussion followed; Mr. Tenaglia explained that this group reviews and ranks these projects per City Code. Everything on the provided list is funded unless otherwise indicated. New development and the Comprehensive Plan (Comp Plan) were briefly discussed regarding concurrency. Mr. Tenaglia encouraged the members to bring their thoughts and comments to their appointing City Commissioner.

The Committee viewed the Concurrency Annual Monitoring Report, and discussed Asset Management Portfolio Development, a tool primarily used by the Finance Manager to assist with the funding of CIP projects.

The Committee then reviewed the forty-six presented CIP Projects, discussed and asked questions:

Dune Walkovers – This project is currently at a standstill as the Army Corp of Engineers are planning major dune improvements and the City does not want to have to 'undo' any work. Walkovers at 51st and 52nd Avenues are unaffected by this and are in evaluation for new material investigation. Walkover improvements are needed for safety issues.

Mr. Tenaglia mentioned the City's Strategic Plan (Vision 2030), which is on the website, and can be considered in the ranking of all these matters. Major initiatives in the Strategic Plan are Econ Development/Tourism, Internal Operations, Resiliency, Community and Neighborhoods, and Transportation.

Seawall Rehab – The shown weighting is a direct result of an Asset Management Report and ties out to a schedule of improvements. Funding is available and the new strategy is to establish a new

Sustainability Fund (coastal flooding hazards), which was discussed in last night's City Commission meeting.

Don CeSar Boat Ramp – Mr. Tenaglia provided current photos of the area. He explained some of the options being considered for improvements. This project directly addresses the City's Comp Plan, and the presumption is that it would be grant funded.

1st Avenue Jetty Rehabilitation - This project is high in public safety and demand and has a Comp Plan component. The prospect of solar lighting was discussed.

Generator Power for City Facilities – The generator replacement/upgrade/addition would be for three different facilities as outlined in the report.

Fire Station 22 Reconstruction - An appropriation of \$2 million was cut from the State budget before finalization; the City will resubmit for funds next year. Improvement is needed for safety.

Facility Renovation – Restrooms and kitchens at City Hall, Community Center, concession stands, and parks.

HVAC Equipment Replacements – Some are 20 to 25 year-old systems and need replacement.

Gulf Winds Drive Supplement – Community meetings are defining improvements that the public desires; recent engineering estimates indicate a shortage of funding. The Penny Tax, Federal, and other funding may be appropriated.

Street Rehabilitation Program – This an annual program. Mr. Tenaglia explained that the criteria in the Index of Roadways would bring the City to the desired 70% benchmark.

Shell Alley Improvements –This is a new effort to be synchronized with the pavement program. 18th and 19th Avenues would be the priority, continuing with two alleys per year. An improved subsurface below the shell is being assumed. Drainage is an issue.

Sunset Way Mobility Improvements – The City has applied for a grant through Forward Pinellas to fund about 50%; this is not a critical project. A unique funding source may also be found within the Multimodal Impact Fees and could also be utilized.

Mangrove/73rd Avenue Mobility Improvement – This can be funded through the Multimodal Impact Fees and is not critical.

Parking Sensor Expansion – The City is seeking to expand parking sensors - possibly to Corey Avenue, 15th Ave., 16th Ave., and the County parking lot. Discussion of raising weekend parking rates on Pass-a-Grille was discussed.

Gulf Boulevard Improvements – This non-critical project is largely for beautification and improvements for pedestrians and cyclists.

Gulf Boulevard Electrical Undergrounding Supplement – This originated as a 2-phase project and has been underway for some time. The County has funded a large amount; the next phase is for 45th to 55th Avenues.

Electric Hardening Conversion – Mr. Tenaglia explained that \$340,000 has been added to Capital Outlay for FY 2024 since the packet was distributed. An agreement was made in conjunction with Duke Energy for work in District 1 through FY 23; the City wants funding available if/when Duke announces a continuation.

Decorative Facility Signage – Mr. Tenaglia reviewed the signs as outlined in the report.

Asphalt Replacement Program – This is a discretionary project (second phase) to improve aesthetics and the City is working with the community for support on a sequence going forward.

Pass-a-Grille Park Gulf to Bay Improvements – This project is in the existing CIP and getting closer to implementation. A contractor is evaluating for landscape design and aesthetics. This would also improve intersections and crosswalks.

Horan Park Playground Improvement Plan – The playground simply needs replacement.

Egan Park Improvements – One of two infields is sod and needs improvement.

Lazarillo Park Improvements – Remove existing tennis court lighting and replace with LED lights.

Community Center Pool Resurfacing – The pool has never been resurfaced and may become a code issue.

A brief recess began at 12:15 for lunch and the meeting resumed at 12:45.

Community Center/Horan Park Docks – This is a visioning project conceptually planned to connect the Community Center with the proposed Corey Landings development via the water and floating docks. New anticipated Park Service Impact Fees are proposed to fund approximately half and the other half by Interlocal Agreements and grants.

St. John's Partnership – The church is planning a \$1 million renovation of their athletic fields and courts; the City could share in the project and make the facilities available for the public during evenings/weekends/when not in school use. The City could partner with maintenance needs. The City would contribute some of the initial capital and then \$25,000 annually for costs/expenses.

Library Improvements – This is a project to continue modernization via RFID digitization for processing and security, in addition to after-hours amenities/vending.

Apparatus Replacements – Largely unchanged from last year.

A/V Room Upgrade – City Chambers cannot support needed Zoom/virtual meetings which have become necessary since Covid.

Phone System Replacement – The existing vendor has been bought out and technical/material support is no longer available. A fully cloud based VOIP system is recommended.

Building Administration Software – There are two operating systems at City Hall – Financial and Community Development. The current system is outdated, and replacement would provide better

functionality for residents. The best functionality would be to synchronize the two. This is funded by the Building Fund.

Reclaimed Water – System Repair & Replacement – The schedule of reclaimed water project mirrors the roadway project to avoid digging twice. Mr. Tenaglia explained that he has readjusted the annual Outlay since the report was published to accommodate the ebb and flow of the two overlapping projects.

Reclaimed Water – Valve Inspection/Repair, Pig-port Inspection/Repair, and System Flushing - These three are currently unfunded maintenance projects with a targeted inspection program. This is a work in progress and not necessary to rank.

Wastewater – Force Main Repair and Replacement – The final, sub-aqueous portion of the project, which will transport waste off-island, is pending and expected for FY 2027. Design/engineering work has started. Of the projected \$15million, all but \$7million is supported and avenues are being explored to support the remainder. The completed portion was funded through an essentially interest free State Revolving Fund loan.

City Manager Alex Rey entered the meeting at 1:40 PM.

Wastewater – Inflow & Infiltration Repairs Program – A leaky system creates expenses to treat rain & saltwater that have seeped in through manholes, pipes, etc. This program will rehabilitate manholes and sewer lines and reduce treated flows, thereby saving City funds long term. A brief discussion followed on the true-up system with St. Petersburg, which has proved favorable for St. Pete Beach and the Sewer Fund.

Wastewater – Air Release Valve Inspection – This project is a direct outcome of the State Revolving Fund Program asset management study involving the replacement of valves – this is a new, purely maintenance project that has been deferred for several years.

Wastewater – System Cleaning & Inspection – The City is determining the optimal way to go about the cleaning and providing best and current information; this is unfunded pending further analysis.

Wastewater – Smoke Testing – This is a currently unfunded project that will help identify defects in the sewer lines, including private property pipes that may require repair.

Long-term Resiliency Improvements – This project is long-range. The City has completed a water-threats analysis to address sea level rise and has begun building funding sources (Sustainability Fund, etc.)

Tidal Check Valve Installation Program – This project addresses sea level rise to prevent sea water from coming onto roadways. Long-term maintenance of the valves is being evaluated.

Stormwater – Watershed Management Master Plan – The City's Master Plan needs to be updated to consider new sea level rise standards. The expectation is that this will be grant funded. This is an administrative reporting requirement.

Stormwater – Drainage Improvements – Historically, drainage was for stormwater; now local flooding from sea water is a consideration in these improvements. Borrowing is likely required for this project.

Stormwater – City Hall Drainage Improvements – This project entails proposed solutions for flooding on Corey Avenue in front of City Hall by installing measures to mitigate.

Following the review of the Capital Improvement Plan Projects, Mr. Tenaglia requested that the members submit their ranking numbers by next Tuesday at the latest.

The upcoming Budget Review meeting was confirmed for July 20th at 10:00 AM. Member Melodayo will be out of town and unable to attend.

4. Adjournment

Vice Chair Lyons adjourned the meeting at 2:22 PM.

These minutes will be considered for approval at the August 3, 2022 Finance and Budget Review Committee meeting.