



**CITY COMMISSION MEETING
CITY OF ST. PETE BEACH
COMMISSION CHAMBERS**

155 Corey Avenue
St. Pete Beach, FL 33706

Monday, November 25, 2024
9:00 AM

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING

1. Approval of the Agenda -

Action Request: Motion to approve the November 25, 2024, Special City Commission agenda.

2. Audience Comments -

Public participation is encouraged. If you wish to address the City Commission, please fill out a speaker's card and provide it to the City Clerk. Once you are called, please come to the podium and state your name and address for the record. Comments shall be limited to 3 minutes and shall be limited to non- public hearing items on the agenda. Public comment on agenda items will be allowed when that item is called. If you plan to make a presentation as part of your public comment, the presentation must be provided to the City Clerk 24- hours in advance of the meeting.

3. Ordinances -

a. Public Hearing and Adoption of Ordinance 2024-12: FY 2024 Budget Amendment #1

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA PROVIDING FOR AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2024 BY INCREASING APPROPRIATIONS FOR EXPENDITURE IN THE GENERAL FUND, RECLAIMED WATER FUND, AND ARPA FUND; PROVIDING FOR CODIFICATION; CONFLICTS; SEVERABILITY; CORRECTION OF SCRIVENER'S ERROR; CONSTRUCTION; PUBLICATION; AND AN EFFECTIVE DATE.

Open the public hearing. Close the public hearing after public comments.

Action Request: Motion to adopt Ordinance 2024-12.

4. 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.

PUBLIC COMMENT INSTRUCTIONS FOR THOSE NOT PHYSICALLY PRESENT:

The City has made accommodations for those who cannot be physically present or do not feel comfortable appearing in person. If a member of the public would like to provide comments for the meetings, they may do so in the following ways:

- Email the City Clerk by 12:00 p.m. on the day of the meeting at cityclerk@stpetebeach.org
- Leave a voicemail message by calling **727.363.9225** by 12:00 p.m. the day of the meeting
- Upload or submit a video or audio file online by 12:00 p.m. the day of the meeting at <https://www.stpetebeach.org/PublicComment>

In your three (3) minute or less comment, please be sure to include your name and address for the record.

The public is cordially invited to attend this meeting.

All agenda material is available for review at City Hall or www.stpetebeach.org.

**CITY COMMISSION MEETING
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Agenda Report

Agenda Title Name: Public Hearing and Adoption of Ordinance 2024-12: FY 2024 Budget Amendment #1

Action Request: Motion to adopt Ordinance 2024-12.

Strategic Objective: Adhere to City code to maintain all expenditures and other outflows by fund and department within budgetary authority.

Date: November 25, 2024

Prepared By: Andrew Laflin, Consultant - Finance Department

Through: Frances Robustelli, City Manager

Summary of Issue: The annual adopted budget of the City of St. Pete Beach for fiscal year 2024 may be amended through action of the City Commission via ordinance up to 60 days after the City's fiscal year end. The purpose of this FY 2024 budget amendment is to maintain compliance with the requirement that all actual expenditures and other outflows at the fund and department level to not exceed budgeted balances, as amended.

The fiscal year 2024 budget amendment as presented provides for increases to funding sources, including transfers in and existing reserves, and funding uses, including expenditures and transfers out, within the General Fund, Reclaimed Water Fund, and ARPA Fund.

Funding: N/A

Attachments:

1. Ord 2024-12 FY 2024 Budget Amendment #1
2. Ord 2024-12 Exhibit A - FY 2024 Budget Amendment #1 Details
3. Ord 2024-12 Business Impact Estimate

Ordinance 2024-12

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA PROVIDING FOR AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2024 BY INCREASING APPROPRIATIONS FOR EXPENDITURE IN THE GENERAL FUND, RECLAIMED WATER FUND, AND ARPA FUND; PROVIDING FOR CODIFICATION; CONFLICTS; SEVERABILITY; CORRECTION OF SCRIVENER'S ERROR; CONSTRUCTION; PUBLICATION; AND AN EFFECTIVE DATE.

WHEREAS, the fiscal year 2024 budget includes revenue and expenditures as adopted by Ordinance 2023-12 on September 23, 2023.

WHEREAS, the City Commission of the City of St. Pete Beach desires to amend the fiscal year 2024 budget.

WHEREAS, Article III, Section 3.13(a) of the City Charter provides authority for appropriation amendments.

WHEREAS, the City Commission of the City of St. Pete Beach desires to adopt an amendment to the Fiscal Year 2024 Budget.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH FLORIDA, HEREBY ORDAINS:

SECTION 1. Recitals. The above recitals ("Whereas" clauses) are hereby adopted as legislative findings, purpose and intent of the City Commission.

SECTION 2. The City of St. Pete Beach fiscal year 2024 budget shall be amended per Exhibit A, attached and made part of this Ordinance.

SECTION 3. Codification. This Ordinance shall be codified in the Code of Ordinance of the City of St. Pete Beach.

SECTION 4. Conflicts. All ordinances or parts of ordinances, in conflict herewith are hereby repealed to the extent of any conflict with the Ordinance.

SECTION 5. Severability. The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance as they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION 6. Scrivener's Error. The City Attorney may correct scrivener's errors found in this Ordinance by filing a corrected copy of this Ordinance with the City Clerk.

SECTION 7. Construction. This Ordinance is to be liberally construed to accomplish its objectives.

SECTION 8. Publication. This Ordinance shall be published in accordance with the requirements of law.

SECTION 9. Effective Date. This ordinance shall take effect immediately upon adoption.

FIRST READING: _____
PUBLISHED: _____
SECOND READING: _____
PUBLIC HEARING: _____

CITY COMMISSION, CITY OF ST. PETE
BEACH, FLORIDA.

Adrian Petrila, Mayor

I, Amber LaRowe, City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this _____ day of _____, 2024.

Amber LaRowe, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Ralf Brookes, City Attorney

Proposed FY 2024 Budget Amendment #1

Budget Vs Actual - Revenue Comparison by Fund & Dept, Thru September, 30, 2024

Fund Name	Department Name	Amended Budget	Actual Balance	% Used	
General Fund	Taxes	17,291,864	16,417,184	95%	
General Fund	Permits, Fees & Special Assessments	1,834,800	1,127,942	61%	{a}
General Fund	Intergovernmental Revenues	1,619,100	1,288,276	80%	{b}
General Fund	Charges for Services	9,794,655	8,462,459	86%	
General Fund	Ordinance Revenue	470,000	511,810	109%	
General Fund	Miscellaneous Revenues	805,700	1,233,618	153%	
General Fund	Transfers & Debt Proceeds	60,813	60,813	100%	
Wastewater Fund	Wastewater	8,712,500	7,696,673	88%	
Reclaimed Water Fund	Reclaimed Water	1,225,655	1,071,237	87%	
Stormwater Fund	Stormwater	1,693,000	1,369,740	81%	{c}
Building Fund	Building Division	1,813,000	1,966,762	108%	
Fleet Fund	Fleet	605,945	513,215	85%	
ARPA Fund	ARPA	130,000	160,649	124%	
Resiliency Fund	Resiliency	750,000	562,500	75%	
Capital Improvement Projects Fund	Capital Projects	9,270,997	6,153,954	66%	{d}
Multimodal Fund	Multimodal	311,400	77,734	25%	{e}
Grand Total		56,389,429	48,674,566	86%	

Plan review fees in General Fund and Building Fund budgeted \$493k revenue for each fund but YTD actual is \$145k for {a} each fund

{b} \$50k historical grant plus \$190k Co reimb for \$190k for EMS vehicle budgeted, but not anticipating receiving in FY 2024

{c} State grant for \$260k budgeted relating to SWFWMD watershed management master plan.

{d} FEMA seawall mitigation grant not yet recognized as revenue.

{e} Lower than anticipated residential and commercial impact fee collections

Budget Vs Actual - Expense Comparison by Fund, Department & Division, Thru September 30, 2024

Fund Name	Department Name	Amended Budget	Actual Balance	Remaining Encumbrance	Remaining Balance	% Used	
General Fund	Elected Officials	149,057	136,061	1,327	11,669	92%	
General Fund	City Clerk Division	377,070	320,557	10	56,503	85%	
General Fund	City Manager Division	882,084	680,662	21,737	179,684	80%	
General Fund	Legal Division	520,000	629,270	-	(109,270)	121%	{a}
General Fund	Planning Division	831,060	322,005	63,410	445,645	46%	
General Fund	Code Enforcement Division	380,465	265,329	17,043	98,093	74%	
General Fund	IT Division	1,195,557	743,559	54,902	397,096	67%	
General Fund	Finance Division	928,870	925,228	31,760	(28,118)	103%	{b}
General Fund	Library Department	902,585	744,014	31,791	126,780	86%	
General Fund	Transportation Division	2,083,428	1,613,727	148,699	321,002	85%	
General Fund	Law Enforcement Department	3,559,764	3,286,742	-	273,022	92%	
General Fund	Fire Suppression Division	3,270,749	2,695,964	59,644	515,141	84%	
General Fund	EMS Division	2,954,918	2,772,014	10,034	172,870	94%	{c}
General Fund	Public Work Admin	745,346	580,800	22,948	141,598	81%	
General Fund	Facilities Division	1,042,109	801,526	19,884	220,699	79%	
General Fund	Streets Division	1,237,334	826,477	47,843	363,014	71%	
General Fund	Parks Division	1,614,524	1,359,279	92,366	162,879	90%	
General Fund	Beaches Division	1,029,383	536,184	73,863	419,337	59%	
General Fund	Recreation Division	1,693,101	1,603,393	5,342	84,366	95%	
General Fund	Non-departmental	7,579,633	7,647,421	156,456	(224,244)	103%	{d}
Wastewater Fund	Wastewater	14,387,656	7,029,572	4,502,634	2,855,450	80%	
Reclaimed Water Fund	Reclaimed Water	1,485,655	1,701,067	183,160	(398,572)	127%	{e}
Stormwater Fund	Stormwater	5,125,589	953,386	415,969	3,756,234	27%	
Building Fund	Building Division	2,053,857	1,226,777	264,061	563,019	73%	
Fleet Fund	Fleet	397,595	179,643	138,647	79,305	80%	
ARPA Fund	ARPA	1,819,000	-	-	1,819,000	0%	
Resiliency Fund	Resiliency	970,000	56,676	44,989	868,336	0%	
Capital Improvement Projects Fund	Capital Projects	25,386,431	6,380,289	2,445,996	16,560,146	35%	
Multimodal Fund	Multimodal	478,612	5,926	15,129	457,557	4%	
Grand Total		85,081,432	46,023,547	8,869,645	30,188,241	65%	

{a} Legal expenses from Lawson Huck Gonzales relating to pending or actual litigation involving "Protect St Pete" citizens group

Use of outsourced financial consultant services higher than originally budgeted and software costs that were allocated to

{b} Finance but not budgeted

Higher than budgeted overtime and one-time retro pay payment made for union firefighters during FY '24 that was not

{c} budgeted

{d} Storm related expenditures subject to FEMA reimbursement that were not budgeted

Joint project with Pinellas County involving repair & maintenance work on reclaimed transmission main. Agreement with Pinellas Co signed on 8/30/23.

{e} \$232k due 10/1 annually through 2027. This was unbudgeted in FY 2024.

RESERVE ANALYSIS - FUNDS w/REVENUES IMPACTED BY HURRICANES

	General Fund	Building Fund	Capital Fund	Wastewater Fund	Reclaimed Water Fund
Available Fund Balance - 9/30/23:	15,742,470	2,794,665	9,503,120	508,203	164,040
Actual Revenues - YTD FY 2024	29,102,102	1,966,762	9,270,997	7,696,673	1,071,237
Actual Expenses - YTD FY 2024	(28,490,211)	(1,226,777)	(6,380,289)	(7,029,572)	(1,701,067)
Projected Available Reserves - 10/1/24:	16,354,360	3,534,650	12,393,828	1,175,304	(465,790)

EXHIBIT A: FY 2024 BUDGET AMENDMENT #1

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - Legal Services	5301-5311	Basic Legal Services	465,000	175,000	640,000
Total Budgeted Outflow Increase:				175,000	
General Fund - Reserves		From Reserves	578,695	175,000	753,695
Total Budgeted Inflow Increase:				175,000	

Purpose:

Increase legal services budget primarily relating to pending or actual litigation involving "Protect St Pete" citizens group

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - Finance	5601-5310	Professional Contractual	47,000	50,000	97,000
General Fund - Finance	5601-5330	Software	-	30,000	30,000
Total Budgeted Outflow Increase:				80,000	
General Fund - Reserves		From Reserves	753,695	80,000	833,695
Total Budgeted Inflow Increase:				80,000	

Purpose:

Budget increases due to use of outsourced financial consultant services higher than originally budgeted and software costs that were allocated to Finance but not budgeted

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - Non-Departmental	9618-6007	FEMA Tracking IDALIA FY23	-	45,000	45,000
General Fund - Non-Departmental	9618-6009	FEMA tracking TS DEBBY '24	-	7,000	7,000
General Fund - Non-Departmental	9618-6010	FEMA HURRICANE HELENE FY24	-	150,000	150,000
Total Budgeted Outflow Increase:				202,000	
General Fund - Reserves		From Reserves	833,695	202,000	1,035,695
Total Budgeted Inflow Increase:				202,000	

Purpose:

Budget for storm related expenditures subject to FEMA reimbursement that were not budgeted

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
Reclaimed Water Fund - Reclaimed	102-5469	R&M Other	-	800,000	800,000
Total Budgeted Outflow Increase:				800,000	
Reclaimed Water Fund - Reclaimed	381-902	Transfer from General Fund	-	800,000	800,000
Total Budgeted Inflow Increase:				800,000	

Purpose:

Increase budget for joint project with Pinellas County involving repair & maintenance work on reclaimed transmission main, as well as other repair & maintenance items, which were unbudgeted in FY 2024.

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
ARPA Fund - ARPA		Transfer to General Fund	-	4,900,000	4,900,000
General Fund - Reserves		To Reserves	-	3,064,305	3,064,305
General Fund - Non-departmental	9618-5995	Transfer to Reclaimed Water Fund	-	800,000	800,000
Total Budgeted Outflow Increase:				8,764,305	
ARPA Fund - ARPA		To Reserves	-	4,900,000	4,900,000
General Fund - Non-departmental	381-208	Transfer from ARPA Fund	-	4,900,000	4,900,000
General Fund - Reserves		From Reserves	1,035,695	(1,035,695)	-
Total Budgeted Inflow Increase (Decrease):				8,764,305	

Purpose:

Transfer remaining fund balance in ARPA Fund to fund personnel & operating expenditures and ultimately increase General Fund reserves

Business Impact Estimate

Proposed ordinance's title/reference:

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA PROVIDING FOR AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2024 BY INCREASING APPROPRIATIONS FOR EXPENDITURE IN THE GENERAL FUND, RECLAIMED WATER FUND, AND ARPA FUND; PROVIDING FOR CODIFICATION; CONFLICTS; SEVERABILITY; CORRECTION OF SCRIVENER'S ERROR; CONSTRUCTION; PUBLICATION; AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of St Pete Beach is of the view that a business impact estimate is not required by state law¹ for the proposed St Pete Beach ordinance, but the City of St Pete Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☒ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of St. Pete Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance adheres to legal requirements surrounding adopting and amending the annual operating and capital budget.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St Pete Beach, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City of St Pete Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

The fiscal year 2024 budget amendment as presented provides for increases to funding sources, including transfers in and existing reserves, and funding uses, including expenditures and transfers out, within the General Fund, Reclaimed Water Fund, and ARPA Fund.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The ordinance to amend the annual budget for fiscal year 2024 has no direct financial impact to businesses within the City.

4. Additional information the governing body deems useful (if any):

None.