



**BOARD OF COMMISSIONERS
BUDGET WORKSHOP AGENDA
Wednesday, April 24, 2024 at 4:00 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708**

The Board of Commissioners of the City of Madeira Beach, Florida will meet in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida to discuss the agenda items of City Business listed at the time indicated below. Meetings will be televised on Spectrum Channel 640 and YouTube Streamed on the City's Website.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and address for the record and the organization or group you represent. Please limit your comments to five (5) minutes and do not include any topic on the agenda. Public comment on agenda items will be allowed when they come up.

If you would like someone at the City to follow up on a comment or question made at the meeting, you may fill out a comment card with the contact information and give it to the City Manager. Comment cards are available at the back table in the Commission Chambers. Completing a comment card is not mandatory.

- 4. DISCUSSION ITEMS**

A. FY 2025 Budget Workshop #1

- 5. ADJOURNMENT**

One or more Elected or Appointed Officials may be in attendance.

Any person who decides to appeal any decision of the Board of Commissioners with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes 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. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private

reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Clerk at 727-391-9951, ext. 231 or 232 or email a written request to cvanblargan@madeirabeachfl.gov.

FY 2025 BUDGET WORKSHOP #1
April 24, 2024

BUDGET WORKSHOP #1 AGENDA

I. FY 2023 Financial Results

- a. Comparative Fund Balance Analysis – General Fund
- b. Historical Budget Vs Actual Analysis – General Fund
- c. Budget Vs Actual FY 2023 Results – Other Funds

II. FY 2024 Capital Projects Overview and Status Update

III. Proposed FY 2024 Budget Amendment #2

IV. FY 2025 Budget Workshop & Adoption Timeline

Comparative Fund Balance Analysis – Fiscal Year 2023

FUND BALANCE BENCHMARKING ANALYSIS - BASED ON FY 2023 AUDITED FINANCIAL STATEMENTS - GENERAL FUND

	City of Madeira Beach	City of Seminole	City of Treasure Island (FY 2022 Audit)	City of St. Pete Beach (FY 2022 Audit)	City of Indian Rocks Beach (FY 2022 Audit)	City of Pinellas Park (FY 2022 Audit)
Total Fund Balance	18,276,090	9,761,881	11,575,467	14,941,026	4,519,786	33,015,913
Total Unassigned Fund Balance	11,624,984	7,561,711	6,249,561	3,164,393	4,395,982	30,248,598
Total Expenditures	12,290,954	21,199,869	14,396,163	18,982,564	3,720,141	62,343,567
Less: Capital Outlay	<u>(259,954)</u>	<u>(140,648)</u>	<u>(2,289,799)</u>	<u>(250,720)</u>	<u>-</u>	<u>(121,355)</u>
Total Personnel & Operating	12,031,000	21,059,221	12,106,364	18,731,844	3,720,141	62,222,212
FB/TOE	149%	46%	80%	79%	121%	53%
UFB/P&OE	97%	36%	52%	17%	118%	49%
City of Madeira Beach:	<u>FY 2023</u>	<u>FY 2022</u>	<u>FY 2021</u>			
General Fund Inflows	15,941,441	12,545,896	10,954,408			
General Fund Outflows	<u>15,828,904</u>	<u>8,904,797</u>	<u>9,696,449</u>			
Difference	112,537	3,641,099	1,257,959			

Historical Budget Vs Actual Analysis – General Fund

GENERAL FUND - 5 YEARS HISTORICAL REVENUES (SUB-OBJECT CODE)

General Fund - Revenue Category	FY 2024 Revised		FY 2023 Revised		FY 2022 Revised	FY 2022	FY 2021 Revised	FY 2021	FY 2020 Revised	FY 2020
	Budget	FY 2024 Actual*	Budget	FY 2023 Actual	Budget	Actual	Budget	Actual	Budget	Actual
Ad Valorem Taxes	5,299,779	4,852,311	4,667,264	4,744,071	4,052,800	4,134,405	3,706,000	3,770,607	3,477,600	3,533,688
Building Permit Fees	10,000	2,100	25,000	1,558	20,000	10,321	25,000	3,282	35,000	32,105
Charges For Services - Recreation	535,000	340,522	455,000	533,916	420,000	516,852	379,000	322,920	391,300	293,633
Charges For Services - General Gov't	2,300	-	500	400	500	26,313	500	396	500	617
Charges For Services - Public Safety	911,917	433,532	836,700	840,619	784,200	808,188	781,300	791,861	756,600	763,002
Charges For Services - Transportation	48,400	-	25,000	48,393	2,109,400	2,817,673	1,651,000	2,295,846	1,994,400	1,772,733
Private Contributions & Donations	1,500	375	3,000	720	3,500	49,908	500	6,283	-	3,855
Enterprise Contributions	839,900	489,942	487,163	487,162	405,692	405,690	517,300	517,300	295,000	295,700
Federal Grants	-	-	20,000	-	100,000	83,204	130,000	42,771	400,000	211,099
Fines	16,000	4,795	5,000	28,567	137,000	261,408	100,500	44,688	105,000	104,715
Franchise Fees	610,000	225,135	531,500	677,844	526,200	626,343	499,700	572,480	528,100	547,081
Impact Fees	-	-	-	-	-	32,168	-	-	-	-
Interest & Other Earnings	706,385	333,556	295,250	981,914	333,250	463,270	120,000	349,749	226,400	232,902
Other Financial Assistance - Federal	2,154,172	-	-	-	1,077,000	-	-	-	-	-
Communication Services Taxes	266,890	122,581	251,928	259,224	240,000	244,148	219,000	243,386	242,000	253,418
Local Business Taxes	90,000	76,821	85,000	34,278	85,000	132,708	67,000	69,962	75,500	59,631
Other Miscellaneous Revenues	47,810	33,433	61,450	72,023	51,600	77,349	43,200	115,347	14,900	83,594
Other Permits & Special Assessments	40,000	42,449	34,500	48,654	36,500	64,486	27,400	21,282	27,600	27,013
Other Sources	298,500	-	2,647,972	-	-	-	-	-	-	-
Rents & Royalties	217,346	138,415	200,500	212,903	232,500	216,001	219,000	208,880	207,700	196,499
Sales - Disposition Of Capital Assets	-	-	-	46,500	10,000	1,250	15,000	-	-	16,763
Shared Revenues - Other Local Units	1,015,000	789	1,053,006	3,384,327	-	99,124	-	88,171	-	-
State Grants	-	16,203	-	16,203	-	-	-	66,000	-	-
State Shared Revenues	2,063,541	250,954	2,085,467	578,793	481,000	555,032	448,300	521,043	569,200	954,423
Transfers In	-	-	1,800,000	1,800,000	-	-	-	-	-	92,200
Utility Service Taxes	986,000	371,584	845,000	1,026,165	844,000	944,250	766,500	902,158	776,500	851,419
TOTAL:	16,160,439	7,735,495	16,416,200	15,824,232	11,950,143	12,570,091	9,716,200	10,954,409	10,123,300	10,326,090

* NOTE: FY 2024 actual balances through mid-April 2024

GENERAL FUND - 5 YEARS HISTORICAL EXPENSES (BY DEPARTMENT)

General Fund - Department Name	FY 2023 Revised Budget	FY 2023 Actual*	FY 2023 Revised Budget	FY 2023 Actual	FY 2022 Revised Budget	FY 2022 Actual	FY 2021 Revised Budget	FY 2021 Actual	FY 2020 Revised Budget	FY 2020 Actual
Board Of Commissioners	81,300	26,565	74,800	54,725	71,300	57,009	67,800	52,134	64,800	60,996
City Clerk	521,399	226,756	448,647	343,023	368,616	315,431	328,620	259,158	301,647	262,584
City Manager	990,806	381,181	726,345	676,791	542,040	537,417	449,800	410,029	464,600	452,170
Community Development	910,157	367,802	713,776	667,872	542,109	535,412	687,400	685,035	921,927	416,868
Finance	631,896	314,749	565,046	529,975	502,680	477,409	507,800	501,522	545,150	542,342
Fire/Ems	2,904,028	1,378,346	2,113,570	2,055,116	1,881,320	1,873,269	1,801,900	1,762,731	1,736,007	1,702,147
Human Resources	26,000	25,644	118,421	53,281	121,440	84,735	132,700	122,151	134,400	131,713
Information Technology	220,300	117,586	235,652	209,811	223,250	181,680	259,200	216,082	-	70
John's Pass Village	1,953,500	160,586	1,943,000	332,972	262,500	145,725	179,500	175,247	272,179	153,257
Law Enforcement	1,608,420	931,310	1,552,600	1,463,039	1,401,000	1,396,545	1,355,000	1,354,082	1,317,000	1,308,564
Legal Services	209,000	97,528	214,000	177,875	179,000	169,503	194,000	192,358	154,000	132,811
Non-Departmental	5,058,741	413,763	4,248,908	4,140,373	2,211,100	1,207,267	2,725,300	2,375,462	2,957,271	2,409,474
Parking Enforcement	-	-	-	-	436,782	420,400	349,300	341,572	408,035	350,994
Parks	138,000	33,672	117,000	63,755	109,600	112,778	165,800	156,661	121,800	118,965
Public Works Administration	1,617,382	301,148	5,475,424	3,801,237	447,842	440,693	323,700	313,901	715,249	342,721
Recreation	1,464,050	777,212	1,314,883	1,259,459	987,437	973,716	817,750	778,326	858,748	750,052
TOTAL:	18,334,978	5,553,850	19,862,072	15,829,304	10,288,015	8,928,990	10,345,570	9,696,450	10,972,813	9,135,728

* NOTE: FY 2024 actual balances through mid-April 2024

FY 2023 Budget Vs Actual Analysis – Other Funds

CITY OF MADEIRA BEACH, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUILDING DEPARTMENT FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Permits and fees	\$ 1,300,000	\$ 1,300,000	\$ 788,298	\$ (511,702)
Investment income	21,000	21,000	56,531	35,531
Miscellaneous	1,500	1,500	1,786	286
Total revenues	1,322,500	1,322,500	846,615	(475,885)
Expenditures				
Current:				
General government	817,914	827,914	582,334	245,580
Capital outlay	233,500	261,290	53,775	207,515
Total expenditures	1,051,414	1,089,204	636,109	453,095
Excess (deficiency) of revenues over expenditures	271,086	233,296	210,506	(22,790)
Other financing sources (uses)				
Transfers out	(169,172)	(169,172)	(169,172)	-
Net change in fund balances	101,914	64,124	41,334	(22,790)
Fund balances, beginning of year	1,149,684	1,149,684	1,149,684	-
Fund balances, end of year	\$ 1,251,598	\$ 1,213,808	\$ 1,191,018	\$ (22,790)

CITY OF MADEIRA BEACH, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - LOCAL OPTION SALES TAX FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 575,000	\$ 575,000	\$ 664,103	\$ 89,103
Investment income	35,000	35,000	95,004	60,004
Total revenues	610,000	610,000	759,107	149,107
Expenditures				
Current:				
Culture and recreation	1,306,500	1,409,500	159,221	1,250,279
Total expenditures	1,306,500	1,409,500	159,221	1,250,279
Excess (deficiency) of revenues over expenditures	(696,500)	(799,500)	599,886	1,399,386
Net change in fund balances	(696,500)	(799,500)	599,886	1,399,386
Fund balances, beginning of year	1,920,773	1,920,773	1,920,773	-
Fund balances, end of year	\$ 1,224,273	\$ 1,121,273	\$ 2,520,659	\$ 1,399,386

CITY OF MADEIRA BEACH, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - ARCHIBALD PARK FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental	\$ 437,500	\$ 437,500	\$ 36,766	\$ (400,734)
Charges for services	540,000	540,000	751,076	211,076
Investment income	14,000	14,000	35,517	21,517
Total revenues	991,500	991,500	823,359	(168,141)
Expenditures				
Current:				
Culture and recreation	5,004,477	5,004,477	815,865	4,188,612
Total expenditures	5,004,477	5,004,477	815,865	4,188,612
Excess (deficiency) of revenues over expenditures	(4,012,977)	(4,012,977)	7,494	4,020,471
Other financing sources (uses)				
Transfers in	-	-	1,750,000	1,750,000
Transfers out	(52,617)	(52,617)	(52,617)	-
Total other financing sources (uses)	(52,617)	(52,617)	1,697,383	1,750,000
Net change in fund balances	(4,065,594)	(4,065,594)	1,704,877	5,770,471
Fund balances, beginning of year	767,614	767,614	767,614	-
Fund balances, end of year	\$ (3,297,980)	\$ (3,297,980)	\$ 2,472,491	\$ 5,770,471

CITY OF MADEIRA BEACH, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GAS TAX FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 55,000	\$ 55,000	\$ 57,377	\$ 2,377
Intergovernmental	45,000	45,000	43,351	(1,649)
Investment income	2,500	2,500	4,132	1,632
Total revenues	102,500	102,500	104,860	2,360
Expenditures				
Current:				
Transportation	141,000	141,000	123,192	17,808
Total expenditures	141,000	141,000	123,192	17,808
Net change in fund balances	(38,500)	(38,500)	(18,332)	20,168
Fund balances, beginning of year	99,547	99,547	99,547	-
Fund balances, end of year	\$ 61,047	\$ 61,047	\$ 81,215	\$ 20,168

CITY OF MADEIRA BEACH, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - DEBT SERVICE FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Investment income	\$ 10,000	\$ 10,000	\$ 20,005	\$ 10,005
Total revenues	10,000	10,000	20,005	10,005
Expenditures				
Debt service:				
Principal retirement	110,000	110,000	115,000	(5,000)
Interest and fiscal charges	195,000	195,000	182,950	12,050
Total expenditures	305,000	305,000	297,950	7,050
Excess (deficiency) of revenues over expenditures	(295,000)	(295,000)	(277,945)	17,055
Other financing sources (uses)				
Transfers in	275,000	275,000	297,950	22,950
Net change in fund balances	(20,000)	(20,000)	20,005	40,005
Fund balances, beginning of year	433,211	433,211	433,211	-
Fund balances, end of year	\$ 413,211	\$ 413,211	\$ 453,216	\$ 40,005

FY 2024 Capital Projects Overview and Status Update

FUND NAME	PROJECT DESCRIPTION	FY 2024 BUDGET	CURRENT STATUS
Archibald Park Fund	Beach Groin Renourishment Project	3,500,000	\$137k incurred with Transsystems for design, permitting, construction planning. Speeler Co. selected for construction work.
	Archibald Restroom rebuild	1,000,000	Recently obtained permit and currently preparing solicitation to bid on construction work
	Park Improvements	150,000	\$3.9k incurred for pocket park improvements. Will be putting construction work out to bid. \$2.7k of initial engineering costs incurred. Construction is ongoing and anticipate completing summer of '24
	Patriot Park Fishing Piers rebuild	125,000	Received in March '24
	Purchase new F250 Utility Truck	60,000	
Archibald Park Fund Total		4,835,000	
Building Fund	Satellite office	700,000	Project not started. Awaiting engineering quotes.
	New Ford Lightning Truck	65,000	Received in FY2024
	New 150hp motor for Building Department boat	20,000	Not yet acquired
	Boat Power Poles	6,000	Not yet acquired
Building Fund Total		791,000	
General Fund	Military Honor Court	250,000	Intending on completing in FY2024
	Engineering for Concession/Basketball Court Facility	100,000	Intending on completing in FY2024
	Replace #19	75,000	Acquired Ford F550 with bucket truck; currently at fabricator to be outfitted
	Replacement of Portable Radios	53,000	Will acquire and begin utilizing in FY2024
	Painting of Fire Station	50,000	Project delayed to FY2025
	Brick Pavers under shade awnings	25,000	Intending on completing in FY2024
	Replacement Appliances - Laundry	8,500	Plan on holding off until FY2025 and include kitchen appliance replacement in FY2025 as well
	General Fund Total		561,500
Local Option Sales Tax Fund	Public Works & Building Services Facility	1,500,000	Project not started. Awaiting engineering quotes.
	Johns Pass Park - Parking lot Improvements	450,000	Project completed in March '24
	Shade Awnings and Dugout Replacement	200,000	Intending on completing in FY 2024
	Dog Park	200,000	\$30k incurred and project ongoing
	Bus Replacement for Social Club	150,000	Expected delivery in April to May 2024 timeframe
	Quick Response Vehicle	100,000	Received in FY2024
	Recreation Center Solar	100,000	Currently in discussions with Duke Energy
	Concrete around Field 2	30,000	Project currently on hold
	Replacement of 2014 Polaris Ranger	25,000	Received in FY2024
	City Centre Complex Sidewalk	25,000	
Local Option Sales Tax Fund Total		2,780,000	

Marina Fund	Seawall Project	200,000	Initial assessment taking place; will be preparing an RFP for vendor selection; project to be completed in FY 2024 or more likely in FY 2025
	Transient Docks	200,000	3 potential locations identified; project likely to begin in FY2025
	Digital Information Sign	60,000	Expected delivery in April to May 2024 timeframe
Marina Fund Total		460,000	
Parking Fund	Parking Garage	3,000,000	May incur some exploratory costs, such as architectural & engineering costs, in FY2024. Project expected to expand to a Public Private Partnership
	New Parking Vehicle	35,000	Purchased Ford Maverick, anticipated delivery in April 2024
Parking Fund Total		3,035,000	
Sanitation Fund	Replace #33	325,000	Acquired via lease with RDK
	Dual Bin Cleaner Trailer Mounted	80,000	Acquired in December '23
Sanitation Fund Total		405,000	
Stormwater Fund	Area 3 - East Parsley, West Parsley, Margueirte Dr, A Street, B Street, and Lynn Way	4,000,000	Engineering costs incurred. Construction costs anticipated to begin summer '24
	Area 5 - 131st Ave E & 129th Ave.	2,005,000	Design plans nearly complete. Construction expected to begin late summer to early fall 2024.
	Gulf Lane and Beach Access Drainage and Roadway Improvement Project	1,800,000	Expecting to be fully complete by June 2024
	Area 6a - 155th Ave, 154th Ave, 153rd Ave, 1st St E, 2nd St E, Harbor Dr and Municipal Dr	500,000	Currently in design. No anticipated construction until possibly FY2025
	Generator replacement for 141st Stormwater Station	90,000	Generator is in place; awaiting work from TECO
Stormwater Fund Total		8,395,000	
Grand Total		21,262,500	

Proposed FY 2024 Budget Amendment #2



Memorandum

Meeting Details: April 24, 2024

Prepared For: Hon. Mayor Rostek & Board of Commissioners

Staff Contact: Andrew Laflin, Finance Director

Subject: Proposed FY 2024 Budget Amendment #2

Background

The Charter of the City of Madeira Beach, Article X – *Financial Procedures* allows for amendments to the FY 2024 annual operating budget through the adoption of a Resolution. Resolution No. 2020-20 clarified the guidance from the City’s Charter as it relates to the budget amendment process and established procedures relating to initiation, approval, and processing of requested budget transfers and budget amendments. Article X, Section 10.4 and Section 10.5, of the City’s Charter state that intra-fund transfers and increases to a particular fund are permitted after adoption of the annual operating budget through the adoption of a Resolution. Intra-fund transfers are interpreted to include any needed increases to the overall budget of a department within a fund or a division within a department that is separately reported in the City’s annual adopted budget.

Budget adjustments are needed within the General Fund, Parking Fund, Archibald Fund, Building Fund, Sanitation Fund, and Stormwater Fund. The primary reason for these adjustments is certain costs to be incurred in FY 2024 that were not contemplated during the annual budget preparation process, due to incomplete information available. The purpose of increasing the budgets for each fund and department and account is described in Exhibit A.

Fiscal Impact

Adoption of this Resolution would result in preparing a budgetary entry only and has no direct fiscal impact to the City.

Recommendation(s)

Staff recommends approval of Resolution 2024-03.

Attachments

- Resolution 2024-03
- Exhibit A – FY 2024 Budget Amendment #2 Details

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE BUDGET FOR FISCAL YEAR 2024 (OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024) BY INCREASING APPROPRIATIONS FOR EXPENDITURES IN THE GENERAL FUND, THE ARCHIBALD PARK FUND, THE BUILDING FUND, THE SANITATION FUND, THE STORMWATER FUND, THE MARINA FUND, AND THE PARKING FUND; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Madeira Beach adopted an annual budget for the Fiscal Year 2024; and

WHEREAS, the Board of Commissioners of the City of Madeira Beach desires to adopt an amendment to the Fiscal Year 2024 Budget; and

WHEREAS, Section 10.5 of the City Charter of the City of Madeira Beach authorizes the Board of Commissioners to amend the adopted budget by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. The Board of Commissioners authorizes the Budget for Fiscal Year 2024 to hereby be amended to reflect an increase in appropriations for expenditure within the General Fund, Archibald Park Fund, Building Fund, Sanitation Fund, Stormwater Fund, Marina Fund, and Parking Fund, as set forth in Exhibit A.

SECTION 2. The Board of Commissioners authorizes Director of Finance/City Treasurer to allocate the budget amendment pursuant to the account level detailed provided as set forth in Exhibit A.

SECTION 3. This Resolution shall become effective immediately upon final passage and adoption by the Board of Commissioners.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THIS ____ DAY OF _____, 2024.

James "Jim" Rostek, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

Proposed FY 2024 Budget Amendment #2

Budget Vs Actual - Revenue Comparison by Fund & Department

Fund Name	Department Name	Original Budget	Amended Budget	Actual Balance	% Used	
Archibald Park Fund	Archibald	5,030,000	5,030,000	288,273	6% *	
Building Fund	Building Services	1,331,500	1,331,500	628,534	47%	
Debt Service Fund	Debt Service	320,000	320,000	6,187	2% **	
Gas Tax Fund	Gas Tax	113,500	113,500	48,375	43%	
General Fund	City Clerk	100	100	-	0%	
	City Manager	-	-	5,946		
	Community Development	127,000	127,000	96,005	76%	
	Fire/Ems	930,167	930,167	471,427	51%	
	John's Pass Village	1,500,000	1,500,000	-	0% ***	
	Non-Departmental	12,944,673	13,243,173	6,907,938	52%	
	Recreation	330,000	330,000	175,354	53%	
	Local Option Sales Tax Fund	Special Projects	746,121	746,121	346,329	46%
	Marina Fund	Marina	1,914,550	1,914,550	855,733	45%
	Parking Fund	Parking Management	450,000	450,000	209,591	47%
Sanitation Fund	Sanitation	2,096,000	2,096,000	840,904	40%	
Stormwater Fund	Stormwater	4,036,900	4,036,900	304,865	8% ****	
Impact Fee Fund	Fire/Ems	6,500	6,500	4,999	77%	
	Public Works Streets	15,500	15,500	40,237	260%	
	Recreation	103,000	103,000	98,985	96%	

* No revenues yet for Beach Groins Renourishment (\$1.75m appropriation); \$2.5m transfer from General Fund not yet recorded

** \$300k budgeted transfer from General Fund not yet recorded in FY 2024

*** John's Pass North Shoreline Dredging Project still in progress; \$13k spent in FY '24 and \$68k spent project to date

**** \$1.49m budgeted transfer from General Fund not yet recorded in FY 2023

Budget Vs Actual - Expense Comparison by Fund & Department

Fund Name	Department Name	Original Budget	Amended Budget	Actual Balance	% Used	
Archibald Park Fund	Archibald	5,656,553	5,690,553	403,154	7%	
Building Fund	Building Services	1,796,245	1,796,245	554,560	31%	
Debt Service Fund	Debt Service	330,000	330,000	-	0%	
Gas Tax Fund	Gas Tax	137,000	137,000	55,178	40%	
General Fund	Board Of Commissioners	81,300	81,300	26,565	33%	
	City Clerk	521,399	521,399	215,931	41%	
	City Manager	947,306	990,806	340,403	34%	
	Community Development	910,157	910,157	306,014	34%	
	Finance	631,896	631,896	278,334	44%	
	Fire/Ems	2,649,028	2,904,028	1,294,015	45%	
	Human Resources	26,000	26,000	23,842	92%	
	Information Technology	220,300	220,300	117,586	53%	
	John's Pass Village	1,953,500	1,953,500	154,383	8%	
	Law Enforcement	1,608,420	1,608,420	931,310	58%	
	Legal Services	209,000	209,000	97,528	47%	
	Non-Departmental	5,058,741	5,058,741	408,894	8%	
	Parks	138,000	138,000	31,945	23%	
	Public Works Administration	1,617,382	1,617,382	290,557	18%	
	Recreation	1,464,050	1,464,050	733,753	50%	
	Local Option Sales Tax Fund	Fire/Ems	125,000	125,000	60,008	48%
		Public Works Administration	1,950,000	1,950,000	417,981	21%
Recreation		705,000	755,000	18,630	2%	
Parking Fund	Marina	1,321,835	1,321,835	368,170	28%	
	Parking Management	4,210,972	4,210,972	510,617	12%	
Sanitation Fund	Sanitation	2,225,973	2,225,973	791,609	36%	
Stormwater Fund	Stormwater	10,781,976	10,781,976	1,736,181	16%	

* See FY 2024 Proposed Budget Amendment #2

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - City Manager	001.1000.531000	Professional Services	68,500	181,500	250,000
Total Budgeted Outflow Increase:				181,500	
General Fund - Non-Departmental	001.1400.380001	Fund Balance Carryover Used	2,143,723	181,500	2,325,223
Total Budgeted Inflow Increase:				181,500	

Purpose:

Continued litigation costs relating to construction defects involving fire station and recreation building incurred in FY 2023 and still ongoing in FY 2024 and higher than anticipated

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - Human Resources	001.1030.531011	Professional Services	5,000	30,000	35,000
Total Budgeted Outflow Increase:				30,000	
General Fund - Non-Departmental	001.1400.380001	Fund Balance Carryover Used	2,325,223	30,000	2,355,223
Total Budgeted Inflow Increase:				30,000	

Purpose:

Payroll processing fees from HR/Payroll service provider was not contemplated when preparing the FY 2024 budget

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - Public Works Admin	001.3000.545000	General Insurance	-	50,000	50,000
General Fund - John's Pass Village	001.8000.545000	General Insurance	-	38,000	38,000
Archibald Park Fund - Archibald	110.9910.545000	General Insurance	-	17,000	17,000
Sanitation Fund - Sanitation	402.7000.545000	General Insurance	-	15,000	15,000
Stormwater Fund - Stormwater	404.9200.545000	General Insurance	-	29,000	29,000
Total Budgeted Outflow Increase:				149,000	
General Fund - Non-Departmental	001.1400.380001	Fund Balance Carryover Used	2,355,223	88,000	2,443,223
Archibald Park Fund - Archibald	110.9910.380001	Fund Balance Carryover Used	664,356	17,000	681,356
Sanitation Fund - Sanitation	402.7000.380001	Fund Balance Carryover Used	140,663	15,000	155,663
Stormwater Fund - Stormwater	404.9200.380001	Fund Balance Carryover Used	6,745,076	29,000	6,774,076
Total Budgeted Inflow Increase:				149,000	

Purpose:

Property & casualty insurance costs that did not get allocated to certain departments but should have during FY 2024 budget preparation

Fund/Department	Account Number	Account Description	Current Budget Amount	Increase (Decrease)	Revised Budget Amount
General Fund - City Manager	001.1000.522002	FRS - Regular Class	12,946	15,600	28,546
General Fund -Community Development	001.1050.522002	FRS - Regular Class	16,372	8,900	25,272
General Fund - Finance	001.1100.522002	FRS - Regular Class	33,474	119,600	153,074
General Fund - City Clerk	001.1300.522002	FRS - Regular Class	24,653	21,200	45,853
General Fund - Public Works	001.3000.522002	FRS - Regular Class	26,680	117,300	143,980
General Fund - Fire/EMS	001.4000.522002	FRS - Regular Class	-	44,700	44,700
General Fund - Recreation	001.5000.522002	FRS - Regular Class	-	111,080	111,080
Archibald Park Fund - Archibald	110.9910.522002	FRS - Regular Class	8,060	29,400	37,460
Building Fund - Building Services	125.5240.522002	FRS - Regular Class	35,077	27,400	62,477
Parking Fund - Parking Management	407.6500.522002	FRS - Regular Class	-	15,200	15,200
Sanitation Fund - Sanitation	402.7000.522002	FRS - Regular Class	7,309	93,200	100,509
Stormwater Fund - Stormwater	404.9200.522002	FRS - Regular Class	19,356	119,240	138,596
Marina Fund - Marina Services	405.9300.522002	FRS - Regular Class	-	36,970	36,970
Total Budgeted Outflow Increase:				759,790	
General Fund - Non-Departmental	001.1400.380001	Fund Balance Carryover Used	2,443,223	438,380	2,881,603
Archibald Park Fund - Archibald	110.9910.380001	Fund Balance Carryover Used	681,356	29,400	710,756
Building Fund - Building Services	125.5240.380001	Fund Balance Carryover Used	464,745	27,400	492,145
Parking Fund - Parking Management	407.6500.380001	Fund Balance Carryover Used	326,889	15,200	342,089
Sanitation Fund - Sanitation	402.7000.380001	Fund Balance Carryover Used	140,663	93,200	233,863
Stormwater Fund - Stormwater	404.9200.380001	Fund Balance Carryover Used	6,745,076	119,240	6,864,316
Marina Fund - Marina Services	404.9200.599003	Fund Balance Carryover Available	6,745,076	(36,970)	6,708,106
Total Budgeted Inflow Increase:				759,790	

Purpose:

Estimated contribution, net of liquidated proceeds from International City/County Management Association (ICMA) Plan to the Florida Retirement System (FRS) for existing employees converting to FRS defined benefit plan from ICMA defined contribution plan.

FY 2025 Budget Workshop & Adoption Timeline

Budget Workshop #2 – May 22, 2024 at 4:00 pm

- Review 5 Year Capital Improvement Plan and discuss departmental capital improvement and equipment requests.

Budget Workshop #3 – June 26, 2024 at 4:00 pm

- Finalize 5 Year Capital Improvement Plan
- Review FY 2025 operating expenditure budget requests by fund and department

Budget Workshop #4 – July 24, 2024 at 4:00 pm

- Review FY 2025 personnel budget requests by fund and department
- Evaluate Revenue & Other Inflow estimates by fund
- Review initial draft of budget schedules by fund and department to be incorporated in proposed budget document for adoption

Budget Workshop #5 – August 28, 2024 at 4:00 pm

- Review final draft of FY 2025 Operating & Capital Budget book
- Communicate remaining desired changes, if any

Public Hearing #1 – September 11, 2024 at 5:45 pm

- 1st reading and public hearing – adopt FY 2025 tentative millage rate ordinance and FY 2025 tentative budget ordinance

Public Hearing #2 – September 25, 2024 at 5:45 pm

- 2nd reading and public hearing – adopt FY 2025 millage rate ordinance and FY 2025 budget ordinance

2024 TAX ROLL / BUDGET / MILLAGE CALENDAR

Item 4A.

<u>DATE</u>	<u>ACTIVITY</u>	<u>REFERENCE</u>
June 1	<u>Property Appraiser</u> delivers <u>estimate of taxable value</u> to taxing authorities	200.065(8)
July 1 (Mon)	<u>Property Appraiser</u> delivers <u>certification of taxable value</u> (DR-420) to taxing authorities. (If roll cert date is earlier, <u>July 1</u> will be used to determine time periods and deadlines. Fla. Stat. s. 200.065(12); Fla. Admin. Code r. 12D-17.003(2) & 12D-17.008.)	193.023(1) 200.065(1)
Jul 30 (Tues)	<u>Taxing Authorities</u> notify <u>Property Appraiser</u> of proposed millage rate, date/time/place of 1st public budget hearing (<u>return completed DR-420</u>) by 5pm.	200.065(2)(b)
Aug 19 (Mon)	<u>Property Appraiser</u> mails <u>TRIM Notices</u>	200.065(2)(b)
Sept 3 – Sept 18	<u>Taxing Authorities</u> hold <u>1st public hearing</u> to adopt a tentative budget and millage rate (between 65 and 80 days after certification, at least 10 days after TRIM mailing)	200.065(2)(c)
_____	<u>Taxing Authorities</u> <u>advertise</u> intent to adopt a final budget and millage rate and final public hearing schedule (ad to appear within 15 days of adoption of tentative budget). Check ad format/content carefully!	200.065(2)(d) 200.065(3)
_____ – Sept 27 (Fri)	<u>Taxing Authorities</u> hold <u>final public hearing</u> to adopt final budget and millage rate (between 2 & 5 days after ad appears)	200.065(2)(d)
_____	<u>Taxing Authorities</u> <u>forward</u> millage rate to <u>Property Appraiser</u> , <u>Tax Collector</u> , & <u>DOR</u> (within 3 days after adoption of resolution or ordinance)	200.065(4)
Sept 5 (Thurs)	<i>Pinellas County BCC budget hearing</i>	200.065(2)
Sept 10 (Tues)	<i>School Board budget hearing</i>	200.065(2)
Sept 13 (Fri)	Deadline for <u>taxpayers</u> to file a petition with the Value Adjustment Board (within 25 days after TRIM mailing)	194.011(3)(d)
Sept 19 (Thurs)	<i>Pinellas County BCC budget hearing (final)</i>	200.065(2)
Sep 30 (Mon)	<u>Property Appraiser</u> delivers <u>DR-422</u> to taxing authorities	200.065(6)
Oct 2 (Wed)	Value Adjustment Board meets for first certification of tax rolls	193.122(1)
Oct 3 (Thurs)	<u>Taxing Authorities</u> <u>return</u> completed <u>DR-422</u> , millage rate is adjusted if an option	200.065(6)
Oct 4 (Fri)	<u>Property Appraiser</u> extends roll to <u>Tax Collector</u>	
Mid Oct (TBD)	<u>Value Adjustment Board</u> hearings begin	194.032(1)(a),(c)
_____	<u>Taxing Authorities</u> certify <u>compliance to DOR</u> (not later than 30 days after adoption of ordinance or resolution establishing final budget and millage rate)	200.068
Oct 31 (Thurs)	<u>Tax Collector</u> mails <u>tax bills</u>	197.322(3)
TBD	<u>Value Adjustment Board</u> meets for <u>second certification</u> of tax rolls	193.122(3)

Note on the calculation of time: Fla. Admin. Code r. 12D-17.008 instructs us to include July 1 (the certification date) when calculating dates on the tax roll calendar. The rule also states that the last day of the period shall be included even if it is a weekend day or holiday. If a statutory date lands on a weekend, the weekend date is listed on this calendar. Please keep this in mind as you coordinate your schedule for the budget year. If you have any questions or concerns, please contact the Property Appraiser’s office.

10/11/23 revised by RCastleman