

MINUTES
CITY OF INDIAN ROCKS BEACH
CITY COMMISSION WORKSHOP
TUESDAY, JULY 16, 2024- 4:00 PM
1507 BAY PALM BOULEVARD INDIAN ROCKS BEACH, FL 33785

Mayor-Commissioner Houseberg called the meeting to order at 4:00 p.m.

MEMBERS PRESENT: Mayor-Commissioner Denise Houseberg, Vice-Mayor Commissioner Janet Wilson, Commissioner John Bigelow, Commissioner Jude Bond, and Commissioner Hope Wyant.

OTHERS PRESENT: City Manager Gregg Mims, Public Works Director Dean Scharmen, City Clerk Lorin Kornijtschuk and Finance Director Dan Carpenter.

For continuity, items are listed in agenda order, although not necessarily discussed in that order.

1. REVIEW OF Five-Year Capital Improvement Plan FY 2025-2029 and the FY 2024-2025 Proposed Budget.

City Manager Mims provided the timeline for the creation of the budget. The budget review process which included input from the Indian Rocks Beach team members began in April.

On April 23 emails were sent to the City Commission asking for input on budget ideas.

On June 10th the updated Five-Year Capital Plan was posted to the City's website and released to the City Commission, Finance and Budget Review Committee.

On July 1 the General Fund and Solid Wasted Budget was posted to the City's website and released to the City Commission, Finance and Budget Review Committee.

The week of July 8, City Manager Mims and Finance Director Carpenter met with each Commissioner individually to review the proposed Budgets and Five-Year Capital Plan.

On July 10 the Finance Director met with the Finance and Budget Review Committee and they unanimously voted to recommend the approval of the proposed budget to the Commission without any changes.

Finance Director Carpenter presented a PowerPoint Presentation on Revenues: General Fund, Solid Waste Fund, and Capital Improvement Fund.

Commissioner Bond asked if it was an option to lock into an interest rate longer than 12 months.

Finance Director Carpenter replied yes, we could and try and take advantage of the higher interest rates.

City Manager Mims presented the highlights of the General Fund Budget, the Solid Waste Budget, and the Five-Year Capital Improvement Plan as outlined in the Budget Letter.

Mayor-Commissioner Bond asked if the state money does not come will the project on Harbor Drive Outfall #2 be put on hold.

City Manager Mims replied in the affirmative.

Commissioner Wyant asked if new and better trash cans will be installed at the beach accesses.

Public Works Director replied that recently additional cans have been placed at each beach access.

City Manager Mims stated that he received an email for Jeni Bond on behalf of the Beach Art Center, requesting the Commission consider additional funding for the Beach Art Center. He stated that currently in the proposed budget the Beach Art Center is at \$5000. In 2018 it was \$1,500, 2019 it was \$3,000 and in 2020 it was \$5,000.

2. PUBLIC COMMENTS.

Mayor – Commissioner Houseberg opened the public hearing. Seeing and/or hearing no one, she closed the public hearing.

3. ADJOURNMENT.

MOTION was made by Commissioner Wilson, seconded by Commissioner Bigelow to adjourn the Meeting at 4:40 p.m. **Unanimous approval by acclamation.**

Lorin A. Kornijtschuk, City Clerk

**MINUTES — JULY 10, 2024
CITY OF INDIAN ROCKS BEACH
FINANCE AND BUDGET REVIEW COMMITTEE**

The Indian Rocks Beach Finance and Budget Review Committee Meeting was held on **WEDNESDAY, JULY 10, 2024**, in the City Hall Conference Room, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida.

Committee Member Hanna called the meeting to order at 4:00 p.m.

Present: Committee Member Earl Wesson, Jr.
Committee Member Phil Hanna
Committee Member Kathryn Blankenship Alvarez
Finance Director Dan Carpenter, CGFO

1A. ELECTION OF CHAIR.

MOTION MADE BY COMMITTEE MEMBER HANNA, SECONDED BY COMMITTEE MEMBER ALVAREZ, TO ELECT EARL WESSON AS CHAIR. UNANIMOUS APPROVAL BY ACCLAMATION.

1B. ELECTION OF VICE CHAIR.

MOTION MADE BY MEMBER HANNA, SECONDED BY CHAIR WESSON, TO ELECT MEMBER KATHRYN ALVAREZ AS VICE CHAIR. UNANIMOUS APPROVAL BY ACCLAMATION.

2. APPROVAL OF THE JULY 12, 2023, MINUTES.

MOTION MADE BY MEMBER HANNA, SECONDED BY MEMBER ALVAREZ, TO APPROVE THE JULY 12, 2023, MINUTES. UNANIMOUS APPROVAL BY ACCLAMATION.

3. REVIEW of the Annual Comprehensive Financial Report for the Fiscal Year Ended September 30, 2023.

Finance Director Carpenter reviewed the 2023 ACFR denoting the City's sound financial position and compliance with all accounting regulations, financial reporting, and policies. He stated the FY 2023 audit was submitted for the GFOA award as in past years.

4. REVIEW OF FY 2024-25 CAPITAL AND OPERATING BUDGETS.

Finance Director Carpenter reviewed the FY 2024-25 City Manager proposed operating and capital budgets. He reviewed and detailed all highlights in City Manager's letter to the City Commission at the beginning of the document.

There were several questions from the board on FY 2024-25 Operating and Capital Budget.

Member Wesson asked about recycling cost increases.

Member Hanna asked about parking revenues both current budget and proposed workshop details.

Finance Director Carpenter reviewed the 2025 revenue with power point detailing all general fund revenues including proposed taxes.

Finance Director Carpenter reviewed all highlights of the 2025 proposed budget.

MOTION MADE CHAIR WESSON, SECONDED BY MEMBER HANNA TO RECOMMEND APPROVAL AS PRESENTED BY THE CITY MANAGER THE FY 2025 CAPITAL AND OPERATING BUDGET WITH NO CHANGES TO THE CITY COMMISSION. UNANIMOUSLY APPROVAL BY ACCLAMATION.

5. ADJOURNMENT.

MOTION MADE BY MEMBER HANNA SECONDED BY MEMBER ALVAREZ, TO ADJOURN THE MEETING AT 5:35 P.M.

UNANIMOUS APPROVAL BY ACCLAMATION.

Date Approved

Chairperson

lak/DAC

FISCAL YEAR
2024-2025

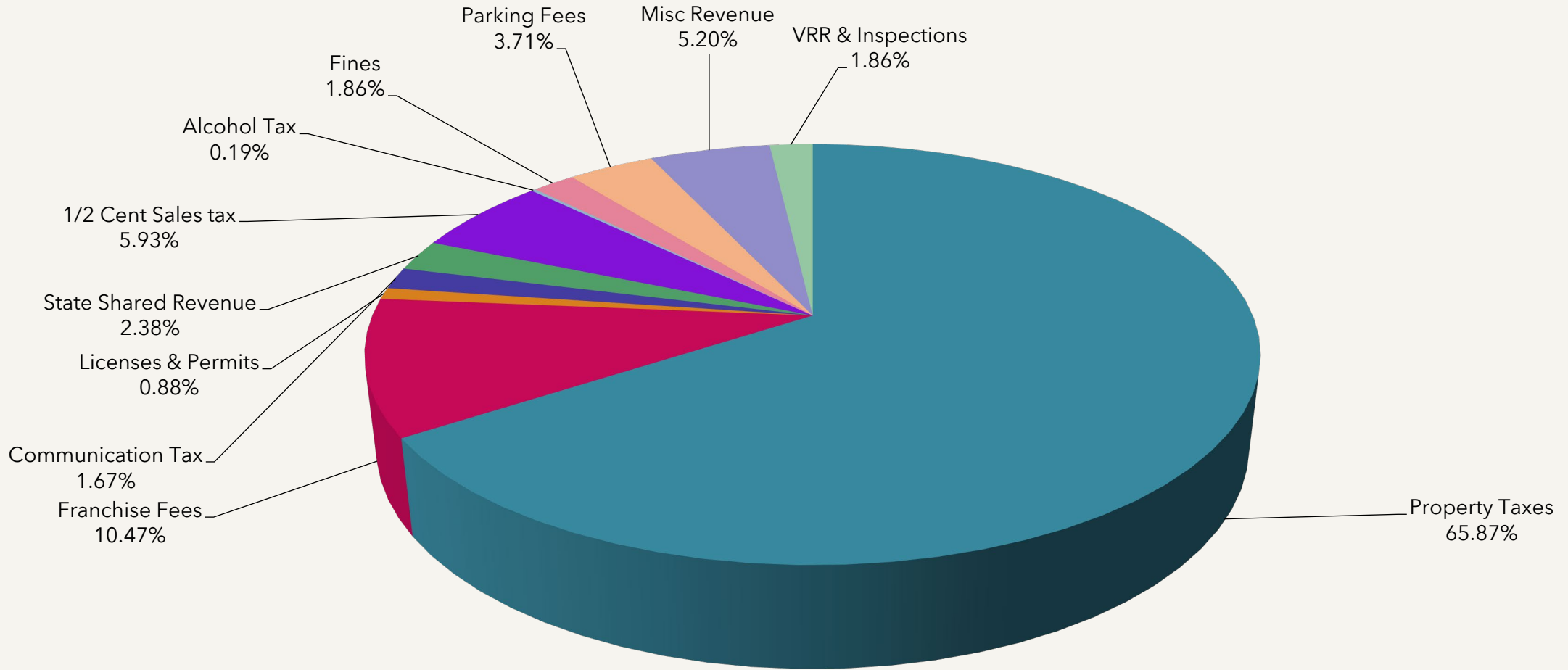
REVENUES

General Fund

Solid Waste Fund

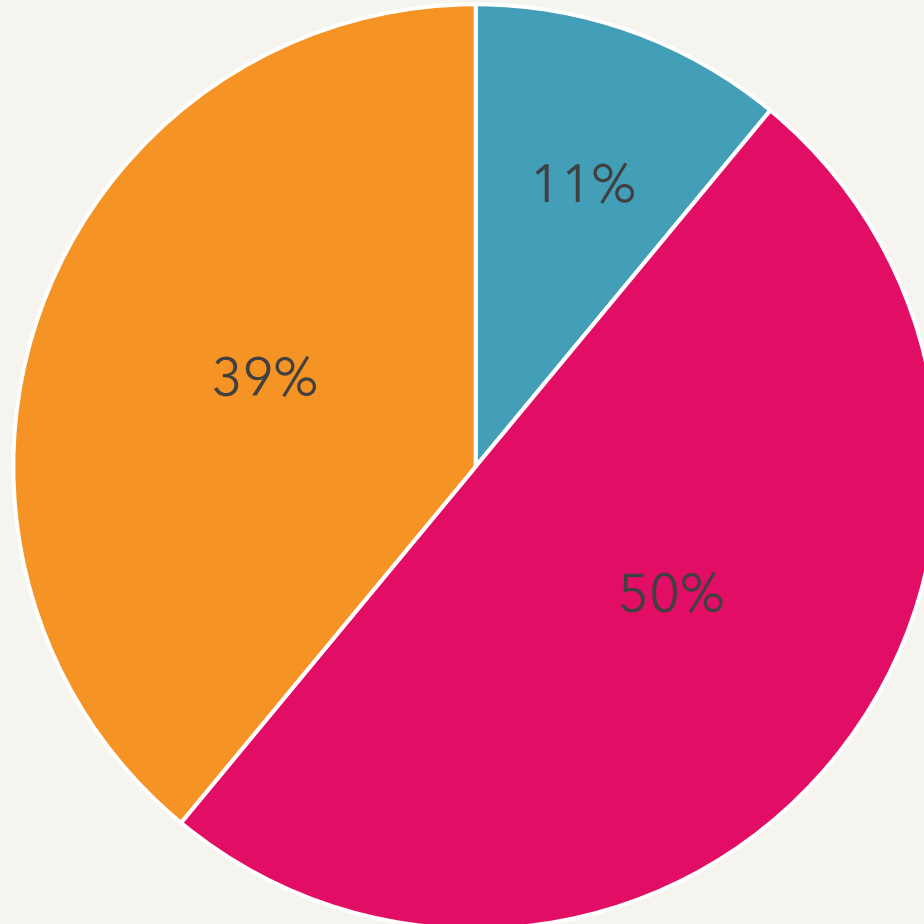
Capital Improvement Fund





2025 GENERAL FUND REVENUES

Property Taxes



■ City IRB

■ Pinellas County

■ School Board

PROPERTY TAXES

Taxable Values (Increase 11.65%)

X

Mill Rate (1.7300 No Change)

Fiscal Year 2024-2025

PROPERTY TAX REVENUES (Additional \$377,580)

*\$11.4 million for FY 2025
Approximately \$20k in
new Property Taxes
Not calculated into Roll-
Back Mill Rate*

NEW CONSTRUCTION





Franchise Fees (6% on Electric and Gas, \$564K or 10.4% of FY 2025 total GF Revenue)

State Revenues (Shared, ½ Cent Sales Tax, Communication Services Tax, \$548k or 10.2 % of FY 2025 total GF Revenue)

Parking Revenue (Pinellas County Parking lot, \$200k of 4% of FY 2025 total GF Revenue)

Interest Earnings \$250k

Vacation Rental Registration/Inspection \$100k

OTHER GENERAL FUND REVENUES



The Solid Waste Fund is 100% funded with user fees

Residential (Bi-monthly billing through Pinellas County Utilities)

Commercial (Bi-monthly billing through Pinellas County Utilities)

*Proposed 5% Increase for both Residential and Commercial FY 2025
(\$1.84 - month increase for residential)*

34% Reserve Balance or approximately \$600k

SOLID WASTE REVENUES

Local Option Sales Tax (LOST) - \$600k

Big C - LOST Funding Allocated By Pinellas County for Gulf Blvd. Undergrounding - \$5.6 million project

State of Florida, Stormwater Improvements - \$480k

General Fund Transfer of Reserves - \$500k

CAPITAL PROJECTS FUND
Major Revenue Sources
2025





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QUESTIONS





City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785
www.indian-rocks-beach.com

Administrative
727/595-2517

Library
727/596-1822

Public Works
727/595-6889

July 1, 2024

Honorable City Commissioners
City of Indian Rocks Beach
1507 Bay Palm Boulevard
Indian Rocks Beach, FL 33785

Commissioners,

In accordance with Section 5.3(6) of the City Charter, it is my pleasure to present to you the City Manager's Proposed City of Indian Rocks Beach Budget for Fiscal Year 2024-25. This proposed budget is balanced in all funds and provides a roadmap that guides operational decisions that strengthen our organizational values. The proposed budget represents a comprehensive plan for the City's spending activities, as well as an overall plan for providing city services during the coming fiscal year. The appropriation levels reflect the requirement to balance the budget, while maintaining conservative budgeting principles and proactively elevating our infrastructure.

The proposed budget acknowledges the importance of investing in our greatest resource, our IRB Team Members. The proposed budget provides a continued competitive benefit package and ensures that we are competitive in the public sector market.

REVENUE/APPROPRIATIONS/RESERVES OUTLOOK

According to the Pinellas County Property Appraiser's Office, our property tax assessed value is expected to increase by approximately 11.65% or 1.91% less than last year. Of the 11.65% increase in taxable values, over 5.2% is attributed to new construction. In total, the value of new construction exceeds \$11.4 million.

The proposed budget maintains our mill rate of **1.73%** which ensures our continued ranking among the lowest mill rates in Pinellas County, and one of the lowest in the State of Florida (See Appendix D). All other revenue sources are stable, or rising slightly, which allows us to accurately make future projections. Our reserve fund remains strong and is significantly higher than the national average.

The General Fund expenses total \$4,881,270.

The City of Indian Rocks Beach remains one of the only cities in Pinellas County that does not have a stormwater fee or utility tax.

The City's unassigned reserves balance is approximately \$5,416,618 or 111% of General Fund expenditures. In addition to the General Fund reserve account, the budget includes an updated IRB Five Year Capital Plan with an estimated reserve balance at the end of the five-year period of approximately \$1,129,534.

ELEVATING OPERATIONS

Highlights of the proposed General Fund Budget include:

- **Continued elimination** of the cost allocation from the Solid Waste Budget to the General Fund Budget
- 5% cost of living increase for all team members
- Continued allocation of \$50,000 for proactive drainage maintenance
- Continued funding for a magistrate and associated legal counsel
- 7.2% increase in the Pinellas County Sheriff's Law Enforcement Service Contract
- 40% of Administrative Assistant Team Member Position expense assigned to Code Enforcement
- 10% increase in property casualty insurance
- 0.9 % Medical Insurance Renewal Rates
- Transfer of \$500,000 from General Fund Reserves to the Capital Improvement Budget, while still maintaining approximately 111 % of the General Fund Operating Expense. The adopted General Reserve Fund Policy is a minimum of 60% of the annual operating budget.

PROVIDING OUTSTANDING SOLID WASTE OPERATIONS

Highlights of the Solid Waste Budget include:

- Continued elimination of the cost allocation from the Solid Waste Budget to the General Fund Budget
- 5% cost of living increase for all team members
- 5% rate increase for both residential and commercial customers
- 7.0% increase in Pinellas County Tipping Fee
- 3% Recycling rate increase

July 1, 2024

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ELEVATING INFRASTRUCTURE

Highlights of the 2025-2029 Capital Improvement Plan:

- Annual funding for road milling, resurfacing, curbing & drainage
- Allocation of \$1,308,170 from Pinellas County Penny to Gulf Boulevard Undergrounding Phase II. Scheduled to be complete by 2025.
- \$400,000 for stormwater reconstruction projects (half of the total is funded by SWFWMD Grants)
- Annual funding for park maintenance and upgrades

In 2024 the plan provides for:

- Completion of the rehab of the IRB Nature Park Boardwalk (a multiyear effort). Wood decking and railing will be replaced with recycled composite material. In addition, support repair will be completed. \$815,000
- Brown Park Swing Shade. \$41,000
- Kolb Park Irrigation & Sod. 65,000
- Christmas Tree Replacement. \$50,000
- Replacement of existing lighting and the installation of LED lighting in Kolb Park at the Skatepark, Basketball Court and Tennis Court. \$110,000
- Harbor Drive Outfall #2. The total project cost is \$600,000 and is contingent on the City receiving 80% of funding from the State of Florida. The request will be made through the local legislative delegation.

We look forward to working with the Commission during the remainder of the budget development process. The IRB City Commission CIP and Preliminary Budget Works Session is scheduled for July 16, 2024, at 4:00 PM in the City Auditorium. After this work session the Commission meets at 6:00 P.M. to set the tentative millage rate. Public Hearings on the final version of the proposed budget will be September 4, 2024, and September 18, 2024.

Sincerely,



Brently Gregg Mims
City Manager
City of Indian Rocks Beach
Florida