

## OMB Granicus Review

<b>Granicus Title</b>	Short Term Rental (STR) Fee Schedule for an ordinance of Pinellas County, Florida providing for the administration, management and enforcement of a STR program inclusive of the Certificate of Use requirement within Section 138-3232.				
<b>Granicus ID#</b>	24-1742A	<b>Reference #</b>	24-0334A, 24-1718A	<b>Date</b>	30-Sept-2024

**Mark all Applicable Boxes:**

Type of Review									
CIP		Grant		Other	<input checked="" type="checkbox"/>	Revenue		Project	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N/A	<b>Original Amount</b>	N/A
<b>Fund(s)</b>	0001/1030	<b>Amount of Change (+/-)</b>	N/A
<b>Cost Center(s)</b>	222020/ 222010	<b>Total Amount</b>	\$1,008,000
<b>Program(s)</b>	1261/1263	<b>Amount Available</b>	N/A
<b>Account(s)</b>	Multiple	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY25		

### Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

**Summary**

Request approval to adopt a fee schedule to support a Short-Term Rental (STR) Program associated with a proposed Ordinance amendment to Section 138 of the Pinellas County Land Development Code, providing definitions, standards, and compliance with the Florida Building Code and Florida Fire Prevention Code for Short-Term Rentals (see Granicus item 24-1718A). This ordinance amendment will provide for the administration, management, and enforcement of the STR Program. Regulation of the STR Program will fall under the Building and Development Review Services Department Code Enforcement Division, with support from the Building Services Division for inspections.

The Certificate of Use program is targeted to be effective January 1, 2025. An educational campaign will be launched in the fall of 2024 including notification to the nearly 3,000 STR owner/operators in the unincorporated county to the requirement of a mandatory Certificate of Use starting in January 2025.

The fees associated with the STR Program are associated to the costs of building and maintaining the program operations inclusive of additional Code Enforcement personnel, expanded Code Enforcement hours, initial costs and annual subscription 3rd party technology, and implementation of a communication plan.

**Data**

The FY25 Adopted Budget included a decision package to implement the Short-Term Rental Program that included a total of \$1,030,000 in expenditures for four FTE and related expenses, technology, equipment, and a communication plan. Of this, \$250,000 is designated to the Building Permits Fund 1030 and \$780,000 is designated to Code Enforcement (General Fund 0001).

Total estimated revenues of \$1,133,500 were also included in the decision package; \$850,000 from Code Enforcement and \$283,500 from Building Permits Fund.

These revenues and expenditures have been included in the department's FY25 Adopted Budget.

The proposed fee schedule:

Fee Type	Amount	Comment
Certificate of Use (1 <sup>st</sup> Year)	\$450	Initial application fee is a non-refundable payment of \$250 to review and process application which is applied towards the \$450. The \$200 balance is paid prior to the issuance of the Certificate
Annual renewal of Certificate of Use	\$450	
Building Inspection (1 <sup>st</sup> Year)	\$150	
Building Re-inspection(s)	\$100	Required if the initial inspection fails
Bi-annual Building Inspection	\$100	Occurs every 2 years that a Certificate of Use is in-place

The department is now anticipating 70% compliance of 80% of the estimated 3,000 existing STR's in the first year of implementation. This would result in revenue collection from 1,680 STR's. Fees applied to these first year STR's include a Certificate of Use fee of \$450 (totaling \$756,000 Code Enforcement General Fund revenue) plus a Building Inspection fee of \$150 (totaling \$252,000 Building Permit Fund 1030 revenue). This is a total estimated revenue of \$1,008,000 in year one.

The department is now estimating total expenditures of \$953,000; \$703,000 for Code Enforcement General Fund and \$250,000 for Building Permits Fund 1030. Result:

<b>Year 1:</b>	<b>Code Enforcement General Fund 0001</b>	<b>Building Permits Fund 1030</b>
<b>Estimated Expenditures</b>	\$ 703,000.00	\$ 250,000.00
<b>Estimated Revenues</b>	\$ 756,000.00	\$ 252,000.00
<b>Revenues minus Expenditures</b>	<b>\$ 53,000.00</b>	<b>\$ 2,000.00</b>

**Fiscal Impact**

The fiscal impact of the Short-Term Rental Program for year one:

- Revenues associated with these changes to the fee schedule are budgeted at \$1.134M and expected to be approximately \$1.008M.
- Expenses associated with this ordinance change are budgeted at \$1.030M and are expected to be approximately \$953,000.

**Analyst:**  
Belinda Amundson

**Ok to Sign:**