

**BUDGET WORKSHOP MINUTES
SEMINOLE CITY COUNCIL
June 21, 2016**

The Workshop of the Seminole City Council was held on Tuesday, June 21, 2016, in City Hall, City Council Chambers, 9199 - 113th Street North, Seminole, Florida.

Mayor Waters called the meeting to order at 5:00 p.m.

Present were: Mayor Leslie Waters, Vice-Mayor Jim Quinn, Councilor Thom Barnhorn, Councilor Chris Burke, Councilor Roger Edelman, Councilor Bob Matthews, Councilor Trish Springer, City Manager Ann Toney-Deal, City Attorney Jay Daigneault and City Clerk Patty Beliveau. Also present were Director of Finance Harry Kyne, Fire Chief Heather Burford, Public Works Director Jeremy Hockenbury, Community Development Director Mark Ely, Recreation Director Becky Gunter, Library Director Michael Bryan and Human Resources Director Erica Ottmann.

City Manager Toney-Deal and Director Kyne reviewed the proposed FY17 Operating Budget with City Council. The budget was reviewed section by section with questions invited by the City Manager.

1. OVERVIEW OF THE FY 2017 PROPOSED BUDGET (OCTOBER 1ST – SEPTEMBER 30TH).

- The 2017 total revenue is \$16,349,229, representing additional revenue of 4.4%.
- Estimated property taxes are up 5.8% which generated an additional \$2,843,000.
- Building permits are up \$205,000 from last year indicating increased building activity in the City.
- Revenue Sharing – Sales Tax is up 21%.
- Fire Protection Service (County share) is \$4,253,896 which is up 2.4% (this figure represents the dollar amount the County pays the City of Seminole to deliver fire service to the unincorporated Seminole Fire District area).
- Emergency Services fees are up 5.8% (this figure represents the dollar amount the County pays the City of Seminole to provide EMS services to the community).
- Miscellaneous Income – Other: \$15,500 of the \$17,500 is a donation made from the Friends of the Library to offset the Library's operating expenses.

2. OVERVIEW OF THE FY 2017 GENERAL FUND EXPENDITURES (OCTOBER 1ST – SEPTEMBER 30TH).

Legislative –

Neighborly Senior Services – requesting a \$20,000 Grant; however, it will remain at \$3,000 as previously designated. The Grant request from the Family Center of Deafness is funded by the State. The Florida Caregivers Network and other requests will be

addressed as they are received by Council. Aid to Organizations: Miscellaneous was increased to \$1,000. per Council.

City Clerk –

Contract Services includes \$15,800 for Electronic Agenda Software program.

City Attorney –

Legal Retainer amount up 3.0%. Retainer of \$72,000 is shared with Fire/Rescue Department.

City Manager –

SPC Intern position distributed between City Manager's Budget 75% and Fire Budget 25%.

Contingency – increased to \$100,000 from \$30,000.

Lead for Training (Leadership Training) -- \$4,000.

Law Enforcement –

Contract Services – an increase of 4.0%.

Administration

Promotional Activity – allocated \$1,000 for flag pins.

Recommend a Department Retreat event – allocated \$8,000.

Library

Overtime increase of \$5,600 due to the Federal requirements, FLSA changed the requirements for salaried employees.

Recreation

Overtime increase by \$11,000, due to the Federal requirements, FLSA changed the requirements for salaried employees.

Code Enforcement

Data Processing and Telecommunication accounts increased due to the Tyler software. Tyler software program will allow residents to view permits, etc. online.

Public Works

Electric – Traffic Lights will decrease by \$35,000 due to County integrated systems.

Facilities

Capital Outlay - \$15,000 is recommended to upgrade the sound system at the Community Building and \$5,000 to upgrade the room interior.

Utilities/Electricity Community Center – a decrease of 54.5%.

Mayor called for a Break – 7:09 p.m.

Meeting reconvened at – 7:15 p.m.

Facilities – Parks & Grounds

Contract-Services-Medians – designated \$52,000. Medians will be maintained by a contractor vs. City employees.

Infrastructure

Contract Services – Other – designated \$10,000 for holiday lighting at the Recreation Center.

Promotional Activities—an increase of \$10,000 for holiday lighting Citywide which will be purchased and owned by the City and \$4,000 for street banners.

Fire Department/Administration

Funding is provided as follows: County unincorporated 50%, Service Contract 4%, EMS funding 25%, General fund 20% and Maintenance Shop 1%.

Salaries Regular – decreased by -1.7% due to an employee who has retired.

Fire Department/Life Safety Services

The change of the Public Education position from part-time to full-time (approved during FY15-16) and the two part-time Inspector positions combined to one full-time position.

Fire Department/Training

Salaries – Regular – account increased due to the change of the Training Chief position to Assistant Chief/Training Chief and a Training Technician position.

Training Reimbursement – increase by 73.5% due to a department-wide fund account for all fire staff per the Union’s Contract.

Fire Department/EMS

Workers Compensation – a 5.8% increase from last year.

Fire Department/Operations

Overtime account an increase of 52.9%.

Special Events Fund

Special Events generate slightly under \$100,000 in revenue.

3. FY 2017 PROPOSED CAPITAL IMPROVEMENT FUND BUDGET

Capital Improvement Program Overview shows projects that began in 2016 and may be carried over to 2017.

Action:

What is the breakdown of the \$20,000 Grant to the Chamber of Commerce distribution and how much goes directly to the Business Assistance Program. What do other cities contribute to their Chamber of Commerce?

Seminole Community School Section – check demographics of Bauder Elementary School.

Contact the Sheriff's Office regarding adding a traffic patrol officer.

What is the cost to create a police department? City Council suggested that the City Manager contact the Sheriff's Office regarding the contract to include a traffic patrol with no additional cost to the City.

Recommend a resolution be adopted changing Library Director, Recreation Director and the Human Resources Director to be classified as Senior Management. Funding is included in the proposed FY17 Budget.

City Manager will continue to re-evaluate the need for an administrative position for the Public Works department.

Revitalize the Community Building room and post pictures on the website.

Discuss with the SPC Provost regarding installing a sidewalk between the SPC buildings to the Recreation Center.

CONSIDER A MOTION FOR ADJOURNMENT:

Mayor Waters adjourned the meeting at 8:10 p.m.

Date Approved: July 12, 2016

Patricia A. Beliveau
Minutes prepared by City Clerk
Patricia Beliveau

Leslie Waters
Leslie Waters, Mayor