



# City of Seminole

**Fiscal Year 2018-2019**

**Annual Operating and Capital Budget**





## SEMINOLE CITY COUNCIL



*Pictured from left: Councilor Roger Edelman, Councilor Jim Quinn, Councilor Chris Burke, Mayor Leslie Water (seated), Councilor Bob Matthews, Vice-Mayor Trish Springer, Councilor Thomas Barnhorn*

### *Mission Statement*

The City of Seminole is dedicated to excellence, professionalism, and integrity in delivery of community services for an enhanced quality of life for those living, working, and visiting our community.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Seminole  
Florida**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morrill*

Executive Director



**CITY OF SEMINOLE, FLORIDA**

**FY 2018-2019 ADOPTED OPERATING & CAPITAL BUDGET**

October 1, 2018

CITY MANAGER

Ann Toney-Deal, ICMA-CM

CITY ATTORNEY

Jay Daigneault, Esq.

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Allison Broihier, MPA, CGFO, Finance Director

Michael Bryan, Library Director

Heather Burford, Fire Chief

Rodney Due, Public Works Director

Mark Ely, Community Development Director

Becky Gunter, Recreation Director

Erica Ottmann, Human Resources Director



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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**EXECUTIVE SUMMARY**



# CITY OF SEMINOLE

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October 1, 2018

Honorable Mayor and Members of the City Council,

It is my pleasure to present you with the Fiscal Year (FY) 2018-2019 Budget for the City of Seminole. Each annual budget is the culmination of many months of work by City staff from all Departments and Divisions. The annual budget serves as a financial and operational plan for the fiscal year, as well as a meaningful communications tool for the community at large. Ultimately, our goal is to produce a budget that delivers consistent, cost-effective, high quality services to our residents while maintaining the City's fiscal sustainability today, tomorrow, and well into the future.

This budget has been prepared in accordance with all applicable City, State, and Federal requirements, as well as generally accepted accounting standards for governments. Expenditures for FY 2018-2019 total \$18,445,465 including \$17,351,210 in the General Fund. The FY 2018-2019 Budget represents the continuation of a conservative spending plan designed to efficiently deliver high quality services to our community.

## **Highlights**

The Pinellas County Property Appraiser certified the City of Seminole's gross taxable value for FY 2018-2019 has increased 10.76% over the prior year. The City of Seminole exceeded growth rates seen in 22 of the 23 other Pinellas County municipalities, as well as the County as a whole.

	<b>FY 2017-2018 Total Taxable Value</b>	<b>FY 2018-2019 Certified Total Taxable Value</b>	<b>% Change in Total Taxable Value</b>
City of Seminole	\$ 1,318,156,104	\$ 1,460,024,622	10.76%
Pinellas County	\$ 73,503,171,055	\$ 79,422,480,035	8.05%

This year's millage rate remains the same at 2.4793 mills for the twelfth (12<sup>th</sup>) consecutive year, this represents a 6.75% increase over the rolled-back rate.

## **Revenues**

FY 2018-2019 revenues in all funds will exceed prior year revenues by 8%. The most significant contributing factor is the addition of \$944,837 from Other Taxes into the Debt Service Fund, which has an offsetting expenditure in the same amount. In prior years, the revenue and expense for the debt service was not budgeted but has been included this year to provide more transparency to our stakeholders. Additional changes from prior year include the 10% increase in Ad Valorem Taxes by 10% discussed above, and a 10% increase in Miscellaneous revenues from rental income of pavilions, shelters and plots at the community garden.



<b>ALL FUNDS</b>				
<i>Revenue Category</i>	<i>FY 2017-2018</i>	<i>FY 2018-2019</i>	<i>% Change</i>	<i>\$ Change</i>
Ad Valorem Taxes	3,141,955	3,466,095	10%	324,140
Other Taxes	1,537,427	2,477,264	61%	939,837
Permits & Licenses	2,438,240	2,371,999	-3%	(66,241)
Intergovernmental	1,752,592	1,777,142	1%	24,550
Charges for Service	8,053,408	8,217,306	2%	163,898
Fines & Forfeitures	67,000	66,000	-1%	(1,000)
Miscellaneous	128,815	141,094	10%	12,279
Interfund Transfers	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 17,119,437</b>	<b>\$ 18,516,900</b>	<b>8%</b>	<b>\$ 1,397,463</b>

Within the General Fund, total revenues are increasing 3% with the growth in property value offsetting decreases in Permits & Licenses and Fines. Charges for Service will increase 2% overall, largely due to increases in EMS Fees (3%) and slight decreases in County Fire Service Fees (-1%) due to overpayment for capital outlay the prior two years.

<b>GENERAL FUND</b>				
<i>Revenue Category</i>	<i>FY 2017-2018</i>	<i>FY 2018-2019</i>	<i>% Change</i>	<i>\$ Change</i>
Ad Valorem Taxes	3,141,955	3,466,095	10%	324,140
Other Taxes	1,537,427	1,532,427	0%	(5,000)
Permits & Licenses	2,388,240	2,321,999	-3%	(66,241)
Intergovernmental	1,752,592	1,777,142	1%	24,550
Charges for Service	7,960,405	8,124,138	2%	163,733
Fines & Forfeitures	67,000	66,000	-1%	(1,000)
Miscellaneous	120,200	134,844	12%	14,644
Interfund Transfers	-	-	0%	-
<b>TOTAL REVENUES</b>	<b>\$ 16,967,819</b>	<b>\$ 17,422,645</b>	<b>3%</b>	<b>\$ 454,826</b>

### **Expenditures**

Total citywide expenditures of \$18,445,465 for FY 2018-2019 represent an 2% increase in expenses over the prior year with changes due to General Fund increases.

<b>ALL FUNDS</b>				
<i>Expenditure Category</i>	<i>FY 2017-2018</i>	<i>FY 2018-2019</i>	<i>% Change</i>	<i>\$ Change</i>
Personnel	11,060,776	11,551,615	4%	490,839
Operating	5,409,163	5,520,863	2%	111,700
Capital	274,300	200,400	-27%	(73,900)
Other	1,336,261	1,172,587	-12%	(163,674)
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,080,500</b>	<b>\$ 18,445,465</b>	<b>2%</b>	<b>\$ 364,965</b>

<b>GENERAL FUND</b>				
<i>Expenditure Category</i>	<i>FY 2017-2018</i>	<i>FY 2018-2019</i>	<i>% Change</i>	<i>\$ Change</i>
Personnel	11,056,008	11,546,747	4%	490,739
Operating	5,262,313	5,376,313	2%	114,000
Capital	274,300	200,400	-27%	(73,900)
Other	375,198	227,750	-39%	(147,448)
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,967,819</b>	<b>\$ 17,351,210</b>	<b>2%</b>	<b>\$ 383,391</b>

**Personnel**

Personnel costs are increasing 4% due to myriad factors including a budgeted 3% merit increase (which also affects ancillary costs such as social security taxes, workers compensation insurance, and retirement costs), a 6% increase in health insurance, and a 5% increase in dental insurance.

The citywide net increase in full-time equivalents (FTEs) was 0.308 over FY 2017-2018 levels. One full-time position was added in Library, but this was offset by eliminating one part-time position and reducing the hours of a second part-time position.

**Operating**

Operating costs increased a nominal 2% over budgeted levels from the prior year. The modest cost increase reflects only inflation and the consumer price index (CPI). No major changes in service levels or contractual services are anticipated.

Major operating expenses include the contract for law enforcement services through the Pinellas County Sheriff's Office. The contract went up 3% over the prior year. Utilities have increased 3% and operating supplies have increased 6.5% over prior year levels. The City budgets consumables, such as fuel and utilities, conservatively due to their price volatility and inability to predict consumption based on weather patterns and other unforeseen events.

**Capital**

Capital outlay is relatively small in the General Fund, accounting for only 1% of budgeted expenditures. These expenses include library collection materials (\$80,000), a roof replacement at the Fleet Maintenance Building (\$40,000), equipment for Public Works (\$65,100), and various other minor capital expenses. Capital expenses are decreasing 27% from prior year levels due to the one-time purchase of a new HVAC system for City Hall last year.

**Other**

Other expenses within the General Fund include a one-time transfer for the replacement of the audiovisual equipment in Council Chambers (\$119,900), aid to private organizations (\$37,350), and the City Manager's contingency fund (\$70,500) which must be approved by City Council to be expended. This category comprises just 1% of General Fund expenditures and is decreasing 71% over prior year levels. This is due to a one-time transfer of \$267,380 from the General Fund to the Capital Projects Fund last year for capital reserves.



## **Key Factors in FY 2018-2019 Budget Development**

Through the development of the FY 2018-2019 Budget, major consideration was given to an upcoming ballot issue. During the spring 2017 legislative session, the Florida Senate and House of Representatives approved a ballot measure to be put before voters in November 2018. The language would provide for an additional \$25,000 in homestead exemption, bringing the maximum to \$75,000. This referendum, if approved, would result in the loss of approximately \$185,000 in ad valorem taxes for the City of Seminole, as well as reduced revenues that are passed through from the County such as Library and Fire revenues. In an effort to mitigate the effect of this referendum, the FY 2018-2019 Budget includes \$185,000 in one-time capital expenses for Council Chambers A/V equipment (\$119,900) and capital equipment in Public Works (\$65,100). Rather than consider reductions of service levels or increases to the millage rate, the City proactively is keeping recurring expenses low and selectively programming one-time purchases in the amount of revenue it anticipates losing should the referendum pass.

Over the short-term, our biggest challenges will be unfunded mandates and challenges to our home rule authority from actions by the State legislature. This is not unique to our City and all Florida municipalities face similar challenges in raising enough revenues to meet unfunded mandates or the potential elimination of revenue sources such as Local Business Tax Receipts. The impact of these challenges has largely been mitigated by positive economic growth statewide and in the Tampa Bay region. Increases in the City's taxable base through real estate development and sales tax revenue have provided a modest increase in the General Fund's recurring revenue stream.

In closing, I would like to thank the employees and volunteers of the City of Seminole who share our commitment to a vibrant, affordable community. Our shared vision will ensure the City of Seminole has a bright future and continues to offer the quality of life our residents enjoy.

Sincerely,



Ann Toney-Deal, ICMA-CM  
City Manager

# COMMUNITY PROFILE

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Located in Pinellas County, Seminole lies on the west coast of Florida, 25 miles west of Tampa and is bordered on the north by Largo, on the south by St. Petersburg, on the east by Pinellas Park, and on the west by Boca Ciega Bay and the intercoastal waters of the Gulf of Mexico. In the heart of the City lies the picturesque waterfront of Lake Seminole, the second largest lake in Pinellas County with a surface area of 700 acres or more than one square mile.

Seminole's access to fresh and saltwater provides an abundance of recreational opportunities. The City holds a variety of family-friendly special events annually, including the Pow Wow festival and parade celebrating the City's heritage, Music in the Park, and a triathlon for children. The Fred Marquis Pinellas Trail, a 38-mile recreational trail stretching from north to south Pinellas County, runs through the City. Seminole also has an active Chamber of Commerce and is home to many small and independent businesses.

The City of Seminole's points of pride include:

- More than 200 recreational programs annually with 5,000 participants;
- Over 20 annual community special events with attendance of 21,000;
- Maintenance of 12.9 acres of medians and rights-of-way;
- Issuance of 1,880 building permits in FY 2018 and \$29M increase in citywide taxable value from construction and redevelopment;
- A 49,000 sq. ft. Recreation & Aquatic Center;
- Emergency response to over 12,000 emergency calls each year by Seminole Fire Rescue;
- Insurance Services Office (ISO) rating of 1 on a ten-point scale, the best rating possible;
- Nationally recognized by the Government Finance Officers Association (GFOA) for Budget Presentation and Excellence in Financial Reporting;
- 251,000 visits to the Seminole Community Library, which hosts more than 1,000 programs annually and is open 7-days a week;
- and 25 acres of parkland across five City parks.

## **Local Economy**

The City's local economy is dependent upon retail, services, and retirement living as 32% of Seminole residents are age 65 and over. Seminole has several condominiums, apartments, and retirement homes to accommodate retirees. The City's largest employers also reflect the large senior citizen demographic of the community. Two of the top ten employers are senior living communities and three are major retail chains. The largest single employer is St. Petersburg College, which has its Seminole campus adjacent to the City Recreation Center and City Hall. The campus provides unique opportunities for partnership including the Seminole Community Library, which serves as the college library as well as the City library. This educational center brings in numerous commuters to the City and enhances the economy.

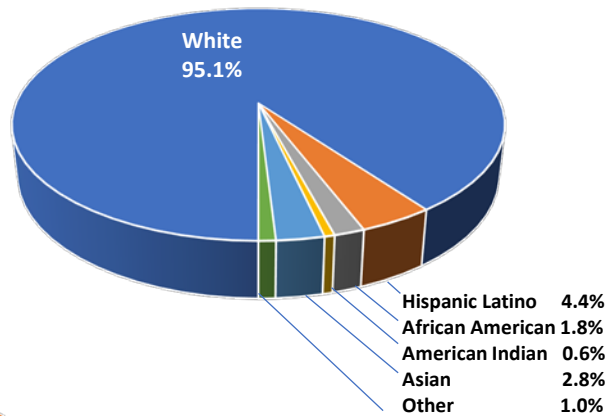
# COMMUNITY PROFILE

Date of Incorporation:	1970
Form of Government:	Council / City Manager
Property Tax Rate:	2.4793 mills per \$1,000 of taxable property
Retail Sales Tax Rate:	7.00%
Land Area:	5.3 square miles
City Population:	18,576
<i>Greater Seminole Population for Fire Rescue, Library, and Recreation service areas</i>	80,690
Average Household Size	2.65 persons
Median Household Income:	\$48,364
High School Diploma or Higher:	92.1%

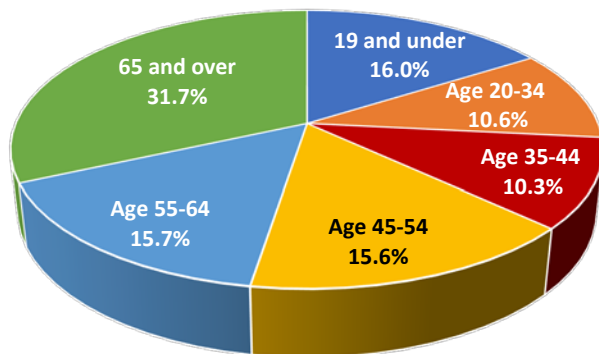


Gender	
Female	54.7%
Male	45.3%

Racial Composition



Age Composition



# COMMUNITY PROFILE

## Property Values and Ad Valorem Revenues

Tax Year	Pinellas County		City of Seminole	
	Taxable Value	% Change	Taxable Value	% Change
2014 Final Tax Roll	\$ 59,650,849,843	6.3%	\$ 1,029,028,784	5.4%
2015 Final Tax Roll	\$ 63,599,221,882	6.6%	\$ 1,129,968,768	9.8%
2016 Final Tax Roll	\$ 68,171,229,061	7.2%	\$ 1,197,198,331	5.9%
2017 Final Tax Roll	\$ 73,503,171,055	7.8%	\$ 1,318,156,104	10.1%
2018 Prelim. Tax Roll	\$ 79,422,480,035	8.1%	\$ 1,460,024,622	10.8%

Prior to the Great Recession, the 2007 countywide taxable value was just over \$80 billion. Despite the significant loss in property values that occurred from 2007-2009, the countywide total taxable value has grown 33% over the last five years, with the most significant gains in the last three years. Total taxable value countywide is almost back to pre-recession levels.

The City of Seminole has exceeded the countywide growth rate with a 42% increase in total taxable value over the past five years. This significant growth is due to a combination of appreciation in value of existing property and redevelopment/new construction. Over the past year, the gross taxable value of the City grew \$141.9M, which includes \$50M in new construction and annexations. New construction has largely been spurred by the final phases of Seminole City Center, a retail and entertainment complex that first opened in 2016. This attractive community amenity has also encouraged single-family home development within the City. Overall, the City experienced a 10.76% increase in total taxable value over the prior year. This exceeded the countywide increase of 8.05%.

### Economic Outlook

The overall outlook for the City continues to be optimistic and in concert with regional, state, and national trending. The civilian unemployment rate, which peaked near 10% in 2010, has decreased dramatically since the 2008-2009 recession. According to the U.S. Department of Labor, the national unemployment rate in October 2018 was 3.7%, down 0.4% from October 2017. Closer to home, the September 2018 unemployment rate for the Tampa Bay/St. Petersburg/Clearwater metropolitan area reporting was 2.9%, down from 3.7% a year ago. This is a promising sign of a strong economy.

Another important economic indicator, wage growth, is also strong. Real average hourly earnings increased 0.5%, seasonally adjusted, from September 2017 to September 2018. The change in real average hourly earnings combined with the 0.6% increase in the average workweek resulted in a 1.1% increase in real average weekly earnings over this period. The unadjusted September 2018 Consumer Price Index (CPI) of 2.3% over the past 12 months was less than anticipated and decreased from August's 2.7% 12-month advance. The actions of the Federal Reserve, which raised interest rates three times already in 2018, will continue to keep inflation at bay and return to more "normal" interest rates.

# COMMUNITY PROFILE

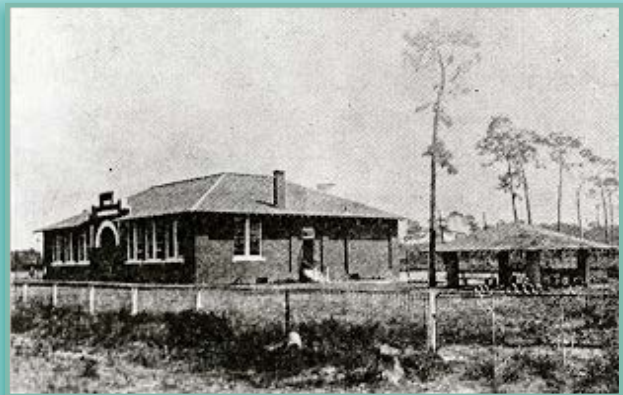
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## Seminole's History

In 1842, troops from Ft. Brooke, Tampa were fishing and found the remains of an Indian village where the City of Seminole stands today. This discovery shows the first settlers in Seminole were Native American Indians. They took advantage of the high ground and proximity to the bay and its resources to establish their

In the later part of the 19th century, houses were developed along 74<sup>th</sup> Avenue down to 113<sup>th</sup> Street by Colonel Rhodes and six friends. There was a corporation formed called Park Ridge, and they developed the area as Ridgewood Village. It was known as the High Oaks area.

The Meares brothers settled at Meares Lake, now Seminole City Park, and "Aunt Bell" named the area Oakhurst. The house on the 160 acre homestead in the area known as Oakhurst has gone away; but the lake formed to accommodate the natural spring is located in Seminole City Park and shown on the maps as Meares Lake. Thus we have a permanent reminder of this family's impact on the early Seminole area. One of the main purposes of going to Albert and Dell Meares' house was to get the mail. Their home was the John's Pass Post Office around 1879.



Historic structures within the City include the log cabin on 54<sup>th</sup> Street, Seminole Methodist Church which is over 100 years old, and Seminole Elementary School which opened in 1925 at its current location on 74th Avenue. The location of Seminole City Center was Jessie Johnson's vegetable garden. The area included hundreds of acres of citrus groves when Al Repetto was the "citrus king". With the exception of one small orchard, the groves have been replaced with homes.

Pioneer homesteader families of the area included the Johnsons, Campbells, Meares, McMullens, Walsinghams, O'Quinns, Hutchinsons, Repettos, Lees, Mohneys, Browns and Cobbs. Through marriage, business partnerships and a sense of community, this section of Pinellas County grew from timber and sawmills, to citrus groves, to the suburban neighborhoods and commercial corridors of today.



# COMMUNITY PROFILE

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The City of Seminole incorporated on November 15, 1970, Jessie Johnson was named Honorary Mayor. The first elected Mayor was Russell Stewart. In March 1995, the Seminole City Council voted to change from a Council/Strong Mayor form of government to a Council/City Manager form of government. The City Council appointed Frank Edmunds as its first City Manager in 1995. During the early 2000's, the City of Seminole experienced significant growth through annexation, doubling in geographic size and population. Ann Toney-Deal was hired in 2015 by the City Council as the second City Manager the City has had in the 49 years since its inception. Residents and staff are excitedly planning the City's golden anniversary celebration to celebrate its 50th Anniversary in 2020.



# COMMUNITY PROFILE

## Strategic Goals

<b>1 Expand City Park</b>			
<b>Department(s):</b>	City Manager, Recreation		
<b>Summary:</b>	Identify opportunities to expand City Park through adjacent land acquisition.		
<b>Initiative(s):</b>	Adopt a land acquisition ordinance to establish procedure	<b>Status:</b>	
	Explore availability of Repetto property for purchase		
<b>2 Enhance City Holiday Display</b>			
<b>Department(s):</b>	City Manager		
<b>Summary:</b>	Enhance the City's holiday display through community partnerships and targeting major corridors.		
<b>Initiative(s):</b>	Explore partnership with St. Petersburg College to decorate Seminole campus	<b>Status:</b>	
	Enhance existing display by adding additional corridors to the display or adding more décor to existing corridors		
<b>3 Ensure Public Works Resources for Operational Efficiency</b>			
<b>Department(s):</b>	City Manager, Public Works, Human Resources		
<b>Summary:</b>	Evaluate department staffing and equipment to ensure maximum operational efficiency and effectiveness.		
<b>Initiative(s):</b>	Adjust personnel classifications to reflect organization and community needs	<b>Status:</b>	
	Review equipment inventory to identify opportunities to maximize efficiency		
<b>4 Improve and Enhance City Corridors</b>			
<b>Department(s):</b>	City Manager		
<b>5 Develop Neighborhood Identity/Branding Program</b>			
<b>Department(s):</b>	City Manager		
<b>6 Recognize, Promote, and Celebrate Community Engagement</b>			
<b>Department(s):</b>	City Manager		
<b>Summary:</b>	Champion the benefits of community involvement from individuals, civic groups, schools, churches, and neighborhood associations.		
<b>Initiative(s):</b>	Hold annual volunteer appreciation dinner for City Board members	<b>Status:</b>	
	Develop recognition program for civic organizations and community groups who enhance our community's quality of life		

# COMMUNITY PROFILE

## Strategic Goals

<b>7 Create Redevelopment Plan for Blossom Lake Park</b>			
<b>Department(s):</b>	City Manager, Recreation		
<b>Summary:</b>	Redevelop Blossom Lake Park to provide desired features and amenities of the surrounding neighborhood.		
<b>Initiative(s):</b>	Hold neighborhood charrette to solicit input and ideas	<b>Status:</b>	
	Design new conceptual plan for Blossom Lake Park		
	Obtain feedback on proposal from City Council and community		
	Construction and landscaping		
<b>8 Enhance City Signage</b>			
<b>Department(s):</b>	City Manager, Recreation, Public Works		
<b>9 Develop Employee Recognition Program</b>			
<b>Department(s):</b>	City Manager, Human Resources		
<b>10 Develop Communitywide Emergency Communications Plan</b>			
<b>Department(s):</b>	City Manager, Fire/Rescue		
<b>11 Develop 50th Anniversary Celebration Plan</b>			
<b>Department(s):</b>	City Manager, Recreation		
<b>Summary:</b>	Develop a yearlong celebration of the City's past, present, and future involving all facets of the community.		
<b>Initiative(s):</b>	Establish a 50th Anniversary Celebration Steering Committee	<b>Status:</b>	
	Identify and plan a series of events		
	Incorporate plans into FY 2019-2020 Budget		
	Execute event plan throughout FY 2019-2020		
<b>12 Design and Construct Waterfront Park</b>			
<b>Department(s):</b>	City Manager, Recreation, Public Works, Community Development		
<b>Summary:</b>	Establish a new 6-acre park to serve the community's recreational needs.		
<b>Initiative(s):</b>	Secure grant funding	<b>Status:</b>	In-progress
	Complete conceptual design		Complete
	Land remediation and grading		Complete
	Construct kayak launch and install playground		Complete
	Construct pavilions, nature path, pervious parking lot		In-progress

# COMMUNITY PROFILE

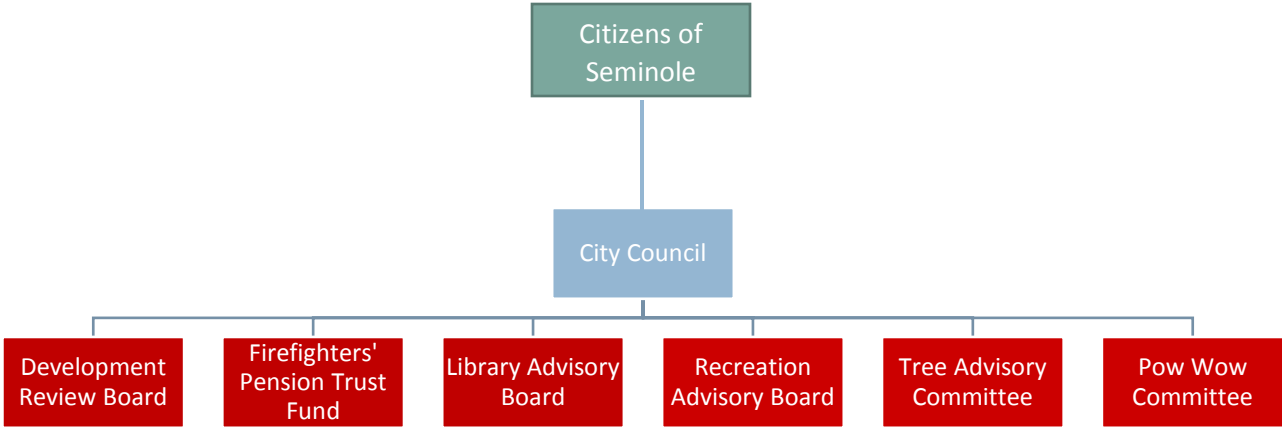
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## Strategic Goals

<b>13 Expand Use of Technology</b>			
<b>Department(s):</b>	City Manager, Finance, Recreation, Library, Community Development, Public Works, Fire Rescue, City Clerk		
<b>Summary:</b>	Redevelop City website and offer online services for customers.		
<b>Initiative(s):</b>	Develop new City website with dynamic content, accessible to all users across all platforms	<b>Status:</b>	
	Explore online registration for Recreation registration		
	Enhance sound quality in Council Chambers over broadcast system and in gallery and evaluate upgrading to digital broadcasting signal		
<b>14 Encourage and Promote Public Art</b>			
<b>Department(s):</b>	City Manager, Community Development		
<b>15 Design and Reconstruct Johnson Boulevard</b>			
<b>Department(s):</b>	City Manager, Public Works		



**FY 2018-2019 City of Seminole  
City Council Boards & Committee**





CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**BUDGET GUIDE &  
FINANCIAL POLICIES**

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# BUDGET PROCESS

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Preparation of the budget is a major responsibility that requires long hours and the full attention of City management during several months of the year. While its basic purpose is to give an account of government finances, it also serves as the blueprint for the year's activities. Long-range goals are reflected in budget decisions and initiatives are translated into appropriations. The proposed budget, presented by the City Manager to the City Council, communicates the implications of policy decisions for operating and capital programs. The budget document is one of the most effective tools the City Manager can use to communicate to the City Council and the citizenry, not only its financial status, but also its goals, policies, and vision of the future.

The process moves through four (4) basic stages: Preparation, Adoption, Adjustment and Review. The Budget Calendar that follows details the timeline and procedures for the preparation and adoption of the FY 2018-2019 budget. A summary of all stages of the process is as follows:

## **Preparation**

Departments submit budgetary requests to the Director of Administration for review. The City Manager meets with the Department and Division heads to review priorities and to evaluate the initial budget requests. The City Manager's proposed budget is then submitted to the City Council.

## **Adoption**

A public workshop is held by the City Council to review the budget proposal. The City Manager and department heads review their budget proposals and answer questions by the Council. Public Hearings are conducted by the Council to obtain taxpayer comments. The budget is revised and approved by the Council and becomes the basis for the millage levied by the Council. For FY 2018-2019, the City Council has adopted a millage rate of 2.4793 which is the same as last year and a 6.75% increase from the roll back rate of 2.3226. The budget is adopted by Ordinance at the departmental and fund level.

## **Adjustment**

The City Manager is authorized to administratively approve transfers within the same department or line items within any department or division, know as a budget transfer. The City Council is authorized to transfer funds to any department when appropriations are insufficient from another department, current revenue not heretofore appropriated, or any available funds from the previous fiscal year. This procedure by City Council requires a budget amendment ordinance.

## **Review**

Appropriations lapse at year end (September 30). Budgeted amounts are as originally adopted, or as amended in accordance with City Ordinances. A financial audit is conducted by an independent accounting firm appointed by the City Council.

# BUDGET CALENDAR

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JANUARY	1/15/2018	Departments provided with budget and CIP templates and guidance
	1/21/2018	City Council Annual Short & Long Range Planning Retreat & Workshop
FEBRUARY	2/1/ - 2/28	Personnel projections completed
	2/1/ - 2/28	Revenue estimates completed
	2/26/2018	Departments submit budget proposals to City Manager
MARCH	3/8 - 3/16	Departmental budget meetings with City Manager
	3/18/2018	CIP submissions due from Department Heads to City Manager
APRIL	4/11/2018	Preliminary Fire Rescue and EMS budgets submitted to County
	5/1 - 5/19	Finalize budget document
MAY	5/9/2018	Submit Capital Improvements Plan to City Council
	5/19/2018	Deliver Proposed Budget to City Manager
JUNE	6/1/2018	Property Appraiser distributes estimated taxable value to City
	6/1/2018	Proposed Budget delivered to City Council
	6/5/2018	Budget Workshop with City Council
	6/11 - 6/29	Budget loaded into financial software
JULY	7/1/2018	Property Appraiser distributes certified taxable value to City
	7/24/2018	City Council sets maximum millage rate and dates of budget hearings
AUGUST	8/3/2018	City submits DR-420 to Florida Department of Revenue
	8/20/2018	Property Appraiser mails TRIM notices to property owners
SEPTEMBER	9/4/2018	First public hearing to adopt proposed millage rate & tentative budget
	9/13 - 9/16	Advertisement of Budget Summary and Proposed Tax Rate
	9/18/2018	Second public hearing to adopt final millage rate & budget
	9/19/2018	Final millage rate sent to property appraiser, tax collector & Department of Revenue
OCTOBER	10/1/2018	Property appraiser distributes Form DR-422 to taxing authorities
	10/4/2018	City completes DR-422 and remits
	10/28/2018	Deadline to send TRIM package to Department of Revenue

# BUDGET POLICIES

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The following definitions and policies guide the budget process and serve as the foundation for the budget document.

## **Balanced Budget**

The City of Seminole adopts an annual balanced budget, in which planned funds available equal or exceed planned expenditures. The City recognizes that its citizens deserve a commitment from the City to fiscal responsibility. As a result, the annual budget strives to balance annual operating expenditures with recurring revenues that can be reasonably projected to be received during the fiscal year. New programs or changes in levels of service that would require the expenditure of additional operating funds will either be funded through reduction of services in other areas of lower priority or through adjustments to rates, service charges or taxes.

## **Basis of Budgeting**

Budgets for funds that have formal appropriation are prepared in accordance with Generally Accepted Accounting Principles (GAAP). This includes an original appropriation in the budget ordinance, a subsequent budget amendment ordinance for encumbrances outstanding, and other budget amendment ordinances as needed and adopted by the City Council. All appropriations expire at the end of each fiscal year.

Budgets for governmental funds are adopted using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized when they are incurred. Capital items are budgeted as an expenditure in the year they are purchased and are a fixed asset for accounting and reporting purposes.

## **Budgetary Level of Control**

A key factor in the budget process is the use and presentation of data. The way that the data is presented will determine what the budget ultimately communicates. As in the past, budget data has been presented in a line item format per the City Charter. The emphasis of a line item budget is on control of expenditures, rather than on accountability for performance. This format has been much maligned for this characteristic, but in conjunction with the performance annual review of the Department head, it serves a valuable purpose in the budget. A program or performance budget by itself can be inadequate in providing the sort of accounting information the Council and City Manager need to control spending. Although the budget format is predominantly line-item, greater emphasis on program information and performance has been made during the past few years. These enhancements are intended to increase the effectiveness of the document as a communication tool.

# BUDGET POLICIES

## Revenues

The City strategically projects revenues conservatively to avoid revenue shortfalls during the fiscal year and hedge against any downturns in the economy. The City is committed to a diverse revenue base and is committed to seek alternative funding sources in order to keep property taxes low. The City funds programs with user fees when appropriate and use of the fund balance is only when necessary and an adequate balance exists. The FY 2018-2019 Budget is based on a maintaining a 2.4793 mills, the twelfth (12th) consecutive year of a flat millage rate.

## Expenditures

### **Personnel**

The City has 156.117 FTE in full-time and part-time positions. The FY 2018-2019 Budget includes the cost of a merit increase of up to 3% for eligible employees. Actual increases will be based on individual employee annual performance appraisals. Regular full-time employees also have robust benefits including health insurance, dental insurance, long-term disability and life insurance.

All of the City's regular full-time and most part-time employees (with the exception of temporary or seasonal staff) are eligible to participate in one of three separate retirement systems which are defined benefit or defined contribution plans, as detailed below. The plans also provide disability and survivors benefits. Benefits are determined by category and length of service as defined below:

<b><u>Firefighters 175 Plan</u></b>	Normal retirement at the earlier of: age 52 and 10 years of service <u>or</u> 25 years of service. Benefit is calculated as: <b>3 x Yrs of Service x Average of 5 highest paid years</b> Fire employees contribute 50% of the annual cost of the pension with a cap at 15% of covered payroll.*
<b><u>Florida Retirement System (FRS) Pension Plan</u></b>	Normal retirement age varies depending on when the employee was first enrolled, but is currently when the employee is age 62 and is vested <u>or</u> has 30 years of creditable service regardless of age. Benefit is calculated as: <b>Yrs of Svc x 1.60% Regular Class/2.0% Senior Mgmt Class x Avg Final Compensation</b> Employees are required to contribute 3% of covered salary.**
<b><u>401a Plan</u></b>	Select senior management positions may be offered a 401a plan in which the City contributes 10% of salary to a self directed 401 plan. Vesting is graduated with 25% earned at 2 years of service, 50% at 3 years, 75% at 4 years, and 100% at 5 years.

\* Firefighters 175 Pension Plan benefits are reflected in accordance with the current bargaining unit agreement.

\*\* FRS retirement age, vesting, and benefit multiplier rates are subject to modification based on changes in the law or Florida Administrative Code.



# BUDGET POLICIES

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## **Expenditures**

### **Operating**

The City programs operating expenses to provide adequate appropriations to maintain current service levels. Staff strive to improve operational efficiencies through productivity improvements rather than through increased expenses. When developing the Capital Improvements Plan (CIP), staff estimate and quantify any additional operating expenditures that may result from a project.

### **Capital**

A 10 year Capital Improvement Program is developed and submitted during the budget process, with the first year of the plan included in the Annual Budget. The process allows for a separate evaluation, review and selection of capital projects, as well as the identification of revenue sources to be used. This process enables City management and City Commission to evaluate the long term capital needs of our community and subsequently enhance the objective decision-making of selecting and financing projects.

## **Capital Improvement Plan Policy**

Each year, a ten-year projection of revenues and five-year projection of expenditures for the General Fund will be prepared to provide strategic perspective to each annual budget process and analyze all anticipated capital expenditures by year and identify associated funding sources.

The capital improvements program will incorporate, in its projections of expenditures and funding sources, any amounts relating to previous year's appropriations but which have yet to be expended. The first year of the Five-Year Service and Capital Plan will be used as the basis for developing the annual budget. During the budget preparation process, programs and projects for the "current" fiscal year will be reevaluated, surpluses and cost over-runs estimated, and the results thereof included in the budget for the next fiscal year.

The Mayor and Council will formally authorize each individual expenditure from the Capital Project Fund through resolution to obtain formal authorization to commit City resources.

# ACCOUNTING POLICIES

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## **Fund Structure**

The City organizes its accounts on the basis of funds and account groups, each of which is considered a separate accounting entity. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The City of Seminole annual budget includes only governmental type funds which are used to account for the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they are measurable and available; measurable means the amount of the transaction can be determined, available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The government considers revenues available if they are collected within 60 days after year-end.

Expenditures are recorded when the related fund liability is incurred with the exception of unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims, and judgments which are recognized when the obligations are expected to be liquidated with expendable, available financial resources.

## **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The primary differences between the City of Seminole's basis of budgeting and the basis of accounting (using GAAP) are:

- 1.) Proceeds from the sale of capital assets are inflows of budgetary resources not revenue for financial reporting purposes.
- 2.) Transfers to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes.

The modified accrual basis of accounting is followed by all Governmental Fund Types, Expendable Trust Funds and Agency Funds. Under the modified accrual basis, revenues are recognized in the accounting period when they become measurable and available. Revenues susceptible to accrual are utility charges for services and interest income. expenditures other than unmatured interest on general long-term debt are recognized at the time liabilities are incurred, if measurable.

# ACCOUNTING POLICIES

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## Measurement Focus

### Government Type Funds

General and Special Revenue Funds are accounted for on a “spending” or “financial flow” measurement focus. Property taxes, franchise fees, utility taxes, half-cent sales taxes and communications taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual, and are recognized as revenues. All other revenue items are considered to be measurable and available only when cash is received. Expenses are booked when Accordingly, reported undesignated fund balances represent available, spendable or appropriable resources.

Governmental Funds include the General Fund and Special Revenue Funds. The General Fund is the City’s primary operating fund which accounts for all financial resources of the general government, except those required to be accounted for in another fund. Special Revenue Funds account for revenue sources that are legally restricted to expenditure for specific purposes.

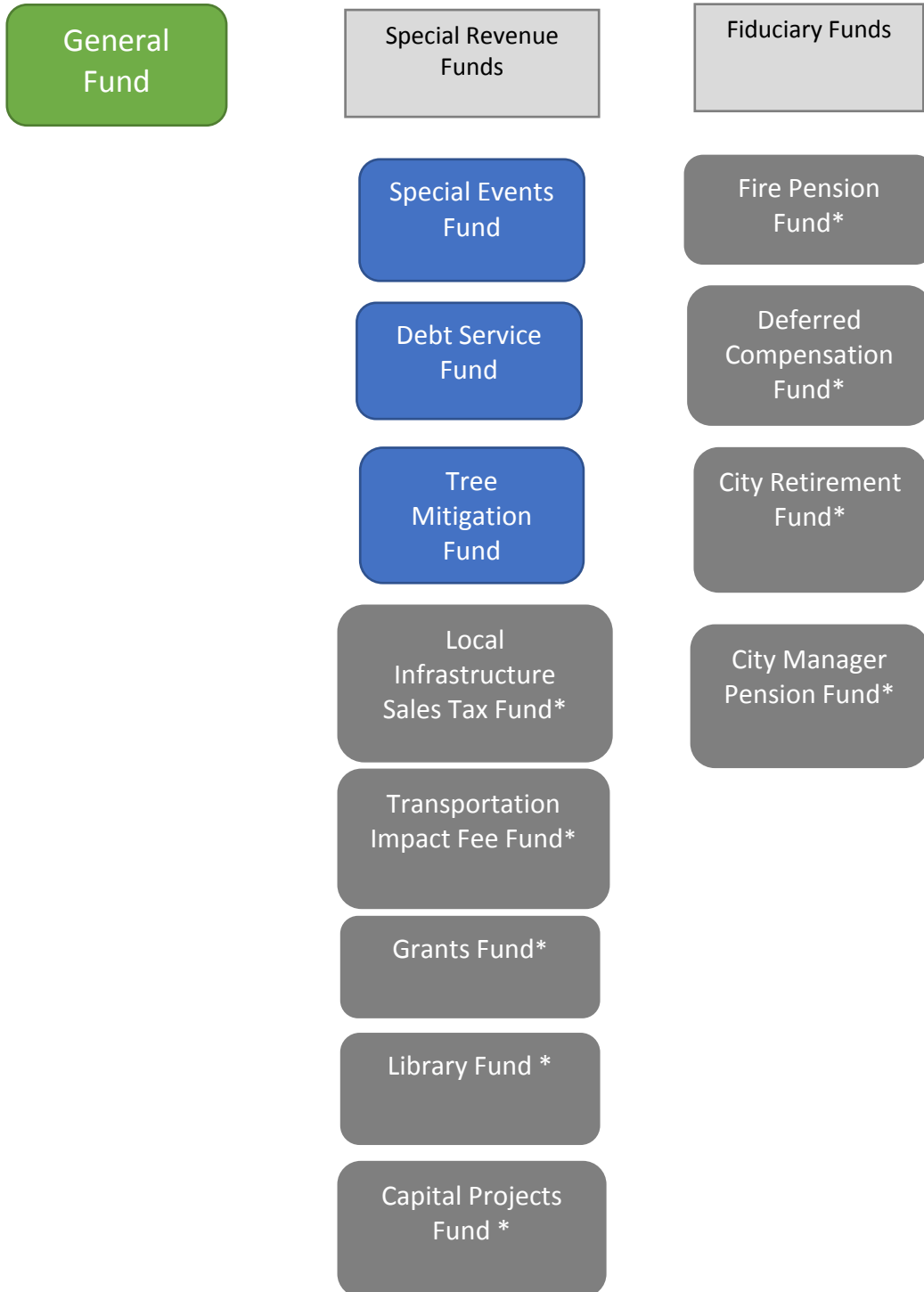
### Fiduciary Type Funds

Pension Trust Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Operating statements for Pension Trust Funds use an income determination measurement focus and, therefore, report increases (revenues) and decreases (expenses) in total economic net worth.

# ACCOUNTING POLICIES

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## FY 2018-2019 CITY OF SEMINOLE FUNDS



\* Funds not budgeted

# FUND MATRIX

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## FUNDING SOURCE BY DEPARTMENT

	General Fund	Debt Service Fund	Special Events Fund	Tree Mitigation Fund
City Council	X			
City Attorney	X			
City Manager	X			
City Clerk	X			
Community Development	X			
Finance	X			
Fire Rescue	X			
Law Enforcement	X			
Library	X			
Public Works	X	X		X
Recreation	X	X	X	



# FUND BALANCE POLICY

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## **Policy**

The City maintains a committed or unassigned fund balance for use in case of economic downturns, unanticipated expenditures or unexpected events, such as natural disasters. In the last twelve years the city has increased this balance from \$100,000 to \$5,059,814. It is the intent of the City Council to maintain a minimum balance of \$5,000,000 to help the city be in a position to respond in the event of a severe weather emergency. A discussion of each appropriated fund's projected change in balance is included in the Budget Summary.

A fund balance of three months of operating expenses or at least \$5,000,000, whichever is higher, has been established as a goal in the General Fund so the city will be prepared in the event of a natural disaster. The three month requirement for FY 2018- 2019 is \$4,335,280, which is less than the higher requirement of \$5,000,000 so the City has adopted a budget that will ensure at least \$5,000,000 in unassigned fund balance is available at year-end FY 2019.

## **Definitions**

Fund balance is the difference between fund assets and fund liabilities in a governmental or trust fund. The City of Seminole has only governmental and fiduciary funds in its account structure. For clarification, the definitions below provide context for the City's policy.

<i>Nonspendable</i>	Includes items that are not expected to be converted to cash such as inventory and prepaid items
<i>Restricted</i>	Funds that can only be spent for specific purposes stipulated by external resource providers such as creditors through bond covenants, grantors, contributors, or laws
<i>Committed</i>	Funds committed by formal action of the City Council for specific projects, reserves, or future obligations
<i>Assigned</i>	Funds assigned to be used by the City Council for a specific purpose, for example previously appropriated funds that have not yet been spent or encumbrances
<i>Unassigned</i>	Residual fund balance including all spendable funds not contained in the other classifications, only available in General Fund because special revenue and fiduciary funds have restrictions on use of funds

## **Background**

Over the last decade, the city has increased the unassigned fund balance in the General Fund from \$100,000 to \$5,059,814. The significant gain in unassigned fund balance occurred during FY 2015 when the City Council removed the specified use of Emergency Preparedness for \$5,000,000 of committed fund balance. This action was designed to provide greater flexibility of use of fund balance should an emergency situation arise.

# DEBT POLICY

## Policy

- I. Long term borrowing will not be used to finance current operations or routine maintenance.
- II. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.
- III. The City may borrow money, contract loans and issue bonds pursuant to the provisions of Florida Statutes, provided that:
- (a) Any one proposal to obligate the City for more than fifty (50) percent of the previous year's tax revenue shall be put to referendum (with the exception of revenue bonds for public health, safety or industrial development).
  - (b) For purposes of this Section, tax revenue means taxes, license fees, permit revenues and intergovernmental revenues.
  - (c) Total indebtedness shall not exceed ten (10) percent of the last certified assessed taxable value of the real property located in the City.

## Performance Measures

The City maintains a low level of debt in comparison to credit industry standards. The City's estimated total general long term debt (\$944,837) as a percentage of the FY 2018-2019 certified assessed property valuation (\$1,461,035,382) is 0.06%. The industry standard and City's debt policy accept up to 10%.

Outstanding General Government Debt Service (10/1/18)	\$ 944,837
FY 2019 Certified Gross Taxable Value Citywide	\$ 1,461,035,382

***The City's outstanding debt ratio as a percentage of gross taxable value citywide: 0.06%***

Another indicator is the ratio of debt service to operating revenues which is 5.42% for FY 2018-2019. The industry standards accepts up to 20%.

Outstanding General Government Debt Service (10/1/18)	\$ 944,837
FY 2019 Estimated General Fund Revenue	\$ 17,422,645

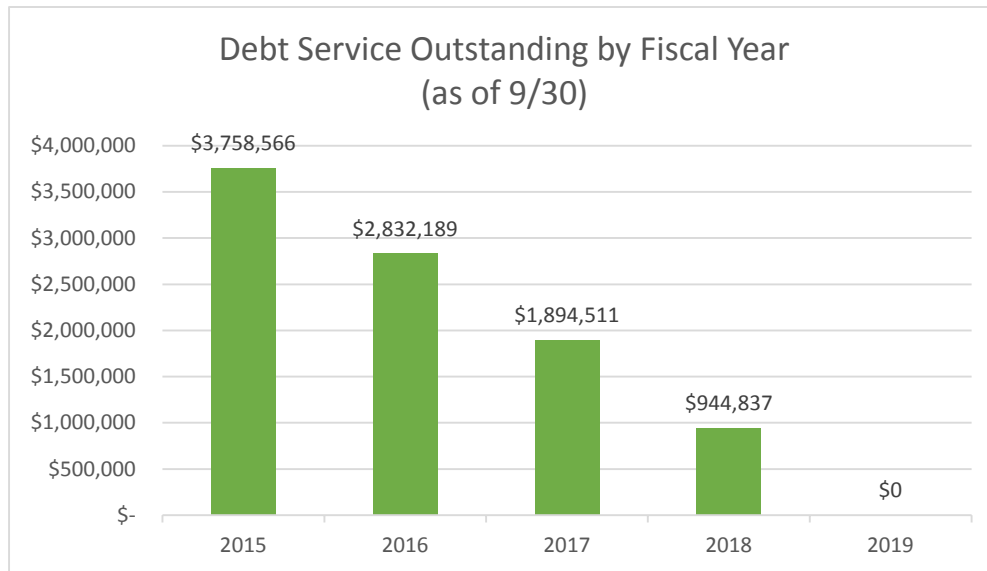
***The City's outstanding debt to general government revenue ratio is: 5.42%***

## Debt Schedule

Debt service payments are budgeted in the Debt Service Fund as required by an existing bond covenant. Annual funding for the Florida Municipal Loan Council's Series 2014 Loan is via an interfund transfer from the Local Infrastructure Sales Tax Fund. The City issued new bonds in September 2014 to fund renovations to the Community Center and refinance 2009 debt. Current debt service is funded by an interfund transfer from the Local Infrastructure Sales Tax Fund (collected through Penny for Pinellas) and will not impact ad valorem tax revenues.

Purpose	Issue Date	Issue Amount	Interest Rate	Maturity Date	Balance
Community Center Renovation & Series 2009 Refunding	9/2/2014	\$ 5,300,000	1.22%	9/1/2019	\$ 944,837
EOC & PW Admin. Construction	9/14/2009	\$ 5,500,000	5.04%	9/3/2019	Refunded

# DEBT POLICY



Series 2014 Debt Service Schedule					
Fiscal Year	Principal		Interest		Total
2014-2015	\$	903,909.00	\$	11,027.69	\$ 914,936.69
2015-2016	\$	915,211.00	\$	11,165.57	\$ 926,376.57
2016-2017	\$	926,376.00	\$	11,301.79	\$ 937,677.79
2017-2018	\$	938,228.00	\$	11,446.38	\$ 949,674.38
2018-2019	\$	933,449.00	\$	11,388.08	\$ 944,837.08



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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

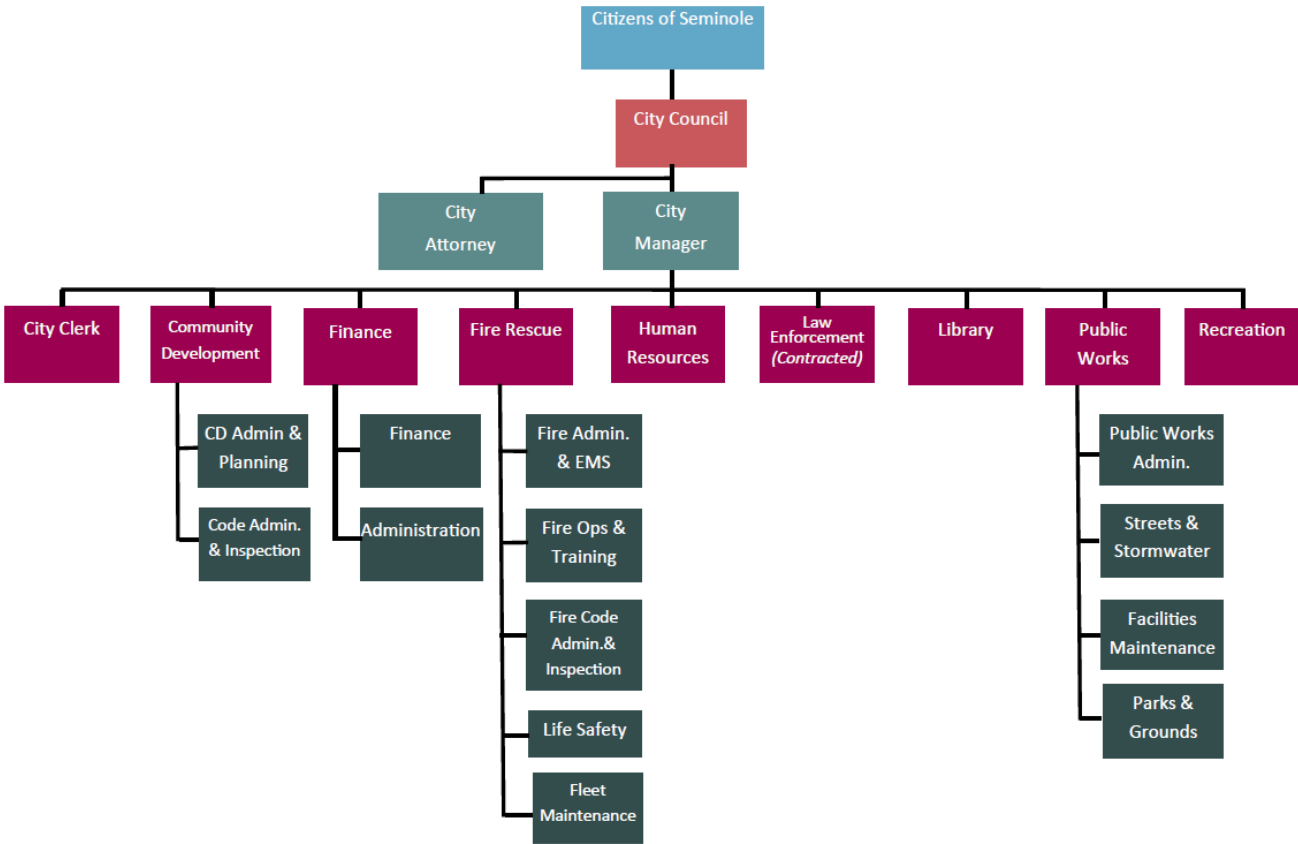
**BUDGET SUMMARY**

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**FY 2019 City of Seminole  
Organizational Chart**



# PERSONNEL SUMMARY

## POSITION LISTING

Full-Time	Department	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	Position Change
City Manager	City Manager	1	1	1	1	0
City Manager Secretary	City Manager	0	0	1	1	0
Executive Administrative Asst.	City Manager	1	1	0	0	0
Public Policy Mgmt. Associate	City Manager	1	1	1	1	0
City Clerk	City Clerk	1	1	1	1	0
Community Development Director	Com. Dev.	1	1	1	1	0
Code Administration Official	Com. Dev.	1	1	1	1	0
Building Inspector	Com. Dev.	1	1	1	1	0
Permit/Licensing Tech.	Com. Dev.	1	1	1	1	0
Director of Administration	Finance	1	1	1	1	0
Finance Director	Finance	0	0	1	1	0
Senior Accountant	Finance	1	1	1	1	0
Information Tech. Specialist II	Finance	1	1	1	1	0
Administrative Assistant II	Finance	1	1	0	0	0
Account Specialist II	Fire Rescue	1	1	1	0	-1
Account Specialist III	Fire Rescue	0	0	0	1	1
Human Resource Director	Fire Rescue	1	1	1	1	0
Information Tech. Specialist	Fire Rescue	1	1	1	1	0
Fire Chief	Fire Rescue	1	1	1	1	0
Asst. Fire Chief- Admin. & EMS	Fire Rescue	1	1	1	1	0
Asst. Fire Chief- Ops. & Training	Fire Rescue	1	1	1	1	0
District Chief	Fire Rescue	3	3	3	3	0
Lieutenant	Fire Rescue	15	15	15	15	0
FF/Paramedic	Fire Rescue	24	24	24	24	0
Firefighter/EMT	Fire Rescue	27	27	27	27	0
Fire Marshall	Fire Rescue	1	1	1	1	0
Fire Inspector	Fire Rescue	1	1	1	1	0
Public Affairs Officer	Fire Rescue	1	1	1	1	0
Maintenance Supervisor	Fire Rescue	1	1	1	1	0
Mechanic	Fire Rescue	1	1	1	1	0
Administrative Assistant II	Fire Rescue	1	1	1	1	0
Library Director	Library	1	1	1	1	0
Circulation Supervisor	Library	1	1	1	1	0
Librarian III	Library	2	2	2	2	0
Librarian II	Library	3	3	3	3	0
Librarian I	Library	1	1	1	2	1
Library Assistant III	Library	2	2	2	2	0

# PERSONNEL SUMMARY

## POSITION LISTING

Full-Time	Department	FY 2016	FY 2017	FY 2018	FY 2019	Position Change
		Actual	Actual	Budget	Budget	
Recreation Director	Recreation	1	1	1	1	0
Program Coordinator	Recreation	3	3	3	3	0
Administrative Assistant II	Recreation	1	1	1	1	0
Recreation Leader II	Recreation	3	3	3	3	0
Custodian	Recreation	2	2	2	2	0
Public Works Director	Public Works	1	1	1	1	0
Administrative Assistant II	Public Works	1	1	1	1	0
Public Works Supervisor	Public Works	0	0	1	0	-1
Public Works Foreman	Public Works	2	2	2	3	1
Administrative Clerk	Public Works	0	0	1	0	-1
Maintenance Technician II	Public Works	1	1	1	1	0
Maintenance Technician I	Public Works	1	1	1	0	-1
Parks Technician	Public Works	0	0	0	1	1
Sotrmwater Compliance Spec.	Public Works	1	1	0	0	0
Street/Stormwtr. Technician	Public Works	0	0	0	1	1
Maintenance I	Public Works	1	1	1	1	0
Maintenance II	Public Works	4	3	3	3	0
<b>Total Full-Time FTE</b>		<b>130</b>	<b>129</b>	<b>130</b>	<b>131</b>	<b>1</b>

Part-Time	Department	FY 2016	FY 2017	FY 2018	FY 2019	Position Change
		Actual	Actual	Budget	Budget	
Mayor	City Council	0.5	0.5	0.5	0.5	0
Vice Mayor	City Council	0.5	0.5	0.5	0.5	0
Councilor	City Council	2.5	2.5	2.5	2.5	0
Permit/Licensing Tech.	Com. Dev.	0.625	0.625	0.625	0.625	0
Planner	Com. Dev.	0.5	0.5	0.5	0.5	0
Code Enforcement Officer	Com. Dev.	1	1	1	1	0
Account Specialist I	Finance	0.625	0.625	0.625	0.5	-0.125
Information Specialist	Finance	0	0	1.125	0.625	-0.5
Training Technician	Fire Rescue	0.5	0.5	0.5	0.5	0
Counter Clerk	Fire Rescue	0.5	0.5	0.5	0.5	0
EMS Technician	Fire Rescue	0.5	0.5	0.5	0.5	0
Librarian I	Library	0.5	0.5	0.5	0.5	0
Library Assistant II	Library	0.625	0.625	0.625	0.625	0
Library Assistant I	Library	5.75	5.75	5.75	5.125	-0.625
Library Aide	Library	1.192	1.192	1.192	1	-0.192
Recreation Leader I	Recreation	4.375	4.75	5.375	5.875	0.5
Lifeguard/WSI/Pool staff	Recreation	2.602	2.602	2.492	2.492	0
Maintenance I	Public Works	1	1	1	1.25	0.25
<b>Total Part-Time FTE</b>		<b>23.794</b>	<b>24.169</b>	<b>25.809</b>	<b>25.117</b>	<b>-0.692</b>
<b>TOTAL FTE</b>		<b>153.794</b>	<b>153.169</b>	<b>155.809</b>	<b>156.117</b>	<b>0.308</b>



# PERSONNEL SUMMARY

## FTE BY DEPARTMENT

Department	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	Position Change
City Council	3.5	3.5	3.5	3.5	0
City Manager	3	3	3	3	0
City Attorney	0	0	0	0	0
City Clerk	1	1	1	1	0
Community Development	6.125	6.125	6.125	6.125	0
Finance	4.625	4.625	5.75	5.125	-0.625
Fire Rescue	82.5	82.5	82.5	82.5	0
Law Enforcement	0	0	0	0	0
Library	18.067	18.067	18.067	18.25	0.183
Recreation	17.977	17.352	17.867	18.367	0.5
Public Works	12	12	13	13.25	0.25
<b>TOTAL FTE BY DEPARTMENT</b>	<b>148.794</b>	<b>148.169</b>	<b>150.809</b>	<b>151.117</b>	<b>0.308</b>

## PERSONNEL CHANGES BY DEPARTMENT

Change	Department	FY 2018 Budget	FY 2019 Budget	FTE Impact
Reduce hours for P/T Account Specialist I	FIN	0.625	0.5	-0.125
Delete part-time Information Specialist	FIN	0.5	0	-0.5
Reclass Account Specialist II to Account Specialist III	FIRE	1	1	0
Eliminate seasonal Library Aide	LIB	0.1923	0	-0.192
Reclass P/T Library Assistant I to F/T Librarian I	LIB	0.625	1	0.375
Add P/T Recreation Leader I	REC	2.375	2.875	0.5
Increase hours of P/T Maintenance I	PW	1	1.25	0.25
Reclassify PW Supervisor to Streets & Stormwater Technician	PW	1	1	0
Reclass Maintenance Tech II to PW Foreman	PW	1	1	0
Add F/T PW Foreman	PW	0	1	1
Delete Administrative Clerk	PW	1	0	-1
Reclass Maintenance I to Parks Technician	PW	1	1	0
Reclass Maintenance Tech I to Maintenance Tech II	PW	1	1	0
<b>NET IMPACT OF PERSONNEL CHANGES</b>				<b>0.308</b>

# BUDGET SUMMARY: ALL FUNDS

## REVENUES BY CATEGORY

	FY 2016	FY 2017	FY 2018	FY 2019	FY18 to FY19	FY18 to FY19
	Actual	Actual	Budget	Budget	% Change	\$ Change
Ad Valorem Taxes	2,699,852	2,859,518	3,141,955	3,466,095	10%	324,140
Other Taxes	3,285,955	3,406,730	1,537,427	2,477,264	61%	939,837
Permits & Licenses	2,736,046	2,787,407	2,438,240	2,371,999	-3%	(66,241)
Intergovernmental	1,925,112	1,995,030	1,752,592	1,777,142	1%	24,550
Charges for Service	8,181,394	8,072,089	8,053,408	8,217,306	2%	163,898
Fines & Forfeitures	62,101	83,499	67,000	66,000	-1%	(1,000)
Miscellaneous	193,475	1,378,128	128,815	141,094	10%	12,279
Interfund Transfer	1,267,321	3,234,981	-	-	0%	-
<b>TOTAL REVENUES</b>	<b>\$ 20,351,257</b>	<b>\$ 23,817,383</b>	<b>\$ 17,119,437</b>	<b>\$ 18,516,900</b>	<b>8%</b>	<b>\$ 1,397,463</b>

## EXPENDITURES BY CATEGORY

	FY 2016	FY 2017	FY 2018	FY 2019	FY18 to FY19	FY18 to FY19
	Actual	Actual	Budget	Budget	% Change	\$ Change
Personnel	10,169,073	10,387,806	11,060,776	11,551,615	4%	490,839
Operating	4,812,848	5,025,612	5,409,163	5,520,863	2%	111,700
Capital	1,583,363	3,320,103	274,300	200,400	-27%	(73,900)
Other	2,260,242	4,242,765	375,198	1,172,587	213%	797,389
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,825,525</b>	<b>\$ 22,976,286</b>	<b>\$ 17,119,437</b>	<b>\$ 18,445,465</b>	<b>8%</b>	<b>\$ 1,326,028</b>

## EXPENDITURES BY DEPARTMENT

	FY 2016	FY 2017	FY 2018	FY 2019	FY18 to FY19	FY18 to FY19
	Actual	Actual	Budget	Budget	% Change	\$ Change
City Council	167,433	173,225	184,540	306,673	66%	122,133
City Manager	266,767	307,181	381,788	409,141	7%	27,353
City Attorney	52,116	44,109	57,080	57,080	0%	-
City Clerk	120,813	124,410	127,453	129,185	1%	1,732
Comm. Dvlpmnt.	765,084	756,253	760,567	773,001	2%	12,434
Finance	589,721	2,904,201	611,945	658,585	8%	46,640
Fire Rescue	8,951,966	8,681,994	8,727,007	8,906,261	2%	179,254
Law Enforcement	1,632,374	1,663,741	1,795,832	1,850,223	3%	54,391
Library	1,046,974	1,082,961	1,112,643	1,155,087	4%	42,444
Recreation	1,445,000	1,312,505	1,337,348	1,393,665	4%	56,317
Public Works	3,787,278	5,925,705	2,023,234	2,806,564	39%	783,330
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,825,525</b>	<b>\$ 22,976,286</b>	<b>\$ 17,119,437</b>	<b>\$ 18,445,465</b>	<b>8%</b>	<b>\$ 1,326,028</b>

# BUDGET SUMMARY: ALL FUNDS

## EXPENDITURES BY ACCOUNT

	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Budget	FY 2019 Budget	% Chg
Salaries	6,940,077	6,947,495	7,501,711	7,754,155	
Overtime	430,995	426,204	154,789	158,374	
Special Pay & Allowances	209,835	171,638	182,080	185,142	
FICA Taxes	554,451	550,221	585,123	604,311	
Retirement	644,458	788,784	936,475	1,079,345	
Life, Health & Disability Insurance	1,226,412	1,320,650	1,482,517	1,546,197	
Workers' Compensation	161,919	183,157	221,831	220,591	
Unemployment Compensation	924	(344)	4,000	3,500	
<b>Personnel Subtotal</b>	<b>10,169,071</b>	<b>10,387,803</b>	<b>11,068,526</b>	<b>11,551,615</b>	<b>4%</b>
Professional Services	205,546	233,449	251,855	262,170	
Audit Services	22,570	37,150	33,044	30,180	
Contractual Services	2,252,908	2,264,210	2,469,502	2,518,157	
Administrative Allocation	332,353	340,135	340,135	355,595	
Travel & Per Diem	29,851	31,943	70,250	68,231	
Communications	74,629	78,924	88,587	85,441	
Utilities	551,192	585,132	561,156	578,931	
Rentals & Leases	108,408	121,859	127,206	123,964	
Insurance	246,082	240,737	266,902	269,722	
Repair & Maintenance	331,555	381,042	392,589	390,514	
Printing	17,183	15,996	22,620	21,680	
Promotional Activities	33,677	38,391	26,350	28,450	
Other Current Charges	20,854	33,533	28,410	31,547	
Office Supplies	54,675	46,980	38,450	39,725	
Operating Supplies	444,818	472,314	542,842	578,526	
Road Materials & Supplies	21,357	30,668	27,000	27,000	
Books, Publications & Subscriptions	65,191	75,147	114,515	111,030	
<b>Operating Subtotal</b>	<b>4,812,848</b>	<b>5,027,609</b>	<b>5,401,413</b>	<b>5,520,863</b>	<b>2%</b>
Land	16,551	1,137,008	-	-	
Buildings	91,764	106,710	194,300	120,400	
Construction in Progress	799,878	1,451,585	-	-	
Books, Publications & Library Materials	73,738	76,283	80,000	80,000	
<b>Capital Subtotal</b>	<b>981,930</b>	<b>2,771,585</b>	<b>274,300</b>	<b>200,400</b>	<b>27%</b>
Interfund Transfers	1,868,753	3,781,500	267,380	119,900	
Principal	915,211	926,376	-	933,449	
Interest	45,302	34,136	-	11,388	
Aid to Private Organizations	31,850	34,350	37,350	37,350	
Contingency/Hurricane Expenses	558	12,922	70,468	70,500	
<b>Other Expenses Subtotal</b>	<b>2,861,674</b>	<b>4,789,285</b>	<b>375,198</b>	<b>1,172,587</b>	<b>213%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,825,524</b>	<b>\$ 22,976,281</b>	<b>\$ 17,119,437</b>	<b>\$ 18,445,465</b>	<b>7.7%</b>

# BUDGET SUMMARY: ALL FUNDS

## ESTIMATED BEGINNING AND ENDING FUND BALANCES

Fund	Beginning Fund Balance	Revenue	Expenditures	Ending Fund Balance
General	6,769,909	17,422,645	17,351,210	6,841,344
Debt Service	-	944,873	944,837	36
Special Events	81,361	99,418	99,418	81,361
Tree Mitigation	122,698	50,000	50,000	122,698
<b>TOTAL OF ALL FUNDS</b>	<b>\$ 6,973,968</b>	<b>\$ 18,516,936</b>	<b>\$ 18,445,465</b>	<b>\$ 7,045,439</b>
<i>Less Interfund Transfers</i>		119,900	119,900	-
<b>NET GRAND TOTAL</b>	<b>\$ 6,973,968</b>	<b>\$ 18,397,036</b>	<b>\$ 18,325,565</b>	<b>\$ 7,045,439</b>

## SCHEDULE OF INTERFUND TRANSFERS

Transfer From	Transfer To	Purpose	Amount
General Fund	CIP Fund	Council Chamber A/V Upgrade	119,900
<b>Total Interfund Transfers</b>			<b>\$ 119,900</b>

## SCHEDULE OF GRANTS

Grantor	Department	Purpose	Amount
Pinellas County	Public Works	Recycling Grant	13,000
<b>Total Grants</b>			<b>\$ 13,000</b>

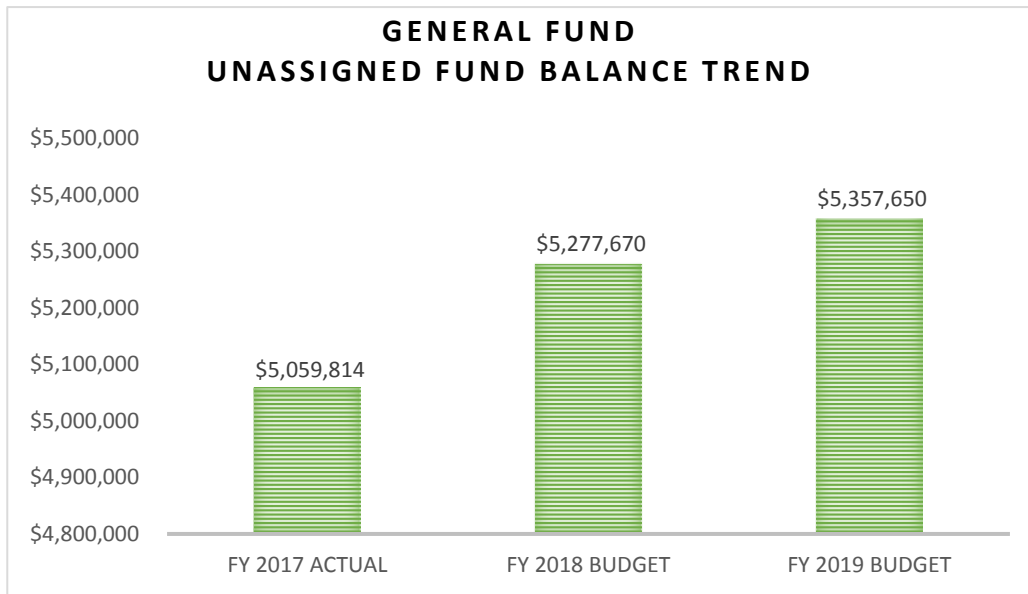
# GENERAL FUND ANALYSIS

## FUND DESCRIPTION

The General Fund is the City's primary fund and is associated with revenues and expenditures that support general government activities including City management, public safety, transportation, stormwater management, building and code administration, parks, recreation, and library services.

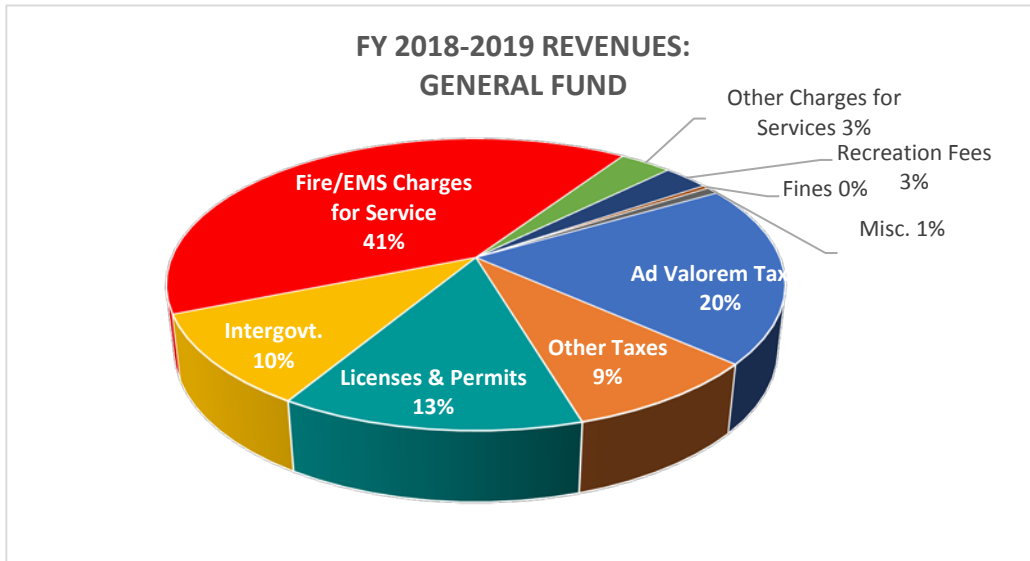
## AVAILABLE FUND BALANCE

In accordance with the City's General Fund Reserve policy, the estimated beginning and ending fund balance for FY 2018-2019 will exceed \$5,000,000. Revenues are anticipated to be slightly higher than total expenditure appropriations, adding approximately \$71,000 to fund balance. This planned accumulation of fund balance will assist in future years as revenues decline from development activity with the completion of Seminole City Center.

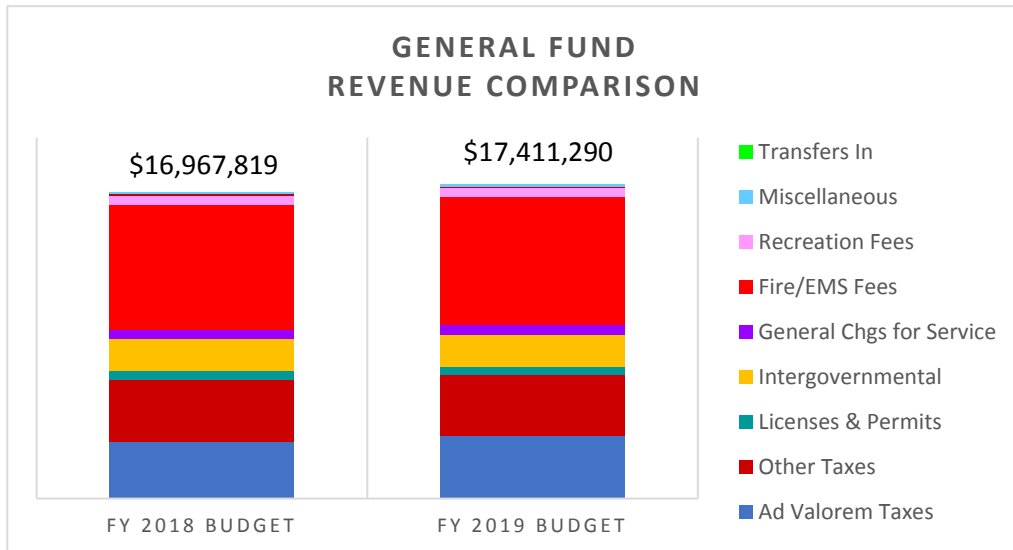


# GENERAL FUND ANALYSIS

## REVENUES



Overall revenues in the General Fund will increase 2.6% in FY 2018-2019 compared to the prior year.



**GENERAL FUND ANALYSIS**  
**REVENUE ACCOUNT TREND ANALYSIS**

REVENUE SOURCE	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
Ad Valorem Tax	2,699,852	2,859,951	3,141,955	3,466,095	
Ad Valorem Tax - Delinquent	3,798	7,969	2,000	2,000	
<b>Ad Valorem Subtotal</b>	<b>2,703,650</b>	<b>2,867,920</b>	<b>3,143,955</b>	<b>3,468,095</b>	<b>10.3%</b>
Local Option Gas Tax	247,261	249,398	245,000	245,000	
Utility Tax-Elect	1,130,497	1,165,917	1,120,427	1,120,427	
Utility Tax-Gas	25,388	21,910	25,000	15,000	
Local Business Tax	144,471	154,764	145,000	150,000	
<b>Other Taxes Subtotal</b>	<b>1,547,617</b>	<b>1,591,989</b>	<b>1,535,427</b>	<b>1,530,427</b>	<b>0.3%</b>
Franchise Fee-Elect	1,307,570	1,330,429	1,326,240	1,305,000	
Franchise Fee-Gas	22,509	19,735	22,000	17,000	
Communications Services Tax	695,750	690,000	680,000	660,000	
Building Permits	670,835	667,850	350,000	313,644	
Plan Review	30,005	48,519	10,000	15,000	
<b>Licenses &amp; Permits Subtotal</b>	<b>2,726,669</b>	<b>2,756,533</b>	<b>2,388,240</b>	<b>2,310,644</b>	<b>3.2%</b>
Revenue Sharing - Sales Tax	396,833	428,456	360,000	350,000	
Revenue Sharing - Fuel Tax	123,515	133,822	115,000	115,000	
Mobile Home Licences	5,812	6,697	5,500	5,500	
Alcoholic Bev Lic	22,276	11,768	11,000	11,000	
One Half Cent Sales Tax	1,118,003	1,152,155	1,015,000	1,048,000	
Edu. Reimbursement Fire	18,574	19,551	18,000	19,550	
Fuel Tax Refund	1,617	1,651	1,500	1,500	
Recycling Grant	13,431	13,596	13,000	13,000	
Library Coop	199,832	207,347	213,592	213,592	
<b>Intergovernmental Subtotal</b>	<b>1,899,893</b>	<b>1,975,043</b>	<b>1,752,592</b>	<b>1,777,142</b>	<b>1.4%</b>
Certs, Copies, Record Search	18,269	16,754	4,000	6,000	
Permit Surcharge Fee	2,196	2,122	900	900	
Trans. Impact Admn. Fee	839	2,574	500	500	
General Governmental Chg	418,011	436,991	437,890	453,850	
Lawn & Tree Service	-	11,850	10,880	12,000	
State Traffic Signal Maint	23,530	24,237	29,000	29,000	
Filing Fees	624	-	400	400	
Board of Adjustment	1,275	1,750	400	400	
Library SPC Staff Funding	59,586	60,528	62,097	62,097	
<b>General Charges for Service Subtotal</b>	<b>524,330</b>	<b>556,806</b>	<b>546,067</b>	<b>565,147</b>	<b>3.5%</b>
Hazmat	41,877	-	-	-	
Fire Ed. Reimb. (Target Sol.)	-	2,730	2,730	2,730	
Fire Protection- County	4,153,316	4,085,389	4,383,979	4,339,112	
Fire Contract - Bay Pines	103,385	103,385	-	105,000	
CME & MB Review Reimb.	-	25,171	-	-	
Fire Contract - Beach Contracts	240,894	241,858	248,166	250,648	
Emergency Service fees	2,060,960	2,181,294	2,284,373	2,352,901	
HazMat Training Reimb.	-	36,396	-	-	
HazMat physical Reimb.	-	7,600	-	-	
CME Reimbursement	22,683	-	-	-	
Fire Water Rescue Funding	-	10,000	-	10,000	
Station 32 County Funding	410,474	-	-	-	
<b>Fire/EMS Fees Subtotal</b>	<b>7,033,589</b>	<b>45 6,693,823</b>	<b>6,919,248</b>	<b>7,060,391</b>	<b>2.0%</b>

**GENERAL FUND ANALYSIS**  
**REVENUE ACCOUNT TREND ANALYSIS**  
continued

REVENUE TYPE	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
Recreation- Memberships	136,967	107,976	120,000	110,000	
Rec. Classes- Contracted	125,799	78,739	110,000	110,000	
Camp Fees- Summer	174,247	208,312	179,000	187,600	
Camps-Break	6,778	7,547	5,600	6,650	
Re. Classes-Staff	31,785	35,692	30,000	32,900	
Pool Facility Fees	16,517	13,201	16,500	16,500	
Athletic Programs	30,042	11,250	33,990	34,950	
<b>Recreation Fee Subtotal</b>	<b>522,135</b>	<b>462,717</b>	<b>495,090</b>	<b>498,600</b>	<b>1%</b>
<b>Charges for Service Subtotal</b>	<b>8,080,054</b>	<b>7,713,346</b>	<b>7,960,405</b>	<b>8,124,138</b>	<b>2.1%</b>
Fines & Forfeitures	26,492	52,168	40,000	42,000	
Library Fines	24,581	22,991	27,000	24,000	
Liens & Assessments	11,029	-	-	-	
<b>Fines Subtotal</b>	<b>62,102</b>	<b>75,159</b>	<b>67,000</b>	<b>66,000</b>	<b>1.5%</b>
Interest	25,522	61,324	22,000	25,144	
Rental Income	53,535	84,755	42,000	55,000	
Insurance Proceeds	12,236	24,445	2,000	2,000	
Sale of Fixed Assets - Fire	3,074	12,326	100	100	
Sale of Fixed Assets - City	2,180	223,432	100	100	
Refund Prior Year	13,394	30,363	11,500	10,000	
Other - S.F.D. Maint. Contract	36,254	27,183	25,000	25,000	
Miscellaneous Labor Revenue	-	-	-	-	
Miscellaneous Income - Other	20,719	906,329	17,500	17,500	
<b>Miscellaneous Subtotal</b>	<b>166,914</b>	<b>1,370,157</b>	<b>120,200</b>	<b>134,844</b>	<b>12.2%</b>
<b>Interfund Transfers</b>	<b>1,207,053</b>	<b>1,916,241</b>			
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$18,393,952</b>	<b>\$20,266,388</b>	<b>\$16,967,819</b>	<b>\$17,411,290</b>	<b>2.6%</b>

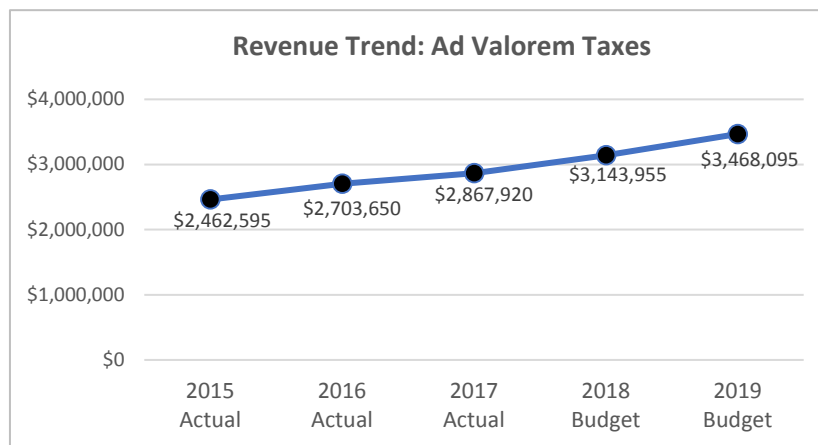


# GENERAL FUND ANALYSIS

## REVENUES

### Ad Valorem Taxes

Ad valorem property taxes account for 20% of General Fund revenues. These taxes are assessed by applying the City millage rate of 2.4793 mills to every \$1,000 of taxable property. The FY 2018-2019 millage rate of 2.4793 mills is 6.75% higher than the "rolled-back rate" or the tax rate that would generate the same amount of ad valorem revenue as the prior year. FY 2018-2019 will mark the twelfth (12th) consecutive year at this millage rate. Ad valorem tax revenue is budgeted at 96% of the calculated value to allow for the early payment discount that taxpayers receive without a revenue shortfall for the City. The budgeted ad valorem tax rate of 96% is in excess of the State minimum required by Florida statutes of 95%.



Over the past year, the gross taxable value of the City grew \$141.9M which includes more than \$50M for new construction, redevelopment, and annexations. New construction has largely been spurred by the final phases of Seminole City Center, a retail and entertainment complex that first opened in 2016. This attractive community amenity has also encouraged single-family home development within the City. Overall, the City experienced a 10.76% increase in total taxable value over the prior year. This exceeded the countywide increase of 8.05% in total taxable value.

### Other Taxes

Other taxes include revenues such as franchise fees for gas and electricity, local option fuel tax, utility taxes on gas and electricity, and communications services tax. These various taxes account for 19% of General Fund revenues. Overall these revenues are projected to decrease 1.6% over the prior year, based primarily on franchise fees and utility tax projections which comprise 73% of the "Other Taxes" category. Since these revenues rely on heavily on consumption and unpredictable weather patterns, the City budgets these resources conservatively to ensure a warm winter does not result in a revenue shortfall.

**Franchise fees** are paid by the utility companies to the City in exchange for the government not creating its own utility that would compete with the utility company. Suppliers of electricity (Duke Energy) and natural gas (People's Gas and Clearwater Gas) within City limits are charged 6% of gross receipts.

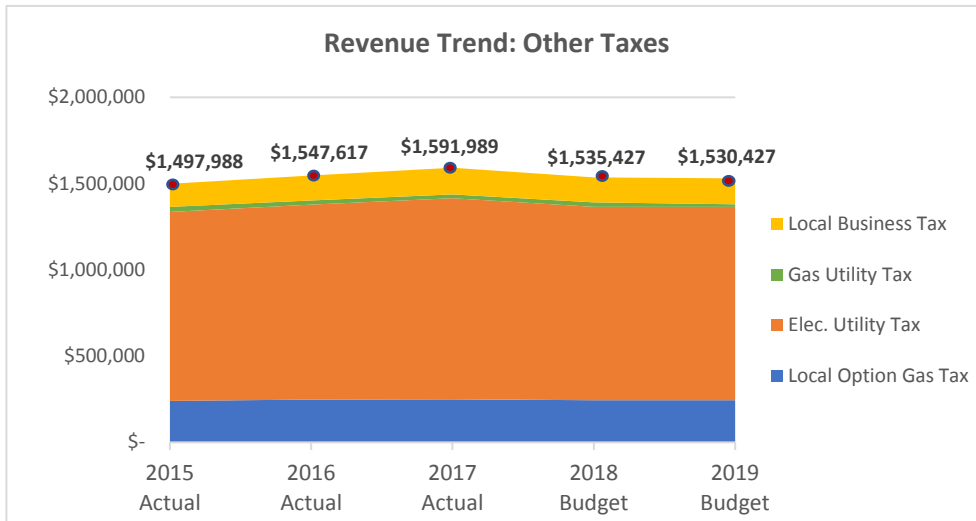
**Utility taxes** are levied on the purchase of electricity, natural gas, and propane within the City limits. The tax rate is 6% for residential and 9% for commercial based on gross receipt of the utility company.

**Local communications services tax** in the City of Seminole is 5.22% on all telecommunications services including landline phone, cellular phone, cable, and satellite television. The City has seen revenue from the Communications Services Tax decline for nearly a decade as technology has enabled users to consolidate their communications services to networked devices or mobile technology.

# GENERAL FUND ANALYSIS

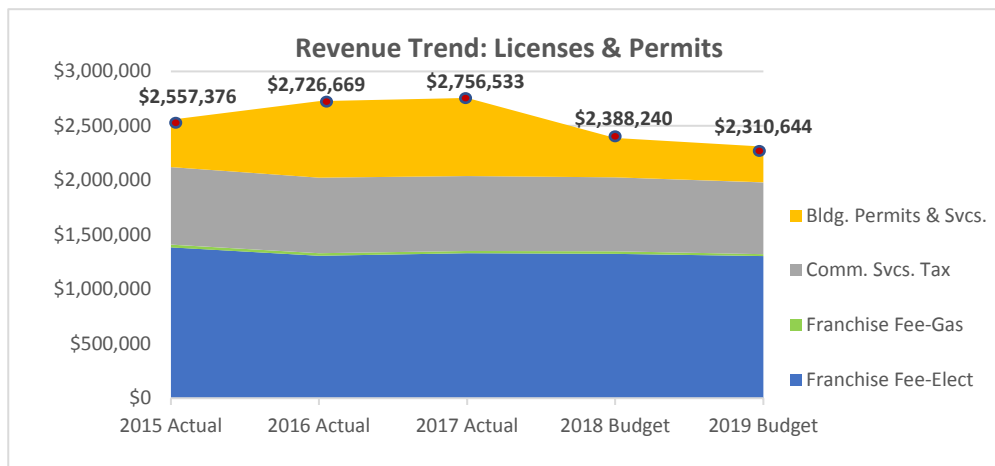
## REVENUES

### Other Taxes



### Licenses & Permits

Revenue in this category includes building permits, planning fees, and business tax receipts which comprise 3% of General Fund revenues. Overall, the City anticipates a 5% decrease in this category from FY 2018.



The City is responsible for ensuring structures built, altered, or added to are safe and in compliance with Florida Building Codes. Fees for permits, inspections, and plan reviews help offset the costs of providing these services. Building permit revenues are expected to decrease in FY 2019 over prior year budget levels as the final outparcels of Seminole City Center reach their certificate of occupancy. This entertainment and retail complex contributed more than \$72 million in new taxable value to the City over the past three years. The City anticipates steady permit activity from residential development but at a lower level than when the City Center was under construction. Revenues for building permits are expected to decrease 7% over FY 2018 levels.

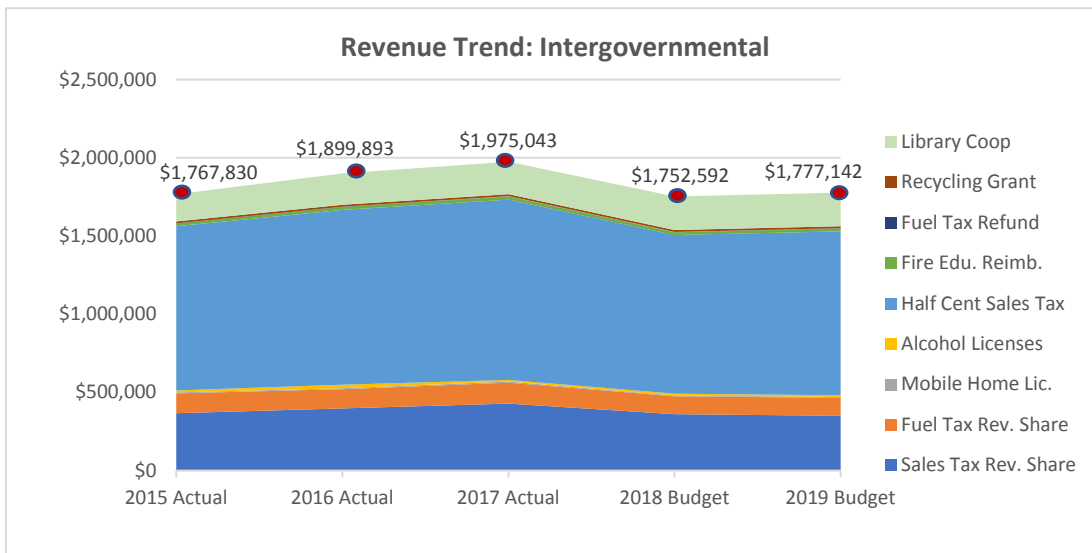
A local business tax is charged to all businesses, professions, and occupations operating within the City as specified in the Municipal Code of Ordinances, Chapter 42. Local business tax revenue should continue to stay at approximately \$150,000 per year in FY 2019.

## GENERAL FUND ANALYSIS

### REVENUES

#### Intergovernmental

Intergovernmental revenues from the State and County include the local half cent sales tax, state revenue sharing for the one-cent sales tax and fuel tax, and Pinellas County Library Coop funding. These revenues comprise 10% of total General Fund revenues and are expected to increase a modest 1.4%. This revenue increase is based on continued growth in the state economy and a steady increase in revenue sharing for state and local sales and use taxes.



The single largest revenue source within this category is the City's share of the Pinellas County half-cent sales tax. In FY 2018-2019, the City anticipates a 3.3% increase over the prior year's budgeted revenue. This projection is based on a solid economy, record tourism numbers in 2018, and consumer optimism. In the first six months of 2018, an estimated 65.5 million tourists visited the State, the most ever for the first half of any year in the state's history and a 6% increase over 2017 during the same period. State sales tax revenue sharing accounts for an additional \$350,000 and the Pinellas County Library Coop will provide an additional \$213,592.

#### Charges for Service

The largest source of General Fund revenues are Charges for Service, comprising 47% of FY 2018-2019 General Fund revenues. This category of revenue is anticipated to grow 2.1% over FY 2018 budgeted levels.

The most significant revenue in this category is generated through providing Emergency Medical Services and Fire Services to unincorporated Pinellas County and other neighboring municipalities. Pinellas County EMS Reimbursement is based on the First Responder Agreement with Pinellas County for providing emergency medical services. The County allowed a 3% increase in the City's budget for EMS services in FY 2019 over the prior year.

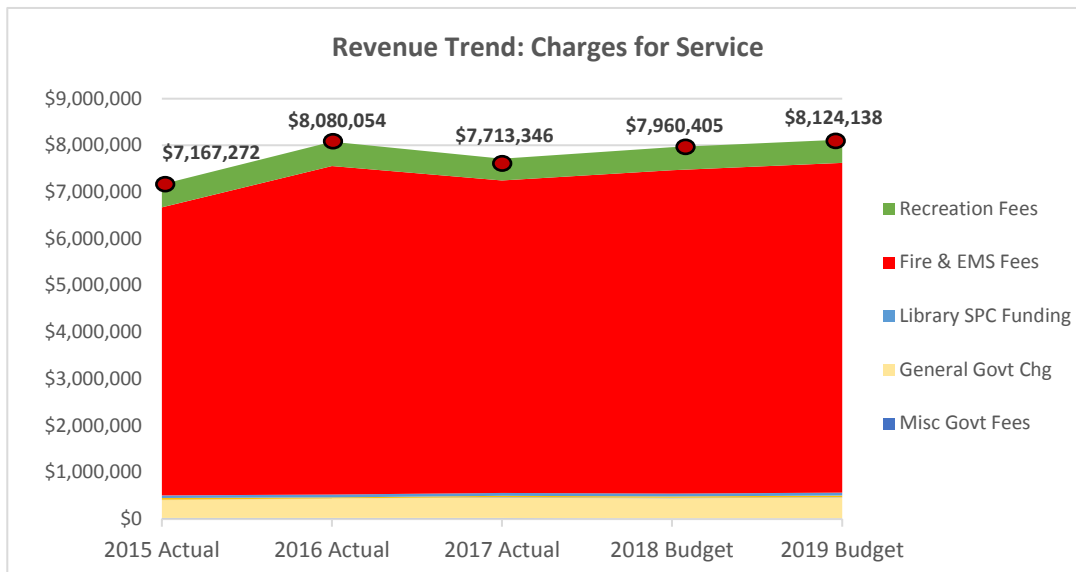
# GENERAL FUND ANALYSIS

## REVENUES

### Charges for Service

Fire Protections Service revenue is received from three other municipalities who contract with the City of Seminole; Redington Shores, North Redington Beach, and Redington Beach, as well as the Bay Pines Veterans Administration Complex. In addition, a large portion of Seminole's fire service area lies in unincorporated Pinellas County. The County levies a millage rate on the unincorporated area, Seminole Fire District, and uses those funds to pay the City of Seminole to provide services to those areas. In FY 2019, unincorporated Pinellas County represents 71% of the fire district, and will pay for this pro-rata share of annual costs. The City retains the remaining 29% of expenses.

The City's Recreation Department charges user fees for recreation membership cards, classes with staff or contracted instructors, fees for aquatic center use, summer/school break camps and athletic programs. In FY 2019, these fees will recover nearly \$500,000 to the City. These revenues are expected to increase less than 1% over FY 2018 levels.



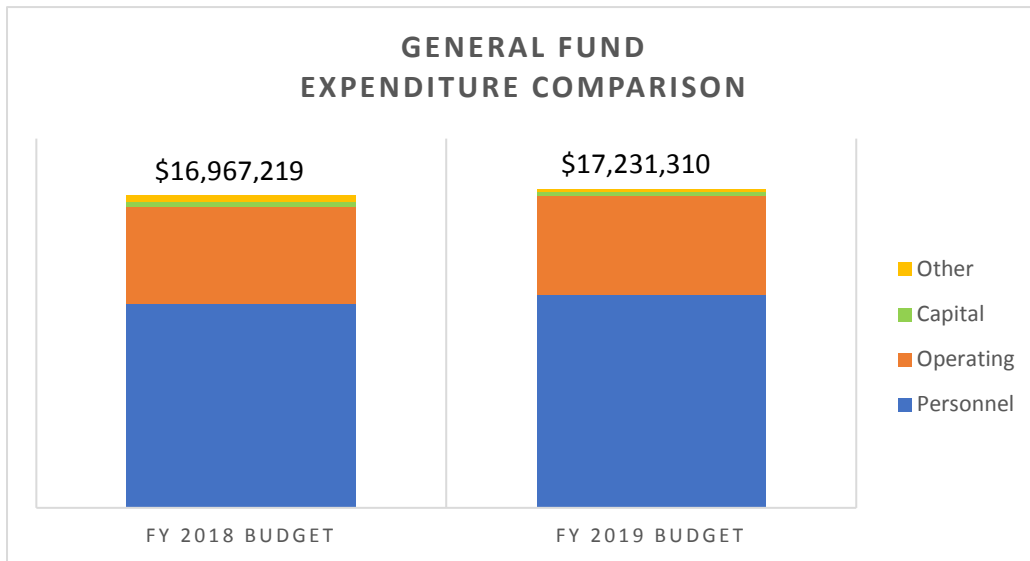
### Fines and Miscellaneous Revenues

Fines and miscellaneous revenues are anticipated to increase 7%, or \$13,500, in FY 2018-2019 bolstered by increases in rental income of from the Community Center, Community Garden plots, and aquatic center facilities.

# GENERAL FUND ANALYSIS

## EXPENDITURES

Total General Fund expenditures will increase 2% over prior year levels in FY 2018-2019.



### Personnel

Personnel costs account for 67% of General Fund expenditures and will increase 4% over prior year levels. The increase is due to a combination of factors including budgeted merit increases of 3.5% for eligible employees, a 6% increase in health insurance, and a 5% increase in dental insurance.

### Operating

Operating expenditures account for one-third of annual expenses in the General Fund. Major costs within this category include contractual services for law enforcement through the Pinellas County Sheriff's Office; insurance for vehicles, property and liability insurances; operating supplies; and the repair and maintenance of City assets and infrastructure. These costs are budgeted to increase a modest 2% over prior year levels.

### Capital

Capital outlay is relatively small in the General Fund, accounting for only 1% of budgeted expenditures. These expenses include library collection materials (\$80,000), a roof replacement at the Fleet Maintenance Building (\$40,000), and equipment for Public Works (\$65,100), and various other minor capital expenses. Capital expenses are decreasing 27% from prior year levels due to the one-time purchase of a new HVAC system for City Hall in FY 2018.

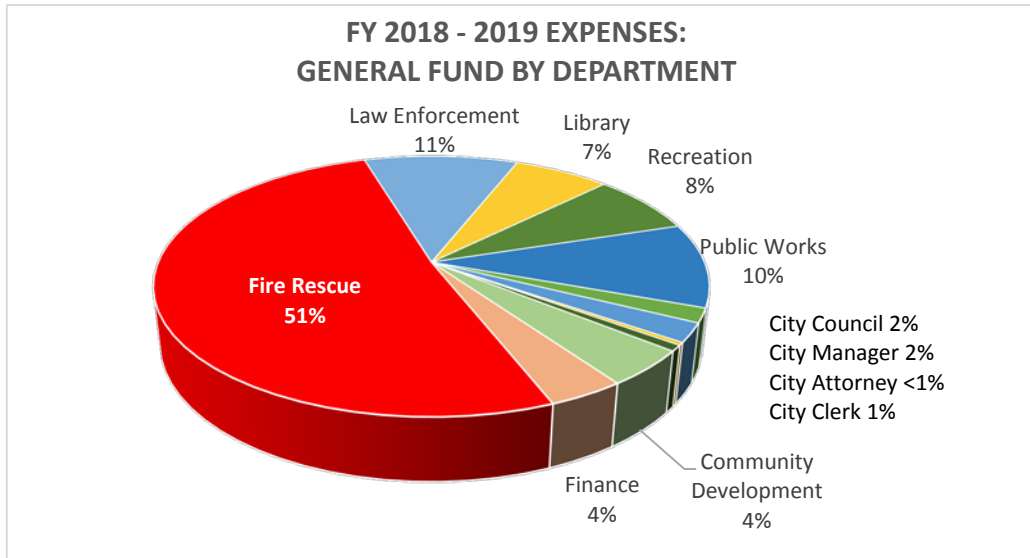
### Other

Other expenses within the General Fund include partial funding for the replacement of the audiovisual equipment in Council Chambers (\$119,900), aid to private organizations (\$37,350), and the City Manager's contingency fund (\$70,500) which must be approved by City Council to be expended. This category comprises just 1% of General Fund expenditures and is decreasing 71% over prior year levels. This is due to a one-time transfer of \$267,380 from the General Fund to the CIP Fund in FY 2018 for capital reserves.

## GENERAL FUND ANALYSIS

EXPENDITURES	FY 2018	FY 2019	
General Fund by Department	Budget	Budget	% Change
City Council	184,540	306,673	66%
City Manager	381,788	409,141	7%
City Attorney	57,080	57,080	0%
City Clerk	127,453	129,185	1%
Community Development	760,567	773,001	2%
Finance	611,945	658,585	8%
Fire Rescue	8,727,007	8,906,261	2%
Law Enforcement	1,795,832	1,850,223	3%
Library	1,112,643	1,155,087	4%
Recreation	1,235,730	1,294,247	5%
Public Works	1,973,234	1,811,727	-8%
<b>TOTAL</b>	<b>\$ 16,967,819</b>	<b>\$ 17,351,210</b>	<b>2%</b>

The largest contributing factor to the increase in expenses is the one-time transfer of \$119,900 from the General Fund to Capital Projects Fund in City Council's budget for replacement of the Council Chambers' audiovisual equipment.



# SPECIAL EVENTS FUND ANALYSIS

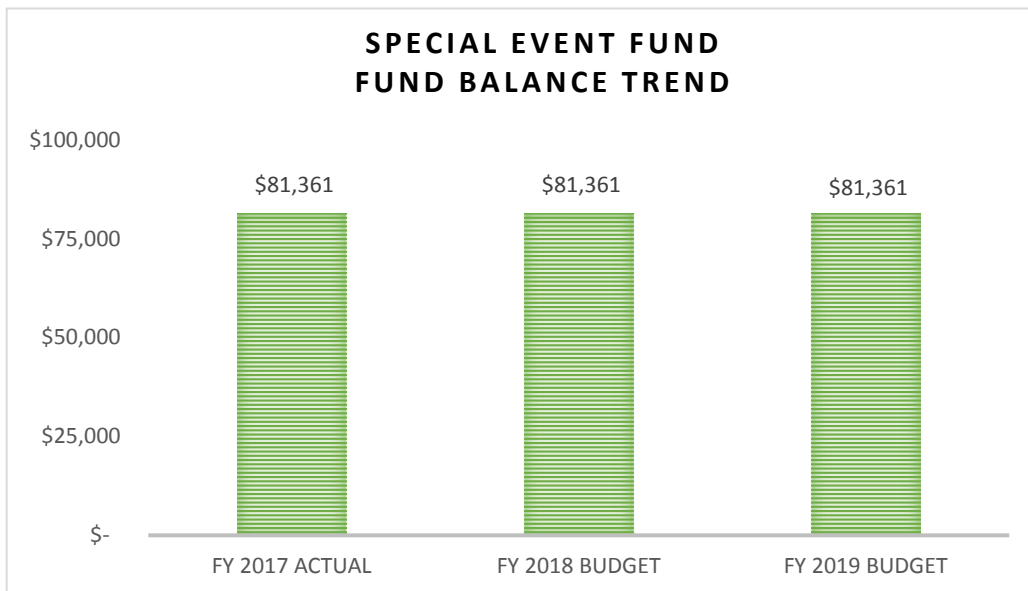
## FUND DESCRIPTION

The Special Events Fund is a special revenue fund that tracks the revenues and expenses of special events by the City. The establishment of this fund enables the selection, review and evaluation of special event activities. The fund was initially established in the FY 2009-2010 Budget through a one-time interfund transfer from the General Fund because the events offered were deemed to have a public benefit. Upon establishment of the fund, the goal was to pay for all special event expenses through revenues such as donations and fees by the third year of operation.

Individual events included in this fund are not necessarily expected to be self-supporting. The City acknowledges new activities and events may take several years to build attendance and some events for public benefit may never meet expenses. Some larger events, such as POW WOW generate a surplus that is used to support smaller events that do not cover their expenses but serve a public benefit for the community at large.

## AVAILABLE FUND BALANCE

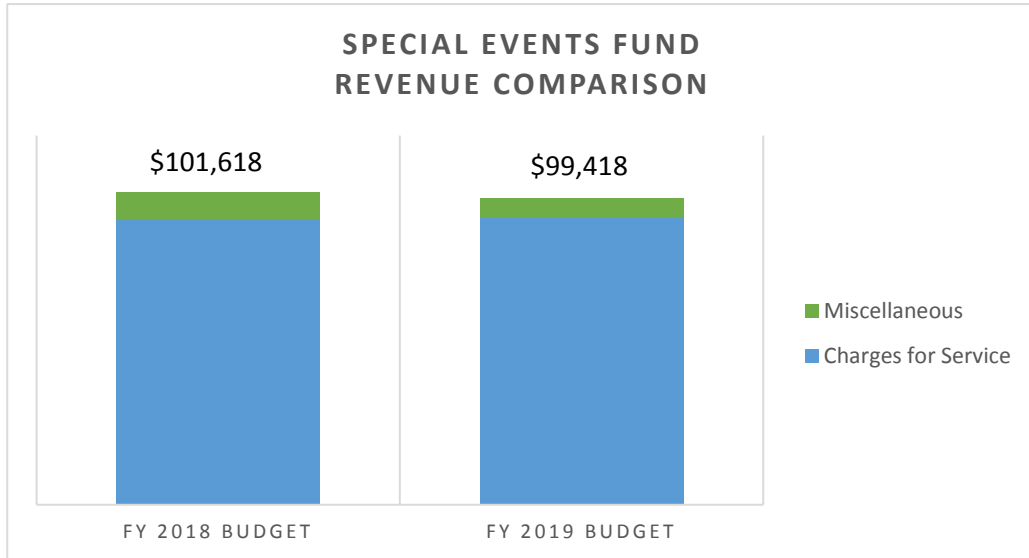
The minimum target fund balance for this fund is \$30,000. This fund balance could cover one year of annual Pow Wow expenses should the event be rained-out. Additional fund balance can be used to fund new and emerging events or inclement weather that could affect turnout. The estimated ending fund balance for this budget year will exceed the target fund balance and remain flat over prior year levels.



## SPECIAL EVENTS FUND ANALYSIS

### REVENUES

Overall revenues in the Special Event Fund will increase 2.2% in FY 2018-2019 compared to the prior year.



#### Charges for Service

Charges for service such as registration fees, tickets, and concession charges comprise 92% of Special Event Fund revenues. In FY 2018-2019, the City anticipates revenues to remain relatively flat, increasing 0.2% over the prior year's budget.

#### Miscellaneous

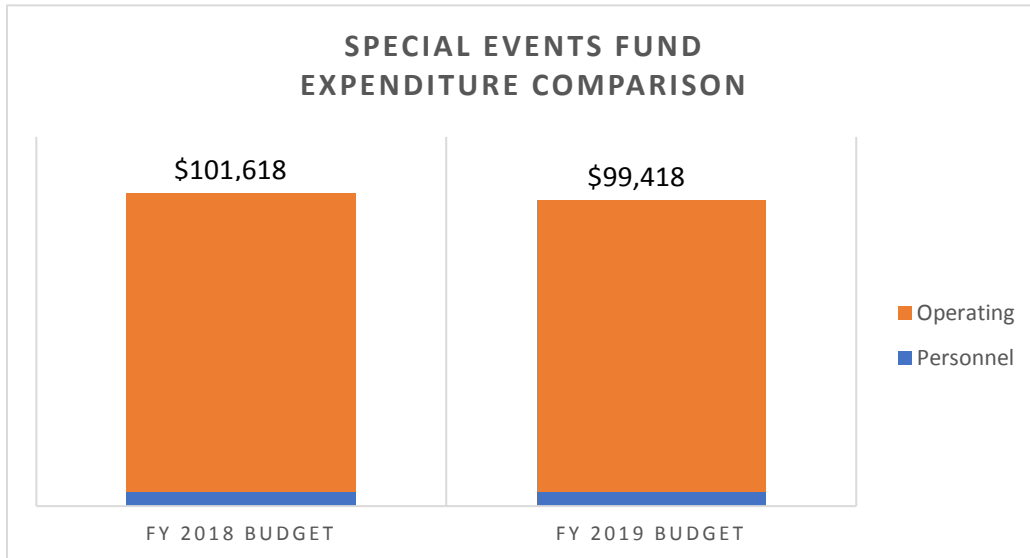
Miscellaneous revenue tracks registration fees for craft fair vendors and quarterly revenues from the vending machines. This revenue comprises 8% of total fund revenues. Revenue is projected lower based on historical actuals.



## SPECIAL EVENTS FUND ANALYSIS

### EXPENDITURES

Total Special Event Fund expenditures will decrease 2% in FY 2018-2019 over prior year levels.



#### **Personnel**

Personnel costs account for 5% of Special Event Fund expenditures and will increase 2% over prior year levels. The increase is due to a combination of factors including budgeted merit increases of 3.5% for eligible employees and nominal increases in the cost of benefits.

#### **Operating**

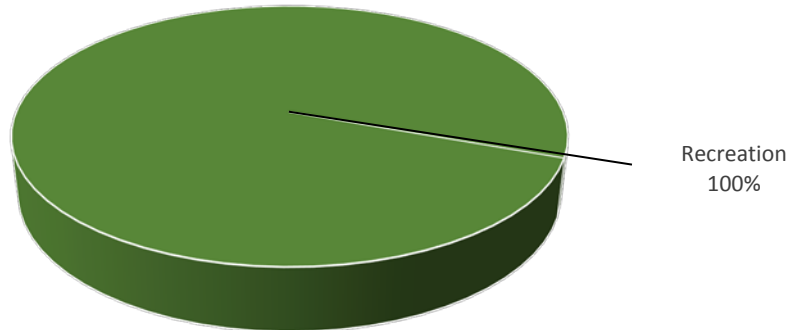
Operating expenditures account for 95% of annual expenses in the Special Events Fund. Major costs within this category include contractual services for events and operating supplies. These costs are budgeted to decrease 2% over prior year levels through modest decreases in contractual services.

## SPECIAL EVENTS FUND ANALYSIS

Special Event Fund by Department	FY 2018 Budget	FY 2019 Budget	% Change
City Council	-	-	-
City Manager	-	-	-
City Attorney	-	-	-
City Clerk	-	-	-
Community Development	-	-	-
Finance	-	-	-
Fire Rescue	-	-	-
Law Enforcement	-	-	-
Library	-	-	-
Recreation	101,618	99,418	-2%
Public Works	-	-	-
<b>TOTAL</b>	<b>\$ 101,618</b>	<b>\$ 99,418</b>	<b>-2%</b>

All City of Seminole special events are managed by the Recreation Department.

**FY 2018 - 2019 EXPENSES:  
SPECIAL EVENT FUND BY DEPARTMENT**



**SPECIAL EVENTS FUND ANALYSIS**  
**EVENT REVENUE TREND ANALYSIS**

EVENT	FY 2016	FY 2017	FY 2018	FY 2019	% Chg
	Actual	Actual	Budget	Budget	
Diaper Derby	400	-	-	-	
Daddy Daughter Dance	1,820	1,390	2,450	2,450	
Recreation Teen Board	7,605	5,973	7,000	7,000	
Breakfast with Santa	768	690	575	575	
Freaky Fridays	6,733	3,731	6,000	6,000	
Senior Adult Luncheons	1,085	1,253	1,680	1,400	
Fit Over 50	1,645	1,605	1,605	1,605	
Flick & Fins	1,136	1,599	1,000	800	
POW WOW Festival & Parade	50,625	46,309	40,450	40,450	
Field of Screams	7,098	8,279	6,808	6,808	
Senior Adult Lounge	675	663	2,760	2,730	
Tri If You Dare	5,587	5,630	7,725	7,725	
Music in the Park	12,651	9,008	11,550	12,500	
Winterfest	1,110	-	300	500	
Doggy Derby	336	240	300	250	
Craft Fair	-	1,661	750	750	
Bridal Showcase	-	-	1,000	750	
Family Night Out	-	-	250	75	
Art In the Park	625	560	800	800	
Miscellaneous Revenue	801	11,502	8,615	6,250	
<b>TOTAL SPECIAL EVENT FUND REVENUE</b>	<b>\$ 100,700</b>	<b>\$ 100,093</b>	<b>\$ 101,618</b>	<b>\$ 99,418</b>	<b>-2%</b>

# DEBT SERVICE FUND ANALYSIS

## FUND DESCRIPTION

The Debt Service Fund is a special revenue fund that tracks the revenues and expenditures of two debt instruments. The fund, established in FY 2012-2013, is the result of a bond covenant or special requirement of a loan agreement. The covenant requires the creation of a separate fund which would be budgeted and appropriated to fund the annual principal and interest payments of the debt.

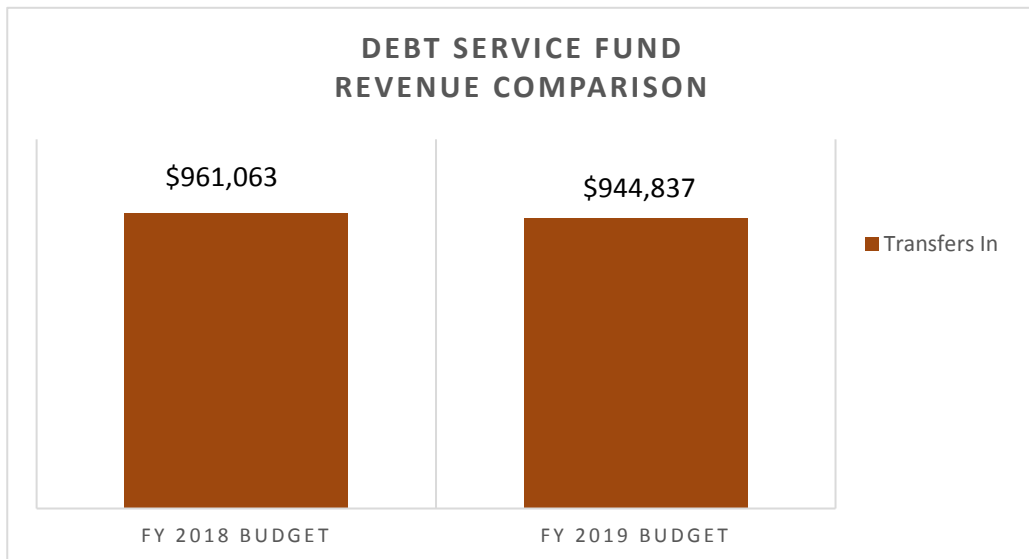
The City entered into a bond agreement with Wachovia, N.A. and Florida Municipal Loan Council in September 2009 to fund construction of the Emergency Operations Center and Public Works Administration facilities in the amount of \$5,500,000. In September 2014, the loan was refinanced and additional funds were borrowed for renovations at the Community Center. The amount of the new borrowing was \$5,300,000. This debt service will be paid in full as of September 2019.

## AVAILABLE FUND BALANCE

The bond covenant only requires enough revenue to be transferred in each year to cover debt service payments, therefore the City does not maintain a fund balance in this fund.

## REVENUES

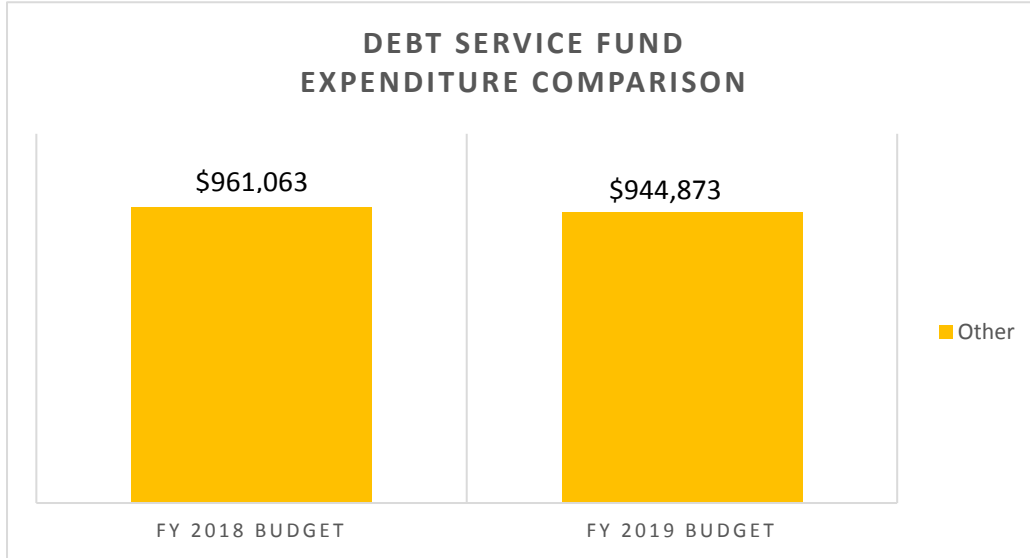
Overall revenues in the Debt Service Fund will decrease 2% in FY 2018-2019 compared to the prior year. Revenues are an interfund transfer from the Local Infrastructure Sales Tax Fund based on the required debt service payment due.



## DEBT SERVICE FUND ANALYSIS

### EXPENDITURES

Total expenditures in the Debt Service Fund will decrease 2% in FY 2018-2019 over prior year levels due to a lower final principal and interest payment.



### Other

Other expenditures include the final principal payment of \$933,449 and interest payment of \$11,388. The expenditures, due in September 2019, will retire the City's outstanding debt.

Debt Service Fund by Department	FY 2018 Budget	FY 2019 Budget	% Change
City Council	-	-	-
City Manager	-	-	-
City Attorney	-	-	-
City Clerk	-	-	-
Community Development	-	-	-
Finance	-	-	-
Fire Rescue	-	-	-
Law Enforcement	-	-	-
Library	-	-	-
Recreation	-	-	-
Public Works	961,063	944,873	-2%
<b>TOTAL</b>	<b>\$ 961,063</b>	<b>\$ 944,873</b>	<b>-2%</b>

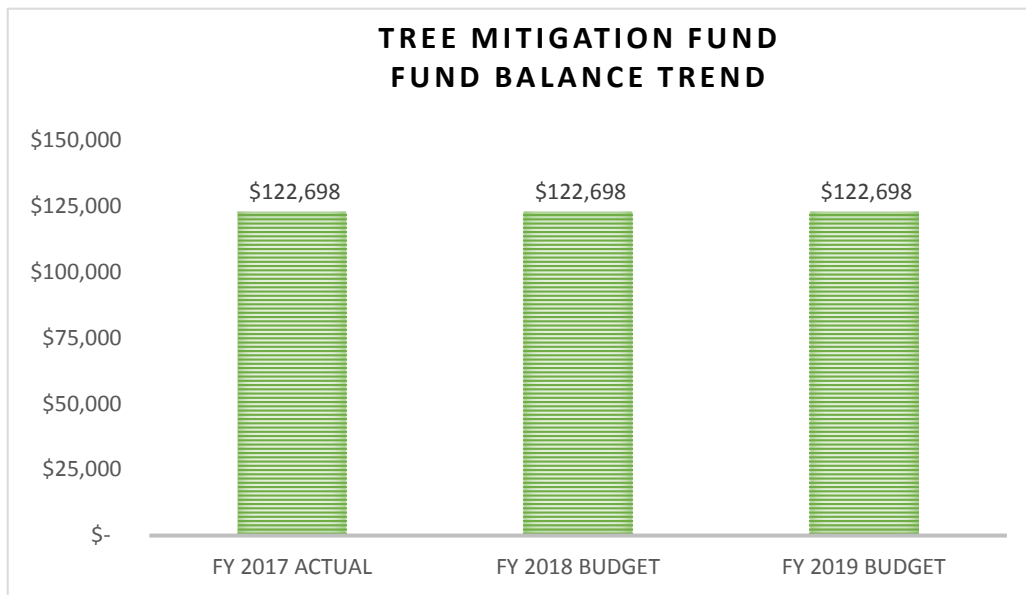
# TREE MITIGATION FUND ANALYSIS

## FUND DESCRIPTION

The Tree Mitigation Fund is a special revenue fund established in FY 2013-2014. The revenues are collected from developers, approved as part of their Development Agreement, to mitigate the impact of removal of large hardwood trees. The City recognizes the importance of the City's tree canopy to both the environment and the aesthetic appeal of the community. While every effort is made to preserve trees during development, in some cases it can not be avoided. The City then requires the developer to pay a mitigation fee based on the number and size of removed trees. These funds are used to purchase and plant trees in City parks and right of ways.

## AVAILABLE FUND BALANCE

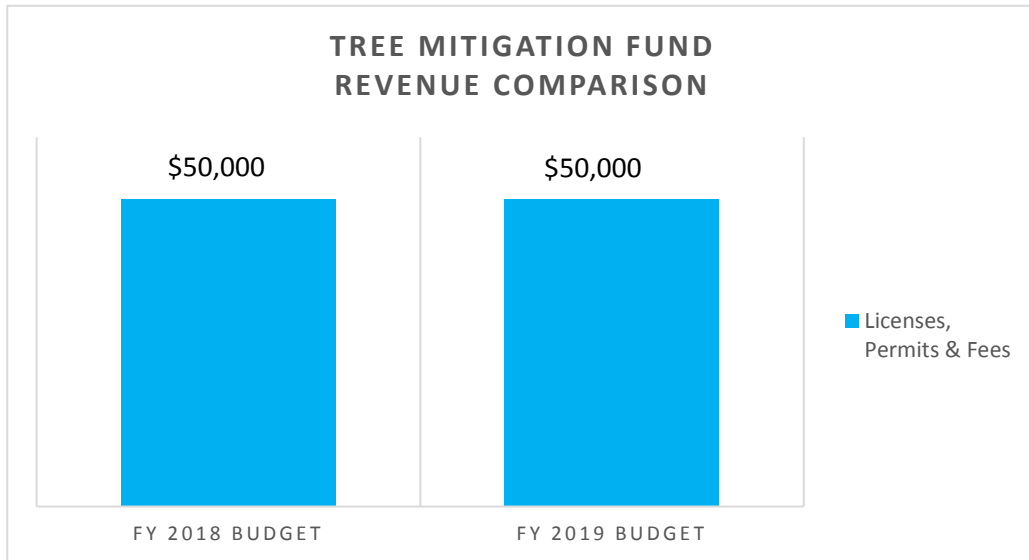
The City anticipates fund balance to remain flat over the current fiscal year, spending only the fees it receives.



# TREE MITIGATION FUND ANALYSIS

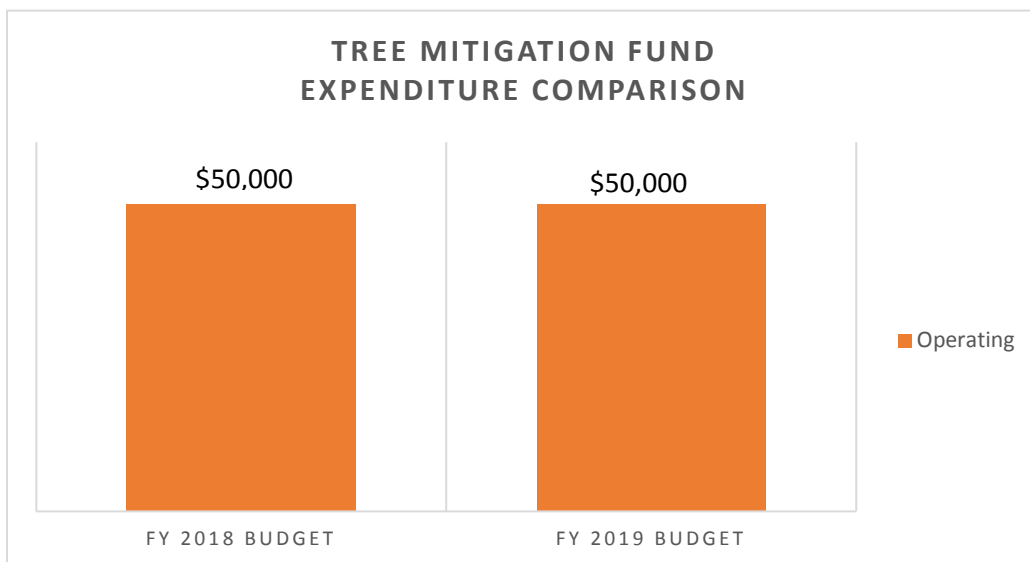
## REVENUES

Overall revenues in the Tree Mitigation Fund will remain flat in FY 2018-2019 compared to the prior year. Revenues are fees charges to developers to mitigate the impact of development on the City's tree canopy.



## EXPENDITURES

Total expenditures in the Tree Mitigation Fund will remain flat in FY 2018-2019 over prior year levels. Expenditures are based on need throughout the community and availability of space to plant large hardwood trees.



### Operating

Operating expenditures include operating supplies (trees and shrubs) and contractual services to deliver and plant.

## TREE MITIGATION FUND ANALYSIS

Tree Mitigation Fund by Department	FY 2018 Budget	FY 2019 Budget	% Change
City Council	-	-	-
City Manager	-	-	-
City Attorney	-	-	-
City Clerk	-	-	-
Community Development	-	-	-
Finance	-	-	-
Fire Rescue	-	-	-
Law Enforcement	-	-	-
Library	-	-	-
Recreation	-	-	-
Public Works	50,000	50,000	-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>0%</b>



**ORDINANCE NO. 21-2018**

AN ORDINANCE OF THE CITY OF SEMINOLE, PINELLAS COUNTY, FLORIDA; ADOPTING AN OPERATING BUDGET OF \$18,445,465 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Council of the City of Seminole, Pinellas County, Florida, has conducted two public hearings on the Operating and Capital Budget for the Fiscal Year beginning October 1, 2018 and ending September 30, 2019, in accordance with Florida Statutes; and

**WHEREAS**, the City Council is desirous of adopting the Operating Budget for the Fiscal Year beginning October 1, 2018 and ending September 30, 2019.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEMINOLE, PINELLAS COUNTY, FLORIDA, DOES HEREBY ORDAIN:**

**SECTION 1.** The City Council has reviewed and carefully considered the Fiscal Year 2018 Budget for the City of Seminole, Florida, as submitted by the City Manager.

**SECTION 2.** The City Council has determined that the Fiscal Year 2019 Budget totaling \$18,445,465 in the various funds of the City is hereby adopted and approved as detailed in Exhibit A. The respective revenues are to be appropriated by fund from taxes or other revenue sources as needed and expenses are to be appropriated by fund and by department for the fiscal year commencing October 1, 2018 and ending September 30, 2019.

**SECTION 3.** This ordinance shall become effective immediately upon its final passage.


APPROVED ON FIRST READING: September 4, 2018

PUBLISHED: September 14, 2018

PASSED AND ADOPTED ON

SECOND AND FINAL HEARING: September 18, 2018

ATTEST:

  
Patricia Beliveau, City Clerk

  
Leslie Waters, Mayor

**ORDINANCE 21-2018: EXHIBIT A**  
**CITY OF SEMINOLE - FISCAL YEAR 2019 BUDGET**

<b>Millage Rate</b> <b>2.4793</b>	FY 2019 GENERAL FUND	FY 2019 SPECIAL EVENTS FUND	FY 2019 DEBT SERVICE FUND	FY 2019 TREE MITIGATION FUND	FY 2019 TOTAL BUDGET
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<b>Beginning Reserves (10/1/2018)</b> <i>(includes restricted and assigned fund balances)</i>	\$ 7,177,010	\$ 81,361	\$ -	\$ 122,698	\$ 7,381,069
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**ESTIMATED REVENUES:**

Ad Valorem Taxes	3,466,095	-	-	-	3,466,095
Other Taxes	1,532,427	-	944,837	-	2,477,264
Licenses and Permits	2,321,999	-	-	50,000	2,371,999
Intergovernmental Revenue	1,777,142	-	-	-	1,777,142
Charges for Services	8,124,138	93,168	-	-	8,217,306
Fines and Forfeitures	66,000	-	-	-	66,000
Miscellaneous Revenues	134,844	6,250	-	-	141,094
Other Financing Sources	-	-	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 17,422,645</b>	<b>\$ 99,418</b>	<b>\$ 944,837</b>	<b>\$ 50,000</b>	<b>\$ 18,516,900</b>

<b>TOTAL ESTIMATED REVENUES AND BEGINNING BALANCES</b>	<b>\$ 24,599,655</b>	<b>\$180,779</b>	<b>\$944,837</b>	<b>\$172,698</b>	<b>\$ 25,897,969</b>
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**EXPENDITURES/ EXPENSES:**

City Council	306,673	-	-	-	306,673
City Manager	409,141	-	-	-	409,141
City Attorney	57,080	-	-	-	57,080
City Clerk	129,185	-	-	-	129,185
Community Development	773,001	-	-	-	773,001
Finance	658,585	-	-	-	658,585
Fire Rescue	8,906,261	-	-	-	8,906,261
Law Enforcement	1,850,223	-	-	-	1,850,223
Library	1,155,087	-	-	-	1,155,087
Recreation	1,294,247	99,418	-	-	1,393,665
Public Works	1,811,727	-	944,837	50,000	2,806,564
<b>Total Expenditures</b>	<b>\$ 17,351,210</b>	<b>\$ 99,418</b>	<b>\$ 944,837</b>	<b>\$ 50,000</b>	<b>\$ 18,445,465</b>

<b>Ending Reserves (9/30/2019)</b> <i>(includes restricted and assigned fund balances)</i>	\$ 7,248,445	\$ 81,361	\$ -	\$ 122,698	\$ 7,452,504
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<b>TOTAL APPROPRIATED EXPENDITURES AND RESERVES</b>	<b>\$ 24,599,655</b>	<b>\$ 180,779</b>	<b>\$ 944,837</b>	<b>\$ 172,698</b>	<b>\$ 25,897,969</b>
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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

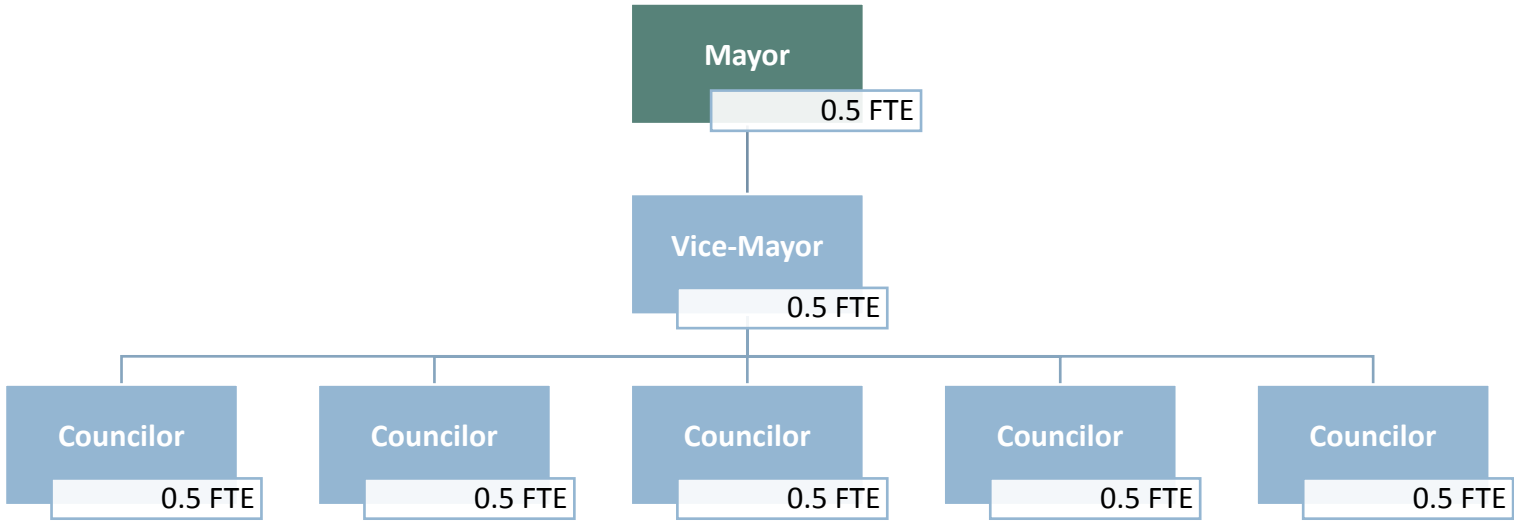
**CITY COUNCIL**

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**City Council**  
**3.5 FTE**



# CITY COUNCIL

## Mission Statement

To provide political leadership necessary to develop public policies associated with quality service that effectively, efficiently and equitably enhances the quality of life in Seminole.

## Description of Responsibilities

The City Council consists of a Mayor and six Council members, elected at-large, who hold all legislative powers of the City. The Council is required to meet at least twice monthly, as prescribed in the City Charter. The City Council is charged with adopting all policies for the City, appointing the City Manager, appropriating public funds for expenditure and approving the annual budget, setting the annual ad valorem millage (tax) rate, approving all contracts prior to execution, and approving any and all debt and borrowing.



*Seminole City Council top row from left:  
Mayor Leslie Waters, Vice-Mayor Trish Springer, Councilor Thomas Barnhorn, Councilor Chris Burke*

*Bottom row from left:  
Councilor Roger Edelman, Councilor Bob Matthews, Councilor Jim Quinn*

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	91,109	90,969	92,340	94,223	
Operating	29,584	33,589	54,850	55,200	
Capital	-	-	-	-	
Other	39,250	41,750	37,350	157,250	
<b>Total</b>	<b>159,942</b>	<b>166,308</b>	<b>184,540</b>	<b>306,673</b>	<b>66%</b>

*Shown in Full-time Equivalents (FTE)*

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Position</b>
<b>Part-Time Positions</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Mayor	0.5	0.5	0.5	0.5	0
Vice Mayor	0.5	0.5	0.5	0.5	0
Councilor	0.5	0.5	0.5	0.5	0
Councilor	0.5	0.5	0.5	0.5	0
Councilor	0.5	0.5	0.5	0.5	0
Councilor	0.5	0.5	0.5	0.5	0
Councilor	0.5	0.5	0.5	0.5	0
<b>TOTAL FTE</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0</b>



# CITY COUNCIL

## Budgetary Highlights

Personnel costs in the City Council have nominal increases associated with retirement rates, which are set annually by the State of Florida for the Florida Retirement System (FRS). A majority of the operating budget for City Council is comprised of travel and training costs for the City Council and promotional activities including the annual Volunteer Recognition Dinner (\$8,000) and Citizens Academy (\$3,000), both of these line items remain flat over prior year budget year. A one-time interfund transfer of \$119,900 to the CIP Fund is budgeted for FY 2019 to pay for the replacement of audiovisual equipment in Council Chambers. The City Council's commitment to organizations that improve the quality of life for residents and the community at large is demonstrated by the stable funding of aid to organizations in the amount of \$37,350.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0511-1200 Salaries	60,685	60,199	60,200	60,200	
01-0511-2100 FICA	4,641	4,614	4,685	4,605	
01-0511-2210 Retirement	25,684	26,058	27,355	29,318	
01-0511-2400 Workers' Compensation	99	98	100	100	
<b>PERSONNEL SUBTOTAL</b>	<b>91,109</b>	<b>90,969</b>	<b>92,340</b>	<b>94,223</b>	<b>2%</b>
01-0511-3190 Professional services	119	-	250	250	
01-0511-4007 Travel & Training	11,928	13,085	31,500	31,500	
01-0511-4110 Phone & Internet	-	-	-	350	
01-0511-4120 Postage	79	65	250	250	
01-0511-4800 Promotional Activities	8,587	11,008	13,875	13,875	
01-0511-5110 Office Supplies	762	796	750	750	
01-0511-5290 Operating Supplies	1,644	1,991	1,525	1,525	
01-0511-5430 Memberships	6,465	6,644	6,700	6,700	
<b>OPERATING SUBTOTAL</b>	<b>29,584</b>	<b>33,589</b>	<b>54,850</b>	<b>55,200</b>	<b>1%</b>
01-0511-6911 Interfund Transfer	7,400	7,400	-	119,900	
01-0511-8200 Aid to Organizations	31,850	34,350	37,350	37,350	
<b>OTHER SUBTOTAL</b>	<b>39,250</b>	<b>41,750</b>	<b>37,350</b>	<b>157,250</b>	<b>321%</b>
<b>CITY COUNCIL TOTAL</b>	<b>159,942</b>	<b>166,308</b>	<b>184,540</b>	<b>306,673</b>	<b>66%</b>

## Goals

*Citywide Strategic Goals* were developed and adopted by City Council on May 8, 2018 through Resolution 06-2018. They are also described in more detail with initiatives on pages 17-19.

- |   |   |
|---|---|
| 1- Expand City Park   | 9- Develop An Employee Recognition Program              |
| 2- Enhance Holiday Display                                  | 10- Development Communitywide Emergency Operations Plan |
| 3- Ensure Public Works Resources for Operational Efficiency | 11- Develop 50th Anniversary Celebration Plan           |
| 4- Improve and Enhance City Corridors                       | 12- Design and Construct Waterfront Park                |
| 5- Develop Neighborhood Identity/Branding Program           | 13- Expand Use of Technology                            |
| 6- Recognize, Promote, and Celebrate Community Engagement   | 14- Encourage and Promote Public Art                    |
| 7- Create a Redevelopment Plan for Blossom Lake Park        | 15- Design and Reconstruct Johnson Boulevard            |
| 8- Enhance City Signage                                     |   |

**CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET**

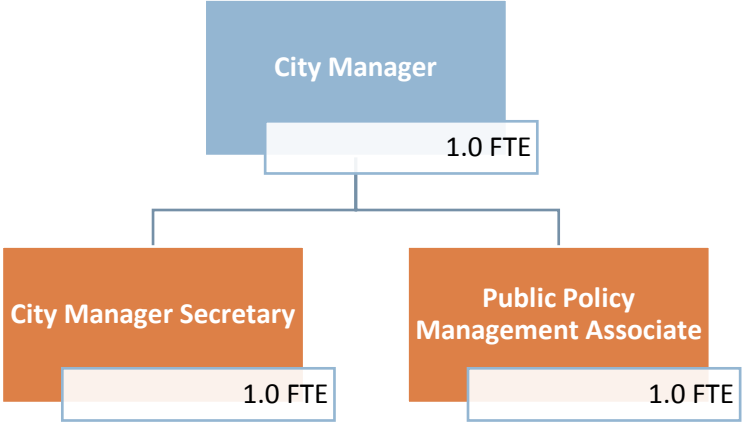
**CITY MANAGER**

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**City Manager**  
**3.0 FTE**





# CITY MANAGER

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## Mission Statement

To provide direction and supervision in the administration and operation of all City departments in order to provide for the effective delivery of city government services, and to effectively administer and execute the policies of the City Council.

## Description of Responsibilities

By the Charter of the City of Seminole, the City Manager is the Chief Administrative Officer of the City. The City Manager is responsible to the Council for Administration of all City affairs placed in the Manager's charge by or under the charter, including the appointment of all City employees, execution of City contracts, intergovernmental relations and policy recommendations.



*City Manager Ann Toney-Deal*

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	258,103	297,982	290,246	317,877	
Operating	7,665	8,821	21,074	20,764	
Capital	-	-	-	-	
Other	558	-	70,468	70,500	
<b>Total</b>	<b>266,326</b>	<b>306,803</b>	<b>381,788</b>	<b>409,141</b>	<b>7%</b>

*Shown in Full-time Equivalents (FTE)*

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Position</b>
<b>Full-Time Positions</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
City Manager	1	1	1	1	0
City Manager Secretary	0	0	1	1	0
Executive Administrative Asst.	1	1	0	0	0
Public Policy Mgmt. Associate	1	1	1	1	0
<b>TOTAL FTE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

## Budgetary Highlights

Personnel costs within the City Manager section reflect a 10% increase over prior year based on budgeted merit rate increases up to 3% and current employee elections for benefits. The operating budget has been reduced slightly based on historical spending in books/publications, memberships, and training costs. Repair and maintenance costs went up slightly due to copier costs based on historical actuals. A contingency of \$70,500 is budgeted for unanticipated items that may arise during the fiscal year. Obtaining City Council approval to spend contingency funds is a standard operating procedure. No changes to service levels are planned for FY 2019.

# CITY MANAGER

<u>Line Item Budget</u>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
01-0512-1200 Salaries	170,221	198,351	192,272	198,664	
01-0512-1400 Overtime	46	48	292	290	
01-0512-1503 Education Pay	2,530	3,740	3,630	3,630	
01-0512-1509 Cell Phone Allowance	600	650	480	600	
01-0512-1510 Vehicle Allowance	6,000	6,500	6,000	6,000	
01-0512-2100 FICA	13,577	14,925	13,300	14,046	
01-0512-2210 Retirement	37,062	40,946	42,055	55,550	
01-0512-2310 Health & Life Insurance	27,236	31,697	30,822	37,753	
01-0512-2320 LT Disability Insurance	507	818	1,035	1,055	
01-0512-2400 Workers' Compensation	324	307	360	289	
<b>PERSONNEL SUBTOTAL</b>	<b>258,103</b>	<b>297,982</b>	<b>290,246</b>	<b>317,877</b>	<b>10%</b>
01-0512-4000 Travel & Per Diem	1,768	1,594	5,500	5,500	
01-0512-4110 Phone & Internet	2,080	2,310	2,449	2,449	
01-0512-4120 Postage	87	135	200	200	
01-0512-4610 Maintenance & Repair	631	931	125	400	
01-0512-4700 Printing	-	45	100	50	
01-0512-5110 Office Supplies	161	741	2,000	1,700	
01-0512-5290 Operating Supplies	266	579	750	750	
01-0512-5410 Book & Publications	-	-	500	400	
01-0512-5430 Memberships	1,490	1,492	2,100	2,015	
01-0512-5440 Training	1,182	993	7,350	7,300	
<b>OPERATING SUBTOTAL</b>	<b>7,665</b>	<b>8,821</b>	<b>21,074</b>	<b>20,764</b>	<b>-1%</b>
01-0512-9900 Contingency	558	-	70,468	70,500	
<b>OTHER SUBTOTAL</b>	<b>558</b>		<b>70,468</b>	<b>70,500</b>	<b>0%</b>
<b>CITY MANAGER TOTAL</b>	<b>266,326</b>	<b>306,803</b>	<b>381,788</b>	<b>409,141</b>	<b>7%</b>

## Goals

The City Manager is responsible for coordinating all Citywide Strategic Goals identified on pages 17-19.

### Citywide Strategic Goals:

- 1 Expand City Park
- 2 Enhance Holiday Display
- 3 Ensure Public Works Resources for Operational Efficiency
- 4 Improve and Enhance City Corridors
- 5 Develop Neighborhood Identity/Branding Program
- 6 Recognize, Promote, and Celebrate Community Engagement
- 7 Create a Redevelopment Plan for Blossom Lake Park
- 8 Enhance City Signage
- 9 Develop An Employee Recognition Program
- 10 Development Communitywide Emergency Operations Plan
- 11 Develop 50th Anniversary Celebration Plan
- 12 Design and Construct Waterfront Park
- 13 Expand Use of Technology
- 14 Encourage and Promote Public Art
- 15 Design and Reconstruct Johnson Boulevard

CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**CITY ATTORNEY**

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# CITY ATTORNEY

## Mission Statement

To provide proactive expert advice and counsel to the City Council and City staff to minimize the need for legal proceedings and expenses.

## Description of Responsibilities

The City Attorney acts as the legal counsel to the City Council, City Manager and all City departments. The City of Seminole contracts with Daigneault, Trask & Metzger for professional legal services. The firm reviews all legal documents including contracts and bonds on the City's behalf, and is present for all City Council meetings. The City Attorney also represents the City for any and all legal complaints and lawsuits.



*City Attorney Jay Daigneault*

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	-	-	-	-	
Operating	52,116	44,109	57,080	57,080	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total</b>	<b>52,116</b>	<b>44,109</b>	<b>57,080</b>	<b>57,080</b>	<b>0%</b>

<b>Positions</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Position</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
None	0	0	0	0	0
<b>TOTAL FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Budgetary Highlights

There are no changes in the City Attorney's budget for FY 2019. Costs and service levels remain unchanged.

<u>Line Item Budget</u>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
01-0514-3130 City Attorney Retainer	33,000	33,000	37,080	37,080	
01-0514-3140 City Attorney Professional Fees	963	5,680	5,000	5,000	
01-0514-3190 Other Professional Services	9,363	1,129	5,000	5,000	
01-0514-3191 Special Master Legal Fees	3,380	3,220	5,000	5,000	
01-0514-3192 Development Related Legal Fees	5,409	1,080	5,000	5,000	
<b>OPERATING SUBTOTAL</b>	<b>52,116</b>	<b>44,109</b>	<b>57,080</b>	<b>57,080</b>	<b>0%</b>
<b>TOTAL CITY ATTORNEY</b>	<b>52,116</b>	<b>44,109</b>	<b>57,080</b>	<b>57,080</b>	<b>0%</b>

CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**CITY CLERK**

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# CITY CLERK

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## Mission Statement

To professionally and impartially serve the City Council and City Administration; assist the public in acquiring public documents and information; maintain the official records of the City; and coordinate city elections in accordance with statutory requirements.

## Description of Responsibilities

The City Council appoints the City Clerk, a charter official of the City of Seminole, to serve the vital functions of ensuring public notice of all City Council meetings, maintaining the formal record of Council meeting proceedings, providing administrative support to Council, and serving as the City's formal custodian of records. This role includes maintaining all official City records, including ordinances, resolutions, meeting minutes of the City Council and its Boards, and the official Municipal Code of Ordinances. The City Clerk also serves as the central point of contact for all public records requests in the City and coordinates municipal elections with the County Supervisor of Elections. By ensuring effective communication, the City Clerk supports a successful working relationship between the City Council, city management, staff throughout the City, and general public.

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	80,295	79,346	82,388	84,120	
Operating	40,518	45,063	45,065	45,065	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total</b>	<b>120,813</b>	<b>124,410</b>	<b>127,453</b>	<b>129,185</b>	<b>1%</b>

*Shown in Full-time Equivalents (FTE)*

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Position</b>
<b>Full-Time Positions</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Changes</b>
City Clerk	1	1	1	1	0
<b>TOTAL FTE</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

## Service Measures

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Public Records Requests processed	40	45	30	30
Council Meeting packets published to web	44	40	37	34
Ordinances/Resolutions adopted and archived	13/6	22/7	22/10	20
Public Notices posted	62	66	38	40

# CITY CLERK

## Budgetary Highlights

Personnel expenses are increasing 2% in FY 2019 and include salary and benefit costs associated with a merit increase of up to 3% per City policy. The largest portion of operating expenses stems from contractual services which include the cost of a citywide election (\$2,700), codification of the Code of Ordinances and internet archiving (\$7,488), a portion of the City's electronic agenda management software (\$3,300) and document management licensing (\$5,189). Operating expenses are flat over the prior year.



<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0510-1200 Salaries	46,742	48,688	51,274	51,447	
01-0510-1400 Overtime	3,186	-	-	-	
01-0510-1503 Education Pay	1,320	1,320	1,320	1,320	
01-0510-1514 Uniform Allowance	306	173	-	-	
01-0510-2100 FICA	3,591	3,456	3,923	4,037	
01-0510-2210 Retirement	11,033	10,978	10,997	12,015	
01-0510-2310 Health & Life Insurance	13,627	14,229	14,358	14,773	
01-0510-2320 LT Disability Insurance	408	408	426	438	
01-0510-2400 Workers' Compensation	82	95	90	90	
<b>PERSONNEL SUBTOTAL</b>	<b>80,295</b>	<b>79,346</b>	<b>82,388</b>	<b>84,120</b>	<b>2%</b>
01-0510-3410 Contractual Services	24,728	20,878	25,047	25,047	
01-0510-4000 Travel & Per Diem	786	1,335	1,500	1,500	
01-0510-4110 Phone & Internet	520	433	463	463	
01-0510-4120 Postage	299	322	500	500	
01-0510-4610 Maintenance & Repair	852	413	350	450	
01-0510-4700 Printing	59	-	100	100	
01-0510-4910 Legal Advertisements	10,510	19,236	13,000	13,000	
01-0510-5110 Office Supplies	1,126	1,179	1,000	1,000	
01-0510-5290 Operating Supplies	422	268	1,240	1,140	
01-0510-5410 Book & Publications	286	-	365	365	
01-0510-5430 Memberships	180	260	600	600	
01-0510-5440 Training	750	740	900	900	
<b>OPERATING SUBTOTAL</b>	<b>40,518</b>	<b>45,063</b>	<b>45,065</b>	<b>45,065</b>	<b>0%</b>
<b>TOTAL CITY CLERK</b>	<b>120,813</b>	<b>124,410</b>	<b>127,453</b>	<b>129,185</b>	<b>1%</b>



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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

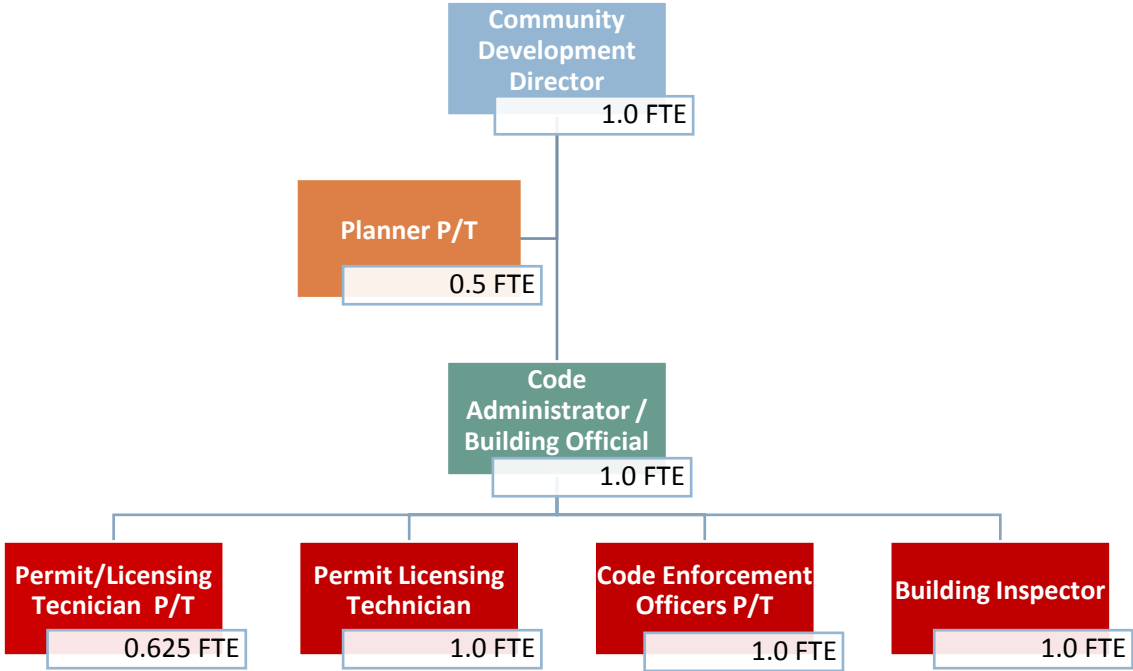
**COMMUNITY DEVELOPMENT**

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**Community Development Department**  
**6.125 FTE**



# COMMUNITY DEVELOPMENT

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## Description of Responsibilities

The Community Development Department is charged with the responsibilities of strategic community planning, development and redevelopment project reviews and approvals, code enforcement, and building construction permitting and inspections. The Department is composed of two divisions, Administration & Planning and Code Administration & Inspections.

### *Administration & Planning Division*

The Administration & Planning Division supplies the requesting public with the highest level of service in the areas of zoning administration, development and redevelopment processes, long range comprehensive planning, and intergovernmental coordination. This activity includes short and long range planning activities within the City of Seminole. Short-range planning duties include the application of zoning and land development regulations to specific developments, including coordination of site plan reviews and quasi-judicial board actions. Long-range functions include monitoring and amending the Municipal Comprehensive Plan and coordinating planning activities which have a future impact to development and quality of life issues. Duties in this area also include responsibility of the City's local planning agency as well as coordination with state, regional and other local planning agencies. This division is also responsible for the overall planning, organization, coordination, staffing, reporting and budgeting of the entire Community Development Department.

### *Code Administration & Inspection Division*

Code Administration & Inspection Division provides the City with permitting and fee collection services associated with occupational licensing, building plan review, construction inspection services, and code enforcement. These activities ensure the health, safety and welfare of the community through the enforcement of Federal, State and City construction and building codes. Permit technicians handle the intake and processing of all building permits and occupational licensing of all business operations within the City of Seminole. Building Inspection staff are responsible for plan review and field inspections for compliance with applicable codes, regulations and laws. Code Enforcement Officers enforce the City's Municipal Code of Ordinances for violations such as dealing with nuisances, signs, land use and zoning, and life-safety regulations. Coordination of enforcement with other departments is an important aspect of daily assignments.



*Major redevelopment activity in the City since 2016 has been the construction of Seminole City Center, a \$72M retail and entertainment complex*

# COMMUNITY DEVELOPMENT

## Budget Summary

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
Personnel	433,458	484,032	501,632	516,161	
Operating	270,553	266,781	258,935	256,840	
Capital	55,633	-	-	-	
Other	5,440	5,440	-	-	
<b>Total</b>	<b>765,084</b>	<b>756,253</b>	<b>760,567</b>	<b>773,001</b>	<b>2%</b>

## *Shown in Full-time Equivalents (FTE)*

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	Position Change
<b>Full-Time Positions</b>					
Community Developmt. Director	1	1	1	1	0
Code Administration Official	1	1	1	1	0
Planner	0.5	0.5	0.5	0.5	0
Building Inspector	1	1	1	1	0
Permit/Licensing Tech. II	1	1	1	1	0
<b>Part-Time Positions</b>					
Permit/Licensing Tech.	0.625	0.625	0.625	0.625	0
Code Enforcement Officer	1	1	1	1	0
<b>TOTAL FTE</b>	<b>6.125</b>	<b>6.125</b>	<b>6.125</b>	<b>6.125</b>	<b>0</b>

## Service Measures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Permits Issued	1,639	1,765	1,876	1,975
Permit Valuation	\$69.9M	\$39.7M	\$29.7M	\$26.5M
Building Inspections	2,163	2,768	3,399	3,450
Business Tax Receipts Issued	778	920	799	825

## Goals

- 1.) Explore the feasibility of developing Geographic Information System (GIS) mapping technology.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*
- 2.) Develop and implement a scanning plan for paper plan archives.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*
- 3.) Review and make recommendations on building permit and development fees.
- 4.) Complete final phase of EnerGov implementation for business tax receipt management.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*

# COMMUNITY DEVELOPMENT

## Budgetary Highlights

### *Administration & Planning Division*

Staffing levels will remain flat in FY 2019 and personnel costs reflect a 6% increase to fund the cost of budgeted merit increases, adjustments to the City's Classification and Compensation Plan, and changes in benefit elections. The operating budget remains flat over FY 2018 levels.

<u>Line Item Budget</u>	<b>FY 2016</b> <b>Actual</b>	<b>FY 2017</b> <b>Actual</b>	<b>FY 2018</b> <b>Budget</b>	<b>FY 2019</b> <b>Budget</b>	<b>% Chg</b>
01-0530-1200 Salaries	128,816	133,481	135,768	142,574	
01-0530-1503 Education Pay	1,320	1,320	1,320	1,320	
01-0530-1509 Allowances	740	520	480	480	
01-0530-2100 FICA	10,007	10,349	10,528	11,085	
01-0530-2210 Retirement	23,736	25,476	26,620	29,787	
01-0530-2310 Health & Life Insurance	8,102	8,436	8,458	8,612	
01-0530-2320 LT Disability Insurance	569	569	526	526	
01-0530-2400 Workers' Compensation	256	276	280	280	
<b>PERSONNEL SUBTOTAL</b>	<b>173,546</b>	<b>180,427</b>	<b>183,980</b>	<b>194,664</b>	<b>6%</b>
01-0530-3143 Professional Services	25,213	35,909	25,000	25,000	
01-0530-3490 Contractual Services	6,036	748	990	990	
01-0530-4000 Travel & Per Diem	-	728	1,000	1,000	
01-0530-4110 Phone and Internet	1,378	792	1,390	1,390	
01-0530-4120 Postage	271	561	750	750	
01-0530-4310 Electricity	2,714	3,037	3,000	3,000	
01-0530-4320 Water/Sewer	70	59	179	179	
01-0530-4512 Insurance	757	613	739	739	
01-0530-4610 Repair & Maintenance	-	-	567	567	
01-0530-4700 Printing	-	1,879	2,000	2,000	
01-0530-4800 Promotional Activities	-	-	2,400	2,400	
01-0530-5110 Office Supplies	512	1,242	750	750	
01-0530-5210 Operating Supplies	980	980	1,700	1,700	
01-0530-5410 Books & Publications	189	-	-	-	
01-0530-5430 Dues/Memberships	235	230	650	650	
01-0530-5440 Training	264	1,728	500	500	
<b>OPERATING SUBTOTAL</b>	<b>38,619</b>	<b>48,506</b>	<b>41,615</b>	<b>41,615</b>	<b>0%</b>
<b>TOTAL ADMINISTRATION &amp; PLANNING</b>	<b>212,165</b>	<b>228,933</b>	<b>225,595</b>	<b>236,279</b>	<b>5%</b>

# COMMUNITY DEVELOPMENT

## Budgetary Highlights

### *Code Administration & Inspection Division*

Staffing levels remain flat over FY 2018 and costs will increase 1% over prior year to fund merit increases and benefit elections. The operating budget reflects a 1% decrease due to a reduced budget for phone and internet, along with repair and maintenance based on historical actuals. No capital expenditures or interfund transfers are budgeted for FY 2019.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0524-1200 Salaries	204,178	233,059	242,399	250,864	
01-0524-1400 Overtime	-	-	-	-	
01-0524-1509 Allowances	518	-	480	480	
01-0524-2100 FICA	15,066	17,009	18,915	19,579	
01-0524-2210 Retirement	14,149	16,921	18,298	20,721	
01-0524-2310 Health/Life Insurance	22,398	32,263	32,505	24,783	
01-0524-2320 L/T Disability	1,065	1,341	1,558	1,578	
01-0524-2400 Workers' Compensation	2,538	3,012	3,497	3,492	
<b>PERSONNEL SUBTOTAL</b>	<b>259,912</b>	<b>303,605</b>	<b>317,652</b>	<b>321,497</b>	<b>1%</b>
01-0524-3437 Professional Services	-	-	-	-	
01-0524-3438 Contractual Services	41,720	19,152	18,703	18,703	
01-0524-3701 Administrative Allocation	130,713	131,785	131,785	131,785	
01-0524-4000 Travel & Per Diem	561	1,663	1,900	1,900	
01-0524-4110 Phone & Internet	3,366	3,626	6,638	5,100	
01-0524-4120 Postage	1,492	1,412	1,675	1,675	
01-0524-4310 Electric	7,689	10,122	9,500	9,500	
01-0524-4320 Water/Sewer	199	168	262	262	
01-0524-4490 Rentals & Leases	26,046	26,046	26,046	26,046	
01-0524-4500 Insurance	7,017	5,923	6,879	6,879	
01-0524-4610 Repair & Maintenance	2,328	2,168	2,950	2,500	
01-0524-4790 Printing	723	228	900	900	
01-0524-5110 Office Supplies	3,742	2,601	3,450	3,450	
01-0524-5210 Operating Supplies	4,429	9,385	3,832	3,725	
01-0524-5410 Books / Publications	387	2,121	950	950	
01-0524-5430 Dues/Memberships	685	730	775	775	
01-0524-5440 Training	837	1,145	1,075	1,075	
<b>OPERATING SUBTOTAL</b>	<b>231,934</b>	<b>218,275</b>	<b>217,320</b>	<b>215,225</b>	<b>1%</b>
01-0524-6401 Capital Equipment	55,633	-	-	-	
<b>CAPITAL SUBTOTAL</b>	<b>55,633</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
01-0524-6902 Interfund Transfer	5,440	5,440	-	-	
<b>OTHER SUBTOTAL</b>	<b>5,440</b>	<b>5,440</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL CODE ADMINISTRATION &amp; INSPECTIONS</b>	<b>552,919</b>	<b>527,320</b>	<b>534,972</b>	<b>536,722</b>	<b>0%</b>

CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

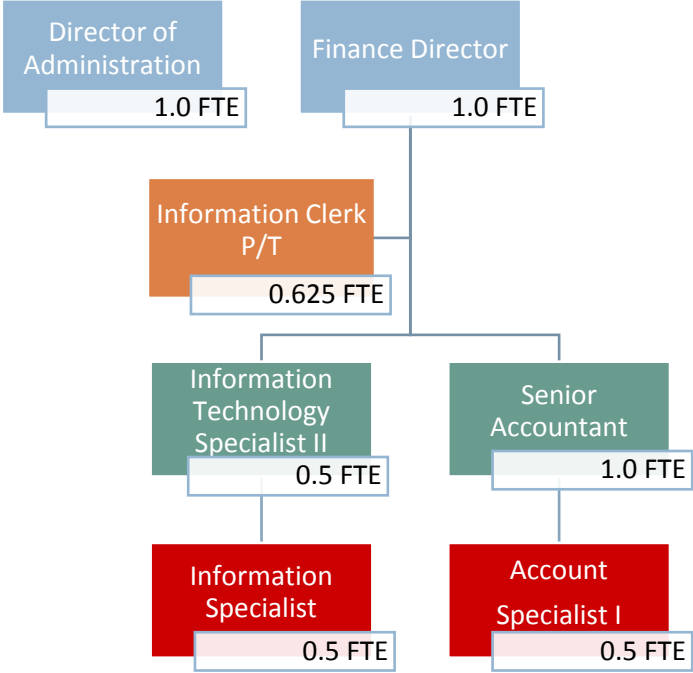
**FINANCE**

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**Finance Department**  
**5.125 FTE**





# FINANCE DEPARTMENT

## Mission Statement

The City of Seminole's Finance Department ensures accountability of public resources by providing sound fiscal management and technological support for City operations, ensuring effective and efficient delivery of government services.

## Description of Responsibilities

The Finance Department oversees the investment of City assets, financial management and reporting, the annual budget and CIP process, as well as managing and supporting network infrastructure. The Department is composed of two divisions: Administration, which includes citywide Information Technology services, managing the municipal television channel and streaming content, and front desk support at City Hall. The Finance Division, which is responsible for accounts payable, payroll, accounting, and financial reporting. Daily operations include:

- Executing financial policies established by the City Council and City Manager;
- Providing timely payments to city vendors and creditors;
- Maintaining fixed assets, processing payroll, and producing the annual audit and financial reports;
- Supporting the City's network infrastructure and assisting in the procurement, implementation and maintenance of hardware and software;
- Coordinating the Annual Budget and Capital Improvement Program each year;
- Ensuring compliance with all applicable federal, state, and local laws and accounting principles.

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	399,909	422,705	473,437	522,075	
Operating	105,812	141,997	138,508	136,510	
Capital	-	-	-	-	
Other	84,000	1,171,792	-	-	
<b>Total</b>	<b>589,721</b>	<b>1,736,494</b>	<b>611,945</b>	<b>658,585</b>	<b>8%</b>

*Shown in Full-time Equivalent (FTE)*

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Position</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
<b>Full-Time Positions</b>					
Director of Administration	1	1	1	1	0
Finance Director	0	0	1	1	0
Senior Accountant	1	1	1	1	0
Account Specialist I	0.625	0.625	0.625	0.5	-0.125
Information Tech. Specialist	0.5	0.5	0.5	0.5	0
Information Tech. Specialist II	0.5	0.5	0.5	0.5	0
Administrative Assistant II	1	1	0	0	0
<b>Part-Time Positions</b>					
Office Specialist	0	0	0.625	0.625	0
Office Specialist	0	0	0.5	0	-0.5
<b>TOTAL FTE</b>	<b>4.625</b>	<b>4.625</b>	<b>5.75</b>	<b>5.125</b>	<b>-0.625</b>

# FINANCE DEPARTMENT

<u>Service Measures</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Projected</b>
Purchase Orders Issued	2,816	2,918	2,709	2,800
Live Checks Issued/Voided	3,286/70	3,173/43	2,879/28	2,900/50
Payroll Processed by Direct Deposit	100%	100%	100%	100%
Payroll Direct Deposit Transactions	2,762	3,085	3,520	3,700
Management and support of citywide devices	N/A	N/A	271	275
Council meetings recorded, broadcast, edited and posted on web	N/A	N/A	33	30



*The City of Seminole has received 14 consecutive Distinguished Budget Awards and 20 consecutive Excellence in Financial Reporting Awards from the Government Finance Officers Association (GFOA).*

## Goals

- 1.) Work with the departments to launch redesigned interactive website and monitor compliance with accessibility guidelines.  
*Links to Citywide Strategic Goal 6: Promote Community Engagement & 13: Expand Use of Technology*
- 2.) Implement use of projects in financial system to assist with tracking revenues and expenses.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*
- 3.) Complete final phase of EnerGov implementation for business tax receipt management.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*
- 4.) Address sound quality in Council Chamber through procurement of new equipment.  
*Links to Citywide Strategic Goal 6: Promote Community Engagement & 13: Expand Use of Technology*
- 5.) Finalize switch for phone/internet to integrate Recreation Center into City Hall system.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*

## Budgetary Highlights

Organizationally, the Finance Department has evolved with the planned retirement of the Director of Administration in FY 2018. Former divisions of the Administration Department, Library and Recreation, are now standalone Departments as reflected in the FY 2019 Budget. The Finance Director has assumed executive level financial duties and the Administration Department has been renamed the Finance Department in FY 2019 to better reflect the duties and responsibilities of staff. Staffing changes include deleting a part-time Office Specialist position and a reduction in hours for the part-time Account Specialist I. These reductions enable the addition of a part-time Office Specialist for the Recreation Department to provide additional support for the public.

# FINANCE DEPARTMENT

## Budgetary Highlights

### *Administration Division*

Administration. This position is currently vacant and budgeted for 6 months of the year. The City Manager will evaluate the need for this position during FY 2019 to determine whether the position is merited. Operating costs are flat over FY 2018 levels with slight reductions in travel and per diem, postage, printing, and other current charges which include advertising costs for vacant positions citywide. No capital expenditures or interfund transfers are budgeted.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0516-1200 Salaries	217,195	226,936	220,043	189,663	
01-0516-1310 Overtime	-	12		16,760	
01-0516-1503 Education Pay	2,820	3,960	3,960	2,482	
01-0516-1509 Cell Phone Allowance	960	1,040	960	480	
01-0516-2100 FICA	16,486	16,894	17,115	13,080	
01-0516-2210 Retirement	34,266	36,019	35,229	27,515	
01-0516-2310 Health & Life Insurance	27,600	25,690	25,768	24,970	
01-0516-2320 LT Disability Insurance	1,482	1,192	1,351	922	
01-0516-2400 Workers' Compensation	465	424	468	222	
01-0516-2500 Unemployment Comp.	924	(344)	2,000	1,500	
<b>PERSONNEL SUBTOTAL</b>	<b>302,197</b>	<b>311,823</b>	<b>306,894</b>	<b>277,594</b>	<b>10%</b>
01-0516-3101 Professional Services	7,755	7,338	7,500	7,500	
01-0516-3430 Contractual Services	6,159	3,650	4,201	4,201	
01-0516-4000 Travel & Per Diem	2,395	1,104	2,350	1,350	
01-0516-4110 Phone & Internet	2,332	2,635	2,274	2,275	
01-0516-4120 Postage	112	2,048	3,200	2,900	
01-0516-4310 Electric	12,211	13,665	13,000	13,000	
01-0516-4320 Water/Sewer	316	267	325	320	
01-0516-4410 Leases	1,163	1,221	2,200	2,000	
01-0516-4500 Insurance	39,447	38,405	39,050	39,450	
01-0516-4610 Repair & Maintenance	469	1,817	1,375	1,375	
01-0516-4790 Printing	5,251	5,370	7,000	6,200	
01-0516-4800 Promotional Activities	727	2,828	1,800	2,000	
01-0516-4920 Other Current Charges	3,192	1,976	4,975	4,550	
01-0516-5110 Office Supplies	1,212	1,863	1,650	1,650	
01-0516-5210 Operating Supplies	3,650	4,022	4,050	4,050	
01-0516-5410 Book & Publications	-	-	100	100	
01-0516-5430 Memberships	420	704	420	160	
01-0516-5440 Training	780	740	8,825	8,750	
<b>OPERATING SUBTOTAL</b>	<b>87,592</b>	<b>89,653</b>	<b>104,295</b>	<b>101,831</b>	<b>2%</b>
01-0516-6905 Interfund Transfer	84,000	1,158,870	-	-	
01-0516-9903 Hurricane Irma Expenses		12,922	-	-	
<b>OTHER SUBTOTAL</b>	<b>84,000</b>	<b>1,171,792</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>ADMINISTRATION DIVISION TOTAL</b>	<b>473,790</b>	<b>1,573,268</b>	<b>411,189</b>	<b>379,425</b>	<b>-8%</b>

# FINANCE DEPARTMENT

## Budgetary Highlights

### *Finance Division*

Within the Finance Division, personnel costs have increased to reflect a full year of the Finance Director position, which was only funded for 6 months in FY 2018. Operating costs remain relatively unchanged in FY 2019 and include professional services of \$12,000 for the City audit (split with Fire Rescue) and \$4,500 for bank fees. No capital or interfund transfers are programmed for FY 2019.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0513-1200 Salaries	70,905	81,749	117,439	166,963	
01-0513-1503 Education Pay	1,320	1,320	1,650	2,640	
01-0513-2100 FICA	5,241	6,073	9,103	12,967	
01-0513-2210 Retirement	5,576	6,315	14,634	27,064	
01-0513-2310 Health & Life Insurance	13,627	14,191	21,959	33,049	
01-0513-2320 LT Disability Insurance	854	1,079	1,578	1,578	
01-0513-2400 Workers' Compensation	188	155	180	220	
<b>PERSONNEL SUBTOTAL</b>	<b>97,711</b>	<b>110,882</b>	<b>166,543</b>	<b>244,481</b>	<b>47%</b>
01-0513-3200 Professional Services	5,770	18,134	12,974	12,000	
01-0513-3400 Contractual Services	5,667	24,137	6,672	7,340	
01-0513-4000 Travel & Per Diem	-	653	3,600	3,650	
01-0513-4110 Phone & Internet	677	722	692	719	
01-0513-4120 Postage	1,867	1,825	2,000	2,000	
01-0513-4790 Printing	442	170	470	580	
01-0513-4909 Bank Fees	3,082	4,493	3,900	4,500	
01-0516-5110 Office Supplies	197	1,152	900	975	
01-0516-5210 Operating Supplies	280	457	475	475	
01-0516-5410 Book & Publications	92	100	160	160	
01-0516-5430 Memberships	75	55	110	310	
01-0516-5440 Training	70	447	2,260	1,970	
<b>OPERATING SUBTOTAL</b>	<b>18,220</b>	<b>52,344</b>	<b>34,213</b>	<b>34,679</b>	<b>1%</b>
<b>FINANCE DIVISION TOTAL</b>	<b>115,931</b>	<b>163,226</b>	<b>200,756</b>	<b>279,160</b>	<b>39%</b>

CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

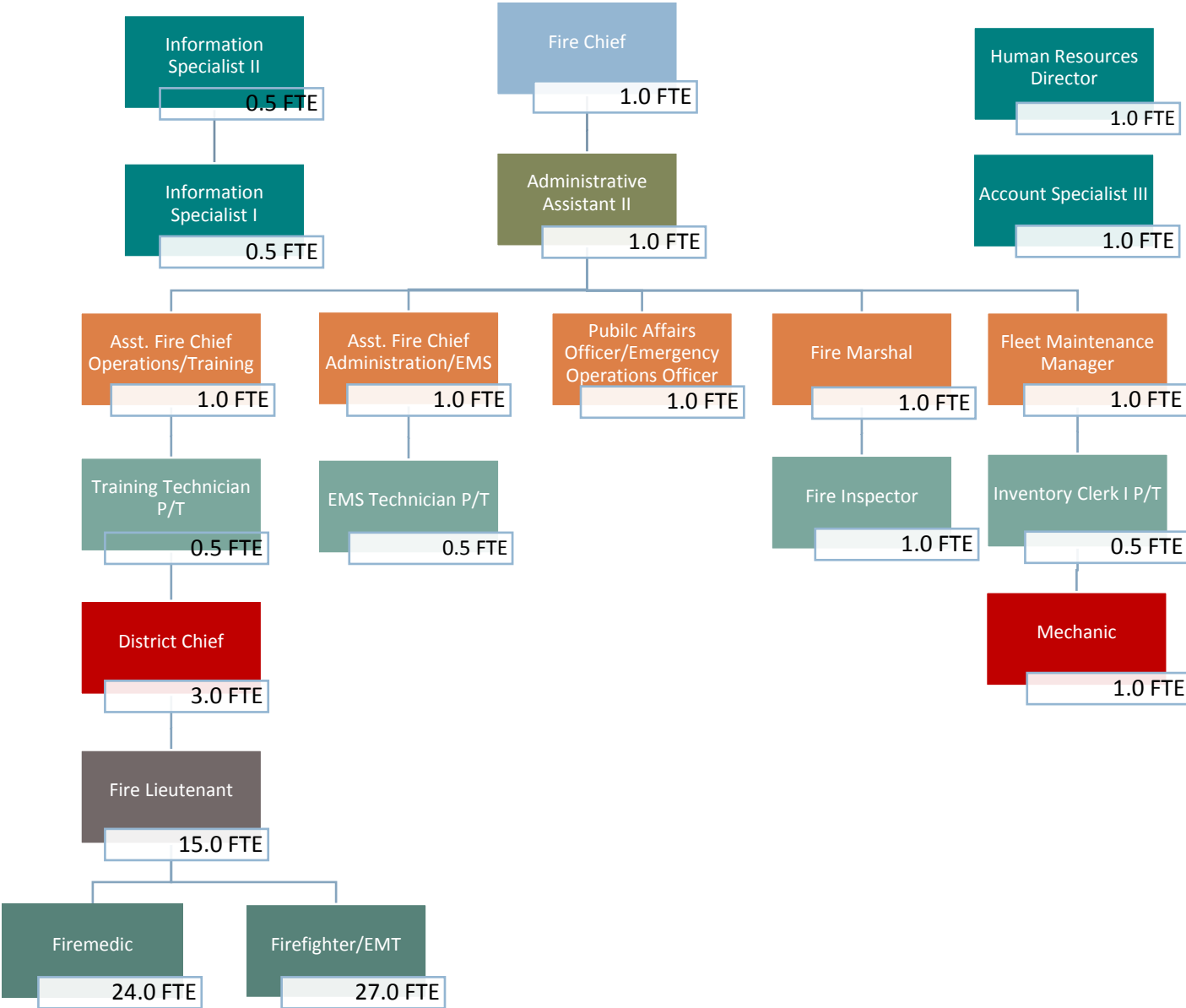
**FIRE RESCUE**

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**Fire / Rescue Department**  
**82.5 FTE**



# FIRE RESCUE DEPARTMENT

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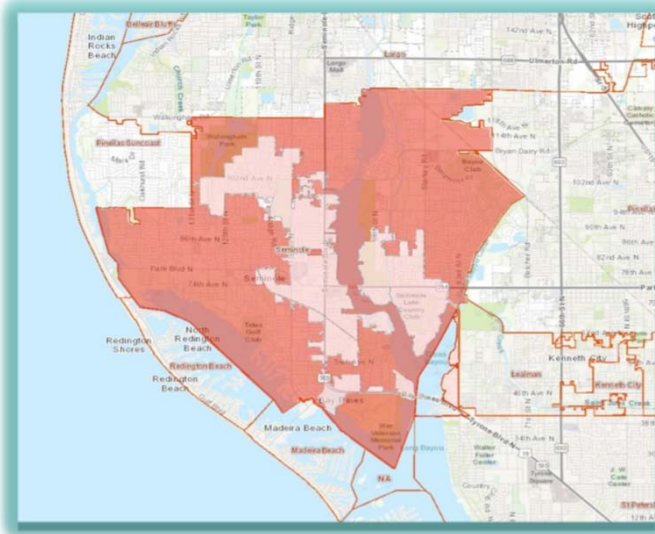
## Mission

As a professional organization, the City of Seminole Fire Rescue Department is dedicated to providing a wide range of emergency and non-emergency public services for the health, safety and welfare of the citizens of the Seminole Fire District.

## Description of Responsibilities

The Fire Rescue Department is divided into six divisions: Fire Administration, Emergency Medical Services (EMS), Life Safety Services, Fire Training, Fleet Maintenance, and Fire Operations.

EMS and Fire Operations personnel are divided into three shifts, each lasting twenty-four hours. The Department operates from four fire stations providing comprehensive public safety services that include emergency fire, rescue, hazardous materials mitigation and medical services, fire prevention and code enforcement, and public education.



*Seminole Fire District in red,  
including city limits shown in pink*

In addition to providing emergency services for the City of Seminole, the City contracts with: Pinellas County for emergency fire protection and EMS services to the unincorporated area surrounding the City, the Bay Pines Veterans Administration complex, and the Towns of Redington Beach, North Redington Beach and Redington Shores through joint Seminole/Madeira Beach fire protection interlocal agreements. The Seminole Fire District's service area covers 25 square miles and protects approximately 110,000 residents.

The Department funds 81 full-time and 3 part-time positions and staffs four advanced life support (ALS) fire engines, one aerial Basic Life Support (BLS) truck, an ALS support heavy rescue vehicle and a District Chief vehicle on a 24-hour a day basis. A hazardous materials vehicle, a brush fire fighting vehicle, a marine unit, and a number of support vehicles are staffed as needed. All field personnel and officers are State of Florida certified firefighters and are either Emergency Medical Technicians (EMTs) or Paramedics. The Insurance Services Office (ISO) Public Protection Classification rating for the Seminole Fire District is a Class 1 rating (on a ten-point scale with one being the best).



# FIRE RESCUE DEPARTMENT

## Budget Summary

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
Personnel	6,701,708	6,707,531	7,080,767	7,422,801	
Operating	1,145,631	1,340,568	1,369,560	1,428,160	
Capital	182,789	359,165	9,300	55,300	
Other	264,480	267,380	267,380	-	
<b>Total</b>	<b>8,294,608</b>	<b>8,674,644</b>	<b>8,727,007</b>	<b>8,906,261</b>	<b>2%</b>

## Shown in Full-time Equivalents (FTE)

Full-Time Positions	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	Position Change
Fire Chief	1	1	1	1	0
Asst. Fire Chief- Admin. & EMS	1	1	1	1	0
Asst. Fire Chief- Ops. & Training	1	1	1	1	0
District Chief	3	3	3	3	0
Lieutenant	15	15	15	15	0
FF/Paramedic	24	24	24	24	0
Firefighter/EMT	27	27	27	27	0
Fire Marshall	1	1	1	1	0
Fire Inspector	0	1	1	1	0
Public Affairs Officer/EM Coord.	1	1	1	1	0
Maintenance Supervisor	1	1	1	1	0
Mechanic	1	1	1	1	0
Administrative Assistant II	1	1	1	1	0
Human Resources Director*	1	1	1	1	0
Office Specialist II**	1	1	1	0	-1
Office Specialist III**	0	0	0	1	1
IT Specialist I***	0.5	0.5	0.5	0.5	0
IT Specialist II***	0.5	0.5	0.5	0.5	0
<b>Part-Time Positions</b>					
Fire Inspector	1	0	0	0	
Training Technician	0.5	0.5	0.5	0.5	0
Counter Clerk	0.5	0.5	0.5	0.5	0
EMS Technician	0.5	0.5	0.5	0.5	0
<b>TOTAL FTE</b>	<b>82.5</b>	<b>82.5</b>	<b>82.5</b>	<b>82.5</b>	<b>0</b>

\* Position is funded by Fire Administration but reports to City Manager.

\*\* Position funded by Fire Administration but operates in Finance Department.

\*\*\* Positions partially funded by Fire Administration but operate in Finance Department.



# FIRE RESCUE DEPARTMENT

<u>Service Measures &amp; Goals</u>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Goal</b>
Total Department Responses*	12,762	12,682	12,555 or 1% decrease due to proactive educational efforts
Response Time Compliance	95.6%	94.4%	95.0%
Percentage of Responses Handled by First Due			
Fire Station 29	92.4%	91.7%	>90%
Fire Station 30	81.6%	82.0%	>90%
Fire Station 31	86.0%	86.3%	>90%
Fire Station 32	83.6%	80.6%	>90%
Number of Periodic Fire Inspections	714	652	800
Number of Residents Taught Fire Safety*	8,671	8,352	8,600 or 3% increase
Number of Residents Taught CPR, AED or First Aid Education*	292	289	300 or 3% increase
Number of Community Emergency Response Team (CERT) Training Graduates*	35	32	30

\* Denotes goals that links to Citywide Strategic Goal 6: Recognize, Promote, and Celebrate Community Engagement



# FIRE RESCUE DEPARTMENT

## Budgetary Highlights

### Fire Administration Division

Fire Administration costs are relatively flat over FY 2018 levels. Within personnel, the 4% increase reflects a 3% increase for all eligible employees, the maximum an employee may earn in for FY 2019 in the City's merit system. Other ancillary personnel costs that are tied to wages have also increased nominally. The personnel category within Fire Administration also funds support positions within other Departments including: Human Resources Director (City Manager Dept.), Office Specialist III (Finance Dept.) and half of the Information Specialist I and II positions (Finance Dept.) Operating costs have decreased 5% in FY 2019 by reducing training costs (\$5,430 reduction) and contractual services (\$6,190 reduction). Capital costs include half of a server for the City's Emergency Operations Center (EOC).

Line Item Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-1522-1200 Salaries	378,903	341,855	354,950	371,420	
01-1522-1400 Overtime	3,119	2,071	2,160	2,240	
01-1522-1500 Allowances	7,978	9,566	7,070	7,070	
01-1522-2100 FICA	28,878	25,995	27,560	28,630	
01-1522-2230 Retirement	30,072	36,532	38,570	42,310	
01-1522-2310 Health & Life Insurance	69,720	73,466	75,581	77,010	
01-1522-2320 LT Disability Insurance	2,839	3,071	2,600	2,710	
01-1522-2400 Workers' Compensation	4,358	5,375	6,300	6,100	
<b>PERSONNEL SUBTOTAL</b>	<b>525,866</b>	<b>497,931</b>	<b>514,791</b>	<b>537,490</b>	<b>4%</b>
01-1522-3101 Professional Services	52,281	49,479	52,840	51,020	
01-1522-3400 Contractual Services	27,249	41,458	41,310	35,120	
01-1522-4000 Travel & Per Diem	3,507	4,034	5,450	4,400	
01-1522-4110 Phone & Internet	14,670	15,260	14,900	14,900	
01-1522-4120 Postage	1,471	1,369	500	1,200	
01-1522-4310 Electricity	24,778	25,805	22,730	23,000	
01-1522-4320 Water/Sewer	586	494	350	530	
01-1522-4490 Rentals & Leases	59,612	70,810	71,430	71,930	
01-1522-4500 Insurance	66,886	40,220	29,170	29,170	
01-1522-4610 Repair & Maintenance	9,217	14,977	8,460	8,920	
01-1522-4721 Printing	926	704	1,100	1,100	
01-1522-4910 Other Current Expenses	596	496	1,000	500	
01-1522-5110 Office Supplies	4,236	5,347	5,000	5,000	
01-1522-5210 Operating Supplies	14,260	12,133	13,350	13,350	
01-1522-5400 Books, Pubs. & Mbrshps.	1,583	1,248	1,750	1,750	
01-1522-5440 Training	905	7,350	8,530	3,100	
<b>OPERATING SUBTOTAL</b>	<b>282,763</b>	<b>291,185</b>	<b>277,870</b>	<b>264,990</b>	<b>5%</b>
Capital Equipment	17,803	-	-	6,000	
01-1522-6410 <b>CAPITAL SUBTOTAL</b>	<b>17,803</b>			<b>6,000</b>	<b>100%</b>
<b>TOTAL FIRE ADMINISTRATION</b>	<b>826,432</b>	<b>789,117</b>	<b>792,661</b>	<b>808,480</b>	<b>2%</b>

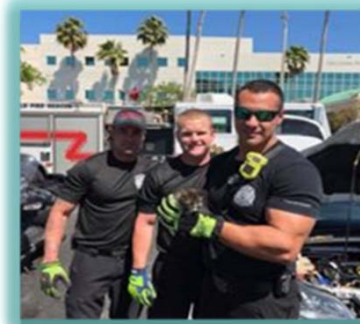
# FIRE RESCUE DEPARTMENT

## Budgetary Highlights

### EMS Division

EMS costs have increased 3% in aggregate, the maximum allowable increase through the interlocal agreement with Pinellas County, which funds EMS services. Within personnel, the budget reflects a 3% increase in wages in accordance with the City's proposal to the IAFF Union for the FY 2018-2019. Operating cost have also increased 3% driven by incremental increases in fuel cost and insurance.

Line Item Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-1622-1200 Salaries	1,009,900	1,033,411	1,028,220	1,050,930	
01-1622-1202 Relief Staffing	240,000	240,000	364,503	374,331	
01-1622-1402 Overtime	123,208	110,558	-	-	
01-1622-1503 Special Pays	11,176	11,073	35,260	35,730	
01-1622-1509 Allowances	9,121	520	480	480	
01-1622-2100 FICA	76,750	79,360	79,550	83,150	
01-1622-2230 Retirement	55,812	148,707	136,280	160,610	
01-1622-2310 Health & Life Insurance	227,590	233,348	251,610	247,140	
01-1622-2320 LT Disability Insurance	7,817	7,970	8,420	8,420	
01-1622-2400 Workers' Compensation	38,624	39,134	44,820	45,260	
01-1622-2500 Unemployment Compensation	-	-	2,000	2,000	
<b>PERSONNEL SUBTOTAL</b>	<b>1,799,998</b>	<b>1,904,080</b>	<b>1,951,143</b>	<b>2,008,051</b>	<b>3%</b>
01-1622-3101 Professional Services	19,992	20,542	25,330	26,410	
01-1622-3701 Administrative Charge	17,340	-	90,300	92,720	
01-1622-4310 Electricity	16,130	-	123,820	125,500	
01-1622-4500 Insurance	38,394	70,952	480	2,570	
01-1622-4660 Repair & Maintenance	87,520	115,134	67,930	71,540	
01-1622-4912 Licenses & Permits	150	2,620	12,700	13,090	
01-1622-5240 Operating Supplies	81,386	67,766	12,570	12,920	
01-1622-5430 Memberships	50	100	100	100	
<b>OPERATING SUBTOTAL</b>	<b>260,962</b>	<b>277,114</b>	<b>333,230</b>	<b>344,850</b>	<b>3%</b>
<b>TOTAL EMS</b>	<b>2,060,960</b>	<b>2,181,194</b>	<b>2,284,373</b>	<b>2,352,901</b>	<b>3%</b>



# FIRE RESCUE DEPARTMENT

## Budgetary Highlights

### Life Safety Services Division

Personnel costs within the Life Safety Division have increased 5% based on both current healthcare elections and budgeted merit increases of 3%, the maximum that can be earned per City policy. Operating costs decreased slightly due to a reduction in repair & maintenance and phone/internet service fees that reflect historical expense levels.



Line Item	Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-1722-1200	Salaries	163,204	159,694	168,180	173,640	
01-1722-1400	Overtime	-	1,376	1,260	1,300	
01-1722-1503	Education Pay	1,590	2,580	600	600	
01-1722-1504	Allowances	2,658	1,040	1,610	1,610	
01-1722-2100	FICA	12,436	12,005	13,010	13,430	
01-1722-2210	Retirement	11,566	12,118	13,350	14,390	
01-1722-2310	Health/Life Insurance	13,791	23,473	25,744	31,240	
01-1722-2320	LT Disability Insurance	715	635	1,400	1,450	
01-1722-2400	Workers' Compensation	5,336	5,805	6,750	6,750	
	<b>PERSONNEL SUBTOTAL</b>	<b>211,295</b>	<b>218,726</b>	<b>231,904</b>	<b>244,410</b>	<b>5%</b>
01-1722-3101	Professional Services	525	620	720	1,160	
01-1722-4000	Travel & Per Diem	777	79	2,280	1,810	
01-1722-4110	Phone & Internet	2,795	2,958	4,390	2,970	
01-1722-4120	Postage	-	21	100	100	
01-1722-4520	Insurance	825	1,760	1,760	1,760	
01-1722-4660	Repair & Maintenance	89	1,581	2,630	1,960	
01-1722-4721	Printing	193	-	500	500	
01-1722-4912	Licenses & Permits	-	-	100	100	
01-1722-5110	Office Supplies	294	905	700	700	
01-1722-5240	Operating Supplies	4,257	5,594	7,590	7,590	
01-1722-5410	Books & Publications	1,256	1,305	1,750	1,930	
01-1722-5430	Memberships	160	310	480	490	
01-1722-5440	Training	7,695	7,925	8,000	8,960	
	<b>OPERATING SUBTOTAL</b>	<b>18,865</b>	<b>23,059</b>	<b>31,000</b>	<b>30,030</b>	<b>3%</b>
	<b>TOTAL LIFE SAFETY SERVICES</b>	<b>230,160</b>	<b>241,785</b>	<b>262,904</b>	<b>274,440</b>	<b>4%</b>

# FIRE RESCUE DEPARTMENT

## Budgetary Highlights

### Fire Training Division

2019. Operating costs have decreased nominally, yielding a 1% increase for this division over FY 2018 levels.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-1822-1200 Salaries	84,232	81,906	82,690	85,170	
01-1822-1500 Special Pays	878	810	860	860	
01-1822-1509 Cell Phone Allowance	400	520	480	480	
01-1822-1514 Uniform Allowance	550	-	-	-	
01-1822-2100 FICA	6,019	5,819	6,370	6,560	
01-1822-2210 Retirement	842	7,980	10,270	11,730	
01-1822-2230 Health & Life Insurance	13,769	17,246	17,720	18,060	
01-1822-2310 LT Disability Insurance	470	-	520	520	
01-1822-2320 Workers' Compensation	3,009	4,042	4,700	4,500	
<b>PERSONNEL SUBTOTAL</b>	<b>110,168</b>	<b>118,323</b>	<b>123,610</b>	<b>127,880</b>	<b>3%</b>
01-1822-3101 Professional Services	500	555	580	610	
01-1822-4000 Travel & Per Diem	1,559	1,040	2,360	2,450	
01-1822-4110 Phone & Internet	1,011	1,082	1,010	1,000	
01-1822-4120 Postage	11	53	100	100	
01-1822-4520 Insurance	484	480	480	480	
01-1822-4600 Repair & Maintenance	607	4,072	3,030	1,600	
01-1822-5110 Office Supplies	185	390	400	400	
01-1822-5210 Operating Supplies	4,251	5,895	9,410	8,660	
01-1822-5410 Dues & Memberships	140	-	470	440	
01-1822-5440 Training	17,511	14,201	20,500	20,800	
01-1822-5490 Tuition Reimbursement	584	4,045	10,000	10,000	
<b>OPERATING SUBTOTAL</b>	<b>26,842</b>	<b>31,814</b>	<b>48,340</b>	<b>46,540</b>	<b>4%</b>
01-1822-6490 Capital Equipment	5,700	-	9,300	9,300	
<b>CAPITAL SUBTOTAL</b>	<b>5,700</b>		<b>9,300</b>	<b>9,300</b>	<b>0%</b>
<b>TOTAL FIRE TRAINING DIVISION</b>	<b>142,710</b>	<b>150,137</b>	<b>181,250</b>	<b>183,720</b>	<b>1%</b>





# FIRE RESCUE DEPARTMENT

## Budgetary Highlights

### Fleet Maintenance Division

Increases in the Fleet Maintenance Division budget come from increases to repair and maintenance and contractual services costs. These cost increases are offset, in part, by fees for service from contracted repairs for neighboring fire districts on their equipment and vehicles. Capital costs for FY 2019 include \$40,000 to replace the roof at the Fleet Maintenance building. The total increase is 18% over FY 2018 budgeted levels due to capital outlay.



Line Item Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-1922-1200 Salaries	139,386	142,199	140,510	140,840	
01-1922-1400 Overtime	917	41	1,670	1,250	
01-1922-1500 Allowances	1,585	1,040	1,000	1,000	
01-1922-2100 FICA	10,154	10,305	10,880	10,870	
01-1922-2210 Retirement	11,758	12,124	12,580	12,860	
01-1922-2310 Health & Life Insurance	28,247	29,468	29,717	30,270	
01-1922-2400 Workers' Compensation	3,366	2,915	3,390	3,350	
<b>PERSONNEL SUBTOTAL</b>	<b>195,413</b>	<b>198,093</b>	<b>199,747</b>	<b>200,440</b>	<b>0%</b>
01-1922-3101 Professional Services	50	-	150	150	
01-1922-3424 Contractual Services	1,900	3,418	3,920	4,730	
01-1922-4000 Travel & Per Diem	1,318	11	-	-	
01-1922-4110 Phone, Internet & Postage	2,451	2,167	2,550	2,500	
01-1922-4300 Utilities	7,215	6,901	7,400	7,000	
01-1922-4512 Insurance	6,765	6,064	5,780	5,780	
01-1922-4600 Repair & Maintenance	7,366	6,041	11,400	11,130	
01-1922-4922 Licenses & Permits	50	90	140	140	
01-1922-5110 Office Supplies	72	34	100	100	
01-1922-5210 Operating Supplies	16,556	14,373	12,150	14,210	
01-1922-5440 Training	-	60	400	400	
<b>OPERATING SUBTOTAL</b>	<b>43,743</b>	<b>39,160</b>	<b>43,990</b>	<b>46,140</b>	<b>5%</b>
01-1922-6490 Capital Equipment	-	-	-	40,000	
<b>CAPITAL SUBTOTAL</b>				<b>40,000</b>	<b>100%</b>
<b>TOTAL FLEET MAINTENANCE DIVISION</b>	<b>239,156</b>	<b>237,252</b>	<b>243,737</b>	<b>286,580</b>	<b>18%</b>

# FIRE RESCUE DEPARTMENT

## Budgetary Highlights

### Fire Operations Division

Personnel increases of 6% reflect current benefit elections and a 3% increase in wages in accordance with the City's proposal to the IAFF Union for FY 2018-2019. An operating increase of 10% is due to an increase in operating supplies (\$19,730 increase) and electricity (\$20,730 increase). The increase in operating supplies is due to a peak replacement year in personnel protective equipment (PPE), which is replaced every 10 years in accordance with National Fire Protection Association standards. These costs will fluctuate within the ten-year replacement cycle based on the number of replacements that reach the end of their useful life in their tenth year of service. Electricity expenses were also increased for FY 2019 based on FY 2017 actuals and FY 2018 estimated actuals which were trending at double the budgeted amount.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-2522-1200 Salaries	2,379,417	2,291,039	2,509,010	2,616,490	
01-2522-1402 Overtime	282,035	286,637	127,090	131,580	
01-2522-1500 Allowances	126,835	100,149	86,000	88,000	
01-2522-2100 FICA	224,099	214,267	225,630	235,320	
01-2522-2210 Retirement	255,461	251,411	375,870	447,940	
01-2522-2300 Health & Life Insurance	506,613	525,077	618,232	660,110	
01-2522-2400 Workers' Compensation	84,508	101,798	117,740	125,090	
<b>PERSONNEL SUBTOTAL</b>	<b>3,858,968</b>	<b>3,770,378</b>	<b>4,059,572</b>	<b>4,304,530</b>	<b>6%</b>
01-2522-3110 Professional Services	17,056	29,074	30,000	38,420	
01-2522-3400 Contractual Services	47,651	47,611	54,380	54,790	
01-2522-3504 Administrative Charges	184,300	208,350	216,100	223,810	
01-2522-4000 Travel & Per Diem	920	2,783	5,480	6,190	
01-2522-4110 Phone/Internet & Postage	19,586	20,146	21,060	20,850	
01-2522-4311 Electricity	29,981	52,371	26,860	47,590	
01-2522-4310 Water/Sewer & Storm. Fees	9,519	11,067	9,450	11,200	
01-2522-4330 Natural Gas & Propane	5,073	4,582	7,300	6,000	
01-2522-4333 Propane	652	2,736	2,050	2,050	
01-2522-4512 Insurance	27,369	29,769	30,270	30,270	
01-2522-4600 Repair & Maintenance	74,590	117,909	85,970	85,700	
01-2522-4721 Printing	165	168	250	250	
01-2522-4912 Licenses & Permits	151	1,270	620	1,690	
01-2522-5110 Office Supplies	2,803	2,770	2,750	2,750	
01-2522-5210 Operating Supplies	92,082	146,077	137,360	157,090	
01-2522-5410 Books, Pubs. & Mbrships.	425	579	1,230	1,230	
01-2522-5440 Training	134	975	4,000	5,730	
<b>OPERATING SUBTOTAL</b>	<b>512,456</b>	<b>678,236</b>	<b>635,130</b>	<b>695,610</b>	<b>10%</b>
01-2522-6400 Capital Imp. & Equipmt.	159,286	359,165	-	-	
<b>CAPITAL SUBTOTAL</b>	<b>159,286</b>	<b>359,165</b>			<b>0%</b>
01-2522-6904 Interfund Transfer	264,480	267,380	267,380	-	
<b>OTHER SUBTOTAL</b>	<b>264,480</b>	<b>267,380</b>	<b>267,380</b>		<b>100%</b>
<b>TOTAL FIRE OPERATIONS</b>	<b>4,795,191</b>	<b>5,075,159</b>	<b>4,962,082</b>	<b>5,000,140</b>	<b>1%</b>

# FIRE RESCUE DEPARTMENT

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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**LAW ENFORCEMENT**

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# LAW ENFORCEMENT

## Description of Responsibilities

Law enforcement services are provided through a contract with the Sheriff of Pinellas County. Services include a full range of traditional police services such as patrol, traffic enforcement, community policing, investigations, detention, and prosecution. Special law enforcement services are also provided, such as canine, drug intervention and special operations.

The City Manager works with the Pinellas County Sheriff's Department, our contractor for law enforcement protection, to provide quality public safety to the citizens of Seminole using traffic units, community police officers and adjusting the number and location of citywide patrols as needed.

## Budget Summary

	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
Personnel	-	-	-	-	
Operating	1,632,374	1,663,741	1,795,832	1,850,223	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total</b>	<b>1,632,374</b>	<b>1,663,741</b>	<b>1,795,832</b>	<b>1,850,223</b>	<b>3%</b>

<b>Positions</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>Position Change</b>
None	0	0	0	0	0
<b>TOTAL FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Budgetary Highlights

Operating costs for providing law enforcement services have increase 3% in accordance with the FY 2018-2019 contract for services with the Pinellas County Sheriff's Office.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0521-3440 Sheriff's Office Contractual Svcs.	1,607,568	1,642,504	1,681,697	1,736,088	
01-0521-3490 Other Contractual Services	23,349	19,890	112,635	112,635	
01-0521-4110 Phone & Internet	1,457	1,347	1,500	1,500	
<b>OPERATING SUBTOTAL</b>	<b>1,632,374</b>	<b>1,663,741</b>	<b>1,795,832</b>	<b>1,850,223</b>	<b>3%</b>
<b>TOTAL LAW ENFORCEMENT</b>	<b>1,632,374</b>	<b>1,663,741</b>	<b>1,795,832</b>	<b>1,850,223</b>	<b>3%</b>

CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

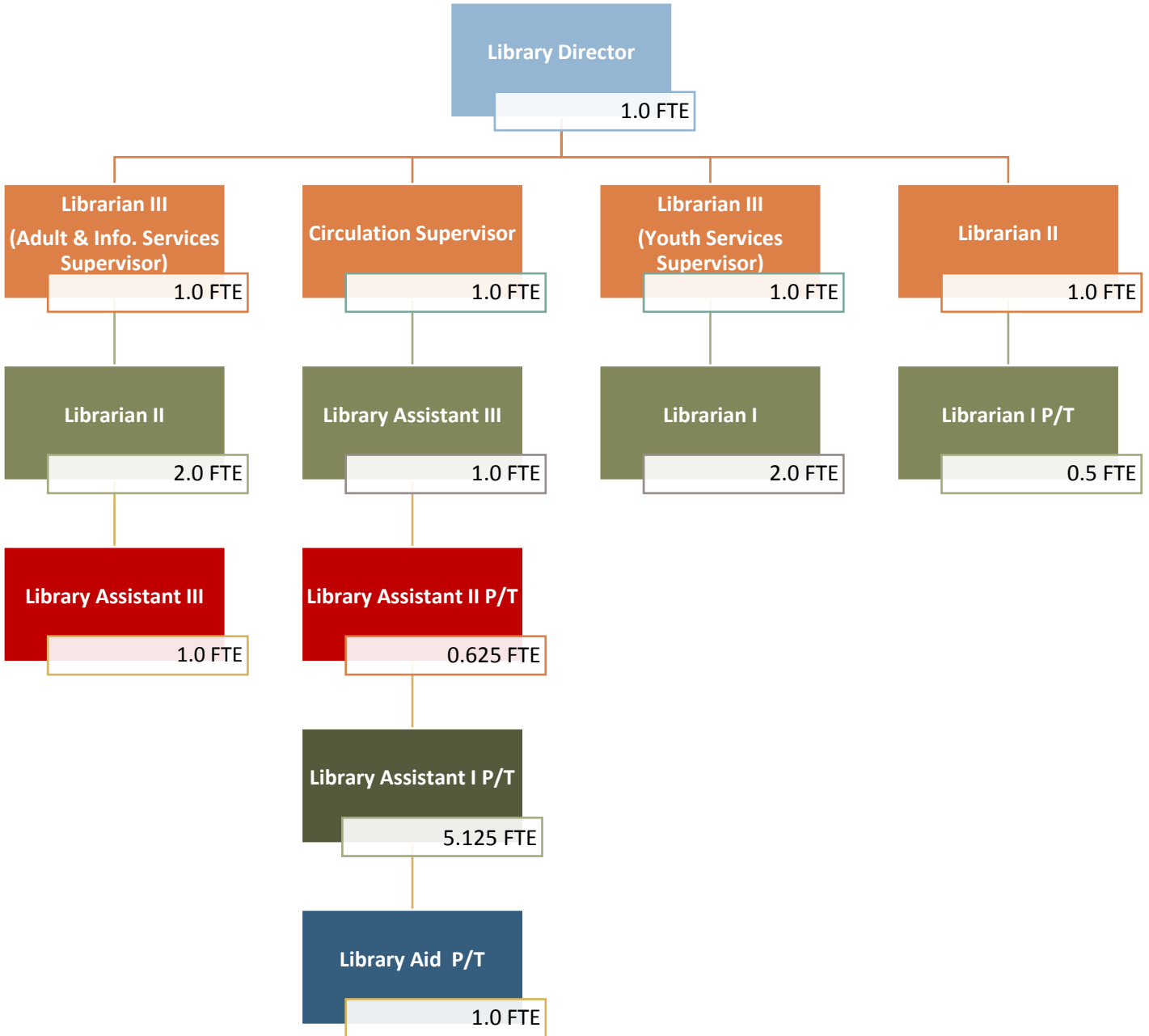
**LIBRARY**

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**Library Department**  
**18.25 FTE**



# LIBRARY DEPARTMENT

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## Description of Responsibilities

Library administration provides oversight of all library functions and the library facility; manages the operational and capital improvements budgets; monitors and evaluates employee performance; and coordinates relations with other city departments and divisions, and with other libraries and library organizations. The Technical Services section is responsible for the cataloging of new acquisitions and donations, including books, videos, audio books, and compact disks. Other responsibilities include processing of all items for shelf-readiness, repairing damaged materials, and discarding obsolete or badly damaged materials.

Circulation Services is responsible for the check-out, check-in, reserves, overdues, fines associated with all library materials and for library card registrations. The circulation supervisor also has responsibility for coordinating the use of library meeting rooms and general supervision of library volunteers. Reference Services help patrons obtain information they require in virtually any subject. Patrons' questions are answered using the library's print collection, electronic databases or the World Wide Web. Reference staff members also assist patrons using the library's online catalog and public Internet computers, select materials for the adult and young adult (teen) collections, provide interlibrary loan services and maintain the library's web site.

Children's Services select children's materials in various formats (books, magazines, audio cassettes, videos); provides reader advisory service for recreational reading and school assignments; conducts programming for pre-school and elementary school age children in the library and through outreach visits; and conducts tours for Scout troops, school classes, etc.

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	908,896	948,845	972,634	1,013,212	
Operating	55,875	56,834	60,009	61,875	
Capital	73,738	76,283	80,000	80,000	
Other	1,000	1,000	-	-	
<b>Total</b>	<b>1,039,508</b>	<b>1,082,961</b>	<b>1,112,643</b>	<b>1,155,087</b>	<b>4%</b>

# LIBRARY DEPARTMENT

## Budget Summary

Shown in Full-time Equivalents (FTE)

	FY 2016	FY 2017	FY 2018	FY 2019	Position
	Actual	Actual	Budget	Budget	Change
<b>Full-Time Positions</b>					
Library Director	1	1	1	1	0
Circulation Supervisor	1	1	1	1	0
Librarian III	2	2	2	2	0
Librarian II	3	3	3	3	0
Librarian I	1	1	1	2	1
Library Assistant III	2	2	2	2	0
<b>Part-Time Positions</b>					
Librarian I	0.5	0.5	0.5	0.5	0
Library Assistant II	0.625	0.625	0.625	0.625	0
Library Assistant I	5.75	5.75	5.75	5.125	-0.625
Library Aide	1	1	1	1	0
Library Aide (Seasonal)	0.1923	0.1923	0.1923	0	-0.1923
<b>TOTAL FTE</b>	<b>18.0673</b>	<b>18.0673</b>	<b>18.0673</b>	<b>18.25</b>	<b>0.1827</b>



## Service Measures

	FY 2016	FY 2017	FY 2018	FY 2019
	Actual	Actual	Estimated	Projected
Hours Open to Public	3,678	3,678	3,678	3,678
Circulation Material Pieces	84,182	242,638	241,658	85,300
Library Visitors	270,954	251,540	236,598	250,000
Programs Hold	1,179	1,026	641	1,000
Program Attendance	31,381	26,317	16,261	25,000
Volunteer Hours	8,018	7,790	6,790	7,500

## Goals

- 1.) Install new self checkout computer to make patron experience more efficient.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*
- 2.) Complete successful transition plan as senior personnel retire.
- 3.) Redevelop website and migrate to City server.  
*Links to Citywide Strategic Goal 13: Expand Use of Technology*

# LIBRARY DEPARTMENT

## Budgetary Highlights

Staffing changes within the Library removed one Library Assistant I (0.625 FTE) position and adding one 1.0 FTE Librarian I. This change, along with budgeted merit increases of 3%, results in a 4% increase in personnel over FY 2018 levels. Increases in operating supplies for children's' and teen programming, along with office supplies account for the 4% operating increase.



Line Item	Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-0571-1200	Salaries	700,929	718,292	734,261	744,739	
01-0571-1400	Overtime	639	410	1,302	1,032	
01-0571-1503	Education Pay	10,560	11,160	11,160	12,480	
01-0571-2100	FICA	53,552	54,865	57,359	58,345	
01-0571-2210	Retirement	51,787	67,399	72,499	76,974	
01-0571-2310	Health & Life Insurance	86,403	91,083	90,848	114,236	
01-0571-2320	LT Disability Insurance	3,967	4,367	4,087	4,330	
01-0571-2400	Workers' Compensation	1,059	1,269	1,118	1,076	
<b>PERSONNEL SUBTOTAL</b>		<b>908,896</b>	<b>948,845</b>	<b>972,634</b>	<b>1,013,212</b>	<b>4%</b>
01-0571-3190	Professional Services	13,237	10,062	13,500	13,775	
01-0571-4000	Travel & Per Diem	707	159	750	650	
01-0571-4120	Postage	852	851	1,000	1,000	
01-0571-4610	Maintenance & Repair	2,021	1,966	4,000	2,500	
01-0571-4790	Printing	63	-	800	600	
01-0571-4912	Licenses & Permits	-	220	1,250	1,250	
01-0571-5110	Office Supplies	9,708	9,239	10,000	11,500	
01-0571-5290	Operating Supplies	17,904	24,684	17,859	20,400	
01-0571-5410	Book & Publications	7,253	8,093	7,750	7,700	
01-0571-5430	Memberships	885	919	1,500	1,500	
01-0571-5440	Training	1,593	641	1,000	1,000	
01-0571-5490	Tuition Reimbursement	1,652	-	600	-	
<b>OPERATING SUBTOTAL</b>		<b>55,875</b>	<b>56,834</b>	<b>60,009</b>	<b>61,875</b>	<b>3%</b>
01-0571-6600	Books, Pubs, Lib. Materials	73,738	76,283	80,000	80,000	
<b>CAPITAL SUBTOTAL</b>		<b>73,738</b>	<b>76,283</b>	<b>80,000</b>	<b>80,000</b>	<b>0%</b>
01-0571-6912	Interfund Transfer	1,000	1,000	-	-	
<b>OTHER SUBTOTAL</b>		<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL LIBRARY</b>		<b>1,039,508</b>	<b>1,082,961</b>	<b>1,112,643</b>	<b>1,155,087</b>	<b>4%</b>



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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

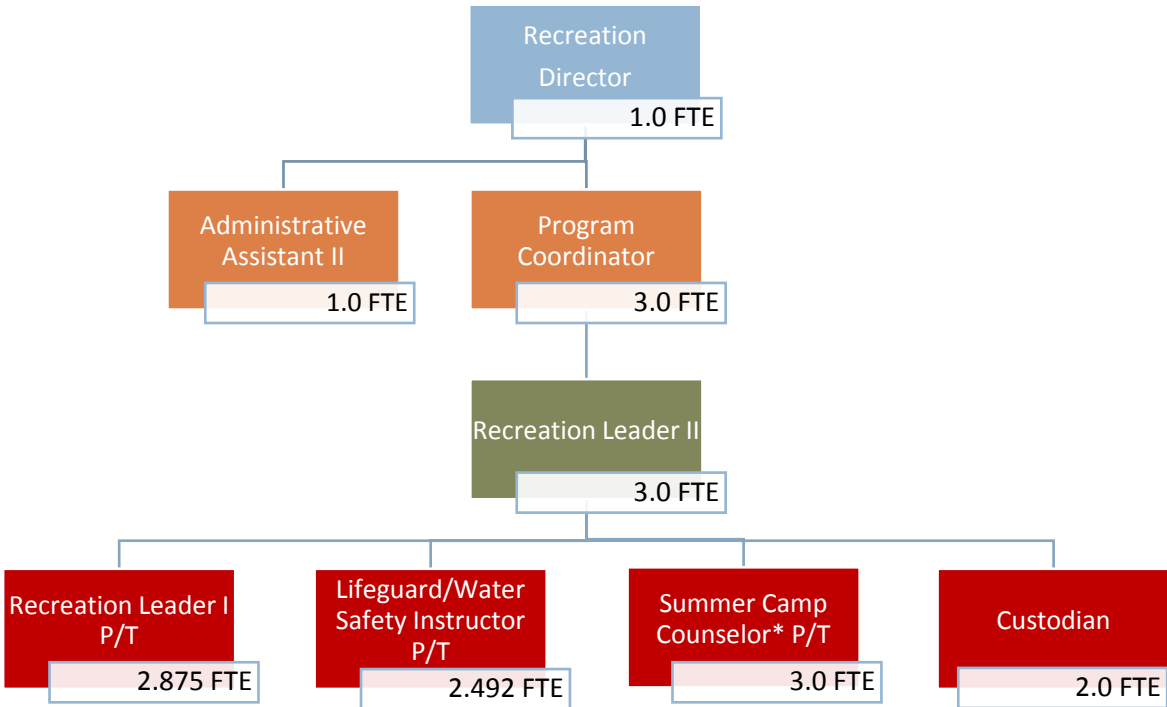
**RECREATION**

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**Recreation Department**  
**18.367 FTE**



\*Seasonal summer camp counselors are classified as Recreation Leader I

# RECREATION DEPARTMENT

## Mission Statement

The leisure services provided to the community through the Recreation Department are intended to enhance the quality of life to citizens and visitors alike.

## Description of Responsibilities

The Recreation Department offers three different Children’s Break Camps (Holiday, Spring and Summer Enrichment Camps), as well as providing care through various organized activities for the children of Seminole and surrounding cities during the time that the children are out of school. These activities include swimming, roller skating, crafts, ice skating, digital art, and special events.



Athletic programming for the community includes sports activities for men, women, boys and girls. Athletic opportunities will include adult basketball and volleyball, as well as youth basketball, soccer, flag football, swimming, cross country, and volleyball. The classes offered by this division reach all age groups throughout the City. The classes include athletics, art, hobbies, crafts, instructional classes, physical fitness, the arts, and children’s play group. The Recreation Division is responsible for conducting special events for the community through such offerings as Halloween Field of Screams, Music in the Park, Winterfest, Fit Over 50, Holiday Night Parade, Breakfast with Santa, Pow Wow Festival and Parade, Teen Freaky Fridays, and Yard Sales.

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	665,131	701,910	772,993	826,379	
Operating	527,803	476,205	553,405	567,286	
Capital	-	23,936	-	-	
Other	104,205	105,405	-	-	
<b>Total</b>	<b>1,297,139</b>	<b>1,307,457</b>	<b>1,326,398</b>	<b>1,393,665</b>	<b>5%</b>



# RECREATION DEPARTMENT

## Budget Summary

Shown in Full-time Equivalents (FTE)

	FY 2016	FY 2017	FY 2018	FY 2019	Position
	Actual	Actual	Budget	Budget	Change
<b>Full-Time Positions</b>					
Recreation Director	1	1	1	1	0
Program Coordinator	3	3	3	3	0
Administrative Assistant II	1	1	1	1	0
Recreation Leader II	2	3	3	3	0
Recreation Leader I	1	0	0	0	0
Custodian	2	2	2	2	0
<b>Part-Time Positions</b>					
Recreation Leader I	1.85	1.75	2.375	2.875	0.5
Lifeguard/WSI/Pool Staff	2.602	2.602	2.492	2.492	0
Summer Camp Counselors	3	3	3	3	0
<b>TOTAL FTE</b>	<b>17.452</b>	<b>17.352</b>	<b>17.867</b>	<b>18.367</b>	<b>0.5</b>



## Service Measures

	FY 2016	FY 2017	FY 2018	FY 2019
	Actual	Actual	Estimated	Projected
Memberships Issued	4,615	3,586	4,162	4,121
Visits to Recreation Center	63,393	82,173	77,745	74,437
Programs Offered	236	236	241	237
Summer Camp Enrollees	2,709	2,709	2,583	2,667
Athletics Enrollees	338	337	407	361
Facility Rentals	1,175	976	2,869	1,673
Facility Rental Revenue	\$ 41,635	\$ 98,765	\$ 85,923	\$ 75,441
Special Event Attendance	24,400	21,000	23,450	22,950
Special Events Revenue	\$ 110,167	\$ 76,971	\$ 93,097	\$ 93,411
Pool Visitors	N/A	8,251	9,126	8,688
Aquatic Revenue	\$ 35,309	\$ 27,728	\$ 36,196	\$ 33,077

## Goals

- 1.) Complete replacement of Recreation Center generator by fiscal year-end with support from Public Works Dept.
- 2.) Coordinate with 50th Anniversary Steering Committee to plan 12 months of community-centered activities and events for 2020.  
*Links to Citywide Strategic Goal 11: Develop 50th Anniversary Celebration Plan*
- 3.) Increase sport development program by offering a sports conditioning class and a sport camp.
- 4.) Solicit community input on Blossom Lake Park amenities for redevelopment plan  
*Links to Citywide Strategic Goal 7: Create Redevelopment Plan for Blossom Lake Park*

# RECREATION DEPARTMENT

## Budgetary Highlights

### *Recreation Program*

Within Recreation, personnel costs will increase 7% over FY 2018 levels. This is due to the impact of the Classification & Compensation Study, which will be implemented October 1, 2018 as well as budgeted merit increases of 3% in accordance with City policy. In addition, an additional 0.5 FTE was added to assist with customer service. Operating costs are increasing 1% due to rental costs associated with field trips (\$1,958), which have offsetting revenue, and operating supplies (\$2,160) for the pool, camps, cleaning supplies, fuel, and uniforms.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0575-1200 Salaries	510,151	522,289	569,932	611,176	
01-0575-1400 Overtime	6,498	4,897	7,436	6,894	
01-0575-1503 Special Pay	7,040	6,650	9,840	9,840	
01-0575-1509 Allowances	947	520	480	1,920	
01-0575-2100 FICA	40,158	40,322	45,111	48,164	
01-0575-2210 Retirement	30,692	42,215	46,691	53,468	
01-0575-2300 Health & Life Insurance	57,822	74,844	80,933	82,463	
01-0575-2400 Workers' Compensation	5,187	5,405	7,702	7,586	
<b>PERSONNEL TOTAL</b>	<b>658,495</b>	<b>697,142</b>	<b>768,125</b>	<b>821,511</b>	<b>7%</b>
01-0575-3110 Professional Services	825	435	825	825	
01-0575-3485 Contractual Services	130,998	95,039	132,472	131,458	
01-0575-3511 Programs	6,479	6,868	17,690	17,690	
01-0575-4000 Travel & Per Diem	2,293	2,126	3,530	3,781	
01-0575-4110 Phone & Internet	9,726	10,110	9,186	10,200	
01-0575-4120 Postage	192	75	450	250	
01-0575-4310 Electricity	150,572	149,444	150,000	150,000	
01-0575-4320 Water/Sewer	7,502	7,414	8,500	8,500	
01-0575-4460 Rentals & Leases	12,580	13,919	14,030	15,988	
01-0575-4500 Insurance	38,134	27,765	40,054	40,054	
01-0575-4610 Repair & Maintenance	8,807	11,098	9,712	9,712	
01-0575-4704 Printing	9,363	7,433	9,400	9,400	
01-0575-4890 Promotional Activities	497	720	875	1,175	
01-0575-4912 Licenses & Permits	3,122	3,133	2,945	3,247	
01-0575-5110 Office Supplies	6,272	6,018	6,500	6,500	
01-0575-5210 Operating Supplies	50,701	49,537	57,021	59,181	
01-0575-5400 Books & Pubs. & Memberships	1,237	1,380	1,570	1,930	
01-0575-5440 Training	1,734	1,471	2,845	2,845	
<b>OPERATING SUBTOTAL</b>	<b>441,032</b>	<b>393,985</b>	<b>467,605</b>	<b>472,736</b>	<b>1%</b>
01-0575-6490 Capital Equipment	-	23,936	-	-	
<b>CAPITAL SUBTOTAL</b>	<b>-</b>	<b>23,936</b>	<b>-</b>	<b>-</b>	<b>0%</b>
01-0575-6913 Interfund Transfer	104,205	105,405	-	-	
<b>OTHER SUBTOTAL</b>	<b>104,205</b>	<b>105,405</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL RECREATION PROGRAM</b>	<b>1,203,732</b>	<b>1,220,469</b>	<b>1,235,730</b>	<b>1,294,247</b>	<b>5%</b>

# RECREATION DEPARTMENT

## Budgetary Highlights

### *Special Events Program*

The budget for special events is increasing 10% to expand programming at the various community-wide events. Weather, attendance, and good fortune have resulting in higher than anticipated fund balance with the Special Revenue Fund and this year programming will be enhanced for our residents and participants.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	
33-0574-1300 Salaries	59	323	1,750	1,750	
33-0574-1400 Overtime	3464	4,905	2,500	2,500	
33-0574-2100 FICA	108	276	500	500	
33-0574-22510 Retirement	111	277	18	118	
33-0574-2310 Health & Life Insurance	367	855	-	-	
<b>PERSONNEL TOTAL</b>	<b>6,636</b>	<b>4,768</b>	<b>4,868</b>	<b>4,868</b>	<b>-</b>
33-0574-3400 Contractual Services	48,501	47,926	48,200	57,650	
33-0574-5210 Operating Supplies	38,270	34,294	37,600	36,900	
<b>OPERATING SUPPLIES</b>	<b>86,771</b>	<b>82,220</b>	<b>85,800</b>	<b>94,550</b>	<b>10%</b>
<b>TOTAL SPECIAL EVENTS PROGRAM</b>	<b>93,407</b>	<b>86,988</b>	<b>90,668</b>	<b>99,418</b>	<b>10%</b>



CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**PUBLIC WORKS**

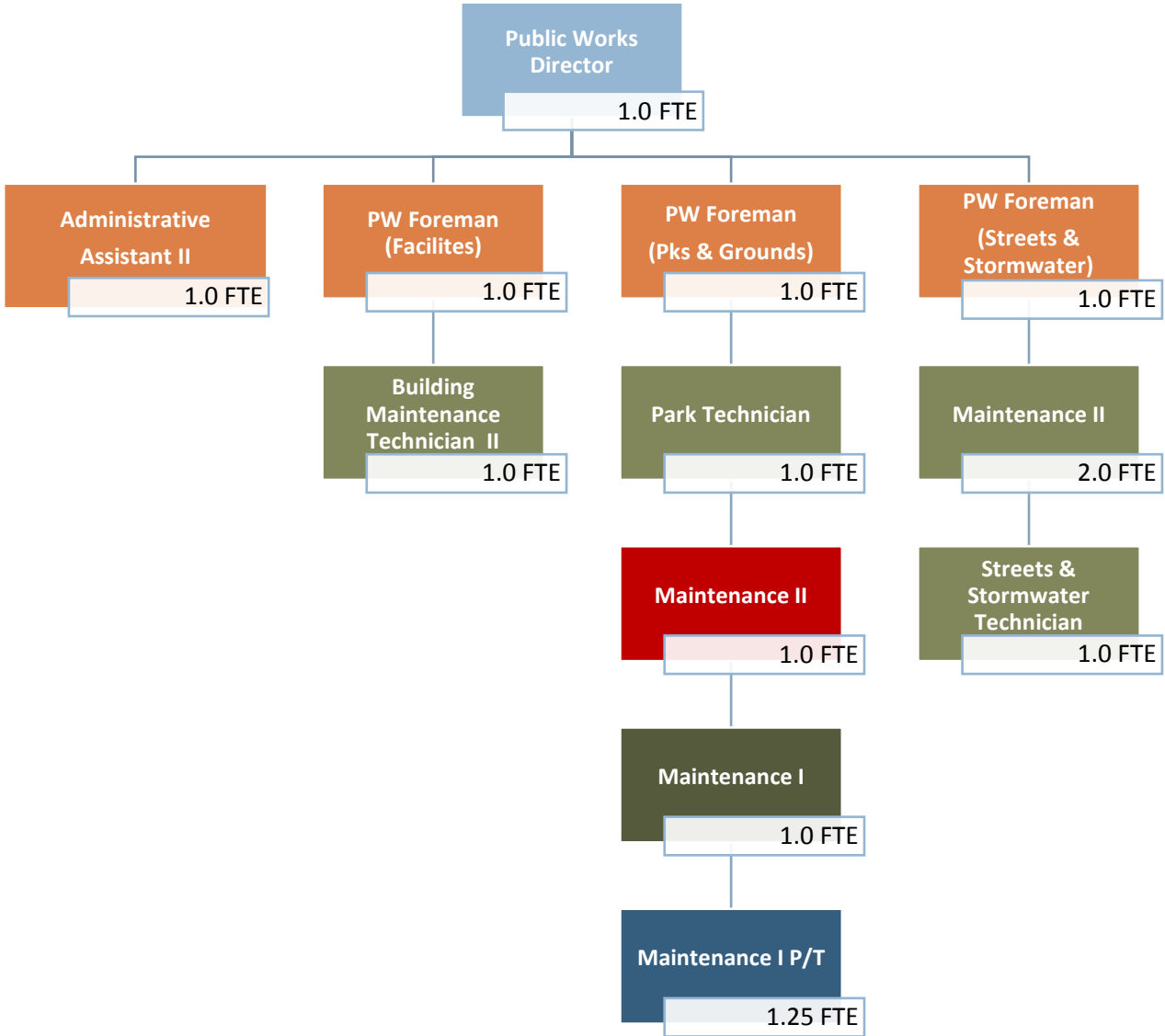
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**Public Works Department**  
**13.25 FTE**





# PUBLIC WORKS DEPARTMENT

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## Description of Responsibilities

The Public Works Department is responsible for the construction, maintenance and repair of streets, storm drains, sidewalks, signs, signalization and streetlights. The Department also maintains all City facilities and provides for a safe and attractive parks system to enhance the quality of life for our residents and visitors.

## Budget Summary

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>% Chg</b>
Personnel	632,990	652,728	794,439	754,767	
Operating	884,127	923,540	1,043,795	1,041,860	
Capital	8,289	7,487	185,000	65,100	
Other	1,761,309	2,649,998	961,062	944,837	
<b>Total</b>	<b>3,286,715</b>	<b>4,233,753</b>	<b>2,984,296</b>	<b>2,806,564</b>	<b>-6%</b>

*Shown in Full-time Equivalents (FTE)*

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Position</b>
<b>Full-Time</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Final Budget</b>	<b>Change</b>
Public Works Director	1	1	1	1	0
Administrative Assistant II	1	1	1	1	0
Administrative Clerk	0	0	1	0	-1
Public Works Supervisor	0	0	1	0	-1
Stormwater Compliance Spec	1	1	0	0	0
Public Works Foreman	2	2	2	3	1
Maintenance Technician II	1	1	1	1	0
Maintenance Technician I	1	1	1	0	-1
Parks Technician	0	0	0	1	1
Street/Stormwtr. Technician	0	0	0	1	1
Maintenance I	1	1	1	1	0
Maintenance II	4	3	3	3	0
<b>Part-Time</b>					
Maintenance I	1	1	1	1.25	0.25
<b>TOTAL FTE</b>	<b>13</b>	<b>12</b>	<b>13</b>	<b>13.25</b>	<b>0.25</b>

# PUBLIC WORKS DEPARTMENT

## Budgetary Highlights

### *Public Works Administration*

Personnel costs within this division are decreasing 13% due to the elimination of the Administrative Clerk position. These duties will be absorbed by the remaining two staff members within Administration. Operating costs are estimated to increase 2% in contractual services and operating supplies due to rising costs.

<u>Line Item Budget</u>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>% Chg</b>
01-0549-1200 Salaries	164,205	160,954	217,295	187,867	
01-0549-1400 Overtime	-	192	-	-	
01-0549-1503 Special Pay	2,640	1,320	2,640	1,320	
01-0549-1509 Allowances	721	760	480	480	
01-0549-2100 FICA	12,416	12,015	16,728	14,579	
01-0549-2210 Retirement	24,482	25,311	30,611	30,827	
01-0549-2310 Health & Life Insurance	32,982	33,606	43,096	35,287	
01-0549-2320 LT Disability Insurance	1,216	990	1,707	1,383	
01-0549-2400 Workers' Compensation	2,117	2,465	3,196	2,806	
<b>PERSONNEL SUBTOTAL</b>	<b>240,780</b>	<b>237,611</b>	<b>315,753</b>	<b>274,549</b>	<b>13%</b>
01-0549-3110 Professional Services	32,677	54,342	48,000	48,000	
01-0549-3485 Contractual Services	104,302	108,662	108,500	112,000	
01-0549-4000 Travel & Per Diem	1,083	1,232	2,500	2,000	
01-0549-4110 Phone & Internet	4,471	5,136	7,600	6,250	
01-0549-4120 Postage	232	211	500	400	
01-0549-4310 Electricity	224,952	240,951	239,000	239,000	
01-0549-4500 Insurance	17,017	15,481	18,511	18,511	
01-0549-5110 Office Supplies	2,000	2,495	2,500	2,500	
01-0549-5210 Operating Supplies	2,454	2,457	3,100	9,350	
01-0549-5430 Dues & Memberships	649	675	650	625	
01-0549-5440 Training	1,950	1,344	1,830	1,750	
<b>OPERATING SUBTOTAL</b>	<b>391,787</b>	<b>432,987</b>	<b>432,691</b>	<b>440,386</b>	<b>2%</b>
01-0549-6500 Capital Improvements	8,289	-	-	-	
<b>CAPITAL SUBTOTAL</b>	<b>8,289</b>				<b>0%</b>
01-0549-6913 Interfund Transfer	800,796	1,689,486	-	-	
<b>OTHER SUBTOTAL</b>	<b>800,796</b>	<b>1,689,486</b>			<b>0%</b>
<b>TOTAL ADMINISTRATION</b>	<b>1,441,652</b>	<b>2,360,083</b>	<b>748,444</b>	<b>714,935</b>	<b>-4%</b>



# PUBLIC WORKS DEPARTMENT

## Budgetary Highlights

### Facilities Maintenance

Personnel costs within Facilities Maintenance are increasing 4% over FY 2018 levels. This reflects a merit increase of up to 3% and nominal increases in benefit costs. Operating costs are expected to increase only 1%. No capital equipment is budgeted for FY 2019, contrasted with the one-time FY 2018 purchase of a new HVAC unit at City Hall, resulting in a 100% decrease in capital outlay. The capital budget is the most significant contributing factor in the overall FY 2019 decrease in expenses.



Line Item Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-0519-1200 Salaries	37,905	38,706	39,807	41,261	
01-0519-1400 Overtime	1,018	1,921	1,436	1,488	
01-0519-1509 Cell Phone Allowance	240	260	240	240	
01-0519-1514 Uniform Allowance	567	137	-	-	
01-0519-2100 FICA	2,916	2,908	3,180	3,296	
01-0519-2210 Retirement	2,737	2,972	2,991	3,235	
01-0519-2310 Health & Life Insurance	6,313	8,822	8,860	9,032	
01-0519-2320 LT Disability Insurance	469	469	330	342	
01-0519-2400 Workers' Compensation	943	826	870	860	
<b>PERSONNEL SUBTOTAL</b>	<b>53,108</b>	<b>57,021</b>	<b>57,714</b>	<b>59,754</b>	<b>4%</b>
01-0519-3485 Contractual Services	36,092	40,409	47,235	51,015	
01-0519-4000 Travel & Per Diem	44	45	50	50	
01-0519-4110 Phone & Internet	1,147	1,251	1,260	1,200	
01-0519-4310 Electricity	21,491	22,525	23,500	21,000	
01-0519-4320 Water/Sewer	2,313	2,357	2,800	2,800	
01-0519-4337 Natural Gas	690	589	1,200	1,000	
01-0519-4460 Rentals & Leases	1,919	1,447	2,500	2,000	
01-0519-4500 Insurance	605	405	485	485	
01-0519-4610 Repair & Maintenance	94,359	58,742	71,200	71,200	
01-0519-5210 Operating Supplies	8,360	7,398	9,450	11,250	
01-0519-5400 Books & Pubs. & Mbrships	-	-	-	50	
01-0519-5440 Training	45	283	600	500	
<b>OPERATING SUBTOTAL</b>	<b>167,065</b>	<b>135,451</b>	<b>160,280</b>	<b>162,550</b>	<b>1%</b>
01-0519-6490 Capital Equipment	-	7,487	185,000	-	
<b>CAPITAL SUBTOTAL</b>		<b>7,487</b>	<b>185,000</b>		<b>100%</b>
12-0519-7101 Principal	-	-	-	933,449	
21-0519-7100 Principal	915,211	926,376	938,228	-	
12-0519-7200 Interest	-	-	-	11,388	
12-0519-7200 Interest	45,302	34,136	22,834	-	
<b>OTHER SUBTOTAL</b>	<b>960,513</b>	<b>960,512</b>	<b>961,062</b>	<b>944,837</b>	<b>-2%</b>
<b>TOTAL FACILITIES MAINTENANCE</b>	<b>1,180,686</b>	<b>1,160,471</b>	<b>1,364,056</b>	<b>1,167,141</b>	<b>-14%</b>

# PUBLIC WORKS DEPARTMENT

## Budgetary Highlights

### Parks & Grounds

Within this division, a 4% reduction in personnel reflects employee turnover and current benefit elections. The 3% decrease in operating expenses is based on anticipated decreases in equipment rental due to capital equipment purchases. The increase in the capital budget is to purchase a skid steer and trailer for \$65,100. This equipment has previously been rented when needed for jobs. The one-time capital purchase is the most significant factor in the overall increase of 8% over FY 2018 budget levels.

Line Item Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-0539-1200 Salaries	144,400	139,511	163,510	165,368	
01-0539-1400 Overtime	4,274	8,086	5,144	5,252	
01-0539-1503 Special Pay	-	330	1,320	1,320	
01-0539-1509 Allowances	3,297	819	480	480	
01-0539-2100 FICA	11,447	11,139	12,978	13,129	
01-0539-2210 Retirement	10,885	11,297	12,934	13,659	
01-0539-2310 Health & Life Insurance	28,049	32,598	45,990	33,134	
01-0539-2320 LT Disability Insurance	1,099	901	1,352	1,367	
01-0539-2400 Workers' Compensation	3,940	6,252	7,000	6,800	
<b>PERSONNEL SUBTOTAL</b>	<b>207,391</b>	<b>210,933</b>	<b>250,708</b>	<b>240,509</b>	<b>-4%</b>
34-0539-3100 Tree Fund Prof. Svcs.	-	-	10,000	10,000	
01-0539-3110 Professional Services	-	-	150	150	
01-0539-3485 Contractual Services	124,525	125,185	121,800	120,700	
01-0539-4000 Travel & Per Diem	135	98	300	300	
01-0539-4310 Electricity	15,946	15,682	22,000	18,000	
01-0539-4320 Water/Sewer	10,592	14,895	11,750	15,000	
01-0539-4460 Rentals & Leases	101	3,124	4,000	1,000	
01-0539-4500 Insurance	2,381	2,899	3,424	3,424	
01-0539-4610 Repair & Maintenance	33,969	38,663	55,000	56,000	
01-0539-5210 Operating Supplies	35,923	43,957	59,100	55,450	
34-0539-5273 Tree Fund Operating Supp.	-	-	40,000	40,000	
01-0539-5410 Books & Publications	40	165	100	100	
01-0539-5440 Training	1,400	1,733	1,600	1,600	
<b>OPERATING SUBTOTAL</b>	<b>225,012</b>	<b>246,401</b>	<b>329,224</b>	<b>321,724</b>	<b>-2%</b>
01-0539-6490 Capital Equipment	-	-	-	65,100	
<b>CAPITAL SUBTOTAL</b>				<b>65,100</b>	<b>100%</b>
<b>TOTAL PARKS &amp; GROUNDS</b>	<b>432,403</b>	<b>457,334</b>	<b>579,932</b>	<b>627,333</b>	<b>8%</b>



# PUBLIC WORKS DEPARTMENT

## Budgetary Highlights

### Streets & Stormwater

This program, formerly call the Infrastructure Division, has been renamed to better reflect the duties of staff. The 6% increase in personnel costs includes the cost of merit increases up to 3% for employees and nominal increases in benefit costs. Some changes in benefit reflections are also reflected for FY 2019. Operating costs are budgeted at a 4% decrease based on a \$5,000 reduction in contractual services in line with historical spending. Overall, this division's budget reflects a 2% increase over FY 2018 levels.



Line Item	Budget	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	% Chg
01-0541-1200	Salaries	88,644	94,854	107,698	112,038	
01-0541-1400	Overtime	2,591	5,049	4,499	4,548	
01-0541-1503	Special Pay	1,320	1,320	1,320	1,320	
01-0541-1509	Allowances	1,299	520	480	480	
01-0541-2100	FICA	6,907	7,625	8,698	8,939	
01-0541-2210	Retirement	6,748	7,730	8,623	9,254	
01-0541-2310	Health & Life Insurance	18,165	25,760	32,534	36,740	
01-0541-2320	LT Disability Insurance	517	800	892	916	
01-0541-2400	Workers' Compensation	5,520	3,505	5,520	5,720	
<b>PERSONNEL SUBTOTAL</b>		<b>131,711</b>	<b>147,163</b>	<b>170,264</b>	<b>179,955</b>	<b>6%</b>
01-0541-3485	Contractual Services	9,985	16,675	33,000	28,000	
01-0541-4000	Travel & Per Diem	70	173	200	200	
01-0541-4460	Rentals & Leases	6,987	5,291	7,000	5,000	
01-0541-4610	Repair & Maintenance	8,728	5,530	12,000	11,000	
01-0541-4890	Promotional Activities	23,866	23,835	7,400	9,000	
01-0541-5210	Operating Supplies	27,418	27,109	32,800	34,800	
01-0541-5410	Road Materials & Supplies	21,358	28,668	27,000	27,000	
01-0541-5440	Training	1,851	1,420	2,200	2,200	
<b>OPERATING SUBTOTAL</b>		<b>100,263</b>	<b>108,701</b>	<b>121,600</b>	<b>117,200</b>	<b>-4%</b>
<b>TOTAL STREETS &amp; STORMWATER</b>		<b>231,974</b>	<b>255,864</b>	<b>291,864</b>	<b>297,155</b>	<b>2%</b>

# PUBLIC WORKS DEPARTMENT

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## Service Measures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Lane miles of roadway maintained (through chip seal & double microsurfacing)	5.14	1.44	5	5
Linear feet of storm drain repaired	1928	1328	2,307	1,072
Number of sidewalk sections repaired	22	20	15	24

## Goals

- 1.) Complete Bay Pines Boulevard median landscaping.  
*Links to Citywide Strategic Goal 4: Improve and Enhance City Corridors*
- 2.) Complete Phase II of Waterfront Park to include new shelter, parking, and sidewalk construction.  
*Links to Citywide Strategic Goal 12: Design and Construct Waterfront Park*
- 3.) Coordinate with Recreation Department to complete replacement of Recreation Center generator by fiscal year-end.
- 4.) Coordinate design and construction of Johnson Boulevard.  
*Links to Citywide Strategic Goal 15: Design and Reconstruct Johnson Boulevard*



CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

CAPITAL  
IMPROVEMENTS PLAN

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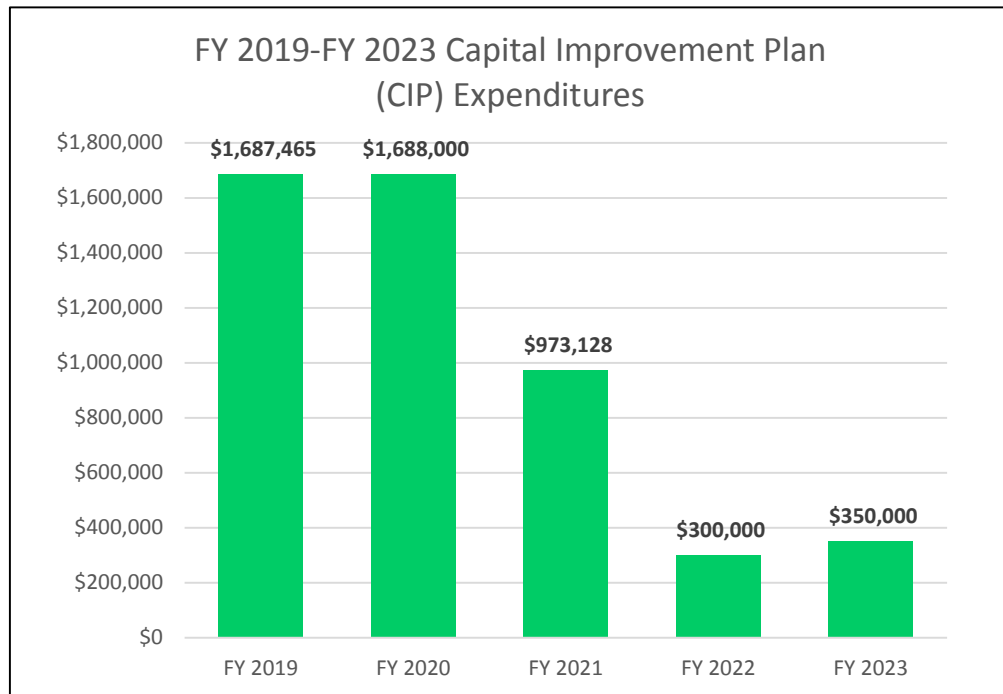
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# CAPITAL IMPROVEMENTS PLAN

## CITY OF SEMINOLE FY 2018-2019 CAPITAL IMPROVEMENT PLAN SUMMARY

Project	Fund	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 Year Total
Blossom Lake Park	CIP Fund	200,000	-	-	-	-	200,000
Blossom Lake Park	Penny Fund	-	200,000	-	-	-	200,000
A/V Replacement	CIP Fund	200,000	-	-	-	-	200,000
Drainage Improvements	Penny Fund	150,000	150,000	150,000	150,000	150,000	750,000
Johnson Blvd. Rehab.	Penny Fund	-	362,210	-	-	-	362,210
Johnson Blvd. Rehab.	Transp. Imp.	50,000	387,790	-	-	-	437,790
Liberty Ln. Reconstr.	CIP Fund	140,720	-	-	-	-	140,720
Liberty Ln. Reconstr.	Penny Fund	161,280	-	-	-	-	161,280
City Hall Ext. Rehab.	CIP Fund	-	165,000	-	-	-	165,000
Street Resurfacing	Penny Fund	150,000	150,000	150,000	150,000	150,000	750,000
Waterfront Park	Penny Fund	100,000	100,000	100,000	-	-	300,000
Waterfront Park	Grants Fund	100,000	100,000	100,000	-	-	300,000
Radio Replacements	CIP Fund	-	-	13,000	-	-	13,000
Fleet Replacements	CIP Fund	435,465	73,000	460,128	-	50,000	1,018,593
<b>TOTAL</b>	<b>ALL FUNDS</b>	<b>1,687,465</b>	<b>1,688,000</b>	<b>973,128</b>	<b>300,000</b>	<b>350,000</b>	<b>4,998,593</b>





**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Blossom Lake Park Redevelopment

**PROJECT TYPE:** Improvement

**DEPARTMENT:** Public Works & Recreation

**PROJECT DESCRIPTION:**

Initiate master plan and first phase of Blossom Lake Park redevelopment project, which is the replacement of the playground equipment.

**ESTIMATED FINANCIAL IMPACT:**

There will be a decrease in maintenance costs for playground equipment as new equipment will be covered by warranty. Increased operating costs be added depending on community desired amenities at the site and final design. Updates to operating costs will be calculated upon completion of final design.

**LIFE EXPECTANCY OF PROJECT:** 15 years

**COST ESTIMATE METHOD (SOURCE):** Contractor estimated cost

**PROJECT COST SCHEDULE**

	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	50,000	-	-	-	-	50,000
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	150,000	200,000	-	-	-	350,000
Capital Equipment	-	-	-	-	-	-	-
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	-	200,000	200,000	-	-	-	400,000

**PROJECT FUNDING SCHEDULE**

	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	200,000	-	-	-	-	200,000
Penny for Pinellas 3	-	-	200,000	-	-	-	200,000
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants (LWCF/FRDAP)	-	-	-	-	-	-	-
<b>TOTAL</b>	-	200,000	200,000	-	-	-	400,000

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Council Chambers Audiovisual Equipment

**PROJECT TYPE:** Replacement

**DEPARTMENT:** City Council

**PROJECT DESCRIPTION:**

Review and replace the Audio visual system in the City Council Chambers.

**ESTIMATED FINANCIAL IMPACT:**

This project is not anticipated to incur any increased operating costs.

**LIFE EXPECTANCY OF PROJECT:** 15 years

**COST ESTIMATE METHOD (SOURCE):** Contractor estimated cost

**PROJECT COST SCHEDULE**

	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Capital Equipment	-	200,000	-	-	-	-	200,000
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	-	200,000	-	-	-	-	200,000

**PROJECT FUNDING SCHEDULE**

<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	200,000	-	-	-	-	200,000
Penny for Pinellas	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants (LWCF/FRDAP)	-	-	-	-	-	-	-
<b>TOTAL</b>	-	200,000	-	-	-	-	200,000

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Drainage Improvements

**PROJECT TYPE:** Construction

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**

Drainage rehabilitation and improvement that have been identified in the Stormwater CIP Repair and Maintenance Plan.

**ESTIMATED FINANCIAL IMPACT:**

There would be a slight reduction in maintenance and repair costs after construction is completed. The pipe replacement would eliminate the potential for a large unexpected repair project in the near future.

**LIFE EXPECTANCY OF PROJECT:** 50 years

**COST ESTIMATE METHOD (SOURCE):** Contractor estimated cost

**PROJECT COST SCHEDULE**

	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Capital Equipment	-	-	-	-	-	-	-
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	150,000	150,000	150,000	150,000	150,000	150,000	900,000

**PROJECT FUNDING SCHEDULE**

<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	-	-	-	-	-	-
Penny for Pinellas	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants (LWCF/FRDAP)	-	-	-	-	-	-	-
<b>TOTAL</b>	150,000	150,000	150,000	150,000	150,000	150,000	900,000

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Fire Engine

**PROJECT TYPE:** Replacement

**DEPARTMENT:** Fire Rescue

**PROJECT DESCRIPTION:**  
 This vehicle is to replace a 2006 Pierce Engine. The 2006 Engine will be taken from its front line position and put into reserve. A 1999 reserve engine will be sold or traded in.

**ESTIMATED FINANCIAL IMPACT:**  
 This vehicle will replace a 1999 Engine and will reduce maintenance costs especially while it is under warranty.

**LIFE EXPECTANCY OF PROJECT:** 15 years

**COST ESTIMATE METHOD (SOURCE):** Bid

PROJECT COST SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Capital Equipment	-	435,465	-	-	-	-	435,465
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	-	435,465	-	-	-	-	435,465

PROJECT FUNDING SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	435,465	-	-	-	-	435,465
Penny for Pinellas	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	-	435,465	-	-	-	-	435,465

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Johnson Boulevard Rehabilitation

**PROJECT TYPE:** Roadways

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**  
 Rehabilitation of Johnson Blvd from Seminole Blvd to Park Blvd. When the road was originally designed it was not intended to be a collector road and a bus transfer location. The road will be upgraded and the base improved to withstand the heavy vehicle traffic.

**ESTIMATED FINANCIAL IMPACT:**  
 This project will bring a collector road up to required standards and should reduce future maintenance costs since it will be constructed to withstand its actual use.

**LIFE EXPECTANCY OF PROJECT:** 20 years  
**COST ESTIMATE METHOD (SOURCE):** Contractor estimated cost

PROJECT COST SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	50,000	-	-	-	-	50,000
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	-	750,000	-	-	-	750,000
Capital Equipment	-	-	-	-	-	-	-
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	-	50,000	750,000	-	-	-	800,000

PROJECT FUNDING SCHEDULE							
	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	-	-	-	-	-	-
Penny for Pinellas	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	50,000	387,790	-	-	-	437,790
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	-	50,000	387,790	-	-	-	437,790

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Liberty Lane & 80th Avenue Reconstruction

**PROJECT TYPE:** Roadways

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**  
 Reconstruct Liberty Lane from Johnson Boulevard to Temple Terrace and the southern section of 80th Avenue from 113th Street to 112th Street for improved commercial vehicle and pedestrian traffic use.

**ESTIMATED FINANCIAL IMPACT:**  
 This project will have a minor impact on future operating costs for any future repairs of sidewalks or roadways; however this will be offset by the immediate savings from temporary repairs.

**LIFE EXPECTANCY OF PROJECT:** 20 years

**COST ESTIMATE METHOD (SOURCE):** Contractor estimated cost

PROJECT COST SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	34,280	-	-	-	-	-	34,280
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	302,000	-	-	-	-	302,000
Capital Equipment	-	-	-	-	-	-	-
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>34,280</b>	<b>302,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>336,280</b>

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
CIP Fund	34,280	140,720	-	-	-	-	175,000
Penny for Pinellas	-	161,280	-	-	-	-	161,280
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>34,280</b>	<b>302,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>336,280</b>

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT TITLE:** City Hall Exterior Rehabilitation

**PROJECT TYPE:** Facility Improvement

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**

Complete exterior rehabilitation of City Hall including windows, sealant, and exterior structural finishes.

**ESTIMATED FINANCIAL IMPACT:**

This is a maintenance project that will have little operating impact on operating expenses going forward.

**LIFE EXPECTANCY OF PROJECT:** 15 years

**COST ESTIMATE METHOD (SOURCE):** Contractor estimated cost

**PROJECT COST SCHEDULE**

	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	-	165,000	-	-	-	165,000
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	-	-	165,000	-	-	-	165,000

**PROJECT FUNDING SCHEDULE**

<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	-	165,000	-	-	-	165,000
Penny for Pinellas	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	165,000	-	-	-	165,000

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT TITLE:** Street Resurfacing

**PROJECT TYPE:** Roadways

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**  
 Resurfacing for FY19 will be based on the Pavement Management Program as follows:

Ashley Dr from 102nd Ave to end	109th St from 88th Ave to 90th Ave
Ashley Ct from Ashley Dr to end	108th Ln from 88th Ave to 90th Ave
111th St from 90th Terr to 88th Ave	90th Ave from 113th St to 108th St
110th Ln from 88th Ave to 90th Ave	112th St from 86th Ave to 90th Ave
110th St from 88th Ave to 90th Ave	112th Way from 86th Ave to 90th Ave
109th Ln from 88th Ave to 90th Ave	88th Ave from 111th st to 108th St

**ESTIMATED FINANCIAL IMPACT:**  
 This is an ongoing maintenance project that may have a minor impact since it will reduce the amount of temporary repairs required that are an insignificant expense in Florida.

**LIFE EXPECTANCY OF PROJECT:** 15 years

**COST ESTIMATE METHOD (SOURCE):** Internal staff development

PROJECT COST SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	150,000	150,000	150,000	150,000	150,000	150,000	900,000

PROJECT FUNDING SCHEDULE							
<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	23,668	-	-	-	-	-	23,668
Penny for Pinellas	126,332	150,000	150,000	150,000	150,000	150,000	876,332
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	150,000	150,000	150,000	150,000	150,000	150,000	900,000



**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Waterfront Park Construction

**PROJECT TYPE:** Construction

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**  
 Design and construct improvements that will allow for public use of the Waterfront Park. The use has been determined by City Council after soliciting public and staff input. Phase II will commence in FY18 and continue into FY19.

**ESTIMATED FINANCIAL IMPACT:**  
 There will be additional expenses for utilities and maintenance expenses for the park. We have budgeted an additional 8 hours per week for additional manpower to clean restrooms when construction is complete. The actual expenses will not be known until the final size and use are determined. Some of the ongoing maintenance costs will be offset by rental and programming revenues.

**LIFE EXPECTANCY OF PROJECT:** 30 years  
**COST ESTIMATE METHOD (SOURCE):** Internal staff development

PROJECT COST SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	900,000	200,000	200,000	200,000	-	-	1,500,000
Capital Equipment	-	-	-	-	-	-	-
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	900,000	200,000	200,000	200,000	-	-	1,500,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES							
CIP Fund	375,409	-	-	-	-	-	375,409
Penny for Pinellas 3	424,591	100,000	100,000	100,000	-	-	724,591
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Not Funded	-	-	-	-	-	-	-
Grants: LWCF & FRDAP	100,000	100,000	100,000	100,000	-	-	400,000
<b>TOTAL</b>	900,000	200,000	200,000	200,000	-	-	1,500,000

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Radio Replacements

**PROJECT TYPE:** Equipment

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**  
 Replace existing radios used by Public Works staff.

**ESTIMATED FINANCIAL IMPACT:**  
 Replacement of the existing radios will reduce future maintenance and repair costs.

**LIFE EXPECTANCY OF PROJECT:** 7 years

**COST ESTIMATE METHOD (SOURCE):** Current bids

PROJECT COST SCHEDULE							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
Eng/Planning/Design	-	-	-	-	-	-	-
Legal/permits	-	-	-	-	-	-	-
Land acquisition	-	-	-	-	-	-	-
Land preparation	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Capital Equipment	-	-	-	13,000	-	-	13,000
Other (Specify):	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	-	-	-	13,000	-	-	13,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES							
CIP Fund	-	-	-	13,000	-	-	13,000
Penny for Pinellas 3	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Not Funded	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	13,000	-	-	13,000

**CITY OF SEMINOLE**  
**FY 2018-2019 CAPITAL IMPROVEMENT PLAN PROJECT**

**PROJECT:** Vehicle Replacements

**PROJECT TYPE:** Vehicles

**DEPARTMENT:** Public Works

**PROJECT DESCRIPTION:**  
 Replace existing vehicles that are at the end of their useful life. Outgoing vehicles will be sold or traded in.

**ESTIMATED FINANCIAL IMPACT:**  
 Replacement of the existing vehicles will reduce future maintenance and repair costs.

**LIFE EXPECTANCY OF PROJECT:** 7 years  
**COST ESTIMATE METHOD (SOURCE):** Current bids

<b>PROJECT COST SCHEDULE</b>							
	Prior Yr FY18	FY19	FY20	FY21	FY22	FY23	5 Year TOTAL
<b>CAPITAL COSTS</b>							
2006 Pierce Fire Engine	-	435,465	-	-	-	-	435,465
2000 Ford F350 Bucket Truck	-	-	48,000	-	-	-	48,000
2005 Ford F250	-	-	25,000	-	-	-	25,000
2006 Ford F350 Dump Truck	-	-	-	35,128	-	-	35,128
2006 Ford F250	-	-	-	25,000	-	-	25,000
2009 Pierce Fire Engine	-	-	-	400,000	-	-	400,000
2007 Ford F250 liftgate	-	-	-	-	-	25,000	25,000
2013 Ford F150 XFT Pickup	-	-	-	-	-	25,000	25,000
<b>TOTAL</b>	-	435,465	73,000	460,128	-	50,000	1,018,593

<b>PROJECT FUNDING SCHEDULE</b>							
<b>CAPITAL FUNDING SOURCES</b>							
CIP Fund	-	435,465	73,000	460,128	-	50,000	1,018,593
Penny for Pinellas 3	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Transportation Impact	-	-	-	-	-	-	-
Not Funded	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
<b>TOTAL</b>	-	435,465	73,000	460,128	-	50,000	1,018,593



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CITY OF SEMINOLE  
FY 2018-2019 ADOPTED BUDGET

**GLOSSARY**

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# GLOSSARY

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**ACCRUAL BASIS** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**AD VALOREM TAX** - A tax levied on the assessed value of real property. This tax is also known as property tax.

**AMORTIZATION** - (1) Gradual reduction, redemption or liquidation of the balance of an account according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a Debt Service Fund.

**APPROPRIATION** - An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUATION** - A valuation set upon real estate or other property by a government as a basis for levying taxes.

**AVAILABLE FUND BALANCE** - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**BALANCED BUDGET** - A budget in which planned funds available equal planned expenditures.

**BOND** - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**BUDGETARY CONTROL** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL IMPROVEMENT BUDGET** - A budget including those approved capital improvement projects contained in the first year of the five-year Capital Improvement Program.

**CAPITAL IMPROVEMENT PROJECT** - A project involving the construction, purchase or renovation of land, buildings, streets, or other physical structures resulting in a fixed asset or an improvement to a fixed asset with a life expectancy of at least five (5) years which has a one-time acquisition cost of \$10,000 or more.

# GLOSSARY

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**CAPITAL IMPROVEMENT PLAN (CIP)** - A comprehensive long-range schedule of approved capital improvements indicating priority in terms of need and ability to finance. The program full plan covers a ten-year period, the first year of which is adopted as the Capital Improvement Budget with an additional four projected years shown in the Budget.

**CAPITAL EXPENDITURE** - The purchase, acquisition or construction of any item having a unit cost of \$5,000 or more with a useful life of at least one year. Typical capital outlay includes vehicles, equipment, and facilities.

**CONSUMER PRICE INDEX (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of cost of living and economic inflation.

**DEBT LIMIT** - The maximum amount of gross or net debt which is legally permitted.

**DEBT SERVICE** - The payment of principal and interest on borrowed funds, such as bonds.

**DEPARTMENT** - An organizational unit responsible for carrying out a major governmental function, such as Fire or Recreation.

**ENCUMBRANCE** - An amount of money committed for the payment of goods and services not yet received or paid for.

**FIDUCIARY FUND** – Used to account for funds held in trust for others that cannot be used to support the governments programs. An example would be an employee pension fund.

**FISCAL YEAR** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City this ranges from October 1 through September 30.

**FIXED ASSETS** - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FRANCHISE** - A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FULL FAITH AND CREDIT** - A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

**FULL-TIME POSITION** - A position which qualifies for full City benefits, usually required to work 40 hours per week. However, full-time fire personnel work 56 hours per week and all part-time personnel working in excess of 30 hours per week are granted benefits as full-time employees.

# GLOSSARY

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**FUND** - A set of interrelated accounts to record revenues and expenditures associated with a specific purpose.

**FUND BALANCE** – Unspent funds that can be included as a funding source in the following year’s budget.

**FUND TYPE** - In governmental accounting, all funds are classified into eight generic fund types; General; Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

**GAAP** - Generally accepted accounting principles as propagated by the Governmental Accounting Standards Board.

**GENERAL FUND** - A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Administration, Fire and General Services.

**GENERAL OBLIGATION BONDS** - Bonds for the payment of which the full faith and credit of the issuing government are pledged.

**GOAL** - A long-range desirable result attained by achieving objectives designed to implement a strategy.

**GOVERNMENTAL FUNDS** – Apply to all funds except for the profit and loss funds. Examples are the General Fund and Special Events Fund.

**GRANTS** - Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

**HOMESTEAD EXEMPTION** - Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence is exempt from the property tax. An additional second homestead may be available to some homeowners based on property value.

**IMPACT FEE** - A charge to a developer for infrastructure improvements that must be provided by the local government to serve the new development.

**INTERFUND TRANSFER** - Payment from one fund to another fund primarily for services provided.

**INTERGOVERNMENTAL REVENUES** - Revenues from other governments in the form of grants, entitlement, shared revenues or payments in lieu to taxes.

**LINE ITEM** - A specific item or group of similar items defined in a unique account in the financial records. Revenue and expenditures are anticipated and appropriated at this level. This is the lowest level of detail at which justification is reviewed and decisions are made.



# GLOSSARY

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**MILLAGE** - The tax rate on real property based on \$1 per \$1,000 of assessed property value.

**OBJECTIVE** - Something to be accomplished that is described in specific, well-defined, and measurable terms.

**OPERATING BUDGET** - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. The use of an annual operating budget usually required by law.

**OPERATING COSTS** - Expenses for such items as supplies, contractual services, and utilities.

**ORDINANCE** - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution.

**PART-TIME POSITION** - Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

**PERSONNEL COSTS**- Refers to costs directly associated with employees, including salaries and benefits.

**PERFORMANCE MEASURES** - Specific quantitative and qualitative measures of work performed toward meeting an objective of the department.

**PROGRAM** - A distinct function of city government provided to the public or a function providing support to the direct services of other departments.

**PROPERTY TAX** - A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

**R&M** - Repairs and Maintenance

**RECLASSIFICATION** - The moving of an existing position from one personnel classification (title) to another based on study by the Personnel Office that the person is performing the duties of a classification other than that in which the employee is currently placed.

**RESERVE** - (1) An account used to earmark a portion of fund balance to indicate that it is not appropriated for expenditure; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**RESOLUTION** - A special or temporary order of a legislative body; and order of a legislative body requiring less legal formality than an ordinance or statute.

# GLOSSARY

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**REVENUES** - An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability or a decrease in assets, and does not represent a contribution of fund capital in enterprise or in internal service funds.

**ROLLED-BACK RATE** - Under Florida law, the millage rate which when applied to the tax base, exclusive of new construction and annexations, would provide the same tax revenue to the City as was levied in the prior year.

**SPECIAL ASSESSMENT** - A compulsory levy made against certain properties to defray part of all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**SPECIAL REVENUE FUND** - Fund used to account for the proceeds of a specific revenue source that are legally restricted to expenditures for specified purposes. An example is the Sewer Fund.

**TAXABLE VALUE** - The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

**TEMPORARY POSITION** - A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular City benefits.

**TRIM** – “Truth in millage”. The “Truth in Millage Act, incorporated in Florida Statutes 200.065, requires that property owners be notified by mail of the proposed property taxes for the next fiscal year based on “tentative” budgets approved by the City, County, School board, and other taxing districts. The TRIM Act also includes specific requirements for newspaper advertisements of budget hearings.

**TRUST AND AGENCY FUND** - A type of fund used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

**TRUST FUNDS** - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

**USER CHARGES** - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**UTILITY TAX** - A tax levied by the City on the customers of various utilities such as electricity, telephone, gas and water.