

City of Seminole



Annual Budget Fiscal Year 2016

Ann Toney-Deal, City Manager
Harry Kyne, Director of Administration



Mission Statement

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

Core Values

Accountability: *Accepting responsibility for decisions and actions; assuming legal and moral obligations “to do the right thing.”*

Professionalism: *Committed to high standards of education, training, and public service. Demonstrate knowledge of public service delivery with emphasis on customer service and satisfaction.*

Ethics & Integrity: *Committed to the concept of public trust and use of public funds with demonstrated honesty, sincerity, and high personal values.*

Trust & Respect: *Firm commitment to honesty, integrity, reliability, and justice. Hold in high regards those whom we interact with; show consideration and be courteous in our daily activities.*

Social Responsibility: *Providing municipal services in a manner which recognizes individual uniqueness and addresses common welfare for all; working together to achieve long term community success.*



CITY
OF
SEMINOLE

**GENERAL FUND
REVENUES**

FY16 GENERAL FUND REVENUES								
Account #	DESCRIPTION	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY14/FY15
01 0311 1004	Ad Valorem Tax	2,450,947	2,369,604	2,269,898	2,331,440	2,452,644	2,575,276	5.0%
01 0311 2006	Ad Valorem Tax - Delinquent	-2,588	3,273	6,257	5,681	2,000	2,000	0.0%
	Total Ad Valorem	2,448,359	2,372,877	2,276,155	2,337,121	2,454,644	2,577,276	5.0%
01 0312 4100	Local Option Gas Tax	223,708	227,177	231,605	231,837	217,000	225,000	3.7%
	Total Local SalesTax	223,708	227,177	231,605	231,837	217,000	225,000	3.7%
01 0323 1008	Franchise Fee-Elect	1,390,924	1,333,794	1,241,052	1,347,420	1,238,571	1,378,708	11.3%
01 0323 4001	Franchise Fee-Gas	31,691	27,630	25,754	25,223	26,000	26,000	0.0%
	Total - Franchise	1,422,615	1,361,424	1,266,806	1,372,643	1,264,571	1,404,708	11.1%
01 0314 1034	Utility Tax-Elect	1,065,545	999,293	1,067,931	1,111,089	1,054,000	1,134,000	7.6%
01 0314 4014	Utility Tax-Gas	29,706	26,733	25,796	30,593	25,000	25,000	0.0%
	Total -Utility Tax	1,095,251	1,026,026	1,093,727	1,141,682	1,079,000	1,159,000	7.4%
01 0323 2007	Communications Services Tax	819,457	830,481	773,387	720,764	725,000	700,000	-3.4%
	Total -Communications Tax	819,457	830,481	773,387	720,764	725,000	700,000	-3.4%
01 0316 0005	Local Business Tax	149,584	150,804	133,955	144,910	140,000	140,000	0.0%
01 0322 1022	Building Permits	142,716	310,566	358,618	327,759	160,000	176,000	10.0%
01 0329 3005	Plan Review	5,740	6,041	48,920	85,420	5,500	5,500	0.0%
	Total-Licences & Permits	298,568	468,236	541,743	559,750	305,500	321,500	5.2%
01 0335 1201	Revenue Sharing - Sales Tax	262,952	272,149	302,562	329,249	275,000	285,000	3.6%
01 0335 1220	Revenue Sharing - Fuel Tax	104,762	107,621	109,760	119,442	96,000	100,000	4.2%
01 0335 1400	Mobile Home Licences	5,908	5,727	5,893	6,204	5,200	5,200	0.0%
01 0335 1500	Alcoholic Bev Lic	11,595	11,542	14,584	12,982	10,000	11,000	10.0%
01 0335 1810	One Half Cent Sales Tax	930,163	907,237	947,232	992,066	910,000	945,000	3.8%
01 0335 2010	Education Reimbursement Fire	18,919	17,091	17,376	15,715	16,960	16,960	0.0%
01 0335 4921	Fuel Tax Refund	1,872	2,369	1,868	1,868	1,450	1,450	0.0%
01 0337 3008	Recycling Grant	14,353	13,340	13,244	14,000	13,000	13,000	0.0%
01 0338 9024	Library Coop	185,948	180,301	172,715	172,580	172,798	196,527	13.7%
	Total-Intergovernmental Revenues	1,536,472	1,517,377	1,596,810	1,664,106	1,500,408	1,574,137	4.9%
01 0341 4006	Certs, Copies, Record Search	391	670	4,521	8,756	400	400	0.0%
01 0341 8400	Radon Gas Admn. Fee	503	977	837	1,236	200	300	50.0%
01 0341 8500	Trans. Impact Admn. Fee	3,290	1,083	165	1,387	500	500	0.0%
01 0341 9010	General Governmental Charges	365,134	381,929	365,140	385,481	392,961	417,506	6.2%
01 0341 9103	Filing Fees	467	693	645	934	300	300	0.0%
01 0341 9201	Board of Adjustment	0	0	250	2,025	250	250	0.0%
01 0342 2011	Fire Protection Service - County	4,040,539	4,091,540	3,992,044	3,843,175	3,855,822	4,185,337	8.5%
01 0342 2025	Fire Contract - Bay Pines	87,841	80,938	98,376	100,473	98,376	98,376	0.0%
01 0342 2030	Fire Contract - Beach Contracts	217,140	221,265	228,346	233,597	237,105	240,891	1.6%
01 03 44 9014	State Traffic Signal Maint	29,187	31,230	33,282	35,513	25,000	25,000	0.0%
01 0342 4007	Emergency Service fees	1,845,863	2,058,591	2,058,779	2,016,700	1,907,921	2,060,960	8.0%
	Total Service Fees	6,662,909	6,918,956	6,818,233	6,660,180	6,518,835	7,029,820	7.8%
01 0347 1101	Library SPC Staff Funding	47,989	48,610	50,166	51,408	53,644	59,446	10.8%
01 0347 2019	Recreation- Membership Cards	106,099	106,454	106,916	120,083	104,000	105,000	1.0%
01 0347 2104	Recreation Classes- Contracted	114,484	92,879	115,279	111,919	110,000	110,000	0.0%
01 0347 2200	Camp Fees- Summer	165,954	162,853	176,056	185,518	155,750	157,750	1.3%
01 0347 2300	Camps-Break	4,270	6,048	4,256	3,052	5,500	3,950	-28.2%
01 0347 2401	Recreation-Staff Instructed	7,539	18,142	36,110	42,703	20,000	35,000	75.0%
01 0347 2700	Pool Facility Fees	17,206	15,786	15,921	21,275	16,000	16,000	0.0%
01 0347 2901	Athletic Programs	21,260	17,228	9,732	11,880	17,000	15,000	-11.8%
	Total-Leisure Fees	484,801	468,409	515,886	547,838	481,894	502,146	4.2%
01 0351 1026	Fines & Forfeitures	201,004	150,917	45,754	27,942	45,000	30,000	-33.3%
01 0352 0006	Library Fines	25,594	26,840	32,258	34,448	25,000	26,000	4.0%
	Total-Fines & Forfeitures	237,598	179,709	78,012	65,468	70,000	56,000	-20.0%
01 0361 1000	Interest	12,151	3,124	2,981	8,135	5,500	7,500	36.4%
	Total Interest	12,151	3,124	2,981	8,135	5,500	7,500	36.4%
01 0362 1031	Rental Income	15,125	15,416	30,632	27,496	19,000	28,000	47.4%
	Total-Rentals	15,125	15,416	30,632	27,496	19,000	28,000	47.4%
01 0364 3200	Insurance Proceeds	10,510	38,755	17,702	13,646	2,000	2,000	0.0%
01 0364 4102	Sale of Fixed Assets - City	16,032	14,083	4,923	27,062	100	100	0.0%
01 0364 4101	Sale of Fixed Assets - Fire	8,260	7,169	0	16,574	100	100	0.0%
	Total-Sales	34,802	70,057	22,625	57,282	2,200	2,200	0.0%
01 0369 3009	Refund Prior Year	27,667	30,059	36,873	36,404	18,500	17,303	-6.5%
01 0369 6008	Other - S.F.D. Maint. Contract	49,865	42,053	39,067	34,034	40,000	35,000	-12.5%
01 0369 8007	Miscellaneous Income - Other	5,482	6,170	19,353	26,158	17,500	17,500	0.0%
	Total-Misc. Revenues	83,014	78,141	95,413	96,596	76,000	69,803	-8.2%
TOTAL - REVENUES		15,374,830	15,537,410	15,344,316	15,490,898	14,719,552	15,657,090	6.4%
01 0389 9015	Transfer - General Fund Balance	708,819	966,728	409,216	868,390	0	0	#DIV/0!
01 0389 9015	Tax Stabilization Fund Balance	0	0	0	0	50,000	0	-100.0%
	Total - Unreserved Fund	893,739	972,228	409,216	868,390	50,000	0	-100.0%
TOTAL - ALL FUNDING SOURCES		16,268,569	16,509,638	15,753,532	16,359,288	14,769,552	15,657,090	6.0%



CITY
OF
SEMINOLE

**GENERAL FUND
EXPENDITURES**

BUDGET SUMMARY

Charter Positions	Actual	Budgeted	Budgeted	% +/-	% +/-
	FY14	FY15	FY16		
Legislative	136,544	187,434	177,258	-5.4%	(10,176)
City Clerk	113,016	100,220	114,451	14.2%	14,231
City Attorney	44,284	52,018	56,000	7.7%	3,982
City Manager/Contingency	276,338	324,836	329,924	1.6%	5,088
Law Enforcement	1,571,542	1,609,295	1,633,382	1.5%	24,087
Charter Positions	2,141,724	2,273,803	2,311,015	1.6%	37,212

Administrative Department	FY14	FY15	FY16	% +/-	% +/-
Administration	591,938	494,320	415,007	-16.0%	(79,313)
Finance	99,676	117,158	175,027	49.4%	57,869
Library	1,004,766	1,026,173	977,030	-4.8%	(49,143)
Recreation	1,147,389	1,224,334	1,120,749	-8.5%	(103,585)
Administration Department Total	2,843,769	2,861,985	2,687,813	-6.1%	-174,172

Community Development Department	FY14	FY15	FY16	% +/-	% +/-
Administration/Planning	220,211	204,054	214,081	4.9%	10,027
Code Administration & Inspection	419,208	444,636	476,188	7.1%	31,552
Community Development Dept. Total	639,419	648,690	690,269	6.4%	41,579

Public Works Department	FY14	FY15	FY16	% +/-	% +/-
Administration	791,524	1,507,333	744,242	-50.6%	(763,091)
Facilities	165,615	181,675	198,149	9.1%	16,474
Parks & Grounds	279,470	523,430	490,305	-6.3%	(33,125)
Infrastructure	246,202	258,600	260,437	0.7%	1,837
Public Works Department Total	1,482,811	2,471,038	1,693,133	-31.5%	-777,905

Fire Department	FY14	FY15	FY16	% +/-	% +/-
Administration	704,536	715,895	752,600	5.1%	36,705
Life Safety Services	269,281	262,278	235,020	-10.4%	(27,258)
Fleet Maintenance	182,906	234,440	239,690	2.2%	5,250
Training	153,083	172,430	180,030	4.4%	7,600
Operations	4,516,810	4,646,315	4,806,560	3.4%	160,245
EMS	2,016,700	1,907,921	2,060,960	8.0%	153,039
Fire Department Total	7,843,316	7,939,279	8,274,860	4.2%	335,581

FY13 to FY15 CITY WIDE BUDGET COMPARISONS

City Total	FY14	FY15	FY16	% +/-	% +/-
Charter Positions	570,182	664,508	677,633	2.0%	13,125
Law Enforcement	1,571,542	1,609,295	1,633,382	1.5%	24,087
Administration	2,843,769	2,861,985	2,687,813	-6.1%	(174,172)
Community Development Department	639,419	648,690	690,269	6.4%	41,579
Public Works Department	1,482,811	2,471,038	1,693,133	-31.5%	(777,905)
Fire Department	7,843,316	7,939,279	8,274,860	4.2%	335,581
City Total	14,951,039	16,194,795	15,657,090	-3.3%	-537,705

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY

POSITION	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY15/FY16 Change
City Clerk	1	1	1	1	1	1	1	1	0
City Manager	2	2	2	2	2	2	3	4	1
Administration Division	5.375	5.375	5.375	5.375	5.375	5.375	5.625	4.625	-1
Finance Division	2	2	2	2	2	2	3	3.5	0.5
Library Division	17.55	17.55	18.30	18.30	17.83	18.23	18.50	18.50	0
Recreation Division	11.5	11.5	11.5	11.5	11.38	11.38	11.25	11.75	0.5
Community Dev/ Adm. Plann.	2	2	1.5	1.5	1.5	1.5	1.5	1.5	0
Code Admin. & Inspections	5	3.6	3.5	3.5	3.125	3.7	4.2	4.5	0.3
Public Works Admin	2	2	2	2	2	2	3	3	0
Public Works Infrastructure	7	6	6	6	3	3	3	3	0
Facilities	1	1	1	1	2	2	2	2	0
Parks & Grounds	2.625	2.625	2.625	3	5	5	5	5	0
Fire Administration	2	2	2	2	2	2	2	2	0
Fire Life Safety Services	3	3	2.5	2.5	2.5	3	3	3	0
Training	2	1	1	1	1	1.4	1.4	1.4	0
Maintenance	2	2	2	2	2	2.5	2.5	2.5	0
Emergency Medical Services	0	16	16	16	16	16	16	16	0
Operations	67	52	51	51	51	51.5	54.5	54.5	0
Total Employees - In Full Time Equivalents	135.05	132.65	131.3	131.675	130.71	133.585	140.475	141.775	1.3

Seasonal									
Recreation Counselor	13	13	13	13	13	13	13	13	0
WSI/Lifeguard	4	4	4	4	4	4	4	4	0
Recreation Lifeguard	3	3	3	3	3	3	3	3	0
Rec. Seasonal Work Pool	1	1	1	1	1	1	1	1	0
Maintenance I	0	2	2	2	2	2	2	1	-1
Library Aide	1	1	1	1	1	1	1	1	0
Total Summer	22	24	24	24	24	24	24	23	-1.0



**CITY
OF
SEMINOLE**

LEGISLATIVE

CITY OF SEMINOLE
FY16 BUDGET
Legislative

ACCOUNT	Dept/Div Acct. # 0511	FY11	FY12	FY13	FY14	FY15	FY15	Y.T.D.	FY16	% Change FY15 TO FY16
		Actual	Actual	Actual	Actual	Adopted	Final Budget	03/31/15	Proposed	
Salaries - Regular	1200	42,835	42,672	42,493	42,836	61,500	61,500	24,232	60,200	-2.1%
Uniform Purchase Allowance	1514	0	134	96	124	275	275	0	275	0.0%
FICA	2100	3,277	3,275	3,250	3,293	4,705	4,705	1,853	4,685	-0.4%
FRS	2210	6,648	4,314	8,204	15,439	26,593	26,593	10,478	25,398	-4.5%
Workers Compensation	2400	81	106	106	106	111	111	58	115	3.6%
People Costs		52,841	50,501	54,149	61,798	93,184	93,184	36,621	90,673	-2.7%
Professional Services	3190	0	50	697	159	250	250	18	250	0.0%
Travel & Training - Matthews	4007	1,155	90	1,176	1,482	3,500	3,500	60	3,500	0.0%
Travel & Training - Plantamura	4012	2,961	2,500	4,317	3,500	3,500	3,500	3,500	3,500	0.0%
Travel & Training - Barnhorn	4014	2,500	1,670	4,773	3,500	3,500	3,500	1,465	3,500	0.0%
Travel & Training - Quinn	4015	2,165	1,148	2,375	3,117	3,500	3,500	667	3,500	0.0%
Travel & Training - Waters	4018	0	0	1,569	3,886	4,500	4,500	884	4,500	0.0%
Travel & Training - Burke	4019	0	0	50	16	3,500	3,500	0	3,500	0.0%
Travel & Training - Edelman	4020	0	0	0	0	0	3,500	60	3,500	0.0%
Postage/UPS	4120	166	134	166	186	250	250	65	250	0.0%
Promotional Activities	4800	4,274	6,745	6,155	6,788	13,875	13,875	7,053	13,875	0.0%
Office Supplies	5110	1,025	642	1,052	707	750	750	162	750	0.0%
Operating Supplies -General	5290	432	863	1,356	1,710	1,250	1,250	969	1,250	0.0%
Dues/Memberships	5430	6,000	5,582	6,189	6,445	6,965	6,965	4,798	6,700	-3.8%
Operational Costs		24,973	21,667	32,288	31,496	45,340	48,840	19,701	48,575	-0.5%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Aid To Organizations	8200	35,950	36,450	35,850	35,850	38,010	38,010	16,000	38,010	0.0%
Interfund Transfer	6911	14,800	0	0	7,400	0	7,400	0	0	0.0%
DEPARTMENT TOTAL		128,564	108,618	122,287	136,544	176,534	187,434	72,322	177,258	-5.4%

CITY OF SEMINOLE
Fiscal Year 2016
Legislative

PERSONNEL COSTS

Salaries and Wages – 1200

\$60,200 – This category covers salaries for the Mayor (\$11,000) and Members of City Council (\$8,200). Compensation is directed by the City Charter and Code of Ordinance.

Uniform Purchase Allowance – 1514

\$275 – This category reimburses the Mayor and Council for the purchase of uniforms utilized during the performance of city business.

FICA - 2100

\$4,685 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2210

\$25,398– This category is for Florida Retirement System benefits for elected officials.

Workers' Compensation - 2400

\$115 – The contribution rate for Workers' Compensation is .19% of salaries.

OPERATIONAL COSTS

Professional Services - 3190

\$250 – This category is for the services of a professional photographer.

Travel & Training - Councilor Matthews– 4007

\$3,500 – Training and expenses related to city business for Councilor Matthews.

Travel & Training - Councilor Plantamura - 4012

3,500 – Training and expenses related to city business for Councilor Plantamura.

CITY OF SEMINOLE
Fiscal Year 2016
Legislative

Travel & Training - Councilor Barnhorn - 4014

\$3,500 – Training and expenses related to city business for Councilor Barnhorn.

Travel & Training - Councilor Quinn - 4015

\$3,500 – Training and expenses related to city business for Councilor Quinn.

Travel & Training - Mayor Waters - 4018

\$4,500 – Training and expenses related to city business for Mayor Waters.

Travel & Training - Councilor Burke - 4019

\$3,500 – Training and expenses related to city business for Councilor Burke.

Travel & Training - Councilor Edelman - 4020

\$3,500 – Training and expenses related to city business for Councilor Edelman.

Postage/UPS - 4120

\$250 – Costs associated with postage for Mayor and Council activities.

Promotional Activities - 4800

\$13,875 – Costs are associated with:

- Annual Holiday volunteer recognition dinner \$8,000
- Flowers/Condolences \$500
- Suncoast League of Cities Host Luncheon \$375
- Annual Ad for Florida League of Cities \$800
- Parade Float rental \$1,200
- Citizens Academy \$3,000

Office Supplies – 5110

\$750 – Costs associated with the printing of invitations, business cards, nameplates, note pads, proclamation plaques, etc.

CITY OF SEMINOLE
Fiscal Year 2016
Legislative

Operating Supplies – 5290

\$1,250 – Costs associated with the Council’s annual retreat, quarterly meetings and incidental supplies to support the activities of the Mayor and Council.

Dues and Memberships– 5430

\$6,700 – This category includes dues and membership to various Associations for the Mayor and Council including: Pinellas County Mayors Council \$150; Suncoast League of Cities \$500; Florida League of Cities \$2,037; Florida Mayor’s Council \$385; Tampa Bay Regional Planning Council \$2,000; National League of Cities \$1,563.

Aid to Organizations – 8200

\$38,010 – This category includes grants, subsidies and contributions made to a variety of community organizations which provide services to the citizens of Seminole. Donations include:
Chamber of Commerce Grant (\$20,000), the grant is payable quarterly, to include the following items. The Chamber will be invoiced for all traffic related expenses for Holiday Night Parade.

Annual dues

Co-sponsorship of Holiday Parade

Directory Sponsor photograph

Business Assistance Program

Neighborly Senior Services \$3,000

\$250 each to Seminole Community Schools (Seminole, Orange Grove, Starkey)
\$1,000

SYAA - \$5,000

Society for the Prevention of Cruelty to Animals \$1,000

Relay for Life \$850

Catholic Charities for Pinellas Hope \$2,500, Pinellas Safe Harbor \$2,500

Cross Bayou Little League \$500

St. Petersburg College Business Plan and Elevator Pitch Competition \$1,000

Misc. \$660



CITY
OF
SEMINOLE

Office of the
CITY CLERK

CITY OF SEMINOLE

FY16 BUDGET

City Clerk

ACCOUNT	Dept/Div Acct. # 0510	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 03/31/15	FY16 Proposed	% Change FY15 To FY16
Salaries - Regular	1200	41,004	41,466	43,083	43,786	44,515	44,515	14,395	47,121	5.9%
Overtime	1400	0	0	0	1,114	2,115	2,115	545	2,208	4.4%
Special Education	1503	600	600	600	600	600	600	1,320	1,320	120.0%
FICA	2100	3,184	3,218	3,336	3,481	3,613	3,613	1,219	3,774	4.5%
FRS	2210	4,645	2,433	3,890	8,027	8,939	8,939	2,545	9,457	5.8%
Health/Life Insurance	2310	658	495	509	541	391	391	1,199	12,682	3147.6%
L/T Disability Insurance	2320	309	316	323	346	375	375	159	391	4.3%
Workers Compensation	2400	80	106	108	108	104	104	61	110	5.8%
People Costs		50,480	48,634	51,849	58,003	60,652	60,652	21,443	77,063	27.1%
Contract Svce. - Election	3410	18,228	15,665	17,704	0	6,000	6,000	3,171	4,000	0.0%
Contract Svce. - Codification	3450	4,835	3,614	550	3,703	5,000	5,000	3,314	5,000	0.0%
Contract Svce. - Other	3490	7,754	7,858	4,892	30,144	8,670	8,670	1,444	8,670	0.0%
Travel/Per Diem	4000	1,797	1,916	2,025	1,376	1,500	1,500	559	1,500	0.0%
Telephone	4110	482	449	408	416	463	463	208	463	0.0%
Postage/UPS	4120	275	201	326	264	500	500	266	500	0.0%
Maintenance - Copier	4610	210	267	305	363	350	350	230	350	0.0%
Printing	4700	0	0	35	35	100	100	0	100	0.0%
Legal Advertisements	4910	13,026	8,143	8,720	15,804	13,000	13,000	7,355	13,000	0.0%
Office Supplies	5110	1,384	1,676	902	896	1,000	1,000	1,776	1,000	0.0%
Operating Supplies -General	5290	22	786	650	454	700	700	71	700	0.0%
Books/Publications	5410	474	444	110	388	505	505	273	505	0.0%
Dues/Memberships	5430	587	360	330	445	780	780	75	600	-23.1%
Conf./ Training/Education	5440	195	660	603	725	1,000	1,000	390	1,000	0.0%
Operational Costs		49,269	42,039	37,560	55,013	39,568	39,568	19,132	37,388	-5.5%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6906	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		99,749	90,673	89,409	113,016	100,220	100,220	40,575	114,451	14.2%

CITY OF SEMINOLE
Fiscal Year 2016
City Clerk

PERSONNEL COSTS

Salaries – 1200

\$47,121 - This category covers salary and health buyout for the City Clerk.

Salaries Overtime – 1400

\$2,208 - This category covers overtime for council meetings and unforeseen situations.

Education Special – 1503

\$1,320 - This category covers education special pay for employee who holds an Associate's Degree.

FICA - 2100

\$3,774 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2210

\$9,457 – This category covers FRS Retirement costs for the City Clerk.

Insurance - 2310

\$12,682- This category covers the cost of health insurance.

Disability Insurance - 2320

\$391- This category covers the cost of long term disability insurance.

Worker's Compensation - 2400

\$110 – The estimated contribution rate for office personnel is .18% of salaries

CITY OF SEMINOLE
Fiscal Year 2016
City Clerk

OPERATIONAL COSTS

Contract Services (Election) - 3410

\$4,000 – This category covers the cost of one citywide election.

Contract Services (Codification) - 3450

\$5,000 – This category covers the cost of codification of City Ordinances and MCCI internet access.

Contract Services (Other) - 3490

\$8,670 – This category covers the cost of maintaining records retention program (SML) \$2,000, the cost of shredding/destruction of city documents (Cintas) \$1,247, Laserfiche licensing (MCCI) \$2,623 (55%), EMC SourcOne software support cost \$2,800.

Travel and Per Diem - 4000

\$1,500 - Costs for City Clerk to attend Florida Association of City Clerks Summer Conference and Academy and the Fall Academy (\$1000), City Clerk to attend Pinellas County Municipal Clerks Association monthly meetings (\$240) and misc. expenses (\$260).

Telephone - 4110

\$463 - This category covers telephone costs for local and long distance phone service.

Postage - 4120

\$500 - This category covers costs for regular office postage, public notices, and pre-sort mail permit.

Equipment Repairs and Maintenance - 4610

\$350 - These funds are for a prorated share of the repair and maintenance of the copier shared with the City Manager's office.

Printing - 4700

\$100 - These funds are for printing of business cards.

CITY OF SEMINOLE
Fiscal Year 2016
City Clerk

Advertisements - 4910

\$13,000 – These funds are for Legal advertisements and document recording fees.

Office Supplies - 5110

\$1,000 - These funds are for office supplies.

Operating Supplies - 5290

\$700 - These funds are for supplies used to support the position job tasks; such as computer supplies, and misc.

Books/Publications/Subscriptions - 5410

\$505 – These funds include newspaper subscription, books, and publications. Tampa Bay Times \$140; Sunshine Law Manuals \$155; Misc. \$210.

Dues & Memberships - 5430

\$600 – Includes professional memberships for the City Clerk in the following organizations: IIMC \$170; FRMA \$100; PCMCA \$25; FACC \$75; Notary Renewal \$202; Misc. \$28.

Conference Training & Education - 5440

\$1,000 – Registration fees for the City Clerk to attend the annual FACC State Summer Conference and Academy and Fall Academy \$700 and Misc. training \$300.



**CITY
OF
SEMINOLE**

CITY ATTORNEY

CITY OF SEMINOLE
FY16 BUDGET
City Attorney

ACCOUNT	Dept/Div Acct. # 0514	FY11	FY12	FY13	FY14	FY15	FY15	Y.T.D.	FY16	% Change FY15 TO FY16
		Actual	Actual	Actual	Actual	Adopted	Final Budget	03/31/15	Adopted	
Retainer/John Elias *	3130	30,696	30,696	30,696	31,814	32,544	32,544	13,560	36,000	10.6%
Professional Fees John Elias	3140	1,119	457	212	5,024	2,500	2,500	371	5,000	100.0%
Professional Services Other	3190	1,201	30	596	1,262	5,000	5,000	140	5,000	0.0%
Prof. Services Special Master	3191	4,672	2,380	4,142	2,180	5,000	5,000	0	5,000	0.0%
Professional Services Develop	3192	644	9,110	9,454	3,699	5,000	5,000	75	5,000	0.0%
Travel/Per Diem	4000	0	0	0	0	500	500	0	0	-100.0%
Books/Publications	5410	0	0	100	0	1,049	1,049	0	0	-100.0%
Conf./ Training/Education	5440	0	0	0	305	425	425	0	0	-100.0%
Operational Costs		38,332	42,673	45,200	44,284	52,018	52,018	14,146	56,000	7.7%
TOTAL		38,332	42,673	45,200	44,284	52,018	52,018	14,146	56,000	7.7%

* Retainer of \$72,000 / yr is shared with Fire/Rescue Department.

CITY OF SEMINOLE
Fiscal Year 2016
City Attorney

PROFESSIONAL FEES

Retainer – 3130

\$36,000 - This category covers the professional services provided by City Attorney John Elias. The \$72,000 retainer is shared equally with the Fire Rescue Department.

Professional Fees – 3140

\$5,000 – This category is for the City Attorney charges for litigation related matters.

Professional Fees - Other - 3190

\$5,000 – This category is for special legal counsel covering personnel/labor issues and other specialized legal topics. (Thompson, Sizemore & Gonzalez, etc.)

Professional Fees – Special Master - 3191

\$5,000 – This category is to support the Code Enforcement Special Master process for Code Enforcement hearings.

Professional Fees – Development - 3192

\$5,000 – This category is for special legal counsel Attorney Robert Lincoln covering development related issues.



**CITY
OF
SEMINOLE**

**Office of the
CITY MANAGER**

**CITY OF SEMINOLE
 FY 16 PERSONNEL SUMMARY
 CITY MANAGERS OFFICE**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
City Manager	1	1	1	1	1	1	1	1
Executive Administrative Assistant	1	0	0	0	1	1	1	1
Administrative Assistant II	0	1	1	1	0	0	0	0
Human Resource Administrator	0	0	0	0	0	0	0	1
Intern	0	0	0	0	0	0	1	1
TOTAL	2	2	2	2	2	2	3	4

CITY OF SEMINOLE
FY16 BUDGET
City Manager's Office

ACCOUNT	Dept/Div Acct. #0512	FY11	FY12	FY13	FY14	FY15	FY15	Y.T.D.	FY16	% Change FY15 TO FY16
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/1/2015	Proposed	
Salaries - Regular	1200	34,134	34,057	37,088	42,762	42,138	42,138	16,602	67,113	59.3%
City Manager	1219	126,475	127,410	125,586	139,928	128,832	128,832	59,622	128,412	-0.3%
Salaries- Overtime	1400	0	0	0	739	0	0	1,330	0	0.0%
Special Education	1503	2,640	2,640	2,640	2,640	2,640	2,640	0	2,640	0.0%
Phone Allowance	1509	480	480	483	480	480	480	240	480	0.0%
Vehicle Allowance	1510	0	0	0	0	0	0	0	6,000	0.0%
FICA	2100	10,970	11,588	11,538	13,467	11,846	11,846	4,400	13,750	16.1%
FRS	2210	2,916	1,599	2,009	2,917	3,220	3,220	1,284	32,611	912.8%
ICMA	2220	12,780	12,873	11,635	13,928	13,015	13,015	5,897	0	-100.0%
ICMA Employee Deferred	2221	14,403	18,156	16,671	15,697	14,668	14,668	6,646	0	-100.0%
Health/Life Insurance	2310	12,286	13,058	9,101	7,869	7,834	7,834	7,189	30,395	288.0%
L/T Disability Insurance	2320	771	773	795	875	887	887	484	1,093	23.2%
Workers Compensation	2400	169	218	224	232	244	244	235	356	45.9%
People Costs		218,024	222,852	217,770	241,534	225,804	225,804	103,929	282,850	25.3%
Travel/Per Diem	4000	5,028	3,605	5,095	4,262	5,500	5,500	750	5,500	0.0%
Communications	4110	2,595	2,452	2,277	2,352	2,181	2,181	1,094	2,449	12.3%
Postage/UPS	4120	74	93	37	43	200	200	21	200	0.0%
Insurance - vehicle	4520	260	365	121	530	530	530	398	0	-100.0%
Maintenance - Copier	4610	99	92	91	61	250	250	-15	125	-50.0%
R&M - Vehicle	4660	479	206	539	229	750	750	0	0	-100.0%
Printing	4700	0	0	0	0	100	100	0	100	0.0%
Office Supplies	5110	1,467	2,292	910	939	2,000	2,000	263	2,000	0.0%
Fuel	5240	3,377	3,291	2,768	2,732	3,500	3,500	742	0	-100.0%
Operating Supplies- General	5290	514	642	385	959	750	750	314	750	0.0%
Books/Publications/Subscript	5410	-69	0	0	22	500	500	0	500	0.0%
Dues/Memberships	5430	2,266	1,688	1,967	2,686	2,100	2,100	599	2,100	0.0%
Conf./ Training/Education	5440	3,852	1,088	2,156	1,558	4,000	4,000	819	3,350	-16.3%
Operational Costs		19,942	17,454	16,736	16,373	22,361	22,361	4,985	17,074	-23.6%
Capital Outlay - Equip.	6410	0	0	0	5,477	0	0	0	0	0.0%
Capital Outlay		0	0	0	5,477	0	0	0	0	0.0%
Interfund Transfer	6907	6,000	0	0	3,000	0	0	0	0	0.0%
Contingency	9900	23,281	8,135	1,332	9,954	76,671	76,671	10,686	30,000	-60.9%
DEPARTMENT TOTAL		267,247	248,441	235,838	276,338	324,836	324,836	119,600	329,924	1.6%

CITY OF SEMINOLE
Fiscal Year 2016
City Manager's Office

PERSONNEL COSTS

Salaries and Wages – 1200

\$67,113 - This category covers wages for an Executive Administrative Assistant (\$37,113) and a St. Petersburg College/City position (\$30,000).

Salaries and Wages – 1210

\$128,412 - This category covers wages for the City Manager.

Education Special – 1503

\$2,640 – This category covers education special pay for two employees with a Bachelor degree at \$110 per month.

Phone Allowance – 1509

\$480 – This category covers expenses associated with a \$40 per month allowance for business use of cell phone.

Vehicle Allowance – 1510

\$6,000 – This category covers expenses associated with a \$500 per month allowance for business use of personal car.

FICA - 2100

\$13,750 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2200

\$32,611 – This category covers the cost of pension benefits with the Florida Retirement System.

Health/Life Insurance - 2300

\$31,488 - This category covers the cost of the City's health (\$30,395) and disability insurance (\$1,093).

Worker's Compensation - 2400

\$356 – The estimated contribution rate for office personnel is .19% of salaries

CITY OF SEMINOLE
Fiscal Year 2016
City Manager's Office

OPERATIONAL COSTS

Travel and Per Diem - 4000

\$5,500 – City Manager activities include: ICMA Annual Conference \$1,700, FCCMA Annual Conference \$600, Specialized training/conferences \$1,000, Pinellas County City Manager meetings \$400, staffing meetings \$800 and Chamber related activities \$250, Misc. training \$750.

Communications - 4110

\$2,449 - This category covers telephone and internet access costs.

Postage - 4120

\$200 - This category covers the cost of postage for routine and special delivery mail service.

Equipment Repairs and Maintenance - 4610

\$125 - These funds are for repair and maintenance of the office copier.

Printing - 4700

\$100 - These funds are for printing of business cards.

Office Supplies - 5110

\$2,000 - These funds are for miscellaneous expendable computer supplies \$500, copier supplies \$500 and general office supplies \$1,000.

Operating Supplies General- 5290

\$750 - These funds are for the purchase of miscellaneous items.

Books & Publications - 5410

\$500 – These funds are for misc. publications and textbooks.

Dues & Memberships - 5430

\$2,100 – Includes professional memberships in the following organizations:
City Manager: ICMA \$1,300, FCCMA \$365, GFOA \$150, IPMA \$100 and Misc. \$185.

CITY OF SEMINOLE
Fiscal Year 2016
City Manager's Office

Conference Training & Education - 5440

\$3,350 –Registration and class costs for professional development activities.

City Manager: ICMA annual conference \$1,350, FCCMA annual conference \$500,
Specialized training or conferences \$1000, and misc. training \$500.

Contingency - 9900

\$30,000 – Funds will be used to cover unanticipated expenditures.



**CITY
OF
SEMINOLE**

**LAW ENFORCEMENT
SECTION**

CITY OF SEMINOLE
FY16 BUDGET
Law Enforcement

ACCOUNT	Dept/Div Acct. # 0521	FY11	FY12	FY13	FY14	FY15	FY15	Y.T.D.	FY16	% Change FY15 TO FY16
		Actual	Actual	Actual	Actual	Adopted	Final Budget	03/31/15	Proposed	
Contract Svc - Sheriff	3440	1,707,013	1,694,988	1,567,285	1,544,297	1,582,855	1,582,855	918,842	1,606,942	1.5%
Contract Svc - Other	3490	0	0	0	22,401	25,000	25,000	12,749	25,000	0.0%
Communications	4110	1,268	1,356	1,443	1,542	1,440	1,440	954	1,440	0.0%
Utilities/Elec DPW Bldg	4310	3,072	3,016	2,293	2,661	0	0	1,237	0	0.0%
R & M Equipment	4690	1,045	570	880	438	0	0	0	0	0.0%
Operating Supplies	5290	43	0	0	203	0	0	162	0	0.0%
Operational Costs		1,712,441	1,699,930	1,571,901	1,571,542	1,609,295	1,609,295	933,944	1,633,382	1.5%
Equipment Other	6490	2,631	0	0	0	0	0	0	0	0.0%
Capital Outlay		2,631	0	0	0	0	0	0	0	0.0%
TOTAL		1,715,072	1,699,930	1,571,901	1,571,542	1,609,295	1,609,295	933,944	1,633,382	1.5%

CITY OF SEMINOLE
Fiscal Year 2016
Law Enforcement

OPERATIONAL COSTS

Contract Services - Sheriff – 3400

\$1,606,942 – Costs associated with a contract for law enforcement services between the City of Seminole and the Pinellas County Sheriff's Office. Services include routine patrols, specialized police services and one Community Policing Officer.

Contract Services - Other – 3490

\$25,000 – Costs associated with a contract for law enforcement services for traffic enforcement in the City of Seminole.

Communications 4110

\$1,440 – Cost associated telephone at police substation at City Park.



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**ADMINISTRATION
DIVISION**

**CITY OF SEMINOLE
 FY16 PERSONNEL SUMMARY
 ADMINISTRATION DEPARTMENT**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Director of Administration	1	1	1	1	1	1	1	1
Administrative Assistant II	0.75	0.75	0.75	0.75	0.75	0.75	1	1
Administrative Assistant	0.625	0.625	0.625	0.625	0.625	0.625	0.625	0.625
MIS *	1	1	1	1	1	1	1	1
MIS *	1	1	1	1	1	1	1	1
Human Resource **	1	1	1	1	1	1	1	0
TOTAL FTE	5.375	5.375	5.375	5.375	5.375	5.375	5.625	4.625

* Position expense shared with Fire Administration

**Position responsibility transferred to City Manager.

CITY OF SEMINOLE
FY16 BUDGET
Administration Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0516	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Salaries - Regular	1200	156,084	155,925	172,104	169,419	165,942	165,942	78,842	203,519	22.6%
Salaries - PT	1310	52,530	52,887	39,967	47,279	54,167	54,167	26,732	22,789	-57.9%
Salaries- Overtime	1400	0	0	0	0	0	0	163	0	0.0%
Education Special	1503	2,280	2,280	2,280	2,280	2,280	2,280	0	3,600	57.9%
Phone Allowance	1509	960	960	966	960	960	960	480	960	0.0%
Uniform Purchase Allowance	1514	0	0	225	51	225	225	0	225	0.0%
FICA	2100	16,086	16,057	16,157	16,452	17,013	17,013	7,942	17,588	3.4%
FRS	2210	22,020	11,708	16,404	28,279	31,237	31,237	14,773	32,115	2.8%
Health/Life Insurance	2310	15,419	18,789	-21,807	28,774	30,080	30,080	15,358	33,261	10.6%
L/T Disability Insurance	2320	1,207	1,219	1,227	1,308	1,230	1,230	808	1,300	5.7%
Workers Compensation	2400	284	400	400	410	465	465	377	523	12.5%
Unemployment Compensator	2500	21	1,632	0	0	3,000	3,000	0	3,000	0.0%
People Costs		266,891	261,857	227,923	295,212	306,599	306,599	145,475	318,880	4.0%
Prof. Svcs - Medical	3101	3,478	2,575	1,610	3,420	3,500	3,500	979	3,500	0.0%
Prof. Svcs - Personnel	3110	1,498	1,615	3,991	4,848	65,000	65,000	1,937	5,060	-92.2%
Contract Svce - Computer	3430	574	0	0	0	500	500	0	500	0.0%
Contract Svce - Other	3490	5,339	6,256	5,821	9,883	6,000	6,000	2,671	6,000	0.0%
Travel/Per Diem	4000	2,337	2,361	3,175	2,082	3,100	3,100	223	3,100	0.0%
Telecommunications	4110	2,558	2,379	2,177	2,226	2,006	2,006	1,101	2,025	0.9%
Postage/UPS	4120	4,175	1,638	2,253	2,636	3,300	3,300	46	3,200	-3.0%
Electric	4310	17,556	15,090	13,968	12,860	16,500	16,500	6,194	15,000	-9.1%
Water & Sewer	4320	233	247	278	296	300	300	107	300	0.0%
Rental Lease Postage Meter	4410	2,356	2,305	2,175	1,201	2,400	2,400	603	2,400	0.0%
Insurance	4500	28,389	25,982	23,948	28,548	27,000	27,000	18,889	29,600	9.6%
Insurance property	4512	2,748	3,500	3,842	3,650	3,760	3,760	2,703	3,328	-11.5%
Insurance Vehicle	4520	933	627	517	337	630	630	473	630	0.0%
R & M - Copier	4610	392	267	305	363	600	600	230	725	20.8%
R & M - Vehicles	4660	865	1,157	137	-45	450	450	237	450	0.0%
R&M Other	4690	0	10	0	59	300	300	0	200	-33.3%
Printing - Other	4790	9,180	7,281	5,017	9,041	7,500	7,500	824	7,500	0.0%
Promotional Activities	4800	598	1,149	1,104	680	800	800	907	800	0.0%
Employment Advertisement	4920	2,959	2,234	3,276	3,922	4,000	4,000	1,400	4,000	0.0%
Other Current Charges	4990	715	778	744	715	775	775	280	775	0.0%
Office Supplies	5110	1,193	1,551	1,720	1,586	1,700	1,700	455	1,700	0.0%
Operating Supplies-Cleaning	5210	498	359	460	410	550	550	0	550	0.0%
Fuel	5240	1,413	1,800	565	845	675	675	694	675	0.0%
Operating Supplies- General	5290	2,751	2,412	2,288	4,690	2,450	2,450	954	2,600	6.1%
Books/Publications	5410	0	0	0	30	100	100	18	100	0.0%

CITY OF SEMINOLE

FY16 BUDGET

Administration Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0516	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Dues/Memberships	5430	388	348	157	490	390	390	285	385	-1.3%
Conf./ Training/Education	5440	739	729	1,277	710	1,025	1,025	445	1,025	0.0%
Tuition Reimbursement	5490	300	450	450	750	750	750	300	0	-100.0%
Operational Costs		94,165	85,100	81,255	96,233	156,061	156,061	42,955	96,128	-38.4%
Capital Outlay - Land Acq.	6101	0	400,000	0	0	0	0	0	0	0.0%
Capital Outlay - Computers	6401	4,037	0	0	5,793	0	0	0	0	0.0%
Improvements in Progress	6500	0	0	0	0	0	10,000	9,750	0	0.0%
Capital Outlay		4,037	400,000	0	5,793	0	10,000	9,750	0	0.0%
Interfund Transfer	6905	9,800	0	56,675	194,700	0	21,660	0	0	-100.0%
DEPARTMENT TOTAL		374,893	746,957	365,853	591,938	462,660	494,320	198,180	415,007	-16.0%

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$203,519 - This category covers wages for the Director of Administration, an Administrative Assistant II and ½ the cost of two Technology Specialists; which are shared cost positions with the Fire/Rescue Department.

Part-time 1300

\$22,789 – This category covers wages for a part-time Administrative Assistant I position.

Education Special 1503

\$3,600 – This category covers special pay for 2.5 employees who hold a Bachelors Degree @ \$110 per month and 1/2 employee who holds an Associates Degree @ \$50 per month.

Phone Allowance 1509

\$960 – This category covers a \$40 per month allowance for business use of cell phones for the Director and 1/2 the cost for two IT specialists (cost for IT specialists shared with fire).

Uniform Purchase Allowance 1514

\$225 – This category covers employees cost for the purchase of uniforms required by the City.

FICA – 2100

\$17,588 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$32,115 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$34,561 - This category covers health insurance (\$33,261) and disability insurance (\$1,300).

Worker's Compensation– 2400

\$523 - This covers the cost for workman's compensation at the rate of .18%.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

Unemployment Compensation– 2500

\$3,000 - This covers the cost for unemployment compensation for all City Departments.

OPERATIONAL COSTS

Professional Services – 3100

\$9,560 – Employee physical & drug screening (\$3,500), Personnel Consultant (\$4,000), EAP contract (\$1,060).

Contract Services Computer - 3430

\$500 – Computer support from outside contractors.

Contract Services Other - 3490

\$6,000 – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex (\$5,000). Cost shared with Community Development and Fire Department. Disaster recovery assistance contract (\$1,000).

Travel and Per Diem - 4000

\$3,100 - Costs are for Director and staff to attend conferences and training seminars. FGFOA State Conference (\$695), GFOA Conference (\$1,085), state sponsored educational workshops for staff (\$350), local FGFOA Meetings (\$80), Florida Local Government Information System Association Conference (\$490) and misc. staff training (\$400).

Communications - 4100

\$5,225 - This category covers telephone costs for local and long distance service and internet (\$2,025), postage (\$200) and the mailing of the one citywide newsletter (\$3,000).

Electric – 4310

\$15,000 – This category covers 29% of the electric for the City Hall Complex.

Water & Sewer – 4320

\$300 – This category covers 27% of the sewer & water costs for the City Hall Complex.

Rentals and Leases – 4400

\$2,400 – This category covers the rental cost of the postage meter.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

Insurance - 4530

\$33,558 - These funds are for insurance costs of the city wide general liability insurance (\$29,600), property insurance for the City Hall complex (\$3,328) and vehicle insurance for Administration vehicles (\$630).

Equipment Repairs and Maintenance - 4600

\$1,375 - This category also covers maintenance for a 2002 Taurus and 1/2 of a 2011 Escape (\$450), copier (\$725), and fire extinguishers (\$200).

Printing - 4700

\$7,500 - Printing of tabs and budget document for 32 budgets (\$1,000), printing of stationary and envelopes (\$500), Biannual Newsletter (\$5,750) and Misc. items (\$250).

Promotional Activities – 4800

\$800 – Flowers and miscellaneous awards.

Advertisement, Other Current Charges - 4900

\$4,775 – City-wide summer/vacant positions (\$4,000), Application fee for Award for Financial Reporting Achievement and Distinguished Budget Presentation Award (\$775).

Office Supplies - 5110

\$1,700 - These funds are for supplies used to support Administration Division job tasks including computer related supplies.

Operating Supplies -Cleaning – 5210

\$550 – Janitorial and cleaning supplies for the City Hall Complex.

Operating Supplies – 5200

\$3,275 – Fuel for Ford Taurus and Ford Escape (\$675), Water Cooler (\$800) and misc. (\$1,800).

Books and Publications - 5410

\$100 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Administration Division.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

Dues and Memberships – 5430

\$385 – This category includes professional memberships to various organizations that provide resource materials for Administration Division’s development Gulfcoast FGFOA Chapter membership (\$20), FGFOA (\$35), GFOA (\$190), Florida Municipal Association for Safety and Health (\$25) and Florida Local Government Information Systems Association (\$90). FMAASH and FLGISA shared with Fire Administration. SAM’S Club (\$25). FMAASH SAM’S, and FLGISA shared with Fire Administration.

Conferences, Training and Education - 5440

\$1,025– FGFOA State Conference (\$225), GFOA National Conference (\$380) and staff training (\$420).



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

**CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
FINANCE**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Finance Director	0	0	0	0	0	0	1	1
Senior Accountant	1	1	1	1	1	1	1	1
Account Specialist II*	1	1	1	1	1	1	1	1
Account Specialist II**	0	0	0	0	0	0	0	0.5
TOTAL	2	2	2	2	2	2	3	3.5

** Position funded January through June 2016 to assist in retirement transition. Paid by Fire Administration.

* Position expense paid by Fire Administration.

CITY OF SEMINOLE
FY16 BUDGET
Administration Department - Finance Section

ACCOUNT	Dept/Div	FY11	FY12	FY13	FY14	FY15	FY15	Y.T.D.	FY16	% Change
	Acct. #0513	Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/15	proposed	FY15 TO FY16
Salaries - Regular	1200	58,555	53,759	55,398	56,783	71,114	71,114	27,373	110,623	55.6%
Education Special	1503	770	1,320	1,320	1,320	1,320	1,320	0	2,310	75.0%
FICA	2100	4,761	3,983	4,339	4,445	5,440	5,440	2,094	8,639	58.8%
FRS	2210	5,173	2,746	3,225	4,108	5,270	5,270	2,017	8,109	53.9%
Health/Life Insurance	2310	5,334	6,727	6,678	7,328	8,113	8,113	3,846	18,686	130.3%
L/T Disability Insurance	2320	376	445	457	482	1,053	1,053	304	1,053	0.0%
Workers Compensation	2400	118	126	120	125	140	140	96	204	45.7%
People Costs		75,087	69,106	71,537	74,591	92,450	92,450	35,730	149,624	61.8%
Prof. Svcs - Acct/Audit	3200	10,654	11,194	6,188	14,093	10,520	10,520	0	11,080	5.3%
Contract Svce - Computer	3430	1,611	1,482	33,870	5,718	5,715	5,715	0	5,715	0.0%
Travel/Per Diem	4000	872	641	771	1,093	2,525	2,525	0	2,525	0.0%
Telecommunications	4110	803	748	681	694	618	618	346	643	4.0%
Postage/UPS	4120	1,695	1,664	1,649	1,734	2,000	2,000	891	2,000	0.0%
Printing - Other	4790	474	235	370	221	450	450	76	450	0.0%
Office Supplies	5110	700	697	842	479	970	970	159	975	0.5%
Operating Supplies - Checks	5236	334	244	335	757	350	350	198	350	0.0%
Operating Supplies -General	5290	96	0	0	104	50	50	0	100	100.0%
Books/Publications	5410	230	230	92	92	100	100	92	100	0.0%
Dues/Memberships	5430	100	35	55	55	55	55	0	110	100.0%
Conf./ Training/Education	5440	515	243	15	45	1,355	1,355	805	1,355	0.0%
Operational Costs		18,084	17,413	44,868	25,085	24,708	24,708	2,567	25,403	2.8%
Capital Outlay		405	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6910	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		93,576	86,519	116,405	99,676	117,158	117,158	38,297	175,027	49.4%

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Finance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$110,623 - This category covers wages (Senior Accountant and Finance Director for $\frac{3}{4}$ year).

Education Special – 1503

\$2,310 – Education Special pay is a benefit paid to employees for completed work related degree programs.

FICA – 2100

\$8,639 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$8,109 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$19,739 - This category covers the City's health (\$18,686) and disability insurance (\$1,053) costs.

Worker's Compensation– 2400

\$204 - This covers the cost for workman's compensation at the rate of .18% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$11,080 – Audit fee, annual state report, and preliminary work toward Comprehensive Annual Financial Report (CAFR) by Wells, Houser, Schatzel & Thomas, P.A, split 40% Finance/ 60% Fire (estimated new contract price of \$27,700).

Contract Services Computer - 3430

\$5,715 – Tyler Full Financial Software Support (\$14,287). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Finance Section

Travel and Per Diem - 4000

\$2,525 - Costs to attend conferences and seminars not held locally. Tyler Software Conference (\$1,500) FGFOA Annual State Conference (\$800), Misc seminars (\$225).

Communications - 4110

\$643 - This category covers telephone costs for local and long distance service.

Postage – 4120

\$2,000 – This category covers postage, certified mailings, as well as \$1,600 for A/P checks.

Printing - 4700

\$450 - These funds are for the printing of A/P envelopes (\$250), W2 and 1099 forms (\$200), split 40% Finance 60% Fire and Misc office printing (\$270).

Office Supplies - 5110

\$975 - These funds are for supplies used to support Finance Division job tasks including supplies required by the payroll and accounts payable functions, and computer related supplies.

Operating Supplies – 5200

\$450 – These funds are for A/P checks (\$875) split 40% Finance 60% Fire and bank charges (\$100).

Books and Publications - 5410

\$100 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division (\$250). These are split 40% Finance 60% Fire.

Dues and Memberships – 5430

\$110 – This category includes professional memberships to various organizations that provide resource materials for Finance Division development. Gulfcoast Chapter membership (\$40) and FGFOA membership (\$70) for Senior Accountant and Finance Director.

Conferences, Training and Education - 5440

\$1,355 – Tyler Software Conference (\$700) FGFOA Annual State Conference (\$200), FGFOA Gulfcoast local seminars (\$80) and FGFOA local meetings (\$125) and misc seminars and training (\$250).



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**LIBRARY
DIVISION**

CITY OF SEMINOLE
FY16 BUDGET
Administration Department - Library Division

ACCOUNT	Dept/Div Acct. #0571	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Salaries - Regular	1200	393,180	432,219	468,319	515,151	461,758	461,758	246,873	476,485	3.2%
Salaries- Seasonal	1300	3,404	3,404	0	0	3,404	3,404	0	3,574	5.0%
Salaries - Part Time	1310	227,938	201,052	187,658	152,950	205,750	205,750	70,916	212,400	3.2%
Salaries- Overtime	1400	810	163	302	381	600	600	206	600	0.0%
Special Education	1503	9,350	11,770	11,880	10,560	11,880	11,880	0	11,880	0.0%
FICA	2100	47,851	48,681	50,311	50,851	52,498	52,498	23,806	54,147	3.1%
FRS	2210	57,090	32,175	37,673	46,869	50,274	50,274	23,353	50,382	0.2%
Health/Life Insurance	2310	66,151	81,615	78,570	88,659	92,722	92,722	46,916	101,839	9.8%
L/T Disability Insurance	2320	2,988	3,418	3,433	3,657	3,768	3,768	2,313	3,864	2.5%
Workers Compensation	2400	960	1,400	1,355	1,455	1,360	1,360	911	1,450	6.6%
People Costs		809,722	815,897	839,501	870,533	884,014	884,014	415,294	916,621	3.7%
Prof. Svcs - Other*	3190	5,069	4,799	4,980	11,946	12,500	12,500	7,567	14,900	19.2%
Travel/Per Diem	4000	899	634	159	554	750	750	44	750	0.0%
Postage/UPS	4120	717	775	822	792	1,000	1,000	379	1,000	0.0%
Insurance	4500	569	1,453	1,358	1,359	1,359	1,359	0	1,359	0.0%
R & M - Copiers *	4610	2,685	3,325	3,825	5,192	4,000	4,000	1,632	3,000	-25.0%
R & M - Computer	4620	0	0	0	0	500	500	0	500	0.0%
R & M - Computer Software	4630	447	0	0	0	350	350	0	350	0.0%
Printing	4790	648	62	35	586	800	800	281	800	0.0%
Office Supplies	5110	6,630	7,674	9,534	9,673	10,000	10,000	4,252	10,000	0.0%
Operating Supplies Children	5221	1,464	2,348	1,494	1,885	2,000	2,000	945	2,000	0.0%
Operating Supplies Teen prc	5222	954	1,517	2,392	900	1,000	1,000	151	1,000	0.0%
Operating Supplies Adult prc	5223	3,684	5,811	4,218	4,265	4,500	4,500	1,811	4,500	0.0%
Operating Supplies- General	5290	10,282	10,914	12,673	8,169	12,000	12,000	4,708	10,000	-16.7%
Books/Publications	5410	269	0	0	137	400	400	0	250	-37.5%
Subscriptions *	5420	6,297	7,973	7,507	6,569	7,500	7,500	1,820	7,500	0.0%
Dues/Memberships	5430	975	800	730	741	1,500	1,500	565	1,500	0.0%
Conf./ Training/Education	5440	392	538	130	465	1,000	1,000	0	1,000	0.0%
Operational Costs		42,102	48,623	49,857	53,233	61,159	61,159	24,155	60,409	-1.2%
Capital Outlay - Computers	6401	0	0	0	0	0	0	7,654	0	0.0%
Books/Publications & Lib Ma	6600	44,991	80,000	77,779	75,513	0	80,000	41,266	0	0.0%
Capital Outlay		44,991	80,000	77,779	75,513	0	80,000	48,920	0	0.0%
Interfund Transfer	6912	17,610	0	2,221	5,487	0	1,000	0	0	0.0%
DEPARTMENT TOTAL		914,425	944,520	969,358	1,004,766	945,173	1,026,173	488,369	977,030	-4.8%

* This account funded entirely or in part by special appropriation from the Friends of the Seminole Library.

CITY OF SEMINOLE
Fiscal Year 2016
Library Division

PERSONNEL COSTS

Salaries -- Regular – 1200

\$476,485 -- Wages for ten full-time employee positions in the Library Division.

Salaries – Seasonal – 1300

\$3,574 – Wages for one full-time employee for 10 weeks in the Library Division.

Salaries – Part Time - 1310

\$212,400 – Wages for 14 part-time employee positions in the Library Division.

Salaries – Overtime - 1400

\$600 – Overtime needed due to illness, vacations, and attendance at staff meetings and workshops.

Special Education – 1503

\$11,880 – Education Special Pay is for completed work related degree programs.

FICA - 2100

\$54,147 – FICA is budgeted at a rate of 7.65% of salary.

FRS - 2210

\$50,382 – Pension benefits for the Florida Retirement plan.

Health/Life Insurance - 2310

\$101,839 – Health and Life insurance coverage for Library Division employees.

L/T Disability Insurance – 2320

\$3,864 – Long Term Disability insurance coverage for Library Division employees.

Workers' Compensation - 2400

\$1,450 – Workers' compensation at a rate of .18% for clerical positions.

CITY OF SEMINOLE
Fiscal Year 2016
Library Division

OPERATIONAL COSTS

Professional Services/Other – 3190

\$14,900 – Adding bibliographic records of new material and database and interlibrary loan searches in OCLC database (\$6,000). *This amount to be funded entirely by donation from the Friends of the Library.* Cost for Polaris System (\$6,500). Self checkout maintenance (\$2,400)

Travel/Per Diem – 4000

\$750 – Travel costs for staff attendance at meetings, conferences, classes, and workshops sponsored by the Florida Library Association (\$650), and Library Legislative Day (\$100).

Postage/UPS – 4120

\$1,000 – Postage and package delivery for overdue notices, correspondence, orders, inter-library loan, OCLC orders and returns, borrow service.

Insurance - 4500

\$1,359 – Estimated cost for insurance coverage for the Library.

R & M / Copiers – 4610

\$3,000 – Repair, maintenance, and monthly service for the main staff copier/printer. *This account to be funded by special appropriation of the Friends of the Library.*

R&M / Computer Hardware – 4620

\$500 – Repair and maintenance of staff computers.

R & M / Computer Software – 4630

\$350 – Covers computer software upgrades.

Printing – 4790

\$800 – Printing of library bookmarks, brochures, stationery, business cards.

Office Supplies – 5110

\$10,000 – Copier paper, copier/printer supplies, pens, pencils, labels, tape, rubber stamps and pads, binders, adhesives, batteries, file folders, cash register tape, poster board, foam board, etc.

CITY OF SEMINOLE
Fiscal Year 2016
Library Division

Operating Supplies / Children's Programming – 5221

\$2,000 – Programming expenses for children: summer reading club materials, refreshments, prizes, game and craft materials, decorations, promotional materials, special guests and entertainers.

Operating Supplies / Teen Programming – 5222

\$1,000 – Programming expenses for teens: summer reading club materials, refreshments, prizes, decorations, promotional materials, special guests and entertainers.

Operating Supplies / Adult Programming – 5223

\$4,500 – Friends of the Library Luncheon (\$2,000); Volunteer Appreciation Luncheon (\$2,500).

Operating Supplies / General – 5290

\$10,000 – Library supplies: audio and video cases, signage, bottled water and cups, signs and badges, barcode readers, security cases, tags, and detacher, date due cards, book carts, disposal of used electronic equipment, book pockets, labels, sign and brochure holders, bookends, batteries, flags, coffee, cups, refreshments for meetings hosted by the library.

Books/Publications/Subscriptions – 5410

\$250 – Professional publications for continuing education for staff.

Subscriptions – 5420

\$7,500 – Subscriptions to magazines, newspapers, book reviews, and journals. *This account to be funded entirely by special appropriation of the Friends of the Library.*

Dues/Memberships – 5430

\$1,500 – Memberships for supervisory and professional staff in the American Library Association (6 staff @ \$1,000) and Florida Library Association (9 staff @ \$500).

Conferences/Training/Education – 5440

\$1,000 – Registration and tuition fees for staff attendance at conferences, classes, and continuing education workshops sponsored by the Florida Library Association (2 staff @ \$300), annual staff development day (\$600).



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**RECREATION
DIVISION**

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
Recreation Division

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Recreation Director	1	1	1	1	1	1	1	1
Recreation Supervisor	1	0	0	0	0	0	0	0
Program Coordinator	1	1	1	1	1	1	1	1
Program Coordinator	0	1	1	1	1	1	1	1
Program Coordinator	0	1	1	1	1	1	1	1
Administrative Asst. II	1	1	1	1	1	1	1	1
Recreation Leader II	1	1	1	1	1	1	1	1
Recreation Leader II	1	1	1	1	1	1	1	1
Recreation Leader I	1	1	1	1	1	1	1	1
Recreation Leader I	0.75	0.75	0.75	0.75	0.625	0.625	0.5	0.5
Recreation Leader I	0.75	0.75	0.75	0.75	0.375	0.375	0.375	0.625
Recreation Leader I	0	0	0	0	0.375	0.375	0.375	0.625
Head Lifeguard	1	0	0	0	0	0	0	0
Custodian	1	1	1	1	1	1	1	1
Custodian	1	1	1	1	1	1	1	1
TOTAL FTE	11.50	11.50	11.50	11.50	11.38	11.38	11.25	11.75
Summer Staff *								
Rec Leader I	13	13	13	13	13	13	13	13
Seasonal Work pool **	1	1	1	1	1	1	1	1
WSI/Lifeguard	4	4	4	4	4	4	4	4
Lifeguard	3	3	3	3	3	3	3	3
Total Summer	21	21	21	21	21	21	21	21
Total Of All FTE	32.5	32.5	32.5	32.5	32.375	32.375	32.25	32.75

* Summer Staff works 40 hours per week for 10 week season

** Majority of Seasonal Work Pool staffing funded in special events fund.

CITY OF SEMINOLE
FY16 BUDGET
Administration Department - Recreation Division

ACCOUNT	Dept/Div Acct. #0575	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 proposed	% Change FY15 to FY16
Salaries - Regular	1200	373,141	388,866	369,284	371,230	374,271	374,271	191,267	368,655	-1.5%
Salaries - Seasonal	1300	115,291	109,034	107,418	111,892	120,169	120,169	2,431	120,185	0.0%
Salaries - Part Time	1310	39,187	38,133	27,453	18,686	37,083	37,083	6,268	46,658	25.8%
Salaries - Overtime	1400	8,029	6,060	4,427	4,548	5,764	5,764	2,112	5,746	-0.3%
Education Special	1503	6,700	7,800	7,690	6,760	8,520	8,520	0	8,520	0.0%
Cell Phone Allowance	1509	480	480	483	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	1,351	1,478	742	1,243	5,545	5,545	0	3,500	-36.9%
FICA	2100	41,377	41,859	39,195	39,197	41,850	41,850	15,469	42,275	1.0%
FRS	2210	35,087	19,504	21,678	28,015	28,365	28,365	14,009	27,814	-1.9%
ICMA	2220	3,177	3,147	2,882	3,042	3,012	3,012	1,456	3,119	3.6%
Health/Life Insurance	2310	50,186	49,213	53,747	53,979	53,619	53,619	25,073	58,840	9.7%
L/T Disability Insurance	2320	2,742	2,579	2,654	2,879	3,104	3,104	1,746	3,075	-0.9%
Workers Compensation	2400	5,174	5,394	8,105	8,071	9,366	9,366	5,000	9,258	-1.2%
People Costs		681,922	673,547	645,758	650,022	691,148	691,148	265,071	698,125	1.0%
Prof. Svcs - Personnel	3110	1,233	315	510	405	640	640	255	650	1.6%
Contract Svce - Instructors	3485	82,988	65,929	75,731	60,985	77,000	77,000	18,914	77,000	0.0%
Contract Svce - Other	3490	10,586	12,187	13,212	14,600	16,450	16,450	3,296	16,425	-0.2%
Camps	3491	19,303	21,550	20,887	21,025	29,190	29,190	243	29,190	0.0%
Sports Officials	3495	4,922	3,822	3,678	3,565	7,674	7,674	1,472	7,674	0.0%
Trips Program	3511	264	6,167	12,169	12,314	17,690	17,690	6,911	17,690	0.0%
Travel/Per Diem	4000	2,177	1,862	1,784	2,488	3,565	3,565	352	3,565	0.0%
Telecommunications	4110	8,431	8,646	9,159	9,433	9,186	9,186	4,292	9,186	0.0%
Postage/UPS	4120	430	349	290	121	650	650	16	450	-30.8%
Electric	4310	254,655	153,456	108,014	119,032	128,000	128,000	61,800	128,000	0.0%
Water/Sewer	4320	6,310	8,109	6,757	10,361	7,000	7,000	1,383	10,000	42.9%
R & L - Buses Summer	4460	9,880	11,429	10,397	12,261	12,519	12,519	0	14,030	12.1%
Insurance	4500	16,254	12,500	16,500	19,100	21,750	21,750	29,283	26,500	21.8%
Insurance - vehicles	4520	344	350	400	851	1,004	1,004	753	1,004	0.0%
Maintenance - Copier	4610	911	901	1,002	1,497	1,000	1,000	1,011	1,500	50.0%
R & M - Computer Software	4630	4,152	2,424	2,424	2,510	2,424	2,424	0	2,500	3.1%
R & M - Vehicles	4660	244	277	893	744	1,500	1,500	1,231	2,000	33.3%
R & M - Other	4690	2,605	1,688	2,654	22,484	3,000	3,000	2,422	3,000	0.0%
Printing - Brochures	4704	6,529	7,077	8,310	8,960	8,200	8,200	2,277	8,750	6.7%
Printing - Office Forms	4721	468	1,013	542	1,000	1,000	1,000	320	650	-35.0%
Promotional - Other	4890	0	342	417	587	500	500	106	500	0.0%
Licenses & Permits	4912	2,006	2,064	2,102	2,130	2,220	2,220	1,266	2,220	0.0%
Office Supplies	5110	5,868	6,196	5,631	6,106	7,000	7,000	2,870	6,500	-7.1%
Operating Supplies - Cleanin	5210	6,768	7,567	8,952	8,774	9,200	9,200	3,346	12,000	30.4%
Operating Supplies - Pool	5211	8,422	7,381	7,116	9,373	8,500	8,500	445	9,500	11.8%
Fuel	5240	893	778	768	2,590	4,500	4,500	995	3,000	-33.3%
Op Supplies - Break Camps	5261	253	141	192	188	420	420	68	420	0.0%

CITY OF SEMINOLE

FY16 BUDGET

Administration Department - Recreation Division

ACCOUNT	Dept/Div Acct. #0575	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 proposed	% Change FY15 to FY16
Op Supplies - Summer Camp	5266	10,422	7,793	7,850	7,491	8,280	8,280	18	8,280	0.0%
Op Supplies - Athletics	5275	7,495	6,611	5,035	5,106	7,360	7,360	1,932	7,360	0.0%
Op Supplies - Sports Equip	5281	3,610	4,507	2,268	2,768	3,000	3,000	923	3,000	0.0%
Operating Supplies -General	5290	8,323	9,721	6,507	4,942	6,310	6,310	6,599	6,310	0.0%
Books/Publications	5410	0	120	200	0	200	200	0	200	0.0%
Dues/Memberships	5430	1,089	1,160	1,100	835	1,300	1,300	670	1,300	0.0%
Conf./ Training/Education	5440	2,186	2,529	1,302	5,318	2,270	2,270	160	2,270	0.0%
Operational Costs		490,198	377,115	344,753	379,944	410,502	410,502	155,629	422,624	3.0%
Computers	6401	0	0	0	0	0	0	4,701	0	0.0%
Capital Outlay - Other Equip.	6490	39,880	0	0	0	0	32,500	30,410	0	0.0%
Capital Outlay		41,370	0	25,579	57,493	0	32,500	35,111	0	0.0%
Interfund Transfer CIP/SRF	6913	417,860	111,728	0	59,930	0	90,184	0	0	0.0%
DEPARTMENT TOTAL		1,631,350	1,162,390	1,016,090	1,147,389	1,101,650	1,224,334	455,811	1,120,749	-8.5%

CITY OF SEMINOLE
Fiscal Year 2016
RECREATION

PERSONNEL COSTS

Salaries and Wages – 1200

\$368,655 - This category covers wages for ten full-time employees.

Salaries Seasonal - 1300

\$120,185 - This category covers wages for 21 seasonal employees.

Salaries Part Time - 1310

\$46,658 - This category covers wages for three part-time employees.

Salaries Overtime - 1400

\$5,746 - This category covers overtime needed to staff holiday operating hours, facility rentals and/or unforeseen situations.

Education Special 1503

\$8,520 – This category covers an allowance for completion of a work related Degree.

Phone Allowance 1509

\$480 – This category covers the \$40 per month allowance for business use of cell phones

Uniform Allowance 1509

\$3,500 – This category reimburses employees for the purchase of uniforms required by the city.

FICA – 2100

\$42,275 – FICA is budgeted at of 7.65% of salaries.

Retirement - 2200

\$30,933 – This category covers pension benefits for the ICMA and the FRS plans.

Health/Life Insurance - 2300

\$61,915 - This category covers the health and disability insurance costs.

CITY OF SEMINOLE
Fiscal Year 2016
RECREATION

Worker's Compensation - 2400

\$9,258 - This category covers the cost for worker's compensation for Parks & Recreation employees.

OPERATING COSTS

Professional Services, Personnel – 3110

\$650 – This includes background screenings for volunteer coaches, general volunteers, and instructors as follows. It is estimated that Recreation Division will conduct fifty screenings in FY16.

Contract Services – 3485

\$77,000 – This includes payments for class instructors based on a contractual split of revenues with instructors at 70% and the City of Seminole City at 30%.

Contract Services, Other – 3490

\$16,425 – This includes gym floor resurface (\$2,000), bi-annual carpet cleaning (\$3,000), annual window cleaning (\$575), monthly preventative maintenance for fitness room (\$4,250) and Aquatic Center (\$2,000). Adding outlets on soccer field (\$2,400) and lobby tile floor cleaning (\$2,200).

Contract Services, Camp Trips – 3491

\$29,190 – This includes trip admission fees for camps (\$26,190), and summer camp guest speakers (\$3,000). All trip expenses have associated revenue through camp registration.

Contract Services, Sports Officials – 3495

\$7,674 – This includes referee fees for youth basketball (\$3,312), youth flag football (\$1,104), adult soccer (\$1,280) and adult basketball (\$1,978).

Contract Services, Adult Trips – 3511

\$17,690 – This includes admission and/or entrance fees for adult day trip program, this year to include one overnight trip. All trip expenses have associated fee revenue.

Travel/Per Diem - 4000

\$3,565 – This includes costs for the Recreation Director, Recreation Supervisor, Aquatics Coordinator, Recreation Leader II's and staff to attend various FRPA trainings including State Conference and local workshops, Florida Festivals & Events conference.

CITY OF SEMINOLE
Fiscal Year 2016
RECREATION

Communications/Postage - 4100

\$9,636 - This category covers telephone costs, local, long distance, internet, cell phone services (\$9,186), and postage costs, for recreation mail-outs, throughout the year (\$450).

Utility Services – 4300

\$138,000 – This includes electric (\$128,000) and water/sewer service (\$10,000). The increase is based on averaging costs from the current and past fiscal year for our commercial account.

Rentals and Leases – 4400

\$14,030 – This includes buses for summer camp field trips, senior adult day trips rental costs are now provided in house due to purchase of passenger bus. All trip expenses have associated fee revenue.

Insurance – 4500

\$27,504 – This is the estimated cost for insurance for the recreation facilities (\$26,500) and recreation division F-150 (\$1,004).

Repairs and Maintenance - 4600

\$9,000 – This includes monthly maintenance and supply service for copier and duplicator (\$1,500), computer software maintenance (\$2,500), vehicle maintenance (\$2,000), Recreation Center maintenance including fitness center, and Aquatic Center (\$3,000).

Printing/Binding – 4700

\$9,400 – This includes the printing three recreation brochures, one summer camp brochure, Family Aquatic Center brochures (\$8,750), and office forms to include; letterhead, envelopes, registration forms, and receipt paper (\$650).

Promotional Activities – 4800

\$ 500 – This includes special promotions activities and programs related to Recreation Center and Family Aquatic Center.

Other- Miscellaneous Advertisement – 4900

\$2,220 – This includes various licenses & permits (Health, Pool Operators, ASCAP, SCSAP, SEASAC, MPLC).

CITY OF SEMINOLE
Fiscal Year 2016
RECREATION

Office Supplies - 5110

\$6,500 – This includes general office supplies along with the increased costs of paper to be used for general recreation, aquatic program and special events.

Operating Supplies - 5200

\$49,870 – This includes pool chemicals, pool equipment, and training supplies (\$9,500), general cleaning supplies for both Recreation Center and Community Building (\$12,000), fuel (\$3,000), summer camp (\$8,280), break camps (\$420), athletic program supplies (\$7,360), general sports and games equipment (\$3,000) and general operational supplies (\$6,310).

Books and Publications - 5410

\$200 – This category includes the purchase of books and publications.

Dues and Memberships - 5430

\$1,300 – This includes one agency and five individual memberships to FRPA (\$800), one individual membership to NRPA (\$150), and one agency membership to FRPA (\$350).

Professional Development - 5400

\$2,270 – This includes staff training & education programs within Florida Recreation and park Association, Athletic Business, Council on Aging, and America Red Cross.



**CITY
OF
SEMINOLE**

**COMMUNITY
DEVELOPMENT /
PLANNING DEPARTMENT**

**ADMINISTRATION /
PLANNING
DIVISION**

CITY OF SEMINOLE

FY16 BUDGET

Community Development Department - Administration Division

ACCOUNT	Dept/Div Acct. #0530	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 03/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	100,662	117,225	125,699	105,112	93,021	93,021	45,427	97,662	5.0%
Salaries- Part Time	1310	23,475	6,531	20,689	20,458	27,620	27,620	12,985	28,481	3.1%
Education - Special	1503	1,320	1,320	1,320	1,320	1,320	1,320	0	1,320	0.0%
Phone Allowance	1509	480	480	483	480	480	480	240	480	0.0%
FICA	2100	9,631	9,585	11,324	9,741	9,407	9,407	4,485	9,828	4.5%
FRS	2210	14,337	7,462	12,256	20,360	22,081	22,081	10,561	23,280	5.4%
Health/Life Insurance	2310	6,401	6,727	6,678	7,372	7,490	7,490	3,846	8,223	9.8%
L/T Disability Insurance	2320	519	519	519	544	526	526	332	526	0.0%
Workers Compensation	2400	238	310	310	310	306	306	165	321	4.9%
People Costs		157,063	150,159	179,350	165,697	162,251	162,251	78,041	170,121	4.9%
Prof. Service - Engineering	3143	20,746	8,432	49,964	43,062	25,000	22,650	15,715	25,000	10.4%
Contract Svce - Other	3490	3,360	1,119	1,192	1,068	1,873	1,873	530	1,873	0.0%
Travel/Per Diem	4000	130	0	15	0	1,000	1,000	0	1,000	0.0%
Telecommunications	4110	1,563	1,445	1,324	1,358	1,554	1,554	668	1,972	26.9%
Postage/UPS	4120	1,094	535	727	604	750	750	107	750	0.0%
Electric	4310	4,705	3,181	2,540	2,679	3,500	3,500	1,376	3,500	0.0%
Water & Sewer	4320	63	65	74	78	179	179	24	179	0.0%
Insurance - Property	4512	1,451	2,249	1,700	2,000	2,000	2,000	601	739	-63.1%
R & M - Copier	4610	1,343	567	71	889	567	567	279	567	0.0%
Printing	4700	262	1,808	598	1,353	2,000	2,000	77	2,000	0.0%
Promotional Activities	4800	0	0	0	0	2,400	2,400	0	2,400	0.0%
Office Supplies	5110	104	125	238	295	1,000	1,000	0	1,000	0.0%
Cleaning Supplies	5210	140	73	72	117	630	630	0	630	0.0%
Operating Supplies -General	5290	591	750	805	837	1,200	1,200	83	1,200	0.0%
Dues/Memberships	5430	840	25	35	159	0	0	0	650	0.0%
Conf./ Training/Education	5440	115	0	0	15	500	500	55	500	0.0%
Operational Costs		36,507	20,374	59,355	54,514	44,153	41,803	19,515	43,960	5.2%
Equipment - Other	6400	0	522	0	0	0	0	0	0	0.0%
Capital Outlay		0	522	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		193,570	171,055	238,705	220,211	206,404	204,054	97,556	214,081	4.9%

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$97,662 - This category covers wages for the Director.

Part Time- 1310

\$28,481 - This category covers wages for one part time Planner

Education Special – 1503

\$1,320 – The Education Special Program is a benefit paid to employees for possessing a work-related Bachelor’s or Associate’s degree.

Phone Allowance – 1509

\$480 – This category covers expenses associated with a \$40 per month allowance for business use of a cell phone.

FICA- 2100

\$9,828 - FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$23,280 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance – 2310

\$8,223 - This category covers the cost of the city’s health and life insurance.

Disability Insurance – 2320

\$526 - This category covers the cost of the city’s disability insurance.

Worker’s Compensation – 2400

\$321 – The contribution rate for clerical positions is 0.18% of salaries.

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department – Administration Division

OPERATIONAL COSTS

Professional Services - 3140

\$ 25,000 - This category covers expenses associated with Tampa Bay Engineering and other specialists to provide required technical and engineering support. These costs are offset, in part, from fees received from the development community.

Contract Services – 3400

\$1,873 – This category provides for janitorial services (\$1,489) and the water cooler for City Hall (\$384).

Travel and Training - 4000

\$1,000 – Costs for Director to attend one in state conference (\$500) and the Planner to attend the State APA conference (\$500) for community planning related training.

Communications – 4100

\$2,722 - This category covers the annual cost of office telephones and internet access (\$1,972) as well as estimated postage (\$750).

Electric – 4310

\$3,500 - This category covers the annual cost of 13% of the electric for the City Hall Complex.

Water & Sewer – 4320

\$179 - This category covers the annual cost of 13% of the water & sewer for the City Hall Complex.

Insurance – 4510

\$739 – This category covers insurance cost for 13% of the property insurance for City Hall.

Equipment Repairs and Maintenance - 4600

\$ 567 – These funds are for the repair and maintenance of department copier.

Printing – 4700

\$2,000 – These funds cover costs associated with reproduction of various planning maps, flyers, brochures and any other printing needs.

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department – Administration Division

Promotional Activities – 4800

\$2,400 – These are costs associated with promoting economic development and voluntary annexation within the City.

Office Supplies – 5110

\$1,000 - These funds are for miscellaneous expendable supplies used to support daily activities.

Operating Supplies – 5200

\$1,830 - This category provides funds for cleaning supplies for City Hall (\$630) and general operating supplies (\$1,200).

Dues/Memberships – 5290

\$650 - This category includes professional memberships that provide resource materials for Community Development Department development.

Training / Education – 5440

\$500 – This category includes registration costs for formal professional development activities. Director: State Conference (\$500).



**CITY
OF
SEMINOLE**

**COMMUNITY
DEVELOPMENT /
PLANNING DEPARTMENT**

**CODE ADMINISTRATION &
INSPECTION
DIVISION**

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
Code Administration & Inspections

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Code Administrator	1	0.8	1	1	1	1	1	1
Administrative Assistant	0	0	0	0	0	0.2	0.2	0
Building Inspector	1	0.8	0.5	0.5	0.5	1	1	1
Building Inspector	1	0	0	0	0	0	0	0
Building Inspector	0	0	0	0	0	0	0	0
Permit/Licensing Tech	1	1	1	1	1	1	1	1
Permit/Licensing Tech	0	0	0	0	0	0	0	0.5
Code Enforcement Officer	0	0	0	0	0	0	0.5	0.5
Code Enforcement Officer	1	1	1	1	0.625	0.5	0.5	0.5
TOTAL	5	3.6	3.5	3.5	3.125	3.7	4.2	4.5

CITY OF SEMINOLE
FY16 BUDGET
Community Development Department
Code Administration & Inspections Section

ACCOUNT	Dept/Div Acct. #0524	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D 3/31/2015	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	140,787	104,261	103,585	138,358	146,329	146,329	79,931	167,759	14.6%
Salaries - Part-Time	1310	15,636	10,013	7,244	14,693	38,931	38,931	12,061	51,234	31.6%
Salaries- Overtime	1400	82	944	3,395	9	0	0	74	0	0.0%
Uniform Purchase Allowance	1514	208	180	676	19	535	535	2,905	1,075	100.9%
FICA	2100	11,870	8,577	8,487	11,486	14,475	14,475	7,107	17,089	18.1%
FRS	2210	14,152	5,154	5,736	9,751	13,019	13,019	6,181	15,039	15.5%
Health/Life Insurance	2310	15,005	15,340	13,973	9,554	13,407	13,407	7,013	14,795	10.4%
L/T Disability Insurance	2320	1,089	1,065	938	1,102	1,213	1,213	788	1,392	14.8%
Workers Compensation	2400	2,031	3,110	3,482	3,499	4,032	4,032	2,348	4,032	0.0%
People Costs		200,860	148,644	147,516	188,471	231,941	231,941	118,408	272,415	17.5%
Inspections- County	3438	6,102	1,296	1,728	33,157	2,700	2,700	0	2,700	0.0%
Data Processing	3462	532	1,593	0	808	1,200	1,200	808	1,200	0.0%
Contract Services - Other	3490	4,513	2,685	3,043	2,847	5,000	5,000	1,631	5,000	0.0%
Administrative Fee	3701	131,784	131,785	131,785	131,785	131,785	131,785	54,910	131,785	0.0%
Travel/Per Diem	4000	30	0	645	649	1,900	1,900	211	1,900	0.0%
Telecommunications	4110	2,877	2,755	2,247	2,081	2,161	2,161	1,038	1,914	-11.4%
Postage/UPS	4120	1,977	1,424	1,426	1,388	1,675	1,675	437	1,675	0.0%
Electric	4310	8,818	7,274	6,772	8,313	8,500	8,500	3,900	8,500	0.0%
Water/Sewer	4320	117	124	139	148	262	262	67	262	0.0%
Rental/Lease - Other	4490	21,795	21,795	21,795	26,046	26,046	26,046	10,853	26,046	0.0%
Insurance	4500	3,237	2,011	3,150	3,050	3,050	3,050	2,106	2,812	-7.8%
Insurance - Property	4512	1,304	1,688	2,000	1,700	2,000	2,000	1,702	2,095	4.8%
Insurance - Vehicles	4520	920	792	1,122	1,207	1,458	1,458	1,094	1,458	0.0%
Maintenance - Copier	4610	1,559	1,940	3,825	0	2,000	2,000	155	2,000	0.0%
R&M - Vehicles	4660	831	869	1,151	191	1,458	1,458	1,648	1,458	0.0%
Printing- Occup. Licenses	4740	240	0	0	0	660	660	0	660	0.0%
Printing- Other	4790	285	998	887	0	900	900	145	900	0.0%
Office Supplies	5110	2,543	2,761	2,759	3,541	3,450	5,800	2,027	3,450	-40.5%
Fuel	5240	4,235	2,805	3,053	2,134	4,175	4,175	826	3,433	-17.8%
Operating Supplies -General	5290	1,826	798	1,210	3,426	750	750	-717	750	0.0%
Books/Publications	5410	329	786	0	0	500	500	27	950	90.0%
Dues/Memberships	5430	495	380	375	355	725	725	505	775	6.9%
Conf./ Training/Education	5440	392	620	1,013	468	975	975	877	1,075	10.3%
Tuition Reimbursement	5490	0	1,250	500	-2,488	975	975	0	975	0.0%
Operational Costs		196,741	188,464	191,555	220,837	204,305	206,655	84,250	203,773	-1.4%
Capital Outlay - Equip.	6410	0	0	2,278	0	0	0	0	0	0.0%
Capital Outlay		0	0	2,278	0	0	0	0	0	0.0%
Interfund Transfer	6900	9,800	0	0	9,900	0	6,040	0	0	-100.0%
DEPARTMENT TOTAL		407,401	337,108	341,349	419,208	436,246	444,636	202,658	476,188	7.1%

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department
Code Administration & Inspections Section

PERSONNEL COSTS

Salaries and Wages – 1200

\$167,759 – This category covers wages for a Building Official, Permit/Licensing Technician and a Building Inspector.

Part-time – 1300

\$51,234 – This category covers wages for two Code Enforcement Officers (at 20 hours per week) and a Permit/Licensing Technician (at 20 hours per week).

Uniform Purchase Allowance – 1514

\$1,075– This category covers the reimbursement for the purchase of uniforms required by the city.

FICA - 2100

\$17,089 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$15,039 – This category covers the cost of pension benefits with the FRS.

Health Insurance – 2300

\$14,795 - This category covers the annual cost of the city's health insurance premiums.

Disability Insurance – 2320

\$1,392 - This category covers the annual cost of the city's disability insurance premiums.

Workers' Compensation – 2400

\$4,032 - The estimated contribution rate for office personnel at .18% of salaries and municipal inspectors at 2.12% of salaries.

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department
Code Administration & Inspections Section

OPERATING COSTS

Contract Services (Inspections) – 3410

\$ 2,700 – This category provides for Pinellas County to perform specialty or over-run inspections and at least one special plan review within the City.

Contract Services (Data Processing) – 3460

\$1,200 – This Category provides the prorated share of the MCCI annual support fee.

Contract Services – Other – 3490

\$5,000 – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$2,185) and janitorial expense (\$2,815).

Administrative Fee – 3701

\$131,785 – This category covers the city administrative costs associated with running the section.

Travel and Per Diem – 4000

\$1,900 - For the travel expenses, meals, lodging, and vehicle reimbursement for inspection personnel in the maintenance and recertification of mandatory state license certifications.

Communications - 4100

\$1,914 - This category covers the annual costs of telephone and internet services for the section.

Postage - 4120

\$1,675- This category covers the annual costs of postage for the section.

Electric – 4310

\$8,500 – This category covers 18% of the electric for the City Hall Complex.

Water/Sewer - 4320

\$262 – This category covers 18% of the sewer and water costs for the City Hall Complex.

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department
Code Administration & Inspections Section

Rental/Lease - Other - 4490

\$26,046 – This category covers office space rental costs for the Code Administration and Inspection Section.

Insurance - 4500

\$6,365 - These funds cover the section's share of auto insurance (\$1,458), property insurance (\$2,095), and liability insurance (\$2,812).

Repairs and Maintenance – 4600

\$3,458 - These funds are for repairs and preventative maintenance of the three section vehicles (\$1,458) and the copier (\$2,000).

Printing - Occupational Licensing – 4740

\$660 – These funds cover the costs of printing the Renewal Notices and annual Occupational Licenses.

Printing – Other - 4790

\$900 – These funds are for printing the various forms used on a daily basis for: building inspection cards and permits, violation notices, inspection tags, stop work orders, business cards, and other similar items.

Office Supplies – General - 5110

\$3,450 – This line item is for supplies used to provide the office support for the licensing, permitting, inspection, and code enforcement functions; items such as computer and printer supplies, paper, filing supplies, etc.

Operating Supplies – Fuel - 5240

\$3,433 – This is the cost of fuel to operate the four vehicles assigned to the section.

Operating Supplies – General - 5290

\$750 – This category covers the cost of equipment used by inspectors in the performance of their duties, such as: hand tools, safety equipment, audiometric, grade, and other measuring devices, film, and ladders, etc.

Books and Publications - 5410

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department
Code Administration & Inspections Section

\$950 - This category includes various professional memberships to organizations that provide resource materials for building, health, safety, and handicapped access. Examples include: Florida Building Codes, Building Rehabilitation Standards and Codes, International Plumbing and Mechanical Codes, ICC, etc.

Dues/Memberships – 5430

\$775 – These funds are for memberships for the Building Official and section staff in organizations that sponsor or write the codes, standards, and regulations that affect operations. Included are: NFPA (Fire), ICC (Building Construction), State of Florida (Building, Fire), IAEE (Electrical), Florida Association Plumbing/Gas/Mechanical Inspectors, Florida Association of Code Enforcement, FAOLO (Occupational Licenses), Building Officials Association of Florida etc. Also included is the cost of certifying the Customer Service Representative as a Notary Public for four years.

Training & Education – 5440

\$1,075 – This line item covers tuition for the mandatory training, certification for the section staff, as well as the costs of registering those professionals with the State of Florida and other certifying entities.

Tuition Reimbursement – 5449

\$975 – These funds cover the tuition reimbursement for the Building Official for pursuing an Associate's degree at St. Pete College.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**ADMINISTRATION
DIVISION**

**CITY OF SEMINOLE
 FY 16 PERSONNEL SUMMARY
 PUBLIC WORKS ADMINISTRATION**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Public Works Director	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1	1	1	1
Stormwater Technician	0	0	0	0	0	0	1	1
TOTAL	2	2	2	2	2	2	3	3

**CITY OF SEMINOLE
FY16 BUDGET**

Public Works Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0549	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Salaries - Regular	1200	100,937	100,052	102,627	105,197	109,442	130,442	53,023	165,143	26.6%
Salaries- Overtime	1400	127	0	0	0	0	0	0	0	#DIV/0!
Education Special	1503	1,320	1,320	1,320	1,320	1,320	1,320	0	1,320	0.0%
Phone Allowance	1509	480	480	483	480	480	480	240	480	0.0%
FICA	2100	7,699	7,526	7,812	7,864	8,435	8,435	3,979	12,838	52.2%
FRS	2210	11,404	5,948	8,635	16,229	18,269	18,269	8,918	24,099	31.9%
Health/Life Insurance	2310	19,424	20,638	20,137	22,456	23,103	23,103	11,759	33,662	45.7%
L/T Disability Insurance	2320	778	781	794	840	822	822	516	1,358	65.2%
Workers Compensation	2400	1,743	1,615	1,620	1,620	1,820	1,820	1,221	2,966	63.0%
People Costs		143,912	138,490	143,298	156,006	163,691	184,691	79,656	241,866	31.0%
Professional Services	3100	31,746	49,513	170,173	112,175	40,000	40,000	15,519	50,000	25.0%
Contract Svce - Computers	3430	0	0	0	1,750	0	0	12,788	3,500	0.0%
Contract Svce - Recycle	3460	83,066	95,948	98,083	24,774	0	0	0	0	0.0%
Contract Svce - Trash Collect	3470	18,614	25,923	23,874	21,960	20,000	20,000	6,646	20,000	0.0%
Contract Svce - P/C Lk Sem	3476	0	0	4,755	0	50,000	50,000	0	40,000	-20.0%
Contract Svce - Striping	3479	0	8,075	3,540	4,624	8,000	8,000	0	8,000	0.0%
Contract Svce - P/C Traf. Lts	3481	71,330	74,757	81,415	78,141	85,000	85,000	0	85,000	0.0%
Contract Svce - Other	3490	6,319	6,319	9,524	9,479	11,240	11,240	1,960	11,240	0.0%
Contract Svce - Drainage	3496	1,600	8,239	4,250	2,251	10,000	10,000	800	10,000	0.0%
Travel/Per Diem	4000	1,157	1,294	502	273	2,000	2,000	0	2,500	25.0%
Communications	4110	1,789	2,048	2,154	2,117	2,100	2,100	1,147	2,100	0.0%
Postage/UPS	4120	349	212	266	136	500	500	72	500	0.0%
Electric - Street Lights	4336	214,600	226,110	218,300	221,470	225,000	225,000	107,187	230,000	2.2%
Electric - Traffic Lights	4340	12,382	13,924	12,634	12,240	14,000	14,000	6,072	14,275	2.0%
Insurance Property	4512	16,004	13,185	12,800	10,390	14,100	14,100	9,136	14,100	0.0%
Insurance Vehicles	4520	2,069	2,294	2,145	2,596	4,411	4,411	3,302	4,411	0.0%
Office Supplies	5110	2,171	1,433	1,498	1,441	1,500	1,500	1,048	2,000	33.3%
Operating supplies General	5290	1,647	2,262	763	6,113	2,500	2,500	878	2,500	0.0%
Dues/Memberships	5430	495	799	426	429	500	500	250	500	0.0%
Conf./ Training/Education	5440	756	1,222	524	1,651	1,000	1,000	893	1,750	75.0%
Operational Costs		466,094	533,557	647,626	514,010	491,851	491,851	167,698	502,376	2.1%
CIP in Progress	6500	0	71,989	600	0	0	80,000	31,811	0	0.0%
Capital Outlay		0	71,989	600	0	0	80,000	31,811	0	0.0%
Interfund Transfer	6901	244,572	75,000	0	254,096	0	750,791	40,000	0	0.0%
DEPARTMENT TOTAL		854,578	819,036	791,524	924,112	655,542	1,507,333	319,165	744,242	-50.6%

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$165,143 – This category covers wages for the department Director, Stormwater Technician and Administrative Assistant II.

Education Special – 1503

\$1,320 – The Education Special Program is a benefit paid to one employee for possessing a work-related Bachelor's Degree.

Phone Allowance– 1509

\$480 – This category covers a \$40 per month allowance for business use of cell phones.

FICA - 2100

\$12,838 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$24,099 – This category covers the cost of the FRS plan.

Health/Life Insurance - 2300

\$45,020– This category covers the cost of the City's health and long term disability insurance.

Worker's Compensation - 2400

\$2,966 – This category covers the cost of worker's compensation insurance.

OPERATIONAL COSTS

Professional Services - 3100

\$50,000 – This category covers expenses associated with Tampa Bay Engineering and others to provide civil engineering and land survey assistance (\$25,000), SWFWMD Stormwater Retention O&M Certification (\$3,000), NPDES regulatory fee (\$1,000), NPDES annual report (\$6,000), NPDES development of SOP's (\$5,000) and Ambient Water Quality Fee (\$10,000).

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Administration Division

Contract Services – 3400

\$177,740 – This category provides for contracted services such as, computer software (\$3,500), trash collection (\$20,000), Street Striping (\$8,000), ALUM treatment (\$40,000), Pinellas County maintenance of traffic signals (\$85,000), Street Sweeping four times a year and for after events (\$11,240), and storm drain repairs (\$10,000).

Travel and Per Diem - 4000

\$2,500 – Attendance for the PW Director to the APWA State Conference, ISA Trees Florida Conference, CEU training, and FSA Conference and Training.

Communications - 4100

\$2,600 - This category covers office local and long distance service (\$2,100) and postage (\$500).

Utility Services – 4300

\$244,275 - This category covers electrical costs for streetlights (\$230,000) and traffic signals within the City (\$14,275).

Insurance – 4500

\$18,511 - These funds are for insurance for the Public Works building (\$14,100), and vehicles assigned to the Public Works Department (\$4,411).

Office Supplies - 5100

\$2,000 - These funds are for expendable supplies used to support Department operations.

Operating Supplies - 5290

\$2,500 - These funds are for miscellaneous technology repair and purchase.

Dues/Memberships - 5430

\$500- Professional memberships such as Public Works Academy (\$165), APWA (\$150), ISA (\$135), Arbor Day Foundation (\$15).

Training/Education - 5440

\$1,750– This category covers the APWA State (\$250), FL Stormwater Association (\$1,200), and ISA & Trees Florida conference (\$300) for the Stormwater Technician and Director of Public Works.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**FACILITIES
SECTION**

**CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
FACILITIES**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Maintenance Tech *	1	1	1	1	1	1	1	1
Maintenance Tech II *	0	0	0	0	1	1	1	1
TOTAL	1	1	1	1	2	2	2	2

CITY OF SEMINOLE
FY16 BUDGET
Public Works Department - Facilities Section

ACCOUNT	Dept/Div Acct #0519	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	15,262	15,129	19,808	34,878	34,623	34,623	17,286	37,360	7.9%
Salaries- Overtime	1400	859	664	938	971	1,248	1,248	628	1,347	7.9%
Phone Allowance	1509	360	320	321	240	240	240	120	240	0.0%
Uniform purchase Allowance	1514	103	7	324	624	930	930	446	930	0.0%
FICA	2100	1,166	1,123	1,517	2,681	2,766	2,766	1,327	2,985	7.9%
FRS	2210	1,467	788	1,221	2,411	2,445	2,445	1,258	2,565	4.9%
Health/Life Insurance	2310	4,714	5,457	5,081	5,486	5,586	5,586	2,842	6,150	10.1%
L/T Disability Insurance	2320	123	125	152	418	287	287	261	310	8.0%
Workers Compensation	2400	313	404	415	840	860	860	418	927	7.8%
People Costs		24,367	24,017	29,777	48,549	48,985	48,985	24,586	52,814	7.8%
Contract Svce - City Hall	3464	8,732	5,832	10,106	8,224	9,810	9,810	26,440	9,730	-0.8%
Contract Svce - PW Adm	3465	3,650	5,284	5,861	5,815	7,030	7,030	5,753	6,990	-0.6%
Contract Svce - Other	3490	318	186	216	284	2,595	2,595	2,889	4,215	62.4%
Contract Svce - Rec. Center	3503	15,873	11,851	16,585	14,560	16,330	16,330	722	16,250	-0.5%
Contract Svce - PW Ops	3510	3,968	5,486	6,874	6,287	7,005	7,005	9,217	7,205	2.9%
Travel Per Diem	4000	0	0	0	15	100	100	2,739	100	0.0%
Communications Comm. Bld	4110	0	0	0	0	0	0	15	1,260	0.0%
Utilities/Elec Community Ctr	4310	-185	0	0	0	20,000	20,000	4,354	12,500	-37.5%
Utilities/Elec Community Ctr	4311	0	0	0	0	0	0	0	5,500	0.0%
Utilities/Elec PW Ops	4312	345	116	0	666	160	160	874	0	-100.0%
Utilities/Elec PWA/EOC	4316	5,609	3,690	3,084	3,530	4,000	4,000	1,608	4,000	0.0%
Utilities/Water & Sewer	4320	1,192	867	1,001	1,124	1,300	1,300	391	1,300	0.0%
Utilities/Water & Sewer CC	4321	0	0	0	0	2,500	2,500	0	2,500	0.0%
Utilities/Natural Gas	4337	1,027	908	903	958	1,200	1,200	494	1,200	0.0%
Rental/Lease - Equipment	4440	84,198	498	498	4,449	1,000	1,000	1,253	2,000	100.0%
Insurance	4500	390	288	300	614	485	485	281	485	0.0%
R & M - Vehicles	4660	251	310	226	1,724	325	325	953	1,200	269.2%
R & M - Other	4690	36,375	54,622	44,722	61,954	50,000	50,000	32,548	60,000	20.0%
Fuel	5240	3,386	3,684	2,450	1,083	2,750	2,750	567	2,750	0.0%
Small Tools & Supplies	5245	145	73	149	557	200	200	300	250	25.0%
Operating Supplies-General	5290	3,169	4,299	5,100	4,895	5,000	5,000	3,336	5,000	0.0%
Books/Publications	5410	0	0	0	0	100	100	0	100	0.0%
Conf./ Training/Education	5440	33	0	434	327	800	800	503	800	0.0%
Operational Costs		168,476	97,994	98,509	117,066	132,690	132,690	95,237	145,335	9.5%
Capital Outlay - Other	6490	0	14,619	0	0	0	0	0	0	0.0%
Improvements in Progress	6500	0	0	0	0	0	0	0	0	0.0%
Capital Outlay		0	14,619	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		192,843	136,630	128,286	165,615	181,675	181,675	119,823	198,149	9.1%

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department - Facilities Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$37,360 – This category covers wages for one Maintenance Technician II and one Maintenance Technician. The cost of these positions are shared with the Fire Department

Overtime – 1400

\$1,347 – This category covers 120 hours of overtime for division employees as the result of special City activities and emergencies.

Phone Allowance – 1509

\$240 – This category covers a \$40 per month allowance for business use of cell phones for the Maintenance Technician. This expense is shared with Fire Administration.

Uniform Allowance – 1514

\$930 – This category reimburses employees for the expense of purchasing uniforms required by the city.

FICA - 2100

\$2,985 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$2,565 – This category covers the cost of pension benefits for the FRS.

Health/Life Insurance - 2300

\$6,150 – This category covers the cost of the City's health and life insurance.

Health/Life Insurance - 2300

\$310 – This category covers the cost of the City's disability insurance.

Worker's Compensation – 2400

\$927 – The contribution worker's compensation rate for employees in this category is 2.73% of salaries.

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department - Facilities Section

OPERATIONAL COSTS

Contract Services – 3400

\$40,780– This category provides for the HVAC maintenance, fire alarm monitoring, pest control, fire sprinkler inspection, fire extinguisher certification, and generator service for the Community Center (\$4,215) Recreation Center (\$16,250), City Hall (\$9,730), Public Works Administration/EOC (\$6,990) and the Public Works Operations Facility (\$7,205)

Travel and Per Diem – 4000

\$100– This category provides for travel expenses for local training.

Utilities – 4300

\$28,260 – Cost of electricity for Admin./EOC Bldg (\$4,000), Community Center (\$18,000), Operations (\$1,500), Public Works Operations Facility (\$1,500): Water/Sewer for the PW Admin/EOC, Operations Facility (\$1,300) and Community Center (\$2,500); TECO gas for PW Admin/ EOC Bldg and Ops Facility (\$1,200). Communications for Community Building (\$1,260).

Rentals/Leases – 4400

\$2,000 - Cost associated with rental of equipment such as a jackhammer, sewer line snake, trencher and cement haulers used to perform maintenance activities (\$1,500). This category also covers propane tank rental for City Hall and the Community Center (\$500).

Insurance – 4500

\$485 - These funds are for insurance for vehicle assigned to the Facilities Section.

Equipment Repairs and Maintenance – 4600

\$61,200 – These funds are for the repair and maintenance of department vehicle (\$1,200) and plumbing, electrical HVAC, and miscellaneous costs for maintaining City buildings (\$60,000).

Operating Supplies - 5200

\$8,000 – This category provides supplies including fuel for vehicle and PW, City Hall & Recreation Center generators (\$2,750), small tools and supplies (\$250) and miscellaneous items such as ceiling and floor replacement tiles, door hardware, plumbing fixtures, etc. (\$5,000).

Books/Publications - 5410

\$100 – This category includes the purchase of books and magazines related to facility maintenance.

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department - Facilities Section

Training/Education - 5440

\$800– These funds are for attaining/maintaining required licenses, and college level training.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**PARKS & GROUNDS
SECTION**

**CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
PARKS & GROUNDS**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Parks Foreman	0	0	0	0	1	1	1	1
Parks Technician	1	1	1	1	0	0	0	0
Maintenance II	0	0	0	0	1	1	1	1
Maintenance II	0	0	0	0	1	1	1	1
Maintenance I	1	1	1	1	1	1	1	1
Maintenance I	0	0	0	0.5	0.5	0.5	0.5	0.5
Maintenance I	0.625	0.625	0.625	0.5	0.5	0.5	0.5	0.5
TOTAL	2.625	2.625	2.625	3	5	5	5	5
SEASONAL STAFF								
Maintenance I *	0	0	0	0	0	1	1	1
Maintenance I *	0	0	0	0	0	1	0	0
TOTAL	0	0	0	0	0	2	1	1

* 21 weeks at 40hrs per week

**CITY OF SEMINOLE
FY16 BUDGET**

Public Works Department - Parks & Grounds Section

ACCOUNT	Dept/Div Acct. # 0539	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Salaries - Regular	1200	54,349	53,856	82,601	142,918	131,906	131,906	65,967	139,942	6.1%
Salaries - Seasonal	1300	0	0	0	0	10,348	10,348	0	10,348	0.0%
Salaries-Part Time	1310	10,512	25,780	18,351	16,237	25,884	25,884	7,818	27,233	5.2%
Salaries- Overtime	1400	1,501	1,756	1,806	542	5,171	5,171	386	5,560	7.5%
Uniform Allowance	1514	927	1,496	1,978	3,084	4,149	4,149	2,560	4,149	0.0%
FICA	2100	4,705	6,010	8,491	12,387	13,320	13,320	5,780	14,084	5.7%
FRS	2210	3,380	4,060	5,012	10,522	9,721	9,721	5,431	12,003	23.5%
Health/Life Insurance	2310	17,699	18,082	14,495	26,307	32,836	32,836	14,809	36,180	10.2%
L/T Disability Insurance	2320	445	451	436	1,255	1,089	1,089	859	1,380	26.7%
Workers Compensation	2400	1,564	2,603	2,590	7,303	7,032	7,032	4,361	7,462	6.1%
People Costs		95,082	114,094	135,760	220,555	241,456	241,456	107,971	258,341	7.0%
Professional Services	3100	0	0	0	0	150	150	0	150	0.0%
Contract Svce - Lawn Svc.	3420	39,278	46,635	43,038	59,855	62,900	62,900	28,861	66,130	5.1%
Contract Svce -Pest Control	3422	17,229	4,410	6,290	6,260	16,000	16,000	2,910	11,260	-29.6%
Contract Svce - Tree Maint	3473	0	0	0	0	5,000	5,000	375	5,000	0.0%
Contract Svce - Other	3490	0	5,650	3,740	13,051	6,000	6,000	0	6,000	0.0%
Travel/Per Diem	4000	45	60	0	90	400	400	30	400	0.0%
Electric-Parks	4310	19,370	19,006	15,882	20,056	22,500	22,500	10,592	23,000	2.2%
Water/Sewer - Parks	4320	7,235	8,053	7,303	8,271	9,000	9,000	3,303	9,000	0.0%
Rental/Lease - Other	4490	639	227	0	160	800	800	433	800	0.0%
Insurance - Property	4512	1,978	2,500	2,500	2,501	2,500	2,500	2,225	2,500	0.0%
Insurance - vehicles	4520	440	812	550	777	924	924	693	924	0.0%
R & M - Park Equipment	4633	22,736	19,912	29,383	23,335	25,000	25,000	11,542	30,000	20.0%
R & M - Vehicles	4660	1,340	1,280	625	3,999	8,500	8,500	3,883	10,000	17.6%
R & M - Other	4690	0	0	0	0	4,000	4,000	711	3,000	-25.0%
Licenses & Permits	4912	175	175	0	133	0	0	0	0	0.0%
Fuel	5240	3,185	3,569	3,254	9,473	24,000	24,000	1,807	19,500	-18.8%
Op Supplies-Chemicals	5272	7,288	8,581	10,608	8,940	10,000	10,000	3,496	10,000	0.0%
Op Supplies-Plants/Trees/So	5273	16,341	25,743	13,414	9,300	25,000	75,000	6,635	25,000	-66.7%
Op Supplies - Restrooms	5287	3,424	4,308	3,140	5,067	5,000	5,000	3,169	5,000	0.0%
Op Supplies-General	5290	7,548	2,504	3,340	3,792	2,600	2,600	13,322	2,600	0.0%
Books/Publications	5410	249	0	40	69	100	100	40	100	0.0%
Conf./ Training/Education	5440	597	318	603	1,996	1,600	1,600	1,095	1,600	0.0%
Operational Costs		149,097	153,743	143,710	177,125	231,974	281,974	95,122	231,964	-17.7%
Capital Outlay - Equipment	6410	0	7,808	0	2,867	0	0	0	0	0.0%
Improvement in Progress	6500	4,013	23,262	0	13,500	0	0	0	0	0.0%
Capital Outlay		4,013	31,070	0	16,367	0	0	0	0	0.0%
DEPARTMENT TOTAL		248,192	298,907	279,470	414,047	473,430	523,430	203,093	490,305	-6.3%

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Parks & Grounds Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$139,942 – This category covers wages for 1 Parks Foreman, 2 Maintenance II and 1 Maintenance I positions.

Salaries and Wages - Seasonal - 1200

\$10,348 – This category covers wages for one seasonal 1 Maintenance I positions for 21 weeks at 40 hours per week.

Salaries and Wages - Part Time- 1310

\$27,233 – This category covers wages for 2 PT Maintenance I positions at 20 hours per week.

Overtime – 1400

\$5,560 – This category covers 97 hours of overtime for each division employee resulting from special city activities and emergencies.

Uniform Allowance - 1514

\$4,149 – This category reimburses employees for the purchase of uniforms required by the city.

FICA - 2100

\$14,084 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$12,003 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance - 2300

\$36,180 – This category covers the cost of the City's health and life insurance.

Disability Insurance - 2300

\$1,380 – This category covers the cost of the City's health and disability insurance.

Worker's Compensation - 2400

\$7,462 – The contribution rate for employees is 3.69% of salaries.

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Parks & Grounds Section

OPERATIONAL COSTS

Professional Services - 3100

\$150 – This category provides for horticulturist consultants, soil samples, water tests, etc.

Contract Services – 3400

\$88,390 – This category provides for contracted lawn services for Recreation Center athletic fields and common area, Blossom Lake Park, City lots, Tennis Court Park, City Park, City Hall, Waterfront Park, PW Admin/EOC and PW Ops (\$66,130), lawn/pest control for all city facilities(\$11,260), tree maintenance (\$5,000) & facility fence repairs and tennis/ basketball court surface repairs(\$6,000).

Per Diem – 4300

\$400- This category covers travel expenses for local training.

Utility Services – 4300

\$32,000- This category covers electrical and lighting costs (\$23,000) and water/sewer service for the parks (\$9,000).

Rentals/Leases – 4400

\$800 - Charges associated with rental of seldom-used equipment to perform landscaping activities, such as verticutters, tillers and stump grinders.

Insurance – 4500

\$3,424 - These funds are for insurance for park structures (\$2,500) and vehicles (\$924).

Equipment Repairs and Maintenance – 4600

\$43,000 - These funds are for the repair and maintenance of park equipment, pumps for fountains, irrigation systems, electrical equipment and tennis court nets (\$30,000), vehicles (\$10,000) and miscellaneous small equipment such as weed eaters and mowers (\$3,000).

Operating Supplies - 5200

\$ 62,100 – This category provides funds to maintain the parks including restroom supplies (\$5,000); fuel for vehicle (\$19,500); fertilizer, herbicides and pesticides for parks and roadway medians (\$10,000); sod, grass seed, plants and trees for replacements city wide (\$25,000); and miscellaneous supplies (\$2,600).

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Parks & Grounds Section

Books, Publications - 5410

\$100 - This category includes book purchases and magazine subscriptions related to lawn or horticulture information.

Training/Education - 5440

\$1,600 – This category covers PTEC or Pinellas County Extension courses for attaining/maintaining required licenses and job related knowledge.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**INFRASTRUCTURE
SECTION**

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
Infrastructure

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
PW Foreman	1	1	1	1	1	1	1	1
PW Foreman	1	1	1	1	0	0	0	0
Maintenance II	1	1	1	1	1	1	1	1
" "	1	1	1	1	1	1	1	1
" "	1	1	1	1	0	0	0	0
" "	1	1	1	1	0	0	0	0
Maintenance I *	1	0	0	0	0	0	0	0
TOTAL	7	6	6	6	3	3	3	3

Seasonal Positions **								
Maintenance I	0	2	2	2	2	0	0	0
Total Seasonal	0	2	2	2	2	0	0	0

* Position changed to seasonal

** Seasonal positions work 21 weeks at 40hours per week.

**CITY OF SEMINOLE
FY16 BUDGET**

Public Works Department - Infrastructure Section

ACCOUNT	Dept/Div Acct. # 0541	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/1/2015	FY16 Proposed	% Change FY15 TO FY16
Salaries - Regular	1200	231,281	230,675	216,608	105,808	109,039	109,039	53,052	107,811	-1.1%
Salaries- Overtime	1400	8,564	3,198	4,608	3,519	4,423	4,423	3,378	4,376	-1.1%
Phone Allowance	1509	720	960	926	800	480	480	240	480	0.0%
Uniform Allowance	1514	3,352	3,130	1,460	1,450	1,781	1,781	1,162	1,781	0.0%
FICA	2100	20,041	19,224	16,726	8,120	8,700	8,700	4,255	8,604	-1.1%
FRS	2210	18,131	8,357	8,382	5,188	5,649	5,649	2,852	5,318	-5.9%
ICMA	2220	6,630	6,467	4,981	3,241	3,281	3,281	1,557	3,374	2.8%
Health/Life Insurance	2310	38,066	40,786	36,094	20,436	24,983	24,983	9,294	23,040	-7.8%
L/T Disability Insurance	2320	1,850	1,859	1,646	606	888	888	322	878	-1.1%
Workers Compensation	2400	5,604	7,687	8,388	3,395	3,776	3,776	2,271	3,976	5.3%
People Costs		356,921	341,762	300,419	152,783	163,000	163,000	78,383	159,637	-2.1%
Contract Svce. Other	3490	0	0	2,405	0	10,000	10,000	9,985	10,000	0.0%
Travel/Per Diem	4000	218	508	105	131	200	200	90	200	0.0%
Rental/Lease - Equipment	4402	2,863	3,794	2,712	4,334	5,000	5,000	3,364	5,000	0.0%
R & M - Vehicles	4660	17,999	17,387	15,428	9,263	11,000	11,000	567	10,000	-9.1%
Maintenance - Other	4690	3,882	8,039	6,968	4,697	4,000	4,000	1,040	4,000	0.0%
Promotional Activities	4800	10,797	8,313	11,204	8,090	13,400	13,400	6,652	13,400	0.0%
Fuel	5240	26,324	29,310	34,634	18,240	10,000	10,000	6,223	15,000	50.0%
Small Tools & Supplies	5245	2,361	3,997	2,304	3,185	4,000	4,000	1,028	4,000	0.0%
Operating Supplies-Signs	5254	2,867	22,447	12,770	4,066	10,000	27,750	5,381	10,000	-64.0%
Operating Supplies-General	5290	5,681	8,471	8,667	20,974	7,000	7,000	1,923	7,000	0.0%
Road Material & Supplies	5300	19,394	17,020	19,368	19,709	20,000	20,000	7,439	20,000	0.0%
Conf./ Training/Education	5440	826	1,163	1,999	730	1,000	1,000	358	2,200	120.0%
Operational Costs		93,516	120,513	116,159	93,419	95,600	113,350	34,065	100,800	-11.1%
Capital Outlay		4,426	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		454,863	462,275	416,578	246,202	258,600	276,350	112,448	260,437	-5.8%

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Infrastructure Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$107,811 – This category covers wages for four Maintenance II positions and two Public Works Foremen.

Overtime – 1400

\$4,376 – This category covers 169 hours of overtime for the full-time staff in this division

Phone Allowance – 1509

\$480– This category covers a \$40 allowance for business use of personal cell phone.

Uniform Allowance – 1514

\$1,781– This category reimburses employees for the expense of purchasing uniforms required by the city.

FICA - 2100

\$8,604 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$8,692 – This category covers the cost of pension benefits for the FRS and ICMA plans.

Health/Life Insurance - 2310

\$23,040 – This category covers the cost of the City's health insurance.

Disability Insurance - 2320

\$878 – This category covers the cost of the City's disability insurance.

Worker's Compensation - 2400

\$3,976– The contribution required for roadway employees.

CITY OF SEMINOLE
Fiscal Year 2016
Public Works Department – Infrastructure Section

OPERATIONAL COSTS

Contract Services - 3490

\$10,000 – This category provides for services to install decorative holiday lighting at the recreation center.

Travel and Per Diem - 4000

\$200 – Seminar and trade show attendance.

Rentals/Leases – 4400

\$5,000– Valley Gas- \$ 16/ month fee for tank rental and charges associated with rental of seldom-used equipment to perform maintenance activities, such as stump grinders, chippers and cement haulers.

Equipment Repairs and Maintenance - 4600

\$14,000 - These funds are for the repair and maintenance of Division vehicles (\$10,000) and miscellaneous equipment such as weed eaters, edgers, trimmers, mowers, etc. (\$4,000).

Promotional Activities – 4800

\$13,400 – This category includes repair and replacement of City banner hangers (\$1,000), rebuilding / replacing risers for holiday decorations (\$3,000), replace twelve Christmas decorations (\$6,000), installation of fifteen risers (\$2,400) and American flag replacement (\$1,000).

Operating Supplies – 5200

\$36,000 – This category provides necessary funds for fuel for vehicles (\$15,000), operating supplies, including small hand tools (\$4,000), street signs (\$10,000), and miscellaneous supplies (\$7,000).

Roadway Materials and Supplies – 5300

\$20,000 – This category provides funds for roadway and sidewalk materials needed for necessary repairs (\$8,500), Citywide emergency stormwater drainage repairs (\$10,000) and miscellaneous supplies (\$1,500).

Training/Education - 5440

\$2,200 – This category covers miscellaneous PTEC courses such as Maintenance of Traffic and Public Works Academy. This also covers the needed NPDES stormwater trainings.



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**ADMINISTRATION
DIVISION**

CITY OF SEMINOLE
FY16 BUDGET
Fire Department Administration

ACCOUNT	Dept/Div Acct. #1522	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries Regular	1200	280,000	294,466	320,397	298,060	329,930	329,930	158,318	354,440	7.4%
Overtime	1400	3,843	2,673	6,519	3,897	3,780	3,780	1,641	3,720	-1.6%
Education Special	1503	3,980	4,200	6,832	7,647	3,900	3,900	1,620	3,900	0.0%
Uniform Cleaning Allowance	1504	258	258	173	260	260	260	260	260	0.0%
Phone Allowance	1509	880	1,120	1,087	1,080	1,200	1,200	600	1,200	0.0%
Uniform Purchase Allowanc	1514	416	352	1,182	1,324	670	670	626	670	0.0%
FICA Tax	2100	21,272	22,318	24,844	23,390	26,830	26,830	12,177	27,980	4.3%
FRS	2210	18,908	10,426	12,719	16,802	16,560	16,560	8,428	18,180	9.8%
Retirement (ICMA)	2220	0	0	0	6,545	9,400	9,400	4,475	10,420	10.9%
Retirement (F.S. 175)	2230	36,733	9,449	18,144	0	0	0	0	0	0.0%
Health/Life Insurance	2310	48,522	50,967	48,306	45,499	51,810	51,810	26,523	59,130	14.1%
Long Term Disability	2320	1,295	1,318	1,346	1,456	2,510	2,510	1,150	2,650	5.6%
Workers Compensation	2400	4,915	2,502	6,342	6,340	6,040	6,040	4,310	6,250	3.5%
People Costs		421,022	402,234	447,891	412,300	452,890	452,890	220,128	488,800	7.9%
Medical	3101	510	38	435	825	590	590	222	580	-1.7%
Personnel Consultant	3110	355	285	0	49	1,000	1,000	10,481	1,000	0.0%
Fire Station Consultant	3120	4,922	67,774	36,259	0	0	0	6,570	0	0.0%
Legal - Elias	3130	30,695	30,696	30,696	29,016	33,660	33,660	13,560	36,000	7.0%
Legal - Other	3145	2,099	2,512	3,529	573	4,000	4,000	1,425	4,000	0.0%
Other	3190	3,498	11,990	4,918	7,262	2,600	2,600	27,354	2,600	0.0%
Prof. Svcs - Acct/Audit	3200	11,053	16,791	15,401	14,150	11,040	11,040	15,430	9,450	-14.4%
Data Processing	3462	2,830	46,593	44,367	9,623	6,780	6,780	10,007	10,500	54.9%
Other	3490	6,482	7,809	17,294	13,534	7,790	7,790	4,418	7,790	0.0%
Travel/Per Diem	4000	239	0	1,538	2,577	3,640	3,640	759	3,510	-3.6%
Telecommunications	4110	19,052	14,326	14,079	14,338	14,710	14,710	7,051	14,710	0.0%
Postage/UPS	4120	493	451	384	344	700	700	202	700	0.0%
Electric Service	4310	22,493	21,031	21,108	22,739	21,340	21,340	12,538	21,340	0.0%
Water/Sewer	4320	271	291	327	348	350	350	198	350	0.0%
Rental/Lease Other	4490	42,450	59,239	42,450	59,548	58,540	58,540	24,995	58,540	0.0%
General Liability Insurance	4500	64,708	63,499	61,499	60,165	58,950	58,950	39,533	55,000	-6.7%
Insurance - Property	4512	3,534	3,991	4,000	4,400	4,675	4,675	4,492	4,680	0.1%
Vehicle Insurance	4520	613	600	525	697	1,430	1,430	1,028	1,430	0.0%
Copier	4610	604	1,045	290	2,117	2,040	2,040	1,102	2,040	0.0%
R&M Computer Hardware	4620	674	2,783	1,035	464	3,500	3,500	0	3,500	0.0%
Vehicle maintenance	4660	162	948	712	5,896	1,100	1,100	870	1,280	16.4%
Office Forms	4721	999	758	856	786	1,000	1,000	630	1,200	20.0%
Legal Advertisements	4910	906	2,484	2,522	576	2,000	2,000	94	2,000	0.0%
Office Supplies	5110	10,317	3,360	3,989	4,294	4,000	4,000	1,212	6,400	60.0%
Cleaning Supplies	5210	523	443	425	701	800	800	0	800	0.0%
Fuel	5240	1,343	2,908	4,291	6,814	3,530	3,530	1,896	3,000	-15.0%
Awards/Recognition	5260	2,014	4,283	2,564	972	2,500	2,500	1,167	2,500	0.0%

CITY OF SEMINOLE
FY16 BUDGET
Fire Department Administration

ACCOUNT	Dept/Div Acct. #1522	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 to FY16
Operating Supplies	5290	6,470	4,093	4,630	8,713	4,100	4,100	2,917	4,100	0.0%
Books/Publications	5410	8	0	209	321	360	360	501	430	19.4%
Dues/Memberships	5430	926	1,000	1,016	800	1,100	1,100	469	1,100	0.0%
Conferences/Training	5440	487	103	562	4,783	1,530	1,530	747	2,020	32.0%
Tuition Reimbursement	5490	300	1,125	450	-125	1,250	1,250	300	1,250	0.0%
Operational Costs		242,751	373,249	322,833	284,557	260,605	260,605	192,168	263,800	1.2%
Computers	6401	0	1,500	4,787	7,679	2,400	2,400	8,419	0	-100.0%
Capital Outlay		27,510	1,500	42,331	7,679	2,400	2,400	8,419	0	-100.0%
DEPARTMENT TOTAL		691,283	776,983	813,055	704,536	715,895	715,895	420,715	752,600	5.1%

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Fire Administration

PERSONNEL COSTS

Salaries and Wages - 1200

\$354,440 - These costs are for salaries and wages for six employees: Fire Chief and one Administrative Assistant II, the salaries and operating costs for one Human Resources Administrator, one Account Specialist II, ½ the cost of two Technology Specialists and ½ the cost of two building maintenance employees. Salaries are determined by a citywide pay plan.

Overtime - 1400

\$3,720 - This is to pay for time worked outside of normal working hours. Budgeted 183 hours of overtime to cover staff personnel who work after hours, on weekends, and during natural and/or man made disasters/emergencies.

Special Pays - 1500

\$6,030 - Special pays are paid to employees for uniform cleaning allowance (\$260), phone allowance for business use of personal cell phones (\$1,200), for the purchase of uniforms required by the city (\$670) and education special pay for degreed employees (\$3,900).

FICA - 2100

\$27,980 – FICA is budgeted at a rate of 7.65% of salary.

Retirement - 2200

\$26,600 – Retirement covers employees assigned to this Division who are participating in either the FRS plan (\$18,180) or the ICMA plan (\$10,420).

Insurance - 2300

\$59,640 – Employee health (\$59,130) and long-term disability premiums (\$2,650).

Worker's Compensation - 2400

\$6,250 – Line of duty injury insurance premiums.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Fire Administration

OPERATIONAL COSTS

Professional Services - 3100

\$44,180– This covers the annual physical for the Fire Chief, post accident drug and alcohol tests (\$580), personnel consultant (\$1,000), legal (\$36,000), labor issues (\$4,000), incident stress debriefing services (\$500), EAP (\$1,600), and other services as needed (\$500).

Professional Services/Audit – 3200

\$9,450 – This covers a prorated cost of the annual audit required each fiscal year.

Contract Services - 3400

\$18,290 – This covers Fire Administration’s cost of data processing (\$10,500) and other office cleaning maintenance contracts (\$7,790).

Travel and Per Diem - 4000

\$3,510– This covers the cost for personnel to attend conferences and seminars not locally provided, allowing personnel to maintain certifications and competency. Florida Fire Chiefs’ Executive Development Conference, Governor’s Hurricane Conference, County Fire Chiefs’ meetings and miscellaneous community events. This category also covers the educational activities for the Department Chaplain in providing him with training in dealing with post-event traumatic counseling of employees and the public, expenses for the Human Resource Officer to attend the state FPHRA Conference, local Human Resources Association meetings and a local HR law seminar and attendance of the Account Specialist II to attend local FGFOA meetings.

Communications - 4100

\$15,410 –This covers telephone costs (\$14,710) and postage and shipping costs (\$700).

Utilities - 4300

\$21,690 – This will cover utility costs for electric (\$21,340) and water and sewer (\$350).

Rental/Lease Other - 4490

\$58,540 – This will cover Fire Administration and Training rent of administrative office space.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Fire Administration

Insurance - 4500

\$61,110 –Liability insurance for department operations (\$55,000), property insurance for share of City Hall building (\$4,680), and auto insurance for Division’s vehicles (\$1,430).

Equipment Repairs and Maintenance - 4600

\$6,820 – This will cover the R&M of computer hardware (\$3,500), copier maintenance contract (\$2,040) and vehicle maintenance (\$1,280).

Printing - 4700

\$1,200 –This is for printing of forms, letters, and stationary.

Other Charges - 4900

\$2,000 – This covers legal advertisements and notices for bids, new employee recruitment as required by law.

Office Supplies - 5100

\$6,400 – This is for general office supplies, computer data processing supplies, and computers.

Operating Supplies - 5200

\$10,400 – This includes cleaning supplies (\$800), fuel (\$3,000), employee and citizen awards (\$2,500), and other general operating supplies and equipment (\$4,100).

Books & Publications - 5410

\$430 – These funds are dedicated to providing publications for codes, standards, Emergency Management, Fire Services Personnel Law, and labor law references.

Dues & Memberships - 5430

\$1,100 – These cover dues and memberships in the following: Fire Chief: International Association of Fire Chiefs, Pinellas County Fire Chiefs Association, Fla. Fire Chiefs Association, National Fire Protection Association, Human Resource Officer: Society of Human Resource Management, Suncoast Human Resource Management Association, Fla. Public Personnel Association. Account Specialist II: FGFOA, American Payroll Association. IT Specialists: Fla. Local Gov. Info Systems Association. Chaplain: Critical Incident Stress Management Association

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Fire Administration

Training & Education - 5440

\$2,020 – These funds cover registration fees to technical and educational conferences and seminars for personnel to attend to attain/maintain their certifications and technical competence.

Training Reimbursement - 5490

\$1,250 – These funds cover the costs of the tuition reimbursement of professional employees for advanced degrees.



**CITY
OF
SEMINOLE**

**FIRE DEPARTMENT
LIFE SAFETY SERVICES
SECTION**

**CITY OF SEMINOLE
 FY16 PERSONNEL SUMMARY
 FIRE LIFE SAFETY SERVICES**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Fire Marshall	1	1	1	1	1	1	1	1
Inspector	1	1	0.5	0.5	0.5	1	1	0.5
Inspector	0	0	0	0.5	0.5	0.5	0.5	0.5
Public Education	1	1	1	0.5	0.5	0.5	0.5	1
TOTAL	3	3	2.5	2.5	2.5	3	3	3

**CITY OF SEMINOLE
FY16 BUDGET**

Fire Department Life Safety Services

ACCOUNT	Dept/Div Acct. #1722	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 03/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	123,030	135,888	95,411	128,094	119,850	117,100	56,973	115,390	-1.5%
Salaries - Part Time	1310	0	0	39,388	38,375	42,690	41,330	22,071	42,230	2.2%
Salaries - Overtime	1400	11,865	1,071	863	349	0	0	69	1,180	0.0%
Educ/Special Pay	1503	1,920	1,920	600	600	600	600	0	600	0.0%
Uniform Cleaning Allowance	1504	473	430	780	1,040	780	780	1,040	780	0.0%
Phone Allowance	1509	960	920	483	480	960	960	240	960	0.0%
Uniform Purchase Allowance	1514	0	785	643	61	1,560	1,620	0	1,560	-3.7%
FICA	2100	10,501	10,982	10,322	12,640	12,480	12,170	6,009	12,200	0.2%
FRS	2210	10,757	6,841	7,808	11,788	8,130	7,930	5,826	7,910	-0.3%
Health/Life Insurance	2310	16,170	20,059	14,243	18,573	19,620	17,830	9,578	12,700	-28.8%
L/T Disability Insurance	2320	1,024	1,144	736	999	1,350	1,320	624	1,310	-0.8%
Workers Compensation	2400	5,374	6,830	6,900	7,000	6,700	6,800	2,586	6,750	-0.7%
People Costs		182,744	186,870	178,177	219,999	214,720	208,440	105,016	203,570	-2.3%
Prof. Svcs - Medical	3101	1,210	478	974	590	680	680	50	680	0.0%
Travel/Per Diem	4000	1,065	256	103	1,041	2,280	2,280	1,300	2,280	0.0%
Telephone	4110	2,547	2,002	1,774	1,824	2,010	2,550	916	2,010	-21.2%
Postage/UPS	4120	323	46	0	0	500	500	0	750	50.0%
Insurance - Vehicles	4520	986	950	1,900	2,139	1,760	2,300	1,138	1,760	-23.5%
R & M - Vehicles	4660	163	26	1,303	1,282	1,810	1,820	0	1,810	-0.5%
Office Forms/Materials	4721	939	0	606	318	500	500	318	500	0.0%
License & Permits	4912	0	0	0	100	100	100	100	100	0.0%
Office supplies	5110	342	948	737	383	1,000	1,000	482	1,000	0.0%
Fuel	5240	1,270	1,645	2,372	5,180	7,450	6,730	1,385	5,230	-22.3%
Small Tools/Supplies	5245	218	39	25	225	450	450	196	450	0.0%
Protective Gear	5252	0	0	544	972	450	450	0	450	0.0%
Safety Equipment	5255	0	0	0	0	400	400	86	400	0.0%
Operating Supplies-General	5290	615	1,015	1,049	729	1,000	1,000	285	2,000	100.0%
Books/Publications	5410	1,080	904	246	0	2,050	1,250	1,165	2,050	64.0%
Dues/Memberships	5430	385	365	455	500	670	670	0	700	4.5%
Conferences/Training	5440	795	494	75	615	1,280	1,280	275	1,280	0.0%
Instructional supplies	5444	5,776	5,611	4,660	4,615	7,000	6,000	2,130	8,000	33.3%
Operational Costs		17,714	14,801	16,823	20,513	31,390	29,960	9,826	31,450	5.0%
Capital Outlay		0	0	18,260	28,769	0	23,878	0	0	0.0%
DEPARTMENT TOTAL		200,458	201,671	213,260	269,281	246,110	262,278	114,842	235,020	-10.4%

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Life Safety Services Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$115,390 - These costs are for salaries and wages for full time personnel, one Fire Marshal and one Public Information Officer.

Salaries and Wages Part Time - 1310

\$42,230 - These costs are for salaries and wages for two part time inspectors.

Overtime - 1400

\$1,180 – This account is budgeted for 35 hours of overtime to pay for time worked outside of normal working hours.

Special Pays - 1500

\$3,900 – Special pays include state funded educational pay (\$600), uniform cleaning allowance (\$780), Phone Allowance (\$960) and Uniform Purchase Allowance (\$1,560).

FICA - 2100

\$12,200 – FICA is budgeted at a rate of 7.65% of salary.

Retirement - 2200

\$7,910 – This category covers the cost of pension benefits for the FRS plan.

Insurance - 2300

\$14,010 – This category covers the City’s health (\$12,700) and disability insurance costs (\$1,310).

Workers’ Compensation - 2400

\$6,750 – This category covers the cost of workers’ compensation insurance.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Life Safety Services Section

OPERATIONAL COSTS

Professional Services - 3100

\$680 – The National Fire Protection Agency (NFPA) dictates that fire service employees will receive a medical physical annually. Employees are required to submit to a drug and alcohol test if they are involved in an accident. The costs of three physicals, one return-to-duty physical, one drug screen, and the cost of four flu shots are covered in this line item.

Travel and Per Diem - 4000

\$2,280 – This funds living expenses for personnel to attend conferences and seminars not available in-house allowing personnel to maintain certifications and competency. Fire Marshals' Conference (\$710), Florida State Fire College (\$400), National Fire Academy (\$670), and miscellaneous in-state conference and seminars (\$500)

Communications - 4100

\$2,760 – This will cover Life Safety Services' portion of telephone costs (\$2,010), postage and shipping of equipment purchased or sent for repairs, p/u and delivery of plans from county building department (\$750).

Insurance - 4500

\$1,760 – These funds are for the vehicle insurance for the four assigned vehicles.

Equipment Repairs and Maintenance - 4600

\$1,810 – These funds are used for the repair and maintenance of the four assigned vehicles.

Printing - 4700

\$500 – This is for printing items such as fire, inspection and violation reports, and citations.

Other Charges - 4900

\$100 – This covers the costs of re-certifying the three Fire Safety Inspectors

Office Supplies - 5100

\$1,000 – This is for general office supplies and computer related supplies.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Life Safety Services Section

Operating Supplies - 5200

\$8,530 – This includes fuel (\$5,230), non-capital small tools and supplies (\$450), protective equipment/gear (\$450), safety equipment (\$400), and other operating supplies and equipment (\$2,000).

Books & Publications - 5410

\$2,050 – These funds are dedicated to providing fire prevention/protection publications for codes, standards, and references, NFPA National Fire Codes, and other reference texts for the fire investigation, engineering, and inspection library.

Dues & Memberships - 5430

\$700 – These funds are for dues and memberships in the Professional Arson Co-op of Florida, Tampa Bay Fire Marshals' Association, Florida Fire Marshals' Association, and Florida Fire Chiefs' Association.

Training & Education - 5440

\$1,280 – These funds cover registration fees to technical and educational conferences and seminars for personnel to attend, attain, and maintain their certifications and technical competence: Fire Marshals' Conference (\$275), Florida State Fire College (\$400), In-State education Florida Fire Code, NFPA, Fire Investigations (\$250), Computers, SPC, etc. (\$350).

Instructional Supplies - 5444

\$8,000 - These funds cover the supplies for public safety education programs such as: Fire/Rescue Open House, Spring Safety Expo, Public School Safety Education programs, Drowning Prevention, and other essential public prevention education programs.



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**MAINTENANCE
SECTION**

**CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
FIRE MAINTENANCE SECTION**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Maintenance Supervisor	1	1	1	1	1	1	1	1
Mechanic	1	1	1	1	1	1	1	1
Counter Clerk	0	0	0	0	0	0.5	0.5	0.5
TOTAL	2	2	2	2	2	2.5	2.5	2.5

CITY OF SEMINOLE
FY16 BUDGET
Fire Department - Maintenance

ACCOUNT	Dept/Div Acct. #1922	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 03/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	122,367	122,200	122,660	122,661	122,200	122,200	60,380	124,010	1.5%
Salaries - Part Time	1310	0	0	0	8,027	11,040	11,040	3,336	11,640	5.4%
Salaries - Overtime	1400	506	195	545	701	1,590	1,590	236	1,590	0.0%
Uniform Cleaning Allowance	1504	516	516	520	780	520	520	520	520	0.0%
Phone Allowance	1509	480	480	483	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	0	1,891	530	206	880	880	70	880	0.0%
FICA	2100	8,829	8,877	8,883	9,570	10,320	10,320	4,657	10,500	1.7%
FRS	2210	6,144	3,350	3,835	5,340	5,780	5,780	2,632	6,010	4.0%
ICMA	2220	5,544	5,522	5,162	5,493	5,500	5,500	2,636	5,650	2.7%
Health/Life Insurance	2310	23,641	25,214	28,017	23,908	26,680	26,680	12,900	27,910	4.6%
L/T Disability Insurance	2320	964	884	964	1,011	980	980	620	990	1.0%
Workers Compensation	2400	2,076	2,700	2,700	3,170	3,870	3,870	2,903	4,060	4.9%
People Costs		171,067	171,829	174,299	181,347	189,840	189,840	91,130	194,240	2.3%
Prof. Svcs - Medial	3101	50	202	110	205	150	150	0	150	0.0%
Alarm System	3424	995	995	995	995	1,000	1,000	995	1,000	0.0%
Contract Svce - Air Condition	3426	160	480	0	0	940	940	0	940	0.0%
Contract Svce - Computer	3430	1,900	0	0	0	1,900	1,900	0	1,900	0.0%
Telephone	4110	3,019	2,253	2,202	2,278	2,210	2,210	1,174	2,210	0.0%
Postage/UPS	4120	34	210	108	116	200	200	0	200	0.0%
Electric	4310	6,721	5,743	5,437	6,423	5,900	5,900	2,053	5,900	0.0%
Water/Sewer	4320	425	526	1,670	1,010	500	500	205	500	0.0%
Propane	4330	0	0	0	0	300	300	0	300	0.0%
Insurance - Property	4512	5,931	7,200	7,200	7,200	5,400	5,400	1,733	3,460	-35.9%
Insurance - Vehicles	4520	2,357	1,648	2,091	3,488	2,280	2,280	1,710	2,320	1.8%
Repair & Maintenance	4600	0	0	805	234	1,000	1,000	1,740	1,000	0.0%
R & M - Computer Software	4630	0	506	0	752	3,400	3,400	0	4,600	35.3%
Building & Grounds	4650	4,926	1,337	4,396	1,107	3,300	3,300	1,250	3,300	0.0%
R & M - Vehicles	4660	10,776	1,445	1,348	1,606	1,160	1,160	1,313	2,800	141.4%
License & Permits	4922	0	50	50	50	100	100	0	100	0.0%
Office Supplies	5110	0	190	0	103	100	100	0	100	0.0%
Operating Supplies - Cleaning	5210	0	0	0	0	350	350	0	350	0.0%
Fuel	5240	1,580	3,939	2,378	2,821	1,690	1,690	5,270	1,600	-5.3%
Small Tools/Supplies	5245	0	758	569	0	1,100	1,100	0	1,100	0.0%
Outside Contracts - Parts	5292	11,692	15,847	32,212	-26,829	11,120	11,120	2,212	11,120	0.0%
Conferences/Training	5440	287	0	372	0	500	500	0	500	0.0%
Operational Costs		50,853	43,980	61,943	1,559	44,600	44,600	19,655	45,450	1.9%
Capital Outlay		0	0	7,895	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		221,920	215,809	244,137	182,906	234,440	234,440	110,785	239,690	2.2%

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Maintenance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$124,010 - This category covers salaries and wages for two personnel. Salaries are determined by a citywide pay plan.

Salaries and Wages Part-Time - 1310

\$11,640 - This category covers salaries and wages for one part-time (20hrs) parts counter clerk.

Overtime - 1400

\$1,590 - This account is to pay for time worked outside normal working hours.

Special Pays - 1500

\$1,880 - Special pays are benefits paid to employees. This category covers uniform cleaning allowance for two employees (\$520), phone allowance (\$480) and a uniform purchase allowance (\$880).

FICA - 2100

\$10,500 - FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2200

\$11,280 - This category covers the cost of pension benefits for the ICMA plan (\$5,650) of salary and FRS at (\$6,010)

Insurance - 2300

\$28,900 - This category covers the cost of the City's health (\$27,910) and disability insurance (\$990).

Worker's Compensation - 2400

\$4,060 - This covers the cost for worker's compensation insurance.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Maintenance Section

OPERATIONAL COSTS

Professional Service – 3100

\$150 - This category covers possible return-to-duty physicals, and alcohol and drug testing required by D.O.T.

Contract Services - 3400

\$3,340 - This category covers telephone updates of inside computer software for Fleet Maintenance system (\$1,900) Building alarm service contract (\$1,000) and air conditioning maintenance contract and repairs (\$940)

Communications - 4100

\$2,410 - This category covers telephone costs for maintenance facility (\$2,210) and postage/UPS (\$200).

Utilities - 4300

\$6,700 - These funds are for Section's portion of electric (\$5,900) water/sewer (\$500) and propane (\$300).

Insurance - 4500

\$5,780 - These funds are for building/contents (\$3,460) and vehicle insurance (\$2,320).

Equipment Repairs and Maintenance - 4600

\$11,700 - These funds are for repair and maintenance of shop equipment (\$1,000), Computer software (\$4,600), building and grounds maintenance and repairs (\$3,300) and repair and maintenance of shop vehicles (\$2,800).

Other Charges - 4900

\$100 - This category covers required licenses and permits.

Office Supplies - 5100

\$100 - This is for computer supplies, copier supplies, and general office supplies for the Maintenance Section.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Maintenance Section

Operating Supplies - 5200

\$3,050 - This category includes cleaning supplies (\$350), fuel (\$1,600) non-capital small tools and supplies (\$1,100).

Outside Contracts - Parts - 5290

\$11,120 - This category includes parts for the vehicle of other cities and districts. This expenditure is offset by revenue received from contractual work performed on the vehicles of other Fire Department cities and districts.

Conference & Training - 5440

\$500 - This category covers technical training and education for the mechanics.



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**TRAINING
SECTION**

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
Fire Training

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Training Chief	1	0	0	0	1	1	1	1
Training Officer	1	1	1	1	0	0	0	0
Training Technician	0	0	0	0	0	0.4	0.4	0.4
TOTAL	2	1	1	1	1	1.4	1.4	1.4

CITY OF SEMINOLE
FY16 BUDGET
Fire Department Training

ACCOUNT	Dept/Div Acct. #1822	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 03/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	79,151	69,008	79,499	72,449	73,230	73,230	35,228	75,540	3.2%
Salaries-Part Time	1310	0	0	0	1,593	11,030	11,030	220	11,070	0.4%
Educ/Special Pay	1503	508	600	220	0	1,320	1,320	0	1,320	0.0%
Uniform Cleaning Allowance	1504	236	258	260	260	260	260	260	260	0.0%
Phone Allowance	1509	440	480	299	600	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	443	233	74	0	400	400	0	550	37.5%
FICA	2100	6,008	5,233	5,938	5,210	6,550	6,550	2,496	6,730	2.7%
Retirement (FRS)	2210	0	0	0	117	760	760	16	770	1.3%
F.S. 175	2230	1,128	10,787	15,926	2,482	8,360	8,360	0	7,600	-9.1%
Health/Life Insurance	2310	7,280	9,984	7,215	14,868	16,470	16,470	7,788	17,220	4.6%
L/T Disability Insurance	2320	389	519	395	544	610	610	332	610	0.0%
Workers Compensation	2400	2,026	5,500	5,440	5,600	4,900	4,900	2,638	4,700	-4.1%
People Costs		97,609	102,602	115,266	103,723	124,370	124,370	49,218	126,850	2.0%
Prof. Svcs - Medical	3101	460	460	426	450	560	560	25	600	7.1%
Travel/Per Diem	4000	819	1,822	48	1,507	1,640	1,640	1,423	2,530	54.3%
Telephone	4110	1,476	1,109	975	1,005	980	980	506	1,000	2.0%
Postage/UPS	4120	41	30	127	83	150	150	0	150	0.0%
Insurance - Vehicles	4520	411	525	725	483	480	480	359	480	0.0%
Repair & Maintenance	4600	0	0	0	0	570	570	0	590	3.5%
R & M - Computer Software	4630	352	44	360	225	0	0	0	1,000	0.0%
Maintenance - Fitness Equip.	4642	600	1,425	300	600	2,000	2,000	963	2,060	3.0%
R & M - Vehicles	4660	49	346	1,470	376	500	500	739	840	68.0%
Office Supplies	5110	208	184	262	252	590	590	85	610	3.4%
Fuel	5240	1,378	1,407	1,882	2,504	1,970	1,970	797	2,140	8.6%
Small Tools/Supplies	5245	576	476	598	524	600	600	65	900	50.0%
Protective Gear	5252	300	0	52	111	300	300	240	310	3.3%
Safety Equipment & Supplies	5255	676	0	1,000	1,000	1,000	1,000	351	1,500	50.0%
Operating Supplies -General	5290	578	0	1,224	1,329	1,160	1,160	109	1,500	29.3%
Books/Publications	5410	681	0	159	447	600	600	0	620	3.3%
Dues/Memberships	5430	170	95	125	224	260	260	140	300	15.4%
Conferences/Training	5440	16,041	9,998	9,487	13,515	17,100	17,100	10,957	18,400	7.6%
Instructional Supplies	5444	1,351	0	1,892	1,453	1,500	1,500	194	1,550	3.3%
Tuition Reimbursement	5490	3,162	5,223	4,463	3,855	6,800	6,800	1,200	6,800	0.0%
Operational Costs		29,329	22,997	25,575	30,214	38,760	38,760	18,153	43,880	13.2%
Capital Outlay - Other Equip.	6490	0	0	6,081	19,146	0	9,300	0	9,300	0.0%
Capital Outlay		0	0	6,081	19,146	0	9,300	0	9,300	0.0%
DEPARTMENT TOTAL		126,938	125,599	146,922	153,083	163,130	172,430	67,371	180,030	4.4%

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department - Training Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$75,540 - This category covers the wages for the Training/EMS Officer. Salaries are determined by the citywide pay plan.

Salaries and Wages Part-Time - 1310

\$11,070 - This category covers the wages for the Part-Time Training Technician (20hrs).

Special Pays – 1500

\$2,610 - Special pays are benefits paid to employees. This includes education pay (\$1,320) and a (\$550) uniform allowance for the expense of purchasing uniforms required by the city, uniform cleaning allowance (\$260) cleaning allowance for the Training/EMS Chief. Phone allowance of (\$480) to cover expenses associated business use of personal cell phones. Education pay is a benefit paid to employees with degrees in fire service related fields. The educational payment cost is reimbursed by the State of Florida.

FICA - 2100

\$6,730 – FICA is budgeted at 7.65% of salary for the Training/EMS Chief and Training Technician.

Retirement – 2200

\$9,130 – This category covers the cost of pension benefits for the Training/EMS Chief in the F.S. 175 pension plan (\$7,600). And the Training Technician in the FRS plan (\$770)

Insurance – 2300

\$17,990 – This category covers the cost of the City’s health (\$17,220) and Long Term disability insurance (\$610) for the Training/EMS Chief and Training Technician.

Worker’s Compensation – 2400

\$4,700 – This category covers the estimated contribution for Worker’s Compensation insurance for the Training/EMS Chief and training technician.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department - Training Section

OPERATIONAL COSTS

Professional Services - 3100

\$600 - The National Fire Protection Agency (NFPA) dictates that fire service employees will receive a medical physical annually. These funds provide for that requirement. This category includes the balance of cost of a physical for Training/EMS Officer which exceeds the Haz Mat physical provided by County and one Return- to-Duty Physical.

Travel and Training - 4000

\$2,530 - Training/EMS Officer to attend conferences and seminars not locally provided:

Communications - 4100

\$1,150 - This category covers telephone costs for local and long distance phone service (\$1,000), and postage needs estimated at (\$150).

Insurance - 4500

\$480 - These funds are for insurance for the vehicle assigned to the Training Section.

Equipment Repairs and Maintenance - 4600

\$4,490 - These funds are for the repair and maintenance of all department audio/visual equipment (\$590), computer software (\$1,000), fitness equipment (\$2,060), and the assigned vehicle (\$840).

Office Supplies - 5100

\$610 - These funds are for supplies used to support Training Section daily activities.

Operating Supplies - 5200

\$6,350 - These funds are for fuel (\$2,140), small tools (\$900), protective gear (\$310), safety equipment (\$1,500), and general operating supplies (\$1,500).

Books & Publications - 5410

\$620 - This category includes subscriptions to periodicals that provide resource materials for training program development such as fire rescue, and fire engineering. Provides for replacement and upgrades to the department's library and purchase of all books.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department - Training Section

Dues & Memberships - 5430

\$300 - This category includes professional memberships to organizations that provide resource materials for training program development. Memberships include a Fire Department Safety Officers' Association membership (\$85), an ISFSI membership (\$75), and a FSFSI membership (\$90).

Conference & Training - 5440

\$18,400 - This category includes funds that are specifically allocated for the training of department personnel. This includes online web based training and training database

Instructional Supplies - 5444

\$1,550- This category includes video and slide presentations, professionally developed programs, computer tutorials, outlines and workbooks.

Tuition Reimbursement – 5490

\$6,800 - This category includes funds for education reimbursement for department personnel as agreed to in the CBA.



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**EMS
SECTION**

CITY OF SEMINOLE
FY16 BUDGET
Fire Department EMS

ACCOUNT	Dept/Div Acct. #1622	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	1,022,042	953,957	899,810	1,003,360	948,409	948,409	448,663	1,003,750	5.8%
Relief Staffing Allowance	1202	392,198	397,241	395,969	339,060	315,891	315,891	0	333,150	5.5%
Salaries - Overtime	1402	70,703	0	43,827	41,984	0	0	45,600	0	0.0%
Uniform Cleaning Allowance	1504	3,782	4,169	5,040	3,640	5,040	5,040	5,200	5,040	0.0%
Acting Pay	1506	0	0	238	1,101	2,000	2,000	2,959	2,000	0.0%
EMS Supplier	1508	0	0	0	0	0	0	0	660	#DIV/0!
Phone Allowance	1509	480	480	483	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	882	5,131	2,193	486	6,160	6,160	1,165	9,070	47.2%
FICA	2100	81,934	76,769	70,585	78,850	72,333	72,333	35,491	76,750	6.1%
F.S. 175	2230	106,546	171,240	256,509	121,485	107,524	107,524	0	103,270	-4.0%
Health/Life Insurance	2310	140,364	156,745	169,053	184,670	214,921	214,921	108,463	227,590	5.9%
L/T Disability Insurance	2320	6,607	7,573	7,166	8,204	7,640	7,640	4,689	7,740	1.3%
Workers Compensation	2400	48,769	43,880	48,000	50,082	39,890	39,890	29,973	41,240	3.4%
Unemployment Compensation	2500	0	0	2,870	0	0	0	0	0	0.0%
People Costs		1,882,647	1,823,252	1,901,743	1,833,402	1,720,288	1,720,288	682,443	1,810,740	5.3%
Prof. Svcs - Medical	3101	7,670	7,330	8,909	7,365	12,490	12,490	335	13,090	4.8%
Accounting & Auditing	3200	4,928	0	4,530	6,540	6,540	6,540	0	6,550	0.2%
Electric	4310	0	0	0	0	0	0	0	16,130	0.0%
Administrative allocation	3701	0	0	0	0	0	0	0	16,840	0.0%
Insurance - Liability	4500	10,619	13,210	15,400	18,917	34,973	34,973	27,754	27,180	-22.3%
Insurance - Vehicles	4520	15,300	10,170	9,170	7,958	5,910	5,910	4,433	7,960	34.7%
R & M - Vehicles	4660	55,668	45,136	53,640	74,470	60,000	60,000	200	87,520	45.9%
Licenses & Permits	4912	2,688	60	2,250	550	2,220	2,220	2,245	350	-84.2%
Fuel	5240	43,449	51,784	57,200	61,100	60,490	60,490	128	62,000	2.5%
Uniforms	5250	0	766	10	1,493	0	0	0	0	0.0%
Protective Gear	5252	4,887	8,186	5,877	4,890	5,010	5,010	0	10,000	99.6%
Medical Supplies	5271	0	0	0	0	0	0	0	2,000	#DIV/0!
Operating Supplies	5290	0	0	0	0	0	0	0	600	#DIV/0!
Operational Costs		145,209	136,642	156,986	183,283	187,633	187,633	35,095	250,220	33.4%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		2,027,856	1,959,894	2,058,729	2,016,685	1,907,921	1,907,921	717,538	2,060,960	8.0%

Section separated from Fire Operation starting in FY10 at the direction of the Pinellas County Fire/EMS Administration

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – EMS Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$1,003,750 - These costs are for salaries and wages for sixteen (15) Firemedics and one (1) Training/EMS Coordinator. Collective Bargaining Agreement determines salaries.

Relief Staffing Allowance - 1201

\$333,150 – Relief Staffing Allowance is provided in EMS contract to maintain the required minimum staffing of fifteen (15) county certified paramedics when regularly funded paramedics are on vacation, sick, or worker’s compensation injury leave and to cover special events.

Special Pays - 1500

\$17,250 – Special pays are benefits paid to employees per the CBA. This includes a uniform allowance (\$5,040), acting supervisor pay (\$2,000), EMS Supplier (\$660), phone allowance (\$480), and uniform purchase allowance (\$9,070).

FICA - 2100

\$76,750 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2230

\$103,270 – This category covers the cost of pension benefits for the FS 175 pension plan.

Insurance - 2300

\$235,330 – This category covers the cost of the City’s health (\$227,590) and disability insurance (\$7,740).

Worker’s Compensation - 2400

\$41,240 – This category covers the estimated contribution for Worker’s Compensation insurance.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – EMS Section

OPERATIONAL COSTS

Professional Service – 3100

\$13,090 – The National Fire Protection Agency (NFPA) dictates that fire service employees will receive a medical physical annually. This category also covers hepatitis shots, boosters, and titers as required by OSHA regulations. These funds provide for that requirement.

Accounting and Auditing – 3200

\$6,550 – These costs are for the costs associated with auditing services for the EMS section.

Electric – 4310

\$16,130 – This cost is to cover a portion of the electrical use for the four fire/EMS stations.

Administrative Allocation – 3701

\$16,840 – This cost is to cover allowable administrative charges.

Insurance - 4500

\$35,140 – Costs are for liability insurance (\$27,180) and vehicles insurance (\$7,960) for five (5) ALS Units and one (1) EMS Coordinator vehicle assigned to the EMS Section.

Equipment Repairs and Maintenance - 4660

\$87,520– These funds are to cover the cost of repairs and maintenance for five (5) ALS Units and one (1) EMS Coordinator vehicle.

Licenses & Permits - 4912

\$350 – These are costs associated with State of Florida ALS Licenses and Vehicle Permits, Laboratory Certificates and fees (state and federal), Paramedic certifications ACLS and ITLS recertification for 16 employees.

Operating Supplies - 5200

\$74,600 – These funds are for fuel for rescue vehicles and EMS Coordinator’s vehicle (\$62,000), protective EMS gear (\$10,000) which is replaced on a five year schedule, medical supplies (\$2,000) and Operating Supplies (\$600).



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**OPERATIONS
DIVISION**

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
Fire Operations

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Assistant Fire Chief	1	1	0	0	0	0	0	0
District Chief (3)	1	1	1	1	1	1	1	1
	1	1	1	1	1	1	1	1
	1	1	1	1	1	1	1	1
Lieutenant Paramedic	8	0	4	3	1	0	2	1
Lieutenant	7	7	6	5	7	7	7	7
Paramedics	24	18	15	16	16	17	15	16
Firefighter	24	23	23	24	24	24	27	27
EMS Technician	0	0	0	0	0	0.5	0.5	0.5
TOTAL	67	52	51	51	51	51.5	54.5	54.5

CITY OF SEMINOLE
FY16 BUDGET
Fire Department Operations

ACCOUNT	Dept/Div Acct. #2522	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular *	1200	2,122,188	2,286,589	2,125,696	2,068,673	2,203,050	2,203,050	1,125,078	2,467,610	12.0%
Salaries - Part Time	1310	0	0	0	0	13,490	13,490	3,378	16,260	20.5%
Salaries - Overtime *	1402	92,261	69,900	94,391	174,089	68,850	68,850	94,089	72,390	5.1%
Salaries - Hazmat Overtime	1404	36,195	32,411	23,404	49,981	0	0	10,889	0	0.0%
Educ/Special Pay	1503	7,355	9,788	12,455	11,326	14,320	14,320	7,210	14,320	0.0%
Uniform Cleaning Allowance	1504	11,786	12,234	11,340	12,480	13,410	13,410	11,397	13,410	0.0%
Hazmat Pay	1505	11,909	11,867	11,485	11,807	11,700	11,700	5,529	11,700	0.0%
Acting Pay	1506	12,076	15,770	14,777	11,127	13,700	13,700	5,104	13,700	0.0%
Drivers Pay	1507	38,713	39,327	39,003	39,385	39,700	39,700	18,577	39,700	0.0%
EMS supplier	1508	652	659	623	652	660	660	307	0	-100.0%
Phone Allowance	1509	160	480	483	560	480	480	0	480	0.0%
Uniform Purchase Allowanc	1514	4,398	14,131	5,161	2,353	14,790	14,790	4,494	24,570	66.1%
FICA	2100	197,561	198,878	198,889	195,378	201,610	201,610	93,720	213,900	6.1%
Retirement FRS	2210	0	0	0	0	680	680	128	1,200	76.5%
F.S. 175	2230	1,379,746	404,708	433,432	83,953	293,240	293,240	0	294,380	0.4%
Health/Life Insurance	2310	436,407	434,575	455,274	426,069	498,930	498,930	215,458	525,020	5.2%
L/T Disability Insurance	2320	20,325	19,047	18,700	20,157	20,870	20,870	12,045	22,380	7.2%
Workers Compensation	2400	115,260	109,917	116,500	120,620	126,080	126,080	82,744	134,280	6.5%
People Costs		4,486,992	3,660,281	3,561,613	3,228,610	3,535,560	3,535,560	1,690,147	3,865,300	9.3%
Prof. Svcs - Medical	3101	26,677	22,289	27,166	23,102	29,560	29,560	768	33,770	14.2%
Lawn Service	3420	4,425	3,498	3,700	8,022	3,780	3,780	3,889	7,830	107.1%
Lawn Spraying	3421	2,128	620	340	1,020	1,020	1,020	510	1,020	0.0%
Pest Control	3422	1,095	1,094	1,775	0	2,240	2,240	0	1,400	-37.5%
Alarm System	3424	5,941	7,069	5,743	10,134	7,720	7,720	4,139	7,720	0.0%
Contract Svce - Air Conditio	3426	4,879	8,762	5,114	5,114	5,250	5,250	2,557	7,190	37.0%
Elevator Service	3484	3,381	3,579	3,705	3,815	3,840	3,840	1,823	3,840	0.0%
Contract Svce - Other	3490	19,768	17,806	18,184	23,053	21,110	21,110	547	22,410	6.2%
Contract Svce - Tree Svce	3504	0	0	3,000	0	3,000	3,000	0	3,000	0.0%
Allocated Costs-Admin	3701	169,105	169,110	168,310	169,110	176,590	176,590	73,579	184,300	4.4%
Travel/Per Diem	4000	2,127	1,502	503	300	2,030	2,030	498	6,130	202.0%
Cab Service	4010	666	662	433	55	1,000	1,000	0	1,000	0.0%
Tellecommunications	4110	16,608	16,368	17,572	18,411	17,580	17,580	9,498	17,580	0.0%
Cellular Service	4115	1,352	928	600	600	1,350	1,350	300	1,350	0.0%
Postage/UPS	4120	515	570	385	112	500	500	446	620	24.0%
Electric - Stations	4311	50,073	49,929	45,622	48,594	49,700	49,700	19,427	33,570	-32.5%
Water/Sewer - Stations	4321	5,570	6,827	7,140	11,908	8,250	8,250	3,385	8,250	0.0%
Natural Gas - Stations	4331	2,377	4,309	4,511	4,891	7,300	7,300	2,353	7,300	0.0%
Propane - Stations	4333	2,865	2,220	1,259	1,771	2,650	2,650	1,082	2,650	0.0%
Insurance - Property	4512	31,088	30,225	30,531	32,100	30,175	30,175	14,618	30,180	0.0%

CITY OF SEMINOLE
FY16 BUDGET
Fire Department Operations

ACCOUNT	Dept/Div Acct. #2522	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 to FY16
Insurance - Vehicles	4520	3,283	2,780	2,300	2,357	2,210	2,210	1,657	2,210	0.0%
Repair & Maintenance	4600	8,101	1,967	3,561	468	8,100	8,100	2,418	8,100	0.0%
Maint. Computer Software	4620				150	150	150	0	200	33.3%
R & M - Radios	4645	11,812	9,625	16,457	141,518	5,000	5,000	1,449	5,000	0.0%
R & M - Vehicles	4660	61,430	76,548	71,978	110,691	50,760	50,760	24,431	40,000	-21.2%
Bldg. Maint. - Stations	4665	41,525	43,830	33,471	34,739	40,000	40,000	17,292	47,500	18.8%
Garage Doors/Other	4670	2,448	2,620	5,433	3,449	6,000	6,000	911	6,000	0.0%
SCBA Testing	4671	3,661	7,268	1,355	4,584	7,500	7,500	141	8,500	13.3%
Generator Maintenance	4672	41,446	151	0	3,819	4,540	4,540	0	5,000	10.1%
Office Forms/Materials	4721	153	125	0	0	250	250	0	250	0.0%
Licenses & Permits	4912	2,067	246	1,470	484	1,580	1,580	1,360	450	-71.5%
Office Supplies	5110	6,501	2,348	2,599	2,275	3,000	3,000	1,475	3,390	13.0%
Operating Supplies - Clean	5210	14,214	17,989	18,499	20,051	18,500	18,500	3,634	21,000	13.5%
Fuel	5240	21,519	17,961	8,526	14,383	33,210	33,210	22,832	32,900	-0.9%
Small Tools/Supplies	5245	15,254	21,609	21,714	14,054	22,160	22,160	9,263	24,800	11.9%
Protective Gear	5252	25,924	45,361	44,568	39,293	41,420	41,420	990	45,000	8.6%
Safety Equip. & Supplies	5255	1,367	1,296	1,822	1,887	2,000	2,000	62	2,000	0.0%
Medical Supplies	5271	1,171	924	2,684	3,667	2,000	2,000	0	0	-100.0%
Operating Supplies -Genera	5290	5,596	8,553	15,779	11,892	10,000	10,000	10,350	17,560	75.6%
Books/Publications	5410	0	0	141	0	500	500	80	500	0.0%
Dues/Memberships	5430	535	475	565	1,049	610	610	599	990	62.3%
Conferences/Training	5440	245	-4,899	-6,015	1,585	2,550	2,550	745	4,320	69.4%
Operational Costs		619,220	604,744	593,300	785,646	636,685	636,685	239,108	656,780	3.2%
Capital Outlay - Other Equip	6490	9,090	23,971	170,608	238,074	209,590	209,590	2,552	20,000	-90.5%
Capital Improvements	6500	0	0	681	0	0	0	90,560	0	0.0%
Capital Outlay		9,090	23,971	171,289	238,074	209,590	209,590	93,112	20,000	-90.5%
Interfund Transfer CIP	6904	257,030	276,360	285,030	264,480	224,170	224,170	93,404	264,480	18.0%
DEPARTMENT TOTAL		5,372,332	4,565,356	4,611,232	4,516,810	4,606,005	4,606,005	2,115,771	4,806,560	4.4%

* Budget allocation reduced due to anticipated offset from EMS relief staffing allowance.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Operations Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$2,467,610 - These costs are for salaries and wages for fifty one (54) personnel. Salaries are determined by the citywide Compensation Plan or Collective Bargaining Agreement (CBA) between the City and Local 2896 of the IAFF.

Part-time - 1310

\$16,260 - These costs are for salaries and wages for one part time technician position.

Overtime - 1400

\$72,390 - This account is to pay for time worked outside normal working hours. These hours ensure minimum staffing for fire rescue vehicles.

Special Pays - 1500

\$117,880 - Special pays are benefits paid to employees per the CBA. This includes educational incentive (\$14,320), a uniform allowance (\$13,410), hazardous material technician incentive (\$11,700), acting supervisor pay (\$13,700), EMS, uniform purchase allowance (\$24,570), phone allowance (\$480) and driver's pay (\$39,700). Included are monies distributed to Fire Rescue Department personnel from a State educational reimbursement fund for an Associate or Bachelor's degree and meeting the current City's Personnel Policies and Procedures or Collective Bargaining Agreement between the City and Local 2896 of the IAFF.

FICA – 2100

\$213,900 - FICA for salaries and overtime.

Retirement - 2200

\$293,920 - Retirement for the employees in the F.S. 175 pension plan (\$294,380) and FRS (\$1,200).

Insurance - 2300

\$547,400 - This category covers the cost of the City's health (\$525,020) and disability insurance (\$22,380).

Worker's Compensation - 2400

\$134,280 - This is for line-of-duty injury insurance premiums.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Operations Division

OPERATIONAL COSTS

Professional Services - 3100

\$33,770 - The National Fire Protection Agency (NFPA) dictates that fire service employees receive a medical physical annually. The NFPA standards allow for periodic abbreviated physicals on some employees and this category allows for repeat tests for return to duty physicals, new employees cardiac referrals, drug screening for post accident drug testing.

Contract Services - 3400

\$54,410 - This category covers lawn service (\$7,830), lawn spraying (\$1,020), pest control (\$1,400), fire alarms (\$7,720), air conditioning maintenance contract (\$7,190), state required elevator maintenance agreement (\$3,840), Opticom and miscellaneous parts (\$22,410), and preventive hurricane tree cutting (\$3,000).

Travel and Training - 4000

\$6,130- These are costs to be incurred that will allow personnel to attend conferences and seminars for the National Fire Academy (\$600), Florida Governor's Hurricane Conference (\$1,005), Emergency Services Institute (\$2,412), Fire Rescue East (\$1,260) as well as costs for the EMS Coordinator to attend State EMS Advisory Council meetings (\$803).

Cab Service - 4010

\$1,000 - These are costs incurred to return Seminole paramedics from a hospital to their station by taxi cab after they escort a patient in an ambulance to the hospital.

Communications - 4100

\$19,550 - This category will cover telephone costs for four fire stations (\$17,580) providing voice and computer communications, a cellular phone for the District Chief (\$1,350), and shipping/postage expenses (\$620).

Utilities - 4300

\$51,770 - These funds are for electric (\$33,570), water/sewer (\$8,250), and propane/ natural gas (\$9,950), for four fire stations.

Insurance – 4500

\$32,390 - These funds are for building/contents (\$30,180) and vehicle insurance (\$2,210). This includes four fire stations and ten vehicles assigned to this Division.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Operations Division

Equipment Repairs and Maintenance - 4600

\$8,300 - These funds are to be used for the repair and maintenance of small tools and EMS equipment repairs (\$6,000), to calibrate our gas monitoring equipment (\$2,100) and computer software maintenance.

Radios Repairs and Maintenance – 4645

\$5,000 – These funds are for the repair of fire and EMS vehicle and fire station repair and replacement parts for radios, phones and pagers (\$500), headsets (\$3,000), batteries (\$500) and miscellaneous radio/ cellular maintenance (\$1,000). This category is significantly reduced with the purchase of a new radio system with most components being under warranty.

Vehicle Maintenance - 4660

\$40,000 - These funds are to be used for the repair and maintenance of the Division vehicles.

Building Repairs and Maintenance - 4665

\$47,500 - These funds are to be used for the repair and maintenance of electrical appliances, plumbing, water heaters, painting, and air conditioning at the various fire stations.

Garage Door Maintenance/Other – 4670

\$6,000 – These funds cover the repair and maintenance for the garage doors on each fire station.

SCBA Testing – 4671

\$8,500 – Required repair and maintenance of 45 SCBAs.

Generator Maintenance – 4672

\$5,000 – These funds are for the repair and maintenance of 6 fixed and 3 portable generators.

Printing and Binding - 4700

\$250 - This is for printing of forms as necessary, to include, but not limited to: fire reports, lost/damaged equipment forms, SOP, casualty reports, budgets, Haz Mat reports, etc.

Licenses & Permits - 4912

\$450 - This is for ACLS and ITLS recertification's.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Operations Division

Office Supplies - 5100

\$3,390 - This is for general office and computer supplies for the Operations Division including all emergency and local printers, printer paper, printer ink, and other related office supply items.

Cleaning Supplies - 5210

\$21,000 - This category includes cleaning supplies for Stations #29, #30, #31, #32.

Fuel - 5240

\$32,900 - This is for diesel and gasoline costs for vehicles assigned to the Operations Division.

Small Tools & Supplies - 5245

\$24,800 - This category covers small tools and supplies used such as washers and dryers (\$7,000), TV's (\$800) and station furniture (\$6,000) and on emergency vehicles such as salvage covers (\$250), personal safety devices (\$500), rope (\$1,000), tool boxes (\$250), Marine Unit supplies (\$5,000) and miscellaneous supplies (\$1,500) used by the Operations Division.

Protective Gear - 5252

\$45,000- This category covers protective gear for fifty three employees in the Operations Division to conform to current NFPA standards.

Safety Equipment – 5255

\$2,000 - This category includes general safety equipment supplies.

Operating Supplies - Other - 5290

\$17,560 - This category includes maps & supplies (\$500), absorbent material used in the absorption and storage of petroleum products (\$1,200), AFFF/ATC Foam (\$1,300), Class A Foam (\$4,060), extrication tools and expendable items (\$5,000), and Opticom Components (\$3,000).

Books & Publications - 5410

\$500 - These funds are for renewals for each station to Fire Engineering. And medical books and publications including Drug Handbooks, EMT textbooks, JEMS, BLS/CPR publications.

CITY OF SEMINOLE
Fiscal Year 2016
Fire Rescue Department – Operations Division

Dues & Memberships - 5430

\$990 – This is for membership in the International Association of Fire Chiefs for the Assistant Chief (\$100) and the Florida Fire Chiefs’ Association for three District Chiefs and EMS/Training Coordinator (\$360), and one FDSOA membership (\$105).

Conference & Training - 5440

\$4,320 - These funds are for registration fees to several conferences and seminars for Operations Division personnel to attend the Hurricane Conference (\$200), Fire Rescue East (\$850), local National Fire Academy courses (\$3,270), all designed to improve management and technical skills

CAPITAL OUTLAY

Capital Other Equipment - 6490

\$20,000 – TNT hydraulic tool replacement.

Capital Reserves - 6900

\$264,480 – Interfund Transfers to Fire Department CIP per Capital and Equipment Improvement Plan.



**CITY
OF
SEMINOLE**

**SPECIAL EVENTS
FUND**

CITY OF SEMINOLE
Special Events

ACCOUNT	Dept/Div Acct. #0574	FY10	FY11	FY12	FY13	FY14	FY15	FY16	% Change
		Actual	Actual	Actual	Actual	Actual	Adopted	Proposed	FY15 TO FY16
Salaries - Seasonal	1300	0	3,396	4,243	3,757	983	1,750	1,750	0.0%
Salaries - Overtime	1400	0	5,348	6,754	1,725	4,528	2,500	2,500	0.0%
FICA	2100	0	620	829	500	408	500	500	0.0%
FRS	2210	0	354	299	18	278	18	18	0.0%
Health/Life Ins	2310	0	-135	-290	0	838	0	0	#DIV/0!
Daddy Dghtr-Contract Svce	3402	0	0	0	500	0	1,000	1,000	0.0%
Teen Board Activities	3404	514	348	549	1,500	0	0	2,000	#DIV/0!
Brkfst w/Santa-Contract Svce	3405	0	0	0	100	50	100	0	-100.0%
Freaky Fri-Contract Svce	3406	1,414	955	1,023	1,800	975	1,800	1,500	-16.7%
Sr Adult Lunch-Contract Svce	3407	575	1,055	777	1,000	400	500	650	30.0%
Movies U Strs-Contract Svce	3409	1,109	0	993	2,000	1,027	2,200	2,000	-9.1%
Haunted Hallow-Contract Svce	3411	2,258	1,430	2,703	2,000	2,003	3,000	3,000	0.0%
Open House	3413	0	259	0	500	0	750	500	-33.3%
Fit Kids Triathlon-Contract Svce	3414	1,496	1,410	1,510	1,500	16,165	1,500	1,500	0.0%
Winterfest/Tree-Contract Svce	3417	2,756	2,480	7,450	2,500	27,290	18,592	19,075	2.6%
Pow Wow-Contract Svce	3428	17,676	17,054	17,796	18,000	17,568	18,000	18,000	0.0%
Music in the Park-Contract Svce	3429	11,681	14,315	12,971	10,500	12,145	9,660	9,360	-3.1%
Liability Insurance	4500	1,045	0	0	950	0	1,049	1,049	0.0%
Daddy Dghtr-Oper Supp	5202	1,705	1,836	1,366	1,500	1,612	1,000	1,800	80.0%
Teen Board Activities	5204	3,887	4,483	7,467	3,500	5,861	7,000	5,000	-28.6%
Brkfst w/Santa-Oper Supp	5205	545	277	234	400	512	400	500	25.0%
Freaky Fri-Oper Supp	5206	1,783	1,292	1,919	2,700	900	2,500	2,250	-10.0%
Sr Adult Lunch-Oper Supp	5207	3,755	2,427	1,970	3,000	1,630	1,500	2,000	33.3%
Fit over 50-Oper Supp	5208	1,524	1,276	900	1,200	1,100	1,200	1,200	0.0%
Movies U Strs-Oper Supp	5209	222	1,197	169	500	260	800	500	-37.5%
Senior Lounge Operating Supplie	5212	0	915	315	0	335	528	450	-14.8%
Family Fun Day-Oper Supp	5213	180	31	0	500	129	250	250	0.0%
Fit Kids Triathlon-Oper Supp	5214	5,545	4,068	7,053	5,500	5,531	5,500	5,500	0.0%
Music in the Park-Oper Supp	5215	1,958	1,854	2,971	3,400	1,459	3,100	2,250	-27.4%
Winterfest/Tree-Oper Supp	5217	2,842	7,456	1,220	7,500	766	750	750	0.0%
Doggie Derby	5218	203	102	259	294	66	400	300	-25.0%
Great American Camp Out	5219	0	0	0	0	0	800	500	-37.5%
Pow Wow-Oper Supp	5225	10,786	9,346	7,787	8,300	12,690	8,000	8,300	3.8%
Haunted Hallow-Oper Supp	5232	2,463	3,555	2,442	2,000	2,247	2,000	1,500	-25.0%
Craft Fair-Operating Supplies		0	0	0	0	0	0	500	#DIV/0!
Bridal Showcase-Oper Supplies		0	0	0	0	0	0	1,000	#DIV/0!
Art in the Park - O[per Supplies		0	0	0	0	0	0	500	#DIV/0!
Fuel	5240	0	0	1,233	0	0	0	0	#DIV/0!
SPECIAL EVENT TOTAL		78,055	89,004	95,440	89,144	119,834	98,647	99,452	0.8%

FY16 SPECIAL EVENTS REVENUES

Account #	DESCRIPTION	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY16 Proposed	% Change FY15/16
33-03-47-4902	Daddy Daughter	1,905	2,165	2,115	1,535	2,175	2,000	2,800	40.0%
33-03-47-4903	Teen Board Activities	4,804	8,662	7,140	8,817	10,607	7,000	7,000	0.0%
33-03-47-4905	Breakfast w/Santa	696	570	540	620	605	500	500	0.0%
33-03-47-4906	Freaky Fridays	5,910	5,621	5,846	4,773	3,624	5,600	4,500	-19.6%
33-03-47-4907	Senior Adult Luncheons	3,296	3,101	2,730	2,343	2,453	2,000	2,500	25.0%
33-03-47-4908	Fit over 50	1,665	2,805	2,130	2,125	1,332	1,500	1,500	0.0%
33-03-47-4909	Movies under the Stars	250	461	321	614	931	500	750	50.0%
33-03-47-4910	Pow Wow Festival & Parade	37,240	43,191	44,419	43,097	44,675	40,000	38,000	-5.0%
33-03-47-4911	Haunted Halloween	6,723	6,059	6,483	6,833	6,887	7,000	6,500	-7.1%
33-03-47-4912	Senior Lounge	1,150	0	900	1,200	931	1,200	1,000	-16.7%
33-03-47-4914	Fit Kids Triathlon	9,826	10,645	14,041	1,465	4,945	7,000	9,100	30.0%
33-03-47-4915	Music in the Park	8,655	10,340	10,966	8,579	9,768	11,000	10,500	-4.5%
33-03-47-4917	Winterfest/Tree Lighting	0	225	300	419	220	1,000	500	-50.0%
33-03-47-4918	Doggie Derby	691	0	612	0	344	200	300	50.0%
33-03-47-4920	Craft Fair	0	0	0	0	0	0	500	0.0%
33-03-47-4921	Bridal ShowCase	0	0	0	0	0	0	1,250	0.0%
33-03-47-4922	Great American Camp Out	0	0	0	0	0	300	250	-16.7%
33-03-47-4923	Art In The Park	0	0	0	0	0	0	500	0.0%
33-03-69-9200	Misc Revenue	3,816	0	55	14	10	11,847	5,000	-57.8%
TOTAL - REVENUES		87,087	93,926	98,598	82,434	89,512	98,647	92,950	-5.8%
33-03-81-5000	Interfund Transfer from Recre	0	0	0	0	0	0	0	0.0%
TOTAL - ALL FUNDING SOURCES		87,087	93,926	98,598	82,434	89,512	98,647	92,950	-5.8%



**CITY
OF
SEMINOLE**

DEBT FUNDS

FY16 DEBT SERVICE FUND REVENUE

Account #	DESCRIPTION	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY16 Proposed	% Change FY15/FY16
12-03-12-6000	One Cent Surtax	711,796	740,891	713,660	713,660	960,082	960,513	0.0%
TOTAL - REVENUES		711,796	740,891	993,335	713,660	960,082	960,513	0.0%

* Fund created in FY10

CITY OF SEMINOLE
FY16 BUDGET
Debt Service

ACCOUNT	Dept/Div	FY10	FY11	FY12	FY13	FY14	FY15	FY16	% Change FY15 TO FY16
	Acct. #574	Actual	Actual	Actual	Actual	Actual	Adopted	Proposed	
Principal	12-05-19-7000	435,500	458,961	482,093	781,391	531,913	903,909	915,211	1.3%
Interest	12-05-19-7001	280,500	252,835	258,798	211,944	181,747	56,173	45,302	-19.4%
TOTAL		716,000	711,796	740,891	993,335	713,660	960,082	960,513	0.0%

* Fund created in FY10



**CITY
OF
SEMINOLE**

**TREE/LANDSCAPE
MITIGATION**

FY16 TREE/LANDSCAPE MITIGATION FUND REVENUES

Account #	DESCRIPTION	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY16 Proposed	% Change FY15/FY16
34-03-29-0000	Tree Mitigation Fees	0	0	1,248	50,000	50,000	50,000	0.0%
TOTAL - REVENUES		0	0	1,248	50,000	50,000	50,000	0.0%

* Fund created in FY12

**CITY OF SEMINOLE
FY16 BUDGET
TREE/LANDSCAPE MITIGATION FUND**

ACCOUNT	Dept/Div	FY10	FY11	FY12	FY13	FY14	FY15	FY16	% Change
	Acct. #574	Actual	Actual	Actual	Actual	Actual	Adopted	Proposed	FY15 TO FY16
Professional Services	34-05-39-3100	0	0	0	0	0	10,000	10,000	0.0%
Operating Supplies	34-05-39-5265	0	0	0	34,405	47,160	40,000	40,000	0.0%
SPECIAL EVENT TOTAL		0	0	0	34,405	47,160	50,000	50,000	0.0%

* Fund created in FY12