

City of Seminole



Fire Rescue Station 32 Groundbreaking



Waterfront Park



Digital Art Studio

Annual Budget Fiscal Year 2017

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**

FY17 GENERAL FUND REVENUES

Account #	DESCRIPTION	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16/FY17
01 0311 1004	Ad Valorem Tax	2,369,604	2,269,898	2,331,440	2,383,063	2,687,864	2,849,329	6.0%
01 0311 2006	Ad Valorem Tax - Delinquent	3,273	6,257	5,681	79,532	2,000	2,000	0.0%
	Total Ad Valorem	2,372,877	2,276,155	2,337,121	2,462,595	2,689,864	2,851,329	6.0%
01 0312 4100	Local Option Gas Tax	227,177	231,605	231,837	240,313	220,000	230,000	4.5%
	Total Local Sales Tax	227,177	231,605	231,837	240,313	220,000	230,000	4.5%
01 0323 1008	Franchise Fee-Elect	1,333,794	1,241,052	1,347,420	1,385,276	1,358,708	1,353,000	-0.4%
01 0323 4001	Franchise Fee-Gas	27,630	25,754	25,223	24,406	26,000	26,000	0.0%
	Total Franchise	1,361,424	1,266,806	1,372,643	1,409,682	1,384,708	1,379,000	-0.4%
01 0314 1034	Utility Tax-Elect	999,293	1,067,931	1,111,089	1,095,389	1,124,000	1,078,427	-4.1%
01 0314 4014	Utility Tax-Gas	26,733	25,796	30,593	29,001	25,000	25,000	0.0%
	Total Utility Tax	1,026,026	1,093,727	1,141,682	1,124,390	1,149,000	1,103,427	-4.0%
01 0323 2007	Communications Services Tax	830,481	773,387	720,764	711,714	700,000	690,000	-1.4%
	Total Communications Tax	830,481	773,387	720,764	711,714	700,000	690,000	-1.4%
01 0316 0005	Local Business Tax	150,804	133,955	144,910	133,285	140,000	140,000	0.0%
01 0322 1022	Building Permits	310,566	358,618	327,759	408,628	170,436	375,000	120.0%
01 0329 3005	Plan Review	6,041	48,920	85,420	27,352	5,500	5,500	0.0%
	Total Licenses & Permits	468,236	541,743	559,750	569,265	315,936	520,500	64.7%
01 0335 1201	Revenue Sharing - Sales Tax	272,149	302,562	329,249	367,134	275,000	335,000	21.8%
01 0335 1220	Revenue Sharing - Fuel Tax	107,621	109,760	119,442	126,357	100,000	100,000	0.0%
01 0335 1400	Mobile Home Licences	5,727	5,893	6,204	7,356	5,200	6,000	15.4%
01 0335 1500	Alcoholic Bev Lic	11,542	14,584	12,982	11,605	11,000	11,000	0.0%
01 0335 1810	One Half Cent Sales Tax	907,237	947,232	992,066	1,049,621	925,000	950,800	2.8%
01 0335 2010	Education Reimbursement Fire	17,091	17,376	15,715	17,124	15,960	17,120	7.3%
01 0335 4921	Fuel Tax Refund	2,369	1,868	1,868	1,914	1,450	1,500	3.4%
01 0337 3008	Recycling Grant	13,340	13,244	13,244	13,135	13,000	13,000	0.0%
01 0338 9024	Library Coop	180,301	172,715	172,715	173,584	196,527	199,832	1.7%
	Total Intergovernmental Revenues	1,517,377	1,596,810	1,663,485	1,767,830	1,543,137	1,634,252	5.9%
01 0341 4006	Certs, Copies, Record Search	670	4,521	8,756	15,079	400	1,500	275.0%
01 0341 8400	Permit Surcharge Fee	977	837	1,236	1,302	300	600	100.0%
01 0341 8500	Trans. Impact Admn. Fee	1,083	165	1,387	3,928	500	500	0.0%
01 0341 9010	General Governmental Charges	381,929	365,140	385,481	392,961	417,506	417,506	0.0%
01 0341 9103	Filing Fees	693	645	934	1,189	300	400	33.3%
01 0341 9201	Board of Adjustment	0	250	2,025	1,275	250	400	60.0%
01 0342 2011	Fire Protection Service - County	4,091,540	3,992,044	3,843,175	3,855,828	4,153,313	4,277,154	3.0%
01 0342 2025	Fire Contract - Bay Pines	80,938	98,376	100,473	101,866	103,376	103,376	0.0%
01 0342 2030	Fire Contract - Beach Contracts	221,265	228,346	233,597	236,634	240,891	243,300	1.0%
01 0344 9014	State Traffic Signal Maint	31,230	33,282	35,513	36,577	25,000	29,000	16.0%
01 0342 4007	Emergency Service fees	2,058,591	2,058,779	2,016,700	1,907,921	2,060,960	2,181,294	5.8%
	Total Service Fees	6,918,956	6,818,233	6,660,180	6,619,432	7,002,796	7,255,030	3.6%
01 0347 1101	Library SPC Staff Funding	48,610	50,166	51,408	55,095	59,446	60,000	0.9%
01 0347 2019	Recreation- Membership Cards	106,454	106,916	120,083	127,013	105,000	110,000	4.8%
01 0347 2104	Recreation Classes- Contracted	92,879	115,279	111,919	83,853	110,000	105,000	-4.5%
01 0347 2200	Camp Fees- Summer	162,853	176,056	185,518	205,752	157,750	179,000	13.5%
01 0347 2300	Camps-Break	6,048	4,256	3,052	4,271	3,950	5,600	41.8%
01 0347 2401	Recreation-Staff Instructed	18,142	36,110	42,703	38,622	35,000	35,000	0.0%
01 0347 2700	Pool Facility Fees	15,786	15,921	21,272	20,132	16,000	17,500	9.4%
01 0347 2901	Athletic Programs	17,228	9,732	11,880	13,102	15,000	13,650	-9.0%
	Total Leisure Fees	468,409	515,886	547,835	547,840	502,146	525,750	4.7%
01 0351 1026	Fines & Forfeitures	150,917	45,754	27,942	34,632	30,000	30,000	0.0%
01 0352 0006	Library Fines	26,840	32,258	34,448	31,814	26,000	27,000	3.8%
	Total Fines & Forfeitures	179,709	78,012	65,488	76,006	56,000	57,000	1.8%
01 0361 1000	Interest	3,124	2,981	8,135	10,386	7,500	11,000	46.7%
	Total Interest	3,124	2,981	8,135	10,386	7,500	11,000	46.7%
01 0362 1031	Rental Income	15,416	30,632	27,496	21,649	28,000	23,000	-17.9%
	Total Rentals	15,416	30,632	27,496	21,649	28,000	23,000	-17.9%
01 0364 3200	Insurance Proceeds	38,755	17,702	13,647	35,726	2,000	2,000	0.0%
01 0364 4102	Sale of Fixed Assets - City	14,083	4,923	27,062	0	100	100	0.0%
01 0364 4101	Sale of Fixed Assets - Fire	7,169	0	16,574	0	100	100	0.0%
	Total Sales	70,057	22,625	57,283	35,726	2,200	2,200	0.0%
01 0369 3009	Refund Prior Year	30,059	36,873	36,404	51,171	17,303	18,500	6.9%
01 0369 6008	Other - S.F.D. Maint. Contract	42,053	39,067	34,034	21,278	31,000	20,000	-35.5%
01 0369 8007	Miscellaneous Income - Other	6,170	19,353	26,158	24,919	17,500	17,500	0.0%
	Total Misc. Revenues	78,141	95,413	96,643	97,368	65,803	56,000	-14.9%
TOTAL - REVENUES		15,537,410	15,344,316	15,490,522	15,694,196	15,667,090	16,338,488	4.3%
01 0389 9015	Transfer - General Fund Balance	966,728	409,216	868,390	0	0	0	0.0%
01 0389 9015	Tax Stabilization Fund Balance	0	0	0	1,412,689	0	0	0.0%
	Total Unreserved Fund	972,228	409,216	868,390	1,412,689	0	0	0.0%
TOTAL - ALL FUNDING SOURCES		16,509,638	15,753,532	16,358,912	17,106,885	15,667,090	16,338,488	4.3%



CITY
OF
SEMINOLE

**GENERAL FUND
EXPENDITURES**

BUDGET SUMMARY

	Actual	Budgeted	Budgeted		
Charter Positions	FY15	FY16	FY17	% +/-	\$ +/-
Legislative	154,611	184,658	177,766	-3.7%	(6,892)
City Clerk	99,371	127,511	132,210	3.7%	4,699
City Attorney	52,218	56,000	57,080	1.9%	1,080
City Manager/Contingency	345,867	316,864	407,119	28.5%	90,255
Law Enforcement	1,599,188	1,633,382	1,697,677	4.0%	64,295
Charter Positions	2,251,255	2,318,415	2,471,852	6.6%	153,437

Administrative Department	FY15	FY16	FY17	% +/-	\$ +/-
Administration	438,585	484,038	416,181	-14.0%	(67,857)
Finance	93,028	166,288	189,985	14.3%	23,697
Library	1,021,044	1,058,030	1,093,015	3.3%	34,985
Recreation	1,162,194	1,258,662	1,208,359	-4.0%	(50,303)
Administration Department Total	2,714,851	2,967,018	2,907,540	-2.0%	-59,478

Community Development Department	FY15	FY16	FY17	% +/-	\$ +/-
Administration/Planning	207,381	214,081	219,603	2.6%	5,522
Code Administration & Inspection	451,377	538,687	507,660	-5.8%	(31,027)
Community Development Dept. Total	658,758	752,768	727,263	-3.4%	-25,505

Public Works Department	FY15	FY16	FY17	% +/-	\$ +/-
Administration	1,428,006	1,527,638	714,260	-53.2%	(813,378)
Facilities	217,788	238,364	200,205	-16.0%	(38,159)
Parks & Grounds	462,309	509,355	503,987	-1.1%	(5,368)
Infrastructure	267,654	285,725	284,507	-0.4%	(1,218)
Public Works Department Total	2,375,757	2,561,082	1,702,959	-33.5%	-858,123

Fire Department	FY15	FY16	FY17	% +/-	\$ +/-
Administration	1,033,692	768,379	765,150	-0.4%	(3,229)
Life Safety Services	243,940	232,756	250,610	7.7%	17,854
Fleet Maintenance	238,983	240,290	244,110	1.6%	3,820
Training	130,402	169,133	183,450	8.5%	14,317
Operations	4,293,809	4,803,342	4,904,260	2.1%	100,918
EMS	1,907,921	2,060,960	2,181,294	5.8%	120,334
Fire Department Total	7,848,747	8,274,860	8,528,874	3.1%	254,014

FY15 to FY17 CITY WIDE BUDGET COMPARISONS

City Total	FY15	FY16	FY17	% +/-	\$ +/-
Charter Positions	652,067	685,033	774,175	13.0%	89,142
Law Enforcement	1,599,188	1,633,382	1,697,677	3.9%	64,295
Administration	2,714,851	2,967,018	2,907,540	-2.0%	(59,478)
Community Development Department	658,758	752,768	727,263	-3.4%	(25,505)
Public Works Department	2,375,757	2,561,082	1,702,959	-33.5%	(858,123)
Fire Department	7,848,747	8,274,860	8,528,874	3.1%	254,014
City Total	15,849,368	16,874,143	16,338,488	-3.2%	-535,655

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY

POSITION	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY16/FY17 Change
City Clerk	1	1	1	1	1	1	1	1	0
City Manager	2	2	2	2	2	3	4	4	0
Administration Division	5.375	5.375	5.375	5.375	5.375	5.625	4	4	0
Finance Division	2	2	2	2	2	3	3.625	3.625	0
Library Division	17.55	18.30	18.30	17.83	17.85	17.88	17.88	17.88	0
Recreation Division	11.5	11.5	11.5	11.38	11.38	11.25	11.75	11.75	0
Community Dev/ Adm. Plann.	2	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0
Code Admin. & Inspections	3.6	3.5	3.5	3.125	3.7	4.2	4.625	4.625	0
Public Works Admin	2	2	2	2	2	3	3	3	0
Public Works Infrastructure	6	6	6	3	3	3	3	3	0
Facilities	1	1	1	2	2	2	2	2	0
Parks & Grounds	2.625	2.625	3	5	5	5	5	5	0
Fire Administration	2	2	2	2	2	2	2	2	0
Fire Life Safety Services	3	2.5	2.5	2.5	3	3	3	3	0
Training	1	1	1	1	1.5	1.5	1.5	1.5	0
Maintenance	2	2	2	2	2.5	2.5	2.5	2.5	0
Emergency Medical Services	16	16	16	16	16	16	16	16	0
Operations	52	51	51	51	51.5	54.5	54.5	54.5	0
Total Employees - In Full Time Equivalents	132.65	131.3	131.675	130.71	133.305	139.955	140.88	140.88	0

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	2	2	2	2	2	2	1	0	-1
Library Aide	1	1	1	1	1	1	1	1	0
Total Summer	24	24	24	24	24	24	23	22	-1.0



**CITY
OF
SEMINOLE**

LEGISLATIVE

CITY OF SEMINOLE
FY17 BUDGET
Legislative

ACCOUNT	Dept/Div Acct. # 0511	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 03/31/16	FY17 Proposed	% Change FY16 TO FY17
Salaries - Regular	1200	42,672	42,493	42,836	56,184	60,200	60,200	28,270	60,200	0.0%
Uniform Purchase Allowance	1514	134	96	124	334	275	275	0	275	0.0%
FICA	2100	3,275	3,250	3,293	4,318	4,685	4,685	2,162	4,685	0.0%
FRS	2210	4,314	8,204	15,439	24,119	25,398	25,398	11,950	25,567	0.7%
Workers Compensation	2400	106	106	106	77	115	115	80	114	-0.9%
People Costs		50,501	54,149	61,798	85,032	90,673	90,673	42,462	90,841	0.2%
Professional Services	3190	50	697	159	182	250	250	119	250	0.0%
Travel & Training - Matthews	4007	90	1,176	1,482	1,548	3,500	3,500	0	3,500	0.0%
Travel & Training - Barnhorn	4014	1,670	4,773	3,500	3,240	3,500	3,500	2,828	3,500	0.0%
Travel & Training - Quinn	4015	1,148	2,375	3,117	2,056	3,500	3,500	901	3,500	0.0%
Travel & Training - Waters	4018	0	1,569	3,886	2,539	4,500	4,500	1,010	4,500	0.0%
Travel & Training - Burke	4019	0	50	16	0	3,500	3,500	81	3,500	0.0%
Travel & Training - Edelman	4020	0	0	0	125	3,500	3,500	0	3,500	0.0%
Travel & Training - Springer	4022	0	0	0	0	0	3,500	723	3,500	0.0%
Postage/UPS	4120	134	166	186	78	250	250	39	250	0.0%
Promotional Activities	4800	6,745	6,155	6,788	8,904	13,875	13,875	7,279	13,875	0.0%
Office Supplies	5110	642	1,052	707	672	750	750	104	750	0.0%
Operating Supplies -General	5290	863	1,356	1,710	1,898	1,250	1,250	1,150	1,250	0.0%
Dues/Memberships	5430	5,582	6,189	6,445	6,437	6,700	6,700	4,826	6,700	0.0%
Operational Costs		21,667	32,288	31,496	31,179	48,575	52,075	19,733	48,575	-6.7%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Aid To Organizations	8200	36,450	35,850	35,850	31,000	38,010	38,010	6,000	38,350	0.9%
Interfund Transfer	6911	0	0	7,400	7,400	0	0	0	0	0.0%
DEPARTMENT TOTAL		108,618	122,287	136,544	154,611	177,258	180,758	68,195	177,766	-1.7%

CITY OF SEMINOLE
Fiscal Year 2017
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

\$25,567– This category is for Florida Retirement System benefits for elected officials.

Workers' Compensation - 2400

\$114 – The contribution rate for Workers' Compensation is .14% 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 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.

CITY OF SEMINOLE
Fiscal Year 2017
Legislative

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.

Travel & Training - Councilor Springer - 4022

\$3,500 – Training and expenses related to City business for Councilor Springer.

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.

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.

CITY OF SEMINOLE
Fiscal Year 2017
Legislative

Dues and Memberships– 5430

\$6,700 – This category includes dues and membership to various Associations for the Mayor and Council including: Pinellas County Mayor’s 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

\$38,350 – 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 directly invoiced for all traffic related	
Expenses for Holiday Night Parade.	
Annual dues	
Co-sponsorship of Holiday Parade	
Directory Sponsor photograph	
Business Assistance Program	
Neighborhood Senior Services	\$3,000
\$250 each to Seminole Community Schools (Seminole, Orange Grove, Starkey, Oakhurst)	\$1,000
Seminole Youth Athletic Association (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.	1,000



CITY
OF
SEMINOLE

Office of the
CITY CLERK

CITY OF SEMINOLE
FY17 BUDGET
City Clerk

ACCOUNT	Dept/Div Acct. # 0510	FY12	FY13	FY14	FY15	FY16	FY16	Y.T.D.	FY17	% Change FY16 To FY17
		Actual	Actual	Actual	Actual	Adopted	Final Budget	03/31/16	Proposed	
Salaries - Regular	1200	41,466	43,083	43,786	38,232	47,121	47,121	21,285	48,994	4.0%
Overtime	1400	0	0	1,114	4,472	2,208	2,208	2,007	0	-100.0%
Special Education	1503	600	600	600	1,320	1,320	1,320	0	1,320	0.0%
FICA	2100	3,218	3,336	3,481	3,178	3,774	3,774	1,631	3,849	2.0%
FRS	2210	2,433	3,890	8,027	9,722	9,457	9,457	4,992	10,338	9.3%
Health/Life Insurance	2310	495	509	541	7,252	12,682	12,682	6,829	14,785	16.6%
L/T Disability Insurance	2320	316	323	346	329	391	391	238	418	6.9%
Workers Compensation	2400	106	108	108	81	110	110	68	110	0.0%
People Costs		48,634	51,849	58,003	64,586	77,063	77,063	37,050	79,814	3.6%
Contract Svce. - Election	3410	15,665	17,704	0	5,200	4,000	17,634	18,048	2,700	0.0%
Contract Svce. - Codification	3450	3,614	550	3,703	7,734	5,000	5,000	2,614	7,488	49.8%
Contract Svce. - Other	3490	7,858	4,892	30,144	2,121	8,670	8,670	3,376	22,050	154.3%
Travel/Per Diem	4000	1,916	2,025	1,376	1,146	1,500	1,350	76	1,500	11.1%
Telephone	4110	449	408	416	415	463	463	205	463	0.0%
Postage/UPS	4120	201	326	264	307	500	500	249	500	0.0%
Maintenance - Copier	4610	267	305	363	476	350	350	413	350	0.0%
Printing	4700	0	35	35	0	100	0	0	100	0.0%
Legal Advertisements	4910	8,143	8,720	15,804	14,151	13,000	13,000	3,698	13,000	0.0%
Office Supplies	5110	1,676	902	896	812	1,000	876	345	1,000	14.2%
Operating Supplies -General	5290	786	650	454	905	700	650	297	1,240	90.8%
Books/Publications	5410	444	110	388	499	505	505	143	505	0.0%
Dues/Memberships	5430	360	330	445	329	600	600	25	600	0.0%
Conf./ Training/Education	5440	660	603	725	690	1,000	850	350	900	5.9%
Operational Costs		42,039	37,560	55,013	34,785	37,388	50,448	29,840	52,396	3.9%
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		90,673	89,409	113,016	99,371	114,451	127,511	66,890	132,210	3.7%

CITY OF SEMINOLE
Fiscal Year 2017
City Clerk

PERSONNEL COSTS

Salaries – 1200

\$48,994 - This category covers salary for the City Clerk.

Education Special – 1503

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

FICA - 2100

\$3,849 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2210

\$10,338 – This category covers FRS Retirement costs for the City Clerk.

Insurance - 2310

\$14,785- This category covers the cost of health insurance.

Disability Insurance - 2320

\$418- This category covers the cost of long term disability insurance.

Worker's Compensation - 2400

\$110 – The estimated contribution rate for office personnel is .14% of salaries

OPERATIONAL COSTS

Contract Services (Election) - 3410

\$2,700 – This category covers the cost of one citywide election.

Contract Services (Codification) - 3450

\$7,488 – This category covers the cost of codification of City Ordinances and MCCI internet access.

CITY OF SEMINOLE
Fiscal Year 2017
City Clerk

Contract Services (Other) - 3490

\$22,050 – This category covers the cost of maintaining records retention program \$2,000, the cost of shredding/destruction of city documents \$1,427, Laserfiche licensing (MCCI) \$2,823 (55%) and Electronic Council Agenda software (\$15,800).

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.

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 and misc. expenses.

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

\$1,240 - These funds are for supplies used to support the position job tasks; such as computer supplies (\$700), Acrobat Pro DC (\$200), and 2016 Office Software (\$340).

CITY OF SEMINOLE
Fiscal Year 2017
City Clerk

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: International Institute of Municipal Clerks \$170; Florida Records Management Association \$100; Pinellas County Municipal Clerks Association \$25; Florida Association of City Clerks \$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 \$300, Fall Academy \$300 and Misc. training \$300.



**CITY
OF
SEMINOLE**

CITY ATTORNEY

CITY OF SEMINOLE
FY17 BUDGET
City Attorney

ACCOUNT	Dept/Div Acct. # 0514	FY12	FY13	FY14	FY15	FY16	FY16	Y.T.D.	FY17	% Change FY16 TO FY17
		Actual	Actual	Actual	Actual	Adopted	Final Budget	03/31/16	Adopted	
Legal - Retainer *	3130	30,696	30,696	31,814	40,756	36,000	36,000	13,750	37,080	3.0%
Professional Fees	3140	457	212	5,024	833	5,000	5,000	658	5,000	0.0%
Professional Services Other	3190	30	596	1,262	781	5,000	5,000	847	5,000	0.0%
Prof. Services Special Master	3191	2,380	4,142	2,180	920	5,000	5,000	0	5,000	0.0%
Professional Services Develop	3192	9,110	9,454	3,699	8,928	5,000	5,000	3,679	5,000	0.0%
Operational Costs		42,673	45,200	44,284	52,218	56,000	56,000	18,935	57,080	1.9%
TOTAL		42,673	45,200	44,284	52,218	56,000	56,000	18,935	57,080	1.9%

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

CITY OF SEMINOLE
Fiscal Year 2017
City Attorney

PROFESSIONAL FEES

Retainer – 3130

\$37,080 - This category covers the professional services provided by the City Attorney. The \$74,160 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 17 PERSONNEL SUMMARY
 CITY MANAGER'S OFFICE*

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
City Manager	1	1	1	1	1	1	1	1
Executive Administrative Assistant	0	0	0	1	1	1	1	1
Administrative Assistant II	1	1	1	0	0	0	0	0
Human Resource Administrator	0	0	0	0	0	0	1	1
Public Policy Mgt. Associate	0	0	0	0	0	1	1	1
TOTAL	2	2	2	2	2	3	4	4

CITY OF SEMINOLE
FY17 BUDGET
City Manager's Office

ACCOUNT	Dept/Div Acct. #0512	FY12	FY13	FY14	FY15	FY16	FY16	Y.T.D.	FY17	% Change FY16 TO FY17
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/2016	Proposed	
Salaries - Regular	1200	161,467	162,674	182,690	210,012	195,525	185,666	82,239	190,062	2.4%
Salaries- Overtime	1400	0	0	739	1,811	0	0	46	285	0.0%
Special Education	1503	2,640	2,640	2,640	1,650	2,640	2,640	0	3,630	37.5%
Phone Allowance	1509	480	483	480	540	480	480	300	480	0.0%
Vehicle Allowance	1510	0	0	0	1,000	6,000	6,000	3,000	6,000	0.0%
FICA	2100	11,588	11,538	13,467	14,364	13,750	13,176	6,382	13,373	1.5%
FRS	2210	1,599	2,009	2,917	6,805	32,611	32,072	14,299	33,184	3.5%
ICMA	2220	12,873	11,635	13,928	14,362	0	0	0	0	0.0%
ICMA Employee Deferred	2221	18,156	16,671	15,697	15,129	0	0	2,933	6,467	0.0%
Health/Life Insurance	2310	13,058	9,101	7,869	15,280	30,395	28,339	15,630	31,158	9.9%
L/T Disability Insurance	2320	773	795	875	673	1,093	1,031	270	1,049	1.7%
Workers Compensation	2400	218	224	232	313	356	356	318	357	0.3%
People Costs		222,852	217,770	241,534	281,939	282,850	269,760	125,417	286,045	6.0%
Travel/Per Diem	4000	3,605	5,095	4,262	1,947	5,500	5,500	295	5,500	0.0%
Communications	4110	2,452	2,277	2,352	2,246	2,449	2,449	1,071	2,449	0.0%
Postage/UPS	4120	93	37	43	132	200	200	4	200	0.0%
Maintenance - Copier	4610	92	91	61	-15	125	125	180	125	0.0%
Printing	4700	0	0	0	0	100	100	0	100	0.0%
Office Supplies	5110	2,292	910	939	862	2,000	2,000	105	2,000	0.0%
Operating Supplies- General	5290	642	385	959	697	750	750	229	750	0.0%
Books/Publications/Subscript	5410	0	0	22	0	500	500	0	500	0.0%
Dues/Memberships	5430	1,688	1,967	2,686	754	2,100	2,100	438	2,100	0.0%
Conf./ Training/Education	5440	1,088	2,156	1,558	1,788	3,350	3,350	267	3,350	0.0%
Lead Training	5441	0	0	0	0	0	0	0	4,000	0.0%
Operational Costs		17,454	16,736	16,373	10,601	17,074	17,074	2,590	21,074	23.4%
Capital Outlay - Equip.	6410	0	0	5,477	0	0	0	0	0	0.0%
Capital Outlay		0	0	5,477	0	0	0	0	0	0.0%
Interfund Transfer	6907	0	0	3,000	0	0	0	0	0	0.0%
Contingency	9900	8,135	1,332	9,954	53,327	30,000	30,000	100	100,000	233.3%
DEPARTMENT TOTAL		248,441	235,838	276,338	345,867	329,924	316,834	128,106	407,119	28.5%

CITY OF SEMINOLE
Fiscal Year 2017
City Manager's Office

PERSONNEL COSTS

Salaries and Wages – 1200

\$190,062 - This category covers wages for the City Manager, an Executive Administrative Assistant and seventy five percent of a Public Policy Management Associate.

Salaries Overtime – 1400

\$285 – This category covers overtime for meetings and unforeseen situations.

Education Special – 1503

\$3,630 – This category covers education special pay for two and three quarter employees with a Bachelor's 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

\$13,373 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2200

\$33,184 – This category covers the cost of pension benefits with the Florida Retirement System.

ICMA Deferred Compensation - 2221

\$6,467 – This category covers an 5% of base salary contribution to the ICMA 401a plan for the City Manager.

Health/Life Insurance - 2300

\$32,207 - This category covers the cost of the City's health (\$31,158) and disability insurance (\$1,049).

CITY OF SEMINOLE
Fiscal Year 2017
City Manager's Office

Worker's Compensation - 2400

\$357 – The estimated contribution rate for office personnel is .14% of salaries

OPERATIONAL COSTS

Travel and Per Diem - 4000

\$5,500 – City Manager activities include: ICMA Annual Conference \$1,700, FCCMA Annual Conference \$600, LEAD training \$300, Specialized training/conferences \$1,000, Pinellas County City Manager meetings \$400, staffing meetings \$800 and Chamber related activities \$250, Florida League of Cities and 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.

CITY OF SEMINOLE
Fiscal Year 2017
City Manager's Office

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.

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.

LEAD Training - 5441

\$4,000 – Cost to send one employee to LEAD at the University of Virginia.

Contingency - 9900

\$100,000 – Funds will be used to cover unanticipated expenditures and requires City Council approval for use.



**CITY
OF
SEMINOLE**

**LAW ENFORCEMENT
SECTION**

CITY OF SEMINOLE
FY17 BUDGET
Law Enforcement

ACCOUNT	Dept/Div Acct. # 0521	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 03/31/16	FY17 Proposed	% Change FY16 TO FY17
Contract Svc - Sheriff	3440	1,694,988	1,567,285	1,544,297	1,574,621	1,606,942	1,606,942	936,883	1,671,177	4.0%
Contract Svc - Other	3490	0	0	22,401	22,648	25,000	25,000	14,334	25,000	0.0%
Communications	4110	1,356	1,443	1,542	1,726	1,440	1,440	782	1,500	4.2%
Operational Costs		1,699,930	1,571,901	1,571,542	1,599,188	1,633,382	1,633,382	951,999	1,697,677	3.9%
Equipment Other	6490	0	0	0	0	0	0	0	0	0.0%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
TOTAL		1,699,930	1,571,901	1,571,542	1,599,188	1,633,382	1,633,382	951,999	1,697,677	3.9%

CITY OF SEMINOLE
Fiscal Year 2017
Law Enforcement

OPERATIONAL COSTS

Contract Services - Sheriff – 3400

\$1,671,177 – Cost 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 – Cost associated with a contract for law enforcement services for traffic enforcement in the City of Seminole.

Communications 4110

\$1,500 – Cost associated with a telephone at police substation at City Park.



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**ADMINISTRATION
DIVISION**

**CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Director of Administration	1	1	1	1	1	1	1	1
Administrative Assistant II	0.75	0.75	0.75	0.75	0.75	1	1	1
Administrative Assistant *	0.625	0.625	0.625	0.625	0.625	0.625	0	0
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	0	0
TOTAL FTE	5.375	5.375	5.375	5.375	5.375	5.625	4	4

* Position transferred to Finance in FY15/16.

** Position expense shared with Fire Administration.

*** Position responsibility transferred to City Manager in FY15/16.

CITY OF SEMINOLE

FY17 BUDGET

Administration Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0516	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 TO FY17
Salaries - Regular	1200	155,925	172,104	169,419	179,611	203,519	217,108	91,237	221,048	1.8%
Salaries - PT	1310	52,887	39,967	47,279	47,465	19,189	5,600	0	0	-100.0%
Education Special	1503	2,280	2,280	2,280	2,500	3,600	3,600	0	3,960	10.0%
Phone Allowance	1509	960	966	960	960	960	960	480	960	0.0%
Uniform Purchase Allowance	1514	0	225	51	0	225	225	0	0	-100.0%
FICA	2100	16,057	16,157	16,452	17,242	17,588	16,862	6,836	16,910	0.3%
FRS	2210	11,708	16,404	28,279	31,877	32,115	31,461	13,862	33,397	6.2%
Health/Life Insurance	2310	18,789	-21,807	28,774	30,318	32,093	32,093	15,323	26,532	-17.3%
L/T Disability Insurance	2320	1,219	1,227	1,308	1,495	1,300	1,300	1,010	1,346	3.5%
Workers Compensation	2400	400	400	410	503	523	523	361	494	-5.5%
Unemployment Compensator	2500	1,632	0	0	4,400	3,000	3,000	0	2,000	-33.3%
People Costs		261,857	227,923	295,212	316,534	314,112	312,732	129,108	306,647	-1.9%
Prof. Svcs - Medical	3101	2,575	1,610	3,420	4,172	3,500	3,500	1,304	3,500	0.0%
Prof. Svcs - Personnel	3110	1,615	3,991	4,848	4,795	5,060	5,060	1,944	6,000	18.6%
Contract Svce - Computer	3430	0	0	0	0	500	500	0	500	0.0%
Contract Svce - Other	3490	6,256	5,821	9,883	5,541	6,000	6,000	4,466	5,250	-12.5%
Travel/Per Diem	4000	2,361	3,175	2,082	2,320	3,100	3,100	377	2,350	-24.2%
Communications	4110	2,379	2,177	2,226	2,274	2,025	2,025	1,110	2,274	12.3%
Postage/UPS	4120	1,638	2,253	2,636	4,620	3,200	3,200	74	3,200	0.0%
Electric	4310	15,090	13,968	12,860	12,383	15,000	15,000	6,302	15,000	0.0%
Water & Sewer	4320	247	278	296	280	300	300	114	300	0.0%
Rental Lease Postage Meter	4410	2,305	2,175	1,201	1,290	2,400	2,400	741	2,100	-12.5%
Insurance	4500	25,982	23,948	28,548	24,835	34,367	34,367	26,810	34,367	0.0%
Insurance property	4512	3,500	3,842	3,650	3,604	3,328	3,328	2,552	3,328	0.0%
Insurance Vehicle	4520	627	517	337	630	630	630	482	630	0.0%
R & M - Copier	4610	267	305	363	477	725	725	191	725	0.0%
R & M - Vehicles	4660	1,157	137	-45	750	450	450	20	450	0.0%
R&M Other	4690	10	0	59	110	200	200	0	200	0.0%
Printing - Other	4790	7,281	5,017	9,041	6,473	7,500	7,500	4,992	7,500	0.0%
Promotional Activities	4800	1,149	1,104	680	1,228	800	800	568	1,800	125.0%
Employment Advertisement	4920	2,234	3,276	3,922	4,387	4,000	4,000	1,608	4,200	5.0%
Other Current Charges	4990	778	744	715	853	775	775	280	775	0.0%
Office Supplies	5110	1,551	1,720	1,586	2,412	1,700	1,700	547	1,700	0.0%
Operating Supplies-Cleaning	5210	359	460	410	251	550	550	213	550	0.0%
Fuel	5240	1,800	565	845	1,785	675	675	656	675	0.0%
Operating Supplies- General	5290	2,412	2,288	4,690	3,201	2,600	2,600	2,501	2,850	9.6%
Books/Publications	5410	0	0	30	45	100	100	0	100	0.0%
Dues/Memberships	5430	348	157	490	285	385	385	240	385	0.0%

CITY OF SEMINOLE**FY17 BUDGET****Administration Department -Administration Division**

ACCOUNT	Dept/Div Acct. # 0516	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 TO FY17
Conf./ Training/Education	5440	729	1,277	710	890	1,025	1,025	589	8,825	761.0%
Operational Costs		85,100	81,255	96,233	90,641	100,895	100,895	58,681	109,534	8.6%
Capital Outlay		400,000	0	5,793	9,750	0	0	0	0	0.0%
Interfund Transfer	6905	0	56,675	194,700	21,660	0	0	0	0	0.0%
DEPARTMENT TOTAL		746,957	365,853	591,938	438,585	415,007	413,627	187,789	416,181	0.6%

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$221,048 - 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.

Education Special 1503

\$3,960 – This category covers special pay for 3 employees who hold a Bachelor’s degree @ \$110 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).

FICA – 2100

\$16,910 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$33,397 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$36,586 - This category covers health insurance (\$35,240) and disability insurance (\$1,346).

Worker’s Compensation– 2400

\$494 - This covers the cost for workman’s compensation at the rate of .14%.

Unemployment Compensation– 2500

\$2,000 - This covers the cost for unemployment compensation for all City Departments.

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Administration Division

OPERATIONAL COSTS

Professional Services – 3100

\$9,500 – Employee physical & drug screening (\$3,500), Personnel Attorney/Consultant (\$4,000), EAP contract (\$2,000).

Contract Services Computer - 3430

\$500 – Computer support from outside contractors.

Contract Services Other - 3490

\$5,250 – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex (\$3,750). Cost shared with Community Development and Fire Department. Disaster recovery assistance contract (\$1,000) and water cooler and coffee service (\$500).

Travel and Per Diem - 4000

\$2,350 - Costs are for Director and staff to attend conferences and training seminars. FGFOA State Conference (\$1,000), state sponsored educational workshops for staff (\$350), Florida Local Government Information System Association Conference (\$500) and misc. staff training (\$500).

Communications - 4100

\$5,474 - This category covers telephone service and internet (\$2,274), 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 29% of the sewer & water costs for the City Hall Complex.

Rentals and Leases – 4400

\$2,100 – This category covers the rental cost of the postage meter.

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Administration Division

Insurance - 4500

\$38,325 - These funds are for insurance costs of the city wide general liability insurance (\$34,367), 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 2014 escape 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

\$1,800 – Flowers, miscellaneous awards and American Flag lapel pins.

Advertisement, Other Current Charges - 4900

\$4,975 – City-wide summer/vacant positions (\$4,200), 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

\$3,300 – Fuel for Ford Escape and Ford Escape (\$675), Water Cooler (\$825), uniforms (\$225) 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 2017
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).

Conferences, Training and Education - 5440

\$8,825– FGFOA State Conference (\$225), local Gulfcoast FGFOA meetings (\$100), staff training (\$500) and a Department and Division Head leadership retreat(\$8,000).



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

*CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
FINANCE*

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
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 I **	0	0	0	0	0	0	0.625	0.625
TOTAL FTE	2	2	2	2	2	2	3.625	3.625

* Position funded starting April to assist in retirement transition.

** Position transferred from Administration Division

CITY OF SEMINOLE
FY17 BUDGET
Administration Department - Finance Section

ACCOUNT	Dept/Div	FY12	FY13	FY14	FY15	FY16	FY16	Y.T.D.	FY17	% Change
	Acct. #0513	Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/16	proposed	FY16 TO FY17
Salaries - Regular	1200	53,759	55,398	56,783	58,435	110,623	110,623	27,968	95,571	-13.6%
Salaries - PT	1310	0	0	0	0	0	9,514	0	19,078	100.5%
Education Special	1503	1,320	1,320	1,320	1,320	2,310	2,310	0	1,650	-28.6%
FICA	2100	3,983	4,339	4,445	4,562	8,639	9,365	2,008	9,080	-3.0%
FRS	2210	2,746	3,225	4,108	4,384	8,109	5,055	2,030	8,739	72.9%
Health/Life Insurance	2310	6,727	6,678	7,328	7,646	18,686	18,686	6,829	22,389	19.8%
L/T Disability Insurance	2320	445	457	482	541	1,053	1,053	404	1,579	50.0%
Workers Compensation	2400	126	120	125	128	204	204	154	180	-11.8%
People Costs		69,106	71,537	74,591	77,016	149,624	156,810	39,394	158,266	0.9%
Prof. Svcs - Acct/Audit	3200	11,194	6,188	14,093	10,520	11,080	11,080	6,384	11,600	4.7%
Contract Svce - Computer	3430	1,482	33,870	5,718	0	5,715	5,715	5,667	6,012	5.2%
Travel/Per Diem	4000	641	771	1,093	835	2,525	2,525	0	3,650	44.6%
Communications	4110	748	681	694	692	643	643	342	692	7.6%
Postage/UPS	4120	1,664	1,649	1,734	1,731	2,000	2,000	953	2,000	0.0%
Printing - Other	4790	235	370	221	335	450	450	183	470	4.4%
Bank Charges	4909	0	0	0	0	0	4,075	0	3,900	-4.3%
Office Supplies	5110	697	842	479	543	975	975	552	975	0.0%
Operating Supplies - Checks	5236	244	335	757	424	350	350	0	350	0.0%
Operating Supplies -General	5290	0	0	104	0	100	100	93	100	0.0%
Books/Publications	5410	230	92	92	92	100	100	92	100	0.0%
Dues/Memberships	5430	35	55	55	20	110	110	20	110	0.0%
Conf./ Training/Education	5440	243	15	45	820	1,355	1,355	885	1,760	29.9%
Operational Costs		17,413	44,868	25,085	16,012	25,403	29,478	15,171	31,719	7.6%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6910	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		86,519	116,405	99,676	93,028	175,027	186,288	54,565	189,985	2.0%

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Finance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$96,983 - This category covers wages for a Senior Accountant and Finance Director.

Salaries and Wages – Part Time - 1300

\$19,070 - This category covers wages for a part-time Account Specialist I.

Education Special – 1503

\$2,640 – Education Special pay is a benefit paid to employees for completed work related degree programs.

FICA – 2100

\$9,080 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$8,649 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$34,614 - This category covers the City's health (\$33,035) and disability insurance (\$1,579) costs.

Worker's Compensation– 2400

\$180 - This covers the cost for workman's compensation at the rate of .14% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$11,600 – 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 \$29,000).

Contract Services Computer - 3430

\$6,012 – Tyler Full Financial Software Support (\$14,287). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Finance Section

Travel and Per Diem - 4000

\$3,650 - Costs to attend conferences and seminars not held locally. Tyler Software Conference (\$1,500) FGFOA Annual State Conference (\$1,600), Misc seminars (\$550) for Senior Accountant and Finance Director.

Communications - 4110

\$692 - This category covers telephone and internet costs.

Postage – 4120

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

Printing - 4700

\$470 - These funds are for the printing of A/P envelopes (\$250), W2 and 1099 forms (\$250), split 40% Finance 60% Fire and Misc office printing (\$270).

Bank Charges – 4909

\$3,900 – These funds are for new bank charges related to the Financial Reform Law.

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 General supplies (\$100).

Books, Subscriptions 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.

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Finance Section

Conferences, Training and Education - 5440

\$1,760 – Tyler Software Conference (\$700) FGFOA Annual State Conference (\$400), FGFOA Gulfcoast local seminars (\$160) and FGFOA local meetings (\$250) and misc seminars and training (\$250) for Senior Accountant and Finance Director.



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**LIBRARY
DIVISION**

CITY OF SEMINOLE
FY17 BUDGET
Administration Department - Library Division

ACCOUNT	Dept/Div Acct. #0571	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 proposed	% Change FY16 TO FY17
Salaries - Regular	1200	432,219	468,319	515,151	514,026	476,485	476,485	234,975	494,547	3.8%
Salaries- Seasonal	1300	3,404	0	0	2,859	3,574	3,574	0	3,574	0.0%
Salaries - Part Time	1310	201,052	187,658	152,950	158,859	212,400	212,400	87,219	212,777	0.2%
Salaries- Overtime	1400	163	302	381	421	600	600	15	5,600	833.3%
Special Education	1503	11,770	11,880	10,560	11,880	11,880	11,880	0	11,160	-6.1%
FICA	2100	48,681	50,311	50,851	51,671	54,147	54,147	24,221	55,513	2.5%
FRS	2210	32,175	37,673	46,869	50,150	50,382	50,382	23,392	66,608	32.2%
Health/Life Insurance	2310	81,615	78,570	88,659	89,581	101,839	101,839	43,310	97,856	-3.9%
L/T Disability Insurance	2320	3,418	3,433	3,657	4,015	3,864	3,864	2,155	3,946	2.1%
Workers Compensation	2400	1,400	1,355	1,455	1,214	1,450	1,450	844	1,475	1.7%
People Costs		815,897	839,501	870,533	884,676	916,621	916,621	416,130	953,056	4.0%
Prof. Svcs - Other*	3190	4,799	4,980	11,946	14,520	14,900	14,900	8,021	13,500	-9.4%
Travel/Per Diem	4000	634	159	554	654	750	750	70	750	0.0%
Postage/UPS	4120	775	822	792	876	1,000	1,000	358	950	-5.0%
Insurance	4500	1,453	1,358	1,359	0	1,359	1,359	0	0	-100.0%
R & M - Copiers *	4610	3,325	3,825	5,192	3,632	3,000	3,000	891	4,000	33.3%
R & M - Computer	4620	0	0	0	0	500	500	0	0	-100.0%
R & M - Computer Software	4630	0	0	0	288	350	350	0	0	-100.0%
Printing	4790	62	35	586	706	800	800	63	800	0.0%
License and Permit	4912	0	0	0	0	0	0	0	1,250	0.0%
Office Supplies	5110	7,674	9,534	9,673	8,644	10,000	10,000	4,282	10,000	0.0%
Operating Supplies Children	5221	2,348	1,494	1,885	1,994	2,000	2,000	1,021	2,000	0.0%
Operating Supplies Teen prc	5222	1,517	2,392	900	1,012	1,000	1,000	238	1,000	0.0%
Operating Supplies Adult prc	5223	5,811	4,218	4,265	3,709	4,500	4,500	2,614	4,500	0.0%
Operating Supplies- General	5290	10,914	12,673	8,169	10,434	10,000	10,000	5,861	10,359	3.6%
Books/Publications	5410	0	0	137	0	250	250	0	250	0.0%
Subscriptions *	5420	7,973	7,507	6,569	6,656	7,500	7,500	2,308	7,500	0.0%
Dues/Memberships	5430	800	730	741	1,164	1,500	1,500	644	1,500	0.0%
Conf./ Training/Education	5440	538	130	465	1,079	1,000	1,000	175	1,000	0.0%
Tuition Reimbursement	5490							600	600	0.0%
Operational Costs		48,623	49,857	53,233	55,368	60,409	60,409	27,147	59,959	-0.7%
Books/Publications & Lib Ma	6600	80,000	77,779	75,513	76,604	0	80,000	37,935	80,000	0.0%
Capital Outlay		80,000	77,779	75,513	76,604	0	80,000	37,935	80,000	0.0%
Interfund Transfer	6912	0	2,221	5,487	4,396	0	1,000	0	0	-100.0%
DEPARTMENT TOTAL		944,520	969,358	1,004,766	1,021,044	977,030	1,058,030	481,212	1,093,015	3.3%

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

CITY OF SEMINOLE
Fiscal Year 2017
Library Division

PERSONNEL COSTS

Salaries -- Regular – 1200

\$494,547 -- 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

\$212,777 – Wages for 14 part-time employee positions in the Library Division.

Salaries – Overtime - 1400

\$5,600 – Overtime needed due to illness, vacations, and attendance at staff meetings and workshops.

Special Education – 1503

\$11,160 – Education Special Pay is for completed work related degree programs.

FICA - 2100

\$55,513 – FICA is budgeted at a rate of 7.65% of salary.

FRS - 2210

\$66,608 – Pension benefits for the Florida Retirement plan.

Health/Life Insurance - 2310

\$97,856 – Health and Life insurance coverage for Library Division employees.

L/T Disability Insurance – 2320

\$3,946 – Long Term Disability insurance coverage for Library Division employees.

Workers' Compensation - 2400

\$1,050 – Workers' compensation at a rate of .14% for clerical positions.

CITY OF SEMINOLE
Fiscal Year 2017
Library Division

OPERATIONAL COSTS

Professional Services/Other – 3190

\$13,500 – Costs for adding bibliographic records of new material to OCLC database and for interlibrary loan searches in OCLC database (\$6,000). Seminole’s share of SirsiDynix automated system fees (\$4,600). Platform fees for Cooperative-wide “e-source” services, previously paid by PPLC (\$500). Annual maintenance for self checkout unit (\$2,400). *The Friends of the Seminole Library to fund \$4,000 of this account.*

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.

R & M / Copiers – 4610

\$4,000 – Repair, maintenance, supplies for Ricoh copier/printer. *The Friends of the Seminole Library to fund \$4,000 of this account.*

Printing – 4790

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

License and Permit – 4912

\$1,250 – Covers computer software upgrades.

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.

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.

CITY OF SEMINOLE
Fiscal Year 2017
Library Division

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

\$10,359 – Library supplies: audio and video cases, signage, bottled water and cups, signs and badges, barcode readers, security cases, tags, and detach, date due cards, book carts, disposal of used electronic equipment, book pockets, labels, sign and brochure holders, bookends, batteries, flags, coffee supplies.

Books/Publications/Subscriptions – 5410

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

Subscriptions – 5420

\$7,500 – Subscriptions to magazines, newspapers, book reviews, and journals. *The Friends of the Seminole Library to fund \$7,500 of this account.*

Dues/Memberships – 5430

\$1,500 – Dues/Memberships 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 Florida Library Association annual conference (2 staff @ \$400); annual staff development day (\$600).

Tuition Reimbursement – 5490

\$600 – This category includes funds for education reimbursement for department personnel pursuing a degree program.



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**RECREATION
DIVISION**

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
Recreation Division

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Recreation Director	1	1	1	1	1	1	1	1
Recreation Supervisor	0	0	0	0	0	0	0	0
Program Coordinator	1	1	1	1	1	1	1	1
Program Coordinator	1	1	1	1	1	1	1	1
Program Coordinator	1	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 II	0	0	0	0	0	0	1	1
Recreation Leader I	1	1	1	1	1	1	0	0
Recreation Leader I	0.75	0.75	0.75	0.625	0.625	0.5	0.5	0.5
Recreation Leader I	0.75	0.75	0.75	0.375	0.375	0.375	0.625	0.625
Recreation Leader I	0	0	0	0	0	0	0.25	0.25
Recreation Leader I	0	0	0	0.375	0.375	0.375	0.375	0.375
Head Lifeguard	0	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	11.38	11.38	11.25	11.75	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	32.375	32.375	32.25	32.75	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
FY17 BUDGET
Administration Department - Recreation Division

ACCOUNT	Dept/Div Acct. #0575	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 proposed	% Change FY16 to FY17
Salaries - Regular	1200	388,866	369,284	371,230	388,284	368,655	368,655	180,175	383,531	4.0%
Salaries - Seasonal	1300	109,034	107,418	111,892	100,764	120,185	120,185	2,837	130,445	8.5%
Salaries - Part Time	1310	38,133	27,453	18,686	11,642	46,658	46,658	4,420	45,463	-2.6%
Salaries - Overtime	1400	6,060	4,427	4,548	5,336	5,746	5,746	3,404	18,017	213.6%
Education Special	1503	7,800	7,690	6,760	6,980	8,520	8,520	0	9,480	11.3%
Cell Phone Allowance	1509	480	483	480	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	1,478	742	1,243	2,217	3,500	3,500	435	0	-100.0%
FICA	2100	41,859	39,195	39,197	39,392	42,275	42,275	14,701	44,960	6.4%
FRS	2210	19,504	21,678	28,015	27,799	27,814	27,814	12,274	40,056	44.0%
ICMA	2220	3,147	2,882	3,042	3,092	3,119	3,119	1,531	3,168	1.6%
Health/Life Insurance	2310	49,213	53,747	53,979	48,164	58,840	58,840	29,733	71,787	22.0%
L/T Disability Insurance	2320	2,579	2,654	2,879	3,026	3,075	3,075	1,743	3,121	1.5%
Workers Compensation	2400	5,394	8,105	8,071	6,966	6,708	6,708	4,015	7,848	17.0%
People Costs		673,547	645,758	650,022	644,142	695,575	695,575	255,507	758,356	-44.9%
Prof. Svcs - Personnel	3110	315	510	405	435	650	650	255	650	0.0%
Contract Svce - Instructors	3485	65,929	75,731	60,985	58,568	77,000	77,000	42,802	73,500	-4.5%
Contract Svce - Other	3490	12,187	13,212	14,600	6,040	16,425	16,425	9,922	16,163	-1.6%
Camps	3491	21,550	20,887	21,025	21,295	29,190	29,190	2,058	30,735	5.3%
Sports Officials	3495	3,822	3,678	3,565	3,082	7,674	7,674	2,852	7,674	0.0%
Trips Program	3511	6,167	12,169	12,314	12,665	17,690	17,690	4,458	17,690	0.0%
Travel/Per Diem	4000	1,862	1,784	2,488	1,583	3,565	3,565	336	3,530	-1.0%
Communications	4110	8,646	9,159	9,433	9,829	9,186	9,186	5,023	9,186	0.0%
Postage/UPS	4120	349	290	121	87	450	450	68	450	0.0%
Electric	4310	153,456	108,014	119,032	136,789	128,000	128,000	68,795	141,305	10.4%
Water/Sewer	4320	8,109	6,757	10,361	7,234	10,000	10,000	1,653	9,000	-10.0%
R & L - Buses Summer	4460	11,429	10,397	12,261	12,981	14,030	14,030	495	14,030	0.0%
Insurance	4500	12,500	16,500	19,100	39,044	39,050	39,050	29,925	39,050	0.0%
Insurance - vehicles	4520	350	400	851	1,004	1,004	1,004	743	1,004	0.0%
Maintenance - Copier	4610	901	1,002	1,497	1,906	1,500	1,500	1,161	1,256	-16.3%
R & M - Computer Software	4630	2,424	2,424	2,510	2,544	2,500	2,500	0	2,600	4.0%
R & M - Vehicles	4660	277	893	744	13,866	2,000	2,000	258	2,000	0.0%
R & M - Other	4690	1,688	2,654	22,484	3,682	3,000	3,000	1,944	3,500	16.7%
Printing - Brochures	4704	7,077	8,310	8,960	8,177	8,750	8,750	5,750	8,750	0.0%
Printing - Office Forms	4721	1,013	542	1,000	434	650	650	863	650	0.0%
Promotional - Other	4890	342	417	587	473	500	500	265	765	53.0%
Licenses & Permits	4912	2,064	2,102	2,130	2,076	2,220	2,220	1,687	2,220	0.0%
Office Supplies	5110	6,196	5,631	6,106	5,949	6,500	6,500	2,730	6,500	0.0%
Operating Supplies - Cleaning	5210	7,567	8,952	8,774	8,909	12,000	12,000	4,941	11,000	-8.3%
Operating Supplies - Pool	5211	7,381	7,116	9,373	5,600	9,500	9,500	3,579	9,500	0.0%
Fuel	5240	778	768	2,590	1,868	3,000	3,000	589	2,750	-8.3%
Operating Supplies - Uniform	5250	0	0	0	0	0	0	0	3,500	#DIV/0!

CITY OF SEMINOLE
FY17 BUDGET
Administration Department - Recreation Division

ACCOUNT	Dept/Div Acct. #0575	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 proposed	% Change FY16 to FY17
Op Supplies - Break Camps	5261	141	192	188	376	420	420	236	650	54.8%
Op Supplies - Summer Camp	5266	7,793	7,850	7,491	8,341	8,280	8,280	189	9,250	11.7%
Op Supplies - Athletics	5275	6,611	5,035	5,106	5,921	7,360	7,360	5,640	7,410	0.7%
Op Supplies - Sports Equip	5281	4,507	2,268	2,768	1,766	3,000	3,000	382	2,000	-33.3%
Operating Supplies -General	5290	9,721	6,507	4,942	10,632	6,310	10,018	2,411	7,310	-27.0%
Books/Publications	5410	120	200	0	132	200	200	37	100	-50.0%
Dues/Memberships	5430	1,160	1,100	835	1,235	1,300	1,300	850	1,480	13.8%
Conf./ Training/Education	5440	2,529	1,302	5,318	911	2,270	2,270	1,200	2,845	25.3%
Operational Costs		377,115	344,753	379,944	396,268	435,174	438,882	204,093	450,003	-99.4%
Capital Outlay - Equip.	6410	0	9,900	15,993	31,600	0	0	0	0	0.0%
Capital Outlay		0	25,579	57,493	31,600	0	0	0	0	0.0%
Interfund Transfer CIP/SRF	6913	111,728	0	59,930	90,184	0	0	0	0	0.0%
DEPARTMENT TOTAL		1,162,390	1,016,090	1,147,389	1,162,194	1,130,749	1,134,457	459,600	1,208,359	-99.4%

CITY OF SEMINOLE
Fiscal Year 2017
RECREATION

PERSONNEL COSTS

Salaries and Wages – 1200

\$383,531 - This category covers wages for ten full-time employees.

Salaries Seasonal - 1300

\$130,445 - This category covers wages for 21 seasonal employees.

Salaries Part Time - 1310

\$44,463 - This category covers wages for four part-time employees.

Salaries Overtime - 1400

\$17,017 - This category covers overtime needed to staff holiday operating hours, facility rentals and/or unforeseen situations.

Education Special 1503

\$9,480 – 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

FICA – 2100

\$44,960 – FICA is budgeted at of 7.65% of salaries.

Retirement - 2200

\$43,224 – This category covers pension benefits for the ICMA and the FRS plans.

Health/Life Insurance - 2300

\$74,908 - This category covers the health and disability insurance costs.

Worker's Compensation - 2400

\$7,848 - This category covers the cost for worker's compensation for Parks & Recreation employees.

CITY OF SEMINOLE

Fiscal Year 2017

RECREATION

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 forty-three screenings in FY17.

Contract Services – 3485

\$73,500 – 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

\$16,163 – This includes gym floor resurface (\$3,000), bi-annual carpet cleaning (\$4,338), monthly preventative maintenance for fitness room (\$4,250) and Aquatic Center (\$2,000). Annual window cleaning (\$575), and lobby tile floor cleaning (\$2,000).

Contract Services, Camp Trips – 3491

\$30,735 – This includes trip admission fees for camps (\$27,735), 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 Men's Basketball (\$1,978), Men's Soccer (\$1,280), Youth Basketball (\$3,312), and Youth Flag Football (\$1,104).

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

\$3,530 – 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.

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).

CITY OF SEMINOLE
Fiscal Year 2017
RECREATION

Utility Services – 4300

\$149,000 – This includes electric (\$140,000) and water/sewer service (\$9,000). The increase is based on averaging costs from the current and past fiscal year for our commercial account.

Rentals and Leases – 4460

\$14,030 – This includes buses for summer camp field trips. All trip expenses have associated fee revenue.

Insurance – 4500

\$40,054 – This is the estimated cost for insurance for the recreation facilities (\$39,050) and recreation division F-150 (\$1,004).

Repairs and Maintenance - 4600

\$9,356 – This includes monthly maintenance and supply service for copier and duplicator (\$1,256), computer software maintenance (\$2,600), vehicle maintenance (\$2,000), Recreation Center maintenance including fitness center, and Aquatic Center (\$3,500).

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 – 4890

\$ 765 – This includes special promotions activities and programs related to Recreation Center and Family Aquatic Center.

Other- Miscellaneous Advertisement – 4912

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

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.

CITY OF SEMINOLE
Fiscal Year 2017
RECREATION

Operating Supplies - 5200

\$52,870 – This includes pool chemicals, pool equipment, and training supplies (\$9,000), general cleaning supplies for both Recreation Center and Community Building (\$11,000), fuel (\$2,750), summer camp (\$9,250), break camps (\$650), athletic program supplies (\$7,410), general sports and games equipment (\$2,000), purchase of uniforms required by the city (\$3,500), and general operational supplies (\$7,310).

Books and Publications - 5410

\$100 – This category includes the purchase of books and publications.

Dues and Memberships - 5430

\$1,480 – This includes one agency and five individual memberships to FRPA (\$850), one individual membership to NRPA (\$150), and three agency membership to FRPA (\$480).

Professional Development - 5440

\$2,845 – 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

FY17 BUDGET

Community Development Department - Administration Division

ACCOUNT	Dept/Div Acct. #0530	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 03/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	117,225	125,699	105,112	96,172	97,662	97,662	46,460	102,307	4.8%
Salaries- Part Time	1310	6,531	20,689	20,458	27,760	28,481	28,481	13,266	28,484	0.0%
Education - Special	1503	1,320	1,320	1,320	1,320	1,320	1,320	0	1,320	0.0%
Phone Allowance	1509	480	483	480	480	480	480	240	480	0.0%
FICA	2100	9,585	11,324	9,741	9,619	9,828	9,828	4,599	10,147	3.2%
FRS	2210	7,462	12,256	20,360	22,729	23,280	23,280	10,721	24,702	6.1%
Health/Life Insurance	2310	6,727	6,678	7,372	7,661	8,223	8,223	4,066	8,707	5.9%
L/T Disability Insurance	2320	519	519	544	569	526	526	332	526	0.0%
Workers Compensation	2400	310	310	310	220	321	321	217	321	0.0%
People Costs		150,159	179,350	165,697	166,530	170,121	170,121	80,162	176,994	4.0%
Prof. Service - Engineering	3143	8,432	49,964	43,062	32,687	25,000	25,000	1,316	25,000	0.0%
Contract Svce - Other	3490	1,119	1,192	1,068	1,068	1,873	1,873	470	1,104	-41.1%
Travel/Per Diem	4000	0	15	0	15	1,000	1,000	0	1,000	0.0%
Telecommunications	4110	1,445	1,324	1,358	1,390	1,972	1,972	681	1,390	-29.5%
Postage/UPS	4120	535	727	604	423	750	750	138	750	0.0%
Electric	4310	3,181	2,540	2,679	2,752	3,500	3,500	1,400	3,500	0.0%
Water & Sewer	4320	65	74	78	62	179	179	25	179	0.0%
Insurance - Property	4512	2,249	1,700	2,000	801	739	739	568	739	0.0%
R & M - Copier	4610	567	71	889	279	567	567	0	567	0.0%
Printing	4700	1,808	598	1,353	353	2,000	2,000	0	2,000	0.0%
Promotional Activities	4800	0	0	0	0	2,400	2,400	0	2,400	0.0%
Office Supplies	5110	125	238	295	376	1,000	1,000	0	1,000	0.0%
Cleaning Supplies	5210	73	72	117	37	630	630	39	630	0.0%
Operating Supplies -General	5290	750	805	837	292	1,200	1,200	204	1,200	0.0%
Dues/Memberships	5430	25	35	159	220	650	650	0	650	0.0%
Conf./ Training/Education	5440	0	0	15	95	500	500	0	500	0.0%
Operational Costs		20,374	59,355	54,514	40,850	43,960	43,960	4,841	42,609	-3.1%
Equipment - Other	6400	522	0	0	0	0	0	0	0	0.0%
Capital Outlay		522	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		171,055	238,705	220,211	207,380	214,081	214,081	85,003	219,603	2.6%

CITY OF SEMINOLE
Fiscal Year 2017
Community Development Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$97,861 - This category covers wages for the Director.

Part Time- 1310

\$28,484 - 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

\$9,843 - FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$23,838 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance – 2310

\$8,707 - 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 0.14% of salaries.

CITY OF SEMINOLE
Fiscal Year 2017
Community Development Department – Administration Division

OPERATIONAL COSTS

Professional Services - 3140

\$ 25,000 - This category covers expenses associated with 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

\$1,104 – This category provides for janitorial services (\$720 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 a State conference (\$500) for community planning related training.

Communications – 4100

\$2,140 - This category covers the annual cost of office telephones and internet access (\$1,390) 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 2017
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.



**CITY
OF
SEMINOLE**

**COMMUNITY
DEVELOPMENT /
PLANNING DEPARTMENT**

**CODE ADMINISTRATION &
INSPECTION
DIVISION**

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
Code Administration & Inspections

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Code Administrator	0.8	1	1	1	1	1	1	1
Administrative Assistant	0	0	0	0	0.2	0.2	0	0
Building Inspector	0.8	0.5	0.5	0.5	1	1	1	1
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	0.625	0.625
Code Enforcement Officer	0	0	0	0	0	0.5	0.5	0.5
Code Enforcement Officer	1	1	1	0.625	0.5	0.5	0.5	0.5
TOTAL	3.6	3.5	3.5	3.125	3.7	4.2	4.625	4.625

CITY OF SEMINOLE
FY17 BUDGET
Community Development Department
Code Administration & Inspections Section

ACCOUNT	Dept/Div Acct. #0524	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D 3/31/2016	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	104,261	103,585	138,358	147,022	167,759	167,759	56,452	167,080	-0.4%
Salaries - Part-Time	1310	10,013	7,244	14,693	34,418	51,234	51,234	27,079	55,838	9.0%
Salaries- Overtime	1400	944	3,395	9	74	0	0	0	0	0.0%
Phone Allowance	1509	0	0	0	0	0	0	0	480	0.0%
Uniform Purchase Allowance	1514	180	676	19	3,119	1,075	1,075	518	0	-100.0%
FICA	2100	8,577	8,487	11,486	13,859	17,089	17,089	6,246	17,422	1.9%
FRS	2210	5,154	5,736	9,751	12,280	15,039	15,039	5,686	16,577	10.2%
Health/Life Insurance	2310	15,340	13,973	9,554	13,775	14,795	14,795	7,149	30,001	102.8%
L/T Disability Insurance	2320	1,065	938	1,102	1,190	1,392	1,392	506	1,466	5.3%
Workers Compensation	2400	3,110	3,482	3,499	3,130	3,518	3,518	2,028	3,502	-0.5%
People Costs		148,644	147,516	188,471	228,867	271,901	271,901	105,664	292,366	7.5%
Inspections- County	3438	1,296	1,728	33,157	14,580	2,700	2,700	23,328	2,700	0.0%
Data Processing	3462	1,593	0	808	808	1,200	1,200	808	10,518	776.5%
Contract Services - Other	3490	2,685	3,043	2,847	3,629	5,000	5,000	3,730	4,575	-8.5%
Administrative Fee	3701	131,785	131,785	131,785	131,785	131,785	131,785	54,910	131,785	0.0%
Travel/Per Diem	4000	0	645	649	1,319	1,900	1,900	0	1,900	0.0%
Telecommunications	4110	2,755	2,247	2,081	2,178	1,914	1,914	1,352	4,955	158.9%
Postage/UPS	4120	1,424	1,426	1,388	1,359	1,675	1,675	491	1,675	0.0%
Electric	4310	7,274	6,772	8,313	7,797	8,500	8,500	3,968	8,500	0.0%
Water/Sewer	4320	124	139	148	176	262	262	72	262	0.0%
Rental/Lease - Other	4490	21,795	21,795	26,046	26,046	26,046	26,046	10,853	26,046	0.0%
Insurance	4500	2,011	3,150	3,050	2,808	3,326	3,326	2,494	3,326	0.0%
Insurance - Property	4512	1,688	2,000	1,700	2,270	2,095	2,095	1,608	2,095	0.0%
Insurance - Vehicles	4520	792	1,122	1,207	1,458	1,458	1,458	1,161	1,458	0.0%
Maintenance - Copier	4610	1,940	3,825	0	621	2,000	2,000	420	2,000	0.0%
R&M - Vehicles	4660	869	1,151	191	4,407	1,458	1,458	1,368	1,390	-4.7%
Printing- Occup. Licenses	4740	0	0	0	0	660	660	0	660	0.0%
Printing- Other	4790	998	887	0	1,222	900	900	435	900	0.0%
Office Supplies	5110	2,761	2,759	3,541	7,696	3,450	3,450	2,634	3,450	0.0%
Fuel	5240	2,805	3,053	2,134	2,225	3,433	3,433	713	2,474	-27.9%
Operating Supplies - Uniform	5250	0	0	0	0	0	0	278	1,075	0.0%
Operating Supplies -General	5290	798	1,210	3,426	1,081	750	750	2,093	750	0.0%
Books/Publications	5410	786	0	0	980	950	950	182	950	0.0%
Dues/Memberships	5430	380	375	355	749	775	775	460	775	0.0%
Conf./ Training/Education	5440	620	1,013	468	1,276	1,075	1,075	20	1,075	0.0%
Tuition Reimbursement	5490	1,250	500	-2,488	0	975	975	0	0	-100.0%
Operational Costs		188,464	191,555	220,837	216,470	204,287	204,287	166,160	215,294	5.4%
Capital Outlay - Equip.	6410	0	2,278	0	0	0	0	0	0	0.0%
Capital Outlay		0	2,278	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	9,900	6,040	0	0	0	0	0.0%
DEPARTMENT TOTAL		337,108	341,349	419,208	451,377	476,188	476,188	271,824	507,660	6.6%

CITY OF SEMINOLE
Fiscal Year 2017
Community Development Department
Code Administration & Inspections Section

PERSONNEL COSTS

Salaries and Wages – 1200

\$167,080 – This category covers wages for a Building Official, Permit/Licensing Technician and a Building Inspector.

Part-time – 1300

\$55,838 – This category covers wages for two Code Enforcement Officers (at 20 hours per week) and a Permit/Licensing Technician (at 25 hours per week).

Phone Allowance - 1509

\$480 – This category is for a \$40 per month allowance for business use of a cell phone for the Code Enforcement Officer.

FICA - 2100

\$17,422 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$16,577 – This category covers the cost of pension benefits with the FRS.

Health Insurance – 2300

\$30,001 - This category covers the annual cost of the City's health insurance premiums.

Disability Insurance – 2320

\$1,466 - This category covers the annual cost of the City's disability insurance premiums.

Workers' Compensation – 2400

\$3,502 - The estimated contribution rate for office personnel at .14% of salaries and municipal inspectors at 1.36% of salaries.

CITY OF SEMINOLE
Fiscal Year 2017
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

\$10,518 – This category provides the prorated share of the annual support fee for MCCI (\$3,360) and Energov/Incode (\$7,158).

Contract Services – Other – 3490

\$4,575 – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$2,185) and janitorial expense (\$2,390).

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 (Building official \$500; Building Inspector \$500; Permit Tech \$500; Code Enforcement Officers \$400).

Communications - 4100

\$4,955 - 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 2017
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

\$6,879 - These funds cover the section's share of auto insurance (\$1,458), property insurance (\$2,095), and liability insurance (\$3,326).

Repairs and Maintenance – 4600

\$3,390 - These funds are for repairs and preventative maintenance of the three section vehicles (\$1,390) 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

\$2,474 – This category covers the purchase of uniforms required by the city.

Operating Supplies – Uniforms - 5250

\$1,075 – This is the cost of fuel to operate the four vehicles assigned to the section

CITY OF SEMINOLE
Fiscal Year 2017
Community Development Department
Code Administration & Inspections 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

\$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.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**ADMINISTRATION
DIVISION**

**CITY OF SEMINOLE
 FY 17 PERSONNEL SUMMARY
 PUBLIC WORKS ADMINISTRATION**

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
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	1	1	1
TOTAL	2	2	2	2	2	3	3	3

CITY OF SEMINOLE

FY17 BUDGET

Public Works Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0549	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 TO FY17
Salaries - Regular	1200	100,052	102,627	105,197	132,003	165,143	165,143	75,470	168,527	2.0%
Education Special	1503	1,320	1,320	1,320	1,540	1,320	1,320	0	2,640	100.0%
Phone Allowance	1509	480	483	480	480	480	480	240	480	0.0%
FICA	2100	7,526	7,812	7,864	9,961	12,838	12,838	5,689	13,199	2.8%
FRS	2210	5,948	8,635	16,229	21,098	24,099	24,099	10,982	25,448	5.6%
Health/Life Insurance	2310	20,638	20,137	22,456	25,026	33,662	33,662	16,537	34,632	2.9%
L/T Disability Insurance	2320	781	794	840	860	1,358	1,358	685	1,367	0.7%
Workers Compensation	2400	1,615	1,620	1,620	1,628	2,966	2,966	1,838	2,866	-3.4%
People Costs		138,490	143,298	156,006	193,329	241,866	241,866	111,682	249,159	3.0%
Professional Services	3100	49,513	170,173	112,175	47,712	50,000	50,000	3,605	43,000	-14.0%
Contract Svce - Computers	3430	0	0	1,750	14,688	3,500	3,500	0	3,500	0.0%
Contract Svce - Trash Collect	3470	25,923	23,874	21,960	22,188	20,000	20,000	9,330	25,000	25.0%
Contract Svce - P/C Lk Sem	3476	0	4,755	0	5,239	40,000	40,000	0	41,000	2.5%
Contract Svce - Striping	3479	8,075	3,540	4,624	750	8,000	8,000	0	8,000	0.0%
Contract Svce - P/C Traf. Lts	3481	74,757	81,415	78,141	48,093	85,000	85,000	0	50,000	-41.2%
Contract Svce - Other	3490	6,319	9,524	9,479	9,479	11,240	11,240	3,160	11,240	0.0%
Contract Svce - Drainage	3496	8,239	4,250	2,251	1,702	10,000	10,000	12,475	10,000	0.0%
Travel/Per Diem	4000	1,294	502	273	1,987	2,500	2,500	441	2,500	0.0%
Communications	4110	2,048	2,154	2,117	2,379	2,100	2,100	1,561	5,000	138.1%
Postage/UPS	4120	212	266	136	143	500	500	63	500	0.0%
Electric - Street Lights	4336	226,110	218,300	221,470	224,093	230,000	230,000	105,184	230,000	0.0%
Electric - Traffic Lights	4340	13,924	12,634	12,240	12,848	14,275	14,275	4,728	9,000	-37.0%
Insurance Property	4512	13,185	12,800	10,390	12,823	14,100	14,100	9,636	14,100	0.0%
Insurance Vehicles	4520	2,294	2,145	2,596	4,964	4,411	4,411	2,814	4,411	0.0%
Office Supplies	5110	1,433	1,498	1,441	2,568	2,000	2,000	1,091	2,500	25.0%
Operating Supplies- Uniforms	5250	0	0	0	0	0	0	0	600	0.0%
Operating supplies General	5290	2,262	763	6,113	2,498	2,500	2,500	1,660	2,500	0.0%
Dues/Memberships	5430	799	426	429	564	500	500	465	500	0.0%
Conf./ Training/Education	5440	1,222	524	1,651	2,460	1,750	1,750	952	1,750	0.0%
Operational Costs		533,557	647,626	514,010	417,178	502,376	502,376	157,164	465,101	-7.4%
CIP in Progress	6500	71,989	600	0	66,708	0	0	0	0	0.0%
Capital Outlay		71,989	600	0	66,708	0	0	0	0	0.0%
Interfund Transfer	6901	75,000	0	254,096	750,791	0	0	0	0	0.0%
DEPARTMENT TOTAL		819,036	791,524	924,112	1,428,006	744,242	744,242	268,846	714,260	-4.0%

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$168,527 – This category covers wages for the department Director, Stormwater Technician and Administrative Assistant II.

Education Special – 1503

\$2,640 – The Education Special Program is a benefit paid to two employees 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

\$13,199 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$24,795 – This category covers the cost of the FRS plan.

Health/Life Insurance - 2300

\$34,632– This category covers the cost of the City's health and long term disability insurance.

Worker's Compensation - 2400

\$2,866 – This category covers the cost of worker's compensation insurance.

OPERATIONAL COSTS

Professional Services - 3100

\$43,000 – This category covers expenses associated with civil engineering and architectural services (\$20,000), SWFWMD Stormwater Retention O&M Certification (\$3,000), NPDES regulatory fee (\$1,000), Ambient Water Quality Fee (\$10,000) and Misc. surveys citywide (\$3,000).

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Administration Division

Contract Services – 3400

\$148,740 – This category provides for contracted services such as, computer software (\$3,500), trash collection (\$25,000), Roadway Striping (\$8,000), ALUM treatment (\$41,000), Pinellas County maintenance of traffic signals (\$50,000), 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

\$5,500 - This category covers office local and long distance service (\$5,000) and postage (\$500).

Utility Services – 4300

\$239,000 - This category covers electrical costs for streetlights (\$230,000) and traffic signals within the City (\$9,000).

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

\$3,100 - These funds are for uniforms for the Stormwater Technician (\$600), and miscellaneous technology repair and purchase (\$2,500).

Dues/Memberships - 5430

\$500- Professional memberships for the Public Works Academy (\$165), APWA (\$150), ISA (\$135), Arbor Day Foundation (\$15) and Misc. (\$35).

Training/Education - 5440

\$2,000– This category covers the American Public Works Association State (\$250), Florida Stormwater Association (\$450), 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
 FY17 PERSONNEL SUMMARY
 FACILITIES*

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

CITY OF SEMINOLE
FY17 BUDGET
Public Works Department - Facilities Section

ACCOUNT	Dept/Div Acct #0519	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 proposed	% Change FY16 to FY17
Salaries - Regular	1200	15,129	19,808	34,878	36,723	37,360	37,360	17,611	38,732	3.7%
Salaries- Overtime	1400	664	938	971	1,231	1,347	1,347	547	1,396	3.6%
Phone Allowance	1509	320	321	240	240	240	240	120	240	0.0%
Uniform purchase Allowance	1514	7	324	624	592	930	930	567	0	-100.0%
FICA	2100	1,123	1,517	2,681	2,860	2,985	2,985	1,409	3,095	3.7%
FRS	2210	788	1,221	2,411	2,664	2,565	2,565	1,280	2,763	7.7%
Health/Life Insurance	2310	5,457	5,081	5,486	5,732	6,150	6,150	3,099	6,518	6.0%
L/T Disability Insurance	2320	125	152	418	455	310	310	273	321	3.5%
Workers Compensation	2400	404	415	840	557	927	927	707	960	3.6%
People Costs		24,017	29,777	48,549	51,054	52,814	52,814	25,615	54,025	2.3%
Prof. Service - Other	3190	0	0	0	26,440	0	0	0	0	0.0%
Contract Svce - City Hall	3464	5,832	10,106	8,224	10,071	9,730	9,730	4,224	9,905	1.8%
Contract Svce - PW Adm	3465	5,284	5,861	5,815	6,793	6,990	6,990	2,871	6,990	0.0%
Contract Svce - Other	3490	186	216	284	1,250	4,215	4,215	406	5,835	38.4%
Contract Svce - Rec. Center	3503	11,851	16,585	14,560	16,864	16,250	16,250	7,793	15,535	-4.4%
Contract Svce - PW Ops	3510	5,486	6,874	6,287	7,094	7,205	7,205	2,821	7,220	0.2%
Travel Per Diem	4000	0	0	15	15	100	100	8	100	0.0%
Communications Comm. Bld	4110	0	0	0	941	1,260	1,260	626	1,260	0.0%
Utilities/Elec Community Ctr	4310	0	0	0	16,167	12,500	12,500	3,894	15,000	20.0%
Utilities/Elec Community Ctr	4311	0	0	0	0	5,500	5,500	347	2,500	-54.5%
Utilities/Elec PW Ops	4312	116	0	666	874	0	0	890	1,000	0.0%
Utilities/Elec PWA/EOC	4316	3,690	3,084	3,530	4,165	4,000	4,000	2,293	4,500	12.5%
Utilities/Water & Sewer	4320	867	1,001	1,124	1,126	1,300	1,300	364	1,300	0.0%
Utilities/Water & Sewer CC	4321	0	0	0	0	2,500	2,500	381	2,000	-20.0%
Utilities/Natural Gas	4337	908	903	958	952	1,200	1,200	595	1,200	0.0%
Rental/Lease - Equipment	4440	498	498	4,449	2,028	2,000	2,000	1,001	1,000	-50.0%
Insurance	4500	288	300	614	375	485	485	454	485	0.0%
R & M - Vehicles	4660	310	226	1,724	137	1,200	1,200	46	1,200	0.0%
R & M - Other	4690	54,622	44,722	61,954	64,266	60,000	60,000	45,857	60,000	0.0%
Fuel	5240	3,684	2,450	1,083	1,602	2,750	2,750	457	2,500	-9.1%
Small Tools & Supplies	5245	73	149	557	340	250	250	235	250	0.0%
Operating Supplies- Uniform	5250	0	0	0	0	0	0	0	600	0.0%
Operating Supplies-General	5290	4,299	5,100	4,895	4,731	5,000	5,000	4,065	5,000	0.0%
Books/Publications	5410	0	0	0	0	100	100	0	100	0.0%
Conf./ Training/Education	5440	0	434	327	503	800	800	45	700	-12.5%
Operational Costs		97,994	98,509	117,066	166,734	145,335	145,335	79,673	146,180	0.6%
Capital Outlay - Other	6490	14,619	0	0	0	0	0	0	0	0.0%
Capital Outlay		14,619	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		136,630	128,286	165,615	217,788	198,149	198,149	105,288	200,205	1.0%

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department - Facilities Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$38,732 – 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

\$1,396 – 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

\$3,095 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$2,638 – This category covers the cost of pension benefits for the FRS.

Health/Life Insurance - 2300

\$6,518 – This category covers the cost of the City's health and life insurance.

Health/Life Insurance - 2300

\$321 – This category covers the cost of the City's disability insurance.

Worker's Compensation – 2400

\$960 – The contribution worker's compensation rate for employees in this category is 2.89% of salaries.

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department - Facilities Section

OPERATIONAL COSTS

Contract Services – 3400

\$44,390– This category provides for the HVAC maintenance, fire alarm monitoring, pest control, fire sprinkler inspection, fire extinguisher certification, janitorial 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.

Communications – 4100

\$1,260– This category provides for Communications for Community Building (\$1,260).

Utilities – 4300

\$27,000 – Cost of electricity for Admin./EOC Bldg. (\$4,000), Community Center A (\$12,500), Community Center B (\$5,500), 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).

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 2017
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
FY17 PERSONNEL SUMMARY
PARKS & GROUNDS**

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Parks Foreman	0	0	0	1	1	1	1	1
Parks Technician	1	1	1	0	0	0	0	0
Maintenance II	0	0	0	1	1	1	1	1
Maintenance II	0	0	0	0	0	0	1	1
Maintenance I	1	1	1	1	1	1	1	1
Maintenance I	0	0	0.5	0.5	0.5	0.5	0.5	0.5
Maintenance I	0.625	0.625	0.5	0.5	0.5	0.5	0.5	0.5
TOTAL	2.625	2.625	3	4	4	4	5	5
SEASONAL STAFF								
Maintenance I *	0	0	0	0	1	1	1	0
Maintenance I *	0	0	0	0	1	0	0	0
TOTAL	0	0	0	0	2	1	1	0

* 21 weeks at 40hrs per week

**CITY OF SEMINOLE
FY17 BUDGET**

Public Works Department - Parks & Grounds Section

ACCOUNT	Dept/Div Acct. # 0539	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 proposed	% Change FY16 TO FY17
Salaries - Regular	1200	53,856	82,601	142,918	139,503	139,942	139,942	56,804	132,772	-5.1%
Salaries - Seasonal	1300	0	0	0	9,374	10,348	10,348	0	0	-100.0%
Salaries-Part Time	1310	25,780	18,351	16,237	19,825	27,233	27,233	14,474	28,242	3.7%
Salaries- Overtime	1400	1,756	1,806	542	3,657	5,560	5,560	2,694	5,278	-5.1%
Uniform Allowance	1514	1,496	1,978	3,084	4,111	4,149	4,149	1,694	0	-100.0%
FICA	2100	6,010	8,491	12,387	13,288	14,084	14,084	5,763	12,794	-9.2%
FRS	2210	4,060	5,012	10,522	11,743	12,003	12,003	5,359	12,109	0.9%
Health/Life Insurance	2310	18,082	14,495	26,307	30,042	36,180	36,180	15,186	38,313	5.9%
L/T Disability Insurance	2320	451	436	1,255	1,633	1,380	1,380	822	1,333	-3.4%
Workers Compensation	2400	2,603	2,590	7,303	5,981	7,462	7,462	2,955	7,272	-2.5%
People Costs		114,094	135,760	220,555	239,157	258,341	258,341	105,751	238,113	-7.8%
Professional Services	3100	0	0	0	72	150	150	0	150	0.0%
Contract Svce - Lawn Svc.	3420	46,635	43,038	59,855	61,829	66,130	66,130	33,211	49,880	-24.6%
Contract Svce -Pest Control	3422	4,410	6,290	6,260	5,820	11,260	11,260	2,910	7,320	-35.0%
Contract Svce -Medians	3427	0	0	0	0	0	0	0	52,000	0.0%
Contract Svce - Pond Maint.	3433	0	0	0	0	0	0	0	2,600	0.0%
Contract Svce - Tree Maint	3473	0	0	0	6,815	5,000	5,000	3,270	5,000	0.0%
Contract Svce - Other	3490	5,650	3,740	13,051	5,217	6,000	6,000	3,400	6,000	0.0%
Travel/Per Diem	4000	60	0	90	30	400	400	15	400	0.0%
Electric-Parks	4310	19,006	15,882	20,056	20,729	23,000	23,000	8,660	22,000	-4.3%
Water/Sewer - Parks	4320	8,053	7,303	8,271	10,087	9,000	9,000	4,482	10,000	11.1%
Rental/Lease - Other	4490	227	0	160	0	800	800	0	800	0.0%
Insurance - Property	4512	2,500	2,500	2,501	4,454	2,500	2,500	809	2,500	0.0%
Insurance - vehicles	4520	812	550	777	924	924	924	977	924	0.0%
R & M - Park Equipment	4633	19,912	29,383	23,335	28,364	30,000	30,000	12,447	30,000	0.0%
R & M - Vehicles	4660	1,280	625	3,999	6,533	10,000	10,000	2,127	10,000	0.0%
R & M - Other	4690	0	0	0	2,117	3,000	3,000	1,038	4,000	33.3%
Fuel	5240	3,569	3,254	9,473	5,739	19,500	19,500	3,074	14,500	-25.6%
Op Supplies-Uniforms	5250	0	0	0	0	0	0	375	3,600	0.0%
Op Supplies-Chemicals	5272	8,581	10,608	8,940	10,008	10,000	10,000	5,073	7,500	-25.0%
Op Supplies-Plants/Trees/So	5273	25,743	13,414	9,300	43,071	25,000	25,000	2,806	25,000	0.0%
Op Supplies - Restrooms	5287	4,308	3,140	5,067	7,077	5,000	5,000	1,575	7,000	40.0%
Op Supplies-General	5290	2,504	3,340	3,792	3,106	2,600	2,600	2,573	3,000	15.4%
Books/Publlications	5410	0	40	69	40	100	100	40	100	0.0%
Conf./ Training/Education	5440	318	603	1,996	1,120	1,600	1,600	911	1,600	0.0%
Operational Costs		153,743	143,710	177,125	223,152	231,964	231,964	89,771	265,874	14.6%
Capital Outlay - Equipment	6410	7,808	0	2,867	0	0	0	0	0	0.0%
Capital Outlay		31,070	0	16,367	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		298,907	279,470	414,047	462,309	490,305	490,305	195,522	503,987	2.8%

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Parks & Grounds Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$132,772 – This category covers wages for 1 Parks Foreman, 2 Maintenance II and 1 Maintenance I positions.

Salaries and Wages - Part Time- 1310

\$28,242 – This category covers wages for 2 PT Maintenance I positions at 20 hours per week.

Overtime – 1400

\$5,278 – This category covers 97 hours of overtime for each division employee resulting from special city activities and emergencies.

FICA - 2100

\$12,794 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$12,109 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance - 2300

\$38,313 – This category covers the cost of the City's health and life insurance.

Disability Insurance - 2300

\$1,333 – This category covers the cost of the City's health and disability insurance.

Worker's Compensation - 2400

\$7,272 – The contribution rate for employees is 2.54% of salaries.

OPERATIONAL COSTS

Professional Services - 3100

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

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Parks & Grounds Section

Contract Services – 3400

\$122,800 – This category provides for contracted lawn services for Recreation Center athletic fields and common area, Blossom Lake Park (\$49,880), median landscape maintenance (\$52,000), Dogleg pnd maintenance (\$2,600), lawn/pest control for city facilities (\$7,320), tree removal/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 costs (\$22,000) and water/sewer service for the parks (\$10,000).

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

\$44,000 - 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 (\$4,000).

Operating Supplies - 5200

\$60,600 – This funds are for uniforms (\$3,600), to maintain the parks including restroom supplies (\$7,000); fuel for vehicle (\$14,500); fertilizer, herbicides and pesticides for parks and roadway medians (\$7,500); sod, grass seed, plants and trees for replacements city wide (\$25,000); and miscellaneous supplies (\$3,000).

Books, Publications - 5410

\$100 - These funds are for book purchases and magazine subscriptions related to lawns or horticulture.

Training/Education - 5440

\$1,600 – This category covers PTEC or Pinellas County Extension courses for attaining/maintaining

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Parks & Grounds Section

required licenses and job related knowledge.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**INFRASTRUCTURE
SECTION**

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
Infrastructure

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
PW Foreman	1	1	1	1	1	1	1	1
PW Foreman	1	1	1	0	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	0	0	0	0	0
" "	1	1	1	0	0	0	0	0
Maintenance I *	0	0	0	0	0	0	0	0
TOTAL	6	6	6	3	3	3	3	3

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

* Position changed to seasonal

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

**CITY OF SEMINOLE
FY17 BUDGET**

Public Works Department - Infrastructure Section

ACCOUNT	Dept/Div Acct. # 0541	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed	FY16 Final Budget	Y.T.D. 3/31/2016	FY17 Proposed	% Change FY16 TO FY17
Salaries - Regular	1200	230,675	216,608	105,808	110,840	107,811	107,811	48,471	104,971	-2.6%
Salaries- Overtime	1400	3,198	4,608	3,519	2,170	4,376	4,376	1,658	4,499	2.8%
Education Special	1503	600	600	220	1,100	0	0	0	1,320	0.0%
Phone Allowance	1509	960	926	800	320	480	480	0	480	0.0%
Uniform Allowance	1514	3,130	1,460	1,450	1,605	1,781	1,781	488	0	-100.0%
FICA	2100	19,224	16,726	8,120	8,784	8,604	8,604	3,679	8,376	-2.6%
FRS	2210	8,357	8,382	5,188	5,805	5,318	5,318	2,633	7,993	50.3%
ICMA	2220	6,467	4,981	3,241	3,310	3,374	3,374	1,143	0	-100.0%
Health/Life Insurance	2310	40,786	36,094	20,436	19,013	23,039	23,039	11,223	33,334	44.7%
L/T Disability Insurance	2320	1,859	1,646	606	445	878	878	353	858	-2.3%
Workers Compensation	2400	7,687	8,388	3,395	3,028	3,976	3,976	4,140	4,076	2.5%
People Costs		341,762	300,419	152,783	156,420	159,637	159,637	73,788	165,907	3.9%
Contract Svce. Other	3490	0	2,405	0	9,985	10,000	10,000	9,985	15,000	50.0%
Travel/Per Diem	4000	508	105	131	150	200	200	0	200	0.0%
Rental/Lease - Equipment	4402	3,794	2,712	4,334	6,094	5,000	5,000	971	7,000	40.0%
R & M - Vehicles	4660	17,387	15,428	9,263	6,180	10,000	10,000	3,121	10,000	0.0%
Maintenance - Other	4690	8,039	6,968	4,697	3,046	4,000	4,000	0	4,000	0.0%
Promotional Activities	4800	8,313	11,204	8,090	12,770	13,400	13,400	1,527	22,400	67.2%
Fuel	5240	29,310	34,634	18,240	15,624	15,000	15,000	3,116	12,000	-20.0%
Small Tools & Supplies	5245	3,997	2,304	3,185	3,362	4,000	4,000	0	4,000	0.0%
Operating Supplies- Uniforms	5250	64	0	0	0	0	0	0	1,800	0.0%
Operating Supplies-Signs	5254	22,447	12,770	4,066	30,872	10,000	10,000	1,889	10,000	0.0%
Operating Supplies-General	5290	8,471	8,667	20,974	6,412	7,000	7,000	4,371	7,000	0.0%
Road Material & Supplies	5300	17,020	19,368	19,709	15,898	20,000	20,000	9,719	23,000	15.0%
Conf./ Training/Education	5440	1,163	1,999	730	841	2,200	2,200	1,127	2,200	0.0%
Operational Costs		120,513	116,159	93,419	111,234	100,800	100,800	35,826	118,600	17.7%
CIP in Progress	6500	0	0	0	0	0	0	0	0	0.0%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		462,275	416,578	246,202	267,654	260,437	260,437	109,615	284,507	9.2%

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Infrastructure Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$104,971 – This category covers wages for a Public Works Foreman and two Maintenance II positions.

Overtime – 1400

\$4,499 – This category covers 169 hours of overtime for the full-time staff in this division

Education Special – 1503

\$1,320– This category covers special pay for 1 employee who holds a work related bachelor’s degree.

Phone Allowance – 1509

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

FICA - 2100

\$8,376 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$7,993 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance - 2310

\$33,334 – This category covers the cost of the City’s health insurance.

Disability Insurance - 2320

\$858 – This category covers the cost of the City’s disability insurance.

Worker’s Compensation - 2400

\$4,076– The contribution required for roadway employees.

CITY OF SEMINOLE
Fiscal Year 2017
Public Works Department – Infrastructure Section

OPERATIONAL COSTS

Contract Services - 3490

\$15,000 – 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

\$7,000– 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

\$22,400 – This category includes repair and replacement of City banner hangers (\$5,000), rebuilding / replacing risers for holiday decorations (\$3,000), holiday decorations (\$11,000), installation of fifteen risers (\$2,400) and American flag replacement (\$1,000).

Operating Supplies – 5200

\$34,800 – This category provides necessary funds for fuel for vehicles (\$12,000), operating supplies, including small hand tools (\$4,000), uniforms (\$1,800), street signs (\$10,000), and miscellaneous supplies (\$7,000).

Roadway Materials and Supplies – 5300

\$23,000 – This category provides funds for roadway and sidewalk materials needed for necessary repairs (\$13,000), City-wide emergency stormwater drainage repairs (\$10,000).

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
FY17 BUDGET
Fire Department Administration

ACCOUNT	Dept/Div Acct. #1522	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries Regular	1200	294,466	320,397	298,060	351,163	354,440	351,440	169,830	345,470	-1.7%
Overtime	1400	2,673	6,519	3,897	5,335	3,720	3,720	2,358	2,100	-43.5%
Education Special	1503	4,200	6,832	7,647	7,770	3,900	3,900	2,280	5,610	43.8%
Uniform Cleaning Allowance	1504	258	173	260	260	260	260	260	260	0.0%
Phone Allowance	1509	1,120	1,087	1,080	1,200	1,200	1,200	600	1,200	0.0%
Uniform Purchase Allowanc	1514	352	1,182	1,324	592	670	670	657	0	-100.0%
FICA Tax	2100	22,318	24,844	23,390	27,444	27,980	27,747	12,945	27,100	-2.3%
FRS	2210	10,426	12,719	16,802	18,529	18,180	18,180	9,008	18,240	0.3%
Retirement (ICMA)	2220	0	0	6,545	9,824	10,420	10,420	4,750	10,730	3.0%
Retirement (F.S. 175)	2230	9,449	18,144	0	0	0	0	0	0	0.0%
Health/Life Insurance	2310	50,967	48,306	45,499	51,811	59,130	54,639	35,835	70,670	29.3%
Long Term Disability	2320	1,318	1,346	1,456	2,071	2,650	2,650	1,636	2,550	-3.8%
Workers Compensation	2400	2,502	6,342	6,340	5,746	6,250	6,250	3,394	6,250	0.0%
People Costs		402,234	447,891	412,300	481,745	488,800	481,076	243,553	490,180	1.9%
Medical	3101	38	435	825	222	580	580	210	580	0.0%
Personnel Consultant	3110	285	0	49	10,499	1,000	250	0	0	-100.0%
Fire Station Consultant	3120	67,774	36,259	0	6,570	0	0	0	0	0.0%
Legal - Retainer	3130	30,696	30,696	29,016	40,756	36,000	36,000	13,750	37,080	3.0%
Legal - Other	3145	2,512	3,529	573	2,920	4,000	4,000	2,389	4,500	12.5%
Other	3190	11,990	4,918	7,262	90,612	2,600	3,350	1,791	2,600	-22.4%
Prof. Svcs - Acct/Audit	3200	16,791	15,401	14,150	9,240	9,450	9,898	2,049	10,440	5.5%
Data Processing	3462	46,593	44,367	9,623	19,091	10,500	14,027	25,750	19,040	35.7%
Other	3490	7,809	17,294	13,534	9,863	7,790	7,790	9,513	5,860	-24.8%
Travel/Per Diem	4000	0	1,538	2,577	2,019	3,510	3,510	877	5,690	62.1%
Telecommunications	4110	14,326	14,079	14,338	14,895	14,710	14,710	7,129	14,900	1.3%
Postage/UPS	4120	451	384	344	726	700	700	66	700	0.0%
Electric Service	4310	21,031	21,108	22,739	25,067	21,340	21,340	12,708	21,340	0.0%
Water/Sewer	4320	291	327	348	518	350	350	211	350	0.0%
Rental/Lease Other	4490	59,239	42,450	59,548	59,566	58,540	58,540	25,041	70,810	21.0%
General Liability Insurance	4500	63,499	61,499	60,165	52,711	61,476	61,476	46,107	28,650	-53.4%
Insurance - Property	4512	3,991	4,000	4,400	5,989	4,680	4,680	4,229	4,680	0.0%
Vehicle Insurance	4520	600	525	697	1,370	1,430	1,430	594	1,430	0.0%
Copier	4610	1,045	290	2,117	2,190	2,040	2,040	979	2,040	0.0%
R&M Computer Hardware	4620	2,783	1,035	464	966	3,500	3,500	0	3,500	0.0%
Vehicle maintenance	4660	948	712	5,896	2,530	1,280	1,280	21	2,420	89.1%
Office Forms	4721	758	856	786	942	1,200	1,200	666	1,200	0.0%
Legal Advertisements	4910	2,484	2,522	576	1,367	2,000	1,000	97	2,000	100.0%
Office Supplies	5110	3,360	3,989	4,294	3,411	6,400	4,400	814	6,400	45.5%
Cleaning Supplies	5210	443	425	701	369	800	800	290	800	0.0%
Fuel	5240	2,908	4,291	6,814	4,390	3,000	3,000	1,917	3,000	0.0%
Uniforms	5250	0	58	10	180	0	0	0	670	0.0%

CITY OF SEMINOLE
FY17 BUDGET
Fire Department Administration

ACCOUNT	Dept/Div Acct. #1522	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 to FY17
Awards/Recognition	5260	4,283	2,564	972	1,345	2,500	4,500	1,856	2,500	-44.4%
Operating Supplies	5290	4,093	4,630	8,713	8,264	4,100	4,100	3,617	7,000	70.7%
Books/Publications	5410	0	209	321	501	430	698	698	430	-38.4%
Dues/Memberships	5430	1,000	1,016	800	765	1,100	1,100	519	1,100	0.0%
Conferences/Training	5440	103	562	4,783	1,338	2,020	1,070	75	2,850	166.4%
Lead Training	5441	0	0	0	0	0	0	0	4,000	#DIV/0!
Tuition Reimbursement	5490	1,125	450	-125	750	1,250	1,250	0	0	-100.0%
Operational Costs		373,249	322,833	284,557	391,629	270,276	272,569	163,964	268,560	-1.5%
Computers	6401	1,500	4,787	7,679	10,318	0	0		0	0.0%
Capital Outlay		1,500	42,331	7,679	10,318	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	0	150,000	0	0	0	0	0.0%
DEPARTMENT TOTAL		776,983	813,055	704,536	1,033,692	759,076	753,645	407,516	758,740	0.7%

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Fire Administration

PERSONNEL COSTS

Salaries and Wages - 1200

\$345,470 - These costs are for salaries and wages for six employees: Fire Chief and one Administrative Assistant II, the salaries for one Human Resource 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

\$2,100 - This is to pay for time worked outside of normal working hours. Budgeted 125 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

\$7,070 - Special pays are paid to employees for uniform cleaning allowance (\$260), phone allowance for business use of personal cell phones (\$1,200) and education special pay for degreed employees (\$5,610).

FICA - 2100

\$27,100 – FICA is budgeted at a rate of 7.65% of salary.

Retirement - 2200

\$28,970 – Retirement covers employees assigned to this Division who are participating in either the FRS plan (\$18,240) or the ICMA plan (\$10,730).

Insurance - 2300

\$73,220 – Employee health and dental insurance (\$70,670) and long-term disability premiums (\$2,550).

Worker's Compensation - 2400

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

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Fire Administration

OPERATIONAL COSTS

Professional Services - 3100

\$44,760– This covers the annual physical for the Fire Chief, post accident drug and alcohol tests (\$580), legal (\$37,080), labor issues (\$4,500), incident stress debriefing services (\$500), EAP (\$1,600), and other services as needed (\$500).

Professional Services/Audit – 3200

\$10,440 – This covers a prorated cost of the annual audit required each fiscal year.

Contract Services - 3400

\$21,370 – This covers Fire Administration’s cost of data processing (\$19,040), other office cleaning maintenance contracts (\$5,500) and fire alarm monitoring for EOC/Public Works (\$360).

Travel and Per Diem - 4000

\$5,690– This covers the cost for personnel to attend conferences and seminars not locally provided, allowing personnel to maintain certifications and competency. Programs for the Fire Chief include; Florida Fire Chiefs’ Executive Development Conference and International Association of Fire Chiefs’ Conference. Programs for the Human Resource Administrator include the state Human Resource Conference, LEAD training, local Human Resources Association meetings and a local human resource law seminar. Program for the IT Specialists include FLGISA conference and programs for the Account Specialist II include Tyler Conference and local Florida Government Finance Officers Association meetings.

Communications - 4100

\$15,600 –This covers telephone costs (\$14,900) 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

\$70,810 – This will cover Fire Administration, Life Safety Services, and Training rental of administrative office space.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Fire Administration

Insurance - 4500

\$34,760 –Liability insurance for department operations (\$28,650), property insurance for share of City Hall building (\$4,680), and auto insurance for Division’s vehicles (\$1,430).

Equipment Repairs and Maintenance - 4600

\$7,960 – This will cover the R&M of computer hardware (\$3,500), copier maintenance contract (\$2,040) and vehicle maintenance (\$2,420).

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 city policy.

Office Supplies - 5100

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

Operating Supplies - 5200

\$13,970 – This includes cleaning supplies (\$800), fuel (\$3,000), uniforms (\$670), employee and citizen awards (\$2,500), and other general operating supplies and equipment (\$7,000).

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, Florida Fire Chiefs Association, National Fire Protection Association, Human Resource Officer: Society of Human Resource Management, Suncoast Human Resource Management Association, Florida Public Personnel Association. Account Specialist II: Florida Government Finance Officers Association, American Payroll Association. IT Specialists: Florida Local Government Information Systems Association.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Fire Administration

Training & Education - 5440

\$2,850 – These funds cover registration fees to technical and educational conferences and seminars for personnel to attend to attain/maintain their certifications and technical competence.

LEAD Training - 5441

\$4,000 – These funds are to send the Human Resource Administrator to LEAD at the University of Virginia.



**CITY
OF
SEMINOLE**

**FIRE DEPARTMENT
LIFE SAFETY SERVICES
SECTION**

*CITY OF SEMINOLE
 FY17 PERSONNEL SUMMARY
 FIRE LIFE SAFETY SERVICES*

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Fire Marshall	1	1	1	1	1	1	1	1
Inspector	1	0.5	0.5	0.5	1	1	0.5	1
Inspector	0	0	0.5	0.5	0.5	0.5	0.5	0
Public Education	1	1	0.5	0.5	0.5	0.5	1	1
TOTAL	3	2.5	2.5	2.5	3	3	3	3

CITY OF SEMINOLE
FY17 BUDGET
Fire Department Life Safety Services

ACCOUNT	Dept/Div Acct. #1722	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 03/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	135,888	95,411	128,094	120,502	115,390	115,390	68,874	167,740	45.4%
Salaries - Part Time	1310	0	39,388	38,375	48,287	42,230	42,230	10,523	0	-100.0%
Salaries - Overtime	1400	1,071	863	349	259	1,180	1,180	0	1,200	0.0%
Educ/Special Pay	1503	1,920	600	600	600	600	600	0	600	0.0%
Uniform Cleaning Allowance	1504	430	780	1,040	1,040	780	780	780	650	-16.7%
Phone Allowance	1509	920	483	480	480	960	960	480	960	0.0%
Uniform Purchase Allowance	1514	785	643	61	0	1,560	1,560	378	0	-100.0%
FICA	2100	10,982	10,322	12,640	12,796	12,200	12,200	6,040	12,970	6.3%
FRS	2210	6,841	7,808	11,788	12,428	7,910	7,910	5,497	12,660	60.1%
Health/Life Insurance	2310	20,059	14,243	18,573	19,112	12,700	12,250	7,547	13,430	9.6%
L/T Disability Insurance	2320	1,144	736	999	1,071	1,310	1,310	411	1,400	6.9%
Workers Compensation	2400	6,830	6,900	7,000	3,448	6,750	6,750	4,232	6,750	0.0%
People Costs		186,870	178,177	219,999	220,023	203,570	203,120	104,763	218,360	7.5%
Prof. Svcs - Medical	3101	478	974	590	570	680	680	25	720	5.9%
Travel/Per Diem	4000	256	103	1,041	1,704	2,280	2,280	136	2,280	0.0%
Telephone	4110	2,002	1,774	1,824	1,831	2,010	2,010	1,129	3,130	55.7%
Postage/UPS	4120	46	0	0	17	750	750	0	100	-86.7%
Insurance - Vehicles	4520	950	1,900	2,139	2,306	1,760	1,260	619	1,760	39.7%
R & M - Vehicles	4660	26	1,303	1,282	2,744	1,810	1,810	101	2,230	23.2%
Office Forms/Materials	4721	0	606	318	388	500	500	193	500	0.0%
License & Permits	4912	0	0	100	100	100	100	0	100	0.0%
Office supplies	5110	948	737	383	558	1,000	1,000	0	1,000	0.0%
Fuel	5240	1,645	2,372	5,180	3,383	5,230	5,230	1,184	3,540	-32.3%
Small Tools/Supplies	5245	39	25	225	271	450	450	94	450	0.0%
Operating Supplies -Uniforms	5250	22	0	0	0	0	0	0	1,560	0.0%
Protective Gear	5252	0	544	972	0	450	450	0	450	0.0%
Safety Equipment	5255	0	0	0	276	400	400	0	400	0.0%
Operating Supplies-General	5290	1,015	1,049	729	785	2,000	2,000	428	2,000	0.0%
Books/Publications	5410	904	246	0	1,257	2,050	2,050	1,256	2,050	0.0%
Dues/Memberships	5430	365	455	500	695	700	700	65	700	0.0%
Conferences/Training	5440	494	75	615	550	1,280	1,280	0	1,280	0.0%
Instructional supplies	5444	5,611	4,660	4,615	6,482	8,000	8,000	5,955	8,000	0.0%
Operational Costs		14,801	16,823	20,513	23,917	31,450	30,950	11,185	32,250	4.2%
Capital Outlay		0	18,260	28,769	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		201,671	213,260	269,281	243,940	235,020	234,070	115,948	250,610	7.1%

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Life Safety Services Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$167,740 - These costs are for salaries and wages for full time personnel, one Fire Marshal, one Fire Inspector and one Public Information Officer.

Overtime - 1400

\$1,200 – This account is budgeted for 35 hours of overtime to pay for time worked outside of normal working hours.

Special Pays - 1500

\$2,210 – Special pays include state funded educational pay (\$600), uniform cleaning allowance (\$650), and Phone Allowance (\$960).

FICA - 2100

\$12,970 – FICA is budgeted at a rate of 7.65% of salary.

Retirement - 2200

\$12,660 – This category covers the cost of pension benefits for the FRS plan.

Insurance - 2300

\$14,830 – This category covers the City's health (\$13,430) and disability insurance costs (\$1,400).

Workers' Compensation - 2400

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

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Life Safety Services Section

OPERATIONAL COSTS

Professional Services - 3100

\$720 – 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

\$3,230 – This will cover Life Safety Services' portion of telephone costs (\$3,130), postage and shipping of equipment purchased or sent for repairs, p/u and delivery of plans from county building department (\$100).

Insurance - 4500

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

Equipment Repairs and Maintenance - 4600

\$2,23 – 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 2017
Fire Rescue Department – Life Safety Services Section

Operating Supplies - 5200

\$8,400 – This includes fuel (\$3,540), non-capital small tools and supplies (\$450), uniforms (\$1,560), 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
 FY17 PERSONNEL SUMMARY
 FIRE MAINTENANCE SECTION**

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
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	0.5	0.5	0.5	0.5
TOTAL	2	2	2	2	2.5	2.5	2.5	2.5

CITY OF SEMINOLE
FY17 BUDGET
Fire Department - Maintenance

ACCOUNT	Dept/Div Acct. #1922	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 03/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	122,200	122,660	122,661	125,333	124,010	124,010	60,475	128,210	3.4%
Salaries - Part Time	1310	0	0	8,027	9,378	11,640	11,640	5,399	11,990	3.0%
Salaries - Overtime	1400	195	545	701	576	1,590	1,590	447	1,670	5.0%
Uniform Cleaning Allowance	1504	516	520	780	520	520	520	520	520	0.0%
Phone Allowance	1509	480	483	480	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	1,891	530	206	70	880	880	585	0	-100.0%
FICA	2100	8,877	8,883	9,570	9,805	10,500	10,500	4,825	10,850	3.3%
FRS	2210	3,350	3,835	5,340	5,666	6,010	6,010	2,785	6,500	8.2%
ICMA	2220	5,522	5,162	5,493	5,618	5,650	5,650	2,695	5,770	2.1%
Health/Life Insurance	2310	25,214	28,017	23,908	25,739	27,910	26,930	13,658	29,570	9.8%
L/T Disability Insurance	2320	884	964	1,011	1,067	990	990	631	1,000	1.0%
Workers Compensation	2400	2,700	2,700	3,170	3,870	4,060	4,060	2,650	3,390	-16.5%
People Costs		171,829	174,299	181,347	188,122	194,240	193,260	94,911	199,950	3.5%
Prof. Svcs - Medial	3101	202	110	205	0	150	150	50	150	0.0%
Alarm System	3424	995	995	995	995	1,000	1,000	0	1,000	0.0%
Contract Svce - Air Condition	3426	480	0	0	0	940	940	0	940	0.0%
Contract Svce - Computer	3430	0	0	0	200	1,900	1,900	0	1,900	0.0%
Travel/Per Diem	4000	0	0	0	0	0	1,450	0	0	-100.0%
Telephone	4110	2,253	2,202	2,278	2,351	2,210	2,210	1,185	2,350	6.3%
Postage/UPS	4120	210	108	116	180	200	200	92	200	0.0%
Electric	4310	5,743	5,437	6,423	6,301	5,900	5,900	2,421	5,900	0.0%
Water/Sewer	4320	526	1,670	1,010	567	500	500	187	500	0.0%
Propane	4330	0	0	0	0	300	300	0	300	0.0%
Insurance - Property	4512	7,200	7,200	7,200	2,310	3,460	3,460	2,650	3,460	0.0%
Insurance - Vehicles	4520	1,648	2,091	3,488	3,591	2,320	2,320	1,532	2,320	0.0%
Repair & Maintenance	4600	0	805	234	2,655	1,000	1,000	0	1,000	0.0%
R & M - Computer Software	4630	506	0	752	0	4,600	4,600	640	4,600	0.0%
Building & Grounds	4650	1,337	4,396	1,107	3,512	3,300	3,300	191	3,300	0.0%
R & M - Vehicles	4660	1,445	1,348	1,606	5,014	2,800	2,800	30	3,030	8.2%
License & Permits	4922	50	50	50	181	100	100	0	100	0.0%
Office Supplies	5110	190	0	103	22	100	100	6	100	0.0%
Operating Supplies - Cleaning	5210	0	0	0	0	350	350	320	350	0.0%
Fuel	5240	3,939	2,378	2,821	674	1,600	1,600	203	1,030	-35.6%
Small Tools/Supplies	5245	758	569	0	375	1,100	1,100	0	950	-13.6%
Operating Supplies -Uniforms	5250	651	0	0	0	0	0	0	880	0.0%
Outside Contracts - Parts	5292	15,847	32,212	-26,829	10,112	11,120	11,120	5,585	9,300	-16.4%
Conferences/Training	5440	0	372	0	0	500	0	0	500	#DIV/0!
Operational Costs		43,980	61,943	1,559	39,040	45,450	46,400	15,090	44,160	-4.8%
Capital Outlay - Other Equip.	6490	0	0	0	11,821	0	0	0	0	0.0%
Capital Outlay		0	7,895	0	11,821	0	0	0	0	0.0%
DEPARTMENT TOTAL		215,809	244,137	182,906	238,983	239,690	239,660	110,001	244,110	1.9%

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Maintenance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$128,210 - This category covers salaries and wages for two personnel. Salaries are determined by a citywide pay plan.

Salaries and Wages Part-Time - 1310

\$11,990 - This category covers salaries and wages for one part-time (20hrs) parts counter clerk.

Overtime - 1400

\$1,670 - This account is to pay for time worked outside normal working hours.

Special Pays - 1500

\$1,000 - Special pays are benefits paid to employees. This category covers uniform cleaning allowance for two employees (\$520) and phone allowance (\$480).

FICA - 2100

\$10,850 - FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2200

\$12,270 - This category covers the cost of pension benefits for the ICMA plan (\$5,770) of salary and FRS at (\$6,500)

Insurance - 2300

\$30,570 - This category covers the cost of the City's health (\$29,570) and disability insurance (\$1,000).

Worker's Compensation - 2400

\$3,390 - This covers the cost for worker's compensation insurance.

CITY OF SEMINOLE
Fiscal Year 2017
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

\$3,840 - 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

\$2,550 - This category covers telephone costs for maintenance facility (\$2,350) 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

\$11,930 - 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 (\$3,030).

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 2017
Fire Rescue Department – Maintenance Section

Operating Supplies - 5200

\$3,210 - This category includes cleaning supplies (\$350), fuel (\$1,030) non-capital small tools and supplies (\$950) and uniforms (\$880).

Outside Contracts - Parts - 5290

\$9,300 - 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
FY17 PERSONNEL SUMMARY
Fire Training*

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Training Chief	0	0	0	1	1	1	1	1
Training Officer	1	1	1	0	0	0	0	0
Training Technician	0	0	0	0	0.5	0.5	0.5	0.5
TOTAL	1	1	1	1	1.5	1.5	1.5	1.5

CITY OF SEMINOLE
FY17 BUDGET
Fire Department Training

ACCOUNT	Dept/Div Acct. #1822	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 03/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	69,008	79,499	72,449	74,356	75,540	75,540	35,968	74,220	-1.7%
Salaries-Part Time	1310	0	0	1,593	1,884	11,070	11,070	5,358	11,780	6.4%
Educ/Special Pay	1503	600	220	0	0	1,320	1,320	0	1,320	0.0%
Uniform Cleaning Allowance	1504	258	260	260	260	260	260	260	260	0.0%
Phone Allowance	1509	480	299	600	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	233	74	0	0	550	550	0	0	-100.0%
FICA	2100	5,233	5,938	5,210	5,352	6,730	6,730	2,934	7,010	4.2%
Retirement (FRS)	2210	0	0	117	137	770	770	389	820	6.5%
F.S. 175	2230	10,787	15,926	2,482	0	7,600	7,600	0	7,080	-6.8%
Health/Life Insurance	2310	9,984	7,215	14,868	15,547	17,220	16,610	8,253	18,260	9.9%
L/T Disability Insurance	2320	519	395	544	569	610	610	332	520	-14.8%
Workers Compensation	2400	5,500	5,440	5,600	3,517	4,700	4,700	2,444	4,700	0.0%
People Costs		102,602	115,266	103,723	102,102	126,850	126,240	56,178	126,450	0.2%
Prof. Svcs - Medical	3101	460	426	450	470	600	600	0	600	0.0%
Travel/Per Diem	4000	1,822	48	1,507	1,601	2,530	2,530	1,394	2,360	-6.7%
Telephone	4110	1,109	975	1,005	1,011	1,000	1,000	505	1,010	1.0%
Postage/UPS	4120	30	127	83	22	150	150	0	100	-33.3%
Insurance - Vehicles	4520	525	725	483	479	480	480	363	480	0.0%
Repair & Maintenance	4600	0	0	0	0	590	590	0	250	-57.6%
R & M - Computer Software	4630	44	360	225	0	1,000	1,000	0	1,000	0.0%
Maintenance - Fitness Equip.	4642	1,425	300	600	1,263	2,060	2,060	0	1,700	-17.5%
R & M - Vehicles	4660	346	1,470	376	892	840	840	15	650	-22.6%
Office Supplies	5110	184	262	252	85	610	610	84	610	0.0%
Fuel	5240	1,407	1,882	2,504	1,931	2,140	2,140	752	1,620	-24.3%
Small Tools/Supplies	5245	476	598	524	246	900	900	260	1,100	22.2%
Uniforms	5250	-147	0	271	255	0	0	0	550	0.0%
Protective Gear	5252	0	52	111	0	310	310	0	200	-35.5%
Safety Equipment & Supplies	5255	0	1,000	1,000	385	1,500	1,500	591	1,400	-6.7%
Operating Supplies -General	5290	0	1,224	1,329	609	1,500	1,500	150	1,400	-6.7%
Books/Publications	5410	0	159	447	29	620	620	0	620	0.0%
Dues/Memberships	5430	95	125	224	479	300	300	140	300	0.0%
Conferences/Training	5440	9,998	9,487	13,515	13,926	18,400	18,400	12,108	18,400	0.0%
Instructional Supplies	5444	0	1,892	1,453	452	1,550	1,550	0	1,550	0.0%
Tuition Reimbursement	5490	5,223	4,463	3,855	4,165	6,800	6,800	131	11,800	73.5%
Operational Costs		22,997	25,575	30,214	28,300	43,880	43,880	16,493	47,700	8.7%
Capital Outlay - Other Equip.	6490	0	6,081	19,146	0	9,300	9,300	0	9,300	0.0%
Capital Outlay		0	6,081	19,146	0	9,300	9,300	0	9,300	0.0%
DEPARTMENT TOTAL		125,599	146,922	153,083	130,402	180,030	179,420	72,671	183,450	2.2%

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department - Training Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$74,220 - This category covers the wages for the Training/EMS Officer. Salaries are determined by the citywide pay plan.

Salaries and Wages Part-Time - 1310

\$11,780 - This category covers the wages for the Part-Time Training Technician (20hrs).

Special Pays – 1500

\$2,060- Special pays are benefits paid to employees. This includes education pay (\$1,320), 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

\$7,010 – FICA is budgeted at 7.65% of salary for the Training/EMS Chief and Training Technician.

Retirement – 2200

\$7,900 – This category covers the cost of pension benefits for the Training/EMS Chief in the F.S. 175 pension plan (\$7,080). And the Training Technician in the FRS plan (\$820)

Insurance – 2300

\$18,780 – This category covers the cost of the City’s health (\$18,260) and Long Term disability insurance (\$520) 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 2017
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

\$2,360 - Training/EMS Officer to attend conferences and seminars not locally provided:

Communications - 4100

\$1,110 - This category covers telephone costs for local and long distance phone service (\$1,010), and postage needs estimated at (\$100).

Insurance - 4500

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

Equipment Repairs and Maintenance - 4600

\$3,600 - These funds are for the repair and maintenance of all department audio/visual equipment (\$250), computer software (\$1,000), fitness equipment (\$1,700), and the assigned vehicle (\$650).

Office Supplies - 5100

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

Operating Supplies - 5200

\$6,270 - These funds are for fuel (\$1,620), small tools (\$1,100), uniforms (\$550), protective gear (\$200), safety equipment (\$1,400), and general operating supplies (\$1,400).

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 2017
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 (\$90), and a FSFSI membership (\$125).

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

\$11,800 - This category includes funds for education reimbursement for department personnel as agreed to in the CBA.

CAPITAL COSTS

Other Equipment- 6490

\$9,300 – Replacement of a piece of aging physical fitness equipment. I.e. Treadmill, Elliptical, Stair climber or other machines.



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**EMS
SECTION**

CITY OF SEMINOLE
FY17 BUDGET
Fire Department EMS

ACCOUNT	Dept/Div Acct. #1622	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	953,957	899,810	1,003,360	948,409	1,003,750	1,003,750	433,975	1,032,430	2.9%
Relief Staffing Allowance	1202	397,241	395,969	339,060	315,890	333,150	333,150	0	347,902	4.4%
Salaries - Overtime	1402	0	43,827	41,984	95,764	0	0	54,302	0	0.0%
Uniform Cleaning Allowance	1504	4,169	5,040	3,640	4,940	5,040	5,040	4,203	5,040	0.0%
Acting Pay	1506	0	238	1,101	5,335	2,000	2,000	2,261	5,000	150.0%
EMS Supplier	1508	0	0	0	0	660	660	305	660	0.0%
Phone Allowance	1509	480	483	480	480	480	480	240	480	0.0%
Uniform Purchase Allowance	1514	5,131	2,193	486	6,160	9,070	9,070	5,721	0	-100.0%
FICA	2100	76,769	70,585	78,850	79,436	76,750	76,750	35,232	79,360	3.4%
F.S. 175	2230	171,240	256,509	121,485	30,210	103,270	103,270	0	114,780	11.1%
Health Insurance	2310	156,745	169,053	184,670	211,883	227,590	227,590	99,624	244,410	7.4%
Life Insurance	2315							0	2,980	0.0%
L/T Disability Insurance	2320	7,573	7,166	8,204	7,810	7,740	7,740	4,411	8,000	3.4%
Workers Compensation	2400	43,880	48,000	50,082	39,964	37,986	37,634	21,687	39,820	5.8%
Unemployment Compensation	2500	0	2,870	0	0	0	0	0	2,000	0.0%
People Costs		1,823,252	1,901,743	1,833,402	1,746,281	1,807,486	1,807,134	661,962	1,882,862	4.2%
Prof. Svcs - Medical	3101	7,330	8,909	7,365	12,490	13,090	13,090	225	14,000	7.0%
Accounting & Auditing	3200	0	4,530	6,540	6,540	6,550	6,902	6,902	6,960	0.8%
Administrative allocation	3701	0	0	0	0	16,840	16,840	500	0	-100.0%
Electric	4310	0	0	0	0	16,130	16,130	0	0	-100.0%
Insurance - Liability	4500	13,210	15,400	18,917	37,005	30,434	30,434	22,826	63,272	107.9%
Insurance - Vehicles	4520	10,170	9,170	7,958	5,910	7,960	7,960	5,970	8,780	10.3%
R & M - Vehicles	4660	45,136	53,640	74,470	60,000	87,520	87,520	565	123,120	40.7%
Licenses & Permits	4912	60	2,250	550	2,245	350	350	150	2,620	648.6%
Fuel	5240	51,784	57,200	61,100	29,675	62,000	62,000	0	55,940	-9.8%
Uniforms	5250	766	10	1,493	1,165	0	0	0	11,070	0.0%
Protective Gear	5252	8,186	5,877	4,890	6,610	10,000	10,000	1,112	12,570	25.7%
Medical Supplies	5271	0	0	0	0	2,000	2,000	0	0	-100.0%
Operating Supplies	5290	0	0	0	0	600	550	0	0	-100.0%
Dues/Membership	5430	0	0	0	0	0	50	50	100	100.0%
Operational Costs		136,642	156,986	183,283	161,640	253,474	253,826	38,300	298,432	17.6%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		1,959,894	2,058,729	2,016,685	1,907,921	2,060,960	2,060,960	700,262	2,181,294	5.8%

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – EMS Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$1,032,430 - These costs are for salaries and wages for sixteen (15) Firemedics and one (1) EMS Coordinator. Collective Bargaining Agreement (CBA) and City pay plan determines salaries.

Relief Staffing Allowance - 1201

\$347,902 – 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

\$11,180 – Special pays are benefits paid to employees per the CBA that include a uniform cleaning allowance (\$5,040), acting supervisor pay (\$5,000), EMS Supplier Pay (\$660), and phone allowance (\$480).

FICA - 2100

\$79,360 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2230

\$114,780 – This category covers the cost of pension benefits for the FS 175 Pension Plan.

Insurance - 2300

\$255,390 – This category covers the cost of the City’s health insurance (\$244,410), life insurance (\$2,980), and disability insurance (\$8,000).

Worker’s Compensation - 2400

\$39,820 – This category covers the contribution for Worker’s Compensation Insurance.

Unemployment Compensation - 2500

\$2,000 – This category covers the estimated Unemployment Compensation payments.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – EMS Section

OPERATIONAL COSTS

Professional Service – 3100

\$14,000 – 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.

Accounting and Auditing – 3200

\$6,960 – This covers costs associated with auditing services for the EMS section.

Insurance - 4500

\$72,052 – Costs cover liability insurance (\$63,272) and vehicles insurance (\$8,780) for five (5) ALS Units and one (1) EMS Coordinator vehicle assigned to the EMS Section.

Equipment Repairs and Maintenance - 4660

\$123,120 – These funds cover the cost of repairs and maintenance for five (5) ALS Units and one (1) EMS Coordinator vehicle.

Licenses & Permits - 4912

\$2,620 – 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

\$78,120 – These funds are for fuel for five (5) ALS rescue vehicles and one (1) EMS Coordinator's vehicle (\$55,940), department required uniforms (\$11,070), and protective EMS gear (\$12,570) which is replaced on a five year schedule.

Dues / Memberships - 5400

\$100 – These funds are for dues and membership in a professional EMS organization.



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**OPERATIONS
DIVISION**

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
Fire Operations

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Assistant Fire Chief	1	0	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	0	4	3	1	0	2	1	0
Lieutenant EMT	7	6	5	7	7	7	7	6
Paramedics	18	15	16	16	17	15	16	18
Firefighter EMT	23	23	24	24	24	27	27	27
EMS Technician	0	0	0	0	0.5	0.5	0.5	0.5
TOTAL	52	51	51	51	51.5	54.5	54.5	54.5

CITY OF SEMINOLE
FY17 BUDGET
Fire Department Operations

ACCOUNT	Dept/Div Acct. #2522	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular *	1200	2,286,589	2,125,696	2,068,673	2,194,428	2,467,610	2,384,431	1,283,121	2,515,280	5.5%
Salaries - Part Time	1310	0	0	0	11,483	16,260	11,212	2,054	17,140	52.9%
Salaries - Overtime *	1402	69,900	94,391	174,089	185,906	72,390	72,390	131,094	125,970	74.0%
Salaries - Hazmat Overtime	1404	32,411	23,404	49,981	29,676	0	0	15,609	0	#DIV/0!
Educ/Special Pay	1503	9,788	12,455	11,326	13,872	14,320	14,320	7,160	17,120	19.6%
Uniform Cleaning Allowance	1504	12,234	11,340	12,480	11,115	13,410	13,410	12,567	13,410	0.0%
Hazmat Pay	1505	11,867	11,485	11,807	11,707	11,700	11,700	5,496	11,700	0.0%
Acting Pay	1506	15,770	14,777	11,127	10,649	13,700	13,700	5,248	13,700	0.0%
Drivers Pay	1507	39,327	39,003	39,385	39,791	39,700	39,700	24,636	39,700	0.0%
EMS supplier	1508	659	623	652	652	0	0	0	0	0.0%
Phone Allowance	1509	480	483	560	40	480	480	0	0	-100.0%
Uniform Purchase Allowanc	1514	14,131	5,161	2,353	1,611	24,570	24,570	15,699	0	-100.0%
FICA	2100	198,878	198,889	195,378	201,536	213,900	206,374	107,596	221,730	7.4%
Retirement FRS	2210	0	0	0	459	1,200	1,200	97	1,270	5.8%
F.S. 175	2230	404,708	433,432	83,953	30,315	294,380	290,000	0	273,490	-5.7%
Health	2310	434,575	455,274	426,069	449,723	525,020	482,950	271,306	584,750	21.1%
L/T Disability Insurance	2320	19,047	18,700	20,157	21,172	22,380	21,586	13,388	22,730	5.3%
Workers Compensation	2400	109,917	116,500	120,620	109,859	127,804	102,808	72,412	120,230	16.9%
People Costs		3,660,281	3,561,613	3,228,610	3,323,994	3,858,824	3,690,831	1,967,484	3,978,220	7.8%
Prof. Svcs - Medical	3101	22,289	27,166	23,102	17,382	33,770	33,770	-316	34,700	2.8%
Lawn Service	3420	3,498	3,700	8,022	7,791	7,830	7,830	2,983	8,850	13.0%
Lawn Spraying	3421	620	340	1,020	1,020	1,020	1,020	390	1,020	0.0%
Pest Control	3422	1,094	1,775	0	0	1,400	1,400	547	1,400	0.0%
Alarm System	3424	7,069	5,743	10,134	6,415	7,720	7,720	3,437	7,720	0.0%
Contract Svce - Air Conditio	3426	8,762	5,114	5,114	6,109	7,190	7,190	3,098	7,280	1.3%
Elevator Service	3484	3,579	3,705	3,815	3,931	3,840	3,840	1,885	4,000	4.2%
Contract Svce - Other	3490	17,806	18,184	23,053	19,814	22,410	19,883	7,106	21,910	10.2%
Contract Svce - Tree Svce	3504	0	3,000	0	0	3,000	3,000	0	3,000	0.0%
Allocated Costs-Admin	3701	169,110	168,310	169,110	176,590	184,300	184,300	76,792	208,350	13.0%
Travel/Per Diem	4000	1,502	503	300	1,835	6,130	6,130	846	4,270	-30.3%
Cab Service	4010	662	433	55	0	1,000	1,000	0	500	-50.0%
Tellecommunications	4110	16,368	17,572	18,411	19,456	17,580	17,580	10,185	19,890	13.1%
Cellular Service	4115	928	600	600	600	1,350	1,350	250	0	-100.0%
Postage/UPS	4120	570	385	112	479	620	620	81	750	21.0%
Electric - Stations	4311	49,929	45,622	48,594	49,938	33,570	33,570	19,701	49,700	48.0%
Water Utility Fee - Stations	4318	0	0	0	0	0	1,131	0	1,200	6.1%
Water/Sewer - Stations	4321	6,827	7,140	11,908	8,179	8,250	7,119	3,544	8,250	15.9%
Natural Gas - Stations	4331	4,309	4,511	4,891	4,666	7,300	7,300	2,193	7,300	0.0%
Propane - Stations	4333	2,220	1,259	1,771	1,589	2,650	2,650	282	2,050	-22.6%

CITY OF SEMINOLE
FY17 BUDGET
Fire Department Operations

ACCOUNT	Dept/Div Acct. #2522	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 to FY17
Insurance - Property	4512	30,225	30,531	32,100	18,911	30,180	25,907	15,958	30,180	16.5%
Insurance - Vehicles	4520	2,780	2,300	2,357	2,210	2,210	990	703	1,390	40.4%
Repair & Maintenance	4600	1,967	3,561	468	2,932	8,100	8,100	6,572	7,020	-13.3%
Maint. Computer Software	4620			150	0	200	200	0	200	0.0%
R & M - Radios	4645	9,625	16,457	141,518	2,200	5,000	5,000	1,921	5,000	0.0%
R & M - Vehicles	4660	76,548	71,978	110,691	42,697	40,000	40,000	43,167	19,540	-51.2%
Bldg. Maint. - Stations	4665	43,830	33,471	34,739	35,877	47,500	47,500	5,368	37,000	-22.1%
Garage Doors/Other	4670	2,620	5,433	3,449	2,398	6,000	6,000	770	4,000	-33.3%
SCBA Testing	4671	7,268	1,355	4,584	5,829	8,500	8,500	532	8,500	0.0%
Generator Maintenance	4672	151	0	3,819	0	5,000	5,000	151	4,000	-20.0%
Office Forms/Materials	4721	125	0	0	0	250	250	81	250	0.0%
Licenses & Permits	4912	246	1,470	484	1,360	450	450	0	1,980	340.0%
Office Supplies	5110	2,348	2,599	2,275	2,875	3,390	3,390	987	2,620	-22.7%
Operating Supplies - Clean	5210	17,989	18,499	20,051	16,869	21,000	21,000	10,400	21,000	0.0%
Fuel	5240	17,961	8,526	14,383	31,713	32,900	32,900	19,366	8,480	-74.2%
Small Tools/Supplies	5245	21,609	21,714	14,054	16,865	24,800	24,800	14,244	24,800	0.0%
Uniforms	5250	600	0	8,989	0	0	0	9	24,570	0.0%
Protective Gear	5252	45,361	44,568	39,293	43,407	45,000	45,000	29,304	45,000	0.0%
Safety Equip. & Supplies	5255	1,296	1,822	1,887	1,477	2,000	2,000	546	1,900	-5.0%
Medical Supplies	5271	924	2,684	3,667	2,202	0	0	0	2,400	0.0%
Operating Supplies -Genera	5290	8,553	15,779	11,892	14,599	17,560	17,560	9,041	17,560	0.0%
Books/Publications	5410	0	141	0	80	500	232	180	240	3.4%
Dues/Memberships	5430	475	565	1,049	884	990	990	150	990	0.0%
Conferences/Training	5440	-4,899	-6,015	1,585	1,380	4,320	4,320	134	4,310	-0.2%
Operational Costs		604,744	593,300	785,646	572,559	656,780	648,492	292,585	665,070	2.6%
Capital Outlay - Other Equip	6490	23,971	170,608	238,074	77,760	20,000	20,000	0	0	-100.0%
Capital Improvements	6500	0	681	0	95,326	0	0	0	0	0.0%
Capital Improvements Sta 3	6555	0	0	0	0	0	188,350	25,279	0	-100.0%
Capital Outlay		23,971	171,289	238,074	173,086	20,000	208,350	25,279	0	-100.0%
Interfund Transfer CIP	6904	276,360	285,030	264,480	224,170	264,480	264,480	93,404	267,380	1.1%
DEPARTMENT TOTAL		4,565,356	4,611,232	4,516,810	4,293,809	4,800,084	4,812,153	2,378,752	4,910,670	2.0%

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

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Operations Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$2,515,280 - These costs are for salaries and wages for fifty four (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

\$17,140 - These costs are for salaries and wages for one part time technician position.

Overtime - 1400

\$125,970- This account is to pay for time worked outside normal working hours. These hours ensure minimum staffing for fire rescue vehicles.

Special Pays - 1500

\$95,630 - Special pays are benefits paid to employees per the CBA. This includes educational incentive (\$17,120), a uniform allowance (\$13,410), hazardous material technician incentive (\$11,700), acting supervisor pay (\$13,700) 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

\$221,730 - FICA for salaries and overtime.

Retirement - 2200

\$274,760 - Retirement for the employees in the F.S. 175 pension plan (\$273,490) and FRS (\$1,270).

Insurance - 2300

\$607,480 - This category covers the cost of the City's health (\$584,750) and disability insurance (\$22,730).

Worker's Compensation - 2400

\$120,230 - This is for line-of-duty injury insurance premiums.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Operations Division

OPERATIONAL COSTS

Professional Services - 3100

\$34,700 - 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

\$55,180 - This category covers lawn service (\$8,850), lawn spraying (\$1,020), pest control (\$1,400), fire alarms (\$7,720), air conditioning maintenance contract (\$7,280), state required elevator maintenance agreement (\$4,000), Opticom and miscellaneous parts (\$21,910), and preventive hurricane tree cutting (\$3,000).

Travel and Training - 4000

\$4,770- 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 (\$1,150), Emergency Services Leadership Institute (\$2,520).

Cab Service - 4010

\$500 - 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

\$20,640 - This category will cover telephone costs for four fire stations (\$19,890) providing voice and computer communications, and shipping/ postage expenses (\$750).

Utilities - 4300

\$68,500 - These funds are for electric (\$49,700), water utility fee (\$1,200), water/sewer (\$8,250), natural gas (\$7,300) and propane (\$2,050), for four fire stations.

Insurance – 4500

\$31,570 - These funds are for building/contents (\$30,180) and vehicle insurance (\$1,390). This includes four fire stations and ten vehicles assigned to this Division.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Operations Division

Equipment Repairs and Maintenance - 4600

\$7,220 - These funds are to be used for the repair and maintenance of small tools and EMS equipment repairs (\$6,020), to calibrate our gas monitoring equipment (\$1,000) and computer software maintenance (\$200).

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

\$19,540 - These funds are to be used for the repair and maintenance of the Division vehicles.

Building Repairs and Maintenance - 4665

\$37,000 - 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

\$4,000 – 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

\$4,000 – 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

\$1,980 - This is for ACLS and ITLS recertifications.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Operations Division

Office Supplies - 5100

\$2,620 - 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

\$8,480 - 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), Personal Escape Rope System and items identified by OAC (\$2,500), and miscellaneous supplies (\$1,500) used by the Operations Division.

Uniforms - 5250

\$24,570- This category covers the cost for purchase of uniform required by the City.

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

1,900 - This category includes general safety equipment supplies.

Medical Supplies – 5271

2,400 - This category is for medical supplies required under the ALS First responder Agreement that are not supplied by the County.

CITY OF SEMINOLE
Fiscal Year 2017
Fire Rescue Department – Operations Division

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), computer hardware (\$1,000), Opticom Components (\$3,000) and misc. equipment (\$1,500).

Books & Publications - 5410

\$240 - 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.

Dues & Memberships - 5430

\$990 – This is for membership in the International Association of Fire Chiefs for the Assistant Chief and the Florida Fire Chiefs' Association for three District Chiefs and EMS/Training Coordinator, and four Blue Card Certifications.

Conference & Training - 5440

\$4,310 - 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 Reserves - 6904

\$267,380 – 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	FY11	FY12	FY13	FY14	FY15	FY16	FY17	% Change FY16 TO FY17
		Actual	Actual	Actual	Actual	Actual	Adopted	Proposed	
Salaries - Seasonal	1300	3,396	4,243	3,757	983	537	1,750	1,750	0.0%
Salaries - Overtime	1400	5,348	6,754	1,725	4,528	5,525	2,500	2,500	0.0%
FICA	2100	620	829	500	408	427	500	500	0.0%
FRS	2210	354	299	18	278	339	18	18	0.0%
ICMA	2220	0	0	0	78	62	0	0	#DIV/0!
Health/Life Ins	2310	-135	-290	0	838	841	0	0	#DIV/0!
Daddy Dghtr-Contract Svce	3402	0	0	500	0	830	1,000	1,800	80.0%
Brkfst w/Santa-Contract Svce	3405	0	0	100	50	0	0	0	#DIV/0!
Freaky Fri-Contract Svce	3406	955	1,023	1,800	975	400	1,500	1,500	0.0%
Sr Adult Lunch-Contract Svce	3407	1,055	777	1,000	400	200	650	650	0.0%
Movies U Strs-Contract Svce	3409	0	993	2,000	1,027	1,053	2,000	2,000	0.0%
Haunted Hallowen-Contract Svce	3411	1,430	2,703	2,000	2,003	2,500	3,000	3,000	0.0%
Open House	3413	259	0	500	0	500	500	500	0.0%
Fit Kids Triathlon-Contract Svce	3414	1,410	1,510	1,500	16,165	0	1,500	1,500	0.0%
Winterfest/Tree-Contract Svce	3417	2,480	7,450	2,500	27,290	9,490	19,075	19,075	0.0%
Pow Wow-Contract Svce	3428	17,054	17,796	18,000	17,568	15,922	18,000	18,000	0.0%
Music in the Park-Contract Svce	3429	14,315	12,971	10,500	12,145	9,119	9,360	9,360	0.0%
Liability Insurance	4500	0	0	950	0	0	1,049	1,049	0.0%
Daddy Dghtr-Oper Supp	5202	1,836	1,366	1,500	1,612	514	1,800	1,000	-44.4%
Teen Board Activities	5204	4,831	8,016	5,000	5,861	6,588	7,000	7,000	0.0%
Brkfst w/Santa-Oper Supp	5205	277	234	400	512	308	500	500	0.0%
Freaky Fri-Oper Supp	5206	1,292	1,919	2,700	900	1,414	2,250	2,250	0.0%
Sr Adult Lunch-Oper Supp	5207	2,427	1,970	3,000	1,630	1,301	2,000	2,000	0.0%
Fit over 50-Oper Supp	5208	1,276	900	1,200	1,100	1,140	1,200	1,200	0.0%
Movies U Strs-Oper Supp	5209	1,197	169	500	260	451	500	500	0.0%
Senior Lounge Operating Supplie	5212	915	315	0	335	224	450	450	0.0%
Family Fun Day-Oper Supp	5213	31	0	500	129	130	250	250	0.0%
Fit Kids Triathlon-Oper Supp	5214	4,068	7,053	5,500	5,531	95	5,500	5,500	0.0%
Music in the Park-Oper Supp	5215	1,854	2,971	3,400	1,459	1,570	2,250	2,250	0.0%
Winterfest/Tree-Oper Supp	5217	7,456	1,220	7,500	766	2,366	750	750	0.0%
Doggie Derby	5218	102	259	294	66	122	300	300	0.0%
Great American Camp Out	5222	0	0	0	0	0	500	500	0.0%
Pow Wow-Oper Supp	5225	9,346	7,787	8,300	12,690	10,736	8,300	8,300	0.0%
Haunted Hallowen-Oper Supp	5232	3,555	2,442	2,000	2,247	1,604	1,500	1,500	0.0%
Craft Fair-Operating Supplies	5234	0	0	0	0	0	500	500	0.0%
Bridal Showcase-Oper Supplies	5238	0	0	0	0	0	1,000	1,000	0.0%
Art in the Park - Oper Supplies	5239	0	0	0	0	0	500	500	0.0%
Fuel	5240	0	1,233	0	0	0	0	0	#DIV/0!
SPECIAL EVENT TOTAL		89,004	95,440	89,144	119,834	76,308	99,452	99,452	0.0%

FY17 SPECIAL EVENTS REVENUES

Account #	DESCRIPTION	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY17 Proposed	% Change FY16/17
33-0347-4902	Daddy Daughter	2,165	2,115	1,535	2,175	1,625	2,800	2,800	0.0%
33-0347-4904	Teen Board Activities	8,662	7,140	8,817	10,607	9,107	7,000	7,000	0.0%
33-0347-4905	Breakfast w/Santa	570	540	620	605	910	500	500	0.0%
33-0347-4906	Freaky Fridays	5,621	5,846	4,773	3,624	4,880	4,500	4,500	0.0%
33-0347-4907	Senior Adult Luncheons	3,101	2,730	2,343	2,453	1,092	2,500	2,500	0.0%
33-0347-4908	Fit over 50	2,805	2,130	2,125	1,332	1,820	1,500	1,500	0.0%
33-0347-4909	Movies under the Stars	461	321	614	931	976	750	750	0.0%
33-0347-4910	Pow Wow Festival & Parade	43,191	44,419	43,097	44,675	50,068	38,000	38,000	0.0%
33-0347-4911	Haunted Halloween	6,059	6,483	6,833	6,887	6,638	6,500	6,500	0.0%
33-0347-4912	Senior Lounge	0	900	1,200	931	399	1,000	1,000	0.0%
33-0347-4914	Fit Kids Triathlon	10,645	14,041	1,465	4,945	-240	9,100	9,100	0.0%
33-0347-4915	Music in the Park	10,340	10,966	8,579	9,768	10,444	10,500	10,500	0.0%
33-0347-4917	Winterfest/Tree Lighting	225	300	419	220	1,760	500	500	0.0%
33-0347-4918	Doggie Derby	0	612	0	344	401	300	300	0.0%
33-0347-4920	Craft Fair	0	0	0	0	0	500	500	0.0%
33-0347-4921	Bridal ShowCase	0	0	0	0	0	1,250	1,250	0.0%
33-0347-4922	Great American Camp Out	0	0	0	0	0	250	250	0.0%
33-0347-4923	Art In The Park	0	0	0	0	0	500	500	0.0%
33-0369-9200	Misc Revenue	0	55	14	10	941	11,502	11,502	0.0%
TOTAL - REVENUES		93,926	98,598	82,434	89,512	90,821	99,452	99,452	0.0%
33-0381-5000	Interfund Transfer from Recre	0	0	0	0	0	0	0	#DIV/0!
TOTAL - ALL FUNDING SOURCES		93,926	98,598	82,434	89,512	90,821	99,452	99,452	0.0%



CITY
OF
SEMINOLE

DEBT FUNDS

FY17 DEBT SERVICE FUND REVENUE

Account #	DESCRIPTION	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY16 Adopted	FY17 Proposed	% Change FY16/FY17
12-03-12-6000	One Cent Surtax	711,796	740,891	713,660	713,660	960,082	960,513	960,512	0.0%
TOTAL - REVENUES		711,796	740,891	993,335	713,660	960,082	960,513	960,512	0.0%

* Fund created in FY10

CITY OF SEMINOLE
FY17 BUDGET
Debt Service

ACCOUNT	Dept/Div	FY11	FY12	FY13	FY14	FY15	FY16	FY17	% Change
	Acct. #574	Actual	Actual	Actual	Actual	Adopted	Adopted	Proposed	FY16 TO FY17
Principal	12-05-19-7000	458,961	482,093	781,391	531,913	903,909	915,211	926,376	1.2%
Interest	12-05-19-7001	252,835	258,798	211,944	181,747	56,173	45,302	34,136	-24.6%
TOTAL		711,796	740,891	993,335	713,660	960,082	960,513	960,512	0.0%

* Fund created in FY10



**CITY
OF
SEMINOLE**

**TREE/LANDSCAPE
MITIGATION**

FY17 TREE/LANDSCAPE MITIGATION FUND REVENUES

Account #	DESCRIPTION	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY16 Adopted	FY17 Proposed	% Change FY16/FY17
34-0329-0000	Tree Mitigation Fees	0	0	1,248	50,000	50,000	50,000	50,000	0.0%
TOTAL - REVENUES		0	0	1,248	50,000	50,000	50,000	50,000	0.0%

* Fund created in FY12

**CITY OF SEMINOLE
FY17 BUDGET
TREE/LANDSCAPE MITIGATION FUND**

ACCOUNT	Dept/Div	FY11	FY12	FY13	FY14	FY15	FY16	FY17	% Change
	Acct. #574	Actual	Actual	Actual	Actual	Adopted	Adopted	Proposed	FY16 TO FY17
Professional Services	34-0539-3100	0	0	0	0	10,000	10,000	10,000	0.0%
Operating Supplies	34-0539-5265	0	0	34,405	47,160	40,000	40,000	40,000	0.0%
SPECIAL EVENT TOTAL		0	0	34,405	47,160	50,000	50,000	50,000	0.0%

* Fund created in FY12